



Coachella Valley Mosquito and Vector Control District

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

Executive Committee Meeting Via Zoom

Thursday, September 30, 2021

3:30 p.m.

AGENDA

Materials related to an agenda item that are submitted to the Executive Committee 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.

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: [839 3816 5321](https://us02web.zoom.us/j/83938165321) or click this link to join: <https://us02web.zoom.us/j/83938165321>. If you would like to comment on the agenda item or subject matter within the jurisdiction of the Board, please email your public comment to the Clerk of the Board by 1:30 p.m. on Thursday, September 30, 2021, at mtallion@cvmosquito.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 arrangement can be made.

1. Call to Order - Benjamin Guitron, President

2. Roll Call

3. Confirmation of Agenda

4. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 1:30 p.m. on Thursday, September 30, 2021, at mtallion@cvmosquito.org or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely.

- A. **PUBLIC Comments — AGENDA ITEMS:** Persons wishing to address the Board on agenda items are requested to do so at this time. When addressing the Board, please 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.

- 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 give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established. California Government Code Section 54950 prohibits the Executive Committee from taking action on a specific item until it appears on the agenda.

5. Review of October 12, 2021, draft Board meeting agenda

6. Old Business

- A. Continued discussion and/or recommendation for Board agenda streamlining

- B. Update and discussion regarding COVID-19 and District programs, policies, and procedures
 - 1. Bill AB-361

- C. Discussion regarding timing and method of the District's Strategic Planning Workshop.

7. New Business

- A. Discuss and Review: General Manager Public Employee Performance Evaluation Process

- B. Discussion regarding need and interest for sterile insect technique Board resolution.

8. Trustee/staff comments

9. Confirmation of next meeting

10. Adjournment

Certification of Posting

I certify that on September 27, 2021, 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 September 27, 2021.

Melissa Tallion, Clerk of the Board



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 12, 2021

6:00 p.m.

DRAFT AGENDA

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

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

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: [842 3811 9308](https://us02web.zoom.us/j/84238119308) or click this link to join: <https://us02web.zoom.us/j/84238119308>. 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 2:30 p.m. on October 12, 2021, at mtallion@cvmosquito.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 – Benjamin Guitron, President

2. Pledge of Allegiance

3. Roll Call

4. Confirmation of Agenda

5. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 2:30 p.m. on October 12, 2021, at mtallion@cvmosquito.org or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely.

A. **PUBLIC Comments — 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.

6. Board Reports

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

Executive Committee oral report and Executive Committee minutes from September 30, 2021 (Pg. XX)

B. Finance Committee - **Clive Weightman, Treasurer**

Finance Committee oral report and Finance Committee minutes from September 14, 2021 (Pg. xx)

7. Staff Informational Reports

A. Live Reports

- General Manager's Report - **Jeremy Wittie, M.S., General Manager**
- Arbovirus Surveillance and Response update (as needed)- **IVM Staff**

Questions and/or comments from Trustees regarding the reports

8. Items of General Consent

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

- A. Minutes for September 14, 2021, Board Meeting **(Pg. XX)**
- B. Approval of expenditures for September 10, 2021-October 7, 2021 **(Pg. XX)**
- C. Informational Items:
- Financials – **David l’Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. XX)**
 - Board Business Log **(Pg. xx)**
 - Correspondence **(Pg. xx)**
 - Department Goals Update **(Pg. xx)**
 - 2020 Government Finance Officers Association (GFOA) Excellence in Financial Reporting Recognition **(Pg.xx) – CVMVCD Finance Team (Pg.xx)**
 - SIT Workshop Minutes **(Pg.xx)**
 - Society for Vector Ecology Annual Conference – **Jennifer A. Henke, M.S., Laboratory Manager, and Kim Hung, Ph.D. Vector Ecologist**
- D. **Old Business**
- A. Update and discussion regarding the timing and method of the District’s Strategic Planning Workshop – **Jeremy Wittie, M.S., General Manager (Pg. xx)**
- 10. New Business**
- A. Discussion and/or approval of the recommendation from the Ad Hoc Land/Property Committee to move forward with the process to create a new parcel map for the District’s excess property and record with the City of Indio. - **Ad Hoc Land/Property Committee (Pg. xx)**
- B. Approval of Resolution 2021-XXX and Adoption of the 2021 CVMVCD Administrative Abatement Procedure - **Roberta Dieckmann, Operations Manager, and Lena Wade, District General Counsel (Pg. xx)**
- C. Accept the resignation of Trustee Mark Carnevale - **Jeremy Wittie M.S., General Manager (Pg. xx)**
- D. Review and approve Resolution 2021-XX authorizing remote teleconferencing meetings for the period October 13, 2021 – November 11, 2021 - **Jeremy Wittie, M.S., General Manager, and Lena Wade, District General Counsel (Pg. xx)**
- E. Review and approve Resolution 2021-XXX recognizing the need and interest of using Sterile Insect Technique - **Jeremy Wittie M.S., General Manager (Pg. xx)**

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 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.

Closed Session (s):

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

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

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

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

Title: General Manager

13. Comments by General Counsel

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

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

15. 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 8, 2021, 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 8, 2021.

Melissa Tallion, Clerk of the Board

DRAFT

COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

PERFORMANCE EVALUATION FORM FOR POSITION OF GENERAL MANAGER

The following categories and a suggested rating system are intended to aid the Board of Trustees with conducting a performance evaluation of the General Manager. The categories broadly outline and define the expectations of the position of the General Manager.

Instructions: Please rate each section of the six (6) categories below. Additionally, write any comments you may have for each of the goals and objectives listed on page 7. At the end of the evaluation form, list any goals you would like to propose for the General Manager to accomplish prior to his one (1) year review.

1. Administrative

Effect administration of the District Mission Statement, policies and goals as established by the Board of Trustees.

a. Keeps Board informed of District activities, progress and problems

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Provides options and sound recommendations for Board action

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Follows through on Board directives.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

d. Administration Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

2. Fiscal Management

Preparation and review of the budget, monthly financial statements, and audit compliance.

a. Reports to Board regularly regarding financial status of District.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Supervises District's accounting practices.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Works with auditor to make accounting practices more efficient.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

d. Fiscal Management Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

3. Personnel Management

Supervision and evaluation of personnel development and performance.

a. Hires and maintains competent staff members.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Encourages staff development through education/growth opportunities.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Works to maintain high employee morale

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

d. Knows and follows District personnel policies.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

e. Personnel Management Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

4. Operations Management

Program development, review and implementation, employee training, implementation of short- and long-range planning goals.

- a. Identifies short and long term issues that need to be addressed

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- b. Formulates action plans to accomplish desired results

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- c. In case of emergency or disaster, acts in accordance with the situation and then makes a report regarding these actions to the Board.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- d. Operations Management Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

5. Public Relations

Interaction and coordination of program activities with other local and state agencies and entities and community awareness.

- a. Promotes public understanding of District services available

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- b. Continually evaluates programs and facilities to meet community needs.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- c. Understands and stay current with the needs of the community served.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- d. Public Relations Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

6. Knowledge and Skills

Communications, administrative, scientific, creative, organization, planning and implementation, and social and personal.

a Adheres to professional code of ethics.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Maintains professional and technical knowledge by attending workshops, networking, reviewing publications, and participating in professional societies.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Knowledge and Skills Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

Goals and Objectives
Jeremy Wittie, General Manager

Operations – Review and Evaluate Organizational Plan

Comments:

Supervision & Communication – Implements Board Policies and Procedures, and Communicates with District’s Attorney and/or President; Meets Regularly with Staff and Trustee Committees to Ensure Consensus on District Projects and Programs.

Comments:

Strategic Planning – Continues to Oversee Strategic Plan Implementation and Completion of Goals Outlined in Strategic Planning Sessions

Comments:

Operational Efficiency – Continue to Improve Operational Efficiency, Utilizing Information Technology and Management, Including GIS (Geographic Information System), Laboratory Sampling, and Develop Historical Database for Predictive Modeling, to Improve the Efficient Use and Better Control of Labor, Equipment, and Chemicals.

Comments:

Public Relations – Presents District objectives and develops relationships with federal, state, and local government agencies, private organizations, and media to further the District’s mission in the Valley.

Comments:

Overall Rating of: _____

Additional Comments: _____

Recommended Goals and Objectives for next twelve months:

1. _____

2. _____

3. _____

4. _____

5. _____

TRUSTEE: _____

Signature: _____

Print Name: _____

Date: _____