



Coachella Valley Mosquito and Vector Control District

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

Board of Trustees Meeting

Tuesday, October 8, 2024

6:00 p.m.

AGENDA

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

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

This meeting will be conducted by video and/or teleconference as well as in person at the District office located at the address listed above. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), meeting ID: [845 9623 6191](https://us02web.zoom.us/j/84596236191), or click this link to join: <https://us02web.zoom.us/j/84596236191>.

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

CLOSED SESSION

- 1. Call to Order** – John Peña, President
 - A. Roll Call**

2. Public Comments

Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 2:00 p.m. on October 8, 2024, at mscarborougheckel@cvmosquito.org. E-mails received prior to 2:00 p.m. on the day of the Board meeting will be made part of the record and distributed to the Board. This method is encouraged as it gives the Board of Trustees the opportunity to reflect upon your input. E-mails will not be read at the meeting.

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

- B. **PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

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

3. Adjourn to Closed Session to Consider:

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

- B. **Conference with Labor Negotiators pursuant to Government Code Section 54957.6**
Agency Designated Representatives: Lena D. Wade and Crystal Moreno

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

- C. **Significant exposure to litigation pursuant to § 54956.9(b): (1 potential cases)**

REGULAR SESSION

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

A. **Roll Call**

2. **Pledge of Allegiance**

3. **Confirmation of Agenda**

4. **Announcements, Presentation, and Written Communications** — None

5. **Items of General Consent**

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

A. Minutes for September 16, 2024, Board Meeting and Centrica Study Session **(Pg. 8)**

B. Approval of expenditures for September 17, 2024, to September 25, 2024 **(Pg. 15)**

C. Informational Items:

- Financials — **David l’Anson, Administrative Finance Manager (Pg. 17)**
- Society of Vector Ecology (SOVE) 52nd Annual Conference, September 15-19, 2024, Fort Collins, CO — **Jennifer A. Henke, MS, BCE, Laboratory Manager, Kim Hung, PhD, Vector Ecologist, Gabriela Perezchica-Harvey, MS, Vector Ecologist (Pg. 31)**
- 2024 Municipal Information Systems Association of California (MISAC) Annual Conference, September 22-25, 2024, Monterey, CA — **Edward Prendez, Information Technology Manager (Pg. 33)**

6. Business Session

B. Old Business — None

C. New Business

i. Discussion and/or approval of Resolution 2024-13 Approving the ratification of the Tentative Agreement by and between the District and employees in the Bargaining Unit represented by CSEA, Chapter 2001 — **Jeremy Wittie, MS, CSDM, General Manager and Lena D. Wade, Legal Counsel (Pg. 35)**

ii. Discussion and/or approval of Resolution 2024-14 Approving the ratification of the Tentative Agreement by and between the District and employees in the Clerical, Professional, and Supervisory Bargaining Units represented by Teamsters Local 911 — **Jeremy Wittie, MS, CSDM, General Manager and Lena D. Wade, Legal Counsel (Pg. 75)**

iii. Discussion and/or approval of Resolution 2024-15 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 — **Crystal Moreno, MSIOP, Human Resources Risk Manager (Pg. 92)**

7. Committee and Trustee Reports

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

Executive Committee oral report and minutes from October 3, 2024 **(Pg. 97)**

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

Finance Committee oral report and Finance Committee minutes from September 16, 2024 **(Pg. 99)**

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

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

8. Reports

A. Staff

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

Questions and/or comments from Trustees regarding the reports

B. General Counsel

9. 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.

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Certification of Posting

I certify that on October 4, 2024, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on October 4, 2024

Megan Scarborough-Eckel, Clerk of the Board



ITEMS OF GENERAL CONSENT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**Board of Trustees Meeting
Minutes**

MEETING TIME: 6:00 p.m., September 16, 2024

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT

PRESIDENT: John Peña	La Quinta
VICE PRESIDENT: Benjamin Guitron	Indio
SECRETARY: Dr. Doug Kunz	Palm Springs
Steve Downs	Rancho Mirage
Dr. Frank Figueroa	Coachella
Gary Gardner	Desert Hot Springs
Bito Larson	County at Large
Felipe Ortiz	County at Large
Nancy Ross	Cathedral City
Doug Walker	Palm Desert

TRUSTEES ABSENT

TREASURER Clive Weightman	Indian Wells
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STAFF AND GENERAL COUNSEL PRESENT

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

Other staff members joined the meeting as well.

MEMBERS OF THE PUBLIC PRESENT

Yes

1. Call to Order

President Peña called the meeting to order at 6:05 p.m.

A. Roll Call

At roll call, nine (10) out of ten (11) Trustees were present.

President Peña made a motion to excuse Treasurer Weightman, motion carried unanimously.

2. Pledge of Allegiance

Everyone in attendance recited the Pledge of Allegiance.

3. Confirmation of Agenda

President Peña inquired if there was a need to make any adjustments to the agenda. Secretary Kunz asked that ITEM A on the Consent Calendar be pulled for a standalone vote as he must recuse himself due to his absence from the July Board Meeting. After doing so, the agenda was confirmed as stands.

4. Public Comments

A. PUBLIC Comments — NON-AGENDA Items:

Mr. Dale Wissman of California School Employees Association (CSEA) gave a public comment regarding the state of negotiations.

B. PUBLIC Comments — AGENDA Items:

None

5. Announcements, Presentations, Written Communications

A. Presentation of Service Recognition Awards

6. Items of General Consent

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

A. Minutes for July 9, 2024, Board Meeting

Item pulled from Consent Calendar for a standalone vote due to recusal of Secretary Kunz.

On a motion from Vice President Guitron, seconded by Trustee Downs, the Board of Trustees approved Item (A) of the Consent Calendar.

Ayes: President Peña, Trustees Downs, Figueroa, Garnder, Guitron, Larson, Ortiz, Ross, Walker,

Noes: None

Abstained: Secretary Kunz

Absent: Treasurer Weightman

B. Approval of expenditures for August 15, 2024, to September 11, 2024

C. Informational Items:

- Financials — **David I'Anson, Administrative Finance Manager**
- Quarterly Department Reports: Human Resources; Operations; Information Technology; Fleet Services; Laboratory & Surveillance Control; and Public Outreach

- District Travel for the Board of Trustees
- California Special Districts Association (CSDA) Annual Conference, September 9-12, 2024, Indian Wells, CA
- Biennial Adoption of a Conflict-of-Interest Code — **Megan Scarborough-Eckel, Clerk of the Board**

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

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

Noes: None

Abstained: None

Absent: Treasurer Weightman

7. Business Session

A. Old Business

- i. Discussion and/or approval of delegating authority to General Manager, Administrative Finance Manager, and ad hoc Building Committee to finalize scope of work and negotiate agreement with Centrica Business Solutions for District Energy Project — **Jeremy Wittie, MS, CSDM, General Manager and David I'Anson, Administrative Finance Manager**

Trustee Walker requests that more Trustees be included in the ad hoc Building Committee for the District Energy Project with Centrica Business Solutions.

On a motion from Trustee Downs, seconded by Vice President Guitron, the Board of Trustees approved Item (i) of Old Business.

Ayes: President Peña, Trustees Downs, Gardner, Guitron, Kunz, Ortiz, Walker,

Noes: Trustee Larson

Abstained: Trustees Figueroa, Ross

Absent: Treasurer Weightman

B. New Business

- i. None

8. Committee and Trustee Reports

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

President Pena gave a brief overview of his attendance at the CSDA Annual Conference in Indian Wells from September 9-12.

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

Finance Committee oral report and Finance Committee minutes from July 9, 2024

Trustee Walker gave a brief overview of the Finance Committee Meeting on September 16, 2024.

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

Trustee Ortiz thanked Public Outreach for their participation with Assemblymember Greg Wallis' Backpack Drive.

9. Reports

A. General Manager

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

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

ii. **Arbovirus Risk and Response Update (as necessary) — Jennifer A. Henke, MS, BCE, Laboratory Manager, Gregorio Alvarado, Operations Manager, and Robert Gaona, Public Information Manager**

Item (ii) pulled and will be sent via email to Trustees as a video update.

B. General Counsel

None

10. Closed Session

Closed Session (s):

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

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

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

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

11. Adjournment

There being no further business to discuss, President Peña adjourned the meeting at 7:41 p.m.

John Peña
President

Dr. Doug Kunz
Secretary

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**Centrica Study Session
Minutes**

TIME 4:30 p.m. **DATE:** September 16, 2024

LOCATION: 43420 Trader Place Indio, CA 92201

BOARD MEMBERS PRESENT:

La Quinta	John Peña, President
Palm Springs	Dr. Doug Kunz, Secretary
Rancho Mirage	Steve Downs
Coachella	Dr. Frank Figueroa
County at Large	Bito Larson
County at Large	Felipe Ortiz
Cathedral City	Nancy Ross
Palm Desert	Doug Walker

BOARD MEMBERS ABSENT:

Indio	Ben Guitron, Vice President
Indian Wells	Clive Weightman, Treasurer

STAFF PRESENT:

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

CENTRICA BUSINESS SOLUTIONS STAFF PRESENT:

Ken Hoving, Senior Account Executive
Myles Fogleman, Energy Engineer I
Dan Mitchell,
Brett Watson,

MEMBERS OF THE PUBLIC PRESENT:

Yes

Treasurer Weightman joined via Zoom as a member of the public

1. Call to Order

President Pena called the meeting to order at 4:34 p.m.

A. Roll Call

Roll Call indicated that 9 of 11 Trustees were present. Secretary, Dr. Doug Kunz, joined the meeting after it was called to order (4:47 pm). Trustee Gary Gardner joined the meeting after it was called to order (5:39 pm).

2. Confirmation of Agenda

President Pena inquired if any agenda items needed to be shifted. Agenda was confirmed.

3. Public Comments

A. PUBLIC Comments — NON-AGENDA ITEMS:

None

B. PUBLIC Comments — AGENDA ITEMS:

None

4. Overview of Material and Current Status

General Manager, Jeremy Wittie, gave a brief introduction to the District Energy Project.

5. Update from Centrica Business Solutions

Centrica Business Solutions gave a presentation on the District Energy Project.

6. Trustee/Staff Comments

Trustee Ross requests different types of charging stations. Myles Fogleman and Ken Hoving state that there is movement toward a standardization of charging.

7. Adjournment

There being no further business to discuss, President Pena adjourned the meeting at 5:45 pm.

Checks Issued for the Period of:
Sept 12-Oct 3, 2024

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	September 13, 2024	221,875.60	
	Payroll Disbursement	September 27, 2024	230,274.27	
				452,149.87
Pre-Approved Expenditures Utilities/Benefits:				
45465	CalPERS Healthcare Acct	Cafeteria Plan	107,252.39	
45466	CalPERS - Retirement Acct	Retirement Contributions:08/30, 09/13/2024PP	71,862.09	
45467	Principal Life Insurance Co.	Cafeteria Plan	13,469.54	
45470	Burrtec Waste & Recycling Svcs.	Waste Disposal Services	489.91	
				193,073.93
Pre-Approved Expenditures less than \$10,000.00:				
45464	Nathaniel Guzman	Seasonal Payroll Expense	60.00	
45468	Abila, Inc.	Cloud Computing Services	1,009.83	
45469	Airgas USA, LLC	Lab Supplies & Expenses	2,684.41	
45471	CarQuest Auto Parts	Vehicle Parts & Supplies	362.03	
45472	Connection aka GovConnection	Equipment Parts & Supplies	258.27	
45473	Daniel's Tire Service	Tire Services	3,176.13	
45475	Desert Electric Supply	Repair & Maintenance	188.13	
45476	Desert Fire Extinguisher Co., Inc.	Repair & Maintenance	380.93	
45477	Equipment Direct, Inc.	Safety Expense	1,948.44	
45478	Fiesta Ford-Lincoln-Mercury	Vehicle Parts & Supplies	228.46	
45479	Benjamin Guitron	Trustee Support	100.00	
45480	Hawk Designs	Offsite Vehicle Maintenance & Repair	275.00	
45481	Holt Architects, Inc.	Architectural Services	6,600.00	
45482	Hypertec USA Inc	Cloud Computing Services	331.47	
45483	Indio Emergency Medical Group	Physician Fees	105.00	
45484	Jernigan's Sporting Goods, Inc.	Safety Expense	146.80	
45485	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	2,098.28	
45486	Linde Gas & Equipment Inc.	Offsite Vehicle Maintenance & Repair	66.64	
45487	Graciela Morales	Tuition Reimbursement	1,656.68	
45488	Petty Cash Custodian Sarah Prendez	Petty Cash Replenishment	358.75	
45489	Prudential Overall Supply	Uniform Expense	2,318.51	
45490	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	4,000.00	
45491	Veolia ES Technical Solutions, LLC	Lab Supplies & Expenses	501.94	
45492	Valley Lock & Safe	Repair & Maintenance	11.49	
45493	Vector-Borne Disease Account	State Required CEU	1,722.00	
				30,589.19
Cash - California Bank & Trust Checking				
				30,589.19
Cash - California Bank & Trust Checking				
45474	Desert Air Conditioning Inc.	Repair & Maintenance	28,722.60	
45494	UMPQUA Bank Commercial Card OPS	September District Credit Card Statement	68,840.92	
				97,563.52
Cash - California Bank & Trust Check Run Total to be Approved				
				97,563.52
Total Expenditures: Sept 12-Oct 3, 2024				773,376.51

John Pena, President

Clive Weightman, Treasurer



FINANCE REPORTS

FINANCE

The financial reports show the balance sheet, receipts, and revenue and expenditure reports for the month ending August 31, 2024. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2024 to August 31, 2024, is \$3,209,721 total revenue is \$3,890 resulting in excess revenue over (under) expenditure for the year to August 31, 2024, of (\$3,205,831).

THREE YEAR FINANCIALS

	Actual 8/31/2024	Budget	Actual 8/31/2023	Actual 8/31/2022
Revenue	3,890	10,500	3,485	165
Expenses				
Payroll	2,231,555	2,430,866	1,383,974	1,295,671
Administrative Expense	189,699	220,627	183,888	134,619
Utility	16,414	23,424	15,139	13,483
Operating Expense	456,443	975,029	325,567	238,595
Contribution to Capital Reserves	315,610	315,610	402,360	1,202,669
Total Expenses	3,209,721	3,965,556	2,310,928	2,885,037
Profit (Loss)	(3,205,831)	(3,955,056)	(2,307,443)	(2,884,872)

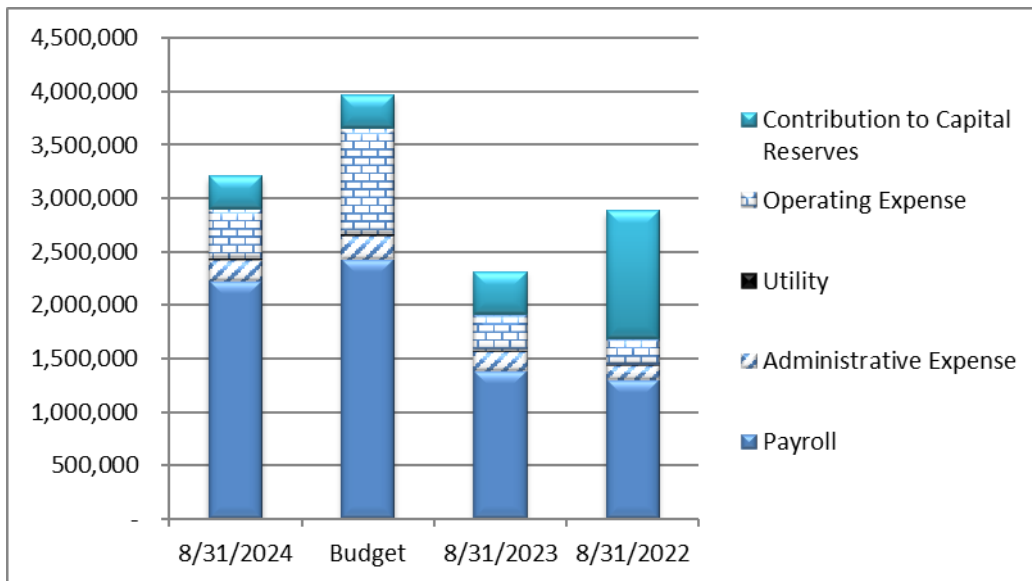


Figure 1 - Three Year Expenditure

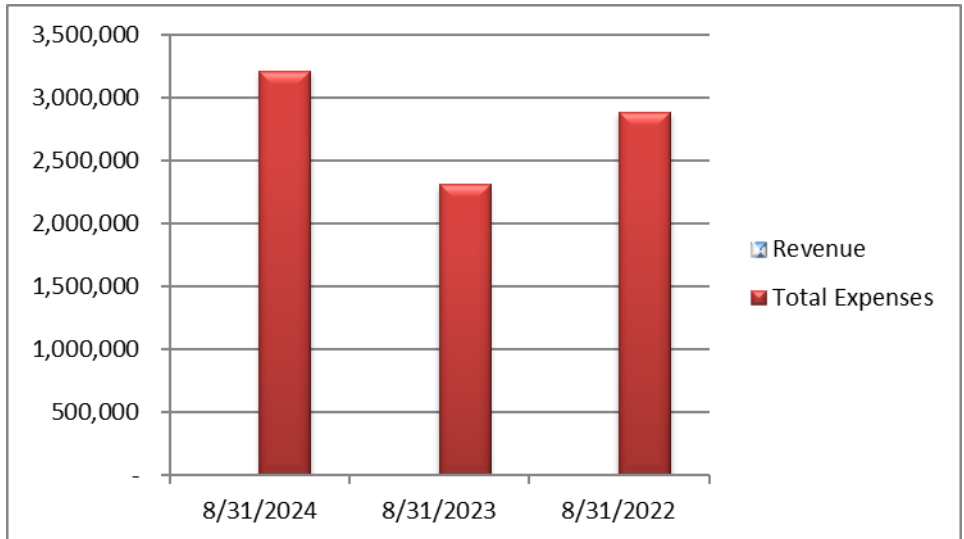


Figure 2 - Three-Year Revenue & Expenditure

THREE-YEAR CASH BALANCE

Cash Balances	8/31/2024	8/31/2023	8/31/2022
Investment Balance	17,328,299	14,689,279	12,582,953
Checking Accounting	83,665	32,899	71,152
Payroll Account	173,960	418,425	429,174
Petty Cash	2,000	2,000	2,000
Total Cash Balances	17,587,924	15,142,603	13,085,278

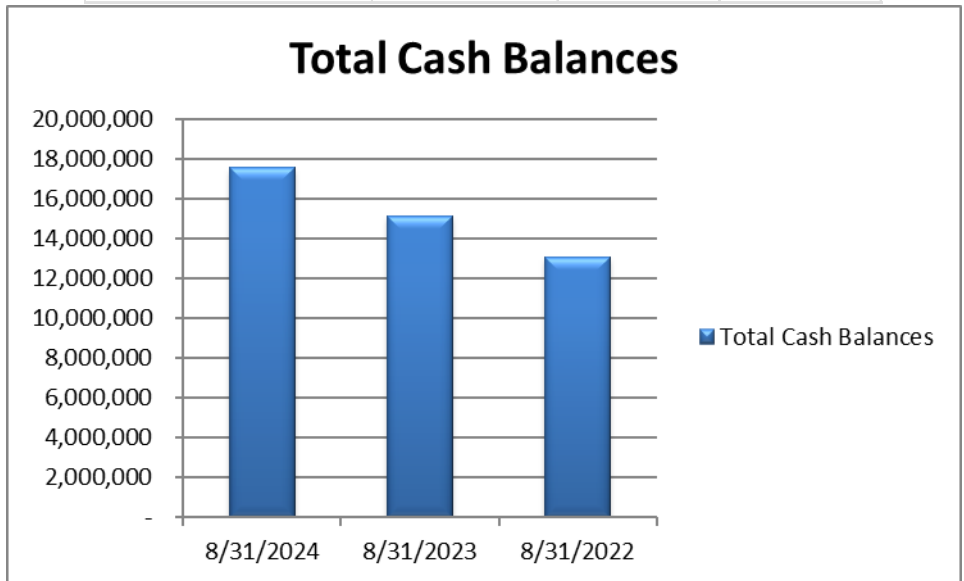


Figure 3 - Cash Balances

DISTRICT INVESTMENT PORTFOLIO 8/31/2024

The District’s investment fund balance for the period ending August 31, 2024, is \$17,328,299. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 17% of the District’s investments; the Riverside County Pooled Investment Fund is 56% of the total. The LAIF yield for the end of August was 4.58% and the Riverside County Pooled Investment Fund was 4.30%. This gives an overall weighted yield for District investments of 3.82%.

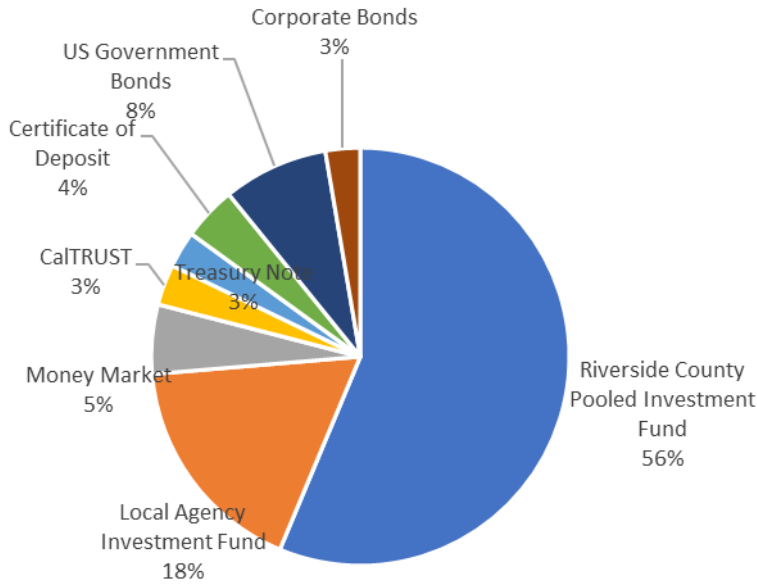


Figure 4 - Investment Portfolio 8/31/24

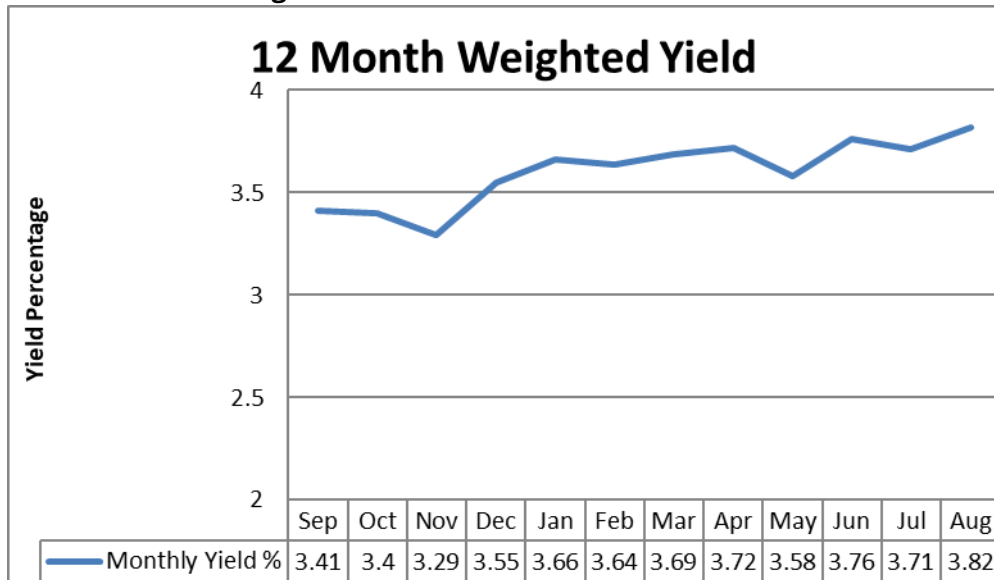
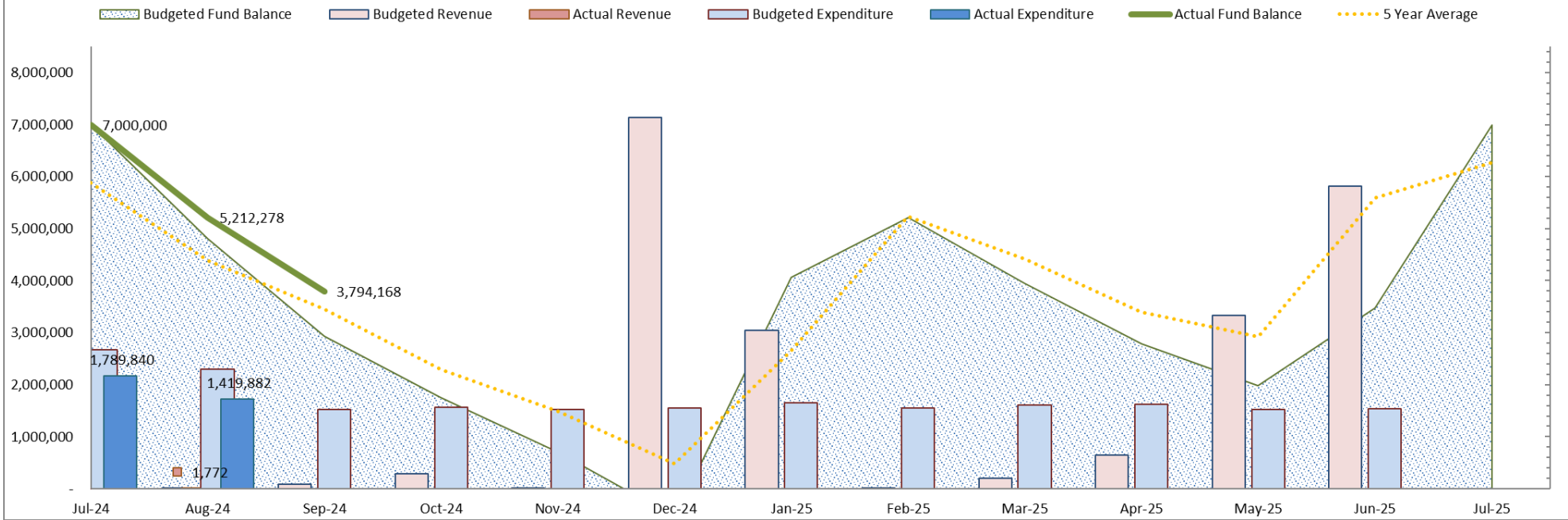


Figure 5 - District Investments Weighted Yield

General Fund Operational Cash Flow

Fiscal Year 2024- 2025



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

The graph shows \$7.0 million **Operational Cash Flow Fund Balance** plus total Revenue for July 1 to August 31, 2024, of \$3,890 minus total Expenses of \$3,209,721 is \$3,794,168. For planning purposes, the District is under budget. As long as the green line stays out of the shaded area the District is within budget, as of August 31, 2024, the line is outside the shaded area.

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

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	18,122,048	(793,749)	17,328,299
CASH	504,705	(245,080)	259,625
INVESTMENTS & CASH	18,626,753	(1,038,828)	17,587,924
RESTRICTED ASSETS	201,397		201,397
CURRENT ASSETS	2,500,011	(121,851)	2,378,159
FIXED ASSETS	8,735,019	-	8,735,019
OTHER ASSETS	5,712,600	-	5,712,600
TOTAL ASSETS	35,775,779	(1,160,680)	34,615,100
TOTAL LIABILITIES	5,576,758	114,479	5,691,238
TOTAL DISTRICT EQUITY	30,199,021	(1,275,159)	28,923,862
TOTAL LIABILITIES & EQUITY	35,775,779	(1,160,680)	34,615,100
RECEIPTS			
		\$ 59,124	
CASH DISBURSEMENTS			
Payroll	\$ 741,897		
General Admin	\$ 356,015		
	.		
Total Cash Disbursements		\$ (1,097,912)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ (121,891)	
Changes in A/P, A/R & Pre-paid insurance		_____	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (1,160,680)	

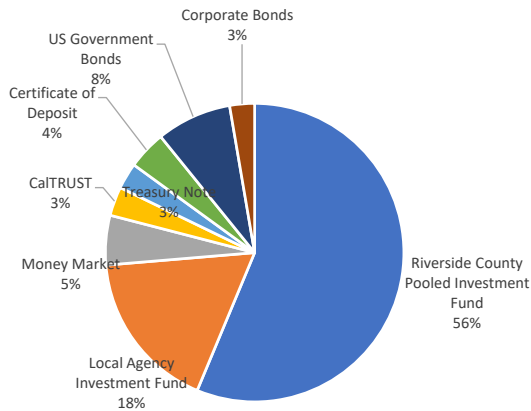
CVMVCD
Cash Journal - deposits
From 8/1/2024 Through 8/31/2024

<u>Effective ...</u>	<u>Transaction Description</u>	<u>Deposits</u>	<u>Payee/Recipient Name</u>
8/26/2024	Syngenta	2,012.64	Syngenta Corp Protection LLC
8/29/2024	Benefit Assessment	40,953.92	Riverside County
8/31/2024	August Interest	1,771.42	California Bank & Trust
8/31/2024	August receipts	11,594.32	Central Life Sciences
8/31/2024	August Receipts	2,500.00	Employment Risk Management Authority
8/31/2024	August Receipts	187.47	Riverside County
8/31/2024	August Receipts - Benefit Assessment	<u>103.74</u>	Riverside County
Report Total		<u><u>59,123.51</u></u>	

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

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	Capital Project Insectory Fund	BALANCE
LAIF	Common Investments			4.58%	2,052,233	33,284	82,875	630,927	211,519	\$ 3,010,839
Riverside County	Funds 51105 & 51115			4.30%	6,648,545	107,830	268,488	2,043,990	685,251	\$ 9,754,103
CalTRUST	Medium Term Fund			4.47%	371,123	6,019	14,987	114,096	38,251	\$ 544,475
CA Bank & Trust	Market Rate			1.74%	584,571	9,481	23,607	179,717	60,250	\$ 857,626
Pershing	Market Rate			1.00%	49,331	800	1,992	15,166	5,084	\$ 72,373
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%		24,504	61,012	464,485	155,719	\$ 705,720
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%		24,501	61,004	464,426	155,699	\$ 705,630
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%		16,177	40,280	306,649	102,804	\$ 465,910
US Treasury Securities	Treasury Note	1/17/2023	1/15/2026	3.88%		17,031	42,407	322,840	108,233	\$ 490,510
ALL IN American Cred	Certificate of Deposit	1/18/2023	1/19/2027	4.55%		8,579	21,360	162,613	54,516	\$ 247,068
Austin Telco	Certificate of Deposit	1/27/2023	1/27/2028	4.75%		7,884	19,630	149,439	50,100	\$ 227,052
Alaska USA Fed Cr	Certificate of Deposit	3/8/2023	3/8/2028	4.60%		8,576	21,354	162,564	54,500	\$ 246,993
Total Investments					9,705,803	264,664	658,995	5,016,910	1,681,927	\$ 17,328,299

**PORTFOLIO COMPOSITION AS OF AUGUST 31, 2024
WEIGHTED YIELD 3.82%**



In compliance with the California Code Section 53646; the Finance Administrator of the Coachella Valley Mosquito and Vector Control District hereby certifies that sufficient liquidity and anticipated revenue are available to meet the District's budgeted expenditure requirements for the next six months.

Investments in the report meet the requirements of the Coachella Valley Mosquito and Vector Control District's adopted investment policy

Respectfully submitted

NOTED AND APPROVED

CVMVCD
Statement of Revenue and Expenditures
August 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget	
Revenues										
4000	Property Tax - Current Secured	5,348,216	0	0	0	0	0	(5,348,216)	(100)%	
4010	Property Tax - Curr. Supplmntl	67,646	0	0	0	0	0	(67,646)	(100)%	
4020	Property Tax - Curr. Unsecured	252,667	0	0	0	0	0	(252,667)	(100)%	
4030	Homeowners Tax Relief	37,471	0	0	0	0	0	(37,471)	(100)%	
4070	Property Tax - Prior Supp.	53,097	0	0	0	0	0	(53,097)	(100)%	
4080	Property Tax - Prior Unsecured	12,532	0	0	0	0	0	(12,532)	(100)%	
4090	Redevelopment Pass-Thru	8,465,177	0	0	0	0	0	(8,465,177)	(100)%	
4520	Interest Income - LAIF/CDs	275,000	0	3,890	0	1,771	1,771	(271,110)	(99)%	
4530	Other Miscellaneous Receipts	63,000	10,500	0	(10,500)	5,250	(5,250)	(63,000)	(100)%	
4551	Benefit Assessment Income	2,370,094	0	0	0	0	0	(2,370,094)	(100)%	
	Total Revenues	16,944,900	10,500	3,890	(6,610)	5,250	1,771	(3,479)	(16,941,010)	(100)%
Expenditures										
Payroll Expenses										
5101	Payroll - FT	6,656,349	1,109,392	931,636	177,756	554,696	494,854	59,842	5,724,714	86 %
5102	Payroll Seasonal	202,865	37,757	29,375	8,382	18,878	14,182	4,697	173,491	86 %
5103	Temporary Services	14,900	2,483	0	2,483	1,242	0	1,242	14,900	100 %
5105	Payroll - Overtime Expense	29,440	4,907	7,268	(2,362)	2,453	3,244	(791)	22,172	75 %
5150	CalPERS State Retirement	1,480,875	897,798	822,500	75,298	58,308	82,521	(24,214)	658,375	44 %
5155	Social Security Expense	409,979	68,574	60,754	7,821	34,287	31,987	2,300	349,225	85 %
5165	Medicare Expense	95,882	16,038	14,208	1,829	8,019	7,481	538	81,674	85 %
5170	Cafeteria Plan	1,381,508	230,251	299,410	(69,158)	115,126	106,700	8,425	1,082,099	78 %
5172	Retiree Healthcare	210,000	35,000	57,018	(22,018)	17,500	17,923	(423)	152,982	73 %
5180	Deferred Compensation	137,156	22,859	7,349	15,510	11,430	21,329	(9,900)	129,807	95 %
5195	Unemployment Insurance	34,236	5,807	2,038	3,770	2,904	927	1,977	32,199	94 %
	Total Payroll Expenses	10,653,191	2,430,866	2,231,555	199,311	824,842	781,149	43,693	8,421,636	79 %

CVMVCD
Statement of Revenue and Expenditures
August 31, 2024

		Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Administrative Expenses										
5250	Tuition Reimbursement	20,000	3,333	0	3,333	1,667	0	1,667	20,000	100 %
5300	Employee Incentive	10,000	1,667	519	1,147	833	276	557	9,481	95 %
5302	Wellness	10,600	1,767	0	1,767	883	0	883	10,600	100 %
5305	Employee Assistance Program	2,500	417	0	417	208	0	208	2,500	100 %
6000	Property & Liability Insurance	317,738	55,456	53,682	1,774	27,728	38,386	(10,658)	264,056	83 %
6001	Workers' Compensation Insurance	228,798	46,466	45,893	573	23,233	22,947	287	182,905	80 %
6050	Dues & Memberships	56,147	28,119	23,308	4,811	1,264	12,465	(11,201)	32,839	58 %
6060	Reproduction & Printing	41,950	6,992	6,354	638	3,496	305	3,191	35,596	85 %
6065	Recruitment/Advertising	6,000	1,000	250	750	500	0	500	5,750	96 %
6070	Office Supplies	23,035	3,639	3,023	616	1,820	1,987	(168)	20,012	87 %
6075	Postage	6,300	1,050	948	102	525	747	(222)	5,352	85 %
6080	Computer & Network Systems	13,399	2,233	0	2,233	1,117	0	1,117	13,399	100 %
6085	Bank Service Charges	500	83	102	(18)	42	62	(20)	399	80 %
6090	Local Agency Formation Comm.	3,000	3,000	3,196	(196)	3,000	0	3,000	(196)	(7)%
6095	Professional Fees	136,850	10,308	5,855	4,454	5,154	5,138	16	130,995	96 %
6100	Attorney Fees	97,000	23,667	15,693	7,974	11,833	15,693	(3,859)	81,308	84 %
6106	HR Risk Management	8,000	1,333	6,370	(5,037)	667	6,370	(5,703)	1,630	20 %
6110	Conference Expense	60,400	1,867	2,012	(145)	933	787	146	58,388	97 %
6115	In-Lieu	13,200	2,200	2,200	0	1,100	1,100	0	11,000	83 %
6120	Trustee Support	7,600	1,267	351	915	633	0	633	7,249	95 %
6200	Meetings Expense	11,380	1,897	2,269	(372)	948	0	948	9,111	80 %
6210	Promotion & Education	33,200	5,533	600	4,933	2,767	513	2,253	32,600	98 %
6220	Public Outreach Advertising	56,000	9,333	8,000	1,333	4,667	8,000	(3,333)	48,000	86 %
6500	Benefit Assessment Expenses	83,000	8,000	9,075	(1,075)	8,000	9,075	(1,075)	73,925	89 %
Total Administrative Expenses		1,246,597	220,627	189,699	30,928	103,019	123,850	(20,832)	1,056,898	85 %
Utilities										
6400	Utilities	137,783	22,964	16,202	6,762	11,482	15,569	(4,087)	121,581	88 %
6410	Telecommunications	2,760	460	212	248	230	0	230	2,548	92 %
Total Utilities		140,543	23,424	16,414	7,010	11,712	15,569	(3,857)	124,129	88 %

CVMVCD
Statement of Revenue and Expenditures
August 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Operating									
7000 Uniform Expense	61,749	10,242	7,173	3,068	5,146	5,902	(757)	54,576	88 %
7050 Safety Expense	45,220	7,470	8,298	(828)	3,735	6,101	(2,366)	36,922	82 %
7100 Physican Fees	3,000	500	0	500	250	0	250	3,000	100 %
7150 IT Communications	94,980	15,830	7,646	8,184	7,915	1,487	6,428	87,334	92 %
7200 Household Supplies	3,000	500	1,333	(833)	250	0	250	1,667	56 %
7300 Repair & Maintenance	47,000	7,833	4,069	3,765	3,917	1,642	2,275	42,931	91 %
7310 Maintenance & Calibration	6,800	0	0	0	0	0	0	6,800	100 %
7350 Permits, Licenses & Fees	9,242	5,412	3,476	1,937	105	2,426	(2,321)	5,767	62 %
7360 Software Licensing	64,529	18,410	3,493	14,917	0	1,747	(1,747)	61,036	95 %
7400 Vehicle Parts & Supplies	59,700	9,950	5,641	4,309	4,975	4,622	353	54,059	91 %
7420 Offsite Vehicle Maint & Repair	19,378	3,230	6,789	(3,559)	1,615	6,414	(4,800)	12,589	65 %
7450 Equipment Parts & Supplies	34,380	6,130	7,320	(1,190)	2,615	5,116	(2,501)	27,060	79 %
7500 Small Tools Furniture & Equip	6,500	1,083	1,955	(872)	542	1,955	(1,414)	4,545	70 %
7550 Lab Supplies & Expense	55,275	10,725	6,412	4,313	5,925	3,928	1,997	48,863	88 %
7570 Aerial Pool Surveillance	25,000	0	0	0	0	0	0	25,000	100 %
7575 Surveillance	134,610	44,685	24,193	20,492	7,493	92	7,400	110,417	82 %
7600 Staff Training	141,774	15,332	21,213	(5,882)	6,791	3,096	3,695	120,561	85 %
7650 Equipment Rental	1,500	250	0	250	125	0	125	1,500	100 %
7675 Contract Services	170,258	34,752	21,173	13,579	17,296	9,751	7,545	149,084	88 %
7680 Cloud Computing Services	235,037	53,352	20,212	33,140	22,296	14,289	8,008	214,824	91 %
7700 Motor Fuel & Oils	159,800	26,633	30,577	(3,943)	13,317	19,349	(6,032)	129,223	81 %
7750 Field Supplies	23,000	3,833	2,371	1,462	1,917	1,157	759	20,629	90 %
7800 Control Products	832,830	627,181	227,557	399,623	620,097	227,557	392,540	605,273	73 %
7850 Aerial Applications	150,000	25,000	0	25,000	12,500	0	12,500	150,000	100 %
8415 Capital Outlay	101,350	20,758	19,609	1,149	7,379	11,911	(4,532)	81,741	81 %
8510 Research Projects	250,000	25,937	25,932	5	12,968	12,966	2	224,068	90 %
9000 Contingency Expense	275,000	0	0	0	0	0	0	275,000	100 %
Total Operating	3,010,912	975,029	456,443	518,586	759,168	341,509	417,659	2,554,469	85 %

CVMVCD
Statement of Revenue and Expenditures
August 31, 2024

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Contribution to Capital Reserves									
8900 Transfer to other funds	1,893,658	315,610	315,610	0	157,805	157,805	0	1,578,048	83 %
Total Contribution to Capital Reserves	1,893,658	315,610	315,610	0	157,805	157,805	0	1,578,048	83 %
Total Expenditures	16,944,900	3,965,556	3,209,721	755,835	1,856,545	1,419,882	436,662	13,735,180	81 %
Net revenue over/(under) expenditures	0	(3,955,056)	(3,205,831)	749,225	(1,851,295)	(1,418,111)	433,184		

CVMVCD
Balance Sheet - Unposted Transactions Included In Report
As of 8/31/2024

		Current Year
Assets		
Cash and Investments		
1000	Cash - Investments	17,328,299.13
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1035	CB&T General Checking	83,665.22
1036	CB&T Payroll Checking	173,960.02
	Total Cash and Investments	17,587,924.37
Restricted Cash Assets		
1040	Restricted Assets - Pension Stabilization CEPPT	201,396.89
	Total Restricted Cash Assets	201,396.89
Current Assets		
1050	Accounts Receivable	313,165.80
1051	Lease Payments Receivable	29,910.24
1080	Interest Receivable	45,822.97
1085	Inventory	417,938.78
1166	Prepaid IT Service	12,220.82
1167	Prepaid Research Proposals	51,863.42
1168	Prepaid Expenses	501,307.35
1169	Deposits	1,005,930.00
	Total Current Assets	2,378,159.38
Fixed Assets		
1170	Construction in Progress	72,606.36
1300	Equipment/Vehicles	2,305,558.91
1310	Computer Equipment	827,649.76
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,348,648.73
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,485,233.50

CVMVCD
Balance Sheet - Unposted Transactions Included In Report
As of 8/31/2024

		Current Year
1341	Bio Control Building	6,923,882.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(12,681,531.98)
	Total Fixed Assets	8,735,019.22
	Other Assets	
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,301,492.00
1530	Deferred Outflows of Resources - OPEB	897,005.31
1900	Due to/from	0.12
	Total Other Assets	5,712,599.75
	Total Assets	34,615,099.61
	Liabilities	
	Short-term Liabilities	
	Accounts Payable	
2015	Credit Card Payable	71,354.74
2020	Accounts Payable	661,736.09
2185	Employee Dues	357.88
	Total Accounts Payable	733,448.71
	Total Short-term Liabilities	733,448.71
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,522,076.00
2230	Deferred Inflows - OPEB	483,696.00
2235	Deferred Inflow of Resources - Leases	29,910.25
2300	Net OPEB Liability	44,168.00
2500	Compensated Absences Payable	777,938.78
	Total Long-term Liabilities	4,957,789.03
	Total Liabilities	5,691,237.74
	Fund Balance	

CVMVCD
Balance Sheet - Unposted Transactions Included In Report
As of 8/31/2024

		Current Year
	Non Spendable Fund Balance	
3920	Investment in Fixed Assets	10,673,170.66
3945	Reserve for Prepaids & Deposit	1,041,259.68
3960	Reserve for Inventory	459,270.86
	Total Non Spendable Fund Balance	12,173,701.20
	Committed Fund Balance	
3965	Public Health Emergency	4,851,276.00
	Total Committed Fund Balance	4,851,276.00
	Assigned Fund Balance	
3910	Reserve for Operations	5,800,000.00
3925	Reserve for Future Healthcare Liabilities	453,746.00
3955	Thermal Remediation Fund	63,688.00
3970	Reserve for Equipment	726,018.00
3971	Reserve for Facility & Vehicle Replacement	2,659,312.00
	Total Assigned Fund Balance	9,702,764.00
	Unassigned Fund Balance	
3900	Fund Equity	(568,650.76)
3991	Prior Year Adjustment GASB87	20,909.82
3999	P&L Summary	5,663,089.43
	Total Unassigned Fund Balance	5,115,348.49
	Current YTD Net Income	
		(2,919,227.82)
	Total Current YTD Net Income	(2,919,227.82)
	Total Fund Balance	28,923,861.87
	Total Liabilities and Net Assets	34,615,099.61



Coachella Valley Mosquito and Vector Control District

Staff Report

October 8, 2024

Agenda Item: Informational Item

Staff report from:

- SOVE 52nd Annual Conference, September 15-19, 2024, Fort Collins, CO

Background:

The Society for Vector Ecology conference hosted approximately 200 students, vector control staff, government and academic researchers, and industry workers in Fort Collins, Colorado to discuss the recent outbreaks of vector-borne disease. The goals are to share information across the community to improve our ability to respond and to ideally prevent future outbreaks.

We were among the attendees invited for a workshop before the conference. We spent time with colleagues from vector control, USDA-APHIS, and academia to discuss the recent outbreak of Japanese encephalitis in Australia and of oropouche virus in the Americas. While neither disease is currently in the Coachella Valley, we know that our agency has a part in protecting people and animals from vector-borne diseases. Working across agencies, we were able to share ideas, discuss alternative ways of collaborating, and find suggestions on how to leverage our strengths should these viruses come to the Coachella Valley.

The keynote address highlighted the impacts of climate change on vector-borne diseases by Dr. Ben Beard of the Centers for Disease Control and Prevention. Dr. Beard highlighted the recent outbreaks of dengue and oropouche viruses. Having these diseases are new to us, being brought to us by global trade and travel with climate change making our area more habitable for new species. Attendees also enjoyed sessions on assessments of large-scale vector control operations; field applications of sterile mosquito techniques; genome editing advances for vector control; tick ecology; novel vector control strategies; and forecasting outbreaks using models.

Jennifer Henke presented the work being done at the District following Hurricane Hilary in 2023. The increased virus activity in 2024 is likely due to the lingering impacts of the storms. That is, although the mosquito collections are similar to the five-year average, the District has had a very active virus year, similar to what has been seen in Louisiana following similar weather patterns. Sharing the work at SOVE connected Jennifer to additional research completed.

ATTENDEES:

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

Kim Hung, Ph.D., Vector Ecologist

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

Strategic Business Plan Alignment:

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



**Coachella Valley Mosquito and
Vector Control District**

October 8, 2024

Staff Report

Agenda Item: Informational Item

Staff report from:

- 2024 MISAC Annual Conference, September 22 - 25, 2024 Monterey, CA

Background:

The Municipal Information Systems Association of California (MISAC) is a professional organization that brings together IT professionals from local government entities, such as cities, towns, public safety departments, special districts, and other local agencies. MISAC focuses on promoting leadership, education, and access to resources for technology professionals working in local government, with the goal of improving government services through technology.

Attending the MISAC Annual Conference provided invaluable insights into leveraging technology for enhancing local government services. The City of Sacramento highlighted ways they are improving public service delivery by transforming their 311 services. A Microsoft 365 success story showcased how the "Me/We/Us" model empowers agencies like Dublin San Ramon Services District to streamline communications. Collaborative cybersecurity sessions emphasized the importance of state and federal partnerships, while another detailed strategic approaches to protect local governments from emerging threats. I also gained practical knowledge on developing a GIS strategic plan and explored the use of AI, particularly through case studies like the Washoe County's implementation of Madison AI, an AI knowledge assistant, for common government workloads. Overall, these sessions demonstrated how technology and collaboration can drive more efficient, secure, and innovative public services.

ATTENDEES:

Edward Prendez, Information Technology Manager

Strategic Business Plan Alignment:

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



NEW BUSINESS



**Coachella Valley Mosquito and
Vector Control District**

October 8, 2024

Staff Report

Agenda Item: New Business

Discussion and/or approval of Resolution 2024-13 Approving the ratification of the Tentative Agreement by and between the District and employees in the vector control technicians, shop mechanic(s), facilities maintenance technicians(s), laboratory assistant(s), laboratory technician(s), in the Bargaining Units represented by CSEA Chapter 2001– **Jeremy Wittie, MS, CSDM, General Manager, and Lena D. Wade, General Counsel**

Background:

District representatives and CSEA representatives have reached a Tentative Agreement on matters related to wages, hours, terms and conditions of employment for the employees in the vector control technicians, shop mechanic(s), facilities maintenance technicians(s), laboratory assistant(s), laboratory technician(s), in the Bargaining Unit. The proposed term of the next Memorandum of Understanding is three years, commencing July 1, 2024, and terminating on June 30, 2027.

The specifics of the Tentative Agreement have been discussed previously in Closed Session and it has been placed on the Open Session agenda for public discussion purposes and final action, if the Board deems it appropriate at this time. (An oral report will be made during open session, after closed session, describing the main highlights of the Tentative Agreement.)

Staff Recommendation:

Staff recommends that the Board ratify the Tentative Agreement by adopting the attached resolution which also directs staff to prepare the final Memorandum of Understanding consistent with the terms and conditions of the Tentative Agreement and process the final Memorandum of Understanding for immediate execution by the parties.

Exhibits:

- Resolution 2024-13

Resolution No. 2024-13

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RATIFYING THE TENTATIVE AGREEMENT BY AND BETWEEN THE DISTRICT AND CHAPTER 2001 OF THE CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

WHEREAS, the Coachella Valley Mosquito and Vector Control District ("District") and Chapter 2001 of the California School Employees Association ("CSEA") entered into a Memorandum of Understanding ("MOU") pursuant to the Meyers-Millias-Brown Act (Government Code Section 3500 et seq.) covering wages, hours and other terms and conditions of employment for all vector control technicians, shop mechanic(s), facilities maintenance technicians(s), laboratory assistant(s), laboratory technician(s), in the Bargaining Units represented by the CSEA, which expired June 30, 2024; and

WHEREAS, District representatives and CSEA representatives have reached a Tentative Agreement on matters related to a successor MOU, with a proposed term of three years, commencing July 1, 2024, and terminating on June 30, 2027.

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals.

The recitals set forth above are true and correct.

Section 2. Ratification of Tentative Agreement.

The Tentative Agreement is hereby ratified and approved.

Section 3. Preparation of Memorandum of Understanding.

The District's General Manager and General Counsel are hereby directed to prepare the final Memorandum of Understanding by and between the District and CSEA, which shall be substantially the same with respect to terms and content as the Tentative Agreement and cause the same to be fully executed by the parties.

Section 4. Effective Date.

This Resolution shall take effect immediately upon its adoption.

Section 5. Certification.

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

PASSED, ADOPTED, AND APPROVED, this 8th day of October 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**John Pena, President
Board of Trustees**

ATTEST:

Megan Scarborough-Eckel, Clerk of the Board

APPROVED AS TO FORM:

Lena D. Wade, General Counsel

REVIEWED:

Jeremy Wittie, M.S., General Manager

EXHIBIT "A"

2024-2027 CSEA T.A.

TENTATIVE AGREEMENT

2024-27 Successor Contract

September 19, 2024

ARTICLE 2. UNION RECOGNITION

A. Exclusive Recognition. Pursuant to action taken by the District's Board of Trustees in 1987 and in 2006, the Meyers-Milias-Brown Act and by any resolutions, regulations or other provisions that pertain to recognition of bargaining units by the District, the District agrees that it has recognized CSEA as the exclusive representative and bargaining unit for all vector control technicians, shop mechanic(s), utility worker(s), facilities maintenance technicians, maintenance worker(s), laboratory assistant(s), laboratory technician(s), unmanned aircraft systems (UAS) operator(s), and seasonal nine (9) month Vector Control Technicians, excluding management, supervisory, professional, ~~seasonal/temporary~~, clerical and confidential employees.

B. Immediately following the ratification of this 2024-27 Memorandum of Understanding, CSEA and the District shall negotiate over the hours, wages, benefits and other terms of conditions of employment of the District's seasonal vector control workers, which as per recent changes in the law, must be included in the bargaining unit represented by CSEA.¹

ARTICLE 4. ASSOCIATION RIGHTS

A. Officer Release Time. Local officers of the Association shall receive paid released time, subject to ~~48-hour~~ 24-hour notice from CSEA in order to conduct proper Association business, not to exceed ~~eighty (80)~~ one-hundred and sixty (160) hours per year. The officer release time contemplated in this section shall be applied to release time for attendance at CSEA's Annual Conference. CSEA members who attend the CSEA Annual Conference shall give a presentation to the Operations Department on the professional development aspects of the conference. This limit shall not apply to release time to collective bargaining negotiations as per Section 4(C) below, nor to release time for Union Stewards for the processing of grievances and for disciplinary representations as per Section 4(D) below.

¹ Beginning January 1, 2024, AB 1484 requires public employers to include temporary employees with permanent employees in the same bargaining unit upon request of the recognized employee organization if they have been hired to perform the same or similar type of work that is performed by the permanent employees. Public employers under the MMBA, including the Coachella Valley Mosquito and Vector Control District, will be required to provide certain information to seasonal and temporary employees upon hire, such as a job description, wage rates, eligibility for benefits, anticipated length of employment, and procedures to apply for open, permanent positions within the District, and presumably within the bargaining unit. AB 1484 defines a "temporary employee" as a temporary employee, casual employee, seasonal employee, periodic employee, extra-help employee, relief employee, limited-term employee, per diem employee, and any other public employee who has not been hired for a permanent position. CSEA and the District have agreed to begin negotiations immediately following the ratification of this 2024-27 Successor Contract over a separate Side Letter to specify the wages, hours, fringe benefits, and terms of conditions of employment for seasonal workers.

B. Association-paid Release Time. Absent a legitimate public health issue or unforeseen staffing shortage, CSEA shall have the right to purchase released time for Association members, and to pay the District's cost for that employee to participate in other CSEA trainings, meetings, seminars, retreats, and other union business. This request for released time cannot create a staffing shortage.

C. Release Time for Negotiations. ~~Three (3)~~ ~~two (2)~~ CSEA bargaining unit employee representatives of CSEA shall be ~~allowed~~ afforded release time without loss of compensation when formally meeting and negotiating with District representatives during MOU (*i.e.* "**Contract**") negotiations or on any other matters within the scope of representation.

D. Union Steward. The District recognizes the need and affirms the rights of Association to ~~designate~~ appoint ~~two (2)~~ Union Stewards from among employees in the unit, *in addition to the CSEA Chapter President who shall also be designated as a Union Steward under this Section.* It is agreed that the Association, in appointing such representatives, does so for the purpose of promoting an effective relationship between the District and employees by helping to settle problems at the lowest level of supervision. Employees of the District shall have the right to be accompanied by a Union Steward or CSEA Labor Relations Representative at grievance meetings, or in meetings with the Board, the General Manager, or with a management or supervisory employee where the bargaining unit employee reasonably believes that a disciplinary action may result. The CSEA Union Steward and the employee will not suffer a loss of compensation during such meetings if such meetings are held at the direction or request of District management and are held during regular working hours for the employee and steward.

(1) The Association shall notify the District in writing of the name of the Union Stewards (*which includes the CSEA Chapter President*) selected by the Association. If a change is made, the District shall be advised in writing of such change. The Association shall also notify the District of the names of all Association officers within ten (10) days of the execution of this Agreement and shall notify the District of any change(s) in the Union Stewards or officers within twenty (20) working days of any such change.

(2) If, due to an emergency, an adequate level of service cannot be maintained in the absence of a Union Steward at the time of notification, the grievance procedure timeliness shall be extended until the emergency is over.

(3) The Union Steward, Chapter President, or his/her designee, and/or the CSEA Labor Relations Representative shall have the authority to file notice and take action on behalf of bargaining unit employees relative to rights afforded under this Agreement.

E. CSEA Staff Assistance. Union Stewards, local Association officers and employees shall, at reasonable times, be entitled to seek and obtain assistance from CSEA Staff Personnel during working hours without loss of pay, for the purpose of processing grievances and matters related thereto and other reasons relating to wages, hours and terms and conditions of unemployment covered by this Agreement or the law.

F. Use of Equipment and Facilities. Upon written request at least two (2) days in advance and without charge, the Association shall be granted the right to use the District

lounge, equipment, and facilities for lawful Association business. The conditions of such use shall be consistent with applicable law, and permission shall not be unreasonably withheld.

G. Use of District's Electronic Mail (E-Mail) System. The CSEA Chapter President or designated CSEA Officer designee may use the district electronic mail system for scheduled and mass emails related to union business without advance permission from the District, including for CSEA meeting notices, agendas, and negotiations updates. CSEA shall notify the Human Resource Manager of the name of the authorized Chapter President's designee, if any, for email purposes. The Association will not utilize the District's email system to distribute political information or information which is knowingly false, defamatory or indecorous, or which is otherwise prohibited by law. Additionally, all CSEA emails shall contain the identifier: "From CSEA Chapter 2001." Unless specifically addressed above, the District's applicable technology and/or or Governing Board policies, shall continue to govern the use of the District's electronic mail system.

H. ~~G.~~ Bulletin Boards. The Association may use the designated District bulletin board, marked "CSEA Chapter #2001." It shall be the sole right of the Association to place material on the bulletin boards and to remove unauthorized material. No material will be posted on the Association's portion of the bulletin board by the District. All material posted by the Association shall be dated and clearly identified by either official identification or the signature/title of the authorized Association Official. In turn, CSEA agrees to make certain that materials placed on the bulletin Board do not create an adversarial work environment or are not of a derogatory or personal nature or inflammatory. The District may contact CSEA without fear of any reprisal in the event that it perceives material in the bulletin board to be in violation of this section and request its removal.

I. ~~H.~~ District Records. The Association shall have the right at reasonable times to review and/or receive copies of any documents in the District's possession which are open by law to public inspection or which are necessary to the Association's fulfillment of its role as exclusive bargaining representative. The first copy of the material is free of charge; additional copies at 10¢ per page.

ARTICLE 7. SALARY

A. Basic Salary Schedule. Unless otherwise provided by this Agreement, employees shall receive the compensation provided in the Basic Salary Schedule set forth in Appendix A for the class in which they are employed. New employees shall start at Step 1 of the Salary Schedule. However, the District reserves the right to start new employees at up to Step 3 when, in the discretion of the General Manager, experience or other factors warrant.

Beginning July 1, 2024, the District shall increase the bargaining unit salary schedule by 10.0% in order to adjust bargaining unit salaries in accordance with the historic increase in the cost-of-living following the COVID-19 Pandemic. The 2024-2025 salary schedule is enclosed herein as Appendix A.1.

Due to the dynamic circumstances created by the COVID-19 Pandemic requiring all bargaining unit employees to accommodate for disruptions in our labor force and to

maintain in-person work to protect the community, the District shall also provide a one-time, off-schedule bonus payment in a separate pay warrant to all bargaining unit members equivalent to 1.5% of each employee's annual base pay, not inclusive of overtime as of July 1, 2024 (including the 10% salary increase stated above). The District shall provide this one-time, off-schedule payment to all bargaining unit members employed as of the day of the ratification of this Agreement. Employees who retired at any time after July 1, 2024 prior to the ratification of this Agreement shall be eligible for both the July 1, 2024 on-going, on-schedule salary increase retroactively, which shall be reported to CalPERS, as well as the one-time, off schedule bonus payment based on the number of working days completed in the retirees annual work year prior to retirement. However, employees who were terminated or resigned from the District prior to the ratification date of this Agreement shall not be eligible for either any retroactive salary schedule increases contemplated herein nor the one-time off-schedule bonus payment.

Beginning July 1, 2025, the District shall increase the bargaining unit salary schedule by 3.0%. The 2025-2026 salary schedule is enclosed herein as Appendix A.2.

Beginning July 1, 2026, the District shall increase the bargaining unit salary schedule by 2.0%. The 2026-2027 salary schedule is enclosed herein as Appendix A.3. CSEA and the District agree to an automatic economic reopener for up to 3% COLA on July 1, 2026 in the event that the Consumer Price Index for Urban Wage Earners (CPI-W) for Riverside/San Bernardino Counties is more than 2% in the previous six months prior to July 1, 2026 as determined by the U.S. Bureau of Labor Statistics.

~~Beginning July 1, 2021, the District shall increase the bargaining unit salary schedule by 3%. The 2021-2022 salary schedule is enclosed herein as Appendix A.1.~~

~~Beginning July 1, 2022, the District shall increase the bargaining unit salary schedule by 3%. The 2022-2023 salary schedule is enclosed herein as Appendix A.2.~~

~~Beginning July 1, 2023, the District shall increase the bargaining unit salary schedule by 3%. The 2023-2024 salary schedule is enclosed herein as Appendix A.3.~~

~~The Parties further agree that the Vector Control Technician Trainee classification/job description shall be deleted, and that the Vector Control Technician Trainee work will be performed by Vector Control Technician I employees, and new entry level vector control technician employees hired into the District will be hired under the Vector Control Technician I classification/job descriptions.~~

~~In addition, the Parties also agree that the salary range of the Laboratory Technician shall be increased from Range 9 to Range 14, to be equivalent to the Vector Control Technician I classification/job description, and the Laboratory Technician classification/job descriptions shall be modified to reflect the requirement that full B, C and D certifications through the State of California for vector control technicians is required for the Laboratory Technician position.~~

~~Should the professional or clerical bargaining unit, excluding the management/supervisory employees, receive a greater salary increase, cafeteria plan~~

contribution, or greater number of vacation days, holidays, or greater overtime provisions on a unit wide basis (i.e., in an MOU or other agreement), then in that event bargaining unit members shall receive the same increases.

B. Salary on Re-Employment. A person re-employed in the same class in which that person previously held permanent status, and who was previously separated in good standing shall, be appointed at their previous step earned, instead of the first step of the salary range.

C. Increases Within Range. Each employee shall have a salary anniversary date which shall be the first day of the month following the completion of twelve months of service in a particular class. For purposes of determining step increases for first year employees and promotional probationary employees, the anniversary date shall begin the day after the successful completion of an employee's probationary period. That means, for example, that a new employee beginning July 1, who after six months completes his/her probationary period on December 31st, would receive a step increase on January 1st and any subsequent step increases on January 1st of subsequent years. (i.e., January 1st becomes the employees "anniversary date" for purposes of computing step increases on the salary schedule). However, if an employee begins employment on the first working day of a month, it shall be considered for purposes of this section that such employment began on the first calendar day of the month.

In accordance with the provisions of Article 15.B.2, on or about the employee's anniversary date the employee's supervisor will review the overall performance of the employee to determine if that individual has demonstrated satisfactory performance related to that individual's duties and should therefore be advanced to the next higher step within the range. Employees shall be eligible for advancement to the next step of the salary range annually, based upon a satisfactory evaluation of their job performance, as provided under Article 15.B.2. Normal and regular use of approved sick leave shall not be considered as an evaluation or performance metric for consideration for increases within range under this section. Any employee who does not receive a step increase may appeal to the General Manager for a final determination.

If, in the General Manager's judgment, the employee's performance does not merit a salary increase on the salary anniversary date, as indicated above, it shall be deferred. However, at three month intervals, the employee will be reevaluated as per Article 15.D to determine if there has been sufficient improvement for the employee to become eligible for step advancement.

D. Longevity Pay. In recognition of extended service to the District, employees shall become eligible for "Longevity Pay" as per the Longevity Schedule below. This will become effective on the anniversary date of the employee's regular full-time duty in the employee's 10th, 15th, 20th, 25th and 30th year of service with the District. The amount of each longevity pay will be as per the schedule below. For example: An employee who was hired on September 1st, would receive the first increment of longevity pay on the paycheck which includes September 1st upon the employee's 10th anniversary with the District. Longevity pay would be given September 1st of each following year until the employee reached the 15th anniversary on September 1st when he/she would then receive the next longevity

increment per year until the 20th anniversary, and so forth. Please refer to the Longevity Schedule below:

Years of Service	Annual Rate
10 – 14	\$500 \$600
15 – 19	\$1,000 \$1,100
20 – 24	\$1,500 \$1,600
25 – 29	\$2,500 \$2,600
30 +	\$3,500 \$3,600

E. Special Merit Pay. Any employee who has reached the top step of his/her salary range shall, in succeeding years, be eligible for a one-time lump sum annual payment with a recommendation to and concurrence from the General Manager.

(1) An amount equal to one and one-half percent (1.5%) of the employee’s base salary if the employee achieves an overall evaluation rating of between 3.0 and 3.5 on his/her annual evaluation.

(2) An amount equal to two and one-half percent (2.5%) of the employee’s base salary if the employee achieves an overall evaluation rating 3.6 or greater on his/her annual evaluation.

(3) Merit Terms: This lump sum payment shall not be cumulative and shall be mutually exclusive. The fact that an employee has received the payment described herein in a given year shall have no effect on the employee’s entitlement to payment in any subsequent year.

(4) Special Merit Pay shall not be included in base pay.

(5) Normal and regular use of approved sick leave shall not be considered as an evaluation or performance metric for consideration for Special Merit Pay under this section.

ARTICLE 8. HOURS, OVERTIME, AND RELATED CONDITIONS OF EMPLOYMENT

The following conditions shall apply to all employees of the District within the bargaining unit.

- A. Appointments. [Status Quo – No Changes to Section.]
- B. Probationary Periods. [Status Quo – No Changes to Section.]
- C. Employee Status. [Status Quo – No Changes to Section.]

D. Transfer. [Status Quo – No Changes to Section.]

E. Work Week and Shift-Starting and Ending Times. The District shall maintain a 40-hour work week of five (5) eight (8) hour days, Monday through Friday. Vector Control Technicians should leave the District within 45 minutes of starting the morning, and shall return no more than 45 minutes before the end of the shift ending time. Once a locker room remodel is completed, Vector Control Technicians should leave the District within 35 minutes of starting the morning, and shall return no more than 35 minutes before the end of the shift starting and ending times. If issues arise and more time is needed on any given day, the Vector Control Technician should inform their supervisor.

- (1) Vector Control Technicians Shift Starting and Ending Times:
 - October 1st to April 30th - 7:30 a.m. to 4:00 p.m.
 - May 1st until September 30th - 5:30 a.m. to 2:00 p.m.
- (2) Lab Assistant I Shift Starting and Ending Times:
 - October 1 – April 30: 7:30 am to 4:00 pm (half hour lunch)
 - October 1 – April 30: 7:00 am to 4:00 pm (hour lunch)
 - May 1– September 30: 6:00 am to 2:30 pm
- (3) Lab Assistant II Shift Starting and Ending Times:
 - October 1 – April 30: 7:30 am to 4:00 pm
 - May 1– September 30: Mon, Wed, Thurs & Fri: 7:30 am to 4:00 pm
Tues: 6:30 am to 3:00 pm
- (4) Mechanic I Shift Starting and Ending Times:
 - October 1 – April 30: 7:30 am to 4:00 pm
 - May 1 – September 30: 5:30 am to 2:00 pm
- (5) Mechanic II Shift Starting and Ending Times:
Year Round: 7:30 a.m. to 4:00 p.m.
- (6) Facilities Maintenance Technicians I & II Shift Starting and Ending Times:
 - October 1 – April 30: 6:30 am to 3:00 pm
 - May 1 – September 30: 5:30 am to 2:00 pm

Employees assigned to night fogging shall be subject paragraph H below.

~~Employees assigned to vector operations, one (1) Mechanic (I or II), and one (1) Facilities Maintenance Technician (I or II) shall work:~~

- ~~• October 1 – April 30: 7:30 am to 4:00 pm~~
- ~~• May 1 – September 30: 5:30 am to 2:00 pm~~

~~Employees assigned to Lab Technician and Lab Assistant I shall work:~~

- ~~• October 1 – April 30: 7:30 am to 4:00 pm~~
- ~~• May 1 – September 30: 6:00 am to 2:30 pm~~

~~Employees assigned to Lab Assistant II shall work:~~

- ~~• October 1 – April 30: 7:30 am to 4:00 pm~~
- ~~• May 1 – September 30:
Mon, Wed, Thurs & Fri 7:30 am to 4:00 pm~~

~~Tues _____ 6:30 am to 3:00 pm~~

~~The changes above to Lab Technician, Lab Assistant I and Lab Assistant II seasonal shift starting and ending times supersedes and makes null and void the Parties previous March 1, 2018 Side Letter.~~

~~Employees assigned to one (1) Mechanic (I or II) shall work:~~

- ~~• Year Round: _____ 7:30 am to 4:00 pm~~

~~Employees assigned to one (1) Facilities Maintenance Technician (I or II) shall work:~~

- ~~• October 1 – April 30: 7:30 am to 4:00 pm~~
- ~~• May 1 – September 30: _____ 6:00 am to 2:30 pm~~

F. Overtime. Employees may be requested to work hours in excess of their normal schedule in emergencies, unusual situations, and/or in the best interests of the District. In order to avoid excessive use of overtime and to allow a fair allocation of overtime amongst employees, all overtime work must be approved in writing, in advance by the employee’s supervisor and/or by the General Manager or designee. No overtime will be paid for travel to/from or attendance at non-mandatory meetings/conferences (i.e., meetings not required by the General Manager or for the maintenance of State certification(s)).

(1) Overtime is defined as all “hours worked” and/or “hours in paid status” in excess of forty (40) hours in the designated seven day work week. Employees who are regularly scheduled to work no less than 40 hours in a workweek will be entitled to elect, at the employee’s discretion, Compensatory Time Off (“CTO”) in lieu of cash payment for overtime work. CTO and overtime shall be earned at the applicable overtime rate in which it was earned.

(2) Employees eligible for CTO shall have the option of either being paid for the overtime work or accruing the hours of overtime work as CTO. Employees shall indicate which option they choose on the proper form prior to submitting it to their supervisor for signature. Employees may not accrue more than ~~80 hours~~ 160 hours of CTO. Any Overtime in excess of 80 accrued CTO hours shall be paid on the employee’s regular paycheck at the applicable overtime rate in which it was earned.

(3) Time off taken as CTO shall be permitted after the employee makes the request if, at the discretion of the General Manager/designee, the use of the CTO does not unduly disrupt the operations of the District. Such requests should be made in writing using the proper form at least two (2) working days prior to the date when the CTO is being requested to be used. However, in an emergency the General Manager/designee may waive such prior notice.

(4) An employee who has accrued CTO shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than the rate at which the overtime was earned.

G. Pay Period. [Status Quo – No Changes to Section.]

- H. Nighttime Spraying. [Status Quo – No Changes to Section.]
- I. Call-back Pay. [Status Quo – No Changes to Section.]
- J. Changes in Shift Assignment. [Status Quo – No Changes to Section.]
- K. Meal Periods. [Status Quo – No Changes to Section.]
- L. Out-of-Class Pay. [Status Quo – No Changes to Section.]
- M. Uniforms. [Status Quo – No Changes to Section.]
- N. Showers. [Status Quo – No Changes to Section.]
- O. Breaks. [Status Quo – No Changes to Section.]
- P. Dress and Grooming Standards. [Status Quo – No Changes to Section.]
- Q. Drug and Alcohol-Free Workplace Policy. [Status Quo - No Changes to Section.]

R. Bilingual Stipend. *The District shall provide a Bilingual Stipend of \$50 per bi-weekly pay period to any bargaining unit employee who is regularly assigned services area where second language bilingual skills are needed. In order for a Vector Control Technician to be eligible for the \$50 bi-weekly bilingual stipend, the employee must pass a verbal language proficiency exam administered by a neutral third-party examination firm.*

S. Respirators. *Cal-OSHA Title 8 Section 5199 (known as the Aerosol Transmissible Disease Standard) requires all employee who may need to wear respirators as part of their job functions be fit-tested initially and within twelve (12) months of their last fit-test on each type of respirator they may be required to wear. All certified staff, including Vector Control Technicians, are required to utilize a respirator as part of their required personal protective equipment (“PPE”) when performing certain control product applications. Prior to wearing a respirator, all applicable employees shall receive respirator training and pass an annual medical clearance. All time and costs associated with fit-testing or medical clearance(s) shall be borne by the District.*

ARTICLE 9. EMPLOYEE FRINGE BENEFITS

A. Health Insurance. Upon satisfactory completion of a thirty (30) day period of employment, the District will contribute to the current cafeteria plan based on Single, Employee+1, and Family status to cover the employee and their dependents under the coverage rates existing as of the date of the completion of the initial thirty (30) day employment period.

(1) Any benefit in excess of the health insurance cost for the employee shall be allocated by the employee among the other benefits available under the cafeteria plan. Any

shortfall would come out of available cafeteria option, or through employee payroll deductions if necessary, at the election of the employee. Any excess remaining after election of benefits shall be paid through salary, and may at the election of the employee be taken as salary.

(2) The District and the Association agree that there will be a standing Health Benefits Committee comprised of two bargaining unit members, a management member, and a human resource representative to discuss and research health care coverage options and to provide recommendations prior to the fall health care enrollment period.

(3) District Contributions Towards Cafeteria Plan Tiers. The District shall provide bargaining unit employees with health and welfare benefits through a cafeteria plan as provided below. Effective, January 1, 2024, ~~January 1, 2022~~, the District’s contributions towards cafeteria plan tiers shall not ~~exceed a 3% increase in total bargaining unit costs to be~~ as follows:

Single:	<u>\$954.13</u>	\$844.71
Employee + 1 Dependent:	<u>\$1,896.04</u>	\$1,646.15
Employee + 2 Dependents:	<u>\$2,482.57</u>	\$2,160.35

Effective, January 1, 2025, January 1, 2026 and January 1, 2027 ~~January 1, 2023, and January 1, 2024~~, the District shall adjust its health insurance contributions during the term of this MOU to match the weighted average percentage increase of only those health plans offered bargaining unit employees through CalPERS and for which at least one bargaining unit member has selected, up to a maximum of a fifteen percent (15%) ~~three percent (3%)~~ increase ~~per calendar year~~ over the life of the Agreement. Adjustment to health insurance contributions shall become effective as of January 1st following issuance of the CalPERS’ annual “Monthly Premiums for Contracting Agencies – Other Southern California Region Health Benefits rate sheet. If there is a percentage decrease to the average percentage increase of all the health plans offered through CalPERS that are listed on CalPERS’ annual “Monthly Premiums for Contracting Agencies – Other Southern California Region” and for which at least one bargaining unit member has selected, the District shall not decrease its health insurance contribution, but it shall remain the same as the previous calendar year.

(4) Employee H&W Opt-Out. At a minimum, all employees must select health insurance coverage under the cafeteria plan at the Single level or present proof to the District that they have health insurance coverage through their spouse or domestic partner. If an employee who is eligible for the Employee+1 benefit or Family benefit, but elects to “opt-out” of benefits due to health insurance coverage through their spouse or domestic partner, then in that event, the benefit level applied to that employee shall be 50% of the District’s contribution level at the Single level.

B. Retiree Health Insurance. [Status Quo – No Changes to Section.]

C. AD & D Insurance. [Status Quo – No Changes to Section.]

D. California Public Employees Retirement System (CalPERS) Benefits. [Status Quo – No Changes to Section.]

E. Optional 457 Plan. [Status Quo – No Changes to Section.]

ARTICLE 10. PAID AND UNPAID LEAVES

A. Holidays.

(1) Full-time regular employees shall be entitled to a day off, without loss of compensation, to commemorate the following days: New Year’s Day, Martin Luther King Day*, President’s Day*, Cesar Chavez Day*, Good Friday (1/2 day off), Memorial Day*, Juneteenth, Independence Day, Labor Day, ~~Columbus Day~~, Veterans Day*, Thanksgiving Day, Friday following Thanksgiving Day, and December 25th. (*These days shall be taken off by the employee as determined by a Calendar Committee consisting of two CSEA representatives and two District representatives.) The District shall attempt to give employees a 3 or 4 day weekend where possible.

(2) Full-time regular employees shall also be entitled to one floating holiday to be used during the Winter Break as specified below. ~~on any date of the employee’s choice on a day mutually agreeable to the District and the employee. This floating holiday does not accumulate and must be taken during the calendar year. Employees hired on or after October 1st of any calendar year are not eligible to receive floating holidays in that calendar year.~~

(3) Winter Break. *Beginning in the 2024-25 fiscal year, all bargaining unit employees shall be afforded a paid weeklong Winter Break as follows:*

- a. The first day of the Winter Break shall start on a weekday.*
- b. Winter Break shall be inclusive of two weekends.*
- c. Regardless of the day of the week in which December 25th or January 1st may fall in any given year, there shall be eight weekdays, including Christmas and New Year’s Day (including where these holidays fall on a weekend, but are observed on a workday) included in the Winter Break.*
- d. Of these eight weekdays, five shall be paid holidays, and three shall be paid through each individual employee’s use of either (1) the annual floating holiday specified above in Article 10(A)(2), (2) by a vacation day, (3) by compensatory time off (CTO); or (4) at the employee’s sole discretion an unpaid non-work day leave.*
- e. Work assigned during the Winter Break shall only be assigned through the explicit authorization of the General Manager or designee. Only those employees providing services which are essential and necessary to the basic operations of the District shall be requested to work during the Winter Break. If the General Manager/Designee determines that essential work during the Winter Break is needed, first volunteers will be sought, and then assigned by the most seniority in the classification. When the number of volunteers is insufficient, assignments will be made based on reverse seniority (the least seniority in the classification being assigned). If an employee is directed to work on any of the days of the Winter Break, they shall be compensated in accordance with Article 10(A)(4) below.*
- f. Notwithstanding Section 10(B)(3) of the MOU above, new and probationary employees shall be allowed to use the floating holiday and/or accrued vacation days to remain in paid status during Winter Break. If an employee does not have a floating holiday or*

vacation days remaining, nor any CTO, the employee may borrow no more than three (3) days each year from future vacation accumulation. In the event the employee leaves the District prior to earning the vacations days, such deficit shall be paid for through the employee's final pay warrant.

For the 2024-2027 Memorandum of Understanding, the Winter Break shall be as follows:

2024-25 WINTER BREAK SCHEDULE

- *Monday, December 23rd - Employee Choice of Leave*
- *Tuesday, December 24th – Christmas Eve Holiday*
- *Wednesday, December 25th – Christmas Holiday*
- *Thursday, December 26th - Holiday (President's Luncheon if awarded by Board).*
- *Friday, December 27th - Holiday (In exchange for Columbus Day Holiday)*
- *Monday, December 30th - Employee Choice of Leave*
- *Tuesday - December 31st - Employee Choice of Leave*
- *Wednesday, January 1st - New Year's Day Holiday*
- *Thursday, January 2nd - Return to Work*

2025-26 WINTER BREAK SCHEDULE

- Wednesday, December 24th – Christmas Eve Holiday*
- Thursday, December 25th – Christmas Holiday*
- Friday, December 26th - Holiday (President's Luncheon if awarded by Board).*
- Monday, December 29th - Holiday (In exchange for Columbus Day Holiday)*
- Tuesday, December 30th - Employee Choice of Leave*
- Wednesday - December 31st - Employee Choice of Leave*
- Thursday, January 1st - New Year's Day Holiday*
- Friday, January 2nd – Employee Choice of Leave*
- Monday, January 5th - Return to work*

2026-27 WINTER BREAK SCHEUDLE

- Wednesday, December 23rd – Employee Choice of Leave*
- Thursday, December 24th – Christmas Eve Holiday*
- Friday, December 25th - Christmas Day Holiday*
- Monday, December 28th - Holiday (President's Luncheon if awarded by Board).*
- Tuesday, December 29th - Holiday (In exchange for Columbus Day Holiday)*
- Wednesday, December 30th - Employee Choice of Leave*
- Thursday, December 31st - Employee Choice of Leave*
- Friday, January 1st - New Year's Day Holiday*
- Monday, January 4th - Return to work*

(4) ~~(3)~~ Any employee who is required to work on any of the holidays set forth in this Agreement shall receive his/her applicable rate of pay at time and one-half for all hours actually worked on that holiday and, in addition, will receive eight (8) hours pay at his/her regular hourly rate, or in lieu of that eight (8) hours additional pay, the employee may choose to receive eight hours of Compensatory Time Off.

B. Vacation.

(1) Full-time regular employees shall be entitled annually to the following number of working days vacation with pay in accordance with the record of the employee’s completion of years of service. (Official leaves of absence shall not be credited toward continuous service). Vacation days accrue and are limited **to maximum accumulation limit of 50 days (400 hours)** as follows:

<u>Years of Service</u>	<u>Accrual Per Year</u>	<u>Max. Accum. Limit</u>
0–3 years	10 days	20 days (160 hours)
4–7 years	15 days	30 days (240 hours)
8–10 years	20 days	40 days (320 hours)
10+ years	22 days	50 days (400 hours)

For example, on the first day beginning the fourth year of employment, vacation accrual shall be fifteen (15) days of vacation per year; on the first day beginning the eighth year of employment, vacation accrual shall be twenty (20) days of vacation per year, on the first day beginning the tenth year of employment, vacation shall be twenty-two days of vacation per year. For the purposes of this paragraph, vacation shall be deemed earned to the date of termination, in proportion (pro-rata) to the number of full months of continuous employment in that calendar year plus any previously accrued vacation days.

(2) Vacation shall be deemed earned upon the completion of each calendar month, pro rata, of employment and shall be taken during each following year at a time or times agreeable to the General Manager.

(3) No person shall be entitled to take any vacation prior to completing (six) 6 months of continuous employment.

(4) Whenever possible, vacation requests shall be granted for the time requested by the employee. However, to avoid disruption of work activities or minimize conflicts with other employees’ requests for vacation, the General Manager/designee may place reasonable seasonal or other restrictions on the use of this time. Generally, employees shall be allowed up to a maximum of ~~two (2)~~ **three (3)** weeks during the mosquito season (May through September); **however, not more than two contiguous weeks may be scheduled during the mosquito season.** Remaining vacation shall be scheduled between October and April. In cases where two or more employees request the same period of time for vacation and work requirements do not permit both employees to be absent at the same time, the employee who first requested the time shall generally be given priority. If the same vacation days are requested at the same time, the employee with seniority shall be given priority.

(5) Employees may cash out accrued vacation in excess of 80 hours in June and/or December or when the employee reaches the maximum accrual permitted.

C. Sick Leave. [Status Quo – No Changes to Section.]

D. On the Job Injuries. [Status Quo – No Changes to Section.]

- E. Family Care and Medical Leave. [Status Quo – No Changes to Section.]
- F. Pregnancy Disability Leave. [Status Quo – No Changes to Section.]
- G. Catastrophic Sick Leave Bank. [Status Quo – No Changes to Section.]
- H. Bereavement Leave. Regular employees shall be permitted to take up to three (3) days off, without loss of compensation, for the death of an immediate family member, four (4) days off without loss of compensation, if travel of at least 200 miles (one way) is required, and five (5) days off without loss of compensation if travel beyond 500 miles (one way) is required. ***An employee may take up to five days for any eligible bereavement, but shall utilize their own accrued leave (such as sick, vacation or CTO), in order to remain in paid status for those days above the District-paid bereavement days specified above.*** An “immediate family member” shall be defined as the employee’s parents, legal guardian(s), child or step child, spouse, grandparents, grandchild, brothers or step-brothers, sisters or step-sisters, aunt, uncle, in-laws, registered domestic partner or any relative living in the immediate household. For purposes of this MOU, “child” means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis and the term “parent” means a biological, foster, or adoptive parent, a stepparent, or a legal guardian.
- I. Excess Leave Accumulation. [Status Quo – No Changes to Section.]
- J. Leave Under Labor Code 233. [Status Quo – No Changes to Section.]
- K. Jury Duty Leave. [Status Quo – No Changes to Section.]
- L. Personal Leave of Absence Without Pay. [Status Quo – No Changes to Section.]

ARTICLE 15. PERFORMANCE EVALUATIONS

Immediately following the ratification of this Agreement, CSEA and the District shall convene an advisory committee to develop a new evaluation for all bargaining unit members. The committee’s recommendations, including but not limited to the new form to be considered, shall be forwarded the Parties’ respective negotiations teams and thereafter the Parties’ shall convene negotiations limited to topics covered in this Article 15, including negotiations over a new evaluation form and/or evaluatory mechanism.

ARTICLE 16. VACANCIES, TRANSFERS AND PROMOTIONS

A. Definitions.

(1) Transfer is defined as the changing of a District employee to a different position in the same job class at their same salary step. An employee may be transferred at his/her request, or for the good of the service, from one (1) position to another in the same

class at the discretion of the General Manager, provided that such action shall not be taken for punitive or disciplinary reasons, unless pursuant to the Discipline Article of this Agreement. **Reasons for any transfer, which is not voluntary, shall be discussed with the employee by his/her immediate supervisor, and with the Association, if requested by the unit member. The Chapter President shall be provided written notification of such transfers.** [Existing Contract language. Moved from below.]

(2) Promotion is defined as the changing of a District employee from a job class at one salary range, to a job class in higher salary range.

B. Vacancy Announcements.

(1) Vacancy is defined as a new or existing bargaining unit position, which the District determines to fill.

(2) In the event of a vacancy and/or for the establishment of an eligibility list, the District shall notify all bargaining unit members by posting of the announcement(s) of the job vacancy in places where bargaining unit members work. The announcement shall remain posted for at least five (5) consecutive working days.

(3) The vacancy announcement shall include: job title, salary, example of duties, knowledge, skills and abilities for the job, minimum qualifications, and final filing date. An employee will not be eligible to initiate an employment process (promotion, transfer, demotion, etc.) until the successful completion of the initial probationary period.

(4) Employees on vacation who wish to be notified of vacancies shall notify the District, in writing, indicating the appropriate address to which a job vacancy announcement should be sent. The District shall send a copy of the posting to employees who have made the appropriate written request.

C. Qualifications. Candidates for employment shall possess at least the following qualifications: the physical and mental capacity to adequately perform essential job functions, applicable experience, and education, and a safe driving record. Specifically, persons applying for employment with the District must comply with the following conditions:

~~Criteria for Transfer and Promotion. Requests for transfer or promotion shall be accepted by the General Manager, based on the negotiated criteria below. The criteria for transfer and promotion shall include, but not be limited to the following:~~

(1) ***Meet the specified requirements of the job description for the position applied for.***

(2) ***Be eligible for employment under all applicable federal laws and regulations.***

(3) ***Possess a valid California driver's license and driving record acceptable to the District's insurance company (no more than 2 points by DMV and no***

Driving Under the Influence convictions in the last 3 years) for positions that require driving 50% or more of the time.

D. Selection Process.

(1) *The selection process may consist of such recognized techniques as aptitude tests, evaluation of education and experience through personal interviews, performance tests, review of work samples, physical agility tests (where appropriate), review and investigation of personal background, and reference checks, or any combination thereof.*

(2) *After completion of an open or promotional examination for classification, the Human Resources Manager will prepare an eligibility list consisting of the names of candidates who passed the examination. Eligibility lists shall become effective upon the certification by the Human Resources Manager.*

(3) *Eligibility lists shall remain valid for a period of six (6) months. After six (6) months from the date of creation of the eligibility list, it shall expire.*

E. Appointments

(1) *When a new, open or promotional position is to be filled from an eligibility list, the District may choose from the specified list among the top three candidates on the eligibility list.*

(2) The District shall first offer promotional opportunities within the bargaining unit to bargaining unit employees then currently employed by the District who are among the top three candidates on the eligibility list. Nothing in this clause shall be interpreted or applied to prohibit the District from filling vacancies and/or new job positions by recruitment outside the District, in the event the District is not satisfied with the qualifications of the applicants. Upon request from the applicant, the District shall provide a written explanation for its decision.

(3) For purposes of promotion, the District will select among the top three candidates on the eligibility list based upon a review of applicable criteria as listed above. In the event the District determines to make the selection from among two or more competing bargaining unit candidates, and the District in its sole judgment and discretion determines their qualifications are equal, then, in that event, the District will select the candidate with the greater length of service with the District. For purpose of this clause, "length of service" shall date from the date upon which the employee first commenced his/her most current unbroken service to the District; a break in service shall occur when an employee resigns, is demoted, or laid off more than eighteen (18) consecutive months.

(4) *If no person among the top three candidates indicates a willingness to accept the appointment, the General Manager may make the appointment from among the remaining names on the eligibility list. In the event there are insufficient applicants to provide the District with a choice among new top three candidates, the District may request a new examination and establish a new eligibility list.*

(5) Any employee in the bargaining unit receiving a promotion under the provisions of this Agreement shall be moved to the appropriate range and step of the new class to insure not less than a five (5%) percent increase in salary as a result of that promotion, except that the employee may earn more than 5% if the first step of the appropriate range is more than 5%. ~~be placed at the last step of the appropriate range if that is the maximum allowable for that class.~~

F. Conflict of Interest Among Interview Panel Members. *Members of a classified hiring panel shall be subject to the conflict of interest, and shall be required to excuse themselves from any interview panel in which they have a direct conflict of interest as defined in Governing Board Resolution 2020-22.*

G. Right to Test. *All classified bargaining unit members have the right to test for any promotional vacancy for which they meet the minimum qualifications as per the job description.*

ARTICLE 17. TERM OF AGREEMENT

A. Notice requirements. Unless otherwise specified in this Agreement, notices required by this Agreement or by law shall be delivered either by hand or by placing in CSEA's District "in box" and copied to the assigned CSEA Labor Relations Representative at CSEA's offices at 10211 Trademark St., Unit A, Rancho Cucamonga, CA 91730, or as designated by the current CSEA Labor Relations Representative.

B. Negotiations. For the purposes of negotiations of a successor agreement, if either party desires to alter or amend this Agreement, it shall provide written notice not less than ninety (90) calendar days prior to the termination of this Agreement.

C. Commencement of Negotiations. Unless mutually agreed to otherwise, not later than thirty (30) days following the submission of the written notice, negotiations shall commence at a mutually acceptable time and place for the purposes of considering changes in this Agreement.

D. Ratification. Any additions or changes to this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.

E. Completion of Negotiations. The above Memorandum of Understanding constitutes the complete understanding between the parties for the term of this Agreement. This Memorandum of Understanding terminates and supersedes all previous Memoranda of Understanding.

F. Term of Agreement. Pursuant to the Meyers-Milias-Brown Act, the representatives of the Coachella Valley Mosquito & Vector Control District ("District") and the representatives of the California School Employees Association and its Chapter #2001 ("CSEA" or "Association"), have met and negotiated in good faith and have reached agreement on all issues within the scope of representation on wages, hours and other conditions of

employment for the employees of the District represented by CSEA for the period from July 1, 2024 through June 30, 2027. ~~July 1, 2021 to June 30, 2024.~~

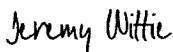
G. Effective Date. This MOU is effective as of ~~July 1, 2021~~ July 1, 2024, and shall be retroactive to ~~July 1, 2021~~ July 1, 2024, upon ratification by the CSEA Chapter 2001 members and the District's Board of Trustees.

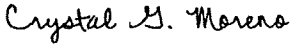
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This 2024-2027 Successor MOU is subject to review under CSEA's Policy 610, and review and ratification by the Coachella Valley Mosquito and Vector Control District Board of Trustees.


DULY EXECUTED by the Parties hereto this 19th day of September 2024.


FOR CVMVCD


DocuSigned by:

C25F0C11B2834B4...
Jeremy Wittie
General Manager, CVMVCD


DocuSigned by:

DCF26286694748E...
Crystal Moreno
Human Resources Manager

FOR CSEA and its CHAPTER 2001

Signed by:

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Marisa Kelling
CSEA Chapter 2001 Negotiations Chair

Signed by:

DA40FG1D7C554E9...
Juan Carlos Herrera
CSEA Chapter 2001 Negotiations Team

Signed by:

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Miguel Vargas
CSEA Chapter 2001 Negotiations Team


Dale Wissman
CSEA Labor Relations Representative

23



**Coachella Valley Mosquito and
Vector Control District**

October 8, 2024

Staff Report

Agenda Item: New Business

Discussion and/or approval of Resolution 2024-14 Approving the ratification of the Tentative Agreement by and between the District and employees in the Clerical, Professional, and Supervisory Bargaining Units represented by Teamsters Local 911 – **Jeremy Wittie, MS, CSDM, General Manager, and Lena D. Wade, General Counsel**

Background:

District representatives and Teamsters representatives have reached a Tentative Agreement on matters related to wages, hours, terms and conditions of employment for the employees in the Clerical, Professional, and Supervisory Bargaining Units. The proposed term of the next Memorandum of Understanding is three years, commencing July 1, 2024, and terminating on June 30, 2027.

The specifics of the Tentative Agreement have been discussed previously in Closed Session and it has been placed on the Open Session agenda for public discussion purposes and final action, if the Board deems it appropriate at this time. (An oral report will be made during open session, after closed session, describing the main highlights of the Tentative Agreement.)

Staff Recommendation:

Staff recommends that the Board ratify the Tentative Agreement by adopting the attached resolution which also directs staff to prepare the final Memorandum of Understanding consistent with the terms and conditions of the Tentative Agreement and process the final Memorandum of Understanding for immediate execution by the parties.

Exhibits:

- Resolution 2024-14

Resolution No. 2024-14

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RATIFYING THE TENTATIVE AGREEMENT BY AND BETWEEN THE DISTRICT AND TEAMSTERS LOCAL 911

WHEREAS, the Coachella Valley Mosquito and Vector Control District (“District”) and the International Brotherhood of Teamsters Local 911 (“Teamsters”) entered into a Memorandum of Understanding (“MOU”) pursuant to the Meyers-Millias-Brown Act (Government Code Section 3500 et seq.) covering wages, hours and other terms and conditions of employment for employees in the Clerical, Professional, and Supervisory Bargaining Units represented by the Teamsters, which expired June 30, 2024; and

WHEREAS, District representatives and Teamsters representatives have reached a Tentative Agreement on matters related to a successor MOU, with a proposed term of three years, commencing July 1, 2024, and terminating on June 30, 2027.

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals.

The recitals set forth above are true and correct.

Section 2. Ratification of Tentative Agreement.

The Tentative Agreement attached hereto as Exhibit “A” and incorporated herein by this reference is hereby approved.

Section 3. Preparation of Memorandum of Understanding.

The District’s General Manager and General Counsel are hereby directed to prepare the final Memorandum of Understanding by and between the District and Teamsters, which shall be substantially the same with respect to terms and content as the Tentative Agreement, and cause the same to be fully executed by the parties.

Section 4. Effective Date.

This Resolution shall take effect immediately upon its adoption.

Section 5. Certification.

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

PASSED, ADOPTED, AND APPROVED, this 8th day of October 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**John Pena, President
Board of Trustees**

ATTEST:

Megan Scarborough-Eckel, Clerk of the Board

APPROVED AS TO FORM:

Lena D. Wade, General Counsel

REVIEWED:

Jeremy Wittie, M.S., General Manager

EXHIBIT "A"

2021-2024 Teamsters MOU

**Tentative Agreement
Teamsters Local 911 (Teamsters)
To
Coachella Valley Mosquito and Vector Control District (District)
For the 2024-2027 Contract Negotiations
September 19, 2024**

ARTICLE 4: PERSONNEL PRACTICES

4.1 Promotions, and Transfers, and Vacancies

~~4.1.1 Promotional Opportunities: For purposes of this Article 4, a “promotional opportunity” shall consist of the upgrading of a bargaining unit member from a position in one classification to a position in another classification with a higher salary range.~~

~~4.1.2 Location Transfer: A “location transfer” shall consist of a change in work location of a bargaining unit member within the same classification, same number of work hours, and same pay, within the District. A location transfer does not encompass the process of assignment or reassignment of responsibilities within the department or present work location. A location transfer may be initiated by an employee (“Employee Requested”) or by the District (“Administrative”).~~

~~4.1.3 Involuntary Transfers: In the event that an employee is transferred against the employee’s will, the District and Union shall meet regarding such transfer. Such transfer shall not be arbitrary, capricious and discriminatory in nature. An employee shall be notified in writing of the reasons no less than three (3) working days prior to such transfer.~~

~~4.2 Posting of Vacancies~~

~~In order to attract, retain and advance outstanding individuals to positions of greater responsibility, it shall be the District’s policy to encourage advancement of personnel within the organization where feasible. Promotional opportunities (available to District employees) will be posted on District bulletin boards in the Administrative Office and employee lunchroom at least five (5) working days before a selection is made. Interested employees may obtain application forms from the Human Resources Department.~~

~~Selection will be made based upon factors including performance, ability, training, experience and education. Length of continuous service shall be considered in promotions where it is the only significant difference among employees with equal qualifications. The General Manager reserves the right to recruit outside the District service to obtain persons most qualified for the job opening after five (5) working days from the internal posting of any position within the District, regardless if the position is within the bargaining unit.~~

4.1.1 Definitions.

4.1.1.1 **Transfer is defined as the changing of a District employee to a different position in the same job class at their same salary step. An employee may be transferred at his/her request, or for the good of the service, from one (1) position to another in the same class at the discretion of the General Manager, provided that such action shall not be taken for punitive or disciplinary reasons, unless pursuant to the Discipline Grievance Procedure and Performance Evaluation Article of this Agreement.**

4.1.1.2 **Location Transfer:** A “location transfer” shall consist of a change in work location of a bargaining unit member within the same classification, same number of work hours, and same pay, within the District. A location transfer does not encompass the process of assignment or reassignment of responsibilities within the department or present work location. A location transfer may be initiated by an employee (“Employee Requested”) or by the District (“Administrative”).

4.2 **Promotion is defined as the changing of a District employee from a job class at one salary range, to a job class in higher salary range.**

4.2.1 Vacancy Announcements.

4.2.1.1 **Vacancy is defined as a new or existing bargaining unit position, which the District determines to fill.**

4.2.1.2 **In the event of a vacancy and/or for the establishment of an eligibility list, the District shall notify all bargaining unit members by posting of the announcement(s) of the job vacancy in places where bargaining unit members work. The announcement shall remain posted for at least five (5) consecutive working days.**

4.2.1.3 **The vacancy announcement shall include: job title, salary, example of duties, knowledge, skills and abilities for the job, minimum qualifications, and final filing date. An employee will not be eligible to initiate an employment process (promotion, transfer, demotion, etc.) until the successful completion of the initial probationary period.**

4.3 **Criteria for Transfer and Promotion. Requests for transfer or promotion shall be accepted by the General Manager, based on the negotiated criteria below. The criteria for transfer and promotion shall include, but not be limited to the following:**

- a.** **Performance as demonstrated by employee performance evaluations;**
- b.** **Ability;**
- c.** **Nature of applicant’s training and certifications;**
- d.** **Nature of applicant’s experience and education;**

- e. Length of service with the District;
- f. Applicable legal obligations.

4.3.1 For purposes of promotion, the District will select among competing candidates based upon a review of applicable criteria as listed above. In the event the District determines to make the selection from among two or more competing bargaining unit candidates, and the District in its sole judgment and discretion determines their qualifications are equal, then, in that event, the District will select the candidate with the greater length of service with the District. For purpose of this clause, "length of service" shall date from the date upon which the employee first commenced his/her most current unbroken service to the District; a break in service shall occur when an employee resigns, is demoted, or laid off more than eighteen (18) consecutive months.

4.3.2 The District shall first offer promotional opportunities within the bargaining unit to bargaining unit employees then currently employed by the District. Nothing in this clause shall be interpreted or applied to prohibit the District from filling vacancies and/or new job positions by recruitment outside the District, in the event the District is not satisfied with the qualifications of the applicants. Upon request from the applicant, the District shall provide a written explanation for its decision.

4.3.3 Employees on vacation who wish to be notified of vacancies shall notify the District, in writing, indicating the appropriate address to which a job vacancy announcement should be sent. The District shall send a copy of the posting to employees who have made the appropriate written request.

4.3.4 Reasons for any transfer, which is not voluntary, shall be discussed with the employee by his/her immediate supervisor, and with the Association, if requested by the unit member. The Chapter President shall be provided written notification of such transfers.

4.3.5 Any employee in the bargaining unit receiving a promotion under the provisions of this Agreement shall be moved to the appropriate range and step of the new class to insure not less than a five (5%) percent increase in salary as a result of that promotion, except that the employee may be placed at the last step of the appropriate range if that is the maximum allowable for that class.

4.4 Promotional Probationary Period: Upon the effective date of promotion, employees shall serve a promotional probationary period of six (6) months ~~130 workdays~~. The General Manager reserves the right to extend a promotional probationary period for three (3) months ~~130 additional workdays~~. For purpose of this Article, "workdays" shall include paid holidays and/or floating holidays taken by an employee during the promotional probation period. An employee who is rejected or deemed to be unsatisfactory during or upon the completion of their evaluation shall be reinstated to the position held immediately prior to promotion or assigned to a position in the classification held immediately prior to promotion or assigned to a position in a lower classification for which the employee qualifies.

4.5 Probationary Period and Regular Status

4.5.1 Probationary Period: Upon initial employment, employees shall serve a probationary period of 130 workdays. The General Manager reserves the right to extend an initial probationary employment for no more than an additional 130workdays. For purposes of this Article 4, “workdays” shall include any paidholidays and/or floating holidays taken by a probationary employee within theprobationary period. The probationary period is automatically extended by the length of any authorized leave(s) of absence of one continuous work week ormore. During the probationary period, an employee serves at the discretion ofthe District and may be discharged for any reason without notice, recourse or appeal.

4.5.2 Regular Status: In order to achieve regular status, an employee must successfully complete the probationary period and receive a satisfactory performance evaluation by their supervisor. A regular employee is subject to discipline and discharge as set forth in this Memorandum, or the District’s Personnel Policies, Procedures and Regulations Manual.

4.6 Layoff and Recall

Employees may be subject to layoff by the General Manager with approval of the Board of Trustees due to changes in duties, organization, abolition of position, shortage of work orfunds or completion of work or other reasons. In cases involving regular full-time employees only, notice of reduction in force shall be given to affected employees at leastthirty (30) calendar days prior to the effective date of termination. The District shall meetand confer with the Union over the impact and implementation.

Seniority shall determine the order of layoffs, beginning with the least senior employee in the impacted class.

Should such separated employees be rehired, the employee’s years of service will bereinstated along with all rights reserved, such as seniority.

4.7 Payment of Accrued Benefits

At time of separation due to layoffs and/or recall, payment for all accrued vacation, sickleave, and compensatory time shall be paid to an employee in accordance with the governing laws and in accordance with the provisions of the personnel and policymanual.

4.8 Contracting Out

Should the District contract out or subcontract work in a manner that results in thelayoff or reduction of employees, the District shall meet and confer with the Unionover the impact and

implementation.

4.9 Temporary Employees

The District shall not utilize a temporary employee for more than six (6) months or 890 hours, whichever is exhausted first during a single fiscal year.

4.10 Classification and Compensation Study

In the case of a classification and compensation study which results in a re- classification of an employee’s job class, the District shall meet and confer with the Union over the impact and implementation.

4.11 RECLASSIFICATION

1. **Employees may be reclassified for public health/business needs at the discretion of the District, provided that such action shall not be taken for punitive or preferential reasons.**

2. **Individual** request for reclassification shall be subject to involvement between the District and Teamsters Local 911. **A Teamsters Shop Steward shall participate in the process.** Subject to any limitations set forth in this section, Either party, or an individual employee, may propose a reclassification at any time during the life of this Agreement of any position.

3. When a position or class of positions is reclassified upward, the position or positions shall be placed on the salary schedule in a range which will result in at least a one (1) range increase above the salary of the existing position or positions where there will be an increase in salary.

4. ~~Reclassification Procedure:~~

~~4.1.4 Individual requests for classification review may be submitted to the Human Resource Office for study and implementation or rejection. Reclassification requests for all individuals in a class or classes shall be sent to the Reclassification Committee. Either type of request would be processed as follows:~~

~~4.1.5 Requests will be accepted between July 1st and December 31st of each year, with any approved reclassifications to be effective the subsequent July 1st. There shall not be retroactive effect for any approved reclassifications.~~

~~4.1.6 No requests will be accepted between January 1st and June 30th of each year.~~

~~4.1.7 Bargaining unit members submitting reclassification requests within the proper time frames shall be notified of the progress of the request no later than June 1st. An employee may only submit a request for reclassification once every three (3) years for their permanent classification.~~

4.2 Requests may be submitted only by an employee who has had permanency in the position for a minimum of one (1) year.

~~4.3 — This article is specifically excluded from the grievance/arbitration section of the Agreement except for the limited issue of whether or not the District has complied with the contractual time limits.~~

~~4.4 — The reclassification request form shall be in two (2) copies and shall provide a statement indicating that the unit member may forward a copy to the Teamsters if desired.~~

~~**5. — Reclassification Committee. A District/Teamster Reclassification Committee shall be comprised of the following:**~~

~~5.1 — **Two (2) Teamster members and one (1) alternate shall be appointed by the Chief Shop Steward. These members shall serve two (2) year terms and may be reappointed.**~~

~~5.2 — **Two (2) Administrators and one (1) alternate shall be appointed by the Assistant Superintendent, Human Resources. These administrators shall serve two (2) year terms and may be reappointed.**~~

~~**6. — Reclassification review may be sought only for the gradual accretion of higher-level duties over time and not for workload increases or temporarily working out of class duties.**~~

~~**7. — Employees shall have the opportunity to present evidence to support their request for reclassification.**~~

~~**8. — The findings and recommendations of the Reclassification Committee shall be submitted to the District and Teamsters for approval, no later than May 1st.**~~

~~**9. — Any lack of consensus of the committee will be referred to negotiations regarding matters that are within the scope of negotiations.**~~

~~**Article 5. Hours and Overtime**~~

~~**5.2.1** Overtime for Clerical Unit non-ex except employees shall be compensated at the rate of two and half (2½) times the employee's regular rate of pay.~~

~~**5.2.4** Holiday Pay/CTO: All hours worked on holidays shall be compensated at the unit member's regular rate of pay plus two times the unit member's regular rate of pay.~~

~~If work is performed on a Saturday or Sunday that is preceded by a Friday holiday or immediately followed by a Monday holiday, the unit member shall receive double the unit member's regular rate of pay. The holidays considered in this section are those stipulated in Article 8.~~

~~**Article 6. Pay Rates and Practices**~~

- One-time, off-schedule bonus of 1.5% of each employee’s annual base pay.
- District proposed up to a maximum of 15% increase over the life of the Agreement; with a maximum of 10% in any chosen year.

Beginning July 1, 2024	10.0%
Beginning July 1, 2025	3.0%
Beginning July 1, 2026	2.0%*

*The District proposes to have a limited re-opener regarding the July 1, 2026, COLA. In the event the CPI for year 3 is higher than 2.0%, the District agrees to negotiate regarding a maximum COLA of 3% for year 3.

Article 8. Holidays

8.2. Holidays.

Full-time regular employees shall also be entitled to one floating holiday to be used during the Winter Break as specified below. on any date of the employee’s choice on a day mutually agreeable to the District and the employee. This floating holiday does not accumulate and must be taken during the calendar year. Employees hired on or after October 1st of any calendar year are not eligible to receive floating holidays in that calendar year.

Winter Break. Beginning in the 2024-25 fiscal year, all bargaining unit employees shall be afforded a paid weeklong Winter Break as follows:

- a. The first day of the Winter Break shall start on a weekday.
- b. Winter Break shall be inclusive of two weekends.
- c. Regardless of the day of the week in which December 25th or January 1st may fall in any given year, there shall be eight weekdays, including Christmas and New Year’s Day (including where these holidays fall on a weekend, but are observed on a workday) included in the Winter Break.
- d. Of these eight weekdays, five shall be paid holidays, and three shall be paid through each individual employee’s use of either (1) the annual floating holiday specified above in Article 10(A)(2), (2) by a vacation day, (3) by compensatory time off (CTO); or (4) at the employee’s sole discretion an unpaid non-workday leave.
- e. Work assigned during the Winter Break shall only be assigned through the explicit authorization of the General Manager or designee. Only those employees providing services which are essential and necessary to the basic operations of the District shall be requested to work during the Winter Break. If the General Manager/Designee determines that essential work during the Winter Break is needed, first volunteers will be sought, and then assigned by the most seniority in the classification. When the number of volunteers is insufficient, assignments will be made based on reverse seniority (the least seniority in the classification being assigned). If an employee is directed to work on any of the days of the Winter Break, they shall be compensated in accordance with Article 10(A)(4) below.

- f. Notwithstanding Section 10(B)(3) of the MOU above, new and probationary employees shall be allowed to use the floating holiday and/or accrued vacation days to remain in paid status during Winter Break. If an employee does not have a floating holiday or vacation days remaining, nor any CTO, the employee may borrow no more than three (3) days each year from future vacation accumulation. In the event the employee leaves the District prior to earning the vacations days, such deficit shall be paid for through the employee's final pay warrant.

For the 2024-2027 Memorandum of Understanding, the Winter Break shall be as follows:

2024-25 WINTER BREAK SCHEDULE

- Monday, December 23rd - Employee Choice of Leave
- Tuesday, December 24th – Christmas Eve Holiday
- Wednesday, December 25th – Christmas Holiday
- Thursday, December 26th - Holiday (President's Luncheon if awarded by Board).
- Friday, December 27th - Holiday (In exchange for Columbus Day Holiday)
- Monday, December 30th - Employee Choice of Leave
- Tuesday - December 31st - Employee Choice of Leave
- Wednesday, January 1st - New Year's Day Holiday
- Thursday, January 2nd - Return to Work

2025-26 WINTER BREAK SCHEDULE

- Wednesday, December 24th – Christmas Eve Holiday
- Thursday, December 25th – Christmas Holiday
- Friday, December 26th - Holiday (President's Luncheon if awarded by Board).
- Monday, December 29th - Holiday (In exchange for Columbus Day Holiday)
- Tuesday, December 30th - Employee Choice of Leave
- Wednesday - December 31st - Employee Choice of Leave
- Thursday, January 1st - New Year's Day Holiday
- Friday, January 2nd – Employee Choice of Leave
- Monday, January 5th - Return to work

2026-27 WINTER BREAK SCHEUDLE

- Wednesday, December 23rd – Employee Choice of Leave
- Thursday, December 24th – Christmas Eve Holiday
- Friday, December 25th - Christmas Day Holiday
- Monday, December 28th - Holiday (President's Luncheon if awarded by Board).
- Tuesday, December 29th - Holiday (In exchange for Columbus Day Holiday)
- Wednesday, December 30th - Employee Choice of Leave
- Thursday, December 31st - Employee Choice of Leave
- Friday, January 1st - New Year's Day Holiday

- Monday, January 4th - Return to work

Any employee who is required to work on any of the holidays set forth in this Agreement shall receive his/her applicable rate of pay at time and one-half for all hours actually worked on that holiday and, in addition, will receive eight (8) hours pay at his/her regular hourly rate, or in lieu of that eight (8) hours additional pay, the employee may choose to receive eight hours of Compensatory Time Off.

~~Article 7: Weekend Work~~

~~Supervisors required to work three (3) extra duty assignments within a calendar year shall receive an in-lieu day commencing with the third (3rd) assignment and for each assignment thereafter.~~

ARTICLE 7: BENEFIT PROGRAMS

7.1 Health Insurance

7.1.1 Employee Health Insurance:

The District contracts with the Public Employee’s Retirement System for medical insurance coverage of eligible employees and retirees. Eligible newhires are covered under the program on the first day of the month following a 30-day waiting period that begins on the hire date. The District contributes the CalPERS statutory minimum on behalf of each employee in the program.

The District will provide current employees with flexible benefits through a cafeteria plan as provided below.

Except as set forth herein, effective July 1, 2021, upon an employee’s satisfactory completion of the thirty (30) day period of employment, the District will contribute to the employee’s cafeteria plan (medical, dental, vision, and life insurance) the following amounts per month based upon the employee’s designation of the Single, Employee + 1 or Family health insurance. The contribution amounts are based upon, and are equal to, the applicable cost of providing health benefits based upon, the average increase of all health plans offered through Cal-PERS that are listed on Cal-PERS’ 1/1/2021 — 12/31/2021 “Monthly Premiums for Contracting Agencies - Other Southern California Region.”

Effective July 1, 2022-2024, employees shall receive a one-time increase to each tier of the Cafeteria Plan as follows:

Single Contribution: The District will contribute the amount of \$844.71 \$1,000 (15%) to the Cafeteria Plan and to keep up with the inflationary cost.

Employee +1 Contribution: The District will contribute the amount of

~~\$1,646.15 \$2,000 (18%) to the Cafeteria Plan and to keep up with inflationary cost.~~

~~Family Contribution: The District will contribute the amount of \$2,160.35 \$2,600 (18%) to the Cafeteria Plan and to keep up with inflationary cost.~~

~~Effective July 1, 2022-2025, employees shall receive a one-time increase to each tier of the Cafeteria Plan as follows:~~

~~Single Contribution: The District will contribute the amount of \$844.71 (15%) to the Cafeteria Plan and to keep up with the inflationary cost.~~

~~Employee +1 Contribution: The District will contribute the amount of \$1,646.15 (15%) to the Cafeteria Plan and to keep up with inflationary cost.~~

~~Family Contribution: The District will contribute the amount of \$2,160.35 (15%) to the Cafeteria Plan and to keep up with inflationary cost.~~

~~Effective July 1, 2022-2026, employees shall receive a one-time increase to each tier of the Cafeteria Plan as follows:~~

~~Single Contribution: The District will contribute the amount of \$844.71 (15%) to the Cafeteria Plan and to keep up with the inflationary cost.~~

~~Employee +1 Contribution: The District will contribute the amount of \$1,646.15 (15%) to the Cafeteria Plan and to keep up with inflationary cost.~~

~~Family Contribution: The District will contribute the amount of \$2,160.35 (15%) to the Cafeteria Plan and to keep up with inflationary cost.~~

District Contributions Towards Cafeteria Plan Tiers. The District shall provide bargaining unit employees with health and welfare benefits through a cafeteria plan as provided below. Effective, *January 1, 2024*, the District’s contributions towards cafeteria plan tiers shall be as follows:

Single:	<i>\$954.13</i>
Employee + 1 Dependent:	<i>\$1,896.04</i>
Employee + 2 Dependents:	<i>\$2,482.57</i>

Effective, *January 1, 2025, January 1, 2026 and January 1, 2027*, the District shall adjust its health insurance contributions during the term of this MOU to match the weighted average percentage increase of only those health plans offered bargaining unit employees through CalPERS and for which at least one bargaining unit member has selected, up to a maximum of a *fifteen percent (15%)* increase *over the life of the Agreement*. Adjustment to health insurance

contributions shall become effective as of January 1st following issuance of the CalPERS’ annual “Monthly Premiums for Contracting Agencies – Other Southern California Region Health Benefits rate sheet. If there is a percentage decrease to the average percentage increase of all the health plans offered through CalPERS that are listed on CalPERS’ annual “Monthly Premiums for Contracting Agencies – Other Southern California Region” and for which at least one bargaining unit member has selected, the District shall not decrease its health insurance contribution, but it shall remain the same as the previous calendar year.

ARTICLE 9: VACATION

~~9.1 — Accrual:~~

~~Employees are entitled to an annual paid vacation accrued as follows:~~

~~After completing the initial probationary period, an employee may take vacation as accrued.~~

~~9.1.1 — Computation: In computing the amount of leave time due to an employee; all time on paid leave shall be included in determining the amount of vacation accrued.~~

Clerical

~~1–3 years = 6.66 hours per month
4–7 years = 10 hours per month 8+ years
= 13.33 hours per month~~

Professional

~~1–3 years = 6.66 hours per month
4–7 years = 10 hours per month 8+ years
= 13.33 hours per month~~

Supervisory/Exempt

~~1–3 years = 10 hours per month
4–7 years = 13.33 hours per month 8+ years =
16.66 hours per month~~

9.1 Accrual

- (1) **Full-time regular employees shall be entitled annually to the following number of working day’s vacation with pay in accordance with the record of the employee’s completion of years of service (Official leaves of absence shall not be credited toward continuous service). Vacation days accrue and are limited as follows:**

<u>Years of Service</u>	<u>Accrual Per Year</u>	<u>Max. Accum. Limit</u>
<u>0 - 3 years</u>	<u>10 days</u>	<u>20 days (160 hours)</u>
<u>4 - 7 years</u>	<u>15 days</u>	<u>30 days (240 hours)</u>
<u>8 - 10 years</u>	<u>20 days</u>	<u>40 days (320 hours)</u>
<u>10+ years</u>	<u>22 days</u>	<u>50 days (400 hours)</u>

For example, on the first day beginning the fourth year of employment, vacation accrual shall be fifteen (15) days of vacation per year; on the first day beginning the eighth year of employment, vacation accrual shall be twenty (20) days of vacation per year, on the first day beginning the tenth year of employment, vacation shall be twenty-two days of vacation per year. For the purposes of this paragraph, vacation shall be deemed earned to the date of termination, in proportion (pro-rata) to the number of full months of continuous employment in that calendar year plus any previously accrued vacation days.

- (2) Vacation shall be deemed earned upon the completion of each calendar month, pro rata, of employment and shall be taken during each following year at a time or times agreeable to the General Manager.
- (3) No person shall be entitled to take any vacation prior to completing (six) 6 months of continuous employment.
- (4) Whenever possible, vacation requests shall be granted for the time requested by the employee. However, to avoid disruption of work activities or minimize conflicts with other employees' requests for vacation, the General Manager/designee may place reasonable seasonal or other restrictions on the use of this time. Generally, employees shall be allowed up to a maximum of two (2) weeks during the mosquito season (May through September). Remaining vacation shall be scheduled between October and April. In cases where two or more employees request the same period of time for vacation and work requirements do not permit both employees to be absent at the same time, the employee who first requested the time shall generally be given priority. If the same vacation days are requested at the same time, the employee with seniority shall be given priority.
- (5) Employees may cash out accrued vacation in excess of 80 hours in June and/or December or when the employee reaches the maximum accrual permitted.

9.1.2 Continuous Service: Service shall be deemed to be continuous if an employee's paid status with the District has not been interrupted for a period in excess of thirty (30) days.

9.2 Pay for Vacation

Pay for vacation leave shall be at the regular straight time base rate of pay currently paid to the employee at the time the vacation is taken.

9.3 Maximum Accrual and Cash Out

No employee shall accrue more than the amount earned in two (2) years of vacation time at the employee accrual rate. Employees may cash out accrued vacation in excess of 80 hours in June and/or December or when the employee reaches the maximum accrual permitted.

9.4 Copy of language for Management Admin Leave?

ARTICLE 22: TERMS OF AGREEMENT

This Agreement shall be effective as of July 1, 2021 **2024** and shall remain in effect until midnight of June 30, 2024 **2027**. This Memorandum of Understanding is signed and entered into on ____ **2021** **2024**.


Reopeners

For the 2024-25 work year, the parties agree to reopen Article 6 (Pay Rates And Practices) Article 7 (Benefit Programs), and up to one non-economic issues selected by each party.

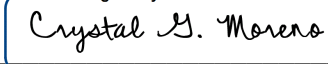
For the 2025-26 work year, the parties agree to reopen Article 6 (Pay Rates And Practices) Article 7 (Benefit Programs), and up to one non-economic issues selected by each party.

DULY EXECUTED by the Parties hereto this 20th day of September.

FOR CVMVCD


DocuSigned by:

C25FCC1182814B4...
Jeremy Witte

General Manager, CVMVCD

DocuSigned by:

DCF2528669474BE...
Crystal Moreno

Human Resources Manager

FOR TEAMSTERS LOCAL 911

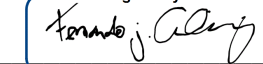
DocuSigned by:

DC15786EDD39404...
Michael J. Leon

Teamsters Local 911

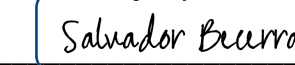
DocuSigned by:

288AC8263E394EC...
Abby Torres


Negotiation Team Member

DocuSigned by:

F8CCE99C71684E1...
Fernando Gutierrez

Negotiation Team Member

DocuSigned by:

FAB602783DEB463...
Salvador Becerra

Negotiation Team Member

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>October 8, 2024</p>
<p>Agenda Item: New Business</p> <p>Approval of Resolution 2024-15 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 — Jeremy Wittie, MS, CSDM, General Manager</p>		
<p>Background:</p> <p>On August 10, 2011, CalPERS adopted <i>California Code of Regulations (CCR) Title 2, Sections 570.5 and 571(b)</i>, which set specific requirements for making pay schedules publicly available. The stated purpose was to ensure consistency and enhance disclosure and transparency of public employee compensation.</p> <p>To fully meet the requirements of these regulations, the pay schedule must list a position title for every employee position, show a pay rate for each position, and indicate the time base for the pay rate (hourly, monthly, annually, etc.). The pay schedule shown in <i>Exhibit A</i> reflects terms of the Tentative Agreements with both CSEA and Teamsters and non-represented employee contracts.</p>		
<p>Staff Recommendation:</p> <p>Staff recommends that the Board of Trustees approve Resolution 2024-15.</p>		
<p>Exhibit:</p> <ul style="list-style-type: none"> • Resolution 2024-15 • Pay Schedule (Exhibit A) 		

RESOLUTION NO. 2024-15

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING THE DISTRICT'S PAY SCHEDULE TO CONFORM WITH THE CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 2, SECTION 570.5 AND AMENDMENTS TO CCR SECTION 571, SUBDIVISION (b)

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

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the Board of Trustees wishes to meet the requirements of these regulations by adopting a Pay Schedule that sets forth the pay ranges for all District employee classifications, including seasonal employees, in one single document;

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

Section 1. Recitals.

The true and correct recitals above are incorporated by this reference herein as the basis and foundation for the District's adoption of this Resolution.

Section 2. Approval of Pay Schedule

The Board of Trustees hereby approves the pay schedule shown on Exhibit "A," which is incorporated herein by this reference, for classifications as designated on said schedule, a copy of which is attached hereto and incorporated herein by this reference.

Section 3. Effective Date.

This Resolution shall take effect upon its adoption.

Section 4. Certification.

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

PASSED, ADOPTED, AND APPROVED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District this 8th day of October 2024

John Peña, President
Board of Trustees

ATTEST:

Megan Scarborough-Eckel, Clerk of the Board

APPROVED AS TO FORM:

Lena D. Wade, General Counsel

REVIEWED:

Jeremy Wittie, MS, CSDM, General Manager

Exhibit "A"

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

Coachella Valley Mosquito and Vector Control District

Pay Schedule FY2024-25 Annual Rates

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Vector Control Technician I, Laboratory Technician	57,895.68	60,790.44	63,829.92	67,021.56	70,372.56	73,891.08
Vector Control Technician II, Laboratory Assistant I	70,372.56	73,891.08	77,585.76	81,465.12	85,538.52	89,815.44
Mechanic I, Facilities Maintenance Technician I	73,891.08	77,585.76	81,465.12	85,538.52	89,815.44	94,306.20
Lead Vector Control Technician, Laboratory Assistant II, Mechanic II, Facilities Maintenance Technician II, Unmanned Aircraft Systems (UAS) Operator	77,585.76	81,465.12	85,538.52	89,815.44	94,306.20	99,021.48
Administrative Technician	65,308.68	68,574.12	72,002.88	75,603.00	79,383.12	83,352.36
Accounting Technician I	66,927.00	70,273.32	73,787.04	77,476.44	81,350.28	85,417.68
Purchasing Clerk	72,002.88	75,603.00	79,383.12	83,352.36	87,519.96	91,895.88
Accounting Technician II	74,813.04	78,553.56	82,481.28	86,605.32	90,935.64	95,482.32
Community Liaison	77,057.38	80,910.19	84,955.73	89,203.49	93,663.64	98,346.86
Public Outreach Coordinator, Network Administrator	86,906.52	91,251.84	95,814.60	100,605.24	105,635.52	110,917.20
Biologist	91,364.52	95,932.68	100,729.32	105,765.84	111,054.12	116,606.88
Field Supervisor, Public Information Officer, Unmanned Aircraft Systems (UAS) Coordinator	105,944.52	111,241.80	116,803.92	122,644.08	128,776.32	135,215.16
Vector Ecologist, IT/GIS Analyst, Lead Supervisor, Operations Program Coordinator	111,241.08	116,803.08	122,643.24	128,775.36	135,214.20	141,974.88
Seasonal Vector Control Operator (890-hours max.)	16,910.00	17,800.00				
Human Resources Assistant	57,895.56	60,790.44	63,829.92	67,021.44	70,372.56	73,891.08
Executive Assistant/Clerk of Board, Human Resources Specialist, Payroll Administrator	89,144.04	93,601.20	98,281.32	103,195.32	108,355.08	113,772.96
Administrative Finance Manager, Human Resources Risk Manager, Information Technology Manager, Public Information Manager, Operations Manager, Laboratory Manager	123,794.64	129,984.24	136,483.56	143,307.60	150,473.04	157,996.80
General Manager	193,480.19					

Educational Incentive Pay

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

Temporary: Out-of-Class

5%	<u>Additional Duties</u>	5%
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COMMITTEE AND TRUSTEE REPORTS

Coachella Valley Mosquito and Vector Control District

Executive Committee Meeting

Minutes

TIME AND DATE: 4:15 p.m., Thursday, October 3, 2024

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

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

ABSENT:

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

No

OTHERS PRESENT:

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

1. Call to Order

President Peña called the meeting to order at 4:30 p.m.

2. Roll Call

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

3. Confirmation of Agenda

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

4. Public Comments

None

5. Review of October 8, 2024, Draft Board Meeting Agenda

The October Draft Board Meeting Agenda was reviewed. The Committee did not have any questions, comments, or revisions.

6. Old Business

- A. Discussion/Update: District Energy Project with Centrica Business Solutions — **Jeremy Wittie, MS, CSDM, General Manager**

General Manager gave a brief update on the District Energy Project and the committee discussed the update at length.

7. New Business

- A. Discussion and/or approval to propose implementing a rotational system for appointments to the Executive Committee and Finance Committee of the Board

of Trustees, ensuring equitable participation from all Trustees over time —
Jeremy Wittie, MS, CSDM, General Manager

General Manager and the committee discussed the item at length. The committee requests General Manager and staff come back to the committee with a more detailed proposal.

8. Closed Session (s):

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

Title: General Manager

9. Trustee/staff comments

None

10. Confirmation of next meeting

The next Executive Committee meeting is scheduled for Friday, November 1, 2024, at 1:00 p.m.

11. Adjournment

President Peña adjourned the meeting at 5:13 p.m.

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**Finance Committee Meeting
Minutes**

TIME 3:30 p.m. **DATE:** September 16, 2024

LOCATION: 43420 Trader Place Indio, CA 92201

COMMITTEE MEMBERS PRESENT:

Palm Desert Doug Walker, Trustee
County at Large Bitto Larson, Trustee

COMMITTEE MEMBERS ABSENT:

Indian Wells Clive Weightman, Treasurer

OTHER TRUSTEES PRESENT:

None

STAFF PRESENT:

David l'Anson, Administrative Finance Manager
Megan Scarborough-Eckel, Clerk of the Board

MEMBERS OF THE PUBLIC PRESENT:

1. Call to Order

Trustee Walker called the meeting to order at 3:35 p.m.

2. Roll Call

Roll Call indicated that only two (2) Finance Committee members were present.

A quorum was established with Trustee Walker and Trustee Larson.

3. Confirmation of Agenda

4. Public Comments

A. PUBLIC Comments — NON-AGENDA ITEMS:

No public comments

B. PUBLIC Comments — AGENDA ITEMS:

No public comments

5. Items of General Consent

A. Approval of Minutes from July 9, 2024, Finance Committee Meeting

On a motion from Trustee Larson, seconded by Trustee Walker, and passed unanimously, the Finance Committee approved the minutes from July 9, 2024.

Ayes: Trustee Walker, Larson

Noes: None

Abstained: None

Absent: Treasurer Weightman

6. Discussion, Review, and/or Update-

- A. Review of Check Report Abila MIP for the period of August 13, 2024, to September 9, 2024
- B. Credit Card Changes (Abila report & Microix Workflow Report) -Umpqua Statement dated August 31, 2024
- C. Review of July 2024 Financials and Treasurers Report

Trustee Larson asked for more clarity on check # 45414 for Slovak that was voided and for check #45444 for Lamar Advertising. There was also a dent-less paint removal charge that Trustee Larson has extensive questions regarding what type of accident occurred.

7. Old Business

- A. None

8. New Business

- A. CalPERS Actuarial Update
- B. Review of finance related items for September Board Meeting

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

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

Next meeting: Tuesday, October 8, 2024, at 4:30 pm

10. Adjournment

There being no further business to discuss, Treasurer Walker adjourned the meeting at 4:18 p.m.