

# **DELTA VECTOR CONTROL DISTRICT**

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Minutes of the Board of Trustees – Wednesday, October 14, 2020

## **1. Roll Call:**

Present: Greg Gomez, President; Belen Gomez, Secretary; Michael Cavanagh, Linda Gutierrez and Rosemary Hellwig.

Absent: Kevin Caskey, Larry Roberts

Staff: Dr. Mustapha Debboun, General Manager; Sheri Davis, Administrative Assistant; Mir Bear-Johnson, Assistant Manager; Administrative Analyst, Mary Ellen Gomez.

Guests: John Bliss, President of SCI Consulting Group.

## **2. New Employee Introduction:**

The General Manager, Dr. Mustapha Debboun, introduced Ms. Mary Ellen Gomez, Administrative Analyst to the Board of Trustees. Mary Ellen was hired in January 2020 and has been a great addition to the Delta Vector Control District (DVCD). She was born in Lake Tahoe and was raised in Visalia where she attended Redwood High School and College of the Sequoias. She worked at Armstrong Property Management for over 10 years, where she gained excellent skills in customer service. Ms. Gomez received a warm welcome from the Board of Trustees.

## **3. Building Project:**

The General Manager announced that the final walkthrough of the fish hatchery building has been scheduled to take place on Monday, October 19, 2020. Sacramento Koi will be delivering the fish tanks on October 15, and their installation is scheduled on October 19. Once the tanks are installed, the fish hatchery building project will be completed. There is a final Prime Contract Change Order #3 in the amount of \$889.51, to purchase two needed additional humidistats.

Following discussion, it was moved by Rosemary Hellwig, seconded by Michael Cavanagh, and the Board members unanimously approved Prime Contract Change Order #3.

## **4. Consent Calendar:**

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

Board Order #9 – 34722 Airtech \$938.75 – Installation for Laboratory dishwasher.

34740 – N&R Publications \$2,492.17 – Newspaper insert .

Price Paige & Company \$3,080.00 – First invoice for work in progress on 6/30/2020 audit.

Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez, and the Board members unanimously approved the Consent Calendar.

**5. Presentation of Annexation and Invasive *Aedes aegypti* Assessment Process:**

The General Manager introduced Mr. John Bliss, President of SCI Consulting Group which provides engineering and consultation services in support of revenue to most of California's mosquito and vector control districts. Historically, SCI Consulting Group assisted Delta Vector Control District with the successful implementation and administration of a Proposition 218-compliant assessment, which was collected from 2010 to 2019 to fund the construction of our new state of the art laboratory.

Mr. Bliss gave a concise overview of the two different benefit assessment processes: one for the invasive *Aedes aegypti*, and the other for annexation of Lindsay and Strathmore cities. The priority will be to conduct *Aedes aegypti* assessment to protect the residents of Delta Vector Control District by conducting a survey to determine from the District residents where they stand on supporting the need for more additional resources. The results of the survey would help the District to decide whether to proceed with a ballot or not. If the ballot is approved favorably by 50% or more, then a levy would be submitted to the Tulare County Tax Collector no later than August 10, 2021. Tax dollars would be deposited to the District's General Fund when property tax revenue is received in December 2021 and April 2022.

The benefit assessment for annexing Lindsay and Strathmore cities would include support and agreement from their City Council members and the Tulare County Local Agency Formation Commission (LAFCO) who will draw the boundary lines for the two cities annexation.

Following discussion, the General Manager asked for approval to obtain a proposal from SCI Consulting Group and move forward with the two assessments. It was moved by Michael Cavanagh, seconded by Linda Guttierrez, and unanimously approved to initiate working with SCI, obtain a proposal from SCI Consulting Group, and move forward with conducting the two assessments.

**6. Public Forum:**

None

**7. Operations Program Manager Job Description/Chain of Command:**

Assistant Manager, Mir Bear-Johnson requested that the Board approve the newly created position of Operations Program Manager (OPM), which will allow the *Aedes aegypti* inspection program to be moved from the purview of the laboratory to that of operations. This will allow the laboratory to focus on achieving pesticide resistance testing competencies and makes more operational logical sense.

Following discussion, it was moved by Belen Gomez, seconded by Rosemary Hellwig, and the Board members unanimously approved the job description and hiring of an OPM.

#### **8. Policies:**

The Assistant Manager provided the following policies for approval:

- Time Keeping Time Records
- Time Off to Vote
- Use of Makeup Time

Trustees were in agreement that all of the policies were straight forward as written. It was moved by Michael Cavanagh, seconded by Belen Gomez, and the Board members unanimously approved the policies as presented.

#### **9. Proposed Board Meeting Time Change:**

The General Manager polled the Trustees in regard to changing the Board meeting time from 7:00 p.m. to 4:30 p.m. All members in attendance were in favor of the time change. It was moved by Rosemary Hellwig, seconded by Michael Cavanagh, and unanimously approved to change the Board meeting time to 4:30 pm instead of the 7:00 pm.

#### **10. Request to Change November Board Meeting Date:**

The General Manager explained that the normal scheduled meeting date in November falls on Veteran's Day and since it's an observed holiday, he requested to move the meeting date. Following discussion, the meeting date was changed to Tuesday, November 10, 2020 at 4:30 p.m. It was moved by Michael Cavanagh, seconded by Linda Gutierrez and unanimously approved to move the November meeting date from November 11 to November 10, 2020.

#### **11. Staff Report:**

The General Manager reported that a call from the public was received praising the efforts of Administrative Assistant, Sheri Davis and Vector Control Technician, Jorge Lopez for providing courteous, professional, and exceptional service.

In response to a recent call from a member of the public, the General Manager requested from the Trustees how they would prefer to handle requests from the public to speak to a Board member. After discussion, it was decided that all future requests from the public to speak to a Board member would be referred to the Board as a whole by attending a Board of Trustees meeting.

The General Manager reported that employee Bryan Ferguson has passed three additional Automotive Service Excellence (ASE) certificates resulting in the completion of the series of nine certificates required to be a Master Automotive Technician.

#### **12. Surveillance Report:**

Assistant Manager, Mir Bear-Johnson, gave the Surveillance Report covering West Nile virus (WNV) in the District and in California, and mosquito abundance of both native and invasive species. Five positive human cases have been reported from within Tulare County, only one of

which was within District boundaries. Routed trapping has ended for the year, as expected, while strategic trapping will continue into November depending on trap counts and service requests. High numbers of the invasive *Aedes aegypti* mosquito continue to be collected.

**13. Price Paige & Company:**

The Administrative Assistant provided the engagement letter from Price Paige & Company to perform the June 30, 2020 audited financial statements. This is year three of a 3-year contract with Price Paige & Company.

**14. Quarterly Expense/Revenue Report:**

The Administrative Assistant provided a summary of quarterly expenses and revenue as of September 30<sup>th</sup>. Expenses are on track and within the budget. We will have a better idea of where we stand on revenue at the end of next quarter after we receive the December tax revenue.

**15. Site Visit to Consolidated Mosquito Abatement District, Mosquito Control & Research Laboratory of University of California-Davis, and San Joaquin Valley Agricultural Sciences Center:**

On Friday, September 25, 2020, the General Manager visited and toured the facilities of Consolidated Mosquito Abatement District, Mosquito Control and Research Laboratory of University of California-Davis and San Joaquin Valley Agricultural Sciences Center all located in Parlier, California and discussed their operations and future collaborations with the three organizations.

**16. Adjournment:**

The meeting of the Board of Trustees was adjourned at 8:17 p.m.