



Coachella Valley Mosquito and
Vector Control District

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

Finance Committee Meeting

Wednesday, September 4, 2019

10:30 a.m.

AGENDA

Assistance for those with disabilities: If you have a disability and need accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangement can be made.

- 1. Call to Order**
- 2. Roll Call**
- 3. Confirmation of Agenda**
- 4. Public Comments**
- 5. Items of General Consent**
Approval of Minutes from July 9, 2019, Finance Committee Meeting
- 6. Discussion and/or Review:**

Review of July 2019 Financials and Treasurer's Report
- 7. Old Business**
None

- 8. New Business**
Discussion of the District's Purchasing Policy
- 9. Schedule Next Meeting**
- 10. Trustee and/or Staff Comments/Future Agenda Items**
- 11. Adjournment**

Certification of Posting

I certify that on August 30, 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 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 August 30, 2019

Graciela Morales, Clerk of the Board

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Finance Committee Meeting Minutes

TIME: 4:30 P.M. **DATE:** JULY 9, 2019

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Rancho Mirage Isaiah Hagerman County at Large Bito Larson

President Doug Hassett (alternate member) arrived at 4:54 p.m.

TRUSTEES ABSENT: Indian Wells Clive Weightman

STAFF PRESENT:

Jeremy Wittie, General Manager

David l'Anson, Administrative Finance Manager

Grace Morales, Clerk of the Board

1. Call to Order: *Trustee Hagerman called the meeting to order at 4:34 p.m.*

2. Roll Call: *Roll call indicated two (2) 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 June 11, 2019, Finance Committee Meeting: *Trustee Larson abstained from approving the minutes because he was not present at said meeting. The minutes were not approved and carried over for approval at the following meeting.*

Ayes: None.

Noes: None.

Abstained: Trustee Larson.

Absent: Clive Weightman.

6. Discussion and/or Review:

- A. Review of Check Report from Abila MIP for the period of June 12, 2019 to July 3, 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 clarifications.

- B. CalCard Charges June 2019

Administrative Finance Manager, David l'Anson reintroduced the new CalCard report. Transactions were reviewed and questions regarding a few charges were explained by Administrative Finance Manager, David l'Anson and General Manager, Jeremy Wittie.

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

The District's Financials and Treasurer's Report were reviewed by the Committee.

7. Old Business: *None.*

8. New Business: *None.*

9. Confirmation of Next Meeting: *The next Finance Committee meeting was scheduled for Wednesday, September 4, 2019 at 10:30 a.m.*

10. Trustee and/or Staff Comments/Future Agenda Items: *General Manager, Jeremy Wittie informed committee members of the possibility of larger than usual spending due to operational needs in response to the current West Nile activity in the valley. A discussion ensued. It was agreed he would keep Trustee apprised in the event the need occurs.*

11. Adjournment: *The meeting was adjourned by Treasurer Weightman at 5:12 p.m.*

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

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	13,218,140	(1,712,798)	11,505,342
CASH	90,141	39,649	129,791
INVESTMENTS & CASH	13,308,282	(1,673,149)	11,635,133
CURRENT ASSETS	1,696,583	55,275	1,751,858
FIXED ASSETS	10,725,824	(101,067)	10,624,757
OTHER ASSETS	5,111,294	-	5,111,294
TOTAL ASSETS	30,841,983	(1,718,940)	29,123,043
TOTAL LIABILITIES	5,655,685	181,434	5,837,118
TOTAL DISTRICT EQUITY	25,186,298	(1,900,373)	23,285,925
TOTAL LIABILITIES & EQUITY	30,841,983	(1,718,940)	29,123,043
RECEIPTS		\$ 44,565	
CASH DISBURSEMENTS			
Payroll	\$ 380,351		
General Admin	\$ 1,361,767		
Total Cash Disbursements		\$ (1,742,118)	
NON-CASH ENTRIES:		\$ (21,388)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (1,718,940)	

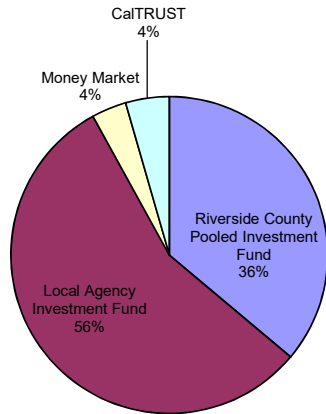
CVMVCD
Cash Journal - deposits
From 7/1/2019 Through 7/31/2019

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
7/9/2019	July Cash Receipts - WC Reimbursment	1,721.96	Vector Control Joint Powers Agency
7/15/2019	LAIF Interest Deposit	40,807.96	Local Agency Investment Fund
7/18/2019	July Cash Receipts	50.70	Marlin Leasing
7/18/2019	July Cash Receipts - WC Reimbursment	123.00	Vector Control Joint Powers Agency
7/30/2019	July Cash Receipts - WC Reimbursement	1,721.96	Vector Control Joint Powers Agency
7/31/2019	July Cash Receipts - Bank Interest	139.78	First Foundation Bank
Report Total		44,565.36	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF JULY 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				7,716,649	485,696	1,500,692	1,802,306	\$ 11,505,342
LAIF	Common Investments			2.38%	4,310,560	271,312	838,294	1,006,777	\$ 6,426,944
Riverside County	Funds 51105 & 51115			2.32%	2,787,968	175,478	542,189	651,160	\$ 4,156,795
CalTRUST	Medium Term Fund			2.00%	343,269	21,606	66,757	80,174	\$ 511,806
First Foundation	Market Rate			0.25%	274,851	17,299	53,452	64,194	\$ 409,797
	Total Investments				7,716,649	485,696	1,500,692	1,802,306	\$ 11,505,342

**PORTFOLIO COMPOSITION AS OF JULY 31, 2019
WEIGHTED YIELD 2.26%**



In compliance with the California Code Section 53646; the Finance Administrator of the Coachella Valley Mosquito and Vector Control District hereby certifies that sufficient liquidity and anticipated revenue are available to meet the District's budgeted expenditure requirements for the next six months.

Investments in the report meet the requirements of the Coachella Valley Mosquito and Vector Control District's adopted investment policy

Respectfully submitted

NOTED AND APPROVED

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

		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										
4000	Property Tax - Current...	3,825,113	0	0	0	0	0	0	(3,825,113)	00)%
4010	Property Tax - Curr. S...	45,034	0	0	0	0	0	0	(45,034)	00)%
4020	Property Tax - Curr. U...	170,237	0	0	0	0	0	0	(170,237)	00)%
4030	Homeowners Tax Relief	42,209	0	0	0	0	0	0	(42,209)	00)%
4070	Property Tax - Prior S...	27,704	0	0	0	0	0	0	(27,704)	00)%
4080	Property Tax - Prior U...	8,493	0	0	0	0	0	0	(8,493)	00)%
4090	Redevelopment Pass-...	4,478,852	0	0	0	0	0	0	(4,478,852)	00)%
4520	Interest Income - LAI...	200,000	0	140	140	0	140	140	(199,860)	00)%
4530	Other Miscellaneous R...	63,000	5,250	3,618	(1,632)	5,250	3,618	(1,632)	(59,382)	94)%
4551	Benefit Assessment In...	2,147,755	0	0	0	0	0	0	(2,147,755)	00)%
	Total Revenues	11,008,397	5,250	3,757	(1,493)	5,250	3,757	(1,493)	(11,004,640)	00)%
Expenditures										
Payroll Expenses										
5101	Payroll - FT	4,848,777	404,065	260,815	143,250	404,065	260,815	143,250	4,587,963	95 %
5102	Payroll Seasonal	205,140	17,095	16,391	704	17,095	16,391	704	188,749	92 %
5103	Temporary Services	6,900	575	0	575	575	0	575	6,900	00 %
5105	Payroll - Overtime Exp...	18,700	1,558	3,141	(1,582)	1,558	3,141	(1,582)	15,559	83 %
5150	CalPERS State Retire...	1,221,020	796,342	788,861	7,481	796,342	788,861	7,481	432,159	35 %
5155	Social Security Expense	304,643	25,387	17,903	7,484	25,387	17,903	7,484	286,740	94 %
5165	Medicare Expense	71,247	5,937	4,187	1,750	5,937	4,187	1,750	67,060	94 %
5170	Cafeteria Plan	1,093,206	91,101	174,186	(83,086)	91,101	174,186	(83,086)	919,020	84 %
5172	Retiree Healthcare	352,420	29,368	4,186	25,183	29,368	4,186	25,183	348,234	99 %
5180	Deferred Compensation	105,231	8,769	(8,419)	17,188	8,769	(8,419)	17,188	113,650	08 %
5195	Unemployment Insura...	32,066	2,672	976	1,696	2,672	976	1,696	31,090	97 %
	Total Payroll Expenses	8,259,352	1,382,870	1,262,228	120,642	1,382,870	1,262,228	120,642	6,997,124	85 %
Administrative Expenses										
5250	Tuition Reimbursement	15,000	1,250	0	1,250	1,250	0	1,250	15,000	00 %
5300	Employee Incentive	10,000	833	0	833	833	0	833	10,000	00 %
5301	Employee Support	3,500	292	213	79	292	213	79	3,287	94 %
5302	Wellness	600	50	0	50	50	0	50	600	00 %
5305	Employee Assistance ...	3,500	292	630	(338)	292	630	(338)	2,870	82 %
6000	Property & Liability In...	114,911	11,743	0	11,743	11,743	0	11,743	114,911	00 %

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

		Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
6001	Workers' Compensatio...	180,303	18,775	0	18,775	18,775	0	18,775	180,303	00 %
6050	Dues & Memberships	28,500	23,418	12,378	11,040	23,418	12,378	11,040	16,122	57 %
6060	Reproduction & Printing	26,750	2,229	1,003	1,226	2,229	1,003	1,226	25,747	96 %
6065	Recruitment/Advertising	7,000	583	425	158	583	425	158	6,575	94 %
6070	Office Supplies	19,200	1,600	1,488	112	1,600	1,488	112	17,712	92 %
6075	Postage	5,500	458	20	438	458	20	438	5,480	00 %
6080	Computer & Network ...	5,000	417	406	11	417	406	11	4,594	92 %
6085	Bank Service Charges	120	10	0	10	10	0	10	120	00 %
6090	Local Agency Formati...	1,200	1,200	2,287	(1,087)	1,200	2,287	(1,087)	(1,087)	91)%
6095	Professional Fees	52,500	4,375	1,229	3,146	4,375	1,229	3,146	51,271	98 %
6100	Attorney Fees	49,000	4,083	0	4,083	4,083	0	4,083	49,000	00 %
6106	HR Risk Management	4,500	375	5,625	(5,250)	375	5,625	(5,250)	(1,125)	25)%
6110	Conference Expense	53,500	3,533	625	2,908	3,533	625	2,908	52,875	99 %
6115	In-Lieu	13,200	1,100	1,100	0	1,100	1,100	0	12,100	92 %
6120	Trustee Support	4,800	400	392	8	400	392	8	4,408	92 %
6200	Meetings Expense	4,620	385	208	177	385	208	177	4,412	95 %
6210	Promotion & Education	26,500	2,208	0	2,208	2,208	0	2,208	26,500	00 %
6220	Public Outreach Adver...	45,000	3,750	1,357	2,393	3,750	1,357	2,393	43,643	97 %
6500	Benefit Assessment Ex...	96,000	8,000	0	8,000	8,000	0	8,000	96,000	00 %
	Total Administrative Expe...	770,704	91,360	29,388	61,972	91,360	29,388	61,972	741,316	96 %
	Utilities									
6400	Utilities	105,000	8,750	6,171	2,579	8,750	6,171	2,579	98,829	94 %
6410	Telecommunications	11,000	917	4,929	(4,013)	917	4,929	(4,013)	6,071	55 %
	Total Utilities	116,000	9,667	11,101	(1,434)	9,667	11,101	(1,434)	104,899	90 %
	Operating									
7000	Uniform Expense	30,500	2,725	2,921	(196)	2,725	2,921	(196)	27,579	90 %
7050	Safety Expense	25,000	2,083	109	1,975	2,083	109	1,975	24,891	00 %
7100	Physican Fees	5,000	417	0	417	417	0	417	5,000	00 %
7150	IT Communications	40,000	3,333	1,860	1,473	3,333	1,860	1,473	38,140	95 %
7200	Household Supplies	4,000	333	331	2	333	331	2	3,669	92 %
7300	Repair & Maintenance	42,000	3,500	2,976	524	3,500	2,976	524	39,024	93 %
7310	Maintenance & Calibra...	7,800	650	0	650	650	0	650	7,800	00 %
7350	Permits, Licenses & F...	21,750	1,813	0	1,813	1,813	0	1,813	21,750	00 %
7400	Vehicle Parts & Supplies	39,600	3,300	981	2,319	3,300	981	2,319	38,619	98 %

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

		Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent of Budget
7420	Offsite Vehicle Maint ...	17,000	1,417	379	1,038	1,417	379	1,038	16,621	98 %
7450	Equipment Parts & Su...	15,500	1,292	980	312	1,292	980	312	14,520	94 %
7500	Small Tools Furniture ...	1,700	142	0	142	142	0	142	1,700	00 %
7550	Lab Supplies & Expense	36,500	3,042	1,168	1,874	3,042	1,168	1,874	35,332	97 %
7570	Aerial Pool Surveillance	25,000	2,083	0	2,083	2,083	0	2,083	25,000	00 %
7575	Surveillance	52,000	4,333	6,013	(1,680)	4,333	6,013	(1,680)	45,987	88 %
7600	Staff Training	87,250	7,271	7,979	(709)	7,271	7,979	(709)	79,271	91 %
7650	Equipment Rental	1,000	83	2,852	(2,769)	83	2,852	(2,769)	(1,852)	85)%
7675	Contract Services	154,800	12,900	6,374	6,526	12,900	6,374	6,526	148,426	96 %
7700	Motor Fuel & Oils	80,200	6,683	13,401	(6,718)	6,683	13,401	(6,718)	66,799	83 %
7750	Field Supplies	9,400	783	2,718	(1,935)	783	2,718	(1,935)	6,682	71 %
7800	Control Products	785,000	65,417	122,704	(57,288)	65,417	122,704	(57,288)	662,296	84 %
7850	Aerial Applications	124,500	10,375	12,525	(2,150)	10,375	12,525	(2,150)	111,975	90 %
8415	Capital Outlay	53,300	4,442	2,595	1,846	4,442	2,595	1,846	50,705	95 %
8510	Research Projects	150,000	0	0	0	0	0	0	150,000	00 %
9000	Contingency Expense	150,000	12,500	0	12,500	12,500	0	12,500	150,000	00 %
	Total Operating	1,958,800	150,917	188,868	(37,951)	150,917	188,868	(37,951)	1,769,932	90 %
	Contribution to Capital Res...									
8900	Transfer to other funds	503,547	41,962	41,962	0	41,962	41,962	0	461,585	92 %
	Total Contribution to Capit...	503,547	41,962	41,962	0	41,962	41,962	0	461,585	92 %
	Total Expenditures	11,608,403	1,676,775	1,533,546	143,229	1,676,775	1,533,546	143,229	10,074,857	87 %
	Net revenue over/(under) e...	(600,006)	(1,671,525)	(1,529,789)	141,736	(1,671,525)	(1,529,789)	141,736	(929,783)	55 %

CVMVCD
Balance Sheet
As of 7/31/2019

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	11,505,342.39
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1025	First Foundation - General	48,885.12
1026	First Foundation - Payroll	78,905.65
	Total Cash and Investments	<u>11,635,133.16</u>
Current Assets		
1050	Accounts Receivable	170,876.94
1085	Inventory	510,872.04
1168	Prepaid Insurance	0.03
1169	Deposits	1,070,109.00
	Total Current Assets	<u>1,751,858.01</u>
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	7,010,114.46
1342	Bio Control Equip/Furn	32,034.05
1399	Accumulated Depreciation	(9,652,522.60)
	Total Fixed Assets	<u>10,624,757.37</u>
Other Assets		
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,284,772.00
1530	Deferred Outflows of Resources - OPEB	312,420.00
1900	Due to/from	0.01
	Total Other Assets	<u>5,111,294.33</u>
	Total Assets	<u><u>29,123,042.87</u></u>
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	175,979.62
2020	Accounts Payable	100,420.57
2030	Accrued Payroll	0.05
2040	Payroll Taxes Payable	0.08
2185	Employee Dues	0.04

CVMVCD
Balance Sheet
As of 7/31/2019

		Current Year
		<hr/>
	Total Accounts Payable	276,400.36
	Total Short-term Liabilities	<hr/> 276,400.36
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,763,285.00
2210	Deferred Inflows of Resources	131,145.00
2300	Net OPEB Liability	877,253.36
2500	Compensated Absences Payable	689,034.56
	Total Long-term Liabilities	<hr/> 5,560,717.92
	Total Liabilities	<hr/> 5,837,118.28
	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	<hr/> 12,604,721.41
	Committed Fund Balance	
3965	Public Health Emergency	4,103,640.00
	Total Committed Fund Balance	<hr/> 4,103,640.00
	Assigned Fund Balance	
3910	Reserve for Operations	4,500,000.00
3925	Reserve for Future Healthcare Liabilities	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
	Total Assigned Fund Balance	<hr/> 6,463,344.00
	Unassigned Fund Balance	
3900	Fund Equity	1,513,538.30
3999	P&L Summary	77,161.08
	Total Unassigned Fund Balance	<hr/> 1,590,699.38
	Current YTD Net Income	
		(1,476,480.20)
	Total Current YTD Net Income	<hr/> (1,476,480.20)
	Total Fund Balance	<hr/> 23,285,924.59
		<hr/>
	Total Liabilities and Net Assets	<hr/> <hr/> 29,123,042.87

Summary

The District's current Purchasing Policy requires additional Board approval except employee benefits and utility bills for any **purchase** over \$5,000. All **checks** require additional Board approval except employee benefits and utility bills. All checks are signed by two members of the Executive Committee (except payroll which are signed by the General Manager and the President).

Proposed Purchasing Policy changes shall include:

- Increasing General Manager (GM) purchase approval level to \$25,000.
- Checks below \$25,000 to be signed by the GM or designee.
- All checks above \$25,000 that are not for payments of employee benefits or utilities will be signed in ink by two members of the Executive Committee and released after Board approval.
- Two checklists will be presented to the Board; one with preapproved checks to receive and file and one for Board approval for checks over \$25,000.

Overview of Current Purchasing Procedure

Items below \$500

- Purchase Request completed
- Requisitions approved by Department Manager and General Manager
- PO approved by Finance Manager
- Invoice signed by General Manager/ Department Manager
- **Checks signed by 2 Trustees**
- **Issue of Check Approved by the Board of Trustees**

Items over \$500 but less than \$1,000

- Purchase Request completed
- Requisitions approved by Department Manager
- Item is approved by Finance Manager before General Manager approves
- PO approved by Finance Manager
- Invoice signed by General Manager/ Department Manager
- **Checks signed by 2 Trustees**
- **Issue of Check Approved by the Board of Trustees**

Items over \$1,000 but less than \$2,000

- Purchase Request with Informal Bid document completed (verbal quotes)
- Requisitions approved by Department Manager
- Item is approved by Finance Manager before General Manager approves
- PO approved by Finance Manager
- Invoice signed by General Manager/ Department Manager
- **Checks signed by 2 Trustees**
- **Issue of Check Approved by the Board of Trustees**

Items over \$2,000 but less than \$5,000

- Purchase Request with Informal Bid document completed (written quotes)
- Requisitions approved by Department Manager
- Item is approved by Finance Manager before General Manager approves
- PO approved by Finance Manager
- Invoice signed by General Manager/ Department Manager
- **Checks signed by 2 Trustees**
- **Issue of Check Approved by the Board of Trustees**

Items over \$5,000

- Subject to Formal Bid Procedure – requires prior Board approval before proceeding
- Requisitions approved by Department Manager
- Item is approved by Finance Manager before General Manager approves
- PO approved by Finance Manager
- Invoice signed by General Manager/ Department Manager
- **Checks signed by 2 Trustees**
- **Issue of Check Approved by the Board of Trustees**

Overview of Revised Purchasing Policy:

- All purchases below \$25,000 will not require formal bidding procedures nor additional Board approval.
- All checks that are for employee benefits, utilities, and miscellaneous purchases and services below \$25,000 do not require additional Board approval and will be signed by GM or designee.
- All purchases above \$25,000 will be approved by the Board and checks above \$25,000 shall be signed in ink by two members of the Executive committee and released after Board approval.

Items over \$25,000

- Subject to Formal Bid Procedure – Outcome of bid requires Board approval before proceeding
- Requisitions authorized by Department Manager
- Item is approved by Finance Manager before General Manager approves
- PO Authorized by Finance Manager
- Invoice authorized by General Manager/ Department Manager
- Checks to be signed by General Manager or designee and one Executive Committee member.
- Issue of Check Approved by the Board of Trustees