



Coachella Valley Mosquito and Vector Control District

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

Board of Trustees Meeting Via Zoom

Tuesday, February 8, 2022

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.

Pursuant to Assembly Bill 361, this meeting will be conducted by video and/or teleconference and there will be no in-person public access to the meeting location. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), meeting ID: [860 1546 2143](https://us02web.zoom.us/j/86015462143), or click this link to join: <https://us02web.zoom.us/j/86015462143>. Written public comment may also be submitted to the Clerk of the Board by 2:30 p.m. on February 8, 2022, at mtallion@cvmosquito.org. Transmittal prior to the meeting is required. Any correspondence received during or after the meeting will be distributed to the Board as soon as practicable and retained for the official record.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangements can be made.

- 1. Call to Order** – Benjamin Guitron, President
- 2. Pledge of Allegiance**
- 3. Roll Call**

4. Confirmation of Agenda

5. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 2:30 p.m. on February 8, 2022, at mtallion@cvmosquito.org or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely.

- 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 (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.

6. Board Reports

A. President's Report – **Benjamin Guitron, President**

Executive Committee oral report and Executive Committee minutes from January 27, 2022
(Pg. 6)

B. Finance Committee – **Doug Walker, Treasurer**

Finance Committee oral report

7. Staff Informational Reports

A. Live Reports

- General Manager's Report – **Jeremy Wittie, M.S., General Manager**
- Public Outreach Department Introduction– **Tammy Gordon, M.A., APR, Public Information Officer**

8. 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. Approval of Resolution 2022-03 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 **(Pg. 9)**
- B. Minutes for January 11, 2022, Board Meeting **(Pg. 15)**
- C. Approval of expenditures for January 5, 2022-February 1, 2022 **(Pg. 24)**
- D. Informational Items:
 - Financials – **David l’Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. 25)**
 - Board Business Log **(Pg. 39)**
 - Master Public Information Officer Program – **Tammy Gordon, M.A., APR, Public Information Officer (Pg. 40)**
 - California Public Information Officials Annual Conference – **Tammy Gordon, M.A., APR, Public Information Officer (Pg. 41)**
- E. Approval of Resolution 2022- 02 authorizing remote teleconferencing meetings for the period February 10, 2022 – March 11, 2022 **(Pg. 42)**

9. Old Business-None

10. New Business

- A. Approval to upgrade the Laboratory HVAC system in an amount not to exceed \$75,000 from Fund 14- District Capital Improvement Fund - **Budgeted, funds available** – **David l’Anson, MPA, MBA/ACC., Administrative Finance Manager; Ad Hoc Land/Building Committee (Pg. 47)**
- B. Approval for the upgrade and remodel of the Administration Building in an amount not to exceed \$80,000 from Fund 14- District Capital Improvement Fund - **Budgeted, funds available** – **Jeremy Wittie, M.S., General Manager; Ad Hoc Land/Building Committee (Pg. 50)**

- C. Discussion regarding the District's standing and ad hoc Committees and the process to appoint members– **Executive Committee (Pg. 52)**

- D. Discussion and or/approval to extend the contract for one year with Fedak & Brown, LLP., for auditing services – **David l'Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. 56)**

12. Comments by General Counsel

13. 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.

14. Adjournment

<p>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.</p>
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Certification of Posting

I certify that on February 4, 2022, 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 February 4, 2022.

Melissa Tallion, Clerk of the Board



BOARD REPORTS

Coachella Valley Mosquito and Vector Control District

Executive Committee Meeting Via Zoom

Minutes

TIME AND DATE: 1:30 p.m. Thursday, January 27, 2022

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Indio	Benjamin Guitron, President
Indian Wells	Clive Weightman, Vice President
Palm Desert	Doug Walker, Treasurer

ABSENT:

Rancho Mirage	Isaiah Hagerman, Secretary
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Members of the Public present: None

OTHERS PRESENT:

Jeremy Wittie, M.S., General Manger
Melissa Tallion, Clerk of the Board

- 1. Call to Order** - *President Guitron called the meeting to order at 1:34 p.m.*
- 2. Roll Call** - *Roll call indicated three (3) Committee members were present.*
- 3. Confirmation of Agenda** - *There was a consensus to approve the agenda as presented.*
- 4. Public Comments** - *None*
- 5. Review of February 2, 2022, draft Board meeting agenda**
The draft January Board meeting agenda was reviewed by the Committee. Trustee Walker mentioned he would like to add an item to Old Business regarding standing and ad hoc committees. The Committee would like staff to show the description of the committee on the list. The Committee asked some clarifying questions about Items 10 B and C. Jeremy Wittie, General Manager gave an overview and a discussion ensued.

6. Old Business

A. Updates:

- a. Riverside Local Agency Formation Commission (LAFCO) Municipal Service Reviews (MSRs) and Sphere of Influence (SOI)
Trustee Walker and Jeremy gave an overview of the previous survey that was conducted in 2007. Jeremy and Melissa Tallion, Clerk of the Board had completed the 2022 survey and would update the Committee when they have more information. The Committee asked Jeremy to add a brief overview in his GM report during the next Board meeting.
- b. Virtual Strategic Planning Workshop-February 3, 2022
Jeremy gave an overview of how the day will go. Staff will be sending an email to all participants giving a snapshot of the workshop. President Guitron will open the workshop and then turn the workshop over to Jeremy and Martin Rauch, Rauch Communications Consultants.
- c. VCJPA Annual Workshop and Board of Directors Meeting
 - i. Online February 17 and 18, 2022
Jeremy gave an overview of what would be topics of discussion at the meeting. He asked if any of the Trustees from the Committee would like to attend to please let him know.

7. New Business - None

8. Trustee/staff comments

Trustee Walker inquired about the upcoming MVCAC and if there would be an option for a virtual meeting and the cancellation policy. President Guitron said that the health and safety of the Trustees and staff was top priority. Mrs. Tallion will confirm the policy. Jeremy is looking for ideas to encourage more Board engagement. Jeremy will be coming up with some ideas in the coming month and will share with the Executive Committee. Trustee Weightman suggested an outdoor meeting and/or informal tours with the Trustees. A discussion ensued. This will be a topic of the next Executive Committee meeting.

9. Confirmation of next meeting


The next meeting was scheduled for Tuesday, February 22, 2022, at 1:30 p.m.

10. Adjournment

The meeting was adjourned by President Guitron at 2:41 p.m.



GENERAL CONSENT

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>February 8, 2022</p>
<p>Agenda Item: General Consent</p> <p>Approval of Resolution 2022-03 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571</p>		
<p>Background:</p> <p>On August 10, 2011, CalPERS adopted the <i>California Code of Regulations (CCR) Title 2, Sections 570.5, and 571(b)</i>, which set specific requirements for making pay schedules publicly available. The stated purpose was to ensure consistency and enhance disclosure and transparency of public employee compensation.</p> <p>To fully meet the requirements of these regulations, the pay schedule must list a position title for every employee position, show a pay rate for each position, and indicate the time base for the pay rate (hourly, monthly, annually, etc.). The pay schedule shown on Exhibit "A" reflects the following updates:</p> <ul style="list-style-type: none"> • General Manager salary increase – 5% COLA approved by Board of Trustees on January 11, 2022. • Community Liaison incorporation of 3% bilingual pay – included in regular salary to reflect CalPERS reporting requirements. 		
<p>Staff Recommendation:</p> <p>Staff recommends that the Board of Trustees approve Resolution 2022-03</p>		
<p>Exhibits:</p> <ul style="list-style-type: none"> • Resolution 2022-03 • Pay Schedule (Exhibit "A") 		

RESOLUTION NO. 2022-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL
DISTRICT APPROVING THE DISTRICT'S PAY SCHEDULE TO
CONFORM WITH THE CALIFORNIA CODE OF REGULATIONS
(CCR) TITLE 2, SECTION 570.5 AND AMENDMENTS TO CCR
SECTION 571, SUBDIVISION (b)**

WHEREAS, the Coachella Valley Mosquito and Vector Control District ("District") is a political subdivision and a "local agency" of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. seq., and is also a "local agency" within the meaning of Section 53600 of the California Government Code; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the Board of Trustees wishes to meet the requirements of these regulations by adopting a Pay Schedule which sets forth the pay ranges for all District employee classifications in one single document;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

Section 1. Recitals.

The true and correct recitals above are incorporated by this reference herein as the basis and foundation for the District's adoption of this Resolution.

Section 2. Approval of Pay Schedule

That the Board of Trustees hereby approves the pay schedule shown on Exhibit "A," which is incorporated herein by this reference, for classifications as designated on said schedule, a copy of which is attached hereto and incorporated herein by this reference.

Section 3. Effective Date.

This Resolution shall take effect upon its adoption.

Section 4. Certification.

The Clerk of the Board shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED, ADOPTED, AND APPROVED, this 8th day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Benjamin Guitron, President
Board of Trustees

ATTEST:

Melissa Tallion, Clerk of the Board

APPROVED AS TO FORM:

Lena D. Wade, General Counsel

REVIEWED:

Jeremy Wittie, M.S., General Manager

Exhibit "A"

Pay Scale

(behind this page)

DRAFT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Monthly Pay Schedule - FY2021-22

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
VCT I, Laboratory Technician	4,134.26	4,340.97	4,558.02	4,785.92	5,025.22	5,276.48
VCT II, Laboratory Assistant I	5,025.23	5,276.49	5,540.32	5,817.33	6,108.20	6,413.61
Mechanic I, Facilities Maintenance Technician I	5,276.49	5,540.32	5,817.33	6,108.20	6,413.61	6,734.29
Lead VCT, Lab Assistant II, Mechanic II, Facilities Maintenance Technician II	5,540.32	5,817.33	6,108.20	6,413.61	6,734.29	7,071.01
Administrative Clerk	4,663.61	4,896.79	5,141.63	5,398.72	5,668.65	5,952.08
Accounting Technician I	4,779.18	5,018.14	5,269.05	5,532.50	5,809.12	6,099.58
Accounting Technician II	5,342.30	5,609.42	5,889.89	6,184.38	6,493.60	6,818.28
Community Liaison	5,502.57	5,777.70	6,066.58	6,369.91	6,688.41	7,022.83
Public Outreach Coord, IT/GIS Assist	6,205.89	6,516.19	6,842.00	7,184.10	7,543.30	7,920.47
Biologist	6,524.23	6,850.44	7,192.96	7,552.61	7,930.24	8,326.75
Field Supervisor, Public Info. Officer	7,565.37	7,943.64	8,340.82	8,757.86	9,195.76	9,655.54
Environmental Biologist, Vector Ecologist, IT/GIS Analyst, Lead Supervisor	7,943.59	8,340.77	8,757.80	9,195.69	9,655.48	10,138.25
Exec. Assist./Clerk of Board, HR Specialist, Payroll Coordinator	6,365.67	6,683.95	7,018.15	7,369.06	7,737.51	8,124.38
Admin/Finance Manager, Human Resources Manager, IT Manager, Public Information Manager, Operations Manager, Lab Manager	8,419.07	8,840.02	9,282.02	9,746.12	10,233.43	10,745.10
General Manager	13,816.23					

Educational Incentive Pay

Certificate	1%	Master's Degree	4%
Associate Degree	2%	Doctorate Degree	5%
Bachelor's Degree	3%		

Temporary - Out of Class

5%

Additional Duties

5%

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**Board of Trustees Meeting Via Zoom
Minutes**

MEETING TIME: 6:00 p.m. Tuesday, January 11, 2022

LOCATION: 43420 Trader Place, Indio, CA 92201- **Via Zoom**

TRUSTEES PRESENT

PRESIDENT: Benjamin Guitron	Indio
VICE PRESIDENT: Doug Walker	Palm Desert
TREASURER: Clive Weightman	Indian Wells
Denise Delgado	Coachella
Gary Gardner	Desert Hot Springs
Isaiah Hagerman	Rancho Mirage
Dr. Doug Kunz	Palm Springs
Rita Lamb	Cathedral City
John Pena	La Quinta
Janell Percy	County at Large

TRUSTEES ABSENT

SECRETARY: Bito Larson	County at Large
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STAFF AND GENERAL COUNSEL PRESENT

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

Other staff members joined the zoom meeting as well.

MEMBERS OF THE PUBLIC PRESENT

Yes

- 1. Call to Order** – *President Guitron called the meeting to order at 6:02 p.m.*

2. **Moment of Silence in Memory of Former Trustee Franz De Klotz** – *President Guitron invited those in attendance to join in a moment of silence.*
3. **Oaths of Office** – *Melissa Tallion, Clerk of the Board, administered oaths of office for re-appointed Trustees.*
4. **Pledge of Allegiance** – *Trustee John Pena led the Pledge of Allegiance*
5. **Roll Call** – *At roll call ten (10) Trustees out of eleven (11) were present.*
6. **Confirmation of Agenda** – *President Guitron inquired if there were any agenda items to be shifted. Upon no objections by the Board of Trustees, the agenda was confirmed.*
7. **Public Comments** – *Two (2) written comments were received from Mr. Brad Anderson. The written comments were distributed to the Board of Trustees and Legal Counsel and are attached for the record. Mr. Anderson spoke on both agenda and non-agenda items.*

8. Board Reports

President's Report:

President Guitron stated that the Executive Committee held its meeting on December 13, 2021, reviewed the draft Board Agenda for January 2022, and the Committee revised it as needed. President Guitron mentioned the ongoing discussion about COVID, and the Strategic Plan will be presented as an update later in the meeting. President Guitron stated that board agenda streamlining is still a work in progress.

Treasurer's Report:

Treasurer Clive Weightman reported that the Finance Committee did not meet in January due to COVID restrictions. There were no pressing issues. Treasurer Weightman gave an overview of the General Fund Operational Cash Flow Chart noting that the District is running favorably.

9. Staff Informational Reports

A. Live Reports

- Semi-Annual Research Reports from the University of California, Davis, University of California, Riverside, Mount Sinai School of Medicine, and US Department of Agriculture for 2021-**Jennifer Henke, M.S., Laboratory Manager**
Jennifer gave a presentation summarizing the Research work from 2020 and 2021. The reports can be found beginning on page 61 of the Board packet.
- General Manager's Report-**Jeremy Wittie, M.S., General Manager**

Jeremy gave a brief overview of the Department Leadership and Employee updates, the Emergency Succession Plan for 2022, LAFCO Sphere of Influence Survey, and the FY2022-23 Budget Calendar.

10. 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 November 9, 2021, Board Meeting
- B. Approval of expenditures for November 3, 2021-January 4, 2022
- C. Informational Items:
 - Financials – **David l'Anson, MPA, MBA/ACC., Administrative Finance Manager**
 - Board Business Log
 - Correspondence
 - Semi-Annual Research Reports from the University of California, Davis, University of California, Riverside, Mount Sinai School of Medicine, and US Department of Agriculture for 2021
 - MVCAC Planning Meeting December 7-8, 2021, Emeryville, CA
 - CalPELRA Annual Conference, November 16-18, 2021, in Monterey, CA
- D. Resolution 2022-01 authorizing remote teleconferencing meetings for the period January 11, 2022 – February 9, 2022

On a motion from Trustee Gardner, seconded by Trustee Hagerman, and passed by the following roll call votes, the Board of Trustees approved all Items of General Consent.

Ayes: President Guitron; Trustees, Delgado, Gardner, Hagerman, Kunz, Lamb, Pena, Percy, Walker, and Weightman

Noes: None.

Abstained: None.

Absent: Trustee Larson

11. Old Business

- A. Confirmation of physical or virtual Strategic Planning Workshop – **Jeremy Wittie, M.S., General Manager**

Jeremy is recommending a virtual Strategic Planning Workshop on February 3, 2022. President Guitron asked the Board for comments. A discussion ensued. The Board came to a consensus to support a virtual meeting at this time.

12. New Business

- A. Approval to enter into an agreement for a Supplemental Mitigated Negative Declaration for CEQA compliance in an amount not to exceed \$35,000 from fund 6095.01.400.000 **Budgeted; Funds Available** – **Jennifer Henke, M.S., Laboratory Manager**

On a motion from Trustee Hagerman, seconded by Trustee Gardner, and passed by the following roll call votes, the Board of Trustees gave the approval to enter into an agreement for a Supplemental Mitigated Negative Declaration for CEQA.

Ayes: President Guitron; Trustees, Delgado, Gardner, Hagerman, Kunz, Lamb, Pena, Percy, Walker, and Weightman

Noes: None.

Abstained: None.

Absent: Trustee Larson

- B. Nomination and Election of Board of Officers for the 2022 Calendar Year – **ad hoc Nomination Committee**

Trustee Walker introduced the slate of offices for the new year as recommended by the ad hoc Nominations Committee and opened the floor for any other nomination or changes to the slate. Hearing none, President Guitron proceeded to ask for a motion to approve the slate as presented.

On a motion from Trustee Gardner, seconded by Trustee Hagerman, and passed by the following roll call votes, the Board of Trustees approved the slate of officers for 2022 as presented.

Ayes: President Guitron; Trustees, Delgado, Gardner, Hagerman, Kunz, Lamb, Pena, Percy, Walker, and Weightman

Noes: None.

Abstained: None.

Absent: Trustee Larson

- C. Discussion and/or approval of a 3% COLA adjustment and a 5% Special Merit Pay for the General Manager's evaluation period ending December 2021 - **ad hoc Negotiations Committee**

President Guitron asked Trustee Hagerman to report. Trustee Hagerman reported that the Committee met with Jeremy Wittie and based on the General Manager's evaluation and the comments he received from all of the Trustees and based on his performance he ranked very high over the last year. President Guitron appreciates Jeremy's professionalism and dedication to the District and the Trustees.

On a motion from Trustee Pena, seconded by Trustee Gardner, and passed by the following roll call votes, the Board of Trustees approved the 3% COLA adjustment and 5% Special Merit Pay for the General Manager's evaluation period ending December 2021.

Ayes: President Guitron; Trustees, Delgado, Gardner, Hagerman, Kunz, Lamb, Pena, Percy, Walker, and Weightman

Noes: None.

Abstained: None.

Absent: Trustee Larson

13. Closed Session (s):

- A. **Public Employee Performance Evaluation pursuant to Government Code Section 54957 (b)(1)**

Title: District Legal Counsel

14. Comments by General Counsel

Upon returning from Closed Session, Lena Wade, General Counsel announced there was no reportable action and had no further comments.

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

Trustee Walker had a question related to the upcoming Strategic Planning and the software that would be used. President Guitron complimented the staff on the correspondence that was received from the community.

16. Adjournment-*President Guitron adjourned the meeting at 7:37 p.m.*

Benjamin Guitron
President

Isaiah Hagerman
Secretary

DRAFT

Melissa Tallion

From: [REDACTED]
Sent: Tuesday, January 11, 2022 2:28 PM
To: Melissa Tallion; Edward Prendez
Subject: Public Comment(s) - CVMVCD Board of Trustees meeting 1/11/22

January 11, 2022

Coachella Valley Mosquito and Vector Control District (CVMVCD)
43420 Trader Pl
Indio, CA. 92201
(888)343-9399
Attn: Clerk of the Board

Re: compliance with restricted and unlawful requirements to provide Public comment(s)

Dear CVMVCD Clerk of the Board,

Please make all the necessary arrangements for my participation in the CVMVCD open Public meeting scheduled for today (1/11/2022 - 6:PM) that is required to be performed remotely (No - In person availability) by the direction of the Board of trustees.

It's been repeatedly described to the CVMVCD administration of unlawful written statements on CVMVCD meeting agenda(s) - please conform to California laws that were purposely adopted by the CVMVCD organization.

Written comments will be supplied in accordance with California's AB361 along with Verbal testimony during the "live" meeting.

As you are aware of having incorrect/misprinted details listed on a prior meeting agenda that denied the general Public the opportunity to listen to and possibly participate in that meeting - which had the potential of a "Chilling effect" for future Public participation in CVMVCD precived open Public meetings.

Please confirm that this evenings meeting required access codes are correct and accessible for the Public.

Sincerely,

Brad Anderson | Rancho Mirage, CA.

Melissa Tallion

From: [REDACTED]
Sent: Tuesday, January 11, 2022 6:37 PM
To: Jeremy Wittie; Edward Prendez; Melissa Tallion; sherrybakas@desertsun.com
Subject: Fwd: Public Comment(s) - CVMVCD Board of Trustees meeting 1/11/2022

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

[REDACTED]
Date: Tue, Jan 11, 2022, 5:55 PM
Subject: Public Comment(s) - CVMVCD Board of Trustees meeting 1/11/2022
To: Melissa Tallion <mtallion@cvmosquito.org>, <cvmosquito@cvmvcd.org>

January 11, 2022

Coachella Valley Mosquito and Vector Control District (CVMVCD)
43420 Trader Pl
Indio, CA. 92201
(760)342-8287
Attn: Clerk of the Board/Appointees/General Public

Re: Written letter to be entered in to the Public record and made available to the general public for the scheduled CVMVCD Board of Trustees meeting of January 11, 2022 > Agenda Items listed below with statements (Submitted in accordance with California's AB361)

Dear CVMVCD appointed members of the board,
Please review the written statements in regards to my opinions as listed below:

Agenda Item: 7A-(1) Non-Agenda statements

1) Please be aware that the continued attack of the CVMVCD organization to destroy the abilities of the general Public to activity participate with Public testimony at CVMVCD Public meeting have the potential of infringing the statutory and constitutional rights of citizens to voice there messages to this California Special District (CVMVCD). The administrative changes of how and when Public testimony will be accepted during CVMVCD Public meetings are clearly morally wrong and abusive in nature to Coachella Valley Resident's and Guests.

2) Prior correspondences addressed to the CVMVCD have been made publicly available exposing my mailing addressee and telephone numbers and other contact Information - this exposure appears to have been repeatedly allowed to happen to my personal Information and not other written correspondence received by CVMVCD staff. Its been well established that the CVMVCD administration will not release complete Information of other Residents that are reported to have contacted the CVMVCD.

Agenda Item: 10-A (Minutes - November 9, 2021 Board meeting)

Oppose - Recorded written minutes of the November 9, 2021 CVMVCD Board of Trustees meeting and other prior Public meetings have been puposely eliminating critical and necessary verbal testimony that has been submitted by

myself. While other verbal testimony from a citizen was recorded, - the CVMVCD action of Not illustrating the Agenda Item(s) that were spoken in regards too and not recording a brief description of the spoken comments have eliminated potential legal or other actions from myself and or external candidates from seeking justice and or other remedies. The action of officials (CVMVCD administration/legal counsel) to potentially violated California's BEST Practices procedures and or State laws? Should be Investigated prior to potential involvement from external elements.

Agenda Item: 10-D (Resolution 2022-01 continuous AB361)

Oppose - As mentioned before at prior CVMVCD Board of Trustees meetings, the CVMVCD has the ability to accommodate its unelected board members and Staff plus its Residents and guest's at venues throughout the region to accommodate the precived "Social Distancing" narrative (Coachella Valley). It's reasonable to consider that the CVMVCD organization that have had its member's travel to locations throughout the Country and are currently considering an In-person "Workshop" have used the good intentions of California's AB361 to limit Public participation/monitoring of the CVMVCD operations

Agenda Item: 12-C (General Manager Incentives)

Oppose - The proposed Ad-Hoc committee recommendations continues to reward sub-par work performance of the current CVMVCD General Manager which was advanced through internal CVMVCD employment to the current GM title. The CVMVCD suffered a lost of life of a long time employee combined with the total abandonment of Vector abatement procedures while two Coachella Valley Cities were known to have active Mosquito vectored disease (West Nile virus). Plus the Continued East Valley invasion of other dieases (SLE) while benefiting from Involment in supplying data related items for study from other aspects.

Agenda Item: 13-A (Closed session topic > SBEMP (L. Wade) legal counsel review)

It's highly recommended that other RFP's be considered for the replacement of the current CVMVCD legal counsel. The direct contact that I've received from the current CVMVCD retained legal counsel (L. Wade) has been very concerning and disappointing.

Having been repeatedly bombarded with negative comments from legal counsel with Verbal statements along with receiving written unwelcomed and unexpected mailing from legal counsel in regards to my opinions that were stated at a Open Public meeting of the CVMVCD.

Also having been targeted for what appeared to be a "cease and desist letter" that was unique and unusual and has yet to be defined by the CVMVCD legal counsel of it's intentions? (Unsure if the General Manager informed the CVMVCD Board of Trustees of those actions to potentially attempt to cause me distress and financial burdens by instructing CVMVCD legal counsel to potentially attempt to Intimidate me with legal actions?

Other aspects of the CVMVCD trespassing on my private property with damage property (Fence/gate components) and being denied repair and or financial relief from the CVMVCD legal counsel from immoral aspects of the CVMVCD administration.

Sincerely,

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

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

January 5 -February 1, 2022

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	January 7, 2022	226,540.96	
	Payroll Disbursement	January 21, 2022	229,727.69	
				456,268.65
Pre-Approved Expenditures Utilities/Benefits:				
43819	ICMA Retirement Trust	Deferred Compensation: 11/24/2021, 12/10/2021, 12/23/2021	33,157.82	
43823	CalPERS Healthcare Acct	Healthcare Retired/Active 02/2022	87,483.38	
43824	CalPERS Retirement Acct		163,690.95	
43825	ICMA Retirement Trust	CalPERS Retirement Contributions: 11/23/21PP to 01/21/22PP & Late Fees Deferred Compensation: 01/07/2022PP, 01/21/2022PP	21,068.25	
				305,400.40
Pre-Approved Expenditures less than \$10,000.00:				
43803	Abila	Cloud Computing Services	832.25	
43804	Advance Imaging Systems	Contract Services	518.59	
43805	Airgas USA, LLC	Dry Ice	265.80	
43806	American Engraving Co.	Office Supplies	388.44	
43807	AvQuest Insurance Service	Property and Liability Insurance	5,221.00	
43808	City of Indio Alarm Program	Permits, Licenses, Fees	20.00	
43809	CleanExcel	Janitorial Services	7,031.00	
43810	C&R Wellness Works	Employee Assistance Services	324.00	
43811	Equipment Direct, Inc.	Safety Expense	85.19	
43812	Jennifer Henke	MVCAC Committee Assignments	233.36	
43813	Kim Hung-Lyu	Professional Development	105.27	
43814	Liebert Cassidy Whitmore	Professional Development	2,600.00	
43815	Crystal Moreno	Tuition Reimbursement	2,236.00	
43816	Seton Identification Products	Repair & Maintenance	99.12	
43817	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	4,000.00	
43818	Veolia ES Technical Solutions, LLC	Operating Supplies	102.80	
43826	Advance Imaging Systems	Contract Services	318.31	
43827	Airgas USA, LLC	Dry Ice	266.11	
43828	Burrtec Waste Industries	Green Waste	44.45	
43829	CarQuest Auto Parts	Equipment Parts & Supplies	355.43	
43831	Cintas Corporation #3	Safety Expense	2,865.73	
43832	CSI Ceja Security International	Security Patrol Services	1,075.00	
43833	Desert Alarm, Inc.	Burglar & Fire Alarm Monitoring Services	1,019.70	
43834	Desert Business Interiors	Office Supplies	488.29	
43835	Desert Electric Supply	Repair & Maintenance	619.65	
43836	Jernigan's Sporting Goods, Inc.	Safety Expense	353.41	
43837	Kwik Kleen Of The Desert	Offsite Vehicle Maintenance & Repair	219.00	
43838	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	2,752.02	
43840	Liebert Cassidy Whitmore	Attorney Fees	482.40	
43841	Linde Gas & Equipment Inc.	Cylinder Rentals	60.99	
43842	Marlin Business Bank	Contract Services	705.79	
43844	Shasta Fire Protection, Inc.	Permits, Licenses & Fees	1,200.00	
43845	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	137.50	
43846	SC Commercial LLC dba SC Fuels	Motor, Fuel, Oil	5,162.07	
43847	Valley Sanitary District	Utilities	7,184.81	
43848	Waterlogic Americas LLC	Employee Support	106.57	
				49,480.05
Cash - California Bank & Trust Checking				
Cash - California Bank & Trust Checking				
43820	Regents University Of California	Research Projects: Alec C. Gerry	75,691.00	
43821	Research America	Professional Services	29,000.00	
43822	ES Opco USA LLC dba Vesperis	Control Products	15,888.38	
43839	Leading Edge Aerial Technologies, Inc.	Leading Edge Drone Pesticide Applications	10,109.76	
43843	Ocean Air Helicopters Inc.	Aerial Applications	51,000.00	
43849	U.S. Bank	Calcard Payment For January Statement	52,767.74	
				234,456.88
Cash - California Bank & Trust Check Run Total to be Approved				
Total Expenditures: January 5 -February 1, 2022				1,045,605.98

Benjamin Guitron IV, President

Douglas Walker, Treasurer



FINANCE REPORTS

Coachella Valley Mosquito and Vector Control District
FINANCES AT A GLANCE
ALL FUNDS COMBINED
For the Month Ended January 31, 2022

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	13,006,580	295,077	13,301,658
CASH	159,009	(223,330)	(64,321)
INVESTMENTS & CASH	13,165,589	71,747	13,237,336
CURRENT ASSETS	1,755,956	1,101,076	2,857,032
FIXED ASSETS	9,632,595	-	9,632,595
OTHER ASSETS	4,995,513	-	4,995,513
TOTAL ASSETS	29,549,654	1,172,823	30,722,477
TOTAL LIABILITIES	5,226,340	192,083	5,418,423
TOTAL DISTRICT EQUITY	24,323,313	980,741	25,304,054
TOTAL LIABILITIES & EQUITY	29,549,654	1,172,823	30,722,477
RECEIPTS			
		\$ 1,048,189	
CASH DISBURSEMENTS			
Payroll	\$ 456,269		
General Admin	\$ 520,173		
Total Cash Disbursements		\$ (976,441)	
NON-CASH ENTRIES:			
Accrual Modifications - Changes in A/P, A/R & Pre-paid insurance		\$ 1,101,076	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ 1,172,823	

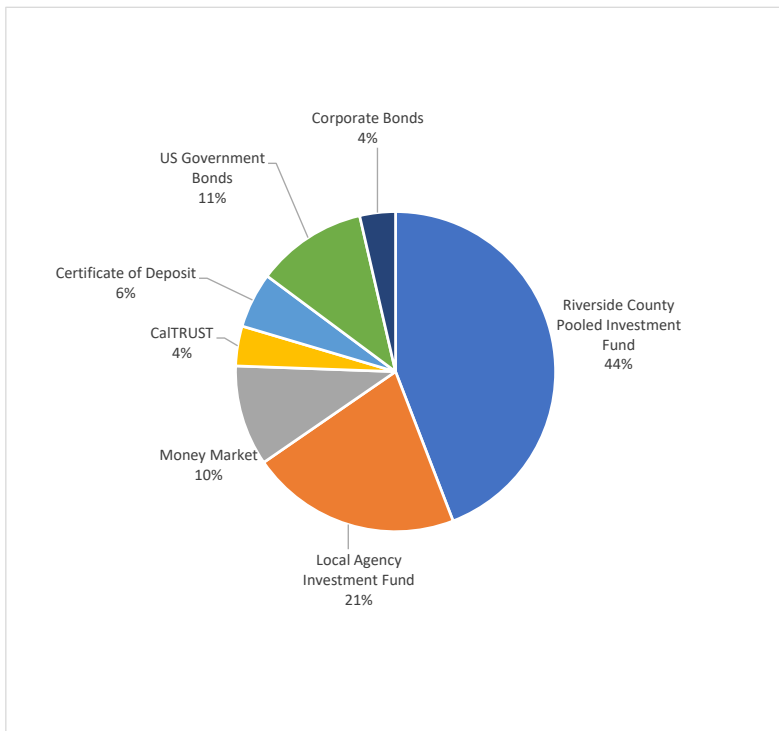
CVMVCD
 Cash Journal - deposits
 From 1/1/2022 Through 1/31/2022

<u>Effective ...</u>	<u>Transaction Description</u>	<u>Deposits</u>	<u>Payee/Recipient Name</u>
1/10/2022	January Receipts	27,690.29	Riverside County
1/14/2022	January Receipts	13.67	California Bank & Trust
1/14/2022	January Receipts	1,018,858.16	Riverside County
1/14/2022	January Receipts - LAIF Interest	<u>1,626.58</u>	Local Agency Investment Fund
Report Total		<u><u>1,048,188.70</u></u>	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF JANUARY 31, 2022**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	BALANCE
LAIF	Common Investments			0.23%	2,550,753	20,017	30,513	225,795	\$ 2,827,078
Riverside County	Funds 51105 & 51115			0.30%	5,298,192	41,578	63,378	469,001	\$ 5,872,149
CalTRUST	Medium Term Fund			0.21%	482,681	3,788	5,774	42,727	\$ 534,970
CA Bank & Trust	Market Rate			0.02%	1,206,839	9,471	14,436	106,831	\$ 1,337,577
Pershing	Market Rate			0.00%	13,750	108	164	1,217	\$ 15,240
BMW Bank	Certificate of Deposit	11/20/2020	11/20/2025	0.50%			59,440	188,226	\$ 247,665
State BK of India	Certificate of Deposit	11/23/2020	11/24/2025	0.55%			59,557	188,597	\$ 248,153
Goldman Sachs	Certificate of Deposit	9/21/2021	9/22/2026	1.05%		37,736	50,474	159,833	\$ 248,043
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%			179,402	568,108	\$ 747,510
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%			178,461	565,127	\$ 743,588
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%			115,124	364,561	\$ 479,685
Total Investments					9,552,215	112,698	756,724	2,880,022	\$ 13,301,658

**PORTFOLIO COMPOSITION AS OF JANUARY 31, 2022
WEIGHTED YIELD 0.32%**



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
January 31, 2022

		YTD	Current		YTD	Current	Current	Annual	Percent	
		Budget	Period	Variance	Budget	Period	Period	Budget	Annual	
		Annual Budget	YTD Budget	YTD Actual	Budget	Period Actual	Variance	Variance	Budget	
Revenues										
4000	Property Tax - Current	4,121,655	2,143,140	2,275,989	132,849	949,396	1,018,858	69,462	(1,845,666)	(45)%
4010	Property Tax - Curr. Su	30,561	0	0	0	0	0	0	(30,561)	(100)%
4020	Property Tax - Curr. Un	170,821	165,780	171,136	5,355	0	0	0	315	0 %
4030	Homeowners Tax Relie	36,430	18,215	18,839	624	0	13,187	13,187	(17,591)	(48)%
4070	Property Tax - Prior Suj	23,736	0	0	0	0	0	0	(23,736)	(100)%
4080	Property Tax - Prior Un	9,069	0	0	0	0	0	0	(9,069)	(100)%
4090	Redevelopment Pass-TI	5,406,064	2,703,032	3,002,448	299,416	0	0	0	(2,403,616)	(44)%
4520	Interest Income - LAIF,	42,000	21,000	15,456	(5,544)	0	1,640	1,640	(26,544)	(63)%
4530	Other Miscellaneous Re	63,000	36,750	22,473	(14,277)	5,250	14,503	9,253	(40,527)	(64)%
4551	Benefit Assessment Inc	2,299,810	1,228,967	1,265,864	36,897	1,228,967	1,265,864	36,897	(1,033,946)	(45)%
	Total Revenues	12,203,146	6,316,884	6,772,205	455,321	2,183,613	2,314,053	130,440	(5,430,941)	(45)%

Expenditures

Payroll Expenses

5101	Payroll - FT	5,373,288	3,078,015	2,873,219	204,796	459,060	411,401	47,659	2,500,069	47 %
5102	Payroll Seasonal	203,400	118,650	170,133	(51,483)	16,950	18,198	(1,248)	33,267	16 %
5103	Temporary Services	6,900	6,900	0	6,900	0	0	0	6,900	100 %
5105	Payroll - Overtime Expe	45,120	26,320	2,798	23,522	3,760	345	3,415	42,322	94 %
5150	CalPERS State Retirem	1,873,120	1,656,439	1,555,680	100,759	43,337	70,429	(27,092)	317,440	17 %
5155	Social Security Expense	331,680	190,097	189,239	858	28,317	27,394	923	142,441	43 %
5165	Medicare Expense	77,570	44,458	45,427	(969)	6,623	6,407	216	32,143	41 %
5170	Cafeteria Plan	1,141,827	651,867	729,563	(77,697)	97,993	166,050	(68,057)	412,263	36 %
5172	Retiree Healthcare	372,588	217,343	230,263	(12,920)	31,049	38,489	(7,440)	142,325	38 %
5180	Deferred Compensator	108,010	62,485	67,545	(5,060)	9,105	41,672	(32,566)	40,465	37 %
5195	Unemployment Insuran	34,236	19,335	26,047	(6,711)	2,980	21,054	(18,074)	8,190	24 %
	Total Payroll Expenses	9,567,740	6,071,908	5,889,914	181,994	699,174	801,438	(102,264)	3,677,826	38 %

CVMVCD
Statement of Revenue and Expenditures
January 31, 2022

	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									
525C Tuition Reimbursement	20,000	11,667	2,716	8,951	1,667	2,236	(569)	17,284	86 %
530C Employee Incentive	15,500	9,042	4,402	4,640	1,292	0	1,292	11,098	72 %
5301 Employee Support	0	0	746	(746)	0	213	(213)	(746)	0 %
5302 Wellness	5,600	3,267	570	2,696	467	0	467	5,030	90 %
5305 Employee Assistance Program	3,200	1,867	1,926	(59)	267	648	(381)	1,274	40 %
600C Property & Liability Insurance	156,406	82,904	100,329	(17,425)	14,701	17,526	(2,825)	56,077	36 %
6001 Workers' Compensation Insurance	181,607	74,687	5,452	69,235	21,384	21,345	39	176,155	98 %
605C Dues & Memberships	42,816	28,089	29,943	(1,854)	3,404	0	3,404	12,873	30 %
606C Reproduction & Printing	7,950	6,721	2,262	4,459	2,746	325	2,421	5,688	72 %
6065 Recruitment/Advertising	7,500	4,375	2,833	1,542	625	0	625	4,667	62 %
607C Office Supplies	17,111	9,981	5,762	4,219	1,426	1,122	304	11,348	66 %
6075 Postage	5,750	3,354	426	2,928	479	0	479	5,324	93 %
608C Computer & Network Systems	8,199	4,783	3,458	1,325	683	0	683	4,741	58 %
6085 Bank Service Charges	200	117	139	(22)	17	0	17	61	31 %
609C Local Agency Formation Comm.	2,400	2,400	2,243	157	0	0	0	157	7 %
6095 Professional Fees	192,000	133,250	95,999	37,251	42,250	30,121	12,129	96,001	50 %
610C Attorney Fees	68,000	39,667	27,738	11,929	5,667	4,620	1,047	40,262	59 %
6105 Legal Services / Filing Fees	1,000	583	0	583	83	0	83	1,000	100 %
6106 HR Risk Management	6,000	3,500	1,500	2,000	500	0	500	4,500	75 %
611C Conference Expense	44,400	24,483	7,883	16,601	11,583	233	11,350	36,517	82 %
6115 In-Lieu	13,200	7,700	7,100	600	1,100	1,100	0	6,100	46 %
612C Trustee Support	7,600	4,433	694	3,739	633	0	633	6,906	91 %
620C Meetings Expense	4,890	2,852	753	2,099	408	0	408	4,137	85 %
621C Promotion & Education	5,000	5,000	1,218	3,782	2,500	0	2,500	3,782	76 %
622C Public Outreach Advertising	46,000	46,000	18,695	27,305	23,000	0	23,000	27,305	59 %
650C Benefit Assessment Expenses	86,000	86,000	143,466	(57,466)	71,667	129,689	(58,022)	(57,466)	(67)%
Total Administrative Expenses	948,329	596,722	468,253	128,469	208,547	209,178	(632)	480,076	51 %
Utilities									
640C Utilities	106,000	61,833	61,854	(21)	8,833	7,185	1,649	44,146	42 %
641C Telecommunications	1,824	1,064	856	208	152	0	152	968	53 %
Total Utilities	107,824	62,897	62,710	188	8,985	7,185	1,801	45,114	42 %

CVMVCD
Statement of Revenue and Expenditures
January 31, 2022

	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	44,727	26,364	27,136	(771)	3,609	4,769	(1,160)	17,591	39 %
7050 Safety Expense	32,375	18,856	12,672	6,184	2,669	409	2,260	19,703	61 %
7100 Physican Fees	5,000	2,917	2,095	822	417	0	417	2,905	58 %
7150 IT Communications	56,860	33,168	22,213	10,955	4,738	0	4,738	34,647	61 %
7200 Household Supplies	3,000	1,750	2,058	(308)	250	0	250	942	31 %
7300 Repair & Maintenance	42,000	24,500	30,969	(6,469)	3,500	719	2,781	11,031	26 %
7310 Maintenance & Calibrat	6,170	0	44	(44)	0	44	(44)	6,126	99 %
7350 Permits, Licenses & Fee	8,273	4,945	7,198	(2,253)	426	1,220	(794)	1,075	13 %
7360 Software Licensing	22,305	2,255	0	2,255	0	0	0	22,305	100 %
7400 Vehicle Parts & Supplie	44,720	26,087	22,635	3,452	3,727	2,918	809	22,085	49 %
7420 Offsite Vehicle Maint &	17,343	10,117	2,457	7,660	1,445	219	1,226	14,886	86 %
7450 Equipment Parts & Sup	28,620	18,920	9,454	9,466	1,750	928	822	19,166	67 %
7500 Small Tools Furniture &	4,400	2,567	884	1,682	367	0	367	3,516	80 %
7550 Lab Supplies & Expense	36,700	21,508	10,272	11,236	2,458	832	1,627	26,428	72 %
7570 Aerial Pool Surveillance	26,000	0	0	0	0	0	0	26,000	100 %
7575 Surveillance	60,360	36,964	45,971	(9,007)	3,259	1,276	1,983	14,389	24 %
7600 Staff Training	85,824	46,897	18,153	28,744	5,335	2,600	2,735	67,671	79 %
7650 Equipment Rental	1,000	583	219	364	83	0	83	781	78 %
7675 Contract Services	109,720	63,138	67,844	(4,705)	7,938	10,134	(2,195)	41,876	38 %
7680 Cloud Computing Servit	101,370	46,662	30,074	16,588	4,140	2,282	1,858	71,296	70 %
7700 Motor Fuel & Oils	80,000	46,667	64,908	(18,242)	6,667	5,162	1,505	15,092	19 %
7750 Field Supplies	14,600	8,517	2,486	6,031	1,217	0	1,217	12,114	83 %
7800 Control Products	711,280	576,353	409,214	167,138	88,162	14,747	73,416	302,066	42 %
7850 Aerial Applications	209,213	122,041	112,137	9,904	17,434	51,000	(33,566)	97,076	46 %
7860 Unmanned Aircraft App	40,000	23,333	0	23,333	3,333	0	3,333	40,000	100 %
8415 Capital Outlay	46,343	32,783	25,487	7,296	2,712	3,522	(810)	20,856	45 %
8510 Research Projects	182,093	129,740	162,864	(33,125)	10,473	75,691	(65,218)	19,229	11 %
9000 Contingency Expense	109,750	64,021	0	64,021	9,146	0	9,146	109,750	100 %
Total Operating	2,130,046	1,391,654	1,089,447	302,207	185,255	178,471	6,784	1,040,600	49 %
Contribution to Capital Reserves									
890C Transfer to other funds	481,300	280,758	280,758	0	40,108	40,108	0	200,542	42 %
Total Contribution to Capital Reserves	481,300	280,758	280,758	0	40,108	40,108	0	200,542	42 %
Total Expenditures	13,235,239	8,403,939	7,791,081	612,858	1,142,070	1,236,380	(94,311)	5,444,158	41 %
Net revenue over/(under) expenditures	(1,000,000)	(2,087,055)	(1,018,877)	1,068,179	1,041,543	1,077,672			

CVMVCD
Balance Sheet
As of 1/31/2022

		Current Year
Assets		
Cash and Investments		
1000	Cash - Investments	13,301,657.58
1012	Cash - Clearing Account	150.00
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1035	CB&T General Checking	(202,661.70)
1036	CB&T Payroll Checking	136,190.30
	Total Cash and Investments	13,237,336.18
Current Assets		
1050	Accounts Receivable	1,136,175.37
1080	Interest Receivable	2,200.63
1085	Inventory	633,981.76
1168	Prepaid Insurance	199,812.43
1169	Deposits	884,862.00
	Total Current Assets	2,857,032.19
Fixed Assets		
1170	Construction in Progress	4,925.00
1300	Equipment/Vehicles	2,055,955.14
1310	Computer Equipment	488,713.68
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,300,099.10
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,026,125.52
1341	Bio Control Building	6,849,603.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(10,545,798.38)
	Total Fixed Assets	9,632,595.00
Other Assets		

CVMVCD
Balance Sheet
As of 1/31/2022

		Current Year
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,068,928.00
1530	Deferred Outflows of Resources - OPEB	412,483.00
1900	Due to/from	0.12
	Total Other Assets	4,995,513.44
	Total Assets	30,722,476.81
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	(16,179.96)
2020	Accounts Payable	371,975.84
2030	Accrued Payroll	0.03
2040	Payroll Taxes Payable	84.54
2175	Claims/Judgements Payable	(426.30)
2185	Employee Dues	426.30
	Total Accounts Payable	355,880.45
	Total Short-term Liabilities	355,880.45
Long-term Liabilities		
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,612,919.00
2210	Deferred Inflows of Resources	85,158.00
2230	Deferred Inflows - OPEB	16,118.00
2300	Net OPEB Liability	453,746.00
2500	Compensated Absences Payable	794,601.32
	Total Long-term Liabilities	5,062,542.32
	Total Liabilities	5,418,422.77
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793.35

CVMVCD
Balance Sheet
As of 1/31/2022

		Current Year
3945	Reserve for Prepaids & Deposit	1,041,259.68
3960	Reserve for Inventory	459,270.86
	Total Non Spendable Fund Balance	12,199,323.89
	Committed Fund Balance	
3965	Public Health Emergency	4,309,674.00
	Total Committed Fund Balance	4,309,674.00
	Assigned Fund Balance	
3910	Reserve for Operations	4,800,000.00
3925	Reserve for Future Healthcare Liabilities	547,704.00
3955	Thermal Remediation Fund	463,724.00
3970	Reserve for IT Replacement	277,991.00
3971	Reserve for Vehicle Replacement	344,376.00
	Total Assigned Fund Balance	6,433,795.00
	Unassigned Fund Balance	
3900	Fund Equity	1,342,365.90
3999	P&L Summary	1,899,554.34
	Total Unassigned Fund Balance	3,241,920.24
	Current YTD Net Income	(880,659.09)
	Total Current YTD Net Income	(880,659.09)
	Total Fund Balance	25,304,054.04
	Total Liabilities and Net Assets	30,722,476.81

FINANCE

The financial reports show the preliminary balance sheet, receipts, and revenue and expenditure reports for the month ending January 31, 2022. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2021, to January 31, 2022, is \$7,791,082; total revenue is \$6,772,205 resulting in excess revenue over (under) expenditure for the year to January 31, 2022, of (\$1,018,877).

THREE YEAR FINANCIALS

	Actual	Budget	Actual	Actual
	1/31/2022	Budget	1/31/2021	1/31/2020
Revenue	6,772,205	6,316,884	6,468,443	5,856,922
Expenses				
Payroll	5,889,914	6,071,908	4,210,511	4,768,355
Administrative Expense	468,253	596,722	336,934	366,735
Utility	62,710	62,897	66,783	89,349
Operating Expense	1,089,447	1,391,654	920,603	1,402,160
Contribution to Capital Reserves	280,758	280,758	276,197	293,736
Total Expenses	7,791,082	8,403,939	5,811,028	6,920,335
Profit (Loss)	(1,018,877)	(2,087,055)	657,415	(1,063,413)

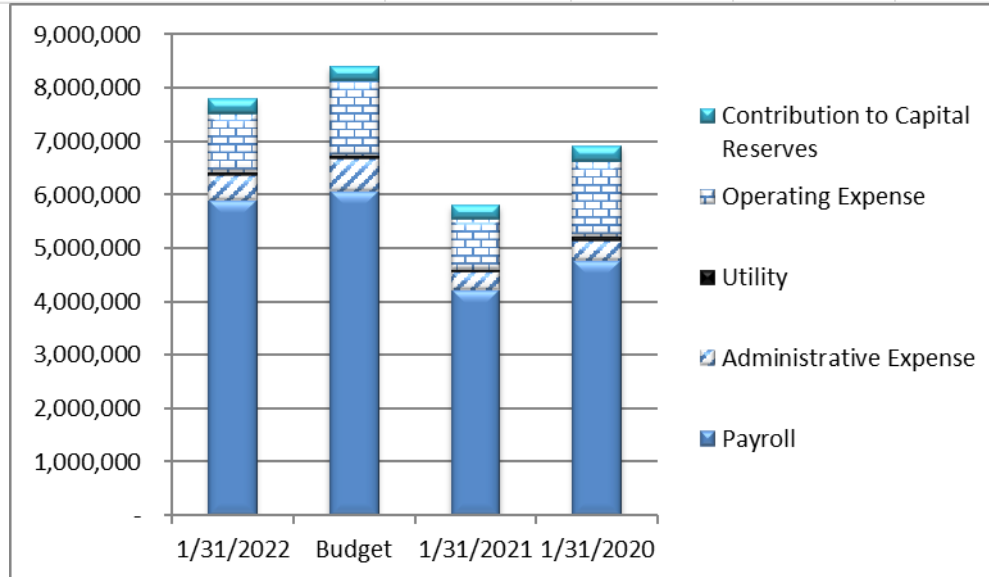


Figure 1 - Three Year Expenditure

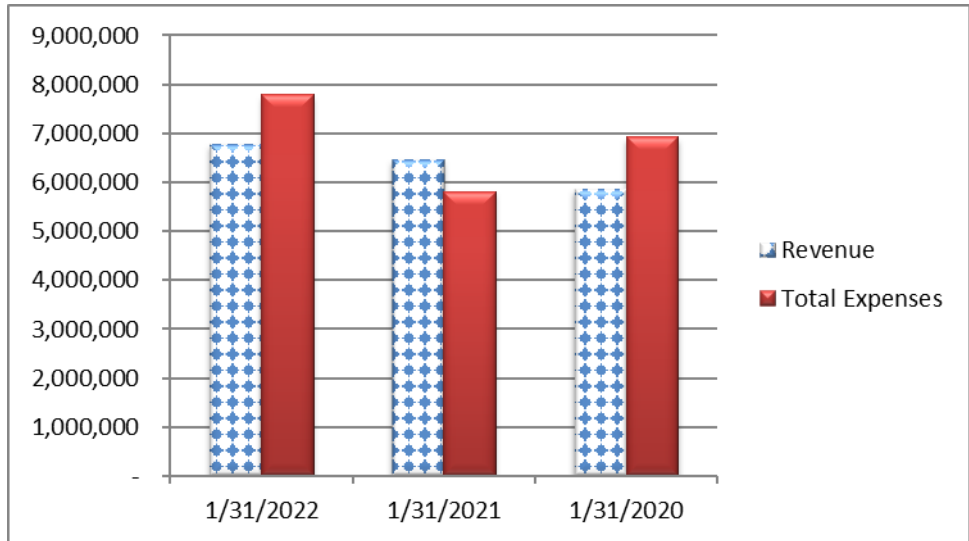


Figure 2 - Three Year Revenue & Expenditure

THREE YEAR CASH BALANCE

Cash Balances	1/31/2021	1/31/2021	1/31/2020
Investment Balance	13,301,658	13,878,812	12,025,583
Checking Accounting	(202,512)	6,468	28,334
Payroll Account	136,190	81,008	237,217
Petty Cash	2,000	2,000	2,000
Total Cash Balances	13,237,336	13,968,288	12,293,135

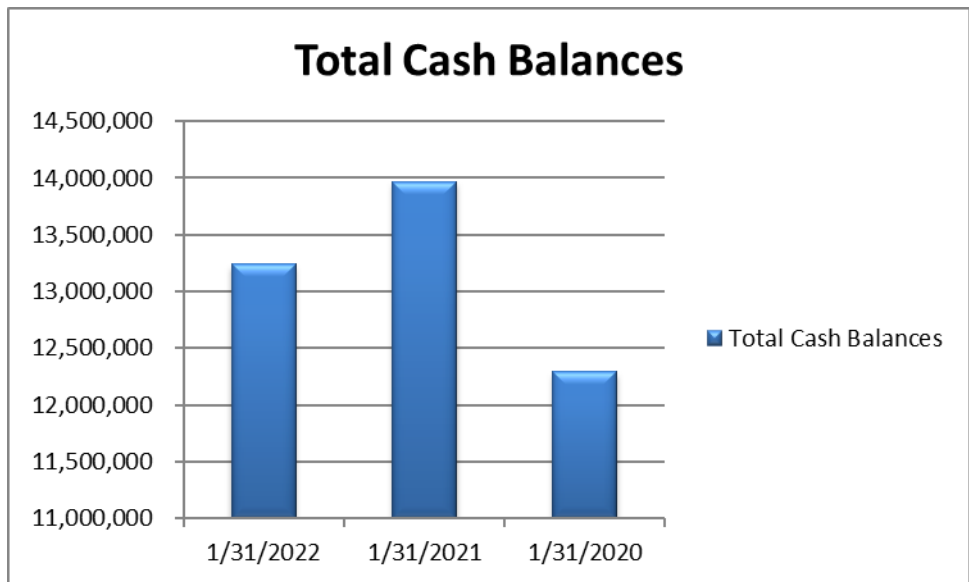


Figure 3 - Cash Balances

DISTRICT INVESTMENT PORTFOLIO 1/31/2022

The District's investment fund balance for the period ending January 31, 2022 is \$13,301,658. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for

21% of the District’s investments; the Riverside County Pooled Investment Fund is 44% of the total. The LAIF yield for the end of April was 0.23% and the Riverside County Pooled Investment Fund was 0.30% this gives an overall weighted yield for District investments of 0.32%.

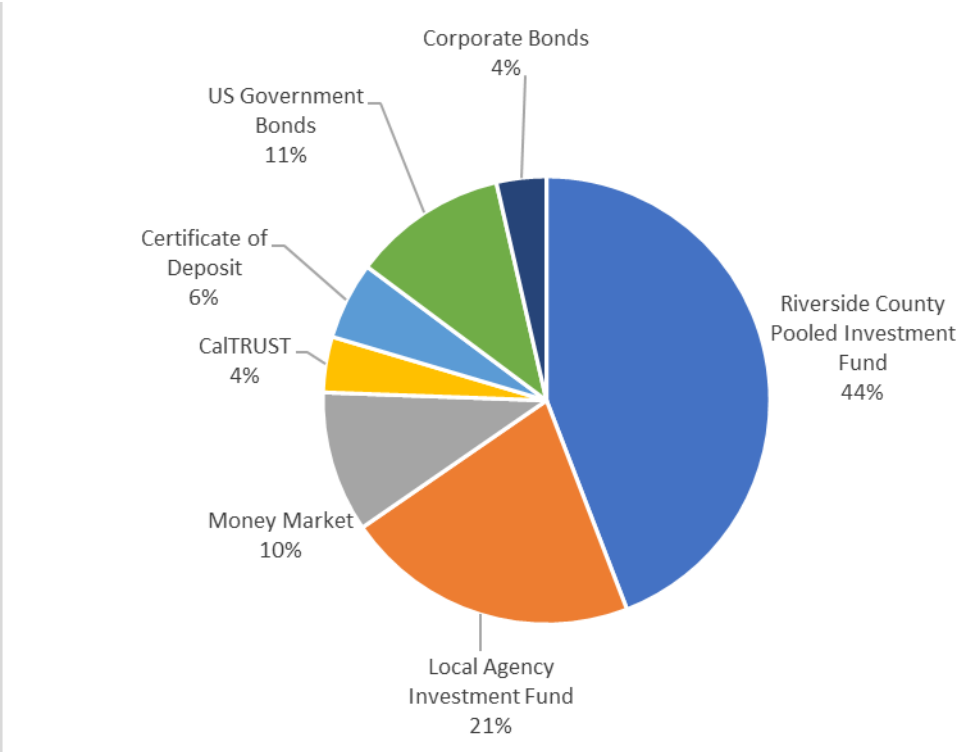


Figure 4 - Investment Portfolio 1/31/22

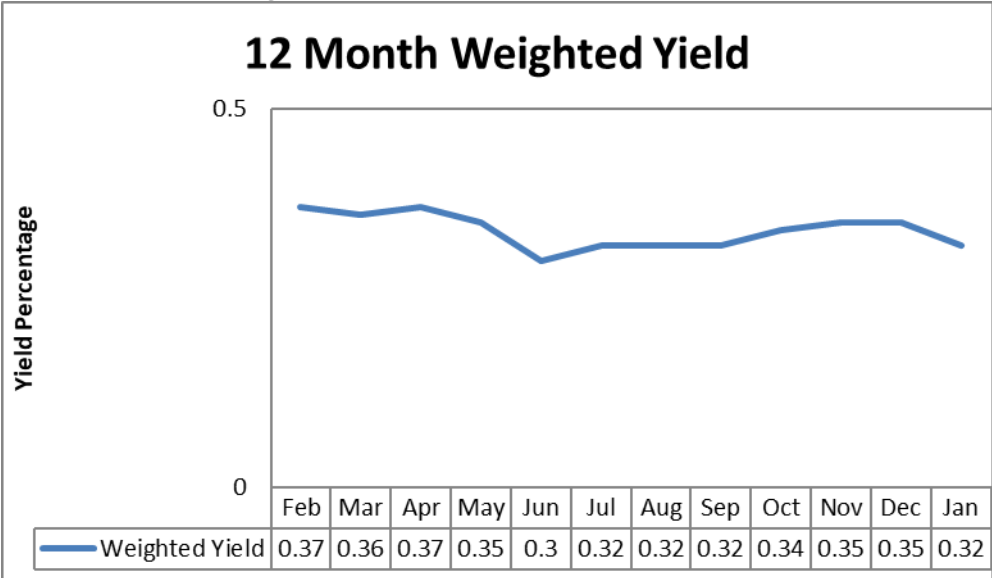
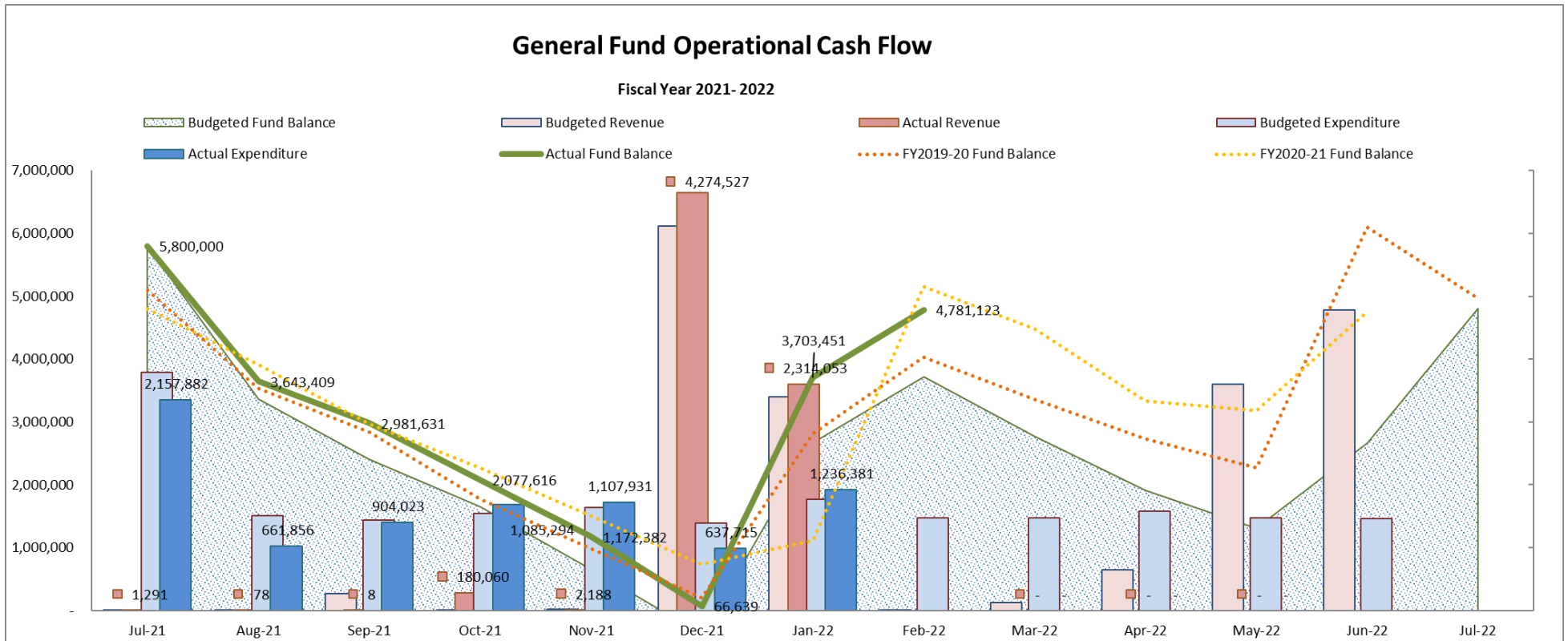


Figure 5 - District Investments Weighted Yield



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1, 2021, to June 30, 2022. The beginning fund balance is \$5.8 million and the ending fund balance is \$4.8 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 \$1.3 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**. FY2019-2020 Fund Balance is the orange dash line. FY2020-2021 Fund Balance is the yellow dash line.

The graph shows for June 1 the \$5.8 million **Fund Balance** plus total Revenue for July 1 to January 31, 2022, of \$6,772,205 minus total Expenses of \$7,791,081 is \$4,781,123. Revenue shows a \$455,321 favorable year to date budget variance, which includes an almost \$300,000 favorable variance in Pass Thru revenue, \$132,849 in current secured property taxes and a \$36,897 in Benefit Assessment revenue. Payroll favorable variance of \$181,994 is due to timing, payroll expenses are approximately a month behind. Operating expenses have a favorable variance of \$302,207, expenses for Aerial Applications, Unmanned Aircraft application and Contingency budget are variable depending on mosquito abundance and virus prevalence. Other operating expenses such as Staff Training are to do with timing for example expense occurs later in year but expense budgeted annually rather than a specific month. Overall, the District is showing a favorable variance of \$1.0 million mainly due to increase in revenue and timing of expenses. 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 January 31, 2022, the line is outside the shaded area.

Board Business Status Log 2022

Board Action Item / Description		Month	Status	Comments
Agreements				
	Approval to enter into an agreement for a Supplemental Mitigated Negative Declaration for CEQA compliance in an amount not to exceed \$35,000 from fund 6095.01.400.000 Budgeted; Funds Available	January	Completed	
	Approval to upgrade the Laboratory HVAC system in an amount not to exceed \$75,000 from Fund 14- District Capital Improvement Fund - Budgeted, funds available	February	In Process	
	Approval for the upgrade and remodel of the Administration Building in an amount not to exceed \$80,000 from Fund 14- District Capital Improvement Fund - Budgeted, funds available	February	In Process	
Resolutions And Proclamations				
	Approval of Resolution 2022-01 authorizing remote teleconferencing meetings for the period January 11, 2022 - February 9, 2022	January	Completed	
	Approval of Resolution 2022-02 authorizing remote teleconferencing meetings for the period February 10, 2022 - March 11, 2022	February	In Process	
	Approval of Resolution 2022-03 adopting employee pay scale	February	In Process	
Other				
	Yearly Training for Trustees: Ethics and Sexual Harassment Prevention	January-February	In Process	



**Coachella Valley Mosquito and
Vector Control District**

February 8, 2022

Staff Report

Agenda Item: Informational Item

Staff report from:

Master Public Information Officer Program

Dates: November 15-18, 2021

Attendee: Tammy Gordon, M.A., APR, Public Information Officer

Overview:

This was the first session of the Program. The Master Public Information Officer Program is a three-course series that prepares public information officers for an expanded role in delivering public information and warning using a strategic whole community approach.

The program reinforces the qualities needed to lead whole community public information/external affairs programs, provides relevant management theories and concepts, and uses case studies to enhance public information/external affairs skill sets. MPIOP participants work within a collaborative environment on projects and establish a network of peers.

MPIOP participants will contribute to the body of knowledge for emergency management related public information. This includes evaluation of leadership, group dynamics and functional best practices of joint information centers (JICs) by monitoring student activity during advanced public information officer course offerings.

Cohort FY22 Schedule:

- E0389 MPIO – Implementing Communications Strategies for Whole Community Leadership: December 6-9, 2021
- E0393 MPIO – Applying Advanced Concepts in Public Information and Communications: January 24 – February 4 (Virtual Delivery 10:00 a.m. – 2:00 p.m.)
- E0394 MPIO – Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders: September 19-22, 2022



Coachella Valley Mosquito and Vector Control District

February 8, 2022

Staff Report

Agenda Item: Informational Item

Staff report from:

California Association of Public Information Officials Annual Conference, Squaw Creek, CA.

Dates: November 2-5, 2021

Attendee: Tammy Gordon, M.A., APR , Public Information Officer

Overview:

The California Association of Public Information Officials (CAPIO) is the leading statewide organization dedicated to advancing public sector communicators across all levels of government.

In the first in-person conference since April of 2019, sessions focused on social media tools, digital storytelling, communication laws in California, and many more.

The conference also included hands on workshop topics including video editing, and new advances on social media platforms.

CVMVCD PIO Tammy Gordon was also recognized for her continued education and dedication to the craft of communication by earning the J. Lindsey Wolf Certificate in Communications.



RESOLUTION NO. 2022-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE
PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21,
AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE
LEGISLATIVE BODIES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR
CONTROL DISTRICT FOR THE PERIOD FEBRUARY 10, 2022, TO MARCH 11, 2022,
PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

WHEREAS, the Coachella Valley Mosquito And Vector Control District (the "District") is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 – 54963) (the "Brown Act"), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Trustees previously adopted Resolution No. 2022-01 on January 11, 2022, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with Government Code section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in Government Code section 54953(e), the Board of Trustees must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Trustees has done so; and

WHEREAS, emergency conditions persist in the District, specifically, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

WHEREAS, on June 9, 2021, the California Department of Public Health (CDPH) issued updated public health directives related to physical distancing and face coverings effective June 15, 2021, based on guidelines issued by the Centers for Disease Control and Prevention; and

WHEREAS, on February 3, 2022, CDPH website was updated and continued to recommend that people make efforts to slow the spread of the virus by taking such steps as wearing masks, avoiding crowded venues and social distancing when appropriate; and

WHEREAS, the Board of Trustees does hereby find that the ongoing risk posed by the highly transmissible COVID-19 virus will continue to cause conditions of peril to the safety of persons within the District which are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board of Trustees desires to proclaim a local emergency and ratify the proclamation of a state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Trustees does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance with Government Code section 54953(b)(3), as authorized by Government Code section 54953(e), and that such legislative bodies shall continue to comply with the requirements to provide the

public with access to the meetings as prescribed in Government Code section 54953(e)(2); and

WHEREAS, all meeting agendas stating meeting dates, times, and the manner in which the public may attend and offer public comment by call-in option or internet-based service option shall be posted, at a minimum, on the District's website, and at the District's main office.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals.

The recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists.

The Board of Trustees hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and the ongoing risk posed by the highly transmissible COVID-19 virus has caused, and will continue to cause, conditions of peril to the safety of persons within the District; furthermore, the guidance of Riverside County Public Health recommends physical distancing and face coverings.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency.

The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings.

The President of the Board of Trustees, the District's General Manager, and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date.

This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 10, 2022 , or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with Government Code section 54953(b)(3).

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.]

Section 6. Certification.

The Clerk of the Board of Trustees shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED, ADOPTED, AND APPROVED, this 8th day of February 2022, by the following vote:

AYES:

ABSENT:

ABSTAIN:

**Benjamin Guitron, President
Board of Trustees**

ATTEST:

Melissa Tallion, Clerk of the Board

APPROVED AS TO FORM:

Lena D. Wade, General Counsel

REVIEWED:

Jeremy Wittie, M.S., General Manager



NEW BUSINESS



**Coachella Valley Mosquito and
Vector Control District**

February 8, 2022

Staff Report

Agenda Item: New Business

Approval to upgrade the Laboratory HVAC system in an amount not to exceed \$75,000 from Fund 14- District Facility Capital Replacement Fund - **Budgeted, funds available** -

David l'Anson, MPA, MBA/ACC., Administrative Finance Manager; Ad Hoc Land/Building Committee

Background:

The Testing and Sorting lab is experiencing HVAC issues during the last few summers. The building is not cooling down enough which is creating unsafe working conditions and putting additional stress on lab equipment having to operate at higher than optimal ambient temperatures. Proper functioning of the lab space is critical, especially during the warm summer months at the height of the mosquito virus season.

Solution:

Walsh Engineering is contracted at \$11,500 for engineered drawings, which will be used to issue RFP for the HVAC company. Walsh recommended separating the Sorting Room and Battery Room from the "chiller cooled" area of the Lab building, installing a split HVAC unit and separate thermostats. The HVAC unit will be installed on the ground outside the Sorting Lab. Airflow throughout the Lab will need to be rebalanced. Controls specialists JCI and Zaretsky will be used for programming the airflow and HVAC system, as well as TSS to certify the BSL 3 Laboratory following the HVAC improvements.

Project Cost Estimate

Expense Category	2021-22
Engineering – Walsh Engineers	11,500
Construction HVAC Firm	45,000
Controls Johnson/Zaretsky -	10,000
Contingency	8,500

Total Project Cost 75,000

Ad Hoc Land/Building Committee Recommendation:

Approval for staff to upgrade the Laboratory HVAC system in an amount not to exceed \$75,000 from Fund 14- District Facility Capital Replacement Fund

Fiscal Impact:			
FY2021-22 Budget District Facility Capital Replacement Fund 14	Current Available Funds	Proposed Expense Fiscal Year 2021/22	Remaining Available Funds
Amount budgeted NTE \$75,000	346,500	75,000	271,500



**Coachella Valley Mosquito and
Vector Control District**

February 8, 2022

Staff Report

Agenda Item: New Business

Approval for the upgrade and remodel of the Administration Building in an amount not to exceed \$80,000 from Fund 14- District Facility Capital Replacement Fund - **Budgeted, funds available** – **Jeremy Wittie, M.S., General Manager; Ad Hoc Land/Building Committee**

Background:

District staff is growing and in the coming years, there will be a need to restructure some of our current space to better serve the Department, District services, and ensure a safe working environment. The Public Outreach Department has grown in the past year and needs better and larger space.

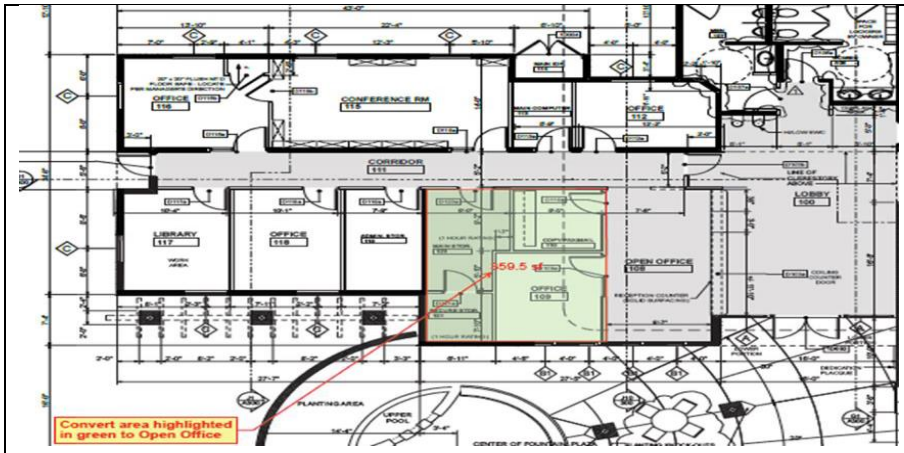
The Administration office currently includes the old finance office, reception area, mailroom, and 2 storage rooms. The plan is to open up the storage area, office, and photocopier to and open office area creating a larger and flexible open-plan space for Public Outreach. The current proposal from Holt Architects, the original architect, is based on staff performing construction work and hiring contractors for fire sprinklers and fire alarms reconfiguration.

Staff that will occupy the re-vitalized space will be the Public Information Officer, 2 Clerical Assistants assigned to Public Outreach, 2 Community Liaison & 1 Clerical Assistant for reception area.

Finance staff which is currently working in a modified conference room space will move into the area currently occupied by Public Outreach once construction is complete. The area vacated by the Finance Department is earmarked for future Men’s locker space for a growing Operations Department.

Project Cost Estimate

Expense Category	2021-22
Architectural/electrical plans - Holt	46,894
Labor – In House (Already Budgeted)	
Materials	30,000
Contingency	3,106
	Total Project Cost 80,000




Ad Hoc Land/Building Committee Recommendation:

Approval for the upgrade and remodel of the Administration Building in an amount not to exceed \$80,000 from Fund 14- District Facility Capital Replacement Fund

Fiscal Impact:

FY2021-22 Budget District Facility Capital Replacement Fund 14	Current Available Funds	Proposed Expense Fiscal Year 2021/22	Remaining Available Funds
Amount budgeted NTE \$80,000	346,500	80,000	266,500

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>February 8, 2022</p>
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Agenda Item: New Business

Discussion regarding the District’s standing and ad hoc Committees and the process to appoint members– **Executive Committee**

Background:

Standing Committees

Executive Committee – The Executive Committee consists of the Board President, Vice President, Treasurer, and Secretary. The Executive Committee assists with the preparation of the Board agendas and assumes all duties and assignments as may be assigned by the Board. The Executive Committee conducts its meetings in accordance with the Brown Act and typically meets monthly, on an as-needed basis, or as may be requested by any member of the Executive Committee.

Finance Committee – The Finance Committee consists of no more than four (4) Trustees, which includes the Treasurer who serves as the Chair of the Finance Committee. The Finance Committee typically meets monthly to review all aspects of the District’s financial transactions. The Finance Committee reviews and approves the District’s draft annual and long-range Budget prior to formal submittal to the Board.

Abatement Hearing Committee – The Abatement Hearing Committee conducts nuisance abatement hearings at regular or special meetings of the Committee in compliance with the Ralph M. Brown Act. The Committee is composed of three (3) Trustees, with one alternate, appointed by the Board annually each January, or whenever a vacancy occurs.

Subcommittees

Ad hoc Subcommittees – An Ad Hoc Subcommittee is one that consists solely of less than a majority of the Board of Trustees and has temporary subject matter jurisdiction over a particular issue, matter or task until it is terminated, completed, or otherwise resolved.

Executive Committee Recommendation:

For staff to send out a survey seeking all Board Members' future interest in serving on either a standing committee (excluding the Executive Committee) or ad hoc committee as necessary. Results of the survey will be discussed at the March Board meeting and committee assignments may be made by the Board President as deemed necessary.

Exhibits:

- Committee List
- Description of Committees

Coachella Valley Mosquito & Vector Control District
2022

Executive Committee:

Benjamin Guitron, President
Clive Weightman, Vice President
Isaiah Hagerman, Secretary
Doug Walker, Treasurer

Finance Committee:

Doug Walker, Chair
Isaiah Hagerman
Clive Weightman
Bito Larson

Abatement Hearing Committee

Benjamin Guitron, Chair
Gary Gardner
Bito Larson

*Doug Kunz, DVM

ad hoc Land/Building Committee

Doug Walker, Chair
Gary Gardner

*Benjamin Guitron

ad hoc Research Committee:

Not Active

ad hoc Nominations Committee:

Not Active

ad hoc Thermal Construction Committee:

Not Active

ad hoc Negotiations Committee

Not Active

ad hoc Assessment Appeal Committee

Not Active

ad hoc Thermal Construction Committee

Not Active

*Alternate Member

Coachella Valley Mosquito & Vector Control District Committee Descriptions

Executive Committee

The Executive Committee consists of the Board President, Vice President, Treasurer, and Secretary. The Executive Committee assists with the preparation of the Board agendas and assumes all duties and assignments as may be assigned by the Board. The Executive Committee conducts its meetings in accordance with the Brown Act and typically meets monthly, on an as-needed basis, or as may be requested by any member of the Executive Committee.

Finance Committee

The Finance Committee consists of no more than four (4) Trustees, which includes the Treasurer who serves as the Chair of the Finance Committee. The Finance Committee typically meets monthly to review all aspects of the District's financial transactions. The Finance Committee reviews and approves the District's draft annual and long-range Budget prior to formal submittal to the Board.

Abatement Hearing Committee

Tasked with conducting nuisance abatement hearings (three members of the Board and one alternate)

ad hoc Land/Building Committee

Tasked with discussion and recommending renovations to the District. Appointed as needed

ad hoc Research Committee

Tasked with ensuring the District carefully and responsibly awards grants to fund applied research that aligns with the District's mission and work. Appointed in May as necessary.

ad hoc Nominations Committee


Tasked with recommending the annual Slate of Officers. Appointed in November as necessary.

ad hoc Negotiations Committee

Tasked with reviewing and discussing the General Managers employment contract terms on an annual basis. Appointed in November as necessary.

ad hoc Thermal Construction Committee

Tasked with ensuring the District's old headquarters (currently a leased property) is maintained in compliance with the requirements of the Regional Waterboard's Covenant to Restrict Use of Property.

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>February 8, 2022</p>
<p>Agenda Item: New Business</p> <p>Discussion and or/approval to extend the contract for auditing services with Fedak & Brown, LLP., for one year – David I’Anson, Administrative Finance Manager</p>		
<p>Background:</p> <p>The District completed the five year contract with Partner Chris Brown of Fedak & Brown in 2020. To comply with State requirements Fedak & Brown rotated the Partner to Andy Beck. The firm’s staff and district staff have worked cooperatively to complete this past year’s audit and has conducted all work remotely. Fedak carried out the services professionally and effectively amidst impacts imposed by the pandemic. To help protect the safety of their staff and ours, District management wishes to retain their auditing services for fiscal year-end 2021-2022.</p>		
<p>Staff Recommendation:</p> <p>Staff recommends the approval of a one-year extension of the agreement in an amount not to exceed \$21,700.00.</p>		
<p>Attachment:</p> <ul style="list-style-type: none"> • Cost Proposal from Fedak & Brown 		

Cost Proposal for Financial Auditing Services



Coachella Valley Mosquito and Vector Control District

Prepared by:

Fedak & Brown LLP

Certified Public Accountants
Riverside, California & Cypress, California
(951) 977-9888 (657) 214-2307



Contact Person:

Christopher Brown, CPA, Partner
Chris@fedakbrownllp.com



Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Andy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

February 4, 2022

Mr. David I'Anson, Administrative Finance Manager
Coachella Valley Mosquito and Vector Control District
43-420 Trader Place
Indio, California 92201

Re: Request for Audit Services Proposal

Dear Mr. I'Anson:

Based on our understanding of the Coachella Valley Mosquito and Vector Control District (District) requirements, our total fee for audit services, out-of-pocket expense, and preparation on the District's State Controller's Report at our discounted rates for the fiscal year ending June 30, 2022, will be **\$21,700**. This fee is based on our understanding of the District's audit requirements.

The components of this audit services fee proposal for the fiscal year ending June 30, 2022 are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher Brown, CPA CGMA

February 4, 2022

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that, for the fiscal year ending June 30, 2022, the audit of the District will require approximately 165 audit hours. These hours, by major area, are summarized as follows:

Breakout of Audit Hours					
Audit Steps	Partner	Manager	Supervisor	Staff	Total
Planning	3	4	4	4	15
Controls Testwork	6	8	16	19	49
Substantive Testwork	8	8	20	32	68
Reporting	8	15	5	5	33
	25	35	45	60	165

As shown above, we expect approximately 36% of engagement hours to come from the Partners and Managers assigned to the engagements.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal year ending June 30, 2022.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for a minimum of seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Page 4 of this cost proposal.

We want the Board to understand that we will provide **any** assistance and answer **any** questions that the District's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

Coachella Valley Mosquito & Vector Control District

Engagement Fees By Fiscal Year	Audit Service Fees*	Not-to-Exceed Estimate of Out of Pocket Costs**	Total Audit Fee	Additional Items	Total Engagement
Fiscal Year 2022	\$ 20,525	550	21,075	625	21,700

* Professional audit services fees – labor only.

** Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs. Out-of-pocket costs may not be fully utilized.

Exhibit III – Schedule of Professional Fees by Hours

Coachella Valley Mosquito & Vector Control District Fiscal Year 2022

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2022 Audit of:					
District's Comprehensive Annual Financial Report (CAFR)					
Partner - Engagement & Technical	25	\$	165	\$	4,125
Manager	35		145		5,075
Supervisor	45		125		5,625
Staff	60		95		5,700
Total Financial Statement Audit for 2022	165				20,525
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					550
Total Maximum for 2022					21,075
Additional Items Asked to be Priced by the District					
Preparation of the District's Annual State Controller's Report	5	\$	125		625
Total Maximum with Additional Items for 2022	170			\$	21,700