

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

1737 West Houston Avenue, Visalia, California, 93291
Phone: (559) 732-8606 Toll Free: (877) 732-8606 Fax: (559) 732-7441

Rick Alvarez
Vector Control Supervisor

Paul Harlien
Operations Program Manager

Bryan Ruiz
Supervisor Assistant

Mary Ellen Gomez
Administrative Assistant

Bryan Ferguson
Foreman

Erick Arriaga
*Community Education &
Outreach Coordinator*

Andrea Troupin
Scientific Program Manager



Minutes of the Board of Trustees – Wednesday, February 14, 2024, Start: 4:30 p.m.

1. **Roll Call:**

Present: Greg Gomez, President; Linda Guttierrez, Secretary, Rosemary Hellwig, Larry Roberts, Kevin Caskey, Lori Berger, and Mike Burchett.

Absent: None

Staff: Dr. Mustapha Debboun, General Manager; Mary Ellen Gomez, Administrative Assistant

2. **25-Year Work Service Anniversary Milestone:**

The General Manager and the members of the Board of Trustees (BOT) recognized and presented Bryan Ruiz with the Delta Mosquito and Vector Control District (DMVCD) Certificate of appreciation for his 25 Years of work service and dedication to the District.

3. **Election:**

Following discussion, it was moved by Larry Roberts, seconded by Rosemary Hellwig to nominate Greg Gomez as the President of the BOT and Linda Guttierrez as the Secretary of the BOT and the Board members unanimously approved both of their nominations.

4. **Oath:**

The BOT members Greg Gomez, Linda Guttierrez and Rosemary Hellwig signed their oaths of office for reappointment and Mike Burchett signed his new appointment to the DMVCD Board of Trustees.

5. **Public Forum:**

Two emails were presented to the Board of Trustees, one regarding a request for clarification on District Manager Position and Recruitment Process and the other regarding Action Item #17: Policy 2125.

Leslie Caviglia, City Manager with the City of Visalia was in attendance and requested from the Board of Trustees to be thoughtful and judicious over the next few months to ensure quality of life for the residents of the City of Visalia. She also commented on her experience with the City of Visalia, her current role, the way the positions were filled, and thanked the Board of Trustees for their time.

6. Consent Calendar:

Following discussion, it was moved by Rosemary Hellwig, seconded by Kevin Caskey and the members of the Board of Trustees unanimously approved the consent calendar as presented.

7. Manager's Report:

Dr. Debboun provided an update on Delta Mosquito and Vector Control District (DMVCD) December's 2023 and January's 2024 field and laboratory operations. Field operations received two mosquito service requests in December 2023 and five in January 2024. The carpet and laminate flooring projects were completed in December and the Auto and Equipment Shop staff conducted winter maintenance on the vehicles and pesticide equipment along with District repairs to the buildings and grounds. The laboratory staff set traps in December once a week when the weather was sunny and optimal for setting them in the District. Mosquito abundance for 2023 was 313,502 mosquitoes collected across 9,330 trap nights for an average of 33.6 mosquitoes per trap night for the mosquito season. Ticks were found at the rock plant in Woodlake and were sent to the California department of Public Health for rickettsial testing.

In January 2024, the Auto and Equipment Shop continued working on winter maintenance on District vehicles and on landscaping by the front fence and front gate by pouring concrete, placing rock in the yard, and ornate bark in the flower beds. Four members of the Staff attended the Mosquito and Vector Control Association of California Annual Conference in Monterey and our District poster on In2Care Mosquito Traps against the dangerous and invasive yellow fever mosquito, *Aedes aegypti* won Third Place among all the Districts in California. Routine laboratory maintenance continued in January and mosquito trapping was only performed in the last week of January 2024 due to the cold weather and rain. In February 2024, the mosquitoes collected in December and January will be tested for West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western equine encephalitis virus (WEEV).

The DMVCD Community Education and Outreach participated in December 2023 and January 2024 in the Science, Technology, Engineering, and Math (STEM) event series at Conyer Elementary School and Annie R. Mitchell Elementary School in Visalia with about 60 students and parents attending the events.

8. Disposition of Miscellaneous Old Surplus Items:

Following discussion, it was moved by Mike Burchett, seconded by Larry Roberts and the members of the Board of Trustees unanimously approved the disposition of miscellaneous old surplus items.

9. Sick Leave Policy Revision:

Following discussion, it was moved by Lori Berger, seconded by Linda Guttierrez and the members of the Board of Trustees unanimously approved the requested revisions to the Sick Leave Policy #3003.

10. Solar and Backup Generator System Bids:

Following discussion, it was moved by Larry Roberts, seconded by Linda Guttierrez and the members of the Board of Trustees unanimously approved the contract bid with the Sol-Tek PV System and Generac Standby Generator from Westech Systems, LLC.

11. Financial Audit 2022/2023:

Following discussion, it was moved by Kevin Caskey, seconded by Lori Berger and the members of the Board of Trustees unanimously approved the Financial Audit of 2022/2023.

12. Quarterly Expense/Revenue Report:

A brief discussion regarding the Expense Report where the Administrative Assistant notified the Board of Trustees regarding a few budget items that are being watched closely regarding purchasing for the remainder of the Fiscal Year. Lori Berger inquired on the life of the Assessment Benefit and the General Manager informed her that it is continuous. The Board President inquired if the Assessment funds were received in December 2023 and the Administrative Assistant notified him they were received and it is reflected in the Revenue Report.

13. COLA Increase:

Following discussion, it was moved by Lori Berger, seconded by Linda Guttierrez, and the members of the Board of Trustees unanimously approved the COLA increase based on the newly released data.

14. Inspection Warrant:

The General Manager gave a brief description of the Inspection Warrant and how it is used and issued to non-compliant residents of the District.

15. Arbovirus Testing for Tulare Mosquito Abatement District:

Following discussion, it was moved by Rosemary Hellwig, seconded by Kevin Caskey and the members of the Board of Trustees unanimously approved testing mosquito samples and birds for Tulare Mosquito Abatement District during the 2024 mosquito season.

16. Closed Session:

The members of the Board of Trustees Adjourned to a closed session pursuant to Government

Code Section 54957.

17. Employment of Relatives:

The Board of Trustees tabled this item.

18. Board of Trustees Member Comments:

The General Manager briefly discussed to the Board of Trustees a potential future expansion idea of the DMVCD campus.

19. Future Agenda Items:

The Board President mentioned that he and the rest of the Board members would like to give a farewell luncheon to the General Manager prior to leaving the District at the end of March 2024.

20. Adjournment:

It was moved by Mike Burchett and seconded by Lori Roberts, and the Board of Trustees unanimously approved to adjourn the meeting of the DMVCD's Board of Trustees at 6:01p.m.

Dr. Mustapha Debboun, Recording Secretary
