

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

1737 West Houston Avenue, Visalia, California, 93291

Phone: (559) 732-8606 Toll Free: (877) 732-8606 Fax: (559) 732-7441

Conlin Reis
General Manager

Erick Arriaga
*Community Education &
Outreach Coordinator*

Paul Harlien
Operations Program Manager

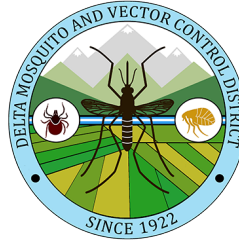
Rick Alvarez
Vector Control Supervisor

Andrea Troupin
Scientific Program Manager

Bryan Ruiz
Supervisor Assistant

Mary Ellen Gomez
Administrative Assistant

Bryan Ferguson
Foreman



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

1. **Roll Call:**

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

Absent: Lori Berger

Staff: Conlin Reis, General Manager; Andrea Troupin, Scientific Program Manager

2. **Public Forum:**

No members of the public were present.

3. **Consent Calendar:**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the consent calendar as presented.

Motion: Trustee Hellwig Second: Trustee Roberts

4. **Manager's Report:**

The Manager presented the Manager's Report. In addition to the standard reports, the Manager presented a summary of an intervention that occurred around the Kings River to deal with a major mosquito issue.

5. **Closed Session Gov Code 54957**

The Board entered closed session at this time. No reportable actions were taken during the session.

6. Financial Clarifications/Corrections

a) Fiscal Practices and Accounting Review

The Board discussed issues with accounting that have occurred over the last few years, including a lack of consistent reconciliation. The Manager expressed concerns that without a more comprehensive review of accounting practices, the ability of the Board to perform fiscal oversight would be seriously hampered. After some discussion, a motion was made, seconded, and passed unanimously to authorize the Manager to contract an outside accountant or bookkeeper to assist in correcting the records and establishing new accounting protocols.

Motion: Trustee Roberts

Second: Trustee Burchett

b) Section 125 Benefits Plan and Medical Reimbursement

The Board discussed the District's Section 125 plan. It was noted that, while the District has carried out the essential components of the plan, there has been a lapse in some of the formalities needed to ensure the plan is working effectively. In addition, the Manager informed the Board that there was some ambiguity as to the current status of the Section 125 plan given previous modifications and updates. A motion was made, seconded, and passed unanimously to:

1. Authorize the manager to seek redrafting of the Section 125 plan to be made effective the next calendar year.
2. Retroactive to January of 2024, designate the elective and non-elective contributions to the employees Section 125 plan as presented in the board packet.
3. Discontinue the cash benefit for declination of district medical benefits.

Motion: Trustee Burchett

Second: Trustee Caskey

c) Salaries out of Range

The Board discussed changes to the salary schedule associated with a pay increase that occurred in October of 2023 in which two positions were given a salary increase slightly above the highest salary step for the position. After some discussion, a motion was made, seconded, and passed unanimously to authorize the Manager to adjust the salary schedule for the Foreman position to conform to the current rate of pay. The other position will be returned to the original salary level.

Motion: Trustee Hellwig

Second: Trustee Roberts

7. 2024 -2025 Fiscal Budget Amended (This item was taken out of order)

The General Manager presented an amended budget for FY 24-25. After some discussion, and motion was made, seconded and passed unanimously to approve the amended budget as presented.

Motion: Trustee Hellwig

Second: Trustee Guttierrez

8. Fiscal Planning and Budget Subcommittee

In order to assist the District in long-term fiscal planning and allow for more efficient oversight by the Board during this transition period, the Board considered formation of an

ad-hoc subcommittee. A motion was made, seconded and passed unanimously to approve forming the Subcommittee with the following members: Trustee Roberts, Trustee Gomez, and Trustee Burchett. The Manager will follow up with them later.

Motion: Trustee Gutierrez Second: Trustee Caskey

9. Policy Revisions

a) Policy 2139, District Equipment Loan Policy

After some discussion, a motion was made, seconded, and passed unanimously, to rescind Policy 2139, related to loaning of District Equipment. It was determined that this policy could be potentially construed in a manner that would be violative of public policy against use of public resources. As it no longer served a purpose in District operations, the policy was rescinded by unanimous vote.

Motion: Trustee Burchett Second: Trustee Roberts

b) Policy 2126: Pay Periods (1st Read)

The Board reviewed a potential change to pay periods that would allow for all employees to be paid on a semimonthly basis. It was proposed that the policy should designate the last workday as the close of the second pay period. This policy will be up for consideration at the next regular board meeting.

c) Policy 1081: Reserves (1st Read)

The Board reviewed potential changes to the District reserves. Action, if any, will be taken at the next regular board meeting.

Trustee Burchett left the meeting at this time.

10. Classification Plan Review (Policy 2103)

a) Supplemental Biologist Position

The Board considered the addition of the Supplemental Biologist position to provide additional flexibility to lab staffing. Subject to a minor change in medical requirements, a motion was made, seconded, and passed unanimously to approve Resolution 2025-02, amending the Classification Plan with the new position.

Motion: Trustee Roberts Second: Trustee Caskey

Ayes: Trustee Gomez, Trustee Caskey, Trustee Gutierrez, Trustee Roberts

Nays: None

Absent: Trustee Burchett, Trustee Berger

b) Exempt Status Update

The Manager informed the Board of changes that were made to the FLSA exemption status of a few positions. The status was changed outside of policy requirements and without Board review. The Manager legal assessment was that one of the named positions could reasonably be classified as FLSA Exempt but the others could not. The Manager informed the Board that he did not believe there were any issues with uncompensated overtime during the period of misclassification. A motion was made, seconded, and passed unanimously to

confirm that the Vector Supervisor and Vector Control Tech III positions were not FLSA Exempt and to direct the Manager to update the job description and classification plan to designate the Foreman position as exempt. In the interim period, the Foreman position will continue to be considered exempt subject to the consent of the current Foreman.

Motion: Trustee Gomez Second: Trustee Hellwig

11. Review of Travel Calendar FY 24-25

A motion was made, seconded, and passed unanimously to approve the travel calendar as presented with a minor correction in the dates for the Washington DC meeting.

Motion: Trustee Roberts Second: Trustee Hellwig

12. Ratification of Compliance Cert and Hold Harmless Statement for Tulare County

The Board ratified the Compliance Certificate and Hold Harmless Statement needed to carry out the benefit assessment with Tulare County. Due to time constraints, the document needed to be signed before it could be brought before the Board.

Motion: Trustee Caskey Second: Trustee Gutierrez

13. Scope of Legal Work for Manager

It was the consensus of the Board that the Manager utilize his judgment in determining when it would be necessary to utilize outside counsel in lieu of providing direct legal services to the District.

14. Board of Trustees Member Comments:

Trustee Gomez updated the Board of Trustees on the close of the Grand Jury Investigation, which did not result in any official report. Trustee Roberts asked if we could investigate why the internet seemed to be working poorly in the boardroom.

15. Future Agenda Items:

None.

16. Adjournment:

A motion was made, seconded and passed unanimously to adjourn the meeting of the DMVCD's Board of Trustees at 6:50 pm.

Conlin Reis, Recording Secretary
