Coachella Valley Mosquito and Vector Control District

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

Executive Committee Meeting

Friday, September 18, 2026

12:00 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.

This meeting will be conducted by video and/or teleconference as well as in person at the District office located at the address listed above. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), Webinar ID: 821 4406 9778 or click this link to join: https://us02web.zoom.us/j/82144069778

Assistance for those with disabilities: If you have a disability and need accommodation to participate in the meeting, please contact the Clerk of the Board at (760) 342-8287 at least 48 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible. The District will attempt to accommodate you in every reasonable manner.

Our Mission and Vision

Mission Statement We protect public health with our communities through proven scientific, educational, and sustainable vector control programs.

Vision We envision our communities free of mosquito and vector-borne disease.

Values Integrity and Trust|Collaboration|Dedication and Service|Respect

1. **Call to Order –** Benjamin Guitron, IV, President

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Public Comments**
   Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 10:00 am on September 18, 2026, at mscarborougheckel@cvmosquito.org. E-mails received prior to 10:00 am on the day of the Executive Committee meeting will be made part of the record and distributed to the Executive Committee. This method is encouraged as it gives the Executive Committee the opportunity to reflect upon your input. E-mails will not be read at the meeting.

   A. **PUBLIC Comments — NON-AGENDA ITEMS: This** time is for members of the public to address the Executive Committee on items of general interest (a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**

   B. **PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Executive Committee on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

   All comments are to be directed to the Executive Committee and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional and courteous decorum during public comments.

5. **Review of October 13, 2026, Draft Board of Trustees Regular Meeting Agenda**

6. **Informational Items-**

   A. Update from ad hoc Centennial Committee **— Robert C Gaona, MPA, Public Information Manager**

   B. Update from ad hoc Building Committee **— Jeremy Wittie, MS, CSDM, General Manager**

   C. General Manager Annual Evaluation **— Jeremy Wittie, MS, CSDM, General Manager**

7. **Action Items-**
   A. Discussion regarding meeting space for October Board Meeting **— Jeremy Wittie, MS, CSDM, General Manager**

8. **Trustee/Staff comments**

9. **Confirmation of next meeting** – Friday, October 30, 2026, at 12:00 pm

10. **Adjournment**

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Certification of Posting

I certify that on September 15, 2026, 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 15, 2026.

Megan Scarborough-Eckel

Megan Scarborough-Eckel, 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

Tuesday, October 13, 2026

6:00 p.m.

Draft- 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.

This meeting will be conducted by video and/or teleconference as well as in person at **City of Coachella Council Chambers, 1515 Sixth Street, Coachella, CA 92236**. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), Webinar ID: 847 1941 0493, or click this link to join: https://us02web.zoom.us/j/84719410493.

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Our Mission, Vision, and Values

Mission Statement We protect public health with our communities through proven scientific, educational, and sustainable vector control programs.

Vision We envision our communities free of mosquito and vector-borne disease.

Values Integrity and Trust|Collaboration|Dedication and Service|Respect

1. **Call to Order** – Benjamin Guitron, IV, President
   A. **Roll Call**

2. **Pledge of Allegiance**

3. **Confirmation of Agenda**

4. **Public Comments**
   Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 2:00 p.m. on September 8, 2026, at mscarborougheckel@cvmosquito.org. E-mails received prior to 2:00 p.m. on the day of the Board meeting will be made part of the record and distributed to the Board. This method is encouraged as it gives the Board of Trustees the opportunity to reflect upon your input. E-mails will not be read at the meeting.

   A. **PUBLIC Comments — NON-AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on items of general interest (a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**

   B. **PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

   All comments are to be directed to the Board of Trustees and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

5. **Announcements, Presentation, and Written Communications**
   A. Brown Dog Tick Update and Response **— Jennifer A Henke, MS, BCE, Laboratory Manager**

6. **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 July 14, 2026, Board Meeting

B. Approval of expenditures from September 4, 2026, to October 8, 2026

C. Approval of Resolution 2026-13 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 **—Crystal Garcia Moreno, MSIOP, Human Resources Risk Manager**

Staff recommends that the Board of Trustees adopt Resolution No. 2026-13 Adopting the Employee Pay Schedule in Conformance with California Code of Regulations, Title 2, Sections 570.5 and 571, thereby ensuring the District maintains compliance with CalPERS reporting requirements and applicable state regulations governing publicly available pay schedules.

D. Informational Items:

- Financials **— David I'Anson, Administrative Finance Manager**
- Quarterly Department Reports: Human Resources; Operations; Information Technology; Fleet Services; Facilities; Laboratory & Surveillance Control; and Public Outreach
- 2026 Pathways for Women Conference, August 18-19, 2025, Anaheim, CA **— Sarah Prendez, Procurement Specialist and Abby Torres, Accounting Technician I**
- 2026 California Special Districts Association (CSDA) Annual Conference, August 24-27, 2026, Palm Desert, CA **— Management Staff and Human Resources Department**
- CalPERS Actuarial Valuation Report **— David I'Anson, Administrative Finance Manager**

7. Action Items

A. Approval to purchase, from the lowest responsible bidder, one (1) electric pickup 4x4 truck for Operations in an amount not to exceed $85,000, from Capital Replacement Budget Fund #8415.14.300.000 – *Budgeted; Funds Available* – Capital Replacement **— Stephan Navarrete, Field Supervisor**

Staff recommends that the Board of Trustees approve the purchase of one (1) electric 4x4 pickup truck for the Operations Department from the lowest responsible bidder, in an amount not to exceed $85,000. The purchase of an electric pickup truck will support the District's ongoing transition to zero-emission vehicles and assist the District in complying with applicable California Air Resources Board (CARB) requirements under the Advanced Clean Fleets (ACF) regulation. The ACF regulation establishes zero-emission vehicle purchase requirements for state and local government fleets and requires covered fleets to progressively transition new vehicle purchases to zero-emission vehicles. Purchasing a zero-emission vehicle at this time will advance the District's fleet transition and help position the District to meet applicable future ZEV purchase requirements. The electric 4x4 *pickup will provide the Operations Department with a zero-emission vehicle capable of supporting field operations while reducing the District's reliance on internal combustion engine vehicles and associated emissions. The vehicle will be purchased in accordance with the District's applicable purchasing policies and procedures from the lowest responsible bidder.*

B. 2027 Research Proposals **— Jennifer A Henke, MS, BCE, Laboratory Manager**

The ad hoc Research Committee and staff recommend the Board approve the 2027 research proposals in an amount not to exceed $201,793.01; $100,896.51 will be expensed in Fiscal Year 2026-2027, the balance will be expensed in Fiscal Year 2027-2028 from fund 8510.01.600.000 – Research Projects.

C. Selection of Consulting Firm to Develop and Implement the District's Centennial Celebration Campaign**— Robert C Gaona, MPA, Public Information Manager**

Authorize the General Manager to select and enter into an agreement with a consulting firm determined to be most qualified to develop and implement the Coachella Valley Mosquito and Vector Control District's Centennial elebration campaign, including marketing, communications, public outreach, event planning, branding, and related promotional activities, in an amount not to exceed $_________, subject to available funds and final contract terms approved by District Counsel.

8. Committee and Trustee Reports

A. Executive Committee **— Benjamin Guitron, IV, Board President**
Executive Committee oral report

B. Finance Committee **— Frank Figueroa, EdD, Board Treasurer**
Finance Committee oral report and Finance Committee minutes from July 13, 2026

C. 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.

9. Reports

A. General Manager
  i. General Manager's Report **— Jeremy Wittie, MS, CSDM, General Manager**

B. Staff

i. Arbovirus Risk and Response Update (as necessary) **— Kim Hung, PhD, BCE, Vector Ecologist, Greg Alvarado, Operations Manager, Robert C Gaona, MPA, Public Information Manager**

C. General Counsel

Questions and/or comments from Trustees regarding the reports

10. Closed Session

Closed Session (s):

A. **Public Employee Performance Evaluation pursuant to Government Code Section 54957**

Title: General Manager

11. 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, 2026, 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, 2026

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Megan Scarborough-Eckel, Clerk of the Board

General Manager Annual Evaluation Process

Preparing for the Evaluation Process

The Board President will take the lead in designing and facilitating the performance evaluation.

- **The entire Board should participate in the process.** The General Manager works for the entire Board. Therefore, as a best practice evaluation of the General Manager's performance should be undertaken by all Board Members. This will support the GM's success in the position and benefit the community served by improved and/or sustained GM performance.

- **Consult with Legal Counsel to ensure the process remains within legal requirements.**

- **Identify the basis for evaluating the GM.** The appropriate place to set goals and objectives for the District is in the Board Strategic Planning Process. However, even though the strategic business plan forms the primary goals and objectives for the organization (and hence the GM), the GM likely has broader responsibilities than identified there. Therefore, the basis for a performance evaluation is based on:
  - Fulfilling the Essential duties of the General Manager
  - Implementation of the Strategic Business Plan-Work Plan
  - Oversight of the annual budgeting process and the subsequent delivery of the planned results
  - Implementation of Board direction throughout the year
  - Making progress on and completing other identified goals

Initial Steps in the Evaluation Process
October Board Meeting – Closed Session

- **The GM prepares and distributes a summary of the past year's highlights.** The evaluation process looks back over a whole year. The GM should send a summary of the year's highlights to all Board members in advance. This should summarize actions and achievements relating to:

  - Strategic Planning Goal or Objective
  - Delivery of the annual financial bottom line
  - Personal Goals
  - Board Direction
  - Broader Staff Goals

These will be thoughtfully reviewed and discussed during the in-person review discussion. The GM will provide a brief (30 min max) oral presentation of the year's highlights and accomplishments to assist the Board with a discussion of performance.

- **Distribute a Review Form to the Board and GM.** Legal Counsel distributes a performance review form to each participant via Survey Monkey. The form's purpose is to help the Board and GM think broadly and concretely about the performance review. The heart of the review is not the form, but rather the in-person discussion with the GM during the facilitated performance review session. Legal Counsel will collect and summarize these before the in-person review at the November Board Meeting.

November Board Meeting
Pre-Board Meeting

- **Employment Agreement requests.** The General Manager submits contract requests (if any) to the Board of Trustees.

- **Summary of the performance review.** Legal Counsel summarizes the evaluations and comments from the Trustees. This summary also includes a list of goals for the General Manager to include in the next evaluation period. These goals are drafted from all Trustee comments and developed in consultation with the Board President.

During Board Meeting
Conduct the In-Person Review – Closed Session

- **Each Board member is asked to comment on their view of the General Manager's performance over the past year**. The goal is for the GM to hear what the Board thinks of their performance to help them be more successful. It is important to focus on overall performance, not on tasks. GMs ultimately oversee thousands of tasks – the question is whether they are moving the organization forward effectively. Individual Trustees may wish to underscore an accomplishment, offer a suggestion, or make other comments that lie outside the form or report areas. In short, an honest and complete discussion of the GM's performance. The GM will be asked to share their perspective, too – maybe there are reasons that performance fell short or exceeded expectations in certain areas. An open dialog and a frank look backward at the past year is the heart of the performance review process.

- **The Board of Trustees discusses the performance review and goals for the coming year**. *The GM does not participate in this discussion.* The GM is either excused and this is done on the spot, or this is accomplished at another time. During this part of the Closed Session, the Board President will work with the Board to develop a consensus on:
    - **Goals for the next review period.** Finalize the draft goals that were presented by the Board President and Legal Counsel.
    - **Performance improvement plan.** Outline suggestions on areas to work on, possible training, and how the Board can better support GM.
    - **Employment agreement.** Update the GM employment agreement expiration date as directed by the Board.

Legal Counsel will take notes during the performance review session and help formulate a summary of the Board's shared view of the GM's performance. Specific comments and suggestions should only be retained if they represent a majority view by the Board.

- **The GM rejoins the Board, the results are shared and discussed.** The Board President will present the Board's consensus goals and performance improvement plan if applicable. The document is placed in the file as a record of the evaluation and as a baseline for the coming year's evaluation.

- **Appoint an ad hoc Negotiations Committee.** During the meeting, the President will discuss the need to appoint an ad hoc Negotiations Committee.

- **Confirm the plan, time, and place for future annual review.**

January Board Meeting

- **Setting compensation.** Compensation may or may not be set close in time to the performance evaluation but is often the next step following the performance evaluation. All decisions on compensation and benefits must be made by the entire governing body in a public meeting, which is normally scheduled immediately after or soon after the performance review.