



**Coachella Valley Mosquito and Vector Control District**

**43420 Trader Place, Indio, CA 92201 | (760) 342-8287 | [cvmosquito.org](http://cvmosquito.org)**

**Executive Committee Meeting Via Zoom**

**Thursday, October 28, 2021**

**1:30 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: [865 7198 8056](https://us02web.zoom.us/j/86571988056) or click this link to join: <https://us02web.zoom.us/j/86571988056>. 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 11:30 a.m. on Thursday, October 28, 2021, at [mtallion@cvmosquito.org](mailto: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 11:30 a.m. on Thursday, October 28, 2021, at [mtallion@cvmosquito.org](mailto: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 November 9, 2021, draft Board meeting agenda**

### **6. Old Business**

- A. Continued discussion and/or recommendation for Board agenda streamlining
- B. Continued discussion regarding COVID-19 and returning to in-person meetings
- C. Recommendation to Board for Strategic Planning workshop
  - i. Wednesday, January 19, 2022
- D. District Department reports
  - i. What do you find informative and relevant?
  - ii. What would you like to see changed/added in 2022?

### **7. New Business**

- A. Discuss the appointment of new members to the ad hoc Negotiations Committee
- B. Discuss the appointment of new members to the ad hoc Nominations Committee
- C. Discuss the need, timeline, and evaluation process of District Legal Counsel

### **8. Trustee/staff comments**

### **9. Confirmation of next meeting**

### **10. Adjournment**



**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, November 9, 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 9793 3664](https://us02web.zoom.us/j/84297933664) or click this link to join: <https://us02web.zoom.us/j/84297933664>. 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 November 9, 2021, at [mtallion@cvmosquito.org](mailto: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 November 9, 2021, at [mtallion@cvmosquito.org](mailto: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 October 28, 2021 (Pg. x)

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

Finance Committee oral report and Finance Committee minutes from October 12, 2021 (Pg. x)

#### 7. Staff Informational Reports

A. Live Reports

- General Manager's Report – **Jeremy Wittie, M.S., General Manager**
- Arbovirus Surveillance and Response update (as needed) – **Jennifer Henke, M.S., Laboratory Manager; Roberta Dieckmann, Operations Manager; and Tammy Gordon, M.A., Public Information Officer**

*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 October 12, 2021, Board Meeting, and **corrected** minutes for September 14, 2021 **(Pg. x)**
- B. Approval of expenditures for October 8, 2021-November 4, 2021 **(Pg. x)**
- C. Approval of 2022 research proposals in an amount not to exceed \$XXXX; from Fund 8510.01.600.000 – Research Projects *Budgeted; Funds Available* – **Jennifer A. Henke, M.S., Laboratory Manager (Pg. XX)**
- D. Audit Presentation of Fiscal Year Ending June 30, 2021 –**Fedak & Brown, LLP and David l’Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. X)**
- E. Informational Items:
- Financials – **David l’Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. x)**
  - District Travel **(Pg. x)**
  - Board Business Log **(Pg. x)**
  - Correspondence **(Pg. x)**
  - Departmental Reports: Human Resources; Finance; Information Technology; Laboratory & Surveillance Control; Operations; and Public Outreach **(Pg. x)**
  - Entomological Society of America Annual Conference held October 21, 2021-November 3, 2021 **(Pg. x)**
  - CSDA Clerk of the Board Annual Conference, October 25-27, 2021**(Pg. x)**
  - MVCAC Fall Meeting October 26-27, 2021, in Costa Mesa, CA **(Pg. x)**
  - 2022 Board of Trustees Meeting Calendar **(Pg. x)**

## **9. 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)**
- B. Review and approve Subsequent Resolution 2021-13 authorizing remote teleconferencing meetings for the period November 13, 2021 – December 13, 2021 - **Jeremy Wittie, M.S., General Manager, and Lena Wade, District General Counsel (Pg. 57)**

## **10. New Business**

- A. Approval of Resolution 2021-14 providing a gift certificate to employees for work performed late November through early December 2021 in a total collective amount for

all certificates not to exceed \$2,800.00 from fund 5300.01.200.000 – Employee Incentive  
**Budgeted; Funds Available – Jeremy Wittie, M.S., General Manager (Pg. xx)**

- 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 – **Jeremy Wittie, M.S., General Manager (Pg. X)**
  
- C. Discussion and/or approval to contract with XXXX in an amount not to exceed XXXXX for ADA Entrance Improvements (bid open on October 29, 2021) **David l’Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. x)**
  
- D. Appointment of the ad hoc Nominations Committee - **Benjamin Guitron, President (Pg. X)**
  
- E. Appointment of the ad hoc Negotiations Committee - **Benjamin Guitron, President (Pg. X)**
  
- F. Discussion and/or approval of Resolution 2021-15 Approving the ratification of the Tentative Agreement by and between the District and employees in the Bargaining Unit represented by CSEA, Chapter 2001 – **Jeremy Wittie, M.S., General Manager and Lena D. Wade, Legal Counsel (Pg. X)**
  
- G. Discussion and/or approval of Resolution 2021-16 Approving the ratification of the Tentative Agreement by and between the District and employees in the Clerical, Professional, and Supervisory Bargaining Units represented by Teamsters Local 911 – **Jeremy Wittie, MS, General Manager and Lena D. Wade, Legal Counsel (Pg. )**

## **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 November 5, 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 November 5, 2021.

\_\_\_\_\_  
Melissa Tallion, Clerk of the Board

DRAFT



**EXHIBIT D**

**LEGAL COUNSEL PERFORMANCE EVALUATION  
COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

Law Firm/Attorney \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_ Submitted by \_\_\_\_\_

**Rating Scale**

**Outstanding** - Performance consistently exceeds satisfactory.

**Meets Requirements** - Performance is consistently satisfactory.

**Needs Improvement** - Performance is frequently below satisfactory.

**Unsatisfactory** - Performance is consistently unacceptable and well below satisfactory and requires immediate action and attention by the District's Board of Trustees.

**1. ADVICE TO THE DISTRICT** - Legal counsel provides objective/unbiased and professional advice to the District and Board of Trustees in a clear, timely and articulate manner. Legal counsel delivers reports, attends meetings and responds to inquiries contained in phone messages, email and/or other correspondence in a professional and timely manner. Legal counsel identifies and informs the District and Board of relevant legal trends/developments.

**Outstanding**

**Meets Requirements**

**Needs Improvement**

**Unsatisfactory**

**Comments:**

---

---

---

---

**2. EFFECTIVENESS** - Legal counsel provides services in an efficient manner. Fees are competitive and appropriate for the services provided. Billing is clear and reflects appropriate allocations of time.

- Outstanding**
- Meets Requirements**
- Needs Improvement**
- Unsatisfactory**

**Comments:**

---

---

---

---

**3. RELATIONSHIP WITH DISTRICT STAFF, BOARD OF TRUSTEES AND COMMUNITY** - Legal counsel effectively collaborates with District staff and the Board of Trustees to accomplish District goals. Legal counsel effectively communicates District policy with the District staff, Board, media and the community. Legal counsel is accessible and consistently maintains a professional demeanor.

- Outstanding**
- Meets Requirements**
- Needs Improvement**
- Unsatisfactory**

**Comments:**

---

---

---

---

**4. SUMMARY RATING**

Outstanding

Meets Requirements

Needs Improvement

Unsatisfactory

**Comments:**

---

---

---

---

**5. FUTURE GOALS AND OBJECTIVES**

Identify specific goals and objectives for the next evaluation period:

---

---

---

---

Date: \_\_\_\_\_ Signature: \_\_\_\_\_