

DELTA VECTOR CONTROL DISTRICT

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Systems Administrator

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Biologist

Minutes of the Board of Trustees – Wednesday, November 13, 2019.

1. Roll Call:

Present: Greg Gomez, President; Belen Gomez, Secretary; Linda Guttierrez, Rosemary Hellwig, Michael Cavanagh and Larry Roberts.
Absent: Kevin Caskey.
Staff: Michael Alburn, Manager, Mir-Bear Johnson, Scientific Program Manager.

2. Consent Calendar:

The Manager provided information on the following items:

Board Order No. 14.

33563 CSDA Dues,	\$7,077.
33567 Lozano Smith,	\$1,437.
33574 US Bank, B & L Quality Meats,	\$ 100.

Board Order No. 16.

Price, Paige & Company	\$1,870.
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Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez and unanimously carried to approve the Consent Calendar as presented.

3. Public Forum

None.

4. Staff Report:

Staff is performing maintenance on facilities; converting the old board room into an office for Mark Dyngge, relocated the IT equipment so Sheri can relocate to the office Mark has been using in preparation for the hiring of the Administrative Analyst.

Vehicles are being cleaned and prepared for the 2020 season. Several special equipment type vehicles were out most of the year and we will fix those first, leaving the zone vehicles for later.

The lab staff is preparing for the issuance of the annual report, talks and posters for annual conferences and working on Web Page design.

The District hired Bryan Ferguson to fill the Vector Control Tech III / Mechanic position. Bryan has 3 ASE Certs with 3 more he can recertify immediately, plus he is a journeyman woodworker. He was hired away from Porterville Ford.

Currently taking applications and evaluating candidates for the Administrative Analyst position. Over 200 applicants to date.

5. Financial Report:

Revenue

The District received \$18,348.27 in revenue. The majority was for Interest Income - \$17,909.97.

Expense – Services / Supplies

Spray Material, \$76,300.

Subscriptions, ESRI \$13,245 (we did not meet the planned switch to Google Maps).

Capital

Equipment, \$19,251 for A-1/ Walls skid & Power Backpack Sprayers.

6. General Manager Recruitment:

The Board selected Michael Cavanagh, Rosemary Hellwig and Greg Gomez to lead the candidate review. Sheri Davis, Administrative Assistant, will be the staff member serving the Committee and as such will be the confidential contact point. The intention is to have a selection by the February 2020 meeting with an employment agreement and start date in March being settled at that time.

7. Camera:

Mir Bear-Johnson, Scientific Program Manager made a request of the Board regarding a camera by which a virtual visitation of a typical backyard with potential source types will be developed and thereby can be visited by constituents online. Following discussion, it was moved by Rosemary Hellwig, seconded by Michael Cavanagh and unanimously carried to approve the purchase estimated to be \$300 - \$500.

8. Building Project:

Andre at Forester Weber (Engineer) is waiting to hear back from the city regarding a letter sent by Delta saying we won't change the use of the building for a minimum of 5 years.

Hayashida (Architect) expects the drawings back tomorrow for minor corrections.

Chris Hale at CM Construction (project manager) will get these corrections and take them to the city early next week.

Chris needs 3 or 4 documents from Hayashida to go in the bid docs. The Board meeting is December 11. It is unlikely we will have bids by then and will have to schedule a Special Meeting at some point afterward.

9. Cooperative Agreement:

The Manager reviewed the Cooperative Agreement with California Department of Public Health for the year 2020. Following discussion, it was moved Michael Cavanagh, seconded by Larry Roberts and unanimously carried to approve the signing of the agreement.

10. Staff Luncheon:

The Manager requested the District provide a luncheon to staff at a local restaurant to recognize the effort this past season. Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts and unanimously carried to approve the request.

11. Adjournment:

The meeting adjourned at 8:53 p.m.

Michael W. Alburn, Recording Secretary