

DELTA MOSQUITO & VECTOR
CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

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Hector Cardenas
Operations Program Manager

Crystal Grippin
Scientific Program Manager

Sheri D. Davis
Administrative Assistant

Mark Nakata
Biologist

Andrea Troupin
Biologist

Javier Valdivias
Biologist

Minutes of the Board of Trustees – Wednesday, April 14, 2021

1. Roll Call:

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

Absent: Larry Roberts.

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

2. New Employee Introduction:

General Manager, Dr. Mustapha Debboun introduced Biologist, Andrea Troupin and Operations Program Manager, Hector Cardenas. Each gave a brief biography and were welcomed by the Board of Trustees.

3. Consent Calendar:

The Administrative Assistant provided information on the following items:

Board Order #24 – 35098 WestAmerica Bank; Lease payment for fish facility and offices.

Board Order #25 – 35099 Mark Dynge; Vacation payout.

Board Order #27 – 35190 EMD Networking Services, Inc; IT services.

Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey, and the Board members unanimously approved the consent calendar as presented.

4. Public Forum:

None.

5. Staff Report:

The General Manager reported that seasonal employees were hired and are being trained. This year it has proved to be a challenge recruiting seasonal employees, and we still need two more. The starting wage will be increased slightly in an effort to retain employees.

COVID-19 update – The COVID-19 Prevention Program (CPP) was updated to provide guidelines for vaccinated employees.

Enterprise Fleet Management – Enterprise agreed to waive the delivery fee of \$1,750.00. We are scheduled to take delivery of the vehicles by January 2022.

N & R Publications – The General Manager provided a copy of the newspaper insert that will be in local publications next week.

Sewer Line Repair/Replace – The main sewer line near the wash bay and lounge needs to be repaired or replaced. The area to access it is in a neighboring property, and we are working with the property owner to gain access and evaluate the situation. We are waiting on Parker and Parker Plumbing to provide a quote.

Visalia City Council – The General Manager and Assistant Manager will attend the Visalia City Council meeting on April 19, 2021 at 7:00 p.m. to provide information on our mosquito control services.

6. IT Management Services:

Systems Administrator, Mark Dynge, retired on March 31, 2021. The Assistant Manager reached out to EMD Networking Services, Inc. to provide basic support. They provide three tiers of excellent and timely service. The Assistant Manager requested approval to contract with EMD Networking Services, Inc. at the top tier, Total Care Plan, which includes a 25% discount for special projects.

Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey, and the Board members unanimously approved contracting with EMD Networking Services, Inc.

7. Quarterly Revenue/Expense:

The Administrative Assistant presented the financial information through March 31, 2021. According to Tulare County revenue estimates, the current secured property tax is projected to have approximately \$95,000.00 in unanticipated revenue. We will have a clearer picture of this projection after April distribution. There will also be additional revenue in other line items.

The expenses are projected to stay within the budget resulting in a slight carryover.

8. Other Post-Employment Benefits (OPEB):

The Administrative Assistant presented the engagement letter received from MacLeod Watts, Inc. for the 2021 update to the Biannual Actuarial Valuation and related reports on behalf of the District.

This valuation is required by the State Controller and CalPERS. Information goes to them and our own auditor as part of GASB 75 (Accounting and Financial Reporting for Post-Employment Benefit calculations). The price increased by \$100.00 than the last valuation of \$6,950.00.

Following discussion, it was moved by Belen Gomez, seconded by Michael Cavanagh and unanimously approved to accept the engagement letter as outlined.

9. Assessment Benefit Analysis for Invasive *Aedes aegypti*:

The General Manager provided an update on the Assessment Benefit Analysis. The survey has been sent to 16,000 random property owners within the District. As of April 9, 2021, SCI Consulting Group reported that 1,543 surveys have been returned. Two versions of the survey were sent out with different rates:

Version 1 \$8.44 rate -	Yes 547	No 230
Version 2 \$12.50 rate -	Yes <u>484</u>	No <u>282</u>
	1,031	512

John Bliss of SCI Consulting Group will attend the May Board meeting to present the final results from the survey.

10. Delta Vector Control District Name and Logo Update:

The General Manager requested approval to update the District name and logo to Delta Mosquito and Vector Control District.

Following discussion, it was moved by Rosemary Hellwig, seconded by Michael Cavanagh, and the Board members unanimously approved to update the District name and logo.

11. Delta Vector Control District 100-Year Celebration:

The General Manager requested approval to plan a milestone 100-year celebration in the spring of 2022.

Following discussion, it was moved by Rosemary Hellwig, seconded by Belen Gomez, and the Board members unanimously approved to proceed with planning a 100-year celebration.

12. Social Media Policy:

The Assistant Manager presented the Social Media Policy for approval.

Following discussion, it was moved by Michael Cavanagh, seconded by Linda Gutierrez, and the Board members unanimously approved the Social Media Policy as presented.

13. Board Travel Calendar:

The General Manager provided a list of available conferences for Trustees in the 2021/22 fiscal year. Trustees will notify the District by the May Board meeting if they wish to attend so that the cost can be included in the upcoming budget.

14. Closed Session §54957:

Public Employee Performance Evaluation – General Manager

15. Adjournment:

The meeting of the District Board of Trustees was adjourned at 5:48 p.m.

Dr. Mustapha Debboun, Recording Secretary