



Coachella Valley Mosquito and Vector Control District

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

Executive Committee Meeting

Monday, November 24, 2025

10:00 a.m.

AGENDA

Materials related to an agenda item that are submitted to the Executive Committee after distribution of the agenda packets are available for public inspection in the Clerk of the Board's office during normal business hours and on the District's website.

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

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

Our Mission and Vision

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

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

- 1. Call to Order** – John Peña, President
- 2. Roll Call**
- 3. Confirmation of Agenda**

4. Public Comments

Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 9:00 a.m. on November 24, 2025, at mScarboroughheckel@cvmosquito.org. E-mails received prior to 9:00 a.m. on the day of the Executive Committee meeting will be made part of the record and distributed to the Executive Committee. This method is encouraged as it gives the Executive Committee the opportunity to reflect upon your input. E-mails will not be read at the meeting.

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

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

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

5. Review of December 9, 2025, Draft Board of Trustees Regular Meeting Agenda

6. Action Items-

- A. Board of Trustees Retreat in Spring 2026 — **Jeremy Wittie, MS, CSDM, General Manager**

Staff recommends Executive Committee accept the proposal to hold the retreat at the Desert Willow Golf Resort and submit it for full Board approval at the December meeting.

- B. Trustee Bylaws — **Jeremy Wittie, MS, CSDM, General Manager**

Staff recommends Executive Committee approve the updates to the Trustee bylaws and agendaize for the December Board Meeting.

C. Guidance on Participation in Paid Events Hosted by Other Local Government Agencies — **Jeremy Wittie, MS, CSDM, General Manager**

Staff recommends that the Executive Committee propose the Board receive and file this report and provide direction regarding the District's participation in events hosted by other public agencies that require purchases of seats, tables, or sponsorships.

7. Closed Session

Closed Session (s):

A. Public Employee Performance Evaluation pursuant to Government Code Section 54957 (b)(1)

Title: Legal Counsel

8. Trustee/Staff comments

9. Confirmation of next meeting - Friday, January 30, 2025, at 12:00 pm

10. Adjournment

Certification of Posting

I certify that on November 21, 2025, 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 21, 2025.

Megan Scarborough-Eckel
Megan Scarborough-Eckel, Clerk of the Board



Coachella Valley Mosquito and Vector Control District

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

Board of Trustees Meeting

Tuesday, December 9, 2025

6:00 p.m.

Draft-AGENDA

Materials related to an agenda item that are submitted to the Board of Trustees after distribution of the agenda packets are available for public inspection in the Clerk of the Board's office during normal business hours and on the District's website.

This meeting will be conducted by video and/or teleconference as well as in person at the District office located at the address listed above. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), Webinar ID: [847 1941 0493](https://us02web.zoom.us/j/84719410493), or click this link to join: <https://us02web.zoom.us/j/84719410493>.

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Our Mission and Vision

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

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

1. Call to Order – John Peña, Board President

A. Roll Call

2. Pledge of Allegiance

3. Confirmation of Agenda

4. Public Comments

Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 2:00 p.m. on December 9, 2025, at mscarboroughheckel@cvmosquito.org. E-mails received prior to 2:00 p.m. on the day of the Board meeting will be made part of the record and distributed to the Board. This method is encouraged as it gives the Board of Trustees the opportunity to reflect upon your input. E-mails will not be read at the meeting.

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

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

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

5. Announcements, Presentation, and Written Communications

A. Audit Presentation of Fiscal Year ending June 30, 2025 — Jonathan Abadesco, CPA, C.J. Brown & Company CPAs

B. CalPERS Actuarial Report — David l’Anson, Administrative Finance Manager

6. Items of General Consent

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

A. Minutes for October 14, 2025, Board Meeting

B. Approval of expenditures from November 7, 2025, to December 4, 2025

C. Informational Items:

- Financials — **David l'Anson, Administrative Finance Manager**
- Quarterly Department Reports: Human Resources; Operations; Information Technology; Fleet Services; Laboratory & Surveillance Control; and Public Outreach
- CalPERS Educational Forum, October 13-15, 2025, Palm Desert, CA — **David l'Anson, Administrative Finance Manager, Graciela Morales, Human Resources Specialist, Veronica Montoya, Payroll Administrator, and Jessica Duenow, Human Resources Assistant**
- California Science Education Conference, October 17-19, 2025, Palm Springs, CA — **Hugo Arcos, Education Specialist**
- Municipal Information Systems Association of California (MISAC), October 19-22, 2025, San Diego, CA — **Edward Prendez, Information Technology Manager**
- CSDA Board Secretary/Clerk Conference, October 27-29, 2025, Santa Rosa, CA — **Megan Scarborough-Eckel, Clerk of the Board**
- Entomological Society Association (ESA) Annual Conference, November 7-13, 2025, Portland, OR — **Jennifer A Henke, MS, BCE, Laboratory Manager, Kim Hung, PhD, BCE, Vector Ecologist, and Gabriela Perezchica-Harvey, MS, Vector Ecologist**
- isolved PeopleSolved Certification, November 13-14, Scottsdale, AZ — **Crystal Moreno, MSIOP, Human Resources Risk Manager and Veronica Montoya, Payroll Administrator**
- California Public Employers Labor Relations Association (CalPELRA) Annual Conference, November 18-21, 2025, Monterey, California — **Graciela Morales, Human Resources Specialist**
- Mosquito and Vector Control Association of California (MVCAC) Planning and Committee Meeting, December 1-3, 2025, Oakland, CA — **Jeremy Wittie, MS, CSDM, General Manager, Jennifer A Henke, MS, BCE, Laboratory Manager,**

Robert C Gaona, MPA, Public Information Manager, and Kim Hung, PhD, BCE, Vector Ecologist

- 2026 Board of Trustees Meeting Calendar — **Megan Scarborough-Eckel, Clerk of the Board**
- District Travel for the Board of Trustees — **Megan Scarborough-Eckel, Clerk of the Board**

D. Approval to grant a day off in December to all full-time employees in appreciation of their work and dedication to protecting public health during the Mosquito virus season — **Jeremy Wittie, MS, CSDM, General Manager**

7. Action Items

A. Board of Trustees Retreat in Spring 2026 — **Jeremy Wittie, MS, CSDM, General Manager**

Staff recommends Executive Committee accept the proposal to hold the retreat at the Desert Willow Golf Resort and submit it for full Board approval at the December meeting.

B. Trustee Bylaws — **Jeremy Wittie, MS, CSDM, General Manager**

Staff recommends Executive Committee approve the updates to the Trustee bylaws and agendize for the December Board Meeting.

C. Guidance on Participation in Paid Events Hosted by Other Local Government Agencies — **Jeremy Wittie, MS, CSDM, General Manager**

Staff recommends that the Executive Committee propose the Board receive and file this report and provide direction regarding the District's participation in events hosted by other public agencies that require purchases of seats, tables, or sponsorships.

8. Committee and Trustee Reports

A. Executive Committee — **John Peña, Board President**

Executive Committee oral report and minutes from October 3, 2025

B. Finance Committee — **Frank Figueroa, EdD, Board Treasurer**

Finance Committee oral report and Finance Committee minutes from September 9, 2025

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

The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than three minutes.

9. Reports

A. General Manager

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

B. Staff

- i. Arbovirus Risk and Response update (as necessary) — **Jennifer A Henke, MS, BCE, Laboratory Manager, Greg Alvarado, Operations Manager, Robert C Gaona, MPA, Public Information Manager**

C. General Counsel

Questions and/or comments from Trustees regarding the reports

10. Closed Session

Closed Session (s):

- A. **Public Employee Performance Evaluation pursuant to Government Code Section 54957 (b)(1)**

Title: General Manager

- B. **Public Employee Performance Evaluation pursuant to Government Code Section 54957 (b)(1)**

Title: Legal Counsel

11. Adjournment

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

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Certification of Posting

I certify that on December 5, 2025, 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 December 5, 2025

Megan Scarborough-Eckel, Clerk of the Board



**Coachella Valley Mosquito and
Vector Control District**

November 24, 2025

Staff Report

Agenda Item: Action

Board of Trustees Retreat in Spring 2026. — **Jeremy Wittie, MS, CSDM, General Manager**

Background:

As part of ongoing efforts to strengthen governance effectiveness, collaboration, and strategic alignment, staff recommends scheduling an off-site Board of Trustees retreat in early March 2026. Board retreats provide an opportunity for Trustees and management to engage in open dialogue, team-building, and forward-looking discussions outside the regular meeting structure.

The proposed retreat would serve as a dedicated forum to enhance communication, reinforce shared goals, and build cohesion among Trustees and staff. It would also allow for in-depth discussion of key policy priorities, long-term strategic objectives, and organizational development topics that may not be feasible within the time constraints of regular Board meetings.

Staff recommends holding the retreat off-site in a neutral, professional setting conducive to discussion and collaboration. The session could be structured as either a half-day or full-day event, depending on Board preference and availability. Potential agenda topics may include:

- Review of District strategic plan
- Legislative outlook
- Team building and communication exercises
- Goal setting for the upcoming fiscal year
- Professional development for Trustees

Following Board direction, staff will identify suitable locations, facilitators (if desired), and develop a proposed agenda for review and approval.

Recommended Action:

1. Approval to propose , at the December Board meeting, a half-day retreat at Desert Willow Golf Resort in Palm Desert that will take place sometime in March 2027.
2. Executive committee to provide input on preferred retreat topics. These will also be used to facilitate discussion at the December Board meeting.

2026 Strategic Business Plan Alignment

Objective 2.3

Establish conditions that ensure the Board of Trustees are engaged and productive and possess a deep understanding of the District.

Values

Collaboration - We work as a team and with individuals, communities, and institutions to further our mission.

Fiscal Impact:



**Coachella Valley Mosquito and
Vector Control District**

November 24, 2025

Staff Report

Agenda Item: Action

Revision of Trustee bylaws — **Jeremy Wittie, MS, CSDM, General Manager**

Background:

In November 2024, the Board approved revisions to the District Bylaws that instituted a rotational Executive Committee model. The intent of the change was to promote broader trustee engagement in Board leadership roles by rotating officers on a predetermined schedule. Following the implementation of the rotational model, staff received substantive feedback from multiple trustees expressing concerns regarding the practicality and effectiveness of mandatory officer rotation. Trustees noted that the structure created challenges, particularly for positions that require specialized skills or prior experience, such as the Treasurer, where familiarity with financial oversight and budgetary processes is essential to fulfilling statutory and organizational responsibilities.

Recommendation:

Staff recommends that the Board of Trustees approve reverting to the version of the Coachella Valley Mosquito and Vector Control District (CVMVCD) Bylaws that was in effect prior to the November 2024 amendments establishing the rotational Executive Committee structure. With only significant change being increasing executive officer term of office from 1 year to 2 years and adding financial background as a requisite for the Treasurer candidate.

Fiscal Impact:

None

Exhibits:

- CVMVCD Trustee Bylaws- Redline



Coachella Valley Mosquito and Vector Control District
Board of Trustees Bylaws

Revised November 20, 2025 (Supersedes all
prior Bylaws)

Deleted: Approved by Resolution
No. 2013 - 22 on October 8, 2013¶
Revised May 11, 2021, and
Approved by Resolution 2021-05¶

Deleted: August 25, 2023

I. Background and Purpose

The Coachella Valley Mosquito and Vector Control District ("District") is an "independent special district" formed, operated, and managed pursuant to the Mosquito Abatement and Vector Control District Law (Health and Safety Code § 2000 *et seq.*). The primary purpose of the District and the Board of Trustees ("Board") is to ensure that the public is protected against the threat of vector-borne diseases. The Board is composed of at least five members. (Health and Safety Code § 2020).

II. Board of Trustees

The Board of Trustees is the governing body of the District.

A. Membership

The Board shall consist of a single representative of each incorporated city within the District's boundaries and two representatives of the County of Riverside.

B. Eligibility

Trustees appointed to the Board should have "experience, training, and education in fields that will assist them in the governance" of the District.

C. Appointment

Each Trustee shall reside in and be a registered voter in the jurisdiction of their appointing legislative body.

D. Term of Office

Each Trustee shall be appointed for a term of two or four years, as decided by his or

her appointing legislative body.

E. Oath or Affirmation

Any person appointed to serve as a Trustee must take the oath or affirmation of office prior to formally and officially assuming his or her position as a Trustee. The oath or affirmation shall be taken each time a Trustee is appointed for a subsequent term.

F. Commencement of Term

Terms shall commence at noon on the first Monday in January.

G. Removal

Once assuming the position of a Trustee, the Trustee's appointing body is not permitted to remove its Trustee at its discretion unless otherwise provided by law. The provision for removal of a Trustee is set forth in Government Code section 1770.

H. Replacement of Trustee

A person appointed to fill the unexpired term of a Trustee shall serve the remaining term of the replaced Trustee.

I. Duty of Loyalty and Commitment

All Trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District and represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the city council that appointed them.

III. Officers

A. ~~Elected~~ Officers

Deleted: Designated Elected

The elected officers of the Board of Trustees ("Board") shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer

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B. Duties of Officers

1. President

- a. The President shall serve as the presiding officer of all Board and all Executive Committee meetings.
- b. The President shall sign all acts, orders, resolutions, and proceedings of the Board.
- c. When necessary, the President shall be the official representative of the District. The President shall have the power, at the direction or consensus of the Executive Committee, to establish committees and subcommittees and appoint their members. The President shall also have any other powers as may be delegated by the Board from time to time.
- d. The President shall serve as the alternate on all committees and attend any committee meeting as an official participant in the event the respective committee will not or does not have a quorum present to conduct an official meeting pursuant to the Brown Act.

2. Vice President

In the temporary absence of the President, the Vice President shall assume the duties of the President.

3. Secretary

- a. The Secretary shall assist the President as necessary. In the temporary absence of the President and Vice President, the Secretary shall assume the duties of the President.
- b. It shall be the duty of the Secretary to authenticate, by his/her signature when necessary, all the acts, orders, and proceedings of the Board.

4. Treasurer

In the temporary absence of the President, the Vice-President, and the Secretary, the Treasurer shall assume the duties of the President.

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a. The Treasurer must have a background in finance, accounting, or a related field, demonstrated through education or experience.

a. It shall be the duty of the Treasurer to serve as the Chair of the Finance Committee and to perform any other such duties assigned by the Board.

b. The Treasurer shall exercise those duties as assigned to the Treasurer by the applicable provisions of the California Health and Safety Code.

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C. Terms of Office

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The term of each office shall be two years. No officer shall serve more than four consecutive terms in the office to which elected. Partial terms shall not be considered in the determination of consecutive terms.

D. Eligibility to Hold Office

Deleted: The term of each office shall be one year. No officer shall serve more than four consecutive terms in the office to which elected. Partial terms shall not be considered in the determination of consecutive terms.¶

One year after a Trustees' appointment to the Board, they are eligible to hold office.

E. Election of Officers

Deleted: Any Trustee may be elected to any office, provided that he or she has served as a Trustee for one calendar year.¶

Officers shall be elected annually, with the election held at the first regular meeting in the month of January, and commencement of officers' terms shall take effect immediately upon election to office. Prior to the election of officers, the Executive Committee shall appoint a Nominating Committee, which shall recommend one candidate for each office. Recommendations of the Nominating Committee shall be submitted to the Board for consideration at the January Board meeting. Nominations may be made from the floor when the election of an officer is held. Each Board member shall have one vote.

Deleted: Election

F. Removal

Officers serve at will and may be removed by a majority vote of the Board at any time with or without cause in the context of a noticed public meeting.

Deleted: Officers shall be elected annually, with the election held at the first regular meeting in the month of January, and the commencement of officers' terms shall take effect immediately upon election to office.¶

G. Succession

There shall be no automatic succession of officers upon the vacation of a superior officer position prior to the expiration term of the superior officer's position. A vacated officer position shall be filled by a majority vote of the Board at the earliest time possible in the context of a noticed public meeting.

Prior to the election of officers, the Executive Committee shall appoint a Nominating Committee, which shall recommend one candidate for each office. Recommendations of the Nominating Committee shall be submitted to the Board for consideration at the January Board meeting. Nominations may be made from the floor when the election of an officer is held. Each Board member shall have one vote.¶

IV. Board Meetings

A. Applicable Laws and Regulations

All Board meetings shall be conducted in accordance with Sections 2000 et seq. of the California Health and Safety Code and Government Code sections 54950, et seq. (the "Brown Act") and any and all laws governing public meetings.

B. Types of Meetings

1. Regular Meetings

Regular Meetings will be held the second Tuesday of each month, commencing at 6:00 p.m. at the District's Headquarters located at 43-420 Trader Place, Indio, California. If required, due to extenuating circumstances, Regular Meetings may be held remotely using appropriate electronic tools as authorized by the Brown Act.

2. Special Meetings, Committee Meetings, and Emergency Meetings

Special Meetings, Committee Meetings, and Emergency Meetings may be called and held from time to time pursuant to the procedures set forth in the Brown Act.

3. Adjourned Meetings

The Board may adjourn any Board Meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Brown Act.

C. Cancellation of Meetings

Any meeting of the Board may be canceled in advance by a majority vote of the Board.

D. Location of Meetings

All Board Meetings shall be held in the Board Room located at the District Headquarters at 43-420 Trader Place, Indio, California unless otherwise designated by the President or the Board. However, the Board may, from time to time, elect to meet at other locations within the District or hold remote electronic meetings and, upon such, election shall give public notice of the change of location under the Brown Act.

E. Quorum

A majority of the Board will constitute a quorum, but a lesser number may adjourn a meeting.

F. Presiding Officer

The President will preside over all Board meetings. The President will have the authority to preserve order at all Board meetings, to remove any person from any meeting of the Board for disorderly conduct, to enforce the rules of the Board, and to determine the order of business under the rules of the Board.

G. Closed Sessions

Trustees shall not reveal the nature of discussion or decision from a closed session unless required by law or unless a majority of the Board agrees in closed session to disclose confidential closed session information.

H. Minutes

The Clerk of the Board will have exclusive responsibility for the preparation of the minutes which shall be recorded with the District's Minute Book. In the absence of the Clerk, the presiding officer shall appoint an acting Clerk to record the meeting minutes.

I. Order of Business

The business of the Board at its meeting will generally be conducted in accordance with the order of business as listed on the agenda. The President may, with the concurrence of a majority of the Trustees present, reorder items on the agenda to accommodate the public or to address other concerns.

J. Rosenberg's Rules of Order

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the procedures of the Board will be governed by the latest revised edition of Rosenberg's Rules of Order, without the provision requiring a super-majority vote for certain motions, as attached hereto.

K. Parliamentarian

The President may appoint a Parliamentarian. If the Parliamentarian is absent at a Board meeting, the presiding officer may make a temporary appointment

L. Disqualification for Conflict of Interest

Any Trustee who is disqualified from voting on a particular matter by reason of a conflict of interest will publicly state or have the presiding officer state the nature of the disqualification in an open meeting. Where no clear disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Trustee affected, be decided by the other Trustees. A Trustee who is disqualified by reason of a conflict of interest in any matter may not remain in his/her seat during the debate and vote on the matter but will request and be given the permission of the presiding officer to step down from the dais and leave the Board Room during discussion and action on the matter. A Trustee stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

M. Absences

The Board reserves the right to determine whether a Trustee's absence under the circumstances at a particular Board Meeting is excused. More than two consecutive unexcused absences shall be reported to the absent Trustee's appointing body. Trustees shall notify the Clerk of the Board no later than one hour prior to the meeting, or as soon as reasonably practicable thereafter, of their absence. A Trustee who is absent four (4) or more times from consecutive meetings may be removed.

V. Committees

A. Standing Committees

1. Executive Committee

There shall be an Executive Committee which shall consist of each officer. The Executive Committee shall assist with the preparation of the Board agendas and assume all duties and assignments as may be assigned by the Board. The Executive Committee shall conduct its meetings in accordance with the Brown Act and it shall meet monthly, on an as-needed basis, or as may be requested by any member of the Executive Committee.

2. Finance Committee

There shall be a Finance Committee which shall consist of three Trustees, which shall include the Treasurer who shall serve as the Chair of the Finance Committee. The Finance Committee shall meet monthly to review all aspects of the District's financial transactions. The Finance Committee shall review and approve the District's draft annual and long-range Budget prior to formal submittal to the Board. The Finance Committee shall provide oversight of the District's finances as may be requested by the Chair or the Board.

B. Ad hoc Committees

An "Ad Hoc Subcommittee," is one that consists solely of less than a majority of the Board of Trustees and has temporary subject matter jurisdiction over a particular issue, matter, or task until it is terminated, completed, or otherwise resolved.

VI. Waiver of Rules

Any of the foregoing rules may be waived by a majority vote of the Board present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

VII. Ethics Training, Required State Training, and any Government Required Forms

Each Trustee shall comply with Ethics, Sexual Harassment Prevention Training, the Fair Political Practices Commission's requirement to timely complete the Statement of Economic Interests Form, and any other trainings or submissions to comply with applicable State and Federal Law.

VIII. Amendment of Bylaws

The Bylaws shall be reviewed at least every two (2) years by the Executive Committee. Any proposed changes to the Bylaws shall be presented to the full Board for approval. The Bylaws may also be amended from time to time as may be required by changes in applicable law or upon the recommendation of staff or legal counsel. The Bylaws may be amended by a simple majority vote of the entire Board.



**Coachella Valley Mosquito and
Vector Control District**

November 24, 2025

Staff Report

Agenda Item: Action

Guidance on Participation in Paid Events Hosted by Other Local Government Agencies and Organizations — **Jeremy Wittie, MS, CSDM, General Manager**

Background:

Local government agencies are often invited to attend events hosted by neighboring jurisdictions, special districts, public entities, and private organizations. These events may include anniversary celebrations, award ceremonies, community recognition events, policy forums, and interagency gatherings. Many such events require payments for seats, tables, or sponsorship opportunities.

As participation in these events has increased in recent years, staff has prepared this report to generate discussion with the Executive committee on what type of events and sponsorships the District should participate in and proactively plan for each fiscal year.

Staff will use feedback from the Executive Committee to draft a policy to ensure that participation aligns with the District’s mission and complies with applicable laws and public expectations. This draft policy will be presented to the Executive Committee and then full Board in January 2026. Moving forward the policy will be used to guide budgeting and planning for attendance at events in FY 2026-27.

Recommended Action:

1. Staff recommends that the Board receive and file this report.
2. Provide direction regarding the District’s participation in events hosted by other public agencies that require the purchase of seats, tables, or sponsorships.

2026 Strategic Business Plan Alignment

Objective 3.3

Connect with key community, business, and legislative leaders to maintain, and improve understanding and support of the District and its programs.

Values

- Collaboration - We work as a team and with individuals, communities, and institutions to further our mission

- Respect - We appreciate and honor our team members' and our partner institutions' professionalism

Fiscal Impact:

- Fiscal impacts vary depending on the number and type of events attended annually. Costs may include registration fees, seat or table purchases, or sponsorship opportunities. All expenditures would be made within the Board-approved budget for outreach or intergovernmental relations.