

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
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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, September 6, 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, September 11, 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) August Minutes
- g) August Payroll & Bills (Board Order #'s 7-9)
- h) September Payroll & Bills (Board Order #10)

4. Manager's Report

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

5. Reimbursement Disclosure Report

The General Manager will report on reimbursements that have been made during the 24/25 Fiscal Year.

6. Re-appointments

The General Manager will poll Trustees up for reappointment as to whether they want a letter sent on their behalf to the appointing authority.

7. AB1234 and AB1825 Training Requirements

The General Manager will remind Trustees of their requirements for ethics and harassment training.

ACTION 8. Bank of the Sierra and Resolution 2025-03

The General Manager will request Board approval for authorized signers on all Bank of the Sierra accounts. A Resolution has been drafted to update the District name on all Bank Accounts in addition to the approved signers'.

ACTION 9. Policy Revision,

a) Change to Policy 2126, Pay Periods

The Board will consider a change to the pay periods that would allow for all employees to be paid on a semimonthly basis.

b) Change to Policy 1081, Reserves

The Board will consider changes to the District's reserves.

c) Change to Policy 2117, Hours of Work and Overtime (1st Read)

The Board will consider revisions to the policy to include Compensatory time in lieu of Overtime.

d) Change to Policy 3011, Employee Incentive Award (1st Read)

The Board will consider revisions to the increments given for the Award's.

e) Change to Policy 3010, Educational Assistance (1st Read)

The Board will consider adding online coursework from accredited programs to the educational assistance policy.

f) Addition of Policy 1084: Procurement and Bidding (1st Read)

The Board will consider adoption of a Procurement and Bidding policy to direct District purchases and ensure transparency in contracting.

g) Addition of Policy 1085: Revolving Account (1st Read)

The Board will consider adoption of a policy related to the District's revolving account for monthly expenditures.

ACTION 10. End of Mosquito Season Staff Luncheon

The General Manager will request to have lunch provided to DMVCD staff in celebration and recognition of an outstanding effort during this Mosquito Season.

11. 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.

12. Future Agenda Items

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

ACTION 13. Adjournment

Adjourn Meeting of the Board of Trustees to reconvene on Wednesday, October 9, 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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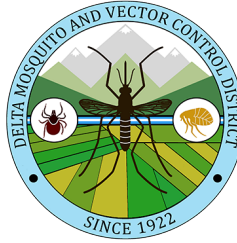
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Minutes of the Board of Trustees – Wednesday, August 14, 2024, Start: 4:30 p.m.

1. **Roll Call:**

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

Absent: Lori Berger

Staff: Conlin Reis, General Manager; Andrea Troupin, Scientific Program Manager

2. **Public Forum:**

No members of the public were present.

3. **Consent Calendar:**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the consent calendar as presented.

Motion: Trustee Hellwig

Second: Trustee Roberts

4. **Manager's Report:**

The Manager presented the Manager's Report. In addition to the standard reports, the Manager presented a summary of an intervention that occurred around the Kings River to deal with a major mosquito issue.

5. **Closed Session Gov Code 54957**

The Board entered closed session at this time. No reportable actions were taken during the session.

6. Financial Clarifications/Corrections

a) Fiscal Practices and Accounting Review

The Board discussed issues with accounting that have occurred over the last few years, including a lack of consistent reconciliation. The Manager expressed concerns that without a more comprehensive review of accounting practices, the ability of the Board to perform fiscal oversight would be seriously hampered. After some discussion, a motion was made, seconded, and passed unanimously to authorize the Manager to contract an outside accountant or bookkeeper to assist in correcting the records and establishing new accounting protocols.

Motion: Trustee Roberts

Second: Trustee Burchett

b) Section 125 Benefits Plan and Medical Reimbursement

The Board discussed the District's Section 125 plan. It was noted that, while the District has carried out the essential components of the plan, there has been a lapse in some of the formalities needed to ensure the plan is working effectively. In addition, the Manager informed the Board that there was some ambiguity as to the current status of the Section 125 plan given previous modifications and updates. A motion was made, seconded, and passed unanimously to:

1. Authorize the manager to seek redrafting of the Section 125 plan to be made effective the next calendar year.
2. Retroactive to January of 2024, designate the elective and non-elective contributions to the employees Section 125 plan as presented in the board packet.
3. Discontinue the cash benefit for declination of district medical benefits.

Motion: Trustee Burchett

Second: Trustee Caskey

c) Salaries out of Range

The Board discussed changes to the salary schedule associated with a pay increase that occurred in October of 2023 in which two positions were given a salary increase slightly above the highest salary step for the position. After some discussion, a motion was made, seconded, and passed unanimously to authorize the Manager to adjust the salary schedule for the Foreman position to conform to the current rate of pay. The other position will be returned to the original salary level.

Motion: Trustee Hellwig

Second: Trustee Roberts

7. 2024 -2025 Fiscal Budget Amended (This item was taken out of order)

The General Manager presented an amended budget for FY 24-25. After some discussion, and motion was made, seconded and passed unanimously to approve the amended budget as presented.

Motion: Trustee Hellwig

Second: Trustee Guttierrez

8. Fiscal Planning and Budget Subcommittee

In order to assist the District in long-term fiscal planning and allow for more efficient oversight by the Board during this transition period, the Board considered formation of an

ad-hoc subcommittee. A motion was made, seconded and passed unanimously to approve forming the Subcommittee with the following members: Trustee Roberts, Trustee Gomez, and Trustee Burchett. The Manager will follow up with them later.

Motion: Trustee Gutierrez

Second: Trustee Caskey

9. Policy Revisions

a) Policy 2139, District Equipment Loan Policy

After some discussion, a motion was made, seconded, and passed unanimously, to rescind Policy 2139, related to loaning of District Equipment. It was determined that this policy could be potentially construed in a manner that would be violative of public policy against use of public resources. As it no longer served a purpose in District operations, the policy was rescinded by unanimous vote.

Motion: Trustee Burchett

Second: Trustee Roberts

b) Policy 2126: Pay Periods (1st Read)

The Board reviewed a potential change to pay periods that would allow for all employees to be paid on a semimonthly basis. It was proposed that the policy should designate the last workday as the close of the second pay period. This policy will be up for consideration at the next regular board meeting.

c) Policy 1081: Reserves (1st Read)

The Board reviewed potential changes to the District reserves. Action, if any, will be taken at the next regular board meeting.

Trustee Burchett left the meeting at this time.

10. Classification Plan Review (Policy 2103)

a) Supplemental Biologist Position

The Board considered the addition of the Supplemental Biologist position to provide additional flexibility to lab staffing. Subject to a minor change in medical requirements, a motion was made, seconded, and passed unanimously to approve Resolution 2025-02, amending the Classification Plan with the new position.

Motion: Trustee Roberts

Second: Trustee Caskey

Ayes: Trustee Gomez, Trustee Caskey, Trustee Gutierrez, Trustee Roberts

Nays: None

Absent: Trustee Burchett, Trustee Berger

b) Exempt Status Update

The Manager informed the Board of changes that were made to the FLSA exemption status of a few positions. The status was changed outside of policy requirements and without Board review. The Manager legal assessment was that one of the named positions could reasonably be classified as FLSA Exempt but the others could not. The Manager informed the Board that he did not believe there were any issues with uncompensated overtime during the period of misclassification. A motion was made, seconded, and passed unanimously to

confirm that the Vector Supervisor and Vector Control Tech III positions were not FLSA Exempt and to direct the Manager to update the job description and classification plan to designate the Foreman position as exempt. In the interim period, the Foreman position will continue to be considered exempt subject to the consent of the current Foreman.

Motion: Trustee Gomez Second: Trustee Hellwig

11. Review of Travel Calendar FY 24-25

A motion was made, seconded, and passed unanimously to approve the travel calendar as presented with a minor correction in the dates for the Washington DC meeting.

Motion: Trustee Roberts Second: Trustee Hellwig

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

The Board ratified the Compliance Certificate and Hold Harmless Statement needed to carry out the benefit assessment with Tulare County. Due to time constraints, the document needed to be signed before it could be brought before the Board.

Motion: Trustee Caskey Second: Trustee Guttierrez

13. Scope of Legal Work for Manager

It was the consensus of the Board that the Manager utilize his judgment in determining when it would be necessary to utilize outside counsel in lieu of providing direct legal services to the District.

14. Board of Trustees Member Comments:

Trustee Gomez updated the Board of Trustees on the close of the Grand Jury Investigation, which did not result in any official report. Trustee Roberts asked if we could investigate why the internet seemed to be working poorly in the boardroom.

15. Future Agenda Items:

None.

16. Adjournment:

A motion was made, seconded and passed unanimously to adjourn the meeting of the DMVCD's Board of Trustees at 6:50 pm.

Conlin Reis, Recording Secretary

VOUCHER	PAYEE	DESCRIPTION		Budget Line Item	AMOUNT
39242	BRYAN FERGUSON	FOREMAN			6,694.91
39243	MARY ELLEN GOMEZ	ADMINISTRATIVE ASSISTANT			5,833.40
39244	REBECCA HARLIEN	ADMINISTRATIVE ANALYST			4,836.21
		<i>Sub-Total Full-Time Payroll</i>			\$17,364.52
39245	DELTA VECTOR CONTROL DIST - EFTPS				
		Social Security/ Medicare/ Federal Income Tax		Employee 71% - District 29%	6,062.68
		State Income Tax		Employee 100%	1,232.27
		CalPERS Retirement		Employee 40% - District 60%	3,855.67
		GASB 68 Reporting Fee Classic and PEPR Members			700.00
		<i>Total for Full-Time Payroll & Taxes</i>			\$29,215.14
39246	CAL WATER	Utilities		Utilities	163.35
39247	CENTRAL VALLEY BUSINESS FORMS	Re-issue of lost check - Doorhangers - property and post inspections		Public Relations	791.11
39248	CLARKE	(1) BG Sentinel 2 Basic w/Cables (Lab Surveillance)		Lab Supplies	173.22
39249	LOZANO SMITH				922.50
		Consulting- Section 125/Cafeteria Plan	855.00	Professional Services	
		Re-issue of lost check - Provide District info re: FLSA Overtime Exemption rules	67.50	Professional Services	
39250	SMITH PROMOTIONS				2,923.00
		(100) Gray/Black Hats & (25) Navy Hats	1,980.13	Uniforms	
		Re-issue of lost check - (21) Mens shirts with DMVCD logo, (8) Ladies shirts with DMVCD logo	942.87	Uniforms	
39251	SO CAL GAS	Utilities		Utilities	27.56
39252	TARGET SPECIALTY PRODUCTS				8,970.78
		Re-issue of lost check - (4) Cases of Sumilarv WSP	2855.16	Spray Materials	
		Re-issue of lost check - (3) Bags of Altosid P35	2610.52	Spray Materials	
		Re-issue of lost check - Sumilarv WSP	3505.10	Spray Materials	
39253	VALLEY PACIFIC	Fuel		Fuel	4,786.39
39254	WEST COAST BIOTECH	Waste Disposal		Lab Supplies	155.00
		<i>Total Board Order # 8</i>			\$48,128.05

39255	ZACKARY BARRAGAN	Laboratory Tech I		1,337.56
39256	JOSE CARRERA	Laboratory Tech I		1,247.08
39257	ALYSIA DAVIS	Vector Control Tech I		1,436.27
39258	ARTURO GARCIA	Vector Control Tech I		1,325.44
39259	JOEY GASCA	Vector Control Tech I		965.94
39260	YAJAIRA GODINEZ	Laboratory Tech I		1,072.87
39261	JAKE MALDONADO	Laboratory Tech I		1,505.67
39262	MARCO MARTINEZ	Vector Control Tech II		2,018.32
39263	RAFAEL RAMIREZ	Vector Control Tech I		1,259.00
39264	ADRIANA RODRIGUEZ	Laboratory Tech I		1,179.71
39265	BRENDA RODRIGUEZ-VIVAR	Laboratory Tech II		1,764.31
39266	LISA SALGADO	Vector Control Tech I		1,584.14
39267	ADRIAN SIFUENTES	Vector Control Tech I		914.49
39268	MICHAEL SIVA	Laboratory Tech I		631.29
39269	RYAN SPRATT	Vector Control Tech I		1,255.94
39270	ISABEL VENEGAS-ALAMO	Vector Control Tech I		1,379.48
39271	KORY WILSON	Vector Control Tech I		1,462.84
39272	CALIFORNIA STATE DISBURSEMENT UNIT	Wage Garnishment		61.38
39273	CALIFORNIA STATE DISBURSEMENT UNIT	Wage Garnishment		131.07
39274	DELTA VECTOR CONTROL DIST - EFTPS			7,695.64
		Social Security/ Medicare/ Federal Income Tax	5,670.64	
		State Income Tax	535.15	
		CalPERS Retirement	1,489.85	
				\$30,228.44
39275	REBECCA HARLIEN	Administrative Analyst - Vacation Payout		1721.57
39276	DELTA VECTOR CONTROL DIST - EFTPS			382.73
		Social Security/ Medicare/ Federal Income Tax	359.10	
		State Income Tax	23.63	
		TOTAL BOARD ORDER #9		\$32,332.74

VOUCHER	PAYEE	DESCRIPTION		Budget Line Item	AMOUNT
39277	CONLIN REIS	GENERAL MANAGER			11,519.98
39278	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR			6,763.73
39279	ERICK ARRIAGA	COMMUNITY EDUCATION & OUTREACH COORDINATOR			5,614.23
39280	BRYAN FERGUSON	FOREMAN			6,694.92
39281	ALEJANDRA GILL	LABORATORY TECH III			4,281.33
39282	MARY ELLEN GOMEZ	ADMINISTRATIVE ASSISTANT			5,833.40
39283	PAUL HARLIEN	OPERATIONS PROGRAM MANAGER			6,547.86
39284	LANDON MCGILL	VECTOR CONTROL TECHNICIAN III/MECHANIC			4,437.26
39285	LANDON MCGILL	OVERTIME			210.91
39286	THEODORE MCGILL	VECTOR CONTROL TECHNICIAN III			4,039.52
39287	MARK NAKATA	BIOLOGIST			6,257.15
39288	JUAN PABLO ORTEGA	BIOLOGIST			5,372.31
39289	CARLOS RODRIGUEZ	VECTOR CONTROL TECHNICIAN III			4,533.90
39290	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III			6,244.62
39291	MARIO SANCHEZ	VECTOR CONTROL TECHNICIAN III/MECHANIC			5,360.20
39292	ANDREA TROUPIN	SCIENTIFIC PROGRAM MANAGER			6,481.03
		<i>Sub-Total Full-Time Payroll</i>			\$90,192.35
39293	VSP	Vision Plan Premium			584.47
39294	DELTA DENTAL PLAN	Dental Plan Premium			1,457.44
39295	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance			1,354.78
39296	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium			30,743.50
		Social Security/ Medicare/ Federal Income Tax		Employee 71% - District 29%	31,346.62
		State Income Tax		Employee 100%	5,279.41
		CalPERS Retirement		Employee 40% - District 60%	23,671.61
39297	DELTA VECT CONT DIST	Flex Benefit Plan		Employee 100%	916.63
39298	MISSION SQUARE	Deferred Retirement Trust		Employee 77% - District 23%	1,387.69
		<i>Total Full Time, Trustee & Seasonal Payroll Taxes & Benefits</i>			\$186,934.50
39299	CITY OF VISALIA	Utilities		Utilities	120.54
39300	CLARKE MOSQUITO	BG Sentinel 2 basic w/cables and BG Sentinel pop up buck		Lab - Surveillance	1,123.11
39301	CLINE'S BUSINESS EQUIPMENT	Monthly Service Contract		Maint. Contract	30.00
39302	COMCAST	Internet		Telephones/Cellphones	350.61
39303	EMD NETWORKING				4,324.10
		Total Care Monthly Billing	3916.35	Maint. Contract	
		VOIP Phone System	407.75	Telephones/Cellphones	
39304	ENTERPRISE	Leased Vehicles		Capital - Vehicles	3,848.00
39305	FRESNO OXYGEN				1,404.09
		Dry Ice - Traps (8-1-2024 to 8-31-2024)	1121.55	Lab Supplies	
		CO2 Container - Traps	282.54	Lab Supplies	
39306	LINUXUP	GPS		GPS	945.57
39307	PACIFIC WEST CONTROLS	Monthly Service Contract		Maint. Contract	250.00
39308	PARTS AUTHORITY	HVAC Control Head T-23		Vehicle Supplies	163.18
39309	SO CAL EDISON	Utilities		Utilities	6,943.81
39310	SPRAYING DEVICES INC.	(4) 300' 3/8" Spray Hoses		Sprayer Supplies	447.11
39311	UNIFIRST				1,882.14
		Uniforms	1004.03	Uniforms	
		Janitorial	878.11	Janitorial	
39312	US BANK				13,836.55
		Uline - (3) Single tier 1wide lockers and (7) Single tier 3wide lockers	4587.79	Building Maint.	

	Amazon - Vivo electric height adjustable desk	488.24	Office Supplies	
	Canva - virtual design creator	120.00	Subscriptions	
	Amazon - LG 32" computer monitor, wireless HDMI adapter and Huanuo dual monitor stand	352.17	Office Supplies	
	Exeter Small Engine Repair - Primer bulb and fuel line (Colt hand fogger)	18.36	Sprayer Supplies	
	Smart & Final - Case of toilet paper	38.73	Janitorial	
	Empire Supply - (2) Sloan toilet valve kits	62.96	Building Maint.	
	Empire Supply - (4) shutoff valve kits, (2) 1.6 valve repair kits and (2) 1.0 valve repair kits	141.56	Building Maint.	
	Smart & Final - (2) packs of 13gal trash bags, (1) 10gal trash bags and (10) handsoaps	67.29	Janitorial	
	FilterBuy - Lab AC Filters	109.63	Building Maint.	
	Small Engines Pro Dealer - Maruyama Chemical Tank	123.72	Sprayer Supplies	
	SipTrunk - Efax	115.29	Telephones/Cellphones	
	Google Suites	259.06	Subscriptions	
	Smart & Final - Case of toilet paper	38.73	Janitorial	
	Exeter Small Engine Repair - 4' fuel line, primer bulb and fuel filter	60.45	Sprayer Supplies	
	Zira Timekeeping System	108.00	Subscriptions	
	US Chefstore - (8) 50lb bags of sugar	327.12	Lab Surveillance	
	Verizon	1865.88	Telephones/Cellphones	
	Adobe Creative Cloud Annual Renewal	659.88	Subscriptions	
	Extreme Blower Products - XD food plot seeder	63.19	Sprayer Supplies	
	Home Depot - (10) 12v 22ah batteries and (1) 6v 12aH battery	672.58	Lab - Surveillance	
	Harbor Freight - Leather gloves	5.41	Safety Supplies	
	Harbor Freight - (2) grinding discs and (1) ratchet tie downs 2pc	35.78	Building Maint.	
	MidValley Pipe and Supply - angle bars and flat bars	111.30	Lab - Surveillance	
	Lowe's - (2) containers Clorox wipes	38.15	Janitorial	
	Lowe's - (2) broom poles, (1) poly glue and (8) spray paints	88.62	Lab - Surveillance	
	Smart & Final - (5) basters	28.71	Lab - Surveillance	
	Smart & Final - (2) packs of rolled paper towels	34.70	Janitorial	
	Harbor Freight - hex key set	6.50	Lab - Surveillance	
	Harbor Freight - (2) back support belts, (3) kneepads, (5) workgloves, (1) 3pk garden gloves and (1) back support belt	89.92	Safety Supplies	
	Lowe's - (1) PH up	11.91	Fish Supplies	
	Sportsman's Warehouse - (3) flashlights 1800luminesent	130.17	Lab - Surveillance	
	Harbor Freight - power strip (Conlin desk)	30.37	Office Supplies	
	Harbor Freight - gorilla glue	16.25	Lab - Surveillance	
	KensFish - .5mm feed, growth meal 1lb, enhancing pellets .5mm, flakes 1lb and ich-x 1gal	147.72	Fish Supplies	
	Home Depot - (10) 12v 22ah batteries and (1) 6v 12aH battery	672.58	Lab - Surveillance	
	Lowe's - (4) hose nozzles	25.95	Lab - Surveillance	
	Uline - Whirl-Pak bags	167.30	Lab Supplies	
	DreamHost	3.00	Subscriptions	
	Costco - Birthday Goodies	48.46	Misc. Expense	
	Tractor Supply - 3qt scoops and 5pt plastic scoops	13.53	Operational	
	WalMart - (2) 24ct crayons, (2) sketch books and (2) jbl headphones (Outreach Giveaway)	61.02	Public Relations	
	Apple.Com - Additional Phone Storage (Erick Arriaga)	2.99	Subscriptions	
	CVS - Sympathy Card (Paul Harlien)	5.41	Misc. Expense	
	Mouser Electronics - NKK toggle switches for Sprayer	44.08	Sprayer Supplies	
	Home Depot - Raid Defend 2pk	11.90	Lab Supplies	
	Home Depot - (30) 12v 22aH Batteries	1529.52	Lab - Surveillance	
	FedEx - Shipping of Samples to DART	99.52	Lab Supplies	
	WalMart - (2) bed sheets - Surveillance	21.35	Lab - Surveillance	
	WalMart - (2) toilet wand cleaner and 24 pack toilet paper	44.57	Janitorial	
	WalMart - (2) 70% Isopropyl, car interior cleaner, raid roach killer and bleach	29.23	Lab Supplies	

39313	VALLEY INDUSTRIAL	Pre-employment Physicals - Yajaira Godinez & Michael Siva		Professional Services	300.00
39314	VALLEY PACIFIC	Fuel		Fuel	4,878.25
39315	WEST COAST BIOTECH	Waste Disposal		Lab Supplies	155.00
		Total Board Order # 10			\$227,936.56

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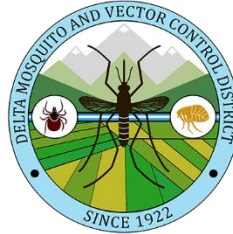
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REPORT OF THE MANAGER AUGUST 2024

I. Water and Weather

The Delta Mosquito and Vector Control District (DMVCD) Weather Station reported an average high temperature of 97.6°F with an average low of 67.0°F and 0.0 inches of rainfall as of August 31, 2024. The National Oceanic and Atmospheric Administration 1991-2020 seasonal averages for high and low temperatures in July were 93.2°F and 64.9°F respectively, with average rainfall of 0.0 inches.

Water storage at Pine Flat Reservoir decreased to 402,002 acre-feet as of August 31, 2024. Pine Flat Reservoir's water inflow rate is 1,148 cubic feet per second (CFS) while its release is 1,981 CFS. The Lake Kaweah Reservoir storage decreased to 18,344 acre-feet. Lake Kaweah's water inflow rate is 78 CFS and its release decreased to 97 CFS as of August 30, 2024.

II. Narrative

Manager's Summary (Conlin Reis, General Manager)

The District continues to experience a below-average season in terms of mosquito abundance and disease activity. We hope this trend persists through the end of the season. Coordination between our surveillance and operations teams has improved, with customized data dashboards enabling supervisors to better direct efforts based on the latest surveillance information. However, my primary concern remains the consistently high mosquito abundance and disease activity in northwest Visalia. The suburban-agricultural interface frequently poses challenges for vector-borne disease control, with large mosquito production sources, high bird populations, and many residents within the mosquitoes' flight range. The laboratory and operations departments have been collaborating to identify the source of these persistent mosquito issues. Initial findings suggest challenges in achieving effective control in dairy ponds with high

organic content and emergent vegetation. We are documenting the conditions of these problematic sources and considering alternative approaches, including source cleanup and implementing best management practices on the properties.

The staff has been engaged in several noteworthy projects. Our CEOC, Erick Arriaga, has initiated a comprehensive outreach and source reduction effort at the Visalia cemetery. The lab is monitoring pre- and post-intervention mosquito numbers to assess the impact of these efforts. In the lab, SPM Andrea Troupin has begun evaluating wide-area larviciding practices using a new product. This limited study will assess the product's efficacy and help determine the best application method given the environmental conditions in our area.

While I haven't spent as much time with the operations technicians as I'd like, I'm impressed by their drive and commitment to improving our program. Many have reached out to me directly with questions and suggestions. This fall and winter, we will focus on updating training and our electronic infrastructure to ensure the technicians have the resources they need to excel.

Operations (Paul Harlien, Operations Program Manager)

Field operations received 83 mosquito service requests and 24 fish requests in August 2024.

All the field techs are out in their zones working hard in the heat. There were 1,273 source treatments in August. Over 264 Dairy pits and sewer farm pits were inspected and treated once a week as needed.

There were 0 drone treatments and one plane treatment for the month along with 12 ULV (Ultra Low Volume) treatments and Two of the three ULV foggers are out of service.

We had several repairs in the Auto shop T-6 was overheating and needed the radiator cleaned and coolant revisor replaced. There were seven tire repairers and some minor repairs like lights doorhandles oil changes oil pump leaks, hose repair, backpack sprayers piston pump replacement. We had both Clark ULV Foggers break down and it does not look like it is worth the money to repair them.

I have filed the monthly pesticide report along with tracking pesticide inventory. We have placed an order for a tanker of BVA-2 oil to be delivered sometime around August 16th.

Outreach (Erick Arriaga, Community Education and Outreach Coordinator)

This month, DMVCD attended 3 outreach events, and three backpack giveaway events in London, Orosi and Visalia. The lab and outreach worked with the Visalia Public Cemetery to create a plan to reduce mosquito breeding. The grounds have been inspected, signage has been ordered, and other methods of intervention are planned. Visalia Unified has extended an invitation to us for their second year of STEM Night

events for elementary school students. The first event was slated for the end of September, and they'll continue until April.

Laboratory (Andrea Troupin, Scientific Program Manager)

Routine mosquito trapping continued through August 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 34,054 mosquitoes were collected across 2,056 trap nights. The District-wide average of 16.6 mosquitoes per trap night for August was 41.6% lower than the previous 5-year average of 28.3 and 40.2% lower than the 2023 average of 27.7 mosquitoes per trap night for the same time. The top 3 mosquito species caught in August were *Aedes aegypti* at 54.6%, followed by *Culex quinquefasciatus* at 37.8%, and *Culex tarsalis* at 4.0%. Compared to August of 2023, the top 3 mosquito species caught were *Cx. quinquefasciatus* at 51.7%, followed by *Ae. aegypti* at 40.3%, and *Cx. Tarsalis/Cx. stigmatosoma tied* at 3.8%. Arbovirus testing for West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western equine encephalitis virus (WEEV) continued through August. As of August 30, 2024, laboratory staff has tested 2,857 mosquito samples for the year. In August, 429 samples were tested and 59 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. No dead bird samples were collected in August and no birds in 2024 have tested positive for WNV, SLEV, and WEEV. No kissing bugs have been reported to the district so far in August.

Technicians brought in 65 mosquito larvae samples to the laboratory for species identification in August 2024. There were 100 larval samples collected in August 2023.

There were 24 technician and homeowner mosquitofish requests in August 2024 to distribute 1,195 fish. Approximately 1,997 mosquitofish fry were produced in August 2024. In August 2023, there were 29 technician and homeowner mosquitofish requests to distribute 6,074 fish.

Routine laboratory maintenance continued during August 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 23 mosquito samples from Tulare Mosquito Abatement District (MAD) in August 2024.

There were 83 service requests in August 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
August	24	83	0	0	0	107
Total	69	394	61	29	1	554

III. Vector and Disease Surveillance

Delta MVCD Summaries:

Humans: No human cases were reported to DMVCD in August 2024; however, there was one case reported in Tulare County but not in our district.

Birds: 0 dead birds were reported to DMVCD in August 2024.

Mosquitoes: 429 samples were collected and tested in August 2024. There are 59 WNV positives and 1 SLEV positive.

State Surveillance:

Humans: As of August 30, 2024, 27 human cases of WNV from 11 counties and 0 cases of SLEV from 0 counties have been reported.

Birds: As of August 30, 2024, 352 dead birds from 18 counties tested positive.

Mosquitoes: As of August 30, 2024, 1,386 mosquito samples from 25 counties have tested positive for WNV. Also, 15 samples from 4 counties have tested positive for SLEV.

V1. Expenditures & Revenues – 2024/25

Total Budget \$4,860,192

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

Salaries and Benefits	\$752,446.33
Services & Supplies	\$456,718.00

Tax Admin Fee	\$0.00
Capital	\$3,848.28
Long-Term Debt	\$0.00
TOTAL EXPENDITURES	\$1,213,012.61
Percent of Budget Spent	13.35%

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

July	\$0.00
August	\$2,958.33
TOTAL REVENUE TO DATE	\$2,958.33

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
August	5,808	316	5492	94.5

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.

Reimbursement Report FY 2024-2025

[illegible]

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Conlin Reis
General Manager

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Phone (559) 732-8606 * (877) 732-8606 * Fax (559)-732-7441
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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



September 11, 2024

Re: Delta Mosquito and Vector Control District
Federal Tax ID 94-6000565

The Delta Mosquito and Vector Control District would like to remove Dr. Mustapha Debboun, and Rebecca Harlien from the following accounts:

- Delta Vector Control District – EFTPS #722147970
- Delta Vector Control District – Revolving Fund #722148770
- Delta Vector Control District – Flexible Benefit Plan Account #722149570
- SSJV Regional Continuing Ed Fund #0701050764

Delta Mosquito and Vector Control District is a California Special District and has no officers. The District is governed by a Board of Trustees, each representing one of the incorporated cities or the county within the District's boundaries. Each Trustee is appointed by a City Council Member or by the County Board of Supervisors.

- The Delta Mosquito and Vector Control District Board of Trustees appoints the following authorized signers for the accounts, Delta Vector Control District – EFTPS #722147970 and Delta Vector Control District – Revolving Fund #722148770

Conlin Reis
Linda Guttierrez
Greg Gomez
Kevin Caskey
Rosemary Hellwig
Lori Berger
Larry Roberts
Mike Burchett

- The Delta Mosquito and Vector Control District Board of Trustees appoints the following authorized signers for the accounts, Delta Vector Control District – Flexible Benefit Plan Account #722149570 and SSJV Regional Continuing Ed Fund #0701050764

Conlin Reis
Mary Ellen Gomez
Greg Gomez

Approved by the Board of Trustees of the Delta Mosquito and Vector Control District at the regular Board meeting held on September 11, 2024.

Greg Gomez, President

Linda Gutierrez, Secretary

Item #9: Summary of Policy Changes for Board Approval

September 2024 Revisions

Policies for Action: Second Read

1. Policy 2126: Pay Periods

- **Key Change:**
 - **Semi-Monthly Pay Structure:** Salaries and wages will now be paid semi-monthly (on the 15th and last day of the month). If payday falls on a holiday or weekend, the preceding business day becomes payday.
 - **Reasoning:** This change simplifies accounting for payroll processing and ensures consistent and predictable payroll schedules.
-

2. Policy 1081: Reserve Policy

- **Key Changes:**
 - The **Unallocated General Reserve** will remain between 80% and 100% of the fiscal year's budget.
 - The **UAL Reserve (CalPERS)** must match the Unfunded Accrued Liability for all District pension plans and can only be funded after other reserves are satisfied.
 - **Capital Reserve** set at no less than \$75,000, with planning for capital expenditures over the next three years.
 - **Contingency Reserve** equal to 5% of the budget, requiring a majority Board vote for expenditure.
 - **Removed the Assessment Reserve:** The previous assessment reserve was deleted due to its unnecessary complexity and potential complications in accounting.
- **Reasoning:** These revisions ensure the District is financially prepared for both long-term obligations and operational needs. Simplifying the reserve structure helps

avoid unnecessary accounting complications.

Policies for First Read: Action at Next Regular Board Meeting

3. Policy 1084: Bidding and Procurement

- **Key Changes:**
 - Introduces formal and informal bidding procedures based on purchase value thresholds:
 - Under \$5,000: No formal bid required.
 - \$5,000 to \$25,000: Informal written bids from at least three vendors.
 - Over \$25,000: Formal bidding with open procedures and Board approval.
 - Added flexibility for emergency purchases and sole-source procurement.
 - **References Health and Safety Code Section 2046:** This section requires districts like the Delta Mosquito and Vector Control District to have a formal bidding policy for procurement related to mosquito abatement services.
- **Reasoning:** These changes ensure the District remains compliant with the **Health and Safety Code**, while enhancing transparency and ensuring competitive pricing and quality. Emergency procurement rules ensure operational continuity.

4. Policy 1085: District Revolving Fund

- **Key Changes:**
 - The fund will not exceed 110% of 1/12th of the District's budget.
 - The District Manager is authorized to make disbursements for legal charges, payroll, and vendor payments, with Board oversight.
 - The fund must be replenished via the county treasurer with detailed records of disbursements.

- **References California Government Code Section 53961:** The policy aligns with this section of the Government Code, which authorizes the creation of revolving funds for special districts.
 - **Reasoning:** These changes promote financial accountability while maintaining flexibility to meet urgent financial needs. The cap ensures the fund stays proportional to the District's budget.
-

5. Policy 2117: Hours of Work and Overtime

- **Key Changes:**
 - Introduction of **Compensatory Time Off (CTO)** as an alternative to overtime pay, **subject to a voluntary agreement by the employee.**
 - CTO accrual limits:
 - Regular employees: 80 hours.
 - Seasonal employees: 24 hours.
 - Unused CTO will be paid out upon separation or at the end of the season for seasonal employees.
 - **Reasoning:** This update provides employees with more flexibility and control over work-life balance, while ensuring that overtime and CTO accruals are properly managed. The voluntary agreement ensures that the arrangement is mutually beneficial for both the District and the employee.
-

6. Policy 3010: Educational Assistance

- **Key Change:**
 - Added **Accredited Online Courses:** Along with residence courses, accredited online courses are now eligible for reimbursement, recognizing the technical nature of some education not available locally.
- **Reasoning:** This change accounts for the growing importance of technical education and online learning, especially when specialized programs aren't available nearby. It broadens opportunities for employees to advance their skills,

benefiting both the District and the workforce.

7. Policy 3011: Employee Incentive Award

- **Key Change:**
 - **Adjustment in Gift Certificate Increment:** The award increments for gift certificates have been reduced from \$25 to \$20, allowing for more flexibility in rewarding employees for smaller achievements.
- **Reasoning:** This change provides the District with greater flexibility in recognizing employees' extraordinary performance by accommodating smaller intervals for awards, helping to foster motivation and engagement across departments.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Pay Periods

POLICY NUMBER

2126

2126.1 The salaries and wages of all District employees shall be paid semi-monthly, being the 15th and last day of every month.

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 day.

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 majority (4/7) vote of the Board.

1081.2 Unfunded Accrued Liability (UAL) Reserve (CalPERS)

1081.2.1 The amount of the UAL Reserve will be equal to the combined Unfunded Accrued Liability for all District pension plans for the budgeted fiscal year.

1081.2.2 The UAL Reserve is to be used for potential pay down, contributions, or investments related to the District UAL.

1081.2.3 This reserve shall be adjusted at the start of each fiscal year and shall only be appropriated to when all other reserves are funded.

1081.3 Capital Reserve

1081.3.1 The amount of the Capital Reserve will be no less than \$75,000.

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

1081.4 Appropriation for Contingency Reserve

1081.4.1 The amount of the Appropriation for Contingency Reserve will be equal to 5% of the planned fiscal year budget and listed within the operating budget under Tulare County Account #7432. Expenditures from Account #7432 require a majority (4/7) vote of the Board.

Delta Mosquito and Vector Control District

----- **MANUAL of POLICIES** -----

POLICY TITLE
Bidding and Procurement

POLICY NUMBER
1084

POLICY TITLE: Procurement and Bidding
POLICY NUMBER: 1084

1084.1 The purpose of this policy is to provide guidelines to staff regarding the purchase of goods and services for the Delta Mosquito and Vector Control District ("District"). The District desires to provide a procedure that ensures equal opportunity for all potential bidders, uniformity of bidding procedures, and maximum value to the District for all purchases and contracted services.

1084.2 The District Manager shall act as the purchasing agent for the District in connection with purchasing supplies, equipment, and materials, and shall have general responsibility over such purchases in accordance with this policy.

1084.3 The "lowest responsible bidder" as defined in this section shall be a bidder that provides a bid that is complete and of the greatest value to the District. While the bid having the lowest associated cost shall be preferred, additional factors such as bidder's reliability, conformity of bid to specific district needs, timeline and restrictions present in the bid, and overall quality of products and services provided by the bidder shall also be factored in.

1084.4 The bidding requirements for District purchases of goods and services shall be as follows:

1084.4.1 Services and goods costing less than \$5000 shall require no formal bidding procedures. Sufficient research should be performed to ensure that a competitive price and quality product/services are obtained.

1084.4.2 Services and goods costing between \$5000 and \$25,000 shall require informal written bids from at least three vendors and all bids shall be accompanied by a price quote. Where reasonable effort has been made to obtain bids and less than three bids are returned within the allotted period (10 days minimum), a bid may be selected among those received.

1084.4.3 Services and goods costing in excess of \$25,000 shall require formal bidding procedures.

Formal bidding procedures: The Manager shall prepare a notice inviting bids for the purchase, including a description of the supplies, equipment, materials, and/or services to be provided, including, if appropriate, bid specifications, and also specifying the time and place of opening of bids. The notice inviting bids shall be provided to at least three responsible prospective suppliers and vendors. The period to respond to the notice inviting bids shall be at least ten (10) days.

At the time for the bid opening, the bids shall be opened at the District office. Any member of the public may observe the bid opening. The Manager shall tabulate all bids received and keep them open for public inspection.

At the next Board meeting following the opening of bids, the Manager shall present the bids to the Board of Trustees and make a recommendation on an award to the lowest responsible bidder. Where the lowest responsible bidder is not also the lowest cost bidder, the Manager shall present the Board with the additional factors considered when forming a recommendation.

In its discretion, the Board may award the contract to the lowest responsible bidder, reject all bids and resubmit the request for bids, reject all bids and not proceed with the purchase, or reject all bids and direct that an open market purchase be made, provided the price paid on the open market shall not exceed the bid of the lowest responsible bidder.

1084.5 Notwithstanding any other provision of this policy, a purchase may be made without utilizing formal bidding procedures where any of the following occurs.

1084.5.1 The item or service can be obtained from only one or a small number of suppliers or vendors as to make bidding impractical. For purchase of public health control pesticides, formal bidding procedures shall not be required, however, where prices between the limited vendors are relatively balanced, the District shall strive to make purchases evenly among vendors.

1084.5.2 The item or service can be obtained from the State of California (CMAS) list of vendors at competitive contract prices under the state contract.

1084.5.3 The item or service is an emergency purchase which is deemed by the District Manager to be time-sensitive and cannot be postponed to a regular board meeting, The District Manager shall give notice of such purchases to the Board of Trustees immediately, and ratification shall be sought at the next board meeting.

Revised 10-10-2024

Delta Mosquito and Vector Control District

----- **MANUAL of POLICIES** -----

POLICY TITLE
District Revolving Fund

POLICY NUMBER
1085

POLICY TITLE: District Revolving Fund
POLICY NUMBER: 1085

1085.1 The purpose of this policy is to set forth guidelines for the operation of the District's revolving fund ("fund") established pursuant to Government Code section 53961. The fund is intended to be used for meeting District financial obligations, including, but not limited to payroll and payments to vendors/service providers.

1085.2 The District Manager is authorized to make disbursements from the fund and is responsible for keeping account of such disbursements. The District Manager shall keep, and present upon demand, receipts of all expenditures in excess of \$1. The District Manager shall give an account of the fund upon demand of the Board or County Auditor.

1085.3 The fund shall only be expended for authorized expenditures that are of legal charge against the District. All expenditures from the fund shall be approved by the Board of Trustees at their regular board meeting.

1085.4 The maximum value of the fund shall not exceed 110% of 1/12th of the District's approved budget for the current fiscal year. The Board of Trustees shall set the maximum value of the fund at the first regular board meeting of the fiscal year.

1085.5 The fund shall be replenished through the standard process of issuing payments through the county treasurer. Requests for payment shall include an itemized account of all disbursements from the fund.

1085.6 When requested, at the beginning of each fiscal year, the District Manager shall file with the Board of Trustees and the County Auditor, a bond executed by himself as principal and by an admitted surety insurer, in an amount equal to that of the revolving fund. The costs of said bond shall be paid by the District.

Revised 10-10-2024

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

ORIGINAL

POLICY TITLE

Hours of Work and Overtime

POLICY NUMBER

2117

2117.1 This policy shall apply to all employees.

2117.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2117.3 The workweek shall consist of seven consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

2117.4 Overtime is defined as:

2117.4.1 Time worked in excess of 40 hours in a workweek;

2117.4.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour per day workweek is in effect; or,

2117.4.3 Time worked on a designated holiday.

2117.5 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

PROPOSED CHANGE:

POLICY TITLE

Hours of Work and Overtime

POLICY NUMBER

2117

2117.1 This policy shall apply to all employees.

2117.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2117.3 The workweek shall consist of seven consecutive days from 12:01 o'clock A.M. Monday through midnight Sunday.

2117.4 Overtime is defined as:

2117.4.1 Time worked in excess of 40 hours in a workweek.

2117.4.2 Time worked on a designated holiday.

2117.5 Compensatory Time Off (CTO):

Delta Mosquito and Vector Control District

— **MANUAL of POLICIES** —

2117.5.1 Employees may choose to accrue Compensatory Time Off (CTO) in lieu of overtime pay at a rate of one and one-half (1.5) hours for each hour of overtime worked, subject to a maximum accrual as specified by the District.

2117.5.2 CTO may be used at a time mutually agreed upon by the employee and the District, provided that it does not unduly disrupt the operations of the District.

2117.5.3 Employees who reach the maximum accrual limit for CTO will not be eligible for additional overtime until they reduce their CTO balance below the accrual threshold.

2117.5.3.1 Regular employees shall have a maximum accrual of 80 hours of CTO, determined on March 31st of each year. Employees with an accrual above this limit on March 31st must reduce their balance to remain eligible for future overtime.

2117.5.3.2 Seasonal employees shall not exceed a maximum accrual of 24 hours of CTO at any time.

2117.5.4 Payout of CTO:

2117.5.4.1 Upon Separation: In accordance with the Fair Labor Standards Act (FLSA), any remaining CTO will be paid out to the employee upon separation from employment with the Delta Mosquito and Vector Control District. The payout will be calculated at the employee's regular rate of pay at the time of separation.

2117.5.4.2 End of Season (Seasonal Employees): Any unused CTO accrued by seasonal employees will be paid out at the end of the seasonal employment period at the employee's regular rate of pay.

2117.6 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay or, if applicable, as Compensatory Time Off (CTO).

Delta Mosquito and Vector Control District

----- MANUAL of POLICIES -----

POLICY TITLE
Educational Assistance

POLICY NUMBER
3010

3010.1 Employees of the District are encouraged to pursue educational opportunities that are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.

3010.2 The District will reimburse regular employees for approved courses of study on the following criteria:

3010.2.1 A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of “B” or better for the class.

3010.2.2 No refund will be made to employees who receive a grade below “B” for the class.

3010.2.3 The total amount of reimbursement that will be paid to an employee is limited to \$500 in any calendar year.

3010.3 To be eligible for reimbursement of course costs; the employee must receive advance approval for the class(es) from the General Manager. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval.

3010.4 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager.

3010.5 Two types of classes are generally eligible for reimbursement per this policy:

3010.5.1 Classes that are related to the employee’s present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

3010.6 Only residence courses and online courses from accredited programs are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

3010.7 Courses requiring attendance during duty hours will not be charged to vacation time provided the Manager has approved the absence from duty.

3010.8 Employees who receive a tuition reimbursement from the District will be required to sign a “Repayment Agreement” in which the employee agrees that he/she will repay the tuition reimbursement to the District if he/she leaves the District employ during the 12 month period following the reimbursement. No reimbursement will be required if the employee terminates the employment after 12 months.

Revised 10-10-2024