

# **DELTA VECTOR CONTROL DISTRICT**

Dr. Mustapha Debboun  
*General Manager*

Post Office Box 310 \* Visalia, California 93279-0310

Mir Bear-Johnson  
*Assistant Manager*

1737 West Houston Avenue \* Visalia, California 93291

Sheri D. Davis  
*Administrative Assistant*

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

Crystal Grippin  
*Scientific Program Manager*

www.deltavcd.com

Mark D. Dynge  
*Systems Administrator*

Mark Nakata  
*Biologist*

Jesse Erandio  
*Biologist*

Javier Valdivias  
*Biologist*

Minutes of the Board of Trustees – Tuesday, November 10, 2020

## **1. Roll Call:**

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

Absent: Rosemary Hellwig.

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

Guests: Timothy Plummer, Account Manager at Enterprise Fleet Management.

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

The General Manager, Dr. Mustapha Debboun, introduced Mr. Javier Valdivias, Biologist to the Board of Trustees. Javier was first hired as an Intern at Delta Vector Control District (DVCD) in May 2019, and was promoted to Biologist in June 2020. Javier was born and raised in Earlimart, California and received his Bachelor's Degree in Integrative Biology from the University of California Berkley. Javier was recently featured in the National Spotlight for American Mosquito Control Association (AMCA) Monthly News as an up and coming early career young professional. Mr. Valdivias received a warm welcome from the Board of Trustees.

## **3. Enterprise Fleet Management:**

The General Manager introduced Mr. Timothy Plummer, Account Manager at Enterprise Fleet Management. Mr. Plummer gave an overview of the Equity Lease Program to the Trustees. The monthly cost per vehicle is \$398.27. Delta Vector Control District (DVCD) General Manager requested approval to lease 10 new Chevrolet Colorado pickups, and auction five old vehicles from the DVCD current truck fleet. The lease plan will be a 5-year vehicle replacement cycle, which would result in approximately \$11,000.00 in equity for the next round of vehicles.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and the Board members unanimously approved the Equity Lease of 10 trucks with Enterprise Fleet Management.

**4. Assessment Proposal for Comprehensive Funding to Respond to the Invasive Mosquito, *Aedes Aegypti*:**

The General Manager discussed and requested approval of the assessment of comprehensive funding to respond to the invasive mosquito, *Aedes aegypti* to be conducted by the SCI Consulting Group.

Following the discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez, and the Board members unanimously approved the assessment proposal for comprehensive funding to respond to the invasive mosquito, *Aedes aegypti*.

**5. Building Project:**

The General Manager reported that the fish hatchery project is near completion. Clovis Glass will install the last glass door and window frames on November 12, 2020. After completing the installation of the door and window frames, Giotto's Alarm-Tech, Inc will install the alarm wiring to complete the fish hatchery building project. The DVCD will have an official tour for the Board of Trustees at the December 9, 2020 Board meeting.

Sheri Davis, Administrative Assistant, provided a list of transactions from the financed funds. The building project funds have been exhausted and the bank account has been closed. The approximate balance due to Carvalho Construction of \$100,000.00, and Giotto's \$2,600.00 will be paid out of the general budget. Current projections indicate that our reserves will be at just over 100%.

**6. Consent Calendar:**

The Administrative Assistant, provided information on the following items:

Board Order #11 – 34771 Carvalho Construction \$60,548.39 (balance on Pay App #5)  
34775 Sacramento Koi \$31,618.10 (replace fish tanks)  
Board Order #12 – 34817 Hayashida Architects \$1,259.00 (final invoice)

Following discussion, it was moved by Kevin Caskey, seconded by Linda Gutierrez, and the Board members unanimously approved the Consent Calendar.

**7. Public Forum:**

None

**8. Staff Report:**

The General Manager reported that Vector Control Technician III/Mechanic, Tim Christian, will be retiring on December 31, 2020. Tim has served the DVCD well and admirably for almost 25 years, and we wish him all the best. He will be presented with a retirement plaque during the staff luncheon on November 18, 2020.

The DVCD will be hosting the Vector Control Technicians Exam proctored by California Department of Public Health (CDPH) on November 19, 2020 and has four employees scheduled to take the test.

Mir Bear-Johnson, Assistant Manager reported that Crystal Grippin began her duties as Scientific Program Manager on November 1, 2020. In addition, she also reported that mosquito trapping and testing have ended for the 2020 mosquito season and Service Requests were up by approximately 150 over last year's mosquito season. Technicians are working on winter maintenance projects, and answering service requests as needed. Management is considering moving to a four day, 10-hour work week during the off season, i.e. December, January, and February. We will only consider if all employees vote in favor.

#### **9. Oxitec Collaboration:**

The General Manager presented to the Board of Trustees and sought approval of an exciting field trial proposal to collaborate and partner with Oxitec Ltd., an organization from England on a new and novel sterile male technique using Oxitec's new 2<sup>nd</sup> generation Friendly *Aedes aegypti* mini capsule technology to suppress *Aedes aegypti* female populations. This Friendly mini-capsule product trial will represent a major advancement in safe, targeted vector control technology against *Aedes aegypti*

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and the Board members unanimously approved the DVCD's collaboration with Oxitec Ltd.

#### **10. Salary Schedule and Chain of Command:**

The Assistant Manager provided the revised Salary Schedule and Chain of Command for Board approval. The Program Manager was added to encompass both Operations Program Manager and Scientific Program Manager. The Foreman salary was revised, and the Seasonal Technician wages were updated to comply with 2021 minimum wage requirements. The cost projection for the revisions will come in under budget by an estimated \$34,000.00 for this fiscal year.

Following discussion, it was moved by Larry Roberts, seconded by Belen Gomez, and the Board members unanimously approved the Salary Schedule and Chain of Command.

#### **11. Price Paige & Company:**

The General Manager requested the continuation and approval of a proposal from Price Paige & Company for years ending June 2021, 2022, and 2023. The DVCD has enjoyed a good working relationship with Price Paige & Company, and they have extensive experience and expertise in governmental auditing and accounting.

Following discussion, it was moved by Kevin Caskey, seconded by Michael Cavanagh, and the Board members unanimously approved the proposal from Price Paige & Company.

#### **12. Cooperative Agreement:**

The General Manager reviewed the Cooperative Agreement with California Department of Public Health for the year 2021. Following discussion, it was moved by Larry Roberts, seconded by Linda Guttierrez, and the Board members unanimously approved signing the agreement.

**13. Staff Luncheon:**

The General Manager requested approval to cater a luncheon to recognize the outstanding effort and work of the staff during this mosquito season. Due to COVID-19 and restaurant restrictions, the DVCD have coordinated a food truck vendor to come to the District and cater the event. Trustees were invited to attend.

Following discussion, it was moved by Linda Guttierrez, seconded by Michael Cavanagh, and the Board members unanimously approved the catering of the DVCD staff luncheon.

**14. Adjournment:**

The meeting of the Board of Trustees was adjourned at 5:25 p.m.

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Dr. Mustapha Debboun, Recording Secretary