



**Coachella Valley Mosquito and Vector Control District**

**43420 Trader Place, Indio, CA 92201 | (760) 342-8287 | [cvmosquito.org](http://cvmosquito.org)**

**Finance Committee**

**Tuesday, December 10, 2024**

**4:30 p.m.**

**AGENDA**

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Materials related to an agenda item that are submitted to the Finance 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.

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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: [837 8367 9459](https://us02web.zoom.us/j/83783679459), or click this link to join: <https://us02web.zoom.us/j/83783679459>.

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** – Clive Weightman, Treasurer
- 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 2:30 p.m. on December 10, 2024, at [mscarborougheckel@cvmosquito.org](mailto:mscarborougheckel@cvmosquito.org). E-mails received prior to 2:30 p.m. on the day of the Finance Committee meeting will be made part of the record and distributed to the Finance Committee. This method is encouraged as it gives the Finance 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 Finance 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 Finance Committee 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 Finance 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 Finance Committee and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

#### 5. Items of General Consent

**A.** Approval of Minutes from November 12, 2024, Finance Committee Meeting **(Pg. 4)**

#### 6. Discussion, Review, and/or Update

**A.** Review of Check Report from Abila MIP for the period of November 8, 2024, to December 7, 2024 **(Pg. 7)**

**B.** Credit Card Charges (Abila report & Microix Workflow Report) – Umpqua Statement dated November 30, 2024 **(Pg. 11)**

**C.** Review of October 2024 Financials and Treasurers Report **(Pg. 28)**

**7. Old Business**

- A. None

**8. New Business**

- A. Review of Purchasing Policy (Pg. 42)
- B. Review of finance-related items on the December Board agenda

**9. Trustee and/or Staff Comments/Future Agenda Items**

- A. Next Meeting: January 14, 2025, at 4:30 pm

**10. Adjournment**

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**Certification of Posting**

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  
Megan Scarborough-Eckel, Clerk of the Board

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting  
Minutes**

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**TIME** 4:30 p.m. **DATE:** November 12, 2024

**LOCATION:** 43420 Trader Place Indio, CA 92201

**COMMITTEE MEMBERS PRESENT:**

Indian Wells            Clive Weightman, Treasurer  
County at Large        Bitto Larson, Trustee

**COMMITTEE MEMBERS ABSENT:**

Palm Desert            Doug Walker, Trustee

**OTHER TRUSTEES PRESENT:**

None

**STAFF PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Megan Scarborough-Eckel, Clerk of the Board  
Sarah Prendez, Purchasing Clerk

**MEMBERS OF THE PUBLIC PRESENT:**

No

**1. Call to Order**

*Treasurer Weightman called the meeting to order at 4:31 p.m.*

**2. Roll Call**

*Roll Call indicated that two (2) of the three (3) Finance Committee members were present.*

**3. Confirmation of Agenda**

*Treasurer Weightman inquired if anything on the agenda needed to be changed, seeing no requests, the agenda was confirmed as stands.*

**4. Public Comments**

**A. PUBLIC Comments — NON-AGENDA ITEMS:**

*No public comments*

**B. PUBLIC Comments — AGENDA ITEMS:**

*No public comments*

## 5. Items of General Consent

- A. Approval of Minutes from October 8, 2024, Finance Committee Meeting

*On a motion from Trustee Larson, seconded by Trustee Weightman, motions carries, and Finance Committee approved the minutes October 8, 2024.*

*Ayes: Trustee Walker, Weightman*

*Noes: None*

*Abstained: None*

*Absent: Trustee Walker*

## 6. Discussion, Review, and/or Update-

- A. Review of Check Report Abila MIP for the period of October 8, 2024, to November 7, 2024
- B. Credit Card Changes (Abila report & Microix Workflow Report) -Umpqua Statement dated October 31, 2024
- C. Review of September 2024 Financials and Treasurers Report

*Committee Members had various questions and comments for staff regarding the check report, credit card statements, and the financial and treasurers report.*

## 7. Old Business

- A. CalPERS Actuarial Update

*A discussion was held; Committee Members had various questions and comments for staff.*

## 8. New Business

- A. Review of finance related items for November Board Meeting agenda

*A discussion was held; Finance Committee members had questions and comments for staff.*

*Trustee Larson requested that Resolution 2024-16 and the staff report regarding the uniform bidding process be brought back to the December Board Meeting after adding stipulations of two to three bids being required.*

**Meeting was paused at 4:59 pm due to internet outage and resumed at 5:00 pm.**

## 9. Trustee and/or Staff Comments/Future Agenda Items

*Next meeting: Tuesday, December 10, 2024, at 4:30 pm*

*Treasurer Weightman requested that the IT Strategy Report be agendaized as soon as possible for Finance Committee and Board of Trustees review.*

**10. Adjournment**

*There being no further business to discuss, Treasurer Weightman adjourned the meeting at 5:10 p.m.*

CVMVCD

Check/Voucher Register - checkreportforFC

**1035 - CB&T General Checking**

From 11/8/2024 Through 12/7/2024

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
45548	Hypertec USA Inc	35049	Cloud Computing Services	110.49
	Hypertec USA Inc	35216	CLOUD COMPUTING	110.49
	Hypertec USA Inc	35421	Cloud Computing Services	192.56
	Hypertec USA Inc	35720	CLOUD COMPUTING	110.49
	Hypertec USA Inc	35857	Cloud Computing Services	110.49
	Hypertec USA Inc	Credits	Cloud Computing Services	<u>(379.65)</u>
Total 45548				254.87
45549	SC Commercial LLC dba SC Fuels	2730017-IN	Motor,Fuel,Oil	<u>6,947.87</u>
Total 45549				6,947.87
45551	Empower Trust Company, LLC	0830PP - 1108PP	457 Deferred Compensation Contributions: 08/30PP - 11/08PP	6,876.95
	Empower Trust Company, LLC	1108PP	457 Deferred Compensation Contributions: 08/30PP - 11/08PP	4,856.95
	Empower Trust Company, LLC	1240378470	Deferred Compensation Contributions: 08/30PP - 11/08PP	6,482.73
	Empower Trust Company, LLC	1240381170	457 Deferred Compensation Contributions: 08/30PP - 11/08PP	6,514.93
	Empower Trust Company, LLC	1240382606	457 Deferred Compensation Contributions: 08/30PP - 11/08PP	6,508.61
	Empower Trust Company, LLC	1240450382	457 Deferred Compensation Contributions: 08/30PP - 11/08PP	6,487.80
	Empower Trust Company, LLC	1240464804	457 Contributions: 11/08PP	7,736.94
	Empower Trust Company, LLC	1240475283	401a Contributions: 08/30PP - 11/08PP	4,587.76
	Empower Trust Company, LLC	1240880863	401a Contributions: 08/30PP - 11/08PP	4,572.14
	Empower Trust Company, LLC	1240884060	401a Contributions: 08/30PP - 11/08PP	5,176.25
	Empower Trust Company, LLC	1240888444	401a Contributions: 08/30PP - 11/08PP	3,224.16
	Empower Trust Company, LLC	1240890576	401 Contributions: 11/08PP	5,176.94
	Empower Trust Company, LLC	401a 0830PP - 1108PP	401a Contributions: 08/30PP - 11/08PP	4,590.68
	Empower Trust Company, LLC	401a0830PP - 1108PP	401a Contributions: 08/30PP - 11/08PP	<u>4,566.92</u>
Total 45551				77,359.76
45552	Petty Cash Custodian Crystal Moreno	20241122	Employee Incentive	<u>3,000.00</u>

**CVMVCD**  
 Check/Voucher Register - checkreportforFC  
**1035 - CB&T General Checking**  
 From 11/8/2024 Through 12/7/2024

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
Total 45552				3,000.00
45553	UMPQUA Bank Commercial Card OPS		Umpqua Card	75,452.11
Total 45553				75,452.11
45554	CalPERS Healthcare Acct	100000017741974	Cafeteria Plan	107,301.06
Total 45554				107,301.06
45555	Principal Life Insurance Co.	20241115	Cafeteria Plan	13,863.96
Total 45555				13,863.96
45556	Abila, Inc.	1050-1000245044	Cloud Computing Services	1,009.83
Total 45556				1,009.83
45557	Airgas USA, LLC	9155467957	Lab Supplies & Expenses	682.91
	Airgas USA, LLC	9155679298	Lab Supplies & Expenses	555.57
Total 45557				1,238.48
45558	Clarke Mosquito Control	005111082	Surveillance: Traps & Supplies	4,621.88
	Clarke Mosquito Control	005111095	Control Products	7,545.95
Total 45558				12,167.83
45559	CleanExcel	122458	Janitorial Services	4,192.00
Total 45559				4,192.00
45560	Connection aka GovConnection	75715534	Software Licensing	98.84
	Connection aka GovConnection	75745291	Capital Outlay	2,792.72
	Connection aka GovConnection	75745293	CLOUD COMPUTING SERVICES	1,776.23
Total 45560				4,667.79
45561	Desert Electric Supply	S3250330001	Repair & Maintenance: Shop & Grounds	395.99



**CVMVCD**  
 Check/Voucher Register - checkreportforFC  
**1035 - CB&T General Checking**  
 From 11/8/2024 Through 12/7/2024

Check Number	Vendor Name	PO# / Invoice#	Transaction Description	Check Amount
Total 45561				395.99
45562	Alexandra Echenberg	20241113	Professional Development	225.00
Total 45562				225.00
45563	Employee Relations Inc.	98020	Recruitment/Advertising	160.12
Total 45563				160.12
45564	Indio Emergency Medical Group	20241111	Physican Fees	395.00
Total 45564				395.00
45565	Linde Gas & Equipment Inc.	46484448	Offsite Vehicle Maintenance & Repair	66.64
Total 45565				66.64
45566	Veronica Montoya	3853	MIP Conference Expenses	331.65
	Veronica Montoya	3854	CalPERS Conference Expenses	211.05
Total 45566				542.70
45567	NAPA Auto & Truck Parts	127923	Equipment Parts & Supplies	559.73
Total 45567				559.73
45568	Quench USA Inc.	INV08159271	Employee Support	177.06
Total 45568				177.06
45569	SC Commercial LLC dba SC Fuels	IN-0000010640	Motor,Fuel,Oil	9,344.35
Total 45569				9,344.35
45570	Knight Sunrise Fontana LLC dba Sunline Transit Agency	20241113	Public Outreach Advertising	8,262.50
Total 45570				8,262.50

**CVMVCD**

Check/Voucher Register - checkreportforFC

**1035 - CB&T General Checking**

From 11/8/2024 Through 12/7/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>PO# / Invoice#</u>	<u>Transaction Description</u>	<u>Check Amount</u>
45571	Veolia ES Technical Solutions, LLC	MD163662	Lab Supplies & Expenses	125.15
	Veolia ES Technical Solutions, LLC	MD164190	Lab Supplies & Expenses	<u>124.50</u>
Total 45571				249.65
45572	UPS	0000Y841R0454	Postage-Lab	<u>127.48</u>
Total 45572				127.48
45573	West Coast Arborists	1-10637	Contract Services	<u>6,000.00</u>
Total 45573				6,000.00
			Total 1035 - CB&T General Checking	<u>333,961.78</u>
Report Total				<u><u>333,961.78</u></u>

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
5300	Employee Incentive	Human Resources	Escape Room Palm Springs	2,099.99	District Team Building Event at Escape Room Palm Springs.	Crystal Moreno
5300	Employee Incentive	Human Resources	Panera Bread	13.69	1 Greek Salad Box	Jessica Duenow
5300	Employee Incentive	Human Resources	Panera Bread	14.39	1 Turkey & Chdr Sdw Box	Jessica Duenow
5300	Employee Incentive	Human Resources	Panera Bread	273.41	19 Turkey & Chdr Sdw Box	Jessica Duenow
5300	Employee Incentive	Human Resources	Panera Bread	43.17	3 Tuna Salad Sdw Box	Jessica Duenow
5300	Employee Incentive	Human Resources	Panera Bread	587.07	33 BLT Chx Avc Sdw Box	Jessica Duenow
5300	Employee Incentive	Human Resources	Panera Bread	86.34	6 Med Veggie Sdw Box	Jessica Duenow
Total 5300	Employee Incentive			3,118.06		
6060	Reproduction & Printing	Information Systems	ID Card Group	29.50	Round Black Clip-on Reel - w/Clr Vinyl Strap (N/S).	Edward Prendez
6060	Reproduction & Printing	Information Systems	ID Card Group	0.48	ROUNDING ADJUSTMENT	Edward Prendez
6060	Reproduction & Printing	Information Systems	ID Card Group	26.77	SALEX TAX	Edward Prendez
6060	Reproduction & Printing	Information Systems	ID Card Group	276.00	Vertical Heavy Duty Prox Card - MADE IN USA – Heavy Duty Pr	Edward Prendez
Total 6060	Reproduction & Printing			332.75		
6070	Office Supplies	Public Outreach	AmazonBusiness	18.90	Book Rings	Sarah Prendez
6070	Office Supplies	Public Outreach	AmazonBusiness	17.98	Notebooks	Sarah Prendez
6070	Office Supplies	Public Outreach	AmazonBusiness	3.23	Tax	Sarah Prendez
6070	Office Supplies	Finance	Plum Paper	63.25	2025 Planner AT	Sarah Prendez
6070	Office Supplies	Finance	Plum Paper	52.90	2025 Planner SP	Sarah Prendez
6070	Office Supplies	Finance	Plum Paper	(34.84)	30% Off if purchased 11/11/24	Sarah Prendez
6070	Office Supplies	Finance	Plum Paper	14.00	S&H	Sarah Prendez
6070	Office Supplies	Finance	Plum Paper	(14.00)	S&H Discount	Sarah Prendez
6070	Office Supplies	Finance	Plum Paper	7.11	Tax	Sarah Prendez
6070	Office Supplies	Control Operations	Sheet Labels	161.98	4.25 x 11 (SL516) Removable White Polyester Weatherproof	Sarah Prendez

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
6070	Office Supplies	Control Operations	Sheet Labels	16.78	S&H	Sarah Prendez
6070	Office Supplies	Human Resources	Staples Business Advantage	16.69	2024-2025 Blue Sky Day Designer Rugby Stripe Black 22 x 17	Sarah Prendez
6070	Office Supplies	Administration	Staples Business Advantage	79.38	Copy Paper	Sarah Prendez
6070	Office Supplies	Control Operations	Staples Business Advantage	68.88	Heavyweight Sheet Portectors 25pk	Sarah Prendez
6070	Office Supplies	Human Resources	Staples Business Advantage	3.31	Index Cards	Sarah Prendez
6070	Office Supplies	Human Resources	Staples Business Advantage	9.48	Letters & Numbers	Sarah Prendez
6070	Office Supplies	Human Resources	Staples Business Advantage	79.14	Name Badge Labels	Sarah Prendez
6070	Office Supplies	Human Resources	Staples Business Advantage	10.15	Sharpie Liquid Highlighter, Chisel Tip, Assorted, 10/Pack (2	Sarah Prendez
6070	Office Supplies	Administration	Staples Business Advantage	25.07	Tax	Sarah Prendez
6070	Office Supplies	Human Resources	Staples Business Advantage	3.60	Westcott All Purpose Value 8 Stainless Steel Standard Sciss	Sarah Prendez
6070	Office Supplies	Human Resources	Staples Business Advantage	15.79	Zebra ClickArt Water Based Markers, Fine Tip, Assorted Color	Sarah Prendez
Total 6070	Office Supplies			618.78		
6110	Conference Expense	Control Operations	MVCAC Conference Expense	396.96	2025 MVCAC Annual Conference Southwest Flights for Field S	Sarah Prendez
6110	Conference Expense	Control Operations	MVCAC Conference Expense	431.96	2025 MVCAC Annual Conference Southwest Flights for Operati	Sarah Prendez
6110	Conference Expense	Unmanned Aircraft Applications	MVCAC Conference Expense	863.92	2025 MVCAC Annual Conference Southwest Flights for the Ops	Sarah Prendez
6110	Conference Expense	Control Operations	MVCAC Conference Expense	1,190.88	2025 MVCAC Annual Conference Southwest Flights for the Ops T	Sarah Prendez
6110	Conference Expense	Surveillance & Quality Control	MVCAC Conference Expense	2,250.00	MVCAC Annual Conference Registration for the Lab Team	Sarah Prendez
6110	Conference Expense	Control Operations	MVCAC Conference Expense	3,150.00	MVCAC Annual Conference Registration for the Ops Team	Sarah Prendez

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
6110	Conference Expense	Public Outreach	MVCAC Conference Expense	1,350.00	MVCAC Annual Conference Registration for the Public Outreach	Sarah Prendez
6110	Conference Expense	Public Outreach	MVCAC Conference Expense	1,052.88	MVCAC Annual Conference Southwest Flights for the Public Out	Sarah Prendez
Total 6110	Conference Expense			10,686.60		
6200	Meetings Expense	Administration	Lowes Stores	559.60	Cosco Gray Commercial Standard Folding Chair with Solid Seat	Sarah Prendez
6200	Meetings Expense	Administration	Lowes Stores	79.00	S&H	Sarah Prendez
6200	Meetings Expense	Administration	Lowes Stores	55.88	Tax	Sarah Prendez
Total 6200	Meetings Expense			694.48		
6210	Promotion & Education	Public Outreach	AmazonBusiness	405.07	Items for Coachella Parade. Not to Exceed \$450.	Diana Reyes
6210	Promotion & Education	Public Outreach	4imprint	(491.40)	Discount	Sarah Prendez
6210	Promotion & Education	Public Outreach	4imprint	2,480.00	Flashlight w/Pen and Lanyard QTY 2000	Sarah Prendez
6210	Promotion & Education	Public Outreach	4imprint	1,615.00	Power Clip Translucent QTY 2000	Sarah Prendez
6210	Promotion & Education	Public Outreach	4imprint	353.51	S&H	Sarah Prendez
6210	Promotion & Education	Public Outreach	4imprint	315.32	Tax	Sarah Prendez
Total 6210	Promotion & Education			4,677.50		
6400	Utilities	Buildings & Grounds Maintenance	Imperial Irrigation Dist-Lab ...	9.95	Credit Card Fee	Rosendo Ruiz

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
6400	Utilities	Buildings & Grounds Maintenance	Imperial Irrigation Dist-Lab ...	6,368.42	Lab Electrical Services 10/04/2024-11/04/2024	Rosendo Ruiz
6400	Utilities	Buildings & Grounds Maintenance	Imperial Irrigation District	5.97	Credit Card Fee	Rosendo Ruiz
6400	Utilities	Buildings & Grounds Maintenance	Imperial Irrigation District	3,683.80	District Electrical Services 10/05/2024-11/03/2024	Rosendo Ruiz
6400	Utilities	Buildings & Grounds Maintenance	Indio Water Authority	893.36	Water Service Fee Building 01 09/04/2024-10/03/2024	Rosendo Ruiz
6400	Utilities	Buildings & Grounds Maintenance	Indio Water Authority	201.66	Water Service Fee Building 02 09/03/2024-10/03/2024	Rosendo Ruiz
Total 6400	Utilities			11,163.16		
7050	Safety Expense	Control Operations	Uline	17.75	S&H	Sarah Prendez
7050	Safety Expense	Control Operations	Uline	20.26	Tax	Sarah Prendez
7050	Safety Expense	Control Operations	Uline	230.00	Uvex Flex Seal Safety Goggles	Sarah Prendez
Total 7050	Safety Expense			268.01		
7150	IT Communications	Information Systems	Verizon Wireless	3,496.02	District Cell Phone Charges 10/8/24-11/07/24	Rosendo Ruiz
7150	IT Communications	Information Systems	Verizon Wireless	4,862.92	District Cell Phone Charges 9/8 - 10/7/24	Rosendo Ruiz
7150	IT Communications	Information Systems	Verizon Wireless	(591.72)	District Cell Phone Charges 9/8 - 10/7/24 Credit	Rosendo Ruiz
Total 7150	IT Communications			7,767.22		
7200	Household Supplies	Buildings & Grounds Maintenance	Waxie Sanitary Supply	99.72	389210. PROVON CLEAR & MILD FOAM HANDWASH 3/700 ML.	Sarah Prendez

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
7200	Household Supplies	Buildings & Grounds Maintenance	Waxie Sanitary Supply	31.82	704522. KLEENLINE 30X37 8 MIC NATURAL CORELESS ROLL LINER 20	Sarah Predez
7200	Household Supplies	Buildings & Grounds Maintenance	Waxie Sanitary Supply	269.52	850232. KLEENLINE SELECT 2001 MULTIFOLD ECOLOGO TAD WHITE 16	Sarah Predez
7200	Household Supplies	Buildings & Grounds Maintenance	Waxie Sanitary Supply	105.64	851106. KLEENLINE 1945 2-PLY BATH TISSUE.	Sarah Predez
7200	Household Supplies	Buildings & Grounds Maintenance	Waxie Sanitary Supply	44.34	Tax	Sarah Predez
Total 7200	Household Supplies			551.04		
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Dunn Edwards Corporation	19.10	Paint + Fee	Armando Gaspar
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Dunn Edwards Corporation	1.48	Tax	Armando Gaspar
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Harbor Freight Tools	24.08	Ice Machine Cleaning Supplies	Armando Gaspar
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Home Depot Pro	29.60	Ice Machine Cleaning Supplies	Armando Gaspar
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Smart&Final	2.79	Scotch-Brite	Armando Gaspar
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Smart&Final	8.99	Shower & Bath Scrub	Armando Gaspar
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Smart&Final	2.19	Spray Bottle	Armando Gaspar

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Smart&Final	1.22	Tax	Armando Gaspar
7300	Repair & Maintenance	Buildings & Grounds Maintenance	Desert Alarm, Inc.	190.00	Service Fees	Sarah Prendez
Total 7300	Repair & Maintenance			279.45		
7400	Vehicle Parts & Supplies	Fleet Maintenance	Air & Hose Source, Inc	53.00	AHA-HA46-050E HA46-050E 3/8 x 50' Red Rhino Rubber Air Hose	Juan Herrera
7400	Vehicle Parts & Supplies	Fleet Maintenance	Air & Hose Source, Inc	8.00	BHB-PM-12-12 Push-On Barb x Male NPT Hose End	Juan Herrera
7400	Vehicle Parts & Supplies	Fleet Maintenance	Air & Hose Source, Inc	6.25	BPA-23300-12 23300-12 3/4 Brass Pipe Coupling	Juan Herrera
7400	Vehicle Parts & Supplies	Fleet Maintenance	Air & Hose Source, Inc	25.00	BPA-23700X12 3/4 Brass Fem.Pipe Tee	Juan Herrera
7400	Vehicle Parts & Supplies	Fleet Maintenance	Air & Hose Source, Inc	23.00	SLNT-TB750 TB750 Medium Strength Thrcadlocker (Blue) 50ml	Juan Herrera
7400	Vehicle Parts & Supplies	Fleet Maintenance	Air & Hose Source, Inc	8.00	TAPE-TTB50 TTB50 1/2 x 520 h1dustrial Teflon Tape (White)	Juan Herrera
7400	Vehicle Parts & Supplies	Fleet Maintenance	Air & Hose Source, Inc	10.78	Tax	Juan Herrera
7400	Vehicle Parts & Supplies	Fleet Maintenance	AmazonBusiness	14.99	10 Pcs Trailer Coupler Pin with Steel Quick Release Ring	Sarah Prendez
7400	Vehicle Parts & Supplies	Fleet Maintenance	AmazonBusiness	27.26	Tax	Sarah Prendez
7400	Vehicle Parts & Supplies	Fleet Maintenance	AmazonBusiness	247.04	Trailer Chocks	Sarah Prendez
7400	Vehicle Parts & Supplies	Fleet Maintenance	AmazonBusiness	15.89	Truleego 10 Pack 1/4x4 Trailer Coupler Pin Heavy Duty Wire	Sarah Prendez
7400	Vehicle Parts & Supplies	Fleet Maintenance	AmazonBusiness	33.78	Truleego Heavy Duty Lynch Pin 3 Pack	Sarah Prendez



**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
Total 7400	Vehicle Parts & Supplies			472.99		
7420	Offsite Vehicle Maint & Repair	Fleet Maintenance	S and D Carwash Managem...	259.20	Wash Type Good	Edward Prendez
7420	Offsite Vehicle Maint & Repair	Fleet Maintenance	I 10 Auto Body	5,712.91	Unit# 63 Body Shop Repair.	Juan Herrera
Total 7420	Offsite Vehicle Maint & Repair			5,972.11		
7450	Equipment Parts & Supplies	Information Systems	AmazonBusiness	16.32	8.75%	Edward Prendez
7450	Equipment Parts & Supplies	Information Systems	AmazonBusiness	173.94	Light Heat Dissipation Design (Grey) CASE	Edward Prendez
7450	Equipment Parts & Supplies	Information Systems	AmazonBusiness	49.35	OtterBox Galaxy Note20 5G Defender Series Case - Carlos Cerv	Edward Prendez
7450	Equipment Parts & Supplies	Information Systems	AmazonBusiness	28.44	OtterBox Samsung Galaxy S20 FE 5G - Jesus Vidrio	Edward Prendez
7450	Equipment Parts & Supplies	Information Systems	AmazonBusiness	8.85	SALES TAX	Edward Prendez
7450	Equipment Parts & Supplies	Information Systems	AmazonBusiness	35.62	SHIPPING	Edward Prendez
7450	Equipment Parts & Supplies	Information Systems	Verizon Wireless	0.00	2024 IPHONE PRO BLUE LIGHT PROTECTOR	Rosendo Ruiz
7450	Equipment Parts & Supplies	Information Systems	Verizon Wireless	778.29	Equipment Parts & Supplies	Rosendo Ruiz
7450	Equipment Parts & Supplies	Information Systems	Verizon Wireless	0.00	IP 16 PRO 12BG: (442) 334-2123 (Hugo Arcos)	Rosendo Ruiz
7450	Equipment Parts & Supplies	Information Systems	Verizon Wireless	1,478.84	IP16 PRO 128GB: (760)-541-0805 (Robert Gaona)	Rosendo Ruiz
7450	Equipment Parts & Supplies	Information Systems	Verizon Wireless	0.00	LOCAL TAXES	Rosendo Ruiz
7450	Equipment Parts & Supplies	Information Systems	Verizon Wireless	0.00	OTTERBOX DEFENDER IP16P BLK	Rosendo Ruiz
7450	Equipment Parts & Supplies	Information Systems	Verizon Wireless	0.00	STATE TAXES	Rosendo Ruiz

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
Total 7450	Equipment Parts & Supplies			2,569.65		
7500	Small Tools Furniture & Equip	Buildings & Grounds Maintenance	Harbor Freight Tools	42.99	Ext Cord	Armando Gaspar
7500	Small Tools Furniture & Equip	Buildings & Grounds Maintenance	Harbor Freight Tools	3.76	Tax	Armando Gaspar
Total 7500	Small Tools Furniture & Equip			46.75		
7550	Lab Supplies & Expense	Surveillance & Quality Control	Colorado Serum Company	350.00	Calf Blood 100ml	Sarah Prendez
Total 7550	Lab Supplies & Expense			350.00		
7600	Staff Training	Human Resources	Starbucks	44.00	Coffee for Diversity, Equity, and Inclusion Training	Jessica Duenow
7600	Staff Training	Human Resources	Starbucks	44.00	Coffee for Diversity, Equity, and Inclusion Training (Not to	Jessica Duenow
7600	Staff Training	Human Resources	Walmart Stores	56.65	Refreshments for Diversity, Equity, and Inclusion Training	Jessica Duenow
7600	Staff Training	Unmanned Aircraft Applications	AMCA Conference Expense	329.53	*One Night Deposit Required After Booking*	Sarah Prendez
7600	Staff Training	Public Outreach	AMCA Conference Expense	329.53	*One Night Desposit Required After Booking*	Sarah Prendez
7600	Staff Training	Unmanned Aircraft Applications	AMCA Conference Expense	0.00	2025 AMCA Annual Conference Hotel for UAS Coordinator. 03/03	Sarah Prendez
7600	Staff Training	Public Outreach	AMCA Conference Expense	0.00	2025 AMCA Annual Conference Hotel Stay for PI Manager 03/02/	Sarah Prendez
7600	Staff Training	Control Operations	AMCA Conference Expense	1,605.00	2025 AMCA Annual Conference Registration for Ops Team.	Sarah Prendez

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
7600	Staff Training	Unmanned Aircraft Applications	AMCA Conference Expense	535.00	2025 AMCA Annual Conference Registration for UAS Coordinator	Sarah Prendez
7600	Staff Training	Public Outreach	AMCA Conference Expense	535.00	AMCA Annual Conference Registration for PI Manage.	Sarah Prendez
7600	Staff Training	Surveillance & Quality Control	AMCA Conference Expense	1,605.00	AMCA Annual Conference Registration for the Lab Team	Sarah Prendez
Total 7600	Staff Training			5,083.71		
7650	Equipment Rental	Buildings & Grounds Maintenance	Home Depot Pro	42.99	Damage Protection	Armando Gaspar
7650	Equipment Rental	Buildings & Grounds Maintenance	Home Depot Pro	(125.00)	Deposit Paid	Armando Gaspar
7650	Equipment Rental	Buildings & Grounds Maintenance	Home Depot Pro	286.63	Rental	Armando Gaspar
7650	Equipment Rental	Buildings & Grounds Maintenance	Home Depot Pro	26.51	Tax	Armando Gaspar
Total 7650	Equipment Rental			231.13		
7675	Contract Services	Fleet Maintenance	Alldata LLC	125.00	Contract Services	Edward Prendez
7675	Contract Services	Information Systems	Network Solutions, LLC	214.95	DOMAIN .ORG - CVMOSQUITO.ORG	Edward Prendez
7675	Contract Services	Information Systems	Network Solutions, LLC	9.99	DOMAIN EXPIRATION PROTECTION - CVMOSQUITO.ORG	Edward Prendez
7675	Contract Services	Information Systems	Network Solutions, LLC	0.90	ICANN FEES	Edward Prendez
7675	Contract Services	Fleet Maintenance	Verizon Connect Fleet USA L...	1,322.25	Vehicle Telematics: Services - November 2024	Edward Prendez

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
7675	Contract Services	Information Systems	Zoom	146.00	AUDIO CONFERENCE/Cloud Recording 100GB-November 2024 Mont	Edward Prendez
7675	Contract Services	Information Systems	Marlin Leasing Corporation	993.60	Copier Lease	Rosendo Ruiz
7675	Contract Services	Information Systems	Marlin Leasing Corporation	20.00	Credit Card Fee	Rosendo Ruiz
Total 7675	Contract Services			2,832.69		
7680	Cloud Computing Services	Information Systems	Zingle, Inc.	394.00	Professional Services	Edward Prendez
7680	Cloud Computing Services	Information Systems	Zingle, Inc.	15.00	Users	Edward Prendez
Total 7680	Cloud Computing Services			409.00		
7750	Field Supplies	Control Operations	AmazonBusiness	18.98	Carabiner Clips	Sarah Prendez
7750	Field Supplies	Control Operations	AmazonBusiness	1.66	Tax	Sarah Prendez
Total 7750	Field Supplies			20.64		
8415	Capital Outlay	Fleet Maintenance	Snap On Industrial	1,900.00	3PC 14 38 12 ATECH FSET RD	Juan Herrera
8415	Capital Outlay	Fleet Maintenance	Snap On Industrial	166.25	Tax	Juan Herrera
8415	Capital Outlay	Fleet Maintenance	AmazonBusiness	89.98	OTC (7509) Inner CV Joint Puller , White	Sarah Prendez
8415	Capital Outlay	Fleet Maintenance	AmazonBusiness	93.37	OTC 4964 Ball Joint Service Kit for Select Polaris Vehicles	Sarah Prendez
8415	Capital Outlay	Fleet Maintenance	AmazonBusiness	434.96	OTC Ball Joint Intermediate Service Kit (6530)	Sarah Prendez
8415	Capital Outlay	Fleet Maintenance	AmazonBusiness	172.71	Precision Instruments PRED2F150HM Torque Wrench (3/8 Drive	Sarah Prendez
8415	Capital Outlay	Control Operations	AmazonBusiness	57.99	Step Ladder	Sarah Prendez

**CVMVCD**  
**Expenditure Journal - Calcard by Name**

From 11/1/2024 Through 11/30/2024

Object Code	Object Title	Dept Title	Vendor	Expenditures	Transaction Description	Card Holder Name
8415	Capital Outlay	Fleet Maintenance	AmazonBusiness	74.28	Tax	Sarah Predez
8415	Capital Outlay	Information Systems	DSI	13.40	S&H	Sarah Predez
8415	Capital Outlay	Information Systems	DSI	22.58	Tax	Sarah Predez
8415	Capital Outlay	Information Systems	DSI	258.00	Wireless RF Waterproof Silicone Keyboard with Numberpad and	Sarah Predez
8415	Capital Outlay	Control Operations	Home Depot Stores	99.00	Shop Vac	Sarah Predez
8415	Capital Outlay	Control Operations	Home Depot Stores	8.66	Tax	Sarah Predez
Total 8415	Capital Outlay			3,391.18		
9000	Contingency Expense	Control Operations	AmazonBusiness	(130.48)	Motorcycle Half Face Helmet *Return/Refund*	Sarah Predez
Total 9000	Contingency Expense			(130.48)		
Report Total				61,406.42		

**Organization Name: CVMVCD**  
**Report Name: List of Documents - Detail**  
**User: David IAnson**  
**Report Date/Period: 12/6/2024**

Object	Fund	Dept	Sub	Document #	Requester	Vendor Name	Effective Date	Item Description	UOM	Ordered	Unit Price	Amount
Type: Accounts Payable Invoice												
5300	01	202	000	AP-8942	Sarah Prendez	Panera Bread	11/30/202	33 BLT Chx Avc Sdw Box	EA	1	\$587.	\$587.07
5300	01	202	000	AP-8942	Sarah Prendez	Panera Bread	11/30/202	6 Med Veggie Sdw Box	EA	1	\$86.3	\$86.34
5300	01	202	000	AP-8942	Sarah Prendez	Panera Bread	11/30/202	3 Tuna Salad Sdw Box	EA	1	\$43.1	\$43.17
5300	01	202	000	AP-8942	Sarah Prendez	Panera Bread	11/30/202	19 Turkey & Chdr Sdw Box	EA	1	\$273.	\$273.41
5300	01	202	000	AP-8942	Sarah Prendez	Panera Bread	11/30/202	1 Turkey & Chdr Sdw Box	EA	1	\$14.3	\$14.39
5300	01	202	000	AP-8942	Sarah Prendez	Panera Bread	11/30/202	1 Greek Salad Box	EA	1	\$13.6	\$13.69
5300	01	202	000	AP-8946	Sarah Prendez	Escape Room Palm Springs	11/30/202	District Team Building Event at Escap	EA	1	\$2,09	\$2,099.99
6060	01	210	000	AP-8917	Edward Prendez	ID Card Group	11/30/202	Vertical Heavy Duty Prox Card - MADE	EA	2	\$138.	\$276.00
6060	01	210	000	AP-8917	Edward Prendez	ID Card Group	11/30/202	Round Black Clip-on Reel - w/Clr Vinyl	EA	50	\$0.59	\$29.50
6060	01	210	000	AP-8917	Edward Prendez	ID Card Group	11/30/202	ROUNDING ADJUSTMENT	EA	1	\$0.48	\$0.48
6060	01	210	000	AP-8917	Edward Prendez	ID Card Group	11/30/202	SALEX TAX	EA	1	\$26.7	\$26.77
6070	01	200	000	AP-8938	Sarah Prendez	Staples Business Advantage	11/30/202	Copy Paper	EA	2	\$39.6	\$79.38
6070	01	200	000	AP-8938	Sarah Prendez	Staples Business Advantage	11/30/202	Tax	EA	1	\$6.95	\$6.95
6070	01	201	000	AP-8939	Sarah Prendez	Plum Paper	11/30/202	2025 Planner AT	EA	1	\$63.2	\$63.25
6070	01	201	000	AP-8939	Sarah Prendez	Plum Paper	11/30/202	2025 Planner SP	EA	1	\$52.9	\$52.90
6070	01	201	000	AP-8939	Sarah Prendez	Plum Paper	11/30/202	30% Off if purchased 11/11/24	EA	1	(\$34.	(\$34.84)
6070	01	201	000	AP-8939	Sarah Prendez	Plum Paper	11/30/202	Tax	EA	1	\$7.11	\$7.11
6070	01	201	000	AP-8939	Sarah Prendez	Plum Paper	11/30/202	S&H	EA	1	\$14.0	\$14.00
6070	01	202	000	AP-8953	Sarah Prendez	Staples Business Advantage	11/30/202	Sharpie Liquid Highlighter, Chisel Tip,	EA	1	\$10.1	\$10.15
6070	01	202	000	AP-8953	Sarah Prendez	Staples Business Advantage	11/30/202	Westcott All Purpose Value 8" Stainles	EA	1	\$3.60	\$3.60
6070	01	202	000	AP-8953	Sarah Prendez	Staples Business Advantage	11/30/202	2024-2025 Blue Sky Day Designer Ru	EA	1	\$16.6	\$16.69
6070	01	202	000	AP-8953	Sarah Prendez	Staples Business Advantage	11/30/202	Zebra ClickArt Water Based Markers,	EA	1	\$15.7	\$15.79
6070	01	202	000	AP-8953	Sarah Prendez	Staples Business Advantage	11/30/202	Tax	EA	1	\$4.04	\$4.04
6070	01	500	000	AP-8967	Sarah Prendez	Staples Business Advantage	11/30/202	Heavyweight Sheet Portectors 25pk	EA	8	\$8.61	\$68.88
6070	01	500	000	AP-8967	Sarah Prendez	Staples Business Advantage	11/30/202	Tax	EA	1	\$6.03	\$6.03
6070	01	215	000	AP-8979	Sarah Prendez	AmazonBusiness	11/30/202	Notebooks	EA	1	\$17.9	\$17.98
6070	01	215	000	AP-8979	Sarah Prendez	AmazonBusiness	11/30/202	Book Rings	EA	2	\$9.45	\$18.90

**Organization Name: CVMVCD**  
**Report Name: List of Documents - Detail**  
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**Report Date/Period: 12/6/2024**

Object	Fund	Dept	Sub	Document #	Requester	Vendor Name	Effective Date	Item Description	UOM	Ordered	Unit Price	Amount
6070	01	215	000	AP-8979	Sarah Prendez	AmazonBusiness	11/30/202	Tax	EA	1	\$3.23	\$3.23
6070	01	202	000	AP-8980	Sarah Prendez	Staples Business Advantage	11/30/202	Name Badge Labels	EA	1	\$39.5	\$39.57
6070	01	202	000	AP-8980	Sarah Prendez	Staples Business Advantage	11/30/202	Letters & Numbers	EA	1	\$4.74	\$4.74
6070	01	202	000	AP-8980	Sarah Prendez	Staples Business Advantage	11/30/202	Index Cards	EA	1	\$3.31	\$3.31
6070	01	500	000	AP-8982	Sarah Prendez	Sheet Labels	11/30/202	4.25" x 11" (SL516)	EA	1	\$161.	\$161.98
6070	01	500	000	AP-8982	Sarah Prendez	Sheet Labels	11/30/202	S&H	EA	1	\$16.7	\$16.78
6070	01	202	000	AP-8980	Sarah Prendez	Staples Business Advantage	11/30/202	Tax	EA	1	\$4.17	\$4.17
6070	01	201	000	AP-8939	Sarah Prendez	Plum Paper	11/30/202	S&H Discount	EA	1	(\$14.	(\$14.00)
6070	01	202	000	AP-9027	Sarah Prendez	Staples Business Advantage	11/30/202	Name Badge Labels	EA	1	\$39.5	\$39.57
6070	01	202	000	AP-9027	Sarah Prendez	Staples Business Advantage	11/30/202	Letters & Numbers	EA	1	\$4.74	\$4.74
6070	01	202	000	AP-9027	Sarah Prendez	Staples Business Advantage	11/30/202	Tax	EA	1	\$3.88	\$3.88
6110	01	400	023	AP-8918	Sarah Prendez	MVCAC Conference Expense	11/30/202	MVCAC Annual Conference Registratio	EA	5	\$450.	\$2,250.00
6110	01	500	023	AP-8934	Sarah Prendez	MVCAC Conference Expense	11/30/202	MVCAC Annual Conference Registratio	EA	7	\$450.	\$3,150.00
6110	01	215	023	AP-8968	Sarah Prendez	MVCAC Conference Expense	11/30/202	MVCAC Annual Conference Registratio	EA	3	\$450.	\$1,350.00
6110	01	215	023	AP-8969	Sarah Prendez	MVCAC Conference Expense	11/30/202	MVCAC Annual Conference Southwest	EA	3	\$350.	\$1,052.88
6110	01	500	023	AP-8984	Sarah Prendez	MVCAC Conference Expense	11/30/202	2025 MVCAC Annual Conference Sout	EA	3	\$396.	\$1,190.88
6110	01	510	023	AP-8990	Sarah Prendez	MVCAC Conference Expense	11/30/202	2025 MVCAC Annual Conference "Sou	EA	2	\$431.	\$863.92
6110	01	500	023	AP-8991	Sarah Prendez	MVCAC Conference Expense	11/30/202	2025 MVCAC Annual Conference "Sou	EA	1	\$431.	\$431.96
6110	01	500	023	AP-8995	Sarah Prendez	MVCAC Conference Expense	11/30/202	2025 MVCAC Annual Conference "Sou	EA	1	\$396.	\$396.96
6200	01	200	000	AP-8902	Sarah Prendez	Lowes Stores	11/30/202	Cosco Gray Commercial Standard Fold	EA	20	\$27.9	\$559.60
6200	01	200	000	AP-8902	Sarah Prendez	Lowes Stores	11/30/202	Tax	EA	1	\$55.8	\$55.88
6200	01	200	000	AP-8902	Sarah Prendez	Lowes Stores	11/30/202	S&H	EA	1	\$79.0	\$79.00
6210	01	215	000	AP-8959	Sarah Prendez	AmazonBusiness	11/30/202	Items for Coachella Parade. Not to Ex	EA	1	\$405.	\$405.07
6210	01	215	000	AP-8961	Sarah Prendez	4imprint	11/30/202	Flashlight w/Pen and Lanyard QTY 20	EA	1	\$2,48	\$2,480.00
6210	01	215	000	AP-8961	Sarah Prendez	4imprint	11/30/202	Power Clip Translucent QTY 2000	EA	1	\$1,61	\$1,615.00
6210	01	215	000	AP-8961	Sarah Prendez	4imprint	11/30/202	Discount	EA	1	(\$491	(\$491.40)
6210	01	215	000	AP-8961	Sarah Prendez	4imprint	11/30/202	Tax	EA	1	\$315.	\$315.32
6210	01	215	000	AP-8961	Sarah Prendez	4imprint	11/30/202	S&H	EA	1	\$353.	\$353.51

**Organization Name: CVMVCD**  
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Object	Fund	Dept	Sub	Document #	Requester	Vendor Name	Effective Date	Item Description	UOM	Ordered	Unit Price	Amount
6400	01	305	000	AP-8888	Rosendo Ruiz	Indio Water Authority	11/30/202	Water Service Fee Building 01	EA	1	\$893.	\$893.36
6400	01	305	000	AP-8890	Rosendo Ruiz	Indio Water Authority	11/30/202	Water Service Fee Building 02	EA	1	\$201.	\$201.66
6400	01	305	000	AP-8970	Rosendo Ruiz	Imperial Irrigation District	11/30/202	District Electrical Services	EA	1	\$3,68	\$3,683.80
6400	01	305	000	AP-8970	Rosendo Ruiz	Imperial Irrigation District	11/30/202	Credit Card Fee	EA	3	\$1.99	\$5.97
6400	01	305	000	AP-8996	Rosendo Ruiz	Imperial Irrigation Dist-Lab Acct	11/30/202	Lab Electrical Services	EA	1	\$6,36	\$6,368.42
6400	01	305	000	AP-8996	Rosendo Ruiz	Imperial Irrigation Dist-Lab Acct	11/30/202	Credit Card Fee	EA	5	\$1.99	\$9.95
7050	01	500	000	AP-8966	Sarah Prendez	Uline	11/30/202	Uvex Flex Seal Safety Goggles	EA	10	\$23.0	\$230.00
7050	01	500	000	AP-8966	Sarah Prendez	Uline	11/30/202	Tax	EA	1	\$20.2	\$20.26
7050	01	500	000	AP-8966	Sarah Prendez	Uline	11/30/202	S&H	EA	1	\$17.7	\$17.75
7150	01	210	000	AP-8831	Rosendo Ruiz	Verizon Wireless	11/30/202	District Cell Phone Charges 9/8 - 10/7	EA	1	\$4,86	\$4,862.92
7150	01	210	000	AP-8831	Rosendo Ruiz	Verizon Wireless	11/30/202	District Cell Phone Charges 9/8 - 10/7	EA	1	(\$591	(\$591.72)
7150	01	210	000	AP-8975	Rosendo Ruiz	Verizon Wireless	11/30/202	District Cell Phone Charges 10/8/24-1	EA	1	\$3,49	\$3,496.02
7200	01	305	000	AP-8937	Sarah Prendez	Waxie Sanitary Supply	11/30/202	850232. KLEENLINE SELECT 2001 MU	EA	8	\$33.6	\$269.52
7200	01	305	000	AP-8937	Sarah Prendez	Waxie Sanitary Supply	11/30/202	851106. KLEENLINE 1945 2-PLY BAT	EA	2	\$52.8	\$105.64
7200	01	305	000	AP-8937	Sarah Prendez	Waxie Sanitary Supply	11/30/202	704522. KLEENLINE 30X37 8 MIC NA	EA	1	\$31.8	\$31.82
7200	01	305	000	AP-8937	Sarah Prendez	Waxie Sanitary Supply	11/30/202	389210. PROVON CLEAR & MILD FOA	EA	2	\$49.8	\$99.72
7200	01	305	000	AP-8937	Sarah Prendez	Waxie Sanitary Supply	11/30/202	Tax	EA	1	\$44.3	\$44.34
7300	01	305	044	AP-8915	Sarah Prendez	Desert Alarm, Inc.	11/30/202	Service Fees	EA	2	\$95.0	\$190.00
7300	01	305	035	AP-8949	Rosendo Ruiz	Home Depot Pro	11/30/202	Ice Machine Cleaning Supplies	EA	1	\$15.7	\$15.73
7300	01	305	035	AP-8950	Rosendo Ruiz	Home Depot Pro	11/30/202	Ice Machine Cleaning Supplies	EA	1	\$13.8	\$13.87
7300	01	305	035	AP-8951	Rosendo Ruiz	Harbor Freight Tools	11/30/202	Ice Machine Cleaning Supplies	EA	1	\$24.0	\$24.08
7300	01	305	035	AP-9005	Sarah Prendez	Dunn Edwards Corporation	11/30/202	Paint + Fee	EA	1	\$19.1	\$19.10
7300	01	305	035	AP-9005	Sarah Prendez	Dunn Edwards Corporation	11/30/202	Tax	EA	1	\$1.48	\$1.48
7300	01	305	035	AP-9009	Sarah Prendez	Smart&Final	11/30/202	Scotch-Brite	EA	1	\$2.79	\$2.79
7300	01	305	035	AP-9009	Sarah Prendez	Smart&Final	11/30/202	Shower & Bath Scrub	EA	1	\$8.99	\$8.99
7300	01	305	035	AP-9009	Sarah Prendez	Smart&Final	11/30/202	Spray Bottle	EA	1	\$2.19	\$2.19
7300	01	305	035	AP-9009	Sarah Prendez	Smart&Final	11/30/202	Tax	EA	1	\$1.22	\$1.22
7400	01	300	000	AP-8943	Sarah Prendez	AmazonBusiness	11/30/202	10 Pcs Trailer Coupler Pin with Steel	EA	1	\$14.9	\$14.99



**Organization Name: CVMVCD**  
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**Report Date/Period: 12/6/2024**

Object	Fund	Dept	Sub	Document #	Requester	Vendor Name	Effective Date	Item Description	UOM	Ordered	Unit Price	Amount
7400	01	300	000	AP-8943	Sarah Prendez	AmazonBusiness	11/30/202	Truleego Heavy Duty Lynch Pin 3 Pac	EA	2	\$16.8	\$33.78
7400	01	300	000	AP-8943	Sarah Prendez	AmazonBusiness	11/30/202	Truleego 10 Pack 1/4x4" Trailer Coupl	EA	1	\$15.8	\$15.89
7400	01	300	000	AP-8943	Sarah Prendez	AmazonBusiness	11/30/202	Trailer Chocks	EA	16	\$15.4	\$247.04
7400	01	300	000	AP-8943	Sarah Prendez	AmazonBusiness	11/30/202	Tax	EA	1	\$27.2	\$27.26
7400	01	300	000	AP-9012	Sarah Prendez	Air & Hose Source, Inc	11/30/202	AHA-HA46-050E HA46-050E 3/8" x 50	EA	1	\$53.0	\$53.00
7400	01	300	000	AP-9012	Sarah Prendez	Air & Hose Source, Inc	11/30/202	SLNT-TB750 TB750 Medium Strength	EA	2	\$11.5	\$23.00
7400	01	300	000	AP-9012	Sarah Prendez	Air & Hose Source, Inc	11/30/202	BPA-23700XI2 3/4" Brass Fem.Pipe Te	EA	1	\$25.0	\$25.00
7400	01	300	000	AP-9012	Sarah Prendez	Air & Hose Source, Inc	11/30/202	BPA-23300-12 23300-12 3/4" Brass Pi	EA	1	\$6.25	\$6.25
7400	01	300	000	AP-9012	Sarah Prendez	Air & Hose Source, Inc	11/30/202	BHB-PM-12-12 Push-On Barb x Male	EA	1	\$8.00	\$8.00
7400	01	300	000	AP-9012	Sarah Prendez	Air & Hose Source, Inc	11/30/202	TAPE-TTB50 TTB50 1/2" x 520" h1du	EA	4	\$2.00	\$8.00
7400	01	300	000	AP-9012	Sarah Prendez	Air & Hose Source, Inc	11/30/202	Tax	EA	1	\$10.7	\$10.78
7420	01	300	000	PO24/25	Sarah Prendez	I 10 Auto Body	11/30/202	Unit# 63 Body Shop Repair.	EA	1	\$5,71	\$5,712.91
7420	01	300	000	AP-9036	Abelina Torres	S and D Carwash Management LLC dba	11/30/202	Wash Type Good	EA	1	\$259.	\$259.20
7450	01	210	000	AP-8832	Rosendo Ruiz	Verizon Wireless	11/30/202	IP16 PRO 128GB: (760)-541-0805 (Ro	EA	1	\$1,47	\$1,478.84
7450	01	210	000	AP-8832	Rosendo Ruiz	Verizon Wireless	11/30/202	IP 16 PRO 12BG: (442) 334-2123 (Hu	EA	1	\$0.00	\$0.00
7450	01	210	000	AP-8832	Rosendo Ruiz	Verizon Wireless	11/30/202	OTTERBOX DEFENDER IP16P BLK	EA	2	\$0.00	\$0.00
7450	01	210	000	AP-8832	Rosendo Ruiz	Verizon Wireless	11/30/202	LOCAL TAXES	EA	2	\$0.00	\$0.00
7450	01	210	000	AP-8832	Rosendo Ruiz	Verizon Wireless	11/30/202	STATE TAXES	EA	1	\$0.00	\$0.00
7450	01	210	000	AP-8832	Rosendo Ruiz	Verizon Wireless	11/30/202	2024 IPHONE PRO BLUE LIGHT PROT	EA	2	\$0.00	\$0.00
7450	01	210	000	AP-8976	Rosendo Ruiz	Verizon Wireless	11/30/202	Equipment Parts & Supplies	EA	1	\$778.	\$778.29
7450	01	210	000	AP-8989	Edward Prendez	AmazonBusiness	11/30/202	Light Heat Dissipation Design (Grey)	EA	6	\$28.9	\$173.94
7450	01	210	000	AP-8989	Edward Prendez	AmazonBusiness	11/30/202	8.75%	EA	1	\$16.3	\$16.32
7450	01	210	000	AP-8989	Edward Prendez	AmazonBusiness	11/30/202	SHIPPING	EA	1	\$12.2	\$12.24
7450	01	210	000	AP-9001	Edward Prendez	AmazonBusiness	11/30/202	OtterBox Samsung Galaxy S20 FE 5G	EA	1	\$28.4	\$28.44
7450	01	210	000	AP-9001	Edward Prendez	AmazonBusiness	11/30/202	OtterBox Galaxy Note20 5G Defender	EA	1	\$49.3	\$49.35
7450	01	210	000	AP-9001	Edward Prendez	AmazonBusiness	11/30/202	SHIPPING	EA	1	\$23.3	\$23.38
7450	01	210	000	AP-9001	Edward Prendez	AmazonBusiness	11/30/202	SALES TAX	EA	1	\$8.85	\$8.85
7500	01	305	000	AP-9008	Sarah Prendez	Harbor Freight Tools	11/30/202	Ext Cord	EA	1	\$42.9	\$42.99

**Organization Name: CVMVCD**  
**Report Name: List of Documents - Detail**  
**User: David IAnson**  
**Report Date/Period: 12/6/2024**

Object	Fund	Dept	Sub	Document #	Requester	Vendor Name	Effective Date	Item Description	UOM	Ordered	Unit Price	Amount
7500	01	305	000	AP-9008	Sarah Prendez	Harbor Freight Tools	11/30/202	Tax	EA	1	\$3.76	\$3.76
7550	01	400	000	AP-8874	Rosendo Ruiz	Colorado Serum Company	11/30/202	Calf Blood 100ml	EA	1	\$170.	\$170.00
7550	01	400	000	AP-8948	Rosendo Ruiz	Colorado Serum Company	11/30/202	Calf Blood 100ml	EA	1	\$180.	\$180.00
7600	01	202	065	AP-8936	Sarah Prendez	Starbucks	11/30/202	Coffee for Diversity, Equity, and Inclu	EA	1	\$44.0	\$44.00
7600	01	400	027	AP-8972	Sarah Prendez	AMCA Conference Expense	11/30/202	AMCA Annual Conference Registration	EA	3	\$535.	\$1,605.00
7600	01	215	000	AP-8973	Sarah Prendez	AMCA Conference Expense	11/30/202	AMCA Annual Conference Registration	EA	1	\$535.	\$535.00
7600	01	215	000	AP-8974	Sarah Prendez	AMCA Conference Expense	11/30/202	2025 AMCA Annual Conference Hotel	EA	1	\$0.00	\$0.00
7600	01	510	027	AP-8981	Sarah Prendez	AMCA Conference Expense	11/30/202	2025 AMCA Annual Conference Regist	EA	1	\$535.	\$535.00
7600	01	510	027	AP-8983	Sarah Prendez	AMCA Conference Expense	11/30/202	2025 AMCA Annual Conference Hotel	EA	1	\$0.00	\$0.00
7600	01	500	027	AP-8998	Sarah Prendez	AMCA Conference Expense	11/30/202	2025 AMCA Annual Conference Regist	EA	3	\$535.	\$1,605.00
7600	01	202	065	AP-9003	Sarah Prendez	Starbucks	11/30/202	Coffee for Diversity, Equity, and Inclu	EA	1	\$44.0	\$44.00
7600	01	202	065	AP-9004	Sarah Prendez	Walmart Stores	11/30/202	Refreshments for Diversity, Equity, an	EA	1	\$56.6	\$56.65
7600	01	215	000	AP-8974	Sarah Prendez	AMCA Conference Expense	11/30/202	*One Night Desposit Required After B	EA	1	\$329.	\$329.53
7600	01	510	027	AP-8983	Sarah Prendez	AMCA Conference Expense	11/30/202	*One Night Deposit Required After Bo	EA	1	\$329.	\$329.53
7650	01	305	000	AP-9007	Sarah Prendez	Home Depot Pro	11/30/202	Rental	EA	1	\$286.	\$286.63
7650	01	305	000	AP-9007	Sarah Prendez	Home Depot Pro	11/30/202	Damage Protection	EA	1	\$42.9	\$42.99
7650	01	305	000	AP-9007	Sarah Prendez	Home Depot Pro	11/30/202	Tax	EA	1	\$26.5	\$26.51
7650	01	305	000	AP-9007	Sarah Prendez	Home Depot Pro	11/30/202	Deposit Paid	EA	1	(\$125	(\$125.00)
7675	01	210	000	AP-8925	Abelina Torres	Zoom	11/30/202	AUDIO CONFERENCE/Cloud Recordin	EA	1	\$146.	\$146.00
7675	01	300	000	AP-8927	Abelina Torres	Alldata LLC	11/30/202	Contract Services	EA	1	\$125.	\$125.00
7675	01	210	000	AP-8997	Rosendo Ruiz	Marlin Leasing Corporation	11/30/202	Copier Lease	EA	1	\$993.	\$993.60
7675	01	210	000	AP-8997	Rosendo Ruiz	Marlin Leasing Corporation	11/30/202	Credit Card Fee	EA	1	\$20.0	\$20.00
7675	01	300	000	AP-9034	Abelina Torres	Verizon Connect Fleet USA LLC	11/30/202	Vehicle Telematics: Services - Novem	EA	1	\$1,32	\$1,322.25
7675	01	210	000	AP-9037	Edward Prendez	Network Solutions, LLC	11/30/202	DOMAIN EXPIRATION PROTECTION -	EA	1	\$9.99	\$9.99
7675	01	210	000	AP-9037	Edward Prendez	Network Solutions, LLC	11/30/202	DOMAIN .ORG - CVMOSQUITO.ORG	EA	1	\$214.	\$214.95
7675	01	210	000	AP-9037	Edward Prendez	Network Solutions, LLC	11/30/202	ICANN FEES	EA	1	\$0.90	\$0.90
7680	01	210	070	AP-8929	Abelina Torres	Zingle, Inc.	11/30/202	Professional Services	EA	1	\$394.	\$394.00
7680	01	210	070	AP-8929	Abelina Torres	Zingle, Inc.	11/30/202	Users	EA	1	\$15.0	\$15.00

**Organization Name: CVMVCD**  
**Report Name: List of Documents - Detail**  
**User: David IAnson**  
**Report Date/Period: 12/6/2024**

Object	Fund	Dept	Sub	Document #	Requester	Vendor Name	Effective Date	Item Description	UOM	Ordered	Unit Price	Amount
7750	01	500	000	AP-8963	Sarah Prendez	AmazonBusiness	11/30/202	Carabiner Clips	EA	2	\$9.49	\$18.98
7750	01	500	000	AP-8963	Sarah Prendez	AmazonBusiness	11/30/202	Tax	EA	1	\$1.66	\$1.66
8415	01	300	000	AP-8880	Sarah Prendez	AmazonBusiness	11/30/202	OTC Ball Joint Intermediate Service Ki	EA	1	\$434.	\$434.96
8415	01	300	000	AP-8880	Sarah Prendez	AmazonBusiness	11/30/202	OTC 4964 Ball Joint Service Kit for Sel	EA	1	\$93.3	\$93.37
8415	01	300	000	AP-8880	Sarah Prendez	AmazonBusiness	11/30/202	OTC (7509) Inner CV Joint Puller , Wh	EA	1	\$89.9	\$89.98
8415	01	300	000	AP-8880	Sarah Prendez	AmazonBusiness	11/30/202	Tax	EA	1	\$54.1	\$54.10
8415	01	300	000	AP-8881	Sarah Prendez	Snap On Industrial	11/30/202	3PC 14 38 12 ATECH FSET RD	EA	1	\$1,90	\$1,900.00
8415	01	300	000	AP-8881	Sarah Prendez	Snap On Industrial	11/30/202	Tax	EA	1	\$166.	\$166.25
8415	13	210	000	AP-8891	Sarah Prendez	DSI	11/30/202	Wireless RF Waterproof Silicone Keyb	EA	2	\$129.	\$258.00
8415	13	210	000	AP-8891	Sarah Prendez	DSI	11/30/202	Tax	EA	1	\$22.5	\$22.58
8415	13	210	000	AP-8891	Sarah Prendez	DSI	11/30/202	S&H	EA	1	\$13.4	\$13.40
8415	01	300	000	AP-8895	Sarah Prendez	AmazonBusiness	11/30/202	Precision Instruments PRED2F150HM	EA	1	\$172.	\$172.71
8415	01	300	000	AP-8895	Sarah Prendez	AmazonBusiness	11/30/202	Tax	EA	1	\$15.1	\$15.11
8415	01	500	000	AP-8962	Sarah Prendez	AmazonBusiness	11/30/202	Step Ladder	EA	1	\$57.9	\$57.99
8415	01	500	000	AP-8962	Sarah Prendez	AmazonBusiness	11/30/202	Tax	EA	1	\$5.07	\$5.07
8415	01	500	000	AP-8964	Sarah Prendez	Home Depot Stores	11/30/202	Shop Vac	EA	1	\$99.0	\$99.00
8415	01	500	000	AP-8964	Sarah Prendez	Home Depot Stores	11/30/202	Tax	EA	1	\$8.66	\$8.66
9000	01	500	000	AP-9025	Sarah Prendez	AmazonBusiness	11/30/202	Motorcycle Half Face Helmet *Return/	EA	1	(\$65.	(\$65.24)
9000	01	500	000	AP-9026	Sarah Prendez	AmazonBusiness	11/30/202	Motorcycle Half Face Helmet *Return/	EA	1	(\$65.	(\$65.24)
												\$61,406.42
												\$61,406.42

Coachella Valley Mosquito and Vector Control District  
FINANCES AT A GLANCE  
ALL FUNDS COMBINED  
For the Month Ended October 31, 2024

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	16,007,702	(490,798)	15,516,904
CASH	307,279	(41,525)	265,753
INVESTMENTS & CASH	16,314,981	(532,323)	15,782,657
RESTRICTED ASSETS	201,397		201,397
CURRENT ASSETS	2,156,357	(201,560)	1,954,797
FIXED ASSETS	8,735,019	-	8,735,019
OTHER ASSETS	5,712,600	-	5,712,600
TOTAL ASSETS	33,120,353	(733,883)	32,386,470
TOTAL LIABILITIES	5,267,395	295,477	5,562,872
TOTAL DISTRICT EQUITY	27,852,958	(1,029,360)	26,823,598
TOTAL LIABILITIES & EQUITY	33,120,353	(733,883)	32,386,470
RECEIPTS			
		\$ 403,149	
CASH DISBURSEMENTS			
Payroll	\$ 791,525		
General Admin	\$ 143,946		
	.		
Total Cash Disbursements		\$ (935,472)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ (201,560)	
Changes in A/P, A/R & Pre-paid insurance			
		(201,560)	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (733,883)	

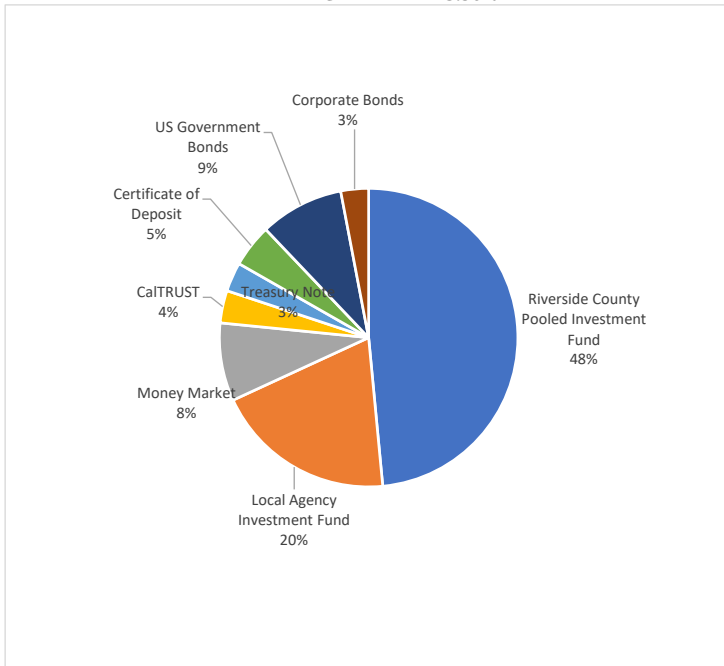
**CVMVCD**  
Cash Journal - deposits  
From 10/1/2024 Through 10/31/2024

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
10/15/2024	LAIF Interest	35,835.90	Local Agency Investment Fund
10/31/2024	October receipts	101,225.30	Riverside County
10/31/2024	October Receipts - Bank Interest	907.72	California Bank & Trust
10/31/2024	October Receipts - County Interest Fund 51105	585.73	Riverside County
10/31/2024	October Receipts - County Interest Fund 51115	9,786.68	Riverside County
10/31/2024	October Receipts - Property Tax Unsecured	254,707.21	Riverside County
10/31/2024	October Receipts - reimbursement	100.00	US Bank
Report Total		403,148.54	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
INVESTMENT FUND BALANCES AS OF OCTOBER 31, 2024**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	Capital Project Insectory Fund	BALANCE
LAIF	Common Investments			4.52%	1,848,751	41,725	104,352	785,475	266,372	\$ 3,046,675
Riverside County	Funds 51105 & 51115			4.11%	4,565,674	103,044	257,707	1,939,808	657,831	\$ 7,524,064
CalTRUST	Medium Term Fund			4.64%	330,393	7,457	18,649	140,373	47,604	\$ 544,475
CA Bank & Trust	Market Rate			1.25%	752,707	16,988	42,486	319,801	108,451	\$ 1,240,433
Pershing	Market Rate			1.00%	43,917	991	2,479	18,659	6,328	\$ 72,373
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%		24,581	61,476	462,739	156,925	\$ 705,720
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%		24,578	61,468	462,680	156,905	\$ 705,630
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%		16,228	40,586	305,496	103,600	\$ 465,910
US Treasury Securities	Treasury Note	1/17/2023	1/15/2026	3.88%		17,085	42,729	321,626	109,070	\$ 490,510
ALL IN American Cred	Certificate of Deposit	1/18/2023	1/19/2027	4.55%		8,606	21,522	162,002	54,938	\$ 247,068
Austin Telco	Certificate of Deposit	1/27/2023	1/27/2028	4.75%		7,908	19,779	148,877	50,488	\$ 227,052
Alaska USA Fed Cr	Certificate of Deposit	3/8/2023	3/8/2028	4.60%		8,603	21,516	161,953	54,922	\$ 246,993
<b>Total Investments</b>					7,541,442	277,794	694,747	5,229,488	1,773,433	<b>\$ 15,516,904</b>

**PORTFOLIO COMPOSITION AS OF OCTOBER 31, 2024  
WEIGHTED YIELD 3.56%**



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  
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CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget	
<b>Revenues</b>										
4000	Property Tax - Current Secured	5,348,216	0	0	0	0	0	(5,348,216)	(100)%	
4010	Property Tax - Curr. Supplmntl	67,646	0	0	0	0	0	(67,646)	(100)%	
4020	Property Tax - Curr. Unsecured	252,667	231,645	254,707	23,062	231,645	254,707	2,040	1 %	
4030	Homeowners Tax Relief	37,471	0	0	0	0	0	(37,471)	(100)%	
4070	Property Tax - Prior Supp.	53,097	0	0	0	0	0	(53,097)	(100)%	
4080	Property Tax - Prior Unsecured	12,532	0	0	0	0	0	(12,532)	(100)%	
4090	Redevelopment Pass-Thru	8,465,177	0	0	0	0	0	(8,465,177)	(100)%	
4520	Interest Income - LAIF/CDs	275,000	68,750	52,453	(16,297)	0	11,280	(222,547)	(81)%	
4530	Other Miscellaneous Receipts	63,000	21,000	480	(20,520)	5,250	100	(62,520)	(99)%	
4551	Benefit Assessment Income	2,370,094	0	0	0	0	0	(2,370,094)	(100)%	
	<b>Total Revenues</b>	<b>16,944,900</b>	<b>321,395</b>	<b>307,641</b>	<b>(13,754)</b>	<b>236,895</b>	<b>266,087</b>	<b>29,192</b>	<b>(16,637,259)</b>	<b>(98)%</b>
<b>Expenditures</b>										
<b>Payroll Expenses</b>										
5101	Payroll - FT	6,656,349	2,218,783	2,139,440	79,343	554,696	761,959	(207,264)	68 %	
5102	Payroll Seasonal	202,865	75,513	41,057	34,456	18,878	5,919	12,960	80 %	
5103	Temporary Services	14,900	4,967	0	4,967	1,242	0	1,242	100 %	
5105	Payroll - Overtime Expense	29,440	9,813	12,283	(2,469)	2,453	1,926	528	58 %	
5150	CalPERS State Retirement	1,480,875	1,014,414	907,495	106,919	58,308	400	57,908	39 %	
5155	Social Security Expense	409,979	137,149	136,346	803	34,287	47,548	(13,261)	67 %	
5165	Medicare Expense	95,882	32,075	32,135	(59)	8,019	11,368	(3,349)	66 %	
5170	Cafeteria Plan	1,381,508	460,503	523,130	(62,627)	115,126	121,347	(6,221)	62 %	
5172	Retiree Healthcare	210,000	70,000	92,864	(22,864)	17,500	17,923	(423)	56 %	
5180	Deferred Compensation	137,156	45,719	(23,896)	69,615	11,430	(18,222)	29,651	117 %	
5195	Unemployment Insurance	34,236	11,615	2,906	8,709	2,904	524	2,380	92 %	
	<b>Total Payroll Expenses</b>	<b>10,653,191</b>	<b>4,080,550</b>	<b>3,863,758</b>	<b>216,792</b>	<b>824,842</b>	<b>950,692</b>	<b>(125,850)</b>	<b>64 %</b>	

CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

		Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Administrative Expenses</b>										
5250	Tuition Reimbursement	20,000	6,667	<b>5,699</b>	968	1,667	<b>4,042</b>	(2,375)	14,301	72 %
5300	Employee Incentive	10,000	3,333	<b>858</b>	2,475	833	<b>339</b>	495	9,142	91 %
5302	Wellness	10,600	3,533	<b>264</b>	3,269	883	<b>106</b>	777	10,336	98 %
5305	Employee Assistance Program	2,500	833	<b>617</b>	216	208	<b>617</b>	(409)	1,883	75 %
6000	Property & Liability Insurance	317,738	110,913	<b>107,364</b>	3,549	27,728	<b>26,841</b>	887	210,374	66 %
6001	Workers' Compensation Insurance	228,798	92,933	<b>91,786</b>	1,147	23,233	<b>22,947</b>	287	137,012	60 %
6050	Dues & Memberships	56,147	31,420	<b>25,408</b>	6,012	1,676	<b>460</b>	1,216	30,739	55 %
6060	Reproduction & Printing	41,950	13,983	<b>6,354</b>	7,629	3,496	<b>0</b>	3,496	35,596	85 %
6065	Recruitment/Advertising	6,000	2,000	<b>1,493</b>	507	500	<b>880</b>	(380)	4,507	75 %
6070	Office Supplies	23,035	7,278	<b>4,567</b>	2,711	1,820	<b>458</b>	1,362	18,468	80 %
6075	Postage	6,300	2,100	<b>2,367</b>	(267)	525	<b>772</b>	(247)	3,933	62 %
6080	Computer & Network Systems	13,399	4,466	<b>0</b>	4,466	1,117	<b>0</b>	1,117	13,399	100 %
6085	Bank Service Charges	500	167	<b>154</b>	13	42	<b>0</b>	42	346	69 %
6090	Local Agency Formation Comm.	3,000	3,000	<b>3,196</b>	(196)	0	<b>0</b>	0	(196)	(7)%
6095	Professional Fees	136,850	20,617	<b>22,197</b>	(1,581)	5,154	<b>11,731</b>	(6,576)	114,653	84 %
6100	Attorney Fees	97,000	42,333	<b>23,368</b>	18,965	6,833	<b>3,676</b>	3,158	73,632	76 %
6106	HR Risk Management	8,000	2,667	<b>7,620</b>	(4,953)	667	<b>0</b>	667	380	5 %
6110	Conference Expense	60,400	9,233	<b>2,041</b>	7,192	3,333	<b>0</b>	3,333	58,359	97 %
6115	In-Lieu	13,200	4,400	<b>4,400</b>	0	1,100	<b>1,100</b>	0	8,800	67 %
6120	Trustee Support	7,600	2,533	<b>2,847</b>	(314)	633	<b>747</b>	(114)	4,753	63 %
6200	Meetings Expense	11,380	3,793	<b>2,260</b>	1,533	948	<b>1,220</b>	(272)	9,120	80 %
6210	Promotion & Education	33,200	11,067	<b>3,425</b>	7,641	2,767	<b>144</b>	2,623	29,775	90 %
6220	Public Outreach Advertising	56,000	18,667	<b>10,730</b>	7,937	4,667	<b>0</b>	4,667	45,270	81 %
6500	Benefit Assessment Expenses	83,000	8,000	<b>9,075</b>	(1,075)	0	<b>0</b>	0	73,925	89 %
<b>Total Administrative Expenses</b>		<b>1,246,597</b>	<b>405,936</b>	<b>338,091</b>	<b>67,845</b>	<b>89,831</b>	<b>76,079</b>	<b>13,752</b>	<b>908,506</b>	<b>73 %</b>
<b>Utilities</b>										
6400	Utilities	137,783	45,928	<b>54,852</b>	(8,924)	11,482	<b>25,986</b>	(14,504)	82,931	60 %
6410	Telecommunications	2,760	920	<b>669</b>	251	230	<b>0</b>	230	2,091	76 %
<b>Total Utilities</b>		<b>140,543</b>	<b>46,848</b>	<b>55,520</b>	<b>(8,673)</b>	<b>11,712</b>	<b>25,986</b>	<b>(14,274)</b>	<b>85,023</b>	<b>60 %</b>



CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Operating</b>									
7000 Uniform Expense	61,749	20,533	<b>17,588</b>	2,945	5,146	<b>4,747</b>	399	44,161	72 %
7050 Safety Expense	45,220	14,940	<b>17,926</b>	(2,986)	3,735	<b>3,951</b>	(216)	27,294	60 %
7100 Physican Fees	3,000	1,000	<b>105</b>	895	250	<b>0</b>	250	2,895	97 %
7150 IT Communications	94,980	31,660	<b>29,475</b>	2,185	7,915	<b>11,322</b>	(3,407)	65,505	69 %
7200 Household Supplies	3,000	1,000	<b>1,758</b>	(758)	250	<b>0</b>	250	1,243	41 %
7300 Repair & Maintenance	47,000	15,667	<b>9,630</b>	6,036	3,917	<b>1,784</b>	2,133	37,370	80 %
7310 Maintenance & Calibration	6,800	0	<b>0</b>	0	0	<b>0</b>	0	6,800	100 %
7350 Permits, Licenses & Fees	9,242	5,752	<b>3,476</b>	2,277	105	<b>0</b>	105	5,767	62 %
7360 Software Licensing	64,529	18,410	<b>13,608</b>	4,802	0	<b>8,370</b>	(8,370)	50,921	79 %
7400 Vehicle Parts & Supplies	59,700	19,900	<b>18,801</b>	1,099	4,975	<b>3,309</b>	1,666	40,899	69 %
7420 Offsite Vehicle Maint & Repair	19,378	6,459	<b>8,519</b>	(2,060)	1,615	<b>573</b>	1,042	10,859	56 %
7450 Equipment Parts & Supplies	34,380	11,885	<b>16,186</b>	(4,301)	2,615	<b>8,354</b>	(5,739)	18,194	53 %
7500 Small Tools Furniture & Equip	6,500	2,167	<b>1,708</b>	458	542	<b>(247)</b>	789	4,792	74 %
7550 Lab Supplies & Expense	55,275	21,450	<b>16,392</b>	5,058	5,925	<b>5,518</b>	407	38,883	70 %
7570 Aerial Pool Surveillance	25,000	0	<b>0</b>	0	0	<b>0</b>	0	25,000	100 %
7575 Surveillance	134,610	54,870	<b>48,537</b>	6,333	5,093	<b>12,741</b>	(7,649)	86,073	64 %
7600 Staff Training	141,774	38,787	<b>38,851</b>	(64)	10,013	<b>9,152</b>	861	102,923	73 %
7650 Equipment Rental	1,500	500	<b>1,020</b>	(520)	125	<b>1,020</b>	(895)	480	32 %
7675 Contract Services	170,258	70,333	<b>62,243</b>	8,090	17,206	<b>28,716</b>	(11,510)	108,015	63 %
7680 Cloud Computing Services	235,037	72,805	<b>24,596</b>	48,210	15,717	<b>2,288</b>	13,429	210,441	90 %
7700 Motor Fuel & Oils	159,800	53,267	<b>39,713</b>	13,554	13,317	<b>9,137</b>	4,180	120,087	75 %
7750 Field Supplies	23,000	7,667	<b>2,915</b>	4,752	1,917	<b>436</b>	1,480	20,085	87 %
7800 Control Products	832,830	675,987	<b>642,673</b>	33,314	41,723	<b>81,045</b>	(39,322)	190,157	23 %
7850 Aerial Applications	150,000	50,000	<b>0</b>	50,000	12,500	<b>0</b>	12,500	150,000	100 %
8415 Capital Outlay	101,350	35,517	<b>31,726</b>	3,791	7,379	<b>3,760</b>	3,619	69,624	69 %
8510 Research Projects	250,000	51,865	<b>51,863</b>	2	12,960	<b>12,966</b>	(5)	198,137	79 %
9000 Contingency Expense	275,000	0	<b>980</b>	(980)	0	<b>980</b>	(980)	274,020	100 %
<b>Total Operating</b>	<b>3,010,912</b>	<b>1,282,421</b>	<b>1,100,288</b>	<b>182,133</b>	<b>174,939</b>	<b>209,919</b>	<b>(34,980)</b>	<b>1,910,624</b>	<b>63 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Contribution to Capital Reserves</b>									
8900 Transfer to other funds	1,893,658	631,219	<b>631,219</b>	0	157,805	<b>157,805</b>	0	1,262,439	67 %
<b>Total Contribution to Capital Reserves</b>	1,893,658	631,219	<b>631,219</b>	0	157,805	<b>157,805</b>	0	1,262,439	67 %
<b>Total Expenditures</b>	16,944,900	6,446,974	<b>5,988,877</b>	458,097	1,259,128	<b>1,420,480</b>	(161,352)	10,956,024	65 %
<b>Net revenue over/(under) expenditures</b>	0	(6,125,579)	<b>(5,681,236)</b>	444,343	(1,022,233)	<b>(1,154,393)</b>	(132,160)		

**CVMVCD**Balance Sheet - Unposted Transactions Included In Report  
As of 10/31/2024

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	15,516,904.06
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1035	CB&T General Checking	83,564.59
1036	CB&T Payroll Checking	180,188.75
	Total Cash and Investments	<u>15,782,657.40</u>
Restricted Cash Assets		
1040	Restricted Assets - Pension Stabilization CEPPT	201,396.89
	Total Restricted Cash Assets	<u>201,396.89</u>
Current Assets		
1050	Accounts Receivable	34,065.84
1051	Lease Payments Receivable	14,645.58
1080	Interest Receivable	45,822.97
1085	Inventory	417,938.78
1166	Prepaid IT Service	8,729.16
1167	Prepaid Research Proposals	25,931.74
1168	Prepaid Expenses	401,732.47
1169	Deposits	1,005,930.00
	Total Current Assets	<u>1,954,796.54</u>
Fixed Assets		
1170	Construction in Progress	72,606.36
1300	Equipment/Vehicles	2,305,558.91
1310	Computer Equipment	827,649.76
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,348,648.73
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,485,233.50

**CVMVCD**

Balance Sheet - Unposted Transactions Included In Report  
As of 10/31/2024

		<b>Current Year</b>
1341	Bio Control Building	6,923,882.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(12,681,531.98)
	Total Fixed Assets	8,735,019.22
	Other Assets	
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,301,492.00
1530	Deferred Outflows of Resources - OPEB	897,005.31
1900	Due to/from	0.12
	Total Other Assets	5,712,599.75
	Total Assets	32,386,469.80
	<b>Liabilities</b>	
	Short-term Liabilities	
	Accounts Payable	
2015	Credit Card Payable	137,681.74
2020	Accounts Payable	482,123.00
2185	Employee Dues	715.76
	Total Accounts Payable	620,520.50
	Total Short-term Liabilities	620,520.50
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,522,076.00
2230	Deferred Inflows - OPEB	483,696.00
2235	Deferred Inflow of Resources - Leases	14,472.55
2300	Net OPEB Liability	44,168.00
2500	Compensated Absences Payable	777,938.78
	Total Long-term Liabilities	4,942,351.33
	Total Liabilities	5,562,871.83
	Fund Balance	

**CVMVCD**Balance Sheet - Unposted Transactions Included In Report  
As of 10/31/2024

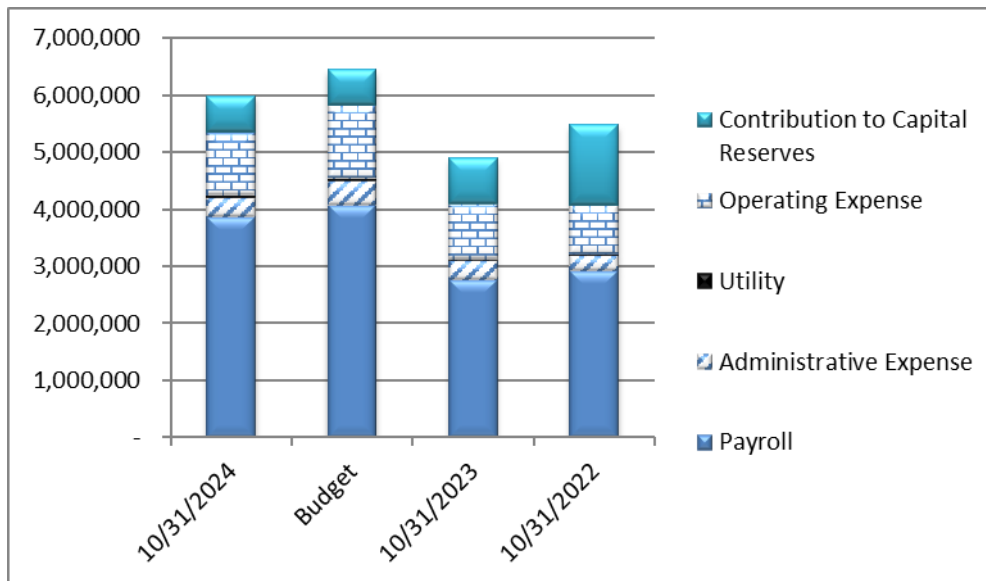
	<u>Current Year</u>
Non Spendable Fund Balance	
3920 Investment in Fixed Assets	10,673,170.66
3945 Reserve for Prepaids & Deposit	1,041,259.68
3960 Reserve for Inventory	459,270.86
Total Non Spendable Fund Balance	<u>12,173,701.20</u>
Committed Fund Balance	
3965 Public Health Emergency	4,851,276.00
Total Committed Fund Balance	<u>4,851,276.00</u>
Assigned Fund Balance	
3910 Reserve for Operations	5,800,000.00
3925 Reserve for Future Healthcare Liabilities	453,746.00
3955 Thermal Remediation Fund	63,688.00
3970 Reserve for Equipment	726,018.00
3971 Reserve for Facility & Vehicle Replacement	2,659,312.00
Total Assigned Fund Balance	<u>9,702,764.00</u>
Unassigned Fund Balance	
3900 Fund Equity	(568,650.76)
3991 Prior Year Adjustment GASB87	20,909.82
3999 P&L Summary	5,797,281.31
Total Unassigned Fund Balance	<u>5,249,540.37</u>
Current YTD Net Income	(5,153,683.60)
Total Current YTD Net Income	<u>(5,153,683.60)</u>
Total Fund Balance	<u>26,823,597.97</u>
Total Liabilities and Net Assets	<u><u>32,386,469.80</u></u>

## FINANCE

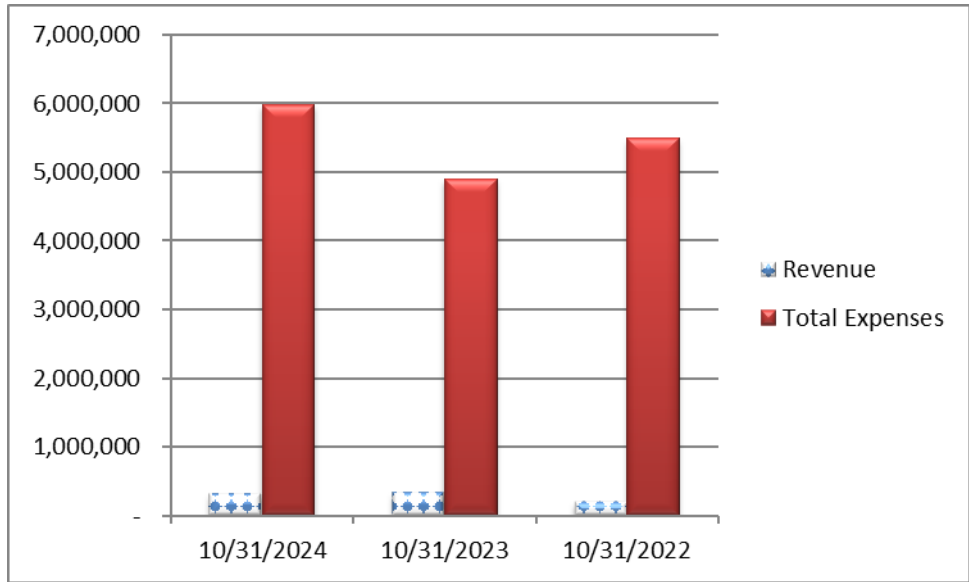
The financial reports show the balance sheet, receipts, and revenue and expenditure reports for the month ending October 31, 2024. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2024 to October 31, 2024, is \$5,988,876 total revenue is \$307,641 resulting in excess revenue over (under) expenditure for the year to October 31, 2024, of (\$5,681,235).

### THREE YEAR FINANCIALS

	Actual	Budget	Actual	Actual
	10/31/2024	Budget	10/31/2023	10/31/2022
<b>Revenue</b>	307,641	<b>321,395</b>	330,900	206,369
Expenses				
Payroll	3,863,758	4,080,550	2,758,460	2,911,009
Administrative Expe	338,091	405,936	344,974	277,986
Utility	55,520	46,848	31,478	36,675
Operating Expense	1,100,288	1,282,421	957,936	854,263
Contribution to Capital	631,219	631,219	804,719	1,405,339
<b>Total Expenses</b>	5,988,876	<b>6,446,974</b>	4,897,567	5,485,272
<b>Profit (Loss)</b>	(5,681,235)	<b>(6,125,579)</b>	(4,566,667)	(5,278,903)



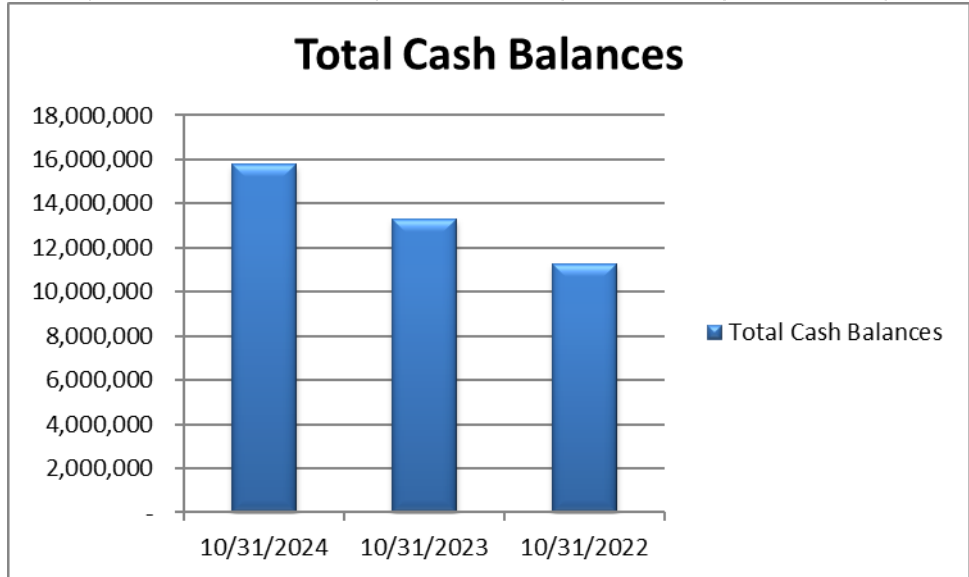
**Figure 1 - Three Year Expenditure**



**Figure 2 - Three-Year Revenue & Expenditure**

**THREE-YEAR CASH BALANCE**

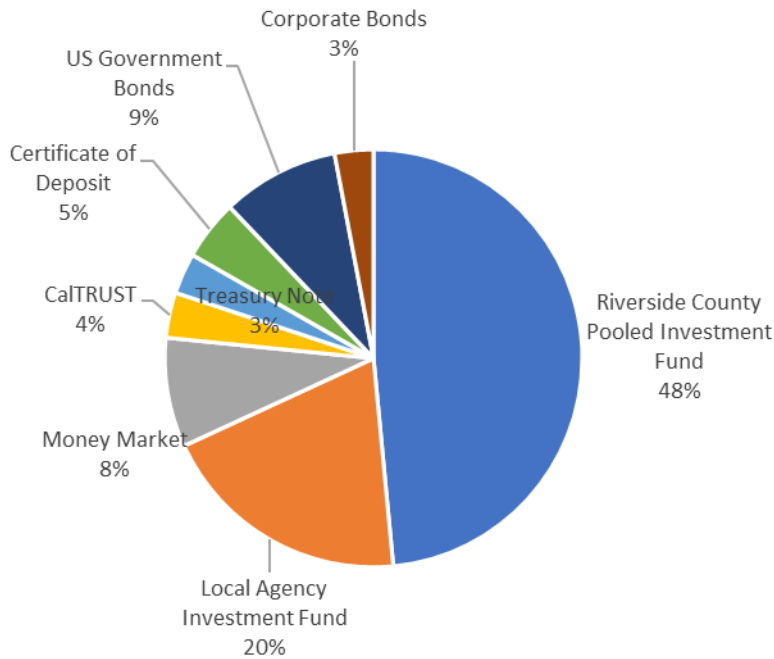
Cash Balances	10/31/2024	10/31/2023	10/31/2022
Investment Balance	15,516,904	13,186,646	11,084,388
Checking Accounting	83,565	28,997	31,923
Payroll Account	180,189	95,583	158,350
Petty Cash	2,000	2,000	2,000
Total Cash Balances	15,782,657	13,313,226	11,276,661



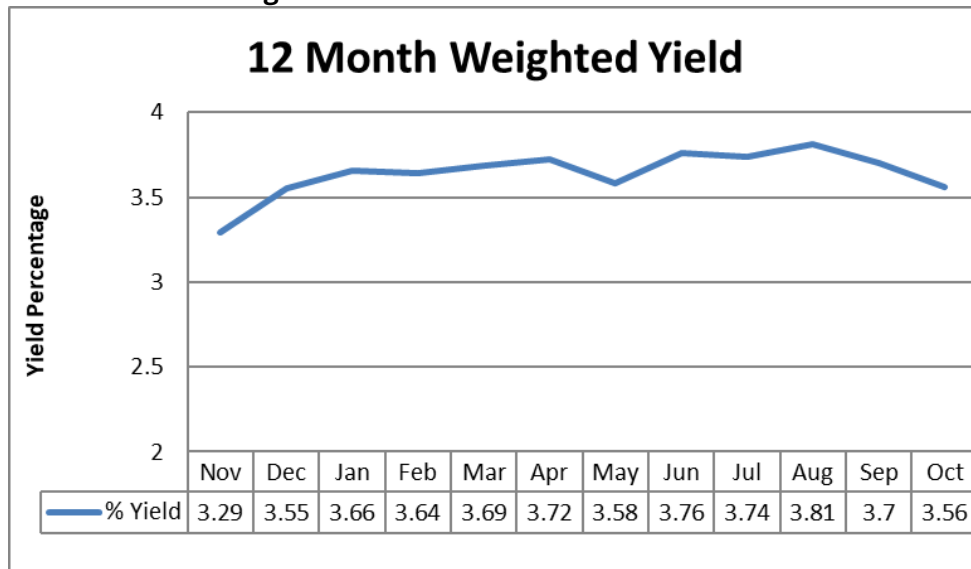
**Figure 3 - Cash Balances**

**DISTRICT INVESTMENT PORTFOLIO 10/31/2024**

The District’s investment fund balance for the period ending October 31, 2024, is \$15,516,904. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 20% of the District’s investments; the Riverside County Pooled Investment Fund is 48% of the total. The LAIF yield for the end of October was 4.52% and the Riverside County Pooled Investment Fund was 4.11%. This gives an overall weighted yield for District investments of 3.56%.



**Figure 4 - Investment Portfolio 9/30/24**

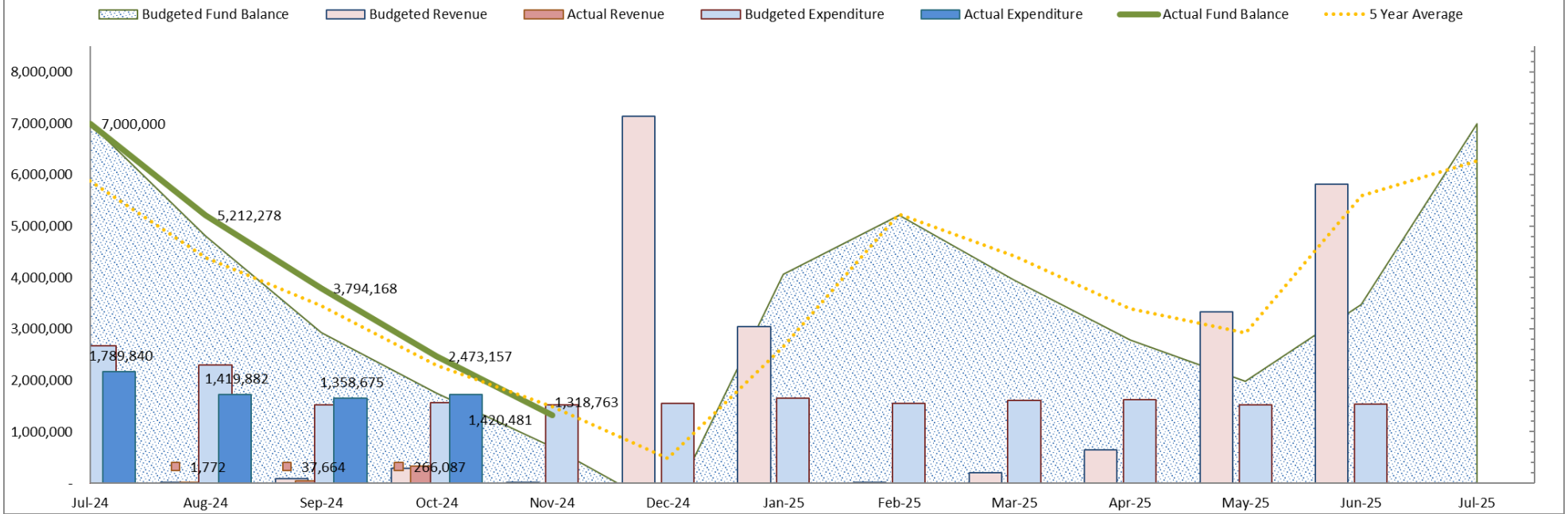


**Figure 5 - District Investments Weighted Yield**



## General Fund Operational Cash Flow

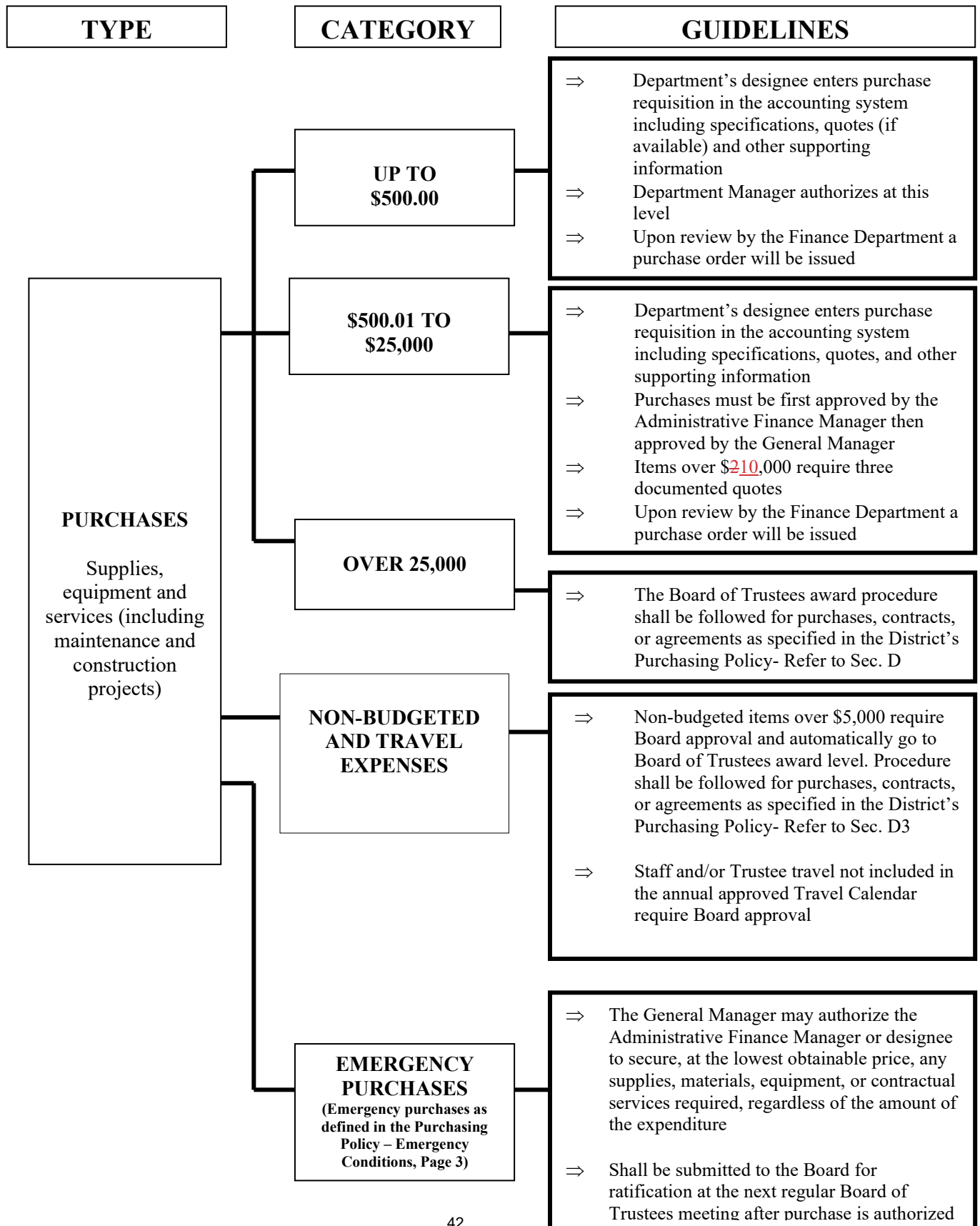
Fiscal Year 2024- 2025



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1, 2024, to June 30, 2025. The beginning Operational Cash Flow fund balance is \$7.0 million and the ending Operational Cash Flow fund balance is \$7.0 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 \$0.6 million for CalPERS unfunded liability. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distributes the property tax revenue in January and May with advancements in December and April. The *shaded area* represents the **Budgeted Operational Cash Flow Fund Balance** which has a formula of (beginning) **Fund Operational Cash Flow Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Operational Cash Flow Fund Balance** and is graphed against the *shaded area* **Budgeted Operational Cash Flow Fund Balance**. The *three-year average* Fund Operational Cash Flow Balance is the orange dash line.

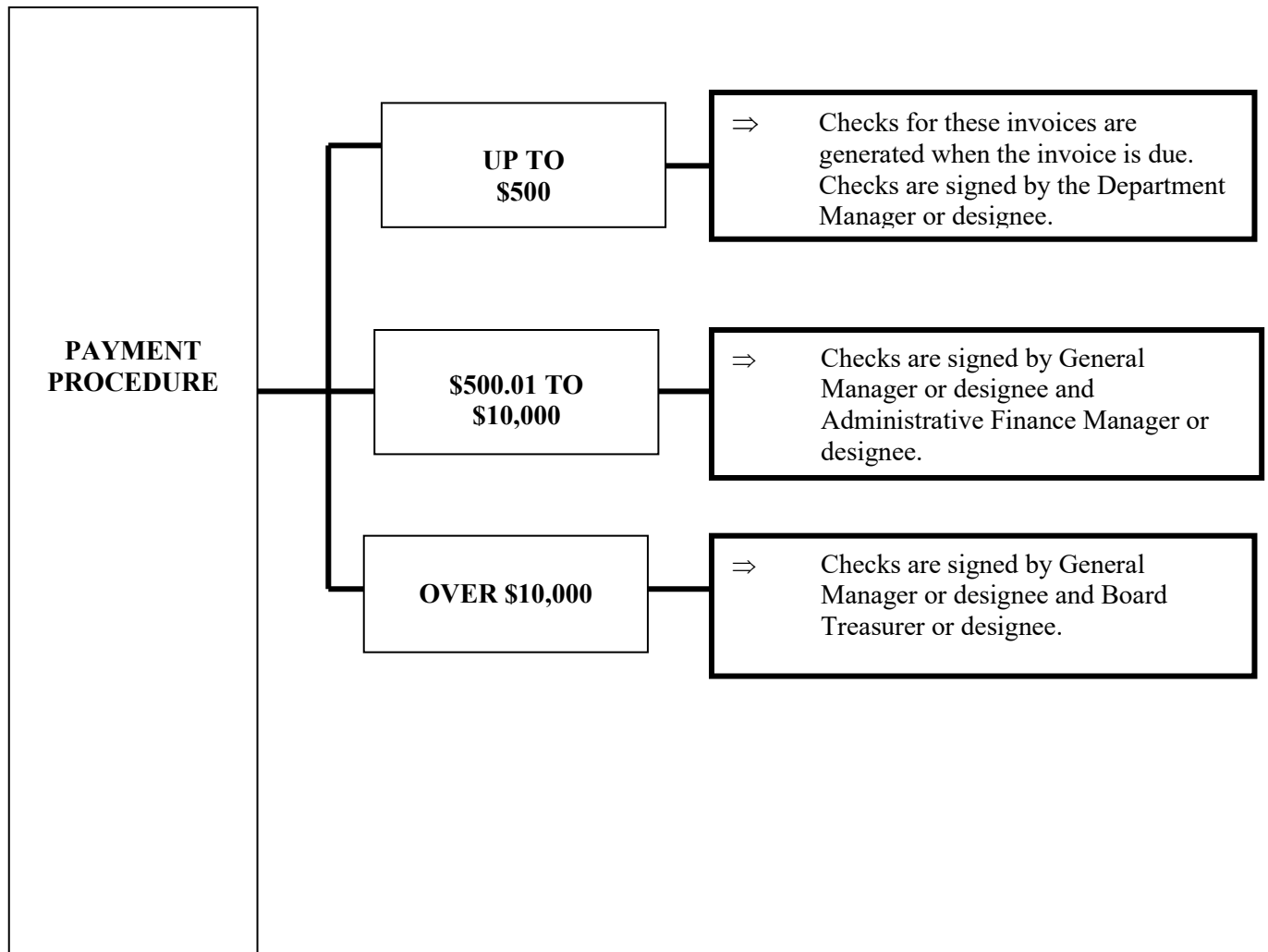
The graph shows \$7.0 million **Operational Cash Flow Fund Balance** plus total Revenue for July 1 to October 31, 2024, of \$307,641 minus total Expenses of \$5,988,876 is \$1,318,763. For planning purposes, the District is under budget. As long as the green line stays out of the shaded area the District is within budget, as of October 31, 2024, the line is outside the shaded area.

# PURCHASING SYSTEM OVERVIEW



# PAYMENT PROCEDURE OVERVIEW

TYPE	CATEGORY	GUIDELINES
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**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
PURCHASING POLICY AND GUIDELINES**

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**I. PURPOSE**

This document defines the policies and procedures for the procurement of supplies, equipment, and services for the Coachella Valley Mosquito and Vector Control District ("District").

**II. PURCHASING POLICIES AND GUIDELINES**

The basic purchasing policy of the District is to obtain quality supplies, services, vehicles, and equipment needed for the proper operation of its various programs at the lowest possible cost. This will be accomplished through the use of written quotes and competitive bidding, whenever possible, as determined by the District in its sole and absolute discretion. Purchasing functions are to be conducted by the Finance Department, or other department designated by the General Manager, except as provided herein. The purchasing function shall be supervised by the Administrative Finance Manager who shall be responsible for its operating and staffing.

**A. Ethics and Standards Behavior**

All purchasing functions shall be conducted with absolute integrity. The very highest ethical standards shall be maintained in all material activities and the Finance Department shall remain constantly aware of its responsibilities when spending public funds.

**B. Local Vendor Purchasing Preference**

Local preference is the practice of procurement from certain suppliers/contractors because they are also local taxpayers. Local preference is desirable because it stimulates the local economy, creates civic partnership and is environmentally friendlier with respect to transportation of goods. In evaluating competitive bids or quotes any local vendor/bidder within the District's sphere of influence may receive a five percent (5%) preference off of its bid or quote. This preference shall be applied only when a non-local vendor/bidder has first been

determined to be the lowest responsible vendor/bidder but a local vendor/bidder may equal or improve upon bid if the preference is applied. If upon applying this preference, should the local vendor/bidder equal the lowest responsible vendor/bidder or become the lowest responsible vendor/bidder, the District may select this vendor/bidder even though the actual cost to the District would not be the lowest. In the event that a non-local vendor/bidder and a local vendor/bidder have the same bid or quote and it is the lowest responsible bid or quote the five percent preference need not be applied. The local business shall be selected to receive the purchase award. The local business must still demonstrate that it is a responsible vendor /bidder before being selected for the purchase award. If local preference is exercised, the results and justification shall be presented to the Finance Committee for review before presentation to the Board of Trustees ("Board") for approval.

**C. Intangibles**

All orders/contracts shall be awarded on the basis of quality, previous performance, ability to meet the contract requirements, availability of service and parts, delivery schedule, and payment terms/discounts. The District strives for value for money when dealing with public funds, recognizing and appreciating intangible value. Added value service such as vendors offering training for staff on the use of their products or offering other services such as safety training, have a bearing on vendor preference. When evaluating bids, the District recognizes intangibles offered by the vendor/bidder. If for example a vendor/bidder offers training for pesticide usage or training for safety, such vendor/bidder may be selected if its bid is the same or is within five percent (5%) the value of the other lowest bid or quote.

**D. Purchasing Authority**

There are three levels of authority for customary purchases of the District: (1) Department award, (2) General Manager award, and (3) Board Award. Generally, authority is established by the dollar amount of the purchase.

**1. Department Award: Up to \$500**

The department manager may authorize the purchase of supplies, equipment, or services as needed for department manager's area of responsibility for purchases up to \$500.

When seeking goods or services specific to the department's operation, the department shall complete the purchase requisition form and submit the form, including specifications, quotes (if available) and other supporting information, to the Finance Department for review and approval. Upon approval by the Finance Department, a purchase order will be issued.

## **2. General Manager Award: \$500.01 to \$25,000**

Purchases between \$500.01 and \$25,000 must first be approved by the Administrative Finance Manager and then approved by the General Manager prior to issuance of a purchase order number. Informal bidding procedures for items valued over ~~\$210,000~~ require three (3) documented quotes attached to the purchase request.

When seeking goods or services specific to the department's operation, the department shall complete the purchase requisition form and submit the form, including specifications, quotes and other supporting information, to the Finance Department for review and approval. Upon approval by the Finance Department, a purchase order will be issued.

### 3. Board of Trustees Award

Board approval is required for (a) purchases exceeding \$25,000, (b) capital items not budgeted that exceed \$5,000, and (c) staff and /or Trustee travel that has not been included in the approved Travel Calendar.

The procedure for a purchase award by the Board shall be utilized for all purchases, contracts, or agreements exceeding \$25,000 as follows:

Specifications and other relative information shall be sent to the General Manager or his designee for approval. Upon approval, a Notice Inviting Sealed Proposals ("NISP") shall be prepared by the initiating department and forwarded to the Administrative Finance Manager or designee for publication. The Administrative Finance Manager or designee must receive the NISP at least three (3) weeks prior to the date and time set for opening of bids.

All formal bid opening dates shall be at a time, date, and location specified in the NISP. The Administrative Finance Manager or designee shall publicly open and declare the content of bids received at the time and place specified in the NISP. Bid results will be made available to all interested parties as soon as possible, following the bid reading. Price alone does not determine the result of the bid. The District, when possible, will select a local vendor or a vendor that offers value added services and will allow up to 5% difference on the price outcome when evaluating the total bid package. The General Manager shall report the results of the bidding to the Board along with recommendations regarding results and award. The Board shall declare the outcome of bids at a public meeting of the Board. In the event the requisite number of bids is not received, bid opening may be suspended pending Board action (*see below*).

The Board has established a policy allowing for a minimum of two (2) bids. If only one (1) bid is obtained, the initiating department shall consult with the District's Administrative Finance Manager and may exercise the option to extend the bid period up to thirty (30) days without opening the submitted bid, to allow for the District's receipt of additional bids. If the General Manager or designee makes a determination to open the sole original bid, or if no additional bids are received during the bid extension period, the District, in its sole and absolute discretion,

Purchasing Policy and Guidelines  
~~October 2019~~December 2024

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may: 1) re-advertise the NISP; 2) order the work done by District employees; 3) award the contract to the sole bidder based on a cost analysis evidencing the relationship of the one bid to expected market price; or 4) negotiate a contract in the best interest of the District.

All capital purchases over \$5,000 not included in the budget and staff and /or Trustee travel that has not been included in the approved Travel Calendar require Board approval.



## **E. Exceptions to Standard Purchasing Procedures**

### **1. Emergency Conditions**

An emergency is defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or a distinct threat to public health, safety, or welfare that requires immediate action by the District. In the case of an emergency requiring the immediate purchase of supplies, materials, equipment or contractual services, the General Manager may authorize the Administrative Finance Manager or designee to secure at the lowest obtainable price, supplies, materials, equipment, or contractual services required in the open market, regardless of the amount of the expenditure.

The General Manager may authorize the purchase of materials, supplies, equipment, services, public broadcasting and overtime where an emergency is deemed to exist, and it is determined that service involving the public health, safety, or welfare would be interrupted if the customary procedure were followed. All emergency purchases which would otherwise require formal bidding procedures or prior Board approval shall be submitted to the Board for ratification at the next regular Board meeting following authorization of the purchase.

The General Manager may authorize the use of funds from the Restricted Reserve for Public Health Emergency (General Fund) in the case of a declaration of Epidemic Planning according to the District's Mosquito-Borne Virus Surveillance and Emergency Response Plan ("Risk Assessment").

### **2. Limited Availability**

Occasionally, required supplies, material, equipment, or services are of a proprietary nature, or are otherwise of such specific design or construction, or are specifically desired for purposes of maintaining cost effective system consistency, as to be available from only one source ("Sole Source"). After reasonable efforts to find alternative suppliers, the Administrative Finance Manager or designee may dispense with the requirement of a minimum of two (2) bids and recommend making the purchase from the Sole Source.

### **3. Cooperative Purchasing**

The Administrative Finance Manager or designee shall have the authority to join with other public jurisdictions in cooperative purchasing agreements. The Administrative Finance Manager or designee may also buy directly from a vendor at a price established by competitive bidding by another public jurisdiction in substantial compliance with this Policy, even if the District has not entered into a cooperative agreement with that public agency. The Administrative Finance Manager or designee may also purchase from the United States of America or any state, municipality or other public corporation or agency without following formal purchasing procedures as defined in this Policy.

#### 4. Professional Services

The General Manager has the authority to enter into a professional services agreement up to \$25,000 for legal and professional consulting services in connection with Human Resources matters.

#### 5. Informal Bidding Procedure Under the Uniform Public Construction Cost Accounting Act

Informal Bid Procedures: Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Contractors List: The District shall comply with the requirements of Public Contract Code Section 22034.

Notice Inviting Informal Bids: Where a public project is to be performed which is subject to the provisions of this Resolution, a notice inviting informal bids shall be circulated using one of the alternatives:

1. Notice inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list of qualified contractors.
2. Notice inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade

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journals may be notified at the discretion of the District however. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts: The General Manager is authorized to award informal contracts pursuant to this Section.

Informal bidding procedures for items valued over \$10,000 require three (3) documented quotes attached to the purchase request.

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#### **F. Recordkeeping**

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The Finance Department is responsible for maintaining purchasing records. During the course of a contract the responsible department shall maintain the contract records. At the conclusion of the contract, the original bids, specifications, and other pertinent data shall be forwarded, along with the request for final payment, to the Finance Department. These contract records shall be maintained in the accounts payable files indefinitely, or as prescribed by the District's Records Retention Policy.

### **III. PURCHASING PROCEDURES**

#### **A. Requisition**

When a purchase order is required, the request shall be presented to the Finance Department electronically through Purchasing Software Microix Workflow (Workflow) or other software as identified by the General Manager from time to time. The requisition must contain sufficient information to ensure acquisition of the correct item(s). Requests that will exceed the budgeted amount must be accompanied by a "Request for Transfer of Funds" so the proposed account will have sufficient funds for the purchase. The Administrative Finance Manager may allow a budget override so long as such action would not exceed the budget when reasonably projected to the end of the fiscal year. Requisitions shall not be made utilizing accounts that are unrelated to the type of item or service being purchased. Written quotes or bids, specifications, and other documentation shall accompany the request. Purchase requests that are between ~~\$210,000~~ and \$24,999.99 are

subject to informal bid procedures; items that exceed \$25,000 are subject to formal bidding procedures.

**B. Request for Proposal (RFP) / Request for Qualifications (RFQ)**

1. The RFP/RFQ shall define, in detail, the terms, conditions, and specifications of goods or services required by the District. An RFP is primarily intended for large, complex, projects where cost and performance are equally important. An RFQ is primarily intended for professional services. The RFP/RFQ may be utilized for smaller projects as well as determined by the District in its sole and absolute discretion. The RFP/RFQ will be used whenever the acquisition of goods or services is multi-faceted and carries a high possibility of exposure for the District. Generally, this is not applicable to purchases that do not exceed \$25,000.

2. Two step RFP/RFQ. In this case, pricing will not be included in the RFP/RFQ but will be submitted in a separate sealed envelope. Only after selection is made, on the basis of the proposal, will the favored bidder's pricing information be opened. The other proposals' pricing envelopes will be returned to the respective bidders unopened.

**C. Notice Inviting Sealed Proposals**

The Notice Inviting Sealed Proposals (NISP) shall be prepared by the initiating department and is formal notification, through posting and advertisement by the Administrative Finance Manager or designee, that goods or services are being solicited by the District. The purpose of the NISP is to give widespread exposure of the District's needs, to expand the vendor base, and to fulfill the legal responsibility of giving fair access to supplying the District's needs. The NISP must contain sufficient information to define the work and other details to the reader, and the date and time at which the bids will be publicly opened and read. If expanded documentation is available, the NISP must indicate the cost, if any, plus the procedures for acquiring such documents (see Section D3 - Purchasing Authority, Board of Trustees Award).

**D. Purchase Order**

The purchase order number shall be generated by the Finance Department upon final approval and acceptance of the purchase requisition. Upon completion

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of the purchase order, the Finance Department will distribute copies of the purchase order to the ordering department, purchasing file, and the vendor/contractor.

**E. Standing Purchase Order**

Standing purchase orders may be entered into with vendors that are expected to supply products or services to the District on an ongoing and/or regular basis throughout the fiscal year. Standing purchase orders shall be closed at the conclusion of each fiscal year. For the beginning of each fiscal year, standing purchase order vendors shall be determined by the Finance Department, utilizing the previous year's standing purchase orders, and adding or deleting vendors based on department input and current needs. A list of vendors having standing purchase orders with the District shall be distributed to each department at the beginning of each fiscal year.

**F. CALCommercial -Card Purchase**

For certain purchases, use of a ~~credit-Commercial-Card~~ is expedient and sometimes even necessary (e.g. car rental). The General Manager shall designate which staff or Board member may hold a Commercial Card CAL-Card and the limits imposed on him/her. The ~~Administrative Finance Manager~~Administrator is the Commercial Card CAL-CardProgram Administrator. All purchases made using the Commercial Card are subject to the Purchasing Policy rules.

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Use of the Commercial Card CAL-Card is limited to purchases specifically related to District business for a maximum single item purchase set by the General Manager or, for authorized travel and meeting purposes. Using the Commercial Card CAL-Card for personal purchases is strictly prohibited.

### **G. Petty Cash**

The District has established a Petty Cash Fund for purchases up to \$100 and a Petty Cash Checking Account for individual purchases not to exceed \$500 for any one reimbursement (Resolution 2013-02). Petty cash reimbursement requires approval from Department Manager and Administrative Finance Manager.

### **H. Amendment to Purchase Order**

It is sometimes necessary to change a purchase order. The three most common changes are monetary, time extension, and scope of work. Only the General Manager or Administrative Finance Manager may approve a formal change to an existing purchase order. Upon approval, the requesting department and vendor will receive an amended purchase order reflecting the change(s).

### **I. Receiving of Goods/Services/Equipment**

#### **1. Inspection and Testing**

All goods procured by the District shall be subject to inspection and/or testing upon receipt or completion by the department receiving the product to assure conformance with the specifications set forth in the order. If a product fails to meet specifications, it shall be identified as "on hold pending rejection," and a written report of the findings shall be forwarded to the Finance Department. If a product is determined to be unusable, it shall be rejected and returned to the vendor as the vendor directs, and at the vendor's expense, for credit or replacement. Items found not to meet specifications, but are of limited usability, may be conditionally accepted but only after renegotiation of the original contract which meets the approval of the General Manager, the Administrative Finance Manager or designee.

#### **2. Acceptance**

When goods have been received or a project has been completed to the satisfaction of the ordering department and the specifications, the packing slip and/or other completion documentation shall be signed off by the receiver/inspector. Information to be noted on the documents must include, as a

minimum, the acceptor's signature and a legible rendering of their name and the date of receipt/completion. Any deviation from the exact ordering specifications must be noted on the receiving/acceptance documents.

#### **IV. PAYMENT PROCEDURES**

##### **A. Invoice Stage**

Payments shall be generated following the collection of all of the necessary paperwork and the invoice, and all goods are received and/or projects are completed to the satisfaction of the requisitioning officer.

##### **B. Payment Authority**

The Board must approve expenditures that exceed \$25,000 before District checks will be sent except for: payroll and benefit related obligations to comply with the collective bargaining agreements to which the District is a party; employment agreements; State or federal law requirements; payment of utility bills; replenishment of the District's postage meter; and replenishment of the District's petty cash fund. A checklist will be provided to the Board at the regular monthly meeting. Checks that are pre-approved will be released to the vendor; checks that require Board approval will be listed as needing approval and will be held for signature.

There are three levels of approval authority for payment of invoices: staff approval, General Manager and Administrative Finance Manager approval, and Board approval. Generally, approval authority is established by the dollar amount of the payment.

##### **1. Staff Approval: Up to \$500**