

DELTA VECTOR CONTROL DISTRICT

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Minutes of the Board of Trustees – Wednesday, August 12, 2020

1. Roll Call:

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

Guests: Mark Atkins, Project Manager of CM Construction Services

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

2. Building Project:

The General Manager, Dr. Mustapha Debboun, introduced Mr. Mark Atkins, Project Manager of CM Construction Services. Mark provided a handout with photographs of the construction progress. Tyvek coating is complete and ready for metal paneling and aluminum store front. Interior of offices are close to being finished with electric, plumbing, and drywall. Roofing materials are in and work has begun to install them. Mark stated that work is two weeks behind schedule due to delay in receiving materials for the metal siding. The materials are due to arrive by August 20th. Greg Gomez asked if the project is staying on budget and Mark indicated because there have been two change orders, the budget increased by about 3%, which is normal in these types of projects. Rosemary Hellwig asked why the change orders were necessary. Mark explained that due to multiple sub-contractors, sometimes adjustments to the original plan designs have to be made to achieve the necessary end result.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and unanimously approved Prime Contract Change Order #2 in the amount of \$7,426.61.

3. Consent Calendar:

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

Board Order #2 – 34408 ADAPCO \$8,160.94– Vectobac 12AS purchased in June and billed late.
34414 Giotto's – annual billing for monitoring security alarm.

Board Order #3 – 34453 MVCAC - \$10,500 Dues went up by \$1,000

34460 US Bank – AmScope new microscope (not capital item)
34460 US Bank – NACCHO – virtual conference registration

Board Order #4 - Delta Dental – payment holiday for COVID-19 relief – no payment due
34484 DVCD EFTPS \$400– Annual SSA 218 Fee (GC 22551).
34519 Mitchell One – annual payment for automotive maintenance software program.
34525 Vector-Borne Disease Certification – added 2 certified employees.

Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez, and the Board members unanimously approved the Consent Calendar.

4. Public Forum:

None

5. Staff Report:

The General Manager thanked his staff and congratulated Administrative Assistant, Sheri Davis, on her 15 years of exceptional service to the Delta Vector Control District.

Due to COVID-19 Pandemic, recently hired employees will be introduced to the Trustees one by one at future Board meetings.

The General Manager commented on the Nextdoor App and the good reviews he has seen from the public in regards to service from Delta VCD. He also reported that the District received two calls from the public in recent weeks to commend employees on a job well done. Employee Bryan Ruiz received praise from a Visalia resident, and employee Jorge Lopez from a Woodlake resident. Michael Cavanagh reported that he also heard positive feedback from three Visalia residents as well.

On July 16, 2020, Mr. Greg Villagrama, Dinuba Editor of Mid Valley Times published an article about the work and mosquito service provided by the Delta Vector Control District after interviewing the General Manager on July 10, 2020.

6. Surveillance Report:

Assistant Manager, Mir Bear-Johnson, gave the Surveillance Report covering West Nile virus (WNV) in the District and in California, and mosquito abundance of both native and invasive species. To date, there has been 10 human cases of WNV in California, 81 positive dead birds, and 675 positive mosquito samples. This is much lower than the counts at this time last year. At the District, only 18 WNV positive mosquito samples have been detected. The average number of mosquitoes in gravid traps has been down this year, and infection rate of samples within the District has been low as well. Only abundance from gravid traps was analyzed, due to an unfortunate shortage of yeast, which led to some issues setting BG Sentinel traps, and staff shortage led to some issues setting an appropriate number of EVS traps. These issues caused about three weeks of delayed trapping, but the District was finally able to purchase yeast that will last for the rest of the year and work out a system to have most of the EVS traps set. It is anticipated that the District will see an increase of WNV positive mosquito samples in September, and that the number of invasive *Aedes aegypti* mosquitoes will continue to increase.

7. Tulare Mosquito Abatement District Site Visit:

On July 17, 2020 the General Manager visited the Tulare Mosquito Abatement District (Tulare MAD) staff and toured its facilities and discussed its operations and future collaborations with Mr. John Avila, the General Manager of Tulare MAD.

8. Expanded FMLA and CARES Act:

The Assistant Manager requested guidance from the Board in regards to employee absences related to COVID-19 Pandemic. The new expanded FMLA covers up to 10 days paid leave for non-childcare COVID-19 related absences. In the event that an employee exceeds the 10 days provided by the CARES Act, the District would like to provide additional leave on a case by case basis. The timeframe for receiving results from employees who have tested for the virus have varied from two to 10 days.

Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez, and unanimously approved to provide Administrative Leave to employees as needed on a case by case basis.

9. Fence and Electric Gates:

The General Manager presented quotes from four companies for a security fence and two electric gates ranging from \$17,000.00 to \$33,000.00. The quote from Spence Fence was \$21,547.00, but the General Manager would like to further discuss the quote and get a more itemized listing to ensure everything is all inclusive. The General Manager asked for approval of \$35,000.00 in the budget that would provide enough funding and allow him to make the right decision in choosing the right fencing company.

Following discussion, it was moved by Rosemary Hellwig, and seconded by Larry Roberts to approve \$35,000.00 in the budget for the fence and two electric gates. Kevin Caskey abstained from the vote, but all other Board of Trustees voted to approve the motion.

10. Amended Fiscal Budget 2020-21:

The General Manager presented the amended budget, which included the following additional items:

- Spray Material - Added \$1,500.00 (Natular DT)
- Dues - Added \$1,000.00 (MVCAC)
- Liability Insurance – Added \$2,029.76 (VCJPA approved budget increased from draft budget)
- Building Improvements – Added Fence and Electric Gates \$35,000.00
Added Fish Tanks - \$31,387.44
- Capital – Added Laboratory Equip – Dishwasher \$7,414.00

Sacramento Koi will give a \$2,250.00 discount to replace the old holding fish tanks during the time they will be constructing the rearing tanks for the new fish hatchery facility and also will save us money in shipping costs.

The dishwasher in the Laboratory is not repairable, and it must be a high heat appliance to clean petri dishes that contain viruses. Estimates were obtained and the most cost effective quote was \$7,414.00, which includes installation.

Following discussion, it was moved by Michael Cavanagh, seconded by Greg Gomez, and unanimously voted to approve the amended budget.

11. Resolution 20-04:

The General Manager presented Resolution 20-04 to the Board for approval. The Administrative Assistant reported that the Tulare County Auditor/Controller requires having a resolution and bond on file for every Special District that utilizes the County Treasury, and has a Revolving Fund account at an outside bank that is reimbursed from the general fund held at the County Treasury. Following discussion, it was moved by Belen Gomez, seconded by Larry Roberts, and unanimously voted to approve Resolution 20-04.

12. Policies:

The Assistant Manager presented the following policies for the second reading:

- 2131 – Disability and Reasonable Accommodation
- 2132 – Employee Information and Emergency Data
- 2133 – Dress Code and Personal Standard
- 3012 – Work Anniversary

The only policy amended from the first reading was 3012 Work Anniversary Policy. The Assistant Manager incorporated the suggestions from the Trustees and modified the policy with the requested changes.

Following discussion, it was moved by Greg Gomez, seconded by Kevin Caskey, and unanimously voted to approve the policies as presented.

13. AB1234 and AB1825 Training Update:

The General Manager reported that all Trustees are currently up to date with training requirements, and thanked them for their prompt attention to completing the assigned training. The General Manager reminded a few Trustees who still need to complete their training that is due before the end of September 2020, and were encouraged to complete the training prior to the deadline.

14. Adjournment:

The meeting of the Board of Trustees was adjourned at 8:03 p.m.