Call to Order – Doug Walker, President

Pledge of Allegiance

Oath of Office

Roll Call

Motion to Excuse Absences

1. Confirmation of Agenda

2. Public Comment
   (Note: Those wishing to address the Board should complete a Public Comment Card and provide it to the Clerk of the Board.)

   **Non-Agenda Items:** Anyone wishing to address the Board on items **not on the agenda** should do so at this time. Each presentation is limited to no more than 3 minutes.

   **Agenda Items:** Comments should be made when the agenda item is called. Each presentation is limited to no more than 3 minutes.

3. Announcements
• Administrative Finance Manager Overview – David I’Anson, M.P.A., M.B.A./A.C.C.
• Operational Manager Overview – Jeremy Wittie, M.S.

4. Board Reports
   A. President’s Report – President Walker
      • MVCAC report
      • Executive Committee (Pg. 1)
   B. Finance Committee – Trustee Lock, Chair (Pg. 2)

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

   A. Minutes for January 13, 2015, Board Meeting (Pg. 7)
   B. Correspondence (Pg. 11)
   C. Approval of Expenditures for January 14-31, 2015, and February 1-10, 2015 (Pg. 12)
   D. Conferences, Trainings, and Seminars (Pg. 20)
   E. Informational Items:
      • Trustee Workshop Flyer (Pg. 21)
      • Future Travel (Pg. 22)
      • Staff reports from:
         o MVCAC Annual Conference, January 25-28, 2015, in Monterey, CA (Pg. 23)
   F. Department Reports (Pg. 28)
   G. Approval to renew the annual contract with Vintage Associates for landscape maintenance at the District headquarters, in an amount not to exceed $18,000.00 from Fund #7675.01.305, Facilities Contract Expenses – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager (Pg. 31)
H. Approval for General Manager Branka B. Lothrop, PhD, to sign a contract extension with Willdan Financial Services to provide engineering support services for the District’s benefit assessment – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager (Pg. 32)

I. Approval to renew the annual contract agreement with Salton Sea Aerial Services Inc. to conduct both aerial adulticiding and larviciding operations as needed to assist the District in its mosquito control operations – Jeremy Wittie, MS, Scientific Operations Manager (Pg. 33)

J. Approval to renew annual maintenance contract with ESRI in an amount not to exceed $19,000.00 – Edward Prendez, Information Systems Manager (Pg. 34)

K. Approval for a paid intern for the Public Outreach department from June through August 2015, in an amount not to exceed $6,900.00, from Fund #5103.01.215, Temporary Services – Jill Oviatt, Public Information Manager (Pg. 36)

L. Approval of Resolution 2015-03 – Establishing Signature Approval for Checks Written from District Accounts – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager (Pg. 37)

M. Approval of proposed change in Board of Trustees regular meeting schedule to exclude the month of April – Branka B. Lothrop, PhD, General Manager (Pg. 40)

6. Old Business
A. Discussion and/or Approval of Agreement with Rutan & Tucker, LLP, for the District’s Legal Counsel Services – Doug Walker, Board President, and Branka B. Lothrop, PhD, General Manager (Pg. 43)

7. New Business
A. Discussion and/or Approval to contract with AB Fence Co. for installation of wrought iron fence in an amount not to exceed $15,000 from 8487.11.800 Capital Building Improvements – David I’Anson, MPA, MBA/ACC, Administrative Finance Manager (Pg. 63)
B. Discussion and/or Approval to contract with Advantage Unlimited Paving Inc. for crack repair of driveway and parking area of Thermal property in an amount not to exceed $7,000 from 8487.11.800 Capital Building Improvements – David I’Anson, MPA, MBA/ACC, Administrative Finance Manager (Pg. 65)

8. Closed Session
A. None.

9. Trustee Comments, Requests for Future Agendas Items, Travel, and/or Staff Actions
   The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency situation exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than 3 minutes.

10. Adjournment

   At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

   All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 43420 Trader Place, Indio, California

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Certification of Posting

I certify that on February 5, 2015, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on February 5, 2015.

Crystal G. Moreno, Clerk of the Board
Board of Trustees Meeting Agenda, February 10, 2015 – Page 4
SECTION 4

BOARD REPORTS
EXECUTIVE COMMITTEE MEETING MINUTES
JANUARY 30, 2015
9:30 A.M.

1. CALL TO ORDER:
Vice President Sam Torres called the meeting to order at 9:30 a.m., on Friday, January 30, 2015, in the District's Boardroom. Present were Committee Members: President Doug Walker (via telephone), Vice President Sam Torres, Secretary Bito Larson, and Treasurer Sharon Lock. Also present were General Manager Branka Lothrop, PhD, Administrative Finance Manager David l’Anson, Scientific Operations Manager Jeremy Wittie, and Clerk of the Board Crystal Moreno.

2. CONFIRMATION OF AGENDA:
Confirmed as presented.

3. PUBLIC COMMENTS:
None.

4. REVIEW OF FEBRUARY 10, 2015, BOARD AGENDA:
The draft Agenda for the February Board Meeting was reviewed by the Committee. A discussion ensued.

5. GENERAL MANAGER RETIREMENT TIMELINE:
The Executive Committee discussed the General Manager’s Retirement Timeline, in regards to the recruitment process for hiring a new General Manager; a discussion ensued. The Committee directed General Manager Branka Lothrop to inquire if Chuck Beesley would be available to guide the Trustees in the recruitment process.

6. AGREEMENT WITH DISTRICT LEGAL COUNSEL:
The Executive Committee reviewed the draft agreement for legal services; a discussion ensued. The draft agreement will be presented to the full Board at the February Board Meeting.

7. UPDATE ON RESEARCH WITH DR. MULLER OF HEBREW UNIVERSITY, ISRAEL:
Scientific Operations Manager Jeremy Wittie gave a brief update; a discussion ensued. The Committee and staff agreed that Muller would not be funded at this time.

8. EXECUTIVE COMMITTEE MEETING SCHEDULE:
The 2015 Executive Committee Meeting schedule was arranged – the next Executive Committee Meeting is scheduled for Monday, March 2nd, at 3:30pm.

9. TRUSTEE COMMENTS:
Treasurer Sharon Lock commented on who would be on the 2015 Finance Committee. Trustee Bito Larson inquired about the Thermal Remediation Project and suggested that staff look into installing Bluetooth Units in Supervisor/Manager District vehicles.

10. ADJOURNMENT:
The meeting was adjourned at 11:04 a.m.
CALL TO ORDER:
Treasurer, Robert Cox called the meeting to order at 4:37 p.m. on Tuesday, January 13, 2015, in the District’s Board room. Those present at roll call were: Committee Members Treasurer, Robert Cox, Trustee Sharon Lock, and Secretary Bito Larson. Also present were General Manager Branka Lothrop, Administrative Finance Manager David I’Anson, and Accounting Technician Veronica Montoya.

1. CONFIRMATION OF AGENDA:
The Agenda was confirmed as presented.

2. PUBLIC/STAFF COMMENTS:
None

3. ITEMS OF GENERAL CONSENT:
   a) Approval of Minutes from November 11, 2014 Finance Committee Meeting.
   b) Scheduled of Approved Member of Finance Committee Conference/Seminars

MOTION:
Trustee Sharon Lock motioned to approve all Items of General Consent. The motion was seconded by Trustee Bito Larson.

   In Favor: Treasurer Robert Cox, Secretary Bito Larson, and Trustee Sharon Lock.
   Abstained: None    Opposed: None

4. DISCUSSION AND/OR APPROVAL:
   a) Review of Check Report from FundWare for the period December 3, 2014 to January 8, 2015.
   b) CalCard Charges December 2014
   c) Review of December 2014 Financials.
   d) Treasurer’s Report and Review of Investments for December 2014.

MOTION:
Secretary Bito Larson motioned to approve all items of Discussion and/or Approval. The motion was seconded by Trustee Sharon Lock.

   In Favor: Treasurer Robert Cox, Secretary Bito Larson, and Trustee Sharon Lock.
   Abstained: None    Opposed: None

5. NEW BUSINESS:
   a. Discussion on Auditor – Fedak & Co.
   b. VCJPA – Net Retrospective Adjustment
   c. Review of Finance Related Board Items
Administrative Finance Manager David informed the Committee of Item 5a providing details on the recent changes our Auditing firm experienced. A discussion ensued.

Administrative Finance Manager David informed the Committee of Item 5b. Trustee Lock recommended the check be reverted to VCJPA.

6. SCHEDULE OF NEXT MEETINGS:  
The Finance Committee meeting is scheduled for Tuesday, February 10, 2015 at 4:30 p.m.

7. TRUSTEE AND/OR STAFF COMMENTS/FUTURE AGENDA ITEMS:  
The upcoming expiring CDARS Investment was discussed. Trustee Lock requested that investment rates be emailed to the Committee for review and approval to reinvest if rates are appropriate.

8. ADJOURNMENT  
The meeting was adjourned by Treasurer Robert Cox at 5:05 p.m.
ITEMS OF GENERAL CONSENT
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

BOARD OF TRUSTEES MEETING MINUTES

JANUARY 13, 2015

CALL TO ORDER:
President Doug Walker called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:
Trustee Sam Torres led the Pledge of Allegiance.

OATH OF OFFICE:
Clerk of the Board Crystal Moreno swore in two new Trustees, Nick Nigosian, representing the City of Indian Wells, and Adam Sanchez, representing the City of Desert Hot Springs and one reappointed Trustee, Sam Torres, representing the City of Indio.

ROLL CALL:
Those present at roll call: President Doug Walker, Secretary Bito Larson, Treasurer Robert Cox, Trustees Albert Keck, Sharon Lock, Nick Nigosian, Adam Sanchez, and Sam Torres. Also present were General Manager Branka Lothrop, Administrative Finance Manager David l'Anson, Human Resources Manager Anita Jones, Scientific Operations Manager Jeremy Wittie, Public Information Manager Jill Oviatt, IT Manager Edward Prendez, Vector Ecologist Greg White, Environmental Biologist Jennifer Henke, Lead Supervisor Rodney Chamberlain, Field Supervisors Olde Avalos and Roberta Dieckmann, Clerk of the Board Crystal Moreno, and Interim Legal Counsel Katherine Jenson. Trustee Shelley Kaplan was absent and Trustee Charles Rich called prior to the meeting stating he was resigning from his position of Trustee.

MOTION TO EXCUSE ABSENCES
Trustee Sam Torres made the motion to excuse Trustee Shelley Kaplan’s absence to send a letter of recognition to Trustee Charles Rich. The motion was seconded by Treasurer Albert Keck and carried unanimously.

1. CONFIRMATION OF AGENDA
Trustee Sharon Lock made the motion to confirm the agenda. The motion was seconded by Trustee Albert Keck and carried unanimously.

2. PUBLIC COMMENT
None.

3. CLOSED SESSION
A. Closed Session: Public Employee Appointment, Title: District Legal Counsel pursuant to Government Code Section 54957 – Doug Walker, President of the Board

Returning from Closed Session, President Doug Walker reported that the Board has voted, with six (6) approved (Cox, Keck, Larson, Lock, Torres, and Walker), two (2) abstained (Nigosian and
Sanchez), and two (2) absent (Kaplan and Rich), to enter into contract negotiations with the firm Rutan and Tucker, LLP, for the District’s legal counsel services.

4. **ANNOUNCEMENTS**


5. **BOARD REPORTS**

A. President’s Report – President Walker
B. Finance Committee – Treasurer Cox

*President Doug Walker* reported that the minutes from the last Executive Committee Meeting were in the Board Packet and informed Trustees that the Form 700 was on their desk and needed to be filled out. He also announced that there would be a Trustee Orientation held soon and that, due to current General Manager *Branka Lothrop* retiring at the end of the year, the recruitment of a new General Manager is the Trustees’ project for the year. *Treasurer Robert Cox* reported that the Finance Committee met prior to tonight’s Board Meeting and went over year end reports. He also reported that the last of the lab construction expenses had been paid for and that a copy of the most recent audit was on the Trustees’ desks. *Treasurer Robert Cox* thanked Administrative Finance Manager *David I’Anson* and staff for helping him during his three years serving as Board Treasurer.

6. **ITEMS OF GENERAL CONSENT**

A. Minutes for November 11, 2014, Board Meeting
B. Correspondence
D. Conferences, Trainings, and Seminars
E. Informational Items:
   - Future Travel
   - Staff reports from:
     - Semi-Annual Research Reports from the University of California, Riverside and Davis, and U.S. Department of Agriculture, for 2014
     - Entomological Society of America Annual Conference, November 16-19, 2014, in Portland, OR
     - LAIF Annual Conference, November 18, 2014, Sacramento, CA
     - CALPELRA Conference, November 18-21, 2014, Monterey, CA
     - MVCAC Planning Session, December 4-5, 2014, in Ontario, CA
F. Department Reports
G. Approval of Resolution 2015-01 Adopting Employee Pay Schedule in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – Anita Jones, MPA, Human Resources Manager

H. Approval of Resolution 2015-02 reducing Employer Paid Member Contributions (EPMC) paid by the District for current and future employees represented by CSEA Chapter 2001 – Anita Jones, MPA, Human Resources Manager

I. Approval to extend the annual service agreement for security services for the District headquarters with Desert Resort Security Services, Inc. for one year in an amount not to exceed $875.00 per month, from Fund #7675.01.305, Contract Services – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager

J. Approval for Public Information Manager to attend the AMCA Annual Meeting in New Orleans, LA, March 29-April 2, 2015, in an amount not to exceed $1500.00, from Fund #7600.01.215.02, Professional Development – Jill Oviatt, Public Information Manager

Trustee Sharon Lock made the motion to approve the Items of General Consent, with the exception of item 6A. The motion was seconded by Trustee Albert Keck and carried unanimously.

Trustee Albert Keck made the motion to approve item 6A. The motion was seconded by Treasurer Robert Cox and carried with six (6) approved (Cox, Keck, Larson, Lock, Torres, and Walker), two (2) abstained (Nigosian and Sanchez), and two (2) absent (Kaplan and Rich).

7. OLD BUSINESS
   A. Close Out of the CVMVCD Laboratory Upgrade and Expansion Project – Branka B. Lothrop, General Manager and M. Katherine Jenson, Interim General Counsel

Interim General Counsel M. Katherine Jenson gave a brief report on the Laboratory Upgrade and Expansion Project. A discussion ensued.

   B. Discussion and/or approval of Final FY 2013-2014 Audit Reports – David I’Anson, Administrative Finance Manager

Administrative Finance Manager David I’Anson gave a brief report on the 2013-2014 Audit Reports. Treasurer Robert Cox made the motion to approve item 7B. The motion was seconded by Trustee Sam Torres and carried unanimously.

8. NEW BUSINESS
   A. General Manager, Branka B. Lothrop, PhD, Evaluation – Doug Walker, Board President and M. Katherine Jenson, Interim General Counsel

President Doug Walker gave a brief report on the General Manager’s evaluation and stated that General Manager Branka Lothrop is doing an excellent job and exceeding expectations, and that
the Executive Committee is recommending 5% salary increase. A discussion ensued. **Trustee Sharon Lock** made the motion to give **General Manager Branka Lothrop** a 7% salary increase. The motion was seconded by **Trustee Sam Torres** and carried with seven (7) approved (Cox, Keck, Larson, Lock, Nigosian, Torres, and Walker), one (1) abstained (Sanchez), and two (2) absent (Kaplan and Rich).

**B. Nomination and election of Board Officers for the 2015 Calendar Year – ad hoc Nomination Committee and M. Katherine Jenson, Interim Legal Counsel**

**Trustee Albert Keck** presented the slate of nominees for Board Officers for the 2015 Calendar Year – President Doug Walker, Vice-President Sam Torres, Treasurer Sharon Lock, and Secretary Bito Larson. **Trustee Nick Nigosian** made the motion to approve the slate of officers as presented by the Nomination Committee. The motion was seconded by **Treasurer Robert Cox** and carried unanimously.

**9. TRUSTEE COMMENTS, REQUESTS FOR FUTURE AGENDA ITEMS, TRAVEL AND/OR STAFF ACTIONS**

**Treasurer Robert Cox** commented that the Riverside County National Date Festival would be beginning on February 13th. **Trustee Sharon Lock** thanked **Treasurer Robert Cox** for his work as Treasurer and noted that the Finance Committee will miss him. **Trustee Nick Nigosian** stated that he was honored to return to the District and congratulated staff on their work. **Trustee Albert Keck** welcomed **Trustees Nick Nigosian** and **Adam Sanchez** and thanked **Treasurer Robert Cox** for his work as Treasurer. He also commented that the presentations provided during the Board Meeting were great and that it is gratifying to see what is going on at the District. **Trustee Adam Sanchez** stated that he volunteered for the position and was glad to be on a Board without financial challenges. He hopes to be able to focus on public relations and outreach in Desert Hot Springs; he appreciates the opportunity to serve on the District Board. **President Doug Walker** encouraged Trustees to attend District approved conferences. **Trustee Sam Torres** commented that he was glad to have been appointed and believes the District has an important job. He stated that he is very happy to be on the Board and thought tonight’s presentations were great.

**10. ADJOURNMENT:**
The meeting was adjourned by **President Doug Walker** at 7:54 p.m.
**From:** Michael Martinez  
**Sent:** Friday, January 23, 2015 4:34 PM  
**To:** District Wide Group  
**Subject:** Happy Resident

Today I received a call and resident was happy to say Ramon Gonzalez did a great job on his Bee SR. She said he was very nice and professional to take the time to educate her daughter on bees. Great Job Ramon!

MICHAEL MARTINEZ  
Field Supervisor  
Coachella Valley Mosquito and Vector Control District  
43-420 Trader Place  
Indio, CA 92201  
760-342-8287 Office  
760-574-2050 Cell

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**From:** Ussery, Kimberly [mailto:kimberly.ussery@desertsands.us]  
**Sent:** Thursday, January 29, 2015 10:49 AM  
**To:** Melissa Snelling  
**Subject:** Thanks!

Dear Melissa Snelling,  
Thank you for your help with my daughter, Coco, and her Group on their science project. Not only did you help with the supplies and experimental design clarification, but you were a terrific example of a woman in science.

Sincerely,  
Kim Ussery  
JGMS
### Coachella Valley Mosquito and Vector Control District
**Checks Issued for the period of:**
**January 14, 2015 to February 3, 2015**

#### Pre-Approved Expenditures:

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#### Cash - First Foundation Bank Checking Account Check Run Total - Pre-Approved

**Total Amount:** 319,952.51

**Cash - First Foundation Bank Checking**

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<td>38555</td>
<td>Crystal Moreno</td>
<td>Tuition Reimbursement</td>
</tr>
<tr>
<td>38556</td>
<td>NAPA Auto &amp; Truck Parts</td>
<td>Vehicle Parts &amp; Supplies</td>
</tr>
<tr>
<td>38557</td>
<td>Powers Awards</td>
<td>Repair &amp; Maintenance - Operations</td>
</tr>
<tr>
<td>38558</td>
<td>Praxair Distribution, Inc.</td>
<td>Equipment Application Parts &amp; Supplies</td>
</tr>
<tr>
<td>38559</td>
<td>Pure Water Technology, Inc.</td>
<td>Employee Support</td>
</tr>
<tr>
<td>38560</td>
<td>RCIT</td>
<td>IT Communications</td>
</tr>
<tr>
<td>38561</td>
<td>Rivco Mechanical Services, Inc.</td>
<td>Contract Services</td>
</tr>
</tbody>
</table>
Coachella Valley Mosquito and Vector Control District
Checks Issued for the period of:
January 14, 2015 to February 3, 2015

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Payable to:</th>
<th>Purchase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>38562</td>
<td>Rutan &amp; Tucker, LLP</td>
<td>Attorney Fees - General</td>
<td>2,865.87</td>
</tr>
<tr>
<td>38563</td>
<td>Society For Vector Ecology</td>
<td>Corp Dues &amp; Memberships</td>
<td>500.00</td>
</tr>
<tr>
<td>38564</td>
<td>The SoCo Group, Inc.</td>
<td>Motor Fuel &amp; Oils</td>
<td>3,352.74</td>
</tr>
<tr>
<td>38565</td>
<td>TCI</td>
<td>Safety Expense</td>
<td>97.28</td>
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<tr>
<td>38566</td>
<td>Thomson Reuters</td>
<td>Office Supplies</td>
<td>54.00</td>
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<tr>
<td>38567</td>
<td>TPC</td>
<td>Promotion &amp; Education</td>
<td>2,930.00</td>
</tr>
<tr>
<td>38568</td>
<td>U.S. Bank</td>
<td>Cal Card</td>
<td>18,159.64</td>
</tr>
<tr>
<td>38569</td>
<td>U.S. Foods</td>
<td>Control Products</td>
<td>603.40</td>
</tr>
<tr>
<td>38570</td>
<td>U.S. Plastics Corp</td>
<td>Operating Supplies</td>
<td>71.43</td>
</tr>
<tr>
<td>38571</td>
<td>Universal Brake &amp; Alignment</td>
<td>Offsite Vehicle Maintenance &amp; Repair</td>
<td>50.00</td>
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<tr>
<td>38572</td>
<td>Wellness Works</td>
<td>Employee Assistance Program</td>
<td>224.00</td>
</tr>
</tbody>
</table>

Cash - First Foundation Bank Check Run Total to be approved 50,458.50

Cash - First Foundation Bank Checking (Equipment)

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Payable to:</th>
<th>Purchase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>38573</td>
<td>Insight Public Sector</td>
<td>IT Capital Outlay</td>
<td>3,976.51</td>
</tr>
</tbody>
</table>

Cash - First Foundation Bank Checking (Equipment) $3,976.51

Total Expenditures: January 14, 2015 to February 3, 2015 666,466.14

Sharon Lock, Treasurer

Doug Walker, President
<table>
<thead>
<tr>
<th></th>
<th>Beginning of the Month</th>
<th>Change During the Month</th>
<th>End of the Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVESTMENTS</td>
<td>$10,495,411</td>
<td>$2,088,230</td>
<td>$12,583,641</td>
</tr>
<tr>
<td>CASH</td>
<td>$322,490</td>
<td>(169,604)</td>
<td>$152,886</td>
</tr>
<tr>
<td>INVESTMENTS &amp; CASH</td>
<td>$10,817,901</td>
<td>$1,918,626</td>
<td>$12,736,527</td>
</tr>
<tr>
<td>CURRENT ASSETS</td>
<td>$1,407,983</td>
<td>(5,681)</td>
<td>1,402,303</td>
</tr>
<tr>
<td>FIXED ASSETS</td>
<td>$12,022,189</td>
<td>-</td>
<td>12,022,189</td>
</tr>
<tr>
<td>OTHER ASSETS</td>
<td>$3,630,151</td>
<td>-</td>
<td>3,630,151</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>$27,878,224</td>
<td>$1,912,945</td>
<td>$29,791,169</td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td>$4,137,080</td>
<td>(438,343)</td>
<td>$3,698,737</td>
</tr>
<tr>
<td>TOTAL DISTRICT EQUITY</td>
<td>$23,741,144</td>
<td>2,351,288</td>
<td>26,092,432</td>
</tr>
<tr>
<td>TOTAL LIABILITIES &amp; EQUITY</td>
<td>$27,878,224</td>
<td>$1,912,945</td>
<td>$29,791,169</td>
</tr>
</tbody>
</table>

**RECEIPTS**  
$2,950,144

**CASH DISBURSEMENTS**

- Payroll $481,564
- General Admin $549,954

Total Cash Disbursements $1,031,518

**NON-CASH ENTRIES:**

- Accrual Modifications $5,681
- Changes in A/P, A/R & Pre-paid insurance

Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments $1,912,945
## COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
### INVESTMENT FUND BALANCES AS OF JANUARY 31, 2015

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>IDENTIFICATION</th>
<th>Issue Date</th>
<th>Maturity Date</th>
<th>YIELD</th>
<th>BALANCE</th>
<th>PERCENT OF TOTAL INVESTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAIF</td>
<td>Common Investments</td>
<td></td>
<td></td>
<td>0.26%</td>
<td>5,607,988</td>
<td>44.57%</td>
</tr>
<tr>
<td>Riverside County Funds 51105, 51110 and 51115</td>
<td></td>
<td></td>
<td></td>
<td>0.42%</td>
<td>4,469,336</td>
<td>35.52%</td>
</tr>
<tr>
<td>First Foundation</td>
<td>Market Rate</td>
<td></td>
<td></td>
<td>0.10%</td>
<td>1,026,317</td>
<td>8.16%</td>
</tr>
<tr>
<td>First Foundation</td>
<td>CDARS 2014-03-27 2015-03-26</td>
<td>0.65%</td>
<td>500,000</td>
<td></td>
<td></td>
<td>3.97%</td>
</tr>
<tr>
<td>First Foundation</td>
<td>CDARS 2014-02-20 2015-02-19</td>
<td>0.65%</td>
<td>500,000</td>
<td></td>
<td></td>
<td>3.97%</td>
</tr>
<tr>
<td>First Foundation</td>
<td>CDARS 2014-07-31 2016-07-28</td>
<td>0.85%</td>
<td>240,000</td>
<td></td>
<td></td>
<td>1.91%</td>
</tr>
<tr>
<td>First Foundation</td>
<td>CD 2014-07-31 2016-07-28</td>
<td>1.00%</td>
<td>240,000</td>
<td></td>
<td></td>
<td>1.91%</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$12,583,641</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

## LISTING OF MONTHLY RECEIPTS

For January 31, 2015

<table>
<thead>
<tr>
<th>DATE</th>
<th>RECEIVED FROM</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/5/2015</td>
<td>Riverside County</td>
<td>14,644.26</td>
<td>Homeowners Exemption</td>
</tr>
<tr>
<td>1/6/2015</td>
<td>Valley Sanitary District</td>
<td>802.88</td>
<td>Pesticide Reimbursement</td>
</tr>
<tr>
<td>1/6/2015</td>
<td>Riverside County</td>
<td>1,760,295.37</td>
<td>Property Tax Increment</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Riverside County</td>
<td>12,260.40</td>
<td>Property Taxes - Prior Year</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Riverside County</td>
<td>1,400.82</td>
<td>Property Taxes - Prior Year</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Riverside County</td>
<td>12,101.92</td>
<td>Property Taxes - Current Year</td>
</tr>
<tr>
<td>1/13/2015</td>
<td>Geneva Ginn</td>
<td>87.50</td>
<td>Expense Reimbursement</td>
</tr>
<tr>
<td>1/14/2015</td>
<td>Riverside County</td>
<td>672,436.16</td>
<td>Current Secured</td>
</tr>
<tr>
<td>1/14/2015</td>
<td>Local Agency Investment Fund</td>
<td>3,591.03</td>
<td>LAIF Interest</td>
</tr>
<tr>
<td>1/23/2015</td>
<td>Riverside County</td>
<td>57,357.98</td>
<td>State Board of Equalization</td>
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<tr>
<td>1/23/2015</td>
<td>Riverside County</td>
<td>414,901.89</td>
<td>Benefit Assessment</td>
</tr>
<tr>
<td>1/23/2015</td>
<td>Gary Howell</td>
<td>200.00</td>
<td>Health Insurance Premiums</td>
</tr>
<tr>
<td>1/31/2015</td>
<td>First Foundation Bank</td>
<td>63.75</td>
<td>Bank Interest</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td></td>
<td><strong>$2,950,143.96</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Coachella Valley Mosquito Vector Control District

#### FINANCIAL STATEMENT OF REVENUES AND EXPENSES

January 31, 2015

(In Dollars)

<table>
<thead>
<tr>
<th>Month</th>
<th>Y-T-D Balance</th>
<th>Y-T-D</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget 2014-2015</strong></td>
<td><strong>This Month</strong></td>
<td><strong>REVENUES</strong></td>
<td><strong>%</strong></td>
</tr>
<tr>
<td>Current Taxes</td>
<td>6,839,395</td>
<td>2,516,836</td>
<td>3,590,711</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>16,000</td>
<td>(184)</td>
<td>38,943</td>
</tr>
<tr>
<td>Prior Taxes</td>
<td>25,500</td>
<td>13,661</td>
<td>13,661</td>
</tr>
<tr>
<td>Interest Income</td>
<td>40,000</td>
<td>3,655</td>
<td>12,650</td>
</tr>
<tr>
<td>Benefit Assessment Income</td>
<td>947,946</td>
<td>499,455</td>
<td>499,455</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>7,868,842</strong></td>
<td><strong>3,033,423</strong></td>
<td><strong>4,155,419</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Y-T-D Balance</th>
<th>Y-T-D</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5101 Payroll - Full Time</td>
<td>3,827,111</td>
<td>296,908</td>
<td>2,198,518</td>
</tr>
<tr>
<td>5102 Payroll - Seasonal</td>
<td>64,080</td>
<td>1,116</td>
<td>24,210</td>
</tr>
<tr>
<td>5103 Temporary Services</td>
<td>6,900</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5105 Overtime Expenses</td>
<td>26,300</td>
<td>441</td>
<td>12,065</td>
</tr>
<tr>
<td>5150 State Retirement Expense</td>
<td>452,477</td>
<td>50,223</td>
<td>194,510</td>
</tr>
<tr>
<td>5155 Social Security Expense</td>
<td>242,072</td>
<td>19,124</td>
<td>135,835</td>
</tr>
<tr>
<td>5165 Medicare Expense</td>
<td>56,614</td>
<td>4,473</td>
<td>35,002</td>
</tr>
<tr>
<td>5170 Cafeteria Plan Expense</td>
<td>860,881</td>
<td>73,325</td>
<td>588,364</td>
</tr>
<tr>
<td>5172 Retiree Healthcare</td>
<td>280,905</td>
<td>45,354</td>
<td>185,312</td>
</tr>
<tr>
<td>5180 Deferred Compensation</td>
<td>89,937</td>
<td>-</td>
<td>2,547</td>
</tr>
<tr>
<td>5195 Unemployment Insurance</td>
<td>25,989</td>
<td>13,082</td>
<td>2,007</td>
</tr>
<tr>
<td><strong>Total Payroll Expense</strong></td>
<td><strong>5,933,268</strong></td>
<td><strong>503,913</strong></td>
<td><strong>3,442,689</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Y-T-D Balance</th>
<th>Y-T-D</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5250 Tuition Reimbursement</td>
<td>6,000</td>
<td>2,169</td>
<td>3,453</td>
</tr>
<tr>
<td>5300 Employee Incentive</td>
<td>10,000</td>
<td>1,515</td>
<td>7,747</td>
</tr>
<tr>
<td>5301 Employee Support</td>
<td>4,500</td>
<td>423</td>
<td>2,151</td>
</tr>
<tr>
<td>5305 Employee Assistance Program</td>
<td>2,800</td>
<td>224</td>
<td>1,600</td>
</tr>
<tr>
<td>6000 Property &amp; Liability Insurance</td>
<td>127,566</td>
<td>(17,745)</td>
<td>49,502</td>
</tr>
<tr>
<td>6001 Workers’ Compensation Insurance</td>
<td>220,670</td>
<td>21,927</td>
<td>132,159</td>
</tr>
<tr>
<td>6050 Dues &amp; Subscriptions</td>
<td>20,930</td>
<td>610</td>
<td>19,164</td>
</tr>
<tr>
<td>6060 Public Education Materials</td>
<td>13,900</td>
<td>-</td>
<td>2,315</td>
</tr>
<tr>
<td>6065 Recruitment/Advertising</td>
<td>4,000</td>
<td>27</td>
<td>1,559</td>
</tr>
<tr>
<td>6070 Office Supplies</td>
<td>17,020</td>
<td>1,784</td>
<td>9,819</td>
</tr>
<tr>
<td>6075 Postage</td>
<td>10,300</td>
<td>508</td>
<td>6,263</td>
</tr>
<tr>
<td>6080 Computer &amp; Network Systems</td>
<td>5,000</td>
<td>1,033</td>
<td>2,670</td>
</tr>
<tr>
<td>6085 Bank Service Charges</td>
<td>200</td>
<td>-</td>
<td>24</td>
</tr>
<tr>
<td>6090 Local Agency Formation Comm</td>
<td>120</td>
<td>-</td>
<td>979</td>
</tr>
<tr>
<td>6095 Miscellaneous Professional Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>55,000</td>
<td>-</td>
<td>23,782</td>
</tr>
<tr>
<td>Information Systems</td>
<td>13,015</td>
<td>-</td>
<td>3,260</td>
</tr>
<tr>
<td>District Wide</td>
<td>13,500</td>
<td>1,925</td>
<td>8,715</td>
</tr>
<tr>
<td>6100 Attorney Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Counsel</td>
<td>45,000</td>
<td>295</td>
<td>34,808</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>-</td>
<td>-</td>
<td>9,947</td>
</tr>
<tr>
<td>Personnel</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6106 HR Risk Management</td>
<td>4,200</td>
<td>-</td>
<td>4,158</td>
</tr>
<tr>
<td>6110 Conference Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MVCAC Committee Assign</td>
<td>14,600</td>
<td>-</td>
<td>2,869</td>
</tr>
<tr>
<td>Annual Conference Expense</td>
<td>14,400</td>
<td>3,340</td>
<td>3,690</td>
</tr>
<tr>
<td>Trustee Travel</td>
<td>16,800</td>
<td>1,204</td>
<td>5,552</td>
</tr>
<tr>
<td>6115 Trustee In-Lieu Expense</td>
<td>13,200</td>
<td>900</td>
<td>7,491</td>
</tr>
<tr>
<td>6120 Trustee Support Expense</td>
<td>2,900</td>
<td>383</td>
<td>2,292</td>
</tr>
<tr>
<td>6200 Meetings Expense</td>
<td>3,000</td>
<td>90</td>
<td>1,883</td>
</tr>
<tr>
<td>6210 Promotion &amp; Education</td>
<td>14,300</td>
<td>2,930</td>
<td>5,260</td>
</tr>
<tr>
<td>6220 Public Outreach Advertising</td>
<td>40,000</td>
<td>-</td>
<td>8,902</td>
</tr>
<tr>
<td>6500 Benefit Assessment Expense</td>
<td>104,000</td>
<td>84,553</td>
<td>90,918</td>
</tr>
<tr>
<td><strong>Total Administrative Expense</strong></td>
<td><strong>808,001</strong></td>
<td><strong>108,096</strong></td>
<td><strong>452,933</strong></td>
</tr>
</tbody>
</table>
## Coachella Valley Mosquito Vector Control District

**FINANCIAL STATEMENT OF REVENUES AND EXPENSES**

January 31, 2015  
(In Dollars)

### Utility Expense

<table>
<thead>
<tr>
<th>Budget 2014-2015</th>
<th>This Month</th>
<th>Y-T-D</th>
<th>Budget Balance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>6400 Utilities</td>
<td>75,000</td>
<td>9,167</td>
<td>56,913</td>
<td>18,087</td>
</tr>
<tr>
<td>6410 Telecommunications</td>
<td>26,460</td>
<td>1,112</td>
<td>5,680</td>
<td>20,780</td>
</tr>
<tr>
<td><strong>Total Utility Expense</strong></td>
<td><strong>101,460</strong></td>
<td><strong>10,280</strong></td>
<td><strong>62,592</strong></td>
<td><strong>38,868</strong></td>
</tr>
</tbody>
</table>

### Operating Expense

<table>
<thead>
<tr>
<th>Budget 2014-2015</th>
<th>This Month</th>
<th>Y-T-D</th>
<th>Budget Balance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000 Uniform Expense</td>
<td>32,350</td>
<td>1,747</td>
<td>10,902</td>
<td>21,448</td>
</tr>
<tr>
<td>7050 Safety Expense</td>
<td>25,150</td>
<td>1,134</td>
<td>8,055</td>
<td>17,095</td>
</tr>
<tr>
<td>7100 Physician Fees</td>
<td>1,500</td>
<td>135</td>
<td>1,017</td>
<td>483</td>
</tr>
<tr>
<td>7150 Communications &amp; Site Rental</td>
<td>28,000</td>
<td>2,071</td>
<td>16,336</td>
<td>11,664</td>
</tr>
<tr>
<td>7200 Maintenance Supplies</td>
<td>3,000</td>
<td>513</td>
<td>2,509</td>
<td>491</td>
</tr>
<tr>
<td>7300 Building &amp; Grounds Maintenance</td>
<td>41,000</td>
<td>3,196</td>
<td>31,476</td>
<td>9,524</td>
</tr>
<tr>
<td>7310 Calibration &amp; Cert of Equipment</td>
<td>18,146</td>
<td>-</td>
<td>1,000</td>
<td>17,146</td>
</tr>
<tr>
<td>7350 Permits &amp; Fees</td>
<td>13,410</td>
<td>1,134</td>
<td>8,055</td>
<td>17,095</td>
</tr>
<tr>
<td>7400 Vehicle Parts &amp; Supplies</td>
<td>30,000</td>
<td>3,524</td>
<td>22,491</td>
<td>7,509</td>
</tr>
<tr>
<td>7420 Offsite Vehicle Maintenance &amp; Supplies</td>
<td>9,600</td>
<td>165</td>
<td>2,157</td>
<td>7,443</td>
</tr>
<tr>
<td>7450 Equipment Parts &amp; Supplies</td>
<td>7,600</td>
<td>215</td>
<td>4,553</td>
<td>3,047</td>
</tr>
<tr>
<td>7450 Equipment Rental</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>713</td>
</tr>
<tr>
<td>7600 Staff Training</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>713</td>
</tr>
<tr>
<td>State Required CEU</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>State Certified Technician F</td>
<td>5,000</td>
<td>-</td>
<td>5,157</td>
<td>(157)</td>
</tr>
<tr>
<td>Professional Development</td>
<td>45,600</td>
<td>1,490</td>
<td>21,592</td>
<td>24,008</td>
</tr>
<tr>
<td>7650 Equipment Rental</td>
<td>1,000</td>
<td>-</td>
<td>287</td>
<td>713</td>
</tr>
<tr>
<td>7675 Contract Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Administration</td>
<td>9,500</td>
<td>755</td>
<td>4,959</td>
<td>4,541</td>
</tr>
<tr>
<td>Information Systems</td>
<td>41,000</td>
<td>1,614</td>
<td>17,617</td>
<td>23,383</td>
</tr>
<tr>
<td>Facilities</td>
<td>78,400</td>
<td>9,105</td>
<td>46,982</td>
<td>31,418</td>
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<tr>
<td>Operations</td>
<td>6,000</td>
<td>708</td>
<td>2,617</td>
<td>3,833</td>
</tr>
<tr>
<td>7700 Motor Fuels &amp; Oil</td>
<td>107,200</td>
<td>3,506</td>
<td>56,293</td>
<td>50,907</td>
</tr>
<tr>
<td>7750 Field Operating Supplies</td>
<td>15,000</td>
<td>2,660</td>
<td>8,739</td>
<td>6,261</td>
</tr>
<tr>
<td>7800 Control</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Chemical Control</td>
<td>570,000</td>
<td>(199)</td>
<td>305,314</td>
<td>264,686</td>
</tr>
<tr>
<td>Physical Control</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>7850 Aerial Applications</td>
<td>56,000</td>
<td>3,500</td>
<td>22,680</td>
<td>33,320</td>
</tr>
<tr>
<td>8415 Operating Equipment</td>
<td>5,000</td>
<td>-</td>
<td>(127)</td>
<td>5,127</td>
</tr>
<tr>
<td>8487 Furniture &amp; Equipment</td>
<td>1,000</td>
<td>-</td>
<td>439</td>
<td>561</td>
</tr>
<tr>
<td>8510 Research Projects</td>
<td>150,000</td>
<td>-</td>
<td>114,222</td>
<td>35,778</td>
</tr>
<tr>
<td>8510 USDA - COOP expenses to be refilled</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td><strong>1,437,856</strong></td>
<td><strong>42,505</strong></td>
<td><strong>754,420</strong></td>
<td><strong>683,236</strong></td>
</tr>
</tbody>
</table>

### TOTAL EXPENSES

<table>
<thead>
<tr>
<th>Budget 2014-2015</th>
<th>This Month</th>
<th>Y-T-D</th>
<th>Budget Balance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Operating Revenue Less Expenses</strong></td>
<td><strong>(411,543)</strong></td>
<td><strong>2,368,630</strong></td>
<td><strong>(557,215)</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CAPITAL EXPENSES

<table>
<thead>
<tr>
<th>Budget 2014-2015</th>
<th>This Month</th>
<th>Y-T-D</th>
<th>Budget Balance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>6095 Professional Fees</td>
<td>10,000</td>
<td>(6,385)</td>
<td>9,158</td>
<td>843</td>
</tr>
<tr>
<td>6100 Attorney Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8415 Equipment Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8463 Interior Upgrade</td>
<td>45,000</td>
<td>-</td>
<td>45,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>8487 Facility Improvements</td>
<td>80,100</td>
<td>-</td>
<td>91,472</td>
<td>(11,372)</td>
</tr>
<tr>
<td>9000 Contingency Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL EXPENSES</strong></td>
<td><strong>135,100</strong></td>
<td><strong>(6,385)</strong></td>
<td><strong>100,630</strong></td>
<td><strong>34,470</strong></td>
</tr>
</tbody>
</table>

### Total Operations Revenue Less Expenses

<table>
<thead>
<tr>
<th>Budget 2014-2015</th>
<th>This Month</th>
<th>Y-T-D</th>
<th>Budget Balance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Operations Revenue Less Expenses</strong></td>
<td><strong>(546,643)</strong></td>
<td><strong>2,375,014</strong></td>
<td><strong>(657,845)</strong></td>
<td></td>
</tr>
</tbody>
</table>
Coachella Valley Mosquito Vector Control District  
Balance Sheet  
As of January 31, 2015

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General Fund</th>
<th>Capital Replacement</th>
<th>Other Governmental Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash and Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash - Checking</td>
<td>$ 4,971</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 4,971</td>
</tr>
<tr>
<td>Cash - Payroll</td>
<td>$ 123,679</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 123,679</td>
</tr>
<tr>
<td>Cash - Building Fund Checking</td>
<td>$ 22,236</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 22,236</td>
</tr>
<tr>
<td>Cash - Petty Cash</td>
<td>$ 2,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>Investment Balances</td>
<td>$ 10,850,156</td>
<td>$ 1,417,445</td>
<td>$ 316,039</td>
<td>$ 12,583,641</td>
</tr>
<tr>
<td>Total Cash and Investments</td>
<td>$ 11,003,042</td>
<td>$ 1,417,445</td>
<td>$ 316,039</td>
<td>$ 12,736,527</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$ 1,297</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,297</td>
</tr>
<tr>
<td>Interest Receivable</td>
<td>$ 2,023</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,023</td>
</tr>
<tr>
<td>Lease Payment Receivable</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Allowance for Bad Debts</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Chemical - Inventory</td>
<td>$ 409,411</td>
<td>$ -</td>
<td>$ -</td>
<td>409,411</td>
</tr>
<tr>
<td>Shop - Inventory</td>
<td>$ 10,007</td>
<td>$ -</td>
<td>$ -</td>
<td>10,007</td>
</tr>
<tr>
<td>Prepaids and Deposits</td>
<td>$ 979,566</td>
<td>$ -</td>
<td>$ -</td>
<td>979,566</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>$ 1,402,303</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,402,303</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>$ 3,076,209</td>
<td>$ 27,666</td>
<td>$ -</td>
<td>3,103,874</td>
</tr>
<tr>
<td>BIO Control Building</td>
<td>$ 3,821,647</td>
<td>$ -</td>
<td>$ -</td>
<td>3,821,647</td>
</tr>
<tr>
<td>Vehicles</td>
<td>$ -</td>
<td>$ 1,345,363</td>
<td>$ -</td>
<td>1,345,363</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>$ 100,281</td>
<td>$ 219,477</td>
<td>$ -</td>
<td>319,758</td>
</tr>
<tr>
<td>Computer Equipment GIS</td>
<td>$ -</td>
<td>$ 273,932</td>
<td>$ -</td>
<td>273,932</td>
</tr>
<tr>
<td>Office Furniture and Equipment</td>
<td>$ 1,027,317</td>
<td>$ 145,929</td>
<td>$ -</td>
<td>1,173,246</td>
</tr>
<tr>
<td>Bio Control Equipment/Furniture</td>
<td>$ 32,034</td>
<td>$ -</td>
<td>$ -</td>
<td>32,034</td>
</tr>
<tr>
<td>Land</td>
<td>$ 417,873</td>
<td>$ -</td>
<td>$ -</td>
<td>417,873</td>
</tr>
<tr>
<td>Oleander Building</td>
<td>$ 5,665,862</td>
<td>$ -</td>
<td>$ -</td>
<td>5,665,862</td>
</tr>
<tr>
<td>Signage</td>
<td>$ 23,651</td>
<td>$ -</td>
<td>$ -</td>
<td>23,651</td>
</tr>
<tr>
<td>Structures and Improvements</td>
<td>$ 2,809,063</td>
<td>$ -</td>
<td>$ -</td>
<td>2,809,063</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>$ (5,249,192)</td>
<td>$ (1,714,921)</td>
<td>$ -</td>
<td>(6,964,113)</td>
</tr>
<tr>
<td>Total Fixed Assets</td>
<td>$ 11,724,744</td>
<td>$ 297,445</td>
<td>$ -</td>
<td>$ 12,022,189</td>
</tr>
<tr>
<td><strong>Other Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources to be Provided</td>
<td>$ 3,630,151</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 3,630,151</td>
</tr>
<tr>
<td>Total Other Assets</td>
<td>$ 3,630,151</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 3,630,151</td>
</tr>
</tbody>
</table>

**TOTAL ASSETS** 

$ 27,760,240 $ 1,714,890 $ 316,039 $ 29,791,169
# Balance Sheet

**Coachella Valley Mosquito Vector Control District**  
**As of January 31, 2015**

## Liabilities and Equity

<table>
<thead>
<tr>
<th>Fund</th>
<th>General Fund</th>
<th>Capital Replacement</th>
<th>Other Governmental Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$ 43,078</td>
<td>$ 3,977</td>
<td>$ -</td>
<td>$ 47,055</td>
</tr>
<tr>
<td>Accrued Payroll and Payroll Taxes</td>
<td>$ 2,006</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,006</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Retentions Payable - Capital Fund</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Claims/Judgments Payable</td>
<td>(52)</td>
<td>$ -</td>
<td>$ -</td>
<td>(52)</td>
</tr>
<tr>
<td>Union Dues/Charity Payable</td>
<td>(171)</td>
<td>$ -</td>
<td>$ -</td>
<td>(171)</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>$ 44,860</td>
<td>$ 3,977</td>
<td>$ -</td>
<td>$ 48,837</td>
</tr>
<tr>
<td>Long Term Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pollution Remediation Obligation</td>
<td>$ 2,100,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,100,000</td>
</tr>
<tr>
<td>OPEB Obligation</td>
<td>$ 1,099,850</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,099,850</td>
</tr>
<tr>
<td>Compensated Absences Payable</td>
<td>$ 450,051</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 450,051</td>
</tr>
<tr>
<td>Total Long Term Liabilities</td>
<td>$ 3,649,901</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 3,649,901</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$ 3,694,761</td>
<td>$ 3,977</td>
<td>$ -</td>
<td>$ 3,698,737</td>
</tr>
<tr>
<td><strong>EQUITY - FUND BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non - Spendable Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in Capital Assets</td>
<td>$ 11,724,744</td>
<td>$ 710,020</td>
<td>$ -</td>
<td>$ 12,434,764</td>
</tr>
<tr>
<td>Inventory</td>
<td>$ 364,469</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 364,469</td>
</tr>
<tr>
<td>Prepaids &amp; Deposits</td>
<td>$ 846,342</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 846,342</td>
</tr>
<tr>
<td>Total Non - Spendable Fund Balance</td>
<td>$ 12,935,526</td>
<td>$ 710,020</td>
<td>$ -</td>
<td>$ 13,645,576</td>
</tr>
<tr>
<td>Committed Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated for Emergency Service</td>
<td>$ 2,622,947</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,622,947</td>
</tr>
<tr>
<td>$ 2,622,947</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated for Other Post Employment Benefits</td>
<td>$ 1,684,417</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,684,417</td>
</tr>
<tr>
<td>Designated for Environmental Remediation</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Designated for General Reserve</td>
<td>$ 4,721,305</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 4,721,305</td>
</tr>
<tr>
<td>Designated for Replacements &amp; Emergency Recovery</td>
<td>$ 2,933,442</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,933,442</td>
</tr>
<tr>
<td>Designated for Future Construction</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Designated for Equipment Replacement</td>
<td>$ -</td>
<td>$ 391,243</td>
<td>$ -</td>
<td>$ 391,243</td>
</tr>
<tr>
<td>Designated for Vehicle Replacement</td>
<td>$ -</td>
<td>$ 1,071,102</td>
<td>$ -</td>
<td>$ 1,071,102</td>
</tr>
<tr>
<td>$ 9,339,164</td>
<td></td>
<td>$ 1,462,345</td>
<td>$ -</td>
<td>$ 11,104,009</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unassigned</td>
<td>(174,343)</td>
<td>(420,284)</td>
<td>$ 1,663</td>
<td>(592,963)</td>
</tr>
<tr>
<td>$ (657,845)</td>
<td>(41,168)</td>
<td>(420,284)</td>
<td>$ 1,663</td>
<td>(687,137)</td>
</tr>
<tr>
<td>Excess Revenue over (under) Expenditures</td>
<td></td>
<td>$ 11,876</td>
<td></td>
<td>$ 11,876</td>
</tr>
<tr>
<td>$ (657,845)</td>
<td></td>
<td>$ (41,168)</td>
<td></td>
<td>$ (687,137)</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td>$ 24,065,479</td>
<td>$ 1,710,914</td>
<td>$ 316,039</td>
<td>$ 26,092,432</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND EQUITY</strong></td>
<td>$ 27,760,240</td>
<td>$ 1,714,890</td>
<td>$ 316,039</td>
<td>$ 29,791,169</td>
</tr>
</tbody>
</table>

*Unaudited*
AGENDA ITEM: General Consent
Conferences, Trainings, and Seminars – Crystal G. Moreno, Administrative Assistant

BACKGROUND:
Throughout the year many conferences, trainings, and seminars are presented by various organizations that may be of special interest to members of the Board of Trustees. The following are training opportunities that are available:

- **March 25, 2015: MVCAC Lobby Day** (Sacramento, CA) ~ Lobby Day is a day organized by the Mosquito and Vector Control Association of California to gather representatives from as many district’s as possible to lobby for legislation that relates to mosquito and vector control districts. The day starts with a short meeting prior to everyone breaking off to speak to their District’s legislators.
  - Requests to attend must be made by the **February 2015 Board Meeting**.

- **September 21-24, 2015: CSDA Annual Conference** (Monterey, CA) ~ Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district specific topics with over thirty breakout session options, network with your peers and more at the leadership conference for special districts.
  - Requests to attend must be made by the **July 2015 Board Meeting**.
Serving on the District’s Board of Trustees is a **BIG** responsibility but do you know all that your role entails?

*Come and Join Us for a Fun and Informative Workshop that Provides a Full Overview on the Role of a CVMVCD Trustee!*

**Date:** Tuesday, March 10, 2015  
**Time:** 4:30pm  
**Location:** District Boardroom

Even if you have gathered knowledge and insight by serving for years as a Trustee, come and share your wisdom with your fellow Trustees!

**A tour of the upgraded lab facility will follow**
AGENDA ITEM: Items of General Consent
Future Trustee and Staff Travel – **Crystal G. Moreno, Administrative Assistant**

**BACKGROUND:**
The following are conferences and meetings that are scheduled to be attended:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>11th-13th</td>
<td>CSDA Clerk of the Board Annual Conference – San Diego, CA</td>
<td>Crystal Moreno, Administrative Assistant</td>
</tr>
<tr>
<td>March</td>
<td>25th</td>
<td>MVCAC Lobby Day – Sacramento, CA</td>
<td>Jeremy Wittie, Scientific Operations Manager</td>
</tr>
</tbody>
</table>
|         | 29th- April 2nd | AMCA Annual Conference – New Orleans, LA | Doug Walker, Trustee  
Branka Lothrop, General Manager  
Jeremy Wittie, Scientific Operations Manager  
Jill Oviatt, Public Outreach Manager  
Gregory White, Vector Ecologist  
Jennifer Henke, Environmental Biologist  
Rodney Chamberlain, Lead Supervisor  
Melissa Snelling, Biologist – **AMCA Award winner**  
Rick Ortiz, Mechanic II - **AMCA Award winner** |
| April   | 6th-8th | IFA Annual Conference – New Orleans, LA                 | Jennifer Henke, Environmental Biologist  
Roberta Dieckmann, Field Supervisor  
Gabriela Harvey, Biologist  
Greg Alvarado, Lead Vector Control Technician |
AGENDA TOPIC: Informational Item
Staff report from:

- MVCAC Annual Conference, January 25-28, 2015, in Monterey, CA

REPORT:
The annual meeting of the Mosquito and Vector Control Association of California (MVCAC) provides quality public information, comprehensive mosquito and vector-borne disease surveillance, training to high professional standards, and effective legislative advocacy on behalf of California mosquito and vector control districts. MVCAC promotes cost effective methods of mosquito and vector control as a means to protect public health and safety. MVCAC actively promotes the safe and effective use of public health pesticides. MVCAC does this through legislative advocacy, public education and media relations.

This year the MVCAC Annual Conference focused on:
- A History of 100 years of mosquito control in California
- An update on the Pesticide Application and Resistance Testing program
- Pesticide resistance detection and management
- Invasive mosquito species
- Community engagement and advocacy
- Technology and techniques
- Innovations in laboratory, surveillance, and control
- Updates from districts and agencies


ATTENDEES:
Doug Walker, Trustee
Bito Larson, Trustee
Branka Lothrop, General Manager
David I’Anson, Admin. Finance Manager
Jeremy Wittie, Scientific Operations Manager
Edward Prendez, IT Manager
Jill Oviatt, Public Information Manager
Gregory White, Vector Ecologist

Jennifer Henke, Environmental Biologist
Rodney Chamberlain, Lead Supervisor
Roberta Dieckmann, Field Supervisor
Gerald Chuzel, Biologist
Chris Cavanaugh, Biologist
Geneva Ginn, Lead Technician
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
REPORT OF TRUSTEE'S ATTENDANCE
AT CONFERENCE/SEMINAR

Trustee: Bito Larson
Name of Conference/Seminar: MVCAC CONFERENCE
Date: 1/25 thru 1/28
Location: MONTEREY, CA.

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

At this district, it is encouraged that Trustees and staff attend conferences. Traditionally, we return and present a broad report of what we attended. Usually we detail the whole event in bullet points that don't give any educational value to those that did not attend.

Therefore... I have decided to submit my raw notes of the seminars I attended. The purpose is to demonstrate the variety of educational discussions that occur at these events which are designed to make us more informed Trustees. As I bounce from different rooms, dropping in on talks by experts in our industry, I frantically try to scribble notes on my phone. Please enjoy and learn from my raw, misspelled, and disjointed notes on the following pages:

Date: 1/30/15
Signature: Bito Larson

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

- Marci Metzger - California department of public health
  - Changes to the planet.
  - We are losing many species.
  - But others are thriving.
  - Due to ease of travel, it can move a species from one continent to another in a day.
  - Quarantine, check points, help to exclude.

- Proactive management -
  - Exclusion
  - Eradication
  - Reactive management - successful invasion makes exclusion and eradication impossible.
  - Do nothing
  - Cultural control
  - Every 60 days California gains a new and potentially damaging invasive species.

- 2011 Asian tiger mosquito
- 2013 aedes ag

- Albopictus
- Aerial no to scripts (Australia)
  - What makes a species invasive?
  - Characteristic-
  - High reproductive rate
  - Slow time to maturity
  - Lack of predators
  - Cryptic larval sources make control efforts difficult

- Vectors of dengue, chikungunya
- Asian tiger mosquito
- Albopictus-
- In LA County (El Monte trailer park)
- Aedes agent
- Middle of central valley 2013
- Day biting mosquito
- Small micro environments
- June 7 Madera
- June 20 Clovis
- Aug 9 San Mateo county
- Oct 11 Fowler
- Oct 15 Fresno

- Then redetection at end of winter 2014
- San Diego- Navy entomologist
- Los Angeles
- Kern
- Aides notoscriptus- striped mosquito - Australia
- June 5, 2014 Monterey Park
- 2 months later- Montebello tentative identified as notoscriptus
- Origin - 2001 and 2011 genetic analysis showed they were a close match. For 10 years were allows to replicate.

- A agepti- population genitive study- from south eastern US
  - Very elusive.
  - Difficult to trap.
  - Environmental conditions were suboptimal
  - Cryptic sources-

Invasive surveillance response plan- joint with CA health dept.

Influencing factors for resistance development in insects

- Biological-biotic, behavioral
- Genetic- what are the mechanisms?
- Operational- can have most effect.
- Chemical- alternate in other classes
- Application- adulticide vs. Insecticide
- Mechanism- phenotype (what is insect doing?)
- The connection between gene over expression and resistance phenotype.
- Testing considerations- know what you are measuring. What is it telling you?
- Time? Direct time parameter
- Dose? Mortalities. Ways to deliver.
- Technical grade v. Commercial products
- Technical- used to fund existence to the active ingredient
- Commercial- PBS makes it impossible to determine what products are in it. So which had insect resistance?
- Challenges- regulatory, public, financial
- Detection- choose a strategy, test it, confirm results
- Theories- saturation, moderation, multiple attack
- Operationally the simplest form of control is with insecticides.
Pesticide application and resistance testing
- Statewide data management system
- Cal Serv. Gateway
- Helps with regulatory compliance.
- Control efficacy
- Examine geographic or time trends in control methodology
- NODES
- Operational tracking
- Source records
- Application tracking
- Submit use reports
- Bulk data import
- Export mechanisms
- Update pesticides database daily

Spraying for ae
- Wind factoring
- Trajectory
- Cup placement
- Mortality rates of adulticiding - no response within first 30 minutes.
- Venturi mixer assisted with mixing.
- Dynamic fog LTD machine delivers a significant quantity of VectoBac WEB larvicide into the backyards of properties.
- But electric ULV could not.

RPA
- Yahama commercial RMAX HELICOPTER
- Northrup model ???,???
- Must register with FAA
- Remotely piloted aircraft
- Field deposition analysis - productivity and application rate testing
- 2 row swath x 2 passes = 3.24 gal per acre
- 2 X2 = 3.06 acres per hour
- 8-10 Mph ground speed
- No return to home setting, so application site is crash site
- Insurance is still undetermined. General uninsurable general activities.
- RPA deposition v. Ground vehicle
- Tracers showed equal or better rate
- UAV issues
- Airspace
- Low payload capacity
- Aerial application industry
- Chemical registrants
- Regulatory concerns - licensing,
- Swath analysis 7 meter with good overlap but some loss directly under rotor wash
- Spray system - co2
- Public acceptance
- FAA need payload applicator and pilot who can see vehicle at all times
- Swarming - many UAV's flying together spraying in unison.
- Japan has been using RMAX for over 20 years.
- Has a geo-fencing feature and other safety lockouts if there are any issues.

Targeted Online Advertising (TOA)
- Overall outreach efforts
- Is TOA effective for outreach?
- Integrate Google ad works and Facebook advertising.
- Google ad works - set up key words link key terms where ads would pop up.
- Online search behavior
- Can narrow down to specific zip codes.
- Facebook - just based on news feed.
- Can TOA results be Shoreview in measuring success?
- Showed more visits to site and more searches from targeted region about WNV.
- 3 week campaign - $481.00
- Reached 40,000 people.
- Success is based on how many people took extra step to research advertised topic.
- Resident demographic data from Facebook and Google Analytics.
- Potential - hot spots identified by searches in a community. For example, increased rate of online searches relating to "how to kill mosquitoes" in a neighborhood, there may be an outbreak.

4th Amendment Warrants
- Inspection warrant
- Health and safety code 2053
- Cause reason to believe that a condition of non-conformity exists
- Despite good faith efforts, cannot gain access.

Lice
- Does the lice have Bartonella?
- Co infestation - head and body lice
- B quintana head lice
- Body lice - lice in the clothes so preventable.
Public Health Surveillance CDPH
- Getting into reporting system.
- Getting sick and tested by a doctor.
- Day 1 sick individual or result from a lab.
- 1st reported to local health department.
- Goes into system called CalReady
- Quantify disease burden.
- Identify seasonal and geographic data
- Case definition- clinical case description- neuro/non-neural
- Electronic case reporting- commercial labs. Development of tests for humans.
- 2014- 3/4 was from commercial labs.
- Human arbovirus testing at VRABEL
- Sample comes in, tested for 36 possible diseases.
- Fever vs. Neuroinvasive WNV
- As awareness improved, more neuro invasive cases being identified vs. Just fever.
- Quantify case burden- for every reported WNV neuro case, there is 30-70 non-neuroinvasive disease cases.
- Characterization of clinical disease, immunology, and seasonality had refined case definition.

Drop Vision Technology
- Florescence
- Teflon slide or magnesium oxide
- Rotating air sampling device.
- Drop vision regular V drop vision Florescence
- Removes all non-actual residue
- Floret is very specific
- Portable for field use
- Can read a slide in 30 seconds. Vs. 45 minutes by hand.

Technical Presentations
- Mosquito- selective inhibitors
- Inhibit protease activity.
- Blood feed with inhibitors, mosquito will excrete out.
- Blood digestion with micro DNA
- Utilization of PCR multiplexing
- Disease in ticks- Lyme disease
The financial reports show the balance sheet, receipts, and the revenue and expenditure reports for the month ending January 31, 2015. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2014 to January 31, 2015 is $4,712,635; total revenue is $4,155,419 resulting in excess revenue over (under) expenditure for the year to January 31, 2015 of $(557,215).

**THREE YEAR FINANCIALS**

<table>
<thead>
<tr>
<th></th>
<th>12/31/2014</th>
<th>12/31/2013</th>
<th>12/31/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$4,155,419</td>
<td>$4,301,635</td>
<td>$3,929,300</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>$3,442,689</td>
<td>$3,202,308</td>
<td>$3,153,997</td>
</tr>
<tr>
<td>Administrative Expense</td>
<td>$452,933</td>
<td>$473,098</td>
<td>$475,699</td>
</tr>
<tr>
<td>Utility</td>
<td>$62,592</td>
<td>$43,910</td>
<td>$68,898</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>$754,420</td>
<td>$801,181</td>
<td>$1,003,777</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$4,712,634</td>
<td>$4,520,497</td>
<td>$4,702,371</td>
</tr>
<tr>
<td><strong>Profit (Loss)</strong></td>
<td>$(557,215)</td>
<td>$(218,862)</td>
<td>$(773,071)</td>
</tr>
<tr>
<td>Capital Expenses</td>
<td>$100,630</td>
<td>$2,031,984</td>
<td>$435,470</td>
</tr>
</tbody>
</table>

Figure 1 Same Period Three Year Expenditure
THREE YEAR CASH BALANCE

<table>
<thead>
<tr>
<th>CASH BALANCES</th>
<th>1/31/2015</th>
<th>1/31/2014</th>
<th>1/31/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Balance</td>
<td>12,583,641</td>
<td>13,416,835</td>
<td>15,915,279</td>
</tr>
<tr>
<td>Checking Account</td>
<td>4,971</td>
<td>470</td>
<td>5,490</td>
</tr>
<tr>
<td>Payroll Account</td>
<td>123,679</td>
<td>152,338</td>
<td>205,884</td>
</tr>
<tr>
<td>Building Account</td>
<td>22,236</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>2,000</td>
<td>2,000</td>
<td>500</td>
</tr>
<tr>
<td><strong>TOTAL CASH BALANCES</strong></td>
<td><strong>12,736,527</strong></td>
<td><strong>13,571,643</strong></td>
<td><strong>16,127,153</strong></td>
</tr>
</tbody>
</table>
The District’s investment fund balance for the period ending January 31, 2015 is $12,583,641 the portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 48% of the District’s investments; the Riverside County Pooled Investment Fund is 39% of the total.

The LAIF yield for the end of December 2014 was 0.27% and the Riverside County Pooled Investment Fund was 0.43%; this gives an overall weighted yield for District investments of 0.37%.

Figure 4 Investment Portfolio 1-31-15
AGENDA ITEM: Items of General Consent
Approval to renew the annual contract with Vintage Associates for landscape maintenance at the District headquarters, in an amount not to exceed $18,000.00 from Fund #7675.01.305, Facilities Contract Expenses – David I'Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager

BACKGROUND:
This will be the fifth year that the District has contracted with Vintage Associates for the landscape maintenance at the District headquarters. There have been no problems with the service and the company has been diligent in fulfilling the requirements of the service provider agreement. In view of the fact that the District has received great service, we would like to extend the contract for an additional year. The contracted monthly amount has not increased; this amount was allocated in FY2014-15 budget.

The contract period runs from March to March, the financial calendar is July to June. For FY 2014-2015 the expense will be $6000 from budget line #7675.01.305 – Facilities Contract Expenses.

STAFF RECOMMENDATION:
Approval to extend contract with Vintage Associates for landscape maintenance at the District headquarters for an additional year in an amount not to exceed $1,500.00 per month.

FISCAL IMPACT:
Funds available from budget line item #7675.01.305 – Facilities Contract Expenses are $31,418 that is 40% of the budgeted amount for this line item. For FY 2014-15 this expenditure is approximately 19% of the balance.
AGENDA TOPIC: Items of General Consent
Approval for General Manager Branka B. Lothrop, to sign a contract extension with Willdan Financial Services, to provide engineering support services for the District’s benefit assessment – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager

BACKGROUND:
At the February 2014 Board Meeting, the Board of Trustees approved a one year contract extension for Willdan to provide engineering support services for the District’s benefit assessment. The service for the past six years provided by Willdan has been very good and their costs are substantially less than the previous firm.

STAFF RECOMMENDATION:
Approve contract extension.

FISCAL IMPACT:
The annual cost of the proposal from Willdan is $12,000 plus out of pocket expenses of approximately $1,500. For this fiscal year, current funds available in Fund #6500.01.225, Benefit Assessment Expense, are $13,082 which is 13% of the budgeted amount for this line item. Annually this expenditure is approximately 12% of the total budget for this line item.
AGENDA ITEM: Items of General Consent
Approval to renew the annual contract agreement with Salton Sea Aerial Services Inc. to conduct both aerial adulticiding and larviciding operations as needed to assist the District in its mosquito control operations – Jeremy Wittie, MS, Scientific Operations Manager

BACKGROUND:
Currently, the District has a control contract with Salton Sea Aerial Service, Inc. to conduct adulticide or larvicide activities. The District guarantees the contractor a minimum of 14 hours of work per year at an hourly rate of $1,400.00 per hour in exchange for equipment standby availability to conduct aerial pesticide applications upon notice during the year.

NEED ASSESSMENT FOR THE RENEWAL OF CONTRACT SERVICES FROM SALTON SEA AIR SERVICES, INC.:

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

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

STAFF RECOMMENDATION:
Approve the renewal of this contract to allow the District to fully utilize this resource to apply both adulticiding and larval mosquito control products in operations when required.

FISCAL IMPACT:
The annual contract minimum is $19,600. Funds available from budget line item #7850.01.500, Aerial Applications with Contingency are $33,215 that is 60% of the budgeted amount for this line item. Based on the minimum contract, this expenditure is about 59% of the available amount of this line item.
**AGENDA ITEM:** Items of General Consent
Approval to renew annual maintenance contract with ESRI in an amount not to exceed $19,000.00 – *Edward Prendez, Information Systems Manager*

**BACKGROUND:**
The maintenance contract includes:

<table>
<thead>
<tr>
<th>Product</th>
<th>Maintenance</th>
<th>Start Date</th>
<th>End Date</th>
<th>Term</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArcGIS Desktop Advanced Concurrent Use</td>
<td>Primary Maintenance</td>
<td>4/22/2015</td>
<td>04/21/2016</td>
<td>12 Months</td>
<td>$3,000</td>
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<tr>
<td>ArcGIS Desktop Standard Concurrent Use</td>
<td>Primary Maintenance</td>
<td>4/22/2015</td>
<td>04/21/2016</td>
<td>12 Months</td>
<td>$1,500</td>
</tr>
<tr>
<td>ArcGIS Desktop Standard Concurrent Use</td>
<td>Secondary Maintenance</td>
<td>4/22/2015</td>
<td>04/21/2016</td>
<td>12 Months</td>
<td>$1,200</td>
</tr>
<tr>
<td>ArcGIS Desktop Basic Concurrent</td>
<td>Primary Maintenance</td>
<td>4/22/2015</td>
<td>04/21/2016</td>
<td>12 Months</td>
<td>$700</td>
</tr>
<tr>
<td>ArcGIS Desktop Basic Concurrent</td>
<td>Secondary Maintenance</td>
<td>4/22/2015</td>
<td>04/21/2016</td>
<td>12 Months</td>
<td>$1,000</td>
</tr>
<tr>
<td>ArcGIS Server Advanced Enterprise</td>
<td>Up to Four Cores Maintenance</td>
<td>4/22/2015</td>
<td>04/21/2016</td>
<td>12 Months</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Sub Total $17,400
Estimated Sales Tax $784
Total $18,184
The contract period runs from April to April, the financial calendar is July to June. This item will be a prepaid expenditure and is budgeted. For FY 2014-2015 the expense will be $4,546 from budget line # 7675.01.210 – Computer and Network Systems Maintenance Contracts.

**STAFF RECOMMENDATION:**
Approve purchase of annual maintenance contract from ESRI at a cost not to exceed $19,000.

**FISCAL IMPACT:**
FY2014-2015 Budget, current funds available from Account # 7675.01.210 – Computer and Network Systems are $21,867 which is 53% of the budgeted amount for this line item. For this fiscal year the expenditure is approximately 21% of the available balance. The balance $13,638 will be budgeted in FY2015-2016.
AGENDA ITEM: General Consent
Approval for a paid intern for the Public Outreach department from June through August 2015, in an amount not to exceed $6,900.00, from Fund #5103.01.215, Temporary Services – Jill Oviatt, Public Information Manager

BACKGROUND:
The District is actively involved in providing support to Coachella Valley student scientists from pre-school to university. The CVEP/Health Career Connection (HCC) Intern Program aims to improve the health systems of the Coachella Valley’s increasingly diverse community by developing student leaders who understand the special challenges the region faces. Through this program the Public Outreach department has the opportunity to hire a junior or senior university student studying science or science communications for a 10-week program in the summer of 2015. The student would develop a series of online vector-and vector-borne disease curriculum and activities for Coachella Valley schools and students, as outlined in the District’s 2015 Strategic Plan. The student would also assist with outreach events.

Interns are employees of Health Career Connection or host organizations. HCC typically places interns at your site under an independent contractor arrangement. HCC manages all payroll issues, including worker’s compensation benefits and issuance of paychecks. This assures program consistency and minimizes administrative management required by the host organization.

STAFF RECOMMENDATION:
Approve funding for a paid intern for the Public Outreach department from June through August 2015.

FISCAL IMPACT:
The funds are available from budget line item #5103.01.215, Temporary Services; line item balance is currently at $6,900.00 which is 100% of the budgeted amount for this line item. This purchase represents approximately 100% of the available remaining balance from that line item.
AGENDA ITEM: Items of General Consent
Discussion and/or approval of Resolution 2015-03 – Establishing Signature Approval for Checks Written from District Accounts – David l’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager

BACKGROUND:
This replaces resolution 2014-01, reflecting the new officers:

a) The President – Doug Walker, Vice-President – Sam Torres, Secretary – Bito Larson, and Treasurer – Sharon Lock, are authorized to sign bank drafts for District expenses.

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

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

STAFF RECOMMENDATION:
Approve Resolution 2015-03.

FISCAL IMPACT:
None
RESOLUTION NO. 2015-03

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

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

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

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

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

Section 1. Recitals.

The recitals set forth above are true and correct.

Section 2. Signature Approval.

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

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

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

Section 3. Severability.

The Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this policy be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions,
sections, paragraphs, sentences or words of this resolution as hereby adopted shall remain in full force and effect.

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

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

**Section 5.  Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 6.  Certification.**

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

**PASSED, ADOPTED AND APPROVED, this 10th day of February, 2015.**

__________________________________________
Doug Walker, President
Board of Trustees

ATTEST:

_______________________________
Crystal G. Moreno, Clerk of the Board

APPROVED AS TO FORM:

_______________________________
M. Katherine Jenson, General Counsel

REVIEWED:

_______________________________
Branka B. Lothrop, Ph.D., General Manager
AGENDA TOPIC: Items of General Consent
Approval of proposed change in Board of Trustees regular meeting schedule, to exclude the month of April - Branka B. Lothrop, PhD, General Manager

BACKGROUND:
Currently, the Board of Trustees (“Board”) regularly meets the second Tuesday of every month throughout the year. This is in conformance with Section 2028 of the California Health and Safety Code, which provides that a board of trustees is required to meet “at least once every three months.”

Resolution 1997-17, approved on October 14, 1997, authorizes the Treasurer to release payment to vendors when a quorum, for the monthly Board Meeting, is not present. If the April Board Meeting is cancelled, the release of payments to vendors will be approved by the Treasurer.

STAFF RECOMMENDATION:
That the Board take whatever action it deems appropriate.

FISCAL IMPACT:
Although it is difficult to quantify, the potential savings will include the costs associated with the publication and distribution of the agenda packets, the staff time associated with preparing staff reports and other agenda material, the staff and attorney time associated with preparing for and attending a Board meeting, the electricity for the lighting and air conditioning provided during a Board meeting, etc.
OLD BUSINESS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
AGENDA TOPIC: Old Business
Discussion and/or Approval of Agreement with Rutan & Tucker, LLP, for the District’s Legal Counsel Services – *Doug Walker, Board President, and Branka B. Lothrop, PhD, General Manager*

BACKGROUND:
At the January 2015 Board Meeting, President Doug Walker reported, out of Closed Session, that the Board has voted, with six (6) approved (Cox, Keck, Larson, Lock, Torres, and Walker), two (2) abstained (Nigosian and Sanchez), and two (2) absent (Kaplan and Rich), to enter into contract negotiations with the firm Rutan and Tucker, LLP, for the District’s legal counsel services.

Attached, to this staff report, is the draft agreement prepared by Rutan and Tucker, LLP.

STAFF RECOMMENDATION:
That the Board take whatever action deemed necessary.

FISCAL IMPACT:
Partner rate is $240 per hour; Associate rate is $215 per hour. For FY 2014-15 total budget for Attorney Fees – General #6100.01.225 is set at $45,000, current balance is $7,326 which is 16 % of total budget.
AGREEMENT FOR LEGAL SERVICES
BETWEEN COACHELLA VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT
AND
<Name of Firm> RUTAN & TUCKER, LLP

This Agreement is made and entered into as of January ____, 2015, by and between the
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL (hereinafter referred to as
DISTRICT), and <Name of Firm> RUTAN & TUCKER, LLP (hereinafter referred to as
ATTORNEY), in view of the following facts:

A. The DISTRICT is in need of General Counsel services.
B. ATTORNEY is duly licensed (where appropriate) and qualified to provide
such services.
C. The purpose of this Agreement is to establish the terms and conditions
under which the DISTRICT will retain ATTORNEY to provide the services
described herein.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. SERVICES

ATTORNEY shall provide the DISTRICT the services as described in the scope of
work attached hereto as Exhibit A.

2. PAYMENT

The DISTRICT shall pay for such services in accordance with the fee schedule for
general and special legal services attached hereto as Exhibit B. ATTORNEY shall submit
itemized monthly statements for services rendered. The DISTRICT shall pay the
statements within thirty (30) days of receipt. Payments shall be subject to review for
compliance by the DISTRICT with the requirements of this Agreement, and shall be
subject to a final audit upon completion of all services. No other compensation will be
paid except for work done under a supplemental agreement approved under paragraph 10,
"Changes in Work."

3. TERM OF AGREEMENT

This Agreement shall continue from year to year unless either party
continues from year to year unless either party
gives notification to the other to modify or terminate it in its entirety as outlined in Article 15.

ATTORNEY may request an adjustment in the Agreement’s fee
schedule. This proposal for an adjustment must be submitted by ATTORNEY, to be
received by the DISTRICT, at least ninety (90) days prior to the effective date of the
adjustment. The DISTRICT reserves both the right to determine the reasonableness of
the proposal and the right to accept, reject or negotiate ATTORNEY’s proposed
adjustment.
4. **STANDARD OF CARE**

ATTORNEY's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

5. **PERFORMANCE EVALUATION**

DISTRICT shall provide ATTORNEY with a written performance evaluation within the first nine months of this Agreement. DISTRICT shall continue to provide ATTORNEY with a written performance evaluation on a regular basis at its discretion. The performance evaluation procedure is outlined in Exhibit C and the performance evaluation is attached hereto as Exhibit D.

6. **ASSIGNMENT AND SUB-ATTORNEY**

ATTORNEY shall not assign, sublet or transfer this agreement or any rights under or interest in this agreement without the written consent of the DISTRICT, which may be withheld for any reason. Nothing contained herein shall prevent ATTORNEY from employing independent professional associates, subcontractors and investigators as ATTORNEY may deem appropriate to assist in the performance of services hereunder.

   If ATTORNEY subcontracts any of the work to be performed under this agreement, ATTORNEY shall be as fully responsible to the DISTRICT for the acts and omissions of ATTORNEY's subcontractor and of the persons employed by the subcontractor, as ATTORNEY is for the acts and omissions of persons directly employed by ATTORNEY. Nothing contained in this agreement shall create any contractual relationship between any subcontractor of ATTORNEY and the DISTRICT. ATTORNEY shall bind every subcontractor and every subcontractor of a subcontractor by the terms of this agreement applicable to ATTORNEY's work unless specifically noted to the contrary in the subcontract in question approved in writing by the DISTRICT. It shall be the ATTORNEY's responsibility to confirm that each subcontractor meets the minimum insurance requirements specified below.

7. **INDEPENDENT CONTRACTOR**

No employment relationship is created by this agreement. ATTORNEY shall perform the services provided for herein as an independent contractor, and not as an employee of the DISTRICT. ATTORNEY shall be under control of the DISTRICT as to the result to be accomplished and not the means but shall consult with the DISTRICT as provided for in the scope of work.

   The payment made to ATTORNEY pursuant to this agreement shall be the full and complete compensation to which ATTORNEY is entitled. The DISTRICT shall not make any federal or state tax withholdings on behalf of ATTORNEY. The DISTRICT shall not be required to pay any workers' compensation insurance on behalf of ATTORNEY.

8. **INTEGRATION**

This agreement represents the entire understanding of the DISTRICT and
ATTORNEY as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This agreement may not be modified or altered except in writing signed by the DISTRICT and ATTORNEY.

9. OWNERSHIP OF FILES/DOCUMENTS

All original reports, data, notes, files, estimates and other similar documents prepared by ATTORNEY in the performance of this agreement shall be the property of the DISTRICT.

10. CHANGES IN WORK

If changes in the work seem merited by ATTORNEY or the DISTRICT, and informal consultations with the other party indicate that a change is warranted, it shall be processed by the DISTRICT in the following manner: A letter outlining the changes shall be forwarded to the DISTRICT by ATTORNEY with a statement of estimated changes in fee or time schedule. An amended agreement shall be prepared by the DISTRICT and executed by both parties before performance of such services or the DISTRICT will not be required to pay for the changes in work. Such amended agreement shall not render ineffective or invalidate unaffected portions of this agreement.

11. COVENANTS AGAINST CONTINGENT FEES

ATTORNEY agrees that its firm has not employed or retained any company or person, other than a bona fide employee working for ATTORNEY, to solicit or secure this agreement, and that ATTORNEY has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this agreement. For breach or violation of this provision, the DISTRICT shall have the right to annul this agreement without liability, or, at its discretion, to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fees, gift, or contingent fee.

12. INSURANCE

The ATTORNEY shall carry all insurance required by Federal, State, County and local laws. The ATTORNEY shall procure and maintain, during the life of the AGREEMENT, adequate worker's compensation, public liability and property damage insurance. The specific requirements for insurance as set forth in this article shall be considered as minimum requirements.

The ATTORNEY shall procure and maintain, during the life of this AGREEMENT, such commercial general liability and automobile liability insurance necessary to protect him/her and the DISTRICT from all claims for bodily injury, including accidental death and property damage claims arising from operations under this AGREEMENT. The DISTRICT shall be named as additional primary insured on the ATTORNEY's policy without offset against their existing insurance and the certificate of insurance shall include reference to such provisions.
Minimum Scope of insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Workers’ Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of insurance

ATTORNEY shall maintain limits no less than:

1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general and products-completed operations aggregate limit is used, either the general and products-completed operations aggregate limit shall apply separately to this project/location or the general and products-completed operations aggregate limit shall be twice the required occurrence limit.
2. Employer's Liability: $1,000,000 per occurrence for bodily injury or disease.
3. Professional Liability: $1,000,000 per claim for negligent acts, errors or omissions of a professional nature.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the DISTRICT. At the option of the DISTRICT, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the DISTRICT, its officers, officials, employees and authorized volunteers; or the ATTORNEY shall provide a financial guarantee satisfactory to the DISTRICT guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The DISTRICT, its directors, officers, employees, and authorized volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the ATTORNEY; and with respect to liability arising out of work or operations performed by or on behalf of the ATTORNEY including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the ATTORNEY's insurance using ISO endorsement CG2010, CG2033, or equivalent, or as a separate owner's policy.
2. For any claims related to this project, the ATTORNEY’s insurance coverage shall be primary insurance as respects the DISTRICT, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the DISTRICT, its directors, officers, employees, or authorized volunteers shall be excess of the ATTORNEY’s insurance and shall not contribute with in.

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by mail, has been given to the DISTRICT, except for non-payment of premium for which ten (10) days prior notice will be given. For purposes of this notice requirement, any adverse material change in the policy prior to its expiration shall be considered a cancellation. The ATTORNEY shall, upon demand of the DISTRICT, deliver to the DISTRICT all such policy or policies of insurance and the receipts for payment of premiums thereon.

Acceptability of Insurers

NOTICE: To be acceptable, insurers must meet one of the following criteria:

A. Be an "admitted insurer" in the State of California for the classes of insurance required and, in accordance with the current A.M. Best Company Rating, have a policy holder's rating of "B+" or better and a financial rating of VII or better.

B. If not an "admitted insurer" in the State of California, for all of the classes of insurance required, have an agent for service of process in California and, in accordance the current A.M. Best Company Rating, have a policy holder's rating of "A-" or better and a financial rating of VII or better.

Verification of Coverage

ATTORNEY shall furnish the DISTRICT with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on the standard ACORD insurance form or on another form approved by the DISTRICT, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

13. **INDEMNITY- HOLD HARMLESS**

ATTORNEY expressly warrants that the work to be performed pursuant to this agreement shall be performed in accordance with the standards specified in Article 5, Standard of Care. Where approval by the DISTRICT, the General Manager or other representative of the DISTRICT is indicated, it is understood to be conceptual approval only and does not relieve ATTORNEY of responsibility for complying with all laws, codes, and industry standards, or from liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of ATTORNEY or its subcontractors.

*With regard to ATTORNEY’s performance in connection with or incidental to General Counsel services, including its performance of professional services, to the fullest extent*
permitted by law, ATTORNEY agrees to defend, indemnify, protect and hold the DISTRICT and its officers, directors, employees, and authorized volunteers harmless from and against any and all liability, claims, damages, losses, expenses and other costs or injuries to any person or property, including costs of defense and attorneys’ fees, which arise from or are connected with or are caused by the negligent acts or omissions or intentional misconduct of ATTORNEY or its subcontractors or their officers or employees, regardless of whether or not it is caused in part by any act or omission (including negligence) of a party indemnified hereunder; provided, however, that ATTORNEY’s duty to indemnify and hold harmless shall not include any claims or liability arising from the sole negligence or willful misconduct of the DISTRICT, its officers, directors, authorized volunteers or employees, and further provided that, if a party indemnified hereunder is actively negligent, liability shall be determined based on principles of comparative fault.

14. LAWS AND VENUE

This Agreement shall be interpreted in accordance with the laws of the State of California. If any legal action or proceeding is brought to interpret or enforce any term of this agreement, the action shall be brought in a state or federal court situated in the County of Riverside, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorneys’ fees, as determined by the court.

15. TERMINATION OR ABANDONMENT

The DISTRICT has the right to terminate or abandon any portion or all of the work by giving ten (10) calendar days written notice. The DISTRICT shall pay ATTORNEY for services for any portion of the work being terminated which were rendered prior to termination. If said termination occurs prior to completion of any task of the project for which payment request has not been received, the fee for services performed during such task shall be based on an amount mutually agreed to by the DISTRICT and ATTORNEY for the portion of such task completed but not paid prior to said termination. The DISTRICT shall not be liable for any costs other than the fees or portions thereof which are specified herein.

ATTORNEY may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days’ written notice only in the event of substantial failure by the DISTRICT to perform in accordance with the terms of this agreement through no fault of ATTORNEY.

Upon termination by either party, ATTORNEY shall retain and maintain all original reports, data, notes, files, estimates and other similar documents prepared by ATTORNEY in the performance of this Agreement for three years unless ATTORNEY delivers said documents to DISTRICT. If indicated, it is understood to be conceptual approval only and does not relieve DISTRICT upon DISTRICT’s written request.

16. NONDISCRIMINATION CLAUSE

ATTORNEYS doing business with the DISTRICT are expected to be equal opportunity employers who achieve or attempt to achieve parity in the representation of women and minorities in their work force.

ATTORNEY shall ensure equal employment opportunity for all persons, regardless of race, color, religion, sex, creed, national origin, ancestry, age, medical condition, sexual
orientation, physical or mental disability, Vietnam-era veteran or special disabled veteran status, marital status or citizenship, within the limits imposed by law. These principles are to be applied by ATTORNEY in all employment practices including recruiting, hiring, transfers, promotions, training, compensation, benefits, layoffs, and terminations.

ATTORNEY agrees to comply with Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment and Housing Act, the Americans and Disabilities Act of 1990, and any other applicable federal and state laws and regulations hereinafter enacted.

17. CONFORMITY TO LEGAL REQUIREMENTS

ATTORNEY shall cause all completed deliverables to conform to all applicable requirements of law: federal, state and local. All deliverables as herein required are the property of the DISTRICT, whether the work for which they are made be executed or not. In the event this contract is terminated, all deliverables shall be delivered forthwith to the DISTRICT. ATTORNEY shall have the right to make a copy of the deliverables for his/her records.

18. REPRODUCTION RIGHTS

ATTORNEY agrees that all patents and copyrights which arise from creation of the work pursuant to this contract shall be vested in the DISTRICT and hereby agrees to relinquish all claims to such copyrights in favor of the DISTRICT.

19. PROHIBITED INTEREST

No official of the DISTRICT who is authorized in such capacity on behalf of the DISTRICT to negotiate, make, accept, or approve, or take part in negotiating, making, accepting, or approving this agreement, shall become directly or indirectly interested personally in this contract or in any part thereof. No officer or employee of the DISTRICT who is authorized in such capacity and on behalf of the DISTRICT to exercise any executive, supervisory, or similar functions in connection with the performance of this contract shall become directly or indirectly interested personally in this contract or any part thereof.

20. SUCCESSORS OR ASSIGNS

All terms, conditions, and provisions hereof shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

21. CONFLICT OF INTEREST

ATTORNEY shall file a Conflict of Interest Statement with the Secretary of the Board of Trustees if that is required by the DISTRICT's Conflict of Interest Code. ATTORNEY is responsible for determining if they are "ATTORNEYS" for purposes of the Political Reform Act and such code and for compliance with any applicable financial disclosure requirements.

ATTORNEY shall not make or participate in making or in any way attempt to use ATTORNEY's position to influence a governmental decision in which ATTORNEY knows or has reason to know ATTORNEY has a financial interest other than the compensation promised by this agreement. ATTORNEY represents that ATTORNEY has diligently
conducted a search and inventory of ATTORNEY’s economic interests, as defined in the regulations promulgated by the Fair Political Practices Commission, and has determined that ATTORNEY does not, to the best of ATTORNEY’s knowledge, have an economic interest which would conflict with ATTORNEY’s duties under this agreement. ATTORNEY will not have such interest during the term of this agreement. ATTORNEY will immediately advise the General Manager of DISTRICT if ATTORNEY learns of an economic interest of ATTORNEY’s during the term of this agreement.

22. **ORGANIZATION**

   ATTORNEY proposes to assign Steven B. Quintanilla M. Katherine Jenson as Principal Attorney for this engagement, to provide supervision and have overall responsibility for this agreement for ATTORNEY, with Jennifer A. Mizrahi Robert Owen as Backup Attorney. Neither the Principal Attorney nor the Backup Attorney shall be removed from the project or reassigned without prior approval of the DISTRICT. No subcontracting of these professional services shall be made without prior approval of the DISTRICT.

   DISTRICT proposes to assign the General Manager to provide overall responsibility for this agreement for DISTRICT.

23. **NOTICE**

   Any notice or instrument required to be given or delivered by this agreement may be given or delivered by depositing the same in any United States Post Office, registered or certified, postage prepaid, addressed to:

   **ATTORNEY:**
   
   <Name of Firm> M. Katherine Jenson
   Rutan & Tucker, LLP
   <Address> 611 Anton Blvd., 14th Floor
   Costa Mesa, CA 92626
   <Phone>(714) 641-5100
   <Fax>(714) 546-9035
   <Email>kjenson@rutan.com

   **DISTRICT:**
   
   Coachella Valley Mosquito and Vector Control District
   Attn: General Manager
   43-420 Trader Place
   Indio, CA 92201

   and shall be effective upon the earlier of actual receipt or three (3) business days after having been deposited in the mail postage prepaid, registered, or certified.

24. **SIGNATURES**

   The individuals executing this agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

   [THIS PORTION OF THIS PAGE LEFT INTENTIONALLY BLANK]
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

______________________________  RUTAN & TUCKER, LLP
<President of the Board of Trustees>

______________________________  __________________________________
<Person Authorized to Sign> M. Katherine Jenson, Partner

ATTEST:

______________________________
< Clerk of the Board>
EXHIBIT A

SCOPE OF WORK

M. Katherine Jenson is hereby designated as General Counsel to the District. Robert Owen is hereby designated as Assistant General Counsel to the District.

General Counsel and/or Assistant General Counsel will perform services for the District on an as-needed basis. Duties and responsibilities shall include, but not be limited, to the following:

1. Attendance at meetings of the Board of Trustees of the District, as requested by the Board, for the purpose of providing legal services and consultation.

2. Attendance at such other meetings as requested by the President, Board of Trustees, General Manager, or other designee.


4. Preparation of written legal opinions on matters concerning District business at the request of the Board, General Manager or designee.

5. Analysis of proposed and enacted legislation, published legal opinions, and other matters that may have an impact on the operations of the District.

6. Review of contracts, bid specifications, and purchasing documents for the purposes of legal and policy compliance, appropriate risk transfer, and risk analysis and avoidance.

7. Consultation with District staff and/or the District’s labor counsel regarding personnel matters, labor relations matters, litigation, and other matters concerning District business, as requested (that may not otherwise be covered by District agreements with other legal resources).

8. Advising the District concerning whether to file claims or commence litigation; and represent the District in connection with certain claims and litigation filed by or against it. Generally outside counsel will be retained in the event of a conflict of interest which disqualifies general counsel from representation. Other counsel may be retained to defend or prosecute actions which in the opinion of general counsel require special expertise or where representation is being provided under a contract of insurance.

9. Providing advice and assistance to District staff and Trustees on matters of law including, the Brown Act, Government Code, Health and Safety Code, conflict of interest and Political Reform Act and assisting them in seeking advice from regulatory agencies such as the Fair Political Practices Commission.
10. Provide legal assistance and consultation to District staff and directors on matters of environmental compliance, including, NPDES, CEQA, and NEPA, as they pertain to actions by the Staff and Board.

11. Provide legal assistance and consultation to District staff and managers on matters of property rights and property management.

12. Such other activities as directed by the President, the Board of Trustees, and the General Manager, or other designee.
Rutan charges fees on an hourly basis for all time actually expended on behalf of the District. We propose to provide legal services to the District in accordance with the following rate structure:

I. Agency General Matters.

Attorney’s rate is $240 per hour for time spent by partners of the firm on District General Counsel matters, and $215 per hour for time spent by associates of the firm on District General Counsel matters. This reduced rate covers all time, including travel.

II. Adjustments to Rates.

The rates for legal services set forth above would not be subject to increase until July 1, 2016.

Every year thereafter, the rates for transactional and litigation matters may be adjusted in accordance with the consumer price index published by the U.S. Department of Labor for the Los Angeles metropolitan area.

III. Reimbursement of Expenses.

The firm will incur various costs and expenses in performing legal services. These costs and expenses are separately billed to the client and include fees fixed by law or assessed by public agencies, long distance telephone calls outside the Orange County/Riverside County area, messenger and other delivery fees, postage, photocopying (currently $0.19 per page) and other reproduction costs, clerical, staff overtime if caused by client demands, computer-assisted research fees, pre-authorized travel costs beyond Southern California, and other similar items. Rates for legal assistants are based on experience and seniority, and range from approximately $80 per hour to $190 per hour. The District will be responsible for paying the fees of consultants and other outside experts who are retained after consultation with the District.

IV. Billing Procedures.

We bill for legal services on a monthly basis. The monthly billing statements for fees and costs indicate the basis of all fees on a daily basis, including the identity of each attorney or staff member performing the work, the time worked by each attorney or staff member measured in one-tenth hour (i.e., 6-minute) increments, a detailed description of the work performed, and the matter to which the billing pertains. All costs are also described in detail.
EXHIBIT C

LEGAL COUNSEL PERFORMANCE EVALUATION PROCEDURE

PURPOSE

The purpose of the legal counsel performance evaluation is to strengthen the relationship between the Coachella Valley Mosquito and Vector Control District ("District") and its legal counsel, provide a mechanism for regular evaluation, consider any performance objectives, and to provide feedback and identify areas in need of improvement.

PROCESS

The District's Board of Trustees shall evaluate legal counsel on a regular basis. The schedule for evaluation shall be determined by the District's Board. Board members shall complete the performance evaluation. Subsequently, the Board shall meet in closed session outside of the presence of legal counsel to discuss the ratings, comments and objectives contained in the individual evaluations. The Board shall then meet in closed session with legal counsel and generally discuss performance ratings, comments and objectives. The performance evaluations shall then be placed in the District's legal services file.
EXHIBIT D

LEGAL COUNSEL PERFORMANCE EVALUATION COACHELLA VALLEY
MOSQUITO & VECTOR CONTROL DISTRICT

Law Firm/Attorney: __________________________________________________________
Date: ______________________________________________________________________
Evaluation Period: _____________________________ to _____________________________
Submitted by: __________________________________________________________________

Rating Scale

Outstanding – Performance consistently exceeds satisfactory.

Meets Requirements – Performance is consistently satisfactory.

Needs Improvement – Performance is frequently below satisfactory.

Unsatisfactory – Performance is consistently unacceptable and well below satisfactory, and requires immediate action and attention by the District's Board of Trustees.

1. ADVICE TO THE DISTRICT – Legal counsel provides objective/unbiased and professional advice to the District and Board of Trustees in a clear, timely and articulate manner. Legal counsel delivers reports, attends meetings and responds to inquiries contained in phone messages, email and/or other correspondence in a professional and timely manner. Legal counsel identifies and informs the District and Board of relevant legal trends/developments.

☐ Outstanding

☐ Meets Requirements

☐ Needs Improvement

☐ Unsatisfactory

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. EFFECTIVENESS – Legal counsel provides services in an efficient manner. Fees are competitive and appropriate for the services provided. Billing is clear and reflects appropriate allocations of time.

☐ Outstanding
3. RELATIONSHIP WITH DISTRICT STAFF, BOARD OF TRUSTEES AND COMMUNITY – Legal counsel effectively collaborates with District staff and the Board of Trustees to accomplish District goals. Legal counsel effectively communicates District policy with the District staff, Board, media and the community. Legal counsel is accessible and consistently maintains a professional demeanor.

4. SUMMARY RATING
5. FUTURE GOALS AND OBJECTIVES

Identify specific goals and objectives for the next evaluation period:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Date: _____________________ Signature: __________________________
New Business
AGENDA TOPIC: New Business
Discussion and/or Approval to contract with AB Fence Co. for installation of wrought iron fence in an amount not to exceed $15,000 from 8487.11.800 Capital Building Improvements – David I’Anson, MPA, MBA/ACC, Administrative Finance Manager

BACKGROUND:
On January 8, 2015 the District issued a Request for Proposal (RFP) for the removal of the exterior chain-link fencing to be replaced with existing wrought iron fencing. The wrought iron fence was previously used within the District’s grounds enclosing the fish ponds. A section of the fence was removed and stored when the covered parking area was constructed. This project will make good use of the wrought iron fence and includes relocating a rolling gate which is to be used for emergency access. Also the project calls for installation of an emergency exit push gate.

On February 3, 2015 the District received 5 bids; the lowest bid was AB Fence Co.

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<thead>
<tr>
<th>PROPOSER</th>
<th>BID</th>
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<tbody>
<tr>
<td>Priority One</td>
<td>$18,000</td>
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<tr>
<td>IVL Contractors</td>
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<tr>
<td>Sam’s Fence</td>
<td>$15,300</td>
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<td>Bull Fence</td>
<td>$21,670</td>
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<tr>
<td>AB Fence Co.</td>
<td>$14,774</td>
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</table>
**RECOMMENDATION:**
Approval to contract with AB Fence Co. for installation of wrought iron fence

**FISCAL IMPACT:**
FY2014-15 Capital Budget sets aside $15,000 for installation of wrought iron fence. Funds available from 8487.11.800 Capital Building Improvements is $80,100. This purchase is 19% of the available balance.
AGENDA TOPIC: New Business
Discussion and/or Approval to contract with Advantage Unlimited Paving Inc. for crack repair of driveway and parking area of Thermal property in an amount not to exceed $7,000 from 8487.11.800 Capital Building Improvements – David l'Anson, MPA, MBA/ACC, Administrative Finance Manager

BACKGROUND:
In 2007, an environmental engineering firm was contracted by the District to design a remedial action plan for the remediation of DDT contaminated soil at the District’s old headquarters in Thermal. In 2009 the remediation work, which included capping and paving, was completed. As part of the remedial action plan the District is required to carry out land maintenance at the site. This includes routine checkups and maintenance of the pavement very 2 years, and fixing trouble areas. During a routine site visit on December 17, 2014 District staff observed cracking and potholing in a few of the areas.
On January 8, 2015 the District issued a Request for Proposal (RFP) for crack repair of driveway and parking area of Thermal property. Three proposals were received the lowest bid was Advantage Unlimited Paving Inc.

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<thead>
<tr>
<th>PROPOSER</th>
<th>BID</th>
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<tbody>
<tr>
<td>Tri Star</td>
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<tr>
<td>Advantage Unlimited</td>
<td>$6,925</td>
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<tr>
<td>AMS Paving</td>
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</table>

**RECOMMENDATION:**
Approval to contract with Advantage Unlimited Paving Inc. for crack repair of driveway and parking area of Thermal property.

**FISCAL IMPACT:**
FY2014-15 Capital Budget sets aside $7000 for crack repair of driveway and parking area of Thermal property. Funds available from 8487.11.800 Capital Building Improvements is $80,100. This purchase is 9% of the available balance.