

DELANO MOSQUITO ABATEMENT DISTRICT

MINUTES OF THE REGULAR MEETING

January 16, 2025

CALL TO ORDER

Trustee Ricardo Cano called the meeting to order at 11:36 a.m. in the District Board Room.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Trustee's present – Perales, Cano, Nunez.

Trustee's absent – Armendariz, Alexander

Others present – Thai Thao, Manager; Sergio Vega, Assistant Manager; Kristen Baker, Office Administrator

Under Item II-A, there was announcement and introduction of reappointed Trustees and Loyalty Oath was given by Manager Thao.

1. Rolando Perales representing the County of Kern with a 4-year term.

PLEDGE OF ALLEGIANCE and INVOCATION

The Flag Salute was led by Trustee Nunez.

PUBLIC COMMUNICATION

Trustee Cano opened the floor to public communication. There were no public comments at the District and no comments submitted on Zoom.

PRESENTATION

Trustee Cano opened the floor to Presentations. There were no Presentations.

CONSENT AGENDA

Trustee Cano proceeded to request approval of the district bills for the month of December, and minutes of the Special Board of Trustees Meeting held on December 10, 2024. A motion was made by Trustee Nunez, seconded by Trustee Perales and a 3 – 0 – 2 roll call vote: Perales Aye, Nunez Aye, Cano Aye, Armendariz absent, Alexander absent; carried to approve the District bills in the amount of \$86,155.66 for December, and the Minutes of the Special Board of Trustee Meeting of December 10, 2024.

INFORMATION AND PROPOSALS

Under Item VII-A-1 Manager Report, the District Manager, Thai Thao, reported:

- a) District's Pesticide Use Permit for 2025 has been renewed with the Kern County Department of Agriculture as of December 11, 2024.
- b) The Manager will be attending a Southern San Joaquin Valley Mosquito District regional manager's meeting on January 17, 2024 at the Kings Mosquito Abatement District's Office.
- c) The Manager and two Mosquito Technicians will be attending the 93rd annual MVCAC Conference in Oakland on January 26 – 29, 2024.
- d) District staff will be attending the annual Kern County Spray Safe Training event in Bakersfield on January 17, 2024.
- e) The District has received the line of credit and credit cards from Umpqua Bank. The Manager met virtually with a representative from Umpqua on January 9, 2024 for training and setting up the account.
- f) The Office Administrator will be attending a Prevailing Wage Update Webinar on January 14, 2024.
- g) The lab has commenced winter maintenance on the surveillance traps, focusing on taking inventory of essential supplies, repairing and broken traps, and manufacturing additional traps in preparation for the upcoming season.
- h) The Scientific Program Director (SPD) also has developed Google Forms to automate paperwork for the next season, streamlining administrative tasks such as inventory record keeping.
- i) In addition, the SPD is in the process of configuring iPads for technicians, integrating them with the iCloud database to facilitate communication with the Assistant Manager while out in the field.

Under Item VII-A-2 Operation Report, the Assistant Manager, Sergio Vega, reported:

- a) Winter Months Vehicle Maintenance – General maintenance to district vehicles (Vehicle Fluids, Breaks, Filters, and Tires)
- b) District Vehicle Equipment and Tool Inspections – Inspected Spray equipment on District Vehicles. Took stock of the tools and miscellaneous equipment assigned to all district vehicles assessing any missing or damaged tools.
- c) Working on SOPs (Standard Operating Procedures) for Actions taken during field operations and the response for all high activity mosquito breeding and emerging activity.
- d) Data Collection – Inputting all collected paperwork data for 2024 in a collective database digitally to streamline operations.
- e) Training Technicians – Technician trainings commence. Training regimen for all yearly necessary safety trainings. Field procedure and equipment trainings have also been implemented.
- f) Shop Safety Inspection and Resolutions – Inspected the shop for any unsafe conditions. Cleaned and organized tool table and tools. Organized equipment and parts more efficiently.
- g) VEEMAC Updates – Had a meeting with Steve Fry (Administrator for VEEMAC) in regards to additions we want added to our VEEMAC mapping system.
- h) Public Relations Events – Took part in community public relation events. We attended the Thanksgiving and Christmas parades. Decorated and provided fun creative ways to make the district known to the public we serve.

Under Item VII-A-3 Financial Report, District Office Administrator, Kristen Baker, reported:

- a) Monthly Financial Report was given comparing current numbers with the same period last year, and gave totals of all financial accounts.
- b) Dental and Vision Claims for the month were reported.
- c) Petty Cash detail was given; balance and activity.

- d) California CLASS income earned on deposit was reported.
- e) CSDA Webinar: Prevailing Wage Update 2025 was attended, and updated Board with the updates.

Under Item VII-B Ethics and Supervisor Training Requirements, the Board reviewed training requirements to comply with AB 1234 and AB 1825 for Board Members. The Manager provided options for the Board to acquire training to comply with both AB 1234 and AB 1825.

Under Item VII-C the Board discussed Business Cards for each Board Member and what contact information they would like listed. Upon discussion, it was suggested by Trustee Nunez that the Board get general cards with the District's information in the event any Board member decides to use District cards. Trustee Nunez also suggested flyers with the District's information, in which Trustee Cano agreed.

OLD BUSINESS

Under item VIII Old Business, There was no Old Business.

NEW BUSINESS

Under item IX-A of New Business, the District Manager asked the Board to review and approve the adoption of Resolution No. 2025-01 in the matter of approving monthly Board allowance in lieu of actual expenses. The Manager stated that he reached out to Legal Counsel and by resolution the monthly allowance is allowed under Health and Safety Code 2030. A resolution was drafted, reviewed by Legal Counsel and provided to the Board for discussion. After review, a motion was made by Trustee Nunez, Seconded by Trustee Perales and a 3 – 0 – 2 roll call vote: Perales Aye, Nunez Aye, Cano Aye, Armendariz absent, and Alexander absent; carried to approve and adopt Resolution No. 2025-01.

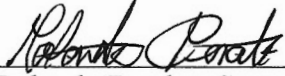
Under item IX-B of New Business, the Manager asked the Board to review and discuss an early RFP draft for Architectural/Engineering services from the Manager. The Manager asked the Board if additional consulting services, as part of the architectural administration services, should be included in the RFP and if there is anything else the Board members with building experience would like to add and discuss. Trustee Cano stated that including consulting services from the Architectural/Engineering RFP should be fine as he thinks it already is a service included.

BOARD MEMBER REPORTS

Under item X Board Member Reports, Trustee Cano asked for reports or announcements from members of the Board. Trustee Nunez would like the District to develop a report on End of Year Progress for Public Relations, Pool numbers and results, and areas covered. Trustee Cano suggested the progress report be put on the District website, as well as the District Audit, to be transparent. Trustee Nunez let the members of the Board Meeting know he can have the City of Delano post the progress report on their website as well. Trustee Cano let the Board know Jordan Ayon is a contact for City of McFarland's social media. The District Assistant Manager let the Board know he can post pictures with Technician's on location so the public can see what the District does to assist in combatting mosquitoes.

ADJOURNMENT

Under item XI Adjournment, the date for the Regular Board Meeting was noted – February 20, 2025 at 11:30am at the District Office. Motion was made by Trustee Nunez, Seconded by Trustee Perales and a 3 – 0 – 2 roll call vote: Perales Aye, Nunez Aye, Cano Aye, Armendariz absent, Alexander absent; carried to adjourn the meeting at 12:14pm.



Rolando Perales, Secretary of the Board