



Coachella Valley Mosquito and Vector Control District

43420 Trader Place, Indio, CA 92201 | (760) 342-8287 | cvmosquito.org

Board of Trustees Meeting

Tuesday, March 12, 2024

6:00 p.m.

AGENDA

The Board of Trustees will take action on all items on the agenda.

Materials related to an agenda item that are submitted to the Board of Trustees after distribution of the agenda packets are available for public inspection in the Clerk of the Board's office during normal business hours and on the District's website.

This meeting will be conducted by video and/or teleconference as well as in person at the District office located at the address listed above. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), meeting ID: [853 2267 6299](https://us02web.zoom.us/j/85322676299), or click this link to join: <https://us02web.zoom.us/j/85322676299>.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please contact the Clerk of the Board at (760) 342-8287 at least 48 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible. The District will attempt to accommodate you in every reasonable manner.

Before entering the District's facilities, we request that you self-screen for COVID-19 symptoms. We want to work together to help limit the spread of COVID-19.

1. Call to Order — John Peña, President

A. Roll Call

2. Pledge of Allegiance

3. Confirmation of Agenda

4. Public Comments

Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to Interim Clerk of the Board by 2:00 p.m. on March 12, 2024, at gmorales@cvmosquito.org. E-mails received prior to 2:00 p.m. on the day of the Board meeting will be made part of the record and distributed to the Board. This method is encouraged as it gives the Board of Trustees the opportunity to reflect upon your input. E-mails will not be read at the meeting.

A. **PUBLIC Comments — NON-AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on items of general interest (a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**

B. **PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

All comments are to be directed to the Board of Trustees and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

5. Announcements, Presentations, and Written Communications — None

6. Items of General Consent

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

A. Minutes for February 13, 2024, Board Meeting **(Pg.7)**

B. Approval of expenditures for February 9, 2024, to March 6, 2024 **(Pg.17)**

C. Approval to renew the contract with CleanExcel for cleaning services for the District headquarters in an amount not to exceed \$4,343 per month from fund

7675.01.305.000 – Contract Services, *Budgeted; funds available* — **David I’Anson, Administrative Finance Manager (Pg. 19)**

D. Approval to renew the annual agreement with Salton Sea Aerial Services to conduct both aerial adulticiding and larviciding applications; *Budgeted; Funds Available* — **Greg Alvarado, Operations Manager (Pg. 20)**

E. Informational Items:

- Financials — **David I’Anson, Administrative Finance Manager (Pg. 22)**
- Important Budget Meeting Dates **(Pg.37)**
- Quarterly Department Reports: Human Resources; Operations; Information Technology; Fleet Services; Laboratory & Surveillance Control; and Public Outreach **(Pg. 40)**
- Approval of Proclamation designating the week of April 14-20, 2024 as Mosquito Awareness Week — **Tammy Gordon, MA, APR, MPIO, Public Information Manager (Pg. 57)**
- Approval for a Vector Ecologist and Laboratory Manager to attend the Pacific Southwest Center of Excellence in Vector-Borne Diseases Annual Meeting, April 4-5, 2024 in an amount not to exceed \$4,000.00 from fund #7600.01.400.027, Professional Development — **Jennifer A. Henke, M.S., BCE, Laboratory Manager (Pg. 58)**

F. **Business Session**

A. Old Business

- I. Discussion and/or approval of change order with KYA Services to install concrete pad for staff meeting area in an amount not to exceed \$80,000 from Capital Replacement Fund #8415.14.950.000 — Jeremy Wittie, M.S., CSDM, General Manager, and David I’Anson, Administrative Finance Manager **(Pg.60)**

B. New Business

- I. Discussion: Ballot Instructions for Special District Selection Committee-One (1) Eastern Region Regular Member and One (1) Countywide Alternate Member of the Riverside Local Agency Formation Commission (LAFCO) — **Jeremy Wittie, M.S., CSDM, General Manager (Pg.62)**

C. **Committee and Trustee Reports**

A. Executive Committee — **John Peña, Board President**

Executive Committee oral report

B. Finance Committee — **Clive Weightman, Board Treasurer**

Finance Committee oral report and Finance Committee minutes from February 13, 2024 **(Pg.72)**

C. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff Actions

The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than three minutes.

9. Reports

A. General Manager and Staff

- i. General Manager’s Report — **Jeremy Wittie, M.S., CSDM, General Manager**

- ii. Arbovirus Risk and Response update (as necessary) — **Jennifer A. Henke, M.S., BCE, Laboratory Manager, Greg Alvarado, Operations Manager, Tammy Gordon, MA, APR, MPIO, Public Information Manager**

Questions and/or comments from Trustees regarding the report

B. General Counsel

10. Closed Session

Closed Session (s):

A. **Conference with Labor Negotiators pursuant to Government Code Section 54957.6**

Agency Designated Representatives: Lena D. Wade, Crystal Moreno, and David I’ Anson.

Employee Organizations: California School Employees Association and Teamsters Local 911.

11. Adjournment

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

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Certification of Posting

I certify that on March 8, 2024, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on March 8, 2024

Graciela Morales, Interim Clerk of the Board



ITEMS OF GENERAL CONSENT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Board of Trustees Meeting

DRAFT-Minutes

MEETING TIME: 6:00 p.m., February 13, 2024

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT

PRESIDENT: John Peña	La Quinta
VICE PRESIDENT: Benjamin Guitron	Indio
SECRETARY: Dr. Doug Kunz	Palm Springs
TREASURER: Clive Weightman	Indian Wells
Steve Downs	Rancho Mirage
Frank Figueroa	Coachella
Gary Gardner	Desert Hot Springs
Nancy Ross	Cathedral City (joined after roll call)
Doug Walker	Palm Desert

TRUSTEES ABSENT

Bito Larson	County at Large
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STAFF AND GENERAL COUNSEL PRESENT

Jeremy Wittie, General Manager
Lena D. Wade, Legal Counsel, SBEMP
Crystal Moreno, Human Resources Manager
David l'Anson, Administrative Finance Manager
Edward Prendez, Information Technology Manager
Jennifer Henke, Laboratory Manager
Tammy Gordon, Public Information Manager
Greg Alvarado, Operations Manager
Melissa Tallion, Executive Assistant/Clerk of the Board

Other staff members joined the meeting as well

MEMBERS OF THE PUBLIC PRESENT

Yes

1. Call to Order

President Peña called the meeting to order at 6:03 p.m.

A. Roll Call

At roll call eight (8) out of ten (10) Trustees were present.

2. Pledge of Allegiance

Amelia led the Pledge of Allegiance

3. Confirmation of Agenda

President Peña inquired if there were any agenda items to be shifted. Upon no objections by the Board of Trustees, the agenda was confirmed.

4. Public Comments

Mr. Mike Martinez spoke on non-agenda items. Mr. Brad Anderson spoke on non-agenda and agenda items and also submitted written comments which were submitted to the Board of Trustees and Legal Counsel.

5. Announcements, Presentations, and Written Communications

None

6. Items of General Consent

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

- A. Minutes for January 9, 2024, Board Meeting
- B. Approval of expenditures for January 5, 2024, to February 8, 2024
- C. Annual Statement of Economic Interests/Form 700 Annual Filing for the filing period of 2023/2024 — **Melissa Tallion, Executive Assistant/Clerk of the Board**
- D. Informational Items:
 - Financials — **David I'Anson, Administrative Finance Manager**
 - Important Budget Meeting Dates
 - Semi-annual research reports from the University of California, Davis, University of California, Riverside, Mount Sinai School of Medicine, and the USDA for 2023 — **Jennifer A. Henke, M.S., BCE, Laboratory Manager**
 - Mosquito and Vector Control Association of California (MVCAC) Annual Conference, January 22-24, 2024, Monterey, CA
 - California Society of Municipal Finance Officers (CSMFO) Annual Conference, January 30-February 2, 2024, Anaheim, CA
 - Approval for Biologist to attend the American Mosquito Control Association Annual Conference, March 3-8, 2024, in an amount not to exceed \$ 2000.00 from fund #7600.01.400.027, Professional Development — **Jennifer A. Henke, M.S., BCE, Laboratory Manager**

On a motion from Trustee Gardner, seconded by Trustee Figueroa, and passed unanimously, the Board of Trustees approved all items of General Consent.

Ayes: President Peña, Trustees Downs, Figueroa, Gardner, Guitron, Kunz, Larson, Ross, Walker, Weightman

Noes: None

Abstained: None

Absent: Trustee Larson

7. Business Session

A. Old Business — None

B. New Business

- I. Discussion and/or approval to purchase two (2) Application Unmanned Aircraft System (UAS) Drones, training payload and battery systems in an amount not to exceed \$138,000.00, from Frontier Precision - Capital Replacement Budget Fund #8415.13.300.000 – *Budgeted; Funds - Capital Replacement* — **Edward Prendez, Information Technology Manager, and Greg Alvarado, Operations Manager**

On a motion from Trustee Guitron, seconded by Trustee Walker, and passed unanimously, the Board of Trustees approved the purchase of two (2) Application Unmanned Aircraft System (UAS) Drones, training payload and battery systems in an amount not to exceed \$138,000.00, from Frontier Precision.

Ayes: President Peña, Trustees Downs, Figueroa, Gardner, Guitron, Kunz, Larson, Ross, Walker, Weightman

Noes: None

Abstained: None

Absent: Trustee Larson

8. Committee and Trustee Reports

A. Executive Committee — **John Peña, Board President**

Executive Committee oral report and Executive Committee minutes from February 2, 2024
President Peña said that the Executive Committee met and had a discussion on SIT. Jennifer Henke led that discussion. The District is going to continue to move in that direction. The City Manager of La Quinta met at the District with Jeremy and President Peña. President Peña thanked Melissa Tallion on behalf of the Board for her time with the District.

B. Finance Committee — **Clive Weightman, Board Treasurer**

Finance Committee oral report and Finance Committee minutes from January 9, 2024
Treasurer Weightman mentioned that the Finance Committee held their meeting before the Board meeting to review the check report, District Credit Card charges, and monthly financials. The General Fund Operational Cash Flow graph was shown and discussed.

C. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff Actions

President Peña mentioned that the District needs an EOC space to be incorporated into the district's upcoming architectural plans. President Peña and Trustee Larson will be traveling to the AMCA Conference in March.

9. Reports

A. General Manager and Staff

i. General Manager's Report — **Jeremy Wittie, M.S., CSDM, General Manager**

Jeremy Wittie gave a brief presentation. He mentioned that Holt is finalizing the cost estimates for the Boardroom revitalization and hopes to have something for the ad hoc building committee in March. The District's vacant land parcel map goes to the Indio Planning Commission on February 28th. The Board approved the Golden Handshake and the District has seven (7) staff members who will be retiring in March.

B. General Counsel

No comments.

10. Closed Session

Closed Session (s):

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Lena D. Wade, Crystal Moreno, and David I' Anson.

Employee Organizations: California School Employees Association and Teamsters Local 911.

No reportable action

11. Adjournment

President Peña adjourned the meeting at 7:35 p.m.

John Peña
President

Dr. Doug Kunz
Secretary

Melissa Tallion

From: Brad Anderson [REDACTED]
Sent: Wednesday, February 7, 2024 3:56 PM
To: Melissa Tallion; Edward Prendez
Cc: Jeremy Wittie; District 4 Supervisor V. Manuel Perez
Subject: Public Comment for the CVMVCD Board of Trustees meeting- February 13, 2024 (Non-Agenda Public comment)

February 7, 2024

Coachella Valley Mosquito and Vector Control District (CVMVCD)
43420 Trader Pl.
Indio, CA. 92201
760.342.8287 - www. cvmosquito@cvmvcd.org
Attn: current Clerk of the Board / Board of Trustees / General Public

Re: Written letter (and attached letter) to be entered in the Public record and made available for public inspection for the February 13, 2024 (6:PM) CVMVCD Board of Trustees meeting - Agenda Item: 4.A (Non-Agenda Public comment)

Dear CVMVCD appointed members,

Please see attached email dated February 7, 2024 (2:51PM) addressed to the General Manager (Jeremy Wittie) in regards to an unwelcomed intrusion on my solitude (peace and enjoyment) of my private property located within the City boundaries of Rancho Mirage, California.

As this organization is well aware, there has been an on-going investigation (in excess of five years) conducted by the California Department of Industrial Relations (DIR) from a report of retaliatory actions from the CVMVCD organization against myself from reported safety hazards within the CVMVCD organization. Recently a filed appeal was entered in regards to that (DIR) case.

The matter listed above is only "one" of the many suspected CVMVCD organizations potential unlawful justifications of reprisal actions taken against my private property located within the City of Rancho Mirage, California.

It's crystal clear that the CVMVCD administration has been compromised by elements yet to be determined. Please consider a full and impartial (third-party) investigation into the CVMVCD administration and possibly certain past and present trustees' willingness to violate this resident's rights with unfounded allegations.

Sincerely,

Brad Anderson | [REDACTED]
[REDACTED]

Cc:
Riverside County

----- Forwarded message -----

From: **Brad Anderson** <[REDACTED]>
Date: Wed, Feb 7, 2024, 2:51 PM
Subject: Unwelcomed Intimidation practices
To: Jeremy Wittie <JWittie@cvmosquito.org>
Cc: Isaiah Hagerman, CPA <isaiahh@ranchomirageca.gov>

February 7, 2024

Dear Mr. Jeremy Wittie,
Coachella Valley Mosquito and Vector Control District (CVMVCD) General Manager

This is a demand to cease and desist with your potential unlawful actions of continued harrasment and Intimidation directed toward myself and my private residence located within the City of Rancho Mirage, California.

It's reasonable to consider that my recent Public testimony at a CVMVCD Executive Committee meeting and my recently filed Department of Industrial Relations (DIR) complaint appeal could be two potential CVMVCD (reprisal) justifications to burden my private affairs with potential unlawful actions of the CVMVCD organization against my private property.

Please consider yourself and the CVMVCD organization on official notice.

Sincerely,

Brad Anderson | [REDACTED]
[REDACTED]

[REDACTED] Rancho Mirage

February 13, 2024

Coachella Valley Mosquito and Vector Control District (CVMVCD)

43420 Trader Pl.

Indio, CA. 92201

760.342.8287

Attn: Clerk of the Board/General Manager/Board appointees/ General Public

Re: Written letter and attached statements (emails) to be entered in the Public record and made available for public inspection for the February 13, 2024 (6:PM) CVMVCD Board of Trustees meeting - Agenda Items: 4.A & 7.B

Dear current CVMVCD appointees,

Please consider the Public good over the willingness of CVMVCD officials own special Interests to continue with ongoing poor performance of it's operations – which have helped crippled the Public's trust in the CVMVCD.

1) Agenda Item: 4.A (Non-Agenda Public comment)

As this operation (CVMVCD) is aware, my submitted written statements of February 7, 2024(3:56PM) were not included into the official CVMVCD Board of Trustees meeting agenda packet of February 13, 2024 and not made available for disclosure as required by California State law. Having seen how the CVMVCD organization have subverted many standard best practices protocols along with deceptive employment practices over many years have continue to amaze this Individual.

Please see attached Email(s) that were successful denied to be entered in the Public record by CVMVCD administrators when submitted on February 7, 2024.

It's reasonable to consider that the CVMVCD administration have taken radical political maneuvers to reduce and or eliminate my (Free speech) at it's venue. Along with attempt(s) to intimidate with harassing behavior towards my private property on unfounded "pretext" allegations.

2) Agenda Item: 7.B (proposed purchase of additional (UAS – Drones)

Opposition to the continue waste of taxpayers dollars – purchase of (Unmanned aerial vehicles – Drones) plus other accompanying supplies would be squandering resources Its been repeatedly demonstrated that CVMVCD administrators have promoted certain Individuals over others for this unique (US Drone) program.

Better management of CVMVCD administration staff members and their activities should be of a greater concern than buying more "toys" for them to play with.

Sincerely,



Brad Anderson | Rancho Mirage, CA. | [REDACTED]

Cc:

----- Forwarded message -----

From: **Brad Anderson** <[REDACTED]>
Date: Wed, Feb 7, 2024, 3:56 PM
Subject: Public Comment for the CVMVCD Board of Trustees meeting- February 13, 2024 (Non-Agenda Public comment)
To: Melissa Tallion <[REDACTED]>, <[REDACTED]>
Cc: Jeremy Wittie <[REDACTED]>, District 4 Supervisor V. Manuel Perez <[REDACTED]>

February 7, 2024

Coachella Valley Mosquito and Vector Control District (CVMVCD)
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Indio, CA. 92201
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It's crystal clear that the CVMVCD administration has been compromised by elements yet to be determined. Please consider a full and impartial (third-party) investigation into the CVMVCD administration and possibly certain past and present Trustees willingness to violate this Resident's rights with unfounded allegations.

Sincerely,

Brad Anderson, [REDACTED]

Cc:
Riverside County

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Date: Wed, Feb 7, 2024, 2:51 PM
Subject: Unwelcomed Intimidation practices
To: Jeremy Wittie <[REDACTED]>
Cc: Isaiah Hagerman, CPA <[REDACTED]>

February 7, 2024

Dear Mr. Jeremy Wittie,
Coachella Valley Mosquito and Vector Control District (CVMVCD) General Manager

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It's reasonable to consider that my recent Public testimony at a CVMVCD Executive Committee meeting and my recently filed Department of Industrial Relations (DIR) complaint appeal could be two potential CVMVCD (reprisal) justifications to burden my private affairs with potential unlawful actions of the CVMVCD organization against my private property.

Please consider yourself and the CVMVCD organization on official notice.

Sincerely,

Brad Anderson | [REDACTED]

Cc:
City Rancho Mirage

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

February 9 - March 6, 2024

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	February 16, 2024	238,093.34	
	Payroll Disbursement	March 1, 2024	233,941.60	
				472,034.94
Pre-Approved Expenditures Utilities/Benefits:				
45083	CalPERS - Retirement Acct	Retirement Contributions: 02/02/2024PP	37,912.30	
45092	MissionSquare (Plan# 302318)	Deferred Compensation: 02/02/2024PP	12,816.61	
45107	Burrtec Waste & Recycling Svcs.	Utilities - District Waste Monthly Fee	481.81	
45108	CalPERS Healthcare Acct	March Cafeteria Plan	104,844.22	
45109	CalPERS - Retirement Acct	Retirement Contributions: 02/16/2024PP	38,414.40	
45110	MissionSquare (Plan# 302318)	Deferred Compensation: 02/16/2024PP	12,827.64	
45111	Imperial Irrigation District	Utilities - Electricity Usage	2,253.81	
45112	Imperial Irrigation Dist-Lab Acct	Utilities - Electricity Usage	5,397.55	
45113	Indio Water Authority	Utilities - Water Usage	1,098.55	
45114	Principal Life Insurance Co.	March Cafeteria Plan	14,525.15	
45115	SoCalGas	Utilities - Natural Gas Usage	1,300.29	
				231,872.33
Pre-Approved Expenditures less than \$10,000.00:				
45079	Abila, Inc.	Cloud Computing Services	943.77	
45080	Airgas USA, LLC	Lab Supplies & Expense	368.87	
45081	Coachella Valley Compost Facility	Repair & Maintenance	10.79	
45082	Burrtec Waste Industries	Repair & Maintenance	143.25	
45084	CarQuest Auto Parts	Vehicle Parts & Supplies	294.33	
45085	CDW Government, Inc	Equipment Parts & Supplies	7,196.35	
45086	Clairemont Equipment	Equipment Rental	348.68	
45087	Desert Alarm, Inc.	Repair & Maintenance	195.00	
45088	Desert Fire Extinguisher Co., Inc.	Repair & Maintenance	382.45	
45089	Tammy Gordon	Mileage Reimbursement	297.48	
45090	Hypertec USA Inc	Cloud Computing Services	110.49	
45091	David I'Anson	Mileage Reimbursement	580.89	
45093	Inova Holding III, LLC dba Inova Payroll of Southern CA LLC	HRIS Services: January 2024	519.10	
45094	Jernigan's Sporting Goods, Inc.	Safety Expense	375.18	
45095	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	708.20	
45096	Bito Larson	Mileage Reimbursement	596.30	
45097	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	225.31	
45098	Richard Ortiz	Mileage Reimbursement	594.96	
45099	Pitney Bowes Global Financial Services LLC	Contract Services	310.82	
45100	Edward Prendez	Mileage Reimbursement	594.96	
45101	Puretec Industrial Water	Equipment Parts & Supplies	375.55	
45102	Shasta Fire Protection, Inc.	Repair & Maintenance	1,500.00	
45103	Veolia ES Technical Solutions, LLC	Lab Supplies & Expense	124.32	
45104	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	332.83	
45105	U.S. Bank	Calcard Check	1,144.02	
45116	Advance Imaging Systems	Contract Services	435.53	
45117	Airgas USA, LLC	Lab Supplies & Expenses	369.84	
45118	CarQuest Auto Parts	Vehicle Parts & Supplies	436.13	
45119	CDW Government, Inc	Capital Outlay	8,441.80	
45121	Cintas Corporation #3	Uniform Expense	3,670.42	
45122	Clairemont Equipment	Equipment Rental	639.04	
45124	Desert Fire Extinguisher Co., Inc.	Safety Expense	3,206.29	
45125	Employee Relations Inc.	Recruitment/Advertising	71.02	
45126	Ewing Irrigation	Maintenance & Calibration	121.48	
45127	C & J Brown & Company, CPAS - An Accountancy	Professional Fees	675.00	
45128	Ferguson Enterprises	Repair & Maintenance	218.08	
45129	Frontier Communications-Internet	IT Communications	445.98	
45130	Jennifer Henke	Travel Reimbursement	635.90	
45131	Holt Architects, Inc.	Architectural Services	2,760.00	
45132	Hypertec USA Inc	Cloud Computing Services	110.49	
45133	Jernigan's Sporting Goods, Inc.	Safety Expense	1,934.15	
45134	Koch Filter Corporation	Repair & Maintenance	835.85	
45135	Kwik Kleen Of The Desert	Offsite Vehicle Maintenance & Repair	260.00	
45136	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	737.73	
45137	Linde Gas & Equipment Inc.	Offsite Vehicle Maintenance & Repair	66.64	
45138	Marlin Leasing Corporation	Contract Services	705.79	
45139	Optimal Wellness Living	Wellness	3,750.00	
45140	Refrigeration Supplies Distributor	Repair & Maintenance	269.09	
45142	SeqGen, Inc.	Maintenance & Calibration	3,500.00	
45143	Shasta Fire Protection, Inc.	Repair & Maintenance	5,500.00	
45145	SC Commercial LLC dba SC Fuels	Motor, Fuel & Oil	3,084.47	
45147	Desert Electric Supply	Repair & Maintenance	180.44	
45148	Verizon Wireless	IT Communications	3,570.63	
Cash - California Bank & Trust Checking				64,905.69
Cash - California Bank & Trust Checking				
45106	UMPQUA Bank Commercial Card OPS	CSDA Card Check	129,727.78	
45141	Salton Sea Air Service	Aerial Applications	15,041.28	
45144	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	24,596.58	
Cash - California Bank & Trust Check Run Total to be Approved				169,365.64

Total Expenditures: February 9 - March 6, 2024

938,178.60

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

February 9 - March 6, 2024

Check No	Payable To	Description	Check Amount	Total Amount
	John Pena, President	Clive Weightman, Treasurer		



**Coachella Valley Mosquito and
Vector Control District**

March 12, 2024

Staff Report

Agenda Item: Consent Item

Approval to renew the contract with CleanExcel for cleaning services for the District headquarters in an amount not to exceed \$4,343 per month from fund 7675.01.305.000 – Contract Services, *Budgeted; funds available* — **David I’Anson, Administrative Finance Manager (Pg.)**

Background:

The District uses an outside contractor for facility cleaning services. The District has contracted with CleanExcel since 2010, their service has been satisfactory and they have met all expectations. In 2019 the District sought proposals for cleaning services and CleanExcel was the lowest responsible bidder. District staff would like to renew the agreement for an additional term of one year and include an increase in the amount for the increase in the CPI in 2023 which was 3.6%. The new rate would be \$4,343 per month, the annual expense is \$52,116, and for the current Fiscal Year is an increase of \$453.

Staff Recommendation:

Staff recommends renewing the contract for one year.

Fiscal Impact:

FY2023-24 Budget GL # 7675.01.305.000 Contract Services	Current Balance	Proposed FY Expense	Remaining Available Funds
Amount budgeted \$78,400	\$18,689	\$13,029	\$5,660



**Coachella Valley Mosquito and Vector
Control District**

March 12, 2024

Staff Report

Agenda Item: Consent Calendar

Approval to renew the annual agreement with Salton Sea Aerial Services to conduct both aerial adulticiding and larviciding applications; *Budgeted; Funds Available* — **Greg Alvarado, Operations Manager**

Background:

Currently, the District has an aerial applications contract with Salton Sea Aerial Service to conduct adulticide or larvicide applications. The District guarantees the contractor a minimum of 14 hours of work per year to ensure standby availability. The proposed current renewal will increase the hourly rate.

Proposed rate increase:

- \$2,500 per hour for aerial applications made day or night. This rate is an all-inclusive rate that includes but is not limited to costs associated with third-party labor, water truck, and specialized equipment rentals. There is a minimum of fourteen (14) aerial hours per year, for the services rendered by Service Provider pursuant to this Agreement.

The minimum expense is \$35,000 (14 hours) annual budget for aerial services is \$251,600. The expense for aerial services depends on mosquito seasonal needs, expense can range from \$35,000 to \$251,600. The contract is on an annual basis and overlaps two fiscal years. For the current fiscal year, the budget balance is \$88,473.66.

Needs Assessment:

The application of control products by air in inaccessible areas such as the Salton Sea marsh habitats and where large applications are required, such as in duck club habitats and the wetland marshes is often applied by helicopter rather than truck-mounted equipment because of accessibility and time-saving benefits. The need for this approach for mosquito treatments will continue in the future. In addition, helicopter service provided by Salton Sea Air Service can also apply larvicide and adulticide products to all urban areas of the Coachella Valley, if it becomes necessary based on arbovirus indicators and for the control of urban mosquito vectors.

Staff Recommendation:

Staff recommends renewing the agreement with Salton Sea Aerial Services for a one-year minimum expense is \$35,000 (14 hours).

Fiscal Impact:

FY2023-2024 Budget GL 7850.01.500.000- Aerial Applications	Current Available Funds	Proposed Expense Remainder Fiscal Year 2023-2024	Remaining Available Funds
\$251,600	\$88,474	\$35,000 up to \$88,474	\$0

Coachella Valley Mosquito and Vector Control District
 FINANCES AT A GLANCE
 ALL FUNDS COMBINED
 For the Month Ended February 29, 2024

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	16,758,792	369,488	17,128,279
CASH	293,863	188,830	482,693
INVESTMENTS & CASH	17,052,654	558,318	17,610,972
CURRENT ASSETS	2,942,454	(1,272,940)	1,669,514
FIXED ASSETS	9,167,979	-	9,167,979
OTHER ASSETS	6,629,504	-	6,629,504
TOTAL ASSETS	35,792,591	(714,622)	35,077,969
TOTAL LIABILITIES	6,064,865	101,647	6,166,512
TOTAL DISTRICT EQUITY	29,727,726	(816,269)	28,911,458
TOTAL LIABILITIES & EQUITY	35,792,591	(714,622)	35,077,969
RECEIPTS			
		\$ 1,234,678	
CASH DISBURSEMENTS			
Payroll	\$ 479,948		
General Admin	\$ 196,369		
.			
Total Cash Disbursements		\$ (676,317)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ (1,272,982)	
Changes in A/P, A/R & Pre-paid insurance		_____	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (714,622)	

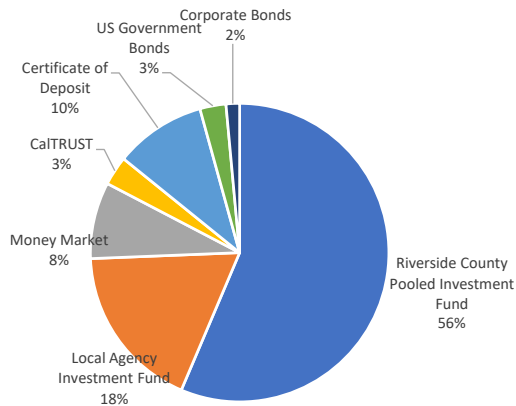
CVMVCD
Cash Journal - deposits
From 2/1/2024 Through 2/29/2024

<u>Effective ...</u>	<u>Transaction Description</u>	<u>Deposits</u>	<u>Payee/Recipient Name</u>
2/16/2024	Benefit Assessment	1,219,596.56	Riverside County
2/29/2024	February Receipts	1,391.19	California Bank & Trust
2/29/2024	February Receipts	<u>13,689.82</u>	Riverside County
Report Total		<u><u>1,234,677.57</u></u>	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF FEBRUARY 29, 2024**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	Capital Project Insectory Fund	BALANCE
LAIF	Common Investments			4.12%	2,192,257	25,682	92,972	494,876	150,755	\$ 2,956,542
Riverside County	Funds 51105 & 51115			4.26%	6,879,598	80,593	291,757	1,552,987	473,090	\$ 9,278,025
CalTRUST	Medium Term Fund			3.80%	386,053	4,523	16,372	87,147	26,548	\$ 520,642
CA Bank & Trust	Market Rate			1.75%	1,000,836	11,725	42,445	225,927	68,825	\$ 1,349,757
Pershing	Market Rate			0.00%	11,173	131	474	2,522	768	\$ 15,068
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%		22,705	82,196	437,520	133,283	\$ 675,705
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%		22,854	82,734	440,381	134,154	\$ 680,123
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%		15,038	54,441	289,783	88,277	\$ 447,540
US Treasury Securities	Treasury Note	1/17/2023	1/15/2026	3.88%		16,780	60,748	323,351	98,503	\$ 499,383
ALL IN American Cred	Certificate of Deposit	1/18/2023	1/19/2027	4.55%		8,149	29,502	157,034	47,838	\$ 242,524
Austin Telco	Certificate of Deposit	1/27/2023	1/27/2028	4.75%		7,460	27,008	143,758	43,793	\$ 222,020
Alaska USA Fed Cr	Certificate of Deposit	3/8/2023	3/8/2028	4.60%		8,097	29,311	156,017	47,528	\$ 240,952
Total Investments					10,469,917	223,737	809,958	4,311,304	1,313,363	\$ 17,128,279

**PORTFOLIO COMPOSITION AS OF FEBRUARY 29, 2024
WEIGHTED YIELD 3.64%**



In compliance with the California Code Section 53646; the Finance Administrator of the Coachella Valley Mosquito and Vector Control District hereby certifies that sufficient liquidity and anticipated revenue are available to meet the District's budgeted expenditure requirements for the next six months.

Investments in the report meet the requirements of the Coachella Valley Mosquito and Vector Control District's adopted investment policy

Respectfully submitted

NOTED AND APPROVED

CVMVCD
Statement of Revenue and Expenditures
February 29, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget	
Revenues										
4000	Property Tax - Current Secured	4,850,314	2,522,021	2,725,161	203,140	0	705	705	(2,125,153)	(44)%
4010	Property Tax - Curr. Supplmntl	31,172	0	66,320	66,320	0	0	0	35,148	113 %
4020	Property Tax - Curr. Unsecured	203,698	197,689	237,713	40,024	0	0	0	34,015	17 %
4030	Homeowners Tax Relief	35,949	17,975	18,550	576	0	12,985	12,985	(17,399)	(48)%
4070	Property Tax - Prior Supp.	53,097	0	67,944	67,944	0	0	0	14,847	28 %
4080	Property Tax - Prior Unsecured	3,193	0	0	0	0	0	0	(3,193)	(100)%
4090	Redevelopment Pass-Thru	7,432,521	3,716,261	3,977,280	261,020	0	0	0	(3,455,241)	(46)%
4520	Interest Income - LAIF/CDs	275,000	137,500	191,982	54,482	0	1,391	1,391	(83,018)	(30)%
4530	Other Miscellaneous Receipts	63,000	42,000	18,897	(23,103)	5,250	0	(5,250)	(44,103)	(70)%
4551	Benefit Assessment Income	2,370,094	1,266,525	1,285,328	18,803	0	0	0	(1,084,766)	(46)%
	Total Revenues	15,318,038	7,899,970	8,589,174	689,204	5,250	15,081	9,831	(6,728,864)	(44)%
Expenditures										
Payroll Expenses										
5101	Payroll - FT	6,374,624	4,233,536	3,904,890	328,646	535,274	475,195	60,080	2,469,734	39 %
5102	Payroll Seasonal	142,020	100,020	63,627	36,393	10,500	0	10,500	78,393	55 %
5103	Temporary Services	14,900	9,933	8,060	1,874	1,242	0	1,242	6,841	46 %
5105	Payroll - Overtime Expense	30,120	18,760	25,991	(7,231)	1,850	354	1,496	4,129	14 %
5150	CalPERS State Retirement	877,051	649,661	380,522	269,140	56,848	50,654	6,194	496,529	57 %
5155	Social Security Expense	390,377	259,591	248,364	11,227	32,697	29,838	2,859	142,014	36 %
5165	Medicare Expense	91,298	60,711	59,433	1,278	7,647	6,978	669	31,865	35 %
5170	Cafeteria Plan	1,332,664	883,993	839,832	44,162	112,168	(567)	112,735	492,832	37 %
5172	Retiree Healthcare	439,420	277,950	258,391	19,559	40,370	26,035	14,335	181,029	41 %
5180	Deferred Compensation	133,945	88,685	66,996	21,689	11,315	(3,329)	14,644	66,949	50 %
5195	Unemployment Insurance	33,802	22,535	24,270	(1,735)	2,817	335	2,481	9,532	28 %
	Total Payroll Expenses	9,860,221	6,605,375	5,880,374	725,001	812,728	585,493	227,235	3,979,848	40 %

CVMVCD
Statement of Revenue and Expenditures
February 29, 2024

		Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Administrative Expenses										
5250	Tuition Reimbursement	20,000	13,333	646	12,687	1,667	412	1,255	19,354	97 %
5300	Employee Incentive	16,500	11,000	6,597	4,403	1,375	1,845	(470)	9,903	60 %
5302	Wellness	5,600	3,733	7,946	(4,213)	467	3,792	(3,325)	(2,346)	(42)%
5305	Employee Assistance Program	3,200	2,133	1,223	911	267	0	267	1,977	62 %
6000	Property & Liability Insurance	318,895	207,597	205,726	1,871	27,825	33,487	(5,662)	113,169	35 %
6001	Workers' Compensation Insurance	253,447	152,298	160,399	(8,101)	25,287	25,085	202	93,048	37 %
6050	Dues & Memberships	51,886	44,621	35,763	8,857	1,254	244	1,010	16,123	31 %
6060	Reproduction & Printing	27,950	14,550	16,784	(2,234)	288	120	168	11,166	40 %
6065	Recruitment/Advertising	10,000	6,667	1,572	5,095	833	0	833	8,428	84 %
6070	Office Supplies	19,385	12,923	6,796	6,127	1,615	932	684	12,588	65 %
6075	Postage	6,100	2,400	1,958	442	300	0	300	4,142	68 %
6080	Computer & Network Systems	13,399	8,933	1,217	7,716	1,117	0	1,117	12,182	91 %
6085	Bank Service Charges	500	333	216	117	42	43	(1)	284	57 %
6090	Local Agency Formation Comm.	3,500	3,500	2,911	589	0	0	0	589	17 %
6095	Professional Fees	92,500	69,667	29,828	39,839	3,708	1,635	2,073	62,672	68 %
6100	Attorney Fees	85,800	57,200	45,923	11,277	7,150	8,248	(1,098)	39,877	46 %
6105	Legal Services / Filing Fees	1,000	667	0	667	83	0	83	1,000	100 %
6106	HR Risk Management	5,210	5,210	5,885	(675)	0	0	0	(675)	(13)%
6110	Conference Expense	60,600	47,400	25,682	21,718	3,600	4,808	(1,208)	34,918	58 %
6115	In-Lieu	13,200	8,800	8,732	68	1,100	1,000	100	4,468	34 %
6120	Trustee Support	7,600	5,067	4,363	704	633	595	39	3,237	43 %
6200	Meetings Expense	26,060	17,373	5,934	11,439	2,172	805	1,367	20,126	77 %
6210	Promotion & Education	33,000	16,500	13,389	3,111	0	80	(80)	19,611	59 %
6220	Public Outreach Advertising	56,000	56,000	22,928	33,072	0	0	0	33,072	59 %
6500	Benefit Assessment Expenses	83,000	83,000	82,843	157	0	0	0	157	0 %
Total Administrative Expenses		1,214,332	850,904	695,263	155,641	80,781	83,130	(2,348)	519,068	43 %
Utilities										
6400	Utilities	137,783	91,855	83,684	8,171	11,482	1,820	9,662	54,099	39 %
6410	Telecommunications	1,824	1,216	1,698	(482)	152	214	(62)	126	7 %
Total Utilities		139,607	93,071	85,383	7,688	11,634	2,034	9,600	54,224	39 %

CVMVCD
Statement of Revenue and Expenditures
February 29, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Operating									
7000 Uniform Expense	60,025	40,183	28,878	11,305	4,760	4,513	247	31,147	52 %
7050 Safety Expense	36,520	24,480	19,229	5,251	3,210	848	2,362	17,291	47 %
7100 Physican Fees	7,000	4,667	570	4,097	583	0	583	6,430	92 %
7150 IT Communications	70,780	47,187	33,877	13,309	5,898	4,274	1,624	36,903	52 %
7200 Household Supplies	3,000	2,000	2,260	(260)	250	462	(212)	740	25 %
7300 Repair & Maintenance	47,000	31,333	35,768	(4,435)	3,917	3,976	(60)	11,232	24 %
7310 Maintenance & Calibration	6,800	6,800	2,202	4,598	0	895	(895)	4,598	68 %
7350 Permits, Licenses & Fees	8,522	8,102	3,543	4,559	1,605	0	1,605	4,979	58 %
7360 Software Licensing	33,512	13,540	4,792	8,748	0	2,776	(2,776)	28,720	86 %
7400 Vehicle Parts & Supplies	56,664	37,776	24,040	13,736	4,722	4,551	171	32,624	58 %
7420 Offsite Vehicle Maint & Repair	19,416	12,944	7,896	5,048	1,618	1,873	(255)	11,520	59 %
7450 Equipment Parts & Supplies	30,130	19,920	16,083	3,837	2,303	6,383	(4,080)	14,047	47 %
7500 Small Tools Furniture & Equip	4,700	3,133	2,005	1,129	392	247	145	2,695	57 %
7550 Lab Supplies & Expense	61,850	40,600	20,119	20,481	2,500	2,127	373	41,731	67 %
7570 Aerial Pool Surveillance	30,000	0	0	0	0	0	0	30,000	100 %
7575 Surveillance	128,810	112,107	74,538	37,569	7,776	1,622	6,154	54,272	42 %
7600 Staff Training	118,150	78,133	53,966	24,167	7,379	2,295	5,084	64,184	54 %
7650 Equipment Rental	1,500	1,000	1,869	(869)	125	475	(350)	(369)	(25)%
7675 Contract Services	141,333	92,534	89,696	2,839	9,890	21,569	(11,679)	51,637	37 %
7680 Cloud Computing Services	135,260	39,042	58,405	(19,363)	5,704	9,714	(4,011)	76,855	57 %
7700 Motor Fuel & Oils	160,500	107,000	76,966	30,034	13,375	8,348	5,027	83,534	52 %
7750 Field Supplies	9,000	6,000	8,507	(2,507)	750	280	470	493	5 %
7800 Control Products	704,016	559,823	603,433	(43,610)	8,884	12,811	(3,927)	100,583	14 %
7850 Aerial Applications	251,600	195,200	148,085	47,115	28,200	0	28,200	103,515	41 %
7860 Unmanned Aircraft Application Servic	20,000	13,333	5,831	7,502	1,667	1,135	531	14,169	71 %
8415 Capital Outlay	75,720	65,320	11,227	54,093	2,600	394	2,206	64,493	85 %
8510 Research Projects	380,000	380,000	302,139	77,861	0	0	0	77,861	20 %
9000 Contingency Expense	110,000	73,333	108,601	(35,267)	9,167	0	9,167	1,399	1 %
Total Operating	2,711,808	2,015,492	1,744,526	270,966	127,274	91,571	35,703	967,282	36 %

CVMVCD
Statement of Revenue and Expenditures
February 29, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Contribution to Capital Reserves									
8900 Transfer to other funds	2,414,158	1,609,439	1,609,439	0	201,180	201,180	0	804,719	33 %
Total Contribution to Capital Reserves	2,414,158	1,609,439	1,609,439	0	201,180	201,180	0	804,719	33 %
Total Expenditures	16,340,126	11,174,281	10,014,984	1,159,297	1,233,596	963,407	270,189	6,325,142	39 %
Net revenue over/(under) expenditures	(1,022,088)	(3,274,311)	(1,425,810)	1,848,501	(1,228,346)	(948,326)	280,020		

CVMVCD
 Balance Sheet - Unposted Transactions Included In Report
 As of 2/29/2024

		Current Year
Assets		
Cash and Investments		
1000	Cash - Investments	17,128,279.32
1010	Cash - Co of Riverside 51115	0.00
1012	Cash - Clearing Account	0.00
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1025	First Foundation - General	0.00
1026	First Foundation - Payroll	0.00
1035	CB&T General Checking	70,259.02
1036	CB&T Payroll Checking	410,433.89
	Total Cash and Investments	17,610,972.23
Current Assets		
1050	Accounts Receivable	9,044.32
1051	Lease Payments Receivable	29,910.24
1055	Fundware AR Clearing	0.00
1080	Interest Receivable	3,254.44
1085	Inventory	458,639.66
1166	Prepaid IT Service	1,637.29
1167	Prepaid Research Proposals	0.02
1168	Prepaid Expenses	206,824.00
1169	Deposits	960,204.00
	Total Current Assets	1,669,513.97
Fixed Assets		
1170	Construction in Progress	61,542.43
1201	Leased Copier Asset #1 Ops Copier	14,694.42
1202	Leased Copier Asset #2 Admin Copier	19,670.89
1300	Equipment/Vehicles	2,171,814.40
1310	Computer Equipment	763,203.49
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,307,594.90

CVMVCD
Balance Sheet - Unposted Transactions Included In Report
As of 2/29/2024

		Current Year
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,460,397.50
1341	Bio Control Building	6,923,882.74
1342	Bio Control Equip/Furn	43,986.77
1398	Amortization Leased Equipment	(34,365.30)
1399	Accumulated Depreciation	(11,973,428.02)
	Total Fixed Assets	9,167,978.65
	Other Assets	
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,869,053.98
1530	Deferred Outflows of Resources - OPEB	1,246,348.00
1900	Due to/from	0.12
	Total Other Assets	6,629,504.42
	Total Assets	35,077,969.27
	Liabilities	
	Short-term Liabilities	
	Accounts Payable	
2015	Credit Card Payable	116,160.10
2017	Petty Cash Payable	0.00
2020	Accounts Payable	263,907.94
2030	Accrued Payroll	151,696.72
2035	Fundware AP Clearing	0.00
2040	Payroll Taxes Payable	70,610.02
2175	Claims/Judgements Payable	40.76
2185	Employee Dues	7,328.72
2401	Leased Copier Asset # 1	0.00
2402	Leased Copier Asset # 2	0.00
	Total Accounts Payable	609,744.26

CVMVCD
Balance Sheet - Unposted Transactions Included In Report
As of 2/29/2024

		Current Year
	Deferred Revenue	
2025	Deferred Revenue	0.00
	Total Deferred Revenue	0.00
	Total Short-term Liabilities	609,744.26
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2110	OPEB Obligation	0.00
2200	Net Pension Liability	1,287,083.36
2210	Deferred Inflows of Resources	0.00
2230	Deferred Inflows - OPEB	367,983.00
2235	Deferred Inflow of Resources - Leases	29,910.25
2300	Net OPEB Liability	882,616.00
2500	Compensated Absences Payable	889,174.76
	Total Long-term Liabilities	5,556,767.37
	Total Liabilities	6,166,511.63
	Fund Balance	
	Non Spendable Fund Balance	
3920	Investment in Fixed Assets	10,673,170.66
3945	Reserve for Prepaids & Deposit	1,041,259.68
3960	Reserve for Inventory	459,270.86
	Total Non Spendable Fund Balance	12,173,701.20
	Committed Fund Balance	
3965	Public Health Emergency	4,851,276.00
	Total Committed Fund Balance	4,851,276.00
	Assigned Fund Balance	
3910	Reserve for Operations	5,800,000.00
3925	Reserve for Future Healthcare Liabilities	453,746.00
3955	Thermal Remediation Fund	63,688.00
3970	Reserve for Equipment	726,018.00
3971	Reserve for Facility & Vehicle Replacement	2,659,312.00

CVMVCD
 Balance Sheet - Unposted Transactions Included In Report
 As of 2/29/2024

		Current Year
3985	Reserve for Facility Capital Improvements	0.00
3990	Reserve for Future Constructio	0.00
	Total Assigned Fund Balance	9,702,764.00
	Unassigned Fund Balance	
3900	Fund Equity	(568,650.76)
3991	Prior Year Adjustment GASB87	20,909.82
3999	P&L Summary	2,675,725.04
	Total Unassigned Fund Balance	2,127,984.10
	Current YTD Net Income	
4531	Lease Income	0.00
8310	Amortization	0.00
8320	Interest Expense	0.00
	Other	55,732.34
	Total Current YTD Net Income	55,732.34
	Total Fund Balance	28,911,457.64
	Total Liabilities and Net Assets	35,077,969.27

FINANCE

The financial reports show the balance sheet, receipts, and revenue and expenditure reports for the month ending February 29, 2024. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2023, to February 29, 2024, is \$10,014,985 total revenue is \$8,589,174 resulting in excess revenue over (under) expenditure for the year to February 29, 2024, of (\$1,425,811).

THREE YEAR FINANCIALS

	Actual 2/29/2024	Budget	Actual 2/28/2023	Actual 2/28/2022
Revenue	8,589,174	7,899,970	7,599,862	6,897,117
Expenses				
Payroll	5,880,374	6,605,375	6,040,448	6,519,612
Administrative Expe	695,263	850,904	620,469	527,288
Utility	85,383	93,071	77,201	78,900
Operating Expense	1,744,526	2,015,492	1,394,942	1,104,410
Contribution to Capital	1,609,439	1,609,439	1,810,677	320,867
Total Expenses	10,014,985	11,174,281	9,943,737	8,551,077
Profit (Loss)	(1,425,811)	(3,274,311)	(2,343,875)	(1,653,960)

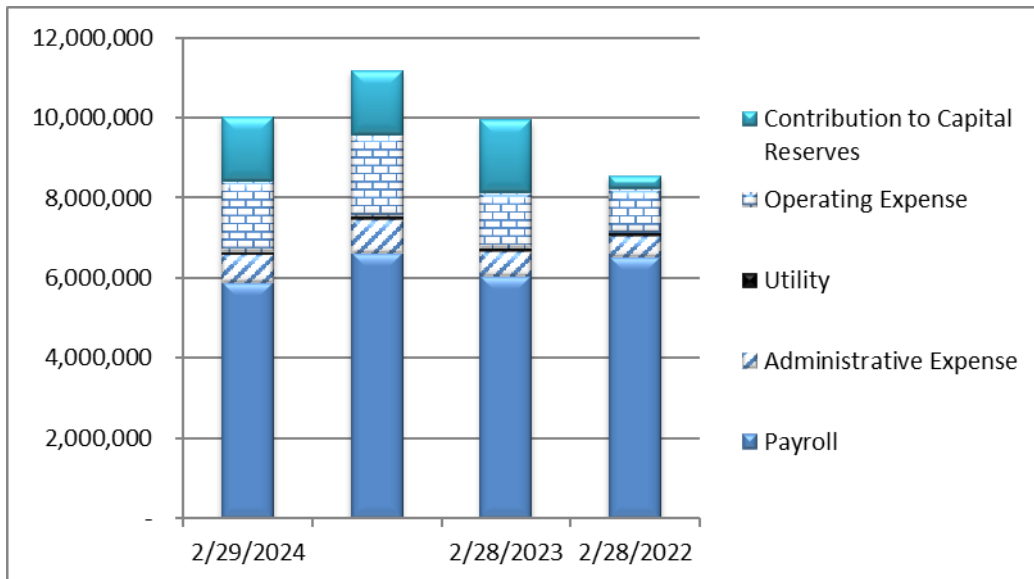


Figure 1 - Three Year Expenditure

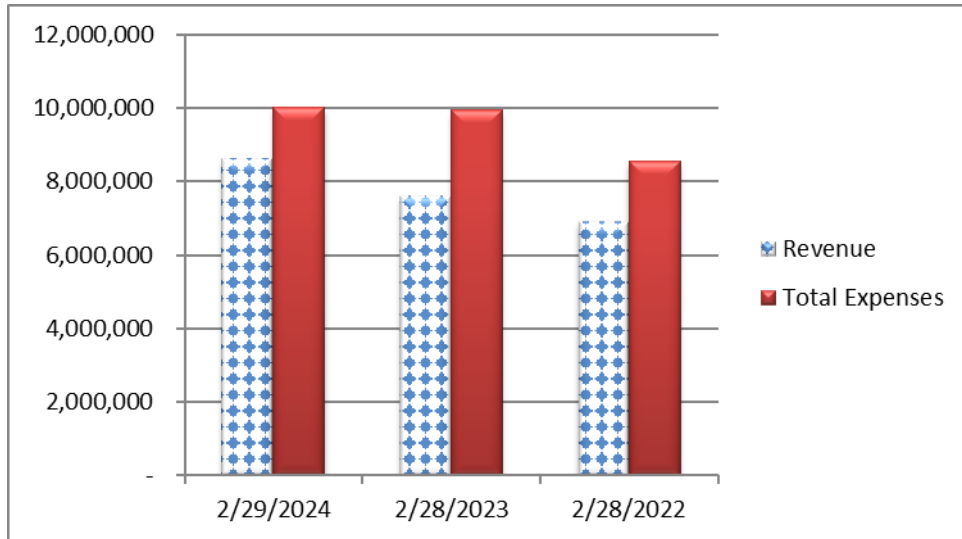


Figure 2 - Three-Year Revenue & Expenditure

THREE-YEAR CASH BALANCE

Cash Balances	2/29/2024	2/28/2023	2/28/2022
Investment Balance	17,128,279	14,528,046	13,588,613
Checking Accounting	70,259	12,648	3,111
Payroll Account	410,434	320,348	128,310
Petty Cash	2,000	2,000	2,000
Total Cash Balances	17,610,972	14,863,042	13,722,034

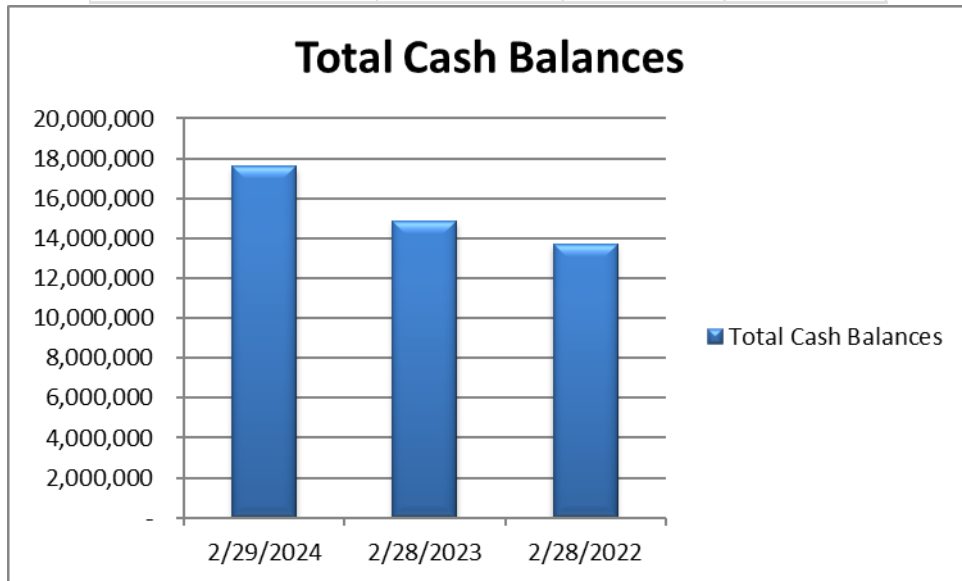


Figure 3 - Cash Balances

DISTRICT INVESTMENT PORTFOLIO 2/29/2024

The District’s investment fund balance for the period ending February 29, 2024, is \$17,128,279. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 17% of the District’s investments; the Riverside County Pooled Investment Fund is 54% of the total. The LAIF yield for the end of February was 4.12% and the Riverside County Pooled Investment Fund was 4.26 %. This gives an overall weighted yield for District investments of 3.64%.

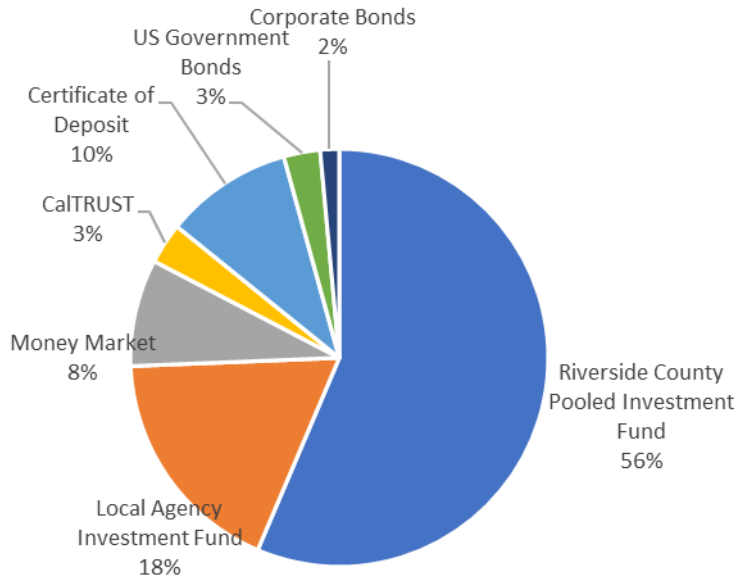


Figure 4 - Investment Portfolio 2/29/24

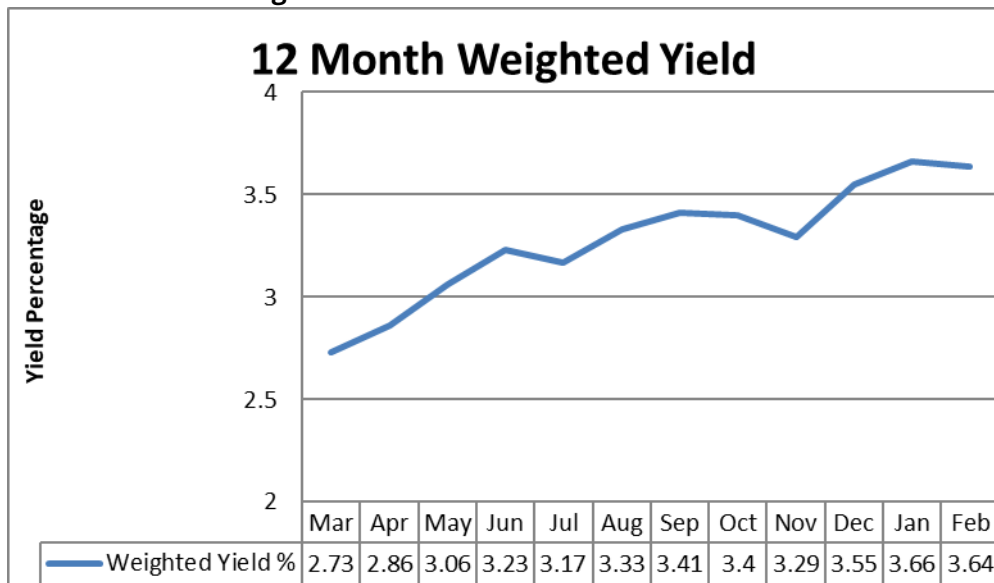
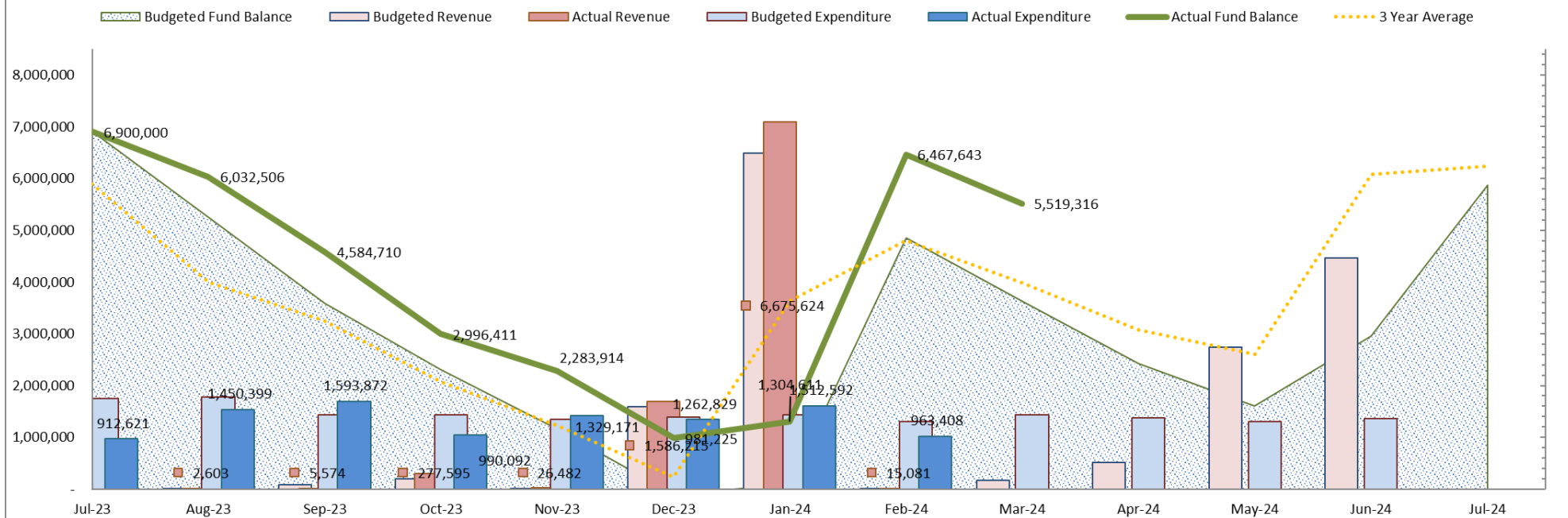


Figure 5 - District Investments Weighted Yield

General Fund Operational Cash Flow

Fiscal Year 2023- 2024



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1, 2023, to June 30, 2024. The beginning fund balance is \$6.9 million and the ending fund balance is \$5.9 million. Expenditure is approximately divided by 12 equal months, with some differences accounting for the seasonality of the program for example control products and seasonal employment which are greater in the mosquito breeding season. July expenditure is higher than average because of the prefunding lump sum of \$0.2 million for CalPERS unfunded liability. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distributes the property tax revenue in January and May with advancements in December and April. The *shaded area* represents the **Budgeted Fund Balance** which has a formula of (beginning) **Fund Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Fund Balance** and is graphed against the *shaded area* **Budgeted Fund Balance**. The *three-year average* Fund Balance is the orange dash line.

The graph shows a \$6.9 million **Fund Balance** plus total Revenue for July 1 to February 29, 2024, of \$8,589,174 minus total Expenses of \$10,014,984 is \$5,519,316. Revenue shows a favorable variance of \$689,204 this is due distribution of redevelopment agency assets not budgeted, property taxes compared with last year are approximately 7% higher, budget forecast is 5% higher. Payroll expenses show a favorable variance of \$725,001, this is due to timing, \$200,000 is earmarked for prefunding in Section 115 trust for pension liabilities, Administrative Expenses show a favorable variance of \$155,641, \$40,000 is budgeted for IT strategic plan, only \$6k has been expensed for this item, Operations has a favorable variance of \$270,966. The total favorable variance is \$1,848,501. For planning purposes, the District is under budget. As long as the green line stays out of the shaded area the District is within budget, as of February 2024, the line is outside the shaded area.

FY2024-25 BUDGET CALENDAR

STAGE	TASK TO BE COMPLETED	ACTIVITIES	STAKEHOLDERS	DEADLINE
STAFF	Budget Templates created	Templates in Microix Budget Workflow Created. Sent to Department Budget managers	Administrative Finance Manager	January 19, 2024
	Personnel Salary & Benefits	Updated information from Payroll & benefits added to Workflow. Budget spreadsheets & formulae created.	Administrative Finance Manager	Ongoing
	Budget Workshop for Managers	Help facilitate & train staff to build budget in Workflow	Management Team	February 8, 2024
	Budget docs to AFM & GM	General Manager to review and approve budget documents	GM, Management Team	March 8, 2024
	Completion of first draft	Team to review and adjust budget according to GM & AFM suggestion & direction	GM, Management & Supervisory Team	March 22, 2024
	Draft 1 Budget	Preparation of first draft of FY2024/2025 Budget for Finance Committee Budget Meeting. PDF and hard copy to FC Trustees	Finance	March 28, 2024
FINANCE COMMITTEE	Draft 1 for Finance Committee	Emailed to Finance Committee For Review email questions or meet. Reserve Study to be emailed with draft Budget	Finance Committee Department heads, General Manager & Administrative Finance Manager	April 5, 2024
	Draft 1 for Finance Committee	Finance Committee to review draft budget & reserve study & discuss in meeting **FINANCE COMMITTEE MEETING	Finance Committee General Manager & Administrative Finance Manager	Tuesday April 9, 2024 1:00 p.m.-2:30 p.m.
STAFF	Updated salary	Salary & Benefits Proposals & scenarios	Administrative Finance Manager	April 26, 2024

FINANCE COMMITTEE	Final Draft for Finance Committee	Final draft of FY2024/2025 Budget for Finance Committee Budget Meeting, attended by General Manager, Finance Committee, and Administrative Finance Manager. **FINANCE COMMITTEE MEETING	Finance Committee General Manager & Administrative Finance Manager	Friday May 3, 2024, 1:00pm to 3pm TBD
BOARD	Final Draft for Budget Workshop	Budget Workshop for in depth discussion BOARD MEETING	Board of Trustees Workshop	May 14, 2024 4:30 pm – 5:30 pm
	Adoption of Final Draft	Adoption of FY2024/2025 Budget BOARD MEETING	Board of Trustees Board Meeting	June 11, 2024
	Set Benefit Assessment Rate	Adopt Resolution – Intention to Levy Assessment, Preliminary approval of engineer’s report, and providing notice of hearing for the CVMVCD mosquito, fire ant, and disease surveillance and vector control assessment BOARD MEETING	Board of Trustees Board Meeting	June 11, 2024
	Adopt Benefit Assessment Resolution	Adopt Resolution approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering the Levy of Assessments for fiscal year 2024/2025 for the Coachella Valley Mosquito and Vector Control District Mosquito, Fire Ant and Disease Control Assessment Public Hearing BOARD MEETING	Public Hearing	July 9, 2024



DEPARTMENT REPORTS

Human Resources

Employee Retirement

The following individuals utilized the Golden Handshake retirement opportunity being offered by the District:

- Oldembour Avalos – Field Supervisor – 28 Years of Service
- Geneva Ginn – Lead Vector Control Technician – 35 Years of Service
- Diane Greeman – Administrative Clerk – 15 Years of Service
- Carlos Hernandez – Vector Control Technician II – 29 Years of Service
- Jess Lucia - Vector Control Technician II – 22 Years of Service
- Michael Martinez – Field Supervisor – 28 Years of Service
- Linda Petersen – Vector Control Technician II – 18 Years of Service

We appreciate the dedication and commitment these seven (7) individuals displayed over their years with the District and the work they did to protect public health here in the Coachella Valley. Retirees will be invited to the May Board Meeting for recognition by the Board of Trustees.

Recruitment

The District is currently in the process of recruiting for the following positions:

- Field Supervisor (2)
- Vector Control Technician III
- Vector Control Technician II (3)
- UAS Operator
- Executive Assistant/Clerk of the Board

Staff Training

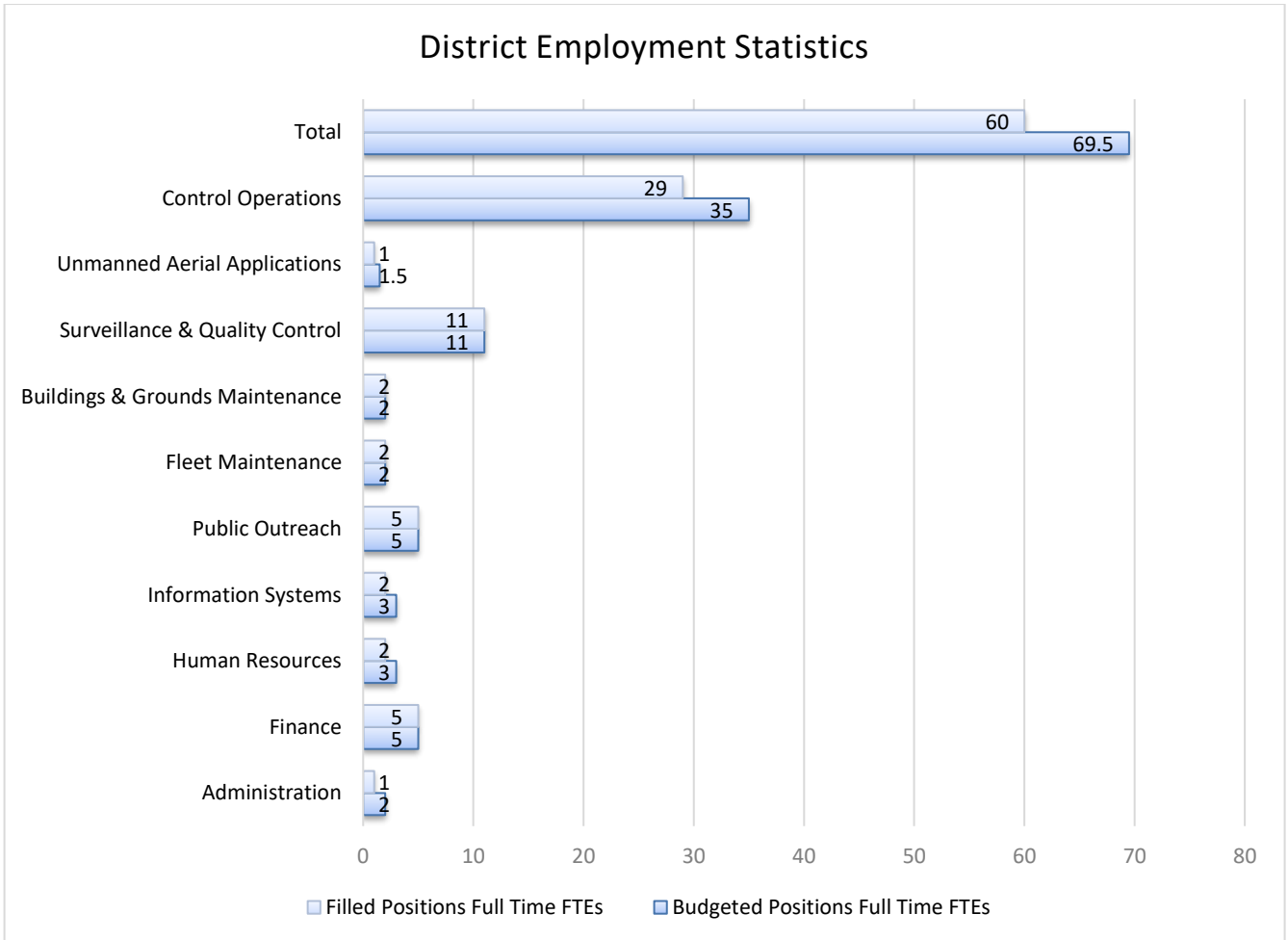
The District takes advantage of the slower part of the year to conduct annual training and provide certified staff to complete mandatory continuing education units (CEU). Additional CEU training dates were held in addition to the list below when weather conditions did not permit regular mosquito control work to be conducted.

- On January 10, 2024, all certified staff participated in the following virtual training:
 - N-series, Labels and Safety Data Sheets
 - Labels and SDS
 - Refresh on Mosquito Biology
 - Formulations
 - Review of IVM
 - Product Selection
 - Safe Handling, Spill Prevention and Clean-Up

- On January 31, 2024, all staff participated in the following virtual training:
 - Respectful Civil Workplace Policy
 - Customer Service Training
 - NPDES
 - HIPPA and Virus Response

- On February 14, 2024, all staff participated in the following virtual training:
 - VCJPA Driver Training Presentation
 - Behind-the-Wheel Driver Training

- On February 28, 2024, all staff participated in the following virtual training:
 - Workplace Violence Policy
 - Mosquito Traps & Lab Work
 - Source Removal Objectives
 - Warrant Intro
 - CPR/First Aid/AED Training, Pt. 1



OPERATIONS

Artesian Well Rebates: Operations has collaborated with CVWD with inspections of reported leaking artesian wells. During these inspections operations staff inspect the area, evaluate the potential for mosquito breeding, and create a report to provide to CVWD informing them of the findings. Once repairs are complete, operations and CVWD staff inspect the area, confirm repairs are complete, and mosquito breeding habitat is eliminated.



Image provided by CVWD prior to any repairs



Image provided to CVWD of our findings. Here the artesian well was eliminated by landowner.

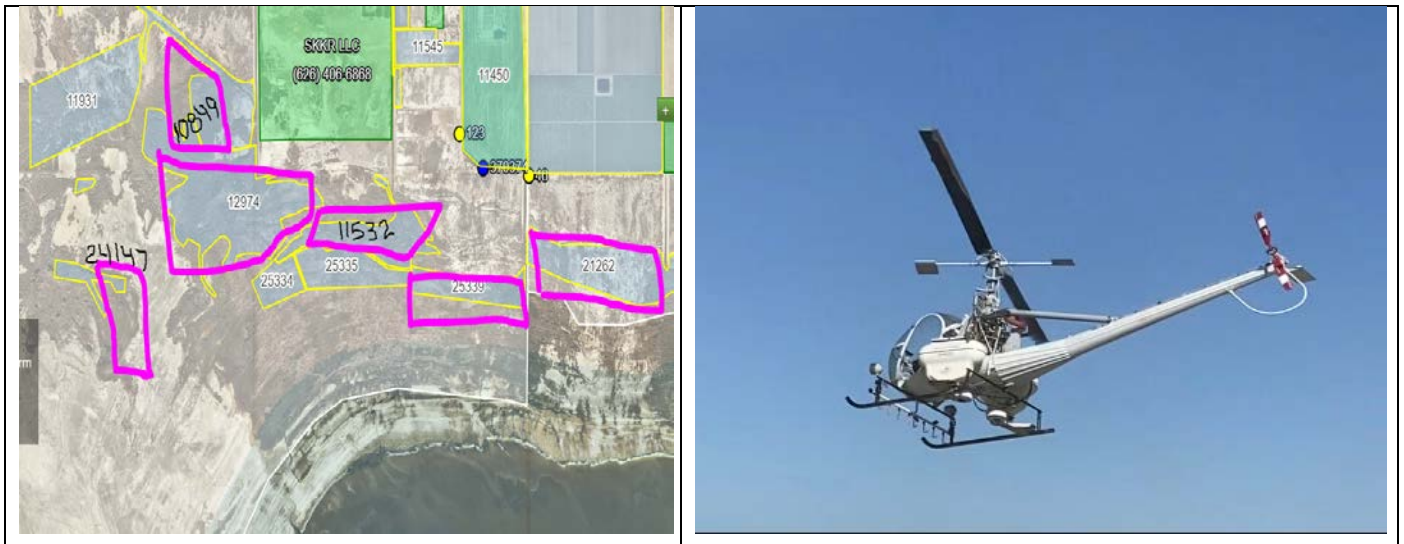


Image provided to CVWD of our finding. Well was repaired and no water leaking was found



Image provided to CVWD of our finding. Well was repaired and no water leaking was found

Aerial Larvicide Applications: Two aerial larvicide applications were performed in response to the high mosquito adult population surrounding the Salton Sea shoreline. These applications assist in reducing the mosquito larval abundance in hard-to-access areas. Treated areas are known breeding sources and areas with excess water from heavy rainfall.



Below is the information regarding aerial larvicide applications done in February and March. The product used for these applications was VectoBac WDG at 0.5 lbs. per acre.

Dates and sites	Product amount used lbs.	Total acreage
02/13/2024	125	250
10849	22.5	45
11532	15	30
12974	50	100
21262	10	20
24147	12.5	25
25339	15	30
03/04/2024	125	250
10849	20	40
11532	15	30
12974	50	100
21262	20	40
24147	10	20
25339	10	20
Grand Total	250	500

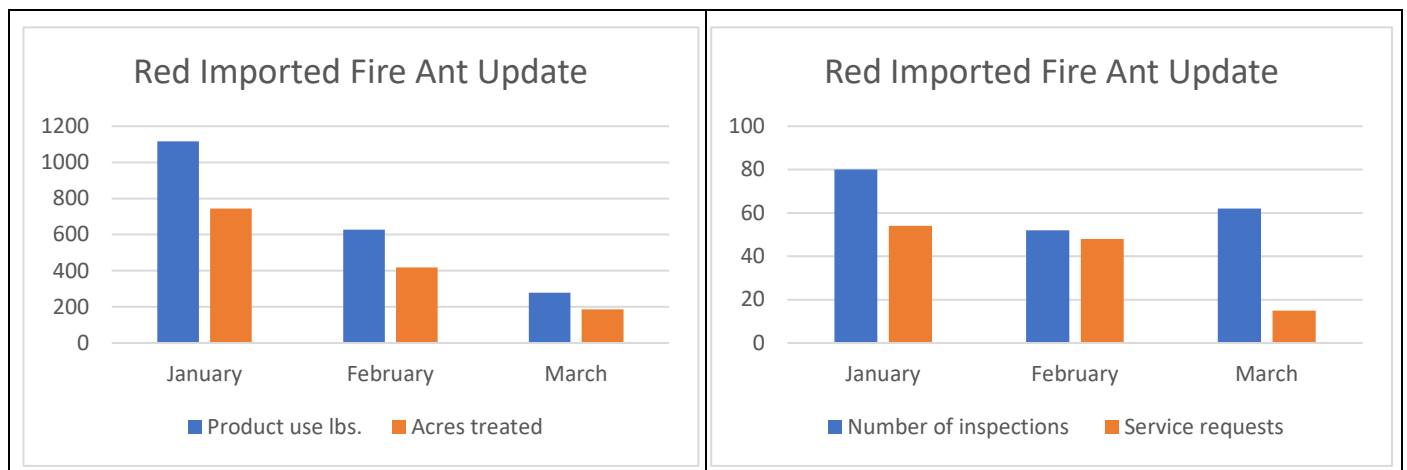
Duck Clubs: Duck club season began in October. Operations staff on a weekly basis conduct inspections and conduct planned treatments to duck ponds and other water features within the duck club boundaries. Since the beginning of duck hunting season, staff has treated 991 acres. Duck club season is now over and staff continues to monitor the known sources weekly.



Images of Sunrise duck club ponds

Winter tasks: During the Months of January through March, all certified staff received required training and worked on calibration of application equipment. Operations staff work in collaboration with the lab team to provide training to all new staff on trap surveillance work in addition to the process of virus testing.

Red Imported Fire Ant Program: The red imported fire ant work is ongoing. Field staff continues to perform scheduled work, focusing on properties such as schools during winter break and working closely with cities throughout the Coachella Valley conducting inspections and treatments to parks. Below are graphs illustrating the amount of product used, acres treated, number of inspections and service requests completed between the months of January and March.

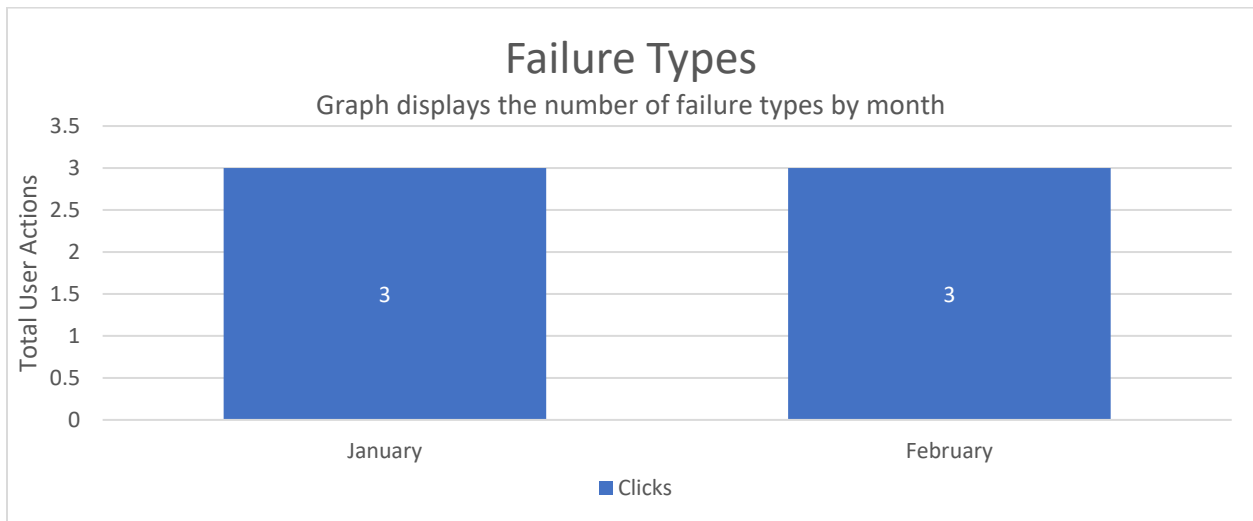


INFORMATION TECHNOLOGY

KnowBe4 Phishing Campaign: All District employees are part of bi-weekly phishing campaigns. Phishing campaigns are comprised of social engineering messages where an attacker sends a fraudulent message designed to trick a person into revealing sensitive information to the attacker or to deploy malicious software on the victim's infrastructure like ransomware.

Reports indicate in January through February only thirteen (6) click phishing failures were recorded. The KnowBe4 Platform delivered two hundred and ninety-six (296) phishing messages to District Employees indicating the District has a very low failure rate of 2%.

When a user fails to identify a phishing attempt, the user is automatically placed into a training group and receives a variety of training phishing sessions to increase users' ability to identify phishing attempts.

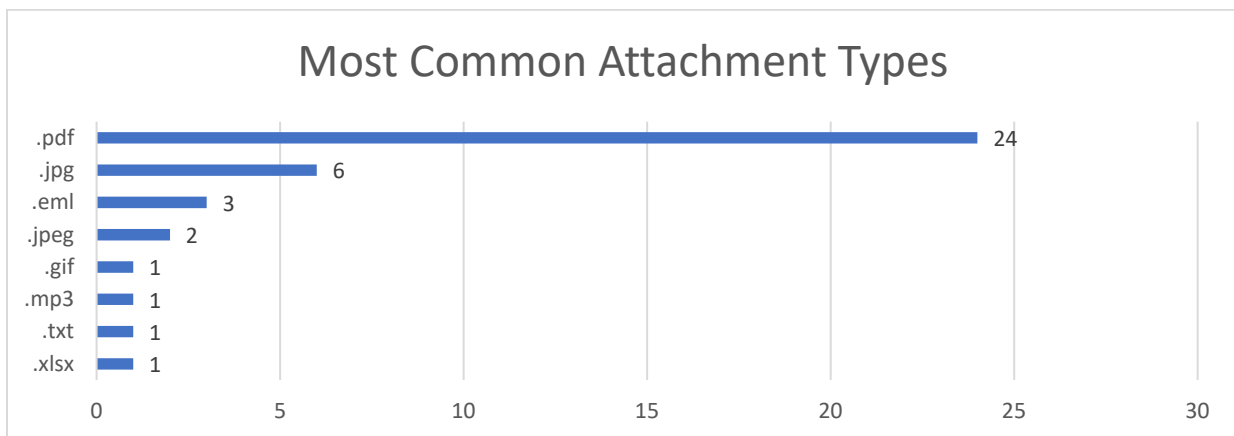


New - Compliance Plus: Compliance Plus by KnowBe4 was added to regular training campaign training providing content addressing sexual harassment, diversity and inclusion, discrimination, and business ethics. Compliance Training is interactive, relevant, and engaging with real-life simulated scenarios to help teach employees how to respond in challenging situations. Below are the newly added Compliance Training Videos:

Compliance Plus Videos	
Fire Safety	77% Completed
2024 Common Threats	75% Completed
Workplace Safety	73% Completed
Security Awareness Videos	
AI Chatbots	85% Completed

Phishing ER: When a user submits an email to PhishER, the platform scans the message for known signatures, and if found, removes the message from user inboxes and alerts the IT/GIS Department.

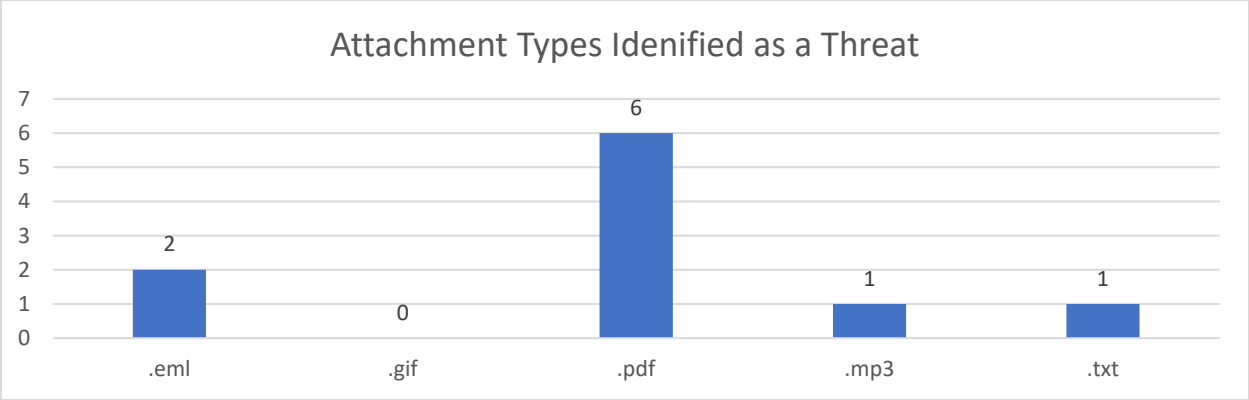
PhishER Add-in reported users submitted emails with .pdf file attachments to be the most common malicious attachment. Portable Document Format (PDF) is a versatile file format created by Adobe that gives people an easy, reliable way to present and exchange documents regardless of software, hardware, or operating system. Our staff's behavior indicates they were not expecting an email from the sender and/or did not recognize the sender's email address and wanted to make sure the attachment was safe. This behavior we can all agree is good and is the outcome of the KnowBe4 Platform.



Sixty (60) messages were reported as threats in January through February. Thirty-six (36) messages were positive for a threat. 60% of the messages contained malicious attachments with the following extensions: .eml, .html, .jpg, .pdf, .png:

- .eml - email message saved by an email application, such as Microsoft Outlook
- .html - HyperText Markup Language (.html) is the standard markup language for websites
- .jpg - compressed image format for containing digital images
- .pdf - created by Adobe that gives people an easy way to present and exchange documents
- .png - short for Portable Network Graphic, a type of raster image file

Portable document format (PDF) file attachments have been the highest reported attachments by users.



- **Upgrading Fiber Optic Infrastructure:** The District Fiber Optic Network connects each building to local resources and the outside world. The optical multi-mode (OM1) fiber cables were installed in the early 2000 and can transmit at 1GB speed. Newer hardware can transmit at higher speeds, for example, 10GB and higher. To take advantage of faster speeds being provided by newer hardware, the OM1 fiber optic network needs to be replaced. The IT Department has begun the process of gathering vendors, estimating costs, and developing a work plan for staff during the construction should the project be approved in the 2024-25 Budget Year.
- Fleet Services
- **Water Pump Diagnostics:** The operator of UNIT# 63 reported vehicle the engine making noise and the cooling system leaking. Juan Carlos, Shop Mechanic II directed the operator to standby until he was on location. Juan Carlos determined the water pump failed. Juan Carlos and Frederick Rosales transported a replacement vehicle to the Operator of UNIT#63 and loaded the vehicle onto a flatbed. UNIT# 63 requires flushing and a new water pump, hoses, and belts.
- **Above Ground Fuel Tank Repair:** Western Pump has performed the AQMD Annual Vapor Recovery inspection on the Above Ground Fuel Tank. The District Fuel Tank received a passing evaluation.
- **Vehicle Incidents:** One (1) incident was reported from Fleet Services involving Unit# 152. The incident required a rental car and tailgate repair for a resident of Palm Desert. All outstanding repairs have been completed and the incident has been reported to VCJPA.

SURVEILLANCE AND QUALITY CONTROL MANAGEMENT PROGRAM

The vector-borne statewide surveillance program was established in 1969. The District began encephalitis surveillance in the early 1980s and the surveillance program has been in place since 1990. The District program includes the monitoring of vector and vector-borne diseases and the implementation, evaluation, and analysis of integrated vector management strategies in the Coachella Valley. The information generated by this department is used by District Operations and Public Outreach teams to ensure control measures are efficiently implemented in the field.

DISEASE SURVEILLANCE (As of 3/7/2024)

California – Last year [West Nile virus activity](#) in people was higher than in 2022 and much lower than the five-year average. No activity has been reported in 2024. St Louis encephalitis virus was detected in more counties in 2023 than in 2022 (18 compared to 11), with a large increase in the number of positive mosquito samples (153 in 2022; 728 in 2023). There were 16 human cases in California, five more than in 2022.

Coachella Valley – Testing mosquitoes for arboviruses is conducted at the District. Thus far in 2024, no mosquito samples have been positive for arboviruses. Viruses in mosquitoes are usually first detected beginning in June, although earlier detections have been made in previous years.

ENDEMIC MOSQUITO SURVEILLANCE

The surveillance program mosquito abundance is broadly reported in two areas – Urban and Rural. These Urban and Rural areas are routinely evaluated as smaller areas to focus mosquito control activities.

CO₂ TRAPS

From March through November, the District maintains 59 CO₂ (carbon dioxide) traps throughout the District to monitor the mosquito populations, focusing on mosquito species that vector or transmit viruses that cause disease in people. In the Coachella Valley, these vector species are *Culex tarsalis* and *Cx. quinquefasciatus*. In the rural areas *Cx. tarsalis* is the most abundant vector species. CO₂ traps release carbon dioxide to attract mosquitoes looking to obtain a blood meal and are very effective at collecting *Culex* mosquitoes. The average number of vectors captured per trap per night is monitored and used to guide the operational activities of the District. The number of mosquitoes collected in half-month periods is compared to the previous 5-year average to determine anomalies in mosquito abundance.

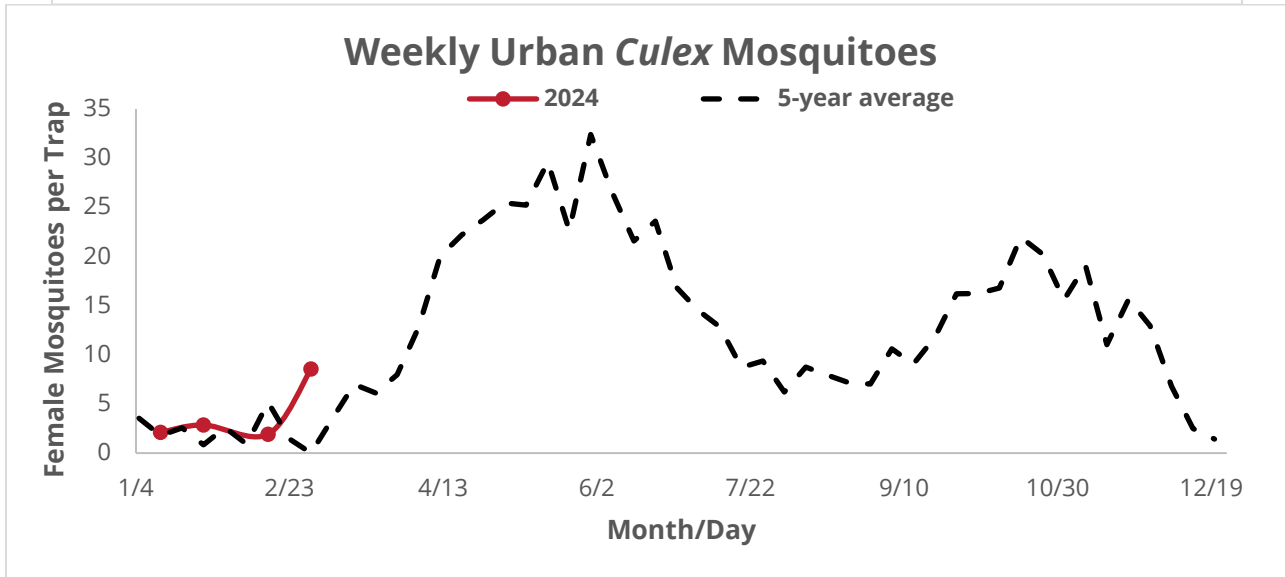
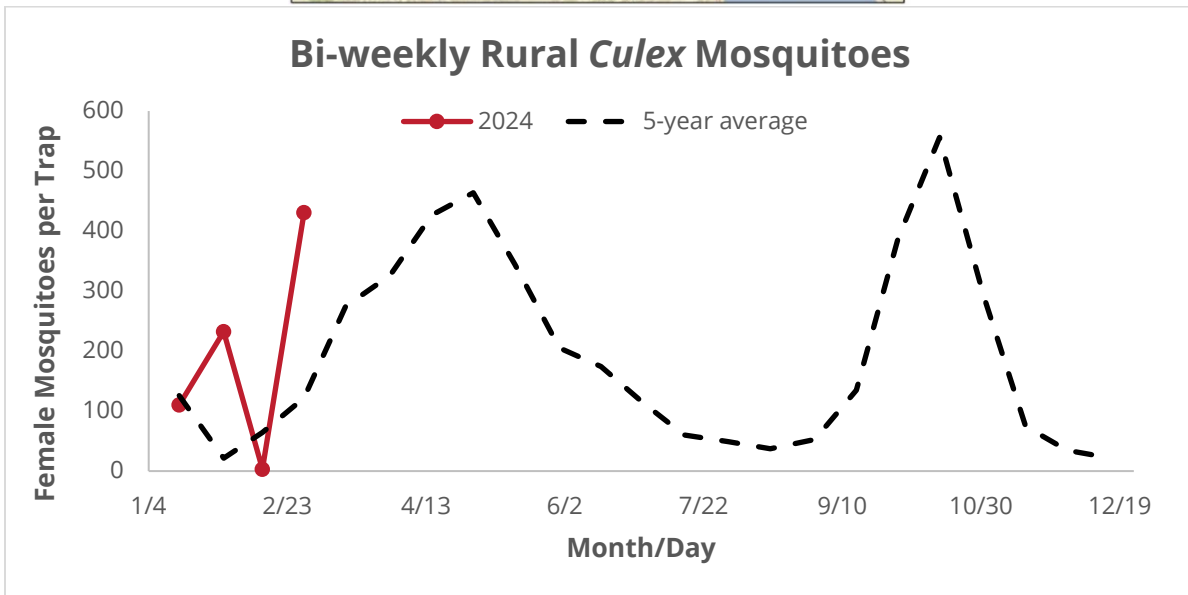
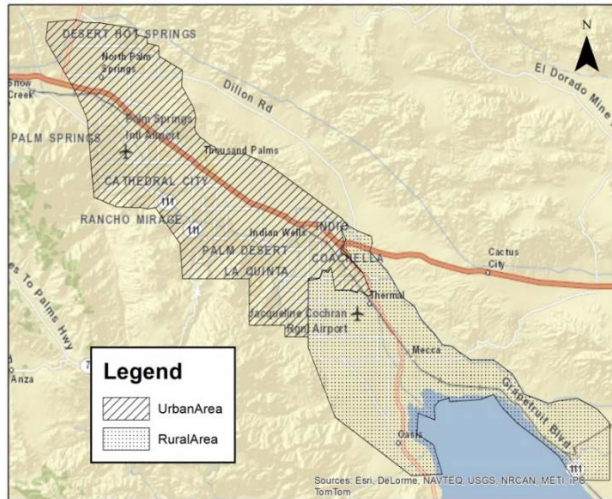


Gravid Traps

Gravid traps use water infused with organic matter such as alfalfa to attract mosquitoes looking to lay eggs. These traps are especially effective at collecting *Cx quinquefasciatus* mosquitoes, which are the primary disease vector in the urban areas of the District. The District currently uses gravid traps at 53 locations during the normal mosquito season set weekly.

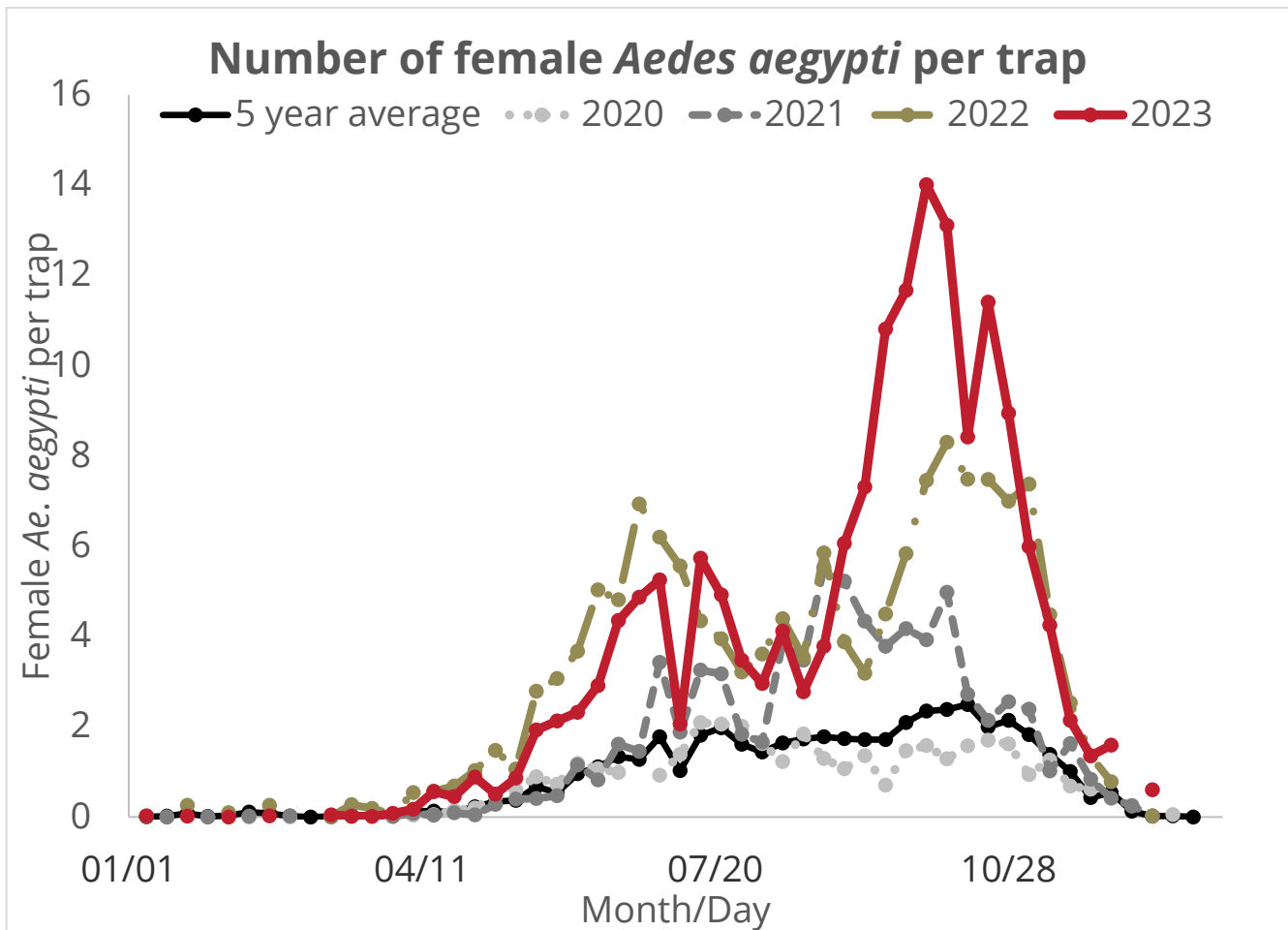
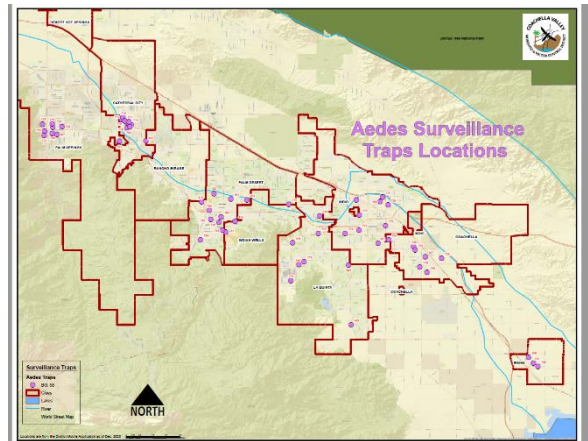


MOSQUITO SURVEILLANCE ZONES



EXOTIC MOSQUITO SURVEILLANCE

Aedes aegypti has been detected throughout the Coachella Valley. Surveillance efforts for these invasive mosquitoes continued in 2023 with adjustments planned. BG-Sentinel traps were deployed within cities of known *Aedes* activity on a routine basis for host-seeking mosquitoes. Additional reports of mosquitoes in the community of Northshore led us to add routine traps in the community. Currently, 93 routine locations are trapped with BG-Sentinel traps, and additional areas are examined as we work to improve our sites.



ENVIRONMENTAL COMPLIANCE

NPDES. The District submitted its Annual Report for 2023 to the State Water Resources Control Board and Colorado River Regional Water Quality Control Board on March 1 for compliance with the Clean Water Act's National Pollutant Discharge Elimination System Permit. The District also submitted its Annual Report to the Environmental Protection Agency for activities conducted on tribal property on February 15.

ADDITIONAL DEPARTMENT ACTIVITIES

IN-HOUSE TRAINING. Winter is a time when District employees participate in refresher training and continuing education units to ensure that we are at our best and have the latest information on mosquito and vector control.

CONFERENCES. As reported elsewhere in this board packet, Department employees have been active participants at MVCAC and AMCA Conferences. At MVCAC, Kim Hung presented a talk highlighting how 3D printers can be used. This followed the workshop that she organized in her role as Laboratory Technologies Committee Chair.

At AMCA, Gabriela Harvey presented a review of wide area larviciding applications, examining whether our applications in one year can reduce mosquito populations in the following years. *Biologist Jacob Tarango* presented work he completed using a new pesticide in backpack sprayers, work that was novel for the manufacturer and has led to them conducting more projects to examine swath width in applications. Jennifer completed her term as Chair of the Science and Technology Committee (2020-2024) and organized the poster competition.

CLEAN AND REORGANIZE STORAGE. Along with our colleagues in other departments, the Laboratory Department worked to reorganize our storage space. We found that we no longer needed a number of items. Some things that we had stored during the season were no longer functional and were removed. As part of the reorganization, Arturo Gutierrez labelled our shelves. We created a spreadsheet within Teams that allows for us to easily locate what we have and where it is, and we anticipate that this will improve our efficiency this season.

TRAP BOOKS. The team routinely sets traps at 182 locations throughout the Coachella Valley each week, with some locations have multiple types of traps set each week. Part of what makes the team so efficient is a set of routine routes which are divided among the team. What this has also meant is that there is a need to communicate where traps are located for when someone is out and those traps are still needing to be set or picked up. We have routinely had a set of trap books for the locations within the cities, a useful item as we have had seasonal employees taking some of these routes. This winter, Jacob Tarango created a pdf version of the book so that it could more easily be referenced on our phones. He also worked with his colleagues to test a rural trap book. This project has always been a little trickier as driving directions to a set of coordinates is not always as straightforward as driving directions to addresses can be. While there was an investment in these paired projects in the form of employee time spent, we anticipate that these will improve the teams' ability to work in alternate routes when needed and reduce our paper costs.

ANNUAL MAINTENANCE. Much of the equipment in the department is calibrated and cleaned on an annual basis. This includes our BSL safety cabinets, our pipettes, and our microscopes. Positive

samples from the previous year are shared with researchers, and freezers are defrosted so they can be in top working order for the season. Much of this is coordinated by Kim Hung and Gabriela Perezchica-Harvey, with the biologists Melissa Snelling, Gerald Chuzel, and Jacob Tarango cleaning and coordinating as directed.

LOOKING AHEAD. The team has engaged in project planning for the season ahead and is looking forward to completing work on electric powered equipment, applications made by our UAS systems, mosquito rearing, planning for *Aedes* control strategies.

Public Outreach and Educational Programs

Nov 2023 – February 2024

Department Background

The goals of the Public Outreach Department include supporting the District Mission by providing educational opportunities for the public at large. The department divides such opportunities in a variety of ways to influence our residents in a strategic way.

Community events are an excellent way to spread awareness, provide information, and answer questions by interacting with families, residents, and visitors alike. Event booths also show that the District is a part of the community. We live here and play here too. Summertime means fewer community events but the outreach department continues to engage residents through as many avenues as we can.

New Website

In December, CVMVCD launched a refreshed version of our website cvmosquito.org. This newer version is more user-friendly and intuitive as well as easier to navigate. If you haven't seen it already, please take a look!

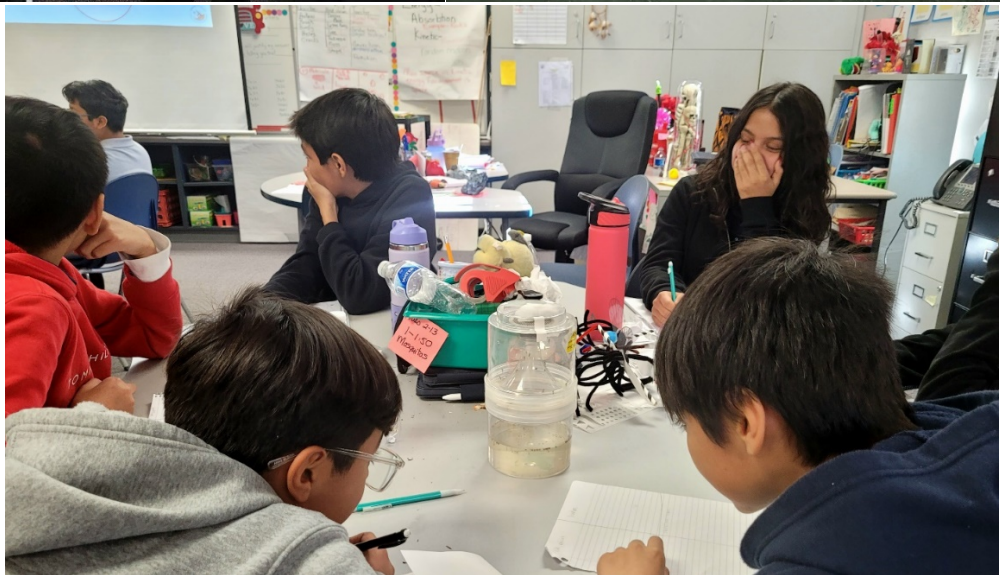
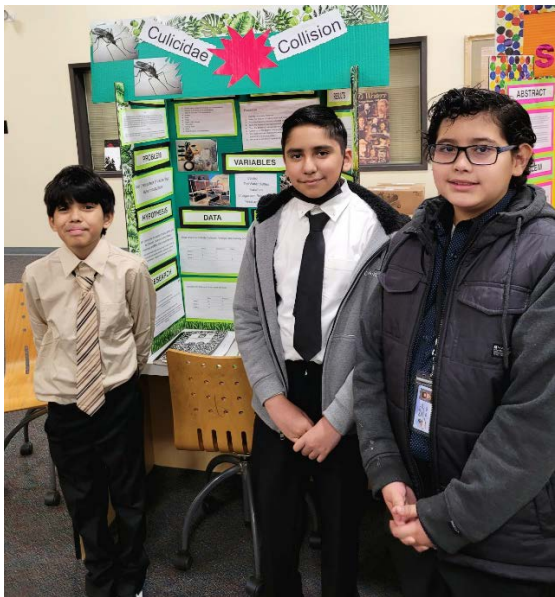
Youth Education



In this reporting period, we visited 31 classrooms and 3 school events reaching 1,050 students and educators. Our youth education program, led by Community Liaison Robert Gaona continues to receive positive feedback from teachers surveyed after lessons. In the coming year, Robert's goals include developing new grade-specific content and materials for classrooms such as a multi-lesson workbook.

In December, CVMVCD outreach and lab staff attended the Desert Hot Springs winter camp for school-aged students. The older students (high school) were taught about mosquito traps and habitats and then assisted Lab Technician Mike Esparza in setting a trap at the community center. At the conclusion of the day, the trap was collected and the contents examined by the students so they could see what kind of insects – like mosquitoes! – were flying around their home. Special thanks to Mike for making the students' experience so interactive!

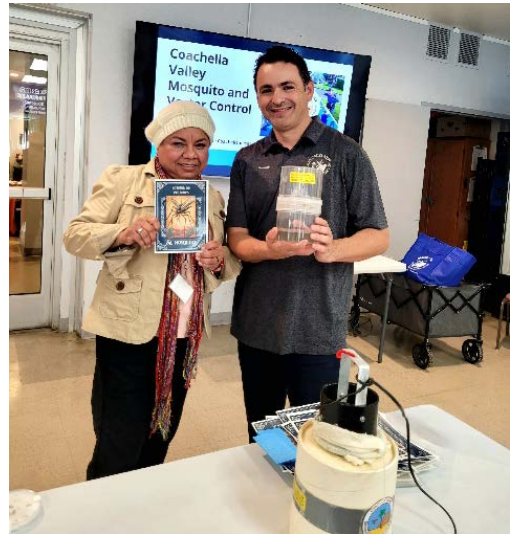
In January, we had the pleasure of awarding three future scientists in CVUSD an Entomology Award for their work titled "Culicidae Collision" at the science fair. (images below)



Adult Education

The adult education program led by Community Liaison Fernando Gutierrez has been working with local senior centers to bring more regular science programming to their patrons. By incorporating games like “Latoria Mosquito Edition,” Fernando is able to engage seniors with science and fun learning.

Lunch and Learn at City Staff Meetings. The importance of relationship building with our city partners cannot be understated. Although we regularly attend and present at City Council meetings, this year, part of our strategy has been to approach at a more grassroots level and engage



with City employees who may often deal with vector issues but are unsure of how to satisfy the needs of their residents. Department staff like code enforcement, public works, clerk's office, and others were invited to a working lunch with Tammy Gordon and Jeremy Wittie. An overview presentation of CVMVCD was given and then time opened up to discussion of issues and questions staff have. These meetings have been very productive and are helping cities to better understand the role of CVMVCD and how we can assist each other in serving the public.

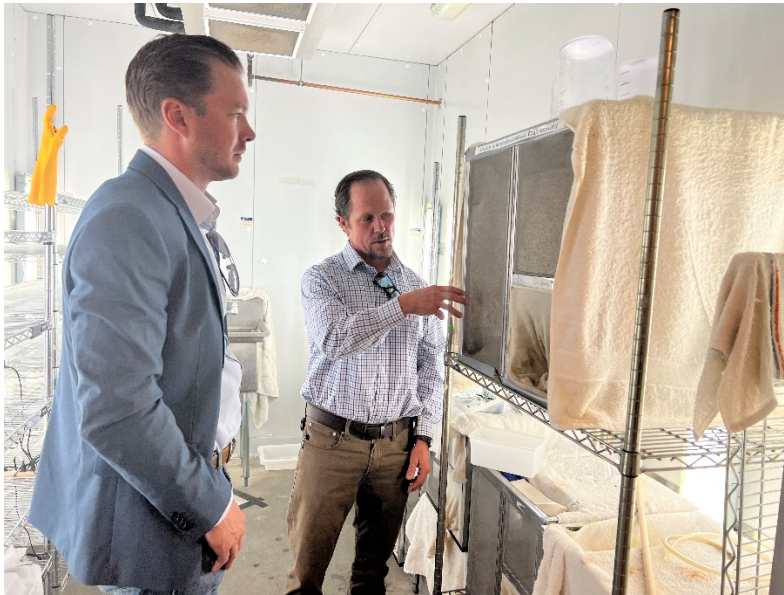
CVMVCD Tours. This winter, we were able to bring state-level elected officials and their staff to the District for tours. Assemblymember Wallis, Senator Seyarto, and Supervisor Perez were all joined by their staff and opened some excellent conversations on statewide vector control issues.

CVMVCD staff and other mosquito control districts in the region also have an opportunity to learn from each other. The SoCal Communicators group will be touring different facilities together to learn best practices and share ideas. Northwest MVCD (photo below) was the first scheduled tour, and the group will be visiting CVMVCD in the coming months.



Legislative Day

CVMVCD staff are very involved with the state association the Mosquito and Vector Control Association of California (MVCAC). Each year, we participate in Legislative Day in Sacramento where we meet with elected officials and their staff on their turf. This year, Jeremy Wittie and Tammy Gordon visited 15 state-level officials and discussed such issues as new legislation regarding utility vaults and mosquito control, drones, sterile insect technique, and appreciation for the statewide reporting tool VectorServ.





Coachella Valley Mosquito & Vector Control District

43-420 Trader Place, Indio, CA 92201 (760) 342-8287 (760) 342-8110
www.cvmosquito.org CVmosquito@cvmosquito.org @cvmosquito

MOSQUITO AWARENESS WEEK PROCLAMATION

APRIL 14-20, 2024

WHEREAS, the Coachella Valley Mosquito and Vector Control District's ("District") mission is to reduce the risk of disease transmission by mosquitoes and other vectors to protect Coachella Valley residents and visitors; and

The District recognizes that West Nile and St. Louis encephalitis viruses can lead to serious mosquito-borne diseases that can result in debilitating meningitis, encephalitis, or death to people and other wildlife; and

An invasive mosquito species, *Aedes aegypti*, which is capable of transmitting deadly viruses to people has been detected in all Coachella Valley cities and is spreading throughout California; and

A safe and environmentally sound procedure needs to be used in the control of mosquitoes; and

Educational programs have been developed to help the public understand how to protect themselves from mosquito-borne threats by staying indoors when mosquitoes are most active, wearing pants and long-sleeved shirts, using repellents containing EPA-registered active ingredients; and

Educational opportunities to help the Coachella Valley participate in source reduction in their yards have been promoted including removing water-holding containers as small as one tablespoon of water, cleaning fountains and pet dishes regularly, reducing urban drool, and maintaining working pool or pond pumps; and

Adequately funded mosquito and vector control, disease surveillance, and public awareness programs are the best way to prevent outbreaks of mosquito-borne diseases; and

NOW, THEREFORE, the Board of Trustees of the Coachella Valley Mosquito and Vector Control District does hereby proclaim the week of April 14-20, 2024, as

Mosquito Awareness Week 2024

Dated this 12th day of March 2024

John Peña, President Board of Trustees

BOARD OF TRUSTEES

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**Coachella Valley Mosquito and
Vector Control District**

March 12, 2024

Staff Report

Agenda Item: Informational Item

Approval for a Vector Ecologist and Laboratory Manager to attend the Pacific Southwest Center of Excellence in Vector-Borne Diseases Annual Meeting, April 4-5, 2024 in an amount not to exceed \$4,000.00 from fund #7600.01.400.027, Professional Development – **Jennifer A. Henke, M.S., BCE, Laboratory Manager**

BACKGROUND:

The 7th Annual Meeting of the Pacific Southwest Center of Excellence in Vector-Borne Diseases (PacVec) is to be held April 4-5, 2024. The meeting will be held jointly with the Arizona Vector Conference and in collaboration with the Health Observatory at Arizona State University in Tempe, AZ.

The District actively collaborates with researchers from the PacVec COE. This meeting is an opportunity for the researchers across the region to highlight the work that they have completed and to plan for upcoming work.

Vector Ecologist Kim Hung and Laboratory Manager Jennifer Henke will attend the meeting to represent the District and provide background on projects that the District can participate in. Budgeted plans were for two department staff to attend the National Conference on Urban Entomology and Imported Pest Ants in Mobile, Alabama. Given the nature of the work and proximity of the meeting, attending PacVec is preferred.

STAFF RECOMMENDATION:

Approve the change in plans for staff to attend the PacVec COE instead of NCUE-IPA.

Strategic Business Plan Alignment:

Goal 2 Strong culture supports the Board and Staff Team that grows in skill, teamwork, and experience

Strategic Response – 2.1 Create a staff culture and a safe working environment to promote effective communication, collaboration, creativity, and employee satisfaction.



OLD BUSINESS



**Coachella Valley Mosquito and
Vector Control District**

March 12, 2024

Staff Report

Agenda Item: Old Business

Discussion and/or approval of change order with KYA Services to install concrete pad for staff meeting area in an amount not to exceed \$80,000 from Capital Replacement Fund #8415.14.950.000 — **Jeremy Wittie, M.S., CSDM, General Manager, and David l'Anson, Administrative Finance Manager**

Background:

At the December Meeting, the Board approved the installation of a Shade Structure outside the Administration building for staff meetings and trainings. Eight months of the year staff meetings, department meetings, trainings, break periods, etc. can be held outside. This outdoor meeting space would also help reduce the risk of airborne communicable disease transmission to staff and visitors.

The proposal is to install a 48-foot by 24-foot concrete pad with conduit for electrical hookup. More information and drawings will be available at the Board Meeting. The structures will be installed outside the Administration Building. A permanent/semipermanent stage area would also be constructed to facilitate group events.

The contractor is KYA Services, a partner of the California Special Districts Association, and is a contractor under California Multiple Award Schedules (CMAS). These contracts are controlled under the California Department of General Services, each vendor has to submit bids to be awarded the contract as a government agency the District can select vendors from CMAS without the requirement to issue a request for proposal streamlining the procurement process.

Staff Recommendation:

Approval of change order with KYA Services to install concrete pad for staff meeting area in an amount not to exceed \$80,000

Exhibits:

- KYA Services Proposal



NEW BUSINESS



**Coachella Valley Mosquito and
Vector Control District**

March 12, 2024

Staff Report

Agenda Item: New Business

Discussion: Ballot Instructions for Special District Selection Committee-One (1) Eastern Region Regular Member and One (1) Countywide Alternate Member of the Riverside Local Agency Formation Commission (LAFCO) — **Jeremy Wittie, M.S., CSDM, General Manager**

Background:

The Special District Selection Committee is commencing the appointment process of two (2) appointments of the Riverside Local Agency Formation Commission (LAFCO). The selection proceedings will be conducted by electronic mail (e-mail), as follows:

- Regular Special District Member Eastern Region – must be a board member from a district in the Eastern portion of the county.
- Alternate Special District Member Countywide – can be a board member from any of the 55 independent special districts Countywide.

Please note that per state statute, a District LAFCO Commissioner cannot be a member of the legislative body of a city or county.

The term of each position will run from May 6, 2024, through May 1, 2028. Completed ballots must be delivered via electronic email to the LAFCO office no later than 5:00 p.m. on April 15, 2024.

Exhibits:

- 2024 SDSC Ballot Instructions
- Candidate Statements received



February 15, 2024

via electronic mail

2024 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT SELECTION COMMITTEE- ONE (1) EASTERN REGION REGULAR MEMBER AND ONE (1) COUNTYWIDE ALTERNATE MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

Please read these instructions carefully before completing your ballots.

As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the positions in the title above was opened on December 15, 2023, and closed at 5:00 p.m. on February 13, 2024.

Enclosed you will find an official election ballot for each position as follows:

One (1) LAFCO Regular Special District Member – Eastern Region: A total of two (2) eligible nominations were received for this position. Although candidates were restricted to the Eastern Region area of the County, all members of the SDSC may cast ballots for this position.

One (1) LAFCO Alternate Special District Member – Countywide: A total of five (5) eligible nominations were received for this position. Candidates for the Alternate Special District Member are not restricted to a Region, and all members of the SDSC may cast ballots for this position.

All members of the SDSC may cast a ballot for one (1) Regular member for the Eastern Region, and one (1) for the Alternate member Countywide.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for a LAFCO regular member position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each region's nominees in the order of preference, using "1" for your first choice, "2" for your second choice, "3" for your third choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.

General Instructions and Information:

- Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Monday, April 15, 2024.**
- Only the presiding officer or another board member authorized by your board of directors to vote, may cast the ballots. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballots are cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballots as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive each ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to rholtzclaw@lafco.org
- Failure to follow these instructions will invalidate the ballot not meeting these requirements.

Finally, these positions ensure special districts are appropriately represented on the LAFCO Commission. Appointments are only valid if ballots representing a quorum, from 29 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



Gary Thompson
Executive Officer

cc: Special District Selection Committee - District Managers

Attachments:

2024 Special District Selection Committee – Official Election Ballots
Instant Runoff Voting Election Process (IRV)

**SPECIAL DISTRICT SELECTION COMMITTEE
REGULAR MEMBER
2024 BALLOT**

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization previously transmitted attached]

Signature (required)

Date (required)

**Regular Special District Member of the
Local Agency Formation Commission – Eastern Region – Riverside County**
(Term running May 6, 2024 through May 1, 2028)

Please rank the candidates in preferential order, “1” being the first preference, “2” being the second.

	<i>Circle rank for each candidate</i>	
BRUCE UNDERWOOD, Coachella Valley Public Cemetery District	1	2
CÁSTULO ESTRADA, Coachella Valley Water District	1	2

Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.

Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

**SPECIAL DISTRICT SELECTION COMMITTEE
ALTERNATE MEMBER
2024 BALLOT**

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization previously transmitted attached]

Signature (required)

Date (required)

**Alternate Special District Member of the
Local Agency Formation Commission (Countywide)**
(Term running May 6, 2024 through May 1, 2028)

Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:

	<i>Circle rank for each candidate</i>				
BERNARD MURPHY, Rubidoux Community Services District	1	2	3	4	5
STEVE PASTOR, Lake Hemet Municipal Water District	1	2	3	4	5
ANGELA LITTLE, Valley-Wide Recreation & Park District	1	2	3	4	5
HARVEY RYAN, Elsinore Valley Municipal Water District	1	2	3	4	5
RICHARD LAWHEAD, Beaumont-Cherry Valley Recreation & Park District	1	2	3	4	5

Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.

Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS

Introduction

In 2016, the Special District Selection Committee voted to utilize instant runoff voting (IRV) for all future elections to select members to the Riverside Local Agency Formation Commission (LAFCO). IRV is a method of conducting elections with three or more candidates whereby a majority determines the winner without the need to have a second ballot/runoff proceeding. A separate runoff election could cause a delay of more than 90 days, as well as causing LAFCO additional expense.

The explanation below and example that follows illustrates how the instant runoff voting method will be used for determining the winner in a fictional election for the "Porcupine LAFCO" Special District Commissioner open seat. A process similar to the one explained below will be utilized to determine the Riverside LAFCO Special District Member.

Ballot Specifications and Directions to Voters

The ballot will allow a voter to rank candidates in order of preference. All nominated candidates are listed on the ballot. Voters will vote for candidates by indicating their first-choice candidate, their second-choice candidate, their third-choice candidate, and so on.

The voter will indicate his/her first choice by marking or circling the number "1" beside a candidate's name, the second choice by marking or circling the number "2" by that candidate's name, the third choice by marking the number "3," and so on, for as many choices as the voter wishes.

Voters are free to rank only one candidate, however, doing so does not offer any additional advantage to that candidate, as ranking additional candidates cannot help defeat a voter's first-choice candidate. Voters must not mark the same number beside more than one candidate or skip rank numbers.

Ballot Counting

The ballots cast will be tabulated and the result declared by the official responsible for conducting the election. Votes will be counted for each candidate using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- A majority is a number of votes greater than half (50%+1) of the total number of ballots received.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a number of votes constituting a majority, that candidate shall be declared elected.

- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

Example:

Four candidates are running for the Porcupine LAFCO Special District Commissioner open seat: Paul Alto, Mort Bragg, Charlene Newberry, and Samantha Cruz. 60 ballots are cast, therefore a candidate needs a majority of 31 votes to win the election:

- Alto is ranked #1 on 10 ballots
- Bragg is ranked #1 on 25 ballots
- Newberry is ranked #1 on 5 ballots
- Cruz is ranked #1 on 20 ballots

In the first round no one receives the required majority of 31 votes. Newberry, as the candidate receiving the fewest first (#1) choice votes, is eliminated. Those 5 ballots that had Newberry ranked as their first (#1) choice are reviewed for their second (#2) choice. On those 5 ballots:

- Alto is ranked #2 on 3 of those 5 ballots
- Bragg is ranked #2 on 1 of those 5 ballots
- Cruz is ranked #2 on 1 of the 5 ballots.

These second (#2) choice votes, which are now first (#1) choice votes for the succeeding candidates, are added to the results of the first (#1) choice count in round one as follows:

- Alto has 10 plus 3 for a total of 13 votes
- Bragg has 25 plus 1 for a total of 26 votes
- Cruz has 20 plus 1 for a total of 21 votes

Thus, in the second round, no one receives the required majority of 31 votes. Alto, as the candidate receiving the fewest adjusted first (#1) choice votes in this round is eliminated. Those thirteen ballots that had Alto ranked as their adjusted first (#1) choice are reviewed for their second (#2) choice, or (third (#3) choice, if adjusted from the previous round). On those 13 ballots:

- Bragg is ranked #2 (plus one adjusted #1 from the first round) on 8 of those 13 ballots
- Cruz is ranked #2 (plus one adjusted #1 from the first round) on 4 of the 13 ballots.

These second (#2) choice or third (#3) choice votes, are now designated as first (#1) choice votes for the succeeding candidates, and are added to the results of the adjusted first (#1) choice count from the second round as follows:

- Bragg has 26 plus 8 for a total of 34 votes
- Cruz has 21 plus 4 for a total of 25 votes
- One of the ballots did not pick a second or third choice candidate.

Bragg wins with 34 votes (the required majority was 31) and Cruz is second with 25 votes.

LAFCO Election - Candidate Statement

Josh Bonner <josh.bonner@cvpcd.org>

Tue 2/27/2024 2:02 PM

To:Melissa Tallion <MTallion@cvmosquito.org>;Jeremy Wittie <JWittie@cvmosquito.org>

📎 1 attachments (2 MB)

Candidate Statement.pdf;

Good afternoon,

It is my pleasure to share the attached Candidate Statement for Dr. Bruce Underwood, candidate for LAFCO Regular Special District Member – East Region. Dr. Underwood is an outstanding representative of our District and has a deep understanding of Special Districts, having served multiple Districts in various capacities. Dr. Underwood is a candidate of fine character and outstanding work ethic, he would make an excellent representative in this role.

Please share with your Board or selection committee if appropriate. If you would like any additional information, please feel free to contact me.

With warm regards,

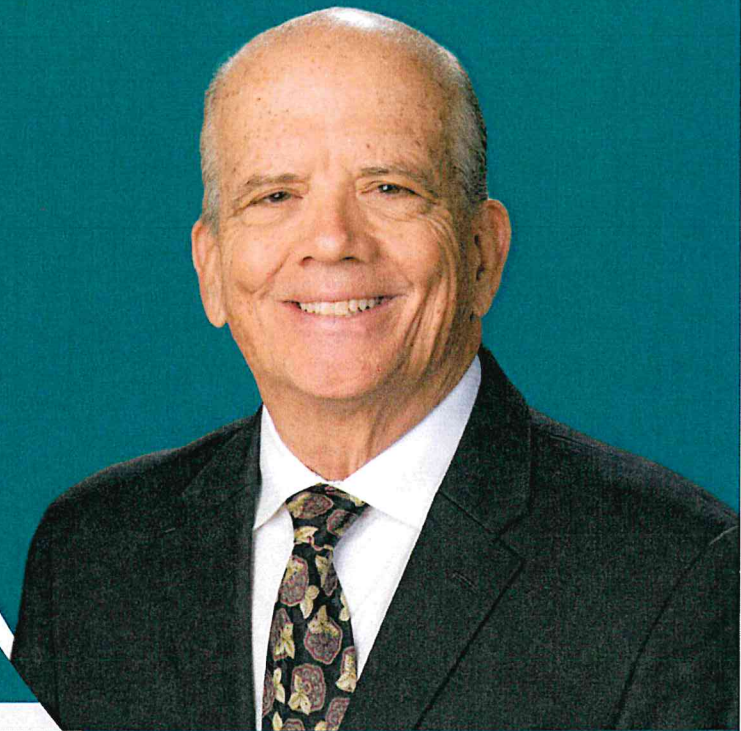
Joshua Bonner
General Manager
Coachella Valley Public Cemetery District
82-925 Avenue 52
Coachella, CA 92236
Main: (760) 398-3221
Cell: (760) 574-9906
Josh.Bonner@CVPCD.org
<https://cvpcd.org>





**Bruce Underwood,
Dr. P.H., C.N.S.**

CANDIDATE STATEMENT



I am pleased to announce my candidacy for the special district (eastern) representative seat on the Riverside County Local Agency Formation Commission (LAFCO).

Serving on the Coachella Valley Public Cemetery District Board, I am the former President and a current Trustee. I began my service on the Board in 2018 and am currently serving my second term. My experience and commitment to supporting the vital role Special Districts play in our community is extensive, including past service on the Board of the Coachella Valley Recreation and Park District, and the Coachella Valley Mosquito and Vector Control District. In my professional capacity I have also worked with several local Special Districts supporting their employees through healthy living initiatives. My knowledge, background and experience with Special Districts is broad, a unique knowledge set I hope to bring to the LAFCO commission.

My service in the community has also provided me unique perspectives on leadership and problem solving. I have had the great pleasure of working with organizations that make a difference in our community, including the Heart Institute of the Desert Foundation, The Regional Access Project, the American Preventive Care Association, and many more. I have also been afforded the opportunity to shape future leaders, working in education at Chapman University and the Loma Linda University School of Public Health. In a career that has spanned twenty-five years of experience and community involvement, with increasing levels of responsibility and leadership, I have earned a reputation for professional competency, civic responsibility, and personal integrity among colleagues, clients, students, and community leaders.

Special Districts are unique, and they deserve representation with a depth of knowledge and understanding that spans the vast scope of critical services they provide. With Special District experience that stretches across eastern Riverside County, and a broad scope of services, mine will be a voice of fair and reasoned oversight on this important commission.

I look forward to being your voice in government.



COMMITTEE AND TRUSTEE REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Finance Committee Meeting
DRAFT - Minutes

TIME 4:30 p.m. **DATE:** February 13, 2024

LOCATION: 43420 Trader Place Indio, CA 92201

COMMITTEE MEMBERS PRESENT:

Indian Wells Clive Weightman, Board Treasurer
Palm Desert Doug Walker, Trustee

COMMITTEE MEMBERS ABSENT:

County at Large Bito Larson, Trustee

OTHER TRUSTEES PRESENT:

None

STAFF PRESENT:

Jeremy Wittie, General Manager
David l'Anson, Administrative Finance Manager
Melissa Tallion, Executive Assistant/Clerk of the Board

MEMBERS OF THE PUBLIC PRESENT:

No

Tasks and Ownership

Task	Owner(s)	Report Back (Finance Committee)
Section 115 Trust summary	David	March

1. Call to Order

Treasurer Weightman called the meeting to order at 4:35 p.m.

2. Roll Call

Roll Call indicated that two (2) out of three (3) Committee members were present.

3. Confirmation of Agenda

Treasurer Weightman inquired if any agenda items needed to be shifted. Upon no objections from the Committee, the agenda was confirmed as presented.

4. Public Comments

None

5. Presentation

None

6. Items of General Consent

- A. Approval of Minutes from January 9, 2024, Finance Committee Meeting

On a motion from Trustee Walker, seconded by Trustee Weightman, and passed unanimously, the Committee approved the minutes from January 9, 2024.

Ayes: Treasurer Weightman, Trustee Walker

Noes: None

Abstained: None

Absent: Trustee Larson

7. Discussion, Review, and/or Update

- A. Review of Check Report from Abila MIP for the period of January 10, 2024, to February 8, 2024
The check report was reviewed by the Committee.
- B. Credit Card Charges (Abila report & Microix Workflow Report) –CalCard Statement dated January 23, 2024, and Umpqua Statement dated January 31, 2024
The monthly statements were reviewed by the Committee.
- C. Review of January 2024 Financials and Treasurers Report
The Committee reviewed the financials and Treasurer's report.

8. Old Business

- A. 2024 Finance Committee Items
The Committee reviewed the current list and discussed upcoming budget dates.
- B. Budget Calendar
The calendar was reviewed. No issues with the dates on the budget calendar.
- C. Discussion and Review of Section 115 Options
The Section 115 Options were reviewed. The Committee would like to get Trustee Larson's input before bringing this to the Board.

9. New Business

- A. Review of finance-related items on the February Board agenda
The agenda was reviewed by the Committee.

10. Schedule Next Meeting

The next Finance Committee meeting was scheduled for Tuesday, March 12, 2024, at 4:30 p.m.

11. Trustee and/or Staff Comments/Future Agenda Items

None

12. Adjournment

Treasurer Weightman adjourned the meeting at 5:11 p.m.

DRAFT