



Coachella Valley  
Mosquito and Vector  
Control District

43420 Trader Place  
Indio, CA 92201  
Phone (760) 342-8287  
[www.cvmvcd.org](http://www.cvmvcd.org)

## **Finance Committee Meeting**

**Tuesday, April 10, 2018**

**4:30 p.m.**

### **AGENDA**

Assistance for those with disabilities: If you have a disability and need 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** – Clive Weightman, Treasurer
- 2. Roll Call**
- 3. Confirmation of Agenda**
- 4. Public Comments**
- 5. Items of General Consent**
  - a. Approval of Minutes from March 13, 2018, Finance Committee Meeting
- 6. Discussion and/or Approval:**
  - a. Review of Check Report from Abila MIP for the period March 14, 2018 to April 4, 2018.
  - b. CalCard Charges March 2018
  - c. Review of March 2018 Financials and Treasurer's Report
- 7. Old Business**
  - a. Reserve Study Update
- 8. New Business**
  - a. Draft FY 2018-19 Budget
- 9. Schedule Next Meeting**
- 10. Trustee and/or Staff Comments/Future Agenda Items**
- 11. Adjournment**

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### Certification of Posting

I certify that on April 4, 2018 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, 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 April 4, 2018

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David I'Anson, Administrative Finance Manager

## COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

### Finance Committee Meeting Minutes

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**TIME:** 4:30 P.M. MARCH 13, 2018

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

**TRUSTEES PRESENT:**

Cathedral City	Shelley Kaplan	County at Large	Bito Larson
Coachella	Betty Sanchez	Indian Wells	Clive Weightman

**OTHERS PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Crystal Moreno, Clerk of the Board

**1. Call to Order:** Treasurer Weightman called the meeting to order at 4:31 p.m.

**2. Roll Call:** Roll call indicated three (3) committee members out of three (3) were present. President Kaplan was also present.

**3. Confirmation of Agenda**

**4. Public/Staff Comments:** Administrative Finance Manager l'Anson commented that the District has issued a Request for Proposals for engineering services, in regards to the District's Benefit Assessment, and the bids will be opened this Friday, March 16<sup>th</sup>.

**5. Items of General Consent:**

**5A – Approval of Minutes from January 9, 2018, Finance Committee Meeting:** On motion from Trustee B. Sanchez seconded by Trustee Larson, and passed by unanimous vote, the Committee approved the item 5A.

**6. Discussion and/or Approval:**

**6A. Review of Check Report from Abila MIP for the February 8, 2018 to March 7, 2018:** Reviewed by Committee.

**6B. CalCard Charges February 2018:** Reviewed by Committee

**6C. Review of February 2018 Financials:** Reviewed by Committee.

**7. Old Business:**

a. Reserve Study Update

Administrative Finance Manager l'Anson provided an update on the reserve study. A discussion ensued.

**8. New Business:** None.

**9. Schedule Next Meeting:** The next Finance Committee Meeting will be held on Tuesday, April 10<sup>th</sup>, at 4:30 p.m. The Committee also tentatively scheduled a meeting for Tuesday, May 1<sup>st</sup>, at 10:00am.

**10. Trustee and/or Staff Comments/Future Agenda Items:** None.

**11. Adjournment:** The meeting was adjourned by Treasurer Weightman at 5:27 p.m.

CVMVCD  
Check/Voucher Register - checkreportforFC  
**1025 - First Foundation - General**  
From 3/14/2018 Through 4/4/2018

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
41525	CalPERS-HEALTHCARE ACCT	100000015235693	Cafeteria Plan Expense 4/1/18-4/30/18	<u>76,934.80</u>
Total 41525				76,934.80
41526	CalPERS-RETIREMENT ACCT	100000015194855	Retirement Expense 2/18/18 - 3/2/18	20,642.64
	CalPERS-RETIREMENT ACCT	100000015194875	Retirement Expense 3/4/18-3/17/18	20,299.97
	CalPERS-RETIREMENT ACCT	100000015194916	PEPRA Retirement Expense 2/18/18 - 3/2/18	2,504.35
	CalPERS-RETIREMENT ACCT	100000015194940	PEPRA Retirement Expense 3/4/17-3/17/18	<u>2,618.29</u>
Total 41526				46,065.25
41527	ICMA Retirement Trust	102544268	Deferred Compensation 2/18/18 - 3/3/18	8,303.14
	ICMA Retirement Trust	102550082	Deferred Compensation 3/4/18-3/17/18	<u>8,258.87</u>
Total 41527				16,562.01
41528	Indio Water Authority	341-103404-0315	Utilities 2/1/18-3/5/18	185.40
	Indio Water Authority	341-103406-0315	Utilities 2/1/18-3/5/18	196.22
	Indio Water Authority	341-82772-0315	Utilities 2/1/18-3/5/18	<u>667.80</u>
Total 41528				1,049.42
41529	Pitney Bowes Purchase Power	030818	Postage	<u>500.00</u>
Total 41529				500.00
41530	Principal Life Insurance Co.	1014153-0418	Cafeteria Plan Expense 4/1/18 - 4/30/18	<u>10,373.33</u>
Total 41530				10,373.33
41531	Standard Insurance Company	04012018	Cafeteria Plan Expense 4/1/18 - 4/30/18	<u>3,074.67</u>
Total 41531				3,074.67
41532	Vision Service Plan (CA)	040118	Cafeteria Plan Expense 4/1/18-4/30/18	<u>896.54</u>

CVMVCD  
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**1025 - First Foundation - General**  
From 3/14/2018 Through 4/4/2018

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
Total 41532				896.54
41533	USBANK		CalCard	51,312.96
Total 41533				51,312.96
41534	Airgas Safety Inc.	124753529	Operating Supplies	208.03
	Airgas Safety Inc.	124762577	Operating Supplies	249.84
	Airgas Safety Inc.	124771812	Operating Supplies	235.77
	Airgas Safety Inc.	124781063	Operating Supplies	165.31
Total 41534				858.95
41535	American Engraving Co.	66344	Reproduction & Printing	1,123.38
Total 41535				1,123.38
41536	Car Quest Auto Parts	7339-690989	Vehicle Parts & Supplies	86.68
	Car Quest Auto Parts	7339-692072	Vehicle Parts & Supplies	49.25
	Car Quest Auto Parts	7339-692073	Vehicle Parts & Supplies	24.06
	Car Quest Auto Parts	7339-692215	Vehicle Parts & Supplies	120.05
Total 41536				280.04
41537	Desert Resort Security Services	030118CV	Contract Services	875.00
	Desert Resort Security Services	031518CV	Safety Expense	525.00
	Desert Resort Security Services	040118CV	Contract Services	875.00
Total 41537				2,275.00
41538	El Informador del Valle	2018-54	Public Outreach Advertising	1,280.00
Total 41538				1,280.00
41539	Employee Relations Network	81713	Recruitment/Advertising	214.80
Total 41539				214.80
41540	Equipment Direct, Inc.	442537	Safety Expense	2,355.07

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**1025 - First Foundation - General**  
From 3/14/2018 Through 4/4/2018

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
Total 41540				2,355.07
41541	Inland Power Equipment Co.	129658	Equipment Parts & Supplies	169.98
Total 41541				169.98
41542	Jernigan's Sporting Goods, Inc.	13517	Safety Expense	97.86
	Jernigan's Sporting Goods, Inc.	13538	Safety Expense	97.86
	Jernigan's Sporting Goods, Inc.	13554	Safety Expense	119.61
	Jernigan's Sporting Goods, Inc.	13565	Safety Expense	173.99
	Jernigan's Sporting Goods, Inc.	13953	Safety Expense	110.00
Total 41542				599.32
41543	Johnson Controls, Inc.	1-61775690169	Capital Equipment Replacement	1,632.00
Total 41543				1,632.00
41544	Liebert Cassidy Whitmore	1455110	Attorney Fees - Labor Relations & Personnel	4,900.00
	Liebert Cassidy Whitmore	1455111	Attorney Fees - Labor Relations & Personnel	5,358.20
Total 41544				10,258.20
41546	NAPA Auto & Truck Parts	762965-CM	Vehicle Parts & Supplies-CM	(22.50)
	NAPA Auto & Truck Parts	763682-CM	Vehicle Parts & Supplies-CM	(45.00)
	NAPA Auto & Truck Parts	770383-CM	Vehicle Parts & Supplies-CM	(14.97)
	NAPA Auto & Truck Parts	771611-CM	Vehicle Parts & Supplies-CM	(176.11)
	NAPA Auto & Truck Parts	775823	Vehicle Parts & Supplies	14.97
	NAPA Auto & Truck Parts	775825-CM	Vehicle Parts & Supplies-CM	(19.56)
	NAPA Auto & Truck Parts	778269	Vehicle Parts & Supplies	37.44
	NAPA Auto & Truck Parts	782437	Specialty Vehicle Parts & Supplies	52.19
	NAPA Auto & Truck Parts	782605	Capital Replacement	30.94
	NAPA Auto & Truck Parts	784773	Vehicle Parts & Supplies	33.27
	NAPA Auto & Truck Parts	785808	Vehicle Parts & Supplies	108.73
	NAPA Auto & Truck Parts	785809	Vehicle Parts & Supplies	56.44
	NAPA Auto & Truck Parts	785923	Vehicle Parts & Supplies	63.22

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From 3/14/2018 Through 4/4/2018

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
	NAPA Auto & Truck Parts	787340	Specialty Vehicle Parts & Supplies	150.30
	NAPA Auto & Truck Parts	787482	Vehicle Parts & Supplies	37.18
Total 41546				306.54
41547	Palm Springs Pump Inc.	18-2063	Repair & Maint Bio Lab	4,500.00
Total 41547				4,500.00
41548	Praxair Distribution, Inc.	81900198	Equipment App Parts & Supplies	354.16
	Praxair Distribution, Inc.	81900199	Equipment App Parts & Supplies	24.80
	Praxair Distribution, Inc.	82013315	Equipment Parts & Supplies	44.22
Total 41548				423.18
41549	Printing Place, The	180670B	Promotion & Education	113.10
Total 41549				113.10
41550	Rutan & Tucker, LLP	803421	Attorney Fees - General	1,191.47
Total 41550				1,191.47
41551	SoCo Group Inc., The	0507762-IN	Motor Fuel & Oils	5,047.83
Total 41551				5,047.83
41552	Southwest Networks, Inc.	18-2045	Professional Fees	438.75
Total 41552				438.75
41553	TCI Thermal Combustion Innovators, Inc.	188310	Operating Supplies	314.47
Total 41553				314.47
41554	Technical Safety Services, Inc.	IN0197872	Maintenance & Calibration	719.00
Total 41554				719.00



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Check/Voucher Register - checkreportforFC  
**1025 - First Foundation - General**  
From 3/14/2018 Through 4/4/2018

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
41555	Verizon Wireless Services LLC	INV14450781	Contract Services	1,021.10
Total 41555				1,021.10
41556	Waterlogic Americas LLC	126285	Employee Support	213.15
Total 41556				213.15
41557	Waxie Sanitary Supply	77316987	R&M Shop & Admin	219.47
Total 41557				219.47
41558	Western Pump	W86744	Permits	1,349.13
Total 41558				1,349.13
			Total 1025 - First Foundation - General	243,672.91
Report Total				243,672.91

CALCARD STATEMENT: MARCH 22, 2018					Finance Committee Meeting April 10, 2018
Employee Name	Vendor Name	GL Acct No.	GL Name	Page 10 of 10	Total
ANITA JONES	THE OFFICE EXPRESS	6120.01.250.000	TRUSTEE SUPPORT		\$ 374.74
ANITA JONES	VITALSMARTS	7600.01.200.027	PROFESSIONAL DEVELOPMENT		\$ 2,160.00
ANTONIO MOLINA	CONNECTION	7150.01.210.000	IT COMMUNICATIONS		\$ 740.38
ANTONIO MOLINA	VERIZON WIRELESS	6080.01.210.000	COMPUTER & NETWORK SYSTEMS		\$ 43.48
ANTONIO MOLINA	VERIZON WIRELESS	6080.01.210.000	COMPUTER & NETWORK SYSTEMS		\$ 43.49
ARMANDO GASPAR	LOWES	7300.01.305.012	REPAIR & MAINTENANCE-BIO/LAB/TANK RMS		\$ 54.31
ARTURO GUTIERREZ	HIGH TECH IRRIGATION	7550.01.400.000	OPERATING SUPPLIES		\$ 77.16
ARTURO GUTIERREZ	THE HOME DEPOT	7550.01.400.000	OPERATING SUPPLIES		\$ 231.04
CRYSTAL G MORENO	PAUL ASSOCIATES	6070.01.500.000	OFFICE SUPPLIES		\$ 86.80
CRYSTAL G MORENO	SKIPLAGGED SERVICE FEE	-	FRAUDULENT CHARGE TO BE CREDITED \$5.00		\$ -
CRYSTAL G MORENO	UNITED	-	FRAUDULENT CHARGE TO BE CREDITED \$45.30		\$ -
CRYSTAL G MORENO	DELTA AIR	-	FRAUDULENT CHARGE-LATER CREDITED \$117.00		\$ -
CRYSTAL G MORENO	AMERICAN AIR	-	FRAUDULENT CHARGE TO BE CREDITED \$383.30		\$ -
CRYSTAL G MORENO	DELTA AIR	-	FRAUDULENT CHARGE-CREDITED -\$117.00		\$ -
CRYSTAL G MORENO	UNITED	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 576.00
CRYSTAL G MORENO	ALBERTSONS	6120.01.250.000	TRUSTEE SUPPORT		\$ 11.00
CRYSTAL G MORENO	STATER BROS	6200.01.225.000	MEETINGS EXPENSE		\$ 31.96
CRYSTAL G MORENO	SAMSLUB	6210.01.215.000	PROMOTION & EDUCATION		\$ 46.17
CRYSTAL G MORENO	SAMSLUB	6200.01.225.000	MEETINGS EXPENSE		\$ 4.98
DIANE GREEMAN	ADVANCE E-SERVICE	7675.01.200.000	MAINTENANCE CONTRACTS		\$ 99.00
DIANE GREEMAN	EVERYTHING CARTS	7400.01.300.025	SPECIALTY VEHICLE PARTS & SUPPLIES		\$ 1.00
DIANE GREEMAN	EVERYTHING CARTS	7400.01.300.025	SPECIALTY VEHICLE PARTS & SUPPLIES		\$ 150.94
DIANE GREEMAN	DESERT FIRE EXTINGUISHER	7050.01.500.000	SAFETY EXPENSE		\$ 490.80
DIANE GREEMAN	JESSUP AUTO PLAZA	7420.01.300.000	OFFSITE VEHICLE MAINTENANCE & REPAIR		\$ 2,450.72
DIANE GREEMAN	HAWK DESIGNS	7420.01.300.000	OFFSITE VEHICLE MAINTENANCE & REPAIR		\$ 70.00
DIANE GREEMAN	THE HOME DEPOT	7450.01.300.000	EQUIPMENT PARTS & SUPPLIES		\$ 111.45
DIANE GREEMAN	HOMEDEPOT.COM	7450.01.300.000	EQUIPMENT PARTS & SUPPLIES		\$ 86.97
DIANE GREEMAN	DESERT STEEL & SUPPLY	8415.13.300.000	CAPITAL EQUIPMENT REPLACEMENT		\$ 799.31
DOUGLAS HASSETT	ONTARIO AIRPORT	6110.01.250.000	TRUSTEE TRAVEL		\$ 12.65
DOUGLAS HASSETT	FAMOUS FAMIGLIA PIZZERIA	6110.01.250.000	TRUSTEE TRAVEL		\$ 5.70
DOUGLAS HASSETT	PGC SMF AIRPORT	6110.01.250.000	TRUSTEE TRAVEL		\$ 14.37
DOUGLAS HASSETT	PARK N FLY - ONTARIO	6110.01.250.000	TRUSTEE TRAVEL		\$ 25.50
DOUGLAS HASSETT	CARLS JR	6110.01.250.000	TRUSTEE TRAVEL		\$ 4.51
DOUGLAS HASSETT	HYATT REGENCY SACRAMENTO	6110.01.250.000	TRUSTEE TRAVEL		\$ 286.80
DOUGLAS HASSETT	HYATT REGENCY SACRAMENTO	6110.01.250.000	TRUSTEE TRAVEL		\$ 19.24
EDWARD PRENDEZ	MSDS ONLINE	7675.01.210.000	MAINTENANCE CONTRACTS		\$ 2,599.00
EDWARD PRENDEZ	CONNECTION	8415.13.210.000	CAPITAL EQUIPMENT REPLACEMENT		\$ 4,953.48
EDWARD PRENDEZ	CONFERENCING CENTER	7150.01.210.000	IT COMMUNICATIONS		\$ 55.97
EDWARD PRENDEZ	PROGRESSIVE BUSINESS	7675.01.210.000	MAINTENANCE CONTRACTS		\$ 180.00
GENEVA GINN	AMAZON.COM	7050.01.500.000	SAFETY EXPENSE		\$ 46.98
GERALD CHUZEL	PVC PIPE SUPPLIES	7450.01.400.000	EQUIPMENT PARTS & SUPPLIES		\$ 195.61
GRACIELA MORALES	UNIVAR USA INC	7800.01.500.028	CONTROL PRODUCTS		\$ 328.43
GRACIELA MORALES	FISHER SCIENTIFIC	8415.01.400.000	NON-CAPITALIZED EQUIPMENT		\$ 11,952.80
GRACIELA MORALES	LIFE TECH	7575.01.400.045	INTERNAL MOSQUITO PCR		\$ 899.72
GRACIELA MORALES	LIFE TECH	7575.01.400.045	INTERNAL MOSQUITO PCR		\$ 149.75
GRACIELA MORALES	ASSOCIATION RESERVES INLAND EMPIRE	6095.01.225.000	PROFESSIONAL FEES		\$ 7,400.00
GRACIELA MORALES	UNIVAR USA	7800.01.500.028	CONTROL PRODUCTS		\$ 3,567.00
GRACIELA MORALES	LIFETECH	7575.01.400.045	INTERNAL MOSQUITO PCR		\$ 646.79
GRACIELA MORALES	MOSQUITO & VECTOR CONTROL	7575.01.400.026	EXTERNAL MOSQUITO PCR		\$ 100.00
GRACIELA MORALES	FRONTIER INTERNET	7150.01.210.000	IT COMMUNICATIONS		\$ 457.34
GREGORIO ALVARADO	ULINE	7750.01.500.000	OPERATING SUPPLIES		\$ 471.44
JENNIFER HENKE	ONTARIO AIRPORT	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 7.05
JENNIFER HENKE	SUPERSHUTTLE	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 73.28
JENNIFER HENKE	ROOT DOWN REST- AIRPORT	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 25.06
JENNIFER HENKE	SUPERSHUTTLE	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 21.24
JENNIFER HENKE	CROWN CENTER REDEVELOPMEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 3.25
JENNIFER HENKE	CROWN CENTER REDEVELOPMEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 25.39
JENNIFER HENKE	CROWN CENTER REDEVELOPMEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 3.25
JENNIFER HENKE	PORK & PICKLE	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 17.94
JENNIFER HENKE	SHERATON	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 774.71
JENNIFER HENKE	PEET'S COFFEE & TEA	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 8.65
JEREMY WITTIE	ONT AIRPT PRKING LOT 5	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 26.00
JEREMY WITTIE	7 ELEVEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 16.39
JEREMY WITTIE	FIREFLY COFFEE HOUSE	7600.01.400.027	PROFESSIONAL DEVELOPMENT		\$ 7.50
JEREMY WITTIE	HARVARD BUSINESS SCHOOL	6070.01.200.000	OFFICE SUPPLIES		\$ 31.96
JEREMY WITTIE	TEQUILA MUSEO MAYAHUEL	6110.01.200.010	MVCAC COMMITTEE ASSIGNMENTS		\$ 83.55
JEREMY WITTIE	TRAVEL TRADER	6110.01.200.010	MVCAC COMMITTEE ASSIGNMENTS		\$ 4.99
JEREMY WITTIE	ELLA DINING ROOM AND BAR	6110.01.200.010	MVCAC COMMITTEE ASSIGNMENTS		\$ 86.16

Employee Name	Vendor Name	GL Acct No.	GL Name	Page 11 of 10	Total
JEREMY WITTIE	SACRAMENTO	6110.01.200.010	MVCAC COMMITTEE ASSIGNMENTS	\$	10.16
JEREMY WITTIE	ONT AIRPT PRKING LOT 3	6110.01.200.010	MVCAC COMMITTEE ASSIGNMENTS	\$	20.00
JEREMY WITTIE	HYATT REGENCY SACRAMENTO	6110.01.200.010	MVCAC COMMITTEE ASSIGNMENTS	\$	229.30
JEREMY WITTIE	STARBUCKS TB SMF	6110.01.200.010	MVCAC COMMITTEE ASSIGNMENTS	\$	12.54
JILL OVIATT	IN N OUT BURGER	6200.01.225.000	MEETINGS EXPENSE	\$	28.17
JILL OVIATT	FACEBOOK	6220.01.215.000	PUBLIC OUTREACH ADVERTISING	\$	100.90
JILL OVIATT	CMT SACRAMENTO	6110.01.215.010	MVCAC COMMITTEE ASSIGNMENTS	\$	39.50
JILL OVIATT	TECHEST	6110.01.215.010	MVCAC COMMITTEE ASSIGNMENTS	\$	3.54
JILL OVIATT	SOPHIAS THAI KITCHEN	6110.01.215.010	MVCAC COMMITTEE ASSIGNMENTS	\$	28.82
JILL OVIATT	MOTHER	6110.01.215.010	MVCAC COMMITTEE ASSIGNMENTS	\$	45.92
JILL OVIATT	RAINBOW CAB	6110.01.215.010	MVCAC COMMITTEE ASSIGNMENTS	\$	43.70
JILL OVIATT	HYATT REGENCY SACRAMENTO	6110.01.215.010	MVCAC COMMITTEE ASSIGNMENTS	\$	229.30
JILL OVIATT	HYATT REGENCY SACRAMENTO	6110.01.215.010	MVCAC COMMITTEE ASSIGNMENTS	\$	10.07
JILL OVIATT	MAX BALLOONS	6210.01.215.000	PROMOTION & EDUCATION	\$	109.91
JILL OVIATT	FACEBOOK	6220.01.215.000	PUBLIC OUTREACH ADVERTISING	\$	250.00
JILL OVIATT	SNAP GEOFILTERS	6220.01.215.000	PUBLIC OUTREACH ADVERTISING	\$	47.41
JILL OVIATT	LIZETTE VELA	6210.01.215.000	PROMOTION & EDUCATION	\$	141.98
JILL OVIATT	COOL HAND LUKES	7600.01.215.014	STATE REQUIRED CEU TRAINING	\$	19.43
KIM HUNG	SUPERSHUTTLE	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	35.00
KIM HUNG	UDIS	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	14.50
KIM HUNG	BRYANTS BARBEQUE - BRO	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	14.11
KIM HUNG	UNFORKED @ CROWN CENTER	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	14.61
KIM HUNG	CROWN CENTER REDEVELOPMEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	6.36
KIM HUNG	SPIN NEPLTN PIZZA	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	9.00
KIM HUNG	SHANG TEA COMPANY	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	6.52
KIM HUNG	SHANG TEA COMPANY	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	13.06
KIM HUNG	CROWN CENTER REDEVELOPMEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	3.20
KIM HUNG	CROWN CENTER REDEVELOPMEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	6.00
KIM HUNG	CROWN CENTER REDEVELOPMEN	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	15.51
KIM HUNG	SHERATON	7600.01.400.027	PROFESSIONAL DEVELOPMENT	\$	958.26
MELISSA SNELLING	BIOSEARCH TECHNOLOGIES	7575.01.400.045	INTERNAL MOSQUITO PCR	\$	1,090.82
MICHAEL MARTINEZ	COOL HAND LUKES	7600.01.215.014	STATE REQUIRED CEU TRAINING	\$	29.00
MICHAEL MONROE	SACRAMENTO	6110.01.250.000	TRUSTEE TRAVEL	\$	36.00
MICHAEL MONROE	ONTARIO AIRPORT	6110.01.250.000	TRUSTEE TRAVEL	\$	17.85
MICHAEL MONROE	HYATT REGENCY SACRAMENTO	6110.01.250.000	TRUSTEE TRAVEL	\$	286.80
MICHAEL MONROE	DAVE CAB.	6110.01.250.000	TRUSTEE TRAVEL	\$	46.40
MOSES MUNOZ	NAPA PARTS	7400.01.300.025	SPECIALTY VEHICLE PARTS & SUPPLIES	\$	6.02
MOSES MUNOZ	VALLEY LOCK AND SAFE	7400.01.300.000	VEHICLE PARTS & SUPPLIES	\$	38.06
OSCAR GUERRERO	SOUTHWEST BOULDER & STONE	7600.01.305.024	REPAIR & MAINTENANCE-ADMINISTRATION	\$	897.19
OSCAR GUERRERO	THE HOME DEPOT	7600.01.305.044	REPAIR & MAINTENANCE-SHOP & GROUNDS	\$	70.05
ROBERTA DIECKMANN	MCDONALD'S	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	6.62
ROBERTA DIECKMANN	TACO BELL	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	5.48
ROBERTA DIECKMANN	CROWN CENTER REDEVELOPMEN	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	39.78
ROBERTA DIECKMANN	WESTIN KANSAS CITY DINING	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	47.70
ROBERTA DIECKMANN	CROWN CENTER REDEVELOPMEN	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	6.19
ROBERTA DIECKMANN	FRITZ'S RAILROAD REST	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	10.01
ROBERTA DIECKMANN	CROWN CENTER REDEVELOPMEN	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	6.47
ROBERTA DIECKMANN	DBRONX DELI AUTHENTIC PIZ	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	11.10
ROBERTA DIECKMANN	Q 39	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	26.88
ROBERTA DIECKMANN	WAFFLE HOUSE	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	10.99
ROBERTA DIECKMANN	CROWN CENTER REDEVELOPMEN	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	5.63
ROBERTA DIECKMANN	CROWN CENTER REDEVELOPMEN	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	5.91
ROBERTA DIECKMANN	SHERATON	7600.01.500.027	PROFESSIONAL DEVELOPMENT	\$	1,037.75
SARAH CRENSHAW	STAPLES	6070.01.500.000	OFFICE SUPPLIES	\$	66.07
SARAH CRENSHAW	CAREERBUILDER	6065.01.225.000	RECRUITMENT/ADVERTISING	\$	281.25
SARAH CRENSHAW	STAPLES	6070.01.200.000	OFFICE SUPPLIES	\$	133.26
SARAH CRENSHAW	STAPLES	6070.01.200.000	OFFICE SUPPLIES	\$	25.40
SARAH CRENSHAW	STAPLES	7200.01.305.000	MAINTENANCE SUPPLIES	\$	74.42
SARAH CRENSHAW	STAPLES	6070.01.200.000	OFFICE SUPPLIES	\$	(11.97)
SARAH CRENSHAW	STAPLES	6070.01.200.000	OFFICE SUPPLIES	\$	52.85
SARAH CRENSHAW	WAL-MART	6120.01.250.000	TRUSTEE SUPPORT	\$	19.32
SARAH CRENSHAW	CAL CHAMBER OF COMMERCE	6070.01.200.000	OFFICE SUPPLIES	\$	108.51
SARAH CRENSHAW	WM SUPERCENTER	6200.01.225.000	MEETINGS EXPENSE	\$	27.22

Coachella Valley Mosquito and Vector Control District  
FINANCES AT A GLANCE  
ALL FUNDS COMBINED  
For the Month Ended March 31, 2018

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 11,547,590	\$ (599,570)	\$ 10,948,020
CASH	\$ 110,080	2	\$ 110,082
INVESTMENTS & CASH	\$ 11,657,670	\$ (599,568)	\$ 11,058,102
CURRENT ASSETS	1,642,539	\$ (148,503)	1,494,036
FIXED ASSETS	10,878,714	\$ -	10,878,714
OTHER ASSETS	4,576,583	\$ -	4,576,583
TOTAL ASSETS	<u>\$ 28,755,507</u>	<u>\$ (748,071)</u>	<u>\$ 28,007,436</u>
TOTAL LIABILITIES	\$ 5,465,073	\$ 15,749	\$ 5,480,822
TOTAL DISTRICT EQUITY	23,290,434	(763,820)	22,526,614
TOTAL LIABILITIES & EQUITY	<u>\$ 28,755,507</u>	<u>\$ (748,071)</u>	<u>\$ 28,007,436</u>
RECEIPTS		\$ 50,683	
CASH DISBURSEMENTS			
Payroll	\$ 349,520		
General Admin	\$ 300,731		
Total Cash Disbursements		\$ (650,251)	
NON-CASH ENTRIES:		\$ (148,503)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u>\$ (748,071)</u>	

CVMVCD

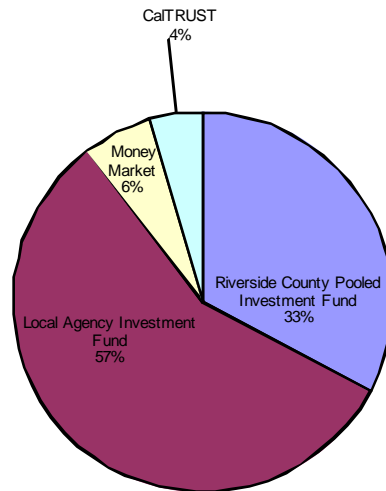
Cash Journal - deposits  
1000 - Cash - Investments  
From 3/1/2018 Through 3/31/2018

Document N...	ID	Payee/Recipient Name	Transaction Description	Effective ...	Deposits
CD00068	CENTRALLIFE	Central Life Sciences	March Receipts - Pesticide Rebate	3/1/2018	5,440.18
CD00067	USBANK	US Bank	March Receipts - Calcard Rebate	3/2/2018	3,011.54
CD00069	MVCAC	MVCAC	March Receipts - NPDES Coalition Ref...	3/5/2018	18,601.51
CD00070	Racewire	Racewire	March Receipts - 5K	3/8/2018	280.00
CD00071	HSBC	HSBC	March Receipts - HSBC Settlement	3/8/2018	4.45
CD00072	RIVERSIDEC...	Riverside County	March Receipts - Current Year Supple...	3/14/2018	12,177.91
CD00073	RIVERSIDEC...	Riverside County	March Receipts - Prior Year Suppleme...	3/14/2018	1,430.80
CD00074	RIVERSIDEC...	Riverside County	March Receipts - Prior Year Suppleme...	3/14/2018	366.43
CD00075	VCJPA	Vector Control Joint Powers Agency	March Receipts - Auto Claim	3/21/2018	1,520.72
CD00076	DougWalker	Doug Walker	March Receipts - 5k	3/21/2018	100.00
CD00077	Racewire	Racewire	March Receipts - 5K	3/21/2018	300.00
CD00078	Racewire	Racewire	March Receipts - 5K	3/21/2018	810.00
CD00079	Misc 5K	Misc 5K receipts	March Receipts -5K	3/22/2018	20.00
CD00080	Misc 5K	Misc 5K receipts	March Receipts - 5K	3/22/2018	60.00
CD00081	SSJV Region...	SSJV Regional Continuing Education	March Receipts - Speaker Reimbursment	3/22/2018	248.39
003	BradAnderson	Brad Anderson	PRA Request	3/30/2018	7.50
CD00082	FIRSTFOUN...	First Foundation Bank	March Receipts - Bank Interest	3/31/2018	189.34
CD00083	RIVERSIDEC...	Riverside County	March Receipts - Riverside County Int...	3/31/2018	4,790.89
CD00084	RIVERSIDEC...	Riverside County	March Receipts - Riverside County Int...	3/31/2018	1,323.33
Total 1000 - Cash - Investments					50,682.99
Report Total					50,682.99

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**INVESTMENT FUND BALANCES AS OF MARCH 31, 2018**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Equipment Fund	BALANCE
	<b>Investment Fund Balance</b>				10,037,278.65	453,204.83	457,536.79	\$ 10,948,020
LAIF	Common Investments			1.52%	5,703,801	257,539	260,001	\$ 6,221,341
Riverside County	Funds 51105 & 51115			1.53%	3,288,961	148,504	149,923	\$ 3,587,388
CalTRUST	Medium Term Fund			1.49%	450,761	20,353	20,547	\$ 491,661
First Foundation	Market Rate			0.25%	593,756	26,809	27,066	\$ 647,631
	<b>Total Investments</b>				10,037,279	453,205	457,537	<b>\$ 10,948,020</b>

**PORTFOLIO COMPOSITION AS OF MARCH 31, 2018**  
**WEIGHTED YIELD 1.45%**



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  
From 7/1/2017 Through 3/31/2018

	<b>Budget - Original</b>	<b>Current Year Actual</b>	<b>Budget Variance</b>	<b>% Y-T-D</b>
<b>Revenues</b>				
4000 Property Tax - Current Secured	<b>3,698,334.00</b>	1,931,776.65	(1,766,557.35)	52.2%
4010 Property Tax - Curr. Supplmntl	<b>30,000.00</b>	31,570.34	1,570.34	105.2%
4020 Property Tax - Curr. Unsecured	<b>141,427.00</b>	145,598.63	4,171.63	102.9%
4030 Homeowners Tax Relief	<b>46,936.00</b>	20,202.58	(26,733.42)	43.0%
4070 Property Tax - Prior Supp.	<b>18,500.00</b>	23,225.34	4,725.34	125.5%
4080 Property Tax - Prior Unsecured	<b>7,000.00</b>	0.00	(7,000.00)	0.0%
4090 Redevelopment Pass-Thru	<b>4,260,487.00</b>	2,041,149.79	(2,219,337.21)	47.9%
4520 Interest Income - LAIF/CDs	<b>100,000.00</b>	73,060.13	(26,939.87)	73.1%
4530 Other Miscellaneous Receipts	<b>63,000.00</b>	47,743.82	(15,256.18)	75.8%
4551 Benefit Assessment Income	<b>1,620,638.00</b>	<u>884,169.95</u>	<u>(736,468.05)</u>	54.6%
<b>Total Revenues</b>	<b><u>9,986,322.00</u></b>	<b><u>5,198,497.23</u></b>	<b><u>(4,787,824.77)</u></b>	52.1%
<b>Expenditures</b>				
<b>Payroll Expenses</b>				
5101 Payroll - FT	<b>4,448,098.00</b>	3,062,029.78	1,386,068.22	68.8%
5102 Payroll Seasonal	<b>167,800.00</b>	121,574.25	46,225.75	72.5%
5103 Temporary Services	<b>6,900.00</b>	6,900.00	0.00	100.0%
5105 Payroll - Overtime Expense	<b>42,000.00</b>	12,216.72	29,783.28	29.1%
5150 CalPERS State Retirement	<b>490,340.00</b>	381,937.63	108,402.37	77.9%
5155 Social Security Expense	<b>286,090.00</b>	200,605.55	85,484.45	70.1%
5165 Medicare Expense	<b>66,909.00</b>	47,799.56	19,109.44	71.4%
5170 Cafeteria Plan	<b>1,030,961.00</b>	746,499.68	284,461.32	72.4%
5172 Retiree Healthcare	<b>342,420.00</b>	253,113.76	89,306.24	73.9%
5180 Deferred Compensation	<b>93,153.00</b>	68,127.08	25,025.92	73.1%
5195 Unemployment Insurance	<b>34,669.00</b>	<u>31,061.18</u>	<u>3,607.82</u>	89.6%
<b>Total Payroll Expenses</b>	<b><u>7,009,340.00</u></b>	<b><u>4,931,865.19</u></b>	<b><u>2,077,474.81</u></b>	70.4%
<b>Administrative Expenses</b>				
5250 Tuition Reimbursement	<b>15,000.00</b>	4,953.23	10,046.77	33.0%
5300 Employee Incentive	<b>6,000.00</b>	4,926.21	1,073.79	82.1%
5301 Employee Support	<b>4,000.00</b>	2,894.29	1,105.71	72.4%
5302 Wellness	<b>2,500.00</b>	0.00	2,500.00	0.0%
5305 Employee Assistance Program	<b>2,800.00</b>	2,320.00	480.00	82.9%
6000 Property & Liability Insurance	<b>113,647.00</b>	2,084.16	111,562.84	1.8%
6001 Workers' Compensation Insurance	<b>252,350.00</b>	56,587.53	195,762.47	22.4%
6050 Dues & Memberships	<b>23,530.00</b>	22,503.50	1,026.50	95.6%
6060 Reproduction & Printing	<b>22,600.00</b>	6,356.00	16,244.00	28.1%
6065 Recruitment/Advertising	<b>4,000.00</b>	3,895.90	104.10	97.4%
6070 Office Supplies	<b>17,900.00</b>	10,816.46	7,083.54	60.4%
6075 Postage	<b>8,000.00</b>	5,315.09	2,684.91	66.4%
6080 Computer & Network Systems	<b>5,000.00</b>	4,254.69	745.31	85.1%
6085 Bank Service Charges	<b>200.00</b>	69.36	130.64	34.7%
6090 Local Agency Formation Comm.	<b>1,100.00</b>	1,184.22	(84.22)	107.7%
6095 Professional Fees	<b>72,000.00</b>	40,184.01	31,815.99	55.8%
6100 Attorney Fees	<b>81,000.00</b>	76,137.67	4,862.33	94.0%
6106 HR Risk Management	<b>4,500.00</b>	4,500.00	0.00	100.0%
6110 Conference Expense	<b>39,600.00</b>	34,501.11	5,098.89	87.1%
6115 In-Lieu	<b>13,200.00</b>	9,800.00	3,400.00	74.2%
6120 Trustee Support	<b>4,000.00</b>	2,896.11	1,103.89	72.4%
6200 Meetings Expense	<b>2,000.00</b>	1,291.41	708.59	64.6%

CVMVCD  
Statement of Revenue and Expenditures  
From 7/1/2017 Through 3/31/2018

		<b>Budget -</b>	Current Year	Budget Variance	% Y-T-D
		<b>Original</b>	Actual		
6210	Promotion & Education	<b>20,000.00</b>	7,046.62	12,953.38	35.2%
6220	Public Outreach Advertising	<b>40,000.00</b>	1,113.31	38,886.69	2.8%
6500	Benefit Assessment Expenses	<b>88,440.00</b>	95,189.11	(6,749.11)	107.6%
<b>Total Administrative Expenses</b>		<b>843,367.00</b>	400,819.99	442,547.01	47.5%
<b>Utilities</b>					
6400	Utilities	<b>105,000.00</b>	64,466.89	50,444.21	61.4%
6410	Telecommunications	<b>11,300.00</b>	5,266.60	6,881.49	46.6%
<b>Total Utilities</b>		<b>116,300.00</b>	69,733.49	57,325.70	60.0%
<b>Operating</b>					
7000	Uniform Expense	<b>24,450.00</b>	18,586.23	8,285.27	76.0%
7050	Safety Expense	<b>20,550.00</b>	15,954.22	9,963.05	77.6%
7100	Physican Fees	<b>5,000.00</b>	1,740.00	3,430.00	34.8%
7150	IT Communications	<b>36,200.00</b>	25,476.25	15,861.43	70.4%
7200	Household Supplies	<b>4,000.00</b>	1,883.54	2,687.74	47.1%
7300	Repair & Maintenance	<b>42,000.00</b>	25,070.61	24,949.07	59.7%
7310	Maintenance & Calibration	<b>8,000.00</b>	4,995.75	4,145.00	62.4%
7350	Permits, Licenses & Fees	<b>12,500.00</b>	4,339.90	9,150.60	34.7%
7400	Vehicle Parts & Supplies	<b>29,000.00</b>	19,848.18	12,929.07	68.4%
7420	Offsite Vehicle Maint & Repair	<b>6,000.00</b>	9,240.73	(506.01)	154.0%
7450	Equipment Parts & Supplies	<b>19,500.00</b>	11,016.23	10,464.68	56.5%
7500	Small Tools Furniture & Equip	<b>1,700.00</b>	100.43	1,629.02	5.9%
7550	Lab Supplies & Expense	<b>30,500.00</b>	11,999.93	21,078.39	39.3%
7570	Green Pool Surveillance	<b>22,000.00</b>	0.00	22,000.00	0.0%
7575	Surveillance	<b>38,500.00</b>	34,233.65	16,067.97	88.9%
7600	Staff Training	<b>60,200.00</b>	36,751.13	30,657.27	61.0%
7650	Equipment Rental	<b>1,000.00</b>	287.88	1,000.00	28.8%
7675	Contract Services	<b>153,100.00</b>	95,206.05	85,351.59	62.2%
7700	Motor Fuel & Oils	<b>68,200.00</b>	54,348.56	22,697.70	79.7%
7750	Field Supplies	<b>9,400.00</b>	2,560.29	7,567.72	27.2%
7800	Control Products	<b>772,500.00</b>	449,188.88	533,861.90	58.1%
7850	Aerial Applications	<b>145,500.00</b>	40,850.00	113,950.00	28.1%
8415	Capital Outlay	<b>35,000.00</b>	21,263.56	25,831.22	60.8%
8487	Furniture & Equipment	<b>5,000.00</b>	1,245.09	3,754.91	24.9%
8510	Research Projects	<b>120,000.00</b>	120,000.00	0.00	100.0%
9000	Contingency Expense	<b>154,980.00</b>	0.00	154,980.00	0.0%
<b>Total Operating</b>		<b>1,824,780.00</b>	1,006,187.09	1,141,787.59	55.1%
<b>Contribution to Capital Reserves</b>					
8900	Transfer to other funds	<b>192,534.00</b>	0.00	192,534.00	0.0%
<b>Total Contribution to Capital Reserves</b>		<b>192,534.00</b>	0.00	192,534.00	0.0%
<b>Total Expenditures</b>		<b>9,986,321.00</b>	6,408,605.76	3,719,135.11	64.2%
<b>Net revenue over/(under) expenditures</b>		<b>1.00</b>	(1,210,108.53)		




**CVMVCD**  
Balance Sheet  
As of 3/31/2018  
(In Whole Numbers)

		<u>Current Year</u>
<b>Assets</b>		
Cash and Investments		
1000	Cash - Investments	10,948,020
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	11,967
1026	First Foundation - Payroll	96,115
	Total Cash and Investments	<u>11,058,103</u>
Current Assets		
1080	Interest Receivable	11,730
1085	Inventory	345,111
1168	Prepaid Insurance	95,170
1169	Deposits	1,042,025
	Total Current Assets	<u>1,494,036</u>
Fixed Assets		
1300	Equipment/Vehicles	1,685,368
1310	Computer Equipment	417,111
1311	GIS Computer Systems	301,598
1320	Office Furniture & Equipment	1,206,328
1330	Land	417,873
1335	Oleander Building	5,665,862
1336	Signage	23,651
1340	Structures & Improvements	3,026,126
1341	Bio Control Building	6,963,768
1342	Bio Control Equip/Furn	32,034
1399	Accumulated Depreciation	(8,861,005)
	Total Fixed Assets	<u>10,878,714</u>
Other Assets		
1520	Resources to Be Provided	3,489,922
1525	Deferred Outflows of Resources	1,086,661
	Total Other Assets	<u>4,576,583</u>
	Total Assets	<u><u>28,007,436</u></u>
<b>Liabilities</b>		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	50,826
2020	Accounts Payable	101,793
2030	Accrued Payroll	(4,276)
2040	Payroll Taxes Payable	(1,296)
2185	Employee Dues	(29)
	Total Accounts Payable	<u>147,017</u>
	Total Short-term Liabilities	<u>147,017</u>

**CVMVCD**  
Balance Sheet  
As of 3/31/2018  
(In Whole Numbers)

		<u>Current Year</u>
Long-term Liabilities		
2100	Pollution Remediation Obligati	2,100,000
2110	OPEB Obligation	1,032,754
2200	Net Pension Liability	1,392,005
2210	Deferred Inflows of Resources	229,218
2500	Compensated Absences Payable	579,827
Total Long-term Liabilities		<u>5,333,805</u>
Total Liabilities		<u>5,480,822</u>
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793
3945	Reserve for Prepaids & Deposit	1,053,466
3960	Reserve for Inventory	304,047
Total Non Spendable Fund Balance		<u>12,056,306</u>
Committed Fund Balance		
3965	Public Health Emergency	3,328,774
Total Committed Fund Balance		<u>3,328,774</u>
Assigned Fund Balance		
3910	Reserve for Operations	5,991,793
3925	Reserve for Future Healthcare Liabilities	994,582
3955	Thermal Remediation Fund	452,244
3970	Reserve for IT Replacement	195,714
3971	Reserve for Vehicle Replacement	762,192
3985	Reserve for Facility Capital Improvements	994,582
Total Assigned Fund Balance		<u>9,391,107</u>
Unassigned Fund Balance		
3900	Fund Equity	(531,750)
Total Unassigned Fund Balance		<u>(531,750)</u>
Current YTD Net Income		
		(1,717,823)
Total Current YTD Net Income		<u>(1,717,823)</u>
Total Fund Balance		<u>22,526,614</u>
Total Liabilities and Net Assets		<u><u>28,007,436</u></u>

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Finance Committee</b></p>	<p><b>April 10, 2018</b></p>
<p><b>Agenda Item:</b> Old Business</p>		
<p>Reserve Study Update</p>		
<p><b>Update:</b></p> <ul style="list-style-type: none"><li>• Kickoff Meeting with Associations Reserve February 16</li><li>• Associations Reserve inspected all District buildings including roof, asphalt, lab equipment – March 5 &amp; 6</li><li>• Report complete within 10 weeks - funding schedule to be implemented into 2018-19 Budget before May</li><li>• Vendor requesting additional information regarding Lab etc</li><li>• Report scheduled to be complete by April 25 draft ready before this date</li></ul>		