

DELTA VECTOR CONTROL DISTRICT

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Minutes of the Board of Trustees – Wednesday, May 9, 2018.

1. Roll Call:

Present: Greg Gomez, President; Larry Roberts; Rosemary Hellwig, Kevin Caskey, Michael Cavanagh and Linda Guttierrez.

Absent: Belen Gomez, Secretary

Staff: Michael Alburn, Manager, Taylor Tushar, Scientific Program Manager.

2. Oath of Office:

The Oath of Office for Linda Guttierrez was administered at Tulare County and was not required during the Board meeting.

3. Approval of Consent Calendar:

Following discussion, it was moved by Rosemary Hellwig, seconded by Michael Cavanagh and unanimously carried to approve the Consent Calendar as presented.

4. Public Forum

None.

5. Staff Report:

The District staffed a booth at the Visalia Earth Day celebration April 21st. Rawhide May 20th and the Dinuba health faire July 29th are on the upcoming calendar.

Preparing for Budget

Staff is readying proposals, developing phase in timelines and pricing materials and supplies. It appears today that we will have approximately \$80,000 carry over and \$115,000 unanticipated revenues or close to \$200,000 to bring forward into next year.

FAA Part 107 Waiver is ready for submission. This will allow us to operate within controlled air space. Also, we are readying insurance quotes and operational guidelines/ photo retention/ and need to view policies.

Building Project/ Assessment/ Fish Trip

Mark Nakata is preparing a proposal for the budget that will incorporate the observations he made on the recent visit to NorCal so that we can begin year-round fish production. Finding and seining fish is time consuming and we must be concerned with parasites, processing each

sample we bring in from the field with a hospital tank quarantine before transferring to storage runs and ultimately, public sites.

The Engineers Report will reflect a \$150,000 building project placeholder. The plan (subject to board review and approval) is to construct a building directly south of the lab on the lawn area. We expect to put two offices (4 Biologists and only 2 offices in current structure) and design a fish rearing component to compliment the runways currently housed in the south building.

Social Media Training

Three lab staff attended a one day COS class covering social media to help with the development of a platform for community outreach.

The District has its social media up and running. Look for us on:

Facebook - Delta Vector Control District

Twitter – Deltavcd

Instagram - Deltavcd

State Certification Testing

May 17 – Delta VCD

Tulare County Grand Jury June 4th

The District will meet with the Jurors to give a report on the program this year and the impact on the county.

6. **Aedes Surveillance Plan 2018:**

Taylor Tushar, Scientific Program Manager presented a review of the program put into place last year and went over the 2018 Guidance for Surveillance of and Response to Invasive *Aedes* Mosquitoes and Dengue, Chikungunya, and Zika in California published by CDPH for adoption as our own. Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey and unanimously carried to approve the state guidelines for 2018.

7. **SCI Resolution 18-01:**

The Manager presented the Engineers Report, Staff Report, Legal Notice and Resolution 18-01 which: Orders continuation of the assessments for FY 2018-19. Preliminarily approves the Engineers Report. Provides Notice of Public Hearing for July 11, 2018, to be published a minimum of 10 days prior to Hearing (Visalia Times-Delta, Dinuba Sentinel, Fresno Bee South Valley bureau and the Foothill Sun Gazette).

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts and unanimously carried to approve Resolution 18-01.

8. **Salary Schedule Reorganization:**

The Manager presented the revised classification standard to be used in the Salary Schedule.

The District uses a percentage relationship between classifications to keep a standard differential in salaries. The relationships need to be maintained, with Board approval due to the recently approved Managers employment contract. One classification, Systems Administrator also needs a minor tweak.

The schedule relates to the 17/18 salary schedule for the region. There will be COLA increases across the region (Tulare has approved a 3% increase) and staff will be submitting a budget with appropriate COLA considerations. The report we use is the Urban Wage Earners and Clerical Workers US City Average. Not seasonally adjusted. 12-month pct. Change April to April publishes in May of each year. CWUR0000SA0 (Page 8 of Budget).

Following discussion, it was moved by Kevin Caskey, seconded by Michael Cavanagh and unanimously carried to approve the reorganization as presented.

9. Purchasing Policy 2nd Reading:

The Manager reported a change from the first reading has been put forth striking the line, “Big box stores such as Lowes, Office Depot, will be considered local if the item is in stock, if the item must be ordered it will be considered a non-local purchase.”

Following discussion, it was moved by Rosemary Hellwig, seconded by Larry Roberts and unanimously carried to approve Policy 1082 Purchasing Procedures.

10. Adjournment:

The meeting adjourned at 7:35 p.m.

Michael W. Alburn, Recording Secretary