

Delta Mosquito & Vector Control District

Conlin Reis
General Manager

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Andrea Troupin
Scientific Program Manager

Mary Ellen Gomez
Administrative Assitant

Rick Alvarez
Vector Control Supervisor

Erick Arriaga
Community Education & Outreach
Coordinator

Bryan Ferguson
Foreman



Minutes of the Board of Trustees – Wednesday, October 9, Start: 4:30 p.m.

1. **Roll Call:**

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

Absent: Kevin Caskey

Staff: Conlin Reis, General Manager; Mary Ellen Gomez, Administrative Assistant; Andrea Troupin, Scientific Program Manager

2. **DMVCD Employee of the Quarter: Alejandra Gill:**

The General Manager and the members of the Board of Trustees presented the Employee of the Quarter Certificate to Alejandra Gill.

3. **Public Forum:**

No members of the public were present.

4. **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 Burchett Second: Trustee Berger

5. **Closed Session: Public Employee Post-Employment Performance Evaluation (Gov. Code § 54957) Title: Operations Program Manager**

The Board entered closed session at this time. There were no reportable actions from the Closed Session.

6. Financial Review Update:

The Manager gave an update on the financial review of the District being performed by outside accountants. The accountants have mostly reconciled the last two fiscal years between the internal financial records and those of Tulare County. They are currently helping the District develop fiscal protocols in preparation for using the District's revolving account for all purchases.

7. Reimbursement Disclosure Report:

The General Manager reported on reimbursements that had been made during the 23/24 Fiscal Year.

8. Manager's Report (Summary):

In September 2024, Delta Mosquito and Vector Control District experienced increased mosquito production, with treatments rising despite a slight decrease in inspections. Hotspots included Northwest Visalia, Dinuba, and smaller communities. Efforts continued to control production in dairies, although treatment efficacy varied. Field operations handled 108 mosquito service requests, 6 fish requests, and conducted 1,473 treatments. A total of 4,624 inspections were completed, including 20 ULV treatments and one aerial treatment. The district is planning to add a third ULV sprayer next season due to high disease activity. The laboratory set traps across various district areas, collecting 49,244 mosquitoes over 1,755 trap nights, with mosquito counts lower than previous years. Top species collected included *Culex quinquefasciatus* and *Aedes aegypti*. Lab testing confirmed 80 West Nile virus-positive samples. Outreach efforts involved participating in community events and ongoing cemetery interventions. Routine lab maintenance and safety checks were also conducted.

It was noted that the Operations Program Manager has retired as of late September and the District will be seeking to fill that position.

9. Single Read Policy Revision (Requires Majority Vote) – Revised Job Description for the position of Operations Program Manager:

The General Manager presented the revised job description for the Operations Program Manager that addressed some of the additional skills and experience needed for that position.

A motion was made, seconded, and passed unanimously to review and take action on the position revision in a single meeting.

Motion: Trustee Hellwig Second: Trustee Roberts

A motion was made, seconded, and passed unanimously to revise the Operations Program Manager description as presented.

Motion: Trustee Burchett

Second: Trustee Berger

10. AMCA Dues Update:

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the adjustment needed to reflect the increase in the Dues category.

Motion: Trustee Hellwig

Second: Trustee Roberts

11. Policy Revision

a) Addition of Policy 1084: Procurement and Bidding (2nd Read)

The Board reviewed changes to the District's Procurement and Bidding policy.

A Motion was made, seconded, and passed unanimously to approve Policy 1084 as presented.

Motion: Trustee Roberts

Second: Trustee Burchett

b) Addition of Policy 1085: Revolving Account (2nd Read)

The Board reviewed changes to the District's Revolving Account policy.

A Motion was made, seconded, and passed unanimously to approve Policy 1085 as presented.

Motion: Trustee Burchett

Second: Trustee Berger

c) Policy 2117: Hours of Work and Overtime (2nd Read)

The Board reviewed changes to the policy to include Compensatory time in lieu of Overtime and would specify that overtime hours are those worked over 40 hours in a week.

A motion was made, seconded, and passed unanimously to approve Policy 2117 as presented.

Motion: Trustee Roberts

Second: Trustee Gomez

d) Policy 3010: Educational Assistance (2nd Read)

The Board reviewed changes to the policy to add online coursework from accredited programs to the educational assistance policy.

A motion was made, seconded, and passed unanimously to approve Policy 3010 as presented.

Motion: Trustee Hellwig

Second: Trustee Berger

e) Policy 3011: Employee Incentive Award (2nd Read)

The Board reviewed changes to the increments given for the Award's to allow for \$20 instead of \$25 increments.

A motion was made, seconded, and passed unanimously to approve Policy 3011 as presented.

Motion: Trustee Berger

Second: Trustee Roberts

12. Rescheduling of the November Board Meeting:

A motion was made, seconded, and passed unanimously to approve holding the November Board Meeting on November 14, 2024.

Motion: Trustee Berger

Second: Trustee Gomez

13. Board of Trustees Member Comments:

Trustee Burchett mentioned he has noticed an uptick in the District's social media presence.

14. Future Agenda Items:

None.

15. Adjournment:

A motion was made, seconded and passed unanimously to adjourn the meeting of the DMVCD's Board of Trustees at 5:49pm.

Conlin Reis, Recording Secretary
