

DELTA VECTOR CONTROL DISTRICT

Michael W. Alburn
Manager

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Minutes of the Board of Trustees – Wednesday, February 12, 2020

1. Roll Call:

Present: Greg Gomez, President; Belen Gomez, Secretary; Michael Cavanagh, Kevin Caskey, Larry Roberts, Linda Guttierrez and Rosemary Hellwig.

2. Election:

Following discussion, it was moved by Larry Roberts, seconded by Michael Cavanagh and unanimously carried to keep the Officers Greg Gomez, President and Belen Gomez, Secretary for the 2020 calendar year.

3. Oath:

The Manager administered the Oath of Office to Linda Guttierrez, Rosemary Hellwig and Greg Gomez.

4. Consent Calendar:

The Manager provided information on the following items:

Board Order 20

33703	City of Visalia	Building Permit	\$15,757.93
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Board Order 26

33841	Clarke	Promist Dura SmartFlow and GPS	\$ 2,034.50
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5. Public Forum:

None.

6. Operational Report:

The Manager reported:

Mary Ellen Gomez, Administrative Analyst has been shadowing Sheri Davis, Administrative Assistant and is doing extremely well.

The lab staff presented a talk and two posters at the MVCAC Annual Conference. They will be at the March meeting to share with you. The Annual Report is in the Dropbox under staff report. If you wish to have a hard copy email Sheri.

Winter work is on schedule with vehicles having been through a thorough restoration. This year we have a new ability to perform A/C work because of expertise by new hires and equipment purchased in the fiscal year. Bryan Ferguson, Tech III/ Mechanic is an outstanding worker and doing a great job working alongside Paul Harlien our best man in the shop.

Weed contracts are in place and the District has put out all pre-emergent herbicide. Also, follow up to hit the Marestail and Malva has been accomplished. Last year we didn't get the pre-emergent out, but with our new employee we are moving along as needed.

Facilities are receiving cleaning, paint and repair following safety committee annual inspection.

There will be no source reduction this year as the Department of Fish and Wildlife is not able to process our application in time before the season starts. I have reassigned the detail from Paul Jobe, Superintendent to Mir Bear-Johnson, Scientific Program Manager.

Hiring for seasonal employees will be undertaken during the next month with a start date of March 25th set.

Continuing Education will be at the World Ag Expo on March 24th.

The Manager's anniversary is March 5. 33 years of service.

7. Quarterly Expense/ Revenue Report:

The Manager Reported:

Revenue:

The District has received \$75,000 of unanticipated revenue. Still expecting to receive \$2,277,848 in Current Secured Revenue, up \$106,000 from last fiscal year.

Expenses:

Wages

We expect to be \$57,000 overspent. Manager and Administrative Analyst positions bear the brunt of the costs. Savings will occur in the VCT 1 position as we didn't hire all budgeted for in the last spray season.

Benefits

Health Insurance is going to be \$17,000 underspent.

Services/ Supplies

Our projection is to be \$100,450 overspent. The District purchased \$88,846 in Spray Materials that were not expected. Lab supplies, Auto supplies, Subscriptions were also over. Moving expenses of \$15,000 were not budgeted.

Building Project

This category will not impact the budget as long as we finance with CSDA.

Capital

The category will be \$7,500 to the good.

Overall, our Reserve is well over the limit set by Board Policy #1081; however, we do not know the impact of emerging threat should we have a Zika case or Dengue to contend with now that we have the vector pretty much established in the community. The District must remain aware of the threat and its ability to respond.

8. **Building Project:**

The District received one Bid. \$958,585. If we rebid, we won't likely get anymore interest because the Schools will have projects that are bigger and provide more opportunity to make profits. The sub list is good. The estimate we had received aged since the City was so long in letting us proceed.

Cash Option: The District will likely have to fund the fish tanks in the next budget so there is \$100,000 available to use for construction in the current year. We would likely need to draw upon our Unappropriated Contingency Reserve to fund the full amount this fiscal year. Next year we would have to fund the tanks but should have plenty of room with the growth occurring in the area of Current Secured Revenue. Reserve = 112.3%; \$3,465,584 our budget is \$3,141,625.

Finance Option: An alternative is to fund through the CSDA Finance Corp and use cheap money (2.95%) to pay off the project over 10 years as we did with the Lab. The District carries over more than enough money in unanticipated revenue and budget carryover to cover the interest in just one of the ten years. Early payoff is available in year 4.

CSDA Finance Corp workup.

\$118,528.68 yr./ 10 yrs.
 \$20,000 for admin fee.
 \$165,286.80 interest.
 \$1,020,000. Principal.
 Total \$1,185,286.80

We have an *Ae. aegypti* effort to fund with additional staff, including two Biologists in next Budget. Also, we will have to fund for Tech III/ Mechanic to start in November 2020. Keeping funding in the bank will allow for these variances to be easily dealt with.

The Manager recommended that we approve the project utilizing the CSDA financing/ approving at the March meeting. This will allow the construction demo to begin in March. We won't have any issue paying for work prior to the March meeting and repayment will begin in the 20/21 fiscal year.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts and unanimously carried to finance the project through CSDA Finance Corp., as expressed by the Manager.

9. **Approval of Employment Agreement:**

The Manager presented the Employment Agreement agreed to and reviewed by Dale Bacigalupi, Attorney, the Search Committee and Dr. Debboun. The term would be formally set from March 9, 2020 – March 31, 2024. Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts and unanimously carried to approve the Agreement as written.

10. Promotion of Scientific Program Manager:

Mir Bear-Johnson was interviewed for the Manager position, made it to the final round, informing us she was qualified to serve in the position. The Manager has been grooming Mir for the hand off for several months to serve in this capacity. The Hiring Committee asked to plan an increase in compensation for Mir given she will be doing a great deal of hand holding, guiding and otherwise helping along Dr. Debboun. A new salary schedule setting the top pay at \$105,000 annually. The increase needs to come with a position designation that allows for confidential employee status and additional duties yet to be described. The Manager would like to leave the creation of the additional duties in a formal job description for Dr. Debboun, but the work starts in March, so it is recommend Mir be promoted to the position of Assistant Manager, filling in as spokesperson when the Dr. is unavailable or transitioning. Mir has told me that she believes the Assistant Manager title is warranted given the added duties.

Following discussion, it was moved by Michael Cavanagh, seconded by Belen Gomez and unanimously carried to approve the change in title, responsibility and salary as described.

11. Manager Alburn Administrative Leave:

The Manager was requested to present a cost to payoff of the nine days of administrative leave remaining on the books to help with the transition. Those costs would amount to \$5,589.36. The Board indicated that Mir would be able to handle the transition and declined the leave payoff without action.

12. OPEB:

The District's position improved by \$96,000 in the past year. The new valuation reports that contributions should be \$12,004 (20/21) and \$12,350 (21/22). In 19/20 our expense was \$31,978 (only \$23,200 was required).

The Options available to the District are three.

- a. Request a reimbursement for some or all of the excess back from the trust each year. In each of the last two years we would have been reimbursed approximately \$8,800.
- b. Contribute \$0 to the trust and leave the excess in the fund.
This is the recommendation of the Manager. We can take a step toward letting the Trust fund itself, allowing a move toward being reimbursed the excess in a year or two.
- c. Continue with the full contribution and ask for no reimbursements.

The Board, without action agreed that moving forward with Option B would be best at this time. The Manager will inform MacLeod Watts of the preference.

13. Financial Audit:

The Board reviewed the audit between December and February. Following discussion, it was moved by Michael Cavanagh, seconded by Kevin Caskey and unanimously carried to approve the audit as presented.

14. Adjournment:

The meeting was adjourned at 8:05 p.m.