



Coachella Valley  
Mosquito and Vector  
Control District

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

## **Board of Trustees Meeting**

**Tuesday, June 12, 2018**

**6:00 p.m.**

### **AGENDA**

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

1. **Call to Order** – Shelley Kaplan, President
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Motion to Excuse Absences**
5. **Confirmation of Agenda**
6. **Public Comment**
  - Those wishing to address the Board should complete a Public Comment Card and provide it to the Clerk of the Board.
  - Non-Agenda Items: Anyone wishing to address the Board on items not on the agenda should do so at this time. Each presentation is limited to no more than 3 minutes.
  - Agenda Items: Comments should be made when the agenda item is called. Each presentation is limited to no more than 3 minutes.
7. **Announcements: None.**
8. **Board Reports**
  - A. President's Report – **President Kaplan**
    - Executive Committee (**Pg. 5**)

- B. Finance Committee – **Treasurer Weightman**
  - Finance Committee Minutes (**Pg. 6**)
  - Budget Workshop Minutes, May 8, 2018 (**Pg. 8**)

9. **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 or the public may request an item be pulled from Items of General Consent for separate discussion.

- A. Minutes for May 8, 2018, Board Meeting (**Pg. 10**)
- B. Correspondence (**Pg. 14**)
- C. Approval of Expenditures for May 9-31, 2018, and June 1-12, 2018 (**Pg. 15**)
- D. Informational Items:
  - District Travel (**Pg. 23**)
  - Staff reports from:
    - National Conference on Urban Entomology & Invasive Pest Ant Conference, May 20-23, 2018, in Cary, NC (**Pg. 24**)
- E. Finance Report (**Pg. 25**)
- F. Approval to continue network copying and printing services with Advance Imaging Solutions for 12-months, in an amount not to exceed \$9,500.00 per year, from account #7675.01.200 – Administration Contract Expense and #7675.01.500 – Operations Department Contract Expense – *Budgeted Expense* – **Edward Prendez, Information Technology Manager (Pg. 28)**

10. **Old Business**

- A. Discussion and/or approval of Resolution 2018-08 Adopting the 2018-2021 Strategic Plan – **Jeremy Wittie, M.S., General Manager (Pg. 30)**

11. **New Business**

- A. Discussion and/or approval of Resolution 2018-09 Approving the ratification of the Tentative Agreement by and between the District and employees in the Bargaining Unit represented by CSEA, Chapter 2001 – **Jeremy Wittie, M.S., General Manager and Melanie L. Chaney, Legal Counsel (Pg. 34)**
- B. Discussion and/or approval of Resolution 2018-10 Adopting FY 2018-19 Budget – **David l'Anson, Administrative Finance Manager (Pg. 37)**
- C. Discussion and/or approval of Resolution 2018-11 intention to levy assessments for fiscal year 2018-19, preliminary approval of engineer's report, and providing for notice of hearing for the CVMVCD mosquito, fire ant, and disease surveillance and vector control assessment – **David l'Anson, Administrative Finance Manager (Pg. 49)**

D. Discussion and/or approval to purchase two (2) Micronair AU6539 rotary atomizers and a controller for applications by air, in an amount not to exceed \$10,000.00, from account #7850.01.500.038 – Aerial Applications – *Not Budgeted; Funds Available* – **J. Wakoli Wekesa, PhD, Operations Manager (Pg. 53)**

**12. 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 3 minutes.

**13. Closed Session: None.**

**14. 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.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 43420 Trader Place, Indio, California

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**Certification of Posting**

I certify that on June 6, 2018, 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, 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 June 6, 2018.

\_\_\_\_\_  
Crystal G. Moreno, Clerk of the Board

**SECTION**  
**4**



# **BOARD REPORTS**

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Executive Committee Meeting Minutes

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**TIME:** 9:00 A.M. JUNE 1, 2018

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

**TRUSTEES PRESENT:**

|                |                 |               |                |
|----------------|-----------------|---------------|----------------|
| Cathedral City | Shelley Kaplan  | Rancho Mirage | Franz De Klotz |
| Indian Wells   | Clive Weightman |               |                |

**ABSENT:**

|           |              |
|-----------|--------------|
| La Quinta | Doug Hassett |
|-----------|--------------|

**OTHERS PRESENT:**

Jeremy Wittie, General Manager  
Crystal Moreno, Clerk of the Board

- 1. Call to Order:** President Kaplan called the meeting to order at 9:07 A.M.
- 2. Roll Call:** Roll call indicated three (3) committee members out of four (4) were present.
- 3. Confirmation of Agenda**
- 4. Public Comments:** None.
- 5. Review of Draft June 2018 Board Agenda:**  
The draft Agenda for the June Board Meeting was reviewed by the Committee. A discussion ensued.
- 6. Trustee/Staff Comments:** None.
- 10. Rescheduling of Next Meeting Date:** Due to scheduling conflicts, the Executive Committee will not be meeting in July but will review the agenda prior to finalization.
- 11. Adjournment:** The meeting was adjourned by President Kaplan at 9:19 A.M.

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Finance Committee Meeting Minutes

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**TIME:** 3:30 P.M. MAY 8, 2018

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

**TRUSTEES PRESENT:**

|                |                |              |                 |
|----------------|----------------|--------------|-----------------|
| Cathedral City | Shelley Kaplan | Indian Wells | Clive Weightman |
| Coachella      | Betty Sanchez  |              |                 |

**TRUSTEES ABSENT:** County at Large      Bito Larson

**OTHERS PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager

1. **Call to Order:** Treasurer Weightman called the meeting to order at 3:30p.m.
2. **Roll Call:** Roll call indicated two (2) committee members out of three (3) were present plus President Kaplan as alternative.
3. **Confirmation of Agenda**
4. **Public Comments:** Rancho Mirage resident, Brad Anderson, made a public comment opposing any new benefit assessment.
5. **Items of General Consent:**
  - 5A – **Approval of Minutes from April 10, 2018 and May 2, 2018, Finance Committee Meetings:** On motion from Trustee B. Sanchez seconded by Trustee Weightman, and passed by unanimous vote, the Committee approved the item 5A.
6. **Discussion and/or Approval:**
  - 6A. **Review of Check Report from Abila MIP for the April 11, 2018 to May 4, 2018:** Reviewed by Committee.
  - 6B. **CalCard Charges April 2018:** Reviewed by Committee
  - 6C. **Review of April 2018 Financials:** Reviewed by Committee.
7. **Old Business**

**7A. - Discussion regarding Reserve Study Update:** Administrative Finance Manager l'Anson gave a brief update. Trustee Weightman asked staff to look at the values of the solar panels reported in the reserve study and to prepare a one sheet showing variances between District Capital Facility Budget and the Reserve Study version.

**7B. - Discussion regarding Draft FY 2018/19 Budget:** Reviewed by Committee. Committee directed staff to add unassigned General Fund amount to Reserve for Public Health Emergency and to correct a few typo errors.

**8. Confirmation of Next Meeting:** The next Finance Committee Meeting was scheduled for Tuesday, June 12<sup>th</sup>, at 3:30pm.

**9. Trustee and/or Staff Comments/Future Agenda Items:** None.

**10. Adjournment:** The meeting was adjourned by Treasurer Weightman at 4:08 p.m.

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# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Budget Workshop Minutes

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CALLED TO ORDER: 4:30 P.M. MAY 8, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

### TRUSTEES PRESENT:

|            |                 |                 |
|------------|-----------------|-----------------|
| PRESIDENT: | Shelley Kaplan  | Cathedral City  |
| SECRETARY: | Franz De Klotz  | County at Large |
| TREASURER: | Clive Weightman | Indian Wells    |

|             |               |               |                |
|-------------|---------------|---------------|----------------|
| Coachella   | Betty Sanchez | Palm Springs  | Dr. Doug Kunz  |
| Palm Desert | Doug Walker   | Rancho Mirage | Michael Monroe |

### TRUSTEES ABSENT:

|                    |              |           |              |
|--------------------|--------------|-----------|--------------|
| County at Large    | Bito Larson  | La Quinta | Doug Hassett |
| Desert Hot Springs | Adam Sanchez |           |              |

### OTHERS PRESENT:

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Anita Jones, Human Resources Manager  
Jennifer Henke, Laboratory Manager  
Edward Prendez, IT Manager  
Wakoli Wekesa, Operations Manager

1. **Call to Order:** President Kaplan called the meeting to order at 4:30pm.
2. **Roll Call:** Roll call indicated four (4) Trustees out of ten (10) were present.
3. **Public Comment:** None.
4. **Overview/Discussion of Preliminary FY 2018/19 Budget:** Treasurer Weightman provided a brief introduction of the draft budget. A discussion ensued. General Manager Wittie gave a brief presentation regarding proposed organizational changes for FY 2018/19.
5. **Trustee Comments:** None.
6. **Adjournment:** The meeting was adjourned by Treasurer Weightman at 5:22 p.m.

**SECTION**  
**5**



**ITEMS OF GENERAL CONSENT**

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Board of Trustees Meeting Minutes

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CALLED TO ORDER: 6:00 P.M. MAY 8, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

### TRUSTEES PRESENT:

|            |                 |                 |
|------------|-----------------|-----------------|
| PRESIDENT: | Shelley Kaplan  | Cathedral City  |
| SECRETARY: | Franz De Klotz  | County at Large |
| TREASURER: | Clive Weightman | Indian Wells    |

|                    |               |               |                |
|--------------------|---------------|---------------|----------------|
| Coachella          | Betty Sanchez | Palm Springs  | Dr. Doug Kunz  |
| Desert Hot Springs | Adam Sanchez  | Rancho Mirage | Michael Monroe |
| Palm Desert        | Doug Walker   |               |                |

### TRUSTEES ABSENT:

|                 |             |           |              |
|-----------------|-------------|-----------|--------------|
| County at Large | Bito Larson | La Quinta | Doug Hassett |
|-----------------|-------------|-----------|--------------|

### OTHERS PRESENT:

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Anita Jones, Human Resources Manager  
Jennifer Henke, Laboratory Manager  
J. Wakoli Wekesa, Operations Manager  
Edward Prendez, IT Manager  
Kim Hung, Vector Ecologist  
Bobbie Dieckmann, Field Supervisor  
Mike Martinez, Field Supervisor

- 1. Call to Order:** President Kaplan called the meeting to order at 6:00pm.
- 2. Pledge of Allegiance:** Trustee Monroe led the Pledge of Allegiance.
- 3. Roll Call:** Roll call indicated eight (8) Trustees out of ten (10) were present.
- 4. Motion to Excuse Absences:** On motion from Trustee Kunz seconded by Trustee Weightman, and passed by unanimous vote, the Board of Trustees excused the absences of Vice President Hassett and Trustee Larson.

**Ayes:** Trustees De Klotz, Kaplan, Kunz, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

**Noes:** None.

**Abstained:** None.

**Absent:** Trustees Hassett and Larson.

**5. Confirmation of Agenda**

**6. Public Comment:** None.

**7. Announcements:**

**Response Plan and Research Policy Update:** Laboratory Manager Henke gave a brief presentation on the District's updated response plan and research policy. A discussion ensued.

**Operations Update:** Operations Manager Wekesa gave a brief presentation on the District's operations and proposed drone purchase. A discussion ensued.

**8. Board Reports:**

**8A – President's Report:** President Kaplan thanked staff for their work.

**8B – Finance Committee: Finance Committee Met Prior to Board Meeting:** Treasurer Weightman reported that the Finance Committee met to review the finances. He reported that the District was 83% through the year and net income is looking very good. Revenue is 8% above last year and expenses are under budget. The Finance Committee has been working with staff on the budget and Treasurer Weightman encouraged the Board to read the budget and attend the next budget workshop on June 12<sup>th</sup>.

**9. Items of General Consent:**

- A. Minutes for April 10, 2018, Board Meeting
- B. Correspondence
- C. Approval of Expenditures for April 10-30, 2018, and May 1-8, 2018
- D. Informational Items:
  - Certificate of Achievement for Excellence in Financial Reporting
  - Certificate of Recognition of District's 90<sup>th</sup> Birthday
  - *Updated* February 2018 Operations
  - District Travel
  - Staff reports from:
    - MVCAC Spring Meeting, April 26-27, in Lake Tahoe, CA
- E. Department Reports
- F. Approval of Resolution 2018-06 Amending the CVMVCD Mosquito-borne Virus Surveillance and Emergency Response Plan – **Jennifer A. Henke, M.S., Laboratory Manager**

- G. Approval of Resolution 2018-07 Amending the District's Research Policy – **Jennifer A. Henke, M.S., Laboratory Manager**
- H. Approval for purchase of additional mosquito control product for the fiscal year 2017-18, in an amount not to exceed \$198,000 from Fund# 7800.01.500 – **J. Wakoli Wekesa, PhD, Operations Manager**
- I. Approval to sell surplus District property – **Edward Prendez, Information Technology Manager**
- J. Approval for the Annual Renewal of Abila MIP Fund Accounting Maintenance and Support in an amount not to exceed \$6,000 from Fund #7675.01.210, Computer and Network Systems Maintenance Contracts – **Edward Prendez, Information Technology Manager**
- K. Approval to upgrade environmental chamber dehumidifiers in an amount not to exceed \$40,000 from Capital Budget– **David l'Anson, Administrative Finance Manager**
- L. Approval to send the Laboratory Manager to the Pacific Branch of the Entomological Society of America Conference in Reno, NV June 10-13 in an amount not to exceed \$1,500.00 from Fund #7600.01.400.027, Professional Development – **Jennifer A. Henke, M.S., Laboratory Manager**

General Manager commented that Administrative Finance Manager l'Anson received the Certificate of Achievement for Excellence in Financial Reporting for the tenth year in a row.

Regarding item 9I, Trustee Kunz inquired about what surplus equipment would be sold. Information Technology Manager Prendez responded excess equipment that is not being used.

On motion from Trustee Kunz seconded by Treasurer Weightman, and passed by unanimous vote, the Board of Trustees approved the Items of General Consent.

**Ayes:** Trustees De Klotz, Kaplan, Kunz, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

**Noes:** None.

**Abstained:** None.

**Absent:** Trustees Hassett and Larson.

## 10. Old Business:

**10A. Discussion regarding the draft 2018-2021 Coachella Valley Mosquito and Vector Control District Strategic Plan:** General Manager Wittie provided a brief presentation on the draft strategic plan, mission statement, and values. A discussion ensued.

**10B. Update regarding the status of the District's Thermal facility:** General Manager Wittie provided a brief update on the status of the District's Thermal facility project. A discussion ensued.

**11. New Business:**

**11A. Discussion and/or approval for purchase of Unmanned Aerial System (UAS - drone) including staff training and license fees, in an amount not to exceed \$30,573.00 from Fund #7850.01.500.038, Aerial Applications:** Operations Manager Wekesa provided a brief explanation of the item. A discussion ensued.

On motion from Trustee Sanchez seconded by Treasurer Weightman, and passed by unanimous vote, the Board of Trustees approved the item 11A.

**Ayes:** Trustees De Klotz, Kaplan, Kunz, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

**Noes:** None.

**Abstained:** None.

**Absent:** Trustees Hassett and Larson.

**12. Closed Session:**

**12A. Closed Session: Conference with Labor Negotiations District Representatives: Melanie L. Chaney, Negotiator, and Jeremy Wittie, MS, General Manager; Employee Organization: California School Employees Association (“CSEA”), Chapter 2001**

Returning from Closed Session, President Kaplan reported that there was no reportable action taken.

**13. Trustee Comments, Requests for Future Agenda Items, Travel and/or Staff Actions:**

- Trustee Walker commented that he would not be in attendance at the June Board Meeting and possibly not the July Board Meeting.

**14. Adjournment:** The meeting was adjourned by President Kaplan at 7:27 p.m.

**From:** Sarah Crenshaw  
**Sent:** Monday, May 7, 2018 10:08 AM  
**To:** DistrictWideGroup <districtwidegroup@cvmvcd.org>  
**Subject:** Compliment Call - Ramon Gonzalez & Alfonso Corona

Good morning,

We just received a call from a resident stating that Ramon is a very hard worker and a great asset to the District! Also, thank you to Alfonso Corona who assisted on the Service Request.

Great Job Ramon!

Thank you,  
*Sarah L Crenshaw*  
Administrative Clerk

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**From:** Roberta Dieckmann  
**Sent:** Monday, May 7, 2018 2:59 PM  
**To:** DistrictWideGroup <districtwidegroup@cvmvcd.org>  
**Subject:** Compliment Call Fernando Gutierrez

I received a call from a resident in Indio thanking Fernando Gutierrez for all of his help and information he gave her while performing a RIFA Service Request. Great job Fernando and keep up the great work of representing the District so well.

Bobbye

Bobbye Dieckmann  
Field Supervisor

**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:

May 9, 2018 to June 5, 2018

| Check No   | Payable To                              | Description                                     | Check Amount | Total Amount      |
|--|---|---|--------------|-------------------|
| -  | Payroll Disbursement 5/18/2018          | -   | 182,436.36   |                   |
| -  | Payroll Disbursement 6/1/2018           | -   | 210,733.95   | <b>393,170.31</b> |
| <b>Pre-Approved Expenditures:</b>                                  |   |   |              |                   |
| <b>Cash - First Foundation Bank Checking</b>                       |   |   |              |                   |
| 41635  | Petty Cash Chkng Account Custodian      | Petty Cash Checking                             | 466.49       |                   |
| 41636  | Petty Cash Custodian Sarah Crenshaw     | Petty Cash                                      | 451.59       |                   |
| 41637  | CalPERS Healthcare                      | Cafeteria Plan 6/1/18-6/30/18                   | 76,934.80    |                   |
| 41638  | CalPERS OPEB Contributions              | Retiree Healthcare 5/1/18-6/30/18               | 52,070.00    |                   |
| 41639  | CalPERS Retirement                      | Retirement Expense 4/15/18-4/28/18              | 22,969.72    |                   |
| 41640  | DirecTV                                 | Utilities 4/25/18-5/24/18                       | 47.50        |                   |
| 41641  | ICMA Retirement Trust                   | Deferred Compensation 4/15/18-4/28/18           | 8,512.63     |                   |
| 41642  | Principal Life Insurance                | Cafeteria Plan Expense 6/1/18-6/30/18           | 10,373.33    |                   |
| 41643  | Standard Insurance Company              | Cafeteria Plan Expense 6/1/18-6/30/18           | 3,049.11     |                   |
| 41644  | Vision Service Plan                     | Cafeteria Plan Expense 6/1/18-6/30/18           | 896.54       | <b>175,771.71</b> |
| <b>Cash - First Foundation Bank Checking</b>                       |   |   |              |                   |
| 41634  | Flusters, The                           | Public Outreach Advertising (Replacement Check) | 800.00       |                   |
| 41645  | Advance Imaging Systems                 | Contract Expense                                | 194.89       |                   |
| 41646  | Airgas Safety                           | Operating Supplies                              | 1,005.14     |                   |
| 41647  | American Engraving                      | Reproduction & Printing                         | 415.41       |                   |
| 41648  | Car Quest Auto Parts                    | Equipment Parts & Supplies                      | 186.78       |                   |
| 41649  | Chevrolet/Cadillac of La Quinta         | Vehicle Parts & Supplies                        | 152.08       |                   |
| 41650  | Clairemont Equipment                    | Repair & Maintenance                            | 163.16       |                   |
| 41651  | CleanExcel                              | Contract Expense                                | 9,705.00     |                   |
| 41652  | C&R Wellness Works                      | Employee Assistance Program                     | 276.00       |                   |
| 41653  | Desert Alarm                            | Repair & Maintenance                            | 180.11       |                   |
| 41654  | Desert Fire Extinguisher                | Contract Services                               | 354.83       |                   |
| 41655  | Desert Resort Security Services         | Contract Services                               | 2,100.00     |                   |
| 41656  | Dudek & Associates                      | Repair & Maintenance Thermal                    | 13,390.00    |                   |
| 41657  | Eisenhower Occupational Health Services | Physician Fees                                  | 280.00       |                   |
| 41658  | Ewing Irrigation                        | Repair & Maintenance                            | 24.29        |                   |
| 41659  | Jernigan's Sporting Goods               | Operating Supplies                              | 465.41       |                   |
| 41660  | Kwik Kleen Of The Desert                | Off-site Maintenance                            | 208.00       |                   |
| 41661  | Leading Edge Associates                 | Aerial Application                              | 30,425.58    |                   |
| 41662  | Liebert Cassidy Whitmore                | Attorney Fees-Personnel                         | 12,956.66    |                   |
| 41663  | Marlin Business Bank                    | Contract Services                               | 811.13       |                   |
| 41664  | Morales, Graciela                       | GM Tuition Reimbursement                        | 484.99       |                   |
| 41665  | NAPA Auto & Truck Parts                 | Non-Capitalized Equipment                       | 3,361.16     |                   |
| 41666  | nfpAccounting Technologies              | Maintenance Contracts                           | 2,962.50     |                   |
| 41667  | Northern Tool & Equipment               | Specialty Vehicle Parts & Supplies              | 67.41        |                   |
| 41668  | Pentair Aquatic Eco-Systems             | Equipment Parts & Supplies                      | 209.02       |                   |
| 41669  | Praxair Distribution                    | Equipment Parts & Supplies                      | 46.05        |                   |
| 41670  | Puretec Industrial Water                | Equipment Parts & Supplies                      | 204.41       |                   |
| 41671  | Rauch Communication Consultants         | Professional Fees                               | 4,870.00     |                   |
| 41672  | Rivco Mechanical Services               | Contract Expense                                | 3,085.34     |                   |
| 41673  | Rutan & Tucker                          | Attorney Fees-General                           | 2,654.50     |                   |
| 41674  | Salton Sea Air Service                  | Aerial Applications                             | 6,800.00     |                   |
| 41675  | SoCo Group                              | Motor Fuel & Oils                               | 11,058.81    |                   |
| 41676  | South Coast AQMD                        | Permits, Licenses & Fees                        | 128.61       |                   |
| 41677  | Donna Margaret Sturgeon                 | Professional Development                        | 500.00       |                   |
| 41678  | TCI Thermal Combustion Innovators       | Operating Supplies                              | 323.56       |                   |
| 41679  | UPS                                     | Postage   | 57.61        |                   |
| 41680  | U.S. Foods                              | Chemical Control                                | 835.00       |                   |
| 41681  | Valent BioSciences                      | Chemical Control                                | 25,056.00    |                   |
| 41682  | Verizon Wireless                        | IT Communications                               | 156.36       |                   |
| 41683  | Verizon Wireless Services               | Maintenance Contracts                           | 391.51       |                   |
| 41684  | Waterlogic Americas                     | Employee Support                                | 213.15       |                   |
| 41685  | Waxie Sanitary Supply                   | Maintenance & Supplies                          | 677.32       |                   |
| 41686  | US Bank                                 | Cal Card  | 112,154.09   | <b>250,391.87</b> |
| <b>Cash - First Foundation Bank Check Run Total to be Approved</b> |   |   |              |                   |
| <b>Total Expenditures: May 9, 2018 to June 5, 2018</b>             |   |   |              | <b>819,333.89</b> |

Shelley Kaplan, President

Clive Weightman, Treasurer

Coachella Valley Mosquito and Vector Control District  
**FINANCES AT A GLANCE**  
**ALL FUNDS COMBINED**  
For the Month Ended May 31, 2018

|  | Beginning of<br>the Month   | Change<br>During<br>the Month | End of<br>the Month         |
|--|-----------------------------|-------------------------------|-----------------------------|
| INVESTMENTS  | \$ 10,496,645               | \$ 3,095,647                  | \$ 13,592,292               |
| CASH   | <u>\$ 102,267</u>           | <u>212,175</u>                | <u>\$ 314,442</u>           |
| INVESTMENTS & CASH   | <u>\$ 10,598,912</u>        | <u>\$ 3,307,822</u>           | <u>\$ 13,906,734</u>        |
| CURRENT ASSETS   | 1,563,507                   | \$ (33,044)                   | 1,530,464                   |
| FIXED ASSETS   | 10,878,714                  | \$ -                          | 10,878,714                  |
| OTHER ASSETS   | 4,576,583                   | \$ -                          | 4,576,583                   |
| TOTAL ASSETS   | <u><u>\$ 27,617,716</u></u> | <u><u>\$ 3,274,778</u></u>    | <u><u>\$ 30,892,494</u></u> |
| TOTAL LIABILITIES  | \$ 5,742,483                | \$ (86,887)                   | \$ 5,655,596                |
| TOTAL DISTRICT EQUITY  | 21,875,233                  | 3,361,665                     | 25,236,898                  |
| TOTAL LIABILITIES & EQUITY   | <u><u>\$ 27,617,716</u></u> | <u><u>\$ 3,274,778</u></u>    | <u><u>\$ 30,892,494</u></u> |
|  |                             |                               |                             |
| RECEIPTS   |                             | \$ 3,953,857                  |                             |
|  |                             |                               |                             |
| CASH DISBURSEMENTS   |                             |                               |                             |
| Payroll  | \$ 356,968                  |                               |                             |
| General Admin  | \$ 289,068                  |                               |                             |
| Total Cash Disbursements   |                             | \$ (646,036)                  |                             |
|  |                             |                               |                             |
| NON-CASH ENTRIES:  |                             | \$ (33,043)                   |                             |
| Accrual Modifications -  |                             |                               |                             |
| Changes in A/P, A/R & Pre-paid insurance                                     |                             |                               |                             |
| Change during Month - Excess of Cash over<br>Receipts & Non-Cash Adjustments |                             | <u><u>\$ 3,274,778</u></u>    |                             |

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**INVESTMENT FUND BALANCES AS OF MAY 31, 2018**

| INSTITUTION      | IDENTIFICATION                 | Issue Date | Maturity Date | YIELD | General Fund  | Thermal Capital Fund | Equipment Fund | BALANCE              |
|------------------|--------------------------------|------------|---------------|-------|---------------|----------------------|----------------|----------------------|
|                  | <b>Investment Fund Balance</b> |            |               |       | 12,688,710.58 | 453,204.83           | 450,376.37     | \$ 13,592,292        |
| L.A.I.F          | Common Investments             |            |               | 1.76% | 5,829,370     | 208,209              | 206,909        | \$ 6,244,488         |
| Riverside County | Funds 51105 & 51115            |            |               | 1.75% | 5,672,893     | 202,620              | 201,355        | \$ 6,076,867         |
| CalTRUST         | Medium Term Fund               |            |               | 1.49% | 458,977       | 16,393               | 16,291         | \$ 491,661           |
| First Foundation | Market Rate                    |            |               | 0.25% | 727,471       | 25,983               | 25,821         | \$ 779,275           |
|                  | <b>Total Investments</b>       |            |               |       | 12,688,711    | 453,205              | 450,376        | \$ <b>13,592,292</b> |

**PORTFOLIO COMPOSITION AS OF MAY 31, 2018**

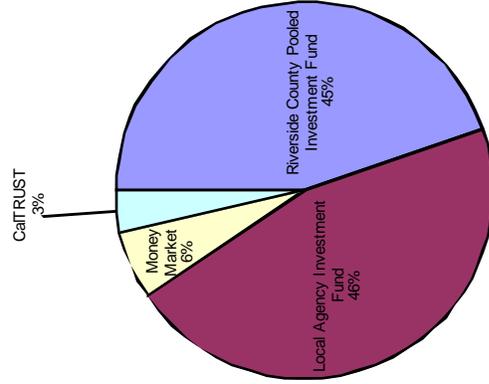
**WEIGHTED YIELD 1.66%**

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

Cash Journal - deposits  
 1000 - Cash - Investments  
 From 5/1/2018 Through 5/31/2018

| Document N...                   | ID            | Payee/Recipient Name          | Transaction Description                  | Effective ... | Deposits     |
|---------------------------------|---------------|-------------------------------|--|---------------|--------------|
| CD00100                         | BradAnderson  | Brad Anderson                 | May Receipts - Public Records Request    | 5/2/2018      | 8.50         |
| 005                             | DESERTRES...  | Desert Resort Management      | Shadow Hills                             | 5/4/2018      | 476.71       |
| CD00092                         | RIVERSIDEC... | Riverside County              | May Receipts - Current Year Suppleme...  | 5/7/2018      | 16,946.83    |
| CD00102                         | USMETALS      | US Metals                     | May Receipts - Recycling                 | 5/7/2018      | 8.75         |
| CD00093                         | RIVERSIDEC... | Riverside County              | May Receipts - Prior Year Supplemental   | 5/8/2018      | 1,036.13     |
| CD00094                         | RIVERSIDEC... | Riverside County              | May Receipts - Prior Year Supplement...  | 5/8/2018      | 247.42       |
| CD00096                         | RIVERSIDEC... | Riverside County              | May Receipts - Property Tax SBE 2        | 5/9/2018      | 61,779.99    |
| CD00097                         | RIVERSIDEC... | Riverside County              | May Receipts - Property Tax Current S... | 5/10/2018     | 1,096,154.08 |
| CD00103                         | Racewire      | Racewire dba Blue Star Sports | May Receipts - 5k Registration           | 5/11/2018     | 1,470.00     |
| CD00107                         | RIVERSIDEC... | Riverside County              | May Receipts - Pass Through Increment    | 5/14/2018     | 2,093,218.77 |
| CD00101                         |               |                               | May Receipts - Core Deposit Return       | 5/14/2018     | 100.00       |
| CD00105                         | JillOviatt    | Jill Oviatt                   | May Receipts - Travel Reimbursement      | 5/18/2018     | 509.81       |
| CD00106                         | USBANK        | US Bank                       | May Receipts - Calcard Rebate            | 5/21/2018     | 1,978.55     |
| CD00104                         | PACEBUTLER    | Pace Butler                   | May Receipts - Recycling old cell phones | 5/21/2018     | 4.00         |
| CD00095                         | RIVERSIDEC... | Riverside County              | May Receipts - Benefit Assessment        | 5/21/2018     | 679,744.15   |
| CD00108                         | FIRSTFOUN...  | First Foundation Bank         | May Receipts - Bank Interest             | 5/31/2018     | 173.43       |
| Total 1000 - Cash - Investments |               |                               |  |               | 3,953,857.12 |
| Report Total                    |               |                               |  |               | 3,953,857.12 |

CVMVCD  
Statement of Revenue and Expenditures  
From 7/1/2017 Through 5/31/2018

|                                | <b>Budget -<br/>Original</b>    | Current Year<br>Actual     | Budget Variance            | % Y-T-D                   |
|--------------------------------|---------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Revenues</b>                |                                 |                            |                            |                           |
| 4000                           | Property Tax - Current Secured  | <b>3,698,334.00</b>        | 3,440,879.98               | (257,454.02) 93.0%        |
| 4010                           | Property Tax - Curr. Supplmntl  | <b>30,000.00</b>           | 48,517.17                  | 18,517.17 161.7%          |
| 4020                           | Property Tax - Curr. Unsecured  | <b>141,427.00</b>          | 145,598.63                 | 4,171.63 102.9%           |
| 4030                           | Homeowners Tax Relief           | <b>46,936.00</b>           | 34,344.39                  | (12,591.61) 73.2%         |
| 4070                           | Property Tax - Prior Supp.      | <b>18,500.00</b>           | 24,508.89                  | 6,008.89 132.5%           |
| 4080                           | Property Tax - Prior Unsecured  | <b>7,000.00</b>            | 0.00                       | (7,000.00) 0.0%           |
| 4090                           | Redevelopment Pass-Thru         | <b>4,260,487.00</b>        | 4,134,368.56               | (126,118.44) 97.0%        |
| 4520                           | Interest Income - LAIF/CDs      | <b>100,000.00</b>          | 98,733.39                  | (1,266.61) 98.7%          |
| 4530                           | Other Miscellaneous Receipts    | <b>63,000.00</b>           | 52,705.14                  | (10,294.86) 83.7%         |
| 4551                           | Benefit Assessment Income       | <b>1,620,638.00</b>        | <u>1,563,914.10</u>        | (56,723.90) 96.5%         |
|                                | <b>Total Revenues</b>           | <b><u>9,986,322.00</u></b> | <b><u>9,543,570.25</u></b> | <b>(442,751.75) 95.6%</b> |
| <b>Expenditures</b>            |                                 |                            |                            |                           |
| <b>Payroll Expenses</b>        |                                 |                            |                            |                           |
| 5101                           | Payroll - FT                    | <b>4,448,098.00</b>        | 3,911,581.36               | 536,516.64 87.9%          |
| 5102                           | Payroll Seasonal                | <b>167,800.00</b>          | 171,025.50                 | (3,225.50) 101.9%         |
| 5103                           | Temporary Services              | <b>6,900.00</b>            | 6,900.00                   | 0.00 100.0%               |
| 5105                           | Payroll - Overtime Expense      | <b>42,000.00</b>           | 17,188.81                  | 24,811.19 40.9%           |
| 5150                           | CalPERS State Retirement        | <b>490,340.00</b>          | 408,523.44                 | 81,816.56 83.3%           |
| 5155                           | Social Security Expense         | <b>286,090.00</b>          | 257,769.86                 | 28,320.14 90.1%           |
| 5165                           | Medicare Expense                | <b>66,909.00</b>           | 61,312.88                  | 5,596.12 91.6%            |
| 5170                           | Cafeteria Plan                  | <b>1,030,961.00</b>        | 915,296.50                 | 115,664.50 88.8%          |
| 5172                           | Retiree Healthcare              | <b>342,420.00</b>          | 341,641.88                 | 778.12 99.8%              |
| 5180                           | Deferred Compensation           | <b>93,153.00</b>           | 68,041.30                  | 25,111.70 73.0%           |
| 5195                           | Unemployment Insurance          | <b>34,669.00</b>           | <u>34,183.04</u>           | 485.96 98.6%              |
|                                | <b>Total Payroll Expenses</b>   | <b><u>7,009,340.00</u></b> | <b>6,193,464.57</b>        | <b>815,875.43 88.4%</b>   |
| <b>Administrative Expenses</b> |                                 |                            |                            |                           |
| 5250                           | Tuition Reimbursement           | <b>15,000.00</b>           | 6,383.73                   | 8,616.27 42.6%            |
| 5300                           | Employee Incentive              | <b>6,000.00</b>            | 5,282.68                   | 717.32 88.0%              |
| 5301                           | Employee Support                | <b>4,000.00</b>            | 3,287.27                   | 712.73 82.2%              |
| 5302                           | Wellness                        | <b>2,500.00</b>            | 0.00                       | 2,500.00 0.0%             |
| 5305                           | Employee Assistance Program     | <b>2,800.00</b>            | 2,872.00                   | (72.00) 102.6%            |
| 6000                           | Property & Liability Insurance  | <b>113,647.00</b>          | 22,141.50                  | 91,505.50 19.5%           |
| 6001                           | Workers' Compensation Insurance | <b>252,350.00</b>          | 98,619.87                  | 153,730.13 39.1%          |
| 6050                           | Dues & Memberships              | <b>23,530.00</b>           | 22,602.50                  | 927.50 96.1%              |
| 6060                           | Reproduction & Printing         | <b>22,600.00</b>           | 7,481.54                   | 15,118.46 33.1%           |
| 6065                           | Recruitment/Advertising         | <b>4,000.00</b>            | 4,475.55                   | (475.55) 111.9%           |
| 6070                           | Office Supplies                 | <b>17,900.00</b>           | 13,331.25                  | 4,568.75 74.5%            |
| 6075                           | Postage                         | <b>8,000.00</b>            | 5,583.40                   | 2,416.60 69.8%            |
| 6080                           | Computer & Network Systems      | <b>5,000.00</b>            | 4,867.30                   | 132.70 97.3%              |
| 6085                           | Bank Service Charges            | <b>200.00</b>              | 69.36                      | 130.64 34.7%              |
| 6090                           | Local Agency Formation Comm.    | <b>1,100.00</b>            | 1,184.22                   | (84.22) 107.7%            |
| 6095                           | Professional Fees               | <b>72,000.00</b>           | 69,891.33                  | 2,108.67 97.1%            |
| 6100                           | Attorney Fees                   | <b>81,000.00</b>           | 100,059.75                 | (19,059.75) 123.5%        |
| 6106                           | HR Risk Management              | <b>4,500.00</b>            | 4,500.00                   | 0.00 100.0%               |
| 6110                           | Conference Expense              | <b>39,600.00</b>           | 37,782.79                  | 1,817.21 95.4%            |
| 6115                           | In-Lieu                         | <b>13,200.00</b>           | 11,800.00                  | 1,400.00 89.4%            |
| 6120                           | Trustee Support                 | <b>4,000.00</b>            | 3,700.29                   | 299.71 92.5%              |
| 6200                           | Meetings Expense                | <b>2,000.00</b>            | 1,962.96                   | 37.04 98.1%               |

CVMVCD  
Statement of Revenue and Expenditures  
From 7/1/2017 Through 5/31/2018

|   |                                | <b>Budget -</b>     | Current Year |                 |         |
|---|--------------------------------|---------------------|--------------|-----------------|---------|
|   |                                | <b>Original</b>     | Actual       | Budget Variance | % Y-T-D |
| 6210  | Promotion & Education          | 20,000.00           | 19,739.97    | 260.03          | 98.7%   |
| 6220  | Public Outreach Advertising    | 40,000.00           | 14,077.40    | 25,922.60       | 35.2%   |
| 6500  | Benefit Assessment Expenses    | 88,440.00           | 95,761.11    | (7,321.11)      | 108.3%  |
| <b>Total Administrative Expenses</b>          |                                | <b>843,367.00</b>   | 557,457.77   | 285,909.23      | 66.1%   |
| <b>Utilities</b>                              |                                |                     |              |                 |         |
| 6400  | Utilities                      | 105,000.00          | 81,234.84    | 23,765.16       | 77.4%   |
| 6410  | Telecommunications             | 11,300.00           | 6,796.38     | 4,503.62        | 60.1%   |
| <b>Total Utilities</b>                        |                                | <b>116,300.00</b>   | 88,031.22    | 28,268.78       | 75.7%   |
| <b>Operating</b>                              |                                |                     |              |                 |         |
| 7000  | Uniform Expense                | 24,450.00           | 23,753.97    | 696.03          | 97.2%   |
| 7050  | Safety Expense                 | 20,550.00           | 17,291.02    | 3,258.98        | 84.1%   |
| 7100  | Physican Fees                  | 5,000.00            | 5,110.00     | (110.00)        | 102.2%  |
| 7150  | IT Communications              | 36,200.00           | 30,937.05    | 5,262.95        | 85.5%   |
| 7200  | Household Supplies             | 4,000.00            | 2,584.92     | 1,415.08        | 64.6%   |
| 7300  | Repair & Maintenance           | 42,000.00           | 30,758.35    | 11,241.65       | 73.2%   |
| 7310  | Maintenance & Calibration      | 8,000.00            | 4,995.75     | 3,004.25        | 62.4%   |
| 7350  | Permits, Licenses & Fees       | 12,500.00           | 4,767.20     | 7,732.80        | 38.1%   |
| 7400  | Vehicle Parts & Supplies       | 29,000.00           | 25,194.10    | 3,805.90        | 86.9%   |
| 7420  | Offsite Vehicle Maint & Repair | 6,000.00            | 10,024.73    | (4,024.73)      | 167.1%  |
| 7450  | Equipment Parts & Supplies     | 19,500.00           | 16,552.08    | 2,947.92        | 84.9%   |
| 7500  | Small Tools Furniture & Equip  | 1,700.00            | 1,080.54     | 619.46          | 63.6%   |
| 7550  | Lab Supplies & Expense         | 30,500.00           | 21,718.54    | 8,781.46        | 71.2%   |
| 7570  | Green Pool Surveillance        | 22,000.00           | 0.00         | 22,000.00       | 0.0%    |
| 7575  | Surveillance                   | 38,500.00           | 35,224.79    | 3,275.21        | 91.5%   |
| 7600  | Staff Training                 | 60,200.00           | 40,637.92    | 19,562.08       | 67.5%   |
| 7650  | Equipment Rental               | 1,000.00            | 287.88       | 712.12          | 28.8%   |
| 7675  | Contract Services              | 153,100.00          | 130,304.15   | 22,795.85       | 85.1%   |
| 7700  | Motor Fuel & Oils              | 68,200.00           | 71,108.70    | (2,908.70)      | 104.3%  |
| 7750  | Field Supplies                 | 9,400.00            | 3,697.59     | 5,702.41        | 39.3%   |
| 7800  | Control Products               | 772,500.00          | 482,834.38   | 289,665.62      | 62.5%   |
| 7850  | Aerial Applications            | 145,500.00          | 82,850.58    | 62,649.42       | 56.9%   |
| 8415  | Capital Outlay                 | 35,000.00           | 25,244.92    | 9,755.08        | 72.1%   |
| 8487  | Furniture & Equipment          | 5,000.00            | 1,245.09     | 3,754.91        | 24.9%   |
| 8510  | Research Projects              | 120,000.00          | 120,000.00   | 0.00            | 100.0%  |
| 9000  | Contingency Expense            | 154,980.00          | 0.00         | 154,980.00      | 0.0%    |
| <b>Total Operating</b>                        |                                | <b>1,824,780.00</b> | 1,188,204.25 | 636,575.75      | 65.1%   |
| <b>Contribution to Capital Reserves</b>       |                                |                     |              |                 |         |
| 8900  | Transfer to other funds        | 192,534.00          | 0.00         | 192,534.00      | 0.0%    |
| <b>Total Contribution to Capital Reserves</b> |                                | <b>192,534.00</b>   | 0.00         | 192,534.00      | 0.0%    |
| <b>Total Expenditures</b>                     |                                | <b>9,986,321.00</b> | 8,027,157.81 | 1,959,163.19    | 80.4%   |
| <b>Net revenue over/(under) expenditures</b>  |                                | <b>1.00</b>         | 1,516,412.44 |                 |         |

**CVMVCD**  
Balance Sheet  
As of 5/31/2018  
(In Whole Numbers)

|                        |                                | Current Year |
|------------------------|--------------------------------|--------------|
| <b>Assets</b>          |                                |              |
| Cash and Investments   |                                |              |
| 1000                   | Cash - Investments             | 13,592,292   |
| 1016                   | Petty Cash                     | 500          |
| 1017                   | Petty Cash Checking            | 1,500        |
| 1025                   | First Foundation - General     | 11,049       |
| 1026                   | First Foundation - Payroll     | 301,393      |
|                        | Total Cash and Investments     | 13,906,733   |
| Current Assets         |                                |              |
| 1080                   | Interest Receivable            | 11,730       |
| 1085                   | Inventory                      | 428,414      |
| 1168                   | Prepaid Insurance              | 48,295       |
| 1169                   | Deposits                       | 1,042,025    |
|                        | Total Current Assets           | 1,530,464    |
| Fixed Assets           |                                |              |
| 1300                   | Equipment/Vehicles             | 1,685,368    |
| 1310                   | Computer Equipment             | 417,111      |
| 1311                   | GIS Computer Systems           | 301,598      |
| 1320                   | Office Furniture & Equipment   | 1,206,328    |
| 1330                   | Land                           | 417,873      |
| 1335                   | Oleander Building              | 5,665,862    |
| 1336                   | Signage                        | 23,651       |
| 1340                   | Structures & Improvements      | 3,026,126    |
| 1341                   | Bio Control Building           | 6,963,768    |
| 1342                   | Bio Control Equip/Furn         | 32,034       |
| 1399                   | Accumulated Depreciation       | (8,861,005)  |
|                        | Total Fixed Assets             | 10,878,714   |
| Other Assets           |                                |              |
| 1520                   | Resources to Be Provided       | 3,489,922    |
| 1525                   | Deferred Outflows of Resources | 1,086,661    |
|                        | Total Other Assets             | 4,576,583    |
|                        | Total Assets                   | 30,892,494   |
| <b>Liabilities</b>     |                                |              |
| Short-term Liabilities |                                |              |
| Accounts Payable       |                                |              |
| 2015                   | Credit Card Payable            | 111,466      |
| 2020                   | Accounts Payable               | 3,764        |
| 2030                   | Accrued Payroll                | 138,044      |
| 2040                   | Payroll Taxes Payable          | 62,124       |
| 2175                   | Claims/Judgements Payable      | 591          |
| 2185                   | Employee Dues                  | 5,803        |
|                        | Total Accounts Payable         | 321,792      |

**CVMVCD**  
Balance Sheet  
As of 5/31/2018  
(In Whole Numbers)

|      |   | <u>Current Year</u>      |
|------|---|--------------------------|
|      | Total Short-term Liabilities              | <u>321,792</u>           |
|      | Long-term Liabilities                     |                          |
| 2100 | Pollution Remediation Obligati            | 2,100,000                |
| 2110 | OPEB Obligation                           | 1,032,754                |
| 2200 | Net Pension Liability                     | 1,392,005                |
| 2210 | Deferred Inflows of Resources             | 229,218                  |
| 2500 | Compensated Absences Payable              | 579,827                  |
|      | Total Long-term Liabilities               | <u>5,333,805</u>         |
|      | Total Liabilities                         | <u>5,655,596</u>         |
|      | Fund Balance                              |                          |
|      | Non Spendable Fund Balance                |                          |
| 3920 | Investment in Fixed Assets                | 10,698,793               |
| 3945 | Reserve for Prepays & Deposit             | 1,053,466                |
| 3960 | Reserve for Inventory                     | 304,047                  |
|      | Total Non Spendable Fund Balance          | <u>12,056,306</u>        |
|      | Committed Fund Balance                    |                          |
| 3965 | Public Health Emergency                   | 3,328,774                |
|      | Total Committed Fund Balance              | <u>3,328,774</u>         |
|      | Assigned Fund Balance                     |                          |
| 3910 | Reserve for Operations                    | 5,991,793                |
| 3925 | Reserve for Future Healthcare Liabilities | 994,582                  |
| 3955 | Thermal Remediation Fund                  | 452,244                  |
| 3970 | Reserve for IT Replacement                | 195,714                  |
| 3971 | Reserve for Vehicle Replacement           | 762,192                  |
| 3985 | Reserve for Facility Capital Improvements | 994,582                  |
|      | Total Assigned Fund Balance               | <u>9,391,107</u>         |
|      | Unassigned Fund Balance                   |                          |
| 3900 | Fund Equity                               | <u>(531,750)</u>         |
|      | Total Unassigned Fund Balance             | <u>(531,750)</u>         |
|      | Current YTD Net Income                    | 992,461                  |
|      | Total Current YTD Net Income              | <u>992,461</u>           |
|      | Total Fund Balance                        | <u>25,236,898</u>        |
|      | Total Liabilities and Net Assets          | <u><u>30,892,494</u></u> |



**Coachella Valley Mosquito and Vector  
Control District**

**Staff Report**

**June 12, 2018**

**Agenda Item:** Informational Item

District Travel – **Crystal G. Moreno, Executive Assistant/Clerk of the Board**

**Background:**

**September 24-27, 2018: CSDA Annual Conference (Indian Wells, CA)** ~ “The CSDA Annual Conference & Exhibitor Showcase is the one conference special district Leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts. Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over thirty breakout session options, network with your peers and more at the leadership conference for special districts.”

**Requests to attend must be made by the SEPTEMBER 2018 BOARD MEETING.**



## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 12, 2018

**Agenda Item:** Informational Item

Staff report from:

- National Conference on Urban Entomology & Invasive Pest Ant Conference, May 20-23, 2018, in Cary, NC

**Report:**

This year, the annual Imported Fire Ant and Invasive Pest Ant conference occurred in conjunction with the National Conference on Urban Entomology. This is an opportunity for staff to meet with extension and research faculty as well as industry professionals from throughout the United States and Canada. Talks on the latest research and methods to control fire ants and other urban pest species allow staff to learn about new products and techniques.

This year the National Conference on Urban Entomology & Invasive Pest Ant Annual Conference hosted sessions on:

- Bed bug ecology and pesticide resistance
- Fire ant management
- Tick ecology and management
- Assessment-based pest management
- Cockroaches and termites
- Real-world applications of molecular research

David Oi, Research Entomologist with USDA-ARS, presented his work funded by the District documenting the use of water-resistant fire ant baits and normal fire ant baits under wet conditions.

**ATTENDEES:**

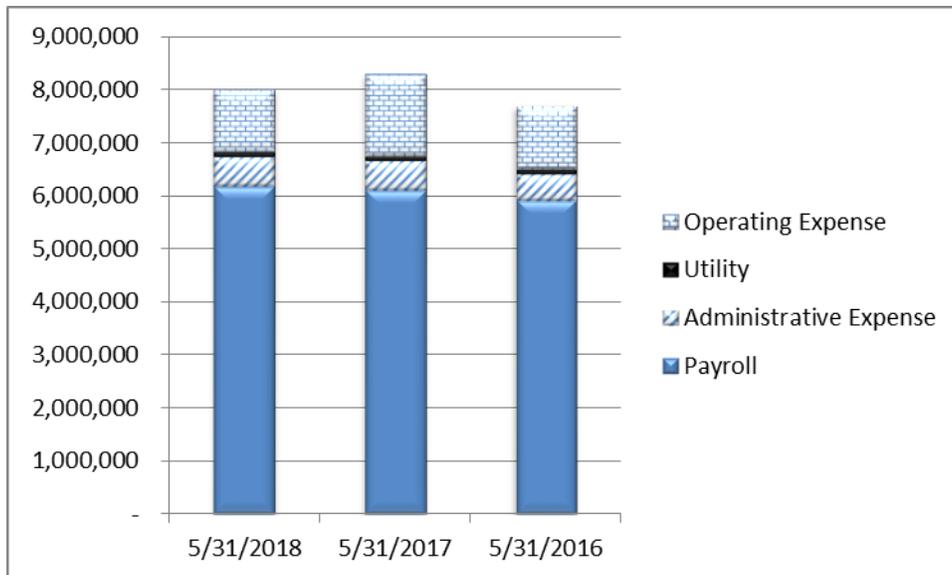
Kim Hung, Vector Ecologist  
Michael Martinez, Field Supervisor  
Chris Cavanaugh, Biologist  
Gregorio Alvarado, Lead Technician

## FINANCE

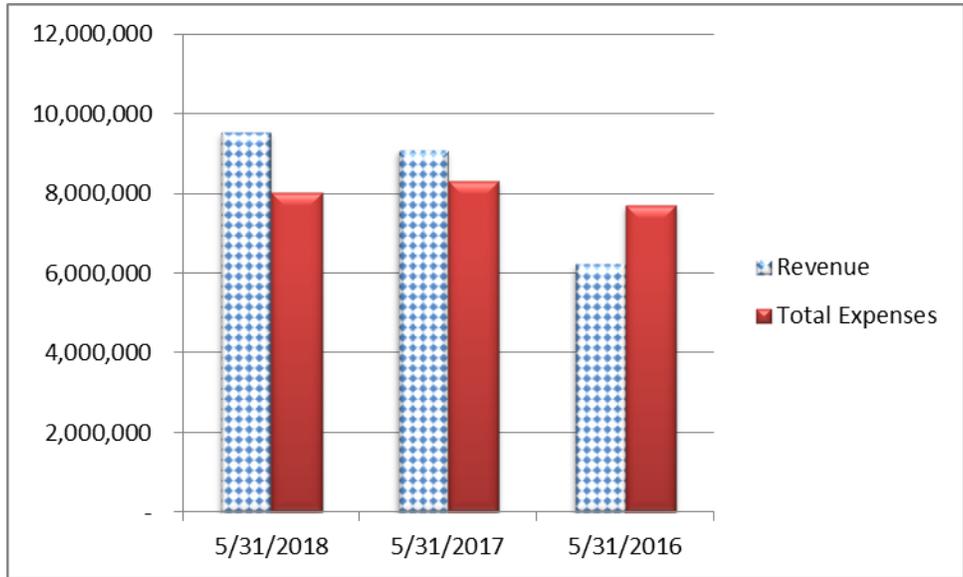
The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending May 31, 2018. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2017 to May 31, 2018 is \$8,027,158; total revenue is \$9,543,570 resulting in excess revenue over (under) expenditure for the year to May 31, 2018 of \$1,516,412.

### THREE YEAR FINANCIALS

|                        | 5/31/2018        | 5/31/2017        | 5/31/2016          |
|------------------------|------------------|------------------|--------------------|
| <b>Total Revenue</b>   | <b>9,543,570</b> | <b>9,092,342</b> | <b>6,223,543</b>   |
| Expenses               |                  |                  |                    |
| Payroll                | 6,193,465        | 6,125,974        | 5,913,461          |
| Administrative Expense | 557,458          | 545,056          | 512,824            |
| Utility                | 88,031           | 103,113          | 94,370             |
| Operating Expense      | 1,188,204        | 1,537,846        | 1,182,285          |
| <b>Total Expenses</b>  | <b>8,027,158</b> | <b>8,311,989</b> | <b>7,702,940</b>   |
|                        |                  |                  |                    |
| <b>Profit (Loss)</b>   | <b>1,516,412</b> | <b>780,353</b>   | <b>(1,479,397)</b> |
|                        |                  |                  |                    |
| Capital Expenses       | -                | 49,829           | 80,838             |



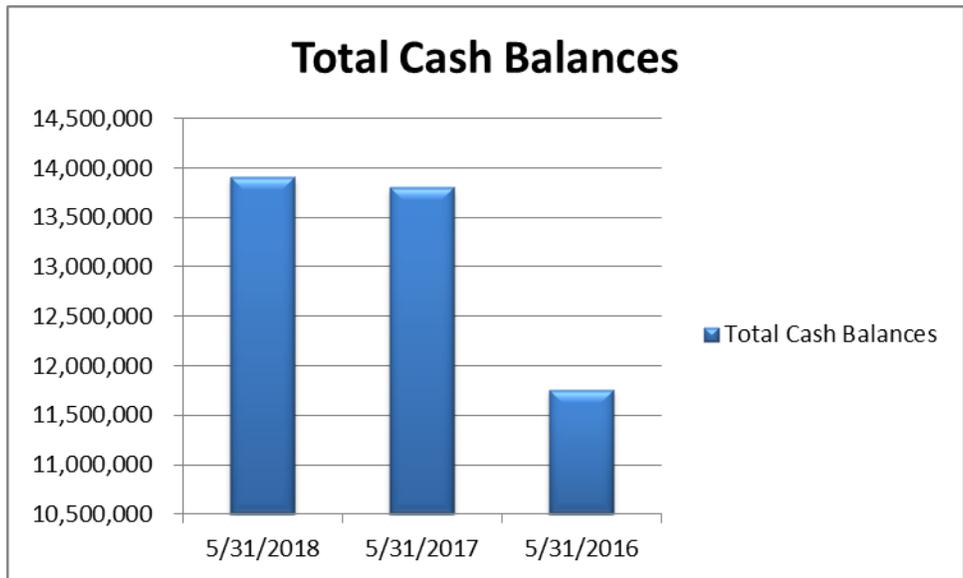
**Figure 1 Three Year Expenditure**



**Figure 2 Three Year Revenue & Expenditure**

**THREE YEAR CASH BALANCE**

| <b>CASH BALANCES</b>       | <b>5/31/2018</b>  | <b>5/31/2017</b>  | <b>5/31/2016</b>  |
|----------------------------|-------------------|-------------------|-------------------|
| Investment Balance         | 13,592,292        | 13,508,966        | 11,686,744        |
| Checking Accounting        | 11,049            | 11,967            | 5,088             |
| Payroll Account            | 301,393           | 281,833           | 65,978            |
| Petty Cash                 | 2,000             | 2,000             | 2,000             |
| <b>TOTAL CASH BALANCES</b> | <b>13,906,734</b> | <b>13,804,766</b> | <b>11,759,810</b> |

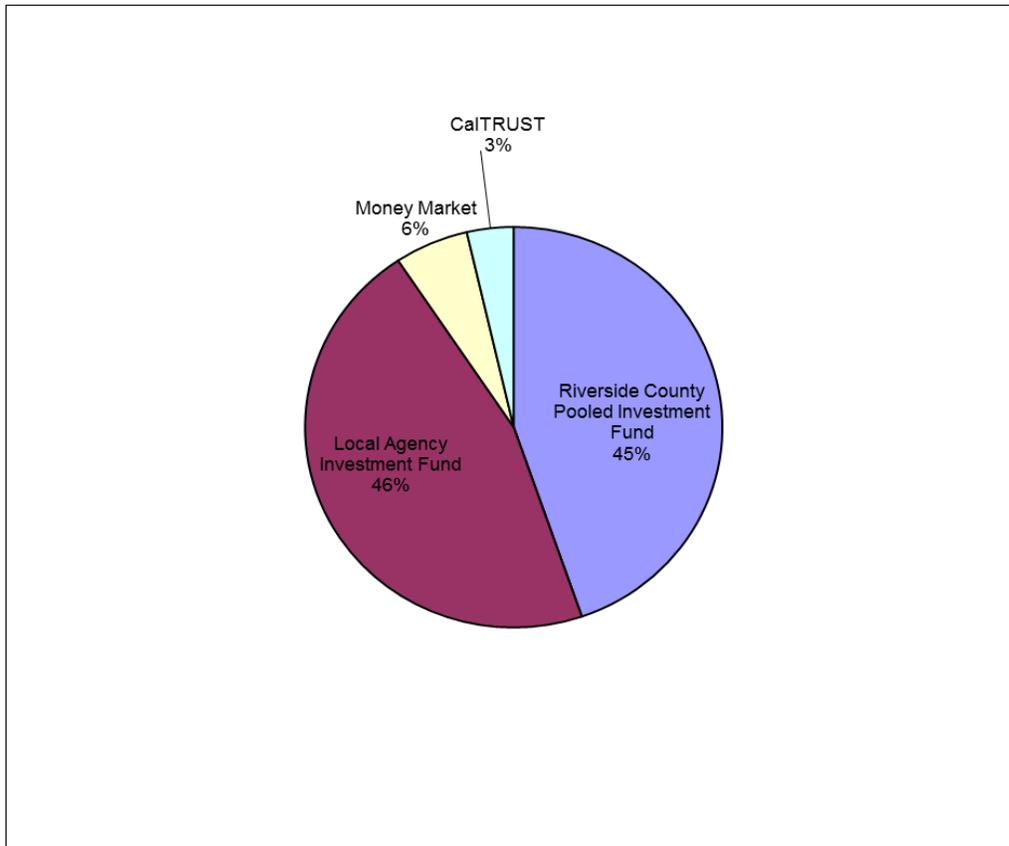


**Figure 3 Cash Balances**

**DISTRICT INVESTMENT PORTFOLIO 5/31/2018**

The District's investment fund balance for the period ending May 31, 2018 is \$13,592,292. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 46% of the District's investments; the Riverside County Pooled Investment Fund is 45% of the total.

The LAIF yield for the end of May was 1.76% and the Riverside County Pooled Investment Fund was 1.75%; this gives an overall weighted yield for District investments of 1.66%.



**Figure 4 Investment Portfolio 4-30-18**

|      | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  |
|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 2011 | 0.66 | 0.67 | 0.66 | 0.64 | 0.65 | 0.61 | 0.60 | 0.56 | 0.56 | 0.54 | 0.53 | 0.52 |
| 2012 | 0.53 | 0.51 | 0.50 | 0.50 | 0.47 | 0.46 | 0.47 | 0.43 | 0.43 | 0.41 | 0.39 | 0.34 |
| 2013 | 0.33 | 0.34 | 0.33 | 0.32 | 0.32 | 0.32 | 0.32 | 0.32 | 0.31 | 0.30 | 0.32 | 0.29 |
| 2014 | 0.27 | 0.30 | 0.33 | 0.31 | 0.30 | 0.30 | 0.34 | 0.37 | 0.35 | 0.37 | 0.35 | 0.39 |
| 2015 | 0.37 | 0.40 | 0.36 | 0.35 | 0.37 | 0.39 | 0.41 | 0.41 | 0.43 | 0.43 | 0.44 | 0.46 |
| 2016 | 0.50 | 0.55 | 0.57 | 0.56 | 0.54 | 0.61 | 0.57 | 0.63 | 0.64 | 0.63 | 0.69 | 0.73 |
| 2017 | 0.74 | 0.75 | 0.81 | 0.91 | 0.92 | 0.99 | 1.04 | 1.00 | 1.07 | 1.10 | 1.13 | 1.20 |
| 2018 | 1.22 | 1.32 | 1.48 | 1.51 | 1.66 |      |      |      |      |      |      |      |

**Figure 5 District Investments Weighted Yield**

|   |  |  |   |
|---|--|--|---|
|    | <p align="center"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p align="center"><b>Staff Report</b></p> |  | <p align="center"><b>June 12, 2018</b></p>          |
| <p><b>Agenda Item:</b> Items of General Consent</p> <p>Approval to continue network copying and printing services with Advance Imaging Solutions for 36-months in an amount not to exceed \$9,500 per year from account #7675.01.200 – Administration Contract Expense and #7675.01.500 – Operations Department Contract Expense – <b>Edward Prendez, Information Technology Manager</b></p>  |  |  |   |
| <p><b>Background:</b></p> <p>The network printing lease expired in November of 2017; a 36-month service lease contract began with Advance Imaging Solutions to provide the District with printing, scanning and faxing capabilities. The lease included QTY (1) Kyocera TASKalfa 6501i black &amp; white digital imaging copier and printer for Administration and QTY (1) Kyocera TASKalfa 6551ci color digital imaging copier and printer for Operations. The monthly lease is based on a 36-month AEPA/CalSAVE special fair market value lease pricing. Printers serve as the Primary Print Stations for all staff. Administration Printer provides 7,000 black copies/prints per month in the agreement and the Operations Printer provides 7,000 black copies/prints per month with a .045 cost per color. Each month, the District approximately incurs cost of \$776.50 per month, or \$9,318 a year based on usage.</p> |  |  |   |
| <p><b>Staff Recommendation:</b></p> <ul style="list-style-type: none"> <li>Continue the agreement for QTY (1) Kyocera TASKalfa 6501i &amp; QTY (1) Kyocera TASKalfa 6551ci Printers in an amount not to exceed \$9,500.00 annually from account #7675.01.200 – Administration Contract Expense and #7675.01.500 – Operations Department Contract Expense.</li> </ul>  |  |  |   |
| <p><b>Fiscal Impact:</b></p>  |  |  |   |
| <p align="center">FY2018-19<br/>Budget<br/>7675.01.200 &amp;<br/>7675.01.500</p>  | <p align="center">Current Available<br/>Funds</p>  | <p align="center">Proposed Expense</p> | <p align="center">Remaining Available<br/>Funds</p> |
| <p align="center"><b>\$13,000</b></p>   | <p align="center"><b>\$13,000</b></p>  | <p align="center"><b>\$9,500</b></p>   | <p align="center"><b>\$3,500</b></p>                |

**SECTION  
6**



# **OLD BUSINESS**



## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 12, 2018

**Agenda Item:** Items of General Consent

Discussion and/or approval of Resolution 2018-08 Adopting the 2018-2021 Strategic Plan –  
**Jeremy Wittie, M.S., General Manager**

**Background:**

The Board of Trustees, District Management and Supervisory staff participated in a day-long strategic planning workshop on February 7, 2018 facilitated by the District's strategic planning consultant. At the workshop, the group reviewed the results of the strategic planning interviews, undertook a number of exercises to examine the current state of the District, identified critical issues and opportunities expected to confront the District in the future, and discussed priorities.

During the April 10 Board meeting, the District General Manager facilitated the Board of Trustees through a review and discussion of the draft Goals and Objectives that were developed from the discussion at the Strategic Planning workshop. Comments and direction was taken and incorporated into the final Strategic Plan Goal and Objective statements.

At the May Board meeting the General Manager briefly reviewed the final version of the Strategic Plan Goals and Objectives and led a discussion to review the District's mission statement, core values, and revise the District's vision statement with input from the Board of Trustees.

After receiving input and direction at the May Board meeting, the General Manager worked with staff and the District's strategic planning consultant to create the final Strategic Plan document that is presented tonight for approval by Board of Trustees. General Manager Wittie will also share points from the *strategic implementation plan* which will guide District staff in reaching the goals and objectives set by the Board over the course of the next three years.

**Staff Recommendation:**

- Staff recommends the approval of Resolution 2018-08 Adopting the 2018-21 Strategic Plan.

**Fiscal Impact:**

- N/A

**Resolution No. 2018-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
ADOPTING THE 2018-2021 STRATEGIC PLAN**

**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

**WHEREAS**, the District wishes to use the 2018-2021 Strategic Plan to help incorporate strategic issues into Board and management planning, decision-making, program monitoring and performance measurement; and

**WHEREAS**, the District is also committed to improving any and all aspects of District functions with the assistance and input from the Board of Trustees and management staff.

**NOW, THEREFORE, BE IT RESOLVED THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. Adoption of Strategic Plan.**

The Board hereby adopts the 2018-2021 Strategic Plan, a copy of which is attached hereto as Exhibit “A,” and incorporated herein by this reference.

**Section 3. Effective Date.**

This Resolution shall take effect immediately 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 June, 2018.**

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**Shelley Kaplan, President  
Board of Trustees**

**ATTEST:**

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**Crystal G. Moreno, Clerk of the Board**

**APPROVED AS TO FORM:**

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**M. Katherine Jenson, General Counsel**

**REVIEWED:**

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

**SECTION  
7**



# **NEW BUSINESS**



**Coachella Valley Mosquito and Vector  
Control District**

**June 12, 2018**

**Staff Report**

**Agenda Item:** New Business

Discussion and/or approval of Resolution 2018-09 Approving the ratification of the Tentative Agreement by and between the District and employees in the Bargaining Unit represented by CSEA, Chapter 2001 – **Jeremy Wittie, M.S., General Manager and Melanie L. Chaney, Legal Counsel**

**Background:**

District representatives and CSEA representatives have reached a Tentative Agreement on matters related to wages, hours, terms and conditions of employment for the employees in the Bargaining Unit. The proposed term of the next Memorandum of Understanding is three years, retroactively commencing July 1, 2017, and terminating on June 30, 2020.

The specifics of the Tentative Agreement have been discussed previously in Closed Session and it has been placed on the Open Session agenda for public discussion purposes and final action, if the Board deems it appropriate at this time. (An oral report will be made during open session describing the main highlights of the Tentative Agreement.)

**Staff Recommendation:**

Staff recommends that the Board of Trustees adopts Resolution 2018-08 Approving the ratification of the Tentative Agreement by and between the District and employees in the Bargaining Unit represented by CSEA, Chapter 2001.

**Attachments:**

- Resolution 2018-09

**Fiscal Impact:**

- N/A

**Resolution No. 2018-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL  
DISTRICT RATIFYING THE TENTATIVE AGREEMENT BY AND  
BETWEEN THE DISTRICT AND CHAPTER 2001 OF THE CALIFORNIA  
SCHOOL EMPLOYEES ASSOCIATION**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“District”) and Chapter 2001 of the California School Employees Association (“CSEA”) entered into a Memorandum of Understanding (“MOU”) pursuant to the Meyers-Millias-Brown Act (Government Code Section 3500 et seq.) covering wages, hours and other terms and conditions of employment for all vector control technicians, shop mechanic(s), utility worker(s), maintenance worker(s), laboratory assistant(s), laboratory technician(s), in the Bargaining Units represented by the CSEA, which expired June 30, 2017; and

**WHEREAS**, District representatives and CSEA representatives have reached a Tentative Agreement on matters related to a successor MOU, with a proposed term of three years, commencing July 1, 2017, and terminating on June 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. Ratification of Tentative Agreement.**

The Tentative Agreement is hereby ratified and approved.

**Section 3. Preparation of Memorandum of Understanding.**

The District’s General Manager and General Counsel are hereby directed to prepare the final Memorandum of Understanding by and between the District and CSEA consistent with the terms and conditions of the Tentative Agreement and cause the same to be fully executed by the parties.

**Section 4. Effective Date.**

This Resolution shall take effect immediately upon its adoption.

**Section 5. 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.

**PASSED, ADOPTED AND APPROVED, this 12th day of June, 2018.**

---

**Shelley Kaplan, President  
Board of Trustees**

**ATTEST:**

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**Crystal G. Moreno, Clerk of the Board**

**APPROVED AS TO FORM:**

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**M. Katherine Jenson, General Counsel**

**REVIEWED:**

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



**Coachella Valley Mosquito and Vector Control District**

**June 12, 2018**

**Staff Report**

**Agenda Item: New Business**

Discussion and/or approval of Resolution 2018-10 Adopting FY 2018-19 Budget – **David I’Anson, Administrative Finance Manager**

**Background:**

The District’s budget is split into Operating Budget, Facility Capital Improvement Budget, Thermal Facility Remediation Fund, Capital Replacement Budget, and Equipment Budget. The following is a brief summary:

- NEW POSITION PUBLIC INFORMATION OFFICER FUNDED AT 0.8 FULL TIME EQUIVALENT (FTE)
- SIGNIFICANT EFFORT HAS BEEN EXPENDED THIS YEAR TO FOCUS ON THE LONG TERM FINANCIAL VIABILITY AND STABILITY OF THE DISTRICT. THIS HAS FOCUSED ON ENSURING SUFFICIENT FUNDS ARE BEING SET ASIDE IN RESERVE TO MEET THE ON-GOING CAPITALS (SEE RESERVES SECTION BELOW FOR DETAILS)
- BASED OM CAPITAL RESERVE STUDY – TRANSFER FROM OPERATING BUDGET IN 2018/2019 TO “CAPITAL FACILITY REPLACEMENT FUND RESERVES” \$299,900
- BASED ON CAPITAL RESERVE STUDY TRANSFER FROM GENERAL FUND IN JULY 2018 TO “CAPITAL FACILITY REPLACEMENT FUND RESERVES” \$1,500,000
- BASED ON INTERNAL PLANNING TRANSFER FROM GENERAL FUND JULY 2018 TO “CAPITAL EQUIPMENT REPLACEMENT FUND RESERVE” \$1,000,125
- BENEFIT ASSESSMENT TO INCREASE BY \$2.28 PER SFE FROM \$10.21 TO \$12.49

**Operating Budget Revenue:**

Revenue for Fiscal Year (FY) 2018/19 is forecast to **rise by 7.6 percent.**

| REVENUE                | ADOPTED<br>BUDGET<br>2017-2018 | ESTIMATED<br>ACTUAL<br>6/30/2018 | %<br>DIFFERENCE | PROPOSED<br>BUDGET<br>2018-2019 | %<br>DIFFERENCE |
|------------------------|--------------------------------|----------------------------------|-----------------|---------------------------------|-----------------|
| PROPERTY TAXES CURRENT | 8,177,183                      | 7,966,209                        | -2.6%           | <b>8,284,857</b>                | <b>4.0%</b>     |
| PROPERTY TAXES PRIOR   | 25,500                         | 37,079                           | 45.4%           | <b>38,562</b>                   | <b>4.0%</b>     |
| INTEREST INCOME        | 100,000                        | 100,134                          | 0.1%            | <b>100,000</b>                  | <b>-0.1%</b>    |
| MISCELLANEOUS          | 63,000                         | 17,340                           | -72.5%          | <b>63,000</b>                   | <b>263.3%</b>   |
| BENEFIT ASSESSMENT     | 1,620,638                      | 1,620,638                        | 0.0%            | <b>1,996,366</b>                | <b>23.2%</b>    |
| <b>TOTAL</b>           | <b>\$9,986,321</b>             | <b>\$9,741,400</b>               | <b>-2.5%</b>    | <b>\$10,482,785</b>             | <b>7.6%</b>     |

**Operating Budget Expenditure:**

Overall Operating Expenditure for FY 2017/18 is forecast to ***rise 15.6 percent***

| EXPENDITURE                               | ADOPTED<br>BUDGET<br>2017-2018 | ESTIMATED<br>ACTUAL<br>6/30/2018 | %<br>DIFFERENCE | PROPOSED<br>BUDGET<br>2018-2019 | %<br>DIFFERENCE |
|---|--------------------------------|----------------------------------|-----------------|---------------------------------|-----------------|
| PAYROLL                                   | 7,009,340                      | 6,850,499                        | -2.3%           | 7,394,104                       | 7.9%            |
| ADMINISTRATIVE                            | 843,367                        | 623,119                          | -26.1%          | 662,535                         | 6.6%            |
| UTILITY                                   | 116,300                        | 111,276                          | -4.3%           | 116,000                         | 4.2%            |
| OPERATING                                 | 1,824,780                      | 1,292,685                        | -29.2%          | 1,827,532                       | 41.4%           |
| CONTRIBUTION TO CAPITAL<br>RESERVES       | 192,534                        | 192,534                          | 0               | 482,614                         | 150.7%          |
| <b>TOTAL EXPENSES &amp;<br/>TRANSFERS</b> | <b>\$9,986,321</b>             | <b>\$9,070,113</b>               | <b>-9.1%</b>    | <b>\$10,482,785</b>             | <b>15.6%</b>    |

**Capital Equipment Replacement Fund Reserve Budget** totals \$590,750 which includes replacement of 14 vehicles. These items are all funded from the accumulated reserves and transfer from Operating Budget.

The **Thermal Remediation Reserve** includes rental revenue of \$17,119 and a fund transfer from the General Fund of \$44,750. The Thermal Budget includes remediation work; \$450,000 has been set aside for this. Ending fund balance for Thermal Remediation Reserve is estimated to be \$78,583

**FY2018-19 Capital Facility Replacement Fund Reserve Budget** includes capital expenses for areas, General Common Area, Building Interiors, Building Exteriors and Mechanical totaling \$137,900. This is funded from a transfer from the General Fund of \$1.5 million, and an annual transfer \$299,900 based on the funding schedule shown in the Capital Replacement Fund Reserve Budget for the 70 components within the four areas.

**Balanced Operating Budget**

Operating budget expenditure including contingency planning and contribution to capital reserves is \$10,482,785, total revenue is \$10,482,785.

**Staff Recommendation:**

- Approval of Resolution 2018-10, adopting FY 2018-19 Budget.

**Attachments:**

- Resolution 2018-10
- FY 2018-19 Budget

**RESOLUTION NO. 2018-10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR  
CONTROL DISTRICT ADOPTING THE  
FISCAL YEAR 2018-19 BUDGET**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“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

**WHEREAS**, the District’s Board of Trustees (“Board”) has been granted the statutory authority and responsibility to administer the financial affairs of the District; and

**WHEREAS**, California Health and Safety Code section 2070(a) provides that on or before August 1 of each year, the Board shall adopt a final budget, which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) and Article 1 (commencing with Section 1121) of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations; and

**WHEREAS**, the Board reviewed the Fiscal Year 2018-2019 Budget for the District (“Fiscal Year 2017-2018 Budget”), attached hereto as Exhibit A and incorporated herein by this reference, and determined that said budget conforms to all applicable regulations;

**WHEREAS**, the Board desires to adopt the Fiscal Year 2018-2019 Budget.

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

**Section 1. Recitals.**

That the recitals set forth above are true and correct.

**Section 2. Adoption of Budget.**

The Board hereby adopts the Fiscal Year 2018-2019 Budget, which shall be made available for public inspection in the office of the District Manager.

**Section 3. Transmit to County.**

That pursuant to California Health and Safety Code Section 2070(b), the Board hereby directs the District Manager to cause a copy of the Fiscal Year 2018-2019 Budget to be transmitted to the Riverside County Auditor-Controller's Office.

**Section 4. Severability.**

The Board declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**Section 5. Repeal of Conflicting Provisions.**

That all the provisions heretofore adopted by the Board that are in conflict with the provisions of this Resolution are hereby repealed.

**Section 6. Effective Date.**

This Resolution shall take effect immediately upon its adoption.

**Section 7. Certification.**

The Clerk of the Board shall certify 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 12<sup>th</sup> day of June, 2018.**

\_\_\_\_\_  
Shelley Kaplan, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Crystal G. Moreno, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
M. Katherine Jenson, General Counsel

**REVIEWED:**

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

**EXHIBIT "A"**

**COACHELLA VALLEY MOSQUITO AND  
VECTOR CONTROL DISTRICT  
FISCAL YEAR 2017-18 BUDGET**

**Coachella Valley Mosquito and Vector Control District  
GENERAL OPERATING BUDGET**

|   | <u>Proposed Budget<br/>2018-2019</u> | <u>Adopted Budget<br/>2017-2018</u> | <u>Estimated Actual<br/>2017-2018</u> | <u>Actual<br/>2016-2017</u> |
|---|--------------------------------------|-------------------------------------|---------------------------------------|-----------------------------|
| <b>Beginning Spendable Fund Balance</b> | <b>11,981,018</b>                    | 11,660,556                          | 11,309,731                            | 11,318,929                  |
| <b>REVENUES</b>                         |                                      |                                     |                                       |                             |
| Property Taxes Current                  | 8,284,857                            | 8,177,183                           | 7,966,209                             | 7,693,856                   |
| Property Taxes Prior                    | 38,562                               | 25,500                              | 37,079                                | 30,719                      |
| Interest Income                         | 100,000                              | 100,000                             | 100,134                               | 74,184                      |
| Miscellaneous Revenue                   | 63,000                               | 63,000                              | 17,340                                | 110,296                     |
| *Benefit Assessment Income              | 1,996,366                            | 1,620,638                           | 1,620,638                             | 1,452,379                   |
| <b>TOTAL REVENUES</b>                   | <b>10,482,785</b>                    | 9,986,321                           | 9,741,399                             | 9,361,434                   |
| <b>EXPENSES</b>                         |                                      |                                     |                                       |                             |
| <b>Payroll Expense</b>                  |                                      |                                     |                                       |                             |
| 5101 Pay roll - Full Time               | 4,686,031                            | 4,448,097                           | 4,367,263                             | 4,351,881                   |
| 5102 Pay roll - Seasonal                | 208,460                              | 167,800                             | 171,634                               | 184,383                     |
| 5103 Temporary Services                 | 6,900                                | 6,900                               | 6,900                                 | -                           |
| 5105 Overtime Expenses                  | 41,700                               | 42,000                              | 16,289                                | 18,996                      |
| 5150 CalPERS Employer Payment of Unfunc | 132,568                              | 103,215                             | 103,215                               | 95,099                      |
| 5150 CalPERS State Retirement Expense   | 433,890                              | 387,125                             | 371,630                               | 350,484                     |
| 5155 Social Security Expense            | 302,827                              | 286,090                             | 283,208                               | 272,826                     |
| 5165 Medicare Expense                   | 70,822                               | 66,908                              | 63,733                                | 68,075                      |
| 5170 Cafeteria Plan Expense             | 1,031,051                            | 1,030,961                           | 1,003,637                             | 972,046                     |
| 5172 Retiree Healthcare                 | 342,420                              | 342,420                             | 337,485                               | 338,453                     |
| 5180 Deferred Compensation              | 101,029                              | 93,154                              | 90,836                                | 83,631                      |
| 5195 Unemployment Insurance             | 36,405                               | 34,669                              | 34,669                                | 33,648                      |
| Total Payroll Expense                   | <b>7,394,104</b>                     | 7,009,340                           | 6,850,499                             | 6,769,523                   |
| <b>Administrative Expense</b>           |                                      |                                     |                                       |                             |
| 5250 Tuition Reimbursement              | 15,000                               | 15,000                              | 6,604                                 | 18,290                      |
| 5300 Employee Incentiv e                | 6,000                                | 6,000                               | 6,568                                 | 3,430                       |
| 5301 Employee Support                   | 4,000                                | 4,000                               | 3,859                                 | 4,136                       |
| 5302 Wellness                           | 600                                  | 2,500                               | -                                     | 605                         |
| 5305 Employee Assistance Program        | 3,200                                | 2,800                               | 3,093                                 | 3,072                       |
| 6000 Property & Liability Insurance     | 139,895                              | 113,647                             | 121,448                               | 66,687                      |
| Retrospective Adjustment                | (60,000)                             |                                     | (89,278)                              |                             |
| <b>Sub Total</b>                        | <b>79,895</b>                        |                                     |                                       |                             |
| 6001 Workers' Compensation Insurance    | 215,730                              | 252,350                             | 252,194                               | 172,533                     |
| Retrospective Adjustment                | (130,000)                            |                                     | (132,558)                             |                             |
| <b>Sub Total</b>                        | <b>85,730</b>                        |                                     |                                       |                             |
| 6050 Dues & Memberships                 | 25,480                               | 23,530                              | 22,504                                | 21,273                      |
| 6060 Public Outreach Materials          | 21,750                               | 22,600                              | 8,475                                 | 7,733                       |
| 6065 Recruitment/Advertising            | 6,500                                | 4,000                               | 5,195                                 | 4,795                       |
| 6070 Office Supplies                    | 14,980                               | 17,900                              | 14,379                                | 18,955                      |
| 6075 Postage                            | 8,500                                | 8,000                               | 7,087                                 | 7,220                       |
| 6080 Computer & Network Systems         | 5,000                                | 5,000                               | 5,673                                 | 3,617                       |
| 6085 Bank Service Charges               | 200                                  | 200                                 | 92                                    | 160                         |
| 6090 Local Agency Formation Commission  | 1,200                                | 1,100                               | 1,184                                 | 1,044                       |
| 6095 Professional Fees                  |                                      |                                     |                                       |                             |
| Administration                          | -                                    | 50,000                              | 41,666                                | 15,541                      |
| Information Systems                     | 3,500                                | 2,000                               | 757                                   | 765                         |
| Finance                                 | 43,000                               | 20,000                              | 23,800                                | 26,928                      |
| Human Resources                         | 6,500                                |                                     |                                       |                             |
| 6100 Attorney Fees - General Counsel    | 50,000                               | 50,000                              | 39,837                                | 40,338                      |
| 6100 Attorney Fees - Labor Relations    | 5,000                                | 20,000                              | 33,741                                | 27,944                      |

**Coachella Valley Mosquito and Vector Control District  
GENERAL OPERATING BUDGET**

|   | <b>Proposed Budget<br/>2018-2019</b> | Adopted Budget<br>2017-2018 | Estimated Actual<br>2017-2018 | Actual<br>2016-2017 |
|---|--------------------------------------|-----------------------------|-------------------------------|---------------------|
| 6100 Attorney Fees - Personnel                | <b>35,000</b>                        | 10,000                      | 27,938                        | 8,092               |
| 6105 Legal Services - Abatement               | <b>1,000</b>                         | 1,000                       | -                             |                     |
| 6106 HR Risk Management                       | <b>4,500</b>                         | 4,500                       | 4,500                         | 4,365               |
| 6110 Conference Expense                       |                                      |                             |                               |                     |
| MVCAC Committee Assignments                   | <b>12,200</b>                        | 9,600                       | 10,154                        | 7,114               |
| Annual Conference Expense                     | <b>18,000</b>                        | 13,200                      | 15,445                        | 8,950               |
| Trustee Travel                                | <b>18,600</b>                        | 16,800                      | 17,826                        | 14,596              |
| 6115 Trustee In-Lieu Expense                  | <b>13,200</b>                        | 13,200                      | 13,200                        | 13,200              |
| 6120 Trustee Support Expense                  | <b>4,000</b>                         | 4,000                       | 4,344                         | 3,932               |
| 6130 Special Events                           |                                      |                             |                               |                     |
| 6200 Meetings Expense                         | <b>2,000</b>                         | 2,000                       | 1,722                         | 1,355               |
| 6210 Promotion & Education                    | <b>26,000</b>                        | 20,000                      | 19,413                        | 16,967              |
| 6220 Public Outreach Advertising              | <b>46,000</b>                        | 40,000                      | 37,066                        | 36,342              |
| 6500 *Benefit Assessment Expense              | <b>96,000</b>                        | 88,440                      | 95,189                        | 86,685              |
| <b>Total Administrative Expense</b>           | <b>662,535</b>                       | 843,367                     | 623,119                       | 646,664             |
| <b>Utility Expense</b>                        |                                      |                             |                               |                     |
| 6400 Utilities                                | <b>105,000</b>                       | 105,000                     | 104,254                       | 99,486              |
| 6410 Telecommunications                       | <b>11,000</b>                        | 11,300                      | 7,022                         | 24,381              |
| <b>Total Utility Expense</b>                  | <b>116,000</b>                       | 116,300                     | 111,276                       | 123,867             |
| <b>Operating Expense</b>                      |                                      |                             |                               |                     |
| 7000 Uniform Expense                          | <b>26,650</b>                        | 24,450                      | 24,782                        | 23,219              |
| 7050 Safety Expense                           | <b>23,350</b>                        | 20,550                      | 21,272                        | 24,287              |
| 7100 Physician Fees                           | <b>4,000</b>                         | 5,000                       | 2,320                         | 1,751               |
| 7150 IT Communications                        | <b>40,000</b>                        | 36,200                      | 33,894                        | 22,859              |
| 7200 Maintenance Supplies                     | <b>4,000</b>                         | 4,000                       | 2,511                         | 4,290               |
| 7300 Building & Grounds Maintenance           | <b>42,000</b>                        | 42,000                      | 33,427                        | 47,813              |
| 7310 Calibration & Certification of Equipment | <b>6,000</b>                         | 8,000                       | 6,661                         | 5,407               |
| 7350 Permits, Licenses & Fees                 | <b>10,850</b>                        | 12,500                      | 5,787                         | 10,254              |
| 7400 Vehicle Maintenance & Repair             | <b>32,000</b>                        | 29,000                      | 26,464                        | 32,035              |
| 7420 Offsite Vehicle Maintenance & Repair     | <b>12,500</b>                        | 6,000                       | 12,321                        | 6,275               |
| 7450 Equipment Parts & Supplies               | <b>16,500</b>                        | 19,500                      | 14,688                        | 18,469              |
| 7500 Small Tools Expense                      | <b>1,700</b>                         | 1,700                       | 1,100                         | 953                 |
| 7550 Lab Operating Supplies                   | <b>30,500</b>                        | 30,500                      | 21,000                        | 20,011              |
| 7570 Green Pool Surveillance                  | <b>25,000</b>                        | 22,000                      | 18,500                        | 17,496              |
| 7575 Surveillance                             | <b>45,500</b>                        | 38,500                      | 38,000                        | 50,706              |
| 7600 Staff Training                           |                                      |                             |                               |                     |
| State Certified Technician Fees               | <b>6,000</b>                         | 6,000                       | 6,470                         | 5,870               |
| State Required CEU                            | <b>1,650</b>                         | 6,550                       | 4,000                         | -                   |
| Professional Development                      | <b>64,350</b>                        | 47,650                      | 34,980                        | 28,556              |
| 7650 Equipment Rentals                        | <b>1,000</b>                         | 1,000                       | 288                           | 773                 |
| 7675 Contract Services                        | -                                    | -                           |                               |                     |
| Administration                                | <b>7,000</b>                         | 7,000                       | 8,063                         | 6,121               |
| Information Systems                           | <b>53,000</b>                        | 51,000                      | 44,508                        | 45,352              |
| Fleet   | <b>18,000</b>                        | 17,700                      | 7,488                         | 7,308               |
| Facilities                                    | <b>45,732</b>                        | 69,400                      | 69,054                        | 66,540              |
| Operations                                    | <b>5,500</b>                         | 6,000                       | 4,592                         | 4,662               |
| Abatement                                     | <b>2,000</b>                         | 2,000                       | -                             | -                   |
| 7700 Motor Fuel & Oils                        | <b>73,200</b>                        | 68,200                      | 72,465                        | 66,913              |
| 7750 Ops Operating Supplies                   | <b>9,400</b>                         | 9,400                       | 3,414                         | 7,756               |

**Coachella Valley Mosquito and Vector Control District  
GENERAL OPERATING BUDGET**

|   | <b>Proposed Budget<br/>2018-2019</b> | <b>Adopted Budget<br/>2017-2018</b> | <b>Estimated Actual<br/>2017-2018</b> | <b>Actual<br/>2016-2017</b> |
|---|--------------------------------------|-------------------------------------|---------------------------------------|-----------------------------|
| 7800 Control                                      | -                                    | -                                   |                                       |                             |
| Chemical Control                                  | <b>770,500</b>                       | 770,500                             | 563,689                               | 902,553                     |
| Physical Control                                  | <b>14,500</b>                        | 2,000                               | 500                                   |                             |
| 7850 Aerial Applications                          | -                                    | -                                   |                                       |                             |
| Rural   | <b>82,500</b>                        | 82,500                              | 60,850                                | 66,648                      |
| Urban   | <b>32,000</b>                        | 63,000                              | -                                     | 61,590                      |
| 8415 Operating Equipment                          | <b>20,650</b>                        | 35,000                              | 28,351                                | 36,154                      |
| 8487 Furniture & Equipment                        | -                                    | 5,000                               | 1,245                                 | 2,060                       |
| 8510 Research Projects                            | <b>150,000</b>                       | 120,000                             | 120,000                               | 140,754                     |
| 9000 Contingency Expense                          | <b>150,000</b>                       | 154,980                             | -                                     |                             |
| <b>Total Operating Expense</b>                    | <b>1,827,532</b>                     | 1,824,780                           | 1,292,685                             | 1,735,434                   |
| <b>TOTAL EXPENSES</b>                             | <b>10,000,171</b>                    | <b>9,793,787</b>                    | <b>8,877,579</b>                      | <b>9,275,488</b>            |
| <b>Contribution to Capital Reserves</b>           |                                      |                                     |                                       |                             |
| 8900 Thermal Remediation Fund                     | <b>44,750</b>                        | 44,750                              | 44,750                                | 44,750                      |
| 8900 Facility Replacement Reserve                 | <b>299,900</b>                       |                                     |                                       |                             |
| 8900 Vehicle Replacement                          | <b>102,172</b>                       | 79,992                              | 79,992                                |                             |
| 8900 IT Replacement                               | <b>35,792</b>                        | 67,792                              | 67,792                                | -                           |
| <b>Total Contribution to Capital Reserves</b>     | <b>482,614</b>                       | 192,534                             | 192,534                               | 44,750                      |
| <b>TOTAL EXPENSES &amp; TRANSFERS</b>             | <b>10,482,785</b>                    | <b>9,986,321</b>                    | <b>9,070,113</b>                      | <b>9,320,238</b>            |
| <b>Operating Revenue Less Expenses, Transfers</b> | <b>0</b>                             | 0                                   | 671,287                               | 41,196                      |
| <b>CAPITAL BUDGET</b>                             |                                      |                                     |                                       |                             |
| 6095 Professional Fees                            |                                      | 25,000                              | -                                     | 496                         |
| 6100 Attorney Fees                                |                                      |                                     |                                       |                             |
| 8415 Laboratory Equipment                         |                                      |                                     |                                       |                             |
| 8415 Equipment Capital Outlay                     |                                      |                                     |                                       |                             |
| 8463 Interior Equipment Upgrade                   |                                      | 25,000                              | -                                     | 49,897                      |
| 8487 Facility Improvements                        |                                      | 150,000                             | 40,000                                | -                           |
| 9000 Contingency Expense                          |                                      |                                     |                                       |                             |
| <b>TOTAL CAPITAL EXPENSES</b>                     | -                                    | 200,000                             | 40,000                                | 50,393                      |
| <b>TOTAL GENERAL FUND EXPENSES</b>                | <b>10,482,785</b>                    | 10,186,321                          | 9,110,113                             | 9,370,631                   |
| <b>TRANSFER (TO)/FROM RESERVES</b>                |                                      |                                     |                                       |                             |
| Capital Equipment Replacement Fund                | <b>(1,000,125)</b>                   |                                     |                                       |                             |
| Capital Facility Replacement Fund                 | <b>(1,500,000)</b>                   |                                     |                                       |                             |
| <b>TOTAL FUND TRANSFERS</b>                       |                                      |                                     |                                       |                             |
| <b>Ending Spendable Fund Balance</b>              | <b>9,480,893</b>                     | 11,460,556                          | 11,981,018                            | 11,309,731                  |

**Coachella Valley Mosquito and Vector Control District  
THERMAL FACILITY REMEDIATION FUND**

|                                      | <b>Proposed<br/>Budget<br/>2018-2019</b> | <b>Adopted<br/>Budget<br/>2017-2018</b> | <b>Estimated<br/>Actual<br/>2017-2018</b> | <b>Actual<br/>2016-2017</b> |
|--------------------------------------|--|---|---|-----------------------------|
| <b>Beginning Fund Balance</b>        | <u>463,724</u>                           | <u>449,422</u>                          | <u>448,087</u>                            | <u>425,119</u>              |
| <b>REVENUE</b>                       |  |   |   |                             |
| Income from Lease                    | 17,119                                   | 16,185                                  | 16,621                                    | 16,295                      |
| Interest                             | 3,000                                    | 3,000                                   | 3,000                                     | 2,615                       |
| Transfer From General Operating Fund | <u>44,750</u>                            | <u>44,750</u>                           | <u>44,750</u>                             | <u>44,750</u>               |
| <b>TOTAL REVENUE</b>                 | <b>64,869</b>                            | 63,935                                  | 64,371                                    | 63,661                      |
| <b>EXPENSES</b>                      |  |   |   |                             |
| Professional Fees                    | -  | -                                       | 43,578                                    | 35,199                      |
| Maintenance                          | -  | -                                       | 5,157                                     | 5,494                       |
| Capital                              | <u>450,000</u>                           | <u>50,000</u>                           | <u>48,734</u>                             | <u>40,693</u>               |
| <b>TOTAL EXPENSES</b>                | <b>450,000</b>                           | 50,000                                  | 48,734                                    | 40,693                      |
| <b>Total Revenue Less Expense</b>    | <u><u>(385,131)</u></u>                  | <u><u>13,935</u></u>                    | <u><u>15,637</u></u>                      | <u><u>22,968</u></u>        |
| <b>Ending Fund Balance</b>           | <u><u>78,593</u></u>                     | <u><u>463,357</u></u>                   | <u><u>463,724</u></u>                     | <u><u>448,087</u></u>       |

**Coachella Valley Mosquito and Vector Control District  
EQUIPMENT FUND BUDGET**

|  | <b>Proposed<br/>Budget<br/>2018-2019</b> | <b>Adopted Budget<br/>2017-2018</b> | <b>Estimated<br/>Actual<br/>2017-2018</b> | <b>Actual<br/>2016-2017</b> |
|--|--|-------------------------------------|---|-----------------------------|
| <b>Beginning Fund Balance</b>              | <b>622,367</b>                           | <b>957,906</b>                      | 993,532                                   | 1,235,432                   |
| <b>REVENUE</b>                             |  |                                     |   |                             |
| Transfer from General Fund                 | 1,000,125                                | -                                   | -   | -                           |
| Interest                                   | 7,000                                    | 7,000                               | 4,000                                     | 6,442                       |
| Sale of Assets                             | 18,000                                   | 18,000                              | 32,337                                    | 7,460                       |
| Transfers From Operating Budget IT         |  | 67,792                              | 67,792                                    | .                           |
| Transfers From Operating Budget - Vehicles | 157,624                                  | 79,992                              | 79,992                                    | -                           |
| <b>TOTAL REVENUE</b>                       | <b>1,182,749</b>                         | <b>172,784</b>                      | 184,121                                   | 13,902                      |
| <b>EXPENSES</b>                            |  |                                     |   |                             |
| 8415 Capital Outlay - IT                   | 40,750                                   | 46,000                              | 25,141                                    | 60,349                      |
| 8415 Capital Outlay - Fleet                | 520,000                                  | 540,000                             | 530,145                                   | 195,453                     |
| 8415 Capital Outlay - Facilities           | 25,000                                   |                                     |   |                             |
| 8415 Capital Outlay - Lab Equipment        | 5,000                                    |                                     |   | -                           |
| <b>TOTAL EXPENSES</b>                      | <b>590,750</b>                           | <b>586,000</b>                      | 555,286                                   | 255,803                     |
| <b>Total Revenue Less Expense</b>          | <b>591,999</b>                           | <b>(413,216)</b>                    | <b>(371,165)</b>                          | <b>(241,900)</b>            |
| <b>Ending Fund Balance</b>                 | <b>1,214,366</b>                         | <b>544,690</b>                      | 622,367                                   | 993,532                     |

**Coachella Valley Mosquito and Vector Control District  
5 YEAR CAPITAL REPLACEMENT FUND BUDGET**

|                                   | <u>2018-2019</u>               | <u>2019-20</u>               | <u>2020-21</u>               | <u>2021-22</u>                | <u>2022-23</u>               |
|-----------------------------------|--------------------------------|------------------------------|------------------------------|-------------------------------|------------------------------|
| <b>Beginning Fund Balance</b>     | <b><u>0</u></b>                | <b><u>1,670,348</u></b>      | <b><u>1,869,206</u></b>      | <b><u>2,199,459</u></b>       | <b><u>1,948,758</u></b>      |
| <b>REVENUE</b>                    |                                |                              |                              |                               |                              |
| Transfer from General Fund        | 1,500,000                      |                              |                              |                               |                              |
| Interest                          | 8,348                          | 18,395                       | 21,744                       | 22,067                        | 22,761                       |
| Transfers From Operating Budget   | 299,900                        | 453,612                      | 467,220                      | 481,237                       | 495,674                      |
|                                   |                                |                              |                              | -                             | -                            |
| <b>TOTAL REVENUE</b>              | <b><u>1,808,248</u></b>        | <b><u>472,007</u></b>        | <b><u>488,964</u></b>        | <b><u>503,304</u></b>         | <b><u>518,435</u></b>        |
| <b>CAPITAL EXPENSES</b>           |                                |                              |                              |                               |                              |
| General Common Area               | 28,900                         | 4,944                        |                              |                               |                              |
| Building Interiors                | 35,000                         | 125,000                      | 48,165                       | 258,454                       |                              |
| Building Exteriors                | 0                              | 34,025                       |                              | 164,455                       |                              |
| Mechanical                        | 74,000                         | 109,180                      | 110,546                      | 331,096                       | 113,901                      |
|                                   |                                |                              |                              |                               | -                            |
| <b>TOTAL EXPENSES</b>             | <b><u>137,900</u></b>          | <b><u>273,149</u></b>        | <b><u>158,711</u></b>        | <b><u>754,005</u></b>         | <b><u>113,901</u></b>        |
| <b>Total Revenue Less Expense</b> | <b><u><u>1,670,348</u></u></b> | <b><u><u>198,858</u></u></b> | <b><u><u>330,253</u></u></b> | <b><u><u>-250,701</u></u></b> | <b><u><u>404,534</u></u></b> |
| <b>Ending Fund Balance</b>        | <b><u>1,670,348</u></b>        | <b><u>1,869,206</u></b>      | <b><u>2,199,459</u></b>      | <b><u>1,948,758</u></b>       | <b><u>2,353,292</u></b>      |



## Coachella Valley Mosquito and Vector Control District

June 12, 2018

### Staff Report

#### Agenda Item: New Business

Discussion and/or approval of Resolution 2018-11 intention to levy assessments for fiscal year 2018-19, preliminary approval of engineer's report, and providing for notice of hearing for the CVMVCD mosquito, fire ant, and disease surveillance and vector control assessment – **David I'Anson, Administrative Finance Manager**

#### Background:

The "*Mosquito, Fire Ant and Disease Control Assessment*" was authorized by an assessment ballot proceeding conducted in 2005 and approved by 74.19% of the weighted ballots returned by property owners. The assessments were subsequently levied by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District by Resolutions:

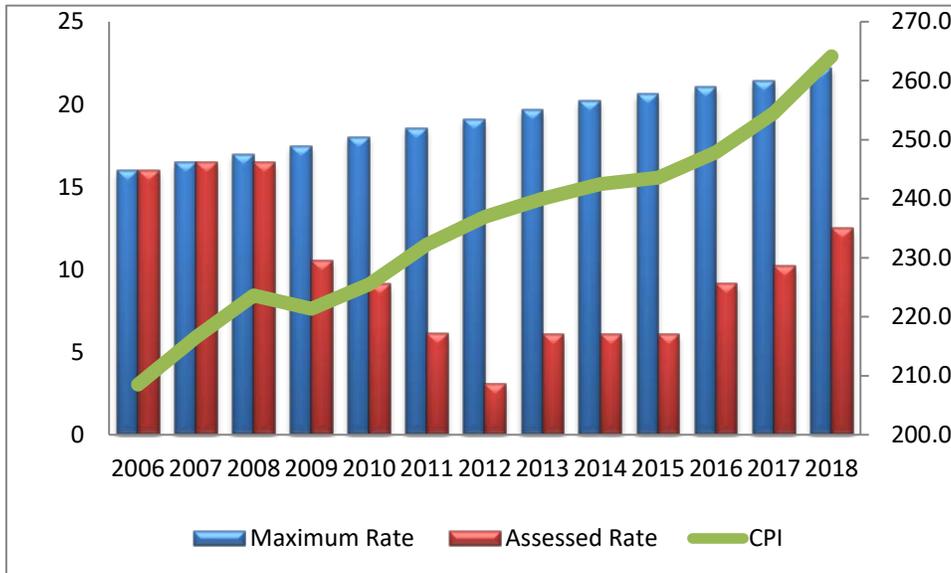
| RESOLUTION – YEAR                   | \$\$  |
|-------------------------------------|-------|
| No. 2005-04 passed on July 26, 2005 | 16.00 |
| No. 2006-04 passed on June 13, 2006 | 16.48 |
| No. 2007-09 passed on June 12, 2007 | 16.48 |
| No. 2008-11 passed on July 8, 2008  | 10.55 |
| No. 2009-11 passed on July 14, 2009 | 9.14  |
| No. 2010-16 passed on July 13, 2010 | 6.14  |
| No. 2011-19 passed on July 12, 2011 | 3.07  |
| No. 2012-12 passed on July 10, 2012 | 3.07  |
| No. 2013-11 passed on July 9, 2013  | 6.07  |
| No. 2014-11 passed on July 8, 2014  | 6.07  |
| No. 2015-09 passed on July 14, 2015 | 6.07  |
| No. 2016-17 passed on July 12, 2016 | 9.15  |
| No. 2017-10 passed on July 11, 2017 | 10.21 |

This Resolution provides for the Assessment for the fiscal year 2018-19 as determined by the engineering firm, and provides for notice of a **public hearing on July 10, 2018.**

- The rate provided by the Engineer's Report is preliminary
- **The Board of Trustees at this meeting will determine the Benefit Assessment rate.**
- The current levy rate is at \$10.21 per parcel.

When the Board preliminarily approves the Engineer's Report, **they are essentially setting the rate for the coming fiscal year as well as setting the date for the public hearing.**

The Board may choose to preliminarily approve the Engineer's Report as is, or they may approve it with changes, for example, approve the Report but with a different rate, and specify any rate from \$0.00 up to the maximum allowable rate of \$22.23.



**Figure 1**Benefit Historical Rate

To balance the Operating budget the Benefit Assessment rate is increased from \$10.21 per SFE to \$12.49 per SFE will generate an increase of revenue of \$378,233.

**Staff Recommendation:**

1. Proceed with approval of preliminary Engineer's Report and Resolution 2018-11
2. That the Board of Trustees take whatever action it deems necessary.

**Fiscal Impact:**

If the rate stays the same at \$10.21 per parcel, the Benefit Assessment revenue for FY 2018/19 will be \$1,622,601. If the rate is increased to \$12.49 to cover the budget deficit the revenue for FY 2018/19 will be \$ 2,000,834.

**Attachments:**

- Resolution 2018-11
- Engineer's Report (Separate Attachment)

RESOLUTION NO. 2018-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

A RESOLUTION OF INTENTION TO LEVY ASSESSMENTS FOR FISCAL YEAR 2018-19, PRELIMINARILY  
APPROVING ENGINEER'S REPORT,  
AND PROVIDING FOR NOTICE OF HEARING  
FOR THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
MOSQUITO, FIRE ANT AND DISEASE CONTROL ASSESSMENT

**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; and

**WHEREAS**, the mission of the District is to reduce the risk of disease transmission by mosquitoes and other vectors for the residents and visitors of the Coachella Valley; and

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIII D of the California Constitution, to levy assessments for mosquito, vector and disease control services; and

**WHEREAS**, the District provides vector control services which includes a system of public improvements and services intended to provide for the surveillance, prevention, abatement and control of vectors as provided under Proposition 218 ("Services"); and such vector surveillance and control services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties within the areas of service; and

**WHEREAS**, an assessment for mosquito, fire ant, vector and disease control projects and services has been given the distinctive designation of the "Mosquito, Fire Ant, and Disease Control Assessment" ("Assessment"), and is primarily described as encompassing the District jurisdictional boundaries, which covers nine incorporated cities along the I-10 Freeway (Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, and Rancho Mirage), and the unincorporated areas in the greater Coachella Valley from the San Bernardino County line to the north to the Imperial and San Diego County lines to the south; and

**WHEREAS**, the Assessment was authorized by an assessment ballot proceeding conducted in 2005 and approved by 74.19% of the weighted ballots returned by property owners, and such assessments were levied by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District by Resolution No. 2005-04 passed on July 26, 2005;

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

SECTION 1. Willdan Financial Services, the Engineer of Work, has prepared an engineer's report in accordance with Article XIII D of the California Constitution and Section 2082, et seq., of the Health and Safety Code (the "Report"). The Report has been made, filed with the secretary of the board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

SECTION 2. It is the intention of this Board to levy and collect assessments for the Mosquito, Fire Ant and Disease Control Assessment for fiscal year 2018-19. Within the Coachella Valley Mosquito and Vector Control District, the proposed projects and services are generally described as mosquito, vector and disease control services such as surveillance, source reduction, identification and elimination of removable breeding locations, identification and treatment of breeding and source locations, application of materials to eliminate larvae, disease surveillance and monitoring, public education, reporting, accountability, research and interagency cooperative activities (the "Services").

SECTION 3. The estimated fiscal year 2018-19 cost of providing the Services is \$2,000,833.86. This cost results in a proposed assessment rate of TWELVE DOLLARS AND FORTY-NINE CENTS (\$12.49) per single-family equivalent benefit unit for fiscal year 2018-19 after contributions. The Assessments are authorized to include an annual increase equal to the change in the Los Angeles-Long Beach-Anaheim Area Consumer Price Index ("CPI), not to exceed 3% (three percent) per year without a further vote or balloting process. The annual CPI change for the Los Angeles-Long Beach-Anaheim Area from December 2017 to December 2018 is 3.61%. The maximum authorized assessment rate for fiscal year 2018-19 is \$22.23 per single family equivalent benefit unit. The assessment rate proposed to be levied for fiscal year 2018-19 is less than the maximum authorized rate.

SECTION 4. Notice is hereby given that on July 10, 2018, at the hour of six o'clock (6:00) p.m. at the meeting chamber of the Coachella Valley Mosquito and Vector Control District headquarters located at 43-420 Trader Place, Indio, California, 92201, the Board will hold a public hearing to consider the ordering of the Services, and the levy of the assessments for fiscal year 2018-19.

SECTION 5. The secretary of the board shall cause a notice of the hearing to be given by publishing a notice, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the District.

**PASSED, ADOPTED AND APPROVED, this 12<sup>th</sup> day of June, 2018.**

\_\_\_\_\_  
Shelley Kaplan, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Crystal G. Moreno, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
M. Katherine Jenson, General Counsel

**REVIEWED:**

\_\_\_\_\_  
Jeremy Wittie, MS, General Manager



**Coachella Valley Mosquito and Vector  
Control District**

**June 12, 2018**

**Staff Report**

**Agenda Item:** New Business

Discussion and/or approval to purchase two (2) Micronair AU6539 rotary atomizers and a controller for applications by air, in an amount not to exceed \$10,000.00, from account #7850.01.500.038 – Aerial Applications – **J. Wakoli Wekesa, PhD, Operations Manager**

**Background:**

The products available for use in controlling adult mosquitoes during routine operations or during mosquito-borne disease emergency conditions become constricted yearly. In 2018, Scourge 18-54 one of our adult mosquito control product is no longer available on the market and in order to be properly prepared we must urgently test alternative products. The purchase of the AU6539 Micronair atomizer will allow us to test another range of products requiring a set of specifications for adulticiding. The total cost of purchasing Micronair atomizer under this authorization is \$7,800 and not to exceed \$10,000 drawn from the aerial applications- urban 2017-18 budget.

**Staff Recommendation:**

Staff recommends approval of purchasing AU6539 Micronair atomizer for aerial application of adulticides to control mosquitoes.

**Fiscal Impact:**

| FY2017-18<br><i>Amended</i> Budget<br><b>7850.01.500.038</b> | Current Available<br>Funds | Proposed Expense | Remaining<br>Available Funds |
|--|----------------------------|------------------|------------------------------|
| <b>\$60,000</b>  | <b>\$33,927</b>            | <b>\$10,000</b>  | <b>\$23,927</b>              |