

# **DELTA VECTOR CONTROL DISTRICT**

Dr. Mustapha Debboun  
*General Manager*

Mir Bear-Johnson  
*Assistant Manager*

Sheri D. Davis  
*Administrative Assistant*

Mark Dyngge  
*Systems Administrator*

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  
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Jesse Erandio  
*Biologist*

Crystal Grippin  
*Biologist*

Mark Nakata  
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Javier Valdivias  
*Biologist*

**DATE: Friday, July 3, 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, July 8, 2020 at 7:00 p.m.**

**PLACE: District Boardroom, 1737 West Houston Avenue, Visalia**

## **AGENDA:**

### **1. Roll Call**

### **2. Building Project**

Project progress, calendar timeline, and addition of new building security system will be discussed.

## **ACTION**

### **3. Consent Calendar**

- a. June Minutes
- b. June Bills (Board Order #39)
- c. July Payroll (Board Order #01)
- d. July Bills (Board Order #02)

### **4. Public Forum**

Members of the public may address the Board.

### **5. Staff Report**

The General Manager will report on items of operational interest.

**6. Surveillance Report**

Mir Bear-Johnson, Assistant Manager will report on surveillance information for the state, region and local community.

**7. Parking Garage**

The General Manager will provide information and propose an extension of existing parking garage.

**8. Enterprise Fleet Management**

The General Manager will provide information and propose the implementation of the Enterprise Fleet Management.

**9. Policies**

First reading of policies:

- 2131 – Disability and Reasonable Accommodation
- 2132 – Employee Information and Emergency Data
- 2133 – Dress Code and Personal Standard
- 3012 – Work Anniversary

**10. AB1234 and AB1825 Training Requirement**

The General Manager will remind Trustees of their requirement for Ethics and Harassment training.

**11. Closed Session §54957**

Discuss Performance of the Executive Director.

**ACTION**

**12. Adjournment**

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, August 12, 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. Building Project**

# Delta Vector Control District Project Update

► July 7, 2020



# Construction Progress



DVCD - Office Addition & Fish Hatchery  
July 7, 2020



# Construction Progress



DVCD - Office Addition & Fish Hatchery  
July 7, 2020



# Construction Progress



DVCD - Office Addition & Fish Hatchery  
July 7, 2020





# Construction Progress



DVCD - Office Addition & Fish Hatchery  
July 7, 2020



# Construction Progress



DVCD - Office Addition & Fish Hatchery  
July 7, 2020



# Construction Progress



DVCD - Office Addition & Fish Hatchery  
July 7, 2020



# CONSTRUCTION PROGRESS

## ➤ Onsite:

- Site concrete complete

## ➤ Building Addition:

- Complete building framing
- Complete mech / elec / plumb rough-in
- Complete exterior lath & scratch coats



DVCD - Office Addition & Fish Hatchery  
July 7, 2020



# SCHEDULED ACTIVITIES–July / August

## ➤ Building Addition

- Install single-ply Roofing
- Start interior finishes - insulate / drywall / tape / mud
- Install windows & storefront



DVCD – Office Addition & Fish Hatchery  
July 7, 2020



# Questions and Comments



## FISH HATCHERY BANK ACCOUNT

Number	Date	Description of Transaction	Payment/Debit or Fee (-)	Deposit or Credit(+)	Balance
	5/21/2020	Wire Transfer from WestAmerica Bank		1,000,000.00	1,000,000.00
101	5/22/2020	Sacramento Koi - 50% deposit on tanks	47,623.34		952,376.66
102	5/22/2020	Hayashida Architects - Const. Admin phase	2,430.00		949,946.66
103	5/22/2020	Technicon - Compaction Testing	2,683.50		947,263.16
104	5/22/2020	CM Construction - Const. phase	6,000.00		941,263.16
105	5/22/2020	DVCD - multiple invoices for reimbursement	94,483.72		846,779.44
106	5/22/2020	Carvalho Construction - Pay App#2	123,125.61		723,653.83
1001	6/2/2020	Technicon - Steel and Concrete Inspection	730.50		722,923.33
1002	6/8/2020	Hayashida Architects - Const. Admin phase	685.48		722,237.85
1003	6/8/2020	CM Construction - Const. phase	6,000.00		716,237.85
1004	6/24/2020	Carvalho Construction - Pay App#3	271,895.61		444,342.24
1005	6/24/2020	Technicon - Concrete Sample pick up	292.00		444,050.24

1100 SECURITY COURT  
 TULARE, CA 93274  
 559.688.7618 PHONE 559.688.1762 FAX



June 12, 2020

**To: Delta Vector Control District**  
 1737 West Houston Avenue  
 Visalia, CA 93279  
 559.732.8806 Office  
 559.732.7441 Fax  
 877.732.8806 Toll Free

We are pleased to submit the following bid:

**New Commercial Security System Addition**

**MATERIALS**

QUANTITY	DESCRIPTION	TOTAL
<b>• New Building Security System •</b>		
1	Octopoint 8 Zone Expanders	
1	Small Control Box and Lock	
1	Exterior Bell	
1	Alpha Numeric Touch Pad	
1	Touch Pad Cover	
3	Supervised Door Switches	
1	Supervised Industrial Door Switch	
3	Supervised Infrared Units	
11.5	Labor to Install & Test	\$1,747.85
<b>• New Building Video Addition •</b>		
1	exacc/Vision IP Camera License	
1	8MP High Definition Color Dome Camera w/ IR	
1	Dome Camera Pendant Mount	
2.5	Labor to Install & Test	\$871.56
Pipe Connection from existing building to new building is the responsibility of the Contractor. This pipe needs to be terminated on both ends with a string in it. Giotto's Alarm-Tech to install the wire connection from the new building to the existing Security System and Video System		
Please sign this proposal for acceptance & scheduling and fax back.		
Sign:		Date: 6/19/2020
<b>• Central Station Location - Tulare, CA •</b>		
<b>Installed price:</b>		<b>\$2,619.41</b>
Price valid until:		7/12/2020

DWG - 862006



### **3. Consent Calendar**

# **DELTA VECTOR CONTROL DISTRICT**

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Minutes of the Board of Trustees – Wednesday, June 10, 2020

## **1. Roll Call:**

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

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

## **2. Consent Calendar:**

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

Board Order #37 – Claim #34192 SBC \$490.05. Our rate plan expired and was not available for renewal. The available options were to pay the new rate that is much higher or add a basic backup internet to bundle our account to lower the rate. We have added the backup internet and expect to get a credit of \$267.50 on our next SBC bill. The new rate will be comparable to our previous bills (approximately \$165.00/month) with the addition of basic internet at \$40.00 per month.

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

## **3. Public Forum:**

None

## **4. Staff Report:**

General Manager, Dr. Mustapha Debboun reported that two new seasonal employees were hired this week. One will assist in the Laboratory, and the other will assist with treating Catch Basins. The DVCD website is now fully operational and because of COVID-19 Pandemic, we look forward to scheduling the Board Members photos at a later date when we can. We will continue to add additional information and resources to the DVCD website as needed. All employees are filling out a COVID-19 screening survey at the start of each workday.

## **5. Building Project:**

The General Manager updated the Board members on the progress of the construction and reported that the building project is on schedule with the original timeline. Mark Atkins, Project Manager

from CM Construction provided updated pictures of the construction progress. Belen Gomez commented that the pictures were informative and nicely done.

Mr. Sady Hayashida of Hayashida Architects, Inc. provided a letter stating that they are in the process of dissolving the corporation and moving to downsize effective June 30, 2020. They will continue to provide the same level of service required for our Building project. The bank account at Bank of the Sierra has been set up and a register of transactions was provided to the Board and will be updated each month for the Board members to review.

**6. Surveillance Report:**

The Assistant Manager gave the Surveillance Report covering West Nile virus (WNV) in the District and in California, and mosquito abundance of both native and invasive species. DVCD had the first WNV positive mosquito sample in the state, but it has so far been a low year for WNV for the District. As of yet, there are no other mosquito-borne diseases found within the District. Native mosquito abundance was compared to the past four years and invasive mosquito abundance was compared to the past two years. Rosemary Hellwig asked if the aerial pool surveillance was included in these numbers, and the Assistant Manager explained the abundance numbers come strictly from routed traps to allow for accurate comparisons across the years, but that when a high trap was found, the aerial pool surveillance could be used to survey for potential mosquito breeding sources in the area. Rosemary Hellwig then asked if the drone was going to replace the aerial pool surveillance, and it was explained that the drone will only be used for spot checking areas as it is not feasible to use across the entire District.

Belen Gomez then asked about the difference between the day-biting and night-biting mosquitoes, and which were the ones of mosquito-borne disease concern.

**7. 2020 California Mosquito-Borne Virus Surveillance & Response Plan, and 2020 Guidance for Surveillance of and Response to Invasive Aedes Mosquitoes and Dengue, Chikungunya, and Zika in California:**

The Assistant Manager informed the Board that the California Department of Public Health documents listed have been used in the past, and that these were current updated versions of those previous documents. She explained how we used these documents as guidelines to direct our mosquito surveillance and response plans and would like to have the updated versions approved by the board for adoption.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and unanimously voted by the Board members to adopt both plans.

**8. 2020-21 Fiscal Budget:**

The General Manager presented the proposed 2020-21 Fiscal Budget. He informed the Board that the total budget is down 13.26% from last year, and the reserves will be 106% of the budget. Michael Cavanagh asked if the District had a reserve allocated for emergency or natural disaster. The DVCD does not currently have a reserve designated for emergency or natural disaster, but due to the recent introduction of the native invasive Yellow fever mosquito, *Aedes aegypti*, it will be considered and implemented. Larry Roberts asked about the ICMA line item with a zero budget. The Administrative Assistant explained that with the retiring of the Manager Auburn, there were decreases to line items of Longevity and ICMA.

It was moved by Kevin Caskey, seconded by Greg Gomez and unanimously voted by the Board members to approve the 2020-21 Fiscal Budget.

**9. Resolution 20-03**

Following discussion, the approval of Resolution 20-30 was moved by Larry Roberts, seconded by Rosemary Hellwig and the Board members unanimously approved the Salary Schedule for fiscal year 2020-21.

**10. Policies #1083 and #2132:**

The General Manager presented the Credit Card Policy, #1083 and Work from Home Policy, #2132 for approval. No revisions were recommended, and both of the policies were moved for approval by Michael Cavanagh, seconded by Kevin Caskey and the Board members unanimously approved the policies as presented.

**11. Adjournment:**

Prior to Adjournment, Greg Gomez asked if any of the board members felt that continuing to use the teleconference line was necessary, and it was informally accepted that the teleconference line would not be used in future meetings unless the situation changed.

The meeting was adjourned at 7:39 p.m.

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34266	RYAN TONEY	Vector Control Tech II		1,535.84
34267	JORGE LOPEZ	Vector Control Tech II		1,783.21
34268	MARICELA CISNEROS	Lab Tech I		1,041.42
34269	MARIA ANN MARISCAL	Lab Tech I		943.75
34270	PATRICIA MARTINEZ	Lab Tech I		929.57
34271	KENNITH XAYACHACK	Lab Tech I		904.40
34272	ALEJANDRA GILL	Lab Tech I		909.82
34273	SABRINA GALBAN	Lab Tech I		894.01
34274	BRENNA GEORGE	Lab Tech I		732.35
34275	TERRY COLEMAN	Vector Control Tech I		851.36
34276	DEXTER PATTON	Vector Control Tech I		1,009.88
34277	WALT STUTSMAN	Vector Control Tech I		1,165.55
34278	KORY WILSON	Vector Control Tech I		968.60
34279	PAUL RAPER	Vector Control Tech I		962.86
34280	ADRIAN SIFUENTES	Vector Control Tech I		945.44
34281	ALEXANDER WARD	Certified Vector Control Tech I		1,042.93
34282	PATRICIA BIENIEMY	Vector Control Tech I		807.37
34283	DOUG GONG	Vector Control Tech I		807.78
34284	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,494.76
34285	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		269.30
34286	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		857.08
34287	TUCOEMAS CREDIT UNION	Credit Union		250.00
			<b>TOTAL PAYROLL</b>	<b>\$24,107.28</b>
34288	AGILIS	GPS	GPS	539.73
34289	ARCHIVE SOCIAL	Social Media Archive - annual billing	Public Relations	2,388.00
34290	AWARDS & SIGNS UNLIMITED	Javier Valdivias - name plate	Office Supplies	54.25
34291	BATTERY SYSTEMS		Lab Supplies	375.05
34292	CALIF WATER SERVICE	Utilities	Utilities	129.46
34293	LOTUS FRESNO	June Radio Ads	Public Relations	840.00
34294	LOZANO SMITH	Communications regarding financing for Fish Hatchery	Professional Services	102.00
34295	MOMENTUM BROADCASTING	July Radio Ads	Public Relations	234.00
34296	RADIO CAMPESINA	May Radio Ads	Public Relations	210.00
34297	SMART & FINAL			323.35
		Sugar, Yeast, Distilled Water	65.93	Lab Supplies
		Gatorade	163.90	Safety Supplies
		Paper Products, Breakroom Supplies	93.52	Blgd/Yard Supplies
34298	SO CAL GAS COMPANY	Utilities	Utilities	42.15
34299	VALLEY PACIFIC PETROLEUM	Gasoline	Gasoline	2,887.68
34300	WALMART			114.23
		Motor Oil	112.58	Auto Supplies
		Alcohol Pads, Gauze Tape	1.65	Safety Supplies
			<b>TOTAL BILLS</b>	<b>\$8,239.90</b>
			<b>TOTAL BOARD ORDER #39</b>	<b>\$32,347.18</b>

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34301	MUSTAPHA DEBBOUN	MANAGER		8,975.13
34302	MIR BEAR-JOHNSON	ASSISTANT MANAGER		5,970.48
34303	PAUL JOBE	FOREMAN		6,749.74
34304	JESSE ERANDIO	BIOLOGIST		4,975.29
34305	CRYSTAL GRIPPIN	BIOLOGIST		4,344.16
34306	MARK NAKATA	BIOLOGIST		5,155.66
34307	JAVIER VALDIVIAS	BIOLOGIST		4,221.12
34308	MARK DYNGE	SYSTEMS ADMINISTRATOR		6,665.09
34309	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		5,085.11
34310	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,864.92
34311	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		5,129.86
34312	TIM CHRISTIAN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,614.07
34313	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		4,208.26
34314	PAUL HARLIEN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,535.29
34315	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,028.99
34316	BELEN GOMEZ	TRUSTEE PAYROLL - QUARTERLY		277.05
34317	MICHAEL CAVANAGH	TRUSTEE PAYROLL - QUARTERLY		184.70
34318	LARRY ROBERTS	TRUSTEE PAYROLL - QUARTERLY		277.05
34319	ROSEMARY HELLWIG	TRUSTEE PAYROLL - QUARTERLY		277.05
34320	KEVIN CASKEY	TRUSTEE PAYROLL - QUARTERLY		277.05
34321	GREG GOMEZ	TRUSTEE PAYROLL - QUARTERLY		277.05
34322	LINDA GUTTIERREZ	TRUSTEE PAYROLL - QUARTERLY		277.05
		<i>Sub-Total Full-Time Payroll</i>		<b>\$80,370.17</b>
34323	VSP	Vision Plan Premium for July 2020		341.18
34324	DELTA DENTAL PLAN	Dental Plan Premium for July 2020		1,373.04
34325	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for July 2020		1,194.58
34326	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for July 2020		16,773.93
34327	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	30,373.20
34328	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	4,826.80
34329	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	20,086.29
34330	DELTA VECTOR CONTROL DIST - EFTPS	Quarterly Unemployment		5,909.04
34331	CalPERS - UAL For PEPRA Members	Annual Lump Sum Prepayment - PEPRA		1,953.00
34332	CalPERS - UAL For Classic Members	Annual Lump Sum Prepayment - Classic		130,702.00
34333	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	916.63
34334	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	1,652.80
		<i>Sub-Total for Payroll Taxes &amp; Benefits</i>		<b>\$216,102.49</b>
		<i>Total Regular Payroll &amp; Benefits</i>		<b>\$296,472.66</b>
34335	RYAN TONEY	Vector Control Tech II		1,574.02
34336	JORGE LOPEZ	Vector Control Tech II		1,922.54
34337	MARICELA CISNEROS	Lab Tech I		874.49
34338	MARIA ANN MARISCAL	Lab Tech I		943.75
34339	PATRICIA MARTINEZ	Lab Tech I		879.67
34340	KENNITH XAYACHACK	Lab Tech I		943.45
34341	ALEJANDRA GILL	Lab Tech I		909.83
34342	SABRINA GALBAN	Lab Tech I		968.24
34343	BRENNA GEORGE	Lab Tech I		900.44
34344	TERRY COLEMAN	Vector Control Tech I		570.11
34345	DEXTER PATTON	Vector Control Tech I		1,095.11
34346	WALT STUTSMAN	Vector Control Tech I		1,165.55
34347	KORY WILSON	Vector Control Tech I		968.61
34348	PAUL RAPER	Vector Control Tech I		957.77
34349	ADRIAN SIFUENTES	Vector Control Tech I		960.44
34350	ALEXANDER WARD	Certified Vector Control Tech I		1,042.92
34351	PATRICIA BIENIEMY	Lab Tech I		855.39
34352	DOUG GONG	Vector Control Tech I		883.75
34353	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,594.96
34354	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		268.39
34355	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		942.20
34356	TUCOEMAS CREDIT UNION	Credit Union	Employee 100%	250.00
		<i>Sub-Total for Seasonal Payroll &amp; Taxes</i>		<b>\$24,471.63</b>
		<i>Total All Payroll and Benefits</i>		<b>\$320,944.29</b>

## July 2020 Payroll

Board Order No. 01  
Consent Calendar Exhibit III

34357	ADMINISTRATIVE SOLUTIONS INC	Flexible Benefit Plan Admin Fee		Professional Services	71.50
34358	AMCA	Membership Dues - 6 Staff Members		Dues	870.00
34359	AT&T	Long Distance/Toll Free		Telephone/Cell Phones	27.65
34360	AT&T	Backup Internet		Telephone/Cell Phones	52.05
34361	AUTOZONE	Car Wash, Speed Sensor, Light Bulb, Speedometer Cable Kit		Auto Supplies/Maint	51.54
34362	AWARDS & SIGNS UNLIMITED	Plaque - Rick Alvarez 30 Year Anniversary		Misc. Expense	86.80
34363	BIOSEARCH TECHNOLOGIES	Primers and Probes		Lab Supplies	1,311.21
34364	CITY OF VISALIA	Solid Waste Disposal		Utilities	117.77
34365	COMCAST BUSINESS	Internet		Telephone/Cell Phones	210.73
34366	ESRI	ArcGIS Annual Maint and User License		Subscriptions	13,261.64
34367	FASTENAL	Fit Test Solution		Safety Supplies	61.55
34368	FRESNO OXYGEN	Dry Ice		Lab Supplies	236.21
34369	GIOTTO'S ALARM TECH	Repair Lab Display Panel; Install Video Software for Management		Maint Contracts	179.53
34370	HARBOR FREIGHT	Outlet Powerstrip		Lab Supplies	19.09
34371	KAST & COMPANY	The Good Life ads July/August 2020		Public Relations	475.00
34372	LIFE TECHNOLOGIES	Virus Kits, Binding Solution, Microplates, Probes		Lab Supplies	14,311.34
34373	METTLER-TOLEDO RAININ, LLC	Tips		Lab Supplies	1,847.48
34374	MISSION LINEN SUPPLY				874.68
		Uniforms	719.02	Clothing	
		Janitorial	155.66	Janitorial	
34375	MOMENTUM BROADCASTING	August Radio Ads		Public Relations	1,032.00
34376	NAPA AUTO PARTS	Flywheel T41		Auto Supplies/Maint	103.28
34377	OFFICE DEPOT	Highlighters, Pens, Labels		Office Supplies	67.44
34378	PACIFIC WEST CONTROLS	Monthly Service Contract		Maint Contracts	250.00
34379	RADIO CAMPESINA	June/July Radio Ads		Public Relations	570.00
34380	SO CALIF EDISON	Utilities		Utilities	2,449.86
34381	SMART & FINAL				189.36
		Gatorade	61.17	Safety Supplies	
		Sugar	77.37	Lab Supplies	
34382	US BANK	Cleaning Supplies, Paper Products	50.82	Bldg/Yard Supplies	
		Amazon - Starter T4	61.23	Auto Supplies/Maint	
		Amazon - Purchase Order Books, Rubber Bands	40.91	Office Supplies	
		Amazon - Water Filter for Refrigerator	38.27	Bldg/Yard Supplies	
		3M - Online Respirator Eval	29.00	Professional Services	
		NACCHO - Dues for Dr. Debboun	60.00	Dues	
		Walmart - Alcohol Pads, Gauze Tape	1.65	Safety Supplies	
		Zoho Social - Annual Fee for Social Media	300.00	Public Relations	
34383	VALLEY PACIFIC PETROLEUM	Gasoline		Gasoline	2,980.33
34384	VCJPA				130,525.76
		2020-21 Workers' Comp	71,079.00	Workers' Comp	
		2020-21 Property & Liability Insurance	59,446.76	Liability Insurance	
34385	VWR INTERNATIONAL	Glass Beads, Isopropanol, Tubes, Triethylamine		Lab Supplies	1,885.87
34386	WEST COAST BIO-TECH	Bio-Hazard Waste Disposal		Lab Supplies	135.00
		<i>Total Bills</i>			\$174,785.73
		<b>TOTAL BOARD ORDER #01</b>			\$495,730.02
	<u>Bills Added After 7/3/2020:</u>				
	ADAPCO	Vectobac 12AS - 30 Gal Drums		Spray Material	8,160.94
	BATTERY SYSTEMS	Battery Chargers		Lab Supplies	229.51
	CLARKE MOSQUITO CONTROL PRODUCTS	Natular		Spray Material	724.00
	GIOTTO'S ALARM-TECH	Annual Monitoring Service		Maint. Contracts	648.00
	LIFE TECHNOLOGIES	Probes		Lab Supplies	820.50
	VALLEY INDUSTRIAL MEDICAL GROUP	Pre-Employment Exams		Professional Services	250.00
	VERIZON	Cell Phones		Telephone/Cell Phones	822.06
	VWR INTERNATIONAL	Combitips		Lab Supplies	495.57
		<b>Total to Add to Board Order #2</b>			\$12,150.58





## **4. Public Forum**

## **5. Staff Report**

# **DELTA VECTOR CONTROL DISTRICT**

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## **REPORT OF THE MANAGER JUNE 2020**

### **I. Water and Weather**

The temperature in June continued to increase, with temperatures reaching over 100°F on and off throughout the month. The average high temperature for the month was 93.1°F, and the average low was 63.7°F, with 0.0 inches of rainfall reported as preliminary data from the Delta Vector Control District weather station. The 30-year seasonal averages for June are 61.6°F and 89.1°F respectively, with the seasonal average rainfall reported as 0.14 inches.

Water storage at Pine Flat Reservoir decreased by over 20% to 640,411 acre-feet by the end of the month. By June 30<sup>th</sup> Pine Flat Reservoir's inflow had decreased by almost 60%, to 1,301 cubic feet per second (CFS) and its release more than doubled to 5,352 CFS. The Lake Kaweah Reservoir ended the month with 40% less water as the previous month, with 81,700 acre-feet on the 30<sup>th</sup> of June. Lake Kaweah's inflow decreased by more than 75%, to 134 CFS and its release was increased dramatically to 1,966 CFS.

### **II. Narrative**

The Delta Vector Control District laboratory staff continued its combined native mosquito and invasive mosquito surveillance programs, with testing continuing for West Nile virus (WNV), St. Louis Encephalitis Virus (SLEV), and Western Equine Encephalitis Virus (WEEV). Gravid trap averages were down from last year, at only 15 mosquitoes per trap per night, versus the 27 mosquitoes per trap per night collected in 2019. Routed BG trap averages were also down, coming in around 8 mosquitoes per trap per night, versus the 23 mosquitoes per trap per night in 2019. Strategic traps aren't directly comparable due to the lack of consistency in trap placement, but both strategic BG traps and EVS traps had lower averages than last year.

The invasive *Aedes* have continued to be found across the District, with inspections from service requests and from high count trap areas already taking place. The total number of *Aedes aegypti* caught to date are slightly higher than last year, with trends looking like they will continue to rise.

Arbovirus screening officially continued in June, with one mosquito collections testing positive for disease. There have been a total of three positive WNV detections from within the District boundaries this year and no positive SLEV detections. This is a dramatic decrease from last

year at this time, when there were 87 positive WNV samples and five positive SLEV samples. So far this year, positive samples have been found from Dinuba (one) and Visalia (two) and no samples have tested positive for WEEV.

Aerial larvicide treatment of the Santa Fe Aggregates continued in June, with interference of Memorial Day at the end of May causing a slight shift in the planned schedule. Aerial photographs were examined by Mir Bear-Johnson and Mark Dyrge throughout the month to locate potential breeding locations. Technicians are still attempting to access some of the locations that were marked. The catch basins of outlying towns are being treated every 28 days to ensure no mosquito breeding is taking place. The House mosquito crew is continuing to check known sources and handling the locations from the aerial photos.

On June 25<sup>th</sup> the Vector Control Technician Exam took place at Delta Vector Control District. Due to COVID-19 restrictions, the California Department of Public Health (CDPH) worked with staff to ensure appropriate sanitation and safety, leading to CDPH having a testing session at both DVCD and at Consolidated Mosquito Abatement District. DVCD hosted 18 individuals separated into three rooms, including 5 from DVCD, 12 from Kern Mosquito and Vector Control District, and 1 from Westside Mosquito and Vector Control District. Of the five who took the exam from DVCD, three passed the two exams they took.

Throughout the Month of June, several employees developed COVID-19 like symptoms, and were given paid time off as they sought out test results. All employees at this time have tested negative. The District intends to continue to be proactive in keeping employees and the public safe, with no planned rollback of any of the safety precautions that have been put in place.

The General Manager was selected and voted in to be the Chair of the National Association of County and City Health Officials (NACCHO) Vector Control Advisory Working Group and appointed to the Mosquito and Vector Control Association of California (MVCAC) Adhoc *Aedes* Committee.

There were two-hundred and fifty-two service requests during the month:  
 2020 Service Request Summary

<b>2020</b>	<b>Fish</b>	<b>Inspection</b>	<b>Mosquito</b>	<b>Source</b>	<b>Other</b>	<b>Total</b>
<b>January</b>	0	3	0	0	3	<b>6</b>
<b>February</b>	2	6	0	4	0	<b>12</b>
<b>March</b>	1	7	0	5	0	<b>13</b>
<b>April</b>	16	22	13	22	2	<b>75</b>
<b>May</b>	13	21	47	24	2	<b>107</b>
<b>June</b>	15	35	172	28	2	<b>252</b>
<b>Total</b>	<b>47</b>	<b>94</b>	<b>232</b>	<b>83</b>	<b>9</b>	<b>465</b>

**III. Vector and Disease Surveillance**

**Delta VCD Summaries**

Humans: There are no WNV positive human cases, SLEV positive human cases or WEEV positive human cases reported within Delta VCD boundaries at this time.

Birds: As of June 26<sup>th</sup>, 2020, four dead birds were reported to the District, only one of which was suitable for testing. At this time no birds have tested positive for disease within the District.

Mosquitoes: As of June 26<sup>th</sup>, 2020, 1,041 mosquito samples from within the District have been tested for WNV, SLEV & WEEV, and three samples have tested positive for WNV. One sample from Dinuba and two from Northeastern Visalia. At this time last year, 1,395 samples were tested, with 87 being positive for WNV and five testing positive for SLEV.

**State Surveillance:**

Humans: As of June 26<sup>th</sup>, 2020, one human case of WNV was reported from Stanislaus County. No human cases of SLEV have been detected across the state of California. At this date in 2019, no human cases were detected.

Birds: As of June 26<sup>th</sup>, 2020, 19 WNV positive dead birds have been reported from seven counties. At this time in 2019, 13 WNV positive dead bird were reported from six counties.

Mosquitoes: As of June 26<sup>th</sup>, 2020, 92 WNV positive mosquito samples have been reported across the state of California, ten counties. Additionally, a total of 40 SLEV positive mosquito pools have been reported from four counties. At this date in 2019, 351 WNV positive mosquito samples were reported from nine counties, and 16 SLEV positive mosquito samples were reported from four counties.

**IV. Expenditures & Revenues – 2019/20**

TOTAL BUDGET \$4,053,625.97  
 EXPENDITURES – July 1, 2019 – June 30, 2020

Salaries	\$2,445,585.83
Services & Supplies	\$701,663.83
Tax Admin Fee	\$61,996.00
Capital	\$45,337.36
Building Improvements	\$94,483.72
<b>TOTAL EXPENDITURES</b>	<b>\$3,349,066.74</b>

REVENUE RECEIVED – July 1, 2019 – June 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

May	\$512,255.92
June*	
<b>TOTAL REVENUE TO DATE</b>	<b>\$3,876,236.78</b>

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
May	4960	72.00	4888.00	98.54
June	5456	251.50	5204.50	95.39

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.

*\*June revenue not available from Tulare County as of 7/3/2020.*

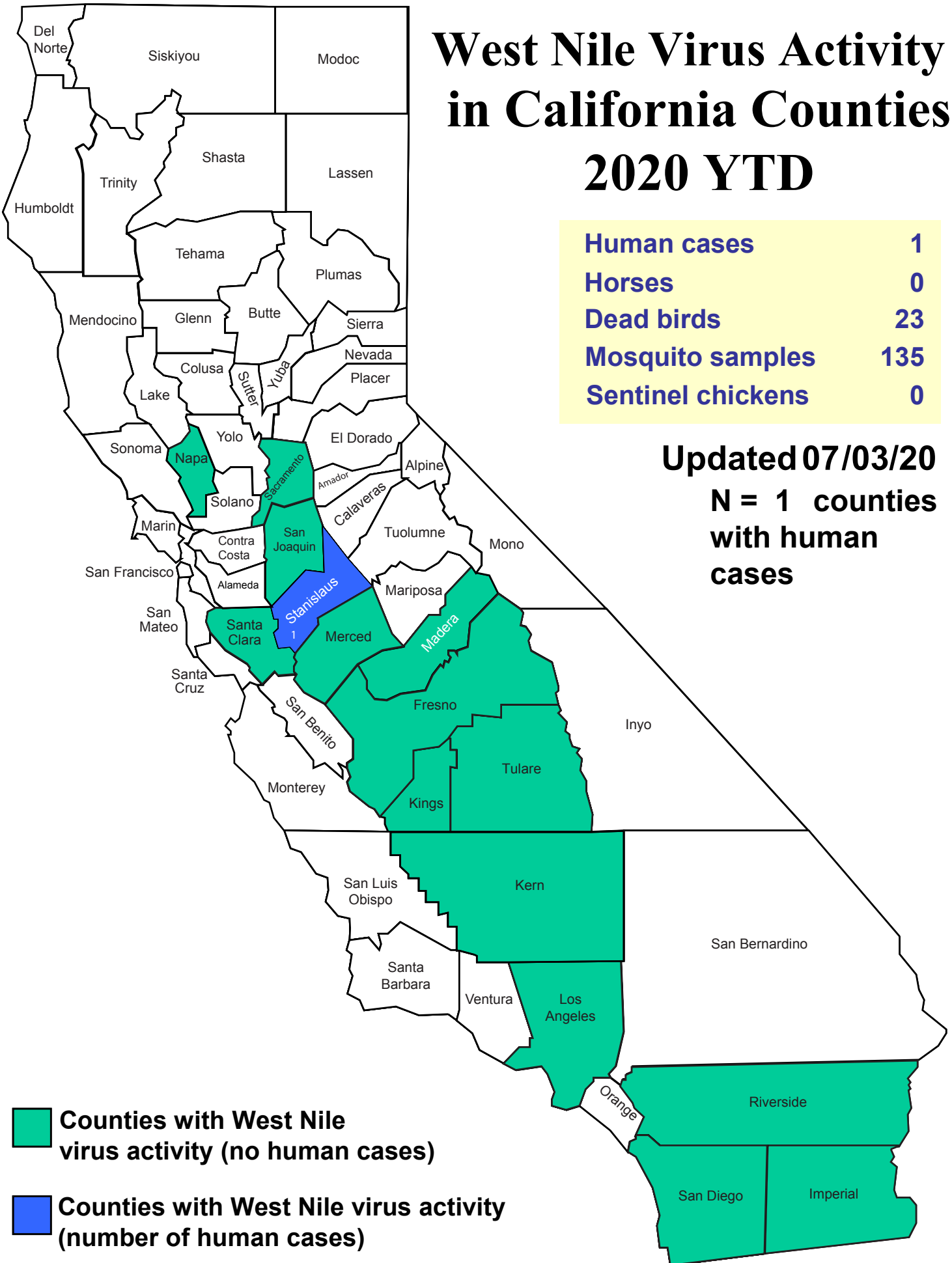
## **6. Surveillance Report**

Mir Bear-Johnson, Assistant Manager will report on surveillance information for the state, region and local community.

# West Nile Virus Activity in California Counties 2020 YTD

Human cases	1
Horses	0
Dead birds	23
Mosquito samples	135
Sentinel chickens	0

**Updated 07/03/20**  
**N = 1 counties**  
**with human**  
**cases**

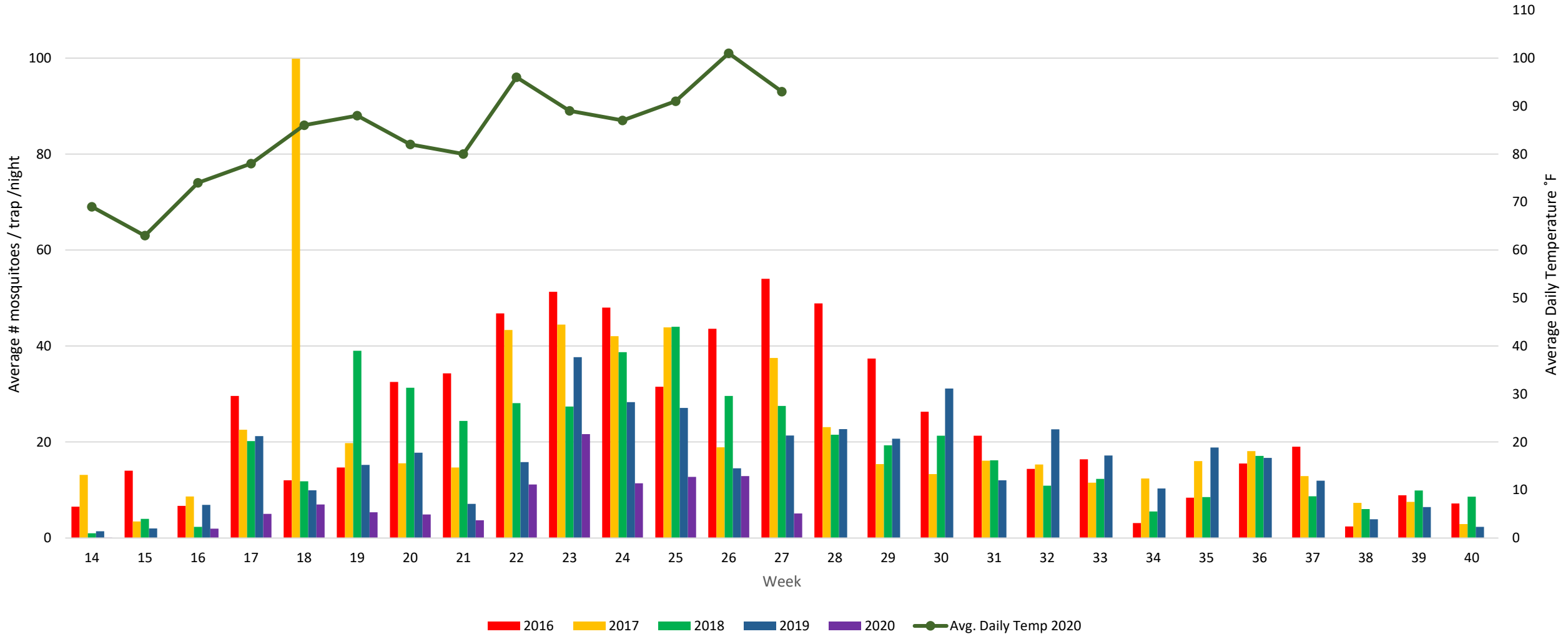




# Native Mosquito Abundance

Trap Count Data

## Average Gravid Trap Counts 2016-2020 with 2020 Temperature



# Infection Rate

WNV

2020

Total pools tested  
in June = 750

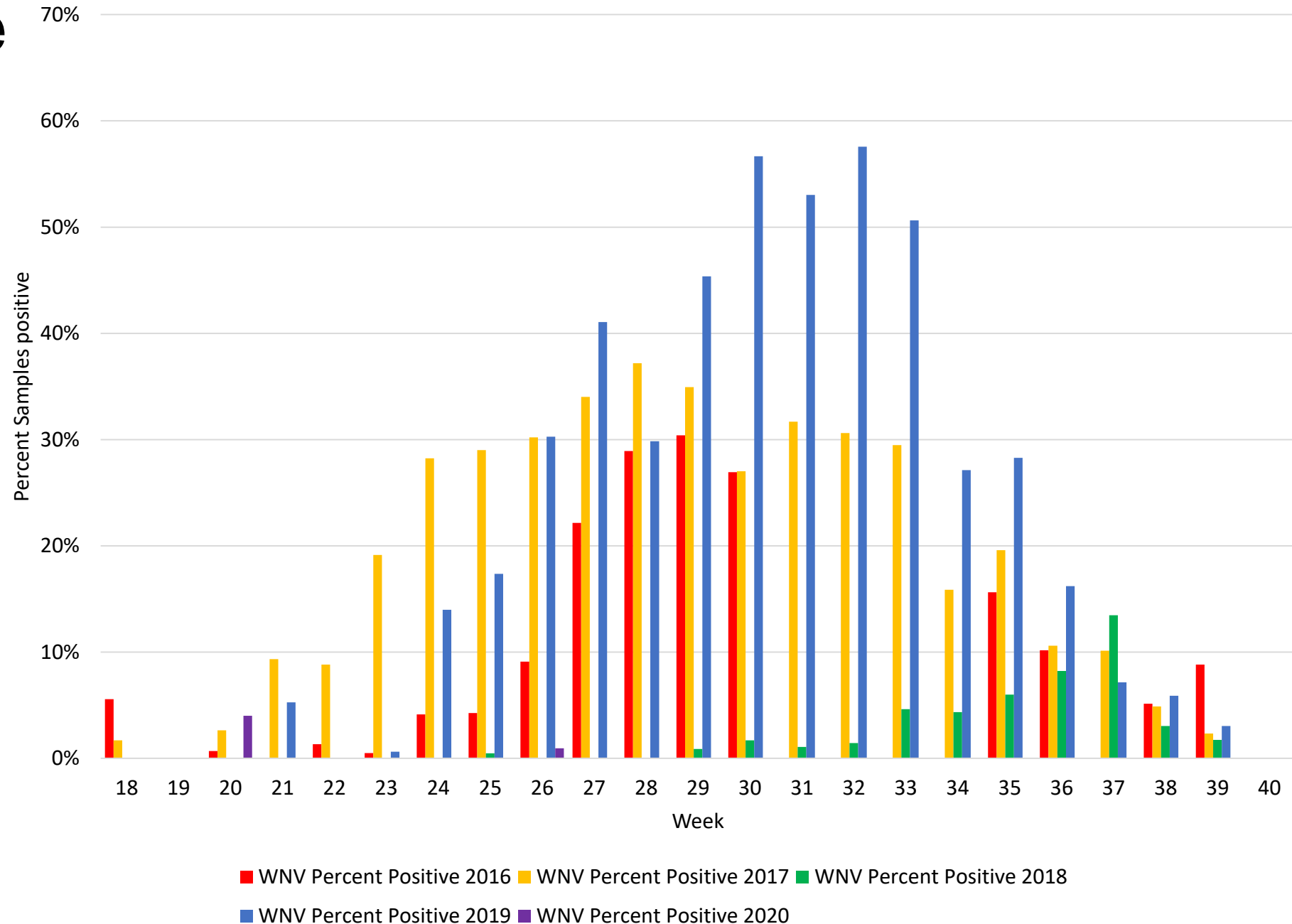
Total pools tested  
to date = 1083

2019

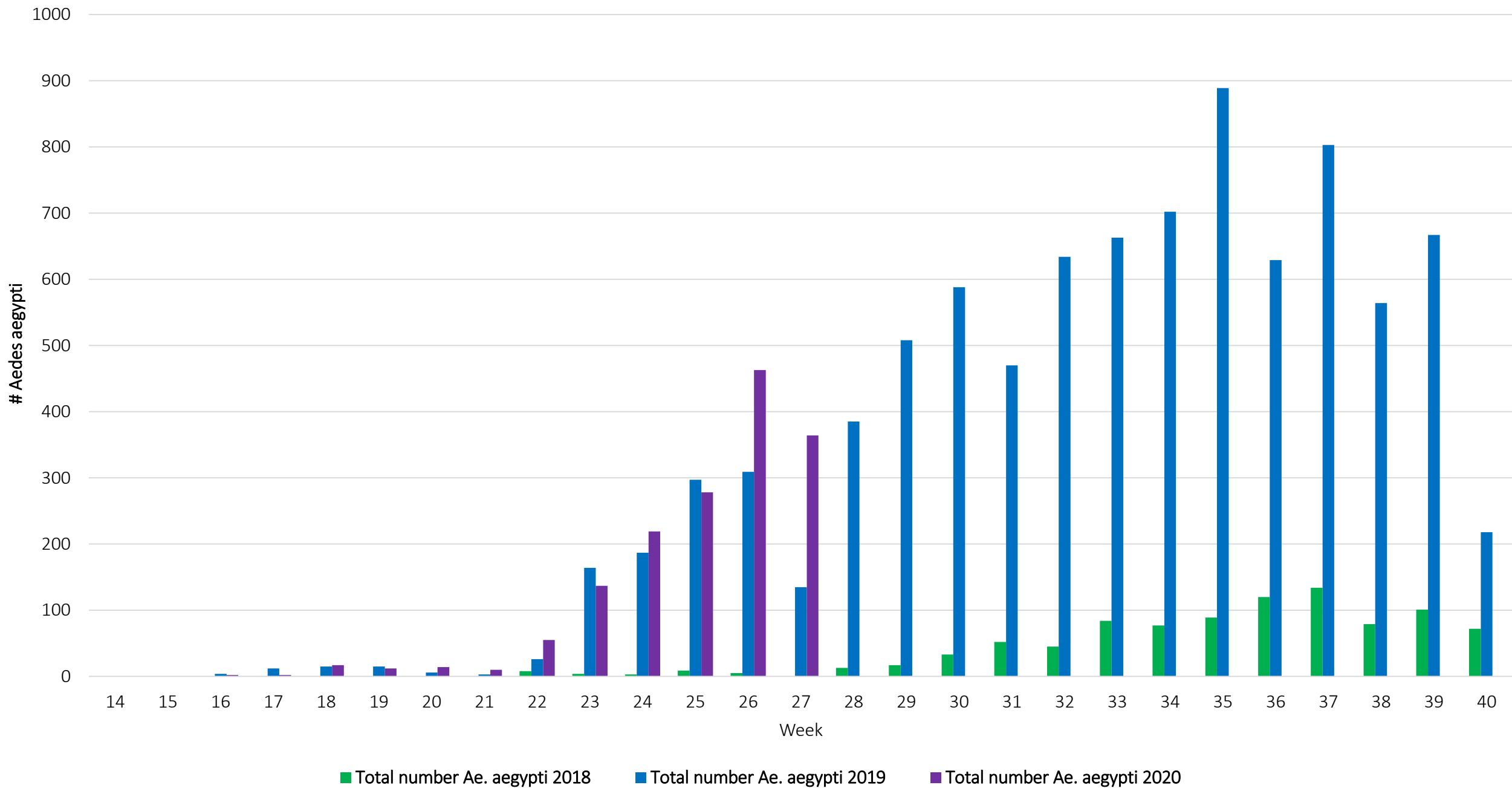
Total pools tested  
in June = 887

Total pools tested  
to date = 1498

## WNV Positive Samples from Gravid Traps 2016-2019



# Total number *Aedes aegypti* caught per week in routed BG traps 2018-2020



## **7. Parking Garage**

The Manager will provide information and propose an extension of the existing parking garage.

**Sheri Davis**

---

**From:** Chris Hale [chris@cmconstructionservices.com]  
**Sent:** Wednesday, July 01, 2020 1:28 PM  
**To:** Mustapha Debboun (mdebboun@deltavcd.com)  
**Cc:** Sheri Davis (sherid@deltavcd.com); Mir Bear-Johnson  
**Subject:** CMCS Agreement Garage extension  
**Attachments:** CMCS\_FEE\_PROPOSAL\_for DVCD.pdf; Delta Vector Wireframe Image.pdf; Final 530 Agreement.pdf; Final 535 Agreement.pdf

**Categories:** Red Category

Dr. Debboun

I have attached the items you need for the Garage Extension

The 530 and the 535 are standard forms from the Design-Build Institute of America.

Dale Bacigalupi, Lazano Smith, issued these forms to use, so they have been vetted. He is your counsel and we are also using the same forms for KMAD.

530 is the agreement

535 General Conditions

CMCS's fee proposal for additional work if required.

Kari's wireframe image of the extension.

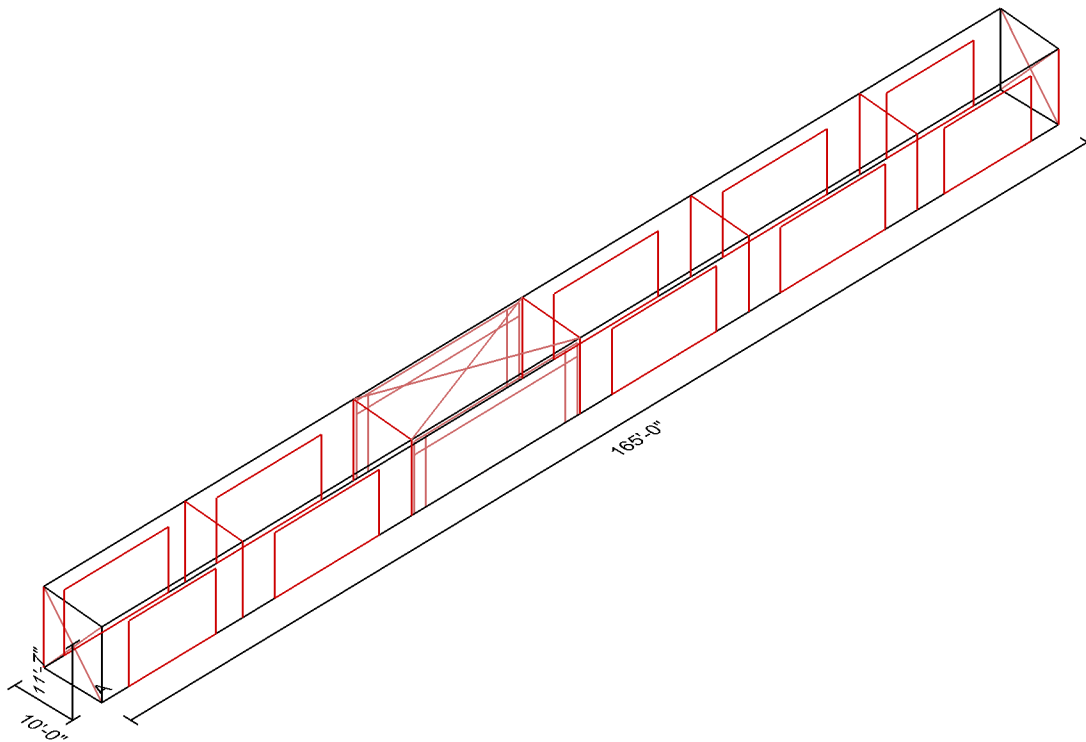
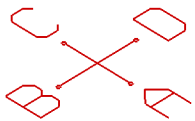
After you review we can discuss. I am hoping to get out tomorrow morning.

The fee you are looking at is the \$ 25, 000 for the design work. After that there will be a GMP so you will know what the final is to take to the board.

Right now I have given you and estimate \$ 140,000 to \$ 200,000 so the board has some idea as to cost.

If they do not want to proceed after the design and the final GMP that is their prerogative.

Thank you very much



Not To Scale

**Delta Vector Control District**

Mustapha Debboun, PhD, BCE, Fellow ESA  
General Manager  
Delta Vector Control District  
1737 W. Houston Ave  
PO Box 310  
Visalia, CA 93279-0310

Hello Doctor,

Please see the attached proposal for the three projects that you outlined in our walk through. I have broken them down in two ways; as I do not know your funding source. I have provided a prevailing wage and non-prevailing estimate for each project. The prices quoted are with the assumption that all three projects will be completed simultaneously.

**1. Extend the front of the main parking garage 10' by 140'.**

Saw cut, Break and remove asphalt 16' x 140' (the transitions to the new concrete will be steeper requiring new Asphalt to be ramped) Remove and Replace existing Drain Line 8" PVC SDR-35 C900, tie New drain line into relocated down spouts and Drop inlet. Remove the existing metal off the front of the garage, remove Roll up doors and openers, relocate Electrical as needed. (this does not include low voltage communication wiring at the south end) Field weld to existing beams, attach new steel beams and posts to (7) new footings 3' sq. x 1'6" deep with (4) #5 bars each- way. Attach to new 6" Concrete with # 3 bars 18" on Center E.W. Dowel into existing slab at transition to new 18" OC install smooth 5/8" Dowels 24" long. Re install existing metal on front supply new roofing material and side material, (match as close as possible) Re-install existing roll up doors.

PREVAILING WAGE	\$255,840.00
NON-PREVAILING	\$174,918.00

Exclusions- Any item not listed above including Plans, Permits, Testing.

## **8. Enterprise Fleet Management**

The Manager will provide information and propose the implementation of the Enterprise Fleet Management.





## FLEET MANAGEMENT

### Account Executive

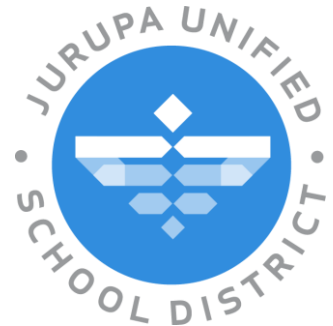
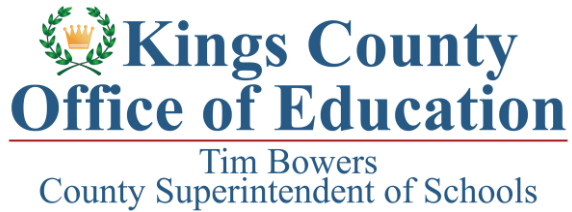
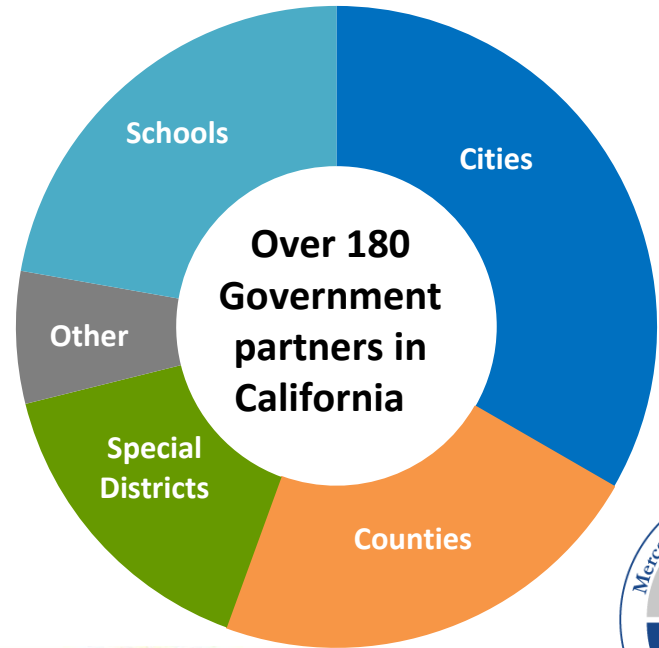
Jason Lifshin

916-297-7406

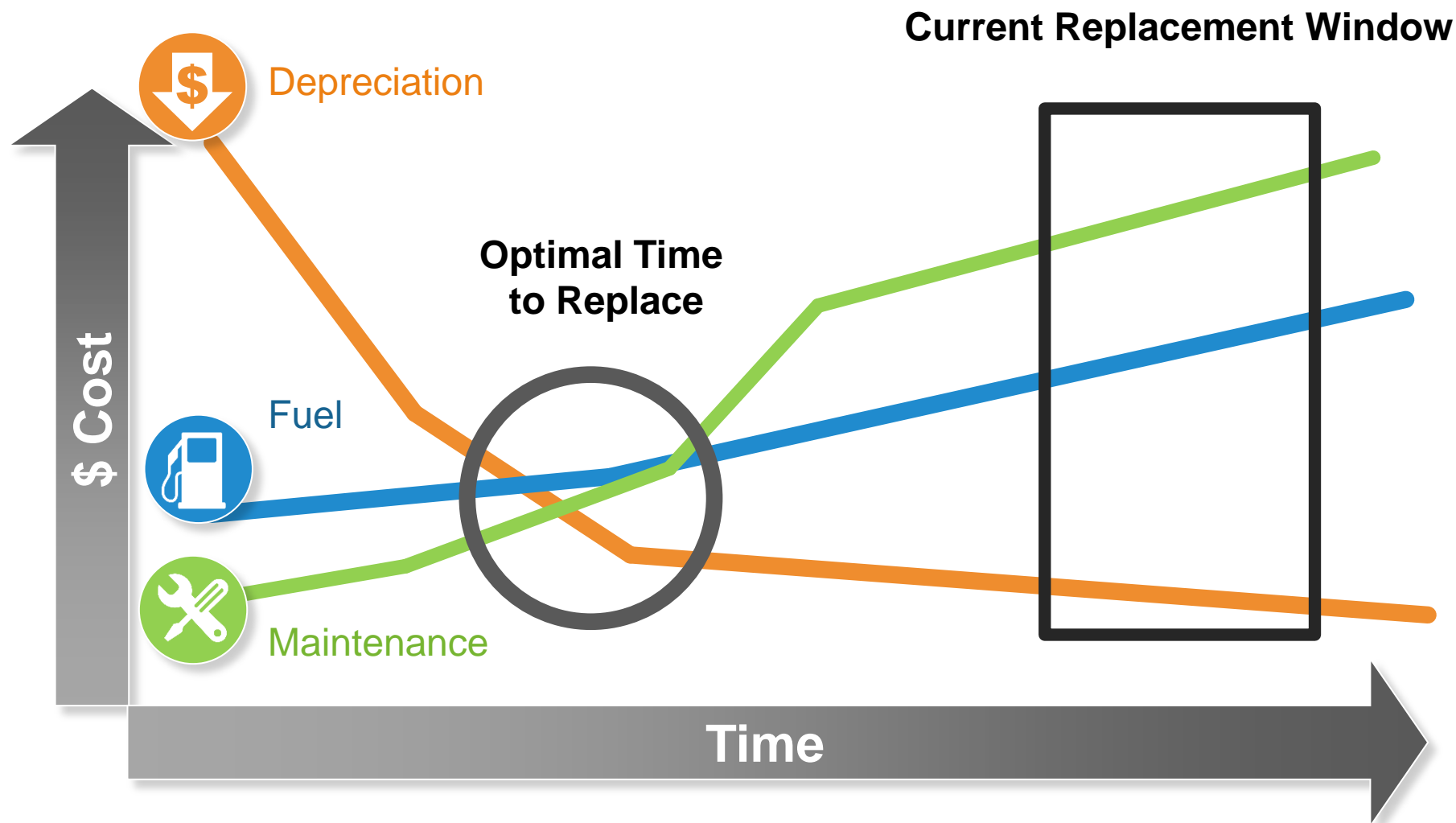
Jason.R.Lifshin@efleets.com



# REFERENCES



# Effective Vehicle Lifecycle



Current Replacement Window

## Key Observations

- Maintenance costs rise substantially as vehicles age
- Fuel costs are 25% - 30% higher or more depending on vehicle type
- Resale values are 70% - 80% lower at your typical replacement interval vs. optimal
- Replacing vehicles at optimal time is cost usually neutral or less total cost than to hold

# Buying Power and Cycling



2020 SUPER DUTY  
F-250 XL

\$41,900 ⓘ  
Estimated Net Price <sup>SS</sup>

← FORD'S WEBSITE

**State Contract** Price **\$28,985**

VEHICLE	Odometer	Sale Price	Capital Outlay
2019 Ford F-250 XL Crew Cab 4x4	10282	\$33,400	-\$4,415
2018 Ford F-250 XL Crew Cab 4x4	20655	\$30,300	- \$1,315
2015 Ford F-250 XL Crew Cab 4x4	57,636	\$21,000	\$7,985
2010 Ford F-250 XL Crew Cab 4x4	98,436	\$10,200	\$18,785

# VEHICLE DISPOSAL

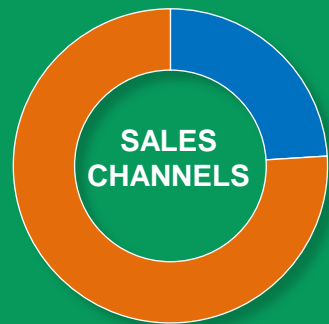
**700** DEDICATED  
REMARKETING EMPLOYEES



**150** REMARKETING  
LOTS IN NORTH AMERICA

IN 2019, ENTERPRISE  
**SOLD OVER**  
**1,100,000**  
VEHICLES.

LOCAL REMARKETING  
SALES EXCEEDED AT  
AN AVERAGE OF  
**113.7%**  
**OVER**  
**BLACK BOOK (CVI).**



■ AUCTION 15%  
■ DIRECT TO DEALER 85%

**19,000+**  
UNIQUE BUYERS



# SAFETY

2007

- Front/Side crash test
- Anti-lock brakes
  - Airbags

2012

- Electronic Stability Control
- Lane Departure Warning
  - Rear Video

2017

- Forward Collision Warning
  - Blind Spot Warning
  - Offset-crash test



**5-Star Safety Ratings**  
*More Stars. Safer Cars.*

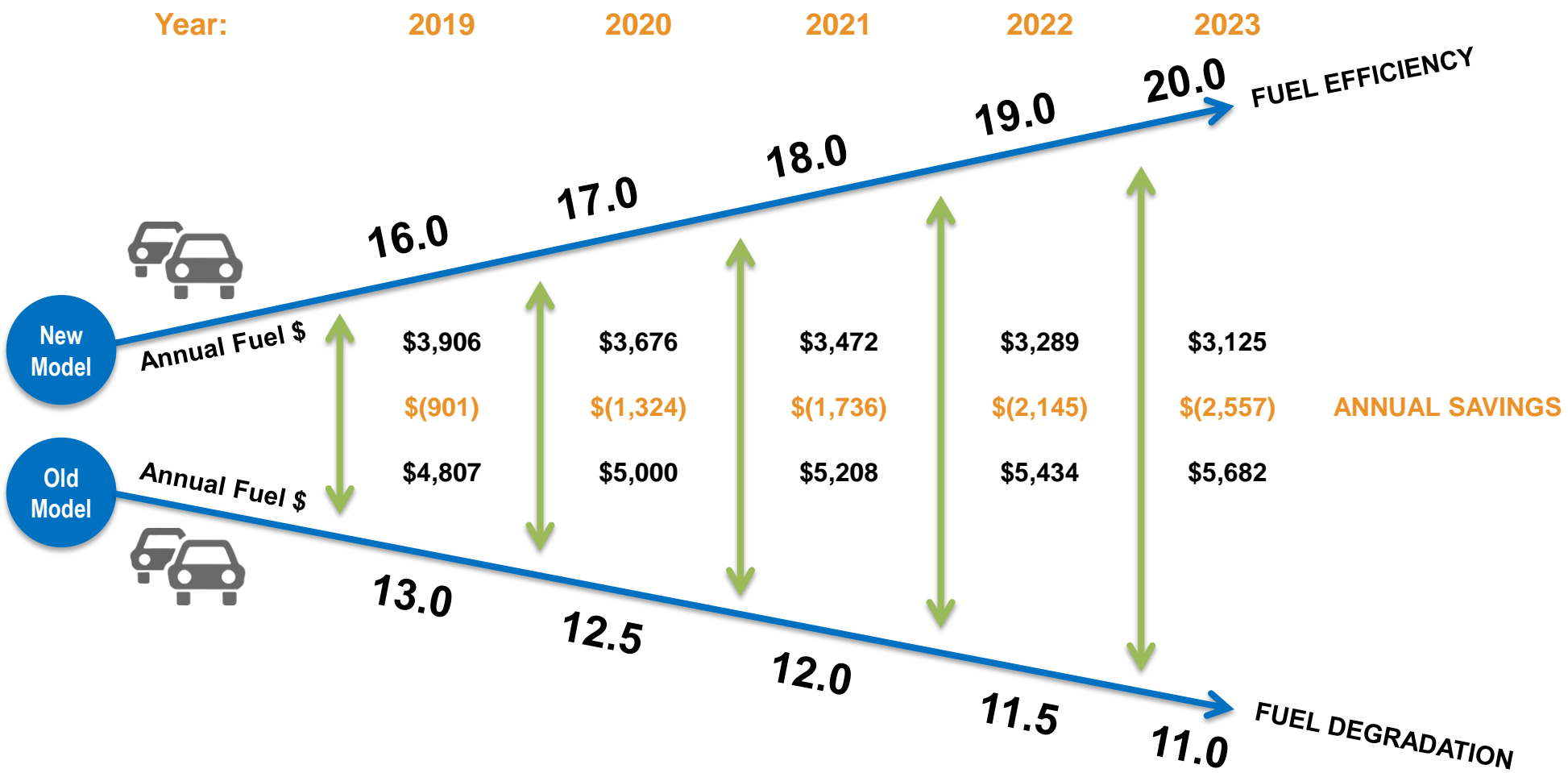


# OPERATING EXPENSES

# Fuel

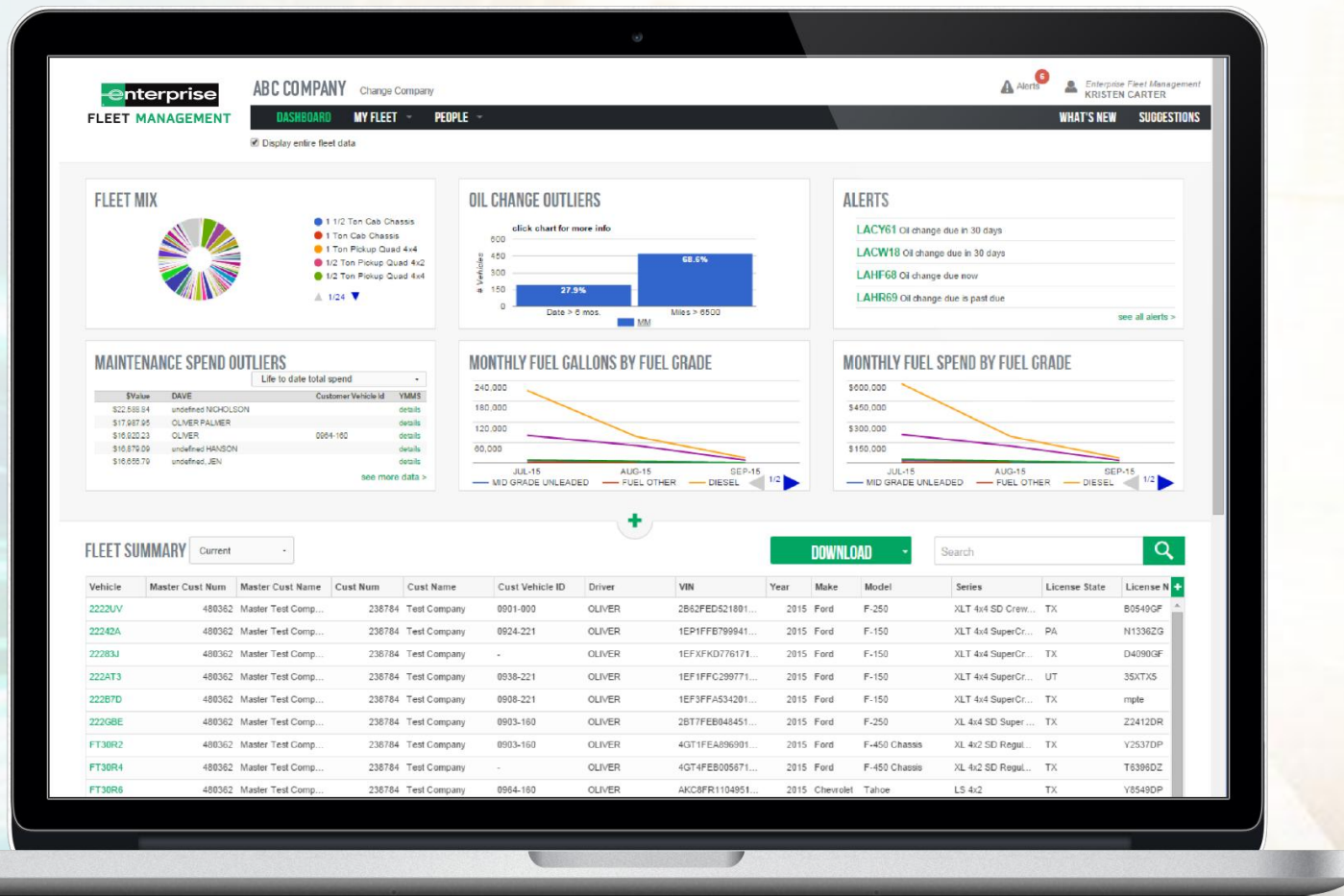
## Vehicle MPG Change

Effects of Newer Fuel Efficient Models vs Fuel Degradation in Older Models



# RESOURCES

## Tracking your Fleet



- Operational Expenses
  - Fuel
  - Maintenance
  - Resale
  - Acquisition

- Do you know how much your fleet costs to operate??



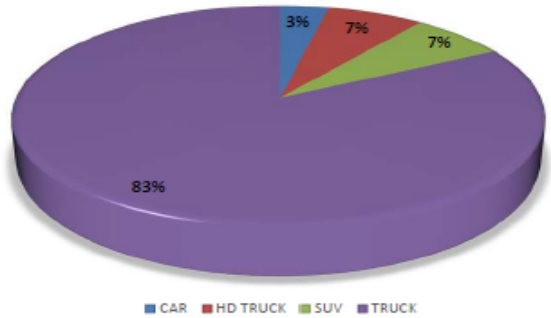
# FLEET PROFILE

## Fleet Profile      Fleet Replacement Schedule      Replacement Criteria

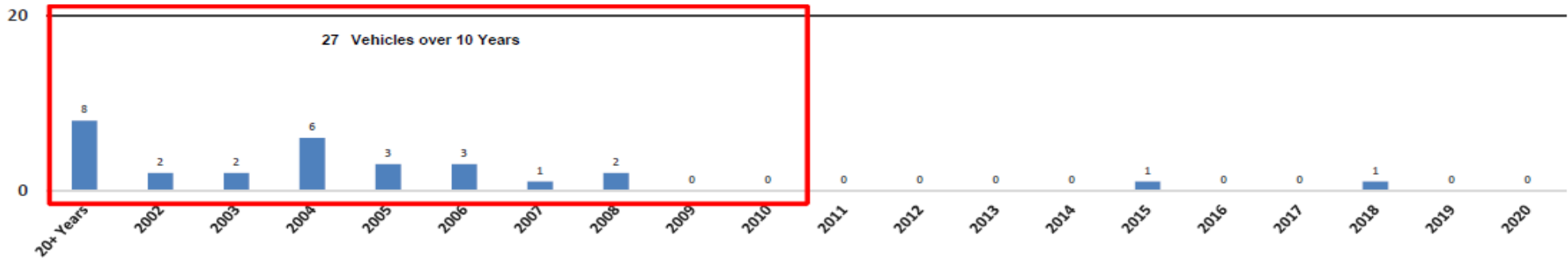
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	2024	Under-Utilized
Hybrid Sedan	1	12.5	7,500	1	0	0	0	0	0
Compact SUV 4x4	2	56.7	1,700	0	0	0	0	0	2
Compact Pickup Reg 4x2	19	17.4	6,600	19	0	0	0	0	0
1/2 Ton Pickup Reg 4x2	1	2.3	5,500	0	0	0	0	1	0
1/2 Ton Pickup Reg 4x4	2	9.0	6,300	1	0	0	1	0	0
1/2 Ton Pickup Quad 4x2	2	18.1	5,100	2	0	0	0	0	0
3/4 Ton Pickup Reg 4x2	1	13.5	6,100	1	0	0	0	0	0
3/4 Ton Pickup Reg 4x4	1	19.6	3,900	1	0	0	0	0	0
<b>Totals/Averages</b>	<b>29</b>	<b>18.8</b>	<b>6,000</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>

- \* Fiscal Year 2020 = 10 years old and older, or odometer over 100,000
- \* Fiscal Year 2021 = 8 years old and older, or odometer over 80,000
- \* Fiscal Year 2022 = 6 years old and older, or odometer over 60,000
- \* Fiscal Year 2023 = 4 years old and older, or odometer over 40,000
- \* Fiscal Year 2024 = Remaining Vehicles
- \* Underutilized = Annual Mileage less than 2,500

### Vehicle Types



## Model Year Analysis

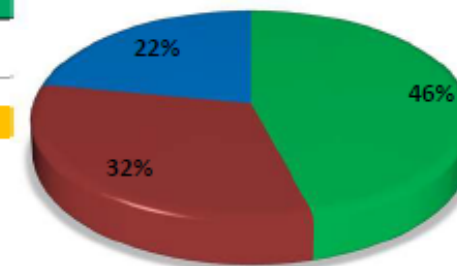


# FLEET ANALYSIS

Current Fleet	29	Fleet Growth	-1.58%	Proposed Fleet	27
Current Cycle	29.00	Annual Miles	6,400	Proposed Cycle	1.52
Current Maint.	\$105.00			Proposed Maint.	\$36.79
Maint. Cents Per Mile	\$0.20	Current MPG	10	Price/Gallon	\$3.00

### Fleet Costs Analysis

Fiscal Year	Fleet Size	Fleet Mix				Fleet Cost						Annual	
		Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash	
Average	29	1.0	29	0	25,159	0			36,540	52,200	113,899	0	
'20	27	25	2	25	0	129,994	-26,000	-72,888	13,558	34,075	78,739	35,160	
'21	27	20	2	25	0	135,187	0	-89,062	13,558	34,075	93,758	20,141	
'22	27	22	2	25	0	135,187	0	-72,888	13,558	34,075	109,932	3,967	
'23	27	21	1	26	0	135,187	-6,500	-92,721	12,739	33,350	82,056	31,843	
'24	27	24	0	27	0	140,380	-8,500	-110,802	11,921	32,625	65,624	48,274	
'25	27	25	0	27	0	140,380		-96,419	11,921	32,625	88,507	25,391	
'26	27	24	0	27	0	140,380		-80,246	11,921	32,625	104,681	9,218	
'27	27	22	0	27	0	140,380		-96,419	11,921	32,625	88,507	25,391	
'28	27	24	0	27	0	140,380		-80,246	11,921	32,625	104,681	9,218	
'29	27	22	0	27	0	140,380		-126,976	11,921	32,625	57,951	55,948	



■ Fuel ■ Maintenance ■ Purchase

<b>10 Year Savings</b>	<b>\$264,550</b>	<b>Avg. Sustainable Savings</b>	<b>\$25,033</b>
------------------------	------------------	---------------------------------	-----------------

### Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	25	0	0	1	1	2
Est \$	\$1,000	\$0	\$0	\$6,500	\$8,500	\$500
TOTAL	\$25,000	\$0	\$0	\$6,500	\$8,500	\$1,000
<b>Estimated Current Fleet Equity**</b>					<b>\$41,000</b>	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

#### Lower average age of the fleet

93% of the current light and medium duty fleet is over 10 years old  
Resale of the aging fleet is significantly reduced

#### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense  
Newer vehicles have increased fuel efficiency with new technology implementations

#### Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets  
Currently vehicle budget is underfunded

# ESTIMATED FLEET REPLACEMENT 10 VEHICLES



## Delta Vector Control District Equity Lease Menu Pricing - 2021 Model Year Replacements

Spec #	Year	Make	Model	Trim Level	Quantity	Term	Estimated Annual Mileage	Monthly Lease Rate Per Unit	Annual Lease Cost (Not Including Maintenance)	Annual Cost by Quantity	Estimated Return at Term	Net 5 Year Cost Including Equity Per Vehicle
Spec 1	2021	Chevy	Silverado 1500 Regular Cab	WT 4X2	10	60	7,500	\$421	\$5,052	\$50,520	\$11,000	\$14,260

Cost To Replace 10 Vehicles Paying Cash	\$245,785
Annual Lease Costs To Rrplace 10 Vehicles With Enterprise	\$50,520
5 Year Net Cost Including Equity	\$142,600

Lease rates are estimated based upon 2020 factory order pricing plus 3% inflation as 2021 is not yet released

Pricing includes 8.5% use tax

Pricing does not include expected return on equity at end of lease (shown in estimated return)

## Key Observations

- Reduce overall vehicle age from current 18.8 year average for much lower capital outlay than cash purchases
- Maintenance costs will be reduced as older vehicles are removed from fleet
- Vehicle downtime reduced due to reduction of major mechanical repairs
- New vehicle fuel technologies will decrease annual fuel costs
- Vehicle safety technology greatly improved over the last 10-20 years lowering risk of the district
- Resale proceeds will be substantially increased at a shorter holding cycle
- Enterprise account manager will work with you every year to bring recommendations to continue to drive down total fleet costs

## **9. Policies**

First reading of policies:

- 2131 – Disability and Reasonable Accommodation
- 2132 – Employee Information and Emergency Data
- 2133 – Dress Code and Personal Standard
- 3012 – Work Anniversary

**— MANUAL of POLICIES —**

POLICY TITLE

**REASONABLE ACCOMODATIONS POLICY**

POLICY NUMBER 2131

The District will make all reasonable efforts to accommodate employee or prospective employee with disabilities that limit the ability to perform essential job functions.

To request an accommodation, the employee needs to notify administrative staff of the need, and provide any specific information required to handle the accommodation correctly. The employee is encouraged to submit any relevant information from his/her physician or other health care practitioner. The District may require and pay for an evaluation from another physician or health care practitioner.

After the request for the accommodation, administrative staff will meet with the employee and propose the most reasonable response at the earliest possible time. If the employee is not satisfied with the initial resolution, he/she will notify the administrator at this time and other potential accommodations will be discussed. With administrative approval, and documentation, it is acceptable for the employee to be willing to try the proposed accommodation for a reasonable period of time and discuss it again when the period has ended.

**— MANUAL of POLICIES —**

POLICY TITLE

POLICY NUMBER 2132

**EMPLOYEE INFORMATION AND EMERGENCY DATA POLICY**

The District will maintain accurate and vital personal contact information for each employee and Trustee of the District in case of the need to contact them. All such information shall be maintained as confidential to the extent allowed by the law.

It is important that employees and Trustees promptly notify the District of any changes to their personal information including:

- Name
- Home and Mailing Address
- Home and Cell Phone Telephone Numbers
- Number, Names, and Status of Spouse and Dependents
- Change of Emergency Contact Information
- Marital or Registered Domestic Partner Status
- Payroll Deductions
- Benefit Plan Beneficiary

Employees are responsible for notifying the District Manager, in a timely manner, in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

The District shall not be responsible in the event of an employee's failure to provide this information in a timely manner for the loss of any benefits or services by the employee or dependents.

## — **MANUAL of POLICIES** —

POLICY TITLE

POLICY NUMBER 2133

### **DRESS CODE AND PERSONAL STANDARDS**

While at work, professional image is important and is maintained, in part, by the image that employees present to members, visitors, vendors, the public, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated requirement for public contact, the nature of the job, and working conditions.

The District expects all employees to use good judgment and taste in matters of personal grooming and dress, after obeying requirements to fit into Personal Protective Equipment (PPE) as guidelines require. Good judgment includes consideration for both the District and its constituents and clients.

Uniformed employees should maintain their uniforms to the best of their ability, keeping them as neat and clean as possible. When around the public, only District logos and District items should be worn, although when out in the field the use of different non-logo hats is permitted.

For non-uniformed employees, attire should conform to the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional attire, and conduct themselves in a professional manner.

In all cases, supervisors will assist employees to determine what is considered appropriate attire for the situation. In cases where employees come into contact with pesticides or hazardous materials, uniforms and appropriate PPE will be provided by the District to be worn. Clothing shall not constitute a safety hazard and employees shall wear all safety attire as necessary for the performance of their work as directed by their supervisor.

**Non-Compliance.** Employees who are inappropriately dressed will be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate the District's dress code policy and/or grooming standards will be subject to corrective action and disciplinary action, up to and including termination.



**— MANUAL of POLICIES —**

POLICY TITLE

POLICY NUMBER 3012

**WORK ANNIVERSARY POLICY**

The objective of this program is to provide the District Manager with guidance of fairly and appropriately recognizing and rewarding full-time employees who have reached work-time milestones.

Work-time milestones are marked by every five years worked, without separation from the District. The District Manager may choose to reward employees at non five-year milestones, or non full-time employees, but such actions are at the discretion of the Manager and are not covered by this policy.

The following list of activities for recognition should all be completed within a reasonable amount of time of the date of the anniversary that does not cause problems to the general operations of the District due to timing.

At each five-year milestone cake, another desert, or a snack, will be provided to the entire District staff and the individual will be recognized for his/her service and presented with the appropriate recognition as defined by the years worked.

At 5 years worked, the individual will also receive a 50\$ gift card and a certificate of recognition.

At 10 years worked, the individual will be taken to lunch by the District Manager and/or his/her representative from the Administrative Staff, receive a 50\$ gift card, and a certificate of recognition.

At 15 years worked, the individual will also receive a 50\$ gift card and a certificate of recognition.

At 20 years worked, the individual will be taken to lunch by the District Manager and/or his/her representative from the Administrative Staff, receive a 50\$ gift card, and a framed certificate of recognition.

At 25 years worked, the individual will also receive a 100\$ gift card and a framed certificate of recognition.

At 30 years worked, the individual will be taken to lunch by the District Manager and/or his/her representative from the Administrative Staff, receive a 100\$ gift card, and a wood plaque of recognition.

At 35 years worked, and all following 5-year milestones, the individual will be taken to lunch by the District Manager and/or his/her representative from the Administrative Staff, receive a 150\$ gift card, and a glass plaque of recognition.

The Administrative Department shall purchase the gift certificates and recognition items.

Funding for this program will come from the miscellaneous line item in the budget.

Gift certificates shall be regarded as reportable income and appear as such on the employee's W-2 Form.

**10. AB1234 and AB1825 Training Requirement**

The Manager will remind Trustees of their requirement for Ethics and Harassment Training.

## TERMS OF TRUSTEES

<u>JAN 1, 2020 - DEC 31, 2021</u>			<u>AB1825 - Due</u>	<u>AB1234 - Due</u>
ROSEMARY HELLWIG	CITY OF EXETER	12/31/2021	March 2020	August 2020
GREG GOMEZ	CITY OF FARMERSVILLE	12/31/2021	August 2021	January 2021
LINDA GUTTIERREZ	COUNTY AT LARGE	12/31/2021	September 2020	August 2020
<u>JAN 1, 2019- DEC 31, 2020</u>				
BELEN GOMEZ	CITY OF WOODLAKE	12/31/2020	March 2020	August 2020
KEVIN CASKEY	COUNTY AT LARGE	12/31/2020	March 2020	August 2020
<u>JAN 1, 2017 - DEC 31, 2020</u>				
LARRY ROBERTS	CITY OF DINUBA	4 YEARS	April 2020	August 2021
<u>MAR 6, 2018 - DEC 31, 2021</u>				
MICHAEL CAVANAGH	CITY OF VISALIA	4 YEARS	February 2022	September 2020

**11. Closed Session §54957**

Discuss Performance of the Executive Director.

## **12. Adjournment**

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, August 12, 2020 at 7:00 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.