

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Conlin Reis

General Manager

Rick Alvarez

Vector Control Supervisor

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

Mary Ellen Gomez

Administrative Assistant

Bryan Ferguson

Foreman

Andrea Troupin

Scientific Program Manager

Erick Arriaga

*Community Education &
Outreach Coordinator*



DATE: Friday, November 8, 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: Thursday, November 14, 2024, at 4:30 p.m.

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

Virtual Meeting Information: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzM2NjhY2MtNDQzNS00MzQyLWE5MGUtZDgyYzBiOTE2Njhj%40thread.v2/0?context=%7b%22Tid%22%3a%22897d37ac-535b-4d9a-b741-ea0749446b06%22%2c%22Oid%22%3a%22f90288d2-d4c6-4895-bb52-b62d408f31be%22%7d

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) October Minutes
- g) October Bills (Board Order #15 & 16)
- h) November Payroll & Bills (Board Order #17)

4. Manager's Report

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

ACTION 5. CLOSED SESSION: Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9(d)(2)) – One potential case.

The Board may enter Closed Session to discuss potential litigation.

ACTION 6. JWN, Jaribu W. Nelson, CPA Engagement Letter

The General Manager will present the engagement letter for the Fiscal Year 2023/2024.

ACTION 7. Policy Revision(s), First Read

a) New Policy #1065: Illness and Injury Prevention Program

The Board will consider a policy regarding the District's IIPP.

b) Revision, Policy # 3003: Sick Leave

The Board will consider a change in policy to seasonal sick leave providing 5 days of leave off upfront instead of accrual over time.

ACTION 8. Resolution to amend the Job Classification Plan to add two new positions: Laboratory Technician III and the Field Operations Data Analyst (Replacing the Admin Analyst).

The General Manager will present an update to the Classification Plan adding two new positions.

ACTION 9. Set Limit for District Revolving Fund

The Board will set the account limit for the District's Revolving Account.

ACTION 10. Cooperative Agreement

The General Manager will review the Cooperative Agreement prepared by the California Department of Public Health for the year 2024.

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 December 11, 2024, at 4:30 p.m. in the Delta Mosquito and Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.

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

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Minutes of the Board of Trustees – Wednesday, October 9, Start: 4:30 p.m.

1. **Roll Call:**

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

Absent: Kevin Caskey

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

2. **DMVCD Employee of the Quarter: Alejandra Gill:**

The General Manager and the members of the Board of Trustees presented the Employee of the Quarter Certificate to Alejandra Gill.

3. **Public Forum:**

No members of the public were present.

4. **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 Burchett Second: Trustee Berger

5. **Closed Session: Public Employee Post-Employment Performance Evaluation (Gov. Code § 54957) Title: Operations Program Manager**

The Board entered closed session at this time. There were no reportable actions from the Closed Session.

6. Financial Review Update:

The Manager gave an update on the financial review of the District being performed by outside accountants. The accountants have mostly reconciled the last two fiscal years between the internal financial records and those of Tulare County. They are currently helping the District develop fiscal protocols in preparation for using the District's revolving account for all purchases.

7. Reimbursement Disclosure Report:

The General Manager reported on reimbursements that had been made during the 23/24 Fiscal Year.

8. Manager's Report (Summary):

In September 2024, Delta Mosquito and Vector Control District experienced increased mosquito production, with treatments rising despite a slight decrease in inspections. Hotspots included Northwest Visalia, Dinuba, and smaller communities. Efforts continued to control production in dairies, although treatment efficacy varied. Field operations handled 108 mosquito service requests, 6 fish requests, and conducted 1,473 treatments. A total of 4,624 inspections were completed, including 20 ULV treatments and one aerial treatment. The district is planning to add a third ULV sprayer next season due to high disease activity. The laboratory set traps across various district areas, collecting 49,244 mosquitoes over 1,755 trap nights, with mosquito counts lower than previous years. Top species collected included *Culex quinquefasciatus* and *Aedes aegypti*. Lab testing confirmed 80 West Nile virus-positive samples. Outreach efforts involved participating in community events and ongoing cemetery interventions. Routine lab maintenance and safety checks were also conducted.

It was noted that the Operations Program Manager has retired as of late September and the District will be seeking to fill that position.

9. Single Read Policy Revision (Requires Majority Vote) – Revised Job Description for the position of Operations Program Manager:

The General Manager presented the revised job description for the Operations Program Manager that addressed some of the additional skills and experience needed for that position.

A motion was made, seconded, and passed unanimously to review and take action on the position revision in a single meeting.

Motion: Trustee Hellwig Second: Trustee Roberts

A motion was made, seconded, and passed unanimously to revise the Operations Program Manager description as presented.

Motion: Trustee Burchett

Second: Trustee Berger

10. AMCA Dues Update:

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the adjustment needed to reflect the increase in the Dues category.

Motion: Trustee Hellwig

Second: Trustee Roberts

11. Policy Revision

a) Addition of Policy 1084: Procurement and Bidding (2nd Read)

The Board reviewed changes to the District's Procurement and Bidding policy.

A Motion was made, seconded, and passed unanimously to approve Policy 1084 as presented.

Motion: Trustee Roberts

Second: Trustee Burchett

b) Addition of Policy 1085: Revolving Account (2nd Read)

The Board reviewed changes to the District's Revolving Account policy.

A Motion was made, seconded, and passed unanimously to approve Policy 1085 as presented.

Motion: Trustee Burchett

Second: Trustee Berger

c) Policy 2117: Hours of Work and Overtime (2nd Read)

The Board reviewed changes to the policy to include Compensatory time in lieu of Overtime and would specify that overtime hours are those worked over 40 hours in a week.

A motion was made, seconded, and passed unanimously to approve Policy 2117 as presented.

Motion: Trustee Roberts

Second: Trustee Gomez

d) Policy 3010: Educational Assistance (2nd Read)

The Board reviewed changes to the policy to add online coursework from accredited programs to the educational assistance policy.

A motion was made, seconded, and passed unanimously to approve Policy 3010 as presented.

Motion: Trustee Hellwig

Second: Trustee Berger

e) Policy 3011: Employee Incentive Award (2nd Read)

The Board reviewed changes to the increments given for the Award's to allow for \$20 instead of \$25 increments.

A motion was made, seconded, and passed unanimously to approve Policy 3011 as presented.

Motion: Trustee Berger

Second: Trustee Roberts

12. Rescheduling of the November Board Meeting:

A motion was made, seconded, and passed unanimously to approve holding the November Board Meeting on November 14, 2024.

Motion: Trustee Berger

Second: Trustee Gomez

13. Board of Trustees Member Comments:

Trustee Burchett mentioned he has noticed an uptick in the District's social media presence.

14. Future Agenda Items:

None.

15. Adjournment:

A motion was made, seconded and passed unanimously to adjourn the meeting of the DMVCD's Board of Trustees at 5:49pm.

Conlin Reis, Recording Secretary

39408	ZACKARY BARRAGAN	Laboratory Tech I			1,530.88
39409	JOSE CARRERA	Laboratory Tech I			1,247.09
39410	ALYSIA DAVIS	Vector Control Tech I			1,512.34
39411	ARTURO GARCIA	Vector Control Tech I			1,350.10
39412	JOEY GASCA	Vector Control Tech I			943.04
39413	YAJAIRA GODINEZ	Laboratory Tech I			1,176.06
39414	JAKE MALDONADO	Laboratory Tech I			1,572.44
39415	MARCO MARTINEZ	Vector Control Tech II			1,968.33
39416	RAFAEL RAMIREZ	Vector Control Tech I			1,259.00
39417	BRENDA RODRIGUEZ-VIVAR	Laboratory Tech II			1,764.31
39418	RODRIGUEZ, ADRIANA	Laboratory Tech I			1,206.68
39419	LISA SALGADO	Vector Control Tech I			1,559.13
39420	ADRIAN SIFUENTES	Vector Control Tech I			1,487.16
39421	MICHAEL SIVA	Laboratory Tech I			290.45
39422	RYAN SPRATT	Vector Control Tech I			1,600.65
39423	ISAAEL VENEGAS-ALAMO	Vector Control Tech I			1,379.48
39424	KORY WILSON	Vector Control Tech I			1,462.84
39425	CALIFORNIA STATE DISBURSEMENT UNIT	Wage Garnishment			61.38
39426	CALIFORNIA STATE DISBURSEMENT UNIT	Wage Garnishment			131.07
39427	DELTA VECTOR CONTROL DIST - EFTPS				18,532.01
		Social Security/ Medicare/ Federal Income Tax	6,026.24		
		State Income Tax	578.41		
		CalPERS Retirement	1,695.74		
		CalPERS Roth 457	50.00		
		Additional 941 Payment - Prior Tax Quarter	10,181.62		
39428	FRANCHISE TAX BOARD	Wage Garnishment			25.00
		Total Seasonal Payroll and Liabilities			\$42,059.44
39429	CA DEPT OF PUBLIC HEALTH	Certification Exam Fees		Continuing Education	902.00
39430	FRESNO OXYGEN				948.56
		Dry Ice 9-3-2024 to 9-30-2024	899.62	Lab Supplies	
		CO2 Container - Traps	48.94	Lab Supplies	
39431	LIFE TECHNOLOGIES				2,365.10
		TaqMan 1 step for qPCR 5ml	2089.82	Lab Supplies	
		(1) case large gloves, (4) cases small gloves and (1) box 22g needles	275.28	Lab Supplies	
		Total Bills			\$4,215.66
		TOTAL BOARD ORDER #15			\$46,275.10

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
39432	ZACKARY BARRAGAN	Laboratory Tech I		1,119.49
39433	JOSE CARRERA	Laboratory Tech I		1,274.06
39434	ALYSIA DAVIS	Vector Control Tech I		1,520.38
39435	ARTURO GARCIA	Vector Control Tech I		276.31
39436	JOEY GASCA	Vector Control Tech I		83.86
39437	YAJAIRA GODINEZ	Laboratory Tech I		1,177.60
39438	JAKE MALDONADO	Laboratory Tech I		1,144.19
39439	MARCO MARTINEZ	Vector Control Tech II		1,968.31
39440	RAFAEL RAMIREZ	Vector Control Tech I		276.31
39441	BRENDA RODRIGUEZ-VIVAR	Laboratory Tech II		1,764.33
39442	RODRIGUEZ, ADRIANA	Laboratory Tech I		1,247.09
39443	LISA SALGADO	Vector Control Tech I		307.75
39444	ADRIAN SIFUENTES	Vector Control Tech I		1,283.52
39445	BENJAMIN SPERRY	Biologist - Supplemental		1,249.73
39446	RYAN SPRATT	Vector Control Tech I		1,600.64
39447	ISABEL VENEGAS-ALAMO	Vector Control Tech I		308.53
39448	KORY WILSON	Vector Control Tech I		332.75
39449	CALIFORNIA STATE DISBURSEMENT UNIT	Wage Garnishment		61.38
39450	CALIFORNIA STATE DISBURSEMENT UNIT	Wage Garnishment		131.07
39451	DELTA VECTOR CONTROL DIST - EFTPS			11,914.88
		Social Security/ Medicare/ Federal Income Tax	4,207.46	
		State Income Tax	413.18	
		CalPERS Retirement	1,897.04	
		CalPERS Roth 457	50.00	
		CalPERS - Arrears Contribution	2,949.03	
		CalPERS - Arrears Admin Fees	500.00	
		Quarterly Tax Payment	1,898.17	
39452	FRANCHISE TAX BOARD	Wage Garnishment		25.00
		<i>Total Seasonal Payroll and Liabilities</i>		<i>\$29,067.18</i>
39453	AMERICAN INC.	Semi Annual HVAC Service	Building Maintenance	1,195.00
39454	AUTOZONE			269.78
		Battery T3	161.48 Vehicle Supplies	
		Coolant Reservoir T6	37.96 Vehicle Supplies	
		Battery for Grizzly ULV in T7	70.34 Spray Equipment	
39455	ENTERPRISE FLEET MANAGEMENT	Leased Vehicles	Capital - Vehicles	1,909.68
39456	SO CAL GAS	Utilities	Utilities	29.47
39457	US BANK			12,297.29
		RMBIO - Viral Transport	71.12 Lab Supplies	
		DreamHost	3.00 Subscriptions	
		CVS - Off Botanical (Outreach Event)	12.79 Public Relations	
		WalMart - Off and Zevo Spray (Outreach Event)	22.72 Public Relations	
		Costco - Cookies, Almond Bars and Nestle IceCream- Birthday Items	48.46 Misc. Expense	
		Starbuck's - Insulated Cup and \$10 Giftcard (Senior Center Raffle Prize)	31.65 Public Relations	
		Apple.Com - Additional Phone Storage Erick Arriaga	2.99 Subscriptions	
		King's Petroleum - Propane for end of season luncheon	23.45 Misc. Expense	
		Amazon - Conference Video Camera, tripod and usb cables	359.02 Office Supplies	
		Amazon - Conference Video Camera, tripod and usb cables(Credit Lost in Transit)	-359.02 Office Supplies	
		ESA - Annual Membership	168.00 Dues	
		ESA - 2024 Annual Meeting Registration	705.00 Travel	
		Starbuck's - Coffee (MVCAC Reg. Managers Meeting)	22.00 Misc. Expense	
		Sushi Kuu - Lunch (MVCAC Reg. Managers Meeting)	114.90 Travel	
		SaveMart - Pastries (MVCAC Reg. Managers Meeting)	37.67 Misc. Expense	
		American Airlines - Flight to Arizona for ESA Conference	166.48 Travel	
		American Airlines - Flight from Phoenix, AZ to Fresno (ESA Conference)	379.47 Travel	
		Judy's Donuts - Donuts for Seasonals' last day	45.27 Misc. Expense	
		AMCA - Annual Sustaining Membership Dues	3,212.19 Dues	

		UPS Store - Overnight mailing of IRS Documents	88.61	Office Supplies	
		PESTED - Drone CE Training Alysia Davis	89.25	Continuing Education	
		USPS - Mailpiece to CDPH Cert. Exam Applications	2.31	Office Supplies	
		FilterBuy - Lab AC Filters	120.44	Building Maintenance	
		SipTrunk - Efax	116.01	Telephone/Cellphone	
		Google Suites	106.32	Subscriptions	
		Smart & Final - End of Season Luncheon Items	80.58	Misc. Expense	
		Vallarta - End of Season Luncheon Items	36.53	Misc. Expense	
		Food 4 Less - End of Season Luncheon Items	36.50	Misc. Expense	
		Carniceria Dos Tierras - End of Season Luncheon Items	245.05	Misc. Expense	
		Costco - End of Season Luncheon Items	37.96	Misc. Expense	
		Smart & Final - Stainless Steel Warming Trays	97.62	Misc. Expense	
		City of Visalia - Utilities	123.72	Utilities	
		TeamBridge - Timekeeping System	108.00	Subscriptions	
		Mitchell One - ProDemand Manager and Manager Plus	3,603.29	Maint. Contract	
		Amazon - Charging cables, phone holders	160.76	Lab Supplies	
		Amazon - 30pc side release buckles	10.84	Fish Supplies	
		Amazon - Toilet Paper Dispenser Keys	21.30	Building Maintenance	
		Smart & Final - 20oz plastic cups for Mosquito Field Testing	8.13	Operational	
		Verizon	1,002.72	Telephone/Cellphone	
		BambuLab - Black spool filament, Dessicant pack, White filament spool and refill	79.16	Lab Supplies	
		US Chefstore - (8) 50lbs of sugar and 12 pack of 2lb packages of Yeast	432.81	Lab Supplies	
		WalMart - (4) lightning USB Cables	29.86	Lab Supplies	
		Lowe's - 2032 button cell batteries	16.14	Vehicle Supplies	
		Lowe's - variety of PVC fittings	31.49	Lab Supplies	
		Smart & Final - Handsoap, Papertowels and Toilet Paper	176.12	Janitorial	
		WalMart - spray bottles and sponges	12.85	Janitorial	
		WalMart - isopropyl alcohol	32.33	Lab Supplies	
		US Chefstore - (6) 50lb bags of sugar	203.94	Lab Supplies	
		WalMart - Misc. Supplies for Biologist Office	119.49	Office Supplies	
39458	VALLEY PACIFIC	Fuel		Fuel	4,671.98
		Total Bills			\$20,373.20
		TOTAL BOARD ORDER #16			\$49,440.38

VOUCHER	PAYEE	DESCRIPTION		Budget Line Item	AMOUNT
39459	CONLIN REIS	GENERAL MANAGER			5,759.48
39460	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR			3,380.40
39461	ERICK ARRIAGA	COMMUNITY EDUCATION & OUTREACH COORDINATOR			2,806.61
39462	JOSE CARRERA	LABORATORY TECHNICIAN I			959.26
39463	BRYAN FERGUSON	FOREMAN			3,347.46
39464	ALEJANDRA GILL	LABORATORY TECHNICIAN III			2,065.67
39465	YAJAIRA GODINEZ	LABORATORY TECHNICIAN I			860.21
39466	MARY ELLEN GOMEZ	ADMINISTRATIVE ASSISTANT			2,916.71
39467	MARCO MARTINEZ	VECTOR CONTROL TECHNICIAN II			381.00
39468	LANDON MCGILL	VECTOR CONTROL TECHNICIAN III/MECHANIC			2,218.13
39469	THEODORE MCGILL	VECTOR CONTROL TECHNICIAN III			2,019.77
39470	MARK NAKATA	BIOLOGIST			3,128.58
39471	JUAN PABLO ORTEGA	BIOLOGIST			2,686.16
39472	BRENDA RODRIGUEZ-VIVAR	LABORATORY TECHNICIAN II			2,792.00
39473	ADRIANA RODRIGUEZ	LABORATORY TECHNICIAN I			276.31
39474	CARLOS RODRIGUEZ	VECTOR CONTROL TECHNICIAN III			2,266.95
39475	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III			2,640.88
39476	MARIO SANCHEZ	VECTOR CONTROL TECHNICIAN III/MECHANIC			2,800.00
39477	ADRIAN SIFUENTES	VECTOR CONTROL TECHNICIAN I			152.42
39478	BENJAMIN SPERRY	BIOLOGIST- SUPPLEMENTAL			2,587.37
39479	ANDREA TROUPIN	SCIENTIFIC PROGRAM MANAGER			3,240.74
		<i>Sub-Total Full-Time and Trustee Payroll</i>			\$49,286.11
39480	VSP	Vision Plan Premium			466.05
39481	DELTA DENTAL PLAN	Dental Plan Premium			1,335.75
39482	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance			1,241.30
39483	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium			27,976.58
		Social Security/ Medicare/ Federal Income Tax		Employee 71% - District 29%	17,088.18
		State Income Tax		Employee 100%	2,944.69
		CalPERS Retirement		Employee 40% - District 60%	11,927.12
		CalPERS 457 Plan			50.00
39484	DELTA VECT CONT DIST	Flex Benefit Plan		Employee 100%	749.97
39485	MISSION SQUARE	Deferred Retirement Trust			75.00
		<i>Total Full Time & Seasonal Payroll Taxes & Benefits</i>			\$113,140.75
39486	CLINE'S BUSINESS EQUIPMENT	Monthly Contract		Maint. Contract	30.00
39487	COMCAST	Internet		Telephones/Cellphones	350.61
39488	CONLIN REIS	Reimbursement for Airport Parking - CDC Conference		Travel	45.00
39489	EMD NETWORKING				4,205.60
		Total Care Plan	3797.85	Maint. Contract	
		VOIP Phone Systems	407.75	Telephone/Cellphones	
39490	LIFE TECHNOLOGIES				6,959.42
		MagMax Lysis Binding Solution	2233.48	Lab Supplies	
		FG, MagMax Core Kit	4725.94	Lab Supplies	
39491	LINUXUP	GPS		GPS	945.57
39492	METTLER-TOLEDO				167.29
		Tax on old invoices	77.21	Lab Supplies	
		Tax on old invoices	90.08	Lab Supplies	
39493	PACIFIC WEST CONTROLS	Monthly Service Contract		Maint. Contract	250.00

39494	SSJV REGIONAL CONT. ED.	Continuing Ed. Event Tulare (17) Employees		Continuing Education	765.00
39495	SO CAL EDISON	Utilities		Utilities	3,158.23
39496	UC DAVIS	Proficiency Panel		Lab Supplies	1,047.00
39497	UNIFIRST				1,035.60
		Uniforms	561.16	Uniforms	
		Janitorial	474.44	Janitorial	
39498	VALLEY PACIFIC	Fuel		Fuel	2,527.45
39499	WEST COAST BIOTECH	Waste Disposal		Lab Supplies	155.00
39500	JARIBU W. NELSON CPA	Audit FYE June 2024		Professional Services	5,000.00
		Total Board Order # 17			\$139,782.52

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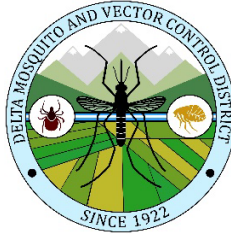
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REPORT OF THE MANAGER OCTOBER 2024

I. Water and Weather

The Delta Mosquito and Vector Control District (DMVCD) Weather Station reported an average high temperature of 85.9°F with an average low of 57.3°F and 0.0 inches of rainfall as of October 31, 2024. The National Oceanic and Atmospheric Administration 1991-2020 seasonal averages for high and low temperatures in October were 77.8°F and 52.3°F respectively, with average rainfall of 0.55 inches. Water storage at Pine Flat Reservoir increased to 399,535 acre-feet as of October 31, 2024. Pine Flat Reservoir's water inflow rate is 425 cubic feet per second (CFS) while its release is 192 CFS. The Lake Kaweah Reservoir storage decreased to 16,023 acre-feet. Lake Kaweah's water inflow rate is 219 CFS and its release decreased to 5.9 CFS as of October 31, 2024.

II. Narrative

Manager's Summary/Operations (Conlin Reis, General Manager)

The month of October has seen sustained mosquito activity late into the season. Higher- than-average temperatures aided continued mosquito production throughout the District, particularly in agricultural sources such as Dairy ponds. Corn and other crop harvests may have driven some of the harboring mosquitoes out, leading to increased trap counts throughout various parts of the District. With the loss of the homogenizer (see below), we only had testing through mid-October but were continuing to detect positive disease samples. This has been observed in the last couple of years as well, suggesting we might be seeing an expansion of the expected "season" for mosquito activity. This may require some adjustments in how we structure our program, particularly the timing and number of seasonal positions.

Field operations received 84 mosquito service requests and 0 fish requests in October 2024.

There were 1,269 source treatments in September with 3,318 total mosquito inspections.

There were 0 drone treatments and one plane treatment for the month along with 21 ULV (Ultra Low Volume) treatments.

Staffing (Conlin Reis, General Manager)

Due to high mosquito activity through the month of October, seasonal employment was extended from 1-2 weeks from the normal release point. We will need to stagger the hiring in the spring to stay within the hour limitations for those positions. We may consider multiple groups of staggered seasonal hires in future years.

On October 15th, our new Supplemental Biologist, Benjamin Sperry, began work. He is working a half-time schedule and has already been a considerable resource for the District. His expertise in GIS and vector control have allowed him to dive into fixing an ongoing issue with our surveillance data and he has begun taking on other tasks related to FieldSeeker that will better prepare us for the next season.

Outreach (Erick Arriaga, Community Education and Outreach Coordinator)

This month, DMVCD attended 5 events in Visalia, Woodlake and Dinuba which included elementary school STEM events, Carnival and a senior center. The General Manager participated in a Leaders of Tomorrow discussion with sophomores at Mt Whitney High School. Two high schools have tours and presentations scheduled for November. The district website has begun maintenance, and changes will be made in order to better meet ADA compliance. The winter project list for outreach is being created to better prepare for the next mosquito season.

Laboratory (Andrea Troupin, Scientific Program Manager)

Routine mosquito trapping continued through the first half of October 2024 and then the trapping routes were shortened to match the number of seasonal employees. 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, Elbow Creek, and Visalia.

A total of 65,490 mosquitoes were collected across 1,937 trap nights. The District-wide average of 33.8 mosquitoes per trap night for October was 14.2% lower than the previous 5-year average of 39.4 and 53.6% higher than the 2023 average of 22.0 mosquitoes per trap night for the same time. The top 3 mosquito species caught in October were *Culex quinquefasciatus* at 77.9%, followed by *Aedes aegypti* at 17.6%, and *Culex stigmatosoma* at 3.3%. Compared to October 2023, the top 3 mosquito species caught were *Culex quinquefasciatus* at 74.4%, followed by *Aedes aegypti* at 21.9% and *Cx. stigmatosoma* at 2.3%. Arbovirus testing for West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western equine encephalitis virus (WEEV) continued until October 16th. The homogenizer is currently not working, and we are in discussion with the purchase company. As of October 16, 2024, laboratory staff has

tested 4,637 mosquito samples for the year and the rest are being stored until testing is possible. Until mid-October, 854 samples were tested and 50 were positive for WNV. Positive mosquito samples were collected from Visalia, Dinuba, Exeter, Traver, Kings River, and Goshen. One dead bird sample was collected in October and no birds in 2024 have tested positive for WNV, SLEV, or WEEV. No kissing bugs have been reported to the district in October.

Technicians brought in 51 mosquito larvae samples to the laboratory for species identification in October 2024. There were 52 larval samples collected in October 2023.

There were 11 technician and homeowner mosquitofish requests in October 2024 to distribute 264 fish. Approximately 769 mosquitofish fry were produced in October 2024. In October 2023, there were 9 technician and homeowner mosquitofish requests to distribute 90 fish.

Routine laboratory maintenance continued during October 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 1 mosquito sample from Tulare Mosquito Abatement District (TMAD) in October 2024.

There were 84 service requests in October 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	0	0	0	125
June	7	15	51	5	1	79
July	11	137	0	0	0	148
August	24	83	0	0	0	107
September	6	108	0	0	0	114
October	0	84	0	0	0	84
Total	75	586	61	29	1	752

III. Vector and Disease Surveillance

Delta MVCD Summaries:

Humans: There are 2 human cases that were reported to DMVCD in October 2024 and 1 probable case outside of our district but in Tulare County.

Birds: 1 dead bird was reported to DMVCD in October 2024.

Mosquitoes: 854 samples were collected and tested in October 2024. There are 50 WNV positives.

State Surveillance:

Humans: As of November 1, 2024, 107 human cases of WNV from 23 counties and 0 cases of SLEV from 0 counties have been reported.

Birds: As of November 1, 2024, 521 dead birds from 21 counties tested positive.

Mosquitoes: As of November 1, 2024, 1,998 mosquito samples from 25 counties have tested positive for WNV. Also, 34 samples from 5 counties have tested positive for SLEV.

V1. Expenditures & Revenues – 2024/25

Total Budget \$4,860,192

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

Salaries and Benefits	\$1,303,251.99
Services & Supplies	\$646,971.07
Tax Admin Fee	\$0.00
Capital	\$28,739.02
Long-Term Debt	\$58,914.03
TOTAL EXPENDITURES	\$2,037,876.11
Percent of Budget Spent	13.35%

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

July	\$0.00
August	\$2,958.33
September	\$46,812.33
October	\$559.50
TOTAL REVENUE TO DATE	\$50,330.16

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
September	5,120	145.9	4,974.10	97.1
October	4,600	131.25	4,468.75	97.1

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.



Jaribu W. Nelson, CPA

P.O. Box 1105, Clovis, CA 93613 • Ph: (559) 286-7546 • Email: jaribucpa@gmail.com

July 2, 2024

To Management and the Board of Directors

Delta Mosquito and Vector Control District
1737 W Houston Ave
Visalia, CA 93291

We are pleased to confirm our understanding of the services we are to provide Delta Mosquito and Vector Control District for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, and general fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Delta Mosquito and Vector Control District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Delta Mosquito and Vector Control District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Delta Mosquito and Vector Control District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Other Post-Employment Benefits Liability

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2)

fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Accounting for other post-employment benefits liability
- Reconciliation of County of Tulare investment pool

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Delta Mosquito and Vector Control District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Jaribu W. Nelson, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the California State Controller's Office or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jaribu W. Nelson personnel. Furthermore, upon request, we may provide copies of selected audit documentation to [Name of Regulator] or its designee. The California State Controller's Office or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Jaribu W. Nelson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit upon receiving a signed engagement letter and to issue our reports at a mutually agreed upon date.

Our fee for services will be at our standard hourly rates and we agree that our gross fee, including expenses, will not exceed \$10,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as follows:

\$5,000 retainer to start the audit

Remaining balance due at audit presentation

In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Delta Mosquito and Vector Control District's financial statements. Our report will be addressed to the board of director's and management of Delta Mosquito and Vector Control District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify

our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Delta Mosquito and Vector Control District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Jaribu W. Nelson, CPA

Jaribu W. Nelson, CPA

RESPONSE:

This letter correctly sets forth the understanding of Delta Mosquito and Vector Control District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

POLICY TITLE: Injury and Illness Prevention Program (IIPP)

POLICY NUMBER: 1065

1065.1 Purpose

The Board of Trustees of the Delta Mosquito and Vector Control District is committed to ensuring the health and safety of all District employees. The Injury and Illness Prevention Program (IIPP) establishes a framework to proactively identify and address workplace hazards, meeting the requirements of Title 8, Section 3203 of the California Code of Regulations.

1065.2 Policy

1065.2.1 Authority and Responsibility

The District Manager is authorized to update and modify the IIPP and related safety programs to maintain compliance with evolving federal, state, and local safety regulations. In addition, modifications may reflect current recommendations from professional organizations pertinent to public health and vector control.

1065.2.2 Integration by Reference

The IIPP is incorporated by reference into the District's policies, allowing it to be seamlessly integrated into District operations. The Manager may adjust the IIPP at their discretion to address identified safety concerns, changing regulations, and best practices in safety management within the industry. These modifications do not need to undergo approval by the Board of Trustees as set forth in Policy # 1010, except as outlined in this section.

1065.2.3 Annual Presentation and Ratification

The District Manager shall present the IIPP to the Board of Trustees at least annually, including an overview of any updates made to the program over the past year. The Board will review and, if appropriate, ratify these changes to ensure ongoing alignment with the District's safety objectives and operational requirements.

1065.3 Employee Participation and Education

The success of the IIPP depends on active participation from all District employees. All employees are encouraged to follow safe work practices, promptly report hazards, and participate in training sessions designed to enhance their awareness and understanding of workplace safety. Employees shall be presented with an updated IIPP or safety policy within

1065.4 Hazard Identification and Mitigation

The District prioritizes proactive hazard identification and mitigation strategies to reduce the risk of injury or illness in the workplace. Regular inspections and assessments shall be conducted, and identified hazards will be addressed promptly to maintain a safe working environment.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Sick Leave

POLICY NUMBER
3003

3003.1 Purpose

Sick leave is defined as absence because of illness, non-industrial injury, and quarantine due to exposure to a contagious disease; diagnosis, care, or treatment of an existing health condition of or preventative care for, an employee or a family member and, for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. In addition, doctor and dental appointments shall be subject to sick leave when it is not feasible to schedule them on the employee's own time so long as prior notice is provided to the immediate supervisor.

3003.2 Policy

3003.2.1 Employees shall be entitled to use sick leave after completing three months of employment.

3003.2.2 Full-time employees shall earn paid sick leave at the rate of one working day per month or portion thereof equivalent to hours worked in a calendar month.

3003.2.3 Full-time employees sick leave shall be cumulative and shall accumulate without any limitation as to the number of hours or days. Sick leave shall accumulate while the employee is on paid sick leave.

3003.2.4 Full-time employees who resign from their employment with the District in good standing and who have more than 3 years of satisfactory full-time employment, may elect to convert up to 5 days of unused sick leave to salary, upon approval of the General Manager.

3003.2.5 Full-time employees unused accumulated sick leave at time of retirement will be converted to additional service credit at the rate of 0.004 years for each day (250 days of sick leave for one additional year of service credit).

3003.2.6 All employees may elect to take vacation time in case of illness when sick leave has been fully exhausted.

3003.2.7 Part-time regular employees and part-time hourly employees who work 30 or more days in a year shall ~~be earn allotted five~~ paid sick leave ~~days at the start of each annual work period.~~ Subject to 3003.2.1, these days may be utilized during that annual work period. All unused sick days are forfeited at the end of the annual work period. ~~at the rate of one working day per month or portion thereof equivalent to hours worked in a calendar month and shall be cumulative, and accrual shall be capped at 6 days and use shall be limited to no more than 5 days in a calendar year.~~

3003.2.8 All employee benefits will continue during sick leave under the same terms and conditions as if the employee were at work provided the employee has time in his/her sick leave bank.

DELTA MOSQUITO AND VECTOR CONTROL DISTRICT

RESOLUTION NO. 25-03

A RESOLUTION APPROVING THE ADDITION OF A LAB TECH III POSITION AND AN
OPERATIONS DATA ANALYST POSITION AND AMENDING THE DISTRICT'S
CLASSIFICATION PLAN

WHEREAS, the Delta Mosquito and Vector Control District (the "District") recognizes the need for flexible staffing to address the year-round nature of surveillance and laboratory operations, and to develop specialized skill sets for effective vector management; and

WHEREAS, the addition of a Lab Tech III position will enhance the District's ability to support continuous surveillance activities, laboratory operations, and specialized projects by providing consistent staffing throughout the year; and

WHEREAS, the District also recognizes the need for a flexible position to strengthen data integrity and provide additional support for specialized field projects; and

WHEREAS, the addition of an Operations Data Analyst position will ensure enhanced data management capabilities and provide administrative support during peak operational periods, thereby strengthening the District's overall operational efficiency; and

WHEREAS, the District Manager has recommended the inclusion of both the Lab Tech III and Operations Data Analyst positions within the District's Classification Plan to ensure that all regular allocated positions are properly classified according to the duties and responsibilities assigned to them; and

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

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

1. The addition of the Lab Tech III position is hereby approved.
2. The addition of the Operations Data Analyst position is hereby approved.
3. The District's Classification Plan is hereby amended to include both the Lab Tech III and Operations Data Analyst positions, classified according to the duties and responsibilities outlined in the accompanying Class Specifications.
4. The District Manager is authorized and directed to update the Classification Plan to reflect these additions and to maintain an official copy of the updated plan for public inspection.

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

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

Greg Gomez, President, Board of Trustees

Linda Guttierrez, Secretary, Board of Trustees



Delta Mosquito & Vector Control District

Job Description:

Vector Control Operations Analyst

DEFINITION: The Vector Control Operations Analyst plays a crucial role in supporting both the operational and administrative functions of the Delta Mosquito and Vector Control District. Reporting to the Operations Program Manager, this position is responsible for managing data integrity, assisting in the administration of District activities, and supporting specialized field projects. The Vector Control Operations Analyst ensures that data from field operations is accurately captured, reviewed, and integrated into District records, promoting continuity and precision in data management. This position requires some proficiency with a variety of software, including GIS, spreadsheets, databases, and word processors, and a strong understanding of vector control practices.

POSITION STATUS: Full-time, FLSA non-exempt, probationary position.

PAYSCALE: Five-step pay scale \$75,456 to \$94,320 annual salary. Health, vision, and dental insurance for the employee is provided. Paid District holidays and vacation accrual are offered.

ESSENTIAL FUNCTIONS:

- **Data Management and Analysis:** Review, verify, and manage data collected from field operations, ensuring accuracy and consistency between operational activities and administrative records. Utilize GIS software, spreadsheets, and databases to organize, analyze, and report data related to mosquito control activities.
- **Administrative Support:** Provide general administrative support by answering service calls and entering associated data, maintaining attendance records, organizing files, and managing service requests from the public. May provide secondary support for fiscal operations of the District. Ensure proper documentation of District operations and maintain efficient filing systems.
- **Operational Support:** Collaborate with field staff to review treatment records, validate data accuracy, and provide feedback to ensure compliance with District procedures. Work with the scientific program staff to integrate surveillance data into daily operations. Participate in specialized operations, including source reduction projects and advanced control tools (i.e. UAS). Participate in specialized field projects, which may include collecting data and supporting ongoing operations as required.

- **Communication:** Effectively communicate with the public, District staff, and other stakeholders to answer questions, provide information, and assist with service requests. Maintain a professional and customer-focused approach in all interactions.
- **Project Participation:** Support specialized field projects, including collecting and analyzing field data, to further the District's mission of vector control and public health protection.
- **General Duties:** Assist in ensuring that all assigned projects are completed efficiently and on time. Support both operational and administrative staff as needed to fulfill District goals.

QUALIFICATIONS

A combination of education and experience that demonstrates the required knowledge and abilities to perform the essential functions of the role.

EDUCATION: Minimum: High school diploma, G.E.D. equivalency, or high school proficiency certificate. Additional training in vector control or related fields is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong understanding of public health vector control principles, including control techniques and field operations.
- At least moderate proficiency with GIS software, spreadsheets, databases, and other data management tools used to analyze and report on District activities.
- Knowledge of modern office procedures, including filing systems, proper grammar usage, and effective communication practices.
- Computer operations, utilizing word processing, spreadsheet, database and other various software applications such as Excel, QuickBooks, Google applications, Timekeeping software, Dropbox, and Microsoft Access.
- Basic mathematics skills and the ability to perform data analysis to support operational decisions.
- Review and verify data for accuracy, ensuring consistency between field operations and administrative records.
- Work independently with minimal supervision, managing multiple tasks efficiently to meet deadlines.
- Handle confidential information with discretion and professionalism.
- Provide excellent customer service when interacting with the public and responding to inquiries about District programs.
- Build and maintain positive working relationships with co-workers, District staff, and the general public.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using various electronic devices (computer, mobile devices, etc.)
- Navigate to various locations using a mobile device and/or paper maps.

- Understand Safety Data Sheets and chemical or pesticide label information.
- Accurately calculate, measure, and apply pesticides according to instructions and EPA product labels.

CERTIFICATIONS AND LICENSES

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

EXPERIENCE: Prior experience in Public Health Vector Control is preferred.

EMPLOYMENT CONDITIONS

- **Time Distribution:** Expected distribution of time is 70% Office/Clerical work and 30% Field Work, subject to change based on District needs

- **Confidential Employee**

- **Appointment and Removal Authority:** General Manager

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

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

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

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.

- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and, bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X

Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

Vision Requirements

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

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

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

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

Environmental Working Conditions

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

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

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

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

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

I, _____, have read and understand the job description for the Field Operations Data Analyst position including the essential work functions of this position. I am fully capable of performing all aspects of the Laboratory Technician II position while employed by the Delta Mosquito and Vector Control District.

Signature

Date



Delta Mosquito & Vector Control District

Job Description:

Laboratory Technician III (Lab Tech III)

DEFINITION

Under general supervision, the Lab Tech III independently sets and retrieves mosquito and vector surveillance traps; assists with and leads the processing of mosquito trap catches; plays an enhanced role in the insectary and fish hatchery; maintains assigned equipment, laboratory space, and other work spaces; participates in research and special projects; assists in training and direction of seasonal technicians; and completes other related tasks that support the District mission as required.

POSITION STATUS

Full-time, FLSA non-exempt,, probationary position.

PAYSCALE

Five-step payscale: \$66,224.62 to \$82,780.77 annually. Health, vision, and dental insurance for the employee and their dependents is provided. Paid District holidays, vacation accrual, and retirement benefits are included.

DISTINGUISHING CHARACTERISTICS

The Lab Tech III differs from the Lab Tech II in that it requires a higher level of responsibility and independent work. Lab Tech III plays an enhanced role in research activities and special projects, including potential opportunities to present or conduct practical research. Lab Tech III personnel are expected to work independently with minimal supervision and participate actively in ongoing District research and activities.

ESSENTIAL FUNCTIONS

Under general supervision, the Lab Tech III carries out assignments, demonstrating initiative and independent problem-solving abilities. The Lab Tech III is involved in planning and organizing laboratory activities and research tasks. Work is performed in accordance with established methods, safety protocols, and research procedures.

The Lab Tech III prepares, sets, and collects vector traps throughout the District, oversees trap maintenance and repair, and assists in processing daily trap catches including sorting and identification of specimens using a dichotomous key. Lab Tech III personnel lead operations in the mosquitofish hatchery including cleaning fish tanks, recording water quality measurements, and feeding mosquitofish. They process mosquito larvae samples, transfer developmental stages to appropriate containers, and feed immature mosquitoes.

Lab Tech III plays an enhanced role in coordinating field and laboratory work for research projects and surveillance activities, including data collection, analysis, and assisting in report preparation. They may also conduct presentations on their work or assist in the District's outreach activities.

Lab Tech III personnel may be asked to read professional journals and vector control research to stay informed of new developments in the field.

Laboratory technicians use mobile data collection devices to accurately record daily activities relating to surveillance, specimen collection, safety inspections, and other laboratory activities. They use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate throughout the District.

Lab Tech III must safely drive motor vehicles on public and private roads and operate hand and power equipment as well as other tools. The individual is expected to maintain a clean and safe work vehicle and to maintain other equipment appropriately. Mechanical issues with assigned motor vehicles or other equipment are promptly reported to supervisors.

The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Appropriate personal protective equipment is supplied for all activities.

Laboratory technicians assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary activities.

The Lab Tech III works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. When interacting with members of the public, they must do so in a calm, courteous, and professional manner. Physical labor such as cleaning fish tanks, walking over rough terrain, as well as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas is necessary.

Technicians attend training sessions and read provided manuals to keep informed of regulations, policies, and procedures. They notify supervisors of progress and problems, requesting consultation as required, and are responsible for following all protocols and guidelines provided.

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

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Principles and practices for providing clear communication, consultations, and education to the public regarding vector surveillance.
- Mobile phone, tablet, and computer operations including applications such as text documents and spreadsheets.
- Basic mathematical operations.
- General biology.
- Basic mosquito life cycle and field identification of genus and immature life stages.
- Mosquito traps and surveillance techniques.
- Use of dichotomous keys.
- Use of microscopes.
- Accurate recordkeeping.

Ability to:

- Learn specific tasks such as assembling mosquito traps, processing larval samples, and operating specialized equipment.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using a mobile device.
- Navigate to various locations using a mobile device and/or paper maps.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Learn to process mosquito traps and identify mosquito species.
- Learn basic mosquitofish life cycle and their appropriate care and feeding.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Calculate accurately, measure accurately, and adjust required supplies and equipment.
- Learn how to safely operate a manual transmission vehicle.
- Use personal protective equipment correctly.
- Assist in training and direction of seasonal technicians.

Licenses, certificates, and other special requirements:

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

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

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

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

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

Physical Demands:

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

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Vision Requirements

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

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector

sources, safety, and driving.

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

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

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals		X	
Extreme heat			X
Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with automotive repair shop		X	

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Signature

Date



Agenda Item 9: Setting the Maximum Limit for Revolving Account

This item provides information regarding setting the maximum amount for the District's revolving account. As per California Government Code § 53952, revolving accounts for public agencies must adhere to specific limitations, including a suggested maximum that is 110% of 1/12th of the annual budget. This recommendation ensures adequate operational flexibility while maintaining fiscal responsibility.

For our current budget of \$4,967,692, the calculation is as follows:

- **1/12th of the Budget:** $\$4,967,692 / 12 = \$413,974.33$
- **110% of 1/12th:** $\$413,974.33 \times 1.10 = \$455,371.76$

Based on this calculation, the suggested maximum for our revolving account is \$455,371 (rounded to the nearest dollar).

This information is provided as Agenda Item 9 for inclusion in the board packet as the Board considers setting the appropriate limit for the revolving account.

COOPERATIVE AGREEMENT

(PURSUANT TO SECTION 116180, HEALTH AND SAFETY CODE)

Date 11-14-2024

This Agreement between the California Department of Public Health and

Delta Mosquito and Vector Control
(name and address of local vector control agency)

is effective on January 1, 2025 or on the subsequent date shown above, and expires December 31, 2025. It is subject to renewal by mutual consent thereafter.

Operator ID and/or license number to be listed on Monthly Summary Pesticide Use Reports (PR-ENF-060) for 2025:

Operator ID # 54-22-54VC016 License # 490003400

This agreement may be canceled for cause by either party by giving 30 days advance notice in writing, setting forth the reasons for the termination.

Part I. Pesticides

The vector control agency named herein agrees:

1. To calibrate all application equipment using acceptable techniques before using, and to maintain calibration records for review by the County Agricultural Commissioner.
2. To seek the assistance of the County Agricultural Commissioner in the interpretation of pesticide labeling.
3. To maintain for at least two years for review by the County Agricultural Commissioner a record of each pesticide application showing the target vector, the specific location treated, the size of the source, the formulations and amount of pesticide used, the method and equipment used, the type of habitat treated, the date of the application, and the name of the applicator(s).
4. To submit to the County Agricultural Commissioner each month a Pesticide Use Report, on Department of Pesticide Regulation form PR-ENF-060. The report shall include the manufacturer and product name, the EPA registration number from the label, the amount of each pesticide used, the number of applications of each pesticide, and the total number of applications, per county, per month.
5. To report to the County Agricultural Commissioner and the California Department of Public Health, in a manner specified, any conspicuous or suspected adverse effects upon humans, domestic animals and other non-target organisms, or property from pesticide applications.
6. To require appropriate certification of its employees by the California Department of Public Health in order to verify their competence in using pesticides to control pest and vector organisms, and to maintain continuing education unit information for those employees participating in continuing education.
7. To be inspected by the County Agricultural Commissioner on a regular basis to ensure that local agency activities are in compliance with state laws and regulations relating to pesticide use.

Part II. Environmental Modification

The vector control agency named herein agrees:

To comply with requirements, as specified, of any general permit issued to the California Department of Public Health as the lead agency, pertaining to physical environmental modification to achieve pest and vector prevention.

For California Department of Public Health

Vicki Kramer, Ph.D.
Chief, Vector-Borne Disease Section

For Local Agency

Conlin Reis, General Manager
Print Name and Title

Signature