

DELTA MOSQUITO & VECTOR
CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Post Office Box 310 * Visalia, California 93279-0310

Mir Bear-Johnson
Assistant Manager

1737 West Houston Avenue * Visalia, California 93291

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

www.deltavcd.com

Hector Cardenas
Operations Program Manager

Crystal Grippin
Scientific Program Manager

Sheri D. Davis
Administrative Assistant

Andrea Troupin
Biologist

Javier Valdivias
Biologist

Mark Nakata
Biologist

DATE: Friday, June 4, 2021

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, June 9, 2021 at 4:30 p.m.

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

AGENDA:

1. Roll Call

2. Employee Introduction

The General Manager will introduce Mr. Paul Harlien, Foreman to the Board of Trustees.

ACTION

3. Consent Calendar

- a. May Minutes.
- b. May Special Meeting Minutes
- c. May Bills (Board Order #30)
- d. June Payroll (Board Order #31)
- e. June Bills (Board Order #32)
- f. Policy Manual Updates
- g. Travel Authorization

4. Public Forum

Members of the public may address the Board.

5. Staff Report

The General Manager will report on items of operational interest.

6. Enterprise Fleet Management

The General Manager will provide an update from Enterprise Fleet Management.

7. Benefit Assessment

The General Manager will give an update on the Benefit Assessment for the invasive Yellow fever mosquito, *Aedes aegypti*.

ACTION

8. Resolution 2021-05

A Resolution Retaining the Services of the Tulare County Registrar of Voters for Purposes of Counting, Tabulating, and Canvassing the Ballots from the Proceedings Initiated by the Board of Trustees by its Resolutions 2021-03 and 2021-04.

9. Surveillance Report

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

ACTION

10. 2021 California Mosquito-Borne Virus Surveillance & Response Plan, and Guidance for Surveillance of and Response to Invasive Aedes Mosquitoes and Dengue, Chikungunya, and Zika in California.

Staff will present the CDPH updated plans for adoption, as well as discussing the current surveillance models in place.

ACTION

11. 2021-22 Fiscal Budget

The General Manager will present the 2021-22 Fiscal Budget for Trustee consideration.

ACTION

12. Resolution 2021-06

The 2021-22 Salary Schedule will be considered.

ACTION

13. Policies

The Assistant Manager will present the following policies for approval:

- 1063 Code of Ethics
- 1064 Ethics Training

ACTION

14. Adjournment

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, July 14, 2021 at 4:30 p.m. in the Delta Mosquito and 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. Employee Introduction

The General Manager will introduce Mr. Paul Harlien, Foreman to the Board of Trustees.

3. Consent Calendar

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Minutes of the Board of Trustees – Wednesday, May 12, 2021

1. Roll Call:

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

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

Guest: Ms. Sonia Ortega, SCI Consulting Group.

2. New Employee Introduction:

General Manager, Dr. Mustapha Debboun introduced Vector Control Technician III/Mechanic, Mr. Mario Sanchez. Mr. Sanchez gave a brief biography and was welcomed by the Board of Trustees.

3. SCI Survey Presentation to Board of Trustees:

The General Manager introduced Ms. Sonia Ortega from SCI Consulting Group to present the results of the Benefit Assessment Survey. The survey tested two proposed annual rates representing two service levels: \$8.24 per single family home, and \$12.50 per single family home. The survey was mailed to 16,000 random property owners resulting in 1,972 respondents with the following overall survey results:

65.9% in support of an annual rate at \$8.24
59.6% in support of an annual rate at \$12.50

Ms. Ortega provided a timeline, and recommended implementing an informal outreach approach and proceeding with a funding measure.

Public Comment: In an email to the Assistant Manager, a member of the public opposed the findings of the survey.

4. Resolution 2021-01:

The General Manager presented Resolution 2021-01, Initiating Proceedings For The Formation Of A Benefit Assessment For Mosquito Abatement And Disease Prevention Services For The Delta Vector Control District.

Public Comment: In an email to the Assistant Manager, a member of the public opposed Resolution 2021-01.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and the Board members unanimously approved Resolution 2021-01. Vote by roll call; all ayes.

5. Consent Calendar:

The Administrative Assistant provided information on the following items:

Board Order #28 – 35224 Carvalho Construction; Final payment on Fish Hatchery; retention amount.

Following discussion, it was moved by Kevin Caskey, seconded by Belen Gomez, and the Board members unanimously approved the consent calendar as presented.

6. Public Forum:

No members of the public were present. The Assistant Manager received an email from a member of the public on agenda item numbers 3, 4, 8, and 9. It was also requested, by that member of the public, to have options to attend meetings aside from in person.

7. Staff Report:

The General Manager reported that all seasonal employees have been hired and trained except for two employees to be hired later in the season to help with high trap count and urban areas.

Aerial Services provided photos of green pools in Visalia, Dinuba, Exeter, and Farmersville. Staff will be inspecting the targeted green pools.

8. Resolution 2021-02:

The General Manager presented the new logo and Resolution 2021-02 to change the district name to Delta Mosquito and Vector Control District.

Public Comment: In an email to the Assistant Manager, a member of the public opposed Resolution 2021-02.

Following discussion, it was moved by Kevin Caskey, seconded by Rosemary Hellwig, and the Board members unanimously approved Resolution 2021-02.

9. Oxitec Sterile Insect Technique (SIT) Pilot Program in California:

The General Manager provided information, awareness, and a heads up on Oxitec’s future SIT pilot projects in California after the US Environmental Protection Agency (EPA) and the California Department of Pesticides Regulation (DPR) approve Oxitec’s application for Experimental Use Permit (EUP).

Public Comment: In an email to the Assistant Manager, a member of the public opposed the use of SIT.

10. Adjournment:

It was moved by Kevin Caskey, seconded by Michael Cavanagh, and unanimously approved to adjourn the meeting of the District Board of Trustees. The meeting was adjourned at 5:30 p.m.

Dr. Mustapha Debboun, Recording Secretary

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Minutes of the Board of Trustees Special Meeting – Wednesday, May 26, 2021

1. Roll Call:

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

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

Guest: Ms. Sonia Ortega, SCI Consulting Group.

2. Public Comment:

No Members of the public were present.

3. Resolution 2021-03:

The General Manager introduced Ms. Sonia Ortega from SCI Consulting Group to present Resolution 2021-03 Initiating Proceedings, Providing Notice of its Intention to Levy Assessments, Preliminarily Approving the Engineer's Report, and Providing for Notice of Hearing, and the Mailing of Assessment Ballots for the Delta Mosquito and Vector Control District, Improved Mosquito, Vector, and Disease Testing and Control Assessment.

Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez, and the Board members unanimously approved Resolution 2021-03. Vote by roll call; all ayes.

4. Resolution 2021-04:

The General Manager presented Resolution 2021-04, Adopting Proposition 218 Assessment Ballot Proceedings Procedures.

Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey, and the Board members unanimously approved Resolution 2021-04. Vote by roll call; all ayes.

5. Adjournment:

The meeting was adjourned at 4:42 p.m.

Dr. Mustapha Debboun, Recording Secretary

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
35307	JORGE LOPEZ	Vector Control Tech II		1,924.01
35308	ALEXANDER WARD	Vector Control Tech II		1,533.77
35309	ADRIAN SIFUENTES	Vector Control Tech II		1,672.42
35310	ALEJANDRA GILL	Lab Tech I		677.29
35311	SABRINA GALBAN	Lab Tech I		116.35
35312	JAYSON CABRAL	Lab Tech I		1,010.98
35313	LUIS GONZALEZ	Lab Tech I		868.93
35314	MADISON LAWTON	Lab Tech I		999.43
35315	PATRICIA BIENIEMY	Lab Tech I		1,027.82
35316	CHRISTIAN COTTO	Lab Tech I		999.43
35317	RILEY UNRAU	Lab Tech I		301.30
35318	THOMAS HOWARD	Vector Control Tech I		996.17
35319	LORRAINE GONZALEZ	Vector Control Tech I		966.28
35320	AYLSIA INGRIM	Vector Control Tech I		908.75
35321	JACKIE JACKSON	Vector Control Tech I		929.92
35322	PAUL RAPER	Vector Control Tech I		1,004.33
35323	KORY WILSON	Vector Control Tech I		1,034.05
35324	ROSEMARIE ANTUNA	Vector Control Tech I		1,061.60
35325	AARON WINSTON	Vector Control Tech I		826.61
35326	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,534.38
35327	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		255.09
35328	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		945.26
		TOTAL PAYROLL		\$24,594.17
35329	AERIAL SERVICES INC.	Pool Survey Flight	Professional Services	6,189.00
35330	ADAPCO	Vectobac, Vectolex, Vectomax	Spray Materials	16,489.25
35331	ADMINISTRATIVE SOLUTIONS INC.	Flexible Benefit Plan Admin Fee	Professional Services	91.00
35332	AMERICAN INC.	Service AC Unit in Lab - Clean Coils	Bldg/Yard Supplies	285.00
35333	AT&T	Long Distance/Toll Free	Telephone/Cell Phones	26.02
35334	CALIF WATER SERVICE	Utilities	Utilities	139.52
35335	CENTRAL VALLEY BUSINESS FORMS	Invasive Aedes Flyers	Public Relations	182.38
35336	CEPA OPERATIONS INC.	HEPA Filter Replacement; BioSafety Hood and Cabinet Cert.	Lab Supplies	1,712.14
35337	EMD NETWORKING SERVICES, INC.	Network/Wifi Upgrade & Monthly Contract	Maint Contracts	2,873.63
35338	FASTENAL	Joining Aluminum Plates, Nuts & Screws	Fish Supplies	222.11
35339	HOME DEPOT	Extension Ladder, Step Ladder, Sprinkler Parts	Bldg/Yard Supplies	424.66
35340	LINXUP (Agilis)	GPS	GPS	659.67
35341	LOZANO SMITH	Review Social Media Policy	Professional Services	82.21
35342	MISSION LINEN			1483.67
		Uniforms	1,325.79	Clothing
		Janitorial	157.88	Janitorial
35343	SBC/AT&T	Office Phone/Fax	Telephone/Cell Phones	184.43
35344	SCI CONSULTING GROUP	Survey for Benefit Assessment	Professional Services	37,500.00
35345	SMART & FINAL	Paper Products and Cleaning Supplies	Bldg/Yard Supplies	179.41
35346	SO CALIF GAS COMPANY	Utilities	Utilities	46.03
35347	US BANK			3,274.01
		Google Suites	132.40	Subscriptions
		eBay - Ignition (Jeep)	118.70	Auto Supplies
		FedEx - Shipping for Samples	59.73	Lab Supplies
		3 Wire - Dishwasher Repairs (Lab)	161.25	Bldg/Yard Supplies
		Intuit - Annual Payroll Subscription	650.00	Subscriptions
		Lampire Biological - Bovine & Chicken Blood	276.50	Lab Supplies
		Docs - Admin Professional Day Lunch (Sheri)	9.75	Misc. Expense
		Harwick Standard - Hi Sil	143.34	Spray Materials
		Amazon - Hanging Scale	30.37	Lab Supplies
		Rough Country - Winch Mounting Plate	216.95	Auto Supplies
		Amazon - Drill Battery, Wire Stripper, Soft Top for Jeep	88.42	Auto Supplies
		Amazon - AA Batteries, USB Chargers	42.81	Office Supplies
		Amazon - Outdoor LED Lights for Shop & Garage	585.92	Bldg/Yard Supplies
		Quadratec - Soft Top for Jeep	59.66	Auto Supplies
		Walcks 4WD - E Brake and Hard Brake Cables (Jeep)	109.90	Auto Supplies
		CarParts.com - Brake Master Cylinder (Jeep)	128.01	Auto Supplies
		Indeed - Job Ads	460.30	Public Relations
35348	VALLEY INDUSTRIAL MEDICAL GROUP	Pre-Employment Physical & Drug Test	Professional Services	500.00
35349	VALLEY PACIFIC PETROLEUM	Gasoline	Gasoline	3,756.62
35350	VISALIA POLICE DEPT.	Alarm Permit Renewal	Professional Services	15.00
35351	WEST COAST BIO-TECH	Bio-Hazard Disposal	Lab Supplies	135.00
		TOTAL BILLS		\$76,450.76
		TOTAL BOARD ORDER #30		\$101,044.93

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
35352	MUSTAPHA DEBBOUN	MANAGER		7,434.90
35353	MIR BEAR-JOHNSON	ASSISTANT MANAGER		4,568.25
35354	CRYSTAL GRIPPIN	SCIENTIFIC PROGRAM MANAGER		4,614.37
35355	HECTOR CARDENAS	OPERATIONS PROGRAM MANAGER		5,081.37
35356	MARK NAKATA	BIOLOGIST		5,166.37
35357	JAVIER VALDIVIAS	BIOLOGIST		4,439.77
35358	ANDREA TROUPIN	BIOLOGIST		4,618.00
35359	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		5,042.16
35360	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,875.06
35361	PAUL HARLIEN	FOREMAN		4,967.91
35362	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		5,136.22
35363	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		4,216.44
35364	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,404.71
35365	MARIO SANCHEZ	VECTOR CONTROL TECHNICIAN III/MECHANIC		3,698.02
		<i>Sub-Total Full-Time Payroll</i>		\$67,263.55
35366	VSP	Vision Plan Premium for June 2021		434.60
35367	DELTA DENTAL PLAN	Dental Plan Premium for June 2021		1,240.45
35368	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for June 2021		1,124.09
35369	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for June 2021		20,007.87
35370	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	28,358.48
35371	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	4,484.50
35372	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	19,010.26
35373	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	1,022.63
35374	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	1,172.80
		<i>Sub-Total for Payroll Taxes & Benefits</i>		\$76,855.68
		<i>Total Regular Payroll & Benefits</i>		\$144,119.23
35375	JORGE LOPEZ	Vector Control Tech II		1,924.02
35376	ADRIAN SIFUENTES	Vector Control Tech II		1,672.42
35377	ALEX WARD	Vector Control Tech II		1,533.76
35378	ALEJANDRA GILL	Lab Tech I		1,112.56
35379	MADISON LAWTON	Lab Tech I		628.57
35380	LUIS GONZALEZ	Lab Tech I		999.44
35381	JAYSON CABRAL	Lab Tech I		1,040.98
35382	PATRICIA BIENIEMY	Lab Tech I		1,082.14
35383	RILEY UNRAU	Lab Tech I		1,004.68
35384	CHRISTIAN COTTO	Vector Control Tech I		999.44
35385	THOMAS HOWARD	Vector Control Tech I		999.44
35386	LORRAINE GONZALEZ	Vector Control Tech I		1,061.60
35387	AYLSIA INGRIM	Vector Control Tech I		908.73
35388	JACKIE JACKSON	Vector Control Tech I		1,041.50
35389	PAUL RAPER	Vector Control Tech I		1,102.14
35390	KORY WILSON	Vector Control Tech I		1,144.03
35391	ROSEMARIE ANTUNA	Vector Control Tech I		1,061.59
35392	AARON WINSTON	Vector Control Tech I		981.69
35393	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,971.22
35394	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		322.46
35395	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		929.04
		<i>Sub-Total for Seasonal Payroll & Taxes</i>		\$26,521.45
		<i>Total All Payroll and Benefits</i>		\$170,640.68

35396	ADMINISTRATIVE SOLUTIONS INC	Flexible Benefit Plan Admin Fee		Professional Services 91.00
35397	AUTOZONE	Brake Shoes, A/C Line, Foot Pedals, Fuel Caps, Alternator, Clutch Kit, etc.		Auto Supplies 583.84
35398	CITY OF VISALIA	Solid Waste Disposal		Utilities 126.85
35399	COMCAST BUSINESS	Internet		Telephone/Cell Phones 210.73
35400	DVCD - REVOLVING FUND			226.67
		David Aranzazu - Final Pay	95.88	Payroll
		Dell Business Credit - Balance on Computer Purchase	78.00	Office Supplies
		AT & T - Backup Internet	52.79	Telephone/Cell Phones
35401	FRESNO OXYGEN	Dry Ice		Lab Supplies 236.27
35402	OFFICE DEPOT	Markers, Highlighters, Labels, Fax Ink Cartridges		Office Supplies 142.65
35403	MUSTAPHA DEBBOUN	Per Diem - Travel to CSDA General Manager Summit		Travel 297.00
35404	NAPA AUTO PARTS	Batteries, Alternator, Wheel Cylinders, etc.		Auto Supplies 579.67
35405	PACIFIC WEST CONTROLS	Monthly Service Contract		Maint Contracts 250.00
35406	PROBOLSKY RESEARCH	Community Behavioral Survey		Public Relations 17,500.00
35407	SO CALIF EDISON	Utilities		Utilities 1,866.49
35408	UC DAVIS	Proficiency Panels		Lab Supplies 441.00
35409	VALLEY PACIFIC PETROLEUM	Gasoline		Gasoline 2,996.07
		Total Bills		\$25,548.24
	<i>Bills Added After 6/4/2021:</i>			
	CLARKE MOSQUITO CONTROL PRODUCTS	Natular and Altosid		Spray Material 7,173.13
	VERIZON	Cell Phones		Telephone/Cell Phones 769.46
		Total Bills Added		\$7,942.59
		TOTAL BOARD ORDER #31		\$204,131.51

1. The Policy Manual is being reformatted for readability, consistency, and increased transparency. Changes are making sure all font is 12-point Arial, and re numbering sections within policies with XXXX.1, XXXX.2.1, etc. to make referring to sections easier.

2. Changed Delta Vector Control District to Delta Mosquito and Vector Control District in all headers of document.

3. Placed “General Policies”, “Work Policies” and “Leave and Benefit Policies” header on list of policy index to help with finding correct policies.

4. Added “Mosquito and” 33 times, to make “Delta Vector Control District” read “Delta Mosquito and Vector Control District” across the Policy manual in the following 21 policies (number of changes made, per policy, in parentheses):

- Purpose of Board Policies, 1000 (2)
- Conflict of Interest, 1020 (2)
- Records Management, 1052 (1)
- Board Meetings, 1061 (1)
- Expense Policy, 1080 (1)
- Credit Card Policy and Credit Card Agreement, 1083 (5)
- Labor Relations, 1100 (1)
- Harassment, 2101 (1)
- Appointments, 2109 (1)
- Medical Examinations, 2110 (4)
- Corrective Counseling, 2116 (1)
- Outside or Secondary Employment (Moonlighting), 2118 (3)
- Certification, 2119 (2)
- Work Rules, 2120 (1)
- Grievance, 2122 (1)
- Employment of Relatives, 2125 (1)
- Driver Selection and Vehicle Use Guidelines, 2128 (1)
- Family and Medical Leave, 3001 (1)
- Leave for Exempt, 3006 (1)
- Administrative Leave, 3007 (1)
- Employee Incentive Award, 3011 (1)

5. Added M to make DVCD read DMVCD across the Policy manual sixteen times in the following three policies:

- Expense Policy, 1080 (2)
- Credit Card Policy and Credit Card Agreement, 1083 (10)
- Driver Selection and Vehicle Use Guidelines, 2128 (4*) **One of these was also missing the last D for District, which was added so all read DMVCD*

6. The Superintendent position was directly referenced in two policies, three places total. It was removed from the following policies in the following way. Previous policy phrasing first, new phrasing afterwards, items changed are bolded for ease.

Claims Against the District, 1040:

As soon as possible after information about the damage has been received, it shall be given to **the Superintendent**. The **Superintendent, or his/her** designee, shall investigate the property owner's allegations.

As soon as possible after information about the damage has been received, it shall be given to **a member of the supervisory staff**. The **General Manager's** designee shall investigate the property owner's allegations.

Local Purchasing Procedures, 1082:

Three prices will be required, and requisition forms will support the request for purchase. **The Manager, Superintendent, or the Scientific Program Manager** will sign requisitions for submission to the Administrative Assistant.

Three prices will be required, and requisition forms will support the request for purchase. **Management staff** will sign requisitions for submission to the Administrative Assistant.

And

In the event a part is needed to maintain the operation of the District and the repair will be delayed due to availability, quote requirements may be waived by **the Manager, Superintendent or Scientific Program Manager**.

In the event a part is needed to maintain the operation of the District and the repair will be delayed due to availability, quote requirements may be waived by **Management Staff**.

7. Changes were made per previous counsel recommendations (Jackson Lewis, 2018), to ensure policies meet legal standards. Previous policy phrasing first, new phrasing afterwards, items changed are bolded for ease.

Equal Employment Opportunity, 1070: (list of protected classes was incorrect & not complete)

The District, its management and supervisory staff and individual employees will not discriminate in the recruitment, selection, transfer, termination, compensation, or training or provision of working conditions on the basis of race, creed, color, national

origin, religion, age, **handicap** status, **color**, marital status, **veteran** status, or whether or not persons are male or female.

The District, its management and supervisory staff and individual employees will not discriminate in the recruitment, selection, transfer, termination, compensation, or training or provision of working conditions on the basis of race, creed, color, national origin, religion, age, **disabled** status, marital status, **military or veteran** status, **sexual orientation, gender identity or gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking.**

And

The District will provide equal employment opportunity for all individuals, regardless of race, creed, color, national origin, religion, age, **sex, veteran status, handicap status, or marital status.**

The District will provide equal employment opportunity for all individuals, regardless of race, creed, color, national origin, religion, age, **disabled status, marital status, military or veteran status, sexual orientation, gender identity and gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking.**

Sexual Harassment, 1090: (Cannot legally disclose punitive actions)

Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. **Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.**

Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. **The victim of the harassment will be made aware that disciplinary action was, or was not taken, without the specifics of the action taken being disclosed unless deemed necessary by Counsel following a legally mandated balancing test and fact-based analysis.**

Harassment, 2101: (list of protected classes was incorrect & not complete; cannot legally disclose punitive actions)

Delta Mosquito and Vector Control District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, religious creed, color, national origin, **or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation**, or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District – **supervisors and co-workers**.

Delta Mosquito and Vector Control District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, creed, color, national origin, **religion, age, disabled status, marital status, military or veteran status, sexual orientation, gender identity and gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking**, or any other basis protected by federal, state, or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District.

And

Harassment because of race, **religious** creed, color, national origin, **or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation** or any other protected basis is prohibited, including, but not limited to the following behavior:

Harassment because of race, creed, color, national origin, **religion, age, disabled status, marital status, military or veteran status, sexual orientation, gender identity and gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking**, or any other protected basis is prohibited, including, but not limited to the following behavior:

And

If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. **Whatever action is taken against the**

harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated and may result in further disciplinary action.

If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. **The victim of the harassment will be made aware that disciplinary action was, or was not taken, without the specifics of the action taken being disclosed unless deemed necessary by Counsel following a legally mandated balancing test and fact-based analysis.** Appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated **and may result in further disciplinary action.**

Medical Examinations, 2110: (Phrasing on legality of required drug tests, and correction on language usage)

All persons selected for appointment to regular full-time, regular part-time positions and hourly positions, and as deemed appropriate by the District Manager, shall be required to take, and pass a qualifying medical examination and **drug screening as a condition of employment.** Applicants may be required to comply with the recommendations of the District's physician as a condition of employment.

All persons selected for appointment to regular full-time, regular part-time positions and hourly positions, and as deemed appropriate by the District Manager, shall be required to take, and pass a qualifying medical examination **as a condition of employment and may be required to submit to a controlled substance test at the District's expense.** Applicants may be required to comply with the recommendations of the District's physician as a condition of employment.

And, the inclusion of this entire section:

Pre-employment controlled substance testing will be required for all high risk or safety-sensitive positions. Safety-sensitive positions include, but are not limited to, seasonal applicators, technicians, and other District employees who handle large volumes or high concentrations of pesticides that if incorrectly handled or applied present a safety risk to that employee,

other District employees, and members of the public. Additionally, District employees may collect vectors as part of the District's mosquito and disease surveillance program and/or have access to laboratories and chemicals for testing, identification, and prevention of vector borne diseases, which is high risk and safety-sensitive work. Because these duties involve a greater than normal level of trust, responsibility or impact on the health and safety of others, and errors in judgement, inattentiveness, or diminished coordination, dexterity or composure while performing the duties could clearly result in mistakes that would endanger the health and safety of others, and employees in these positions work with such independence that it cannot be safely assumed that mistakes could be prevented by a supervisor or another employee, and use of controlled substances would negatively impact the performance of these duties, pre-employment controlled substance testing will be required.

And

When a prospective employee or current employee does not satisfy the medical standards for the position in question because of a **handicap** condition, as defined by applicable state or federal law, the examining physician shall be consulted. Depending on the examination results, the District will:

When a prospective employee or current employee does not satisfy the medical standards for the position in question because of a **disabled** condition, as defined by applicable state or federal law, the examining physician shall be consulted. Depending on the examination results, the District will:

Work Rules, 2120: (list of protected classes was incorrect & not complete)

Harassment of any employee based upon **race, creed, color, national origin, religion, age, sex, veteran status, handicap status, or marital status.**

Harassment of any employee based upon **race, creed, color, national origin, religion, age, disabled status, marital status, military or veteran status, sexual orientation, gender identity and gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking.**

Employment Verification and Reference Requests, 2123: (Salary history is not permitted)

The District's policy is to state only that a person is (was) employed with the District, the dates of employment, employee's title or position **and verification of wage or salary.**

The District's policy is to state only that a person is (was) employed with the District, the dates of employment, **and** employee's title or position.

8. Changes made to better reflect reality, original phrasing first with new phrasing second, bolded or crossed out for comparison.

Pay Periods, 2126: (Incorrect phrasing)

The salaries and wages of all District employees shall be paid monthly, being the last day of every month.

The salaries and wages of all **full-time** District employees shall be paid monthly, being the last day of every month. **The salaries and wages of all part-time District employees shall be paid bi-weekly, on Friday.**

Driver Selection and Vehicle Use Guidelines, 2128, Appendix D: (H6 History Record Check no longer exists, remove entire Appendix D)

~~To apply for this position, you are required to submit an original copy of your driver's license 10 year history record check (H6) with your employment application.~~

~~The Delta Mosquito and Vector Control District (District) requires that you submit an original Driver's License Ten Year History with your employment application. This driving history is a document called an "H6" and it must be issued by the California Department of Motor Vehicles (CDMV).~~

~~Please be advised that your application for any District position that requires an "H6" WILL NOT BE PROCESSED without an "H6" issued by the CDMV within the last 30 calendar days. There is no substitute for a current "H6." A K4 document provided by the CDMV is not the same as an "H6" and will not be accepted.~~

~~HOW TO OBTAIN & SUBMIT YOUR "H6" PRINTOUT:~~

~~To apply for employment at DMVCD, applicants for all full time, part time, and seasonal positions must submit with the employment application the original CDMV's "H6" printed by CDMV within the last 30 calendar days.~~

~~To get an "H6" you will need to do the following:~~

~~Visit a local CDMV office. Make an appointment for faster service.
Request a ten-year driver's license printout called an "H6".
Provide your true full name or current California Driver's License Number.
Check the document to see that CDMV has not mistakenly issued a "K4" rather than an "H6".
Pay the fee.~~

~~Submit your completed and signed employment application to DMVCD with the original "H6" printout from the CDMV within 30 days of the date you receive the "H6" from CDMV. Please be advised that DMVCD will not accept an "H6" that is more than 30 days old. DMVCD staff will make a copy of your "H6" and return the original to you.~~

Employee Incentive Award, 3011: (Costs more money to buy \$50 vs. \$100 gift cards, with added fee)

Multiple gift certificates may be given to an employee throughout the year. However, the monetary total may not exceed the \$100 per employee per calendar year limit **and the monetary total per gift certificate may not exceed \$50.**

Multiple gift certificates may be given to an employee throughout the year. However, the monetary total may not exceed the \$100 per employee per calendar year limit.

And

NOTE: Amounts must be in increments of \$25 (example: \$25, \$50). The **monetary total per gift certificate may not exceed \$50 and the monetary total may not exceed the \$100 per employee per calendar year limit.**

NOTE: Amounts must be in increments of \$25 (example: \$25, \$50). The monetary total may not exceed the \$100 per employee per calendar year limit.

Travel Authorization for General Manager:

To attend the CSDA General Manager Leadership Summit in Olympic Valley June 26 – 29, 2021.

General Manager:	Room	\$ 651.12
	Per Diem	\$ 297.00
	Registration*	\$ 725.00
	<i>TOTAL -</i>	<i>\$ 1,673.12</i>

**\$625.00 will be reimbursed to District as a scholarship.*

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 MOSQUITO & VECTOR **CONTROL DISTRICT**

Dr. Mustapha Debboun
General Manager

Post Office Box 310 * Visalia, California 93279-0310

Mir Bear-Johnson
Assistant Manager

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Hector Cardenas
Operations Program Manager

Crystal Grippin
Scientific Program Manager

Sheri D. Davis
Administrative Assistant

Andrea Troupin
Biologist

Javier Valdivias
Biologist

Mark Nakata
Biologist

REPORT OF THE MANAGER **MAY 2021**

I. Water and Weather

The temperature remained low throughout the month of May. The average high temperature was 86.1°F with an average low of 56.4°F. Preliminary data from the Delta Mosquito & Vector Control District (DMVCD) Weather Station reported 0.18 inches of rainfall. The National Oceanic and Atmospheric Administration 1981-2010 seasonal averages for high and low temperatures in May were 81.6°F and 55.7°F respectively, with average rainfall of 0.35 inches.

Water storage at Pine Flat Reservoir increased to 404,841 acre-feet by the end of the month. By May 31, 2021 Pine Flat Reservoir's inflow had decreased to 1,047 cubic feet per second (CFS) and its release increased dramatically to 1,363 CFS. The Lake Kaweah Reservoir ended the month with more water than the previous month, with 62,913 acre-feet on May 31, 2021. Lake Kaweah's inflow decreased to 146 CFS and its release was increased to 62 CFS.

II. Narrative

Routine mosquito surveillance continued throughout the month of May. A total of 8,584 mosquitoes were collected across 1,018 trap nights. The District-wide average of 8.4 mosquitoes per trap night for the month of May is 64.1% lower than the 5-year average of 23.4 but only 22.2% lower than the 2020 average of 10.8 mosquitoes per trap night.

Mosquito-borne disease testing for West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western Equine Encephalitis virus (WEEV) began on May 3, 2021. Mosquito-borne disease testing provides an early warning for virus activity and is an important component of the District's integrated vector management plan. On May 14, 2021, disease testing was temporarily halted after a power outage damaged some electrical components in the laboratory. Testing resumed on May 24, 2021, following repairs.

Mark Nakata, Biologist, traveled to the San Joaquin County Mosquito and Vector Control District in early May to receive mosquitofish to stock District tanks. It had been increasingly hard these past years, and especially this year, to locate healthy fish within District borders, and we greatly appreciate our sister agency being able to donate five pounds of mosquitofish to the District.

Throughout the month of May, approximately 1,147 mosquitofish were distributed through 39 homeowner and technician requests. In addition, approximately 1,661 mosquitofish fry were produced during the month.

District Manager, Dr. Debboun and Assistant Manager, Mir Bear-Johnson attended the American Mosquito Control Association Virtual Washington Conference and participated in its Legislative Day and spoke to the offices of Representative Nunes, Representative McCarthy, and Representative Valadao regarding the Strengthening Mosquito Abatement for Safety and Health (SMASH) Act, the importance of mosquito control, and VectorSurv.

On May 5, 2021, at 10 am, Mir Bear-Johnson participated in an Instagram Live event hosted by San Gabriel Valley Mosquito and Vector Control District called Mosquito Bites Live.

With the lifting of some safety restrictions, requests for presentations began in May, with Crystal Grippin, Scientific Program Manager, presenting at the Visalia Breakfast Lions Club early in the month.

Mir Bear-Johnson attended a Woodlake City Council Meeting on May 10, 2021, by request, and presented on current District activities, as well as why a potential assessment was being considered by the District.

The photos for the aerial flyover were given to the District in early May, and after evaluation, 270 locations were distributed to the Urban Zone Technicians to begin inspections, across all urban areas within the District. Out of the 270 aerial pools identified, 210 have been inspected and completed. Twenty three of the 270 pools are currently pending inspections and 37 properties will require a warrant inspection.

On Tuesday, May 25, 2021, the District hired Riley Unrau as a seasonal who will be assisting the urban mosquito crew. He will work under Rick Alvarez (Field Supervisor) to aid in inspections of high trap count areas throughout the District.

During the month of May, the District has completed one full rotation of applications in our storm drain program throughout our jurisdiction. This includes all street drain, parking lots, schools, and parks. Inspections and treatments will be continuous throughout the mosquito season.

On Thursday, May 20, 2021, the District hosted the Vector Control Technician Exam for 21 participants, 10 of whom were from the District. Following the exam, Bryan Ferguson, Vector Control Tech III Mechanic and Alex Ward, Vector Control Tech II are now fully certified. Additionally, Mario Sanchez, Vector Control Tech III Mechanic, and three seasonal technicians all passed Category A.

Larviciding aerial treatment of the Kaweah River Rock Plant continued in May, with the second treatment taking place on May 25, 2021. Contact with the impending management of the site has confirmed that there will be no gaps in necessary larviciding coverage.

Throughout May, employees who were not fully vaccinated continued to complete the online screening of COVID-19 survey and take paid time off to seek test results when required. The District will continue to be proactive in keeping employees and the public safe. Staff are encouraged to be fully vaccinated and allowed to take work time to do so.

There were 114 service requests in May:

2021 Service Request Summary

2021	Fish	Inspection	Mosquito	Source	Other	Inquiries	Total
January	0	0	1	2	0	0	3
February	0	0	0	2	0	0	2
March	0	0	7	17	1	2	27
April	21	0	14	31	1	1	68
May	31	20	27	35	0	1	114
Total	52	20	49	87	2	4	214

III. Vector and Disease Surveillance

Delta MVCD Summaries

Humans: There were no human cases of an arbovirus reported by the local public health department for the month of May.

Birds: A total of 4 dead birds were reported to the District and tested for WNV, SLEV, and WEEV in May. None were positive.

Mosquitoes: A total of 203 mosquito samples were tested in May. None were positive for WNV, SLEV, or WEEV. So far, 251 mosquito samples have been tested in 2021 with no positive samples.

State Surveillance:

Humans: No human cases of an arbovirus have been reported across the state.

Birds: Four WNV positive birds have been reported out of 260 tested in the month of May. In 2021, a total of 475 birds were tested with 4 positive for WNV.

Mosquitoes: Statewide, a total of 5,526 mosquito samples were tested for WNV, SLEV, and WEEV. No mosquito samples were positive.

IV. Expenditures & Revenues – 2020/21

TOTAL BUDGET \$3,594,403.09

EXPENDITURES – July 1, 2020 – May 31, 2021

Salaries	\$2,155,931.60
Services & Supplies	\$546,989.35
Tax Admin Fee	\$61,380.00
Capital	\$9,765.74
Building Improvements	\$355,882.69

TOTAL EXPENDITURES	\$3,129,949.38
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REVENUE RECEIVED – July 1, 2020 – May 31, 2021

July	\$1,011.30
August	\$0.00
September	\$22,679.32
October	\$4,651.34
November	\$62.67
December	\$1,551,138.77
January	\$296,201.40
February	\$2,082.40
March	\$19,522.97
April	\$861,016.79
May	\$349,396.80
TOTAL REVENUE TO DATE	\$3,107,763.76

V. Time Sheet Summary

Month	Available Work Hrs	Sick Hrs Used	Total Hrs Available for Work	Pct. Of Hrs Avail for Work
July	5,632	50.25	5,581.75	99.10
August	5,376	133.25	5,242.75	97.53
September	4,816	99.75	4,716.25	97.93
October	3,520	123.25	3,396.75	96.50
November	2,016	132.00	1,884.00	93.46
December	1,960	100.00	1,860.00	94.90
January	1,950	146.00	1,804.00	92.52
February	2,100	30.25	2,069.75	98.55
March	2,576	93.25	2,482.75	96.38
April	3,664	88.00	3,576.00	97.60
May	5,120	122.25	4,997.75	97.62

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.

6. Enterprise Fleet Management

The General Manager will provide an update from Enterprise Fleet Management.

7. Benefit Assessment

The General manager will give an update on the Benefit Assessment for the invasive Yellow fever mosquito, *Aedes aegypti*.

8. Resolution 2021-05

RESOLUTION 2021-05

BOARD OF TRUSTEES OF THE DELTA MOSQUITO AND VECTOR CONTROL DISTRICT

A RESOLUTION RETAINING THE SERVICES OF THE TULARE COUNTY REGISTRAR OF VOTERS FOR PURPOSES OF COUNTING, TABULATING, AND CANVASSING THE BALLOTS FROM THE PROCEEDINGS INITIATED BY THE BOARD OF TRUSTEES BY ITS RESOLUTIONS 2021-03 AND 2021-04

WHEREAS, on May 26, 2021, the Board of Trustees adopted its Resolutions 2021-03 and 2021-04 related to the conduct of a special election within the boundaries of the Delta Mosquito and Vector Control District; and

WHEREAS, as a result of Resolutions 2021-03 and 2021-04, ballots will be sent to property owners within the boundaries of the Delta Mosquito and Vector Control District in accordance with the provisions of said Resolutions; and

WHEREAS, Tulare County Registrar of Voters is prepared to provide services to the Delta Vector Control District; and

WHEREAS, Delta Mosquito and Vector Control District is prepared to pay the Tulare County Registrar of Voters for its services in accordance with the provisions of Elections Code § 10520.

NOW, THEREFORE, the Board of Trustees of the Delta Mosquito and Vector Control District hereby resolves as follow:

Section 1. The District will reimburse the County for the actual cost incurred by the County Registrar of Voters in providing services to the District in connection with the election called for by District Resolutions 2021-03 and 2021-04. The District will pay the County upon receipt of an invoice stating the amount due as determined by the Tulare County Registrar of Voters.

Section 2. In counting the ballots and performing the services of tabulator in accordance with Resolutions 2021-03 and 2021-04, County Elections Department shall follow the procedures, policies, and rules pertaining to the

tabulating and counting of ballots as set forth in Resolutions 2021-03 and 2021-04.

Section 3. Following the tabulation of the ballots, the Tulare County Registrar of Voters shall report to the District the outcome of the tabulation.

Section 4. In connection with the tabulation and counting of the ballots, the determination about the validity of any ballot shall be made by the Tulare County Registrar of Voters, in accordance with Resolutions 2021-03 and 2021-04, after consultation with the District’s legal counsel.

Section 5. Following the tabulation of the ballots and the rendering of its canvas of the vote to the Board of Trustees, the Tulare County Registrar of Voters shall return all ballots to the District for retention by the District in accordance with Resolutions 2021-03 and 2021-04.

Section 6. This Resolution shall take effect from and after its adoption and approval.

PASSED AND ADOPTED by the Board of Trustees of the Delta Mosquito and Vector Control District, State of California, this _____ day of _____, 2021, by the following vote:

	Yes	No	Abstain	Absent
Greg Gomez	()	()	()	()
Belen Gomez	()	()	()	()
Kevin Caskey	()	()	()	()
Rosemary Hellwig	()	()	()	()
Michael Cavanagh	()	()	()	()
Larry Roberts	()	()	()	()
Linda Guttierrez	()	()	()	()

President

Attest: _____
Secretary

9. Surveillance Report

California Arbovirus Surveillance Bulletin #5

Week 21 Friday, May 28, 2021



Weekly Update

Humans

No human infections have been reported in 2021.

Dead Birds

A total of three West Nile virus (WNV) positive dead birds were reported this week from Sacramento County. **This is the first detection of WNV activity in Sacramento County this year.** In 2021, four WNV positive dead birds have been reported from two counties. At this time last year, five WNV positive dead birds had been reported from two counties.

Mosquito Pools

No positive mosquito pools have been reported in 2021.

Sentinel Chickens

No seroconversions have been reported in 2021.

YTD WNV Activity by Element and County, 2021				
County	Humans	Dead Birds	Mosquito Pools	Sentinel Chickens
Sacramento		3		
San Joaquin		1		
Totals	0	4	0	0

Website Information: For updated information on WNV in California, please visit the California WNV website, www.westnile.ca.gov, or the California Vectorborne Disease Surveillance System website, www.maps.calsurv.org. For national information on WNV and other arboviruses, please visit the CDC websites: www.cdc.gov and www.cdc.gov/arbovet/maps/ADB_Diseases_Map/index.html

California Arbovirus Surveillance Bulletin #5

Week 21 Friday, May 28, 2021

2020 & 2021 YTD West Nile Virus Comparisons		
	2020	2021
Total # Dead Bird Reports	1,329	1,966
# Positive Counties	2	2
# Human Cases	0	0
# Positive Dead Birds / # Tested	5 / 274	4 / 475
# Positive Mosquito Pools / # Tested	0 / 4,671	0 / 5,526
# Seroconversions / # Tested	0 / 597	0 / 844

TESTING SUMMARIES

Humans

		WNV	SLEV	WEEV
Human Cases	Week	0	0	0
	YTD	0	0	0

Dead Birds

		Number Tested	WNV Positive
Dead Birds	Week	74	3
	YTD	475	4

Sentinel Chickens

		Number Tested	WNV Positive	SLEV Positive	WEEV Positive
Chicken Sera	Week	178	0	0	0
	YTD	844	0	0	0

Mosquitoes

		Positive / Total Tested					
		WNV	SLEV	WEEV	CHIK	DENV	ZIKA
Mosquito Pools	Week	0 / 931	0 / 931	0 / 874	0 / 0	0 / 0	0 / 0
	YTD	0 / 5,526	0 / 4,876	0 / 4,654	0 / 4	0 / 4	0 / 4

California Arbovirus Surveillance Bulletin #5

Week 21 Friday, May 28, 2021

NEW POSITIVES

Dead Birds

County	Agency	City	Zip Code	Species	Date Reported	Virus
Sacramento	Sacramento-Yolo MVCD	Galt	95632	California Scrub-Jay	5/17/2021	WNV
Sacramento	Sacramento-Yolo MVCD	Galt	95632	California Scrub-Jay	5/17/2021	WNV
Sacramento	Sacramento-Yolo MVCD	Galt	95632	California Scrub-Jay	5/17/2021	WNV

TEST PROTOCOLS

Humans:

Specimens are tested by local laboratories with an IgM or IgG immunofluorescent assay (IFA) and/or an IgM enzyme immunoassay (EIA). Specimens with inconclusive results are forwarded to the California Department of Public Health Viral and Rickettsial Disease Laboratory (VRDL) for further testing with a plaque reduction neutralization test (PRNT).

Dead Birds

Oral swab samples collected from bird carcasses are tested at the UC Davis Arbovirus Research and Training laboratory (DART) or at a local agency for West Nile virus by RT-qPCR.

Sentinel Chickens:

Dried blood spot samples from sentinel chickens are tested at the California Department of Public Health Vector-Borne Disease Laboratory for IgG antibodies to West Nile, St. Louis encephalitis, and western equine encephalomyelitis viruses by an EIA. Positive samples are confirmed by IFA, western-blot, or PRNT.

Mosquito Pools:

Mosquito pools are tested at DART or at a local agency for West Nile, western equine encephalomyelitis, and St. Louis encephalitis viral RNA using a multiplex RT-qPCR. Invasive *Aedes* mosquitoes (*Ae. aegypti* and *Ae. albopictus*) are also tested at DART for chikungunya, dengue, and Zika viral RNA by a separate RT-qPCR.

**10. 2021 California Mosquito-Borne Virus Surveillance & Response Plan,
and Guidance for Surveillance of and Response to Invasive Aedes
Mosquitoes and Dengue, Chikungunya, and Zika in California.**

11. 2021-22 Fiscal Budget

2021-22 Fiscal Year Budget				
CATEGORY	19/20	20/21	Projected 20/21	Proposed Budget 21/22
Wages & Benefits	Expense	Budget	Expense	Budget
MANAGER	215,183.00	153,750.00	153,750.00	160,668.75
ASSISTANT MANAGER	35,000.00	107,625.00	107,625.00	112,468.13
SCIENTIFIC PROGRAM MANAGER	62,885.92	48,354.38	64,472.48	101,060.64
OPERATIONS PROGRAM MANAGER	0.00	0.00	32,391.24	97,692.00
SR FOREMAN	94,328.88	94,328.88	90,927.70	92,384.53
BIOLOGIST	87,823.44	90,020.63	61,688.28	0.00
BIOLOGIST	87,823.44	90,020.63	70,400.96	86,624.24
BIOLOGIST	87,823.44	90,020.63	90,020.64	94,071.55
BIOLOGIST	5,854.89	72,016.56	72,391.64	80,352.77
SYSTEMS ADMINISTRATOR	87,823.44	90,020.63	75,594.67	0.00
FOREMAN	63,662.60	0.00	0.00	0.00
ADMIN. ASSISTANT	78,065.28	80,026.88	80,026.92	88,448.15
ADMIN. ANALYST	28,144.25	64,625.04	64,625.04	71,505.72
EDUCATION & OUTREACH COORDINATOR	0.00	0.00	0.00	67,535.16
V.C. SUPERVISOR	71,559.84	73,415.63	73,415.64	76,719.33
V.C. TECHNICIAN III/ MECHANIC	166,147.24	190,722.52	152,075.73	120,276.36
V.C. TECHNICIAN III	119,617.16	66,727.50	66,727.56	69,730.24
WAGES PERM	1,291,742.82	1,311,674.91	1,256,133.50	1,319,537.57
LONGEVITY	62,615.28	45,629.48	33,849.43	27,522.56
ASE CERTIF	23,336.54	28,500.00	21,250.00	19,500.00
OVER-TIME	10,229.79	10,000.00	2,173.65	5,000.00
TRUSTEE PAYROLL	6,700.00	8,400.00	7,200.00	8,400.00
V.C. TECHNICIAN II (2)	62,875.61	87,598.00	83,751.47	135,571.60
V.C. TECHNICIAN I (17)	189,994.33	297,073.67	202,990.08	303,295.49
TOTAL WAGES	1,647,494.37	1,788,876.06	1,607,348.13	1,818,827.22
MEDICAL - CALPERS	245,454.00	263,042.68	235,000.24	278,828.33
LTD/STD/DENT/ VSP/LTC	37,312.16	38,726.59	31,352.46	38,835.27
ICMA	8,881.56	0.00	0.00	0.00
SOC SEC	127,571.30	136,559.22	124,131.39	139,140.28
UNEMPLOYMENT	16,485.50	18,662.00	15,145.61	19,530.00
RETIREMENT - PERS 14.54% (PEPRA 7.59%)	151,804.94	159,746.45	140,310.97	144,325.96
RETIREMENT - PERS UAL	116,672.00	132,655.00	132,655.00	160,017.00
WRKRS' COMP	61,932.00	71,320.00	71,079.00	84,383.00
OPEB	31,978.00	0.00	0.00	0.00
BENEFITS	798,091.46	820,711.94	749,674.67	865,059.84
TOTAL WAGES & BENEFITS	2,445,585.83	2,609,588.00	2,357,022.80	2,683,887.06
Services and Supplies				
CHEMICALS	260,778.20	201,500.00	168,325.07	200,000.00
CLOTHING	5,188.15	7,000.00	10,161.11	8,000.00
LAB SUPPLIES	47,709.66	63,000.00	63,000.00	99,000.00
FISH SUPPLIES	0.00	2,000.00	2,695.30	5,000.00
OPERATIONAL SUPPLIES	2,492.54	2,000.00	2,330.43	2,500.00
JANITORIAL SUPPLIES	1,831.80	2,000.00	2,087.71	3,250.00
MAINT CONTRACT	6,166.91	5,000.00	16,139.50	27,800.00
BUILDING & YARD	9,809.31	13,000.00	19,368.93	55,000.00
AUTO SUPPI/MAINT	30,000.15	24,000.00	24,000.00	20,000.00
GASOLINE	43,896.72	50,000.00	41,087.74	62,000.00
UTILITIES	23,309.86	23,500.00	28,940.63	32,000.00
GPS	6,476.76	6,600.00	6,320.85	7,920.00
TELEPHONE	16,065.43	16,325.00	19,029.53	19,250.00
LIABILITY	48,536.00	59,446.76	59,446.76	74,819.00
OFF SUPPL	5,945.41	10,000.00	11,193.44	25,175.00
TRAVEL EXP	19,417.69	34,073.00	4,722.34	30,601.50
DUES	17,627.00	19,750.00	19,234.00	19,500.00
SAFETY SUPPLIES	3,838.04	4,000.00	5,099.16	4,500.00
SUBSCRIPTIONS	15,943.18	19,050.00	55,049.21	31,550.00
ADVERTISEMENTS	0.00	0.00	0.00	2,000.00
CONT EDUC	3,494.96	4,400.00	4,003.00	4,400.00
PROF SERV	68,003.83	52,000.00	73,307.42	199,750.00
PUBLIC RELATIONS	45,310.72	50,000.00	36,839.95	40,000.00
TAX ADMIN FEE	61,996.00	63,550.00	61,380.00	63,550.00
MISC	19,821.51	5,000.00	6,729.73	5,000.00
NAME, LOGO & CELEBRATION	0.00	0.00	0.00	20,000.00
TOTAL SERVICE/SUPPLIES	763,659.83	737,194.76	740,491.81	1,062,565.50
Other Charges - Long Term Debt				
Lease Payment		113,818.89	113,818.89	117,828.06
TOTAL Other Charges	0.00	113,818.89	113,818.89	117,828.06
Building Improvements				
Building Project	94,483.72		164,275.70	
Solar				
Fence and Gates		35,000.00		
Fish Tanks		31,387.44	31,618.10	
Roof Repair		60,000.00	46,170.00	
TOTAL BUILDING IMPROVEMENTS	94,483.72	126,387.44	242,063.80	0.00
Capital Items				
SHOP EQUIP	3,347.65			2,170.00
SPRAY EQUIPMENT	30,693.53		2,432.00	
LAB EQUIP	7,856.40	7,414.00	7,333.74	55,580.00
VEHICLES				52,042.16
TOTAL CAPITAL	41,897.58	7,414.00	9,765.74	109,792.16
Total Working Budget	3,345,626.96	3,594,403.09	3,463,163.04	3,974,072.78
		carry over	131,240.05	

12. Resolution 2021-06

DELTA MOSQUITO & VECTOR
CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

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Mir Bear-Johnson
Assistant Manager

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Hector Cardenas
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Andrea Troupin
Biologist

Javier Valdivias
Biologist

Mark Nakata
Biologist

RESOLUTION 2021-06
SALARY SCHEDULE POLICY No. 2130
FOR INDIVIDUALS WITH FULL-TIME EMPLOYMENT

WHEREAS, Delta Vector Control District has maintained a Salary Schedule within the annually adopted Fiscal Budget; and,

WHEREAS, Government Code Section 20636 (b) (1) requires pay amounts to be paid pursuant to publicly available pay schedules; and,

WHEREAS, Pay rate means the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time- basis during normal working hours, pursuant to publicly available pay schedules; and,

WHEREAS, Pay rate for a member who is not in a group or class, means the monthly rate of pay or base pay of the member, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours.

WHEREAS, California Code of Regulation 570.5 specifies the required elements necessary to meet the definition of a publicly available pay schedule as follows:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website;

RESOLUTION No. 2021-06
SALARY SCHEDULE POLICY No. 2130 FOR INDIVIDUALS WITH FULL-TIME
EMPLOYMENT

- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years;
and
- (8) Does not reference another document in lieu of disclosing the pay rate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Delta Vector Control District, as follows:

1. Salary Schedule, Policy No. 2130, as shown on Attachment A hereto, is hereby approved.
2. For each payroll reporting period, the District will submit as CalPERS reportable compensation of affected employee's paychecks and withhold the employee contribution. The compensation and contributions will be included in the District's reporting to CalPERS for that period.
3. That the General Manager is hereby authorized and directed to implement the conditions of employment for unrepresented employees as described in Attachment A.
4. That Policy No. 2130 (Attachment A) shall be effective July 1, 2021.

PASSED AND ADOPTED by the Board of Directors of the Delta Vector Control District at a regular meeting of said Board, held on the 9th day of June 2021, by the following vote of said Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

President of the Board of Directors

ATTEST:

Secretary to the Board of Directors

RESOLUTION 2021-06 (Attachment A)
 SALARY SCHEDULE POLICY No. 2130 FOR INDIVIDUALS WITH FULL-TIME EMPLOYMENT

DELTA VECTOR CONTROL DISTRICT
 FISCAL YEAR 2021/2022 SALARY SCHEDULE

Effective July 1, 2021

GENERAL MANAGER	ANNUAL PER CONTRACT						160,668.75
	PAY STEPS: ANNUAL, MONTHLY & HOURLY – FULL-TIME & PART-TIME						
	STEP	1	2	3	4	5	
ASSISTANT MANAGER	ANNUAL	89,974.51	95,597.91	101,221.32	106,844.73	112,468.13	
	PER MONTH	7,497.88	7,966.49	8,435.11	8,903.73	9,372.34	
	PER HOUR			EXEMPT			
PROGRAM MANAGER	ANNUAL	80,848.52	85,901.55	90,954.58	96,007.61	101,060.64	
	PER MONTH	6,737.38	7,158.46	7,579.55	8,000.63	8,421.72	
	PER HOUR			EXEMPT			
BIOLOGIST	ANNUAL	75,257.24	79,960.82	84,664.40	89,367.98	94,071.55	
	PER MONTH	6,271.44	6,663.40	7,055.37	7,447.33	7,839.30	
	PER HOUR			EXEMPT			
FOREMAN	ANNUAL	73,907.63	78,526.85	83,146.08	87,765.31	92,384.53	
	PER MONTH	6,158.97	6,543.90	6,928.84	7,313.78	7,698.71	
	PER HOUR	35.54	37.76	39.98	42.20	44.42	
ADMINISTRATIVE ASSISTANT	ANNUAL	70,758.52	75,180.93	79,603.34	84,025.75	88,448.15	
	PER MONTH	5,896.54	6,265.08	6,633.61	7,002.14	7,370.68	
	PER HOUR			EXEMPT			
COMM ED & OUTREACH COORDINATOR	ANNUAL	65,488.59	69,581.62	73,674.66	77,767.70	81,860.73	
	PER MONTH	5,457.38	5,798.47	6,139.55	6,480.64	6,821.73	
	PER HOUR			EXEMPT			
ADMINISTRATIVE ANALYST I	ANNUAL	63,560.56	67,533.10	71,505.63	75,478.17	79,450.70	
	PER MONTH	5,296.71	5,627.76	5,958.80	6,289.85	6,620.89	
	PER HOUR	30.56	31.07	32.90	34.73	38.20	
V.C. SUPERVISOR	ANNUAL	61,375.47	65,211.43	69,047.40	72,883.37	76,719.33	
	PER MONTH	5,114.62	5,434.29	5,753.95	6,073.61	6,393.28	
	PER HOUR	29.51	31.36	33.20	35.04	36.89	
V.C. TECHNICIAN III	ANNUAL	55,784.20	59,270.71	62,757.22	66,243.73	69,730.24	
	PER MONTH	4,648.68	4,939.23	5,229.77	5,520.31	5,810.85	
	PER HOUR	26.82	28.50	30.18	31.85	33.53	
V.C. TECH III/ MECHANIC	ANNUAL	55,784.20	59,270.71	62,757.22	66,243.73	69,730.24	
	PER MONTH	4,648.68	4,939.23	5,229.77	5,520.31	5,810.85	
	PER HOUR	26.82	28.50	30.18	31.85	33.53	
CERTIFIED V.C. TECHNICIAN II	PER HOUR	26.82	28.50	30.18	31.85	33.53	
CERTIFIED V.C. TECHNICIAN I	PER HOUR	15.20	16.15	17.10	18.05	19.00	
V.C. TECHNICIAN I	PER HOUR	14.00	14.88	15.75	16.63	17.50	
LAB TECHNICIAN I	PER HOUR	14.00	14.88	15.75	16.63	17.50	

NOTE 1: INDICATED SALARY RATES DO NOT INCLUDE LONGEVITY PAY
 LONGEVITY PAY IS: 10 YEARS OF SERVICE = 5%, 20 YEARS OF SERVICE = 10%, 30 YEARS OF SERVICE = 15%.

13. Policies

1063.1 The Board of Trustees of the Delta Mosquito and Vector Control District is committed to providing excellence in leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Trustees, the following rules shall be observed.

1063.1.1 The dignity, style, values and opinions of each Trustee shall be respected.

1063.1.2 Responsiveness and attentive listening in communication is encouraged.

1063.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

1063.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

1063.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

1063.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

1063.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.

1063.1.8 Trustees should practice the following:

1063.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve decision-making.

1063.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.

1063.1.8.3 In handling items relating to safety, concerns for safety or

hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

1063.1.8.4 In presenting items for discussion at Board meetings, see Policy # 1062.

1063.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the Manager.

1063.1.9 When approached by District personnel concerning District policy, Trustees should direct inquiries to the appropriate staff. The chain of command should be followed.

1063.2.0 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

1063.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

1063.2.2 Trustees should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

1063.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members, selectively.

1063.2.4 Trustees are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1063.2.5 Trustees and administrative employees are given a minimum of two hours of Ethics training every two years, as required by California law, see Ethics Training Policy #1064.

1064.1 All Directors, designated staff, and members of all commissions, committees and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 et seq. as may be amended from time to time.

1064.1.1 All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

1064.1.2 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.

1064.1.3 Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District.

1064.1.3.1 District staff shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.

1064.1.4 District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.

1064.1.5 A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

14. Adjournment

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, July 14, 2021 at 4:30 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.