

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Mir Bear-Johnson
Assistant Manager

Sheri D. Davis
Administrative Assistant

Mark Dyngge
Systems Administrator

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Jesse Erandio
Biologist

Crystal Grippin
Biologist

Mark Nakata
Biologist

Javier Valdivias
Biologist

DATE: Friday, September 4, 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, September 9, 2020 at 7:00 p.m.

PLACE: District Boardroom, 1737 West Houston Avenue, Visalia

AGENDA:

1. Roll Call

2. New Employee Introduction

The General Manager will introduce Mr. Bryan Ferguson to the Board of Trustees.

3. Building Project

Fish hatchery building project progress and calendar timeline will be presented and discussed.

ACTION

4. Consent Calendar

- a. August Minutes
- b. August Bills (Board Order #05)
- c. September Special Payroll (Board Order #06)
- d. September Payroll (Board Order #07)
- e. September Bills (Board Order #08)

5. Public Forum

Members of the public may address the Board.

6. Staff Report

The General Manager will report on items of operational interest.

7. Surveillance Report

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

ACTION

8. Non-Elective Component

The Board will set the premium component required for medical health coverage in the Section 125 plan maintained by the District.

9. Reappointments

The General Manager will poll Trustees up for reappointment as to whether they want a letter sent on their behalf to the appointing authority.

10. Kings Mosquito Abatement District Site Visit

The General Manager will report on his visit to Kings Mosquito Abatement District.

11. Initiation of Invasive Mosquito, *Aedes aegypti* Benefit Assessment

The General Manager will initiate the discussion of a need for a District Benefit Assessment to manage the invasive mosquito, *Aedes aegypti*.

12. Policies

First reading of policies:

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

13. Adjournment

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, October 14, 2020 at 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

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4. Consent Calendar

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Minutes of the Board of Trustees – Wednesday, August 12, 2020

1. Roll Call:

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

Guests: Mark Atkins, Project Manager of CM Construction Services

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

2. Building Project:

The General Manager, Dr. Mustapha Debboun, introduced Mr. Mark Atkins, Project Manager of CM Construction Services. Mark provided a handout with photographs of the construction progress. Tyvek coating is complete and ready for metal paneling and aluminum store front. Interior of offices are close to being finished with electric, plumbing, and drywall. Roofing materials are in and work has begun to install them. Mark stated that work is two weeks behind schedule due to delay in receiving materials for the metal siding. The materials are due to arrive by August 20th. Greg Gomez asked if the project is staying on budget and Mark indicated because there have been two change orders, the budget increased by about 3%, which is normal in these types of projects. Rosemary Hellwig asked why the change orders were necessary. Mark explained that due to multiple sub-contractors, sometimes adjustments to the original plan designs have to be made to achieve the necessary end result.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and unanimously approved Prime Contract Change Order #2 in the amount of \$7,426.61.

3. Consent Calendar:

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

Board Order #2 – 34408 ADAPCO \$8,160.94– Vectobac 12AS purchased in June and billed late.
34414 Giotto's – annual billing for monitoring security alarm.

Board Order #3 – 34453 MVCAC - \$10,500 Dues went up by \$1,000

34460 US Bank – AmScope new microscope (not capital item)
34460 US Bank – NACCHO – virtual conference registration

Board Order #4 - Delta Dental – payment holiday for COVID-19 relief – no payment due
34484 DVCD EFTPS \$400– Annual SSA 218 Fee (GC 22551).
34519 Mitchell One – annual payment for automotive maintenance software program.
34525 Vector-Borne Disease Certification – added 2 certified employees.

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

4. Public Forum:

None

5. Staff Report:

The General Manager thanked his staff and congratulated Administrative Assistant, Sheri Davis, on her 15 years of exceptional service to the Delta Vector Control District.

Due to COVID-19 Pandemic, recently hired employees will be introduced to the Trustees one by one at future Board meetings.

The General Manager commented on the Nextdoor App and the good reviews he has seen from the public in regards to service from Delta VCD. He also reported that the District received two calls from the public in recent weeks to commend employees on a job well done. Employee Bryan Ruiz received praise from a Visalia resident, and employee Jorge Lopez from a Woodlake resident. Michael Cavanagh reported that he also heard positive feedback from three Visalia residents as well.

On July 16, 2020, Mr. Greg Villagrama, Dinuba Editor of Mid Valley Times published an article about the work and mosquito service provided by the Delta Vector Control District after interviewing the General Manager on July 10, 2020.

6. Surveillance Report:

Assistant Manager, Mir Bear-Johnson, gave the Surveillance Report covering West Nile virus (WNV) in the District and in California, and mosquito abundance of both native and invasive species. To date, there has been 10 human cases of WNV in California, 81 positive dead birds, and 675 positive mosquito samples. This is much lower than the counts at this time last year. At the District, only 18 WNV positive mosquito samples have been detected. The average number of mosquitoes in gravid traps has been down this year, and infection rate of samples within the District has been low as well. Only abundance from gravid traps was analyzed, due to an unfortunate shortage of yeast, which led to some issues setting BG Sentinel traps, and staff shortage led to some issues setting an appropriate number of EVS traps. These issues caused about three weeks of delayed trapping, but the District was finally able to purchase yeast that will last for the rest of the year and work out a system to have most of the EVS traps set. It is anticipated that the District will see an increase of WNV positive mosquito samples in September, and that the number of invasive *Aedes aegypti* mosquitoes will continue to increase.

7. Tulare Mosquito Abatement District Site Visit:

On July 17, 2020 the General Manager visited the Tulare Mosquito Abatement District (Tulare MAD) staff and toured its facilities and discussed its operations and future collaborations with Mr. John Avila, the General Manager of Tulare MAD.

8. Expanded FMLA and CARES Act:

The Assistant Manager requested guidance from the Board in regards to employee absences related to COVID-19 Pandemic. The new expanded FMLA covers up to 10 days paid leave for non-childcare COVID-19 related absences. In the event that an employee exceeds the 10 days provided by the CARES Act, the District would like to provide additional leave on a case by case basis. The timeframe for receiving results from employees who have tested for the virus have varied from two to 10 days.

Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez, and unanimously approved to provide Administrative Leave to employees as needed on a case by case basis.

9. Fence and Electric Gates:

The General Manager presented quotes from four companies for a security fence and two electric gates ranging from \$17,000.00 to \$33,000.00. The quote from Spence Fence was \$21,547.00, but the General Manager would like to further discuss the quote and get a more itemized listing to ensure everything is all inclusive. The General Manager asked for approval of \$35,000.00 in the budget that would provide enough funding and allow him to make the right decision in choosing the right fencing company.

Following discussion, it was moved by Rosemary Hellwig, and seconded by Larry Roberts to approve \$35,000.00 in the budget for the fence and two electric gates. Kevin Caskey abstained from the vote, but all other Board of Trustees voted to approve the motion.

10. Amended Fiscal Budget 2020-21:

The General Manager presented the amended budget, which included the following additional items:

- Spray Material - Added \$1,500.00 (Natular DT)
- Dues - Added \$1,000.00 (MVCAC)
- Liability Insurance – Added \$2,029.76 (VCJPA approved budget increased from draft budget)
- Building Improvements – Added Fence and Electric Gates \$35,000.00
Added Fish Tanks - \$31,387.44
- Capital – Added Laboratory Equip – Dishwasher \$7,414.00

Sacramento Koi will give a \$2,250.00 discount to replace the old holding fish tanks during the time they will be constructing the rearing tanks for the new fish hatchery facility and also will save us money in shipping costs.

The dishwasher in the Laboratory is not repairable, and it must be a high heat appliance to clean petri dishes that contain viruses. Estimates were obtained and the most cost effective quote was \$7,414.00, which includes installation.

Following discussion, it was moved by Michael Cavanagh, seconded by Greg Gomez, and unanimously voted to approve the amended budget.

11. Resolution 20-04:

The General Manager presented Resolution 20-04 to the Board for approval. The Administrative Assistant reported that the Tulare County Auditor/Controller requires having a resolution and bond on file for every Special District that utilizes the County Treasury, and has a Revolving Fund account at an outside bank that is reimbursed from the general fund held at the County Treasury. Following discussion, it was moved by Belen Gomez, seconded by Larry Roberts, and unanimously voted to approve Resolution 20-04.

12. Policies:

The Assistant Manager presented the following policies for the second reading:

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

The only policy amended from the first reading was 3012 Work Anniversary Policy. The Assistant Manager incorporated the suggestions from the Trustees and modified the policy with the requested changes.

Following discussion, it was moved by Greg Gomez, seconded by Kevin Caskey, and unanimously voted to approve the policies as presented.

13. AB1234 and AB1825 Training Update:

The General Manager reported that all Trustees are currently up to date with training requirements, and thanked them for their prompt attention to completing the assigned training. The General Manager reminded a few Trustees who still need to complete their training that is due before the end of September 2020, and were encouraged to complete the training prior to the deadline.

14. Adjournment:

The meeting of the Board of Trustees was adjourned at 8:03 p.m.

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34530	RYAN TONEY	Vector Control Tech II		1,574.03
34531	JORGE LOPEZ	Vector Control Tech II		1,922.54
34532	ZACARIAS LAZARO	Lab Intern		1,144.15
34533	ADRIENNE CANTU	Lab Tech I		960.44
34534	MARIA ANN MARISCAL	Lab Tech I		804.34
34535	PATRICIA MARTINEZ	Lab Tech I		790.32
34536	ALEJANDRA GILL	Lab Tech I		1,029.18
34537	SABRINA GALBAN	Lab Tech I		802.55
34538	BRENNA GEORGE	Lab Tech I		857.88
34539	DEXTER PATTON	Vector Control Tech I		1,055.15
34540	WALT STUTSMAN	Vector Control Tech I		1,165.55
34541	KORY WILSON	Vector Control Tech I		1,000.22
34542	PAUL RAPER	Vector Control Tech I		964.30
34543	ADRIAN SIFUENTES	Vector Control Tech I		1,020.28
34544	ALEXANDER WARD	Certified Vector Control Tech I		1,094.44
34545	PATRICIA BIENIEMY	Lab Tech I		916.92
34546	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,144.20
34547	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		233.31
34548	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		942.20
34549	TUCOEMAS CREDIT UNION	Credit Union		250.00
			TOTAL PAYROLL	\$22,672.00
34550	ADAPCO			9,285.12
		BG Sentinel Traps	1,124.18	Lab Supplies
		Vectobac 12AS	8,160.94	Spray Materials
34551	AGILIS SYSTEMS, LLC	GPS		539.73
34552	AT&T	Long Distance/Toll Free		25.65
34553	BATTERY SYSTEMS	Batteries for Traps (13)		776.08
34554	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS - Fees for GASB-68 Reports		700.00
34555	CAL WATER SERVICE	Utilities		167.81
34556	DELTA VCD - REVOLVING FUND			409.80
		Postmaster - Stamps	165.00	Office Supplies
		Institute for Local Gov. - AB1234 Belen & Kevin	100.00	Continuing Ed
		Winco - Yeast	78.76	Lab Supplies
		Walmart - First Aid Kit	11.04	Safety Supplies
		Mustapha Debboun - Reimburse for Sheri's gift card	55.00	Misc. Expense
34557	HARBOR FREIGHT			190.54
		Extension Cords, Poly Rope, Power Strip, etc.	133.97	Lab Supplies
		Needle Nose Pliers, Gluesticks, Brushes, Tape	56.57	Vehicle Supplies/Maint
34558	LOWE'S	Screws, Clamps, Toilet Valve		20.73
34559	OFFICE DEPOT	Printer Drum - Jesse		142.32
34560	SBC/AT&T	Office Phone/Fax		188.01
34561	SMART & FINAL			308.86
		Sugar for Traps	80.56	Lab Supplies
		Gatorade	106.64	Safety Supplies
		Paper Products, Trash Bags, Clorox	121.66	Bldg/Yard Supplies
34562	SO CAL GAS COMPANY	Utilities		31.53
34563	SPRAYING DEVICES INC	Tees and Couplers		10.03
34564	TARGET SPECIALTY PRODUCTS	Altosid XRG, Briquets, Liquid		6,590.05
34565	TF TIRE & SERVICE	Tires for T27		464.67
34566	U LINE	Whirl Pak Bags		221.12
34567	US BANK			131.04
		Amazon - Certificate Paper, Sticky Notes	40.71	Office Supplies
		3M Credit - Respirator Evals	58.00	Professional Services
		Tractor Supply - Bulkhead Fitting	15.14	Lab Supplies
		Masarus Restaurant - Sheri Anniversary lunch	17.19	Misc. Expense
34568	VALLEY PACIFIC PETROLEUM	Gasoline		3,012.79
34569	WIZIX TECHNOLOGY GROUP	Annual Contract for Copy Machine		547.83
34570	WEST COAST BIO-TECH	Bio-Hazard Waste Disposal		135.00
			TOTAL BILLS	\$23,898.71
			TOTAL BOARD ORDER #5	\$46,570.71

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34571	PAUL JOBE	Vacation Payout - Retired 8/31/2020		15,319.61
34572	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		8,164.30
34573	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		1,960.13
		<i>TOTAL SPECIAL PAYROLL</i>		<i>\$25,444.04</i>

September 2020 Payroll

Board Order No. 07
Consent Calendar Exhibit IV

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34574	MUSTAPHA DEBBOUN	MANAGER		8,975.13
34575	MIR BEAR-JOHNSON	ASSISTANT MANAGER		4,643.38
34576	JESSE ERANDIO	BIOLOGIST		4,975.28
34577	CRYSTAL GRIPPIN	BIOLOGIST		4,344.15
34578	MARK NAKATA	BIOLOGIST		5,155.65
34579	JAVIER VALDIVIAS	BIOLOGIST		4,221.12
34580	MARK DYNGE	SYSTEMS ADMINISTRATOR		6,665.09
34581	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		5,035.10
34582	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,864.93
34583	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		5,129.87
34584	TIM CHRISTIAN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,614.07
34585	TIM CHRISTIAN	OVERTIME		207.56
34586	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		4,208.25
34587	BRYAN RUIZ	OVERTIME		195.56
34588	PAUL HARLIEN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,535.30
34589	PAUL HARLIEN	OVERTIME		222.63
34590	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,028.99
34591	BRYAN FERGUSON	OVERTIME		142.27
		<i>Sub-Total Full-Time Payroll</i>		<i>\$71,164.33</i>
34592	VSP	Vision Plan Premium for September 2020		453.52
34593	DELTA DENTAL PLAN	Dental Plan Premium for September 2020		1,332.73
34594	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for September 2020		1,234.08
34595	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for September 2020		16,768.41
34596	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	27,445.64
34597	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	4,326.72
34598	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	19,548.40
34599	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	916.63
34600	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	1,252.80
		<i>Sub-Total for Payroll Taxes & Benefits</i>		<i>\$73,278.93</i>
		<i>Total Regular Payroll & Benefits</i>		<i>\$144,443.26</i>
34601	RYAN TONEY	Vector Control Tech II		1,574.03
34602	JORGE LOPEZ	Vector Control Tech II		1,922.53
34603	ZACARIAS LAZARO	Lab Intern		1,130.43
34604	ADRIENNE CANTU	Lab Tech I		843.75
34605	MARIA ANN MARISCAL	Lab Tech I		1,000.05
34606	PATRICIA MARTINEZ	Lab Tech I		968.60
34607	ALEJANDRA GILL	Lab Tech I		1,000.76
34608	SABRINA GALBAN	Lab Tech I		928.99
34609	BRENNA GEORGE	Lab Tech I		952.28
34610	DEXTER PATTON	Vector Control Tech I		1,120.40
34611	WALT STUTSMAN	Vector Control Tech I		1,165.55
34612	KORY WILSON	Vector Control Tech I		1,017.60
34613	PAUL RAPER	Vector Control Tech I		979.07
34614	ADRIAN SIFUENTES	Vector Control Tech I		1,020.28
34615	ALEXANDER WARD	Certified Vector Control Tech I		1,094.44
34616	PATRICIA BIENIEMY	Lab Tech I		954.08
34617	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,580.72
34618	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		280.37
34619	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		942.20
34620	TUCOEMAS CREDIT UNION	Credit Union	Employee 100%	250.00
		<i>Sub-Total for Seasonal Payroll & Taxes</i>		<i>\$23,726.13</i>
		<i>Total All Payroll and Benefits</i>		<i>\$168,169.39</i>

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	ZACARIAS LAZARO	Lab Intern		1,144.15
	ADRIENNE CANTU	Lab Tech I		960.44
	MARIA ANN MARISCAL	Lab Tech I		1,000.05
	PATRICIA MARTINEZ	Lab Tech I		968.60
	ALEJANDRA GILL	Lab Tech I		1,029.18
	SABRINA GALBAN	Lab Tech I		928.99
	BRENNA GEORGE	Lab Tech I		952.28
	DEXTER PATTON	Vector Control Tech I		1,120.40
	WALT STUTSMAN	Vector Control Tech I		1,165.55
	KORY WILSON	Vector Control Tech I		1,017.60
	PAUL RAPER	Vector Control Tech I		979.07
	ADRIAN SIFUENTES	Vector Control Tech I		1,020.28
	ALEXANDER WARD	Certified Vector Control Tech I		1,094.44
	PATRICIA BIENIEMY	Lab Tech I		954.08
	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,580.72
	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		280.37
	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		942.20
	TUCOEMAS CREDIT UNION	Credit Union		250.00
			TOTAL PAYROLL	\$23,884.97

5. Public Forum

Members of the public may address the Board.

6. Staff Report

The General Manager will report on items of operational interest.

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REPORT OF THE MANAGER AUGUST 2020

I. Water and Weather

The temperature in August continued to increase, with high temperatures for the whole month, and a week of extremely high temperatures. The average high temperature for the month was 99.3°F, and the average low was 69.4°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 high and low temperature in August are 92.8°F and 65.0 °F respectively, with the 30-year average rainfall reported as 0.01 inches by the National Oceanic and Atmospheric Administration.

Water storage at Pine Flat Reservoir decreased by over 35% to 214,281 acre-feet by the end of the month. By August 31st Pine Flat Reservoir's inflow had decreased to 474 cubic feet per second (CFS) and its release decreased significantly, by almost 70% to 1,535 CFS. The Lake Kaweah Reservoir ended the month with over 38% less water as the previous month, with 13,963 acre-feet on the 31st of August. Lake Kaweah's inflow decreased significantly to 28 CFS and its release was decreased to 108 CFS.

II. Narrative

The Delta Vector Control District laboratory staff continued its combined native mosquito and invasive mosquito surveillance programs to the best of their ability, with testing continuing for West Nile virus (WNV), St. Louis Encephalitis Virus (SLEV), and Western Equine Encephalitis Virus (WEEV). Gravid trap averages were significantly down from last year, at only 6 mosquitoes per trap per night, versus 17 mosquitoes per trap per night we caught in 2019. Routed BG trap averages were also down, averaging around 9 mosquitoes per trap per night, versus 26 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.

Arbovirus screening continued in August, with 58 mosquito collections testing positive for WNV and seven mosquito collections testing positive for SLEV. These were the first SLEV detections found within the District this year. There has been a total of 74 positive WNV detections and seven SLEV detections from within the District boundaries this year and no

positive WEEV detections. This is a dramatic decrease from last year at this time, when there were 719 positive WNV samples and 58 positive SLEV samples.

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. As of the end of August, a total of 1,975 inspections for the invasive *Aedes aegypti* have been conducted. Of these inspections, 1,699 were first time inspections, meaning the first time they were inspected this year, and 276 were re-inspections, i.e. that breeding had been found at least once on the property. Over 780 of the inspections have been directly related to service requests, with the remainder attributed to high trap counts found in the area either from strategic traps or routed surveillance traps. Last year at this time, 1,274 inspections were completed, of which 1,126 were first inspections and 697 related to service requests. This is not a count of individual properties, as some properties have required multiple inspections both this and last year.

Wide Area Larviciding spray (WALs) applications took place in the Visalia Public Cemetery once a week for the month of August, with treatments occurring between 9 and 10 pm on Wednesday nights. Surveys conducted on breeding containers in the cemetery showed a decrease of mosquito breeding, with the first survey having approximately 40% of water holding containers containing live immature mosquito stages, and the last survey showing that only 5.4% of water holding containers contained live immature mosquito stages. Surveillance and trapping in the cemetery will continue for the month of September.

Aerial larvicide treatment of the Santa Fe Aggregates continued in August. The catch basins of outlying towns are being treated every 28 days to ensure no breeding occurs. The House mosquito crew is continuing to check known sources and handling the locations from the aerial photos. To assist the House mosquito program, each of the field technicians has been assigned one day a week to assist in the urban areas within their zone. Service requests are not significantly elevated from last year.

Throughout the Month of August, employees continued to complete the online screening COVID-19 survey and to take paid time off to seek test results when required. All employees at this time have tested negative. The District will continue to be proactive in keeping employees and the public as safe, with no planned rollback of any of the safety precautions that have been put in place.

After 29 years at the Delta Vector Control District, Mr. Paul Jobe, foreman, retired at the end of the month, citing family as the reason for the retirement as well as immediacy of the action. Paul has been invited to attend the end of the season celebration, where he will be presented with a retirement plaque honoring his 29 year work service to DVCD.

Dr. Mustapha Debboun, the General Manager attended two free 2-hour virtual webinars on Financial Management for Special Districts in California on August 18 and 19 sponsored by California Special District Association (CSDA). He also gave a 1-hour presentation entitled Climate Change & Health: Impacts, Solutions, & Advocacy to Sierra Club Mineral King Group Conservation of Visalia on August 31 on behalf of Climate for Health as a Climate for Health Ambassador.

The General Manager and Assistant Manager continued to attend the Mosquito and Vector Control Association of California statewide biweekly virtual Zoom discussion on COVID-19 Pandemic and vector response related issues.

There were three-hundred and fourteen service requests in August:

2020 Service Request Summary

2020	Fish	Inspection	Mosquito	Source	Other	Total
January	0	3	0	0	3	6
February	2	6	0	4	0	12
March	1	7	0	5	0	13
April	16	22	13	22	2	75
May	13	21	47	24	2	107
June	12	46	157	31	6	252
July	19	89	237	80	13	438
August	8	47	180	76	3	314
Total	71	241	634	242	29	1,217

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: In July 2020, four dead birds were reported to the District, only two of which were suitable for testing. Neither tested positive for virus. At this time, a total of seven birds have been viable for testing, only one of which has tested positive for WNV.

Mosquitoes: As of August 28th, 2020, 1,962 mosquito samples from within the District have been tested for WNV, SLEV and WEEV. 74 samples have tested positive for WNV and seven samples have tested positive for SLEV. At this time last year, 3,123 samples were tested, with 719 testing positive for WNV and 58 testing positive for SLEV.

State Surveillance:

Humans: As of August 28th, 2020, 35 human cases of WNV were reported from ten counties within the state of California. No human cases of SLEV have been detected across the state of California. At this time in 2019, 57 human cases were detected from 12 counties.

Birds: As of August 28th, 2020, 142 WNV positive dead birds have been reported from 17 counties. At this time in 2019, 57 WNV positive dead bird were reported from 13 counties.

Mosquitoes: As of August 28th, 2020, 1,420 WNV positive mosquito samples have been reported across the state of California, from 26 counties. Additionally, a total of 268 SLEV positive mosquito pools have been reported from eight counties. At this date in 2019, 2,516 WNV positive mosquito samples were reported from 24 counties, and 178 SLEV positive mosquito samples from 17 counties.

IV. Expenditures & Revenues – 2020/21

TOTAL BUDGET \$3,516,071.89

EXPENDITURES – July 1, 2020 – August 31, 2020

Salaries	\$637,081.16
Services & Supplies	\$217,179.49
Tax Admin Fee	0
Capital	\$6,394.99
Building Improvements	0
TOTAL EXPENDITURES	\$860,655.64

REVENUE RECEIVED – July 1, 2020 – August 31, 2020

July	\$1,011.30
August	\$0.00
TOTAL REVENUE TO DATE	\$1,011.30

V. Time Sheet Summary

Month	Available Work Hrs	Sick Hrs Used	Total Hrs Available for Work	Pct. Of Hrs Avail for Work
July	5632	50.25	5581.75	99.10
August	5376	133.25	5242.75	97.53

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.

7. Surveillance Report

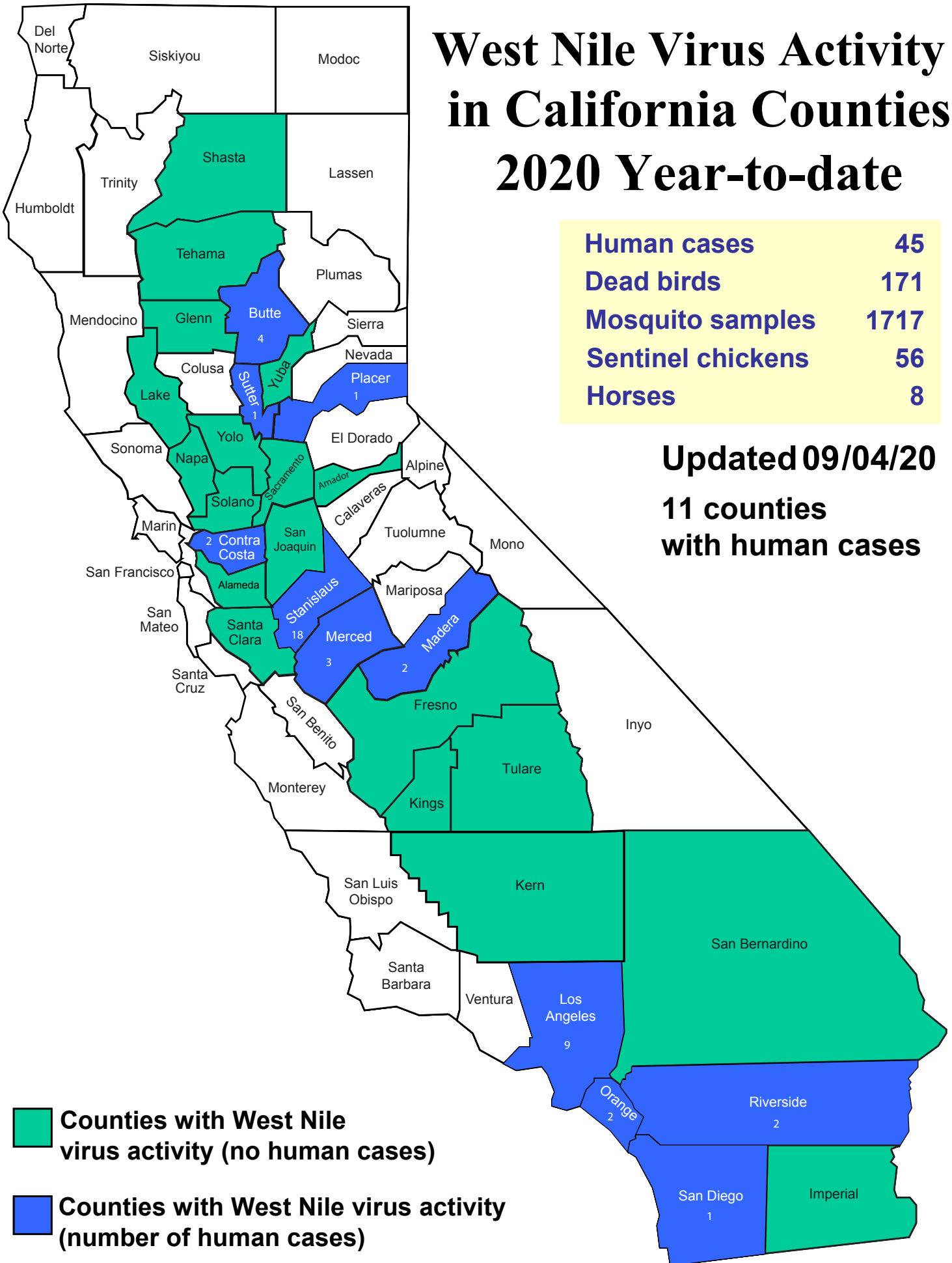
Mir Bear-Johnson, Assistant Manager, will report on surveillance information for the state, region and local community.

West Nile Virus Activity in California Counties 2020 Year-to-date

Human cases	45
Dead birds	171
Mosquito samples	1717
Sentinel chickens	56
Horses	8

Updated 09/04/20

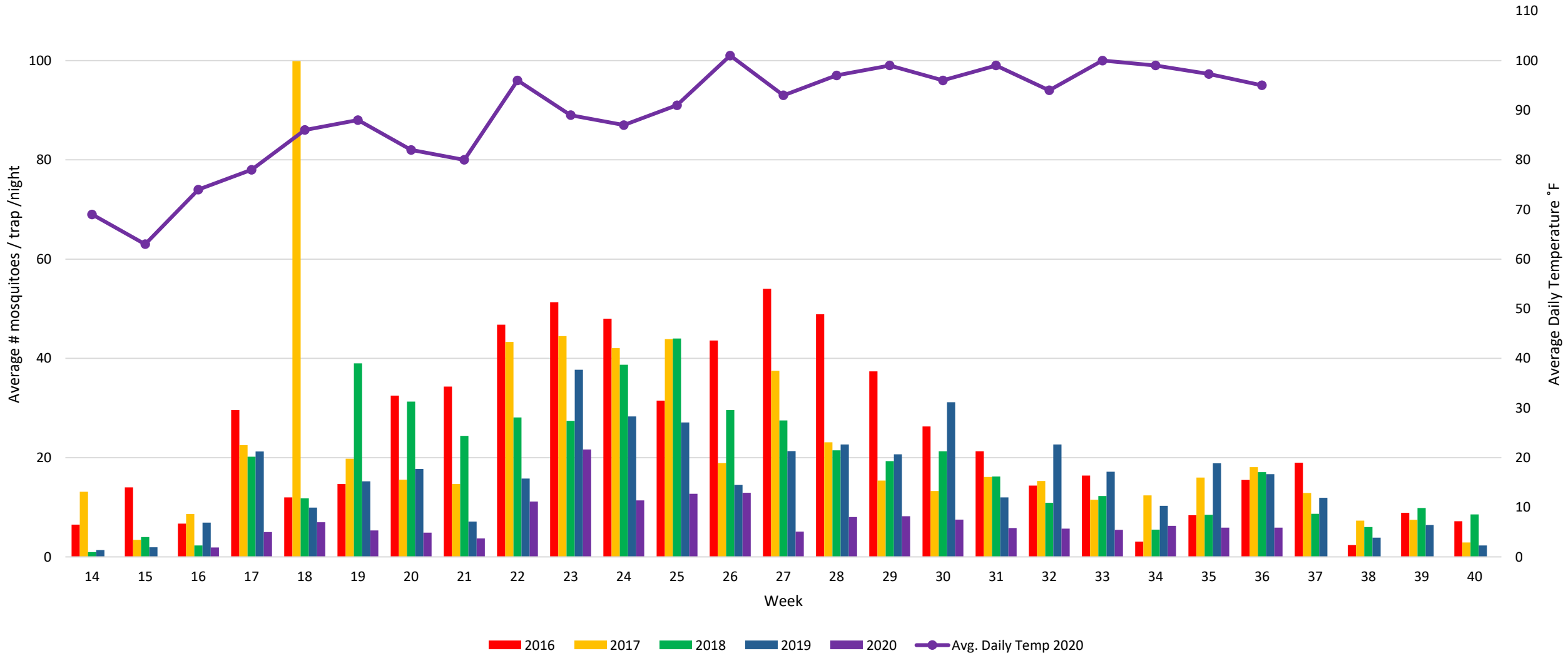
11 counties
with human cases



- Counties with West Nile virus activity (no human cases)
- Counties with West Nile virus activity (number of 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 August = 490

Total pools tested
to date = 2070

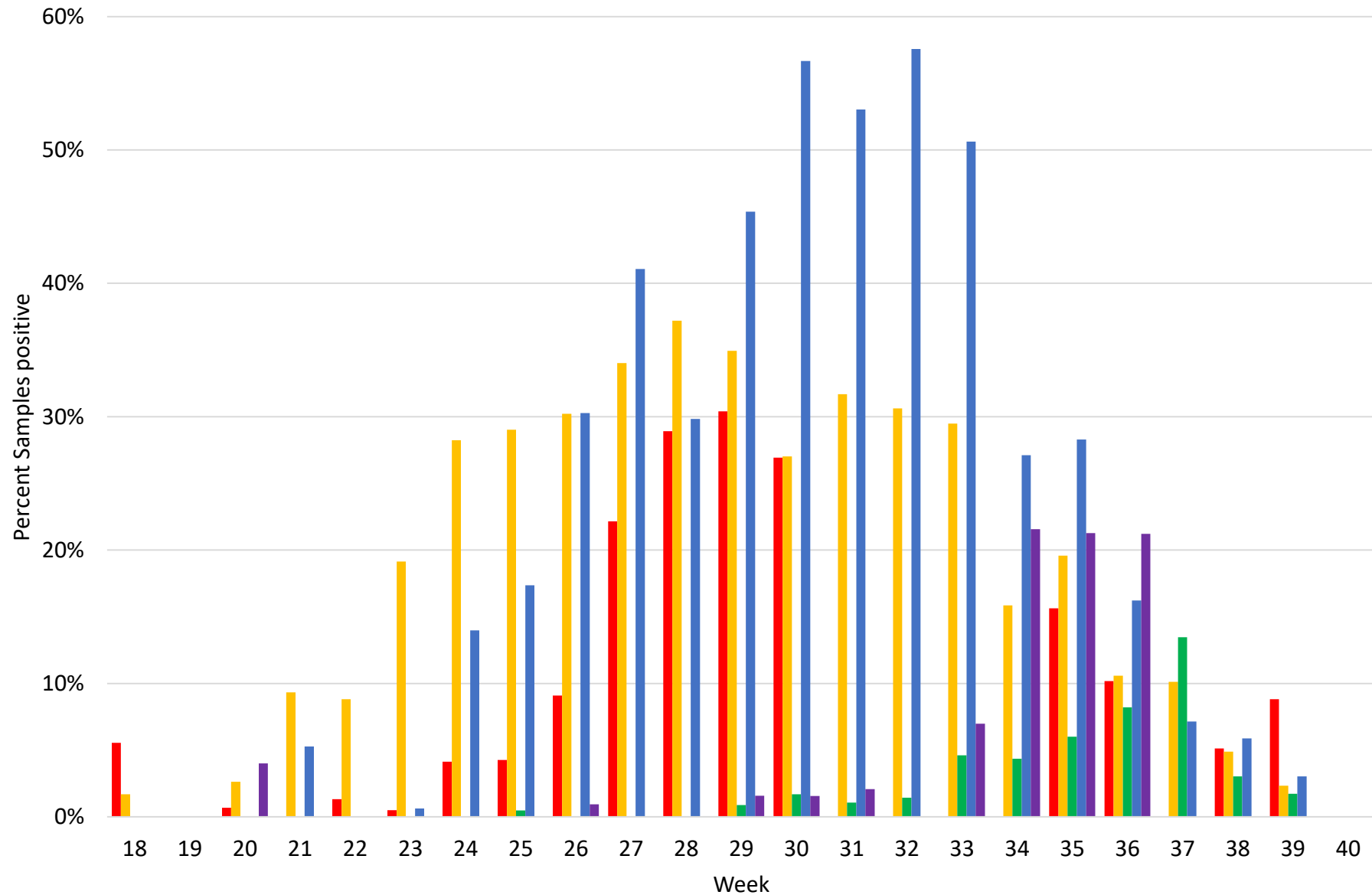
2019

Total pools tested
in August = 750

Total pools tested
to date* = 3282

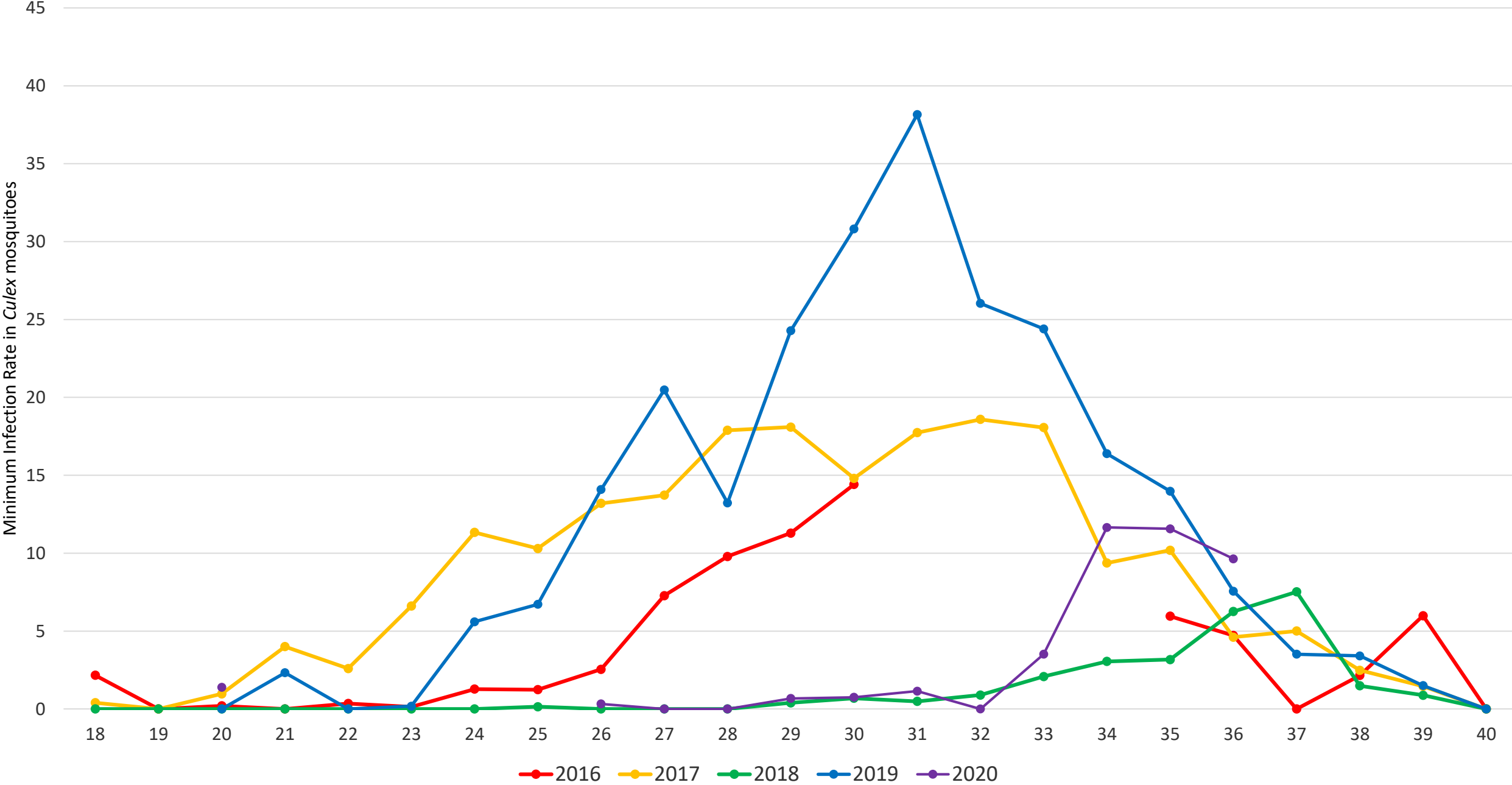
*Historic 'to date' estimation
due to slight week variations

WNV Positive Samples from Gravid Traps 2016-2019

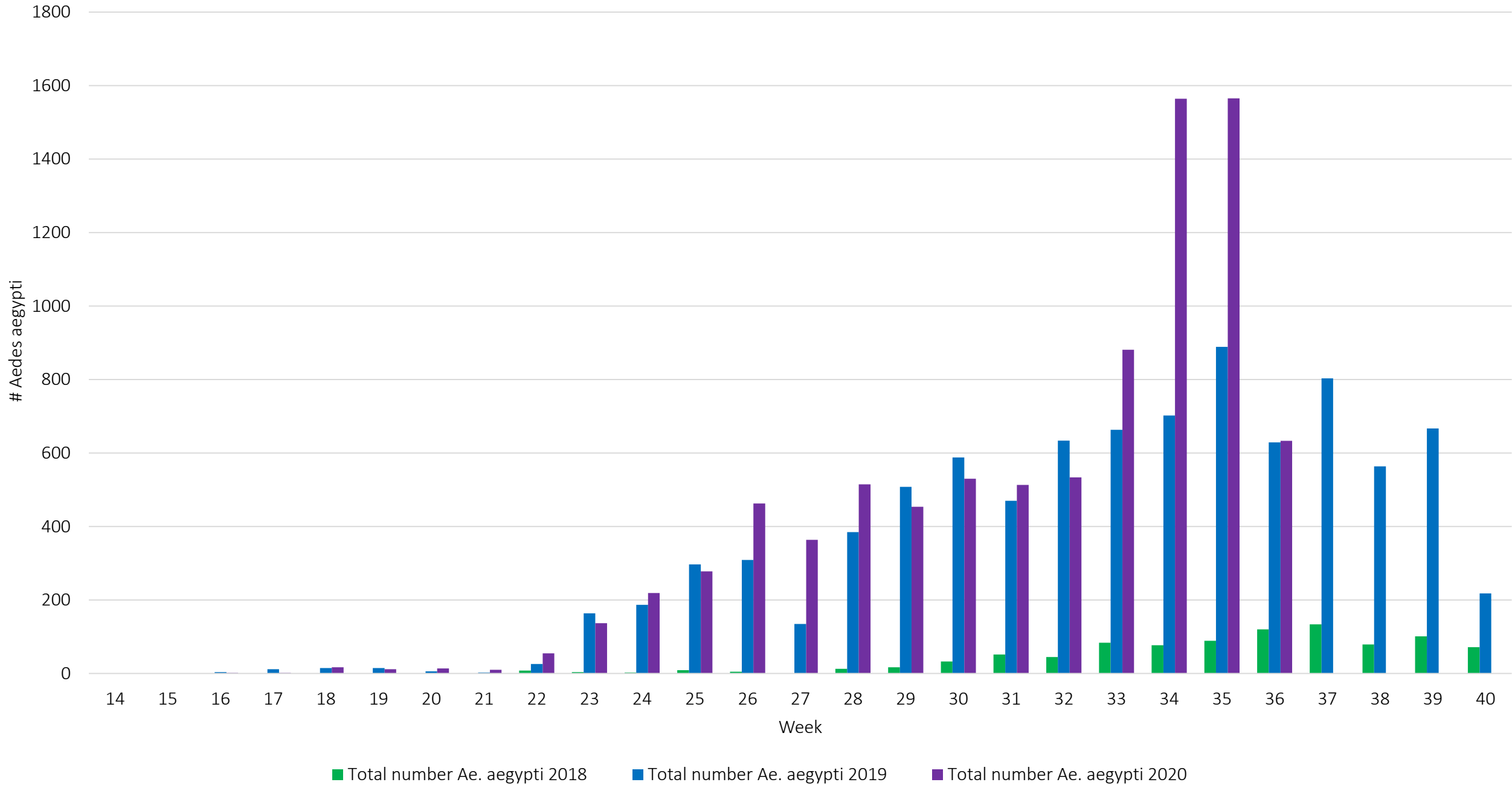


■ WNV Percent Positive 2016 ■ WNV Percent Positive 2017 ■ WNV Percent Positive 2018
■ WNV Percent Positive 2019 ■ WNV Percent Positive 2020

DVCD Bias-Corrected MLE in Gravid Traps 2016-2020



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



8. Non-Elective Component

The Board will set the premium component required for medical health coverage in the Section 125 plan maintained by the District.

CalPERS

Retirees

	Min Employer Contribution		RATE	AB 2544		
	Set By		HAS BEEN	# years * 5% * Minimum contribution	formula used	
before 2004	Legislature	\$16.00	\$1.00	Effective 1/2008		
2004	Annually	\$32.20	2.61	0.05		
2005		\$48.40	5.03	0.10		
2006		\$64.60	8.26	0.15		
2007		\$80.80	12.30	0.20	16.16	
2008		\$97.00	<i>17.15</i>	0.25	\$24.25	
2009	CalPers	\$101.00	CPI%	<i>22.20</i>	0.30	\$30.30
2010	PEMHCA	\$105.00	0.034	<i>27.45</i>	0.35	\$36.75
2011	CPI-Med	\$108.00	0.030	<i>32.85</i>	0.40	\$43.20
2012	component	\$112.00	0.037	<i>38.45</i>	0.45	\$50.40
2013		\$115.00	0.025	<i>44.20</i>	0.50	\$57.50
2014		\$119.00	0.024	<i>50.15</i>	0.55	\$65.45
2015		\$122.00	0.026	<i>56.25</i>	0.60	\$73.20
2016		\$125.00	0.038	<i>62.50</i>	0.65	\$81.25
2017		\$128.00	0.025	<i>68.90</i>	0.70	\$89.60
2018		\$133.00	0.025	<i>75.55</i>	0.75	\$99.75
2019		\$136.00	0.025	<i>82.35</i>	0.80	\$108.80
2020		\$139.00	0.025	<i>89.30</i>	0.85	\$118.15
2021		\$143.00	0.025	<i>96.45</i>	0.90	\$128.70
2022	not set	<i>\$146.58</i>	0.025	<i>103.78</i>	0.95	<i>\$139.25</i>
2022	not set	<i>\$150.24</i>	0.025	<i>111.29</i>	1.00	<i>\$150.24</i>

--projected--

this was our
old rate
prior to AB2544

9. Reappointments

The General Manager will poll Trustees up for reappointment as to whether they want a letter sent on their behalf to the appointing authority.

10. Kings Mosquito Abatement District Site Visit

The General Manager will report on his visit to Kings Mosquito Abatement District.

11. Initiation of Invasive Mosquito, *Aedes aegypti* Benefit Assessment

The General Manager will initiate the discussion of a need for a District Benefit Assessment to manage the invasive mosquito, *Aedes aegypti*.

12. Policies

First reading of policies:

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

— MANUAL of POLICIES —

POLICY TITLE

TIME KEEPING AND TIME RECORDS POLICY

POLICY NUMBER

It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties, less meal and break periods.

Overtime compensation will be paid to qualified hourly employees. Overtime work must always be approved by a supervisor before it is performed. In accordance with Federal law, the District rounds this time to the nearest one-quarter hour/fifteen minutes.

It is the employee's responsibility to sign, under penalty of perjury, and submit on time his/her time records certifying the accuracy of all time recorded for compensation.

— MANUAL of POLICIES —

POLICY TITLE

TIME OFF TO VOTE POLICY

POLICY NUMBER

The District believes that it is the responsibility and duty of employees to exercise the privilege of voting in federal, state or local governmental elections. In accordance with this philosophy, the District will grant its employees advance arranged and approved time off to vote and for periods of service as an election official.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, the District Manager is authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Time off for voting should be coordinated to occur at the beginning or end of a work shift where possible and reported and coded appropriately on timekeeping records.

MANUAL of POLICIES

POLICY TITLE

USE OF MAKEUP TIME POLICY

POLICY NUMBER

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Use of makeup time is discretionary and subject to preapproval by the District Manager. Makeup time worked will not be paid at an overtime rate.

Subject to compliance with this policy, employees may take time off and then makeup the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to the District Manager, with the employee's signature. Requests will be considered for approval based on the legitimate business needs of District at the time the request is submitted. A separate written request is required for each occasion the employee requests make up time.

Employees must submit requests at least 24 hours in advance of the desired time off. Makeup time request must be approved in writing before the employee takes the requested time off or works the makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. The District's seven-day workweek is Sunday through Saturday. Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If the employee takes time off and is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, the employee's supervisor may arrange another day to makeup the time if possible, based on scheduling needs. If the work makeup time is in advance of time the employee plans to take off, the employee must take that time off, even if the employee no longer needs the time off for any reason.

An employee's use of makeup time is completely voluntary and subject to the ability of the District to accommodate the employee. The District does not encourage, discourage, or solicit the use of makeup time off.

13. Adjournment

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, October 14, 2020 at 7:00 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.