

# **DELTA VECTOR CONTROL DISTRICT**

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## **Minutes of the Board of Trustees – Wednesday, December 12, 2018.**

### **1. Roll Call:**

Present: Greg Gomez, President; Kevin Caskey, Linda Guttierrez,  
Larry Roberts, Michael Cavanagh, Rosemary Hellwig.

Absent: Belen Gomez, Secretary

Staff: Michael Alburn, Manager.

### **2. Consent Calendar:**

Following discussion, it was moved by Larry Roberts, seconded by Kevin Caskey and unanimously carried to approve the Consent Calendar as presented.

### **3. Public Forum**

None.

### **4. Staff Report:**

The Manager reported the following:

The oil tank was successfully drained and all product was moved off site by Univar.

Ordered replacement product from Valent to fill the tank for the coming season.

Mir Bear-Johnson attended the SoCal Region Ae. Aegypti Conference at the West Valley VCD in Ontario on December 11<sup>th</sup>. She was listening for key difficulties encountered by local districts in the south as we expect to have to overcome similar obstacles.

Nelsons Auction has delayed their next event until February.

The Inspection warrant information has been put together and returned to counsel for submission to the court.

Maintenance on vehicles and equipment ongoing.

Work on traps, etc. in the lab ongoing.

Developing presentations for MVCAC Feb 3 - 6 (Mir – 11 min. talk with time for questions following) and AMCA Feb 25 – Mar 1 (Jesse – Poster Implementing unmanned aerial systems (UAS) in mosquito control operations to detect urban breeding sources).

Completing annual report.

Developing service request transition to electronic format.

Developing transition from ESRI to Google maps for cost savings of \$10,000.

**5. Audit Report FY 2017/18:**

The Audit is complete. Reports (Financial Transactions Report & U.S. Bureau of the Census survey form) are due to be submitted to the State Controller's Office within seven months of the close of the fiscal year. Also, the full audit must be filed with the State Controller within 12 months and the Tulare County Auditor receives a copy as well as soon as the Board has accepted the audit.

Price, Page & Company has indicated there is no material weakness of the financials where tested. Audit cost \$8,755. GASB 75 Work \$2,500. State Controller Report \$1,854.

Following Discussion, it was moved by Michael Cavanagh, seconded by Rosemary Hellwig and unanimously carried to accept the Audit Report for FY 2017/18.

**6. Salary Schedule:**

The Manager provided an updated version of the Salary Schedule in order to conform with the 2019 minimum wage requirement. The revision meets with CalPERS requirements.

Following discussion, it was moved by Rosemary Hellwig, seconded by Larry Roberts and unanimously carried to approve the Salary Schedule update as submitted.

**7. Policy 2128:**

The Manager presented the revisions suggested by the Board at the November meeting. Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey and unanimously carried to approve Board Policy 2128.

**8. Building Project:**

The staff has been heavily involved with determining the specifics of the project (electrical, plumbing, moisture evaporation rates, feeding needs, etc.). CM Construction will be submitting the application for the permit with the City.

For the CUP; a clean site plan, building elevations with material call-outs, and a detailed operational statement are needed with the application, along with fees (*Minor/Amendment CUP \$1,335.00, and the Environmental fee Cat-X \$72.00 [fees subject to change]*). You may concurrently submit building plans though we consider this an "At Risk" permit as it may be subject to change or denial through the CUP process. A permit may not be issued until 10 days after the approval of a CUP with no appeal on the action.

So far, we have approximately \$100,000 for architect and project manager. Assessment Budget is \$575,000. CM will be sending the plans to an estimator they use before the permit is paid so the Board will be able to understand costs and make decisions prior to commitments. The architect is ball parking the cost of construction at \$350 / sq. ft. (1425). I expect that we will have to pay <\$125,000 from our own reserves to complete the project through turnkey (contents – desks, chairs, tanks, tools, etc.; attorney review of bid docs; city permit fees).

I am instructing the staff to minimize expenses so we can make a strong push for carrying over funds. We have consistently been able to carry over approximately \$100,000.

Currently we have a general reserve of \$3,828,123 with an operational budget of \$2,902,000.

**9. iPad:**

The Manager reported an internet search led to the gazelle.com web site which has no value for a generation one iPad. A generation three is said to be worth \$10. The Manager recommended ending the support for the iPad by the District and allowing those who wish, permission to keep the tablet. Following discussion, it was moved by Michael Cavanagh, seconded by Rosemary Hellwig and unanimously carried to allow support to end and those who wish to retain the iPad for personal use.

**10. Holiday Ham:**

The Manager requested the Trustees provide a Spiral Ham to employees for the holidays with the average cost added to each participant's W-2. Following discussion, it was moved by Michael Cavanagh, seconded by Greg Gomez and unanimously carried to approve the distribution.

**11. January Meeting:**

The Manager recommended the January Meeting not be held due to lack of activity between December and January. Holidays and vacations take the bulk of the time for staff. Following discussion, it was moved by Larry Roberts, seconded by Kevin Caskey and unanimously carried to cancel the meeting.

**12. Adjournment:**

The meeting adjourned at 7:46 p.m. The next meeting will be held on February 13, 2019.

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Michael W. Alburn, Recording Secretary