

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Mir Bear-Johnson
Assistant Manager

Sheri D. Davis
Administrative Assistant

Post Office Box 310 * Visalia, California 93279-0310
1737 West Houston Avenue * Visalia, California 93291
Phone (559) 732-8606 * (877) 732-8606 * Fax (559)-732-7441
www.deltavcd.com

Jesse Erandio
Biologist

Crystal Grippin
Biologist

Mark Nakata
Biologist

DATE: Friday, May 8, 2020

TO: Board of Trustees, Delta Vector Control District

FROM: Dr. Mustapha Debboun, General Manager

SUBJECT: Regular Meeting of the District's Board of Trustees

TIME: Wednesday, May 13, 2020 at 7:00 p.m.

**PLACE: District Boardroom, 1737 West Houston Avenue, Visalia
Teleconference Dial in Number: 1-978-990-5000 access code 575024**

AGENDA:

1. Roll Call

ACTION

2. Consent Calendar

- a. April Minutes
- b. April Bills (Board Order #35)
- c. May Payroll (Board Order #36)
- d. May Bills (Board Order #37)

3. Public Forum

Members of the public may address the Board.

4. Staff Report

The Manager will report on items of operational interest.

5. Surveillance Report

The Assistant Manager will report on surveillance information for the state, region and local community.

6. COVID-19

The Assistant Manager will update the Board on COVID-19 and its affect on the District.

ACTION

7. Building Project

- Approve Prime Contract Change Order #1.
- Project Calendar will be discussed.

ACTION

8. Bank of the Sierra – Fish Hatchery Account

The Board will approve opening a new bank 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.

9. First Reading of Policies #1083 and #2132

The Board will comment on the first draft of Credit Card Policy #1083 and Work From Home Policy #2132.

10. Board Travel Calendar

The Trustees will inform the Manager if they plan to attend the following conferences so they can be included in the 2020-21 budget.

- CSDA Palm Desert August 24th – 27th, 2020
- MVCAC Monterey January 31st – February 3rd, 2021

11. Adjournment

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, June 10, 2020 7:00 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.

Note: Items designated for information are appropriate for Board action if the Board wishes to take action.

1. Roll Call

2. Consent Calendar

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Minutes of the Board of Trustees – Wednesday, April 8, 2020

1. Roll Call:

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

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 #31

33939 Bryan Ferguson \$321.00

33940 Ryan Toney \$4,278.36

Board Order #32

33968 US Bank (Best Buy) \$ 59.66 (re-classify budget item to Lab Supplies)

33968 US Bank (Target) \$126.36 (re-classify budget item to Lab Supplies)

Board Order #34

34060 Carvalho Construction \$52,806.04

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

3. Public Forum:

None

4. Staff Report:

Mir Bear-Johnson, Assistant Manager, reported that seasonal employees started in 2 groups on March 25th and March 30th. Crystal Grippin created a series of power points and handouts on training that was extremely helpful in streamlining the training process and making it more easily digestible. Mir expressed her appreciation for Crystal's hard work.

Trapping has started with low mosquito counts. Also, the start of the mosquito season has seen a lot of rain, which has slowed down some field operations.

The website is very close to completion, and Mir is very pleased with the work Direct Media has done. The Trustees will be notified when the website goes live.

5. COVID-19:

The Assistant Manager reported on steps the District has implemented to ensure the safety of our employees and the public:

MVCAC has started a weekly Statewide COVID-19 Response Discussion teleconference with Managers and Assistant Managers to keep up to date with COVID-19 mandates and other relevant information.

Employees start work in 3 different shifts; 6:30 a.m., 7:00 a.m., and 7:30 a.m. This allows for social distancing for the morning briefing and time for each group to head out to the field before the next group starts.

A “Safe Travel Letter” has been created and provided to each employee. The letter states that DVCD is an essential service, and as such DVCD employees are exempt from the “shelter in place” mandate.

A daily cleaning schedule has been implemented to sanitize high traffic areas, such as door knobs/handles, light switches, chairs, table tops, copy machine, etc.

Hand sanitizers have been installed in the front office, laboratory, and lounge.

Scarves have been purchased and provided to employees to use as face coverings.

Safety protocols are in place for home inspections and service requests.

Trustee Hellwig asked about how the District is handling the public coming into the office? Mir explained that currently we have not experienced public visits; mostly delivery personnel. In anticipation of public visits, signs will be put up to inform visitors of safety protocols.

Trustee Roberts asked about how we are handling sick employees and when they are allowed back to work? Mir explained that so far we have not had any employees out sick with COVID-19 symptoms. If an employee has a fever, he/she will be sent home. This has always been our policy, even before COVID-19. Due to COVID-19, however, if an employee is sent home with a fever or other symptoms related to COVID-19, he/she will need to wait 14 days or have a negative COVID-19 test result before returning to work.

6. Resolution 20-01; Debt Management Policy:

The Manager read the Resolution. Following discussion, a vote was taken by roll call and all votes were in favor of approving Resolution 20-01.

7. Resolution 20-02; Lease Financing Documents:

The Manager read the Resolution. Following discussion, a vote was taken by roll call and all votes were in favor of approving Resolution 20-02.

8. Building Project:

The Manager reported on the progress of construction:

The water pipe was broken during the demo, which was immediately repaired. It was determined that the water and gas pipes will need to be re-routed.

The existing fence will not have to be replaced as planned, resulting in credit for the project.

Change Order #1 – Completion date has been postponed to September 15, 2020. (\$14,400.00)

The signed contract between DVCD and Carvalho Construction was presented for approval. It was moved by Larry Roberts, seconded by Michael Cavanagh and unanimously voted to approve the signed contract.

9. Quarterly Expense/Revenue Report:

The Administrative Assistant provided information on District finances through March 31, 2020:
Expenses;

Wages and Benefits (items over budget)

Manager - Due to transition from past Manager Alburn to current Manger, Dr. Debboun.

Foreman - Vacation payout due to retirement.

Administrative Analyst; New position not in budget for FY 2019/20
Overtime - Adulticide spraying for the invasive yellow fever mosquito, *Aedes aegypti*.
Services and Supplies (items over budget)
Spray Material – Adulticide Chemicals
Auto Supplies & Maintenance – Rebuild transmission on Argo Equip; Catching up on needed repairs from previous year – additional Mechanic in auto shop has helped with the workload.
Misc. – Moving expense for new Manager
Capital –
Purchasing is complete on all Capital items, and we will have a \$10,707.49 carry over in this section.

10. Inspection Warrant:

The Manager and Assistant Manager met with District Counsel, Dale Bacigalupi on March 19, 2020 at the Tulare County Courthouse where the Inspection Warrant was stamped and approved by Judge Hillman. The Warrant will be used as needed to enter properties that have been identified as potential mosquito breeding sources. The process for use will be conducted as outlined in the document.

11. Biologist Position:

The Manager expressed the need to fill one of the vacant Biologist positions to implement insecticide resistance testing and community outreach, as well as to assist with the demand *Aedes aegypti* has put on the laboratory staff, necessitating the hiring of an additional Biologist. The District currently employs a seasonal Laboratory Intern with a Bachelor's degree in Biology. This individual also speaks fluent Spanish, which will be a great asset to the community outreach program. Following discussion, it was moved by Michael Cavanagh, seconded by Rosemary Hellwig and unanimously voted to approve hiring a new Biologist on June 1, 2020.

12. Job Descriptions:

A new job description for the Assistant Manager was presented, as well as an updated job description for the Foreman position. Trustee Hellwig commented that the descriptions were very thorough and detailed. It was moved by Larry Roberts, seconded by Kevin Caskey and unanimously voted to approve the job descriptions as published.

13. Salary Schedule:

The Salary Schedule has been updated and conformed to CalPERS requirements. Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez and unanimously voted to approve the update as presented.

14. Closed Session Case Review/ Planning:

Section 54957.8 of Part 1 of Division 2 of Title 5 of the Government Code.

15. Board Travel Calendar:

The Manager discussed the meetings available for attendance in the 2020/21 fiscal year.

CSDA	August 24 – 27, 2020; Palm Desert, CA
MVCAC	Jan 31 – Feb 3, 2021; Monterey, CA

It was noted that due to the COVID-19 Pandemic, the CSDA meeting may or may not take place as listed, but possibly MVCAC would be unaffected. Trustees will communicate any travel interests to the Manager by the May Board meeting to include in the 2020/21 Budget to be presented in June.

16. Adjournment:

The meeting was adjourned at 7:58 p.m.

May 2020 Payroll

Board Order No. 36
Consent Calendar Exhibit III

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34101	MUSTAPHA DEBBOUN	MANAGER		8,801.44
34102	MIR BEAR-JOHNSON	ASSISTANT MANAGER		5,849.09
34103	PAUL JOBE	FOREMAN		6,749.75
34104	JESSE ERANDIO	BIOLOGIST		4,874.02
34105	CRYSTAL GRIPPIN	BIOLOGIST		4,964.20
34106	MARK NAKATA	BIOLOGIST		5,054.38
34107	MARK DYNGE	SYSTEMS ADMINISTRATOR		6,557.48
34108	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		4,969.75
34109	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,614.39
34110	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		4,809.26
34111	TIM CHRISTIAN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,510.34
34112	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		4,110.31
34113	PAUL HARLIEN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,454.57
34114	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		3,962.28
		<i>Sub-Total Full-Time Payroll</i>		\$73,281.26
34115	VSP	Vision Plan Premium for May 2020		478.55
34116	DELTA DENTAL PLAN	Dental Plan Premium for May 2020		1,194.01
34117	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for May 2020		1,151.32
34118	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for May 2020		18,396.56
34119	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	27,788.24
34120	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	4,446.43
34121	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	19,216.41
34122	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	916.63
34123	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	550.00
		<i>Sub-Total for Payroll Taxes & Benefits</i>		\$74,138.15
		<i>Total Regular Payroll & Benefits</i>		\$147,419.41
34124	RYAN TONEY	Vector Control Tech II		1,535.84
34125	JORGE LOPEZ	Vector Control Tech II		1,783.20
34126	JAVIER VALDIVIAS	Certified Lab Intern		1,146.95
34127	MARICELA CISNEROS	Lab Tech I		836.38
34128	MARIA ANN MARISCAL	Lab Tech I		851.37
34129	PATRICIA MARTINEZ	Lab Tech I		929.57
34130	KENNITH XAYACHACK	Lab Tech I		715.02
34131	ALEJANDRA GILL	Lab Tech I		863.62
34132	SABRINA GALBAN	Lab Tech I		883.26
34133	BRENNA GEORGE	Lab Tech I		817.40
34134	TERRY COLEMAN	Vector Control Tech I		848.44
34135	DEXTER PATTON	Vector Control Tech I		850.41
34136	WALT STUTSMAN	Vector Control Tech I		1,112.71
34137	KORY WILSON	Vector Control Tech I		924.13
34138	PAUL RAPER	Vector Control Tech I		888.35
34139	ADRIAN SIFUENTES	Vector Control Tech I		948.43
34140	ALEXANDER WARD	Certified Vector Control Tech I		1,042.93
34141	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,226.26
34142	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		244.79
34143	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		857.08
34144	TUCOEMAS CREDIT UNION	Credit Union	Employee 100%	250.00
		<i>Sub-Total for Seasonal Payroll & Taxes</i>		\$22,556.14
		<i>Total All Payroll and Benefits</i>		\$169,975.55

May 2020 Payroll

Board Order No. 36
Consent Calendar Exhibit III

34145	ADAPCO	Vectobac	Spray Material	8,160.94
34146	ADMINISTRATIVE SOLUTIONS INC	Flexible Benefit Plan Admin Fee	Professional Services	71.50
34147	AT&T	Long Distance/Toll Free	Telephone/Cell Phones	21.66
34148	AUTOZONE	Alternator T36, AC Blower Motor T35, Bulbs, Batteries, JB Weld, Tran Fluid, etc	Auto Supplies/Maint	468.45
34149	CITY OF VISALIA	Solid Waste Disposal	Utilities	117.77
34150	COMCAST BUSINESS	Internet	Telephone/Cell Phones	210.73
34151	KAST & COMPANY	Advertising - Good Life for May/June	Public Relations	475.00
34152	KEY EVIDENCE	Keys for Exeter Sewer Farm	Bldg/Yard Supplies	13.83
34153	MISSION LINEN SUPPLY			1,497.31
		Uniforms \$1350.15	Clothing	
		Janitorial \$147.16	Janitorial	
34154	MOMENTUM BROADCASTING	June Radio Ads	Public Relations	804.00
34155	NAPA AUTO PARTS	Fuel Pump, Coolant, Oil Absorbent	Auto Supplies/Maint	91.99
34156	OFFICE DEPOT	Clocks, Pens, Markers, Ink, Stacking Trays, Hooks, etc.	Office Supplies	160.08
34157	PACIFIC WEST CONTROLS	Monthly Service Contract	Maint Contracts	250.00
34158	PRAXAIR	Dry Ice	Lab Supplies	518.82
34159	REGENTS OF THE UNIVERSITY OF CALIF	Proficiency Panel	Lab Supplies	616.00
34160	SO CALIF EDISON	Utilities	Utilities	887.84
34161	VALLEY INDUSTRIAL MEDICAL GROUP	Pre Employment Exams	Professional Services	250.00
34162	VALLEY PACIFIC PETROLEUM	Gasoline	Gasoline	2,600.86
34163	VERIZON WIRELESS	Cell Phones	Telephone/Cell Phones	797.86
			<i>Total Bills</i>	<i>\$18,014.64</i>
			TOTAL BOARD ORDER #36	\$187,990.19

3. Public Forum

Members of the public may address the Board.

4. Staff Report

The Manager will report on items of operational interest.

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REPORT OF THE MANAGER APRIL 2020

I. Water and Weather

Rains during the second week of April brought cooler weather, followed by temperatures increasing until the end of the month saw temperatures reaching the low 90's. The average high temperature for the month was 74°F, and the average low was 51°F, with 2.08 inches of rainfall reported as preliminary data by the National Oceanic and Atmospheric Administration, Visalia Station. The 30-year seasonal averages for April are 49.2°F and 73.4 °F respectively, with the seasonal average rainfall reported as 0.94 inches.

Water storage at Pine Flat Reservoir increased by over 25% to 685,899 acre-feet by the end of the month. By April 30th Pine Flat Reservoir's inflow had increased significantly, by over 650%, to 6,652 cubic feet per second (CFS) and its release increased only by 394% to 1,321 CFS. The last date with full data for Lake Kaweah Reservoir is from the 23rd of April, at which point the water storage was at 69,488 acre-feet, an increase of approximately 68% from the storage at the end of March. Lake Kaweah's inflow increased by over 200% by the 23rd, to 943 CFS and its release was decreased slightly to 24 CFS.

II. Narrative

The Delta Vector Control District laboratory staff began its combined native mosquito and invasive mosquito surveillance programs, setting approximately 230 mosquito traps a week. The combined program has each technician setting both gravid traps and Biogents Sentinel (BGS) traps, in set locations across the District's urban and suburban areas. Each square mile of urban or suburban area is covered with an average of five traps, four gravid and one BGS, set each week. In recent years, the urban and suburban areas across the District have been expanding into new mile sections, and prior to the start of the year, there was an intent to begin trapping in these locations as well. Unfortunately, due to COVID-19 and the desire to limit exposure between staff and the public, plans for finding additional trap hosts have been delayed at this time.

In addition to gravid trapping and BGS trapping in the urban and suburban areas, an average of 20 Encephalitis Virus Surveillance (EVS) traps were set a week to monitor mosquito activity in rural regions of the district. BGS traps have also begun to be utilized in response to service requests and to gather more data from areas we may be lacking information. Mosquito

abundance varied throughout the month of April, but in general, trap counts were lower than the average trap counts reported from April of last year.

Even though all in person outreach events for the month of April were canceled due to COVID-19, social media engagement continued. During the Mosquito and Vector Control Awareness Week, April 19-25, Biologist Crystal Grippin made themed posts across all social media outlets. Additionally, Dr. Debboun participated in an Instagram Live Event on Wednesday April 22nd in conjunction with the San Gabriel Valley Mosquito and Vector Control District.

Zone Techs completed spring mapping and their Field Condition Charts and have begun making inspections and treatments. Post emergent weed treatments continued as weather permitted and are currently at a 14-day return time. A few larval treatment requests were made through April above the normal *Bacillus thuringiensis israelensis* (Bti) treatment route. Catch-basin treatments were initiated the fourth week of April to the outlying communities, with the House Mosquito staff receiving assistance from the Zone technicians. Visalia basin treatments started the first week.

Due to COVID-19, a delay of the aerial photos is anticipated, with the flight hopefully still possibly taking place in May. Aerial larvicide treatment of the rock plant began near the end of the month and will continue for the remainder of the season, every four weeks, per protocol.

There were seventy-five service requests during the month:

2020 Service Request Summary

	Fish	Inspection	Mosquito	Source	Other	Total
January	0	3	0	0	3	6
February	2	6	0	4	0	12
March	1	5	0	7	0	13
April	16	16	17	24	2	75
Total	19	30	17	35	5	106

III. Vector and Disease Surveillance

Delta VCD Summaries

Humans: There are no West Nile Virus (WNV) positive human cases or St Louis Encephalitis Virus (SLEV) positive human cases reported within Delta VCD boundaries.

Birds: During the month of April, no dead birds were reported to the District.

Mosquitoes: Surveillance began at the start of April across the entire district. Testing will begin at the start of May.

State Surveillance:

Humans: As of May 1st, 2020, no human cases of WNV or SLEV have been detected across the state of California. At this date in 2019, no human cases were detected.

Birds: As of May 1st, 2020, three WNV positive dead birds have been reported, all from Santa Clara County. At this time in 2019, one WNV positive dead bird was reported from San Diego.

Mosquitoes: As of May 1st, 2020, no positive mosquito samples have been reported across the state of California. At this date in 2019, one positive mosquito sample had been reported from Orange County.

IV. Expenditures & Revenues – 2019/20

TOTAL BUDGET \$4,053,625.97

EXPENDITURES – July 1, 2019 – April 30, 2020

Salaries	\$2,059,531.36
Services & Supplies	\$651,594.14
Tax Admin Fee	\$61,996.00
Capital	\$45,337.36
Building Improvements	\$94,483.72
TOTAL EXPENDITURES	\$2,912,942.58

REVENUE RECEIVED – July 1, 2019 – April 30, 2020

July	\$356.00
August	\$82.30
September	\$17,909.97
October	\$2,858.74
November	\$1,593.76
December	\$1,834,682.15
January	\$385,487.27
February	\$9,687.75
March	\$32,196.19
April	\$1,079,126.73
TOTAL REVENUE TO DATE	\$3,363,980.86

V. Time Sheet Summary

Month	Available Work Hrs	Sick Hrs Used	Total Hrs Available for Work	Pct. Of Hrs Avail for Work
July	4928	94.25	4833.75	98.08
August	5104	106.00	4998.00	97.93
September	4400	71.25	4328.75	98.38
October	2680	72.50	2607.50	97.30
November	2160	75.75	2084.25	96.50
December	1920	46.50	1873.50	97.58
January	2640	78.50	2561.50	97.03

February	2280	48.00	2232.00	97.89
March	3032	70.75	2961.25	97.67
April	5632	83.75	5548.25	98.52

The District has a vacation policy that requires 24 hour notice in order to ensure the operational integrity of the workforce. Sick leave for doctor, dentist and/ or family medical necessity also requires advance notice- in so much as it is possible. Illness is unplanned and therefore unscheduled. Attendance records for the current year are shown in the table.

5. Surveillance Report

The Assistant Manager will report on surveillance information for the state, region and local community.

6. COVID-19

The Assistant Manager will update the Board on COVID-19 and its affect on the District.

7. Building Project

- Approve Prime Contract Change Order #1.
- Project Calendar will be discussed.



PCCO #001

CM Construction Services, Inc.
 PO Box 6237
 Visalia, California 93290
 Phone: (559) 735-9556
 Fax: 559-735-9529

Project: CM18011 - Delta Vector Office Addition and Fish Hatchery
 1737 W. Houston Ave
 Visalia, California

Prime Contract Change Order #001: Prime Contract Change Order #1

TO: Delta Vector Control District
 P.O. Box 310
 Visalia, California 93279-0310

FROM: Carvalho Construction Inc.
 22841 Grangeville Blvd
 Lemoore, California 93245

DATE CREATED: 4/29/2020 **CREATED BY:** Chris Hale (CM Construction Services, Inc.)

CONTRACT STATUS: Approved **REVISION:** 0

DESIGNATED REVIEWER: Chris Hale (CM Construction Services, Inc.) **REVIEWED BY:**

DUE DATE: **REVIEW DATE:** 04/29/2020

INVOICED DATE: **PAID DATE:**

SCHEDULE IMPACT: 81 days **EXECUTED:** No

CONTRACT FOR: 1:Delta Vector Office Addition and Fish Hatchery Prime Contract **TOTAL AMOUNT:** \$26,605.91

DESCRIPTION:
 This Contract Change #1 is the sum of all approved PCOs to date.

ATTACHMENTS:
[Approved PCO #2.pdf](#) [Approved PCO #3.pdf](#) [Approved PCO #1.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
001	CE #001 - Additional time required to deliver glu-lam and siding	65 days	\$14,400.00
002	CE #002 - Utility Reroute	15 days	\$10,014.16
003	CE #003 - Install Root Barrier	1 day	\$2,191.75
Total:			\$26,605.91

CHANGE ORDER LINE ITEMS:

PCO # 001 : CE #001 - Additional time required to deliver glu-lam and siding

#	Cost Code	Description	Type	Amount
1		Additional time required to deliver glu-lam and siding		\$14,400.00
Subtotal:				\$14,400.00
Grand Total:				\$14,400.00

PCO # 002 : CE #002 - Utility Reroute

#	Cost Code	Description	Type	Amount
1		Utility Reroute		\$10,014.16
Subtotal:				\$10,014.16
Grand Total:				\$10,014.16

PCO # 003 : CE #003 - Install Root Barrier

#	Cost Code	Description	Type	Amount
1		Install a Root Barrier		\$2,191.75
Subtotal:				\$2,191.75
Grand Total:				\$2,191.75




PCCO #001

The original (Contract Sum)	\$958,585.31
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$958,585.31
The contract sum will be increased by this Change Order in the amount of	\$26,605.91
The new contract sum including this Change Order will be	\$985,191.22
The contract time will be increased by this Change Order by 81 days.	


Sady Hayashida (Hayashida Architects)
 832 Bancroft Way
 Berkeley, California 94710

Delta Vector Control District
 P.O. Box 310
 Visalia, California 93279-0310

Carvalho Construction Inc.
 22841 Grangeville Blvd
 Lemoore, California 93245


 SIGNATURE DATE


 SIGNATURE DATE


 SIGNATURE DATE

Delta Vector Control District Project Update

► May 7, 2020



Construction Progress



DVCD - Office Addition & Fish Hatchery
May 7, 2020



Construction Progress



DVCD - Office Addition & Fish Hatchery
May 7, 2020



Construction Progress



DVCD - Office Addition & Fish Hatchery
May 7, 2020



Construction Progress



DVCD - Office Addition & Fish Hatchery
May 7, 2020



Construction Progress



DVCD - Office Addition & Fish Hatchery
May 7, 2020



CONSTRUCTION PROGRESS

➤ Onsite:

- Relocate utilities out of building pad - gas / water / electrical
- Tie-in new sewer line to existing

➤ Building Addition:

- Over-excavate / Compact / grade building pad
- Dig footings
- Complete under-slab utilities - Sewer / electrical



DVCD - Office Addition & Fish Hatchery
May 7, 2020



SCHEDULED ACTIVITIES–May / June

➤ Building Addition

- Footing / slab-on-grade rebar
- Install sand and moisture barrier
- Pour footings and slab on grade
- Start rough framing



DVCD – Office Addition & Fish Hatchery
May 7, 2020



Questions and Comments



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Mar 8, '20							
								S	M	T	W	T	F	S	
1		Mobilize	1 day	Mon 3/23/20	Mon 3/23/20										
2		Demo/Relocate Sprinklers	4 days	Mon 3/30/20	Thu 4/2/20	1									
3		Grading/over x pad	4 days	Tue 4/21/20	Fri 4/24/20	2									
4		Concrete lay out pad and dig ftgs	3 days	Mon 4/27/20	Wed 4/29/20	3									
5		Plumbing/utilities Rough	8 days	Thu 4/30/20	Mon 5/11/20	4									
6		Concrete/rebar/footings/anchor bolts/pour	7 days	Tue 5/12/20	Wed 5/20/20	5									
7		Framing/and steel columns	22 days	Thu 5/21/20	Fri 6/19/20	6									
8		Field measure for sheet metal	2 days	Mon 6/15/20	Tue 6/16/20	7									
9		Rough electrical	10 days	Mon 6/15/20	Fri 6/26/20	7									
10		Rough HVAC	10 days	Tue 6/16/20	Mon 6/29/20	9									
11		Rough plumbing	6 days	Wed 6/17/20	Wed 6/24/20	10									
12		Roofing	10 days	Mon 6/22/20	Fri 7/3/20	11									
13		Stucco/lath	10 days	Mon 6/22/20	Fri 7/3/20										
14		Set Aluminum store front and Window frames	2 days	Mon 7/6/20	Tue 7/7/20	12									
15		Insulation	3 days	Fri 7/3/20	Tue 7/7/20	13									
16		Drywall/tape texture	10 days	Wed 7/8/20	Tue 7/21/20	14									
17		Paint/floor sealing	5 days	Wed 7/22/20	Tue 7/28/20	15									

Project: DVCD OFFICE FISH HATCH
Date: Wed 4/22/20

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Deadline	
External Tasks		Duration-only		Progress	

Page 1

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Mar 8, '20							
								S	M	T	W	T	F	S	S
18		T-bar FRP	4 days	Wed 7/29/20	Mon 8/3/20	16									
19		Cabinets/install	1 day	Wed 7/29/20	Wed 7/29/20	16									
20		Carpet/base	3 days	Fri 7/31/20	Tue 8/4/20	19									
21		Finish Electrical	10 days	Wed 8/5/20	Tue 8/18/20	20									
22		Finish Plumbing	7 days	Wed 8/5/20	Thu 8/13/20	20									
23		Finish HVAC	12 days	Wed 8/5/20	Thu 8/20/20	20									
24		Install Metal siding and soffits roofing gutters	25 days	Mon 8/3/20	Fri 9/4/20										
25		Install roll up doors and glass blinds	3 days	Mon 8/3/20	Wed 8/5/20	24									
26		Install Pavers @driveway and breezeway	5 days	Mon 9/7/20	Fri 9/11/20	24									
27		Stipe ADA and parking stalls	1 day	Mon 9/14/20	Mon 9/14/20	26									
28		Final Inspections	1 day?	Tue 9/15/20	Tue 9/15/20	27									
29		Punchlist	3 days	Tue 9/15/20	Thu 9/17/20	26									

Project: DVCD OFFICE FISH HATCH
Date: Wed 4/22/20

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Deadline	
External Tasks		Duration-only		Progress	

8. Bank of the Sierra – Fish Hatchery Account

The Board will approve opening a new bank account at Bank of the Sierra. The proceeds of the financing will be deposited into this account for the purpose of paying costs for the Fish Hatchery project.

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Jesse Erandio
Biologist

Mir Bear-Johnson
Assistant Manager

Post Office Box 310 * Visalia, California 93279-0310
1737 West Houston Avenue * Visalia, California 93291
Phone (559) 732-8606 * (877) 732-8606 * Fax (559)-732-7441
www.deltavcd.com

Crystal Grippin
Biologist

Sheri D. Davis
Administrative Assistant

Mark Nakata
Biologist

May 13, 2020

Re: New Account – Delta Vector Control District
Federal Tax ID 94-6000565

Delta Vector Control District is a California Special District and has no officers. The District is governed by a Board of Trustees, each representing one of the incorporated cities or the county within the District's boundaries. Each Trustee is appointed by a City Council Member or by the County Board of Supervisors.

The Board of Trustees of the Delta Vector Control District authorizes the General Manager, Dr. Mustapha Debboun, to establish the following bank account at Bank of the Sierra:

- Delta Vector Control District – Fish Hatchery
Authorized signers: Dr. Mustapha Debboun
Mir Bear-Johnson
Sheri Davis
Mary Ellen Gomez

Approved by the Board of Trustees of the Delta Vector Control District at the regular Board meeting held on May13, 2020.

Greg Gomez, President

Belen Gomez, Secretary

9. First Reading of Policies #1083 and #2132

The Board will comment on the first draft of Credit Card Policy #1083 and Work From Home Policy #2132.

Dr. Mustapha Debboun

General Manager

Mir Bear-Johnson

Assistant Manager

Sheri D. Davis

Administrative Assistant

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Biologist

DISTRICT ISSUED CREDIT CARDS

In accordance with best practices and auditing standards, whenever possible, the Delta Vector Control District requires the use of Purchase Orders rather than district credit cards. However, district credit cards should be used rather than petty cash for purchases of goods and services needed in the everyday District operations. This policy governs the issuance of DVCD credit cards to authorized employees, purchasing guidelines, documentation procedures and the month end reconciliation process of credit card purchases.

Through a State of California Master Service Agreement, US Bank Government Services provides a Visa bankcard service referred to as a CALCard. District employees may additionally be assigned a credit card for a specific service provider, depending on needs (I.E. Walmart, Home Depot, etc.)

General Information

DVCD issued credit cards are for the exclusive use of the individual it is issued to. It may not be delegated. The card is to be used for official DVCD business and may not be used for personal purchases. Unauthorized purchases could result in immediate and permanent cancellation of your card and/or disciplinary actions.

Prior to receiving a card, employees must sign a "Delta Vector Control District Credit Card Cardholder Agreement". In signing this form, you acknowledge:

- a. Receipt of your card
- b. Your credit limits
- c. An understanding of the rule/procedures of the Authority issued credit card program.

DVCD issued credit cards shall only be used for authorized Delta Vector Control District purchases.

The General Manager administers the account and sets the credit limits for the individual cardholders based on need and seasonality. If an increase of the credit limit is necessary, it must be approved by the General Manager.

All DVCD purchasing policies and procedures will apply to credit card purchases.

DVCD issued credit cards can be used for emergency purchases. In all cases, employees shall try to obtain prior approval for purchases. The District strongly suggests that employees refrain from purchasing District goods or services with their personal credit cards.

Authorized card holders will keep District credit cards in a safe place that is inaccessible to others and will be responsible to validate all charges made on their account unless the card is lost or stolen. Cards may be kept in the safe in the District office. In addition, card holders will be expected to be aware of their departmental budgets and to adhere to the monthly limits for credit card expenditures before making a purchase. Any intended purchases for goods or services not budgeted, which may exceed the monthly budget or established credit card limit will require prior approval by the District Manager.

Procedure

Whenever possible, credit card purchases should be documented by an itemized receipt or invoice. Receipts shall be affixed to the appropriate credit card expense tracking form noting the proper department and cost center for each item purchased. If an itemized receipt is unavailable, lost or illegible, the purchaser must submit a signed memo listing the purpose and description of goods or services purchased.

Each credit card holder will submit their monthly report and accompanying receipts to the Administrative Assistant for reconciliation against the monthly credit card statement. Once the Administrative Assistant has reconciled all card holder reports and transactions against the credit card statements and they are approved by the District Manager, the Administrative Assistant will post the credit card charges to the appropriate general ledger account.

DVCD issued credit cards can be utilized for authorized travel purchases, including:

- Conference fees
- Accommodations
- Air Travel
- Parking

DVCD issued credit cards shall not be utilized for any individual meal purchases. But with prior approval from the General Manager, DVCD issued credit cards may be used for group meal purchases associated with DVCD business.

Lost or stolen credit cards

Lost or stolen credit cards shall be reported to the District Manager and Administrative Assistant immediately. They will either notify the US Bank by calling 800-344-5696 as soon as possible or advise the card holder to do so.

Dr. Mustapha Debboun

General Manager

Mir Bear-Johnson

Assistant Manager

Sheri D. Davis

Administrative Assistant

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Jesse Erandio

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Crystal Grippin

Biologist

Mark Nakata

Biologist

Delta Vector Control District Credit Card Cardholder Agreement

The below named Delta Vector Control District employee has been assigned a Delta VCD Credit Card(s):

Credit Limit(s):

Employee Name:

Title:

Your signature below acknowledges receipt of your assigned District Credit Card and that you have read and understand the Delta VCD Credit Card Policy & Procedures.

Employee Signature

Date

Dr. Mustapha Debboun
General Manager
559-731-7888

Mir Bear-Johnson
Assistant Manager
559-372-5900

Dr. Mustapha Debboun

General Manager

Mir Bear-Johnson

Assistant Manager

Sheri D. Davis

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Work from Home Policy

This policy is designed to be used to ensure that on the occasions where working from home is necessary, it will be beneficial to our employees and District.

The District can only allow work from home for those employees whose job duties permit it, due to a substantial portion of their jobs being carried out on a computer. This may include, but is not limited to: General Manager, Assistant Manager, Administrative Assistant, Administrative Analyst, Scientific Program Manager, and Biologist positions. Final decision regarding the ability to work from home will be at the discretion of the General Manager or his representative.

Working from home is only to be considered when necessary, due to circumstances. Circumstances may include but are not limited to: Emergencies, Quarantine, or Medical reasons. Other reasons for working from home depend on employees and managers' judgement.

Not all work can be done safely at home, due to cybersecurity and data privacy concerns. Additionally, employees may not have the necessary equipment or software installed or available at home. Therefore, only work that can safely be completed at home should be done during the duration of the work from home period. Additionally, work from home should only be done in extreme cases when it cannot be avoided.

Employees must receive manager permission to work from home. Employees must discuss details, set specific goals, schedules and deadlines for any period of work from home. Failure to meet goals or deadlines may cause employee status to transition from work from home to vacation or sick leave, depending on circumstances.

Dr. Mustapha Debboun
General Manager
559-731-7888

Mir Bear-Johnson
Assistant Manager
559-372-5900

10. Board Travel Calendar

The Trustees will inform the Manager if they plan to attend the following conferences so they can be included in the 2020-21 budget.

- CSDA in Palm Desert August 24 - 27, 2020
- MVCAC in Monterey January 31 - February 3, 2020

11. Adjournment

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, June 10, 2020 at 7:00 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.