



Coachella Valley Mosquito and Vector Control District

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

Executive Committee Meeting

Friday, December 6, 2024

12:00 p.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: [832 4954 4657](https://us02web.zoom.us/j/83249544657) or click this link to join: <https://us02web.zoom.us/j/83249544657>

Assistance for those with disabilities: If you have a disability and need an 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.

- 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 10:00 a.m. on December 6, 2024, at mScarboroughheckel@cvmosquito.org. E-mails received prior to 10:00 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 10, 2024, Draft Board Meeting Agenda

6. Old Business-

- A. Discussion and/or update from ad hoc Building Committee Meeting regarding Energy Service Contract with Centrica Business Solutions. — **Jeremy Wittie, MS, CSDM, General Manager**

7. New Business-

- A. Discussion and/or update regarding appointments for expired terms for the Board of Trustees. — **Jeremy Wittie, MS, CSDM, General Manager**
- B. Discussion and/or update of IT Master Plan. — **Jeremy Wittie, MS, CSDM, General Manager**

8. Trustee/Staff comments

9. Confirmation of next meeting

10. Adjournment

Certification of Posting

I certify that on December 3, 2024, 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 3, 2024.

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 10, 2024

6:00 p.m.

DRAFT- AGENDA

The Board of Trustees will take action on all items on the 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.

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1. Call to Order – John Peña, 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 10, 2024, at mscarborougheckel@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. Public Hearing for Benefit Assessment

- A. Open Public Hearing — **John Peña, Board President**
- B. Public Comments- Energy Service Contract
- C. Approval of Resolution 2024-19 an Energy Service Contract with Centrica Business Solutions. The contract is for the implementation of certain energy-related improvements to District facilities, in accordance with California Government Code Sections 4217.10 to 4217.18.— **Jeremy Wittie, MS, CSDM, General Manager and David l'Anson, Administrative Finance Manager**
- D. Close Public Hearing — **John Peña, Board President**

6. Announcements, Presentation, and Written Communications

- A. Audit Presentation of Fiscal Year ending June 30, 2024 — **Jonathan Abadesco, CPA, C.J. Brown & Company CPAs**
- B. Service Recognition Presentation

7. 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 November 12, 2024, Board Meeting
- B. Approval of expenditures for October 9, 2024, to November 7, 2024
- C. Informational Items:
 - Financials — **David l'Anson, Administrative Finance Manager**
 - California Public Employers Labor Relations Association (CalPELRA) Annual Conference, November 12-15, 2024, Monterey, California — **Graciela Morales, Human Resources Specialist**
 - Entomological Society Association (ESA) Annual Conference, November 10-13, 2024, Phoenix, Arizona — **Jennifer A. Henke, MS, BCE, Laboratory Manager, Kim Hung, PhD, BCE, Vector Ecologist, Gabriela Harvey, MS, Vector Ecologist**
 - District Travel for the Board of Trustees — **Megan Scarborough-Eckel, Clerk of the Board**

8. Business Session

- A. Old Business — None

B. New Business

- I. Discussion and/or approval of Resolution 2024-16 providing informal bidding procedure under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq of the Public Contract Code) — **David l'Anson, Administrative Finance Manager and Sarah Prendez, Purchasing Clerk**
- II. Discussion and/or approval of Resolution 2024-18 implementing a rotational system for appointments to the Executive Committee of the Board of Trustees, ensuring equitable participation from all Trustees over time — **Executive Committee and Megan Scarborough-Eckel, Clerk of the Board**
- III. Discussion and/or approval of Resolution 2024-20 revising the Purchasing Policy for the District — **David l'Anson, Administrative Finance Manager**
- IV. Approval of 2025 research proposals in an amount not to exceed \$155,590.12; \$77,795.06 will be expensed in Fiscal Year (FY) 2024/25 the balance will be expensed FY 2025/26 from Fund 8510.01.600.000 – Research Projects, *Budgeted; Funds Available* — **ad hoc Research Committee and Jennifer A. Henke, MS, BCE, Laboratory Manager**

9. Committee and Trustee Reports

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

Executive Committee oral report and minutes from December 6, 2024

B. Finance Committee — **Clive Weightman, Board Treasurer**

Finance Committee oral report and Finance Committee minutes from November 12, 2024

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.

10. Reports

A. General Manager

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

Questions and/or comments from Trustees regarding the reports

B. General Counsel

11. Closed Session

Closed Session (s):

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

Title: General Manager

12. Adjournment

<p>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.</p>

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I certify that on December 6, 2024, 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 6, 2024

Megan Scarborough-Eckel, Clerk of the Board