

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

www.DeltaMVCD.gov

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 September 10, 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)

- 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.
- For items on the agenda, the public is invited to make comments during the public comment period.
- 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.
- 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.
- Public comments may be submitted via email to publiccomments@deltamvcd.gov

3. Consent Calendar ACTION

- August Minutes
 - Checks for Ratification
 - Checks for Approval
 - 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. **Modification of the General Manager's Employment Agreement** ACTION

The Board will consider an amendment to Section 12D of the General Manager's Employment Agreement regarding Administrative Leave. Based on discussions during the Manager's annual review, the contract would be revised to remove reference to Policy 3007 and instead provide that the General Manager is entitled to 80 hours of administrative leave annually, beginning in January, with the right to carry over up to one-half of the annual allotment into the following year.

6. **Policy Updates – Second Reading and Possible Adoption** ACTION

The Board will conduct a second reading of two policies introduced at the August meeting:

- Policy #1083 – Credit Card Purchases (Update): A revision to the existing policy aligning credit card purchasing practices with current District procedures.
 - Policy #1086 – Fiscal Oversight (New Policy): A newly drafted policy establishing oversight and approval requirements for District financial practices.
-

7. **Revision of Classification Plan** ACTION

The Board will consider revisions to the District Classification Plan, including the creation of new positions, adoption of updated salary schedules, and confirmation of the removal of positions no longer needed by the District.

Revised Resolution 26-02

8. **Ratification of Conditional Out-of-Class Appointment** ACTION

The Board will consider ratifying a conditional out-of-class appointment of the current Clerical Assistant retroactive to September 1st. The appointment shall be to step 1 of either the Administrative Assistant or Administrative and Fiscal Coordinator Position. The preliminary appointment was made prior to board action due to immediate operational need.

9. **Authorization to Retain Outside Accountants** ACTION

The Board will consider granting authorization to the General Manager to retain outside

accountants to correct existing accounting errors and to prepare Standard Operating Procedures (SOPs) for accounting processes going forward.

10. Bank of Sierra Resolution

The Board will consider a resolution authorizing General Manager, Conlin Reis as the primary signer on all BOS accounts.

Resolution 26-03

11. Board of Trustees Member Comments

The Board of Trustees members will have a chance to make any additional comments regarding items within the jurisdiction of the District.

11. Future Agenda Items

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

12. Adjournment ACTION

Adjourn Meeting of the Board of Trustees to reconvene on October 8, 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.*

***ADA Compliance:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Delta Mosquito and Vector Control District at (559) 732-8606. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility. (Government Code §54954.2(a)).*

***Remote Participation Disclaimer:** This meeting may be accessed remotely through the link provided. The District does not guarantee uninterrupted or error-free remote access, and technical difficulties may occur. In the event of such issues, the Board meeting will continue as scheduled at the noticed physical location.*

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

www.DeltaMVCD.gov

Bryan Ferguson
Foreman

Andrea Troupin
Scientific Program Manager



Erick Arriaga
Community Education & Outreach Coordinator

Minutes of the Board of Trustees – Wednesday, August 13, 2025, Start: 4:30 p.m.

1. Roll Call:

Present: Trustee Berger, Trustee Caskey, Trustee Roberts, Trustee Gomez, Trustee Burchett, and Trustee Guttierrez

Absent: Trustee Hellwig

Staff: Conlin Reis, General Manager; Alysia Davis, Vector Control Operations Analyst; Benjamin Sperry, Operations Program Manager; Andrea Troupin, Scientific Program Manager

2. Public Forum:

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

3. Consent Calendar:

- July Minutes
- Checks for Ratification
- Checks for Approval
- Financial Reports

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 Berger

Second: Trustee Guttierrez

4. Manager's Report:

The District continued to experience elevated West Nile virus activity, with some reductions suggesting control effectiveness. Staff adapted operations and expanded outreach to improve source management, though aerial adulticiding has not yet been pursued.

The laboratory supported program improvements with adulticiding evaluations and surveillance-driven interventions. Rick Alvarez retired after 25 years, with a celebration attended by family and colleagues.

The final new fleet vehicles were received and deployed, surplus vehicles were sold, and 2,940 inspections with 799 treatments were completed in July. Operations focused on high-risk *Culex* sources, established productive cooperation with the City of Visalia, addressed sewage issues

with Ivanhoe PUD, and stabilized 819 of 942 green pools identified through triple treatment, with warrant authority exercised as needed.

Outreach included website updates, a new Nextdoor account for neighborhood notices, and completion of fleet branding.

The laboratory collected 44,330 mosquitoes, reported 175 WNV-positive samples across multiple cities, and identified two positive dead birds. A total of 2,358 mosquitofish were distributed and 4,773 fry produced in July, supporting field operations.

5. Closed Session:

Public Employee Performance Evaluation – General Manager

Board President Gomez moved the meeting into closed session to discuss the General Manager's performance.

No reportable actions.

6. Cal OES 130 Resolution:

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the Cal OES 130 Resolution.

Motion: Trustee Burchett

Second: Trustee Berger

7. Ratification of Compliance Cert & Hold Harmless Statement (Tulare County):

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to ratify the Compliance Certification and Hold Harmless Statement for Tulare County.

Motion: Trustee Roberts

Second: Trustee Guttierrez

8. Policy Updates:

a) Revised Policy #1083: Credit Card Purchases

b) New Policy #1086: Fiscal Oversight

Both policies were presented for a first reading. Action, if any, will be taken at the next regular Board meeting.

9. Revision of Classification Plan (Resolution 26-02):

The General Manager presented the proposed changes to the District Classification Plan, with extensive discussion and input from the Operations Program Manager, General Manager, and other staff. Concerns were raised regarding job description requirements, transition times, and related matters. After receiving direction and indicating that the decision required additional consideration, it was moved and seconded to table the item to the September meeting.

Motion: Trustee Burchett

Second: Trustee Roberts
Passed unanimously.

10. Signing of Budget Page & AUD 247 – Tulare County Claims Dept.:

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the signing of the Budget Page and AUD 247.

Motion: Trustee Roberts
Second: Trustee Guttierrez

11. MVCAC SSJV Mutual Assistance Agreement:

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the MVCAC SSJV Mutual Assistance Agreement.

Motion: Trustee Roberts
Second: Trustee Caskey

12. Audit Preparation:

Following discussion, it was moved, seconded, and passed unanimously by the members of the Board of Trustees to approve the audit preparation agreement for Jaribu W. Nelson, CPA.

Motion: Trustee Burchett
Second: Trustee Roberts

13. Board of Trustees Member Comments:

None.

14. Future Agenda Items:

The General Manager will add an action item to the September meeting regarding a modification to the General Manager contract section outlining administrative leave, as discussed earlier.

15. Adjournment:

President Gomez adjourned the meeting of the DMVCD's Board of Trustees.
The Board will reconvene on September 10, 2025, at 4:30 p.m.

Conlin Reis, Recording Secretary

Cash Basis

August 16 through September 9, 2025

Type	Date	Num	Name	Memo	Account	Paid Amount
Aug 16 - Sep 9, 25						
Liability Check	08/27/2025		QuickBooks Payroll Service	Created by Payroll Service on 08/2...	10400 - TriCo...	-66,780.43
Liability Check	08/29/2025	E083125-033	DVCD - Michael W. Alburn	94-6000565 (Med-Fed-Soc paydate...	10400 - TriCo...	-23,076.86
Liability Check	08/18/2025	E081525-034	Pub Emp Ret System	Retirement paydate 8-15-25	10400 - TriCo...	-12,874.63
Liability Check	08/29/2025	E083125-034	E.D.D.	698-1691-6 State Tax paydate 8-31...	10400 - TriCo...	-3,615.84
Liability Check	08/18/2025	E081525-035	Cal PERS Supplemental Income 457 ...	Conlin Reis Dist Contribution 8-15...	10400 - TriCo...	-676.20
Liability Check	09/04/2025	E083125-035	Pub Emp Ret System		10400 - TriCo...	-12,768.60
Liability Check	08/18/2025	E081525-036	Cal PERS Supplemental Income 457 ...	Plan ID 452679 (Brenda-Conlin an...	10400 - TriCo...	-542.00
Liability Check	09/05/2025	E083125-036	CA SDU-ExpertPay	Order ID BDA24001476, Order ID: ...	10400 - TriCo...	-282.50
Liability Check	08/18/2025	E081525-037	E.D.D.	698-1691-6 State Tax paydate 8-15...	10400 - TriCo...	-3,794.92
Liability Check	09/05/2025	E083125-037	Cal PERS Supplemental Income 457 ...	Plan ID 452679, Receivable ID 100...	10400 - TriCo...	-1,218.20
Liability Check	08/18/2025	E081525-038	DVCD - Michael W. Alburn	94-6000565 (Med-Fed-Soc paydate...	10400 - TriCo...	-23,880.44
Liability Check	09/07/2025	E083125-038	FSA Funding- DMVCD	FSA Contributions July, August, 20...	10400 - TriCo...	-1,249.87
Liability Check	08/18/2025	E081525-039	P E R S	September Health Payment	10400 - TriCo...	-38,897.00
Bill Pmt -Check	08/18/2025	1133	Fresno Oxygen		10400 - TriCo...	-4,129.46
Check	08/21/2025	1134	U S Bank		10400 - TriCo...	-14,593.97
Paycheck	08/28/2025	1135	BRYAN W. RUIZ		10400 - TriCo...	-2,758.40
Paycheck	08/28/2025	1136	Landon McGill		10400 - TriCo...	-2,427.83
Paycheck	08/28/2025	1137	Ryan T. Spratt		10400 - TriCo...	-1,664.57
Bill Pmt -Check	08/31/2025	1139	Fresno Oxygen		10400 - TriCo...	-1,659.37
Bill Pmt -Check	08/31/2025	1141	Valley Pacific Petroleum Serv	CL 25-905764 Period 8/1-8/15	10400 - TriCo...	-4,748.10
Bill Pmt -Check	08/31/2025	1142	EMD Networking Services, Inc.	Invoice #TC165572 Monthly Billing ...	10400 - TriCo...	-3,835.60
Bill Pmt -Check	08/31/2025	1143	Azelis	3011001157	10400 - TriCo...	-10,655.57
Aug 16 - Sep 9, 25						-236,130.36

FINANCIAL REPORTS: 2/12 Mths: Exp Exp: Approx. 16.66%

2:10 PM

09/10/25

Cash Basis

Delta Mosquito & Vector Control District
Budget Comp by Categ. Payroll

July through August 2025

	Jul - Aug 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
5-ALL · Salaries and Benefits			
50000 · Payroll Expenses	440,157.12	2,323,010.00	18.9%
50001-2 · Social Sec and Medicare Emp			
50001 · Payroll Expenses MEDICARE DIST	6,374.27	33,684.00	18.9%
50002 · PR Liabilities - SOC SEC - DIST	27,255.53	141,803.00	19.2%
50001-2 · Social Sec and Medicare Emp - Other	0.00	0.00	0.0%
Total 50001-2 · Social Sec and Medicare Emp	33,629.80	175,487.00	19.2%
501 · PERS - OPEB	0.00	0.00	0.0%
502 · PERS - CEPPT (Pension Trust)	0.00	0.00	0.0%
511 · Retirement- District			
511.1 · Retirement- District UAL	257,506.00	266,167.00	96.7%
511 · Retirement- District - Other	29,779.87	0.00	100.0%
Total 511 · Retirement- District	287,285.87	266,167.00	107.9%
513 · Workers Comp Insurance	0.00	84,625.00	0.0%
514 · Unemployment	1,010.99	17,200.00	5.9%
516-518 · Life, Dental, Vision			
516 · Life Insurance -Lincoln	2,987.04	16,180.00	18.5%
517 · Dental Insurance	3,176.17	20,050.00	15.8%
518 · Vision Insurance	1,082.27	6,979.00	15.5%
516-518 · Life, Dental, Vision - Other	0.00	0.00	0.0%
Total 516-518 · Life, Dental, Vision	7,245.48	43,209.00	16.8%
519 · Health Insurance			
519.1 · Employer FSA Contribution	916.58	7,000.00	13.1%
519.2 · Retiree Insurance and Admin	664.72	3,840.00	17.3%
519 · Health Insurance - Other	78,936.44	0.00	100.0%
Total 519 · Health Insurance	80,517.74	10,840.00	742.8%
Total 5-ALL · Salaries and Benefits	849,847.00	2,920,538.00	29.1%
Total Expense	849,847.00	2,920,538.00	29.1%
Net Ordinary Income	-849,847.00	-2,920,538.00	29.1%
Net Income	-849,847.00	-2,920,538.00	29.1%

2:09 PM

09/10/25

Accrual Basis

Delta Mosquito & Vector Control District
Budget Comp by Categ., Services
 July through August 2025

	Jul - Aug 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6-All · Services and Supplies			
60100 · Spray Material	25,029.81	285,000.00	8.8%
60200 · Uniforms	1,539.52	8,483.00	18.1%
60300 · Lab Supplies			
60300.1 · Lab Surveillance	6,648.83	35,634.81	18.7%
60300 · Lab Supplies - Other	216.31	108,158.51	0.2%
Total 60300 · Lab Supplies	6,865.14	143,793.32	4.8%
60301 · Fish Supplies	1,139.71	8,749.10	13.0%
60400 · Sprayer Supplies & Repairs	1,605.75	17,749.00	9.0%
60401 · Operational	7,551.87	3,800.00	198.7%
60500 · Janitorial Supplies & Service	711.24	4,200.00	16.9%
60600 · Maintenance Contracts	12,099.72	73,000.00	16.6%
60700 · Building/Yard Supplies & Maint			
60700.1 · Building Maintenance	1,121.84	10,485.00	10.7%
60700.2 · Yard Maintenance	0.00	560.00	0.0%
60700 · Building/Yard Supplies & Maint - Other	0.00	11,045.00	0.0%
Total 60700 · Building/Yard Supplies & Maint	1,121.84	22,090.00	5.1%
60800 · Utilities	20,153.26	60,000.00	33.6%
60900 · Insurance - Liability	0.00	120,811.00	0.0%
61000 · Office Supplies	67.74	11,000.00	0.6%
61100 · Travel Expenses	0.00	35,170.00	0.0%
61200 · Vehicle Supplies & Maint	5,302.65	40,000.00	13.3%
61300 · Fuel & Oil	19,539.34	65,000.00	30.1%
61400 · Telephone & Cell Phone	3,760.72	23,100.00	16.3%
61500 · GPS	838.26	18,060.00	4.6%
61700 · Subscriptions	10,288.52	34,426.00	29.9%
61800 · Continuing Education	0.00	7,400.00	0.0%
61900 · Professional Services			
619.1 · Prof. Serv - Medical/Bckgrd Chk	0.00	3,850.00	0.0%
619.6 · Legal Fees	0.00	3,000.00	0.0%
619.8 · Accounting/Auditor	0.00	12,700.00	0.0%
619.9 · Aerial Services	0.00	14,000.00	0.0%
61900 · Professional Services - Other	2,167.93	0.00	100.0%
Total 61900 · Professional Services	2,167.93	33,550.00	6.5%
62100 · Misc. Expense	1,652.57	4,650.00	35.5%
62200 · Name Logo & Celebration	0.00	0.00	0.0%
62300 · Safety Supplies	0.00	3,500.00	0.0%
62600 · Dues	16,980.00	25,000.00	67.9%
62800 · Public Relations	0.00	15,000.00	0.0%
Total 6-All · Services and Supplies	138,415.59	1,063,531.42	13.0%
Total Expense	138,415.59	1,063,531.42	13.0%
Net Ordinary Income	-138,415.59	-1,063,531.42	13.0%
Net Income	-138,415.59	-1,063,531.42	13.0%

3:32 PM

09/05/25

Cash Basis

Delta Mosquito & Vector Control District
Budget Comp by Categ. Cap Outlay
 July through August 2025

	Jul - Aug 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
62900 · Tax Admin Fee	0.00	3,605.00	0.0%
7400ALL · Other Charges			
803 · Lease Expense	0.00	0.00	0.0%
Total 7400ALL · Other Charges	0.00	0.00	0.0%
8000ALL · Fixed Assets			
702 · Vehicles - Capital Expense	19,046.27	147,067.76	13.0%
703 · Shop Equip. - Capital Expense	0.00	30,000.00	0.0%
704 · Office Equip. - Capital Expense	1,296.11	25,000.00	5.2%
706 · Lab Equip. - Capital Expense	0.00	0.00	0.0%
Total 8000ALL · Fixed Assets	20,342.38	202,067.76	10.1%
Total Expense	20,342.38	205,672.76	9.9%
Net Ordinary Income	-20,342.38	-205,672.76	9.9%
Net Income	-20,342.38	-205,672.76	9.9%

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

Benjamin Sperry
Operations Program Manager

Bryan Ferguson
Foreman

Andrea Troupin
Scientific Program Manager

Erick Arriaga
Community Education & Outreach Coordinator



REPORT OF THE MANAGER AUGUST 2025

I. Water and Weather

The Delta Mosquito and Vector Control District (DMVCD) Weather Station reported an average high temperature of 98.7°F with an average low of 68.3°F and 0.0 inches of rainfall as of August 31, 2025. The National Oceanic and Atmospheric Administration 1991-2020 seasonal averages for high and low temperatures in August were 93.2°F and 64.9°F respectively, with average rainfall of 0.0 inches. Water storage at Pine Flat Reservoir decreased to 237,853 acre-feet as of July 31, 2025. Pine Flat Reservoir's water inflow rate is 445 cubic feet per second (CFS) while its release is 1,384.7 CFS. Lake Kaweah Reservoir storage decreased to 15,297 acre-feet. Lake Kaweah's water inflow rate is 65 CFS and its release is 87.2 CFS as of August 31, 2025.

II. Narrative

Manager's Summary (Conlin Reis, General Manager)

The month of August has shown a slight decline in virus activity, particularly in late August. An increased focus on troublesome sources and targeted response to high abundance numbers seems to be having a positive impact. Administrative staff has focused on fiscal review and improvement ahead of the planned transition and preparing for the eventual transfer of the District's primary funds out of Tulare County. This has included the development of new standard operating procedures and additional safeguards to prevent recurring errors and ensure easier reporting and increased transparency.

Shop (Bryan Ferguson, Foreman)

For the month of August, we have completed the 2nd round of fleet and property surplus auction items.

The full-time rural staff spent a morning preparing the roof tops for the upcoming solar project by covering the sunlight panels.

We also completed 4 fleet vehicle services and 6 tire repairs.

Our crew continues to perform surveillance of neglected and overwatered pastures and crop fields, as well as reaching out to property owners and water tenders to work with us in hopes of better control.

Combined in total for the month of August, the 5 rural zone operators performed 2161 inspections and 413 treatments on pastures, crops and orchards.

Our 2 dairy crew members made 973 inspections and 477 treatments on dairy pits and sewer treatment ponds.

Operations (Benjamin Sperry, Operations Program Manager)

In August, operations staff sustained targeted work in the District's highest-risk areas, focusing on suppressing abundance in high trap count zones and controlling all known sources. Field crews continued to discover and treat new sources, holding overall vector abundance below seasonal norms.

The District served an abatement letter to the Ivanhoe Public Utility District, marking the first legal abatement action of the year. While warrant work has continued on a routine basis, this step underscores the District's commitment to resolving persistent and difficult problems.

Trap surveillance confirms that abundance remains well below the District's three-year average, reflecting the effectiveness of targeted source control (Figure 1). Disease surveillance also shows encouraging results: WNV activity has been significantly lower than the three-year average, likely due in large part to the District's sustained ULV spraying effort across all areas where positive mosquito pools have been detected (Figure 2).

Looking ahead, operational focus will remain on quickly addressing high trap count areas to prevent the late-season spike in mosquito abundance that typically occurs. Sustained pressure on sources, coupled with responsive ULV treatments, is expected to further suppress both mosquito populations and virus activity as the season progresses.

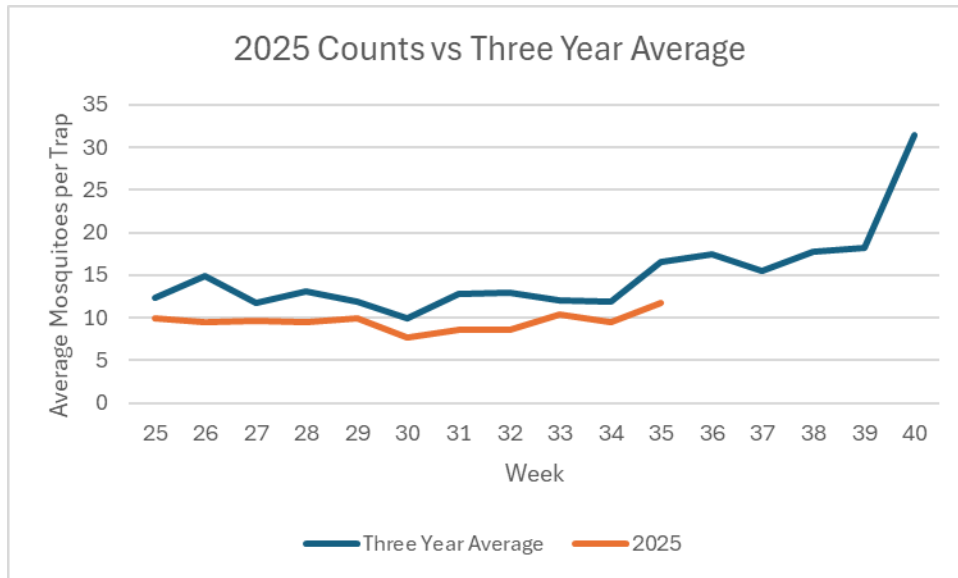


Figure 1: 2025 average counts per trap compared to the three-year average of average counts per trap.

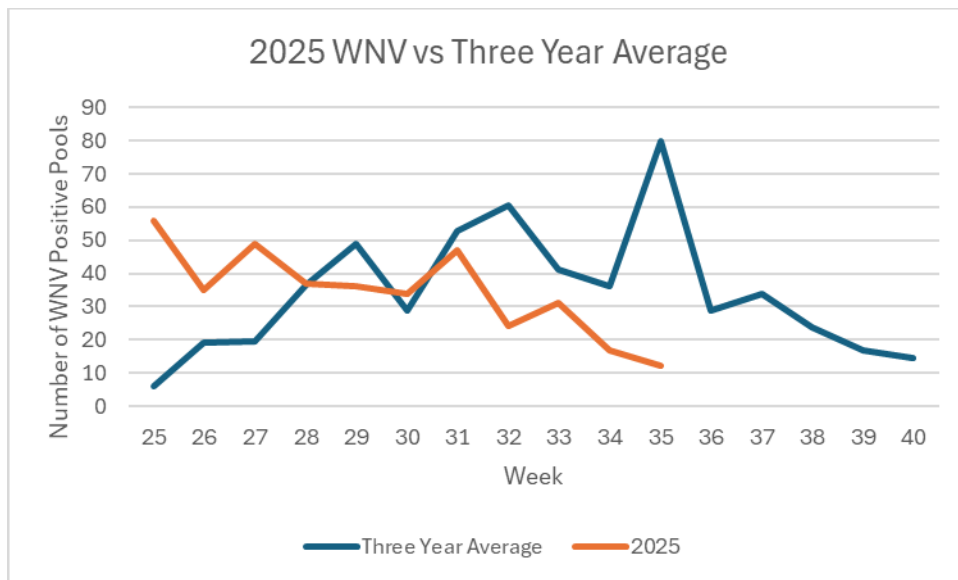


Figure 2: 2025 WNV positive pools compared to the three year average positive pools by week.

Outreach (Erick Arriaga, Community Education and Outreach Coordinator)

In August, DeltaMVCD attended two backpack giveaway events in Orosi and London, as well as the Exeter National Night Out. All three events had strong community turnout and provided valuable opportunities to share mosquito prevention information with residents.

Posting treatment notifications on Nextdoor has continued to receive positive feedback, with neighborhood-specific updates helping to reach the right audiences more effectively. To further improve public access to information, all treatments for the season have been added to the Ultra Low-Volume (ULV) webpage, giving residents better visibility into district activities.

In addition, the district's social media timeline has been integrated into the website, allowing residents who do not use social media to stay updated on district announcements and activities.

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 41,940 mosquitoes were collected across 1,978 trap nights in August 2025. The district-wide average of 21.2 mosquitoes per trap night for August 2025 was 17.2% lower than the previous 5-year average of 25.6 and 28.0% higher than the August 2024 average of 16.6 mosquitoes per trap night for the same time. The top 4 mosquito species caught in August 2025 were *Culex quinquefasciatus* at 47.1%, *Aedes aegypti* at 38.8%, *Culex stigmatosoma* at 7.0%, 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 5.8%. For the month of August, there were 132 WNV positive samples, 0 SLEV positive samples, and 0 samples that were both positive with WNV and SLEV out of 3,309 pools tested. Positive mosquito samples were collected from Visalia, Goshen, Farmersville, Exeter, Dinuba, South Kings River, Ivanhoe, Orosi, and Woodlake. One dead bird was collected, tested and was positive. No kissing bugs were reported to the district in August 2025.

There were 64 technician requests and 8 homeowner requests for mosquitofish in August 2025 to distribute 867 and 437 fish, respectively. In August 2024, there were 24 technician and homeowner requests for mosquitofish to distribute 1,195 fish. Approximately 4,582 mosquitofish fry were produced in August 2025. In August 2024, there were 1,997 mosquitofish fry produced.

2025 Service Request Summary

2025	Mosquitofish	Inspection	Mosquito	Source	Bird	Pool	Total
January	0	4	0	0	0	0	4
February	1	2	0	0	0	0	3
March	1	6	1	0	0	0	8
April	14	34	14	17	0	0	79
May	2	155	8	8	1	38	212
June	13	168	70	29	2	39	321
July	20	163	69	20	3	18	293

August	6	123	50	12	0	16	207
Total	57	655	212	86	6	111	1,197

III. **Vector and Disease Surveillance**

Delta MVCD Summaries:

Humans: For August 2025, there are 6 human WNV cases, 1 asymptomatic WNV case, and 1 dengue travel case in Tulare County.

Birds: 1 bird was tested in August and 1 bird was positive. As of August 29, 2025, there are 7 positive bird samples out of 18 birds tested.

Mosquitoes: As of August 29, 2025, 3,309 mosquito samples have been tested, and 560 samples are positive for WNV while 0 samples are positive for SLEV.

State Surveillance:

Humans: As of August 29, 2025, 22 human cases of WNV from 8 counties and 0 cases of SLEV from 0 counties have been reported.

Birds: As of August 29, 2025, 111 dead birds from 16 counties tested positive for WNV.

Mosquitoes: As of August 29, 2025, 1,912 mosquito samples from 27 counties have tested positive for WNV. Also, 72 samples from 3 counties tested positive for SLEV.

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 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, or two members of the Board of Trustees if the General Manager is otherwise unavailable.

(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

Agenda Item 7: Classification Plan Amendment

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, ELIMINATING CERTAIN POSITIONS, AND APPROVING NEW JOB DESCRIPTIONS AND SALARY SCHEDULES

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

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

WHEREAS, the General Manager has recommended revisions to the Classification Plan to improve efficiency in administration, provide a finer level of direction in field operations, and modernize the District's staffing structure; and

WHEREAS, the General Manager has also recommended the introduction of new job descriptions and adjusted salary schedules to better align with these operational changes; and

WHEREAS, in accordance with District Policy 2121.4.1.2, whenever it becomes necessary, due to the lack of work, lack of funds, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment; and

WHEREAS, based on the General Manager's recommendations, the Board finds that the necessity for certain positions no longer exists under the new operational and administrative plan; and

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

1. Elimination of Positions

The Board hereby finds that the necessity for the following positions no longer exists under the District's new operational and administrative plan, and therefore, these positions are eliminated pursuant to District Policy 2121.4.1.2:

- Vector Control Technician II
- Vector Control Technician III
- Vector Control Technician III/Mechanic
- Administrative Assistant

Phase out of eliminated positions shall be as the discretion of the General Manager in compliance with District Policy 2121.4

2. Approval of New Positions

The following positions are created and approved for inclusion in the Classification Plan:

- Administrative and Fiscal Coordinator
- Vector Control Lead – Agricultural Lead
- Vector Control Lead – Rural Properties Lead
- Vector Control Lead – Municipal and Commercial Lead
- Vector Control Lead – Residential Lead
- Vector Control Specialist (4 positions)

3. Approval of Job Descriptions and Salary Schedule

The Board hereby approves the job descriptions and salary schedule adjustments as presented for the newly established positions, including modifications to compensation ranges to reflect the scope and responsibility of the positions.

PASSED AND ADOPTED by the Board of Trustees of the Delta Mosquito and Vector Control District on this 10th day of September, 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"/>

SIGNED:

Greg Gomez, President, Board of Trustees

Linda Guttierrez, Secretary, Board of Trustees

Operational Reorganization Background

Core Philosophy

Mosquito control operations exist to prevent disease and reduce nuisance mosquitoes across the District. Actions are guided by intelligence from every available source so that effort is applied where it achieves the greatest impact. Efficiency comes from eliminating waste at every stage, allowing resources to extend operational reach rather than being lost to redundancy. Effectiveness comes from empowering personnel to act within their defined responsibilities, minimizing bottlenecks and enabling timely decisions close to the work. Operational sections are unified by shared goals and informed by reliable intelligence. Coordination depends on trust, adaptability, and clear communication. Success is defined by the ability to suppress mosquito abundance as broadly as possible, made possible through sustained engagement with residents, farmers, and local agencies.

Organizing by Stakeholder

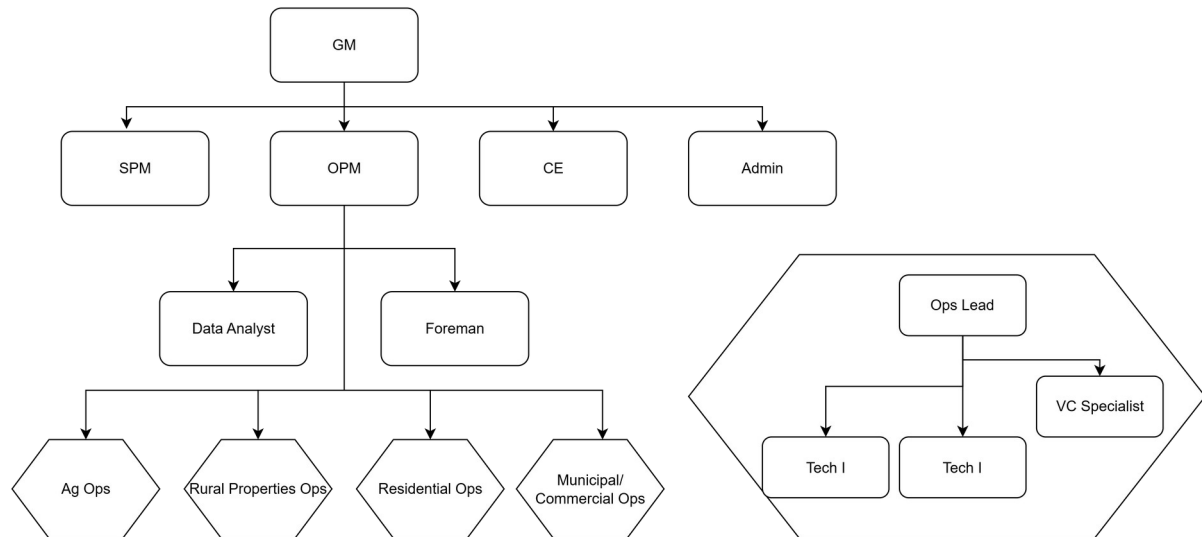
Instead of fixed geographic zones, our operations are structured around the needs of distinct stakeholder groups:

- 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.
- Vector Control Specialist – 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.



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.

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, probationary, 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.

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.**

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.
 - *Encouraged to 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

Vector Control Specialist

Definition

Under the direction of the assigned Operations Lead and the Foreman, the Vector Control Specialist is an extended seasonal field technician responsible for conducting routine inspection and control operations alongside the Lead and seasonal staff. While most duties involve regular field work, this position is distinguished by the ability to step into complex, high-responsibility tasks, act in the capacity of the Lead when delegated, and build strong, trust-based relationships with stakeholders. Vector Control Specialists develop specialized knowledge of the best practices and control measures for their assigned operational section and serve as a vital link between the operational team and the Foreman for equipment, facilities, and inventory matters.

Position Status

This is an extended seasonal non-exempt position. Extended seasonal employees work longer than standard seasonal employees, with an operational season that extends before and after the regular 6-month term.

Essential Functions

Under general direction, the Vector Control Specialist performs the following duties:

Routine Inspection and Control

- Conducts regular inspections, surveillance, and control activities in assigned operational areas alongside the Lead and seasonal staff.
- Performs larviciding, adulticiding, and source reduction in accordance with established protocols and regulations.
- Collects operational data and ensures accurate recordkeeping for treatments and inspections.
- Follows established best practices and specialized control measures for the assigned operational section.

Support for Complex and High-Responsibility Tasks

- Assists the Lead with complex inspections, high-profile service requests, and operations requiring advanced skills or additional expertise.
- Represents the Lead when delegated, including interactions with farmers, government officials, residents, and other stakeholders.
- Participates in warrant-based operations, ensuring legal and procedural compliance.

- Provides operational support for special projects and tricky operations requiring additional coordination.

Stakeholder Engagement

- Builds trust and maintains positive relationships with stakeholders, including landowners, agricultural operators, public agencies, and community members.
- Communicates professionally and effectively to address questions, explain control measures, and promote cooperation with mosquito prevention efforts.

Coordination with the Foreman

- Works with the Lead to ensure all team members are trained on safe and proper equipment use.
- Assists in maintaining accurate inventory of supplies, materials, and equipment.
- Supports the care and maintenance of facilities and equipment according to the Foreman's direction.
- Communicates equipment needs, repairs, and facility issues promptly to the Foreman.

Special Projects and Operations

- Participates in special operations such as drone applications, large-scale treatments, and best-practice trials under the supervision of the Lead or Foreman.
- Assists in developing, testing, and implementing new operational methods and tools.

Safety and Compliance

- Follows all safety protocols, PPE requirements, and regulatory guidelines in field operations.
- Ensures safe operation of vehicles, ATVs, boats, and drones when assigned.
- Maintains compliance with Cal/OSHA, CDPH, FAA, and pesticide regulations.

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

-
- Two (2) or more years of progressively responsible experience in mosquito control operations, vector surveillance, or a related public health/environmental service; OR

- Equivalent experience in an operational role involving field inspection, treatment, or equipment operation with demonstrated technical proficiency.
- Experience with specialized equipment operation, such as ATVs or drones, is desirable.

Knowledge of

- Principles and practices of mosquito biology, surveillance, and control.
- Operational procedures for inspections, treatments, and data collection.
- Safe handling, mixing, and application of pesticides.
- Proper operation and maintenance of vehicles, ATVs, boats, and drones.
- Best practices and specialized control measures for the assigned operational section.
- Equipment inventory and maintenance tracking methods.
- Safety protocols, PPE use, and applicable laws/regulations.
- Effective communication techniques for working with diverse stakeholders.

Ability to

- Perform routine and advanced field inspections, treatments, and data collection accurately and efficiently.
- Serve as a reliable representative of the Lead when delegated.
- Build trust and maintain cooperative relationships with stakeholders in varied settings.
- Work closely with the Lead to ensure equipment readiness, facility care, and proper inventory management.
- Operate and maintain vehicles, ATVs, and drones safely.
- Adapt to varied and challenging work environments.
- Communicate clearly and professionally with supervisors, peers, and the public.
- Work both independently and as part of a team in fast-paced field 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 primarily in the field, with some duties in office or maintenance settings. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. The position may require early morning, evening, weekend, or holiday work as assigned. Office and maintenance work involves standard equipment and conditions.

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.
- 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.

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

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 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 such as farmers, commodity groups, and irrigation districts, aligning mosquito control practices with agricultural production schedules and economic outcomes.

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, primarily 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.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

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:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- 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, B, C, and D, 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

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 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 primarily 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.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

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:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- 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, B, C, and D 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

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 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, primarily 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.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

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:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- 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, B, C, and D 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

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 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, primarily 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.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

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:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- 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, B, C, and D, 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 September, 2025							
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	
Lab Tech II/VC Specialist	Per Hour	\$32.80	\$34.84	\$36.89	\$38.94	\$40.99	
Certified Lab/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. 26-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE DELTA MOSQUITO AND VECTOR
CONTROL DISTRICT AUTHORIZING THE GENERAL MANAGER AS A SIGNER ON BANK OF THE
SIERRA ACCOUNTS**

WHEREAS, the Delta Mosquito and Vector Control District ("District") is the sole and proper owner of the following accounts maintained at Bank of the Sierra in Visalia:

- Delta Vector Control District – EFTPS #722147970
- Delta Vector Control District – Revolving Fund #722148770
- Delta Vector Control District – Flex Ben. #722149570
- SSJV Regional Continuing Education Fund #701050764

WHEREAS, the Board of Trustees adopted **Resolution No. 25-06** on March 12, 2025, authorizing the closure or modification of these accounts and directing the General Manager to take all necessary actions to complete such actions; and

WHEREAS, Bank of the Sierra requires formal Board authorization designating the General Manager as an authorized signer on each of the above-referenced accounts;

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

1. Authorized Signer

The Board hereby authorizes and designates **Conlin Reis, General Manager**, as an authorized signer on each of the following Bank of the Sierra accounts:

- Delta Vector Control District – EFTPS #722147970
- Delta Vector Control District – Revolving Fund #722148770
- Delta Vector Control District – Flex Ben. #722149570
- SSJV Regional Continuing Education Fund #701050764

PASSED AND ADOPTED by the Board of Trustees of the Delta Mosquito and Vector Control District on this 10th day of September, 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"/>

SIGNED:

Greg Gomez, President, Board of Trustees

Linda Guttierrez, Secretary, Board of Trustees