



**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, October 13, 2020**

**6:00 p.m.**

**AGENDA**

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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.

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In the interest of maintaining appropriate social distancing and to comply with orders issued by Governor Newsom, the Board encourages the public to participate in this meeting via Zoom by calling 1-888-475-4499 (toll-free), Meeting ID: 854 8783 4155 or click this link to join: <https://us02web.zoom.us/j/85487834155>. If you would like to comment on the agenda item or subject matter within the jurisdiction of the Board, please send an email to the Clerk of the Board by 3:30 p.m. on October 13, 2020, at [gmorales@cvmvcd.org](mailto:gmorales@cvmvcd.org).

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 – Franz De Klotz, President**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Motion to Excuse Absences**
- 5. Confirmation of Agenda**

## 6. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 3:30 p.m. on October 13, 2020, at [gmorales@cvmvcd.org](mailto:gmorales@cvmvcd.org).

A. **PUBLIC Comments — AGENDA ITEMS:** Persons wishing to address the Board on agenda items are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

B. **PUBLIC Comments — NON-AGENDA ITEMS:** Persons wishing to address the Board on items not appearing on the agenda are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established.

## 7. Recognition

- A. Approval of Resolution 2020-16 in recognition of Arturo Gutierrez for his 25 years of service to the District – **Jeremy Wittie, MS, General Manager, and Franz De Klotz, President (Pg. 7)**

## 8. Board Reports

- A. President's Report – **Franz De Klotz, President**  
Executive Committee oral report and Minutes for October 2, 2020 meeting **(Pg. 11)**
- B. Finance Committee – **Clive Weightman, Treasurer**  
Finance Committee oral report and Minutes for September 8, 2020 meeting **(Pg. 16)**

## 9. 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 September 8, 2020 Board Meeting **(Pg. 20)**
- B. Approval of expenditures for September 5, 2020, to October 8, 2020 **(Pg. 37)**
- C. Informational Items:
- Financials **(Pg. 39)**
  - Correspondence **(Pg. 53)**
  - Board Business Log **(Pg. 56)**

- California Stormwater Quality Association (CASQA) Conference, September 14-16, 2020, online – **Jennifer A. Henke, M.S., Laboratory Manager (Pg. 59)**
- IVM Program Presentations – **Click on the links below:**
  - Surveillance and Quality Control Department – **Jennifer A. Henke, M.S., Laboratory Manager**
  - Operations Department – **Roberta Dieckmann, Operations Manager**
  - Public Outreach Department – **Tammy Gordon, M.A., Public Information Officer**
  - Information Technology – **Edward Prendez, Information Technology Manager**

**10. Old Business - None**

**11. New Business**

A. Final consideration and ratification of Side Letter to Memorandum of Understanding (MOU) between Coachella Valley Mosquito and Vector Control District and California School Employees Association regarding the effects related to the District’s response to the Coronavirus pandemic, and approval of Resolution 2020-21 – **Jeremy Wittie, M.S., General Manager, and Lena D. Wade, General Counsel (Pg. 61)**

B. Discussion and/or approval of Resolution 2020-22 revising the District’s Policy for sale of surplus personal property – **David l’Anson, Administrative Finance Manager (Pg. 73)**

C. Selection by the Board of Trustees of a Trustee-at-Large Representative to serve on the Mosquito and Vector Control Association of California Board of Directors – **Jeremy Wittie, M.S. General Manager and Past President of the MVCAC (Pg. 82)**

**12. Closed Session Public Comments**

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

**Closed Session:**

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

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

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

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

Title: General Manager

**C. Conference with Real Property Negotiators pursuant to Government Code section 54956.8.**

Property: 83733 Avenue 55, Thermal, California

Agency Negotiator: Jeremy Wittie, General Manager

Negotiating Party: Coachella Valley Unified School District

Under Negotiation: Price and terms of payment

**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 situation 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**

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.



**Certification of Posting**

I certify that on October 9, 2020, 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 October 9, 2020.

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Graciela Morales, Clerk of the Board

**SECTION**

**7**



**RECOGNITION**

	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: center;"><b>October 13, 2020</b></p>
<p><b>Agenda Item:</b> Recognition</p> <p>Approval of Resolution 2020-16 in recognition of Arturo Gutierrez for his 25 years of service to the District – <b>Jeremy Wittie, MS, General Manager</b></p>		
<p><b>Background:</b></p> <p><i>Arturo Gutierrez</i> began his career at the District on September 18, 1995, as a Laboratory Assistant. On February 19, 2009, Arturo was promoted to his current position as Laboratory Assistant II.</p> <p>Arturo’s hard work and his demonstrated commitment, ability, enthusiasm, and dedication to the District have contributed to protecting the public health of citizens of the Coachella Valley.</p>		
<p><b>Staff Recommendation:</b></p> <p>Staff recommends approval of Resolution 2020-16 in recognition of Arturo Gutierrez for his 25 years of service to the District.</p>		
<p><b>Attachment:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2020-16</li> </ul>		

**RESOLUTION NO. 2020-16**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA  
VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT IN  
RECOGNITION OF ARTURO GUTIERREZ  
TWENTY-FIVE (25) YEARS OF SERVICE TO THE DISTRICT**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“District”) was established in 1928 as an independent special district by the Riverside County Board of Supervisors with the mission of reducing the risk of disease transmission by mosquitoes and other vectors and the protection of residents and visitors of the Coachella Valley; and

**WHEREAS**, Arturo Gutierrez has worked for the District and given continuous, faithful, and loyal service for 25 years; and

**WHEREAS**, Arturo Gutierrez was hired on September 18, 1995, as a Laboratory Assistant. On February 19, 2009, Arturo was promoted to his current position as Laboratory Assistant II; and

**WHEREAS**, Arturo Gutierrez has consistently demonstrated commitment, ability, enthusiasm, and dedication to the District’s mission of protecting the public health of residents and visitors of the Coachella Valley.

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

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. Recognition of Service.**

Arturo Gutierrez is hereby recognized upon his twenty-five (25) year anniversary for his outstanding contributions and dedication to the District and the citizens of the Coachella Valley.

**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 13th DAY OF OCTOBER, 2020.**

\_\_\_\_\_  
Franz De Klotz, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Graciela Morales, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lena D. Wade, General Counsel

**REVIEWED:**

\_\_\_\_\_  
Jeremy Wittie, M.S., General Manager

**SECTION**

**8**



**BOARD REPORTS**

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Executive Committee Meeting Via Zoom Minutes

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**TIME:** 2:00 p.m. Friday, October 2, 2020

**LOCATION:** 43420 Trader Place, Indio, CA 92201

**TRUSTEES PRESENT:**

County at Large	Franz De Klotz	La Quinta	Doug Hassett
Indian Wells	Clive Weightman	Palm Desert	Doug Walker

**ABSENT:**

None

**OTHERS PRESENT:**

Jeremy Wittie, M.S., General Manager  
Graciela Morales, Clerk of the Board

**1. Call to Order:** *President De Klotz called the meeting to order at 2:01 p.m.*

**2. Roll Call:** *Roll call indicated all four Committee members were present.*

**3. Confirmation of Agenda:** *On motion from Trustee Walker, seconded by Trustee Weightman, the agenda was approved as presented.*

Ayes: President De Klotz, Trustees Hassett, Walker, and Weightman.

Noes: None

Abstained: None

Absent: None

**4. Public Comments** - *Mr. Brad Anderson stated he had submitted written public comments for the record and he would not be stating them aloud.*

**5. Review of October 13, 2020 Draft Board Meeting Agenda**

*The draft October Board meeting agenda was reviewed by the Committee. Clive Weightman, Treasurer, reported the Finance Committee had a representative of MBS Securities, Inc. give a presentation at the September 8 meeting regarding investment services. Following that*

*presentation, the Committee requested staff to review the District's current Investment Policy and to make proposed changes to it, then present it to the Board for review and approval consideration. It was decided the Finance Committee would review it first at their meeting in October and then it will go to the full Board in November.*

*The Committee concurred the IVM reports linked on the Board packet are helpful to them and the public and it is of vital importance to receive information from the Information Technology department as well regarding security, support to field staff (especially since the impacts of the COVID-19 pandemic) and more. The Committee recommended the Information Technology department also includes a report starting in October and going forward.*

*Jeremy Wittie, General Manager stated the Mosquito and Vector Control Association of California (MVCAC) is seeking a Trustee at Large Representative for their Board and he has been in charge of searching and accepting submissions. Five candidates submitted a Statement of Interest along with their resume, and this will be included in the Board packet so that Trustees can review the information and background information and give a recommendation of their selection to put forward to the MVCAC.*

**6. Discuss and Review: General Manager Public Employee Performance Evaluation Process and Form – Jeremy Wittie, M.S., General Manager**

*The Committee reviewed and discussed the current evaluation form and agreed the one page titled Goals and Objectives is too generic. The Committee would like to see the Goals and Objectives sheet replaced with a lists that outlines the specific key objectives/goals that the Board asked the General Manager to achieve during the evaluation period.*

On motion from Trustee Weightman, seconded by Trustee Walker, and approved unanimously by roll call vote, the Committee approved to modify the form.

Ayes: President De Klotz, Trustees Hassett, Walker, and Weightman.

Noes: None

Abstained: None

Absent: None

**7. Closed Session Public Comments**

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

None

**8. Closed Session**

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

Agency Designated Representatives: Lena D. Wade, Anita Jones and David I' Anson.

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

*Returning from Closed Session, President De Klotz stated there was no reportable action.*

**9. Trustee/Staff Comments**

**10. Confirmation of Next Meeting Date**

*The next meeting was scheduled for Friday, October 30 @ 2:00 p.m.*

**11. Adjournment**

DRAFT

**From:** [B Anderson](#)  
**To:** [Graciela Morales](#); [Edward Prendez](#)  
**Subject:** Request to speak (Verbal) and written statements Items: 4A & 4B (10/2/20 - 2:PM)  
**Date:** Friday, October 2, 2020 12:56:56 PM

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October 2, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92270  
(888) 343-9399 - [www.cvmvcd.org](http://www.cvmvcd.org)  
Attn: Clerk of the Board/Board of Trustees

Re: Request to provide Public testimony on non-agenda and agenized Items (Item: 4A & 4B)  
In addition to this submitted written email to be entered in to the Public record for the October 2, 2020 Executive Committee Meeting held remotely and addressing agenda Items: 4B and 4A in regards to agenda Item: 5 and 6 plus 7 in regards to agenda Item: 8

Agenda Item: 4B (Non-Agenda Public comment)

There have been several comments raised addressing the CVMVCD administrative approval of refusing the Public the ability to hear verbal staff reports and the opportunity to participate (Public testimony) at the time the Board is considering agenda Item(s) at prior CVMVCD meetings. The deliberate change to limit the Public participation in the CVMVCD Public meeting was orchestrated by the CVMVCD administration with No known Board of Trustees Involvement. It is well established that CVMVCD Public meetings have had very few Resident's and Guests that attended those events. It clearly appears that the action to change the long-established method of CVMVCD Public meeting formats were Installed to limit my participation in the Public's business of the CVMVCD organization which Installed a "Chilling effect" to the whole process.

Please Stop with any and all negative actions that deprive the Public of fair and equitable access to be Involved in areas of Government that truly needs to be monitored for unethical behavior and corruption. Allow the Public the same Information at the same time the Board receives it, and the ability to participate if Inclined to do so during the time of Item consideration.

Remove the requirement to register to participate in CVMVCD Public meetings along with the requirement to submit written documentation up to hours in advance of CVMVCD held Public meetings.

Agenda Item: 4A In regards to Item: 5 (Draft October 13, 2020 Board agenda)

At the time that this letter was written all the necessary documents were not released to the Public for review as required by California state statute by the CVMVCD.

I've made several comments to the fact that the CVMVCD administration has refused to Include all correspondence that are received by the CVMVCD into the Public record and share those with the Board and Public during CVMVCD Public meeting. As you are aware, only "positive" comments that excludes Residents Names and addresses and other facts that could detail if those stated comments originated outside of the district. At a prior CVMVCD Board of Trustees Meeting it was stated by your organizations retained legal counsel (SBEMP) that

Residents have to requested that letters be entered (or words to the effect).  
Please Stop with the abusive use of public resources to defend wrongful action and lapses in ethical behavior.

Agenda Item: 4A In regards to Item: 6 (General Manager evaluation)

The CVMVCD General Manager (Mr. Jeremy Wittie) appears to have constructed his own procedures and documentation to be used by the Current Council Member's to assess his past year or employee related work for the CVMVCD.

Mr. Wittie took the time to construct (or copy) an Employee evaluation form for only his employment position (General Manager). It appears that he can't or won't be subjected to the current CVMVCD administration (Operations department) evaluation process that has been used as a means to demote and penalized employees for a number of years.

Please consider not renewing this year's employment contract with Mr. Wittie until a fair and non-biased approach to evaluations at all district levels can be established.

Agenda Item: 4A In regards to Item: 7 In regards to agenda Item: 8

Ethical and moral values help to dictate daily life of many people, the current CVMVCD administrative selected employee's and contractor's (Anita Jones/David I' Anson & Lena Wade (SBEMP)) have demonstrated lapses in the above listed human characteristics that provides a sound and firm grasp on fair treatment of CVMVCD employee's plus the Public and most Importantly equality in all of the CVMVCD departments and Vendors that have served the CVMVCD.

Consider a fair and non-biased organization that could serve the Residents of the Coachella Valley in matters related to Union organizations and Public Service without negative actions to damage relationship due to fraud or embezzlement or simply dishonestly.

Sincerely,

Brad Anderson | Rancho Mirage, CA | 760.409.9434 (Cell)

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting Via Zoom  
Minutes**

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**TIME:** 4:30 p.m. **DATE:** September 8, 2020

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

**COMMITTEE MEMBERS PRESENT:**

Indian Wells	Clive Weightman
Rancho Mirage	Isaiah Hagerman
County at Large	Bito Larson
County at Large	Franz De Klotz (Alternate committee member)

**STAFF PRESENT:**

Jeremy Wittie, M.S., General Manager  
David l'Anson, Administrative Finance Manager  
Graciela Morales, Executive Assistant/Clerk of the Board

**MEMBERS OF THE PUBLIC PRESENT:**

Mr. Brad Anderson

- 1. Call to Order:** *Treasurer Weightman called the meeting to order at 4:32 p.m.*
- 2. Roll Call:** *Roll call indicated three (3) committee members out of three (3) were present. President De Klotz, joined the meeting as an alternate committee member.*
- 3. Confirmation of Agenda:** *On motion from Trustee Hagerman seconded by Trustee Larson and passed by unanimous vote, the Committee approved the Agenda as presented.*
- 4. Public Comments:** *Mr. Brad Anderson commented on CalCard charges and meeting minutes.*
- 5. Items of General Consent:**  
Approval of Minutes from July 14, 2020, Finance Committee Meeting  
*On motion from President De Klotz seconded by Trustee Weightman, and passed by the following votes, the Committee approved the minutes as presented.*

Ayes: President De Klotz, Larson, and Weightman.

Noes: None.

Abstained: Trustee Hagerman



Absent: None.

## **6. Discussion and/or Review:**

- A. Review of Check Report from Abila MIP for the period of August 13, 2020, to September 4, 2020

*The Check Report was reviewed by the Committee and staff. Questions regarding specific expenses were brought forward by Committee members and staff provided more information.*

- B. CalCard Charges – July 23 through August 24, 2020

*The CalCard monthly statement was reviewed by the Committee and staff. Questions regarding specific charges were brought forward by Committee members and staff provided more information. Staff mentioned the CalCard charges totaling \$176,000 and payroll expenses for the period ending August 31 were not yet accounted for. Additionally, next month the CalCard charges will be reflected in the regular report.*

- C. Review of August 2020 Financials, Fiscal Year End 2019-2020, and Treasurers Report

*David I' Anson, Administrative Finance Manager reported on the close of the fiscal year June 30, 2020. Year-end revenue is almost \$11.2 MM; expenses are just below \$11.3 MM; thus net revenue under expenditure is about \$103,000; overall puts us at a position at almost \$500,000 under budget. The only entries pending are non-cash entries such as GASB 68.*

*For the current fiscal year, we start at zero revenue (running at a deficit) but this is normal due to the timing of when revenue is received.*

## **7. Old Business:**

*None*

## **7. New Business**

Alternative to LAIF: Presentation Peter Yanez, Vice President, MBS Securities, Inc.

*Mr. Yanez of MBS Securities presented an overview of the company's profile, experience, products, and platform for the purchase and redemption of FDIC insured CDs and U.S. government bonds.*

*After the presentation, Treasurer Weightman asked staff to put forward a recommendation to the Finance Committee next month. Trustee Hagerman recommended a draft policy, from a management standpoint that covers the process, controls, access to the account, who will have the authority to approve, etc. to be presented to the committee and board before moving forward. The committee agreed this is the most appropriate way to move forward. Staff agreed it is a good time to review and update the District's existing Investment Policy.*

**9. Schedule Next Meeting:** *The next Finance Committee meeting was scheduled via Zoom for Tuesday, October 13, 2020, at 4:30 p.m.*

**10. Trustee and/or Staff Comments/Future Agenda Items:**

*None*

**11. Adjournment:** *The meeting was adjourned by Treasurer Weightman at 5:37 p.m.*

DRAFT

**SECTION**

**9**



**ITEMS OF GENERAL CONSENT**

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Board of Trustees Meeting Via Zoom  
Minutes**

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MEETING TIME: 6:00 p.m. Tuesday, September 8, 2020

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

**TRUSTEES PRESENT**

PRESIDENT: Franz De Klotz	County at Large
VICE PRESIDENT: Doug Hassett	La Quinta (joined the meeting at 6:20 p.m.)
SECRETARY: Doug Walker	Palm Desert
TREASURER: Clive Weightman	Indian Wells
Sergio Espericueta	Cathedral City
Bito Larson	County at Large
Gary Gardner	Desert Hot Springs
Ben Guitron	Indio (joined the meeting at 6:08 p.m.)
Philip Bautista	Coachella
Dr. Doug Kunz	Palm Springs
Isaiah Hagerman	Rancho Mirage

**TRUSTEES ABSENT**

None

**STAFF AND COUNSEL PRESENT**

Jeremy Wittie, General Manager  
Lena Wade, Legal Counsel, SBEMP  
Anita Jones, Human Resources Manager  
Crystal Moreno, Human Resources Specialist  
David l'Anson, Administrative Finance Manager  
Edward Prendez, Information Technology Manager  
Jennifer Henke, Laboratory Manager  
Kim Hung, Vector Ecologist  
Mike Martinez, Field Supervisor  
Olde Avalos, Field Supervisor  
Tammy Gordon, Public Information Officer  
Graciela Morales, Executive Assistant/Clerk of the Board

*Other staff members joined the zoom meeting as well*

- 1. Call to Order** *President De Klotz called the meeting to order at 6:03 p.m.*
- 2. Pledge of Allegiance** *President De Klotz led the Pledge of Allegiance.*

**3. Roll Call** *At roll call, nine (9) Trustees out of eleven (11) were present. However, Trustee Guitron joined at 6:08 p.m., and Vice- President Hassett joined the meeting at 6:20 p.m*

**4. Motion to Excuse Absences**

On motion from Trustee Hagerman, seconded by Trustee Kunz, and passed by the following votes, the Board of Trustees excused the absence of Trustees Hassett and Guitron.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Hassett and Guitron.

**5. Confirmation of Agenda**

*President De Klotz stated Item 7B- Approval of Resolution 2020-16 in recognition of Arturo Gutierrez for his 25 years of service would be moved to the October Board meeting.*

On motion from Trustee Hagerman, seconded by Trustee Gardner, and passed by the following votes, the Board of Trustees approved the Agenda as modified.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Hassett and Guitron.

**6. Public Comments**

*Six written public comment were received from Mr. Brad Anderson. His public comments are attached for the record. Mr. Anderson commented on various topics.*

**7. Recognition**

- A. Approval of Resolution 2020-15 in recognition of Anita Jones for her 20 years of service to the District – **Jeremy Wittie, MS, General Manager and Franz De Klotz, President**
- B. Approval of Resolution 2020-16 in recognition of Arturo Gutierrez for his 25 years of service to the District – **Jeremy Wittie, MS, General Manager and**

**Franz De Klotz, President** *[This Item was postponed to October 2020 Board meeting]*

- C. Approval of Resolution 2020-17 in recognition of Michael Martinez for his 25 years of service to the District – **Jeremy Wittie, MS, General Manager and Franz De Klotz, President**

On motion from Trustee Hagerman, seconded by Trustee Gardner, and passed by the following roll call votes, the Board of Trustees approved Item 7A and 7C.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: Trustee Hassett joined the meeting after this items 7A and 7C were approved.

## **8. Board Reports**

### A. President's Report:

*President De Klotz recognized Mike Martinez and Anita Jones for their long time employment and service to the District. President De Klotz also congratulated the District and Finance staff for their work and achievement of receiving the CAFR award.*

### B. Finance Committee Oral Report:

*Treasurer Weightman reported the Finance Committee had held its meeting prior to the Board meeting to review fiscal year end financials and period ending August, 2020 financials as well. Treasurer Weightman reported they had completed a final review of the prior fiscal year financials and the District closed at a favorable balance of just about half a million dollars. The Committee also heard a presentation from Peter Yanez of MBS Securities and it had gone fine. The Committee requested staff to present a policy for the October Finance Committee meeting and recommend how to proceed with our investment portfolio.*

## **9. Items of General Consent**

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

- A. Minutes for July 14, 2020 Board meeting
- B. Approval of expenditures for July 11, 2020 to September 4, 2020 and Financial Reports
- C. Informational Items:
  - Correspondence
  - Board Business Log
  - Department Reports
  - CAFR
  - IVM Program Prerecorded Presentations
    - Surveillance and Quality Control Department – **Jennifer A. Henke, M.S., Laboratory Manager**
    - Operations Department – **Roberta Dieckmann, Operations Manager**
    - Public Outreach Department – **Tammy Gordon, M.A., Public Information Officer**
    - General Manager’s oral and/or written report and information, Q&A – **Jeremy Wittie, M.S., General Manager**

*President De Klotz asked if any member of the Board would like to pull any specific item for discussion. Upon the request from Trustee Espericueta to further discuss Item 9C- IVM program presentations related to treatments in a certain area, the Board and staff dialogued on the manner District staff determines if, when, and how treatment applications take place in any particular area.*

On motion from Trustee Gardner, seconded by Trustee Guitron, and passed by the following roll call votes, the Board of Trustees approved all Items of General Consent with the exception of Item 9C. Item 9C was voted on separately and after the Item was discussed at length.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: Trustee Hagerman abstained from approving the minutes from the July 14 Board meeting.

Absent: None.

On motion from Trustee Hassett, seconded by Trustee Kunz, and passed by the following roll call votes, the Board of Trustees approved Item 9C.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: None.

## **10. Old Business**

A. Discussion and/or approval of Resolution 2020-19, Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – **Crystal Moreno, M.S., Human Resources Specialist**

*David l'Anson, Administrative Finance Manager, presented this item on behalf of Ms. Moreno. He stated CalPERS requires that a Resolution is presented to the Board for approval consideration every time there is a change to the pay schedule.*

On motion from Trustee Walker, seconded by Trustee Gardner, and passed by the following roll call votes, the Board of Trustees approved Item 10A.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: None.

## **11. New Business**

A. Discussion and/or approval to purchase two vehicles, in an amount not to exceed \$78,140.00 from fund 8415.13.300.000. Capital Replacement Budget – Budgeted; Funds available – **Edward Prendez, Information Technology Manager**

*Edward Prendez, Information Technology Manager, verbally summarized his staff report and stated this purchase was budgeted for in the current fiscal year.*

On motion from Trustee Hassett, seconded by Trustee Weightman, and passed by the following roll call votes, the Board of Trustees approved Item 11A.



Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: None.

B. Discussion and/or approval to grant a day off in December to all full-time employees in appreciation of their work and dedication in protecting public health during the mosquito virus season - **Graciela Morales, Executive Assistant/Clerk of the Board**

On motion from Trustee Guitron, seconded by Trustee Walker, and passed by the following roll call votes, the Board of Trustees approved Item 11B.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: None.

C. Final consideration and ratification of Side Letter to Memorandum of Understanding (MOU) between Coachella Valley Mosquito and Vector Control District and California School Employees Association related to a one-year extension of the MOU and 2% base salary increase for FY 2020-2021, and approval of Resolution 2020-18 – **Jeremy Wittie, M.S., General Manager and Lena D. Wade, General Counsel**

*Jeremy Wittie, General Manager, stated that due to the COVID-19 pandemic the union representatives and District staff were not able to meet as they normally would. This Side Letter extends the term one more year and negotiations are planned to begin early next year.*

On motion from Trustee Kunz, seconded by Trustee Hassett, and passed by the following roll call votes, the Board of Trustees approved item 11C.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: None.

- D. Discussion and/or approval of a Mutual Aid Agreement with Mosquito and Vector Control agencies of Southern California – **Jeremy Wittie, M.S., General Manager**

*Jeremy Wittie, General Manager, indicated he has stayed in touch with five other mosquito and vector control agencies in Southern California and together came up with this agreement to lend and/or borrow resources and personnel. By executing the agreement, our District is able to lend resources such as equipment and control products but not personnel just yet. The resources that are borrowed are reimbursable.*

On motion from Trustee Walker, seconded by Trustee Hassett, and passed by the following roll call votes, the Board of Trustees approved item 11D.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: None.

- E. Discussion and/or approval of Resolution 2020-20, and Side Letter of Agreement with Teamsters 911 to correct the definition of Longevity in the Teamsters MOU to comply with the Public Employees' Retirement Law (PERL) – **Anita Jones, Human Resources Manager**

*Anita Jones, Human Resources Manager, stated CalPERS had made the District aware recently that there is a discrepancy on the language on the Memorandum of Understanding with both unions (California School Employees Association and Teamsters 911). The discrepancy is that performance cannot be included in the language as it is not considered when longevity pay is processed for qualifying employees. This is to be retroactive as stated on the Side Letter.*

On motion from Trustee Guitron, seconded by Trustee Gardner, and passed by the following roll call votes, the Board of Trustees approved item 11D.

Ayes: President De Klotz, Trustees Bautista, Espericueta, Gardner, Guitron, Hagerman, Hassett, Kunz, Larson, Walker and Weightman.

Noes: None.

Abstained: None.

Absent: None.

**12. Closed Session Public Comments:**

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

*Mr. Anderson commented about both items scheduled under Closed Session.*

- A. **Closed Session:** Conference with Labor Negotiators pursuant to Government Code Section 54957.6

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

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

- B. **Closed Session:** Conference with Real Property Negotiators pursuant to Government Code section 54956.8.

Property: 83733 Avenue 55, Thermal, California

Agency Negotiator: Jeremy Wittie, General Manager

Negotiating Party: Coachella Valley Unified School District

*Upon returning from Closed Session, President De Klotz announced there was no reportable action.*

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

*Trustee Hassett asked if everyone was doing well at the District.*

- 14. Adjournment** – *President De Klotz adjourned at 7:39 p.m.*

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Franz De Klotz  
President

---

Doug Walker  
Secretary

## Graciela Morales

---

**From:** B Anderson <BAndersonranchomirage@hotmail.com>  
**Sent:** Tuesday, September 8, 2020 3:23 PM  
**To:** Graciela Morales; Edward Prendez  
**Subject:** letter to be submitted

September 8, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
888.343.9399 - [www.cvmvcd.org](http://www.cvmvcd.org)  
Attn: Clerk of the Board (Graciela Morales)

Re: Written letter to be entered in to the Public record for September 8,2020 Board meeting - Item: 9.C  
(Correspondence)

Dear CVMVCD Board of Trustees,

I've spoken several times to the CVMVCD Board of Trustees in regards to the subject of how the CVMVCD selects "only" certain letters and phone calls received by the CVMVCD to be entered in to the Public record. Plus, how suspicious that some CVMVCD Board of Trustees meeting agendas (board packet) have No communications? And how names and addresses are missing? But when certain letters that I submit will have complete Information Including not publicly available Information.

It's been established that the CVMVCD administration "only" prints and makes public positive reviews of the CVMVCD administration/employee's and operations. But this maybe one of those "CVMVCD unwritten policy?" Please allow all Information that has been and will be received (Voice/Written) positive and negative remarks be entered with complete contact Information (Full Names) into the CVMVCD official Public Record.

It's also well known that CVMVCD employees are encouraged to ask Residents to contact the CVMVCD administration with a positive review. This was recommended by Supervisor Martinez to obtain a favorable employment evaluation.

Sincerely,

Brad Anderson | Rancho Mirage, CA.

## Graciela Morales

---

**From:** B Anderson <BAndersonranchomirage@hotmail.com>  
**Sent:** Tuesday, September 8, 2020 3:23 PM  
**To:** Graciela Morales; Edward Prendez  
**Subject:** letter to be submitted

September 8, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
888.343.9399 - [www.cvmvcd.org](http://www.cvmvcd.org)  
Attn: Clerk of the Board (Graciela Morales)

Re: Written letter to be entered in to the Public record September 8, 2020 board meeting - Item: 7.A (Anita Jones recognition)

Dear CVMVCD Board of Trustees,

This long time CVMVCD employee (A. Jones) was groomed for her current employment position, she was able to take advanced of CVMVCD Internal programs and favor from past CVMVCD General Managers to actually train for an employment position that she would potentially not be able to gain without favoritism. The CVMVCD has been able and willing to allow selected employees to advance to Job positions that they would not be quantified to fill. And having such discriminatory practices will continue to threaten the Residents of the Coachella Valley.

Please continue to honor A. Jones length of service, which encompasses many negative events. Including law suits and Grand Jury Investigation plus many employees being dismissed (Fired) from the CVMVCD. And having such a devoted Human Resources employee has been beneficial to the current CVMVCD General Manager and Administrators for unsavory actions to mislead and defer Information for external affairs (Investigations).

I would highly recommend that the CVMVCD seek external Investigational elements (potential Grand Jury Investigations remedies) before allowing the CVMVCD administration to continue allowing known favorable opinion to void external employment of already highly qualified applicants to CVMVCD employment opportunities (Such as Human Resources Department Manager)

Sincerely,

Brad Anderson | Rancho Mirage, CA.

## Graciela Morales

---

**From:** B Anderson <BAndersonranchomirage@hotmail.com>  
**Sent:** Tuesday, September 8, 2020 7:13 PM  
**To:** Graciela Morales; Edward Prendez  
**Cc:** Franz De. Klotz External; Jeremy Wittie; Sherrybarkas@desertsun.com  
**Subject:** 9/8/2020 CVMVCD legal firm comments

September 8, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
888.343.9399 - [www.cvmvcd.org](http://www.cvmvcd.org)  
Attn: Clerk of the Board (Graciela Morales)

Re: Written letter to be entered in to the Public record

Dear CVMVCD Board of Trustees,

Earlier this evening during the CVMVCD Board of Trustees Meeting (September 8, 2020 - 6:03PM meeting start). The CVMVCD legal counsel (SBEMP- Lena Wade) made a comment during Non-Agenda Public comment, where she was suggesting that her memorandum dated July 14, 2020 (No time of day was mention) that was placed in the Public record for the July 14, 2020 board meeting. Was available at the CVMVCD headquarters location for review.

And as we are aware, the CVMVCD website had No late submission area to retrieve and or view documents. And another statement was made in regards to correspondences having to be requested to be submitted for the Public record.

Its crystal clear that the CVMVCD legal counsel has limited facts and the good sense to research Items (the truth) before jumping to defend potential damaging actions that were directed to her to perform or done by her without her employer direction?

Sincerely,

Brad Anderson | Rancho Mirage, CA.

## Graciela Morales

---

**From:** B Anderson <BAndersonranchomirage@hotmail.com>  
**Sent:** Tuesday, September 8, 2020 3:23 PM  
**To:** Graciela Morales; Edward Prendez  
**Subject:** letter to be submitted

September 8, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
888.343.9399 - [www.cvmvcd.org](http://www.cvmvcd.org)  
Attn: Clerk of the Board (Graciela Morales)

Re: Written letter to be entered in to the Public record for September 8, 2020 board meeting - Item: 7.C  
(recognition Michael Martinez)

Dear CVMVCD Board of Trustees,

This current CVMVCD employee (M. Martinez) has benefit from a past General Managers actions to promote him to the position of Field Supervisor potentially because the chosen applicant was not willing to fill that job position.

It's clear that Residents and many Individuals have been negatively impacted by the CVMVCD actions to again fill an employment position with an Internal employed unqualified person. It been well established that having many unnecessary CVMVCD Job positions and filling those openings with Internal personnel without the qualifications has and continues to threaten the health and safety of the Coachella Valley Resident's and Guests.

Having witness, the negative actions and truly disingenuous remarks (statements) that were spoken and written by M. Martinez to discriminate against certain CVMVCD employees to have them potentially removed form CVMVCD employment. Is deplorable and unconscionable for a Public organization to retain and reward such actions.

Please consider reviewing past Investigations that Illustrates the claims made above plus the action of misappropriation of CVMVCD purchasing resources to financially benefit himself and others. The use of external elements such as the Riverside County Grand Jury Investigational remedies should be considered.

Sincerely,

Brad Anderson | Rancho Mirage, CA

## Graciela Morales

---

**From:** B Anderson <BAndersonranchomirage@hotmail.com>  
**Sent:** Tuesday, September 8, 2020 3:23 PM  
**To:** Graciela Morales; Edward Prendez  
**Cc:** district4@rivco.org  
**Subject:** letter to be submitted

September 8, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
760.342.8287 - [www.cvmvcd.org](http://www.cvmvcd.org)  
Attn: Clerk of the Board (Graciela Morales)

Re: Written letter to be entered in to the Public record the September 8, 2020 board meeting - Item: 11.D (Mutual Aid Agreement)

Dear CVMVCD Board of Trustees,

Please be aware that the CVMVCD abandonment of its mission to protect Public Health back in the Month of June 2020 could and should have been foreseen and planed for prior to the devastating effects that it had in the Coachella Valley area of California.

The current CVMVCD General Manager (Jeremy Wittie) very poor performance to protect the employees of the CVMVCD and the vast service boundaries (appears to be to large) is shameful due in large part by his direct chosen administrative staff.

And by not accepting the offers of external Abatement Districts services, the CVMVCD General Manager have placed people's health in potential crisis. The possibility of overrun healthcare services in the Coachella Valley would have added Increase threats to the Public's well-being. And the CVMVCD overworked staff and still underserved communities could have been avoided.

Please have external organizations review this proposed agreement to secure its Intention to the local community that financially support the CVMVCD.

Sincerely,

Brad Anderson | Rancho Mirage, CA.



## Graciela Morales

---

**From:** B Anderson <BAndersonranchomirage@hotmail.com>  
**Sent:** Tuesday, September 8, 2020 3:22 PM  
**To:** Graciela Morales; Edward Prendez  
**Subject:** Written letter to be submitted  
**Attachments:** Screenshot\_20200904-165301.jpg; Screenshot\_20200904-165346.jpg

September 8, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
888.343.9399 - [www.cvmvcd.org](http://www.cvmvcd.org)  
Attn: Clerk of the Board (Graciela Morales)

Re: Written letter to be entered in to the Public record for September 8, 2020 board meeting - Item: 9.A (Minutes July 14, 2020 CVMVCD Board of Trustees Meeting)

Dear CVMVCD Board of Trustees,

Please review the standard operating procedures of how the current CVMVCD legal counsel (SBEMP) was directed to defame a City of Rancho Mirage, CA. Resident for participation in the Public's business (CVMVCD Public meeting of July 14, 2020).

It appears that the CVMVCD legal counsel had the ability to respond in writing to written comments concerning the CVMVCD from a member of the Public on the date of July 14, 2020. The legal firm of SBEMP had written a "memorandum" that was dated July 14, 2020. That dated memorandum was entered into the CVMVCD official Public Record, but was not made available to the general public before or during the CVMVCD meeting held on the date of July 14, 2020.

Please carefully consider why the CVMVCD legal counsel would state slanderous remarks in regards to a written letter that was received by the CVMVCD on the date of July 14, 2020 around the time of 2:30PM from a member of the Public. And how the CVMVCD legal counsel would be able to determine her opinion concerning the Residents letter, without contacting the Public member (which was suggested in the letter) or other means by direction of the CVMVCD Administration and or Trustees?

It appears that potentially the CVMVCD legal counsel was directed to respond in writing avoiding proper processes by certain CVMVCD administration staff and or Board Involvement. Please consider asking external organizations to once again Investigate the CVMVCD administration for potential wrongdoing.

Sincerely,

Brad Anderson | Rancho Mirage, CA.

See added attachments (2)



July 14, 2020

**MEMORANDUM**

**TO: Board of Trustees  
Jeremy Wittie, General Manager**  
**FROM: Lena Wade, Esq.**  
**RE: Public Comment for July 14, 2020 Meeting**

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This memorandum is in response to a "written letter to be entered into the public record for the CVMVCD Board of Trustees Meeting held on July 14, 2020 - 6:00PM meeting time, Agenda Item: 8-A in regards to Item: 12 (one-time Chemical(s) purchase in the amount of \$772,431." I would like to express my response to the written public comments submitted by Brad Anderson to the Clerk of the Board for the July 14, 2020 Meeting of the Board of Trustees. It is my position that the comments are not based in fact, they are speculative, they are incorrect and misleading, and they are defamatory. In particular, the comments regarding the Operations Manager are unfounded, unsubstantiated and are intended to falsely debase her character.

To: [www@coachella-valley-trust.org](mailto:www@coachella-valley-trust.org)  
Cc: Tammy Gordon; Franz De Klotz External  
Subject: Written Public Comment Item: 12 (7/14/2020 - 6:PM CVMVCD Meeting)  
Date: Tuesday, July 14, 2020 2:30:12 PM

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July 14, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
(888) 343-9399 - [www.cvmvcd.org](http://www.cvmvcd.org)

Re: Written letter to be entered into the Public record for the CVMVCD Board of Trustees Meeting held on July 14, 2020 - 6:PM meeting time, Agenda Item: 8-A in regards to Item: 12 (one-time Chemical(s) purchase in the amount of \$772,431)

Dear CVMVCD appointed Trustees,

Please consider reviewing past recommendations of a Grand Jury Investigation of having CVMVCD personnel purchasing large amounts of chemical treatment products and the temptation for bribes and past corruption that was performed by past CVMVCD administration staff to defraud the Public for personal gain.

The newly appointed CVMVCD operations Manager (Roberta Dieckmann) has been declined for that employment position on another occasion, but appears to have been able to secure favor from the current CVMVCD General Manager (Jeremy Wittie) to be suitable now, for the position of having the authority to perform large financial purchasing.

Please consider carefully, past administrative actions of R. Dieckmann in matters that she has been disingenuous and made falsehoods in matters of employee retention. Those recorded remarks are on record and will be produced by request and shared openly.

The Public Trust has been violated and the work performance of the current Operations Manager has and continues to place the Coachella Valley Residents and Guests at Increased risks of harm from vectored diseases. And appears to have been granted that ability from the CVMVCD General Manager and the CVMVCD Board of Trustees President. in the actions of abandoning abatement procedures without concern for Public Health and safety to citizens of the Coachella Valley.

Sincerely,



# FINANCE REPORTS

**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:  
September 5 - September 8, 2020

<u>Check No</u>	<u>Payable To</u>	<u>Description</u>	<u>Check Amount</u>	<u>Total Amount</u>
<b>Pre-Approved Expenditures Utilities/Benefits:</b>				
<b>Pre-Approved Expenditures less than \$10,000.00:</b>				
<b>Cash -California Bank &amp; Trust Checking</b>				
				-
<b>Cash - California Bank &amp; Trust Checking</b>				
43145	Southwest Fire Pros	Thermal Special Project	11,656.47	
<b>Cash -California Bank &amp; Trust Check Run Total To be Approved</b>				<b>11,656.47</b>
<b>Total Expenditures: September 5 - September 8, 2020</b>				<b>11,656.47</b>
<hr/>		<hr/>		
Franz De Klotz, President		Clive Weightman, Treasurer		

**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:  
September 9 - October 8, 2020

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	September 18, 2020	197,032.08	
	Payroll Disbursement	October 2, 2020	192,803.76	
				<b>389,835.84</b>
<b>Pre-Approved Expenditures Utilities/Benefits:</b>				
43146	CalPERS Financial Reporting	Professional Fees	700.00	
43147	CalPERS Healthcare Acct	Healthcare Retired/Active 9/2020	75,968.72	
43148	ICMA Retirement Trust	457 Plan Contributions 6/30, 7/4, 7/19, 8/1/2020	27,193.54	
43149	CalPERS - Retirement Acct	State Retirement 7/5 - 7/18, 7/19 - 8/1/2020	55,720.56	
43150	Principal Life Insurance Co.	Dental/Life Insurance 9/2020	7,084.64	
43151	Standard Insurance Company	LTD Premium 9/2020	2,996.25	
43152	Vision Service Plan (CA)	Vision Care Plan 9/2020	857.56	
43188	CalPERS Healthcare Acct	Healthcare Retired/Active 10/2020	77,221.44	
43189	CalPERS - Retirement Acct	State Retirement 8/2 - 8/15, 8/16 - 8/29/2020	55,993.34	
43190	ICMA Retirement Trust	457 Plan Contributions 8/15, 8/29/2020	18,228.06	
43191	Principal Life Insurance Co.	Dental/Life Insurance 10/2020	9,877.75	
43192	Standard Insurance Company	LTD Premium 10/2020	3,047.93	
43193	Vision Service Plan (CA)	Vision Care Plan 10/2020	896.54	
				<b>335,786.33</b>
<b>Pre-Approved Expenditures less than \$10,000.00:</b>				
43153	Gregorio Alvarado	Tuition Reimbursement	3,032.20	
43155	Antonio Molina	Tuition Reimbursement	1,044.38	
43156	Advance Imaging Systems	Contract Services	367.40	
43157	Airgas Dry Ice	Dry Ice	1,219.35	
43158	Alpha Media LLC	Advertising	480.00	
43159	Burtec Waste Industries	Landfill Disposal Services	20.85	
43160	CarQuest Auto Parts	Vehicle Parts & Supplies	453.83	
43161	Cintas Corporation #3	Uniform Expense	3,759.68	
43162	Clairemont Equipment	Safety Expense	377.25	
43163	C&R Wellness Works	Employee Assistance Services	292.50	
43164	Desert Alarm, Inc.	Repair & Maintenance	339.69	
43165	Eisenhower Medical Center	Physician Fees	300.00	
43166	Employee Relations Inc.	Recruitment/Advertising	491.89	
43167	Fedak & Brown, LLP	Professional Fees	5,630.00	
43168	Flags A Flying	Repair & Maintenance	113.06	
43169	High Tech Irrigation, Inc.	Repair & Maintenance	59.17	
43170	Indio Emergency Medical Group	Physician Fees	810.00	
43171	Jemigan's Sporting Goods, Inc.	Safety Expense	842.76	
43172	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	858.90	
43173	Nextdoor, Inc.	Public Outreach Advertising	543.78	
43174	Ocean Air Helicopters Inc.	Aerial Application	9,890.00	
43175	Pitney Bowes Purchase Power	Contract Services	552.65	
43176	Praxair Distribution, Inc.	Cylinder Rentals	50.51	
43177	The Regents of U.C. - Cashiers Office	Maintenance Contract	600.00	
43178	Salton Sea Air Service	Aerial Application	6,011.85	
43179	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	8,000.00	
43181	Veolia ES Technical Solutions, LLC	Operating Supplies	524.52	
43182	UPS	Postage	152.13	
43183	Valley Lock & Safe	Repair & Maintenance	26.33	
43184	Valley Sanitary District	Utilities	4,950.00	
43185	Verizon Connect	IT Communications	1,026.00	
43186	Waterlogic Americas LLC	Employee Support	213.15	
43187	Zeigler Bros., Inc.	Operating Supplies	227.03	
				<b>53,260.86</b>
<b>Cash - California Bank &amp; Trust Checking</b>				
				<b>53,260.86</b>
<b>Cash - California Bank &amp; Trust Checking</b>				
43154	Downtown Ford	Capital Equipment Replacement	29,055.50	
43180	SoCo Group Inc., The	Motor, Fuel & Oil	10,267.94	
43194	U.S. Bank	CalCard 9/24	134,464.97	
				<b>173,788.41</b>
<b>Cash - California Bank &amp; Trust Check Run Total to be Approved</b>				
				<b>173,788.41</b>
<b>Total Expenditures: September 9 - October 8, 2020</b>				<b>952,671.44</b>

Franz De Klotz, President

Clive Weightman, Treasurer

Coachella Valley Mosquito and Vector Control District  
**FINANCES AT A GLANCE**  
**ALL FUNDS COMBINED**  
For the Month Ended September 30, 2020

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	11,415,660	(1,139,128)	10,276,532
CASH	97,317	283,214	380,531
INVESTMENTS & CASH	11,512,977	(855,914)	10,657,063
CURRENT ASSETS	1,606,473	(35,045)	1,571,428
FIXED ASSETS	10,177,671	-	10,177,671
OTHER ASSETS	5,511,357	-	5,511,357
TOTAL ASSETS	28,808,478	(890,959)	27,917,519
TOTAL LIABILITIES	5,922,528	(248,616)	5,673,912
TOTAL DISTRICT EQUITY	22,885,950	(642,343)	22,243,607
TOTAL LIABILITIES & EQUITY	28,808,478	(890,959)	27,917,519
RECEIPTS			
		\$ 7,379	
CASH DISBURSEMENTS			
Payroll	\$ 395,510		
General Admin	\$ 467,783		
Total Cash Disbursements		\$ (863,293)	
NON-CASH ENTRIES:			
Accrual Modifications - Changes in A/P, A/R & Pre-paid insurance		\$ (35,045)	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (890,959)	

**CVMVCD**  
Cash Journal - deposits  
From 9/1/2020 Through 9/30/2020

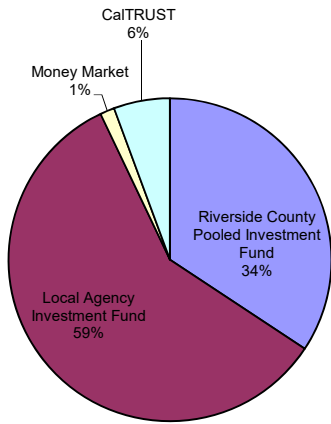
<u>Effective ...</u>	<u>Transaction Description</u>	<u>Deposits</u>	<u>Payee/Recipient Name</u>
9/30/2020	September Interest	134.64	California Bank & Trust
9/30/2020	September Interest	16.77	First Foundation Bank
9/30/2020	September Interest	6,222.22	Riverside County
9/30/2020	September Interest - Fund 51105	<u>1,005.18</u>	Riverside County
Report Total		<u>7,378.81</u>	



**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
INVESTMENT FUND BALANCES AS OF SEPTEMBER 30, 2020**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	BALANCE
<b>Investment Fund Balance</b>					6,969,977	17,272	807,916	2,481,366	\$ 10,276,532
LAIF	Common Investments			0.69%	3,763,592	9,327	436,252	1,339,868	\$ 5,549,039
Riverside County	Funds 51105 & 51115			0.62%	2,200,921	5,454	255,117	783,545	\$ 3,245,038
CalTRUST	Medium Term Fund			0.20%	361,605	896	41,915	128,734	\$ 533,150
CA Bank & Trust	Market Rate			0.30%	551,665	1,367	63,946	196,397	\$ 813,374
First Foundation	Market Rate			0.25%	92,195	228	10,687	32,822	\$ 135,932
<b>Total Investments</b>					6,969,977	17,272	807,916	2,481,366	<b>\$ 10,276,532</b>

**PORTFOLIO COMPOSITION AS OF SEPTEMBER 30, 2020  
WEIGHTED YIELD 0.61%**



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  
September 30, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Revenues</b>									
400C Property Tax - Current Secured	4,094,440	0	0	0	0	0	0	(4,094,440)	(100)%
401C Property Tax - Curr. Supplmntl	31,160	0	0	0	0	0	0	(31,160)	(100)%
402C Property Tax - Curr. Unsecured	167,217	0	0	0	0	0	0	(167,217)	(100)%
403C Homeowners Tax Relief	37,173	0	0	0	0	0	0	(37,173)	(100)%
407C Property Tax - Prior Supp.	27,926	0	0	0	0	0	0	(27,926)	(100)%
408C Property Tax - Prior Unsecured	8,891	0	0	0	0	0	0	(8,891)	(100)%
409C Redevelopment Pass-Thru	4,659,669	0	0	0	0	0	0	(4,659,669)	(100)%
452C Interest Income - LAIF/CDs	120,000	30,000	9,279	(20,721)	30,000	7,379	(22,621)	(110,721)	(92)%
453C Other Miscellaneous Receipts	63,000	15,750	1,216	(14,534)	5,250	0	(5,250)	(61,784)	(98)%
4551 Benefit Assessment Income	2,299,810	0	0	0	0	0	0	(2,299,810)	(100)%
<b>Total Revenues</b>	<b>11,509,286</b>	<b>45,750</b>	<b>10,495</b>	<b>(35,255)</b>	<b>35,250</b>	<b>7,379</b>	<b>(27,871)</b>	<b>(11,498,791)</b>	<b>(100)%</b>
<b>Expenditures</b>									
<b>Payroll Expenses</b>									
5101 Payroll - FT	5,000,402	1,250,100	1,144,489	105,611	416,700	373,965	42,735	3,855,912	77%
5102 Payroll Seasonal	233,140	58,285	39,584	18,701	19,428	11,769	7,659	193,556	83%
5103 Temporary Services	6,900	6,900	6,900	0	0	0	0	0	0%
5105 Payroll - Overtime Expense	44,120	11,030	19,466	(8,436)	3,677	4,942	(1,265)	24,654	56%
511C FFCRA Wage Credit	0	0	(13,309)	13,309	0	0	0	13,309	0%
515C CalPERS State Retirement	838,526	453,431	308,808	144,623	42,788	(20,093)	62,881	529,717	63%
5155 Social Security Expense	317,326	79,331	74,053	5,278	26,444	23,601	2,843	243,273	77%
5165 Medicare Expense	74,213	18,553	17,941	612	6,184	5,832	353	56,272	76%
5166 FFCRA Medi Credit	0	0	(193)	193	0	0	0	193	0%
517C Cafeteria Plan	1,082,168	270,542	261,028	9,514	90,181	84,989	5,192	821,139	76%
5172 Retiree Healthcare	372,588	93,147	14,568	78,579	31,049	4,856	26,193	358,020	96%
518C Deferred Compensation	109,134	27,284	(12,413)	39,697	9,095	(10,698)	19,792	121,547	111%
5195 Unemployment Insurance	32,066	8,017	2,125	5,892	2,672	975	1,697	29,942	93%
<b>Total Payroll Expenses</b>	<b>8,110,583</b>	<b>2,276,620</b>	<b>1,863,048</b>	<b>413,572</b>	<b>648,218</b>	<b>480,138</b>	<b>168,081</b>	<b>6,247,535</b>	<b>77%</b>

CVMVCD  
Statement of Revenue and Expenditures  
September 30, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Administrative Expenses</b>									
525C Tuition Reimbursement	20,000	5,000	5,113	(113)	1,667	4,077	(2,410)	14,887	74 %
530C Employee Incentive	14,175	3,865	0	3,865	794	0	794	14,175	100 %
5301 Employee Support	0	0	698	(698)	0	213	(213)	(698)	0 %
5302 Wellness	600	600	103	497	0	0	0	497	83 %
5305 Employee Assistance Program	3,200	800	1,161	(361)	267	585	(318)	2,039	64 %
600C Property & Liability Insurance	135,395	40,099	42,306	(2,207)	13,366	14,102	(736)	93,089	69 %
6001 Workers' Compensation Insurance	184,697	58,674	58,478	196	19,558	19,493	65	126,219	68 %
605C Dues & Memberships	41,605	28,439	18,461	9,977	7,043	0	7,043	23,144	56 %
606C Reproduction & Printing	28,550	7,625	739	6,886	6,758	9	6,749	27,811	97 %
6065 Recruitment/Advertising	8,500	2,125	609	1,516	708	399	309	7,891	93 %
607C Office Supplies	18,556	4,788	2,391	2,397	1,533	41	1,492	16,165	87 %
6075 Postage	5,750	1,438	322	1,116	479	121	359	5,428	94 %
608C Computer & Network Systems	5,200	1,300	874	426	433	0	433	4,326	83 %
6085 Bank Service Charges	120	30	32	(2)	10	0	10	88	73 %
609C Local Agency Formation Comm.	2,400	2,400	2,164	236	0	0	0	236	10 %
6095 Professional Fees	78,699	47,028	10,919	36,109	36,517	7,480	29,037	67,780	86 %
610C Attorney Fees	63,000	15,750	8,000	7,750	5,250	4,000	1,250	55,000	87 %
6105 Legal Services / Filing Fees	1,000	250	0	250	83	0	83	1,000	100 %
6106 HR Risk Management	4,500	1,125	5,625	(4,500)	375	0	375	(1,125)	(25)%
611C Conference Expense	45,400	9,800	0	9,800	9,267	0	9,267	45,400	100 %
6115 In-Lieu	13,200	3,300	4,400	(1,100)	1,100	2,200	(1,100)	8,800	67 %
612C Trustee Support	7,550	1,800	410	1,390	717	0	717	7,140	95 %
620C Meetings Expense	4,690	1,173	77	1,096	391	0	391	4,613	98 %
621C Promotion & Education	26,500	6,625	60	6,565	2,208	0	2,208	26,440	100 %
622C Public Outreach Advertising	45,000	21,250	2,298	18,952	20,417	544	19,873	42,702	95 %
650C Benefit Assessment Expenses	96,000	8,000	6,738	1,263	0	0	0	89,263	93 %
<b>Total Administrative Expenses</b>	<b>854,287</b>	<b>273,283</b>	<b>171,979</b>	<b>101,303</b>	<b>128,941</b>	<b>53,263</b>	<b>75,677</b>	<b>682,308</b>	<b>80 %</b>
<b>Utilities</b>									
640C Utilities	106,000	30,025	16,598	13,427	8,442	43	8,399	89,402	84 %
641C Telecommunications	1,270	317	8,218	(7,900)	106	0	106	(6,948)	(547)%
<b>Total Utilities</b>	<b>107,270</b>	<b>30,343</b>	<b>24,816</b>	<b>5,527</b>	<b>8,548</b>	<b>43</b>	<b>8,505</b>	<b>82,454</b>	<b>77 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
September 30, 2020

	YTD Budget	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget	Percent Annual Budget			
Annual Budget	YTD Budget	YTD Actual	Variance	Budget	Period Actual	Variance	Variance	Budget	
<b>Operating</b>									
700C Uniform Expense	44,255	12,328	<b>10,936</b>	1,392	4,009	<b>4,102</b>	(93)	33,319	75 %
705C Safety Expense	25,225	7,375	<b>10,120</b>	(2,745)	2,217	<b>628</b>	1,588	15,105	60 %
710C Physican Fees	5,000	1,250	<b>1,425</b>	(175)	417	<b>680</b>	(263)	3,575	72 %
715C IT Communications	56,740	12,872	<b>4,710</b>	8,163	4,291	<b>1,026</b>	3,265	52,030	92 %
720C Household Supplies	3,000	750	<b>528</b>	222	250	<b>0</b>	250	2,472	82 %
730C Repair & Maintenance	42,000	10,500	<b>15,402</b>	(4,902)	3,500	<b>5,044</b>	(1,544)	26,598	63 %
731C Maintenance & Calibration	0	0	<b>387</b>	(387)	0	<b>0</b>	0	(387)	0 %
735C Permits, Licenses & Fees	41,552	10,217	<b>806</b>	9,411	3,909	<b>0</b>	3,909	40,746	98 %
740C Vehicle Parts & Supplies	42,720	10,680	<b>1,954</b>	8,726	3,560	<b>463</b>	3,097	40,766	95 %
742C Offsite Vehicle Maint & Repair	18,123	6,031	<b>1,203</b>	4,828	3,344	<b>0</b>	3,344	16,920	93 %
745C Equipment Parts & Supplies	16,800	4,200	<b>3,989</b>	211	1,400	<b>51</b>	1,349	12,811	76 %
750C Small Tools Furniture & Equip	4,100	1,025	<b>1,639</b>	(614)	342	<b>0</b>	342	2,461	60 %
755C Lab Supplies & Expense	36,700	10,375	<b>5,045</b>	5,330	3,458	<b>1,735</b>	1,724	31,655	86 %
757C Aerial Pool Surveillance	26,000	0	<b>0</b>	0	0	<b>0</b>	0	26,000	100 %
757S Surveillance	46,610	27,877	<b>15,899</b>	11,978	1,759	<b>0</b>	1,759	30,711	66 %
760C Staff Training	85,337	19,362	<b>86</b>	19,276	8,104	<b>0</b>	8,104	85,251	100 %
765C Equipment Rental	1,000	250	<b>0</b>	250	83	<b>0</b>	83	1,000	100 %
767S Contract Services	151,521	26,375	<b>31,148</b>	(4,773)	8,082	<b>8,639</b>	(557)	120,373	79 %
770C Motor Fuel & Oils	80,000	20,000	<b>15,356</b>	4,644	6,667	<b>5,359</b>	1,308	64,644	81 %
775C Field Supplies	14,400	3,600	<b>1,200</b>	2,400	1,200	<b>0</b>	1,200	13,200	92 %
780C Control Products	786,931	196,733	<b>113,642</b>	83,090	65,578	<b>0</b>	65,578	673,289	86 %
785C Aerial Applications	156,950	39,238	<b>66,661</b>	(27,423)	13,079	<b>47,341</b>	(34,262)	90,289	58 %
841S Capital Outlay	33,952	6,176	<b>2,626</b>	3,549	2,059	<b>498</b>	1,560	31,326	92 %
851C Research Projects	135,000	0	<b>0</b>	0	0	<b>0</b>	0	135,000	100 %
900C Contingency Expense	109,750	27,437	<b>0</b>	27,437	9,146	<b>0</b>	9,146	109,750	100 %
<b>Total Operating</b>	<b>1,963,666</b>	<b>454,651</b>	<b>304,764</b>	<b>149,887</b>	<b>146,452</b>	<b>75,566</b>	<b>70,886</b>	<b>1,658,903</b>	<b>84 %</b>
<b>Contribution to Capital Reserves</b>									
890C Transfer to other funds	473,481	118,370	<b>118,370</b>	0	39,457	<b>39,457</b>	0	355,111	76 %
<b>Total Contribution to Capital Reserves</b>	<b>473,481</b>	<b>118,370</b>	<b>118,370</b>	<b>0</b>	<b>39,457</b>	<b>39,457</b>	<b>0</b>	<b>355,111</b>	<b>76 %</b>
<b>Total Expenditures</b>	<b>11,509,287</b>	<b>3,153,266</b>	<b>2,482,976</b>	<b>670,290</b>	<b>971,615</b>	<b>648,467</b>	<b>323,148</b>	<b>9,026,311</b>	<b>78%</b>
<b>Net revenue over/(under) expenditures</b>	<b>(1)</b>	<b>(3,107,516)</b>	<b>(2,472,481)</b>	<b>635,035</b>	<b>(936,365)</b>	<b>(641,088)</b>			

**CVMVCD**  
Balance Sheet  
As of 9/30/2020

		<b>Current Year</b>
Assets		
Cash and Investments		
1000	Cash - Investments	10,276,532.12
1012	Cash - Clearing Account	150.00
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1025	First Foundation - General	299.90
1026	First Foundation - Payroll	12,118.81
1035	CB&T General Checking	79,501.39
1036	CB&T Payroll Checking	286,460.40
	Total Cash and Investments	10,657,062.62
Current Assets		
1050	Accounts Receivable	174,243.05
1085	Inventory	459,270.86
1168	Prepaid Insurance	309,627.42
1169	Deposits	628,287.00
	Total Current Assets	1,571,428.33
Fixed Assets		
1300	Equipment/Vehicles	1,950,149.55
1310	Computer Equipment	488,713.68
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,241,521.94
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	6,998,161.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(9,979,973.04)
	Total Fixed Assets	10,177,670.59
Other Assets		

**CVMVCD**  
Balance Sheet  
As of 9/30/2020

		<b>Current Year</b>
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,672,593.00
1530	Deferred Outflows of Resources - OPEB	324,662.00
1900	Due to/from	0.12
	Total Other Assets	5,511,357.44
	Total Assets	27,917,518.98
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	(2,920.12)
2020	Accounts Payable	33,116.28
2030	Accrued Payroll	131,537.45
2040	Payroll Taxes Payable	58,020.07
2175	Claims/Judgements Payable	396.30
2185	Employee Dues	5,210.97
	Total Accounts Payable	225,360.95
	Total Short-term Liabilities	225,360.95
Long-term Liabilities		
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,883,157.00
2210	Deferred Inflows of Resources	177,324.00
2230	Deferred Inflows - OPEB	17,340.00
2300	Net OPEB Liability	547,704.00
2500	Compensated Absences Payable	723,025.86
	Total Long-term Liabilities	5,448,550.86
	Total Liabilities	5,673,911.81
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793.35

**CVMVCD**  
Balance Sheet  
As of 9/30/2020

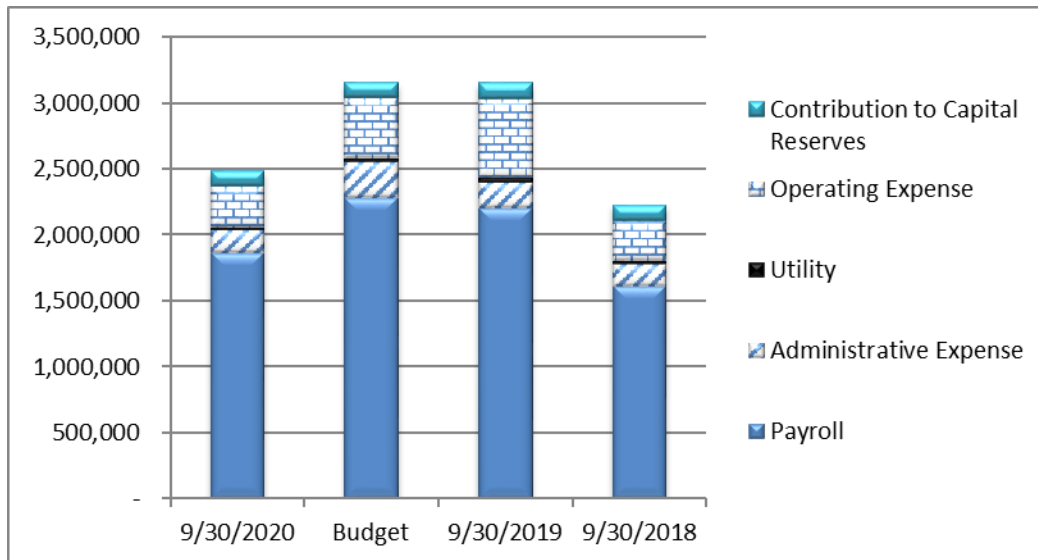
		<b>Current Year</b>
3945	Reserve for Prepaids & Deposit	1,041,259.68
3960	Reserve for Inventory	459,270.86
	Total Non Spendable Fund Balance	12,199,323.89
	Committed Fund Balance	
3965	Public Health Emergency	4,309,674.00
	Total Committed Fund Balance	4,309,674.00
	Assigned Fund Balance	
3910	Reserve 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	372,271.64
	Total Unassigned Fund Balance	1,714,637.54
	Current YTD Net Income	(2,413,823.26)
	Total Current YTD Net Income	(2,413,823.26)
	Total Fund Balance	22,243,607.17
	Total Liabilities and Net Assets	27,917,518.98

## FINANCE

The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending September 30, 2020. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2020 to September 30, 2020 is \$2,482,977; total revenue is \$10,495 resulting in excess revenue over (under) expenditure for the year to September 30, 2020 of (\$2,472,482).

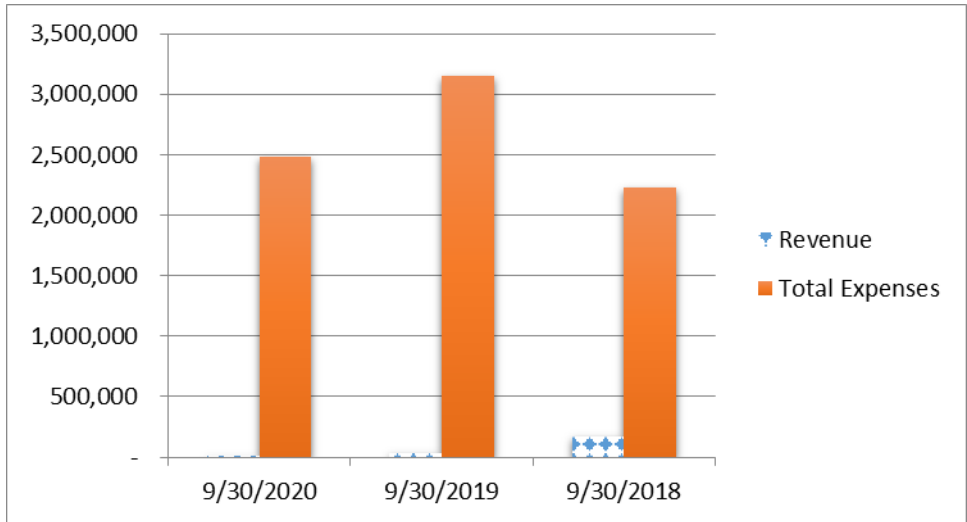
### THREE YEAR FINANCIALS

	Actual	Budget	Actual	Actual
	9/30/2020		9/30/2019	9/30/2018
<b>Revenue</b>	<b>10,495</b>	<b>45,750</b>	<b>29,407</b>	<b>170,882</b>
Expenses				
Payroll	1,863,048	2,276,620	2,199,475	1,615,008
Administrative Expen	171,979	273,283	197,271	164,140
Utility	24,816	30,343	42,685	22,550
Operating Expense	304,764	454,651	586,919	304,892
Contribution to Capital R	118,370	118,370	125,887	120,653
<b>Total Expenses</b>	<b>2,482,977</b>	<b>3,153,267</b>	<b>3,152,237</b>	<b>2,227,243</b>
<b>Profit (Loss)</b>	<b>(2,472,482)</b>	<b>(3,107,517)</b>	<b>(3,122,830)</b>	<b>(2,056,361)</b>



**Figure 1 - Three Year Expenditure**

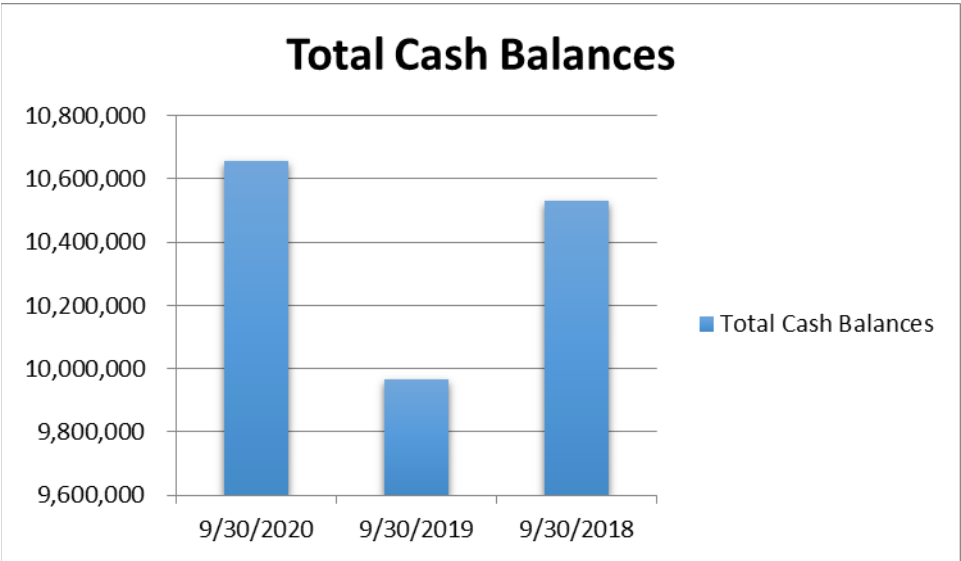




**Figure 2 - Three Year Revenue & Expenditure**

**THREE YEAR CASH BALANCE**

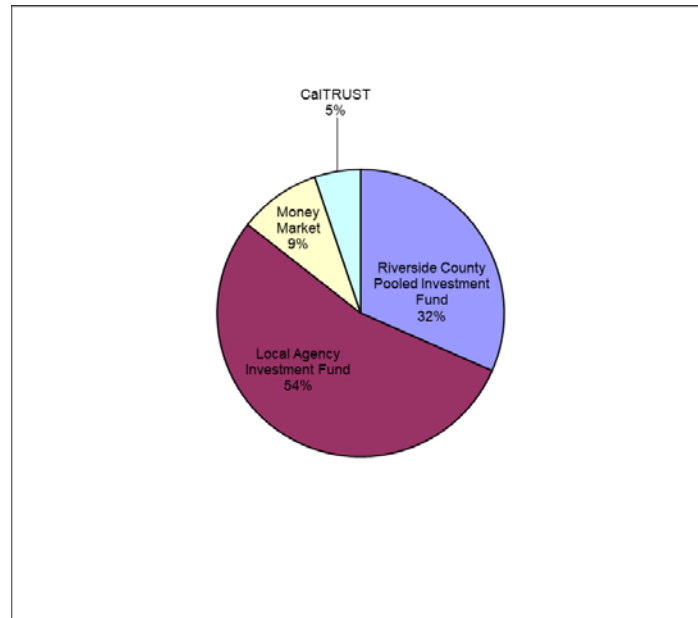
Cash Balances	9/30/2020	9/30/2019	9/30/2018
Investment Balance	10,276,682	9,806,232	10,423,469
Checking Accounting	79,801	29,444	22,237
Payroll Account	298,579	129,457	83,403
Petty Cash	2,000	2,000	2,000
<b>Total Cash Balances</b>	<b>10,657,063</b>	<b>9,967,133</b>	<b>10,531,109</b>



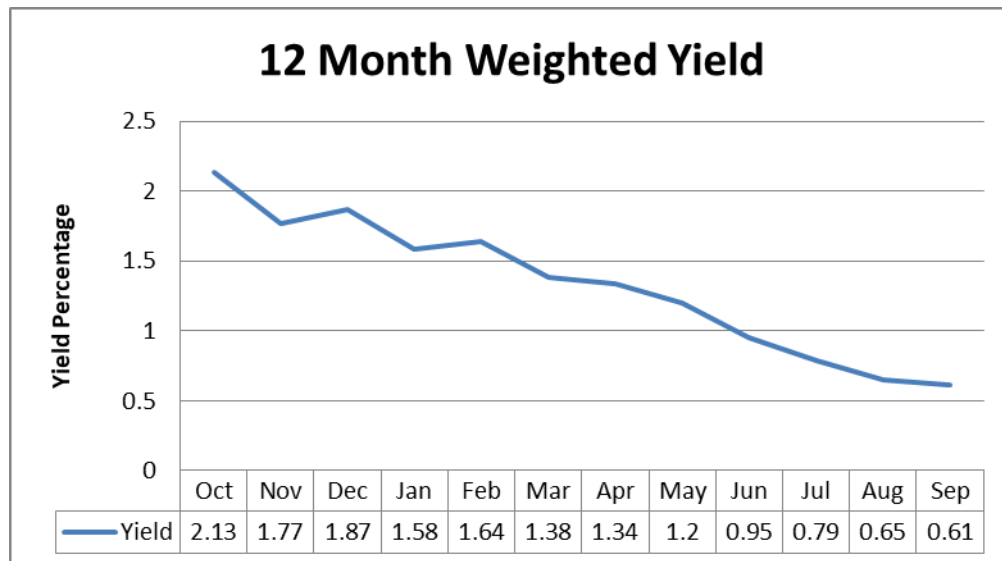
**Figure 3 - Cash Balances**

**DISTRICT INVESTMENT PORTFOLIO 9/30/2020**

The District’s investment fund balance for the period ending September 30, 2020 is \$10,276,682. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 54% of the District’s investments; the Riverside County Pooled Investment Fund is 32% of the total. The LAIF yield for the end of August was 0.69% and the Riverside County Pooled Investment Fund was 0.62%; this gives an overall weighted yield for District investments of 0.61%.



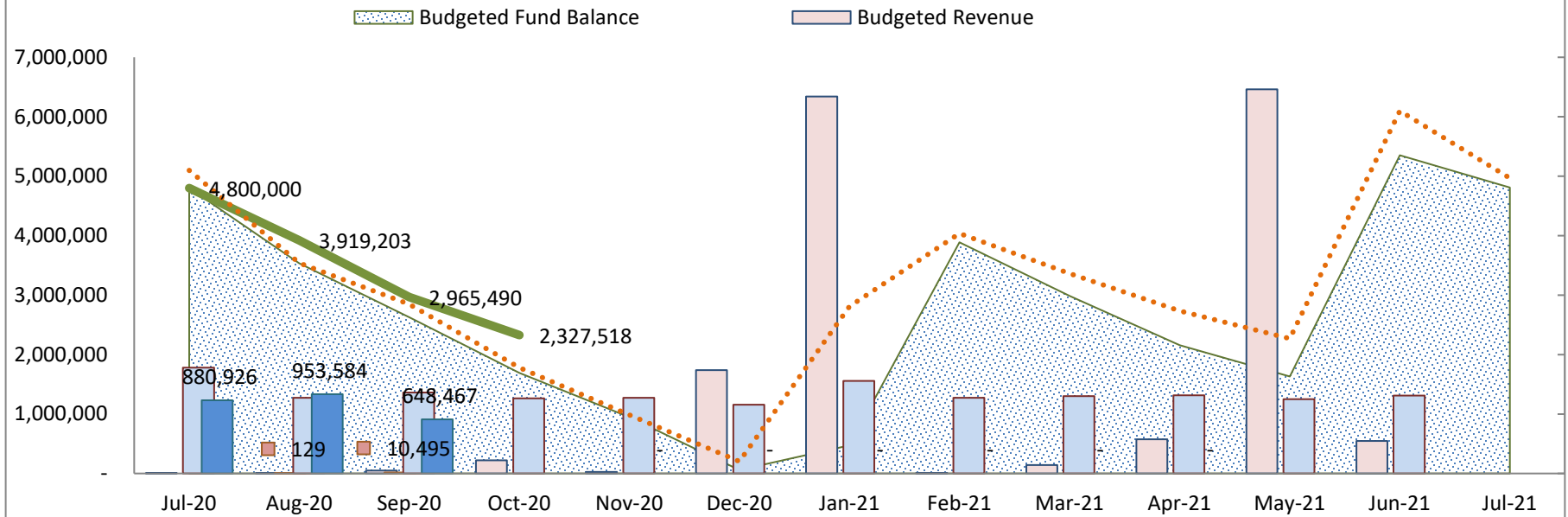
**Figure 4 - Investment Portfolio 9-30-20**



**Figure 5 - District Investments Weighted Yield**

# General Fund Operational Cash Flow

Fiscal Year 2020 - 2021



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1 2020 to June 30 2021. The beginning fund balance is \$4.8 million and 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 \$310,000 for CalPERS unfunded liability. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distribute 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.

The graph shows for June 1 the \$4.8 million **Fund Balance** plus total Revenue for July 1 to September 30, 2020 of \$10,495 minus total Expenditure of \$2.5 million is \$2.3 million. For planning purposes the District is under budget. Expenses are \$670,290 less than budgeted, the reason for this is timing; some payroll expenses for example CalPERS and ICMA are not reflected, the CalCard statement (\$134,465) also is not included for September these will be reflected in October. As long as the green line stays out of the shaded area the District is within budget, as of September 30, 2020, the line is outside the shaded area.



# **CORRESPONDENCE**

October 2, 2020

Grace Morales, Executive Assistant/Clerk of the Board  
Coachella Valley Mosquito & Vector Control District  
43-420 Trader Place  
Indio, CA 92201

Ms. Morales:

At the October 1, 2020 Council meeting, the City Council re-appointed Mr. Clive Weightman to the Coachella Valley Mosquito & Vector Control District Board of Trustees as the City of Indian Wells' representative. The two-year term of the appointment is through December 31, 2022.

Mr. Weightman's contact information is:

Clive Weightman  
76-102 Via Montelena  
Indian Wells, CA 92210  
484-888-8880  
[cliveweightman@msn.com](mailto:cliveweightman@msn.com)

Sincerely,

A handwritten signature in black ink, appearing to read 'Anna Grandys', written in a cursive style.

Anna Grandys, CMC  
City Clerk

**From:** Erica Frost  
**Sent:** Wed 9/2/2020 9:19 AM  
**To:** DistrictWideGroup  
**Subject:** Compliment

Good Morning Staff;

I had a resident call me to let me know that **Rene** had taken care of her property at one time and stated that she loved his work. She said that he was efficient and professional and very knowledgeable and he has great customer service skills. He was prompt and very kind.

Thank you Rene for representing the district so well. Great Job !!!!!!!

Erica V. Frost  
Administrative Clerk

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**From:** Erica Frost  
**Sent:** Thu 9/10/2020 8:39 AM  
**To:** DistrictWideGroup  
**Subject:** Compliment

Good Morning;

I had a home owner call today by the name of Colleen G. who resides in La Quinta who wanted to say that **Carlos Hernandez** did an amazing job. He called her a couple of days ago and was very friendly and made the appointment. Today he showed up and he was very thorough and patient and efficient and she could not be happier. He was super polite and very knowledgeable and she said "He really represented you guys well and just wanted to say thanks"

Well done Carlos!!!!!!

Erica V. Frost  
Administrative Clerk

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**From:** Tammy Gordon  
**Sent:** Thu 9/10/2020 10:25 AM  
**To:** DistrictWideGroup  
**Subject:** Compliment call

Good morning,

Ms. Mayola called me to compliment **Diana Reyes**. Ms. Mayola owned a customer service company for several years and said that she knows when there is a good one and Diana is it. She is an asset to our District, kind, and helpful. Ms. Mayola said that so many people are stuck at home and unsure of what is happening right outside their door but Diana provided helpful information that allows Ms. Mayola to help herself. "She is wonderful and I wanted to call you specifically to let you know."

Thank you Diana for keeping up a positive attitude and providing Coachella Valley residents with great customer service. You are appreciated!!

Tammy Gordon, MA  
Public Information Officer

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**From:** Tammy Gordon  
**Sent:** Thu 9/10/2020 10:25 AM  
**To:** DistrictWideGroup  
**Subject:** Compliment call

Ms. Davis called to compliment **Erica Frost**. Ms. Davis said Erica had amazing customer skills and she makes people feel so good. She went above and beyond to help Ms. Davis get the correct paperwork and signatures and really appreciated the extra effort. She thinks "Erica is a keeper. A real nice and warm person that we really need in a time like now."

I couldn't agree more Ms. Davis, great work Erica!

Tammy Gordon, MA  
Public Information Officer

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**From:** Erica Frost  
**Sent:** Tue 9/29/2020 1:08 PM  
**To:** DistrictWideGroup  
**Subject:** Compliment

Ms. Francone from Palm Springs called to create a service request for standing water at another place and wanted everyone to know that she is going to miss **Linda Peterson** as her technician because she is very nice, knowledgeable, courteous and is very professional. She wanted to make sure I would let everyone know that she will greatly missed in Palm Springs.

Erica V. Frost  
Administrative Clerk

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**From:** Tammy Gordon  
**Sent:** Wed 9/30/2020 10:57 AM  
**To:** DistrictWideGroup  
**Subject:** Compliment call

Hi everyone,

Ms. Levy could not wait to tell me how helpful **Erica Frost** was. "She was just great!" Ms. Levy said that she finds all of our work so important and wanted everyone else to know that she appreciates our hard work and dedication to public health.

Great job Erica, and keep up the good work everyone!

Tammy Gordon, MA  
Public Information Officer

### **Board Business Status Log 2020**

<b>Board Action Item / Description</b>	<b>Month</b>	<b>Status</b>	<b>Comment</b>
<b>Agreements</b>			
Cleaning Services Agreement with CleanExcel	January	Completed	
Adulticiding and Larviciding Aerial Applications Agreement with Salton Sea Air Service	February	Completed	
MOU between CVAG and City of Indio		In progress	Awaiting agreement with CVWD regarding the destruction of standpipes.
<b>Resolutions And Proclamations</b>			
Resolution No. 2020-01 Adopting the District's Social Media Policy and Resolution	January	Completed	
Proclamation Supporting Participation in the 2020 Census	January	Completed	
Resolution No. 2020-02 Approving the District's Pay Schedule	February	Completed	
Resolution No. 2020-03 Authorizing the Closure of Demand Deposit Accounts with First Foundation Bank	March	Completed	
Resolution No. 2020-04 Authorizing the Opening of Demand Deposit Accounts with California Bank & Trust Bank	March	Completed	
Resolution No. 2020-05 Proclaiming and Ratifying the Existence of a Local Emergency	March	Completed	
Resolution No. 2020-06 Adopting 2020 CVMVCD Mosquito-Borne Surveillance and Emergency Response Plan	May	Completed	
Proclamation supporting the designation of the week of May 17-23, 2020 as California Special	May	Completed	



	Districts Week			
	Resolution No. 2020-07 Authorizing Attendance of Professional Development Conferences by Trustees and Employees for FY 2020-2021	June	Completed	
	Resolution No. 2020-08 Approving the District's Legislative Advocacy Policy	June	Completed	
	Resolution No. 2020-09 Approving Ratification of Side Letter to Memorandum of Understanding (MOU) between Coachella Valley Mosquito and Vector Control District and Teamsters Local 911 related to a one-year extension of the MOU and a 2% base salary increase for FY 2020-2021	June	Completed	
	Resolution No. 2020-10 Approving the District's FY 2020-21 Budget	June	Completed	
	Resolution No. 2020-11 Approving the District's Preliminary Engineer's Report	June	Completed	
	Resolution 2020-12 approving Engineer's Report, Confirming Diagram and Assessment, and Ordering the Levy of Assessments for the Fiscal Year 2020-21	July	Completed	
	Resolution 2020-13, Adopting Employee Pay Schedule	July	Completed	
	Resolution 2020-14 Adopting the District's Invasive Mosquito Management Program and Arbovirus Response Plan	July	Completed	
	Resolution 2020-15 in Recognition of Anita Jones 20 Years of Service to the District	September	Completed	
	Resolution 2020-16 in Recognition of Arturo Gutierrez 25 Years of Service to the District	September	<i>Pending</i>	
	Resolution 2020-17 in Recognition of Michael Martinez 25 Years of Service to the District	September	Completed	
	Resolution 2020-18 Ratification of Side Letter to	September	Completed	

	CSEA MOU			
	Resolution 2020-19 Adopting Employee Pay Schedule	September	Completed	
	Resolution 2020-20 Side Letter of Agreement with Teamsters 911 to correct the definition of Longevity in the Teamsters MOU to comply with the Public Employees' Retirement Law (PERL)	September	Completed	
<b>Other</b>				
	IT Security Awareness Training Program Kickoff	October (2019)	Ongoing	
	General Manager Employment Agreement	January	Completed	
	General Counsel Evaluation	February	Completed	
	Prerecorded Presentations: IVM Program and General Manager Updates	May	Ongoing	
	Mutual Aid Agreement with Mosquito and Vector Control agencies of Southern California	September	Completed	



**Coachella Valley Mosquito and Vector  
Control District**

**October 13, 2020**

**Staff Report**

**Agenda Item:** Informational Item

Staff report from:

CASQA Annual Conference, September 14-16, 2020 held online

**Report:**

The annual meeting of the California Stormwater Quality Association (CASQA) is an opportunity for staff to meet with members of the stormwater community in local, state, and federal agencies, stormwater program coordinators, contractors, consultants, engineers, lawyers, scientists, and planners.

*Jennifer Henke* spoke on behalf of the Mosquito and Vector Control Association of California (MVCAC) regarding how trash capture devices can impact the ability of mosquito control professionals to inspect and treat stormwater systems. Her presentation discussed how mosquitoes use stormwater systems and how some devices may create unintended consequences if communication and discussion of plans do not occur.

This year the CASQA Annual Conference hosted sessions on:

- Collaboration and public outreach
- Construction and post fire response
- Municipal program implementation
- Stormwater infrastructure and natural waterways
- Homelessness impacts on water quality
- Data management
- Sustainability
- Trash Amendments to BMPs

**ATTENDEE:**

*Jennifer Henke*, Laboratory Manager

**SECTION**

**11**



**NEW BUSINESS**

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>October 13, 2020</b></p>
<p><b>Agenda Item:</b> New Business</p> <p>Final consideration and ratification of Side Letter to Memorandum of Understanding (MOU) between Coachella Valley Mosquito and Vector Control District and California School Employees Association regarding the effects related to the District's response to the Coronavirus pandemic, and approval of Resolution 2020-21 – <b>Jeremy Wittie, M.S., General Manager, and Lena D. Wade, General Counsel</b></p>		
<p><b>Background:</b></p> <p>The Coachella Valley Mosquito and Vector Control District (“District”) and the California School Employees Association and its Chapter 2001 (“CSEA”) (collectively “Parties”) recognize the importance of maintaining safe facilities and operations for the benefit of the communities served by the District, and for the safety of District employees.</p> <p>We encourage all District employees to practice social distancing for themselves and their families, and we recognize the importance of prudent measures to prevent District employees, their families, or other people using District facilities from being exposed to or infected with the coronavirus. The District and CSEA recognize that significant measures to control the spread of coronavirus have been enacted by Federal, State, County, and District officials, and we further recognize that slowing or arresting the spread of coronavirus, and the disease the virus can create, COVID-19, is of the utmost importance.</p> <p>CSEA and the District further agree to cooperate, now and into the future, on steps to be taken to identify potential coronavirus exposure, and to prevent the spread of COVID-19. The Parties agree to certain terms outlined on the attached Side Letter Agreement referred to and incorporated to the Side Letter as Exhibit “A”.</p>		
<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2020-21</li> <li>• Side Letter Agreement (Exhibit “A”)</li> </ul>		

**Resolution No. 2020-21**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
APPROVING THE SIDE LETTER OF AGREEMENT  
OUTLINING COVID-19 EFFECTS  
BETWEEN THE DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (the “District”) is a political subdivision of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et seq.; and

**WHEREAS**, the Board of Trustees desires to enter into the COVID-19 Effects Side Letter (Side Letter of Agreement) between the District and California School Employees Association (CSEA) which outlines certain responsibilities and related provisions. A copy of the Side Letter of Agreement is attached hereto as Exhibit “A” and incorporated herein by this reference; and

**WHEREAS**, the Board of Trustees desires to authorize the General Manager to enter into the Side Letter of Agreement on behalf of the District.

**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.

**Section 2. Approval of the Side Letter of Agreement between the District and CSEA.**

The Board of Trustees hereby approves the Side Letter of Agreement and authorizes the General Manager to enter into the Side Letter of Agreement on behalf of the District.

**Section 3. Delegation of Authority.**

The District’s General Manager is hereby authorized to execute all authority necessary to implement the Side Letter of Agreement between the District and CSEA in a manner that is consistent with the terms outlined within said Side Letter.

**Section 4. Public Inspection and Copying.**

A copy of the Side Letter of Agreement between the District and CSEA shall be maintained at the District offices and shall be made available for public inspection and copying during regular business hours.

**Section 5. Severability.**

The Board of Trustees declares that, should any provision, section, paragraph, sentence, or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or because of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**Section 6. Repeal of Conflicting Provisions.**

All the provisions of any resolution or policy heretofore adopted by the District that conflict with the provisions of this Resolution are hereby repealed.

**Section 7. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 8. 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.

**[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]**

**PASSED, ADOPTED, AND APPROVED, this 13<sup>th</sup> day of October 2020.**

\_\_\_\_\_  
Franz De Klotz, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Graciela Morales, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lena D. Wade, General Counsel

**REVIEWED:**

\_\_\_\_\_  
Jeremy Wittie, M.S., General Manager



**EXHIBIT "A"**

**SEE ATTACHED  
COACHELLA VALLEY MOSQUITO AND  
VECTOR CONTROL DISTRICT  
SIDE LETTER OF AGREEMENT  
OUTLINING COVID-19 EFFECTS  
BETWEEN THE DISTRICT  
AND  
CSEA**

# SIDE LETTER AGREEMENT

## CORONAVIRUS/COVID-19 EFFECTS

BETWEEN  
**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
AND  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 2001**

The Coachella Valley Mosquito and Vector Control District (“District”) and the California School Employees Association and its Chapter 2001 (“CSEA”) (collectively “Parties”) recognize the importance of maintaining safe facilities and operations for the benefit of the communities served by the District, and for the safety of District employees.

We encourage all District employees to practice social distancing for themselves and their families, and we recognize the importance of prudent measures to prevent District employees, their families, or other people using District facilities from being exposed to or infected with coronavirus. The District and CSEA recognize that significant measures to control the spread of coronavirus have been enacted by Federal, State, County and District officials, and we further recognize that slowing or arresting the spread of coronavirus, and the disease the virus can create, COVID-19, is of the utmost importance.

CSEA and the District further agree to cooperate, now and into the future, on steps to be taken to identify potential exposure to coronavirus, and to prevent the spread of COVID-19. Pursuant to negotiations between the Parties, this Side Letter Agreement is in regard to the effects related to the District’s response to the coronavirus/COVID-19 pandemic. To these ends, the District and CSEA agree as follows:

1. By this Side Letter Agreement, the District and CSEA notify the District’s employees and CSEA’s Chapter 2001 members of their duty as Essential Workers to perform their assigned work, when required by the District, during the current coronavirus/COVID-19 pandemic.
2. During the COVID-19 pandemic, the District shall maintain health insurance benefits for all eligible employees whether or not an employee is utilizing any leave provision or is quarantined as per the provision of this Side Letter Agreement; similarly, sick leave accrual, vacation accrual, and/or paid holidays shall continue without interruption through the crisis or until the expiration date of this Side Letter Agreement.
3. In the event there is federal relief for public agencies for COVID-19 hazard pay in the future, the District and CSEA shall return to the table to negotiate over hazard pay.
4. **Temporary Changes Needed to Protect Employee’s Health and to Address COVID-19**  
The following changes to working conditions and terms and conditions of employment have been agreed upon by the Parties in order to protect the health of bargaining unit employees as follows:

- a. In order to maintain physical distancing of employees in the District's common areas, including, but not limited to locker rooms, the break room, and restrooms, the District shall divide Vector Control Trainees, Vector Control Technician I and Vector Control Technician II employees into three groups and stagger shift starting and ending times from that specified in the parties 2020-2021 Memorandum of Understanding ("MOU"). The shift-starting and ending times for Summertime Hours until September 30, 2020) shall be as follows:
  - Group 1: 5:30 a.m. – 2:00 p.m.
  - Group 2: 5:45 a.m. – 2:15 p.m.
  - Group 3: 6:00 a.m. – 2:30 p.m.
- b. The shift-starting and ending times for Wintertime Hours (October 1, 2020 to April 30, 2021) shall be as follows:
  - Group 1: 7:15 a.m. —3:45 p.m.
  - Group 2: 7:30 a.m. – 4:00 p.m.
  - Group 3: 7:45 a.m. – 4:15 p.m.
- c. The District will provide time for the following activities as specified in the MOU and District COVID-19 procedures:
  - i. Operations Technicians should return to the District 20 minutes prior to the end of each shift listed to perform the following:
    - 5 minutes to wipe down and secure their District work vehicle, and to transfer-computer to personal vehicles.
    - 15-minutes to change and shower as necessary.
    - Only 2 employees are permitted to use the shower area at a time in both Operations Men's and Women's locker rooms.
    - Only 1 employee is permitted to use the shower area located in the Shop locker room at a time.
  - ii. If additional time is needed at the District, a Technician should contact their supervisor to coordinate adequate time to perform end of day essential duties.
- d. Time employees spend in complying with security procedures or health screening or completing a medical questionnaire, or during any other time when the employee is under the District's control or assigned worked (such as cleaning of an assigned vehicle) shall be paid time.
- e. Employees shall not wear or take uniforms or work boots home used while applying pesticides.
- f. Employees shall be provided PPE, including masks and gloves, and shall wear PPE at all times when at the District's facilities and when conducting District business.
- g. The District shall allow employees to keep computers with them and to keep the keys to their District vehicle with them in order to prevent contamination from other employees of the assigned equipment.
- h. On a daily basis, employees shall maintain their workstation and shared property in a sanitary, safe, and orderly condition. Employees shall not be required to perform custodial or Coronavirus/COVID-19 mitigation measures unless specifically provided for in the employee's job description.

- i. The District shall provide Operations employees water through the filtered water system at the fleet parking, and ice will be provided in a bag each morning at each District Operations work truck.
  - j. If an extreme weather event prevents employees from performing essential services of the District safely, the General Manager may send staff home. Affected employees shall be on “on-call” status and be required to perform either routine administrative work as required by their job duties or professional development training relevant to District policies and procedures or maintenance of their state public health certification.
  - k. The District will strive to hold staff meetings remotely. In the event of an emergency as determined by the General Manager, and an in-person meeting is deemed necessary, the District shall enforce social distancing measures, mask wearing, and meet outdoors when possible.
  - l. An Employee’s legitimate use of sick leave or HR 6201 leave for approved COVID-19 related absences shall not have such use of leave referenced or held against them in any evaluation or counseling memorandum. An overview of HR 6201 leaves are enclosed herein as Attachment A.
5. **Temporary Sick Leave Policy Essential Workers in Response to Coronavirus.** The following policy will be in effect for essential employees until modified or rescinded by the terms of this Side Letter Agreement. The District reserves the right under the provisions of the collective bargaining agreement to require a doctor’s note or medical verification for any of the below leaves:
- a. **Quarantine Leave.** In the event that members are quarantined, such as when an employee is diagnosed with the coronavirus, the employee may have been exposed to the coronavirus, and/or is quarantined by health officials, the employee will be placed on “on-call” status for up to 10 calendar days pending the results of the coronavirus test. The employee shall use all diligence in obtaining the test as soon as possible. The employee agrees to forward the test results to the District promptly upon the employee’s receipt of the results. If the results of the test are negative, the employee shall promptly return to work. In the event the test results are positive, the employee may use HR 6201 leave, following the quarantine leave, and if necessary, any other accrued leave, as directed by the employee. The employee shall report such leave as sick leave in accordance with HR 6201. Medical verification may be required by the District.
  - b. **Pregnant Employees, Employees Over the Age of 65, and Pre-Existing Conditions.** Those who are pregnant, or over the age of 65, or who have a pre-existing condition such as heart disease, diabetes, lung disease, or an immune deficiency, subject to medical verification, may use HR 6201 leave and if necessary, any other accrued leave as directed by the employee. The employee shall report such leave as sick leave in accordance with HR 6201. Medical verification may be required by the District.
  - c. The District shall comply with the Americans with Disabilities Act (ADA) with regard to any requests for accommodation during the term of this Side Letter. Individuals who have a qualifying health condition under the ADA, including those conditions that make them more susceptible to illness from COVID-19, may request a reasonable accommodation so that the employee may continue to perform essential work of their position in the safest way possible.
  - d. **Employees with Family Members with Pre-Existing Conditions.** If the unit member is among employees required to come in to work, and they live with or the caretaker of someone who is pregnant, or over the age of 65, or who have a pre-existing condition

such as heart disease, diabetes, lung disease, or an immune deficiency, may use their available leaves, including leaves provided in accordance with HR 6201, including the additional eighty (80) hours of paid sick leave, and two-thirds FMLA pay under HR 6201. If available, the employee may add a 1/3 portion of their own sick or vacation leave to this leave to remain in 100% paid status.

- e. **Leave Under Labor Code Section 230.8 (Including for Childcare)**. The District shall abide by Labor Code 230.8 and/or HR 6201, particularly with regard to an employee who is the primary caretaker of children in his or her immediate household, to provide childcare and to ensure social distancing for their children due to the closure of schools, or coronavirus-related closures of related facilities including preschools, day care centers, and afterschool programs. These leaves may run concurrently with leaves provided for under HR 6201. If available, the employee may add a 1/3 portion of the employee's own sick or vacation leave to this leave to remain in 100% paid status.
6. To allow employees to accrue leave beyond what is currently allowed CSEA and the District agree to temporarily waive the accrual limits set forth in the current CSEA MOU for (1) Vacation leave (Article 10, Section B.1) and (2) Compensatory time off (Article 8, Section F.2) through April 30, 2021.
7. The District shall follow California Department of Public Health guidelines as they relate to the continuing education requirements to maintain the necessary certification for employment with the District. The District agrees not to discipline any employee who, due to the COVID-19 pandemic or closure of government offices, is unable to renew an expiring license or certificate.
8. The District will provide information on public hygiene and sanitation to help minimize the spread of the virus and provide its facilities with the necessary supplies for preventive sanitation measures (such as soap and water) to the extent such supplies are available. The District shall provide personal protection equipment (PPE) for Essential Workers. CSEA will cooperate with the District in any necessary public health actions, including, but not limited to, those actions recommended by federal, state, and local departments of public health. The District shall make all reasonable effort to accommodate social distancing protocols, including limiting occupancy by department, room or workspace. CSEA will cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.
9. In compliance with CalOSHA and recommendations by the Centers for Disease Control (CDC), if an employee or intern of the District is confirmed to have COVID-19 infection, the District shall notify bargaining unit employees, in writing, of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the ADA and HIPAA or the County Health Department.
10. All provisions of the Parties' MOU and/or past practices specifically modified as contemplated in this Side Letter Agreement shall automatically revert back to the Parties' MOU and to the past practices previously in place prior to this Side Letter Agreement upon expiration of all emergency declarations by District, County, State or Federal directive or fiat.
11. The District and CSEA agree to meet over mandatory subjects of bargaining, including an extension of the current provisions contemplated in this Side Letter Agreement if the


coronavirus pandemic or any emergency declaration or restrictions are extended beyond that which is currently known or contemplated consistent with Article 5 of the MOU.

- 12. Unless stated otherwise, this Side Letter Agreement shall remain in effect for the duration of the COVID-19 pandemic restrictions in Riverside County, and/or until county and/or state Public Health officials have officially deemed the virus no longer a threat but in no event later than April 30, 2021.
- 13. This Side Letter Agreement is non-precedent setting.
- 14. This Side Letter Agreement is subject to review under CSEA’s Policy 610, and review and ratification by the District’s Governing Board.

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The Parties have executed this Side Letter Agreement on September 22, 2020, under the authority and approval of each respective negotiations team on the dates set forth below.

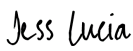
**FOR CVMVCD**

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Jeremy Wittie, General Manager  
 Coachella Valley Mosquito and Vector Control District

**FOR CSEA and its CHAPTER 2001**

DocuSigned by:  
  
 B168CB6263BF40A...

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Jess Lucia, President  
 CSEA Chapter 2001

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Dale Wissman  
 CSEA Labor Relations Representative

**ATTACHMENT "A"**


**OVERVIEW AND EXPLANATION OF LEAVES UNDER H.R. 6201  
FAMILIES FIRST CORONAVIRUS RESPONSE ACT  
(SEE ATTACHED)**

## **Explanation of Leaves Under “Families First Coronavirus Response Act” (HR 6201)**

The Federal “Families First Coronavirus Response Act,” also known as HR 6201, provides eligible employees as of April 2, 2020 with two weeks (up to 80 hours) of paid leave for full-time employees (pro rata for part-time) total for qualifying absences related to Coronavirus/COVID-19, and extends Family Medical Leave Act (FMLA) leave. The leaves expire on and must be used by December 31, 2020.

- A. Up to 80 hours of leave is available where an employee is unable to work or telework for the following qualifying reasons and at the following rates:
  - (1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19, full-paid leave with compensation of not more than \$511 per day (\$5,110 in total);
  - (2) The employee has been advised by a health care provider to self-quarantine because of COVID-19, full-paid leave with compensation of not more than \$511 per day (\$5,110 in total);
  - (3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, full-paid leave with compensation of not more than \$511 per day (\$5,110 in total);
  - (4) The employee is caring for an individual subject to a quarantine or isolation order, or who has been advised to self-isolate, paid leave at two-thirds the regular rate (or state minimum wage, whichever is greater) with compensation of not more than \$200 per day (\$2,000 in total);
  - (5) The employee is caring for their own child whose school or place of care is closed or whose childcare provider is unavailable due to COVID-19 precautions, paid leave at two-thirds the regular rate (or state minimum wage, whichever is greater) with compensation of not more than \$200 per day (\$2,000 in total); or
  - (6) The unit member is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury (these conditions have not been specified yet).
  
- B. The employees may also request to supplement these leaves with accrued sick or vacation leave to remain in 100% paid status.
  
- C. Such leave as provided by HR 6201 is available to all eligible employees, and an employer is entitled to request documentation of the circumstances surrounding the leave request; such leaves are drawn prior to any other forms of paid or unpaid leave available to an eligible employee.
  
- D. HR 6201 extends FMLA leave to any employee who has been employed for at least 30 days, making it available to employees unable to work due to the need to care for an employee’s minor child if the child’s school or place of care has been closed due to a public health emergency, and making it a paid leave at 2/3 pay after the first 10 days as follows:
  - (1) After the first 10 days of leave, an employee caring for their own child whose school or place of care is closed or whose childcare provider is unavailable due to COVID-19 precautions, may request paid leave at two-thirds the regular rate with compensation of not more than \$200 per day and \$10,000 of total paid leave in the aggregate.
  - (2) An employee who has already used FMLA leave in the previous 12 months is eligible for the remaining available amount of 2/3rds paid leave Emergency FMLA up to 10 weeks total of paid leave provided for under this section.
  - (3) Employees may request to supplement this leave with accrued sick or vacation leave to remain in 100% paid status.



	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: right;"><b>October 13, 2020</b></p>
<p><b>Agenda Item:</b> New Business Discussion and/or approval of Resolution 2020-22 revising the District’s Policy for sale of the surplus sale of District-owned property – <b>David I’Anson, Administrative Finance Manager</b></p>		
<p><b>Background:</b> The Board adopted a Surplus Property Policy in 2010. The District must follow this when disposing of District assets, through auction, donation, or disposal.</p> <p>To increase the efficiency of the District’s day-to-day business practices, minor revisions are being proposed by staff; they include:</p> <ul style="list-style-type: none"> <li>• Section 8 Sale of Surplus Property <ul style="list-style-type: none"> <li>○ Adding <i>“sale by the professional auctioneer or electronic auction site”</i>.</li> </ul> </li> <li>• Section 9 Donation of Property to Other Agencies or Non-Profits <ul style="list-style-type: none"> <li>○ Adding <i>“or sold at less than estimated value”</i>...</li> </ul> </li> </ul>		
<p><b>Staff Recommendation:</b> Staff recommends the Board of Trustees adopt Resolution 2020-22 revising the District’s Policy for sale of surplus property</p>		
<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2020-22</li> <li>• Surplus Property Policy</li> </ul>		

**Resolution No. 2020-22**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
ADOPTING A REVISED SURPLUS PERSONAL PROPERTY POLICY WHICH SHALL SUPERSEDE  
PRIOR POLICIES AND SHALL GOVERN THE SALE OF  
DISTRICT-OWNED SURPLUS PROPERTY**

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

**WHEREAS**, on April 13, 2010, the District adopted a Surplus Property Policy ("2010 Surplus Property Policy") to establish efficient protocols for disposal of District assets, through auction, donation, or disposal; to clearly define authority for the execution of this function; and

**WHEREAS**, to increase the efficiency of the District's day-to-day business practices, the minor revisions to the Surplus Property Policy allows: (1) the surplus property sale to take place via the professional auctioneer or electronic auction site, and (2) the surplus property may be donated or sold at less than estimated value; and

**WHEREAS**, attached hereto as Exhibit "A" and incorporated herein by this reference is the Surplus Property Policy ("2020 Surplus Property Policy") which has been edited to: (1) allow the surplus sale to take place via the professional auctioneer or electronic auction site, and (2) surplus property may be donated or sold at less than estimated value; and

**WHEREAS**, the District now desires to institute the attached 2020 Surplus Property Policy which shall supersede prior policies and shall govern the sale of District-owned surplus property function.

**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.

**Section 2. Adoption of the Revised Surplus Property Policy.**

The District's Board of Trustees ("Board") hereby rescinds the 2010 Surplus Property Policy and adopts the 2020 Surplus Property Policy attached hereto as Exhibit "A" and incorporated herein by this reference, as the 2020 Surplus Property Policy which shall supersede prior policies and shall govern the sale of District-owned surplus property function.

**Section 3. Delegation of Authority.**

The District's General Manager is hereby delegated all authority necessary to implement the 2020 Surplus Property Policy.

**Section 4. Public Inspection and Copying.**

A copy of the 2020 Surplus Property Policy shall be maintained at the District offices and shall be made available for public inspection and copying during regular business hours.

**Section 5. Severability.**

The Board declares that, should any provision, section, paragraph, sentence, or word of the 2020 Surplus Property Policy be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of the 2020 Surplus Property Policy as hereby adopted shall remain in full force and effect.

**Section 6. Repeal of Conflicting Provisions.**

All the provisions of any resolution or policy heretofore adopted by the District that are in conflict with the provisions of this Resolution are hereby repealed.

**Section 7. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 8. 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.

**[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]**

**PASSED, ADOPTED, AND APPROVED, this 13th day of October 2020.**

\_\_\_\_\_  
Franz De Klotz, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Graciela Morales, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lena D. Wade, General Counsel

**REVIEWED:**

\_\_\_\_\_  
Jeremy Wittie, M.S., General Manager

**EXHIBIT "A"**

**SEE ATTACHED  
COACHELLA VALLEY MOSQUITO  
AND  
VECTOR CONTROL DISTRICT  
2020 SURPLUS PROPERTY POLICY**

<b>COACHELLA VALLEY MOSQUITO &amp; VECTOR CONTROL DISTRICT</b> <b>ADMINISTRATIVE POLICY</b>			
Subject Surplus Personal District Property Policy	Policy Number	Date Adopted	Date Revised
		4/13/10	10/13/20

**SECTION 1.           DISPOSITION OF SURPLUS PROPERTY**

Surplus property of the District shall be disposed of in accordance with the provisions of this Policy.

**SECTION 2.           DEFINITIONS**

“Finance Manager” shall mean the Administrative Finance Manager, his or her designee, or any other person designated by the General Manager to conduct any of the duties of the Finance Manager set forth in this Policy.

“Donation” shall mean the transfer of ownership of the property for no consideration or a value less than the reasonable fair market value of the property transferred.

“Property” shall mean personal property which has a value in excess of ten dollars.

**SECTION 3.           RECORD OF DISPOSITION OF SURPLUS PROPERTY**

A.     The Finance Manager shall keep a record of sales, exchanges or other disposition of any surplus property disposed of pursuant to the provisions of this Policy, including the following:

1.     A description of the property transferred;
2.     The name of the transferee;
3.     The date of the transfer;

4. The gross receipts, net receipts and/or transaction costs; and
  5. A description, including the value of any property received in exchange for the property transferred.
- B. Records shall be retained for the period stated in the Districts Records Retention Policy.

**SECTION 4.            PROPERTY TRANSFERRED TO FINANCE MANAGER**

If the General Manager or any department manager determines that any property of the District under the jurisdiction or control of the department is not needed or suitable for a public use, such property shall be transferred to the Finance Manager as surplus property.

**SECTION 5.            TRANSFER FOR USE BY ANOTHER DEPARTMENT**

The Finance Manager is authorized to transfer any surplus property to any District department for use by that department.

**SECTION 6.            EXCHANGE OR TRADE-IN**

The Board of Trustees may exchange equivalent properties if the Board determines that the exchange is in the best interest of the District.

**SECTION 7.            SEALED BID**

In cases where a sealed bid is required for the sale of surplus property, the Finance Manager shall cause notice of such sale by sealed bid to be given by publication in a newspaper of general circulation published in the Coachella Valley and in such other manner as the Finance Manager deems appropriate to give reasonable notice to prospective bidders. Such publication must be made at least twice, with the first publication commencing at least fourteen (14) days before the final time fixed for the submission of bids in compliance with Government Code Section 6066.

**SECTION 8.            SALE OF SURPLUS PROPERTY**

The Finance Manager is authorized to sell surplus personal property of any value to the public by sealed bid, by public auction conducted by District staff, professional auctioneer or electronic auction site. All sales under this section shall be without warranty, express or implied, and the buyer shall agree to defend, indemnify and hold harmless the District, its officers, and employees, from any claim, cause of action, damage, loss, or liability arising out of the condition of the property or its use by the buyer or subsequent transferee.

**SECTION 9. DONATION OF PROPERTY TO OTHER AGENCIES OR NONPROFITS**

A. Notwithstanding any provision in this Policy to the contrary, surplus personal property may be donated by the Board of Trustees or sold at less than estimated value to a public or governmental body, agency, or a nonprofit corporation.

B. All donations made pursuant to this section shall be without warranty, express or implied, and the transferee shall agree to defend, indemnify and hold harmless the District, its officers, and employees, from any claim, cause of action, damage, loss, or liability arising out of the condition of the property or its use by the organization or subsequent transferee.

**SECTION 10. DISPOSAL OF PROPERTY OF NOMINAL VALUE**

If the Finance Manager has attempted to sell property by sealed bid or at a public auction, and any such property has remained unsold, the Finance Manager, subject to approval by the General Manager, may legally dispose of such property by any method which the Finance Manager determines to be most advantageous to the District considering the value of the property and the cost of sale, including but not limited to sale by salvage, recycling or disposal.

**SECTION 11. PROTECTION OF SURPLUS PROPERTY**

Prior to the disposal of any property, which is deemed surplus, all employees shall make all necessary efforts to protect the property from damage or theft.



**SECTION 12.           EMPLOYEES BIDDING ON SURPLUS PROHIBITED**

All officials and employees of the Coachella Valley Mosquito and Vector Control District and their immediate families are prohibited from bidding on or purchasing any surplus property sold by the District to the general public via auction or any other means. For purposes of this prohibition, "immediate families" include the spouses, domestic partners, and dependent children of any District official or District employee.