

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Post Office Box 310 * Visalia, California 93279-0310

Jesse Erandio
Biologist

1737 West Houston Avenue * Visalia, California 93291

Mir Bear-Johnson
Assistant Manager

Phone (559) 732-8606 * (877) 732-8606 * Fax (559)-732-7441

Crystal Grippin
Biologist

www.deltavcd.com

Sheri D. Davis
Administrative Assistant

Mark Nakata
Biologist

Mark Dyngge
Systems Administrator

Javier Valdivias
Biologist

Minutes of the Board of Trustees – Wednesday, May 13, 2020

1. Roll Call:

Present: Greg Gomez, President; Belen Gomez, Secretary; Kevin Caskey, Linda Gutierrez, Larry Roberts and Rosemary Hellwig.

Absent: Michael Cavanagh

Staff: Dr. Mustapha Debboun, Manager; Sheri Davis, Administrative Assistant; Mir Bear-Johnson, Assistant Manager;

2. Consent Calendar:

Sheri Davis, Administrative Assistant, provided information on the following items:

Board Order #35

- US Bank has a credit due to refund of American Mosquito Control Association (AMCA) Conference registration fees. Therefore, no warrant was issued. Purchases were listed for information only.
- Rosemary Hellwig asked about claim #34090 for Walt Stutsman in the amount of \$54.08. Sheri explained that as an ADA accommodation, Walt was reimbursed for the cost of his work boots.

Following discussion, it was moved by Rosemary Hellwig, seconded by Linda Gutierrez and unanimously carried to approve the Consent Calendar.

3. Public Forum:

None

4. Staff Report:

Three completed -Documents for Trustees were provided in their binders for viewing only.

Aerial photos were taken on May 8th to locate unmaintained and abandoned swimming pools. The Assistant Manager and Systems Administrator are in the process of locating sources from the pictures that will require an inspection by a District technician. Preliminarily, it appears that the number of unmaintained pools is down from the previous year.

The new website is up and running with a minor issue regarding security setting. This is anticipated to be resolved shortly. There will be a Zoom meeting with DMI next week to train the following staff: the Assistant Manager, Systems Administrator, and Biologist, Crystal Grippin

who will be the administrators for the DVCD website. During the first year, the website will be hosted jointly by DMI and Yahoo Webhosting.

5. Surveillance Report:

The Assistant Manager reported that arboviral testing has started. Currently, we have collected 119 mosquito samples, of which 110 were tested and all were negative for mosquito-borne viruses. The Assistant Manager also gave a brief report on state surveillance reporting that all human, mosquito, and chicken testing were negative to date. Five birds from two counties (Santa Clara and Napa) have tested positive for West Nile virus (WNV).

The new hired Biologist, Javier Valdivias, will start his new position on June 1, 2020. He is currently working as a Laboratory Intern.

6. COVID-19:

The Assistant Manager reported that all of the staff are now wearing masks while at work and in public. Signage was placed at the office entrance displaying that we are closed to the public during the COVID-19 Pandemic. We are currently only providing mosquito fish as a delivery service.

One employee was out ill and tested for COVID-19. The employee was quarantined while waiting for test results and the District paid FMLA for the days she was off. The results came back negative, and the employee has returned to work.

Larry Roberts asked how employees are social distancing for meal breaks. Zone technicians are in the field and take meal breaks out of the office. For the employees who are on the premises during lunch, they maintain social distancing by staggering their breaks or eating at their offices.

Since the Tulare County Agricultural Commissioners' office was providing free disposable masks to businesses in Pest Control, Delta VCD received four masks per employee. Currently, masks are disposed into a regular trash receptacle. However, if they become a requirement to dispose of as hazardous materials, we will dispose the masks into a bio-hazard disposal container. There are no concerns at this time of running low on P95 masks during this mosquito season.

7. Building Project:

The General Manager discussed the photos of the construction progress provided by CM Construction. A calendar of the timeline was also discussed, and all work is currently on time. Prime Contract Change Order #1 was presented and discussed the following costs:

- Additional time required to deliver Glu-lam and siding will cost \$14,400.00
- Utility Reroute will cost \$10,014.16
- Installing Root Barrier will cost \$2,191.75

Kevin Caskey inquired about the additional time needed for the Glu-lam. The General Manager and Assistant Manager explained that it was due to the fact that it had to be custom made and will take 8 to 10 weeks to wait for, and cannot be ordered until further along in the construction process when all of the beams are completed. Following discussion, it was moved by Larry Roberts and seconded by Belen Gomez to approve the Change Order #1. The motion passed with 5 votes in favor and 1 vote against.

Greg Gomez inquired about any material shortage issues, but the only concern at this time is the possibility of delays in shipping materials due to COVID-19 Pandemic.

8. Bank of the Sierra – Fish Hatchery Account:

The Board was asked to approve opening a new account at Bank of the Sierra. The proceeds of the financing will be deposited to this account for the purpose of paying costs for the Fish Hatchery project. It was moved by Rosemary Hellwig, seconded by Kevin Caskey and unanimously voted to approve opening the bank account at the Bank of the Sierra.

9. First Reading of Policies #1083 and #2132:

The General Manager and Assistant Manager presented the first draft of the Credit Card Policy, #1083 and Work From Home Policy, #2132. The policies will be submitted at the June Board meeting for approval by the Board.

10. Board Travel Calendar:

Trustees were asked to inform the Administrative Assistant if they planned to attend CSDA or MVCAC in the 2020-21 fiscal year to be included in the budget and Greg Gomez and Belen Gomez were interested in attending MVCAC.

11. Adjournment:

The meeting was adjourned at 7:56 pm.