

# DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Conlin Reis  
*General Manager*

1737 West Houston Avenue \* Visalia, California 93291  
Phone (559) 732-8606 \* (877) 732-8606 \* Fax (559)-732-7441  
[www.deltamvcd.gov](http://www.deltamvcd.gov)

Andrea Troupin  
*Scientific Program Manager*

Mary Ellen Gomez  
*Administrative Assistant*

Rick Alvarez  
*Vector Control Supervisor*

Erick Arriaga  
*Community Education &  
Outreach Coordinator*

Bryan Ferguson  
*Foreman*



## Delta Mosquito and Vector Control District

### Regular Board Meeting Agenda

**Date: Wednesday April 9, 2025, at 4:30 PM**

**Location: 1737 West Houston Ave, Visalia CA, 93291**

**Remote [Meeting Link](#)**

#### 1. Roll Call

#### 2. Employee of the Quarter:

The Manager will present the Employee of the Quarter award to Mario Sanchez.

#### 3. 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](mailto:publiccomments@deltamvcd.gov)

#### 4. Consent Calendar

#### **ACTION**

- a. March Minutes
- b. March Payroll & Bills (Board Order #31-33)
- c. April Payroll & Bills (Board Order #34)
- d. Financial Reports
- e. Quarterly Expense and Revenue Report
- f. Quarterly Investment Report

#### 5. Closed Session: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Government Code section 54956.9(d)(2): Two (2) potential cases

**6. Manager's Report/Preliminary Budget Discussion**

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

**7. Board Travel Calendar**

The General Manager will discuss the meetings available in the 2025/2026 fiscal year.

CSDA Annual Conference August 25-28, 2025, Monterey, CA

MVCAC Annual Conference February 1-4, 2026, Rancho Mirage, CA

AMCA Annual Meeting March 23-27, 2026, Portland, OR

**8. New Policy Implementation**

**ACTION**

*Approval of new Policies at a single Meeting*

**ACTION**

a. New Policy # 2139 Compensation

The Board will consider a new policy that outlines salary schedules.

b. New Policy # 3013 Catastrophic Leave Policy

The Board will consider a new catastrophic leave policy.

**9. Resolution 25-09: A resolution to amend the Job Classification Plan to add two new positions, Seasonal Clerical Assistant and Urban Operations Supervisor**

**ACTION**

The General Manager will present an update to the Classification Plan adding two new positions, the Urban Operations Supervisor (replacing the Vector Control Supervisor) and the Clerical Assistant, a seasonal administrative aid.

**10. Field Software Development: NIDUS App**

a. NIDUS App Presentation, Authorization for Development

The Board will be presented with a brief overview of the NIDUS app and consider authorization for its development.

b. Budget Adjustment

The Board will consider moving \$15,000 from the Contingency Reserve to Budget Category 704: Cap Office Outlay.

**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.

### **13. Adjournment**

### **ACTION**

Adjourn Meeting of the Board of Trustees to reconvene on **May 7, 2025**, 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.

## **1. Roll Call**

## **2. Employee of the Quarter**

### **3. Public Forum**

## **4. Consent Calendar**

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Minutes of the Board of Trustees – Wednesday, March 12, 2025, Start: 4:35 p.m.

## 1. **Roll Call:**

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

Absent: None

Staff: Conlin Reis, General Manager and Mary Ellen Gomez, Administrative Assistant.

Others Present: Jaribu Nelson, JWN CPA (Remote)

## 2. **Employee Introduction:**

The General Manager introduced a new employee, Alysia Davis to the Board of Trustees.

## 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 Caskey

## 5. **Investment and Finance Overhaul Project:**

### 5 a. Resolution 25-05: Reinvestment of Funds from Tulare County



Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve removal of funds from Tulare County and reinvestment in California CLASS and setting forth guidelines for the process.

Motion: Trustee Burchett

Second: Trustee Hellwig

#### **5 b. Resolution 25-06: Bank Transfer and Account Closure**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve closure of certain bank accounts at the Bank of the Sierra and the creation of new accounts at Tri Counties Bank.

Motion: Trustee Hellwig

Second: Trustee Berger

#### **6. Manager's Report (Summary):**

In February, the Delta Mosquito and Vector Control District continued its efforts to update and streamline protocols and training materials in preparation for the upcoming season. Staff attended the World Ag Expo in Tulare, gathering information on spray systems, drones, safety equipment, and best practices for managing vector populations in agricultural settings. A payroll error was identified regarding longevity pay not being adjusted with the annual cost-of-living increases over the past four years. Affected employees were notified, and corrective payments were issued with safeguards implemented to prevent recurrence.

Operationally, the District completed maintenance and calibration on all fleet vehicles and spray equipment. Five pallets of surplus items were inventoried and posted for auction, and new Verizon GPS/camera systems were installed and tested across the fleet with no issues reported. Outreach activities included a school presentation and a site tour for forestry science students, along with updates to print advertisements and new materials for the 2025 season. Laboratory staff reported a 32% decrease in mosquito counts compared to 2023 and completed arbovirus testing for 2024, confirming 213 WNV-positive and 8 SLEV-positive mosquito pools. No larval samples, kissing bugs, or positive bird cases were reported in February, and minimal mosquitofish activity was noted during the month.

#### **7. Re-appointments:**

The General Manager polled the Trustee that is up for re-appointment, Kevin Caskey has stated he is interested in re-appointment for another term.

## **8. Policy Revision(s).**

### **Second Read**

#### **a) New Policy #1084: Investment Policy**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve Policy # 1084

Motion: Trustee Roberts

Second: Trustee Gomez

#### **b) Revision, Policy #3004: Holidays**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve Policy # 1084

Motion: Trustee Hellwig

Second: Trustee Roberts

## **9. Resolution 25-07: Access to State and Federal Criminal History Information**

Following discussion, it was moved, seconded, and passed by the members of the Board of Trustees to approve the Resolution authorizing access to State and Federal Criminal History Information.

Motion: Trustee Burchett

Second: Trustee Guttierrez

Ayes: Trustee Burchett, Trustee Guttierrez, Trustee Roberts, Trustee Caskey, Trustee Gomez, Trustee Berger

Noes: Trustee Hellwig

Absent/Abstain: None

## **10. Financial Audit 2023/2024: (This item was taken out of order, immediately after the public forum)**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the Financial Audit for the 2023/2024 Fiscal Year.

Motion: Trustee Berger

Second: Trustee Burchett

## **11. May Regular Board Meeting Adjustment:**

Following discussion, it was moved, seconded and passed unanimously by the members of the Board of Trustees to hold the May meeting on May 7<sup>th</sup>, select members may not be able to attend, however will maintain a quorum.

Motion: Trustee Hellwig

Second: Trustee Burchett

**12. Arbovirus Testing for Delano and Tulare Mosquito Abatement Districts:**

Following discussion, the members of the Board of Trustees came to a consensus to approve Arbovirus testing for Delano and Tulare Mosquito Abatement Districts.

**13. Solar Project and EV Infrastructure Project, SJVAPCD Grant Application:**

- a) The General Manager provided the Board of Trustees with an update on the loan for the Solar Project and potential impacts from the change in scope of the project.
- b) The Board considered Resolution 25-08, authorizing the General Manager to install EV chargers at the District, purchase an EV vehicle, and obtain related grants. Following discussion, the resolution was moved, seconded, and approved by the Board of Trustees.

Motion: Trustee Hellwig

Motion: Trustee Berger

Ayes: Trustee Burchett, Trustee Gomez, Trustee Berger, Trustee Guttierrez, Trustee Roberts, Trustee Hellwig

Noes: None

Absent/Abstain: Trustee Caskey (Abstain)

**14. Board of Trustees Member Comments:**

None.

**15. Future Agenda Items:**

None.

**16. Adjournment:**

Board President, Greg Gomez adjourned the meeting of the DMVCD Board of Trustees at 5:39 pm.

Conlin Reis, Recording Secretary

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March 2025

## Board Order #31

Exhibit # 1

[illegible]

Voucher	Payee	Description	Budget Line Item		Amount
39764	Conlin Reis	General Manager			5,469.27
39765	Rick Alvarez	Vector Control Supervisor			3,492.43
39766	Erick Arriaga	Comm. Education & Outreach Coordinator			2,817.43
39767	Alysia Davis	Vector Control Operations Analyst			2,333.50
39768	Bryan Ferguson	Foreman			3,358.97
39769	Alejandra Gill	Laboratory Technician III			2,186.93
39770	Mary Ellen Gomez	Administrative Assistant			2,931.51
39771	Landon McGill	Vector Control Tech III/Mechanic			2,230.57
39772	Theodore McGill	Vector Control Tech III			2,133.00
39773	Mark Nakata	Biologist			3,144.07
39774	Juan Pablo Ortega	Biologist			2,701.97
39775	Brenda Rodriguez-Vivar	Laboratory Technician II			1,461.29
39776	Carlos Rodriguez	Vector Control Tech III			2,392.98
39777	Bryan Ruiz	Vector Control Tech III			3,169.46
39778	Mario Sanchez	Vector Control Tech III/Mechanic			2,806.12
39779	Benjamin Sperry	Biologist - Supplemental			2,496.77
39780	Andrea Troupin	Scientific Program Manager			3,256.06
39781	Greg Gomez	Trustee Quarterly Payroll			184.70
39782	Lori Berger	Trustee Quarterly Payroll			184.70
39783	Michael Burchett	Trustee Quarterly Payroll			184.70
39784	Kevin Caskey	Trustee Quarterly Payroll			92.35
39785	Linda Guttierrez	Trustee Quarterly Payroll			184.70
39786	Rosemary Hellwig	Trustee Quarterly Payroll			184.70
39787	Larry Roberts	Trustee Quarterly Payroll			184.70
		<b>Sub-Total Payroll</b>			\$49,582.88
39788	Delta Vector Control Dist - EFTPS				31,999.81
		Social Security/ Medicare/ Federal Income Tax	16,435.74	Employee 71% - District 29%	
		State Income Tax	2,642.73	Employee 100%	
		CalPERS Retirement	12,092.99	Employee 40% - District 60%	
		CalPERS 457	656.35		

[illegible]

Voucher	Payee	Description		Budget Line Item	Amount
39796	So Cal Gas	Utilities		Utilities	763.05
39797	US Bank				13,045.52
		American Airlines - Baggage Check Andrea Troupin AMCA	35.00	Travel	
		London Foggers - 3 way spray valve Colt handfogger	165.45	Sprayer Supplies/Repairs	
		Lawn Replacement Parts- 3 Maruyama fuel tanks	89.97	Sprayer Supplies/Repairs	
		Harbor Freight - trailer dolly and (2) service carts	347.17	Vehicle Supplies & Maint.	
		BS & E - Scissor Lift rental - Cooler Installation.	309.05	Building Maint.	
		DMV - Replacement registration card for T-13	27.53	Operational	
		Sacramento Koi - Multiport head units	764.10	Fish Supplies	
		Sacramento Koi - Multihead port valves	509.40	Fish Supplies	
		Uber - Transportation to Hotel, AMCA Annual 2025	17.68	Travel	
		Uber - Transportation to Hotel, AMCA Annual 2025	3.00	Travel	
		Uber - Ride to Airport, AMCA Annual 2025	20.10	Travel	
		Uber - Ride to Airport, AMCA Annual 2025	5.00	Travel	
		Aloft San Juan - AMCA Hotel Stay 2025	1,005.70	Travel	
		CVS Pharmacy - Cleaning Supplies - Manager's Ofc	19.59	Janitorial	
		Michael's - Cardstock for Certificates	21.69	Office Supplies	
		Office Depot - Certificate Frames	32.50	Office Supplies	
		Apple.Com - Additonal Phone Storage Erick Arriaga	2.99	Subscriptions	
		Peter Perkins - Flower Arrangement	86.75	Misc. Expense	
		Amazon - Lightstand Refund	-96.74	Lab Supplies	
		Amazon - IchX Refund	-64.15	Fish Supplies	
		Amazon - Limit Switch A1 Mistblower	49.12	Sprayer Supplies/Repairs	
		Amazon - IchX	62.16	Fish Supplies	
		Lowe's - water hose and spray nozzle	60.72	Building Maint.	
		Dreamhost	3.00	Subscriptions	
		Amazon - Lightstand	96.74	Lab Supplies	
		Amazon - Chock cable for Polaris ATV	25.46	Vehicle Supplies & Maint.	
		Lowe's - Rat bait and ant killer	12.87	Building Maint.	
		Lowe's - Cleaning Supplies(Shop)	64.13	Janitorial	
		Amazon - Electrical Connectors(Shop)	45.54	Vehicle Supplies & Maint.	

		Lowe's - Building material/lumber to repair deck @ oil tank	51.71	Building Maint.	
		AutoZone - Battery for T25	134.11	Vehicle Supplies & Maint.	
		AutoZone - Spark plug for Colt hand fogger	5.84	Vehicle Supplies & Maint.	
		Comcast - Internet	367.15	Telephones/Cellphones	
		Google Suites	100.80	Subscriptions	
		Siptrunk - Efax	116.37	Telephones/Cellphones	
		City of Visalia	126.34	Utilities	
		Smart & Final - Breakroom Supplies	26.02	Misc. Expense	
		Costco - Breakroom Supplies	59.16	Misc. Expense	
		AutoZone - ATV Battery for T-28 Polaris	99.64	Vehicle Supplies & Maint.	
		AutoZone - 3 ton jack	238.69	Vehicle Supplies & Maint.	
		AutoZone - Battery Tester	162.74	Vehicle Supplies & Maint.	
		Office Depot - Single hole puncher / labels	4.11	Office Supplies	
		Lowe's - Duplicate keys for fleet vehicles	102.23	Vehicle Supplies & Maint.	
		CalWater	169.05	Utilities	
		MidValley Pipe & Supply - 60 1"1/2 angle bar - cooler instal	77.29	Building Maint.	
		AutoZone - power steering pump and hose for T-41	139.54	Vehicle Supplies & Maint.	
		TeamBridge- Timekeeping System	52.00	Subscriptions	
		Amazon - Bolts, Washers, LCD Screens, Wires, Levels	42.28	Lab Supplies	
		AutoZone - Assorted component batteries for shop supply	27.34	Vehicle Supplies & Maint.	
		AutoZone - Rotating stock inventory order	13.08	Vehicle Supplies & Maint.	
		Amazon - Tire Sensor	10.62	Vehicle Supplies & Maint.	
		Empire Supply - Swamp Coolers (Shop and TrapHouse)	3,124.08	Building Maint.	
		AutoZone - Alternator for T-15	134.53	Vehicle Supplies & Maint.	
		AutoZone - HVAC blower motor for T-15	414.46	Vehicle Supplies & Maint.	
		Amazon - Drum HandTruck	324.33	Vehicle Supplies & Maint.	
		Hampton Inn - Hotel Stay Andrea Troupin MVCAC Leaders	330.25	Travel	
		Home Depot - Bottled Water(meetings)	50.60	Misc. Expense	
		Home Depot - Conduit	77.94	Building Maint.	
		USPS- Mailpiece	2.31	Misc. Expense	
		Amazon - Lactic Acid	57.32	Lab Supplies	
		AutoZone - Misc stock order parts.	20.34	Vehicle Supplies & Maint.	
		Chefstore - Sugar	329.90	Lab Supplies	



		Verizon Wireless	639.86	Telephones/Cellphones	
		Amazon - Sterile Boxes	52.61	Lab Supplies	
		Amazon - Graduated Cylinders	29.14	Lab Supplies	
		Amazon - 15ml tubes	32.54	Lab Supplies	
		Amazon - Refund Cotton Roll	-58.08	Lab Supplies	
		Office Depot - Printer Ink Lab	90.61	Office Supplies	
		Amazon - Cotton Roll	58.08	Lab Supplies	
		Microsoft - Refund of User License Payment	-1,440.00	Subscriptions	
		FilterBuy - Lab AC Filters	70.96	Building Maint.	
		Amazon - Screws, Trays, Paint	42.06	Lab Supplies	
		Bambulab - filament	71.56	Lab Supplies	
		NOCO Ecomm - Battery Charger Cables	199.50	Lab Supplies	
		Pentair Aquatics - Air pump, Air fittings	185.82	Fish Supplies	
		Harbor Freight - Canopy, solder	180.08	Lab Supplies	
		Lowe's - Ratchet straps, nozzle, shutoff/backflow valve	50.56	Lab Supplies	
		Home Depot - concrete, hose reels/hose, straps, velcro wr	329.50	Lab Supplies	
		Home Depot - Batteries 12v, 6v	886.30	Lab Supplies	
		Home Depot - Velcro straps	8.51	Lab Supplies	
		Sacramento Koi - float valves	62.08	Fish Supplies	
		Lowe's - glue	9.61	Sprayer Supplies/Repairs	
		Lowe's - PVC fittings and velcro	28.32	Fish Supplies	
		Lowe's - screws and brackets	56.14	Building Maint.	
		Lowe's - Brackets, caulking gun, carabiners and glues	77.03	Building Maint.	
		Lowe's - pipe	12.70	Lab Supplies	
		Lowe's - papertowels	38.99	Janitorial	
		Home Depot - shopvac and blower	248.44	Lab Supplies	
		Harbor Freight - hose clamp, flush cutter,laser thermomete	87.30	Lab Supplies	
		SP Temptop - CO2 data logger	175.75	Lab Supplies	
		Lowe's - Glue and 9V Battery	33.92	Sprayer Supplies/Repairs	
		Lowe's - Salt	50.26	Fish Supplies	
		Lowe's - Utility Blades	21.68	Lab Supplies	
39798	WestAmerica Bank	Lease Payment - Fish Hatchery		Capital - Lease Expense	58,914.03

March 2025

# Board Order #33

Exhibit # III

[illegible]

Voucher	Payee	Description		Budget Line Item	Amount
39799	Conlin Reis	General Manager			5,469.27
39800	Rick Alvarez	Vector Control Supervisor			3,490.93
39801	Erick Arriaga	Comm. Education & Outreach Coordinator			2,817.43
39802	Alysia Davis	Vector Control Operations Analyst			2,333.52
39803	Bryan Ferguson	Foreman			3,358.97
39804	Alejandra Gill	Laboratory Technician III			2,186.93
39805	Mary Ellen Gomez	Administrative Assistant			2,931.52
39806	Marco Martinez	Vector Control Technician II			2,004.68
39807	Landon McGill	Vector Control Tech III/Mechanic			2,267.93
39808	Theodore McGill	Vector Control Tech III			2,133.03
39809	Mark Nakata	Biologist			3,144.08
39810	Juan Pablo Ortega	Biologist			2,701.96
39811	Brenda Rodriguez-Vivar	Laboratory Technician II			1,804.68
39812	Carlos Rodriguez	Vector Control Tech III			2,392.98
39813	Bryan Ruiz	Vector Control Tech III			3,166.79
39814	Mario Sanchez	Vector Control Tech III/Mechanic			2,806.13
39815	Benjamin Sperry	Biologist - Supplemental			2,988.91
39816	Ryan Spratt	Vector Control Tech I			1,754.65
39817	Andrea Troupin	Scientific Program Manager			3,256.06
	<b>Sub-Total Payroll</b>				<b>\$53,010.45</b>
39818	VSP	Vision Plan Premium			525.26
39819	Delta Dental Plan	Dental Plan Premium			1,502.02
39820	Lincoln Financial Group	Life/STD & LTD Insurance			1,328.83
39821	Delta Vector Control Dist - EFTPS				72,655.83
		CalPERS Health Insurance Premium	37,519.30		
		Social Security/ Medicare/ Federal Income Tax	17,670.08	Employee 71% - District 29%	
		State Income Tax	2,894.12	Employee 100%	
		CalPERS Retirement	13,093.99	Employee 40% - District 60%	
		CalPERS 457	656.34		
		CalPERS Roth	822.00		

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1:03 PM

04/04/25

Cash Basis

**Delta Mosquito & Vector Control District**  
**Profit & Loss Budget vs. Actual**  
**July 2024 through March 2025**

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
62900 · Tax Admin Fee	0.00	0.00	0.00	0.0%
7400ALL · Other Charges				
803 · Lease Expense	117,828.06	117,828.00	0.06	100.0%
Total 7400ALL · Other Charges	117,828.06	117,828.00	0.06	100.0%
8000ALL · Fixed Assets				
701 · Spray Equipment - Capital Exp	19,133.06			
702 · Vehicles - Capital Expense	17,245.80	80,670.00	-63,424.20	21.4%
703 · Shop Equip. - Capital Expense	0.00	0.00	0.00	0.0%
704 · Office Equip. - Capital Expense	0.00	0.00	0.00	0.0%
706 · Lab Equip. - Capital Expense	0.00	11,000.00	-11,000.00	0.0%
Total 8000ALL · Fixed Assets	36,378.86	91,670.00	-55,291.14	39.7%
Total Expense	154,206.92	209,498.00	-55,291.08	73.6%
Net Ordinary Income	-154,206.92	-209,498.00	55,291.08	73.6%
Net Income	-154,206.92	-209,498.00	55,291.08	73.6%

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04/04/25

Cash Basis

**Delta Mosquito & Vector Control District**  
**Profit & Loss Budget vs. Actual**  
 July 2024 through March 2025

	Jul '24 - Mar...	Budget	\$ Over Budg...	% of Budget
Ordinary Income/Expense				
Expense				
5-ALL · Salaries and Benefits				
50000 · Payroll Expenses	1,483,229.56	2,242,095.00	-758,865.44	66.2%
50001-2 · Social Sec and Medicare Emp				
50001 · Payroll Expenses MEDICARE DIST	21,348.57	0.00	21,348.57	100.0%
50002 · PR Liabilities - SOC SEC - DIST	91,283.49	0.00	91,283.49	100.0%
50001-2 · Social Sec and Medicare Emp - Other	0.00	163,850.00	-163,850.00	0.0%
Total 50001-2 · Social Sec and Medicare Emp	112,632.06	163,850.00	-51,217.94	68.7%
501 · PERS - OPEB	0.00	100,000.00	-100,000.00	0.0%
502 · PERS - CEPPT (Pension Trust)	0.00	100,000.00	-100,000.00	0.0%
511 · Retirement- District				
511.1 · Retirement- District UAL	216,953.00	221,552.00	-4,599.00	97.9%
511 · Retirement- District - Other	130,642.65	418,952.00	-288,309.35	31.2%
Total 511 · Retirement- District	347,595.65	640,504.00	-292,908.35	54.3%
513 · Workers Comp Insurance	89,177.00	89,177.00	0.00	100.0%
514 · Unemployment	10,181.66	16,500.00	-6,318.34	61.7%
516-518 · Life, Dental, Vision				
516 · Life Insurance -Lincoln	12,017.80	0.00	12,017.80	100.0%
517 · Dental Insurance	13,040.86	0.00	13,040.86	100.0%
518 · Vision Insurance	4,700.21	0.00	4,700.21	100.0%
516-518 · Life, Dental, Vision - Other	0.00	44,000.00	-44,000.00	0.0%
Total 516-518 · Life, Dental, Vision	29,758.87	44,000.00	-14,241.13	67.6%
519 · Health Insurance				
519.1 · Employer FSA Contribution	651.25			
519.2 · Retiree Insurance and Admin	2,981.42			
519 · Health Insurance - Other	324,835.75	495,000.00	-170,164.25	65.6%
Total 519 · Health Insurance	328,468.42	495,000.00	-166,531.58	66.4%
Total 5-ALL · Salaries and Benefits	2,401,043.22	3,891,126.00	-1,490,082.78	61.7%
Total Expense	2,401,043.22	3,891,126.00	-1,490,082.78	61.7%
Net Ordinary Income	-2,401,043.22	-3,891,126.00	1,490,082.78	61.7%
Net Income	<b>-2,401,043.22</b>	<b>-3,891,126.00</b>	<b>1,490,082.78</b>	<b>61.7%</b>

1:00 PM

04/04/25

Cash Basis

**Delta Mosquito & Vector Control District**  
**Profit & Loss Budget vs. Actual**  
 July 2024 through March 2025

	Jul '24 - M...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Expense				
6-All · Services and Supplies				
60100 · Spray Material	234,130.56	270,000.00	-35,869.44	86.7%
60200 · Uniforms	7,541.02	8,800.00	-1,258.98	85.7%
60300 · Lab Supplies				
60300.1 · Lab Surveillance	6,896.39			
60300 · Lab Supplies - Other	77,388.48	108,000.00	-30,611.52	71.7%
Total 60300 · Lab Supplies	84,284.87	108,000.00	-23,715.13	78.0%
60301 · Fish Supplies	5,273.57	11,000.00	-5,726.43	47.9%
60400 · Sprayer Supplies & Repairs	3,859.57	7,500.00	-3,640.43	51.5%
60401 · Operational	974.78	7,000.00	-6,025.22	13.9%
60500 · Janitorial Supplies & Service	4,610.76	4,500.00	110.76	102.5%
60600 · Maintenance Contracts	44,505.51	52,050.00	-7,544.49	85.5%
60700 · Building/Yard Supplies & Maint				
60700.1 · Building Maintenance	18,332.66	0.00	18,332.66	100.0%
60700.2 · Yard Maintenance	140.33	0.00	140.33	100.0%
60700 · Building/Yard Supplies & Maint - Other	0.00	39,500.00	-39,500.00	0.0%
Total 60700 · Building/Yard Supplies & Maint	18,472.99	39,500.00	-21,027.01	46.8%
60800 · Utilities	47,616.97	60,000.00	-12,383.03	79.4%
60900 · Insurance - Liability	115,217.00	115,217.00	0.00	100.0%
61000 · Office Supplies	6,735.73	32,000.00	-25,264.27	21.0%
61100 · Travel Expenses	11,802.48	26,000.00	-14,197.52	45.4%
61200 · Vehicle Supplies & Maint	25,903.54	41,500.00	-15,596.46	62.4%
61300 · Fuel & Oil	46,515.63	70,000.00	-23,484.37	66.5%
61400 · Telephone & Cell Phone	15,017.86	25,000.00	-9,982.14	60.1%
61500 · GPS	6,150.40	22,000.00	-15,849.60	28.0%
61700 · Subscriptions	11,722.60	35,000.00	-23,277.40	33.5%
61800 · Continuing Education	1,591.25	9,000.00	-7,408.75	17.7%
61900 · Professional Services				
619.1 · Prof. Services - Medical	600.00	0.00	600.00	100.0%
619.6 · Legal Fees	1,677.00	0.00	1,677.00	100.0%
61900 · Professional Services - Other	33,516.96	70,000.00	-36,483.04	47.9%
Total 61900 · Professional Services	35,793.96	70,000.00	-34,206.04	51.1%

Delta Mosquito & Vector Control District  
Profit & Loss Budget vs. Actual  
July 2024 through March 2025

	Jul '24 - M...	Budget	\$ Over Bu...	% of Budget
62100 · Misc. Expense	2,677.36	5,033.00	-2,355.64	53.2%
62200 · Name Logo & Celebration	0.00	0.00	0.00	0.0%
62300 · Safety Supplies	1,610.49	5,000.00	-3,389.51	32.2%
62600 · Dues	24,257.38	23,540.00	717.38	103.0%
62800 · Public Relations	1,102.07	22,000.00	-20,897.93	5.0%
6-All · Services and Supplies - Other	511.07			
Total 6-All · Services and Supplies	757,879.42	1,069,640.00	-311,760.58	70.9%
Total Expense	757,879.42	1,069,640.00	-311,760.58	70.9%
Net Ordinary Income	-757,879.42	-1,069,640.00	311,760.58	70.9%
Net Income	-757,879.42	-1,069,640.00	311,760.58	70.9%



## MONTHLY EXPENSE REPORT 2024-25

24-25 FY Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Expense	Budget	% of Budget Expended	Carry Over
Manager	16,542.00	16,542.00	16,542.00	16,542.00	16,542.00	16,542.00	16,542.00	16,542.00	16,542.00				148,878.00	198,504.00	75.00%	49,626.00
Scientific Program Manager	9,997.91	9,997.91	9,997.91	9,997.91	9,997.91	9,997.91	9,997.91	9,997.91	9,997.91				89,981.19	119,974.90	75.00%	29,993.71
Operations Program Manager	11,497.91	9,997.91	35,464.78	0.00	0.00	0.00	0.00	107.60	0.00				57,068.20	119,974.90	47.57%	62,906.70
Foreman	9,252.95	9,252.95	9,252.95	9,252.95	9,252.95	9,252.95	9,252.95	9,252.95	9,252.95				83,276.55	111,035.45	75.00%	27,758.90
Biologist (Mark N)	9,306.48	9,306.48	9,306.48	9,306.48	9,306.48	9,306.48	9,306.48	9,306.48	9,306.48				83,758.32	111,767.74	75.00%	27,919.42
Biologist (Ben)	0.00	0.00	0.00	0.00	7,377.01	4,807.84	5,025.28	4,969.71	6,073.83				28,253.67	89,342.20	31.62%	61,088.53
Biologist (Juan Pablo)	7,910.51	7,910.51	7,910.51	7,910.51	7,910.51	7,910.51	7,910.51	7,910.51	7,910.51				71,194.59	94,926.09	75.00%	23,731.50
Biologist (Vacant )	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	89,342.20	0.00%	89,342.20
Admin Assistant	8,882.99	8,750.16	8,750.16	8,750.16	8,750.16	8,750.16	8,750.16	8,750.16	8,750.16				78,884.27	105,001.89	75.13%	26,117.62
Vector Control Ops Analyst	8,145.46	6,681.04	1,954.75	0.00	0.00	0.00	5,429.03	6,288.03	6,288.03				34,786.34	80,172.43	43.39%	45,386.09
Education & Outreach Coordinator	7,288.62	7,288.62	7,693.54	7,693.54	7,693.54	7,693.54	7,693.54	7,693.54	7,693.54				68,432.02	87,463.08	78.24%	19,031.06
VC Supervisor	8,367.79	8,367.79	8,367.79	8,367.79	8,367.79	8,367.79	8,367.79	8,367.79	8,367.79				75,310.11	100,413.42	75.00%	25,103.31
VCT III (4 employees)	24,144.40	24,144.40	24,144.40	24,144.40	24,144.40	24,144.40	24,144.40	24,144.40	25,179.13				218,334.33	292,836.97	74.56%	74,502.64
VCT III/ Mechanic (2 employees)	12,417.12	12,417.12	12,417.12	12,417.12	12,762.04	12,762.04	12,762.04	12,762.04	12,762.02				113,478.66	152,110.32	74.60%	38,631.66
Trustee Payroll	2,100.00	0.00	0.00	1,800.00	0.00	1,400.00	0.00	0.00	1,300.00				6,600.00	8,400.00	78.57%	1,800.00
Longevity	1,925.03	1,925.03	1,925.03	1,540.09	1,540.09	1,540.09	1,540.09	12,968.90	1,945.00				26,849.35	24,945.99	107.63%	-1,903.36
ASE Certificate	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00				5,625.00	13,000.00	43.27%	7,375.00
Over-Time	0.00	0.00	228.38	0.00	0.00	0.00	0.00	0.00	0.00				228.38	20,000.00	1.14%	19,771.62
Laboratory Technician II	4,839.68	5,094.40	5,094.40	5,046.64	9,424.64	5,603.84	5,858.56	2,801.92	4,839.68				48,603.76	63,043.20	77.10%	14,439.44
Vector Control Technician II (3)	5,094.40	4,839.68	5,094.40	5,094.40	3,056.64	0.00	0.00	0.00	0.00				23,179.52	63,043.20	36.77%	39,863.68
Vector Control & Laboratory Tech I	51,223.10	50,007.68	44,892.67	47,504.38	16,655.01	0.00	0.00	0.00	0.00				210,282.84	371,558.07	56.59%	161,275.23
TOTAL WAGES	199,561.35	193,148.68	209,662.27	175,993.37	153,406.17	128,704.55	133,205.74	142,488.94	136,834.03	0.00	0.00	0.00	1,473,005.10	2,316,766.05	63.58%	843,760.95
Social Security/Medicare	15,260.02	14,769.51	16,032.83	13,457.08	11,761.67	9,839.54	10,177.49	10,878.86	10,455.06				112,632.06	163,877.00	68.74%	51,217.94
CalPERS - CEPPT (Pension Trust)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	100,000.00	0.00%	100,000.00
CalPERS - OPEB (Employer Benefits)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					100,000.00	0.00%	
Retirement - District 14.54% (PEPRA 7.59%)	16,837.85	15,880.28	15,291.51	13,758.63	14,090.94	12,900.14	13,364.58	14,935.92	13,582.80				130,642.65	189,900.00	68.80%	59,257.35
PERS - UAL	216,953.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				216,953.00	221,552.00	97.92%	4,599.00
457	1,312.69	1,343.38	1,312.69	1,312.69	1,312.69	1,312.69	1,312.69	1,312.69	1,312.69				11,844.90	15,880.00	74.59%	4,035.10
Workers' Comp/VCJPA	89177.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				89,177.00	89,177.00	100.00%	0.00
Unemployment (UI)	1,064.19	410.02	425.45	284.00	434.00	12.40	6,786.79	740.01	24.80				10,181.66	16,500.00	61.71%	6,318.34
Life/LTD/STD; Dental; Vision; Long Term Care	3,574.14	3,545.24	3,396.69	3,098.62	3,210.55	3,043.18	3,289.59	3,300.30	3,300.30				29,758.61	44,000.00	67.63%	14,241.39
Health	32,876.71	31,581.00	30,429.50	28,814.08	31,117.08	28,045.12	35,367.19	36,258.42	36,262.66				290,751.76	495,000.00	58.74%	204,248.24
BENEFITS	377,055.60	67,529.43	66,888.67	60,725.10	61,926.93	55,153.07	70,298.33	67,426.20	64,938.31	0.00	0.00	0.00	891,941.64	1,435,859.00	62.12%	543,917.36
TOTAL WAGES & BENEFITS	576,616.95	260,678.11	276,550.94	236,718.47	215,333.10	183,857.62	203,504.07	209,915.14	201,772.34	0.00	0.00	0.00	2,364,946.74	3,752,625.05	63.02%	1,387,678.31

### MONTHLY REVENUE REPORT 2024-25

Revenue Source	Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Received	Budget	Balance
4001 Taxes - Current Secured							1,631,412.24	130,449.88						1,761,862.12	2,985,780.00	-1,223,917.88
4006 Taxes - Current Unsecured							246,378.22	2,458.82						248,837.04	223,436.00	25,401.04
4008 Taxes - Prior Secured								37,255.19						37,255.19	68,386.00	-31,130.81
4009 Taxes- Prior Unsecured								1,556.88						1,556.88	4,485.00	-2,928.12
4030 Taxes - Supplemental Cur Sec								34,378.72						34,378.72	101,282.00	-66,903.28
4033 Taxes - Supplemental Prior								11,267.88						11,267.88	13,146.00	-1,878.12
4052 Other Taxes - Assessment							623,271.88	45,393.37						668,665.25	1,154,934.00	-486,268.75
4055 Taxes - Timber Yield							0.01							0.01	1.00	-0.99
4060 RDA Residuals							131,934.00							131,934.00	235,578.00	-103,644.00
4075 RD H&S 34188 OA														0.00	1.00	-1.00
4078 RD H&S 34188 OA														0.00	1.00	-1.00
5050 Property Tax Relief								8,746.32						8,746.32	18,047.00	-9,300.68
<b>Total Taxes</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,632,996.35</b>	<b>271,507.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,904,503.41</b>	<b>4,805,077.00</b>	<b>-1,900,573.59</b>
4801 Interest Income				46,002.69			40,149.90							86,152.59	161,921.00	-75,768.41
4069 PT Facilities							229,320.00							229,320.00	388,948.00	-159,628.00
City of Woodlake														0.00		0.00
City of Dinuba														0.00		0.00
City of Exeter														0.00		0.00
City of Farmersville														0.00		0.00
City of Lindsay														0.00		0.00
City of Visalia														0.00		0.00
County Pass Thru														0.00		0.00
<b>Total RDA</b>		<b>0.00</b>	<b>0.00</b>	<b>46,002.69</b>	<b>0.00</b>	<b>0.00</b>	<b>269,469.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>315,472.59</b>	<b>550,869.00</b>	<b>-235,396.41</b>
5400 Current Services (Billing)														0.00	1.00	-1.00
5835 Other Revenue														0.00	1.00	-1.00
5401 Assessment Fee							-36,630.50							-36,630.50	-69,823.00	-106,453.50
5805 Misc. Receipts														0.00	134,257.00	-235,950.00
Monarch Ford	Refund DMV Fees		57.00											57.00		-235,875.00
Monarch Ford	Refund Vehicle Overpayment		30.00											30.00		-204,972.84
EDD	Refund - Tax Overpayment		97.29											97.29		-202,728.84
Union Pacific Railroad	Assessment Payment		52.58											52.58		-196,172.84
Farmersville Unified HighSchool	Assessment Payment		776.10											776.10		-195,889.73
Kaweah Health	Assessment Payment		1,720.88											1,720.88		-195,785.73
Tulare County Office of Education	Assessment Payment		224.48											224.48		-195,665.19
Able Industries	Replacement Cost T41 windshield			181.38										181.38		-195,626.19
US Bank	Cal Card Reimbursement			468.84										468.84		-195,587.19
Tulare County Office of Education	Assessment Payment			112.32										112.32		-195,509.19
Tulare County Office of Education	Assessment Payment			47.10										47.10		-195,470.19
Ryan Spratt	Cert. Exam Payment				41.00									41.00		-195,431.19
Joey Gasca	Cert. Exam Payment				82.00									82.00		-195,392.19
Lozano Smith	Refund overpayment				67.50									67.50		-195,314.19
Brenda Rodriguez-Vivar	Cert. Exam Payment				41.00									41.00		-195,236.19
Jake Maldonado	Cert. Exam Payment				41.00									41.00		-195,158.19
Marco Martinez	Cert. Exam Payment				41.00									41.00		-195,080.19
Adrian Sifuentes	Cert. Exam Payment				41.00									41.00		-195,040.19
Kory Wilson	Cert. Exam Payment				82.00									82.00		-194,962.19
Adriana Rodriguez	Cert. Exam Payment				82.00									82.00		-194,923.19
Zackery Barragan	Cert. Exam Payment				41.00									41.00		-188,073.19
Rentokil (Target Specialty)	Refund overpayment					3,274.33								3,274.33		-187,983.92
VCJPA	Retrospective Adjustment							9,578.00								
US Bank	Cal Card Reimbursement							489.01								

BioSearch	Stale Dated Check - June 2024							1,918.75								
CalWater	Stale Dated Check - June 2024							147.53								
Stone Corral Irrigation Dist	Assessment Payment								17.21							
Delta MVCD	Assessment Payment								47.81							
Misc. Revenue Total		0.00	2,958.33	809.64	559.50	3,274.33	0.00	12,133.29	65.02	0.00	0.00	0.00	0.00		64,436.00	-138,418.60
Total All Revenue		0.00	2,958.33	46,812.33	559.50	3,274.33	2,865,835.75	283,640.35	65.02	0.00				3,203,145.61	5,420,382.00	-1,517,756.91

# DELTA MOSQUITO & VECTOR CONTROL DISTRICT

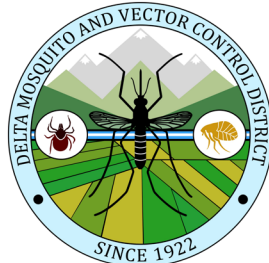
Conlin Reis  
*General Manager*

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

Rick Alvarez  
*Vector Control Supervisor*

Mary Ellen Gomez  
*Administrative Assistant*

Bryan Ferguson  
*Foreman*



Andrea Troupin  
*Scientific Program Manager*

Erick Arriaga  
*Community Education & Outreach Coordinator*

## INVESTMENT REPORT: QUARTER ENDING 3/31/2025

All cash and investments of the Delta Mosquito and Vector Control District are held in conformance with the Districts' standard practices and all other District Policies in effect as of this date.

A review of our financial statements indicates that we will have sufficient funds to meet the next six month's expected expenditures. We anticipate expenditures of no more than \$2,483,846 over the next six months. Our current cash balance of \$6,144,830.86 will be sufficient to meet the District's requirements.

District funds are currently held in the Tulare County Treasurer. We also have a checking account in Bank of The Sierra from which we pay our payroll taxes and liabilities. This account is funded as needed from the Tulare County Treasurer. In addition, District funds are invested in the CERBT and CEPPT investment trusts to offset retiree benefit and pension liability respectively.

Copies of the most recent financial statements received from each of these institutions are included in this report.

A handwritten signature in black ink, appearing to be "C. Reis".

Conlin Reis  
General Manager  
Delta MVCD

**A803 - Uncommitted Available Cash As of Fiscal Year 2025 Accounting Period 8**

<b>Fund</b>	<b>Fund Name</b>	<b>BSA</b>	<b>Cash Balance</b>
712	Delta Vector Control	2100	0.00
712	Delta Vector Control	2110	0.00
712	Delta Vector Control	2360	(5,892,769.93)
712	Delta Vector Control	2000	(47,906.07)
712	Delta Vector Control	1100	6,118,363.86
<b>SUM:</b>			<b>177,687.86</b>

15536279

DELTA VECTOR CONTROL DISTRICT  
 EFTPS Account  
 1737 W Houston Ave  
 Visalia CA 93291

Date 3/31/25

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### Checking Account

Have you moved recently, or changed your phone number or email address? Please let us know! It's important that Bank of the Sierra has your most up-to-date contact information so we can reach out to you if necessary. If you believe your information may not be up to date, please call our Customer Service Center at 1-888-454-BANK.

Public Demand		Number of Enclosures	0
Account Number	XXXXXX7970	Statement Dates	3/03/25 thru 3/31/25
Previous Balance	102,862.42	Days in the statement period	29
2 Deposits/Credits	104,833.26	Average Ledger	79,522.27
13 Checks/Debits	137,699.33	Average Collected	70,911.92
Service Charge	.00		
Interest Paid	.00		
Ending Balance	69,996.35		

### Deposits and Credits

Date	Description	Amount
3/14	Business Deposit	72,833.45
3/27	Business Deposit	31,999.81

### Other Debits

Date	Description	Amount
3/05	EDD EFTPMT EMPLOYMENT DEVEL CCD	2,489.91-
3/05	USATAXPYMT IRS CCD	15,417.74-
3/06	1900 CALPERS CCD	978.35-
3/06	3100 CALPERS CCD	4,156.75-
3/06	3100 CALPERS CCD	7,435.73-

Date 3/31/25

Page 2

Public Demand

XXXXXX7970 (Continued)

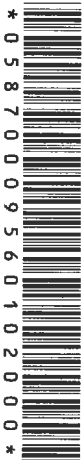
### Other Debits

Date	Description	Amount
3/06	1800 CALPERS CCD	37,146.04-
3/17	3100 CALPERS CCD	13.33-
3/19	EDD EFTPMT EMPLOYMENT DEVEL CCD	2,675.92-
3/19	USATAXPYMT IRS CCD	18,105.94-
3/27	1900 CALPERS CCD	978.34-
3/27	3100 CALPERS CCD	4,120.44-
3/27	3100 CALPERS CCD	7,920.30-
3/31	1800 CALPERS CCD	36,260.54-

### Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
3/03	102,862.42	3/14	108,071.35	3/27	106,256.89
3/05	84,954.77	3/17	108,058.02	3/31	69,996.35
3/06	35,237.90	3/19	87,276.16		

Keep Climbing



15536280

Date 3/31/25

Page 1

DELTA VECTOR CONTROL DISTRICT  
 REVOLVING FUND  
 1737 W Houston Ave  
 Visalia CA 93291

### Checking Account

Have you moved recently, or changed your phone number or email address? Please let us know! It's important that Bank of the Sierra has your most up-to-date contact information so we can reach out to you if necessary. If you believe your information may not be up to date, please call our Customer Service Center at 1-888-454-BANK.

Public Demand		Number of Enclosures	0
Account Number	XXXXXX8770	Statement Dates	3/03/25 thru 3/31/25
Previous Balance	4,376.72	Days in the statement period	29
Deposits/Credits	.00	Average Ledger	4,376.72
Checks/Debits	.00	Average Collected	4,376.72
Service Charge	.00		
Interest Paid	.00		
Ending Balance	4,376.72		

### Daily Balance Information

Date	Balance
3/03	4,376.72

Keep Climbing



## CEPPT Account Summary

As of December 31, 2024	Strategy 1	Strategy 2	Total
Initial contribution (06/30/2022)	\$0	\$50,000	\$50,000
Additional contributions	\$0	\$0	\$0
Disbursements (or Transfers)	\$0	\$0	\$0
CEPPT expenses	\$0	(\$299)	(\$299)
Investment earnings	\$0	\$5,985	\$5,985
Total assets (06/30/2022-12/31/2024 = 2.5 years)	\$0	\$55,686	\$55,686

# OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by MacLeod Watts, Inc.	
Valuation Date	6/30/2021
Measurement Date	6/30/2021
Total OPEB Liability (TOL)	\$418,218
Valuation Assets	\$729,882
Net OPEB Liability (NOL)	(\$311,664)
Funded Status	175%
Actuarially Determined Contribution (ADC)	--
CERBT Asset Allocation Strategy	Strategy 2
Discount Rate	6.00%

## CERBT Account Summary

As of December 31, 2024	Strategy 2
Initial contribution (09/25/2008)	\$156,147
Additional contributions	\$262,127
Disbursements	\$0
CERBT expenses	(\$6,264)
Investment earnings	\$327,508
Total assets	\$739,518
Annualized net rate of return* (09/25/2008-12/31/2024 = 16.27 years)	5.02%

*\*Net rate of return is unaudited and includes rounding variances.*

## **5. Closed Session**

## **6. Manager's Report/Preliminary Budget Discussion**

# DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Conlin Reis  
*General Manager*

1737 W Houston Avenue | Visalia, California 93291  
Phone (559)-732-8606 | (877) 732-8606 | Fax (559)-732-7441  
[www.DeltaMVCD.gov](http://www.DeltaMVCD.gov)

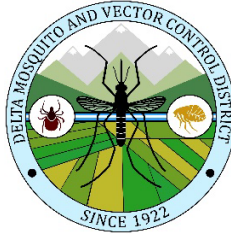
Andrea Troupin  
*Scientific Program Manager*

Mary Ellen Gomez  
*Administrative Assistant*

Rick Alvarez  
*Vector Control Supervisor*

Erick Arriaga  
*Community Education &  
Outreach Coordinator*

Bryan Ferguson  
*Foreman*



## REPORT OF THE MANAGER MARCH 2025

### I. Water and Weather

The Delta Mosquito and Vector Control District (DMVCD) Weather Station reported an average high temperature of 67.7°F with an average low of 46.2°F and 2.96 inches of rainfall as of March 31, 2025. The National Oceanic and Atmospheric Administration 1991-2020 seasonal averages for high and low temperatures in February were 66.9°F and 45.4°F respectively, with average rainfall of 1.82 inches. Water storage at Pine Flat Reservoir increased to 668,752 acre-feet as of March 31, 2025. Pine Flat Reservoir's water inflow rate is 2,979 cubic feet per second (CFS) while its release is 757.1 CFS. The Lake Kaweah Reservoir storage increased to 81,021 acre-feet. Lake Kaweah's water inflow rate is 1,152 CFS and its release is 5.5 CFS as of March 31, 2025.

### II. Narrative

#### **Manager's Summary (Conlin Reis, General Manager)**

In March, the District continued its review of protocols and training materials. Staff also took on an overhaul of the green pool response program involving multiple laboratory, operations, and administrative staff members. The new program involves assigning technicians priority pools to inspect prior to the annual flyover in the hopes of eliminating a majority of these problematic sources before they are heavily producing. The program was initiated in early April.

The laboratory staff has been involved in planning an early intervention study in conjunction with Central Life Sciences. This study will measure the impacts of wide area larvicide applications of the Methoprene in conjunction with truck-based adulticiding in impacting the population of *Aedes aegypti* when applied during late April and early May when the population first begins increasing.

The administrative staff continues to take the steps necessary to transfer our monthly transactions from Tulare County to Tri Counties Bank. There were a handful of meetings in the month of March and the process continues into April with a planned start date of using the account in May.

In March, the Manager attended the American Mosquito Control Association's Annual Conference in San Juan Puerto Rico, and both the Scientific Program Manager, Andrea Troupin, and the Manager, attended MVCAC's Spring Meeting and Legislative Day in Sacramento. The MVCAC Spring Meeting began with a mini symposium on emergency response for vector control that highlighted work with FEMA and CalOES to obtain direct support and emergency funds in disaster situations. The Manager took a lead role in this symposium, and it was overall a great opportunity to refine our protocols for emergency response and identify areas for improvement. Our Scientific Program Manager serves as co-chair of the Laboratory Technology Committee and presented to the group on their behalf. In addition, both the Manager and SPM visited a number of state legislative offices to inform them of pressing issues in vector control. Many of the visits were very productive and good contacts were established.

### **Staffing (Conlin Reis, General Manager)**

The majority of seasonal employees will be brought on April 21<sup>st</sup>. Staff are preparing a revised 2-3 day training program involving classroom components, workstations for hands-on training, and field training. The District will be bringing in 1-2 additional seasonals above the numbers hired in previous years. This will help provide some additional support with the continued vacancy of the OPM position and to help compensate for the temporary loss of a full-time employee who is out with an injury. The Manager and administrative staff are currently trying to determine if alternative arrangements for the injured technician can be reasonably made until the tech is able to resume standard duties.

### **Shop/Operations (Bryan Ferguson, Foreman)**

For the month of March, we replaced three evaporative coolers due to water leaks caused by rusted out units, two on the trap / wood shop building and one on the shop building.

We had American Air come out to repair the HVAC unit on the locker building.

All the fire extinguishers in the district have been serviced and certified.

Zone operators continued to make random site visits to evaluate conditions and look for breeding and fish sources.

We also replaced batteries in three of the fleet vehicles and serviced one vehicle.

All the team members worked tirelessly training and preparing for the upcoming season.

### **Outreach (Erick Arriaga, Community Education and Outreach Coordinator)**

In March, DeltaMVCD attended two STEM nights and two career fairs at local elementary schools, helping students learn more about science and careers in mosquito control. A new printed postcard was created for the pool program to help support outreach and improve workflow.

To help keep things running smoothly, all district phones were enrolled in a mobile device management system, making it easier to keep them updated. Rural technicians have also been given iPads to help streamline their work and improve efficiency in the field.

The Employee of the Quarter plaque has been updated, and a new certificate is ready to recognize the great work being done by this employee.

### **Laboratory (Andrea Troupin, Scientific Program Manager)**

A total of 268,334 mosquitoes were collected across 11,807 trap nights in 2024. The District-wide average of 22.7 mosquitoes per trap night for 2024 was 10.1% lower than the previous 5-year average of 25.3 and 32.0% lower than the 2023 average of 34.4 mosquitoes per trap night for the same time. The top 3 mosquito species caught in 2024 were *Culex quinquefasciatus* at 64.2%, followed by *Aedes aegypti* at 27.1%, and *Culex stigmatosoma* at 4.4%. Compared to 2023, the top 3 mosquito species caught were *Culex quinquefasciatus* at 61.8%, *Cx. tarsalis* at 19.3%, and *Aedes aegypti* at 15.6%. In 2024, there were 213 WNV positive samples, 8 SLEV positive samples, and 2 samples that are both positive with WNV and SLEV out of 5,109 pools tested. Positive mosquito samples were collected from Visalia, Farmersville, Delft Colony, London, Orosi, Sequoia Fields, Yettem, Dinuba, Exeter, Traver, Kings River, and Goshen. One dead bird sample was collected in November and is waiting to be tested. No birds in 2024 have tested positive for WNV, SLEV, or WEEV and 3 birds were reported, with 1 bird sample awaiting testing in March 2025. No kissing bugs were reported to the district in March 2025.

No mosquito larvae samples were brought to the laboratory for species identification in March 2025. Seven larval samples were collected in March 2024.

There were 2 technician requests for mosquitofish in March 2025 to distribute 48 fish. In March 2024, there were 10 technician requests for mosquitofish to distribute fish. Approximately 241 mosquitofish fry were produced in March 2025. In March 2024, there were 1,595 mosquitofish fry produced.

### 2025 Service Request Summary

<b>2025</b>	<b>Mosquitofish</b>	<b>Inspection</b>	<b>Mosquito</b>	<b>Source</b>	<b>Other</b>	<b>Total</b>
<b>January</b>	0	4	0	0	0	4
<b>February</b>	1	2	0	0	0	3
<b>March</b>	1	6	1	0	0	8
<b>Total</b>	2	12	1	0	0	15

### III. Vector and Disease Surveillance

Delta MVCD Summaries:

**Humans:** For 2025, there are 0 human WNV cases and 0 dengue travel cases in Tulare County.

**Birds:** 0 positive dead birds were reported to DMVCD in March.

**Mosquitoes:** no mosquitoes were tested in March.

#### **State Surveillance:**

**Humans:** As of April 1, 2025, 0 human cases of WNV from 0 counties and 0 cases of SLEV from 0 counties have been reported.

**Birds:** As of April 1, 2025, 4 dead birds from 2 counties tested positive for WNV.

**Mosquitoes:** As of April 1, 2025, 0 mosquito samples from 0 counties have tested positive for WNV. Also, 0 samples from 0 counties have tested positive for SLEV.

### V1. Expenditures & Revenues – 2024/25

Total Budget \$4,860,192

EXPENDITURES – July 1, 2024, to March 31, 2025

Salaries and Benefits	\$2,156,385.19
Services & Supplies	\$813,111.42
Tax Admin Fee	\$0.00
Capital	\$36,378.86
Long-Term Debt	\$117,828.06
<b>TOTAL EXPENDITURES</b>	<b>\$3,087,324.67</b>
<i>Percent of Budget Spent</i>	<b>63.5%</b>



REVENUE RECEIVED - July 1, 2024– March 31, 2025

<b>July</b>	\$0.00
<b>August</b>	\$2,958.33
<b>September</b>	\$46,812.33
<b>October</b>	\$559.50
<b>November</b>	\$3,274.33
<b>December</b>	\$2,865,835.75
<b>January</b>	\$283,640.35
<b>February</b>	\$65.02
<b>March</b>	Unavailable
<b>TOTAL REVENUE TO DATE</b>	\$3,203,145.61

IV. **Timesheet Summary**

<b>Month</b>	<b>Available Hours</b>	<b>Sick Hrs Used</b>	<b>Total Hrs Avail. For Work</b>	<b>Pct. Of Hrs Avail for Work</b>
<b>July</b>	6,440	167.25	6,272.75	97.4
<b>August</b>	5,808	316	5,492	94.5
<b>September</b>	5,120	145.9	4,974.10	97.1
<b>October</b>	4,600	131.25	4,468.75	97.1
<b>November</b>	2,368	56.5	2,311.5	97.6
<b>December</b>	2,176	42.5	2,133.50	98
<b>January</b>	2,856	32	2,824	98.9
<b>February</b>	2,720	163.95	2,566.05	93.9
<b>March</b>	2,856	168	2,688	94

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.

## **7. Board Travel Calendar**

## **8. New Policy Implementation**

# Delta Mosquito and Vector Control District

## — MANUAL of POLICIES —

POLICY TITLE  
**COMPENSATION**

POLICY NUMBER  
**2139**

### **2139.1 Applicability**

This policy applies to all Delta Mosquito and Vector Control District employees.

### **2139.2 Compensation at Hiring**

#### **2139.2.1 New Employees**

All newly appointed employees shall be paid at the first step of the salary range for the position to which they are appointed, except as provided elsewhere in this policy.

#### **2139.2.2 Advanced Step Hiring**

If the General Manager determines that qualified applicants cannot be successfully recruited at the first step of the salary range, the General Manager may authorize an appointment at an advanced step within the range. Any such hire shall be presented to the Board of Trustees at the next regular board meeting with a written justification for the appointment.

#### **2139.2.3 Former Employees**

A former employee who previously held a full-time position and was separated in good standing may, if re-employed within twelve (12) months of separation, be appointed at the same salary rate received at the time of separation, or the nearest lower applicable step in the designated range.

#### **2139.2.4 Salary Limits**

No compensation may be set beyond the approved salary ranges without Board action, in accordance with **Policy 2103 – Classification**, which establishes the District's classification plan and salary structures.

### **2139.3 Merit Advancement within Range**

#### **2139.3.1 Performance Evaluation Requirement**

The appropriate supervisor shall conduct a performance evaluation for any full-time employee eligible for a merit increase. A temporary employee shall have approval and a signed indication for a step increase from an appropriate supervisor in their chain of command. The General Manager must approve any evaluation and any associated merit advancement. The completed performance evaluation for full-time employees and the indication for step increase for both temporary and full-time employees shall be documented and placed in the employee's personnel file, with a copy provided to the employee.

#### **2139.3.2 Period of Employment Required for Merit Advancement**

##### **2139.3.2.1 Full-time Employees:**

A full-time employee shall be eligible for a merit increase upon completion of one year of employment, and thereafter every year until all steps in the range have been exhausted. Merit advancement is contingent on a satisfactory performance evaluation.

## Delta Mosquito and Vector Control District

### — MANUAL of POLICIES —

#### **2139.3.2.1 Temporary Employees:**

A temporary employee shall be eligible for a merit increase upon return to employment with the District after the completion of their first season of employment, and thereafter every returning season until all steps in the range have been exhausted. Merit increases shall be contingent on the approval of an appropriate supervisor in the employee's chain of command.

#### **2139.3.2.3 Promotion or Demotion:**

An employee who is promoted or demoted shall have a new merit advancement date, set one (1) year from the date of promotion or demotion.

#### **2139.3.2.4 Change-in-Range Allocation:**

If the salary range for an employee's position is adjusted, the employee's merit advancement date shall not change.

#### **2139.3.2.5 Position Reclassification:**

- An employee whose position is reclassified to a position with the same or lower salary range shall retain their existing merit advancement date.
- An employee whose position is reclassified to a higher salary range shall have a new merit advancement date one (1) year from the effective date of reclassification.

#### **2139.3.2.6 Non-Merit Step Adjustments:**

An employee whose salary step is adjusted for reasons other than a regular merit advancement shall have a new merit advancement date set one (1) year from the date of the adjustment.

#### **2139.3.3 Effective Date**

A merit increase shall take effect on the first day of the pay period in which the employee's merit advancement date falls. The General Manager may delay a merit increase authorization for up to ninety (90) days beyond the merit advancement date without affecting the normal advancement schedule. If the delay exceeds ninety (90) days, the employee shall not be eligible for a merit increase until their next scheduled merit advancement date.

#### **2139.4 Promotion**

Employees promoted to a position with a higher salary range shall be compensated at either:

- The minimum step of the new salary range, or
- The nearest higher step that provides a salary increase compared to their previous rate, whichever is greater.

If an employee is promoted to a position more than one salary range above their prior classification, they shall receive at least the equivalent increase of one step in their previous position or 5% if the employee is at the maximum step in their previous position.

# Delta Mosquito and Vector Control District

## — MANUAL of POLICIES —

POLICY TITLE  
**CATASTROPHIC LEAVE BANK**

POLICY NUMBER  
**3013**

### **3013.1 Purpose**

The Delta Mosquito and Vector Control District (the District) shall allow full-time employees to voluntarily donate accrued sick leave, vacation leave, and/or compensatory time to a catastrophic leave bank. This leave bank may be accessed by any full-time employee who has exhausted, or is about to exhaust, all accrued leave due to a non-job-related long-term illness or catastrophic medical condition affecting themselves or an immediate family member. The recipient must have a reasonable expectation of returning to full duty.

### **3013.2 Eligibility**

Employees may apply to receive donated leave if they meet the following minimum leave balance requirements at the onset of their catastrophic leave request:

- Employees with less than 2 years of service must have at least 60 hours of accrued sick, vacation, or compensatory time.
- Employees with 2–5 years of service must have at least 90 hours accrued.
- Employees with 5+ years of service must have at least 120 hours accrued.
- Under extraordinary circumstances, such as a severe illness occurring before an employee has reached the minimum required balance, the General Manager may waive this requirement upon written request.

### **3013.3 Donation Guidelines**

- Employees may donate accrued vacation, compensatory time, and/or sick leave in increments of four (4) or eight (8) hours.
- Donations are irrevocable and will not be reimbursed to the donor.
- Donations are accepted on an hour-for-hour basis regardless of differences in rates of pay.
- Sick leave donations require the donating employee to maintain a minimum balance of 80 hours after donation.
- Vacation leave donations require the donating employee to maintain a minimum balance of 40 hours after donation.
- Compensatory time donations require the donating employee to maintain a minimum balance of 10 hours after donation.

### **3013.4 Usage of Donated Leave**

- All donated leave shall be converted to sick leave upon transfer to the catastrophic leave bank.
- Leave in the catastrophic leave bank has no cash value and may not be used for any other purpose, including CalPERS retirement credit.
- Employees utilizing donated leave shall not accrue additional sick leave or vacation time during its use.

### **3013.5 Request and Approval Process**

- Employees seeking to donate leave or receive donated leave must submit a written request to the General Manager for approval.
- The General Manager has discretion to approve or deny requests based on the eligibility requirements and operational needs of the District.

## Delta Mosquito and Vector Control District

### — **MANUAL of POLICIES** —

- If an employee is denied the ability to donate leave or to receive donated leave, they may appeal the decision to the Board of Trustees at a regularly scheduled board meeting.
- The decision of the Board of Trustees shall be final.

#### **3013.6 Reporting**

- A report on the catastrophic leave bank balance, including total deposits and withdrawals, shall be presented to the Board at least quarterly.

## **9. Resolution 25-09**



**DELTA MOSQUITO AND VECTOR CONTROL DISTRICT  
RESOLUTION NO. 25-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE DELTA MOSQUITO AND  
VECTOR CONTROL DISTRICT APPROVING THE ADDITION OF AN URBAN OPERATIONS  
SUPERVISOR POSITION AND A CLERICAL ASSISTANT POSITION AND AMENDING THE  
DISTRICT'S CLASSIFICATION PLAN**

**WHEREAS**, the Delta Mosquito and Vector Control District (the "District") recognizes the evolving demands of urban vector control and the need for modern, responsive staffing structures to meet those demands; and

**WHEREAS**, the addition of an Urban Operations Supervisor position is intended to provide enhanced oversight, coordination, and implementation of urban vector control strategies, integrating contemporary tools, practices, and community interaction requirements; and

**WHEREAS**, the District also recognizes a need for increased seasonal administrative support to manage public inquiries, organize service requests, and facilitate office operations during periods of peak activity; and

**WHEREAS**, the addition of a Clerical Assistant position will provide essential seasonal support to the District's administrative functions by enhancing responsiveness to public needs and contributing to efficient service delivery during the busiest parts of the operational season; and

**WHEREAS**, the District Manager has recommended the inclusion of both the Urban Operations Supervisor and Clerical Assistant positions within the District's Classification Plan to ensure that all regular and seasonal 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 as follows:

1. The addition of the Urban Operations Supervisor position is hereby approved.
2. The addition of the Clerical Assistant position is hereby approved.
3. The District's Classification Plan is hereby amended to include both the Urban Operations Supervisor and Clerical Assistant 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, APPROVED AND ADOPTED** this 9th day of April, 2025, by the following vote:

<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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"/>

---

**DELTA MOSQUITO AND VECTOR CONTROL DISTRICT**

By: \_\_\_\_\_

**Greg Gomez, President, Board of Trustees**

By: \_\_\_\_\_

**Linda Guttierrez, Secretary, Board of Trustees**



# **Delta Mosquito & Vector Control District**

## **Job Description:**

### **Seasonal Clerical Assistant**

#### **DEFINITION**

Under general supervision, the Seasonal Clerical Assistant performs administrative, receptionist, and clerical duties to support the efficient operation of the District. This position serves as a primary contact for the public, manages incoming communications, maintains records, and assists in administrative tasks as assigned. The incumbent must represent the District professionally and ensure accuracy, organization, and efficiency in all work.

#### **POSITION STATUS**

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

#### **PAYSCALE**

Five-step pay scale \$17.60 to \$21.98 hourly. Paid sick leave is an allotted 5 days per season, any unused sick days will be forfeited at the end of each season. Employees may use paid sick days beginning on the 90th day of employment.

#### **ESSENTIAL FUNCTIONS**

Under general supervision, the Seasonal Clerical Assistant performs the following duties:

- **Reception & Communication**
  - Answers and directs telephone calls and electronic inquiries, taking messages as needed.
  - Receives visitors, provides information, and refers inquiries to the appropriate staff.
  - Responds to public service requests, logs complaints, and routes service requests to field personnel using the District's digital system.
  - Assists in public outreach efforts by providing basic educational materials to callers and visitors.
- **Clerical & Administrative Support**
  - Enters and updates data within the District's digital system to ensure timely communication of information to employees.
  - Assists in the preparation, receipt, sorting, and distribution of U.S. mail, electronic mail, and parcels.
  - Maintains electronic and paper filing systems for administrative and operational records.
  - Assists in preparing reports, meeting materials, and correspondence.
  - Supports District operations by managing inventory and ordering office supplies

as needed.

- Provides support for payroll, budgeting, and expense review tasks as needed to assist administrative and financial operations.

- **Office Equipment & Technology**

- Operates office equipment, including computers, copiers, scanners, fax machines, and multi-line telephones.
- Uses District software, databases, and map-based digital systems for data entry, record management, and reporting.
- Communicates effectively with fellow employees using the District's digital system, ensuring accurate and timely distribution of information.

- **Board & Field Support**

- Assists in preparing Board meeting materials, including documentation and packet preparation.
- Provides administrative support to field personnel as needed.

- **Other Duties**

- Performs related work as required or assigned.
- Occasionally assists in special projects or tasks outside regular job functions but within the scope of training and capabilities.

## **QUALIFICATIONS**

- **Education/Experience:**

- High School Diploma or G.E.D. equivalent.
- Any combination of training, education, and experience that demonstrates the ability to perform the essential duties of the position.
- Experience in office administration, customer service, or clerical work is preferred.

## **Knowledge of:**

- Modern office methods, procedures, and equipment.
- General office software for word processing, spreadsheets, data entry, and communication.
- Correct English usage, spelling, grammar, and punctuation.
- Recordkeeping principles and organizational skills.
- Basic database entry and data retrieval.
- Techniques for handling interactions with the public.
- Familiarity with map-based digital systems is a plus.
- Use of mobile phone, tablet, and/or laptop.

- **Fluency in Spanish is strongly preferred.**
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

**Ability to:**

- Communicate clearly and effectively, both verbally and in writing.
- Accurately enter and retrieve information from digital systems.
- Work effectively with map-based software and digital tools for tracking field operations.
- Handle irate or difficult callers professionally.
- Prioritize and complete tasks accurately in a fast-paced environment.
- Maintain confidentiality and handle sensitive information with discretion.
- Work independently and collaboratively within a team setting.
- Maintain a neat, well-groomed, and professional appearance.
- Adapt to new technologies and software programs as needed.
- Establish and maintain good working relationships with the public and fellow employees.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.

**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. 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, background check, and drug screening paid for by the District.

**WORKING CONDITIONS & SUPPLEMENTAL INFORMATION**

The majority of work in this position is performed in an office environment with exposure to standard office equipment and conditions. The work involves sitting for extended periods, using a computer, and handling phone and electronic communications. The position requires a high level of attention to detail and the ability to manage multiple tasks simultaneously in a busy office setting. Occasional interactions with the public may require patience and professionalism, including handling inquiries and complaints.

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

- Physically able to perform typical office tasks, including sitting, typing, and operating office equipment.
- Perform repetitive motions such as those associated with computer use and data entry.
- Occasionally required to stand, stoop, reach, bend, or move within the office to retrieve files or supplies.
- Ability to communicate clearly and effectively in person, over the phone, and in writing.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

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		

**Vision Requirements**

Close vision (clear vision at 20 inches or less): Identification of text and documents, and driving.

Distance vision (clear vision at 20 feet or more): General 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): Office safety.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Clerical tasks, safety, and driving.

Work Environment	Rarely	Sometimes	Often
Wet or humid	X		
Near moving mechanical parts		X	
Outdoor weather conditions		X	
Fumes of airborne particles	X		

Work Environment	Rarely	Sometimes	Often
Toxic or caustic chemicals		X	
Extreme heat		X	

The position typically experiences a moderate noise level consistent with an office with computers and printers or light traffic. Occasionally, the noise level is consistent with an automotive repair shop.

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 Seasonal Clerical Assistant position including the essential work functions of this position. I am fully capable of performing all aspects of the Seasonal Clerical Assistant position while employed by the Delta Mosquito and Vector Control District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **Delta Mosquito & Vector Control District**

## **Job Description:**

### **Urban Operations Supervisor**

#### **DEFINITION**

Under the direct supervision of the **Operations Program Manager**, the Urban Operations Supervisor is responsible for planning, coordinating, and supervising the District's urban vector control operations. This includes the invasive *Aedes* program, green pool program, and storm drain surveillance and treatment across the District. The position provides direct support to operational zones, responds to complex service requests, supervises assigned staff, and works closely with other departments to implement targeted community engagement.

This is a working supervisory position requiring independent judgment, technical expertise, and the ability to direct field staff in a fast-paced and sometimes high-pressure environment.

#### **POSITION STATUS**

Full-time, probationary.

#### **PAYSCALE**

Five-step pay scale \$ 81,970.14 to \$100,413.42 Annually. Negotiable.

#### **BENEFITS**

The District offers a comprehensive benefits package, including CalPERS retirement and medical coverage, dental and vision insurance. Long and short-term disability benefits are also provided, along with vacation and sick leave.

#### **ESSENTIAL FUNCTIONS**

- Plan and direct daily operations of urban vector control programs District-wide.
- Provide direct technical, logistical, and operational support to field staff.
- Respond to service requests, including escalated complaints and properties requiring higher-level expertise or warrant-based access.
- Participate in recruitment, onboarding, and performance management of assigned staff.
- Maintain and review accurate records, service logs, inventories, and operational data.
- Assist the Operations Program Manager in urban program pesticide inventory and provide recommendations for use in accordance with legal and District requirements.
- Collaborate with the CEOC on the development and delivery of targeted education and outreach efforts to communities affected by urban mosquito sources.
- Coordinate interagency efforts related to urban mosquito control, including city departments, code enforcement, and other local agencies.
- Assist in the development and refinement of standard operating procedures and program strategies.
- Attends training sessions, reads District manuals, journals, and otherwise keeps informed of policies and procedures of the District and the practices of modern public health vector control.
- Inspects treated areas to evaluate effectiveness of the control procedures; personal



contacts and referrals; assists in preparing reports, analyses and makes recommendations on operational projects, problems and sources; performs adult mosquito control when necessary.

- Represent the District professionally in public meetings, stakeholder discussions, and resident interactions.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience**

- High school diploma or GED and four (4) years of increasingly responsible experience in vector control or related environmental/public health work.
- Supervisory experience is preferred but not required.
- A combination of relevant education or technical training may substitute for some experience.

### **Knowledge of:**

- Safety standards for pesticide application and field operations.
- Principles of public interaction, especially in challenging or sensitive situations.
- Effective use of public health vector control pesticide products and techniques.
- Office software and mobile field data systems (e.g., Microsoft Office, FieldSeeker).
- Applicable laws, regulations, and public health guidelines related to vector control.
- Urban mosquito breeding sources and control strategies including *Aedes aegypti* response, is preferred.

### **Ability to:**

- Supervise and support personnel in the field effectively and fairly.
- Exercise sound judgment and problem-solving under stressful or demanding conditions.
- Communicate clearly and professionally with residents, co-workers, and outside agencies, including in difficult or contentious situations.
- Maintain accurate records and generate clear, concise reports.
- Work independently and manage multiple priorities across programs.
- Interpret and apply District policies, procedures, and regulatory requirements.
- Contribute to the District's mission through leadership, initiative, and collaboration.

### **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. 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, background check, and drug screening paid for by the District.

- Must obtain California Department of Public Health Vector Control Technician certifications in Categories A, B, and C within 12 months of hire.

## WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of work in this position is performed 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, and poisonous plants and animals. This position requires the use of hand and powered equipment as well as 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:

- Physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions outdoors.
- Perform repetitive motions such as those associated with mobile device usage, 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.
- Ability to swim.
- Ability to tolerate insect bites and stings such as mosquito bites and bee stings, etc.

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

Physical Activities	Rarely	Sometimes	Often
Lift up to 25 pounds			X
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

### Vision Requirements

Close vision (clear vision at 20 inches or less): Necessary for identifying species and larval development stages.

Distance vision (clear vision at 20 feet or more): Required for environmental evaluation, vector source control, and ensuring safety.

Peripheral vision: Critical for environmental evaluation, vector source control, and situational awareness for safety.

Depth perception: Necessary for judging distances and spatial relationships, particularly in environmental evaluation and vector source control.

Work Environment	Rarely	Sometimes	Often
Wet or humid	X	X	
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals		X	
Extreme heat			X

The position typically experiences a moderate noise level consistent with an office with computers and printers or light traffic. Occasionally, the noise level is consistent with an automotive repair shop.

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 Urban Operations Supervisor position including the essential work functions of this position. I am fully capable of performing all aspects of the Urban Operations Supervisor while employed by the Delta Mosquito and Vector Control District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **10. Field Software Development: NIDUS App**



## DELTA MOSQUITO AND VECTOR CONTROL DISTRICT

### Item 10: Background on NIDUS App Development

#### Overview

The District is exploring the development of a new iOS-native mobile application, *Nidus App*, designed to supplement and extend the functionality of FieldSeeker. The project is being led by Gleipnir LLC, a development team.

The Nidus App is intended to support improved field operations by providing offline-first capabilities with seamless background synchronization. This allows technicians to work without a stable connection and have their data synced automatically when possible, minimizing data loss or workflow disruptions. The app is being designed to integrate directly with FieldSeeker, maintaining compatibility with existing systems and records.

One of the core goals of Nidus is to address workflow gaps not currently covered by FieldSeeker. While FieldSeeker structures data collection around defined inspection and treatment events, Nidus will allow users to capture contextual details that typically fall outside those frameworks. This includes property-specific notes, access challenges, resident concerns, technician insights, and informal observations that would otherwise be documented through personal notes or not captured at all. By centralizing this information and tying it to specific locations, the app supports better continuity of knowledge over time and across staff.

Another feature not currently available in FieldSeeker is historical change tracking—allowing users to view how data and notes associated with a site have evolved. This helps maintain transparency and supports more informed decision-making when addressing recurring issues or long-term problem sites.

The District's financial contribution to the project is limited to \$15,000, covering the custom integration between the Nidus App and FieldSeeker's backend. Gleipnir will contribute approximately \$20,000 in core development costs, which it will fund independently. As part of its open-source philosophy, Gleipnir intends to make the underlying software publicly available, supporting broader collaboration and ongoing improvement by other agencies and developers.

**Parties Involved:** The development of the NIDUS app stems from work performed by Benjamin Sperry, the District's Supplemental Biologist. After fixing and improving several aspects of our FieldSeeker system, Benjamin and the District Manager spoke about additional capabilities with the focus on ease-of-use and a broader scope of field data collection to support long-term mosquito control. It was determined that the current software lacked the capabilities we would need to achieve many of these goals and that additional development would be needed beyond the scope of Benjamin's position. Gleipnir LLC, of which Benjamin is a partner, presented a proposal for the NIDUS App (attached). Prior to receiving the proposal, the scope of work for



Benjamin's current position and what would be involved in outside development was clearly defined.

Bid Policy Exception: Policy 1084.5.1 allows the District to bypass standing bidding procedures where the service provider or seller is so specialized as to make bidding impractical. Here, Gleipnir's knowledge of the District's system and needs is unique, being familiar with both software development and vector control operations, that bidding outside developers would be impractical. In addition, the amount of the proposal from Gleipnir falls at or below the average market rate for domestic software development.

**Recommended Action(s):**

- 1) *Authorize the Manager to enter into an agreement with Gleipnir LLC to develop the NIDUS App.*
- 2) *Authorize the transfer of \$15,000 dollars from the Contingency Reserve, to Budget Category 704 Cap Office Outlay.*

# Nidus app Proposal

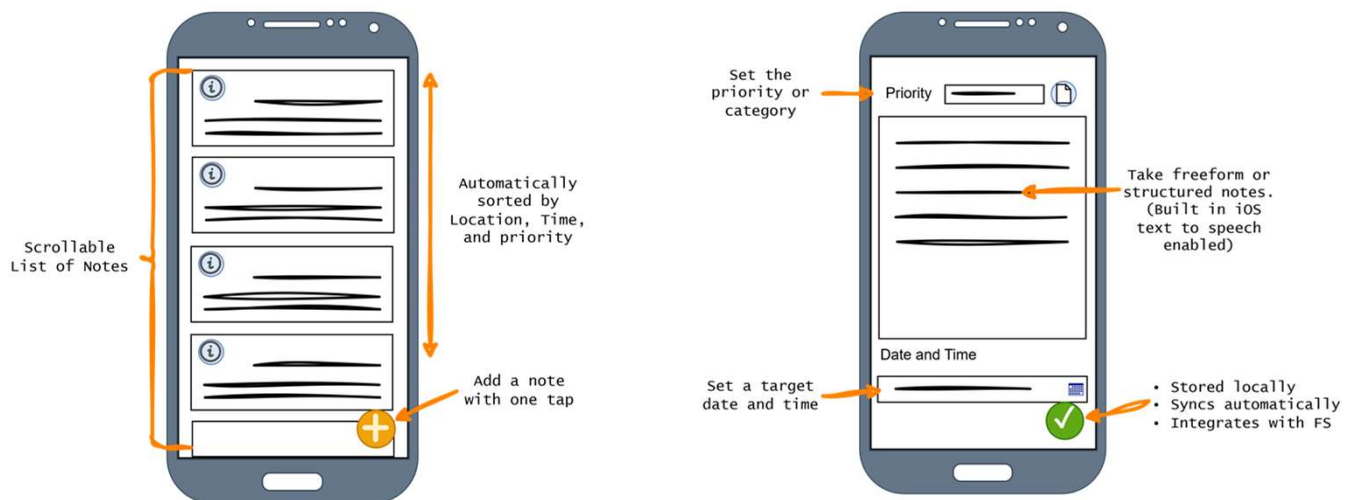
Improving mosquito control possibilities



1

## Nidus App V1

- iOS Native app
- Background Sync
- FS Integration

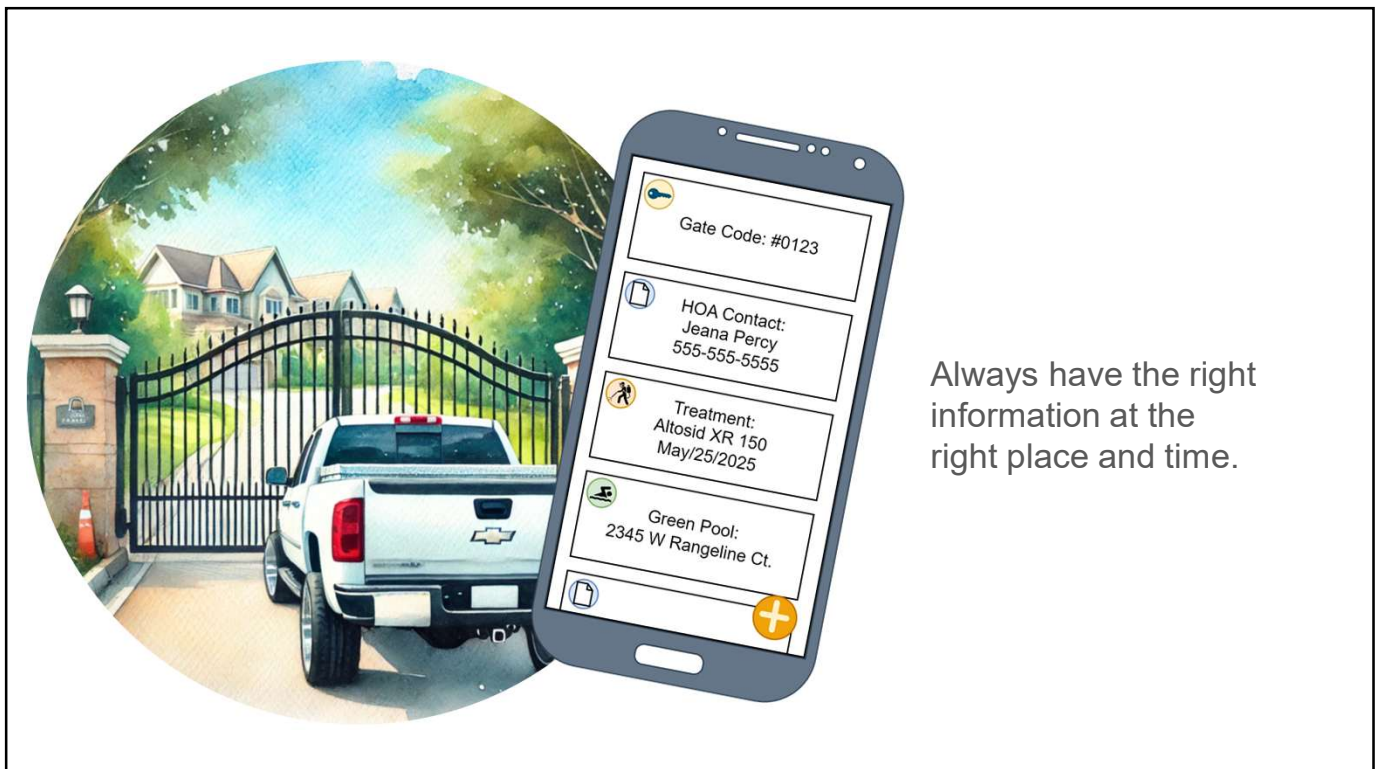


2





3



4



Maintain transparency and trust with easy to access historical information.



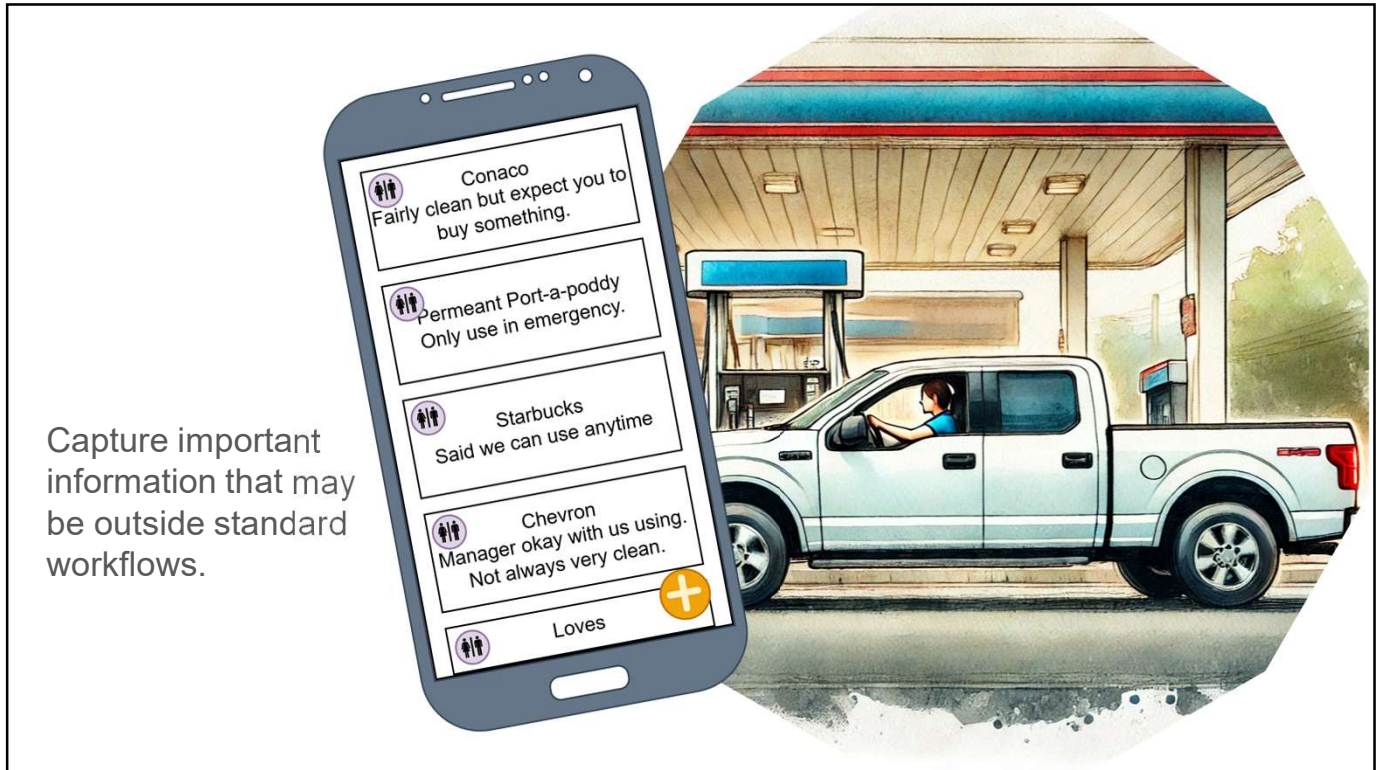
5



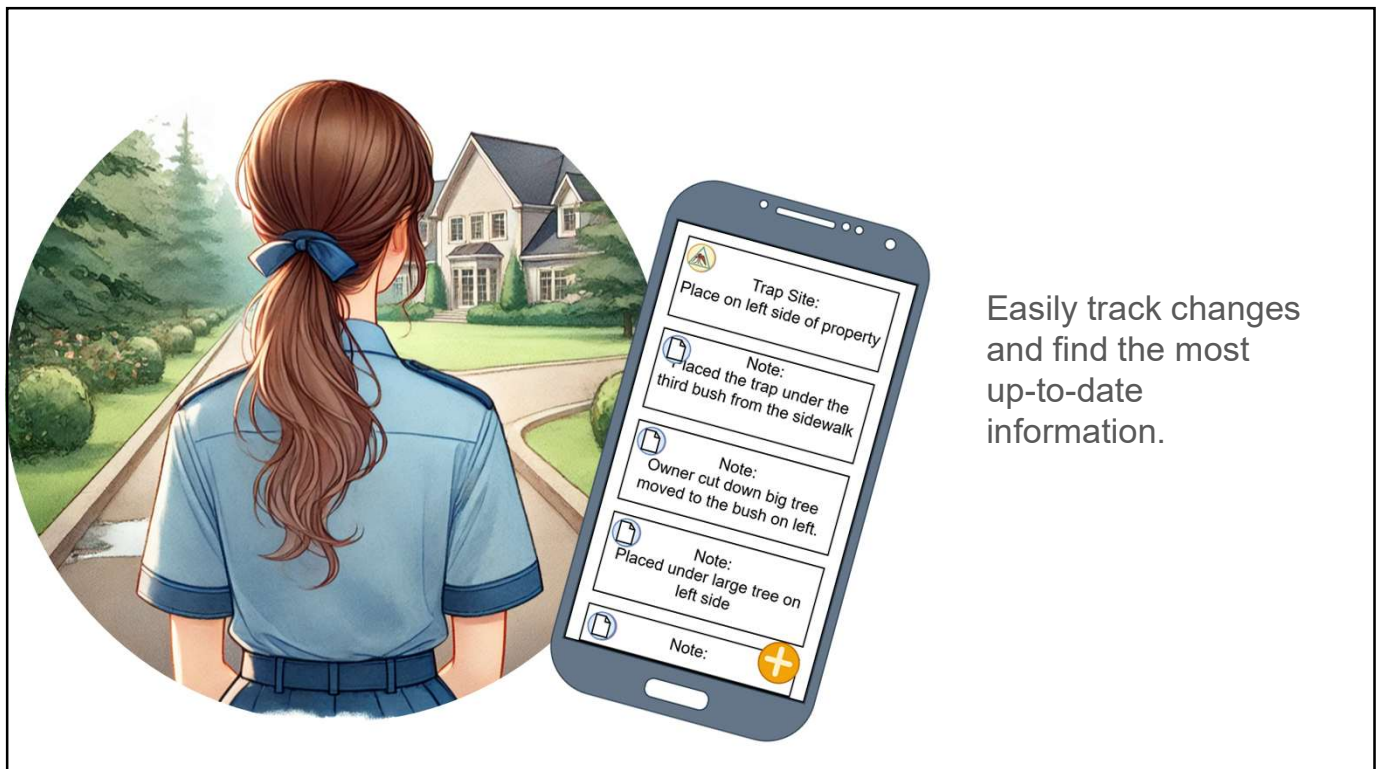
Help build lasting relationships that span multiple seasons and provide lasting control.

6





7



8

- Offline first
- Blazing fast
- Seamless sync
- Information by location
- No limits to what kind of data can be collected
- Seamless integration with FieldSeeker
- Made to match existing and future workflows
- Ample room for future expansion
- Happier and more productive Employees



9

## Cost breakdown

	Weeks	Cost
Nidus App	8	\$20,000
FS Sync	6	\$15,000

10

## Delivery Timeline & Milestones

Product	Week	Description
Nidus	4	Initial beta available via Test Flight
Nidus	6	Initial offering in App Store (depends on Apple review speed)
Nidus	8	All agreed features available
FS Sync	10	Sync credentials can be entered in Nidus, auth works
FS Sync	12	Initial syncing goes live, can read FieldSeeker notes
FS Sync	14	Read/write synchronization with FieldSeeker live

## **11. Board of Trustees Member Comments**

## **12. Future Agenda Items**

## **13. Adjournment**