

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 – Wednesday, December 11, Start: 4:30 p.m.

1. **Roll Call:**

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

Absent: Rosemary Hellwig, Lori Berger and Mike Burchett

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

Others Present: Dana Camille, Enterprise Fleet Management (Remote)

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 Roberts

Second: Trustee Gutierrez

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

In November, District operations wound down with surveillance focused on large larval sources like dairy pits, while staff shifted to maintenance projects, including vehicle repairs, locker installation, and yard upkeep. Laboratory staff repaired traps, maintained the fishery, and prepared data for the annual meeting. Standard operating procedures and updated training materials are being developed. The month included 25 source treatments, 74

inspections, no service requests, and production of 713 mosquitofish fry. Recruitment for the Vector Control Operations Analyst position is underway, and the Lab Tech II position remains filled through winter to support lab operations.

Mosquito trapping ceased in October, with 2024 averaging 22.7 mosquitoes per trap night, 10.1% below the 5-year average. Of 4,618 samples tested, 211 were WNV-positive, eight were SLEV-positive, and two were positive for both. Statewide, 117 human WNV cases and 2,003 mosquito samples tested positive for WNV. One probable dengue travel case was reported in Visalia.

5. Policy Revision(s).

Second Read

- a) New Policy #1065: Illness and Injury Prevention Program

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the New Policy #1065.

Motion: Trustee Caskey Second: Trustee Roberts

- b) Revision, Policy #3003: Sick Leave

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to amend Policy #3003 as presented.

Motion: Trustee Roberts Second: Trustee Gomez

First Read

- c) Revision, Policy # 1000: Purpose of Board Policies
d) New Policy # 2140: Background Checks (Livescan)

The General Manager presented two policies, one to consider a change in Policy # 1000, clarifying the function of District policies, and a new policy, Policy # 2140, to require background checks for all employees. Action, if any, will be taken on these items at the February meeting.

6. Holiday Gift

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the Holiday Grocery gift cards in the amount of \$60.00 to each employee.

Motion: Trustee Roberts Second: Trustee Guttierrez

7. January Meeting

Following discussion, it was moved, seconded and passed unanimously by the members of the Board of Trustees to approve the cancellation of the regular Board of Trustees meeting in January 2025.

Motion: Trustee Caskey

Second: Trustee Roberts

8. Enterprise Fleet Management

The General Manager presented a five-year analysis and fleet management plan from Enterprise Fleet Management. Dana Camille answered questions from the Board on the analysis and the fleet management program. Following discussion, it was moved, seconded and passed unanimously by the members of the Board of Trustees to approve the fleet management services by Enterprise as presented at the meeting.

Motion: Trustee Roberts

Second: Trustee Gomez

9. GPS and Dashcam Service: Informal Bid Process

Following discussion, it was moved, seconded and passed unanimously by the members of the Board of Trustees to approve the fleet tracking and dashcam services by Verizon.

Motion: Trustee Caskey

Second: Trustee Roberts

10. Update on the Solar Panel Project:

The General Manager provided the Board of Trustees with an update on the Solar Panel Project. With the delay in time since the first project scope was drafted, the solar installer and General Manager decided it would be best to reevaluate the project for current conditions and needs.

11. Board of Trustees Member Comments:

None.

12. Future Agenda Items:

None.

13. Adjournment:

Board President, Greg Gomez adjourned the meeting of the DMVCD Board of Trustees at 6:07 pm.

Conlin Reis, Recording Secretary
