

Delta Mosquito & Vector Control District

Conlin Reis
District Manager

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Mary Ellen Gomez
Administrative Assistant

Benjamin Sperry
Operations Program Manager

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Bryan Ferguson
Foreman

Andrea Troupin
Scientific Program Manager



Erick Arriaga
Community Education &
Outreach Coordinator

Delta Mosquito and Vector Control District

Minutes of the Board of Trustees – Wednesday, September 10, 2025, Start: 4:31 p.m.

1. Roll Call:

Present: Trustee Gomez, Trustee Roberts, Trustee Caskey, Trustee Burchett, Trustee Guttierrez, Trustee Hellwig

Absent: Trustee Berger

Staff: Conlin Reis, General Manager; Benjamin Sperry, Operations Program Manager; Andrea Troupin, Scientific Program Manager; Valeria Hernandez, Clerical Assistant

2. Public Forum:

No members of the public were present in person or online.

3. Consent Calendar:

- a. August Minutes
- b. Checks for Ratification
- c. Checks for Approval
- d. Financial Reports

The Board reviewed financial reports and discussed accounting improvements. Highlights included utilities costs of \$60,800 across July and August, which represented approximately one-third of the annual budget and were flagged as a likely misclassification in QuickBooks; payroll costs reported at 29% of budget for the first two months, reflecting seasonal staffing; and capital expenditures of 9.9%, which included solar-related costs not fully reconciled. Staff reported on the implementation of a stricter check system tied to payroll cycles, payroll confirmation pages breaking down direct deposits, and a centralized Google Sheet for automated purchase tracking to improve transparency and reconciliation.

Following post-meeting review, utilities expenses were found to be overstated because a June coverage bill had been incorrectly associated with the current fiscal year instead of the prior year. This was subsequently corrected.

Following review, it was moved, seconded, and passed unanimously to approve the consent calendar as presented.

Motion: Trustee Roberts
Second: Trustee Caskey

4. Manager's Report:

The General Manager reported on operational and program activities. Mosquito virus activity showed an overall slight decline by late August and early September, with fewer positive pools and mosquito abundance below the three-year average. These reductions were attributed to enhanced ULV spraying, rapid source response, and environmental factors such as a mild early summer. Staff described expanded inspections, cooperation with large property managers such as Ivanhoe PUD to address persistent sources, and the scheduling of abatement hearings to ensure compliance. The surveillance program remained robust, with 3,400 mosquito pools collected to date, primarily *Culex quinquefasciatus*. Outreach efforts included targeted neighborhood notifications via Nextdoor and improved transparency through social media integration on the District website.

5. Modification of the General Manager's Employment Agreement:

The Board considered an amendment to the General Manager's contract to provide administrative leave.

Motion: Trustee Burchett
Second: Trustee Roberts

Vote: Yes – Trustee Gomez, Trustee Roberts, Trustee Caskey, Trustee Burchett, Trustee Gutierrez;
No – Trustee Hellwig; *Absent* – Trustee Berger

6. Policy Updates – Second Reading and Adoption:

Two policies were presented for adoption:

- **Policy #1083 – Credit Card Purchases (Revised):** permitting use of credit cards as a primary purchase method, requiring immediate entry of expenses into accounting software, and linking meal expenditures to the IRS per diem rates.
- **Policy #1086 – Fiscal Oversight (New):** establishing stronger approval requirements and controls for purchases and expenditures.

Motion: Trustee Hellwig
Second: Trustee Burchett
Unanimously approved.

7. Revision of Classification Plan – Resolution 26-02:

The General Manager presented the revised Classification Plan, which restructured vector control and administrative roles. Changes included elimination of certain full-time positions, creation of four

Operations Lead positions, new Vector Control Specialists, adjustments to salary ranges, and defined implementation timelines. Trustees discussed job requirements, training, and employee support programs to aid transitions.

Motion: Trustee Burchett

Second: Trustee Gomez

Resolution 26-02

Yeas: Trustee Gomez, Trustee Roberts, Trustee Caskey, Trustee Burchett, Trustee Guttierrez, Trustee Hellwig

Noes: None

Absent: Trustee Berger

8. Ratification of Out-of-Class Appointment:

The Board ratified a temporary out-of-class appointment for the Administrative Assistant to cover extended leave in the administrative systems position. The appointment is effective until the recruitment of the new Administrative Fiscal Coordinator.

Motion: Trustee Hellwig

Second: Trustee Guttierrez

Unanimously approved.

9. Authorization to Retain Outside Accountants:

The Board authorized retention of outside accounting expertise to address recurring bookkeeping errors, correct incomplete reconciliations from prior fiscal years, and develop comprehensive SOPs for bookkeeping and payroll processes.

Motion: Trustee Hellwig

Second: Trustee Guttierrez

Unanimously approved.

10. Bank of the Sierra Resolution – Resolution 26-03:

The Board adopted a resolution updating authorized signatories and enabling the closure of obsolete accounts, unlocking approximately \$40,000 in idle funds.

Motion: Trustee Burchett

Second: Trustee Roberts

Resolution 26-03

Yeas: Trustee Gomez, Trustee Roberts, Trustee Caskey, Trustee Burchett, Trustee Guttierrez, Trustee Hellwig

Noes: None

Absent: Trustee Berger

11. Board of Trustees Member Comments:

Trustee Burchett noted that he would be presenting to the City Council on Sep 22nd. Trustee Hellwig noted that the recorded greeting on the District's phone line was outdated and in need of updating.

12. Future Agenda Items:

None.

13. Adjournment:

President Gomez adjourned the meeting of the Board of Trustees at 5:25 p.m.
The Board will reconvene on October 8, 2025, at 4:30 p.m.

Conlin Reis, Recording Secretary

Approved by the Board of Trustees on: _____

BOARD PRESIDENT

Signature: _____ **Date:** _____

Printed Name: _____

BOARD SECRETARY

Signature: _____ **Date:** _____

Printed Name: _____