

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Post Office Box 310 * Visalia, California 93279-0310

Mir Bear-Johnson
Assistant Manager

1737 West Houston Avenue * Visalia, California 93291

Sheri D. Davis
Administrative Assistant

Phone (559) 732-8606 * (877) 732-8606 * Fax (559)-732-7441

Crystal Grippin
Scientific Program Manager

www.deltavcd.com

Mark D. Dynge
Systems Administrator

Mark Nakata
Biologist

Jesse Erandio
Biologist

Javier Valdivias
Biologist

Minutes of the Board of Trustees – Wednesday, December 9, 2020

1. Roll Call:

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

Absent: Belen Gomez.

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

Guests: Marty Zeeb, Owner and Broker of Zeeb Commercial Real Estate.

2. Presentation of Purchasing Land Property:

The General Manager, Dr. Mustapha Debboun, introduced Mr. Marty Zeeb, Owner and Broker of Zeeb Commercial Real Estate. Mr. Zeeb provided an overview of available properties in the Visalia Industrial Park. The Board of Trustees discussed additional alternate property sites and exploring to find out if they are available. In addition, it was brought up to set aside capital funds for future land purchase.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and the Board members unanimously approved the General Manager to continue exploring additional potential property land sites for future relocation.

3. Consent Calendar:

The Administrative Assistant, provided information on the following items:

Board Order #13 – 34830 Giotto's Alarm Tech (final invoice on alarm for fish hatchery)

Board Order #15 – Carvalho Construction (final pay app less retainer)

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

4. Public Forum:

None

5. Staff Report:

The General Manager reported that the DVCD staff is now on an alternate work schedule of four 10-hour days, with Fridays off. We will remain on this schedule through the end of February 2021. The General Manager thanked the Board for the staff appreciation luncheon that was held at the District. Paul Jobe and Tim Christian were congratulated on their retirement and presented with retirement plaques. We were honored to have Trustee Kevin Caskey join the Staff for the luncheon.

6. Data Collection System:

The Assistant Manager explained the weakness of our current system and requested approval to purchase a “boxed system” costing up to \$47,000.00 prior to the start of the 2021 mosquito season. The annual maintenance fee in subsequent years will be equal to what we are currently paying. We are currently considering four different systems and will make a decision after careful consideration of each.

Following discussion, it was moved by Larry Roberts, seconded by Michael Cavanagh, and the Board members unanimously approved the purchase of a boxed system not to exceed \$47,000.00.

7. Building Project:

The fish hatchery building project is complete, with only small items needing to be finalized before final payment is made. An official tour of the fish hatchery was provided to the members of the Board of Trustees at the end of the Board meeting.

8. Enterprise Fleet Management:

The General Manager reported that the contract agreement between the District and the Enterprise Fleet Management was signed and the 10 trucks have been ordered.

9. Assessment Benefit Analysis for *Aedes aegypti*:

The General Manager provided an update on the kick off meeting with SCI Consulting Group on the assessment benefit analysis for comprehensive funding to respond to the invasive yellow fever mosquito, *Aedes aegypti*. The Delta Vector Control District is compiling cost analysis data and providing additional information to SCI Consulting Group to start the first phase of the assessment in January or February 2021.

10. Collaboration on a Mosquito “Take Action” insert of N&R Publication:

The General Manager provided information on the collaborative effort with Kern Mosquito & Vector Control District and Tulare Mosquito Abatement District on an informational 4-page Mosquito Take Action insert that will be distributed to libraries, senior centers, community centers

and as a special mosquito informational supplement in the local newspapers such as Visalia Times Delta, Exeter Sun Gazette, and Mid Valley Times for mosquito education and outreach awareness.

11. Certification of Assurance of Compliance:

The General Manager requested from the Board of Trustees to authorize him approval to submit future Certification of Assurance of Compliance from Cal OES and other organizations to apply for District's future State or Federal Grant Funds.

Following discussion, it was moved by Michael Cavanagh, seconded by Rosemary Hellwig, and the Board members unanimously authorized the General Manager to apply for future grants.

12. New Policies:

The Assistant Manager presented the following policies for approval:

- Board Meeting Policy
- Board Meeting Agenda Policy
- Civil Workplace Policy
- Religious Beliefs & Accommodation Policy

Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey, and the Board members unanimously approved the Board Meeting Policy and the Board Meeting Agenda Policy. Recommendations were made to amend the Civil Workplace Policy and Religious Beliefs & Accommodation Policy. These policies were tabled for a future Board meeting.

13. Amended Policies:

The Assistant Manager presented the following amended policies for approval:

- 1080 Expense Policy
- 2119 Certification

Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey, and the Board members unanimously approved the amended policies.

14. Holiday Gift:

The General Manager requested from the Board of Trustees to approve a Save Mart Holiday grocery gift card of \$34.00 to each employee. Following discussion, the Trustees approved a Save Mart Holiday grocery gift card in the amount of \$50.00 and the amount will be added to the employees' W-2.

Following discussion, it was moved by Michael Cavanagh, seconded by Rosemary Hellwig, and the Board members unanimously approved a Save Mart gift card for employees in the amount of \$50.00.

15. Old Fish Tank Proceeds:

The General Manager requested from the Board of Trustees to approve depositing \$487.50 proceeds from the old nonfunctional fish tanks to our employee "Kitty Fund" morale builder. The

old and outdated nonfunctional fish tanks were going to be disposed of at the Tulare County Dump with no value.

Following discussion, it was moved by Kevin Caskey, seconded by Larry Roberts, and the members of the Board unanimously approved the \$487.50 to be added to the employee “Kitty Fund.”

16. January Meeting:

The General Manager requested from the Board of Trustees to cancel the regular Board of Trustees meeting in January 2021 due to the Holiday Season, i.e., Christmas and New Year.

Following discussion, it was moved by Rosemary Hellwig, seconded by Linda Guttierrez, and the members of the Board unanimously approved cancelling the January 2021 Board meeting.

17. Adjournment:

The meeting of the Board of Trustees was adjourned at 6:00 p.m.

Dr. Mustapha Debboun, Recording Secretary