

DELTA VECTOR CONTROL DISTRICT

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Minutes of the Board of Trustees – Wednesday, April 8, 2020

1. Roll Call:

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

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

2. Consent Calendar:

Sheri Davis, Administrative Assistant, provided information on the following items:

Board Order #31

33939 Bryan Ferguson \$321.00

33940 Ryan Toney \$4,278.36

Board Order #32

33968 US Bank (Best Buy) \$ 59.66 (re-classify budget item to Lab Supplies)

33968 US Bank (Target) \$126.36 (re-classify budget item to Lab Supplies)

Board Order #34

34060 Carvalho Construction \$52,806.04

Following discussion, it was moved by Kevin Caskey, seconded by Rosemary Hellwig and unanimously carried to approve the Consent Calendar.

3. Public Forum:

None

4. Staff Report:

Mir Bear-Johnson, Assistant Manager, reported that seasonal employees started in 2 groups on March 25th and March 30th. Crystal Grippin created a series of power points and handouts on training that was extremely helpful in streamlining the training process and making it more easily digestible. Mir expressed her appreciation for Crystal's hard work.

Trapping has started with low mosquito counts. Also, the start of the mosquito season has seen a lot of rain, which has slowed down some field operations.

The website is very close to completion, and Mir is very pleased with the work Direct Media has done. The Trustees will be notified when the website goes live.

5. COVID-19:

The Assistant Manager reported on steps the District has implemented to ensure the safety of our employees and the public:

MVCAC has started a weekly Statewide COVID-19 Response Discussion teleconference with Managers and Assistant Managers to keep up to date with COVID-19 mandates and other relevant information.

Employees start work in 3 different shifts; 6:30 a.m., 7:00 a.m., and 7:30 a.m. This allows for social distancing for the morning briefing and time for each group to head out to the field before the next group starts.

A “Safe Travel Letter” has been created and provided to each employee. The letter states that DVCD is an essential service, and as such DVCD employees are exempt from the “shelter in place” mandate.

A daily cleaning schedule has been implemented to sanitize high traffic areas, such as door knobs/handles, light switches, chairs, table tops, copy machine, etc.

Hand sanitizers have been installed in the front office, laboratory, and lounge.

Scarves have been purchased and provided to employees to use as face coverings.

Safety protocols are in place for home inspections and service requests.

Trustee Hellwig asked about how the District is handling the public coming into the office? Mir explained that currently we have not experienced public visits; mostly delivery personnel. In anticipation of public visits, signs will be put up to inform visitors of safety protocols.

Trustee Roberts asked about how we are handling sick employees and when they are allowed back to work? Mir explained that so far we have not had any employees out sick with COVID-19 symptoms. If an employee has a fever, he/she will be sent home. This has always been our policy, even before COVID-19. Due to COVID-19, however, if an employee is sent home with a fever or other symptoms related to COVID-19, he/she will need to wait 14 days or have a negative COVID-19 test result before returning to work.

6. Resolution 20-01; Debt Management Policy:

The Manager read the Resolution. Following discussion, a vote was taken by roll call and all votes were in favor of approving Resolution 20-01.

7. Resolution 20-02; Lease Financing Documents:

The Manager read the Resolution. Following discussion, a vote was taken by roll call and all votes were in favor of approving Resolution 20-02.

8. Building Project:

The Manager reported on the progress of construction:

The water pipe was broken during the demo, which was immediately repaired. It was determined that the water and gas pipes will need to be re-routed.

The existing fence will not have to be replaced as planned, resulting in credit for the project.

Change Order #1 – Completion date has been postponed to September 15, 2020. (\$14,400.00)

The signed contract between DVCD and Carvalho Construction was presented for approval. It was moved by Larry Roberts, seconded by Michael Cavanagh and unanimously voted to approve the signed contract.

9. Quarterly Expense/Revenue Report:

The Administrative Assistant provided information on District finances through March 31, 2020:
Expenses;

Wages and Benefits (items over budget)

Manager - Due to transition from past Manager Alburn to current Manger, Dr. Debboun.

Foreman - Vacation payout due to retirement.

Administrative Analyst; New position not in budget for FY 2019/20
Overtime - Adulticide spraying for the invasive yellow fever mosquito, *Aedes aegypti*.
Services and Supplies (items over budget)
Spray Material – Adulticide Chemicals
Auto Supplies & Maintenance – Rebuild transmission on Argo Equip; Catching up on needed repairs from previous year – additional Mechanic in auto shop has helped with the workload.
Misc. – Moving expense for new Manager
Capital –
Purchasing is complete on all Capital items, and we will have a \$10,707.49 carry over in this section.

10. Inspection Warrant:

The Manager and Assistant Manager met with District Counsel, Dale Bacigalupi on March 19, 2020 at the Tulare County Courthouse where the Inspection Warrant was stamped and approved by Judge Hillman. The Warrant will be used as needed to enter properties that have been identified as potential mosquito breeding sources. The process for use will be conducted as outlined in the document.

11. Biologist Position:

The Manager expressed the need to fill one of the vacant Biologist positions to implement insecticide resistance testing and community outreach, as well as to assist with the demand *Aedes aegypti* has put on the laboratory staff, necessitating the hiring of an additional Biologist. The District currently employs a seasonal Laboratory Intern with a Bachelor's degree in Biology. This individual also speaks fluent Spanish, which will be a great asset to the community outreach program. Following discussion, it was moved by Michael Cavanagh, seconded by Rosemary Hellwig and unanimously voted to approve hiring a new Biologist on June 1, 2020.

12. Job Descriptions:

A new job description for the Assistant Manager was presented, as well as an updated job description for the Foreman position. Trustee Hellwig commented that the descriptions were very thorough and detailed. It was moved by Larry Roberts, seconded by Kevin Caskey and unanimously voted to approve the job descriptions as published.

13. Salary Schedule:

The Salary Schedule has been updated and conformed to CalPERS requirements. Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez and unanimously voted to approve the update as presented.

14. Closed Session Case Review/ Planning:

Section 54957.8 of Part 1 of Division 2 of Title 5 of the Government Code.

15. Board Travel Calendar:

The Manager discussed the meetings available for attendance in the 2020/21 fiscal year.

CSDA	August 24 – 27, 2020; Palm Desert, CA
MVCAC	Jan 31 – Feb 3, 2021; Monterey, CA

It was noted that due to the COVID-19 Pandemic, the CSDA meeting may or may not take place as listed, but possibly MVCAC would be unaffected. Trustees will communicate any travel interests to the Manager by the May Board meeting to include in the 2020/21 Budget to be presented in June.

16. Adjournment:

The meeting was adjourned at 7:58 p.m.