



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, February 13, 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. **Recognition**
  - A. Approval of Resolution 2018-01 in recognition of Fernando Fregoso for his 20 years of service to the District – **Jeremy Wittie, M.S., General Manager (Pg. 5)**
8. **Announcements**
  - General Manager's Report – **Jeremy Wittie, M.S., General Manager**
  - Public Outreach Update – **Jill Oviatt, MCDM, Public Information Manager**

9. **Board Reports**
  - A. President's Report – **President Kaplan**
    - Executive Committee (**Pg. 9**)
  - B. Finance Committee – **Treasurer Weightman**
    - Finance Committee Minutes (**Pg. 11**)
10. **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 January 9, 2018, Board Meeting (**Pg. 14**)
  - B. Correspondence (**Pg. 18**)
  - C. Approval of Expenditures for January 10-31, 2018, and February 1-13, 2018 (**Pg. 19**)
  - D. Informational Items:
    - District Travel (**Pg. 27**)
    - Staff reports from:
      - MVCAC Annual Conference, January 28-31, 2018, in Monterey, CA (**Pg. 28**)
  - E. Department Reports (**Pg. 29**)
  - F. Approval of Resolution 2018-02 – Establishing Signature Approval for Checks Written from District Accounts – **David I'Anson, Administrative Finance Manager (Pg. 32)**
  - G. Approval of Resolution 2018-03 Amending the District's Research Policy – **Jennifer A. Henke, M.S., Laboratory Manager (Pg. 35)**
  - H. Approval of Resolution 2018-04 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – **Anita Jones, Human Resources Manager (Pg. 42)**
  - I. Approval to purchase 5X MagMax-96 Viral Isolation Kits from ThermoFisher Scientific in an amount not to exceed \$9,000.00 from account 7575.01.400.04, Internal Mosquito RT-PCR – **Jennifer A. Henke, M.S., Laboratory Manager (Pg. 46)**
  - J. Approval to renew the annual agreement with Salton Sea Aerial Services, Inc. to conduct both aerial adulticiding and larviciding operations as needed to assist the District in its mosquito control operations – **J. Wakoli Wekesa, PhD, Operations Manager (Pg. 47)**
  - K. Approval to purchase one 13 cu. ft. Thermo Scientific Forma 900 series ultra-low temperature freezer from Fisher Scientific in an amount not to exceed \$15,000 from account 8415.01.400, Capital Equipment Parts and Supplies – **Jennifer A. Henke, M.S., Laboratory Manager (Pg. 48)**
  - L. Approval of an advertising contract with KESQ for the District's Spring Mosquito Awareness Advertising campaign, in an amount not to exceed \$6,500 from Fund

11. **Old Business**

A. None.

12. **New Business**

A. Discussion and/or approval to contract with a Reserve Study Specialist, as recommended by the Finance Committee – David I'Anson, Administrative Finance Manager (Pg. 51)

13. **Closed Session**

A. None.

14. **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.

15. **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 February 7, 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 February 7, 2018.

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

**SECTION  
7**



**RECOGNITION**

	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: center;"><b>February 13, 2018</b></p>
<p><b>Agenda Item:</b> Recognition</p> <p>Approval of Resolution 2018-01 in recognition of Fernando Fregoso for his 20 years of service to the District – <b>Jeremy Wittie, MS, General Manager</b></p>		
<p><b>Background:</b></p> <p><i>Fernando Fregoso</i> began his employment at the District as a Seasonal employee. On April 14, 1997 he was promoted to the position of <i>Utility Worker</i> and on March 1, 2001, Fernando was promoted to the position of <i>Vector Control Technician I</i>. Fernando has demonstrated an extraordinary commitment and dedication to the District.</p>		
<p><b>Staff Recommendation:</b></p> <p>Staff recommends approval of Resolution 2018-01 in recognition of Fernando Fregoso's 20 years of dedicated service to the Coachella Valley Mosquito and Vector Control District.</p>		
<p><b>Fiscal Impact:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>		
<p><b>Attachment:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2018-01</li> </ul>		

**RESOLUTION NO. 2018-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL  
DISTRICT IN RECOGNITION OF FERNANDO FREGOSO'S  
TWENTY (20) YEARS OF SERVICE TO THE DISTRICT**

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

**WHEREAS**, Fernando Fregoso began his employment at the District as a Seasonal employee. On April 14, 1997 he was promoted to the position of *Utility Worker* and on March 1, 2001, Fernando was promoted to the position of *Vector Control Technician I*; and

**WHEREAS**, Fernando Fregoso has consistently demonstrated commitment, enthusiasm, and dedication to the District; and

**WHEREAS**, Fernando Fregoso's work and dedication to eye gnat control, mosquito surveillance and control, rodent control, and red imported fire ant control has contributed to protecting the public health of the Coachella Valley; and

**WHEREAS**, Fernando Fregoso has served the District with continuous, faithful, and loyal service for twenty (20) years.

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

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. Recognition of Service.**

Fernando Fregoso is hereby recognized upon his twenty (20) year anniversary for his outstanding contributions and dedication to the District and the citizens of the Coachella Valley.

**Section 3. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 4. Certification.**

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

**PASSED, ADOPTED AND APPROVED, this 13th day of February, 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. Kathy Jenson, General Counsel**

**REVIEWED:**

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**Jeremy Wittie, MS, General Manager**

**SECTION**

**9**



# **BOARD REPORTS**

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Executive Committee Meeting Minutes

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**TIME:** 3:00 P.M. FEBRUARY 2, 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
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**OTHERS PRESENT:**

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

- 1. Call to Order:** President Kaplan called the meeting to order at 3:06 P.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. Strategic Planning Workshop Discussion:** General Manager Wittie provided the Committee with an overview of the upcoming strategic planning workshop and process. A discussion ensued.
- 6. Legal Counsel Evaluation Discussion:** General Manager Wittie provided a brief overview on the services provided by Legal Counsel. A discussion ensued. The Committee agreed with having Legal Counsel present at Board Meetings on an as needed basis, rather than every Board Meeting.
- 7. Review of February 2018 Board Agenda:**

The draft Agenda for the February Board Meeting was reviewed by the Committee. A discussion ensued. The Committee recommended the following changes: creation of a new recognition item area, move item 9F to new recognition area, and added an item for the Public Information Manager to provide an update on the District's public outreach program.
- 8. Closed Session:**
  - Conference Regarding Upcoming Union Negotiations Pursuant to Government Code § 54957.6

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

**9. Trustee/Staff Comments:**

- Treasurer Weightman commented that the Finance Committee was down to two members and needs to add a new member.

**10. Confirmation of Next Meeting Date:** The next Executive Committee Meeting was scheduled for March 5, 2018, at 9:00 A.M.

**11. Adjournment:** The meeting was adjourned by President Kaplan at 3:54 P.M.

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# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Finance Committee Meeting Minutes

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**TIME:** 4:30 P.M. JANUARY 9, 2018

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

**TRUSTEES PRESENT:**

Cathedral City                      Shelley Kaplan                      Coachella                      Betty Sanchez

**TRUSTEES ABSENT:**

Indian Wells                      Clive Weightman

**OTHERS PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Crystal Moreno, Clerk of the Board

**1. Call to Order:** Treasurer Kaplan called the meeting to order at 4:43 p.m.

**2. Roll Call:** Roll call indicated two (2) committee members out of three (3) were present. President Doug Walker was also present.

**3. Confirmation of Agenda**

**4. Public Comments:** None.

**5. Items of General Consent:**

**5A – Approval of Minutes from November 13, 2017, Finance Committee Meeting:** On motion from Trustee B. Sanchez seconded by Treasurer Kaplan and passed by unanimous vote, the Committee approved the minutes as presented.

**6. Discussion and/or Approval:**

**6A. Review of Check Report from Abila MIP for the period December 8, 2017 to January 4, 2018:** Reviewed by Committee.

**6B. CalCard Charges December 2017:** Reviewed by Committee

**6C. Review of December 2017 Financials:** Reviewed by Committee.

**6D. Treasurer's Report and Review of Investments for December 2017:** Reviewed by Committee.

**7. Old Business:**

- a. Update on Reserve Study RFP

Administrative Finance Manager l'Anson reported that the District has issue an RFP for reserve study consultants. A discussion ensued.

**8. New Business:** None.

**9. Schedule Next Meeting:** The next Finance Committee Meeting will be held on Tuesday, February 13<sup>th</sup>, at 4:30 p.m.

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

**11. Adjournment:** The meeting was adjourned by Treasurer Kaplan at 5:08 p.m.

**SECTION  
10**



**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. JANUARY 9, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

### TRUSTEES PRESENT:

PRESIDENT:	Doug Walker	Palm Desert
VICE-PRESIDENT:	Doug Hassett	La Quinta
SECRETARY:	Betty Sanchez	Coachella
TREASURER:	Shelley Kaplan	Cathedral City

County at Large	Franz De Klotz	Indio	John B. Stevens
County at Large	Bito Larson	Palm Springs	Dr. Doug Kunz
Desert Hot Springs	Adam Sanchez	Rancho Mirage	Michael Monroe

### TRUSTEES ABSENT:

Indian Wells            Clive Weightman

### OTHERS PRESENT:

Jeremy Wittie, General Manager  
Crystal Moreno, Clerk of the Board  
David l'Anson, Administrative Finance Manager  
Jill Oviatt, Public Information Manager  
Wakoli Wekesa, Operations Manager  
Edward Prendez, IT Manager  
Kim Hung, Vector Ecologist  
Bobbye Dieckmann, Field Supervisor  
Mike Martinez, Field Supervisor

1. **Call to Order:** President Walker called the meeting to order at 6:00pm.
2. **Pledge of Allegiance:** Trustee Larson led the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated ten (10) Trustees out of eleven (11) were present.
4. **Motion to Excuse Absences**

On motion from Trustee A. Sanchez seconded by Vice-President Hassett, and passed by unanimous vote, the Board of Trustees excused the absence of Trustee Weightman.

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

**Noes:** None.

**Abstained:** None.

**Absent:** Trustee Weightman.

**5. Confirmation of Agenda**

**6. Public Comment:** None.

**7. Announcements:**

**General Manager's Report:** General Manager Wittie reported on the following items: the 2017 End of the Year Party, the 2017 Employee of the Year: Rick Ortiz, and items to look forward to in 2018 – the Thermal property remediation, upcoming professional development conferences, the annual report, the strategic planning workshop, FY 2018/19 Budget, and the Integrated Vector Management Program.

**8. Board Reports:**

**8A – President's Report:** President Walker reported on the upcoming MVCAC Annual Conference and Special District Leadership Academy. He also reminded Trustees that they need to complete their Form 700, which was on their desk.

**8B – Finance Committee: Finance Committee Met Prior to Board Meeting:** Treasurer Kaplan reported that the Finance Committee met to review the finances. He reported that the District's revenue stream was affected by the timing of the property taxes but that the District did receive some revenue. The Committee is looking into conducting a reserve study and an RFP has been sent out.

**9. Items of General Consent:**

- A. Minutes for November 14, 2017, Board Meeting
- B. Correspondence
- C. Approval of Expenditures for November 15-30, 2017, December 1-31, 2017, and January 1-9, 2018
- D. Informational Items:
  - o District Travel
  - o Staff reports from:
    - Semi-Annual Research Reports from the University of California, Riverside and Davis, and U.S. Department of Agriculture, for 2017 – Jennifer Henke, MS, Laboratory Manager
    - Entomological Society of America Annual Conference, November 5-9 in Denver, CO
    - MVCAC Planning Session, November 30-December 1, 2017 in Emeryville, CA
- E. Department Reports

- F. Approval to purchase one (1) ATV Track System-XT, in an amount not to exceed \$7,000.00, from Capital Replacement Budget Fund #8415.13.300 – from Mattracks Manufacturing Company – **Edward Prendez, Information Technology Manager**
- G. Approval to utilize Public Surplus as a third party marketplace to auction District Equipment, Vehicles and Furniture – **Edward Prendez, Information Technology Manager**
- H. Approval to extend the annual service agreement for security services for the District headquarters with Desert Resort Security Services, Inc. for one year in an amount not to exceed \$875 per month, from Fund #7675.01.305, Contract Services – **David l’Anson, Administrative Finance Manager**

On motion from Secretary B. Sanchez seconded by Vice President Hassett, and passed by unanimous vote, the Board of Trustees approved the Items of General Consent.

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

**Noes:** None.

**Abstained:** None.

**Absent:** Trustee Weightman.

**10. Old Business:**

**10A.** Discussion regarding scheduling of the Strategic Planning Workshop – **Jeremy Wittie, M.S., General Manager:** General Manager Wittie, along with consultant Martin Rauch (via teleconference) discussed the upcoming Strategic Planning Workshop. A discussion ensued. The workshop was schedule for Wednesday, February 7<sup>th</sup>, 2018, from 11:00am to 5:00pm.

**11. New Business:**

**11A.** Discussion and/or approval of General Manager Employment Agreement to be effective January 9, 2018 and 2017 Merit Pay – **ad hoc Negotiating Committee:** President Walker gave a brief report on item 11A.

On motion from Trustee Kunz seconded by Trustee De Klotz, and passed by unanimous vote, the Board of Trustees approved the Item 11A.

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

**Noes:** None.

**Abstained:** None.

**Absent:** Trustee Weightman.

**11B.** Nomination and election of Board Officers for the 2018 Calendar Year – **ad hoc Nomination Committee:** President Walker reported that the ad hoc Nomination Committee met and were recommending the following slate for 2018: Shelley Kaplan as President, Doug Hassett as Vice President, Franz De Klotz as Secretary, and Clive Weightman as Treasurer.

On motion from Secretary B. Sanchez seconded by Trustee Monroe, and passed by unanimous vote, the Board of Trustees approved the slate as presented.

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

**Noes:** None.

**Abstained:** None.

**Absent:** Trustee Weightman.

**12. Closed Session:** None.

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

- Trustee Monroe and Vice President Hassett commented that they would like to attend the upcoming MVCAC Lobby Day.
- Secretary B. Sanchez inquired if the District files the Form 700 online and thanked President Walker for his service as the Board President.
- Treasurer Kaplan and Vice President Hassett echoed Secretary B. Sanchez's comments about President Walker.
- President Walker commented that it has been a pleasure serving as President of the Board and he's looking forward to what the future will bring.
- Trustee Stevens commented that he has been on the Board for a year and has learned a lot.
- Trustee Larson requested more information on the upcoming Special District Leadership Academy and California Special District Association Conference.

**14. Adjournment:** The meeting was adjourned by President Walker at 6:46 p.m.

**From:** Linda Petersen  
**Sent:** Monday, January 22, 2018 11:24 AM  
**To:** Jess Lucia  
**Cc:** Roberta Dieckmann  
**Subject:** Pool @ 46325 Cameo Palm Drive, LQ

Jess,

Phone call received from Mr. Joe Hernandez stated you were very kind and professional when the two of you spoke. He also said to thank the District for all that we do to protect the valley.

Thank you,  
Linda  
Vector Control Technician II

**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:  
January 10, 2018 - February 6, 2018

<b>Check No</b>	<b>Payable To</b>	<b>Description</b>	<b>Check Amount</b>	<b>Total Amount</b>
	Payroll Disbursement 1/12/2018	-	175,686.52	
	Payroll Disbursement 1/26/2018	-	192,459.36	
<b>Pre-Approved Expenditures:</b>				<b>368,145.88</b>
<b>Cash - First Foundation Bank Checking</b>				
41388	Unused	-	-	
41389	Petty Cash Custodian Sarah Crenshaw	Petty Cash Reimbursement	409.83	
41390	Burrtec Waste & Recycling Services	Utilities: 2/1/18 - 2/28/18	385.90	
41391	CalPERS Healthcare	Cafeteria Plan Expense: 2/1/18 - 2/28/18	76,951.98	
41392	CalPERS-OPEB Contributions	OPEB Contributions - 11/1/17 - 2/28/18	104,140.00	
41393	CalPERS Retirement	Retirement Contributions: 12/24/17 - 1/6/18	47,805.04	
41394	DirecTV	Utilities: 1/25/18 - 2/24/18	83.10	
41395	Gas Company	Utilities: 12/26/17 - 1/24/18	698.76	
41396	ICMA Retirement Trust	Deferred Compensation: 12/24/17 - 1/20/18	17,668.31	
41397	Imperial Irrigation District	Utilities: 12/6/17 - 1/5/18	1,213.51	
41398	Imperial Irrigation Dist-Lab Account	Utilities: 12/6/17 - 1/5/19	3,741.78	
41399	Indio Water Authority	Utilities: 12/4/17 - 1/4/18	611.42	
41400	Pitney Bowes Purchase Power	Postage	500.00	
41401	Principal Life Insurance Company	Cafeteria Plan Expense: 2/1/18 - 2/28/18	10,087.34	
41402	Standard Insurance Company	Cafeteria Plan Expense: 2/1/18 - 2/28/18	3,059.52	
41403	Verizon Business	IT Communications: 1/1/18 - 1/31/18	1,189.59	
41404	Verizon Wireless	IT Communications: 12/8/17 - 1/7/18	1,733.35	
41405	Vision Service Plan	Cafeteria Plan Expense: 2/1/18 - 2/28/18	857.56	<b>271,136.99</b>
<b>Cash - First Foundation Bank Checking</b>				
41407	Airgas Safety	Operating Supplies	331.03	
41408	Air & Hose Source	Equipment Parts & Supplies	52.20	
41409	Advance Imaging Systems	Contract Expense	184.88	
41410	Burrtec Waste Industries	Utilities	50.80	
41411	Car Quest Auto Parts	Fuel Motor & Oil	872.70	
41412	Cintas Corporation	Uniform Expense	1,699.85	
41413	Cisco WebEx	Maintenance Contracts	99.00	
41414	CleanExcel	Contract Expense	3,235.00	
41415	C&R Wellness Works	Employee Assistance Program	228.00	
41416	Daniel's Tire Service	Specialty Vehicle Parts & Supplies	401.93	
41417	Desert Alarm	Contract Expense	599.70	
41418	Desert Electric Supply	Repair & Maintenance - Shop & Grounds	495.91	
41419	Desert Resort Security Services	Contract Expense	1,925.00	
41420	Dieckmann, Roberta	Professional Development	627.00	
41421	Equipment Direct	Safety Expense	142.00	
41422	High Tech Irrigation	Repair & Maintenance - Shop & Grounds	18.98	
41423	Interstate All Battery Center	Vehicle Parts & Supplies	123.76	
41424	Jernigan's Sporting Goods	Safety Expense	160.94	
41425	Liebert Cassidy Whitmore	Attorney Fees	280.00	
41426	Marlin Business Bank	Contract Expense	919.73	
41427	MVCAC Southern Region	State Required CEU	4,400.00	
41428	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	1,006.37	
41429	Pipette.com/Accutech Laboratories	Maintenance & Calibration	896.75	
41430	Praxair Distribution	Equipment Parts & Supplies	47.28	
41431	Rivco Mechanical Services	Repair & Maintenance - Bio/Lab	338.50	
41432	SeqGen	Maintenance & Calibration	2,800.00	
41433	SoCo Group	Motor Fuel & Oil	5,557.98	
41434	TCI Thermal Combustion Innovators	Operating Supplies	314.44	
41435	UPS	Postage	10.50	
41436	Verizon Wireless Services	Maintenance Contracts	1,007.00	
41406	US Bank	Cal Card	33,876.50	
41437	VWR International	Internal Mosquito PCR	326.98	
41438	Waterlogic Americas	Employee Support	213.15	
41439	Wesco	Maintenance & Calibration	580.00	
<b>Cash - First Foundation Bank Check Run Total to be Approved</b>				<b>63,823.86</b>
<b>Total Expenditures: January 10, 2018 to February 6, 2018</b>				<b>703,106.73</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 January 31, 2018

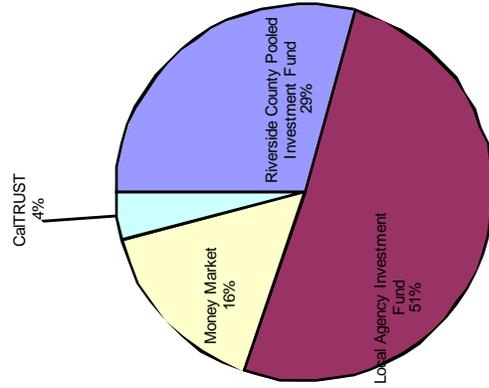
	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 11,285,556	\$ 909,227	\$ 12,194,783
CASH	<u>\$ 135,816</u>	<u>(20,799)</u>	<u>\$ 115,017</u>
INVESTMENTS & CASH	<u>\$ 11,421,372</u>	<u>\$ 888,428</u>	<u>\$ 12,309,800</u>
CURRENT ASSETS	1,769,268	\$ (28,488)	1,740,780
FIXED ASSETS	10,878,714	\$ -	10,878,714
OTHER ASSETS	4,576,583	\$ -	4,576,583
TOTAL ASSETS	<u><u>\$ 28,645,937</u></u>	<u><u>\$ 859,940</u></u>	<u><u>\$ 29,505,877</u></u>
TOTAL LIABILITIES	\$ 5,415,716	\$ (11,478)	\$ 5,404,238
TOTAL DISTRICT EQUITY	23,230,221	871,418	24,101,639
TOTAL LIABILITIES & EQUITY	<u><u>\$ 28,645,937</u></u>	<u><u>\$ 859,940</u></u>	<u><u>\$ 29,505,877</u></u>
RECEIPTS		\$ 1,754,994	
CASH DISBURSEMENTS			
Payroll	\$ 370,799		
General Admin	\$ 495,767		
Total Cash Disbursements		\$ (866,566)	
NON-CASH ENTRIES:		\$ (28,488)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u><u>\$ 859,940</u></u>	

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

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Equipment Fund	BALANCE
	<b>Investment Fund Balance</b>				11,194,742.71	458,361.45	541,679.30	\$ 12,194,783
L.A.I.F	Common Investments			1.35%	5,711,156	233,840	276,345	\$ 6,221,341
Riverside County	Funds 51105 & 51115			1.39%	3,273,910	134,048	158,414	\$ 3,566,372
CalTRUST	Medium Term Fund			1.49%	451,342	18,480	21,839	\$ 491,661
First Foundation	Market Rate			0.25%	1,758,335	71,994	85,080	\$ 1,915,409
	<b>Total Investments</b>				11,194,743	458,361	541,679	\$ <b>12,194,783</b>

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

**WEIGHTED YIELD 1.19%**



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 - January18  
 1000 - Cash - Investments  
 From 1/1/2018 Through 1/31/2018

Document N...	ID	Payee/Recipient Name	Transaction Description	Effective Date	Deposits
CD00052	RIVERSIDEC...	Riverside County	County Receipts - PY Supple...	1/9/2018	19,802.50
CD00053	RIVERSIDEC...	Riverside County	County Receipts - PY Supple...	1/9/2018	1,625.61
CD00054	RIVERSIDEC...	Riverside County	County Receipts - CY Supple...	1/9/2018	19,392.43
CD00055	RIVERSIDEC...	Riverside County	County Receipts - Current S...	1/12/2018	813,587.05
CD00056	RIVERSIDEC...	Riverside County	Homeowners Exemption	1/2/2018	14,141.81
CD00057	LAIF	Local Agency Investment Fund	LAIF Interest	1/12/2018	18,830.59
CD00058	Racewire	Racewire	January receipts	1/12/2018	60.00
CD00059	RIVERSIDEC...	Riverside County	State Board of Equalisation	1/18/2018	63,962.38
CD00060	RIVERSIDEC...	Riverside County	Benefit Assessment	1/25/2018	803,337.44
CD00061	UC Davis	UC Davis	Reimbursement	1/25/2018	88.02
CD00062	FIRSTFOUN...	First Foundation Bank	Bank Interest	1/31/2018	166.58
				Total 1000 - Cash -	1,754,994.41
				Investments	
Report Total					1,754,994.41

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

		<u>Budget - Original</u>	Current Year <u>Actual</u>	<u>Budget Variance</u>	<u>% Y-T-D</u>
<b>Revenues</b>					
4000	Property Tax - Current Secured	<b>3,698,334.00</b>	1,931,776.65	(1,766,557.35)	52.2%
4010	Property Tax - Curr. Supplmntl	<b>30,000.00</b>	19,392.43	(10,607.57)	64.6%
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>	20,202.58	(26,733.42)	43.0%
4070	Property Tax - Prior Supp.	<b>18,500.00</b>	21,428.11	2,928.11	115.8%
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>	2,041,149.79	(2,219,337.21)	47.9%
4520	Interest Income - LAIF/CDs	<b>100,000.00</b>	71,041.45	(28,958.55)	71.0%
4530	Other Miscellaneous Receipts	<b>63,000.00</b>	238,835.53	175,835.53	379.1%
4551	Benefit Assessment Income	<b>1,620,638.00</b>	884,169.95	(736,468.05)	54.6%
	<b>Total Revenues</b>	<b><u>9,986,322.00</u></b>	<b><u>5,373,595.12</u></b>	<b><u>(4,612,726.88)</u></b>	<b>53.8%</b>
<b>Expenditures</b>					
<b>Payroll Expenses</b>					
5101	Payroll - FT	<b>4,448,098.00</b>	2,394,849.38	2,053,248.62	53.8%
5102	Payroll Seasonal	<b>167,800.00</b>	102,544.00	65,256.00	61.1%
5103	Temporary Services	<b>6,900.00</b>	6,900.00	0.00	100.0%
5105	Payroll - Overtime Expense	<b>42,000.00</b>	9,782.51	32,217.49	23.3%
5150	CalPERS State Retirement	<b>490,340.00</b>	276,096.16	214,243.84	56.3%
5155	Social Security Expense	<b>286,090.00</b>	156,963.00	129,127.00	54.9%
5165	Medicare Expense	<b>66,909.00</b>	37,572.31	29,336.69	56.2%
5170	Cafeteria Plan	<b>1,030,961.00</b>	593,824.48	437,136.52	57.6%
5172	Retiree Healthcare	<b>342,420.00</b>	138,550.64	203,869.36	40.5%
5180	Deferred Compensation	<b>93,153.00</b>	19,928.75	73,224.25	21.4%
5195	Unemployment Insurance	<b>34,669.00</b>	23,897.97	10,771.03	68.9%
	<b>Total Payroll Expenses</b>	<b>7,009,340.00</b>	3,760,909.20	3,248,430.80	53.7%
<b>Administrative Expenses</b>					
5250	Tuition Reimbursement	<b>15,000.00</b>	4,080.23	10,919.77	27.2%
5300	Employee Incentive	<b>6,000.00</b>	4,926.21	1,073.79	82.1%
5301	Employee Support	<b>4,000.00</b>	2,075.98	1,924.02	51.9%
5302	Wellness	<b>2,500.00</b>	0.00	2,500.00	0.0%
5305	Employee Assistance Program	<b>2,800.00</b>	1,828.00	972.00	65.3%
6000	Property & Liability Insurance	<b>113,647.00</b>	71,304.82	42,342.18	62.7%
6001	Workers' Compensation Insurance	<b>252,350.00</b>	147,113.19	105,236.81	58.3%
6050	Dues & Memberships	<b>23,530.00</b>	22,294.50	1,235.50	94.7%
6060	Reproduction & Printing	<b>22,600.00</b>	3,076.84	19,523.16	13.6%
6065	Recruitment/Advertising	<b>4,000.00</b>	2,101.30	1,898.70	52.5%
6070	Office Supplies	<b>17,900.00</b>	9,460.04	8,439.96	52.8%
6075	Postage	<b>8,000.00</b>	4,783.08	3,216.92	59.8%
6080	Computer & Network Systems	<b>5,000.00</b>	4,129.76	870.24	82.6%
6085	Bank Service Charges	<b>200.00</b>	28.00	172.00	14.0%
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>	24,366.80	47,633.20	33.8%
6100	Attorney Fees	<b>81,000.00</b>	57,846.59	23,153.41	71.4%
6106	HR Risk Management	<b>4,500.00</b>	4,500.00	0.00	100.0%
6110	Conference Expense	<b>39,600.00</b>	19,277.88	20,322.12	48.7%
6115	In-Lieu	<b>13,200.00</b>	7,600.00	5,600.00	57.6%
6120	Trustee Support	<b>4,000.00</b>	1,646.57	2,353.43	41.2%
6200	Meetings Expense	<b>2,000.00</b>	1,054.95	945.05	52.7%

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

	<u>Budget - Original</u>	Current Year <u>Actual</u>	<u>Budget Variance</u>		
6210	Promotion & Education	20,000.00	762.99	19,237.01	3.8%
6220	Public Outreach Advertising	40,000.00	640.00	39,360.00	1.6%
6500	Benefit Assessment Expenses	<u>88,440.00</u>	<u>95,189.11</u>	<u>(6,749.11)</u>	107.6%
	<b>Total Administrative Expenses</b>	<b>843,367.00</b>	491,271.06	352,095.94	58.3%
	<b>Utilities</b>				
6400	Utilities	105,000.00	54,555.79	50,444.21	52.0%
6410	Telecommunications	<u>11,300.00</u>	<u>4,418.51</u>	<u>6,881.49</u>	39.1%
	<b>Total Utilities</b>	<b>116,300.00</b>	58,974.30	57,325.70	50.7%
	<b>Operating</b>				
7000	Uniform Expense	24,450.00	16,164.73	8,285.27	66.1%
7050	Safety Expense	20,550.00	10,586.95	9,963.05	51.5%
7100	Physican Fees	5,000.00	1,570.00	3,430.00	31.4%
7150	IT Communications	36,200.00	20,338.57	15,861.43	56.2%
7200	Household Supplies	4,000.00	1,312.26	2,687.74	32.8%
7300	Repair & Maintenance	42,000.00	17,050.93	24,949.07	40.6%
7310	Maintenance & Calibration	8,000.00	3,855.00	4,145.00	48.2%
7350	Permits, Licenses & Fees	12,500.00	3,349.40	9,150.60	26.8%
7400	Vehicle Parts & Supplies	29,000.00	16,070.93	12,929.07	55.4%
7420	Offsite Vehicle Maint & Repair	6,000.00	6,506.01	(506.01)	108.4%
7450	Equipment Parts & Supplies	19,500.00	9,035.32	10,464.68	46.3%
7500	Small Tools Furniture & Equip	1,700.00	70.98	1,629.02	4.2%
7550	Lab Supplies & Expense	30,500.00	9,421.61	21,078.39	30.9%
7570	Green Pool Surveillance	22,000.00	0.00	22,000.00	0.0%
7575	Surveillance	38,500.00	22,432.03	16,067.97	58.3%
7600	Staff Training	60,200.00	29,542.73	30,657.27	49.1%
7650	Equipment Rental	1,000.00	0.00	1,000.00	0.0%
7675	Contract Services	153,100.00	67,748.41	85,351.59	44.3%
7700	Motor Fuel & Oils	68,200.00	45,502.30	22,697.70	66.7%
7750	Field Supplies	9,400.00	1,832.28	7,567.72	19.5%
7800	Control Products	772,500.00	238,638.10	533,861.90	30.9%
7850	Aerial Applications	145,500.00	31,550.00	113,950.00	21.7%
8415	Capital Outlay	35,000.00	9,168.78	25,831.22	26.2%
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	<u>154,980.00</u>	<u>0.00</u>	<u>154,980.00</u>	0.0%
	<b>Total Operating</b>	<b>1,824,780.00</b>	682,992.41	1,141,787.59	37.4%
	<b>Contribution to Capital Reserves</b>				
8900	Transfer to other funds	<u>192,534.00</u>	<u>0.00</u>	<u>192,534.00</u>	0.0%
	<b>Total Contribution to Capital Reserves</b>	<b>192,534.00</b>	<u>0.00</u>	<u>192,534.00</u>	0.0%
	<b>Total Expenditures</b>	<b><u>9,986,321.00</u></b>	<u>4,994,146.97</u>	<u>4,992,174.03</u>	50.0%
	<b>Net revenue over/(under) expenditures</b>	<b><u>1.00</u></b>	<u>379,448.15</u>		

CVMVCD  
Balance Sheet  
As of 1/31/2018  
(In Whole Numbers)

		Current Year
<b>Assets</b>		
Cash and Investments		
1000	Cash - Investments	12,194,783
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	11,967
1026	First Foundation - Payroll	101,050
	Total Cash and Investments	12,309,801
Current Assets		
1080	Interest Receivable	17,266
1085	Inventory	521,202
1168	Prepaid Insurance	160,286
1169	Deposits	1,042,025
	Total Current Assets	1,740,780
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	29,505,878
<b>Liabilities</b>		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	33,941
2020	Accounts Payable	41,398
2030	Accrued Payroll	(3,733)
2040	Payroll Taxes Payable	(1,144)
2185	Employee Dues	(29)
	Total Accounts Payable	70,434
	Total Short-term Liabilities	70,434

CVMVCD  
Balance Sheet  
As of 1/31/2018  
(In Whole Numbers)

		Current Year
	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	5,333,805
	Total Liabilities	5,404,238
	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	12,056,306
	Committed Fund Balance	
3965	Public Health Emergency	3,328,774
	Total Committed Fund Balance	3,328,774
	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	9,391,107
	Unassigned Fund Balance	
3900	Fund Equity	(531,750)
	Total Unassigned Fund Balance	(531,750)
	Current YTD Net Income	(142,798)
	Total Current YTD Net Income	(142,798)
	Total Fund Balance	24,101,639
	Total Liabilities and Net Assets	29,505,878



**Coachella Valley Mosquito and Vector  
Control District**

**Staff Report**

**February 13, 2018**

**Agenda Item:** Informational Item

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

**Background:**

**March 6-7, 2018: MVCAC Legislative Days (Sacramento, CA)** ~ Lobby Day provides an opportunity for District staff and trustees to meet with Legislators in Sacramento to foster relationships, share about the importance of mosquito and vector control in California, and discuss issues facing mosquito control in California and the Coachella Valley. This year lobby day will focus on issues related to mosquito research funding, Invasive Aedes, and potential legislation sponsored by MVCAC targeting the use of unmanned aerial vehicles for mosquito surveillance and control.

**Requests to attend must have been made by the JANUARY 2018 BOARD MEETING.**

**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

February 13, 2018

**Agenda Item:** Informational Item

Staff report from:

- MVCAC Annual Conference, January 28-31, 2018

**Report:**

The annual meeting of the Mosquito and Vector Control Association of California (MVCAC) is an opportunity for staff to meet with leading mosquito workers from across the state.

*Gerald Chuzel*, Biologist, presented a poster during the poster session on evaluating applications for fire ants. *Arturo Gutierrez*, Laboratory Assistant II, presented a poster detailing the creation of the Autocidal Gravid Ovitrap (AGOs) used for *Aedes* mosquitoes.

*Kim Hung* presented on her dissertation research exploring honeydew as an attractant for house flies. She received first place in the Reeves New Investigator competition. *Jennifer Henke* presented on St. Louis encephalitis virus activity in Coachella Valley. *Wakoli Wekesa* spoke on human flea-borne rickettsioses in Los Angeles County. *Jill Oviatt* provided the training to the moderators. Jill also presented the new MVCAC website at the Trustee Session on Tuesday morning.

Former General Manager *Branka B. Lothrop* was named a MVCAC Honorary Membership, recognizing her exceptional, distinguished service in the interest of mosquito and vector control in the state of California.

This year the MVCAC Annual Conference hosted sessions on:

- Community engagement and public policy
- Pesticide resistance
- Operations
- Disease and biology of vectors

**ATTENDEES:**

Doug Hassett, Trustee

Bito Larson, Trustee

Michael Monroe, Trustee

Doug Walker, Trustee

Jeremy Wittie, District Manager

David l'Anson, Admin. Finance Manager

Jill Oviatt, Public Information Manager

Jennifer Henke, Laboratory Manager

Edward Prendez, IT Manager

Wakoli Wekesa, Operations Manager

Kim Hung, Vector Ecologist

Oldembour Avalos, Field Supervisor

Michael Martinez, Field Supervisor

Geneva Ginn, Lead Technician

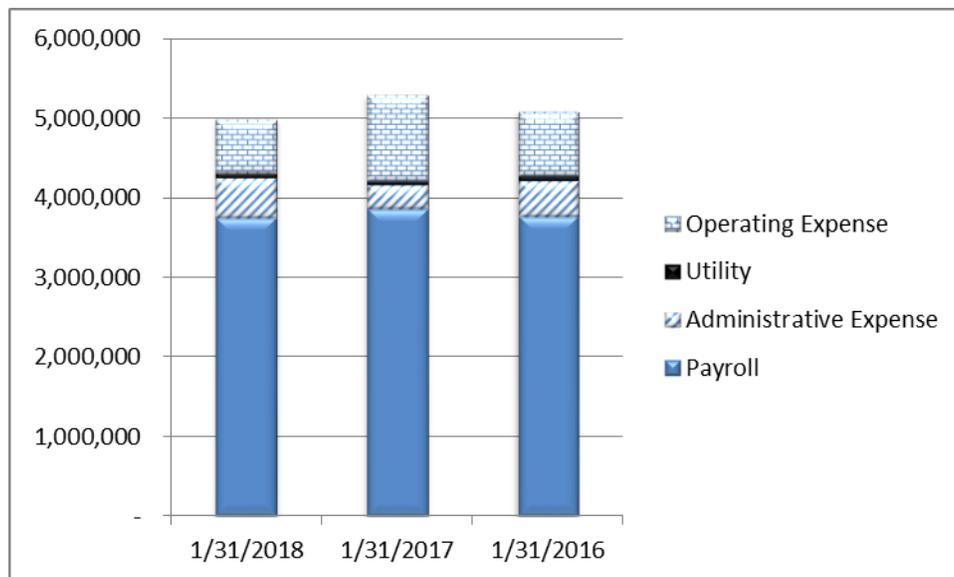
Arturo Gutierrez, Laboratory Assistant II

## FINANCE

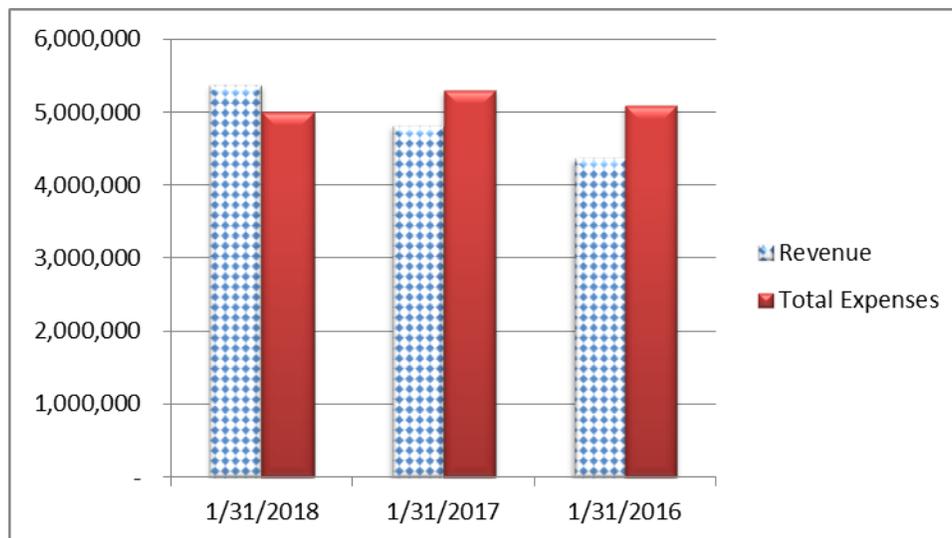
The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending January 31, 2018. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2017 to January 31, 2018 is \$4,994,147; total revenue is \$5,373,595 resulting in excess revenue over (under) expenditure for the year to January 31, 2018 of \$379,448.

### THREE YEAR FINANCIALS

	1/31/2018	1/31/2017	1/31/2016
<b>Total Revenue</b>	<b>5,373,595</b>	<b>4,819,067</b>	<b>4,378,113</b>
Expenses			
Payroll	3,760,909	3,873,025	3,770,529
Administrative Expense	491,271	294,581	455,717
Utility	58,974	58,589	64,338
Operating Expense	682,992	1,073,019	800,380
<b>Total Expenses</b>	<b>4,994,147</b>	<b>5,299,214</b>	<b>5,090,964</b>
<b>Profit (Loss)</b>	<b>379,448</b>	<b>(480,147)</b>	<b>(712,851)</b>
Capital Expenses	-	496	5,948



**Figure 1 Three Year Expenditure**



**Figure 2 Three Year Revenue & Expenditure**

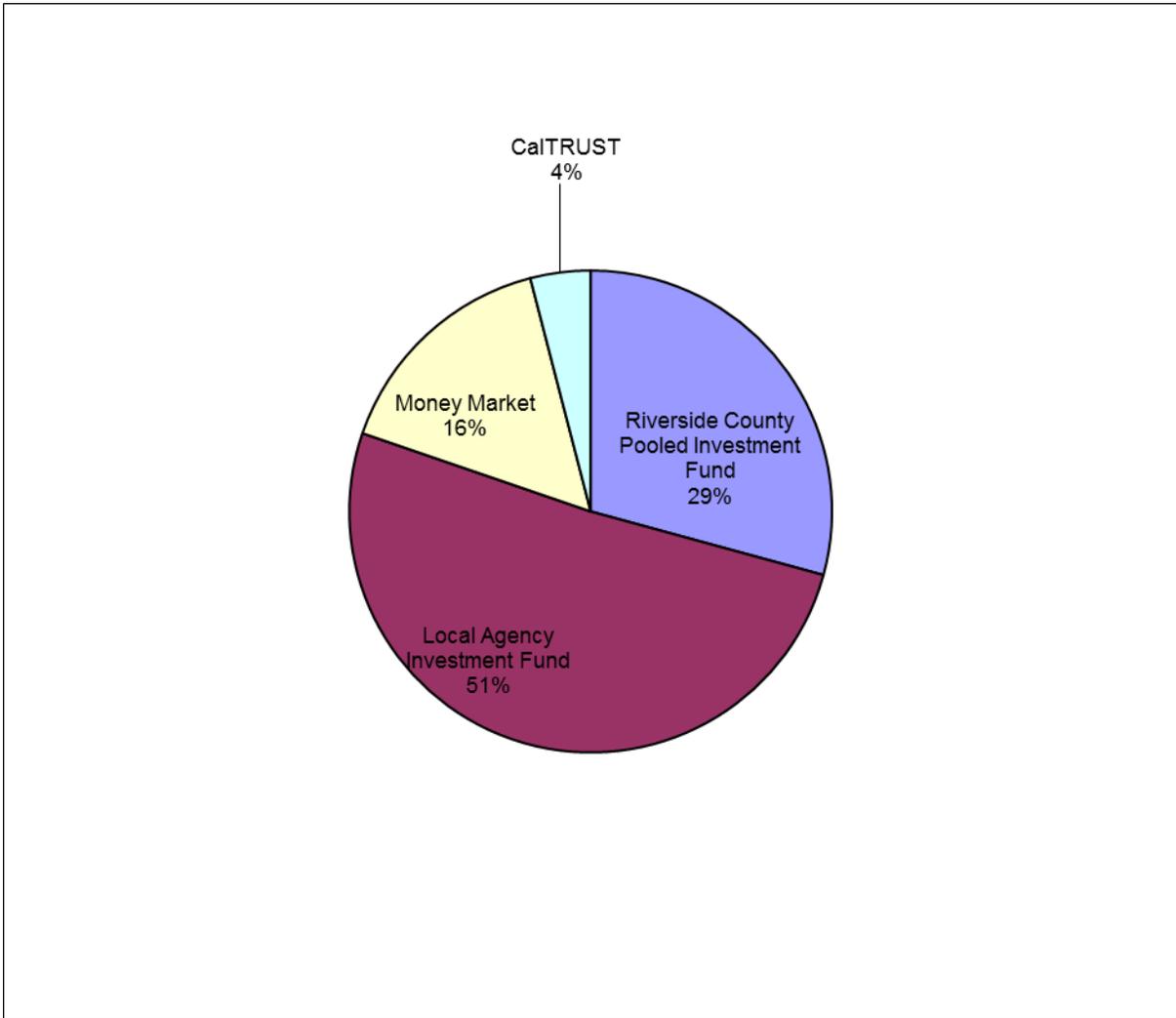
**THREE YEAR CASH BALANCE**

<b>CASH BALANCES</b>	<b>1/31/2018</b>	<b>1/31/2017</b>	<b>1/31/2016</b>
Investment Balance	12,194,783	12,187,354	12,345,293
Checking Accounting	11,967	6,217	(126,597)
Payroll Account	101,050	72,928	208,789
Petty Cash	2,000	2,000	2,000
<b>TOTAL CASH BALANCES</b>	<b>12,309,800</b>	<b>12,268,499</b>	<b>12,429,485</b>

**DISTRICT INVESTMENT PORTFOLIO 1/31/2018**

The District's investment fund balance for the period ending January 31, 2018 is \$12,194,783. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 51% of the District's investments; the Riverside County Pooled Investment Fund is 29% of the total.

The LAIF yield for the end of January was 1.35% and the Riverside County Pooled Investment Fund was 1.39%; this gives an overall weighted yield for District investments of 1.19%.



**Figure 3 Investment Portfolio 1-31-18**

	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	1.19											

**Figure 4 District Investments Weighted Yield**



**Coachella Valley Mosquito and Vector  
Control District**

**February 13, 2018**

**Staff Report**

**Agenda Item:** Items of General Consent

Approval of Resolution 2018-02 – Establishing Signature Approval for Checks Written from District Accounts – **David I'Anson, Administrative Finance Manager**

**Background:**

This replaces resolution 2017-02, reflecting the new officers:

- a) The **President, Vice-President, Secretary, and Treasurer**, are authorized to sign bank drafts for District expenses.
- b) Bank drafts for the payment of expenditures up to \$9,999.99 that are not pre-authorized pursuant to Resolution 2009-14 may be electronically signed with the signature of the **President** and the **Treasurer**.
- c) Bank drafts for expenditures \$10,000 and over that are not pre-authorized pursuant to Resolution 2009-14 must be manually signed by the **President** and at least one of the following in this order of availability: **Treasurer, Secretary, or Vice President**.

**Staff Recommendation:**

- That the Board of Trustees approve Resolution 2018-02.

**Fiscal Impact:**

- N/A

**Exhibits:**

- Resolution 2018-02

## RESOLUTION NO. 2018-02

### A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT ESTABLISHING SIGNATURE APPROVAL FOR BANK DRAFTS WRITTEN BY THE DISTRICT

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

**WHEREAS**, there is a need to annually establish authorization to sign bank drafts for District expenses; and

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

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

#### **Section 1. Recitals.**

The recitals set forth above are true and correct.

#### **Section 2. Signature Approval.**

a) The ***President, Vice-President, Secretary, and Treasurer***, are authorized to sign bank drafts for District expenses.

b) Bank drafts for the payment of expenditures up to \$9,999.99 that are not pre-authorized pursuant to Resolution 2009-14 may be electronically signed with the signature of the ***President*** and the ***Treasurer***.

c) Bank drafts for expenditures \$10,000 and over that are not pre-authorized pursuant to Resolution 2009-14 must be manually signed by the ***President*** and at least one of the following in this order of availability: ***Treasurer, Secretary, or Vice President***.

#### **Section 3. Severability.**

The Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this policy 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 4. Repeal of Conflicting Provisions.**

All the provisions heretofore adopted by the District or the Board of Trustees that are in conflict with the provisions of this Resolution are hereby repealed.

**Section 5. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 6. 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 13th day of February, 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**

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>February 13, 2018</b></p>
<p><b>Agenda Item:</b> Items of General Consent</p> <p>Discussion and/or approval of Resolution 2018-03 Revising the District’s Policy for Annual Research Funding – <b>Jennifer A. Henke, M.S., Laboratory Manager</b></p>		
<p><b>Background:</b></p> <p>The District’s <i>Annual Research Funding Policy</i> identifies and specifies the manner by which research projects are identified and funded each calendar year.</p> <p>The previous policy indicated that funds not used within a fiscal year would be moved into a Reserve for Research. Such a reserve does not exist, and the associated wording has been updated.</p>		
<p><b>Staff Recommendation:</b></p> <p>Staff recommends that the Board of Trustees adopts resolution 2018-03, revising the District’s Policy for Research Funding.</p>		
<p><b>Fiscal Impact:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>		
<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Policy for Funding Research</li> <li>• Resolution 2017-03</li> </ul>		

**RESOLUTION NO. 2018-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL  
DISTRICT ADOPTING A REVISED RESEARCH FUNDING POLICY  
& PROCEDURE**

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

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

**WHEREAS**, the Board is authorized to fund regional research institutions to improve the District's surveillance and integrated pest management programs; and

**WHEREAS**, the District funds research either directly or through the Mosquito and Vector Control Association of California; and

**WHEREAS**, on September 8, 2015, the Board adopted Resolution No. 2015-19 which adopted the District policy and procedure for funding research ("Previous Policy"); and

**WHEREAS**, the Board desires to adopt the Coachella Valley Mosquito and Vector Control District Revised Research Funding Policy & Procedure, attached hereto and incorporated herein as Exhibit "A" ("New Policy"), and to repeal and replace the Previous Policy.

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

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. New Policy Adopted.**

The Board hereby approves and adopts the New Policy, and simultaneously repeals the Previous Policy.

**Section 3. 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 4. Repeal of Conflicting Provisions.**

All the provisions of any resolution or policy heretofore adopted by the Board that are in conflict with the provisions of this Resolution are hereby repealed.

**Section 5. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 6. 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.

**[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]**

**PASSED, ADOPTED AND APPROVED, this 13<sup>th</sup> day of February, 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:**

---

M. Katherine Jenson, General Counsel

**REVIEWED:**

---

Jeremy Wittie M.S., General Manager

**EXHIBIT "A"**

**SEE ATTACHED  
COACHELLA VALLEY MOSQUITO AND VECTOR  
CONTROL DISTRICT REVISED  
RESEARCH FUNDING POLICY & PROCEDURE**

COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT				
REVISED RESEARCH FUNDING POLICY & PROCEDURE				
Subject Funding Research	Policy Number	Date Adopted	Date Revised	Board Approved
	1.12	03/10/10	05/13/14 09/2/15 <u>10/31/17</u>	09/08/15

**Policy Statement**

The goal of the Coachella Valley Mosquito & Vector Control District’s (“District”) Research Funding Policy and Procedure (“Policy”) is to work collaboratively with accredited research institutions to improve the District’s Integrated Vector Management Program. At each January Board meeting, an ad hoc Research Committee shall be formed. The ad hoc Research Committee is composed of three members from the Board of Trustees. The staff from the Scientific, Operations, and Administration Departments will serve in an advisory role to the Committee. The ad hoc Research Committee identifies the needs for applied research, seeks out proposals from accredited academic institutions, reviews proposals, and makes recommendations to the Board.

1. The ad hoc Research Committee will determine the research interests.
2. Funding for the Research program will come from general revenue and is set at \$150,000 per fiscal year. This will be approved annually during the District’s Annual Budget Calendar, if funds are available.
3. One the District’s Operating Budget is approved by the Board of Trustees, the ad hoc Research Committee will meet in June, contingent upon approval of budget at the June Board meeting, in person or electronically, to finalize the District’s request for research proposals.
4. Starting in July, the District will invite research proposals from accredited academic institutions.
5. Research proposals will be submitted to the District no later than September 1<sup>st</sup>.
6. The ad hoc Research Committee will evaluate and discuss proposals after they have been received.
7. Research proposals that best meet District research priorities and are within budget will be recommended to the full Board of Trustees for funding approval at the November Board meeting.
8. Board approved University of California research proposals may be submitted to the Mosquito and Vector Control Association of California (MVCAC). Proposals will be

handled as *pass through* funding by the MVCAC as described in Association’s “Manual of Administration Policies.”

9. The projects must have specific objectives and the District typically provides additional in-kind support. Grant monies for Board approved research proposals shall be for the sole purpose of research and shall not be applied to cover indirect or overhead expenses in any way.
10. When feasible, the District will provide full funding for each requested year.
11. If Board approved, each year’s proposed research budget for multi-year projects will be disbursed in January of the subsequent funded year(s).
12. Awardees will submit reports in June and December of each award year and shall be reviewed by the full Board of Trustees at the July and January Board meetings.
- ~~13. In fiscal years when Approved Research proposals total less than the annual funding level, the excess funds will be transferred to the Reserve for Research. The Reserve for Research funding level is not to exceed \$300,000.~~
- ~~14. Funds held in the Reserve for Research may be used to supplement the annual research budget.~~

## Two Year Research Funding Cycle

Year	Month	Description
<b>Pre-Year 1</b>	January	Ad hoc Research committee formed.
	April	Ad hoc Research committee completes research interests and two year draft budget.
	July	RFP Issued
	September	Proposals submitted to CVMVCD
	November	Research Projects selected for funding.
<b>Year 1</b>	January	<i>Researcher receives 1st year of funds.</i>
	June	Researcher submits first semi-annual report.
	July	First semi-annual report reviewed and approved by Board of Trustees.
	December	First annual report submitted by researcher.
<b>Year 2</b>	January	First annual report reviewed and approved at Board of Trustees meeting.
	January/February	<i>Researcher receives 2<sup>nd</sup> year of funding.</i>
	June	Researcher submits second semi-annual report.
	July	Second semi-annual report reviewed and approved at Board of Trustees meeting.
	December	Second annual report submitted by researcher.
<b>Pre-Year 1</b>	January	Pre-Year 1 activities begin in year 2

	<p style="text-align: center;"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p style="text-align: center;"><b>Staff Report</b></p>	<p style="text-align: right;"><b>February 13, 2018</b></p>
<p><b>Agenda Item:</b> Items of General Consent</p> <p>Discussion and/or approval of Resolution 2018-04 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – <b>Anita Jones, Human Resources Manager</b></p>		
<p><b>Background:</b></p> <p>On August 10, 2011, CalPERS adopted <i>California Code of Regulations (CCR) Title 2, Sections 570.5 and 571(b)</i>, which set specific requirements for making pay schedules publicly available. The stated purpose was to ensure consistency and enhance disclosure and transparency of public employee compensation.</p> <p>In order to fully meet the requirements of these regulations, the pay schedule must list a position title for every employee position, show a pay rate for each position, and indicate the time base for the pay rate (hourly, monthly, annually, etc.). This pay schedule updates the Manager’s and Executive Assistant’s pay rates. The pay schedule is included in the attached resolution as <i>Exhibit A</i>.</p>		
<p><b>Staff Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Staff recommends that the Board of Trustees approve Resolution 2018-04.</li> </ul>		
<p><b>Exhibits:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2018-04</li> </ul>		

## RESOLUTION NO. 2018-04

### A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING THE DISTRICT'S PAY SCHEDULE TO CONFORM WITH THE CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 2, SECTION 570.5 AND AMENDMENTS TO CCR SECTION 571, SUBDIVISION (b)

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

**WHEREAS**, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

**WHEREAS**, the Board of Trustees wishes to meet the requirements of these regulations by adopting a Pay Schedule which sets forth the pay ranges for all District employee classifications in one single document;

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

#### **Section 1. Recitals.**

The recitals set forth above are true and correct.

#### **Section 2. Approval of Pay Schedule**

That the Board of Trustees hereby approves the pay schedule shown on Exhibit "A," which is incorporated herein by this reference, for classifications as designated on said schedule, a copy of which is attached hereto and incorporated herein by this reference.

#### **Section 3. Effective Date.**

This Resolution shall take effect upon its adoption.

#### **Section 4. Certification.**

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

**PASSED, ADOPTED AND APPROVED, this 13th day of February 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:**

---

Jeremy Wittie, MS, General Manager

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Monthly Pay Schedule - Effective 7/1/17**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
VCT Trainee	2,064.86	2,168.10	2,276.50	2,390.33	2,509.84	2,635.34
Laboratory Technician	2,905.46	3,050.73	3,203.27	3,363.43	3,531.60	3,708.18
VCT I, Utility Worker	3,708.18	3,893.59	4,088.27	4,292.69	4,507.32	4,732.69
VCT II, Laboratory Assttiant I	4,507.32	4,732.69	4,969.32	5,217.79	5,478.68	5,752.61
Mechanic I	4,732.69	4,969.32	5,217.79	5,478.68	5,752.61	6,040.24
Lead VCT, Lab Assistant II, Mechanic II	4,969.32	5,217.79	5,478.68	5,752.61	6,040.24	6,342.25
Administrative Clerk	4,267.00	4,480.00	4,703.00	4,939.00	5,185.00	5,445.00
Accounting Technician I	4,373.00	4,592.00	4,822.00	5,062.00	5,316.00	5,581.00
Accounting Technician II	4,888.00	5,132.00	5,389.00	5,659.00	5,942.00	6,238.00
Public Outreach Coord, IT/GIS Assist	5,677.00	5,961.00	6,259.00	6,572.00	6,900.00	7,246.00
Biologist	5,969.00	6,267.00	6,581.00	6,909.00	7,255.00	7,617.00
Field Supervisor	6,922.00	7,268.00	7,632.00	8,013.00	8,415.00	8,835.00
Environmental Biologist, Vector Ecologist, IT/GIS Analyst, Lead Supervisor	7,268.00	7,632.00	8,013.00	8,415.00	8,834.00	9,276.00
Executive Assistant/Clerk of the Board	5,823.79	6,114.98	6,420.73	6,741.76	7,078.85	7,432.80
Human Resources Manager, IT Manager, Public Information Manager, Operations Manager, Lab Manager	7,702.40	8,087.52	8,491.90	8,916.49	9,362.32	
Admin/Finance Manager	7,980.86	8,379.90	8,798.90	9,238.84	9,700.79	
General Manager	12,639.42					

**Educational Incentive Pay**

Certificate	1%	Master's Degree	4%
Associate Degree	2%	Doctorate Degree	5%
Bachelor's Degree	3%		

**Temporary - Out of Class**

5%



**Coachella Valley Mosquito and Vector  
Control District**

**Staff Report**

**February 13, 2018**

**Agenda Item:** Items of General Consent

Approval to purchase 5X MagMax-96 Viral Isolation Kits from Thermo Fisher Scientific in an amount not to exceed \$9,000.00 from account 7575.01.400.04, Internal Mosquito RT-PCR – **Jennifer A. Henke, M.S., Laboratory Manager**

**Background:**

The 5X MagMax-96 Viral Isolation Kits are reagents used to conduct the arbovirus testing of mosquito samples. This particular kit helps to recover the virus out of the cells of the mosquitoes so that we can determine if a mosquito sample has West Nile virus, St. Louis encephalitis virus, or western equine encephalomyelitis virus.

The District is able to purchase these at a price of \$1,152.00 per kit when purchasing 5 or more kits due to a pricing agreement between Thermo Fisher Scientific and the member agencies of the Mosquito and Vector Control Association of California. This price is a 25% discount per kit of the regular retail price of \$1,440.00 per kit. Each kit can be used to test approximately 500 samples, so the seven kits will allow us to test 3,500 samples (not including the controls needed for each plate). The pricing agreement is in place through December 31, 2018. Seven kits will cost \$8,064.00 before tax and shipping.

**Staff Recommendation:**

- The Laboratory Department requests Board approve the purchase of reagents needed for testing mosquito samples for arboviruses in the amount not to exceed \$9,000.00.

**Fiscal Impact:**

FY2017-18 Budget <b>7575.01.400.04</b>	Current Available Funds	Proposed Expense	Remaining Available Funds
<b>32,500</b>	<b>17,058</b>	<b>9,000</b>	<b>8,058</b>



**Coachella Valley Mosquito and Vector Control District**

**February 13, 2018**

**Staff Report**

**Agenda Item:** Items of General Consent

Approval to renew the annual agreement with *Salton Sea Aerial Services, Inc.* to conduct both aerial adulticiding and larviciding operations as needed to assist the District in its mosquito control operations – **J. Wakoli Wekesa, PhD, Operations Manager**

**Background:**

Currently, the District has a control contract with *Salton Sea Aerial Service, Inc.* to conduct adulticide or larvicide activities. The District guarantees the contractor a minimum of 14 hours of work per year at an hourly rate of \$1,500.00 per hour in exchange for equipment standby availability to conduct aerial pesticide applications upon notice during the year.

**Need Assessment:**

**Operational:** The application of control products in inaccessible areas such as the Salton Sea marsh habitats and where large applications are required, as in duck club habitats and the wetland marshes are often applied by aerial treatment rather than ground because of accessibility and time saving issues. The need for these applications will continue in the future. In addition, helicopter service provided by Salton Sea Air Service, Inc. can also apply adulticide products to all areas of the Coachella valley, if it becomes necessary based on arbovirus indicators.

**To Protect Public Health:** The District Operations Department is charged with the responsibility of maintaining minimal mosquito abundance and, if necessary, a quick response to the possibility of a significant human disease transmission and outbreak. The availability of aerial application equipment is necessary for both routine preventative larvicide applications as well as emergency response to minimize disease potential.

**Staff Recommendation:**

- Staff recommends renewing agreement with Salton Sea Aerial Services, Inc.

**Fiscal Impact:**

FY2017-18 Approved Budget <b>7850.01.500</b>	Current Available Funds	Proposed Expense	Remaining Available Funds
<b>145,500</b>	<b>113,950</b>	<b>113,950</b>	<b>0</b>

**Exhibits:**

N/A



**Coachella Valley Mosquito and Vector Control District**

**February 13, 2018**

**Staff Report**

**Agenda Item:** Items of General Consent

Approval to purchase one 13 cu. ft. Thermo Scientific Forma 900 series ultra-low temperature freezer from Fisher Scientific in an amount not to exceed \$15,000 from account 8415.01.400, Capital Equipment Parts and Supplies – **Jennifer A. Henke, M.S., Laboratory Manager**

**Background:**

The ultra-low temperature freezer stores reagents and mosquito pool samples at a low enough temperature to preserve genetic materials. A large portion of the freezer is also dedicated to storing dry ice, the lure used in our CO<sub>2</sub> and BG sentinel traps. This freezer will be used in conjunction with our current freezer and allow for storage more of these items.

The typical life span of an ultra-low temperature freezer is 10 years and the current freezer we have is 13 years old. The new freezer would have adequate space to hold mosquito pool samples and reagents in the event that the old freezer fails.

The District would be purchasing the freezer under the Government Cooperative Purchasing Agreement, ensuring that the District would receive the best price for the unit.

**Staff Recommendation:**

The Laboratory Department requests the Board approve the purchase of the ultra-low temperature freezer in the amount not to exceed \$15,000.

**Fiscal Impact:**

FY2017-18 Budget	Current Available Funds	Proposed Expense	Remaining Available Funds
<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>



**Coachella Valley Mosquito and Vector  
Control District**

**Staff Report**

**February 13,  
2018**

**Agenda Item:** Items of General Consent

Approval of an advertising contract with KESQ for the District’s Spring Mosquito Awareness Advertising campaign, in an amount not to exceed \$6,500 from Fund #6220.01.215, Public Outreach Advertising – **Jill Oviatt, MCDM, Public Information Manager**

**Background:**

Each year, the District launches an awareness campaign to educate residents about vector-borne threats and inspire proactive removal of standing water from residential properties. Teaching people how to protect themselves from mosquito bites and mosquito-borne diseases is a prime focus, however since the invasive mosquito species, the *Aedes aegypti* was detected in the Valley in May 2016, the District has stepped up education on removing standing water. The invasive mosquito breeds primarily in people’s yards, prefers to bite humans, and has the potential to transmit serious viruses such as chikungunya, dengue, and Zika.

The District is contracting with KESQ, NESQ, KDFX, and KCWQ to run 427 television advertising spots of :30 over 14 weeks starting February 19 until the end of June. For the first five weeks, the spots will promote the Fight the Bite 5K Walk/Run on March 24 to raise awareness about community participation in mosquito prevention and mosquito control, and the remaining nine weeks, the spots will focus solely on making the removal of mosquito breeding sources a weekly habit. KESQ will create the “Fight the Bite 5K” and the “Dump it. Drain it. Scrub it clean.” advertising spots in English and Spanish as part of the \$6,500 contract.

The “Fight the Bite” 5K in Rancho Mirage will also include a Community Resource Fair in the Community Park. The District booth will feature a backyard sources display where people can learn firsthand how to identify and eliminate standing water sources. We will also distribute awareness materials and promotional items, alongside partner agency booths.

**Staff Recommendation:**

Staff recommends the approval of the advertising contract with KESQ in the amount not to exceed \$6,500. This includes the costs related to the development, creation, and publishing of two radio and TV advertisements and 427 spots running over 14 weeks from mid-February to end of June 2018.

**Fiscal Impact:**

FY 2017/18	Current Available Funds	Proposed Expense	Remaining Available Funds
6220.01.215	\$39,360.00	\$6,500.00	\$32,860.00

**SECTION  
12**



**NEW BUSINESS**



**Coachella Valley Mosquito and Vector Control District**

**Staff Report**

**February 13, 2018**

**Agenda Item:** New Business

Discussion and/or approval to contract with a Reserve Study Specialist, as recommended by the Finance Committee – **David l’Anson, Administrative Finance Manager**

**Background:**

The Finance Committee directed staff to issue a Request for Proposal (RFP) for qualified firms that would provide professional services to the District in the area of planning for capital reserve funding.

The goal was to assist the District for planning future cash flow for maintenance, repairs, and replacement of capital assets. The reserve study will help determine how much money should exist in a reserve fund at a given point in time or to project required future contributions and expenditure amounts so that sufficient reserve funds are available when needed.

The RFP was issued January 8, 2018, closing on February 1, 2018 after being extended by one week. Six bids were received, several firms responded thanking us for the opportunity but stating that they would not submit a bid for reasons such as southern California was not their area, too busy or were out of town during the bid process. The following firms submitted a bid, their proposed costs ranging from \$8,800 to \$32,500, (one firm submitting a schedule of fees rather than a total cost):

- Association Reserves
- Browning Reserves Group
- Hughes Reserves & Asset Management
- Reserve Data Analysis
- Roy Jorgensen Associates
- Strategic Reserves

The Finance Committee following a thorough review of the bids and references will give a recommendation to the Board.

**Staff Recommendation:**

- Finance Committee will give recommendation update at meeting.

**Fiscal Impact:**

FY2017-18 Budget	Current Available Funds	Proposed Expense	Remaining Available Funds
<b>6095.01.200</b>			