



Coachella Valley  
Mosquito and Vector  
Control District

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

**Board of Trustees Meeting**  
**Tuesday, November 14, 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**
  - Surveillance Update – **Jennifer Henke, M.S., Laboratory Manager**
  - Operations Update – **J. Wakoli Wekesa, Ph.D., Operations Manager**
  - General Manager's Report – **Jeremy Wittie, M.S., General Manager**
8. **Board Reports**
  - A. President's Report – **President Walker**

- Executive Committee (**Pg. 5**)
- B. Finance Committee – **Treasurer Kaplan**
- Finance Committee Minutes (**Pg. 6**)
  - Audit presentation of Fiscal Year 2016/2017 – **Charles Fedak, Auditor, and David I’Anson, Administrative Finance Manager**
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 October 10, 2017, Board Meeting (**Pg. 9**)
- B. Correspondence (**Pg. 13**)
- C. Approval of Expenditures for October 11-31, 2017, and November 1-14, 2017 (**Pg. 16**)
- D. Informational Items:
- Cancellation of December Board Meeting (**Pg. 25**)
  - Treasurer to Approve Release of Payment to Vendors for December (**Pg. 26**)
  - District Travel (**Pg. 27**)
  - Staff reports from:
    - CSDA Clerk of the Board Conference, October 22-24, 2017, in Anaheim, CA (**Pg. 28**)
    - MVCAC Fall Meeting, November 1-2, 2017 in Sacramento, CA (**Pg. 29**)
- E. Department Reports (**Pg. 30**)
- F. Approval of Resolution 2017-15 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – **Anita Jones, Human Resources Manager (Pg. 53)**
- G. Discussion and/or approval of Fiscal Year 2017/18 research proposals in an amount not to exceed \$120,000.00 from Fund #8510.01.600.00, Research Projects – **Jennifer A. Henke, M.S., Laboratory Manager (Pg. 57)**
- H. Approval of Resolution 2017-16 providing a gift certificate to employees for work performed late November through early December, 2017, in a total collective amount for all certificates not to exceed \$2,640.00, to be paid from Fund #5300.01.225 – Employee Incentive – **Jeremy Wittie, M.S., General Manager (Pg. 60)**
10. **Old Business**
- A. Approval to contract with Dudek for Civil Engineering and Surveying Services for the Thermal Facility, in an amount not to exceed \$35,000.00 – **Jeremy Wittie, M.S., General Manager (Pg. 64)**

11. **New Business**

- A. Discussion and/or approval to enter into an agreement with Rauch Communication Consultants, Inc., for the District's Strategic Planning needs, in an amount not to exceed \$15,000.00 – **Jeremy Wittie, M.S., General Manager (Pg. 66)**
- B. Appointment of ad hoc Nomination Committee – **Doug Walker, President**

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

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**Certification of Posting**

I certify that on November 9, 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 November 9, 2017.

\_\_\_\_\_  
Crystal G. Moreno, Clerk of the Board

**SECTION**  
**4**



# **BOARD REPORTS**

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Executive Committee Meeting Minutes

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**TIME:** 4:00 P.M. NOVEMBER 6, 2017

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

**TRUSTEES PRESENT:**

Cathedral City	Shelley Kaplan	La Quinta	Doug Hassett
Coachella	Betty Sanchez	Palm Desert	Doug Walker

**OTHERS PRESENT:**

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

**1. Call to Order:** President Walker called the meeting to order at 4:12 P.M.

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

**3. Confirmation of Agenda**

**4. Public Comments:** None.

**5. Strategic Planning Proposals - Discussion and Recommendation:** Three strategic planning consultant proposals were reviewed by the Committee. A discussion ensued. The Committee decided to recommend Rauch Communication Consultants Inc. to the full Board for approval at the November Board Meeting.

**6. Review of November 14, 2017, Board Agenda:**

The draft Agenda for the November Board Meeting was reviewed by the Committee. A discussion ensued. The Committee had no changes to the draft agenda.

**7. 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.

**8. Trustee/Staff Comments:** None.

**9. Confirmation of Next Meeting Date:** The next Executive Committee Meeting was *tentatively* scheduled for January 2, 2018, at 4:00 P.M.

**11. Adjournment:** The meeting was adjourned by President Walker at 5:03 P.M.

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Finance Committee Meeting Minutes

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**TIME:** 4:30 P.M. OCTOBER 12, 2017

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

**TRUSTEES PRESENT:**

Coachella	Betty Sanchez	Palm Desert	Doug Walker
Indian Wells	Clive Weightman		

**TRUSTEES ABSENT:**

Cathedral City	Shelley Kaplan	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:** Trustee B. Sanchez called the meeting to order at 4:36 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:** Trustee Weightman commented that the July minutes were not approved as presented, as was noted on the minutes. On motion from Trustee Weightman seconded by Treasurer Kaplan and passed by unanimous vote, the Committee approved the minutes as modified.

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

**6A. Review of Check Report from Abila MIP for the period September 13, 2017 to October 10, 2017:** Reviewed by Committee.

**6B. CalCard Charges September 2017:** Reviewed by Committee

**6C. Review of August 2017 & September 2017 Financials:** Reviewed by Committee.

**6D. Treasurer's Report and Review of Investments for September 2017:** Reviewed by Committee. The Committee directed staff to look into CD rates.

**6E. Update on New Finance Software Abila MIP:** 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, November 14<sup>th</sup>, at 4:30 p.m.

**10. Trustee and/or Staff Comments/Future Agenda Items:**

- Trustee Weightman commented that he would like a status update regarding the District's Facility Capital Replacement Plan.

**11. Adjournment:** The meeting was adjourned by Treasurer Kaplan at 5:24 p.m.

**SECTION**  
**5**



# **ITEMS OF GENERAL CONSENT**



# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Board of Trustees Meeting Minutes

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CALLED TO ORDER: 6:00 P.M. OCTOBER 10, 2017

LOCATION: 43420 Trader Place, Indio, CA 92201

### TRUSTEES PRESENT:

PRESIDENT:	Doug Walker	Palm Desert
VICE-PRESIDENT:	Doug Hassett	La Quinta
SECRETARY:	Betty Sanchez	Coachella

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	Rancho Mirage	Michael Monroe
Indian Wells	Clive Weightman		

### TRUSTEES ABSENT:

Shelley Kaplan                      Cathedral City

### OTHERS PRESENT:

Jeremy Wittie, General Manager  
Crystal Moreno, Clerk of the Board  
David l'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  
Bobbie Dieckmann, Field Supervisor  
Mike Martinez, Field Supervisor

1. **Call to Order:** President Walker called the meeting to order at 6:00pm.
2. **Pledge of Allegiance:** Trustee De Klotz led the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated ten (10) Trustees out of eleven (11) were present.
4. **Motion to Excuse Absences**

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

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

**Noes:** None.

**Abstained:** None.

**Absent:** Treasurer Kaplan.

## **5. Confirmation of Agenda**

Trustee Larson requested to pull item 9F as separate item.

On motion from Vice-President Hassett seconded by Trustee Stevens, and passed by unanimous vote, the Board of Trustees approved the Agenda as amended.

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

**Noes:** None.

**Abstained:** None.

**Absent:** Treasurer Kaplan.

## **6. Public Comment:** None.

## **7. Announcements:**

**7A – General Manager’s Report:** General Manager Wittie reported on the most recent Aedes aegypti status, virus update, and commented that data will be presented at the November Board Meeting regarding the District’s efficacy this past season. He also provided an update on the District’s Thermal facility. A discussion ensued. The Board directed General Manager Wittie and General Counsel to create and send a letter to the Coachella Valley Unified School District to inform them of the recent soil testing results and to let them know that the District is working on a mitigation plan. The Board also requested that the ad hoc Thermal Committee meet, prior to the next Board Meeting, to discuss an action plan. General Manager Wittie also reported that the District will be holding a Fight the Bite Block Party in La Quinta on November 4, 2017.

## **8. Board Reports:**

**8A – President’s Report:** President Walker reported the great work done by Public Information Manager Jill Oviatt and her department. He mentioned that the District is being highlighted by MVCAC under the “Agency Spotlight” in its recent publication. Additionally, President Walker commented that the Nomination Committee will be appointed in November. Trustees should begin to decide if they are interested and have time to serve in an Executive position for next year.

**8B – Finance Committee: Finance Committee Met Prior to Board Meeting:** Secretary B. Sanchez reported that the Committee met prior to the Board Meeting and has requested that staff look into Certificate of Deposit (CD) options. She also reported that CalTrust had an increase and that the District is 25% into the FY2017/18 budget.

**9. Items of General Consent:**

- A. Minutes for September 12, 2017, Board Meeting
- B. Approval of Expenditures for September 1-30, 2017, and October 1-10, 2017
- C. Informational Items:
  - District Travel
  - Staff reports from:
    - CSDA Annual Conference, September 25-28, 2017, in Monterey, CA
- D. Department Reports
- 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**
- 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 l'Anson, Administrative Finance Manager**
- 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**
- 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 l'Anson, Administrative Finance Manager**
- J. Approval of proposed indefinite cancellation of the December Board of Trustees regular meeting – **Jeremy Wittie, MS, General Manager**

In regards to item 9E, Trustee Weightman recommended careful wording regarding calling the 5K a run/walk versus a race.

On motion from Trustee Kunz seconded by Secretary B. Sanchez, and passed by unanimous vote, the Board of Trustees approved the Items of General Consent – excluding item F.

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

**Noes:** None.

**Abstained:** None.

**Absent:** Treasurer Kaplan.

10F. 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 l’Anson, Administrative Finance Manager**

Trustee Bito Larson recused himself from the meeting on grounds that his brother in law is the owner of the janitorial service being voted on, Clean Excel.

On motion from Trustee De Klotz seconded by Trustee Weightman, and passed by nine (9) approved (De Klotz, Hassett, Kunz, Monroe, A. Sanchez, B. Sanchez, Stevens, Walker, and Weightman), one (1) recused (Larson), and one (1) absent (Kaplan), the Board of Trustees approved the Items of General Consent.

**Ayes:** Trustees De Klotz, Hassett, Kunz, Monroe, A. Sanchez, B. Sanchez, Stevens, Walker, and Weightman.

**Noes:** None.

**Recused:** Trustee Larson.

**Absent:** Treasurer Kaplan.

**10. Old Business:** None.

**11. New Business:** 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)

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

**13. Trustee Comments, Requests for Future Agenda Items, Travel and/or Staff Actions:** None.

**14. Adjournment:** The meeting was adjourned by President Walker at 8:00 p.m.

**From:** Sarah Crenshaw  
**Sent:** Tuesday, October 3, 2017 11:07 AM  
**Subject:** Carlos - Compliment Call

Good morning,

I just received a call from a resident saying that she is a senior citizen who lives alone and she received great service from Carlos Hernandez on her RIFA SR. She said that he was so kind and reassuring. She also said that she would like to leave him a positive Yelp review, if possible. 😊

Great Job Carlos!

Thank you,  
*Sarah L Crenshaw*  
Administrative Clerk

---

**From:** Oldembour Avalos  
**Sent:** Tuesday, October 3, 2017 4:17 PM  
**Subject:** Employee Recognition - Fernando G

Hello all,

We received an e-mail today, from Steve complimenting Fernando Gutierrez, on the great job he is doing.

"I had the great opportunity to talk to one of your Vector Control Techs outside of the Terra Lago Golf Course on Monday, Fernando explained the treatment options and how the district is keeping a history of the problem. Fernando gave me a pamphlet for Red Imported Fire Ants to share with my HOA. "

Great job Fernando!

Oldembour Avalos  
Field Supervisor

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**From:** Michael Martinez  
**Sent:** Thursday, October 5, 2017 7:44 AM  
**Subject:** Compliment Call

Good morning,

I received a call from a resident saying Jazmin Valop needed to be complemented on her RIFA SR. She said that she was nice, informative and most of all on time. Thank you Jazmin for representing the District so well.

Great Job Jazmin!

Michael Martinez  
Field Supervisor

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**From:** Oldembour Avalos  
**Sent:** Friday, October 20, 2017 1:08 PM  
**To:** DistrictWideGroup <districtwidegroup@cvmvcd.org>  
**Subject:** Compliment call - Fernando G.

Hello all,

I received a phone call from a resident in Indio, to let us know that he was very happy with the service **Fernando Gutierrez** provided to his property (RIFA SR). Mr. Henderson said "Fernando was professional and knowledgeable". Great job Fernando and keep representing the District so well!

**Oldembour Avalos**  
Field Supervisor

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**From:** Michael Martinez  
**Sent:** Thursday, October 26, 2017 11:28 AM  
**To:** DistrictWideGroup <districtwidegroup@cvmvcd.org>  
**Subject:** Compliment call

Hello All,

Today I received a message from Krista Brown regarding a RIFA service request. She wanted thank to **Fernando Fregoso** for do a great job. He explained everything well mounds, dog and water. She gives him a high rating. Thank you Fernando for representing the district so well.

Michael Martinez  
Field Supervisor

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**From:** Roberta Dieckmann  
**Sent:** Friday, October 27, 2017 2:18 PM  
**To:** Trinidad Haro <THaro@cvmvcd.org>; DistrictWideGroup <districtwidegroup@cvmvcd.org>  
**Cc:** Oldembour Avalos <OAvalos@cvmvcd.org>  
**Subject:** Compliment Call

Olde received a call from a resident today who stated that **Trinidad Haro** was wonderful. He was performing a mosquito Service Request and she stated that he was very knowledgeable and informative and put her mind at ease. Great job Trinidad!

Bobbie Dieckmann  
Field Supervisor

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**From:** Oldembour Avalos  
**Sent:** Thursday, November 2, 2017 1:50 PM  
**To:** DistrictWideGroup <districtwidegroup@cvmvcd.org>  
**Subject:** Compliment email

Hello all,

We received an email from a resident today who stated that **Fernando Gutierrez**, was very informative, polite and professional. He was performing Aedes mosquito inspection and treatment to his property and he stated that Fernando showed him potential mosquito breeding conditions and answered all his questions and addressed all his concerns.

Great job Fernando! Way to represent the District.

Thank you,

**Oldembour Avalos**  
Field Supervisor

# Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:  
October 6, 2017 to November 8, 2017

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement 10/6/2017		175,488.21	
	Payroll Disbursement 10/20/2017		191,018.55	
	Payroll Disbursement 11/3/2017		174,657.61	
<b>Pre-Approved Expenditures:</b>				<b>541,164.37</b>
<b>Cash - First Foundation Bank Checking</b>				
41190	Petty Cash Checking	Petty Cash Checking	242.30	
41191	CalPERS-Retirement Account	Retirement Expense 9/3/17-9/16/17	23,068.07	
41192	Directv	Utilities 9/25/17-10/24/17	69.24	
41193	Frontier Communications-Internet	IT Communications 10/1/17-10/31/17	455.50	
41194	Frontier Communications-Toll/POTS	Telecommunications 9/28/17-10/27/17	156.33	
41195	ICMA Retirement Trust	Deferred Compensation 9/3/17-9/16/17	16,376.94	
41196	Imperial Irrigation District - Lab Acct	Deferred Compensation 9/17/17-9/30/17	1,948.62	
41197	Imperial Irrigation District	Utilities 9/6/17-10/4/17	4,084.48	
41198	Verizon Wireless	Utilities 9/6/17-10/4/17	1,622.76	
41199	CalPERS-OPEB Contributions	OPEB Contributions 9/1/17-10/31/17	52,070.00	
41200	CalPERS-RETIREMENT ACCT	Retirement Contributions 9/17/17-9/30/17	22,973.07	
41201	Burrtec Waste & Recycling Svcs.	Utilities 11/1/17-11/30/17	385.90	
41202	CalPERS-HEALTHCARE ACCT	Cafeteria Plan Expense 11/1/17-11/30/17	70,460.93	
41203	Frontier Communications-Internet	IT Communications 10/25/17-11/24/17	455.50	
41204	ICMA Retirement Trust	Deferred Compensation 10/1/17-10/14/17	17,600.54	
41205	Indio Water Authority	Utilities 9/6/17-10/2/17	619.21	
41206	Pitney Bowes Purchase Power	Postage	540.00	
41207	Principal Life Insurance Co.	Cafeteria Plan Expense 11/1/17-11/30/17	10,083.02	
41208	Verizon Business	IT Communications 10/1/17-10/31/17	1,185.00	
41209	Verizon Wireless	IT Communications 9/8/17 - 10/8/17	1,867.23	
41210	Vision Service Plan (CA)	Cafeteria Plan Expense: 10/1/17 - 10/30/17	974.50	
41211	Petty Cash Custodian Sarah Crenshaw	Petty Cash Replenishment	467.15	
				<b>227,706.29</b>
<b>Cash - First Foundation Bank Checking</b>				
41212	Airgas USA, LLC	Operating Supplies	926.32	
41213	Alice Training Institute, LLC	Professional Development	1,080.00	
41214	American Engraving Co.	Reproduction & Printing	845.24	
41215	Burrtec Waste Industries	Utilities	31.75	
41216	California Chamber Of Commerce	Office Supplies	377.02	
41217	Car Quest Auto Parts	Vehicle Parts & Supplies	735.86	
41218	CDW Government, Inc	Office Supplies	139.14	
41219	Cintas Corporation #3	Uniform Expense	1,643.25	
41220	Cisco WebEx, LLC.	Maintenance Contracts	99.00	
41221	CleanExcel	Contract Services	3,140.00	
41222	C&R Wellness Works	Employee Assistance Program	264.00	
41223	Daniel's Tire Service	Tire Service	656.76	
41224	Desert Alarm, Inc.	Repair & Maint Shop & Grounds	1,624.84	
41225	Desert Resort Security Services	Contract Services	875.00	
41226	Desert Sun Publishing LLC	Recruitment/Advertising	431.20	
41227	Eisenhower Occupational Health Serv	Physician Fees	170.00	
41228	El Informador del Valle	Public Outreach Advertising	640.00	
41229	Employee Relations Network	Recruitment/Advertising	47.60	
41230	Equipment Direct, Inc.	Safety Expense	1,187.70	
41231	Eurofins Agrosociences Services Inc.	Operating Supplies	120.00	
41232	Fedak & Brown, LLP	Contract Expense	2,000.00	
41233	Fiesta Ford-Lincoln-Mercury	Vehicle Parts & Supplies	27.70	
41234	G & C Smog and Auto Repair	Offsite Vehicle Maintenance & Repair	90.00	
41235	Hassett, Douglas	Trustee Travel	98.98	
41236	I-10 Chrysler Jeep Dodge Ram	Vehicle Parts & Supplies	14.47	
41237	Inland Power Equipment Co.	Equipment Parts & Supplies	457.84	
41238	Jernigan's Sporting Goods, Inc.	Safety Expense	811.14	
41239	Liebert Cassidy Whitmore	Attorney Fees - Labor Relations	3,718.00	
41240	Life Technologies Corporation	Internal Mosquito PCR	628.95	
41241	Marlin Business Bank	Contract Expense	811.13	
41242	Moreno, Crystal	Tuition Reimbursement	696.00	
41243	Unused	-	-	
41244	Napa Auto & Truck Parts	Vehicle Parts & Supplies	763.67	
41245	Praxair Distribution, Inc.	Equipment Parts & Supplies	45.00	
41246	Puretec Industrial Water	Equipment Parts & Supplies	259.57	
41247	Pure Water Technology, Inc.	Employee Support	213.15	
41248	Refrigeration Supplies Distributor	Repair & Maintenance	1,157.23	
41249	Rivco Mechanical Services, Inc.	Repair & Maintenance	923.50	
41250	Rutan & Tucker, LLP	Attorney Fees - General	4,081.50	
41251	SoCo Group Inc., The	Motor Fuel & Oils	4,867.43	
41252	Spark Creative Design	Promotion & Education	225.00	
41253	SWG, Inc. DBA Earth Sys Southwest	Professional Fees - Thermal	5,482.50	
41254	TCI Thermal Combustion Innovators, Inc.	Operating Supplies	312.89	
41255	UPS	Postage	339.33	
41256	U.S. Foods	Chemical Control	592.94	



# Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:  
October 6, 2017 to November 8, 2017

Check No	Payable To	Description	Check Amount	Total Amount
41257	Verizon Wireless	IT Communications	34.30	
41258	Verizon Wireless Services LLC	Maintenance Contracts	280.72	
41259	Waxie Sanitary Supply	Maintenance & Supplies	834.68	
<b>Cash - First Foundation Bank Check Run Total to be Approved</b>				<b>44,802.30</b>
<b>Total Expenditures: October 6, 2017 to November 8, 2017</b>				<b>813,672.96</b>

\_\_\_\_\_  
Doug Walker, President

\_\_\_\_\_  
Shelley Kaplan, Treasurer

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

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 10,634,700	\$ (717,287)	\$ 9,917,413
CASH	\$ 253,162	(74,115)	\$ 179,047
INVESTMENTS & CASH	\$ 10,887,862	\$ (791,402)	\$ 10,096,460
CURRENT ASSETS	1,744,842	\$ (125,087)	1,619,755
FIXED ASSETS	10,878,714	\$ -	10,878,714
OTHER ASSETS	4,600,763	\$ -	4,600,763
TOTAL ASSETS	<u>\$ 28,112,181</u>	<u>\$ (916,489)</u>	<u>\$ 27,195,692</u>
TOTAL LIABILITIES	\$ 5,665,985	\$ (77,758)	\$ 5,588,227
TOTAL DISTRICT EQUITY	22,388,370	(780,904)	21,607,466
TOTAL LIABILITIES & EQUITY	<u>\$ 28,054,355</u>	<u>\$ (858,662)</u>	<u>\$ 27,195,693</u>
RECEIPTS		\$ 158,116	
CASH DISBURSEMENTS			
Payroll	\$ 366,507		
General Admin	\$ 583,010		
Total Cash Disbursements		\$ (949,517)	
NON-CASH ENTRIES:		\$ (125,088)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u>\$ (916,489)</u>	

**CVMVCD**

Cash Journal - deposits  
1000 - Cash - Investments  
From 10/1/2017 Through 10/31/2017

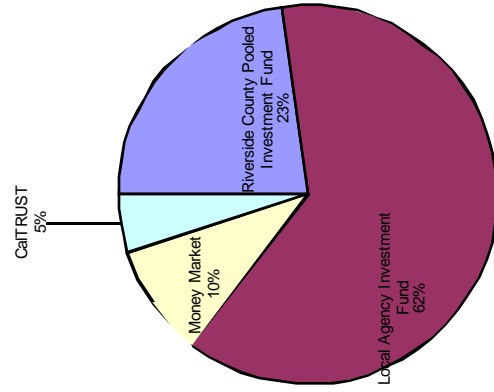
Document N...	ID	Payee/Recipient Name	Transaction Description	Effective ...	Deposits
CD00017	SYNGENTAC...	Syngenta Corp Protection LLC	Advion Rebate	10/3/2017	5,674.50
CD00022	RIVERSIDEC...	Riverside County	Teeter Apportionment - Property Tax	10/11/2017	64,578.34
CD00019	LAIF	Local Agency Investment Fund	LAIF Interest	10/13/2017	16,742.15
CD00027	PAYMAC	Paymac Inc	Public Surplus Auction	10/16/2017	29,609.66
CD00021	RIVERSIDEC...	Riverside County	Teeter Apportionment	10/19/2017	27,950.55
CD00026	CENTRALLIFE	Central Life Sciences	Extinguish Fire Ant Rebate	10/20/2017	4,500.00
CD00024	PUBLICHEAL...	Heluna Health	CDPH Grant	10/25/2017	7,250.00
CD00025	VCJPA	Vector Control Joint Powers Agency	VCJPA Reimbursement	10/25/2017	508.04
CD00028	VCJPA	Vector Control Joint Powers Agency	VCJPA Workers Comp Refund	10/27/2017	1,172.57
CD00029	FIRSTFOUN...	First Foundation Bank	Interest Earnings	10/31/2017	130.15
Total 1000 - Cash - Investments					158,115.96
Report Total					158,115.96

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

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Equipment Fund	BALANCE
<b>Investment Fund Balance</b>								
L.AIF	Common Investments				8,452,155.48	463,843.95	1,001,413.87	\$ 9,917,413
Riverside County	Funds 51105 & 51115			1.14%	5,286,114	290,095	626,300	\$ 6,202,510
CalTRUST	Medium Term Fund			1.25%	1,934,926	106,186	229,251	\$ 2,270,363
First Foundation	Market Rate			1.49%	419,020	22,995	49,646	\$ 491,661
				0.25%	812,095	44,567	96,217	\$ 952,879
	<b>Total Investments</b>				8,452,155	463,844	1,001,414	<b>\$ 9,917,413</b>

**PORTFOLIO COMPOSITION AS OF OCTOBER 31, 2017**

**WEIGHTED YIELD 1.10%**



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 10/31/2017

		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	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	40,590.64	(59,409.36)	(59.41)%
4530	Other Miscellaneous Receipts	63,000.00	14,416.90	(48,583.10)	(77.12)%
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>196,518.67</u>	<u>(9,789,803.33)</u>	<u>(98.03)%</u>
	Expenditures				
	Payroll Expenses				
5101	Payroll - FT	4,448,098.00	1,226,740.11	3,221,357.89	72.42%
5102	Payroll Seasonal	167,800.00	67,892.25	99,907.75	59.54%
5103	Temporary Services	6,900.00	6,900.00	0.00	0.00%
5105	Payroll - Overtime Expense	42,000.00	8,353.45	33,646.55	80.11%
5150	CalPERS State Retirement	490,340.00	197,062.31	293,277.69	59.81%
5155	Social Security Expense	286,090.00	83,879.40	202,210.60	70.68%
5165	Medicare Expense	66,909.00	19,771.24	47,137.76	70.45%
5170	Cafeteria Plan	1,030,961.00	326,366.33	704,594.67	68.34%
5172	Retiree Healthcare	342,420.00	123,484.82	218,935.18	63.94%
5180	Deferred Compensation	93,153.00	29,355.82	63,797.18	68.49%
5195	Unemployment Insurance	<u>34,669.00</u>	<u>3,843.13</u>	<u>30,825.87</u>	<u>88.91%</u>
	Total Payroll Expenses	7,009,340.00	2,093,648.86	4,915,691.14	70.13%
	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	1,185.17	2,814.83	70.37%
5302	Wellness	2,500.00	0.00	2,500.00	100.00%
5305	Employee Assistance Program	2,800.00	1,060.00	1,740.00	62.14%
6000	Property & Liability Insurance	113,647.00	41,218.81	72,428.19	63.73%
6001	Workers Compensation Insurance	252,350.00	84,064.68	168,285.32	66.69%
6050	Dues & Memberships	23,530.00	14,873.50	8,656.50	36.79%
6060	Reproduction & Printing	22,600.00	1,157.12	21,442.88	94.88%
6065	Recruitment/Advertising	4,000.00	1,852.20	2,147.80	53.70%
6070	Office Supplies	17,900.00	5,428.23	12,471.77	69.67%
6075	Postage	8,000.00	3,356.63	4,643.37	58.04%
6080	Computer & Network Systems	5,000.00	1,896.55	3,103.45	62.07%
6085	Bank Service Charges	200.00	28.00	172.00	86.00%
6090	Local Agency Formation Comm.	1,100.00	1,184.22	(84.22)	(7.66)%
6095	Professional Fees	72,000.00	11,687.24	60,312.76	83.77%
6100	Attorney Fees-General	81,000.00	13,909.00	67,091.00	82.83%
6106	HR Risk Management	4,500.00	4,500.00	0.00	0.00%
6110	Conference Expense	39,600.00	2,618.72	36,981.28	93.39%
6115	In-Lieu	13,200.00	4,491.45	8,708.55	65.97%
6120	Trustee Support	4,000.00	914.26	3,085.74	77.14%
6200	Meetings Expense	2,000.00	484.81	1,515.19	75.76%

**CVMVCD**  
Statement of Revenue and Expenditures  
From 7/1/2017 Through 10/31/2017

		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	640.00	39,360.00	98.40%
6500	Benefit Assessment Expenses	88,440.00	7,344.20	81,095.80	91.70%
	Total Administrative Expenses	843,367.00	206,687.55	636,679.45	75.49%
	Utilities				
6400	Utilities	105,000.00	32,335.98	72,664.02	69.20%
6410	Telecommunications	11,300.00	2,297.97	9,002.03	79.66%
	Total Utilities	116,300.00	34,633.95	81,666.05	70.22%
	Operating				
7000	Uniform Expense	24,450.00	9,815.33	14,634.67	59.86%
7050	Safety Expense	20,550.00	6,967.89	13,582.11	66.09%
7100	Physican Fees	5,000.00	1,570.00	3,430.00	68.60%
7150	IT Communications	36,200.00	12,053.89	24,146.11	66.70%
7200	Household Supplies	4,000.00	866.43	3,133.57	78.34%
7300	Building & Grounds Maintenance	42,000.00	10,927.53	31,072.47	73.98%
7310	Maintenance & Calibration	8,000.00	0.00	8,000.00	100.00%
7350	Permits, Licenses & Fees	12,500.00	2,562.40	9,937.60	79.50%
7400	Vehicle Parts & Supplies	29,000.00	12,279.98	16,720.02	57.66%
7420	Offsite Vehicle Maint & Repair	6,000.00	6,062.64	(62.64)	(1.04)%
7450	Equipment Parts & Supplies	19,500.00	7,108.32	12,391.68	63.55%
7500	Small Tools Furniture & Equip	1,700.00	70.98	1,629.02	95.82%
7550	Lab Supplies & Expense	30,500.00	6,114.06	24,385.94	79.95%
7570	Green Pool Surveillance	22,000.00	0.00	22,000.00	100.00%
7575	Surveillance	38,500.00	15,950.26	22,549.74	58.57%
7600	Staff Training	60,200.00	15,236.32	44,963.68	74.69%
7650	Equipment Rental	1,000.00	0.00	1,000.00	100.00%
7675	Contract Services	153,100.00	37,246.60	115,853.40	75.67%
7700	Motor Fuel & Oils	68,200.00	24,458.79	43,741.21	64.14%
7750	Field Supplies	9,400.00	1,590.36	7,809.64	83.08%
7800	Control Products	772,500.00	258,322.21	514,177.79	66.56%
7850	Aerial Applications	145,500.00	44,625.00	100,875.00	69.33%
8415	Capital Outlay	35,000.00	3,893.20	31,106.80	88.88%
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	478,967.28	1,345,812.72	73.75%
	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	2,813,937.64	7,172,383.36	71.82%
	Net revenue over/(under) expenditures	1.00	(2,617,418.97)	(2,617,419.97)	


**CVMVCD**  
Balance Sheet  
As of 10/31/2017  
(In Whole Numbers)

		<u>Current Year</u>
<b>Assets</b>		
Cash and Investments		
1000	Cash - Investments	9,917,413
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	67,108
1026	First Foundation - Payroll	109,939
	Total Cash and Investments	<u>10,096,461</u>
Current Assets		
1080	Interest Receivable	17,266
1085	Inventory	306,574
1168	Prepaid Insurance	253,890
1169	Deposits	1,042,025
	Total Current Assets	<u>1,619,755</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>27,195,693</u></u>
<b>Liabilities</b>		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	139,013
2020	Accounts Payable	91,258
2030	Accrued Payroll	(0)
2040	Payroll Taxes Payable	0
2185	Employee Dues	(29)
	Total Accounts Payable	<u>230,242</u>
	Total Short-term Liabilities	<u>230,242</u>

**CVMVCD**  
Balance Sheet  
As of 10/31/2017  
(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>5,588,227</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	<u>(531,750)</u>
Total Unassigned Fund Balance		<u>(531,750)</u>
Current YTD Net Income		<u>(2,636,971)</u>
Total Current YTD Net Income		<u>(2,636,971)</u>
Total Fund Balance		<u>21,607,466</u>
Total Liabilities and Net Assets		<u><u>27,195,693</u></u>



	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: center;"><b>November 14, 2017</b></p>
<p><b>Agenda Item:</b> Informational Item</p> <p>Cancellation of December 2017 Board Meeting – <b>Crystal G. Moreno, Executive Assistant</b></p>		
<p><b>Report:</b></p> <p>At the October 10, 2017 Board Meeting, the Trustees approved the indefinite cancellation of the December Board Meeting. The District went “dark” last December without any impact on regular District business. The daily operations of the District will continue as usual and the Board will always have the opportunity to call special meetings to deal with matters that require the immediate attention of the Board. The Board will continue with its regularly scheduled Board Meetings on Tuesday, January 9, 2018, at 6:00pm.</p>		



## Coachella Valley Mosquito and Vector Control District

### Staff Report

**November 14,  
2017**

#### **Agenda Item:** Informational Item

Treasurer to Approve Release of Payment to Vendors for December – **David l'Anson, Administrative Finance Manager**

#### **Report:**

At the October 10, 2017 Board Meeting, the Trustees approved the indefinite cancellation of the December Board Meeting. Resolution 1997-17, approved October 14, 1997, authorizes the Treasurer to release payment to vendors when a quorum, for the monthly Board Meeting, is not present. Due to the cancellation of the Board Meeting the release of payment to vendors will be approved by *Treasurer Shelley Kaplan*.

Payments to vendors that are approved by *Treasurer Shelley Kaplan* will be presented to the Board at the January 9, 2018 Board Meeting for final review.



## Coachella Valley Mosquito and Vector Control District

### Staff Report

**November 14,  
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:**

#### **MVCAC Planning Session – November 30 - December 1, 2017:**

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



## Coachella Valley Mosquito and Vector Control District

### Staff Report

**November 14,  
2017**

#### **Agenda Item:** Informational Item

Staff report from:

- CSDA Clerk of the Board Annual Conference, October 22-24, 2017, in Anaheim, CA


#### **Report:**

The annual California Special Districts Association Board Secretaries/Clerks Conference was two full days of education on all major areas related to the many aspects of the Board Secretary/Clerk's responsibilities.

The conference offered sessions for returning attendees that provided new information, as well as, offered a refresher on the basics. Breakout sessions offered included: Policies, Procedures, and Task Lists - What's the Difference?, California Fair Political Practices Commission Update: Form 700 and Conflicts of Interest, Managing Up, Personnel Matters & The Brown Act, and Discipline in the Digital World.

#### **ATTENDEES:**

Crystal Moreno, Executive Assistant/Clerk of the Board

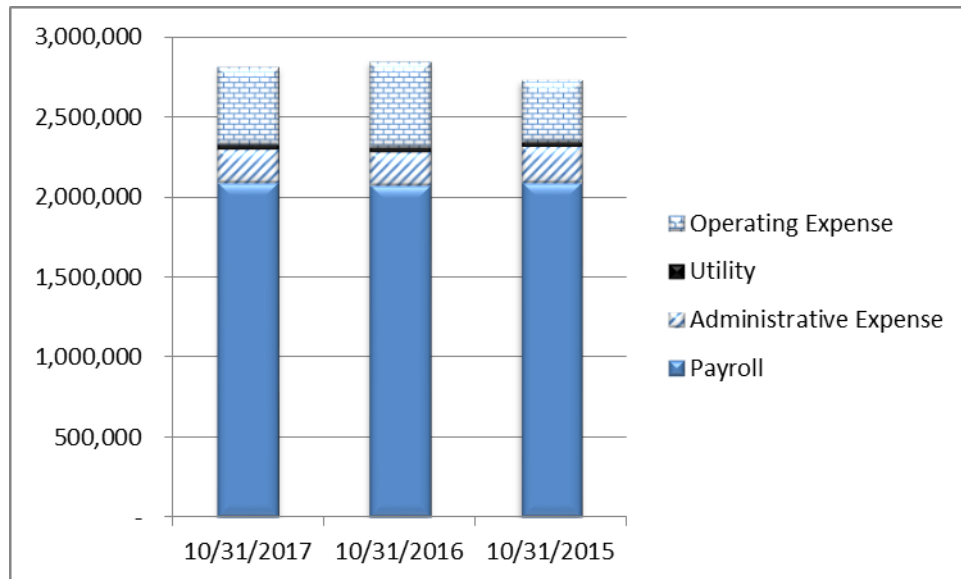
	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: center;"><b>November 14, 2017</b></p>
<p><b>Agenda Item:</b> Informational Item</p> <p>Staff report from:</p> <ul style="list-style-type: none"> <li>MVCAC Fall Meeting, November 1-2, 2017, in Sacramento, CA</li> </ul>		
<p><b>Report:</b></p> <p>The fall quarterly meeting of the MVCAC is a time when the committees that serve to complete specific tasks within the organization meet to update the Board of Directors and the members of MVCAC on their activities. District staff serve on committees that tackle state wide issues that include administration, continuing education, public relations, surveillance, control, and state regulatory issues.</p> <p><b>Items Approved at the MVCAC Board Meeting:</b></p> <ul style="list-style-type: none"> <li>New rate structure</li> <li>Funding for the West Nile virus dead bird hotline</li> <li>Former General Manager Branka Lothrop's honorary membership</li> </ul> <p><b>Staff from the District serves on:</b></p> <ul style="list-style-type: none"> <li>MVCAC Treasurer – David l'Anson</li> <li>Trustee Advisory Council – Doug Walker - Trustee Council Chair</li> <li>Legislative Committee – Jeremy Wittie – Chair; Vice President MVCAC</li> <li>Information Technology Committee – Edward Prendez, Chair</li> <li>Public Relations Committee – Jill Oviatt</li> <li>NPDES Committee – Jennifer Henke</li> <li>Regulatory Affairs Committee – Jennifer Henke, Chair</li> <li>Vector Control Research Committee – Jennifer Henke</li> <li>Training and Certification Committee – Jill Oviatt, Chair</li> </ul> <p><b>New Changes for 2018:</b></p> <ul style="list-style-type: none"> <li>MVCAC President-Elect – Jeremy Wittie</li> <li>Public Relations Committee – Jill Oviatt, Chair</li> <li>Vector Control Research Committee – Wakoli Wekesa, Chair</li> </ul> <p><b>Attendees:</b></p> <p><i>Doug Walker, President</i>  <i>Jeremy Wittie, M.S., General Manager</i>  <i>Jill Oviatt, MCDM, Public Information Manager</i>  <i>Jennifer A. Henke, M.S., Laboratory Manager</i>  <i>J. Wakoli Wekesa, PhD, Operations Manager</i>  <i>Kim Hung, PhD, Vector Ecologist</i></p>		

## FINANCE

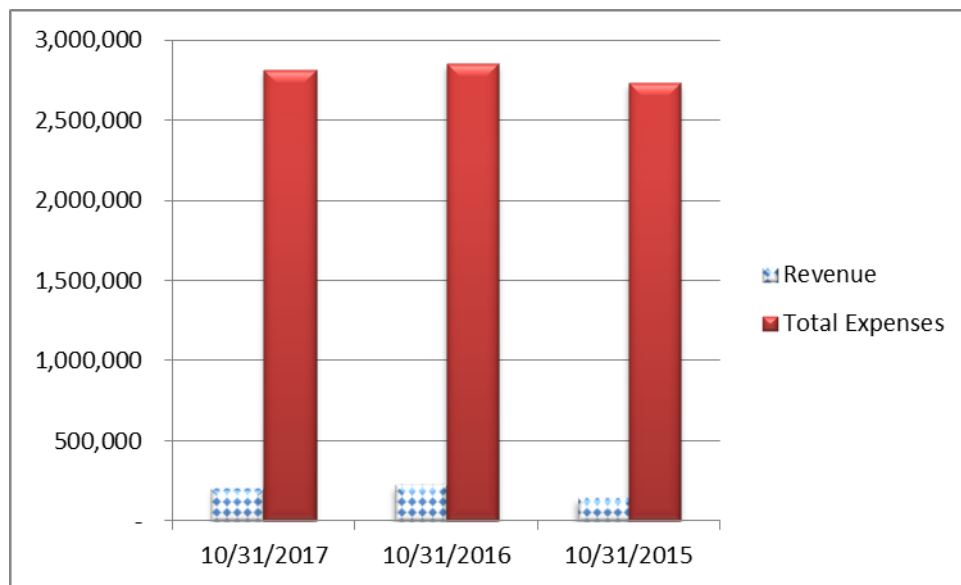
The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending October 31, 2017. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2017 to October 31, 2017 is \$2,813,937.64; total revenue is \$196,519 resulting in excess revenue over (under) expenditure for the year to October 31, 2017 of (\$2,617,419).

### THREE YEAR FINANCIALS

	10/31/2017	10/31/2016	10/31/2015
<b>Total Revenue</b>	<b>196,519</b>	<b>219,110</b>	<b>138,303</b>
Expenses			
Payroll	2,093,649	2,078,481	2,093,095
Administrative Expense	206,688	208,640	223,787
Utility	34,634	34,666	36,738
Operating Expense	478,967	527,821	378,341
<b>Total Expenses</b>	<b>2,813,938</b>	<b>2,849,608</b>	<b>2,731,961</b>
<b>Profit (Loss)</b>	<b>(2,617,419)</b>	<b>(2,630,498)</b>	<b>(2,593,658)</b>
Capital Expenses	0	496	3,548



**Figure 1 Three Year Expenditure**



**Figure 2 Three Year Revenue & Expenditure**

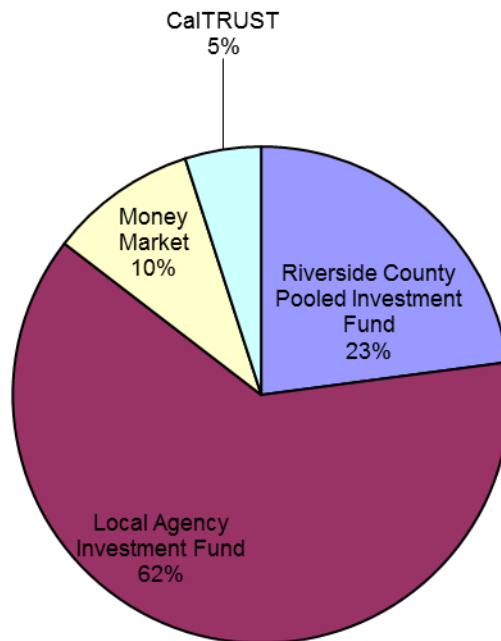
### THREE YEAR CASH BALANCE

CASH BALANCES	10/31/2017	10/31/2016	10/31/2015
Investment Balance	9,917,413	10,001,583	10,565,508
Checking Accounting	67,108	6,217	14,152
Payroll Account	109,939	63,534	94,483
Petty Cash	2,000	2,000	2,000
<b>TOTAL CASH BALANCES</b>	<b>10,139,499</b>	<b>10,116,008</b>	<b>10,718,451</b>

### DISTRICT INVESTMENT PORTFOLIO 10/31/2017

The District's investment fund balance for the period ending October 31, 2017 is \$9,917,413. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 62% of the District's investments; the Riverside County Pooled Investment Fund is 23% of the total.

The LAIF yield for the end of July was 1.14% and the Riverside County Pooled Investment Fund was 1.25%; this gives an overall weighted yield for District investments of 1.10%.



**Figure 3 Investment Portfolio 10-31-17**

	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	1.10	

**Figure 4 District Investments Weighted Yield**



## HUMAN RESOURCES

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### NEW EMPLOYEE

*Jessica Salomon* began work in the position of Seasonal Vector Control Operator on September 25, 2017.

### TRAINING

Administrative Clerk *Sarah Crenshaw* attended webinar training presented by PBED entitled Admin's Guide to Minute Taking on September 25, 2017.

### OPEN ENROLLMENT

Open Enrollment for the District's health plans ended October 6<sup>th</sup>. Changes become effective January 1, 2018.

### WELLNESS

For the second time, the District participated in the United Way of the Desert's annual Workplace Wellness Challenge ("Challenge"). The challenge was nine weeks long and allowed participants to earn points for exercise, nutrition, and volunteering. The Challenge tied into the United Way's 9 Valley City Walks; individuals who participated in any of the walks earned bonus points.

### EMPLOYEE RECOGNITION

Congratulations to the following employees who received the following award:

**Out of the Box**	
<i>Marko Petrovic</i> <i>Diana Reyes</i> <i>Abelina Torres</i>	Call Center's "Paper to Digital" vision achieved through IT/GIS ingenuity and collaboration. Changing the RIFA Treatment Agreement Form for HOAs and Country Clubs from paper to a dynamic online system.

## PUBLIC OUTREACH DEPARTMENT

The Public Outreach Department responded to confirmed human cases of West Nile virus (WNV) and new detections of *Aedes* mosquitoes in September and October 2017.



**MEDIA:** We published **five news releases** regarding five confirmed cases of West Nile virus in La Quinta, Desert Hot Springs, Coachella and Thermal; the aerial ultra-low volume (ULV) applications by helicopter in Palm Springs responding to the growing detection of *Aedes* mosquitoes; detection of West Nile virus in Palm Springs, and the first detection of invasive *Aedes* in Palm Desert and Mecca. One KMIR reporter followed Vector Control Technician (VCT) II, *Gonzalo Valadez*, Public Information Manager, *Jill Oviatt*, and Public Outreach Coordinator, *Edgar Castro*, to one inspection looking for *Aedes* mosquitoes in Mecca. *Jill* and *Edgar* gave interviews on mosquito protection and prevention and *Gonzalo* walked the reported through a backyard inspection. We published **one newspaper advertisement** alerting East Valley residents of WNV and Saint Louis encephalitis virus on Spanish newspaper El Informador. Laboratory Manager, *Jennifer Henke*, did an interview on West Nile virus protection and prevention tips. The stories were broadcast or appeared in print or online on Reporte Informativo, El Informador, KESQ, Telemundo, Desert Sun, KNEWS and KMIR.



**OUT IN THE COMMUNITY:** We worked with community partners to alert residents of mosquito virus activity, gave protection tips along with WNV awareness materials, insect repellent and encouraged public engagement in mosquito prevention in their backyards. We attended **9 public outreach events** across the Coachella Valley to reach residents and community partners over the two months reaching hundreds of residents and community partners over the two months; **three council updates** to the cities of Palm Springs and La Quinta by *Jill* and General Manager, *Jeremy Wittie* and to the Thermal-Oasis community by Field Supervisor, *Oldembour Avalos*; **two rotary presentations** in Palm Springs and La Quinta by *Jill* and *Jeremy*; **five health and resource fairs** including the Flying Doctors in Oasis-Thermal with *Edgar* and VCT I, *Fernando Gutierrez*; the Mecca Family Health and Resource Fair with *Edgar* and VCT II, *Carlos Hernandez*; and *Edgar* at the WIC Health and Resource Fair in Mecca, Mecca



Elementary Family Science Night, and Indian Wells Wellness Fair.



**SCHOOL OUTREACH:** Cathedral City High School student *Evelyn Garza* started her 10-week job shadow to spend time with District departments learning how we protect Valley residents from mosquito borne diseases. The District also hosted 60 students from Cathedral City High School for a tour to learn about mosquitoes and WNV transmission and three additional students came for a one day job shadow for an overview of Red Imported Fire Ants and urban mosquito control, and overview of District Laboratory testing facilities. Staff from the Laboratory, Information Technology, Public Outreach, and Operations Departments showed students how the District uses science to protect Valley residents from mosquito-borne diseases.

## SURVEILLANCE AND QUALITY CONTROL MANAGEMENT PROGRAM

The vector-borne statewide surveillance program was established in 1969. The District began encephalitis surveillance in the early 1980s, and the surveillance program has been in place since 1990. The District program includes the monitoring of vector and vector-borne diseases and the implementation, evaluation and analysis of integrated vector management strategies in the Coachella Valley. Information generated by this department is used by District Operations staff to ensure control measures are efficiently implemented in the field.

### DISEASE SURVEILLANCE (As of 10/27/2017) ARBOVIRUS SURVEILLANCE TESTING – CALIFORNIA

	WNV – Positive 2017 YTD	WNV - Positive 2016 YTD	WNV – 5 year Average	WEE 2017 YTD	SLE 2017 YTD
Positive Counties	47	38	40	0	14
Human Cases	403	370	430	0	0
Positive Dead Birds / # Tested	481/1,876	1,340/2,759	1,550	0	0
Positive Mosquito Pools / # Tested	3,325/42,637	3,481/42,165	3,055	0	179

2017	Chikungunya	Dengue	Zika
Mosquito Pools YTD (positive/total tested)	0/1,710	0/1,710	0/1,710

### ARBOVIRUS SURVEILLANCE TESTING – COACHELLA VALLEY

		SEPTEMBER/OCTOBER	2017 YTD	2016 YTD	5 YEAR AVERAGE YTD
HUMANS		5	5	0	2
DEAD BIRDS		0	0	0	0
MOSQUITO POOLS	WNV	11	120	19	68
	SLE	21	23	91	26
	# TESTED	949	4,171	4,106	2,883

### ENDEMIC MOSQUITO SURVEILLANCE

#### CO<sub>2</sub> TRAPS

During the normal mosquito season (March through mid-November) the District Laboratory staff maintains 102 CO<sub>2</sub> (carbon dioxide) traps throughout the District to monitor the mosquito populations. Extra emphasis is placed on mosquito species that are known to be vectors of virus that cause human disease. These vector species in the Coachella Valley are *Culex tarsalis* and *Cx. quinquefasciatus*. In the rural areas *Cx. tarsalis* is the most abundant vector species. CO<sub>2</sub> traps release carbon dioxide to attract mosquitoes looking to obtain a blood meal and are very effective at collecting *Culex* mosquitoes. The average number of vectors captured per trap per night is monitored and used to guide operational activities of the District. The number of mosquitoes collected in half-month periods is compared to the previous 5-year average. The surveillance program mosquito abundance is broadly reported in two areas – Urban and Rural. These Urban and Rural areas are also broken down into smaller zones to look at more specific regions of the District when planning mosquito control activities.

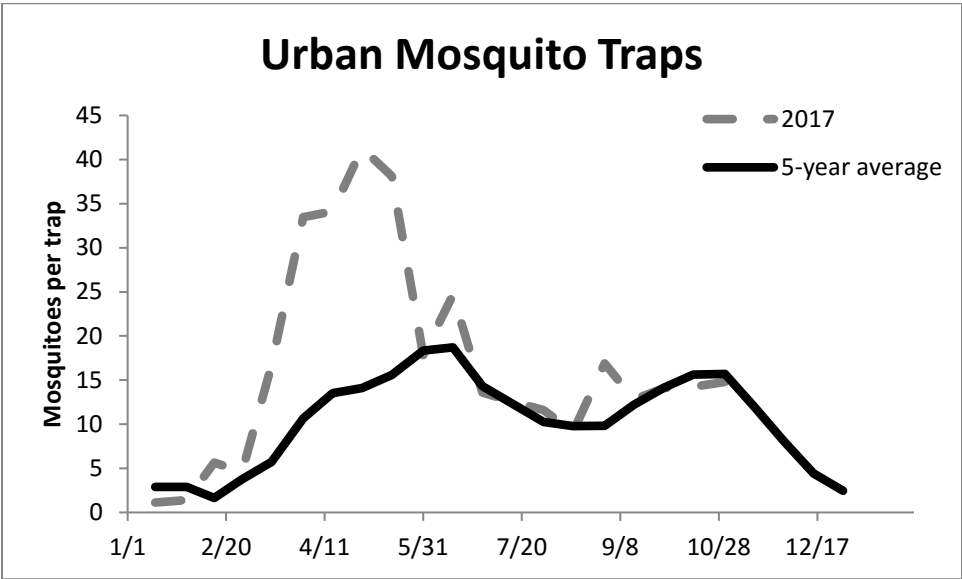


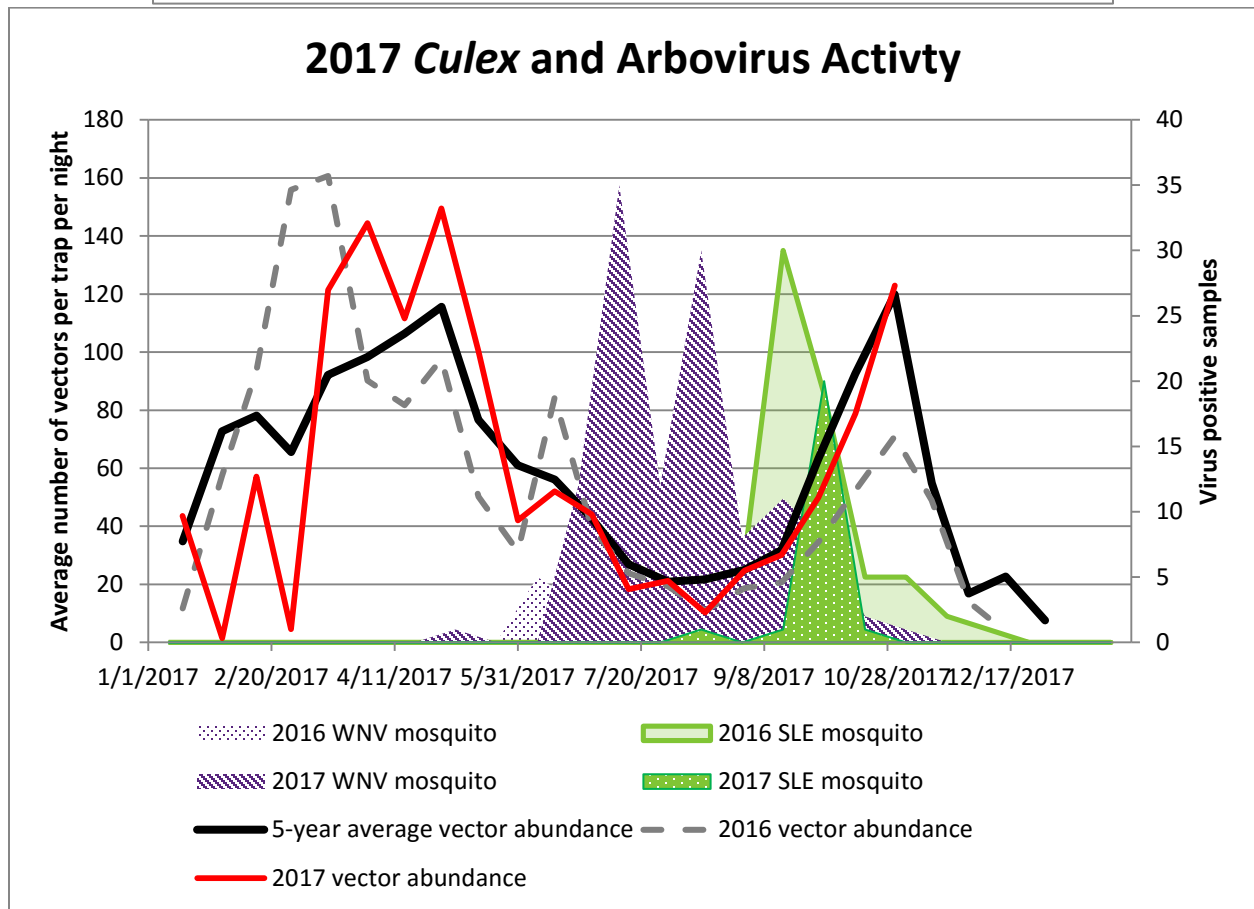
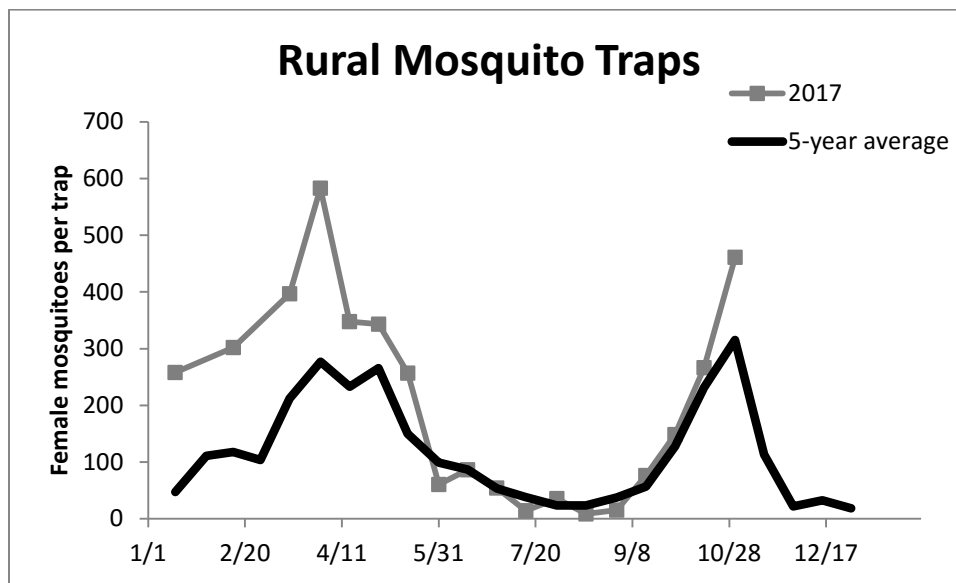
**Gravid Traps**

Gravid traps use water infused with organic matter such as alfalfa to attract mosquitoes looking to lay eggs. These traps are especially effective at collecting *Cx. quinquefasciatus* mosquitoes, which are the primary disease vector in the urban areas of the District. However, other mosquito species, including *Cx. tarsalis* are not attracted to these traps. Because of their use in targeting *Cx. quinquefasciatus* mosquitoes, these traps are placed in urban areas of Coachella Valley. The District currently uses gravid traps at 47 locations during the normal mosquito season.



**MOSQUITO SURVEILLANCE ZONES**





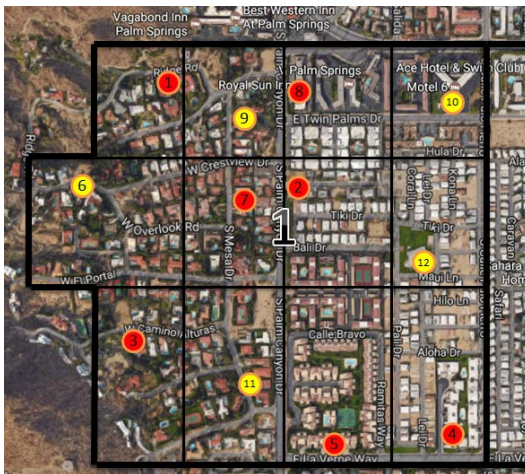


## EXOTIC MOSQUITO SURVEILLANCE

*Aedes aegypti* has been detected in 7 cities: Coachella (2 separate regions), Cathedral City, Indio, Palm Springs, La Quinta, Palm Desert, and Mecca. Palm Desert was confirmed September 14 and Mecca was confirmed October 6. BG-Sentinel traps are deployed weekly at each region to detect adult mosquitoes. Coachella, Cathedral City, and Indio each have 8 permanent trap sites set weekly. Four traps are set in North Coachella at rotating locations. In Palm Springs 9 locations are used for permanent trap sites. Additional trapping is taking place in the remaining cities to determine permanent trap locations. Ovicups are placed throughout the Coachella Valley to examine eggs laid.



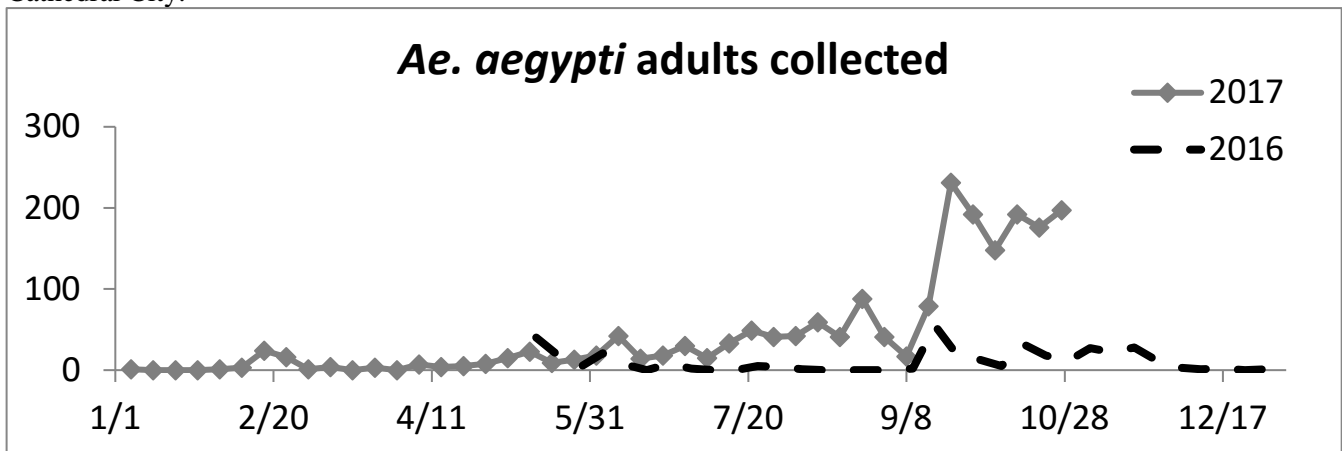
Left: BG Sentinel trap. Right: Autocidal Gravid Trap (AGO).



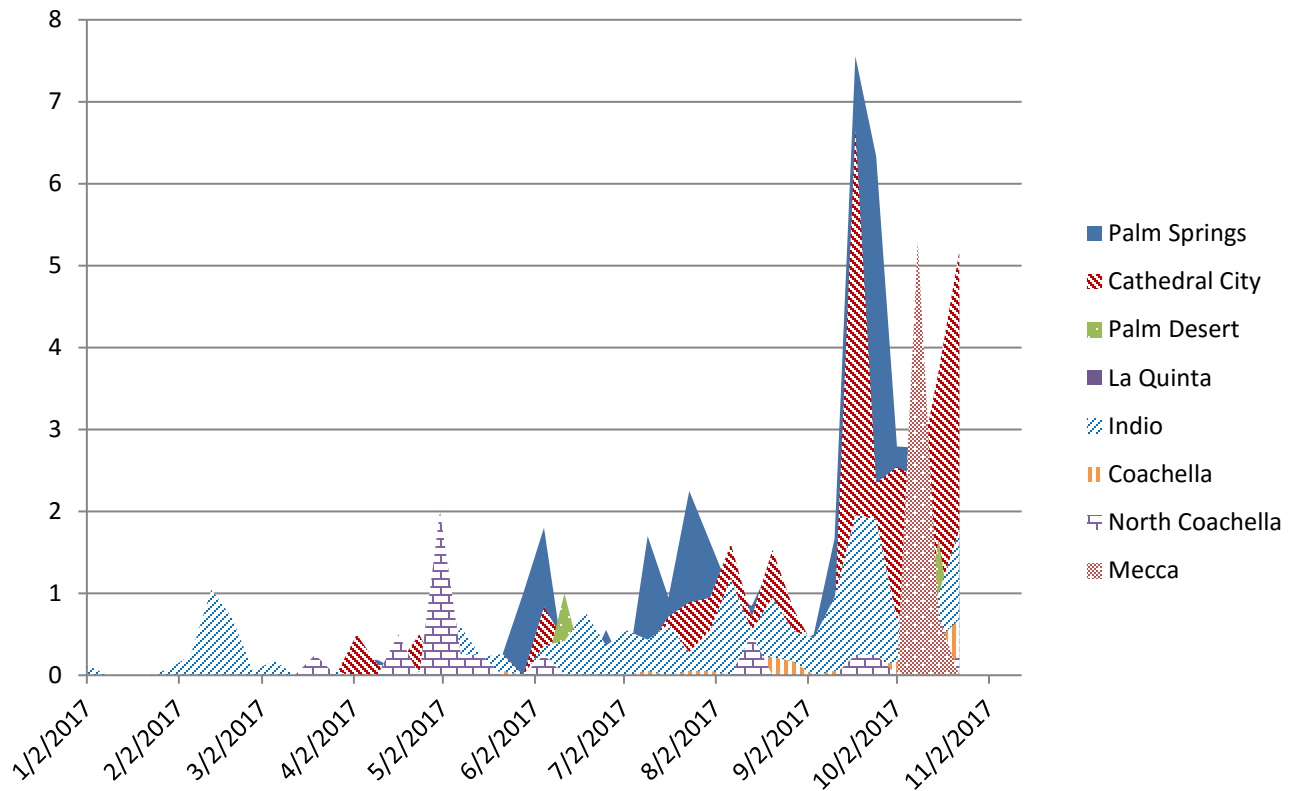
Area of interest with trap sites mapped.

In addition to routine *Aedes aegypti* surveillance, BG traps have been placed in areas throughout the valley where the mosquito has yet to be detected. This is a proactive effort to find *Aedes aegypti* activity early before the population becomes established. Areas of suspected *Aedes* activity are selected and divided into cells, and a BG trap is set within every cell. Approximately 35 BG traps are set in new locations each week. Since April, traps have been set in Coachella, Indio, La Quinta, Palm Desert, Cathedral City, and Palm Springs, with *Aedes* collected in Palm Springs, Cathedral City, and Indio. Extra trapping efforts are currently being used in Palm Springs. This project has enabled us to better understand the degree of infestation in those cities and has been a valuable tool in guiding the District's *Aedes* response efforts.

As of October 27, 1,900 *Aedes aegypti* adults have been collected throughout the District in 2017. The Coachella neighborhood where aerial larvicide applications were made in 2016 and the Indio neighborhood where applications were made in 2017 continue to have *Ae. aegypti* collected, though fewer adults are captured than in Palm Springs and Cathedral City.



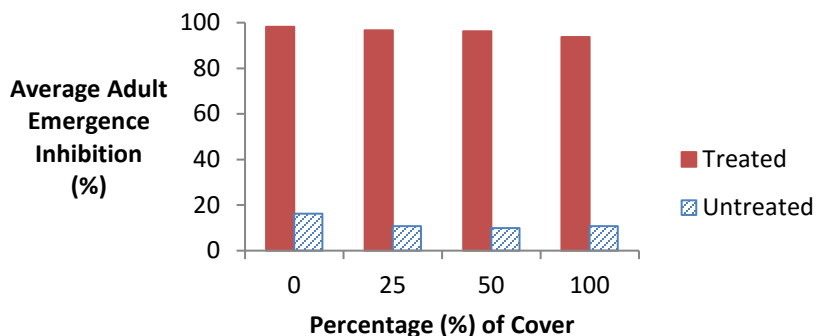
## Average number of *Aedes* per trap



## PRODUCT EFFICACY

**AERIAL LARVICIDE APPLICATIONS.** District staff evaluated aerial applications of Altosid Liquid (active ingredient: methoprene) for the control of *Aedes aegypti* mosquitoes in Palm Springs. The entire known area of *Aedes* infestation in Palm Springs, approximately 1,100 acres, was treated August 19<sup>th</sup> and 26<sup>th</sup>, and September 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>. Containers were placed at 30 locations; at each location, 4 containers were set: 1 in the open (0% cover), 1 with 25% cover, 1 with 50% cover, and 1 with 100% cover from the open sky. Containers were placed the day before the aerial application and collected the next day, one hour after the application. Containers were returned to the lab where approximately 100 milliliters of water were added along with 15 *Culex quinquefasciatus* larvae. *Culex quinquefasciatus* are larger than the target *Aedes aegypti* mosquitoes. Larvae were allowed to complete development and examined at 24, 48, 72, and 96 hours. Mortality was measured by examining the ability of the mosquitoes to develop into adults. The results show that product deposited in the containers, even those obstructed from the open (see graph). Pupae were unable to emerge into adult mosquitoes and dead pupae were observed in the containers.

## Efficacy of Methoprene in Containers (5 treatments)



RED IMPORTED FIRE ANT (RIFA) FOLLOW-UP INSPECTIONS. Conducting follow-up inspections at golf courses where red imported fire ants were treated allows the District to know if the treatment effectively controlled the fire ants. When the initial infestation rate at the golf course is found to be at or above 30%, the Operations Department makes a treatment with Extinguish Plus (active ingredient: hydramethlynon and methoprene). Follow-up inspections on 12 Golf Courses were conducted approximately 4 weeks after the treatment. The infestation rates of the 12 courses were averaged as 56% before treatment and 33% infestation one month after treatment. This is a 40% decrease from the first inspection. A second round of follow-up inspections will continue to be evaluated for Extinguish Plus treatments on the 12 courses at the beginning of November (4 months after treatment).

HOMEOWNER MOSQUITO CONTROL. Periodically residents ask about mosquito control products that can be purchased online or in home improvement centers. For those wishing to conduct mosquito control on their own property, we have reviewed the available products and have found the following options that can be legally obtained. District staff will be examining these products in microcosm ponds to determine how effective they are compared to the products that are only available to licensed vector control technicians.

PRODUCT and CHEMICAL NAME	Active Ingredient(s)	Application Rate	California Registered?	Cost to Consumer	Able to purchase online?
<b>First Watch™</b> Mosquito Larvicide/Pupicide Monomolecular Surface Film	100% - Poly(oxy-ethanediyl), $\alpha$ -isooctadecyl-w-hydroxyl	0.2-1.0 gallons / acre	YES (inactive 12/31/06)	~ \$22.00 / liter	YES
<b>EcoRaider™</b> Mosquito Larvicide/Pupicide Natural Botanical Liquid	2% - Geraniol 2% - Cedarwood Oil 4% - Sodium Lauryl Sulfate	2-6 oz / finish gallon 1 finish gallon / 1000 sqft.	EPA Exempt	~ \$20.00 / 16 oz.	YES
<b>Altosid Pro-G®</b> Insect Growth Regulator	1.5% - (S) – Methoprene	1 tbs. / 150 sqft.	YES (active)	~ \$36.00 / 2.5 lbs.	YES
<b>Pre-Strike Mosquito Torpedo™</b> Insect Growth Regulator	8.62% - (S) - Methoprene	1 unit / 100 sqft.	YES (active)	~ \$9.00 / 5-pk	YES
<b>Mosquito Beater WSP®</b> Mosquito Granular Larvicide in Water Soluable Pouches	1.7% - BTI	1 pouch / 50 sqft.	YES (active)	~ \$17.00 / 24-pk	YES
<b>Summit Mosquito Bits®</b> Mosquito Granular Larvicide	2.86% - BTI	1 tbs. / 75 sqft.	YES (active)	~ \$25.00 / 8 oz.	YES
<b>Microbe-Lift BMC®</b> Mosquito Aqueous Larvicide	8% - BTI	2.5 ml / 1000 gals.	YES (active)	~ \$27.00 / 6 oz.	YES

## BIOLOGICAL CONTROL

### MOSQUITOFISH (*Gambusia affinis*)

As of October 27, 2017, the District produced approximately 110,000 mosquitofish, which is approximately what was produced at this point in 2016. About 62,650 fish were stocked in neglected swimming pools, private ponds, detention basins, and animal water troughs.



## OPERATIONS

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### Control Overview

The Operations Department activities completed in the month of September:

- 3370 mosquito inspections (September 2016 = 3,388 inspections)
- 2128 control applications on 360 acres (September 2016 = 2,118 applications)

Operations Department activities completed in the month of October:

- 2897 mosquito inspections (October 2016 = 2,703 inspections)
- 2386 control treatments on 424 acres (October 2016 = 2,365 applications)

Operations Department conducted 3,370 mosquito inspections in September compared to 2,897 in October. Over the same months in 2016, 3,388 inspections were conducted in September compared to 2,703 in October. Furthermore, 2,128 control treatments were applied over 360 acres in September compared to 2,386 control treatments over 424 acres in the month of October. There were 1,480 control treatments in September 2016 compared to 2,234 control treatments September 2017. The full impact of shifting field technicians conducting invasive *Aedes* inspections and treatments to also conduct WNV-positive surveillance and control efforts including aerial applications put downward pressure on general operational activities as reported.

The RIFA program in the month of September had 254 RIFA control applications on 2,107 acres and 287 RIFA control applications on 1,495 acres in the month of October, 2017. The increase in acreage for RIFA control for the month October was primarily due to the increase of the number of the large properties treated such as Country Clubs and Golf Courses.

In the month of September 2017 the Operations Department completed 266 Service Requests (SR) from residents compared to 316 resident Service Requests in October. The increase in Service Request by a total of 50 SR in October compared to those in September was due to an increase in the count of Neglected pools, Mosquito, and RIFA calls. Overall, the September and October 2017 Service Requests were slightly lower in all categories compared to those over the same month of 2016.

### Arbovirus Response

A total of 10 West Nile virus (WNV)-positive mosquito pools were detected in September at 6 locations in the District, and 16 St. Louis Encephalitis (SLE)-positive mosquito pool was detected at 9 locations in the District.

The majority of positive mosquitoes were found in the Duck Club/Salton Sea shoreline area, and around the town of Mecca. Field Technicians were dispatched to inspect all breeding sites in these areas, and these inspections informed our decision to conduct four aerial

adulticide applications. The ultra-low volume (ULV) aerial applications were conducted over the Duck Club/Salton Sea shoreline using Aqua-Reslin. Only one WNV-positive mosquito pool was detected in the month of October at a location in the District, and no SLE-positive mosquito pools were detected. Field Technicians were dispatched to inspect all breeding sites in the WNV-positive location.

### **Detections and Control of Invasive *Aedes aegypti***

After canvassing the neighborhoods the properties infested with *Aedes aegypti* mosquitoes confirmed by finding eggs, larvae, pupae and or adults were added to the detection area lists. During the month of September, 1,032 invasive *Aedes* inspections were performed in the cities of Coachella, Indio, Cathedral City, Palm Springs, La Quinta, Palm Desert, Rancho Mirage and Mecca. A total of 999 inspections were done during the month of October in these cities including the City of La Quinta. Field Technicians performed 142 barrier treatments, and 157 residential fogging applications during the month of September, and 235 barrier and 288 fogging treatments were performed in the month of October, respectively. The number of invasive *Aedes* inspections and treatments conducted within each city, for the month of September and October is shown in the below:

CITY	# of Inspections-September	# of Inspections-October	# of Treatments-September	# of Treatments-October
Coachella	8	15	5	15
Cathedral City	347	197	50	122
Indio	8	30	5	21
Palm Springs	185	197	95	135
La Quinta	209	1	100	1
Mecca	0	179	0	115
Palm Desert	239	377	10	100
Rancho Mirage	36	3	36	3

Three aerial applications using Altosid Liquid were conducted over Palm Springs in September covering 3,516 acres.

# Mosquito Habitats Treated

# Operations

9/1/2017 to 9/30/2017 Report



## 89 Agriculture

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
9	Bs/Bti	7.39
17	Bti	5.82
7	Methoprene	1.31
20	Spinosad	7.11
Applications	FORMULATION: LIQUID	Acreage
2	(AE) surfactant	0.20
9	Bti	2.56
2	Methoprene	1.05
23	Spinosad	2.83



## 29 Duck Club

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
4	Bs/Bti	0.72
4	Bti	2.10
14	Spinosad	103.71
Applications	FORMULATION: LIQUID	Acreage
1	Bti	0.01
1	Methoprene	0.00
5	Spinosad	0.68



## 445 Invasive Aedes

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
143	Bti	1.62
1	Spinosad	0.00
Applications	FORMULATION: LIQUID	Acreage
143	Barrier	1.62
158	Fogging	91.12



## 1,228 Residential

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
27	Bs	0.08
69	Bs/Bti	0.73
87	Bti	1.36
265	Methoprene	2.37
426	Spinosad	2.74
Applications	FORMULATION: LIQUID	Acreage
81	(AE) surfactant	0.24
179	Bti	7.91
17	Methoprene	0.08
77	Spinosad	4.77



## 16 Salton Sea Marshes

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
1	Bs/Bti	0.30
1	Bti	0.50
12	Spinosad	108.90
Applications	FORMULATION: LIQUID	Acreage
2	Spinosad	0.32

**(AE) surfactant** - reduces surface tension of water making it difficult for mosquito larvae and pupae to attach and causes them to drown

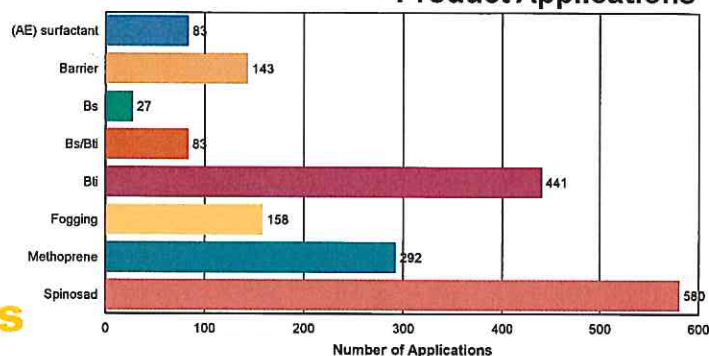
**BS (*Bacillus sphaericus*)** - soil-dwelling bacterium, used as a biological pesticide that during sporulation produce crystals that have insecticidal action when ingested by mosquito larvae

**BTI (*Bacillus thuringiensis israelensis*)** - soil-dwelling bacterium, commonly used as a biological pesticide that during sporulation produce crystal proteins that have insecticidal action when ingested by mosquito larvae

**Methoprene** - used as a biological pesticide that mimics natural juvenile hormone of insects and acts as a growth regulator. Juvenile hormone must be absent from mosquito pupa to molt to an adult. Mosquito pupae treated with Methoprene will be unable to successfully mature from pupae to the adult mosquito

**Spinosad** - a naturally-occurring soil-dwelling bacterium, *Saccharopholyspora spinosa*

Product Applications



Product Breakdown

		Total		
		Count	Acreage	Cost
FORMULATION: DRY	Total	1,107	246.77	\$28,753.98
	Bs	27	0.08	\$86.42
	Bs/Bti	83	9.14	\$827.92
	Bti	252	11.40	\$333.09
	Methoprene	272	3.69	\$1,081.89
	Spinosad	473	222.46	\$26,424.66
FORMULATION: LIQUID	Total	700	113.38	\$13,863.60
	(AE) surfactant	83	0.44	\$17.47
	Barrier	143	1.62	\$13,415.28
	Bti	189	10.48	\$91.23
	Fogging	158	91.12	\$88.90
	Methoprene	20	1.13	\$9.26
	Spinosad	107	8.60	\$241.46



# Mosquito Habitats Treated

# Operations

10/1/2017 to 10/31/2017 Report



## 74 Agriculture

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
3	Bs/Bti	4.21
16	Bti	12.92
4	Methoprene	0.08
21	Spinosad	9.86
Applications	FORMULATION: LIQUID	Acreage
1	(AE) surfactant	6.00
12	Bti	1.06
3	Methoprene	0.51
14	Spinosad	3.12



## 73 Duck Club

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
10	Bs/Bti	70.37
18	Bti	51.94
26	Spinosad	80.07
Applications	FORMULATION: LIQUID	Acreage
5	Bti	1.46
6	Methoprene	11.35
8	Spinosad	9.89



## 766 Invasive Aedes

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
237	Bti	2.62
1	Spinosad	0.00
Applications	FORMULATION: LIQUID	Acreage
2	(AE) surfactant	0.00
236	Barrier	2.61
289	Fogging	130.35
1	Spinosad	0.00



## 1,140 Residential

### APPLICATIONS

Applications	FORMULATION: DRY	Acreage
19	Bs	0.05
35	Bs/Bti	0.39
114	Bti	0.42
233	Methoprene	0.78
468	Spinosad	2.32
Applications	FORMULATION: LIQUID	Acreage
50	(AE) surfactant	0.19
1	Barrier	0.01
66	Bti	4.56
2	Fogging	0.64
67	Methoprene	0.31
85	Spinosad	2.83

**(AE) surfactant** - reduces surface tension of water making it difficult for mosquito larvae and pupae to attach and causes them to drown

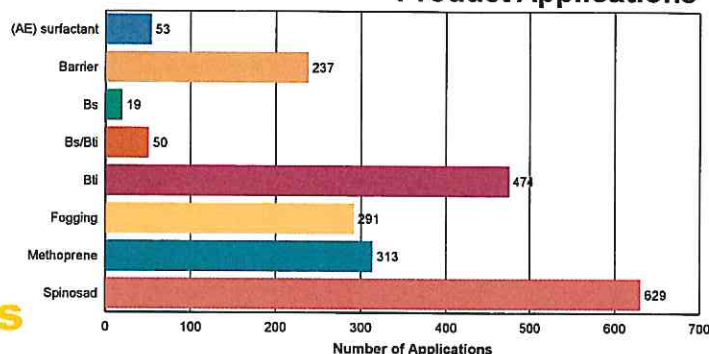
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**Methoprene** - used as a biological pesticide that mimics natural juvenile hormone of insects and acts as a growth regulator. Juvenile hormone must be absent from mosquito pupa to molt to an adult. Mosquito pupae treated with Methoprene will be unable to successfully mature from pupae to the adult mosquito

**Spinosad** - a naturally-occurring soil-dwelling bacterium, *Saccharopholyspora spinosa*

Product Applications



Product Breakdown

		Total		
		Count	Acreage	Cost
FORMULATION: DRY	Total	1,214	248.02	\$15,118.50
	Bs	19	0.05	\$69.88
	Bs/Bti	50	83.03	\$7,902.02
	Bti	390	70.82	\$1,807.85
	Methoprene	237	0.86	\$496.76
	Spinosad	518	93.25	\$4,841.99
FORMULATION: LIQUID	Total	852	175.54	\$22,429.15
	(AE) surfactant	53	6.19	\$246.39
	Barrier	237	2.61	\$21,592.41
	Bti	84	7.08	\$56.51
	Fogging	291	130.98	\$128.08
	Methoprene	76	12.17	\$98.84
	Spinosad	111	16.50	\$306.92

# Operations

9/1/2017 to 9/30/2017 Report



## 74 Country Club

### APPLICATIONS

555.28 ACRES TREATED  
72 BROADCAST TREATMENTS  
2 SPOT TREATMENTS



## 15 Golf Course

### APPLICATIONS

1,506.04 ACRES TREATED  
15 BROADCAST TREATMENTS



## 160 Homeowner

### APPLICATIONS

39.91 ACRES TREATED  
159 BROADCAST TREATMENTS  
1 SPOT TREATMENTS



## 3 Park

### APPLICATIONS

3.59 ACRES TREATED  
2 BROADCAST TREATMENTS  
1 SPOT TREATMENTS



## 2 School

### APPLICATIONS

2.42 ACRES TREATED  
2 BROADCAST TREATMENTS

## Red Imported Fire Ant



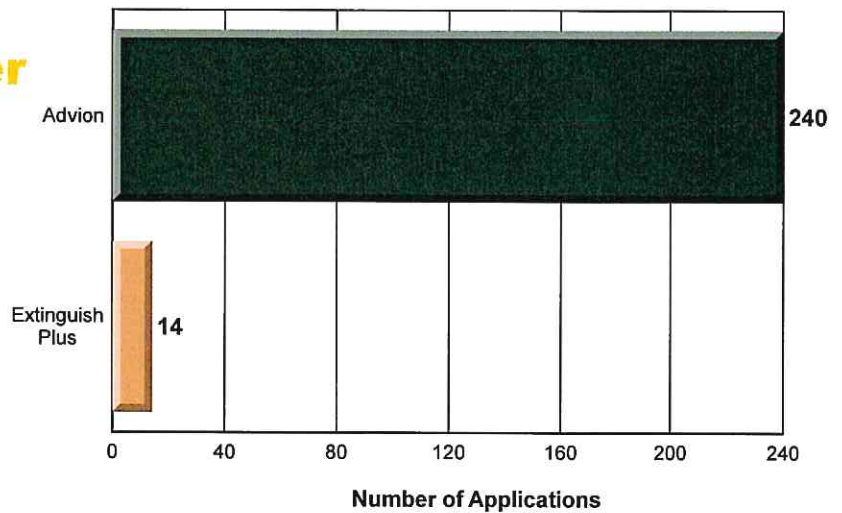
### Scientific classification

Kingdom: Animalia  
Phylum: Arthropoda  
Class: Insecta  
Order: Hymenoptera  
Family: Formicidae  
Genus: *Solenopsis*  
Species: *invicta*

### Binomial name

*Solenopsis invicta*  
(Buren, 1972)

## Product Applications



## Product Breakdown

		Advion	Extinguish Plus
Total	Acreage Amount (lbs.)	668.12	1439.12
	Cost	\$ 1,002.53	\$ 2,158.70
		\$ 9,483.95	\$ 13,902.03

ADVION® fire ant bait may be used to control imported fire ants, bigheaded ants\* and pavement ants\* in noncrop/nongrazed areas such as residential lawns, golf courses, recreational areas, industrial sites and other similar areas where imported fire ants, bigheaded ants and pavement ants are found. Rainfall or irrigation within 2 to 3 hours after application may reduce the effectiveness of ADVION® fire ant bait and a repeat application within 7 days may be necessary to achieve the desired level of control.

EXTINGUISH® PLUS is highly attractive to imported and native fire ants and other ants. Worker ants carry the bait into the mound as food for the colony. The ants will then begin feeding the bait to the rest of the colony. They eat it and feed it to the queen. EXTINGUISH® PLUS is a unique product containing a slow acting insecticide and an Insect Growth Regulator (IGR). This two-way action ensures complete control of fire ants. The IGR prevents rebound of the colony, while the insecticide insures rapid demise of the colony. EXTINGUISH® PLUS will start to kill ants after they feed on the bait. The colony will begin to decline in about a week, after the bait has been brought back to the mound. The mound is destroyed when the queen dies.



# Operations

10/1/2017 to 10/31/2017 Report



## 38 Country Club

### APPLICATIONS

177.21 ACRES TREATED  
36 BROADCAST TREATMENTS  
2 SPOT TREATMENTS



## 9 Golf Course

### APPLICATIONS

1,034.51 ACRES TREATED  
9 BROADCAST TREATMENTS



## 173 Homeowner

### APPLICATIONS

45.26 ACRES TREATED  
172 BROADCAST TREATMENTS  
1 SPOT TREATMENTS



## 60 Park

### APPLICATIONS

224.68 ACRES TREATED  
60 BROADCAST TREATMENTS



## 7 School

### APPLICATIONS

13.09 ACRES TREATED  
6 BROADCAST TREATMENTS  
1 SPOT TREATMENTS

## Red Imported Fire Ant



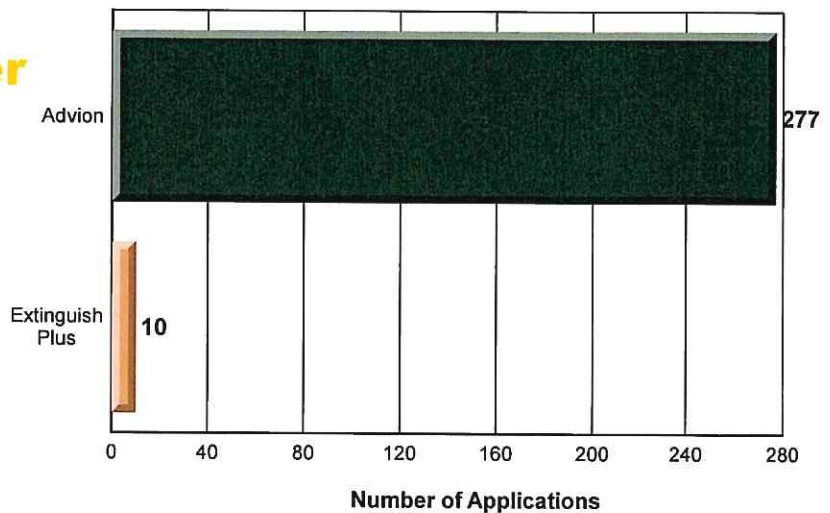
### Scientific classification

Kingdom: Animalia  
Phylum: Arthropoda  
Class: Insecta  
Order: Hymenoptera  
Family: Formicidae  
Genus: *Solenopsis*  
Species: *invicta*

### Binomial name

*Solenopsis invicta*  
(Buren, 1972)

## Product Applications



## Product Breakdown

		Advion	Extinguish Plus
Total	Acreage	680.42	814.32
	Amount (lbs.)	1,020.79	1,221.37
	Cost	\$ 9,656.66	\$ 7,865.62

ADVION® fire ant bait may be used to control imported fire ants, bigheaded ants\* and pavement ants\* in noncrop/nongrazed areas such as residential lawns, golf courses, recreational areas, industrial sites and other similar areas where imported fire ants, bigheaded ants and pavement ants are found. Rainfall or irrigation within 2 to 3 hours after application may reduce the effectiveness of ADVION® fire ant bait and a repeat application within 7 days may be necessary to achieve the desired level of control.

EXTINGUISH® PLUS is highly attractive to imported and native fire ants and other ants. Worker ants carry the bait into the mound as food for the colony. The ants will then begin feeding the bait to the rest of the colony. They eat it and feed it to the queen. EXTINGUISH® PLUS is a unique product containing a slow acting insecticide and an Insect Growth Regulator (IGR). This two-way action ensures complete control of fire ants. The IGR prevents rebound of the colony, while the insecticide insures rapid demise of the colony. EXTINGUISH® PLUS will start to kill ants after they feed on the bait. The colony will begin to decline in about a week, after the bait has been brought back to the mound. The mound is destroyed when the queen dies.

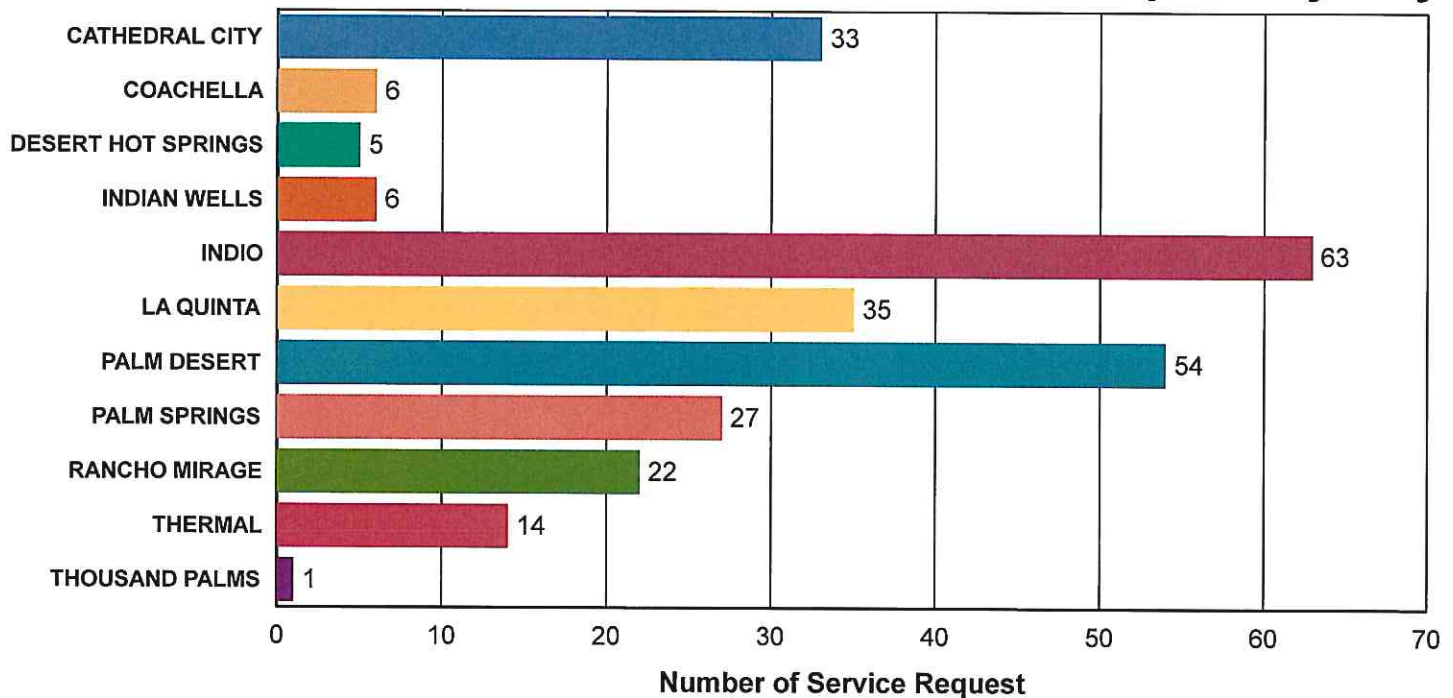
# Service Request Operations

9/1/2017 to 9/30/2017 Report

## Service Request Types

	TOTAL	STANDING WATER	NEGLECTED POOL	FLY/EYE GNATS	MOSQUITO	RODENTS	BEEES	RIFA
TOTAL	266	11	20	5	30	3	3	194
CATHEDRAL CITY	33	2	3	0	1	0	1	26
COACHELLA	6	2	0	0	2	0	0	2
DESERT HOT SPRINGS	5	0	1	0	0	0	1	3
INDIAN WELLS	6	0	0	0	0	0	1	5
INDIO	63	0	1	0	1	0	0	61
LA QUINTA	35	1	2	3	5	0	0	24
PALM DESERT	54	0	7	1	9	1	0	36
PALM SPRINGS	27	5	4	0	3	1	0	14
RANCHO MIRAGE	22	0	2	0	0	1	0	19
THERMAL	14	1	0	1	9	0	0	3
THOUSAND PALMS	1	0	0	0	0	0	0	1

## Service Request by City





# Operations

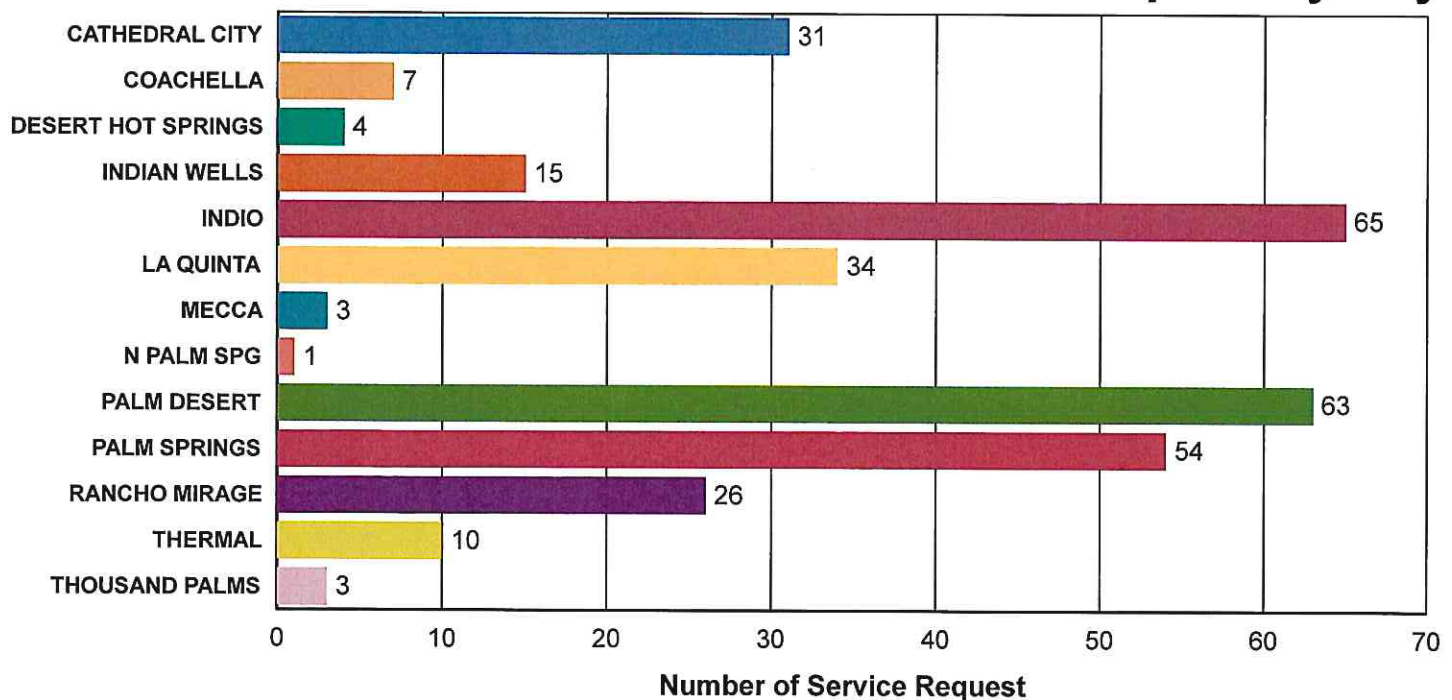
Service Request

10/1/2017 to 10/31/2017 Report

## Service Request Types

	TOTAL	STANDING WATER	NEGLECTED POOL	FLY/EYE GNATS	MOSQUITO	RODENTS	BEEES	RIFA	OTHER
TOTAL	316	15	15	6	56	8	6	206	4
CATHEDRAL CITY	31	0	0	1	5	2	1	22	0
COACHELLA	7	0	0	1	1	0	0	5	0
DESERT HOT SPRINGS	4	1	1	0	0	1	0	1	0
INDIAN WELLS	15	0	0	0	1	1	0	13	0
INDIO	65	2	2	1	9	0	4	46	1
LA QUINTA	34	2	1	0	7	1	0	22	1
MECCA	3	0	0	0	3	0	0	0	0
N PALM SPG	1	1	0	0	0	0	0	0	0
PALM DESERT	63	1	2	0	10	1	0	48	1
PALM SPRINGS	54	7	6	0	13	2	0	25	1
RANCHO MIRAGE	26	0	3	2	1	0	1	19	0
THERMAL	10	1	0	1	6	0	0	2	0
THOUSAND PALMS	3	0	0	0	0	0	0	3	0

## Service Request by City





October is National Cyber Security Awareness Month, which is an annual campaign to raise awareness about the importance of cybersecurity. The Internet touches almost all aspects of everyone's daily life, whether we realize it or not. **Ransomware**, is a type of malicious software that threatens to publish the victim's data or block access to it unless a ransom is paid.



Ransomware can be delivered via email by attachments or links within the email. Attachments in emails can include documents, zip files, and executable applications. Malicious links in emails can link directly to a malicious website the attacker uses to place malware on a system. To help protect yourself, be aware of the following:

- District staff is consistently reminded to remain vigilant with email attachment, as wells, emails with hyperlinks. Should anyone have any questions, we ask everyone to contact the IT/GIS Department.

**Fuel Tax:** A new tax rate and storage tax requirement for motor vehicles and diesel fuels will begin November 1, 2017 (<https://www.cdfta.ca.gov/formspubs/l504.pdf>) Key highlights of November 1st changes for most fuel purchasers:

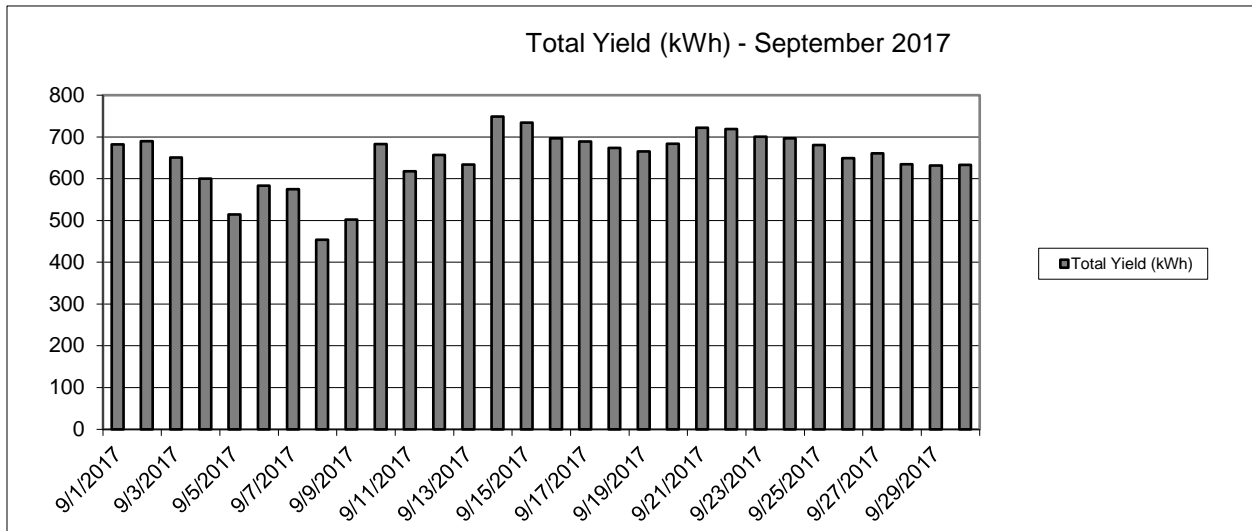
- The tax will increase our deliveries approximately by \$250. September's CA State Excise Tax – Gas was \$588.30 (1,980.8 gallons \* .297 = \$588.30), using the new rate of .417 with Septembers Delivery, the new CA State Excise Tax would be \$825.99, an increase of \$237.69.

**Vehicle Accident:** Unit# 140 towing Trailer Unit# 106 was involved in a vehicular accident on Monday, September 11. District Personnel was not at fault. Unit# 140 has been repaired and returned to service, while Trailer Unit# 106 was totaled. A new Big-Tex Trailer has been purchased to replace Trailer Unit# 106 and in service.

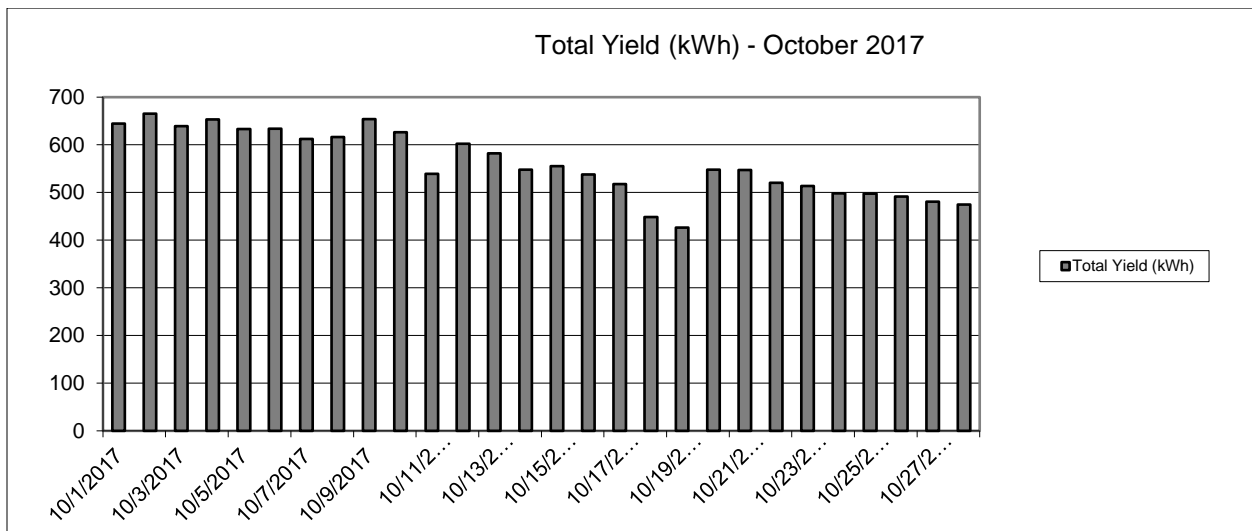


## FACILITIES

**SOLAR PANELS** – The following charts show the total yield from the solar panels during September and October, and a comparison between the power output per hour for September 30, 2017 and October 31, 2017.



**Figure 1 September 2017 Daily Solar Yield**



**Figure 2 October 2017 Daily Solar Yield**

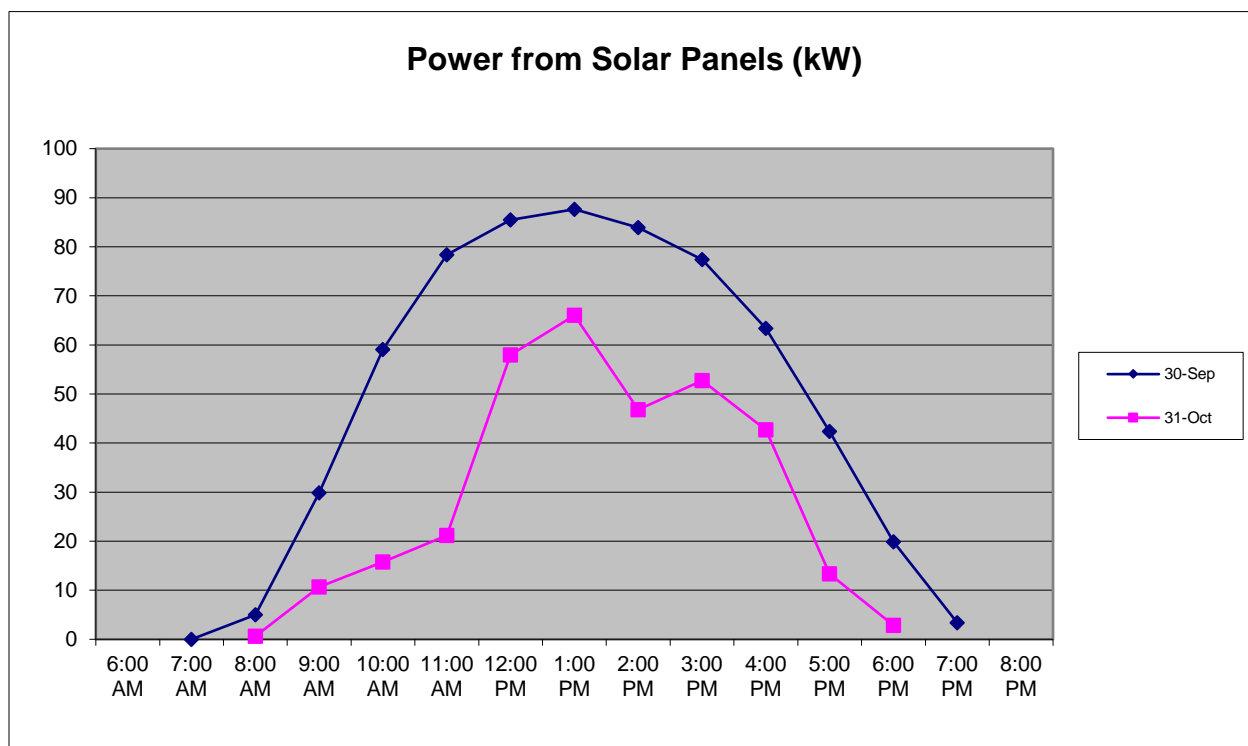
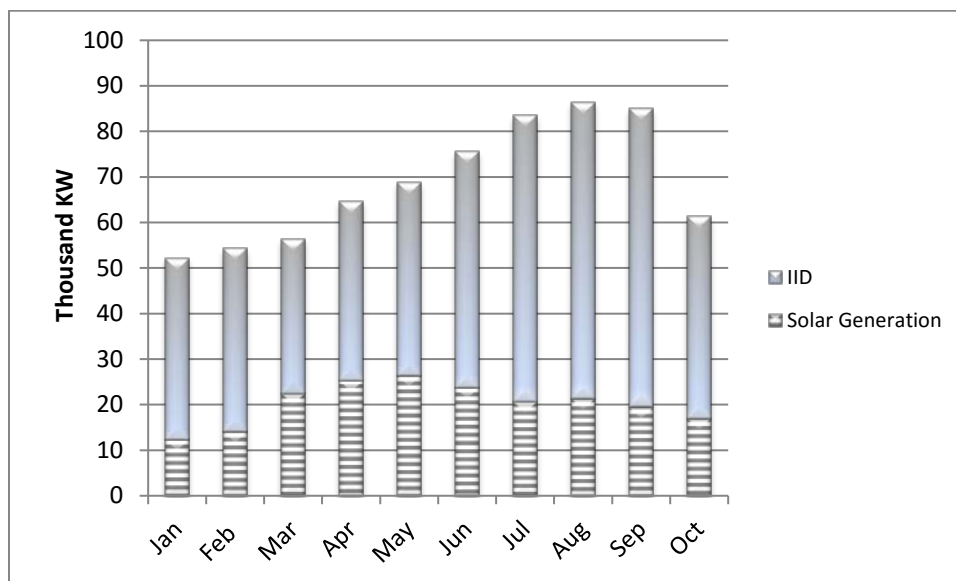



Figure 3 Hourly Solar Yield for September 30, 2017 and October 31, 2017

## Energy Consumption



For 2017, 29% of the Districts energy consumption percentage is provided by solar the rest is provided by IID.

	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: center;"><b>November 14, 2017</b></p>
<p><b>Agenda Item:</b> Items of General Consent</p> <p>Discussion and/or approval of Resolution 2017-15 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – <b>Anita Jones, Human Resources Manager</b></p>		
<p><b>Background:</b></p> <p>On August 10, 2011, CalPERS adopted <i>California Code of Regulations (CCR) Title 2, Sections 570.5 and 571(b)</i>, which set specific requirements for making pay schedules publicly available. The stated purpose was to ensure consistency and enhance disclosure and transparency of public employee compensation.</p> <p>In order to fully meet the requirements of these regulations, the pay schedule must list a position title for every employee position, show a pay rate for each position, and indicate the time base for the pay rate (hourly, monthly, annually, etc.). This pay schedule updates the Teamsters' pay rate reflected in the Memorandum of Understanding approved at the September 12, 2017, Board meeting. The pay schedule is included in the attached resolution as <i>Exhibit A</i>.</p>		
<p><b>Staff Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Staff recommends that the Board of Trustees approve Resolution 2017-15.</li> </ul>		
<p><b>Exhibits:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2017-15</li> </ul>		

## **RESOLUTION NO. 2017-15**

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING THE DISTRICT'S PAY SCHEDULE TO CONFORM WITH THE CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 2, SECTION 570.5 AND AMENDMENTS TO CCR SECTION 571, SUBDIVISION (b)**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District is a political subdivision and a "local agency" of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. seq., and is also a "local agency" within the meaning of Section 53600 of the California Government Code; and

**WHEREAS**, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

**WHEREAS**, the Board of Trustees wishes to meet the requirements of these regulations by adopting a Pay Schedule which sets forth the pay ranges for all District employee classifications in one single document;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

#### **Section 1. Recitals.**

The recitals set forth above are true and correct.

#### **Section 2. Approval of Pay Schedule**

That the Board of Trustees hereby approves the pay schedule shown on Exhibit "A," which is incorporated herein by this reference, for classifications as designated on said schedule, a copy of which is attached hereto and incorporated herein by this reference.

#### **Section 3. Effective Date.**

This Resolution shall take effect upon its adoption.

#### **Section 4. Certification.**

The Clerk of the Board shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**PASSED, ADOPTED AND APPROVED, this 14th day of November, 2017.**

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Doug Walker, President  
Board of Trustees

**ATTEST:**

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Crystal G. Moreno, Clerk of the Board

**APPROVED AS TO FORM:**

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M. Katherine Jenson, General Counsel

**REVIEWED:**

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Jeremy Wittie, MS, General Manager

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Monthly Pay Schedule - Effective 7/1/17

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
VCT Trainee	2,064.86	2,168.10	2,276.50	2,390.33	2,509.84	2,635.34
Laboratory Technician	2,905.46	3,050.73	3,203.27	3,363.43	3,531.60	3,708.18
VCT I, Utility Worker	3,708.18	3,893.59	4,088.27	4,292.69	4,507.32	4,732.69
VCT II, Laboratory Asstistant I	4,507.32	4,732.69	4,969.32	5,217.79	5,478.68	5,752.61
Mechanic I	4,732.69	4,969.32	5,217.79	5,478.68	5,752.61	6,040.24
Lead VCT, Lab Assistant II, Mechanic II	4,969.32	5,217.79	5,478.68	5,752.61	6,040.24	6,342.25
Administrative Clerk	4,267.00	4,480.00	4,703.00	4,939.00	5,185.00	5,445.00
Accounting Technician I	4,373.00	4,592.00	4,822.00	5,062.00	5,316.00	5,581.00
Accounting Technician II	4,888.00	5,132.00	5,389.00	5,659.00	5,942.00	6,238.00
Public Outreach Coord, IT/GIS Assist	5,677.00	5,961.00	6,259.00	6,572.00	6,900.00	7,246.00
Biologist	5,969.00	6,267.00	6,581.00	6,909.00	7,255.00	7,617.00
Field Supervisor	6,922.00	7,268.00	7,632.00	8,013.00	8,415.00	8,835.00
Environmental Biologist, Vector Ecologist, IT/GIS Analyst, Lead Supervisor	7,268.00	7,632.00	8,013.00	8,415.00	8,834.00	9,276.00
Executive Assistant/Clerk of the Board	5,709.60	5,995.08	6,294.83	6,609.58	6,940.05	7,287.06
Human Resources Manager, IT Manager, Public Information Manager, Operations Manager, Lab Manager	7,551.37	7,928.94	8,325.39	8,741.65	9,178.74	
Admin/Finance Manager	7,824.37	8,215.59	8,626.37	9,057.69	9,510.57	
General Manager	12,037.50					

### Educational Incentive Pay

Certificate	1%	Master's Degree	4%
Associate Degree	2%	Doctorate Degree	5%
Bachelor's Degree	3%		

### Temporary - Out of Class

5%





## Coachella Valley Mosquito and Vector Control District

### Staff Report

**November 14,  
2017**

#### **Agenda Item:** Items of General Consent

Approval of Fiscal Year 2017-2018 research proposals in an amount not to exceed \$120,000.00 from Fund #8510.01.600.00, Research Projects – **Jennifer A. Henke, M.S., Laboratory Manager**

#### **Background:**

The District has had a long beneficial relationship with the vector control researchers from universities and other state/federal organizations. The purpose of research funded by the District is to develop and evaluate applied vector and vector-borne disease surveillance and integrated vector management strategies. These projects ultimately improve the District's operations and surveillance programs and make the best use of the District's financial resources. Funded research leaves a legacy of knowledge in the form of publications and presentations that can be used by mosquito control districts in California, nationally, and around the world.

#### **Proposals**

The District received 3 research proposals. The proposals are summarized in the table below. Further summaries and estimates of potential benefits of each proposal follow:

#	Researcher	Title	Funds requested	Recommend for funding	Amount to fund
1	Oi	Improving fire ant bait efficacy in irrigated landscapes in the Coachella Valley (Year 1)	\$22,610.00	Yes	\$22,610.00
2	Coffey	Comparison of floral scent attractants for <i>Culex</i> mosquitoes in the Coachella Valley (Year 1)	\$38,934.00	Yes	\$38,934.00
3	Walton	Field-testing bait stations for mosquito control in underground storm drain systems in the Coachella Valley (Year 1)	\$70,698.02	Yes	\$58,456.00

**Proposal #1 –Oi: “Improving fire ant bait efficacy in irrigated landscapes in the Coachella Valley”**

**Summary** – This is the 1<sup>st</sup> year of a 2-year proposal. In the 2016 and 2017 work, some formulated fire ant baits were used with water to compare to a water-resistant bait. The formulated product showed good efficacy against fire ants. The proposed work is to examine the effectiveness of products currently available for purchase before and after water is added to the products. The work will be done in 2018 in the laboratory setting with field trials proposed for the second year, depending on the results. The proposal discusses continued monitoring of the previously released biocontrol agent – decapitating phorid flies. The flies were released in 2014, and the work would assess how landscape changes such as restricted watering and extenuated drought have impacted the populations.

**Potential benefits of proposed research** – Irrigation practices in the Coachella Valley are highly favorable to colonization by fire ants but a challenge to the effectiveness of RIFA baits currently used by the District for control. When baits get wet they are no longer attractive to fire ants, which can limit the effectiveness of our treatments. A great amount of effort is performed by District staff in coordinating fire ant treatments and ensuring irrigation water is shut prior and after treatments. Availability of a water-resistant bait would make a huge impact on the District's scheduling practice and reliance on landowners to ensure irrigation water is shut off.

Documentation of the spread of previously released biocontrol agents will further inform our decision of whether to use these biocontrol organisms. These biocontrol organisms once established should not require extra work from District staff and increase natural control pressures on fire ants in the Coachella Valley. While these organisms will not eradicate fire ants, they will weaken ant colonies and potentially make District control efforts more effective and longer lasting.

**Proposal #2 – Coffey: “Comparison of floral scent attractants for *Culex* mosquitoes in the Coachella Valley.”**

**Summary** – This is a 1-year proposal. This project focuses on testing and improving new methods to improve arbovirus surveillance. The study aims to calibrate the number of mosquitoes feeding on scented sugar bait stations to determine how a positive sample could be integrated into risk models. Additionally, the study will build on research completed in 2017 to determine the most effective floral scent in the field.

**Potential benefits of proposed research** - The project has the potential to add additional information into our Mosquito-borne Virus Surveillance and Response Plan, allowing the determination of virus actively circulating in an area. The work builds on current work funded allowing the researchers to examine whether the results collected from the lab are applicable in the field.

**Proposal #3 – Walton: “Field-testing bait stations for mosquito control in the underground storm drain systems in the Coachella Valley”**

**Summary** – This is the 1<sup>st</sup> year of a 2-year proposal. The project proposes to provide a comprehensive examination of the use of attractive toxic sugar baits (ATSB) for underground

storm drain systems using fungus, pyriproxyfen (an insect growth regulator), and boric acid as the toxic substance. The proposed work examines the bait stations and their attractiveness in field scenarios. The researchers examine the sublethal impacts of the fungus and the chemicals. Besides directly killing the mosquitoes, these agents can reduce the number of eggs laid or reduce the blood-feeding activity of the mosquitoes, both of which would further impact the mosquito population. The researchers are also examining whether the adult mosquitoes can transfer pyriproxyfen to oviposition sites, which would then have a direct effect on the mortality of larval mosquitoes. The study examines the work through using a known number of laboratory-reared mosquitoes in year 1 with plans to expand the work to impacts on the mosquito population in year 2.

**Potential benefits** – The study examines both the immediate impacts and long-term impacts of using these bait stations. Successful bait stations could be deployed in areas where arbovirus has been detected or in response to high numbers of adult mosquitoes within our urban environment. The agents used in these bait stations are commercially available but are not part of the District’s current control efforts, widening our arsenal against mosquitoes. If the use of the pyriproxyfen is successful, this can have cascading impacts on the mosquito population by providing control of larvae in sites visited by the dosed adults.

**Staff Recommendation:**

- Approval of funding for proposals listed under #1-3 in an amount not to exceed \$120,000.00.

**Fiscal Impact:**

- The funds will be available from FY2017-2018 budget line item # 8510.01.600.00 – Research Projects balance \$120,000.00. These proposals represent 100% of the budget line item.

	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: center;"><b>November 14, 2017</b></p>
<p><b>Agenda Item:</b> Items of General Consent</p> <p>Approval of Resolution 2017-16 providing a gift certificate to employees for work performed late November through early December, 2017, in a total collective amount for all certificates not to exceed \$2,640.00, to be paid from Fund #5300.01.225 – Employee Incentive – <b>Jeremy Wittie, M.S., General Manager</b></p>		
<p><b>Background:</b></p> <p>Each year the District recognizes and incentivizes the work and contributions of its employees made throughout the season and who continue to work during the holiday season with a gift certificate (“Gift Certificate”). The Gift Certificate would be provided in the same amount as last year, forty dollars (\$40).</p> <p>The Gift Certificates serve a legitimate public purpose by incentivizing employees to continue to work during the holiday season which would advance the protection of public safety by reducing the risk of disease transmission by mosquitoes and other vectors for residents and visitors of the Coachella Valley.</p> <p>The attached Resolution authorizes the General Manager to purchase the Gift Certificates, and authorizes providing the Gift Certificates to each employee who works for the District from November 20, 2017, through December 1, 2017.</p>		
<p><b>Staff Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Approve Resolution 2017-16 providing Gift Certificates to employees for work performed late November through early December, from Fund #5300.01.225 – Employee Incentive.</li> </ul>		
<p><b>Fiscal Impact:</b></p> <ul style="list-style-type: none"> <li>• Current funds available from Fund #5300.01.225 – Employee Incentive \$6,000, which is 100% of the budgeted amount for this line item. This expenditure would be approximately 44% of the available balance.</li> </ul>		
<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2017-16</li> </ul>		

## **Resolution No. 2017-16**

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROVIDING GIFT CERTIFICATES TO DISTRICT EMPLOYEES WHO CONTINUE TO WORK FOR THE DISTRICT LATE NOVEMBER THROUGH EARLY DECEMBER 2017**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“District”) is a special district and a political sub-division of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et seq., and is also a “local agency” within the meaning of Section 53600 of the California Government Code; and

**WHEREAS**, the Board of Trustees (“Board”) of the District desires to recognize the District’s appreciation of the contributions of District employees who work throughout the 2017 season; and

**WHEREAS**, the Board believes that such recognition serves a legitimate public purpose because it advances the protection of public safety by incentivizing employees to continue to work during the arbovirus and holiday seasons toward reducing the risk of disease transmission by mosquitoes and other vectors for residents and visitors of the Coachella Valley.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

#### **Section 1. Recitals.**

The recitals set forth above are true and correct.

#### **Section 2. Gift Certificates.**

Each full time employee employed by the District from November 20, 2017, through December 1, 2017, shall be provided a gift certificate valued at forty dollars (\$40.00).

#### **Section 3. Public Purpose.**

The provision of the subject gift certificates will serve a legitimate public purpose because it advances the protection of public safety.

#### **Section 4. General Manager’s Authority.**

The General Manager is authorized to procure sufficient gift certificates to effectuate the foregoing.

#### **Section 5. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 5. Certification.**

The Clerk of the Board shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**PASSED, ADOPTED AND APPROVED, this 14th day of November, 2017.**

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**Doug Walker, President  
Board of Trustees**

**ATTEST:**

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**Crystal G. Moreno, Clerk of the Board**

**APPROVED AS TO FORM:**

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**M. Kathy Jenson, General Counsel**

**REVIEWED:**


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**Jeremy Wittie, MS, General Manager**

**SECTION**  
**6**



# **OLD BUSINESS**

	<b>Coachella Valley Mosquito and Vector Control District</b>  <b>Staff Report</b>		<b>November 14, 2017</b>
<b>Agenda Item:</b> Old Business			
Approval to contract with Dudek for Civil Engineering and Surveying Services for the Thermal Facility in an amount not to exceed \$35,000 – <b>Jeremy Wittie, MS, General Manager</b>			
<b>Background:</b> On October 10, a Request for Proposal (RFP) was issued to seek qualified engineers to provide civil engineering and surveying services of the District's previous headquarters based in Thermal, CA. Two proposals were received, one from the Altum Group and one from Dudek. Dudek's bid was the lowest at \$34,600. The scope of work is split into three projects: Project 1 – NE Corner Paving, Project 2 – Landscape Area Plan and Project 3 – Mitigation paving of entire site per requirements of covenant.  The District worked with Dudek for civil engineering in 2012, for the upgraded and expanded Laboratory.			
<b>Staff Recommendation:</b>  Staff recommends approval to Dudek for Civil Engineering and Surveying Services for the Thermal Facility in an amount not to exceed \$35,000.00.			
<b>Fiscal Impact:</b>			
FY2017-18 Adopted Budget <b>Thermal Remediation Fund</b>	Current Available Funds	Proposed Expense	Remaining Available Funds
<b>\$449,422</b>	<b>\$449,422</b>	<b>\$35,000</b>	<b>\$414,422</b>



**SECTION**  
**7**



# **NEW BUSINESS**



## Coachella Valley Mosquito and Vector Control District

### Staff Report

**November 14,  
2017**

#### **Agenda Item:** New Business

Discussion and/or approval to enter into an agreement with Rauch Communication Consultants, Inc., for the District's Strategic Planning needs, in an amount not to exceed \$15,000.00 – **Jeremy Wittie, MS, General Manager**

#### **Background:**

On October 18, 2014, the District conducted its second Strategic Planning Workshop, with the Board of Trustees, management, and representative employees, with the goal to provide a framework for decision making over a three to five year period. The workshop was led by Dr. Charles Beesley and included participation from all attendees. After the workshop concluded, Dr. Beesley drafted an official document that outlined everything that was discussed, goals, and how to accomplish those goals in accordance with what the District had outlined at the workshop.

The purpose of the Strategic Plan is to help incorporate strategic issues into Board/management planning, decision-making, program monitoring, and performance measurement. The Strategic Plan will be a live document that will serve as a guideline to assist the District in achieving goals that were discussed at the workshop.

On November 6<sup>th</sup>, the Executive Committee met to review three (3) strategic planning consultant proposals received by the District. The Executive Committee's recommendation is to enter into an agreement with Rauch Communication Consultants Inc. Rauch Communication Consultants Inc. was selected out of the three proposals. Some factors of the Rauch proposal that set it apart from others:

1. Overall approach or philosophy to the development of the strategic plan
2. Completeness and level of detail
3. Research consultant performed in preparation of the proposal
4. Experience and commitment to community engagement.
5. Experience working with local government agencies developing strategic plans

#### **Staff Recommendation:**

- Staff recommends approval enter into an agreement with Rauch Communication Consultants, Inc., in an amount not to exceed \$15,000.00.

#### **Fiscal Impact:**

FY2017-18 Adopted Budget <b>6095.01.225</b>	Current Available Funds	Proposed Expense	Remaining Available Funds
<b>\$50,000</b>	<b>\$42,500</b>	<b>\$15,000.00</b>	<b>\$27,500.00</b>

#### **Attachment:**

- Rauch Communication Consultants, Inc. Proposal

**Rauch Communication Consultants Inc.**

936 Old Orchard Rd – Campbell, CA 95008

PH 408-374-0977

FX 408-374-2197

E info@rauchcc.com

**DATE:** 11/9/2017**NO OF PAGES:** 19**TO:** Jeremy Wittie, General Manager, CVMVCD**FROM:** Martin Rauch

Thank you for your request for a proposal to assist Coachella Valley Mosquito and Vector Control District (CVMVCD) with development of a Strategic Plan. This document contains a fully responsive proposal to facilitate development of a strategic plan focused around a single Board workshop, as well as options to add a second Board workshop, implementation planning, and incorporate staff input into the process. We believe that these options will make the final product more effective and complete.

Using proprietary techniques that have been honed through the successful development of strategic plans over several decades, Rauch Communication Consultants will assist CVMVCD to consider where it stands today, evaluate past achievements, address an increasingly challenging future, consider new opportunities, and ultimately provide the direction that will allow it to proceed confidently into the future.

### **What We Would Do Differently**

The current strategic plan is an organized and functional document with all the basic features. There are a few missing or less than optimal elements that we would address.

**Board Focus.** The last iteration of the Strategic Plan was primarily a staff led effort with input and review by the Board. We believe it is fundamentally important that the Strategic Planning effort provide an opportunity for a series of open discussions in which each director is fully engaged in sharing his or her viewpoints and concerns, and in hearing from their fellow directors. While a strategic plan should provide for full staff input and support, it should principally be a Board-led, policy-level document.

**Clarify Board and Staff Roles.** The current “Goals” within the Strategic Plan are in many cases work items or a mix of work items and measurable objectives. We think it is important that Board, Policy-Level direction (i.e. goals and objectives) be clearly separate from staff implementation or work plan items. This clarifies proper roles and relationships between the Board and Management.

**Incorporate Priorities.** The current plan does not indicate priorities. It is helpful for both the staff and board to know what is a “must do” versus a “like to do” when allocating and if necessary redirecting limited personnel and financial resources.

### **Ready to Hit the Ground Running**

Here’s why CVMVCD would be well served by Rauch Communication Consultants:

**In-Depth Strategic Planning Experience,** across hundreds of planning workshops and decades of strategic plans.

**Local and Regional Experience,** around Southern California and across the State, including working with other vector control Districts.

**Organizational and Governance Experts.** We have worked with over 175 Special Districts over the years. We are faculty for the California Special District Leadership Academy and teach regularly at statewide conferences on planning and governance issues.

**Community Engagement Experts.** Vector Control Districts interact with property owners, members of the wider community and other organizations on a daily basis and rely on their consent and cooperation. Our expertise in public engagement and communication provides an additional level of expertise we bring to this aspect of the Strategic Planning process.

**Practical and Accountable Work Plans** that provide useful and actionable guidance.

**Get-To-The-Point Approach.** We have refined our approach to get maximum results quickly. We know you are busy and we make every minute count.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin Rauch', with a stylized, cursive script.

Martin Rauch

## PART I. INTRODUCTION TO THE STRATEGIC PLAN

### PROJECT UNDERSTANDING

Our understanding is that CVMVCD is a well-run and financed district with a solid Board of Directors. It has an existing Strategic Plan which is an updated version of an earlier Plan. As *Aedes aegypti* moves north further into California, it poses increased risks for spreading dengue fever and other formerly exotic diseases. The District is utilizing aerial spraying in response, but at more than \$100,000 per occasion this may not be affordable. To be successful, the District may need much more intensive levels of cooperation and collaboration from the public. It has been said that vector control is 99% fixing the results of bad habits and at times resistance to vector control techniques, especially use of chemicals. There are plenty of strategic issues involved in identifying how the District will successfully carry out its mission in these circumstances: what is the level of commitment, the funding, the public engagement needed to deal with this and other ongoing issues. From an organizational perspective, there may be other issues, including succession, continued support for research and development, and others.

In this environment, a facilitated Strategic Plan can be beneficial, even necessary, to proactively navigate upcoming challenges and identify opportunities that can be taken advantage of. In addition, Strategic Planning is a best practice that can further elevate the performance of CVMVCD and help integrate Board-level setting of strategic policy goals and objectives with staff planning and implementation, and promote the Board focus on policy level deliberation.

### THE OUTCOMES AND BENEFITS OF OUR PROPOSED STRATEGIC PLANNING PROCESS

CVMVCD is fortunate in that it has both a strong staff and board. Nonetheless, we have found through that our proposed facilitated strategic planning process provides the following benefits:

**Excellent Introduction for Newer Board Members and to Build Consensus Around Priorities for the Entire Board.** There are several directors that did not participate in the previous strategic planning workshops. Our focus on a Board-centered workshop provide an ideal opportunity for both newer and longstanding directors to be exposed to all the key issues facing the District and to engage with their fellow directors and management team in-depth on these topics.

**Help the District to Act Decisively and Proactively on Key Issues.** In an era of rapid changes and ongoing challenges, Strategic Planning makes it possible to deal with all the key challenges proactively and in priority order. Strategic Planning provides an organized method for evaluating major programs, resolving challenges, and setting priorities in a way that is far more effective and comprehensive than in regular Board meetings or workshops.

**Strengthen the appropriate role and authority of staff to implement policy direction at the same time the Board strengthens its policymaking role.** Even in agencies with effective governance and management like CVMVCD, the strategic planning process reinforces and strengthens both the Board's ability to set clear policy direction and the staff's authority and flexibility to carry it out.

**Frees the Manager or Board President from Facilitating their own Workshop.** Professional facilitation allows the entire management team and Board to participate fully in the workshop. It also brings an outside perspective that can be helpful. We have found that the facilitator can also share and help integrate experience gathered from dozens of other Districts with similar issues and challenges.

## PART II. WHAT WE PROPOSE TO DO

### APPROACH TO DEVELOPING THE STRATEGIC PLAN

Rauch Communication Consultants proposes to use a step-by-step, proven approach to strategic planning that has been adapted to meet the needs of CVMVCD. It may be modified following step 1 to further customize it to meet the specific needs of the District and the situation.

#### Step 1. COORDINATION, REVIEW INTERVIEWS AND PLANNING.

The process starts with the consultant reviewing key planning and background documents selected by the General Manager: agendas and minutes, studies, budget, public outreach documents, etc. Following that, experience has shown that one of the best tools for gaining insight into key issues facing an organization at the start of a strategic planning process is one-on-one confidential interviews with key individuals.

We recommend that the interviews include the Directors, the General Manager, and the Management Team. The confidential interview process gives the people who have the greatest influence on the organization a chance to candidly express their interests, concerns and perspectives. Out of these interviews arises a composite picture of the important issues that will help inform the Board strategic planning workshop that follows.

#### Step 2. Board Workshop #1 Evaluate the District and Identify Strategic Issue Areas

Following the interviews and research conducted in Step 1, the consultant will evaluate the approach to the workshops describe here and determine if changes in the approach are recommended.

The strategic planning workshops are the heart of the process. Our workshops are designed to obtain consensus on key issues rapidly and effectively. Participants in this case would be the participants in the interviews. The workshop takes inputs from the interviews and research phase and uses a set of facilitated exercises designed to develop clear policy-level direction. Some of the topics that are likely to be covered include:

- **Self-Assessment: Rating the District Today.** To chart a path to the future, the District will need to identify where it stands today: what is working what is not working optimally, and how various aspects of the District are viewed by each participant.
- **Identifying Strengths and Weaknesses.** Identifying the significant current and future issues that can impact the organization and the most promising opportunities to deal with those threats or make improvements.
- **Identifying the Highest Priority Issues.** The group discusses and identifies the most critical challenges or opportunities that the District must tackle if it is going to accomplish its mission.
- **Vision Exercise.** The participants would each be asked to consider and paint a picture of what they would like the District to look like in the mid- to long-range future.

**Developing Strategic Issues Areas.** With the facilitator's assistance, the group will take all the information above and organize it into an initial set of strategic issue areas and their priorities. These strategic issues will later be translated into goals and objectives during step 3. Workshop #1 normally runs from morning until roughly mid-afternoon or so.

### Step 3. Prepare Draft Report and Review with Staff

The consultant will gather the information from the workshop(s) and develop a draft strategic plan incorporating all its elements: mission, vision, goals, objectives. This will be provided to staff for review, comment and edits. The next step is developing an implementation plan.

The policy-level portion of a strategic plan includes the mission, vision, goals and objectives. How it is implemented is a staff responsibility and can be managed outside of the strategic planning process.

Note that this proposal assumes that the staff implementation plan to meet the mission, goals and objectives set by the Board will be developed separate from this strategic planning process. It is acceptable for the strategic plan to only contain the board policy-level direction: mission, vision, values, goals and objectives with no implementation plan. In this approach, the manager develops the implementation actions needed to meet the mission, goals and objectives in conformance with the Board policy direction following the strategic planning process and reports on progress as appropriate. However, there is a recommended option to add implementation planning which is described at the end of this document.

### Step 4. Develop Monitoring and Oversight, Prepare Plan for Presentation to the Board, Make any Final Edits and Finalize

The final plan will include a clear and understandable summary of goals and objectives that are prioritized in a way that can be readily understood and monitored.

The consultant will work with staff to document a process for reporting on the Plan and for Board oversight and monitoring of progress. This would include when and how the Plan will be updated and rolled forward so that there is always a multi-year guide to the future.

Staff will present the Final Draft Strategic Plan for adoption. If there are any final comments or questions, the consultant will make final refinements, proof the document, and produce a final, approved copy. It is desirable, but not necessary, for the facilitator to present the Final Draft Plan to the Board and that is included as an option in this proposal.

### DELIVERABLES

The final Strategic Plan would include the mission, vision, goals and objectives. Board priorities for the goals and objectives would be indicated as would comments on preferred timing where appropriate. In addition the plan would summarize the current and expected challenges and opportunities facing the District identified in the process. Finally, there would be a description of how progress in implementing the Plan will be reported and for how the Board will monitor progress and provide oversight. The entire document would flow in logical order and integrate the findings, goals and objectives in seamless, easy-to-follow manner.

If desired, we can discuss with the management team how to incorporate the Plan more deeply with other areas of District management including: performance evaluations, work flow, agenda preparation and other areas.

### TIMING

We can be available to start at an agreed upon date soon. A two-to-three-month timeframe is typical. However, we can be flexible on timing.

## PART III. ADDITIONAL OPTIONAL RECOMMENDED ELEMENTS

### STRATEGIC PLAN ADDITIONAL OPTIONAL ELEMENTS

Steps 1 through 4 above represent our proposed approach to facilitating the ETWD strategic plan in line with the original requested scope of work. Below are two additional elements that we believe will significantly enhance the results with a modest addition to the scope

#### **OPTION 1: SECOND BOARD WORKSHOP TO COMPLETE THE BOARD POLICY DIRECTION**

*We understand that the District has completed its last two iterations of the strategic plan during a single Board workshop. We recommend the addition of a second half-day workshop as described below. The benefit of this additional workshop is to give the board time to articulate and come to a firmer consensus on key issues. It also makes possible the refinement of more accurate direction and priorities for staff to implement.*

Before the approximately half-day workshop, the Consultant will take the detailed inputs from the first workshop and develop an initial list of goals and objectives which are reviewed and refined with staff in advance. At this workshop, the participants will undertake the following:

- **Review and edit as desired the Board level policy direction in their Goals, Objectives.** This is the core policy-level direction that will be acted upon by staff and is a critical step in the strategic planning process.
- **Evaluate and Consider Mission, Vision and Values.** Through a series of exercises, the consultant will work with the participants to review the current Mission Statement. While rarely if ever updated, it is appropriate to review and consider potential refinements to the Mission statement. We would also use this time to develop a Vision statement and values statement. We especially recommend development of a Vision statement as being a helpful additional to a strategic planning process.

*If the District chooses not to add the second workshop described here, the content of this workshop can be completed by stretching the first workshop and through the consultant working offline with staff. Relying on a single workshop to accomplish all the Board's policy-level direction does work, although it is not as optimal as utilizing a second workshop.*

#### **OPTION 2: INCORPORATE IMPLEMENTATION PLANNING IN THE PLANNING PROCESS**

We recommend that the Management team with Consultant support develop implementation plans during the Strategic Planning process. The purpose is to identify the key initiatives and timing needed to implement the goals and objectives to assure that the implementation plan is doable in terms of monetary resources, staff time and expertise, as well as sequencing. If any of the Board's goals, objectives or priorities are not doable with current resources, it can then be brought to their attention so the board can consider adjustments to the plan or acquiring additional resources. What's more, we find that Boards usually prefer to have at least an outline of how and when the Strategic Planning elements will be implemented. (see the sample implementation plans starting on page 16).



**OPTION 3 ACTIONS TO INCORPORATE STAFF INPUT:** *The core purpose of the strategic planning process is to give the Board and Manager an opportunity to develop consensus on key strategic goals and priorities. The entire process is geared around this opportunity that comes primarily through the shared Board/management workshops. However, experience has demonstrated that there are benefits to providing input into the planning process, especially staff as well as others. The options here and below are designed to provide that additional input without compromising the central role of the Board in developing the Strategic Plan.*

#### **Additional Staff Interviews**

Following discussions with the General Manager, the consultant recommends that a limited number of additional interviews would be beneficial to provide additional input and in preparation for a Staff workshop. In this case, about 15 interviews are recommended to come from a balanced mix of staff representing the District's various departments.

#### **Staff Review Process and Workshops**

There are numerous approaches to incorporating staff input into the plan; we are recommending the following as a cost-effective way of obtaining substantial staff input into the process. Note that to incorporate staff input, we suggest that it would be important to include Option 2: Develop Implementation Plan since that will be of more applicable and interesting for the staff to review rather than the policy direction alone.

1. **Present the Draft Strategic Plan to Staff by Group.** After the board workshop(s) are complete, and the draft Strategic Plan and Implementation Plan are developed, they would be presented by the management team to each of their staff groups for review and comment.
2. **Incorporate Staff Input into the Plan.** The consultant would work with the management team and manager to incorporate the staff from step 1 input creating an updated draft Strategic Plan and Implementation Plan.
3. **Hold Staff Workshop.** The District would then hold a facilitated all hands staff workshop where the Updated Draft Strategic and Implementation Plans would be presented, for comment, questions and input. The workshop would be about 1.5 to 2 hours total time.
4. **Incorporate Input from Staff Workshop, Finalize Draft Plan and Submit to the Board.** The results would be incorporated by the consultant into the draft Plan, reviewed with the management team and brought back to the Board at Board meeting for final review, comment, refinement and approval.

#### **Facilitate Presentation of Final Report Incorporating Staff Input to the Board**

The facilitator recommends that he present the final draft Strategic Plan that incorporates staff input to the Board at the final Board meeting. Any additional comments or direction from the Board would be taken and incorporated into the final report.

## PART IV. SELECTED EXAMPLES OF OUR EXPERIENCE

*In our experience, Boards that identify concrete goals, priorities and timelines are more successful in addressing issues. Here are some examples of our experience helping organizations carry out their mission.*

**California Special Districts Association, Strategic Plan.** Rauch Communications was called in to assist this major statewide organization to prepare a Strategic Plan. The plan was received enthusiastically by both Board and Staff, and implemented.

**Association of California Water Agencies, Strategic Plan.** ACWA is the oldest and largest statewide organization of water agencies in California, with a membership consisting of public agencies along with numerous engineering, legal and financial organizations. Rauch Communication Consultants planned and conducted its Vision 2000 strategic planning process, which resulted in a significant alteration of the organization's structure and direction. The new plan was developed with a comprehensive outreach program involving numerous coordination meetings, and is today considered a complete success.

**Golden Empire Transit District.** Rauch Communication Consultants worked closely with the Board and management staff of this Bakersfield agency to analyze district issues and concerns, and then prepare a set of findings and recommendations to revitalize the agency, restore management credibility and rebuild staff morale and effectiveness.

**Cordova Recreation and Park District.** This District faced pressure to build new facilities, questions about appropriate levels of services and also challenges in building support for funding new initiatives. There were also role and relationship issues between the manager and board, as well as other issues. These issues were all resolved through a facilitated Direction setting process.

**National Water Resources Association, Strategic Plan.** This Washington-based national organization brings information about federal policy to its membership and provides lobbying before Congress on their behalf. Rauch Communication Consultants planned and conducted the process leading to the development of their strategic plan.

**San Joaquin River Exchange Contractors Water Association.** This is the organization's first strategic plan. It tackles the very complex issues facing the Contractors and helped them manage the recent drought more effectively than many of their other agricultural neighbors.

**Rancho Murieta Community Services District.** Worked closely with the Board of Directors and staff to create a new mission statement, vision, objectives, goals and set of action items as part of the complete Strategic Plan for this Community Services District that provides sanitary, water, security, roads and other services.

**Shafter Recreation and Park District.** This District was struggling with a divided board and a new Manager unsure about what the Board wanted her to do. Development of the strategic plan resulted in clear goals and priorities, which the manager was able to focus on.

**Costa Mesa Sanitary District.** Worked closely with the Board of Directors and staff to create an initial strategic plan and annual updates. The most recent strategic plan led to a series of dramatic changes in direction that took several years to complete.

**Kern County Water Agency.** This agency supplies all the imported water in Kern County, a largely agricultural area that is now also experiencing a rapidly growing urban center. The Agency imports over one million-acre feet of water per year, making it a leader in California's water structure. Rauch Communication Consultants planned and conducted the development of its strategic plan, working closely with the Board, senior management, numerous member districts as well as a major city and the county. Over 57 different agencies and key individuals were interviewed along the way. The plan was unanimously adopted.

**Novato Sanitary District.** This agency had aging treatment facilities under regulatory mandates to make upgrades and collection system with significant capacity and I&I problems. The consultant worked with the staff and the board as they evaluated and undertook a major upgrade of their collection system and complete rebuild of their treatment plant and transition to operating the treatment under contract to a private corporation under intense public scrutiny. Rauch Communication Consultants also facilitated development of a formal strategic plan and update and the Organization currently enjoys, extremely high service quality, low rates and customer satisfaction.

**Santa Clara Valley Water District.** This agency provides water supply and flood control services for a major portion of the Silicon Valley. With an annual budget running in the hundreds of millions of dollars, it impacts numerous aspects of the economic, residential and environmental aspects of life in the area. Rauch Communication Consultants conducted the initial strategic planning workshops of the Board of Directors and senior management, which defined the future direction of the district.

**Las Virgenes Municipal Water District.** Worked with the Board and staff to annually update and incrementally restructure the existing strategic plan as well as facilitate the annual development of updated action plans. Las Virgenes Municipal Water District provides both water and wastewater services, with wastewater issues predominating in the planning process: expanding recycled water use, maintaining a strong environmental focus, meeting NPDES and discharge challenges, and more.

**Goleta Sanitary District.** Facilitated an initial strategic plan and many annual updates for this sanitary district along the coast of Goleta, California. Also, provides ongoing support and facilitation to Staff and the Board of Directors in developing plans and responses to important events.

**Castaic Lake Water Agency.** This agency's plan, covering the whole of a rapidly developing area in Los Angeles County, involves the development of a multi-phase resources plan. The Agency is a large water importer serving the area. Rauch Communication Consultants conducts the annual strategic planning retreats of the Board of Directors, and prompted development of the Strategic Plan.

**Arvin Edison Water Storage District.** This large and successful agricultural District is well known for its complex, sophisticated and wide ranging, In-lieu, banking, exchange and other water management programs that involve upwards of 400,000 acre-feet of water per year in some years. Despite their successes, as a result of strategic planning, they made a substantial structural reorganization, committing their General Manager 100% full time to only focusing on developing long-term future water supplies in response to perceived long-term threats. The rest of the management team was reconfigured to accommodate the changes.

## PART V. STATEMENT OF QUALIFICATIONS AND EXPERIENCE

### **RAUCH COMMUNICATION CONSULTANTS, INC.**

Rauch Communication Consultants Inc. has served the water community for more than 40 years in California. During that time, we have worked with over 175 agencies throughout the state, as well as with most of the leading organizations that deal with water resources and local agencies, such as CSDA, ACWA, CASA, and others. The great majority of our clients are water and wastewater agencies, but we have worked with individual agencies of every kind and size in most corners of the state.

Our firm offers three consulting specialties: assisting clients in the development of strategic plans, implementing strategic public outreach programs, and consulting to resolve internal management issues. These services are conducted out of our office in, Campbell (San Jose), and through our affiliates in other cities around the state.

Our expertise in public involvement and outreach lends itself to effectively gathering public input. We are expert facilitators and have planned and facilitated hundreds of successful meetings and workshops over the years.

We completed the strategic plan for the California Special District Association, as well as for dozens of special districts. We led ACWA's Vision 2000 strategic plan that significantly changed the structure and direction of the organization, as well as key strategic planning sessions for CASA during a time of organizational change. A selected list of clients for whom we have provided strategic planning services is given later in this proposal, along with brief client case studies and testimonials.

We have also served as speakers for conferences and seminars on strategic planning and public outreach for ACWA, CASA, CSDA and other District associations.

## PART VI. OUR CLIENTS SAY ABOUT RCC

*"It was one of the most productive series of meetings of this kind I have participated in professionally."*

Cucamonga County Water District

*"...a glowing recommendation for your ability to prepare a Strategic Plan."*

Squaw Valley Public Utilities District

*"Over the years, I have done many, many strategic plans and this one was impressive for how efficient the process was and it got to the point in a practical and useful way. Too often strategic plans just get put on a shelf until next year. This one has check points and useful targets and tasks regularly thru next year."*

Director Novato Sanitary District

*"Though your skilled mentoring and carefully executed annual planning sessions . . . this District has been able to rise from the depths of public unrest to a position of public trust. . . So much of what we have accomplished is credited to the tools that you have given us along the way."*

San Juan Water District

*"I wanted to give you thanks for your guidance in helping the Board members make decisions that resulted in a healthy working, and I believe, successful atmosphere here in our District...We have a Board and Management team who get along and support each other. Again, thank you for your capable knowledge and assistance..."*

Cordova Recreation and Park

*"Our board was having a tough time communicating between ourselves, and unable to communicate with staff. The workshop you put together for us has given us a clear vision and made all the difference in the world."*

Three Valleys Municipal Water District

*"Thanks for your assistance with this long overdue process. Great workshop outcome. It went a long way to provide the current Board camaraderie and trust."*

San Diego County Water District

*"I wanted to give you thanks for your guidance in helping the Board members make decisions that resulted in a healthy working, and I believe, successful atmosphere here in our District...We have a Board and Management team who get along and support each other. Again, thank you for your capable knowledge and assistance..."*

Cordova Recreation and Park

*"This strategic plan was impressive for how efficient the process was, and how it got to the point in a practical and useful way."*

Novato Sanitary District

*"On behalf of the Board of Directors and staff of the California Special Districts Association, I wanted to take a moment to thank you for the wonderful job you did at our 2007 Board Planning Session. You did your homework; found the common denominator, and provided the Board and my executive staff with a positive outlook for the future of CSDA...We were all impressed and came away with a sense of positive change for the Association."*

California Special Districts Association

*"Our Strategic Planning Workshop, which you facilitated . . . provided the Board with a greatly improved understanding of the many issues facing the District both now and in the future—which makes it possible for the Board to provide a more focused and clear policy direction to staff . . . Perhaps more importantly, your facilitated process helped our Board and Staff develop a consensus around a much larger, but still realistic vision of what our District needs to be in order to best serve our customers."*

Cucamonga County Water District

*"Rauch Communication Consultants has been working with our board of directors and management team for the past ten years. They have facilitated annual strategic planning workshops that have helped us keep everyone focused on the critical priorities of our district. With RCC's help we have learned to address the major long-term issues, and develop effective action plans to deal with them. It has really made a difference!"*

Truckee Donner Public Utility District

*"Our board was having a tough time communicating between ourselves, and unable to communicate with staff. The workshop you put together for us has given us a clear vision and made all the difference in the world."*

Three Valleys Municipal Water District

*"Two things surprised me when Martin led our Board members through strategic planning: The first was that he was an incredible quick study in understanding the issues and the nuances of working through them. The second was how he got our Board to open up and freely discuss the issues. Not only was I surprised at how much he got them to talk and share, but the Board members were surprised at how like-minded they were at the end of the process."*

Arvin Edison Water Storage District

## PART VII. THE CONSULTANT ASSIGNED TO THE PROJECT

### **MARTIN RAUCH, President, Rauch Communication Consultants**

Martin Rauch is President of Rauch Communications Consultants, a full service strategic planning and public outreach firm with main office near San Jose California that has served over 175 clients in California during the past 40 years.

The work will be carried out primarily by Martin Rauch. He brings to this task experience in group dynamics, developing consensus, Board and District strategic planning, and facilitation.

Martin conducts strategic planning sessions for the Boards and senior managers of client organizations. He also provides training in effective Board meetings, roles and relationships of Board members and managers and other related topics. He specializes in the preparation and facilitation of a wide variety of meetings. These complex events include focus groups, citizen's advisory committees, community presentations and public meetings.

Working out of RCC's San Jose Office, Martin also assists Board of Directors and senior managers, by tailoring public information projects that meet the special requirements of each client. For 15 years, he has provided strategic outreach support throughout the state.

Mr. Rauch has served as a speaker and seminar leader for the Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), California Special Districts Association (CSDA) and others. He was a regular faculty member of the Special District Institute, is a regular speaker for CSDA, and is on the Board of the Special District Leadership Foundation. He is the principle author of the Special District Leadership Foundation certificate course on strategic planning, and has been invited as a speaker to other statewide associations.

Prior to his work for public agencies, he served for several years as a community organizer and educator for nonprofit organizations, organizing community groups and producing educational and information materials. He holds a Bachelor of Arts degree with High Honors from the University of California at Santa Barbara. Martin's formal training also includes completion of Business Mediation Training at UC Berkeley, as well as courses in Facilitating and Mediating Effective Agreements.

## PART VIII. LIST OF SELECTED CLIENTS

### ORGANIZATIONS

Association of California Water Agencies (ACWA)  
California Special Districts Association (CSDA)  
California Association of Sanitation Agencies (CASA)  
Special Districts Institute  
California Sanitation Risk Management Authority  
California Association of Public Cemeteries  
WaterReuse Association  
California Mosquito and Vector Control Association  
American Desalting Association  
Association of Groundwater Agencies

### LOCAL GOVERNMENT AGENCIES

#### ORANGE COUNTY

Municipal Water District of Orange County  
Mesa Consolidated Water District  
Los Alamitos County Water District  
South Coast Water District  
Serrano Irrigation District  
El Toro Water District  
Orange County Water District  
Costa Mesa Sanitary District

#### SAN DIEGO COUNTY

San Diego County Water Authority  
Padre Dam Municipal Water District  
Rincon del Diablo Municipal Water District  
Vallecitos Water District  
Helix Water District  
Leucadia Wastewater District  
North County Fire Protection District  
Olivenhain Municipal Water District  
Santa Fe Irrigation District

#### SAN BERNARDION COUNTY

Big Bear Municipal Water District  
Monte Vista Water District  
Big Bear Community Services District  
Yucaipa Valley Water District  
Joshua Basin Water District  
Inland Empire Utility Agency  
East Valley Water District  
Big Bear Area Wastewater Agency  
Victor Valley Water District  
Cucamonga County Water District  
San Antonio Water Company

#### IMPERIAL COUNTY

Imperial Irrigation District  
SAN FRANCISCO COUNTY  
Golden Gate Bridge, Highway, & Trans. District

#### BUTTE COUNTY

Oroville-Wyandotte Irrigation District

#### LOS ANGELES COUNTY

Los Angeles County Park and Recreation  
Castaic Lake Water Agency  
Central Basin Municipal Water District  
Pico Water District  
Upper San Gabriel Valley Municipal Water District  
West Basin Municipal Water District  
San Gabriel Valley Municipal Water District  
Water Replenishment District of Southern California  
San Gabriel County Water District  
San Gabriel Valley Water Association  
Main San Gabriel Basin Watermaster  
California Domestic Water Company  
Pasadena Historical Museum  
Three Valleys Municipal Water District  
Newhall County Water District  
Las Virgenes Municipal Water District  
Conjunctive Use Working Group

#### SAN MATEO COUNTY

East Palo Alto Sanitary District

#### RIVERSIDE COUNTY

Mission Springs Water District  
Rancho California Water District  
South Mesa Water Company



Elsinore Valley Municipal Water District  
Santa Rosa Community Services District  
Beaumont Cherry Valley Water District  
Santa Ana Watershed Project Authority

#### SACRAMENTO COUNTY

County of Sacramento Public Works Agency-  
Sacramento Regional County Sanitation District  
Fair Oaks Water District  
Arcade Water District  
Sacramento Metropolitan Water Authority  
Carmichael Water District  
Rio Linda Water District  
Northridge Water District  
Rancho Murrieta Community Services District  
Cordova Recreation and Park District

#### SANTA BARBARA COUNTY

City of Santa Barbara  
Goleta Sanitary District  
Montecito Sanitary District  
Carpinteria Sanitary District  
Santa Maria Public Airport District  
Goleta Water District  
Montecito Water District  
Cachuma Project Authority  
Goleta West Sanitary District  
Mosquito and Vector Management District

#### VENTURA COUNTY

Camrosa County Water District  
Rancho Simi Recreation and Park District  
Casitas Municipal Water District  
Conejo Recreation and Park District  
Ojai Valley Sanitary District  
Calleguas Municipal Water District  
Meiners Oak County Water District

#### SANTA CLARA COUNTY

Santa Clara Valley Water District

#### SANTA CRUZ COUNTY

Scotts Valley Water District  
Pajaro Valley Water Management Agency

#### KERN COUNTY

Indian Wells Valley Water District  
Kern County Water Agency  
West Kern Water District  
North of the River Municipal Water District  
Oildale Mutual Water Company

North Kern Water Storage District  
Golden Empire Transit District  
Terra Bella Irrigation District  
Friant Water Users Authority  
Cawelo Water District

#### PLACER COUNTY

San Juan Water District  
Truckee Donner Public Utility District  
Northstar Community Services District

#### SAN LUIS COUNTY

Templeton Community Services District  
Port San Luis Harbor District  
San Simeon Community Services District  
Cambria Community Services District

#### MONTEREY COUNTY

Marina Coast Water District  
Monterey Regional Water Pollution Control  
Agency  
Monterey Peninsula Water Management District

#### CONTRA COSTA COUNTY

Diablo Water District

#### TULARE COUNTY

Visalia Public Cemetery District  
Friant Water User Authority

#### MARIN COUNTY

Las Gallinas Sanitary District  
North Marin Water District  
Sausalito-Marín City Sanitary District  
Tamalpais Community Services District  
Sanitary District No. 5 of Marin County  
Novato Sanitary District  
Ross Valley Sanitary District  
San Rafael Sanitary District  
City of San Rafael

#### CALAVERAS COUNTY

Calaveras County Water District

#### PLUMAS COUNTY

Eastern Plumas Health Care District

#### WASHINGTON, D.C. he

White House, Office of Policy Development

## PART IX. EXAMPLES OF IMPLEMENTATION PLANS

### EXAMPLE OF AN IMPLEMENTATION PLAN THAT SUMMARIZES THE APPROACH TO IMPLEMENTATION

This proposal assumes that the implementation plan will be developed by staff outside of the Strategic Planning process. One of our optional additions to the proposal (see page 5) suggests developing a highly-summarized implementation plan within the Strategic Planning Process.

This is beneficial for several reasons. It integrates the key initiatives needed to implement the Board goals and objectives in a logical way, which helps the staff assess the do-ability of the Plan. It also, provides a ready-made and short (couple of pages) guide to implementing and reporting on the plan which makes it easier for staff to track its own progress and for the board to provide policy level monitoring.

2	GOAL: GOOD INTERNAL AND EXTERNAL GOVERNANCE			
2.1	<b>Conduct annual Board governance review</b>	EC	Feb 17	On-calendar
	Staff will support the Board to evaluate governance each year. To facilitate Board and Committee meetings, staff will evaluate improved audio-visual equipment (including microphones) for board meetings, as well as the possibility of carrying out some board or committee meetings via teleconference.			
2.2	<b>Manage urgent issues using a timely and transparent process</b>	GM	N/A	On-calendar
	Develop a specific protocol for decision-making under urgent or emergency conditions.			
2.3	<b>NEW: Ensure proper board, staff and member manager roles</b>	GM	Jul 17	On-calendar
	Develop official written descriptions for each Board office and committee. Evaluate in the Annual Review.			
2.4	<b>Build bridges with the other two partner organizations and farmers</b>	GM	N/A	See Implementation Plan
	Areas of agreement and cooperation across all organizations will be documented in a “white paper” that represents common areas of administrative, policy, and regulatory agreement. The Authority will also, carry out an Annual Meeting in Spring 2017 for all contractors, farmers, staff, and Reclamation officials.			
2.5	<b>Act in a fair, balanced, clear and consistent manner with partner agencies</b>	GM	Jul 17	On calendar
	This supports the overarching purpose of Goal 2, which is reunification as a highly functional organization that is the clear choice for Division contractors to advocate for their interests within the broader California water community. Progress in this area will be evaluated in the Annual Review.			

## EXAMPLE OF A STAFF IMPLEMENTATION PLAN IN THE FORM OF A DETAILED WORK PLAN

Each implementation plan is customized to fit the needs of the client. The example below is just another approach to implementation planning in which the consultant works with staff to develop a detailed work plan that would demonstrate how it proposes to achieve the goals and objectives.

No.	P.	Action	Lead	Board	Status/Comments	Time
1.0.0		<b>GOAL 1—WATER SUPPLY. Develop and maintain a high-quality water supply that meets the needs of our community today and in the future.</b>				
1.1.0		<b>Identify long-range water supply options.</b>				
1.1.1	1	Participate in the evaluation of the proposed improvements and expansion of the water supply, treatment, distribution and storage systems to meet demands of proposed development. Verify proposed supply is adequate to meet proposed demands. ¶ Negotiate Development Agreement(s) to address conditions of service.	Mike ¶		Pete & Jesse. Schedule-driven by developer(s) ¶	June 2011—Dec. 2013+ beyond ¶
1.1.2	1	Develop a Feasibility Study of water supply options and incorporate information on key study and implementation steps, including CEQA, funding, timelines, permits, TROA implications, costs and benefits, pros and cons, infrastructure needs, next steps and other pertinent information for all practical options. ¶ Specifically consider redundancy, maximizing water supply from within the watershed by accessing previously unavailable areas, imported options, optimizing internal resources through conservation, treatment, etc. Incorporate into an update of the Master Plan upon completion of improvements spurred by new development.	Jesse ¶		Mike. ¶ Build on existing Sept. 2009 Study. ¶ (1.2.0)-(1.5.0)-(2.2.2) ¶	May 2012—Nov. 2013 ¶
1.1.3	2	Look for partnerships to enhance water supply options. Continue to collaborate with other agencies. Pursue funding opportunities for primary and redundant water supply projects, including the Truckee River Utility Corridor & Bike Trail Project (2.2.2). ¶	Mike ¶		(2.2.2) ¶	July 2012—Dec. 2013+ beyond ¶
1.1.4	2	Communicate with the public effectively about the purposes, pros and cons of the various water supply options. Utilize the Communications Plan (3.2.1). ¶	Mike ¶		3.2.1 ¶	Jan. 2013—Dec. 2013+ beyond ¶
1.2.0		<b>Complete Phase II of the Creek-Aquifer Interaction Study.</b>				
1.2.1	1	Procure funding and complete Phase II—Creek-Aquifer Interaction Study. The project will quantify the impact of groundwater pumping on flows in Squaw Creek and provide information on developing and implementing different pumping management and/or creek strategies to increase the amount of water that could be stored in local aquifers. It advances water supply reliability and promotes groundwater storage.	Mike ¶		Jesse, Cindy ¶	May 2012—Dec. 2013 ¶

No.	P.	Action	Lead	Board	Status/Comments	Time
1.3.0		<b>Apportion costs and benefits fairly among the water supply users.</b>				
1.3.1	3	Perform update of Capital Replacement Program (4.1.0). Implement a Work Order System to track operating expenses by department to determine the cost of each service provided. Use data to accurately set rates and assessments that correlate to the levels of services provided (4.2.0). Update Water Plant Availability Charge (PAC) Fees and Connection Fees (4.3.0). ¶	Mike ¶		Aleta, Jesse ¶ (4.1.0)-(4.2.0)-(4.3.0) ¶	See sections referenced ¶
1.4.0		<b>Monitor Status of the Truckee River Operating Agreement (TROA).</b>				
1.4.1	3	Prepare a Biennial TROA Status Report that includes: 1) status of implementation of the Agreement; 2) relevance to District water supply planning, permitting, and operations (e.g., regulatory constraints on import project, well development, surface water diversions, and other water supply options); and 3) strategies and actions to anticipate, plan, respond, and react to implementation of TROA.	Mike ¶		Once per 2 years. ¶ (3.3.0)—cost share w/ other agencies. ¶	¶
1.5.0		<b>Seek funding for an Olympic Valley Watershed Study.</b>				
1.5.1	2	Apply for grant funds through Integrated Regional Water Management (IRWM) and Local Groundwater Assistance Program (LGWAP) to study the entire watershed. ¶	Cindy ¶		(4.4.1) ¶	May 2012—Dec. 2013 ¶
1.5.2	2	Implement the Watershed Study if funding can be found. Study, investigate, and evaluate expanding local water supply resources from areas in the upper watershed, beyond the basin (valley floor) considered in the Groundwater Management Plan (GMP). Consider horizontal wells, springs, variable snow accumulations, surface water flows, subsurface flows, effects of snowmaking, road construction, etc. ¶ Prepare on overall design of the study. Perform study. Incorporate into Feasibility Study, Creek-Aquifer Interaction Study, and Communications Plan. ¶	Mike ¶		(1.1.0)-(1.2.0)-(2.1.3)-(3.2.0) ¶ ¶	May 2012—Dec. 2013+ beyond ¶

## EXAMPLE OF A DETAILED IMPLEMENTATION PLAN INTEGRATED WITH OTHER PLANS & THE BUDGET

This example is similar to the work plan above, but goes even further, linking the strategic plan with the budget, project planning tools, and provides progress details.

SUPPLEMENTAL BUDGET PROJECTS						FISCAL YEAR ENDED				PROGRESS NOTES	% Compl	Estimated Completion	Cost To Date (Identifiable)	Expected Revenues	supplemental Balance
Strategic Line #	Budget Line #	Project #	Proj. Manager	PROJECT NAME	PROJECT DESCRIPTION	2013	2014	2015	2016						
GOAL 1: PROTECT GROUNDWATER. Recognize groundwater as the District's most valuable asset and protect it as a top priority															
1.1.0 Slow and eventually reverse declining groundwater levels and protect the imported water entitlement															
1.1.3	SF-1224808/834		JG	Recharge Basin & Pipeline Project	Construction Phase	\$ 3,952,000	\$ 3,952,000			Final design 100%. Construction . contingent . Proposition 84 and other funding. Approx. . Protected vegetation has been removed and relocated from the basin site. Awaiting Caltrans permits for final pot holes. Estimated time to go to bid is March or April. (\$7,820,000 including a 20% contingency)	0%	12/31/2013	\$ -	\$ 7,904,000	\$ -
Goal 2 OPERATIONAL AND ASSET MANAGEMENTDesign, build, operate and maintain facilities for reliability and cost efficiency.															
2.1.0 Carry Out a Strong Maintenance Management Program that is fully proactive and documented															
2.3.1	SF-1201	Z37	JG	High Desert Medical Center Waste Water Package Plant	To be paid by HDMC - see matching revenue at end of list.	\$ 750,000	\$ 750,000				0%	9/30/2013	\$ 30,427	\$ 1,500,000	\$ (30,427)
PPL	SF-1202		JC	Large Meter Testing	Currently, in order to test or remove a large meter, the service needs to be disconnected. This is a serious problem for some large meters such as the hospital and Continuing Care. The bypass will allow the meters to be removed and replaced without discontinuing service.	\$ 30,000				3/6/12: Jim studying to determine for 1 1/2" & up	0%	6/30/2012		\$ -	\$ 30,000
2.3.2	SE-1217	831	JG	System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 1	Develop emergency plan for water outage at HDMC					No cost associated; basically staff & possibly at little Dudek time.		11/30/2012	\$ 34,101	\$ -	\$ (34,101)
2.3.3	SE-1217	831	JG	System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 2	Have plans prepaed for the redundant water service line for the hospital. Construction contingent on funding. June 2013.		\$ 129,000	\$ 129,000				7/31/2015		\$ 129,000	\$ 129,000

## PART X. PROJECT BUDGET

We propose to undertake the following actions associated with the development of the strategic plan in the left column below for \$15,000 including expenses. This would provide a complete Board, policy-level strategic plan.

PROPOSED STRATEGIC PLANNING SCOPE	OPTIONAL SCOPE
<b>Step 1.</b> Coordination, Review, Interviews and Planning.	
<b>Step 2.</b> Board Workshop #1	<b>Option 1:</b> Plan and Facilitate Second Board Workshop. [\$2,600]
<b>Step 3.</b> Prepare Draft Report and Review by Staff	<b>Option 2</b> Add Implementation Planning to the Process [\$1,800]
<b>Step 4.</b> Prepare Draft Report for Presentation to the Board	<b>Option 3.</b> Additional 15 staff interviews, Staff Review process and Workshops and Facilitate Presentation of Final Report Incorporating Staff Input to the Board [\$7,750]
<b>Administrative:</b> Prepare Reports, Type Notes, etc.	

In addition, we propose a number of options to fill out the Board level policy direction through addition of a second Board workshop, the addition of implementation planning, and incorporating staff involvement through 15 staff interviews, incorporate staff comment, staff workshop which would total \$29,500. including expenses. if all three options are selected.

**More Cost Estimate Details.** No out-of-scope work will be undertaken without prior written approval from the District. Out-of-scope work includes new tasks, or extra work on existing tasks, which exceeds the total estimated cost for the project.

Our rates are: Strategy planning and management consulting rate for the senior consultants is \$225.00 per hour. Outreach and public involvement programs rate for the senior consultants is \$175 per hour. Outreach and public involvement programs rate for associate consultants is \$115 per hour. Graphic designer and webmaster services rate is \$105 per hour. Social media and writing specialist's rate is \$45 to \$90 per hour. Rate for Administration, Production Manager, is \$70 per hour.

For meetings involving travel, the minimum charge is four hours.