

# Delta Mosquito & Vector Control District

Conlin Reis  
*District Manager*

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

Mary Ellen Gomez  
*Administrative Assistant*

Benjamin Sperry  
*Operations Program Manager*

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Bryan Ferguson  
*Foreman*

Andrea Troupin  
*Scientific Program Manager*



Erick Arriaga  
*Community Education & Outreach Coordinator*

## Delta Mosquito and Vector Control District

### Regular Board Meeting Agenda

**Date: Wednesday August 13, 2025, at 4:30 PM**

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

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

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

#### 3. Consent Calendar

#### **ACTION**

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

#### 4. Manager's Report

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

**5. CLOSED SESSION**

**Public Employee Performance Evaluation**

**Government Code Section 54957**

Title: General Manager

**6. Cal OES 130 resolution**

**ACTION**

The Board will consider updating the primary agent list for Cal OES projects.

**7. Ratification of Compliance Cert & Hold Harmless Statement for Tulare County**

**ACTION**

The Board will consider ratification of a certification and hold harmless agreement required by Tulare County to administer the benefit assessment. A pending deadline required this document to be signed in advance of the Board meeting.

**8. Policy Updates:**

**ACTION**

a) **Revised Policy # 1083: Credit Card Purchases**

The Board will consider a revision to the policy covering Credit Card purchases to align with current practices

b) **New Policy # 1086: Fiscal Oversight**

The Board will consider a new policy regarding fiscal oversight and purchase approvals.

**9. Revision of Classification Plan**

**ACTION**

The Board will consider changes to the District Classification Plan adding new positions and reallocating staff.

**Resolution 26-02**

**10. Signing of Budget Page and AUD 247 – Tulare County Claims Dept.**

**ACTION**

The General Manager will present the Tulare County Budget Form for the 2025-2026 Fiscal Year along with a revised AUD 247 for approval from the Board of Trustees.

**11. MVCAC SSJV Mutual Assistance Agreement**

**ACTION**

The General Manager will seek approval from the Board of Trustees to approve a mutual agreement between Delta MVCD and multiple Districts.

**12. Audit Preparation**

**ACTION**

The General Manager will seek approval from the Board of Trustees to approve the audit preparation by Jaribu W. Nelson (JWN), CPA.

**13. 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.

**14. Future Agenda Items**

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

## **15. Adjournment**

### **ACTION**

Adjourn Meeting of the Board of Trustees to reconvene on **September 10, 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. Public Forum**

### **3. Consent Calendar**

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Outreach Coordinator*

Bryan Ferguson  
*Foreman*



Minutes of the Board of Trustees – Wednesday, July 9, 2025, Start: 4:30 p.m.

## 1. **Roll Call:**

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

Absent: Mike Burchett and Rosemary Hellwig

Staff: Conlin Reis, General Manager, Mary Ellen Gomez, Administrative Assistant, Andrea Troupin, Scientific Program Manager, Mark Nakata, Biologist, Benjamin Sperry, Operations Program Manager, and Valeria Hernandez, Seasonal Clerical Assistant.

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

The General Manager and the Board of Trustees presented the employee of the Quarter Certificate to Mark Nakata, Biologist

## 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 Roberts

Second: Trustee Berger

**5. Manager's Report:**

In June, the District continued to face widespread West Nile virus activity, especially in Visalia, with one confirmed human fatality. Although mosquito abundance declined in key areas, positive virus detections remain high. The District conducted 4–5 ULV operations per week, increased field inspections and treatments, and is considering aerial adulticiding if conditions worsen. A preliminary study showed promising results from truck-based ULV applications. Operational improvements included enhanced data collection workflows and technician retraining focused on long-term mosquito control. Outreach efforts involved public education at farmers markets, media interviews, and sharing treatment area information to increase transparency. The laboratory processed over 44,000 mosquitoes, identifying 204 WNV-positive samples across the District, and saw a significant increase in mosquito requests and production. Most new fleet vehicles are in service, and the rural crew completed thousands of inspections and treatments throughout the month.

**6. Closed Session:**

Opened the Closed Session at 5:14pm, Regular Meeting resumed at 5:57pm. Per Greg Gomez, President no actionable items.

**7. Policy Update:**

A) Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to take action at a single meeting.

Motion: Trustee Gutierrez      Second: Trustee Roberts

B) Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to update Policy 2117 to raise the CTO accrual cap for Seasonal Employees.

Motion: Trustee Roberts      Second: Trustee Gutierrez

**8. Vector Disease Control International (VDCI) Aerial Adulticiding Contract:**

Following discussion, it was moved, seconded, abstention from Kevin Caskey, ultimately passed by the members of the Board of Trustees to approve the Contract with VDCI for aerial adulticiding services subject to the holding of a special meeting prior to utilizing the services under the contract. The Board of Trustees asked the General Manager to discuss with VDCI other alternatives to product that may be used.

Motion: Trustee Berger      Second: Trustee Gomez

**9. Resolution Honoring a Retiring Employee Resolution 25-01**

Following discussion, it was moved, seconded, and passed unanimously by the members

of the Board of Trustees to approve the Resolution Honoring a Retiring Employee. Noted that Resolution on Agenda was incorrect, actual Resolution is 26-01

Motion: Trustee Roberts

Second: Trustee Berger

**10. Sol-Tek Solar – Addition of Batteries:**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the addition of (4) 30Kwh batteries.

Motion: Trustee Guttierrez

Second: Trustee Berger

**11. Disposition of Surplus Vehicles:**

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the sale of ten older vehicles from the fleet that have exceeded their lifespan.

Motion: Trustee Berger

Second: Trustee Gomez

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

None

**13. Future Agenda Items:**

None

**14. Adjournment:**

A motion was made by Board President, Greg Gomez to adjourn the meeting of the DMVCD's Board of Trustees at 6:27pm.

Conlin Reis, Recording Secretary

### Cash Basis

**August 1 - 15, 2025**

Type	Date	Núm	Name	Memo	Account	Clr	Original Amount	Balance
Aug 1 - 15, 25								
Liability Check	08/14/2025		QuickBooks Payroll Service	Adjusted for voided paycheck(s)	10400 - TriCounties - Rev		-66,297.97	-66,297.97
Liability Check	08/14/2025		QuickBooks Payroll Service	Created by Payroll Service on 08/12...	10400 - TriCounties - Rev		-1,411.10	-67,709.07
Liability Check	08/06/2025	E073125-001	DVCD - Michael W. Alburn	94-6000565	10400 - TriCounties - Rev		-32,327.70	-100,036.77
Paycheck	08/15/2025	E081525-001	Aaron Fredrick	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-100,036.77
Liability Check	08/05/2025	E073125-002	E.D.D.	698-1691-6	10400 - TriCounties - Rev		-5,612.58	-105,649.35
Paycheck	08/15/2025	E081525-002	Alejandra Gill	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-105,649.35
Liability Check	08/04/2025	E073125-003	Pub Emp Ret System		10400 - TriCounties - Rev		-14,222.11	-119,871.46
Paycheck	08/15/2025	E081525-003	Alysia S Davis	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-119,871.46
Liability Check	08/04/2025	E073125-004	Cal PERS Supplemental Income 457 ...		10400 - TriCounties - Rev		-676.20	-120,547.66
Liability Check	08/04/2025	E073125-004	Cal PERS Supplemental Income 457 ...	Plan ID 452679	10400 - TriCounties - Rev		-542.00	-121,089.66
Paycheck	08/15/2025	E081525-004	Andrea J. Troupin	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-121,089.66
Paycheck	08/15/2025	E081525-005	Arturo Garcia	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-121,089.66
Liability Check	08/05/2025	E073125-006	E.D.D.	698-1691-6	10400 - TriCounties - Rev		-7,952.12	-129,041.78
Paycheck	08/15/2025	E081525-006	Benjamin D Sperry	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-007	Bryan K Ferguson	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-008	Carlos Palacios	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-010	Carlos Rodriguez	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-011	Conlin D Reis	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-012	Daniel Gasca	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-013	Erick Arriaga	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-014	Fatima Hidalgo	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-015	Jake Maldonado	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-016	Jesus Solano	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-017	John McGrew	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-018	Jorge Perez	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-019	Joshua Malone	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-020	Juan Pablo Ortega	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-021	Kory Wilson	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-022	Laura Ramos	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-023	Lisa Salgado	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-024	Marco A Martinez	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-025	Mario A. Sanchez	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-026	Mark T Nakata	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-027	Mary Ellen Gomez	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-028	Rafael Ramirez	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-029	Theodore L McGill	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-030	Valeria Hernandez Navarro	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-031	Yajaira R Godinez	VOID: Direct Deposit Payroll Servic...	10400 - TriCounties - Rev	X	0.00	-129,041.78
Paycheck	08/15/2025	E081525-032	Zackery M Barragan	Direct Deposit	10400 - TriCounties - Rev	X	0.00	-129,

**Cash Basis:**

### Checks and Payments for Ratification

	Type	Date	Num	Name	Memo	Account	Cir	Original Amount	Balance
Jul 10 - 31, 28									
	Paycheck	07/15/2025	E071525-001	Alyssa S Davis		10400 TlCoIncs - Rev		2,394.86	-2,394.86
	Paycheck	07/15/2025	E071525-002	Bryan K Ferguson		10400 TlCoIncs - Rev		-3,447.30	-5,841.96
	Paycheck	07/15/2025	E071525-003	Daniela Rodriguez		10400 TlCoIncs - Rev		-7,134.65	-12,976.61
	Paycheck	07/15/2025	E071525-004	Alejandra Gali		10400 TlCoIncs - Rev		-2,248.16	-15,224.77
	Paycheck	07/15/2025	E071525-005	May Ellen Gomez		10400 TlCoIncs - Rev		-3,004.17	-18,228.94
	Paycheck	07/15/2025	E071525-006	Valeria Hernandez Navarro		10400 TlCoIncs - Rev		-1,534.66	-19,763.60
	Paycheck	07/15/2025	E071525-007	Fatima Hidalgo		10400 TlCoIncs - Rev		-1,347.17	-21,110.76
	Paycheck	07/15/2025	E071525-008	Jack Maldonado		10400 TlCoIncs - Rev		-1,717.76	-22,828.52
	Paycheck	07/15/2025	E071525-009	Mark T Nakata		10400 TlCoIncs - Rev		-3,221.10	-26,049.62
	Paycheck	07/15/2025	E071525-010	Juan Pablo Ortega		10400 TlCoIncs - Rev		-2,868.27	-28,917.89
	Paycheck	07/15/2025	E071525-011	Jorge Perez		10400 TlCoIncs - Rev		-1,366.38	-30,284.27
	Paycheck	07/15/2025	E071525-012	Rafael Ramirez		10400 TlCoIncs - Rev		-1,552.52	-31,836.79
	Paycheck	07/15/2025	E071525-013	Laura Rodriguez		10400 TlCoIncs - Rev		-1,458.31	-33,295.10
	Paycheck	07/15/2025	E071525-014	Conita D Resa		10400 TlCoIncs - Rev		-5,605.20	-38,900.30
	Paycheck	07/15/2025	E071525-015	Benjamin D Sperry		10400 TlCoIncs - Rev		-3,486.68	-42,386.98
	Paycheck	07/15/2025	E071525-016	Andrew J. Troupin		10400 TlCoIncs - Rev		-3,565.19	-45,952.17
	Paycheck	07/15/2025	E071525-017	Zachery B Barragan		10400 TlCoIncs - Rev		-1,891.84	-47,844.01
	Bill Print - Check	07/17/2025	E071525-018	So Call Edition		10400 TlCoIncs - Rev		-5,844.73	-53,688.74
	Liability Check	07/18/2025	E071525-019	DVCO - Michael W. Album	SocMedInfoc Carlos Retiro prior FY	10400 TlCoIncs - Rev		-69.96	-53,758.70
	Liability Check	07/18/2025	E071525-020	DVCO - Michael W. Album	SocMedInfoc Inc Tax pay FY 2025	10400 TlCoIncs - Rev		-26,000.00	-79,758.70
	Liability Check	07/15/2025	E071525-020	E.D.D.	State Inc Tax Pay 7-15-25	10400 TlCoIncs - Rev		-3,911.15	-83,669.85
	Liability Check	07/23/2025	E071525-021	DVCO - Michael W. Album	Quarterly UI	10400 TlCoIncs - Rev		-499.16	-84,169.01
	Liability Check	07/23/2025	E071525-022	P E R		10400 TlCoIncs - Rev		-1,128.72	-85,297.73
	Liability Check	07/23/2025	E071525-023	Pub Emp Ret System		10400 TlCoIncs - Rev		-114,116.76	-199,414.49
	Liability Check	07/23/2025	E071525-024	Cal PERIS Supplemental Income 457 Plan		10400 TlCoIncs - Rev		-1,070.25	-200,484.74
	Liability Check	07/24/2025	E071525-025	Cal PERIS Supplemental Income 457 Plan	Plan ID 452679	10400 TlCoIncs - Rev		-54,229.10	-254,713.84
	Bill Print - Check	07/25/2025	E071525-026	CalPER		10400 TlCoIncs - Rev		-257,500.00	-512,213.84
	Bill Print - Check	07/14/2025	1002	Chateaux Mqg Control Prod		10400 TlCoIncs - Rev		-394.84	-512,608.68
	Bill Print - Check	07/14/2025	1002	ENM Networking Systems, Inc.		10400 TlCoIncs - Rev		-4,222.05	-516,830.73
	Bill Print - Check	07/14/2025	1004	Enterprise PM Trust		10400 TlCoIncs - Rev		-11,272.40	-528,103.13
	Bill Print - Check	07/14/2025	1005	MacLeod Waits Inc.		10400 TlCoIncs - Rev		-2,150.00	-530,253.13
	Paycheck	07/15/2025	1026	Carlos Rodriguez		10400 TlCoIncs - Rev		-2,457.98	-532,711.11
	Paycheck	07/15/2025	1027	Marcelo A. Sanchez		10400 TlCoIncs - Rev		-2,874.46	-535,585.57
	Paycheck	07/15/2025	1028	John McGrew		10400 TlCoIncs - Rev		-420,871.00	-956,456.57
	Paycheck	07/15/2025	1031	Theodore L McGill		10400 TlCoIncs - Rev		-2,153.29	-958,609.86
	Paycheck	07/15/2025	1032	Landon McKill		10400 TlCoIncs - Rev		-2,052.77	-960,662.63
	Paycheck	07/15/20							

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08/11/25

Accrual Basis

**Delta Mosquito & Vector Control District**  
**Profit & Loss Budget vs. Actual - Capital**  
**July 2025**

	Jul 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
62900 · Tax Admin Fee	0.00	3,605.00	-3,605.00	0.0%
7400ALL · Other Charges				
803 · Lease Expense	0.00	0.00	0.00	0.0%
<b>Total 7400ALL · Other Charges</b>	0.00	0.00	0.00	0.0%
<b>8000ALL · Fixed Assets</b>				
702 · Vehicles - Capital Expense	13,922.40	147,067.76	-133,145.36	9.5%
703 · Shop Equip. - Capital Expense	0.00	30,000.00	-30,000.00	0.0%
704 · Office Equip. - Capital Expense	0.00	25,000.00	-25,000.00	0.0%
706 · Lab Equip. - Capital Expense	0.00	0.00	0.00	0.0%
<b>Total 8000ALL · Fixed Assets</b>	13,922.40	202,067.76	-188,145.36	6.9%
<b>Total Expense</b>	13,922.40	205,672.76	-191,750.36	6.8%
<b>Net Ordinary Income</b>	-13,922.40	-205,672.76	191,750.36	6.8%
<b>Net Income</b>	<b>-13,922.40</b>	<b>-205,672.76</b>	<b>191,750.36</b>	<b>6.8%</b>

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08/11/25

Accrual Basis

# Delta Mosquito & Vector Control District

## Profit & Loss Budget vs. Actual - Services and Supplies

### July 2025

	Jul 25	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Expense				
6-All · Services and Supplies				
60100 · Spray Material	14,374.24	285,000.00	-270,625.76	5.0%
60200 · Uniforms	1,306.20	8,483.00	-7,176.80	15.4%
60300 · Lab Supplies				
60300.1 · Lab Surveillance	3,727.41	35,634.81	-31,907.40	10.5%
60300 · Lab Supplies - Other	216.31	108,158.51	-107,942.20	0.2%
Total 60300 · Lab Supplies	3,943.72	143,793.32	-139,849.60	2.7%
60301 · Fish Supplies	576.10	8,749.10	-8,173.00	6.6%
60400 · Sprayer Supplies & Repairs	737.76	17,749.00	-17,011.24	4.2%
60401 · Operational	7,159.02	3,800.00	3,359.02	188.4%
60500 · Janitorial Supplies & Service	374.42	4,200.00	-3,825.58	8.9%
60600 · Maintenance Contracts	7,972.64	73,000.00	-65,027.36	10.9%
60700 · Building/Yard Supplies & Maint				
60700.1 · Building Maintenance	151.31	10,485.00	-10,333.69	1.4%
60700.2 · Yard Maintenance	0.00	560.00	-560.00	0.0%
60700 · Building/Yard Supplies & Maint - Other	0.00	11,045.00	-11,045.00	0.0%
Total 60700 · Building/Yard Supplies & Maint	151.31	22,090.00	-21,938.69	0.7%
60800 · Utilities	13,068.71	60,000.00	-46,931.29	21.8%
60900 · Insurance - Liability	0.00	120,811.00	-120,811.00	0.0%
61000 · Office Supplies	27.15	11,000.00	-10,972.85	0.2%
61100 · Travel Expenses	0.00	35,170.00	-35,170.00	0.0%
61200 · Vehicle Supplies & Maint	1,029.78	40,000.00	-38,970.22	2.6%
61300 · Fuel & Oil	10,419.59	65,000.00	-54,580.41	16.0%
61400 · Telephone & Cell Phone	0.00	23,100.00	-23,100.00	0.0%
61500 · GPS	0.00	18,060.00	-18,060.00	0.0%
61700 · Subscriptions	185.65	34,426.00	-34,240.35	0.5%
61800 · Continuing Education	0.00	7,400.00	-7,400.00	0.0%
61900 · Professional Services				
619.1 · Prof. Serv - Medical/Bckgrd Chk	0.00	3,850.00	-3,850.00	0.0%
619.6 · Legal Fees	0.00	3,000.00	-3,000.00	0.0%
619.8 · Accounting/Auditor	0.00	12,700.00	-12,700.00	0.0%
619.9 · Aerial Services	0.00	14,000.00	-14,000.00	0.0%
61900 · Professional Services - Other	2,167.93	0.00	2,167.93	100.0%
Total 61900 · Professional Services	2,167.93	33,550.00	-31,382.07	6.5%
62100 · Misc. Expense	32.53	4,650.00	-4,617.47	0.7%
62200 · Name Logo & Celebration	0.00	0.00	0.00	0.0%
62300 · Safety Supplies	0.00	3,500.00	-3,500.00	0.0%
62600 · Dues	11,730.00	25,000.00	-13,270.00	46.9%
62800 · Public Relations	0.00	15,000.00	-15,000.00	0.0%
Total 6-All · Services and Supplies	75,256.75	1,063,531.42	-988,274.67	7.1%
Total Expense	75,256.75	1,063,531.42	-988,274.67	7.1%
Net Ordinary Income	-75,256.75	-1,063,531.42	988,274.67	7.1%
Net Income	<b>-75,256.75</b>	<b>-1,063,531.42</b>	<b>988,274.67</b>	<b>7.1%</b>

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08/11/25

Accrual Basis

**Delta Mosquito & Vector Control District**  
**Profit & Loss Budget vs. Actual - Payroll**  
**July 2025**

	Jul 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
5-ALL · Salaries and Benefits				
50000 · Payroll Expenses	238,878.10	2,323,010.00	-2,084,131.90	10.3%
50001-2 · Social Sec and Medicare Emp				
50001 · Payroll Expenses MEDICARE DIST	3,438.64	33,684.00	-30,245.36	10.2%
50002 · PR Liabilities - SOC SEC - DIST	14,703.01	141,803.00	-127,099.99	10.4%
50001-2 · Social Sec and Medicare Emp - Other	0.00	0.00	0.00	0.0%
Total 50001-2 · Social Sec and Medicare Emp	18,141.65	175,487.00	-157,345.35	10.3%
501 · PERS - OPEB	0.00	0.00	0.00	0.0%
502 · PERS - CEPPT (Pension Trust)	0.00	0.00	0.00	0.0%
511 · Retirement- District				
511.1 · Retirement- District UAL	257,506.00	266,167.00	-8,661.00	96.7%
511 · Retirement- District - Other	15,753.12	0.00	15,753.12	100.0%
Total 511 · Retirement- District	273,259.12	266,167.00	7,092.12	102.7%
513 · Workers Comp Insurance	0.00	84,625.00	-84,625.00	0.0%
514 · Unemployment	676.47	17,200.00	-16,523.53	3.9%
516-518 · Life, Dental, Vision				
516 · Life Insurance -Lincoln	1,546.62	16,180.00	-14,633.38	9.6%
517 · Dental Insurance	1,629.57	20,050.00	-18,420.43	8.1%
518 · Vision Insurance	567.38	6,979.00	-6,411.62	8.1%
516-518 · Life, Dental, Vision - Other	0.00	0.00	0.00	0.0%
Total 516-518 · Life, Dental, Vision	3,743.57	43,209.00	-39,465.43	8.7%
519 · Health Insurance				
519.1 · Employer FSA Contribution	499.98	7,000.00	-6,500.02	7.1%
519.2 · Retiree Insurance and Admin	316.94	3,840.00	-3,523.06	8.3%
519 · Health Insurance - Other	40,387.22	0.00	40,387.22	100.0%
Total 519 · Health Insurance	41,204.14	10,840.00	30,364.14	380.1%
Total 5-ALL · Salaries and Benefits	575,903.05	2,920,538.00	-2,344,634.95	19.7%
Total Expense	575,903.05	2,920,538.00	-2,344,634.95	19.7%
Net Ordinary Income	-575,903.05	-2,920,538.00	2,344,634.95	19.7%
Net Income	<b>-575,903.05</b>	<b>-2,920,538.00</b>	<b>2,344,634.95</b>	<b>19.7%</b>

## **4. Manager's Report**

# Delta Mosquito & Vector Control District

Conlin Reis  
*District Manager*

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

Mary Ellen Gomez  
*Administrative Assistant*

[www.DeltaMVCD.gov](http://www.DeltaMVCD.gov)



Benjamin Sperry  
*Operations Program Manager*

Bryan Ferguson  
*Foreman*

Andrea Troupin  
*Scientific Program Manager*

Erick Arriaga  
*Community Education & Outreach Coordinator*

## REPORT OF THE MANAGER JULY 2025

### I. Water and Weather

The Delta Mosquito and Vector Control District (DMVCD) Weather Station reported an average high temperature of 96.2°F with an average low of 65.6°F and 0.0 inches of rainfall as of July 31, 2025. The National Oceanic and Atmospheric Administration 1991-2020 seasonal averages for high and low temperatures in July were 93.8°F and 66.7°F respectively, with average rainfall of 0.0 inches. Water storage at Pine Flat Reservoir decreased to 352,936 acre-feet as of July 31, 2025. Pine Flat Reservoir's water inflow rate is 749 cubic feet per second (CFS) while its release is 4,263 CFS. Lake Kaweah Reservoir storage decreased to 29,133 acre-feet. Lake Kaweah's water inflow rate is 89 CFS and its release is 925.2 CFS as of July 31, 2025.

### II. Narrative

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

The District continued to experience elevated levels of West Nile virus activity throughout the month but with some periodic reductions that suggest efficacy in District control operations. The early start to the season and the consistent virus pressure has been a challenge for staff but they are pushing through and they continue to perform very well under the circumstances. Changes in operational focus have helped with this, and increased outreach to property owners and municipalities are resulting in the removal of sources that otherwise would have taken repeated treatments throughout the season. In light of these early successes, the District is considering comprehensive restructuring of operations with a considerable focus on source management. While the season still remains above average for virus activity, the fluctuating numbers have yet to justify pursuing an aerial adulticide treatment. We will continue to monitor activity throughout the month of August, and have not taken these enhanced interventions off of the table. The laboratory has been vital to supporting our operational changes as well and has conducted a number of evaluations of our truck-based adulticiding program which has yielded changes in calibration and practices to ensure an effective treatment. Surveillance data is being linked directly to source treatment interventions as well, with sources tied to areas with heightened adult abundance being located and treated in a

short amount of time. I look forward to the continued development of our program amidst this challenging season.

### **Rick Alvarez's Retirement Celebration**



After 25 years of service to the District, Rick's last day at work was marked with an in-house retirement party attended by co-workers, family, and a few former colleagues. Food was ordered from his favorite restaurant, and his wife, children, and grandchildren joined in the celebration. The atmosphere was cheerful and relaxed, with everyone enjoying the chance to wish him well. Rick was well liked by everyone, and while he will be missed, his retirement is well deserved. He's still young and ready to enjoy the next stage of life.

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

For the month of July, we have received the last remaining vehicle to complete our new fleet. They have been outfitted and are currently assigned in the field.

We completed the 1<sup>st</sup> round of auction sales of 5 of the 10 fleet vehicles slated for disposal, with the 2<sup>nd</sup> round underway.

Other than a few flat tires caused by local construction activities, we had no major equipment or vehicle breakdowns in July.

Our rural crew continue to make progress in and around the dairies and crop fields as we continue to see trap numbers come down.

Our crew performed mid-season calibration checks on spray equipment with little to no adjustments needed. We also performed droplet checks on our ULV equipment.

Combined in total for the month of July, the rural zone operators performed 2940 inspections and 799 treatments.

### **Operations** (Benjamin Sperry, Operations Program Manager)

In July, operations staff continued targeted work to address the District's highest-risk mosquito sources, with a particular focus on *Culex quinquefasciatus* in urban areas and sites contributing to sustained West Nile virus activity.

Our meeting with the City of Visalia proved especially productive. City staff provided direct contacts for addressing irrigation leaks, storm drain issues, retention basins, and other properties under the City's control. Since establishing this process, the City has been extremely responsive—addressing all concerns quickly and thoroughly. This system has already produced measurable results, and we plan to maintain it as a model for municipal cooperation.

We also met with the Ivanhoe Public Utility District to discuss a problematic sewage treatment pit that had been difficult to treat effectively. The district manager has now confirmed that cleanup is being scheduled. In addition, the land lessees have placed cattle in the adjacent pasture to reduce tall grass and improve site accessibility, which will aid future inspections and treatments.

Our 2025 pool program has been a notable success, both in scale and effectiveness. To date, 942 green pools have been identified, with 819 confirmed stable for the season following treatment—most through our “triple treatment” approach of chemical control, mosquitofish introduction, and follow-up verification. In many cases, this eliminated the pool as a source for the remainder of the year. Field data suggest that neglected swimming pools are one of the largest contributors to urban *Cx. quinquefasciatus* production; where pools were found and treated, trap counts dropped sharply. We also exercised the District's warrant authority in a number of difficult cases, resolving sources that otherwise would have remained untreated. This process will be streamlined for the 2026 season.

These operational efforts directly support the District's broader response to elevated WNV activity. By removing persistent high-yield sources, improving municipal coordination, and expanding access to difficult properties, we are working to suppress vector abundance in the areas most strongly linked to disease transmission. While disease prevalence remains high, sustained operational pressure in these focal areas is expected to reduce transmission risk as the season progresses.

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

In July, DeltaMVCD updated the district website to provide clearer information on ULV adult mosquito treatments. The district also launched an account on Nextdoor, allowing staff to notify specific neighborhoods about upcoming adult mosquito treatments and request additional public support in areas of concern.

The final two trucks in the new fleet received their district decals this month, completing the fleet's branding updates.

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

Traps are set throughout the District in Visalia, Farmersville, Delft Colony, London, Orosi, Seville, Sequoia Fields, Calgro, Yettem, Dinuba, Exeter, Traver, Kings River, and Goshen.

A total of 44,330 mosquitoes were collected across 2,032 trap nights in July 2025. The district-wide average of 21.8 mosquitoes per trap night for July 2025 was 6.2% lower than the previous 5-year average of 23.3 and 16.0% higher than the July 2024 average of 18.8 mosquitoes per trap night for the same time. The top 4 mosquito species caught in July 2025 were *Culex quinquefasciatus* at 55.9%, *Aedes aegypti* at 33.2%, *Culex stigmatosoma* at 5.9%, and *Culex tarsalis* at 3.8%. The top 3 mosquito species caught in July 2024 were *Aedes aegypti* at 47.5%, *Culex quinquefasciatus* at 40.4%, and *Cx. tarsalis* at 5.7%. Through July 31, 2025, there were 175 WNV positive samples, 0 SLEV positive samples, and 0 samples that were both positive with WNV and SLEV out of 2,705 pools tested. Positive mosquito samples were collected from Visalia, Goshen, Farmersville, Exeter, Dinuba, South Kings River, Ivanhoe, Orosi, and Woodlake. Six dead birds were collected and tested. Two of the six dead bird samples tested positive. No kissing bugs were reported to the district in July 2025.

There were 122 technician requests and 11 homeowner requests for mosquitofish in July 2025 to distribute 2,124 and 234 fish, respectively. In July 2024, there were 158 technician and homeowner requests for mosquitofish to distribute 6,313 fish. Approximately 4,773 mosquitofish fry were produced in July 2025. In July 2024, there were 819 mosquitofish fry produced.

**2025 Service Request Summary**

<b>2025</b>	<b>Mosquitofish</b>	<b>Inspection</b>	<b>Mosquito</b>	<b>Source</b>	<b>Bird</b>	<b>Pool</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>April</b>	<b>14</b>	<b>34</b>	<b>14</b>	<b>17</b>		<b>0</b>	<b>79</b>
<b>May</b>	<b>2</b>	<b>155</b>	<b>8</b>	<b>8</b>	<b>1</b>	<b>38</b>	<b>212</b>
<b>June</b>	<b>13</b>	<b>168</b>	<b>70</b>	<b>29</b>	<b>2</b>	<b>39</b>	<b>321</b>
<b>July</b>	<b>20</b>	<b>163</b>	<b>69</b>	<b>20</b>	<b>3</b>	<b>18</b>	<b>293</b>
<b>Total</b>	<b>51</b>	<b>532</b>	<b>162</b>	<b>74</b>	<b>6</b>	<b>95</b>	<b>990</b>

### III. Vector and Disease Surveillance

Delta MVCD Summaries:

**Humans:** For July 2025, there are 5 human WNV cases and 0 dengue travel cases in Tulare County.

**Birds:** 6 birds were tested in July 2025, and 2 birds were positive.

**Mosquitoes:** As of July 31, 2025, 2,705 mosquito samples have been tested, and 175 samples are positive for WNV while 0 samples are positive for SLEV.

#### **State Surveillance:**

**Humans:** As of August 1, 2025, 7 human cases of WNV from 4 counties and 0 cases of SLEV from 0 counties have been reported.

**Birds:** As of August 1, 2025, 70 dead birds from 13 counties tested positive for WNV.

**Mosquitoes:** As of August 1, 2025, 969 mosquito samples from 24 counties have tested positive for WNV. Also, 9 samples from 3 county have tested positive for SLEV.

### V1. Revenues – 2025/26

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

<b>July</b>	<b>Unavailable</b>
<b>TOTAL REVENUE TO DATE</b>	<b>Unavailable</b>

### 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>	6,912	214.94	6,697.06	96.9

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.

## **5. Closed Session**

## **6. Cal OES Resolution**



## List of Authorized Agents

Entity Name:

OES ID:

- Enter each Authorized Agent (AA) as listed on the Designation of Applicant's Agent Resolution (Cal OES 130) for Non-State Agencies **or** as it appears on the Signature Authority (Cal OES 130SA) for California State Agencies.
- Check box to receive electronic copies of Cal OES Notification of Obligation and/or Payment packages. (Minimum 1 AA.)
- Email addresses must use an email that shares the official entity URL.

Authorized Agent Name	Authorized Agent Title	Email Address	Email Pkg?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- An Approved Contact may be designated by an AA to request or receive information on grant payment status. Add them by inputting their information below. (Ex. Accounting/Admin offices) Must use an official email URL.

Approved Contact Name	Approved Contact Title	Email Address	Email Pkg?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please use a second page if more space is needed.

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR  
NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_,  
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the \_\_\_\_\_, a public entity established under the  
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130**

**Please check the appropriate box below**

- ☐ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and  
(Name of Applicant)

correct copy of a resolution passed and approved by the \_\_\_\_\_  
(Governing Body)

of the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
(Name of Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

### **Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### **Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130 - Instructions**

**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

## **7. Ratification of Compliance Cert-Hold Harmless Statement**

# Attachment C

## Compliance Certification and Hold Harmless Statement

The City/District of Delta Mosquito and Vector Control District certifies the following:

I have read and am familiar with the requirements of Article XIIC and XIID of the State Constitution as revised by Proposition 218, including the articles cited below, and believe that all of the taxes, assessments, levies and fees accompanying this submission to the County Auditor-Controller for inclusion on the secured property tax roll are in compliance with the law.

Article XIIC. Sec. 2 c. "Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision b."

Article XIIC. Sec. 2 d. "No local government may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved."

Article XIID. Sec. 5. "...this article shall become effective the day after the election unless otherwise provided. Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article."

Article XIID. Sec. 6 d. "Beginning July 1, 1997, all fees or charges shall comply with this section."

In addition, the City/District agrees that it shall be solely liable and responsible, and will defend and hold the County harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the City/District by the County; and

The City/District shall be solely liable and responsible, and will defend and hold the County and the County Auditor harmless from any and all legal fees or other costs incurred related to such a claim.

Approved by the governing Board on 8/4/2025 (By General Manager, to be ratified 8/13/2025)

Date

GM is authorized to bind the District



City/District Manager

8/4/2025

Date

TULARE COUNTY AUDITOR-CONTROLLER

AUTHORITY TO APPROVE DIRECT CHARGE (SPECIAL ASSESSMENT)  
CHANGES

DISTRICT/AGENCY Delta Mosquito and Vector Control District

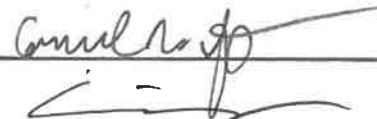
The following persons are authorized to approve changes to our Agency's Special Assessment:

TYPED NAME

EMANUEL PETERSON

Conlin Reis

SAMPLE SIGNATURE



Conlin Reis

Agency Official

General Manager

Title

8/4/2025

Date

## **8. Policy Updates**

# Delta Mosquito and Vector Control District

## — MANUAL of POLICIES —

POLICY TITLE  
**Credit Card Policy**

POLICY NUMBER  
**1083**

1083.1 In accordance with best practices and auditing standards, ~~twenever possible, the Delta Mosquito and Vector Control District requires the use of Purchase Orders rather than district credit cards. However, district credit cards should be used rather than petty cash for purchases of goods and services needed in the everyday District operations.~~ This policy governs the issuance of DMVCD credit cards to authorized employees, purchasing guidelines, documentation procedures and the month end reconciliation process of credit card purchases.

1083.2 Through a State of California Master Service Agreement, US Bank Government Services provides a Visa bankcard service referred to as a CAL Card. District employees may additionally be assigned a credit card for a specific service provider, depending on needs (I.E. Walmart, Home Depot, etc.)

### 1083.3 General Information

1083.3.1 DMVCD issued credit cards are for the exclusive use of the individual it is issued to. It may not be delegated. The card is to be used for official DMVCD business and may not be used for personal purchases. Unauthorized purchases could result in immediate and permanent cancellation of your card and/or disciplinary actions.

1083.3.2 Prior to receiving a card, employees must sign a "Delta Mosquito and Vector Control District Credit Card Cardholder Agreement". In signing this form, you acknowledge:

- a. Receipt of your card
- b. Your credit limits
- c. An understanding of the rule/procedures of the Authority issued credit card program.

1083.3.3 DMVCD issued credit cards shall only be used for authorized Delta Mosquito and Vector Control District purchases. Purchases designated in the approved budget do not need prior approval for employees with prior

1083.3.4 The General Manager administers the account and sets the credit limits for the individual cardholders based on need and seasonality. If an increase of the credit limit is necessary, it must be approved by the General Manager.

1083.3.5 All DMVCD purchasing policies and procedures will apply to credit card purchases.

1083.3.6 DMVCD issued credit cards can be used for emergency purchases. In all cases, employees shall try to obtain prior approval for purchases. The District strongly suggests that employees refrain from purchasing District goods or services with their personal credit cards.

1083.3.7 Authorized card holders will keep District credit cards in a safe place that is inaccessible to others and will be responsible to validate all charges made on their account unless the card is lost or stolen. Cards may be kept in the safe in the District office. In addition, card holders will be expected to

# Delta Mosquito and Vector Control District

## — MANUAL of POLICIES —

be aware of their departmental budgets and to adhere to the monthly limits for credit card expenditures before making a purchase. Any intended purchases for goods or services not budgeted, which may

POLICY TITLE

POLICY NUMBER

**Credit Card Policy**

**1083**

exceed the monthly budget or established credit card limit will require prior approval by the District Manager.

### 1083.4 Procedure

1083.4.1 Whenever possible, credit card purchases should be documented by an itemized receipt or invoice. Receipts shall be affixed submitted with to the appropriate credit card expense tracking form noting the budget category, amount, and a description sufficient to justify the purchase proper department and cost center for the each items purchased. If an itemized receipt is unavailable, lost, or illegible, the purchaser must submit a signed memo listing the purpose and description of goods or services purchased. Expense tracking entries with invoices or receipts shall be submitted as soon as feasible after the purchase is made.

1083.4.2 ~~Each credit card holder will submit their monthly report and accompanying receipts to the Administrative Assistant for reconciliation against the monthly credit card statement. Once the Administrative Assistant has reconciled all card holder reports and transactions against the credit card statements and they are approved by the District Manager, the Administrative Assistant will post the credit card charges to the appropriate general ledger account. Administrative staff shall enter credit card purchase into the financial software as they are submitted. Admin staff shall reconcile the monthly credit card statement against the submitted invoices and request of credit card purchasers any outstanding invoices that are on the monthly statement. The credit card expenses shall be reconciled within the District's financial software and payment issued as soon as feasible, in compliance with other District policies. Credit Card expenses shall be presented to the Board for approval in compliance with Policy# 1086.~~

1083.4.3 DMVCD issued credit cards can be utilized for authorized travel purchases, including:

- Conference fees
- Accommodations
- Air Travel
- Parking

1083.4.4 DMVCD issued credit cards shall not be utilized, without prior approval by the General Manager, for any individual meal purchases. WBut with prior approval from the General Manager, DMVCD issued credit cards may be used for group meal purchases associated with DMVCD business. When meals are purchased in this manner, the purchaser should try not to exceed the Internal Revenue Service per diem rates for meals for the geographic area.

### 1083.5 Lost or stolen credit cards

Lost or stolen credit cards shall be reported to the District Manager and Administrative Assistant administrative staff immediately. They will either notify the US Bank by calling 800-344-5696 as soon as possible or advise the card holder to do so.

Delta Mosquito and Vector Control District

**— MANUAL of POLICIES —**

*Revised 9/10/2025~~Adopted 6/10/2020.~~*

# Delta Mosquito and Vector Control District

## — MANUAL of POLICIES —

POLICY TITLE

**Credit Card Holder Agreement**

POLICY NUMBER

**1083**

Delta Mosquito and Vector Control District Credit Card Cardholder Agreement

The below named Delta Mosquito and Vector Control District employee has been assigned a Delta VCD Credit Card(s):

Credit Limit(s):

Employee Name:

Title:

Your signature below acknowledges receipt of your assigned District Credit Card and that you have read and understand the Delta VCD Credit Card Policy & Procedures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Revised 9/10/2025~~Adopted 6/10/2020~~*

# Delta Mosquito and Vector Control District

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

POLICY TITLE  
**Fiscal Oversight**

POLICY NUMBER  
**1086**

POLICY TITLE: Fiscal Oversight  
POLICY NUMBER: 1086

1086.1 The purpose of this policy is to ensure transparency, accountability, and the proper use of public funds by establishing standards for the review and authorization of purchases and the issuance of payments from the District's revolving account, the Tulare County Fund, or any authorized custodial account. This policy is adopted in compliance with California Government Code § 53961, which governs the use of the District's revolving fund account, and the California Health and Safety Code § 2077(b)(4), which establishes standards for the issuance of checks drawn against the District's deposited funds.

1086.2 The District shall utilize the following procedures for Fiscal Oversight;

1086.2.1 Review and Authorization of Purchases

(a) All purchases, whether to be paid from the District's revolving account, the Tulare County Fund, or any authorized custodial account, shall be reviewed and authorized prior to payment issuance.

(b) Authorization shall be documented in a District-designated approval record. This record may be electronic or physical and must be maintained in a manner that ensures accessibility, security, and accurate recordkeeping. The approval record must be completed and signed by the General Manager and at least one member of the Board of Trustees before any check or payment is issued.

1086.2.2 Issuance of Payments

(a) All checks drawn on the District's revolving account, Tulare County Fund, or any authorized custodial account shall bear the signature of the General Manager or a member of the Board of Trustees.

(b) No check, electronic transfer, or other payment method shall be issued without the completed District-designated approval record described in Section 1086.2.1, except for:

Emergency purchases or expenditures necessary to protect public health, safety, or property; and/or

Routine expenditures where late payment would result in penalties, interest, or interruption of essential District services.

In such cases, the payment shall be approved by the General Manager and shall be specifically highlighted during the fiscal review at the next Board meeting.

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

1086.2.3 Board Review of Payments

Regardless of prior approval, all checks and payments from the District's revolving account, Tulare County Fund, or any authorized custodial account, as well as all District credit card transactions, shall be reviewed at a Board meeting and approved by the Board of Trustees. This review shall include all expenses of the District incurred since the last such review at a Board meeting and shall occur as part of the Board's regular fiscal oversight process.

1086.2.4 Accountability and Records

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

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

**Added 09-10-2025**

## **9. Revision of Classification Plan Resolution 26-02**

## Agenda Item 9

### *Resolution 26-02 – Updates to Classification Plan: Addition, Realignment, and Deallocation of Positions*

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#### **Summary:**

Resolution 26-02 proposes updates to the District's Classification Plan to add new positions, realign operational leadership roles, and deallocate certain positions that no longer align with current operational priorities. These changes are designed to modernize the District's staffing structure, enhance administrative capacity, and ensure all future full-time positions are filled through a competitive recruitment and examination process in accordance with District Policies 2106 and 2109.

The resolution also addresses concerns arising from past staffing actions, including the addition of three full-time positions in March 2024 without Board approval and without a demonstrated operational need, and the inconsistent application of competitive hiring processes.

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#### **Background and Context**

The District's operational environment continues to evolve, requiring staffing adjustments that support targeted source management, modern surveillance technologies, and a flexible workforce structure that can adapt to seasonal fluctuations and emerging public health needs.

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#### **1. March 2024 Full-Time Position Additions**

In March 2024, three new full-time positions — **two Vector Control Technician III** and **one Laboratory Technician III** — were added to the District's workforce.

These allocations were **not approved by the Board of Trustees** and were implemented without a comprehensive operational needs assessment or a review of long-term fiscal and organizational impacts.

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#### **2. Justification for VC Tech III Positions**

At the time, prior senior management communicated that the VC Tech III positions were intended to focus on off-season project work, including equipment modifications, repairs, and fabrication.

While the District encourages technical skill development for purposes of adapting and customizing equipment, this operational model does not align with the District's primary mission of effective vector control.

Large-scale repairs, major projects, and complex equipment work are best accomplished by third-party contractors, who:

- Provide specialized expertise and equipment
- Complete work efficiently without diverting staff from core vector control activities
- Offer warranted work that reduces long-term maintenance costs

In addition to this, the delineation between Vector Control Tech III (full time), Vector Control Tech II (Extended Seasonal) and Vector Control Tech I, has eroded with changes in operational practices. The need for traditional geographic knowledge of operational zones for a paper and map based system is considerably reduced with the implementation of digital mapping and data review.

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### **3. Lack of Competitive Recruitment and Examination Process**

Several full-time positions have been filled without following the District's full competitive recruitment and examination procedures.

While this is not intended as criticism of the performance or qualifications of current employees, bypassing these processes:

- Creates a perception of inequity among seasonal staff
  - Reduces transparency in hiring decisions
  - Risks misalignment with the District's stated policies
  - Can negatively impact morale and employee trust
-

## 4. Operational Rationale for Resolution 26-02

Resolution 26-02 is designed to:

- **Create four Vector Control Lead positions** (Agricultural, Rural Properties, Municipal and Commercial, Residential) to provide specialized leadership and improve source-specific control strategies.
- **Add an Administrative and Fiscal Coordinator** to manage complex fiscal operations and compliance requirements.
- **Update the Vector Control Technician II classification** to better integrate into year-round operations and distinguish it from seasonal positions.
- **Deallocate and move to inactive status** certain positions — VC Tech III, VC Tech III/Mechanic, Administrative Assistant, and Urban Operations Supervisor — to better align staffing with operational needs while preserving the classifications for potential future use.
- **Ensure competitive recruitment and examination** for all newly allocated positions in compliance with District policies.

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## 5. Commitment to Policy Compliance

This resolution explicitly reaffirms the District's adherence to **Policy 2106 (Examinations)** and **Policy 2109 (Appointments)** for all newly allocated positions. This will:

- Ensure fairness and transparency in hiring
  - Provide equal opportunity for qualified seasonal and external candidates
  - Restore confidence in the District's staffing process
  - Maintain compliance with established District policy
-

## **Fiscal Impact**

The proposed changes have been calculated to be generally neutral in salary and benefit expenses, as the cost of adding new allocations is balanced by the deallocation of other positions.

However, the changes will increase the number of employees who are CalPERS-enrolled and eligible to exceed 1,000 hours per year, thereby increasing operational capacity. This may result in a slight increase in unfunded CalPERS liabilities over time, though this is expected to be limited due to the offset provided by the deallocation of other positions.

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## **Recommendation**

Staff recommends that the Board adopt Resolution 26-02 to:

1. Modernize the Classification Plan in alignment with current operational needs.
2. Correct past staffing misalignments by deallocating positions not supported by operational necessity.
3. Reaffirm that all new allocations will follow the District's competitive recruitment and examination procedures.

# Smarter, Leaner, Community Aligned Mosquito Control

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## Our Core Philosophy

We practice data driven, community involved mosquito control. Our approach is direct: follow the evidence, find the source, fix the cause.

Surveillance data and service requests point us to where adult mosquito activity is high. From there, we trace the problem back—through inspections and targeted source hunting—to the breeding sites. Once located, we choose the most sustainable control method available, aiming to address the root cause whenever possible. If mosquitoes are present, we act immediately while also working with stakeholders to prevent future issues. This means improving practices, managing water, or adjusting infrastructure to reduce long term risk. Our aim is always to achieve control with the least ongoing effort, refining strategies based on measurable results.

## Organizing by Stakeholder

Instead of fixed geographic zones, our operations are structured around the needs of distinct stakeholder groups:

- Agricultural Operations Team – Works with revenue producing lands such as dairies, orchards, vineyards, and row crops.
- Rural Properties Operations Team – Manages large, non agricultural lands including pastures, rangelands, rivers, marshes, and public or private natural areas.
- Municipal and Commercial Operations Team – Partners with cities, schools, and industrial facilities.
- Residential Operations Team – Serves homeowners and neighborhoods.

## Roles and Support

- Operations Program Manager – Directs all operations and strategy. Guides each team, ensuring alignment with the District's philosophy, and overseeing planning, execution, and evaluation of field work.
- Foreman – Oversees fleet and equipment care, develops and coordinates equipment training, sets maintenance and calibration schedules, runs the drone program and special projects, and provides technical and logistical support to the Operations Program Manager.
- Data Analyst – Processes and integrates surveillance and field data to set priorities, track outcomes, and generate actionable insights for ongoing improvement.

- Team Lead – Directs operations for their section, makes tactical decisions, and serves as the primary liaison to stakeholders, ensuring alignment with District strategy and philosophy.
- Technician II – Performs routine inspection and control with their team, applies section specific best practices, assists with equipment, facilities, and inventory management under the Foreman’s direction.
- Technician I – Provides operational support across all sections, conducting inspection, control, and data collection tasks as directed by Leads.

All teams share digital tools like FieldSeeker and Nidus to coordinate work and maintain consistent, transparent records.

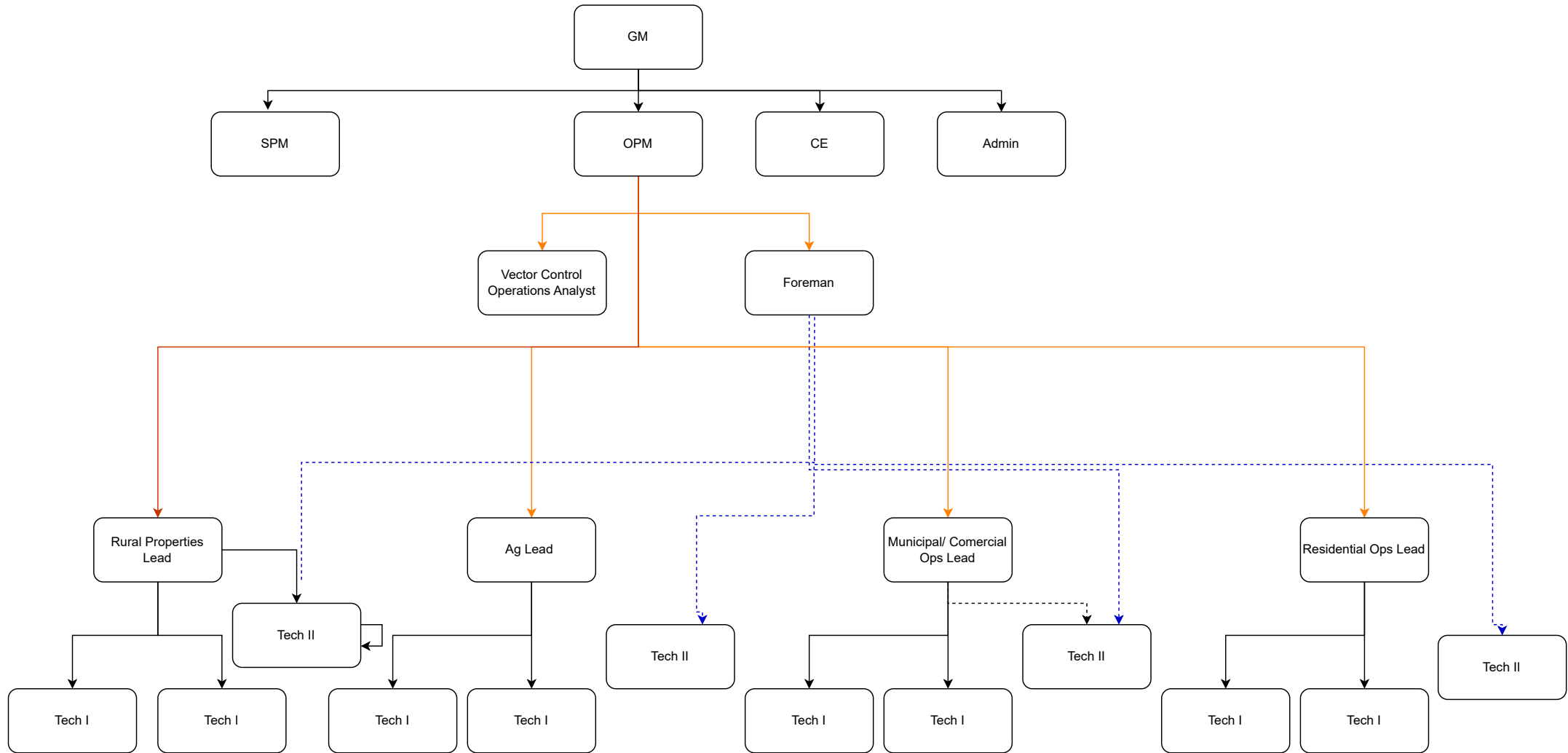
### **Why It Works**

Stakeholder focused teams can build trust, understand specific needs, and deliver targeted solutions. This structure allows us to act on real time data, adapt quickly, and address root causes efficiently. Relationships and results reinforce each other, creating a sustainable cycle of control.

### **Our Aim**

Sustainably low mosquito populations through evidence based action, strong relationships, and continuous improvement.

## Updated Operations Org Chart



## DELTA MOSQUITO AND VECTOR CONTROL DISTRICT

### ADMINISTRATIVE AND FISCAL COORDINATOR

#### **Definition**

Under the direction of the General Manager, the Administrative and Fiscal Coordinator performs complex and responsible administrative, fiscal, and clerical duties in support of the District's financial operations, recordkeeping, and administrative functions. The position requires initiative, attention to detail, and the ability to manage sensitive information while interacting with staff, trustees, and the public. The Coordinator also supports payroll processing, accounting, records administration, employee systems, and board documentation.

#### **Position Status**

This is a full-time, at-will, non-exempt position.

#### **Distinguishing Characteristics**

This class is distinguished from other District administrative classes in the complexity, independence, and diversity of work. This position directly supports the management of the agency, requiring a solid understanding of all aspects of the District's administrative operations and the exercise of good judgment and initiative along with effective communication to ensure the continuity of the District's administrative operations. This class is expected to be the lead role in all aspects of fiscal management and clerical practices and to provide a primary supportive role in other aspects of District governance.

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#### **Essential Functions**

Under general direction, the Administrative and Fiscal Coordinator performs the following duties:

##### **Fiscal and Payroll Operations**

- Coordinates the administration of the District's fiscal-year budget, ensuring accurate tracking of expenditures, alignment with board-approved appropriations, and timely reconciliation of accounts. Supports the General Manager in monitoring budget status and preparing projections, mid-year reviews, and year-end summaries.

- Administers the full accounts payable process, including the receipt, verification, coding, and timely processing of all invoices. Maintains comprehensive and organized records to support internal audits and public transparency.
- Manages relationships with vendors and service providers, ensuring all required documentation (e.g., W-9s, insurance certificates) is on file and up to date. Coordinates with vendors to clarify invoices, resolve discrepancies, and track recurring obligations such as maintenance contracts and service agreements.
- Oversees and maintains the District's bank accounts, including reconciliation of monthly statements, tracking of check issuance and electronic fund transfers (EFTs), and ensuring proper controls are in place for disbursements.
- Monitors the status of District funds held with the County Treasurer and any authorized investment pool or banking institution. Tracks tax receipts, fund transfers, interest accruals, and reserve balances to ensure compliance with board policy and budgeted projections.
- Independently prepares and processes payroll, including regular pay, overtime, and adjustments, in accordance with District policies and applicable laws. Ensures payroll records are accurate, reconciled, and submitted on schedule.
- Manages CalPERS-related transactions, including retirement contributions, benefit deductions, and reporting deadlines. Maintains compliance with state and agency requirements for retirement and benefit programs.
- Supports annual financial activities, including budget development, audit preparation, and coordination with external accountants or auditors to ensure timely and accurate reporting.

#### **Administrative Coordination**

- Maintains a variety of employee records, including attendance, leave accruals, time off, and compensation records; communicates related information clearly to staff and management.
- Supports the General Manager in the broader administration of the District, including assistance with scheduling, correspondence, and operational documentation.
- Assists in reviewing, drafting, and maintaining administrative policies and procedures to support compliance, internal controls, and operational efficiency. Conducts research on best practices and proposes updates aligned with District goals.

- Coordinates general office operations, including supply inventory, equipment maintenance requests, and support for other administrative staff and seasonal clerical roles.
- Assists in preparing reports, financial summaries, and budget support documentation.
- Tracks key deadlines and deliverables for District contracts, vendor agreements, and grant-funded activities. Assists in preparing required documentation and reports.
- Assists in coordinating recruitment processes including job postings, scheduling interviews, applicant communication, and onboarding. Maintains employee personnel files in compliance with confidentiality and legal requirements.
- Maintains and organizes official District records in compliance with applicable records retention schedules and public records laws. Assists with preparing records for archiving, digitization, and/or destruction following legal guidelines.
- Assists with tracking, retrieving, and coordinating responses to public records requests in accordance with the California Public Records Act.

#### **Public Engagement/Supervision**

- Provides front-office reception services and supports the public with vector control concerns by responding to service requests and directing inquiries.
- Offers courteous and professional service in person, over the phone, and electronically.
- Assists with occasional outreach and education events.
- Supervises subordinate clerical staff.

#### **Board and Policy Support**

- Prepares Board meeting materials, packets, and public notices in accordance with the Brown Act.
- Maintains accurate minutes and records of proceedings when needed.
- Assists the General Manager with policy and procedural research and updates.

#### **Other Duties**

- Supports special projects and performs related duties as assigned.
  - May assist other departments in administrative matters.
- 

## **Qualifications**

The qualifications below outline the knowledge and aptitude of an ideal candidate for the position. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service in the position.

### **Education and Experience**

A candidate for this position shall have a combination of education and experience sufficient to carry out the duties and responsibilities of this position, examples of these qualifications (but not limited to) include:

- A Bachelor's degree from an accredited institution in accounting, public/business administration, or a closely related field, and two (2) years of progressively responsible administrative or fiscal support experience;  
– OR –
- Six (6) or more years of progressively responsible experience in accounting, payroll, or administrative support, with increasing responsibility for financial systems and records management, and some experience in governmental accounting, in lieu of a degree.

### **Knowledge of**

- Principles and practices of fiscal-year budget administration, expenditure tracking, and financial reconciliation
- Governmental accounting and fund management procedures, including compliance with public finance laws
- Accounts payable procedures, internal controls, and audit trail documentation
- Payroll processing systems and relevant labor and tax regulations
- CalPERS retirement system reporting and benefit administration

- Principles of administrative support, office operations, and public agency recordkeeping
- Public records retention schedules and legal compliance requirements (e.g., CPRA)
- Basic human resources functions such as onboarding, timekeeping, and policy documentation
- Effective vendor management and contract tracking practices
- Proper use and maintenance of financial software (Quickbooks), spreadsheet tools (Excel or Google Sheets), database systems.
- English usage, grammar, spelling, and punctuation
- Modern office equipment, filing systems, and communication tools (e.g., email, digital ticketing systems)
- **Spanish fluency is preferred.**

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## Ability to

- Administer and monitor a public agency budget across multiple funds and accounts
- Maintain accurate and well-organized records for payroll, expenditures, and vendor activity
- Process vendor invoices, employee timesheets, and payroll records independently and in a timely manner
- Reconcile bank statements and coordinate with financial institutions and County investment offices
- Track tax receipts, reserve fund activity, and financial transfers across multiple institutions
- Work with external auditors and accountants to support financial reporting and ensure compliance
- Communicate clearly, concisely, and professionally both orally and in writing
- Manage confidential employee information with discretion and comply with all privacy and security requirements

- Use judgment to interpret and apply policies and procedures in varied situations
  - Learn and adapt to new software and digital systems used in office administration
  - Learn to use the District's digital field data management system (e.g., FieldSeeker) to access and input relevant records
  - Establish and maintain cooperative and effective working relationships with colleagues, vendors, and the public
  - Work independently and meet deadlines with minimal supervision
  - Coordinate and support multiple administrative tasks simultaneously
  - Respond tactfully and efficiently to questions or complaints from the public
- 

### **Licenses, Certificates, and Special Requirements**

- Possession of a valid California Class C driver's license and insurability under District policies.
  - Must be at least 18 years of age.
  - Successful completion of a pre-employment background check, physical, and drug screening.
  - *Must obtain California Department of Public Health Vector Control Technician Certifications in Categories A and B within two (2) years of appointment.*
  - Enrollment in the DMV Pull Notice Program is required.
- 

### **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.

#### Mental and Physical Demands

- 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.

# DELTA MOSQUITO & VECTOR CONTROL DISTRICT

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## AGRICULTURAL OPERATIONS LEAD

### Definition

Under the direction of the Operations Program Manager, the Agricultural Operations Lead plans, coordinates, and supervises vector control operations in agricultural settings across the District. This role focuses on productive lands such as dairies, orchards, row crops, and vineyards, engaging directly with farmers, agricultural companies, and industry groups to promote mosquito prevention through sustainable water management and best agricultural practices.

### Position Status

This is a full-time, at-will, non-exempt position.

### Distinguishing Characteristics

This class is distinguished by its focus on large-scale, revenue-generating agricultural operations. The position requires advanced knowledge of agricultural systems, strong supervisory skills, and the ability to collaborate with stakeholders whose work is closely tied to production schedules and economic outcomes. The Agricultural Operations Lead also serves as a liaison to industry associations and irrigation districts to align mosquito control practices with agricultural operations.

### Essential Functions

Under general direction, the AGRICULTURAL OPERATIONS LEAD performs the following duties:

#### Operational Planning & Supervision

- Plans, schedules, and supervises mosquito control operations in productive agricultural lands.
- Ensures seasonal and full-time staff are trained in surveillance, control methods, and safe ATV/drone operations.
- Coordinates control activities with agricultural production schedules to minimize disruption.
- Reviews operational data to identify trends and optimize resource use.

#### Stakeholder Coordination

- Builds strong working relationships with farmers, agricultural companies, irrigation districts, and commodity groups.
- Participates in industry meetings to promote best practices for mosquito prevention.
- Collaborates on irrigation and water management strategies to reduce mosquito breeding.

#### Field Operations

- Conducts inspections and treatments in agricultural environments, including fields, orchards, and irrigation systems.
- Supervises pesticide application in compliance with regulations and label requirements.
- Oversees source reduction activities, including water management and habitat modification.

- Operates ATVs and drones for surveillance and treatment.

#### **Data Management & Reporting**

- Ensures accurate and timely data collection by field staff.
- Analyzes operational data to support planning and reporting.
- Maintains comprehensive records of operations and stakeholder interactions.

#### **Safety & Compliance**

- Ensures compliance with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Trains and verifies that all team members using ATVs or drones are properly certified and competent.
- Promotes safe work practices in all operations.

#### **Qualifications**

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

#### **Education and Experience**

- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR
- Equivalent experience in agricultural operations, public health, or environmental services with demonstrated leadership and stakeholder engagement responsibilities.
- Experience working directly with farming operations, commodity groups, or irrigation districts is highly desirable.

#### **Knowledge of**

- Principles and practices of mosquito biology, surveillance, and control.
- Agricultural production systems, irrigation schedules, and water management practices.
- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe drone operation.
- Supervisory principles and training techniques.
- Stakeholder engagement strategies for agricultural communities.
- Data collection, interpretation, and reporting methods.
- Proper use and maintenance of ATVs, drones, and field equipment.

#### **Ability to**

- Lead and motivate a team to meet operational objectives.
- Coordinate operations with agricultural production schedules.
- Communicate effectively with agricultural stakeholders.
- Analyze operational data and adapt strategies.
- Promote safe and effective use of ATVs and drones.
- Present technical information clearly to non-technical stakeholders.
- Work independently and manage multiple projects.

## **Licenses, Certificates, and Special Requirements**

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A and B, or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

## **Working Conditions & Supplemental Information**

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

## **Mental and Physical Demands**

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Handle occasional confrontational interactions with professionalism and composure.
- Safely operate and load/unload ATVs and other equipment.
- Assist in retrieving vehicles and equipment stuck in mud or difficult terrain.
- Remain alert to and take precautions against potential wildlife encounters.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

# DELTA MOSQUITO & VECTOR CONTROL DISTRICT

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## MUNICIPAL/COMMERCIAL OPERATIONS LEAD

### Definition

Under the direction of the Operations Program Manager, the Municipal/Commercial Operations Lead plans, coordinates, and supervises vector control operations in municipal and commercial areas throughout the District. This position combines hands-on field work, operational planning, and stakeholder relationship management to ensure effective mosquito control in partnership with cities, government agencies, and commercial entities. The Lead is responsible for overseeing field staff, maintaining operational readiness, implementing best practices for mosquito prevention and control, and ensuring compliance with all applicable safety, environmental, and regulatory standards.

### Position Status

This is a full-time, at-will, non-exempt position.

### Distinguishing Characteristics

This class is distinguished by its combination of field leadership, stakeholder engagement, and operational planning responsibilities. The position requires advanced technical expertise in vector control, strong supervisory ability, and excellent professional communication skills to coordinate complex operations with diverse institutional partners. The Municipal/Commercial Operations Lead serves as the primary liaison between the District and municipal/commercial stakeholders, translating strategic goals into field-level actions while ensuring safety, efficiency, and community responsiveness.

### Essential Functions

Under general direction, the Municipal/Commercial Operations Lead performs the following duties:

#### Operational Planning & Supervision

- Plans, schedules, and supervises vector control operations in municipal and commercial areas, ensuring alignment with District goals and policies.
- Assigns work to technicians, monitors performance, and provides guidance on inspection and control techniques.
- Ensures proper use and maintenance of vehicles, equipment, and pesticides in accordance with District protocols and regulatory requirements.
- Reviews operational data to evaluate program effectiveness and recommends adjustments to improve outcomes.

#### Stakeholder Coordination

- Establishes and maintains professional working relationships with city departments, public works, property managers, and business owners.
- Coordinates with municipal and commercial partners to identify high-priority areas for mosquito control, access issues, and preventive measures.

- Provides technical advice and recommendations for long-term mosquito-proofing solutions in community planning and facility design.
- Drafts clear and effective communications, reports, and presentations for internal and external stakeholders.

#### **Field Operations**

- Conducts site inspections, surveillance, and control activities in municipal and commercial settings, including parks, storm drains, retention basins, and industrial facilities.
- Oversees the application of pesticides, ensuring compliance with label requirements, state and federal regulations, and safety protocols.
- Leads mosquito source reduction activities, such as debris removal, vegetation management, and water management coordination.
- Operates and maintains specialized equipment, including unmanned aerial systems (UAS/drones), for surveillance and treatment.

#### **Data Management & Reporting**

- Ensures accurate and timely collection of field data, including larval and adult mosquito surveillance results, treatment records, and site conditions.
- Reviews data for completeness and accuracy; provides analysis and summaries to the Operations Program Manager.
- Utilizes the District's digital field data management system to track operations, identify trends, and support decision-making.

#### **Safety & Compliance**

- Ensures all operations comply with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Maintains up-to-date knowledge of relevant laws, regulations, and industry best practices.
- Trains staff in safe work practices, personal protective equipment use, and emergency procedures.

#### **Public Engagement**

- Responds to inquiries and service requests from the public, businesses, and partner agencies in a professional and timely manner.
- Participates in outreach and education activities to promote mosquito prevention and awareness.

#### **Qualifications**

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

#### **Education and Experience**

A combination of education and experience sufficient to carry out the duties of this position, including but not limited to:

- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR

- Equivalent experience in vector control, public health, or environmental services with demonstrated leadership and stakeholder engagement responsibilities.
- Experience with municipal or commercial property management, construction site inspection, or public works coordination is highly desirable.

#### **Knowledge of**

- Principles and practices of mosquito biology, surveillance, and control.
- Identification and management of municipal and commercial mosquito sources.
- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe operation of drones for surveillance and treatment.
- Principles and practices of supervision, training, and evaluation.
- Professional communication and relationship management with institutional partners.
- Data collection, interpretation, and reporting methods.
- Applicable federal, state, and local laws, regulations, and safety requirements for vector control.
- Proper use and maintenance of field equipment, vehicles, and digital recordkeeping systems.

#### **Ability to**

- Lead and motivate a team to meet operational objectives.
- Communicate clearly, concisely, and professionally both orally and in writing.
- Build and maintain productive working relationships with municipal and commercial stakeholders.
- Analyze and interpret operational data to guide decision-making.
- Plan, coordinate, and execute complex field operations safely and efficiently.
- Operate drones and other specialized equipment in compliance with FAA regulations.
- Present technical information to non-technical audiences.
- Work independently while managing multiple priorities in a fast-paced environment.

#### **Licenses, Certificates, and Special Requirements**

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A and B, or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

#### **Working Conditions & Supplemental Information**

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

### **Mental and Physical Demands**

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

# DELTA MOSQUITO & VECTOR CONTROL DISTRICT

---

## RESIDENTIAL OPERATIONS LEAD

### Definition

Under the direction of the Operations Program Manager, the Residential Operations Lead plans, coordinates, and supervises vector control operations in residential areas throughout the District. This position combines hands-on field work, operational planning, supervisory responsibilities, and community engagement to ensure effective mosquito control in neighborhoods and residential communities. The Lead fosters a culture of respect, timeliness, compassion, and active listening within the team, promoting trust and cooperation with the public even when difficult requests or compliance measures are necessary.

### Position Status

This is a full-time, at-will, non-exempt position.

### Distinguishing Characteristics

This class is distinguished by its emphasis on public-facing operations and the leadership of a team whose work directly impacts residents' daily lives. Unlike roles focused on institutional stakeholders, the Residential Operations Lead must build trust in the community through consistent, respectful, and responsive service. This position requires advanced technical expertise in vector control, the ability to manage multiple simultaneous operations, and the skill to create and maintain a team culture that promotes public trust and cooperation.

### Essential Functions

Under general direction, the Residential Operations Lead performs the following duties:

#### Operational Planning & Supervision

- Plans, schedules, and supervises vector control operations in residential areas to ensure timely and effective service.
- Assigns work to seasonal and full-time technicians, monitors performance, and provides coaching and training.
- Develops and enforces standard operating procedures for residential control activities.
- Allocates resources to maximize coverage and operational efficiency.

#### Community Engagement

- Fosters a team culture centered on respect, timeliness, compassion, and active listening to build public trust.
- Engages with homeowners, HOAs, and neighborhood representatives to address vector concerns.
- Resolves escalated complaints or service requests with professionalism and fairness.
- Implements strategies to encourage community cooperation with mosquito prevention measures.
- Coordinates with outreach teams to integrate educational messaging into field operations.

### Field Operations

- Conducts inspections and control activities in residential settings, including pools, yards, drainage systems, and ornamental water features.
- Supervises pesticide applications, ensuring compliance with label instructions, safety standards, and legal requirements.
- Leads source reduction activities such as removal of standing water and vegetation management.
- Operates and maintains specialized equipment, including unmanned aerial systems (UAS/drones), for surveillance and treatment.

### Data Management & Reporting

- Ensures accurate collection and entry of surveillance and treatment data.
- Reviews field records for completeness and accuracy, providing summaries to the Operations Program Manager.
- Uses the District's digital data systems to track work progress and analyze trends.

### Safety & Compliance

- Ensures all team operations comply with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Trains staff on safe work practices, PPE use, and emergency response procedures.
- Maintains awareness of applicable laws, regulations, and best practices in residential vector control.

### Public Education & Outreach

- Supports educational initiatives to inform residents about mosquito prevention.
- Participates in community events, presentations, and other outreach activities.

### Qualifications

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

### Education and Experience

A combination of education and experience sufficient to carry out the duties of this position, including but not limited to:

- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR
- Equivalent experience in vector control, public health, or environmental services with demonstrated leadership and public engagement responsibilities.
- Experience working directly with residential communities, neighborhood associations, or similar public-facing roles is highly desirable.

### Knowledge of

- Principles and practices of mosquito biology, surveillance, and control.
- Identification and management of residential mosquito sources.

- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe operation of drones for surveillance and treatment.
- Principles and practices of supervision, training, and evaluation.
- Community engagement strategies for fostering cooperation and trust.
- Conflict resolution and complaint management techniques.
- Data collection, interpretation, and reporting methods.
- Applicable federal, state, and local laws, regulations, and safety requirements for vector control.
- Proper use and maintenance of field equipment, vehicles, and digital recordkeeping systems.

#### **Ability to**

- Lead and motivate a team to consistently meet operational objectives.
- Promote a culture of respect, timeliness, and compassion within the team.
- Communicate clearly, concisely, and professionally with residents and stakeholders.
- Analyze and interpret operational data to guide decision-making.
- Plan, coordinate, and execute complex field operations safely and efficiently.
- Operate drones and other specialized equipment in compliance with FAA regulations.
- Address conflicts diplomatically and foster cooperative relationships.
- Present technical information to non-technical audiences.
- Work independently while managing multiple priorities in a fast-paced environment.

#### **Licenses, Certificates, and Special Requirements**

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A and B, or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

#### **Working Conditions & Supplemental Information**

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

#### **Mental and Physical Demands**

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.

- Handle occasional confrontational interactions with professionalism and composure.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

# DELTA MOSQUITO & VECTOR CONTROL DISTRICT

---

## RURAL PROPERTIES OPERATIONS LEAD

### Definition

Under the direction of the Operations Program Manager, the Rural Properties Operations Lead plans, coordinates, and supervises vector control operations in rural residential and public lands, including pastures, large private estates, rivers, ditches, marshes, and other natural or semi-natural areas. The role focuses on engaging with landowners and public land managers to build cooperative relationships that support sustainable mosquito prevention.

### Position Status

This is a full-time, at-will, non-exempt position.

### Distinguishing Characteristics

This class is distinguished by its work in large, often remote properties and natural landscapes where stakeholders may not be revenue-driven. The position requires strong relationship-building skills, adaptability to varied environments, and the ability to coordinate operations across diverse property types, including lands managed for conservation or recreation.

### Essential Functions

Under general direction, the RURAL PROPERTIES OPERATIONS LEAD performs the following duties:

#### Operational Planning & Supervision

- Plans, schedules, and supervises mosquito control operations in rural and natural settings.
- Ensures seasonal and full-time staff are trained in surveillance, control methods, and safe ATV/drone operations.
- Coordinates operations to align with land use activities, grazing schedules, and habitat management plans.
- Reviews operational data to improve efficiency and impact.

#### Stakeholder Coordination

- Builds trust with landowners, ranchers, public agencies, and conservation groups.
- Partners with agencies such as Fish & Wildlife to address mosquito issues in sensitive habitats.
- Encourages cooperation from stakeholders with varied motivations and land use goals.

#### Field Operations

- Conducts inspections and treatments in rural properties and natural habitats.
- Supervises pesticide application in compliance with regulations and label requirements.
- Manages source reduction activities, including vegetation management and water control.
- Operates ATVs and drones for surveillance and treatment.

### **Data Management & Reporting**

- Ensures accurate and timely data collection and entry by field staff.
- Analyzes operational data to support decision-making.
- Maintains detailed records of operations and stakeholder engagement.

### **Safety & Compliance**

- Ensures compliance with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Verifies all team members using ATVs or drones are trained and competent.
- Promotes safety in remote and challenging environments.

### **Qualifications**

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

### **Education and Experience**

- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR
- Equivalent experience in rural property management, public health, environmental services, or natural resource management with demonstrated leadership responsibilities.
- Experience working directly with private landowners and public land agencies is highly desirable.

### **Knowledge of**

- Principles and practices of mosquito biology, surveillance, and control.
- Management of rural properties, pastures, and natural/public lands.
- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe drone operation.
- Supervisory principles and training techniques.
- Relationship-building strategies for diverse rural stakeholders.
- Data collection, interpretation, and reporting methods.
- Safe and effective use of ATVs, drones, and field equipment.

### **Ability to**

- Lead and motivate a team in diverse field environments.
- Build trust with stakeholders who may not have economic incentives.
- Adapt operations to varying property types and environmental conditions.
- Operate ATVs and drones safely and ensure team competency.
- Analyze data and adjust operational plans accordingly.
- Handle challenges such as wildlife encounters and equipment recovery.
- Work independently while managing multiple operations.

### **Licenses, Certificates, and Special Requirements**

- Possession of a valid California Class C driver's license and insurability under District policies.

- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A and B, or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

### **Working Conditions & Supplemental Information**

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

### **Mental and Physical Demands**

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Handle occasional confrontational interactions with professionalism and composure.
- Safely operate and load/unload ATVs and other equipment.
- Assist in retrieving vehicles and equipment stuck in mud or difficult terrain.
- Remain alert to and take precautions against potential wildlife encounters.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

Effective July 1, 2025 (Retroactive)							
General Manager	Annual Per Contract				204,459.12		
	Paysteps	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Program Manager	Annual	98,859.32	105,038.06	111,216.72	117,395.44	123,574.15	133,645.44
Exempt	Per Month	8,238.28	8,753.17	9,268.06	9,782.95	10,297.85	11,137.12
					(BS)		(AT)
Biologist	Annual	92,022.47	97,773.88	103,525.27	109,276.72	115,028.07	
Exempt	Per Month	7,668.54	8,147.82	8,627.11	9,106.39	9,585.67	
				(PO)		(MN)	
Foreman	Annual	90,372.19	96,020.46	101,668.71	107,316.98	114,366.46	
Exempt	Per Month	7,531.02	8,001.71	8,472.39	8,943.08	9,530.54	
						(BF)	
Admin and Finance Coord	Annual	86,521.56	91,929.15	97,336.75	102,744.33	108,151.95	
	Per Month	7,210.13	7,660.76	8,111.40	8,562.03	9,012.66	
	Per Hour	\$41.60	\$44.20	\$46.80	\$49.40	\$52.00	
Comm. Ed. & Outreach Coc	Annual	80,077.66	85,082.47	90,087.32	95,092.18	100,097.03	
Exempt	Per Month	6,673.14	7,090.21	7,507.28	7,924.35	8,341.42	
						(EA)	
Vect. Control Ops Analyst	Annual	\$77,720.04	\$82,577.64	\$87,435.12	\$92,292.60	\$97,150.08	
	Per Month	\$6,476.67	\$6,881.47	\$7,286.26	\$7,691.05	\$8,095.84	
	Per Hour	\$37.37	\$39.70	\$42.04	\$44.37	\$46.71	
		(AD)					
VC Lead Tech	Annual	\$75,288.00	\$78,708.00	\$81,948.00	\$85,332.00	\$89,112.00	
	Per Month	\$6,274.00	\$6,559.00	\$6,829.00	\$7,111.00	\$7,426.00	
	Per Hour	\$36.20	\$37.84	\$39.40	\$41.03	\$42.84	
Certified VC Tech II/Lab Tec	Per Hour	\$32.80	\$34.84	\$36.89	\$38.94	\$40.99	
Certified HTC & VC Tech I	Per Hour	\$21.05	\$22.36	\$23.69	\$25.03	\$26.32	
VC & Lab Tech I	Per Hour	\$18.13	\$19.26	\$20.39	\$21.51	\$23.20	

**DELTA MOSQUITO AND VECTOR CONTROL DISTRICT  
RESOLUTION NO. 26-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE DELTA MOSQUITO AND VECTOR  
CONTROL DISTRICT APPROVING UPDATES TO THE DISTRICT'S CLASSIFICATION PLAN TO ADD  
NEW POSITIONS, REALIGN EXISTING POSITIONS, AND DEALLOCATE AND MOVE CERTAIN  
POSITIONS TO INACTIVE STATUS**

WHEREAS, the Delta Mosquito and Vector Control District ("District") periodically reviews and updates its Classification Plan to ensure that staffing structure aligns with operational needs, long-term strategic goals, and best practices in public agency personnel management, in accordance with District Policy 2103; and

WHEREAS, the District's administrative and operational requirements have grown more sophisticated due to the increased complexity of modern mosquito control, requiring enhanced financial oversight, program management, and specialized operational expertise; and

WHEREAS, the Board finds it necessary to create the position of Administrative and Fiscal Coordinator, which will provide advanced administrative and fiscal support, oversee complex budgeting and reporting requirements, and ensure the efficient functioning of the District's growing and modernized operations; and

WHEREAS, the Board also finds it necessary to create four Vector Control Lead positions—Agricultural Lead, Rural Properties Lead, Municipal and Commercial Lead, and Residential Lead—each focused on specific mosquito source types with an emphasis on long-term control strategies, proactive source management, and the development of specialized skills in permanent operational staff; and

WHEREAS, the movement toward a more modern leased fleet has reduced the operational need for dedicated automotive technicians, and advances in technology and changes in vector control techniques have reduced the distinction between seasonal and full-time vector control operator roles, creating an opportunity for broader skill development and cross-training among operational employees; and

WHEREAS, the Board also approves updates to the Vector Control Technician II classification to differentiate it from other seasonal positions and integrate it into the new operations structure; and

WHEREAS, the Urban Operations Supervisor position, despite its recent creation, is being deallocated and moved to inactive status to allow the redistribution of responsibilities and authority across multiple positions, thereby creating a more resilient operational structure, increasing the level of direction within field operations, and providing additional opportunities for seasonal and full-time employees to gain experience and become more engaged with the District's mission; and

WHEREAS, in accordance with District Policies 2106 and 2109, all newly allocated positions in this resolution shall be competitively recruited through the District's standard recruitment, examination, and selection processes, ensuring fairness, transparency, and adherence to equal employment opportunity principles; and

WHEREAS, the Salary Schedule for FY 25-26 contained a slight error in the pay for the Tech I-Step 5 position, and additional adjustments to the Salary Schedule are needed to account for the new positions; and

WHEREAS, these updates to the Classification Plan are intended to improve efficiency, strengthen program oversight, enhance operational capability, and ensure competitive recruitment in accordance with District policy; and

WHEREAS, the implementation of the changes in the current fiscal year has been calculated to have minimal impact on the budget and may result in decreased expenditures through more effective operations;

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

**1. Approval of Classification Plan Updates**

The Board hereby approves the addition of the following new positions to the Classification Plan:

- Administrative and Fiscal Coordinator (1 position)
- Vector Control Lead – Agricultural Lead (1 position)
- Vector Control Lead – Rural Properties Lead (1 position)
- Vector Control Lead – Municipal and Commercial Lead (1 position)
- Vector Control Lead – Residential Lead (1 position)

**2. Allocation of Positions**

The Board allocates:

- One (1) Administrative and Fiscal Coordinator position
- Four (4) Vector Control Lead positions as listed above
- Three (3) additional Vector Control Technician II positions (for a total of four allocated)

**3. Update the FY 25-26 Salary Schedule**

The General Manager is authorized and directed to update the Salary Schedule as presented, with the correction to the erroneous pay being corrected immediately and retroactively to the beginning of the fiscal year and the remaining updates being implemented when reallocation occurs.

**4. Deallocation and Inactivation of Positions**

The following positions are deallocated from the Classification Plan and moved to inactive status but will remain on record for possible future use:

- Two (2) Vector Control Technician III/Mechanic positions
- Three (3) Vector Control Technician III positions
- One (1) Administrative Assistant position

- One (1) Urban Operations Supervisor position

## 5. Implementation

The General Manager is authorized and directed to take all necessary actions to update the Classification Plan and related administrative records to reflect the changes approved in this resolution, and to proceed with competitive recruitment and examination for all newly allocated positions in accordance with District Policies 2106 and 2109. The Manager shall take all necessary actions to deallocate the designated positions, and reallocate the current employees in these roles in accordance with District policy. The timing of these changes shall be at the General Manager's discretion.

**PASSED AND ADOPTED** by the Board of Trustees of the Delta Mosquito and Vector Control District on this 13th day of August, 2025, by the following vote:

Trustee Name	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"/>

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**SIGNED:**

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Greg Gomez, President, Board of Trustees

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Linda Guttierrez, Secretary, Board of Trustees

## **10. Signing of Budget Page - Tulare County Claims Dept. - AUD 247**

APPROVED BUDGET - SPECIAL DISTRICTS  
FINAL BUDGET FOR FISCAL YEAR 2025-2026

PAGE 1 OF 3

DISTRICT NAME \_\_\_\_\_

FUND NO \_\_\_\_\_

(USE WHOLE DOLLARS ONLY-NO CENTS)

2024-2025 Budget/Actual  
(OPTIONAL)\*

2025-2026 Budget

AVAILABLE RESOURCES

CASH

1.	Cash Balance - July 1, 2025	\$	_____	_____
	Less Cash Reserves: (Specify)			
2.	_____		_____	_____
3.	_____		_____	_____
4.	_____		_____	_____
5.	Total Beginning Cash Available (Line 1 minus Lines 2 thru 4)	\$	_____	_____

BUDGETED REVENUES

(See your monthly BA-A203 report for a listing of your revenue accounts)

	ACCOUNT		
6.	Property Taxes-Current Secured	4001	_____
7.	Property Taxes-Current Unsecured	4006	_____
8.	Property Taxes-Prior Secured	4008	_____
9.	Property Taxes-Prior Unsecured	4009	_____
10.	Supp. Property Taxes-Current Secured	4030	_____
11.	Supp. Property Taxes-Prior	4033	_____
12.	Other Taxes	4052	_____
13.	Interest (in PPP)	4801	_____
14.	Use of money and property	4800	_____
15.	Rents and Concessions	4807	_____
16.	Aid From Other Governmental Agencies	5000	_____
17.	St Homeowners Property Tax Relief	5050	_____
18.	St Aid-Supp. Subvention-SD	5052	_____
19.	Charges for Current Services	5400	_____
20.	Charges for Cur Serv-Water & Sewer	5531	_____
21.	Burial Fee	5542	_____
22.	Miscellaneous Revenues	5805	_____
23.	Other Sales-Taxable	5816	_____
24.	Other Revenue	5835	_____
25.	RDA Pass Thru	4069	_____
26.	RDA Residuals	4060	_____
	Assessment Fee		_____
27.	Total Budgeted Revenues (Lines 6 thru 26)	Total \$	_____
28.	Total Available Resources (Line 5 plus Line 27)	Total \$	_____

-74,698

\* Prior year budget/actual is optional as a reference only.

APPROVED BUDGET - SPECIAL DISTRICTS  
FINAL BUDGET FOR FISCAL YEAR 2025-2026

PAGE 2 OF 3

DISTRICT NAME \_\_\_\_\_

FUND NO \_\_\_\_\_

(USE WHOLE DOLLARS ONLY-NO CENTS)

2024-2025 Budget/Actual  
(Optional)\*

2025-2026 Budget

APPROPRIATIONS

BUDGETED EXPENDITURES (See your monthly BA-A103 report for a listing of your expenditure accts.)

	ACCOUNT		
29.	Salaries and Employee Benefits	6000 **	
30.	Regular Salaries	6001	
31.	Overtime	6002	
32.	Benefits (i.e. Health Insurance, life Insurance, Unemployment Insurance)	6004	
33.	Extra Help	6005	
34.	Director's Fees	7012	
35.	Retirement-SD Portion	6011	
36.	Social Security	6012	
37.	Workers' Comp Ins	6015	
38.			
39.			
40.	Total Salaries and Employee Benefits (Lines 29 thru 39)	Total \$	
41.	Services and Supplies	7000 **	
42.	Agricultural	7001	
43.	Clothing and Personal Supplies	7004	
44.	Telecommunications (phone bill)	7005	
45.	Cost of Supplies Reissued	7006	
46.	Food	7007	
47.	Household Expense	7009	
48.	Insurance	7010	
49.	Maintenance-Equipment	7021	
50.	Maintenance-Bldg & Improvements	7024	
51.	Memberships	7027	
52.	Office Expense	7036	
53.	Professional and Specialized Expense	7043	
54.	Publications and Legal Notices	7059	
55.	Rent & Leases-Equipment	7061	
56.	Rent & Leases-Bldg & Improvements	7062	
57.	Small Tools and Instruments	7065	
58.	District Special Expense	7066	
59.	Training	7073	
60.	Transportation and Travel	7074	
61.	Utilities	7081	
62.			
63.			
64.			
65.			
66.	Total Services and Supplies (Lines 41 thru 65)	Total \$	

\*\* Special Districts that keep their own books must use account numbers  
6000, 7000, etc.; Special Districts whose books are maintained  
by the Tulare County Auditor use line item account numbers.

APPROVED BUDGET - SPECIAL DISTRICTS  
FINAL BUDGET FOR FISCAL YEAR 2025-2026

PAGE 3 OF 3

DISTRICT NAME \_\_\_\_\_

FUND NO \_\_\_\_\_

(USE WHOLE DOLLARS ONLY-NO CENTS)

2024-2025 Budget/Actual  
(Optional)\*

2025-2026 Budget

APPROPRIATIONS

BUDGETED EXPENDITURES		ACCOUNT		
67.	Other Charges	7400	_____	_____
68.	Contributions to Other Agencies	7407	_____	_____
69.	Repayment-Long Term Debt (Bonds)	7413	_____	_____
70.	Interest-Long Term Debt (Bonds)	7415	_____	_____
71.	Repayment-Long Term Debt (Other)	7417	_____	_____
72.	Interest-Long Term Debt (Other)	7418	_____	_____
73.	Taxes and Assessments	7425	_____	_____
74.	Other Charges	7428	_____	_____
75.	Total Other Charges (Lines 67 thru 74)	Total \$	_____	_____
Fixed Assets (Specify) ***				
76.	Land	8000 ***	_____	_____
77.	Repurchase of Grave Site	8001	_____	_____
78.	Building and Improvements	8100	_____	_____
79.	Equipment	8300	_____	_____
80.			_____	_____
81.			_____	_____
82.			_____	_____
83.	Total Fixed Assets (Lines 76 thru 83)	Total \$	_____	_____
			County Admin Fee	3,605

CONTINGENCIES

84.	Appropriation for Contingencies	7432 (1)	_____	_____
85.	All Other Reserves		_____	_____
86.	Total Contingencies (Lines 84 thru 86)	Total \$	_____	_____

(1) Recommend 15% of total expenditures.

87.	Total Appropriations (Lines 40,66,75,83, 86)	Total \$	=====	=====
88.	Difference Between Resources and Appropriations (Line 28 minus Line 87 should be zero)	\$	=====	=====

\*\*\* Special Districts that keep their own books must use account numbers  
6000, 7000, 8000. Detail records are kept by the district.

Board Approval Date \_\_\_\_\_

Board President Signature \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Due Date: August 31, 2025

Email: [claims@tularecounty.ca.gov](mailto:claims@tularecounty.ca.gov)

## **11. MVCAC SSJV Mutual Assistance Agreement**

## **MVCAC SOUTH SAN JOAQUIN VALLEY REGION MUTUAL ASSISTANCE AGREEMENT**

Among the mosquito and vector control agencies listed below:

Consolidated Mosquito Abatement District  
Delano Mosquito Abatement District  
Delta Mosquito and Vector Control District  
Fresno Mosquito and Vector Control District  
Fresno Westside Mosquito Abatement District  
Kern Mosquito and Vector Control District  
Kings Mosquito Abatement District  
Madera County Mosquito and Vector Control District  
Tulare Mosquito Abatement District  
West Side Mosquito and Vector Control District

**WHEREAS**, districts within the region have exercised exemplary cooperation in areas of vector and vector-borne disease surveillance, joint purchasing, self-insurance, interagency coordination, manpower sharing, public education, technology, and training; and,

**WHEREAS**, a vector or vector-borne disease emergency could affect local mosquito and/or vector control agencies to such a degree that existing resources would be inadequate to cope with a situation; and,

**WHEREAS**, the districts within the region wish to protect the public health, foster cooperation among themselves, and provide the opportunity to request and render mutual assistance;

**THEREFORE**, In the event of a mosquito or vector-borne disease emergency, the above-named districts agree to cooperate with one another upon request, subject to the following conditions:

1. The request must be made by the manager or the designee of the requesting District to the manager or their designee of the District being asked for assistance.
2. The manager of the District from whom assistance is requested shall determine the extent of assistance that can be rendered, if any, and may discontinue assistance at any time.
3. For the purposes of this agreement, the District requesting assistance is expected to reimburse all costs related to equipment usage, repair and maintenance, supplies, and manpower supplied by the assisting District. However, the assisting District reserves the right to offer aid at a reduced cost with the approval of its Board.
4. The assisting District will decide how, when, and for how long aid will be provided. All work performed within the boundaries of the requesting District will be carried out under the direction of that District's management.

5. For assistance in the form of manpower, the responding District will be responsible for compensation and insurance coverage for the workers during all times assistance is rendered.
6. When assistance is requested, the requesting District shall offer to provide complete indemnity and defense to the responding District for all claims and liabilities that arise as a result of the requested services, except for claims due to the intentional misconduct of the responding District.

Dated: \_\_\_\_\_

District: \_\_\_\_\_

Signature: \_\_\_\_\_

[Title, Position]

[District]

## **12. Audit Preparation**



Jaribu W. Nelson, CPA

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July 22, 2025

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 for Delta Mosquito and Vector Control District for the year ended June 30, 2025.

### **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, 2025. 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 about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. 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 and *Government Auditing Standards* 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.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, 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 Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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 and *Government Auditing Standards*. 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. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. 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 Organization'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 individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

#### **Audit Procedures-Internal Control**

We will obtain an understanding of the Organization and its environment, including the system of internal control, 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 opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. 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 you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

We have identified the following significant risks 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, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **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 effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued. 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 Organization 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; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

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 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 Organization 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 Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. 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.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagement, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Organization is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

## **Other Services**

We will assist in preparing the financial statements and related notes of Delta Mosquito and Vector Control District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial

statements as previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

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

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

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 applicable oversight agency for the audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. 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, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the applicable oversight agency for the audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jaribu W. Nelson, CPA 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 signature of this engagement letter.

We estimate that our fees for the audit and other services will be \$10,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered as follows:

- \$5,000 due with the signing of the engagement letter
- Remaining balance due at audit presentation

### **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 directors 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 opinion, 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 opinion is 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 an opinion, we may decline to express an opinion or withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of

that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Delta Mosquito and Vector Control District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. Generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### Exit Conference

It is our intent to complete your financial statement audit as expeditiously as possible. We will set an exit conference date to be held approximately three weeks after receiving the majority of the items listed on the audit items request list, or after field work (site visit) has concluded. We will notify you of that date.

We appreciate the opportunity to be of service to you 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:

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Title:

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Date:

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Governance signature:

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Title:

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Date:

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

## **14. Future Agenda Items**

## **15. Adjournment**