

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Conlin Reis
General Manager

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Rick Alvarez
Vector Control Supervisor

Paul Harlien
Operations Program Manager

Bryan Ruiz
Supervisor Assistant

Mary Ellen Gomez
Administrative Assistant

Bryan Ferguson
Foreman



Andrea Troupin
Scientific Program Manager

Erick Arriaga
Community Education & Outreach Coordinator

DATE: Friday, October 4, 2024

TO: Board of Trustees, Delta Mosquito and Vector Control District (DMVCD)

FROM: Conlin Reis, General Manager

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

TIME: Wednesday, October 9, 2024, at 4:30 p.m.

PLACE: District Boardroom, 1737 West Houston Avenue, Visalia CA, 93291

Virtual Meeting Information: https://teams.microsoft.com/join/19%3ameeting_MzM2NjhY2MtNDQzNS00MzQyLWE5MGUtZDgyYzBjOTE2Njhj%40thread.v2/0?context=%7b%22tid%22%3a%22897d37ac-535b-4d9a-b741-ea0749446b06%22%2c%22oid%22%3a%22f90288d2-d4c6-4895-bb52-b62d408f31be%22%7d

AGENDA:

1. Roll Call
2. **DMVCD Employee of the Quarter: Alejandra Gill**
The General Manager and the members of the Board of Trustees will present the Employee of the Quarter Certificate to Alejandra Gill.
3. **Public Forum (Limited to three minutes per speaker)**
 - a) Members of the public may comment on any item not on the agenda that is within the jurisdiction of the Board of Trustees (Board). Under state law, matters presented during public comment cannot be discussed or acted upon by the Board in this meeting.

- b) For items on the agenda, the public is invited to make comments during the public comment period.
- c) Any person addressing the Board will be limited to a maximum of three (3) minutes. Public comments will be limited to a total of 15 minutes during the public comment period.
- d) If there are more than five (5) people wishing to comment, then time will be divided equally between all people wishing to speak, so that everyone has an opportunity to address the Board.
- e) Public comments may be submitted via email to publiccomments@deltamvcd.gov

ACTION 4. Consent Calendar

- f) September Minutes
- g) September Payroll & Bills (Revised Board Order #10)
- h) September Bills (Board Order #'s 11-13)
- i) October Payroll & Bills (Board Order #14)
- j) Quarterly Investment Report

5. CLOSED SESSION

Public Employee Post-Employment Performance Evaluation (Gov. Code § 54957)
 Title: Operations Program Manager

6. Financial Review Update

The General Manager will give an update on the review process being performed by Ryan P. Jolley, CPA.

7. Reimbursement Disclosure Report

The General Manager will report on reimbursements that have been made during the 23/24 Fiscal Year.

8. Manager's Report

The General Manager will report on items of Delta Mosquito and Vector Control District (DMVCD) operational and laboratory interest.

ACTION 9. Single Read Policy Revision (Requires Majority Vote) – Revised Job Description for the position of Operations Program Manager

The General Manager will present a revised job description for the position of Operations Program Manager.

10. AMCA Dues Update

The Board will consider AMCA membership considering a higher dues rate. The Board will consider a slight adjustment to the Dues category to accommodate this increase.

ACTION 11. Policy Revision

a) Addition of Policy 1084: Procurement and Bidding (2nd Read)

The Board will consider adoption of a Procurement and Bidding policy to direct District purchases and ensure transparency in contracting.

b) Addition of Policy 1085: Revolving Account (2nd Read)

The Board will consider adoption of a policy related to the District's revolving account for monthly expenditures.

c) Change to Policy 2117, Hours of Work and Overtime (2nd Read)

The Board will consider revisions to the policy to include Compensatory time in lieu of Overtime.

d) Change to Policy 3010, Educational Assistance (2nd Read)

The Board will consider adding online coursework from accredited programs to the educational assistance policy.

e) Change to Policy 3011, Employee Incentive Award (2nd Read)

The Board will consider revisions to the increments given for the Award's.

12. Rescheduling of the November Board Meeting

The Board will consider rescheduling the November regular board meeting due to a conflict with the Manager's travel schedule.

13. Board of Trustees Member Comments

The Board of Trustees members will have a chance to make any additional comments regarding items within the jurisdiction of the District.

14. Future Agenda Items

The Board of Trustees members will have a chance to add to the future Agenda items if they choose to.

ACTION 15. Adjournment

Adjourn Meeting of the Board of Trustees to reconvene on TBA, 2024, 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 act.