

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Conlin Reis
General Manager

1737 West Houston Avenue * Visalia, California 93291
Phone (559) 732-8606 * (877) 732-8606 * Fax (559)-732-7441
www.deltamvcd.gov

Rick Alvarez
Vector Control Supervisor

Paul Harlien
Operations Program Manager

Bryan Ruiz
Supervisor Assistant

Mary Ellen Gomez
Administrative Assistant

Bryan Ferguson
Foreman



Andrea Troupin
Scientific Program Manager

Erick Arriaga
Community Education & Outreach Coordinator

DATE: Friday, August 9, 2024

TO: Board of Trustees, Delta Mosquito and Vector Control District (DMVCD)

FROM: Conlin Reis, General Manager

SUBJECT: Regular Meeting of the District's Board of Trustees

TIME: Wednesday, August 14, 2024, at 4:30 p.m.

PLACE: District Boardroom, 1737 West Houston Avenue, Visalia CA, 93291

AGENDA:

1. Roll Call
2. Public Forum (Limited to three minutes per speaker)
 - a) Members of the public may comment on any item not on the agenda that is within the jurisdiction of the Board of Trustees (Board). Under state law, matters presented during public comment cannot be discussed or acted upon by the Board in this meeting.
 - b) For items on the agenda, the public is invited to make comments during the public comment period.
 - c) Any person addressing the Board will be limited to a maximum of three (3) minutes. Public comments will be limited to a total of 15 minutes during the public comment period.
 - d) If there are more than five (5) people wishing to comment, then time will be divided equally between all people wishing to speak, so that everyone has an opportunity to address the Board.
 - e) Public comments may be submitted via email to publiccomments@deltamvcd.gov

ACTION 3. Consent Calendar

- f) July Minutes
- g) July Bills (Board Order #2-4)
- h) August Payroll & Bills (Board Order #5-6)

4. Manager's Report

The General Manager will report on items of Delta Mosquito and Vector Control District (DMVCD) operational and laboratory interest.

5. CLOSED SESSION

Public Employee Performance Evaluation and Potential Action (Gov. Code § 54957)

Title: Administrative Assistant

ACTION

6. Financial Corrections/Clarifications

a. Fiscal Practices and Accounting Review

- i. The Board will consider obtaining outside support to assist in correcting the District's accounting and establish enhanced procedures to ensure reliable bookkeeping in the future.

b. Section 125 Benefits Plan and Medical Reimbursement

The Board will consider actions regarding the Section 125 plan for medical benefits.

c. Salaries out of Class

The Board will consider a modification to the 2024-25 Salary Schedule and address issues surrounding out-of-class pay for the previous Fiscal Year.

ACTION

7. Fiscal Planning and Budget Subcommittee

The Board will consider formation of a subcommittee to engage in long-term fiscal planning for the District.

ACTION 8. 2024-2025 Fiscal Budget Amended

The General Manager will present the updated 2024-2025 Fiscal Budget for the Board of Trustees approval.

ACTION 9. Policy Revision

a. Rescission of Policy 2139, District Equipment Loan Policy (2nd Read)

The Board will consider rescission of Policy 2139, regarding use of equipment.

b. Change to Policy 2126, Pay Periods (1st Read)

The Board will consider changing from biweekly to semimonthly pay periods for ease of accounting. If approved, this change shall become effective in November of 2024.

c. Change to Policy 1081, Reserves (1st Read)

The Board will consider an amendment to the policy on reserves focused on increased infrastructure reserves and pension liability.

ACTION 10. Classification Plan Review (Policy 2103)

a. New Position: Supplemental Biologist

The Board will consider addition of a Supplemental Biologist position.

Resolution: 2025-02

b. Exempt Positions Review

The Board will review the FLSA exemption status for District positions.

11. Review of Travel Calendar for FY 24-25

The Board will consider a revised travel calendar for FY 24-25

12. Ratification of Compliance Cert and Hold Harmless Statement for Tulare Cty

The Board will consider ratification of a certification and hold harmless agreement required by Tulare County to administer the benefit assessment. A pending deadline required this document to be signed in advance of the Board Meeting.

13. Scope of Legal Work for General Manager

The Board will provide guidance to the Manager as to the scope of legal work they wish for him to perform for the District in his capacity as General Manager.

14. Board of Trustees Member Comments

The Board of Trustees members will have a chance to make any additional comments regarding items within the jurisdiction of the District.

15. Future Agenda Items

The Board of Trustees members will have a chance to add to the future Agenda items if they choose to.

ACTION 16. Adjournment

Adjourn Meeting of the Board of Trustees to reconvene on Wednesday, September 11, 2024, at 4:30 p.m. in the Delta Mosquito and Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.

Note: Items designated for information are appropriate for Board action if the Board wishes to act.

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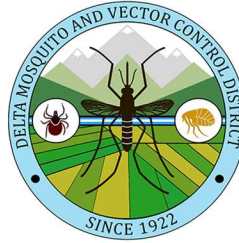
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Minutes of the Board of Trustees – Wednesday, July 10, 2024, Start: 4:30 p.m.

1. **Roll Call:**

Present: Greg Gomez, President; Linda Gutierrez, Secretary, Rosemary Hellwig, Larry Roberts, Kevin Caskey, Lori Berger, and Mike Burchett.

Absent: None

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

2. **Introduction of Conlin Reis, General Manager:**

No formal introduction was given. Item 10, Manager's District Review and First Steps Presentation was used for this.

3. **Employee of the Quarter:**

The General Manager and the Board of Trustees presented the Employee of the Quarter Certificate to Theodore McGill.

4. **Public Forum:**

None.

5. **Consent Calendar:**

Following discussion, it was moved by Mike Burchett, seconded by Rosemary Hellwig and the members of the Board of Trustees unanimously approved the consent calendar as presented.

6. Staff Presentations:

The General Manager did not have Staff Presentations take place; an update of activity was given in the Manager's Report Section.

7. Manager's Report:

The Manager presented the Manager's Report. The Manager indicated that he would be looking into changing up the format of the report at future meetings to vary the content and presentation.

8. Adoption of CalPERS 457 Program:

The General Manager presented information on the CalPERS 457 program, which would allow employees to defer compensation to a pre-tax invested retirement account to supplement their future retirements. While the District currently has a private 457 option, utilization of this resources is very low. The CalPERS programs allow for a traditional 457 as well as a Roth post-tax plan, and a provision for taking a loan out of the retirement funds if needed. CalPERS will also provide training on how to use this benefit.

Following discussion, it was moved by Lori Berger, seconded by Larry Roberts for the Approval of Employer Adoption Agreement and Authorization for Admin to Complete Enrollment. The Manager was directed to take all necessary steps to implement the program at the District.

Following an additional discussion, it was moved by Mike Burchett, seconded by Lori Berger to adopt Resolution #2025-01 for the CalPERS 457 Plan.

Both actions were passed by unanimous vote.

9. Rescind or Modify Policy 2139. District Equipment Loan Policy:

Following discussion, The Board of Trustees would like to revisit this Policy at the next meeting with proposed changes.

10. Manager's District Review and First Steps Presentation:

The General Manager gave a presentation to the Board of Trustees showing his goals for the near future, results from a survey that was performed with all Staff. The survey presented a generally positive view of employee satisfaction but emphasized the need for additional training and better communication between the departments of the District. It also indicated that enhanced internal transparency regarding decision making and employee advancement could be highly beneficial to employee morale. The Manager presented future plans to assess the various positions at the agency to determine areas

where resources can be redirected, and cooperativity may be enhanced.

11. Board of Trustees Member Comments:

None.

12. Future Agenda Items:

None.

13. Adjournment:

Greg Gomez, Board President adjourned the meeting of the DMVCD's Board of Trustees at 5:26pm.

Conlin Reis, Recording Secretary

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
39118	ZACKARY BARRAGAN	Laboratory Tech I		1,295.36
39119	DANNY CADENA	Vector Control Tech I		1,416.41
39120	JOSE CARRERA	Laboratory Tech I		1,072.86
39121	ALYSIA DAVIS	Vector Control Tech I		1,600.64
39122	ARTURO GARCIA	Vector Control Tech I		1,272.70
39123	JOEY GASCA	Vector Control Tech I		1,174.40
39124	JAKE MALDONADO	Laboratory Tech I		1,505.67
39125	MARCO MARTINEZ	Vector Control Tech II		1,864.31
39126	JOSHUA MITCHELL	Laboratory Tech I		1,072.87
39127	TIMOTHY PARK	Laboratory Tech I		1,072.87
39128	RAFAEL RAMIREZ	Vector Control Tech I		1,195.86
39129	ADRIANA RODRIGUEZ	Laboratory Tech I		1,179.72
39130	BRENDA RODRIGUEZ-VIVAR	Laboratory Tech II		1,679.73
39131	LISA SALGADO	Vector Control Tech I		1,484.82
39132	ADRIAN SIFUENTES	Vector Control Tech I		1,622.57
39133	RYAN SPRATT	Vector Control Tech I		1,394.52
39134	ISAAEL VENEGAS-ALAMO	Vector Control Tech I		1,313.49
39135	KORY WILSON	Vector Control Tech I		1,412.90
39136	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		6,352.64
39137	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		552.95
39138	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		1,677.95
		<i>Total Seasonal Payroll</i>		\$33,215.24
39139	2 MARKET VISUALS	(15) Large format decals-tailgates, (8) District logos and (15) vinyl decals	Vehicle Supplies	729.35
39140	ADAPCO	(1) Tote of Vectobac	13471.28 Spray Materials	43,332.45
		Fyfanon, VectoBac, VectoBac GR, VectoBac WDG, Vectolex	29861.17 Spray Materials	
39141	AMERICAN INC.	Replacement of Compressor(Lab AC)		2,608.53
39142	AUTOZONE		Building Maintenance	236.73
		Fuel cap (T32)	10.19 Vehicle Supplies	
		Thermostat and temp sensor (T4)	66.16 Vehicle Supplies	
		ETX15 Battery (Polaris-T28)	109.40 Vehicle Supplies	
		Steering Dampener (T23)	50.98 Vehicle Supplies	
39143	CENTRAL VALLEY BUSINESS FORMS	Doorhangers - property and post inspections		791.11
39144	CITY OF VISALIA	Utilities	Utilities	120.35
39145	CLARKE	(30) Cases of Altosid	25779.60 Spray Materials	41,995.74
		(35) 40lb bags of Censor, (2) jugs of Natular, (3) 40lb bags of Natular G30	16216.14 Spray Materials	
39146	CLINE'S BUSINESS EQUIPMENT INC.	Monthly Maintenance Contract		63.83
39147	LOZANO SMITH	Provide District info re: FLSA Overtime Exemption rules		67.50
39148	SMITH PROMOTIONS	(21) Mens shirts with DMVCD logo, (8) Ladies shirts with DMVCD logo	Uniforms	942.87
39149	TARGET SPECIALTY PRODUCTS	(4) Cases of Sumilarv WSP	2855.16 Spray Materials	8,970.78
		(3) Bags of Altosid P35	2610.52 Spray Materials	
		Sumilarv WSP	3505.10 Spray Materials	
39150	VALLEY PACIFIC	Fuel	Fuel	5,113.20
39151	VERIZON WIRELESS	Cellphones	Telephone/Cellphones	926.32
		TOTAL BILLS		\$105,898.76
		TOTAL BOARD ORDER #2		\$139,114.00

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
39152	CA WATER SERVICE	Utilities	Utilities	282.56
39153	CLARKE			7,470.60
		BG Sentinel basic w/cables	1385.76 Lab Supplies	
		BG counter & annual, BG trap station/vent pro/lures/popup buck	6084.84 Lab Supplies	
39154	COMCAST	Internet	Telephones/Cellphones	350.61
39155	ENTERPRISE	Leased Vehicles	Capital - Vehicles	1,909.96
39156	GIOTTO'S	Annual Monitoring 7/1/2024 to 6/30/2025	Maint. Contract	710.00
39157	PACIFIC WEST CONTROLS	Monthly Service Contract	Maint. Contract	250.00
39158	SO CAL GAS	Utilities	Utilities	29.91
39159	ULINE	(24) Tote boxes and (50) 1 gal jugs	Lab - Surveillance	447.97
39160	US BANK			3,264.39
		Houston Feed - Rabbit Feed	50.00 Lab - Surveillance	
		Lowes' - Step stool and multimeter	36.85 Lab - Surveillance	
		Lowes' - (6) bags of salt, (2) brushes, (2) alkalinity increaser	129.38 Fish Supplies	
		FoodMaxx - 51.42lbs dry ice	177.97 Lab - Surveillance	
		Water Envirotech - 25lbs proculture and (2) vitamin C detoxifier	691.04 Fish Supplies	
		AquaCura/SP Aqion - (2) Prazicura 50g	97.90 Fish Supplies	
		US ChefStore - (8) 50lb bags of sugar	255.92 Lab - Surveillance	
		WalMart - (2) bottles of Bleach, (4) boxes of 8 gal trash bags	37.37 Lab - Janitorial	
		Arco - Fuel in Camry	20.64 Fuel	
		FilterBuy - Lab AC Filters	120.44 Building Maint.	
		Amazon - Credit return of damaged printer	-433.99 Office Supplies	
		Target - (4) packs of highlighters	9.07 Office Supplies	
		Tulare County Surplus - Office chair, wall map, scissors and card holder	45.40 Office Supplies	
		GoogleSuites	259.20 Subscriptions	
		Indeed - Job Ads - Lab Staff	51.79 Public Relations	
		SipTrunk - Efax	114.99 Telephones/Cellphones	
		Amazon - (2) HP58A toner (Lab)	247.36 Office Supplies	
		US Flagstore - 3'x5' US canvas flag and 3'x5' California canvas flag	98.87 Misc. Expense	
		USPS - Cert. mailpiece to IRS (941 tax form)	6.03 Misc. Expense	
		Zira - Time Keeping System	104.00 Subscriptions	
		USPS - Mailpiece to CalPERS 457 Packet	1.77 Misc. Expense	
		Amazon - 12 ct size 11 nitrile gloves	40.07 Safety Supplies	
		Amazon - Binding Tape	63.98 Fish Supplies	
		Amazon - Bloodworms	346.35 Fish Supplies	
		USPS - Cert and standard mailpiece DE-9	7.90 Misc. Expense	
		WalMart - (4) twin packs Mosquito Repellent	40.23 Safety Supplies	
		Amazon - Ammonium bicarbonate, (4) 1/4" stainless washers, alligator clips, card pocket holders, power bars for traps and brewers yeast	243.80 Lab - Surveillance	
		Costco - Birthday Treats	43.96 Misc. Expense	
		DreamHost	3.00 Subscriptions	
		Smart n Final - Creamer, Sugar and Foam Cups - Breakroom supplies	101.60 Misc. Expense	
		Apple.com - additional storage Iphone - Erick Arriaga	2.99 Subscriptions	
		Lowes' - studfinder, nozzle, 100' hose and french cleat	126.10 Building Maint.	
		Lowes' - (6) key duplicates	25.91 Building Maint.	
		CA Dept. Pesticide Regulations Drone License Renewal - Bryan Ferguson	90.00 Continuing Ed.	
		CVS - Sympathy Card - Prior DMVCD Employee	6.50 Misc. Expense	
39161	VALLEY INDUSTRIAL	Preemployment Physical - Adriana Rodriguez	Professional Services - Medical	150.00
39162	WEST COAST BIOTECH	Waste Disposal	Lab Supplies	165.00
		TOTAL BOARD ORDER #3		\$15,031.00

VOUCHER	PAYEE	DESCRIPTION		Budget Line Item	AMOUNT
39186	VCJPA				204,394.00
		Workers' Compensation Annual 2024/2025	89,177.00	Workers' Comp	
		Property & Liability Annual 2024/2025	115,217.00	Liability Insurance	
			Total Board Order # 5		\$204,394.00

VOUCHER	PAYEE	DESCRIPTION		Budget Line Item	AMOUNT
39187	CONLIN REIS	GENERAL MANAGER			11,519.97
39188	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR			6,763.72
39189	ERICK ARRIAGA	COMMUNITY EDUCATION & OUTREACH COORDINATOR			5,354.86
39190	ALEJANDRA GILL	LABORATORY TECH III			4,281.33
39191	PAUL HARLIEN	OPERATIONS PROGRAM MANAGER			5,797.85
39192	LONDON MCGILL	VECTOR CONTROL TECHNICIAN III/MECHANIC			4,437.26
39193	THEODORE MCGILL	VECTOR CONTROL TECHNICIAN III			4,039.53
39194	MARK NAKATA	BIOLOGIST			6,257.16
39195	JUAN PABLO ORTEGA	BIOLOGIST			5,372.31
39196	CARLOS RODRIGUEZ	VECTOR CONTROL TECHNICIAN III			4,533.90
39197	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III			5,283.80
39198	MARIO SANCHEZ	VECTOR CONTROL TECHNICIAN III/MECHANIC			5,360.21
39199	ANDREA TROUPIN	SCIENTIFIC PROGRAM MANAGER			6,481.01
		<i>Sub-Total Full-Time and Trustee Payroll</i>			\$75,482.91
39200	VSP	Vision Plan Premium			542.35
39201	DELTA DENTAL PLAN	Dental Plan Premium			1,451.55
39202	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance			1,450.96
39203	DELTA VECTOR CONTROL DIST - EFTPS				30,818.68
		CalPERS Health Insurance Premium			
		Social Security/ Medicare/ Federal Income Tax		Employee 71% - District 29%	27,318.32
		State Income Tax		Employee 100%	4,631.71
		CalPERS Retirement		Employee 40% - District 60%	20,796.27
39204	DELTA VECT CONT DIST	Flex Benefit Plan		Employee 100%	916.63
39205	MISSION SQUARE	Deferred Retirement Trust		Employee 77% - District 23%	75.00
		<i>Total Full Time Payroll Taxes & Benefits</i>			\$163,484.38
39206	AMERICAN INC.	Service Call - AC in Main Office Break Room		Building Maintenance	698.99
39207	AUTO GLASS CENTRAL	Replacement of Drivers Side Window T41		Vehicle Supplies	181.38
39208	AUTOZONE				524.09
		AC Condenser and Coolant T4	160.41	Vehicle Supplies	
		AC Compressor Kit T4	320.06	Vehicle Supplies	
		Thermostat Kit T41	42.77	Vehicle Supplies	
		Core Charge - taxed	10.85	Vehicle Supplies	
		Core Charge Credit	-10.00	Vehicle Supplies	
39209	CITY OF VISALIA	Utilities		Utilities	132.58
39210	CLARKE				7,160.20
		BG Sentinel 2 Basic with cables	173.22	Lab Supplies - Traps	
		(35) 40lb bags of Censor	6334.24	Spray Materials	
		(1) case Natular G30 WSP	652.74	Spray Materials	
39211	EMD NETWORKING				4,324.10
		Total Care Monthly Billing - July	3916.35	Maint. Contract	
		VOIP Phone System	407.75	Telephones/Cellphones	
39212	FRESNO OXYGEN				3,890.92
		Dry Ice for traps	1015.67	Lab Supplies	
		Plasma Cutter	2875.25	Vehicle Supplies	
39213	LIFE TECHNOLOGIES	Annual Service Agreement 7-30-2024 to 12-20-2024		Professional Services	2,492.22
39214	LINXUP	GPS		GPS	945.57
39215	SO CAL EDISON	Utilities		Utilities	9,012.84
39216	TARGET SPECIALTY PRODUCTS				29,942.87

		(5) 40lb bags of Spheratax SPH 50G	1201.10	Spray Materials	
		Cases of Sumilarv WSP	28741.77	Spray Materials	
39217	UNIFIRST				1,906.52
		Uniforms	1243.24	Uniforms	
		Janitorial	663.28	Janitorial	
39218	VALLEY PACIFIC	Fuel		Fuel	6,112.12
39219	VESERIS/ES OPCO	Altosid XRG & SBG 40lb bag, Altosid XRG Ultra 40lb bag, DuplexG Granular IGR 40lb bag,		Spray Materials	23,835.09
		Altosid XR Briquet			
			Total Board Order # 6		\$254,643.87

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REPORT OF THE MANAGER JULY 2024

I. Water and Weather

The Delta Mosquito and Vector Control District (DMVCD) Weather Station reported an average high temperature of 103.6°F with an average low of 73.0°F and 0.0 inches of rainfall as of July 31, 2024. The National Oceanic and Atmospheric Administration 1991-2020 seasonal averages for high and low temperatures in July were 93.8°F and 66.7°F respectively, with average rainfall of 0.0 inches.

Water storage at Pine Flat Reservoir decreased to 593,367 acre-feet as of July 31, 2024. Pine Flat Reservoir's water inflow rate is 1,492 cubic feet per second (CFS) while its release is 6,331 CFS. The Lake Kaweah Reservoir storage decreased to 33,277 acre-feet. Lake Kaweah's water inflow rate is 162 CFS and its release increased to 673 CFS as of July 31, 2024.

II. Narrative

Field operations received 137 mosquito service requests and 11 fish requests in July 2024. The service request inspections consisted of a Vector Control Technician inspecting the reported property for any standing water that mosquito larvae could breed in. During this time, the technician used an integrated vector management (IVM) strategy to reduce any mosquito-breeding found. In addition, technicians used this opportunity to educate residents on mosquito-breeding prevention and how to protect themselves from mosquito bites and mosquito-borne diseases.

Operations (Paul Harlien, Operations Program Manager)

All the field techs are out in their zones working hard in the heat. There were 6,675 source inspections in July. Over 264 Dairy pits and sewer farm pits were inspected and treated once a week as needed.

There were two drone treatments and one plane treatment for the month along with two ULV treatments and all ULV foggers were recalibrated for maximum fog coverage.

We had several repairs in the Auto shop T-4 and T-6 both had the AC go out that required major repairs. There were seven tire repairs and some minor repairs like lights doorhandles oil changes oil pump leaks, hose repair, backpack sprayers piston pump replacement.

I have filed the monthly pesticide report along with tracking pesticide inventory. We have placed one order for Natular G30 WSP and I am working on getting a tanker of BVA-2 oil delivered anywhere from 3,500 to 6,300 hundred gallons depending on if we can split a tanker with a district.

Outreach (Erick Arriaga, Community Education and Outreach Coordinator)

This month, DMVCD participated in 3 outreach events, with an average of 50 visitors with questions regarding who we are and tips on how to reduce mosquito bites. All the new truck graphics have been delivered, and they will now be ready as new vehicles begin to be delivered. Starting a project with the Visalia Cemetery, the existing signs at the cemetery for mosquito control will be revamped and replaced within the next couple of weeks.

Laboratory (Andrea Troupin, Laboratory Program Manager)

Routine mosquito trapping continued through July 2024. Traps were set throughout the District in Goshen, Traver, London, Delft Colony, Dinuba, Orosi, Seville, Kings River area, Elderwood, Woodlake, Lemon Cove, Ivanhoe, Exeter, Farmersville, and Visalia.

A total of 33,007 mosquitoes were collected across 1,755 trap nights. The District-wide average of 18.8 mosquitoes per trap night for July was 29.5% lower than the previous 5-year average of 26.7 and 23.1% lower than the 2023 average of 24.5 mosquitoes per trap night for the same time. The top 3 mosquito species caught in June were *Aedes aegypti* at 47.5%, followed by *Culex quinquefasciatus* at 40.4%, and *Aedes nigromaculus* at 4.0%. Compared to July of 2023, the top 3 mosquito species caught were *Cx. quinquefasciatus* at 63.4%, followed by *Ae. aegypti* at 27.5%, and *Cx. tarsalis* at 5.7% and. Arbovirus testing for West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western equine encephalitis virus (WEEV) continued through July. As of July 31, 2024, laboratory staff has tested 2,428 mosquito samples for the year. In July, 406 samples were tested and 26 were positive for WNV and 1 for SLEV. Positive mosquito samples were collected from Visalia, Dinuba, Farmersville, Delft Colony, Kings River area, Goshen, and Farmersville. Two dead bird brain samples were collected in June and have all tested negative for WNV, SLEV, and WEEV. No kissing bugs have been reported to the district so far in July.

Technicians brought in 98 mosquito larvae samples to the laboratory for species identification in July 2024. There were 35 larval samples collected in July 2023.

There were 158 technician and homeowner mosquitofish requests in July 2024 to distribute 6,313 fish. In July 2023, there were 40 technician and homeowner mosquitofish requests to distribute 1,783 fish. Approximately 819 mosquitofish fry were produced in July 2024.

Routine laboratory maintenance continued during July 2024. Monthly safety checks for fire extinguishers and emergency lights were performed as well as weekly safety showers and eyewash inspections.

The laboratory staff tested 35 mosquito samples from Tulare Mosquito Abatement District (MAD) in July 2024.

There were 137 service requests in July 2024.

2024 Service Request Summary

2024	Mosquitofish	Inspection	Mosquito	Source	Other	Total
January	0	2	2	1	0	5
February	3	5	1	12	0	21
March	5	17	6	5	0	33
April	4	25	1	6	0	36
May	15	110	0acr	0	0	125
June	7	15	51	5	1	79
July	11	137	0	0	0	148
Total	45	311	61	29	1	447

III. Vector and Disease Surveillance

Delta MVCD Summaries:

Humans: No human cases were reported to DMVCD in July 2024.

Birds: 2 dead birds were reported to DMVCD in July 2024 and all 2 tested negative.

Mosquitoes: 406 samples were collected and tested in July 2024. There are 26 WNV positives and 1 SLEV positive.

State Surveillance:

Humans: As of July 31, 2024, 2 human cases of WNV from 2 counties and 0 cases of SLEV from 0 counties have been reported.

Birds: As of July 31, 2024, 156 dead birds from 13 counties tested positive.

Mosquitoes: As of July 31, 2024, 583 mosquito samples from 24 counties have tested positive for WNV. Also, 13 samples from 3 counties have tested positive for SLEV.

V1. Expenditures & Revenues – 2024/25

Total Budget \$4,860,192

EXPENDITURES – July 1, 2024, to July 31, 2024

Salaries and Benefits	\$492,969.73
Services & Supplies	\$152,080.99
Tax Admin Fee	\$0.00
Capital	\$3,848.28
Long-Term Debt	\$0.00
TOTAL EXPENDITURES	\$648,899.00
<i>Percent of Budget Spent</i>	13.35%

REVENUE RECEIVED - July 1, 2024– July 31, 2024

July	\$0.00
TOTAL REVENUE TO DATE	\$0.00

IV. Timesheet Summary

Month	Available Hours	Sick Hrs Used	Total Hrs Avail. For Work	Pct. Of Hrs Avail for Work
July	6,440	167.25	6,272.75	97.4

The District has a vacation policy that requires 24-hour notice to ensure the operational integrity of the workforce. Sick leave for doctor, dentist and/ or family medical necessity also requires advance notice-in so much as it is possible. Illness is unplanned and therefore unscheduled. Attendance records for the current year are shown in the table.

MANAGER'S REPORT ADDENDUM

CROSS-DEPARTMENT TEAMWORK, KINGS RIVER SWARMS



ON THE WEEK OF JULY 15TH THE DISTRICT RECEIVED NUMEROUS CALLS FROM RESIDENTS COMPLAINING OF SWARMS OF DAY-BITING MOSQUITOS THAT WERE MAKING IT IMPOSSIBLE TO GO OUTSIDE. THE RESPONDING TECH REPORTED HIGH MOSQUITO ACTIVITY



IN COLLABORATION WITH THE LAB, RURAL FIELD OPS PERFORMED ENHANCED SURVEILLANCE. TRAPPING REVEALED THE CULPRIT TO BE *Aedes nigromaculis*, A SPECIES ASSOCIATED WITH RIPARIAN HABITATS AND FLOODED PASTURES



WITH NO INSTANTLY APPARENT SOURCES, THE COMBINED LAB AND OPS TEAM ASSESSED RIPARIAN HABITAT VIA KAYAK. WHILE SOME BREEDING WAS FOUND IT WAS NOT THE TARGET SPECIES AND TRAPS RESULTS POINTED ELSEWHERE.



AFTER CONTINUED NARROWING OF POTENTIAL SOURCES THROUGH INSPECTION AND TRAPPING, IT IS BELIEVED THE CULPRIT WAS A NEARBY PASTURE THAT HAD RECEIVED SUDDEN IRRIGATION. IT WAS NOTED FOR FUTURE CONSIDERATION.



Agenda Item 6(a)-(c) Background:

Item 6(a): Consideration of Contracting for an Outside Bookkeeper or Accountant

Over the past few years, the District has encountered considerable errors in bookkeeping, which have resulted in discrepancies that may affect the accuracy of our financial records. These errors, if not addressed promptly, could impact the upcoming audit and continue to complicate efficient reconciliation with Tulare County records.

Given the complexity and potential implications of these issues, it may be necessary to contract for an outside bookkeeper or accountant to assist in repairing the financials and revising our internal protocols. This external expertise would help ensure that our financial records are accurate and up to date, and that our processes are robust enough to prevent similar issues in the future. The Board is asked to consider this option to safeguard the District's financial health and ensure compliance with auditing standards.

Item 6(b): Review and Clarification of the District's Section 125 Plan

The District first implemented a Section 125 Cafeteria Plan around 2004. This plan included a smaller non-elective component that must be spent on medical insurance premiums, and a larger elective component that could be allocated among a few medical options (traditionally a PPO or HMO with an FSA contribution) or taken as a cash benefit. The cash benefit was intended to match the value of the non-elective component, varying based on the employee's marital status (single, married, or married with dependents). However, the 2004 Section 125 Plan contract only vaguely stipulated that "the employee must have other CalPERS medical insurance" to receive this cash benefit, without providing further details.

Over time, some employees received a cash benefit equal to what they would have received based on their marital status. However, this aspect of the program was never widely known or utilized among employees.

In 2018, the District signed a new Section 125 contract, designated as a "restatement" of the original contract. This updated contract was largely boilerplate and noticeably did not include the cash benefit option. Despite this, it appears that the manager at the time continued to receive the benefit after the date of this new contract. This suggests that the District may still be operating under a Section 125 plan that includes both components, but the details remain unclear and need to be clarified.

While the District has met most of the minimum standards for maintaining a Section 125 Plan, there are unresolved issues that require the Board's attention. Specifically, the Board

has not explicitly designated the non-elective component for this or recent years, nor has it set the details for the cash benefit.

Introduction to Section 125 Plans:

A Section 125 Plan, also known as a Cafeteria Plan, allows employees to choose from a variety of pre-tax benefits, which may include health insurance, flexible spending accounts (FSAs), and cash benefits, among other options. The key advantage of a Section 125 Plan is that it allows employees to reduce their taxable income by choosing to allocate a portion of their salary towards certain benefits. This not only provides tax savings for employees but also offers flexibility in selecting benefits that best meet their individual needs. Section 125 Plans are governed by IRS regulations, which set forth specific requirements for both the employer and the employee to maintain compliance.

Recommendations:

1. **Drafting a New Section 125 Plan:** It is recommended that the Board direct the Manager to seek the drafting of a new Section 125 Plan to remove any ambiguity. Given the specialized nature of this area of law, this may require the assistance of outside counsel.
2. **Retroactive Designation:** The Board should retroactively designate the elective and non-elective components for the current year to ensure compliance with regulatory requirements and to provide clarity to employees.
3. **Determining the Cash Benefit Limit:** The Board needs to determine the appropriate limit for the cash benefit option and decide whether this benefit should apply to employees who are receiving insurance as a dependent on another employee's health insurance. This is particularly important as this scenario has occurred in the past and is currently happening.

These steps will help ensure that the District's Section 125 Plan is clear, compliant, and fairly administered, providing transparency and consistency for all employees.

Suggested 2024-25 Elective and Non-Elective Contributions (Effective 1-1-2024)

<i>Status</i>	<i>Choice</i>	<i>Elective Component</i>	<i>Non-Elective Component</i>
Employee	HMO+FSA	\$ 946.83	151.00
Employee + 1	HMO+FSA	\$ 1,808.29	151.00
Employee +2	HMO+FSA	\$ 2,353.07	151.00
Employee	PPO	\$ 1,207.29	151.00
Employee + 1	PPO	\$ 2,412.54	151.00
Employee +2	PPO	\$ 3,163.59	151.00

Cash Benefit: Typically a ceiling for cash benefit is set to encourage insurance use.

Suggested: 1/2 Single Employee Premium: =\$946.83/2: \$474/Month

Special District	Cash in Lieu Amount (Monthly)	Year	Details
Sacramento-Yolo Mosquito and Vector Control District	\$620	2022	Employees must have alternative health coverage to qualify.
East Bay Municipal Utility District (EBMUD)	Variable, determined annually	Annual	Amounts vary based on the plan and coverage level chosen.
South Coast Water District	\$450	Annual	Available to employees with alternative health insurance.
Rancho Murieta Community Services District	\$350	Annual	Proof of alternative coverage required.
Coachella Valley Mosquito and Vector Control District	Not specified	Annual	Requires proof of alternative health coverage.
FlexElect Program (California State Employees)	\$128 (Health), \$12 (Dental), \$140 (Both)	2022	Part of the FlexElect plan, available to state employees with alternative coverage.
San Ramon Valley Fire Protection District (SRVFPD)	\$500	Annual	Available to employees who provide proof of alternative coverage.
Shasta Mosquito and Vector Control District	Up to 1/2 of a single employee's premium	Annual	Offered as a cash benefit in lieu of health insurance.

Item 6(c): Salary Schedule Revision

Old:

Foreman	Annual	87,739.99	93,223.75	98,707.49	104,191.24	111,035.40
Exempt	Per Month	7,311.66	7,768.64	8,225.62	8,682.60	9,252.95
Administrative Assistant	Annual	84,001.51	89,251.60	94,501.70	99,751.78	106,595.88
Exempt	Per Month	7,001.12	7,437.63	7,875.14	8,312.65	8,882.99

New:

Foreman	Annual	87,739.99	93,223.75	98,707.49	104,191.24	111,035.40
Exempt	Per Month	7,311.66	7,768.64	8,225.62	8,682.60	9,252.95
Administrative Assistant	Annual	84,001.51	89,251.60	94,501.70	99,751.78	105,001.89
Exempt	Per Month	7,001.12	7,437.63	7,875.14	8,312.65	8,750.15

— FY 2024-2025 —

DELTA MVCD

— August Revised —
Budget

- **Revised Balance Sheet**
- **Budget Summary**
- **Manager's Report on the Budget**

Balance Sheet

	Actual 19/20	Actual 20/21	Actual 21/22	Actual 22/23	Actual 23/24	Budget 24/25	
Revenue	4,017,788.16	3,273,792.40	4,585,098.83	4,727,124.83	5,218,502.37	5,420,376.59	
Beginning Cash Balance	3,840,626.09	4,509,347.51	\$ 4,314,234.85	\$ 4,537,344.85	\$ 4,306,159.68	\$ 5,892,769.99	
	7,858,414.25	7,783,139.91	8,899,333.68	9,264,469.68	9,591,025.00	11,313,146.58	This line minus budget equals ending bal below
Budget (Est Expend)	3,349,066.74	3,468,905.06	4,361,988.83	4,164,385.10	4,425,816.96	4,856,578.85	
Ending Balance	4,509,347.51	4,314,234.85	4,537,344.85	4,306,159.68	4,522,909.74	6,456,567.73	
	7,858,414.25	7,783,139.91	8,899,333.68	9,264,469.68	9,591,025.00	8,610,653.04	
Assessment Reserve	0.00	0.00	951,898.00	0.00	0.00	0.00	
Contingencies	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
Capital Reserve	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	
Unalcoated Reserve	4,384,347.51	4,189,234.85	4,412,344.85	4,181,159.68	4,475,486.60	6,331,567.73	Ending bal line minus conting., assessment reserve and capi
Revenue	19/20	20/21	21/22	22/23	23/24	24/25	
4001 Current Secured	2,257,053.85	2,402,921.80	2,551,845.95	2,722,062.51	2,912,955.86	2,985,779.76	Add 2.5% to 24/25 Revenues across the board
4006 Current Unsecured	136,629.87	146,449.06	172,166.81	191,426.86	217,986.27	223,435.93	
4060 RDA Residuals	99,317.00	172,907.00	176,300.00	206,557.00	229,832.00	235,577.80	
4075 RD H&S 34188 SA	1,068.00	940.85	0.00	0.00	0.00	0.00	
4055 Timber Yield	0.00	0.00	0.00	0.02	0.01	0.01	
4008 Prior Secured	41,143.56	48,722.45	46,616.88	44,777.33	66,717.71	68,385.65	
4030 Prior Unsecured	2,283.14	1,622.25	2,059.52	1,575.92	4,375.39	4,484.77	
4033 Supplemental Cur Sec	45,451.63	50,547.05	46,375.56	58,568.61	98,810.94	101,281.21	
4052 Supplemental Prior	8,739.77	11,678.58	12,424.71	12,276.13	12,825.29	13,145.92	
5050 Assessment	976,859.88	17,758.88	946,777.13	937,067.85	1,057,094.97	1,154,934.00	
4801 Prop Tax Relief	18,785.97	18,374.90	17,917.60	17,329.87	17,606.84	18,047.01	
5835 Interest	96,476.92	63,561.31	40,452.18	94,068.73	157,973.14	161,922.47	
5250 Other Revenue	0.00	755.00	139.52	0.00	0.00	0.00	
5400 ARPA (COVID Funds)	0.00	0.00	188,365.00	0.00	0.00	0.00	
5401 RDA Pass Thru	277,496.00	294,033.00	307,218.00	351,287.00	379,462.00	388,948.55	
5537 Current Services	6,952.91	8,750.25	0.00	0.00	0.00	0.00	
5805 Assessment Fee	-69,765.00	-96.07	-65,296.00	0.00	-68,120.00	-69,823.00	
Other Sev	0.00	0.00	-37.5	0.00	0.00	0.00	Est 2.5% Increase
Misc	119,294.66	34,866.09	141,773.47	90,127.00	130,981.95	134,256.50	Last 4 FY Average Prop Tax Increase: 8%
	4,017,788.16	3,273,792.40	4,585,098.83	4,727,124.83	5,218,502.37	5,420,376.59	
Carry Over	18/19	19/20	20/21	21/22	22/23	23/24	
Reserve	3,740,704.80	3,840,626.09	4,509,347.51	4,314,234.85	4,537,344.85	5,100,084.58	
Revenue	3,002,488.58	4,017,788.16	3,273,792.40	4,585,098.83	4,727,124.83	5,218,502.37	
Budget (Est Exp)	-2,902,567.29	-3,349,066.74	-3,468,905.06	-4,361,988.83	-4,164,385.10	-4,425,816.96	
Ending Balance	\$ 3,840,626.09	\$ 4,509,347.51	\$ 4,314,234.85	\$ 4,537,344.85	\$5,100,084.58	\$ 5,892,769.99	Amt comes from beginning cash line

\$ 6,456,567.73 Est 24-25 Close

AUGUST REVISE BUDGET - FISCAL YEAR 2024-25

ACCT. NO.	CATEGORY	ACTUAL EXPENDED 2022-23	EST. EXPENDED 2023-24		Est Exp vs Budget 2023-24	BUDGET 2024-25	% Change
			BUDGET 2023-24				
5000	Payroll Expenses		\$ 2,321,985.56	\$ 1,961,104.56	-15.54%	\$ 2,242,095.00	-3.44%
50002	Social Security/Medicare		\$ 179,149.63	\$ 149,142.70	-16.75%	\$ 163,850.00	-8.54%
502	CEPPT (Pension Trust)	0.00	\$ -	\$ -		\$ 100,000.00	
501	OPEB (Employer Benefits)	0.00	\$ -	\$ -		\$ 100,000.00	
511	Total Retirement		\$ 366,724.88	\$ 320,840.70	-12.51%	\$ 418,952.00	14.24%
511.1	UAL		\$ 209,643.84	\$ 174,395.00	-16.81%	\$ 221,552.00	5.68%
511.2	Retirement Employer Contributions		\$ 157,081.04	\$ 146,445.70	-6.77%	\$ 197,400.00	25.67%
520	457 Contribution		\$ 15,000.00	\$ 8,540.00	-43.07%	\$ 15,880.00	5.87%
513	Workers Compensation		\$ 94,972.80	\$ 91,983.00	-3.15%	\$ 89,177.00	-6.10%
514/50001	Unemp.		\$ 21,600.00	\$ 42,251.95	95.61%	\$ 16,500.00	-23.61%
	Life, Dental, Vision		\$ 52,497.30	\$ 37,540.12	-28.49%	\$ 44,000.00	-16.19%
519	Health Insurance		\$ 456,357.03	\$ 290,061.80	-36.44%	\$ 495,000.00	8.47%
Sub-Totals	Wages and Benefits	\$ -	\$ 3,508,287.20	\$ 2,901,464.83	-17.30%	\$ 3,685,454.00	5.05%
60100	Spray Material	226,713.29	\$ 340,000.00	\$ 322,981.04	-5.27%	\$ 270,000.00	-20.59%
60200	Uniforms	9,538.23	\$ 12,000.00	\$ 8,562.20	-28.65%	\$ 8,800.00	-26.67%
603000	Lab Supplies	36,822.05	\$ 90,000.00	\$ 100,695.13	11.88%	\$ 108,800.00	20.89%
60301	Fish Supplies	5,248.84	\$ 11,000.00	\$ 8,424.91	-23.41%	\$ 11,000.00	0.00%
60400	Sprayer Supplies and Repairs	54,484.74	\$ 10,500.00	\$ 7,213.32	-31.30%	\$ 7,500.00	-28.57%
60401	Operational	659.97	\$ 4,000.00	\$ 3,229.16	-19.27%	\$ 7,000.00	75.00%
60500	Janitorial Supplies	3,029.72	\$ 5,000.00	\$ 4,360.47	-12.79%	\$ 4,500.00	-10.00%
60600	Maintenance Contracts	31,570.60	\$ 60,000.00	\$ 54,916.45	-8.47%	\$ 52,050.00	-13.25%
60700	Building /Yard Maint	88,120.54	\$ 60,000.00	\$ 27,345.90	-54.42%	\$ 39,500.00	-34.17%
60700.1	Building Maint		\$ 30,000.00	\$ 19,099.96		\$ 30,000.00	0.00%
60700.2	Yard Maint		\$ 30,000.00	\$ 8,245.94		\$ 9,500.00	-68.33%
60800	Utilities	\$ 47,400.54	\$ 56,000.00	\$ 48,880.27	-12.71%	\$ 60,000.00	7.14%
60900	Insurance Liability	\$ 92,659.00	\$ 108,000.00	\$ 122,884.00	13.78%	\$ 115,217.00	6.68%
61000	Office Supplies	\$ 11,498.97	\$ 32,000.00	\$ 30,209.23	-5.60%	\$ 32,000.00	0.00%
61100	Travel Expenses	\$ 18,436.57	\$ 51,000.00	\$ 17,347.15	-65.99%	\$ 26,000.00	-49.02%
61200	Vehicle Supplies and Maint	\$ 33,452.06	\$ 43,000.00	\$ 36,436.52	-15.26%	\$ 41,500.00	-3.49%
61300	Fuel and Oil	\$ 72,526.98	\$ 80,000.00	\$ 69,460.78	-13.17%	\$ 70,000.00	-12.50%
61400	Telephone and Internet	\$ 24,673.54	\$ 25,000.00	\$ 23,904.66	-4.38%	\$ 25,000.00	0.00%
61500	GPS	\$ 10,289.05	\$ 12,000.00	\$ 10,369.87	-13.58%	\$ 22,000.00	83.33%
61700	Subscriptions	\$ 30,213.75	\$ 34,000.00	\$ 28,950.38	-14.85%	\$ 35,000.00	2.94%
	Advertisements		\$ 2,000.00	\$ -	-100.00%	\$ -	-100.00%
61800	Continuing Education	\$ 7,919.68	\$ 8,000.00	\$ 17,316.10	116.45%	\$ 9,000.00	12.50%
61900	Professional Services	\$ 77,426.29	\$ 86,000.00	\$ 84,269.04	-2.01%	\$ 70,000.00	-18.60%
62100	Misc Expenses	\$ 3,839.84	\$ 5,000.00	\$ 5,981.08	19.62%	\$ 5,033.00	0.66%
62200	Name and Logo Celebration	\$ 7,947.46	\$ 6,000.00	\$ 440.36	-92.66%	\$ 0	0.00%
62300	Safety Supplies	\$ 3,368.46	\$ 5,000.00	\$ 3,657.86	-26.84%	\$ 5,000.00	0.00%

62600	Dues	\$	22,470.00	\$	25,000.00	\$	21,984.07	-12.06%	\$	22,340.00	-10.64%
62800	Public Relations	\$	4,869.99	\$	30,000.00	\$	11,708.97	-60.97%	\$	22,000.00	-26.67%
Sub-totals Services and Supplies (Operations)			\$925,180.16	\$	1,200,500.00	\$	1,071,528.92	-10.74%		\$1,069,240.00	-10.93%

ACCT. NO.	CATEGORY	EXPENDED 2022-23	BUDGET 2023-24	EST. EXPENDED 2023-24	Est Exp vs Budget 2023-24	PROPOSED BUDGET 2024-25	% Change
62900	Tax Admin Fee	154.12	\$ 80,000.00	75,283.00	-5.90%	3,500.00	-95.63%
701	Spray Cap Expense	0.00	\$ -	0.00		0.00	
702	Vehicles Cap Expense	\$ 20,469.55	\$ 25,000.00	\$ 53,529.69	114.12%	\$ 80,670.00	
703	Shop Cap Expense		\$ 20,000.00	\$ 16,461.85	-17.69%		
704	Office Equip Cap Expense	5,423.92		\$ 6,365.70			
706	Lab Equip Cap Expense	23,867.95	\$ 33,000.00	\$ 28,424.81	-13.86%	\$ 11,000.00	
708	Capital Asset Assessment						
801	Build and Yard Improvement		\$ 85,500.00	\$ 74,297.20	-13.10%		
	<i>Cap Outlay Total (New Fixed Assets)</i>		\$ 163,500.00	\$ 179,079.25	9.53%	\$ 91,670.00	-43.93%
803	Long-Term Debt	\$ 117,828.00	\$ 117,828.06	\$ 117,828.00	0.00%	\$ 117,828.00	0.00%
	<i>Other Charges</i>						
Sub-totals Cap Outlay/Debt		167,589.42	281,328.06	296,907.25	5.54%	209,498.00	-25.53%
Budget Totals		\$ 1,092,923.70	\$5,070,115.26	\$4,345,184.00	-14.30%	\$4,967,692.00	-2.02%

From Cnty: \$4,425,816.96

Budget Less Cap
\$4,708,787.20

Budget Less Cap
\$4,754,694.00 0.97%

ANTICIPATED REVENUES:

23/24

24/25

Cash on Hand - June 30	\$	5,100,084.52		\$5,892,769.93
Taxes	\$	3,940,572.31		\$4,039,086.62
Assessment (Assessment-Admin)	\$	988,974.97		\$1,085,111.00
Other Income	\$	-		
Interest	\$	157,973.14		\$161,922.47
Misc	\$	130,981.95		\$134,256.20

TOTAL		10,318,587		11,313,146
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DISBURSEMENTS:

Budget (Est Expenditures)		4,425,817		4,967,692.00	12.24%
Unallocated General Reserve (80-100%)		5,767,770		6,220,454	7.85%
*Retro Capital Reserve	Min \$	3,540,653.57	\$	3,974,153.60	
Assessment Reserve		75,000		75,000	0.00%
Contingency Reserve (Tulare County #7432)		0		0	#DIV/0!
		50,000		50,000.00	0.00%

\$5,892,770	Est Total Reserves (23-24)	Est Total Reserves (24-25)	\$6,345,454
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* Capital Reserves				8% Percent Change
TOTAL		10,318,587		11,313,146

8% increase in Total Reserves

Background for Agenda Item 9: Policies

a. Rescission of Policy 2139, District Equipment Loan Policy (2nd Read):

The Board will consider the rescission of Policy 2139, which addresses the use of district equipment. This policy is recommended for rescission due to concerns that it could be interpreted in a way that allows for the private use of public funds, potentially leading to legal and ethical issues.

b. Change to Policy 2126, Pay Periods (1st Read):

The Board will consider changing the pay periods from biweekly to semimonthly. This change is proposed to simplify accounting processes by aligning payroll with the calendar month. If approved, this adjustment will take effect in November 2024. The Board may consider this change for both regular and seasonal employees. As this is a first read, further discussion and a final decision will take place at the next regular board meeting.

c. Change to Policy 1081, Reserves (1st Read):

The Board will consider an amendment to the reserves policy, with a focus on increasing infrastructure reserves and addressing pension liability. The proposed changes aim to strengthen the district's financial stability by ensuring adequate reserves for infrastructure needs and future pension obligations. This is also a first read, with the final decision to be considered at the next regular board meeting.

These items are presented to ensure clarity, streamline operations, and enhance the district's financial planning.

Delta Mosquito and Vector Control District

MANUAL of POLICIES

~~POLICY TITLE~~

~~DISTRICT EQUIPMENT LOAN POLICY~~

POLICY NUMBER

2139

~~2139.1 This policy is created to provide the staff borrower with a clear understanding of his/her responsibilities when borrowing District property. This policy is a privilege and may be halted at any time by the General Manager due to:~~

- ~~• Negligence~~
- ~~• Misuse~~
- ~~• Unreported Damage~~
- ~~• Failure to Return Items in a Timely Manner~~
- ~~• Failure to appropriately request the equipment~~
- ~~• Excessive wear and tear~~

~~2139.2 The borrower shall assume all responsibility for any damage to borrowed equipment and is responsible for informing the District Manager of the damage at the earliest opportunity. The borrower also assumes all liability for any injury which may occur from the use of this equipment while in his/her custody.~~

~~2139.3 Some equipment is vital to District operations and therefore may only be available for a limited amount of time, or not at all.~~

~~2139.4 The return date must be decided and agreed upon before the loaning of equipment is allowed. The loan of equipment must be approved by the General Manager, direct supervisor of the employee, and supervisor in charge of the specific item of equipment.~~

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Pay Periods

POLICY NUMBER
2126

~~2126.1 The salaries and wages of all full time District employees shall be paid monthly, being the last day of every month. The salaries and wages of all part time District employees shall be paid bi-weekly, on Friday.~~

2126.2 In the event a payday falls on an observed holiday, or on a Saturday or Sunday, the immediately previous working day shall become the pay

Two Alternatives:

A) The Salaries and wages of all employees shall be paid semimonthly, being the 15th day and last day of every month.

OR

B) The salaries and wages of all full time District employees shall be paid monthly, being the last day of every month. The salaries and wages of all part time District employees shall be paid semimonthly, being the 15th and last day of every month.

This Policy shall be effective November of 2024

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Reserve Policy

POLICY NUMBER
1081

1081.1 Unallocated General Reserve

1081.1.1 The amount of Unallocated General Reserve will be no less than 80% and no greater than 100% of the current fiscal year's operating budget.

1081.1.2 The Unallocated General Reserve can be used at any time to meet cash flow requirements of District operations. Expenditures require a simple majority (4/7) vote of the Board.

~~1081.2 Assessment Reserve~~

~~1081.2.1 The amount of the Assessment Reserve will be equal to the funds collected through the Improved Mosquito, Vector and Disease Testing and Control Assessment.~~

~~1081.2.2 The Assessment Reserve is to be used for debt service and expenditure reimbursement for items purchased relative to the Improved Mosquito, Vector and Disease Testing and Control program.~~

1081.3 Capital Reserve will be at minimum

1081.3.1 The amount of the Capital Reserve ~~will be equal to~~ \$75,000.

1081.3.2 The Capital Reserve will budget for anticipated Capital expenditures in the next fiscal year. within the next three

1081.4 Appropriation for Contingency Reserve

1081.4.1 The amount of the Appropriation for Contingency Reserve will be equal to \$50,000 and listed within the operating budget under Tulare County Account #7432. Expenditures from Account #7432 require a ~~simple majority~~ (4/7) vote of the Board. -

1081.2 UAL Reserve

The Unfunded Accrued Liability Reserve shall be designated for potential pay down or contributions related to the District's unfunded accrued liability. It shall be set at the value of the combined Unfunded Accrued Liability from all District pension plans for the current fiscal year. It shall be automatically adjusted at the start of each fiscal year. This reserve shall be filled only after the other reserves are fully appropriated to.



Laboratory Staffing Requests

The laboratory staffing requests are based on current needs including adult mosquito surveillance, insectary, fish hatchery, and disease testing.

Six (6) Laboratory Technician I

Laboratory Technician I's are responsible for one trapping route each during the mosquito season. The District surveillance program currently has 6 trapping routes; 5 in urban areas and 1 rural. These routes allow us to set 4 gravid traps and 4 BG-Sentinel™ traps per square mile of populated area plus roughly 32 rural EVS traps for a combined total of approximately 432 traps per week.

In the urban routes, there are 2 traps (1 BG-Sentinel and 1 gravid) at each trap location, which is every quarter square mile of populated area. Last year, we had 5 BG-Sentinel traps per square mile with rotating gravid traps. This year, we had to expand our trapping into new housing developments, so we removed 1 BG-Sentinel but increased the number of gravid traps per section. Setting, retrieving, and prepping mosquito traps will take the entire 8-hour workday. Laboratory technician I duties include:

1. Setting and retrieving traps
2. Charging batteries
3. Preparing infusion for the gravid traps
4. Preparing sugar-yeast jugs for the BG traps
5. Preparing dry ice for the EVS traps
6. Cleaning and maintaining their assigned equipment
7. Contributing to the cleaning and maintenance of the lab

One (1) Laboratory Technician II

In 2021, the District laboratory began two new programs: a fish hatchery and a fully functional insectary, which is looking to include resistance testing. These two programs significantly added to the biologist workload. This was further complicated by Laboratory Technician I staff shortages that were both expected, for returning technicians who had to miss work to stay under 1,000 hours, and unexpected for illnesses, family emergencies, and chronic absenteeism. Biologists had to carry out Laboratory Technician I duties instead of their own to avoid losing the laboratory's core function of vector surveillance.

The Laboratory Technician II position will be a seasonal, 8-10 month position requiring a higher level of education and skill. Requires CDPH VCT Categories A and B. Laboratory Technician II duties will include assisting the biologists in:

1. Cleaning and maintaining fish tanks
2. Transferring fish fry to adult tanks
3. Distributing mosquitofish to homeowners
4. Processing larval mosquito samples from Vector Control Technicians
5. Collecting field larvae samples for use in insecticide resistance testing
6. Completing surveillance routes when Laboratory Technician I's are absent
7. Identification and processing of mosquito samples
8. Setting additional response and project traps as necessary
9. Project tasks as necessary
10. Pre-season preparation (finding trap hosts, prepping equipment)
11. Post-season repairs and inventory



One (1) Laboratory Technician III

The Laboratory Technician III position will be a 12-month position requiring a higher level of experience, education, and skill. Requires CDPH VCT categories A-D. Laboratory Technician III duties will include assisting the biologists in:

1. Cleaning and maintaining fish tanks
2. Transferring fish fry to adult tanks
3. Distributing mosquitofish to homeowners
4. Aiding in the care and husbandry of colony mosquitoes
5. Processing larval mosquito samples from Vector Control Technicians
6. Collecting field larvae samples for use in insecticide resistance testing
7. Completing surveillance routes when Laboratory Technician I's are absent
8. Completing the winter surveillance routes
9. Identification and processing of mosquito samples
10. Collecting field larvae samples for use in insecticide resistance testing
11. Setting additional response or project traps as necessary
12. Project tasks as necessary
13. Pre-season preparation (finding trap hosts, prepping equipment)
14. Post-season repairs and inventory

Three (3) Biologists

Laboratory Biologists are responsible for the core functions of the laboratory. The core functions are routine vector surveillance, species identification and sorting, testing mosquitoes for the presence of vector-borne pathogens, maintaining the mosquitofish hatchery, process and ID larval samples from the field, insecticide resistance testing, and special projects for to evaluate programs and products.

We currently do not have someone that can perform resistance testing or special projects.

The Biologist position will be a 12-month position requiring a Bachelor of Science degree and previous experience. Requires CDPH VCT categories A-D. Biologist duties will include:

1. Training seasonals, Lab Tech IIs, and Lab Tech IIIs
2. Set mosquito traps if needed
3. Pre- and post-season preparation
4. Sort and count mosquito samples from traps
5. Process field larvae samples
6. Maintain susceptible mosquito colonies
7. Monitors for insecticide resistance using larviciding assays and bio-bottle assays
8. Testing mosquitoes and birds for the presence of vector-borne pathogens
9. Maintain the fish aquaculture and train Lab Tech IIs and IIIs to clean tanks and perform water testing
10. Accurately record, compile, and analyze data
11. Create yearly budgets for each of their programs
12. Attend training sessions, read publications, participate in professional associations, perform research, and present posters or presentations
13. Assist in maintaining a clean and organized workspace



One (1) Supplemental Biologist

Full-time Laboratory Biologists are responsible for the core functions of the laboratory. The core functions are routine vector surveillance, species identification and sorting, testing mosquitoes for the presence of vector-borne pathogens, maintaining the mosquitofish hatchery, process and ID larval samples from the field, insecticide resistance testing, and special projects for to evaluate programs and products.

We currently do not have someone that can perform resistance testing, special projects or data analysis through ArcGIS or Tableau mapping.

The Supplemental Biologist position will be a 6-8-month part time position requiring a Bachelor of Science degree and previous experience. Supplemental Biologist duties will include:

1. Sort and count mosquito samples from traps
2. Monitors for insecticide resistance using larviciding assays and bio-bottle assays
3. Testing mosquitoes and birds for the presence of vector-borne pathogens
4. Accurately record, compile, clean, and analyze data
5. Visualize data through Tableau and ArcGIS platforms
6. Assist in maintaining a clean and organized workspace



Delta Mosquito & Vector Control District

Job Description:

Supplemental Biologist

DEFINITION

Under the general direction of the Scientific Program Manager, the Supplemental Biologist conducts a variety of field and laboratory procedures to support the District's vector and vector-borne disease surveillance programs and completes other related tasks that support the District mission as required.

POSITION STATUS

This is a temporary, at-will and non-benefited position. Assignments to this position cannot exceed 1,000 hours in a fiscal year.

PAYSCALE

Five-step pay scale: \$42.95 to \$53.69 hourly. Paid sick leave accrues at the rate of one hour per every 30 hours worked, up to 40 hours or five days. Employees may use accrued paid sick days beginning on the 90th day of employment. Paid District holidays.

APPLICATION PROCESS

Please send CV/Resume, cover letter and application to a.troupin@deltamvcd.gov.

DISTINGUISHING CHARACTERISTICS

The Supplemental Biologist position differs from the lower class of Laboratory Technician II in that the Supplemental Biologist must obtain and maintain the California Department of Public Health Vector Control Technician certification in Categories A, B, C, and D. Supplemental Biologists are qualified to perform laboratory operations including vector surveillance, vector-borne pathogen surveillance, insecticide resistance monitoring, insectary tasks, and fish hatchery tasks. Additionally, Supplemental Biologists assist in purchasing laboratory supplies, inventory, preparing reports, maintaining laboratory equipment and facilities, and are encouraged to actively participate in Mosquito and Vector Control Association (MVCAC) and publishing in peer-reviewed journals.

ESSENTIAL FUNCTIONS

Under the general direction of the Scientific Program Manager (SPM), the Supplemental Biologist carries out assignments as trained, the details of which have been planned and organized by supervisory staff. Work is performed in accordance with established methods and safety protocols. Work assignments support the District's vector and vector-borne disease surveillance and control programs. Supplemental Biologists are required to practice effective time-management skills to successfully complete assigned tasks independently or cooperatively with others.

Supplemental Biologists carry out surveillance and control activities for mosquitoes and other vectors such as ticks, fleas, and kissing bugs. The Supplemental Biologist prepares, sets, and collects vector surveillance traps throughout the District as well as cleans, maintains, and repairs traps as needed. Supplemental Biologists process daily trap catches including sorting, identifying, tallying, and preparing vector specimens and other biological materials for in-house laboratory diagnosis and/or shipment for further analysis.

The Supplemental Biologist tests mosquitoes, vertebrates, and other biological materials for the

presence of vector-borne pathogens, such as West Nile virus, using established protocols. Supplemental Biologists collect animal and bird carcasses that are potentially infected with vector-borne pathogens and prepare samples for analysis. They test and evaluate new technology as needed.

The Supplemental Biologist maintains a healthy, stocked mosquitofish hatchery by cleaning fish tanks, testing water quality, adjusting water quality parameters, feeding fish stock, and carrying out other tasks as required. Biologists distribute mosquitofish to homeowners and vector control technicians.

Supplemental Biologists process field larvae samples, maintain susceptible mosquito colonies, and monitors for insecticide resistance. The Supplemental Biologist carries out routine insecticide resistance studies and efficacy studies including CDC bottle bioassays, larvicide assays, and field cage trials. They may assist operations in control activities including equipment calibration and application of a variety of insecticides.

Supplemental Biologists use computers, mobile data collection devices, and paper to accurately record daily activities relating to surveillance, specimen collection, safety inspections, and other laboratory activities. Supplemental Biologists are required to maintain detailed and accurate records of routine activities, experimental procedures, and results. They compile and analyze data, write reports, and publish. Supplemental Biologists assist the SPM in maintaining inventories, planning laboratory activities, training seasonal workers, and laboratory purchases.

Supplemental Biologists must safely drive motor vehicles on public and private roads as well as operate hand and power equipment and other tools. They use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate throughout the District. The individual is expected to maintain a clean and safe work vehicle and to maintain associated equipment appropriately. Mechanical issues with their assigned motor vehicle or other equipment are promptly reported.

Supplemental Biologists assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary activities. They participate in routine equipment and facility maintenance including calibrations, inspections, and minor repairs.

The Supplemental Biologist works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. When Supplemental Biologists interact with members of the public, they must do so in a calm, courteous, and professional manner. Supplemental Biologists may assist with public outreach activities to increase awareness of the District's mission, vector-borne diseases, and vector control.

Supplemental Biologists attend training sessions and read a variety of written material to keep informed of regulations, policies, and procedures. They notify the SPM of progress and problems, requesting consultation as required, and are responsible for following all protocols and guidelines provided. Supplemental Biologists stay up to date on vector control issues, research, technology, and techniques. Supplemental Biologists participate in the annual training of seasonal employees.

The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Physical labor such as cleaning fish tanks, walking over rough terrain, as well as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas is necessary.

Appropriate personal protective equipment is supplied for all activities.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Any combination of experience and education that provides the desired knowledge and abilities. Candidates with previous vector control related field, laboratory, or research experience preferred.

Education:

- Master of Science degree in biology, entomology, parasitology, ecology, public health, microbiology, environmental sciences or other closely related fields OR
- Bachelor of Science degree in biology, entomology, parasitology, ecology, public health, microbiology, environmental sciences or other closely related fields AND two (2) years of experience in vector control or a related field.

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and computer operations including applications such as text documents, spreadsheets, and statistical software.
- Basic mathematical operations and statistical analysis.
- General biology, epidemiology, ecology, parasitology, and medical entomology.
- Basic mosquito life cycle and field identification of genus and immature life stages.
- Basic principles and practices of vector and vector-borne disease surveillance and control.
- Principles and methodologies involved in scientific investigations including sampling methods and data collection.
- Molecular diagnostic techniques including RNA/DNA extraction and qRT-PCR.
- Safe use and handling of pesticides and other job-related chemicals.
- General laboratory hazards, safety precautions, and procedures.
- Quality assurance and quality control procedures.
- Accurate recordkeeping.

Ability to:

- Plan and carry out required tasks with minimal supervision.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using a mobile device and computer.
- Compile and analyze data for reports and publications.
- Navigate to various locations using a mobile device and/or paper maps.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized

work vehicle.

- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Calculate accurately, measure accurately, and adjust required supplies and equipment.
- Learn how to safely operate a manual transmission vehicle.
- Use personal protective equipment correctly.
- Use microscopes, pipettes, biological safety cabinets, chemical fume hoods, and centrifuges.
- Use dichotomous keys to identify specimens.

Licenses, certificates, and other special requirements:

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier during employment. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month period, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.
- Must pass and maintain Category A, B, C, and D of the California Department of Public Health Vector Control Technician Certification exam within 12 months of hire date.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

Much of the work in this position is performed in high humidity and/or temperature environments including the insectary, fish hatchery, and outdoors in varying temperatures and within and around various types of aquatic habitats including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors, vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires frequent driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.
- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and, bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk. The following vaccinations may be required within one year if employment: Covid-19, rabies, hepatitis, and tetanus.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and often is 66-100% of the workday.

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, driving, and use of a microscope.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of mosquito vector source, safety, and driving.

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X

Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals			X
Extreme heat			X
Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with automotive repair shop			X

* Rarely refers to 0-33%, Sometimes is 33-66%, and often is 66-100% of the workday.

The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

The Delta Mosquito & Vector Control District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.

I, _____, have read and understand the job description for the Supplemental Biologist position including the essential work functions of this position. I am fully capable of performing all aspects of the Supplemental Biologist position while employed by the Delta Mosquito and Vector Control District.

Signature

Date

**BEFORE THE GOVERNING BOARD OF THE DELTA MOSQUITO AND VECTOR
CONTROL DISTRICT**

RESOLUTION NO. 25-02

**A RESOLUTION APPROVING THE ADDITION OF A SUPPLEMENTAL BIOLOGIST POSITION AND
AMENDING THE DISTRICT'S CLASSIFICATION PLAN**

WHEREAS, the Delta Mosquito and Vector Control District (the "District") recognizes the need for flexible staffing to address variable seasonal and laboratory demands; and

WHEREAS, the addition of a Supplemental Biologist position will enhance the District's ability to meet these fluctuating needs by providing additional support during peak periods and specialized tasks; and

WHEREAS, the District Manager has recommended the inclusion of a Supplemental Biologist position within the District's Classification Plan to ensure that all regular allocated positions are properly classified according to the duties and responsibilities assigned to them; and

WHEREAS, the District's Classification Plan currently does not include a classification for a Supplemental Biologist; and

WHEREAS, the District's Classification Plan, as established by Policy Number 2103, requires Board approval for major revisions including the addition of new positions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Delta Mosquito and Vector Control District that:

1. The addition of the Supplemental Biologist position is hereby approved.
2. The District's Classification Plan is hereby amended to include the Supplemental Biologist position, classified according to the duties and responsibilities outlined in the accompanying Class Specification.
3. The District Manager is authorized and directed to update the Classification Plan to reflect this addition and to maintain an official copy of the updated plan for public inspection.

PASSED AND ADOPTED by the Board of Trustees of the Delta Mosquito and Vector Control District on this 14th day of August 2024.

	Yes	No	Abstain	Absent
Greg Gomez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Guttierrez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosemary Hellwig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Caskey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Berger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Burchett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Greg Gomez, President, Board of Trustees

Linda Guttierrez, Secretary, Board of Trustees

Background for Agenda Item 10-b

Classification Plan; Change of Certain Positions to Exempt Status

Background: During the 2022-2023 Fiscal Year, the Vector Control Supervisor and Foreman positions were reclassified to exempt status. Additionally, sometime around the 2023-2024 Fiscal Year, the Vector Technician III position, specifically the one assigned as the Supervisor's Assistant, was also reclassified to exempt status.

Federal Exemptions Overview: Under the Fair Labor Standards Act (FLSA), certain categories of employees are exempt from overtime pay requirements. The most relevant exemptions include:

1. Executive Exemption:

- To qualify for the executive exemption, an employee must primarily manage a recognized department or subdivision of the organization. This includes having the authority to make significant personnel decisions, such as hiring, firing, and promoting employees, or effectively recommending such actions.
- The employee must customarily and regularly direct the work of at least two full-time employees (or their equivalent).
- Importantly, the executive exemption is intended for those in charge of a traditionally recognized section or subdivision of the operation, not just a specific project or temporary assignment. This exemption is typically applied to department heads or those overseeing significant segments of the organization's operations.

2. Administrative Exemption:

- Applied to employees performing office or non-manual work directly related to management or general business operations. This work must involve the exercise of discretion and independent judgment with respect to matters of significance.

3. Professional Exemption:

- Applied to employees engaged in work that requires advanced knowledge in a field of science or learning, typically acquired through prolonged education. Positions within the laboratory setting often fall under this exemption due to the specialized knowledge and skills required.

Position Classifications:

- **Lab Positions:** Traditionally, lab positions have fallen under the professional exemption due to the advanced scientific knowledge required for the role.

- **Department Heads and Clerical Staff:** These roles have generally been classified under the executive and administrative exemptions due to their management responsibilities and involvement in high-level business operations.

Current Concerns: The recent reclassification of the Vector Control Supervisor, Foreman, and Vector Technician III positions to exempt status raises concerns about whether these positions meet the specific criteria set by the FLSA for exempt status, particularly under the executive exemption.

The executive exemption requires that the employee be in charge of a recognized department or subdivision of the organization, with authority over significant aspects of the operation. It is unclear whether the Vector Control Supervisor and Foreman positions meet this requirement, particularly if they are not in charge of a traditionally recognized section of the operation. Additionally, the Vector Technician III, acting as the Supervisor's Assistant, may not have the level of authority or responsibility typically associated with the executive exemption. The Foreman position could potentially meet this definition as the shop/facilities could be considered a subdivision of our operations having an independent budget and distinct duties.

Procedural Concerns: It is also unclear if formal action was ever taken to reclassify these positions to exempt status. Typically, such reclassifications should be documented through formal updates to the job descriptions, which reflect the changes in duties and responsibilities necessary to justify exempt status. The lack of documented formal action raises questions about the process followed and whether it aligns with standard procedures for reclassification.

Recommendation: This summary is intended to bring the Board's attention to these recent changes, to highlight the need for compliance with FLSA standards, and to recommend a careful evaluation to ensure that all positions are correctly classified.

Based on my initial evaluation, I do not believe that the Vector Control III position assigned as Supervisor's Assistant, nor the Vector Control Supervisor can be easily made to fit the FLSA -exemption requirements. In addition, a preliminary assessment of the demands of these positions would not seem to necessitate this designation. The Foreman position could reasonably be classified as overseeing the shop, facilities, and fleet, a traditionally recognized section of the operation. The position also requires a flexible schedule to tend to issues with equipment and facilities at odd hours. This designation is likely appropriate. I would advise the Board to recommend that the Manager revert the two listed positions to non-exempt (which were never formally reclassified) and prepare a Classification Plan addendum to update the Foreman position to better represent the duties and designate it as exempt.

Agenda Item 11: Revised Travel Calendar, FY 24-25

Conference	Year	Location	Registration	# of Nights	# of Staff	# of Trustees	Total Attendees	Hotel	\$ Per Night	Per Diem (Daily)	Transportation	Per Person	Total	Date
CSDA Annual or GM Summit	2024	Indian Wells, CA/South Lake Tahoe, CA	\$775.00	3	1	1	2	Renaissance Esmeralda	\$267.00	\$69.00	\$0.00	\$1,852.00	\$3,704.00	Sept 9 - 12, 2024
ESA	2024	Phoenix, AZ	\$785.00	4	1	0	1	TBD	\$310.00	\$69.00	\$450.00	\$2,820.00	\$2,820.00	June 29-July 1, 2025 Nov. 10 - 13, 2024
MVCAC Annual	2025	Oakland, CA	\$400.00	3	4	0	4	Oakland Hyatt	\$310.00	\$74.00	\$0.00	\$1,626.00	\$6,504.00	Jan. 26 - 29, 2025
MVCAC Quarterly Fall and Planning	2024	San Diego	0	3	2	0	2	Holiday Inn	\$168.00	\$74.00	\$300	\$1,100.00	\$2,200.00	Dec 2-4th, 2024
MVCAC Quarterly Spring/Leg Day	2025	Sacramento	0	2	2	0	2	TBD (Reis Home)	\$200	\$69.00		\$607.00	\$1,214.00	TBD
VCIPA	2025	Santa Cruz, CA	\$0.00	2	1	0	1	Dream Inn	\$0.00	\$69.00	\$0.00	\$207.00	\$207.00	Feb. 2025
AMCA Annual	2025	San Juan, Puerto Rico	\$550.00	5	2	0	2	Sheraton	\$250.00	\$98.00	\$1,000.00	\$3,388.00	\$6,776.00	Mar.3 - 7, 2025
AMCA Washington	2024	Washington DC	\$120	3	1	0	1	Hilton Alexandria	\$250	\$79	\$600.00	\$1,786.00	\$1,786.00	Mar.3 - 7, 2025
CDC Japanese Encephalitis virus Meeting	2024	Fort Collins, Colorado	**	2	1		1	TBD	**	**	**	(Covered by CDC)		Sept 18-19th, 2024
Total													\$25,211.00	
Misc Travel												3%	\$25,967.33	
Budget												24-25	<u>\$26,000</u>	

Attachment C

Compliance Certification and Hold Harmless Statement

The City/District of Delta Mosquito and Vector Control District certifies the following:

I have read and am familiar with the requirements of Article XIIC and XIID of the State Constitution as revised by Proposition 218, including the articles cited below, and believe that all of the taxes, assessments, levies and fees accompanying this submission to the County Auditor-Controller for inclusion on the secured property tax roll are in compliance with the law.

Article XIIC. Sec. 2 c. "Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision b."

Article XIIC. Sec. 2 d. "No local government may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved."

Article XIID. Sec. 5. "...this article shall become effective the day after the election unless otherwise provided. Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article."

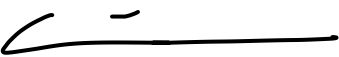
Article XIID. Sec. 6 d. "Beginning July 1, 1997, all fees or charges shall comply with this section."

In addition, the City/District agrees that it shall be solely liable and responsible, and will defend and hold the County harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the City/District by the County; and

The City/District shall be solely liable and responsible, and will defend and hold the County and the County Auditor harmless from any and all legal fees or other costs incurred related to such a claim.

Approved by the governing Board on 8/9/2024 by Manager, to be ratified 8/14/2024

Date
The General Manager has the authority to bind the District to this agreement. A confirmation of ratification shall follow after the Board Meeting



City/District Manager

8/9/2024

Date