



Coachella Valley Mosquito and Vector Control District

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

Board of Trustees Meeting

Tuesday, January 9, 2024

6:00 p.m.

UPDATED-AGENDA

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

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.

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), meeting ID: 899 4190 6444, or click this link to join: <https://us02web.zoom.us/j/89941906444>.

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.

Before entering the District's facilities, we request that you self-screen for COVID-19 symptoms. We want to work together to help limit the spread of COVID-19.

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 January 9, 2024, at mtallion@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, Presentations, and Written Communications

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 December 12, 2023, Workshop and December 12, 2023, Board Meeting **(Pg. 7)**

B. Approval of expenditures for December 6, 2023, to January 4, 2024 **(Pg. 15)**

C. Informational Items:

- Financials — **David l'Anson, Administrative Finance Manager (Pg. 17)**
- District Travel for the Board of Trustees **(Pg. 32)**
- Mosquito and Vector Control Association of California (MVCAC) Planning Meeting, December 5-7, 2023, Sacramento, CA **(Pg. 33)**
- Update: ClientFirst IT Master Plan **(Pg. 34)**

7. Business Session

A. Old Business — None

B. New Business

- I. Discuss the appointment of the Abatement Hearing Committee — **John Peña, Board President (Pg. 37)**
- II. Discuss the Nomination for Two Special District Members (Regular and Alternate) of the Riverside Local Agency Formation Commission (LAFCO) – **Jeremy Wittie, M.S., CSDM, General Manager (Pg. 38)**
- III. Nomination and Election of Board Officers for the 2024 Calendar Year — **ad hoc Nominations Committee (Pg. 46)**

8. Committee and Trustee Reports

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

Executive Committee oral report

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

Finance Committee oral report and Finance Committee minutes from December 12, 2023 **(Pg. 50)**

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 and Staff

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

- ii. Arbovirus Risk and Response update (as necessary) — **Jennifer A. Henke, M.S., BCE, Laboratory Manager, Greg Alvarado, Operations Manager, Tammy Gordon, MA, APR, MPIO, Public Information Manager**

Questions and/or comments from Trustees regarding the reports

B. General Counsel

10. Closed Session

Closed Session (s):

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

Agency Designated Representatives: Lena D. Wade, Crystal Moreno, and David I' Anson.

Employee Organizations: California School Employees Association and Teamsters Local 911.

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

Agency Designated Representatives: President John Peña, Trustee Benjamin Guitron, and Trustee Nancy Ross
Unrepresented employee: General Manager

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

Title: 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 January 5, 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 January 5, 2024

Melissa Tallion, Clerk of the Board



ITEMS OF GENERAL CONSENT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Special Meeting / Workshop
DRAFT-Minutes

MEETING TIME: 4:30 p.m., December 12, 2023

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT

PRESIDENT: John Peña	La Quinta
VICE PRESIDENT: Benjamin Guitron	Indio
TREASURER: Clive Weightman	Indian Wells
Steve Downs	Rancho Mirage
Frank Figueroa	Coachella
Nancy Ross	Cathedral City
Doug Walker	Palm Desert

TRUSTEES ABSENT

SECRETARY: Dr. Doug Kunz	Palm Springs
Gary Gardner	Desert Hot Springs
Bito Larson	County at Large

STAFF AND GENERAL COUNSEL PRESENT

Jeremy Wittie, General Manager
David l'Anson, Administrative Finance Manager
Melissa Tallion, Executive Assistant/Clerk of the Board
Sarah Prendez, Purchasing Clerk

MEMBERS OF THE PUBLIC PRESENT

No

1. Call to Order

President Peña called the meeting to order at 4:31 p.m.

2. Public Comments

None

3. Workshop — Overview / Discussion with Centrica Business Solutions — Jeremy Wittie, M.S., CSDM, General Manager, and Ken Hoving, Senior Account Executive, Centrica Business Solutions

David l'Anson gave a brief overview and introduced Ken Hoving, Senior Account Executive with Centrica Business Solutions. Ken gave a presentation and discussed the Preliminary Feasibility Assessment and the six (6) areas to be assessed. Interior LED Lighting, Building Management System (BMS) replacement and upgrade, Heating Ventilation and Air Conditioning (HVAC) replacement,

Solar inverter replacement, Solar Photovoltaics (PV) expansion, and Installation of Electric Vehicle (EV) charging infrastructure and charging stations. Ken and his colleagues answered the Trustees' questions.

4. Adjournment

President Peña adjourned the meeting at 5:42 p.m.

DRAFT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Board of Trustees Meeting Summary of Action Items and Future Tasks December 12, 2023

Board Actions

- ❖ The Board of Trustees approved Resolution 2023-17 Additional two years of service for designated members – CalPERS Golden Handshake.
- ❖ The Board of Trustees approved directing Centrica Business Solutions to proceed with an investment-grade audit.
- ❖ The Board of Trustees approved entering into an agreement with KYA Services to install two (2) shade structures in an amount not to exceed \$62,000 from Capital Replacement Fund #8415.01.950.000

Tasks and Ownership

- ❖ Register and provide information of interested Trustees (by January 1, 2023) for the annual MVCAC Conference 2024 to be held January 19-24, 2024 in Monterey, CA – **Melissa Tallion, Clerk of the Board.**

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Board of Trustees Meeting

DRAFT-Minutes

MEETING TIME: 6:00 p.m., December 12, 2023

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT

PRESIDENT: John Peña	La Quinta
VICE PRESIDENT: Benjamin Guitron	Indio
SECRETARY: Dr. Doug Kunz	Palm Springs
TREASURER: Clive Weightman	Indian Wells
Steve Downs	Rancho Mirage
Frank Figueroa	Coachella
Gary Gardner	Desert Hot Springs (joined after roll call)
Nancy Ross	Cathedral City
Doug Walker	Palm Desert

TRUSTEES ABSENT

Bito Larson	County at Large
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STAFF AND GENERAL COUNSEL PRESENT

Jeremy Wittie, General Manager
Lena D. Wade, Legal Counsel, SBEMP
David l'Anson, Administrative Finance Manager
Edward Prendez, Information Technology Manager
Tammy Gordon, Public Information Manager
Melissa Tallion, Executive Assistant/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 6:04 p.m.

A. Roll Call

At roll call eight (8) out of ten (10) Trustees were present.

2. Pledge of Allegiance

President Peña led the Pledge of Allegiance

3. Confirmation of Agenda

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

4. Public Comments

Mr. Anderson spoke on non-agenda and agenda items.

5. Announcements, Presentations, and Written Communications

- A. Audit Presentation of Fiscal Year ending June 30, 2023 — **Jonathan Abadesco, CPA, C.J. Brown & Company CPAs**

David l'Anson introduced Mr. Abadesco and this agenda item. Mr. Abadesco presented the Fiscal Year ending June 30, 2023 Audit.

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 14, 2023, Board Meeting
- B. Approval of expenditures for November 7, 2023, to December 5, 2023
- C. Informational Items:
- Financials — **David l'Anson, Administrative Finance Manager**
 - District Travel for the Board of Trustees
 - Entomological Society of America Annual Conference, November 5-8, 2023, National Harbor, Maryland
 - California Special Districts Association (CSDA) Clerk of the Board Annual Conference, November 6-8, 2023, Seaside, CA
 - CalPELRA Annual Conference, November 14-17, 2023, Monterey, CA

On a motion from Trustee Gardner, seconded by Trustee Guitron, and passed unanimously, the Board of Trustees approved all items of General Consent.

Ayes: President Peña, Trustees Downs, Figueroa, Gardner, Guitron, Kunz, Ross, Walker, Weightman

Noes: None

Abstained: None

Absent: Trustee Larson

7. Business Session

- A. Old Business
- I. Discussion and/or approval of Resolution 2023-17 Additional two years of service for designated members – CalPERS Golden Handshake — **Jeremy Wittie, M.S., CSDM, General Manager**
- Jeremy Wittie introduced this agenda item and gave an overview.*

On a motion from Trustee Gardner, seconded by Trustee Figueroa, and passed unanimously, the Board of Trustees Resolution 2023-17 additional two years of service for designated members – CalPERS Golden Handshake

Ayes: President Peña, Trustees Downs, Figueroa, Gardner, Guitron, Kunz, Ross, Walker, Weightman

Noes: None

Abstained: None

Absent: Trustee Larson

- II. Discussion and/or approval from the Board of Trustees directing Centrica Business Solutions to proceed with investment grade audit — **Jeremy Wittie, M.S., CSDM, General Manager, and David I'Anson, Administrative Finance Manager**
Jeremy Wittie introduced this agenda item and gave an overview. Jeremy said that the Board of Trustees and staff had a great workshop before the Board meeting that included a presentation from Centrica.

On a motion from Trustee Guitron, seconded by Trustee Weightman, and passed unanimously, the Board of Trustees approved directing Centrica Business Solutions to proceed with the Investment Grade Audit.

Ayes: President Peña, Trustees Downs, Figueroa, Gardner, Guitron, Kunz, Ross, Walker, Weightman

Noes: None

Abstained: None

Absent: Trustee Larson

B. New Business

- I. Discussion and/or approval to enter into an agreement with KYA Services to install two (2) shade structures in an amount not to exceed \$62,000 from Capital Replacement Fund #8415.14.950.000 — **Jeremy Wittie, M.S., CSDM, General Manager, and David I'Anson, Administrative Finance Manager**
Jeremy Wittie introduced this agenda item and provided an overview.

On a motion from Trustee Walker, seconded by Trustee Figueroa, and passed unanimously, the Board of Trustees approved entering into an agreement with KYA Services to install two (2) shade structures in an amount not to exceed \$62,000 from Capital Replacement Fund #8415.14.950.000

Ayes: President Peña, Trustees Downs, Figueroa, Gardner, Guitron, Kunz, Ross, Walker, Weightman

Noes: None

Abstained: None

Absent: Trustee Larson

8. Committee and Trustee Reports

A. Executive Committee — John Peña, Board President

Executive Committee oral report

President Peña stated that he did not have a report.

B. Finance Committee — Clive Weightman, Board Treasurer

Finance Committee oral report and Finance Committee minutes from November 14, 2023

Treasurer Weightman stated that the Finance Committee had their meeting before the Board meeting to review the check report, CalCard charges, and monthly financials. The Finance Committee met with Keenan Financial Services to look into the options of setting up a 115 Trust. Melissa King and colleagues gave a presentation. The General Fund Operational Cash Flow Graph was discussed.

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

No Comments

9. Reports

A. General Manager

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

Jeremy Wittie reported that the District held its annual end-of-the-season party. During the party service anniversaries and Employees of the year were announced. Jeremy also mentioned Senator Seyarto's visit to the District. He also gave an update on the District's plan for the Boardroom as well as vacant land.

B. General Counsel

No comment

10. Closed Session

Closed Session (s):

A. Public Employee Performance Evaluation pursuant to Government Code Section 54957

Title: General Manager

No reportable action

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

Agency Designated Representatives: President John Peña, Trustee Benjamin Guitron, and Trustee Nancy Ross

Unrepresented employee: General Manager

No reportable action

C. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Lena D. Wade, Crystal Moreno, and David I' Anson.

Employee Organizations: California School Employees Association and Teamsters Local 911.

No reportable action

11. Adjournment

President Peña adjourned the meeting at 8:15 p.m.

John Peña
President

Dr. Doug Kunz
Secretary

DRAFT

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

December 6 - January 4, 2024

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	December 8, 2024	251,963.87	
	Payroll Disbursement	December 22, 2024	232,663.24	
				484,627.11
Pre-Approved Expenditures Utilities/Benefits:				
44996	Burrtec Waste & Recycling Svcs.	Utilities	481.81	
44997	CalPERS Healthcare Acct	Cafeteria Plan January 2024	104,582.08	
44998	Frontier Communications-Internet	IT Communications	445.98	
44999	Frontier Communications-Toll/POTS	IT Communications	213.71	
45000	MissionSquare (Plan# 302318)	Deferred Compensation Contributions: 12/08/2023PP	11,380.51	
45001	Imperial Irrigation District	Utilities	2,573.69	
45002	Imperial Irrigation Dist-Lab Acct	Utilities	6,287.40	
45003	Indio Water Authority	Utilities	1,065.78	
45004	Principal Life Insurance Co.	Cafeteria Plan 1/2024	14,454.65	
45005	SoCalGas	Utilities	1,690.80	
				143,176.41
Pre-Approved Expenditures less than \$10,000.00:				
45006	Abila, Inc.	Cloud Computing Services	943.77	
45007	Advance Imaging Systems	Contract Services	527.22	
45008	Airgas USA, LLC	Lab Supplies & Expense	864.42	
45009	Cintas Corporation #3	Uniform Expense	2,669.92	
45010	City of Indio Alarm Program	Permits, Licenses, Fees	14.00	
45011	Clairemont Equipment	Equipment Rental	338.54	
45012	CleanExcel	Janitorial Services	4,192.00	
45013	ClientFirst Consulting Group LLC	Professional Services	1,052.50	
45015	Desert Electric Supply	Repair & Maintenance	425.32	
45016	Garcia Plumbing Co.	Repair & Maintenance	5,625.00	
45017	Ryan Gonzalez	Professional Development	175.00	
45018	Hypertec USA Inc	Cloud Computing	220.98	
45020	Inova Holding III, LLC dba Inova Payroll of Southern CA LLC	HRIS Services: November 2023	493.14	
45021	Jernigan's Sporting Goods, Inc.	Safety Expense	244.57	
45022	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	1,005.09	
45023	Linde Gas & Equipment Inc.	Offsite Vehicle Maintenance & Repair	65.10	
45024	Marlin Leasing Corporation	Contract Services	705.79	
45025	Pitney Bowes Purchase Power	Contract Services	500.00	
45026	Refrigeration Supplies Distributor	Repair & Maintenance	1,169.13	
45029	Veolia ES Technical Solutions, LLC	Lab Supplies & Expense	237.82	
45030	Technical Safety Services, LLC.	Maintenance & Calibration	350.00	
45033	Valley Lock & Safe	Repair & Maintenance	19.58	
45034	Verizon Wireless	Equipment Parts & Supplies	3,303.96	
				25,142.85
Cash - California Bank & Trust Checking				
Cash - California Bank & Trust Checking				
44994	U.S. Bank	Calcard December 2023 Statement	40,656.53	
44995	UMPQUA Bank Commercial Card OPS	Umpqua Card - December 2023 Statement	56,956.89	
45014	Colorado State University	Research Project	28,619.30	
45019	Icahn School of Medicine at Mount Sinai	Research Project	48,417.00	
45027	Regents University Of California	Research Project	67,953.82	
45028	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	10,136.00	
45031	ES Opco USA LLC dba Vesperis	Control Products	44,383.05	
45032	USDA Agricultural Research Service	Research Project	10,600.00	
				307,722.59
Cash - California Bank & Trust Check Run Total to be Approved				
Total Expenditures: December 6 - January 4, 2024				960,668.96

John Pena, President

Clive Weightman, Treasurer



FINANCE REPORTS

Coachella Valley Mosquito and Vector Control District
 FINANCES AT A GLANCE
 ALL FUNDS COMBINED
 For the Month Ended December 31, 2023

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	12,386,266	455,942	12,842,208
CASH	137,796	42,080	179,876
INVESTMENTS & CASH	12,524,063	498,022	13,022,084
CURRENT ASSETS	1,788,357	(13,357)	1,775,001
FIXED ASSETS	9,080,123	-	9,080,123
OTHER ASSETS	6,629,504	-	6,629,504
TOTAL ASSETS	30,022,048	484,665	30,506,713
TOTAL LIABILITIES	6,151,811	(334,316)	5,817,495
TOTAL DISTRICT EQUITY	23,870,237	818,981	24,689,217
TOTAL LIABILITIES & EQUITY	30,022,048	484,665	30,506,713
RECEIPTS			
		\$ 1,586,215	
CASH DISBURSEMENTS			
Payroll	\$ 484,627		
General Admin	\$ 603,566		
.			
Total Cash Disbursements		\$ (1,088,193)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ (13,357)	
Changes in A/P, A/R & Pre-paid insurance		-	
Change during Month - Excess of Cash over		\$ 484,665	
Receipts & Non-Cash Adjustments		-	

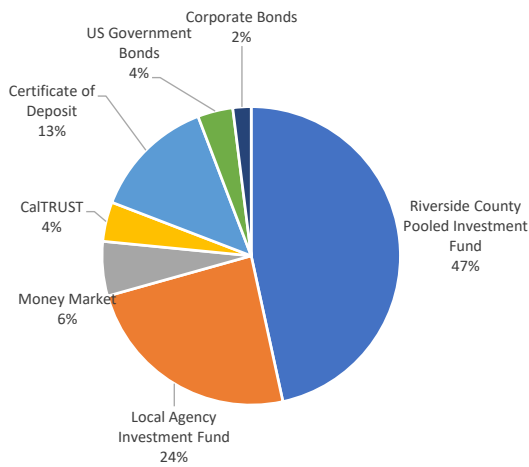
CVMVCD
Cash Journal - deposits
From 12/1/2023 Through 12/31/2023

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
12/31/2023	December Receipts - Bank Interest	1,074.55	California Bank & Trust
12/31/2023	December Receipts - Calcard Rebate	4,166.14	US Bank
12/31/2023	December Receipts - CY Secc SA1	1,489,637.55	Riverside County
12/31/2023	December Receipts - CY Unsecured	5,403.91	Riverside County
12/31/2023	December Receipts - HOX SH1	5,565.01	Riverside County
12/31/2023	December Receipts - Pesticide Rebate	900.00	Syngenta Corp Protection LLC
12/31/2023	December Receipts - RDV Asset Distribution	79,462.55	Riverside County
12/31/2023	December Receipts - reabte	<u>5.00</u>	Pace Butler
Report Total		<u><u>1,586,214.71</u></u>	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF DECEMBER 31, 2023**

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			3.93%	1,959,950	32,864	120,188	629,123	185,011	\$ 2,927,135
Riverside County	Funds 51105 & 51115			4.15%	3,794,993	63,633	232,717	1,218,153	358,231	\$ 5,667,727
CalTRUST	Medium Term Fund			3.80%	348,611	5,845	21,378	111,900	32,907	\$ 520,642
CA Bank & Trust	Market Rate			1.74%	470,563	7,890	28,856	151,046	44,419	\$ 702,774
Pershing	Market Rate			0.00%	10,089	169	619	3,239	952	\$ 15,068
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%		22,960	83,967	439,524	129,254	\$ 675,705
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%		23,110	84,516	442,398	130,099	\$ 680,123
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%		15,207	55,614	291,110	85,609	\$ 447,540
US Treasury Securities	Treasury Note	1/17/2023	1/15/2026	3.88%		16,921	61,884	323,933	95,261	\$ 498,000
ALL IN American Cred	Certificate of Deposit	1/18/2023	1/19/2027	4.55%		8,241	30,137	157,754	46,392	\$ 242,524
Austin Telco	Certificate of Deposit	1/27/2023	1/27/2028	4.75%		7,544	27,589	144,417	42,470	\$ 222,020
Alaska USA Fed Cr	Certificate of Deposit	3/8/2023	3/8/2028	4.60%		8,187	29,942	156,731	46,091	\$ 240,952
Total Investments					6,584,206	212,571	777,409	4,069,327	1,196,697	\$ 12,840,208

**PORTFOLIO COMPOSITION AS OF DECEMBER 31, 2023
WEIGHTED YIELD 3.47%**



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

CVMVCD
Statement of Revenue and Expenditures
December 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget	
Revenues										
4000	Property Tax - Current Secured	4,850,314	1,404,783	1,490,336	85,552	1,404,783	1,489,638	84,854	(3,359,978)	(69)%
4010	Property Tax - Curr. Supplmntl	31,172	0	0	0	0	0	0	(31,172)	(100)%
4020	Property Tax - Curr. Unsecured	203,698	197,689	237,713	40,024	10,939	5,404	(5,535)	34,015	17 %
4030	Homeowners Tax Relief	35,949	17,975	5,565	(12,409)	12,526	5,565	(6,961)	(30,384)	(85)%
4070	Property Tax - Prior Supp.	53,097	0	0	0	0	0	0	(53,097)	(100)%
4080	Property Tax - Prior Unsecured	3,193	0	0	0	0	0	0	(3,193)	(100)%
4090	Redevelopment Pass-Thru	7,432,521	0	104,684	104,684	0	79,463	79,463	(7,327,837)	(99)%
4520	Interest Income - LAIF/CDs	275,000	137,500	88,300	(49,200)	68,750	1,075	(67,675)	(186,700)	(68)%
4530	Other Miscellaneous Receipts	63,000	31,500	16,999	(14,501)	5,250	5,071	(179)	(46,001)	(73)%
4551	Benefit Assessment Income	2,370,094	0	0	0	0	0	0	(2,370,094)	(100)%
	Total Revenues	15,318,038	1,789,447	1,943,597	154,150	1,502,248	1,586,215	83,967	(13,374,441)	(87)%
Expenditures										
Payroll Expenses										
5101	Payroll - FT	6,374,624	3,162,987	2,727,806	435,182	527,165	480,203	46,962	3,646,818	57 %
5102	Payroll Seasonal	142,020	79,020	63,627	15,393	10,500	893	9,607	78,393	55 %
5103	Temporary Services	14,900	7,450	8,060	(610)	1,242	239	1,003	6,841	46 %
5105	Payroll - Overtime Expense	30,120	15,060	25,522	(10,462)	3,830	1,484	2,345	4,598	15 %
5150	CalPERS State Retirement	877,051	535,966	180,715	355,251	55,994	(26,126)	82,120	696,335	79 %
5155	Social Security Expense	390,377	194,197	174,177	20,020	32,201	27,635	4,566	216,200	55 %
5165	Medicare Expense	91,298	45,417	42,083	3,334	7,531	7,192	339	49,215	54 %
5170	Cafeteria Plan	1,332,664	659,657	613,882	45,774	109,943	17,960	91,982	718,782	54 %
5172	Retiree Healthcare	439,420	197,210	192,719	4,491	32,868	26,035	6,833	246,701	56 %
5180	Deferred Compensation	133,945	66,054	44,295	21,759	11,009	(1,975)	12,984	89,650	67 %
5195	Unemployment Insurance	33,802	16,901	1,950	14,951	2,745	118	2,627	31,852	94 %
	Total Payroll Expenses	9,860,221	4,979,920	4,074,837	905,083	795,027	533,658	261,369	5,785,384	59 %

CVMVCD
Statement of Revenue and Expenditures
December 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget	
Administrative Expenses										
5250	Tuition Reimbursement	20,000	10,000	234	9,766	1,667	0	1,667	19,766	99 %
5300	Employee Incentive	16,500	8,250	4,752	3,498	1,375	1,419	(44)	11,748	71 %
5302	Wellness	5,600	2,800	4,155	(1,355)	467	0	467	1,445	26 %
5305	Employee Assistance Program	3,200	1,600	644	956	267	0	267	2,557	80 %
6000	Property & Liability Insurance	318,895	151,948	145,618	6,330	12,825	10,043	2,782	173,277	54 %
6001	Workers' Compensation Insurance	253,447	101,724	110,229	(8,506)	(24,713)	(15,196)	(9,517)	143,218	57 %
6050	Dues & Memberships	51,886	42,364	34,497	7,866	10,372	110	10,262	17,389	34 %
6060	Reproduction & Printing	27,950	13,975	12,791	1,184	6,413	0	6,413	15,159	54 %
6065	Recruitment/Advertising	10,000	5,000	1,572	3,428	833	141	692	8,428	84 %
6070	Office Supplies	19,385	9,692	4,585	5,108	1,615	1,002	613	14,800	76 %
6075	Postage	6,100	1,800	1,735	65	300	0	300	4,365	72 %
6080	Computer & Network Systems	13,399	6,700	718	5,982	1,117	0	1,117	12,681	95 %
6085	Bank Service Charges	500	250	74	176	42	0	42	426	85 %
6090	Local Agency Formation Comm.	3,500	3,500	2,911	589	0	0	0	589	17 %
6095	Professional Fees	92,500	62,250	22,278	39,972	3,708	3,469	240	70,222	76 %
6100	Attorney Fees	85,800	42,900	27,539	15,361	7,150	4,000	3,150	58,261	68 %
6105	Legal Services / Filing Fees	1,000	500	0	500	83	0	83	1,000	100 %
6106	HR Risk Management	5,210	5,210	5,885	(675)	0	0	0	(675)	(13)%
6110	Conference Expense	60,600	20,600	11,087	9,513	4,900	2,489	2,411	49,513	82 %
6115	In-Lieu	13,200	6,600	6,491	109	1,100	1,000	100	6,709	51 %
6120	Trustee Support	7,600	3,800	3,181	619	633	728	(94)	4,419	58 %
6200	Meetings Expense	26,060	13,030	4,412	8,618	2,172	840	1,332	21,648	83 %
6210	Promotion & Education	33,000	16,500	10,666	5,834	8,250	673	7,577	22,334	68 %
6220	Public Outreach Advertising	56,000	28,000	22,928	5,072	0	0	0	33,072	59 %
6500	Benefit Assessment Expenses	83,000	16,000	17,112	(1,112)	0	0	0	65,888	79 %
Total Administrative Expenses		1,214,332	574,991	456,094	118,898	40,575	10,717	29,858	758,238	62 %
Utilities										
6400	Utilities	137,783	68,891	60,863	8,028	11,482	10,900	581	76,919	56 %
6410	Telecommunications	1,824	912	1,271	(359)	152	442	(290)	553	30 %
Total Utilities		139,607	69,803	62,134	7,669	11,634	11,343	291	77,473	55 %

CVMVCD
Statement of Revenue and Expenditures
December 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Operating									
7000 Uniform Expense	60,025	30,162	21,695	8,468	4,760	4,841	(81)	38,330	64 %
7050 Safety Expense	36,520	18,260	16,078	2,182	3,010	5,054	(2,044)	20,442	56 %
7100 Physican Fees	7,000	3,500	570	2,930	583	0	583	6,430	92 %
7150 IT Communications	70,780	35,390	22,982	12,408	5,898	8,448	(2,549)	47,798	68 %
7200 Household Supplies	3,000	1,500	1,613	(113)	250	356	(106)	1,387	46 %
7300 Repair & Maintenance	47,000	23,500	28,126	(4,626)	3,917	6,533	(2,616)	18,874	40 %
7310 Maintenance & Calibration	6,800	0	365	(365)	0	0	0	6,435	95 %
7350 Permits, Licenses & Fees	8,522	6,392	3,436	2,956	465	0	465	5,086	60 %
7360 Software Licensing	33,512	13,540	2,016	11,524	9,400	0	9,400	31,496	94 %
7400 Vehicle Parts & Supplies	56,664	28,332	15,943	12,389	4,722	966	3,756	40,721	72 %
7420 Offsite Vehicle Maint & Repair	19,416	9,708	5,958	3,750	1,618	865	753	13,458	69 %
7450 Equipment Parts & Supplies	30,130	15,315	9,205	6,110	2,803	578	2,225	20,925	69 %
7500 Small Tools Furniture & Equip	4,700	2,350	1,040	1,310	392	175	217	3,660	78 %
7550 Lab Supplies & Expense	61,850	35,600	16,447	19,153	3,683	2,365	1,318	45,403	73 %
7570 Aerial Pool Surveillance	30,000	0	0	0	0	0	0	30,000	100 %
7575 Surveillance	128,810	100,155	55,048	45,107	40,259	19,443	20,815	73,762	57 %
7600 Staff Training	118,150	60,375	36,713	23,662	7,379	5,060	2,319	81,437	69 %
7650 Equipment Rental	1,500	750	0	750	125	0	125	1,500	100 %
7675 Contract Services	141,333	72,755	61,041	11,714	9,890	8,925	965	80,292	57 %
7680 Cloud Computing Services	135,260	27,856	45,234	(17,378)	2,042	4,084	(2,042)	90,025	67 %
7700 Motor Fuel & Oils	160,500	80,250	68,618	11,632	13,375	9,587	3,788	91,882	57 %
7750 Field Supplies	9,000	4,500	8,076	(3,576)	750	864	(114)	924	10 %
7800 Control Products	704,016	542,055	546,239	(4,184)	70,184	37,011	33,173	157,777	22 %
7850 Aerial Applications	251,600	148,200	148,085	115	0	11,594	(11,594)	103,515	41 %
7860 Unmanned Aircraft Application Serv	20,000	10,000	595	9,405	1,667	0	1,667	19,405	97 %
8415 Capital Outlay	75,720	60,120	10,833	49,287	2,600	4,573	(1,973)	64,887	86 %
8510 Research Projects	380,000	380,000	146,549	233,451	63,308	16,873	46,435	233,451	61 %
9000 Contingency Expense	110,000	55,000	108,601	(53,601)	9,167	0	9,167	1,399	1 %
Total Operating	2,711,808	1,765,566	1,381,104	384,462	262,246	148,194	114,052	1,330,704	49 %

CVMVCD
Statement of Revenue and Expenditures
December 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Contribution to Capital Reserves									
8900 Transfer to other funds	2,414,158	1,207,079	1,207,079	0	201,180	201,180	0	1,207,079	50 %
Total Contribution to Capital Reserves	2,414,158	1,207,079	1,207,079	0	201,180	201,180	0	1,207,079	50 %
Total Expenditures	16,340,126	8,597,360	7,181,248	1,416,111	1,310,661	905,091	405,570	9,158,878	56 %
Net revenue over/(under) expenditures	(1,022,088)	(6,807,913)	(5,237,652)	1,570,261	191,587	681,123	489,537		

CVMVCDBalance Sheet - Unposted Transactions Included In Report
As of 12/31/2023

		<u>Current Year</u>
Assets		
Cash and Investments		
1000	Cash - Investments	12,842,208.43
1010	Cash - Co of Riverside 51115	0.00
1012	Cash - Clearing Account	0.00
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1025	First Foundation - General	0.00
1026	First Foundation - Payroll	0.00
1035	CB&T General Checking	55,017.22
1036	CB&T Payroll Checking	122,858.63
Total Cash and Investments		<u>13,022,084.28</u>
Current Assets		
1050	Accounts Receivable	7,844.32
1051	Lease Payments Receivable	29,910.24
1055	Fundware AR Clearing	0.00
1080	Interest Receivable	3,254.44
1085	Inventory	458,639.66
1166	Prepaid IT Service	4,911.93
1167	Prepaid Research Proposals	0.02
1168	Prepaid Expenses	310,236.00
1169	Deposits	960,204.00
Total Current Assets		<u>1,775,000.61</u>
Fixed Assets		
1170	Construction in Progress	61,542.43
1201	Leased Copier Asset #1 Ops Copier	14,694.42
1202	Leased Copier Asset #2 Admin Copier	19,670.89
1300	Equipment/Vehicles	2,083,958.94
1310	Computer Equipment	763,203.49
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,307,594.90

CVMVCD

Balance Sheet - Unposted Transactions Included In Report
As of 12/31/2023

		Current Year
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,460,397.50
1341	Bio Control Building	6,923,882.74
1342	Bio Control Equip/Furn	43,986.77
1398	Amortization Leased Equipment	(34,365.30)
1399	Accumulated Depreciation	(11,973,428.02)
	Total Fixed Assets	9,080,123.19
	Other Assets	
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,869,053.98
1530	Deferred Outflows of Resources - OPEB	1,246,348.00
1900	Due to/from	0.12
	Total Other Assets	6,629,504.42
	Total Assets	30,506,712.50
	Liabilities	
	Short-term Liabilities	
	Accounts Payable	
2015	Credit Card Payable	96,476.22
2017	Petty Cash Payable	0.00
2020	Accounts Payable	168,083.65
2030	Accrued Payroll	(4,709.22)
2035	Fundware AP Clearing	0.00
2040	Payroll Taxes Payable	396.31
2175	Claims/Judgements Payable	40.76
2185	Employee Dues	440.05
2401	Leased Copier Asset # 1	0.00
2402	Leased Copier Asset # 2	0.00
	Total Accounts Payable	260,727.77

CVMVCD

Balance Sheet - Unposted Transactions Included In Report
As of 12/31/2023

		Current Year
	Deferred Revenue	
2025	Deferred Revenue	0.00
	Total Deferred Revenue	0.00
	Total Short-term Liabilities	260,727.77
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2110	OPEB Obligation	0.00
2200	Net Pension Liability	1,287,083.36
2210	Deferred Inflows of Resources	0.00
2230	Deferred Inflows - OPEB	367,983.00
2235	Deferred Inflow of Resources - Leases	29,910.25
2300	Net OPEB Liability	882,616.00
2500	Compensated Absences Payable	889,174.76
	Total Long-term Liabilities	5,556,767.37
	Total Liabilities	5,817,495.14
	Fund Balance	
	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	12,173,701.20
	Committed Fund Balance	
3965	Public Health Emergency	4,851,276.00
	Total Committed Fund Balance	4,851,276.00
	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

CVMVCD

Balance Sheet - Unposted Transactions Included In Report
As of 12/31/2023

		<u>Current Year</u>
3985	Reserve for Facility Capital Improvements	0.00
3990	Reserve for Future Constructio	0.00
	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	2,675,725.04
	Total Unassigned Fund Balance	<u>2,127,984.10</u>
	Current YTD Net Income	
4531	Lease Income	0.00
8310	Amortization	0.00
8320	Interest Expense	0.00
	Other	(4,166,507.94)
	Total Current YTD Net Income	<u>(4,166,507.94)</u>
	Total Fund Balance	<u>24,689,217.36</u>
	Total Liabilities and Net Assets	<u><u>30,506,712.50</u></u>

FINANCE

The financial reports show the balance sheet, receipts, and revenue and expenditure reports for the month ending December 31, 2023. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2023, to December 31, 2023, is \$7,181,248 total revenue is \$1,943,497 resulting in excess revenue over (under) expenditure for the year to December 31, 2023, of (\$5,237,751).

THREE YEAR FINANCIALS

	Actual 12/31/2023	Budget Budget	Actual 12/31/2022	Actual 12/31/2021
Revenue	1,943,497	1,789,447	5,034,483	4,458,152
Expenses				
Payroll	4,074,837	4,979,920	4,260,403	5,088,476
Administrative Expense	456,094	574,991	414,881	239,418
Utility	62,134	69,803	58,037	36,259
Operating Expense	1,381,104	1,765,566	1,098,849	815,100
Contribution to Capital Re	1,207,079	1,207,079	1,608,008	240,650
Total Expenses	7,181,248	8,597,359	7,440,178	6,419,903
Profit (Loss)	(5,237,751)	(6,807,912)	(2,405,695)	(1,961,751)

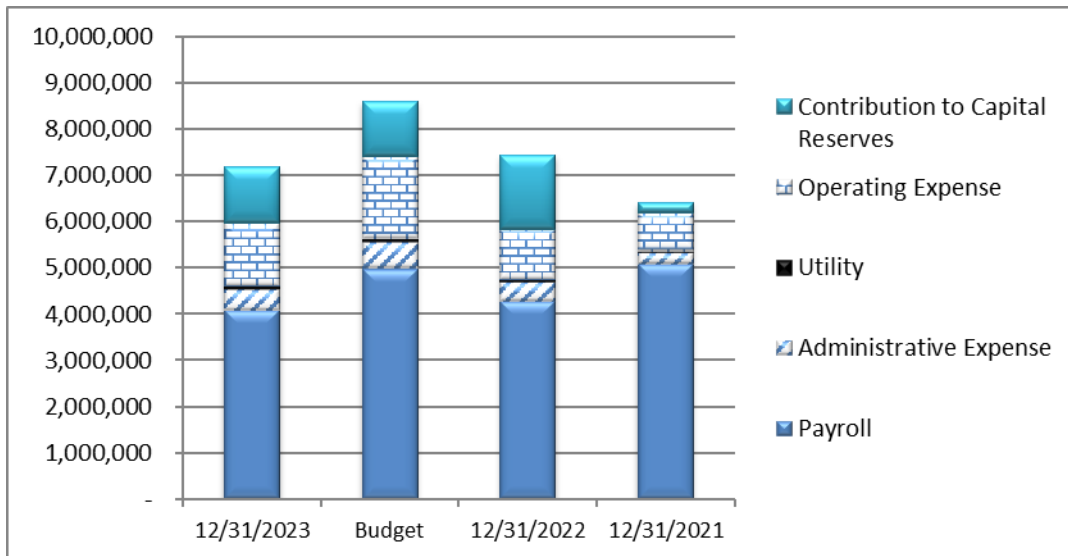


Figure 1 - Three Year Expenditure

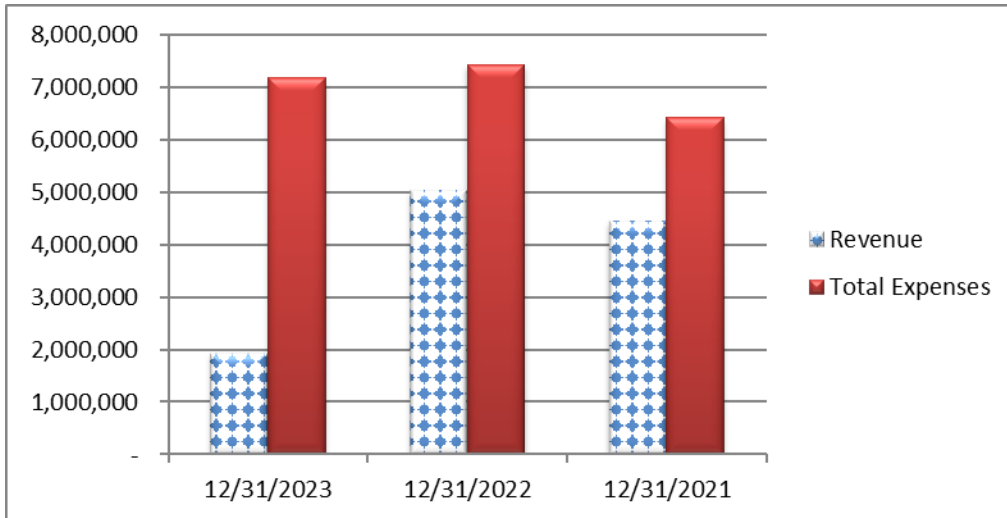


Figure 2 - Three-Year Revenue & Expenditure

THREE-YEAR CASH BALANCE

Cash Balances	12/31/2023	12/31/2022	12/31/2021
Investment Balance	12,842,208	14,076,731	13,006,580
Checking Accounting	55,017	28,619	4,400
Payroll Account	122,859	142,065	152,609
Petty Cash	2,000	2,000	2,000
Total Cash Balances	13,022,084	14,249,415	13,165,589

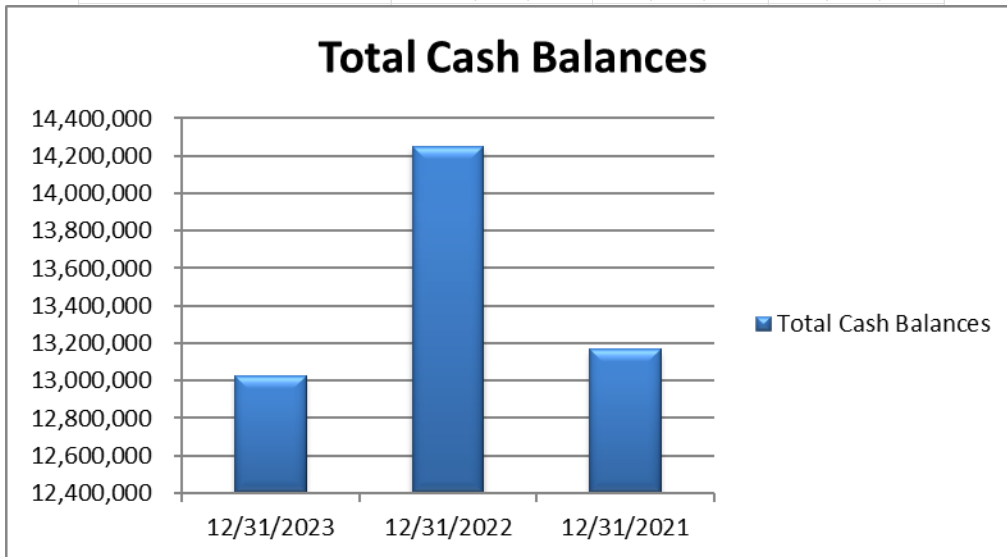


Figure 3 - Cash Balances

DISTRICT INVESTMENT PORTFOLIO 12/31/2023

The District’s investment fund balance for the period ending December 31, 2023, is \$12,842,208. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 24% of the District’s investments; the Riverside County Pooled Investment Fund is 47% of the total. The LAIF yield for the end of December was 3.93% and the Riverside County Pooled Investment Fund was 4.15 %. This gives an overall weighted yield for District investments of 3.47%.

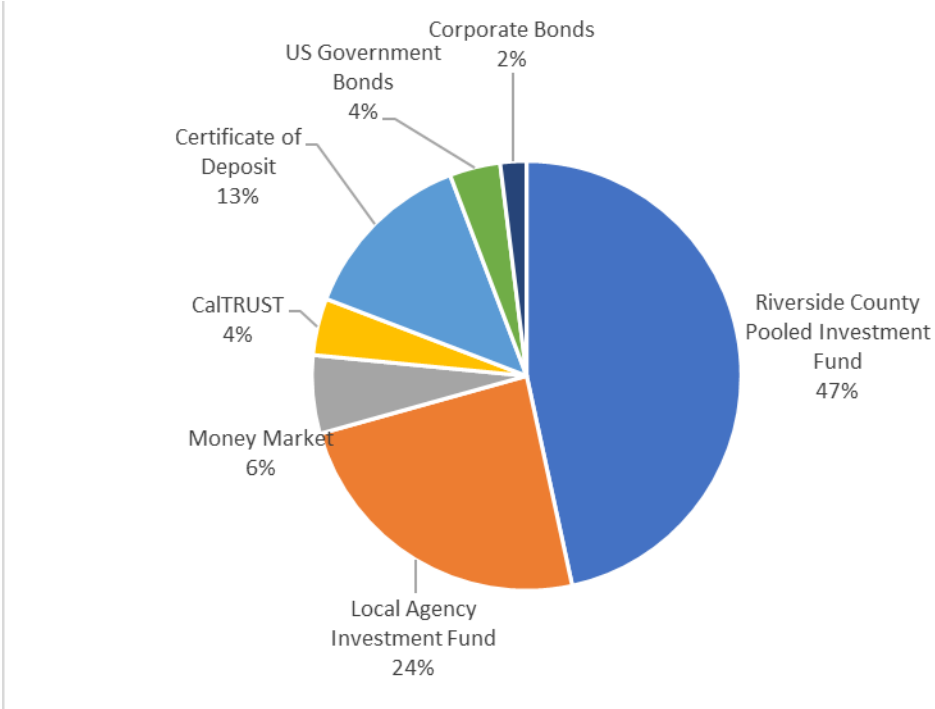


Figure 4 - Investment Portfolio 12/31/23

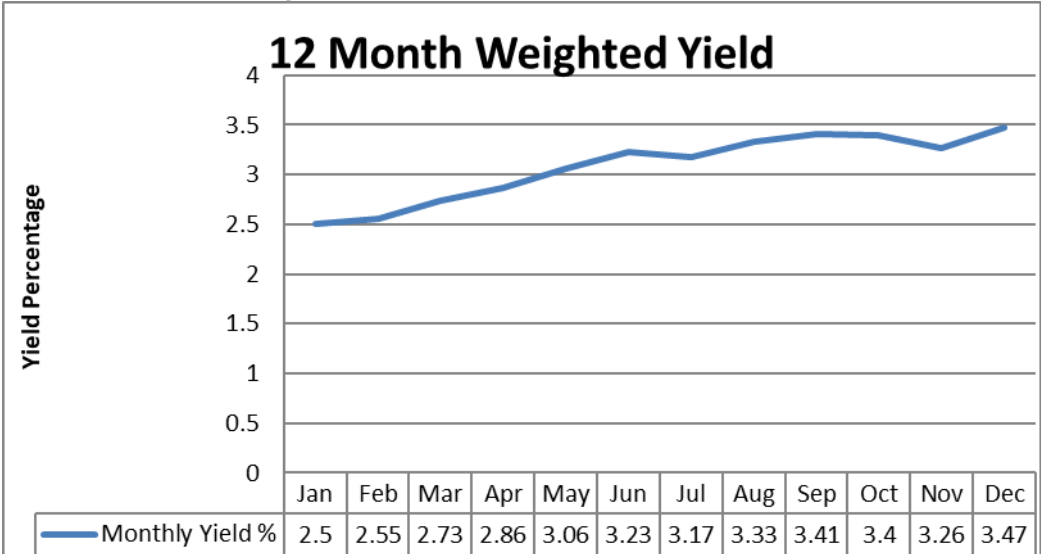
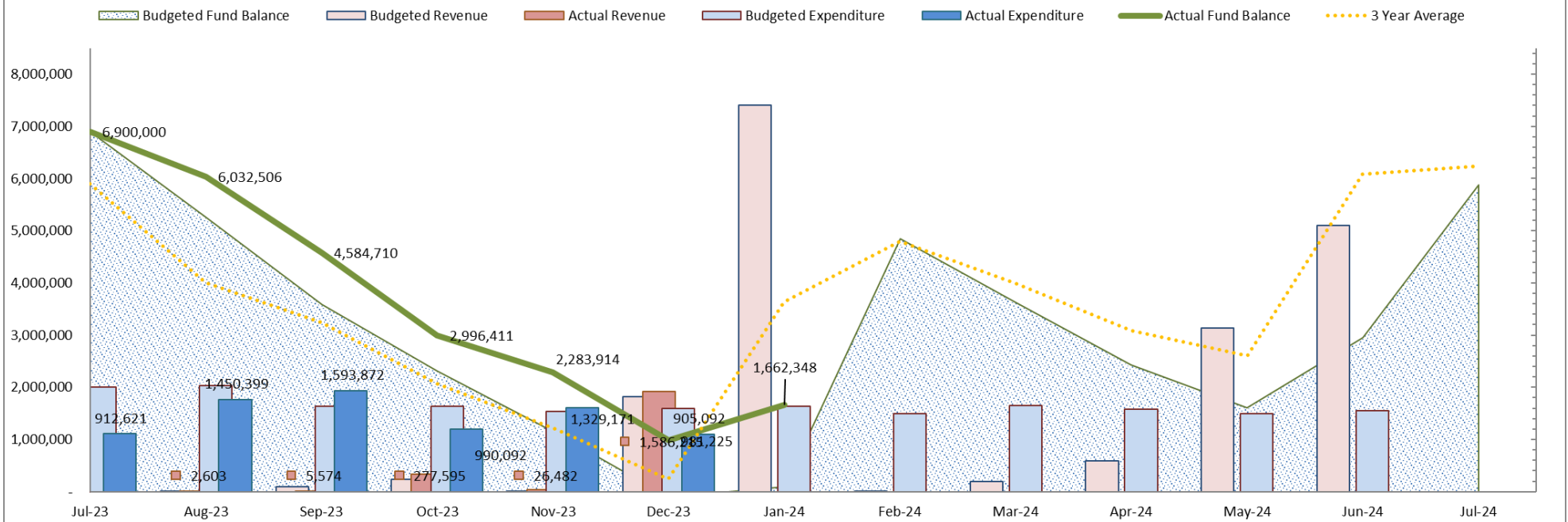


Figure 5 - District Investments Weighted Yield

General Fund Operational Cash Flow

Fiscal Year 2023-2024



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1, 2023, to June 30, 2024. The beginning fund balance is \$6.9 million and the ending fund balance is \$5.9 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 \$0.2 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 Fund Balance** which has a formula of (beginning) **Fund Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Fund Balance** and is graphed against the *shaded area Budgeted Fund Balance*. The *three-year average* Fund Balance is the orange dash line.

The graph shows a \$6.9 million **Fund Balance** plus total Revenue for July 1 to December 31, 2023, of \$1,943,597 minus total Expenses of \$7,181,248 is \$1,662,349. Revenue shows a favorable variance of \$154,150 this is due to distribution of redevelopment agency assets not budgeted. Payroll expenses show a favorable variance of \$905,083, this is due to timing, \$200,000 is earmarked for prefunding in Section 115 trust for pension liabilities one payroll for period ending December 30 (\$240k) is not expensed, CalPERS and Deferred Compensation for December are still to be processed (\$184k), Administrative Expenses show a favorable variance of \$118,898, \$40,000 is budgeted for IT strategic plan, only \$6k has been expensed for this item, Operations has a favorable variance of \$384,462. Total favorable variance is \$1,570,261. 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 December 31, 2023, the line is outside the shaded area.



**Coachella Valley Mosquito and
Vector Control District**

Staff Report

January 9, 2024

Agenda Item: Informational Item

District Travel for the Board of Trustees

Background:

**Save the date: AMCA's Annual Meeting, Dallas, TX
(March 4-8, 2024)**

The AMCA (American Mosquito Control Association) annual meeting is the premier education and networking event for researchers, educators, vector control professionals, industry representatives, and students in mosquito control.

Requests to attend must be made by January 31, 2024, VIA EMAIL: MTALLION@CVMOSQUITO.ORG

Strategic Business Plan Alignment:

Goal 2 – Governance and HR – A strong culture supports the Board and staff team that grows in skill, teamwork, and experience.

Objective 2.4 – Establish conditions that ensure the Board of Trustees are engaged and productive and possess a deep understanding of the District.



**Coachella Valley Mosquito and
Vector Control District**

January 9, 2024

Staff Report

Agenda Item: Informational Item

Staff report from:

Mosquito and Vector Control Association of California (MVCAC) Planning Meeting,
December 5-7, 2023, Sacramento, CA

Background:

The focus of the MVCAC Planning Session was to review the work accomplished in 2023 and to set the priorities for 2024. The board discussed changes to the bylaws and settled on a 2026 annual conference location in Rancho Mirage. They also discussed and tabled a discussion on an increase in dues. This year, attendees addressed areas of concern that may or could impact mosquito control, districts, or the association. This fed into discussions of 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.

Additional items of interest include:

- Legislative activities – MVCAC Legislative Day will be in-person in 2024.
- Plans to conduct grassroots advocacy aimed at districts hosting visits by legislators and their staff.
- MVCAC review of contracts with service providers (AMG and KP) for the Association

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

Attendees:

Jeremy Wittie, General Manager

Jennifer A. Henke, Laboratory Manager

Kim Hung, Vector Ecologist



**Coachella Valley Mosquito and
Vector Control District**

January 9, 2024

Staff Report

Agenda Item: Informational Item

Update: ClientFirst IT Master Plan

Background:

One of the goals of the District's 2022 Strategic Business Plan is to create/develop an IT Succession/Emergency plan for District Information Technology services. ClientFirst will create a well-documented plan to guide the District's IT team and the District's departments over the next five years in planning, procuring, implementing, and managing current and future technology investments. Once the project is complete the District will be provided with recommendations, budgets, and implementation timelines to create the District's Technology Assessment and Master Plan Report. Final presentations will be made to the Board of Trustees.

Update:

ClientFirst arranged the District into six (6) workgroups and issued a Needs Assessment Questionnaire, as seen below. ClientFirst is in the process of analyzing the workgroup's feedback.

- Administrative and Finance
- Human Resources
- Public Information
- Laboratory
- Facilities
- Fleet
- Operations

The Needs Assessment covered several topics, for example:

- Discuss strategies to address technology needs and services going forward
- Understand citizen/stakeholder's information technology communication needs
- Determine business application needs and/or improvements for the various department/operational area
- Understand general unmet software application operational needs
- Understand system integration/interface needs

- Understand general unmet reporting needs
- Understand other technology needs and improvements that would help the department/operational area

Each working group consists of three (3) to six (6) members ranging from management, professionals, and unionized employees. ClientFirst has scheduled workshops with each of the working groups in January to finalize their findings. A final report is to be produced in the next two months. The current expenditure for the project is \$6,600 of \$37,980. 17% has been expensed.



NEW BUSINESS



**Coachella Valley Mosquito and
Vector Control District**

January 9, 2024

Staff Report

Agenda Item: New Business

Discuss the appointment of the Abatement Hearing Committee — **John Peña, Board President**

Background:

Abatement Hearing Committee – The Abatement Hearing Committee conducts nuisance abatement hearings at regular or special meetings of the Committee in compliance with the Ralph M. Brown Act. The Committee is composed of three (3) Trustees, with one alternate, appointed by the Board annually each January, or whenever a vacancy occurs.

On December 20, 2023, Melissa Tallion, Clerk of the Board surveyed the Board of Trustees. Those who expressed interest are listed below.

2024 Interested Trustees:

- Gary Gardner
- Benjamin Guitron-Alternate



**Coachella Valley Mosquito and
Vector Control District**

January 9, 2024

Staff Report

Agenda Item: New Business

Discussion: Nomination for Two Special District Members (Regular and Alternate) of the Riverside Local Agency Formation Commission (LAFCO) – **Jeremy Wittie, M.S., CSDM, General Manager**

Background:

The Special District Selection Committee is commencing the appointment process of two (2) appointments of the Riverside Local Agency Formation Commission (LAFCO). The selection proceedings will be conducted by electronic mail (e-mail). As follows:

- Regular Special District Member – must be a board member from a district in the Eastern portion of the county
- Alternate Special District Member – can be a board member from any of the 55 independent special districts Countywide.

Please note that per state statute, a District LAFCO Commissioner cannot be a member of the legislative body of a city or county.

Terms of LAFCO Members are four years until the appointment of a successor or reappointment of the incumbent. The term of each position will run until May 1, 2028. The nomination of the position will begin on December 15, 2023, and close on February 13, 2024.

All nomination forms must be signed and dated by the presiding officer of the District's Board of Trustees. Nominations are due no later than February 13, 2024.

If you are interested or have a nomination please let Melissa Tallion know by February 1, 2024.

Exhibits:

- 2023-2024 SDSC Call for Nomination packet



December 14, 2023

via Electronic Mail

CALL FOR NOMINATIONS FOR TWO SPECIAL DISTRICT MEMBERS (REGULAR AND ALTERNATE) OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

As you were recently notified (see attached letter), we are commencing the appointment process for two appointments to the Riverside Local Agency Formation Commission (LAFCO). I have determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, election proceedings for the appointment will be conducted by electronic mail (e-mail). Specifically, the positions are as follows:

- **Regular Special District Member - must be a board member from a district in the eastern portion of the County (any district with the majority of its assessed value east of the intersection of Interstate 10 and Highway 111).**
- **Alternate Special District Member- can be a board member from any of the 55 independent special districts Countywide.**

Please note that per state statute, a District LAFCO Commissioner cannot be a member of the legislative body of a city or the county.

Terms of LAFCO Members are four years and until appointment of a successor or reappointment of the incumbent. The term of each position will run until May 1, 2028.

The nomination period for the position will begin on December 15, 2023 and close on February 13, 2024. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the position, consistent with the geographic requirements noted above.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the signed form and email it to Rebecca Holtzclaw at rholtzclaw@lafco.org or mail to: Riverside LAFCO, 6216 Brockton Ave., Suite 111-B, Riverside CA 92506. **Nominations must be received in our office by 5 p.m., February 13, 2024.**

CALL FOR NOMINATIONS

December 14, 2023

Page 2

Following the nomination period, election materials including ballots and voting instructions will be sent to SDSC members. However, if only one candidate is nominated for either position, that candidate will be deemed appointed with no further proceedings.

If you have any questions, please contact our office.

Sincerely,



Gary Thompson
Executive Officer

cc: Special District General Managers

Enclosures:

Nomination Forms
Notice of Election dated December 7, 2023 (copy)
District List- by Region

**SPECIAL DISTRICT SELECTION COMMITTEE
2024 NOMINATION FORM**

I, _____ of the _____
Print Name of Presiding Officer or alternate* Name of District

hereby nominates the following individual for the position of:

The Regular Special District Member of the Riverside Local Agency Formation Commission – Eastern Region. The term of this position will run until May 1, 2028.

Nominee: _____

District: _____

I hereby certify that I am the presiding officer of the above-named district or alternate designated by the governing body*.

Signature Date

*If an alternate has been designated by the governing body, a resolution or minute order documenting the action must be provided in order to qualify the nomination.

Please note that per state statute, a District LAFCO Commissioner cannot be a member of the legislative body of a city or the county.

Note: Once complete, please scan and email this form to rholtzclaw@lafco.org or mail to: Riverside LAFCO, 6216 Brockton Ave., Suite 111-B, Riverside CA 92506. Nomination forms are due no later than 5:00 p.m., February 13, 2024.

**SPECIAL DISTRICT SELECTION COMMITTEE
2024 NOMINATION FORM**

I, _____ of the _____
Print Name of Presiding Officer or alternate* Name of District

hereby nominates the following individual for the position of:

The Alternate Special District Member of the Riverside Local Agency Formation Commission – Countywide. The term of this position will run until May 1, 2028.

Nominee: _____

District: _____

I hereby certify that I am the presiding officer of the above-named district or alternate designated by the governing body*.

Signature Date

*If an alternate has been designated by the governing body, a resolution or minute order documenting the action must be provided in order to qualify the nomination.

Please note that per state statute, a District LAFCO Commissioner cannot be a member of the legislative body of a city or the county.

Note: Once complete, please scan and email this form to rholtzclaw@lafco.org or mail to: Riverside LAFCO, 6216 Brockton Ave., Suite 111-B, Riverside CA 92506. Nomination forms are due no later than 5:00 p.m., February 13, 2024.



December 7, 2023

via: Electronic Mail

Notice of Election for LAFCO Commissioner to all Special District Board Presiding Officers c/o District Clerks:

Later this month, we will begin the process of electing two Special District Members for appointment to the Riverside Local Agency Formation Commission (LAFCO). The purpose of this letter is to inform all districts of the process in advance in order to avoid any confusion.

Historically, the Special District Selection Committee (SDSC) has conducted its elections at a physical meeting in conjunction with a dinner meeting hosted by the Special District Association of Riverside County. Due to cost and logistics, it has been determined such a physical meeting is not entirely feasible. Therefore, this next election (and likely subsequent elections) will be conducted by electronic mail (e-mail), as explained below, and as was conducted for the most recent Special District election.

Specifically, the election will be for two LAFCO positions as follows:

- 1) Regular Special District Member from the Eastern Region of the County (any district with the majority of its assessed value east of the intersection of I-10 and Highway 111).** See attached listing of east and west districts.
- 2) Alternate Special District Member Countywide.**

Presiding officers from all Districts are eligible to vote for the positions. The terms of the incumbents, Regular District Commissioner Castulo Estrada- East Region, and Alternate District Commissioner Steve Pastor expire on May 6, 2024. However, by statute the incumbents will continue to serve until a successor is appointed, if necessary. The new term will run through May 1, 2028.

The SDSC is comprised of the presiding officers of each independent special district of Riverside County, and which Riverside County is specified as "Principal" County for that district. In approximately one week, Riverside LAFCO will transmit a formal call for nominations to SDSC members, in care of each District's Clerk. The District Clerks are responsible for transmitting the nomination package to the Board Presiding Officer. Formal nominations must be submitted to LAFCO by SDSC members (i.e., presiding officers) or designated alternates (see below).

Notice of Election

December 7, 2023

Page 2

The nomination period will be approximately 60 days. If only one candidate is nominated for a specific position, that candidate will be deemed appointed. After nominations are received, and more than one candidate has been nominated for a position, an emailed ballot will be sent to each district's voting member, in care of the District Clerks, to cast a vote.

Please note that neither nominations nor votes of the presiding officer require action of the governing body, unless subject to any policy specific to a particular district as to how nominations and balloting is performed. If the presiding officer is unable to submit a nomination or vote, the governing body of the District may designate another board member to act in place of the presiding officer. District managers or other staff members may not nominate candidates or vote.

Board members designated by their governing body to nominate a candidate or vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the nomination or ballot is cast. Ballots will be due approximately 60 days from the date noted on the election materials.

Note: *there are 55 eligible districts in Riverside County for the election process. To meet the 50% + 1 quorum requirement for this election, we need at least 29 valid ballots returned from SDSC members for the election to be valid.*

Again, in order to expedite this process, please ensure this information is passed to your Presiding Officer when received. Please contact Rebecca Holtzclaw at rholtzclaw@lafco.org with any questions or concerns.

Sincerely,



Gary Thompson
Executive Officer

cc: District General Managers

Enclosures:

District List- by Region

**SPECIAL DISTRICT SELECTION COMMITTEE
LIST OF ELIGIBLE INDEPENDENT SPECIAL DISTRICTS OF RIVERSIDE COUNTY**

	Independent Special Districts	Region	
1.	Chiriaco Summit County Water District	east	
2.	Citrus Pest Control District No. 2	east	
3.	Coachella Valley Mosquito & Vector Control District	east	
4.	Coachella Valley Public Cemetery District	east	
5.	Coachella Valley Resource Conservation District	east	
6.	Coachella Valley Water District	east	
7.	Desert Healthcare District	east	
8.	Desert Recreation District	east	
9.	Desert Water Agency	east	
10.	Mission Springs Water District	east	
11.	Palm Springs Cemetery District	east	
12.	Palo Verde Cemetery District	east	
13.	Palo Verde Healthcare District	east	
14.	Palo Verde Irrigation District	east	
15.	Palo Verde Resource Conservation District	east	
16.	Palo Verde Valley Library District	east	
17.	Southern Coachella Valley Community Services District	east	
18.	Valley Sanitary District	east	18
19.	Banning Library District	west	
20.	Beaumont Library District	west	
21.	Beaumont-Cherry Valley Recreation & Park District	west	
22.	Beaumont-Cherry Valley Water District	west	
23.	Cabazon County Water District	west	
24.	De Luz Community Services District	west	
25.	Eastern Municipal Water District	west	
26.	Edgemont Community Services District	west	
27.	Elsinore Valley Cemetery District	west	
28.	Elsinore Valley Municipal Water District	west	
29.	Fern Valley Water District	west	
30.	High Valleys Water District	west	
31.	Home Gardens County Water District	west	
32.	Home Gardens Sanitary District	west	
33.	Idyllwild Fire Protection District	west	
34.	Idyllwild Water District	west	
35.	Jurupa Area Recreation & Park District	west	
36.	Jurupa Community Services District	west	
37.	Lake Hemet Municipal Water District	west	
38.	Murrieta Valley Cemetery District	west	
39.	Northwest Mosquito & Vector Control District	west	
40.	Pine Cove Water District	west	
41.	Pinyon Pines County Water District	west	
42.	Rancho California Water District	west	
43.	Riverside-Corona Resource Conservation District	west	
44.	Rubidoux Community Services District	west	
45.	San Geronio Memorial Healthcare District	west	
46.	San Geronio Pass Water Agency	west	
47.	San Jacinto Basin Resource Conservation District	west	
48.	San Jacinto Valley Cemetery District	west	
49.	Summit Cemetery District	west	
50.	Temecula Public Cemetery District	west	
51.	Temecula-Elsinore-Anza-Murrieta Resource Conservation District	west	
52.	Temescal Valley Water District	west	
53.	Tenaja Community Services District	west	
54.	Valley-Wide Recreation & Park District	west	
55.	Western Municipal Water District	west	37



**Coachella Valley Mosquito and
Vector Control District**

January 9, 2024

Staff Report

Agenda Item: New Business

Nomination and Election of Board Officers for the 2024 Calendar Year – **ad hoc
Nominations Committee**

Background:

The Nominations Committee (Trustees Frank Figueroa, Benjamin Guitron, Doug Walker, and Clive Weightman) was appointed at the November 14, 2023, Board Meeting by the Board President under the District’s Bylaws to recommend a slate of Board officers for the 2024 calendar year.

Pursuant to Health and Safety Code section 2027(a), the Board is required to elect its officers at the first meeting in January each year or every other year. The Board’s Bylaws currently provide officer terms of one year, and each officer shall serve not more than four (4) consecutive full terms in the office to which elected. To be eligible to hold office, the Trustee must have served as a Trustee for one calendar year.

The four officer positions are tasked with the following duties pursuant to the Bylaws:

President – When necessary, the President shall be the official representative of the District. He/she shall have the power to appoint committees and such other powers, as may be delegated by the Board, from time to time. The President is encouraged to appoint ad hoc committees whenever appropriate. The President shall be responsible for opening meetings promptly and for administering the business of the day, expeditiously and with appropriate order and decorum. The President shall sign all acts, orders, resolutions, and proceedings of the Board.

Vice-President – In the absence of the President, the Vice President shall assume the duties of the President.

Secretary – The Secretary shall assist the President as necessary. In the absence of the President and Vice-President, the Secretary shall assume the duties of the President. 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.

Treasurer – The Treasurer shall assist the President as necessary. In the absence of the President, Vice-President, and Secretary, the Treasurer shall assume the duties of the President. The Treasurer shall also be responsible for the management of the District’s financial affairs.

To facilitate the process of electing new officers, the Nominating Committee has developed a slate of candidates for the offices of the President, Vice-President, Secretary, and Treasurer to be considered by the Board of Trustees, as follows:

President: **Trustee John Peña**
Vice-President: **Trustee Benjamin Guitron**
Secretary: **Trustee Doug Kunz**
Treasurer: **Trustee Clive Weightman**

(Attached is information regarding the background of each of the candidates).

Each Board Member will have the opportunity to nominate other candidates from the floor. This slate, if elected, would serve for the 2024 calendar year. Under the Brown Act, the votes must be taken in open session since secret ballots are not permitted.

Committee Recommendation:

The ad hoc Nominations Committee recommends that the Board approve the nominated slate as presented.

To: Board of Trustees

Subject: Nominations for Officers of the CVMVCD Board of Trustees-2024

The Nominations Committee (Trustees: Frank Figueroa, Benjamin Guitron, Doug Walker, and Clive Weightman), reviewed the possible candidates for the officer positions for the Coachella Valley Mosquito and Vector Control Board for 2024. A survey was sent out to all qualifying Trustees to see who was interested in serving in an executive position.

As a result, we recommend the following slate of Trustees to fill the officer positions for 2024:

President: John Peña

Trustee Peña was appointed by the City of La Quinta and has served on the Board of Trustees since 2021. Trustee Peña is a lifelong Coachella Valley resident and is involved in his community serving on several Boards and Commissions throughout the Coachella Valley. He was first elected to the La Quinta City Council in 1984 and served on the Council until his retirement in 2022. He came out of his public service retirement and was again elected to the City Council in 2014. The Nominating Committee is nominating Trustee Peña for President.

Vice President: Benjamin Guitron

Trustee Guitron was appointed by the City of Indio and has served on the Board of Trustees since 2018. Trustee Guitron is a Police Administrative Officer with the Indio Police Department and has been a member of the police department for over 35 years. Trustee Guitron is involved with community work serving on Boards across the Coachella Valley. This has allowed him to gain experience with budgets, management, risk management, community relations, public safety, and civic government. The Nominating Committee is nominating Trustee Guitron for Vice President.

Secretary: Doug Kunz

Trustee Kunz was appointed by the City of Palm Springs and has served on the Board of Trustees since 2016. Trustee Kunz has practiced small animal medicine and surgery in Palm Springs for the past 45 years. He currently serves as Medical Director at VCA Desert Animal Hospital in Palm Springs. Dr. Kunz is involved in his community and has been a leader for 40 years in the Boy Scouts. The Nominating Committee is nominating Trustee Kunz for Secretary.

Treasurer: Clive Weightman

Trustee Weightman was appointed by the City of Indian Wells and has served on the Board since 2017. Trustee Weightman is an active volunteer in his community including the BNP Paribas Tennis Tournament and the American Express PGA tournament. He spent 40 years in industry and consulting with roles covering various management positions in manufacturing and information technology. The Nominating Committee is nominating Trustee Weightman for Treasurer.

Respectfully submitted by the Nominations Committee:

- Frank Figueroa
- Benjamin Guitron
- Doug Walker
- Clive Weightman



COMMITTEE AND TRUSTEE REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Finance Committee Meeting
DRAFT - Minutes

TIME 3:30 p.m. **DATE:** December 12, 2023

LOCATION: 43420 Trader Place Indio, CA 92201

COMMITTEE MEMBERS PRESENT:

Indian Wells Clive Weightman, Board Treasurer
Palm Desert Doug Walker, Trustee

COMMITTEE MEMBERS ABSENT:

County at Large Bito Larson, Trustee

OTHER TRUSTEES PRESENT:

None

STAFF PRESENT:

Jeremy Wittie, General Manager
David l'Anson, Administrative Finance Manager
Melissa Tallion, Executive Assistant/Clerk of the Board
Rosendo Ruiz, Accounting Technician I
Sarah Prendez, Purchasing Clerk

MEMBERS OF THE PUBLIC PRESENT:

No

Tasks and Ownership

Task	Owner(s)	Report Back (Finance Committee)
Section 115 Comparison of all vendors	David	February

1. Call to Order

Treasurer Weightman called the meeting to order at 3:31 p.m.

2. Roll Call

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

3. Confirmation of Agenda

Treasurer Weightman inquired if any agenda items needed to be shifted. Upon no objections from the Committee, the agenda was confirmed as presented.

4. Public Comments

None

5. Presentation

- A. Keenan Financial Services 115 Pension Stabilization Trust — **Melissa King, Account Executive, Keenan & Associates**

Melissa King and her colleagues gave a presentation on section 115 Trust solutions for pensions and answered questions from the Committee.

6. Items of General Consent

- A. Approval of Minutes from November 14, 2023, Finance Committee Meeting

On a motion from Trustee Walker, seconded by Trustee Weightman, and passed unanimously, the Committee approved the minutes from November 14, 2023.

Ayes: Treasurer Weightman, Trustee Walker

Noes: None

Abstained: None

Absent: Trustee Larson

7. Discussion, Review, and/or Update

- A. Review of Check Report from Abila MIP for the period of November 15, 2023, to December 6, 2023

The Check Report was reviewed by the Committee and staff. Staff answered the questions to satisfy the Committee.

- B. Credit Card Charges (Abila report & Microix Workflow Report) – Statement dated November 23, 2023

The monthly CalCard statement was reviewed by the Committee. The Committee did not have any questions about the statement.

- C. Review of November 2023 Financials and Treasurers Report

The Committee reviewed the financials and Treasurer's report.

8. Old Business

- A. 2023 Finance Committee Items

David reviewed the staff report and let the Committee know that the CalPERS statements have begun to show up on employee paycheck stubs. There will be one more Section 115 Trust presentation in January.

9. New Business

- A. Review of finance-related items on the November Board agenda
The draft Board agenda was reviewed by the committee.

10. Schedule Next Meeting

The next Finance Committee meeting was scheduled for January 9, 2024, at 4:30 p.m.

11. Trustee and/or Staff Comments/Future Agenda Items

None

12. Adjournment

Treasurer Weightman adjourned the meeting at 4:21 p.m.

DRAFT