

# Delta Mosquito & Vector Control District

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

District Manager, Conlin Reis.  
Scientific Program Manager, Andrea Troupin.  
Operations Program Manager, Benjamin Sperry.  
Community Education and Outreach Coordinator, Erick Arriaga

## Delta Mosquito and Vector Control District Regular Board Meeting Agenda

Date: Wednesday February 11th, 2026, at 4:30 PM  
Location: 1737 West Houston Ave, Visalia CA, 93291

[Remote Meeting Link](#)

### 1. Roll Call

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### 2. Employee of the Quarter

The Manager will introduce the Employee of the Quarter for Oct-Dec 2025, Valeria Ortega.

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### 3. Public Forum

- a. **Members of the public may comment on any item not on the agenda that is within the jurisdiction of the Board of Trustees (Board). Under state law, matters presented during public comment cannot be discussed or acted upon by the Board in this meeting.**
  - b. **For items on the agenda, the public is invited to make comments during the public comment period.**
  - c. **Any person addressing the Board will be limited to a maximum of three (3) minutes. Public comments will be limited to a total of 15 minutes during the public comment period.**
  - d. **If there are more than five (5) people wishing to comment, then time will be divided equally between all people wishing to speak, so that everyone has an opportunity to address the Board.**
  - e. **Public comments may be submitted via email to [publiccomments@deltamvcd.gov](mailto:publiccomments@deltamvcd.gov)**
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#### **4. Consent Calendar**

- a. December Minutes
  - b. Checks for Ratification
  - c. Checks for Approval
  - d. Financial Reports/Quarterly Investment Report
  - e. Manager's Report
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#### **5. 2024/2025 Financial Audit                      ACTION**

The Board will review and consider approval of the FY 2024/25 Audit.

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#### **6. Update to Classification Plan: Vector Surveillance Technician                      ACTION**

The Board will consider an update to the classification plan to add the Vector Surveillance Technician Position to replace the Lab Tech I. This position will align the entry-level laboratory position with expected duties.

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#### **7. Policy Update/New Policy**

##### **a. Single-Meeting Action**

The Board will consider taking action on the following policies at a single meeting.

##### **b. Policy# 1086: Fiscal Oversight**

The Board will consider an update to the Fiscal Oversight policy to align with the new CLASS Account and General Expense account. This will replace the revolving account procedures.

##### **c. New Policy, Policy # 1053 Observational Data Privacy & Retention**

The Board will consider adoption of a new Observational Data Privacy & Retention policy to set standards for collecting, using, and retaining District photos, video (including drone imagery), and narrative field observations. This policy will emphasize privacy-protective documentation, limited access to sensitive details, and retention practices that support operational needs while minimizing unnecessary collection of private information.

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#### **8. 2026 Warrant Update, Drone Use                      ACTION**

The Board will consider amendments to the District's warrant regarding use of drones. Drones would be utilized to supplement existing aerial observation services and backyard inspections, promoting increased safety for inspections while minimizing the necessity to physically enter District properties.

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#### **9. SB 827 Financial Training/Biannual Training Update/Board Appointments**

The Board will consider the new requirements for biannual financial training, the existing training schedule and pending board appointments.

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#### **10. District Jackets                                      ACTION**

The Board will consider the issuance of District uniform jackets. This item was initially approved in the previous fiscal year but was not carried over from the previous budget.

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**11. Strategic Plan 2026                      ACTION**

The Board will consider engaging in a strategic planning process for 2026 and may establish an advisory committee for this purpose.

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**12. Surplus Items Declaration                      ACTION**

The Board will consider declaring several items as surplus and authorizing the disposal of the items.

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**13. Rescheduling of the March Regular Board Meeting                      ACTION**

Due to a conflict with a scheduled MVCAC advocacy event, the Board will consider moving the regular board meeting for March.

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**14. 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.

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**15. Future Agenda Items**

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

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**16. Adjournment                      ACTION**

Adjourn Meeting of the Board of Trustees to reconvene on March 11th (or an alternative announced date), 2026, at 4:30 p.m. in the Delta Mosquito and Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.

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*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.*

# **General Consent Items**

December 10, 2025 Minutes

## **Financial Reports:**

Checks for Approval (December 10th-January 31st)

Checks for Ratification (Feb 1-15th)

Budget Expenditures by Category (Cap Outlay)

Budget Expenditures by Category (Services)

Budget Expenditures by Category (Payroll)

### **Treasurer's Report**

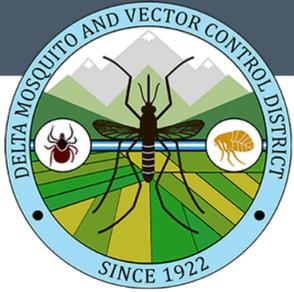
District Income YTD

Current Balance: California CLASS

Current Balance: All Accounts

### **Quarterly Investment Report**

**Quarterly Investment Report (Oct-Dec,25)**



# Delta Mosquito & Vector Control District

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## Minutes of the Regular Board Meeting

Date: Wednesday November 12th, 2025, at 4:30 PM  
Location: 1737 West Houston Ave, Visalia CA, 93291

### 1. Roll Call

**Trustees Present:**

**Trustee Greg Gomez, President**  
**Trustee Linda Gutierrez, Secretary**  
**Trustee Mike Burchett**  
**Trustee Larry Roberts**  
**Trustee Kevin Caskey**

**Trustees Absent:**

**Trustee Lori Berger**  
**Trustee Rosemary Hellwig**

**Staff Present:**

**Conlin Reis, General Manager**  
**Andrea Troupin, Scientific Program Manager**  
**Valeria Ortega, Administrative & Fiscal Coordinator**

**Members of the Public:**

**Kerri Salazar**

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### 2. Public Forum

Per agenda procedures, the public was invited to comment on non-agenda matters.

Kerri Salazar, member of the public, provided public comment reiterating opposition to wide-area adulticiding, consistent with comments made at the prior month's meeting.

No action was taken.

No other public comments were received.

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### **3. Consent Calendar**

- a. November Minutes
- b. Checks for Ratification
- c. Checks for Approval
- d. Financial Reports/Quarterly Investment Report

***Motion:*** *Trustee Mike Burchett*

***Second:*** *Trustee Kevin Caskey*

***Vote:*** *Passed by unanimous vote*

Consent Calendar approved as presented

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

The General Manager reported that November reflected a seasonal transition as cooler weather reduced mosquito activity across the District. November marked the first full month operating under the new Operations Lead structure, with staff focusing on transition support and development of comprehensive Standard Operating Procedures intended to strengthen continuity across administrative, operational, and laboratory functions.

Fleet and facilities efforts emphasized end-of-season maintenance, vehicle inspections, workspace reconfiguration, and preparation for surplus disposition of outdated equipment. Field activity declined substantially, allowing staff to redirect effort toward internal planning and preparation for the 2026 season. Surveillance data reflected low virus activity, with one West Nile virus–positive mosquito sample detected and no local human cases reported. Outreach and laboratory operations continued at a reduced seasonal pace, with increased mosquitofish production and distribution.

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### **5. Closeout of NIDUS App, Version 1 – ACTION**

The General Manager provided a brief presentation on the functionality and performance of the NIDUS Version 1 application, noting that it expanded the District's capacity to collect geo-aware notes and photographs and exceeded the initial expectations established at the time the contract was approved. The General Manager recommended approval of the closeout.

Following brief discussion, the Board approved the closeout of NIDUS Version 1.

*Motion: Trustee Linda Guttierrez*  
*Second: Trustee Larry Roberts*  
*Vote: Passed by unanimous vote*

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## **6. Section 125 Plan and Medical Plan Updates for 2026 – ACTION**

The General Manager presented updated medical premium rates for 2026 and recommended continuing the District's practice of aligning elective Section 125 contributions based on the selected health plan (PPO or HMO) and dependent tier (Single, Plus One, or Family). Rising healthcare costs and the potential need to evaluate opt-out incentives or alternative cost-containment strategies were discussed. It was noted that open enrollment for the upcoming year had concluded and that any substantive changes would be considered in a future cycle.

Following discussion, the Board approved continuation of the Section 125 contribution structure as presented.

*Motion: Trustee Larry Roberts*  
*Second: Trustee Mike Burchett*  
*Vote: Passed by unanimous vote*

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## **7. Unmaintained Swimming Pool Application Proposals – ACTION**

The Board considered responses to an informal bid and RFP process conducted in accordance with District policy for development of a supplemental software solution to support the unmaintained swimming pool program. The General Manager explained that the complexity of compliance tracking, treatment history, geospatial documentation, and field inputs exceeds the practical capabilities of the District's core FieldSeeker system, necessitating a dedicated application.

Three responses were received. Staff reported that Frontier, the District's FieldSeeker vendor, was unable to meet the District's requirement for an open-source or perpetual license model. One low-cost proposal lacked mosquito control and GIS experience and was determined to be non-responsive. A second proposal from a larger GIS firm also lacked vector control experience and relied on a minimum viable product approach that implied significantly higher downstream costs, and was likewise deemed non-responsive.

The remaining proposal, in the amount of \$25,000, was submitted by Gleipnir LLC, which previously developed the NIDUS application. It was disclosed that Gleipnir LLC is partially owned by Benjamin Sperry, the District's Operations Program Manager. The General Manager reported that a conflict-of-interest analysis was conducted, including specific review of consultation notes with external legal counsel. That review concluded that Mr. Sperry's official duties and role with the District do not include, and are outside the scope of, initiation, formation, evaluation, negotiation, or execution of contracts, and that no disqualifying conflict existed.

The General Manager further noted that while the arrangement may initially appear unusual, it reflects the highly specialized nature of mosquito control and geospatial software development and the limited pool of qualified professionals, as evidenced by the minimal number of responsive bids.

After discussion, the Board approved selection of Gleipnir LLC as the successful bidder and authorized execution of the contract as presented.

***Motion: Trustee Larry Roberts***

***Second: Trustee Linda Gutierrez***

***Vote: Passed by unanimous vote***

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## **8. Cancellation of January Regular Board Meeting – ACTION**

The Board considered cancellation of the January Regular Board Meeting due to holiday timing and an anticipated lack of agenda items. It was noted that a special meeting could be called if necessary.

***Motion: Trustee Mike Burchett***

***Second: Trustee Larry Roberts***

***Vote: Passed by unanimous vote***

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## **9. Trustee Contact Information / Trustee Email Accounts – DISCUSSION**

The Board discussed options for protecting Trustee personal email addresses from automated attacks and unsolicited communications. By consensus, the Board directed the General Manager to use his discretion to pursue either District-managed Trustee email accounts or a form-based or masked contact method to facilitate public communication while protecting personal email addresses. No action was taken.

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## **10. Withdrawal of Tulare County Funds / Tri Counties Savings Option – ACTION**

The General Manager presented information regarding the upcoming transfer of District funds currently held with Tulare County and discussed investment diversification options. The Board authorized the General Manager to open a high-interest savings account with Tri Counties Bank, provided the rate is competitive with California CLASS, to support diversification of District investments.

**Motion: Trustee Mike Burchett**  
**Second: Trustee Kevin Caskey**  
**Vote: Passed by unanimous vote**

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### **11. Holiday Gift – ACTION**

The Board approved issuance of a \$60 holiday gift card for District employees and directed the District to gross up the amount to ensure employees receive the full intended value after applicable payroll taxes.

**Motion: Trustee Larry Roberts**  
**Second: Trustee Greg Gomez**  
**Vote: Passed by unanimous vote**

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

No comments were offered.

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**Conlin Reis**

General Manager / Recording Secretary

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## **Certification and Approval**

These minutes were approved by the Board of Trustees of the **Delta Mosquito and Vector Control District** at a duly noticed meeting held on \_\_\_\_\_, 2026.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

12:54 PM

02/11/26

Cash Basis

### Delta Mosquito & Vector Control District

### Checks and Payments for Approval

February 1 - 15, 2026

Type	Date	Num	Name	Memo	Original Amount
<b>Feb 1 - 15, 26</b>					
Liability Check	02/12/2026		QuickBooks Payroll Service	Created by Payroll Service on 02/...	-43,877.42
Paycheck	02/13/2026	E021526-001	Alejandra Gill	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-002	Alysia S Davis	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-003	Andrea J. Troupin	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-004	Benjamin D Sperry	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-005	Brenda Rodriguez-Vivar	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-006	Bryan K Ferguson	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-007	Carlos Rodriguez	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-008	Conlin D Reis	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-009	Erick Arriaga	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-010	John McGrew	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-011	Jorge Perez	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-012	Juan Pablo Ortega	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-013	Lisa Salgado	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-014	Mark T Nakata	Direct Deposit	0.00
Paycheck	02/13/2026	E021526-015	Valeria Ortega	Direct Deposit	0.00
Bill Pmt -Check	02/15/2026	1285	Valley Pacific Petroleum Serv		-302.49
Bill Pmt -Check	02/15/2026	1286	Bryant L. Jolley, CPA		-4,500.00
Bill Pmt -Check	02/15/2026	1287	Giotto's Alarm-Tech		-1,020.00
<b>Feb 1 - 15, 26</b>					

5:11 PM

02/06/26

Cash Basis

**Delta Mosquito & Vector Control District**  
**Checks and Payments for Ratification**  
**December 11, 2025 through February 11, 2026**

Type	Date	Num	Name	Memo	Paid Amount
<b>Dec 11, '25 - Feb 11, 26</b>					
Liability Check	12/12/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/10/...	-44,174.73
Liability Check	12/29/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/17/...	-44,356.30
Liability Check	12/30/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/18/...	-923.50
Check	12/11/2025		Tri County Bank	Analysis / Treasury Charge-Dec	-71.43
Check	12/22/2025		Enterprise FM Trust	Direct Pay Deposit for December	-10,583.78
Liability Check	01/14/2026		QuickBooks Payroll Service	Created by Payroll Service on 01/13/...	-44,095.34
Liability Check	01/29/2026		QuickBooks Payroll Service	Created by Payroll Service on 01/28/...	-43,877.55
Check	01/14/2026		Tri County Bank	Analysis/ Treasury Charges	-14.54
Liability Check	01/14/2026	E011526-016	CA SDU-ExpertPay	VFL260136	-150.00
Liability Check	01/30/2026	E013026-016	CA SDU-ExpertPay	VFL260136	-150.00
Liability Check	12/30/2025	E123025-016	DVCD - Michael W. Alburn	94-6000565 QB Tracking # 4285152...	-14,676.01
Liability Check	01/14/2026	E011526-017	Delta Dental		-1,103.26
Liability Check	01/30/2026	E013026-017	FSA Funding- DMVCD		-208.34
Liability Check	12/30/2025	E123025-017	E.D.D.	698-1691-6 QB Tracking # 428641234	-2,840.55
Liability Check	01/14/2026	E011526-018	VSP - Vision Service Plan		-420.17
Liability Check	01/30/2026	E013026-018	DVCD - Michael W. Alburn	94-6000565 QB Tracking # -126170...	-15,302.34
Liability Check	01/14/2026	E011526-019	DVCD - Michael W. Alburn	94-6000565 QB Tracking # -869553...	-15,405.82
Liability Check	01/28/2026	E013026-019	E.D.D.	698-1691-6 QB Tracking # -1258641...	-2,727.21
Liability Check	12/15/2025	E121525-019	DVCD - Michael W. Alburn	94-6000565 QB Tracking # 62753234	-14,538.42
Liability Check	01/14/2026	E011526-020	E.D.D.	698-1691-6 QB Tracking # -8687590...	-2,754.08
Bill Pmt -Check	01/29/2026	E013026-020	Calif Water Serv		-162.81
Liability Check	12/15/2025	E121525-020	E.D.D.	698-1691-6 QB Tracking # 62833234	-2,811.68
Bill Pmt -Check	01/15/2026	E011526-021	EMD Networking Services, Inc.		-3,995.64
Liability Check	01/28/2026	E013026-021	Cal PERS Supplemental Income 45...	Plan ID 452679	-1,148.20
Liability Check	01/15/2026	E011526-022	Pub Emp Ret System		-10,660.21
Liability Check	01/28/2026	E013026-022	Pub Emp Ret System		-10,605.48
Liability Check	12/11/2025	E121525-022	Lincoln Financial Group		-1,298.79
Liability Check	12/30/2025	E123025-022	DVCD - Michael W. Alburn	94-6000565 QB Tracking # 4644652...	-229.50
Liability Check	01/15/2026	E011526-023	P E R S		-43,385.25
Bill Pmt -Check	01/29/2026	E013026-023	CITY OF VISALIA		-191.21
Liability Check	12/31/2025	E121525-023	FSA Funding- DMVCD	December 25 FSA Contrubtions	-416.68
Liability Check	12/30/2025	E123025-023	CA SDU-ExpertPay	VFL260136	-150.00
Liability Check	01/15/2026	E011526-024	Cal PERS Supplemental Income 45...	Plan ID 452679	-1,148.20
Bill Pmt -Check	01/30/2026	E013026-024	SoCalGas		-1,038.70
Bill Pmt -Check	01/20/2026	E123025-024	Enterprise FM Trust		-10,912.96
Liability Check	12/31/2025	E123025-024	Pub Emp Ret System		-10,683.15
Liability Check	01/15/2026	E011526-025	Lincoln Financial Group		-1,235.47
Bill Pmt -Check	01/30/2026	E013026-025	So Calif Edison		-2,967.45
Liability Check	12/31/2025	E123025-025	Cal PERS Supplemental Income 45...	Plan ID 452679	-1,148.20
Liability Check	01/15/2026	E011526-026	FSA Funding- DMVCD	January 26 FSA Contrubtions	-208.34
Bill Pmt -Check	01/30/2026	E013026-026	Navia Benefit Solutions		-200.00
Liability Check	01/15/2026	E123025-026	DVCD - Michael W. Alburn	94-6000565 QB Tracking # -336302...	-777.27
Liability Check	12/15/2025	E113025-027	P E R S	Health Premium January	-45,904.78
Liability Check	01/15/2026	E123025-027	E.D.D.	698-1691-6 QB Tracking # -3370340...	-92.66
Check	01/30/2026	E011526-028	U S Bank	Acct # 4246 0445 5565 3983	-27,122.87
Bill Pmt -Check	12/15/2025	E113025-028	SoCalGas	VOID:	-88.20
Bill Pmt -Check	12/15/2025	E113025-029	Calif Water Serv		-150.58
Bill Pmt -Check	12/15/2025	E113025-030	CalPERS		-160.00
Bill Pmt -Check	12/15/2025	E113025-031	So Calif Edison		-2,774.26
Bill Pmt -Check	12/15/2025	E113025-032	So Calif Edison		-2,857.30
Liability Check	12/15/2025	E113025-033	Pub Emp Ret System		-10,628.41
Liability Check	01/06/2026	E111525-057	E.D.D.	698-1691-6	-62.00
Bill Pmt -Check	12/15/2025	1240	AutoZone Inc		-425.01
Bill Pmt -Check	12/15/2025	1241	Bryant L. Jolley, CPA		-4,000.00
Bill Pmt -Check	12/15/2025	1242	Cline's Business Equip., Inc.		-45.89
Bill Pmt -Check	12/15/2025	1243	EMD Networking Services, Inc.		-3,998.89
Bill Pmt -Check	12/15/2025	1244	Valley Pacific Petroleum Serv		-602.22
Bill Pmt -Check	12/15/2025	1245	Lozano Smith, LLP		-935.00
Bill Pmt -Check	12/15/2025	1246	Mettler-Toledo Rainin, LLC		-2,592.59
Bill Pmt -Check	12/15/2025	1247	Pacific West Controls, Inc.		-250.00
Bill Pmt -Check	12/15/2025	1248	Star Milling Company		-350.88
Bill Pmt -Check	12/15/2025	1249	Fresno Oxygen		-491.52
Bill Pmt -Check	12/15/2025	1251	Uni First		-308.32
Bill Pmt -Check	12/15/2025	1252	Clarke Mosq Control Prod		-12,137.68
Bill Pmt -Check	12/16/2025	1253	West Coast Bio-Tech		-155.00
Bill Pmt -Check	12/17/2025	1254	Thermo Fisher Scientific LLC		-21,951.99
Paycheck	12/31/2025	1255	Kevin J Caskey		-184.70
Paycheck	12/31/2025	1256	Larry Roberts		-184.70
Paycheck	12/31/2025	1257	Lori Berger		-92.35
Check	12/19/2025	1259	U S Bank	Payment for November 2025 Statem...	-31,626.18
Bill Pmt -Check	01/12/2026	1261	AutoZone Inc		-634.35
Bill Pmt -Check	01/12/2026	1262	G A Motorsports		-9,378.01
Bill Pmt -Check	12/31/2025	1263	Valley Pacific Petroleum Serv		-72.69
Bill Pmt -Check	01/14/2026	1264	American Incorporated		-757.45
Bill Pmt -Check	01/14/2026	1265	Bio Search Technologies		-2,173.70
Bill Pmt -Check	01/14/2026	1266	Clarke Mosq Control Prod		-49.79
Bill Pmt -Check	01/14/2026	1267	Gleipnir LLC	Closeout Payment for Version 1 of N...	-7,500.00

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02/06/26

Cash Basis

**Delta Mosquito & Vector Control District**  
**Checks and Payments for Ratification**  
**December 11, 2025 through February 11, 2026**

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	01/15/2026	1268	Gleipnir LLC	Preliminary Payment for Green Poo...	-12,500.00
Bill Pmt -Check	01/15/2026	1269	Sierra Appliances		-3,168.77
Bill Pmt -Check	01/15/2026	1270	Uni First		-338.74
Bill Pmt -Check	01/15/2026	1271	Thermo Fisher Scientific LLC		-14,378.67
Bill Pmt -Check	01/15/2026	1272	Veseris		-28,600.00
Bill Pmt -Check	01/15/2026	1273	VWR International	3014636	-22.67
Bill Pmt -Check	01/30/2026	1274	Cline's Business Equip., Inc.		-30.00
Bill Pmt -Check	01/30/2026	1275	Eppendorf North America, Inc.		-755.47
Bill Pmt -Check	01/30/2026	1276	Valley Pacific Petroleum Serv		-167.62
Bill Pmt -Check	01/30/2026	1277	Mettler-Toledo Rainin, LLC		-1,342.10
Bill Pmt -Check	01/30/2026	1279	Lozano Smith, LLP		-600.00
Bill Pmt -Check	01/30/2026	1280	Central Garden & Pet		-46,371.60
Bill Pmt -Check	01/30/2026	1281	Leading Edge Aerial Technologies		-1,700.00
Bill Pmt -Check	01/30/2026	1282	Advanced Auto & Smog		-100.00
Bill Pmt -Check	01/16/2026	1283	Mesa Energy Systems inc		-2,195.88
Check	01/30/2026	1284	Conlin Reis	Per Deim MVCAC Annual	-276.50
<b>Dec 11, '25 - Feb 11, 26</b>					<b>-667,036.55</b>

58.33%

5:01 PM  
02/06/26  
Cash Basis

**Delta Mosquito & Vector Control District**  
**Budget Comp by Categ. Cap Outlay**  
July 2025 through January 2026

	Jul '25 - Jan 26	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
62900 · Tax Admin Fee	29.78	3,605.00	0.8%
7400ALL · Other Charges			
803 · Lease Expense	69,524.81	143,402.00	48.5%
<b>Total 7400ALL · Other Charges</b>	<b>69,524.81</b>	<b>143,402.00</b>	<b>48.5%</b>
8000ALL · Fixed Assets			
701 · Spray Equipment - Capital Exp	9,378.01		
702 · Vehicles - Capital Expense	61,202.32	147,067.76	41.6%
703 · Shop Equip. - Capital Expense	0.00	30,000.00	0.0%
704 · Office Equip. - Capital Expense	20,000.00	25,000.00	80.0%
706 · Lab Equip. - Capital Expense	0.00	0.00	0.0%
<b>Total 8000ALL · Fixed Assets</b>	<b>90,580.33</b>	<b>202,067.76</b>	<b>44.8%</b>
<b>Total Expense</b>	<b>160,134.92</b>	<b>349,074.76</b>	<b>45.9%</b>
<b>Net Ordinary Income</b>	<b>-160,134.92</b>	<b>-349,074.76</b>	<b>45.9%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
801 · Bldg & Yard Imp. - Capital Exp	12,023.60	238,551.00	5.0%
<b>Total Other Expense</b>	<b>12,023.60</b>	<b>238,551.00</b>	<b>5.0%</b>
<b>Net Other Income</b>	<b>-12,023.60</b>	<b>-238,551.00</b>	<b>5.0%</b>
<b>Net Income</b>	<b>-172,158.52</b>	<b>-587,625.76</b>	<b>29.3%</b>

58.33%

4:59 PM

02/06/26

Accrual Basis

## Delta Mosquito & Vector Control District Budget Comp by Categ., Services

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
<b>6-All · Services and Supplies</b>			
60100 · Spray Material	260,865.57	285,000.00	91.5%
60200 · Uniforms	4,792.98	8,483.00	56.5%
<b>60300 · Lab Supplies</b>			
60300.1 · Lab Surveillance	23,218.65	35,634.81	65.2%
60300.2 · Disease Testing	57,982.86	65,233.43	88.9%
60300.3 · Insectary	1,420.07	2,916.46	48.7%
60300.4 · Lab General	2,113.95	4,373.81	48.3%
60300 · Lab Supplies - Other	846.31	108,158.51	0.8%
<b>Total 60300 · Lab Supplies</b>	<b>85,581.84</b>	<b>216,317.02</b>	<b>39.6%</b>
60301 · Fish Supplies	4,948.07	8,749.10	56.6%
60400 · Sprayer Supplies & Repairs	14,710.54	17,749.00	82.9%
60401 · Operational	8,321.85	3,800.00	219.0%
60500 · Janitorial Supplies & Service	2,724.70	4,200.00	64.9%
60600 · Maintenance Contracts	32,716.60	73,000.00	44.8%
<b>60700 · Building/Yard Supplies &amp; Maint</b>			
60700.1 · Building Maintenance	12,440.18	10,485.00	118.6%
60700.2 · Yard Maintenance	0.00	560.00	0.0%
60700 · Building/Yard Supplies & Maint - Other	0.00	11,045.00	0.0%
<b>Total 60700 · Building/Yard Supplies &amp; Maint</b>	<b>12,440.18</b>	<b>22,090.00</b>	<b>56.3%</b>
60800 · Utilities	36,494.23	60,000.00	60.8%
60900 · Insurance - Liability	121,921.00	120,811.00	100.9%
61000 · Office Supplies	15,040.93	21,000.00	71.6%
61100 · Travel Expenses	2,245.93	35,170.00	6.4%
61200 · Vehicle Supplies & Maint	31,348.11	40,000.00	78.4%
61300 · Fuel & Oil	36,761.87	65,000.00	56.6%
61400 · Telephone & Cell Phone	12,272.31	23,100.00	53.1%
61500 · GPS	7,310.96	18,060.00	40.5%
61700 · Subscriptions	17,912.23	37,426.00	47.9%
61800 · Continuing Education	658.00	7,400.00	8.9%
<b>61900 · Professional Services</b>			
619.1 · Prof. Serv - Medical/Bckgrd Chk	500.00	3,850.00	13.0%
619.2 · Bank Service Charges	700.08		
619.5 · Prof Ser - Flex Benefit Plan	1,200.00		
619.6 · Legal Fees	1,535.00	3,000.00	51.2%
619.8 · Accounting/Auditor	5,000.00	12,700.00	39.4%
619.9 · Aerial Services	3,000.00	14,000.00	21.4%
61900 · Professional Services - Other	24,002.93	26,347.00	91.1%
<b>Total 61900 · Professional Services</b>	<b>35,938.01</b>	<b>59,897.00</b>	<b>60.0%</b>
62100 · Misc. Expense	3,885.83	4,650.00	83.6%
62200 · Name Logo & Celebration	0.00	0.00	0.0%
62300 · Safety Supplies	3,580.58	3,500.00	102.3%
62600 · Dues	26,645.00	25,000.00	106.6%
62800 · Public Relations	1,183.79	15,000.00	7.9%
6-All · Services and Supplies - Other	1,572.04		
<b>Total 6-All · Services and Supplies</b>	<b>781,873.15</b>	<b>1,175,402.12</b>	<b>66.5%</b>
<b>Total Expense</b>	<b>781,873.15</b>	<b>1,175,402.12</b>	<b>66.5%</b>
<b>Net Ordinary Income</b>	<b>-781,873.15</b>	<b>-1,175,402.12</b>	<b>66.5%</b>
<b>Net Income</b>	<b>-781,873.15</b>	<b>-1,175,402.12</b>	<b>66.5%</b>

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

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
<b>5-ALL · Salaries and Benefits</b>			
<b>50000 · Payroll Expenses</b>	1,269,283.16	2,310,010.00	54.9%
<b>50001-2 · Social Sec and Medicare Emp</b>			
50001 · Payroll Expenses MEDICARE DIST	18,425.45	33,684.00	54.7%
50002 · PR Liabilities - SOC SEC - DIST	77,205.83	141,803.00	54.4%
50001-2 · Social Sec and Medicare Emp - Other	1,054.59	0.00	100.0%
<b>Total 50001-2 · Social Sec and Medicare Emp</b>	96,685.87	175,487.00	55.1%
501 · PERS - OPEB	0.00	0.00	0.0%
502 · PERS - CEPPT (Pension Trust)	0.00	0.00	0.0%
<b>511 · Retirement- District</b>			
511.1 · Retirement- District UAL	257,506.00	266,167.00	96.7%
511.2 · Retirement Contributions	93,834.53	179,977.80	52.1%
511 · Retirement- District - Other	0.00	0.00	0.0%
<b>Total 511 · Retirement- District</b>	351,340.53	446,144.80	78.8%
513 · Workers Comp Insurance	83,349.00	84,625.00	98.5%
514 · Unemployment	7,347.19	17,200.00	42.7%
<b>516-518 · Life, Dental, Vision</b>			
516 · Life Insurance -Lincoln	8,860.97	16,180.00	54.8%
517 · Dental Insurance	10,011.43	20,050.00	49.9%
518 · Vision Insurance	3,392.36	6,979.00	48.6%
516-518 · Life, Dental, Vision - Other	0.00	0.00	0.0%
<b>Total 516-518 · Life, Dental, Vision</b>	22,264.76	43,209.00	51.5%
<b>519 · Health Insurance</b>			
519.1 · Employer FSA Contribution	3,174.93	7,000.00	45.4%
519.2 · Retiree Insurance and Admin	1,839.72	3,840.00	47.9%
519 · Health Insurance - Other	286,427.97	499,186.04	57.4%
<b>Total 519 · Health Insurance</b>	291,442.62	510,026.04	57.1%
<b>Total 5-ALL · Salaries and Benefits</b>	2,121,713.13	3,586,701.84	59.2%
<b>Total Expense</b>	2,121,713.13	3,586,701.84	59.2%
<b>Net Ordinary Income</b>	-2,121,713.13	-3,586,701.84	59.2%
<b>Net Income</b>	<b>-2,121,713.13</b>	<b>-3,586,701.84</b>	<b>59.2%</b>



# County of Tulare

Report Name: BA-A203

Report ID: A203PDF

Fiscal Year : 2026 | Accounting Period: 7

BFBrauer

Report ID: A203PDF | Report Date: 2/5/2026 | Report Time: 8:48 AM

REVENUE SOURCE CODE - DESCRIPTION	CURRENT COLLECTED REVENUE	CURRENT RECOGNIZED REVENUE	YTD COLLECTED REVENUE	YTD RECOGNIZED REVENUE	CURRENT BUDGET	ADOPTED BUDGET
<b>Fund: 712 - Delta Vector Control</b>			<b>Department: 712 - Delta Vector</b>			<b>Unit: 1000 - Administration</b>
5050 - Prop Tax Rel	8,783.04	8,783.04	8,783.04	8,783.04	17,842.00	17,842.00
5400 - Curr Serv	0.00	0.00	0.00	0.00	1.00	1.00
5401 - Assnt Fee	0.00	0.00	(35,097.00)	(35,097.00)	(74,698.00)	(74,698.00)
5537 - Other Serv	0.00	0.00	0.00	0.00	1.00	1.00
5805 - Misc Revenue	0.00	0.00	81,998.43	81,998.43	49,300.00	49,300.00
5835 - Oth Revenue	0.00	0.00	0.00	0.00	130,359.00	130,359.00
<b>UNIT 1000 Totals:</b>	<b>259,026.39</b>	<b>259,026.39</b>	<b>3,495,599.66</b>	<b>3,495,599.66</b>	<b>5,846,845.00</b>	<b>5,846,845.00</b>
<b>DEPT 712 Totals:</b>	<b>259,026.39</b>	<b>259,026.39</b>	<b>3,495,599.66</b>	<b>3,495,599.66</b>	<b>5,846,845.00</b>	<b>5,846,845.00</b>
<b>FUND 712 Totals:</b>	<b>259,026.39</b>	<b>259,026.39</b>	<b>3,495,599.66</b>	<b>3,495,599.66</b>	<b>5,846,845.00</b>	<b>5,846,845.00</b>

## SubaccountDetails

Fund Name	Subaccount Number	Subaccount Name	NAV Date	NAV Per Share	Share Balance	Acct. Balance	MTD Income	FYTD Income	Inception Date	Last Activity Date
California CLASS	CA-01-0260-0001	Operating Fund	02/11/2026	\$1.00	7,312,855.710	\$7,312,855.71	\$7,512.25	\$21,195.56	10/07/2025	01/30/2026

Overall Fund Performance

Fund Balances and Yields

As Of Date	Fund Name	NAV	Shares	Fund Balance	Dividend Rate	Current Yield	Daily Yield	7-Day Yield	30-Day Yield
02/10/2026	CACCLASS	\$1.00	1,809,975,915.420	\$1,810,479,505.02	0.000102177000	N/A	3.7295%	3.7421%	3.7601%
02/10/2026	CA Enhanced Cash	\$10.02	6,674,609.641	\$66,902,773.66	0.001030231000	3.7528%	N/A	N/A	N/A

### Quick View

Select Quick View Accounts

Account Number / Name

Account Type

Search

All

Select Group

Groups

Add Group

**CHECKING**

Data reported as of Feb 11, 2026 12:13 PM PST

Account Number	Current Balance	Available Balance
<b>Number of Accounts: 3</b>	<b>\$146,817.45</b>	<b>\$141,888.06</b>
*6378 FSA ACCOUNT	\$6,758.09	\$6,758.09
*6391 SSJV REGIONAL ACCOUNT	\$6,985.45	\$6,985.45
*6408 DMVCD GENERAL ACCOUNT	\$133,073.91	\$128,144.52

\* indicates required fields  
Page generated on 02/11/2026 at 12:13 PM PST

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## Transaction History

Participant #	Investor Name	Confirmation #	From Account	Fund Name	Description	Amount	Trade Date	Settlement Date	Payment Method	To Account	Status	Internal Memo
CA-01-0260	Delta Mosquito and Vector Control District	16653	73***6408	CACCLASS	Contribution	\$3,227,464.03	01/29/2026	01/30/2026	ACH	CA-01-0260-0001	Processed	Jan 2026 Tax Installment
CA-01-0260	Delta Mosquito and Vector Control District	16519	CA-01-0260-0001	CACCLASS	Withdrawal	\$250,000.00	01/16/2026	01/16/2026	Wire	73***6408	Processed	Transfer #1

# 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

Valeria Ortega  
*Admin. & Fiscal Coordinator*

Benjamin Sperry  
*Operations Program Manager*

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

Bryan Ferguson  
*Foreman*

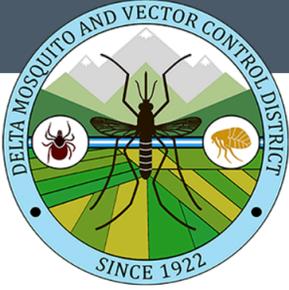
Andrea Troupin  
*Scientific Program Manager*



Erick Arriaga  
*Community Education & Outreach Coordinator*

## INVESTMENT REPORT: QUARTER ENDING 12/31/2025

All cash and investments of the Delta Mosquito and Vector Control District are held in conformance with the Districts' standard practices and all other District Policies in effect as of this date. A review of our financial statements indicates that we will have sufficient funds to meet the next six month's expected expenditures. We anticipate expenditures of no more than **\$2,623,441.47** over the next six months. Our current cash balance of **\$4,538,308.21** will be sufficient to meet the District's requirements. District funds for this quarter are in our Tri Counties Bank checking account in transit to California CLASS. We also have a checking account in Tri Counties Bank from which we pay our monthly expenses. This account is funded as needed from the Tulare County Treasurer. In addition, District funds are invested in the CERBT and CEPPT investment trusts to offset retiree benefit and pension liability respectively. Copies of the most recent financial statements for these institutions are attached.



# Delta Mosquito & Vector Control District

1737 West Houston Avenue | Visalia, California 93291

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

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

## REPORT OF THE MANAGER FEBRUARY 2026

### I. Water and Weather

In December 2025, the Delta Mosquito and Vector Control District (DMVCD) Weather Station reported an average high temperature of 53.2°F with an average low of 43.6°F and 2.17 inches of rainfall as of December 31, 2025. The National Oceanic and Atmospheric Administration 1991-2020 seasonal averages for high and low temperatures in December 2025 were 55.4°F and 37.9°F respectively, with average rainfall of 1.83 inches. Water storage at Pine Flat Reservoir decreased to 507,439 acre-feet as of January 31, 2026. Pine Flat Reservoir's water inflow rate is 1,690 cubic feet per second (CFS) while its release is 91.9 CFS. The Lake Kaweah Reservoir storage increased to 31,478 acre-feet. Lake Kaweah's water inflow rate is 401 CFS and its release is 2.6 CFS as of December 31, 2025.

### II. Narrative

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

December and January have been dedicated to continue development of Standard Operating Procedures, Training Materials, and expansion of the operations program.

We had three members of staff attend the MVCAC Annual Meeting in Rancho Mirage in the first week of February. Delta had two presentations at the meeting, one on our area wide larviciding effort (Mark Nakata, Biologist) and another on operations restructuring (Benjamin Sperry, OPM). The meeting also had an extensive technology symposium which generated a lot of ideas on how to keep improving our own system. The meeting also generated a lot of interest in our recent operational reorganization and restructuring, with other agencies indicating an interest in pursuing a habitat-based source management system. It is likely that many districts across the state will be looking to the first season under our new system to evaluate the efficacy of this approach.

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

To account for the longer season, the District will be utilizing two separate cohorts of operational surveillance technicians. This will allow trapping to begin earlier in spring and persist into late fall. We may see a slight increase in payroll associated with this but most will be offset by the other operational changes. If this is successful, we may

consider a similar arrangement for operations where we are also seeing an extended season.

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

For December and January, the shop was busy with parts and equipment reports and recommendations. Orders were placed and received for our upcoming season to re-outfit our fleet and aging spray equipment.

The district grounds were prepared for the Solar crew to begin work installing our new system.

Fleet vehicles were assigned to each department and re-evaluated for future needs and demands for the upcoming season.

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

January was an exceptionally active and productive off-season month. Staff met with key stakeholders across the district, including farmers, HOAs, ditch companies and irrigation districts, city and county representatives, and public works departments. These engagements yielded new operational insights, clarified shared constraints, and strengthened partnerships that will directly support early-season coordination and response.

Core operational workflows were consolidated into a connected SOP network covering primary field and support activities. This SOP framework is designed for practical testing and iteration and will be exercised with specialists during the early season to validate clarity, sequencing, and field usability.

The seasonal training program was fully rebuilt in preparation for the upcoming year. Content, structure, and progression were updated to better align with current operations and expectations. This training will be tested and refined with incoming specialists to ensure readiness and consistency prior to peak activity.

This has been one of the busiest and most substantive off-seasons in recent years. The volume of coordination, preparation, and system-level work reflects a high level of commitment and execution by the team.

Specialists are scheduled to begin mid-February, on February 17. Initial activities will focus on final equipment calibration and preparation, followed by pre-season inspections. These inspections will continue until the Green Pool Program begins in March.

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

During December and January, DeltaMVCD focused on school outreach and internal cleanup projects ahead of the upcoming season. We gave a presentation and hosted a separate tour for Sequoia High School, followed by a tour for a Health Academy class of 30 students from Mt. Whitney High School. These visits gave students a chance to learn more about mosquito control, public health, and potential career paths.

Internally, work began on updating employee user accounts for email and district phones to improve organization and consistency. We also started putting together a list of accessibility updates needed for the district website and documents to make sure information is easier for everyone to access.

During this time, the District completed the migration from Microsoft Outlook to Google Workspace, which has helped streamline communication and collaboration across staff.

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

Traps were set throughout the District in Visalia, Woodlake, Farmersville, Delft Colony, London, Oroshi, Lemon Cove, Elderwood, Elbow Creek, Cutler, London, Seville, Peral, Ivanhoe, Kings River, Sequoia Fields, Calgro, Yetttem, Dinuba, Exeter, Traver, Kings River, and Goshen.

A total of 295,066 mosquitoes were collected across 12,919 trap nights in 2025. The District-wide average of 22.8 mosquitoes per trap night for 2024 was 8.8% lower than the previous 5-year average of 25.0 and 0.5% higher than the 2024 average of 22.7 mosquitoes per trap night for the same time. The top 4 mosquito species caught in 2025 were *Culex quinquefasciatus* at 59.6%, *Aedes aegypti* at 29.2%, *Culex stigmatosoma* at 5.7%, and *Culex tarsalis* at 4.2%. The top 3 mosquito species caught in 2024 were *Culex quinquefasciatus* at 64.2%, followed by *Aedes aegypti* at 27.1%, and *Culex stigmatosoma* at 4.4%. For 2025, there were 625 WNV positive samples, 0 SLEV positive samples, and 0 samples that were both positive with WNV and SLEV out of 5,223 mosquito samples tested. There were 20 dead birds collected with 8 of those birds being positive for WNV in 2025.

There were 714 technician and homeowner requests for mosquitofish in 2025 to distribute 15,618 fish. In 2024, there were 210 technician and homeowner requests for mosquitofish to distribute 8,510 fish. Approximately 30,648 mosquitofish fry were produced in 2025. In November 2024, there were 16,619 mosquitofish fry produced.

### **Vector and Disease Surveillance**

Delta MVCD Summaries:

**Humans:** For 2024, there are 13 human WNV cases and 0 dengue travel cases in Tulare County.

**Birds:** 0 positive dead birds were reported to DMVCD in December and January.

**Mosquitoes:** 0 samples were collected and tested in December 2025 and January 2026. There are 625 WNV positives, 0, SLEV positives, and 0 samples that are positive for both WNV and SLEV.

**State Surveillance:**

**Humans:** As of February 2, 2025, 113 human cases of WNV from 23 counties and 0 cases of SLEV from 0 counties have been reported.

**Birds:** As of February 2, 2026, 154 dead birds from 21 counties tested positive.

**Mosquitoes:** As of February 2, 2026, 2,759 mosquito samples from 36 counties have tested positive for WNV. Also, 0 samples from 0 counties have tested positive for SLEV.

**DELTA MOSQUITO AND VECTOR CONTROL DISTRICT  
RESOLUTION NO. 26-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE DELTA MOSQUITO AND VECTOR  
CONTROL DISTRICT AMENDING THE DISTRICT CLASSIFICATION PLAN TO ADD THE POSITION OF  
VECTOR SURVEILLANCE TECHNICIAN**

---

WHEREAS, pursuant to District Policy 2103 (Classification Plan), all regular allocated positions shall be part of the District's classification plan established by the District Manager and maintained by Administrative staff, and the classification plan or major revisions are effective upon action by Board resolution; and

WHEREAS, the Board of Trustees finds it necessary to clarify and formally recognize the function of seasonal trap runners and related surveillance personnel within the District's organizational structure; and

WHEREAS, the Board desires to ensure that the Classification Plan accurately reflects the operational needs of the District, including cross-departmental support between surveillance, laboratory, and operations functions;

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

1. Addition to Classification Plan

The Board hereby approves the addition of the position title **Vector Surveillance Technician** to the District's Classification Plan.

2. General Approval of Position

The Board authorizes the General Manager to utilize the Vector Surveillance Technician classification consistent with the District's operational needs and Board-adopted budget.

3. Administrative Update

Administrative staff are directed to update the official Classification Plan to reflect the addition of this position title.

---

**PASSED AND ADOPTED** by the Board of Trustees of the Delta Mosquito and Vector Control District this **11<sup>th</sup> day of February, 2026**, by the following vote:

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

---

**SIGNED:**

---

Greg Gomez, President, Board of Trustees

---

Linda Guttierrez, Secretary, Board of Trustees



# Delta Mosquito & Vector Control District

## Job Description:

### Vector Surveillance Technician

#### DEFINITION

Under supervision, sets and retrieves mosquito and vector surveillance traps; maintains assigned equipment, laboratory space, and other workspace; supports field operations as needed, and completes other related tasks that support the District mission as required.

#### POSITION STATUS

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

#### ESSENTIAL FUNCTIONS

Under supervision, the Vector Surveillance Technician (VST) carries out assignments as trained, the details of which have been planned and organized by supervisory staff. Work is performed in accordance with established methods and safety protocols. Work assignments are accompanied by oral or written instructions.

The VST prepares, sets, and collects vector traps throughout the District and is responsible for the cleaning, maintenance, and simple repairing of all traps. When laboratory technicians interact with members of the public, they must do so in a calm, courteous, and professional manner.

VSTs use mobile data collection devices to accurately record daily activities relating to surveillance, specimen collection, safety inspections, and other laboratory or field activities. Technicians use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate to locations throughout the District. VSTs are required to practice effective time-management skills to successfully complete assigned tasks independently or cooperatively with others.

VSTs must safely drive motor vehicles on public and private roads and operate hand and power equipment as well as other tools. The individual is expected to maintain a clean and safe work vehicle and to maintain other equipment appropriately. Mechanical issues with their assigned motor vehicle or other equipment are promptly reported to supervisors. The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. VSTs assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, cleaning bathrooms, and other necessary activities. Appropriate personal protective equipment is supplied for all activities.

The VST works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. Physical labor such as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas as well as walking over rough terrain to place surveillance traps is necessary.

The Vector Surveillance Technician occasionally collects animal and bird carcasses that are potentially infected with vector-borne pathogens. Laboratory Technicians may assist in the identification of mosquito species, processing larval specimens, and maintaining the

mosquitofish hatchery after their primary daily responsibilities are complete.

The Vector Surveillance Technician may be periodically rotated into vector control operations where they will provide support for operations including rural and residential vector control, inspections and treatments. This will typically be done under the direct guidance of operations staff but a certified, experienced VST may be given operations assignments with greater autonomy.

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

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

## **QUALIFICATIONS**

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

### **Knowledge of:**

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and/or laptop operations.
- Basic mathematical operations.
- General biology.
- Accurate recordkeeping.

### **Skilled in:**

- Use of mobile phone, tablet, and/or laptop.
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

### **Ability to:**

- Learn specific tasks such as assembling mosquito traps and operating specialized equipment.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Accurately record data using a mobile device.
- Navigate to various locations using a mobile device.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Learn basic mosquito life cycles and to make field identifications of life stages.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees

- Fahrenheit.
- Accurately calculate, measure, and adjust required supplies and equipment.
- Learn pesticide use and safety to assist in vector control operations.
- Correctly use personal protective equipment.

**Licenses, certificates, and other special requirements:**

- Possession of a valid California Class C driver’s license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District’s insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination, background check, and drug screening paid for by the District.

**WORKING CONDITIONS & SUPPLEMENTAL INFORMATION**

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

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

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

**Essential Work Functions:**

Physical Activities	Rarely	Sometimes	Often
Stand			X
Walk			X
Sit		X	

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

### Vision Requirements

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Agenda Item 7: Feb 2026 Regular Board Meeting**

### **Agenda Item 7a – Consideration of Policy Updates in a Single Meeting (Urgency)**

Pursuant to District policy governing adoption and modification of policies, the Board will consider taking up Agenda Items 7b and 7c in the same meeting due to urgency and operational need. The Board shall review the policy changes in detail, provide an opportunity for public comment, and take Board action as appropriate.

### **Agenda Item 7b – Policy 1086 (Fiscal Oversight / Fiscal Management)**

The Board will consider an update to the Fiscal Oversight policy to align District treasury practices with the new CLASS account and money market/general expense account structure, replacing prior revolving account procedures and clarifying cash management and diversification. The update also adds direction on timely deposit of District revenues (including periodic tax revenue transfers close to apportionment), clarifies the General Manager's discretion within the Board-adopted budget while requiring Board action for significant deviations or new budgeted categories, and consolidates related fiscal controls to support accounting integrity and transparency.

### **Agenda Item 7c – Policy 1053 (Observational Data Privacy & Retention)**

The Board will consider adoption of Policy 1053 to establish standards for the District's collection, handling, and retention of observational data—including photos, video (including aerial imagery), audio where used, and objective narrative field observations—so the District can preserve essential operational value while reducing privacy risk. The policy emphasizes relevance-based collection, avoidance of unnecessary capture of private identifying details (including avoiding imagery of identifiable individuals without consent absent rare safety needs), objective and neutral documentation practices, annual management training, and clear expectations for retention categories, access controls, and public records processing.

Delta Mosquito and Vector Control District

----- MANUAL OF POLICIES -----

POLICY TITLE: Fiscal Oversight

POLICY NUMBER: 1086

1086.1 Purpose

The purpose of this policy is to ensure transparency, accountability, and the proper use of public funds by establishing standards for the authorization of purchases, the management and transfer of District funds, and the issuance and review of payments. This policy is adopted in compliance with applicable provisions of the California Health and Safety Code, including § 2077(b)(4), governing the issuance of checks drawn against District funds.

This policy governs treasury operations and payment oversight and is intended to operate in conjunction with, and not replace, the District's Investment Policy (Policy 1084) and Credit Card Policy (Policy 1083).

1086.2 Fiscal Oversight Procedures

The District shall utilize the following procedures for fiscal oversight:

1086.2.1 Review and Authorization of Purchases

- (a) All purchases, regardless of funding source, 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 shall be maintained in a manner that ensures accessibility, security, and accurate recordkeeping.
- (c) When feasible, approval records shall be completed and signed by the General Manager and at least one member of the Board of Trustees prior to payment issuance. When operational urgency requires immediate payment, approval documentation shall be completed immediately thereafter.

#### 1086.2.2 Issuance of Payments

(a) All checks issued by the District shall bear one authorized signature, as required by the District's financial institution. The use of a single signature shall not replace or diminish the District's internal approval requirements.

(b) Payments may be issued upon review and approval by the General Manager. All purchases and disbursements shall be subject to the approval process described in Section 1086.2.1.

(c) Payments include checks, electronic funds transfers, automated clearing house (ACH) transactions, wire transfers, credit card payments, and other lawful payment methods authorized by the District.

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

#### 1086.2.3 Board Review of Payments

Regardless of prior approval, all District disbursements, including checks, electronic payments, and credit card transactions, shall be reviewed at a Board meeting and approved by the Board of Trustees. This review shall include all expenses incurred since the last such review 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, fund transfers, 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.

#### 1086.2.5 Fund Management and Investment Transfers

(a) The District shall maintain its primary reserve and investment funds in the California Local Agency Investment Fund Trust (CLASS) or its successor program, in accordance with the District's Investment Policy (Policy 1084) and applicable law.

(b) The District shall utilize a government checking account as its primary operating and disbursement account.

(c) Funds shall be transferred from CLASS to the government checking account no less than twice per month, or as otherwise necessary, to maintain sufficient liquidity for payroll and operational expenses and to minimize bank service charges and operating fees.

(d) As an alternative or supplement to CLASS, the District may maintain a high-interest savings or money market account at the same financial institution holding the government checking account, provided that the balance does not exceed approximately one-half of the District's adopted fiscal year operating budget and the interest rate is reasonably comparable to CLASS.

(e) All interest income, investment earnings, and similar income generated by District funds shall be directed to and retained within CLASS or the authorized high-interest savings or money market account and shall not be retained in the government checking account except as necessary for short-term operational liquidity.

#### 1086.2.6 Deposit of Revenues

(a) All District revenues collected shall be deposited in a timely manner into either the California Local Agency Investment Fund Trust (CLASS) or an authorized high-interest savings or money market account.

(b) Tax revenues received through the County fund shall be transferred to CLASS or the authorized money market account no less than twice per fiscal year, and as close in time as practicable to the County's apportionment schedule.

#### 1086.2.7 Treasury Oversight and Quarterly Treasurer's Report

(a) The District Treasurer shall prepare and present a quarterly Treasurer's Report to the Board of Trustees.

(b) The Treasurer's Report shall include, at a minimum, a summary of all transfers to and from the CLASS account, any authorized high-interest savings or money market account, and the District's government checking account.

(c) The report shall identify the purpose of each transfer, beginning and ending balances for each account, and any material changes in fund allocation or investment structure during the reporting period.

(d) The quarterly Treasurer's Report shall supplement, and not replace, the regular Board review of payments required under this policy.

(e) Any material irregularities identified in the course of treasury management or fund transfers shall be promptly reported to the Board of Trustees.

#### 1086.2.8 Budgeted Expenditures and Adjustments

- (a) All expenditures shall be consistent with the Board-adopted budget.
- (b) The General Manager is authorized to exercise reasonable discretion in expenditures within the ranges and categories approved in the adopted budget.
- (c) Any significant deviations from budgeted expenditure categories, or the addition of new expenditure categories, shall be brought before the Board of Trustees for review and approval through budget adjustment or other appropriate Board action.

#### 1086.3 Treasurer Designation and Authority

The District Treasurer shall be designated by Board resolution. By resolution of the Board of Trustees, the General Manager has been designated as Treasurer and is authorized to perform the duties set forth in this policy, including management of fund transfers, preparation of the Treasurer's Report, and oversight of District banking and investment accounts, subject to Board review and approval.

In the event of a vacancy or temporary absence, the Board of Trustees may designate an acting Treasurer by resolution.

Added: 09-10-2025

Revised: 2-11-2026

**POLICY TITLE: Observational Data Privacy & Retention**

**POLICY NUMBER: 1053**

**1053.1 Purpose**

The District desires to establish standards for privacy-protective collection, documentation, access, retention, and disposition of District observational information, including photographs, video (including aerial imagery), audio where used, and narrative field observations), so the District can collect and preserve operationally-beneficial information while minimizing unnecessary capture or retention of private identifying details. The District recognizes that capturing various types of data can be beneficial to long-term vector control but safeguards must be put into place to protect privacy.

**1053.2 Definitions**

**1053.2.1 Observational Data**

Photos, video, audio where used, imagery products (e.g., still captures, clips, annotated images, imagery layers, etc.), and narrative observations created or captured in the course of District operations, including associated tags/keywords and transcription outputs.

**1053.2.2 Narrative Observation**

Free-text operational notes describing conditions observed, actions taken, follow-up needs, long-term problem indicators and solutions, water management conditions relevant to vector control, and other context relevant to District operations and long-term planning.

**1053.2.3 General Context Reference**

A limited reference to a person's name or role solely for operational context (e.g., "spoke with resident," "met with property Mr. Smith," "neighbor reported"), which does not include additional details that would constitute Contact Information or Sensitive Content.

**1053.2.4 Contact Information**

Information used to contact a person, including phone numbers, email addresses, mailing addresses, access codes, or other direct identifiers or logistics that enable contact or access. A name alone may be a General Context Reference and is not necessarily Contact Information absent additional details.

**1053.2.5 Sensitive Content**

Observational Data that includes additional details that enable private identification of individuals or private activities, or that otherwise presents heightened privacy or safety risk if disclosed. Sensitive Content may include, for example: contact details, access codes,

complainant identity when sensitivity applies, detailed safety-related personal information, images/video/audio capturing identifiable individuals without consent, and any other private identifying details beyond what is reasonably necessary for District purposes.

#### **1053.2.6 Staff Assistive Observational Data**

Low-risk observational information collected to support field operations and logistics and not intended to document vector control conditions at identifiable private properties (e.g., general staging notes, restroom locations, supply points, public access notes, route/logistics observations).

#### **1053.2.7 Operative Record**

The staff-prepared narrative observation and associated tags/keywords (and any selected supporting imagery/audio/video) used for District operational decision-making, documentation, and long-term planning. For transcription data, this is created after the data is processed and reviewed.

#### **1053.2.8 Capture Artifact**

Auto-generated or intermediate material (e.g., voice-to-text transcription output, system-generated intermediate text, automated tagging inputs, and diagnostic or processing data) created to assist in producing the Operative Record or to support automated processing and system diagnostics. Capture Artifacts are generally not utilized in raw form as the basis for District decisions and actions.

### **1053.3 Policy**

#### **1053.3.1 Scope**

A. This policy applies to Observational Data created, collected, stored, or maintained by the District, including Observational Data captured through District-approved systems and devices, including aerial platforms.

B. This policy applies to employees, seasonal staff, contractors, and any other parties handling District Observational Data.

#### **1053.3.2 Authorized Use and Purpose Limitation**

A. Observational Data shall be collected and used only for District purposes within the scope of District authority, including vector surveillance, inspection documentation, source identification, water management observations relevant to vector control, operational planning, pesticide operations support, complaint/service request response, training (using appropriately minimized/redacted examples), emergency response support as approved by the General Manager, and Staff Assistive Observational Data supporting field operations and logistics.

### **1053.3.3 Relevance Standards for Collection and Documentation**

A. The District shall collect Observational Data that is relevant to the authorized purpose and shall avoid capturing or recording private identifying details that are not needed for District purposes.

B. Staff should frame and document observations to focus on vector-relevant conditions and operations (e.g., mosquito sources, standing water indicators, habitat features, trap locations, access constraints, treatment actions, water management conditions, and follow-up needs).

C. Narrative observations shall be documented objectively and shall avoid personal opinions, biased language, or commentary that could cause offense or be interpreted as disparaging.

D. Safety information may be documented when necessary and shall be written in a neutral, objective manner focused on observable conditions and operational impact (e.g., “unable to safely access,” “disengaged and returned,” “supervisor requested”).

### **1053.3.4 Narrative Observations and Tagging**

A. Narrative observations are an approved method of documenting operational findings, long-term problem indicators, water management conditions relevant to vector control, and solution-relevant context for District purposes.

B. Narrative observations may be tagged using District-approved keywords to support retrieval, categorization, prioritization, and long-term planning.

C. Narrative observations shall avoid unnecessary private identifying details. General Context References are permitted when needed for operational context and are not Contact Information absent additional details.

### **1053.3.5 Collection of Imagery, Video, and Audio**

A. Imagery, video, and audio shall be collected only when relevant to the authorized purpose.

B. Imagery or video of identifiable individuals, without consent, should be avoided at all costs and is generally operationally unnecessary. Such collection may occur only rarely when necessary for safety documentation or other compelling operational need, and should be limited to what is relevant and appropriate.

### **1053.3.6 Sensitive Content Handling and Automated Segregation**

A. Sensitive Content shall be handled with heightened care, including restricted access and careful review for potential redaction where appropriate.

B. The District may utilize automated methods to identify, label, and segregate Sensitive Content to support access controls and efficient review and redaction.

C. Where Sensitive Content is operationally necessary, it shall be documented in an objective manner and limited to relevant facts.

#### **1053.3.7 Contact Information**

A. The District may collect Contact Information when necessary for District business (service requests, inspections, follow-up communications, access coordination, and operational response).

B. Contact Information shall be accessed only by personnel with a job-related need and shall be handled through the District's records process, including redaction or withholding where permitted to protect privacy.

#### **1053.3.8 Drones and Aerial Imagery**

A. Aerial imagery and video are subject to this policy.

B. All aerial missions shall be planned and conducted consistent with applicable constitutional constraints and related laws, including any warrant requirements.

C. Flights shall occur at the maximum reasonable altitude feasible for the purposes of the flight and safety requirements.

D. Warranted backyard inspections (low altitude). When aerial operations are conducted pursuant to a warrant to inspect a backyard or other private area at lower altitude:

1. Imagery/video shall be limited to capture of specific source details and operationally necessary conditions relevant to the inspection purpose; and

2. The District shall generally avoid continuous recording throughout the inspection process to reduce unnecessary capture of irrelevant private information, unless a documented operational or safety need requires recording.

E. Area observation missions. Higher-altitude area observation flights shall focus on vector-relevant conditions and avoid unnecessary capture of private identifying details when feasible.

#### **1053.3.9 Pesticide Application Documentation**

A. Observational Data collected for pesticide operations (including aerial-supported applications) shall be relevant to operational needs, application documentation, and safety.

B. Pesticide application Observational Data shall be retained and managed consistent with the District's retention and stewardship of similar operational documentation for non-aerial applications and remains subject to all additional requirements applicable to pesticide application records, reporting, and documentation.

### **1053.3.10 Capture Artifacts and Transcription Outputs**

- A. Capture Artifacts may be generated to assist staff in producing the Operative Record and to support automated processing and diagnostics.
- B. The Operative Record is the staff-prepared narrative observation and associated tags/keywords used for District operational decision-making and documentation.
- C. Capture Artifacts are generally not utilized in their raw form as the basis for District decisions and actions. Requests for Capture Artifacts, if made, shall be processed through the District's records process and evaluated for disclosure using applicable exemptions, balancing standards, and redactions where appropriate.

### **1053.3.11 Review, Editing, and Redaction**

- A. When feasible and appropriate, Observational Data should be reviewed for unnecessary private identifying details not required for the authorized purpose.
- B. Unnecessary private identifying details should be edited, redacted (e.g., blurring), minimized (e.g., cropping), or deleted as appropriate and consistent with operational needs and evidentiary requirements.
- C. When Observational Data is used for training, presentations, or external sharing, the District should use de-identified or redacted versions when feasible.

### **1053.3.12 Retention and Disposition**

- A. Observational Data shall be retained only as long as necessary for the authorized purpose and applicable District records requirements, then disposed of in a secure manner.
- B. The District shall apply operationally appropriate retention categories to be implemented by procedure, including:
  - 1. Routine Operational Observations: retained to support follow-up, quality assurance, and long-term trend analysis;
  - 2. Long-Term Planning/Program Value Observations: retained where continued reference supports long-term solutions, mapping, or monitoring;
  - 3. Evidence/Claims/Investigations: retained as required for the matter, including legal hold when applicable;
  - 4. Mapping/Imagery Layers (Low Privacy Risk): may be retained for ongoing operational use where privacy risk is low and content is suitable for long-term reference;
  - 5. Staff Assistive Observational Data: retained as needed for field logistics and internal operations.

C. Once a records request is received or reasonably anticipated, or where a claim/investigation/litigation is pending or anticipated, relevant Observational Data shall be preserved in accordance with applicable hold processes.

#### **1053.3.13 Access Control, Security, and Storage**

A. Access to Observational Data shall be limited to personnel with a job-related need.

B. Observational Data shall be stored only in District-approved systems.

C. Sensitive Content shall have additional access restriction as designated by the General Manager (or designee).

D. Staff shall not store District Observational Data in personal cloud accounts or unauthorized devices/systems.

#### **1053.3.14 Sharing, Disclosure, and Public Records**

A. Observational Data shall be shared outside the District only as required by law, for authorized District business, or as approved for emergency support purposes consistent with District authority.

B. Requests for Observational Data shall be handled through the District's records process, including review for applicable exemptions and redactions to protect privacy and safety.

C. The District shall take reasonable steps to identify, segregate, and redact Sensitive Content where required or appropriate.

#### **1053.3.15 Training and Oversight**

A. Management shall provide annual training on appropriate methods and vocabulary for narrative observations, including objective documentation practices and avoidance of biased or offensive language.

B. Management shall provide annual training on appropriate collection of imagery, video, and audio data, including privacy expectations, avoidance of capturing identifiable individuals without consent, and handling of Sensitive Content.

C. Supervisory review and quality assurance may be performed to support compliance and consistent documentation practices.

## **Agenda Item #8 Warrant Update – Drone Use**

### **Background (Summary)**

The District has updated the language used in its inspection warrant requests to clarify and document the limited use of Unmanned Aerial Systems (“UAS,” or drones) as part of its mosquito abatement program. The updated language explains that UAS use is intended to supplement or, where appropriate, replace direct physical entry onto residential property for exterior inspections, including backyard inspections, when authorized by a warrant.

The revisions emphasize minimization of intrusion, protection of reasonable privacy interests, and enhanced safety for District personnel and residents by reducing exposure to hazardous or unpredictable conditions associated with unmaintained properties. The updated language also clarifies that UAS-assisted inspections remain part of the District’s standard inspection process, including notice and consent-seeking procedures, subject to any exemptions authorized by the warrant.

The full warrant language addressing UAS use is provided verbatim below for Board review.

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### **Updated Warrant Language:**

#### ***F. USE OF UAS FOR IDENTIFICATION OF RESIDENTIAL MOSQUITO SOURCES***

*The use of Unmanned Aerial Systems (“UAS”) allows the District to conduct preliminary exterior observations in support of mosquito abatement activities while minimizing intrusion upon reasonable privacy interests. This category of inspection is intended to supplement or, where appropriate, replace what would otherwise require direct entry onto residential property, including backyard inspections, pursuant to the authority granted by this warrant.*

*UAS operations authorized herein are undertaken based upon known mosquito sources, documented vector activity, or reasonable suspicion arising from proximity to mosquito abundance or disease activity. These operations support lawful inspection and abatement activities necessary to protect public health, while reducing unnecessary physical entry and associated safety risks.*

*Vector control agencies have historically relied on high-altitude aerial photography to identify unmaintained swimming pools and similar mosquito sources. The increased prevalence of temporary above-ground swimming pools, combined with the spread of invasive container-breeding Aedes mosquitoes, has increased the need for timely identification of transient mosquito sources that may change rapidly and are not efficiently detected through ground inspections alone.*

*Low-altitude UAS operations permit focused observation of exterior property conditions sufficient to identify mosquito breeding sources, including unmaintained pools and container habitats, while significantly reducing the need for on-site inspections. By allowing mosquito source identification to occur without immediate physical entry,*

*UAS operations function as a less intrusive alternative to direct inspection, reserving physical entry for circumstances where follow-up action is reasonably warranted.*

*These inspections are conducted as part of the District's standard mosquito abatement process. Advance notice and consent-seeking procedures customarily applicable to physical inspections will continue to apply, subject to any exemptions or alternative procedures expressly authorized elsewhere in this warrant. The use of UAS does not expand the scope of inspection authority granted herein, but informs how that authority is exercised in a manner that minimizes intrusion and enhances safety.*

*District UAS operations are conducted in compliance with applicable federal aviation requirements. A certified remote pilot maintains control of the aircraft at all times, and the aircraft remains within visual line of sight. Operations are not conducted when pilot impairment, weather conditions, or environmental factors would compromise safe operation or control.*

*The UAS platforms utilized for these inspections are small, lightweight aircraft that fall within categories exempt under applicable Federal Aviation Administration regulations from restrictions on flight over occupied areas and persons. These aircraft are selected specifically to reduce safety risks and the potential intrusiveness of aerial operations. Notwithstanding this regulatory status, District personnel do not intentionally operate UAS over individuals or occupied areas during warranted inspections.*

*District UAS operations are conducted at the maximum altitude feasible to accomplish the specific operational purpose, recognizing that lower altitudes may be necessary in certain circumstances to safely navigate obstacles or to adequately identify suspected mosquito sources. Altitude selection is guided by operational necessity and safety considerations rather than routine practice.*

*Written notice is provided to residences within the inspection area at least twenty-four (24) hours prior to UAS operations, where practicable. The notice identifies the nature of the operation, the intended date and approximate start time, and provides District contact information for questions or concerns.*

*During UAS operations, aircraft are ordinarily operated using a live visual feed solely for flight control and situational awareness. Continuous video recording does not occur unless a compelling operational or safety-related reason requires recording to ensure safe flight or mission integrity. Rather than continuous recording, focused still images may be captured only of specific exterior features reasonably believed to constitute mosquito breeding sources.*

*Any imagery or visual data collected during these operations is reviewed only by authorized District personnel for the limited purpose of identifying exterior conditions consistent with mosquito breeding activity. Imagery not necessary to support mosquito source identification or subsequent lawful enforcement activity is promptly deleted once review is complete. Where still images are retained for operational reference, they are reviewed and edited to remove or obscure any private, identifying, or irrelevant information unrelated to the vector control purpose of the inspection.*

*If, during a warranted UAS operation, District personnel observe an individual present within a backyard or other area of heightened privacy interest, the flight is discontinued and rescheduled for a later time when the area can be observed without the presence of persons. This measure is intended to minimize intrusion and avoid incidental observation of individuals during aerial inspections.*

*Use of UAS for mosquito source identification provides substantial public health, safety, and operational benefits while reducing potential privacy intrusions when compared to traditional inspection methods. In addition to limiting*

*unnecessary physical entry, UAS operations enhance safety for District personnel and residents by reducing exposure to hazardous or unpredictable conditions commonly associated with unmaintained properties, including unsecured animals, unstable structures, hazardous materials, standing water hazards, and other environmental risks that may not be readily apparent prior to entry.*

## **Agenda Item 10 – Uniform Jacket Purchase Reauthorization**

### **Background:**

During the prior fiscal year, the District approved the purchase of Carhart jackets for use as official uniform jackets for full-time and extended seasonal employees. The intent of the purchase was to promote a consistent professional appearance and enhance employee safety during field operations and public-facing events. Due to administrative and procurement timing delays, the jackets were not purchased within the fiscal year and the expenditure did not carry forward into the FY 2025–26 adopted budget.

The original decision to select higher-quality jackets was based on durability and long-term cost efficiency when compared to lower-cost uniform jackets, which historically require replacement every two to three years. Staff is requesting reauthorization of the purchase and approval to shift \$1,000 from the contingency reserve to the uniform budget line to accommodate the expense.

## **Agenda Item 11 – Strategic Planning Review: Ad Hoc Committee Formation**

### **Background:**

The District's most recent adopted Strategic Plan covered the 2021–2023 period. Since that time, operational conditions, staffing structure, regulatory expectations, and service demands have continued to evolve. In 2024, the General Manager developed a preliminary strategic planning framework intended to inform future discussion, but no formal Board-directed strategic planning process has yet been initiated.

To ensure the District's strategic direction remains current, aligned with Board priorities, and informed by operational realities, staff recommends formation of a Board ad hoc committee to guide a comprehensive strategic planning review. The proposed approach would include a structured, staff-inclusive process to develop an initial strategic outline for Board consideration. For purposes of this meeting, the Board will conduct a brief review of the 2021–2023 Strategic Plan and the General Manager's 2024 preliminary planning materials to establish context and determine next steps.

## Agenda Item 12: Surplus Items

### Items for disposal pending board approval.

- T-5 2001 Chevy Silverado 1500 2wd. 103729 miles. (exceeded service needs)
- T-7 2004 Chevy Silverado 1500 2wd. 124156 miles. (exceeded service needs)
- J-110 1969 Jeep CJ5 4x4. Unknown miles (has exceeded service needs)
- T-27 2001 Chevy 3500 1-ton flatbed with oil tanker. 81320miles(Has extended service needs)
- T-102 2022 Pace enclosed cargo trailer. (No current or future use )
- T-40 2004 Argo Conquest. (no current or future use, has exceeded service needs)
- T-47 2007 Argo Avenger. (no current or future use, has exceeded service needs)
- 1 Transmission jack (no current or future use)
- 1 engine hoist (no current or future use)
- 1 Stihl backpack blower. (no current or future use)
- 1 coolant recovery system. (no current or future use)
- 1 set of car dolly wheels. (no current or future use)
- 1 Older (not vintage) Coke machine. (inoperative)
- Surplus office equipment. ( 6-desks, 2-file cabinets and several old printers.)
- 2002 Bobcat Skidsteer and all attachments. (Not in service. Not utilized)

- Misc shop equipment no longer in service as well as old water tanks no longer in use.