



Coachella Valley Mosquito
and
Vector Control District

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

REVISED ON NOVEMBER 11, 2019

(Added Correspondence, Item 9B)

Board of Trustees Meeting

Tuesday, November 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 arrangements can be made.

- 1. Call to Order** – Doug Hassett, President
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Motion to Excuse Absences**
- 5. Confirmation of Agenda**
- 6. Public Comments**

Public Comments

Those wishing to address the Board should complete a Public Comment Card and provide it to the Clerk of the Board.

Non-Agenda Items: Persons wishing to address the Board on subjects other than those scheduled are requested to do so at this time. When addressing the Board, please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established. California Government Code Section 54950 prohibits the Board from taking action on a specific item until it appears on the agenda.

Agenda Items: Comments should be made when the agenda item is called. Each presentation is limited to no more than three minutes.

7. Presentations

- A. IT Security Awareness Training Program Update – **Edward Prendez, Information Technology Manager**

8. Board Reports

- A. President’s Report – **Doug Hassett, President**
 - Executive Committee Oral Report and meeting minutes for November 1, 2019 **(Pg. 6)**
- B. Finance Committee Oral Report – **Clive Weightman, Treasurer**
 - Finance Committee Minutes for October 8, 2019 **(Pg. 8)**
 - Audit Presentation of Fiscal Year 2018/19 – **Chris Brown, Partner, Fedak & Brown, LLP and David l’Anson, Administrative Finance Manager – See Appendix A**

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 8, 2019, Board Meeting **(Pg. 10)**
- B. **Correspondence (Pg. 17)**
- C. Approval of expenditures for October 9, 2019 to November 12, 2019 **(Pg 23)**
- D. Department Reports **(Pg. 24)**
- E. Discussion and/or approval of Fiscal Year 2019/20 research proposals in an amount not to exceed \$130,454.35 from fund 8510.01.600.000 Research Projects *Budgeted; Funds Available* – **Jennifer Henke. M.S., Laboratory Manager (Pg. 61)**
- F. Approval of Resolution 2019-14 adopting the District’s revised Records Retention Schedule and Procedures – **Jeremy Wittie, M.S., General Manager (Pg. 64)**
- G. Approval of Resolution 2019-15 establishing signature approval for checks written from District Accounts – **David l’Anson, Administrative Finance Manager (Pg. 85)**
- H. **Informational Items**
 - District Travel **(Pg. 88)**
 - Board Business Log **(Pg. 89)**
 - MVCAC Fall Meeting October 29-30, 2019 in Visalia, CA **(Pg. 94)**
 - Treasurer to approve the release of payments to vendors for December **(Pg. 95)**
 - Board of Trustees meeting resumes on January 14, 2020 **(Pg. 96)**
 - Trustee report from: California Special Districts Association Conference – **Bitto Larson, Trustee (Pg. 97)**

- Staff report from: Society of Vector Ecology Conference – **Kim Hung, Vector Ecologist (Pg. 98)**

10. Old Business

- A. Discussion and/or approval to sign an MOU agreement between the City of Indio, Coachella Valley Association of Governments, and Coachella Valley Mosquito and Vector Control District to grant an easement for CV Link – **Jeremy Wittie, M.S., General Manager (Pg. 100)**
- B. Thermal Paving and Landscaping Project status update – **Jeremy Wittie, M.S., General Manager (Pg. 119)**

11. New Business

- A. Approval for \$500,000 fund transfer from VCJPA Member Contingency Fund to Thermal Remediation Fund. The funds will be used to pay for environmental costs in connection with the Thermal Remediation Project – **David I’Anson, Administrative Finance Manager (Pg. 121)**
- B. Appointment of the District’s ad hoc Abatement Hearing Committee – **Doug Hassett, President (Pg. 122)**
- C. Discussion and/or approval of Resolution 2019-16 approving the District’s Benefit Assessment Appeal Policy – **Jeremy Wittie, M.S., General Manager (Pg. 123)**
- D. Approval of Resolution 2019-13 providing a gift certificate to employees for work performed late November through early December, 2019, in a total collective amount for all certificates not to exceed \$2,800.00 from fund 5300.01.200.000 – Employee Incentive *Budgeted; Funds Available* – **Jeremy Wittie, M.S., General Manager (Pg. 130)**
- E. Appointment of the ad hoc Nominations Committee – **Doug Hassett, President (Pg. 133)**
- F. Discussion and/or approval to purchase six vehicles in an amount not to exceed \$185,750.00 from fund 8415.13.300.000 – Capital Replacement *Budgeted; Funds Available* – **Edward Prendez, Information Technology Manager (Pg. 134)**
- G. Appointment of the ad hoc Negotiations Committee – **Doug Hassett, President (Pg. 144)**

Closed Session Public Comments

Public Comments pertaining to Closed Session items (A three-minute time limit per person has been established.)

12. Closed Session

- A. **Closed Session:** Public Employee Performance Evaluation pursuant to Government Code Section 54957
Title: General Manager

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 three minutes.

14. Adjournment

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.
All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 43420 Trader Place, Indio, California.

Certification of Posting

I certify that on November 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 November 8, 2019.

Revised version posted on November 11, 2019.

Graciela Morales, Clerk of the Board

SECTION

8



BOARD REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Executive Committee Meeting Minutes

TIME: 3:00 p.m. Friday, November 1, 2019

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

La Quinta	Doug Hassett	Indian Wells	Clive Weightman
County at Large	Franz De Klotz	Palm Desert	Doug Walker

ABSENT: *None.*

OTHERS PRESENT:

Jeremy Wittie, M.S., General Manager
Grace Morales, Clerk of the Board

1. Call to Order: *President Hassett called the meeting to order at 3:02 p.m.*

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

3. Confirmation of Agenda: *On motion from Vice-President De Klotz, seconded by Treasurer Weightman, the agenda was approved as presented.*

4. Public Comments: *Mr. Brad Anderson commented the District executed a warrant at his property and disagrees on how the District is performing its work.*

5. Review of November 12, 2019 Board Meeting Draft Agenda: *The draft November Board meeting agenda was reviewed by the Committee. Changes to the agenda included moving the General Manager Report to Items of General Consent and adding an appointment of an ad hoc Negotiations Committee for the General Manager performance evaluation Closed Session Item. Treasurer Weightman requested the IT presentation of the awareness training program is comprehensive and what the IT program entails moving forward. There was also discussion regarding the item to purchase six vehicles and whether they were included in the Capital Budget or not.*

6. Review of the New Draft Benefit Assessment Appeal Policy and Committee Appointment Discussion: *The Benefit Assessment Appeal Policy was reviewed. The Committee discussed if it should be a procedure rather than a policy; clarifying the fiscal year limitation of*

the appeal, the dollar amount the General Manager has approval limit to issue a rebate is \$5000; Item 8 – is the maximum of seven business days appropriate for the property owner to file a written appeal to the General Managers determination; and remove administration of oaths (Section III- Appeal to the Board of Trustees, Item 5).

7. Trustee/Staff Comments: *Clerk of the Board Morales commented the District's new website is now live, Trustee Walker mentioned General Manager Wittie is coming close to the end of his tenure as President of the MVCAC.*

Mr. Brad Anderson handed Clerk of the Board Morales two letters for public record.

8. Confirmation of Next Meeting Date: *The next Executive Committee Meeting was scheduled for Monday, January 6, 2020 at 3:00 p.m.*

9. Adjournment: *The meeting was adjourned by President Hassett at 3:47 p.m.*

DRAFT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**Finance Committee Meeting
Minutes**

TIME: 4:30 p.m. **DATE:** October 8, 2019

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

County at Large Bito Larson Indian Wells Clive Weightman

Rancho Mirage Isaiah Hagerman

STAFF PRESENT:

Jeremy Wittie, General Manager
David l'Anson, Administrative Finance Manager
Grace Morales, Clerk of the Board

- 1. Call to Order:** *Treasurer Weightman called the meeting to order at 4:33 p.m.*
- 2. Roll Call:** *Roll call indicated three (3) committee members out of three (3) were present.*
- 3. Confirmation of Agenda:** *The Agenda was confirmed as presented.*
- 4. Public Comments:** *None.*
- 5. Items of General Consent:**
Approval of Minutes from September 4, 2019, Finance Committee Meeting

Ayes: Trustees Hagerman, Larson, and Weightman.

Noes: None.

Abstained:

Absent: None.

6. Discussion and/or Review:

- A. Review of Check Report from Abila MIP for the period of September 11, 2019 to October 4, 2019.

The Committee reviewed the check report and asked questions regarding a few checks and expenses. Administrative Finance Manager, David l'Anson and General Manager, Jeremy Wittie provided explanations.

- B. CalCard Charges September 2019.

The Committee reviewed the CalCard report and asked questions regarding specific charges. They also asked if an employee name field could be added to the report.

- C. Review of September 2019 Financials and Treasurer's Report.

Financials and Treasurer's Report were reviewed. The Committee and staff discussed revenue from the County is delayed. Treasurer Weightman asked that a contingency plan is presented to the Committee in November.

7. Old Business: *None.*

8. New Business:

- A. Discussion of the Member Contingency Funds the District has with the Vector Control Joint Powers Agency.

Staff and Committee members discussed the Member Contingency fund the District has with the VCJPA and it was decided they would recommend (at the next Board meeting) to withdraw funds and use them to pay for the Thermal Remediation Project.

9. Confirmation of Next Meeting: *The next Finance Committee meeting was scheduled for Tuesday, November 12, 2019 at 4:30 p.m.*

10. Trustee and/or Staff Comments/Future Agenda Items: *Treasurer Weightman requested Edward Prendez, Information Technology Manager, to conduct a follow-up presentation to the Board regarding the Security Awareness training program he implemented in the last couple of months. Treasurer Weightman also requested from staff to include the graphs and charts in the Finance Committee packet.*

11. Adjournment: *The meeting was adjourned by Treasurer Weightman at 5:13 p.m.*

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**Board of Trustees Meeting
Minutes**

MEETING TIME: 6:00 p.m. October 8, 2019

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

PRESIDENT: Doug Hassett	La Quinta
VICE PRESIDENT: Franz De Klotz	County at Large
SECRETARY: Doug Walker	Palm Desert
TREASURER: Clive Weightman	Indian Wells
Sergio Espericueta	Cathedral City
Bito Larson	County at Large
Gary Gardner	Desert Hot Springs
Dr. Doug Kunz	Palm Springs
Isaiah Hagerman	Rancho Mirage

TRUSTEES ABSENT:

Philip Bautista	Coachella
Ben Guitron	Indio

STAFF AND COUNSEL PRESENT:

Jeremy Wittie, General Manager
Lena Wade, Legal Counsel, SBEMP
Anita Jones, Human Resources Manager
David l'Anson, Administrative Finance Manager
Edward Prendez, Information Technology Manager
Jennifer Henke, Laboratory Manager
Marco Medel, Vector Control Technician I
Mike Martinez, Field Supervisor
Oldembour Avalos, Field Supervisor
Roberta Dieckmann, Interim Operations Manager
Tammy Gordon, Public Information Officer
Grace Morales, Clerk of the Board

- 1. Call to Order:** *President Hassett called the meeting to order at 6:01 p.m.*
- 2. Pledge of Allegiance:** *President Hassett led the Pledge of Allegiance.*
- 3. Roll Call:** *Roll call indicated nine (9) Trustees out of eleven (11) were present.*

4. Motion to Excuse Absences

On motion from Trustee Gardner, seconded by Trustee Hagerman, and passed by unanimous vote, the Board of Trustees excused the absences of Trustees Bautista and Guitron.

Ayes: President Hassett, Trustees De Klotz, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Bautista and Guitron.

5. Confirmation of Agenda

On motion from Trustee Hagerman, seconded by Trustee Gardner and passed by unanimous vote, the Board of Trustees approved the Agenda as presented with the only exception to add Public Comment to Closed Session (Item 12).

Ayes: President Hassett, Trustees De Klotz, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Bautista and Guitron.

6. Public Comments:

Public comments were called for prior each agenda item.

7. Presentations

A. General Manager's Report

Jeremy Wittie, M.S., General Manager gave an update on the Thermal property remediation work that is underway. Jeremy shared the Emergency Succession Plan has been completed and is included in the Board packet this month. He also gave an update on the Strategic Plan goals and objectives and the Benefit Assessment Appeal Policy planned for next month.

B. IVM Program Update

Jennifer Henke, M.S., Laboratory Manager presented information focused on regional and the District's virus activity, Aedes mosquito activity and the evaluation of wide area applications conducted over several weeks. Jennifer shared information of the current and past five years of West Nile virus (WNV) and Saint Louis encephalitis (SLEV) activity in California, followed by a comparison between the presence of WNV and SLEV in the Coachella Valley and Clark County, Nevada. Jennifer also shared the current year WNV and SLEV positive locations in the Coachella Valley and Average Ae. aegypti per trap and city/area information.

Roberta Dieckmann, Interim Operations Manager, presented information on Mecca truck-mounted ULV applications conducted in the past several weeks in response to the detection of West Nile Virus. Roberta shared information regarding aerial ULV treatments conducted in Mecca as well in response to the presence of both WNV and SLEV. Roberta also informed those in attendance of the work completed in Cathedral City and Palm Desert in response to Aedes mosquitos high trap counts and service requests.

Tammy Gordon, M.A., Public Information Officer, presented information about the many outreach activities that took place over the past several weeks. In West Shore, Thermal, Oasis and Mecca she and her staff have been busy with public outreach activities and presentations to several organizations such as Desert Recreation District, Gailee Center, Boys and Girls Club, Flying Doctors, Thermal Senior Center, local schools, farmers meetings, and more. Tammy also shared information regarding a successful advertisement campaign she conducted utilizing the Facebook Geo Fenced app tool.

8. Board Reports

A. President's Report: *President Hassett stated the Executive Committee had met in late September and they had reviewed the draft Purchasing Policy, had discussed the General Manager evaluation process and the contingency fund held with the Vector Control Joint Powers Agency.*

B. Finance Committee: *Treasurer Weightman reported the Finance Committee met prior to the Board Meeting and they had reviewed the check report, financials, CalCard charges, and Treasurer's Report. He also stated the revenue the District is expecting from the County is delayed and the Committee discussed the contingency plan that shall be implemented.*

9. Items of General Consent

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. Any member of the Board or the public may request an item be pulled from Items of General Consent for separate discussion.

- A. Minutes for September 10, 2019, Board Meeting
- B. Correspondence
- C. Approval of Expenditures for September 11, 2019 to October 8, 2019
- D. Informational Items:
 - Financials
 - District Travel
 - Board Business Log
 - Emergency Succession Plan for the General Manager

On motion from Trustee Gardner, seconded by Trustee Hagerman and passed by the following votes, the Board of Trustees reviewed and approved all items of General Consent.

Ayes: President Hassett, Trustees De Klotz, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker, and Weightman.

Noes: None.

Abstained: Trustees Hagerman and Weightman abstained only from approving the minutes of the September 10, 2019, Board Meeting and voted to approve the remaining items.

Absent: Trustees Bautista and Guitron.

10. Old Business

A. Discussion and/or approval to sign an MOU agreement between the City of Indio, Coachella Valley Association of Governments, and Coachella Valley Mosquito and Vector Control District to grant an easement for CV Link – **Jeremy Wittie, M.S., General Manager**

Public Comment: *Mr. Brad Anderson stated he is opposed to the CV Link on District property.*

General Manager, Jeremy Wittie, M.S., provided a summary of what has transpired since the ad hoc committee met and the tentative MOU. A discussion ensued. Some Trustees expressed their concerns and requested a study session is scheduled with CVAG and City of Indio staff in November.

On motion from Trustee Gardner, seconded by Treasurer Weightman the Board voted to move this item to November and hold a study session.

Ayes: President Hassett, Trustees De Klotz, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Bautista and Guitron.

11. New Business

A. Approval of Resolution 2019-11 adopting the District's new Purchasing Policy – **David l'Anson, Administrative Finance Manager**

Public Comment: *Mr. Brad Anderson stated he is opposed to the new Purchasing Policy.*

David l'Anson, Administrative Finance Manager gave a presentation on the main changes of the new policy including controls, procurement and payment procedures.

On motion from Trustee Walker, seconded by Trustee Gardner and passed by the following votes, the Board of Trustees reviewed and approved Item 11A.

Ayes: President Hassett, Trustees De Klotz, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Bautista and Guitron.

B. Approval of Resolution 2019-12 adopting the District's Abatement Policy – **Jeremy Wittie, M.S., General Manager**

Public Comment: *Mr. Brad Anderson stated he opposes the Abatement Policy.*

General Manager, Jeremy Wittie, M.S., provided an overview of the new policy and stated the benefits of adopting it. Several Trustees asked how and in what instances the District would use the Abatement Policy. A discussion ensued. Jeremy and staff provided more information on the questions and concerns of the Trustees.

On motion from Trustee Walker, seconded by Trustee Gardner and passed by the following votes, the Board of Trustees reviewed and approved Item 11B.

Ayes: President Hassett, Trustees De Klotz, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Bautista and Guitron.

Item added to the Agenda: Public Comment

Public Comment: *Mr. Brad Anderson stated he is opposed to the District executing a warrant at his property and he is going to submit a detailed report in the near future.*

12. Closed Session

- A. **Closed Session:** Public Employee Performance Evaluation pursuant to Government Code Section 54957

Title: General Manager

- B. **Closed Session:** Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Lena Wade, Anita Jones and David l'Anson
Employee Organization: California School Employees Association

- C. **Closed Session:** Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Lena Wade, Anita Jones and David l'Anson
Employee Organization: Teamsters Local 911

Upon returning from Closed Session, President Hassett announced there was no reportable action.

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

None.

14. Adjournment

On motion from Trustee Gardner, seconded by Trustee Hagerman and passed by the following votes, the Board of Trustees moved to adjourn the meeting. President Hassett adjourned the meeting at 9:41 p.m.

Ayes: President Hassett, Trustees De Klotz, Espericueta, Gardner, Hagerman, Kunz, Larson, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: Trustees Bautista and Guitron.

Doug Hassett
President

Doug Walker
Secretary

DRAFT

October 08, 2019

Coachella Valley Mosquito and Vector Control District

43420 Trader Pl.

Indio, CA. 92201 - www.cvmvcd.org

(888) 343-9399

Attn: CVMVCD Administration Clerk of the Board/Board of Trustees Members

Re: Please enter this letter into the Public Record for the CVMVCD public meeting held on October 08, 2019 Item: 10 (MOU with CVAG / City of Indio with regards to CVLink)

Dear CVMVCD Trustees,

Please be advised that with the continued diversion to give away and or sell the Public's resources (CVMVCD property) to other agencies or entity's for political influences or other undisclosed purposes that are in violation of the Public best Intrested with regards to the Coachella Valley Residents that have helped to established the Current CVMVCD and of course funded that organization (Prop. 218) The current CVMVCD General Manager and administration have shown poor performance with the management of the CVMVCD. This is detailed in this past months excessively high "Cal card" use (around \$209,700. Thousand dollars) which Included many "late fees" and "tips" on meals, plus upscale clothing purchases to selective departments staff members. Plus the embarrassment of not even having the insight on what property the CVMVCD owns and is Intrusted with.

It was mention that the background Information stated that CVAG "needs" to construct an access point for the CV link on part of CVMVCD vacant property. The CVAG has no such "need" to take Public property that the CVMVCD and it's benefit assessment has helped to secure and maintain. With this distraction and other private organizations that the CVMVCD General Manager and most administrators are members of - helps to divert attention away from working to prevent Mosquitoes and diseases. Which was not performed to the standards that it could have been if CVMVCD staff was focus on its Mission in this Valley.

It appears that the City of Indio has been Included (this resident was not aware of this or the stated ad hoc committee or its selective members) it appears that two different topics (Road ownership and CV link easements) somehow was combined. And the City of Indio will only record the transfer to CVAG after receipt of CVAG funding. This is a bad deal for all party's - the current CVMVCD General Manager and Board of Trustees are not acting in the best Intrested of its taxed Residents that support the CVMVCD.

Sincerely, Brad Anderson | Rancho Mirage, CA.

October 08, 2019

Coachella Valley Mosquito and Vector Control District

43420 Trader Pl.

Indio, CA. 92201 - www.cvmvcd.org

(888) 343-9399

Attn: CVMVCD Administration Clerk of the Board/Board of Trustees Members

Re: Please enter this letter into the Public Record for the CVMVCD public meeting held on October 08, 2019 Item: 11 – A (Proposed Resolution 2019-11, New Purchasing policy)

Dear CVMVCD Trustees,

Please be advised that any Increase in the General Manager abilities to redirect Public monies should be monitor and strictly enforced to guard against the misappropriation and excessive spending of Public resources. The current CVMVCD General Manager has No noticeable reasons for the proposed 400% Increase above the current amount that is already a very generous financial responsibility and honor.

It was stated - Ethics and standards behavior – would have “absolute integrity” and the “very highest ethical standards” the words “absolute” and “highest” shouldn't have to be used, especially if true Integrity and Ethics were used principles already at the CVMVCD with regards to the administration operations. And as stated in the proposal, the Current General Manager would continue to used his new spending limits with regards to employee matters (Human Resources department) which is likely to be used with out Public knowledge and now Board approver (helps to shielded the board from responablies) and the public would never have any insight on who and why Public monies were directed to? Potential for ongoing investigation of employees from the same organizations that have ties to other agencies and associations that the CVMVCD contracts with and through. There is already No transparency of funds that the General Manager has access to, and any Increase would only be a risk to the Public's interest and trust above the one(s) that already exists.

Sincerely,

Brad Anderson | Rancho Mirage, CA.

October 08, 2019

Coachella Valley Mosquito and Vector Control District

43420 Trader Pl.

Indio, CA. 92201 - www.cvmvcd.org

(888) 343-9399

Attn: CVMVCD Administration Clerk of the Board/Board of Trustees Members

Re: Please enter this letter into the Public Record for the CVMVCD public meeting held on October 08, 2019 Item: 11 – B (Proposed Resolution 2019-12, New abatement policy)

Dear CVMVCD Trustees,

Please reconsider any proposed changes to the current CVMVCD abatement policy (if one excise) this type of fundamental change to the CVMVCD operations. Needs to be considered carefully and crafted with the support of members of the Public and Involvement from organizations that have similar interests in not performing work that once was accepted as a requirement to gain and continue collecting Public Moines. The proposed abatement policy is intended to potentially aid in the "discrimination" of properties that are financially burdened. And has no recommendation of changes for the overwhelming majority of Governmental owned properties that the CVMVCD has and may continue abating on a regular schedule. The proposed implementation of a property "lien" is not reasonable and is counterproductive to the true mission of the CVMVCD and will cause distrust among the Public that funds the CVMVCD. And potential will "scare" people from having any contact with the CVMVCD.

All members of the CVMVCD Board of Trustees should be active and present during any abatement hearing. The notion that a three (3) member board would be able to decide the faith of a property owner that the CVMVCD has prosecuted (knowing that certain CVMVCD member's are lacking the creditably to be honest) is truly alarming.

Sincerely,

Brad Anderson | Rancho Mirage, CA.

October 08, 2019

Coachella Valley Mosquito and Vector Control District

43420 Trader Pl.

Indio, CA. 92201 - www.cvmvcd.org

(888) 343-9399

Attn: CVMVCD Administration Clerk of the Board/Board of Trustees Members

Re: Please enter this letter into the Public Record for the CVMVCD public meeting held on October 08, 2019 Item: 12 (Closed session – General Manager performance evaluation)

Dear CVMVCD Trustees,

Please take notice that this year has been one of the worst Mosquito season's (year round) In memory. The very poor performance of the current CVMVCD General Manager (Mr. Jeremy Wittie) has been a great disappointment to this Resident. Past years performance of this General Manager has shown that this Valley was in desperate need of improvement with regards to administrative personnel.

The current CVMVCD General Manager has shown bad judgement in CVMVCD employment promotions and recruitment. And have demonstrated the need for Increase oversight from outside agencies for CVMVCD operations and employees retention. The CVMVCD Board of Trustees was not made aware that it's newest operations Manager was retained by another special Districts mid-season in a timely manner. And that the CVMVCD had real property that was not mention or known about by the Current board of Trustees. The time away from the CVMVCD headquarters is great and unregulated. This includes the membership in private organizations that have no public oversight or input but has it's memberships paid for with Public monies.

Last year their was an ad hoc committee assembled with a known friend of Mr. Wittie that had a direct relationship with the General Manager family. And having that ability to help secure (recommended) a large-scale payment (wages) to the General Manager for the stated reason of work performance was interesting due to the facts that their were Months of continue disease activity of Saint Louis Encephalitis Virus (SLEV) in the East Valley of this District that went on until the weather turned cooler.

Please proceed with caution, when selecting how to reward a employment position that failed this Valley.

Sincerely, Brad Anderson | Rancho Mirage, CA.

November 01, 2019

Coachella Valley Mosquito and Vector Control District (CVMVCD)

43420 Trader Pl.

Indio, CA. 92201 - www.cvmvcd.org

(888) 343-9399

Attn: CVMVCD Administration Clerk of the Board/Board of Trustees Members

Re: Please enter this letter into the Public Record for the CVMVCD Public meeting held on November 01, 2019 (Executive Committee Meeting) Non-agenda Public comments

Dear CVMVCD Trustees,

On the date of August 15, 2019 CVMVCD Supervisors directed a CVMVCD technician to enter my private gated property in the City of Rancho Mirage, California. That unauthorized entrée and the illegally taken photograph(s) of my private property from what appears to be excessively high over two six foot high privacy fences. And having not received an explanation from the CVMVCD General Manager (Mr. Jeremy Wittie) on the CVMVCD purpose for such an action to enter my private property without contacting me of the CVMVCD intentions to break in and damage my property to possibly detect some form of water on my private property? Please supply the proper response for what now appears to be an Intentional act to potentially Intimidate and cause distress to a outspoken Resident that has first hand knowledge of the CVMVCD discriminatory practices and poor performance to combat known Vectors around this Valley.

Please be advised that the following day after the CVMVCD made entirely into my backyard. I've noticed a Aedes aegypti Mosquito on my property, which may pose the question of the CVMVCD staff moving that Mosquito species around the Valley and to my property? My neighborhood has now been taken over by Mosquitoes and the CVMVCD administration (Operations department) has not performed their mission and has increased the threat to Human health related issues from Vectors. From not performing the work to eliminate known habitat for Mosquitoes and the Mosquitoes themselves, Strive to do better!

Sincerely,

Brad Anderson | Rancho Mirage, CA.

November 01, 2019

Coachella Valley Mosquito and Vector Control District (CVMVCD)

43420 Trader Pl.

Indio, CA. 92201 - www.cvmvcd.org

(888) 343-9399

Attn: CVMVCD Administration Clerk of the Board/Board of Trustees Members

Re: Please enter this letter into the Public Record for the CVMVCD Public meeting held on November 01, 2019 (Executive Committee Meeting) Item: 6 (Review of the New draft Benefit Assessment appeal policy)

Dear CVMVCD Trustees,

Please be advised that any consideration of the Coachella Valley Mosquito and Vector Control District (CVMVCD) current administration including the CVMVCD Board of Trustees to modify the current CVMVCD benefit assessment. With regards to the Property assessment appeal process (Policy), would potentially be in direct violation of the current 2019/2020 CVMVCD Mosquito, Fire Ant and Disease Control Assessment Engineer's report, prepared by the Company of Willdan Financial Services and accepted by the CVMVCD Board of Trustees in the Month of July 2019.

Please only consider changes to the CVMVCD Benefit Assessment in future year's while arrangements are being orchestrated by the CVMVCD to again Increase the perceived Benefit of such an property assessment. And only when a Public Hearing would be required to oversee the CVMVCD and its current legal counsel on matters that should be transparent to the Public, and having the time needed to closely review the poor performance of past reassessment(s) that were performed by the current CVMVCD General Manager in a matter that was not "Promptly" Investigated or refunded to a major Valley enterprise (Stakeholder).

Sincerely,

Brad Anderson | Rancho Mirage, CA.

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

October 9 - November 7, 2019

<u>Check No</u>	<u>Payable To</u>	<u>Description</u>	<u>Check Amount</u>	<u>Total Amount</u>
	Payroll Disbursement	October 18, 2019	201,090.09	
	Payroll Disbursement	November 1, 2019	181,897.83	
				382,987.92
Pre-Approved Expenditures Utilities/Benefits:				
42608	CalPERS Healthcare Acct	Healthcare Premiums Active/Retired Personnel 11/2019	72,085.80	
42609	CalPERS - Retirement Acct	CalPERS Retirement Classic/PEPRA 9/28, 10/12, 10/26	77,562.51	
42610	Frontier Communications-Internet	Internet 10/25-11/24/2019	456.84	
42611	Frontier Communications-Toll/POTS	POTS/Landline 10/28-11/27/2019	167.70	
42612	ICMA Retirement Trust	457 Plan Contribution 9/28, 10/12, & 10/26/2019	28,184.16	
42613	Imperial Irrigation District	Electric Services 9/4-10/2/2019, 10/3-10/31/2019	4,140.70	
42614	Imperial Irrigation Dist-Lab Acct	Electric Services 9/4-10/2/2019, 10/3-10/31/2019	8,427.71	
42615	Principal Life Insurance Co.	Dental & Life Insurance Premium 11/1-11/30/2019	8,123.31	
42616	Gas Co.	Natural Gas Service 9/25-10/24/2019	167.24	
42617	Standard Insurance Company	LTD Premiums 11/1-11/30/2019	2,969.91	
42618	Verizon Connect	IT Communications 8/2019	1,102.00	
42619	Verizon Business	VOIP Services 10/2019	1,340.78	
42620	Verizon Wireless	District Cell Phone Service 9/8-10/7/2019	2,216.73	
42621	Vision Service Plan (CA)	Vision Care Premium 11/2019	896.54	
				207,841.93
Pre-Approved Expenditures less than \$10,000.00:				
42622	Advance Imaging Systems	Contract Services	345.91	
42623	Airgas Safety Inc.	Dry Ice	1,300.83	
42624	Albom & Associates LLC	Professional Fees	230.58	
42625	Alice Training Institute, LLC	Professional Development	1,080.00	
42627	CarQuest Auto Parts	Vehicle Parts and Supplies	672.90	
42628	Cintas Corporation #3	Uniform Expense	4,070.89	
42629	Clairemont Equipment	Equipment Rentals	220.45	
42630	Consolidated Electrical Distributors, Inc.	Repair & Maintenance	43.41	
42631	C&R Wellness Works	Employee Assistance Services	310.50	
42632	Daniel's Tire Service	Tire Services	2,207.91	
42633	Desert Alarm, Inc.	Burglar & Fire Alarm Monitoring Services	989.70	
42634	Desert Electric Supply	Repair & Maintenance	68.12	
42635	Desert Feed Bag	Operating Supplies	191.31	
42636	Employee Relations Inc.	Recruitment/Advertising	485.50	
42637	Equipment Direct, Inc.	Safety Expense	161.58	
42638	EV Services	Professional Fees	60.00	
42639	Fedak & Brown, LLP	Professional Fees	1,004.00	
42640-42641	G & C Smog and Auto Repair	Permits, Licenses & Fees	925.50	
42642	Gempler's Inc.	Safety Expense	65.24	
42643	Indio Emergency Medical Group	Physician Fees	135.00	
42644	Inland Power Equipment Co.	Equipment Parts & Supplies	858.86	
42645	Jernigan's Sporting Goods, Inc.	Safety Expense	664.54	
42646	MAAS Companies, Inc.	Professional Fees	2,805.00	
42647	Marlin Business Bank	Contract Services	945.04	
42648	Antonio Molina	Tuition Reimbursement	1,016.25	
42650	Pitney Bowes Purchase Power	Contract Services	500.00	
42651	Praxair Distribution, Inc.	Cylinder Rentals	48.65	
42652	Puretec Industrial Water	Equipment Parts & Supplies	286.18	
42653	Salton Sea Air Service	Aerial Application	2,725.00	
42660	TCI Thermal Combustion Innovators, Inc.	Operating Supplies	337.27	
42661	UPS	Postage	62.42	
42662	U.S. Foods	Chemical Control	446.65	
42663	Waterlogic Americas LLC	Employee Support	213.15	
42664	Waxie Sanitary Supply	Household Supplies	833.60	
42665	Willdan Financial Services	Benefit Assessment Expense	7,088.66	
Cash - First Foundation Bank Checking				33,400.60
Cash - First Foundation Bank Checking				
42626	ArgoAdventure.com	Capital Equipment Replacement	22,651.95	
42649	Onyx Paving Company, Inc.	Thermal Facility Remediation Fund	305,947.50	
42654-42659	SoCo Group Inc., The	Motor Fuel & Oil	11,307.35	
42666	US Bank	CalCard 10/22/2019	152,388.73	
Cash - First Foundation Bank Check Run Total to be Approved				492,295.53
Total Expenditures: October 9 - November 7, 2019				1,116,525.98

Doug Hassett, President

Clive Weightman, Treasurer

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

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	9,806,232	(1,029,357)	8,776,875
CASH	160,901	128,191	289,092
INVESTMENTS & CASH	9,967,133	(901,166)	9,065,967
CURRENT ASSETS	2,028,677	(57,093)	1,971,583
FIXED ASSETS	10,624,757	-	10,624,757
OTHER ASSETS	4,942,438	26,732	4,969,170
TOTAL ASSETS	27,563,005	(931,527)	26,631,478
TOTAL LIABILITIES	5,449,116	449,279	5,898,395
TOTAL DISTRICT EQUITY	22,113,889	(1,380,806)	20,733,083
TOTAL LIABILITIES & EQUITY	27,563,005	(931,527)	26,631,478
RECEIPTS			
		\$ 221,715	
CASH DISBURSEMENTS			
Payroll	\$ 391,809		
General Admin	\$ 731,072		
Total Cash Disbursements		\$ (1,122,881)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ (30,361)	
Changes in A/P, A/R & Pre-paid insurance		_____	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (931,527)	

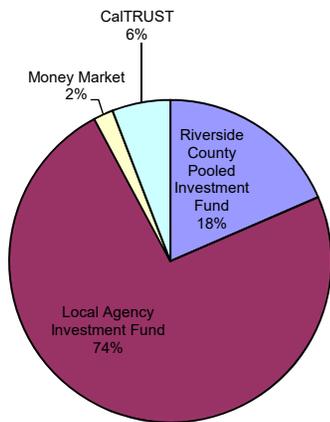
CVMVCD
Cash Journal - deposits
From 10/1/2019 Through 10/31/2019

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
10/8/2019	October Receipts - Thunderbird CC Windshield Reimbursm...	500.00	
10/15/2019	October Receipts - LAIF Interest	39,588.08	Local Agency Investment Fund
10/15/2019	Thermal Rental	17,724.12	Coachella Valley Unified School District
10/22/2019	October Receipts - CY Unsecured	150,309.73	Riverside County
10/28/2019	October Receipts	96.92	
10/28/2019	October Receipts - Bank Interest	123.66	First Foundation Bank
10/28/2019	October Receipts - VCJPA Auto Physical Damage Claim	3,931.57	Vector Control Joint Powers Agency
10/28/2019	October Receipts - VCJPA Workers Comp Reimbursement	693.34	Vector Control Joint Powers Agency
10/28/2019	Riverside County Testing Reimbursements	4,284.00	Riverside County Department of Environmental Health
10/29/2019	Riverside County Testing Reimbursements	4,464.00	Riverside County Department of Environmental Health
Report Total		221,715.42	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF OCTOBER 31, 2019**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	BALANCE
	Investment Fund Balance				4,855,758	503,420	1,540,416	1,877,281	\$ 8,776,875
LAIF	Common Investments			2.19%	3,577,574	370,904	1,134,932	1,383,123	\$ 6,466,532
Riverside County	Funds 51105 & 51115			2.13%	898,301	93,131	284,973	347,291	\$ 1,623,696
CalTRUST	Medium Term Fund			2.00%	283,154	29,356	89,826	109,470	\$ 511,806
First Foundation	Market Rate			0.25%	96,730	10,028	30,686	37,397	\$ 174,841
	Total Investments				4,855,758	503,420	1,540,416	1,877,281	\$ 8,776,875

**PORTFOLIO COMPOSITION AS OF OCTOBER 31, 2019
WEIGHTED YIELD 2.13%**



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 10/1/2019 Through 10/31/2019

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Revenues									
400(Property Tax - Current Secured	3,825,113	0	0	0	0	0	0	(3,825,113)	(100)%
401(Property Tax - Curr. Supplmntl	45,034	0	0	0	0	0	0	(45,034)	(100)%
402(Property Tax - Curr. Unsecured	170,237	151,702	150,310	(1,392)	0	150,310	150,310	(19,927)	(12)%
403(Homeowners Tax Relief	42,209	0	0	0	0	0	0	(42,209)	(100)%
407(Property Tax - Prior Supp.	27,704	0	0	0	0	0	0	(27,704)	(100)%
408(Property Tax - Prior Unsecured	8,493	0	0	0	0	0	0	(8,493)	(100)%
409(Redevelopment Pass-Thru	4,478,852	0	0	0	0	0	0	(4,478,852)	(100)%
452(Interest Income - LAIF/CDs	200,000	50,000	49,406	(594)	0	39,712	39,712	(150,594)	(75)%
453(Other Miscellaneous Receipts	63,000	21,000	24,837	3,837	5,250	5,125	(125)	(38,163)	(61)%
455: Benefit Assessment Income	2,147,755	0	97	97	0	97	97	(2,147,658)	(101)%
Total Revenues	11,008,397	222,702	224,650	1,948	5,250	195,243	189,993	(10,783,747)	(98)%
Expenditures									
Payroll Expenses									
510: Payroll - FT	4,848,777	1,616,259	1,507,479	108,780	404,065	359,458	44,607	3,341,299	69 %
510: Payroll Seasonal	205,140	68,380	84,643	(16,263)	17,095	16,540	555	120,497	59 %
510: Temporary Services	6,900	2,300	6,900	(4,600)	575	0	575	0	0 %
510! Payroll - Overtime Expense	18,700	6,233	16,352	(10,119)	1,558	2,156	(597)	2,348	13 %
515(CalPERS State Retirement	1,221,020	912,163	812,381	99,783	38,607	32,310	6,298	408,640	33 %
515! Social Security Expense	304,643	101,548	100,725	823	25,387	23,326	2,061	203,918	67 %
516! Medicare Expense	71,247	23,749	23,977	(228)	5,937	5,640	298	47,270	66 %
517(Cafeteria Plan	1,093,206	364,402	351,318	13,084	91,101	73,822	17,279	741,888	68 %
517: Retiree Healthcare	352,420	117,473	11,175	106,298	29,368	0	29,368	341,245	97 %
518(Deferred Compensation	105,231	35,077	(1,651)	36,728	8,769	(2,443)	11,212	106,882	102 %
519! Unemployment Insurance	32,066	10,689	4,139	6,550	2,672	709	1,964	27,928	87 %
Total Payroll Expenses	8,259,352	3,258,274	2,917,437	340,837	625,135	511,516	113,619	5,341,915	65 %

CVMVCD
Statement of Revenue and Expenditures
From 10/1/2019 Through 10/31/2019

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Administrative Expenses									
525(Tuition Reimbursement	15,000	5,000	2,284	2,716	1,250	0	1,250	12,716	85 %
530(Employee Incentive	10,000	3,333	0	3,333	833	0	833	10,000	100 %
530: Employee Support	3,500	1,167	1,025	142	292	213	79	2,475	71 %
530: Wellness	600	200	185	15	50	0	50	415	69 %
530! Employee Assistance Program	3,500	1,167	1,251	(84)	292	0	292	2,249	64 %
600(Property & Liability Insurance	114,911	46,970	47,425	(455)	11,743	11,856	(114)	67,486	59 %
600: Workers' Compensation Insuran	180,303	75,101	75,060	41	18,775	18,765	10	105,243	58 %
605(Dues & Memberships	28,500	24,670	18,790	5,880	418	225	193	9,710	34 %
606(Reproduction & Printing	26,750	8,917	1,958	6,959	2,229	616	1,614	24,792	93 %
606! Recruitment/Advertising	7,000	2,333	3,400	(1,067)	583	306	278	3,600	51 %
607(Office Supplies	19,200	6,400	5,626	774	1,600	1,128	472	13,574	71 %
607! Postage	5,500	1,833	1,282	552	458	82	376	4,218	77 %
608(Computer & Network Systems	5,000	1,667	3,031	(1,364)	417	893	(476)	1,969	39 %
608! Bank Service Charges	120	40	0	40	10	0	10	120	100 %
609(Local Agency Formation Comm.	1,200	1,200	2,287	(1,087)	0	0	0	(1,087)	(91)%
609! Professional Fees	52,500	17,500	18,937	(1,437)	4,375	2,745	1,630	33,563	64 %
610(Attorney Fees	49,000	16,333	18,711	(2,378)	4,083	4,930	(846)	30,289	62 %
610! HR Risk Management	4,500	1,500	5,625	(4,125)	375	0	375	(1,125)	(25)%
611(Conference Expense	53,500	14,133	2,534	11,599	3,533	1,387	2,147	50,966	95 %
611! In-Lieu	13,200	4,400	4,400	0	1,100	1,100	0	8,800	67 %
612(Trustee Support	4,800	1,600	1,101	499	400	339	61	3,699	77 %
620(Meetings Expense	4,620	1,540	653	887	385	52	333	3,967	86 %
621(Promotion & Education	26,500	8,833	2,545	6,289	2,208	379	1,829	23,955	90 %
622(Public Outreach Advertising	45,000	15,000	1,644	13,356	3,750	162	3,588	43,356	96 %
650(Benefit Assessment Expenses	96,000	8,000	6,738	1,263	0	0	0	89,263	93 %
Total Administrative Expenses	770,704	268,838	226,493	42,345	59,160	45,177	13,983	544,211	71 %
Utilities									
640(Utilities	105,000	35,000	38,724	(3,724)	8,750	3,466	5,284	66,276	63 %
641(Telecommunications	11,000	3,667	12,192	(8,525)	917	2,300	(1,383)	(1,192)	(11)%
Total Utilities	116,000	38,667	50,916	(12,249)	9,667	5,765	3,901	65,084	56 %

CVMVCD
Statement of Revenue and Expenditures
From 10/1/2019 Through 10/31/2019

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Operating									
700(Uniform Expense	30,500	10,300	11,902	(1,602)	2,525	3,865	(1,340)	18,598	61 %
705(Safety Expense	25,000	8,333	5,304	3,029	2,083	1,433	650	19,696	79 %
710(Physican Fees	5,000	1,667	1,610	57	417	405	12	3,390	68 %
715(IT Communications	40,000	13,333	10,548	2,786	3,333	3,479	(145)	29,452	74 %
720(Household Supplies	4,000	1,333	1,205	128	333	312	22	2,795	70 %
730(Repair & Maintenance	42,000	14,000	21,831	(7,831)	3,500	4,167	(667)	20,169	48 %
731(Maintenance & Calibration	7,800	2,600	0	2,600	650	0	650	7,800	100 %
735(Permits, Licenses & Fees	21,750	7,250	2,029	5,221	1,813	977	836	19,721	91 %
740(Vehicle Parts & Supplies	39,600	13,200	14,753	(1,553)	3,300	4,064	(764)	24,847	63 %
742(Offsite Vehicle Maint & Repair	17,000	5,667	17,551	(11,884)	1,417	6,409	(4,992)	(551)	(3)%
745(Equipment Parts & Supplies	15,500	5,167	6,109	(942)	1,292	908	384	9,391	61 %
750(Small Tools Furniture & Equip	1,700	567	1,157	(590)	142	941	(799)	543	32 %
755(Lab Supplies & Expense	36,500	12,167	12,079	87	3,042	5,799	(2,757)	24,421	67 %
757(Aerial Pool Surveillance	25,000	8,333	54	8,279	2,083	0	2,083	24,946	100 %
757! Surveillance	52,000	17,333	21,215	(3,881)	4,333	1,059	3,274	30,785	59 %
760(Staff Training	87,250	29,083	17,583	11,500	7,271	2,701	4,570	69,667	80 %
765(Equipment Rental	1,000	333	320	13	83	220	(137)	680	68 %
767! Contract Services	154,800	51,600	34,126	17,474	12,900	7,240	5,660	120,674	78 %
770(Motor Fuel & Oils	80,200	26,733	41,832	(15,099)	6,683	9,715	(3,032)	38,368	48 %
775(Field Supplies	9,400	3,133	7,012	(3,879)	783	201	582	2,388	25 %
780(Control Products	785,000	261,667	538,017	(276,350)	65,417	263,022	(197,605)	246,983	31 %
785(Aerial Applications	124,500	41,500	132,175	(90,675)	10,375	20,375	(10,000)	(7,675)	(6)%
841! Capital Outlay	53,300	17,767	45,118	(27,351)	4,442	22,652	(18,210)	8,182	15 %
851(Research Projects	150,000	0	0	0	0	0	0	150,000	100 %
900(Contingency Expense	150,000	50,000	34,398	15,602	12,500	26,458	(13,958)	115,602	77 %
Total Operating	1,958,800	603,067	977,928	(374,861)	150,717	386,400	(235,683)	980,872	50 %
Contribution to Capital Reserves									
890(Transfer to other funds	503,547	167,849	167,849	0	41,962	41,962	0	335,698	67 %
Total Contribution to Capital Reserves	503,547	167,849	167,849	0	41,962	41,962	0	335,698	67 %
Total Expenditures	11,608,403	4,336,694	4,340,623	(3,928)	886,640	990,820	(104,180)	7,267,780	63 %
Net revenue over/(under) expenditures	(600,006)	(4,113,993)	(4,115,973)	(1,980)	(881,390)	(795,577)			

CVMVCD
Balance Sheet
As of 10/31/2019

Current Year

Assets		
Cash and Investments		
1000	Cash - Investments	8,776,875.31
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1025	First Foundation - General	29,443.97
1026	First Foundation - Payroll	<u>257,647.82</u>
Total Cash and Investments		9,065,967.10
Current Assets		
1050	Accounts Receivable	113,032.18
1085	Inventory	510,872.04
1168	Prepaid Insurance	260,055.03
1169	Deposits	<u>1,087,624.00</u>
Total Current Assets		1,971,583.25
Fixed Assets		
1170	Construction in Progress	7,050.00
1300	Equipment/Vehicles	2,124,325.38
1310	Computer Equipment	450,521.22
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,218,124.91
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,026,125.52
1341	Bio Control Building	6,998,161.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	<u>(9,652,522.60)</u>
Total Fixed Assets		10,624,757.37
Other Assets		
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,142,648.00
1530	Deferred Outflows of Resources -	312,420.00
1900	Due to/from	<u>0.04</u>
Total Other Assets		<u>4,969,170.36</u>
Total Assets		<u>26,631,478.08</u>

CVMVCD
Balance Sheet
As of 10/31/2019

Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	152,388.71
2020	Accounts Payable	356,018.23
2030	Accrued Payroll	121,890.79
2040	Payroll Taxes Payable	53,430.87
2175	Claims/Judgements Payable	796.30
2185	Employee Dues	<u>4,997.55</u>
Total Accounts Payable		<u>689,522.45</u>
Total Short-term Liabilities		689,522.45
Long-term Liabilities		
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,585,309.00
2210	Deferred Inflows of Resources	118,606.00
2300	Net OPEB Liability	715,923.00
2500	Compensated Absences Payable	<u>689,034.56</u>
Total Long-term Liabilities		<u>5,208,872.56</u>
Total Liabilities		<u>5,898,395.01</u>
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793.35
3945	Reserve for Prepaids & Deposit	1,373,799.43
3960	Reserve for Inventory	532,128.63
Total Non Spendable Fund Balance		12,604,721.41
Committed Fund Balance		
3965	Public Health Emergency	<u>4,103,640.00</u>
Total Committed Fund Balance		4,103,640.00
Assigned Fund Balance		
3910	Reserve for Operations	4,500,000.00
3925	Reserve for Future Healthcare	877,253.00
3955	Thermal Remediation Fund	463,724.00
3970	Reserve for IT Replacement	277,991.00
3971	Reserve for Vehicle Replacement	344,376.00
3990	Reserve for Future Constructio	<u>(315.00)</u>
Total Assigned Fund Balance		6,463,029.00
Unassigned Fund Balance		
3900	Fund Equity	1,745,084.30
3999	P&L Summary	<u>213,934.75</u>
Total Unassigned Fund Balance		1,959,019.05
Current YTD Net Income		<u>(4,397,326.39)</u>
Total Current YTD Net Income		<u>(4,397,326.39)</u>
Total Fund Balance		<u>20,733,083.07</u>
Total Liabilities and Net Assets		<u>26,631,478.08</u>

FINANCE

The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending October 31, 2019. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2019 to October 31, 2019 is \$4,340,623; total revenue is \$224,650 resulting in excess revenue over (under) expenditure for the year to October 31, 2019 of (\$4,115,973).

THREE YEAR FINANCIALS

	Actual	Budget	Actual	Actual
	10/31/2019		10/31/2018	10/31/2017
Total Revenue	224,650	222,702	205,887	196,519
Expenses				
Payroll	2,917,437	3,258,274	2,467,934	2,093,649
Administrative Expense	226,493	268,838	200,176	206,688
Utility	50,916	38,667	42,934	34,634
Operating Expense	977,928	603,067	345,571	478,967
Contribution to Capital Reserves	167,849	167,849	160,871	
Total Expenses	4,340,623	4,336,695	3,217,486	2,813,938
Profit (Loss)	(4,115,973)	(4,113,993)	(3,011,599)	(2,617,419)

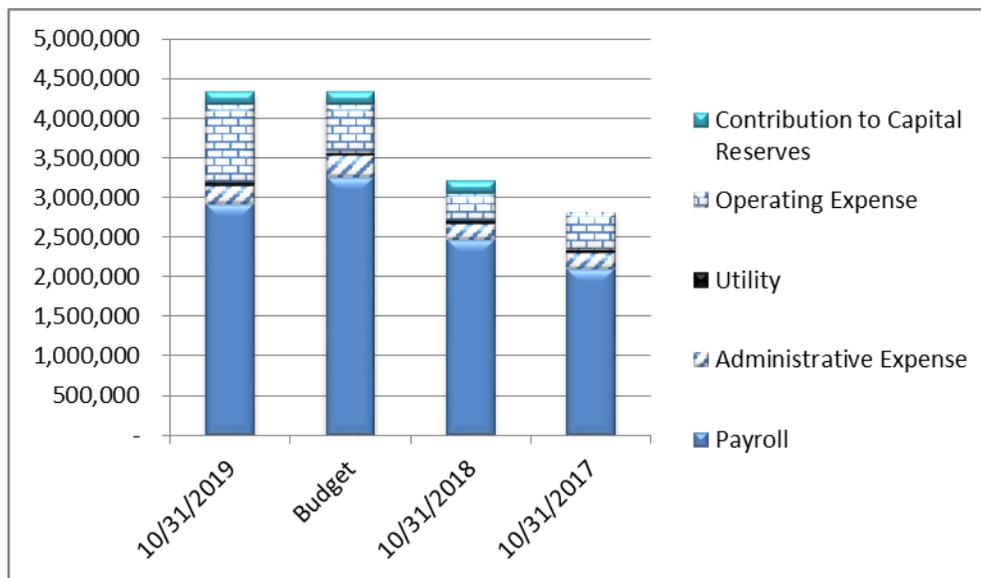


Figure 1 Three Year Expenditure

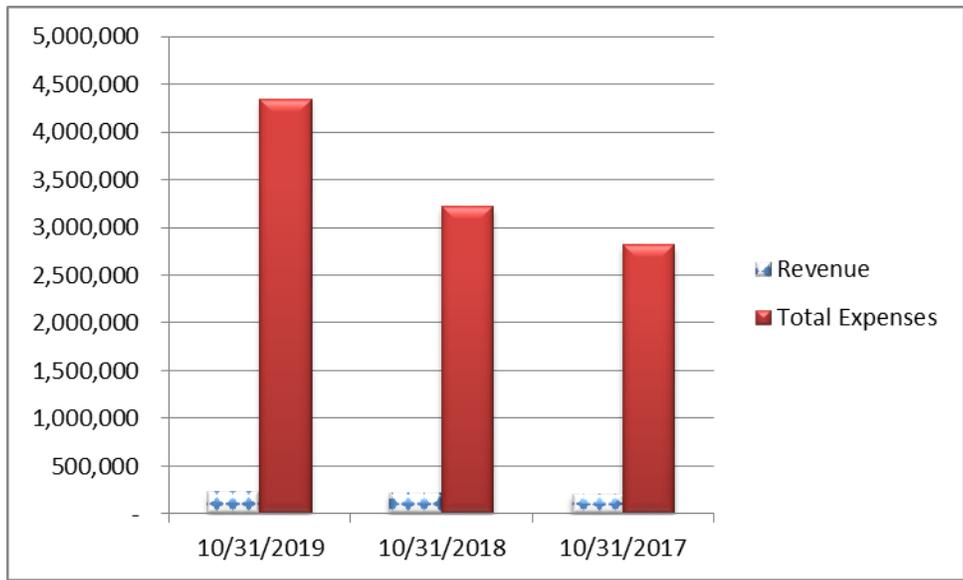


Figure 2 Three Year Revenue & Expenditure

THREE YEAR CASH BALANCE

CASH BALANCES	10/31/2019	10/31/2018	10/31/2017
Investment Balance	8,776,875	9,399,614	9,917,413
Checking Accounting	29,444	96,930	67,108
Payroll Account	257,648	247,135	109,939
Petty Cash	2,000	2,000	2,000
TOTAL CASH BALANCES	9,109,736	9,789,083	10,139,499

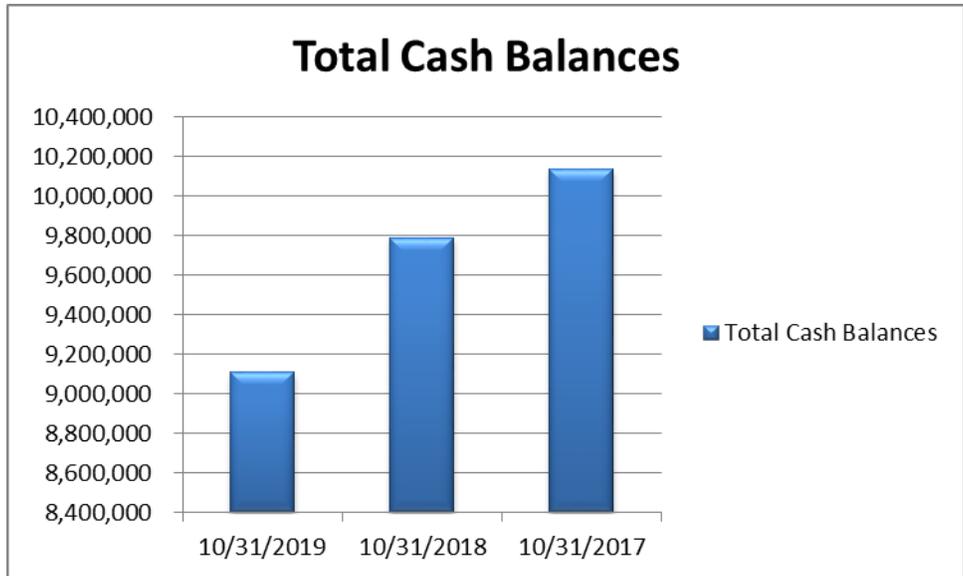


Figure 3 Cash Balances

DISTRICT INVESTMENT PORTFOLIO 10/31/2019

The District’s investment fund balance for the period ending October 31, 2019 is \$8,776,875. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 74% of the District’s investments; the Riverside County Pooled Investment Fund is 18% of the total. The LAIF yield for the end of December was 2.19% and the Riverside County Pooled Investment Fund was 2.13%; this gives an overall weighted yield for District investments of 2.13%.

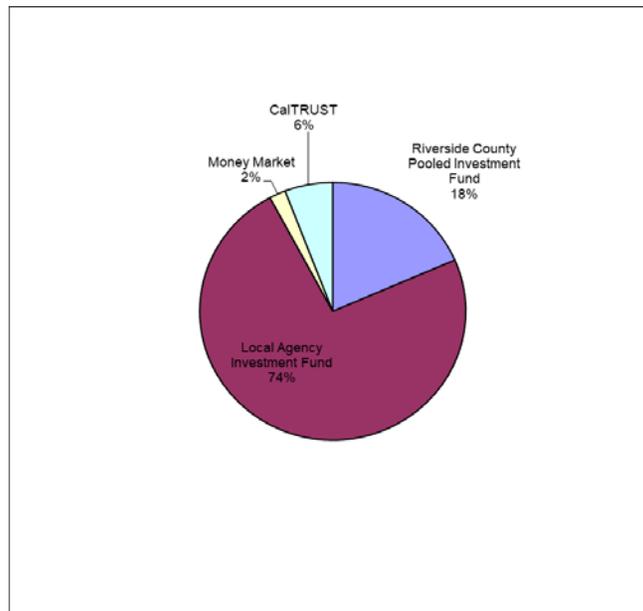


Figure 4 Investment Portfolio 10-31-19

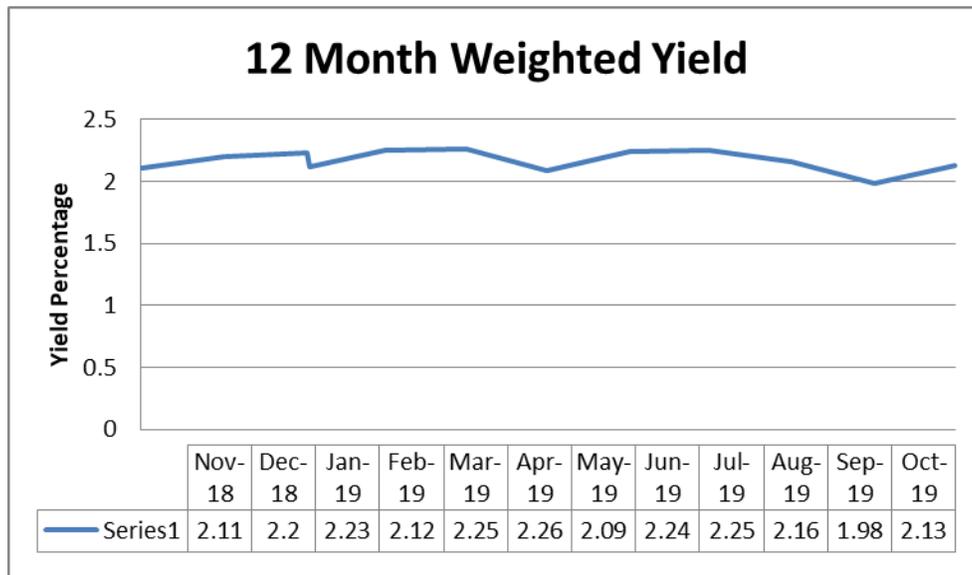
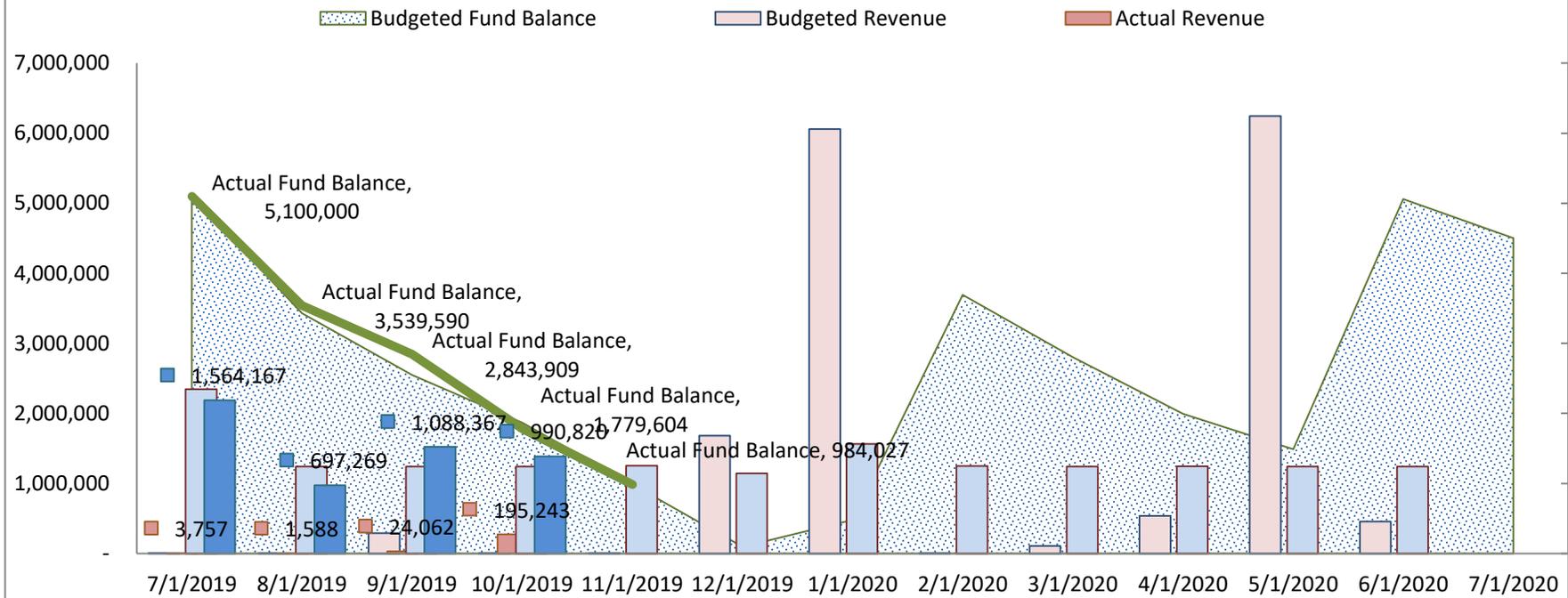


Figure 5 District Investments Weighted Yield

General Fund Operational Cash Flow Fiscal Year 2019 - 2020



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1 2019 to June 30 2020. The beginning fund balance is \$5.1 million 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. July expenditure is higher than average because of the prefunding lump sum of \$750,000 for CalPERS unfunded liability. 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 June 1 the \$5.1 million **Fund Balance** plus total Revenue for July 1 to October 31, 2019 of \$224,650 minus total Expenditure of \$4.3 million is \$984,027. For planning purposes the District is slightly over budget, showing expenditure is \$3,928 more than budgeted. Revenue is higher than budgeted by \$1,948. As long as the green line stays out of the shaded area the District is within budget, as of October 31, the line is inside the shaded area. Expenditure is above budget because of chemical control product inventory purchases and higher than budgeted aerial applications.

Human Resources

New Employees

- *Juan Carlos Herrera* began work in the position of Mechanic I on September 3rd. Previously Juan Carlos worked as a technician at La Quinta Chevrolet Cadillac for six years.
- *Marisa Kelling* began work in the position of Vector Control Technician Trainee on October 21st. Marisa has worked as a Seasonal employee for the District for two seasons.
- *The following began work in September and October in the position of Seasonal Vector Control Operator:*
 - *Patrick Chylik*
 - *Ricardo Cossio*
 - *Edeli Gonzalez*
 - *Daniel Arellano*
 - *Antonio Mora*
 - *Ronzarr Wallace*

Training

- All employees attended training on *Civility in the Workplace* on October 18th. The training was presented by Chris Stone of Wellness Works, the District's Employee Assistance Provider.

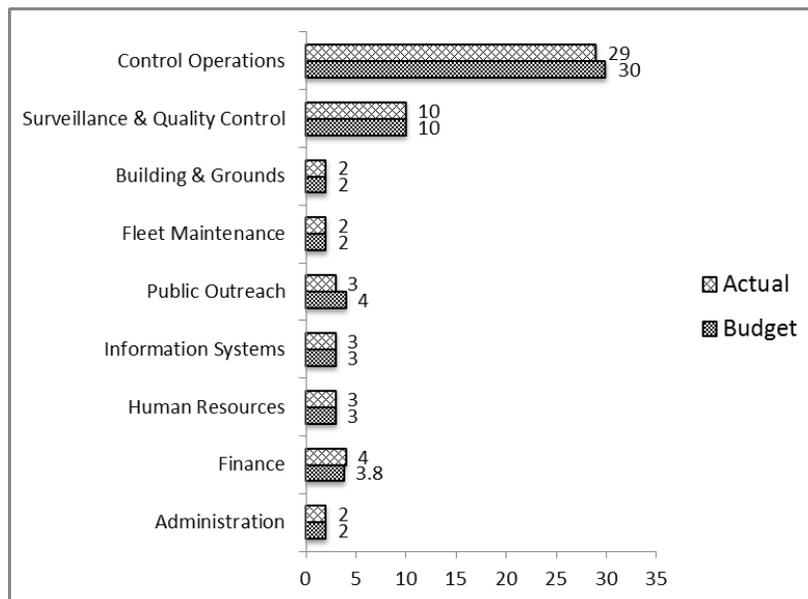
Recruitment

- Recruitment is continuing for the position of Seasonal Vector Control Operator.

Open Enrollment

- Open Enrollment for the District's health plans closed on October 4th. Changes made during open enrollment become effective January 1, 2020.

Regular Employee Headcount by Program



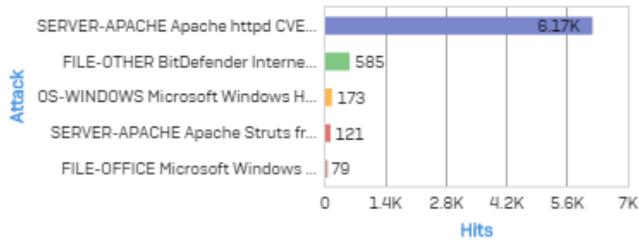
INFORMATION TECHNOLOGY

Anti-virus software: ESET Anti-virus was updated for Desktop, File Servers and E-mail Servers to the current available version. ESET Anti-virus provides proactive protection against all types of digital threats, including viruses, rootkits, worms and spyware. It also protects your privacy and assets against attempts by fake websites to acquire sensitive information such as usernames, passwords or banking details.

Network Summary: The Network summary of network traffic passing through the District Firewall, as well as, security threats associated with the processed network traffic.

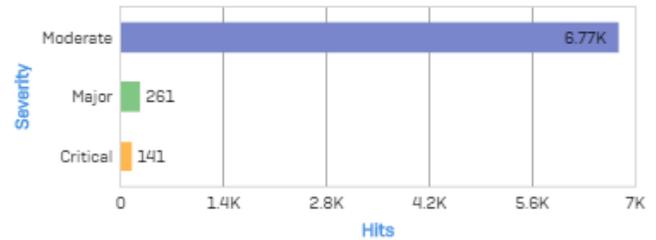
Intrusion Attacks: The Intrusion Attacks provides a view the details of the attack that has hit the system and gives the detailed disintegration of attackers, victims and applications through individual reports.

Intrusion attacks



Attack	Hits
SERVER-APACHE Apache httpd CVE-20...	6168
FILE-OTHER BitDefender Internet Securi...	585
OS-WINDOWS Microsoft Windows Hyper...	173
SERVER-APACHE Apache Struts freema...	121
FILE-OFFICE Microsoft Windows Image ...	79

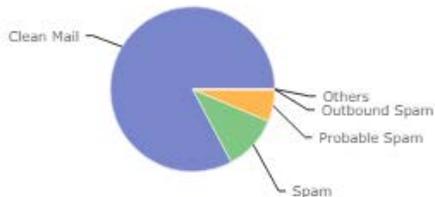
Severity-wise attacks



Severity	Hits
Moderate	6772
Major	261
Critical	141

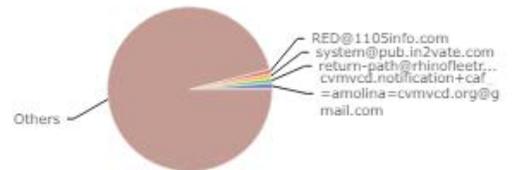
Mail: The Email summary provides a snapshot of Email based traffic through the District's Network. The summary helps to identify high volume traffic generators who are affecting the overall network traffic and provides statistics based on the traffic generated by Emails.

Mail traffic summary



Traffic	Mail count	Percent
Clean Mail	62116	82.78 %
Spam	8177	10.9 %
Probable Spam	4668	6.22 %
Outbound Spam	76	0.1 %
Others	3	0 %

Spam senders



Sender	Mail count	Percent
Others	12345	113.97 %
RED@1105info.com	107	0.83 %
cvmvcd.notification+caf...	158	1.23 %
return-path@rhinofleetr...	118	0.92 %
system@pub.in2vata.com	117	0.91 %

Resources: This summary provides an overview of hardware resources consumed, for a selected time period.

CPU usage

CPU	Max	Min	Average
User	1.67%	0.69%	0.93%
SystemConfigurat...	1.35%	0.07%	0.17%
Idle	99.24%	96.98%	98.90%

Memory usage

Memory	Max	Min	Average
Free	8.93 GB	7.17 GB	8.31 GB
Used	4.46 GB	2.70 GB	3.31 GB
Total	11.63 GB	11.63 GB	11.63 GB

Disk usage

Partition	Max	Min	Average
Signature	2.00%	1.10%	1.99%
Config	19.00%	9.91%	18.16%
Reports	24.00%	12.11%	22.29%
Temp	0.84%	0.37%	0.73%

Live users

Live user	Max	Min	Average
LiveUsers	51.00	36.00	44.57

Interface

PORT	Transfer type	Max	Min	Average
Port1	ReceivedKBits	5004.01	54.35	863.2
Port1	TransmittedK...	47848.03	106.03	1999.45
Port10	ReceivedKBits	0.0	0.0	0.0
Port10	TransmittedK...	0.0	0.0	0.0
Port11	ReceivedKBits	0.0	0.0	0.0

Mail Server: The District’s Email Server went offline Friday, October 11th and was restored Monday, October 14th. Transport Services stopped causing Email flow to stop. Support Ticket with Microsoft Technical Support restored the required services to re-establish Email communications.

Website: On October 31st, the District’s new website was launched – www.cvmosquito.org with a new domain name. Web forwarding with masking, was set by Network Solutions on the old ‘cvmvcd.org’ domain, so visitors would not be aware that they are being sent to a different website (www.cvmosquito.org), however, this is not supported by our new website hosted company CivicPlus. ‘Masking’ was removed from the old ‘cvmvcd.org’ domain and now ‘cvmvcd.org’ re-directs to ‘cvmosquito.org’.

FLEET SERVICES

Rebranding: Rebranding for the Fleet of District Vehicles is now complete. Fifty-one vehicles received a new vehicle number, logo, slogan, URL and/or phone number. Rebranding process took two months to complete and was coordinated by Richard Ortiz, Shop Mechanic II. Workhorses are next to be designed.

Equipment: The District received the May 14th Board approved 2019 ARGO. The Operations Department will use the UTV in routine control applications, site reconnaissance and workload distribution. The Frontier 750 Scout 8x8 is powered by a 4 stroke OHV V-Twin air cooled 747cc 26 hp (19.8 kW) Kohler Command Pro EFI engine. It has a load capacity of up to 900 lb. / 410 kg on land or 800 lb. / 360 kg on water and can transport up to 6 passengers on land. It features a towing capacity of 1,400 lb. / 635 kg. The front rack capacity is 50 lb. / 22.7kg.

Smog: Fleet Services is currently performing smog testing offsite for 1976-2011 gasoline vehicles that have a VIN (Vehicle Identification Number) that ends with an odd number and vehicles being auctioned.

Surplus Auction: Fleet Services utilized Public Surplus to auction four vehicles and is in the process of auctioning an additional five as of November 4th.

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 11/1/2019)

	WNV - Positive 2019 YTD	WNV - Positive 2018 YTD	WNV - 5 year Average	WEEV 2019 YTD	SLEV 2019 YTD
Positive Counties	33	40	41	0	8
Human Cases	178	170	443	0	5
Positive Dead Birds /# Tested	210/1,693	496/2,065	1,193	0	0
Positive Mosquito Pools /# Tested	3,269/41,991	1,959/41,043	2,348	0	355/38,183

ARBOVIRUS SURVEILLANCE TESTING - COACHELLA VALLEY

		September	October	2019 YTD	2018 YTD	5 year Average YTD
Humans		1	0	7	2	1.4
Dead Birds		0	0	0	0	0
Mosquito Pools	WNV	14	3	513	24	65.8
	SLEV	65	5	104	56	51.8
	# Tested	544	747	5,919	3,920	3,501

* Four-year average based SLEV detections from 2015-2018

ENDEMIC MOSQUITO SURVEILLANCE

CO₂ TRAPS

During the normal mosquito season (March through mid-November) the District Laboratory staff maintains 109 CO₂ (carbon dioxide) traps through 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. CO₂ 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 to determine anomalies in mosquito abundance. 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 Districts when planning mosquito control activities.

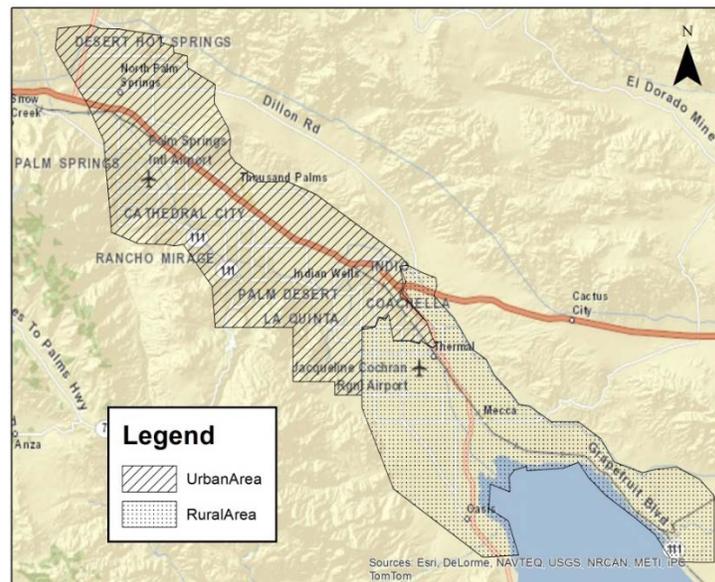


Gravid Traps

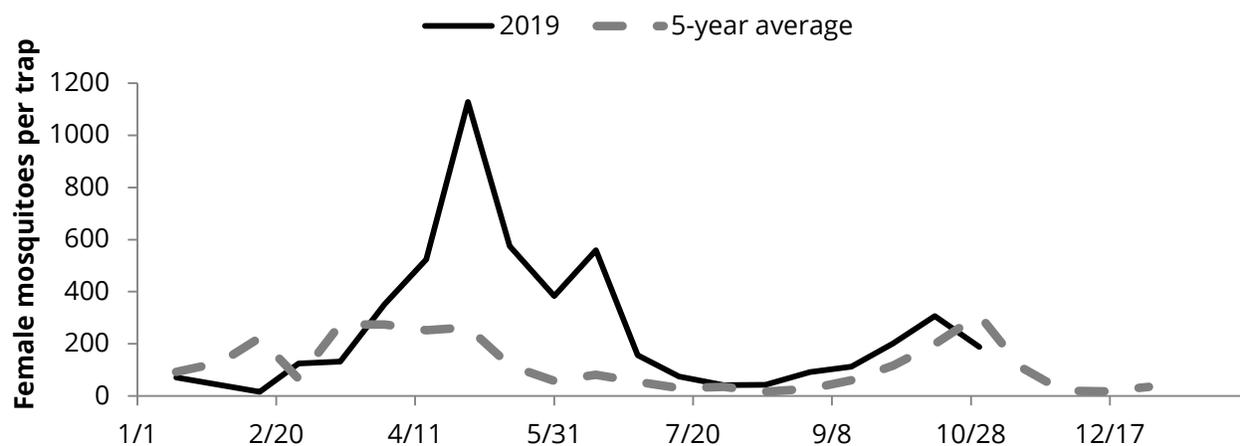
Gravid traps use water infused with organic matter such as alfalfa to attract mosquitoes looking to lay eggs. These traps are especially effective at collecting *Cx quinquefasciatus* mosquitoes, which are the primary disease vector in the urban areas of the District. However, other mosquito species, 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 53 locations during the normal mosquito season.

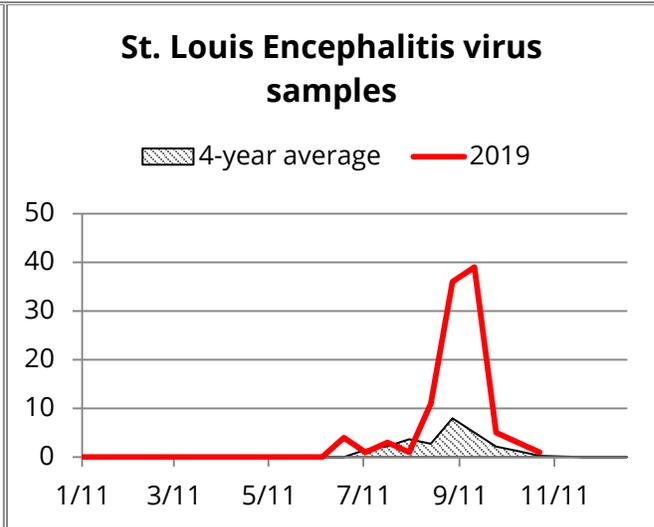
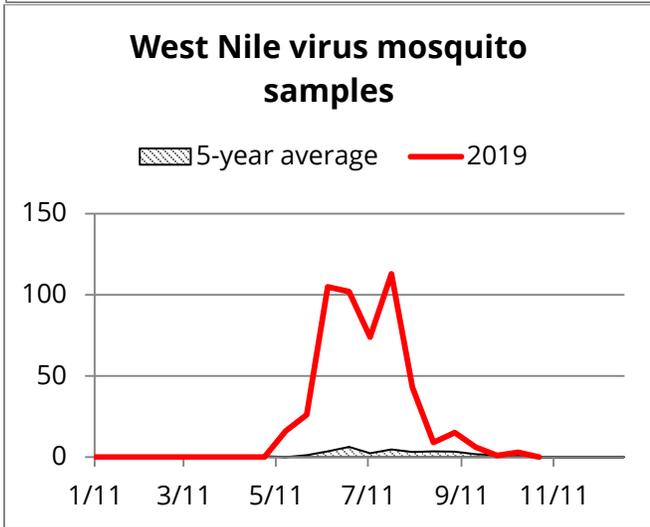
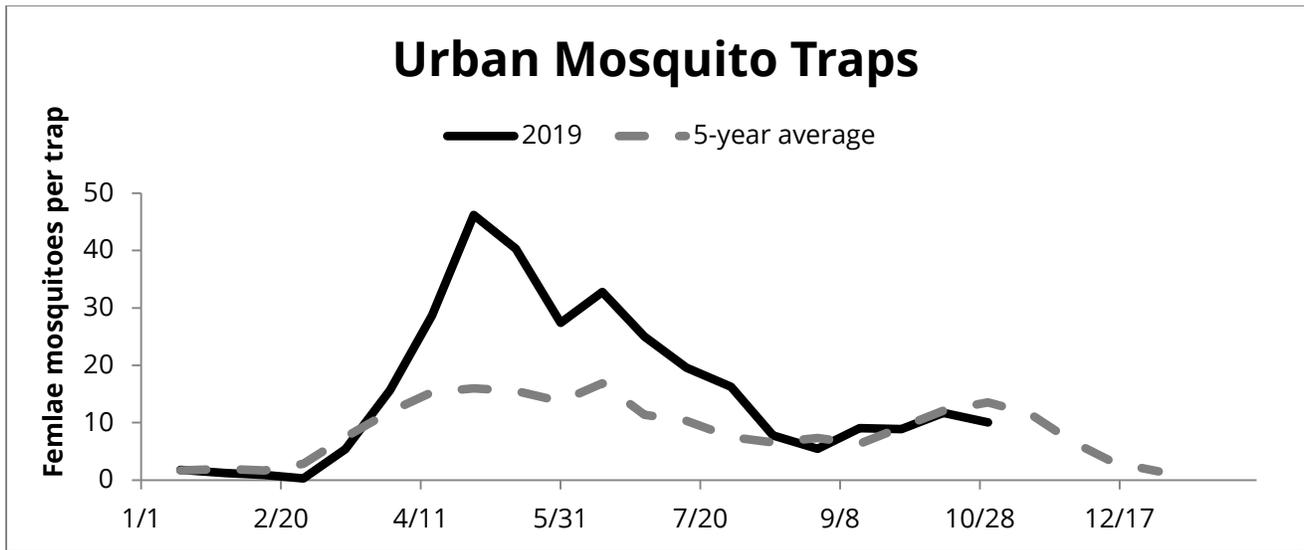


MOSQUITO SURVEILLANCE ZONES



Rural Mosquito Traps





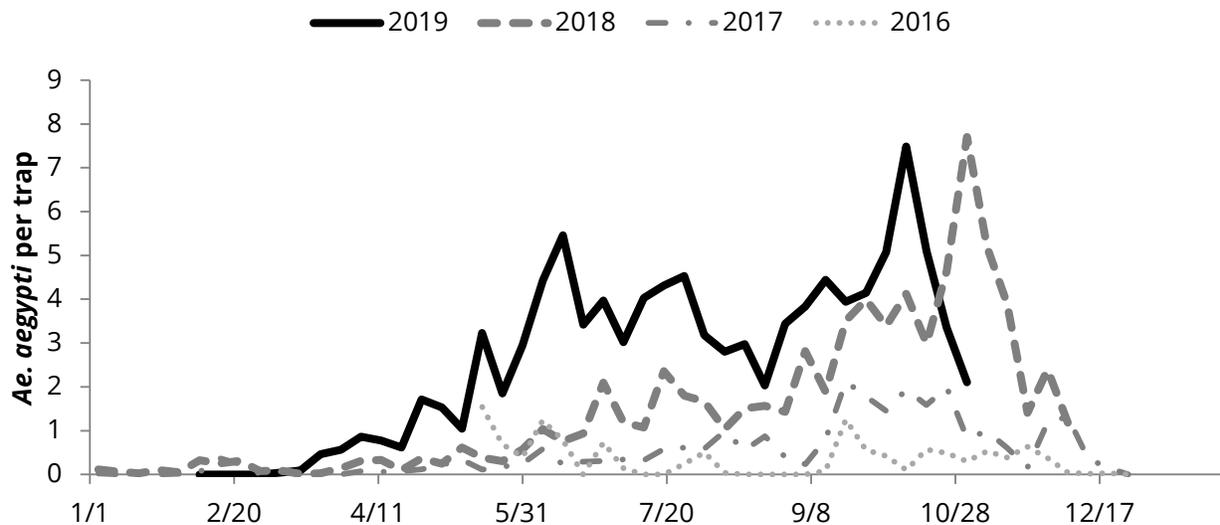
EXOTIC MOSQUITO SURVEILLANCE

Aedes aegypti has been detected in 9 cities and 3 communities: Coachella, Cathedral City, Indio, Palm Springs, La Quinta, Palm Desert, Mecca, Indian Wells, Rancho Mirage, Thermal, Bermuda Dunes, and Desert Hot Springs. BG-Sentinel traps are deployed weekly in each region to detect and monitor for adult mosquitoes. Autocidal Gravid Traps (AGO) are being used to provide an additional detection method for *Ae. aegypti*. AGO traps have been shown to be sensitive in areas where mosquito populations are low. AGO traps use an attractive bait made of week-old hay infusion to draw in egg-laying (gravid) female mosquitoes. The mosquitoes are collected using a sticky trap, and the trap and bait are changed weekly. We have 53 permanent BG trap locations and 40 AGO trap locations.



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

Number of *Aedes aegypti* per trap



DEPARTMENT WORK

Trap comparisons for *Ae. aegypti* surveillance. The BG Sentinel is the standard trap used worldwide when collecting *Aedes aegypti* adults. However, these traps are expensive and require more battery power than a traditional CO₂ trap. We began a study to determine whether modifying our standard CO₂ traps can improve their *Ae. aegypti* catch rate in August. These modifications include lowering the height of the trap, as well as adding the BG scent lure with the dry ice bait. A three-way comparison is being conducted by placing each trap type at four routine *Ae. aegypti* surveillance locations one night per week. While more data is needed, early results show that the modified CO₂ traps are collecting more *Ae. aegypti* adults than our standard CO₂ traps.



USDA-CMAVE - mosquitoes. Dr. Kenneth Linthicum, the Center Director from the USDA Center for Medical, Agricultural & Veterinary Entomology in Gainesville, FL, visited the District in August for 3 days to follow up on a spatial repellent study that began in March 2019. The study evaluates transfluthrin, a spatial repellent, with different emanators released in different sized tents in a hot arid environment. Transfluthrin emanators were applied in 4 small tents at a field plot. Two of the emanators are expected to last 250 days and the other two emanators are expected to last 150 days. Along with this, staff have been monitoring the transfluthrin activity that was applied to a large tent in an enclosure in March. It appears the transfluthrin is still active after



over 4 months, as evidenced by fewer mosquitoes collected in the treated tent compared to the untreated tent. Staff will continue setting CO₂ traps to monitor the mosquito activity and product efficacy at the small and large tents.

Biological Control. Mosquitofish (*Gambusia affinis*) As of November 1, 2019, approximately 5,100 fish were stocked in neglected swimming pools, private ponds, detention basins, and animal water troughs.

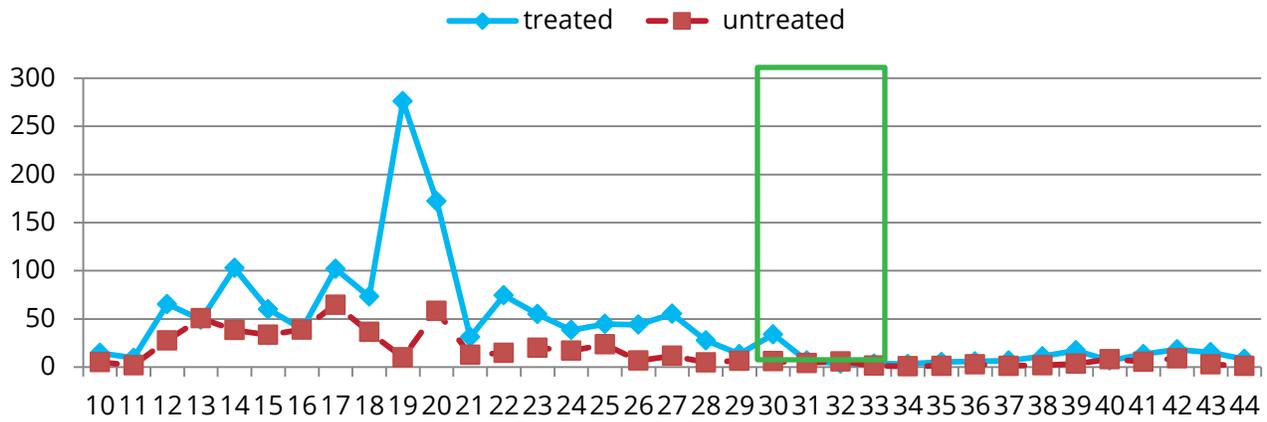
Merus evaluation. Merus 3.0 (a.i.: pyrethrins) is an adult mosquito control product of interest to the District because it is labeled for use in and near organic production. To examine whether the product would be effective against our mosquitoes, staff set up two applications. Caged *Cx. tarsalis* mosquitoes were paired such that each stand had one cage of lab (susceptible) mosquitoes and one cage of field-caught (wild) mosquitoes. Knock-down of the mosquitoes was evident in the cages set 150 and 300 feet from the truck, but not in the cages that were 50 feet away. Staff are optimistic about using this new product, and will remain cautious with its planned use to reduce the development of resistance.

Methoprene product efficacy. Two products with similar residual activity are available for controlling larval mosquitoes. The active ingredient (S)-methoprene is an insect growth regulator, which when taken up by the larvae, prevents the pupae from eclosing as adult mosquitoes. Altosid P-35 is a unique granule formulation that states on its label to provide 35 days of residual control in continuously wet conditions. MetaLarv S-PT has 2 different pellets – one which releases methoprene immediately and the other with a more sustained release in time; it has an expected 42-day residual control. We compared the efficacy of Altosid P-35 with our current product of MetaLarv S-PT in catch basins at the mid-level rate since it was had provided cost effective control in our work in the District’s microcosm ponds. Altosid P35 lasted about 43 days (\$0.64 to treat a catch basin) while MetaLarv S-PT was effective for 48 days (\$0.51 per basin). We would recommend using MetaLarv S-PT at the mid-label rate at the current prices.

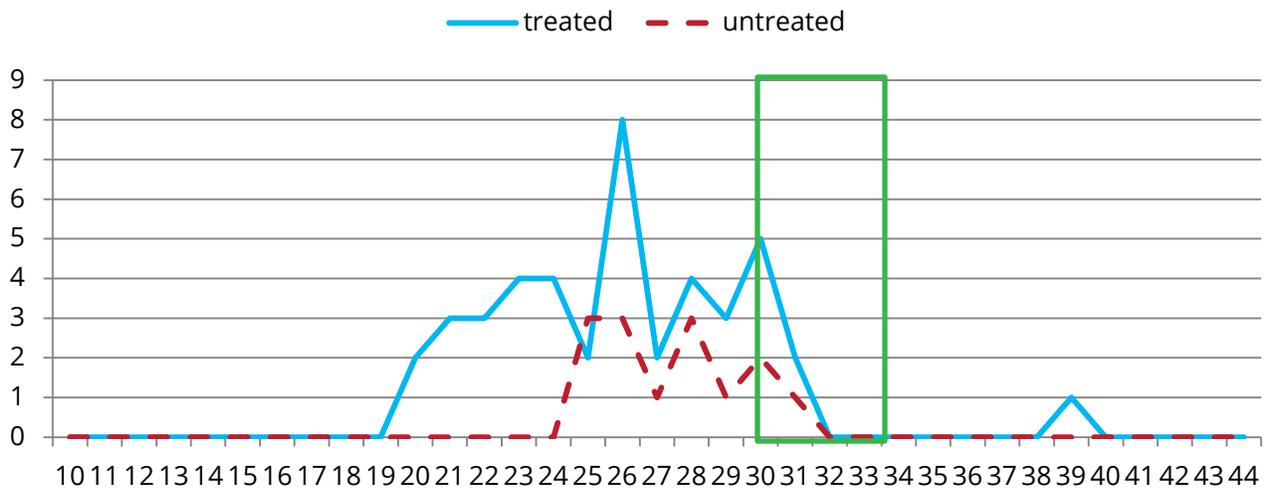
Aerial area-wide larvicide applications. In May and June, the District routinely detected West Nile virus in Palm Springs, despite deploying enhanced larval and adult surveillance and conducting truck-mounted ULV applications. Due to the number of virus-positive samples and the risk of virus transmission to people in the area, the District used aerial larvicide applications for 4 weeks in July and August (weeks 30-33). Applications were scheduled to occur over two days using VectoBac WDG (a.i.: *Bacillus thuringiensis israelensis*). Evaluations included comparing the treated area with a comparably sized area where aerial applications were not conducted.

During the first application, only one-half of the area was treated. The graph on the next page is the average number of *Cx. quinquefasciatus* per trap each week in the area that was treated and not treated by aerial larvicide. The middle graph is the total number of virus positive samples in each area each week, and the bottom graph is the number of *Ae. aegypti* per trap. The box on each graph indicates the timing of the treatment. We see a trend of reduced trap capture beginning the third week of the applications, and that held until the third week after the final treatment, with a subsequent increase in the mosquito populations but not in the virus detection.

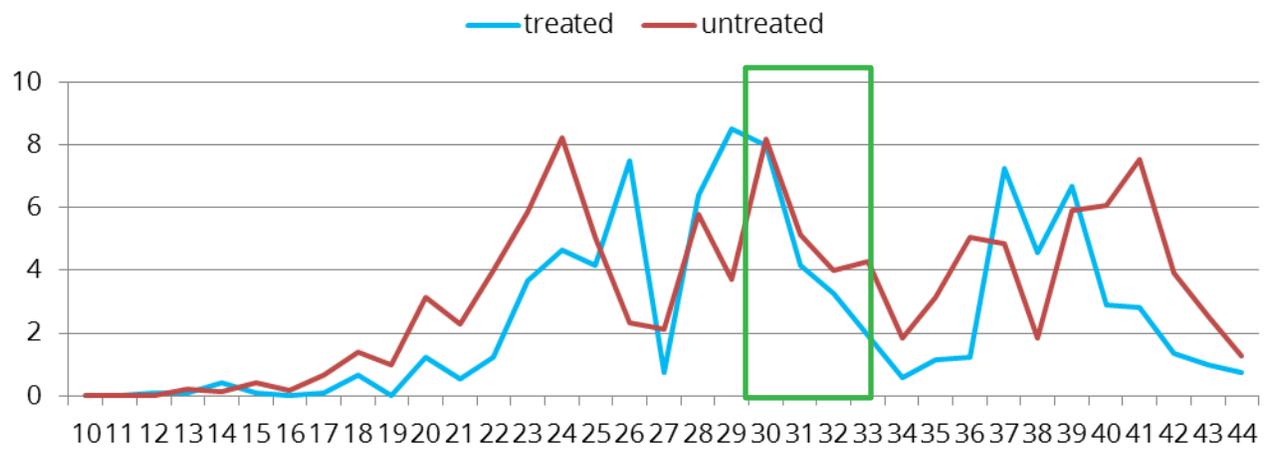
Cx. quinquefasciatus per trap



Number of WNV positive samples



Ae. aegypti per trap



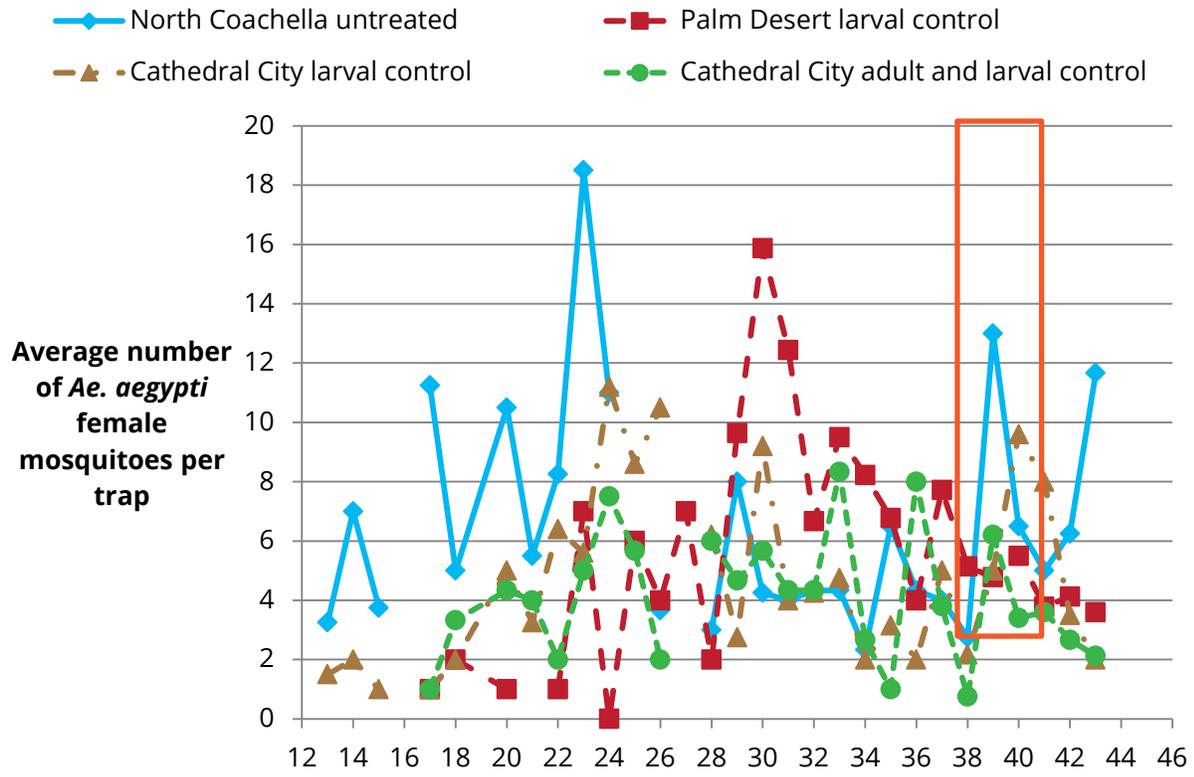
Area-wide applications by ground. In September and October (weeks 38-41), the District conducted truck-mounted applications to reduce the *Aedes* mosquito population in two cities. In Palm Desert, truck-mounted larvicide applications were made using Altosid Liquid Larvicide (a.i.: methoprene). In Cathedral City, in addition to the truck-mounted larvicide, applications of DeltaGard (a.i.: deltamethrin) were made to reduce the adult mosquito population. Ideally, we would see the adult mosquito population in Cathedral City drop faster than the population in Palm Desert where larvicide was used alone.

Department staff examined the ability of the applications to reach the backyards in Palm Desert by placing cups in and outside of the application area. Larvae added to the cups the following week indicated that the equipment did get the control product into front and back yards, including into areas that were obstructed from the open sky. In Cathedral City, caged adult mosquitoes were placed in the front and back yards, and excellent mortality of adult mosquitoes was seen throughout the application area.

To examine the impact of these applications, we are comparing trap collections in the treatments with an area that did not receive a truck or aerial treatment of control products for *Aedes* in 2019 – a section of Coachella. While other work was conducted in Coachella to control mosquitoes, it was similar to work done in Palm Desert and Cathedral City, allowing us to compare the impacts of the applications across these areas. The following graph has the average number of female *Ae. aegypti* collected per trap each week in the four areas – Coachella, Palm Desert (which had truck larval control), and 2 sections of Cathedral City (1 with larval control and 1 with both larval and adult control). The orange box indicates the weeks of the applications.

We see a reduction in the number of female mosquitoes collected in the three treatment areas compared with the area that did not receive area-wide treatment. We did see a reduction in the number of adults collected in the section of Cathedral City receiving adult control with larval control (weeks 38 and 40) but in other weeks the collections were not different than the untreated or areas receiving only larval control (weeks 39 and 41). This could be due to making the applications before sunrise as directed by the product label; *Ae. aegypti* are more active during the day-time and may not have been active when the product was applied. The weeks after the applications (weeks 42 and 43) have had fewer adults in all areas with area-wide treatments compared with the area not receiving the treatment. This is expected due to the delayed impacts of larval control on the adult population.

Comparison of Area-Wide Treatments



Operations Department

General Control Overview

This update covers the months of September 2019 through October 2019 contrasted with the same period in 2018. The department's workflow focuses on three areas that include 13 urban and four rural and agricultural zones that are covered by 17 technicians. Two additional workflows are the Red Imported Fire Ants (RIFA) and the Invasive *Aedes* programs that each has assigned two full-time technicians, assisted by five seasonal staff on each program. Further, we report on the activity performed in response to the unprecedented West Nile Virus season this year.

Mosquito Inspections and Control

The operations activities completed in September 2019 through October 2019 were compared to similar months in 2018 are as follows:

Month	Mosquito Inspections		Number of Applications	
	2019	2018	2019	2018
September	2373	4107	1752	2028
October	1646	2961	1304	2108
Total	4019	7068	3056	4136
% Change	-43%		-26%	

The month- to-month mosquito inspections in September 2019 through October 2019 were less than the previous time in 2018 due to the temporary absence of three Technicians as well as enhanced surveillance which requires Technicians to work out of their assigned zones in areas of greater risk of virus transmission.

The Red Imported Fire Ant Program

The RIFA program inspections and chemical control applications in the months of September 2019 through October 2019 are compared to those conducted over the same period a year ago

are shown below. The inspections and treatments for RIFA during this reporting period were slightly higher than compared to the same period a year ago. This increase in inspections and treatment was mostly due to the scheduling of properties that were able to be scheduled.

	RIFA Inspections		RIFA Treatments	
	2019	2018	2019	2018
September	322	241	318	232
October	383	361	344	320
Total	705	602	662	552
% Change	15%		20%	

Service Request

In the months of September 2019 through October 2019 Operations Department completed 1,451 Service Requests (SR) from residents compared to 1035 Service Requests during the same period a year ago. The service requests for this reporting period was mostly in response to *Aedes* and RIFA, however most of those a year ago were RIFA service request.

Control of *Aedes aegypti*

In the months of September and October 2019, the inspections and treatments were conducted in the cities of Coachella, Indio, Cathedral City, Palm Springs, Palm Desert, Rancho Mirage, Indian Wells, Mecca and Desert Hot Springs. Treatments of properties against invasive *Aedes* is being conducted by treatments of such properties which include barrier sprays and residential fogging with larvicides and adulticides. As more cities have expanded their *Aedes* infestation, the treatments have been increasing slightly from the same time period as last year.

	Invasive Aedes Inspections		Invasive Aedes Treatments	
	2019	2018	2019	2018
September	864	580	277	274
October	1060	1596	481	413
Total	1924	2176	758	687
% Change	-12%		10%	

Aedes Area-wide Treatments

During the months of September and October 2019 in response to *Aedes aegypti* activity, the Operations Department used truck-mounted sprayers to conduct both larvicide and adulticide treatments in specific areas of high *Aedes* counts. In Cathedral City a larvicide and adulticide treatment was conducted and in Palm Desert a larvicide only was conducted. These treatments were every Saturday starting September 21 and continued with the last treatment on October 12, 2019.

Virus Control Efforts

During the months of September 2019 through October 2019, in response to the virus activity, the Operations department performed both ground and aerial ULV treatments as shown in the table below.

Month	Aerial ULV Treatments		Ground ULV Treatments	
	2019	2018	2019	2018
September	11	3	7	0
October	0	3	0	0
Total	11	6	7	0
% Change	83%			

Proposed Activities for Operations Department

On November 16, 2019, the Operations Department will be conducting a clean-up effort with the City of Coachella. Operations personnel will be picking up known *Aedes* breeding sources from residents yards that have already been identified and taking it to the Coachella dump site.

Mosquito Habitats Treated

Operations

10/1/2019 to 10/31/2019 Report



38 Agriculture APPLICATIONS

Applications	FORMULATION: DRY	Acreage
4	Bs/Bti	2.93
6	Bti	2.90
1	Methoprene	0.00
8	Spinosad	3.28
Applications	FORMULATION: LIQUID	Acreage
2	(AE) surfactant	0.00
6	Bti	4.02
2	Methoprene	42.66
9	Spinosad	4.35



88 Duck Club APPLICATIONS

Applications	FORMULATION: DRY	Acreage
23	Bs/Bti	138.03
19	Bti	134.92
8	Spinosad	55.00
Applications	FORMULATION: LIQUID	Acreage
12	Bti	9.66
4	Methoprene	31.22
22	Spinosad	49.20



481 Invasive Aedes APPLICATIONS

Applications	FORMULATION: DRY	Acreage
183	Bti	1.29
Applications	FORMULATION: LIQUID	Acreage
3	(AE) surfactant	0.01
183	Barrier	1.29
112	Fogging	37.57



1,160 Residential APPLICATIONS

Applications	FORMULATION: DRY	Acreage
98	Bs	0.22
75	Bs/Bti	0.26
26	Bti	4.26
243	Methoprene	0.74
416	Spinosad	1.35
Applications	FORMULATION: LIQUID	Acreage
131	(AE) surfactant	0.34
45	Bti	8.85
28	Methoprene	0.60
98	Spinosad	5.56



13 Salton Sea Marshes APPLICATIONS

Applications	FORMULATION: DRY	Acreage
4	Bti	100.00
4	Spinosad	3.37
Applications	FORMULATION: LIQUID	Acreage
4	Methoprene	60.00
1	Spinosad	0.30

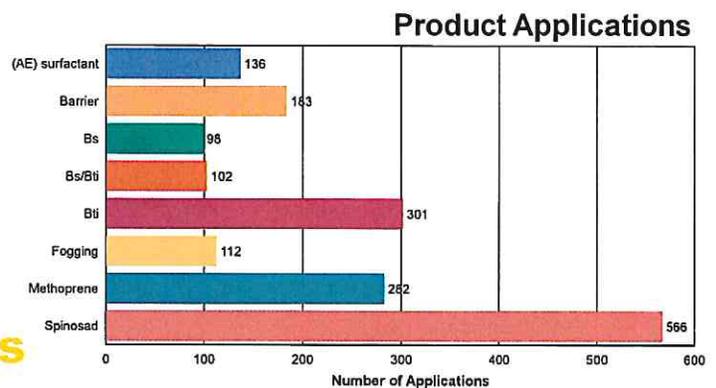
(AE) surfactant - reduces surface tension of water making it difficult for mosquito larvae and pupae to attach and causes them to drown

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 Breakdown

		Total		
		Count	Acreage	Cost
FORMULATION: DRY	Total	1,118	448.54	\$20,838.08
	Bs	98	0.22	\$266.38
	Bs/Bti	102	141.21	\$10,701.00
	Bti	238	243.36	\$6,334.60
	Methoprene	244	0.75	\$302.29
	Spinosad	436	63.00	\$3,233.81
FORMULATION: LIQUID	Total	662	255.63	\$2,276.05
	(AE) surfactant	136	0.35	\$17.64
	Barrier	183	1.29	\$81.91
	Bti	63	22.53	\$168.74
	Fogging	112	37.57	\$36.74
	Methoprene	38	134.48	\$1,105.12
	Spinosad	130	59.41	\$865.90

Mosquito Habitats Treated

Operations

9/1/2019 to 9/30/2019 Report



71 Agriculture

APPLICATIONS

Applications	FORMULATION: DRY	Acreage
3	Bs	2.00
7	Bs/Bti	2.06
7	Bti	6.41
6	Methoprene	0.03
22	Spinosad	19.14
Applications	FORMULATION: LIQUID	Acreage
3	Bti	2.00
4	Methoprene	0.27
19	Spinosad	8.08



30 Duck Club

APPLICATIONS

Applications	FORMULATION: DRY	Acreage
3	Bs/Bti	1.05
3	Bti	19.47
5	Methoprene	19.86
5	Spinosad	36.11
Applications	FORMULATION: LIQUID	Acreage
5	Bti	0.70
5	Methoprene	4.42
4	Spinosad	0.47



277 Invasive Aedes

APPLICATIONS

Applications	FORMULATION: DRY	Acreage
103	Bti	0.86
Applications	FORMULATION: LIQUID	Acreage
1	(AE) surfactant	0.00
103	Barrier	0.86
70	Fogging	25.80



1,629 Residential

APPLICATIONS

Applications	FORMULATION: DRY	Acreage
164	Bs	4.40
109	Bs/Bti	0.38
30	Bti	0.07
398	Methoprene	1.07
571	Spinosad	1.99
Applications	FORMULATION: LIQUID	Acreage
125	(AE) surfactant	0.29
119	Bti	3.86
1	Fogging	0.22
22	Methoprene	0.42
90	Spinosad	4.36



13 Salton Sea Marshes

APPLICATIONS

Applications	FORMULATION: DRY	Acreage
1	Bs/Bti	0.23
1	Bti	1.00
2	Methoprene	2.79
2	Spinosad	4.77
Applications	FORMULATION: LIQUID	Acreage
6	Methoprene	140.00
1	Spinosad	0.50

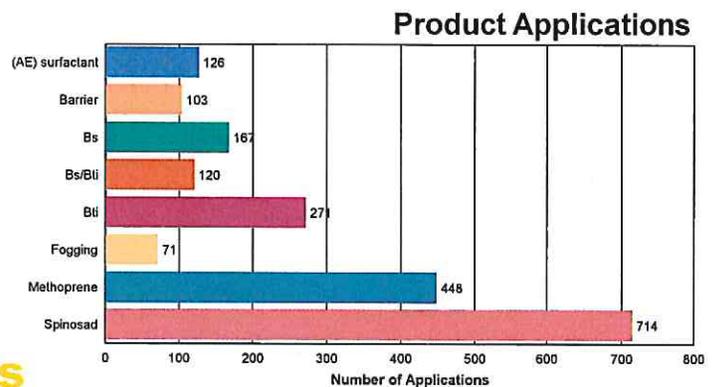
(AE) surfactant - reduces surface tension of water making it difficult for mosquito larvae and pupae to attach and causes them to drown

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

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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, *Saccharopolyspora spinosa*



Product Breakdown

		Total		
		Count	Acreage	Cost
FORMULATION: DRY	Total	1,442	123.73	\$13,649.63
	Bs	167	6.41	\$1,144.29
	Bs/Bti	120	3.73	\$336.07
	Bti	144	27.81	\$585.91
	Methoprene	411	23.75	\$6,942.98
	Spinosad	600	62.02	\$4,640.38
FORMULATION: LIQUID	Total	578	192.26	\$1,551.04
	(AE) surfactant	126	0.29	\$13.17
	Barrier	103	0.86	\$55.64
	Bti	127	6.57	\$58.51
	Fogging	71	26.02	\$25.44
	Methoprene	37	145.11	\$1,191.74
	Spinosad	114	13.41	\$206.53

Operations

10/1/2019 to 10/31/2019 Report

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)



56 Country Club

APPLICATIONS

315.54 ACRES TREATED
 56 BROADCAST TREATMENTS



8 Golf Course

APPLICATIONS

935.53 ACRES TREATED
 8 BROADCAST TREATMENTS



244 Homeowner

APPLICATIONS

48.80 ACRES TREATED
 240 BROADCAST TREATMENTS
 4 SPOT TREATMENTS



27 Park

APPLICATIONS

183.90 ACRES TREATED
 27 BROADCAST TREATMENTS

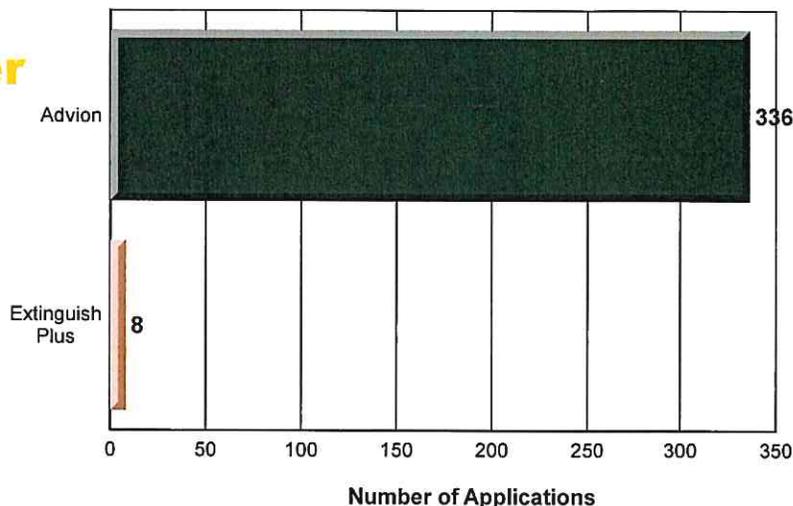


9 School

APPLICATIONS

42.20 ACRES TREATED
 9 BROADCAST TREATMENTS

Product Applications



Product Breakdown

		Advion	Extinguish Plus
Total	Acreage	590.44	935.53
	Amount (lbs.)	885.56	1,403.39
	Cost	\$ 8,377.41	\$ 9,037.83

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

9/1/2019 to 9/30/2019 Report

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)



107 Country Club

APPLICATIONS
 466.64 ACRES TREATED
 106 BROADCAST TREATMENTS
 1 SPOT TREATMENTS



14 Golf Course

APPLICATIONS
 1,290.59 ACRES TREATED
 13 BROADCAST TREATMENTS
 1 SPOT TREATMENTS



183 Homeowner

APPLICATIONS
 44.36 ACRES TREATED
 182 BROADCAST TREATMENTS
 1 SPOT TREATMENTS



8 Park

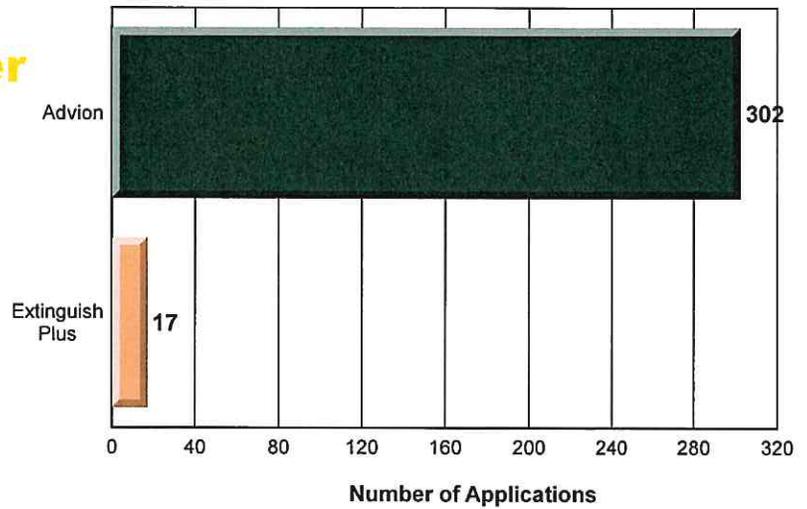
APPLICATIONS
 98.03 ACRES TREATED
 8 BROADCAST TREATMENTS



7 School

APPLICATIONS
 26.16 ACRES TREATED
 7 BROADCAST TREATMENTS

Product Applications



Product Breakdown

		Advion	Extinguish Plus
Total	Acreage	592.26	1333.52
	Amount (lbs.)	888.57	2,000.29
	Cost	\$ 8,405.83	\$ 12,881.84

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.

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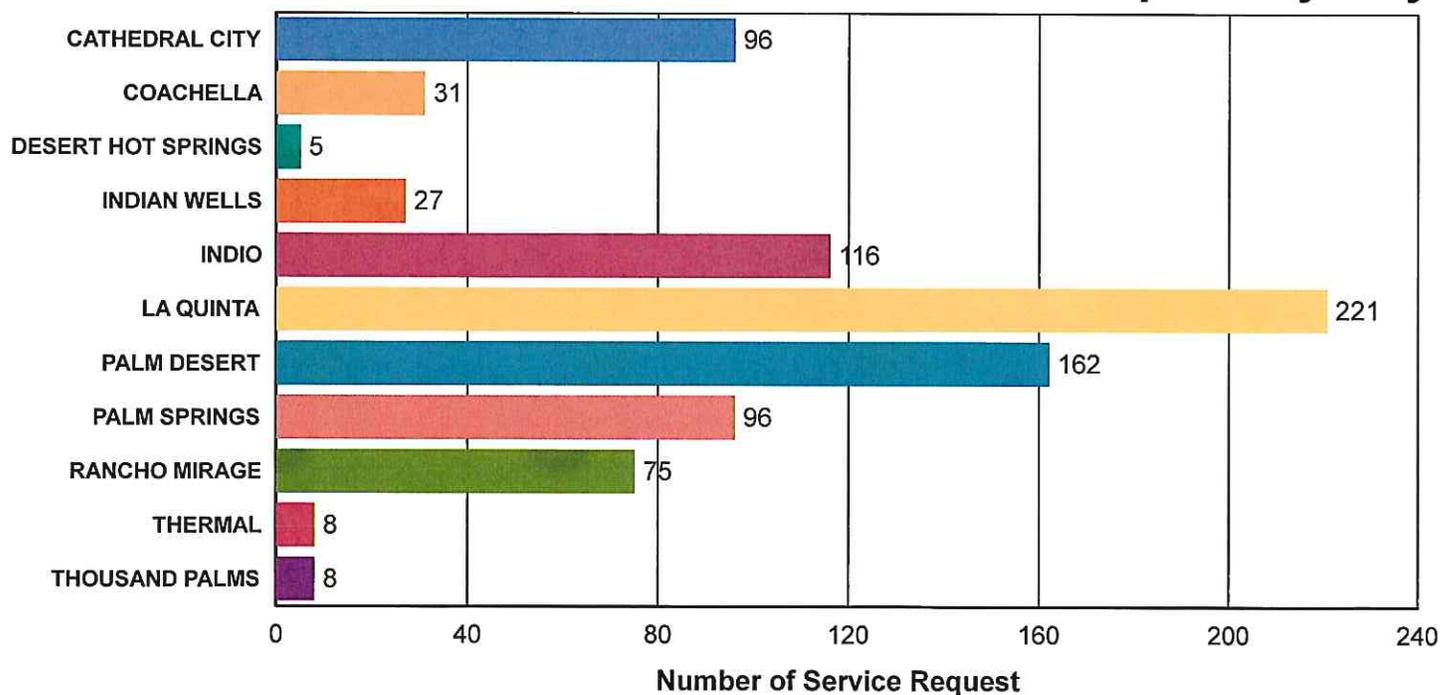
Service Request Operations

10/1/2019 to 10/31/2019 Report

Service Request Types

	TOTAL	STANDING WATER	NEGLECTED POOL	FLY/EYE GNATS	MOSQUITO	RODENTS	AEDES SCH	BEEES	RIFA
TOTAL	845	12	26	3	48	8	458	6	283
CATHEDRAL CITY	96	0	3	0	2	1	58	2	30
COACHELLA	31	0	1	0	1	1	20	1	7
DESERT HOT SPRINGS	5	0	1	0	3	0	0	0	1
INDIAN WELLS	27	0	1	0	0	0	8	0	18
INDIO	116	4	3	2	10	2	36	2	56
LA QUINTA	221	2	7	0	8	1	156	1	46
PALM DESERT	162	2	4	0	6	3	84	0	63
PALM SPRINGS	96	3	4	0	7	0	57	0	25
RANCHO MIRAGE	75	1	2	1	5	0	39	0	27
THERMAL	8	0	0	0	6	0	0	0	2
THOUSAND PALMS	8	0	0	0	0	0	0	0	8

Service Request by City



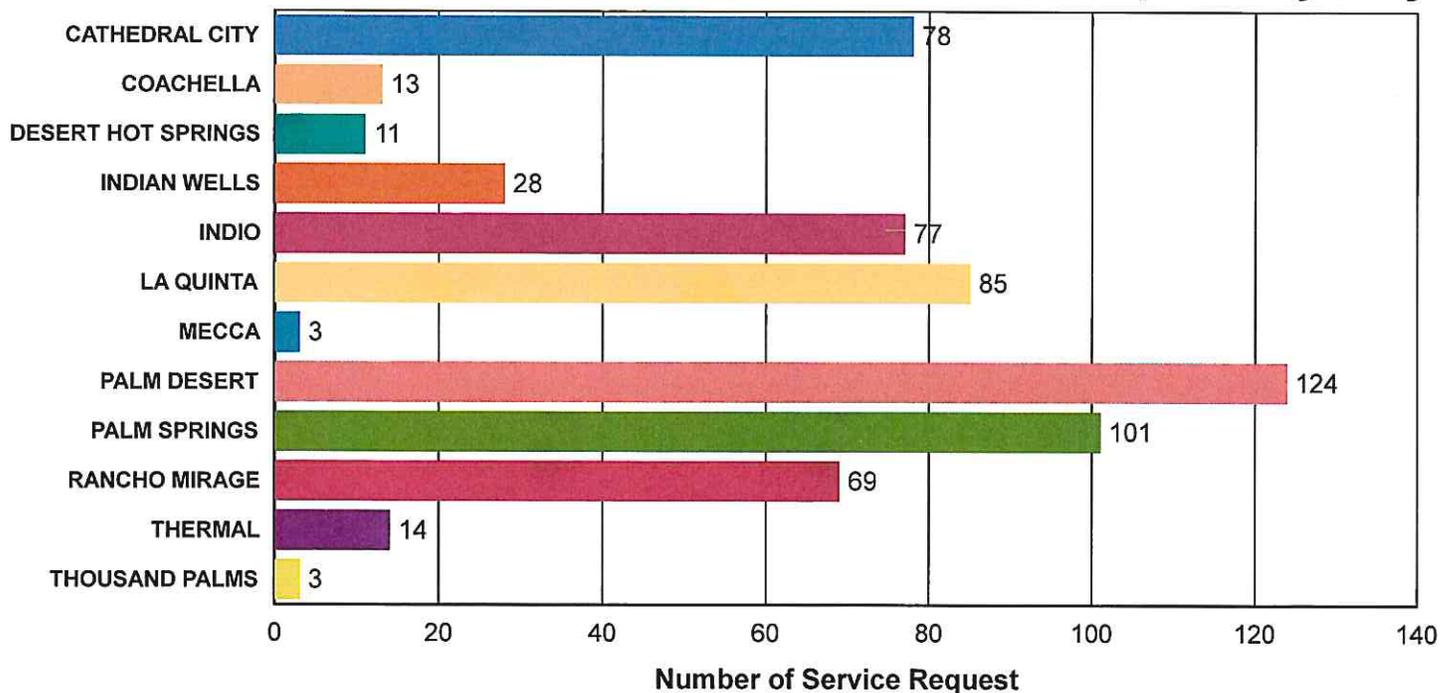
Service Request Operations

9/1/2019 to 9/30/2019 Report

Service Request Types

	TOTAL	STANDING WATER	NEGLECTED POOL	FLY/EYE GNATS	MOSQUITO	RODENTS	AEDES SCH	BEEES	RIFA
TOTAL	606	20	23	3	45	2	234	6	271
CATHEDRAL CITY	78	1	3	0	5	0	27	1	41
COACHELLA	13	2	1	0	1	0	5	0	4
DESERT HOT SPRINGS	11	1	2	0	1	0	3	1	3
INDIAN WELLS	28	1	0	0	5	0	9	0	13
INDIO	77	2	1	1	4	0	18	1	50
LA QUINTA	85	1	5	1	2	0	47	0	29
MECCA	3	0	0	0	1	0	0	0	0
PALM DESERT	124	6	4	0	6	2	52	2	52
PALM SPRINGS	101	4	6	1	8	0	46	1	35
RANCHO MIRAGE	69	1	1	0	4	0	27	0	36
THERMAL	14	1	0	0	8	0	0	0	5
THOUSAND PALMS	3	0	0	0	0	0	0	0	3

Service Request by City





Public Outreach Department Report

The District began to rebrand itself earlier this summer; we have implemented our new logo including informational materials, promotional items, uniforms, and vehicle branding. The fresh new look brings a vibrancy to our new website – including an easier to remember URL, www.cvmosquito.org – and social media platforms. The Public Outreach team has been recording videos of our new trucks and equipment in action, retaking branded photographs for official use, and revising many of the promotional items to give as educational complements.

Current campaign:

Aedes in La Quinta Cove: The Public Outreach Call Center saw increased service requests (SRs) in the La Quinta Cove in early October. However, the Laboratory's surveillance team was not seeing an increase in trapped mosquitoes within the Cove. After further scrutiny, additional traps were placed throughout the Cove and an educational campaign was begun focused on that area. This included meetings with City staff members, and the Wellness Center on how better to serve the community. Some implemented opportunities were:

1. **Online:** An ad campaign was geofenced around the Cove's estimated 13,000 residents on Facebook and Instagram social media platforms. The purpose was to get a Cove resident to click on the "Learn More" (clickbait) that would direct them to a custom web page that created to detail relevant information. According to Facebook analytics, the ad resulted in 23,224 impressions over 10 days and was shared 36 times. Because "shares" are additional analytics, roughly 10,800 more people saw this ad. Total dollars spent on this campaign was less than \$100 dollars.



2. The webpage (<http://www.cvmosquito.org/vector-borne-diseases/pages/aedes-la-quinta-cove>) focused the reader on what they can do for themselves to protect themselves against this invader rather than what the District was doing for them. The long term plan for invasive *Aedes* response will be focusing on the community's responsibility and migrating away from the outdated message of reporting day biting mosquitoes. As this species has made themselves at home here in the Valley, it is important that we as a District adjust our messaging.

3. La Quinta city staff suggested the District attend the La Quinta Health & Wellness Day. A resource fair featuring means for seniors in the community (details below).
4. At the La Quinta Farmer's Market, the Wellness Center staffs a booth weekly providing community members with health advisories and resources. The Wellness Center staff offered to distribute notices on the Districts behalf each week of the market.

We are continually presenting and attending events throughout the Coachella Valley to diverse residents including:

September

- **Desert Sands Unified School District's Annual Health Fair (La Quinta):** *Tammy Gordon and Diana Reyes* hosted a booth interacting with teacher, staff, and administrators of the School District promoting free educational presentations and tour for students.
- **Indian Wells Rotary Club:** *Trustee President Doug Hassett and Tammy Gordon* attended and presented to a lively bunch of rotary members discussing the importance of observing and controlling vectors and vector-borne diseases.
- **Farmer's meeting (Indio):** *Tammy Gordon* presented to the Farmers' group about the importance of sharing information including disease warnings to the farm workers in the Coachella Valley. Materials were handed out in both English and Spanish.
- **Inland Empire Disabilities Collaborative (Indio):** *Tammy Gordon* attended a meeting of health care workers to discuss improving different aspects of care for vulnerable populations including disabled and senior residents. This meeting is held quarterly in the low desert, additional meetings are also scheduled in the high desert.
- **Palm Desert Charter School:** *Tammy Gordon and Erica Frost* presented to the gardening class at the school. 40 6th graders learned about vectors of the garden focusing on RIFA in the soil and mosquitoes that can rest on vegetation and breed in gardening spaces.
- **Flying Doctors Health and Resource Fair (Thermal):** *Diana Reyes and Erica Frost* attended a community event on prevention and education Families of the Coachella Valley were provided access and opportunities for healthy living. This event was unique in that families had to wait in line for some medical services so the District team was able to walk throughout the grounds talking with people in both English and Spanish and educate them on mosquito-borne virus activity that was currently happening in their area. Roughly 250 informational bags were

passed out to a community that often lacks resources for accessing vector related issues.

October

- **GREEN Academy at Desert Mirage High School (Thermal):** *Tammy Gordon* presented to 60 high school students who take part in the study of environmental science and different forms of renewable energy. The lesson plan was a project where the students researched various environmental issues affecting their community. One group chose to utilize the District to educate their classmates on the deadliest animal on the planet. We discussed the importance of good watering practices in agricultural areas and how mosquitofish can be utilized in some areas instead of chemical control.
- **Indian Wells City Council:** *Jeremy Wittie* presented the Indian Wells city council with information regarding good watering practices and the importance of cleaning and maintaining drainage basins.
- **Mecca Elementary School Science Night:** *Tammy Gordon* hosted an educational booth for over 200 elementary aged students focused on alternatives to chemical control; specifically, physical control (no water, no mosquitoes) and biological control (mosquitofish).
- **La Quinta's Farmers Market:** The City of La Quinta's Wellness Center hosts a booth every Sunday morning at the Farmer's Market and offered to pass out informational materials to La Quinta residents regarding the invasive *Aedes* mosquito as well as protective measures. This is an ongoing booth.
- **Agricultural Workers Outreach Event (Indio):** *Tammy Gordon* and *Erica Frost* hosted a booth in Spanish to residents looking for agricultural jobs. Some of the other booths included; Agricultural Enforcement Partners, U.S. Department of Labor, Department of Pesticide Regulation.
- **La Quinta Health & Wellness Day:** This event was focused on seniors in the La Quinta area and helped to provide them with free health screenings and educational booths. Although this event was not well attended, the quality of the educational conversations was well worth the time and in the case of vulnerable populations susceptible to mosquito-borne diseases, quality was much more important than quantity.

Up and coming events in November and December

- **Vista Serena and Vista del Monte apartments presentation (Palm Springs)**
- **Cathedral City High School job shadow and tour**

- **Desert Recreation afterschool camp tour**
- **Cesar Chavez Elementary School Science Fair**
- **Cathedral City Elementary 5th graders District Tour**
- **Ronnie's House for Hope event (Palm Desert)**
- **Jackson Elementary School presentations (Indio)**

	Coachella Valley Mosquito and Vector Control District Staff Report	November 12, 2019
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Agenda Item: Items of General Consent

Approval of Fiscal Year 2019-2020 research proposals in an amount not to exceed \$130,454.35 from Fund 8510.01.600.000 – Research Projects *Budgeted; Funds Available* – **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	Gerry	Attractive toxic sugar bait to control house flies near crop fields (Year 1)	\$28,098.42	Yes	\$28,098.42
2	Oi	Improving fire ant IPM in the Coachella Valley: Effects of irrigation on bait efficacy, mating flight phenology, and the status of biocontrol agents (Year 1)	\$35,855.00	Yes	\$35,855.00
3	Walton	Attractive toxic bait stations for landscape control of mosquitoes in underground storm drain systems in the Coachella Valley (Year 1)	\$66,500.93	Yes	\$66,500.93

Proposal #1 – Gerry: “Attractive toxic sugar bait to control house flies near crop fields.”

Summary – This is the 1st year of a 2-year proposal. While they are primarily a nuisance, filth flies have the ability to transmit pathogens, making them a vector of interest at the district. This study aims to provide another method for fly management around crop fields, where flies are most pestiferous and source of fly production. For the first year, they plan to develop an attractive toxic sugar bait (ATSB) and a bait station that will target flies and exclude non-target insects, particularly honeybees. They will conduct field trials to evaluate this trap in the spring. If the project is successful, a second year of work will be proposed to compare the ATSB with other control methods.

Potential benefits – Filth flies can become quite abundant in the Coachella Valley, particularly in the suburban and agricultural interface. Fly chemical control products are not labeled for use in food crop fields, so the development of this may be particularly useful for the source of our flies.

Proposal #2 – Oi: “Improving fire ant IPM in the Coachella Valley: Effects of irrigation on bait efficacy, mating flight phenology, and the status of biocontrol agents.”

Summary – This is the 1st year of a 2-year proposal. Work conducted in 2018 and 2019 has indicated that a commercially-available fire ant bait is performing as well as a bait designed for water resistance. The proposed work plans to more closely track irrigation patterns with bait application to examine how long may be needed between the two for effective fire ant control. The work also plans to examine the timing of the production of winged adult ants and the dissemination of biocontrol agents applied earlier.

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 thought to no longer attract 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. The project is working with currently registered products, so positive results could be implemented relatively soon. Winged female ants (queens) mate with males in the air and then return to earth, remove their wings, and start new colonies. Knowing the timing of these flights both in terms of the time of year and the frequency could be beneficial in applying baits. The District is interested in knowing the persistence and spread of biocontrol agents for vector control.

Proposal #3 – Walton: “Attractive toxic bait stations for landscape control of mosquitoes in underground storm drain systems in the Coachella Valley”

Summary – This is the 2nd 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, comparing a smaller and a larger version of the same station. 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 plan to expand the work in the second year to treat a community or neighborhood to provide control.

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 pyriproxifen 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 in an amount not to exceed \$130,454.35
- To take any action the Board deems appropriate.

Fiscal Impact:

The funds will be available from FY2019-2020 budget line item # 8510.01.600.000 – Research Projects balance \$150,000.00. These proposals represent 87% of the budget line item.

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>November 12, 2019</p>
<p>Agenda Item: Items of General Consent</p> <p>Approval of Resolution 2019-14 adopting the District’s revised Records Retention Schedule and Procedures – <i>Jeremy Wittie, M.S, General Manager</i></p>		
<p>Background</p> <p>The District’s existing Records Retention Schedule was revised to include social media records and other records that are generated during the ordinary course of business. The revised Records Retention Schedule complies with Federal and State law and is attached hereto. Once approved and adopted it shall supersede and/or replace any previously adopted record retention schedules for each respective department/division/office.</p>		
<p>Staff Recommendation:</p> <p>That the Board of Trustees approves Resolution 2019-14</p>		
<p>Attachments:</p> <ul style="list-style-type: none"> • Resolution 2019-14 • Revised Records Retention Schedule • Records Destruction Request Form 		

RESOLUTION NO. 2019-14

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY
MOSQUITO AND VECTOR CONTROL DISTRICT ADOPTING THE DISTRICT'S
REVISED RECORDS RETENTION SCHEDULE AND PROCEDURES FOR THE
DESTRUCTION OF DISTRICT RECORDS**

WHEREAS, the keeping of numerous records is not necessary after a certain amount of time; and

WHEREAS, Section 60201 of the California Government Code provides a procedure whereby any District record which has served its purpose and is no longer required may be destroyed, except for specific statutory provisions; and

WHEREAS, a Records Retention Schedule is a public agency's legal authority to dispose of certain official public records; and

WHEREAS, on December 8, 2009, the Board of Trustees resolved to adopt a Records Retention Schedule and revised said Records Retention Schedule on January 12, 2010; and

WHEREAS, the Board of Trustees wishes to revise the Records Retention Schedule for compliance with Federal and State law as set forth in Exhibit "A".

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY
MOSQUITO AND VECTOR CONTROL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

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. ADOPTION OF RECORDS RETENTION SCHEDULES

The revised Records Retention Schedule attached hereto as Exhibit "A" is hereby approved and adopted and shall supersede and/or replace any previously adopted record retention schedules for each respective department/division/office.

SECTION 3. EFFECTIVE DATE

This resolution shall become effective immediately upon its passage and 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 November 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, M.S., General Manager

EXHIBIT "A"

REVISED RECORDS RETENTION SCHEDULE

BOARD MEETINGS/SUBCOMMITTEE PROCEEDINGS – Administration						
1	Notices of Adjournment	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.7; GC 40801
2	Notices of Special Meetings	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.7; GC 40801
3	Notices of Rescheduled Meetings	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.7; GC 40801
4	Notices of Continuation	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.7; GC 40801
5	Declarations of Posting	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
6	Original Agendas	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090 (d)
7	Minutes	P	-	P	H	Authority: GC 34090(e)
8	Audio and Video Recording	CU+3 months	-	CU+3 months	H	Authority: Secretary of State Local Government Retention Management Guidelines (February 2006); GC 34090.7
9	Resolutions (Adopted and Not Adopted)	P	-	P	V, H	Authority: GC 34090(e)
10	Ordinances (Adopted and Not Adopted)	P	-	P	V, H	Authority: GC 34090 (e)
11	Staff Report	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
12	Correspondence	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
13	Handouts Distributed during Board Meeting	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
PUBLIC HEARING NOTICES – Administration						
14	Proof of Publication	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
15	Mailing Lists	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
16	Certified Mail Receipts	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records

						Management Guidelines (February 2006); GC 34090(d)
BOARD CORRESPONDENCE – Administration						
17	Incoming Correspondence	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
18	Outgoing Correspondence	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
OATHS OF OFFICE – Administration						
19	Board Members	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
20	Committee Members	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
21	Staff	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
APPOINTMENT DOCUMENTS (BOARD/COMMITTEE MEMBERS) – Administration						
22	Applications	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
23	Letters of Appointment	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
24	Letters of Resignation	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
CONSTRUCTIONS PROJECTS – Finance						
25	Requests for Proposals/Bids	CL+2	8	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
26	Request for Qualifications	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
27	Proposals/Bids Received (Successful Contractor)	CL+2	8	CL+10	-	Note: CL= completion of all terms of the executed contract or

						agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
28	Proposals/Bids Received (Unsuccessful Contractor)	CL+2	-	CL+2	-	Note: CL=completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: GC34090 (d)
29	Qualifications Received	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
30	Project Specifications & Backup Data	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
31	Insurance Documents Insurance Policies Certificate of Insurance	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC34090
32	Security Documents Bonds Deposit Agreements Letters of Credit Set Aside Letters, Etc.	CL	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
33	Executed Construction Contract Amendments	CL+1	9	CL+10	-	Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
34	Invoices/Receipts	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)
35	Related Correspondence	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)

36	Engineering	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
37	Contractors Subject to Service Contract Act/Davis-Bacon Act	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
38	Public Works Contractor Employee Records	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
PROFESSIONAL SERVICES – Finance						
39	Request for Proposals/Bids	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
40	Requests for Qualifications	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
41	Proposals/Bids Received (Successful Consultant)	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
42	Proposals/Bids Received (Unsuccessful Consultant)	CL+2	-	CL+2	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
43	Qualifications Received	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

44	Project Specifications & Backup Data (Scope of Services)	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
45	Executed Professional Services Agreements	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
46	Executed Professional Services Agreements Amendments	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
47	Insurance Documents	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
48	Invoices/Receipts	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)
49	Related Correspondence	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
SERVICE PROVIDERS (NON-PROFESSIONAL SERVICES)-Finance						
50	Requests for Proposals/Bids	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
51	Requests for Qualifications	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

						337.15.
52	Proposals/Bids Received (Successful Consultant)	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
53	Proposals/Bids Received (Unsuccessful Consultant)	CL+2	-	CL+2	-	Note: CL=completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: GC60201(d)(11) and GC34090 (d)
54	Qualifications Received	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
55	Project Specifications & Backup Data (Scope of Services)	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
56	Insurance Documents Insurance Policies Certificates of Insurance	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC34090
57	Security Documents, Bonds, Deposit Agreements Bonds Deposits Agreements Letters of Credit Set Aside Letters, Etc.	CL	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
58	Executed Service Provider Agreements	CL+1	9	CL+10	-	Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
59	Executed Service Provider Agreements	CL+1	9	CL+10	-	Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records

	Amendments					Management Guidelines (February 2006); CCP 337; CCP 337.15.
60	Invoices/Receipts	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)
61	Related Correspondence	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
SUPPLIES & EQUIPMENT (INCLUDING VEHICLES) - Finance / Fleet / Laboratory						
62	Purchase Agreements	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
63	Invoices/Receipts	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
64	Warranties	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
65	Manuals	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
66	Service Maintenance Information	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
67	Related Correspondence	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
MISCELLANEOUS RECORDS – Building and Grounds Maintenance						
68	Smoke Detector Inspection Forms	CL-3	-	CL3	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)
FAIR POLITICAL PRACTICES COMMISSION – Administration						
69	Statement of Economic Interests (FPPC Form 700) (Board Members) Assuming Office Annual Filings Leaving Office	CU+7	-	CU+7	V, H	Note: Filing official makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd

	Amendments					business day of receipt. Authority: GC81009, 87500, 2CCR 18115
70	Statement of Economic Interests (FPPC Form 700) (Designated Staff Assuming Office Annual Filings Leaving Office Amendments)	CU+5	2	CU+7	V, H	Note: After original has been on file for at least 2 years, filing official may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current list of all statements filed. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87300, 87302, 87500, 2CCR 18115
71	Gift to Agency Report (FPPC Form 801)	CU+5	-	CU+5	V, H	Authority: 2 CCR 18944.1(d)
72	Tickets Provided by Agency (FPPC Form 802)	CU+5	-	CU+5	V, H	Authority: 2 CCR 18944.1(d)
ELECTIONS – Administration						
73	Tax Assessment Measures	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)
74	Ballot Measures	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)
77	Related Correspondence	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) – Surveillance and Quality Control						
76	Notices of Exemption	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
77	Notices of Completion	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
78	Notices of Preparation	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
79	Notices of Determination	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
80	Environmental Impact Report	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
81	Mitigation Monitoring	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
82	Negative Declaration	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
83	Mitigated Negative Declaration	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
84	Public Comments (written)	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
85	Statements of Overriding Considerations	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
RECORDS RELATED TO PERMITS						
86	CA National Pollutant Discharge Elimination System Permit	CL + 3		3 years after end of permit		Authority: 40 CFR section 122.41(j)(2)

87	Federal NPDES Permit	T+3		3 years after end of permit		Authority: Clean Water Act 33 USC 1251 <i>et seq.</i>
REAL PROPERTY-Finance and Administration						
88	Purchase and Sale Agreements	P	-	P	V, H	Authority: GC 34090(a)
89	Easements	P	-	P	V, H	Authority: GC 34090(a)
90	Leases	P	-	P	V, H	Authority: GC 34090(a)
91	Licenses	P	-	P	V, H	Authority: GC 34090(a)
92	Lot Line Adjustments	P	-	P	V, H	Authority: GC 34090(a)
93	Parcel/Subdivision Maps Any records affecting title to real property or Liens Thereon	P	-	P	V, H	Authority: GC 34090(a)
94	Related Correspondence	P	-	P	V, H	Authority: GC 34090(a)
ORGANIZATIONS (I.E. HOMEOWNERS ASSOCIATION) - ?						
95	Reports and Studies	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
96	Publications	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
97	Backup Data	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
98	Related Correspondence	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
GOVERNMENT AGENCIES AND INDIAN TRIBES – Surveillance and Quality Control						
99	Reports and Studies	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
100	Publications	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
101	Backup Data	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
102	Related Correspondence	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
CODE ENFORCEMENT – Operations						
103	Complaints	CU+2	-	CU+2	V	Authority: GC 34090(d)

104	Notice of Public Nuisance and Order to Vacate	CU+2	-	CU+2	V, H	Authority: GC 34090(d)
105	Notice of Violation	CU+2	-	CU+2	V, H	Authority: GC 34090(d)
106	Order to Abate	CU+2	-	CU+2	V, H	Authority: GC 34090(d)
LEGAL – Administration and Human Resources						
107	Legal Opinions	S+2	-	S+2	C	Authority: Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC34090; GC 34090(d)
108	Litigation Files (Copies)	CL+2	-	CL+2	C	Note: Duplicate series; original is with District General Counsel Authority: GC 34090
109	Advertising	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 343; CCP 349 <i>et. seq.</i> ; GC 911.2; GC 34090.
110	Grand Jury Reports	CU+2	-	CU+2	-	Note: Duplicate series; original is with District General Counsel Authority: GC 34090
111	Grand Jury Responses Public Notices	CU+2	-	CU+2	-	Note: Duplicate series; original is with District General Counsel Authority: GC 34090
112	Subpoenas	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
HUMAN RESOURCES – Human Resources and Finance						
113	Timesheets	CU+2	-	CU+2	V, H	Authority: 29 CFR 516.2, 516.6
114	Payroll Records	CU+3	-	CU+3	V, H	Authority: 29 CFR 516.2, 516.5; LC 1174(d)
115	Training Records	CU+2	-	CU+2	-	Authority: GC 34090(d)
116	Training Folders Certifications Designations Continuing Education	CU+2	-	CU+2	-	Authority: GC 34090(d)
117	Travel Reimbursement	CU+2	-	CU+2	-	Authority: GC 34090(d)
118	Grievances Files	CL+2*	-	CL+2*	V	*If litigation initiated, maintain, during pendency of litigation, including all possible appeal periods. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.

119	Investigations Background Disciplinary	CU+2	-	CU+2	-	Authority: GC 34090(d)
120	Policies and Procedures	S+5	-	S+5	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
121	Awards/Commendations/Superior Accomplishments	CU+3	-	CU+3	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 6254; Civil Code 1798.40.
122	Compliance Requirements	S+2	-	S+2	-	Authority: GC 34090
123	Employee Benefits Administration Records Plan Documents Enrollment Forms	P	P	P	V	Note: Benefits records are also held by the administering organization (PERS). Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; 29 USC 1113.
124	Employee Records Hiring Promotion Demotion Selection for Training Transfer Lay-off Termination	CL+2*	-	CL+2*	V, H, C	Note: Includes current and terminated/former employees' records: application, personnel, membership, or employment referral records. CL= Until employee leaves or terminates. These records are confidential subject to certain conditions for disclosure. Please consult the District General Counsel's office. Includes records pertaining to "attendance". *If pending subject to pending complaint, retain until litigation resolved including time for any possible appeal. Authority: GC12946
125	Emergency Preparedness Procedures	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
126	MOU Agreements Certificates Agreements Notices	CL+3	-	CL+3	-	Note: CL in this record series is Close/termination of agreement. Authority: 29 CFR 516.5
127	Organization Charts	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
128	Earning Records PERS Employee Deduction Reports Wage Rate Tables Additions to and Deductions from Wages Paid	CL+2*	-	CL+2*	-	Note: CL= Due date for the tax owed. ** T+2" for PERS deduction reports. Authority: 29 CFR 516.6; Secretary of State Local Government Records Management Guidelines (February 2006).

129	Salary Records	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 1627.3
130	Employee W-4	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 1627.3
131	Social Security/Medicare	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 1627.3
132	Federal Income Tax Records	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 1627.3
133	Family and Medical Leave Act (FMLA) Leave Taken Policies Notices/Communications	CL+2	-	CL+2	V, C	Note: CL= Until employee leaves or terminates. These records are confidential subject to certain conditions for disclosure. Please consult the District General Counsel's office. *If pending subject to pending complaint, retain until litigation resolved including time for any possible appeal. Authority: GC12946
134	INS Form 1-9	T+2	-	T+2	V, C	Authority: GC 34090 (d)
135	Employee Notices	S+2	-	S+2	V, H	Authority: GC 34090(d)
136	Retirement, Pension, and Insurance Plans	S+2	-	S+2	V, H	Authority: GC 34090(d)
137	Minor Employment Records Work Time Schedules Permits and Certificates	CL+2	-	CL+2	V, C	Note: CL= Until employee leaves or terminates. These records are confidential subject to certain conditions for disclosure. Please consult the District General Counsel's office. *If pending subject to pending complaint, retain until litigation resolved including time for any possible appeal. Authority: GC 12946; 29 CFR 516.6
138	Recruitment Job Advertisements Job Applications Job Descriptions Test Papers Seniority/Merit Systems	CL+2	-	CL+2	V, C	Authority: GC 34090(d)
GENERAL CORRESPONDENCE/COMMUNICATIONS IT and Administration						
139	Chron Files	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)

139	E-Mail Messages and Attachments	*	-	*	V, H, C	* E-mails not kept in the ordinary course of business may be deleted immediately. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally, 2 yrs. for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item.
140	Telephone/Radio Communications	CU+100 days	-	CU+100 days	V, H	Note: Recordings of telephone and radio communications includes the routine daily taping and recording of telephone communications; and all radio communications relating to the operations of the District. Recordings subject to litigation/court action shall be preserved until pending litigation is resolved. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.6
141	General/Public	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
GENERAL OPERATIONS – Operations						
142	Maps	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
143	Photographs	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
144	Technicians Daily Field Records	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
145	Service Requests	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
DISTRICT HISTORY FILES – Public Outreach						
146	Maps and Drawings	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
147	Photographs	CL+2	-	CL+2	V, H	Authority - GC34090(d)
148	Reports and Studies	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
149	Articles & News-Clippings	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
150	District Publications	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
151	District Newsletters	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
152	Press Releases	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
FINANCE – Finance						
153	Audit and Tax Reports to State Agencies Final Reports Source Material and Backup Data	CU+10	-	CU+10	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337.15; GC 34090.

	Procedures for Preparation					
154	Final Budgets Documents	P	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
155	Operating Budgets	S+2	-	S+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
156	Revenue Files Revenue Reports and Studies Correspondence and Backup Data	P	P	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
157	Sales and Purchase Records	CL+2	-	CL+2	V	Authority: GC 34090(d)
158	Accounting Records	S+2	-	S+2	V, H	Authority: GC 34090.
RISK MANAGEMENT Administration, Finance, and Human Resources						
159	Certificate of Insurance	P	-	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
160	Certificate of Liability	E+1	P	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
161	Claims (Against the District) Files	CU+2	-	CU+2	-	Duplicate series. Official is held by claims adjustor or assigned attorney. If official pleadings, submit to General Counsel's office. Authority: GC 34090.7
162	Claims Loss Runs (Fiscal Year End)	CU+5	-	CU+5	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
163	Claims Loss Runs (Monthly)	CU+2	-	CU+2	-	Note: Information from the monthly loss runs is restated in the fiscal year end report. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
164	Insurance Certificates	E+2	-	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
165	Liability/Property Insurance	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
166	Workers Compensation Insurance Policies Insurance Administration Records	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
PURCHASING - Finance						
167	Checks/Registers/Ledgers	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).

168	Fees/Receipts	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
169	Grants	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
170	Invoices	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
171	General Purchasing	AR+2	-	AR+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
172	Purchase Orders	A+4	-	A+4	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
173	Requisitions – Purchasing	A+2	-	A+2	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
174	Vendor Register-Purchasing	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
HAZARDOUS MATERIALS/SAFETY RECORDS Human Resources and Safety Officer						
175	Employee Exposure/Exposure Assessment	T+30	-	T+30	V, H	Note: Does not include health insurance claims records or first aid records (one-time treatment) or the medical records of employees who have worked for less than (1) year for the employer - need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment. Authority: 29 CFR 1910.1020(d)
176	Background Data to Workplace Monitoring Summaries	CU+1	-	CU+1	-	Note: Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years. Also, material safety data sheets and specified records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years. Authority: 29 CFR 1910.1020(d)
177	Material Data Safety Sheet	*	-	*	V, H	Note: * - Material safety data sheets must be kept for those

						chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard. Authority: 29 CFR 1910.1020(d)
178	Disposal and Treatment of Hazardous Substances Hazardous Waste Manifests	P	-	P	V, H	Authority: GC 34090
179	Annual Summaries of Occupational Injuries and Illness	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
180	Work Related Injury Claims Claim Log	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
	SOCIAL MEDIA – Public Outreach and IT					
181	Facebook	CU+2	-	CU+2	H	Authority: GC 34090(d)
182	Twitter	CU+2	-	CU+2	H	Authority: GC 34090(d)
183	Instagram	CU+2		CU+2	H	Authority: GC 34090(d)



RECORDS DESTRUCTION REQUEST

Date:

- To: (1st) Department Manager
 (2nd) General Manager
 (3rd) General Counsel
 (4th) Custodian of Records

Subject: Records Destruction Request

The following records are eligible for destruction in accordance with the Records Retention Schedule adopted by Board of Trustees on November 12, 2019.

Please review the records listed below (or on attached list) and then sign and RETURN this form as confirmation of your approval of destruction.

Retention	Records Series Title, Descriptor & Dates	Method of Destruction

I consent to destruction of records as listed:

_____ Department Manager

_____ General Manager

_____ General Counsel

_____ Custodian of Records

I certify that the above described records were disposed of on _____ in accordance with approved procedures.

_____ Custodian of Records

_____ Date

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>November 12, 2019</p>
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Agenda Item: Items of General Consent

Approval of Resolution 2019-15 – Establishing Signature Approval for Checks Written from District Accounts – ***David I'Anson, Administrative Finance Manager***

Background:
 In an effort to increase the efficiency of the District's day-to-day business practices, the Board of Trustees adopted the Purchasing Policy and Guidelines ("2019 Purchasing Policy") on October 8, 2019. The policy establishes a new payment procedure and the District desires to establish signature approval for checks written from District Accounts. The following are authorized to sign bank drafts for District expenses.

Checks up to \$500	General Manager Administrative Finance Manager Human Resources Manager Information Technology Manager Laboratory Manager Operations Manager Public Outreach Manager
Checks over \$500 and up to \$10,000	General Manager <u>and</u> Administrative Finance Manager
Checks over \$10,000	General Manager <u>and</u> at least one of the following in this order of availability: Treasurer <i>President</i> <i>Vice-President</i> <i>Secretary</i>

Staff Recommendation:
 That the Board of Trustees approve Resolution 2019-15

Attachments:
 Resolution 2019-15

RESOLUTION NO. 2019-15

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA
VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
ESTABLISHING SIGNATURE APPROVAL FOR BANK DRAFTS
WRITTEN BY THE DISTRICT**

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, on October 8, 2019, the Board of Trustees approved and adopted new Purchasing Policy and Guidelines (“2019 Purchasing Policy”) for the District; and

WHEREAS, in compliance with the 2019 Purchasing Policy, the Board of Trustees desires to update the staff and Board of Trustees members who are authorized to sign bank drafts on behalf of the District.

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. Signature Approval.

The individuals holding the positions identified herein are hereby granted authority to sign checks on behalf of the District in compliance with the 2019 Purchasing Policy as further set forth below:

a) The following staff positions are authorized to sign bank drafts for District expenses in an amount that does not exceed \$500.00: General Manager; Administrative Finance Manager; Human Resources Manager; Information Technology Manager; Laboratory Manager; Operations Manager; and Public Outreach Manager.

b) The General Manager and Administrative Finance Manager are authorized to sign bank drafts for District expenses in an amount in excess of \$500.00 and which does not exceed \$10,000.

c) The General Manager and the Treasurer are authorized to sign bank drafts for District expenses that are in excess of \$10,000. In instances when the Treasurer is unavailable, one of the following officers of the Board of Trustees is authorized to sign the bank draft in this order of

availability: (1) President; (2) Vice-President; and (3) Secretary.

Section 3. Severability.

The Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this policy be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this resolution as hereby adopted shall remain in full force and effect.

Section 4. Repeal of Conflicting Provisions.

All the provisions heretofore adopted by the District or the Board of Trustees that are in conflict with the provisions of this Resolution are hereby repealed.

Section 5. Effective Date.

This Resolution shall take effect upon its adoption.

Section 6. 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 12th day of November 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, M.S., General Manager

	Coachella Valley Mosquito and Vector Control District Staff Report	November 12, 2019
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Agenda Item: Informational Item

District Travel and Trustee Training Opportunities– *Graciela Morales, Executive Assistant/Clerk of the Board*

Background:
January 26-29, 2020: Mosquito and Vector Control Association of California (San Diego, 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 November 2019 Board Meeting.

March 16-20 2020: AMCA 86th Annual Meeting (Portland, OR) ~ 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 be made by the February 2020 Board Meeting.

On Demand Webinars Offered Through CSDA.net

Description	Cost
Good Governance <i>Every board wants to govern well. It's about serving the public well. This course offers the perspective of a seasoned decision maker and consultant that will make you consider best practices of good governance for special districts; what your role is and what it is not, where the lines get drawn, and where to be careful. This course is meant to provide best practices for all board members both new and experienced.</i>	\$55.00
Keeping up the Brown Act <i>Public agency board members must understand the complex public meeting and transparency laws established by the Brown Act. In this workshop, we will walk through practical scenarios to identify the common pitfalls, and best practices, in Brown Act compliance.</i>	\$55.00

Board Action Item / Description	Month	Status	Comment	
Agreements				
	New General Counsel Agreement	January	Completed	Retainer \$4,000/ Month for all general counsel legal services; excluding litigation
	Approval of General Manager Employment Agreement Amendment	January	Completed	2% COLA; Special Merit Pay 3.5%
	Cleaning Services Agreement with CleanExcel	January	Completed	
	Service Agreement with Salton Sea Aerial Services	February	Completed	
	Public Works Contract with MAAS Companies for Project Manager Services for the Thermal Facility Asphalt Paving Project	February	Completed	
	Agreement with Palm Springs Air Conditioning for Installation of Dehumidifiers Salton Sea	March	Completed	
	Agreement with Willdan Financial for Engineering Services in Connection with the District's Benefit Assessment	March	Completed	
	Agreement with Ceja International Security	March	Completed	
	Agreement with Cintas through a US Communities Purchasing Alliance Contract for Uniform Service	May	Completed	
	Agreement with NSWC, Johnson Controls, and	May	Completed	

	Zaretsky to Complete the Laboratory's Exhaust Fan Replacement Project			
	Agreement with Onyx for Asphalt Repair Services of the District Headquarters	May	Completed	
	Agreement with Onyx for Paving and Landscaping Project at the Thermal Facility	June	Completed	
	Agreement with Health Career Connection for Intern for the Laboratory Department	July	Completed	
Purchases Range = \$5k to \$10K				
	Donation to the AMCA Research Foundation	June	Completed	
Purchases Greater than \$10K				
	Supplies for Arbovirus Testing (Thermofisher)	January	Completed	
	Four Cushman 800x Gas Powered Carts	February	Completed	
	Annual Renewal of Abila, MIP Fund Accounting, Maintenance and Support	May	Completed	
	Purchase (1) One 2019 ARGO Frontier Amphibious Tract Vehicle	May	Completed	
	Purchase of Additional Control Products for FY18-19	June	Completed	
	Purchase of Supplies for Arbovirus Testing from ThermoFisher Scientific	July	Completed	
	Purchase One Super Duty	July	Completed	

	Mist Sprayer for Area Wide Larvicide Applications			
	Purchase of Additional Control Products for FY18-19	July	Completed	
	Purchase Control Products From the Lowest Responsible Bidders or Sole-Source Providers	July	Completed	
	Purchase Control Products From the Lowest Responsible Bidders or Sole-Source Providers	September	In Progress	
Resolutions				
	Resolution 2019-01 Adopting Employee Pay Schedule	February	Completed	
	Resolution 2019-02 In Recognition of Ramon Gonzalez's 25 Years of Service to the District Employee Pay Schedule	March	Completed	
	Resolution 2019-03 Designating the Week of April 21-27, 2019, as Mosquito Awareness Week	March	Completed	
	Resolution 2019-04 Adopting the 2019 CVMVCD Mosquito-borne Virus Surveillance and Emergency Response Plan	May	Completed	
	Resolution 2019-05 In Recognition of Carlos Hernandez 25 Years of Service to the District Employee Pay	June	Completed	

	Schedule			
	Resolution 2019-06 Approving FY 2019-20 Budget	June	Completed	
	Resolution 2019-07 Intention to Levy Assessments for FY 2019-20	June	Completed	
	Resolution 2019-08 Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering the Levy of Assessments for Fiscal Year 2019-20	July	Completed	
	Resolution 2019-09 Authorizing Attendance of Professional Development Conferences and Meetings by Members of The Board of Trustees and Employees of the District for Fiscal Year 2019-2020	July	Completed	
	Resolution 2019-10 Adopting Employee Pay Schedule	July	Completed	
	Resolution 2019-11 Adopting the District's New Purchasing Policy	October	Completed	
	Resolution 2019-12 Adopting the District's Abatement Policy	October	Completed	
Other				

	Chromebooks for Trustees	January	Completed	Chromebooks for Trustees for Board packet and other District use
	Approval of the New District Logo	February	Completed	
	Surplus Sale of One, 2,000 Gallon Decommissioned Above Ground Tank	February	In Progress	
	Warrant Extension	February	Completed	
	Refund in the amount of \$8,718.33 following revised benefit assessment for property having APN 745-360-003	September	Completed	
	Approval to grant a day off to all full-time employees in appreciation of their work and dedication in protecting public health during the mosquito virus season	September	Completed	
	Emergency Succession Plan for the General Manager	October	Completed	

	<p align="center">Coachella Valley Mosquito and Vector Control District</p> <p align="center">Staff Report</p>	<p align="center">November 12, 2019</p>
<p>Agenda Item: Informational Item</p> <p>Staff Report from: MVCAC Fall Meeting, October 29-30, 2019 in Visalia, CA.</p>		
<p>Report: 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. Committees address state-wide issues that impact mosquito and vector control districts from surveillance and control to legislation. At this meeting, major topics included the reduction of funds from the CDC that pays for the West Nile Virus Dead Bird Call Center; the need for the organization to coordinate to inspect and treat electric utility vaults; and plans for 2020 legislation and regulation priorities.</p> <p>Staff from the District serve on:</p> <ul style="list-style-type: none"> • Information Technology Committee – Edward Prendez • Integrated Vector Management Committee – Bobbye Dieckmann • Laboratory Technologies Committee – Kim Hung • Legislative Committee – Jeremy Wittie • Regulatory Affairs Committee – Jennifer Henke, Chair • Vector Control Research Committee – Jennifer Henke, and Jeremy Wittie, Board Liaison. • Vector and Vector-borne Disease Committee – Kim Hung • MVCAC Treasurer – David l’Anson • MVCAC President – Jeremy Wittie • Trustee Council Southern Region Representative – Doug Hassett <p>ATTENDEES: Jeremy Wittie, General Manager Jennifer Henke, Laboratory Manager Bobbye Dieckmann, Interim Operations Manager Kim Hung, Vector Ecologist Tammy Gordon, Public Information Officer</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;">November 12, 2019</p>
<p>Agenda Item: Informational Item</p> <p>Treasurer to approve release of payment to vendors for December - <i>David I'Anson, Administrative Finance Manager</i></p>		
<p>Report:</p> <p>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 Board Meeting not having a scheduled meeting in December, the release of payment to vendors will be approved by <i>Treasurer Clive Weightman</i>.</p> <p>Payments to vendors that are approved by <i>Treasurer Clive Weightman</i> will be presented to the Board at the January 14, 2020 Board Meeting for final review.</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;">November 12, 2019</p>
<p>Agenda Item: Informational Item</p> <p>Cancellation of December 2019 Board Meeting– <i>Graciela Morales, Executive Assistant/Clerk of the Board</i></p>		
<p>Background:</p> <p>Two years ago, Trustees approved the indefinite cancellation of the December Board Meeting. The District Board went “dark” the last two years without any impact on the District’s regular 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 Meeting on Tuesday, January 14, 2020 at 6:00pm.</p>		

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Trustee Report</p>	<p style="text-align: center;">November 12, 2019</p>
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Agenda Item: Informational Item

Report of California Special Districts Association Conference Attendance, September 25-28, 2019
Anaheim, CA – ***Bito Larson, Trustee***

I encourage all trustees and staff of CVMVCD to attend these conferences. It is a great opportunity to network with others in the Special District community.

In this particular conference I had the privilege of connecting with vendors that specialize in serving local governments such as ours and learning ways we can benefit from these sources.

Some of the vendors included, subject matter experts, equipment suppliers, and businesses offering alternate sources for legal, economic and investment opportunities for our District.

I was also able to fulfill my duty to have mandatory AB 1234 ethics compliance training and required sexual harassment courses. These sessions allow for very interactive discussions about where we as a District are vulnerable and where we can improve to avoid any issues.

The conference offered many sessions which discussed topics such as how to value your workforce and make connections that inspire associates, the Internet of Technology and electronic device safety, Special Districts addressing wildland fire issues, transparency- Brown Act updates, drugs and alcohol in the workplace, and many other presentations which give a glimpse into the current issues facing our District today.

I also had a chance to catch up with fellow Vector Control partners and exchange examples of issues and successes within our Districts and get feedback to make our District stronger.

I strongly encourage participation in these valuable conferences for our District staff and Trustees.

Bito Larson
Trustee

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>November 12, 2019</p>
<p>Agenda Item: Informational Item Staff report from: Society of Vector Ecology Conference, September 22-26, 2019 in San Juan, Puerto Rico - Kim Hung, Vector Ecologist</p>		
<p>Background: The Society of Vector Ecology 49th annual conference is a four-day national conference that includes students, vector control staff, government and academic researchers, and industry workers. While most presenters are from the United States, there are some that come from overseas. This year featured a number of speakers that worked locally in Puerto Rico on learning more about mosquito ecology in communities.</p> <p>Presentations covered recent developments on ecology and surveillance of mosquitoes; bridging communication gaps between healthcare workers and vector control; ecology of biting midges; mosquito repellents; novel control strategies to control invasive mosquitoes; urban ecology of disease vectors; insecticide resistance; and trends in citizen science. The keynote address was delivered by Randy Gaugler, who discussed the discoveries and challenges with rearing nematodes for biological control of mosquitoes. There was also a poster session that covered a variety of topics such as <i>Wolbachia</i> mosquitoes, <i>Aedes aegypti</i> rearing methods, ticks, sand flies, and mites.</p> <p>Kim Hung was invited to present her work on insecticide resistance management. She discussed the work that the district does to monitor and manage adulticide resistance for the local urban mosquito population.</p>		

SECTION

10



OLD BUSINESS

	<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;">November 12, 2019</p>
<p>Agenda Item: Old Business</p> <p>Discussion and/or approval to sign an MOU jointly between the Coachella Valley Association of Governments (CVAG), the City of Indio (City), and Coachella Valley Mosquito and Vector Control District (District) to grant the easement for CV Link – <i>Ad Hoc Property Committee and Jeremy Wittie, M.S., General Manager</i></p>		
<p>Background:</p> <p>The District headquarters are located on three parcels of real property in Indio. The District offices themselves only occupy a limited part of the land. The balance of the land is vacant. In 1998 the District filed an application for Parcel Map 28725 with the City of Indio dividing the land into 16 parcels with a minimum lots size of .56 acres. For reasons that are unknown to staff, the Parcel Map was never recorded. However, Trader Place, the road called for by the map, was built and is currently being used by the public. The use of the District land as a public street is a potential source of liability to the District. The MOU will also allow the District to limit its potential liability by transferring Trader Place to the City of Indio.</p> <p>Although the Parcel Map was never recorded the reasons for filing the Parcel Map remain. Currently the District has very little control over most of its land. Part of this land is a public street over which pedestrians and traffic travel every day of the week. The potential liability to the District due to public access to its land is significant. The District should take measures to mitigate or eliminate this risk as soon as reasonably possible.</p> <p>CVAG and the City of Indio have proposed an MOU whereby CVAG will be granted an easement to access the CV Link, CVAG will expend \$90,000 to improve Trader Place, the City will accept the dedication of Trader Place and the City will allow the District to subdivide its land on favorable terms so it can potentially sell the portion that is not currently being used by the District. This will have the effect of leaving the District with less potential liability and an improved financial condition.</p> <p>The MOU with the City of Indio and CVAG calls for CVAG to fund improvements to Trader Place and the dedication of Trader Place to the City of Indio. The City of Indio maintains a large public road system and is qualified to maintain and manage roads. The District does not have this type of expertise.</p> <p>Another benefit to the District is that under the MOU it will allow for subdivision of the remaining vacant land for sale. The terms negotiated with the City of Indio allow the District to delay the construction of public improvements and the filing of performance and improvement bonds until</p>		

the property is sold and construction begins. This limits the cost of subdividing the property to the District. Subdividing the land also creates a potential source of income to the District. The District will convert land that is currently a liability into an asset. The sales proceeds from the land sale can be used to fund the District's statutory public purposes.

Staff Recommendation:

That the Board of Trustees take whatever action deemed necessary.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF
INDIO, THE COACHELLA VALLEY ASSOCIATION OF
GOVERNMENTS AND THE COACHELLA VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT**

This Memorandum of Understanding (“**MOU**”) is dated November ____, 2019 (“Effective Date”), and is by and among the City of Indio, a municipal corporation (“**Indio**” or “**the City**”), the Coachella Valley Association of Governments, a joint powers authority (“**CVAG**”) and the Coachella Valley Mosquito and Vector Control District, a special district, (“**District**”). Indio, CVAG and District may be collectively referred to herein as “**Parties.**”

RECITALS

A. The District is the owner of certain real property located in the City of Indio with Assessor Parcel Numbers 610-070-025 and 610-070-002 and as further depicted in Exhibit “A” (“District Property” or “Property”). In 1998, the District received approval for Parcel Map No. 28725 for the subdivision of the District Property; however, the District never recorded a final map for the District Property.

B. A portion of the Property is improved with the District’s offices and maintenance facilities. The remainder of the Property is vacant and improved with certain rights-of-way known as Trader Place and Oleander Avenue and are further delineated in Exhibit “A” (collectively the “District Streets”). Because the District never recorded a final map, these segments of Trader Place and Oleander Avenue were never dedicated to the City.

C. CVAG is implementing a segment of an alternative transportation project known as “CV Link” within the boundaries of the City. CV Link is a 50-mile path that will ultimately link the Coachella Valley from Palm Springs to the Salton Sea. Along the path, there are access points connecting the CV Link path to public streets. The City has learned that an access easement is needed to connect CV Link to Trader Place in the City. That portion of Trader Place, however, was never dedicated to the City and remains property of the District.

D. In order to facilitate the implementation of the CV Link segment in the City, the Parties have agreed to work together through this MOU to facilitate a public access easement on the District’s Property between the CV Link pathway

and Trader Place (“Easement” or “Public Access Easement”), in the form attached hereto as Exhibit “B”. The proposed Easement shall be granted directly to CVAG.

E. In order to connect the CV Link pathway to City streets via the Easement, the District is required to offer to dedicate the District Streets to the City and the City is required to accept the offer of dedication of the District Streets as public rights-of-way.

F. The Parties agree to take all actions necessary to accomplish the purposes described in the above Recitals.

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth in this Memorandum of Understanding, and other good and valuable consideration the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties hereby agree as follows:

Section 1. Incorporation of Recitals. The recitals set forth above and hereby incorporated and made a part of this MOU.

Section 2. Public Access Easement.

A. Subject to the obligations of the Parties set forth herein, District hereby grants to CVAG and CVAG’s successors and assigns the Public Access Easement.

B. The Parties agree that the Public Access Easement shall be recorded concurrently with the City’s acceptance of the offer of dedication and receipt of funding described in Section 7 to take place no later than March 15, 2020 (“Outside Date”). In the event that the actions contemplated by this Section 2.B have not taken place by the Outside Date, any one of the Parties may send written notice to the other Parties containing a clear reference to the default of the Outside Date obligation and reference to this subsection. If such default is not cured by the obligated Party within thirty (30) days of receiving the written notice this MOU shall terminate and the Parties shall have no further obligations to one another under this MOU.

C. CVAG shall construct a fence on the Public Access Easement similar in construction and design to the fence that is currently surrounding the improved portion of the District Property to separate the Public Access Easement property

from the remaining District Property. District will provide its cooperation to enable the construction of the fence by CVAG, including providing access to the District Property. The Parties have discretion to determine the mechanics of the installation of the fence (i.e. the timing of installation, etc.). CVAG will be solely responsible for all costs associated with the construction of the fence.

Section 3. Retaining Wall and Standpipes. CVAG, at its sole cost and expense, will remove the concrete standpipes that are shown on Exhibit “C” and install a retaining wall upon on the Public Access Easement or the property adjacent to the District Property (if such retaining wall is required to comply with code) contemporaneously with the construction of the fence. The design of the retaining wall will be submitted in advance by CVAG to the District for approval. The District will have fifteen (15) business days to comment on the design and CVAG will reasonably accommodate any structural, aesthetic or other concerns that the District may have. If the District does not submit written comments to CVAG within this period, then the design will be deemed approved. CVAG shall be required to obtain permits from the City of Indio building department for the installation of the retaining wall.

Section 4. Subdivision of Existing Parcel. The Parties understand that it is the intent of the District to file an application with the City of Indio for the subdivision of the District Property by a parcel map (“Parcel Map”). The City shall review the Parcel Map expeditiously and in good faith. The District desires to subdivide the District Property so that the improved portion with the District’s offices and maintenance facilities becomes its own separate legal lot (“New District Parcel”) and the remainder of the District Property that is vacant and contains the District Streets becomes its own separate legal lot or lots, as determined by District (“Remainder Property”) and becomes available for sale prior to the installation of improvements called for in Section 5. In lieu of requiring payment and performance bonds to secure the improvements required by the Parcel Map and related subdivision improvement agreement, the City will agree to accept lien contracts as allowed by the Subdivision Map Act to be imposed against the Remainder Property provided that performance and payment bonds shall be obtained by the developer at the time a building permit for the Remainder Parcel or part thereof is issued.

Section 5. Remainder Property Improvements. The District shall include in any purchase and sale agreement for the Remainder Property a provision that any proposed purchaser, or its successors and assigns, is required to complete the remaining improvements on the District Streets, which includes but are not

limited to, the installation of sidewalks, placement of survey monuments, repair of existing improvements (concrete curb and gutter, etc.) (collectively “Street Improvements”), as required by a covenant running with the land (“Covenant”) to be placed on the Remainder Property so that any subsequent purchaser, or its successors and assigns, is obligated to perform the Street Improvements.

The District shall provide to the City the proposed Covenant to be attached to the purchase and sale agreement for its review and approval prior to the approval of the Parcel Map and a detailed list of the required Street Improvements prepared by the City Engineer in compliance with applicable law and the time-frame for the completion of said improvements which shall be immediately prior to the issuance of a building permit. Upon completion of the Street Improvements, the City shall provide the owner of the Remainder Property with a certificate of completion and record an unconditional release of the Covenant.

Section 6. Covenant and Conditions. In order to effectuate the intent and purpose of Section 5 of this MOU, the District agrees to cooperate with the City to cause to be recorded on the Remainder Property the Covenant at the time of recording the final Parcel Map. In addition, as part of the approval of the Parcel Map, the City shall cause to be placed a condition to effectuate the intent and purpose of Section 5 of this MOU with regard to the Street Improvements requirement. The District agrees it may not take any action to contest such condition so long as it is consistent with this Agreement.

Section 7. Dedication of District Streets.

A. The District shall take all actions necessary to dedicate the District Streets to the City for the City’s acceptance. The City shall cause the acceptance of the District Streets in conformance with applicable state laws concurrent with recordation of the Public Access Easement.

B. Concurrent with the City’s acceptance of the offer of dedication, CVAG shall provide to City the sum of Ninety Thousand Dollars (\$90,000) to be used by the City for upfront needed maintenance improvements to the District Streets (i.e. grind and overlay). The City shall not be obligated to accept the District Streets until the funding from CVAG has been received.

Section 8. Waiver of Fees. The City agrees to waive City fees related to the dedication of the District Streets and the City’s acceptance of said streets.

Section 9. Renaming of Street. The City agrees to assist the District with renaming the street on which its offices and maintenance facilities are located is named Trader Place, to the extent that the street naming process allows. Such process includes the review and approval by the Police and Fire Departments to ensure that public safety response is not compromised. Generally street names are approved as part of the filing for a final map and therefore, this may be part of the conditions placed on the approvals for the proposed subdivision application.

Section 10. Cooperation of Parties. The District and City hereby authorize their respective officers (i.e. General Manager for the District and City Manager for the City) to take all acts necessary to implement the terms of this MOU including the authority to execute all documents necessary to complete the transactions contemplated herein.

Section 11. Term of MOU. The term of this MOU shall commence on the date first written above and shall terminate when all of the Parties' respective obligations hereunder have been performed.

Section 12. Legally Binding Obligations. Upon execution of this MOU, the Parties understand and agree that the obligations hereunder shall be deemed to create legally binding obligations.

Section 13. Time of the Essence. Time is of the essence regarding this MOU.

Section 14. Authority. Each signatory of this MOU represents that they are dully authorized to execute this MOU on behalf of the Party for which such signatory executes this MOU. Each Party represents that it has the appropriate legal authority to enter into this MOU and to perform all obligations under this MOU.

Section 15. Jurisdiction and Venue. This MOU shall be governed by and construed in accordance with the laws of the State of California, except for its conflicts of law rules. Any suit, action or proceeding brought under the scope of this MOU shall be brought and maintained to the extent allowed by law in the County of Riverside, California.

Section 16. Construction and Interpretation. This MOU has been arrived at through negotiations and each Party has had a full and fair opportunity to revise the terms of this MOU. As a result, the normal rule of construction that any

ambiguities are to be resolved against the drafting Party shall not apply in the construction or interpretation of this MOU.

Section 17. Entire Agreement. This MOU constitutes the entire agreement of the Parties with respect to the subject matter of this MOU and supersedes any and all prior oral or written agreement, understanding, or representation relating to the subject matter of this MOU.

Section 18. Successors and Assigns. This MOU shall be binding on and inure to the benefit of the successors and assigns of the respective Parties to this MOU. No Party may assign its interests in or obligations under this MOU without the written consent of the other Parties, which consent shall not be unreasonably withheld or delayed.

Section 19. Remedies Not Exclusive. No remedy conferred by any of the specific provisions of this MOU is intended to be exclusive of any other remedy and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies shall not constitute a waiver of the right to pursue other available remedies.

Section 20. Waivers. Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this MOU and forbearance to enforce one or more of the remedies provided in this MOU shall not be deemed to be a waiver of that remedy.

Section 21. Compliance with Law. In performing their respective obligations under this MOU, the Parties shall comply with and conform to all applicable laws, rules, regulations and ordinances.

Section 22. Notices. All notices, requests, demands or other communications required or permitted under this MOU shall be in writing unless provided otherwise in this MOU. Notice shall be deemed to have been duly given and received on: (i) the date of service if served personally on the Party to whom notice is to be given at the address or addresses as provided below, (ii) the first day after mailing, if mailed or dispatched by Federal Express, United States Express Mail, or other similar overnight courier service, postage prepaid and addressed as provided below, or (iii) the third (3rd) business day after mailing if mailed to the

Party to whom notice is to be given by first class mail, registered or certified, postage prepaid, addressed as follows:

To Indio: City of Indio
City Manager
100 Civic Center Mall
Indio, California 92201

To District: Coachella Valley Mosquito and Vector Control
District
General Manager
43420 Trader Place
Indio, California 92201

To CVAG: Coachella Valley Association of Governments
General Manager
73710 Fred Waring Dr #200,
Palm Desert, CA 92260

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date first written above.

INDIO:

CITY OF INDIO

By: _____
Mark Scott, City Manager

ATTEST:

By: _____

Cynthia Hernandez, City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

DISTRICT:

COACHELLA VALLEY
MOSQUITO AND VECTOR
CONTROL DISTRICT

By: _____
Jeremy Wittie, M.S, General
Manager

ATTEST:

By: _____
Graciela Morales, District Clerk
of the Board

APPROVED AS TO FORM:

By: _____
Lena D. Wade, Esq. District
General Counsel

CVAG:

COACHELLA VALLEY
ASSOCIATION OF
GOVERNMENTS

By: _____
Tom Kirk, General Manager

APPROVED AS TO FORM:

By: _____
Best Best & Krieger LLP

EXHIBIT "A"

DISTRICT PROPERTY

(Attached.)

EXHIBIT "B"

Recording requested by and when recorded, return to:

Coachella Valley Association
Of Governments
Attn: Martin Magana
73-710 Fred Waring Drive
Palm Desert, CA 92260

APN(s): 610-070-025 and 610-070-002 (portions)

No recording fee per Government Code § 6103
No Documentary Transfer Tax per Revenue and
Taxation Code § 11922

EASEMENT DEED

(CV Link Multi-Modal Transportation Corridor Project)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, a special district (hereinafter referred to as "Grantor") does hereby grant to the COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS, a joint powers authority created under the laws of the State of California (hereinafter referred to as "Grantee"), its successors and assigns, a perpetual exclusive easement and right of way for a multipurpose public path ("Project"), including riding, walking, jogging, running, biking, electric vehicles and similar uses in, on, over and across that portion of Grantor's property ("Grantor's Property") that is legally described in Attachment "A", which is attached hereto and by this reference incorporated herein, and graphically depicted on Attachment "B", which is attached hereto and by this reference incorporated herein (collectively, the "Easement"). The Easement is subject to the following terms and conditions:

1. The purpose of the Project and the Easement is to (i) foster mobility within the Coachella Valley, (ii) promote public health and wellness through exercise and the use of different modes of transportation, (iii) ensure public safety by providing a dedicated path for such modes of transportation, (iv) enhance mobility and accessibility for disadvantaged individuals, and (v) provide environmental benefits such as improved air quality and reduced carbon emissions from the use of different modes of transportation.

2. The Easement will include the right of Grantee to access, construct and maintain a paved path within the area described on Attachment B, as well as utility installations, lighting, rest areas, exercise stations and such other facilities as are reasonable or desirable for the public use of the Project. Grantee shall be solely responsible for the construction, operation, maintenance and use of the Project facilities within the area described on Attachment B.

3. (a) In consideration of the grant of the Easement, Grantee hereby agrees to indemnify, defend and hold harmless Grantor, its directors, officers, employees, agents, successors and assigns (the "Indemnified Parties") from and against all "Damages," as defined in sub-section (c) below, that may be imposed on, incurred by, or asserted against the Indemnified Parties as a result of (i) any damage to Grantor's Property as a result of the activities of Grantee or any invitee, including Desert Healthcare District, while present on the Easement or the Property or in connection with the construction and installation of the Project; (ii) any negligent act or omission of Grantee, its employees, agents and contractors, occurring on or about the Grantor's Property; or (iii) any claim by a member of the public that alleges that such party incurred Damages while making use of the Project or the Grantor's Property, including without limitation, damage to personal property or any death or bodily injury. The foregoing indemnity will not apply to the extent that Damages were caused by (x) an affirmative act of the Indemnified Parties that is negligent and was the proximate cause of an injury; or (y) the intentional misconduct of the Indemnified Parties. Furthermore, it is not intended that any third party have the right to claim it is a beneficiary of the indemnity obligations of Grantee hereunder.

(b) If any of the Indemnified Parties have sovereign immunity or immunity as a public agency, including Grantee, with respect to any claim for Damages alleged by a third party, then the indemnity obligation of Grantee will be limited to asserting such immunity from claims in cooperation with the Indemnified Parties pursuant to sub-section (d) below and in no event will this indemnity be interpreted as a waiver or release of such immunity.

(c) As used herein, "Damages" shall mean all actual and direct liabilities, demands, claims, actions or causes of action, regulatory, legislative or judicial proceedings, assessments, levies, losses, fines, penalties, damages, costs and expenses, in each case as awarded by a court or arbitrator, including without limitation, reasonable attorneys', accountants', investigators', and experts' fees and expenses sustained or incurred in connection with the defense or investigation of any such liability.

(d) Promptly following receipt of any written claim or legal proceeding asserted by a person or entity who is not a party to this Easement Deed (a "Third-Party Claim"), the Indemnified Parties shall notify Grantee of such claim in writing. Grantee shall have a period of 30 days (or such lesser period as may be required to timely respond to a Third-Party Claim) following the receipt of such notice to assume the defense thereof and Grantee shall thereafter undertake and diligently pursue the defense of the Third-Party Claim. Grantee shall reimburse Indemnified Parties for any legal expense reasonably incurred by Indemnified Parties to timely respond to a Third-Party Claim prior to Grantee assuming the defense thereof. Grantee shall not consent to entry of judgment or enter into any settlement agreement, without the consent of the Indemnified Parties, that does not include a complete and unconditional release of the Indemnified Parties or that imposes injunctive or other equitable relief against the Indemnified Parties. The Indemnified Parties shall be entitled to participate in, but not control, the defense thereof, with counsel of their choice and at their own expense. If Grantee fails to assume and diligently pursue the defense of such Third-Party Claim, the Indemnified Parties may defend against such Third-Party Claim in such manner as they may deem appropriate, including without limitation settlement thereof on such terms as the Indemnified Parties may deem

appropriate, and to pursue such remedies as may be available to the Indemnified Parties against Grantee. Notwithstanding the foregoing, the Indemnified Parties shall not consent to entry of a judgment or enter into any settlement agreement, without the consent of Grantee that does not include a complete and unconditional release of Grantee.

4. Grantee shall maintain commercial general liability insurance or with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and \$2,000,000 completed operations aggregate. The policy must include contractual liability that has not been amended. Grantee shall submit to District a valid certificate of insurance in favor of District, its Board, officers, agents, employees and volunteers at all times.

5. Grantee will have the right to grant a non-exclusive easement to Desert Healthcare District for the use of the Easement for the purpose of using the Easement for public access related to public health and wellness. In addition to any rights that Grantee may have at law or equity to enforce the terms of this Easement, in the event that Grantee fails to enforce the terms of this Easement as necessary for public benefit and use of the Project, then the public agencies and entities that have provided funding for the Project as of the date of this Easement Deed shall have the right, individually or collectively, to enforce the provisions of this Easement Deed for the benefit of the public.

6. Grantee shall be obligated to maintain the Easement, the Project and all improvements on the Easement including but limited to the path, fence and lighting at all times in a neat, clean, functional and improved condition and used solely for the purposes set forth herein, and shall not allow the same to fall into neglect or disrepair, failing which shall cause the Easement to be terminated and of no further force or effect, with full right, title and interest restored to Grantor.

[signature page follows]

Grantor hereby executes this Deed of Easement as of the date set forth below.

Date: _____

GRANTOR:

COACHELLA VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT, A SPECIAL
DISTRICT

By: _____
Name: _____
Title: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
COUNTY OF RIVERSIDE }

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

EXHIBIT "C"

DIAGRAM SHOWING LOCATION OF STANDPIPES

APN 610-070-002 COACHELLA VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT
SEC. 15, T.5S., R.7E., SBM
CITY OF INDIO

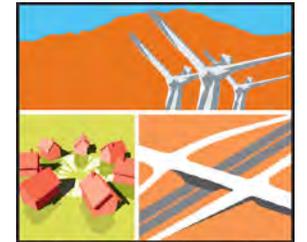


EXHIBIT B CV LINK EASEMENT



Legend

-  CV LINK
-  CV Link Easement
-  Parcels
-  Streets



CVAG

CV/LINK
CONNECTING THE COACHELLA VALLEY



0 250 500 1,000 Feet

	<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;">November 12, 2019</p>
<p>Agenda Item: Old Business</p> <p>Thermal Paving and Landscaping Project status update – <i>Jeremy Wittie, M.S., General Manager</i></p>		
<p>Oral status report by Jeremy Wittie, M.S., General Manager.</p>		

SECTION

11



NEW BUSINESS

	<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: right;">November 12, 2019</p>
<p>Agenda Item: New Business</p> <p>Approval for \$500,000 fund transfer from VCJPA Member Contingency Fund to Thermal Remediation Fund. The funds will be used to pay for environmental costs in connection with the Thermal Remediation Project – David I’Anson, Administrative Finance Manager</p>		
<p>Background:</p> <p>The District currently has \$1,087,624 held as VCJPA Deposits in the Member Contingency Fund. These funds have grown over the years due to retrospective refunds and earned interest. The purpose of the VCJPA Member Contingency Fund is to pay for items not covered under the Agency’s pooled programs.</p> <p>The VCJPA Member Contingency Fund Deposits are currently reported on the District’s Balance Sheet in Non Spendable Fund Balance held as Reserve for Prepaid Insurance and Deposits. Permissible use of these funds according to the VCJPA Bylaws are to pay for “environmental clean-up costs not covered by the VCJPA coverages”. Staff recommend that the District transfer up to \$500,000 from the VCJPA deposits to the Thermal Remediation Fund to pay for the remediation work at the old District Headquarters in Thermal.</p> <p>At the end of the fiscal year, excess funds left over after construction will be transferred from Thermal Remediation fund into the General Fund for use in Fiscal Year 2020-2021 budget.</p>		
<p>Staff Recommendation:</p> <p>Approve \$500,000 fund transfer from VCJPA Member Contingency Fund to Thermal Remediation Fund.</p>		

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>November 12, 2019</p>
<p>Agenda Item: New Business</p> <p>Appointment of the District's Abatement Hearing Committee – Doug Hassett, President</p>		
<p>Background:</p> <p>During the October 8, 2019 Board of Trustees meeting the Board approved the Abatement Policy. As outlined in the policy, an Abatement Hearing Committee shall be formed to conduct nuisance abatement hearings. The Committee shall be composed of three members of the Board, with one alternate, appointed by the Board annually each January.</p>		
<p>Staff Recommendation:</p> <p>That the President appoints an Abatement Hearing Committee.</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;">November 12, 2019</p>
<p>Agenda Item: New Business</p> <p>Discussion and approval of Resolution 2019-16 approving the District’s Benefit Assessment Appeal Policy – <i>Jeremy Wittie, M.S., General Manager</i></p>		
<p>Background:</p> <p>The District desires to adopt and implement a Benefit Assessment Appeal Policy in an effort to establish a policy for any property owner who believes that an assessment levied on the property owner’s subject property is in error as a result of incorrect information being used to apply the method of assessment.</p>		
<p>Staff Recommendation:</p> <p>Staff recommends that the Board of Trustees adopts resolution 2019-16, establishing the District’s Benefit Assessment Appeal Policy.</p>		
<p>Attachments:</p> <ul style="list-style-type: none"> • Benefit Assessment Appeal Policy • Resolution 2019-16 		

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

APPEAL OF BENEFIT ASSESSMENT APPORTIONMENT

I. Policy

Any property owner who believes that an assessment levied on the subject property is in error as a result of incorrect information being used to apply the method of assessment, may file a written appeal with the General Manager of the Coachella Valley Mosquito and Vector Control District ("District") or his or her designee. Any such appeal is limited to correction of an assessment during the current Fiscal Year or, if appealed before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District's General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District's General Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the Riverside County Assessor for collection, the District's General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District's General Manager, or his or her designee, shall be referred to the Board of Trustees ("Board"). The decision of the Board shall be final.

II. Appeal to General Manager

1. All appeals of assessment apportionment and/or requests for rebate of District assessments must be submitted in writing to the General Manager.

2. All written requests must identify the owner name and mailing address, parcel address and parcel number.

3. All appeals and/or requests for rebate must specifically identify the reason for such appeal or request. Specific examples include the assessment rate, methodology for calculating assessments, parcel acreage, Single Family Equivalent (SFE) assigned, zoning classification of the parcel (i.e., commercial vs. residential), property use, etc.

4. In the event the property owner contends that a parcel should be treated as though it were, in fact, two (2) or more parcels, the District will only consider such request after the parcels have been properly divided by the County of Riverside and such parcel split is noted in the records of the Riverside County Assessor.

5. The General Manager shall review all requests for completeness and then assign the appropriate staff member to follow up on the request.

6. District personnel may use outside expertise to assist in considering an appeal. For example, the District's Engineer may be consulted for items involving assessment rate calculations and methodology, parcel acreage and SFE assignment. The County Assessor's Office may be contacted to resolve differences involving assignment of zoning, use code, or parcel acreage.

7. Once a determination has been made the General Manager or his designee will prepare a report regarding the determination. If the General Manager approves an appeal, the General Manager has the authority to issue a rebate to the property owner in an amount not to exceed \$5,000. If the rebate determined by the General Manager is in an amount in excess of

\$5,000 the General Manager shall seek authority of the Board to issue said rebate.

8. The General Manager shall provide the property owner with notice of the determination and inform the property owner that the property owner may file a written appeal to the Board within ten (10) business days of the date of the determination.

III. Appeal to the Board of Trustees

1. A written appeal to the Board shall be submitted to the Clerk of the Board within ten (10) business days of the date of the General Manager's determination.

2. The written appeal must identify the property owner's name and mailing address, parcel address and parcel number.

3. The President shall appoint three (3) members of the Board to an Assessment Appeal Committee. The Committee shall conduct a hearing regarding the property owner's appeal.

4. Written notice shall be provided to the property owner specifying the date, time and place of the Committee's review of the appeal. Included in this notice will be a summary of staff's recommendation to the Committee. The property owner shall be informed that the property owner should submit written explanation of the appeal and supporting documents to the Clerk at least five (5) business days before the hearing so that property owner's documents may be forwarded to members of the Committee before the hearing.

5. The Committee Chairman and/or the Clerk will administer oaths to witnesses who testify under oath. The Committee will examine witnesses, receive evidence, hear arguments, analyze and evaluate facts and pertinent laws, ordinances, rules and regulations to prepare an independent judgment. At the hearing, staff will present staff's determination regarding the appeal followed by the presentation of the property owner or representative regarding the property owner's position. Members of the Committee may ask questions of staff, the property owner and/or the property owner's representative.

6. The Committee will make a recommendation to the Board at a regular or special meeting of the Board regarding the appeal. The decision of the Board shall be final.

Resolution No. 2019-16

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL
DISTRICT ADOPTING THE BENEFIT ASSESSMENT APPEAL POLICY WHICH SHALL ESTABLISH
POLICY AND GOVERN THE DISTRICT'S BENEFIT ASSESSMENT APPEAL PROCESS**

WHEREAS, the Coachella Valley Mosquito and Vector Control District (the "District") is a political subdivision of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et seq.; and

WHEREAS, the District desires to adopt a Benefit Assessment Appeal Policy in an effort to establish a policy for any property owner who believes that an assessment levied on the property owner's subject property is in error as a result of incorrect information being used to apply the method of assessment; and

WHEREAS, attached hereto as Exhibit "A" and incorporated herein by this reference is the Benefit Assessment Appeal Policy prepared by District staff; and

WHEREAS, the District now desires to adopt and implement the attached Benefit Assessment Appeal Policy which shall establish policy and govern the District's benefit assessment appeals process.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals.

The recitals set forth above are true and correct.

Section 2. CEQA Exemption.

The Board of Trustees ("Board") finds that the actions contemplated by this Resolution are exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 3. Adoption of the Benefit Assessment Appeal Policy.

The Board hereby adopts the **Assessment Appeal** Policy attached hereto as Exhibit "A" and incorporated herein by this reference, as the Benefit Assessment Appeal Policy which shall supersede prior policies and shall govern the District's assessment appeals procedures.

Section 4. Delegation of Authority.

The District's General Manager is hereby delegated all authority necessary to implement the District's Benefit Assessment Appeal Policy.

Section 5. Public Inspection and Copying.

A copy of the Benefit Assessment Appeal Policy shall be maintained at the District offices and shall be made available for public inspection and copying during regular business hours.

Section 6. Severability.

The Board declares that, should any provision, section, paragraph, sentence or word of the Benefit Assessment Appeal Policy be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of the Benefit Assessment Appeal Policy as hereby adopted shall remain in full force and effect.

Section 7. Repeal of Conflicting Provisions.

All the provisions of any resolution or policy heretofore adopted by the District that are in conflict with the provisions of this Resolution are hereby repealed.

Section 8. Effective Date.

This Resolution shall take effect July 1, 2020.

Section 9. 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.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

PASSED, ADOPTED AND APPROVED, this 12th day of November 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, M.S., General Manager

EXHIBIT "A"

**COACHELLA VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT
BENEFIT ASSESSMENT APPEAL POLICY**

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>November 12, 2019</p>
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Agenda Item: New Business

Approval of Resolution 2019-13 providing a gift certificate to employees for work performed late November through early December, 2019, in a total collective amount for all certificates not to exceed \$2,800.00 - **Jeremy Wittie, M.S., General Manager**

Background:

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 past years, forty dollars (\$40).

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.

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 26, 2019, through December 7, 2019.

Staff Recommendation:

Approve Resolution 2019-13 providing Gift Certificates to employees for work performed late November through early December.

Fiscal Impact:

FY2019-20 Budget GL # 5300.01.200.000	Current Available Funds	Proposed Expense Fiscal Year 2019/20	Remaining Available Funds
Amount budgeted	\$4,000	\$2,800	\$1,200

Attachment:

- Resolution 2019-13

Resolution No. 2019-13

**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 2019**

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 2019 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 26, 2019, through December 7, 2019, 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 12th day of November, 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, M.S., General Manager

	<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;">November 12, 2019</p>
<p>Agenda Item: New Business</p> <p>Appointment of the ad hoc Nomination Committee – Doug Hassett, President</p>		
<p>Background:</p> <p>The Board is required to elect its officers at the first meeting in January each year or every other year.</p> <p>In accordance with the District’s Bylaws for the purpose of recommending a slate of Board officers for the 2020 calendar year, Doug Hassett will be appointing an ad hoc Nomination Committee during the November 12, 2019 Board Meeting. The ad hoc committee shall have three or four members and may want to meet sometime in November or December.</p> <p>In mid-November a survey will be conducted by staff to see who has interest in serving in an officer position. This information will be given to the committee and they will develop a slate of candidates for the offices of the President, Vice President, Secretary, and Treasurer. Each Board member will have the opportunity to nominate other candidates from the floor.</p>		
<p>Staff Recommendation:</p> <p>That the President appoints the ad hoc Nomination Committee</p>		



**Coachella Valley Mosquito and Vector
Control District**

**November 12,
2019**

Staff Report

Agenda Item: New Business

Discussion and/or approval to purchase six vehicles in an amount not to exceed \$185,750.00 from fund 8415.13.300.000 - **Capital Replacement Edward Prendez, Information Technology Manager**

Background:

This purchase request is for five double cab trucks estimated to cost \$28,232.31 each and one Transit Connect Cargo Van estimated to cost \$30,111.51. All five trucks will be full-size, four-wheel drive and be assigned to the Operations Department. One Transit Connect Cargo Van will be assigned to the Public Outreach Department.

Silverado 1500 4X4	Transit Connect Cargo Van
	

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 is 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 State of California Contract #1-18-23-23D and #1-18-23-23A.

Vehicle Replacement Criteria:

A weighted point system based on age, usage, type of service, maintenance and repair costs and overall condition of the vehicle is used to determine the vehicles which should be replaced in the upcoming fiscal year.

The points are totaled and vehicles are monitored throughout the year to identify any issues or possible re-assignment to extend the life of the vehicle.

Score Point Ranges	Conclusion
Above 28	Needs immediate consideration
24 to 28 Points	Qualifies for replacement
18 to 23 Points	Keep unit
Under 18 Points	Keep unit

The vehicle replacement strategy is to provide the departments of the Coachella Valley Mosquito and Vector Control District with safe, reliable, economical and environmentally sound transportation.

VIN	YEAR	MAKE	TYPE	PURCHASE	AGE	Replacement
1FMEU73E76UB70881	2006	FORD	SUV 4X4	\$23,805.34	13	30,000.00
1FTZR44U77PA29000	2007	FORD	PICKUP 4X2	\$14,912.00	12	30,000.00
1G1ZT57N97F110462	2007	CHEVROLET	SEDAN 4X2	\$18,648.42	12	30,000.00
1FMEU51E18UB04014	2008	FORD	SUV 4X4	\$23,530.00	11	30,000.00
2D4GP44L46R857106	2006	DODGE	MINIVAN 4	\$24,945.03	13	30,000.00
1FTEX1EW2AKA20812	2010	FORD	PICKUP 4X4	\$20,450.00	9	30,000.00
				\$126,290.79		180,000.00

The Capital Outlay budget item for Fleet Maintenance – vehicle purchases is \$171,273.06- along with estimated outfitting cost of \$14,300 which includes emergency flashers, water tanks, electrical accessories, logo designs, shelves and personal protective equipment (PPE) storage compartments.

Staff Recommendation:

Approval to purchase six vehicles utilizing the State of California Contracts #1-18-23-23D and #1-18-23-23A.

Fiscal Impact:

FY2019-20 Budget	Current Available Funds	Proposed Expense	Remaining Available Funds
8415.13.300.000			
\$185,750	\$185,750	\$185,750	\$XX,000

Replacement of Fleet Assets

Purpose

To provide the departments of the Coachella Valley Mosquito & Vector Control District with safe, reliable, economical and environmentally sound transportation and related support services that are responsive to their needs and that preserve vehicle value and equipment investment.

Reasoning

To control the overall cost of operating and maintaining the District's Fleet of Vehicles and Equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement cost. All new purchases for vehicles and equipment are part of the budget cycle and are coordinated through Fleet Management Team for recommendation.

Fleet Management Team

- Fleet Manager/Supervisor
- Shop Mechanic II

Vehicle Replacement Criteria

This system uses a weighted points system based on age, usage, type of service, reliability, maintenance and repair costs and overall condition of the vehicle, similar to American Public Works Association (AWPA). The point system is used to determine the vehicles which should be replaced in the upcoming fiscal year.

Criteria	Description
CV-Age	One point is given for each year of age based on in-service date
CV-Usage	One point is given for each 10,000 miles One point is given for each 200 hours
CV-Type of Service	One point for Sedans, Mini-Van, Passenger SUV Two points for 4x2 Pickup Trucks, Trailers, ForkLift Three points for 4x4 SUVs, UTV, ATV, Workhorse, Trailer Four points for 4x4 Pickup Trucks, Heavy-Duty, ARGO
CV-Maintenance & Repair	One point for repair cost under the Class Average Three points for repair cost above Class Average Five points for total life cost greater than actual purchase price

CV-Condition	One to Five points based on the overall condition of the unit with 5 being poor condition.
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The points system is used to determine the vehicle which should be replaced in the upcoming fiscal year.

Score Point Ranges	Conclusion	Color
Above 28	Needs immediate consideration	Red
24 to 28 Points	Qualifies for replacement	Orange
18 to 23 Points	Keep unit	Yellow
Under 18 Points	Keep unit	Green

Vehicle Replacement Requests

After meeting with the various Department Heads, the Fleet Management Team will conduct a replacement evaluation, considering, but not limited to:

- Vehicle Replacement Criteria
 - Age
 - Usage
 - Type of Service
 - Maintenance & Repair
 - Condition
- Parts Availability
- Immediate Repairs
- Vehicle/Equipment Justification Form
- Recommend Industry Guidelines for Vehicle/Equipment Replacement
- General Appearance

Objective

This policy seeks to avoid keeping vehicles and equipment beyond their reasonable life cycles which will cause total vehicle costs to rise, making the fleet more costly to own and operate. The following values are for example purposes only and not the recommended schedule set by the Coachella Valley Mosquito & Vector Control District.

This is a living document that will be modified and updated annually to reflect changes in the Districts operations, the changing needs of our community, and changes in the automotive and equipment industry.

Vehicles may be identified for disposal before the minimum vehicle replacement criteria have been met when the cost of repairs shall be determined to be non-cost effective, or if a vehicle is declared excess to the needs of the District. Vehicles may continue to operate past the vehicle replacement criteria as long as they are determined to be safe and cost effective to operate.

2019-Beyond Vehicle Outlook

YEAR	MAKE	TYPE	DEPARTMENT	UNIT	AGE	MILEAGE	MAINTENANCE	MT-AVG	MT-SCORE	PURCHASE	CV-AGE	CV-USAGE	CV-TYPE	CV-MT	CV-CON
2005	CHEVROLET	PICKUP 4X4	SURVEILLANCE	113	14	90151	\$ 9,391.63	\$7,196.79	3	\$ 23,960.00	14	9	4	3	3
2005	FORD	PICKUP 4X4	FACILITIES/SHOP	111	14	55767	\$ 10,566.51	\$7,196.79	3	\$ 28,466.89	14	6	4	3	3
2010	FORD	PICKUP 4X4	OPERATIONS	3	9	67421	\$ 7,086.30	\$7,196.79	1	\$ 20,450.00	9	7	4	1	3
2010	FORD	PICKUP 4X4	OPERATIONS	4	9	43950	\$ 4,067.66	\$7,196.79	1	\$ 20,450.00	9	4	4	1	3
2008	FORD	PICKUP 4X4	FACILITIES/SHOP	152	11	20315	\$ 4,193.60	\$7,196.79	1	\$ 22,033.12	11	2	4	1	2
2008	FORD	DUMP 4X4	MAINTENANCE	162	11	26239	\$ 5,847.83	\$5,847.83	1	\$ 36,572.00	11	3	4	1	1
2015	FORD	SINGLE CAB PICKUP 4X4	OPERATIONS	28	4	31515	\$ 2,742.63	\$2,537.74	3	\$ 24,867.00	4	3	4	3	2
2015	FORD	SINGLE CAB PICKUP 4X4	OPERATIONS	27	4	25368	\$ 3,297.62	\$2,537.74	3	\$ 24,867.00	4	3	4	3	2
2015	FORD	SINGLE CAB PICKUP 4X4	OPERATIONS	25	4	23401	\$ 2,577.30	\$2,537.74	3	\$ 24,867.00	4	2	4	3	2
2015	FORD	SINGLE CAB PICKUP 4X4	LABORATORY	23	4	21099	\$ 3,258.47	\$2,537.74	3	\$ 24,867.00	4	2	4	3	2
2017	CHEVROLET	SINGLE CAB PICKUP 4X4	OPERATIONS	37	2	26448	\$ 2,594.72	\$2,537.74	3	\$ 24,938.00	2	3	4	3	2
2017	CHEVROLET	EXTENDED CAB PICKUP 4X4	SURVEILLANCE	40	2	23600	\$ 2,043.86	\$1,566.20	3	\$ 26,609.00	2	2	4	3	2

2015	FORD	SINGLE CAB PICKUP 4X4	OPERATIONS	26	4	22461	\$	2,219.10	\$2,537.74	1	\$ 24,867.00	4	2	4	1	2
2017	CHEVROLET	4X4 SE	OPERATIONS	39	2	21703	\$	2,893.40	\$2,537.74	3	\$ 24,938.00	2	2	4	3	2
2013	FORD	ECOBOOST SINGLE CAB PICKUP	ADMINISTRATION	19	6	30328	\$	1,465.40	\$1,465.40	1	\$ 23,706.00	6	3	1	1	2
2015	FORD	4X4 SINGLE CAB PICKUP	OPERATIONS	24	4	17931	\$	2,036.81	\$2,537.74	1	\$ 24,867.00	4	2	4	1	2
2017	CHEVROLET	4X4 SINGLE CAB PICKUP	OPERATIONS	35	2	27498	\$	2,501.39	\$2,537.74	1	\$ 24,938.00	2	3	4	1	2
2017	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	36	2	21545	\$	2,153.56	\$2,537.74	1	\$ 24,938.00	2	2	4	1	2
2018	CHEVROLET	4X4 SINGLE CAB PICKUP	SURVEILLANCE	56	1	20126	\$	4,258.92	\$1,566.20	3	\$ 24,582.00	1	2	4	3	1
2017	CHEVROLET	4X4 SINGLE CAB PICKUP	OPERATIONS	34	2	18195	\$	2,340.95	\$2,537.74	1	\$ 24,938.00	2	2	4	1	2
2017	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	38	2	16710	\$	1,836.95	\$2,537.74	1	\$ 24,938.00	2	2	4	1	2
2018	CHEVROLET	4X4	OPERATIONS	45	1	16050	\$	1,862.11	\$1,566.20	3	\$ 24,582.00	1	2	4	3	1

2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	OPERATIONS	41	1	14687	\$	4,035.33	\$1,566.20	3	\$ 24,582.00	1	1	4	3	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	OPERATIONS	43	1	12304	\$	2,435.50	\$1,566.20	3	\$ 24,582.00	1	1	4	3	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	OPERATIONS	49	1	11310	\$	6,365.64	\$1,566.20	3	\$ 24,582.00	1	1	4	3	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	OPERATIONS	50	1	7701	\$	5,389.93	\$1,566.20	3	\$ 24,582.00	1	1	4	3	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	SURVEILLANCE	55	1	20707	\$	1,250.24	\$1,566.20	1	\$ 24,582.00	1	2	4	1	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	OPERATIONS	47	1	19995	\$	1,451.97	\$1,566.20	1	\$ 24,528.00	1	2	4	1	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	SURVEILLANCE	53	1	19388	\$	1,060.42	\$1,566.20	1	\$ 24,582.00	1	2	4	1	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	OPERATIONS	42	1	18500	\$	1,525.44	\$1,566.20	1	\$ 24,582.00	1	2	4	1	1
2018	CHEVROLET	EXTENDED CAB PICKUP 4X4	OPERATIONS	44	1	15131	\$	1,070.11	\$1,566.20	1	\$ 24,582.00	1	2	4	1	1
2018	CHEVROLET	PICKUP	OPERATIONS	46	1	14933	\$	1,401.76	\$1,566.20	1	\$ 24,582.00	1	1	4	1	1

2018	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	48	1	11090	\$	1,227.68	\$1,566.20	1	\$	24,582.00	1	1	4	1	1
2018	CHEVROLET	4X4 EXTENDED CAB PICKUP	SURVEILLANCE	54	1	10695	\$	1,058.47	\$1,566.20	1	\$	24,582.00	1	1	4	1	1
2018	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	57	1	9878	\$	889.12	\$1,566.20	1	\$	24,582.00	1	1	4	1	1
2018	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	51	1	9800	\$	1,294.43	\$1,566.20	1	\$	24,582.00	1	1	4	1	1
2018	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	52	1	9701	\$	956.52	\$1,566.20	1	\$	24,582.00	1	1	4	1	1
2019	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	62	0	2225	\$	907.60	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	63	0	2174	\$	960.37	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	64	0	1801	\$	1,020.81	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	4X4 EXTENDED CAB PICKUP	OPERATIONS	61	0	1719	\$	889.63	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	CAB	OPERATIONS	59	0	1709	\$	1,427.09	\$1,566.20	1	\$	28,145.31	0	0	4	1	1

2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB	LABORATORY	58	0	1346	\$	705.64	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB	OPERATIONS	60	0	522	\$	794.80	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB	OPERATIONS	66	0	500	\$	1,067.36	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB	OPERATIONS	65	0	150	\$	1,020.57	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB	OPERATIONS	67	0	0	\$	755.06	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB		76	0	0	\$	134.45	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB		68	0	0	\$	648.61	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4 EXTENDED CAB		75	0	0	\$	104.45	\$1,566.20	1	\$	28,145.31	0	0	4	1	1
2019	CHEVROLET	PICKUP 4X4		69	0	0	\$	104.45	\$1,566.20	1	\$	28,145.31	0	0	4	1	1

Recommendation 2019-2020

Fleet

- Sell:
 - Active Fleet Vehicles: 18, 101, 125, 102, 104
 - Graveyard: 110, 135, 138, 140,141,142,143,144,145
 - Sold: 13,14, 134, 136
- Purchase:
 - 5 Full-Size Regular Cab 4X4 – Standard Bed Chevrolet Silverado’s
 - 2019 Price: \$28,232.31 | \$80 Doc | \$600 Delivery
 - 1 Ford Transit Connect Cargo Van
 - 2019 Price: \$30,111.51 | \$80 Doc | \$1000 Delivery

Future

- FY2020-21 Replace UNIT# 111 HD Model with Flatbed
- FY2021-22 No vehicles planned to replace
- FY2022-23 No vehicles planned to replace
- FY2023-24 Replace UNIT# 152 and UNIT# 162. Re-evaluate 8 year old vehicles servicing the Red Imported Fire Program responsible for towing golf carts and vehicles assigned to the Agricultural Areas for rust.

	<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;">November 12, 2019</p>
<p>Agenda Item: New Business</p> <p>Appointment of the ad hoc Negotiations Committee - Doug Hassett, President</p>		
<p>Background:</p> <p>During the November 1, 2019 Executive Committee meeting, committee members discussed the need to appoint an ad hoc committee charged with negotiating the terms of the employment agreement of the General Manager.</p>		
<p>Staff Recommendation:</p> <p>That the Board takes whatever action deemed necessary.</p>		