

# **DELTA VECTOR CONTROL DISTRICT**

Dr. Mustapha Debboun  
*General 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  
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Crystal Grippin  
*Scientific Program Manager*

Mir Bear-Johnson  
*Assistant Manager*

Jesse Erandio  
*Biologist*

Sheri D. Davis  
*Administrative Assistant*

Mark Nakata  
*Biologist*

Mark Dyngge  
*Systems Administrator*

Javier Valdivias  
*Biologist*

**DATE:** Friday, December 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, December 9, 2020 at 4:30 p.m.

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

**AGENDA:**

**1. Roll Call**

**ACTION**

**2. Presentation of Purchasing Land Property**

The General Manager will introduce Mr. Marty Zeeb, Owner and Broker of Zeeb Commercial Real Estate to discuss the purchase of 4.8 acres of land at the Visalia Industrial Park for a future relocation site of DVCD and seek approval of its financing.

**ACTION**

**3. Consent Calendar**

- a. November Minutes
- b. November Bills (Board Order #13 & #14)
- c. December Payroll (Board Order #15)

**4. Public Forum**

Members of the public may address the Board.

**5. Staff Report**

The General Manager will report on items of operational interest.

**ACTION**

**6. Data Collection System**

The Assistant Manager will present the weaknesses of the current existing operational field system in use and will request approval to move forward with purchasing an improved operational "boxed system" prior to the start of the 2021 season.

**7. Building Project**

The General Manager will provide the final update on the completed fish hatchery building project and invite the Board of Trustees to officially tour it after the meeting.

**8. Enterprise Fleet Management Contract**

The General Manager will provide an update on the Enterprise Fleet Management Contract.

**9. Assessment Benefit Analysis for *Aedes aegypti*.**

The General Manager will provide an update on the assessment benefit analysis for comprehensive funding to respond to the invasive mosquito, *Aedes aegypti*.

**10. Collaboration on a Mosquito “Take Action” insert of N&R Publication**

The General Manager will provide information on a collaborative effort with Kern Mosquito & Vector Control District and Tulare Mosquito Abatement District on a 4-page Mosquito Take Action insert that will be distributed to libraries, senior centers, community centers and as a special advertising supplement in the local newspapers such as Visalia Times Delta, Exeter Sun Gazette, and Mid Way Valley Times for education and awareness.

**ACTION**

**11. Certification of Assurance of Compliance**

The General Manager will request approval to submit a Certification of Assurance of Compliance from Cal OES to apply for future State or Federal Grant Funds.

**ACTION**

**12. New Policies**

The Assistant Manager will present the following policies for approval.

- Board Meeting Policy
- Board Meeting Agenda Policy
- Civil Workplace Policy
- Religious Beliefs & Accommodation Policy

**ACTION**

**13. Amended Policies**

The Assistant Manager will present the following amended policies for approval.

- Expense Policy, 1080
- Certification Policy, 2119

**ACTION**

**14. Holiday Gift**

The General Manager will request the Board of Trustees to approve a Save Mart Holiday grocery gift card of \$34.00 to each employee. The amount will be added to the employees’ W-2.

**ACTION**

**15. Old Fish Tank Proceeds**

The General Manager will seek approval to deposit the fish tank proceeds of \$487.50 to our “Kitty Fund”. DVCD uses this fund to occasionally provide donuts and lunches as incentives and morale builder to employees. The old nonfunctional fish tanks were planned to be disposed of at the Tulare County Dump with no value.

**ACTION**

**16. January Meeting**

Due to the holidays, the General Manager will request to cancel the regular Board of Trustees Meeting in January 2021.

**17. Adjournment**

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, February 10, 2021 at 4:30 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. Presentation of Purchasing Land Property**

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# Sale Comps Map & List Report

Sale Comparables

7

Avg. Cap Rate

-

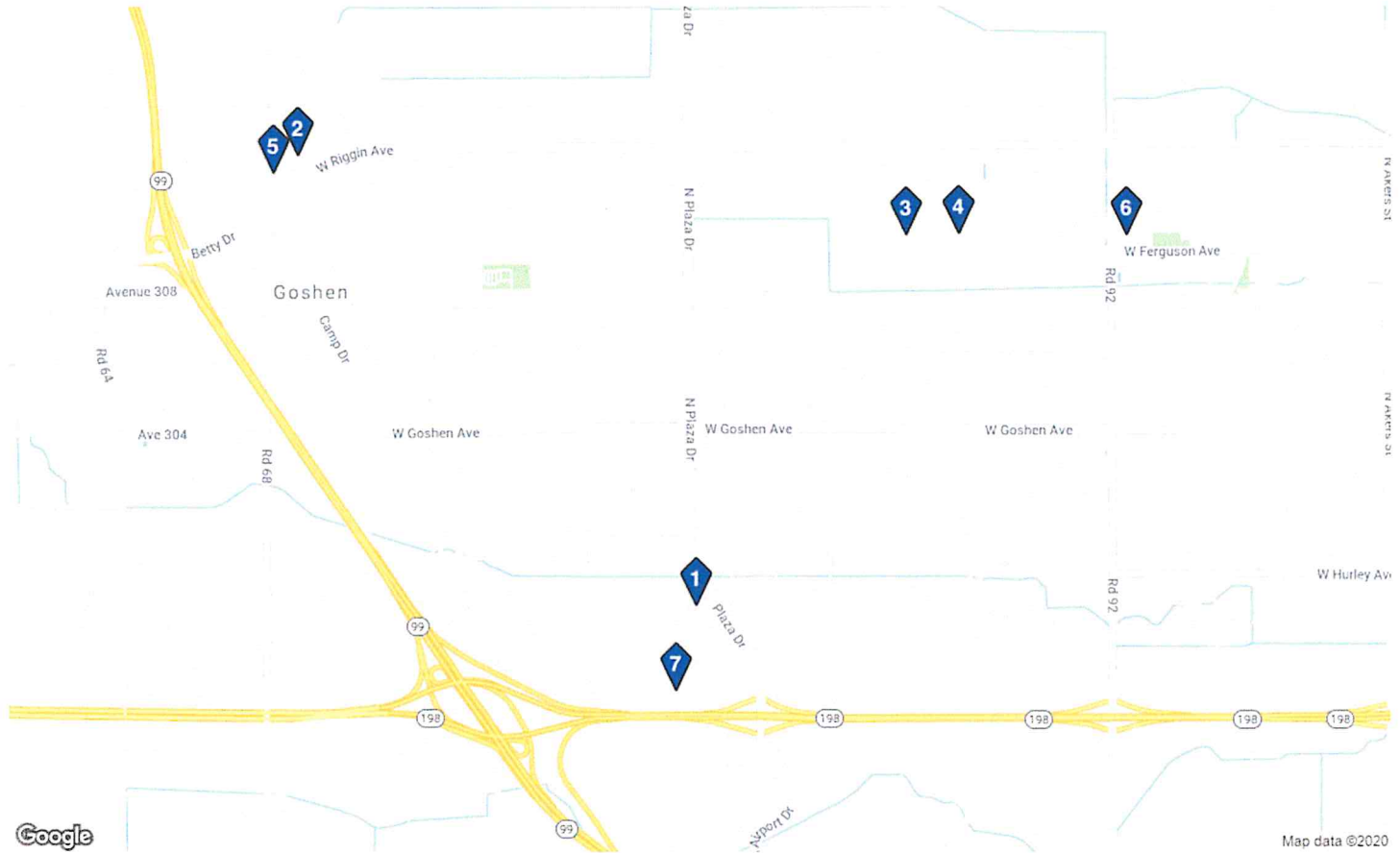
Avg. Price/SF

\$4

Avg. Vacancy At Sale

-

## SALE COMPARABLES LOCATIONS



## SALE COMPARABLES SUMMARY STATISTICS

Sales Attributes	Low	Average	Median	High
Sale Price	\$385,000	\$660,667	\$684,500	\$1,025,000
Price Per SF	\$2	\$4	\$3	\$8
Cap Rate	-	-	-	-
Time Since Sale in Months	0.6	20.2	25.7	33.6
Property Attributes	Low	Average	Median	High
Building SF	-	-	-	-
Floors	-	-	-	-
Typical Floor	-	-	-	-
Vacancy Rate at Sale	-	-	-	-
Year Built	-	-	-	-
Star Rating	★★★★★	★★★☆☆ 2.0	★★★☆☆ 2.0	★★★★★

# Sale Comps Map & List Report

Property Name - Address	Property				Sale			
	Type	Yr Built	Size	Vacancy	Sale Date	Price	Price/Area	Cap Rate
1 Neely St Visalia, CA 93291	Land	-	1.95 AC	-	11/13/2020	\$719,000	\$368,718/AC	-
2 007 Betty Dr Goshen, CA 93227	Land ★★★★★	-	9.16 AC	-	9/17/2020	\$750,000	\$81,878/AC	-
3 NW Sunnyview Rd Visalia, CA 93291	Land ★★★★★	-	4.69 5.8 AC	-	11/2/2018	Price Not Dis- closed \$485,000	90,618	-
4 Heavy Industrial Park... W Sunnyview Ave Visalia, CA 93291	Land ★★★★★	-	5.0 AC	-	10/11/2018	\$435,000	\$87,000/AC	-
5 Betty Dr. & Robin... Betty Dr & Robinson Rd Goshen, CA 93227	Land ★★★★★	-	3.33 AC	-	10/1/2018	\$385,000	\$115,615/AC	-
6 NEC Shirk Rd. and... Shirk Rd & Furgeson & Visalia, CA 93291	Land ★★★★★	-	4.65 AC	-	8/10/2018	\$650,000	\$139,785/AC	-
7 NWC N Neeley & Av... Visalia, CA 93291	Land ★★★★★	-	5.48 AC	-	2/13/2018	\$1,025,000	\$187,044/AC	-

### **3. Consent Calendar**



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

## **1. Roll Call:**

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

Absent: Rosemary Hellwig.

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

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

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

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

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

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

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

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

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

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

**5. Building Project:**

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

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

**6. Consent Calendar:**

The Administrative Assistant, provided information on the following items:

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

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

**7. Public Forum:**

None

**8. Staff Report:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**13. Staff Luncheon:**

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

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

**14. Adjournment:**

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

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Dr. Mustapha Debboun, Recording Secretary



CLAIM #	PAYEE	DESCRIPTION		Budget Line Item	AMOUNT
34832	AT&T	Long Distance/Toll Free		Telephone/Cell Phones	24.24
34833	CALIF WATER SERVICE	Utilities		Utilities	145.43
34834	HARBOR FREIGHT				834.60
		Gloves	29.48	Safety Supplies	
		Key Tags	1.74	Bldg/Yard Supplies	
		Screwdriver Bit Set, Non-slip Liner (Traps)	14.51	Lab Supplies	
		Pliers, Socket Sets, Ratchets	788.87	Auto Supplies & Maint	
34835	LOWE'S				279.87
		Lamp Cords	9.68	Fish Supplies	
		Vinyl Tube, Clamps, Wire, Cutter, Paint (Traps)	221.48	Lab Supplies	
		Corner Brace, Wood Filler, Clamp, Paint	48.71	Bldg/Yard Supplies	
34836	SBC	Office Phone/Fax		Telephone/Cell Phones	193.80
34837	SO CAL GAS	Utilities		Utilities	162.20
34838	TF TIRE & SERVICE	Tire Glue		Auto Supplies & Maint	13.95
34839	THE REGENTS OF U.C.	Tableau Creator - Annual License		Subscriptions	600.00
34840	US BANK				2,697.54
		Amazon - Beaker Set, D Cell Batteries, Hinges, Aeratrs	158.93	Bldg/Yard Supplies (Fish)	
		Amazon - Salinity Tester, Brush Heads, API Test Kits	155.05	Fish Supplies	
		Amazon - Batteries, Coleman Jug, Airstones, 3D Printer Filament	100.52	Lab Supplies	
		Amason - Pen Refills, Adding Machine Tape; Phone Case (Mir) Label Maker Tape	48.52	Office Supplies	
		Amazon - Elastic Band, Anemometer	82.86	Lab Supplies	
		Sprayer Supplies, Inc. - 4 Electric Pumps	319.96	Sprayer Supplies	
		3 Wire - Lab Dishwasher Repairs	232.50	Lab Supplies	
		Dicks Sporting Goods - 48 qt. Coolers	54.22	Bldg/Yard Supplies (Fish)	
		Amazon - Screen Door (office), Sign Above Front Door	37.84	Bldg/Yard Supplies	
		Amazon - LED Lights for Fish Hatchery; Light Switch	412.32	Bldg/Yard Supplies (Fish)	
		Amazon - Absorbent Mats for Shop	122.49	Bldg/Yard Supplies	
		ASE - Jorge Lopez (2 tests)	124.00	Continuing Ed	
		Pita Kabob - Lunch w/Board President	36.02	Travel	
		CSDA - Virtual Workshop, Dr. Debboun & Sheri	325.00	Travel	
		Walmart - Isopropyl Alcohol, Coleman Jugs	58.81	Lab Supplies	
		Kysan Electric - Motors for Traps	212.35	Lab Supplies	
		Forestry Suppliers - Solo Sprayer Straps	31.36	Sprayer Supplies	
		DigiKey - Fans for Traps	184.79	Lab Supplies	
34841	VALLEY FIRE EXTINGUISHER CO	Annual Extinguisher Testing/Replacements		Safety Supplies	370.37
				<b>TOTAL BILLS</b>	<b>\$5,322.00</b>
				<b>TOTAL BOARD ORDER #14</b>	<b>\$5,322.00</b>

## December 2020 Payroll

Board Order No. 15  
Consent Calendar Exhibit IV

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34842	MUSTAPHA DEBBOUN	MANAGER		8,975.12
34843	MIR BEAR-JOHNSON	ASSISTANT MANAGER		4,643.37
34844	CRYSTAL GRIPPIN	SCIENTIFIC PROGRAM MANAGER		4,654.06
34845	JESSE ERANDIO	BIOLOGIST		4,975.27
34846	MARK NAKATA	BIOLOGIST		5,155.64
34847	JAVIER VALDIVIAS	BIOLOGIST		4,221.11
34848	MARK DYNGE	SYSTEMS ADMINISTRATOR		6,665.09
34849	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		5,035.10
34850	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,864.92
34851	PAUL HARLIEN	FOREMAN		4,956.71
34852	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		5,129.88
34853	TIM CHRISTIAN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,614.06
34854	TIM CHRISTIAN	VACATION PAYOUT (RETIREMENT)		10,934.89
34855	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		4,995.10
34856	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,239.52
		<i>Sub-Total Full-Time Payroll</i>		<i>\$83,059.84</i>
34857	VSP	Vision Plan Premium for December 2020		377.22
34858	DELTA DENTAL PLAN	Dental Plan Premium for December 2020		1,038.60
34859	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for December 2020		1,139.55
34860	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for December 2020		15,457.19
34861	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	32,626.16
34862	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	5,295.75
34863	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	19,858.86
34864	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	749.97
34865	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	1,172.80
		<i>Sub-Total for Payroll Taxes &amp; Benefits</i>		<i>\$77,716.10</i>
		<i>Total Regular Payroll &amp; Benefits</i>		<i>\$160,775.94</i>
34866	ADMINISTRATIVE SOLUTIONS INC	Flexible Benefit Plan Admin Fee	Professional Services	52.00
34867	AUTOZONE	Water Pump T-5, Light Kit T-28, Coupler	Auto Supplies	182.45
34868	CITY OF VISALIA	Solid Waste Disposal	Utilities	126.85
34869	COMCAST BUSINESS	Internet	Telephone/Cell Phones	210.73
34870	FASTENAL	Nuts for Traps	Lab Supplies	14.13
34871	HARBOR FREIGHT TOOLS	Pick & Hook, Ball Pein Hammer Set	Auto Supplies	32.53
34872	HOME DEPOT			308.42
		Hose, Adapters, Nipples for Lab Dishwasher Repair; Trap Supplies	96.91 Lab Supplies	
		Ratchet kit	194.22 Auto Supplies	
		Paper Towels	17.29 Bldg/Yard Supplies	
34873	LOWE'S	Fittings for Lab Dishwasher		5.76
34874	MISSION LINEN SUPPLY			718.35
		Uniforms	536.35 Clothing	
		Janitorial	182.00 Janitorial	
34875	MVCAC	Annual Conference Registration - 6 staff members	Travel	450.00
34876	N & R PUBLICATIONS	Balance Due on Publication	Public Relations	2,492.17
34877	NAPA AUTO PARTS	Brakes, Starter, Shocks, Motor Mounts, Batteries, Filters, etc.	Auto Supplies	2,223.01
34878	OFFICE DEPOT	Calendars, Speakers, Legal Pads, Pens, Organizer, Paper	Office Supplies	217.12
34879	PACIFIC WEST CONTROLS	Monthly Service Contract	Maint Contracts	250.00
34880	SMART & FINAL	Breakroom Supplies, Paper Products	Bldg/Yard Supplies	119.53
34881	SO CALIF EDISON	Utilities	Utilities	1,532.78
34882	SPRAYING DEVICES, INC.	Wands and Hose	Sprayer Supplies	69.07
34883	TF TIRE & SERVICE	12 Tires for Stock	Auto Supplies	1,212.61
34884	TULARE POLARIS	Quad #28 - Brake Pads, Arm Bushing Kits, Rod End Kits, Spark Plug	Auto Supplies	264.11
34885	VALLEY PACIFIC PETROLEUM	Gasoline	Gasoline	72.07
34886	VERIZON	Cell Phones	Telephone/Cell Phones	680.16
		<i>Total Bills</i>		<i>\$11,233.85</i>
		<b>TOTAL BOARD ORDER #15</b>		<b>\$172,009.79</b>
	<i>Bills Added After 12/4/2020:</i>			
	CARVALHO CONSTRUCTION	Pay App #6 Less Retainer	Building Improvements	\$51,432.53

#### **4. Public Forum**

Members of the public may address the Board.



## **5. Staff Report**

The General Manager will report on items of operational interest.

# **DELTA VECTOR CONTROL DISTRICT**

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## **REPORT OF THE MANAGER NOVEMBER 2020**

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

The temperature decreased in November. The average high temperature for the month was 67.1°F, and the average low was 41.0°F, with 0.15 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 November are 64.1°F and 43.5°F respectively, with the 30-year average rainfall reported as 1.23 inches by the National Oceanic and Atmospheric Administration.

Water storage at Pine Flat Reservoir increased minutely to be 207,987 acre-feet by the end of the month. By November 30<sup>th</sup> Pine Flat Reservoir's inflow had decreased by over 40% to 191 cubic feet per second (CFS) and its release decreased to 134 CFS. The Lake Kaweah Reservoir ended the month with slightly more water than the previous month, with 10,142 acre-feet on the 30<sup>th</sup> of November. Lake Kaweah's inflow increased significantly to 48 CFS and its release was increased to 28 CFS.

### **II. Narrative**

The Delta Vector Control District (DVCD) seasonal laboratory staff ended their term for the season, following a decrease in service requests and outstanding property re-inspections. No strategic trapping took place in the month of November.

Arbovirus screening for West Nile virus (WNV), St. Louis Encephalitis Virus (SLEV), and Western Equine Encephalitis Virus (WEEV) did not take place in November. To date, a total of 2,785 mosquito samples have been tested with 143 samples testing positive for WNV and 37 positive for SLEV. No samples have tested positive for WEEV.

The invasive *Aedes* mosquitoes have continued to be found in some areas of the District. Inspections continued for service requests and high trap count areas. As of the end of November, a total of 3,178 inspections for invasive *Aedes aegypti* have been conducted, representing 2,611 unique properties. Of these properties, 729 had mosquito breeding sources at least once during the season. Additionally, 2,177 were inspected only once while 352 were

inspected twice during the season. The remaining 82 properties were inspected three or more times.

Three oral presentations as well as three posters were accepted by the Mosquito and Vector Control Association of California (MVCAC) to be presented by the Laboratory staff at the upcoming MVCAC Virtual Annual Meeting from February 1-3, 2021. Also, three oral presentations were accepted to be presented at the next virtual Annual Meeting of the American Mosquito Control Association from March 2-5, 2021.

Throughout November, employees continued to complete the online screening of COVID-19 survey and 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 safe, with no planned rollback of any of the safety precautions that have been put in place.

Staff continued to respond to service requests as needed. Vector Control Technician II's left at the start of the month. Full time technicians began to clean, review and repair the vehicle fleet in November, as well as addressing the maintenance needs of the District grounds and fixing safety concerns. Ordering of parts and equipment began in earnest.

Cleaning out of outdated records began, in compliance with legal requirements and the records retention policy to clean up clutter around the administrative office and laboratory.

Staff appreciation luncheon, with a taco catering truck, took place on November 16<sup>th</sup>, and Paul Jobe and Tim Christian were recognized and presented with their retirement plaques.

Administrative Assistant, Sheri Davis, attended a virtual training from the California Special District Association and is now certified as a Special District Board Secretary/Clerk.

The DVCD hosted the California Department of Public Health (CDPH) Vector Control Technician Certification exams on categories A-D on November 19th with 21 personnel from the Southern San Joaquin region taking the exams and among them were five from the DVCD. On the same day, the CDPH Biologist assigned to DVCD completed his semi-annual review of the DVCD and signed off on his inspection.

There were eight service requests in November:

#### 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>	12	46	157	31	6	<b>252</b>
<b>July</b>	19	113	217	76	13	<b>438</b>
<b>August</b>	8	121	107	69	9	<b>314</b>
<b>September</b>	17	92	92	56	5	<b>262</b>

<b>October</b>	3	94	49	30	6	<b>182</b>
<b>November</b>	0	5	1	2	0	<b>8</b>
<b>Total</b>	<b>91</b>	<b>530</b>	<b>683</b>	<b>319</b>	<b>46</b>	<b>1669</b>

### III. Vector and Disease Surveillance

#### Delta VCD Summaries

Humans: One probable case of WNV has been reported in 2020 within Delta VCD boundaries. There have been no SLEV positive human cases or WEEV positive human cases reported within Delta VCD boundaries at this time. At this time last year, 2 confirmed human cases of neuroinvasive WNV, 5 probable cases of neuroinvasive WNV and 6 probable cases of non-neuroinvasive WNV had been reported from within District boundaries.

#### Birds:

The dead bird hotline has closed for the year and will open again in April of 2021.

#### Mosquito:

No additional mosquito testing occurred in the month of November.

#### State Surveillance:

Humans: As of November 20<sup>th</sup>, 2020, 177 human cases of WNV have been reported from 23 counties within the state of California. No new cases of SLEV have been detected in California. At this time in 2019, 196 human cases of WNV were detected from 23 counties and 6 human cases of SLEV from four counties.

Birds: As of November 20<sup>th</sup>, 2020, 339 WNV positive dead birds have been reported from 20 counties. At this time in 2019, 214 WNV positive dead birds were reported from 21 counties.

Mosquitoes: As of November 20<sup>th</sup>, 2020, 2,628 WNV positive mosquito samples have been reported across the state of California from 28 counties. Additionally, a total of 510 SLEV positive mosquito samples have been reported from 9 counties. At this date in 2019, 3,284 WNV positive mosquito samples were reported from 25 counties, and 356 SLEV positive mosquito samples from 12 counties.

### IV. Expenditures & Revenues – 2020/21

TOTAL BUDGET \$3,516,071.89

EXPENDITURES – July 1, 2020 – November 30, 2020

Salaries	\$1,170,464.59
Services & Supplies	\$291,714.87
Tax Admin Fee	0
Capital	\$7,333.74
Building Improvements	\$149,690.76
<b>TOTAL EXPENDITURES</b>	<b>\$1,619,203.96</b>

## REVENUE RECEIVED – July 1, 2020 – November 30, 2020

July	\$1,011.30
August	\$0.00
September	\$22,679.32
October	\$3,896.34
November*	
<b>TOTAL REVENUE TO DATE</b>	<b>\$23,690.62</b>

V. Time Sheet Summary

Month	Available Work Hrs	Sick Hrs Used	Total Hrs Available for Work	Pct. Of Hrs Avail for Work
<b>July</b>	<b>5,632</b>	<b>50.25</b>	<b>5,581.75</b>	<b>99.10</b>
<b>August</b>	<b>5,376</b>	<b>133.25</b>	<b>5,242.75</b>	<b>97.53</b>
<b>September</b>	<b>4,816</b>	<b>99.75</b>	<b>4,716.25</b>	<b>97.93</b>
<b>October</b>	<b>3,520</b>	<b>123.25</b>	<b>3,396.75</b>	<b>96.50</b>
<b>November</b>	<b>2,016</b>	<b>132.00</b>	<b>1,884.00</b>	<b>93.46</b>

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.

*\*Revenue not available from Tulare County as of 12/3/2020.*

## **6. Data Collection System**

The Assistant Manager will present the weakness of the current existing operational field system in use, and will request approval to move forward with purchasing an improved “boxed system” prior to the start of the 2021 season.

## **7. Building Project**

The General Manager will provide the final update on the completed fish hatchery building project and invite the Board of Trustees to officially tour it after the meeting.

## **8. Enterprise Fleet Management**

The General Manager will provide an update on the Enterprise Fleet Management Contract.



**9. Assessment Benefit Analysis for *Aedes aegypti***

The General Manager will provide an update on the assessment benefit analysis for comprehensive funding to respond to the invasive mosquito, *Aedes aegypti*.

## **10. Collaboration on a Mosquito “Take Action” insert of N&R Publication**

The General Manager will provide information on a collaborative effort with Kern MVCD and Tulare MAD on a 4-page Mosquito Take Action insert that will be distributed to libraries, senior centers, community centers and as a special advertising supplement in the local newspapers such as Visalia Times Delta, Exeter Sun Gazette, and Mid Way Valley Times for education and awareness.

## **11. Certification of Assurance of Compliance**

The General Manager will request approval to submit a Certification of Assurance of Compliance from Cal OES to apply for future State or Federal Grant Funds.

## **CERTIFICATION OF ASSURANCE OF COMPLIANCE**

The applicant must complete a Certification of Assurance of Compliance (Cal OES 2-104), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and Civil Rights Compliance. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, \_\_\_\_\_ hereby certify that  
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

Subrecipient: \_\_\_\_\_

Implementing Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

### I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

### II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

### **IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

### **V. Lobbying – (Subrecipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

### **VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

### **VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

### **VIII. Civil Rights Compliance**

The Subrecipient complies will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

Federal Employer ID #: \_\_\_\_\_ Federal DUNS # \_\_\_\_\_

Current System for Award Management (SAM) Expiration Date: \_\_\_\_\_

Executed in the City/County of: \_\_\_\_\_

**AUTHORIZED BY:** (not applicable to State agencies)

- |   |   |
|---|---|
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager           | <input type="checkbox"/> County Manager           |
| <input type="checkbox"/> Governing Board Chair  |   |

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_



## **12. New Policies**

The Assistant Manager will present the following policies for approval:

- Board Meeting Policy
- Board Meeting Agenda Policy
- Civil Workplace Policy
- Religious Beliefs & Accommodation Policy

## — **MANUAL of POLICIES** —

POLICY TITLE

POLICY NUMBER

### **BOARD MEETINGS**

Regular meetings of the Board of Trustees shall be held on the second Wednesday of each calendar month at 4:30 p.m. in the Delta Vector Control District Board Room, located at 1737 W Houston Ave, Visalia CA 93291. The date, time, and place of regular Board meetings may be changed by action of the Board for any following Board meetings.

Special meetings of the Board of Trustees may be called by the Board President or by a majority of the Board.

All Trustees shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting. The notice shall be posted on the District's website.

Newspapers of general circulation in the District, and radio stations, television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54956) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or email during business hours as soon after the meeting is scheduled as practicable. The notice shall be posted on the District's website.

An agenda shall be prepared as specified for regular Board meetings in Policy **#[Board Meeting Agenda Policy, number not yet assigned]** and shall be posted and delivered with the notice of the special meeting to those specified earlier.

Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**Emergency Meetings.** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

Newspapers of general circulation in the District, radio stations, and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible. The notice shall be posted on the District's website.

No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a

minimum of ten days in the District office and posted on the District's website as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Trustees may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Trustees are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those who have requested such in writing and posted on the District's website.

The Board President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

The Board President and the General Manager shall ensure that appropriate information is posted on the District's website and available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.

**— MANUAL of POLICIES —**

POLICY TITLE

POLICY NUMBER

**BOARD MEETING AGENDA**

The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Trustees in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54956). Any Trustee may call the General Manager and request any item to be placed on the agenda no later than 4:00 P.M. on the Thursday prior to the closing of the agenda for the next meeting date.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions:

The request must be in writing and be submitted to the General Manager or Board President together with all supporting documents and information, if any, at least ten business days prior to the date of the meeting;

The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may request redress of the General Manager's decision at the public comment section of the next regular meeting of the Board of Trustees. Any Trustee may request that the item be placed on the agenda of the Board's next regular meeting.

No matter which is legally a proper subject for consideration by the Board in closed session shall be accepted under this policy.

The Board of Trustees may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting. In addition, speakers addressing the Board at the public comment portion of the meeting shall be limited to three minutes, unless such time is extended by the Board President at his or her discretion.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall be posted on the website for public information at the same time. All information made available to the Board of Trustees (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

## **MANUAL of POLICIES**

POLICY TITLE

POLICY NUMBER

**RESPECTFUL/CIVIL WORKPLACE POLICY**

### **PURPOSE:**

To promote, create and maintain a workplace that encourages productivity in a setting of mutual respect, common courtesy, basic decency, mature conduct, collective pride and an unsurpassed level of civility.

### **COMMITMENT:**

The Delta Vector Control District ("District") and its management are committed to ensuring that the work place is free from negative, aggressive, insensitive behavior, etc. (collectively, "inappropriate behavior") so that the work place environment cultivates and fosters daily productivity in an atmosphere of respect, collaboration, openness, safety and equality – even in urgent and high-pressure situations.

The District is also committed to respond immediately to all complaints of inappropriate behavior in the workplace with the upmost seriousness and will follow-up on all such complaints accordingly consistent with all applicable personnel policies, regulations and laws.

### **SCOPE OF PROTECTION:**

Protection from any inappropriate behavior in the workplace shall be afforded to all District employees, officials, contractors, consultants, vendors, residents, media representatives and other members of the public with such protection extending beyond the confines of District property and beyond District business hours to include any off-site and after-hours District-related events or occasions.

### **ENCOURAGED WORKPLACE BEHAVIOR:**

All employees are encouraged to engage in the following examples of appropriate behavior which are well recognized as having positive outcomes for their recipients, the observers of the behavior and the workplace environment:

- Be courteous and polite
- Maintain a positive attitude
- Trust fellow co-workers
- Be professional in attitude and appearance
- Practice active listening
- Offer compliments regularly
- Be open to feedback from others and deliver feedback professionally and constructively
- Seek solutions to problems actively
- Show understanding for others' positions and points of view
- Suspend immediate "uninformed" judgment
- Show empathy
- Be politely and professionally assertive
- Take responsibility for your own actions and avoid blaming others
- Clean-up after yourself
- Be organized with your work and in workspaces
- Have respect for other people's personal belongings
- Be prompt
- Treat all persons equally, avoid favoritism and avoid punitive and arbitrary punishment
- Have respect for District owned property

### **DISCOURAGED INAPPROPRIATE BEHAVIOR:**

All employees are strongly discouraged from engaging in the following inappropriate behavior which may cause others to feel hurt, embarrassed, incompetent, disrespected, anxious, or depressed:

- Engaging in excessive yelling, repeated emotional outbursts, berating others, using a harsh tone of voice
- Harshly criticizing individuals or using degrading remarks against any individual
- Criticizing individuals in front of a group or using a condescending tone
- Socially excluding, ostracizing or ignoring others via the "silent treatment"
- Treating some less favorably than others

## **MANUAL of POLICIES**

POLICY TITLE

POLICY NUMBER

### **RESPECTFUL/CIVIL WORKPLACE POLICY**

- Withholding pertinent work-related information or undermining another's work by not giving them enough information to do what is required of them
- Gossiping or spreading rumors
- Manipulating a person's job duties and responsibilities to make them feel bad
- Blaming others for things out of their control
- Acting out to "get others"
- Making threats and using intimidating tactics
- Engaging in any behavior a reasonable person would find unprofessional, disturbing and harmful to their psychological health and well-being

### **MANAGEMENT RESPONSIBILITY:**

Managers and supervisors shall ensure that appropriate behavior in the workplace is encouraged and the inappropriate behavior is discouraged and dealt with immediately in the appropriate manner consistent with all applicable personnel policies, regulations and laws. As such, managers and supervisors are expected to:

- Provide good examples by treating all employees and others with courtesy and respect
- Promote awareness of the policy and complaint procedures
- Be vigilant for signs of inappropriate behavior in the workplace through observation and information seeking, and take action to resolve any inappropriate behavior before it escalates
- Deal sensitively and fairly with all employees involved in a complaint, whether as complainant or alleged offender of this policy
- Explain the procedures to be followed if a complaint of inappropriate behavior in the workplace is made
- Ensure that an employee making a complaint is not victimized or becomes the subject of retaliation and seek immediate resolution of such a situation if it occurs
- Monitor and follow-up on any complaint to ensure that recurrence of the subject inappropriate behavior does not occur again

### **EMPLOYEE RESPONSIBILITY:**

Employees must contribute to promoting and maintaining a work environment which does not tolerate aggressive behavior at work and encourages effective communication and healthy interpersonal relationships. As such, employees have a responsibility to be assertive in their own communication, rather than aggressive or demeaning, when interacting with others. Employees also have a responsibility to attempt to resolve interpersonal conflict or incidences of aggressive communication on their own first, before seeking the assistance of supervisors and managers, within reason. If an employee feels that their or others health or safety is in danger at any moment, they should immediately report the incident or situation to their immediate supervisor.

Employees should also report what they see in the workplace as it relates to inappropriate behavior since employees are in a far better position than management to know what is happening with peers and co-workers.

Employees should cooperate with preventative measures and recognize that a finding of inappropriate behavior in the workplace will be dealt with through appropriate disciplinary procedures. Equally, a finding of repeated unfounded or frivolous complaints will also be dealt with through appropriate disciplinary procedures.

### **TRAINING PROGRAMS:**

As part of its commitment to encourage positive and healthy behavior, the District has established training programs for all employees. Training is included as part of the new hire orientation and thereafter periodically as scheduled by the District. Training will identify factors which contribute to a productive "bully-free" workplace environment, familiarize participants with responsibilities under this policy, and provide steps to overcoming a bullying incident, including filing an adequate and informed report to the appropriate party.

### **PROCESS FOR INVESTIGATION OF COMPLAINTS:**

The aim and objectives of a formal complaint process include a thorough investigation of negative, aggressive, and inappropriate behavior allegations, written documentation from all parties involved and resolution in a timely manner. Resolution will include any number and combination of possibilities, depending upon the outcome of the complaint process (e.g., training, disciplinary actions, transfer of employees involved, etc.).

**MANUAL of POLICIES**

POLICY TITLE

POLICY NUMBER

**RESPECTFUL/CIVIL WORKPLACE POLICY**

Any employee seeking to file a complaint against an alleged aggressor should take special care to ensure the complaint is confined to and consists of precise details of each incident of negative, aggressive and inappropriate behavior, including dates, times, locations and any witnesses. Formal complaints should be filed with your immediate supervisor or with the Assistant Manager or General Manager and should be documented in writing.

The person complained against will be notified in writing by Assistant Manager or General Manager that an allegation has been made against him or her.

The Assistant Manager, General Manager or immediate supervisor receiving the complaint will act as an investigator, unless otherwise specified by the General Manager. The objective of the investigation is to ascertain whether or not the behavior complained of occurred, and therefore will include interviewing the person complained of, witnesses, supervisors/managers and any other party that may be involved with or had witness to the alleged behavior. All interviews will be documented in writing in order to maintain clarity throughout the investigation. The investigation will be conducted thoroughly, objectively, with sensitivity and confidentiality, except as necessary to conduct a full investigation, and with due respect for the rights of both the complainant and the alleged aggressor. The investigation will be completed as quickly as possible.

Upon completion of the investigation, the investigator will submit a report to management, or another party deemed appropriate at the outset of the complaint that will include the investigator's conclusions.

The District will decide in light of the investigator's report and follow up comments by the parties what, if any, action will be taken. The Assistant Manager or General Manager will inform the complainant and the person complained against in writing of the action plan, and each will have the opportunity to contest the report and action plan as provided in the applicable Memorandum of Understanding and/or pursuant to the Personnel Policies, Procedures and Regulations Manual.

Where a complaint has been upheld, the appropriate disciplinary procedures will follow in regards to the complaint. The District will continue to keep the situation under review and may provide counseling for the complainant where appropriate. Preventative measures may also be taken to mitigate the chances that the same inappropriate or offensive behavior is not repeated, and counseling may be provided to reduce or remedy any physical or emotional effects suffered by the complainant.

## **MANUAL of POLICIES**

POLICY TITLE

POLICY NUMBER

**RELIGIOUS ACCOMMODATION POLICY**

### **Policy Statement**

Delta Vector Control District (“the District”) is committed to providing a work environment that is respectful of the religious beliefs of its staff and community members. As part of this commitment, the District will make good faith efforts to provide reasonable religious accommodations to those staff members whose sincerely held religious beliefs conflict with a policy, procedure, or other employment requirement unless such an accommodation would create an undue hardship or would fundamentally alter the work, program and/or mission of the District.

### **Definitions**

**Religion or Creed:** Includes traditional, organized religions but also sincerely held religious beliefs, including those that are new, uncommon, not part of a formal church or sect. All aspects of religious belief and observance that are sincerely held will be considered as part of this policy.

**Religious Accommodation:** A reasonable change in the work environment that enables an employee to practice or otherwise observe a sincerely held religious practice or belief without undue hardship or fundamentally altering the educational, workplace or mission of the university.

A reasonable religious accommodation may include but is not limited to:

- time for prayer during the workday
- the ability to attend religious events or observe a religious holiday
- or any necessary modification to policy, procedure or other requirement for an employee’s (or prospective employee’s) religious beliefs, observance or practice, provided such accommodation is reasonable and does not cause undue hardship or create a fundamental alteration of the mission of the District.

**Undue Hardship:** Significant difficulty or expense based on the District’s resources and circumstances in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship may refer to financial difficulty in providing an accommodation or accommodations that are unduly expensive, substantial, disruptive, or that would fundamentally alter requirements, the nature or operation of the District’s business, or the essential functions of a job.

Accommodations which interfere with the safe and efficient operation of the District will often present an undue hardship.

### **Procedures for Seeking Religious Accommodation**

All staff may request a religious accommodation by making a written request for an accommodation to their supervisor or to management staff. The written request will include the type of religious conflict that exists, the employee’s suggested



accommodation, and any supporting documentation or information the employee deems relevant. The employee making the request may be required to provide further documentation or information regarding the request.

Management will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on District business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety or uniform requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation.

Employees who anticipate being absent from work because of a religious observance must submit their request for time off in advance and as soon as they become aware of the need or at least ten (10) business days in advance.

Accommodation requests will be made on a case-by-case basis taking into account factors including but not limited to, the essential functions of an individual's job, the duties of others in the field, the requirements of the District, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

The District will endeavor to protect the requesting employee's privacy in evaluating and implementing the accommodation requested to the extent possible. However, following receipt of the request, the management staff, administrative staff and/or supervisor(s), will discuss the accommodation request as necessary with the employee, and with select others in order to further evaluate and/or implement the accommodation. Approvals will be provided in writing to the requesting employee whenever possible.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he or she may appeal following the company's general grievance policy and procedure.

### **13. Amended Policies**

The Assistant Manager will present the following amended policies for approval:

- Expense Policy 1080
- Certification Policy 2119

**----- MANUAL of POLICIES -----**

POLICY TITLE  
**EXPENSE**

POLICY NUMBER  
**1080**

Whereas, Delta Vector Control District (DVCD) takes its stewardship over the use of its limited public resources seriously.

Whereas, public resources should only be used when there is a substantial benefit to the citizens of Tulare County.

Whereas, such benefits include: The opportunity to discuss the community's concerns with state and federal officials; Participating in regional, state and national organizations whose activities affect the District; Attending educational seminars designed to improve officials' skill and information levels; and Promoting public service and morale by recognizing such service.

Whereas, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the District's policy concerns; 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.

**DVCD Expense Policy**

Whereas, this policy provides guidance to Trustees and District employees on the use and expenditure of District resources, as well as the standards against which those expenditures will be measured.

Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.

Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

Whereas, this policy also applies to any charges made to a District credit card, cash advances or other line of credit.

**Authorized Expenses**

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met: Communicating with representatives of regional, state and national government on District adopted policy positions; Attending educational seminars designed to improve officials' skill and information levels; Participating in regional, state and national organizations whose activities affect the District's interests; Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost); Attending District events; Meetings such as those listed above for which a meeting stipend is expressly authorized under this policy.

All other expenditures require approval by the District Board of Trustees. The following expenses also require Board approval: International and out of state travel; Expenses which exceed annual limits established for each Board member; and Expenses exceeding \$100 per trip

Examples of personal expenses that the District will not reimburse include, but are not limited to: The personal portion of any trip; Political or charitable contributions or events; Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses; Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events; Personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and Personal losses incurred while on district business.

The approving authority should resolve any questions regarding the propriety of a particular type of expense before the expense is incurred.

**Meeting Stipends**

**General**

Consistent with Health and Safety Code Section 2030, the members of the board of trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the board of trustees may by resolution provide for the allowance and payment to each trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A trustee may waive the payments permitted by this subdivision.

**----- MANUAL of POLICIES -----**

POLICY TITLE  
**EXPENSE**

POLICY NUMBER  
**1080**

Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy. (H&S Code Section 2051)

**Meetings and Service Subject to Monthly In Lieu of Allowance**

To be entitled to the monthly In Lieu of Allowance under this policy, the event in question must constitute one of the following:

- A meeting of the district board within the meaning of Government Code section 54952.2(a);
- A meeting of a district committee within the meaning of Government Code section 54952(b);
- An advisory body meeting within the meaning of Government Code section 54952(b);
- A conference within the meaning of Government Code section 54952.2(c)(2) of the following organizations:
  - California Special Districts Association;
  - Mosquito and Vector Control Association of California;
  - American Mosquito Control Association;
  - Society of Vector Ecologists;
  - Entomological Society of America;
  - Centers for Disease Control.
- A meeting of any multi-jurisdictional governmental body on which the District Manager serves as the district's designated representative.
- Any meeting attended or service provided on a given day at the formal request of the district board and for which the district board approves payment of In Lieu of Allowance stipend.

**Cost Control**

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines.

**Transportation**

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient and reasonable transportation form. Automobile mileage is reimbursable at Internal Revenue Service rates presently in effect Expense (see [www.irs.gov](http://www.irs.gov)). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle.

**Lodging**

Lodging costs will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed any group rate published by the conference sponsor for the meeting in question.

**Meals**

Meal expenses and associated gratuities should be moderate, considering community standards and the prevailing restaurant costs of the area. A helpful source of guidance is Internal Revenue Service per diem rates for meals and incidental expenses, which include adjustments for higher cost locations (see Publication 1542 at [www.irs.gov](http://www.irs.gov) or [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem)). Alcohol/personal bar bills are not an appropriate use of district resources.

**Telephone/Fax/Cellular**

Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a specific number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

**----- MANUAL of POLICIES -----**

POLICY TITLE  
**EXPENSE**

POLICY NUMBER  
**1080**

**Airport Parking**

Long-term parking should be used for travel exceeding 24-hours.

**Per Diem Policy**

In the event of conferences or work-related events, the attendees may be provided with a cash advance in the form of a 'Per Diem' to cover anticipated expenses while traveling or doing business on the District's behalf. The intention of the Per Diem is to be used primarily for the purchase of necessary food, to tip housekeeping staff, and to cover additional travel expenses occurred over the course of the trip such as parking, the use of taxis, etc. The Per Diem may only be used by and for the individual whom it is given, and cannot be used to pay for the meal for another, etc.

At the discretion of the District Manager, with the attendee notified prior to the trip, an expense report & documentation may be required.

In the event the District Manager is uncertain as to whether a request complies with this policy, such individual must seek resolution from the District Board of Trustees.

**Credit Card Use Policy**

Please see Credit Card Policy 1083

**Expense Report Content and Submission Deadline**

If an expense report is required by the District Manager, then it must meet the following criteria. Expense reports must document that the expense in question met the requirements of the policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities. Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Receipts for gratuities and tolls under \$5 are not required. Inability to provide such documentation in a timely fashion may result in the expense being borne by the individual.

**Reports to Governing Board**

At the following District Board meeting, each official shall briefly report on meetings attended at District expense. If multiple officials attended, a joint report may be made.

**Compliance with Laws**

District officials should keep in mind that some expenditure may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

**Violation of this Policy**

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the agency's reporting the expenses as income to the Trustee or employee to state and federal tax authorities and 4) prosecution for misuse of public resources.

**----- MANUAL of POLICIES -----**

POLICY TITLE  
**CERTIFICATION**

POLICY NUMBER  
**2119**

I. PURPOSE

To describe the requirement of Management, Operational and Scientific/Technical personnel for the certificate of compliance issued by the State of California, Department of Health Services in the areas of mosquito control, vertebrate control and terrestrial invertebrate control for employment with the District.

II. POLICY

It is the policy of the Delta Vector Control District to require those persons involved as full-time employees in the Scientific/Technical, in Operational positions and in Management/ Supervisory positions of the vector control program, obtain certification from the State of California, Department of Health Services in the following manner:

Pesticides and Regulations, section A, Core plus Mosquito Control, section B certificate within first twelve (12) months of employment, except at manager discretion

Vertebrate and Terrestrial Invertebrate Vector Control, sections C and D, certificate within first twenty-four (24) months of employment, except at manager discretion

It is the policy of the Delta Vector Control District to require those persons involved as regular part-time employees, such as Vector Control Technician II, to obtain certification from the State of California, Department of Health Services in the following manner:

Pesticides and Regulations, section A, Core plus Mosquito Control, section B certificate within first twenty-four (24) months following promotion to this role, except at manager discretion

Failure to obtain and/or maintain vector control certifications will result in termination of employment, except when the manager deems sufficient good faith efforts are being made or due to specific circumstances

#### **14. Holiday Gift**

The General Manager will request the Board of Trustees to approve a Save Mart Holiday grocery gift card of \$34.00 to each employee. The amount will be added to the employee's W-2.

## **15. Old Fish Tank Proceeds**

The General Manager will seek approval to deposit the fish tank proceeds of \$487.50 to our “Kitty Fund”. DVCD uses this fund to occasionally provide donuts and lunches as incentives and morale builder to employees. The old nonfunctional fish tanks were planned to be disposed of at the Tulare County Dump with no value.



## **16. January Meeting**

Due to the holidays, the General Manager will request to cancel the regular Board of Trustees meeting in January 2021

## **17. Adjournment**

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, February 10, 2021 at 4:30 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.