



Coachella Valley
Mosquito and Vector
Control District

43420 Trader Place
Indio, CA 92201
Phone (760) 342-8287
www.cvmvcd.org

Board of Trustees Meeting

Tuesday, October 10, 2017

6:00 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** – Doug Walker, President
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Motion to Excuse Absences**
5. **Confirmation of Agenda**
6. **Public Comment**
 - Those wishing to address the Board should complete a Public Comment Card and provide it to the Clerk of the Board.
 - Non-Agenda Items: Anyone wishing to address the Board on items not on the agenda should do so at this time. Each presentation is limited to no more than 3 minutes.
 - Agenda Items: Comments should be made when the agenda item is called. Each presentation is limited to no more than 3 minutes.
7. **Announcements**
 - General Manager's Report – **Jeremy Wittie, MS, General Manager**
8. **Board Reports**
 - A. President's Report – **President Walker**
 - Executive Committee (**Pg. 5**)

- B. Finance Committee – **Treasurer Kaplan**
 - Finance Committee Minutes (**Pg. 7**)

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 September 12, 2017, Board Meeting (**Pg. 10**)
 - B. Approval of Expenditures for September 1-30, 2017, and October 1-10, 2017 (**Pg. 15**)
 - C. Informational Items:
 - District Travel (**Pg. 30**)
 - Staff reports from:
 - CSDA Annual Conference, September 25-28, 2017, in Monterey, CA (**Pg. 31**)
 - D. Department Reports (**Pg. 33**)
 - E. Approval of funding for the third annual Fight the Bite 5K Run/Walk and Health and Resource Fair to be held on March 24, 2017, in an amount not to exceed \$7,000.00 from Existing Budget Funds – **Jill Oviatt, MCDM, Public Information Manager (Pg. 36)**
 - F. Approval to renew the annual contract with Clean Excel for janitorial services for the District headquarters, in an amount not to exceed \$38,820.00 from budget line item #7675.01.305, Facilities Contract Services – **David I’Anson, Administrative Finance Manager (Pg. 37)**
 - G. Approval to extend agreement with Rivco Mechanical Services Inc. for HVAC/Mechanical Maintenance Services, in an amount not to exceed \$18,512.00 – **David I’Anson, Administrative Finance Manager (Pg. 38)**
 - H. Approval to purchase one (1) ATV Utility Vehicle, in an amount not to exceed \$13,500.00, from Capital Replacement Budget Fund #8415.13.300 – utilizing the California Multiple Award Schedules (CMAS) Contract# 4-13-78-0069A – **Edward Prendez, Information Technology Manager (Pg. 39)**
 - I. Approval to purchase a replacement control system for the District’s Lab facility climate control and HVAC system – one (1) Network Automation Engine (NAE) 5510-3, materials and labor, in an amount not to exceed \$13,000.00 – **David I’Anson, Administrative Finance Manager (Pg. 40)**
 - J. Approval of proposed indefinite cancellation of the December Board of Trustees regular meeting – **Jeremy Wittie, MS, General Manager (Pg. 41)**

10. **Old Business**

A. None.

11. **New Business**

A. None.

12. **Closed Session**

A. **Closed Session:** Conference with Labor Negotiations District Representatives: Mark H. Meyerhoff, Chief Negotiator and Jeremy Wittie, MS, General Manager; Employee Organization: California School Employees Association ("CSEA"), Chapter 2001

B. **Closed Session:** Public Employee Performance Evaluation of General Manager Pursuant to Government Code Section 54957 (b)(1)

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 3 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.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 43420 Trader Place, Indio, California

Certification of Posting

I certify that on October 6, 2017, 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 October 6, 2017.

Crystal G. Moreno, Clerk of the Board

Board of Trustees Meeting Agenda, October 10, 2017

SECTION
4



BOARD REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Executive Committee Meeting Minutes

TIME: 4:00 P.M. OCTOBER 2, 2017

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Cathedral City	Shelley Kaplan	La Quinta	Doug Hassett
Palm Desert	Doug Walker		

TRUSTEES ABSENT:

Coachella	Betty Sanchez
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OTHERS PRESENT:

Jeremy Wittie, General Manager
Crystal Moreno, Clerk of the Board

1. Call to Order: President Walker called the meeting to order at 4:19 P.M.

2. Roll Call: Roll call indicated three (3) committee members out of four (4) were present.

3. Confirmation of Agenda

4. Public Comments: None.

5. Review of October 10, 2017, Board Agenda:

The draft Agenda for the October Board Meeting was reviewed by the Committee. A discussion ensued. The Committee requested: revising the title of item 5M to reflect what the requested item is used for.

6. Strategic Planning Update: Clerk of the Board Moreno updated the Committee regarding the District's strategic planning coordination. Proposals will be brought to the Committee and put on the Board agenda for approval in November.

7. Discussion regarding issuing electronic devices to Trustees: The Committee discussed the potential of Trustees using electronic devices and going paperless, in regards to the Board Packet. The Committee decided to pull item 11A from the draft agenda and bring the item back during budget preparation time.

8. Closed Session:

- Conference Regarding Upcoming Union Negotiations Pursuant to Government Code § 54957.6

Returning from Closed Session, President Walker announced that there was no reportable action.

9. Trustee/Staff Comments: None.

10. Confirmation of Next Meeting Date: The next Executive Committee Meeting was scheduled for November 6, 2017 at 4:00 P.M.

11. Adjournment: The meeting was adjourned by President Walker at 5:17 P.M.

DRAFT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Finance Committee Meeting Minutes

TIME: 3:00 P.M. SEPTEMBER 12, 2017

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Cathedral City	Shelley Kaplan	Palm Desert	Doug Walker
Indian Wells	Clive Weightman		

TRUSTEES ABSENT:

Coachella	Betty Sanchez	Desert Hot Springs	Adam Sanchez
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OTHERS PRESENT:

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

1. Call to Order: Treasurer Kaplan called the meeting to order at 3:08 p.m.

2. Roll Call: Roll call indicated two (2) committee members out of four (4) were present; President Walker attended the meeting, as well.

3. Confirmation of Agenda

4. Public Comments: None.

5. Items of General Consent:

5A – Approval of Minutes from July 11, 2017, Finance Committee Meeting: On motion from Trustee Weightman seconded by Trustee Walker and passed by unanimous vote, the Committee approved the minutes as presented.

Ayes: Treasurer Kaplan and Trustees Walker and Weightman.

Noes: None.

Abstained: None.

Absent: Trustee A. Sanchez and B. Sanchez.

6. Discussion and/or Approval:

6A. Review of Check Report from Abila MIP for the period August 1, 2017 to September 6, 2017: Reviewed by Committee.

6B. CalCard Charges August 2017: Reviewed by Committee

6C. Review of August 2017 Receipts & July Revenue and Expenditure reports

6D. Review of August 2017 Financials: Reviewed by Committee.

6E. Treasurer's Report and Review of Investments for August 2017: Reviewed by Committee.

6F. Update on New Finance Software Abila MIP: Reviewed by Committee.

6G. Informational – Calcard Incentive & District Procedure: Reviewed by Committee.

7. Old Business: None.

8. New Business: None.

9. Schedule Next Meeting: The next Finance Committee Meeting will be held on Tuesday, October 10th, at 4:30 p.m.

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

11. Adjournment: The meeting was adjourned by Treasurer Kaplan at 3:46 p.m.

SECTION
5



ITEMS OF GENERAL CONSENT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Board of Trustees Meeting Minutes

CALLED TO ORDER: 6:00 P.M. SEPTEMBER 12, 2017

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

PRESIDENT:	Doug Walker	Palm Desert
VICE-PRESIDENT:	Doug Hassett	La Quinta
TREASURER:	Shelley Kaplan	Cathedral City

County at Large	Franz De Klotz	Indio	John B. Stevens
County at Large	Bito Larson	Palm Springs	Dr. Doug Kunz
Desert Hot Springs	Adam Sanchez		
Indian Wells	Clive Weightman		

TRUSTEES ABSENT:

Coachella	Betty Sanchez	Rancho Mirage	Michael Monroe
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OTHERS PRESENT:

Jeremy Wittie, General Manager
Crystal Moreno, Clerk of the Board
David I'Anson, Administrative Finance Manager
Anita Jones, Human Resources Manager
Jill Oviatt, Public Information Manager
Jennifer Henke, Laboratory Manager
Wakoli Wekesa, Operations Manager
Edward Prendez, IT Manager
Olde Avalos, Field Supervisor
Bobbie Dieckmann, Field Supervisor
Mike Martinez, Field Supervisor

1. **Call to Order:** President Walker called the meeting to order at 6:15pm.
2. **Pledge of Allegiance:** Trustee Walker led the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated nine (9) Trustees out of eleven (11) were present.
4. **Motion to Excuse Absences**

On motion from Treasurer Kaplan seconded by Trustee Stevens, and passed by unanimous vote, the Board of Trustees excused the absences of Secretary B. Sanchez and Trustee Monroe.

Ayes: Trustees De Klotz, Hassett, Kaplan, Kunz, Larson, A. Sanchez, Stevens, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Monroe and B. Sanchez.

5. Confirmation of Agenda

6. Public Comment: None.

7. Closed Session:

- A. Closed Session: Conference with Labor Negotiations District Representatives: Mark H. Meyerhoff, Chief Negotiator and Jeremy Wittie, MS, General Manager; Employee Organization: Teamsters, Local 911, and California School Employees Association ("CSEA"), Chapter 2001

Returning from Closed Session, President Walker announced that there was no reportable action taken.

8. Announcements:

8A – General Manager's Report: General Manager Wittie introduced the District's new Operations Manager, Wakoli Wekesa. He thanked staff for their work and gave a brief report on the efficacy of the aerial treatments and the District's arbovirus and virus response.

9. Board Reports:

9A – President's Report: President Walker reported that the study session, held prior to the Board Meeting, was constructive and thanked staff members and the ad hoc Thermal Committee for their work.

9B – Finance Committee: Finance Committee Met Prior to Board Meeting: Treasurer Kaplan reported that the Committee met prior to the Board Meeting and due to the transition with the new financial software, the August financials are unavailable but will be included in October. He also reported that the District ended FY 2016/2017 in shape and had a successful year, financially.

10. Items of General Consent:

- A. Minutes for July 11, 2017, Board Meeting
- B. Correspondence

- C. Approval of Expenditures for July 12-31, 2017, August 1-31, 2017, and September 1-12, 2017
- D. Informational Items:
 - Legislative Update
 - District Travel
- E. Department Reports
- F. Approval to purchase five (5) Cushman Hauler 800x Gas Powered Carts, in an amount not to exceed \$40,000.00, from Capital Replacement Budget Fund #8415.13.300 – utilizing the National IPA Contract R161101 – **Edward Prendez, Information Technology Manager**
- G. Approval to renew the annual contract with Airgas Carbonic, Inc. for the District's supply of dry ice for mosquito and arbovirus surveillance, in an amount not to exceed \$7,500.00 from 7550.01.400 – Operating Supplies – Lab – **Jennifer Henke, MS, Laboratory Manager**
- H. Approval of Resolution 2017-12 honoring and commending former General Manager, Branka B. Lothrop, PhD – **Jeremy Wittie, MS, General Manager**

On motion from Treasurer Kaplan seconded by Vice President Hassett, and passed by unanimous vote, the Board of Trustees approved the Items of General Consent.

Ayes: Trustees De Klotz, Hassett, Kaplan, Kunz, Larson, A. Sanchez, Stevens, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Monroe and B. Sanchez.

11. Old Business

11A. Discussion and direction regarding the District's Thermal Property – ad hoc Thermal Committee: Vice-President Hassett gave a brief introduction of the item. General Manager Wittie summarized the study session. A discussion ensued. Direction was given for staff to: request a quote for more surface samples and allow the General Manager to approve, if under \$5000, request a Dig Alert, post signs informing not to dig on the property, create an RFP for paving the northeast corner of the property, review the easement, and to look at the District's current lease agreement with Coachella Valley Unified School District.

11B. Discussion and/or approval to vote for Trustee Doug Hassett to serve as the Trustee Council representative for the Southern California region on the Mosquito and Vector Control Association of California's Trustee Council – Doug Walker, President:

On motion from Treasurer Kaplan seconded by Trustee Kunz, and passed by unanimous vote, the Board of Trustees approved voting for Trustee Doug Hassett to serve as the Trustee Council representative for the Southern California region on the MVCAC's Trustee Council.

Ayes: Trustees De Klotz, Hassett, Kaplan, Kunz, Larson, A. Sanchez, Stevens, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Monroe and B. Sanchez.

12. New Business:

12A. Discussion and/or approval of Resolution 2017-13 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 Mark Meyerhoff, Legal Counsel: General Manager Wittie reported that the District and Teamsters union had reached an agreement. The union would be receiving an annual 2% cost of living increase and an annual cafeteria plan increase, up to 3%, for the three agreement year term.

On motion from Trustee Stevens seconded by Trustee De Klotz, and passed by unanimous vote, the Board of Trustees approved Resolution 2017-13.

Ayes: Trustees De Klotz, Hassett, Kaplan, Kunz, Larson, A. Sanchez, Stevens, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Monroe and B. Sanchez.

12B. Discussion and/or approval of additional employee release day, in place of the District's Annual End of the Year Appreciation Luncheon – Crystal Moreno, Executive Assistant:

On motion from Vice President Hassett seconded by Treasurer Kaplan, and passed by unanimous vote, the Board of Trustees approved the additional employee release day.

Ayes: Trustees De Klotz, Hassett, Kaplan, Kunz, Larson, A. Sanchez, Stevens, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Monroe and B. Sanchez.

12C. Discussion and/or approval of Resolution 2017-14 Adopting a Policy for the Trustee's Use of Private Email Accounts and Electronic Devices – Jeremy Wittie, MS, General Manager:

On motion from Trustee Kunz seconded by Trustee De Klotz, and passed with eight (8) approved and one (1) against, the Board of Trustees approved Resolution 2017-14.

Ayes: Trustees De Klotz, Hassett, Kaplan, Kunz, A. Sanchez, Stevens, Walker, and Weightman.

Noes: Trustee Larson.

Abstained: None.

Absent: Trustees Monroe and B. Sanchez.

13. Trustee Comments, Requests for Future Agenda Items, Travel and/or Staff Actions:

- Vice President Hassett commented that he would like to attend the MVCAC Fall Meeting.
- President Walker welcomed the District's new Operations Manager, Wakoli Wekesa, and commented that he looks to his bright future with the District.

14. Adjournment: The meeting was adjourned by President Walker at 7:53 p.m.

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:
September 7, 2017 to October 5, 2017

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement 9/8/2017		175,145.02	
	Payroll Disbursement 9/22/2017		174,036.37	
Pre-Approved Expenditures:				349,181.39
Cash - First Foundation Bank Checking				
41117	Burrtec Waste & Recycling Svcs.	Waste & Recycling Services: October 2017	385.90	
41118	CalPERS-HEALTHCARE ACCT	Healthcare Premiums: October 2017	71,062.45	
41119	CalPERS-OPEB Contributions	OPEB Contributions: August 2017	52,070.00	
41120	CalPERS-RETIREMENT ACCT	State Retirement Contributions PP: 8/25 & 9/8	45,491.96	
41121	DIRECTV, Inc.	Satellite Service Fees: 8/25 - 9/24/2017	64.99	
41122	Frontier Communications-Internet	Internet Service Fees: 8/25 - 9/24/2017	452.84	
41123	Frontier Communications-Toll/POTS	Landline Service Fees: 8/28 - 9/27/2017	156.44	
41124	Gas Co.	Gas Service Fees: 8/23 - 9/22/2017	88.11	
41125	ICMA Retirement Trust	Deferred Compensation Contributions PP: 8/25 & 9/8	15,956.28	
41126	Imperial Irrigation District	District Wide Electric Service Fees: 8/4 - 9/5/2017	3,154.57	
41127	Imperial Irrigation Dist-Lab Acct	Lab Electric Service Fees: 8/4 - 9/5/2017	5,245.94	
41128	Indio Water Authority	Water Service Fees: 8/1 - 9/6/2017	724.70	
41129	Pitney Bowes Purchase Power	Postage Replenishment	500.00	
41130	Principal Life Insurance Co.	Dental & Life Insurance Premiums: October 2017	10,083.02	
41131	Standard Insurance	LTD Insurance Premiums: September & October 2017	5,129.64	
41132	Verizon Business	VOIP Phone Services: September 2017	1,174.64	
41133	Vision Service Plan	Vision Insurance Premiums: October 2017	974.50	
				212,715.98
Cash - First Foundation Bank Checking				
41140	AIS	Contract Expense	327.48	
41141	Car Quest Auto Parts	Vehicle Parts & Supplies	744.57	
41142	Cisco WebEx, LLC.	Contract Services	99.00	
41143	Clarke Mosquito Control	Capital Outlay	2,748.95	
41144	CleanExcel	Contract Services	3,140.00	
41145	C&R Wellness Works	Employee Assistance Program	264.00	
41146	Daniel's Tire Service	Vehicle Parts & Supplies	865.73	
41147	Desert Feed Bag	Lab Supplies & Expense	35.78	
41148	Desert Resort Security Services	Contract Expense	875.00	
41149	Fiesta Ford-Lincoln-Mercury	Vehicle Parts & Supplies	19.26	
41150	G & K Services	Uniform Expense	2,351.87	
41151	Interstate All Battery Center	Equipment Parts & Supplies	185.29	
41152	Kwik Kleen Of The Desert	Offsite Vehicle Maintenance & Repair	154.00	
41153	Marlin Leasing	Contract Expense	886.35	
41154	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	209.27	
41155	Pentair Aquatic Eco-Systems, Inc.	Lab Supplies & Expense	38.68	
41156	Praxair Distribution, Inc.	Equipment Parts & Supplies	109.43	
41157	Pure Water Technology, Inc.	Employee Support	213.15	
41158	Refrigeration Supplies Distributor	Repair & Maintenance	212.58	
41159	Riverside-HR, County of	Professional Development	1,537.47	
41160	Verizon Wireless	IT Communications	764.82	
41161	Waxie Sanitary Supply	Household Supplies	157.05	
41162	Willdan Financial Services	Benefit Assessment Expense	7,344.20	
41163	Car Quest Auto Parts	Vehicle Parts & Supplies	679.24	
41164	Desert Resort Security Services	Contract Services	1,015.00	
41165	Fedak & Brown, LLP	Professional Fees	4,000.00	
41166	Fiesta Ford-Lincoln-Mercury	Vehicle Parts & Supplies	211.43	
41167	Marlin Leasing	Contract Expense	811.13	
41169	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	712.40	
41170	Pure Water Technology, Inc.	Employee Support	213.15	
41171	Refrigeration Supplies Distributor	Repair & Maintenance	40.57	
41172	Rutan & Tucker, LLP	Attorney Fees	2,064.00	
41173	SoCo Group Inc., The	Motor Fuel & Oils	9,918.89	
41174	U.S. Bank	CalCard Statement	55,141.24	
Cash - First Foundation Bank Check Run Total to be Approved				98,090.98
Total Expenditures: September 7 - October 5, 2017				659,988.35

Doug Walker, President

Shelley Kaplan, Treasurer

Coachella Valley Mosquito and Vector Control District
FINANCES AT A GLANCE
ALL FUNDS COMBINED
For the Month Ended August 31, 2017

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 11,584,808	\$ (573,544)	\$ 11,011,264
CASH	\$ 130,247	(5,106)	\$ 125,141
INVESTMENTS & CASH	\$ 11,715,055	\$ (578,650)	\$ 11,136,405
CURRENT ASSETS	\$ 1,874,927	(113,470)	1,761,457
FIXED ASSETS	\$ 10,878,714	-	10,878,714
OTHER ASSETS	\$ 4,600,763	-	4,600,763
TOTAL ASSETS	<u>\$ 29,069,459</u>	<u>\$ (692,120)</u>	<u>\$ 28,377,339</u>
TOTAL LIABILITIES	\$ 5,506,334	\$ 64,086	\$ 5,570,420
TOTAL DISTRICT EQUITY	\$ 23,562,108	(755,189)	22,806,919
TOTAL LIABILITIES & EQUITY	<u>\$ 29,068,442</u>	<u>\$ (691,103)</u>	<u>\$ 28,377,339</u>
RECEIPTS		\$ 52,669	
CASH DISBURSEMENTS			
Payroll	\$ 357,074		
General Admin	\$ 274,246		
Total Cash Disbursements		\$ (631,320)	
NON-CASH ENTRIES:		\$ (113,470)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u>\$ (692,120)</u>	

CVMVCD

Cash Journal - deposits
1000 - Cash - Investments
From 8/1/2017 Through 8/31/2017

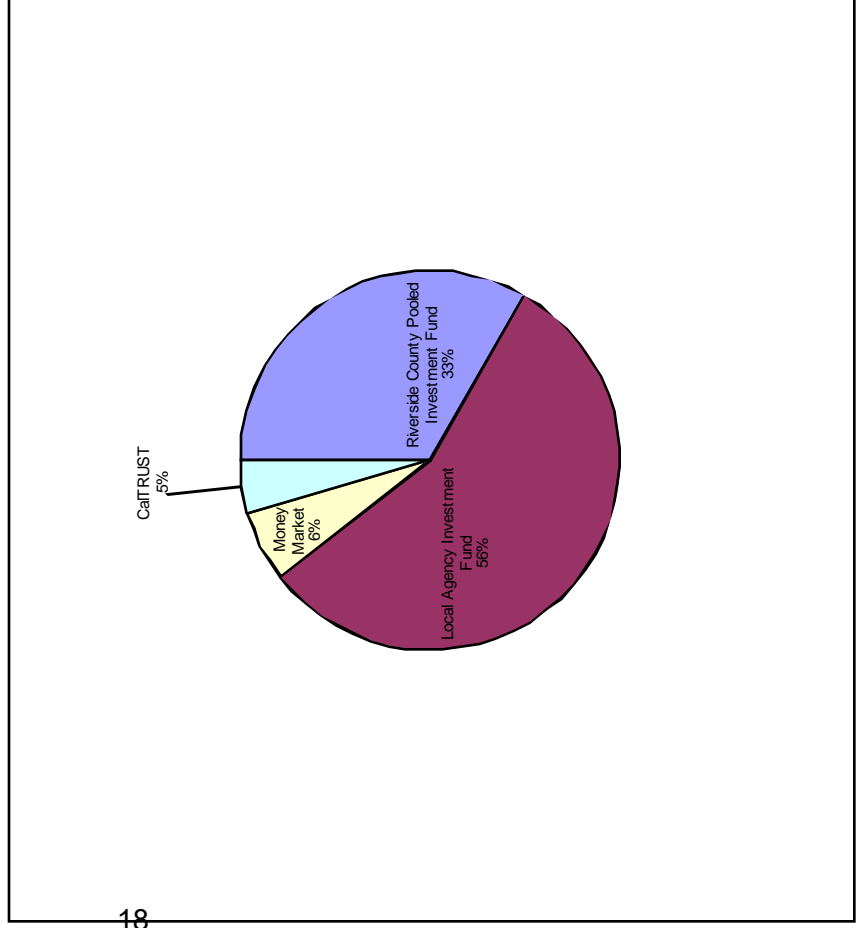
Document N...	ID	Payee/Recipient Name	Transaction Description	Effective ...	Deposits
CD00002	RIVERSIDEC...	Riverside County	Benefit Assessment FY2016-17 AR	8/1/2017	32,766.45
CD00010	R&NPALLET	R & N Pallet	Recycling Refund	8/1/2017	48.00
CD00003	RIVERSIDEC...	Riverside County	Benefit Assessment FY2016-17 AR	8/10/2017	37.94
CD00004	COACHELLA...	Coachella Valley Unified School District	DMI	8/14/2017	16,626.84
CD00008	USMETALS	US Metals	Battery Recycling Rebate	8/18/2017	20.10
CD00005	RIVERSIDEE...	Riverside County Department of Environmental Health	Mosquito Testing FY2016-17 AR	8/24/2017	912.00
CD00007	USBANK	US Bank	Calcard Rebate	8/28/2017	2,050.50
CD00006	FIRSTFOUN...	First Foundation Bank	Bank Interest	8/31/2017	207.65
Total 1000 - Cash - Investments					52,669.48
Report Total					52,669.48

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF AUGUST 31, 2017

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Equipment Fund	BALANCE
Investment Fund Balance								
L.A.I.F	Common Investments			1.08%				
Riverside County	Funds 51105 & 51115			1.23%	5,380,311	261,061	544,396	\$ 6,185,768
CalTRUST	Medium Term Fund			1.27%	3,191,662	154,864	322,942	\$ 3,669,468
First Foundation	Market Rate			0.25%	426,526	20,696	43,157	\$ 490,379
					578,974	28,093	58,582	\$ 665,649
	Total Investments				9,577,473	464,714	969,077	\$ 11,011,264

PORTFOLIO COMPOSITION AS OF AUGUST 31, 2017

WEIGHTED YIELD 1.09%



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 8/31/2017

		Budget - Original	Current Year Actual	Budget Variance	Percent Total Budget Remaining - Original
	Revenues				
4000	Property Tax - Current Secured	3,698,334.00	0.00	(3,698,334.00)	(100.00)%
4010	Property Tax - Curr. Supplmntl	30,000.00	0.00	(30,000.00)	(100.00)%
4020	Property Tax - Curr. Unsecured	141,427.00	0.00	(141,427.00)	(100.00)%
4030	Homeowners Tax Relief	46,936.00	0.00	(46,936.00)	(100.00)%
4070	Property Tax - Prior Supp.	18,500.00	0.00	(18,500.00)	(100.00)%
4080	Property Tax - Prior Unsecured	7,000.00	0.00	(7,000.00)	(100.00)%
4090	Redevelopment Pass-Thru	4,260,487.00	0.00	(4,260,487.00)	(100.00)%
4520	Interest Income - LAIF/CDs	100,000.00	841.90	(99,158.10)	(99.16)%
4530	Other Miscellaneous Receipts	63,000.00	2,118.60	(60,881.40)	(96.64)%
4551	Benefit Assessment Income	<u>1,620,638.00</u>	<u>0.00</u>	<u>(1,620,638.00)</u>	<u>(100.00)%</u>
	Total Revenues	<u>9,986,322.00</u>	<u>2,960.50</u>	<u>(9,983,361.50)</u>	<u>(99.97)%</u>
	Expenditures				
	Payroll Expenses				
5101	Payroll - FT	4,448,098.00	562,906.90	3,885,191.10	87.34%
5102	Payroll Seasonal	167,800.00	33,426.75	134,373.25	80.08%
5103	Temporary Services	6,900.00	6,900.00	0.00	0.00%
5105	Payroll - Overtime Expense	42,000.00	5,159.51	36,840.49	87.72%
5150	CalPERS State Retirement	490,340.00	163,008.25	327,331.75	66.76%
5155	Social Security Expense	286,090.00	39,716.62	246,373.38	86.12%
5165	Medicare Expense	66,909.00	9,288.55	57,620.45	86.12%
5170	Cafeteria Plan	1,030,961.00	164,633.49	866,327.51	84.03%
5172	Retiree Healthcare	342,420.00	57,963.32	284,456.68	83.07%
5180	Deferred Compensation	93,153.00	15,428.91	77,724.09	83.44%
5195	Unemployment Insurance	<u>34,669.00</u>	<u>1,451.90</u>	<u>33,217.10</u>	<u>95.81%</u>
	Total Payroll Expenses	7,009,340.00	1,059,884.20	5,949,455.80	84.88%
	Administrative Expenses				
5250	Tuition Reimbursement	15,000.00	2,557.77	12,442.23	82.95%
5300	Employee Incentive	6,000.00	0.00	6,000.00	100.00%
5301	Employee Support	4,000.00	615.07	3,384.93	84.62%
5302	Wellness	2,500.00	0.00	2,500.00	100.00%
5305	Employee Assistance Program	2,800.00	532.00	2,268.00	81.00%
6000	Property & Liability Insurance	113,647.00	21,161.47	92,485.53	81.38%
6001	Workers Compensation Insurance	252,350.00	42,032.34	210,317.66	83.34%
6050	Dues & Memberships	23,530.00	14,465.50	9,064.50	38.52%
6060	Reproduction & Printing	22,600.00	643.57	21,956.43	97.15%
6065	Recruitment/Advertising	4,000.00	1,092.30	2,907.70	72.69%
6070	Office Supplies	17,900.00	2,675.46	15,224.54	85.05%
6075	Postage	8,000.00	1,691.68	6,308.32	78.85%
6080	Computer & Network Systems	5,000.00	1,794.32	3,205.68	64.11%
6085	Bank Service Charges	200.00	0.00	200.00	100.00%
6090	Local Agency Formation Comm.	1,100.00	1,184.22	(84.22)	(7.66)%
6095	Professional Fees	72,000.00	5,090.95	66,909.05	92.93%
6100	Attorney Fees-General	81,000.00	11,487.00	69,513.00	85.82%
6106	HR Risk Management	4,500.00	4,500.00	0.00	0.00%
6110	Conference Expense	39,600.00	580.00	39,020.00	98.54%
6115	In-Lieu	13,200.00	2,200.00	11,000.00	83.33%
6120	Trustee Support	4,000.00	385.80	3,614.20	90.36%
6200	Meetings Expense	2,000.00	100.35	1,899.65	94.98%

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2017 Through 8/31/2017

		Budget - Original	Current Year Actual	Budget Variance	Percent Total Budget Remaining - Original
6210	Promotion & Education	20,000.00	234.99	19,765.01	98.83%
6220	Public Outreach Advertising	40,000.00	0.00	40,000.00	100.00%
6500	Benefit Assessment Expenses	88,440.00	0.00	88,440.00	100.00%
	Total Administrative Expenses	843,367.00	115,024.79	728,342.21	86.36%
	Utilities				
6400	Utilities	105,000.00	10,534.01	94,465.99	89.97%
6410	Telecommunications	11,300.00	1,170.17	10,129.83	89.64%
	Total Utilities	116,300.00	11,704.18	104,595.82	89.94%
	Operating				
7000	Uniform Expense	24,450.00	5,040.36	19,409.64	79.39%
7050	Safety Expense	20,550.00	5,160.52	15,389.48	74.89%
7100	Physican Fees	5,000.00	1,155.00	3,845.00	76.90%
7150	IT Communications	36,200.00	5,233.74	30,966.26	85.54%
7200	Household Supplies	4,000.00	361.46	3,638.54	90.96%
7300	Building & Grounds Maintenance	42,000.00	3,408.45	38,591.55	91.88%
7310	Maintenance & Calibration	8,000.00	0.00	8,000.00	100.00%
7350	Permits, Licenses & Fees	12,500.00	2,412.40	10,087.60	80.70%
7400	Vehicle Parts & Supplies	29,000.00	5,714.37	23,285.63	80.30%
7420	Offsite Vehicle Maint & Repair	6,000.00	759.00	5,241.00	87.35%
7450	Equipment Parts & Supplies	19,500.00	4,440.66	15,059.34	77.23%
7500	Small Tools Furniture & Equip	1,700.00	70.98	1,629.02	95.82%
7550	Lab Supplies & Expense	30,500.00	3,199.37	27,300.63	89.51%
7570	Green Pool Surveillance	22,000.00	0.00	22,000.00	100.00%
7575	Green Pool Surveillance	38,500.00	10,046.67	28,453.33	73.90%
7600	Staff Training	60,200.00	10,720.30	49,479.70	82.19%
7650	Equipment Rental	1,000.00	0.00	1,000.00	100.00%
7675	Contract Services	153,100.00	20,752.15	132,347.85	86.45%
7700	Motor Fuel & Oils	68,200.00	14,034.38	54,165.62	79.42%
7750	Field Supplies	9,400.00	1,434.13	7,965.87	84.74%
7800	Control Products	772,500.00	98,511.38	673,988.62	87.25%
7850	Aerial Applications	145,500.00	21,225.00	124,275.00	85.41%
8415	Capital Outlay	35,000.00	3,321.20	31,678.80	90.51%
8487	Furniture & Equipment	5,000.00	1,245.09	3,754.91	75.10%
8510	Research Projects	120,000.00	0.00	120,000.00	100.00%
9000	Contingency Expense	154,980.00	0.00	154,980.00	100.00%
	Total Operating	1,824,780.00	218,246.61	1,606,533.39	88.04%
	Contribution to Capital Reserves				
8900	Transfer to other funds	192,534.00	0.00	192,534.00	100.00%
	Total Contribution to Capital Reserves	192,534.00	0.00	192,534.00	100.00%
	Total Expenditures	9,986,321.00	1,404,859.78	8,581,461.22	85.93%
	Net revenue over/(under) expenditures	1.00	(1,401,899.28)	(1,401,900.28)	

CVMVCD
Balance Sheet
As of 8/31/2017
(In Whole Numbers)

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	11,011,264
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	11,967
1026	First Foundation - Payroll	111,174
	Total Cash and Investments	<u>11,136,404</u>
Current Assets		
1055	Fundware AR Clearing	92,529
1080	Interest Receivable	5,537
1085	Inventory	306,574
1168	Prepaid Insurance	319,007
1169	Deposits	1,037,811
	Total Current Assets	<u>1,761,457</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	3,514,102
1525	Deferred Outflows of Resources	1,086,661
	Total Other Assets	<u>4,600,763</u>
	Total Assets	<u><u>28,377,338</u></u>
Liabilities		
Short-term Liabilities		
Accounts Payable		
2020	Accounts Payable	212,464
2030	Accrued Payroll	(0)
2040	Payroll Taxes Payable	0
2185	Employee Dues	(29)
	Total Accounts Payable	<u>212,435</u>
	Total Short-term Liabilities	<u>212,435</u>
Long-term Liabilities		
Long-term Liabilities		

CVMVCD
Balance Sheet
As of 8/31/2017
(In Whole Numbers)

		<u>Current Year</u>
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	604,007
	Total Long-term Liabilities	<u>5,357,984</u>
	Total Long-term Liabilities	<u>5,357,984</u>
	Total Liabilities	<u>5,570,420</u>
Fund Balance		
	Non Spendable Fund Balance	
3920	Investment in Fixed Assets	10,698,793
3945	Reserve for Prepaids & Deposit	1,391,699
3960	Reserve for Inventory	516,559
	Total Non Spendable Fund Balance	<u>12,607,051</u>
	Committed Fund Balance	
3965	Public Health Emergency	3,123,034
	Total Committed Fund Balance	<u>3,123,034</u>
	Assigned Fund Balance	
3900	Fund Equity	487,076
3910	Reserve for Operations	5,621,462
3925	Reserve for OPEB	436,469
3955	Reserve for Environmental Inv	429,276
3970	Reserve for Eqp. Replacement	277,787
3971	Reserve for Vehicle Replacemen	957,646
3985	Reserve for Replacements	365,106
	Total Assigned Fund Balance	<u>8,574,822</u>
	Unassigned Fund Balance	
3999	P&L Summary	(60,470)
	Total Unassigned Fund Balance	<u>(60,470)</u>
	Current YTD Net Income	<u>(1,437,518)</u>
	Total Current YTD Net Income	<u>(1,437,518)</u>
	Total Fund Balance	<u>22,806,919</u>
	Total Liabilities and Net Assets	<u><u>28,377,338</u></u>

Coachella Valley Mosquito and Vector Control District
FINANCES AT A GLANCE
ALL FUNDS COMBINED
For the Month Ended September 30, 2017

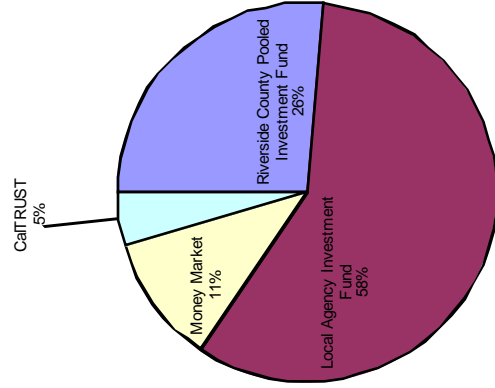
	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 11,016,800	\$ (383,383)	\$ 10,633,418
CASH	\$ 125,141	43,133	\$ 168,274
INVESTMENTS & CASH	\$ 11,141,941	\$ (340,250)	\$ 10,801,692
CURRENT ASSETS	1,773,186	\$ -	1,773,186
FIXED ASSETS	10,878,714	\$ -	10,878,714
OTHER ASSETS	4,600,763	\$ -	4,600,763
TOTAL ASSETS	<u>\$ 28,394,605</u>	<u>\$ (340,250)</u>	<u>\$ 28,054,355</u>
TOTAL LIABILITIES	\$ 5,570,420	\$ 95,565	\$ 5,665,985
TOTAL DISTRICT EQUITY	22,824,185	(435,815)	22,388,370
TOTAL LIABILITIES & EQUITY	<u>\$ 28,394,605</u>	<u>\$ (340,250)</u>	<u>\$ 28,054,355</u>
RECEIPTS		\$ 144,767	
CASH DISBURSEMENTS			
Payroll	\$ 349,873		
General Admin	\$ 135,144		
Total Cash Disbursements		\$ (485,017)	
NON-CASH ENTRIES:		\$ (0)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u>\$ (340,250)</u>	

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF SEPTEMBER 30, 2017

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Equipment Fund	BALANCE
	Investment Fund Balance							
L.A.I.F	Common Investments			1.11%				
Riverside County	Funds 51105 & 51115			1.23%	9,197,769.44	463,843.95	971,804.21	\$ 10,633,418
CalTRUST	Medium Term Fund			1.49%	5,350,610	269,831	565,327	\$ 6,185,768
First Foundation	Market Rate			0.25%	2,421,335	122,108	255,830	\$ 2,799,273
					424,172	21,391	44,816	\$ 490,379
					1,001,653	50,513	105,831	\$ 1,157,998
	Total Investments				9,197,769	463,844	971,804	\$ 10,633,418

PORTFOLIO COMPOSITION AS OF SEPTEMBER 30, 2017

WEIGHTED YIELD 1.07%



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

Cash Journal - deposits
1000 - Cash - Investments
From 9/1/2017 Through 9/30/2017

Document N...	ID	Payee/Recipient Name	Transaction Description	Effective ...	Deposits
CD00012	PAYMAC	Paymac Inc	Public Surplus Auction	9/14/2017	2,727.27
CD00015	RIVERSIDEC...	Riverside County	Property Tax CY Unsecured	9/26/2017	141,511.13
CD00013	VCJPA	Vector Control Joint Powers Agency	Insurance Claim - Auto	9/29/2017	443.19
CD00014	FIRSTFOUN...	First Foundation Bank	Bank Interest	9/30/2017	85.88
Total 1000 - Cash - Investments					144,767.47
Report Total					144,767.47

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2017 Through 9/30/2017

		Budget - Original	Current Year Actual	Budget Variance	Percent Total Budget Remaining - Original
	Revenues				
4000	Property Tax - Current Secured	3,698,334.00	0.00	(3,698,334.00)	(100.00)%
4010	Property Tax - Curr. Supplmntl	30,000.00	0.00	(30,000.00)	(100.00)%
4020	Property Tax - Curr. Unsecured	141,427.00	141,511.13	84.13	0.06%
4030	Homeowners Tax Relief	46,936.00	0.00	(46,936.00)	(100.00)%
4070	Property Tax - Prior Supp.	18,500.00	0.00	(18,500.00)	(100.00)%
4080	Property Tax - Prior Unsecured	7,000.00	0.00	(7,000.00)	(100.00)%
4090	Redevelopment Pass-Thru	4,260,487.00	0.00	(4,260,487.00)	(100.00)%
4520	Interest Income - LAIF/CDs	100,000.00	18,194.15	(81,805.85)	(81.81)%
4530	Other Miscellaneous Receipts	63,000.00	2,561.79	(60,438.21)	(95.93)%
4551	Benefit Assessment Income	<u>1,620,638.00</u>	<u>0.00</u>	<u>(1,620,638.00)</u>	<u>(100.00)%</u>
	Total Revenues	<u>9,986,322.00</u>	<u>162,267.07</u>	<u>(9,824,054.93)</u>	<u>(98.38)%</u>
	Expenditures				
	Payroll Expenses				
5101	Payroll - FT	4,448,098.00	886,843.76	3,561,254.24	80.06%
5102	Payroll Seasonal	167,800.00	50,536.00	117,264.00	69.88%
5103	Temporary Services	6,900.00	6,900.00	0.00	0.00%
5105	Payroll - Overtime Expense	42,000.00	6,905.67	35,094.33	83.56%
5150	CalPERS State Retirement	490,340.00	168,795.01	321,544.99	65.58%
5155	Social Security Expense	286,090.00	61,596.19	224,493.81	78.47%
5165	Medicare Expense	66,909.00	14,405.61	52,503.39	78.47%
5170	Cafeteria Plan	1,030,961.00	240,668.17	790,292.83	76.66%
5172	Retiree Healthcare	342,420.00	66,487.69	275,932.31	80.58%
5180	Deferred Compensation	93,153.00	14,297.00	78,856.00	84.65%
5195	Unemployment Insurance	<u>34,669.00</u>	<u>2,790.21</u>	<u>31,878.79</u>	<u>91.95%</u>
	Total Payroll Expenses	<u>7,009,340.00</u>	<u>1,520,225.31</u>	<u>5,489,114.69</u>	<u>78.31%</u>
	Administrative Expenses				
5250	Tuition Reimbursement	15,000.00	2,557.77	12,442.23	82.95%
5300	Employee Incentive	6,000.00	0.00	6,000.00	100.00%
5301	Employee Support	4,000.00	828.22	3,171.78	79.29%
5302	Wellness	2,500.00	0.00	2,500.00	100.00%
5305	Employee Assistance Program	2,800.00	796.00	2,004.00	71.57%
6000	Property & Liability Insurance	113,647.00	21,161.47	92,485.53	81.38%
6001	Workers Compensation Insurance	252,350.00	42,032.34	210,317.66	83.34%
6050	Dues & Memberships	23,530.00	14,774.50	8,755.50	37.21%
6060	Reproduction & Printing	22,600.00	643.57	21,956.43	97.15%
6065	Recruitment/Advertising	4,000.00	1,385.60	2,614.40	65.36%
6070	Office Supplies	17,900.00	4,044.28	13,855.72	77.41%
6075	Postage	8,000.00	1,691.68	6,308.32	78.85%
6080	Computer & Network Systems	5,000.00	1,884.55	3,115.45	62.31%
6085	Bank Service Charges	200.00	0.00	200.00	100.00%
6090	Local Agency Formation Comm.	1,100.00	1,184.22	(84.22)	(7.66)%
6095	Professional Fees	72,000.00	6,393.52	65,606.48	91.12%
6100	Attorney Fees-General	81,000.00	11,487.00	69,513.00	85.82%
6106	HR Risk Management	4,500.00	4,500.00	0.00	0.00%
6110	Conference Expense	39,600.00	1,938.87	37,661.13	95.10%
6115	In-Lieu	13,200.00	3,300.00	9,900.00	75.00%
6120	Trustee Support	4,000.00	385.80	3,614.20	90.36%
6200	Meetings Expense	2,000.00	192.18	1,807.82	90.39%

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2017 Through 9/30/2017

		Budget - Original	Current Year Actual	Budget Variance	Percent Total Budget Remaining - Original
6210	Promotion & Education	20,000.00	234.99	19,765.01	98.83%
6220	Public Outreach Advertising	40,000.00	0.00	40,000.00	100.00%
6500	Benefit Assessment Expenses	88,440.00	7,344.20	81,095.80	91.70%
	Total Administrative Expenses	843,367.00	128,760.76	714,606.24	84.73%
	Utilities				
6400	Utilities	105,000.00	24,828.23	80,171.77	76.35%
6410	Telecommunications	11,300.00	1,531.18	9,768.82	86.45%
	Total Utilities	116,300.00	26,359.41	89,940.59	77.33%
	Operating				
7000	Uniform Expense	24,450.00	5,401.47	19,048.53	77.91%
7050	Safety Expense	20,550.00	5,372.71	15,177.29	73.86%
7100	Physican Fees	5,000.00	1,400.00	3,600.00	72.00%
7150	IT Communications	36,200.00	8,494.91	27,705.09	76.53%
7200	Household Supplies	4,000.00	529.97	3,470.03	86.75%
7300	Building & Grounds Maintenance	42,000.00	4,221.33	37,778.67	89.95%
7310	Maintenance & Calibration	8,000.00	0.00	8,000.00	100.00%
7350	Permits, Licenses & Fees	12,500.00	2,412.40	10,087.60	80.70%
7400	Vehicle Parts & Supplies	29,000.00	6,677.10	22,322.90	76.98%
7420	Offsite Vehicle Maint & Repair	6,000.00	2,356.19	3,643.81	60.73%
7450	Equipment Parts & Supplies	19,500.00	5,202.99	14,297.01	73.32%
7500	Small Tools Furniture & Equip	1,700.00	70.98	1,629.02	95.82%
7550	Lab Supplies & Expense	30,500.00	4,194.76	26,305.24	86.25%
7570	Green Pool Surveillance	22,000.00	0.00	22,000.00	100.00%
7575	Green Pool Surveillance	38,500.00	10,867.01	27,632.99	71.77%
7600	Staff Training	60,200.00	13,727.32	46,472.68	77.20%
7650	Equipment Rental	1,000.00	0.00	1,000.00	100.00%
7675	Contract Services	153,100.00	26,679.29	126,420.71	82.57%
7700	Motor Fuel & Oils	68,200.00	19,044.90	49,155.10	72.07%
7750	Field Supplies	9,400.00	1,434.13	7,965.87	84.74%
7800	Control Products	772,500.00	144,342.83	628,157.17	81.31%
7850	Aerial Applications	145,500.00	31,050.00	114,450.00	78.66%
8415	Capital Outlay	35,000.00	3,321.20	31,678.80	90.51%
8487	Furniture & Equipment	5,000.00	1,245.09	3,754.91	75.10%
8510	Research Projects	120,000.00	0.00	120,000.00	100.00%
9000	Contingency Expense	154,980.00	0.00	154,980.00	100.00%
	Total Operating	1,824,780.00	298,046.58	1,526,733.42	83.67%
	Contribution to Capital Reserves				
8900	Transfer to other funds	192,534.00	0.00	192,534.00	100.00%
	Total Contribution to Capital Reserves	192,534.00	0.00	192,534.00	100.00%
	Total Expenditures	9,986,321.00	1,973,392.06	8,012,928.94	80.24%
	Net revenue over/(under) expenditures	1.00	(1,811,124.99)	(1,811,125.99)	

CVMVCD
Balance Sheet
As of 9/30/2017
(In Whole Numbers)

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	10,633,418
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	55,792
1026	First Foundation - Payroll	110,482
	Total Cash and Investments	<u>10,801,692</u>
Current Assets		
1055	Fundware AR Clearing	92,529
1080	Interest Receivable	17,266
1085	Inventory	306,574
1168	Prepaid Insurance	319,007
1169	Deposits	1,037,811
	Total Current Assets	<u>1,773,186</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	3,514,102
1525	Deferred Outflows of Resources	1,086,661
	Total Other Assets	<u>4,600,763</u>
	Total Assets	<u><u>28,054,355</u></u>
Liabilities		
Short-term Liabilities		
Accounts Payable		
2020	Accounts Payable	308,030
2030	Accrued Payroll	(0)
2040	Payroll Taxes Payable	0
2185	Employee Dues	(29)
	Total Accounts Payable	<u>308,001</u>
	Total Short-term Liabilities	<u>308,001</u>

CVMVCD
Balance Sheet
As of 9/30/2017
(In Whole Numbers)

		<u>Current Year</u>
Long-term Liabilities		
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	604,007
Total Long-term Liabilities		<u>5,357,984</u>
Total Long-term Liabilities		<u>5,357,984</u>
Total Liabilities		<u>5,665,985</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		<u>(1,856,067)</u>
Total Current YTD Net Income		<u>(1,856,067)</u>
Total Fund Balance		<u>22,388,370</u>
Total Liabilities and Net Assets		<u><u>28,054,355</u></u>



Coachella Valley Mosquito and Vector Control District

Staff Report

October 10, 2017

Agenda Item: Informational Item

District Travel – **Crystal G. Moreno, Executive Assistant/Clerk of the Board**

Background:

January 28-31, 2018: MVCAC Annual Conference (Monterey, CA) ~ The annual MVCAC Conference provides quality public information, comprehensive mosquito and vector-borne disease surveillance, training to high professional standards, and effective legislative advocacy on behalf of California mosquito and vector control districts. MVCAC promotes cost effective methods of mosquito and vector control as a means to protect public health and safety. MVCAC actively promotes the safe and effective use of public health pesticides. MVCAC does this through legislative advocacy, public education and media relations.

Requests to attend must be made by the JANUARY 2018 BOARD MEETING.

The following are conferences and meetings that are currently scheduled to be attended:

CSDA Clerk of the Board Conference – October 22-24, 2017:

- Crystal Moreno, Executive Assistant/Clerk of the Board

MVCAC Fall Meeting – November 1-2, 2017:

- Doug Walker, President of the Board
- Jeremy Wittie, General Manager
- Jill Oviatt, Public Information Manager
- Jennifer Henke, Laboratory Manager
- Wakoli Wekesa, Operations Manager
- Kim Hung, Vector Ecologist

CSDA Conference Report

Trustee Bito Larson

September 24-28, 2017 - Monterey CA.

The California Special Districts Association (CSDA) is a not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

For over 40 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. They are the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community services districts...just to name a few.

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special districts management and operational effectiveness.

At this conference, members were able to update their knowledge in breakout sessions such as, climate change, litigation issues which may arise for Districts, media relations, financial policy considerations, Public Records Act and records management, employee engagement, TIERS training, CalPERS updates, CEQA basics, mandatory ethics training, and mandatory harassment training.

The breakout sessions are led by industry leaders and are well-managed and informative.

The keynote sessions allow you to pause and reflect on your District and it's operations. The emphasis of the sessions are to have you step back from the daily grind and get a global, longer term perspective of where your agency is heading.

Some of the topics CSDA encouraged Agencies to review throughout the session include:

- the District's policy on Public Records Act requests. How much to charge for digital production? Does our District clearly identify rates?
- how the average District Investment Committee operates. Traditionally there are quarterly reports issued to the whole Board which allows full participation in decisions such as moving money.
- Other ideas to encourage public engagement include allowing veterans groups to use our meeting space for free.

-- Other considerations we should consider is our ADA compliance to avoid the recent trend of drive-by lawsuits.

-- Does CVMVCD have a policy on service animals, since their utilization is growing. What if a fellow employee is allergic?

-- LAFCO- do we have a policy in place to identify if we as an agency support? If so, have we engaged with them to show how vital we are and our need for independence? It is the belief of CSDA that in the near future, LAFCO will have greater power.

-- Marijuana- have we updated our policy since legalized in CA? Maybe advise our staff that District is not obligated to accommodate medical use cards.

Additionally, CSDA brings in vendors who are available throughout the conference to answer all questions regarding litigation, financing, investment, data and communication consultants, risk management professionals, fleet management, Institute for local government, environmental experts, and retirement program advisors.

I highly suggest that these conferences are attended by staff and Trustees as they offer new, innovative perspectives from our industry peers and a chance to network with experts in all fields which affect our trade. As a keynote speaker asked attendees to inquire about our agencies... Is our District green and growing, or ripe and rotting?

Bito Larson-- Trustee CVMVCD

FINANCE

Software Update:

Abila MIP was installed in August; implementation is in stages. In September the purchasing module was installed, this is currently being utilized by Finance staff. In November the purchasing module is expected to be rolled out Districtwide which will see the reduction in use of paper for purchase orders etc. For this Board packet, August and September reports are run from Abila MIP.

The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending September 30, 2017. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2017 to September 30, 2017 is \$657,201; total revenue is \$117 resulting in excess revenue over (under) expenditure for the year to September 30, 2017 of (\$657,084).

THREE YEAR FINANCIALS

	9/30/2017	9/30/2016	9/30/2015
Total Revenue	162,267	66,503	133,363
Expenses			
Payroll	1,520,225	1,570,033	1,610,114
Administrative Expense	128,761	161,643	166,428
Utility	26,359	24,536	21,579
Operating Expense	298,047	327,728	236,150
Total Expenses	1,973,392	2,083,940	2,034,271
Profit (Loss)	(1,811,125)	(2,017,437)	(1,900,908)
Capital Expenses			

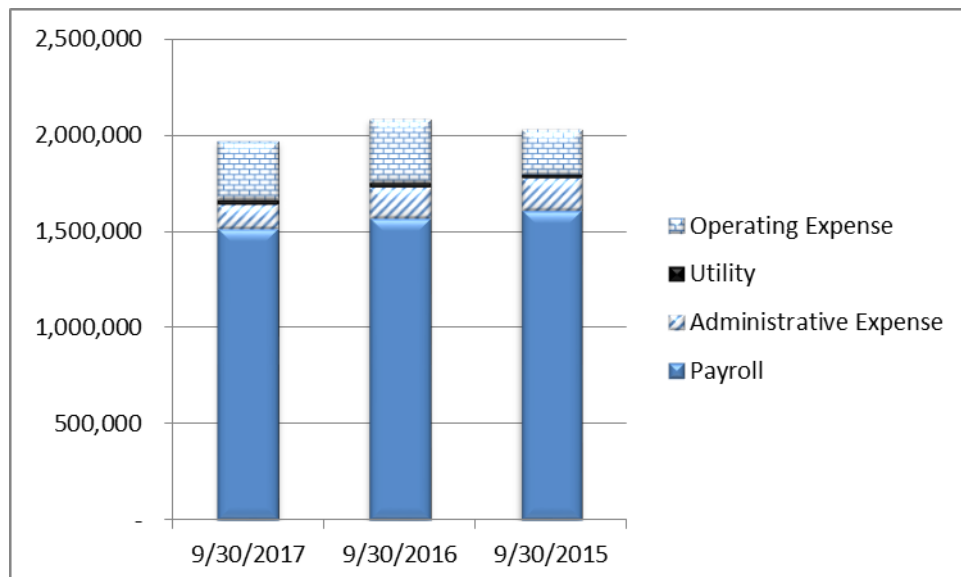


Figure 1 Three Year Expenditure

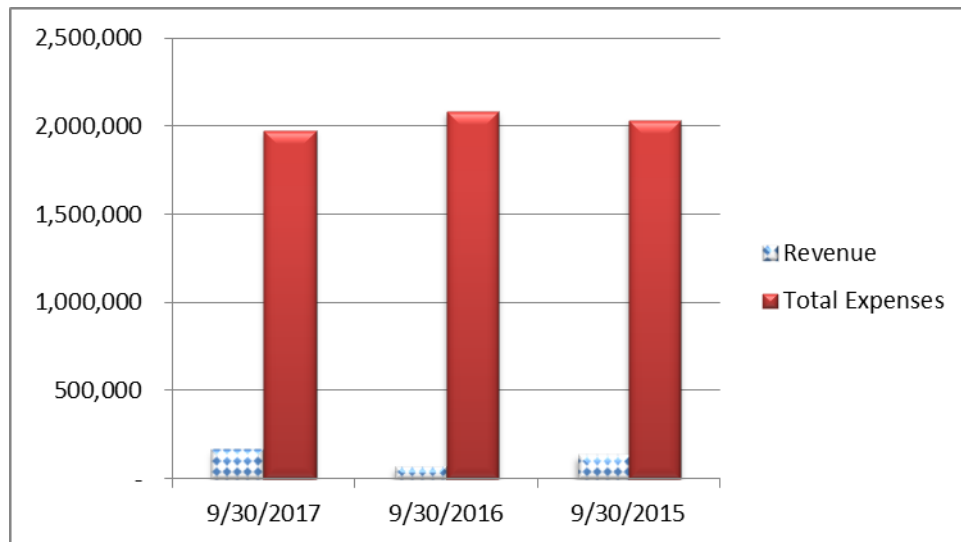


Figure 2 Three Year Revenue & Expenditure

THREE YEAR CASH BALANCE

CASH BALANCES	9/30/2017	9/30/2016	9/30/2015
Investment Balance	10,633,418	10,431,881	11,119,192
Checking Accounting	55,792	6,217	12,606
Payroll Account	110,482	63,710	107,762
Petty Cash	2,000	2,000	2,000
TOTAL CASH BALANCES	10,801,692	10,503,808	11,241,560

DISTRICT INVESTMENT PORTFOLIO 9/30/2017

The District's investment fund balance for the period ending September 30, 2017 is \$10,633,418 which is over \$200,000 more than for the same period last year. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 58% of the District's investments; the Riverside County Pooled Investment Fund is 26% of the total.

The LAIF yield for the end of July was 1.11% and the Riverside County Pooled Investment Fund was 1.23%; this gives an overall weighted yield for District investments of 1.07%.

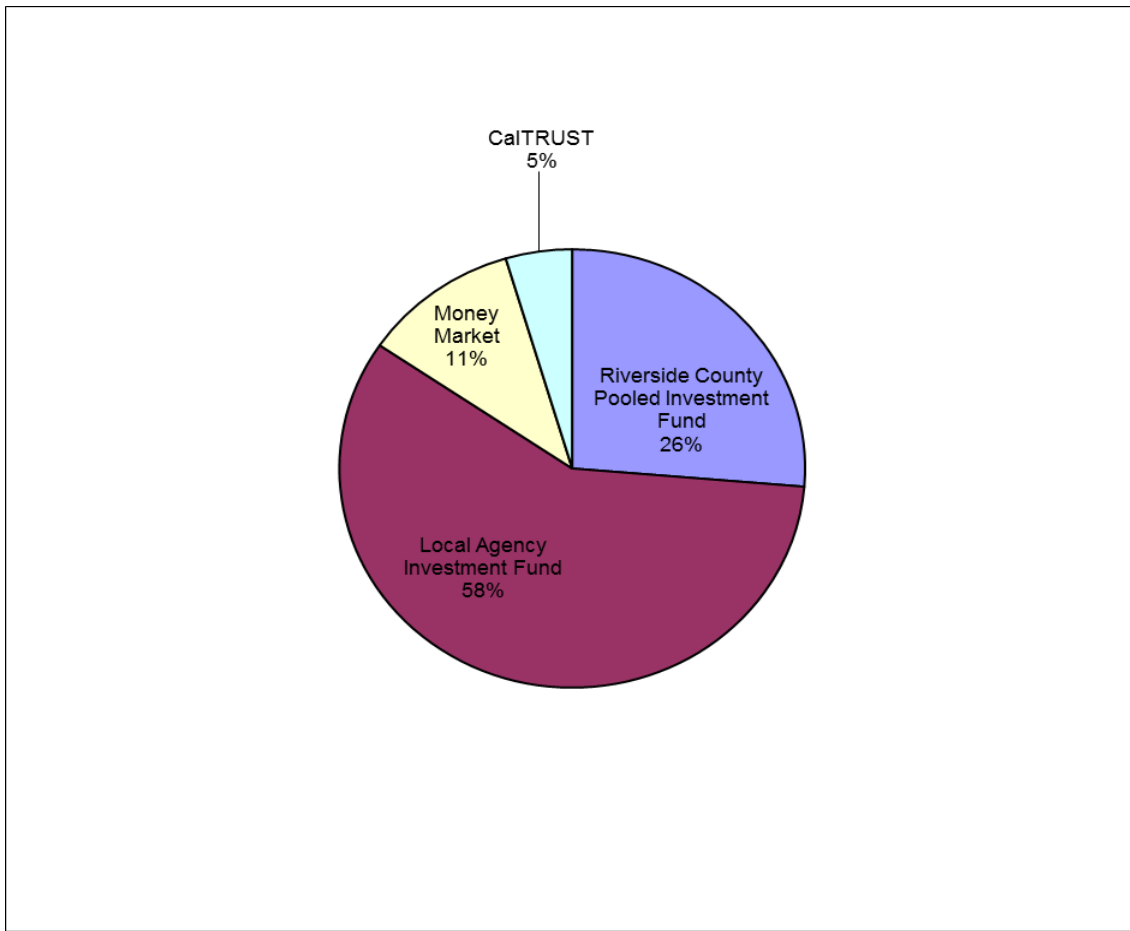





Figure 3 Investment Portfolio 9-30-17


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	0.66	0.67	0.66	0.64	0.65	0.61	0.60	0.56	0.56	0.54	0.53	0.52
2012	0.53	0.51	0.50	0.50	0.47	0.46	0.47	0.43	0.43	0.41	0.39	0.34
2013	0.33	0.34	0.33	0.32	0.32	0.32	0.32	0.32	0.31	0.30	0.32	0.29
2014	0.27	0.30	0.33	0.31	0.30	0.30	0.34	0.37	0.35	0.37	0.35	0.39
2015	0.37	0.40	0.36	0.35	0.37	0.39	0.41	0.41	0.43	0.43	0.44	0.46
2016	0.50	0.55	0.57	0.56	0.54	0.61	0.57	0.63	0.64	0.63	0.69	0.73
2017	0.74	0.75	0.81	0.91	0.92	0.99	1.04	1.00	1.07	1.07		


Figure 4 District Investments Weighted Yield


	<div>Coachella Valley Mosquito and Vector Control District</div> <div>Staff Report</div>	October 10, 2017	
Agenda Item: Items of General Consent			
Approval of funding for the third annual Fight the Bite 5K Run/Walk and Community Resource Fair to be held on March 24, 2017, in an amount not to exceed \$7,000.00 from Existing Budget Funds – Jill Oviatt, MCDM, Public Information Manager			
<div>Background:</div> <p>The District hosted the Fight the Bite 5K Run/Walk in 2016 and 2017 to raise awareness about mosquito-borne threats in the Coachella Valley, as well as promote behaviors to reduce mosquito habitats and the risk of being bitten by mosquitoes. The District strengthened partnerships with stakeholders who took part in the event and received positive feedback from participants and local media regarding our mission to protect public health through mosquito surveillance, control, and public education.</p> <p>The Fight the Bite 5K Run/Walk 2018 will be held in Rancho Mirage at the Rancho Mirage Community Park, pending approval from the Coachella Valley Water District and the City of Rancho Mirage. The race will be held in the morning followed by a community resource fair in the park, featuring a District booth where we will distribute our awareness materials, as well as partner agency booths.</p> <p>The event will be held three weeks before Mosquito Awareness Week in California and will help to promote behaviors to reduce the presence of invasive Aedes mosquitoes and the transmission of mosquito-borne diseases. The race will cost \$7,000 including city permits; traffic control; a contract with Klein/Clark Sports to promote the event to 14,000 runners, set up/clean up course, and provide water stations and pacers during the run; registration, bibs, timing, medals, t-shirts, and photos of event; printing promotional flyers and sponsor logos; and graphic design for updated logo.</p>			
<div>Staff Recommendation:</div> <ul style="list-style-type: none">Staff recommends the approval to contract services and payments related to the Fight the Bite 5K Run/Walk for March in an amount not to exceed \$7,000.			
Fiscal Impact:			
FY2017-18 Approved Budget 6210.01.215	Current Available Funds	Proposed Expense	Remaining Available Funds
\$20,000	\$19,765	\$7,000	\$12,765

	<div>Coachella Valley Mosquito and Vector Control District</div> <div>Staff Report</div>	October 10, 2017								
<div>Agenda Item: Items of General Consent</div> <div>Approval to renew the annual contract with <i>Clean Excel</i> for janitorial services for the District headquarters in an amount not to exceed \$38,820.00 from budget line item #7675.01.305, Facilities Contract Services - David I’Anson, Administrative Finance Manager</div>										
<div>Background:</div> <div>For the past seven years, the District has contracted with <i>Clean Excel</i> for janitorial services for the District headquarters. There have been no problems with the service and the company has been diligent in fulfilling the requirements of the service provider agreement.</div> <div>They are requesting a 3% increase in their contract, which is an additional \$95.00 per month.</div> <div>In view of the fact that the District has received great service, we would like to extend the contract for an additional year.</div>										
<div>Staff Recommendation:</div> <div><ul style="list-style-type: none">Staff recommends the approval to extend contract with Clean Excel for janitorial services for the District headquarters for an additional year in an amount not to exceed \$3,235.00 per month (\$38,820.00 annually)</div>										
<div>Fiscal Impact:</div> <table><tr><td>FY2017-18 Approved Budget 7675.01.305</td><td>Current Available Funds</td><td>Proposed Expense</td><td>Remaining Available Funds</td></tr><tr><td>\$69,400</td><td>\$53,507</td><td>25,880(FY17/18) 12,940(FY18/19)</td><td>\$27,627</td></tr></table>			FY2017-18 Approved Budget 7675.01.305	Current Available Funds	Proposed Expense	Remaining Available Funds	\$69,400	\$53,507	25,880(FY17/18) 12,940(FY18/19)	\$27,627
FY2017-18 Approved Budget 7675.01.305	Current Available Funds	Proposed Expense	Remaining Available Funds							
\$69,400	\$53,507	25,880(FY17/18) 12,940(FY18/19)	\$27,627							

	<div>Coachella Valley Mosquito and Vector Control District</div> <div>Staff Report</div>	October 10, 2017								
<div>Agenda Item: Items of General Consent</div> <div>Approval to extend agreement with Rivco Mechanical Services Inc. for HVAC/Mechanical Maintenance Services, in an amount not to exceed \$18,512.00 – David l’Anson, Administrative Finance Manager</div>										
<div>Background:</div> <div>The District has been using Rivco since 2013 for servicing the heating, ventilating, and air conditioning (HVAC) systems. This agreement is for preventative maintenance, including:<ul style="list-style-type: none">• quarterly deep cleaning of coils, fans and blades,• aligning belt drives,• calibrating controls,• tightening electrical connections and adjusting belt tensions,• refrigerant charge, lubricating motors• testing and inspecting for excessive vibration and for worn parts and leaks.</div> <div>The guaranteed professional maintenance also includes repairs and replacements, trouble calls, components, parts and supplies services.</div>										
<div>Staff Recommendation:</div> <div><ul style="list-style-type: none">• Staff recommends the approval to enter into a one year Guaranteed Professional Maintenance agreement with Rivco Mechanical Services Inc. for HVAC / Mechanical Maintenance Services.</div>										
<div>Fiscal Impact:</div> <table><tr><td>FY2017-18 Approved Budget 7675.01.305</td><td>Current Available Funds</td><td>Proposed Expense</td><td>Remaining Available Funds</td></tr><tr><td>\$69,400</td><td>\$53,507</td><td>13,884 (FY17/18) 4,628 (FY18/19)</td><td>\$39,623</td></tr></table>			FY2017-18 Approved Budget 7675.01.305	Current Available Funds	Proposed Expense	Remaining Available Funds	\$69,400	\$53,507	13,884 (FY17/18) 4,628 (FY18/19)	\$39,623
FY2017-18 Approved Budget 7675.01.305	Current Available Funds	Proposed Expense	Remaining Available Funds							
\$69,400	\$53,507	13,884 (FY17/18) 4,628 (FY18/19)	\$39,623							

	Coachella Valley Mosquito and Vector Control District		October 10, 2017
Staff Report			
Agenda Item: Items of General Consent			
Approval to purchase one (1) ATV Utility Vehicle, in an amount not to exceed \$13,500.00, from Capital Replacement Budget Fund #8415.13.300 – utilizing the California Multiple Award Schedules (CMAS) Contract# 4-13-78-0069A – Edward Prendez, Information Technology Manager			
Background:			
<p>This purchase request is for one (1) ATV Utility Replacement Vehicle, Polaris Sportsman 1000, Gas Powered ATV, estimated to cost \$11,155.71 for the Operation Department’s mosquito and surveillance activities. The ATV will be equipped with On-Demand True All-Wheel-Drive (AWD) and Electronic Power Steering. These two options will greatly assist our Vector Control Technicians and promote the use of the vehicle in various habitats of the Coachella Valley. Vector Control Technicians have voiced their concerns on maneuverability of the non-steering assist ATV’s in duck club, palm row and Salton Sea habitats. The Electronic Power Steering of this unit will address Vector Control Technicians concerns and provide increased safety by providing additional steering in rough terrain.</p> <p>The District’s Purchasing Policy allows exceptions to competitive bidding when the purchase or contract is directly related to another government agency’s purchase order or contract authorized or approved through the respective government agency’s competitive bidding procedures. This provision allows the District to piggyback on other government agency contracts including the California Multiple Award Schedules (CMAS) Contract# 4-13-78-0069A.</p> <p>The Fleet currently operates two (2) ATV Utility Vehicles. UNIT# 105 a 2003 Sportsman will be sold and UNIT#157 a 2007 Sportsman will be assigned to organic mosquito treatments only.</p>			
Staff Recommendation:			
<ul style="list-style-type: none">Approval to purchase one (1) ATV Utility Vehicle, utilizing the California Multiple Award Schedules (CMAS) Contract# 4-13-78-0069A.			
Fiscal Impact:			
FY2017-187 Adopted Budget 8415.13.300	Current Available Funds	Proposed Expense	Remaining Available Funds
540,000	16,379	13,500	2,879

	Coachella Valley Mosquito and Vector Control District		October 10, 2017
Staff Report			
Agenda Item: Items of General Consent			
Approval to purchase replacement control system for the District’s Lab facility climate control and HVAC system – one (1) Network Automation Engine (NAE) 5510-3, materials and labor, in an amount not to exceed \$13,000 – David I’Anson, Administrative Finance Manager			
Background: The Network Automation Engine (NAE) control system is used for the air handling system in the laboratory; it was installed when the laboratory was upgraded. It recently failed and is now out of warranty. Johnson Control costs include labor and parts.			
Staff Recommendation: <ul style="list-style-type: none">Staff recommends the approval to replacement Network Automation Engine (NAE) 5510-3, materials and labor, in an amount not to exceed \$13,000.			
Fiscal Impact:			
FY2017-18 Approved Budget Reserve for IT Replacement	Current Available Funds	Proposed Expense	Remaining Available Funds
\$195,714	\$195,714	\$13,000	\$182,714

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Staff Report</p>	<p style="text-align: center;">October 10, 2017</p>
<p>Agenda Item: Items of General Consent</p> <p>Approval of proposed indefinite cancellation of the December Board of Trustees regular meeting – Jeremy Wittie, MS, General Manager</p>		
<p>Background:</p> <p>Currently, the Board of Trustees (“Board”) regularly meets the second Tuesday of every month throughout the year. This is in conformance with Section 2028 of the California Health and Safety Code, which provides that a board of trustees is required to meet “at least once every three months.”</p> <p>Resolution 1997-17, approved on October 14, 1997, authorizes the Treasurer to release payment to vendors when a quorum, for the monthly Board Meeting, is not present. If the December Board Meeting is cancelled, the release of payments to vendors will be approved by the Treasurer.</p> <p>Given that the Board has cancelled the December Board Meeting annually since 2010, we would like to recommend indefinitely cancelling the December Board Meeting.</p>		
<p>Staff Recommendation:</p> <ul style="list-style-type: none"> • Staff recommends the approval to cancel the December Board Meeting, indefinitely. 		
<p>Fiscal Impact:</p> <ul style="list-style-type: none"> • Although it is difficult to quantify, the potential savings will include the costs associated with the publication and distribution of the agenda packets, the staff time associated with preparing staff reports and other agenda material, the staff and attorney time associated with preparing for and attending a Board meeting, the electricity for the lighting and air conditioning provided during a Board meeting, etc. 		