



**Coachella Valley Mosquito and Vector Control District**

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

**Board of Trustees Meeting**

**Tuesday, December 10, 2024**

**6:00 p.m.**

**AGENDA**

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

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

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This meeting will be conducted by video and/or teleconference as well as in person at the District office located at the address listed above. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), Webinar ID: [847 1941 0493](https://us02web.zoom.us/j/84719410493), or click this link to join: <https://us02web.zoom.us/j/84719410493>.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please contact the Clerk of the Board at (760) 342-8287 at least 48 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible. The District will attempt to accommodate you in every reasonable manner.

**1. Call to Order – John Peña, President**

**A. Roll Call**

**2. Pledge of Allegiance**

**3. Confirmation of Agenda**

#### 4. Public Comments

Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 2:00 p.m. on December 10, 2024, at [mscarborougheckel@cvmosquito.org](mailto:mscarborougheckel@cvmosquito.org). E-mails received prior to 2:00 p.m. on the day of the Board meeting will be made part of the record and distributed to the Board. This method is encouraged as it gives the Board of Trustees the opportunity to reflect upon your input. E-mails will not be read at the meeting.

- A. **PUBLIC Comments — NON-AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on items of general interest (a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**
  
- B. **PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

All comments are to be directed to the Board of Trustees and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

#### 5. Announcements, Presentation, and Written Communications

- A. Audit Presentation of Fiscal Year ending June 30, 2024 — **Jonathan Abadesco, CPA, C.J. Brown & Company CPAs (Pg. 7)**

## 6. Items of General Consent

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

- A. Minutes for November 12, 2024, Board Meeting **(Pg. 9)**
- B. Approval of expenditures for November 8, 2024, to December 7, 2024 **(Pg. 14)**
- C. Approval of Resolution 2024-20 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 — **Crystal Moreno, MSIOP, Human Resources Risk Manager (Pg. 15)**
- D. Informational Items:
  - Financials — **David l'Anson, Administrative Finance Manager (Pg. 21)**
  - California Public Employers Labor Relations Association (CalPELRA) Annual Conference, November 12-15, 2024, Monterey, California — **Graciela Morales, Human Resources Specialist (Pg. 35)**
  - Entomological Society Association (ESA) Annual Conference, November 10-13, 2024, Phoenix, Arizona — **Jennifer A. Henke, MS, BCE, Laboratory Manager, Kim Hung, PhD, BCE, Vector Ecologist, and Gabriela Perezchica-Harvey, MS, Vector Ecologist (Pg. 36)**
  - Mosquito and Vector Control Association of California (MVCAC) Planning and Committee Meeting, December 2-4, San Diego, CA — **Jeremy Wittie, MS, CSDM, General Manager, Jennifer A. Henke, MS, BCE, Laboratory Manager, and Robert C. Gaona, MPA, Public Information Manager (Pg. 38)**
  - District Travel for the Board of Trustees — **Megan Scarborough-Eckel, Clerk of the Board (Pg. 39)**

## 7. Business Session

### A. Old Business

- I. Discussion and/or approval for staff to finalize Energy Services Contract and scope of work with Centrica Business Solutions, to be presented at a public hearing in January 2025. — **ad hoc Building Committee, Jeremy Wittie, MS, CSDM, General Manager, and David l’Anson, Administrative Finance Manager (Pg. 41)**

### B. New Business

- I. Discussion and/or approval of Resolution 2024-16 providing informal bidding procedure under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq of the Public Contract Code) — **David l’Anson, Administrative Finance Manager and Sarah Prendez, CPP, Purchasing Clerk (Pg. 61)**
- II. Discussion and/or approval of Resolution 2024-18 implementing a rotational system for appointments to the Executive Committee of the Board of Trustees, ensuring equitable participation from all Trustees over time — **Executive Committee and Megan Scarborough-Eckel, Clerk of the Board (Pg. 66)**
- III. Approval of 2025 research proposals in an amount not to exceed \$152,813.93; \$76,406.97 will be expensed in Fiscal Year (FY) 2024/25 the balance will be expensed FY 2025/26 from Fund 8510.01.600.000 – Research Projects, *Budgeted; Funds Available* — **ad hoc Research Committee and Jennifer A. Henke, MS, BCE, Laboratory Manager (Pg. 88)**
- IV. Approval to enter into an agreement with Outfront Media for an advertising campaign in an amount not to exceed \$31,913.00 — **Robert C. Gaona, MPA, Public Information Manager (Pg. 93)**

## 8. Committee and Trustee Reports

### A. Executive Committee — **John Peña, Board President**

Executive Committee oral report and minutes from December 6, 2024 **(Pg. 114)**

### B. Finance Committee — **Clive Weightman, Board Treasurer**

Finance Committee oral report and Finance Committee minutes from November 12, 2024 **(Pg. 116)**

C. 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 exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than three minutes.*

**9. Reports**

A. General Manager

- i. General Manager's Report — **Jeremy Wittie, MS, CSDM, General Manager**

*Questions and/or comments from Trustees regarding the reports*

B. General Counsel

**10. Closed Session**

**Closed Session (s):**

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

Title: General Manager

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

Agency designated representatives: President John Peña, Vice President Benjamin Guitron, and Trustee Felipe Ortiz

Unrepresented employee: General Manager

**11. Adjournment**

<p>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.</p>
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**Certification of Posting**

I certify that on December 6, 2024, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on December 6, 2024

*Megan Scarborough-Eckel*

Megan Scarborough-Eckel, Clerk of the Board



**Coachella Valley Mosquito and  
Vector Control District**

**December 10, 2024**

**Staff Report**

**Agenda Item:** Announcements, Presentation, and Written Communications

Audit Presentation of Fiscal Year ending June 30, 2024 — **Jonathan Abadesco, CPA, C.J. Brown & Company CPAs**

**Background:**

C.J. Brown & Company CPAs (formerly Fedak & Brown, LLP) is presenting the annual audit of FY 2023-2024.

State law requires special districts to annually publish a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of certified public accountants. Pursuant to that requirement, we hereby issue the comprehensive annual financial statements of the Coachella Valley Mosquito and Vector Control District (“the District”) for the fiscal year ended June 30, 2024.

The District’s financial statements have been audited by C.J. Brown & Company CPAs. The goal of the independent audit is to provide reasonable assurance that the financial statements of the District, for the fiscal year ended June 30, 2024, are free of material misstatements. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements: assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the District’s financial statements, for the fiscal year ended June 30, 2024, were fairly presented in conformity with GAAP.



# **ITEMS OF GENERAL CONSENT**



**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Board of Trustees Meeting  
Minutes**

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**MEETING TIME:** 6:00 p.m., November 12, 2024

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

**TRUSTEES PRESENT**

PRESIDENT: John Peña	La Quinta
VICE PRESIDENT: Benjamin Guitron	Indio
TREASURER: Clive Weightman	Indian Wells
SECRETARY Dr. Doug Kunz	Palm Springs
Bito Larson	County at Large
Felipe Ortiz	County at Large
Nancy Ross	Cathedral City

**TRUSTEES ABSENT**

Dr. Frank Figueroa	Coachella
Gary Gardner	Desert Hot Springs
Steve Downs	Rancho Mirage
Doug Walker	Palm Desert

**STAFF AND GENERAL COUNSEL PRESENT**

Jeremy Wittie, General Manager  
Lena Wade, Legal Counsel, SBEMP  
Greg Alvarado, Operations Manager  
David l'Anson, Administrative Finance Manager  
Robert Gaona, Public Information Manager  
Crystal Moreno, Human Resources Manager  
Edward Prendez, Information Technology Manager  
Megan Scarborough-Eckel, Clerk of the Board

*Other staff members joined the meeting as well.*

**MEMBERS OF THE PUBLIC PRESENT**

Yes

**1. Call to Order**

*President Peña called the meeting to order at 6:00 p.m.*

**A. Roll Call**

*At roll call, six (6) out of eleven (11) Trustees were present.*

*Vice President Guitron joined the meeting at 6:02 pm after roll call.*

## 2. Pledge of Allegiance

*Everyone in attendance recited the Pledge of Allegiance.*

## 3. Confirmation of Agenda

*President Peña asked that items (iii) and (vi) under New Business be pulled due to time constraints and reduced attendance, then inquired if there was a need to make any further adjustments to the agenda. After doing so, the agenda was confirmed as stands.*

## 4. Public Comments

### A. PUBLIC Comments — NON-AGENDA Items:

*None*

### B. PUBLIC Comments — AGENDA Items:

*None*

## 5. Announcements, Presentations, Written Communications

A. *None*

## 6. Items of General Consent

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

A. Minutes for October 8, 2024, Board Meeting

B. Approval of expenditures for October 9, 2024, to November 7, 2024

C. Informational Items:

- Financials — **David I'Anson, Administrative Finance Manager**
- Quarterly Department Reports: Human Resources; Operations; Information Technology; Fleet Services; Laboratory & Surveillance Control; and Public Outreach
- CSDA Board Secretary/Clerk Conference, October 21-23, 2024, San Diego, CA — **Megan Scarborough-Eckel, Clerk of the Board**
- 2025 Board of Trustees Meeting Calendar — **Megan Scarborough-Eckel, Clerk of the Board**
- District Travel for the Board of Trustees — **Megan Scarborough-Eckel, Clerk of the Board**

*On a motion from Treasurer Weightman, seconded by Trustee Ortiz, the Board of Trustees approved all Items of General Consent.*

*Ayes: President Peña, Trustees Guitron, Larson, Ortiz, Ross, Walker, Weightman*

*Noes: None*

*Abstained: None*

*Absent: Trustees Downs, Figueroa, Gardner, Walker*

## **7. Business Session**

A. Old Business- None

A. New Business

- i. Discussion and/or approval to grant a day off in December to all full-time employees in appreciation of their work and dedication to protecting public health during the Mosquito virus season — **Jeremy Wittie, MS, CSDM, General Manager**

*On a motion from Secretary Kunz, seconded by Trustee Guitron, the Board of Trustees approved Item (i) of New Business.*

*Ayes: President Peña, Trustees Guitron, Larson, Ortiz, Ross, Walker, Weightman*

*Noes: None*

*Abstained: None*

*Absent: Trustees Downs, Figueroa, Gardner, Walker*

- ii. Appointment of the ad hoc Nominations Committee — **John Peña, Board President**

*President Peña stated that he would be in touch via email or phone to appoint members.*

- iii. Discussion and/or approval of Resolution 2024-16 providing informal bidding procedure under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq of the Public Contract Code) — **David l'Anson, Administrative Finance Manager and Sarah Prendez, Purchasing Clerk**

*Item Pulled*

- iv. Discussion and/or approval of Resolution 2024-17 providing a gift certificate to employees for work performed late November through early December 2024 in a total collective amount for all certificates not to exceed \$2,900 from fund 5300.01.202.000 – Employee Incentive- **Budgeted; Funds Available** — **Jeremy Wittie, MS, CSDM, General Manager**

*On a motion from Vice President Guitron, seconded by Trustee Ortiz, the Board of Trustees approved Item (iv) of New Business.*

*Ayes: President Peña, Trustees Guitron, Larson, Ortiz, Ross, Walker, Weightman*

*Noes: None*

*Abstained: None*

*Absent: Trustees Downs, Figueroa, Gardner, Walker*

v. Discussion and/or approval to enter into an agreement with **Pendoley Strategies + Communications, LLC (PSC)** for the District's Strategic Planning needs not to exceed \$30,000 from fund 6095.01.200.000 Professional Fees – ***Budgeted, Funds available*** — **Jeremy Wittie, MS, CSDM General Manager and Board of Trustees Executive Committee**

*On a motion from Trustee Ross, seconded by Treasurer Weightman, the Board of Trustees approved Item (v) of New Business.*

*Ayes: President Peña, Trustees Guitron, Larson, Ortiz, Ross, Walker, Weightman*

*Noes: None*

*Abstained: None*

*Absent: Trustees Downs, Figueroa, Gardner, Walker*

vi. Discussion and/or approval of Resolution 2024-18 implementing a rotational system for appointments to the Executive Committee of the Board of Trustees, ensuring equitable participation from all Trustees over time — **Megan Scarborough-Eckel, Clerk of the Board**

*Item Pulled*

## **8. Committee and Trustee Reports**

### **A. Executive Committee — John Peña, Board President**

Executive Committee oral report and minutes from November 1, 2024

*President Peña gave a brief update to the Board, staff, and public.*

B. Finance Committee — **Clive Weightman, Board Treasurer**

*Treasurer Weightman gave a brief update to the Board, staff, and public.*

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

*President Peña requests that items (iii) and (vi) under New Business be brought back at the December Board Meeting.*

**9. Reports**

A. General Manager

i. General Manager's Report — **Jeremy Wittie, M.S., CSDM, General Manager**

*General Manager, Jeremy Wittie, gave a brief update to the Trustees, staff, and public present.*

B. General Counsel

*General Counsel gave a brief update to the Board, staff, and public.*

**10. Closed Session**

**Closed Session (s):**

*President Peña left at 6:30 during Closed Session.*

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

Title: General Manager

*Upon return from Closed Session, Lena Wade, General Counsel, announced there was no reportable action.*

**11. Adjournment**

*There being no further business to discuss, Vice President Guitron adjourned the meeting at 6:32 p.m.*

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John Peña  
President

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Dr. Doug Kunz  
Secretary

**Coachella Valley Mosquito and Vector Control District**


Checks Issued for the Period of:

Nov 8-Dec 5, 2024

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	November 8, 2024	257,013.91	
	Payroll Disbursement	November 22, 2024	251,637.83	
				<b>508,651.74</b>
<b>Pre-Approved Expenditures Utilities/Benefits:</b>				
45551	Empower Trust Company, LLC	401/401a/457 Contributions: 11/08PP	77,359.76	
45554	CalPERS Healthcare Acct	Cafeteria Plan	107,301.06	
45555	Principal Life Insurance Co.	Cafeteria Plan	13,863.96	
				<b>198,524.78</b>
<b>Pre-Approved Expenditures less than \$10,000.00:</b>				
45548	Hypertec USA Inc	Cloud Computing Services	254.87	
45549	SC Commercial LLC dba SC Fuels	Motor,Fuel,Oil	6,947.87	
45552	Petty Cash Custodian Crystal Moreno	Employee Incentive	3,000.00	
45556	Abila, Inc.	Cloud Computing Services	1,009.83	
45557	Airgas USA, LLC	Lab Supplies & Expenses	1,238.48	
45559	CleanExcel	Janitorial Services	4,192.00	
45560	Connection aka GovConnection	Capital Outlay	4,667.79	
45561	Desert Electric Supply	Repair & Maintenance	395.99	
45562	Alexandra Echenberg	Professional Development	225.00	
45563	Employee Relations Inc.	Recruitment/Advertising	160.12	
45564	Indio Emergency Medical Group	Physician Fees	395.00	
45565	Linde Gas & Equipment Inc.	Offsite Vehicle Maintenance & Repair	66.64	
45566	Veronica Montoya	CalPERS Conference Expenses	542.70	
45567	NAPA Auto & Truck Parts	Equipment Parts & Supplies	559.73	
45568	Quench USA Inc.	Employee Support	177.06	
45569	SC Commercial LLC dba SC Fuels	Motor,Fuel,Oil	9,344.35	
45570	Knight Sunrise Fontana LLC dba Sunline Transit Agency	Public Outreach Advertising	8,262.50	
45571	Veolia ES Technical Solutions, LLC	Lab Supplies & Expenses	249.65	
45572	UPS	Postage	127.48	
45573	West Coast Arborists	Contract Services	6,000.00	
45574	Graciela Morales	Professional Development	596.30	
<b>Cash - California Bank &amp; Trust Checking</b>				<b>48,413.36</b>
<b>Cash - California Bank &amp; Trust Checking</b>				
45553	UMPQUA Bank Commercial Card OPS	Umpqua District Credit Card November 2024 Statement	75,452.11	
45558	Clarke Mosquito Control	Control Products	12,167.83	
<b>Cash - California Bank &amp; Trust Check Run Total to be Approved</b>				<b>87,619.94</b>
<b>Total Expenditures: Nov 8-Dec 5, 2024</b>				<b>843,209.82</b>

John Pena, President

Clive Weightman, Treasurer

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>December 10, 2024</b></p>
<p><b>Agenda Item:</b> Consent Calendar</p> <p>Approval of Resolution 2024-20 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 — <b>Crystal Moreno, MSIOP, Human Resources Manager</b></p>		
<p><b>Background:</b></p> <p>On August 10, 2011, CalPERS adopted the <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>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.). The pay schedule shown in <i>Exhibit A</i> reflects the following change:</p> <ul style="list-style-type: none"> <li>• Network Administrator title changed to Network Support Specialist</li> </ul>		
<p><b>Strategic Business Plan Alignment</b></p> <p><b>Goal 6:</b> FINANCE-Sustained and Transparent Finances that meet District revenue needs</p>		
<p><b>Staff Recommendation:</b></p> <p>Staff recommends that the Board of Trustees approve Resolution 2024-10.</p>		
<p><b>Exhibit:</b></p> <ul style="list-style-type: none"> <li>• Resolution 2024-20</li> <li>• Pay Schedule (Exhibit A)</li> </ul>		

**RESOLUTION NO. 2024-20**

**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 ("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, including seasonal employees, 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 true and correct recitals above are incorporated by this reference herein as the basis and foundation for the District's adoption of this Resolution.

**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 by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District this 10th day of December 2024.**

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John Peña, President  
Board of Trustees

**ATTEST:**

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Megan Scarborough-Eckel, Clerk of the Board

**APPROVED AS TO FORM:**

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Lena D. Wade, General Counsel

**REVIEWED:**

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Jeremy Wittie, M.S., General Manager

**RESOLUTION NO. 2024-20**

**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)**

**Exhibit "A"**

**Coachella Valley Mosquito and Vector Control District  
Pay Schedule**

# Coachella Valley Mosquito and Vector Control District

## Pay Schedule FY2024-25 Annual Rates - Effective 7/1/2024

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Vector Control Technician I, Laboratory Technician	57,895.68	60,790.44	63,829.92	67,021.56	70,372.56	73,891.08
Vector Control Technician II, Laboratory Assistant I	70,372.56	73,891.08	77,585.76	81,465.12	85,538.52	89,815.44
Mechanic I, Facilities Maintenance Technician I	73,891.08	77,585.76	81,465.12	85,538.52	89,815.44	94,306.20
Lead Vector Control Technician, Laboratory Assistant II, Mechanic II, Facilities Maintenance Technician II, Unmanned Aircraft Systems (UAS) Operator	77,585.76	81,465.12	85,538.52	89,815.44	94,306.20	99,021.48
Administrative Technician	65,308.68	68,574.12	72,002.88	75,603.00	79,383.12	83,352.36
Accounting Technician I	68,574.13	72,002.84	75,602.98	79,383.13	83,352.29	87,519.90
Purchasing Clerk	72,002.88	75,603.00	79,383.12	83,352.36	87,519.96	91,895.88
Accounting Technician II	74,813.04	78,553.56	82,481.28	86,605.32	90,935.64	95,482.32
Community Liaison	77,057.38	80,910.19	84,955.73	89,203.49	93,663.64	98,346.86
Public Outreach Coordinator, Network Support Specialist	86,906.52	91,251.84	95,814.60	100,605.24	105,635.52	110,917.20
Biologist	91,364.52	95,932.68	100,729.32	105,765.84	111,054.12	116,606.88
Field Supervisor, Public Information Officer, Unmanned Aircraft Systems (UAS) Coordinator	105,944.52	111,241.80	116,803.92	122,644.08	128,776.32	135,215.16
Vector Ecologist, IT/GIS Analyst, Lead Supervisor, Operations Program Coordinator	111,241.08	116,803.08	122,643.24	128,775.36	135,214.20	141,974.88
Seasonal Vector Control Operator (890-hours max.)	16,910.00	17,800.00				
Human Resources Assistant	57,895.56	60,790.44	63,829.92	67,021.44	70,372.56	73,891.08
Executive Assistant/Clerk of Board, Human Resources Specialist, Payroll Administrator	89,144.04	93,601.20	98,281.32	103,195.32	108,355.08	113,772.96
Administrative Finance Manager, Human Resources Risk Manager, Information Technology Manager, Public Information Manager, Operations Manager, Laboratory Manager	123,794.64	129,984.24	136,483.56	143,307.60	150,473.04	157,996.80
General Manager	193,480.19					

### Educational Incentive Pay

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

### Temporary: Out-of-Class

5%

### Additional Duties

5%



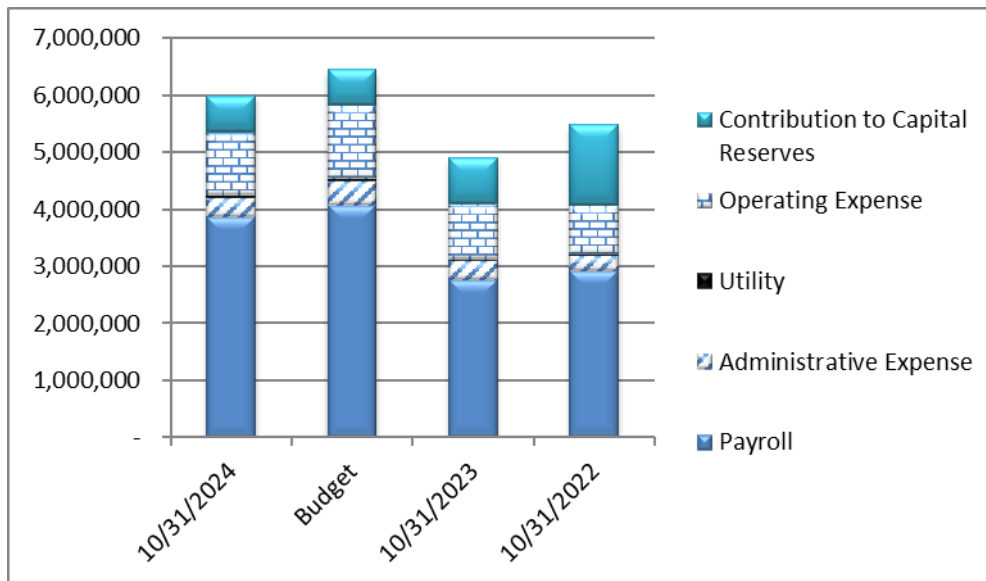
# FINANCE REPORTS

## FINANCE

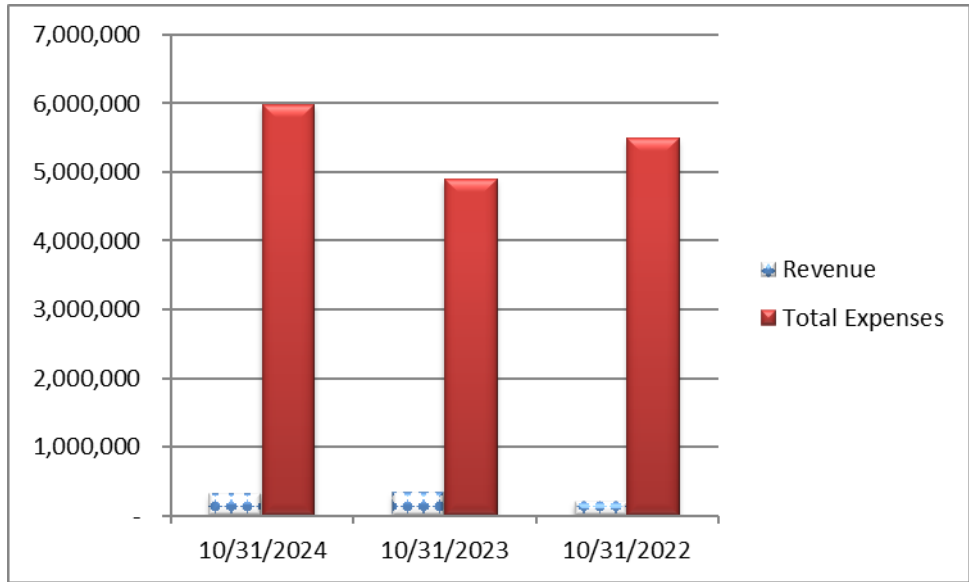
The financial reports show the balance sheet, receipts, and revenue and expenditure reports for the month ending October 31, 2024. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2024 to October 31, 2024, is \$5,988,876 total revenue is \$307,641 resulting in excess revenue over (under) expenditure for the year to October 31, 2024, of (\$5,681,235).

### THREE YEAR FINANCIALS

	Actual	Budget	Actual	Actual
	10/31/2024	Budget	10/31/2023	10/31/2022
<b>Revenue</b>	307,641	<b>321,395</b>	330,900	206,369
Expenses				
Payroll	3,863,758	4,080,550	2,758,460	2,911,009
Administrative Expe	338,091	405,936	344,974	277,986
Utility	55,520	46,848	31,478	36,675
Operating Expense	1,100,288	1,282,421	957,936	854,263
Contribution to Capital	631,219	631,219	804,719	1,405,339
<b>Total Expenses</b>	5,988,876	<b>6,446,974</b>	4,897,567	5,485,272
<b>Profit (Loss)</b>	(5,681,235)	<b>(6,125,579)</b>	(4,566,667)	(5,278,903)



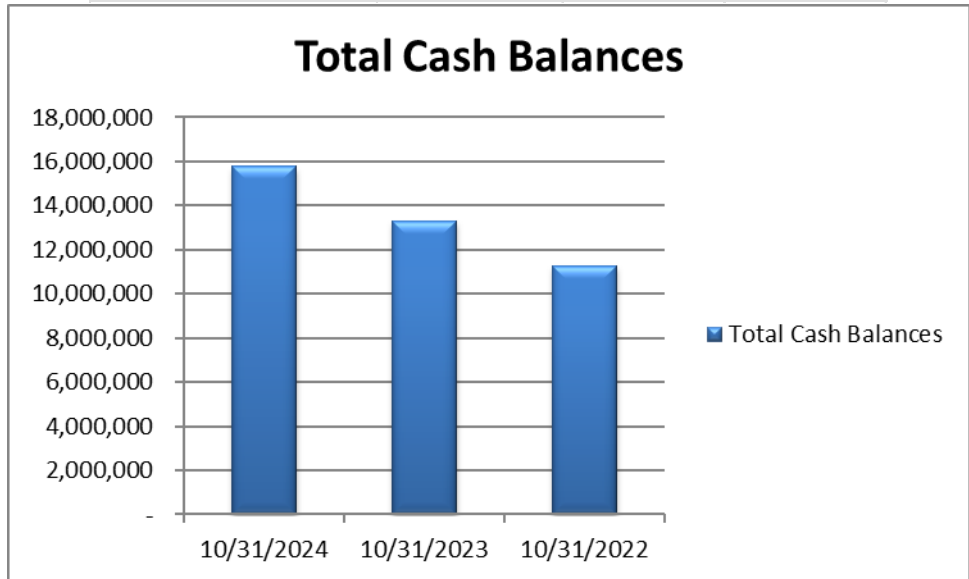
**Figure 1 - Three Year Expenditure**



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

**THREE-YEAR CASH BALANCE**

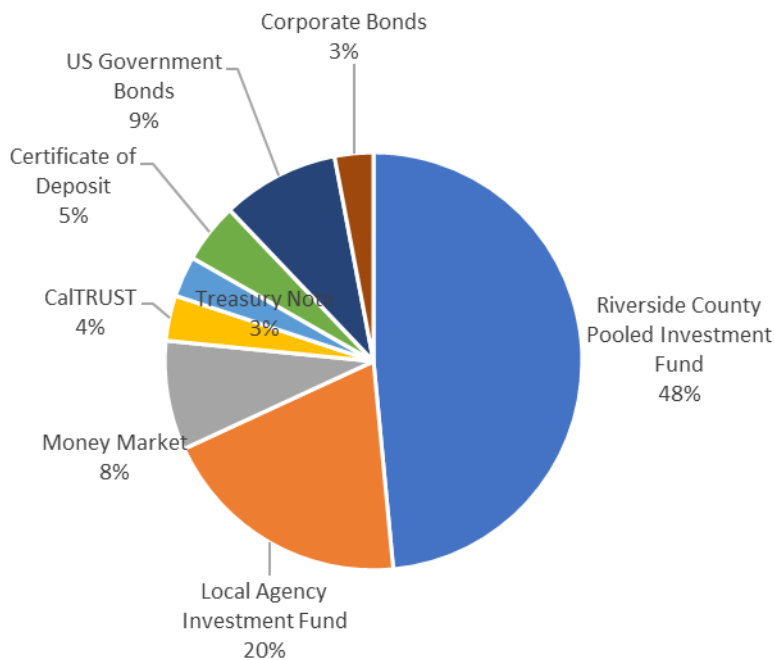
Cash Balances	10/31/2024	10/31/2023	10/31/2022
Investment Balance	15,516,904	13,186,646	11,084,388
Checking Accounting	83,565	28,997	31,923
Payroll Account	180,189	95,583	158,350
Petty Cash	2,000	2,000	2,000
Total Cash Balances	15,782,657	13,313,226	11,276,661



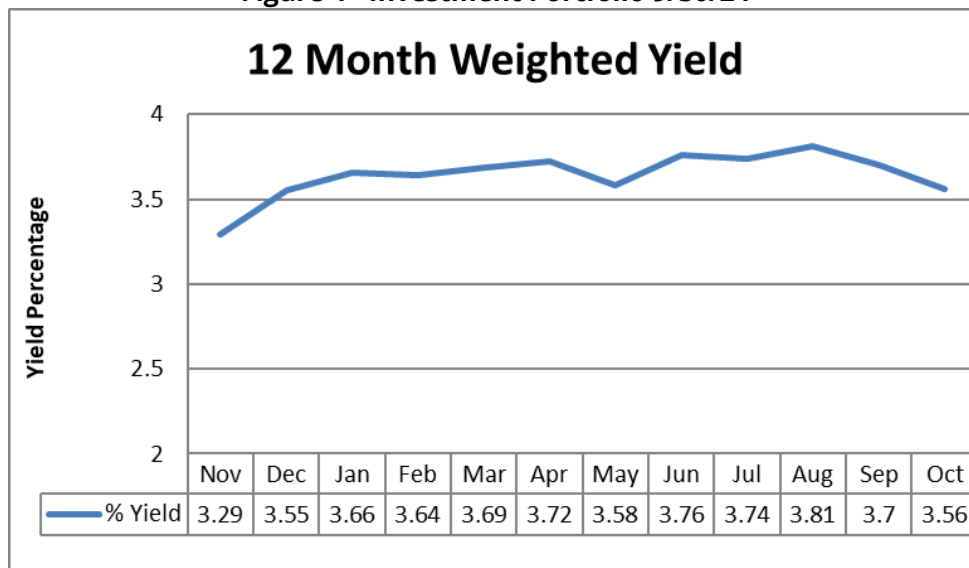
**Figure 3 - Cash Balances**

**DISTRICT INVESTMENT PORTFOLIO 10/31/2024**

The District’s investment fund balance for the period ending October 31, 2024, is \$15,516,904. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 20% of the District’s investments; the Riverside County Pooled Investment Fund is 48% of the total. The LAIF yield for the end of October was 4.52% and the Riverside County Pooled Investment Fund was 4.11%. This gives an overall weighted yield for District investments of 3.56%.



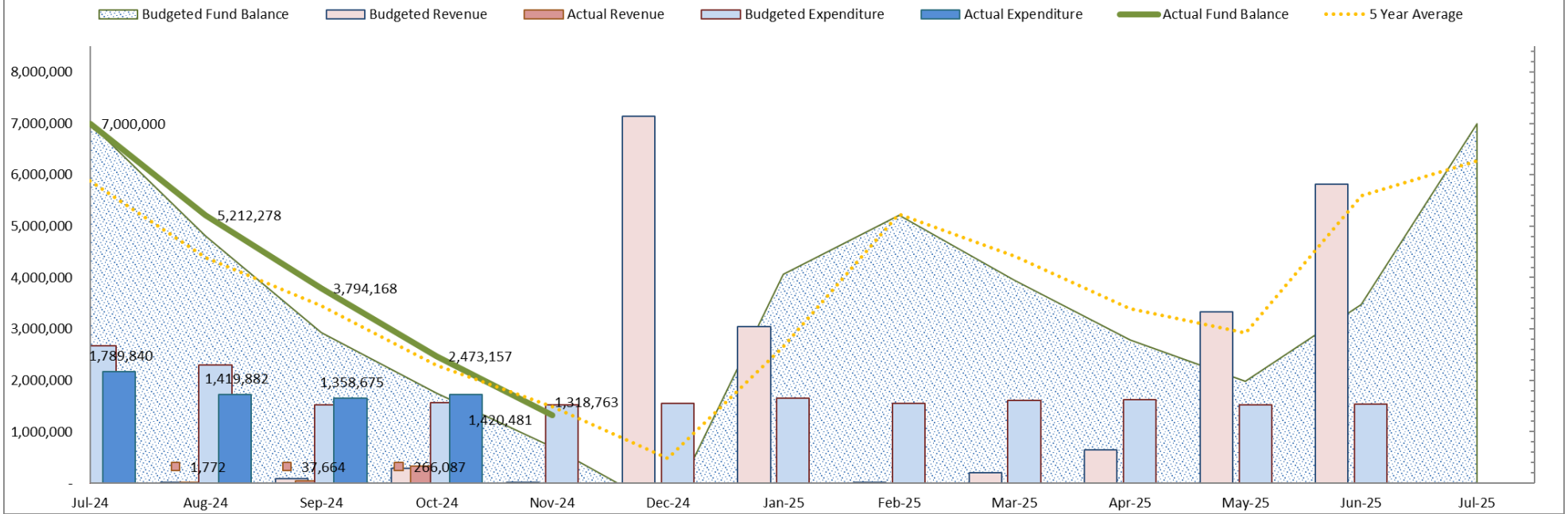
**Figure 4 - Investment Portfolio 9/30/24**



**Figure 5 - District Investments Weighted Yield**

## General Fund Operational Cash Flow

Fiscal Year 2024- 2025



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1, 2024, to June 30, 2025. The beginning Operational Cash Flow fund balance is \$7.0 million and the ending Operational Cash Flow fund balance is \$7.0 million. Expenditure is approximately divided by 12 equal months, with some differences accounting for the seasonality of the program for example control products and seasonal employment which are greater in the mosquito breeding season. July expenditure is higher than average because of the prefunding lump sum of \$0.6 million for CalPERS unfunded liability. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distributes the property tax revenue in January and May with advancements in December and April. The *shaded area* represents the **Budgeted Operational Cash Flow Fund Balance** which has a formula of (beginning) **Fund Operational Cash Flow Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Operational Cash Flow Fund Balance** and is graphed against the *shaded area* **Budgeted Operational Cash Flow Fund Balance**. The *three-year average* Fund Operational Cash Flow Balance is the orange dash line.

The graph shows \$7.0 million **Operational Cash Flow Fund Balance** plus total Revenue for July 1 to October 31, 2024, of \$307,641 minus total Expenses of \$5,988,876 is \$1,318,763. For planning purposes, the District is under budget. As long as the green line stays out of the shaded area the District is within budget, as of October 31, 2024, the line is outside the shaded area.



Coachella Valley Mosquito and Vector Control District  
 FINANCES AT A GLANCE  
 ALL FUNDS COMBINED  
 For the Month Ended October 31, 2024

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	16,007,702	(490,798)	15,516,904
CASH	307,279	(41,525)	265,753
INVESTMENTS & CASH	16,314,981	(532,323)	15,782,657
RESTRICTED ASSETS	201,397		201,397
CURRENT ASSETS	2,156,357	(201,560)	1,954,797
FIXED ASSETS	8,735,019	-	8,735,019
OTHER ASSETS	5,712,600	-	5,712,600
TOTAL ASSETS	33,120,353	(733,883)	32,386,470
TOTAL LIABILITIES	5,267,395	295,477	5,562,872
TOTAL DISTRICT EQUITY	27,852,958	(1,029,360)	26,823,598
TOTAL LIABILITIES & EQUITY	33,120,353	(733,883)	32,386,470
RECEIPTS			
		\$ 403,149	
CASH DISBURSEMENTS			
Payroll	\$ 791,525		
General Admin	\$ 143,946		
	.		
Total Cash Disbursements		\$ (935,472)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ (201,560)	
Changes in A/P, A/R & Pre-paid insurance		_____	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (733,883)	

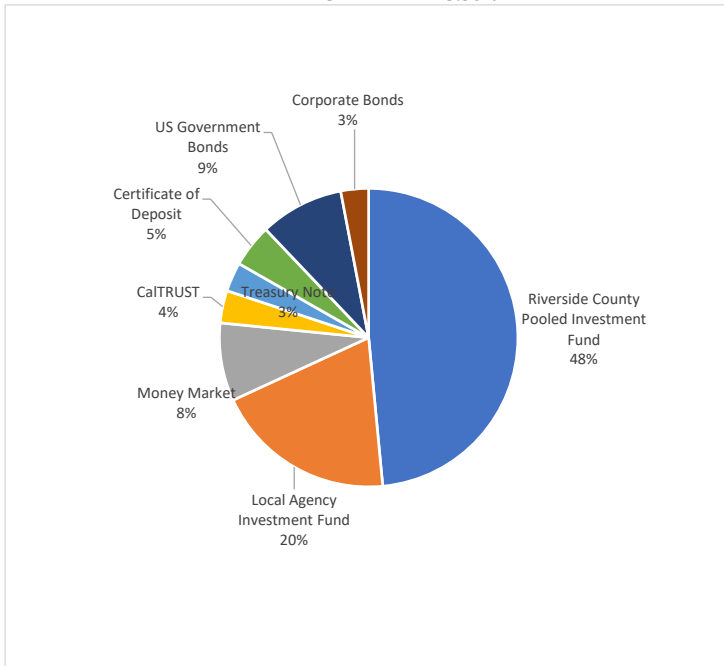
**CVMVCD**  
Cash Journal - deposits  
From 10/1/2024 Through 10/31/2024

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
10/15/2024	LAIF Interest	35,835.90	Local Agency Investment Fund
10/31/2024	October receipts	101,225.30	Riverside County
10/31/2024	October Receipts - Bank Interest	907.72	California Bank & Trust
10/31/2024	October Receipts - County Interest Fund 51105	585.73	Riverside County
10/31/2024	October Receipts - County Interest Fund 51115	9,786.68	Riverside County
10/31/2024	October Receipts - Property Tax Unsecured	254,707.21	Riverside County
10/31/2024	October Receipts - reimbursement	100.00	US Bank
Report Total		403,148.54	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
INVESTMENT FUND BALANCES AS OF OCTOBER 31, 2024**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	Capital Project Insectory Fund	BALANCE
LAIF	Common Investments			4.52%	1,848,751	41,725	104,352	785,475	266,372	\$ 3,046,675
Riverside County	Funds 51105 & 51115			4.11%	4,565,674	103,044	257,707	1,939,808	657,831	\$ 7,524,064
CalTRUST	Medium Term Fund			4.64%	330,393	7,457	18,649	140,373	47,604	\$ 544,475
CA Bank & Trust	Market Rate			1.25%	752,707	16,988	42,486	319,801	108,451	\$ 1,240,433
Pershing	Market Rate			1.00%	43,917	991	2,479	18,659	6,328	\$ 72,373
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%		24,581	61,476	462,739	156,925	\$ 705,720
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%		24,578	61,468	462,680	156,905	\$ 705,630
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%		16,228	40,586	305,496	103,600	\$ 465,910
US Treasury Securities	Treasury Note	1/17/2023	1/15/2026	3.88%		17,085	42,729	321,626	109,070	\$ 490,510
ALL IN American Cred	Certificate of Deposit	1/18/2023	1/19/2027	4.55%		8,606	21,522	162,002	54,938	\$ 247,068
Austin Telco	Certificate of Deposit	1/27/2023	1/27/2028	4.75%		7,908	19,779	148,877	50,488	\$ 227,052
Alaska USA Fed Cr	Certificate of Deposit	3/8/2023	3/8/2028	4.60%		8,603	21,516	161,953	54,922	\$ 246,993
<b>Total Investments</b>					7,541,442	277,794	694,747	5,229,488	1,773,433	<b>\$ 15,516,904</b>

**PORTFOLIO COMPOSITION AS OF OCTOBER 31, 2024  
WEIGHTED YIELD 3.56%**



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

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NOTED AND APPROVED  
27

CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget	
<b>Revenues</b>										
4000	Property Tax - Current Secured	5,348,216	0	0	0	0	0	(5,348,216)	(100)%	
4010	Property Tax - Curr. Supplmntl	67,646	0	0	0	0	0	(67,646)	(100)%	
4020	Property Tax - Curr. Unsecured	252,667	231,645	<b>254,707</b>	23,062	231,645	<b>254,707</b>	2,040	1 %	
4030	Homeowners Tax Relief	37,471	0	0	0	0	0	(37,471)	(100)%	
4070	Property Tax - Prior Supp.	53,097	0	0	0	0	0	(53,097)	(100)%	
4080	Property Tax - Prior Unsecured	12,532	0	0	0	0	0	(12,532)	(100)%	
4090	Redevelopment Pass-Thru	8,465,177	0	0	0	0	0	(8,465,177)	(100)%	
4520	Interest Income - LAIF/CDs	275,000	68,750	<b>52,453</b>	(16,297)	0	<b>11,280</b>	11,280	(222,547)	(81)%
4530	Other Miscellaneous Receipts	63,000	21,000	<b>480</b>	(20,520)	5,250	<b>100</b>	(5,150)	(62,520)	(99)%
4551	Benefit Assessment Income	2,370,094	0	0	0	0	0	(2,370,094)	(100)%	
	<b>Total Revenues</b>	<b>16,944,900</b>	<b>321,395</b>	<b>307,641</b>	<b>(13,754)</b>	<b>236,895</b>	<b>266,087</b>	<b>29,192</b>	<b>(16,637,259)</b>	<b>(98)%</b>
<b>Expenditures</b>										
<b>Payroll Expenses</b>										
5101	Payroll - FT	6,656,349	2,218,783	<b>2,139,440</b>	79,343	554,696	<b>761,959</b>	(207,264)	4,516,909	68 %
5102	Payroll Seasonal	202,865	75,513	<b>41,057</b>	34,456	18,878	<b>5,919</b>	12,960	161,808	80 %
5103	Temporary Services	14,900	4,967	<b>0</b>	4,967	1,242	<b>0</b>	1,242	14,900	100 %
5105	Payroll - Overtime Expense	29,440	9,813	<b>12,283</b>	(2,469)	2,453	<b>1,926</b>	528	17,157	58 %
5150	CalPERS State Retirement	1,480,875	1,014,414	<b>907,495</b>	106,919	58,308	<b>400</b>	57,908	573,380	39 %
5155	Social Security Expense	409,979	137,149	<b>136,346</b>	803	34,287	<b>47,548</b>	(13,261)	273,633	67 %
5165	Medicare Expense	95,882	32,075	<b>32,135</b>	(59)	8,019	<b>11,368</b>	(3,349)	63,748	66 %
5170	Cafeteria Plan	1,381,508	460,503	<b>523,130</b>	(62,627)	115,126	<b>121,347</b>	(6,221)	858,379	62 %
5172	Retiree Healthcare	210,000	70,000	<b>92,864</b>	(22,864)	17,500	<b>17,923</b>	(423)	117,136	56 %
5180	Deferred Compensation	137,156	45,719	<b>(23,896)</b>	69,615	11,430	<b>(18,222)</b>	29,651	161,052	117 %
5195	Unemployment Insurance	34,236	11,615	<b>2,906</b>	8,709	2,904	<b>524</b>	2,380	31,331	92 %
	<b>Total Payroll Expenses</b>	<b>10,653,191</b>	<b>4,080,550</b>	<b>3,863,758</b>	<b>216,792</b>	<b>824,842</b>	<b>950,692</b>	<b>(125,850)</b>	<b>6,789,432</b>	<b>64 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

		Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Administrative Expenses</b>										
5250	Tuition Reimbursement	20,000	6,667	<b>5,699</b>	968	1,667	<b>4,042</b>	(2,375)	14,301	72 %
5300	Employee Incentive	10,000	3,333	<b>858</b>	2,475	833	<b>339</b>	495	9,142	91 %
5302	Wellness	10,600	3,533	<b>264</b>	3,269	883	<b>106</b>	777	10,336	98 %
5305	Employee Assistance Program	2,500	833	<b>617</b>	216	208	<b>617</b>	(409)	1,883	75 %
6000	Property & Liability Insurance	317,738	110,913	<b>107,364</b>	3,549	27,728	<b>26,841</b>	887	210,374	66 %
6001	Workers' Compensation Insurance	228,798	92,933	<b>91,786</b>	1,147	23,233	<b>22,947</b>	287	137,012	60 %
6050	Dues & Memberships	56,147	31,420	<b>25,408</b>	6,012	1,676	<b>460</b>	1,216	30,739	55 %
6060	Reproduction & Printing	41,950	13,983	<b>6,354</b>	7,629	3,496	<b>0</b>	3,496	35,596	85 %
6065	Recruitment/Advertising	6,000	2,000	<b>1,493</b>	507	500	<b>880</b>	(380)	4,507	75 %
6070	Office Supplies	23,035	7,278	<b>4,567</b>	2,711	1,820	<b>458</b>	1,362	18,468	80 %
6075	Postage	6,300	2,100	<b>2,367</b>	(267)	525	<b>772</b>	(247)	3,933	62 %
6080	Computer & Network Systems	13,399	4,466	<b>0</b>	4,466	1,117	<b>0</b>	1,117	13,399	100 %
6085	Bank Service Charges	500	167	<b>154</b>	13	42	<b>0</b>	42	346	69 %
6090	Local Agency Formation Comm.	3,000	3,000	<b>3,196</b>	(196)	0	<b>0</b>	0	(196)	(7)%
6095	Professional Fees	136,850	20,617	<b>22,197</b>	(1,581)	5,154	<b>11,731</b>	(6,576)	114,653	84 %
6100	Attorney Fees	97,000	42,333	<b>23,368</b>	18,965	6,833	<b>3,676</b>	3,158	73,632	76 %
6106	HR Risk Management	8,000	2,667	<b>7,620</b>	(4,953)	667	<b>0</b>	667	380	5 %
6110	Conference Expense	60,400	9,233	<b>2,041</b>	7,192	3,333	<b>0</b>	3,333	58,359	97 %
6115	In-Lieu	13,200	4,400	<b>4,400</b>	0	1,100	<b>1,100</b>	0	8,800	67 %
6120	Trustee Support	7,600	2,533	<b>2,847</b>	(314)	633	<b>747</b>	(114)	4,753	63 %
6200	Meetings Expense	11,380	3,793	<b>2,260</b>	1,533	948	<b>1,220</b>	(272)	9,120	80 %
6210	Promotion & Education	33,200	11,067	<b>3,425</b>	7,641	2,767	<b>144</b>	2,623	29,775	90 %
6220	Public Outreach Advertising	56,000	18,667	<b>10,730</b>	7,937	4,667	<b>0</b>	4,667	45,270	81 %
6500	Benefit Assessment Expenses	83,000	8,000	<b>9,075</b>	(1,075)	0	<b>0</b>	0	73,925	89 %
<b>Total Administrative Expenses</b>		<b>1,246,597</b>	<b>405,936</b>	<b>338,091</b>	<b>67,845</b>	<b>89,831</b>	<b>76,079</b>	<b>13,752</b>	<b>908,506</b>	<b>73 %</b>
<b>Utilities</b>										
6400	Utilities	137,783	45,928	<b>54,852</b>	(8,924)	11,482	<b>25,986</b>	(14,504)	82,931	60 %
6410	Telecommunications	2,760	920	<b>669</b>	251	230	<b>0</b>	230	2,091	76 %
<b>Total Utilities</b>		<b>140,543</b>	<b>46,848</b>	<b>55,520</b>	<b>(8,673)</b>	<b>11,712</b>	<b>25,986</b>	<b>(14,274)</b>	<b>85,023</b>	<b>60 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Operating</b>									
7000 Uniform Expense	61,749	20,533	<b>17,588</b>	2,945	5,146	<b>4,747</b>	399	44,161	72 %
7050 Safety Expense	45,220	14,940	<b>17,926</b>	(2,986)	3,735	<b>3,951</b>	(216)	27,294	60 %
7100 Physican Fees	3,000	1,000	<b>105</b>	895	250	<b>0</b>	250	2,895	97 %
7150 IT Communications	94,980	31,660	<b>29,475</b>	2,185	7,915	<b>11,322</b>	(3,407)	65,505	69 %
7200 Household Supplies	3,000	1,000	<b>1,758</b>	(758)	250	<b>0</b>	250	1,243	41 %
7300 Repair & Maintenance	47,000	15,667	<b>9,630</b>	6,036	3,917	<b>1,784</b>	2,133	37,370	80 %
7310 Maintenance & Calibration	6,800	0	<b>0</b>	0	0	<b>0</b>	0	6,800	100 %
7350 Permits, Licenses & Fees	9,242	5,752	<b>3,476</b>	2,277	105	<b>0</b>	105	5,767	62 %
7360 Software Licensing	64,529	18,410	<b>13,608</b>	4,802	0	<b>8,370</b>	(8,370)	50,921	79 %
7400 Vehicle Parts & Supplies	59,700	19,900	<b>18,801</b>	1,099	4,975	<b>3,309</b>	1,666	40,899	69 %
7420 Offsite Vehicle Maint & Repair	19,378	6,459	<b>8,519</b>	(2,060)	1,615	<b>573</b>	1,042	10,859	56 %
7450 Equipment Parts & Supplies	34,380	11,885	<b>16,186</b>	(4,301)	2,615	<b>8,354</b>	(5,739)	18,194	53 %
7500 Small Tools Furniture & Equip	6,500	2,167	<b>1,708</b>	458	542	<b>(247)</b>	789	4,792	74 %
7550 Lab Supplies & Expense	55,275	21,450	<b>16,392</b>	5,058	5,925	<b>5,518</b>	407	38,883	70 %
7570 Aerial Pool Surveillance	25,000	0	<b>0</b>	0	0	<b>0</b>	0	25,000	100 %
7575 Surveillance	134,610	54,870	<b>48,537</b>	6,333	5,093	<b>12,741</b>	(7,649)	86,073	64 %
7600 Staff Training	141,774	38,787	<b>38,851</b>	(64)	10,013	<b>9,152</b>	861	102,923	73 %
7650 Equipment Rental	1,500	500	<b>1,020</b>	(520)	125	<b>1,020</b>	(895)	480	32 %
7675 Contract Services	170,258	70,333	<b>62,243</b>	8,090	17,206	<b>28,716</b>	(11,510)	108,015	63 %
7680 Cloud Computing Services	235,037	72,805	<b>24,596</b>	48,210	15,717	<b>2,288</b>	13,429	210,441	90 %
7700 Motor Fuel & Oils	159,800	53,267	<b>39,713</b>	13,554	13,317	<b>9,137</b>	4,180	120,087	75 %
7750 Field Supplies	23,000	7,667	<b>2,915</b>	4,752	1,917	<b>436</b>	1,480	20,085	87 %
7800 Control Products	832,830	675,987	<b>642,673</b>	33,314	41,723	<b>81,045</b>	(39,322)	190,157	23 %
7850 Aerial Applications	150,000	50,000	<b>0</b>	50,000	12,500	<b>0</b>	12,500	150,000	100 %
8415 Capital Outlay	101,350	35,517	<b>31,726</b>	3,791	7,379	<b>3,760</b>	3,619	69,624	69 %
8510 Research Projects	250,000	51,865	<b>51,863</b>	2	12,960	<b>12,966</b>	(5)	198,137	79 %
9000 Contingency Expense	275,000	0	<b>980</b>	(980)	0	<b>980</b>	(980)	274,020	100 %
<b>Total Operating</b>	<b>3,010,912</b>	<b>1,282,421</b>	<b>1,100,288</b>	<b>182,133</b>	<b>174,939</b>	<b>209,919</b>	<b>(34,980)</b>	<b>1,910,624</b>	<b>63 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
October 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Contribution to Capital Reserves</b>									
8900 Transfer to other funds	1,893,658	631,219	<b>631,219</b>	0	157,805	<b>157,805</b>	0	1,262,439	67 %
<b>Total Contribution to Capital Reserves</b>	1,893,658	631,219	<b>631,219</b>	0	157,805	<b>157,805</b>	0	1,262,439	67 %
<b>Total Expenditures</b>	16,944,900	6,446,974	<b>5,988,877</b>	458,097	1,259,128	<b>1,420,480</b>	(161,352)	10,956,024	65 %
<b>Net revenue over/(under) expenditures</b>	0	(6,125,579)	<b>(5,681,236)</b>	444,343	(1,022,233)	<b>(1,154,393)</b>	(132,160)		

**CVMVCD**

Balance Sheet - Unposted Transactions Included In Report  
As of 10/31/2024

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	15,516,904.06
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1035	CB&T General Checking	83,564.59
1036	CB&T Payroll Checking	180,188.75
	Total Cash and Investments	<u>15,782,657.40</u>
Restricted Cash Assets		
1040	Restricted Assets - Pension Stabilization CEPPT	201,396.89
	Total Restricted Cash Assets	<u>201,396.89</u>
Current Assets		
1050	Accounts Receivable	34,065.84
1051	Lease Payments Receivable	14,645.58
1080	Interest Receivable	45,822.97
1085	Inventory	417,938.78
1166	Prepaid IT Service	8,729.16
1167	Prepaid Research Proposals	25,931.74
1168	Prepaid Expenses	401,732.47
1169	Deposits	1,005,930.00
	Total Current Assets	<u>1,954,796.54</u>
Fixed Assets		
1170	Construction in Progress	72,606.36
1300	Equipment/Vehicles	2,305,558.91
1310	Computer Equipment	827,649.76
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,348,648.73
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,485,233.50



**CVMVCD**

Balance Sheet - Unposted Transactions Included In Report  
As of 10/31/2024

		<b>Current Year</b>
1341	Bio Control Building	6,923,882.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(12,681,531.98)
	Total Fixed Assets	8,735,019.22
	Other Assets	
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,301,492.00
1530	Deferred Outflows of Resources - OPEB	897,005.31
1900	Due to/from	0.12
	Total Other Assets	5,712,599.75
	Total Assets	32,386,469.80
	<b>Liabilities</b>	
	Short-term Liabilities	
	Accounts Payable	
2015	Credit Card Payable	137,681.74
2020	Accounts Payable	482,123.00
2185	Employee Dues	715.76
	Total Accounts Payable	620,520.50
	Total Short-term Liabilities	620,520.50
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,522,076.00
2230	Deferred Inflows - OPEB	483,696.00
2235	Deferred Inflow of Resources - Leases	14,472.55
2300	Net OPEB Liability	44,168.00
2500	Compensated Absences Payable	777,938.78
	Total Long-term Liabilities	4,942,351.33
	Total Liabilities	5,562,871.83
	Fund Balance	

**CVMVCD**

Balance Sheet - Unposted Transactions Included In Report  
As of 10/31/2024

	<u>Current Year</u>
Non Spendable Fund Balance	
3920 Investment in Fixed Assets	10,673,170.66
3945 Reserve for Prepaids & Deposit	1,041,259.68
3960 Reserve for Inventory	459,270.86
Total Non Spendable Fund Balance	<u>12,173,701.20</u>
Committed Fund Balance	
3965 Public Health Emergency	4,851,276.00
Total Committed Fund Balance	<u>4,851,276.00</u>
Assigned Fund Balance	
3910 Reserve for Operations	5,800,000.00
3925 Reserve for Future Healthcare Liabilities	453,746.00
3955 Thermal Remediation Fund	63,688.00
3970 Reserve for Equipment	726,018.00
3971 Reserve for Facility & Vehicle Replacement	2,659,312.00
Total Assigned Fund Balance	<u>9,702,764.00</u>
Unassigned Fund Balance	
3900 Fund Equity	(568,650.76)
3991 Prior Year Adjustment GASB87	20,909.82
3999 P&L Summary	5,797,281.31
Total Unassigned Fund Balance	<u>5,249,540.37</u>
Current YTD Net Income	(5,153,683.60)
Total Current YTD Net Income	<u>(5,153,683.60)</u>
Total Fund Balance	<u>26,823,597.97</u>
Total Liabilities and Net Assets	<u><u>32,386,469.80</u></u>



**Coachella Valley Mosquito and  
Vector Control District**

**Staff Report**

**December 10, 2024**

**Agenda Item:** Informational Item

Staff report from:

CalPELRA Annual Conference, November 11-15, 2024, in Monterey, CA

**Background:**

The annual CalPELRA Conference provided valuable education in labor relations and human resources. Designed specifically for HR professionals, it featured insightful sessions and focused breakout discussions on topics such as:


- Building & strengthening teams during challenging times
- How AI can help professionals in the HR field
- Tips & tools to support leadership development
- Succession planning
- Anticipating blindsides in HR
- Federal & state leave regulations
- Labor code and wage order obligations for public employees

**ATTENDEE:**

*Graciela Morales, HR Specialist*

**Strategic Business Plan Alignment:**

- Create a staff culture and a safe working environment to promote effective communication, collaboration, creativity, and employee satisfaction.
- A strong culture supports the Board and Staff Team that grows in skill, teamwork, and experience.

	<p><b>Coachella Valley Mosquito and Vector Control District</b></p> <p><b>Staff Report</b></p>	<p><b>December 10, 2024</b></p>
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**Agenda Item:** Informational Item

Staff report from:  
Entomological Society of America Annual Conference, November 10-13, 2024, Phoenix, Arizona

**Background:**  
The Entomological Society of America held its annual conference November 10-13 in Phoenix, Arizona. The theme “Empowering Tomorrow with Insect Science” allowed for organizers to gather a variety of presentations on the latest advances in entomology, solutions for the problems of food scarcity and climate change, and developments in artificial intelligence in publishing during the four-day meeting.

We attended a variety of presentations. The Medical, Urban, and Veterinary Entomology section of ESA had presentations highlighting the latest research completed on mosquitoes and other arthropods of importance to public health. *Kim Hung* was invited to present in a symposium titled Professional Entomology Certifications Create Diverse Career Pathways. Her presentation titled “Public health entomology and the BCE Medical Veterinary Specialty” highlighted two projects she investigated here at the District and how her certification as a Board Certified Entomologist allows for her to build trust with our community.

*Rachel Atchison* and *David Oi* of the USDA presented a poster on their work at the District. They had worked with *Gabriela Perezchica-Harvey* and *Gerald Chuzel* to trap the reproductive stage of red imported fire ants. Because this stage is winged, the ants can fly, mate, and start new colonies of fire ants. They measured different environmental variables to determine if we can know that the ants are more active at certain temperatures or humidity ranges. These results were previously shared with the board; briefly, making treatments in March and April before the peak flights of May may lead to greater reduction in fire ant colonies.

*Jennifer Henke* was elected to the Governing Board as the Vice President-Elect of the ESA in 2021; she presided over the meeting as President. She highlighted the role of mosquito control districts throughout the year. Several other mosquito control districts sent their employees to the meeting, demonstrating the value of our work in the larger entomological

community. In her role, Jennifer also presided over the Governing Board of the organization; addressed the attendees at the opening plenary; recognized award recipients; and addressed attendees at the closing plenary. Jennifer also co-led a 2025 strategic outlook to discuss proposed changes to the governance structure of ESA. At the end of the meeting, she transitioned into the role of Past President and will focus on science policy in 2025.

**ATTENDEES:**

Jennifer A. Henke, M.S., BCE, Laboratory Manager

Kim Hung, Ph.D., BCE, Vector Ecologist

Gabriela Perezchica-Harvey, M.S., Vector Ecologist

**Strategic Business Plan Alignment:**

**Goal 2** Strong culture supports the Board and Staff Team that grows in skill, teamwork, and experience

**Strategic Response** – 2.1 Create a staff culture and a safe working environment to promote effective communication, collaboration, creativity, and employee satisfaction.



## Coachella Valley Mosquito and Vector Control District

December 10, 2024

### Staff Report

**Agenda Item:** Informational Item

Staff report from:

Mosquito and Vector Control Association of California (MVCAC) Planning and Committee Meeting, December 2-4, San Diego, CA

**Background:**

The focus of the MVCAC Planning and Committee Meeting was to review the work accomplished in 2024 and to set the priorities for 2025. This year, attendees addressed areas of concern that may or could impact mosquito control, districts, or the association. Key elements were the transmission of dengue; the need to align on emergency operations; and the changes to programs. This fed into discussions about the top areas that the association needed to consider in the next year. Goals will be shared at the Governing Board meeting in January (following the MVCAC Annual Conference).

The committee chairs were charged with setting their goals for the coming year and updating their rosters. The planned changes were discussed with feedback from the Board and from members.

Additional items of interest include:

- Legislative activities – MVCAC Legislative Day will be in-person in 2025.
- Plans to conduct grassroots advocacy aimed at districts hosting visits by legislators and their staff.
- MVCAC evaluation of service providers (AMG and KP) for the Association
- Risk assessment workshop for risks that face MVCAC

Attendees also provided their input on the committees including Information Technology, Integrated Vector Management, Laboratory Technologies, Legislative, Public Relations, Regulatory Affairs, Training and Certification, UAS, Vector Control Research, and Vector and Vector-borne Disease.

**Attendees:**

*Jeremy Wittie, General Manager*

*Jennifer A. Henke, Laboratory Manager*

*Robert Gaona, Public Information Manager*

	<p align="center"><b>Coachella Valley Mosquito and Vector Control District</b></p> <p align="center"><b>Staff Report</b></p>	<p align="center"><b>December 10, 2024</b></p>
<p><b>Agenda Item:</b> Informational Item</p> <p>District Travel for the Board of Trustees</p>		
<p><b>Background:</b></p> <p><b>MVCAC 93<sup>rd</sup> Annual Conference – Oakland, CA (January 26-29, 2025)</b></p> <p align="center">Requests to attend must be made by December 20, 2024, VIA EMAIL: <a href="mailto:mscarborougheckel@cvmosquito.org">mscarborougheckel@cvmosquito.org</a></p> <p><b>AMCA 91<sup>st</sup> Annual Meeting – San Juan, Puerto Rico (March 3-7, 2025)</b></p> <p align="center">Requests to attend must be made by January 7, 2025, VIA EMAIL: <a href="mailto:mscarborougheckel@cvmosquito.org">mscarborougheckel@cvmosquito.org</a></p>		
<p><b>Strategic Business Plan Alignment:</b></p> <p><b>Goal 2 – Governance and HR</b> – A strong culture supports the Board and staff team that grows in skill, teamwork, and experience.</p> <p><b>Objective 2.4</b> – Establish conditions that ensure the Board of Trustees are engaged and productive and possess a deep understanding of the District.</p>		



# **OLD BUSINESS**





**Coachella Valley Mosquito and  
Vector Control District**

**December 10, 2024**

**Staff Report**

**Agenda Item:** Old Business

Discussion and/or approval for staff to finalize Energy Services contract and scope of work with Centrica Business Solutions to be presented at public hearing in January 2025. — **ad hoc Building Committee, Jeremy Wittie, MS, CSDM, General Manager, and David I’Anson, Administrative Finance Manager**

**Background:**

The ad hoc Building Committee was tasked with exploring energy-related improvements to reduce electricity costs and environmental impact. Centrica Business Solutions (“Centrica”) conducted an investment-grade audit and provided a comprehensive scope of work for the proposed project.

The scope was revised down due to uncertainty with electrical vehicle regulations and availability.

The recommended scope of work consists of:

<b>Project</b>	<b>Cost</b>
LED Lighting Upgrade	\$264,518
Building Management System Replacement and Expansion	\$222,613
Replacement of current Solar Photovoltaics	\$818,125
New Solar Photovoltaics	\$957,507
<b>Total</b>	<b>\$2,262,765</b>

The solar portion will qualify for Inflation Reduction Act tax credit of \$585,485, which will be received at the calendar year end of installation which will bring total net cost of project to \$1,677,280.

Annual service options for measurement and verification (MV) and Operations and Maintenance (OM) will be determined through contract negotiation which will be budgeted annually in the operating budget.

**Staff Recommendation:**

Schedule a public hearing for January as required by Government Code section 4217.13 Authorize staff to move forward with negotiating a contract with Centrica Business Solutions for approval at the public hearing.

**Strategic Business Plan Alignment:**

Goal 4.1 – Facilities meet the identified long-term needs and strategic goals of the District.

**Fiscal Impact:**

FY2024-25 Budget	Current Available Funds	Proposed Expense Fiscal Year 2024-25	Remaining Available Funds
<b>Amount budgeted GL # 8415.14.950.000</b>	<b>\$3,000,000</b>	<b>\$2,262,765</b>	<b>\$737,235</b>

**Exhibits:**

- IGA Report

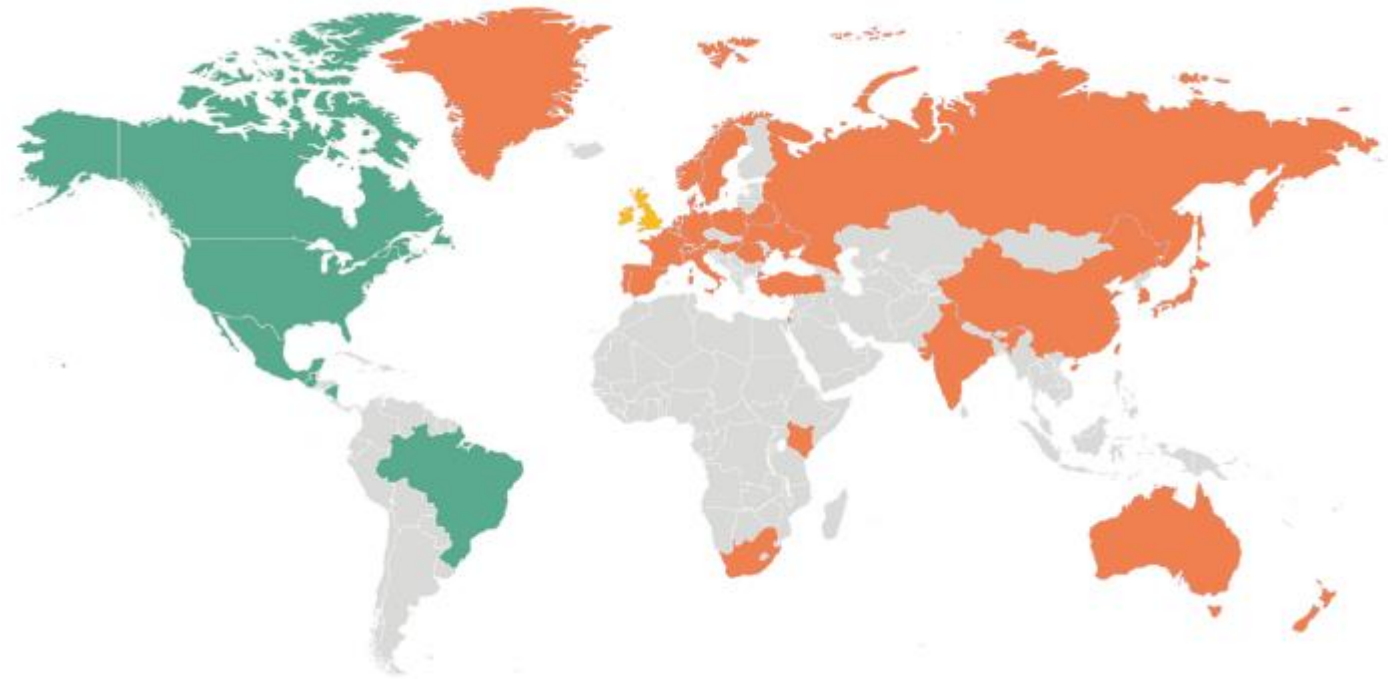


# Coachella Valley Mosquito Vector Control District

## Investment Grade Audit

Ken Hoving  
Senior Account Executive  
October 25, 2024

We collaborate with commercial, industrial and public organizations with a large or critical need for energy around the world



Number of client sites



Americas



UK&I



International



solar PV systems installed in the US



energy efficiency upgrades completed in the US



commercial EV chargers installed, including 350+ DC Chargers



assets managed including solar, storage, fuel cells and CHP

## Centrica is the Leading Sustainable Energy Solutions Integrator (EPC) in North America

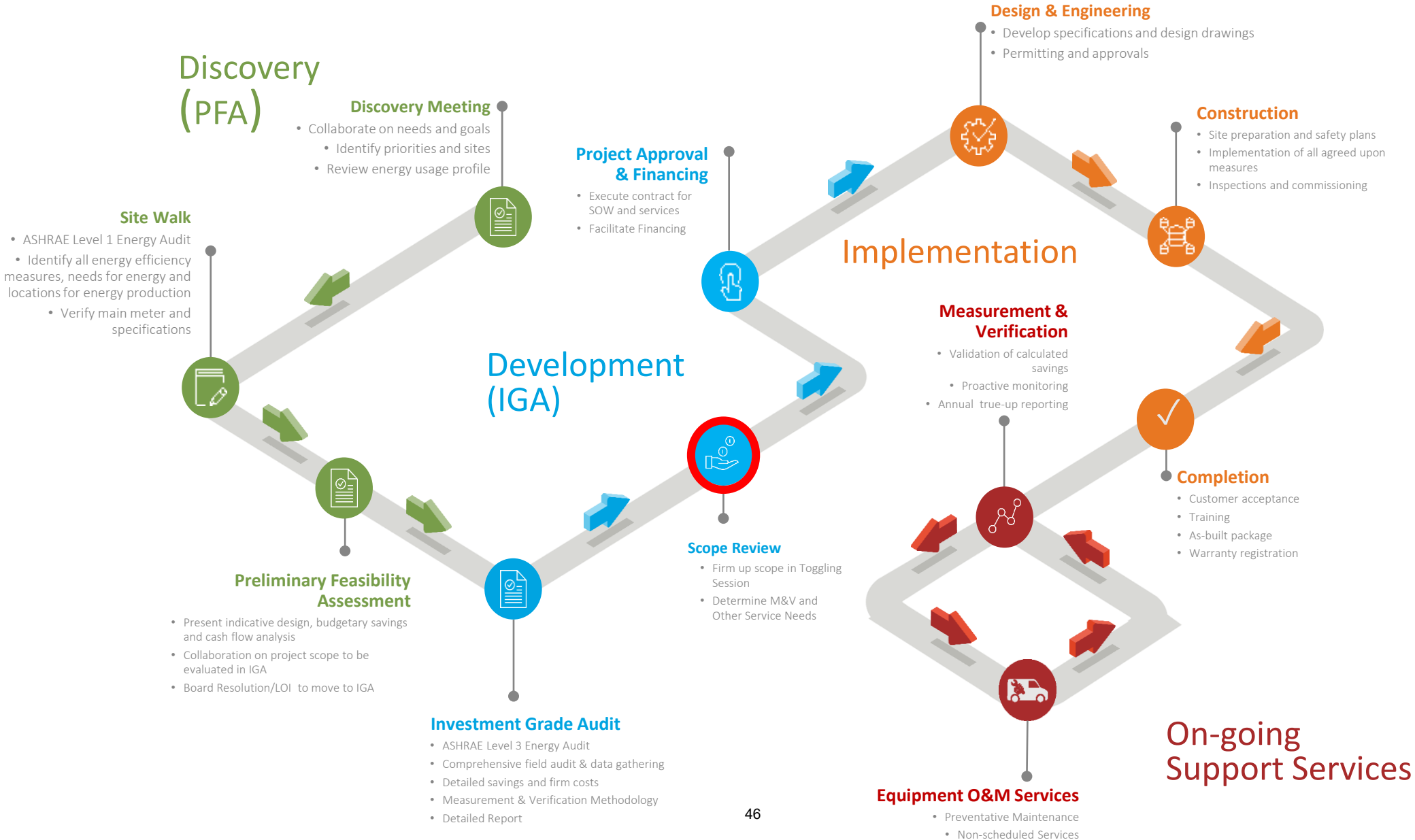
\$33<sub>b</sub>

Group revenue in 2022

6 K+

customer sites proudly supported around the world

# A Roadmap for Success



# Condition Assessment



## The IGA site walk revealed the following site conditions:

- ✓ Various areas throughout facility utilize linear fluorescent and HID lighting
- ✓ Current HVAC Building Management System (BMS) is not fully integrated into entire site and difficult to service with current provider
- ✓ Old HVAC Equipment reaching end of life (24 years old on average)
- ✓ Need for EV charging stations for fleet electrification (secured commitment from IID if done now)
- ✓ Opportunity for on site solar production to offset grid usage and electric vehicle charging
- ✓ Existing solar has degraded to the point of failure and is in need of replacement

# Condition Assessment

Existing thermostats to be replaced with networkable thermostats connected to BMS



Exterior carport fluorescent lighting to be replaced with LED lighting and brought up to code



Solar PV inverters which are not functioning properly connected to 2009 system



Interior fluorescent lighting to be replaced with LEDs



24 year old HVAC package unit in need of replacement





# Pathway to Maximum Efficiency

## LED Lighting

- Replace linear fluorescent and HID technology with efficient, long-lasting LED retrofit kits and fixtures
- Install lighting controls to comply with CA Title 24 Energy Code

## HVAC Building Management System (BMS) Upgrade

- Remove old Johnson Control system with a new open-source BMS for client's ease of use
- Integrate other areas not on the BMS system with new controls and have access to those control points through the new HVAC BMS

## Solar Replacement (PV)

- Replace existing solar photovoltaic arrays built in 2009 w/ a new system in its entirety

## Additional Measure for Consideration

### New Solar Photovoltaics (PV)

- Install flush-mount PV arrays on existing shade structures to offset usage from the Laboratory meter

# Lighting Upgrade

## Recommended Solution

Replace fluorescent and HID lighting with high efficiency LED technology and controls as required by Title 24.

## Cost Considerations

LED lighting has a longer lifespan as well as uses less energy than fluorescent and HID lights. This FIM delivers savings by lowering energy usage and reducing replacement costs over the lifetime of the product.



# BMS Upgrade

## Recommended Solution

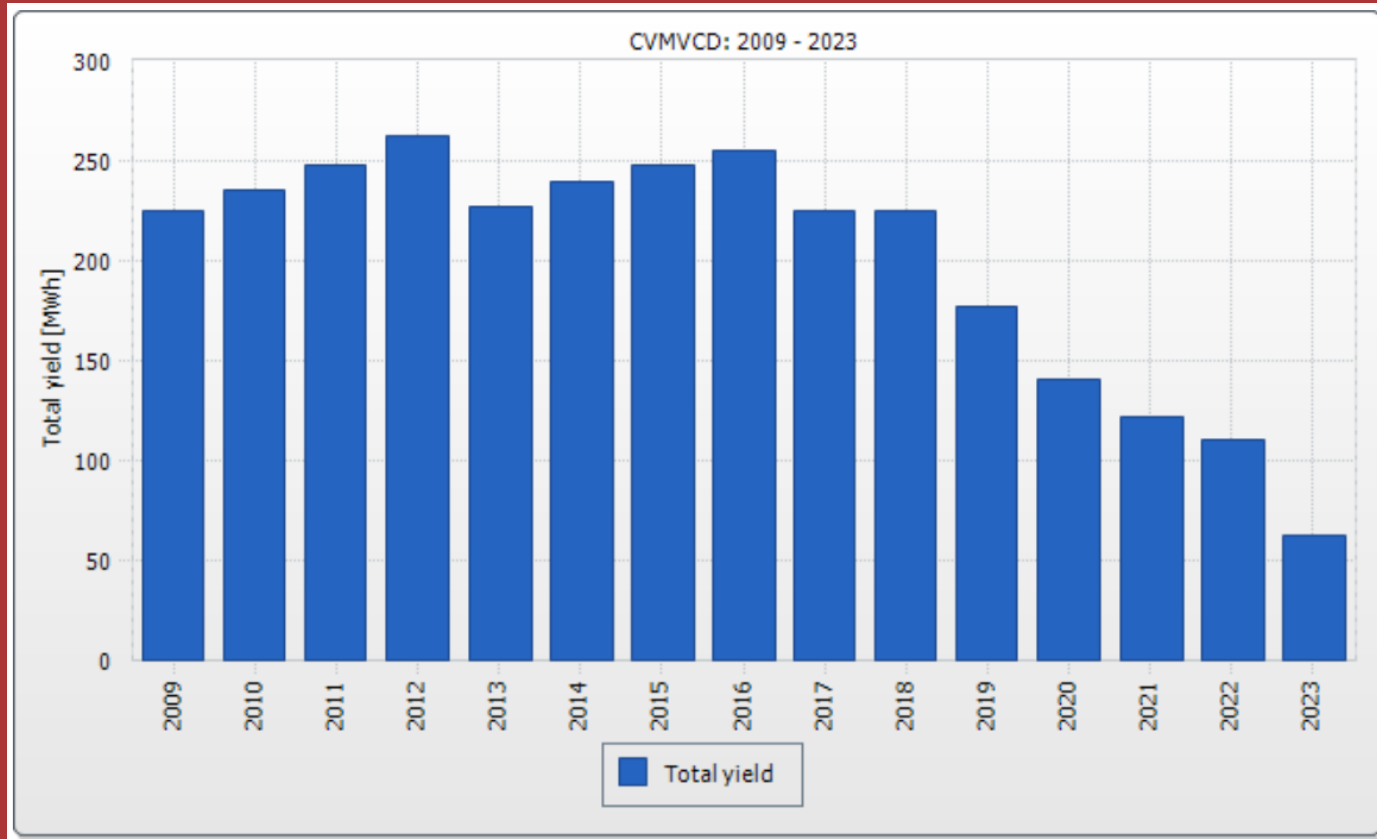
Replace existing Johnson controls BMS with Distech Controls system and integrate HVAC for site wide temperature controls.

## Cost Considerations

BMS savings come from better control over space temperatures and setpoints as well as better control over equipment use. This FIM's savings come from controlled space temperature setpoints and schedules, reducing unwanted HVAC waste. The other piece of savings come from VFD controls which put fans into a partial loading condition to reduce power consumption when there is lower demand for HVAC.



## Current Solar PV Operation (2009 install)



### Current Problems

- Existing Solar PV system only producing a fraction of expected production
- Failing inverters
- Electrical work not up to code
- Underground conductors not rated for the application

- ✓ Existing PV System Size (kW AC): 126
- ✓ Annual Production of 2009 PV (kWh): 64,000



# Solar Photovoltaics Existing System Replacement

## Features and benefits

Install approx. **120 kW-AC** flush mounted solar PV arrays over existing carport

Fully replace all solar PV component (inverters, wire, panels, conduit)

All panels will be recycled through a certified company and waste disposed of properly

- ✓ Overall PV System Size (kW AC): 120
- ✓ Expected Annual Production (kWh): 255,000
- ✓ Gain in production (kWh): 191,000
- ✓ Expected Annual Electric Offset:
  - 100% (from baseline of Office Meter)



# Solar Photovoltaics New System

## Features and benefits

Install approx. **197 kW-AC** flush mounted solar PV arrays over existing carport/ shade structures.

- ✓ Overall PV System Size (kW AC): 197
- ✓ Expected Annual Production (kWh): 326,000
- ✓ Expected Annual Electric Offset:
  - 90% (from baseline of Laboratory Meter)

# FIM Cost Breakdown

FIM Name	kWh Savings (kWh/yr)	Cost Savings (\$/yr)	Maintenance Savings (\$/yr)	Tax Incentives	Green House Gas Reduction (Ton-CO2/yr)	FIM Cost
LED Lighting	82,500	\$13,519	\$3,209		39 Tons	\$264,518
BMS Upgrade	31,600	\$6,194			18 Tons	\$222,613
Existing Solar PV Replacement	191,000	\$19,260		\$232,342	91 Tons	\$818,125
Total	305,100	\$38,970	\$3,209	\$232,342	148 Tons	\$1,305,258
Additional Option						
New Solar PV	326,235	\$42,344		\$353,143	155 Tons	\$957,507

# Annual Services Options

## M&V Costing and Scope

Measurement and Verification (M&V) is a service where Centrica will guarantee savings on the project and then measure the savings each year of the M&V term. If the guaranteed savings are not met, then the District will be compensated.

## Scope of M&V

Lighting: 1<sup>st</sup> year power measurement  
HVAC: 1<sup>st</sup> year efficiency documentation  
BMS: 10-year Fan VFD savings analysis  
Solar: 10-year production monitoring  
EV Charging: Stipulated (savings based on use which cannot be guaranteed)

## Cost of M&V

Year 1: \$14,211  
Year 2-10: \$6,583 with 3% annual escalation

## O&M

The Operations and Maintenance (O&M) service is a service contract set for the duration of the M&V contract. To guarantee savings, Centrica requires an O&M contract to service the equipment and ensure it is operating correctly. Services are offered for 2 of the proposed FIMs.

## Solar

The solar O&M contract provides 2 annual panel cleanings as well as inverter maintenance and servicing.  
Cost: \$34,080 (with 4% annual escalation or labor index increase, whichever is greater)

## BMS

The BMS O&M contract provides 2 annual site visits for servicing and data backups, as well as 10 hours of included customer support.  
Cost: \$6,400 (with 4% annual escalation or labor index increase, whichever is greater)

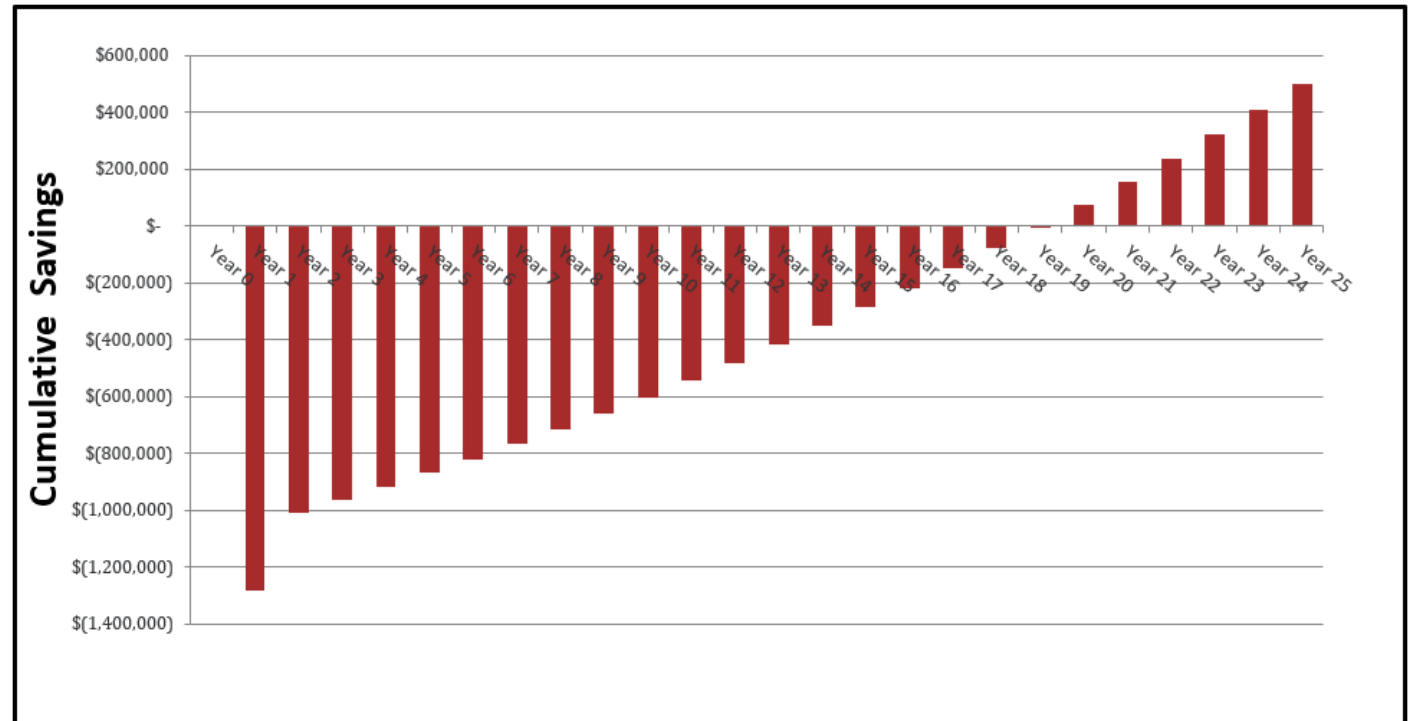


# Base Project Financials

The following financials include a cash purchase cashflow of the full turn-key installation of LED lighting, BMS controls, and solar PV replacement. This cashflow does NOT include M&V or O&M services.

Project Investment	\$1,305,258
Year 1 Cost Savings (Utility + Maintenance)	\$38,970
Investment Tax Credit (IRA)	\$232,342
25 Year Cumulative Cashflow	\$501,000

Cash Purchase Project Financials

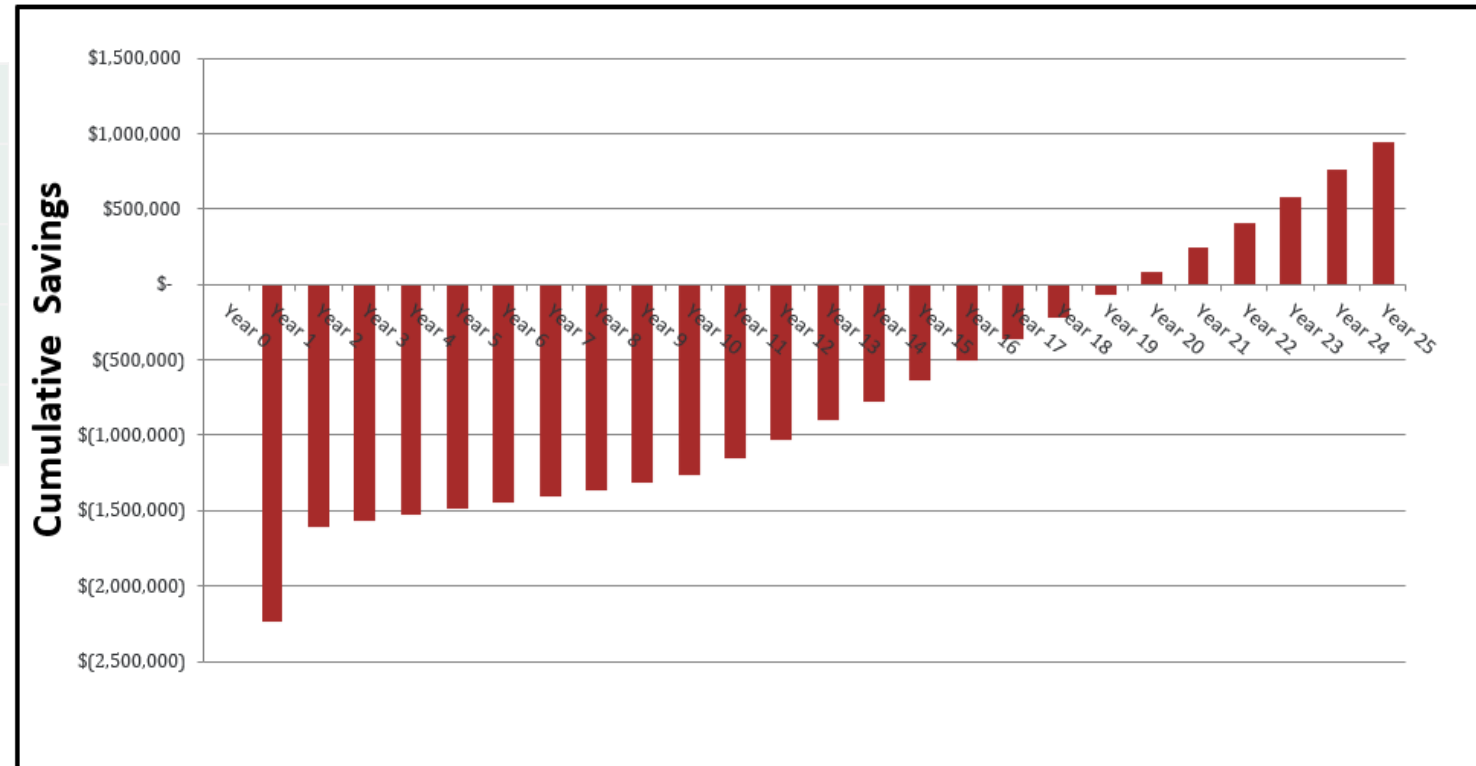


# Base Project + New Solar Project Financials

The following financials include a cash purchase cashflow of the full turn-key installation of LED lighting, BMS controls, solar PV replacement, and new solar PV installation for Lab building, as well as M&V and O&M for a 10 year Service Contract

Project Investment	\$2,262,765
Year 1 Cost Savings (Utility + Maintenance)	\$81,134
Annual Service Cost (Year 1)	\$54,691
Investment Tax Credit (IRA)	\$585,000
25 Year Cumulative Cashflow	\$942,000

Cash Purchase Project Financials



# Thank you!

**Ken Hoving**

Senior Account Executive

P: 691-348-2002

E: [ken.hoving@centrica.com](mailto:ken.hoving@centrica.com)



# **NEW BUSINESS**



**Coachella Valley Mosquito and  
Vector Control District**

**December 10, 2024**

**Staff Report**

**Agenda Item:** New Business

Discussion and/or approval of Resolution 2024-16 Providing Informal Bidding Procedure Under The Uniform Public Construction Cost Accounting Act (Section 22000, et seq of the Public Contract Code)– **Sarah Prendez CPP, Purchasing Clerk and David I’Anson, Administrative Finance Manager**

**Background:**

The Act is a voluntary program, enacted in 1983, available to all public entities in California, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act.

The Act allows for public project work in the amount of \$60,000 or less to be performed by a public agency’s force account using the public agency’s own resources, or by negotiated contract, or by purchase order. Public projects in the amount of \$200,000 or less may use the informal or formal bidding procedures set forth in Section 22032(b) or (c) of the Act. Public projects at a cost of more than \$200,000 must use formal bidding procedures to let the contract pursuant PCC Section 22032(c).

The Act will save the District time, effort, and expenses associated with public works projects under \$200,000.

**Staff Recommendation:**

Approval of Resolution 2024-16 Providing Informal Bidding Procedure Under The Uniform Public Construction Cost Accounting Act (Section 22000, et seq of the Public Contract Code).

**Exhibits:**

- Resolution 2024-16

**Resolution No. 2024-16**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROVIDING INFORMAL BIDDING PROCEDURE UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (Section 22000, et seq of the Public Contract Code)**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“District”) is a special district and 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., and is also a “local agency” within the meaning of Section 53600 of the California Government Code; and

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

**WHEREAS**, the Board wishes to amend the Purchasing Policy to provide Bidding Procedure under the Uniform Public Construction Cost Accounting Act (Section 22000, Et Seq Of The Public Contract Code);

**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. Informal Bid Procedures**

Section E 5 Informal Bid Procedures, is hereby added to the District Purchasing Procedure to provide as follows:

Informal Bid Procedures: Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Contractors List: The District shall comply with the requirements of Public Contract Code Section 22034.

Notice Inviting Informal Bids: Where a public project is to be performed which is subject to the provisions of this Resolution, a notice inviting informal bids shall be circulated using one of the alternatives:

1. Notice inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list of qualified contractors.
2. Notice inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District however, If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts: The General Manager is authorized to award informal contracts pursuant to this Section.

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

This Resolution shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, or summary of it, shall be published once, with the names of the Board of Trustees voting for and against in the Desert Sun, a newspaper of general circulation published in the County of Riverside.

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



**Section 5. Certification.**

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

**PASSED, ADOPTED, AND APPROVED, this 10<sup>th</sup> day of December 2024.**

---

John Peña, President  
Board of Trustees

**ATTEST:**

---

Megan Scarborough-Eckel, Clerk of the Board

**APPROVED AS TO FORM:**

---

Lena D. Wade, General Counsel

**REVIEWED:**

---

Jeremy Wittie, MS, CSDM, General Manager



**Coachella Valley Mosquito  
and Vector Control District**

**December 10, 2024**

**Staff Report**

**Agenda Item:** New Business

Discussion and/or approval of Resolution 2024-18 adopting the amendment to the Trustee Bylaws implementing a rotational system for appointments to the Executive Committee of the Board of Trustees, ensuring equitable participation from all Trustees over time — **Executive Committee and Megan Scarborough-Eckel, Clerk of the Board**

**Background:**

The Executive Committee of the Board of Trustees holds significant responsibility for overseeing the strategic direction of the District. Currently, appointments to the Executive Committee are elected and are often subject to extended or repeated terms for some Trustees due to lack of volunteers for nomination which can limit equal representation or participation. Introducing a rotational system will allow all Trustees an opportunity to contribute to the Executive Committee, enhancing governance by ensuring a variety of experiences and perspectives are represented.

Key components of the rotational system will be:

- A Trustee is not part of the rotation system until after their first year of service.
- Two-year appointment for each Executive Committee position before rotating to next or rotating off the Executive Committee.
- If a Trustee resigns before their appointment concludes, a new Trustee will be elected for the remainder of that current term.

**Staff Recommendation:**

Staff recommends that the Board of Trustees approve Resolution 2024-18 for the implementation of rotational system for appointments to the Executive Committee. This approach will support equitable participation, diversify leadership, and enhance the governance of the District.

Attachment:

- Resolution 2024-18
- Board of Trustees Bylaws

**Resolution No. 2024-18**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING AMENDED BYLAWS**

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

**WHEREAS**, the Board of Trustees reviewed the Bylaws and desires to change it from election of officers to rotation of officers;

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

**Section 1. Recitals.**

That the recitals set forth above are true and correct.

**Section 2. Adoption of Revised Byelaws**

That the Bylaws are hereby amended as presented and as referenced hereto as Appendix A.

**Section 3. Severability**

That the Board of Trustees 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**

That all the provisions of any existing resolution as heretofore adopted by the Board of Trustees that are in conflict with the provisions of this resolution are hereby repealed.

**Section 5. Effective Date.**

That this Resolution shall take effect upon its adoption.

**Section 6. Certification.**

That the Clerk of the Board shall certify<sup>67</sup> 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 10<sup>th</sup> day of December 2024.**

\_\_\_\_\_  
John Peña, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Megan Scarborough-Eckel Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lena Wade, General Counsel

**REVIEWED:**

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

**EXHIBIT "A"**

**Resolution No. 2024-18**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA  
VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING  
AMENDED BYLAWS**



Coachella Valley Mosquito and Vector Control District  
Board of Trustees Bylaws

Revised December 6, 2024 (Supersedes all prior  
Bylaws)

**Deleted:** Approved by Resolution  
No. 2013 - 22 on October 8, 2013¶  
Revised May 11, 2021, and  
Approved by Resolution 2021-05¶

**Deleted:** August 25, 2023

I. Background and Purpose

The Coachella Valley Mosquito and Vector Control District ("District") is an "independent special district" formed, operated, and managed pursuant to the Mosquito Abatement and Vector Control District Law (Health and Safety Code § 2000 *et seq.*). The primary purpose of the District and the Board of Trustees ("Board") is to ensure that the public is protected against the threat of vector-borne diseases. The Board is composed of at least five members. (Health and Safety Code § 2020).

II. Board of Trustees

The Board of Trustees is the governing body of the District.

A. Membership

The Board shall consist of a single representative of each incorporated city within the District's boundaries and two representatives of the County of Riverside.

B. Eligibility

Trustees appointed to the Board should have "experience, training, and education in fields that will assist them in the governance" of the District.

C. Appointment

Each Trustee shall reside in and be a registered voter in the jurisdiction of their appointing legislative body.

D. Term of Office

Each Trustee shall be appointed for a term of two or four years, as decided by his or

her appointing legislative body.

E. Oath or Affirmation

Any person appointed to serve as a Trustee must take the oath or affirmation of office prior to formally and officially assuming his or her position as a Trustee. The oath or affirmation shall be taken each time a Trustee is appointed for a subsequent term.

F. Commencement of Term

Terms shall commence at noon on the first Monday in January.

G. Removal

Once assuming the position of a Trustee, the Trustee's appointing body is not permitted to remove its Trustee at its discretion unless otherwise provided by law. The provision for removal of a Trustee is set forth in Government Code section 1770.

H. Replacement of Trustee

A person appointed to fill the unexpired term of a Trustee shall serve the remaining term of the replaced Trustee.

I. Duty of Loyalty and Commitment

All Trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District and represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the city council that appointed them.

III. Officers

A. Designated Officers

Deleted: Elected

The elected officers of the Board of Trustees ("Board") shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer

B. Duties of Officers

1. President



- a. The President shall serve as the presiding officer of all Board and all Executive Committee meetings.
  - b. The President shall sign all acts, orders, resolutions, and proceedings of the Board.
  - c. When necessary, the President shall be the official representative of the District. The President shall have the power, at the direction or consensus of the Executive Committee, to establish committees and subcommittees and appoint their members. The President shall also have any other powers as may be delegated by the Board from time to time.
  - d. The President shall serve as the alternate on all committees and attend any committee meeting as an official participant in the event the respective committee will not or does not have a quorum present to conduct an official meeting pursuant to the Brown Act.
2. Vice President

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

- b. It shall be the duty of the Treasurer to serve as the Chair of the Finance Committee and to perform any other such duties assigned by the Board.
- c. The Treasurer shall exercise those duties as assigned to the Treasurer by the applicable provisions of the California Health and Safety Code.

C. Terms of Office

The term of each office shall be two years. Partial terms shall not be considered in the determination of consecutive terms.

D. Eligibility to Hold Office

One year after a Trustees' appointment to the Board, they are eligible to hold office.

E. Rotation of Officers

Officers shall rotate bi-annually, with the rotation held at the first regular meeting in the month of January, and the commencement of officers' terms shall take effect immediately upon election to office. Each Trustee will hold one of the four Executive Committee roles for two years. The remaining seven Trustees will not hold an Executive Committee position in those two years. The rotation should aim for fairness, ensuring that no one holds the same position consecutively and that all Trustees eventually rotate through each role. New Trustees will be appointed to the Board for one year before they are added to the rotation.

**Year 1 Schedule:**

1. **President:** Trustee A
2. **Vice President:** Trustee B
3. **Treasurer:** Trustee C
4. **Secretary:** Trustee D
5. Trustees E, F, G, H, I, J, K (Non-Executive positions)

**Year 2 Schedule:**

1. **President:** Trustee B
2. **Vice President:** Trustee C
3. **Treasurer:** Trustee D
4. **Secretary:** Trustee E
5. Trustees A, F, G, H, I, J, K (Non-Executive positions)

F. Removal

Officers serve at will and may be removed by a majority vote of the Board at any time

**Deleted:** The term of each office shall be one year. No officer shall serve more than four consecutive terms in the office to which elected. Partial terms shall not be considered in the determination of consecutive terms.¶

**Deleted:** Any Trustee may be elected to any office, provided that he or she has served as a Trustee for one calendar year.¶

**Deleted:** Election

**Deleted:** Officers shall be elected annually, with the election held at the first regular meeting in the month of January, and the commencement of officers' terms shall take effect immediately upon election to office.¶  
Prior to the election of officers, the Executive Committee shall appoint a Nominating Committee, which shall recommend one candidate for each office. Recommendations of the Nominating Committee shall be submitted to the Board for consideration at the January Board meeting. Nominations may be made from the floor when the election of an officer is held. Each Board member shall have one vote.¶

with or without cause in the context of a noticed public meeting.

G. Succession

There shall be no automatic succession of officers upon the vacation of an officer position prior to the expiration term of the officer's position. A vacated officer position shall be filled by a majority vote of the Board at the earliest time possible in the context of a noticed public meeting. This will not affect the order of rotation as the position is only filled for the unexpired term of the vacated position.

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IV. Board Meetings

A. Applicable Laws and Regulations

All Board meetings shall be conducted in accordance with Sections 2000 et seq. of the California Health and Safety Code and Government Code sections 54950, et seq. (the "Brown Act") and any and all laws governing public meetings.

B. Types of Meetings

1. Regular Meetings

Regular Meetings will be held the second Tuesday of each month, commencing at 6:00 p.m. at the District's Headquarters located at 43-420 Trader Place, Indio, California. If required, due to extenuating circumstances, Regular Meetings may be held remotely using appropriate electronic tools as authorized by the Brown Act.

2. Special Meetings, Committee Meetings, and Emergency Meetings

Special Meetings, Committee Meetings, and Emergency Meetings may be called and held from time to time pursuant to the procedures set forth in the Brown Act.

3. Adjourned Meetings

The Board may adjourn any Board Meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Brown Act.

C. Cancellation of Meetings

Any meeting of the Board may be canceled in advance by a majority vote of the Board.

D. Location of Meetings

All Board Meetings shall be held in the Board Room located at the District Headquarters at 43-420 Trader Place, Indio, California unless otherwise designated by the President or the Board. However, the Board may, from time to time, elect to meet at other locations within the District or hold remote electronic meetings and, upon such, election shall give public notice of the change of location under the Brown Act.

E. Quorum

A majority of the Board will constitute a quorum, but a lesser number may adjourn a meeting.

F. Presiding Officer

The President will preside over all Board meetings. The President will have the authority to preserve order at all Board meetings, to remove any person from any meeting of the Board for disorderly conduct, to enforce the rules of the Board, and to determine the order of business under the rules of the Board.

G. Closed Sessions

Trustees shall not reveal the nature of discussion or decision from a closed session unless required by law or unless a majority of the Board agrees in closed session to disclose confidential closed session information.

H. Minutes

The Clerk of the Board will have exclusive responsibility for the preparation of the minutes which shall be recorded with the District's Minute Book. In the absence of the Clerk, the presiding officer shall appoint an acting Clerk to record the meeting minutes.

I. Order of Business

The business of the Board at its meeting will generally be conducted in accordance with the order of business as listed on the agenda. The President may, with the concurrence of a majority of the Trustees present, reorder items on the agenda to accommodate the public or to address other concerns.

J. Rosenberg's Rules of Order

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the procedures of the Board will be governed by the latest revised edition of Rosenberg's Rules of Order, without the provision requiring a super-majority vote for certain motions, as attached hereto.

K. Parliamentarian

The President may appoint a Parliamentarian. If the Parliamentarian is absent at a Board meeting, the presiding officer may make a temporary appointment

L. Disqualification for Conflict of Interest

Any Trustee who is disqualified from voting on a particular matter by reason of a conflict of interest will publicly state or have the presiding officer state the nature of the disqualification in an open meeting. Where no clear disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Trustee affected, be decided by the other Trustees. A Trustee who is disqualified by reason of a conflict of interest in any matter may not remain in his/her seat during the debate and vote on the matter but will request and be given the permission of the presiding officer to step down from the dais and leave the Board Room during discussion and action on the matter. A Trustee stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

M. Absences

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V. Committees

A. Standing Committees

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There shall be an Executive Committee which shall consist of each officer. The Executive Committee shall assist with the preparation of the Board agendas and

assume all duties and assignments as may be assigned by the Board. The Executive Committee shall conduct its meetings in accordance with the Brown Act and it shall meet monthly, on an as-needed basis, or as may be requested by any member of the Executive Committee.

## 2. Finance Committee

There shall be a Finance Committee which shall consist of three Trustees, which shall include the Treasurer who shall serve as the Chair of the Finance Committee. The Finance Committee shall meet monthly to review all aspects of the District's financial transactions. The Finance Committee shall review and approve the District's draft annual and long-range Budget prior to formal submittal to the Board. The Finance Committee shall provide oversight of the District's finances as may be requested by the Chair or the Board.

### B. Ad hoc Committees

An "Ad Hoc Subcommittee," is one that consists solely of less than a majority of the Board of Trustees and has temporary subject matter jurisdiction over a particular issue, matter, or task until it is terminated, completed, or otherwise resolved.

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Any of the foregoing rules may be waived by a majority vote of the Board present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

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Each Trustee shall comply with Ethics, Sexual Harassment Prevention Training, the Fair Political Practices Commission's requirement to timely complete the Statement of Economic Interests Form, and any other trainings or submissions to comply with applicable State and Federal Law.

## VIII. Amendment of Bylaws

The Bylaws shall be reviewed at least every two (2) years by the Executive Committee. Any proposed changes to the Bylaws shall be presented to the full Board for approval. The Bylaws may also be amended from time to time as may be required by changes in applicable law or upon the recommendation of staff or legal counsel. The Bylaws may be amended by a simple majority vote of the entire Board.



Coachella Valley Mosquito and Vector Control District  
Board of Trustees Bylaws

Approved by Resolution No. 2013 - 22 on  
October 8, 2013

Revised May 11, 2021, and Approved by  
Resolution 2021-05

Revised August 25, 2023, and Approved by  
Resolution 2023-13

Revised December 6, 2024 (Supersedes all prior  
Bylaws)

I. Background and Purpose

The Coachella Valley Mosquito and Vector Control District (“District”) is an “independent special district” formed, operated, and managed pursuant to the Mosquito Abatement and Vector Control District Law (Health and Safety Code § 2000 *et seq.*). The primary purpose of the District and the Board of Trustees (“Board”) is to ensure that the public is protected against the threat of vector-borne diseases. The Board is composed of at least five members. (Health and Safety Code § 2020).

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The Board of Trustees is the governing body of the District.

A. Membership

The Board shall consist of a single representative of each incorporated city within the District’s boundaries and two representatives of the County of Riverside.

B. Eligibility

Trustees appointed to the Board should have “experience, training, and education in fields that will assist them in the governance” of the District.

C. Appointment

Each Trustee shall reside in and be a registered voter in the jurisdiction of their appointing legislative body.

D. Term of Office

Each Trustee shall be appointed for a term of two or four years, as decided by his or her appointing legislative body.

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Any person appointed to serve as a Trustee must take the oath or affirmation of office prior to formally and officially assuming his or her position as a Trustee. The oath or affirmation shall be taken each time a Trustee is appointed for a subsequent term.

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A person appointed to fill the unexpired term of a Trustee shall serve the remaining term of the replaced Trustee.

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4. Treasurer

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d. The President shall serve as the alternate on all committees and attend any committee meeting as an official participant in the event the respective committee will not or does not have a quorum present to conduct an official meeting pursuant to the Brown Act.

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In the temporary absence of the President, the Vice President shall assume the duties of the President.

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This schedule ensures that the roles rotate fairly over an 11-year period, with no Trustee holding the same position twice consecutively and each Trustee having the opportunity to serve in every Executive Committee role.

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Officers serve at will and may be removed by a majority vote of the Board at any time with or without cause in the context of a noticed public meeting.

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upon the recommendation of staff or legal counsel. The Bylaws may be amended by a simple majority vote of the entire Board.



**Coachella Valley Mosquito and  
Vector Control District**

**Staff Report**

**December 10, 2024**

**Agenda Item:** New Business

Approval of 2025 research proposals in an amount not to exceed \$152,813.93; \$76,406.97 will be expensed in Fiscal Year (FY) 2024/25 the balance will be expensed FY 2025/26 from Fund 8510.01.600.000 – Research Projects, *Budgeted; Funds Available* – **Ad Hoc Research Committee and Jennifer A. Henke, M.S., BCE, Laboratory Manager**

**Background:**

The District has had a long beneficial relationship with vector control researchers from universities and federal organizations. The purpose of research funded by the District is to develop and evaluate applied vector and vector-borne disease surveillance and integrated vector management strategies. These projects ultimately improve the District’s operations and surveillance programs and make the best use of the District’s financial resources. Funded research leaves a legacy of knowledge in the form of publications and presentations that can be used by mosquito control districts in California, nationally, and around the world.

**Proposals**

The District received 5 research proposals. The proposals are summarized in the table below. Further summaries and estimates of the potential benefits of each proposal follow:

#	Researcher	Title	Funds requested	Recommend for funding	Amount to fund
1	Oi	Determining a fast-acting treatment for rapid elimination of fire ant colonies (Year 2)	\$17,475.00	Yes	\$17,475.00
2	Bosco-Lauth	Exploring viral infection kinetics and immune responses in an avian reservoir host for St. Louis encephalitis and West Nile viruses (Year 2)	\$25,786.85	Yes	\$25,786.85



3	<b>DeFelice</b>	Environmental drivers of St. Louis encephalitis in Coachella Valley, California	\$49,026.30	<b>Yes</b>	\$49,026.30
4	<b>Gerry</b>	Restricting mosquito use of underground storm drain systems in the Coachella Valley by application of botanical repellents (Year 2)	\$60,525.78	<b>Yes</b>	\$60,525.78
5	<b>Ejeta</b>	Malaria vector density, behavior and insecticide resistance monitoring studies in selected areas of water based developmental projects in west Ethiopia	\$166,363.00	<b>No</b>	\$0.00

**Proposal #1 – Oi: “Determining a fast-acting treatment for rapid elimination of fire ant colonies.”**

**Summary** – This is the 2<sup>nd</sup> year of a 2-year proposal. The researchers have made improvements to applications used for drenching root balls for fire ant control (work that they are required to do as part of quarantining for the nursery industry). They believe that one or more of these active ingredients, when applied directly to the mound, could prove to be more effective at controlling fire ants by providing quicker control to the colony. The work in 2024 was completed in Florida, examining which active ingredients currently being used for root ball work are appropriate for use in drenches. The work is promising and needs to be field tested here in 2025.

**Potential benefits of the proposed research** – The study could provide us with an alternative method of controlling fire ants in select and specific habitats that are of high sensitivity. While baits would still have an appropriate place in our IVM toolbox, having some additional options for hospitals or daycares would be beneficial.

**Proposal #2 – Bosco-Lauth: “Exploring viral infection kinetics and immune responses in an avian reservoir host for St. Louis encephalitis and West Nile viruses.”**

**Summary** – This is the 2<sup>nd</sup> year of a 2-year proposal. The goal is to better understand the interactions of West Nile virus and St. Louis encephalitis virus within an avian reservoir host. Between 2003 and 2014, SLEV was not detected in the U.S., and the predominant hypothesis

was that West Nile virus was outcompeting SLEV (by using the same host and mosquito species). The researchers plan to experimentally infect sparrows with one of three strains of the two viruses to examine viremia and antibody responses to predict protection from re-infection. If funded for a second year, the researchers would expose those same sparrows to a different virus than they were first exposed to, examining the viremia. This second part of the project may help us understand the mechanisms for how the viruses interact by providing some immunity to birds.

**Potential benefits** - Understanding the interactions between West Nile virus and St. Louis encephalitis virus would be particularly helpful in planning our resource needs for virus season. While there are some general trends that are seen in the mosquito populations, little work has been completed on the impacts of bird immunity.

**Proposal #3 - DeFelice: "Environmental drivers of St. Louis encephalitis in Coachella Valley, California."**

**Summary** - This is a 1-year proposal. Previously funded work has examined the District's collections of mosquitos and West Nile virus, improving on predictions of virus activity. The project proposes to build a second model which focuses on SLE transmission. Previous work by the researchers has improved our understanding of West Nile virus transmission with an improved ability to predict where virus activity may occur in the year. At the end of this calendar year, we anticipate having access to the web-based platform which would allow us to forecast which parts of the valley should be a focus ahead of virus detection (for example, predict where and when aerial larvicides would be most useful in reducing the adult mosquito population ahead of the virus detection). While one might assume that having worked on WNV there is no need for a second model specific to SLEV, we know that the detections of the two viruses have routinely held very different patterns. The researchers are also predicting a pattern of virus transmission and interaction between WNV and SLEV.

**Potential benefits of proposed research** - A well-developed model may better explain to District staff when to time applications before virus detection, allowing for better use of our resources. It may also help us to predict when we will have a more active virus transmission cycle, allowing us to change priorities proactively.

**Proposal #4 - Gerry: "Restricting mosquito use of underground storm drain systems in the Coachella Valley by application of botanical repellents."**

**Summary** - This proposal is for the 2<sup>nd</sup> year of a 2-year study. The use of spatial repellents where a chemical is applied or placed in an area and insects then are repelled by that chemical is a growing field. Here, the researchers propose to examine several botanical chemicals that have been reported as having repellent properties elsewhere and

determining which are effective against our local populations of *Culex quinquefasciatus* mosquitoes. They plan to also examine whether these chemicals are still repellent when mosquitoes are offered water from local catch basins; that is, whether the mosquitoes could be repelled from entering the storm system. In the second year, they plan to deploy these repellents in some catch basins with an evaluation of how the mosquito population changes above and below ground.

**Potential benefits of the proposed research** - The study provides us additional information on the usefulness of spatial repellents with our locally adapted mosquitoes. It may potentially lead to additional information on how to reduce mosquito activity in storm drains.

**Proposal #5 - Ejeta: “Malaria vector density, behavior and insecticide resistance monitoring studies in selected areas of water based developmental projects in west Ethiopia.”**

**Summary** - This is the 1<sup>st</sup> year of a 3-year proposal. The authors plan to evaluate mosquito populations in Ethiopia; examine insecticide resistance; and conduct monitoring for control efforts. The work is to collect mosquitoes in several locations. Adults mosquitoes would be subjected to insecticide resistance assays similar to the bottle bioassays that the District conducts on our local populations. Evaluations of indoor residual applications would be completed.

**Rationale for not funding** - While the work is interesting and there is a potential for malaria transmission in the Coachella Valley, we considered this work to be less directly relevant for Coachella Valley residents and visitors.

**Committee Recommendation:**

- Approval of 2024 research proposals in an amount not to exceed \$152,813.93; \$76,406.97 will be expensed in Fiscal Year (FY) 2024/25 the balance will be expensed FY 2025/26
- To take any action the Board deems appropriate.

**Strategic Business Plan Alignment:**

Goal 5.2 - Validate and improve vector control programs through applied scientific research

**Fiscal Impact:**

FY2024-25 Budget	Current Available Funds	Proposed Expense Fiscal Year 2024-25	Remaining Available Funds
<b>Amount budgeted GL # 8510.01.600.000</b>	<b>\$172,204.96</b>	<b>\$76,406.97</b>	<b>\$95,797.99</b>



**Coachella Valley Mosquito and  
Vector Control District**

**December 10, 2024**

**Staff Report**

**Agenda Item:** New Business

Approval to enter into an agreement with Outfront Media for an advertising campaign in an amount not to exceed \$31,913.00 from Public Outreach Advertising — **Robert C. Gaona, MPA, Public Information Manager**

**Background:**

The Public outreach Fall 2025 campaign will utilize various forms of advertisement in the Western Coachella Valley to increase awareness of the District and its services among Coachella Valley residents and Coachella Valley visitors. The campaign will include static billboards, digital billboards, airport terminal advertisement, and transportation shelter advertisement. The campaign will run from September 1, 2025, to November 23, 2025, and highlight the *Aedes aegypti* mosquito, including best source reduction practices, the use of repellent, and District services.

Fall 2025 campaign is for fiscal year 2025-2026, approval is needed now to reserve the advertisement spots, no funds will be used this fiscal year and will be budgeted accordingly during the budget process.

**Staff Recommendation:**

Approval to enter into an agreement with Outfront Media for static and digital billboard fall 2025 campaign.

**Strategic Business Plan Alignment:**

Goal 3.2 – Influence public understanding and support of the District programs and vector control methods to make possible implementation of those programs when needed.

**Attachment:**

- PDF Attachments

MARKET  
Los Angeles

BOARD #  
1509 Digital

ADDRESS  
N/L 10 Fwy W/O Ave. 38 - ACRISURE ARENA% - Arena  
Monument West F/W



**18+ Weekly Imp:** 139,352

**Size:** 20'x18'

**Area:** Palm Sp / SO  
Freeways

**Zip Code:** 92276

**Latitude:** 33.77919

**Longitude:** -116.34191

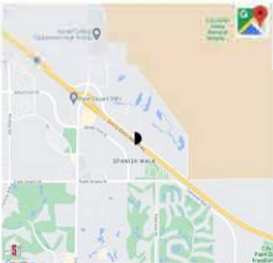
**Spot/Loop:** 6 sec/60 sec

**Full Motion:** No

**Spec Sheet:** DMN1-S

**geopath ID#:** 50563783

**Notes:** Strict  
advertiser/copy approval  
needed. Illuminated 5AM-  
1AM.



Maximize visibility with our premium digital displays in heart of Coachella Valley. Located off I-10, and part of a west-facing network, your brand message will be featured on one spot of each screen for a total of three spots across three digital billboards. Adjacent to new Acrisure Arena, reaching affluent audience in Greater Palm Springs. A top tourist destination with 1.6 million visitors annually. Perfect location for your brand to stand out during large events such as Coachella and Stagecoach.

1520 N Cahuenga Blvd, Los Angeles, CA 90028 | 323-222-7171

**OUTFRONT**

MARKET  
Los Angeles

BOARD #  
1511 Digital

ADDRESS  
N/L 10 Fwy W/O Ave. 38 - ACRISURE ARENA% - Main  
Marquee West F/W



**18+ Weekly Imp:** 139,697

**Size:** 40'x36'

**Area:** Palm Sp / SO  
Freeways

**Zip Code:** 92276

**Latitude:** 33.776581

**Longitude:** -116.337496

**Spot/Loop:** 6 sec/60 sec

**Full Motion:** No

**Spec Sheet:** DVD1107-S

**geopath ID#:** 50545392

**Notes:** Strict  
advertiser/copy approval  
needed. Illuminated 5AM-  
1AM.



This massive 40' x 36' digital is centrally located in the heart of Coachella Valley off I-10. Adjacent to the new Acrisure Arena, with more than 300,000 sq. ft. and 11,000 seats. The Greater Palm Springs area is an upscale, desert resort city in Riverside County. Tourism boosts the city's economy with around 1.6 million people yearly visiting the spa resorts, premier golf courses, five-star restaurants, shopping, and gaming casinos. Large events in Palm Springs include Coachella, Stagecoach and more.

1520 N Cahuenga Blvd, Los Angeles, CA 90028 | 323-222-7171

**OUTFRONT**

MARKET  
Los Angeles

BOARD #  
1513 Digital

ADDRESS  
N/L 10 Fwy W/O Ave. 38 - ACRISURE ARENA% - Parking  
Lot Monument West F/W



**18+ Weekly Imp:** 146,935

**Size:** 20'x18'

**Area:** Palm Sp / SO  
Freeways

**Zip Code:** 92276

**Latitude:** 33.77321

**Longitude:** -116.33208

**Spot/Loop:** 6 sec/60 sec

**Full Motion:** No

**Spec Sheet:** DMN1-S

**geopath ID#:** 50563795

**Notes:** Strict  
advertiser/copy approval  
needed. Illuminated 5AM-  
1AM.



Maximize visibility with our premium digital displays in heart of Coachella Valley. Located off I-10, and part of a west-facing network, your brand message will be featured on one spot of each screen for a total of three spots across three digital billboards. Adjacent to new Acrisure Arena, reaching affluent audience in Greater Palm Springs. A top tourist destination with 1.6 million visitors annually. Perfect location for your brand to stand out during large events such as Coachella and Stagecoach.

1520 N Cahuenga Blvd, Los Angeles, CA 90028 | 323-222-7171

**OUTFRONT**





**18+ Weekly Imp:** 291,807

**Size:** 14'x48'

**Area:** Palm Sp/ S6 San Bern/Riverside

**Zip Code:** 92282

**Latitude:** 33.922292

**Longitude:** -116.672771

**Material:** Vinyl

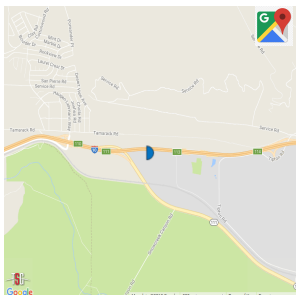
**Illuminated:** Yes

**Extension:** Yes

**Spec Sheet:** B1A

**geopath ID#:** 30859784  
verified

**Notes:** Restrictions: Casinos, Liquor, Adult Copy, and Marijuana.



This new bulletin in Palm Springs targets eastbound traffic on the 10 Freeway. Known as Hollywood's playground, Palm Springs is a relaxing desert oasis with an abundance premier golf courses, world class resorts, boutique art galleries, and five start restaurants. Palm Springs is also home to many popular events including Coachella, Stage Coach, and the Palm Springs International Film Festival. Featuring almost 365 days of sunshine, Palm Springs is the perfect leisure destination!



palm springs  
INTERNATIONAL AIRPORT

# ADVERTISING MEDIA KIT

PALM SPRINGS INTERNATIONAL AIRPORT (PSP)

## CONTACT

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Scott Jacobson  
jacobson@fuseadvancement.com

FUSE | CONNECT



# ABOUT PSP

The gateway to Palm Springs and other desert resort cities of the Coachella Valley -- a 640-square-mile vacation paradise.

**12 Airlines**

**30 Non-stop Flights**

**24-Hour Operation**

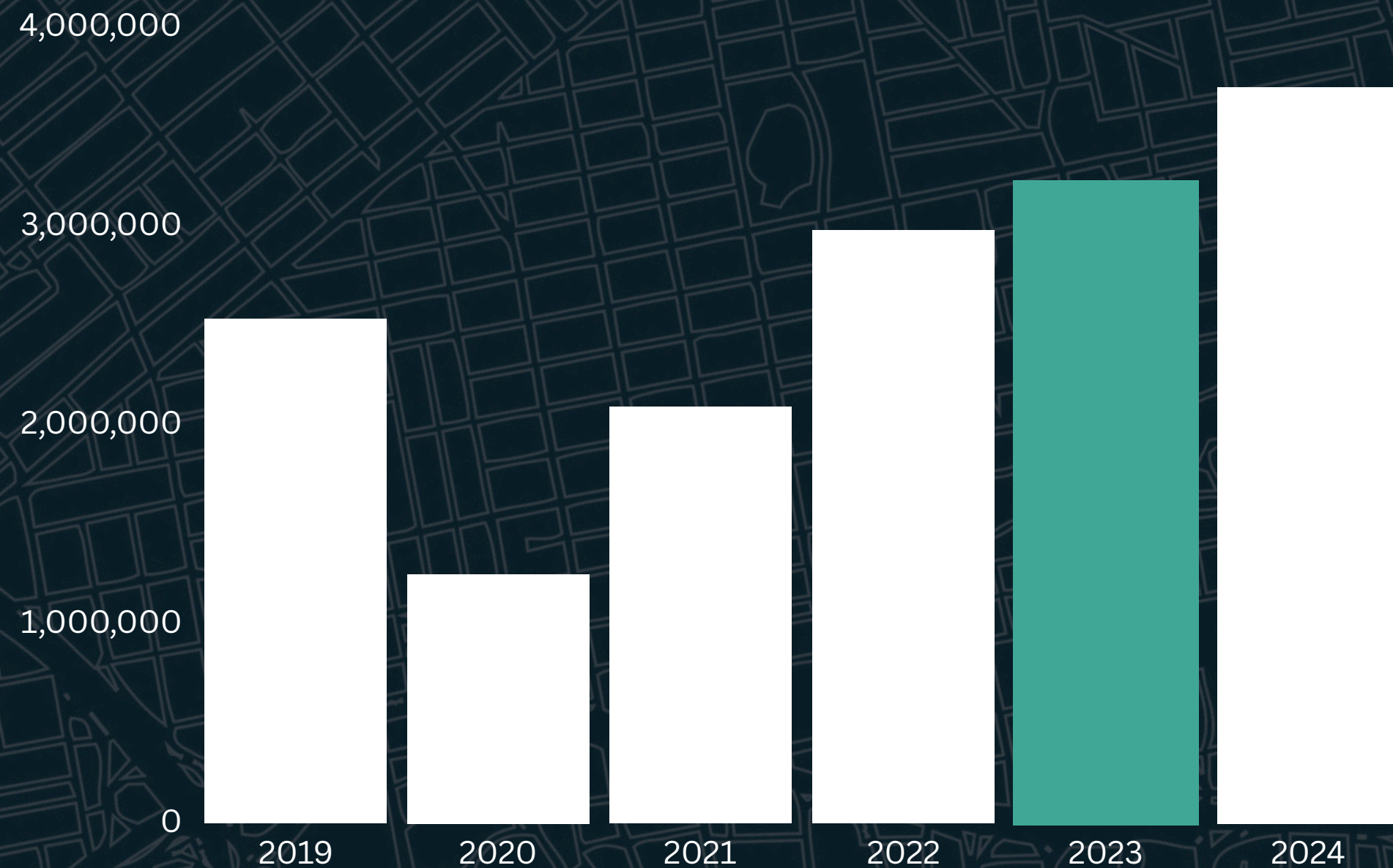
**1-Stop Travel to 500 Cities Worldwide**

**FUSE | CONNECT**



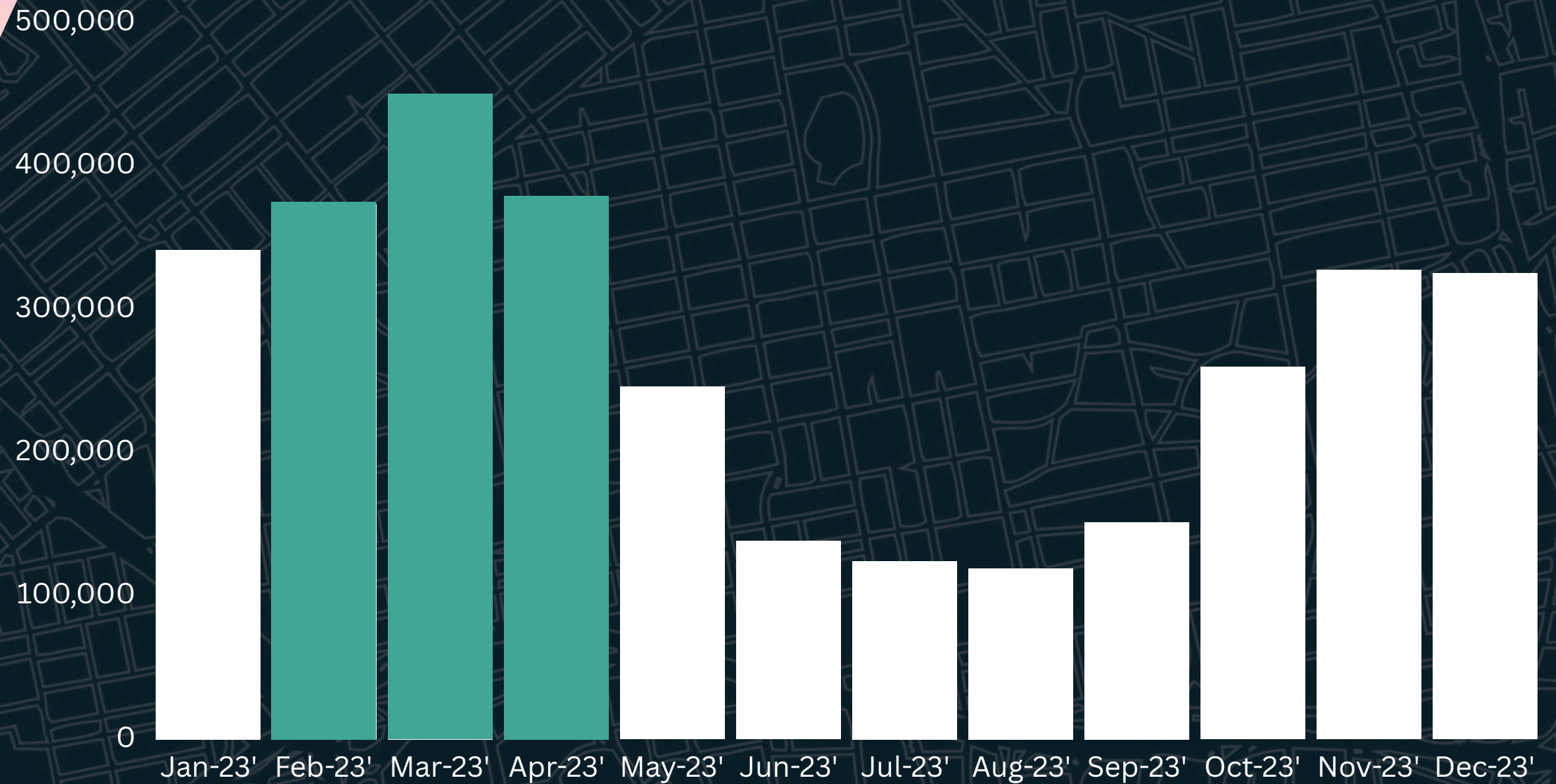
# PASSENGER DATA

**Over 3.2 million passengers traveled via PSP in 2023 -- a new record!** Based on year on year trends, the airport is projected to have over 3.5 million passengers in 2024.



# MONTHLY PASSENGER DATA

On average, 269,000 passengers fly in and out of PSP on a monthly basis. **During peak travel months, PSP sees 350,000 to 450,000 passengers per month!**



# ADVERTISING OPPORTUNITIES

FUSE | CONNECT

Digital Advertising Opportunities

# BAGGAGE CLAIM

## BC CAROUSEL DIGITAL - VIDEO

Ten 75"-Digital Screens set back-to-back on each carousel (5) in baggage claim. Play a 10-second video ad with your ad synced across all ten screens for maximum coverage at once!

**Price: \$2,500/4 weeks.**

FUSE | CONNECT



Digital Advertising Opportunities

# BAGGAGE CLAIM

## BC CAROUSEL DIGITAL - STATIC

A separate set of ten 75"-Digital Screens set back-to-back on each carousel (5) in baggage claim. Play a 20-second static ad synced across all ten screens at once!

**Price: \$2,500 / 4 weeks.**



FUSE | CONNECT



Digital Advertising Opportunities

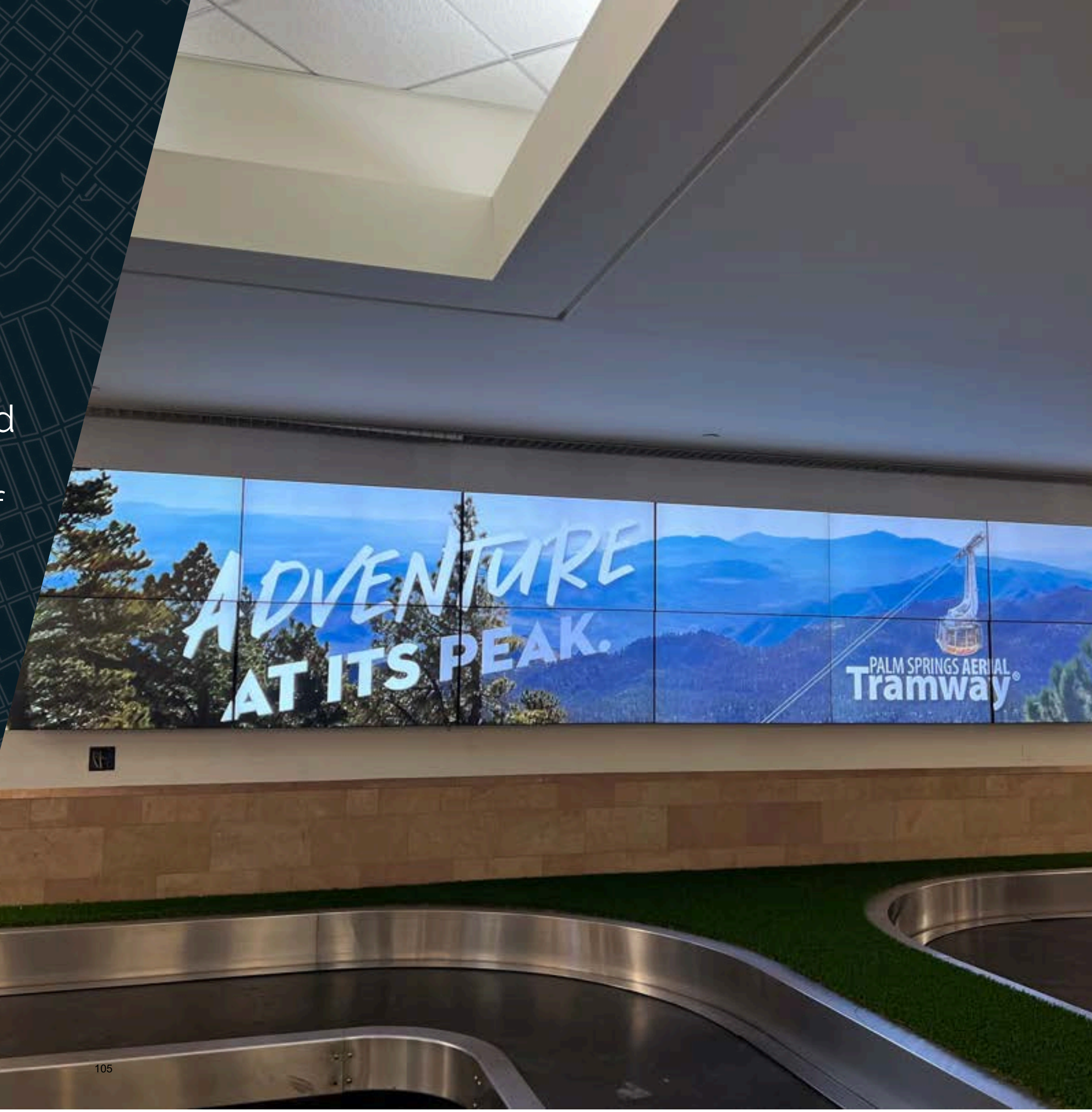
# BAGGAGE CLAIM

## BC WOW VIDEO WALL

Three large 100" diorama screens synced for maximum impact. Wow passengers with a 30-second video ad, regardless of where they are in Baggage Claim!

**Price: \$3,500 / 4 weeks**

FUSE | CONNECT



Digital Advertising Opportunities

# ARRIVALS

## ARRIVALS DIGITAL

Four double-sided standing digital screens strategically positioned to capture every arrivals passenger leaving the airport and every departing passenger walking through TSA. Play a synced 4-second ad and capture all passengers!

**Price: \$2,000 / 4 weeks**



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Digital Advertising Opportunities

# BC HALLWAY

## HALLWAY DIGITAL

Four 75" digital screens wall-mounted in a high traffic hallway connecting Baggage Claim and Rental Car area to the main lobby entrance of the airport. Play an 8-second ad synced across four all screens!

**Price: \$2,000/4 weeks**



FUSE | CONNECT

Static Advertising Opportunities

# BC HALLWAY

## INDOOR STATIC LIGHTBOX

Static signs placed strategically indoors. Pick one that best suits your exposure needs. Currently available in PSP's Baggage Claim Hallway.

**Price: \$1,500/4 weeks**

### Terms & Conditions

Minimum 6-month term

FUSE | CONNECT



Static Advertising Opportunities

# OUTDOOR

## OUTDOOR STATIC LIGHTBOX

Nine double-sided vertical outdoor displays placed strategically throughout PSPs unique outdoor area. Pick one that best suits your exposure needs.

**Price: \$1,000 to 1,500/4 weeks**

### Terms & Conditions

Minimum 6-month term

FUSE | CONNECT



Static Advertising Opportunities

# SONNY BONO ATRIUM

## LARGE WOW STATIC

Two large high-impact 5-panel static displays placed in the Sunny Bono atrium. Capture arrival and departing passengers in this area -- fun fact: an outdoor bar will open in the atrium-center in 2024!

**Price: \$4,000 / 4 weeks**

## Terms & Conditions

Minimum 3-month term

FUSE | CONNECT



Static Advertising Opportunities

# SONNY BONO

## TENSION FABRIC DISPLAY

Capture departing the attention of departing and arriving passengers inside Sonny Bono's inner waiting area through one of four tension fabric displays.

**Price: \$1,400 / 4-weeks\***

## Terms & Conditions

Minimum 6-month term

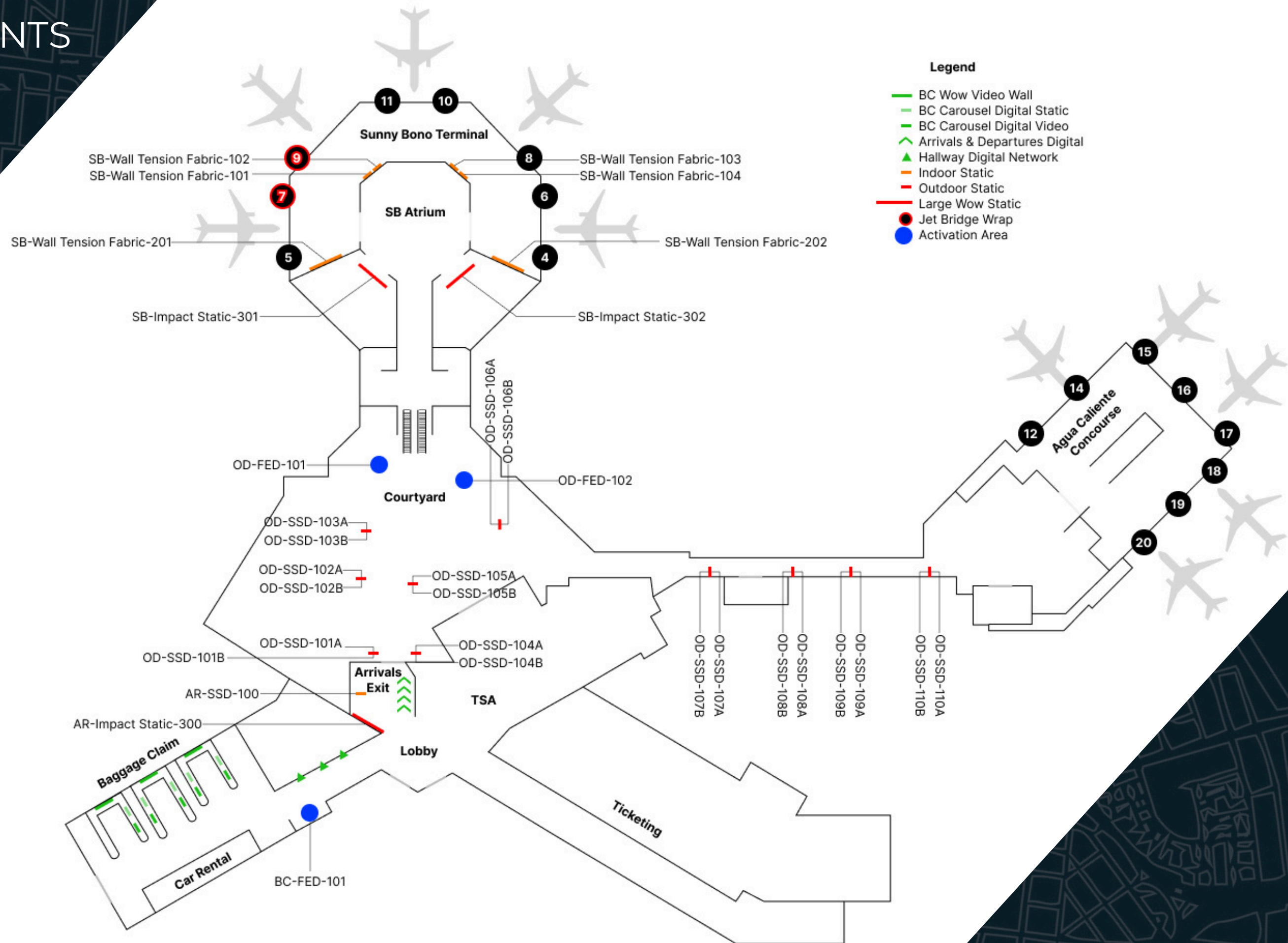
\*Price is per Tension Fabric Display

FUSE | CONNECT



# ADVERTISEMENT PLACEMENTS

# PSP MAP







# **COMMITTEE AND TRUSTEE REPORTS**

# Coachella Valley Mosquito and Vector Control District

## Executive Committee Meeting

### Minutes

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**TIME AND DATE:** 12:00 p.m., Friday, December 6, 2024

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

**TRUSTEES PRESENT:**

PRESIDENT, John Peña	La Quinta
VICE PRESIDENT, Benjamin Guitron	Indio
TREASURER, Clive Weightman	Indian Wells

**ABSENT:**

SECRETARY, Dr. Doug Kunz	Palm Springs
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**Members of the Public present:**

No

**OTHERS PRESENT:**

Jeremy Wittie, MS, CSDM, General Manager  
Megan Scarborough-Eckel, Clerk of the Board

**1. Call to Order**

*President Peña called the meeting to order at 12:11 p.m.*

**2. Roll Call**

*Roll Call indicated three (3) of the four (4) Committee members were present.*

**3. Confirmation of Agenda**

*President Peña inquired if there were any agenda items to be shifted. Upon no objections by the Committee, the agenda was confirmed.*

**4. Public Comments**

*None*

**5. Review of December 10, 2024, Draft Board Meeting Agenda**

*The December Draft Board Meeting Agenda was reviewed. General Manager, Jeremy Wittie, stated that the Public Hearing would be canceled and rescheduled for the January Board Meeting. The ad hoc Building Committee and staff would be presenting to the Board of Trustees a staff report under Old Business regarding the Energy Service Contract for the December Board Meeting instead.*

**6. Old Business**

- A. Discussion and/or update from ad hoc Building Committee Meeting regarding Energy Service Contract with Centrica Business Solutions— **Jeremy Wittie, MS, CSDM, General Manager**

*General Manager, Jeremy Wittie, gave a brief updating regarding the agenda item for the Energy Services Contract with Centrica Business Solutions for the December Board Meeting.*

**7. New Business**

- A. Discussion and/or update regarding appointments for expired terms for the Board of Trustees — **Jeremy Wittie, MS, CSDM, General Manager**

*General Manager, Jeremy Wittie, gave a brief update regarding Trustees with expiring terms.*

- B. Discussion and/or update of IT Master Plan — **Jeremy Wittie, MS, CSDM, General Manager**

*General Manager, Jeremy Wittie, gave a brief update regarding the IT Master Plan; a study session is tentatively planned for January regarding the plan.*

**8. Trustee/staff comments**

*None*

**9. Confirmation of next meeting**

*The next Executive Committee meeting is scheduled for Friday, January 11, 2024, at 12:00 p.m.*

**10. Adjournment**

*President Peña adjourned the meeting at 12:46 p.m.*

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting  
Minutes**

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**TIME** 4:30 p.m. **DATE:** November 12, 2024

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

**COMMITTEE MEMBERS PRESENT:**

Indian Wells            Clive Weightman, Treasurer  
County at Large        Bitto Larson, Trustee

**COMMITTEE MEMBERS ABSENT:**

Palm Desert            Doug Walker, Trustee

**OTHER TRUSTEES PRESENT:**

None

**STAFF PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Megan Scarborough-Eckel, Clerk of the Board  
Sarah Prendez, Purchasing Clerk

**MEMBERS OF THE PUBLIC PRESENT:**

No

**1. Call to Order**

*Treasurer Weightman called the meeting to order at 4:31 p.m.*

**2. Roll Call**

*Roll Call indicated that two (2) of the three (3) Finance Committee members were present.*

**3. Confirmation of Agenda**

*Treasurer Weightman inquired if anything on the agenda needed to be changed, seeing no requests, the agenda was confirmed as stands.*

**4. Public Comments**

**A. PUBLIC Comments — NON-AGENDA ITEMS:**

*No public comments*

**B. PUBLIC Comments — AGENDA ITEMS:**

*No public comments*

## 5. Items of General Consent

- A. Approval of Minutes from October 8, 2024, Finance Committee Meeting

*On a motion from Trustee Larson, seconded by Trustee Weightman, motions carries, and Finance Committee approved the minutes October 8, 2024.*

*Ayes: Trustee Walker, Weightman*

*Noes: None*

*Abstained: None*

*Absent: Trustee Walker*

## 6. Discussion, Review, and/or Update-

- A. Review of Check Report Abila MIP for the period of October 8, 2024, to November 7, 2024
- B. Credit Card Changes (Abila report & Microix Workflow Report) -Umpqua Statement dated October 31, 2024
- C. Review of September 2024 Financials and Treasurers Report

*Committee Members had various questions and comments for staff regarding the check report, credit card statements, and the financial and treasurers report.*

## 7. Old Business

- A. CalPERS Actuarial Update

*A discussion was held; Committee Members had various questions and comments for staff.*

## 8. New Business

- A. Review of finance related items for November Board Meeting agenda

*A discussion was held; Finance Committee members had questions and comments for staff.*

*Trustee Larson requested that Resolution 2024-16 and the staff report regarding the uniform bidding process be brought back to the December Board Meeting after adding stipulations of two to three bids being required.*

**Meeting was paused at 4:59 pm due to internet outage and resumed at 5:00 pm.**

## 9. Trustee and/or Staff Comments/Future Agenda Items

*Next meeting: Tuesday, December 10, 2024, at 4:30 pm*