

Delta Mosquito & Vector Control District

Conlin Reis
General Manager

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Andrea Troupin
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Coordinator

Bryan Ferguson
Foreman



Minutes of the Board of Trustees – Thursday, November 14, Start: 4:30 p.m.

1. **Roll Call:**

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

Absent: Larry Roberts, Lori Berger and Mike Burchett

Staff: Conlin Reis, General Manager; Mary Ellen Gomez, Administrative Assistant; 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 Gutierrez

Second: Trustee Hellwig

4. **Manager's Report (Summary):**

Above-average temperatures sustained mosquito activity late into the season, particularly in agricultural areas, with harvest activities further increasing trap counts. Testing ceased mid-October due to equipment issues but confirmed ongoing disease activity, highlighting the need for adjustments to seasonal hiring and timing. Field operations completed 1,269 treatments, 3,318 inspections, 84 service requests, and 21 ULV treatments. Seasonal employment was extended by 1-2 weeks, with plans for staggered spring hiring to meet

hour limits. A new Supplemental Biologist, Benjamin Sperry, joined the team, bringing expertise in GIS and FieldSeeker.

The laboratory collected 65,490 mosquitoes over 1,937 trap nights, with an average of 33.8 mosquitoes per trap—higher than 2023 but below the 5-year average. WNV was detected in 50 of 854 samples tested before mid-October, while service requests totaled 84 for October, contributing to a year-to-date total of 752. Increased demand for mosquitofish resulted in 264 fish distributed, and routine safety checks continued. Outreach included five community events and ADA website maintenance, with planning underway for next season. Two WNV human cases were reported in the District, with one probable case in Tulare County.

5. CLOSED SESSION: Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9(d)(2)) – One potential case.

There were no reportable items arising out of the closed session.

6. JWN, Jaribu W. Nelson, CPA Engagement Letter

Following discussion, it was moved, seconded and passed unanimously by the members of the Board of Trustees to approve the Engagement Letter with JWN, Jaribu W. Nelson, CPA.

Motion: Trustee Caskey

Second: Trustee Hellwig

7. Policy Revision(s). First Read

- a) New Policy #1065: Illness and Injury Prevention Program
- b) Revision, Policy #3003: Sick Leave

The General Manager presented two policies, one to establish an IIPP program and another to frontload sick leave for seasonal employees instead of accruing over time. Action, if any, will be taken on these items at the December meeting.

8. Resolution to amend the Job Classification Plan to add two new positions: Laboratory Technician III and the Field Operations Data Analyst (Replacing the Admin Analyst)

The General Manager proposed a resolution adding two new positions to the Job Classification Plan. The Laboratory Technician III, which is intended to serve as year-round support for laboratory operations and the Field Operations Data Analyst, which will provide administrative support and ensure data integrity.

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the amendment to the Job Classification Plan and to add the two new positions.

Motion: Trustee Caskey

Second: Trustee Gutierrez

9. Set Limit for District Revolving Fund

Pursuant to Policy 1085.4, the District discussed setting the maximum amount for the District Revolving Fund.

Following Discussion, it was moved, seconded and passed unanimously by the members of the Board of Trustees to approve the Limit for the District Revolving Fund at \$455,371.

Motion: Trustee Guttierrez Second: Trustee Hellwig

10. Cooperative Agreement

Following Discussion, it was moved, seconded and passed unanimously by the members of the Board of Trustees to approve the Cooperative Agreement prepared by the California Department of Public Health for the year 2024.

Motion: Trustee Hellwig Second: Trustee Guttierrez

11. Board of Trustees Member Comments:

None.

12. Future Agenda Items:

None.

13. Adjournment:

A motion was made, seconded and passed unanimously to adjourn the meeting of the DMVCD's Board of Trustees at 5:28 pm.

Conlin Reis, Recording Secretary
