

Delta Mosquito & Vector Control District

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

District Manager, Conlin Reis.
Scientific Program Manager, Andrea Troupin.
Operations Program Manager, Benjamin Sperry.
Community Education and Outreach Coordinator, Erick Arriaga.
Administrative and Fiscal Coordinator, Valeria Ortega.

Delta Mosquito and Vector Control District Regular Board Meeting Agenda

Date: Wednesday March 18th, 2026, at 4:30 PM
Location: 1737 West Houston Ave, Visalia CA, 93291

[Remote Meeting Link](#)

1. Roll Call

2. Election of Officer/Oath of Office ACTION

The Board shall hold its annual election of officers and administer the Oath of Office for trustees beginning a new term.

3. Public Forum

- 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
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4. Consent Calendar **ACTION**

- a. February Minutes
 - b. Checks for Ratification
 - c. Checks for Approval
 - d. Financial Reports
 - e. Treasurer's Report
 - f. Manager's Report
-

5. 2024/2025 Financial Audit **ACTION**

The Board will review and consider approval of the FY 2024/25 Audit.

6. Update on Solar Project

The Board will receive and update on the Solar Project including a couple of nonsubstantive change orders swapping like components due to supply issues.

7. Policy Update/New Policy **ACTION**

a. Policy# 1086: Fiscal Oversight (Second Read)

The Board will consider an update to the Fiscal Oversight policy to align with the new CLASS Account and General Expense account. This will replace the revolving account procedures.

b. New Policy, Policy # 1053 Observational Data Privacy & Retention (Second Read)

The Board will consider adoption of a new Observational Data Privacy & Retention policy to set standards for collecting, using, and retaining District photos, video (including drone imagery), and narrative field observations. This policy will emphasize privacy-protective documentation, limited access to sensitive details, and retention practices that support operational needs while minimizing unnecessary collection of private information. The policy has been updated from first presentation with a provision on third party protection of data and record retention.

8. Injury and Illness Prevention Plan **ACTION**

The Board will consider an update to the District's IIPP, including associated safety programs.

9. GPS Systems for Fleet Vehicles

The Board will consider bids for GPS and camera systems for the fleet.

10. Strategic Plan 2026 **ACTION**

The Board will establish a subcommittee for the strategic plan and receive updates from the District efforts.

11. PR/Outreach 2026, Update

The Board will receive an update on the upcoming outreach program for the 2026 season.

12. Heater Replacement- Infrastructure Improvements ACTION

The Board will consider a project to replace systems throughout the District. The Board will consider adding it to the current fiscal year or delaying it for a future fiscal year. If approved, the Board may consider bids at this time.

13. City of Lindsay - Vector Control ACTION

The Board will consider potential interest from the City of Lindsay regarding provision of mosquito control services by contract and to discuss potential interest in annexation.

14. Custom Resident Notices through Unmaint. Pool Module

The Manager will present a service routed through the new Unmaintained Swimming Pool Module to send out customized letters to residents with pools that will be directly integrated with the new module.

15. Preliminary Budget Discussion

The Board will discuss some preliminary items to prepare for the upcoming 26/27 FY budget.

16. 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.

17. Future Agenda Items

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

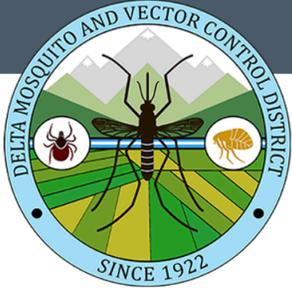
18. Adjournment ACTION

Adjourn Meeting of the Board of Trustees to reconvene on April 8th, 2026, 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.

***ADA Compliance:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Delta Mosquito and Vector Control District at (559) 732-8606. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility. (Government Code §54954.2(a)).*

***Remote Participation Disclaimer:** This meeting may be accessed remotely through the link provided. The District does not guarantee uninterrupted or error-free remote access, and technical difficulties may occur. In the event of such issues, the Board meeting will continue as scheduled at the noticed physical location.*



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Delta Mosquito and Vector Control District Regular Board Meeting Minutes, February 11th, 2026

1. Roll Call

Meeting Start: 4:31 pm

Trustees Present: *Trustee Gomez, Trustee Hellwig, Trustee Caskey, Trustee Burchett, Trustee Roberts, Trustee Berger, Trustee Guttierrez*

Trustees Absent: *None*

Staff Present: *Conlin Reis, General Manager, Benjamin Sperry, OPM, Andrea Troupin, SPM, Valeria Ortega, Admin and Fiscal Coordinator*

2. Employee of the Quarter

The Manager introduced the Employee of the Quarter for Oct-Dec 2025, Valeria Ortega.

3. Public Forum

No members of the public were present at the meeting.

**The Board took action by 2/3rd majority vote to add consideration for a state and federal cybersecurity grant application to the meeting. The opportunity for the grant had become available after the initial agenda was presented and would be due before the next meeting.*

A motion was made, seconded, and passed unanimously to add the item in place of the audit, which was not available for the meeting.

Motion: *Trustee Hellwig* **Second:** *Trustee Roberts*

4. Consent Calendar

- a. **December Minutes**
- b. **Checks for Ratification**
- c. **Checks for Approval**
- d. **Financial Reports/Quarterly Investment Report**
- e. **Manager's Report**

The Manager presented the financial reports, minutes, and gave a report on various components of operations.

Subject to a correction on the date of the minutes, a motion was made, seconded, and passed unanimously to approve the consent calendar as presented.

Motion: Trustee Berger Second: Trustee Guttierrez

5. 2024/2025 Financial Audit

The audit was not available in time for the meeting. The item will be moved to the next regular board meeting.

Cybersecurity Grant (Added Item)

ACTION

The Board discussed an opportunity to apply for a cybersecurity grant offered through CalOES. After some discussion, a motion was made, seconded, and passed unanimously to authorize the District Manager to, at his discretion, apply for the grant if an eligible project is identified.

Motion: Trustee Hellwig Second: Trustee Burchett

6. Update to Classification Plan: Vector Surveillance Technician

ACTION

The Manager presented an update to the Classification Plan that included the addition of the Vector Surveillance Assistant. After some discussion, a motion was made, seconded and passed unanimously to approve Resolution 26-05 amending the Classification Plan.

Motion: Trustee Burchett Second: Trustee Berger

7. Policy Update/New Policy

a. Single-Meeting Action

After some discussion, the Board chose not to make an action to take the new policies in a single meeting.

b. Policy# 1086: Fiscal Oversight

The Board reviewed and discussed the update to the Fiscal Oversight policy. Action, if any, will be taken at the next regular board meeting.

c. New Policy, Policy # 1053 Observational Data Privacy & Retention

The Board reviewed and discussed the new Observational Data Privacy and Retention Policy. Trustee Gomez recommended a couple of amendments related to records retention and use of external service providers. These changes will be added to the policy for consideration at the next regular board meeting.

8. 2026 Warrant Update, Drone Use

ACTION

The Board considered amendments to the District's warrant regarding use of drones. Drones would be utilized to supplement existing aerial observation services and backyard inspections as part of the standard warrant process. After some discussion, a motion was made, seconded, and passed unanimously to authorize the change to the warrant.

Motion: Trustee Burchett

Second: Trustee Caskey

9. SB 827 Financial Training/Biannual Training Update/Board Appointments

The Board will consider the new requirements for biannual financial training, the existing training schedule and pending board appointments.

The Manager informed the Board of the new requirement for financial training. Any Trustee that renews their term (or renewed within the calendar year) must complete the training within six months. The Manager indicated he would research whether recorded training sessions would be sufficient and will inform the Board.

10. District Jackets

ACTION

A motion was made, seconded, and passed unanimously to approve the purchase of jackets from the technicians. This item was previously approved by the Board but the budget allocation was not carried

over to the new fiscal year. The Board approved a shift of \$1000 from the contingency reserve to the Uniform budget line for this purpose.

Motion: Trustee Hellwig

Second: Trustee Guttierrez

11. Strategic Plan 2026 ACTION

The Board will consider engaging in a strategic planning process for 2026 and may establish an advisory committee for this purpose.

The Manager discussed preparing an updated strategic plan for the 2026 year, and whether to utilize an internal process or outside consultants. After some discussion, a motion was made, seconded, and passed unanimously to authorize the Manager to initiate an internal strategic planning process and create an Ad Hoc Committee (3 member) of Trustees to take an advisory role in the process.

Motion: Trustee Burchett

Second: Trustee Berger

12. Surplus Items Declaration ACTION

A motion was made, seconded and passed unanimously to approve the surplus item list as presented and authorize all items for bidded sale.

Motion: Trustee Burchett

Second: Trustee Guttierrez

13. Rescheduling of the March Regular Board Meeting ACTION

*The Manager informed the Board that the annual MVCAC Legislative Meeting overlapped the regular board meeting date. After some discussion regarding the ability for the Manager to make the meeting, a motion was made, seconded, and passed unanimously to move the **March Regular Board Meeting to Wednesday, March 18th, at 4:30 pm.***

Motion: Trustee Berger

Second: Trustee Roberts

14. Board of Trustees Member Comments

No Comments

15. Future Agenda Items

Trustee Berger requested adding an agenda item to inform the Board of upcoming outreach plans.

16. Adjournment ACTION

The meeting was adjourned at **5:58 pm** to reconvene on **March 18th, 2026, 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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3:26 PM

03/13/26

Cash Basis

Delta Mosquito & Vector Control District Checks and Payments for Ratification February 12 through March 13, 2026

Type	Date	Num	Name	Memo	Paid Amount
Feb 12 - Mar 13, 26					
Liability Check	02/12/2026		QuickBooks Payroll Service	Created by Payroll Service on 02/11/...	-43,877.42
Liability Check	02/26/2026		QuickBooks Payroll Service	Created by Payroll Service on 02/25/...	-51,840.35
Liability Check	03/12/2026		QuickBooks Payroll Service	Created by Payroll Service on 03/11/...	-55,244.48
Bill Pmt -Check	02/20/2026	E022826-020	Enterprise FM Trust		-10,254.60
Bill Pmt -Check	02/27/2026	E022826-021	Mettler-Toledo Rainin, LLC	Pipet Tips (Invoice #0901213030)	-2,592.59
Bill Pmt -Check	02/27/2026	E022826-022	Roberson-McLaughlin Plumbing	Water main repair on south east buil...	-431.99
Liability Check	02/25/2026	E022826-023	DVCD - Federal Payroll Tax	94-6000565 QB Tracking # 9730136...	-17,303.08
Liability Check	02/25/2026	E022826-024	E.D.D.	698-1691-6 QB Tracking # 973177642	-2,978.99
Liability Check	03/13/2026	E031526-024	VSP - Vision Service Plan	Coverage March 2026	-525.35
Bill Pmt -Check	02/13/2026	E021526-025	EMD Networking Services, Inc.	Monthly Billing for MARCH TC173080	-3,659.89
Liability Check	02/25/2026	E022826-025	CA SDU-ExpertPay	VFL260136 Payroll 2.27.26	-150.00
Liability Check	03/13/2026	E031526-025	Delta Dental	Coverage 04/01/2026 to 04/30/2026 ...	-1,567.66
Liability Check	02/19/2026	E021526-026	P E R S	Health Billing Month 03/2026 Feb 28...	-43,385.25
Liability Check	02/25/2026	E022826-026	Pub Emp Ret System	Employer Contribution 2.28.26	-12,228.39
Liability Check	03/11/2026	E031526-026	DVCD - Federal Payroll Tax	94-6000565 QB Tracking # -176847...	-18,065.40
Liability Check	02/25/2026	E022826-027	Cal PERS Supplemental Income 45...	Plan ID 452679	-1,253.20
Liability Check	03/11/2026	E031526-027	E.D.D.	698-1691-6 QB Tracking # -1768060...	-3,081.87
Liability Check	03/13/2026	E031526-028	Lincoln Financial Group	Life Insurance/ Disability Month of A...	-1,233.35
Bill Pmt -Check	02/27/2026	E022826-029	Conlin Reis		-69.00
Liability Check	03/13/2026	E031526-029	CA SDU-ExpertPay	VFL260136 Payroll 3.15.26	-150.00
Liability Check	03/13/2026	E031526-030	Pub Emp Ret System	Retirement Contribution, Payroll 03...	-12,408.22
Bill Pmt -Check	02/27/2026	E022826-031	SoCalGas		-904.45
Liability Check	03/13/2026	E031526-031	Cal PERS Supplemental Income 45...	Plan ID 452679	-1,253.20
Bill Pmt -Check	02/27/2026	E022826-032	Navia Benefit Solutions		-450.00
Bill Pmt -Check	03/13/2026	E031526-032	EMD Networking Services, Inc.	VOIP Phone system Monthly Billing ...	-280.75
Check	02/23/2026	E022826-033	U S Bank	Acct # 4246 0445 5565 3983	-15,061.32
Bill Pmt -Check	03/13/2026	E031526-033	EMD Networking Services, Inc.	Monthly Billing for April TC174326	-3,659.89
Liability Check	02/25/2026	E022826-034	FSA Funding- DMVCD	February 26 FSA Contrubtions	-416.70
Bill Pmt -Check	02/15/2026	1285	Valley Pacific Petroleum Serv	Invoice No: CL 26-952135	-302.49
Bill Pmt -Check	02/15/2026	1286	Bryant L. Jolley, CPA	Professional Services Rendered	-4,500.00
Bill Pmt -Check	02/15/2026	1287	Giotto's Alarm-Tech	1 Year Enterprise Server License U...	-1,020.00
Bill Pmt -Check	02/27/2026	1290	Cline's Business Equip., Inc.	Billing 1/16/2026 to 2/15/2026	-58.77
Bill Pmt -Check	02/27/2026	1291	Giotto's Alarm-Tech	Service Request #160425 - Invoice#...	-310.42
Bill Pmt -Check	02/27/2026	1292	JWN CPA	Preparation of June 30, 2025, Audite...	-10,000.00
Bill Pmt -Check	02/27/2026	1293	Lampire Biological Laboratories	Monthly blood for insectary (Ref #00...	-383.00
Bill Pmt -Check	02/27/2026	1294	Lozano Smith, LLP	Legal Services Rendered Jan 31st	-75.00
Bill Pmt -Check	02/27/2026	1295	Spraying Devices Services	Trigger jet wands and orifice discs fo...	-104.81
Bill Pmt -Check	02/27/2026	1296	AAA Overhead Door	2- roll up shop doors.inv#649031	-5,800.00
Bill Pmt -Check	02/27/2026	1297	Frontier Precision Inc.	Inv344025 Yearly Membership for Fi...	-12,190.00
Bill Pmt -Check	02/27/2026	1298	SCI Consulting Group	SBS12332 Levy Assessment Admin...	-12,905.00
Bill Pmt -Check	02/24/2026	1299	Fresno Oxygen		-1,146.48
Bill Pmt -Check	02/15/2026	1300	Valley Pacific Petroleum Serv	Invoice# CL 26-959669	-403.42
Bill Pmt -Check	03/13/2026	1301	AutoZone Inc	February 2026 Statement	-249.71
Bill Pmt -Check	03/13/2026	1302	Clarke Mosq Control Prod	Granular Blanks for Calibration	-86.80
Bill Pmt -Check	03/13/2026	1303	Pacific West Controls, Inc.		-250.00
Bill Pmt -Check	03/13/2026	1304	Technical Safety Services, Inc.		-508.00
Bill Pmt -Check	03/13/2026	1305	Valley Pacific Petroleum Serv		-554.08
Bill Pmt -Check	03/13/2026	1306	Uni First		-869.41
					-356,044.78

Feb 12 - Mar 13, 26

3:11 PM
 03/13/26
 Cash Basis

Delta Mosquito & Vector Control District Budget Comp by Categ. Cap Outlay July 2025 through February 2026

	Jul '25 - Feb 26	Budget	% of Budget
Ordinary Income/Expense			
Expense			
62900 · Tax Admin Fee	39,538.28	3,605.00	1,096.8%
7400ALL · Other Charges			
803 · Lease Expense	58,941.03	143,402.00	41.1%
Total 7400ALL · Other Charges	58,941.03	143,402.00	41.1%
8000ALL · Fixed Assets			
701 · Spray Equipment - Capital Exp	9,378.01		
702 · Vehicles - Capital Expense	0.00	147,067.76	0.0%
703 · Shop Equip. - Capital Expense	0.00	30,000.00	0.0%
704 · Office Equip. - Capital Expense	20,000.00	25,000.00	80.0%
706 · Lab Equip. - Capital Expense	0.00	0.00	0.0%
Total 8000ALL · Fixed Assets	29,378.01	202,067.76	14.5%
Total Expense	127,857.32	349,074.76	36.6%
Net Ordinary Income	-127,857.32	-349,074.76	36.6%
Other Income/Expense			
Other Expense			
801 · Bldg & Yard Imp. - Capital Exp	228,390.90	238,551.00	95.7%
Total Other Expense	228,390.90	238,551.00	95.7%
Net Other Income	-228,390.90	-238,551.00	95.7%
Net Income	-356,248.22	-587,625.76	60.6%

Delta Mosquito & Vector Control District Budget Comp by Categ. Payroll

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	% of Budget
Ordinary Income/Expense			
Expense			
5-ALL · Salaries and Benefits			
50000 · Payroll Expenses	1,405,098.64	2,310,010.00	60.8%
50001-2 · Social Sec and Medicare Emp			
50001 · Payroll Expenses MEDICARE DIST	20,391.18	33,684.00	60.5%
50002 · PR Liabilities - SOC SEC - DIST	85,610.94	141,803.00	60.4%
50001-2 · Social Sec and Medicare Emp - Other	1,054.59	0.00	100.0%
Total 50001-2 · Social Sec and Medicare Emp	107,056.71	175,487.00	61.0%
501 · PERS - OPEB	0.00	0.00	0.0%
502 · PERS - CEPPT (Pension Trust)	0.00	0.00	0.0%
511 · Retirement- District			
511.1 · Retirement- District UAL	257,506.00	266,167.00	96.7%
511.2 · Retirement Contributions	106,110.75	179,977.80	59.0%
511 · Retirement- District - Other	0.00	0.00	0.0%
Total 511 · Retirement- District	363,616.75	446,144.80	81.5%
513 · Workers Comp Insurance	83,349.00	84,625.00	98.5%
514 · Unemployment	8,266.89	17,200.00	48.1%
516-518 · Life, Dental, Vision			
516 · Life Insurance -Lincoln	10,094.28	16,180.00	62.4%
517 · Dental Insurance	11,403.92	20,050.00	56.9%
518 · Vision Insurance	3,869.41	6,979.00	55.4%
516-518 · Life, Dental, Vision - Other	0.00	0.00	0.0%
Total 516-518 · Life, Dental, Vision	25,367.61	43,209.00	58.7%
519 · Health Insurance			
519.1 · Employer FSA Contribution	3,341.61	7,000.00	47.7%
519.2 · Retiree Insurance and Admin	1,839.72	3,840.00	47.9%
519 · Health Insurance - Other	331,429.71	499,186.04	66.4%
Total 519 · Health Insurance	336,611.04	510,026.04	66.0%
Total 5-ALL · Salaries and Benefits	2,329,366.64	3,586,701.84	64.9%
Total Expense	2,329,366.64	3,586,701.84	64.9%
Net Ordinary Income	-2,329,366.64	-3,586,701.84	64.9%
Net Income	-2,329,366.64	-3,586,701.84	64.9%

Delta Mosquito & Vector Control District Budget Comp by Categ., Services

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6-All · Services and Supplies			
60100 · Spray Material	260,865.57	285,000.00	91.5%
60200 · Uniforms	5,069.34	8,483.00	59.8%
60300 · Lab Supplies			
60300.1 · Lab Surveillance	25,575.22	35,634.81	71.8%
60300.2 · Disease Testing	58,490.86	65,233.43	89.7%
60300.3 · Insectary	1,964.84	2,916.46	67.4%
60300.4 · Lab General	2,277.49	4,373.81	52.1%
60300 · Lab Supplies - Other	846.31	108,158.51	0.8%
Total 60300 · Lab Supplies	89,154.72	216,317.02	41.2%
60301 · Fish Supplies	5,935.67	8,749.10	67.8%
60400 · Sprayer Supplies & Repairs	16,544.60	17,749.00	93.2%
60401 · Operational	8,717.93	3,800.00	229.4%
60500 · Janitorial Supplies & Service	3,508.83	4,200.00	83.5%
60600 · Maintenance Contracts	38,296.43	73,000.00	52.5%
60700 · Building/Yard Supplies & Maint			
60700.1 · Building Maintenance	13,001.92	10,485.00	124.0%
60700.2 · Yard Maintenance	50.59	560.00	9.0%
60700 · Building/Yard Supplies & Maint - Other	0.00	11,045.00	0.0%
Total 60700 · Building/Yard Supplies & Maint	13,052.51	22,090.00	59.1%
60800 · Utilities	39,551.76	60,000.00	65.9%
60900 · Insurance - Liability	121,921.00	120,811.00	100.9%
61000 · Office Supplies	15,793.29	21,000.00	75.2%
61100 · Travel Expenses	5,274.49	35,170.00	15.0%
61200 · Vehicle Supplies & Maint	32,440.95	40,000.00	81.1%
61300 · Fuel & Oil	37,165.29	65,000.00	57.2%
61400 · Telephone & Cell Phone	13,193.14	23,100.00	57.1%
61500 · GPS	7,310.96	18,060.00	40.5%
61700 · Subscriptions	30,925.56	37,426.00	82.6%
61800 · Continuing Education	658.00	7,400.00	8.9%
61900 · Professional Services			
619.1 · Prof. Serv - Medical/Bckgrd Chk	500.00	3,850.00	13.0%
619.2 · Bank Service Charges	700.08		
619.5 · Prof Ser - Flex Benefit Plan	1,200.00		
619.6 · Legal Fees	1,610.00	3,000.00	53.7%
619.8 · Accounting/Auditor	20,650.00	12,700.00	162.6%
619.9 · Aerial Services	3,000.00	14,000.00	21.4%
Total 61900 · Professional Services	27,660.08	33,550.00	82.4%
62100 · Misc. Expense	4,036.72	4,650.00	86.8%
62200 · Name Logo & Celebration	0.00	0.00	0.0%
62300 · Safety Supplies	3,668.81	3,500.00	104.8%
62600 · Dues	26,645.00	25,000.00	106.6%
62800 · Public Relations	1,183.79	15,000.00	7.9%
6-All · Services and Supplies - Other	1,572.04		
Total 6-All · Services and Supplies	810,146.48	1,149,055.12	70.5%
Total Expense	810,146.48	1,149,055.12	70.5%
Net Ordinary Income	-810,146.48	-1,149,055.12	70.5%
Net Income	-810,146.48	-1,149,055.12	70.5%

Custom Account Statement CACCLASS

Entity Name	Investor ID	Report Period	Start Date	End Date	Average Yield fo the Peric
Delta Mosquito and Vector Control	CA-01-0260		2/1/2026	2/28/2026	3.7428

District

Account Number	Account Name	Beginning Balance	Contributions	Withdrawals	Income Received During Period	Ending Balance	Income Earne for Peric
CA-01-0260-0001	Operating Fund	7,312,855.71	0.00	460,567.30	20,218.55	6,872,506.96	20,218.5
	Total	7,312,855.71	0.00	460,567.30	20,218.55	6,872,506.96	20,218.5

Transactional Activity

CA-01-0260-0001 Operating Fund

Date	Transaction Description	Contributions	Withdrawals	Balance	Confirmation Number
02/01/2026	Beginning Balance			7,312,855.71	
02/12/2026	Withdrawal	0.00	250,000.00		17287
02/12/2026	Withdrawal	0.00	210,567.30		17288
02/28/2026	Income Dividend Reinvestment	20,218.55	0.00		
02/28/2026	Ending Balance			6,872,506.96	

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Delta Mosquito and Vector Control District

----- MANUAL OF POLICIES -----

POLICY TITLE: Fiscal Oversight

POLICY NUMBER: 1086

1086.1 Purpose

The purpose of this policy is to ensure transparency, accountability, and the proper use of public funds by establishing standards for the authorization of purchases, the management and transfer of District funds, and the issuance and review of payments. This policy is adopted in compliance with applicable provisions of the California Health and Safety Code, including § 2077(b)(4), governing the issuance of checks drawn against District funds.

This policy governs treasury operations and payment oversight and is intended to operate in conjunction with, and not replace, the District's Investment Policy (Policy 1084) and Credit Card Policy (Policy 1083).

1086.2 Fiscal Oversight Procedures

The District shall utilize the following procedures for fiscal oversight:

1086.2.1 Review and Authorization of Purchases

- (a) All purchases, regardless of funding source, shall be reviewed and authorized prior to payment issuance.
- (b) Authorization shall be documented in a District-designated approval record. This record may be electronic or physical and shall be maintained in a manner that ensures accessibility, security, and accurate recordkeeping.
- (c) When feasible, approval records shall be completed and signed by the General Manager and at least one member of the Board of Trustees prior to payment issuance. When operational urgency requires immediate payment, approval documentation shall be completed immediately thereafter.

1086.2.2 Issuance of Payments

(a) All checks issued by the District shall bear one authorized signature, as required by the District's financial institution. The use of a single signature shall not replace or diminish the District's internal approval requirements.

(b) Payments may be issued upon review and approval by the General Manager. All purchases and disbursements shall be subject to the approval process described in Section 1086.2.1.

(c) Payments include checks, electronic funds transfers, automated clearing house (ACH) transactions, wire transfers, credit card payments, and other lawful payment methods authorized by the District.

(d) The General Manager shall ensure that supporting documentation, including invoices, purchase orders, or contracts, is attached or linked to the approval record prior to or contemporaneous with payment authorization.

1086.2.3 Board Review of Payments

Regardless of prior approval, all District disbursements, including checks, electronic payments, and credit card transactions, shall be reviewed at a Board meeting and approved by the Board of Trustees. This review shall include all expenses incurred since the last such review and shall occur as part of the Board's regular fiscal oversight process.

1086.2.4 Accountability and Records

(a) The District shall maintain records of all approved purchases, fund transfers, and issued payments in accordance with applicable records retention schedules.

(b) These records shall be made available for inspection by the Board of Trustees and as otherwise required by law.

1086.2.5 Fund Management and Investment Transfers

(a) The District shall maintain its primary reserve and investment funds in the California Local Agency Investment Fund Trust (CLASS) or its successor program, in accordance with the District's Investment Policy (Policy 1084) and applicable law.

(b) The District shall utilize a government checking account as its primary operating and disbursement account.

(c) Funds shall be transferred from CLASS to the government checking account no less than twice per month, or as otherwise necessary, to maintain sufficient liquidity for payroll and operational expenses and to minimize bank service charges and operating fees.

(d) As an alternative or supplement to CLASS, the District may maintain a high-interest savings or money market account at the same financial institution holding the government checking account, provided that the balance does not exceed approximately one-half of the District's adopted fiscal year operating budget and the interest rate is reasonably comparable to CLASS.

(e) All interest income, investment earnings, and similar income generated by District funds shall be directed to and retained within CLASS or the authorized high-interest savings or money market account and shall not be retained in the government checking account except as necessary for short-term operational liquidity.

1086.2.6 Deposit of Revenues

(a) All District revenues collected shall be deposited in a timely manner into either the California Local Agency Investment Fund Trust (CLASS) or an authorized high-interest savings or money market account.

(b) Tax revenues received through the County fund shall be transferred to CLASS or the authorized money market account no less than twice per fiscal year, and as close in time as practicable to the County's apportionment schedule.

1086.2.7 Treasury Oversight and Quarterly Treasurer's Report

(a) The District Treasurer shall prepare and present a quarterly Treasurer's Report to the Board of Trustees.

(b) The Treasurer's Report shall include, at a minimum, a summary of all transfers to and from the CLASS account, any authorized high-interest savings or money market account, and the District's government checking account.

(c) The report shall identify the purpose of each transfer, beginning and ending balances for each account, and any material changes in fund allocation or investment structure during the reporting period.

(d) The quarterly Treasurer's Report shall supplement, and not replace, the regular Board review of payments required under this policy.

(e) Any material irregularities identified in the course of treasury management or fund transfers shall be promptly reported to the Board of Trustees.

1086.2.8 Budgeted Expenditures and Adjustments

- (a) All expenditures shall be consistent with the Board-adopted budget.
- (b) The General Manager is authorized to exercise reasonable discretion in expenditures within the ranges and categories approved in the adopted budget.
- (c) Any significant deviations from budgeted expenditure categories, or the addition of new expenditure categories, shall be brought before the Board of Trustees for review and approval through budget adjustment or other appropriate Board action.

1086.3 Treasurer Designation and Authority

The District Treasurer shall be designated by Board resolution. By resolution of the Board of Trustees, the General Manager has been designated as Treasurer and is authorized to perform the duties set forth in this policy, including management of fund transfers, preparation of the Treasurer's Report, and oversight of District banking and investment accounts, subject to Board review and approval.

In the event of a vacancy or temporary absence, the Board of Trustees may designate an acting Treasurer by resolution.

Added: 09-10-2025

Revised: 3-13-2026

POLICY TITLE: Observational Data Privacy & Retention

POLICY NUMBER: 1053

1053.1 Purpose

The District desires to establish standards for privacy-protective collection, documentation, access, retention, and disposition of District observational information, including photographs, video (including aerial imagery), audio where used, and narrative field observations), so the District can collect and preserve operationally-beneficial information while minimizing unnecessary capture or retention of private identifying details. The District recognizes that capturing various types of data can be beneficial to long-term vector control but safeguards must be put into place to protect privacy.

1053.2 Definitions

1053.2.1 Observational Data

Photos, video, audio where used, imagery products (e.g., still captures, clips, annotated images, imagery layers, etc.), and narrative observations created or captured in the course of District operations, including associated tags/keywords and transcription outputs.

1053.2.2 Narrative Observation

Free-text operational notes describing conditions observed, actions taken, follow-up needs, long-term problem indicators and solutions, water management conditions relevant to vector control, and other context relevant to District operations and long-term planning.

1053.2.3 General Context Reference

A limited reference to a person's name or role solely for operational context (e.g., "spoke with resident," "met with property Mr. Smith," "neighbor reported"), which does not include additional details that would constitute Contact Information or Sensitive Content.

1053.2.4 Contact Information

Information used to contact a person, including phone numbers, email addresses, mailing addresses, access codes, or other direct identifiers or logistics that enable contact or access. A name alone may be a General Context Reference and is not necessarily Contact Information absent additional details.

1053.2.5 Sensitive Content

Observational Data that includes additional details that enable private identification of individuals or private activities, or that otherwise presents heightened privacy or safety risk if disclosed. Sensitive Content may include, for example: contact details, access codes,

complainant identity when sensitivity applies, detailed safety-related personal information, images/video/audio capturing identifiable individuals without consent, and any other private identifying details beyond what is reasonably necessary for District purposes.

1053.2.6 Staff Assistive Observational Data

Low-risk observational information collected to support field operations and logistics and not intended to document vector control conditions at identifiable private properties (e.g., general staging notes, restroom locations, supply points, public access notes, route/logistics observations).

1053.2.7 Operative Record

The staff-prepared narrative observation and associated tags/keywords (and any selected supporting imagery/audio/video) used for District operational decision-making, documentation, and long-term planning. For transcription data, this is created after the data is processed and reviewed.

1053.2.8 Capture Artifact

Auto-generated or intermediate material (e.g., voice-to-text transcription output, system-generated intermediate text, automated tagging inputs, and diagnostic or processing data) created to assist in producing the Operative Record or to support automated processing and system diagnostics. Capture Artifacts are generally not utilized in raw form as the basis for District decisions and actions.

1053.3 Policy

1053.3.1 Scope

A. This policy applies to Observational Data created, collected, stored, or maintained by the District, including Observational Data captured through District-approved systems and devices, including aerial platforms.

B. This policy applies to employees, seasonal staff, contractors, and any other parties handling District Observational Data.

1053.3.2 Authorized Use and Purpose Limitation

A. Observational Data shall be collected and used only for District purposes within the scope of District authority, including vector surveillance, inspection documentation, source identification, water management observations relevant to vector control, operational planning, pesticide operations support, complaint/service request response, training (using appropriately minimized/redacted examples), emergency response support as approved by the General Manager, and Staff Assistive Observational Data supporting field operations and logistics.

1053.3.3 Relevance Standards for Collection and Documentation

A. The District shall collect Observational Data that is relevant to the authorized purpose and shall avoid capturing or recording private identifying details that are not needed for District purposes.

B. Staff should frame and document observations to focus on vector-relevant conditions and operations (e.g., mosquito sources, standing water indicators, habitat features, trap locations, access constraints, treatment actions, water management conditions, and follow-up needs).

C. Narrative observations shall be documented objectively and shall avoid personal opinions, biased language, or commentary that could cause offense or be interpreted as disparaging.

D. Safety information may be documented when necessary and shall be written in a neutral, objective manner focused on observable conditions and operational impact (e.g., “unable to safely access,” “disengaged and returned,” “supervisor requested”).

1053.3.4 Narrative Observations and Tagging

A. Narrative observations are an approved method of documenting operational findings, long-term problem indicators, water management conditions relevant to vector control, and solution-relevant context for District purposes.

B. Narrative observations may be tagged using District-approved keywords to support retrieval, categorization, prioritization, and long-term planning.

C. Narrative observations shall avoid unnecessary private identifying details. General Context References are permitted when needed for operational context and are not Contact Information absent additional details.

1053.3.5 Collection of Imagery, Video, and Audio

A. Imagery, video, and audio shall be collected only when relevant to the authorized purpose.

B. Imagery or video of identifiable individuals, without consent, should be avoided at all costs and is generally operationally unnecessary. Such collection may occur only rarely when necessary for safety documentation or other compelling operational needs, and should be limited to what is relevant and appropriate.

1053.3.6 Sensitive Content Handling and Automated Segregation

A. Sensitive Content shall be handled with heightened care, including restricted access and careful review for potential redaction where appropriate.

B. The District may utilize automated methods to identify, label, and segregate Sensitive Content to support access controls and efficient review and redaction.

C. Where Sensitive Content is operationally necessary, it shall be documented in an objective manner and limited to relevant facts.

1053.3.7 Contact Information

A. The District may collect Contact Information when necessary for District business (service requests, inspections, follow-up communications, access coordination, and operational response).

B. Contact Information shall be accessed only by personnel with a job-related need and shall be handled through the District's records process, including redaction or withholding where permitted to protect privacy.

1053.3.8 Drones and Aerial Imagery

A. Aerial imagery and video are subject to this policy.

B. All aerial missions shall be planned and conducted consistent with applicable constitutional constraints and related laws, including any warrant requirements.

C. Flights shall occur at the maximum reasonable altitude feasible for the purposes of the flight and safety requirements.

D. Warranted backyard inspections (low altitude). When aerial operations are conducted pursuant to a warrant to inspect a backyard or other private area at lower altitude:

1. Imagery/video shall be limited to capture of specific source details and operationally necessary conditions relevant to the inspection purpose; and

2. The District shall generally avoid continuous recording throughout the inspection process to reduce unnecessary capture of irrelevant private information, unless a documented operational or safety need requires recording.

E. Area observation missions. Higher-altitude area observation flights shall focus on vector-relevant conditions and avoid unnecessary capture of private identifying details when feasible.

1053.3.9 Pesticide Application Documentation

A. Observational Data collected for pesticide operations (including aerial-supported applications) shall be relevant to operational needs, application documentation, and safety.

B. Pesticide application Observational Data shall be retained and managed consistent with the District's retention and stewardship of similar operational documentation for non-aerial applications and remains subject to all additional requirements applicable to pesticide application records, reporting, and documentation.

1053.3.10 Capture Artifacts and Transcription Outputs

A. Capture Artifacts may be generated to assist staff in producing the Operative Record and to support automated processing and diagnostics.

B. The Operative Record is the staff-prepared narrative observation and associated tags/keywords used for District operational decision-making and documentation.

C. Capture Artifacts are generally not utilized in their raw form as the basis for District decisions and actions. Requests for Capture Artifacts, if made, shall be processed through the District's records process and evaluated for disclosure using applicable exemptions, balancing standards, and redactions where appropriate.

1053.3.11 Review, Editing, and Redaction

A. When feasible and appropriate, Observational Data should be reviewed for unnecessary private identifying details not required for the authorized purpose.

B. Unnecessary private identifying details should be edited, redacted (e.g., blurring), minimized (e.g., cropping), or deleted as appropriate and consistent with operational needs and evidentiary requirements.

C. When Observational Data is used for training, presentations, or external sharing, the District should use de-identified or redacted versions when feasible.

1053.3.12 Retention and Disposition

A. Observational Data shall be retained only as long as necessary for the authorized purpose and applicable District records requirements, then disposed of in a secure manner.

B. The District shall apply operationally appropriate retention categories to be implemented by procedure, including:

1. ~~Mosquito Feature~~~~Routine Operational~~ Observations: Observations related to an active mosquito feature, including cropped images and observational notes are retained for as long as the feature is under active management, with a minimum of 10 years retention to ensure operational continuity.~~retained to support follow-up, quality assurance, and long-term trend analysis;~~

2. ~~Long-Term Planning/Program Value~~Other Field Observations: Other field observational data not related to an active mosquito feature shall be retained as operationally-relevant for a minimum of five years.~~retained where continued reference supports long-term solutions, mapping, or monitoring;~~

3. Evidence/~~Claims~~/Investigations (including formal abatement records): retained as required for the matter, including legal hold when applicable, for a minimum of five years from the close

of the underlying dispute and shall be retained for ten years from the date of any abatement action resulting in administration of cost-sharing or statutory fees;

4. Mapping/Imagery Layers (Low Privacy Risk): may be retained indefinitely for ongoing operational use where privacy risk is low and content is suitable for long-term reference but should be periodically updated for currency;

5. Staff Assistive Observational Data: retained for a period of no more than five years, but should be updated and replaced periodically, ~~as needed for field logistics and internal operations.~~

C. Once a records request is received or reasonably anticipated, or where a claim/investigation/litigation is pending or anticipated, relevant Observational Data shall be preserved in accordance with applicable hold processes.

1053.3.13 Access Control, Security, and Storage

A. Access to Observational Data shall be limited to personnel with a job-related need.

B. Observational Data shall be stored only in District-approved systems.

C. Sensitive Content shall have additional access restriction as designated by the General Manager (or designee).

D. Staff shall not store District Observational Data in personal cloud accounts or unauthorized devices/systems.

E. All third party service providers that collect, store, or maintain observational data shall agree to management of these data in the manner outlined in this policy. A provision stating this intent shall be added to contracts and other agreements with third parties.

1053.3.14 Sharing, Disclosure, and Public Records

A. Observational Data shall be shared outside the District only as required by law, for authorized District business, or as approved for emergency support purposes consistent with District authority.

B. Requests for Observational Data shall be handled through the District's records process, including review for applicable exemptions and redactions to protect privacy and safety.

C. The District shall take reasonable steps to identify, segregate, and redact Sensitive Content where required or appropriate.

1053.3.15 Training and Oversight

A. Management shall provide annual training on appropriate methods and vocabulary for narrative observations, including objective documentation practices and avoidance of biased or offensive language.

B. Management shall provide annual training on appropriate collection of imagery, video, and audio data, including privacy expectations, avoidance of capturing identifiable individuals without consent, and handling of Sensitive Content.

C. Supervisory review and quality assurance may be performed to support compliance and consistent documentation practices.