



**Coachella Valley Mosquito and Vector Control District**

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

**Board of Trustees Meeting Via Zoom**

**Tuesday, January 12, 2021**

**6:00 p.m.**

**AGENDA**

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

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

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In the interest of maintaining appropriate social distancing and to comply with orders issued by Governor Newsom, the Board encourages the public to participate in this meeting via Zoom by calling 1-888-475-4499 (toll-free), Meeting ID: [854 2354 1962](https://us02web.zoom.us/j/85423541962) or click this link to join: <https://us02web.zoom.us/j/85423541962>. If you would like to comment on the agenda item or subject matter within the jurisdiction of the Board, please send an email to the Clerk of the Board by 3:30 p.m. on January 12, 2020, at [gmorales@cvmvcd.org](mailto:gmorales@cvmvcd.org).

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

- 1. Call to Order** –Doug Hassett, Vice President
- 2. Introduction of New Trustees and Oaths of Office**
- 3. Pledge of Allegiance**
- 4. Recognition**

A. Recognition honoring outgoing Trustees, Franz De Klotz, Philip Bautista, and Sergio Espericueta for their dedication and service to the District – **Doug Hassett, Vice President and Jeremy Wittie, General Manager (Pg. 6)**

B. Proclamation in honor of Anita Jones for her 20 years of service to the District – **Doug Hassett, Vice President and Jeremy Wittie, General Manager (Pg. 7)**

## 5. Roll Call

## 6. Motion to Excuse Absences

## 7. Confirmation of Agenda

## 8. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 3:30 p.m. on January 12, 2020, at [gmorales@cvmvcd.org](mailto:gmorales@cvmvcd.org).

A. **PUBLIC Comments — AGENDA ITEMS:** Persons wishing to address the Board on agenda items are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

B. **PUBLIC Comments — NON-AGENDA ITEMS:** Persons wishing to address the Board on items not appearing on the agenda are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established.

## 9. Announcements

General Manager's Report – **Jeremy Wittie, M.S., General Manager**

## 10. Board Reports

A. President's Report – **Doug Walker, Secretary**

Executive Committee oral report and Minutes for December 28, 2020 meeting **(Pg. 9)**

B. Finance Committee – **Clive Weightman, Treasurer**

Finance Committee oral report and Minutes for November 10, 2020 meeting and Audit Report by Jeff Palmer and/or Chris Brown of Fedak and Brown, Auditors **(Pg. 11)**

## 11. Items of General Consent

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

A. Minutes for November 10, 2020 Board Meeting **(Pg. 15)**

B. Approval of expenditures for November 7, 2020 to January 8, 2021 **(Pg. 26)**

C. Informational Items:

- Financials **(Pg. 29)**
- Correspondence **(Pg. 50)**
- Board Business Log **(Pg. 56)**
- AB 1234 Ethics Training and Mandatory Sexual Harassment Prevention Training for Local Agency Officials – **Graciela Morales, Clerk of the Board (Pg. 57)**
- Semi-Annual Research Reports from the University of California, Riverside and U.S. Department of Agriculture for 2020 **Jennifer Henke, M.S., Laboratory Manager (Pg. 59)**
- Staff report summary – Entomological Society of America Annual Conference, November 11-25, 2020, online **(Pg. 70)**
- Integrated Vector Management (IVM) pre-recorded presentations: *not included this period*
- Departmental Reports: Human Resources; Finance; Information Technology; Laboratory & Surveillance Control; Operations; and Public Outreach **(Pg. 71)**

**12. Old Business** - None

**13. New Business**

A. Nomination and election of Board Officers for the 2021 Calendar Year – **ad hoc Nomination Committee (Pg. 81)**

B. Discussion and/or approval of a 2% COLA adjustment and a 5% Special Merit Pay for the General Manager's evaluation period ending December 2020 - ad hoc Negotiations Committee **(Pg. 84)**

C. Discussion and/or approval of the District's Investment Policy and Resolution 2021-01 – **David l'Anson, Administrative Finance Manager (Pg. 85)**

**14. Closed Session Public Comments**

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please state your name and address for the record.

In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

**Closed Session:**

**A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6**

Agency Designated Representatives: Lena D. Wade, Crystal Moreno, and David I' Anson.

Employee Organizations: California School Employees Association and Teamsters Local 911.

**B. Conference with Real Property Negotiators pursuant to Government Code section 54956.8.**

Property: 83733 Avenue 55, Thermal, California

Agency Negotiator: Jeremy Wittie, General Manager

Negotiating Party: Coachella Valley Unified School District

Under Negotiation: Price and terms of payment

**15. Comments by General Counsel**

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

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

**17. Adjournment**

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




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**Certification of Posting**

I certify that on January 8, 2020, 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 January 8, 2020.

\_\_\_\_\_  
Graciela Morales, Clerk of the Board

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>January 12, 2021</b></p>
<p><b>Agenda Item:</b> Recognition</p> <p>Recognition honoring outgoing Trustees, Franz De Klotz, Philip Bautista, and Sergio Espericueta for their dedication and service to the District – <b>Doug Hassett, Vice President, and Jeremy Wittie, General Manager</b></p>		
<p><b>Background:</b></p> <p>It was a pleasure for staff and the Board of Trustees of the Coachella Valley Mosquito and Vector Control District to have had the opportunity to work with such dedicated individuals in public service these past few years. We wish you all the best in your future endeavors.</p> <p><b><u>Franz De Klotz</u></b> Served on the Board from 2017 to 2020. Former Board President, member of the Executive Committee, Research, and Property ad hoc Committees.</p> <p><b><u>Philip Bautista</u></b> Served on the Board from 2019 to 2020.</p> <p><b><u>Sergio Espericueta</u></b> Served on the Board from 2019 to 2020. A former member of the Property ad hoc Committee and was involved with MVCAC Legislative Day.</p>		



## COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

📍 43-420 Trader Place, Indio, CA 92201 📞 (760) 342-8287 📠 (760) 342-8110  
🌐 [www.cvmosquito.org](http://www.cvmosquito.org) ✉ [CVmosquito@cvmvcd.org](mailto:CVmosquito@cvmvcd.org) 📱 @cvmosquito 🐦 @CV\_mosquito

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### A PROCLAMATION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT IN RECOGNITION OF ANITA JONES AND HER RETIREMENT AFTER TWENTY YEARS OF SERVICE TO THE DISTRICT

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“District”) was established in 1928 as an independent special district by the Riverside County Board of Supervisors with the mission of reducing the risk of disease transmission by mosquitoes and other vectors and the protection of residents and visitors of the Coachella Valley; and

**WHEREAS**, Anita Jones worked for the District and gave continuous, faithful, and loyal service for 20 years; and

**WHEREAS**, Anita Jones was hired on September 5, 2000, as an Administrative Clerk. On November 14, 2005, Anita was promoted to Administrative Assistant and on November 1, 2009, she was promoted to her current position as Human Resources Manager; and

**WHEREAS**, Anita Jones’ hard work, support, and dedication has contributed to District’s mission of protecting public health of residents and visitors of the Coachella Valley.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

Anita Jones is hereby recognized upon her retirement for her outstanding contributions and dedication to the District and the citizens of the Coachella Valley.

DATED THIS 12th DAY OF JANUARY, 2021.

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Jeremy Wittie, M.S., General Manager

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#### BOARD OF TRUSTEES

**President** Franz DE KLOTZ County at Large | **Vice President** DOUG HASSETT La Quinta  
**Secretary** DOUGLAS WALKER Palm Desert | **Treasurer** CLIVE WEIGHTMAN Indian Wells | SERGIO ESPERICUETA Cathedral City  
PHILLIP BAUTISTA Coachella | BITO LARSON County at Large | GARY GARDNER Desert Hot Springs | BENJAMIN GUITRON IV Indio  
DR. DOUGLAS KUNZ Palm Springs | ISIAH HAGERMAN Rancho Mirage | JEREMY WITTIE General Manager



# **BOARD REPORTS**



# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Executive Committee Meeting Via Zoom Minutes

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**TIME:** 2:00 p.m. Monday, December 28, 2020

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

**TRUSTEES PRESENT:**

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

**ABSENT:**

La Quinta        Doug Hassett

**OTHERS PRESENT:**

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

**1. Call to Order:** *President De Klotz called the meeting to order at 2:04 p.m.*

**2. Roll Call:** *Roll call indicated three of four Committee members were present.*

**3. Confirmation of Agenda:** *On motion from Trustee Walker, seconded by Trustee Weightman, the agenda was approved as presented by the following roll call vote:*

Ayes:            President De Klotz, Trustees Walker, and Weightman.

Noes:            None

Abstained:    None

Absent:         Trustee Hassett.

**4. Public Comments** – *Mr. Anderson expressed his views on various aspects of the District's performance.*

**5. Review of January 12, 2021, Draft Board Meeting Agenda**

*The draft January Board meeting agenda was reviewed by the Committee. Changes to the agenda included the addition of a proclamation, the moving of an agenda item to an earlier part of the agenda.*

**6. Trustee/Staff Comments**

*Trustees Walker and Weightman expressed their gratitude to President De Klotz for his service to the District as he will be leaving the Board at the end of his term. Trustee Walker asked staff if Oaths of Office needed to be administered to re-appointed Trustees or only new Trustees.*

**7. Confirmation of Next Meeting**

*The next meeting was tentatively scheduled for Monday, January 25 at 10:00 a.m.*

**8. Adjournment**

*The meeting was adjourned at 2:25 p.m.*

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**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting Via Zoom  
Minutes**

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**TIME:** 4:30 p.m. **DATE:** November 10, 2020

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

**COMMITTEE MEMBERS PRESENT:**

Indian Wells	Clive Weightman
Rancho Mirage	Isaiah Hagerman
County at Large	Bito Larson
County at Large	Franz De Klotz (Alternate Committee member)

**STAFF PRESENT:**

Jeremy Wittie, M.S., General Manager  
David l'Anson, Administrative Finance Manager  
Graciela Morales, Executive Assistant/Clerk of the Board

**MEMBERS OF THE PUBLIC PRESENT:**

None.

**1. Call to Order:** *Treasurer Weightman called the meeting to order at 4:32 p.m.*

**2. Roll Call:** *Roll call indicated three (3) Committee members out of three (3) were present. President De Klotz, joined the meeting as an alternate Committee member.*

**3. Confirmation of Agenda:** *On motion from Trustee Hagerman seconded by Trustee Larson and passed by the following roll call vote, the Committee approved the Agenda as presented.*

Ayes: Treasurer Weightman, President De Klotz, Trustees Hagerman, and Larson.

Noes: None.

Abstained: None.

Absent: None.

**4. Public Comments:** *There were no members of the public present.*

**5. Items of General Consent:**

Approval of Minutes from October 13, 2020, Finance Committee Meeting

*On motion from Trustee Hagerman seconded by President De Klotz, and passed by the following roll call votes, the Committee approved the minutes as presented.*

Ayes: Treasurer Weightman, President De Klotz, Trustees Hagerman, and Larson.

Noes: None.

Abstained: None.

Absent: None.

## **6. Discussion and/or Review:**

- A. Review of Check Report from Abila MIP for the period of October 13, to November 6, 2020

*The Check Report was reviewed by Committee members and staff.*

- B. CalCard Charges – September 23, 2020, through October 22, 2020

*The CalCard monthly statement was reviewed by Committee members and staff.*

*Questions regarding specific charges were brought forward by Trustees and staff provided more information. A discussion ensued regarding the cost of an office chair.*

*The charges from Lands' End Business Outfitters for branded garments were discussed and staff confirmed each garment cost is around \$40.00 and not as reflected on the report which are for multiple garments. Committee members thanked Finance staff for including the CalCard report by username.*

- C. Review of October 2020 Financials and Treasurers Report

*The Committee and staff went over financials and discussed certain receipts received through October 2020 are accrued back to June 30. The current fund balance is \$9.7MM; yield is down again to .53%; YTD revenue is \$187,000; property tax unsecured is as expected; expenditures were reviewed as well as payroll, specifically, in more detail. Treasurer Weightman suggested that during the budgeting process we account for forecasted employee counts and compensation in a monthly budget format. David l'Anson, Administrative Finance Manager stated he will look into this to see if it is possible. The Administrative and Operating expenditures were reviewed as well.*

## **7. Old Business:**

- A. Review of the District's Investment Policy

*David l'Anson, Administrative Finance Manager, pointed out one of the main changes to the Policy included separating the Internal Controls (Administrative Procedure) from the Investment Policy; removed the dollar amounts from the limitations section, and other changes to make it less restrictive. It was noted that permitted investments are dictated by the government code. The Internal Controls*

*Administrative Procedure document is still being developed and will be presented to the Finance Committee in the future. The Committee reviewed other sections of the policy closely. The Committee sought more clarification on the following sections; Section 5.5: monthly report of investment transactions; Section 8.2 Limitations on Transfers: LAIF funds; Section 13.0; and Section 14.0.*

**8. New Business - None**

**9. Schedule Next Meeting:** *The next Finance Committee meeting was scheduled via Zoom for Tuesday, January 12, 2020, at 4:30 p.m.*

**11. Trustee and/or Staff Comments/Future Agenda Items:**

*Jeremy Wittie, General Manager and Committee members thanked the Finance staff for their hard work.*

**12. Adjournment:** *The meeting was adjourned by Treasurer Weightman at 5:19 p.m.*

DRAFT



# **GENERAL CONSENT**

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Board of Trustees Meeting Via Zoom  
Minutes**

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MEETING TIME: 6:00 p.m. Tuesday, November 10, 2020

LOCATION: 43420 Trader Place, Indio, CA 92201- Via Zoom

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

Philip Bautista	Coachella
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**STAFF AND GENERAL COUNSEL PRESENT**

Jeremy Wittie, General Manager  
Lena Wade, Legal Counsel, SBEMP  
Anita Jones, Human Resources Manager  
Bobbie Dieckmann, Operations Manager  
Crystal Moreno, Human Resources Specialist  
David l'Anson, Administrative Finance Manager  
Edward Prendez, Information Technology Manager  
Jennifer Henke, Laboratory Manager  
Kim Hung, Vector Ecologist  
Mike Martinez, Field Supervisor  
Olde Avalos, Field Supervisor  
Tammy Gordon, Public Information Officer  
Graciela Morales, Executive Assistant/Clerk of the Board

*Other staff members joined the zoom meeting as well.*

- 1. Call to Order** *President De Klotz called the meeting to order at 6:03 p.m.*

2. **Moment of Silence in Memory of Dr. William Walton** *President De Klotz invited those in attendance to acknowledge the passing of Dr. Walton. Everyone joined in a moment of silence.*
3. **Recognition of Franz De Klotz as the 2020 Board of Trustees President – Vice President Doug Hassett**, *thanked President Franz De Klotz for his service on behalf of the entire Board of Trustees.*
4. **Pledge of Allegiance** *President De Klotz led the Pledge of Allegiance.*
5. **Roll Call** *At roll call, ten (10) Trustees out of eleven (11) were present. Trustee Philip Bautista was absent.*

#### **6. Motion to Excuse Absences**

On motion from Trustee Kunz, seconded by Trustee Hassett, and passed by the following roll call votes, the Board of Trustees excused the absence of Trustee Bautista.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

#### **7. Confirmation of Agenda**

On motion from Trustee Gardner, seconded by Trustee Hassett, and passed by the following roll call votes, the Board of Trustees approved the Agenda as presented with only one change; to move Item 13 E before Item 13 D.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

#### **8. Public Comments**

*A request to speak during public comment and one written public comment was received from Mr. Brad Anderson. His communications are attached for the record. Mr. Anderson was not in attendance.*



## 9. Recognition

- A. Approval of Resolution 2020-23 in recognition of Oldembour Avalos for his 25 years of service to the District – **Jeremy Wittie, MS, General Manager, and Franz De Klotz, President**

*Jeremy Wittie, General Manager thanked Oldembour Avalos for his 25 years of service and dedication to the District. Trustees joined in this appreciation to him.*

On motion from Trustee Walker, seconded by Trustee Espericueta, and passed by the following roll call votes, the Board of Trustees approved Item 9A.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

## 10. Board Reports

- A. President's Report:

*President De Klotz welcomed everyone to review the minutes of the Executive Committee meeting for October 30, 2020.*

- B. Finance Committee Oral Report:

*Treasurer Weightman reported the Finance Committee had held its meeting before the Board meeting to review the check report, CalCard charges, and financials for the period ending October 2020. Treasurer Weightman stated there was nothing major to report from the check report and CalCard charges. There were some questions regarding certain expenses, and Administrative Finance Manager, David l'Anson has noted some action items. In terms of financials, Mr. Weightman went over the General Fund Operational Cash Flow Chart and described in detail the fiscal year-to-date overall activity.*

## 11. Items of General Consent

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

- A. Minutes for October 13, 2020 Board Meeting

- B. Approval of expenditures for October 9, 2020, to November 6, 2020
- C. Approval of Resolution 2020-24 Biennial Adoption of a Conflict of Interest Code – **Graciela Morales, Executive Assistant/Clerk of the Board**
- D. Approval of 2021 research proposals in an amount not to exceed \$174,346.80; \$87,173.40 will be expensed in FY 2020/21 the balance will be expensed in FY 2021/22 from Fund 8510.01.600.000 – Research Projects *Budgeted; Funds Available* – **Jennifer A. Henke, M.S., Laboratory Manager**
- E. Approval for General Manager and Board President to sign agreement for the District's Verizon Wireless Contract from the National Association of State Procurement Officials (NASPO; #MA152) extending the existing service contract to August 2024 – **Edward Prendez, Information Technology Manager**
- F. Informational Items:
- Department Reports/Financials
  - Correspondence
  - Board Business Log
  - California Special District Association Clerk of the Board Virtual Conference, October 26-28, 2020 – Graciela Morales, Executive Assistant/Clerk of the Board
  - Treasurer to approve the release of payments to vendors for December – David l'Anson, Administrative Finance Manager
  - 2021 Board of Trustees Meeting Calendar and notice of Board meetings resuming on January 12, 2021 Graciela Morales, Executive Assistant/Clerk of the Board
  - CVAG/Caltrans gift letter
  - Integrated Vector Management (IVM) pre-recorded presentations: *not included this period*. Please refer to Department Reports.

*President De Klotz inquired if any member of the Board would like to pull any specific item for discussion. There was no further separate discussion.*

On motion from Trustee Hagerman, seconded by Trustee Guitron, and passed by the following roll call votes, the Board of Trustees approved all Items of General Consent.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

**12. Old Business - None**

**13. New Business**

- A. Approval of Resolution 2020-25 providing a gift certificate to employees for work performed late November through early December 2020 in a total collective amount for all certificates not to exceed \$2,800.00 from fund 5300.01.200.000 – Employee Incentive *Budgeted; Funds Available* – **Jeremy Wittie, M.S., General Manager**

*Jeremy Wittie, General Manager, stated this was a benefit the District has afforded to its staff to recognize them for their service to the District.*

On motion from Trustee Hassett, seconded by Trustee Kunz, and passed by the following roll call votes, the Board of Trustees approved Item 13A.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

- B. Appointment of the ad hoc Nominations Committee – **Franz De Klotz, President**

*President Franz De Klotz announced the current members and sought feedback from Trustees to see if existing members were willing to serve another term or if new members wanted to join. Trustees Hagerman, Hassett, and Walker expressed their desire to remain as members. Trustee Kunz stated he was willing to serve as an alternate member.*

On motion from Trustee Hassett, seconded by Trustee Weightman, and passed by the following roll call votes, the Board of Trustees approved Item 13B.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

C. Appointment of the ad hoc Negotiations Committee – **Franz De Klotz, President**

*President Franz De Klotz stated the current committee consisted of Trustee Hassett, Kunz, Guitron (alternate), and De Klotz. Trustee Guitron agreed to become a committee member, along with Trustee Hagerman, Hassett, and Walker as an alternate.*

On motion from Trustee Kunz, seconded by Trustee Hassett, and passed by the following roll call votes, the Board of Trustees approved Item 13C.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

D. Approval to enter into an agreement for investment services with MBS securities, Inc. – **David l'Anson, Administrative Finance Manager**

*David l'Anson, Administrative Finance Manager, stated the District has had declining yield from investments with LAIF and the County. This caused the Finance Committee to direct staff to look at other options. Peter Yanez of MBS Securities presented to the Finance Committee in September their platform which allows for investments and re-investments, of FDIC-insured certificates of deposit, or government agency bonds. The District can invest using MBS under the California Government Code and it meets all standards for the investment of public funds.*

On motion from Trustee Hassett, seconded by Trustee Weightman, and passed by the following roll call votes, the Board of Trustees approved Item 13D.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

E. Approval of Resolution 2020-26 adopting the District's revised Fund Balance Policy – **David I'Anson, Administrative Finance Manager**

*David I'Anson, Administrative Finance Manager, presented an overview of the revised Fund Balance Policy. Mr. I'Anson stated the Finance Committee had reviewed the policy in October and it was being recommended for Board approval.*

On motion from Trustee Hagerman, seconded by Trustee Weightman, and passed by the following roll call votes, the Board of Trustees approved Item 13E.

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

Noes: None.

Abstained: None.

Absent: Trustee Bautista.

**14. Closed Session Public Comments:**

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

**Closed Session:**

**A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6**

*Agency Designated Representatives: Lena D. Wade, Anita Jones, Crystal Moreno, and David I' Anson.*

*Employee Organizations: California School Employees Association and Teamsters Local 911.*

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

*Title: General Manager*

**C. Conference with Real Property Negotiators pursuant to Government Code section 54956.8.**

*Property: 83733 Avenue 55, Thermal, California*

*Agency Negotiator: Jeremy Wittie, General Manager*

*Negotiating Party: Coachella Valley Unified School District*

*Under Negotiation: Price and terms of payment*

*Upon returning from Closed Session, Lena Wade, General Counsel announced there was no reportable action on any of the above listed Closed Sessions.*

**15. Comments by General Counsel**

*Lena Wade, General Counsel, stated she had proposed to add "Comments by General Counsel" as a new standing agenda item so that she can address the Board on matters of importance when necessary. She also recommended the addition of the statement that Trustees will take action on all items on the agenda. This was due to a recent opinion from the California Attorney General. Another recommendation was the addition of a statement for agenda-related materials that are made available after the agenda has been published by contacting the Clerk of the Board or on the District's website.*

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

*Trustee Espericueta shared he is a candidate for the Palm Springs Unified School District Board and he has the lead on votes. Once the official results are available, and if he is elected, this will be his last month serving on the CVMVCD Board. He thanked everyone and stated he realized it is important to maintain good relations. A formal report will be shared by him once the final results are announced.*

*Trustee Walker thanked President De Klotz for the excellent work he has done while serving as President of the Board of Trustees.*

**17. Adjournment – President De Klotz adjourned at 7:39 p.m.**

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Franz De Klotz  
President

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Doug Walker  
Secretary

**From:** [B Anderson](#)  
**To:** [Graciela Morales](#); [Edward Prendez](#)  
**Subject:** Verbal Public Comment - CVMVCD Public Meeting (11/10/20 - 6:PM)  
**Date:** Tuesday, November 10, 2020 9:27:12 AM

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Dear Coachella Valley Mosquito and Vector Control District (CVMVCD)  
Attn: Clerk of the Board (Graciela Morales)

Please allow my participation in the CVMVCD Board of Trustees Meeting today  
Items to be addressed:

Agenda Items: 8A & B plus Items: 14B & C

Thank you,

Brad Anderson | 37043 Ferber Dr. Rancho Mirage, CA. 92270  
760.409.9434 (Cell)

**From:** [B Anderson](#)  
**To:** [Graciela Morales](#); [Edward Prendez](#)  
**Subject:** Public Comments - CVMVCD Public Meeting (11/10/2020 - 6:PM)  
**Date:** Tuesday, November 10, 2020 6:30:43 AM

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November 10, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
(760) 342-8287  
Attn: Clerk of the Board (Graciela Morales)/Board of Trustees

Re: Written letter to be entered in to the Public record for the November CVMVCD board meeting - Item: Non-Agenda Public comment

Dear CVMVCD Board of Trustees,

Please see attached email for stated concerns of the lack of accountability from the CVMVCD administration in regards to not addressing the confirmed Vector activity located in the City of Rancho Mirage, California.

Please submit this letter and the attached letter into the Public record. The neglect of duty and mission that the CVMVCD administration continues to demonstrate is shameful. The CVMVCD administration (Public Information officer) have not responded to this prior request and No services were provide.

Sincerely,

Brad Anderson | Rancho Mirage, CA. | 760.409.9434 (Cell)

---

**From:** B Anderson  
**Sent:** Friday, November 6, 2020 10:40 AM  
**To:** [cvmosquito@cvmvcd.org](mailto:cvmosquito@cvmvcd.org) ; Tammy Gordon ; Franz De. Klotz External ; Jeremy Wittie  
**Cc:** District 4 Supervisor V. Manuel Perez ; [Sherrybarkas@desertsun.com](mailto:Sherrybarkas@desertsun.com)  
**Subject:** Service Order  
November 6, 2020

Coachella Valley Mosquito and Vector Control District (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201



(760) 342-8287

Re: service request denied

Dear CVMVCD,  
Attn: Public Relations department

Earlier today I telephone your organization with concerns of Increased Mosquitoes (*Aedes aegypti*) and Rats (Roof) located next door to my property.

It was explained that your organization would not respond to Rat Inspections or Mosquitoes that original from other properties.

And I'm troubled by the advised given with regards to my concerns of the mosquitoes that were Identified as "*Aedes aegypti* Mosquitoes" not being mosquitoes because I didn't allow them to bite me? This may be an CVMVCD administration tactic to not report and respond to Vector Abatement concerns?

This Interaction is a prime example of the CVMVCD administration lack of accountability to the Residents of the Coachella Valley to perform and respond to Public's request for CVMVCD services.

Its crystal clear that the CVMVCD administration will continue to allow the Coachella Valley to become further Infested with Vectors and potential disease at the costs of Residents and their animals. Shameful!

Sincerely,

Brad Anderson | 37043 Ferber Dr. Rancho Mirage, CA.  
(760) 409-9434 (Cell)

**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:  
November 7 - December 10, 2020

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	November 13, 2020	192,166.02	
	Payroll Disbursement	November 25, 2020	201,321.85	
				<b>393,487.87</b>
<b>Pre-Approved Expenditures Utilities/Benefits:</b>				
43222	CalPERS Healthcare Acct	Healthcare Retired/Active 11/2020	79,130.26	
43246	Verizon Connect	Contract Services	1,216.34	
43249	CalPERS Healthcare Acct	Healthcare Retired/Active 12/2020	78,508.85	
43250	CalPERS - Retirement Acct	State Retirement 10/11 - 10/24, 10/25 - 11/7, 11/8 - 11/21/2020	86,147.75	
43251	ICMA Retirement Trust	457 Plan Contributions 10/24, 11/21/2020	18,750.26	
43252	Principal Life Insurance Co.	Dental/Life Insurance 11/2020	9,274.93	
43253	Standard Insurance Company	LTD Premium 11/2020	3,075.83	
43254	Vision Service Plan	Vision Care Plan 11/2020	896.54	
43258	ICMA Retirement Trust	457 Plan Contributions 9/12, 9/26, 10/10, 11/7/2020	37,198.26	
43260	Principal Life Insurance Co.	Dental/Life Insurance 12/2020	10,062.44	
43262	Standard Insurance Company	LTD Premium 12/2020	3,091.90	
43263	Vision Service Plan	Vision Care Plan 12/2020	896.54	
				<b>328,249.90</b>
<b>Pre-Approved Expenditures less than \$10,000.00:</b>				
43223	Advance Imaging Systems	Contract Services	383.30	
43224	Airgas Dry Ice	Dry Ice	393.67	
43225	California State University San Marcos	Professional Development	3,564.00	
43226	CarQuest Auto Parts	Vehicle Parts & Supplies	574.12	
43227	Cintas Corporation	Safety Expense	2,412.41	
43228	C&R Wellness Works	Employee Assistance Services	612.00	
43229	CSI Ceja Security International	Security Patrol Services	4,300.00	
43230	Daniel's Tire Service	Vehicle Parts & Supplies	1,326.92	
43231	Eisenhower Occupational Health Serv	Physician Fees	165.00	
43232	Employee Relations Inc.	Recruitment/Advertising	42.02	
43233	G & C Smog and Auto Repair	Permits, License & Fees	180.00	
43234	Jemigan's Sporting Goods, Inc.	Safety Expense	791.67	
43235	Kwik Kleen Of The Desert	Off Site Vehicle Maintenance & Repair	748.00	
43236	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	188.10	
43237	Nextdoor, Inc.	Public Outreach Advertising	543.78	
43238	Pentair Aquatic Eco-Systems, Inc.	Equipment Parts and Supplies	316.78	
43239	Pitney Bowes Global Financial Svcs	Contract Services	305.43	
43240	Praxair Distribution, Inc.	Cylinder Rentals	52.49	
43241	Puretec Industrial Water	Equipment Parts & Supplies	300.49	
43242	Rivco Mechanical Services, Inc.	Repair & Maintenance	800.78	
43243	SC Commercial LLC dba SC Fuels	Motor, Fuel & Oil	4,851.14	
43244	Veolia ES Technical Solutions, LLC	Operating Supplies	609.31	
43245	UPS	Postage	73.54	
43247	Waterlogic Americas LLC	Employee Support	106.58	
43248	Waxie Sanitary Supply	Operating Supplies	29.10	
43257	Fedak & Brown	Professional Fees	2,050.00	
43261	Slovak Baron Empey Murphey & Pinkney	Attorney Fees	4,000.00	
				<b>29,720.63</b>
<b>Cash - California Bank &amp; Trust Checking</b>				
<b>Cash - California Bank &amp; Trust Checking</b>				
43255	U.S. Bank	Calcard 11/22	182,642.40	-
43256	Clean Excel	Janitorial Services	13,712.00	
43259	Norman A. Traub Associates	Attorney Fees	16,775.00	
				<b>213,129.40</b>
<b>Cash - California Bank &amp; Trust Check Run Total to be Approved</b>				
<b>Total Expenditures: November 7 - December 10, 2020</b>				<b>964,587.80</b>

Franz De Klotz, President

Clive Weightman, Treasurer

**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:

December 11 - January 8, 2021

<b>Check No</b>	<b>Payable To</b>	<b>Description</b>	<b>Check Amount</b>	<b>Total Amount</b>
	Payroll Disbursement	December 11, 2020	231,627.08	
	Payroll Disbursement	December 23, 2020	189,140.89	
	Payroll Disbursement	January 8, 2021	215,020.84	
				<b>635,788.81</b>
<b>Pre-Approved Expenditures Utilities/Benefits:</b>				
43264	CalPERS Healthcare Acct	Healthcare Retired/Active 1/2021	79,272.03	
43265	Standard Insurance Company	LTD Premium 1/2021	3,091.90	
43266	Vision Service Plan	Vision Care Plan 1/2021	896.54	
43294	Principal Life Insurance Co.	Dental/Life Insurance 1/2021	10,080.25	
				<b>93,340.72</b>
<b>Pre-Approved Expenditures less than \$10,000.00:</b>				
43267	AvQuest Insurance Service	Property & Liability Insurance	4,606.00	
43268	Advance Imaging Systems	Contract Services	278.97	
43269	Airgas Dry Ice	Dry Ice	184.83	
43270	Gregorio Alvarado	Tuition Reimbursement	2,677.01	
43271	Burrtec Waste Industries	Landfill Disposal Services	153.86	
43272	Cintas Corporation	Uniform Expense	5,027.44	
43273	CleanExcel	Janitorial Services	7,031.00	
43274	Consolidated Electrical Distributors, Inc.	Repair & Maintenance	46.89	
43275	C&R Wellness Works	Employee Assistance Services	297.00	
43276	Desert Alarm, Inc.	Buglar & Fire Alarm Monitoring Services	1,209.70	
43277	Desert Fire Extinguisher Co. Inc.	Repair & Maintenance	372.23	
43278	Eisenhower Occupational Health Serv	Physician Fees	110.00	
43279	Employee Relations Inc.	Recruitment/Advertising	59.02	
43280	Fedak & Brown, LLP	Professional Fees	2,548.00	
43281	High Tech Irrigation, Inc.	Repair Maintenance	44.23	
43282	Indio Emergency Medical Group	Physician Fees	135.00	
43283	Jernigan's Sporting Goods, Inc.	Safety Expense	344.64	
43284	Liebert Cassidy Whitmore	Attorney Fees	904.00	
43285	Marlin Business Bank	Contract Services	705.79	
43286	Graciela Morales	Tuition Reimbursement	981.19	
43287	Praxair Distribution, Inc.	Cylinder Rentals	56.62	
43288	Diana Reyes	Tuition Reimbursement	159.75	
43289	SC Commercial LLC dba SC Fuels	Motor, Fuel & Oil	5,241.41	
43290	Veolia ES Technical Solutions, LLC	Operating Supplies	177.62	
43293	Verizon Connect	Contract Services	1,082.39	
43292	Valley Lock & Safe	Repair & Maintenance	5.51	
<b>Cash - California Bank &amp; Trust Checking</b>				<b>34,440.10</b>
<b>Cash - California Bank &amp; Trust Checking</b>				
43291	USDA Agricultural Research Service	Research Project	24,145.00	-
43295	U.S. Bank	CalCard 12/22	50,053.95	
<b>Cash - California Bank &amp; Trust Check Run Total to be Approved</b>				<b>74,198.95</b>
<b>Total Expenditures: December 11 - January 8, 2021</b>				<b>837,768.58</b>

Board President

Clive Weightman, Treasurer



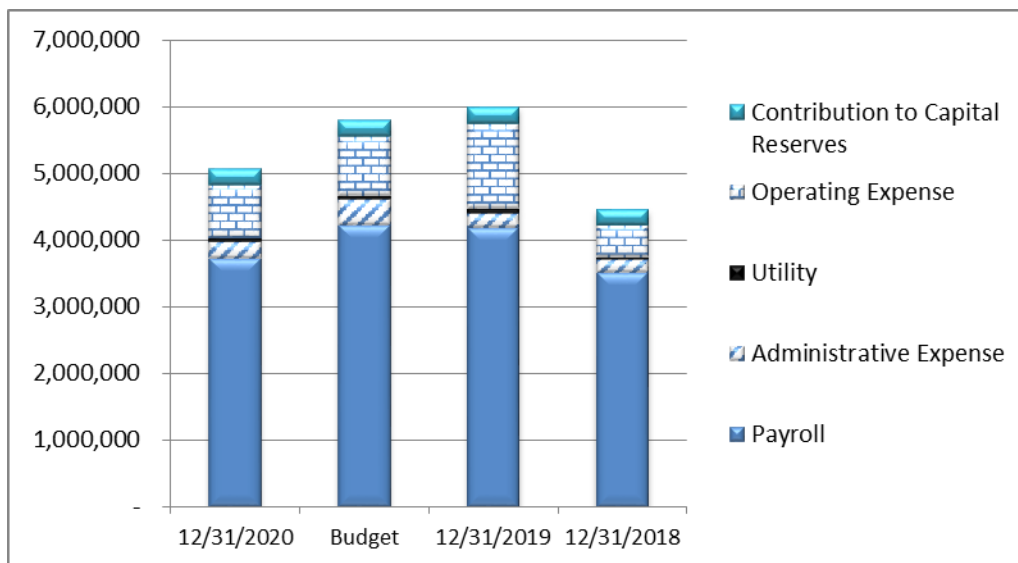
# FINANCE REPORTS

## FINANCE

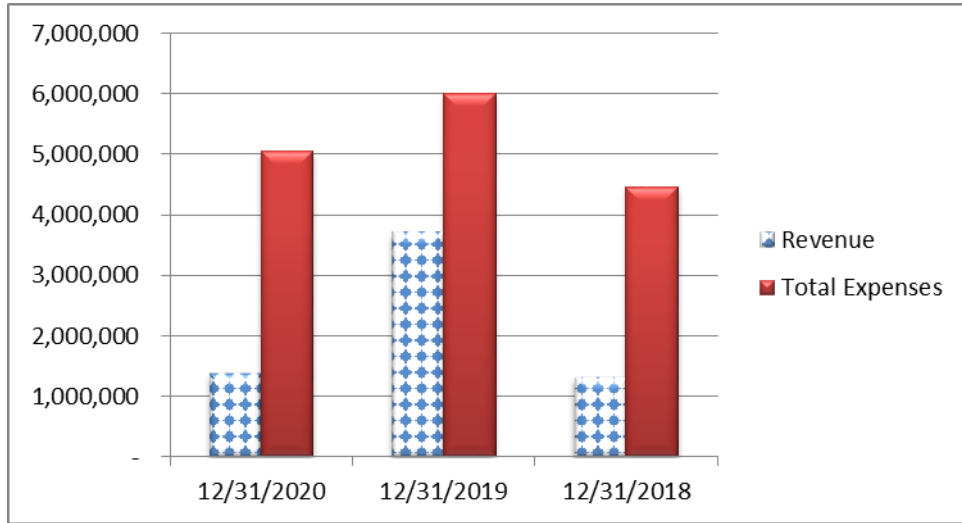
The financial reports show the preliminary balance sheet, receipts, and the revenue and expenditure reports for the month ending December 31, 2020. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2020 to December 31, 2020 is 5,063,102; total revenue is \$1,381,036 resulting in excess revenue over (under) expenditure for the year to December 31, 2020 of (\$3,682,066).

### THREE YEAR FINANCIALS

	Actual	Budget	Actual	Actual
	12/31/2020	Budget	12/31/2019	12/31/2018
<b>Revenue</b>	1,381,036	<b>1,430,830</b>	3,710,017	1,317,419
<b>Expenses</b>				
Payroll	3,718,468	<b>4,221,274</b>	4,178,695	3,506,023
Administrative Expen	252,066	<b>385,829</b>	221,658	197,618
Utility	58,159	<b>55,985</b>	70,224	32,640
Operating Expense	797,668	<b>892,766</b>	1,277,033	483,411
Contribution to Capital R	236,741	<b>236,741</b>	251,774	241,307
<b>Total Expenses</b>	5,063,102	<b>5,792,595</b>	5,999,384	4,461,000
<b>Profit (Loss)</b>	(3,682,066)	<b>(4,361,765)</b>	(2,289,367)	(3,143,580)



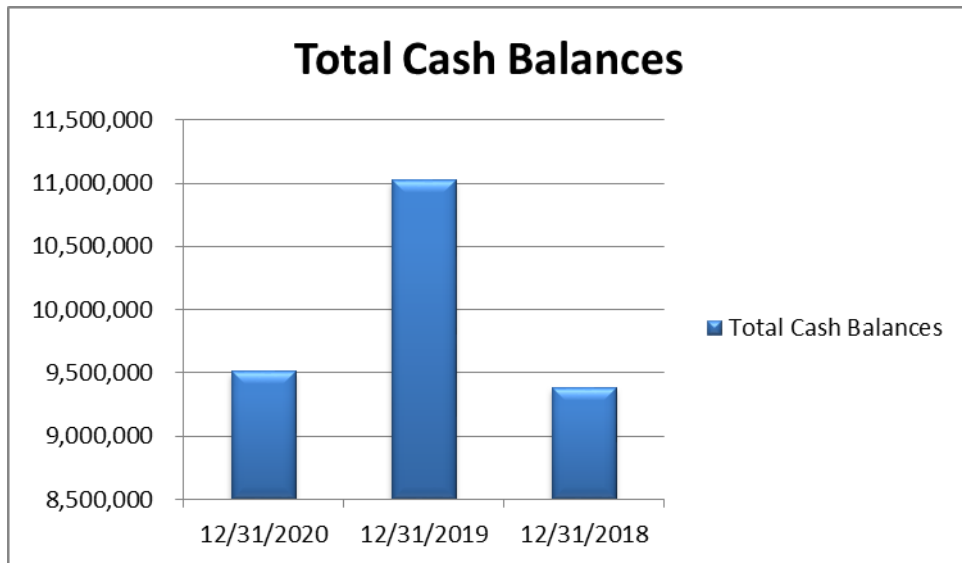
**Figure 1 - Three Year Expenditure**



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

**THREE YEAR CASH BALANCE**

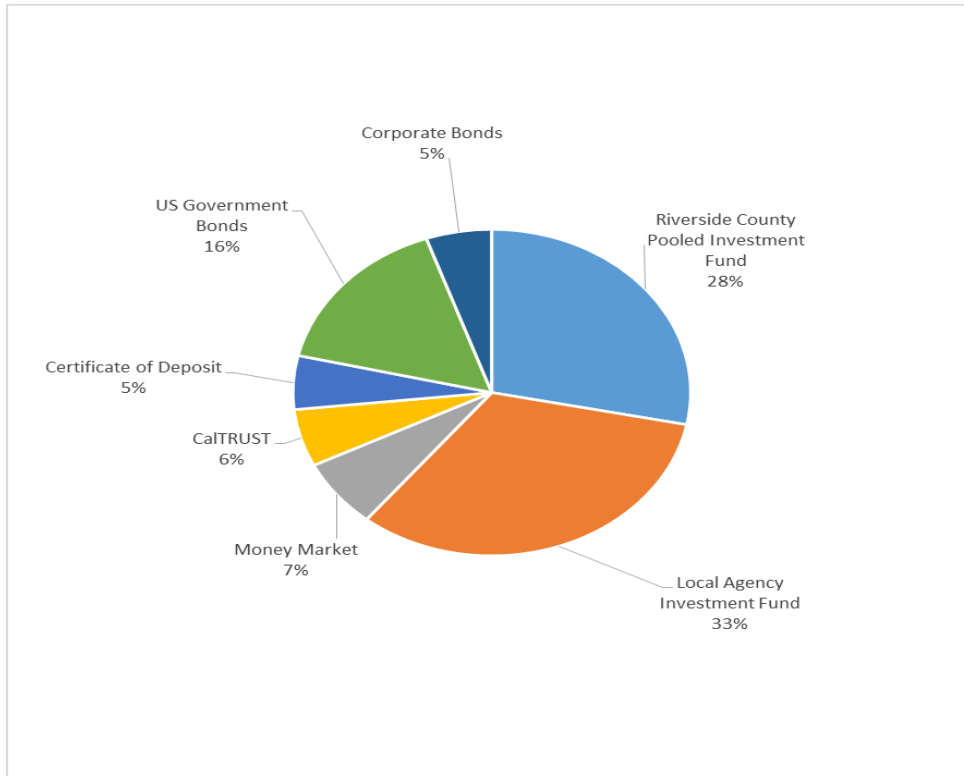
Cash Balances	12/31/2020	12/31/2019	12/31/2018
Investment Balance	9,368,024	10,876,121	9,318,669
Checking Accounting	6,518	28,334	262
Payroll Account	132,634	118,508	61,543
Petty Cash	2,000	2,000	2,000
<b>Total Cash Balances</b>	<b>9,509,175</b>	<b>11,024,963</b>	<b>9,382,474</b>



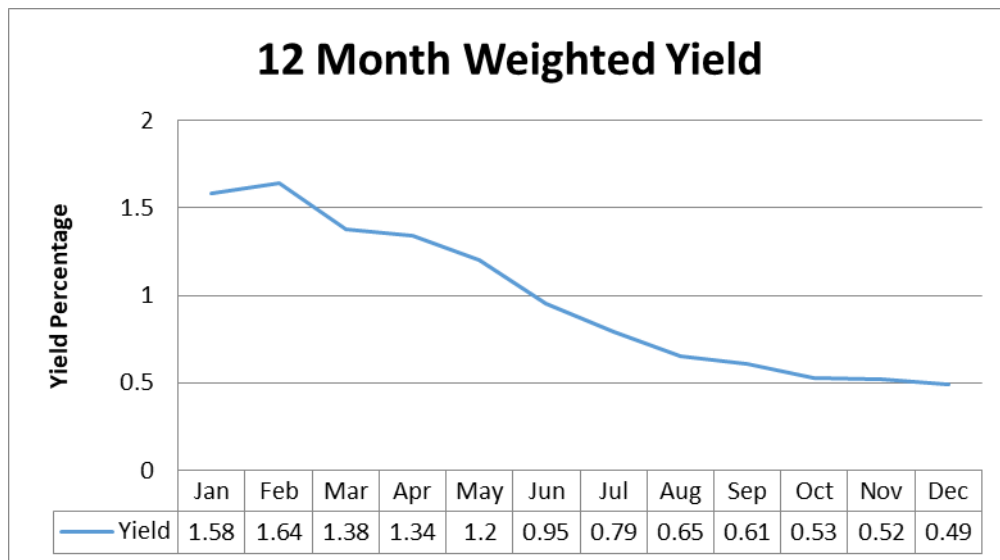
**Figure 3 - Cash Balances**

**DISTRICT INVESTMENT PORTFOLIO 12/31/2020**

The District’s investment fund balance for the period ending December 31, 2020 is \$9,368,027. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 33% of the District’s investments; the Riverside County Pooled Investment Fund is 28% of the total. The LAIF yield for the end of August was 0.54% and the Riverside County Pooled Investment Fund was 0.48%; this gives an overall weighted yield for District investments of 0.49%.

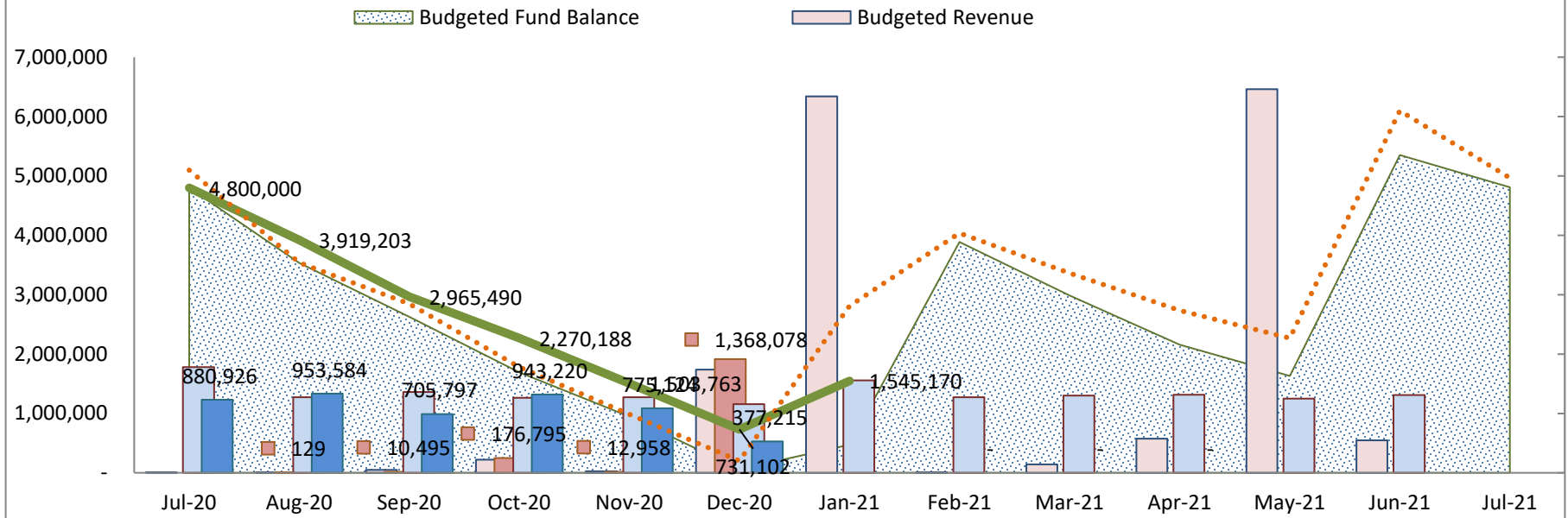


**Figure 4 - Investment Portfolio 12-31-20**



**Figure 5 - District Investments Weighted Yield**

## General Fund Operational Cash Flow Fiscal Year 2020 - 2021



The **General Fund Operational Cash Flow** graph outlines the District’s working capital for the fiscal year July 1 2020 to June 30 2021. The beginning fund balance is \$4.8 million and ending fund balance is \$4.8 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 \$310,000 for CalPERS unfunded liability. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distribute the property tax revenue in January and May with advancements in December and April.

The *shaded area* represents the **Budgeted Fund Balance** which has a formula of (beginning) **Fund Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Fund Balance** and is graphed against the *shaded area* **Budgeted Fund Balance**. FY2019-2020 Fund Balance is the orange dash line.

The graph shows for June 1 the \$4.8 million **Fund Balance** plus total Revenue for July 1 to December 31, 2020 preliminary financials of \$1,381,036 minus total Expenditure of \$4.6 million is \$1.5 million. 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 December 31, 2020, the line is outside the shaded area.



Coachella Valley Mosquito and Vector Control District  
**FINANCES AT A GLANCE**  
**ALL FUNDS COMBINED**  
For the Month Ended November 30, 2020

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	9,756,374	(723,329)	9,033,045
CASH	221,194	8,512	229,706
INVESTMENTS & CASH	9,977,568	(714,817)	9,262,751
CURRENT ASSETS	1,387,441	(4,375)	1,383,065
FIXED ASSETS	10,177,671	-	10,177,671
OTHER ASSETS	5,511,357	-	5,511,357
TOTAL ASSETS	27,054,037	(719,192)	26,334,845
TOTAL LIABILITIES	5,657,855	(9,493)	5,648,362
TOTAL DISTRICT EQUITY	21,396,181	(709,699)	20,686,482
TOTAL LIABILITIES & EQUITY	27,054,036	(719,192)	26,334,845
RECEIPTS		\$ 89	
CASH DISBURSEMENTS			
Payroll	\$ 393,488		
General Admin	\$ 321,402		
Total Cash Disbursements		\$ (714,890)	
NON-CASH ENTRIES:		\$ (4,390)	
Accrual Modifications - Changes in A/P, A/R & Pre-paid insurance		(4,390)	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (719,192)	

CVMVCD  
Statement of Revenue and Expenditures  
November 30, 2020

	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	4,094,440	0	0	0	0	0	0	(4,094,440)	(100)%
4010 Property Tax - Curr. Supplmntl	31,160	0	0	0	0	0	0	(31,160)	(100)%
4020 Property Tax - Curr. Unsecured	167,217	153,316	154,226	910	0	0	0	(12,991)	(8)%
4030 Homeowners Tax Relief	37,173	5,634	0	(5,634)	5,634	0	(5,634)	(37,173)	(100)%
4070 Property Tax - Prior Supp.	27,926	0	0	0	0	0	0	(27,926)	(100)%
4080 Property Tax - Prior Unsecured	8,891	0	0	0	0	0	0	(8,891)	(100)%
4090 Redevelopment Pass-Thru	4,659,669	0	0	0	0	0	0	(4,659,669)	(100)%
4520 Interest Income - LAIF/CDs	120,000	30,000	(4,598)	(34,598)	0	89	89	(124,598)	(104)%
4530 Other Miscellaneous Receipts	63,000	26,250	40,112	13,862	5,250	30,670	25,420	(22,888)	(36)%
4551 Benefit Assessment Income	2,299,810	0	13	13	0	0	0	(2,299,797)	(101)%
<b>Total Revenues</b>	<b>11,509,286</b>	<b>215,200</b>	<b>189,753</b>	<b>(25,447)</b>	<b>10,884</b>	<b>30,758</b>	<b>19,874</b>	<b>(11,319,533)</b>	<b>(98)%</b>
<b>Expenditures</b>									
<b>Payroll Expenses</b>									
5101 Payroll - FT	5,000,402	2,083,501	1,892,212	191,289	416,700	373,298	43,402	3,108,190	62 %
5102 Payroll Seasonal	233,140	97,142	80,060	17,081	19,428	20,420	(992)	153,080	66 %
5103 Temporary Services	6,900	6,900	6,900	0	0	0	0	0	0 %
5105 Payroll - Overtime Expense	44,120	18,383	21,271	(2,888)	3,677	229	3,448	22,849	52 %
5110 FFCRA Wage Credit	0	0	(29,628)	29,628	0	0	0	29,628	0 %
5150 CalPERS State Retirement	838,526	539,008	400,594	138,413	42,788	(19,696)	62,484	437,931	52 %
5155 Social Security Expense	317,326	132,219	121,707	10,512	26,444	23,907	2,537	195,619	62 %
5165 Medicare Expense	74,213	30,922	29,716	1,207	6,184	5,889	295	44,498	60 %
5166 FFCRA Medi Credit	0	0	(430)	430	0	0	0	430	0 %
5170 Cafeteria Plan	1,082,168	450,903	427,498	23,406	90,181	77,430	12,751	654,670	60 %
5172 Retiree Healthcare	372,588	155,245	24,280	130,965	31,049	4,856	26,193	348,308	93 %
5180 Deferred Compensation	109,134	45,473	(15,317)	60,790	9,095	(10,553)	19,648	124,451	114 %
5195 Unemployment Insurance	32,066	13,361	4,606	8,755	2,672	962	1,710	27,460	86 %
<b>Total Payroll Expenses</b>	<b>8,110,583</b>	<b>3,573,057</b>	<b>2,963,470</b>	<b>609,587</b>	<b>648,218</b>	<b>476,743</b>	<b>171,475</b>	<b>5,147,113</b>	<b>63 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
November 30, 2020

	YTD Budget	Current Period	Current Period	Current Period	Annual Budget	Percent Annual			
Annual Budget	YTD Budget	YTD Actual	Variance	Budget	Current Period Actual	Variance	Variance	Budget	
<b>Administrative Expenses</b>									
5250 Tuition Reimbursement	20,000	8,333	<b>6,194</b>	2,139	1,667	<b>0</b>	1,667	13,806	69 %
5300 Employee Incentive	14,175	4,365	<b>956</b>	3,409	250	<b>643</b>	(393)	13,219	93 %
5301 Employee Support	0	0	<b>911</b>	(911)	0	<b>0</b>	0	(911)	0 %
5302 Wellness	600	600	<b>103</b>	497	0	<b>0</b>	0	497	83 %
5305 Employee Assistance Program	3,200	1,333	<b>1,463</b>	(129)	267	<b>302</b>	(35)	1,738	54 %
6000 Property & Liability Insurance	135,395	66,831	<b>70,510</b>	(3,679)	13,366	<b>14,102</b>	(736)	64,885	48 %
6001 Workers' Compensation Insurance	184,697	97,790	<b>97,464</b>	326	19,558	<b>19,493</b>	65	87,233	47 %
6050 Dues & Memberships	41,605	37,665	<b>27,198</b>	10,466	8,693	<b>8,367</b>	326	14,407	35 %
6060 Reproduction & Printing	28,550	7,842	<b>1,612</b>	6,229	108	<b>79</b>	29	26,938	94 %
6065 Recruitment/Advertising	8,500	3,542	<b>1,902</b>	1,640	708	<b>376</b>	333	6,598	78 %
6070 Office Supplies	18,556	7,878	<b>4,886</b>	2,992	1,608	<b>950</b>	658	13,670	74 %
6075 Postage	5,750	2,396	<b>437</b>	1,958	479	<b>74</b>	406	5,313	92 %
6080 Computer & Network Systems	5,200	2,167	<b>3,191</b>	(1,024)	433	<b>392</b>	42	2,009	39 %
6085 Bank Service Charges	120	50	<b>50</b>	0	10	<b>15</b>	(5)	70	58 %
6090 Local Agency Formation Comm.	2,400	2,400	<b>2,164</b>	236	0	<b>0</b>	0	236	10 %
6095 Professional Fees	78,699	53,134	<b>14,401</b>	38,733	3,617	<b>1,279</b>	2,338	64,298	82 %
6100 Attorney Fees	63,000	26,250	<b>16,000</b>	10,250	5,250	<b>4,000</b>	1,250	47,000	75 %
6105 Legal Services / Filing Fees	1,000	417	<b>0</b>	417	83	<b>0</b>	83	1,000	100 %
6106 HR Risk Management	4,500	1,875	<b>5,625</b>	(3,750)	375	<b>0</b>	375	(1,125)	(25)%
6110 Conference Expense	45,400	13,933	<b>0</b>	13,933	1,067	<b>0</b>	1,067	45,400	100 %
6115 In-Lieu	13,200	5,500	<b>5,500</b>	0	1,100	<b>1,100</b>	0	7,700	58 %
6120 Trustee Support	7,550	3,233	<b>514</b>	2,719	717	<b>104</b>	612	7,036	93 %
6200 Meetings Expense	4,690	1,954	<b>407</b>	1,547	391	<b>134</b>	257	4,283	91 %
6210 Promotion & Education	26,500	11,042	<b>1,300</b>	9,741	2,208	<b>312</b>	1,896	25,200	95 %
6220 Public Outreach Advertising	45,000	22,083	<b>4,177</b>	17,906	417	<b>556</b>	(139)	40,823	91 %
6500 Benefit Assessment Expenses	96,000	16,000	<b>13,475</b>	2,525	8,000	<b>6,738</b>	1,263	82,525	86 %
<b>Total Administrative Expenses</b>	<b>854,287</b>	<b>398,614</b>	<b>280,442</b>	<b>118,172</b>	<b>70,372</b>	<b>59,013</b>	<b>11,359</b>	<b>573,845</b>	<b>67 %</b>
<b>Utilities</b>									
6400 Utilities	106,000	46,908	<b>57,221</b>	(10,312)	8,442	<b>15,313</b>	(6,872)	48,779	46 %
6410 Telecommunications	1,270	529	<b>796</b>	(267)	106	<b>161</b>	(56)	474	37 %
<b>Total Utilities</b>	<b>107,270</b>	<b>47,438</b>	<b>58,017</b>	<b>(10,580)</b>	<b>8,548</b>	<b>15,475</b>	<b>(6,927)</b>	<b>49,253</b>	<b>46 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
November 30, 2020

	YTD Budget	Current Period	Current Period	Current Period	Current Period	Annual Budget	Percent Annual		
Annual Budget	YTD Budget	YTD Actual	Variance	Budget	Period Actual	Variance	Variance	Budget	
<b>Operating</b>									
7000 Uniform Expense	44,255	19,476	<b>16,569</b>	2,907	3,574	<b>769</b>	2,805	27,686	63 %
7050 Safety Expense	25,225	10,958	<b>16,140</b>	(5,182)	1,792	<b>950</b>	842	9,085	36 %
7100 Physican Fees	5,000	2,083	<b>2,265</b>	(182)	417	<b>165</b>	252	2,735	55 %
7150 IT Communications	56,740	26,704	<b>28,589</b>	(1,885)	4,291	<b>9,603</b>	(5,313)	28,151	50 %
7200 Household Supplies	3,000	1,250	<b>1,058</b>	192	250	<b>297</b>	(47)	1,942	65 %
7300 Repair & Maintenance	42,000	17,500	<b>22,068</b>	(4,568)	3,500	<b>1,918</b>	1,582	19,932	47 %
7310 Maintenance & Calibration	0	0	<b>387</b>	(387)	0	<b>0</b>	0	(387)	0 %
7350 Permits, Licenses & Fees	41,552	17,540	<b>806</b>	16,733	3,229	<b>0</b>	3,229	40,746	98 %
7400 Vehicle Parts & Supplies	42,720	17,800	<b>8,873</b>	8,927	3,560	<b>2,426</b>	1,134	33,847	79 %
7420 Offsite Vehicle Maint & Repair	18,123	8,718	<b>3,624</b>	5,094	1,344	<b>2,037</b>	(694)	14,499	80 %
7450 Equipment Parts & Supplies	16,800	7,000	<b>6,646</b>	354	1,400	<b>1,081</b>	319	10,154	60 %
7500 Small Tools Furniture & Equip	4,100	1,708	<b>1,953</b>	(245)	342	<b>23</b>	319	2,147	52 %
7550 Lab Supplies & Expense	36,700	16,792	<b>9,210</b>	7,582	2,958	<b>1,474</b>	1,484	27,490	75 %
7570 Aerial Pool Surveillance	26,000	0	<b>0</b>	0	0	<b>0</b>	0	26,000	100 %
7575 Surveillance	46,610	31,396	<b>24,678</b>	6,717	1,759	<b>5,462</b>	(3,703)	21,932	47 %
7600 Staff Training	85,337	33,971	<b>3,427</b>	30,543	9,004	<b>872</b>	8,132	81,910	96 %
7650 Equipment Rental	1,000	417	<b>0</b>	417	83	<b>0</b>	83	1,000	100 %
7675 Contract Services	151,521	43,367	<b>54,889</b>	(11,522)	7,617	<b>7,222</b>	394	96,632	64 %
7700 Motor Fuel & Oils	80,000	33,333	<b>29,558</b>	3,776	6,667	<b>4,851</b>	1,816	50,442	63 %
7750 Field Supplies	14,400	6,000	<b>1,613</b>	4,387	1,200	<b>202</b>	998	12,787	89 %
7800 Control Products	786,931	327,888	<b>432,950</b>	(105,062)	65,578	<b>148,660</b>	(83,083)	353,981	45 %
7850 Aerial Applications	156,950	65,396	<b>89,913</b>	(24,517)	13,079	<b>0</b>	13,079	67,037	43 %
8415 Capital Outlay	33,952	14,543	<b>4,432</b>	10,110	2,059	<b>0</b>	2,059	29,520	87 %
8510 Research Projects	135,000	0	<b>0</b>	0	0	<b>0</b>	0	135,000	100 %
9000 Contingency Expense	109,750	45,729	<b>0</b>	45,729	9,146	<b>0</b>	9,146	109,750	100 %
<b>Total Operating</b>	<b>1,963,666</b>	<b>749,569</b>	<b>759,649</b>	<b>(10,081)</b>	<b>142,847</b>	<b>188,013</b>	<b>(45,166)</b>	<b>1,204,017</b>	<b>61 %</b>
<b>Contribution to Capital Reserves</b>									
8900 Transfer to other funds	473,481	197,284	<b>197,284</b>	0	39,457	<b>39,457</b>	0	276,197	58 %
<b>Total Contribution to Capital Reserves</b>	<b>473,481</b>	<b>197,284</b>	<b>197,284</b>	<b>0</b>	<b>39,457</b>	<b>39,457</b>	<b>0</b>	<b>276,197</b>	<b>58 %</b>
<b>Total Expenditures</b>	<b>11,509,287</b>	<b>4,965,960</b>	<b>4,258,862</b>	<b>707,098</b>	<b>909,442</b>	<b>778,700</b>	<b>130,741</b>	<b>7,250,426</b>	<b>64 %</b>
<b>Net revenue over/(under) expenditures</b>	<b>(1) (4,750,760)</b>	<b>(4,069,108)</b>	<b>681,651</b>	<b>(898,557)</b>	<b>(747,942)</b>				

**CVMVCD**  
Balance Sheet  
As of 11/30/2020

		<b>Current Year</b>
Assets		
Cash and Investments		
1000	Cash - Investments	9,033,045.36
1012	Cash - Clearing Account	150.00
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1025	First Foundation - General	299.90
1026	First Foundation - Payroll	12,157.20
1035	CB&T General Checking	93,854.12
1036	CB&T Payroll Checking	121,244.66
	Total Cash and Investments	9,262,751.24
Current Assets		
1050	Accounts Receivable	55,969.68
1085	Inventory	459,270.86
1168	Prepaid Insurance	239,537.80
1169	Deposits	628,287.00
	Total Current Assets	1,383,065.34
Fixed Assets		
1300	Equipment/Vehicles	1,950,149.55
1310	Computer Equipment	488,713.68
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,241,521.94
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,026,125.52
1341	Bio Control Building	6,998,161.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(9,979,973.04)
	Total Fixed Assets	10,177,670.59
Other Assets		

**CVMVCD**  
Balance Sheet  
As of 11/30/2020

		<b>Current Year</b>
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,672,593.00
1530	Deferred Outflows of Resources - OPEB	324,662.00
1900	Due to/from	0.12
	Total Other Assets	5,511,357.44
	Total Assets	26,334,844.61
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	170,727.70
2020	Accounts Payable	12,817.86
2030	Accrued Payroll	0.06
2040	Payroll Taxes Payable	16,331.53
2185	Employee Dues	(65.85)
	Total Accounts Payable	199,811.30
	Total Short-term Liabilities	199,811.30
Long-term Liabilities		
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,883,157.00
2210	Deferred Inflows of Resources	177,324.00
2230	Deferred Inflows - OPEB	17,340.00
2300	Net OPEB Liability	547,704.00
2500	Compensated Absences Payable	723,025.86
	Total Long-term Liabilities	5,448,550.86
	Total Liabilities	5,648,362.16
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793.35
3945	Reserve for Prepaids & Deposit	1,041,259.68

**CVMVCD**  
Balance Sheet  
As of 11/30/2020

		<b>Current Year</b>
3960	Reserve for Inventory	459,270.86
	Total Non Spendable Fund Balance	12,199,323.89
	Committed Fund Balance	
3965	Public Health Emergency	4,309,674.00
	Total Committed Fund Balance	4,309,674.00
	Assigned Fund Balance	
3910	Reserve for Operations	4,800,000.00
3925	Reserve for Future Healthcare Liabilities	547,704.00
3955	Thermal Remediation Fund	463,724.00
3970	Reserve for IT Replacement	277,991.00
3971	Reserve for Vehicle Replacement	344,376.00
	Total Assigned Fund Balance	6,433,795.00
	Unassigned Fund Balance	
3900	Fund Equity	1,342,365.90
3999	P&L Summary	401,168.84
	Total Unassigned Fund Balance	1,743,534.74
	Current YTD Net Income	(3,999,845.18)
	Total Current YTD Net Income	(3,999,845.18)
	Total Fund Balance	20,686,482.45
	Total Liabilities and Net Assets	26,334,844.61

Coachella Valley Mosquito and Vector Control District  
**FINANCES AT A GLANCE**  
**ALL FUNDS COMBINED**  
 For the Month Ended December 31, 2020  
**PRELIMINARY**

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	9,033,045	334,978	9,368,024
CASH	229,706	332,214	561,920
INVESTMENTS & CASH	9,262,751	667,192	9,929,943
CURRENT ASSETS	1,383,065	32,233	1,415,298
FIXED ASSETS	10,177,671	-	10,177,671
OTHER ASSETS	5,511,357	-	5,511,357
TOTAL ASSETS	26,334,845	699,425	27,034,270
TOTAL LIABILITIES	5,648,362	(179,881)	5,468,481
TOTAL DISTRICT EQUITY	20,686,482	879,306	21,565,788
TOTAL LIABILITIES & EQUITY	26,334,845	699,425	27,034,269
RECEIPTS			
		\$ 1,242,422	
CASH DISBURSEMENTS			
Payroll	\$ 420,768		
General Admin	\$ 575,230		
Total Cash Disbursements		\$ (995,998)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ 453,001	
Changes in A/P, A/R & Pre-paid insurance		_____	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ 699,425	



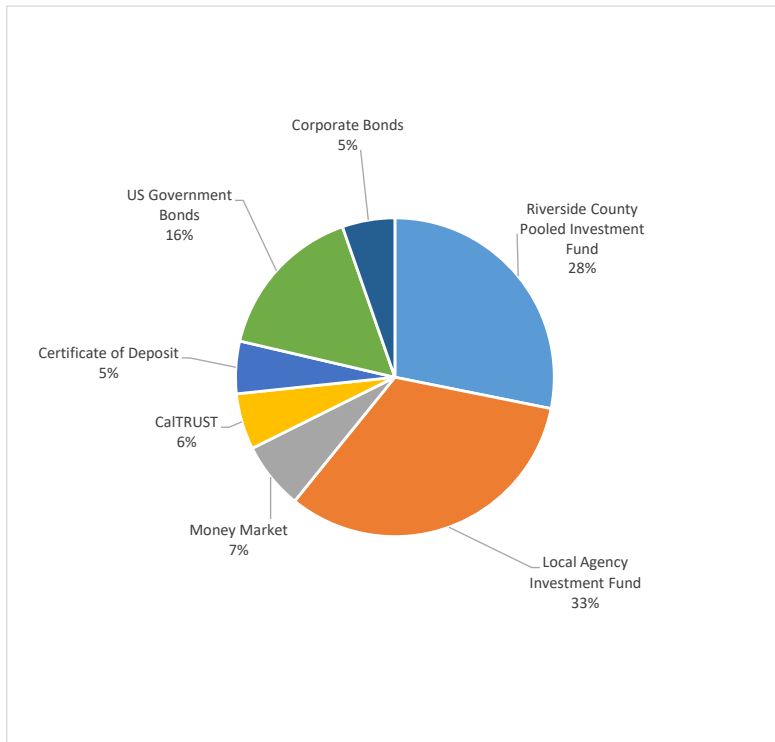
Preliminary Financials  
 Cash Journal - deposits  
 From 12/1/2020 Through 12/31/2020

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
12/31/2020	Benefit Assessment hand bills	393.74	
12/31/2020	December Receipts	2,505.95	Vector Control Joint Powers Agency
12/31/2020	December Receipts - bank Interest	40.24	California Bank & Trust
12/31/2020	December Receipts - Current Secured	1,197,768.21	Riverside County
12/31/2020	December Receipts - CY Unsecured	9,641.00	Riverside County
12/31/2020	December Receipts - Interest	11.64	First Foundation Bank
12/31/2020	December Receipts - Interest	6,491.82	Riverside County
12/31/2020	Thermal Reimbursement	<u>25,569.64</u>	Coachella Valley Unified School District
Report Total		<u><u>1,242,422.24</u></u>	

Preliminary Financials  
**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**INVESTMENT FUND BALANCES AS OF DECEMBER 31, 2020**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	BALANCE
LAIF	Common Investments			0.54%	2,637,345	22,986	97,444	303,047	\$ 3,060,822
Riverside County	Funds 51105 & 51115			0.48%	2,272,874	19,809	83,977	261,167	\$ 2,637,828
CalTRUST	Medium Term Fund			0.20%	459,387	4,004	16,973	52,786	\$ 533,150
CA Bank & Trust	Market Rate			0.09%	430,606	3,753	15,910	49,479	\$ 499,749
First Foundation	Market Rate			0.10%	119,319	1,040	4,409	13,710	\$ 138,478
BMW Bank	Certificate of Deposit	11/20/2020	11/20/2025	0.50%			59,760	189,240	\$ 249,000
State BK of India	Certificate of Deposit	11/23/2020	11/24/2025	0.55%			59,760	189,240	\$ 249,000
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%			180,000	570,000	\$ 750,000
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%			180,000	570,000	\$ 750,000
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%			120,000	380,000	\$ 500,000
<b>Total Investments</b>					5,919,532	51,592	818,233	2,578,670	<b>\$ 9,368,027</b>

**PORTFOLIO COMPOSITION AS OF DECEMBER 31, 2020**  
**WEIGHTED YIELD 0.49%**



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

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

Respectfully submitted

NOTED AND APPROVED

CVMVCD  
Preliminary financials  
Statement of Revenue and Expenditures  
December 31, 2020

	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	4,094,440	1,185,862	<b>1,197,768</b>	11,907	1,185,862	<b>1,197,768</b>	11,907	(2,896,671)	-71%
4010 Property Tax - Curr. Supplmntl	31,160	0	<b>0</b>	0	0	<b>0</b>	0	(31,160)	-100%
4020 Property Tax - Curr. Unsecured	167,217	162,282	<b>163,867</b>	1,585	8,966	<b>9,641</b>	675	(3,350)	-2%
4030 Homeowners Tax Relief	37,173	18,587	<b>0</b>	(18,587)	12,952	<b>0</b>	(12,952)	(37,173)	-100%
4070 Property Tax - Prior Supp.	27,926	0	<b>0</b>	0	0	<b>0</b>	0	(27,926)	-100%
4080 Property Tax - Prior Unsecured	8,891	0	<b>0</b>	0	0	<b>0</b>	0	(8,891)	-100%
4090 Redevelopment Pass-Thru	4,659,669	0	<b>0</b>	0	0	<b>0</b>	0	(4,659,669)	-100%
4520 Interest Income - LAIF/CDs	120,000	60,000	<b>1,946</b>	(58,054)	30,000	<b>6,544</b>	(23,456)	(118,054)	-98%
4530 Other Miscellaneous Receipts	63,000	31,500	<b>17,049</b>	(14,451)	5,250	<b>(23,064)</b>	(28,314)	(45,951)	-73%
4551 Benefit Assessment Income	2,299,810	0	<b>407</b>	407	0	<b>394</b>	394	(2,299,403)	-100%
<b>Total Revenues</b>	<b>11,509,286</b>	<b>1,458,230</b>	<b>1,381,036</b>	<b>(77,194)</b>	<b>1,243,030</b>	<b>1,191,283</b>	<b>(51,747)</b>	<b>(10,128,250)</b>	<b>-88%</b>
<b>Expenditures</b>									
<b>Payroll Expenses</b>									
5101 Payroll - FT	5,000,402	2,500,201	<b>2,300,846</b>	199,355	416,700	<b>408,634</b>	8,066	2,699,556	54 %
5102 Payroll Seasonal	233,140	116,570	<b>91,788</b>	24,782	19,428	<b>11,728</b>	7,700	141,352	61 %
5103 Temporary Services	6,900	6,900	<b>6,900</b>	0	0	<b>0</b>	0	0	0 %
5105 Payroll - Overtime Expense	44,120	22,060	<b>21,389</b>	671	3,677	<b>118</b>	3,559	22,731	52 %
5110 FFCRA Wage Credit	0	0	<b>(29,628)</b>	29,628	0	<b>0</b>	0	29,628	0 %
5150 CalPERS State Retirement	838,526	581,796	<b>466,818</b>	114,978	42,788	<b>66,224</b>	(23,436)	371,708	44 %
5155 Social Security Expense	317,326	158,663	<b>146,006</b>	12,657	26,444	<b>24,299</b>	2,145	171,320	54 %
5165 Medicare Expense	74,213	37,107	<b>35,968</b>	1,138	6,184	<b>6,252</b>	(68)	38,245	52 %
5166 FFCRA Medi Credit	0	0	<b>(430)</b>	430	0	<b>0</b>	0	430	0 %
5170 Cafeteria Plan	1,082,168	541,084	<b>609,815</b>	(68,731)	90,181	<b>182,317</b>	(92,136)	472,353	44 %
5172 Retiree Healthcare	372,588	186,294	<b>34,054</b>	152,240	31,049	<b>9,774</b>	21,275	338,534	91 %
5180 Deferred Compensation	109,134	54,567	<b>30,024</b>	24,543	9,095	<b>45,341</b>	(36,246)	79,110	72 %
5195 Unemployment Insurance	32,066	16,033	<b>4,916</b>	11,117	2,672	<b>310</b>	2,362	27,150	85 %
<b>Total Payroll Expenses</b>	<b>8,110,583</b>	<b>4,221,274</b>	<b>3,718,468</b>	<b>502,807</b>	<b>648,218</b>	<b>754,998</b>	<b>(106,780)</b>	<b>4,392,116</b>	<b>54 %</b>

CVMVCD  
Preliminary financials  
Statement of Revenue and Expenditures  
December 31, 2020

	YTD Budget	Current Period	Current Period	Current Period	Current Period	Current Period	Current Period	Annual Budget	Percent Annual
Annual Budget	YTD Budget	YTD Actual	Variance	Budget	Period Actual	Variance	Variance	Budget	Budget
<b>Administrative Expenses</b>									
5250 Tuition Reimbursement	20,000	10,000	9,852	148	1,667	3,658	(1,992)	10,148	51 %
5300 Employee Incentive	14,175	7,730	956	6,774	3,365	0	3,365	13,219	93 %
5301 Employee Support	0	0	1,018	(1,018)	0	107	(107)	(1,018)	0 %
5302 Wellness	600	600	103	497	0	0	0	497	83 %
5305 Employee Assistance Program	3,200	1,600	2,070	(470)	267	608	(341)	1,130	35 %
6000 Property & Liability Insurance	135,395	55,198	66,515	(11,317)	(11,634)	(3,995)	(7,639)	68,880	51 %
6001 Workers' Compensation Insurance	184,697	67,349	42,207	25,142	(30,442)	(55,257)	24,815	142,490	77 %
6050 Dues & Memberships	41,605	38,167	27,198	10,969	503	0	503	14,407	35 %
6060 Reproduction & Printing	28,550	14,600	1,658	12,942	6,758	46	6,713	26,892	94 %
6065 Recruitment/Advertising	8,500	4,250	1,961	2,289	708	59	649	6,539	77 %
6070 Office Supplies	18,556	9,560	5,058	4,502	1,683	173	1,510	13,498	73 %
6075 Postage	5,750	2,875	437	2,438	479	0	479	5,313	92 %
6080 Computer & Network Systems	5,200	2,600	3,191	(591)	433	0	433	2,009	39 %
6085 Bank Service Charges	120	60	50	10	10	0	10	70	58 %
6090 Local Agency Formation Comm.	2,400	2,400	2,164	236	0	0	0	236	10 %
6095 Professional Fees	78,699	54,494	18,753	35,741	1,360	4,352	(2,992)	59,946	76 %
6100 Attorney Fees	63,000	31,500	36,775	(5,275)	5,250	20,775	(15,525)	26,225	42 %
6105 Legal Services / Filing Fees	1,000	500	0	500	83	0	83	1,000	100 %
6106 HR Risk Management	4,500	2,250	5,625	(3,375)	375	0	375	(1,125)	(25)%
6110 Conference Expense	45,400	15,800	0	15,800	1,867	0	1,867	45,400	100 %
6115 In-Lieu	13,200	6,600	6,600	0	1,100	1,100	0	6,600	50 %
6120 Trustee Support	7,550	3,600	514	3,086	367	0	367	7,036	93 %
6200 Meetings Expense	4,690	2,345	407	1,938	391	0	391	4,283	91 %
6210 Promotion & Education	26,500	13,250	1,300	11,950	2,208	0	2,208	25,200	95 %
6220 Public Outreach Advertising	45,000	22,500	4,177	18,323	417	0	417	40,823	91 %
6500 Benefit Assessment Expenses	96,000	16,000	13,475	2,525	0	0	0	82,525	86 %
<b>Total Administrative Expenses</b>	<b>854,287</b>	<b>385,829</b>	<b>252,066</b>	<b>133,762</b>	<b>(12,785)</b>	<b>(28,375)</b>	<b>15,590</b>	<b>602,220</b>	<b>70 %</b>
<b>Utilities</b>									
6400 Utilities	106,000	55,350	57,363	(2,013)	8,442	142	8,300	48,637	46%
6410 Telecommunications	1,270	635	796	(161)	106	0	106	474	37%
<b>Total Utilities</b>	<b>107,270</b>	<b>55,985</b>	<b>58,159</b>	<b>(2,174)</b>	<b>8,548</b>	<b>142</b>	<b>8,406</b>	<b>49,111</b>	<b>46%</b>

CVMVCD  
Preliminary financials  
Statement of Revenue and Expenditures  
December 31, 2020

	YTD Budget	Current Period Budget	Current Period <b>Actual</b>	Variance	Current Period Budget	Current Period <b>Actual</b>	Variance	Annual Budget	Percent Annual Budget
Annual Budget	YTD Budget	<b>YTD Actual</b>	Variance	Budget	<b>Period Actual</b>	Variance	Variance	Budget	
<b>Operating</b>									
7000 Uniform Expense	44,255	22,970	<b>21,440</b>	1,530	3,494	<b>4,871</b>	(1,377)	22,815	52%
7050 Safety Expense	25,225	13,450	<b>16,784</b>	(3,334)	2,492	<b>643</b>	1,848	8,441	33%
7100 Physican Fees	5,000	2,500	<b>2,510</b>	(10)	417	<b>245</b>	172	2,490	50%
7150 IT Communications	56,740	30,995	<b>28,589</b>	2,406	4,291	<b>0</b>	4,291	28,151	50%
7200 Household Supplies	3,000	1,500	<b>1,058</b>	442	250	<b>0</b>	250	1,942	65%
7300 Repair & Maintenance	42,000	21,000	<b>22,118</b>	(1,118)	3,500	<b>50</b>	3,450	19,882	47%
7310 Maintenance & Calibration	0	0	<b>387</b>	(387)	0	<b>0</b>	0	(387)	0%
7350 Permits, Licenses & Fees	41,552	20,619	<b>986</b>	19,632	3,079	<b>180</b>	2,899	40,566	98%
7400 Vehicle Parts & Supplies	42,720	21,360	<b>8,873</b>	12,487	3,560	<b>0</b>	3,560	33,847	79%
7420 Offsite Vehicle Maint & Repair	18,123	10,061	<b>4,372</b>	5,689	1,344	<b>748</b>	596	13,751	76%
7450 Equipment Parts & Supplies	16,800	8,400	<b>6,755</b>	1,645	1,400	<b>109</b>	1,291	10,045	60%
7500 Small Tools Furniture & Equip	4,100	2,050	<b>1,953</b>	97	342	<b>0</b>	342	2,147	52%
7550 Lab Supplies & Expense	36,700	19,050	<b>9,656</b>	9,394	2,258	<b>446</b>	1,812	27,044	74%
7570 Aerial Pool Surveillance	26,000	0	<b>0</b>	0	0	<b>0</b>	0	26,000	100%
7575 Surveillance	46,610	33,155	<b>24,678</b>	8,477	1,759	<b>0</b>	1,759	21,932	47%
7600 Staff Training	85,337	40,550	<b>6,991</b>	33,559	6,579	<b>3,564</b>	3,015	78,346	92%
7650 Equipment Rental	1,000	500	<b>0</b>	500	83	<b>0</b>	83	1,000	100%
7675 Contract Services	151,521	53,989	<b>76,809</b>	(22,820)	10,622	<b>21,920</b>	(11,299)	74,712	49%
7700 Motor Fuel & Oils	80,000	40,000	<b>34,799</b>	5,201	6,667	<b>5,241</b>	1,425	45,201	57%
7750 Field Supplies	14,400	7,200	<b>1,613</b>	5,587	1,200	<b>0</b>	1,200	12,787	89%
7800 Control Products	786,931	393,465	<b>432,950</b>	(39,485)	65,578	<b>0</b>	65,578	353,981	45%
7850 Aerial Applications	156,950	78,475	<b>89,913</b>	(11,438)	13,079	<b>0</b>	13,079	67,037	43%
8415 Capital Outlay	33,952	16,601	<b>4,432</b>	12,169	2,059	<b>0</b>	2,059	29,520	87%
8510 Research Projects	135,000	0	<b>0</b>	0	0	<b>0</b>	0	135,000	100%
9000 Contingency Expense	109,750	54,875	<b>0</b>	54,875	9,146	<b>0</b>	9,146	109,750	100%
<b>Total Operating</b>	<b>1,963,666</b>	<b>892,766</b>	<b>797,668</b>	<b>95,098</b>	<b>143,197</b>	<b>38,018</b>	<b>105,179</b>	<b>1,165,999</b>	<b>59%</b>
<b>Contribution to Capital Reserves</b>									
8900 Transfer to other funds	473,481	236,740	<b>236,741</b>	0	39,457	<b>39,457</b>	0	236,740	51 %
<b>Total Contribution to Capital Reserves</b>	<b>473,481</b>	<b>236,740</b>	<b>236,741</b>	<b>0</b>	<b>39,457</b>	<b>39,457</b>	<b>0</b>	<b>236,740</b>	<b>51 %</b>
<b>Total Expenditures</b>	<b>11,509,287</b>	<b>5,792,594</b>	<b>5,063,101</b>	<b>729,493</b>	<b>826,634</b>	<b>804,239</b>	<b>22,395</b>	<b>6,446,186</b>	<b>56 %</b>
<b>Net revenue over/(under) expenditures</b>	<b>(1) (4,334,364)</b>	<b>(3,682,065)</b>	<b>652,299</b>	<b>416,396</b>	<b>387,043</b>				

**CVMVCD**  
Balance Sheet  
As of 12/31/2020

		<b>Current Year</b>
Assets		
Cash and Investments		
1000	Cash - Investments	9,368,023.60
1012	Cash - Clearing Account	150.00
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1025	First Foundation - General	299.90
1026	First Foundation - Payroll	12,157.20
1035	CB&T General Checking	6,067.98
1036	CB&T Payroll Checking	120,476.69
	Total Cash and Investments	9,509,175.37
Current Assets		
1050	Accounts Receivable	30,400.04
1085	Inventory	459,270.86
1168	Prepaid Insurance	204,492.99
1169	Deposits	721,134.00
	Total Current Assets	1,415,297.89
Fixed Assets		
1300	Equipment/Vehicles	1,950,149.55
1310	Computer Equipment	488,713.68
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,241,521.94
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,026,125.52
1341	Bio Control Building	6,998,161.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(9,979,973.04)
	Total Fixed Assets	10,177,670.59
Other Assets		

**CVMVCD**  
Balance Sheet  
As of 12/31/2020

		<b>Current Year</b>
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,672,593.00
1530	Deferred Outflows of Resources - OPEB	324,662.00
1900	Due to/from	0.12
	Total Other Assets	5,511,357.44
	Total Assets	26,613,501.29
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	(11,914.70)
2020	Accounts Payable	15,578.87
2030	Accrued Payroll	0.06
2040	Payroll Taxes Payable	22,849.82
2185	Employee Dues	(115.95)
	Total Accounts Payable	26,398.10
	Total Short-term Liabilities	26,398.10
Long-term Liabilities		
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,883,157.00
2210	Deferred Inflows of Resources	177,324.00
2230	Deferred Inflows - OPEB	17,340.00
2300	Net OPEB Liability	547,704.00
2500	Compensated Absences Payable	723,025.86
	Total Long-term Liabilities	5,448,550.86
	Total Liabilities	5,474,948.96
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793.35
3945	Reserve for Prepaids & Deposit	1,041,259.68

**CVMVCD**  
Balance Sheet  
As of 12/31/2020

		<b>Current Year</b>
3960	Reserve for Inventory	459,270.86
	Total Non Spendable Fund Balance	12,199,323.89
	Committed Fund Balance	
3965	Public Health Emergency	4,309,674.00
	Total Committed Fund Balance	4,309,674.00
	Assigned Fund Balance	
3910	Reserve for Operations	4,800,000.00
3925	Reserve for Future Healthcare Liabilities	547,704.00
3955	Thermal Remediation Fund	463,724.00
3970	Reserve for IT Replacement	277,991.00
3971	Reserve for Vehicle Replacement	344,376.00
	Total Assigned Fund Balance	6,433,795.00
	Unassigned Fund Balance	
3900	Fund Equity	1,342,365.90
3999	P&L Summary	401,168.84
	Total Unassigned Fund Balance	1,743,534.74
	Current YTD Net Income	(3,547,775.30)
	Total Current YTD Net Income	(3,547,775.30)
	Total Fund Balance	21,138,552.33
	Total Liabilities and Net Assets	26,613,501.29





# **CORRESPONDENCE**



# CITY OF PALM DESERT

73-510 FRED WARING DRIVE  
PALM DESERT, CALIFORNIA 92260-2578  
TEL: 760 346-0611  
info@cityofpalmdesert.org

November 24, 2020

NOV 30 2020

Ms. Graciela Morales  
Clerk of the Board  
Coachella Valley Mosquito and  
Vector Control District  
43-420 Trader Place  
Indio, California 92201

Dear Ms. Morales:

**Subject: Reappointment of Douglas J. Walker as the City of Palm Desert's Representative to the Coachella Valley Mosquito and Vector Control District for a Four-Year Term - January 2021 - January 2025**

At its regular meeting of November 19, 2020, the Palm Desert City Council, by Minute Motion, reappointed Douglas J. Walker as its representative to the Coachella Valley Mosquito and Vector Control District for a four-year term, January 1, 2021 to January 1, 2025. A copy of the approved staff report with City Council action stamp affixed thereto is enclosed for your records.

If you have any questions or need further information from our office, please do not hesitate to contact me.

Sincerely,

GRACE L. ROCHA, CMC  
ACTING CITY CLERK

GLR/srs

Enclosure (as noted)

**From:** [Sergio Epericueta](#)  
**To:** [Graciela Morales](#); [Jeremy Wittie](#)  
**Subject:** Letter to Board Members  
**Date:** Thursday, November 26, 2020 2:41:41 PM

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Dear colleagues of Coachella Valley Mosquito and Vector Control Board of Trustees,

I want to give you the news that December 31 will be my last day on the Board. In this past election I was elected to be on the Board of Education of Palm Springs Unified School District. My new responsibilities do not allow me to continue in the CVMVCD board of trustees. I want to say that I am very grateful to all of you, secretary of the Board, General manager, staff and all who make it possible to provide a service to protect the health of residents and visitors of the Coachella Valley, we will continue working together, count on me.

Best regards,

Sergio Epericueta



December 10, 2020

Graciela Morales  
Clerk of the Board  
Coachella Valley Mosquito & Vector Control District  
43420 Trader Place  
Indio, CA 92201

**Via e-mail:** [gmorales@cvmvcd.org](mailto:gmorales@cvmvcd.org)

**Subject:** City of Coachella's Representatives on the  
Coachella Valley Mosquito and Vector Control Board

Dear Ms. Morales:

This letter is a formal notice of action by the City Council of the City of Coachella on December 12, 2018.

The City Council approved the appointment of Councilmember Denise Delgado to serve on the Coachella Valley Mosquito and Vector Control Board representing the City of Coachella. This is a two-year term expiring on January 2023.

Her email address is [ddelgado@coachella.org](mailto:ddelgado@coachella.org) and her phone number is (760) 398-3502.

If you have any questions, please feel free to contact me at [acarranza@coachella.org](mailto:acarranza@coachella.org), or (760) 398-3502, extension 102.

Sincerely,

Andrea J. Carranza, MMC  
Deputy City Clerk



December 14, 2020

Ms. Grace Morales  
Executive Assistant / Clerk of the Board  
Coachella Valley Mosquito and Vector Control District  
43-420 Trader Place  
Indio, CA 92201

RE: APPOINTMENT TO THE BOARD OF TRUSTEES

Dear Grace,

On December 3, 2020, the Rancho Mirage City Council re-appointed Mr. Isaiah Hagerman, City Manager of the City of Rancho Mirage, to serve as the City's representative on the Coachella Valley Mosquito and Vector Control District Board of Trustees. This appointment is for a four-year term, beginning January 4, 2021.

Please contact me at (760) 324-4511 Ext. 488 with any questions.

Best Regards,

Kristie Ramos  
City Clerk

ADMINISTRATION	DEVELOPMENT SERVICES	FINANCE	HOUSING	PUBLIC LIBRARY	PUBLIC WORKS
Tel. 1.760.324.4511	Tel. 1.760.328.2266	Tel. 1.760.770.3207	Tel. 1.760.770.3210	Tel. 1.760.341.7323	Tel. 1.760.770.3224
Fax. 1.760.324.8830	Fax. 1.760.324.9851	Fax. 1.760.324.0528	Fax. 1.760.324.1617	Fax. 1.760.341.5213	Fax. 1.760.770.3261





Cathedral City

December 15, 2020

Graciela Morales, Executive Assistant/Clerk of the Board  
Coachella Valley Mosquito & Vector Control District  
43420 Trader Place  
Indio, CA 92201

Re: Cathedral City Appointment to the Coachella Valley Mosquito & Vector Control Board of Trustees

Dear Ms. Morales:

At the December 9, 2020, Cathedral City Council Meeting, the City Council appointed Councilmember Mark Carnevale to serve on the Coachella Valley Mosquito & Vector Control Board of Trustees. At the time of the appointment they did not address whether his appointment was for a two-year term or a four-year term. At their meeting of January 13, 2021, staff will propose that Council consider the appointment of Councilmember Mark Carnevale to serve on the Coachella Valley Mosquito and Vector Control Board of Trustees for a two-year term expiring on December 31, 2022.

It is our desire that Councilmember Mark Carnevale participate in the January 12, 2021, Board of Trustees meeting given the fact that Council acted on December 9, 2020, appointing him and that it was just the term that required clarification.

Thank you for your consideration. If you have any questions or need anything else please contact me at 760 770-0322 or by email at [tmartinez@cathedralcity.gov](mailto:tmartinez@cathedralcity.gov).

Best Regards,

Tracey R. Martinez, CMC  
City Clerk  
Cathedral City



Department of Entomology  
900 University Avenue  
Riverside, CA 92521

December 17, 2020

Board of the Coachella Valley Mosquito and Vector Control District

Thank you for your support of our research project Attractive Toxic Sugar Bait to Control House Flies near Crop Fields funded for 2020. As a result of the COVID pandemic, we paused this study in March 2020 in accordance with direction by the University of California COVID response plan. However, it is our intention to continue this study as soon as we can in accordance with the University requirements for restarting research.

The purpose of this letter is to request a no-cost extension of the remaining unspent funds (\$20,891.99) granted to us for this project in 2020. We intend to use these funds to continue the project during 2021, including both laboratory and field components of the study that we were unable to perform due to research curtailment that began in March 2020. Pending successful development and implementation of ATSB stations in 2021, we anticipate requesting year 2 funds in 2022 rather than 2021 as currently indicated in the proposal. Thus, the entire project will be shifted back 1 year due to the COVID pandemic response.

Thank you for consideration of our request.


Sincerely,

Dr. Alec C. Gerry  
Professor of Entomology  
Professor of Cooperative Extension – Medical/Veterinary Entomology  
UCANR Cooperative Extension Specialist

**Board Business Status Log 2021**

Board Action Item / Description	Month	Status	Comments
<b>Agreements</b>			
<b>Resolutions And Proclamations</b>			
	Resolution No. 2021-01 Adopting the District's Investment Policy	January	In Process
	Proclamation in Honor of Anita Jones for her 20 Years of Service to the District	January	In Process
<b>Other</b>			
	Yearly Training for Trustees: Ethics and Sexual Harassment Prevention	January-February	In Process



	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>January 12, 2021</b></p>
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**Agenda Item:** Informational Item

AB 1234 Ethics Training and Mandatory Sexual Harassment Prevention Training for Local Agency Officials – **Graciela Morales, Clerk of the Board**

**Background:**

AB 1234 - Public Officials are required to take an ethics training course to educate them on the ethical standards required of any individual who works or serves in state or local government. The training must take place every two years.

Sexual Harassment Prevention Training – The state of California requires employers (or any person acting as an agent of an employer, directly or indirectly, the state, or any political or civil subdivision of the state, and cities) with five or more employees to comply with training obligations by taking two hours of sexual harassment prevention training. Training must take place within six months of taking the oath of office and every two years thereafter.

Live Webinars:

<p><b>Public Service Ethics – AB1234</b></p> <p>Overview of public service ethics issues necessary to satisfy the requirements of AB 1234. Covers general ethical principles relating to public service, including personal financial gain by public servants (bribery and conflict-of-interest laws); claiming perquisites (“perks”) of office (gift and travel restrictions, use of public resources, gifts of public funds, and mass mailing restrictions); government transparency laws (financial interest disclosure requirements and open government laws); and fair processes (common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions).</p>	<p><b>Wednesday, January 20, 2021 10:00 a.m. – 12:00 p.m.</b></p>	<ul style="list-style-type: none"> <li>• FREE CSDA Member</li> <li>• \$95 Non-member</li> </ul>
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## **Sexual Harassment Prevention Training for Supervisors/Board Members**

This two hour presentation will comply with the requirement of AB 1825 and AB 1661 and cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance to AB 2053, and orientation, gender identity & gender expression in compliance with SB 396.

**Tuesday, January 26, 2021**  
**10:00 a.m. – 12:00 p.m.**

- FREE CSDA Member
- \$95 Non-member

Aside from the above listed live training opportunities, the CSDA offers on-demand webinars that can be accessed at your convenience.

If your training (s) are due, please register for them via CSDA.net using your email address.

Please contact Clerk of the Board, Graciela Morales for assistance.



**Coachella Valley Mosquito and  
Vector Control District**

**January 12, 2021**

**Staff Report**

**Agenda Item:** Informational Item

Semi-annual research reports from the University of California, Riverside and the USDA for 2020 – **Jennifer A. Henke, M.S., Laboratory Manager**

**Background:**

The Research Department (Department 600) supports cooperative work with the University of California system and other research institutions for conducting mosquito-borne disease and vector research, optimizing control measures for vectors, and understanding of vector biology. The proposals include using biological control organisms to target adult mosquitoes in stormwater systems, examining control strategies for house flies, and examining impacts of irrigation on fire ant control methods. Each of the proposals was approved by the Research Committee and later approved by the full Board of Trustees at the November 2019 Meeting.

As described in District’s Research Funding Policy and Procedure, researchers are to provide semiannual progress reports. Due to COVID-19, the researchers have made adjustments to their work; work with flies and fire ants will be conducted in 2021. Dr. Gerry has taken over for Dr. Walton on the work with toxic sugar baits in storm drains. The reports are from the following proposals:

**1. UC Riverside (Dr. A. Gerry)**

- Examine the use of attractive toxic sugar bait stations for house flies associated with melons and peppers

**2. UC Riverside (Dr. A. Gerry)**

- Examine the use of attractive toxic sugar bait stations with fungi and pyriproxifen as the toxic agents in storm drains

**3. USDA (Dr. D. Oi)**

- Examine the impacts of irrigation on fire ant baits and monitor fire ant mating flight activity

**Attachments:**

- Gerry Report – flies
- Gerry Report – mosquitoes
- Oi Report- Rifa

Annual Report (2020): Attractive Toxic Sugar Bait (ATSB) to Control House Flies near Crop Fields

Alec Gerry, Ph.D.

Department of Entomology, University of California, Riverside CA 92521

**Project Aims:** Develop attractive toxic bait stations (ATSB) for targeted control of house flies associated with agricultural crop fields. Use of ATSBs can reduce dispersal of flies from field crops or other fly-producing sites to neighboring properties including residential areas, schools, hospitals, or other sensitive sites. Bait stations will be designed with screen guards to prevent honeybee access so that these important pollinators are protected.

**Activity during 2020:** *This is a brief report of research activity curtailed in early 2020 because of the COVID pandemic response by the University of California.*

During winter quarter 2020, we purchased supplies (including fly cages) and began our evaluation of laboratory methods for assessing fly response to food baits. In addition, we increased our fly colony production to provide suitable numbers of wild type strain flies for this study.

Unfortunately, during early March 2020 the UCR campus began to shut down research operations in response to the COVID-19 pandemic and laboratory directors were instructed to end all non-essential research. To meet the campus closure requirements, this project was paused at that time and fly colonies were reduced to a maintenance population of our wild type and reference strain flies. We also paused work on evaluating fly response to food baits and designing ATSB stations.

We are currently waiting for the UCR campus to begin opening laboratories again so that we can continue with this project. Once work on this project can resume, we will increase our wild type laboratory colony again and return to testing house fly attraction to fermenting materials as per our original proposal.

Based upon the current COVID infection rate and UC response to State orders related to this outbreak, it is anticipated that work will resume on this study in late winter (Feb-Mar) of 2021 with field work likely occurring in spring 2021 and perhaps fall 2021 depending upon fly populations in the field during spring. Thus, this project is delayed by one full year relative to the original proposal. Based on this delay, we are not yet requesting the year 2 funds associated with this proposal but will instead request these funds at the end of 2021 depending upon project success during 2021.

# *Annual Report (2020): Attractive Toxic Bait Station Control of Mosquitoes in Underground Storm Drain Systems of the Coachella Valley*

Alec C. Gerry, Ph.D. and David A. Popko, M.S.  
Department of Entomology, University of California, Riverside, CA 92521

## *Objectives:*

The goals of this project are to investigate the efficacy of attractive toxic sugar bait (ATSB) stations to transmit and promote mosquito-propagated (autodissemination) transmission of chemical and biological control agents against mosquitoes inhabiting underground storm drain systems (USDS). We proposed (i) to develop an ATSB design that effectively attracts adult *Culex quinquefasciatus* mosquitoes and exposes them to control agents via contact and/or ingestion under laboratory conditions, (ii) to assess lethal and sublethal effects on mosquito life stages in laboratory exposure assays with an ATSB-based entomopathogenic fungus, biocidal/reproductive sterilizing agent, or insect growth regulator (IGR), and (iii) to determine the efficacy of multiple ATSB-based control agents against mosquito adults and immature stages at developmental sites in release and recapture trials under laboratory and field conditions.

## **USDS Field Trial: Autumn 2020**

### ***Methods***

A total of 15 bait stations were deployed across three USDS city-sites in the Coachella Valley, October–November 2020 (Figure 1). In 12 underground structures, half contained a single toxic (ATSB) station and half contained a single non-toxic (ASB) station. Pairs of closely situated USDS (< 20 m) contained the same treatment so that each city-site contained one toxic pair separated by an average of 200m from one non-toxic pair. An additional three toxic ATSB stations were situated aboveground, one per city-site, at metal stakes located in residences adjacent to USDS. The design of each ATSB station included a bait dispenser within a protective wash tub secured by rope, similar to that described previously (Annual Report, December 2019). In short, a black square catering bowl contained two liters of 1% boric acid bait (10% sugar solution, 5% fermented yeast/mouse chow, 1% red food coloring, 0.1% potassium sorbate preservative). Two large saturated sponges were sealed by a mesh-covered top surrounded by a ring of powder composed of pyriproxyfen (2.5 g technical grade) mixed with *Beauveria bassiana* (25 g BGWP).

Control ASB stations contained no insecticides and baits were colored with non-toxic green food coloring to distinguish adults from those that fed on red-colored ATSB stations. In general, toxic bait stations with and without *B. bassiana* powder showed similar attraction and feeding rates as control bait stations in laboratory assays with *Culex quinquefasciatus* (Progress Report June 2020 and unpublished results June–October 2020); however, the impact of pyriproxyfen powder on adult feeding/attraction has yet to be assessed due to contamination concerns and will be assessed within field enclosures at UC Riverside in 2021. The feeding/contact membrane was

enclosed by an inverted black bowl with four access flaps, which was in turn placed into washtubs with elevated plastic-lined covers open on two sides for experimental access. Environmental run-off within tubs was removed when evident to minimize mosquito production from ATSB stations. A single CDC suction trap (no carbon dioxide) was deployed overnight once a week at each below- and above-ground ATSB location. Three additional aboveground CDC traps, one per city, were mounted above covered wash tubs that lacked ATSB stations.

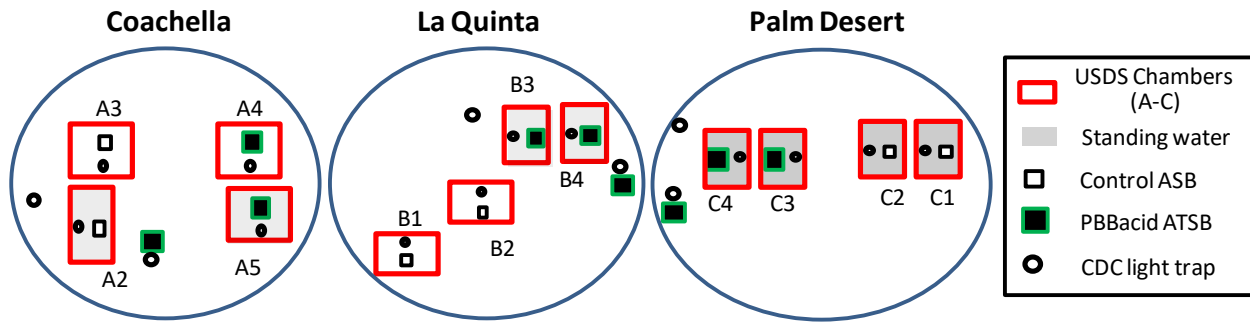


Figure 1. Experimental design for the field ATSB trial during autumn 2020. Control ASB = 1 L bait station, no insecticides. PBBacid = boric acid bait with pyriproxyfen/fungal powder. Note: figures and distances not drawn to scale.

Live and dead adults in CDC traps were identified and enumerated by species, gender, female reproductive state, and presence/absence/color of bait dye. These characteristics were determined visually in live adults after aspiration into a 50 dram vial (maximum  $n = 30$  individuals) and under a dissecting microscope for dead adults. Subsamples of live and/or dead specimens (maximum  $N = 90$ ) were examined when trap catches that exceeded 100 adults. Mortality and fungal infection rates of live cohorts were assessed up to one month post-collection using laboratory procedures outlined previously (Annual Report 2018).

In concert with CDC traps, cohorts of laboratory-reared immature fourth instar *Culex quinquefasciatus* ( $n = 15$ ) were transported in wax cups and deployed overnight in glass bowls on top of each bait station to monitor localized pyriproxyfen activity. Larvae were provided sufficient food for development (total  $\sim 1$  mL of the colony mix of mouse chow and yeast) and monitored daily after field exposure in wax cups with clear covers until death or emergence as adults.

Larval dipper samples were collected weekly in triplicate per USDS if sufficient standing water was present. CDC traps, sentinel larvae assays, and dipper samples were performed the week before ATSB deployment (baseline) and at Day 1, 7, 14, 21, and 28 after ATSB deployment. After Day 28, bait dispensers were sealed in clear plastic bags and stored within their respective covered washtub that was enclosed in a black garbage bag until laboratory examination. Bait stations were disassembled, and bait volume, the absence/presence of mold, and the amount/condition of insecticidal powder assessed. Dead mosquitoes were examined and sorted under a microscope by species, gender, female reproductive state, and presence of bait color.

**Results: Native Adult Mosquitoes**

CDC traps yielded a total of 5,472 adult mosquitoes, 99% of which were *Culex quinquefasciatus* (females = 3,535; males = 1,181). 60% of female *Culex quinquefasciatus* were without a visible egg batch or bloodmeal, 27% were gravid, 10% contained a fresh bloodmeal, and 3% lacked an abdomen. *Culex tarsalis* (56 specimens) were collected at low numbers; however 30 adults were taken from the two control USDS at Palm Desert on a single date (Day 7 post-deployment). *Culiseta spp.* were rare (2 specimens) and *Aedes spp.* were not detected.

Underground adult mosquito abundance (Figure 2) may have been impacted by the presence of bait stations given mean trap counts were similar before deployment and yet three times greater within toxic (122 ± 35) vs. control (40 ± 12) USDS after deployment. This gap appeared to widen further during the second and third weeks of the study (Weeks 2-3: mean PBB = 203 ± 25 vs. control = 37 ± 29). Bait treatment trends largely reflected trends at Coachella (mean = 139 ± 40) and Palm Desert (mean = 102 ± 29), where mosquito numbers were at least an-order-of-magnitude higher than at La Quinta (mean = 11 ± 3). Above ground adult abundance consistently averaged less than 2 specimens per CDC trap and did not appear to deviate appreciably in magnitude by ATSB treatment, city-site, or sample date.

Monitoring for *Beauveria bassiana* prevalence in adults collected in CDC traps has been completed for the first 3 sample dates, during which infections were detected in 2.6% of female (N = 540) and 0.8% of male (N = 261) mosquitoes. Underground Coachella sites with fungal-treated ATSBs (A4 and A5) generated 86% of all female infections and produced the single highest infection rate (18%, n = 43) on Day 1 of deployment. No infections were detected before ATSB deployment, and overall mean infection prevalence was higher Day 1 (7% of females) than Day 7 (2% of females) after ATSB deployment. A single fungus-positive female was collected from the control USDS-B2 at La Quinta. Monitoring for adult infection during the last 3 dates is ongoing.

Bait dye was readily evident in about 1.5% adults that died within CDC traps (N = 5472) and red (n = 22) and green (n = 52) specimens showed up in toxic and control USDS, respectively. Two adults with red dye were taken from control USDS and three green adults were collected from toxic USDS.

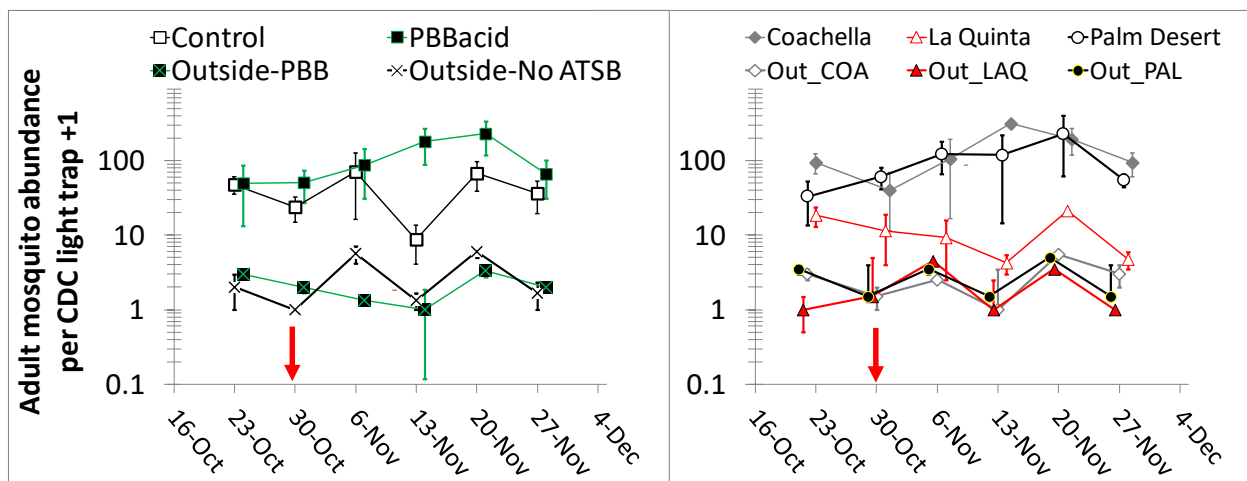


Figure 2. Mean ( $\pm$ SE) abundance of native mosquitoes in CDC traps inside USDS (control and PBBacid treatments) and aboveground (Outside-PBB and Outside-No ATSB) (left panel). Adult abundance in the right panel is stratified by city-site and location inside and outside (Out = aboveground) USDS. The arrow indicates the date of ATSB deployment.

**Results: Native Immature Mosquitoes**

Dipper samples ( $N = 98$ ) were collected from a total of 8 USDS, which included permanently flooded Palm Desert sites ( $n = 72$ ) and intermittently flooded Coachella ( $n = 19$ ) and La Quinta ( $n = 7$ ) sites. On the final day of sampling, four washtubs (Coachella: 1 control, 2 treated; Palm Desert: outside/no ATSB) contained significant amounts of run-off that was collected and preserved into seven dipper samples to examine immature mosquito production within each ATSB housing setup.

Microscope examination of immature mosquito populations and their associated biota in dipper samples is scheduled to begin after the holidays and to be completed early in 2021.

**Results: Emergence of Sentinel Larvae**

In general, sentinel *Culex quinquefasciatus* larvae emergence (Figure 3) averaged greater than 90% regardless of ATSB treatment, position within and outside USDS, and city location (Coachella: mean = 92%; La Quinta: mean = 93%; Palm Desert: mean = 92%). The only exception to this trend was on Day 7, when emergence averaged 16% in toxic ATSBs located aboveground (Coachella = 36%, La Quinta = 13%, and Palm Desert = 0%). Coincidentally, wind speeds were higher during the Day 7 exposure period (range = 10-20 mph, La Quinta II, CIMIS), that observed on all other dates (mean wind speed < 5 mph, La Quinta II, CIMIS).

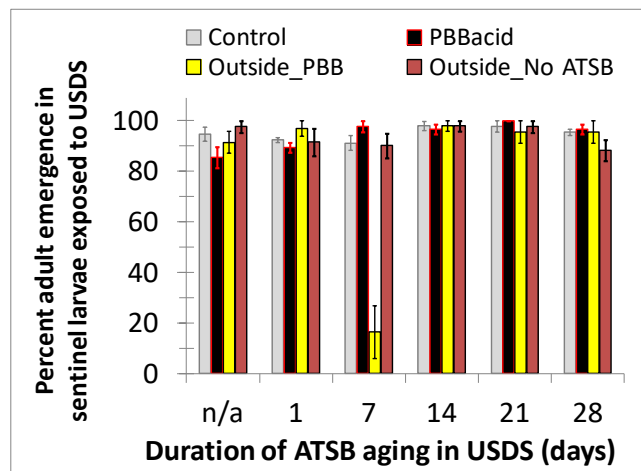


Figure 3. Mean ( $\pm$ SE) emergence rates of *Culex quinquefasciatus* larvae to adults post-exposure to USDS the week before (n/a) and once a week during ATSB deployment.

**Results: Bait Stations Post-deployment**

After a month under USDS conditions, bait dispensers averaged 1200 mL of bait belowground and 700 mL of bait aboveground. The exposed side of the topmost sponge remained moist regardless of bait volume, although higher bait volumes produced wetter sponge surfaces



immediately against feeding membranes. Significant leaching of bait from reservoirs produced a sticky colored sludge on the bottom of two washtubs at Palm Desert (C1- control/green and C4-toxic/red). An average of 23 grams of loose, dry pyriproxyfen/fungal powder was recovered from each toxic station, with the exception of the A4 toxic station (Coachella) which exhibited significant damage from water/mud flows. Minimal to no debris was found inside the covered wash tubs or ATSB dispensers. All dead mosquitoes ( $N = 472$ ) tentatively identified as *Culex quinquefasciatus* were collected from four underground toxic stations (Coachella: females = 11, males = 15 and Palm Desert: females = 99, males = 347) – i.e. no dead mosquitoes were found in aboveground, La Quinta, and control stations. Greater than 85% of dead specimens contained red coloration suggestive of toxic bait ingestion.

## ***Discussion***

The autumn season trial of 2020 provided key data for resolving questions about whether ATSB stations can be effective tools for mosquito abatement in USDS in the Coachella valley. The current station design protected most dry insecticidal powders and bait reservoirs from runoff, water level fluctuations, wind, debris, etc., for up to one month of toxic activity against adult mosquitoes. Wild adults were observed entering and exiting bait stations across all city-sites and sample dates (Popko, field observations). Red and green bait colorations indicative of bait ingestion appeared in live and dead individuals from CDC traps within toxic and control USDS. After station removal, dead adults were found solely within toxic stations placed belowground and primarily bait-red in color.

Station-based transmission of *Beauveria bassiana* was suggested by fungal infections that appeared primarily in toxic USDS during the first weeks of ATSB deployment and CDC trap sampling. Toxic USDS at Coachella, especially A5, produced the majority of fungal infections and some of the largest adult counts to mirror findings of ATSB campaigns in 2019 (Annual Report 2019). A5 was the only 3-meter deep USDS structure in the study and, although conditions were not directly measured, ‘sauna-like’ warmth with high humidity was more prevalent, especially on cold mornings, compared to other USDS (Popko, field observations). Past measurements of a 3-meter deep USDS in Palm Desert recorded more stable temperatures and relative humidity relative to chambers 2 meters or less in depth, which correlated to higher *B. bassiana* infection rates of *Culex quinquefasciatus* exposed overnight to walls sprayed with fungal formulation (Annual Report 2015). Future deployment of HOBO sensors for updated environmental profiles of deep vs. shallow and belowground vs. aboveground sites could further refine guidelines for effective ATSB-based fungal control of adult mosquitoes.

Unlike the continuously flooded Palm Desert USDS, minimal standing water habitat was present at Coachella USDS, suggesting immigration was perhaps more important to amplify population numbers at Coachella compared to Palm Desert. Occasionally the green of control baits was found in adults captured in toxic red-baited USDS, and vice-versa, indicating adult travel extended underground throughout each city-site. Regardless of standing water reservoirs, distinctly higher numbers of mosquitoes were found belowground compared to aboveground emphasizing the importance of USDS habitat for *Culex quinquefasciatus* populations. Multiple ATSB stations per USDS chamber, especially within the most prolific mosquito producers, would make sense to best curb adult mosquito production and field trials using this strategy are under consideration.

It is unknown why toxic USDS demonstrated increased numbers of adult mosquitoes over time and relative to the nearly constant abundances found in non-toxic USDS; however similar trends were reported in past year trials (Progress Report June 2019). Habitat heterogeneity may decrease detection/uptake of baits and limit the efficacy of the most potent, freshly-placed toxic stations. Laboratory assays illustrated that adults given a non-toxic and toxic station will have diluted mortality rates compared to toxic bait alone (Progress Report June 2020). Bait station efficacy could be further optimized in next year field trials by replacing bait dispensers every 2 weeks and following mosquito production beyond the one month time period. One noticeable difference between station treatments was potential competitors (e.g. cockroaches) and predators (e.g. spiders) that could have reduced mosquito access, feeding, resting, swarming, survival, etc. were frequently encountered in non-toxic stations, and yet rare in toxic stations (Popko, Field observations). Differential performance between non-toxic and toxic stations has yet to be directly measured under USDS conditions; although easy access to bait (e.g. multiple openings greater than ½ inch in size) has been associated with enhanced toxic station efficacy against *Culex quinquefasciatus* mosquitoes (Annual Report 2017).

The efficacy of pyriproxyfen transfer from ATSB to the USDS environment and its impact on immature mosquito development sites remains uncertain; however, pyriproxyfen might be spread by abiotic factors such as wind to nearby mosquito larvae development sites given reduced adult emergence in sentinel larvae most exposed to a wind-related event during the study. No evidence of pyriproxyfen powder transfer by adult mosquitoes to larval habitats (autodissemination) was suggested in sentinel larval assays, although dipper samples have yet to be examined. Pyriproxyfen/fungal powder was purposefully restricted to the perimeter of the feeding membrane inside the base of the ATSB access cover to minimize contamination of control treatments; however, a light dusting of additional interior and exterior features of each ATSB would be possible to boost future acquisition rates of the insecticide. Adult mosquito emergence, pupal mortality, and/or pyriproxyfen concentration could also be assessed directly from USDS water samples to more clearly link pyriproxyfen activity to ATSB treatments.

Semiannual Research Progress Report #2 for CVMVCD grant:

Improving fire ant IPM in the Coachella Valley: Effects of irrigation on bait efficacy, mating flight phenology, and the status of biocontrol agents.

David H. Oi and Steven M. Valles  
USDA Agricultural Research Service,  
Center for Medical, Agricultural, and Veterinary Entomology  
1600 SW 23<sup>rd</sup> Drive, Gainesville, FL 32605

December 22, 2020

**Summary of Activity January 2020 through December 2020.**

The objective of the proposed research for 2020-2021 is to improve the integrated pest management (IPM) of fire ants in the Coachella Valley by: 1) Evaluating the effect of irrigation on bait efficacy to determine the need to withhold irrigation after bait application; 2) Identifying periods of peak mating flight activity to improve timing of bait applications; and 3) Determining the spread of fire ant biocontrol agents released in the Coachella Valley to assess their further utilization for fire ant IPM.

- 1) To evaluate the effect of irrigation on fire ant bait efficacy in the field, two field sites, located at Lake Cahuilla Veterans Regional Park and Lake La Quinta Recreation Area, were determined to be suitable for the study. These sites were surveyed for red imported fire ants on Feb. 25-26, 2020. Fire ant activity was high enough to allow for two replicates to be located at each site.

Further preparations for the field study were suspended due to the USDA-ARS prohibition of air travel and closure of all ARS laboratories across the U.S. due to the pandemic in March. As of December 22, air travel is still prohibited, and this research is still suspended.

- 2) Research on monitoring fire ant mating flight activity was curtailed due to the USDA-ARS Center for Medical, Agricultural, and Veterinary Entomology (CMAVE) closure on March 19, 2020. Approval to conduct CVMVCD research was obtained in July. A prototype fire ant alate trap has been developed for anticipated deployment in 2021.
- 3) Surveying for the spread of fire ant biocontrol agents in Coachella was originally scheduled for the first quarter of 2021 and has been postponed until the 3<sup>rd</sup> quarter of 2021.

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Due to the COVID-19 pandemic, USDA-ARS labs were closed on March 19, 2020 and all personnel were placed in mandatory telework status. All laboratory and field research activity at CMAVE had been prohibited until we were approved to reopen with staffing limited to one person per 1000 sq. ft of lab space. Based on the trend in infection rates in the lab's county, local hospital bed space, and other criteria, limited research activity was allowed to resume on some projects in July. The CVMVCD project was approved for limited research to allow progress toward meeting objectives of extramural agreements.

### 1) Irrigation effects on bait efficacy.

We proposed to compare the efficacy of standard fire ant bait on fire ant populations in field sites where irrigation is withheld after baiting and in sites that follow a normal, daily irrigation schedule. We hypothesize that fire ant bait efficacy will be similar at the irrigated and non-irrigated sites, based on the results of the 2019 Coachella Valley field study and observations of fire ants foraging on wet bait.

Site selection and preliminary fire ant sampling was completed on February 25-26, 2020. Two field sites, located at Lake Cahuilla Veterans Regional Park and Lake La Quinta Recreation Area, were determined to be suitable for the study. Infestations were high enough to allow for two replicates to be located at each site. However, when research and travel restrictions are lifted, these sites must be resampled to ensure fire ants densities are still adequate for testing. Resumption of this test has been postponed until travel prohibition is ended, which we very tentatively anticipate in the 3<sup>rd</sup> quarter of 2021.

### 2) Peak mating flight activity.

With the resumption of limited research activity in July 2020 at CMAVE, we focused on the development of equipment (traps/cameras) for fire ant alate flight monitoring. Wildlife cameras partially recorded alate flights but were difficult to deploy and did not provide consistent, useable surveillance footage. Thus, we redesigned alate traps used in the past to make them less cumbersome to transport and service. Previous traps utilized an inverted root ball basket with screening to collect alates in a covered bunt pan (Fig. 1). Utilizing the fire ant alate behavior of crawling up blades of grass or other elevated perches from a nest before taking flight, the trap was redesigned with the following modifications (Fig. 2):

- 1) Dowel rods are used to guide alates into the covered collecting pan. Alates will crawl to the top of the rods and then take flight. The cover confines the alates which drop into the collecting pan filled with liquid preservative (propylene glycol solution).
- 2) Screening is not used, since the dowel rod technique collects enough alates.
- 3) Root ball baskets were replaced with legs that can be disassembled from collecting pan which allows for easier transport.

Prototype traps will be sent to the District for field testing under Coachella conditions in January of 2021. Pending the lifting of USDA-ARS domestic air travel restrictions, we tentatively anticipate locating two or more monitoring sites. We plan to install a total of eight traps among the sites during the fall of 2021, in time for the purported regional flights initiated by seasonal fall and winter rains.



Fig. 1 Previous fire ant alate trap with inverted wire basket and screening that funnels alates initiating flights into a pan filled with collecting fluid.



Fig. 2. Redesigned fire ant alate trap with dowel rods that guide alates into a collecting pan. Alates typically crawl to a high perch when they initiate mating flights.

3) **Status of fire ant biocontrol agents.**

Sampling for the fire ant biocontrol agents, *Solenopsis invicta* virus 3 (SINV-3), and two species of phorid flies, *Pseudacteon obtusus* and *Pseudacteon curvatus*, will be conducted to determine their spread from the initial release sites. Sampling was originally scheduled for the first half of 2021. Pending the status of travel restrictions due to COVID, biocontrol sampling will hopefully be initiated before the fall of 2021.

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Table 1. Milestones for fire ant bait efficacy in irrigated landscapes, mating flight activity, and determining the spread of fire ant biocontrol agents in the Coachella Valley. Red text indicates potential adjustments due to COVID-19.

Year / Quarter	CA field efficacy test of irrigated bait	Mating flight activity:	Biocontrol spread
2020 Jan-Mar	Site selection (Feb-Mar)	Refine alate trap	
2020 Apr-Jun	<del>Treat &amp; sample</del> Currently suspended due to COVID	Currently suspended due to COVID	
2020 Jul-Sep		X	
2020 Oct-Dec		X	
2021 Jan-Mar		Test traps in CA	<del>Sample &amp; map</del>
2021 Apr-Jun			
2021 Jul-Sep	Treat & sample	Alate trapping	Sample & map
2021 Oct-Dec	X	X	X

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>January 12, 2021</b></p>
<p><b>Agenda Item:</b> Informational Item</p> <p>Staff report summary – Entomological Society of America Annual Conference, November 11-25, 2020, online</p>		
<p><b>Background:</b></p> <p>The Entomological Society of America held its Annual Meeting online. The theme, Entomology for All, allowed for organizers to gather a variety of presentations on the latest advances in entomology and science communication. While the content was available for two weeks, live content was presented November 16-19.</p> <p>We attended a variety of presentations. The Medical, Urban, and Veterinary Entomology section of ESA had presentations on the latest research completed on mosquitoes and other arthropods of importance to public health. Some of the topics that were covered were the latest control, surveillance, and resistance management techniques for mosquitoes and flies; methods for communicating science; student posters and presentations on their research about ants, ticks, biting midges, and flies; highlights of research published in 2020 about medical, urban, and veterinary entomology; delusory parasitosis; and best practices for field safety.</p> <p><i>Kim Hung</i> presented a talk highlighting the value of our long-term data collections. Using the additional entries that <i>Melissa Snelling</i> has completed, <i>Kim</i> examined continuing changes in the Salton Sea, improvements in identification of rare collections, and larger trends that could be of interest. <i>Jennifer Henke</i> shared the results of the year of working with The Living Desert to control <i>Aedes</i> mosquitoes at their facility. Using In2Care traps, we have been able to have few mosquitoes at The Living Desert, both in the mosquito trap and as reported by staff by mosquito bites.</p> <p><b>Attendees:</b>  <i>Jennifer A. Henke</i>, Laboratory Manager  <i>Kim Hung</i>, Vector Ecologist</p>		



**Coachella Valley Mosquito and  
Vector Control District**

**Staff Report**

**January 12, 2021**

**Agenda Item:** Informational Item

2020 Departmental Goals and Accomplishments – **Jeremy Wittie, MS, General Manager**

**Background:**

In March 2020, Department Managers highlighted some of their Department goals set for the 2020 season. Some of these goals were part of the District’s Strategic Plan and some were other priorities set by Department leadership. Unfortunately, just as plans were set into motion, the COVID-19 pandemic impacted the US and the District. The pandemic brought with it many unforeseen challenges for our Departments which required and a lot of time, effort, dedication, flexibility, and ingenuity to modify our IVM workflow to continue to ensure our mission was met while keeping our staff and constituents safe and healthy.

The following reports give a brief update to the goals that were presented in March 2020 and highlight what was accomplished despite the challenges imposed by the pandemic, and what is still in progress. The goals highlighted are by no means an exhaustive list of all the accomplishments each Department was able to achieve in 2020. More information about Department achievements will be presented in February 2021 when the 2020 Annual Report will be presented to the Board of Trustees.

## Human Resources Department

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### 2020 Department Goals and Accomplishments

**Goal:** Revise performance evaluation forms for all job classes.

- **In Progress** – The District is currently working with CPS-HR to review, revise, and implement new performance evaluation forms for all District positions.

**Goal:** Develop a supervisory employee professional development program.

- **Completed** – New entry-level training provided for new supervisors through California State University San Marcos through a Supervisor Certificate Program; two District Supervisors completed the program.
- **In Progress** – Succession planning program being developed to provide a path for continued professional growth and development for current employees.

**Goal:** Update Personnel Policies, Procedures, and Regulations Manual.

- **Completed** – Update/revision of Personnel Policies, Procedures and Regulations Manual is pending General Manager and legal review; will be completed by February 2021.



## Finance Department

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### 2020 Goals and Accomplishments

GOAL FINANCIAL MANAGEMENT: EXTEND BUDGETING AND THE FINANCIAL PLANNING HORIZON TO ENSURE LONG-TERM STABILITY, FINANCIAL SECURITY, AND TAXPAYER VALUE.

**Goal Statement:** Enhance financial policies and practices to further promote long-term financial strength and stability.

- Implement Districtwide Microix Workflow Budget Software – **completed - implemented for FY20-21 Budget**
- Update capital reserves study and vehicle replacement schedule
  - Allocate funding for future replacement and enhancements of facilities and equipment **completed - implemented for FY20-21 Budget**
  - Move projects from reserve policy into Capital Budget **completed - implemented for FY20-21 Budget**

**Goal Statement:** Ensure financing, reserves, and other key financial plans and policies are regularly reviewed and updated.

- Identify key District financial policies and create a timeline for when each policy should be reviewed/or revised by District staff, Finance Committee, and the Board.
  - Reserve Policy – review and/or update FY20/21 – **complete Board adopted November 2020**
  - Investment Policy – review and/or update FY20/21 – **updated and reviewed by Finance Committee in November, updated Policy added to January 2021 Board Agenda for review and adoption**

## INFORMATION TECHNOLOGY

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### 2020 Department Goals and Accomplishments

**Goal:** Implement a tablet-based IVM Application Data System

**In-Progress:** Mobile Data Entry Forms are being created using web technologies to replace the District's Mobile Application. The data entry system will no longer require a Microsoft Windows Operating System to run. Removing this requirement lowers the cost of entry for mobile devices. Samsung Tablets will be the mobile device to capture and retrieve data in the field. The OPS Application will become the main data entry point for all user entries for mosquitoes, red imported fire ants, and pesticide inventory. Currently, the *Aedes* Team is using the Samsung Tablets to survey Point of Interest (POI), which are areas where *Aedes aegypti* has been identified, performing enhanced *Aedes* mosquito inspections.

### **Goal: Prepare for Unmanned Aerial Systems (UAS) Aerial Applications**

**In-Progress:** In the progress of registering for the Pest Control Aircraft Pilot Exam, we were contacted by the Department of Pesticide Regulation, indicating individuals registering for the exam are required to produce "proof of FAA approval to use the UAS device for pest control". For us to take this exam to allow the District to apply pesticides from a UAS, we need to submit to the FAA a drone with the pesticide application device for certification.

Currently, we are determining the following:

- Retrofitting our DJI Drone with the hardware and software required to apply pesticide from a UAS
  - Retrofitting our existing UAS disables the ability to capture aerial imagery for surveillance, the receding shoreline of the Salton Sea, and habitat improvement projects.
- Budgeting and purchasing a new drone with increase payload capacity with hardware and software required to apply pesticide from a UAS
  - Acquiring a new UAS keeps the surveillance capability of the existing UAS and allows current and future UAS Pilots a fleet of UAS to gain experience piloting.

Once a UAS and pesticide application device have been acquired, a submission to the FAA to acquire approval for pest control will be submitted. Upon receiving approval, registration for the Pest Control Aircraft Pilot Exam will be scheduled.

**Goal: Effective, Secure, and Scalable Backup Solutions**

**In-Progress:** Transition to Microsoft 365 is in progress. Currently, information about the District Email environment is being shared with vendors, who are submitting their quotes on the licensing, migrations, and services components for the transition. Once licensing has been finalized, third-party backup services will be implemented to provide additional backup services along with built-in Microsoft Services. Microsoft 365 will provide an online platform to facilitate the District Mission during our new and future remote working environment.

## SURVEILLANCE AND QUALITY CONTROL MANAGEMENT PROGRAM

### Projects from 2018 Strategic Plan

1. Goal 7. Emergency Preparedness. Ensure District facilities are prepared to operate effectively through disasters and emergencies, including public health emergencies caused by vector-borne disease. Objective 7.2.0 Maintain an emergency reserve fund to meet the needs of an arbovirus outbreak.
  - a. **COMPLETED** – 7.2.1 Determine the real cost of arbovirus emergency response plan. We reviewed recent activity and likely scenarios to develop three scenarios of potential arbovirus local emergencies – a large flooding event near the Salton Sea during the summer; several cities experiencing high amounts of *Culex*-borne virus activity (e.g., West Nile virus or St. Louis encephalitis virus); and local transmission of an *Aedes*-borne virus (i.e., dengue) in two cities. Any of these would be work that needed to be completed by our District but many not reach a declaration of an emergency by county or state agencies. Using these scenarios, departments estimated what their response would be and what resources would be needed to respond to each potential public health threat. The plan was submitted to the General Manager in December for review and will be utilized for planning and budgeting for FY 2021-2022 and beyond.
  
2. Goal 5. Research and Development. Develop proactive responses to new vectors and vector-borne diseases, changing regulations, legislation, and public perception around pesticide use. Objective 5.2.0 Develop and evaluate new tools and strategies for effectively managing vectors and vector-borne disease.
  - a. **IN PROGRESS** – 5.2.3 Evaluate the feasibility of sterile insect releases for control of appropriate vectors. The project was delayed until 2021. There have been several delays in the registration of sterile mosquitoes, and a better review would include these options as well as others that do not require registration.
  
3. Goal 5. Research and Development. Develop proactive responses to new vectors and vector-borne diseases, changing regulations, legislation, and public perception around pesticide use. Objective 5.1.0 Identify, prioritize, and track global emerging vector-borne disease threats most likely to arrive in the Coachella Valley and develop or implement methods locally to detect those potential emerging threats
  - a. **IN PROGRESS** – 5.1.1. Develop and implement protocols for testing *Aedes* mosquitoes for dengue, chikungunya, and Zika. Full implementation has not been completed. We still need to acquire a source for positive controls for the viruses, work that was not as essential for us or our likely vendors.

## Operations Department

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### 2020 Department Goals and Accomplishments

1. Develop and evaluate new tools and strategies for effectively managing vectors and vector-borne disease.
  - a. Re-organize the Operations Department Budget and Personnel plan.
    - Separate each program (Aedes, RIFA, and General Mosquito) into individual budget sections to analyze chemical needs, equipment needs, and personnel costs and needs. Work with Finance on budgeting spreadsheets.
      - **Completed. The 2020-2021 Budget was developed and being used for each separate program.**
  - b. Develop personnel needs for each program.
    - 4 Supervisors (current)
    - 3 Lead Technicians (2 current), one for each program. Lead Technicians have extensive job duties and implementing those into each program to gain more follow-ups, reports, and analyzable data.
    - With Lead Technicians in each program, this would enable the Field Supervisors to connect more with their assigned staff in the field and increase community engagement instead of processing all of the above tasks assigned to Lead Technicians.
      - **Partially completed. Position expected to open January 11, 2021**
  - c. Determine the parameters of using permanent part-time workers vs. seasonal employees to be used throughout all programs.
    - **Ongoing, researching best method both for efficiency and fiscal responsibility.**
2. Increase the understanding and support of the public for the District's mission and activities, and inspire their active engagement in controlling vectors.

a. Work with city departments to ensure city support for and adherence to Best Management Practices (BMP) for Mosquito Control. Two cities have already started their partnership with us on BMP for the worst mosquito breeding sites in their cities' jurisdiction (Indian Wells and Desert Hot Springs). We plan on meeting and working with all cities in the Coachella Valley to address these issues.

➤ **In progress. Currently working with the City of Palm Desert on city owned sites.**

3. Develop and evaluate new tools and strategies for effectively managing vectors and vector-borne disease.

a. In order to protect Public Health, it is necessary to identify difficult properties that have a long-standing history of non-compliance with their swimming pools. This takes great time and effort in the whole department. Once the properties are identified the Abatement procedure can assist us in the effort of protecting Public Health.

➤ **In progress. All parameters are completed and next is to begin the process.**

## Public Outreach Department

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Tammy Gordon, PIO

### **2020 Department Goals and Accomplishments**


1. Hiring new staff to combat the challenges in Public Outreach balancing between in-office planning, strategies, development of programs, etc., and attending out of office presentations, events, and community education opportunities.
  - a. COMPLETED by hiring Luz Moncada, Community Liaison
2. Expanding digital and online outreach opportunities including purchasing the NextDoor social media platform.
  - a. COMPLETED
3. Expanding professional development, staff training, and networking opportunities with mosquito-borne disease management professionals as well as individuals in the profession of public information and outreach.
  - a. CONTINUOUS

**SECTION  
13**



**NEW BUSINESS**



	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>January 12, 2021</b></p>
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**Agenda Item:** New Business

Nomination and Election of Board Officers for the 2021 Calendar Year – **ad hoc**  
**Nominations Committee**

**Background:**

The Nominations Committee (Trustees Isaiah Hagerman, Doug Hassett, and Doug Walker) was appointed at November 10, 2020, Board Meeting by the Board President under the District’s Bylaws to recommend a slate of Board officers for the 2021 calendar year. Pursuant to Health and Safety Code section 2027(a), the Board is required to elect its officers at the first meeting in January each year or every other year. The Board’s Bylaws currently provide officer terms of one year, and each officer shall serve not more than four (4) consecutive full terms in the office to which elected. To be eligible to hold office, the Trustee must have served as a Trustee for one calendar year.

The four officer positions are tasked with the following duties pursuant to the Bylaws:

President – When necessary, the President shall be the official representative of the District. He/she shall have the power to appoint committees and such other powers, as may be delegated by the Board, from time to time. The President is encouraged to appoint ad hoc committees whenever appropriate. The President shall be responsible for opening meetings promptly and for administering the business of the day, expeditiously and with appropriate order and decorum. The President shall sign all acts, orders, resolutions, and proceedings of the Board.

Vice-President – In the absence of the President, the Vice President shall assume the duties of the President.

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

Treasurer – The Treasurer shall assist the President as necessary. In the absence of the

President, Vice-President and Secretary, the Treasurer shall assume the duties of the President. The Treasurer shall also be responsible for the management of the District's financial affairs.

To facilitate the process of electing new officers, the Nominating Committee has developed a slate of candidates for the offices of the President; Vice-President; and Secretary/Treasurer to be considered by the Board of Trustees, as follows:

President:	Trustee Ben Guitron
Vice-President:	Trustee Doug Walker
Secretary:	Trustee Bito Larson
Treasurer:	Trustee Clive Weightman

(Attached is information regarding the background of each of the candidates).

Each Board Member will have the opportunity to nominate other candidates from the floor. This slate, if elected, would serve for the 2021 calendar year. Under the Brown Act, the votes must be taken in open session, since secret ballots are not permitted.

**Staff Recommendation:**

Staff recommends that the Board approve the nominated slate as presented.

**To: Board of Trustees**

**Subject: Nominations for Officers of the CVMVCD Board of Trustees**

The Nominations Committee (Trustees: Hagerman, Hassett, and Walker) reviewed the possible candidates for the officer positions for the Coachella Valley Mosquito and Vector Control Board for 2021. A survey was sent out to all qualifying Trustees to see who was interested in serving in an executive position.

As a result, we recommend the following slate of Trustees to fill the officer positions for 2021; the following Trustees have expressed their willingness to serve in these capacities.

**President: Benjamin Guitron**

Trustee Guitron was appointed by the City of Indio and has served on the Board of Trustees since 2018. He has voiced his interest in serving in an executive capacity. Trustee Guitron is involved with community work serving on Boards across the Coachella Valley. This has allowed him to gain experience with budgets, management, risk management, community relations, public safety, and civic government. This committee is nominating Trustee Guitron for President.

**Vice President: Doug Walker**

Trustee Walker, representing the City of Palm Desert, has served on the Board of Trustees since 2007 and has previously held the office of President for four years and was Board Secretary in 2012, 2019, and 2020. Trustee Walker, with his scientific background, has also represented the District as a member of the Mosquito and Vector Control Association of California's Trustee Council. This committee is nominating Trustee Walker for Vice President.

**Secretary: Bito Larson**

Trustee Larson has served on the Board since 2012 and has held the office of Secretary from 2014-2016. He has served as a member of the Finance Committee during the past six years. Trustee Larson has a good working knowledge of the organization, effectively evaluates the pros and cons of each decision presented to the Board, and wants to see the excellent reputation of the organization continue to grow. To take advantage of his experience, this committee is nominating Trustee Larson for Secretary of the Board.

**Treasurer: Clive Weightman**

Trustee Weightman, appointed by the City of Indian Wells, has served on the Board since 2017. He has served on the Finance Committee since 2017 and has expressed interest in continuing in this role serving as Treasurer. The Nominating Committee believes the District's interests will best be served by Trustee Weightman continuing in the position of Treasurer.

Respectfully submitted by the Nominations Committee:

- Isaiah Hagerman
- Doug Hassett
- Doug Walker



**Coachella Valley Mosquito and  
Vector Control District**

**January 12, 2021**

**Staff Report**

**Agenda Item:** New Business

Discussion and/or approval of a 2% COLA adjustment and a 5% Special Merit Pay for the evaluation period ending December 2020 - **ad hoc Negotiations Committee**

**Background:**

At the November 10, 2020 Board Meeting, the Board completed the General Manager annual evaluation. On December 15, 2020, the General Manager met with the ad hoc Negotiations Committee comprised of Trustees Isaiah Hagerman, Ben Guitron, and Doug Walker to negotiate a COLA and Special Merit Pay concerning the General Manager employment agreement. The ad hoc Negotiations Committee and Mr. Wittie reached an agreement subject to approval by the Board of Trustees.

Listed below are the proposed additional payments:


1. COLA of 2 %

Current Salary	COLA of 2 %	Proposed Annual Salary
\$157,809.60	\$3,156.19	\$160,965.79

2. One time Special Merit pay of 5% = \$7,890.48

**Staff Recommendation:**

That the Board takes whatever action they deem appropriate.

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>January 12, 2021</b></p>
<p><b>Agenda Item:</b> New Business</p> <p>Discussion and/or approval of the District’s Investment Policy and Resolution 2021-01 – <b>David I’Anson, Administrative Finance Manager</b></p>		
<p><b>Background:</b></p> <p>The Investment Policy was reviewed by the Finance Committee at the October Meeting and a revised version was presented at the November Meeting. Revisions include cleaning up the language, permitted investments revised to latest California Government standards, limitations on transfer was revised to be more flexible for staff, and the investment procedure controls section was removed from the Policy to be a separate internal document. Finance Committee approved the changes and made the recommendation to present to the full Board in January.</p>		
<p><b>Staff Recommendation:</b> Approval of the District’s Investment Policy and Resolution 2021-01</p>		
<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Resolution No. 2021-01</li> <li>• Investment Policy</li> </ul>		

**Resolution No. 2021-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
REVISING THE DISTRICT'S INVESTMENT POLICY**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (the "District") is a political subdivision and a "local agency" of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. seq., and is also a "local agency" within the meaning of Section 53600 of the California Government Code; and

**WHEREAS**, the Board of Trustees of the District has been granted the statutory authority and responsibility to administer the financial affairs of the District; and

**WHEREAS**, the Board of Trustees reviewed the Investment Policy for the District and desires to revise it.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. Adoption of Revised Investment Policy.**

The Board of Trustees hereby adopts the Revised Investment Policy, a copy of which is attached hereto and incorporated herein by this reference.

**Section 3. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 4. Certification.**

The Clerk of the Board shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

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**PASSED, ADOPTED AND APPROVED, this 12th day of January, 2021.**

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**President  
Board of Trustees**

**ATTEST:**

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**Graciela Morales, Clerk of the Board**

**APPROVED AS TO FORM:**

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**Lena D. Wade, General Counsel**

**REVIEWED:**

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**Jeremy Wittie, M.S., General Manager**

Investment Policy  
(attached)

<b>COACHELLA VALLEY MOSQUITO &amp; VECTOR CONTROL DISTRICT</b>			
<b>FINANCE POLICY</b>			
<b>Subject</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Date Revised</b>
District Investment Policy	2.03		1/12/2021

**1.0 POLICY:**

It is the policy of the Coachella Valley Mosquito & Vector Control District (“District”) to invest public funds in a manner which will provide maximum security while providing sufficient liquidity to meet the daily cash flow demands of the District and an investment return conforming to all state and local statutes governing the investment of public funds.

**2.0 SCOPE:**

This Investment Policy applies to all funds under control of the District. These funds are accounted for as required by law and in the District’s Annual Financial Report.

**3.0 INVESTMENT STANDARD:**

Consistent with the requirements of Government Code section 53600.3, the District’s Board of Trustees (“Board”) and all persons authorized by the Board pursuant to this policy are deemed trustees and fiduciaries subject to the “prudent investor standard” as defined by Government Code section §53600.3. Pursuant to Government Code section 53600.3, trustees and fiduciaries shall act with care, skill, prudence, and diligence under the prevailing economic conditions and the anticipated needs of the District while safeguarding the principal and maintaining the liquidity needs of the District.

Investments may be acquired on behalf of the District as part of an overall strategy within the limits imposed by law and this Investment Policy. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the Board to a federally regulated financial investment institution (Institution). The Institution thereafter assumes full responsibility for those transactions until the delegation of authority is renewed, revoked, or expires, and shall make a monthly report of those transactions to the Board.



#### **4.0 OBJECTIVE:**

The primary objectives for investing, reinvesting, purchasing, acquiring, exchanging, selling or managing District funds shall be:

- 4.1 Safety:** Safeguarding the principal is the foremost objective of this Investment Policy and overall investment portfolio. Diversification of investments is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- 4.2 Liquidity:** The District's investment portfolio shall remain sufficiently liquid to enable the District to meet all reasonably anticipated operating requirements.
- 4.3 Return on Investments:** The District's investment portfolio shall attain a rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

#### **5.0 DELEGATION OF AUTHORITY:**

- 5.1** For purposes of this Investment Policy, the duties and responsibilities set forth herein are hereby delegated to the District's Administrative Finance Manager, unless delegated to a federally regulated financial investment institution per California Government Code sections, 53600, 53601, and 53607.
- 5.2** The Board Treasurer shall exercise special oversight responsibilities pertaining to District investments. The Board has established specific procedures that require certain approvals be obtained by the Administrative Finance Manager and the General Manager consistent with this Investment Policy.
- 5.3** For purposes of this Investment Policy, the "Finance Committee" means the committee of at least three board members appointed by the President of the Board to so serve, including the Treasurer who shall be the Chair of the Finance Committee. The Finance Committee shall exercise oversight responsibilities pertaining to District investments. The Board has

established specific procedures that require certain approvals be obtained from the Finance Committee consistent with this Investment Policy.

**5.4** Management responsibility for this Investment Policy is hereby delegated to the Administrative Finance Manager who shall have all fiduciary duties and responsibilities imposed by law under Government Code sections 53600 et. seq. and other applicable laws. The Administrative Finance Manager, subject to review and approval by the Finance Committee and the Board, shall establish written procedures for the administration and implementation of this Investment Policy. Procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures adopted by the Board. The Administrative Finance Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff members and District officials.

**5.5** The Administrative Finance Manager shall make a monthly report to the Board of all investment transactions. Such report shall be presented first to the Finance committee for review along with all documentation to support and substantiate the report.

#### **6.0 ETHICS AND CONFLICTS OF INTEREST:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper administration and implementation of this Investment Policy or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board President any material financial interest in financial institutions that conduct business with the District, and they shall further disclose any personal financial/investment positions that could be related to any District transaction or activity conducted or performed pursuant to this Investment Policy. Nothing contained in this section should be construed as limiting the applicability of any law pertaining to conflicts of interest.

#### **7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:**

- 7.1** Investments authorized pursuant to Government Code section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Corporations Code section 25004, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Financial Code section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.
- 7.2** All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Administrative Finance Manager with the following:
- Audited financial statements
  - National Association of Security Dealers certification
  - Proof of state registration
  - Certification of having read and agreement to abide by the District's investment Policy and depository contracts
- 7.3** The Administrative Finance Manager shall maintain a list of qualified Financial Institutions that have been approved by the Finance Committee. An annual review of the financial condition and registration of qualified Financial Institutions will be conducted by the Administrative Finance Manager and presented for review to the Finance Committee.
- 7.4** A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests.

## **8.0 AUTHORIZED AND SUITABLE INVESTMENTS:**

The District is provided a broad spectrum of eligible investments under California Government Code Section 53600 et seq (See Appendix A). The District may choose to restrict its permitted investments to a smaller list of securities that more closely fits the District's cash flow needs and requirements for liquidity. If a type of investment is added to California State Code 53600, it will not be added to the District's Authorized Investment List until this policy is amended and approved by the Board of Trustees. If a type of investment permitted by the District should be removed from California State Code 53600, it will be deemed concurrently removed from the District's Authorized Investment List, but existing holdings may

be held until they mature if it is in the best interest of the District, recommended by the Finance Committee, and approved by the Board of Trustees.

Credit criteria listed in this Policy refers to the credit rating of the issuing organization at the time the security is purchased. The District may from time to time be invested in a security whose rating is downgraded. In the event rating drops below the minimum allowed by this Policy, the Administrative Finance Manager will review and recommend an appropriate plan of action to the Finance Committee and Board no less frequently than quarterly. If the District has an Investment Advisor, the Investment Advisor will notify the Administrative Finance Manager and recommend a plan of action. Percentage limits refer to the percentage at the time the security is purchased.

### 8.1 PERMITTED INVESTMENTS:

The Administrative Finance Manager shall be permitted to invest in the following financial investments:

INVESTMENT TYPE	MAXIMUM SPECIFIED % OF PORTFOLIO	MAXIMUM MATURITY	MINIMUM QUALITY REQUIREMENTS	STATE 53600 % OF TOTAL LIMITS/ MATURITY LIMITS
Local Agency Investment Fund (LAIF)	75 %	N/A	None	N/A / N/A
Negotiable Certificates of Deposit	30%	5 years	FDIC Insured or fully collateralized	30% / 5 years
CD Placement Service	30 %	5 years	FDIC Insured or fully collateralized	30% / 5 years
State Obligations—CA and Others	30 %	5 years	AA	N/A / N/A
CA Local Agency Obligations	30 %	5 years	AAA	N/A / N/A
Joint Powers Authority Pool	30 %	None	AA	N/A / N/A
Riverside County Pooled Investment Funds	75%	None	None	N/A / N/A

Money Market / Passbook Savings / Demand Deposits	20 %	None	FDIC Insured or fully collateralized	20 % / N/A
Medium-Term Notes	30 %	5 years	A	30 % / 5 years
Mortgage Pass- Through Securities	20 %	5 years	AA	20 % / 5 years
U.S. Treasury Obligations	50 %	5 years	AA	5 year / N/A
U.S. Agency Securities	75 %	5 years	AA	5 year / N/A

One of the purposes of this Investment Policy is to define what investments are permitted. If a type of security is not specifically authorized by this policy, it is not a permitted investment.

**8.2 LIMITATIONS ON TRANSFERS**

All transfers from District operating accounts are subject to the following limitations:

The majority of District funds are deposited with Local Agency Investment Fund (LAIF) and Riverside County Pooled Investment Funds (the County) to the meet the District’s investment objectives of safety, liquidity and return on investment. Funds invested outside of LAIF and the County require Board approval and are reviewed annually during the budget process. Investments maturing that need reinvesting or transferring to operating account for cash flow purposes will be shown in the monthly treasurer’s report.

**9.0 INVESTMENT POOLS:**

With the exception of the investment pool authorized by Government Code section 16429.1 et. seq. (Local Agency Investment Fund) and Government Code Section §53601.8, no District funds shall be invested in any investment pool.

**10.0 COLLATERALIZATION:**

Collateralization will be required on two types of investments: certificates of deposits over \$250,000 and repurchase agreements.

Collateral will always be held by an independent third party with whom the District has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Administrative Finance Manager and retained.

The right of collateral substitution is granted subject to review and approval by the Administrative Finance Manager and Treasurer or the Finance Committee.

**11.0 SAFEKEEPING AND CUSTODY:**

All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Administrative Finance Manager and evidenced by safekeeping receipts.

**12.0 DIVERSIFICATION:**

The District will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 75% of the District's excess funds (all money except operating funds with the County of Riverside, designated commercial bank and General Reserve) will be invested in a single security type or with a single financial institution including LAIF.

**13.0 MAXIMUM MATURITIES:**

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District shall not directly invest in securities maturing more than five (5) years two from the date of purchase. However, the District may collateralize its repurchase agreements using longer-dated investments not to exceed five (5) years to maturity.

Reserve funds may not be invested in securities exceeding five (5) years.

**14.0 INTERNAL CONTROL:**

The District shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with this Investment Policy and all other applicable policies and procedures. This will be accomplished by requesting the current independent auditor to mention compliance assurance in the engagement letter and to follow through with reporting the findings in the annual audit.

#### **15.0 PERFORMANCE STANDARDS:**

The investment portfolio shall be designed with the objectives of (1) safety, (2) liquidity and, (3) investment return through budgetary and economic cycles and the constraints of cash flow needs.

**15.1 Market Yield (Benchmark):** The District's investment strategy is passive. Given this strategy, the basis used by the Administrative Finance Manager to determine whether market yields are being achieved shall be the US Treasury.

#### **16.0 REPORTING:**

16.1 The Administrative Finance Manager shall make a monthly report of investment transactions to the Board of Trustees,

16.2 The Administrative Finance Manager shall provide to the Finance Committee at the end of each month a report that provides a clear picture of the status of the current investment portfolio. The monthly finance report shall include all information required by Government Code § section 53646.

Schedules for the monthly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category which identifies the issuer of each security
- Average life and final maturity of all investments listed
- Coupon, discount or earning rate
- Dollar value, Par value, Amortized Book Value and Market Value
- Percentage of the Portfolio represented by each investment category

- A statement denoting the ability to meet District expenditure requirement for the next six months
- Report required to be submitted within 30 days of month end

**17.0 INVESTMENT POLICY ADOPTION:**

The District's Investment Policy shall be annually reviewed by the Finance Committee and any revisions presented for approval by resolution to the Board.



COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT  
**FINANCE POLICY**

Subject	Policy Number	Date Adopted	Date Revised
District Investment Policy	2.03		<del>101/1312/2020</del> 2021

**1.0 POLICY:**

It is the policy of the Coachella Valley Mosquito & Vector Control District (“District”) to invest public funds in a manner which will provide maximum security while providing sufficient liquidity to meet the daily cash flow demands of the District and an investment return conforming to all state and local statutes governing the investment of public funds.

**2.0 SCOPE:**

This Investment Policy applies to all funds under control of the District. These funds are accounted for as required by law and in the District’s Annual Financial Report.

**2.0 ~~3.0~~ INVESTMENT STANDARD:**

Consistent with the requirements of Government Code section 53600.3, the District’s Board of Trustees (“Board”) and all persons authorized by the Board pursuant to this policy are deemed trustees and fiduciaries subject to the “prudent investor standard” as defined by Government Code section ~~§~~53600.3. Pursuant to Government Code section 53600.3, trustees and fiduciaries shall act with care, skill, prudence, and diligence under the ~~circumstances then~~ prevailing, ~~including, but not limited to the general~~ economic conditions and the anticipated needs of the District ~~that a prudent person acting in a like capacity and familiarity with those matters would act with respect to funds of a like character and with like aims to while~~ safeguarding the principal and maintaining the liquidity needs of the District.

Investments may be acquired on behalf of the District ~~considering such individual investments~~ as part of an overall strategy within the limits imposed by law and this Investment Policy. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the ~~Board~~ legislative body to a federally regulated financial investment institution ~~(Institution) whose normal course of~~

~~business is investments., who The Institution shall~~ thereafter assumes full responsibility for those transactions until the delegation of authority is renewed, revoked, or expires, and shall make a monthly report of those transactions to the ~~Board.legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.~~

#### 4.0 OBJECTIVE:

The primary objectives ~~for,~~ investing, reinvesting, purchasing, acquiring, exchanging, selling or managing District funds shall be:

**4.1 Safety:** Safeguarding the principal is the foremost objective of this Investment Policy ~~and overall investment portfolio. Investments of District funds shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective,~~ Diversification of investments is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**4.2 Liquidity:** The District's investment portfolio shall remain sufficiently liquid to enable the District to meet all reasonably anticipated operating requirements ~~which might be reasonably anticipated.~~

**4.3 Return on Investments:** The District's investment portfolio shall ~~be designed with the objective of~~ attaining a rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

#### 5.0 DELEGATION OF AUTHORITY:

**5.1** ~~Authority to manage the District's investment program is derived from the following: California Government Code sections 53600 and 53601. The Board recognizes that the authority, duties and responsibilities for handling District funds for investment purposes are imposed upon the Board as a whole under the aforementioned Government Code sections. The Board further recognizes and acknowledges that Government Code section 53607 allows the Board as the "legislative body" of the District to delegate such authority, duties and responsibilities.~~ For purposes of this Investment Policy, the duties and responsibilities set forth herein are hereby delegated to the District's Administrative Finance Manager, unless delegated to a

federally regulated financial investment institution ~~whose regular course of business is investments~~ per California Government Code sections, 53600, 53601, and 53607.

- 5.2 ~~The Board has also created and appointed the Board officer position of Treasurer.~~—The Board Treasurer shall exercise special oversight responsibilities pertaining to District investments. The Board has established specific procedures that require certain approvals be obtained by the Administrative Finance Manager and the General Manager consistent with this Investment Policy.
- 5.3 For purposes of this Investment Policy, the “Finance Committee” means the committee of at least three board members appointed by the President of the Board to so serve, including the Treasurer who shall be the Chair of the Finance Committee. The Finance Committee shall exercise oversight responsibilities pertaining to District investments. The Board has established specific procedures that require certain approvals be obtained from the Finance Committee consistent with this Investment Policy.
- 5.4 Management responsibility for this Investment Policy is hereby delegated to the Administrative Finance Manager who shall have all fiduciary duties and responsibilities imposed by law under Government Code sections 53600 et. seq. and other applicable laws. The Administrative Finance Manager, subject to review and approval by the Finance Committee and the Board, shall establish written procedures for the administration and implementation of this Investment Policy. Procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures adopted by the Board. The Administrative Finance Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff members and District officials.
- 5.5** The Administrative Finance Manager shall make a monthly report to the Board of all investment transactions. Such report shall be presented first to the Finance committee~~Treasurer~~ for review along with all documentation to support and substantiate the report.

## **6.0 ETHICS AND CONFLICTS OF INTEREST:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper administration and implementation of this Investment Policy or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board President any material financial interest in financial institutions that conduct business with the District, and they shall further disclose any personal financial/investment positions that could be related to any District transaction or activity conducted or performed pursuant to this Investment Policy. Nothing contained in this section should be construed as limiting the applicability of any law pertaining to conflicts of interest.

## **7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:**

7.1 Investments authorized pursuant to Government Code section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Corporations Code section 25004, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Financial Code section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.

7.2 All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Administrative Finance Manager with the following:

- Audited financial statements
- National Association of Security Dealers certification
- Proof of state registration
- Certification of having read and agreement to abide by the District's investment Policy and depository contracts

7.3 The Administrative Finance Manager shall maintain a list of qualified Financial Institutions that have been approved by the Finance Committee. An annual review of the financial condition and registration of qualified Financial Institutions will be conducted by the Administrative Finance Manager and presented for review to the Finance Committee.

**7.4** A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests. ~~Each Financial Institution will normally be limited to receipt and handling of a maximum of \$4,000,000 plus a 25% buffer for temporary investment opportunities).~~

**8.0 AUTHORIZED AND SUITABLE INVESTMENTS:**

The District is provided a broad spectrum of eligible investments under California Government Code Section 53600 et seq (See Appendix A). The District may choose to restrict its permitted investments to a smaller list of securities that more closely fits the District’s cash flow needs and requirements for liquidity. If a type of investment is added to California State Code 53600, it will not be added to the District’s Authorized Investment List until this policy is amended and approved by the Board of Trustees. If a type of investment permitted by the District should be removed from California State Code 53600, it will be deemed concurrently removed from the District’s Authorized Investment List, but existing holdings may be held until they mature if it is in the best interest of the District, ~~and~~ recommended by the Finance Committee, and approved by the Board of Trustees.

Credit criteria listed in this Policy refers to the credit rating of the issuing organization at the time the security is purchased. The District may from time to time be invested in a security whose rating is downgraded. In the event rating drops below the minimum allowed by this Policy, the Administrative Finance Manager will review and recommend an appropriate plan of action to the Finance Committee and Board no less frequently than quarterly. If the District has an Investment Advisor, the Investment Advisor will notify the Administrative Finance Manager and recommend a plan of action. Percentage limits refer to the percentage at the time the security is purchased.

**8.1 PERMITTED INVESTMENTS:**

The Administrative Finance Manager shall be permitted to invest in the following financial investments:

INVESTMENT TYPE	MAXIMUM SPECIFIED % OF PORTFOLIO	MAXIMUM MATURITY	MINIMUM QUALITY REQUIREMENTS	STATE 53600 % OF TOTAL LIMITS/ MATURITY LIMITS
Local Agency Investment Fund (LAIF)	75 %	N/A	None	N/A / N/A

Negotiable Certificates of Deposit	30%	5 years	FDIC Insured or fully collateralized	30% / 5 years
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State Obligations—CA and Others	30 %	5 years	AA	N/A / N/A
CA Local Agency Obligations	30 %	5 years	AAA	N/A / N/A
Joint Powers Authority Pool	30 %	None	AA	N/A / N/A
Riverside County Pooled Investment Funds	75%	None	None	N/A / N/A
Money Market / Passbook Savings / Demand Deposits	20 %	None	FDIC Insured or fully collateralized	20 % / N/A
Medium-Term Notes	30 %	5 years	A	30 % / 5 years
Mortgage Pass-Through Securities	20 %	5 years	AA	20 % / 5 years
U.S. Treasury Obligations	50 %	5 years	AA	5 year / N/A
U.S. Agency Securities	<del>50</del> -75 %	5 years	AA	5 year / N/A

One of the purposes of this Investment Policy is to define what investments are permitted. If a type of security is not specifically authorized by this policy, it is not a permitted investment.

## 8.2 LIMITATIONS ON TRANSFERS

[All transfers from District operating accounts are subject to the following limitations:](#)

The majority of District funds are deposited with Local Agency Investment Fund (LAIF) and Riverside County Pooled Investment Funds (the County) to the meet the District's investment objectives goals in order of importance of safety, liquidity and return on investment. Funds invested outside of LAIF and the County require Board approval and are reviewed annually during the budget process. Investments maturing that need reinvesting or transferring to operating account for cash flow purposes, these will be shown in the monthly treasurer's report.

All transfers to or from the District's Investment Accounts as provided by this Investment Policy may not exceed a total of \$300,000 (Three Hundred Thousand Dollars) per month and must be approved in advance by the General Manager and by the Treasurer. If the Treasurer is unavailable, any other Board member's approval may be obtained instead. Transfers between \$300,001(Three Hundred Thousand and One Dollar) and \$500,000(Five Hundred Thousand Dollars) in any month may only be made with the prior approval of the Finance Committee, and transactions in excess of \$500,000 (Five Hundred Thousand Dollars) in any month will require prior approval of the Board. In construing this paragraph, the limitations herein shall be considered cumulative, and not per transaction.

## **9.0 INVESTMENT POOLS:**

With the exception of the investment pool authorized by Government Code section 16429.1 et. seq. (Local Agency Investment Fund) and Government Code Section §53601.8, no District funds shall be invested in any investment pool.

## **10.0 COLLATERALIZATION:**

Collateralization will be required on two types of investments: certificates of deposits over \$250,000 and repurchase agreements.

Collateral will always be held by an independent third party with whom the District has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Administrative Finance Manager and retained.

The right of collateral substitution is granted subject to review and approval by the Administrative Finance Manager and Treasurer or the Finance Committee.

#### **11.0 SAFEKEEPING AND CUSTODY:**

All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Administrative Finance Manager and evidenced by safekeeping receipts.

#### **12.0 DIVERSIFICATION:**

The District will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 75% of the District's excess funds (all money except operating funds with the County of Riverside, designated commercial bank and General Reserve) will be invested in a single security type or with a single financial institution including LAIF.

#### **13.0 MAXIMUM MATURITIES:**

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District shall not directly invest in securities maturing more than five (5) years ~~two (2) years~~ from the date of purchase. However, the District may collateralize its repurchase agreements using longer-dated investments not to exceed five (5) years to maturity.

Reserve funds may not be invested in securities exceeding five (5) years.

#### **14.0 INTERNAL CONTROL:**

The ~~Treasurer~~ District shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with this Investment Policy and all other applicable policies and procedures. This will be accomplished by requesting the current independent auditor to mention compliance assurance in the engagement letter and to follow through with reporting the findings in the annual audit.

#### **15.0 PERFORMANCE STANDARDS:**



The investment portfolio shall be designed with the objectives of (1) safety, (2) liquidity and, (3) investment return through budgetary and economic cycles and the constraints of cash flow needs.

**15.1 Market Yield (Benchmark):** The District's investment strategy is passive. Given this strategy, the basis used by the Administrative Finance Manager to determine whether market yields are being achieved shall be ~~the Merrill Lynch 1-3 Year Government Index.~~ [US Treasury](#)

## **16.0 REPORTING:**

16.1 The Administrative Finance Manager shall make a monthly report of investment transactions to the Board of Trustees,

16.2 The Administrative Finance Manager shall ~~also~~ provide to the Finance Committee at the end of each month a report that provides a clear picture of the status of the current investment portfolio. The monthly ~~management-finance~~ report shall include all information required by Government Code § section 53646 ~~and comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investments by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.~~

Schedules for the monthly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category which identifies the issuer of each security
- Average life and final maturity of all investments listed
- Coupon, discount or earning rate
- Dollar value, Par value, Amortized Book Value and Market Value
- Percentage of the Portfolio represented by each investment category
- A statement denoting the ability to meet District expenditure requirement for the next six months
- Report required to be submitted within 30 days of month end

## **17.0 INVESTMENT POLICY ADOPTION:**

The District's Investment Policy shall be annually reviewed by the Finance Committee and any revisions presented for approval by resolution to the Board. ~~and adopted by resolution of the Board. The policy shall be reviewed annually by the Finance Committee prior to submission to the Board.~~

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~~COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT~~

~~INVESTMENT PROCEDURE CONTROLS~~

~~1.0 INTERNAL CONTROLS~~

~~Internal controls for warrants and investments shall be established and reviewed on a semi-annual basis. The controls are designed to prevent losses of public funds arising from fraud, error, misrepresentations of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District.~~

~~The most important controls are:~~

- ~~Separation of duties;~~
- ~~Separation of transaction authority from accounting and bookkeeping;~~
- ~~Custodial safekeeping when appropriate;~~
- ~~Delegation of authority;~~
- ~~Investment dollar limits;~~
- ~~Written confirmation of telephone transactions;~~
- ~~Minimizing the number of authorized investment officials;~~
- ~~Documentation of transactions; and~~
- ~~Annual review of controls by the District Auditor.~~

~~2.0 AUTHORIZED ACTIVITIES~~

~~The Administrative Finance Manager, subject to written approval by the General Manager and prior approval of the Treasurer or the Treasurer's designee is the only individual authorized to transfer invested District funds (within the limits stated in Section 8.1 and elsewhere in the Investment Policy). Only in the absence of the Administrative Finance Manager can the General Manager transfer funds *with* prior approval of the Treasurer. The written approval authorizing the transaction will be submitted to the financial institution.~~

~~Each month, the Administrative Finance Manager shall provide the General Manager with a written report of all investments coming due in the following month. The Administrative Finance Manager and General Manager shall propose alternatives to reinvesting or depositing such investments and submit such proposals, along with the written report to the Treasurer for review and approval.~~

~~\_\_\_\_\_The Administrative Finance Manager shall continue to manage the general ledger accounts, generate all warrants and determine the funds necessary to cover said warrants.~~

~~\_\_\_\_\_A monthly investment report shall be prepared and presented to the Board of Trustees for approval.~~

~~\_\_\_\_\_Written confirmations will be obtained, and maintained on file, for all investment transactions.~~

~~\_\_\_\_\_Where appropriate, all financial securities shall be held by a third party custodial agency for safekeeping under contract.~~

~~\_\_\_\_\_The District will receive an independent review of all investment activities from a professional auditing firm on at least an annual basis.~~

~~\_\_\_\_\_The District shall maintain Fidelity Insurance coverage, up to \$2,000,000 for unintentional, and \$2,000,000 for intentional, errors of District officials. The Administrative Finance Manager, the Treasurer and General Manager shall be specifically covered.~~

### ~~\_\_\_\_\_~~ **3.0 ADMINISTRATIVE FINANCE MANAGER'S DELEGATED DUTIES**

~~\_\_\_\_\_Pursuant to Section §5.4 of the District's Investment Policy, in addition to all fiduciary or other responsibilities imposed by the provisions of Government Code section § 53600 et. seq. upon the financial officer of a local agency, the following specific responsibilities are delegated to the Administrative Finance Manager who shall at all times be accountable to the Treasurer, the Finance Committee and the Board in the performance of such duties~~

~~\_\_\_\_\_Invest or reinvest and submit monthly reports of all such transactions to the Board and provide quarterly or other appropriate reports to the Finance Committee and the Board as required by law (*Government Code sections §53607 and 53646*).~~

~~\_\_\_\_\_Deliver, deposit and safeguard securities as required by law in which funds are invested pursuant to the provisions of (*Government Code sections 53601 and 53608*).~~

~~\_\_\_\_\_Ensure that all no District funds invested within the restrictions imposed by the District's Investment policy and the law (Government Code section § 53601.6).~~

~~are in a prohibited investment, including but not limited to those identified in Government Code section § 53601.6 and that investments are made within the restrictions imposed by the District's Investment Policy.~~

~~———— Ensure that appropriate security is given for all District funds on deposit (Government Code section §53632.5).~~

~~———— Ensure compliance with all deposit and depository requirements of the Government Code, including but not limited to sections §§53635, 53637, 53638 and 53640.~~

~~———— Ensure that only qualified broker dealers or purchase agents are utilized to acquire investments (Government Code section §53601.5).~~

~~———— Ensure that all appropriate contracts and assurances are entered into with depositories of District funds and securities pursuant to Government Code sections §§53648, 53649 and 53682.~~

~~———— Ensure that all audits and reports required of depositories of securities are rendered to the District (Government Code section § 53651.4).~~