



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, April 10, 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**
 - Public Outreach Update – **Jill Oviatt, MCDM, Public Information Manager**
8. **Board Reports**
 - A. President's Report – **President Kaplan**
 - B. Finance Committee – **Treasurer Weightman**

- Finance Committee Minutes (**Pg. 5**)

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 March 13, 2018, Board Meeting (**Pg. 8**)
- B. Correspondence (**Pg. 12**)
- C. Approval of Expenditures for March 13-31, 2018, and April 1-10, 2018 (**Pg. 13**)
- D. Informational Items:
 - Hiring of one Field Supervisor for the Operations Department (**Pg. 21**)
- E. Department Reports (**Pg. 22**)
- F. Approval for General Manager Jeremy Wittie, to sign a one year contract extension with Willdan Financial Services, to provide engineering support services for the District's benefit assessment – **David I'Anson, Administrative Finance Manager (Pg. 25)**

10. **Old Business**

- A. Discussion regarding the draft 2018-2021 Coachella Valley Mosquito and Vector Control District Strategic Plan – **Jeremy Wittie, MS, General Manager (Pg. 27)**

11. **New Business**

- A. None.

12. **Closed Session**

- A. None.

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 April 6, 2018, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on April 6, 2018.

Crystal G. Moreno, Clerk of the Board

SECTION
8



BOARD REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Finance Committee Meeting Minutes

TIME: 4:30 P.M. MARCH 13, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Cathedral City	Shelley Kaplan	County at Large	Bito Larson
Coachella	Betty Sanchez	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 Weightman called the meeting to order at 4:31 p.m.
- 2. Roll Call:** Roll call indicated three (3) committee members out of three (3) were present. President Kaplan was also present.

3. Confirmation of Agenda

4. Public/Staff Comments: Administrative Finance Manager l'Anson commented that the District has issued a Request for Proposals for engineering services, in regards to the District's Benefit Assessment, and the bids will be opened this Friday, March 16th.

5. Items of General Consent:

5A – Approval of Minutes from February 13, 2018, Finance Committee Meeting: On motion from Trustee B. Sanchez seconded by Trustee Larson, and passed by unanimous vote, the Committee approved the item 5A.

6. Discussion and/or Approval:

6A. Review of Check Report from Abila MIP for the February 8, 2018 to March 7, 2018: Reviewed by Committee.

6B. CalCard Charges February 2018: Reviewed by Committee

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

7. Old Business:

a. Reserve Study Update

Administrative Finance Manager l'Anson provided an update on the reserve study. A discussion ensued.

8. New Business: None.

9. Schedule Next Meeting: The next Finance Committee Meeting will be held on Tuesday, April 10th, at 4:30 p.m. The Committee also tentatively scheduled a meeting for Tuesday, May 1st, at 10:00am.

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

11. Adjournment: The meeting was adjourned by Treasurer Weightman at 5:27 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. MARCH 13, 2018

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

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

Coachella	Betty Sanchez	Palm Desert	Doug Walker
County at Large	Bito Larson	Palm Springs	Dr. Doug Kunz
Desert Hot Springs	Adam Sanchez	Rancho Mirage	Michael Monroe
Indio	John B. Stevens		

TRUSTEES ABSENT:

La Quinta Doug Hassett

OTHERS PRESENT:

Jeremy Wittie, General Manager
Crystal Moreno, Clerk of the Board
David l'Anson, Administrative Finance Manager
Anita Jones, Human Resources Manager
Jennifer Henke, Laboratory Manager
Edward Prendez, IT Manager
Kim Hung, Vector Ecologist
Olde Avalos, Field Supervisor
Bobbie Dieckmann, Field Supervisor
Mike Martinez, Field Supervisor

1. **Call to Order:** President Kaplan called the meeting to order at 6:02pm.
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 Trustee B. Sanchez, and passed by unanimous vote, the Board of Trustees excused the absence of Vice-President Hassett.

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

Noes: None.

Abstained: None.

Absent: Vice-President Hassett.

5. Confirmation of Agenda: Trustee Kunz requested to pull item 9H.

6. Public Comment: None.

7. Announcements:

2018 Surveillance Plan and Environmental Reports: Laboratory Manager Henke gave a brief presentation on the District's NPDES, PESP, and CEQA reports, as well as, the District's surveillance outlook for 2018.

8. Board Reports:

8A – President's Report: President Kaplan reported that the minutes for the Strategic Plan Workshop were in the packet for approval, announced that the District was celebrating its 90th birthday, and reminded Trustees to sign up for the District's 3rd Annual Fight the Bite 5K.

On motion from Trustee Kunz seconded by Treasurer Weightman, and passed by unanimous vote, the Board of Trustees approved the minutes from the Strategic Planning Workshop.

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

Noes: None.

Abstained: None.

Absent: Vice-President Hassett.

8B – Finance Committee: Finance Committee Met Prior to Board Meeting: Treasurer Weightman reported that the Finance Committee met to review the finances. He reported that the District's revenue was slightly behind where it was at, at this point last year. The Committee will begin working on the District's budget and will be looking at incorporating monthly splits, which will allow the Board to get a better handle on expenses. The budget will be brought to the Board at the June Board Meeting for approval. Treasurer Weightman also reported that the Committee discussed the current reserve study and, at the recommendation of Trustee Larson, will rename it the facilities reserve study. The Committee will also be looking at doing an emergency reserve study.

9. Items of General Consent:

A. Minutes for February 13, 2018, Board Meeting

B. Correspondence

- C. Approval of Expenditures for February 14-28, 2018, and March 1-13, 2018 (Pg. 16)
- D. Informational Items:
- District Travel
 - National Pollutant Discharge Elimination System (NPDES) Annual Report – Jennifer A. Henke, M.S., Laboratory Manager
 - EPA Pesticide Environmental Stewardship Program (PESP) – Jennifer A. Henke, M.S., Laboratory Manager
 - California Environmental Quality Act (CEQA) Mitigated Negative Declaration Annual Compliance Report – Jennifer A. Henke, M.S., Laboratory Manager
 - Staff reports from:
 - VCJPA Annual Workshop, February 22-23, 2018, in Santa Cruz, CA
 - AMCA Annual Conference, February 26-March 2, 2018, in Kansas City, MO
 - MVCAC Lobby Day, March 6-7, 2018, in Sacramento, CA
- E. Department Reports
- F. Approval to renew annual maintenance contract with ESRI in an amount not to exceed \$19,000.00, from Fund #7675.01.210, Computer and Network Systems Maintenance Contracts – Edward Prendez, Information Systems Manager
- G. Approval of Resolution 2018-05 designating the week of April 15-21, 2018, as Mosquito Awareness Week – Jill Oviatt, MCDM, Public Information Manager
- H. Approval to contract with Aerial Services for aerial reconnaissance services of the Coachella Valley's urban areas for neglected water features, in the amount not to exceed \$18,500.00, from Fund #7575.01.210, Aerial Surveillance – Edward Prendez, Information Technology Manager
- I. Approval to extend agreement with Fedak & Brown for audit services for fiscal years ending June 30, 2018, 2019 and 2020 – David l'Anson, Administrative Finance Manager

On motion from Trustee De Klotz seconded by Trustee Monroe, and passed by unanimous vote, the Board of Trustees approved the Items of General Consent.

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

Noes: None.

Abstained: None.

Absent: Vice-President Hassett.

In regards to item 9H, Trustee Kunz inquired what the aerial reconnaissance services is comprised of. Information Technology Manager Prendez explained what the service is and how it is used. A discussion ensued.

On motion from Trustee Kunz seconded by Trustee Walker, and passed by unanimous vote, the Board of Trustees approved the item 9H.

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

Noes: None.

Abstained: None.

Absent: Vice-President Hassett.

10. Old Business: None.

11. New Business: None.

12. Closed Session:

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

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

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

- Trustee Walker commented that he would like to attend the Annual Society of Vector Ecology Conference in October.

14. Adjournment: The meeting was adjourned by President Kaplan at 6:53 p.m.

From: Sarah Crenshaw
Sent: Thursday, March 22, 2018 12:47 PM
To: DistrictWideGroup <districtwidegroup@cvmvcd.org>
Subject: Compliment Call - Fernando Fregoso
Importance: High

Hi everyone,

I just received a call from Dolores of La Quinta. She said that **Fernando Fregoso** came out a few weeks ago and she was very impressed how quickly he was able to spot the RIFA and that he was doing a wonderful job mentoring another employee. He has been out a few times before and she appreciates that he stops back by to check on her property. She is no longer seeing RIFA.

Great Job Fernando!

Thank you,
Sarah L Crenshaw
Administrative Clerk

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

March 14, 2018 to April 4, 2018

Check No	Payable To	Description	Check Amount	Total Amount
-	Payroll Disbursement 3/9/2018	-	174,577.17	
-	Payroll Disbursement 3/23/2018	-	174,627.22	
Pre-Approved Expenditures:				349,204.39
Cash - First Foundation Bank Checking				
41525	CalPERS-Healthcare	Cafeteria Plan Expense 4/1/18-4/30/18	76,934.80	
41526	CalPERS-Retirement	Retirement Expense 2/18/18 - 3/17/18	46,065.25	
41527	ICMA Retirement	Deferred Compensation 2/18/18 - 3/17/18	16,562.01	
41528	Indio Water Authority	Utilities 2/1/18-3/5/18	1,049.42	
41529	Pitney Bowes Purchase Power	Postage	500.00	
41530	Principal Life Insurance Co.	Cafeteria Plan Expense 4/1/18 - 4/30/18	10,373.33	
41531	Standard Insurance Company	Cafeteria Plan Expense 4/1/18 - 4/30/18	3,074.67	
41532	Vision Service Plan	Cafeteria Plan Expense 4/1/18-4/30/18	896.54	
				155,456.02
Cash - First Foundation Bank Checking				
41534	Airgas Safety	Operating Supplies	858.95	
41535	American Engraving	Reproduction & Printing	1,123.38	
41536	Car Quest Auto Parts	Vehicle Parts & Supplies	280.04	
41537	Desert Resort Security Services	Contract Services	2,275.00	
41538	El Informador del Valle	Public Outreach Advertising	1,280.00	
41539	Employee Relations Network	Recruitment & Advertising	214.80	
41540	Equipment Direct	Safety Expense	2,355.07	
41541	Inland Power Equipment	Equipment Parts & Supplies	169.98	
41542	Jernigan's Sporting Goods	Safety Expense	599.32	
41543	Johnson Controls	Capital Equipment Replacement	1,632.00	
41544	Liebert Cassidy Whitmore	Attorney Fees - Personnel	10,258.20	
41545	Unused	-	-	
41546	NAPA Auto & Truck Parts	Specialty Vehicle Parts & Supplies	306.54	
41547	Palm Springs Pump	Repair & Maintenance - Bio, Lab & Tank Room Bldgs	4,500.00	
41548	Praxair Distribution	Equipment Application Parts & Supplies	423.18	
41549	Printing Place, The	Promotion & Education	113.10	
41550	Rutan & Tucker	Attorney Fees - General	1,191.47	
41551	SoCo Group	Motor Fuel & Oils	5,047.83	
41552	Southwest Networks	Professional Fees	438.75	
41553	TCI Thermal Combustion Innovators	Operating Supplies	314.47	
41554	Technical Safety Services	Maintenance & Calibration	719.00	
41533	US Bank	CalCard	51,312.96	
41555	Verizon Wireless Services	Contract Services	1,021.10	
41556	Waterlogic Americas	Employee Support	213.15	
41557	Waxie Sanitary Supply	Repair & Maintenance - Shop & Admin	219.47	
41558	Western Pump	Permits	1,349.13	
Cash - First Foundation Bank Check Run Total to be Approved				88,216.89
Total Expenditures: March 14, 2018 to April 4, 2018				592,877.30

Shelley Kaplan, President

Clive Weightman, Treasurer

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

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	\$ 11,547,590	\$ (599,570)	\$ 10,948,020
CASH	\$ 110,080	2	\$ 110,082
INVESTMENTS & CASH	\$ 11,657,670	\$ (599,568)	\$ 11,058,102
CURRENT ASSETS	1,642,539	\$ (148,503)	1,494,036
FIXED ASSETS	10,878,714	\$ -	10,878,714
OTHER ASSETS	4,576,583	\$ -	4,576,583
TOTAL ASSETS	<u>\$ 28,755,507</u>	<u>\$ (748,071)</u>	<u>\$ 28,007,436</u>
TOTAL LIABILITIES	\$ 5,465,073	\$ 15,749	\$ 5,480,822
TOTAL DISTRICT EQUITY	23,290,434	(763,820)	22,526,614
TOTAL LIABILITIES & EQUITY	<u>\$ 28,755,507</u>	<u>\$ (748,071)</u>	<u>\$ 28,007,436</u>
RECEIPTS		\$ 50,683	
CASH DISBURSEMENTS			
Payroll	\$ 349,520		
General Admin	\$ 300,731		
Total Cash Disbursements		\$ (650,251)	
NON-CASH ENTRIES:		\$ (148,503)	
Accrual Modifications -			
Changes in A/P, A/R & Pre-paid insurance			
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		<u>\$ (748,071)</u>	

CVMVCD

Cash Journal - deposits
1000 - Cash - Investments
From 3/1/2018 Through 3/31/2018

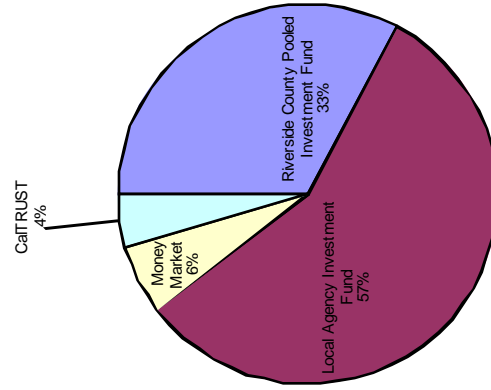
Document N...	ID	Payee/Recipient Name	Transaction Description	Effective ...	Deposits
CD00068	CENTRALIFE	Central Life Sciences	March Receipts - Pesticide Rebate	3/1/2018	5,440.18
CD00067	USBANK	US Bank	March Receipts - Calcard Rebate	3/2/2018	3,011.54
CD00069	MVCAC	MVCAC	March Receipts - NPDES Coalition Ref...	3/5/2018	18,601.51
CD00070	Racewire	Racewire	March Receipts - 5K	3/8/2018	280.00
CD00071	HSBC	HSBC	March Receipts - HSBC Settlement	3/8/2018	4.45
CD00072	RIVERSIDEC...	Riverside County	March Receipts - Current Year Supple...	3/14/2018	12,177.91
CD00073	RIVERSIDEC...	Riverside County	March Receipts - Prior Year Suppleme...	3/14/2018	1,430.80
CD00074	RIVERSIDEC...	Riverside County	March Receipts - Prior Year Suppleme...	3/14/2018	366.43
CD00075	VCJPA	Vector Control Joint Powers Agency	March Receipts - Auto Claim	3/21/2018	1,520.72
CD00076	DougWalker	Doug Walker	March Receipts - 5k	3/21/2018	100.00
CD00077	Racewire	Racewire	March Receipts - 5K	3/21/2018	300.00
CD00078	Racewire	Racewire	March Receipts - 5K	3/21/2018	810.00
CD00079	Misc 5K	Misc 5K receipts	March Receipts -5K	3/22/2018	20.00
CD00080	Misc 5K	Misc 5K receipts	March Receipts - 5K	3/22/2018	60.00
CD00081	SSJV Region...	SSJV Regional Continuing Education	March Receipts - Speaker Reimbursement	3/22/2018	248.39
003	BradAnderson	Brad Anderson	PRA Request	3/30/2018	7.50
CD00082	FIRSTFOUN...	First Foundation Bank	March Receipts - Bank Interest	3/31/2018	189.34
CD00083	RIVERSIDEC...	Riverside County	March Receipts - Riverside County Int...	3/31/2018	4,790.89
CD00084	RIVERSIDEC...	Riverside County	March Receipts - Riverside County Int...	3/31/2018	1,323.33
Total 1000 - Cash - Investments					50,682.99
Report Total					50,682.99

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

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Equipment Fund	BALANCE
Investment Fund Balance								
LAIIF	Common Investments			1.52%	5,703,801	257,539	260,001	\$ 6,221,341
Riverside County	Funds 51105 & 51115			1.53%	3,288,961	148,504	149,923	\$ 3,587,388
CalTRUST	Medium Term Fund			1.49%	450,761	20,353	20,547	\$ 491,661
First Foundation	Market Rate			0.25%	593,756	26,809	27,066	\$ 647,631
Total Investments					10,037,279	453,205	457,537	\$ 10,948,020

PORTFOLIO COMPOSITION AS OF MARCH 31, 2018

WEIGHTED YIELD 1.45%



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
Statement of Revenue and Expenditures
From 7/1/2017 Through 3/31/2018

	Budget - Original	Current Year Actual	Budget Variance	% Y-T-D
Revenues				
4000 Property Tax - Current Secured	3,698,334.00	1,931,776.65	(1,766,557.35)	52.2%
4010 Property Tax - Curr. Supplmntl	30,000.00	31,570.34	1,570.34	105.2%
4020 Property Tax - Curr. Unsecured	141,427.00	145,598.63	4,171.63	102.9%
4030 Homeowners Tax Relief	46,936.00	20,202.58	(26,733.42)	43.0%
4070 Property Tax - Prior Supp.	18,500.00	23,225.34	4,725.34	125.5%
4080 Property Tax - Prior Unsecured	7,000.00	0.00	(7,000.00)	0.0%
4090 Redevelopment Pass-Thru	4,260,487.00	2,041,149.79	(2,219,337.21)	47.9%
4520 Interest Income - LAIF/CDs	100,000.00	73,060.13	(26,939.87)	73.1%
4530 Other Miscellaneous Receipts	63,000.00	47,743.82	(15,256.18)	75.8%
4551 Benefit Assessment Income	1,620,638.00	<u>884,169.95</u>	<u>(736,468.05)</u>	54.6%
Total Revenues	<u>9,986,322.00</u>	<u>5,198,497.23</u>	<u>(4,787,824.77)</u>	52.1%
Expenditures				
Payroll Expenses				
5101 Payroll - FT	4,448,098.00	3,062,029.78	1,386,068.22	68.8%
5102 Payroll Seasonal	167,800.00	121,574.25	46,225.75	72.5%
5103 Temporary Services	6,900.00	6,900.00	0.00	100.0%
5105 Payroll - Overtime Expense	42,000.00	12,216.72	29,783.28	29.1%
5150 CalPERS State Retirement	490,340.00	381,937.63	108,402.37	77.9%
5155 Social Security Expense	286,090.00	200,605.55	85,484.45	70.1%
5165 Medicare Expense	66,909.00	47,799.56	19,109.44	71.4%
5170 Cafeteria Plan	1,030,961.00	746,499.68	284,461.32	72.4%
5172 Retiree Healthcare	342,420.00	253,113.76	89,306.24	73.9%
5180 Deferred Compensation	93,153.00	68,127.08	25,025.92	73.1%
5195 Unemployment Insurance	34,669.00	<u>31,061.18</u>	<u>3,607.82</u>	89.6%
Total Payroll Expenses	<u>7,009,340.00</u>	4,931,865.19	2,077,474.81	70.4%
Administrative Expenses				
5250 Tuition Reimbursement	15,000.00	4,953.23	10,046.77	33.0%
5300 Employee Incentive	6,000.00	4,926.21	1,073.79	82.1%
5301 Employee Support	4,000.00	2,894.29	1,105.71	72.4%
5302 Wellness	2,500.00	0.00	2,500.00	0.0%
5305 Employee Assistance Program	2,800.00	2,320.00	480.00	82.9%
6000 Property & Liability Insurance	113,647.00	2,084.16	111,562.84	1.8%
6001 Workers' Compensation Insurance	252,350.00	56,587.53	195,762.47	22.4%
6050 Dues & Memberships	23,530.00	22,503.50	1,026.50	95.6%
6060 Reproduction & Printing	22,600.00	6,356.00	16,244.00	28.1%
6065 Recruitment/Advertising	4,000.00	3,895.90	104.10	97.4%
6070 Office Supplies	17,900.00	10,816.46	7,083.54	60.4%
6075 Postage	8,000.00	5,315.09	2,684.91	66.4%
6080 Computer & Network Systems	5,000.00	4,254.69	745.31	85.1%
6085 Bank Service Charges	200.00	69.36	130.64	34.7%
6090 Local Agency Formation Comm.	1,100.00	1,184.22	(84.22)	107.7%
6095 Professional Fees	72,000.00	40,184.01	31,815.99	55.8%
6100 Attorney Fees	81,000.00	76,137.67	4,862.33	94.0%
6106 HR Risk Management	4,500.00	4,500.00	0.00	100.0%
6110 Conference Expense	39,600.00	34,501.11	5,098.89	87.1%
6115 In-Lieu	13,200.00	9,800.00	3,400.00	74.2%
6120 Trustee Support	4,000.00	2,896.11	1,103.89	72.4%
6200 Meetings Expense	2,000.00	1,291.41	708.59	64.6%

CVMVCD
Statement of Revenue and Expenditures
From 7/1/2017 Through 3/31/2018


		Budget -	Current Year		
		Original	Actual	Budget Variance	% Y-T-D
6210	Promotion & Education	20,000.00	7,046.62	12,953.38	35.2%
6220	Public Outreach Advertising	40,000.00	1,113.31	38,886.69	2.8%
6500	Benefit Assessment Expenses	88,440.00	95,189.11	(6,749.11)	107.6%
	Total Administrative Expenses	843,367.00	400,819.99	442,547.01	47.5%
	Utilities				
6400	Utilities	105,000.00	64,466.89	50,444.21	61.4%
6410	Telecommunications	11,300.00	5,266.60	6,881.49	46.6%
	Total Utilities	116,300.00	69,733.49	57,325.70	60.0%
	Operating				
7000	Uniform Expense	24,450.00	18,586.23	8,285.27	76.0%
7050	Safety Expense	20,550.00	15,954.22	9,963.05	77.6%
7100	Physican Fees	5,000.00	1,740.00	3,430.00	34.8%
7150	IT Communications	36,200.00	25,476.25	15,861.43	70.4%
7200	Household Supplies	4,000.00	1,883.54	2,687.74	47.1%
7300	Repair & Maintenance	42,000.00	25,070.61	24,949.07	59.7%
7310	Maintenance & Calibration	8,000.00	4,995.75	4,145.00	62.4%
7350	Permits, Licenses & Fees	12,500.00	4,339.90	9,150.60	34.7%
7400	Vehicle Parts & Supplies	29,000.00	19,848.18	12,929.07	68.4%
7420	Offsite Vehicle Maint & Repair	6,000.00	9,240.73	(506.01)	154.0%
7450	Equipment Parts & Supplies	19,500.00	11,016.23	10,464.68	56.5%
7500	Small Tools Furniture & Equip	1,700.00	100.43	1,629.02	5.9%
7550	Lab Supplies & Expense	30,500.00	11,999.93	21,078.39	39.3%
7570	Green Pool Surveillance	22,000.00	0.00	22,000.00	0.0%
7575	Surveillance	38,500.00	34,233.65	16,067.97	88.9%
7600	Staff Training	60,200.00	36,751.13	30,657.27	61.0%
7650	Equipment Rental	1,000.00	287.88	1,000.00	28.8%
7675	Contract Services	153,100.00	95,206.05	85,351.59	62.2%
7700	Motor Fuel & Oils	68,200.00	54,348.56	22,697.70	79.7%
7750	Field Supplies	9,400.00	2,560.29	7,567.72	27.2%
7800	Control Products	772,500.00	449,188.88	533,861.90	58.1%
7850	Aerial Applications	145,500.00	40,850.00	113,950.00	28.1%
8415	Capital Outlay	35,000.00	21,263.56	25,831.22	60.8%
8487	Furniture & Equipment	5,000.00	1,245.09	3,754.91	24.9%
8510	Research Projects	120,000.00	120,000.00	0.00	100.0%
9000	Contingency Expense	154,980.00	0.00	154,980.00	0.0%
	Total Operating	1,824,780.00	1,006,187.09	1,141,787.59	55.1%
	Contribution to Capital Reserves				
8900	Transfer to other funds	192,534.00	0.00	192,534.00	0.0%
	Total Contribution to Capital Reserves	192,534.00	0.00	192,534.00	0.0%
	Total Expenditures	9,986,321.00	6,408,605.76	3,719,135.11	64.2%
Net revenue over/(under) expenditures		1.00	(1,210,108.53)		

CVMVCD
Balance Sheet
As of 3/31/2018
(In Whole Numbers)

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	10,948,020
1016	Petty Cash	500
1017	Petty Cash Checking	1,500
1025	First Foundation - General	11,967
1026	First Foundation - Payroll	96,115
	Total Cash and Investments	<u>11,058,103</u>
Current Assets		
1080	Interest Receivable	11,730
1085	Inventory	345,111
1168	Prepaid Insurance	95,170
1169	Deposits	1,042,025
	Total Current Assets	<u>1,494,036</u>
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	<u>10,878,714</u>
Other Assets		
1520	Resources to Be Provided	3,489,922
1525	Deferred Outflows of Resources	1,086,661
	Total Other Assets	<u>4,576,583</u>
	Total Assets	<u><u>28,007,436</u></u>
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	50,826
2020	Accounts Payable	101,793
2030	Accrued Payroll	(4,276)
2040	Payroll Taxes Payable	(1,296)
2185	Employee Dues	(29)
	Total Accounts Payable	<u>147,017</u>
	Total Short-term Liabilities	<u>147,017</u>

CVMVCD
Balance Sheet
As of 3/31/2018
(In Whole Numbers)

		<u>Current Year</u>
Long-term Liabilities		
2100	Pollution Remediation Obligati	2,100,000
2110	OPEB Obligation	1,032,754
2200	Net Pension Liability	1,392,005
2210	Deferred Inflows of Resources	229,218
2500	Compensated Absences Payable	579,827
Total Long-term Liabilities		<u>5,333,805</u>
Total Liabilities		<u>5,480,822</u>
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793
3945	Reserve for Prepaids & Deposit	1,053,466
3960	Reserve for Inventory	304,047
Total Non Spendable Fund Balance		<u>12,056,306</u>
Committed Fund Balance		
3965	Public Health Emergency	3,328,774
Total Committed Fund Balance		<u>3,328,774</u>
Assigned Fund Balance		
3910	Reserve for Operations	5,991,793
3925	Reserve for Future Healthcare Liabilities	994,582
3955	Thermal Remediation Fund	452,244
3970	Reserve for IT Replacement	195,714
3971	Reserve for Vehicle Replacement	762,192
3985	Reserve for Facility Capital Improvements	994,582
Total Assigned Fund Balance		<u>9,391,107</u>
Unassigned Fund Balance		
3900	Fund Equity	(531,750)
Total Unassigned Fund Balance		<u>(531,750)</u>
Current YTD Net Income		(1,717,823)
Total Current YTD Net Income		<u>(1,717,823)</u>
Total Fund Balance		<u>22,526,614</u>
Total Liabilities and Net Assets		<u><u>28,007,436</u></u>

	<p style="text-align: center;">Coachella Valley Mosquito and Vector Control District</p> <p style="text-align: center;">Staff Report</p>	<p style="text-align: center;">April 10, 2018</p>
<p>Agenda Item: Informational Item</p>		
<p>Hiring of one Field Supervisor for the Operations Department – Jeremy Wittie MS, General Manager</p>		
<p>Background:</p> <p>The Operation Department completed its 2018 work plan and identified three areas of importance, vector control in 18 zones, invasive Aedes, and red imported fire ant surveillance and control. In order to successfully address these three areas or programs, field staff will continue to look for ways to be more effective and efficient in the field requiring more frequent interactions between Vector Control Technicians and their Field Supervisors.</p> <p>In early February I met with the District Operations Manager to discuss his assessment of Operations Department and programs. Part of that discussion involved Supervision within the Department. Prior to hiring our Operations Manager, we knew Field Supervisors were stretched thin with their supervisory duties as well as managing new vectors and existing programs in the field. The District Operations Manager came to this same determination as he reviewed our Operations programs and workflow.</p> <p>We both agree that having an additional Field Supervisor and lowering the supervisor to employee ratio from 1:11 to 1:8 will</p> <ul style="list-style-type: none"> • Increase efficiencies of our Operational Program by increasing meaningful and timely supervisor to staff interaction both in the office and field. • Increase morale within the Department by enhancing productivity. • Allow Field supervisors to develop stronger relationships with community stakeholders by identifying long term solutions to vector issues – changing culture. <p>This fiscal year the District budgeted for the Lead Supervisor position that was temporarily filled until the Operation Manager was hired. With the Operations Manager in position, there is no longer an operational need for a Lead Supervisor position within Operations Department.</p> <p>Based on my assessment of Operations Department and in agreement with the District's Operations Manager, I plan to recruit and hire one Field Supervisor with funds that were budgeted this fiscal year for the Lead Supervisor position. Prior to moving forward I will need to meet and confer with Teamsters representatives.</p> <p>Fiscal Impact: <i>This is a fully funded position and will create a 4th Field Supervisor within the Operations Department and establish a 1:8 Supervisor to Technician ratio.</i></p>		

FINANCE

The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending March 31, 2018. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2017 to March 31, 2018 is \$6,408,606; total revenue is \$5,198,497 resulting in excess revenue over (under) expenditure for the year to March 31, 2018 of \$(1,210,109).

THREE YEAR FINANCIALS

	3/31/2018	3/31/2017	3/31/2016
Total Revenue	5,198,497	4,923,452	4,395,548
Expenses			
Payroll	4,931,865	4,881,663	4,726,931
Administrative Expense	400,820	411,396	555,648
Utility	69,733	85,447	80,198
Operating Expense	1,006,187	1,344,865	896,374
Total Expenses	6,408,606	6,723,371	6,259,151
Profit (Loss)	(1,210,109)	(1,799,919)	(1,863,603)
Capital Expenses	-	496	80,838

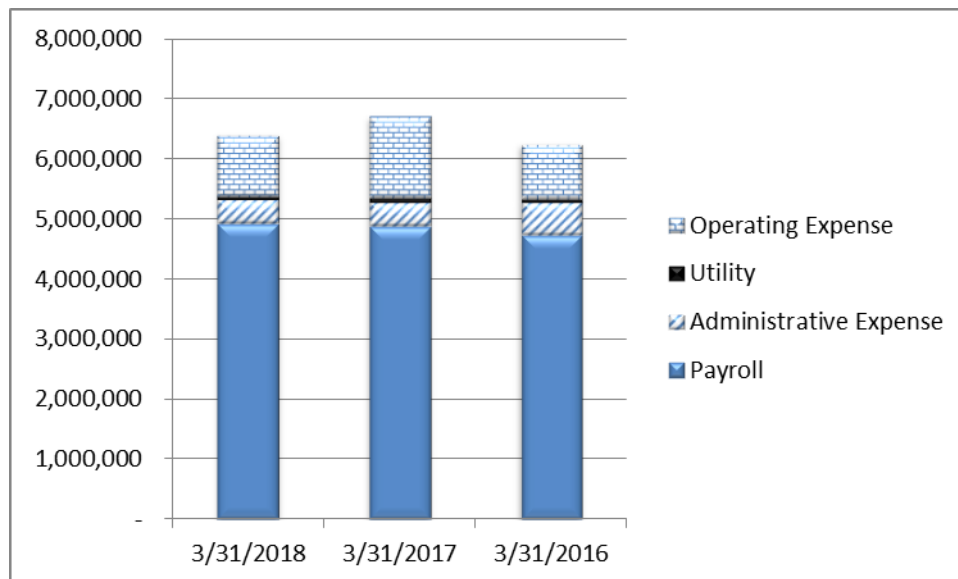


Figure 1 Three Year Expenditure

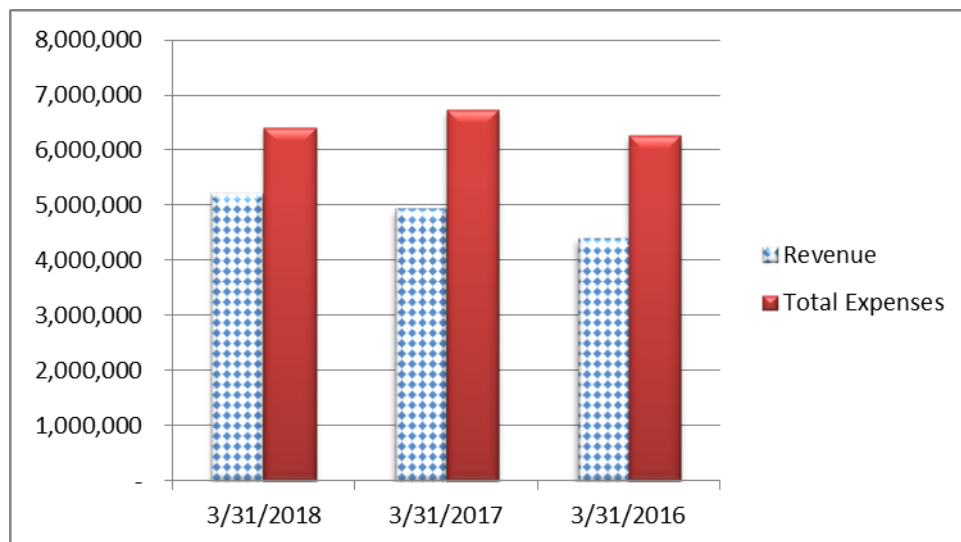


Figure 2 Three Year Revenue & Expenditure

THREE YEAR CASH BALANCE

CASH BALANCES	3/31/2018	3/31/2017	3/31/2016
Investment Balance	10,948,020	10,823,754	11,087,617
Checking Accounting	11,967	6,217	5,088
Payroll Account	96,115	71,604	63,909
Petty Cash	2,000	2,000	2,000
TOTAL CASH BALANCES	11,058,102	10,903,575	11,158,614

DISTRICT INVESTMENT PORTFOLIO 3/31/2018

The District's investment fund balance for the period ending March 31, 2018 is \$10,948,020. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 57% of the District's investments; the Riverside County Pooled Investment Fund is 33% of the total.

The LAIF yield for the end of March was 1.52% and the Riverside County Pooled Investment Fund was 1.53%; this gives an overall weighted yield for District investments of 1.45%.

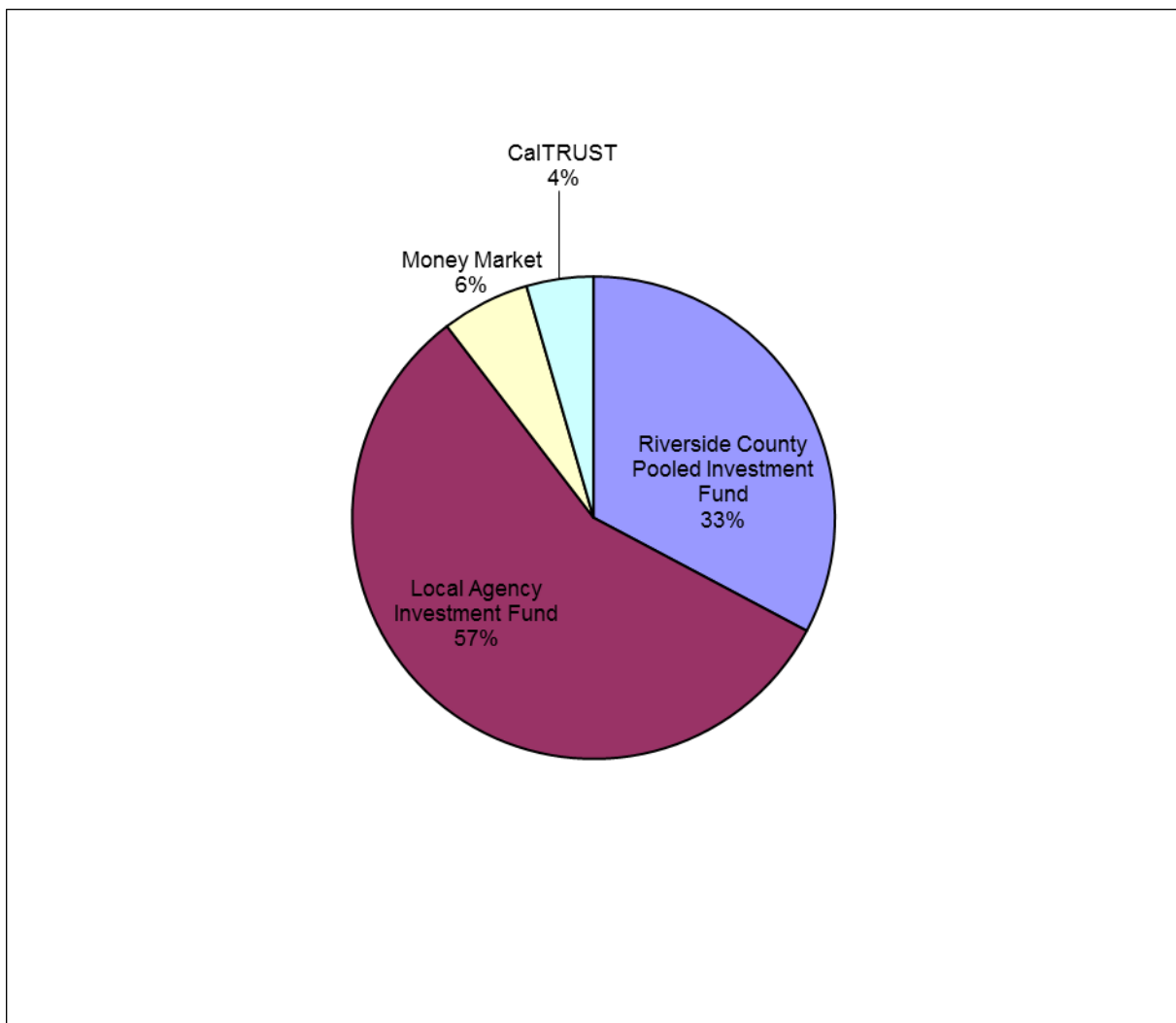


Figure 3 Investment Portfolio 3-31-18

	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	1.22	1.30	1.45									

Figure 4 District Investments Weighted Yield



Coachella Valley Mosquito and Vector Control District

Staff Report

April 10, 2018

Agenda Item: Items of General Consent

Approval for General Manager Jeremy Wittie, to sign a one year contract extension with Willdan Financial Services, to provide engineering support services for the District's benefit assessment – **David l'Anson, Administrative Finance Manager**

Background:

The District, according to the provisions of California Constitution Article XIID (proposition 218), is required to contract with an Engineer certified by the State of California to administer the Benefit Assessment.

A Request for Proposals (RFP) for Assessment Engineering and Professional Benefit Assessment and Special Taxes Administration Services was issued on February 27, 2018, closing date March 16, 2018. Three firms submitted proposals:

Proposal by	Cost	Comment
David Taussig & Associates	11,750	No Mosquito Benefit Assessment experience
SCI Consulting	16,250	Has over 20 current mosquito district clients
Willdan	13,475	Current District engineer

David Taussig & Associates was the lowest bid and least experienced of the firms having no prior experience of working with mosquito benefit assessments. SCI is the most experienced of the firms regarding mosquito benefit assessments, listing almost 30 mosquito districts as their clients, SCI was the original engineer for the District's benefit assessment. Willdan Financial Services has been providing engineering support services for the District's benefit assessment for the past ten years. The service provided by Willdan has been very good and the District is satisfied with their work. Willdan's bid was \$13,475.

Staff Recommendation:

Approval of one year contract extension with Willdan Financial Services.

Fiscal Impact:

FY2017-18 Budget 6095.01.200	Current Available Funds	Proposed Expense	Remaining Available Funds
50,000	\$38,164	\$13,475	24,689

SECTION
10



OLD BUSINESS



Coachella Valley Mosquito and Vector Control District

Staff Report

April 10, 2018

Agenda Item: Old Business

Discussion regarding the draft 2018-2021 Coachella Valley Mosquito and Vector Control District Strategic Plan – **Jeremy Wittie, MS, General Manager**

Background:

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

During the Board meeting, the District General Manager will lead the Board of Trustees through a review and discussion of the draft Goals and Objectives that were developed from the discussion at the Strategic Planning workshop. Comments and direction will be taken and incorporated into the final Strategic Plan document and presented at the May Board meeting. If time permits, a review and discussion of the Districts current mission, values and vision will also be facilitated.

Attachment:

- STRATEGIC PLAN: Strategic Goals and Objectives

Note on Timing. Goals and objectives marked ‘annually’ or ‘ongoing’ will be reported on at least once each year in February when the General Manager will provide a report on progress of the Strategic Plan along with the District’s Annual Report.

4. STRATEGIC PLAN: Strategic Goals and Objectives

The goals and objectives are presented on the following pages. They, along with the mission, vision and values represent the core strategic direction provided in this plan.

DRAFT

Goal 1. FINANCIAL MANAGEMENT. Extend budgeting and the financial planning horizon to ensure long-term stability, financial security, and taxpayer value.

Strategic Challenge. The District is fiscally conservative and well-funded, with strong financial management. However, there are many potential disrupters to the District's financial health, such as the ongoing cost and growth in capital equipment, technology, and personnel and benefits costs. In addition, new vectors and diseases may increase costs while at the same time current pesticides may no longer be available due to regulations, potential resistance from the public to chemical use, and vectors developing resistance, which could further increase costs.

The objectives below must be consistently carried out into the future to achieve the goal above.

1.1.0 Enhance financial policies and practices to further promote long-term financial strength and stability, including stable assessments and charges. (Ongoing)

1.2.0 Ensure the sources of revenue have a nexus to the benefits received. (Annually)

1.3.0 Ensure financing, reserves and other key financial plans and policies are reviewed and updated appropriately. (Ongoing)

Goal 2. EQUIPMENT AND TECHNOLOGY. Provide secure and up-to-date equipment and technology to enhance staff's ability to communicate and carry out its work effectively and efficiently.

Strategic Challenge. The District's mapping and database technology is well-established and growing new capabilities. For example, the District maintains a mobile application which incorporates in one place: location; application of chemicals; inspection, treatment, lab sample, and the activity at the site. The District must improve use of technology to increase efficiency, effectiveness, and accountability through activities such as: creating work orders, reminding staff of needed actions, routing drivers, managing the fleet, and employee and program performance. In addition, there are growing cybersecurity challenges that must be dealt with.

The objectives below must be consistently carried out into the future to achieve the goal above.

2.1.0 Increase cyber security. (Ongoing)

2.2.0 Identify and implement new technologies for the District's Integrated Vector Management Program that will allow the District's workforce to be more effective and responsive to present and emerging threats from vectors and a changing environment. (Ongoing)

2.3.0 Update and implement new technologies that improve cost efficiency, accountability and District transparency. (Ongoing)

Goal 3. HUMAN RESOURCES AND GOVERNANCE. Recruit, develop, and retain a professional, collaborative, high quality, motivated workforce.

Strategic Challenge. The District values a positive culture that promotes collaboration and communication from the Boardroom to the field. Over time changes in staff or the Board can threaten the productive and collaborative culture that has been built through many years of effort. The aim of the objectives in this goal area are to assure continued excellence in human resources and governance.

The objectives below must be consistently carried out into the future to achieve the goal above.

3.1.0	Recruit, develop, and retain a professional, high-quality and healthy workforce. (Ongoing)
3.2.0	Develop and implement succession planning programs to prepare qualified employees for promotional opportunities. (Ongoing)
3.3.0	Evaluate, Maintain and improve staff culture, training, motivation and effectiveness. (Ongoing)
3.4.0	Develop programs for the Board of Trustees that promote a deeper understanding of the District's mission and that preserve Board culture. (2020)

Goal 4. OUTREACH, ENGAGEMENT AND COLLABORATION. Increase the understanding and support of the public for the District’s mission and activities, and inspire their active engagement in controlling vectors.

Strategic Challenge. Over the last several years, the District has effectively raised public awareness about mosquito-borne threats, as well as the strategies to reduce those threats. However, as technicians have increased door-to-door inspections for invasive mosquitoes, we have discovered that resident knowledge hasn’t systematically resulted in resident action. In this desert environment, where most sources of standing water where mosquitoes lay eggs are manmade, it is critical that residents routinely inspect and remove standing water from their properties. The District must research and develop messages and message platforms that will further motivate people to act and modify their behavior.

The objectives below must be consistently carried out into the future to achieve the goal above.

4.1.0 Deepen District understanding of neighborhood-level demographics, motivators, and communications channels in order to develop and deliver messaging that inspires behavior change resulting in increased private control of vectors on private property. (2019).

4.2.0 Develop targeted messages and tools to explain and garner support for abatement programs. (2019)

4.3.0 Develop strategies and tools to gauge public views about vector-related issues over time and respond to them effectively. (2020)

4.4.0 Increase accessibility to District mission, education on vectors, and surveillance and control activities. (Ongoing).

4.5.0 Expand collaboration and engagement with cities, the County, other Districts, and legislators. (Ongoing)

4.6.0 Proactively impact legislation and regulation that affects the District and to effectively collaborate with others to meet the District’s mission. (Ongoing)

Goal 5. RESEARCH AND DEVELOPMENT. Developing proactive responses to new vectors and vector-borne diseases, changing regulations, legislation and public perception around pesticide use.

Strategic Challenge. The District has a long history of effectively controlling vectors and minimizing vector-borne disease. However, new and emerging vectors and vector-borne diseases pose greater challenges, and there is little likelihood of eradicating them with current techniques. In addition, current pesticides are likely to be less available or less effective for reasons such as: increased resistance by mosquitos; growth in public antipathy toward the use of pesticides, and increased regulations.

The objectives below must be consistently carried out into the future to achieve the goal above.

5.1.0	Improve ability to proactively identify emerging vector-borne disease due to environmental or other changes. (2019)
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5.2.0	Proactively understand changes in regulations, legislation and public perception related to pesticide use and incorporate into planning. (Ongoing)
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5.3.0	Develop new tools and strategies for effectively managing vectors and vector-borne disease. (Ongoing)
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Goal 6. PROGRAMS AND OPERATIONS. Utilize cost-effective and environmentally sound practices to suppress vector and nuisance species, and associated disease, pain, and suffering.

Strategic Challenge. The District seeks to improve and extend performance measurement to increase overall effectiveness and efficiency of District programs. Staff measures efficacy of pesticides to ensure long term use or availability. The District must continue to measure efficacy of different control strategies for different vectors and environments and communicate those effective strategies to our communities.

The objectives below must be consistently carried out into the future to achieve the goal above.

6.1.0	Improve performance measurement and management. (Ongoing)
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Goal 7. EMERGENCY PREPAREDNESS – Ensure District facilities are prepared to operate effectively through disasters and emergencies, including vector-borne public health emergencies.

Strategic Challenge. The District faces many potential disasters, some of which unfold over time, like climate change, drought and changes to the Salton Sea, as well earthquakes and floods that are more rapid and unexpected. The District must be prepared to operate effectively through all such conditions.

The objectives below must be consistently carried out into the future to achieve the goal above.

7.1.0	Extend emergency preparedness to include resiliency and recovery planning. (2020)
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7.2.0	Extend equipment repair, upgrade and replacement to incorporate resiliency and recovery planning. (2020)
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