

# **DELTA VECTOR CONTROL DISTRICT**

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## **Minutes of the Board of Trustees – Wednesday, December 11, 2019.**

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

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

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

The Manager provided information on the following items:

Board Order No. 17.

33638 Price Paige & Co.	Audit	\$4,901.45	Work in Progress.
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Board Order No. 18.

33638 Adapco	BVA Oil	\$45,988.18	Top off tank.
Price Paige & Co.	Audit	\$6,400	Work in Progress.

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

### **3. Public Forum**

None.

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

Dairy Contacts are ongoing in preparation for weed treatments to begin in January. Specialized equipment; Argos, Polaris, Go-4, Herbicide truck will all have been gone through by the end of December.

Leaks in shop roof. It is a flat roof. Working on having someone come and assess structural integrity.

Revamped the old Board Room by converting it so it can be used by Mark Dyngge, System Administrator.

Sheri Davis, Administrative Assistant has moved to Mark's old office and the front desk is ready for our Administrative Analyst who will start on January 13, 2020.

Lab is working on traps and talks scheduled for association conferences.

Weed billing has been sent out (\$7,063.38). Five still left to pay (\$948.32). 86.6% paid.

**5. Building Project:**

We expect to have the permit no later than Dec. 20<sup>th</sup>.

Jan 7<sup>th</sup> the first advertisement will be published.

Jan 14<sup>th</sup> the second advertisement will be published.

Jan 15<sup>th</sup> there will be a Job Walk.

Jan 21<sup>st</sup> is the deadline for Pre-Bid questions.

Jan 24<sup>th</sup> an Addendum will be published answering the questions.

Jan 30<sup>th</sup> Bid Opening.

Jan 31<sup>st</sup> CM Construction will make recommendations.

Feb 7<sup>th</sup> Board packet will provide the information to the public and Board.

Feb 12<sup>th</sup> Board Meeting to accept recommendations or kill the project.

Feb 13<sup>th</sup> Notice to Proceed.

Mar 1<sup>st</sup> Demolition begins.

**6. Audit Report 2018/19:**

The Audit was provided for the Trustees to review. Trustees were asked to submit questions to the Manager in time for the February meeting when we would like to accept the document.

The State Controller Form will be submitted before Jan. 31<sup>st</sup> deadline.

The Tulare County Auditor will receive a copy of the Audit following the Board's acceptance.

**7. Salary Schedule:**

The Salary Schedule has been updated to conform with CalPERS and the 2020 minimum wage requirements. Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts and unanimously carried to approve the update as presented.

**8. Policy 3005 Bereavement Leave:**

The Manager presented an amendment to the policy adding Grandchild, Niece and Nephew to the "Immediate Family" designation for consideration. Following discussion, it was moved by Larry Roberts, seconded by Kevin Caskey and unanimously carried to include the additions as presented.

**9. Policy 2131 NIASE:**

The Manager presented an amendment to the policy increasing compensation from \$75 to \$125 for each certificate held by a VC Tech III/ Mechanic. Following discussion, it was moved by Larry Roberts, seconded by Kevin Caskey and unanimously carried to increase the compensation as presented.

**10. General Manager Search Committee:**

The Committee reported they had received applications from a diverse group of candidates and will be working to interview, identify, and negotiate employment so action by the full board can be taken at the February meeting to approve an Employment Agreement.

**11. Holiday Ham:**

The Manager requested the Trustees provide a spiral ham to each employee who signs up with the average cost per ham being added to the employees W-2. It was moved by Kevin Caskey, seconded by Michael Cavanagh and unanimously carried to approve the distribution.

**12. January Meeting:**

The Trustees considered meeting in January. Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey and unanimously carried to cancel the January meeting of the Board.

**13. Adjournment:**

The meeting adjourned at 7:38 p.m.

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Michael W. Alburn, Recording Secretary