



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, October 9, 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**
 - General Manager's Report – **Jeremy Wittie, M.S., General Manager**
8. **Board Reports**
 - A. President's Report – **President Kaplan**
 - Executive Committee (**Pg. 5**)

- B. Finance Committee – **Treasurer Weightman**
 - Finance Committee Minutes (**Pg.6**)

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 September 11, 2018, Board Meeting (**Pg.9**)
- B. Correspondence (**Pg.14**)
- C. Approval of Expenditures for September 12-30, 2018, and October 1-9, 2018 (**Pg.15**)
- D. Informational Items:
 - Trustee and Staff reports from:
 - CSDA Conference, September 25-28, 2018 in Indian Wells, CA (**Pg.24**)
 - District Travel (**Pg.26**)
- E. Approval to renew the annual contract with Airgas Carbonic, Inc. for the District's supply of dry ice for mosquito and arbovirus surveillance, in an amount not to exceed \$12,000.00 from 7550.01.400.000 – Operating Supplies *Budgeted; Funds Available* – **Jennifer A. Henke, M.S., Laboratory Manager** (**Pg.27**)
- F. Approval to purchase one (1) Cisco Catalyst Network Switch, in an amount not to exceed \$9,400.00, from Capital Replacement Budget Fund #8415.13.210.000 – utilizing the Sourcewell Contract #010615-SCC – *Budgeted; Funds Available* **Edward Prendez, Information Technology Manager** (**Pg.28**)

10. **Old Business**

- A. None.

11. **New Business**

- A. 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 Capital Replacement Equipment Fund - Reserve for Laboratory Equipment –*Budgeted in Capital Reserves; Funds Available* – **Jennifer A. Henke, M.S., Laboratory Manager** (**Pg.30**)
- B. Discussion regarding the process to review and recommend submitted proposals for District General Counsel – **Mr. Shelly Kaplan, Board of Trustees President** (**Pg.31**)

12. **Closed Session**

- A. **Closed Session:** Public Employee Performance Evaluation of General Manager Pursuant to Government Code Section 54957 (b)(1)

13. **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.

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

Certification of Posting

I certify that on October 5, 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 October 5, 2018.

Graciela Morales, Clerk of the Board

SECTION
8



BOARD REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Executive Committee Meeting Minutes

TIME: 9:05 A.M. OCTOBER 1, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Cathedral City	Shelley Kaplan	County at Large	Franz De Klotz
Indian Wells	Clive Weightman		

ABSENT:

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

OTHERS PRESENT:

Jeremy Wittie, General Manager
Grace Morales, Clerk of the Board
Brad Anderson, Rancho Mirage resident

1. Call to Order: President Kaplan called the meeting to order at 9:06 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:

Rancho Mirage resident, Brad Anderson, made a public comment about the manner in which the District relays information to the public regarding the type of pesticide applications.

5. Review of Draft October 2018 Board Agenda:

The draft Agenda for the October Board Meeting was reviewed by the Committee. A discussion ensued. The Committee recommended the following changes: revision to the CleanExcel agenda item and the addition of a New Business item regarding the general counsel services selection process.

6. Discussion regarding the selection of a firm for legal counsel services: The selection process was discussed.

7. Trustee/Staff Comments: None.

8. Scheduling of Next Meeting Date: The next Executive Committee Meeting was confirmed for Monday, November 5, 2018, at 9:00 A.M.

9. Adjournment: The meeting was adjourned by President Kaplan at 9:42 A.M.

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Finance Committee Meeting Minutes

TIME: 4:30 P.M. SEPTEMBER 11, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Coachella	Betty Sanchez	Indian Wells	Clive Weightman
County at Large	Bito Larson		

TRUSTEES ABSENT:

OTHERS PRESENT:

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

1. **Call to Order:** Treasurer Weightman called the meeting to order at 4:37p.m.
2. **Roll Call:** Roll call indicated two (2) committee members out of three (3) were present.
3. **Confirmation of Agenda**
4. **Public Comments:** None.
5. **Items of General Consent:**

5A – Approval of Minutes from July 10, 2018, Finance Committee Meetings: On motion from Trustee Larson seconded by President Kaplan, and passed by unanimous vote, the Committee approved item 5A.

Trustee Betty Sanchez arrived at 4:43pm.

6. Discussion and/or Review:

6A. Review of Check Report from Abila MIP for the period of August 9, 2018 to September 6, 2018: Reviewed by Committee.

6B. CalCard Charges August 2018: Reviewed by Committee

6C. Review of August 2018 Financials: Reviewed by Committee.

6D. Monthly Budget – July & August: Reviewed by Committee.

6E. June 30 Revenue and Expense: Reviewed by Committee.

6F. CalCard Rebate – Informational: Reviewed by Committee.

7. Old Business: None.

8. New Business: None.

9. Confirmation of Next Meeting: The next Finance Committee Meeting was scheduled for Tuesday, October 9th, at 4:30pm.

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

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

SECTION

9



ITEMS OF GENERAL CONSENT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Board of Trustees Meeting Minutes

CALLED TO ORDER: 6:00 P.M. SEPTEMBER 11, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

VICE-PRESIDENT	Doug Hassett	City of La Quinta
SECRETARY:	Franz De Klotz	County at Large
TREASURER:	Clive Weightman	Indian Wells

Coachella
County at Large
Desert Hot Springs
Indio

Betty Sanchez
Bito Larson
Adam Sanchez
Benjamin Guitron

Palm Desert
Palm Springs
Rancho Mirage

Doug Walker
Dr. Doug Kunz
Michael Monroe

TRUSTEES ABSENT:

Cathedral City

Shelley Kaplan

OTHERS PRESENT:

Jeremy Wittie, General Manager
Crystal Moreno, Clerk of the Board
David l'Anson, Administrative Finance Manager
Anita Jones, Human Resources Manager
Jill Oviatt, Public Information Manager
Jennifer Henke, Laboratory Manager
Edward Prendez, IT Manager
Wakoli Wekesa, Operations Manager
Marko Petrovic, IT/GIS Analyst
Marcos Coronel, Jr., Resident

1. **Call to Order:** Vice-President Hassett called the meeting to order at 6:00pm.
2. **Pledge of Allegiance:** Trustee Monroe led the Pledge of Allegiance.
3. **Oath of Office:** Clerk of the Board Moreno swore in new Trustee Benjamin Guitron, appointed by the City of Indio.
4. **Roll Call:** Roll call indicated nine (9) Trustees out of eleven (11) were present.
5. **Motion to Excuse Absences:** On motion from Trustee Walker seconded by Treasurer Weightman, and passed by unanimous vote, the Board of Trustees excused the absence of President Kaplan.

Ayes: Trustees De Klotz, Guitron, Hassett, Kunz, Larson, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: President Kaplan and Trustee B. Sanchez.

6. Confirmation of Agenda

7. Public Comment: None.

Trustee Betty Sanchez arrived at 6:05pm.

8. Closed Session

- A. **Closed Session:** Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 (one matter).

Returning from Closed Session, there was no reportable action taken.

9. Announcements:

- General Manager's Report – **Jeremy Wittie, M.S., General Manager**
- Surveillance Update – **Jennifer A. Henke, M.S., Laboratory Manager**
- Operations Update – **J. Wakoli Wekesa, Ph.D., Operations Manager**
- Public Outreach Demonstration – **Jill Oviatt, MCDM, Public Information Manager**

General Manager Wittie welcomed Trustee Guitron to the Board and announced that the District would be purchasing Chromebooks for Trustees to use to access District email and view Board Packets. He also announced that the District would be issuing a Request for Proposals (RFP) for Legal Counsel and that Clerk for of the Board Moreno has been promoted to the Human Resources Specialist. General Manager Wittie thanked for her service as Clerk of the Board.

Laboratory Manager Henke provided an update on the Valley and state's West Nile virus and St. Louis encephalitis activity and truck larviciding, as well as, *Aedes aegypti* in the Valley. She also showed the presentation created by the District's Intern Haide Vela-Alvarez and detailed the work she had completed.

Operations Manager Wekesa provided a zone work update, the District's work regarding the invasive *Aedes*, what happens when a positive sample is found, and a summary on recent and upcoming treatments.

Public Information Manager Oviatt provided a demonstration of the District's new Hype Box which will be used at public outreach events.

10. Board Reports:

10A – President’s Report: Vice-President Hassett reminded Trustees to let Clerk of the Board Moreno know if they were interested in attending the upcoming and California Special District’s Association Annual (CSDA) Conference and announced that Trustee Monroe was resigning from the Board.

10B – Finance Committee: Finance Committee Met Prior to Board Meeting: Treasurer Weightman reported that the Finance Committee met tonight to review the finances. He commented that the Committee reviewed the year-end financial for FY 2017/18 and that the District had done a great job. The committee also reviewed the first two months of the new monthly budget format and thanked Administrative Finance Manager l’Anson for creating them. Treasurer Weightman also commented that the new capital layout allows for better control of capital requirements.

11. Items of General Consent:

- A. Minutes for July 10, 2018, Board Meeting
- B. Correspondence
- C. Approval of Expenditures for July 11-31, 2018, August 1-31, 2018, and September 1-11, 2018
- D. Informational Items:
 - District Travel
- E. Department Reports

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

Ayes: Trustees De Klotz, Hassett, Larson, Monroe, and Weightman.

Noes: None.

Abstained: Trustees Guitron, Kunz, A. Sanchez, B. Sanchez, and Walker.

Absent: President Kaplan.

On motion from Secretary De Klotz seconded by Treasurer Weightman, and passed by unanimous vote, the Board of Trustees approved the remaining Items of General Consent.

Ayes: Trustees De Klotz, Guitron, Hassett, Kunz, Larson, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: President Kaplan.

12. Old Business:

12A. Discussion and/or approval to add change order to Civil Engineering Agreement with Dudek for the Thermal Facility, in an amount not to exceed \$10,500.00: General Manager Wittie reported that the change order was to add the area around Avenue 55.

On motion from Trustee B. Sanchez seconded by Trustee Guitron, and passed by unanimous vote, the Board of Trustees approved item 12A.

Ayes: Trustees De Klotz, Guitron, Hassett, Kunz, Larson, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: President Kaplan.

13. New Business:

13A. Discussion and/or approval to purchase additional control products from the lowest responsible bidders or sole-source providers in the amount not to exceed \$110,000.00 from Fund #7800.01.500.028, Field Chemical Control for control of invasive Aedes:

On motion from Trustee B. Sanchez seconded by Trustee Monroe, and passed by unanimous vote, the Board of Trustees approved item 13A.

Ayes: Trustees De Klotz, Guitron, Hassett, Kunz, Larson, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: President Kaplan.

13B. Discussion and/or approval purchase fourteen (14) vehicles, in an amount not to exceed \$500,000.00, from Capital Replacement Budget Fund #8415.13.300 – utilizing the State of California Contract #1-16-23-20D:

On motion from Trustee Walker seconded by Trustee Kunz, and passed by unanimous vote, the Board of Trustees approved item 13B.

Ayes: Trustees De Klotz, Guitron, Hassett, Kunz, Larson, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: President Kaplan.

13C. Discussion and/or approval of additional employee release day, in place of the District's Annual End of the Year Appreciation Luncheon:

On motion from Trustee B. Sanchez seconded by Trustee Guitron, and passed by unanimous vote, the Board of Trustees approved item 13C.

Ayes: Trustees De Klotz, Guitron, Hassett, Kunz, Larson, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: President Kaplan.

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

- Trustee Monroe announced that he would be resigning for the Board of Trustees and thanked the District. He stated that his family would be leaving the state and plan to come back to the Valley in the future. Trustee Monroe also stated that he brought a fellow Rancho Mirage resident, who is interested in serving on the Board, to tonight's meeting.
- Trustee A. Sanchez commented that he was interested in attending the Salton Sea Trip offered through the CSDA Conference and would like more information.

15. Adjournment: On motion from Trustee Monroe seconded by Trustee Guitron, and passed by unanimous vote, the meeting was adjourned by Vice-President Hassett at 7:20 p.m.

Ayes: Trustees De Klotz, Guitron, Hassett, Kunz, Larson, Monroe, A. Sanchez, B. Sanchez, Walker, and Weightman.

Noes: None.

Abstained: None.

Absent: President Kaplan.

From: Michael Martinez
Sent: Tuesday, September 4, 2018 3:48 PM
To: DistrictWideGroup <districtwidegroup@cvmvcd.org>
Subject: Compliment

Good afternoon,

A message from Francis L. of Palm Spring saying that **Trinidad Haro** was excellent today at her property. She explained that he was patient, gave all kinds of information, drained pots, collected samples, educated her and will call back on Friday. She felt the need to call and let us know he was wonderful and that we have an excellent employee. Thank you Trinidad for representing the District so well.

Michael Martinez
Field Supervisor

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:
September 12, 2018 to October 3, 2018

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	September 7, 2018	186,499.08	
	Payroll Disbursement	September 21, 2018	190,409.03	376,908.11
Cash - First Foundation Bank Checking				
41861	Advance Imaging Systems	Contract Expense	293.83	
41862	Airgas Safety Inc.	Operating Supplies	1,616.41	
41863	CarQuest Auto Parts	Vehicle Parts & Supplies	863.52	
41864	C&R Wellness Works	Employee Assistance Program	264.00	
41865	Desert Air Conditioning	Repair & Maintenance	343.00	
41866	Desert Electric Supply	Repair & Maintenance	122.33	
41867	Desert Resort Security Services	Contract Services	1,050.00	
41868	Eisenhower Occupational Health Serv	Physician Fees	1,035.00	
41869	Equipment Direct, Inc.	Safety Expense	1,755.73	
41870	Gempler's	Safety Expense	269.76	
41871	Inland Power Equipment Co.	Equipment Parts & Supplies	481.22	
41872	Jernigan's Sporting Goods, Inc.	Safety Expense	911.61	
41873	Marlin Business Bank	Contract Services	811.13	
41874	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	156.79	
41875	Praxair Distribution, Inc.	Equipment Parts & Supplies	47.28	
41876	Refrigeration Supplies Distributor	Repair & Maintenance	492.40	
41877	Rivco Mechanical Services, Inc.	Contract Services	10,000.00	
41878	Rutan & Tucker, LLP	Attorney Fees	208.17	
41879	Salton Sea Air Service	Aerial Applications	14,500.00	
41880	SoCo Group Inc., The	Motor Fuel & Oils	12,869.86	
41881	TCI Thermal Combustion Innovators, Inc.	Operating Supplies	324.13	
41882	UPS	Postage	57.46	
41883	Vector-Borne Disease Account	State Cert Fees	5.00	
41884	Verizon Wireless Services LLC	Contract Services	4,437.14	
41885	Waterlogic Americas LLC	Employee Support	213.15	
41886	Waxie Sanitary Supply	Maintenance Supplies	227.94	
41887	Rivco Mechanical Services, Inc.	Contract Services	1,542.66	
41888	U.S. Bank	CalCard: 9/22/2018 Statement	80,155.37	
Cash - First Foundation Bank Check Run Total to be Approved				135,054.89
Total Expenditures: September 12, 2018 to October 3, 2018				511,963.00

Shelley Kaplan, President

Clive Weightman, Treasurer

Coachella Valley Mosquito and Vector Control District
FINANCES AT A GLANCE
ALL FUNDS COMBINED
For the Month Ended September 30, 2018

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 11,022,396	\$ (598,927)	\$ 10,423,469
CASH	\$ 109,182	(1,542)	\$ 107,640
INVESTMENTS & CASH	\$ 11,131,578	\$ (600,469)	\$ 10,531,109
CURRENT ASSETS	2,062,463	(31,012)	2,031,451
FIXED ASSETS	10,725,824	-	10,725,824
OTHER ASSETS	5,111,294	-	5,111,294
TOTAL ASSETS	<u>\$ 29,031,159</u>	<u>\$ (631,481)</u>	<u>\$ 28,399,678</u>
TOTAL LIABILITIES	\$ 5,823,715	\$ (152,123)	\$ 5,671,592
TOTAL DISTRICT EQUITY	23,207,444	(479,359)	22,728,085
TOTAL LIABILITIES & EQUITY	<u>\$ 29,031,159</u>	<u>\$ (631,482)</u>	<u>\$ 28,399,677</u>
RECEIPTS		\$ 169,106	
CASH DISBURSEMENTS			
Payroll	\$ 376,908		
General Admin	\$ 391,125		
Total Cash Disbursements		\$ (768,033)	
NON-CASH ENTRIES:		\$ (32,554)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u>\$ (631,481)</u>	

CVMVCD
Cash Journal - deposits
From 9/1/2018 Through 9/30/2018

Document N...	ID	Payee/Recipient Name	Transaction Description	Effective ...	Deposits
CD00128	PAYMAC	Paymac Inc	Public Surplus - 2001 Ford Exploer Sp...	9/14/2018	2,500.00
CD00128	PAYMAC	Paymac Inc	Public Surplus - 2007 Golfcart Carryall ...	9/14/2018	520.00
CD00128	PAYMAC	Paymac Inc	Public Surplus - 2007 Golfcart Carryall ...	9/14/2018	632.00
CD00129			September Receipts - Refund	9/14/2018	54.38
CD00130	RIVERSIDEC...	Riverside County	September Receipts - Current Unsecur...	9/18/2018	147,283.23
CD00131	SYNGENTAC...	Syngenta Corp Protection LLC	Cash Investments	9/28/2018	3,057.60
CD00132	VCJPA	Vector Control Joint Powers Agency	Cash - Investments	9/28/2018	80.00
CD00133	UCRIVERSIDE	UC Riverside	Cash - Investments	9/28/2018	396.79
CD00134	FIRSTFOUN...	First Foundation Bank	September Receipts - Bank Interest	9/30/2018	155.61
CD00135	RIVERSIDEC...	Riverside County	September Receipts - Interest Fund 5...	9/30/2018	1,770.25
CD00136	RIVERSIDEC...	Riverside County	September Receipts - Interest Fund 5...	9/30/2018	12,656.58
Report Total					169,106.44

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2018 Through 9/30/2018
(In Whole Numbers)

	Budget - Original	YTD Budget	YTD Actual	YTD Variance	Percentage Variance
Revenues					
4000	Property Tax - Current Secured	3,733,045	0	0	0.00%
4010	Property Tax - Curr. Supplmntl	72,202	0	0	0.00%
4020	Property Tax - Curr. Unsecured	161,854	147,283	5,772	(4.07)%
4030	Homeowners Tax Relief	42,732	0	0	0.00%
4070	Property Tax - Prior Supp.	28,660	0	0	0.00%
4080	Property Tax - Prior Unsecured	9,902	0	0	0.00%
4090	Redevelopment Pass-Thru	4,275,025	0	0	0.00%
4520	Interest Income - LAIF/CDs	100,000	14,871	(10,129)	40.51%
4530	Other Miscellaneous Receipts	63,000	8,728	(7,022)	44.58%
4551	Benefit Assessment Income	1,996,366	0	0	0.00%
	Total Revenues	10,482,786	170,882	(11,379)	6.24%
Expenditures					
Payroll Expenses					
5101	Payroll - FT	4,686,031	953,294	218,215	18.62%
5102	Payroll Seasonal	208,460	53,424	16,062	23.11%
5103	Temporary Services	6,900	6,900	0	0.00%
5105	Payroll - Overtime Expense	41,700	1,630	8,795	84.36%
5150	CalPERS State Retirement	566,460	201,696	39,346	16.32%
5155	Social Security Expense	302,827	63,928	11,780	15.56%
5165	Medicare Expense	70,821	17,706	2,706	15.28%
5170	Cafeteria Plan	1,031,051	261,156	(3,393)	(1.31)%
5172	Retiree Healthcare	342,420	41,670	43,935	51.32%
5180	Deferred Compensation	101,030	14,901	10,356	41.00%
5195	Unemployment Insurance	36,405	1,409	7,693	84.51%
	Total Payroll Expenses	7,394,105	1,615,008	355,495	18.04%
Administrative Expenses					
5250	Tuition Reimbursement	15,000	1,198	2,552	68.06%
5300	Employee Incentive	6,000	0	1,500	100.00%
5301	Employee Support	4,000	999	138	13.77%
5302	Wellness	600	0	0	0.00%
5305	Employee Assistance Program	3,200	804	(3)	(0.37)%
6000	Property & Liability Insurance	79,895	34,627	347	0.99%
6001	Workers' Compensation Insurance	85,730	53,844	90	0.16%

CVMVCD

Percentage:

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2018 Through 9/30/2018
(In Whole Numbers)


	Budget - Original	YTD Budget	YTD Actual	YTD Variance	Percentage Variance
7450	Equipment Parts & Supplies	16,500	1,937	2,188	53.05%
7500	Small Tools Furniture & Equip	1,700	0	426	100.00%
7550	Lab Supplies & Expense	30,500	6,850	776	10.16%
7570	Aerial Pool Surveillance	25,000	0	0	0.00%
7575	Surveillance	45,500	4,765	6,611	58.11%
7600	Staff Training	72,000	21,157	932	4.21%
7650	Equipment Rental	1,000	180	69	27.79%
7675	Contract Services	131,232	24,521	8,287	25.26%
7700	Motor Fuel & Oils	73,200	31,162	(12,862)	(70.28)%
7750	Field Supplies	9,400	2,542	(193)	(8.22)%
7800	Control Products	785,000	157,972	38,276	19.50%
7850	Aerial Applications	114,500	14,250	42,999	75.10%
8415	Capital Outlay	20,650	3,943	1,220	23.63%
8510	Research Projects	150,000	0	0	0.00%
9000	Contingency Expense	150,000	0	37,500	100.00%
	Total Operating	1,827,532	304,892	140,953	31.61%
	Contribution to Capital Reserves				
8900	Transfer to other funds	482,614	120,653	1	0.00%
	Total Contribution to Capital Reserves	482,614	120,653	1	0.00%
	Total Expenditures	10,482,786	2,227,243	529,518	19.21%
	Net revenue over/(under) expenditures	0	(2,056,361)	518,138	20.12%

CVMVCD
Balance Sheet
As of 9/30/2018
(In Whole Numbers)

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	10,423,469
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	22,237
1026	First Foundation - Payroll	83,403
	Total Cash and Investments	<u>10,531,109</u>
Current Assets		
1050	Accounts Receivable	138,130
1085	Inventory	581,546
1168	Prepaid Insurance	272,507
1169	Deposits	1,039,269
	Total Current Assets	<u>2,031,451</u>
Fixed Assets		
1300	Equipment/Vehicles	1,870,816
1310	Computer Equipment	417,111
1311	GIS Computer Systems	301,598
1320	Office Furniture & Equipment	1,218,125
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	(9,211,140)
	Total Fixed Assets	<u>10,725,824</u>
Other Assets		
1520	Resources to Be Provided	3,514,102
1525	Deferred Outflows of Resources	1,284,772
1530	Deferred Outflows of Resources - OPEB	312,420
1900	Due to/from	0
	Total Other Assets	<u>5,111,294</u>
	Total Assets	<u><u>28,399,678</u></u>
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	78,625
2020	Accounts Payable	64,425
2030	Accrued Payroll	(4,276)
2035	Fundware AP Clearing	1
2040	Payroll Taxes Payable	(1,227)

CVMVCD
Balance Sheet
As of 9/30/2018
(In Whole Numbers)

		<u>Current Year</u>
2175	Claims/Judgements Payable	(144)
2185	Employee Dues	(61)
	Total Accounts Payable	<u>137,343</u>
	Total Short-term Liabilities	<u>137,343</u>
	Long-term Liabilities	
2100	Pollution Remediation Obligati	2,100,000
2200	Net Pension Liability	1,763,285
2210	Deferred Inflows of Resources	131,145
2300	Net OPEB Liaibility	877,253
2500	Compensated Absences Payable	662,567
	Total Long-term Liabilities	<u>5,534,250</u>
	Total Liabilities	<u>5,671,592</u>
	Fund Balance	
	Non Spendable Fund Balance	
3920	Investment in Fixed Assets	10,698,793
3945	Reserve for Prepaids & Deposit	1,373,799
3960	Reserve for Inventory	532,129
	Total Non Spendable Fund Balance	<u>12,604,721</u>
	Committed Fund Balance	
3965	Public Health Emergency	4,103,640
	Total Committed Fund Balance	<u>4,103,640</u>
	Assigned Fund Balance	
3910	Reserve for Operations	4,500,000
3925	Reserve for Future Healthcare Liabilities	877,253
3955	Thermal Remediation Fund	463,724
3970	Reserve for IT Replacement	277,991
3971	Reserve for Vehicle Replacement	344,376
	Total Assigned Fund Balance	<u>6,463,344</u>
	Unassigned Fund Balance	
3900	Fund Equity	1,513,538
3999	P&L Summary	(815)
	Total Unassigned Fund Balance	<u>1,512,723</u>
	Current YTD Net Income	(1,956,343)
	Total Current YTD Net Income	<u>(1,956,343)</u>
	Total Fund Balance	<u>22,728,085</u>
	Total Liabilities and Net Assets	<u><u>28,399,678</u></u>

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>October 9, 2018</p>
<p>Agenda Item: Informational Item</p> <p>Staff report from:</p> <ul style="list-style-type: none"> • CSDA Annual Conference, September 25-28, 2018, in Indian Wells, CA 		
<p>Report:</p> <p>The annual California Special Districts Association Conference was four days of education on all major areas related to aspects that affect Special Districts.</p> <p>The conference offered sessions for attendees that provided new information, as well as, offered an update on the basics. Breakout sessions offered included: Public meeting Protocols, Gifts and Gifts of Travel, Policy and Procedure Writing, From Managing Risk to Managing Reputation, The Brown Act in Action and a Legislative session on the last day.</p> <p>ATTENDEES: Jeremy Wittie, General Manager David I'Anson, Administrative Finance Manager Grace Morales, Executive Assistant/Clerk of the Board Trustee Bito Larson Trustee Adam Sanchez Trustee Ben Guitron (one day)</p>		



**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
REPORT OF TRUSTEE'S ATTENDANCE
AT CONFERENCE/SEMINAR**

Trustee: BENJAMIN GUITRON
Name of Conference/Seminar: CSDA ANNUAL REGIONAL CONFERENCE 2018
Date: SEPTEMBER 28, 2018 - (ATTENDED SEPTEMBER 25 ONLY)
Location: RENESSAINCE INDIAN WELLS RESORT & SPA INDIAN WELLS, CA


Significant points learned of benefit to the District and the community:


I WAS ONLY ABLE TO ATTEND ONE DAY OF THE CONFERENCE,
TUESDAY SEPTEMBER 25, 2018, GIVING ME THE OPPORTUNITY TO
NETWORK WITH OTHER SPECIAL DISTRICT REPRESENTATIVES
AND LEARN HOW THEY SERVE THEIR COMMUNITIES.


I ATTENDED A PRESENTATION ON HOW TO BETTER MANAGE
A BOARD MEETING AGENDA WHICH TAUGHT ME A MORE EFFECTIVE
WAY ON TIME MANAGEMENT AND HOW TO MAKE SURE AGENDA
ITEMS CAN HELP INFORM THE PUBLIC ABOUT THE DISTRICT. I AM
A NEWLY APPOINTED BOARD TRUSTEE FOR THE CITY OF INDIO
I WAS ABLE TO TAKE MY REQUIRED AB1234 ETHICS COURSE
TRAINING AT THE CONFERENCE AND LEARN OF THE RECENT
UPDATES OF THE LAW.

Date: September 28, 2018 Signature: Benjamin Guitron

Reg. AB1234, Section III, Subsection 3.13 ~ Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) maybe delivered to the District office to be included in the District library for the future use of other Trustees and staff.

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>October 9, 2018</p>
<p>Agenda Item: Informational Item</p> <p>District Travel – Grace Morales, Executive Assistant/Clerk of the Board</p>		
<p>Background:</p> <p>February 3-6, 2019: MVCAC Annual Conference (Burlingame, CA) ~ The annual MVCAC Conference provides quality public information, comprehensive mosquito and vector-borne disease surveillance, training to high professional standards, and effective legislative advocacy on behalf of California mosquito and vector control districts. MVCAC promotes cost effective methods of mosquito and vector control as a means to protect public health and safety. MVCAC actively promotes the safe and effective use of public health pesticides. MVCAC does this through legislative advocacy, public education and media relations.</p> <p>Requests to attend must be made by the NOVEMBER 2018 BOARD MEETING.</p> <p>February 25-March 1, 2019: AMCA 85th Annual Meeting (Orlando, FL) ~ The annual meeting of the American Mosquito Control Association (AMCA) is an opportunity for staff to meet with leading mosquito professionals from North America and other countries.</p> <p>Requests to attend must be made by the NOVEMBER 2018 BOARD MEETING.</p>		


	<div>Coachella Valley Mosquito and Vector Control District</div> <div>Staff Report</div>		October 9, 2018								
Agenda Item: Items of General Consent											
Approval to renew the annual contract with Airgas Carbonic, Inc. for the District's supply of dry ice for mosquito and arbovirus surveillance, in an amount not to exceed \$12,000.00 from 7550.01.400.000 – Operating Supplies – Lab – Jennifer Henke, MS, Laboratory Manager											
<div>Background:</div> <p>This will be the sixth year that the District has contracted with Airgas Carbonic, Inc. for the supply of dry ice for the District's mosquito and arbovirus surveillance programs. There have been no problems with the service and the District pays less than half of the previous amount per pound of dry ice. The dry ice gets delivered directly to the District, saving staff time from having to pick it up from previous distributors. We would like to extend the contract for an additional year. The contracted price per pound is scheduled to increase to \$0.4075 per pound.</p> <p>The contract period runs from September to September, the financial calendar is July to June.</p>											
<div>Staff Recommendation:</div> <p>Approval to extend contract with Airgas Carbonic, for the District's supply of dry ice, in an amount not to exceed \$12,000.00 annually.</p>											
<div>Fiscal Impact:</div> <table><tr><td>FY2018-19 Adopted Budget 7550.01.400.000</td><td>Current Available Funds</td><td>Proposed Expense</td><td>Remaining Available Funds</td></tr><tr><td>\$16,000</td><td>11,035</td><td>7,500</td><td>3,535</td></tr></table>				FY2018-19 Adopted Budget 7550.01.400.000	Current Available Funds	Proposed Expense	Remaining Available Funds	\$16,000	11,035	7,500	3,535
FY2018-19 Adopted Budget 7550.01.400.000	Current Available Funds	Proposed Expense	Remaining Available Funds								
\$16,000	11,035	7,500	3,535								


	<div>Coachella Valley Mosquito and Vector Control District</div> <div>Staff Report</div>	October 9, 2018								
Agenda Item: Items of General Consent										
Approval to purchase one (1) Cisco Catalyst Network Switch, in an amount not to exceed \$9,400.00, from Capital Replacement Budget Fund #8415.13.210.000 – utilizing the Sourcwell Contract #010615-SCC – Edward Prendez, Information Technology Manager										
<div>Background:</div> <p>The District's Cisco Network Core Switch is at the end of its useful life. It has been in production since 2010. The network core switch is a high-capacity switch responsible for routing communication throughout a network. The new Cisco Network Core will serve as the foundation for the District Network providing Cisco StackWise Technology, Cisco Universal Power Over Ethernet (UPOE), Software-Defined Access (SD-Access) and a unified management console.</p> <p>The District's Purchasing Policy allows exceptions to competitive bidding when the purchase or contract is directly related to another government agency's purchase order or contract authorized or approved through the respective government agency's competitive bidding procedures. This provision allows the District to piggyback on other government agency contracts including the Sourcwell Contract #010615-SCC.</p>										
<div>Staff Recommendation:</div> <p>Approval to purchase one (1) Cisco Catalyst Network Switch utilizing the Sourcwell Contract #010615-SCC.</p>										
<div>Fiscal Impact:</div> <table><tr><td>FY2018-19 Adopted Budget 8415.13.210</td><td>Current Available Funds</td><td>Proposed Expense</td><td>Remaining Available Funds</td></tr><tr><td>\$40,750</td><td>\$26,707</td><td>\$9,400</td><td>\$17,307</td></tr></table>			FY2018-19 Adopted Budget 8415.13.210	Current Available Funds	Proposed Expense	Remaining Available Funds	\$40,750	\$26,707	\$9,400	\$17,307
FY2018-19 Adopted Budget 8415.13.210	Current Available Funds	Proposed Expense	Remaining Available Funds							
\$40,750	\$26,707	\$9,400	\$17,307							

SECTION
11



NEW BUSINESS

	Coachella Valley Mosquito and Vector Control District Staff Report		October 9, 2018
Agenda Item: New Business			
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 Capital Replacement Equipment Fund – Reserve for Laboratory Equipment 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 ₂ and BG sentinel traps. This freezer will be used in conjunction with our current freezer and allow for storage more of these items. The District purchased a second freezer in March to allow for adequate space to hold mosquito pool samples and reagents when the old freezer failed. The District uses enough dry ice that it needs to have two freezers. This is a replacement for the older freezer and will allow the District to maintain a back-up should one freezer cease to function. The District will 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:			
FY2018-19 Adopted Budget <i>Capital Equipment Replacement Fund - Reserve for Laboratory Equipment</i>	Current Available Funds	Proposed Expense	Remaining Available Funds
400,000	400,000	15,000	385,000

	<div>Coachella Valley Mosquito and Vector Control District</div> <div>Staff Report</div>	October 9, 2018								
<div>Agenda Item: New Business</div> <div>Discussion regarding the process to review and recommend submitted proposals for District General Counsel - Shelly Kaplan, Board of Trustees President</div>										
<div>Background:</div> <div>The District’s current legal counsel has been providing services under contract since 2014. Given that the District has been with current general counsel for the last four years, at the September 4, 2018 Executive Committee meeting, Staff was directed to issue an RFP for General Counsel services as part of the District’s fiduciary responsibility and transparency of operations.</div>										
<div>Staff Recommendation:</div> <div><ul style="list-style-type: none">• Staff recommends the Board of Trustees take action deemed necessary to fulfill the recommendation of the Executive Committee.</div>										
<div>Fiscal Impact:</div> <table><tr><td>FY2018-19 Adopted Budget 6100.01.200.000</td><td>Current Available Funds</td><td>Proposed Expense</td><td>Remaining Available Funds</td></tr><tr><td>\$50,000</td><td>\$46,235</td><td>Not determined</td><td>\$46,235</td></tr></table>			FY2018-19 Adopted Budget 6100.01.200.000	Current Available Funds	Proposed Expense	Remaining Available Funds	\$50,000	\$46,235	Not determined	\$46,235
FY2018-19 Adopted Budget 6100.01.200.000	Current Available Funds	Proposed Expense	Remaining Available Funds							
\$50,000	\$46,235	Not determined	\$46,235							