



Coachella Valley
Mosquito and Vector
Control District

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

Board of Trustees Meeting
Tuesday, February 12, 2019
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.

ACTION MAY BE TAKEN ON ANY ITEM ON THIS AGENDA

1. **Call to Order** – Doug Hassett, President
2. **Pledge of Allegiance**
3. **Oath of Office**
4. **Roll Call**
5. **Motion to Excuse Absences**
6. **Confirmation of Agenda**
7. **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.
8. **Recognition**
 - A. Recognition of former President and Trustees, Shelley Kaplan, Betty Sanchez, and Adam Sanchez for their dedication and service to the District – **Doug Hassett, President**
9. **Announcements**
 - A. General Manager's Report – **Jeremy Wittie, M.S., General Manager**

10. **Board Reports**
 - A. President's Report – **President Hassett**
 - Executive Committee (**Pg. 5**)
 - B. Finance Committee – **Treasurer Weightman**
 - Verbal report from Finance Committee meeting
11. **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 January 8, 2019, Board Meeting (**Pg. 8**)
 - B. Correspondence (**Pg. 13**)
 - C. Approval of Expenditures for January 9-31, 2019, and February 1-12, 2019 (**Pg. 18**)
 - D. Informational Items:
 - Board Business Status Log (**Pg. 32**)
 - District Travel (**Pg. 33-34**)
 - Staff reports from:
 - PacVec Center of Excellence Progress and Planning Meeting, January 23-24, 2019 in Davis, CA (**Pg. 35**)
 - Liebert Cassidy Whitmore Annual Conference, January 23-25, 2019 in Palm Desert, CA (**Pg. 36**)
 - MVCAC Annual Conference, February 3-6, 2019, in Burlingame, CA (**Pg. 37-38**)
 - E. Approval of Resolution 2019-01 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – **Anita Jones, Human Resources Manager (Pg. 39)**
 - F. Approval to surplus sale one decommissioned 2,000 gallon above ground tank through Public Surplus auction website – **Edward Prendez, Information Technology Manager (Pg. 43)**
 - G. Approval to renew the annual agreement with Salton Sea Aerial Services, Inc. to conduct both aerial adulticiding and larviciding aerial applications in an amount not to exceed \$1,500 per hour from fund 7800.01.500 – Aerial Applications *Budgeted; Funds Available* **J. Wakoli Wekesa, PhD, Operations Manager (Pg. 44)**
12. **Old Business**
 - A. Presentation, discussion and approval to enter into a Public Works contract with MAAS Companies, the lowest responsible bidder, for project manager services for the Thermal facility asphalt paving project in an amount not to exceed \$66,000 from the Thermal Capital Fund – *Budgeted; Funds Available* **Jeremy Wittie, MS, General Manager (Pg. 46)**
13. **New Business**
 - A. Approval of the new District logo – **Jill Oviatt, M.C.D.M. Public Information Manager (Pg. 48)**

- B. Approval to purchase four (4) replacement Cushman Hauler 800x Gas Powered Carts, in an amount not to exceed \$40,000.00 from fund 8415.13.300.000 – Capital Replacement *Budgeted; Funds Available* **Edward Prendez, Information Technology Manager (Pg. 49)**

14. **Closed Session**

- A. None.

15. **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.

16. **Adjournment**

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

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

Certification of Posting

I certify that on February 8, 2019, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on February 8, 2019.

Grace Morales, Clerk of the Board

SECTION
10



BOARD REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Executive Committee Meeting Minutes

TIME: 11:00 A.M. FEBRUARY 1, 2019

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

La Quinta	Doug Hassett	Palm Desert	Doug Walker
Indian Wells	Clive Weightman		

ABSENT:

County at Large Franz De Klotz

OTHERS PRESENT:

Jeremy Wittie, General Manager
Grace Morales, Clerk of the Board
Brad Anderson, Rancho Mirage resident

- 1. Call to Order:** President Hassett called the meeting to order at 11:05 A.M.
- 2. Roll Call:** Roll call indicated three (3) committee members out of four (4) were present.
- 3. Confirmation of Agenda:** The Agenda was confirmed as presented.
- 4. Public Comments:** Brad Anderson, Rancho Mirage resident, commented he believes it is important that the District continues in being transparent in its RIFA and mosquito control activities.
- 5. Review of Draft February 2019 Agenda:** The February 2019 Board meeting Agenda was reviewed by members of the committee. President Hassett expressed he was glad to see recognition of former President and Trustees on the February Agenda. Secretary Walker asked for a detailed explanation to the Salton Sea agreement agenda item is included at the upcoming Board meeting. Additionally, Walker suggested a short verbal background of the dehumidifiers' project is given to Trustees at the upcoming February meeting. President Hassett asked that the item to purchase four carts is clearly stated they are *replacement* carts.
- 6. Discussion of CV Link Easement:** General Manager Wittie provided an overview on the proposed easement. A plan of the proposed easement was reviewed. A discussion ensued. Wittie explained the main concerns include liability issues, increased foot traffic, parking, and vandalism. He also pointed out the discovery of the two roads that lead to the District's headquarters on Trader Place as being the property of the District. Wittie instructed Clerk of the Board Morales to contact the City of Indio Engineers Department to get confirmation if this is accurate of if there is a right of way document on file. The Committee agreed with having Wittie look into this matter at more length and explore all the options including

planning for future parking needs and the implications this might pose to the District. This item will be tabled for the Board meeting in March.

Public Comment: Brad Anderson commented he is against granting the easement and he also handed Clerk of the Board Morales a letter to be recorded into the public record.

7. Review and Discussion of Thermal Plans and Project Manager Proposals

The Thermal plans were reviewed. A discussion ensued. The project costs were discussed as well as the contingency fee and the project timeline. Treasurer Wightman suggested we obtain a warranty on work as it is a remediation project that we are required to mitigate every ten years. General Manager Wittie is still reviewing proposals received for the Project Manager to oversee the project and will have more to report at the February Board meeting.

Public Comment: Brad Anderson stated he would like to see the District fix the problem as opposed to only capping the asphalt and that he believes this project should take precedence over any other. He also voiced his concern of the water run-off and it being contaminated. Mr. Anderson handed Clerk of the Board Morales a letter to be recorded into the public record.

8. Trustee/Staff Comments:

Secretary Walker talked about the seating location for the President in the dais. A discussion followed.

9. Confirmation of Next Meeting Date: The next Executive Committee Meeting was scheduled for March 4, 2019, at 9:00 A.M.

10. Adjournment: The meeting was adjourned by President Hassett at 12:12 P.M.

SECTION
11



ITEMS OF GENERAL CONSENT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Board of Trustees Meeting Minutes

CALLED TO ORDER: 6:07 P.M. JANUARY 9, 2019

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

VICE-PRESIDENT:	Doug Hassett	La Quinta
SECRETARY:	Franz De Klotz	County at Large

Indio	Ben Guitron	Coachella	Philip Bautista
Palm Springs	Dr. Doug Kunz	Rancho Mirage	Isaiah Hagerman
Palm Desert	Doug Walker	Desert Hot Springs	Vacant
Cathedral City	Vacant		

TRUSTEES ABSENT:

Indian Wells	Clive Weightman
County at Large	Bito Larson

OTHERS PRESENT:

Jeremy Wittie, General Manager
Grace Morales, Clerk of the Board
David l'Anson, Administrative Finance Manager
Anita Jones, Human Resources Manager
Jill Oviatt, Public Information Manager
Jennifer Henke, Laboratory Manager
Roberta Dieckmann, Field Supervisor
Antonio Molina, IT/GIS Assistant
Lena Wade, SBEMP
Brad Anderson, Rancho Mirage resident

1. **Call to Order:** Vice President Hassett called the meeting to order at 6:07pm.
2. **Pledge of Allegiance:** Trustee Guitron led the Pledge of Allegiance.
3. **Oath of Office:** Clerk of the Board, Grace Morales, administered the Oath of Office for Trustee Hagerman and Trustee Bautista.
4. **Roll Call:** Roll call indicated seven (7) Trustees out of eleven (11) were present.
5. **Motion to Excuse Absences**

On motion from Vice President Hassett seconded by Trustee Kunz, and passed by unanimous vote, the Board of Trustees excused the absence of Trustee Weightman and Trustee Larson.

Ayes: President Hassett, Trustees Kunz, De Klotz, Hagerman, Bautista, Guitron, and Walker.

Noes: None.

Abstained: None.

Absent: Trustee Weightman and Trustee Larson.

6. Confirmation of Agenda

7. Public Comment: Rancho Mirage resident, Brad Anderson, made a public comment regarding his hearing that took place in December 2018. He stated he hopes the new Trustees help the District make corrections and spend money wisely.

8. Announcements:

General Manager's Report: General Manager Wittie reported on the following items: the 2018 End of the Year Party, the 2018 Employee of the Year: Abby Torres, and items to look forward to in 2019 – the Thermal property remediation; the CV Link easement, upcoming professional development conferences, the Annual Report, the Strategic Implementation Plan, his goals for 2019, FY 2019/20 Budget, and the Integrated Vector Management Program.

9. Board Reports:

9A – President's Report: Vice President Hassett reported on the upcoming MVCAC Annual Conference and thanked former President Shelley Kaplan for his years of service on the Board.

9B – Finance Committee: Finance Committee did not meet prior to the Board Meeting. Administrative Finance Manager, David l'Anson reported that the Finance Committee did not meet due to Treasurer Weightman being unavailable and Ms. Betty Sanchez no longer on the Board/Committee. They will meet to review finances for December and January period in late January or early February. He reported that the District's revenue stream was affected by the timing of the property taxes and that the District is in a good financial position. Trustee Guitron asked if a mid-year budget review is normally conducted. l'Anson responded it has not been a practice.

10. Items of General Consent:

- A. Minutes for November 13, 2018, Board Meeting
- B. Correspondence
- C. Approval of Expenditures for November 14-30, 2018, December 1-31, 2018, and January 1-8, 2019
- D. Informational Items:
 - o District Travel
 - o Staff reports from:

- Semi-Annual Research Reports from the University of California, Riverside and Davis, and U.S. Department of Agriculture, for 2018 – Jennifer Henke, MS, Laboratory Manager
 - Entomological Society of America Annual Conference, November 11-14 in Vancouver, British Columbia
 - MVCAC Planning Session, December 6-7, 2018 in Emeryville, California
- E. Approval to purchase supplies for arbovirus testing from ThermoFisher Scientific in an amount not to exceed \$13,700 from fund 7575.01.400.045 – Internal Mosquito RT-PCR *Budgeted; Funds Available* – **Jennifer Henke, M.S., Laboratory Manager (Pg. 58)**
- F. Approval to contract with the lowest responsible bidder, CleanExcel, for cleaning services for the District headquarters in an amount not to exceed \$3,496 per month, from fund 7675.01.305.000 – Contract Services Budgeted; Funds Available – **David I'Anson, Administrative Finance Manager (Pg. 59)**

Public Comment: Rancho Mirage resident, Brad Anderson, made a public comment regarding item 10F. He questioned if the service provider was locally based, the costs for services of others firms, and the years of service CleanExcel has serviced the District.

On motion from Trustee Guitron seconded by Trustee Walker, and passed by the following votes, the Board of Trustees approved the Items of General Consent.

Ayes: Trustees Guitron, Walker, De Klotz, Hassett, Kunz, and Bautista.

Noes: None.

Abstained: Trustee Hagerman abstained from item 10 A.

Absent: Trustee Weightman and Larson.

11. Old Business:

11A. Discussion and approval to enter into a service provider agreement with Slovak Baron Empey Murphy & Pinkney (SBEMP) to provide the District's general attorney services in an amount not to exceed \$4,000 per month, from fund 6100.01.200.000, Attorney Fees, General Budgeted; Funds Available – **Jeremy Wittie, M.S., General Manager (Pg. 61).**

General Manager Wittie reported on the selection process and the recommendation he received from Trustees to conduct reference checks on the firm's representatives. All references were favorable and an agreement was drafted and included in this month's Board packet.

On motion from Trustee Kunz seconded by Trustee Guitron, and passed by unanimous vote, the Board of Trustees approved the Item 11A.

Ayes: Trustees Kunz, Guitron, De Klotz, Hassett, Walker, Hagerman and Bautista.

Noes: None.

Abstained: None.

Absent: Trustee Weightman and Trustee Larson.

12. New Business:

12A. Nomination and election of Board Officers for the 2019 Calendar Year – ad hoc Nomination Committee (Pg. 77)

Vice President Hassett reported the committee had met in November. The committee recommended the following slate for 2019: Doug Hassett as President, Franz De Klotz as Vice President, Doug Walker as Secretary, and Clive Weightman as Treasurer.

On motion from Trustee Kunz seconded by Trustee Hagerman, and passed by unanimous vote, the Board of Trustees approved the slate as presented.

Ayes: Trustees Kunz, Hagerman, De Klotz, Hassett, Walker, Guitron, and Bautista.

Noes: None.

Abstained: None.

Absent: Trustee Weightman and Trustee Larson.

12B. Discussion and/or approval of General Manager Employment Agreement Amendment–ad hoc Negotiating Committee (Pg. 80)

Vice President Hassett reported the committee had met in December to negotiate and discuss the salary and benefits for the General Manager. The Committee recommended a COLA increase of 2%, totaling \$3,033.46, making it an annual salary of \$154,706.46, and a one-time Special Merit Pay of 3.5 %, totaling \$5,308.56.

Public Comment: Rancho Mirage resident, Brad Anderson, commented he disagrees with the COLA and special merit pay.

On motion from Trustee Guitron seconded by Trustee Walker, and passed by unanimous vote, the Board of Trustees approved the slate as presented.

Ayes: Trustees Guitron, Walker, De Klotz, Hassett, Bautista, Kunz, and Hagerman.

Noes: None.

Abstained: None.

Absent: Trustee Weightman and Trustee Larson.

12C. Discussion and/or approval of the new District logo – Jill Oviatt, M.C.D.M. Public Information Manager (Pg. 81)

Jill Oviatt, Public Information Manager, led a follow-up discussion following the workshop and presentation she held before the meeting.

Public Comment: Rancho Mirage resident, Brad Anderson, made a public comment regarding this item. He mentioned he is in disagreement and believes it is not an effective use of the District's resources.

On motion from Trustee Hagerman seconded by Trustee Guitron, and passed by unanimous vote, the Board of Trustees approved logo #2.

Ayes: Trustees Hagerman, Guitron, De Klotz, Hassett, Bautista, Kunz, and Walker.

Noes: None.

Abstained: None.

Absent: Trustee Weightman and Trustee Larson.

13. Closed Session: None.

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

- Trustee Hagerman commented he is looking forward to working and learning from the Board of Trustees.
- Trustee Walker welcomed new Trustees.

15. Adjournment: The meeting was adjourned by Vice President Hassett at 7:02 p.m.

Doug Hassett
President

Doug Walker
Secretary

From: Mike Martinez
Sent: Mon 1/14/2019 3:05 PM
To: DistrictWideGroup
Subject: Compliment Call

Good afternoon,

I received a call from a resident who was praising the work Trinidad did 2 weeks ago for her excessive mosquito problem. She explained he was very informative and took the time with her. He found a source close by and called with an update explaining it would be on his radar moving forward. She was very pleased with Trinidad for all he did. Job well done Trinidad and thank you for representing the district so well.

Michael Martinez

Field Supervisor



Cathedral City

January 23, 2019

Graciela Morales, Executive Assistant/Clerk of the Board
Coachella Valley Mosquito & Vector Control District
43420 Trader Place
Indio, CA 92201

Re: Cathedral City Appointment to the Coachella Valley Mosquito & Vector Control Board of Trustees

Dear Ms. Morales:

At the January 9, 2019 Cathedral City Council Meeting, the City Council appointed Sergio Espericueta to serve a two-year term on the Coachella Valley Mosquito & Vector Control Board of Trustees, this term will end on December 31, 2020.

If you have any questions or need anything else please contact me at 760 770-0322 or by email at tmartinez@cathedralcity.gov.

Best Regards,

Tracey R. Martinez, CMC
City Clerk
Cathedral City



January 16, 2019

VIA: Electronic Mail

Grace Morales, Clerk of the Board
Coachella Valley Mosquito and Vector Control District
43-420 Trader Place
Indio, CA 92201
gmorales@cvmvcd.org

RE: APPOINTMENT TO THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT (CVMVCD), BOARD OF TRUSTEES

Dear Ms. Morales:

Please be advised that at a Regular Meeting of the City of Desert Hot Springs City Council held on January 15, 2019, Council Member Gary Gardner was appointed to serve on the CVMVCD Board of Trustees for a two (2) year term.

If you have any questions regarding this matter, please do not hesitate to contact me at (760) 329-6411 Ext. 107, or at jsoriano@cityofdhs.org.

Regards,

Jerry Soriano, CMC
City Clerk

February 01, 2019

Graciela Morales (CVMVCD - Clerk of the Board)

Coachella Valley Mosquito and Vector Control District

43420 Trader Pl.

Indio, CA. 92201

RE: Public Comment letter for Agenda Item: 6 (CV – Link potential easement) at the February 01, 2019
CVMVCD Executive Committee Meeting

Dear Coachella Valley Mosquito and Vector Control District,

Please submit this letter in to the Public record for the Executive Committee Meeting held on the date
of February 01, 2019.

Please be advised that the Coachella Valley Mosquito and Vector Control District has responsibly to it's
Residents to act on their best Interests.

Granting easement or selling it's (District) property in limited quantities will Impact the remaining
properties in a negative matter. Future district growth will be limited because of new establish building
setbacks. And by creating an accessible traffic point near the Main CVMVCD Headquarters and
laboratory may Increase the potential for pedestrian accidents and possibly Increasing criminal activities
in the surrounding areas.

Please oppose the selling or granting of pedestrian accessible easements of the Coachella Valley
Mosquito and Vector Control District property.

Sincerely,

Brad Anderson

February 01, 2019

Graciela Morales (CVMVCD - Clerk of the Board)

Coachella Valley Mosquito and Vector Control District

43420 Trader Pl.

Indio, CA. 92201

RE: Public Comment letter for Agenda Item: 7 (Thermal Site proposed "Project Manager") at the February 01, 2019 CVMVCD Executive Committee Meeting

Dear Coachella Valley Mosquito and Vector Control District,

Please submit this letter in to the Public record for the Executive Committee Meeting held on the date of February 01, 2019.

The discussions of adding a "Project Manager" for the continuation of postponing the needed clean-up (Chemical contamination) of the old CVMVCD district's headquarters located at: 83733 Ave 55 in Thermal is very disappointing. The CVMVCD attempt to shift it's responsibly to another source and lesson it's Involvement in the correct and community responsible and ethical matter related to Public Safety of removing the threat of (Chemical contaminated Soil) from that site.

The present CVMVCD General Manager may be preoccupied with himself and other members of the CVMVCD administrative staffs current Involvement with State wide groups and private organizations. That they are currently active member's with, and this may take needed time away from the responsibility that the Residents of the Coachella Valley have Intrusted and financed to be performed for Public Safety in there community's. If the "Scope of Work" for the proposed Thermal location is only to oversee a pavement and landscape Improvements plan, and the General Manager is otherwise occupied with other activities or lacks the qualifications to perform these type's of management duties. I would recommend that the CVMVCD Board of Trustees review how the Residents of the Coachella Valley are best served by the Coachella Valley Mosquito and Vector Control District.

Sincerely,

Brad Anderson

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

January 9 - February 7, 2019

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	January 11, 2019	187,996.98	
	Payroll Disbursement	January 25, 2019	194,458.98	
				382,455.96
Pre-Approved Expenditures:				
42038	Principal Life Insurance Co.	Dental & Life Insurance Premiums: December 2018 & January 2019	20,960.48	
42039	Standard Insurance Company	LTD Insurance Premiums: December 2018 & January 2019	6,098.22	
42040	Vision Service Plan (CA)	Vision Insurance Premiums: December 2018 & January 2019	1,832.06	
42041	ICMA Retirement Trust	Deferred Compensation Pay Periods: 11/2, 11/16, 11/30, 12/14 & 12/28	44,912.36	
Cash - First Foundation Bank Checking				73,803.12
Cash - First Foundation Bank Checking				
42042	Advanced Imaging Systems	Contract Services	288.10	
42043	Airgas Safety Inc.	Operating Supplies	158.51	
42044	CarQuest Auto Parts	Equipment App Parts & Supplies	1,417.96	
42045	Cintas Corporation #3	Uniform Expense	2,333.88	
42046	Clairemont Equipment	Repair & Maintenance	1,169.17	
42047	CleanExcel	Contract Services	3,496.00	
42048	Clean Harbors Environmental Svcs	Lab Supplies & Expenses	3,136.88	
42049	C&R Wellness Works	Employee Assistance Program	512.00	
42050	Desert Alarm, Inc.	Contract Services	1,290.76	
42051	Desert Resort Security Services	Contract Services	1,050.00	
42052	Desert Sun Publishing Co	Recruitment/Advertising	506.00	
42053	Employee Relations Inc.	Recruitment/Advertising	108.15	
42054	Equipment Direct, Inc.	Safety Expense	1,049.30	
42055	Fedak & Brown, LLP	Audit Services	600.00	
42056	Kim Hung-Lyu	Reimbursement of Lab Microscope	910.00	
42057	Interstate All Battery Center	Vehicle Parts & Supplies	296.56	
42058	Jernigan's Sporting Goods, Inc.	Safety Expense	1,919.31	
42059	Kwik Kleen Of The Desert	Offsite Maint & Repair	427.00	
42060	Liebert Cassidy Whitmore	Attorney Fees	18,963.20	
42061	MarketLab, Inc.	Safety Expense	45.17	
42062	Marlin Business Bank	Contract Services	911.87	
42063	Morales, Graciela	Tuition Reimbursement	202.18	
42064	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	387.11	
42065	NSWC Mechanical Service	Repair&Maintenance	1,435.00	
42066	Petty Cash Chkng Account Custodian	Petty Cash Checking Reimbursement	319.79	
42067	Petty Cash Custodian Sarah Crenshaw	Petty Cash Replenishment	368.80	
42068	Pipette.com/Accutech Laboratories	Maintenance and Calibration	475.00	
42069	Praxair Distribution, Inc.	Equipment Parts & Supplies	96.54	
42070	Rutan & Tucker, LLP	Attorney Fees	760.50	
42071	SoCo Group Inc., The	Motor Fuels & Oils	4,387.77	
42072	TCI Thermal Combustion Innovators, Inc.	Operating Supplies	404.60	
42073	Uline	Operating Supplies	472.75	
42074	Universal Brake & Alignment	Offsite Vehicle Maint & Repair	60.00	
42075	UPS	Postage	14.14	
42076	Waxie Sanitary Supply	Operating Supplies	28.54	
42077	Wesco	Calibration & Certification of Equipment	675.00	
42078	U.S. Bank	CalCard - January Statement	30,851.69	
Cash - First Foundation Bank Check Run Total to be Approved				81,529.23
Total Expenditures: January 9 - February 7, 2019				537,788.31

Doug Hassett, President

Clive Weightman, Treasurer

Coachella Valley Mosquito and Vector Control District
FINANCES AT A GLANCE
ALL FUNDS COMBINED
For the Month Ended January 31, 2019

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 9,328,213	\$ 2,638,228	\$ 11,966,441
CASH	\$ 63,805	(11,456)	\$ 52,349
INVESTMENTS & CASH	\$ 9,392,018	\$ 2,626,772	\$ 12,018,790
CURRENT ASSETS	1,994,695	837,394	2,832,089
FIXED ASSETS	10,725,824	-	10,725,824
OTHER ASSETS	5,111,294	-	5,111,294
TOTAL ASSETS	<u>\$ 27,223,831</u>	<u>\$ 3,464,166</u>	<u>\$ 30,687,997</u>
TOTAL LIABILITIES	\$ 5,422,395	\$ 39,735	\$ 5,462,130
TOTAL DISTRICT EQUITY	21,791,893	3,433,975	25,225,868
TOTAL LIABILITIES & EQUITY	<u>\$ 27,214,288</u>	<u>\$ 3,473,710</u>	<u>\$ 30,687,998</u>
RECEIPTS		\$ 3,181,781	
CASH DISBURSEMENTS			
Payroll	\$ 382,456		
General Admin	\$ 291,194		
Total Cash Disbursements		\$ (673,650)	
NON-CASH ENTRIES:		\$ 956,034	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u>\$ 3,464,166</u>	

CVMVCD
Cash Journal - deposits
From 1/1/2019 Through 1/31/2019

Effective ...	Payee/Recipient Name	Transaction Description	Deposits
1/15/2019	Local Agency Investment Fund	January Receipts - LAIF Interest	38,119.22
1/31/2019	First Foundation Bank	January Receipts - Bank Interest	92.90
1/31/2019	Riverside County	January Receipts - Current Secured SS1	823,006.83
1/31/2019	Riverside County	January Receipts - HOX	14,005.96
1/31/2019	Riverside County	January Receipts - RDV Asset distribution	61,394.64
1/31/2019	Riverside County	January Receipts - RDV Pass Thru	2,171,452.19
1/31/2019	Riverside County	January Receipts - SBE 1	65,555.72
1/31/2019	Syngenta Corp Protection LLC	January Receipts - Pesticide Rebate	8,153.60
Report Total			3,181,781.06

CVMVCD
Statement of Revenue and Expenditures
From 1/1/2019 Through 1/31/2019

	Budget - Original	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Total Budget Remaining	Percent Total Budget Remaining - Original
Revenues									
4000 Property Tax - Current Secured	3,733,045	1,931,777	1,987,074	55,297	877,549	888,563	11,013	(1,745,971)	-47%
4010 Property Tax - Curr. Supplmntl	72,202	19,392	0	(19,392)	19,392	0	(19,392)	(72,202)	-100%
4020 Property Tax - Curr. Unsecured	161,854	145,599	156,827	11,228	0	0	0	(5,027)	-3%
4030 Homeowners Tax Relief	42,732	21,031	20,009	(1,022)	0	14,006	14,006	(22,723)	-53%
4070 Property Tax - Prior Supp.	28,660	21,428	0	(21,428)	21,428	0	(21,428)	(28,660)	-100%
4080 Property Tax - Prior Unsecured	9,902	0	0	0	0	0	0	(9,902)	-100%
4090 Redevelopment Pass-Thru	4,275,025	2,099,329	2,232,847	133,518	2,099,329	2,232,847	133,518	(2,042,178)	-48%
4520 Interest Income - LAIF/GDs	100,000	50,100	88,500	38,400	100	38,212	38,112	(11,500)	-12%
4530 Other Miscellaneous Receipts	63,000	36,750	23,488	(13,262)	5,250	8,154	2,904	(39,512)	-63%
4551 Benefit Assessment Income	1,996,366	1,078,038	986,708	(91,330)	1,078,038	986,708	(91,330)	(1,009,658)	-51%
Total Revenues	10,482,786	5,403,444	5,495,451	92,007	4,101,087	4,168,489	67,402	(4,987,335)	-48%
Expenditures									
Payroll Expenses									
5101 Payroll - FT	4,686,031	2,733,521	2,553,313	180,208	390,503	348,679	41,824	2,132,718	46%
5102 Payroll Seasonal	208,460	92,648	123,085	(30,437)	0	10,373	(10,373)	85,375	41%
5103 Temporary Services	6,900	6,900	6,900	0	0	0	0	0	0%
5105 Payroll - Overtime Expense	41,700	24,325	6,304	18,021	3,475	43	3,432	35,396	85%
5150 CalPERS State Retirement	566,460	385,674	297,867	87,807	36,158	(17,908)	54,066	268,593	47%
5155 Social Security Expense	302,827	176,652	164,138	12,514	25,236	22,414	2,822	138,689	46%
5165 Medicare Expense	70,821	41,314	39,816	1,498	5,902	5,347	555	31,005	44%
5170 Cafeteria Plan	1,031,051	601,447	613,726	(12,279)	85,921	2,773	83,148	417,325	40%
5172 Retiree Healthcare	342,420	199,745	62,394	137,351	28,535	0	28,535	280,026	82%
5180 Deferred Compensation	101,030	58,933	39,088	19,845	8,419	(11,352)	19,771	61,942	61%
5195 Unemployment Insurance	36,405	21,238	25,008	(3,770)	3,034	20,335	(17,301)	11,397	31%
Total Payroll Expenses	7,394,105	4,342,397	3,931,638	410,759	587,183	380,703	206,480	3,462,467	47%

CVMVCD
Statement of Revenue and Expenditures
From 1/1/2019 Through 1/31/2019

	Budget - Original	YTD Budget			YTD Actual		YTD Budget		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current Period		Current 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CVMVCD

24

CVMVCD
Balance Sheet
As of 1/31/2019
(In Whole Numbers)

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	11,966,441
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	262
1026	First Foundation - Payroll	50,087
	Total Cash and Investments	<u>12,018,791</u>
Current Assets		
1050	Accounts Receivable	1,011,323
1085	Inventory	632,699
1168	Prepaid Insurance	148,799
1169	Deposits	1,039,269
	Total Current Assets	<u>2,832,089</u>
Fixed Assets		
1300	Equipment/Vehicles	1,870,816
1310	Computer Equipment	417,111
1311	GIS Computer Systems	301,598
1320	Office Furniture & Equipment	1,218,125
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	(9,211,140)
	Total Fixed Assets	<u>10,725,824</u>
Other Assets		
1520	Resources to Be Provided	3,514,102
1525	Deferred Outflows of Resources	1,284,772
1530	Deferred Outflows of Resources - OPEB	312,420
1900	Due to/from	0
	Total Other Assets	<u>5,111,294</u>
	Total Assets	<u><u>30,687,998</u></u>
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	(83,305)
2020	Accounts Payable	17,255
2030	Accrued Payroll	(4,276)
2035	Fundware AP Clearing	1
2040	Payroll Taxes Payable	(1,293)

CVMVCD
Balance Sheet
As of 1/31/2019
(In Whole Numbers)

		<u>Current Year</u>
2175	Claims/Judgements Payable	(442)
2185	Employee Dues	(61)
	Total Accounts Payable	<u>(72,120)</u>
	Total Short-term Liabilities	<u>(72,120)</u>
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000
2200	Net Pension Liability	1,763,285
2210	Deferred Inflows of Resources	131,145
2300	Net OPEB Liability	877,253
2500	Compensated Absences Payable	662,567
	Total Long-term Liabilities	<u>5,534,250</u>
	Total Liabilities	<u>5,462,130</u>
	Fund Balance	
	Non Spendable Fund Balance	
3920	Investment in Fixed Assets	10,698,793
3945	Reserve for Prepaids & Deposit	1,373,799
3960	Reserve for Inventory	532,129
	Total Non Spendable Fund Balance	<u>12,604,721</u>
	Committed Fund Balance	
3965	Public Health Emergency	4,103,640
	Total Committed Fund Balance	<u>4,103,640</u>
	Assigned Fund Balance	
3910	Reserve for Operations	4,500,000
3925	Reserve for Future Healthcare Liabilities	877,253
3955	Thermal Remediation Fund	463,724
3970	Reserve for IT Replacement	277,991
3971	Reserve for Vehicle Replacement	344,376
	Total Assigned Fund Balance	<u>6,463,344</u>
	Unassigned Fund Balance	
3900	Fund Equity	1,513,538
3999	P&L Summary	(499)
	Total Unassigned Fund Balance	<u>1,513,039</u>
	Current YTD Net Income	541,124
	Total Current YTD Net Income	<u>541,124</u>
	Total Fund Balance	<u>25,225,868</u>
	Total Liabilities and Net Assets	<u><u>30,687,998</u></u>

FINANCE

The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending January 31, 2019. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2018 to January 31, 2019 is \$5,243,505; total revenue is \$5,495,451 resulting in excess revenue over (under) expenditure for the year to January 31, 2019 of \$251,946.

THREE YEAR FINANCIALS

	1/31/2019	1/31/2018	1/31/2017
Total Revenue	5,495,451	5,373,595	4,819,067
Expenses			
Payroll	3,931,638	3,760,909	3,873,025
Administrative Expense	256,367	491,271	294,581
Utility			
	32,640	58,974	58,589
Operating Expense	741,335	682,992	1,073,019
Contribution to Capital Reserves	281,525		
Total Expenses	5,243,505	4,994,147	5,299,214
Profit (Loss)	251,946	379,448	(480,147)

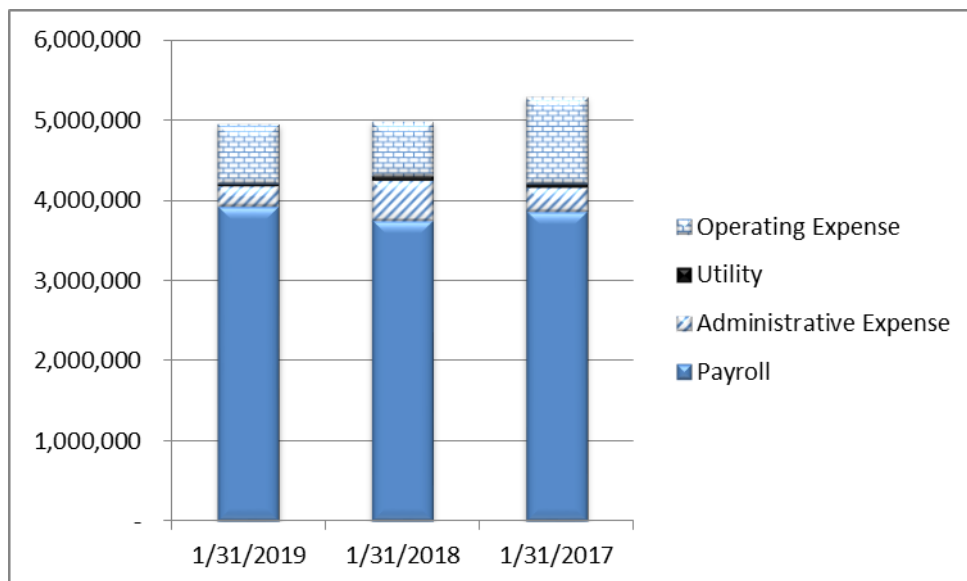


Figure 1 Three Year Expenditure

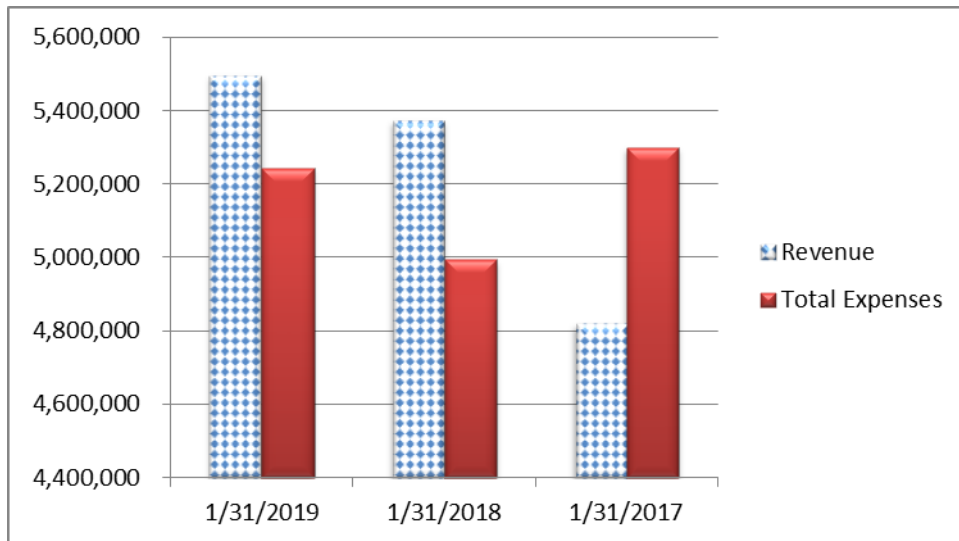


Figure 2 Three Year Revenue & Expenditure

THREE YEAR CASH BALANCE

CASH BALANCES	1/31/2019	1/31/2018	1/31/2017
Investment Balance	11,966,441	12,194,783	12,187,354
Checking Accounting	262	11,967	6,217
Payroll Account	50,087	101,050	72,928
Petty Cash	2,000	2,000	2,000
TOTAL CASH BALANCES	12,018,790	12,309,800	12,268,499

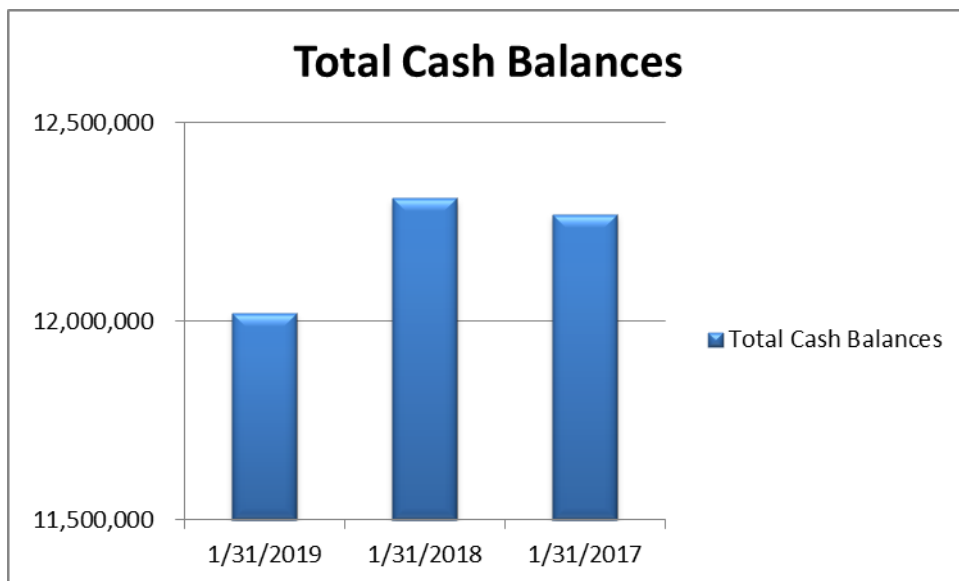


Figure 3 Cash Balances

DISTRICT INVESTMENT PORTFOLIO 1/31/2019

The District's investment fund balance for the period ending January 31, 2019 is \$11,966,441. The portfolio composition is shown in the pie chart. Local Agency Investment

Fund (LAIF) accounts for 53% of the District’s investments; the Riverside County Pooled Investment Fund is 40% of the total. The LAIF yield for the end of December was 2.36% and the Riverside County Pooled Investment Fund was 2.27%; this gives an overall weighted yield for District investments of 2.23%.

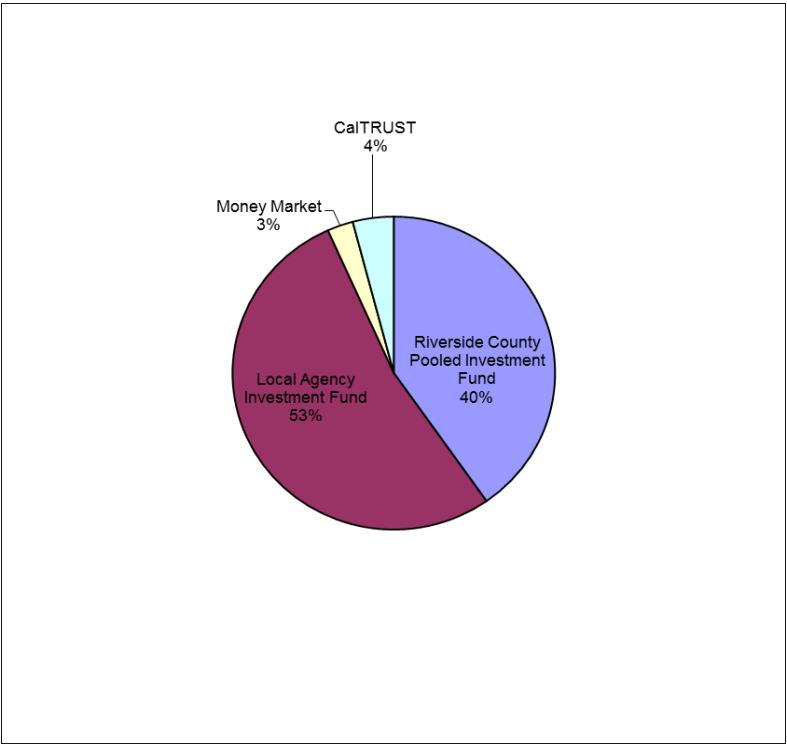


Figure 4 Investment Portfolio 12-31-18

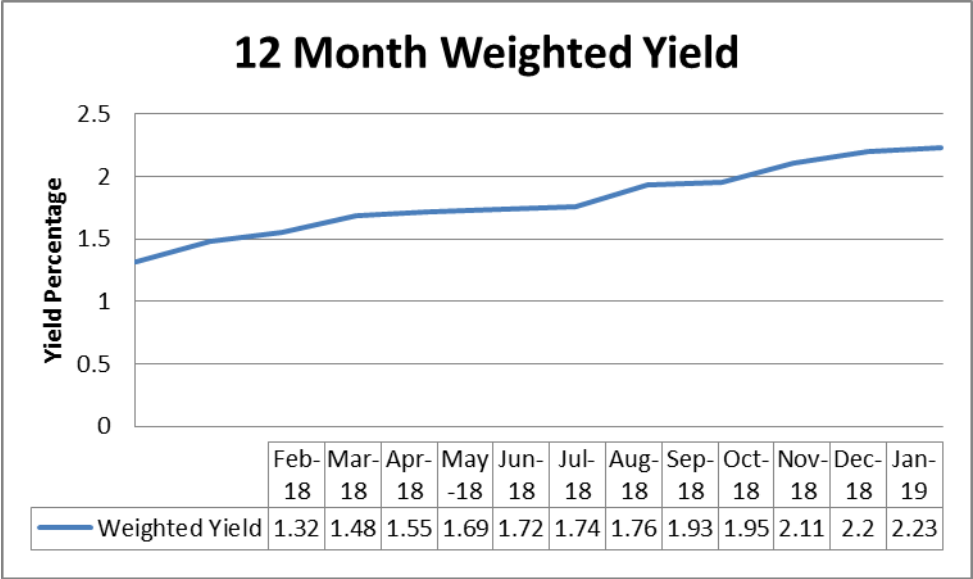


Figure 5 District Investments Weighted Yield

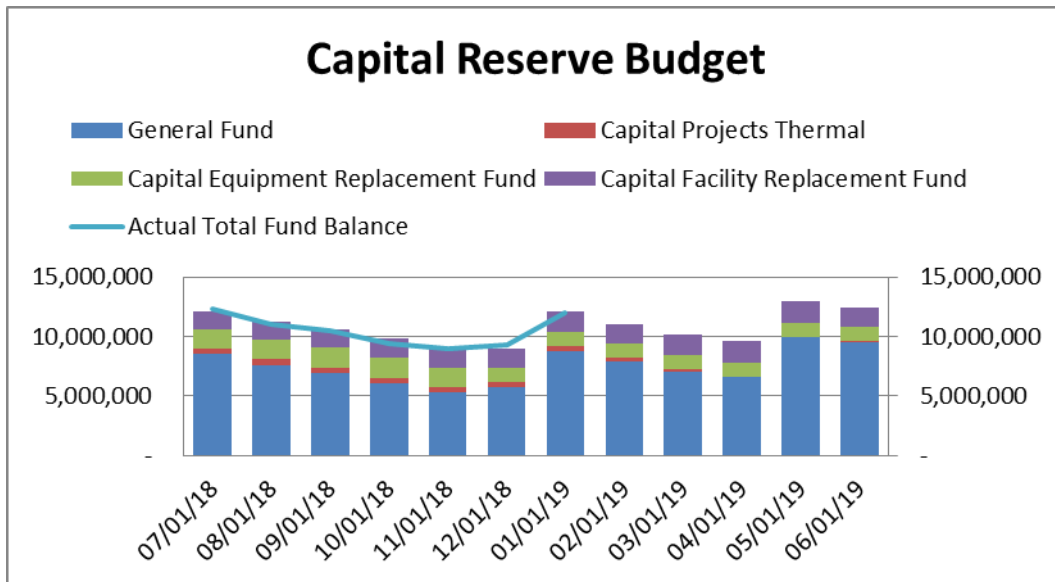


Figure 6 Capital Reserve Budget

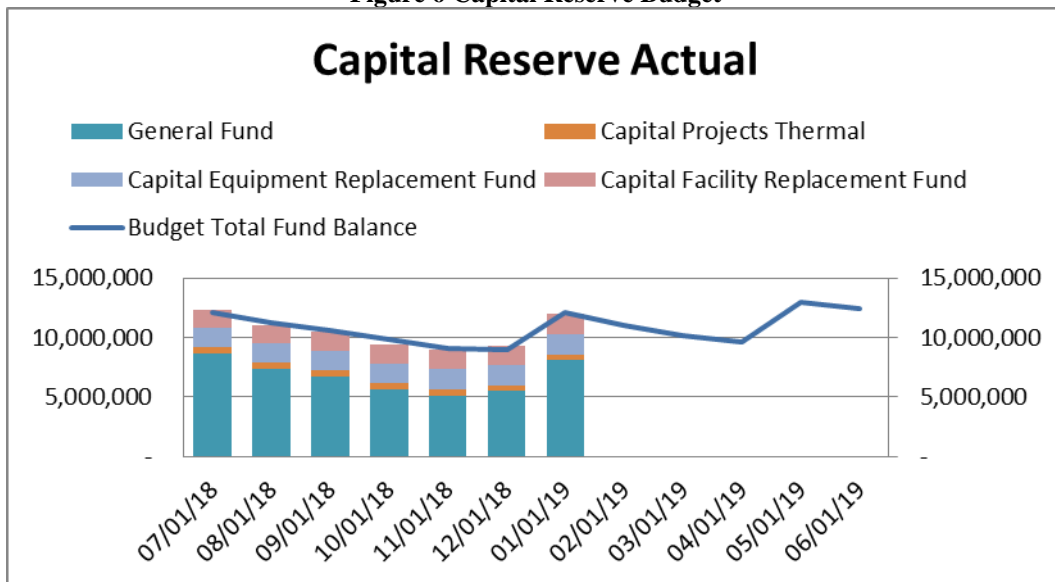


Figure 7 Capital Reserve Actual

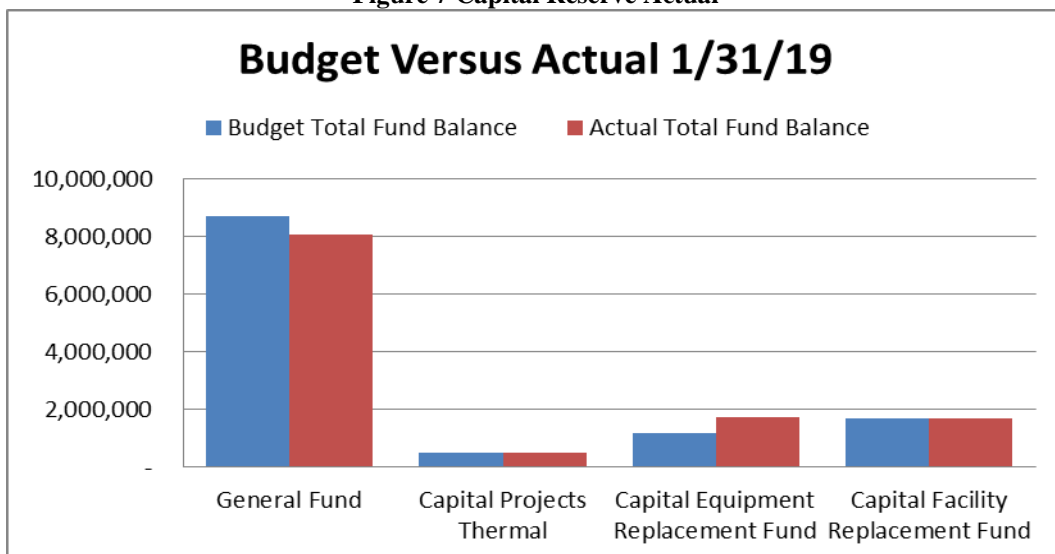
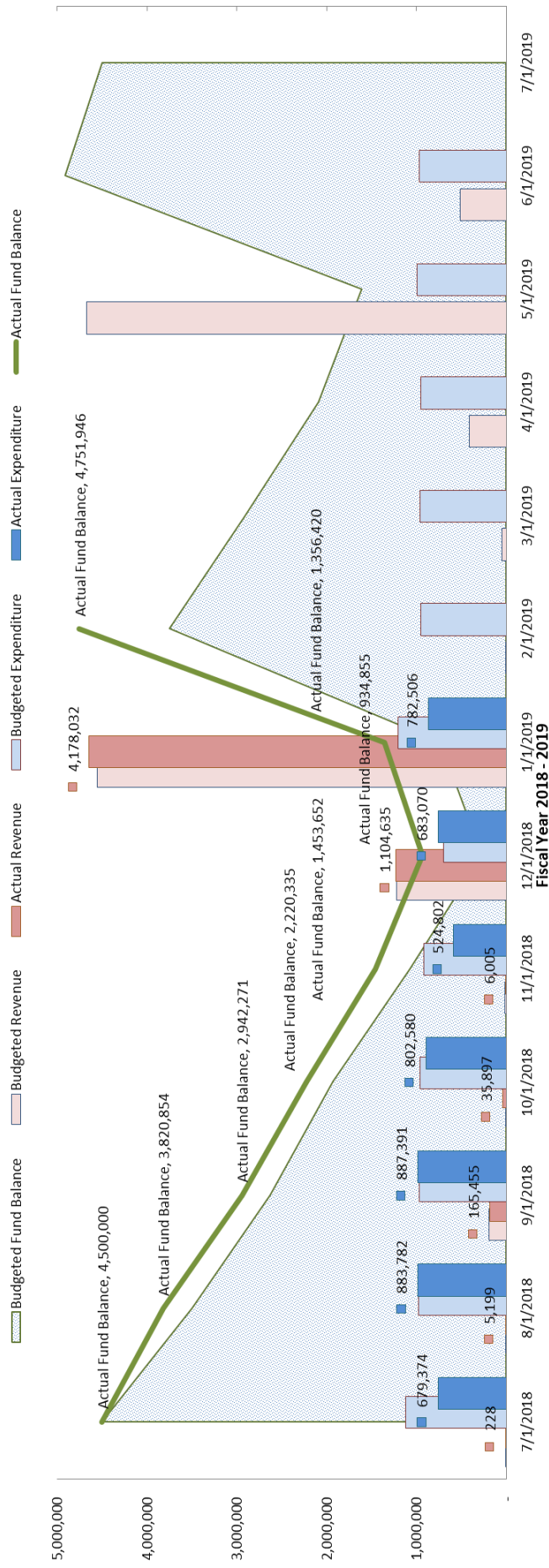


Figure 8 Capital Reserve 1/31/2019

General Fund Operational Cash Flow




The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1 2018 to June 30 2019. The beginning fund and ending fund balance is \$4.5 million. Expenditure is approximately divided by 12 equal months, with some differences accounting for the seasonality of the program for example control products and seasonal employment which are greater in the mosquito breeding season. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distribute the property tax revenue in January and May with advancements in December and April.

The *shaded area* represents the **Budgeted Fund Balance** which has a formula of (beginning) **Fund Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Fund Balance** and is graphed against the *shaded area* **Budgeted Fund Balance**.


The graph shows for February 1 the \$4.5 million **Fund Balance** plus total Revenue for July 1 to January 31, 2019 of \$5.5 million minus total Expenditure of \$5.2 million is \$4,751,946. For planning purposes the District is well within budget, showing revenue is slightly higher and expenditure is lower than budgeted. As long as the green line stays out of the shaded area the District is fiscally sound.


Board Business Status Log 2019


Board Action Item	Item Description	Month	Status	Comment
Contracts				
	New General Counsel Agreement	January	In Progress <input type="checkbox"/> Completed <input checked="" type="checkbox"/>	Retainer \$4,000/ Month for all general counsel legal services; excluding litigation
	Approval of General Manager Employment Agreement Amendment	January	In Progress <input type="checkbox"/> Completed <input checked="" type="checkbox"/>	2% COLA; Special Merit Pay 3.5%
	New Cleaning Services Agreement	January	In Progress <input type="checkbox"/> Completed <input checked="" type="checkbox"/>	Agreement executed for \$3,496 per month
Policies				
Purchases				
Range = \$5k to \$10K				
Purchases Greater than \$10K				
	Supplies for arbovirus testing (Thermofisher)	January	In Progress <input checked="" type="checkbox"/> Completed <input type="checkbox"/>	
Resolutions				
Other				
	Chromebooks for Trustees	January	In Progress <input type="checkbox"/> Completed <input checked="" type="checkbox"/>	Chromebooks for Trustees for Board packet and other District use

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>February 12, 2019</p>
<p>Agenda Item: Informational Item</p> <p>District Travel – Grace Morales, Executive Assistant/Clerk of the Board</p>		
<p>Background:</p> <p>February 25-March 1, 2019: AMCA 85th Annual Meeting (Orlando, FL) ~ The annual meeting of the American Mosquito Control Association (AMCA) is an opportunity for staff to meet with leading mosquito professionals from North America and other countries. Requests to attend must have been made by the NOVEMBER 2018 BOARD MEETING.</p> <p>April 2-3, 2019: MVCAC Spring Meeting and Legislative Day (Sacramento, CA) ~ This year, the MVCAC will be combining their Spring Board and Planning meeting with Legislative Day. MVCAC Legislative Day provides an opportunity for District staff and trustees to meet with Legislators in Sacramento to foster relationships, share about the importance of mosquito and vector control in California, and discuss issues facing mosquito control in California and the Coachella Valley. The Spring MVCAC planning and Board meeting will be held on April 2. Legislative Day training will be held the Afternoon of April 2 and Legislator meetings on April 3. Requests to attend must be made by the FEBRUARY 2019 BOARD MEETING.</p> <p>September 25-28, 2019: CSDA Annual Conference (Anaheim, CA) ~ “The CSDA Annual Conference & Exhibitor Showcase is the one conference special district Leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts. Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over thirty breakout session options, network with your peers and more at the leadership conference for special districts.” Requests to attend must be made by the MAY 2019 BOARD MEETING.</p>		

<u>Workshops and Webinars Offered Through CSDA</u>			
Type	Description	Dates & Times	Cost
Webinar	<p>Brown Act: Principles, Traps, and Avoiding Violation</p> <p><i>Brown Act violations, most often unintentional, impede the effective governance of special districts. This workshop will use entertaining hypotheticals to engage participants in a wide-ranging, hands-on overview of the Brown Act to help board members stay in compliance when it comes to closed sessions, public comments, serial meetings, and e-Communications. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps.</i></p>	On Demand	Free
Webinar	<p>Maximize Your Membership Series: Resources for Board Members/Trustees</p> <p><i>In your role in the governing body of a special district, you need to know where to turn for information and resources. Learn how CSDA can help you best serve your community.</i></p>	<p>Friday, February 22, 2019</p> <p>10:00 – 10:30 a.m.</p>	Free
If you would like to attend/view either one, please let me know as soon as possible.			

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Staff Report</p>	<p style="text-align: center;">February 12, 2019</p>
<p>Agenda Item: Informational Item</p> <p>Staff report from:</p> <ul style="list-style-type: none"> • PacVec Center of Excellence Progress and Planning Meeting, January 23-24, 2019 in Davis, CA 		
<p>Report:</p> <p>The Pacific Southwest Center of Excellence in Vector-Borne Diseases began in 2017 with funding from the Centers for Disease Control and Surveillance (CDC). The Center has funding through 2021 and is jointly housed between the University of California at Davis and at Riverside. The CDC funded the Center to conduct applied research; train vector biologists, entomologists, and physicians; and to strengthen and expand collaboration between researcher and public health organizations including mosquito control districts.</p> <p>At the meeting, the funded researchers from UC Davis and UC Riverside provided progress reports on their individual projects that they and their teams are conducting. Topics included novel surveillance methods; examination of resistance to chemical control; pesticide residues; and vector ecology. The Center has also funded student researchers at other institutions to conduct research through Training Grants, and these students presented their research progress. Finally, the Center presented some of the additional methods they are using to train and collaborate.</p> <p>The District was highlighted as a partner with several of the Center's researchers as well as one of the Training Grant recipients. Work on our St. Louis encephalitis virus re-introduction, our <i>Aedes</i> mosquito populations, and our ongoing collaboration with the Invasive Mosquito Project were discussed as part of the proceedings.</p> <p>ATTENDEES: Jennifer Henke, Laboratory Manager</p>		

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Staff Report</p>	<p style="text-align: center;">February 12, 2019</p>
<p>Agenda Item: Informational Item</p> <p>Staff report from:</p> <ul style="list-style-type: none"> Liebert Cassidy Whitmore Annual Conference, January 23-25, 2019 in Palm Desert, CA Grace Morales, Executive Assistant/Clerk of the Board 		
<p>Report:</p> <p>The annual Liebert Cassidy Whitmore (LCW) conference is an exceptional opportunity for staff to learn from informative and engaging presentations that offer practical lessons for success in the workplace.</p> <p>This year the LCW Annual Conference hosted sessions, including:</p> <ul style="list-style-type: none"> The Key to Your Agency's Health Benefits The HR Guidebook to a Solid Labor Relations Infrastructure 5 Things to Get Ahead of the HR Curve Free Speech in the Workplace – Cold Hard Facts in a Hot Political and Social Climate Now There is a Janus and SB 866” How will These Evolve and Affect Labor Relations What Can You Do Now to Manage Pension Costs Guide to the 2019 Changes to Workplace Harassment Laws Regular Rate of Pay – What to Include & the Calculation Challenge! <p>General Manager Jeremy Wittie also attended a day long pre-conference workshop that trained attendees on costing labor contracts and the importance to the negotiation process.</p> <p><u>ATTENDEES:</u> <i>Jeremy Wittie</i>, General Manager, <i>Anita Jones</i>, Human Resources Manager, <i>Crystal Moreno</i>, Human Resources Specialist, <i>Wakoli Wekesa</i>, Operations Manager, <i>Edward Prendez</i>, Information Technology Manager, <i>Jennifer Henke</i>, Laboratory Manager, <i>Kim Hung</i>, Vector Ecologist, <i>Mike Martinez</i>, Field Supervisor, <i>Roberta Dieckmann</i>, Field Supervisor, <i>Olde Avalos</i>, Field Supervisor, and <i>Gregorio Alvarado</i>, Field Supervisor.</p>		

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Staff Report</p>	<p style="text-align: center;">February 12, 2019</p>
<p>Agenda Item: Informational Item</p> <p>Staff report from:</p> <ul style="list-style-type: none"> • MVCAC Annual Conference, February 3-6, 2019 		
<p>Report:</p> <p>The annual meeting of the Mosquito and Vector Control Association of California (MVCAC) is an opportunity for staff to meet with leading mosquito workers from across the state. General Manager <i>Jeremy Wittie</i>, is the MVCAC President this year and pulled off a well-run, well attended, and incredibly insightful conference. <i>Jill Oviatt</i>, Public Information Manager, organized the statewide survey plenary presentation. <i>Wakoli Wekesa</i>, Operations Manager, organized a symposium highlight past vector control research practices that are still relevant to today's work. <i>Jennifer Henke</i>, Laboratory Manager, organized the non-mosquito symposium which covered work on fleas, ticks, coyotes, rodents, and cockroaches.</p> <p><i>Kim Hung</i>, Vector Ecologist presented a poster on the use of EverGreen 5-25, an adulticide, at different rates against wild and colony mosquitoes. <i>Arturo Gutierrez</i>, Laboratory Assistant II, presented a poster describing the rotator trap results in the rural area. <i>Jeff Rushing</i>, Vector Control Technician I, presented a poster sharing how we float some long-term products to improve control in our storm water structures. <i>Miguel Vargas</i>, Vector Control Technician I, presented a poster on the software we use to manage our work in Operations. <i>Michael Esparza</i>, Laboratory Technician, presented information on our ovicups and the collections made in 2017 and 2018.</p> <p><i>Gonzalo Valadez</i>, Lead Technician presented on our work controlling <i>Aedes aegypti</i> mosquitoes. <i>Greg Alvarado</i>, Field Supervisor presented on adulticide applications to disrupt West Nile virus and St. Louis encephalitis virus in Coachella Valley in 2018. <i>Jennifer Henke</i> presented on the community clean-up in Mecca as well as the results of our truck larvicide applications in Palm Springs for <i>Aedes</i>. Jennifer also discussed areas that Trustees can be involved at MVCAC at the Trustee Session on Tuesday morning.</p> <p>Jeff, Miguel, Michael, Gonzalo, and Greg gave their first presentations at the MVCAC conference.</p> <p>This year the MVCAC Annual Conference hosted sessions on:</p> <ul style="list-style-type: none"> • Community outreach and engagement • Past research and control practices • Operations • Disease and biology of vectors • Fleas, ticks, and vertebrates • Public policy and administration 		

ATTENDEES:

Doug Walker, Secretary

Clive Weightman, Treasurer

Doug Kunz, Trustee

Bito Larson, Trustee

Jeremy Wittie, District Manager

Graciela Morales, Executive Assistant/Clerk
of the Board

Jennifer Henke, Laboratory Manager

Jill Oviatt, Public Information Manager

Wakoli Wekesa, Operations Manager

Kim Hung, Vector Ecologist

Gregorio Alvarado, Field Supervisor

Roberta Dieckmann, Field Supervisor


Gonzalo Valadez, Lead Technician

Arturo Gutierrez, Laboratory Assistant II

Jeff Rushing, Vector Control Technician I

Miguel Vargas, Vector Control Technician I

Michael Esparza, Laboratory Technician

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Staff Report</p>	<p style="text-align: center;">February 12, 2019</p>
<p>Agenda Item: Items of General Consent</p>		
<p>Discussion and/or approval of Resolution 2019-01 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – Anita Jones, Human Resources Manager</p>		
<p>Background:</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 General Manager's pay rate. The pay schedule is included in the attached resolution as <i>Exhibit A</i>.</p>		
<p>Staff Recommendation:</p> <ul style="list-style-type: none"> • Staff recommends that the Board of Trustees approve Resolution 2019-01. 		
<p>Exhibits:</p> <ul style="list-style-type: none"> • Resolution 2019-01 		

RESOLUTION NO. 2019-01

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 ("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 true and correct recitals above are incorporated by this reference herein as the basis and foundation for the District's adoption of this Resolution.

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 by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District this 12th day of February 2019.

Doug Hassett, President
Board of Trustees

ATTEST:

Graciela Morales, Clerk of the Board

APPROVED AS TO FORM:

Lena D. Wade, General Counsel

REVIEWED:

Jeremy Wittie, MS, General Manager

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Monthly Pay Schedule - FY 2018/2019


	<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	2,148.28	2,255.69	2,368.47	2,486.89	2,611.23	2,741.79
Laboratory Technician	3,022.82	3,173.96	3,332.66	3,499.29	3,674.25	3,857.96
VCT I, Utility Worker	3,857.96	4,050.86	4,253.40	4,466.07	4,689.37	4,923.84
VCT II, Laboratory Asstistant I	4,689.37	4,923.84	5,170.03	5,428.53	5,699.96	5,984.96
Mechanic I	4,923.84	5,170.03	5,428.53	5,699.96	5,984.96	6,284.21
Lead VCT, Lab Assistant II, Mechanic II	5,170.03	5,428.53	5,699.96	5,984.96	6,284.21	6,598.42
Administrative Clerk	4,352.00	4,569.00	4,797.00	5,038.00	5,288.00	5,554.00
Accounting Technician I	4,460.00	4,684.00	4,918.00	5,164.00	5,423.00	5,693.00
Accounting Technician II	4,986.00	5,234.00	5,496.00	5,772.00	6,060.00	6,363.00
Public Outreach Coord, IT/GIS Assist	5,791.00	6,080.00	6,384.00	6,703.00	7,038.00	7,391.00
Biologist	6,088.00	6,392.00	6,713.00	7,048.00	7,400.00	7,770.00
Field Supervisor, Public Info. Officer	7,060.00	7,413.00	7,784.00	8,173.00	8,583.00	9,012.00
Environmental Biologist, Vector Ecologist, IT/GIS Analyst, Lead Supervisor	7,413.00	7,784.00	8,173.00	8,583.00	9,011.00	9,461.00
Exec. Assist./Clerk of Board, HR Specialist	5,940.27	6,237.28	6,549.15	6,876.61	7,220.44	7,581.46
Human Resources Manager, IT Manager, Public Information Manager, Operations Manager, Lab Manager	7,856.45	8,249.27	8,661.74	9,094.82	9,549.56	
Admin/Finance Manager	8,140.48	8,547.50	8,974.88	9,423.62	9,894.80	
General Manager	12,892.21					


Educational Incentive Pay

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

Temporary - Out of Class

5%

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Staff Report</p>	<p style="text-align: center;">February 12, 2019</p>
<p>Agenda Item: Items of General Consent</p> <p>Approval to surplus sale one (1) decommissioned 2,000 gallon above ground tank through Public Surplus auction website – Edward Prendez, Information Technology Manager</p>		
<p>Background:</p> <p>The District has utilized Public Surplus to auction vehicles, utility equipment and trailers in 2017 and 2018. Each item was offered openly to the public via their on-line auction website, which was designed to be compliant with state and local regulations and policies. No cost is incurred by the District to process the sale of excess/unwanted equipment. The District has selected to utilize a third party marketplace to attract a wider audience, increase revenue, and eliminate any appearance of conflict of interest.</p> <p>District staff has identified one (1) decommissioned 2,000 gallon aboveground tank to be listed and auctioned upon approval.</p>		
<p>Staff Recommendation:</p> <ul style="list-style-type: none"> Staff recommends utilizing Public Surplus as third party marketplace to ease the burden on District Staff to transport, show and answer questions from the public regarding the sale of equipment. Buyers of District Property will pay a premium of 7% or 10.5% depending upon the collection method. 		

	<div>Coachella Valley Mosquito and Vector Control District</div> <div>Staff Report</div>	February 12, 2019								
<div>Agenda Item: Items of General Consent</div> <div>Approval to renew the annual agreement with <i>Salton Sea Aerial Services, Inc.</i> to conduct both aerial adulticiding and larviciding aerial applications as needed to assist the District in its mosquito control operations – J. Wakoli Wekesa, PhD, Operations Manager</div>										
<div>Background:</div> <div>Currently, the District has a control contract with <i>Salton Sea Aerial Service, Inc.</i> to conduct adulticide or larvicide applications. The District guarantees the contractor a minimum of 14 hours of work per year at an hourly rate of \$1,500.00 per hour in exchange for equipment standby availability to conduct aerial pesticide applications upon notice during the year.</div>										
<div>Needs Assessment:</div> <div>Operational: The application of control products in inaccessible areas such as the Salton Sea marsh habitats and where large applications are required, as in duck club habitats and the wetland marshes are often applied by helicopter rather than truck-mounted equipment because of accessibility and time saving benefits. The need for this approach to mosquito treatments will continue in the future. In addition, helicopter service provided by <i>Salton Sea Air Service, Inc.</i> can also apply adulticide products to all areas of the Coachella valley, if it becomes necessary based on arbovirus indicators.</div> <div>To Protect Public Health: The District Operations Department is charged with the responsibility of maintaining minimal mosquito abundance and, when necessary, provide a quick response to the possibility of a significant human disease transmission and outbreak. The availability of aerial application equipment is necessary for both routine preventative larvicide applications as well as emergency response to minimize disease potential.</div>										
<div>Staff Recommendation:</div> <div><div>Staff recommends renewing agreement with Salton Sea Aerial Services, Inc.</div></div>										
<div>Fiscal Impact:</div> <table><tr><td>FY2018-19 Approved Budget 7850.01.500</td><td>Current Available Funds</td><td>Proposed Expense</td><td>Remaining Available Funds</td></tr><tr><td>114,500</td><td>67,525</td><td>21,000-67,525</td><td>46,525-0</td></tr></table>			FY2018-19 Approved Budget 7850.01.500	Current Available Funds	Proposed Expense	Remaining Available Funds	114,500	67,525	21,000-67,525	46,525-0
FY2018-19 Approved Budget 7850.01.500	Current Available Funds	Proposed Expense	Remaining Available Funds							
114,500	67,525	21,000-67,525	46,525-0							
<div>Exhibits:</div> <div>N/A</div>										

SECTION
12



OLD BUSINESS



Coachella Valley Mosquito and Vector Control District

Staff Report

February 12, 2019

Agenda Item: Old Business

Background presentation, discussion and approval to enter into a Public Works contract with MAAS Companies, Inc. for project manager services for the Thermal facility asphalt paving project in an amount not to exceed \$66,000 (400 hours) from the Thermal Capital Fund – *Budgeted; Funds Available* **Jeremy Wittie, MS, General Manager**

Background:

In 2009, the District received a *Covenant to Restrict Use of Property* from the California Regional Water Quality Control Board (RWCB) for the District's former Thermal headquarters. Per the Covenant and the soil contamination at the site, the District is required to repair asphalt cracks every two years and apply a fresh, one-inch layer of asphalt every 10 years.

In 2018, the District contracted with Dudek Civil Engineering to develop project plans for the required 10 year repaving of the facility. In December 2018 final plans and cost estimates (*4 months construction; approx. \$400,000 + 20% contingency*) were completed to address four sub-projects on the site:

1. NE corner asphalt paving,
2. Landscape removal, graveling, and paver installation,
3. Ave.55 shoulder graveling,
4. Paving of previously asphalted areas per requirements of RWCB covenant.

In January 2019 the District released a Request for Qualifications for a Project Manager to oversee and facilitate the Thermal facility asphalt paving project. Two firms submitted proposals for Project Manager services. The general scope of work for the Project Manager includes:

- Helping select a construction contractor including developing the RFP, review of construction proposals and helping select a shortlist of potential bids for approval by the Board of Trustees;
- Construction phase assistance, shop drawing and submittal review, change order processing, punch lists, record drawings, schedule management.
- Field services include construction management, start-up assistance, permitting and environmental compliance assistance and part-time oversight to observe progress and quality of work, and geotechnical testing to confirm compaction requirements.

It is estimated that the billed hours will be less than 400 hours.

Staff Recommendation:

That the Board authorizes the General Manager to enter into an agreement for Construction Project Manager services with MAAS Companies Inc.

Fiscal Impact:

FY2018-19 Budget Thermal Capital Fund	Current Available Funds	Proposed Expense	Remaining Available Funds
\$487,737	\$487,737	\$66,000	\$421,737

SECTION
13



NEW BUSINESS



Coachella Valley Mosquito and Vector Control District

Staff Report

February 12, 2019

Agenda Item: New Business

Approval of the new District logo – Jill Oviatt, Public Information Manager

Background: In 2016, the District started a rebranding project to review the District's current logo, how it was being used, and how it reflected the current brand of the District 20 years after it had been created. Draft logos were developed based on feedback from District staff and management. Following feedback from staff, management, and Trustee focus groups, it was determined the logo still needed further development, and the project was shelved while the Public Outreach department focused intensively on invasive *Aedes* outreach and education with residents and city and county stakeholders. The project was brought back to

Logo 1




Logo 2



life in the fall of 2018 and new logos were developed based on the initial focus group feedback. Six logos were then sent in a survey to five stakeholder groups, including District staff and managers, the Board of Trustees, a group of city and county officials, MVCAC colleagues, and residents who are part of the District notification email list. We received 73 responses, with overwhelmingly positive feedback on two logos, which have been updated by the designer to reflect commonly suggested revisions. The two logos are included here with their black and white versions.

Once established, the logo will be infused into the content and format of all the District's business, including administrative, legal, financial, HR, training, and communications materials (internal and external), as well as signage, vehicles, uniforms, equipment, advertising, website, and online presence. Our updated brand will help communicate the District's values and qualities, and by using standardized and consistent branding, people will be able to more quickly recognize both our presence and our value.

Staff Recommendation: Staff recommends the approval of Logo 1 or Logo 2.

	Coachella Valley Mosquito and Vector Control District		February 12, 2019
Staff Report			
Agenda Item: Items of General Consent			
Approval to purchase four (4) Yamaha UMAX Gas Powered Workhorses, in an amount not to exceed \$40,000.00, from Capital Replacement Budget Fund 8415.13.300.000 – utilizing the Source Well Contract #051717YGC – Edward Prendez, Information Technology Manager			
Background: This purchase request is for four (4) Yamaha UMAX Gas Powered Workhorses estimated to cost \$9,680.62 each for the Operations Red Imported Fire Ant (RIFA) Program. They will be equipped with Tail/Brake Lights, Unique key Start, USB Outlets, Cargo Box, Fold-Down Windshields, and Canopy Tops. The District’s Purchasing Policy allows exceptions to competitive bidding when the purchase or contract is directly related to another government agency’s purchase order or contract authorized or approved through the respective government agency’s competitive bidding procedures. This provision allows the District to piggyback on other government agency contracts including the Source Well Contract #051717YGC. From the existing workhorse fleet, one is to be reassigned to the Facilities Department and one is to be sold at auction. A total of ten workhorse will be available for the Operations Red Imported Fire Ant (RIFA) Program. The remaining carts will be used during preventive maintenance routines to maximize cart availability. The Capital Outlay budget item for Fleet Maintenance – vehicle purchases is \$38,722.48.			
Staff Recommendation: Approval to purchase four (4) Yamaha UMAX Gas Powered Workhorses utilizing the Source Well Contract #051717YGC.			
Fiscal Impact:			
FY2018-19 Adopted Budget 8513.13.300.000	Current Available Funds	Proposed Expense	Remaining Available Funds
\$520,000	118,421	40,000	78,421