



Coachella Valley Mosquito and Vector Control District

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

Executive Committee Meeting Via Zoom

Friday, October 2, 2020

2:00 p.m.

AGENDA

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

In the interest of maintaining appropriate social distancing and to comply with orders issued by Governor Newsom, the Board encourages the public to participate in this meeting via Zoom by calling 1-888-475-4499 (toll free), Meeting ID: 812 1822 5942 or click this link to join: <https://us02web.zoom.us/j/81218225942>. If you would like to comment on the agenda item or subject matter within the jurisdiction of the Board, please email your public comment to the Clerk of the Board by 1:00 p.m. on October 2, 2020 at gmorales@cvmvcd.org.

Assistance for those with disabilities: If you have a disability and need accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangement can be made.

1. Call to Order - Franz de Klotz, President

2. Roll Call

3. Confirmation of Agenda

4. Public Comments

Please see above regarding remote participation and public comments. Those wishing to address the Board should send an email to the Clerk of the Board by 1:00 p.m. on October 2, 2020 at gmorales@cvmvcd.org.

- A. **PUBLIC Comments — AGENDA ITEMS:** Persons wishing to address the Board on agenda items are requested to do so at this time. When addressing the Board, please give your name and address for the record.

In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

- B. **PUBLIC Comments — NON-AGENDA ITEMS:** Persons wishing to address the Board on items not appearing on the agenda are requested to do so at this time. When addressing the Board, please give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established. California Government Code Section 54950 prohibits the Executive Committee from taking action on a specific item until it appears on the agenda.

5. Review of October 13, 2020 Draft Board Meeting Agenda

6. Discuss and Review: General Manager Public Employee Performance Evaluation Process and Form – Jeremy Wittie, M.S., General Manager

7. Closed Session Public Comments

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

8. Closed Session

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6
Agency Designated Representatives: Lena D. Wade, Anita Jones and David I’ Anson.
Employee Organizations: California School Employees Association and Teamsters Local 911.

9. Trustee/Staff Comments

10. Confirmation of Next Meeting Date

11. Adjournment

Certification of Posting

I certify that on September 29, 2020. I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District’s website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on September 29, 2020.

Graciela Morales, Clerk of the Board



Coachella Valley Mosquito and Vector Control District

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

Board of Trustees Meeting Via Zoom

Tuesday, October 13, 2020

6:00 p.m.

AGENDA

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

In the interest of maintaining appropriate social distancing and to comply with orders issued by Governor Newsom, the Board encourages the public to participate in this meeting via Zoom by calling 1-888-475-4499 (toll-free), Meeting ID: 854 8783 4155 or click this link to join: <https://us02web.zoom.us/j/85487834155>. If you would like to comment on the agenda item or subject matter within the jurisdiction of the Board, please send an email to the Clerk of the Board by 3:30 p.m. on October 13, 2020, at gmorales@cvmvcd.org.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangements can be made.

- 1. Call to Order – Franz De Klotz, President**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Motion to Excuse Absences**

5. Confirmation of Agenda

6. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 3:30 p.m. on October 13, 2020 at gmorales@cvmvcd.org.

A. **PUBLIC Comments — AGENDA ITEMS:** Persons wishing to address the Board on agenda items are requested to do so at this time. When addressing the Board, please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

B. **PUBLIC Comments — NON-AGENDA ITEMS:** Persons wishing to address the Board on items not appearing on the agenda are requested to do so at this time. When addressing the Board, please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established.

7. Recognition

- A. Approval of Resolution 2020-16 in recognition of Arturo Gutierrez for his 25 years of service to the District – **Jeremy Wittie, MS, General Manager and Franz De Klotz, President (Pg. XX)**

8. Board Reports

- A. President's Report – **Franz De Klotz, President**
Executive Committee oral report and Minutes for October 2, 2020 meeting **(Pg. XX)**
- B. Finance Committee – **Clive Weightman, Treasurer**
Finance Committee oral report and Minutes for September 8, 2020 meeting **(Pg. XX)**

9. Items of General Consent

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

- A. Minutes for September 8, 2020 Board Meeting **(Pg. XX)**
- B. Approval of expenditures for September 5, 2020 to October XX, 2020 and Financial Reports **(Pg. XX)**
- C. Informational Items:

- Financials (Pg. XX)
- Correspondence (Pg. XX)
- Board Business Log (Pg. XX)
- California Stormwater Quality Association (CASQA) Conference, September 14-16, 2020, online – **Jennifer A. Henke, M.S., Laboratory Manager (Pg. XX)**
- IVM Program Presentations – Click on the links below:
 - Surveillance and Quality Control Department – **Jennifer A. Henke, M.S., Laboratory Manager**
 - Operations Department – **Roberta Dieckmann, Operations Manager**
 - Public Outreach Department – **Tammy Gordon, M.A., Public Information Officer**
 - General Manager’s oral and/or written report and information, Q&A – **Jeremy Wittie, M.S., General Manager**

10. Old Business

11. New Business

A. Final consideration and ratification of Side Letter to Memorandum of Understanding (MOU) between Coachella Valley Mosquito and Vector Control District and California School Employees Association in regard to the effects related to the District’s response to the Coronavirus pandemic, and approval of Resolution 2020-XX – **Jeremy Wittie, M.S., General Manager and Lena D. Wade, General Counsel (Pg. XX)**

B. Discussion and/or approval of Resolution 2020-XX revising the District’s Policy for Sale of Surplus Property – **David I’Anson, Administrative Finance Manager**

12. Closed Session Public Comments

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

Closed Session:

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

Agency Designated Representatives: Lena D. Wade, Anita Jones, Crystal Moreno, and David I’Anson.

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

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

Title: General Manager

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

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

14. Adjournment

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

Certification of Posting

I certify that on October 9, 2020, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on October 9, 2020.

Graciela Morales, Clerk of the Board

COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

PERFORMANCE EVALUATION FORM FOR POSITION OF GENERAL MANAGER

The following categories and a suggested rating system are intended to aid the Board of Trustees with conducting a performance evaluation of the General Manager. The categories broadly outline and define the expectations of the position of the General Manager.

Instructions: Please rate each section of the six (6) categories below. Additionally, write any comments you may have for each of the goals and objectives listed on page 7. At the end of the evaluation form, list any goals you would like to propose for the General Manager to accomplish prior to his one (1) year review.

1. Administrative

Effect administration of the District Mission Statement, policies and goals as established by the Board of Trustees.

a. Keeps Board informed of District activities, progress and problems

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Provides options and sound recommendations for Board action

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Follows through on Board directives.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

d. Administration Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

2. Fiscal Management

Preparation and review of the budget, monthly financial statements, and audit compliance.

a. Reports to Board regularly regarding financial status of District.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Supervises District’s accounting practices.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Works with auditor to make accounting practices more efficient.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

d. Fiscal Management Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

3. Personnel Management

Supervision and evaluation of personnel development and performance.

a. Hires and maintains competent staff members.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Encourages staff development through education/growth opportunities.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Works to maintain high employee morale

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

d. Knows and follows District personnel policies.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

e. Personnel Management Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

4. Operations Management

Program development, review and implementation, employee training, implementation of short and long range planning goals.

- a. Identifies short and long term issues that need to be addressed

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- b. Formulates action plans to accomplish desired results

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- c. In case of emergency or disaster, acts in accordance with the situation and then makes a report regarding these actions to the Board.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- d. Operations Management Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

5. Public Relations

Interaction and coordination of program activities with other local and state agencies and entities and community awareness.

- a. Promotes public understanding of District services available

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- b. Continually evaluates programs and facilities to meet community needs.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- c. Understands and stay current with the needs of the community served.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

- d. Public Relations Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

6. Knowledge and Skills

Communications, administrative, scientific, creative, organization, planning and implementation, and social and personal.

a Adheres to professional code of ethics.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

b. Maintains professional and technical knowledge by attending workshops, networking, reviewing publications, and participating in professional societies.

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

c. Knowledge and Skills Overall Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable

Comments: _____

Goals and Objectives
Jeremy Wittie, General Manager

Operations – Review and Evaluate Organizational Plan

Comments:

Supervision & Communication – Implements Board Policies and Procedures, and Communicates with District’s Attorney and/or President; Meets Regularly with Staff and Trustee Committees to Ensure Consensus on District Projects and Programs.

Comments:

Strategic Planning – Continues to Oversee Strategic Plan Implementation and Completion of Goals Outlined in Strategic Planning Sessions

Comments:

Operational Efficiency – Continue to Improve Operational Efficiency, Utilizing Information Technology and Management, Including GIS (Geographic Information System), Laboratory Sampling, and Develop Historical Database for Predictive Modeling, to Improve the Efficient Use and Better Control of Labor, Equipment, and Chemicals.

Comments:

Public Relations – Presents District objectives and develops relationships with federal, state, and local government agencies, private organizations, and media to further the District’s mission in the Valley.

Comments:

Overall Rating of:

Additional Comments:

Recommended Goals and Objectives for next twelve months:

1. _____

2. _____

3. _____

4. _____

5. _____

TRUSTEE: _____

Signature: _____

Print Name: _____

Date: _____