



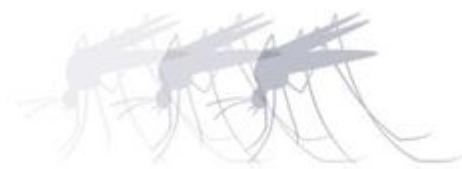
**MVCAC**  
Mosquito and Vector Control Association of California

One Capitol Mall, Suite 800 • Sacramento, CA 95814 • p: (916) 440-0826 • f: (916) 444-7462 • e: mvcac@mvcac.org

## Board of Directors Meeting Agenda

February 4, 2025 | 9:00am to Noon  
Omni Rancho Las Palmas, Rancho Mirage, CA  
Fiesta 4  
*Breakfast available at 8:30 am*

<b>Items</b>	(* - Designates items requiring action)	<b>Attachment/Page</b>
1. Call to order and roll call		
2. Announcements		
3. Approval of prior meeting minutes*		4
a. Minutes of the December 4, 2025 meeting	<i>Proposed action: Approval of prior meeting minutes.</i>	
4. Approval of additional agenda items*	<i>Proposed action: If needed, approval of additional agenda items.</i>	
5. Interim board decisions*	<i>Proposed action: If needed, motion to ratify interim board decisions since last board meeting.</i>	
a. None at time of publishing, any future to be reported verbally.		
6. President/Executive committee report		
a. Report from planning meeting		
b. Preliminary conference information		
c. Reports from executive priority working groups		
i. Member & leadership engagement	<i>Proposed action: Discussion on proposed Bylaw amendments to remove the Trustee Representative position from the board and clarify Trustees are invited to participate in committees but do not have a designated seat. Motion to approve bylaw amendments to move forward to membership vote.</i>	12
ii. Policy manual update	<i>Proposed action: Motion to approve amendments to Manual of Administrative Policies of the Mosquito and Vector Control Association of California</i>	20
iii. Additional working group updates		
d. Appointments of liaisons including Vector Borne Disease Network, Lyme Disease Advisory Committee, and California Conference of Local Health Officers. <i>Proposed action: Motion to approve liaisons.</i>		
e. Board liaison appointments.	<i>Proposed action: Motion to approve liaisons.</i>	



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**Attachment/Page**

7.	Executive director / staff report	
a.	Staff report	
b.	Meeting updates	
i.	2025/2026 meeting schedule	
	• <b>Legislative Days &amp; Spring Committee Meetings</b> –March 10-11, 2026 Embassy Suites Sacramento	
	• <b>Budget Review Meeting</b> – Thursday, April 30 <sup>th</sup> from 9:00 am to 11 am - Virtual	
	• <b>Spring Board Meeting (Budget)</b> – May 7 <sup>th</sup> from 9:00 am to Noon -Virtual	
	• <b>Summer Board Meeting</b> – Thursday, July 30 <sup>th</sup> from 9:00 am to Noon -Virtual	
	• <b>Fall Board Meeting</b> – Thursday, October 8 <sup>th</sup> from 9:00 am to Noon –Virtual	
8.	Treasurer's report (attachments) *	65
a.	2026-2027 Budget Process Review	
b.	MVCAC Financial Statements as of November 30, 2025	67
c.	NPDES Financial Statements as of October 31, 2025	74
d.	Investment Matrix as of October 31, 2025	76
	<i>Proposed action: Motion to approve the treasurer's report.</i>	
e.	2026-2027 Dues Structure Review	
	<i>Proposed action: Discussion to review the scheduled 2% dues increase for the 2026-2027.</i>	
9.	Legislative & Regulatory report	
10.	Committee reports	86
a.	Drone Committee Discussion & Potential Action	
	<i>Proposed action: Discussion and motion to approve recommended dissolving the Drone Committee and moving under IVM Committee.</i>	
b.	Additional committee action items & updates	
11.	Reports from MVCAC regions/board	
a.	Southern	
b.	South San Joaquin	
c.	North San Joaquin	
d.	Sacramento Valley	
e.	Coastal	
f.	Trustee	



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**Attachment/Page**

12. Reports from other agencies
  - a. DART
  - b. CDPH/VBDS
  - c. VCJPA
  - d. AMCA
  - e. CSDA
  - f. Vector Borne Disease Network
  - g. Lyme Disease Advisory Committee
  - h. CCLHO
13. Old business
14. New business
15. Additional approved agenda items
16. Adjournment



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## Board of Directors Meeting Minutes

December 4, 2025 | 10:30 am to 2:00 pm (included lunch break)

Visalia Marriott & Zoom

The Meeting was called to order at 10:33 AM by Steve Abshier, President.

### Present:

Steve Abshier  
Michelle Brown  
Bruce Taylor  
Amanda Poulsen  
Conlin Reis  
Lora Young

Paula Macedo  
Ryan McNeil  
Jodi Holeman  
Jody Morgan  
Greg Hebard

Staff: Megan MacNee and Sarah Valente

### Announcements

No announcements were made.

### Approval of prior meeting minutes\*

*It was moved, seconded and passed (MSP) to accept the minutes of the July 24, 2025 meeting with the stated corrections that were sent to Megan MacNee (minor spelling and grammatical corrections). (Young/Macedo)*

### Approval of additional agenda items\*

Additional agenda items were requested: a letter of support for Tony Kobach and Laura Krueger for appointment to the DPR Sustainable Pest Management Advisory Council (added under item 10); and discussion regarding support for recipients of Meritorious Service and Service with Distinction Awards to attend the conference (added under item 7).

### Interim board decisions\*

Interim board decisions made since the last meeting include: removal of opposition to SB 707 (additional Brown Act requirements); approval of contract with Universal Hilton for the 2027 Annual Conference; approval of the MVCAC election ballot; and approval of a letter in support of St. Tammany Mosquito Abatement District.

Jennifer Henke sought clarification on guidelines for writing support letters for districts outside California, noting that MVCAC typically does not do so and requesting reasons or criteria for declining such requests. Steve Abshier suggested further board discussion. Paula Macedo proposed developing guidelines for presentation to the Executive Committee. Discussion followed, including an example presented by Henke of a prior letter for the New Orleans Mosquito Control District and its positive impact on that district. The board agreed that consistency and structure are needed, with broad guidelines considering impacts on vector control nationally or support for representation in organizations. The board emphasized that decisions should involve the full board or executive committee for timeliness, rather than unilateral actions.



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The board also discussed conveying election results, agreeing to limit information to overall numbers without naming districts or their votes.

*It was moved, seconded and passed (MSP) to ratify the interim board decisions since the last board meeting. (Holeman/Young)*

**President/Executive committee report**

**a. Reports from executive priority working groups**

**i. Trustee manual update**

Peter Bonkrude noted the survey is still live. Several sections are drafted, with reorganization based on survey responses. A full draft is targeted for presentation at the February board meeting, with full approval anticipated in the spring.

**ii. Member engagement increases**

President Steve Abshier reviewed changes implemented to make MVCAC information more accessible to members, including new board meeting review/wrap up emails to membership, changes to board agendas and packets, and continuing to dive into at the planning meeting and how this will evolve in 2026. President Elect Paula Macedo summarized discussions from the Executive Priorities workshop on December 3, 2025, including direction for 2026 and discussions on leadership engagement and starting to dive into some actions including a mentorship program at the Annual Conference this year. An email will be sent from Macedo to district managers encouraging them to send employees to the Annual Meeting and participate in a new MVCAC Mentorship Program.

**iii. Policy manual update**

Paula Macedo and Vice President Michelle Brown reviewed the manual updates, noting that the red-line version was not in the board packet as intended. Macedo emphasized annual reviews for needed changes, noting that rules should align with current practices. She requested feedback on the current iteration from the membership to finalize the version.

*Action item: Staff to send the red-line version to the membership.*

Brown noted that this is a living document requiring annual review. Lora Young requested that red-lined documents be clearly referenced as such in meeting agendas. Staff reminded all to please flag ASAP to staff or leadership if a document doesn't look right in the packet.

**iv. Engage private pest control**

Past President Conlin Reis reported ongoing work with groups like PAPA to disseminate information to their field applicators. Working with the continuing education and PR committees to start doing presentations and education with their association.

**v. Digital infrastructure**

No report.

**b. Contract RFP Process Update & Proposed RFPs**



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Michelle Brown presented the proposal. Talked through the goals and proposals. Discussion on timelines, administrative approach, etc. Support of content of the RFP. Steve Abshier solicited feedback on the timeline, and discussion followed.

Adjustments to the RFP timeline included adding an RFI (Request for Information) deadline of May 30, 2026, for submitter questions.

*It was moved, seconded and passed (MSP) to approve the adjustment to the RFP timeline by adding the RFI deadline. With this change, the RFP is approved. (Holeman/Morgan)*

The board thanked Michelle Brown for her effort on this.

**Executive director / staff report**

**a. Staff report**

**i. Staffing updates**

Executive Director Megan MacNee updated on AMG staffing, noting Rachel Hickerson's departure and the addition of Sarah Valente as Deputy Executive Director and Kristi Maryman as Events Manager.

**ii. Trustee Representative Discussion**

MacNee presented perspectives on increasing trustee involvement. Paula Macedo added thoughts and a synopsis of the discussion from the December 3, 2025, planning meeting, highlighting advantages for legislative and regulatory issues. Discussion included the evolution from a Trustee Council, declining engagement possibly due to mandatory trainings now available elsewhere, and varying member agency board compositions (e.g., more politicians with limited time). Focused on the position not serving the individual, trustee, or MVCAC. That it is vital to continue our engagement of our trustees in MVCAC. Paula updated the board on an upcoming proposal for a bylaw change, to be discussed at the next meeting, that would remove the current board policy and create opportunities for different or additional involvement by trustees. A Trustee Session, district tour, and mixer will occur at the upcoming conference to foster more involvement. Bruce Taylor shared his perspective on low trustee involvement and challenges in engagement. Discussion followed from regions on their boards' perspectives. Macedo asked all regions to discuss this further regionally, as MVCAC will seek changes soon.

**iii. Elections and Nominations Report**

Omar Khweiss will be elected as Vice President, and Michelle Brown will be President-Elect.

**iv. Awards Report**

MacNee provided an update on who will be receiving awards at the upcoming conference and gave ballot and awards update. Macedo presented a proposal of support to awardees to be able to attend the conference. Some awardees no longer have the support of their institutions to be able to attend by the time the conference occurs. Discussion took place regarding supporting. MacNee updated on award recipients for the upcoming conference: Vicki Kramer (Meritorious Service Award), Doug Walker and Arturo Gutierrez (Service with Distinction Awards). Paula Macedo proposed support for awardees lacking employer backing to attend, as some lose institutional support by conference time. Discussion followed.



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**Proposal:** Offer awardees without employer support free registration and one night hotel stay; awardees cover travel, additional hotel nights, and non-covered meals. This would incur little to no cost to MVCAC and apply to Meritorious Service and Service with Distinction awards.

*Action item: Staff to include final proposal language for approval at the February board meeting, for inclusion in the Policy Manual.*

*It was moved, seconded and passed (MSP) to apply the proposal to 2026 awardees and include it in the next Policy Manual version. (Young/Morgan)*

**b. Meeting updates**

**i. 2025/2026 meeting schedule**

MacNee reviewed upcoming MVCAC meeting dates, starting with the 2026 Annual Convention location and dates. Paula Macedo outlined plans for the 2026 Convention, noting changes from prior years, including potential updates to the Coachella tour and a mentor/mentee event from December 3 planning discussions to better involve trustees and members. The theme is "One Health," with speakers Dr. Stroud, Dr. Kim Conway, Dr. Anne Kjemtrup and a West Nile survivor. Symposia include a managers' session, 5K, and golf tournament.

Macedo talked through updates to the program including: Providing two lunches. Awards Luncheon (included in registration). Early start to welcome reception for mentorship program (30 minutes early to gather). Final night, closing reception gathering event.

Macedo discussed challenges with off-site lunches for district staff, leading to a new plan for a second MVCAC-provided lunch to keep attendees together and simplify meal cost coverage. On Wednesday, awards and MVCAC/AMCA updates will occur during the lunch. The evening event will be relaxed, featuring trivia (general and industry-related) and a photo booth instead of a formal banquet.

MacNee encouraged early registration for better planning and noted added room availability for Saturday nights pre-conference.

MacNee reviewed schedule for Leg Days and Committee Meetings this spring, including the agenda. Dates are being finalized for Spring, Summer, Fall, and Planning Board Meetings in 2026.

Recessed at 12:00 pm for a *lunch break*.

*Reconvened at 12:34 pm.*

**Treasurer's report (attachments) \***

- a. 2024-2025 MVCAC Audit Report
- b. MVCAC Financial Statements as of October 31, 2025
- c. NPDES Financial Statements as of October 31, 2025
- d. Investment Matrix as of October 31, 2025

Treasurer Ryan McNeil presented on the audit, our increase in expenses and revenues, noting the association's strong financial position. McNeil recommended continuing the annual 2% dues increase.



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*It was moved, seconded and passed (MSP) to approve both the audit report and the treasurer's report. (Young/Reis)*

### **Legislative & Regulatory report**

No update from Jeremy Wittie beyond discussions at the December 3 board session. Report was provided during the committee meeting on December 3rd.

### **Committee reports**

#### *Committee action items & updates*

*(Please view the committee reports at the back of this packet for full information on the committees.)*

#### **a. Regulatory Affairs committee report**

Jennifer Henke provided the committee report, reviewing the membership survey results on the pollinators code. The recommendation is to remove the current exemption in order to create a clean code that limits interpretation. She noted that the exemption does not serve vector control and is based on an outdated provision.

Henke also reviewed the discussion from yesterday's committee meeting on communicating with county agricultural officers.

Steve Abshier questioned whether engaging to remove the exemption might lead to broader language changes with negative impacts. Henke clarified that discussions with the Department of Pesticide Regulation (DPR) indicate this is unlikely and suggested using narrow language for the removal to avoid wider issues.

Conlin Reis supported removal, stating that it is more achievable than pursuing an exemption. Henke agreed.

Abshier reiterated his concerns about reopening the code, which could trigger a 30-day comment period.

The Board held a discussion regarding DPR's potential reaction to this change or to other potential changes to the code, such as an expanding exemption, as well as future approaches and related concerns.

*It was moved, seconded and passed (MSP) to direct the Regulatory Affairs committee to pursue removal of the language and collaborate with partners and members. (Reis/Macedo)*

If a letter is needed, the committee will return to the board for approval.

Henke noted DPR's sustainable pest management committee advisory council, where current applicants favor pesticide reduction. The committee recommends Tony Kobach (CDPH) and Laura Krueger (OCMVCD) to serve for MVCAC's benefit.

*It was moved, seconded and passed (MSP) for MVCAC to write a support letter for these candidates. (Reis/Holeman)*



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**b. VCR committee report**

Descriptions in the packet, recommendation from the committee is the broadest type of license, known as CC BY, as our material is already publicly available.

*It was moved, seconded and passed (MSP) to support the recommendation to proceed with "creative commons" copyright options as presented. (Young/Holeman)*

*It was moved, seconded and passed (MSP) to approve renewal of the Proceedings Editor appointment (Dr. William Reisen). (Young/Reis)*

**c. Additional committee action items & updates**

Discussion on the Drone committee was tabled pending review of previous board actions and minutes to confirm its status (e.g., whether it was dissolved or made a subcommittee).

**d. Approval of 2026 committee chair appointments and rosters**

*It was moved, seconded and passed (MSP) to approve the 2026 committee chair appointments. (Reis/Young)*

Paula Macedo reminded all to submit committee rosters and appointments to her and staff.

**e. Approval of committee charges for 2026**

Discussion addressed timing, as charges may not be ready at the planning meeting and might better suit the Annual Conference. This was agenda-listed as the last meeting before 2026. Further discussion followed. Suggestions included making this an interim board action rather than waiting for the Annual Conference board meeting. Conlin Reis noted the incoming president needs review time. Macedo requested charges by December 25, 2025, for her review before January 1, 2026. She will email chairs with this request and suggested inter-committee communication. Have charges submitted to the President Elect, to submit prior to the holidays to have the board approve by Interim board action. Also schedule an all committee chair meeting.

**Reports from MVCAC regions/board**

(Please review the regional reports as submitted at the back of this packet)

**a. Southern**

Lora Young reported the first dengue case discovered.

**b. South San Joaquin**

Jodi Holeman reported high WNV incidence late in the season due to September/October rains. Spinosad resistance noted by programs. Jay will take over as South San Joaquin Region Rep. Mutual aid agreement signed by all.

**c. North San Joaquin**

David Heft will be the new regional rep.



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**d. Sacramento Valley**

Jody Morgan reported districts winding down with cooler weather. CEU training occurred at Sutter/Yuba. Update on Jamie Scott's health, requesting thoughts and prayers for recovery.

**e. Coastal**

Amanda Poulsen noted high yellowjacket occurrences this season. Successful benefit assessment in Santa Cruz County; upcoming in Santa Clara County.

**f. Trustee**

No report.

**Reports from other agencies**

(Please review the reports as provided at the back of this packet)

**a. DART**

Chris Barker reported surveillance testing will continue as normal for 2026, with cost increase details forthcoming. New duplex assay developed and in use with Sac-Yolo MVCD. PACVEC call for summer interns; expressions of interest due December 5. Barker offered assistance with advertising internships. Training grants forthcoming for \$25,000.

**b. CDPH/VBDS**

Hannah Romo provided the report, highlighting human case stats: 102 West Nile (lowest in years), 0 SLE, 148 dengue (6 local in LA), 1 local Chagas, 5 hantavirus, 1 plague (first since 2020), typical Lyme, 2 tick-borne relapsing fever, 5 Rocky Mountain spotted fever. Proficiency panels begun. Sentinel chicken prep underway, with SoCal vendor confirmed and Central/NorCal in progress. Dead bird call center update. Several papers published. Vicki Kramer retires December 31, 2025; Romo interim Acting Chief from January 2, 2026.

**c. VCJPA**

No report.

**d. AMCA**

Peter Bonkrude provided the update. AMCA seeks a social media coordinator. Needs updates from MVCAC Regional Reps for AMCA. Conference March 23-27 in Portland, OR; Washington Days May 12-13. Efforts with EPA and Fish & Wildlife on monarch guidance. CDC grants on time/budget. Drone update provided. Bonkrude to provide written report post-meeting. Broox Boze was elected AMCA Vice President. Wakoli Wekesa thanked the membership and board for their support and he does hope to run again for Vice President next year.

**e. CSDA**

Lora Young encouraged use of CSDA resources, including webinars on SB 707 and new laws.

**f. Vector Borne Disease Network**

Jennifer Henke reported no meeting due to government shutdown. Written report for next board meeting.

**g. Lyme Disease Advisory Committee**



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Kelly Furey provided the update. Met November 6 in person; CDPH shared updates. American dog tick scientific name changed to *Dermacentor similis* (Western American dog tick). 25th anniversary reflections and recognitions for long-standing members, including retirees Dr. Bob Lane and Dr. Vicki Kramer.

#### **h. CCHLO**

Jeremy Wittie updated from CCHLO business meeting where he presented. Has OneHealth Symposium recording to share in MVCAC Bi-Weekly if desired. CCHLO policy platform updating; MVCAC under communicable diseases and control.

#### **Old business**

There was no old business.

#### **New business**

There was no new business.

#### **Additional approved agenda items**

##### **a. CalATBI Collaboration and MVCAC Support**

Jodi Holeman discussed the initiative's importance for supporting fieldwork to discover unexplored biodiversity and create a statewide library. Proposed MVCAC leverage communications (email, News Briefs, website) to share CalATBI activities, gauge member interest in sending samples, and act as a collaborative partner. Data will be open source. Holeman offered to be point person. Discussion followed, including sampling protocols (accept MVCAC's), no requirements, potential bycatch concerns (address via standard protocols).

Consensus reached; no formal motion needed.

*Action item: Staff to include this information in MVCAC Bi-Weekly News Briefs. Direct staff to include share with members.*

The meeting was adjourned at 1:48 PM

*MSP (Reis/Hebard)*

## **Proposed Bylaw Amendment**

### **Removal of Trustee Representative Role**

As part of MVCAC's continued focus on strengthening member and leadership engagement, we are proposing a bylaw amendment to remove the Trustee Representative position from the Board of Directors.

This recommendation follows discussion during the recent planning meeting and reflects a practical assessment of how the role has functioned over time. While the position was created to elevate trustee perspectives at the Board level, it has not consistently met its intended purpose. Unlike MVCAC's regional representatives, there is no effective structure for a single Trustee Representative to engage broadly with trustees across districts or to serve as a true two-way communication link.

MVCAC sincerely appreciates the individuals who have served in this role and the good-faith efforts they made to support the Association.

Moving forward, MVCAC intends to focus on more flexible and meaningful ways to engage trustees, including continued encouragement of trustee participation on committees and other Association activities. This approach is intended to better align governance structure with how trustees prefer to be involved, while supporting stronger, more effective engagement overall.

**BYLAWS OF THE MOSQUITO AND VECTOR  
CONTROL ASSOCIATION OF CALIFORNIA**

**May 5, 2005**

**Amended May 1, 2008**

**Amended February 10, 2010**

**Amended February 1, 2012**

**Amended July 18, 2013**

**Amended July 20, 2017**

**Amended April 29<sup>th</sup>, 2020**

**Amended July 28, 2022**

**Amended January 24, 2024**

**ARTICLE I. NAME**

The name of this Association is the Mosquito and Vector Control Association of California.

**ARTICLE II. OBJECTIVES**

The objective of this Association is to promote cooperation among those directly and indirectly concerned with and interested in mosquito control and related subjects, to stimulate the development of improved methods and techniques and to disseminate information in relation thereto, and to aid in the advancement of this field in California and elsewhere.

**ARTICLE III. MEMBERSHIPS AND AWARDS**

**Section 1.** Membership in this Association will consist of five classes: Corporate Members, Associate Members, Affiliate Members, Sustaining Members and Honorary Members.

**Section 2.** Corporate membership is available to all Mosquito Abatement Districts, Vector Control Districts, Pest Abatement Districts and other local governmental entity, or any subdivision thereof, concerned principally with mosquito and vector control and directly engaged in mosquito and vector control in the State of California. Each Corporate Member will have one vote. Voting may be by mail, email or by a vote cast at a special meeting held as provided for under Article VII, Section 2. Corporate Membership must be approved by the Board of Directors.

**Section 3.** Individual Memberships.

A. Associate Membership is available annually to employees of the University of California, the State of California, or to employees of any mosquito and vector control agency or related agencies outside of California. In addition, all employees and trustees of corporate members will be assigned associate member status. Associate members have no vote in the Association but may serve on committees. Benefits of associate membership shall be specified by the Board of Directors and may be amended periodically. Associate membership must be approved by the Executive Director.

B. Affiliate Membership is available annually to interested persons who are not eligible for Associate Membership and who are not employed by an entity eligible for corporate or sustaining membership. Affiliate members have no vote in the Association. Benefits of affiliate membership shall be specified by the Board of Directors and may be amended periodically. Affiliate membership must be approved by the Executive Director.

**Section 4.** Sustaining Membership is available annually to any organization, company or individual that is engaged in a trade activity related to mosquito or vector control or is interested in furthering the efforts of the MVCAC. Sustaining Members have no vote in the Association and must be approved by the Executive Director.

**Section 5.** Honorary membership may be conferred on any person who has rendered exceptional, distinguished service in the interest of mosquito or vector control in the state of California. Nomination for this honor requires written endorsement by five or more Corporate Members addressed to the Board of Directors and accompanied by a written description of the individual's qualifying accomplishments and achievements. Upon receipt of such an endorsement, the Executive Director will prepare a mail or email ballot and submit that ballot and written description about the individual to all Corporate Members. Ballots must be returned within 30-days from the date of mailing. To receive special recognition through honorary membership in MVCAC, the nominee must receive two-thirds vote of the Corporate Membership, with the vote determined based on the number of timely submitted ballots. The results of the mail ballot will be announced at the next Association Board of Directors meeting after the ballot deadline. Honorary members pay no dues and they have no voting rights in the Association. The recipient may receive the award at the Annual Conference or any other Board meeting.

**Section 6.** At all meetings of this Association, all members, regardless of membership type, will be permitted to take part in the discussion and proceedings.

**Section 7.** Meritorious service awards may be conferred on members or nonmembers who have made special and significant contributions to the field of mosquito or vector control in the State of California or elsewhere. Meritorious service awards shall be conferred by the same procedure as established for honorary membership in Section 5. Recipients of meritorious service awards have no vote in this Association and pay no dues.

**Section 8.** Service with Distinction Awards may be conferred on those who have made a significant contribution to fulfilling the mission of the Association. They must meet the following criteria: Made exceptional professional or voluntary service in support of the advancement and continued excellence of the Association; have earned national or international distinction for their services in the subject of mosquito and vector control; have made a significant contribution to any local community within the jurisdiction of their agency and focused on mosquito and vector control. Submission Process:

1. Any individual, member agency, or entity within MVCAC may submit a nomination for another individual or entity.

2. If the nominator has a personal or business relationship with the individual, it must be clearly stated as an addendum to the nomination.
3. As much relevant information as possible needs to be included with the application, as the ad hoc Awards Committee will make its judgments based only on the information provided.
4. No individual may nominate themselves.

Upon receipt of the nomination documents, the Association President shall appoint an Ad Hoc Awards Committee. This award is open to multiple types of individuals; therefore, the president will appoint an Ad Hoc committee with members that represent the nominee's demographic. This committee shall have five members, which may include one being a trustee member. Depending on the number of nominations, there may be multiple committees formed to make the decision on multiple nominees. The Awards Committee will submit their recommendations to the Board of Directors (via the Executive Director) to prepare the ballot to the membership. Service of Distinction awards shall be conferred by the same procedure as established for honorary membership in Section 5. Recipients of the Service of Distinction Award have no vote in this association.

**Section 9.** The Presidential Citation award is conferred to a member or non-member of the Association in recognition of outstanding contributions to the advancement of the Association's mission and goals that do not fall within the criteria for MVCACs' other awards. The citation is not presented every year, but only on occasion of exceptional individual merit. It is suggested to select a maximum of 2 awardees per year. Any member can make a nomination however, not all nominees will receive an award. To nominate someone, the president or other Association member will provide a brief statement of why the nominee should be selected for a Presidential Citation to the Board President. The President will then select up to 2 nominees and have those choices confirmed by the Association Executive Committee.

**Section 10.** The MVCAC shall annually provide an award to the retiring President upon completion of the term of office.

#### ARTICLE IV. BOARD OF DIRECTORS

**Section 1.** The Board of Directors of this Association will be composed of the President, President-Elect, Vice President, immediate Past President, and five Regional Representatives. Additionally, the Treasurer will serve as a non-voting member of the Board.

**Section 2.** The Board of Directors will:

- A. Manage the affairs of this Association between the Annual Conferences.
- B. Prescribe the duties of officers and committees.
- C. Appoint an Executive Director and define duties of the office.
- D. Appoint a Treasurer and define duties of the office.
- E. Appoint or employ help as necessary and define the duties of each.
- F. Obtain an annual audit or financial review of the account of this Association and cause the written report to be given at the next Board of Directors meeting following completion of the audit or financial review.

- G. Set the boundaries of the geographical regions.
- H. Determine the dues for Associate and Sustaining Members and contractual payments for Corporate Members,. Dues and contractual payments for each calendar year are due and payable in July of that year and become delinquent on the first day of September that same year.
- I. Determine the number and price of each publication which will be distributed to the various members and others.
- J. Determine the budget for the succeeding year.
- K. Develop and maintain Standing Rules of this Association.

## ARTICLE V. OFFICERS AND DIRECTORS

**Section 1.** The Officers of this Association, who are members of the Board of Directors, will be a President, President-Elect, Vice President and the immediate Past President. Other directors will include five Regional Representatives.

**Section 2.** Each officer will be a manager or a member of a governing board of a Corporate Member.

**Section 3.** The President is chairperson of the Board of Directors and has the usual duties which pertain to the office, subject to the authority of the Board. They are empowered to:

- A. Call a meeting of the Board of Directors.
- B. Select the Chairperson and members of standing and special committees except nominating, subject to approval by the Board of Directors.
- C. Be an ex-officio member of all committees except nominating.
- D. Execute with the President-Elect, Executive Director or Treasurer legal and fiscal documents.

**Section 4.** The President-Elect will act in the absence of the President and will assist the President whenever requested. During the year following assumption of office, the President-Elect will become familiar through conference, with the President and other members of the Board, with details of business and affairs of the Association. The President-Elect is empowered to execute with the Executive Director or Treasurer legal and fiscal documents and will act as the program Chairman for the forthcoming Annual Conference.

**Section 5.** The Vice President will assist the President and the President-Elect with the duties of their offices as requested and coordinate the activities of the Committees of the Association.

**Section 6.** The five Regional Representatives of the Board of Directors will represent the interests of the five regions of the State: Coastal, Sacramento Valley, Northern San Joaquin Valley, Southern San Joaquin Valley, and Southern California. They will call meetings of the members of their respective regions, keep minutes of such meetings and make them available to the MVCAC Executive Director and conduct regional voting as appropriate. Each Regional Representative will be a managerial or administrative employee of a Corporate Member.

**Section 7.** The Treasurer shall be a non-voting member of the Board. The Treasurer shall be responsible for overseeing the financial affairs of the Association.

- A. The Treasurer shall serve a term of three (3) years, with the option to be reappointed for a second term subject to the approval of the Board.
- B. The Treasurer shall be appointed by the Board of Directors.
- C. Duties and responsibilities of the treasurer shall include but are not limited to:
  - a. Receiving and reviewing monthly financial reports including investment reports.
  - b. Presentation of the financial report at each board meeting.
  - c. Working with staff to develop and present the annual budget.
  - d. Serve as custodian for all MVCAC financial accounts and approval of all financial transactions.
  - e. Ensure compliance with all financial reporting and tax requirements applicable to nonprofit organizations.
- D. Qualifications of the treasurer include:
  - a. An active member of MVCAC (required).
  - b. Understanding of financial and tax reporting requirements for non-profit organizations.

**Section 8.** Nomination and election of officers and Regional Representatives.

- A. The immediate Past President will serve as the Chairman of the Nominating Committee.
- B. Prior to the summer Quarterly Board of Directors meeting, the Chairman will select two additional managers or members of a governing Board of Corporate Member to serve on the Committee.
- C. The Nominating Committee will select nominees for the elected officers of this Association; at least one for each office. Elected officers of the Board include: Incoming Vice President, President Elect, President, and Treasurer. The Nominating Committee will present a slate of candidates for ratification by the Board of Directors at its summer Quarterly Board of Directors meeting. Nominations may also be taken from the floor at the summer Board of Directors meeting. At least fifteen (15) days before the fall Board of Directors meeting, the Nominating Committee will send to each Corporate Member, through the Executive Director, an election ballot consisting of the names of the nominees selected.
- D. Officers will be elected by a simple majority of mail or email ballots cast by Corporate members prior to the fall Board of Directors meeting and will take office at the first Board meeting of the year following the election. Each elected officer will serve for a term of one year.
- E. The nomination for Treasurer shall be made by the Nomination Committee to the board at least thirty (30) days before the Fall Board of Directors meeting if the current term of Treasurer is expiring. The board will vote to appoint the Treasurer at the Fall Board meeting.
- F. Regional Representatives of the Board of Directors will be elected, one from each geographical region, by the Corporate Members of each region, prior to the December Planning session. Each region may also elect an alternate who may serve in the absence of the Regional Representative.
- G. Regional Representatives serve for a term of one year, subject to renewal.

**Section 9.** As soon as possible after the fall Board of Directors meeting, the President-Elect will propose, subject to approval by the Board of Directors at its next meeting, standing committees, except nominating, with their chairmen. At any time during the year special committees may be formed by the President subject to approval of the Board of Directors.

**Section 10.** Vacancies:

President: If a vacancy occurs in this office during the year, this office will be filled by the President-Elect.

President-Elect: If a vacancy occurs in this office during the year, this office will be filled by the Vice President.

Vice President: If a vacancy occurs before August 1 of any year, the President will instruct the Nominating Committee to select one nominee. The Chairman of the Nominating Committee will report this selection to the Board of Directors through the President. If approved by the Board of Directors, the nominee will be officially declared to be the Vice President. If the Board of Directors should reject the proposed nominee, the Nominating Committee will select another nominee and continue this procedure if necessary, until one is approved by the Board of Directors. If the vacancy occurs after August 1, the President and the President-Elect will assume the duties of the Vice President.

Treasurer: In the event of a vacancy in the position of Treasurer, the President, with the approval of the Board, shall appoint a replacement to serve out the remaining term.

## ARTICLE VI. CONFERENCE AND MEETINGS

**Section 1.** Annual Conference: There will be an Annual Conference of this Association for the presentation of papers and discussion on mosquito control and related subjects. This conference will be held at such time and place in California as the Board of Directors selects. Conferences held outside of California will be considered only if approved by 2/3 vote of the Board of Directors. At least 35 days prior notice will be given to all members announcing the time and place of the Annual Conference.

**Section 2.** Special Meetings:

A. The Board of Directors will call a special meeting of the entire membership whenever it believes such is necessary, or when it receives a request in writing or email supported by representatives of five or more Corporate Members. A request for such a special meeting will indicate the topic for disposition or the reason for the special meeting. The Board will be bound thereby to set a place and date no sooner than thirty-five (35) days nor greater than sixty (60) days after the receipt of the request.

B. Special meetings of the general membership for consideration of technical subjects, field demonstration, local problems or similar matters may be held at times and places selected by the sponsoring group or committee.

C. Regional meetings of an informal nature may be called by the respective Regional Representatives at any time.

**Section 3.** Board of Directors Meetings: The Board of Directors will meet upon call of the President, or upon request of three or more Directors directed in writing to the President. At least ten (10) days prior notice in writing will be given by the President to all members of the Board announcing the time and place of Board meetings.

**Section 4.** Voting.

- A. A simple majority of Corporate Members will constitute a quorum for the transaction of business by mail ballot or at any special meeting.
- B. Five members of the Board of Directors will constitute a quorum at a meeting of this body.

## ARTICLE VII. AMENDMENTS TO THE BYLAWS

**Section 1.** These Bylaws may be amended at any regularly scheduled meeting of the Board of Directors.

**Section 2.** Amendments may be submitted at any time by a Region, a Corporate Member, the Executive Committee, or by the Executive Director. Proposed amendments will be submitted in writing to the Board of Directors, through the Executive Director. At their next regularly scheduled meeting, the Board of Directors will charge the Executive Committee and the Executive Director to review any proposed amendments and develop appropriate language for preparation of a ballot.

**Section 3.** Ballots including any proposed amendments will be mailed by the Executive Director to each Corporate Member at least twenty-five (25) days before the next regularly scheduled Board meeting. Ballots shall be returned to the Executive Director for counting at least ten (10) days prior to the next regularly scheduled Board meeting.

**Section 4.** A vote of two-thirds of the Corporate Members voting by mail or email ballot will approve the amendment. The Board of Directors shall ratify the amendment at its next regularly scheduled meeting. The amendment will go into effect immediately unless otherwise specified in the resolution.

## **Summary of Proposed Revisions to the MVCAC Manual of Administrative Policies**

The proposed revisions to the MVCAC Manual of Administrative Policies represent a **comprehensive modernization** of the document. The manual had evolved incrementally over nearly three decades, resulting in outdated language, duplicative sections, unclear authority lines, and policies that no longer reflected how the Association operates today. This update was intentionally approached as a **full overhaul**, rather than piecemeal edits, to ensure clarity, consistency, and alignment with current best practices in nonprofit governance and association management. *Note additional changes were included to the 1/12/2026 draft included in the board packet, details are noted below.*

### **Purpose and Overall Approach**

The primary goals of this revision are to:

- Clarify roles, responsibilities, and decision-making authority across the Board, officers, committees, and staff.
- Align written policies with current operational practices.
- Improve transparency, accountability, and internal controls.
- Reduce ambiguity, redundancy, and outdated procedural language.
- Strengthen governance, financial stewardship, and professional standards.

No changes alter MVCAC's mission, nonprofit status, or fundamental governance structure as defined in the Bylaws. Instead, the revisions focus on how work is carried out and documented.

### **Key Areas of Change**

#### **1. Policy Adoption and Review Process**

The procedures for adopting, amending, and deleting policies were clarified and standardized, including clear timelines for Board and member notice. Responsibility for annual policy review is explicitly assigned to the Executive Committee. These changes are intended to keep policies current and reduce outdated or duplicative provisions.

#### **2. Executive Director Authority and Officer Roles**

The Executive Director's authority was clarified to reflect current operational practices while preserving the Board's role in setting policy. Officer roles were reorganized to eliminate overlap, conflicting language, and outdated expectations. The revisions improve clarity around decision-making, oversight, and coordination.

#### **3. Financial Management and Controls**

Financial policies were updated to strengthen internal controls and clarify approval

## **Summary of Proposed Revisions to the MVCAC Manual of Administrative Policies**

thresholds for expenditures, contracts, and investments. Budget development timelines and reporting responsibilities were standardized. Purchasing, vendor review, and reserve management policies were aligned with current best practices.

### **4. Board Operations and Meeting Procedures**

Board meeting procedures were updated to reflect virtual, in-person, and hybrid formats. Quorum, voting, agenda, and minutes requirements were clarified to support efficient and transparent governance. Director expectations for preparation and conduct were also reinforced.

### **5. Committees and Volunteer Engagement**

Committee policies were revised to clarify participation expectations, attendance standards, and member responsibilities. Committee chair, vice-chair, and Board liaison roles were more clearly defined. These changes are intended to improve accountability, engagement, and consistency across committees.

### **6. Membership Categories and Dues**

Membership classifications and dues descriptions were clarified and standardized. Benefit descriptions were updated to reflect current offerings, and dues language was aligned with existing Board-approved actions and appendices.

### **7. Advocacy and External Representation**

Legislative and regulatory advocacy procedures were updated to clearly define roles, responsibilities, and authority for time-sensitive action. Coordination between the Board, Executive Director, advocates, and committees was clarified. Reporting and communication expectations were standardized.

### **8. Meetings, Conferences, and Publications**

Meeting planning authority, site selection, conference budgeting, and publication oversight were updated to reflect current professional practices and vendor relationships, reducing outdated or redundant provisions.

### **Additional Clarifications Included in the 1/12/2026 Draft**

In addition to the major updates outlined above, the draft includes several targeted clarifications to better document existing governance practices. These include clarifying the role of Regional Directors as representatives appointed by their respective regions with defined responsibilities for regional communication and reporting, formally recognizing the role of Board Liaisons to committees as two-way communication leads, and explicitly authorizing the use of Vice Chairs on committees to fulfill the duties of the Chair when needed. These updates are intended to improve clarity, continuity, and communication and do not change Board authority, voting structure, or committee oversight.



# MVCAC

Mosquito and Vector Control Association of California

## **Manual of Administrative Policies of the Mosquito and Vector Control Association of California**

Adopted by action of the Board of Directors January 24, 1996

Amended by action of the Board of Directors November 8, 1996; July 31, 1998; May 7, 1999; July 30, 1999; November 5, 1999; April 19, 2002; April 27, 2004; May 7, 2009; May 6, 2010; November 3, 2011; October 25, 2012; October 24, 2013; July 17, 2014; October 29, 2015; February 6, 2017; March 3, 2020; July 28, 2022; July 29, 2023

## Foreword

The Mosquito and Vector Control Association of California (MVCAC; "the Association") is a 501(c)(3) non-profit corporation representing its Corporate members, who are mosquito and vector control districts and other local agencies involved directly in mosquito or vector control in the state of California.

The Association impacts research, education, policy, and legislation through its system of committees and its professional consultants who take direction from an Executive Director under authority from the Board of Directors. The Association maintained an administrative office and contract with a profess The Association maintains an administrative office and contracts with a professional management firm. This is where its day-to-day business is conducted under the direction of the Executive Director and where its website, publications, and communications are planned, prepared, and distributed to the membership, the public and other interested professionals in California and nationwide. Consulting staff, under the supervision of the Executive Director, carry out the routine office business. The Association conducts quarterly statewide business meetings, an annual conference, and regional and statewide workshops and seminars which include the latest in mosquito and vector control research, training, and education. MVCAC is the voice of mosquito and vector control professionals in California and serves to maximize the health and comfort of the residents of California through environmentally sound mosquito and vector control.

The Board of Directors of the Association maintains this Manual of Administrative Policies. This manual shall contain a comprehensive listing of the Board's current policies, which are the rules and regulations enacted by the Board of Directors. The manual will serve as a resource for the directors, staff, and Corporate members to guide the way business of the Association is conducted.

If any policy or portion of a policy contained in the Manual of Administrative Policies conflicts with rules, regulations, or legislation of agencies with authority over the Association, said rules, regulations or legislation shall prevail.

By action of the Board of Directors of the Mosquito and Vector Control Association of California (MVCAC), the policies contained in this Manual of Administrative Policies are hereby amended on this 4<sup>th</sup> Day of February, 2026 ~~3<sup>rd</sup> Day of March, 2020~~ and replace and supersede all previous documents on these subjects. Electronic copies of the manual shall be made available to all the Board of Directors, Corporate Members, and staff.



Signature to be inserted

Wakoli Wekesa Paula Macedo, President

Megan MacNee, Executive Director

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## **Adoption, Modification or Deletion of Policies**

- a) Proposed Policy Changes.
  - i) Proposals for the Board of Directors to adopt, amend or delete policies may be initiated by any member of the board or by the Executive Director. The proposed adoption, amendment or deletion shall be initiated by submitting a written draft to the Executive Director at least thirty-five (35) days prior to the regular meeting of the Board of Directors at which it would be considered. The Executive Director will review the proposed changes for any conflicts with the bylaws or with existing policy. Should there be any conflicts with the bylaws or with existing policy (other than the policy being proposed for amendment) the Executive Director shall develop recommendations for resolving conflicts. At least thirty (30) calendar days prior to the next meeting of the board, the Executive Director shall distribute copies of the proposed changes along with any recommendations for resolving conflicts created by the proposed amendments to each member of the Board Directors and to the Corporate Members, and the proposed amendments shall be placed on the agenda for action at that meeting.
- b) First Reading of Proposed Changes.
  - i) Any proposed adoption, amendment or deletion of a policy may be approved at any regular meeting of the Board of Directors provided that copies have been sent to each Corporate Member and to the Board of Directors at least thirty (30) days prior to the meeting at which it is scheduled to be heard.
- c) Adoption of Changes.
  - i) Approval is by a simple majority vote of the Board. Unless otherwise decided by the Board of Directors, the policies shall go into effect immediately.
- d) Annual Review of Policies.
  - i) Periodically, the Board of Directors shall take action to reaffirm existing policies as the current policies of the Association and to hear a first reading of any proposed amendments to the existing policies. The Executive Committee shall review all Association policies once annually and prepare a recommendation to the Board for any amendments to the policies or, if no amendments are needed, that the Board reaffirm the existing policies at a regularly scheduled Board meeting.

## **2) Staff/Consultants**

- a) Executive Director
  - i) The Executive Director is the appointed, principal administrative officer of the Association. The Executive Director, with authority from the Board of Directors and direction from the Executive Committee, is responsible for the activities and effective operations of the Association's administrative office, Legislative and Regulatory advocates, and other professional consultants. Under authority from the Board of Directors, the Executive Director plans, coordinates and conducts the affairs of the Association, either directly or through delegation to appropriate staff and/or consultants, including, but not limited to, planning and scheduling meetings, workshops, conferences, and publications; serves as a consultant to and facilitates the activities of committees; and serves as one of the official representatives for the Association when interacting with other professional associations, University of California, state and federal government agencies, State Legislature, media and the public.
  - ii) The Executive Director is empowered to act on behalf of the Association by the Board of Directors and is responsible for making daily decisions and informing the President and the Executive Committee, which consists of the Executive Officers, of activities. Policy decisions are made by the Board of Directors. However, if an occasion arises where no policy exists or where following an existing policy could be detrimental to the Association, the Executive Director is expected to act in a manner he/she perceives to be in the best interest of the Association. When possible, tThe Executive Director will consult with the President and/or the Executive Committee before acting on controversial issues.

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- iii) Except as otherwise directed by Board action, the Executive Director is authorized to proceed with

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the expenditure of funds consistent with the approved annual budget. See Section 3c for Authority for Expenditures.

- b) Interaction of the Executive Director with the Association Officers.
  - i) An important role of the Executive Director is to work closely with and support each of the elected officers during their four-year term. The following is a brief description of the duties of officers during their term.
  - ii) The Vice President works closely with the other officers on issues and on special assignments as requested by the President. The Vice President should be familiar with the official Standing Rules and rules of order of the Association and in collaboration with the Parliamentarian shall review and recommend changes as needed. The Vice President should also be familiar with the Administrative Policies of the Association- and Association Bylaws, and recommend changes as needed. The Vice President serves on the Annual Meeting organizing committee in support of the President-Elect. The Vice President is a member of the Executive Committee.
  - iii) The President-Elect, in collaboration with the Executive Director, shall assist in developing committee charges and select committee chairs and members for approval by the new Board at the Board Meeting held each year at the annual planning meeting. These charges set the foundation for the objectives by the committees to be achieved during the coming year. The President-Elect serves as the chair of the Annual Meeting organizing committee and determines the overall theme of the meeting. The President-Elect should receive a timeline for meeting deliverables from the Executive Director (or appropriate staff) no later than 10 months prior to Annual Meeting. The President-Elect should be familiar with all current service contracts, with a detailed timeline of contracts provided by the Executive Director. The President-Elect is a member of the Executive Committee.
  - iv) The President will serve as Chair of the Board of Directors. The President ensures that matters requiring Board action, especially those relating to committee charges are acted on in a timely manner and, ensures that these items are available for regional review prior to Board action. The President shall work closely with the Executive Director and stay informed on all Association activities and monitor progress by all committees on their charges on a quarterly basis. The President also provides oversight of service contracts, ensuring providers are fulfilling their obligations, delivering services effectively, and addressing any performance concerns as needed. The President will provide annual feedback to each service provider as part of the Association's performance review process. The President is responsible to maintain all correction of errors for each of the service contracts and to provide feedback to the service providers annually. The President will determine, in conjunction with the Executive Committee, the appropriate outreach speaking opportunities for the year. The President is the Chair of the Executive Committee.
  - v) The Immediate Past President will chair the Nominating Committee which will provide names of candidates for each elective office. The Immediate Past President will be responsible for the orientation of the incoming Vice President as to the duties and responsibilities of that office. The Immediate Past President is a member of the Executive Committee.
- c) Interaction with the Association Committees.
  - i) The accomplishments of the Association are dependent on its system of committees. The committees focus their attention on specific charges developed by the President (while as President-Elect at the last planning meeting) and the Executive Director with input from the committee chairs and approved by the Board of Directors. The chair of each committee works closely with the Executive Director, and appropriate designated staff and/or consultants to schedule meetings and work towards accomplishing the charges of the committee.
  - ii) The committees are the source of expertise for specific subjects and may be called on by the President or the Executive Director for assistance in preparing communications or

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recommendations. The committees are responsible for identifying issues within their charge that need attention by the President, Executive Director, or other committees. In some situations, the committee chair, with the approval of the Executive ~~Director Committee~~, may serve as a spokesperson for the Association as the authority on issues relating to the committee.

- iii) The Executive Director, through designated/assigned staff or consultants as appropriate, along with the President, provides direction and coordination for the committee chairs and assists them with their charges between Board meetings.
- d) Examples of duties of the Executive Director (Specific duties may be delegated but are supervised by ED).
  - i) Duties involving management of Association affairs.
    - (1) Serves as Corporate Secretary of the Association; makes announcements of meetings; prepares and distributes agendas at least two weeks prior to the meetings; and, as Corporate Secretary, ensures that minutes of the meetings are recorded and distributed to the Corporate Members.
    - (2) Recommends development or change in policy as needed to accomplish the objectives of the Association and works with appropriate committees in development of policy recommendations for consideration by the Board of Directors.
    - (3) Provides support, coordination and guidance for committees ~~and the Trustee Council where~~ needed; works closely, along with the President, with committee Chairs to ensure timely action on committee charges.

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Works closely with each of the elected officers during their four years in office to ensure maximum coordination and continuity.

(4) Serves as advisor to the Executive Committee.

ii) Duties involving management of association business affairs.

- (1) Manages the Association's day-to-day financial activities including receipt and expenditure of funds in accordance with the annual budget and subject to review by the MVCAC Treasurer.
- (2) Responsible for financial and contractual arrangements for the annual conference, quarterly meetings, workshops, and other activities of the Association.
- (3) Responsible for contracting for printing services, publication policies and sales of Association publications.
- (4) Develops with the Treasurer the proposed annual budget for the Association including the amount of contractual payments (dues) of Corporate Members and the annual dues of Associate Members and presents them to the Executive CommitteeBoard of Directors.
- (5) Responsible for procurement of equipment and supplies needed for the activities of the Association's office.
- (6) Directs the activities of the Association's office including maintenance of the official minutes, files, financial records, tax information and financial reviews.

iii) Duties Involving Management of Association External Affairs.

- (1) Legislative/Regulatory Advocate (s) and External Public Relations
- (2) Coordinates the activities of the Legislative and Regulatory Committees to be able to respond quickly and effectively to legislative and regulatory challenges.
- (3) Works closely with Executive Committee and committee chairs in developing and implementing strategies to resolve problems or pending problems on issues of concern to the Association or member agencies and takes a lead in responding to regulatory agencies, legislators and the public of the Association's concerns through direct contacts, public relations staff/consultant and/or the media. Strengthens and maintains ties with key state and federal agencies such as the University of California, California Department of Public Health, California Department of Pesticide Regulations, the California Department of Fish and Wildlife, the United States Environmental Protection Agency, United States Fish and Wildlife Service and others.
- (4) ~~Coordinates the planning, financing, and implementation of the statewide cooperative effort for surveillance of mosquito-borne viruses.~~
- (5) ~~(4) Routinely Ensures updates the President of the Board of Directors~~Executive Committee receives regular updates on progress of Legislative and Regulatory Committee charges.

### 3) **Fiscal Management**

a) The Annual Budget.

- i) Each year ~~by at the board meeting following the Annual Conference~~annual planning meeting, the Executive Director will present for review and Board approval a draft annual budget timeline to be followed in the new year for development of the Association's annual budget.
- ii) A draft of an annual budget for the Association shall be prepared by the Executive Director, appropriate staff, and consultants, and the MVCAC Executive Committee led by the Treasurer. The annual budget proposal shall include a report on the financial position, estimated needs for expenditures and estimated income from all sources. The MVCAC annual budget shall be based on a fiscal year starting July 1 and ending on June 30.
- iii) The Executive Committee, led by the Treasurer, shall review the proposed budget with the Executive Director and instruct them to make any appropriate changes.
- iv) The proposed annual budget that is reviewed and amended by the Executive Committee shall be

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presented to the Regional Directors at least 30 days before the spring Quarterly Board meeting.

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- v) The Board of Directors will discuss the proposed budget with members in their regions. Any proposed amendments or comments shall be forwarded to the Executive Director one week prior to the Annual Budget workshop for consideration by the Executive Committee.
- vi) The Executive Committee shall consider any proposed amendments from the Regional Directors and prepare and distribute to the Corporate Members a final version of the proposed budget at the Annual Budget workshop that will be held prior to the Spring Quarterly Board meeting
- vii) The MVCAC annual budget includes operational, Annual Conference and special project expenditures. Line items and budget structure should follow applicable guidance for accounting standards.

b) Fixed Assets

- i) The purpose of this policy is to ensure proper accounting control by maintaining accurate financial reports of fixed assets.
- ii) An accounting, or inventory, of all fixed assets shall be conducted annually and presented to the CPA firm conducting the annual fiscal review for inclusion in their report to the Treasurer to present to Board of Directors.
- iii) Equipment, tools, or furnishings having an original purchase price of \$5,000 or more or items that will be retained and used for more than one fiscal year will be listed as a fixed asset.

c) Authority for Expenditures

- i) All purchases made for the Association by staff shall be authorized by the Executive Director and shall be in conformance with the approved Association budget. The Executive Director will inform the Treasurer and the Executive Committee of anticipated expenditures that will exceed the amount listed for any account group. In an emergency the Executive Director may purchase necessary items after consulting with the President and such purchases shall be subsequently reported to the Executive Committee and the Board no less than 30 days later from the purchase.
- ii) Any commitment of Association funds for a purchase or expense greater than \$5,000 shall first be submitted to the Executive Committee for approval or shall be in conformance with prior Board of Directors action and/or authorizations.
- iii) During the course of the year for which the annual budget was approved, the Board of Directors may, at any of its scheduled meetings or at a specially called meeting, authorize expenditures that will exceed the total approved budget by simple majority vote of an amended budget.
- iv) Those authorized to sign checks for the Association are the President, Executive Director, and the Treasurer. Two of these authorized signatures are required on all checks and transfers of funds. The Executive Director and the Treasurer and the Office Accounting Manager shall be bonded or covered by appropriate employee dishonesty insurance.

d) Purchasing

The Association will follow prudent purchasing practices to ensure funds are spent responsibly and in the best interest of the organization.

i) General Authority

- (1) Purchases must be consistent with the approved annual budget and directly related to Association operations.
- (2) Staff and consultants are expected to exercise sound judgment to ensure costs are reasonable and appropriate.

ii) Competitive Review

- (1) For new vendors or services expected to exceed \$2,500 annually, staff will obtain price

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comparisons, written quotes, or otherwise document that the selected vendor best meets the needs of the Association.

(2) For contracts or commitments expected to exceed \$10,000 annually, a competitive review (e.g., multiple bids or proposals) is required unless the Executive Committee determines a sole-source arrangement is justified.

iii) Ongoing Vendor Relationships

(1) Existing vendor relationships shall be reviewed at least once every three years to determine whether the vendor continues to provide competitive pricing, quality, and service.

(2) The Executive Committee will determine if a new competitive review or bidding process is warranted at that time.

d)

i) Staff and consultants shall take appropriate steps to assure reasonable costs (within prior-approved budget) when making purchases of any kind for the organization. To assure costs are kept at an appropriate level, periodic price quotations should be periodically solicited from at least two vendors for purchase of items costing more than \$500 and compared as to price, quality, discounts, trade-ins, and timely delivery.

ii) Procurement of repetitive services shall follow the same principles as those outlined above for procurement of supplies and equipment.

e) Investments

i) The purpose of this policy is to formalize policies and procedures for the management of all funds and investment activities under direct authority of the Association. The investment policies and

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practices of the Association are based on state law and prudent money management. All funds shall be invested in accordance with all applicable laws and the investment policies of the Association.

- ii) Investments shall be made with judgment and care and in accordance with written procedures and policies. The current guidelines for reserve fund investments are attached to this policy as Appendix A.
- iii) The investment objectives of the Association are, in priority order: **Safety**. Investments of the Association shall be undertaken in a manner that seeks to ensure preservation of the principle in the portfolio. **Liquidity**. The investment portfolio shall remain sufficiently liquid to enable the Association to meet its normal cash flow requirements. **Return on Investment**. The investment portfolio shall be designed to maximize return consistent with the Association's objectives of safety and liquidity.
- iv) Permitted investment instruments are limited to negotiable certificates of deposits (CDs) or other instruments having competitive rates of interest and insured by FDIC, issued by a nationally or state-chartered bank or a state or federal savings and loan association. Negotiable certificates of deposit shall not exceed five years in maturity and no more than \$250,000 may be invested in any one issuer.
- v) The Association delegates its day to day investment decision making and execution authority to the Treasurer and Executive Director subject to approved policies. Changes to the investments or movements of funds must be approved by both the Treasurer and Executive Director.
- vi) Investment reports shall be submitted by the Treasurer to the Board of Directors at the quarterly Board meetings. The reports shall include, at a minimum, a description of the investment instrument, interest rate and maturity date.
- vii) All Association investments shall comply with legal requirements in effect at the time of the investment. If there is ever any conflict between a provision of this Association Investment Policy and legal requirements in effect at the time, the legal requirements shall govern.

**f) Contracts**

- i) Contracts related to the Association are to be negotiated by association staff and approved by the Executive Director.
- ii) Any commitment of Association funds for a purchase or expense greater than \$10,000 shall first be submitted to the President and/or Treasurer for approval or shall be in conformance with prior Board of Directors action and/or authorizations.
- iii) This includes the review and approval of the contracts committing the Association to financial liability (purchase, expense, or guaranteed revenue) above \$10,000.
- iv) The Executive Director shall submit contracts for approval to the President and Treasurer. The President and Treasurer shall review the contracts and provide approval and/or feedback within 72 business hours (to the best of their ability).
- v) The Executive Director shall receive at least one approval from the President or Treasurer but may proceed with a contract if either the President or Treasurer cannot be reached in time to commit to the contract.
- vii) vi) All approved contracts will be included in the Interim Board Action tracking and presented at the next board meeting.

**f)g) Financial Review**

- i) The Association shall secure an annual financial audit by a CPA firm approved by the Board of Directors. The annual financial audit shall be made in accordance with generally accepted auditing standards, testing the internal control procedures as they affect the accounting records and compliance requirements to ensure the Association has complied with appropriate laws and

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regulations.

- ii) The financial review shall be distributed to the Board of Directors for their review and considerations of any recommendations by the Fall Board of Directors meeting.

**g)h) Claims for Reimbursement of Expenses**

- i) The Executive Director, consultants and staff shall be reimbursed for all budgeted, approved, reasonable and legitimate expenses incurred in attending meetings or in making any trips on official Association business as outlined in the individual agreements committed to by MVCAC

**h)j) MVCAC Financial Reserves**

- h)j) The Association shall maintain reserve funds consistent with the Association Reserve Policy Guidelines. The reserve funds shall be sufficient in amount and liquidity to satisfy the MVCAC's long term contractual obligations, to respond effectively to emergencies, and to continue core functions in the event anticipated income is not realized. Contractual obligations mean commitments which cannot be reduced or terminated within the budget year. Core functions mean those activities for which MVCAC budgets for annually. The current Reserve Policy Guidelines are attached to this policy as Appendix B.

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- i) H.B. Munns Memorial Education Fund
  - i) The H.B. "Munzy" Munns Memorial Education Fund was established in 2000 to provide funding for educational purposes that would benefit the mosquito abatement community. The current H.B. "Munzy" Munns Memorial Education Fund Budget Guidelines are attached to this policy as Appendix C.

jk) Research Funding Pass-Through Policy

- i) Indirect Cost Policy - The Mosquito and Vector Control Association of California (MVCAC) and its member agencies primarily fund projects with specific objectives, typically provide additional in-kind support, and therefore do not allow disbursement of funds for indirect costs associated with gifts or grants.

**4) Board of Directors**

- a) Standing Rules
  - i) These are the standing rules for proceedings of meetings of the Board of Directors of the Mosquito and Vector Control Association of California. They are adopted pursuant to Association Bylaws. The Board governs the Association and determines all questions of Association policy. The purpose of these rules is to facilitate the conduct of Board meetings in an orderly and efficient manner. The Association is not a public agency and is not subject to the Brown Act.
  - ii) Time and place for regular meetings. The President shall ordinarily call five regular meetings of the Board of Directors each year, with the first during the spring and subsequent meetings during the summer, fall, a planning session and a winter meeting. The winter meeting shall normally be scheduled at the close of the annual conference. Board meetings may be held in virtual, in person, or hybrid formats. For in person meetings, The Board meeting locations shall be at different conference facilities throughout California and the specific location, day, and time for holding regular quarterly meetings shall be determined by the Executive Director in consultation with staff/consultants, the President, and the Executive Committee.
  - iii) Method of transacting business & voting. Five directors of the Board shall constitute a quorum for the transaction of business. The Board shall act only by motion or resolution at a duly called Board meeting, or without a meeting by the written unanimous consent of all the directors pursuant to Corporations Code section 7211. For action at a meeting, a majority of a quorum of the Board may take action on any item, unless a different voting requirement to approve a particular action is specified under the Bylaws or state law.
  - iv) Minutes. The Executive Director, or staff designee, shall prepare and maintain written minutes of each Board meeting. The minutes shall include at least the following information: names of the directors and Association staff present at the meeting; actions taken by the Board; the names of the person making and seconding motions and for voting that is not unanimous, the names of persons rendering the minority votes; a very brief summary of discussion on significant issues to clarify actions taken or rejected by the Board; and, committee reports. Written committee/liaison/representative reports must be submitted to the Executive Director not later than **14 days** following the meeting to be included in the minutes. When appropriate, abstracts prepared by the committee chair will be substituted for lengthy reports included in the minutes and the full reports will be retained in the Association office. Any director may request that an abstract of his or her statement either in support or opposition to any matter be entered in the minutes. Copies of the minutes shall be electronically distributed to directors of the Association and Corporate Members at least 30 days prior to the next Board meeting.

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v) Association officers and directors. The Board of Directors is made up of the elected officers of the

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Association, including the President, President-Elect, Vice President, Immediate Past President, the and five elected Regional Representatives ~~and the Trustee at Large~~. The term of office for Board directors and officers shall be for the period described in the Association bylaws. There shall be no limit as to the number of terms that an individual may hold as a director or officer. The Executive Director shall serve as ex officio Secretary to the Board.

vi) President. The President shall have the following duties:

- ~~(1) Preside over Association Board meetings and conduct the meeting in an orderly and expeditious manner, allowing the Board of Directors to consider and to take appropriate action as needed on agenda items. The President may limit discussion to points not already heard and may place limits on the time allowed for discussion.~~
- ~~(2) Determine questions of order and enforce the standing rules of the Board, subject to appeal to the entire Board.~~
- ~~(3) Call regular and special meetings.~~
- ~~(4) Execute all resolutions of the Association.~~
- ~~(5) Appoint committee members and chairs (except for the Nominating Committee which is established pursuant to the Bylaws), subject to Board approval.~~
- ~~(6) Establish ad hoc committees, subject to Board approval.~~
- ~~(7) Coordinate with the Executive Director, or staff designee, in scheduling Board meetings and the annual conference and in preparing agendas for the meetings.~~
- ~~(8) Appoint an Association Treasurer who shall be a member of management of a Corporate Member, subject to approval by the Board of Directors.~~
- (1) Serve as Chair of the Board of Directors and preside over Board meetings, ensuring orderly and timely consideration of agenda items.
- (2) Determine questions of order and enforce the standing rules of the Board, subject to appeal.
- (3) Work closely with the Executive Director to stay informed on Association activities and provide oversight of committee progress toward their charges.
- (4) Ensure matters requiring Board action, including committee charges, are acted upon in a timely manner and available for regional review before action.
- (5) Provide oversight of service contracts, monitoring provider performance and ensuring obligations are met.
- (6) Provide annual feedback to service providers as part of the Association's performance review process.
- (7) Execute all resolutions of the Association.
- (8) Appoint committee chairs and members (except for the Nominating Committee), subject to Board approval, and establish ad hoc committees as needed with Board approval.
- (9) Serve as Chair of the Executive Committee and coordinate closely with the Executive Director and officers in guiding the affairs of the Association.

vii) President Elect. ~~In the absence of the President or vacancy in the office of President, the President Elect shall perform all the duties of the President. The President Elect shall have the following duties:~~

- ~~(1) Perform all duties of the President in the absence of, or vacancy in, the office of President.~~
- ~~(2) Assist the Executive Director in developing committee charges and select committee chairs and members for Board approval at the annual planning meeting.~~

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- (3) Serve as Chair of the Annual Meeting Organizing Committee, determining the theme and guiding program planning.
- (4) Be familiar with current service contracts and assist the President in oversight as needed.
- (5) Serve as a member of the Executive Committee.
- (6) Prepare to assume the office of President by becoming familiar with all Association activities, policies, and Board responsibilities.

vii)

viii) Vice President. The Vice President shall have the following duties:

- (1) Assist the President and President-Elect with their duties as requested.
- (2) Work closely with the other officers on issues and special assignments as directed by the President.
- (3) Be familiar with the Association's Administrative Policies, Bylaws, Standing Rules, and rules of order, and in collaboration with the Executive Director, review and recommend changes as needed.
- (4) Support the Annual Meeting Organizing Committee and other committees as assigned.
- (5) Serve as a member of the Executive Committee.

ix) Past President. The Past President shall have the following duties:

- (1) Provide continuity of leadership by advising and supporting the current President and Executive Committee.
- (2) Chair the Nominating Committee, overseeing the process of selecting candidates for elected office.
- (3) Orient the incoming Vice President on the duties and responsibilities of the office.
- (4) Serve as a member of the Executive Committee.
- (5) Carry out other assignments as directed by the President or Board of Directors.

x) Treasurer. The Treasurer shall have the following duties:

- (1) Provide financial oversight to ensure the Association's funds are managed in accordance with the approved budget, Administrative Policies, and applicable nonprofit financial standards.
- (2) Review and monitor regular financial and investment reports in coordination with the Executive Director and accounting staff, and report financial status and trends to the Board of Directors.
- (3) Work with the Executive Director and Executive Committee in the development and review of the Association's annual budget and recommend adjustments as needed.
- (4) Oversee Association investments and reserves in accordance with the Investment Policy and Reserve Policy Guidelines and report on investment performance to the Board.
- (5) Review annual financial statements and audit or financial review reports and present findings and recommendations to the Board of Directors.

viii)xi) Executive Director. The Executive Director, as ex officio secretary, shall oversee the following staff duties:

- (1) Prepare and maintain the Board agendas, notices, minutes, and other Board records.
- (2) Schedule Board meetings and the annual conference.
- (3) Attest to the signature of the President on resolutions and other legal documents.
- (4) Certify Association documents as true and correct copies.
- (5) Give notice of meetings as required.
- (6) Circulate a sign in sheet at each Board meeting for attendees to record their attendance and to maintain a list of attendees as a permanent record in the Association office.

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- (6) Provide background information on action items to all directors before the meetings.
- (7) Ensure all documents required to maintain Association 501c3 status are prepared and filed appropriately.

xii) Directors. Duties of the Directors.

- (1) ~~Directors shall thoroughly prepare themselves to discuss agenda items at Board meetings. Additional information required should be requested from staff or other sources before meetings. Pertinent information obtained from other sources should be given to staff for distribution to all directors before the meeting.~~
- (2) ~~Requests by individual directors for information requiring substantial efforts by staff shall be channeled through the Executive committee.~~
- (3) ~~Directors shall always conduct themselves with courtesy to each other, to staff and members of the audience present at Board meetings.~~
- (1) Directors are appointed by their respective regions in accordance with Association procedures and serve as representatives of their regions on the Board of Directors.
- (2) Directors shall prepare for and participate fully in Board meetings and vote on matters before the Board as representatives of their regions, exercising their independent judgment and not requiring a formal regional vote.
- (3) Directors shall schedule and conduct regional meetings as appropriate to discuss upcoming Board meeting topics, policy matters, and issues of interest to the Association.
- (4) Directors shall serve as a communication link between the Board of Directors and their regions by keeping regional members informed of Board actions, emerging issues, and concerns affecting the Association.
- (5) Directors shall maintain current contact information for key personnel within their respective regions to support timely communication and engagement.
- (6) Directors shall submit written regional reports for inclusion in Board materials on a quarterly basis or as otherwise requested.

xiii) Board Liaisons to Committees: Each standing and ad hoc committee of the Association will have a designated Board member serving as liaison. The role of the Board liaison is to support the committee chair and members as needed, and to serve as a conduit of communication between the committee and the Board of Directors. The liaison ensures that committee updates, recommendations, or concerns are shared with the Board in a timely manner. In the absence of the committee chair at a Board meeting, the liaison is responsible for presenting the committee's report and responding to questions from the Board.

xiv) Order of business. The order of business taken up for consideration by the Board at a regular Board meeting will ordinarily be in the following order:

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- (1) Call to order and roll call.
- (2) Approve minutes of last meeting.
- (3) Approve additional items to agenda.
- (4) Hear, discuss, and consider reports from: (1) President; (2) Executive Committee; (3) Executive Director; (4) Treasurer; (5) Other standing and ad hoc committees; (6) Regional representatives; (7) Other agencies and associations.
- (5) Consider other old and new business.
- (6) Consider action on additional approved items.
- (7) Adjournment
- (8) The President may take any item of business out of order. The Board, by motion, may take any item of business out of order.

xii)xv) **Agenda.** The Executive Director, or staff designee, in consultation with the President, shall prepare an agenda for each regular and special Board meeting. The Executive Director shall electronically distribute the agenda to each director and each Corporate Member at least **14 days** before the meeting. The agenda must specify the time and location of the meeting and should contain a brief general description (generally no more than 20 words) of each item of business to be transacted or discussed at the meeting. The omission of an agenda item entry shall not preclude the Board from considering and acting on any item of business, however, the Board must approve by motion any additional agenda item before it can be heard. Prior to the meeting, any director or committee chair may request the Executive Director to place an item for discussion or action on the agenda. To allow sufficient time to prepare the agenda and back-up materials, the deadline for notifying the Executive Director of items to add to the agenda for a meeting shall be **21 days** before the scheduled meeting.

xiii)xvi) **Adjournment.**

- (1) General. A meeting of the Board shall be adjourned by (1) loss of a quorum, (2) motion made, seconded, and approved to adjourn the meeting, or (3) declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board. A meeting of the Board may also be adjourned to a specific day and time by motion made, seconded, and approved by the Board.
- (2) Lack of a quorum. If less than a quorum (defined as five directors of the board in Section 4aiii) attends a regular Board meeting, then those directors present may adjourn the meeting to a time and place specified in a motion to adjourn. If all members are absent from any Board meeting, the Executive Director may declare the meeting adjourned to a time and place specified in an order of adjournment.

xiv)xvii) **Closed sessions.** Ordinarily, Board meetings will be public and open to attendance to any interested person. However, the Board reserves the right to hold a private and closed meeting of the Board to consider any item of business involving a sensitive or confidential item or otherwise when a closed session is in the best interests of the Association as determined by the Board.

xiv)xviii) **Rules of order**

- (1) General. Action items shall be brought before and considered by the Board by motion in accordance with the following rules of order. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and therefore does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order). If a director believes order is not being maintained or procedures are not adequate, then he or she should raise a point of order to the President. (A point of order does not require a second.) If the ruling of the President on the point of order is not satisfactory, then it may be appealed by motion (which does require a second) to the full Board. A majority of a quorum of the Board will govern and

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determine the point of order.

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- (2) Obtaining the floor. Any director desiring to speak should address the President and upon recognition by the President may address the subject under discussion.
- (3) Motions. Any director, including the President, may make or second a motion. A motion shall be brought and considered as follows: (1) a director makes a motion; (2) another director seconds the motion; and (3) the President clearly states the motion. Once the motion has been stated by the President, it is open to discussion and debate by directors. Before voting on any motion, the President should ask for any comments from the audience. After the matter has been fully debated (subject to a motion to close debate and vote immediately, discussed below), the President will restate the motion and call for the vote. Each director, including the president, has one vote.
- (4) Secondary motions. Ordinarily, only one motion may be considered at a time and a pending motion must be voted on before the Board considers any other motions or business. There are a few exceptions to this general rule where a secondary motion concerning the main motion may be made and considered before voting on the main motion. The secondary motion exceptions are the following:
  - (a) Motion to amend. A main motion may be amended before it is voted on, either by the consent of the directors who moved and seconded, or by a motion to amend, which is then seconded and considered by the Board. After approving an amendment by consent or by motion to amend, the Board then proceeds to consider the main motion as amended.
  - (b) Motion to table. A main motion may be indefinitely tabled before it is voted on by a motion to table, which is then seconded and considered by the Board. After approving a motion to table, the main motion is not further considered at that meeting and remains tabled until placed on a subsequent meeting agenda.
  - (c) Motion to postpone. A main motion may be postponed to a specified date and time by a motion to postpone, which is then seconded and considered by the Board. After approving a motion to postpone, the main motion is then reconsidered at the date and time specified in the motion to postpone.
  - (d) Motion to refer to committee. A main motion may be referred to a specified committee for further study, recommendation, and report back to the Board, which is then seconded and considered by the Board.
  - (e) Motion to close debate and vote immediately. Debate on a main motion may be closed by a motion to close debate and vote immediately, which is then seconded and considered by the Board.
  - (f) Motion to adjourn. A meeting may be adjourned before voting on a main motion by a motion to adjourn, which is then seconded and considered by the Board. After approving a motion to adjourn, the meeting then immediately adjourns without further consideration of the main motion.
- (5) Decorum. The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings. The President may remove any person or persons making profane, impertinent, or slanderous remarks, refusing to abide by a request from the President, or otherwise willfully interrupting or disrupting the meeting. The President may also declare a short recess during any meeting. The President may limit the amount of time allowed for discussion and may restrict comments to points not already heard.

xvixix) Limited applicability. These standing rules apply only to meetings of the Association Board of Directors. They do not apply to meetings of, or actions by, the Association standing and ad hoc committees or the Trustee Council.

xvi)xx) Amendment of rules. By motion, the Board in its discretion may at any meeting temporarily

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suspend these rules in whole or in part or amend these rules in whole or in part.

**5) Committees**

- a) There shall be two types of committees in MVCAC: standing and ad hoc. Except for those committees established by the bylaws, committees shall be established or abolished by the President with Board approval.
- b) The following standing committees will be recognized: Executive, Information Technology, Integrated Vector Management, Laboratory Technologies, Legislative, Public Relations, Reeves New Investigator Award, Regulatory Affairs, Training and Certification, Vector and Vector-borne Disease, CalSurv Steering and Vector Control Research.
- c) The President appoints each standing committee chair or committee appointees if not directly created by MVCAC, chairpersons shall be selected before the MVCAC Planning Session. No chairperson shall serve more than four years consecutively. With the exception of the CalSurv Steering Committee.
- d) The immediate Past President will chair the Nominating committee.
- e) Standing committees shall have 6 dedicated vacancies to allow for representation from each region (5)- and representation from participating MVCAC Trustees (1). Additionally, depending on workload, a committee chairperson may select up to 54 additional representatives which may include MVCAC Trustees.
- f) Each Committee member must provide a short statement of interest to the Committee Chairperson
- g) Committee participation
  - i) Must have no more than one (1) unexcused absence from committee meetings
  - ii) Must be responsive to emailed requests for feedback/suggestions/input
  - iii) Attend meetings prepared, having read any required materials in advance
  - iv) Complete work assignments in agreed upon time frame or notify chair of any delay
  - ii) Failure to meet your committee responsibilities may result in your removal from the committee by with the committee chair or the Association President. By submitting a statement of interest to serve on a committee, you confirm that you are willing and able to meet these responsibilities and accept any travel costs associated and to be an active, contributing member.
  - ii) Members are encouraged to attend in-person committee meetings in person whenever possible to support collaboration and engagement.
  - iii) Members are expected to participate actively in committee meetings (virtual or in person), come prepared having reviewed materials in advance, and engage fully in committee assignments, work products, and related subcommittees or working groups.
  - iv) Members should be responsive to the committee chair and fellow members regarding requests for input, feedback, and completion of assigned tasks.
  - v) If a member is unable to regularly attend meetings or fulfill responsibilities, they should promptly inform the Chair so that adjustments can be made, including the potential transition of the role to another individual.
- h) Committee Chair
  - i) Responsible to guide the committee and the Board of Directors in confirming standing charges and setting new goals and objectives for the committee
  - ii) Committee chairs are expected to attend and lead all in-person committee meetings. If a chair is unable to attend, they shall designate a committee member to serve as acting chair for that meeting. The acting chair must be present in person, and the chair shall notify the President and Executive Director in advance of the change.
  - ii) Coordinate calendar of meetings and agendas with MVCAC staff
  - ii) Lead meetings and conference calls and follow-through on action items

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- iv) v) Select potential committee members
- v) vi) Working closely with the Executive Director and other appropriate staff and consultants on evaluating and making recommendations for testimony on pending legislation within the area of their committee's responsibility
- vi) vii) Represent the committee and report on activities to MVCAC Board of Directors
- vii) viii) Monitor Committee participation and address members if issues arise
- i) Each Committee will have a Board Liaison selected, if a current BOD-board member does not sit on the committee, an interested Board member will be appointed by the Association President
- j) Each Committee chair will select a Vice Chair, if one is not identified, the Board Liaison will be the default Vice Chair. and will be expected to conduct the committee chair responsibilities in their absence. The Vice Chair shall support the Committee Chair and shall fulfill the duties of the Committee Chair in the Chair's absence or if the Chair is unable to perform their duties. When acting in this capacity, the Vice Chair shall have the same authority and responsibilities as the Committee Chair for the duration of the assignment.
- k) Committee Charges: Each committee will maintain a list of standing charges that will be updated annually prior to the December planning session. Additional, yearly charges will be suggested by the committee and committee chair as part of the December planning session and discussed and/or approved by the BODs.
- l) MVCAC does not reimburse travel expenses for Committee chair or member participation
- m) Between meetings of the Board of Directors, the Executive Committee represents the Board by

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providing support and policy guidance to the Executive Director, in managing association/membership affairs, reviewing budgetary expenditures and preparing a proposed budget, responding to letters of support and membership dues rates. Members of the Executive Committee are the President, President-Elect, Vice President, Immediate Past President, Treasurer (ex officio), Executive Director (ex officio) and the Trustee at Large Representative. Additional directors may be requested to participate in the Executive Committee to facilitate direct communications to all regions.

- n) The incoming President (President-elect) shall appoint and publicly announce the Chairs and the members of the standing committees for the ensuing year no later than the Board's annual planning Session. The appointments are subject to Board approval at the annual planning Board meeting.
- o) The Board's standing committees may be assigned to review Association functions, activities, and/or operations pertaining to their designated concerns. Such assignment may be made by the President, a majority vote of the Board, or on their own initiative. Any recommendations from a standing committee shall be submitted in written form to the Board through the Executive Director at least **three (3) weeks** prior to the Board meeting at which action on the recommendations are considered.
- p) The President may appoint, with Board approval, such ad hoc committees as may be deemed necessary or advisable. The duties of each ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

6) **Association Official Delegates to the AMCA Annual Meeting**

- a) The official delegate of the Association to the American Mosquito Control Association annual meeting is the Board President or designee.

7) **Association Treasurer**

The Treasurer is a non-voting officer of the Association and is responsible for providing financial oversight and guidance to ensure sound stewardship of the Association's resources. The Treasurer is appointed by the Board of Directors for a three-year term, with the option to be reappointed for a second term.

The Treasurer shall:

- a) Financial Oversight and Reporting
  - i) Serve as custodian of all MVCAC financial accounts, ensuring accuracy, accountability, and compliance with nonprofit financial standards.
  - ii) Receive and review monthly financial reports, including investment reports, and confirm accuracy with the Executive Director and accounting staff.
  - iii) Present a financial report at each Board of Directors meeting, highlighting year-to-date performance, investment activity, and any areas of concern.
  - iv) Review and approve annual financial statements and audit/review reports, and present them to the Board of Directors.
- b) Budget Development and Monitoring
  - i) Work with the Executive Director and staff to develop the proposed annual budget, ensuring it reflects the Association's priorities and financial stability.
  - ii) Review the proposed budget with the Executive Committee and provide guidance on necessary adjustments.
  - iii) Monitor budget performance throughout the fiscal year and work with staff to recommend mid-year adjustments when necessary.
- c) Investments and Reserves
  - i) Approve the investment of Association funds in accordance with the Association's Investment Policy and Reserve Policy Guidelines.
  - ii) Review investment performance with the Executive Director and fund managers, and report

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results to the Board.

iii) Ensure compliance with all legal requirements governing nonprofit investments.

d) Compliance and Risk Management

i) Ensure the Association complies with all nonprofit financial reporting, tax, and regulatory requirements.

ii) Work with staff to ensure that appropriate internal controls, policies, and procedures are in place to safeguard Association assets.

iii) Confirm that adequate insurance coverage (including bonding or dishonesty coverage for financial staff and officers) is maintained.

e) Collaboration and Leadership

i) Serve as a resource to the Board of Directors on financial matters, providing analysis and recommendations as needed.

ii) Collaborate with the Executive Committee and Executive Director to maintain the financial health of the Association.

iii) Support the audit process by reviewing audit findings and ensuring implementation of recommendations.

a) ~~The President of the Association shall annually appoint a manager or a member of management of a Corporate Member to be the Association Treasurer subject to approval by the Board of Directors. The Treasurer may be re-appointed.~~

b) ~~The Treasurer shall be responsible for and authorized to do the following: sign checks and other fiscal documents; conduct and certify physical inventory; approve an Independent Auditor to conduct the annual financial review; approve investment of Association funds per policy; report quarterly to the Board of Directors; assist in the budget preparation; oversee and verify all financial expenditures; assist the Executive Director and Executive Committee in reviewing membership dues structure.~~

**8) Liaison Representatives to other Organizations**

a) California Special Districts Association (CSDA). The President of the Association shall annually appoint a representative to the CSDA, subject to approval of the Board of Directors. The Association appointee shall be a manager or trustee of a Corporate Member district which is also a member of CSDA.

b) The President of the Association shall annually appoint a representative or request the Executive Director serves as the liaison representative to the California Conference of Local Health Officers (CCLHO), and the California Conference of Directors of Environmental Health (CCDEH), and the Lyme Disease Advisory Committee (LDAC). This liaison is technically through the California Conference of Managers of Vector Abatement Districts (CCMVAD), which was formed for this purpose. Official affiliation with CCLHO and CCDEH can only be through organizations having persons as members. The Association Corporate membership includes organizations, not persons, and therefore it cannot be an official affiliate

**9) Corporate Member Dues**

a) Corporate Member Dues/Contractual payments shall be calculated as described in appendix D. In addition to all other benefits enjoyed by Corporate Membership, each Corporate Member is entitled to

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receive one free copy each of the Proceedings.

- i) Dues for Corporate Members are due as described in appendix D.
- ii) Affiliate Members.
  - (1) Affiliate Member dues shall be \$10~~50~~ per year. Each Affiliate Member is entitled to receive a digital copy of the yearbook.
- iii) Associate Members.
  - (1) Associate Member dues shall be \$5~~50~~ per year. In addition to all other benefits enjoyed by Associate Membership, each Associate Member is entitled to receive a digital copy of the yearbook.
- iv) Sustaining Members.
  - (1) Any commercial organization, company, or individual interested in furthering the efforts of the Mosquito and Vector Control Association of California (MVCAC) may become a Sustaining Member by payment of annual dues of \$1500 or more. Sustaining Members are congratulated for supporting our expanded Legislative Advocacy Programs by an annual listing in the Proceedings and in the program of the Annual Conference.

b) Commercial Sustaining Member dues shall be a minimum of \$1,500.

- i) Commercial Sustaining Member Benefits
  - (1) One free standard exhibit space at the MVCAC Annual Conference One free full registration at the MVCAC Annual Conference
  - (2) One free inside full-page ad space in the Yearbook, One free digital copy of the Yearbook
  - (3) One free copy of the Proceedings
  - (4) Recognition on Annual Conference signage Listing in Yearly Sustaining Member certificate, Complimentary job postings on MVCAC website, listing in the Yearbook, and the Proceedings, Use of the Association Sustaining Member logo
  - (5) Dues support MVCAC Legislative Advocacy Programs.

c) Honorary Members

- i) Honorary Members of the Association shall pay no dues. Each Honorary Member is entitled to receive a digital copy of the Yearbook and a 50% discount on registration for the MVCAC Annual Conference.

## **10) Legislative/Regulatory Advocacy Procedures**

- a) There are numerous legislative topics of interest to mosquito and vector control agencies. Many of these are handled by the California Special District Association because of their commonality to all special districts. MVCAC prioritizes every year on what issues need to be focused on due to their unique impact on our members. These fall in a variety of areas including but are not limited to:
  - i) Prevailing Wage, Legislative Mandates, Workplace Regulations Safety Regulations, Pesticides, Public Health, Animals of Public Health Importance, Property Taxes, Benefit Assessments, Service Charges, Special Taxes, Endangered Species, Environmental Protection, Water-Quality, wetlands, Waterfowl Management / Habitat Wastewater Use /Reuse
- b) Responsible Parties
  - i) Legislative Committee Chair. The Chair shall be responsible for implementing and overseeing the legislative tracking system and all of its components; working closely with the MVCAC Executive Director and the Advocate to establish contacts with key state legislative committee staff and legislators; represent MVCAC and testify, as appropriate, on bills before the Legislature and its committees; review requests for and assist in the development of legislative bills of importance to member agencies; call a meeting no later than **February** between the Chair, the Executive Director and the Advocate to discuss strategy for the upcoming year.
  - ii) Legislative Advocate. The Advocate shall be responsible for:

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- (1) Identifying proposed legislation (“bills”) of importance to MVCAC and its member agencies and forwarding them to the Executive Director and the Chair.
- (2) Assist in the smooth operation of the legislative tracking system.
- (3) Assist the Executive Director and the Chair in establishing and maintaining MVCAC contacts in the Capitol.
- (4) Lobby for or against bills in accordance with the established MVCAC position.
- (5) Call for action when assistance is needed in those lobbying efforts.
- (6) Keep the Executive Director and the Chair informed of developments in the Capitol.
- (7) Reviews requests for and assist in the development of legislative bills of importance to member agencies in cooperation with the Executive Director, the Chair, and the committee.
- (8) Serving as liaison with agencies and other organizations relative to the Association’s concerns. Coordinates a statewide public relations program using contract services in concert with activities of regions and individual districts.

- iii) Executive Director. When requested by the President or Executive Board, the Executive Director will act as the official spokesperson, taking a lead role, for MVCAC and as such they are our representative on committees or councils involved in legislative efforts such as the Special District Coordinating Council; they coordinate and, when appropriate, present oral and written testimony on legislation of importance to MVCAC and issues press releases or position papers to the media and the public, when warranted.
  - (1) The Executive Director also works closely with the Chair and the Advocate in coordinating, establishing and maintaining MVCAC contacts in the Capitol; in cooperation with the Chair, keeps the membership informed on legislative matters; issues an annual report to the Legislature each December.
- iv) Legislative Committee. The members of the Legislative Committee shall be responsible for the analysis and tracking of bills assigned to them; keeping the Chair informed of developments in those bills which might warrant action or a change of position; working together to see that the legislative tracking system runs smoothly; developing official MVCAC positions on bills; reviewing requests for and assisting in the development of legislative bills of importance to member agencies.
- v) MVCAC Member Agencies. Member agency personnel and their Boards shall be responsible for establishing and maintaining legislative contacts with their local legislators; acting when asked to write letters, make calls, or participate in grassroots lobbying efforts; participating in media events and public education efforts.
- vi) Legislative Action Sub-committee
  - (1) The Legislative Action Sub-committee will consist of the Executive Director, Legislative Advocate, Legislative Committee Chair and the MVCAC President. It is understood that there will be times when a legislative issue is both complicated and of vital importance to MVCAC and its members. In addition, it is understood that in such times a decision must often be made immediately, and those decisions must be binding to MVCAC. This sub- committee will be empowered to make such decisions and act on behalf of MVCAC on legislative issues whenever such action must be taken without benefit of consultation by the full Board of Directors due to time constraints. The members of the sub-committee will be fully informed on all legislative issues before coming to a consensus on action which will be binding to MVCAC. In addition, every effort will be made to get as much input from members as possible prior to taking any action. These actions will be reported to the Board of Directors as interim actions at the next meeting of the Board.
- vii) Regulatory Affairs Action Sub-committee
  - (1) The Regulatory Affairs Action Sub-committee will consist of the Executive Director, Regulatory

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Affairs Advocate, Regulatory Affairs Committee Chair and the MVCAC President. It is

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understood that there will be times when a regulatory issue is both complicated and of vital importance to MVCAC and its members. In addition, it is understood that in such times a decision must often be made immediately, and those decisions must be binding to MVCAC. This sub-committee will be empowered to make such decisions and act on behalf of MVCAC on regulatory issues whenever such action must be taken without benefit of consultation by the full Board of Directors due to time constraints. The members of the sub-committee will be fully informed on all regulatory issues before coming to a consensus on action which will be binding to MVCAC. In addition, every effort will be made to get as much input from members as possible prior to taking any action. These actions will be reported to the Board of Directors as interim actions at the next meeting of the Board.

## **11) Publications Policy**

- a) The MVCAC Board of Directors (hereafter Board) delegates to the Executive Director (who may delegate to appropriate staff) the authority for the publication of the Proceedings and Papers, Yearbook, newsletter, information brochures and other public relations materials including slides or limited video footage. New or revised training manuals and other special publications require individual evaluation and authorization by the Board.
- b) The Public Relations and Training and Certification Committees, in consultation with the Executive Director/staff, determine the need for and establish the content of other publications and develop recommendations to the Board for their coordination and approval.
- c) The applicable committee or an assigned working group, in coordination with the Executive Director or staff designee, is responsible for developing and recommending instructions for authors, editorial standards, and publication policies for the Proceedings, Training Manuals, and other authorized publications. These proposed standards and documents shall be submitted to the Board of Directors for review and approval prior to publication or implementation.
- ~~c) An Editorial Board, consisting of Chair of the Public Relations Committee, Chair of the Training and Certification Committee, Chair of the Vector Control Research Committee, Executive Director or staff designee, Proceedings Editor and the President Elect of MVCAC establishes instructions for authors and editorial policies for the Proceedings, Training Manuals and other authorized publications.~~
- d) The Executive Director or appropriate management staff determines the number of copies to be printed, contracts with printers for printing of all publications or contracts with other agencies for producing or copying of slides or videos, and works with appropriate committees and others on desired format, style, quality and scheduling of all publications or production of special materials.
- e) The Executive Director oversees the establishment of prices for each publication to attempt to recover all direct costs (printing, binding, artwork, and other special preparation charges) within one year of the publication date. Postage, packaging, and shipping costs will be added to all orders.
- f) The price to members (for their own use) per copy of the Yearbook, the Proceedings, Training Manuals, and special publications (except for copies provided elsewhere) will be at a reasonable cost-plus shipping, handling, and postage. Member prices will be available to active or retired employees and trustees (for their own use) of MVCAC, Corporate members and others who are active participants in the association. Prices for public information brochures or other materials sold in bulk quantities will include a sliding scale for estimated overhead costs that includes lower prices per copy for larger orders.
- g) Prices for non-members will normally be one and one half (1 1/2) times the member price. The Executive Director may provide free copies of publications for public information and public relations purposes.

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## **12) Advertising Policy**

The purpose of this policy is to set guidelines and standards for organizations that wish to promote their job opportunities through the Mosquito and Vector Control Association of California (MVCAC). All advertising is subject to the approval of the MVCAC President and MVCAC Board. MVCAC reserves the right to refuse any advertisement if it fails to comply with the guidelines outlined in this policy, or at the discretion of the

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## Executive Committee of the Board

Job Advertising on the MVCAC website is complimentary for MVCAC members  
Non-members will pay a \$100 fee for a 30-day advertisement

MVCAC makes no guarantees as to the level of success a user may achieve by using this site or its services. Advertisers shall not be entitled to any refund or rebate for usage that you determine to be unsuccessful. No party may upload any items including any material that are degrading or include hate speech or discriminatory statements. Additionally, no items may be uploaded that are designed to damage the systems (ex. Viruses, Trojan horses, worms, time bombs, etc.) or designed to crack the system or extract protected data.

Additionally, no party may distribute what MVCAC defines as protected materials to any third party. This may include contact data, passwords, discounts, etc. This includes the sharing of protected data with other site users. No party may utilize data from the web site to bypass the site's security and extract protected data from outside sources.

To submit a job posting, please use the online form here: <https://www.mvcac.org/resources/jobs-and-rfps/>  
Non-members will be contacted prior to the job being posted for invoicing and payment. The posting must be paid for in full prior to the posting going live. Once the posting is live, the 30-day period will begin.

### **13) Meeting Planning**

- a) Planning of all association meetings, workshops and conferences is under the overall direction of the Executive Director with input and support of appropriate meeting management staff.
- b) Site selection for all meetings will be at the discretion of the Executive Director with input from the Board of Directors. The Executive Committee may propose sites to the Executive Director no later than the spring Quarterly Board of Directors meeting. The Executive Director or staff designee will evaluate all proposed sites and will negotiate with hotel representatives from those sites deemed suitable for the Annual Conference. The Executive CommitteeBoard of Directors will be informed of the sites being considered and will have the opportunity to comment prior to the final decision, but the final decision is the responsibility of the Executive Director, enacted consistently with the contract approval policy. Where possible, two or more hotels should be included for comparison. Factors to be considered in the selection of properties should include, but are not limited to: suitability of the area and the hotel for the meeting or conference, desirability of the location as a destination that will likely affect the number of participants, costs to the association, costs and convenience to participants, and recent history of meeting sites around the state.
- c) A deposit equal to one night's stay plus taxes will be charged at the time a guest makes a room reservation, and upon check-in, will be applied towards the guest's bill. No refund will be given without the consent of MVCAC.
- d) The incoming President-Elect will serve as the chair of the Local ArrangementsAnnual Meeting Organizing Committee and will appoint interested Corporate members, including Trustee representation to plan for the Annual Conference. The Local ArrangementsAnnual Meeting Organizing Committee Chair and will work closely with the Executive Director or staff designee in planning details of the conference. The committee and MVCAC Administration Management staff will normally be responsible for planning for moderators of sessions, providing audio-visual equipment, planning social functions, acquiring any door prizes, and awarding of door prizes. For reasons held sufficient by the Local Arrangement CommitteeAnnual Meeting Organizing Committee, registration and/or accommodations can be waived for an invited guest. Conditions such as: to confer honorary membership, person or relative to whom the conference is dedicated to and keynote speakers at the

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Plenary Session may qualify an invited guest for a waiver. In addition, the committee may provide an honorarium or speaker fee to an invited speaker, within the established budget. The Committee should

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- be selected prior to the Fall Quarterly Board Meeting.
- e) Conference registration is supervised by the MVCAC Executive Director and staff with on-site assistance being provided by volunteers from Corporate Members in the region.
- f) The ~~printed~~-program for the conference is the responsibility of the Executive Director and/or staff designee. Highlights of the program will be prepared and distributed to potential participants not later than the fall Board of Directors meeting.
- g) The conference budget is planned and managed by the Executive Director, meeting management staff and the Executive Committee. Costs for registration, exhibitor charges, the banquet and other functions are set at levels adequate to at least cover all costs even with lower than average participation. Conference registration for non- members shall be set at a higher rate than the rate set for corporate members. Rate changes are presented to the Board of Directors for approval.
- h) When in the opinion of the Executive Committee the dedication of the Annual Conference is desirable, the committee will be responsible for selecting a nominee. The nominee considered for dedication will be held confidential until approved by the Board. Written qualifications for a nominee must demonstrate that the nominee has made exemplary contributions to the furtherance of the goals and objectives of the association. The Executive Committee will present the nominee's written qualifications to the Board of Directors prior to a vote being taken. The nominee shall be approved by the Board of Directors by unanimous vote in closed session prior to the fall Board meeting. The President will be responsible for notifying the nominee or closest surviving relative and announcing the Board's decision to the membership.
- i) Association meetings other than the Annual Conference are the responsibility of the Executive Director with assistance as needed from the region where the meeting is being held or from the nearest Corporate member.
- j) Regional meetings are the responsibility of the regional directors who schedule the meetings and distribute agendas and minutes of the meetings to members of the region and to the Executive Director.
- k) Meetings of the Executive Committee are scheduled by the President working in coordination with the Executive Director. Members of this committee are expected to attend all scheduled meetings. Attendance is optional for other members of the Board of Directors. The Executive Director or staff designee will notify all directors of times and places of the meetings and will provide agendas and minutes for each meeting.
- l) ~~Committee meetings are planned by the committee chairs. Time is provided for committee meetings on the day prior to each quarterly Board meeting. Committee chairs may also call special meetings or conference calls between quarterly meetings as needed and will inform the Executive Director and/or appropriate staff liaison and committee members in advance of the special meetings and of cancellation of any scheduled meetings.~~
- l) Committee meetings will take place at a minimum of quarterly either in-person or virtually. MVCAC provides two opportunities each year for in-person committee meetings. For these meeting a schedule will be developed by staff with input from committee chairs and the President. Virtual meetings are called by the Chairperson, staff should be informed of committee scheduling and will assist with logistics as needed.
- m) Sponsors for refreshment breaks or for various events or social functions held in conjunction with the Annual Conference or other meetings may be accepted or encouraged by the meeting management staff. MVCAC does not endorse products or vendors but may accept advertising by vendors of their products or services that are related to mosquito and vector control operations or administration.

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## Appendix A

### **Mosquito and Vector Control Association of California Reserve Fund Investment Guideline**

- 1) The Mosquito and Vector Control Association of California (MVCAC) Board of Directors will annually review this investment guideline and, if necessary, direct the Executive Director and Treasurer to draft amendments for Board and membership consideration.
- 2) This investment guideline establishes investment objectives, adopted policy, and approved eligible securities relating to all investments controlled or owned by MVCAC.
  - a) Objectives of this guideline include, but are not limited to the following:
    - i) To provide guidance for the routine oversight of the administration of MVCAC's assets, funds, and investments.
    - ii) Research and confirm the standards that MVCAC will use to analyze the performance of its investments.
    - iii) Provide information exchange between the Board, Treasurer, Executive Director, and investment fund manager(s).
- 3) The Board's investment goal of MVCAC's total reserve fund is to realize a total return (including interest) that is equal or greater than the twelve-month U.S. Treasury Bill rate. The following investment classes are integral to this guideline:
  - a) Money market funds: utilize a qualified money market fund to provide liquidity and stability of principal. Example includes "money market" devices with maturities of <5 years and high rating (see definition below) for short and mid- term debt securities.
  - b) Fixed income: utilize taxable, fixed income securities with a liquid secondary market.
- 4) The standards of performance measurement will be jointly developed by the Board, Treasurer, and investment fund manager(s). The Board and Treasurer will annually review the performance of the total reserve fund investments and this guideline and will provide recommendations, as necessary.

5) **High Rated:** For purposes of this guideline, "high rated" refers to securities that carry a rating of at least "A" (or equivalent) by one or more nationally recognized statistical rating organizations (NRSROs) such as Standard & Poor's, Moody's, or Fitch.

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## Appendix B

### **Mosquito and Vector Control Association of California Reserve Policy Guideline**

- 1) The mission of MVCAC is to provide quality public information, comprehensive mosquito and vector-borne disease surveillance, training to high professional standards and effective legislative advocacy. To achieve that mission, the Association must be financially stable with adequate reserve funds to handle all contractual obligations.
  - a) MVCAC retains all cash reserves in funds designed for specific uses. Such monies are not considered surplus and shall not be made available for use without the express authorization of the Board of Directors.
  - b) MVCAC's Reserve Policy establishes a reserve fund that is equal to its contractual obligations for one year.
  - c) The Treasurer will review reserve levels annually during the budget process and may recommend the Board of Directors revise the uses, fund balance targets and replenishment procedures, as necessary.
- 2) Reserve Funds
  - a) The purpose of this fund is to sustain basic MVCAC operations and core member services should an unexpected (i.e. unbudgeted) decrease in income or unplanned expenses occur. The association should, in accordance with sound financial practices, have a minimum of the sum equal to one-year contractual obligations in reserve.
  - b) The target Reserve Fund balance will be based on the MVCAC's annual budget as outlined above and will be approved by the Board of Directors during the annual budget deliberations. Once the fund balance is established for each fiscal year, the Board of Directors can either transfer necessary funds from the general operating budget to achieve this fund balance or transfer excess funds to the general operating budget.
- 3) Replenishment money: Replenishment funds will come from general MVCAC income sources, including member dues and conference registration fees, or transferred from other available funds.
- 4) Procedures for Use and Replenishment of Reserve Funds
  - a) The Board of Directors must approve all expenditures from or inter-fund transfers to/from any of the reserve funds.
  - b) The Treasurer, as part of the annual budgeting process, will review the fund activity and adjust as necessary to target fund balances and replenishment of money sources. This and any developed replenishment schedule will be subject to approval by the Board of Directors.
  - c) After all reserve funds are fully funded consistent with the fund balance targets (or goals), all interest earned on money in the reserve funds may be transferred by the Treasurer to the general fund and used to fund annual operating expenses.
  - d) Activity and balances of all reserve funds will be included in the quarterly Treasurer's Report.

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## Appendix C

### H.B. "Munzy" Munns Memorial Education Fund

- 1) In January of 2000, Fennimore Chemicals donated \$5,000 to MVCAC to establish a memorial fund in honor of H.B. "Munzy" Munns. At that time, Jessica Munns personally, contributed an additional \$1,000 to the fund. It is the intention that these monies are to be used toward educational endeavors that will benefit the membership, as the association sees fit. One of the provisions of the H.B. Munns Memorial Education Fund is that Fennimore Chemicals will replenish up to \$1,000 to the fund on an annual basis.

- a) Funding:

Fennimore (AdapCo) made initial contribution- 1/2000	\$5,000
Jessica Munns personal contribution- 1/2000	\$1,000
Annual Contribution by AdapCo- 2001-2008	\$8,000
Total Contribution to date	\$14,000
AdapCo will contribute up to \$1,000 annually	

- 2) Expenses:

- a) The intention was for the MVCAC to use the monies for educational purposes that would benefit the profession.
  - b) Therefore, the funds may be expended for statewide continuing education for mosquito control professionals, to defray the costs of a special "keynote" speaker at the annual conference, educational materials, public education or other projects that benefit the mosquito control community and MVCAC members.

Adopted by action of the Board of Directors January 24, 1996

Amended by action of the Board of Directors November 8, 1996; July 31, 1998; May 7, 1999; July 30, 1999; November 5, 1999; April 19, 2002; April 27, 2004; May 7, 2009; May 6, 2010; November 3, 2011; October 25, 2012; October 24, 2013; July 17, 2014; October 29, 2015; February 6, 2017; March 3, 2020; July 28, 2022; July 29, 2023

## Appendix D

### **Mosquito and Vector Control Association of California Corporate Member Dues**

- 1) Corporate Members will provide to the MVCAC Executive Director on an annual basis a completed Corporate Member Fiscal Status Report. This report is necessary for the MVCAC Executive Director to calculate dues for the upcoming fiscal year budget for MVCAC.
- 2) The Fiscal Status Report will ask for:
  - a) Total District income/revenue for the fiscal year ending June 30 of the preceding year, and
  - b) The Corporate Member Dues shall be calculated by multiplying the amount of the District/Agency Revenue by .01 (1%) with a due cap at the following tiers:

#### 2025-2026 Corporate Dues:

<u>\$10,1759,500</u> Tier 1	Cap start to	<u>\$2,999,999</u>
<u>\$11,24510,500</u> Tier 2	<u>\$3,000,000 to</u>	<u>\$4,999,999</u>
<u>\$11,730</u> Tier 3	<u>\$5,000,000 to</u>	<u>\$8,999,999</u>
<u>\$12,31711,500</u> Tier 4	<u>\$9,000,000 and</u>	Up

3) A minimum \$53500.00 per year will be assessed if the calculation falls below. Invoices will be mailed on receipt of your completed fiscal status report

3)4)For the 2024-2025 fiscal year, the Board of Directors approved of a 5% increase and a 2% increase for future years, with a review after 3 years.

4)5)Corporate dues are due by July 1st. If not paid by September 1st a late fee of \$50.00 will be added to your dues balance. If dues are not received by October 31st your Corporate Membership with MVCAC will be dropped.

Adopted by action of the Board of Directors January 24, 1996

Amended by action of the Board of Directors November 8, 1996; July 31, 1998; May 7, 1999; July 30, 1999; November 5, 1999; April 19, 2002; April 27, 2004; May 7, 2009; May 6, 2010; November 3, 2011; October 25, 2012; October 24, 2013; July 17, 2014; October 29, 2015; February 6, 2017 ; March 3, 2020; July 28, 2022; July 29, 2023

## Appendix E

### **Mosquito and Vector Control Association of California Code of Conduct and Ethics**

- 1) Introduction
  - a) Purpose and Intent. The Mosquito and Vector Control Association of California (Association) provides a variety of services, programs, and events for and on behalf of its members and in furtherance of its mission. The Association has prepared and adopted this Code of Conduct and Ethics (Code) to establish the standards of conduct expected of the Association and its staff, officers, members, and others. The purposes of this Code are to (1) promote a work environment of respect and civility free of harassment, bullying, and inappropriate conduct and behavior, (2) set forth the applicable standards of conduct and prohibitions for Association work, events, staff, and members, (3) set forth standards of conduct expected of Members in good standing with the Association, (4) provide a mechanism for the submittal and processing of complaints and reports about misconduct, and (5) lay out the potential discipline and remedial action for a Code violation. The Code also incorporates the Association anti-discrimination and harassment policy.
  - b) Applicability. This Code applies to the following:
    - i) Association staff (including all applicable employees of contract service providers) and volunteers
    - ii) Association members (including corporate members (e.g., member mosquito and vector control districts and entities), associate members, affiliate members, sustaining members, and honorary members) and their respective staffs, employees, officers, and guests
    - iii) Individuals who attend or participate in an Association event, conference, educational program, meeting, workshop, retreat, social gathering (including an Association-related, after-event social gathering), or online discussion (collectively Event or Events).
    - iv) Individuals and companies participating in an Event as an exhibitor, speaker, or vendor, and their staffs, employees, officers, and guests.
    - v) Individuals and companies providing goods or services to the Association (e.g., vendors, service providers) and their staffs, employees, officers, and guests.
    - vi) Collectively "Covered Parties"
- 2) The Covered Parties shall comply with this Code in any work or business with the Association or at any Event.
- 3) Event Standards of Conduct
  - a) General. The Association is committed to providing a safe, welcoming, hospitable, and productive environment for everyone attending and participating in an Event. All Events therefore shall be conducted in an orderly and respectful manner to allow and accommodate proper and constructive presentations and discussions. The Association prohibits intimidating, threatening, harassing, or other inappropriate conduct or behavior during or at any Event.
  - b) Expected Behavior. Covered Parties at an Event are expected to:
    - i) Communicate openly with respect and consideration for others, valuing a diversity of views and opinions.
    - ii) Avoid personal attacks directed toward other attendees, participants, volunteers, exhibitors, staff, or vendors.
    - iii) Act in a safe and careful manner, and alert staff if you notice a dangerous situation or someone in distress.
    - iv) Respect and follow the rules and policies of the Event hotel, convention center, contracted facility, or other venue.
    - v) Comply with applicable federal, state, and local laws.

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- c) Unacceptable Behavior. Association Events will be places where no attendee, participant, staff, or other person is ever belittled, criticized, or made to feel unsafe or unwelcome. The following conduct or behavior therefore will not be tolerated:
  - i) Harassment or discrimination in violation of the anti-harassment and discrimination policy set forth below.
  - ii) Physical, written, or verbal abuse of any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other meeting guest.
  - iii) Deliberate intimidation, threats, or bullying behavior.
  - iv) Harassing or unauthorized photography or recording.
  - v) Noisy activity or other behavior that disrupts or interferes with a talk or presentation.
  - vi) Disorderly conduct, including those associated with being heavily impaired.
  - vii) Actions or conduct that create an unsafe condition.

4) Member Standards of Conduct

- a) This section applies to the expected conduct of Association members and their staff, employees, officers, and guests. Members are expected to adhere to the following principles and standards as Members in good standing with the Association:
  - i) Members will act fairly and be honest in conducting the member's business.
  - ii) Members will comply with the federal, state, and local laws and requirements that govern the member's work.
  - iii) Members will strive to ensure all information and data is accurately represented and will not allow or tolerate fraudulent or fabricated information or data.
  - iv) Members will avoid taking actions that reflect poorly on the Association or the other Association members.
  - v) Members will not participate in or condone harassment or discrimination on the basis of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person.

5) Anti-Discrimination and Harassment

- a) General Policy and Prohibition
  - i) It is the policy of the Association to treat all individuals with respect and dignity. The Association is committed to providing and maintaining an environment that is free from discriminatory practices and harassment. Therefore, the Association prohibits (a) harassment, discriminatory insult, or intimidation due to, based on, or because of an individual's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or other legally protected characteristic, and (b) abusive conduct, which means malicious conduct of a Covered Party in the workplace or at an Event that is hostile, offensive, and unrelated to the Association's business interests (e.g., derogatory remarks, insults, and epithets, verbal or physical conduct that is threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance). The definitions at California Government Code section 12926 shall apply to this policy.
  - ii) Sexual harassment is one particular form of harassment prohibited by this policy. Prohibited sexual harassment includes, but is not limited to, the following behavior and conduct: (a) unwelcome sexual flirtations, propositions, advances or invitations; (b) verbal or written abuse or insult of a sexual nature; (c) requests for sexual favors; (d) graphic comments about an individual's body; (e) sexually degrading words used to describe an individual; (f) the display of sexually suggestive or

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explicit words, objects or pictures; (g) threats or demands to submit to sexual requests as a condition of continued employment or to avoid some other loss; (h) offers of employment or other work-related benefits in return for sexual favors; and (i) other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive working environment.

- iii) The Association is an equal employment opportunity employer and committed to complying with all applicable laws relating to nondiscrimination and equal employment. Association policy prohibits unlawful discrimination because of an individual's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or other legally protected characteristic; provided, however, that the Association may make employment decisions on the basis of bona fide occupational qualifications when permitted by law. Unlawful discrimination also includes the perception that a person has any of the characteristics or traits listed above.
- iv) Examples. Prohibited harassment includes, but is not limited to, the following behavior and conduct:
  - (1) Verbal conduct such as offensive epithets, derogatory jokes, slurs, innuendos, or comments.
  - (2) Visual conduct such as display of inappropriate, derogatory, or sexual posters, cartoons, drawings, images, objects, photographs, calendars, or gestures.
  - (3) Physical conduct, such as assault, unwanted physical contact, blocking normal movement, deliberate stalking, following or intimidation, or interference with another employee's work.
  - (4) Use of computers, including the internet, e-mail, social media, telephones, voice mail, texting, or other media to transmit, communicate or receive threatening, offensive, obscene, harassing or derogatory messages or material, or sexually suggestive, pornographic or sexually explicit pictures, messages or material.
  - (5) Other inappropriate conduct that may contribute to a hostile working environment or hostile and uncomfortable Event environment.
  - (6) Retaliation for reporting harassment, discrimination, or related inappropriate conduct.
  - (7) Unwanted photography or audio recording without an individual's consent that is intimidating or harassing.
  - (8) Disruption of an Event after an initial warning to cease and desist.
  - (9) Advocating for or encouraging any of the behavior prohibited by this policy.

b) Applicability. This policy applies to all Covered Parties involved in the operation of the Association or who are at an Event. Each Covered Party is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy. This policy applies to all terms, conditions, and privileges of work, employment, and Event participation and attendance. This policy protects, and may be asserted by any Covered Party, applicant for employment, or other person harmed by violation of this policy. Any Covered Party who engages in prohibited harassment or discrimination may be subject to discipline or other remedial action as described below.

c) Implementation. The Association will implement this policy as follows:

- i) The Executive Director is responsible for maintaining an Association workplace and Events free of prohibited harassment and discrimination. When appropriate, the Executive Director will discuss this policy with Association staff, officers, and others and assure them that they are not required to endure insulting, degrading, or exploitative treatment or any other form of harassment.
- ii) The Executive Director will ensure that Association directors and the management staff of Association service providers undertake harassment prevention training in accordance with applicable California law.
- iii) The Association will post the federal ("Equal Opportunity is the Law") and state ("Harassment or

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Discrimination in Employment is Prohibited by Law") anti-harassment posters on personnel bulletin boards at the Association office, accessible to Association Members on the Association website, and on Association Event registration sites.

- iv) The Association shall distribute a copy of this policy and the State Department of Fair Employment and Housing information sheet ("Sexual Harassment is Forbidden by Law") to any new Association staff person and Members.
- 6) Enforcement, Complaints, and Remedies
  - a) Reporting and Complaint Procedure
    - i) Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety at any time should contact local law enforcement (by calling 911) and, if applicable, immediately notifying the Executive Director, and Executive Board Member, Event hotel, convention center, or other venue security staff.
    - ii) Individuals are encouraged to timely report misconduct, whether they are targets or witnesses. If an individual believes that he or she has been a target or victim of or suffered as a result of a violation of this Code (including instances of prohibited harassment or discrimination), or if an individual has witnessed any behavior or conduct in violation of this Code, the individual may provide a written or oral complaint or report to the Executive Director, Associate Executive Director, Board President, or Board Vice President as soon as possible after the incident, without fear of reprisal. Complaints and reports will be maintained as confidential to the extent practicable. The Association encourages the reporting of Code violation incidents quickly so that complaints can be resolved promptly and fairly. An individual may submit an anonymous report; however, while the Association will keep track of anonymous reports, the Association generally cannot act on a single anonymous report without further corroboration.
    - iii) A complaint or report should include the following information: (a) name of complainant or reporter; (b) name or names of the alleged violator; (c) nature of the Code violation, with explanation and pertinent facts; (d) name or names of any witnesses; (e) supporting documents (if any); and (f) relevant dates and times. All complaints and reports will be treated seriously.
    - iv) The Association will work with any associated Member agency, as appropriate, to immediately undertake an effective, thorough, and objective investigation of any complaint or report. The investigation will seek to gather the relevant details and information. It will be conducted confidentially. All interviews of witnesses and parties will be conducted in private. The investigator will attempt to identify and interview the persons involved, including the complainant or reporter, the target (if not the complainant), other relevant witnesses, and the alleged violator. The interviewer will take notes of all interviews. The Association will advise the complainant of the results of the investigation.
    - v) Additionally, for any complaint involving a violation of the Association anti-discrimination and harassment policy, the federal Equal Employment Opportunity Commission and the state Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If an individual believes that he or she has been harassed or retaliated against for resisting or complaining about harassment, the individual may file a complaint with the appropriate agency.
  - b) Remedial Action. Any Covered Party determined by the Association to have violated this Code (whether based on a complaint/report and investigation, direct observation, or other available and trustworthy information) will be subject to appropriate disciplinary or remedial action as determined by the Association in accordance with the nature and severity of the offense, other relevant circumstances, particular violator and his or her contract or other relationship with the Association or others, and record of prior discipline (if any). The range of disciplinary or remedial action includes the following:

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- i) Demand to cease the offending conduct or behavior. A Covered Party so asked is expected to comply immediately.
- ii) Verbal or written reprimand, warning, or censure
- iii) For any Association employee – suspension without pay, demotion, probation, discharge from employment.
- iv) For an employee of an Association contractor, service provider, consultant, or vendor – termination, cancellation, or suspension of the contract, demand that the violator no longer work on the Association contract or account, or demand that the contracting party otherwise discipline or counsel the violator.
- v) For an Event attendee or participant – demand to leave the Event without refund of fees, report the incident to the violator’s employer, or prohibit the violator from attending future Events for a specified period or time or, if warranted, in perpetuity.
- vi) For an Association member (including violations by a member’s employee, officer, or staff) – warning, probation, or expulsion from the Association.
- vii) Association staff also may work with the Event hotel, convention center, or other venue security staff or, if warranted, local law enforcement as may be appropriate to address or remedy a Code violation at an Event.

7) **Retaliation.** The Association will not retaliate against a complainant or reporter for filing a complaint or report and will not tolerate or permit retaliation by any Covered Party against any individual who files a complaint, reports an incident, or participates in an investigation. Retaliation will be considered a violation of this Code and violators will be subject to appropriate disciplinary or remedial action.

8) **Appeals and Questions.** Should any person be dissatisfied and aggrieved with the result of an investigation or disciplinary or remedial action, he or she may appeal the matter in writing to the Association Board of Directors. The Board will consider and decide any appeal. Questions concerning the Code can be directed to the Executive Director or Board President.

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Recognizing the mutual benefits of international collaboration in public health vector control, the Association establishes an International Support Fund to be administered by the Association and supported by voluntary contributions from member districts. The current International Support Fund Guidelines are attached to this policy as Appendix F.

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## **Appendix F**

### **International Support Fund Guidelines**

- 1) Administration:
  - a) On an annual basis, as part of the Fiscal Status Report, member districts will be given the opportunity to contribute to the International Support Fund. Any contribution will be billed in conjunction with the Member Dues and maintained separate from the general fund.
  - b) The President, as early as feasible, shall identify priority projects for the fund for the fiscal year and provide the information to the membership. The membership may also be solicited for potential projects for the year.
- 2) Expenses:
  - a) The intention is for the Association to use the monies in this fund to support international collaborative projects in public health vector control. Expenses can include, but are not limited to, travel and lodging for international participants, supplies and equipment for projects, or educational/training materials.
  - b) Expenditures from this fund may be proposed by any Association member and shall be approved by a vote of the Board at either a regular meeting or at an open special meeting called by the Executive Committee.

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If supplemental funding for the West Nile Virus Call Center is requested by the California Department of Public Health, the Association shall provide for such funding in the annual budget not to exceed \$10,000. The remainder of needed funds may be obtained through direct voluntary contributions from member districts coordinated by the Association. The current West Nile Virus Call Center Support Guidelines are attached to this policy as Appendix G

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## **Appendix G**

### **West Nile Virus Call Center Support:**

- 1) Each year, the Association shall request from the California Department of Public Health (CDPH) the amount needed to support the West Nile Virus Call Center. This request will come around the end of the year, when the MVCAC Executive Director is starting the budget process for the following fiscal year.
- 2) As part of the budget process the Association shall dedicate the requested funds in the general budget, in an amount not to exceed \$10,000.
- 3) The remaining balance of requested funds shall be presented to the membership as early as possible.
- 4) Districts may opt into providing supplemental funds for the West Nile Virus Call Center as part of the Corporate Member Fiscal Status Report. An estimate of the expected contribution based on the current request and the previous year's participation may be provided at this time.
- 5) A list of participating districts shall be provided to CDPH, who will be responsible for the collection of the contributions.

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MVCAC Members,

This Treasurer's report provides highlights of the current financial performance of MVCAC for the period of July to November 2025, comparing it to the previous fiscal year (2025) and the current budget for fiscal year 2026.

As the data is only through November, and many annual meeting-related income and expenses are received/paid after November, this explains a majority of what appears to be large increases and differences in year over year total assets and expense amounts; the MVCAC remains fiscally sound and strong overall.

#### **Balance Sheet (As of November 30, 2025):**

- **Total Assets:** \$1,052,849.81, an increase of \$53,726.64 (5.38%) compared to November 30, 2024
- **Total Liabilities:** \$128,271.35, an increase of \$64,497.38 (101.13%) compared to November 30, 2024
- **Total Equity:** \$924,578.46, a decrease of \$10,770.74 (-1.15%) compared to November 30, 2024

#### **Budget vs. Actuals (July - November 2025):**

- **Total Income:** \$586,215.68, which is \$228,954.32 below the budgeted \$815,170.00 (71.91% of the budget).
  - **Annual Meeting Income:** \$60,055.00, significantly under budget by \$205,445.00 (22.62% of budget), proving many districts do not register for the annual meeting in a timely fashion
  - **Member Dues Income:** \$516,404.92, close to estimated income at 95.75% to budget
- **Total Expenses:** \$212,351.86, significantly under budget by \$602,564.14 (26.06% of budget).
  - **Annual Meeting Expense:** \$742.82, far below the budgeted \$265,350.00 (0.28% of budget).
  - **Management Services & Admin Expenses:** \$113,127.21, under budget by \$190,188.79 (37.30% of budget).

**Overall Net Income:**

- **Net Income:** \$300,827.82, a decrease of \$36,980.05 (-10.95%) compared to the same period in 2024.

**General highlights/information:**

- The Board's Directors and Liability indemnity policy is active and was recently renewed for 2026. This policy is currently through RCFischer and Company in Walnut Creek. This insurance is to protect board members and executives from personal, financial, or legal issues due to lawsuits over their management decisions, covering legal fees and other costs through the MVCAC as a whole, etc. The cost of this policy for 2026 was just under \$2,200 and has increased over 23% since 2022. It is my recommendation that the Board reviews this policy's coverage points and considers a request for quote (RFQ) at a future meeting to ensure we are paying a reasonable amount for this coverage
- Pass through expenses related to surveillance activities (DART testing) saw a decline compared to the previous year, highlighting a lower amount of test submissions in 2025
- Investment income continues to grow steadily, with nearly \$9,000 already earned in fiscal year 2026

Respectfully submitted,

Ryan McNeil  
MVCAC Treasurer

# MVCAC

## Balance Sheet

As of November 30, 2025

	TOTAL			
	AS OF NOV 30, 2025	AS OF NOV 30, 2024 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
1004 Checking (Umpqua Bank)	434,088.37	418,146.76	15,941.61	3.81 %
1005 Money Market (Umpqua Bank)	5,021.39	5,018.88	2.51	0.05 %
1006 CMM	221,706.78	214,870.99	6,835.79	3.18 %
1072 Bill.com Money Out Clearing	-1,714.30	-3,004.75	1,290.45	42.95 %
RESERVES (UBS)	-169,977.24	-183,354.43	13,377.19	7.30 %
1003.01 Operating Fund	-103,459.14	-103,459.14	0.00	0.00 %
1003.02 Emergency Fund	85,958.75	85,958.75	0.00	0.00 %
1003.03 Legal and Regulatory Fund	286,529.18	286,529.18	0.00	0.00 %
1003.04 Environmental/Research Fund	236,529.18	236,529.18	0.00	0.00 %
<b>Total RESERVES (UBS)</b>	<b>335,580.73</b>	<b>322,203.54</b>	<b>13,377.19</b>	<b>4.15 %</b>
<b>Total Bank Accounts</b>	<b>\$994,682.97</b>	<b>\$957,235.42</b>	<b>\$37,447.55</b>	<b>3.91 %</b>
Accounts Receivable				
1100 Accounts Receivable	1,279.09	0.00	1,279.09	
<b>Total Accounts Receivable</b>	<b>\$1,279.09</b>	<b>\$0.00</b>	<b>\$1,279.09</b>	<b>0.00%</b>
Other Current Assets				
1150 Prepaid Expenses-General	1,887.75	21,887.75	-20,000.00	-91.38 %
1155 Projects in Progress	55,000.00	20,000.00	35,000.00	175.00 %
<b>Total Other Current Assets</b>	<b>\$56,887.75</b>	<b>\$41,887.75</b>	<b>\$15,000.00</b>	<b>35.81 %</b>
<b>Total Current Assets</b>	<b>\$1,052,849.81</b>	<b>\$999,123.17</b>	<b>\$53,726.64</b>	<b>5.38 %</b>
<b>TOTAL ASSETS</b>	<b>\$1,052,849.81</b>	<b>\$999,123.17</b>	<b>\$53,726.64</b>	<b>5.38 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 Accounts Payable	128,271.35	63,773.97	64,497.38	101.13 %
<b>Total Accounts Payable</b>	<b>\$128,271.35</b>	<b>\$63,773.97</b>	<b>\$64,497.38</b>	<b>101.13 %</b>
<b>Total Current Liabilities</b>	<b>\$128,271.35</b>	<b>\$63,773.97</b>	<b>\$64,497.38</b>	<b>101.13 %</b>
<b>Total Liabilities</b>	<b>\$128,271.35</b>	<b>\$63,773.97</b>	<b>\$64,497.38</b>	<b>101.13 %</b>
Equity				
3000 Opening Bal Equity	362,418.08	362,418.08	0.00	0.00 %
3900 Retained Earnings	239,182.56	212,973.25	26,209.31	12.31 %
3910 HB Munn Fund	22,150.00	22,150.00	0.00	0.00 %
Net Income	300,827.82	337,807.87	-36,980.05	-10.95 %
<b>Total Equity</b>	<b>\$924,578.46</b>	<b>\$935,349.20</b>	<b>\$-10,770.74</b>	<b>-1.15 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,052,849.81</b>	<b>\$999,123.17</b>	<b>\$53,726.64</b>	<b>5.38 %</b>

# MVCAC

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - November, 2025

			TOTAL	
		ACTUAL	BUDGET	OVER BUDGET
				% OF BUDGET
<b>Income</b>				
110.00 Annual Meeting Income				
110.01 Registrations	50,400.00	185,000.00	-134,600.00	27.24 %
110.02 Sponsorships	4,000.00	35,000.00	-31,000.00	11.43 %
110.03 Exhibitors	4,400.00	27,000.00	-22,600.00	16.30 %
110.055 Additional Badges		3,500.00	-3,500.00	
110.06 Conference Tournament	260.00		260.00	
110.08 Workshop	250.00	1,000.00	-750.00	25.00 %
110.09 5K	120.00	500.00	-380.00	24.00 %
110.10 Trustee Session	625.00	3,000.00	-2,375.00	20.83 %
110.11 Hotel Rebate		4,500.00	-4,500.00	
110.12 Comp per 40		6,000.00	-6,000.00	
<b>Total 110.00 Annual Meeting Income</b>	<b>60,055.00</b>	<b>265,500.00</b>	<b>-205,445.00</b>	<b>22.62 %</b>
120.00 Publications Income				
120.03 Postage		75.00	-75.00	
120.04 Sales Tax	28.45	125.00	-96.55	22.76 %
120.05 Proceedings	20.02	150.00	-129.98	13.35 %
120.06 Yearbook	183.68	400.00	-216.32	45.92 %
<b>Total 120.00 Publications Income</b>	<b>232.15</b>	<b>750.00</b>	<b>-517.85</b>	<b>30.95 %</b>
130.00 Dues Income				
130.01 Corporate Members	514,774.92	526,320.00	-11,545.08	97.81 %
130.02 Sustaining Members	1,300.00	10,000.00	-8,700.00	13.00 %
130.03 Associate Members	330.00	2,000.00	-1,670.00	16.50 %
130.04 Affiliate Members		1,000.00	-1,000.00	
<b>Total 130.00 Dues Income</b>	<b>516,404.92</b>	<b>539,320.00</b>	<b>-22,915.08</b>	<b>95.75 %</b>
140.00 Advertising Income				
140.01 Yearbook Advertising		400.00	-400.00	
140.04 Job Posting Advertising		200.00	-200.00	
<b>Total 140.00 Advertising Income</b>		<b>600.00</b>	<b>-600.00</b>	
150.00 Miscellaneous Income				
150.01 Interest, Gain/Loss on Invest	8,373.61	8,000.00	373.61	104.67 %
150.02 HB Munns Fund	1,000.00	1,000.00	0.00	100.00 %
150.07 International Support Fund	150.00		150.00	
<b>Total 150.00 Miscellaneous Income</b>	<b>9,523.61</b>	<b>9,000.00</b>	<b>523.61</b>	<b>105.82 %</b>
<b>Total Income</b>	<b>\$586,215.68</b>	<b>\$815,170.00</b>	<b>\$ -228,954.32</b>	<b>71.91 %</b>
<b>GROSS PROFIT</b>	<b>\$586,215.68</b>	<b>\$815,170.00</b>	<b>\$ -228,954.32</b>	<b>71.91 %</b>
<b>Expenses</b>				
210.00 Annual Meeting Expense				
210.01 Hotel Expenses		175,000.00	-175,000.00	
210.02 Supplies		1,500.00	-1,500.00	
210.03 Reeves and Walton Award		2,600.00	-2,600.00	
210.04 Printing		1,500.00	-1,500.00	

# MVCAC

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - November, 2025

	ACTUAL	BUDGET	TOTAL	% OF BUDGET
210.05 Awards and Raffle Prizes		750.00	-750.00	
210.06 Banquet Program		2,500.00	-2,500.00	
210.08 Speaker Expenses		3,500.00	-3,500.00	
210.11 Exhibit Hall Set Up		7,500.00	-7,500.00	
210.12 Trustee Session		3,000.00	-3,000.00	
210.13 Staff Travel - AMG	742.82	7,000.00	-6,257.18	10.61 %
210.131 Staff Travel - KP Public Af		3,500.00	-3,500.00	
210.14 Audio Visual		35,000.00	-35,000.00	
210.15 Convention Workshop Expense		1,000.00	-1,000.00	
210.18 Sponsored Printed Items		2,500.00	-2,500.00	
210.19 5K		500.00	-500.00	
210.21 Shipping		2,000.00	-2,000.00	
210.22 Conference Website		2,000.00	-2,000.00	
210.23 Abstract Collection		4,000.00	-4,000.00	
210.24 Exhibit Hall Management		2,000.00	-2,000.00	
210.25 Conference App		4,500.00	-4,500.00	
210.26 WIFI		3,500.00	-3,500.00	
<b>Total 210.00 Annual Meeting Expense</b>	<b>742.82</b>	<b>265,350.00</b>	<b>-264,607.18</b>	<b>0.28 %</b>
220.00 Continuing Education Expense				
220.01 Production Costs		2,000.00	-2,000.00	
<b>Total 220.00 Continuing Education Expense</b>		<b>2,000.00</b>	<b>-2,000.00</b>	
300.00 Legal Expense				
300.01 Requested Counsel		4,000.00	-4,000.00	
<b>Total 300.00 Legal Expense</b>		<b>4,000.00</b>	<b>-4,000.00</b>	
400.00 Legislative Program Expense				
400.01 Advocate Contract	50,000.00	129,450.00	-79,450.00	38.62 %
400.05 Printing, Awards, Misc		100.00	-100.00	
400.07 Legislative Day		8,000.00	-8,000.00	
400.09 FPPC Filing Fees	-100.00		-100.00	
400.10 Prior Year Expenses		1,200.00	-1,200.00	
<b>Total 400.00 Legislative Program Expense</b>	<b>49,900.00</b>	<b>138,750.00</b>	<b>-88,850.00</b>	<b>35.96 %</b>
500.00 Regulatory Program Expense				
500.01 Regulatory Contract	25,000.00	60,000.00	-35,000.00	41.67 %
<b>Total 500.00 Regulatory Program Expense</b>	<b>25,000.00</b>	<b>60,000.00</b>	<b>-35,000.00</b>	<b>41.67 %</b>
600.00 Mgmt Services & Admin Exp				
600.01 Management Contract	66,215.00	158,916.00	-92,701.00	41.67 %
600.015 Communications & Public Relatio	30,000.00	72,000.00	-42,000.00	41.67 %
600.016 PR Expenses		10,000.00	-10,000.00	
600.02 Insurance	165.00	4,000.00	-3,835.00	4.13 %
600.03 CC Trans./Bank Fees	3,168.44	7,000.00	-3,831.56	45.26 %
600.04 Audit/Financial Review		16,000.00	-16,000.00	
600.05 Telephone,Fax,& Internet	300.00	750.00	-450.00	40.00 %

# MVCAC

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - November, 2025

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
600.06 Photocopies	119.60	500.00	-380.40	23.92 %
600.10 AMCA Sustaining Membersh		700.00	-700.00	
600.12 State Filing Fees &Taxes		500.00	-500.00	
600.15 Membership/Website	2,404.68	20,000.00	-17,595.32	12.02 %
600.16 Postage	150.35	700.00	-549.65	21.48 %
600.17 Supplies		250.00	-250.00	
600.18 Computer Equipment	150.00	250.00	-100.00	60.00 %
600.20 Miscellaneous		500.00	-500.00	
600.21 Storage	454.14	750.00	-295.86	60.55 %
600.22 Professional Services		500.00	-500.00	
600.23 West Nile Virus Call Center	10,000.00	10,000.00	0.00	100.00 %
<b>Total 600.00 Mgmt Services &amp; Admin Exp</b>	<b>113,127.21</b>	<b>303,316.00</b>	<b>-190,188.79</b>	<b>37.30 %</b>
700.00 Publications Expense				
700.01 Annual Conf Proceedings	6,087.54	11,000.00	-4,912.46	55.34 %
700.02 Annual Yearbook		4,000.00	-4,000.00	
700.06 Editor's Fee		4,000.00	-4,000.00	
<b>Total 700.00 Publications Expense</b>	<b>6,087.54</b>	<b>19,000.00</b>	<b>-12,912.46</b>	<b>32.04 %</b>
800.00 Fall, Planning & Spring Meeting				
800.02 Fall, Planning & Spring Meeting				
800.021 AV		7,500.00	-7,500.00	
800.022 Hotel (Room Rental and F&B)	16,173.17	10,000.00	6,173.17	161.73 %
800.024 Staff Travel - AMG	1,321.12	3,000.00	-1,678.88	44.04 %
800.025 Staff Travel - KP Public Af		2,000.00	-2,000.00	
<b>Total 800.02 Fall, Planning &amp; Spring Meeting</b>	<b>17,494.29</b>	<b>22,500.00</b>	<b>-5,005.71</b>	<b>77.75 %</b>
<b>Total 800.00 Fall, Planning &amp; Spring Meeting</b>	<b>17,494.29</b>	<b>22,500.00</b>	<b>-5,005.71</b>	<b>77.75 %</b>
<b>Total Expenses</b>	<b>\$212,351.86</b>	<b>\$814,916.00</b>	<b>\$ -602,564.14</b>	<b>26.06 %</b>
<b>NET OPERATING INCOME</b>	<b>\$373,863.82</b>	<b>\$254.00</b>	<b>\$373,609.82</b>	<b>147,190.48 %</b>
Other Income				
170.00 Surveillance Income				
170.01 Mosquito Pool Tests	209,924.00		209,924.00	
<b>Total 170.00 Surveillance Income</b>	<b>209,924.00</b>		<b>209,924.00</b>	
<b>Total Other Income</b>	<b>\$209,924.00</b>	<b>\$0.00</b>	<b>\$209,924.00</b>	<b>0.00%</b>
Other Expenses				
270.00 Surveillance Expense				
270.01 UC Davis - Pools	270,930.00		270,930.00	
<b>Total 270.00 Surveillance Expense</b>	<b>270,930.00</b>		<b>270,930.00</b>	
<b>Total Other Expenses</b>	<b>\$270,930.00</b>	<b>\$0.00</b>	<b>\$270,930.00</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$ -61,006.00</b>	<b>\$0.00</b>	<b>\$ -61,006.00</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$312,857.82</b>	<b>\$254.00</b>	<b>\$312,603.82</b>	<b>123,172.37 %</b>

# MVCAC

## Profit and Loss

July - November, 2025

	TOTAL			
	JUL - NOV, 2025	JUL - NOV, 2024 (PY)	CHANGE	% CHANGE
<b>Income</b>				
110.00 Annual Meeting Income				
110.01 Registrations	50,400.00	78,380.00	-27,980.00	-35.70 %
110.02 Sponsorships	4,000.00	19,000.00	-15,000.00	-78.95 %
110.03 Exhibitors	4,400.00	14,950.00	-10,550.00	-70.57 %
110.06 Conference Tournament	260.00		260.00	
110.08 Workshop	250.00		250.00	
110.09 5K	120.00	90.00	30.00	33.33 %
110.10 Trustee Session	625.00	125.00	500.00	400.00 %
<b>Total 110.00 Annual Meeting Income</b>	<b>60,055.00</b>	<b>112,545.00</b>	<b>-52,490.00</b>	<b>-46.64 %</b>
120.00 Publications Income				
120.03 Postage		4.13	-4.13	-100.00 %
120.04 Sales Tax	28.45	19.70	8.75	44.42 %
120.05 Proceedings	20.02	14.14	5.88	41.58 %
120.06 Yearbook	183.68	225.00	-41.32	-18.36 %
<b>Total 120.00 Publications Income</b>	<b>232.15</b>	<b>262.97</b>	<b>-30.82</b>	<b>-11.72 %</b>
130.00 Dues Income				
130.01 Corporate Members	514,774.92	471,688.73	43,086.19	9.13 %
130.02 Sustaining Members	1,300.00	3,250.00	-1,950.00	-60.00 %
130.03 Associate Members	330.00		330.00	
130.04 Affiliate Members		200.00	-200.00	-100.00 %
<b>Total 130.00 Dues Income</b>	<b>516,404.92</b>	<b>475,138.73</b>	<b>41,266.19</b>	<b>8.69 %</b>
140.00 Advertising Income				
140.01 Yearbook Advertising		200.00	-200.00	-100.00 %
140.04 Job Posting Advertising		100.00	-100.00	-100.00 %
<b>Total 140.00 Advertising Income</b>		<b>300.00</b>	<b>-300.00</b>	<b>-100.00 %</b>
150.00 Miscellaneous Income				
150.01 Interest, Gain/Loss on Invest	8,373.61	15,428.35	-7,054.74	-45.73 %
150.02 HB Munns Fund	1,000.00		1,000.00	
150.07 International Support Fund	150.00	4,600.00	-4,450.00	-96.74 %
<b>Total 150.00 Miscellaneous Income</b>	<b>9,523.61</b>	<b>20,028.35</b>	<b>-10,504.74</b>	<b>-52.45 %</b>
<b>Total Income</b>	<b>\$586,215.68</b>	<b>\$608,275.05</b>	<b>\$ -22,059.37</b>	<b>-3.63 %</b>
<b>GROSS PROFIT</b>	<b>\$586,215.68</b>	<b>\$608,275.05</b>	<b>\$ -22,059.37</b>	<b>-3.63 %</b>
<b>Expenses</b>				
210.00 Annual Meeting Expense				
210.01 Hotel Expenses		20,000.00	-20,000.00	-100.00 %
210.04 Printing		4,250.00	-4,250.00	-100.00 %
210.06 Banquet Program		880.00	-880.00	-100.00 %
210.12 Trustee Session		1,502.59	-1,502.59	-100.00 %
210.13 Staff Travel - AMG	742.82		742.82	

# MVCAC

## Profit and Loss

July - November, 2025

	TOTAL			
	JUL - NOV, 2025	JUL - NOV, 2024 (PY)	CHANGE	% CHANGE
210.131 Staff Travel - KP Public Af		2,128.14	-2,128.14	-100.00 %
<b>Total 210.00 Annual Meeting Expense</b>	<b>742.82</b>	<b>28,760.73</b>	<b>-28,017.91</b>	<b>-97.42 %</b>
300.00 Legal Expense				
300.01 Requested Counsel		328.75	-328.75	-100.00 %
<b>Total 300.00 Legal Expense</b>		<b>328.75</b>	<b>-328.75</b>	<b>-100.00 %</b>
400.00 Legislative Program Expense				
400.01 Advocate Contract	50,000.00	50,000.00	0.00	0.00 %
400.09 FPPC Filing Fees	-100.00	800.00	-900.00	-112.50 %
<b>Total 400.00 Legislative Program Expense</b>	<b>49,900.00</b>	<b>50,800.00</b>	<b>-900.00</b>	<b>-1.77 %</b>
500.00 Regulatory Program Expense				
500.01 Regulatory Contract	25,000.00	25,000.00	0.00	0.00 %
<b>Total 500.00 Regulatory Program Expense</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00 %</b>
600.00 Mgmt Services & Admin Exp				
600.01 Management Contract	66,215.00	66,215.00	0.00	0.00 %
600.015 Communications & Public Relatio	30,000.00	31,000.00	-1,000.00	-3.23 %
600.02 Insurance	165.00	165.00	0.00	0.00 %
600.03 CC Trans./Bank Fees	3,168.44	3,510.83	-342.39	-9.75 %
600.04 Audit/Financial Review		16,220.00	-16,220.00	-100.00 %
600.05 Telephone,Fax,& Internet	300.00	300.00	0.00	0.00 %
600.06 Photocopies	119.60	173.25	-53.65	-30.97 %
600.10 AMCA Sustaining Membersh		675.00	-675.00	-100.00 %
600.15 Membership/Website	14,434.68	14,437.61	-2.93	-0.02 %
600.16 Postage	150.35	133.87	16.48	12.31 %
600.18 Computer Equipment	150.00	150.00	0.00	0.00 %
600.21 Storage	454.14	452.25	1.89	0.42 %
600.23 West Nile Virus Call Center	10,000.00	10,000.00	0.00	0.00 %
<b>Total 600.00 Mgmt Services &amp; Admin Exp</b>	<b>125,157.21</b>	<b>143,432.81</b>	<b>-18,275.60</b>	<b>-12.74 %</b>
700.00 Publications Expense				
700.01 Annual Conf Proceedings	6,087.54	7,761.10	-1,673.56	-21.56 %
700.06 Editor's Fee		3,200.00	-3,200.00	-100.00 %
<b>Total 700.00 Publications Expense</b>	<b>6,087.54</b>	<b>10,961.10</b>	<b>-4,873.56</b>	<b>-44.46 %</b>
800.00 Fall, Planning & Spring Meeting				
800.02 Fall, Planning & Spring Meeting				
800.022 Hotel (Room Rental and F&B)	16,173.17	10,525.83	5,647.34	53.65 %
800.024 Staff Travel - AMG	1,321.12	415.96	905.16	217.61 %
<b>Total 800.02 Fall, Planning &amp; Spring Meeting</b>	<b>17,494.29</b>	<b>10,941.79</b>	<b>6,552.50</b>	<b>59.89 %</b>
<b>Total 800.00 Fall, Planning &amp; Spring Meeting</b>	<b>17,494.29</b>	<b>10,941.79</b>	<b>6,552.50</b>	<b>59.89 %</b>
<b>Total Expenses</b>	<b>\$224,381.86</b>	<b>\$270,225.18</b>	<b>\$ -45,843.32</b>	<b>-16.96 %</b>
<b>NET OPERATING INCOME</b>	<b>\$361,833.82</b>	<b>\$338,049.87</b>	<b>\$23,783.95</b>	<b>7.04 %</b>

# MVCAC

## Profit and Loss

July - November, 2025

	TOTAL			
	JUL - NOV, 2025	JUL - NOV, 2024 (PY)	CHANGE	% CHANGE
Other Income				
170.00 Surveillance Income				
170.01 Mosquito Pool Tests	209,924.00	257,268.00	-47,344.00	-18.40 %
170.02 Sentinel Chickens		115.50	-115.50	-100.00 %
<b>Total 170.00 Surveillance Income</b>	<b>209,924.00</b>	<b>257,383.50</b>	<b>-47,459.50</b>	<b>-18.44 %</b>
<b>Total Other Income</b>	<b>\$209,924.00</b>	<b>\$257,383.50</b>	<b>\$ -47,459.50</b>	<b>-18.44 %</b>
Other Expenses				
270.00 Surveillance Expense				
270.01 UC Davis - Pools	270,930.00	257,510.00	13,420.00	5.21 %
270.02 Sentinel Chicken Farms		115.50	-115.50	-100.00 %
<b>Total 270.00 Surveillance Expense</b>	<b>270,930.00</b>	<b>257,625.50</b>	<b>13,304.50</b>	<b>5.16 %</b>
<b>Total Other Expenses</b>	<b>\$270,930.00</b>	<b>\$257,625.50</b>	<b>\$13,304.50</b>	<b>5.16 %</b>
NET OTHER INCOME	\$ -61,006.00	\$ -242.00	\$ -60,764.00	-25,109.09 %
<b>NET INCOME</b>	<b>\$300,827.82</b>	<b>\$337,807.87</b>	<b>\$ -36,980.05</b>	<b>-10.95 %</b>

# MVCAC NPDES Coalition

## Balance Sheet

As of October 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1005 Umpqua Bank (Checking)	1,729.61
1006 Capital One 360	89,337.33
<b>Total Bank Accounts</b>	<b>\$91,066.94</b>
<b>Total Current Assets</b>	<b>\$91,066.94</b>
<b>TOTAL ASSETS</b>	<b>\$91,066.94</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	<b>\$91,066.94</b>
Equity	
3900 Retained Earnings	92,727.42
Net Income	-1,660.48
<b>Total Equity</b>	<b>\$91,066.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$91,066.94</b>

# MVCAC NPDES Coalition

## Profit and Loss

July - October, 2025

	TOTAL
Income	
150.00 Miscellaneous	
150.01 Interest	29.52
<b>Total 150.00 Miscellaneous</b>	<b>29.52</b>
<b>Total Income</b>	<b>\$29.52</b>
GROSS PROFIT	<b>\$29.52</b>
Expenses	
300.02 NPDES Legal	1,690.00
<b>Total Expenses</b>	<b>\$1,690.00</b>
NET OPERATING INCOME	<b>\$ -1,660.48</b>
NET INCOME	<b>\$ -1,660.48</b>



UBS Financial Services Inc.  
1610 Arden Way  
Suite 200  
Sacramento CA 95815-4041

ANQ7004245311 1025 SO 0

**Account name:** MOSQUITO AND VECTOR CONTROL  
ASSN OF CALIFORNIA (MVCAC)

**Account number:** SO 13621 61

**Your Financial Advisor:**

BRUCE PEARSON  
Branch: 916-648-7200/800-678-6783

**Visit our website:**  
[www.ubs.com/financialservices](http://www.ubs.com/financialservices)

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# Investment Account

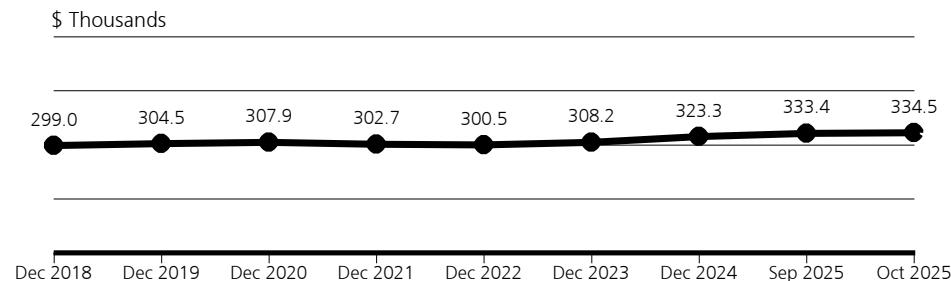
October 2025

MOSQUITO AND VECTOR CONTROL  
ASSN OF CALIFORNIA (MVCAC)  
ONE CAPITOL MALL  
SUITE 800  
SACRAMENTO CA 95814-3274

## Value of your account

	on September 30 (\$)	on October 31 (\$)
Your assets	333,424.94	334,533.05
Your liabilities	0.00	0.00
<b>Value of your account</b>	<b>\$333,424.94</b>	<b>\$334,533.05</b>

## Tracking the value of your account



**Sources of your account growth during 2025**

Value of your account at year end 2024	\$323,296.26
Your investment return:	
Dividend and interest income	\$11,236.79
Change in market value	\$0.00
<b>Value of your account on Oct 31, 2025</b>	<b>\$334,533.05</b>

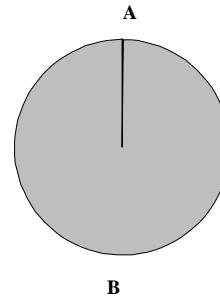
## Your account balance sheet

### Summary of your assets

	Value on October 31 (\$)	Percentage of your account
<b>A</b> Cash and money balances	767.15	0.23%
<b>B</b> Cash alternatives	333,765.90	99.77%
<b>C</b> Equities	0.00	0.00%
<b>D</b> Fixed income	0.00	0.00%
<b>E</b> Non-traditional	0.00	0.00%
<b>F</b> Commodities	0.00	0.00%
<b>G</b> Other	0.00	0.00%
<b>Total assets</b>	<b>\$334,533.05</b>	<b>100.00%</b>

**Value of your account** **\$334,533.05**

### Your current asset allocation



► *Cash and money balances* may include available cash balances, deposit balances at UBS Bank USA and other participating banks through the UBS Bank Sweep Programs and the UBS FDIC-Insured Deposit Program, and money market fund sweep balances. See *Important information about your statement* at the end of this document.

### Eye on the markets

Index	Percentage change	
	October 2025	Year to date
S&P 500	2.34%	17.52%
Russell 3000	2.14%	16.85%
MSCI - Europe, Australia & Far East	1.19%	27.21%
Barclays Capital U.S. Aggregate Bond Index	0.62%	6.80%

### Interest rates on October 31, 2025

3-month Treasury bills: 3.69%  
One-month SOFR: 4.20%



Investment Account  
October 2025

Account name:  
Account number:

MOSQUITO AND VECTOR CONTROL  
SO 13621 61

Your Financial Advisor:  
BRUCE PEARSON

## Change in the value of your account

	October 2025 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$333,424.94</b>	<b>\$323,296.26</b>
Dividend and interest income	1,108.11	11,236.79
<b>Closing account value</b>	<b>\$334,533.05</b>	<b>\$334,533.05</b>

## Dividend and interest income earned

For purposes of this statement, taxability of interest and dividend income has been determined from a US tax reporting perspective. Based upon the residence of the account holder, account type, or product type, some interest and/or dividend payments may not be subject to United States (US) and/or Puerto Rico (PR) income taxes. The client monthly statement is not intended to be used and cannot be relied upon for tax purposes. Clients should refer to the applicable tax reporting forms they receive from UBS annually, such as the Forms 1099 and the Forms 480, for tax reporting information. It is the practice of UBS to file the applicable tax reporting forms with the US Internal Revenue Service and PR Treasury Department, and in such forms accurately classify dividends and/or interest as tax exempt or taxable income. Please consult your individual tax preparer.

	October 2025 (\$)	Year to date (\$)
Taxable dividends	1,108.09	11,236.51
Taxable interest	0.02	0.28
<b>Total current year</b>	<b>\$1,108.11</b>	<b>\$11,236.79</b>
<b>Total dividend &amp; interest</b>	<b>\$1,108.11</b>	<b>\$11,236.79</b>

## Cash activity summary

See *Account activity* this month for details. Balances in your Sweep Options are included in the opening and closing balances value. FDIC insurance applies to deposits at UBS Bank USA and all banks participating in the UBS FDIC-Insured Deposit Program and the UBS Insured Sweep Program, provided that the requirements for deposit insurance have been met. FDIC deposit insurance only covers the failure of an insured bank. UBS Financial Services Inc. is not an FDIC-insured bank. Bank deposits are not protected by SIPC. See *Important Information about your statement* at the end of this document.

	October 2025 (\$)	Year to date (\$)
<b>Opening balances</b>	<b>\$767.13</b>	<b>\$766.87</b>
<i>Additions</i>		
Dividend and interest income	1,108.11	11,236.79
<i>Total additions</i>	<b>\$1,108.11</b>	<b>\$11,236.79</b>
<i>Subtractions</i>		
Funds withdrawn for investments bought	-1,108.09	-11,236.51
<i>Total subtractions</i>	<b>-\$1,108.09</b>	<b>-\$11,236.51</b>
<b>Net cash flow</b>	<b>\$0.02</b>	<b>\$0.28</b>
<b>Closing balances</b>	<b>\$767.15</b>	<b>\$767.15</b>



Investment Account  
October 2025

**Account name:**  
**Account number:**

MOSQUITO AND VECTOR CONTROL  
SO 13621 61

**Your Financial Advisor:**  
BRUCE PEARSON

## UBS Insured Sweep Program Account APY \*

*Interest period Sep 6 - Oct 6*

Opening UBS Insured Sweep Program balance Sep 6	\$767.13
Closing UBS Insured Sweep Program balance Oct 6	\$767.15
Number of days in interest period	31
Average daily balance	\$767.13
Interest earned	\$0.02
Annual percentage yield earned	0.03%

\*Deposit sweep balances in advisory accounts established after the 5th business day of the month will accrue interest at the brokerage rate assigned to your tier until the beginning of the next interest period. If the advisory rate for your tier is higher than the brokerage rate, the difference will be credited to your account at the beginning of the next interest period.

## Your investment objectives:

You have identified the following investment objectives for this account. If you have questions about these objectives, disagree with them, or wish to change them, please contact your Financial Advisor or Branch Manager. You can find a full description of the alternative investment objectives in *Important information about your statement* at the end of this document.

### **Your return objective:**

Current income

### **Your risk profile:**

Primary - Moderate

Investment eligibility consideration - None selected

## Your account instructions

- Your account cost basis default closing method is FIFO, First In, First Out.



Investment Account  
October 2025

Account name: MOSQUITO AND VECTOR CONTROL  
Account number: SO 13621 61

Your Financial Advisor:  
BRUCE PEARSON

## Your assets

Some prices, income and current values shown may be approximate. As a result, gains and losses may not be accurately reflected. See *Important information about your statement* at the end of this document for more information.

### Cash

#### Cash and money balances

*Cash and money balances* include available cash balances, deposit account balances at UBS Bank USA and banks participating in the UBS FDIC-Insured Deposit Program and the UBS Insured Sweep Program, and money market mutual fund sweep balances.

Deposit account balances at UBS Bank USA and all banks participating in the UBS FDIC-Insured Deposit Program and the UBS Insured Sweep Program are insured by the FDIC up to \$250,000 per depositor per ownership category but are not protected by SIPC. Money market sweep balances are protected by SIPC but are not insured by the FDIC.

Holding	Opening balance on Oct 1 (\$)	Closing balance on Oct 31 (\$)
UBS Insured Sweep Prgm	767.13	767.15

#### UBS Insured Sweep Program

Priority	Bank Name	Closing balance on Oct 31 (\$)	Status
1	UBS Bank USA	767.15	
2	Truist Bank	0.00	
3	Citibank, National Association	0.00	
4	The Bank of New York Mellon	0.00	(2)
5	Synovus Bank	0.00	(2)
6	Barclays Bank Delaware	0.00	
7	The Huntington National Bank	0.00	

#### Status

(2) - This Bank is at deposit capacity and may temporarily stop taking new deposits until capacity is available

For FDIC insurance purposes, deposit balances include deposit account balances held at UBS Bank USA through the UBS deposit sweep programs, certificates of deposit and UBS Bank USA Core Savings. FDIC insurance is calculated by ownership category (e.g., single, joint, retirement, business, trust). As a result, you will need to review your deposit amounts in each ownership category to determine whether your deposit balances are fully insured. For more information, visit [www.fdic.gov](http://www.fdic.gov). Please review this section as well as the "Cash alternatives" and "Fixed income" sections to review the current deposit balances held at UBS Bank USA.

See the *Important information about your statement* at end of this document for details about those balances.

Priority	Bank Name	Price per share on Oct 31 (\$)	Average rate	Dividend/Interest period	Days in period
8	Associated Bank				0.00
9	CIBC Bank USA				0.00
10	Valley National Bank				0.00
11	Pinnacle Bank				0.00
12	Tristate Capital Bank				0.00
13	EagleBank				0.00
14	HSBC Bank USA				0.00
<b>TOTAL</b>					<b>\$767.15</b>



## Your assets (continued)

### Cash alternatives

#### Money market funds

Money market funds are neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Institutional prime and institutional municipal funds must float their net asset values (NAV) per share to the nearest 1/100th of a cent (e.g., \$1.0000). Government and retail money market funds will continue to transact at a stable \$1.00 net asset value. Although money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in these funds.

*Total reinvested* is the total of all reinvested dividends. It does not include any cash dividends. It is not a tax lot for purposes of determining holding periods or cost basis. The shares you receive each time you reinvest dividends become a separate tax lot.

*Cost basis* is the total purchase cost of the security, including reinvested dividends. The cost basis may need to be adjusted for return of capital payments in order to determine the adjusted cost basis for tax reporting purposes.

*Unrealized (tax) gain or loss* is the difference between the current value and the cost basis and would generally be your taxable gain or loss if the security was sold on this date. The unrealized (tax) gain or loss may need to be adjusted for return of capital payments in order to determine the realized gain or loss for tax reporting purposes.

*Investment return* is the current value minus the amount you invested. It does not include shares that are not reflected on your statement, including shares that have been realized as either a gain or a loss. It also does not include cash dividends that were not reinvested.

*Estimated annual income (EAI)* is for informational purposes only and is calculated by the annualized per share dividend/interest paid, multiplied by the quantity of the shares held.

*Current yield* is estimated for informational purposes only and may not reflect changes in price. It is calculated by dividing the total estimated annual income by the current market value displayed.

Holding	Number of shares	Purchase price/ Average price per share (\$)	Client investment (\$)	Cost basis (\$)	Price per share on Oct 31 (\$)	Value on Oct 31 (\$)	Unrealized gain or loss (\$)	Investment return (\$)	Holding period
UBS SELECT 100% US									
TREASURY FUND CLASS									
INSTITUTIONAL									
	333,765.900		---This information was unavailable---		1.0000	333,765.90			

EAI: \$13,050 Current yield: 3.91%

### Your total assets

		Value on Oct 31 (\$)	Percentage of your account	Cost basis (\$)	Estimated annual income (\$)	Unrealized gain or loss (\$)
<b>Cash</b>	<b>Cash and money balances</b>	<b>767.15</b>	<b>0.23%</b>	<b>767.15</b>		
<b>Cash alternatives</b>	<b>* Money market funds</b>	<b>333,765.90</b>	<b>99.77%</b>		<b>13,050.00</b>	
<b>Total</b>		<b>\$334,533.05</b>	<b>100.00%</b>	<b>\$767.15</b>	<b>\$13,050.00</b>	

\* Missing cost basis information.



Investment Account  
October 2025

**Account name:** MOSQUITO AND VECTOR CONTROL  
**Account number:** SO 13621 61

**Your Financial Advisor:**  
BRUCE PEARSON

## Account activity this month

	Date	Activity	Description	Amount (\$)
<b>Dividend and interest income</b>				
<i>Taxable dividends</i>	Oct 31	Dividend	UBS SELECT 100% US TREASURY FUND CLASS INSTITUTIONAL SYMBOL: SIOXX	1,108.09
			<b>Total taxable dividends</b>	<b>\$1,108.09</b>
<i>Taxable interest</i>	Oct 7	Interest	UBS INSURED SWEEP PROGRAM AS OF 10/06/25	0.02
			<b>Total taxable interest</b>	<b>\$0.02</b>
			<b>Total dividend and interest income</b>	<b>\$1,108.11</b>

### Investment transactions

For more information about the price/value shown for restricted securities, see *Important information about your statement* at the end of this document.

Date	Activity	Description	Quantity	Value (\$)	Price (\$)	Proceeds from investment transactions (\$)	Funds withdrawn for investments bought (\$)	Accrued interest (\$)
Oct 31	Reinvestment	UBS SELECT 100% US TREASURY FUND CLASS INSTITUTIONAL DIVIDEND REINVESTED AT 1.00 NAV ON 10/31/25 SYMBOL: SIOXX	1,108.090				-1,108.09	
<b>Total</b>								<b>-\$1,108.09</b>

	Date	Activity	Description	Amount (\$)
<b>Money balance activities</b>				
	<b>Sep 30</b>		<b>Balance forward</b>	<b>\$767.13</b>
	Oct 7	Deposit	UBS INSURED SWEEP PROGRAM AS OF 10/06/25	0.02
	<b>Oct 31</b>		<b>Closing UBS Insured Sweep Program</b>	<b>\$767.15</b>

## Your notes

# Important information about your statement

This statement represents the only official record of your UBS Financial Services Inc. ("UBS Financial Services" or the "Firm") account. It is intended for your use only and cannot be relied upon by third parties. Other records, except official tax documents, containing conflicting data should not be relied upon.

Although all figures shown are intended to be accurate, statement data should not be used for tax purposes. Rely solely on year-end tax forms, (i.e., Form 1099, 5498, 1042S, etc.) when preparing your tax return. The Firm is required by law to report to the IRS all taxable dividends, reportable non-taxable dividends and taxable interest earned on securities held in your account, net proceeds on sale transactions, and cost basis on certain covered securities.

Your privacy and financial security are a priority for us. Please review account statements carefully and if there are transactions you do not recognize or if you believe there is any inaccuracy or discrepancy, please report it immediately in writing to the Branch Manager of the office serving your account. Written communication should be directed to UBS only @ubs.com or postal mail to ensure proper and secure record keeping for your protection. If the financial institution on the top left of the front of this statement is not UBS Financial Services Inc., UBS Financial Services carries your account as clearing broker by arrangement with the indicated institution. We informed you of this relationship when you opened this account. In this case, your funds and securities are located at UBS Financial Services and not the introducing broker, and you must make a report of any error or omission to **both** firms. Please make all checks payable to the Firm or the financial institution indicated on the front of this statement. Please re-confirm any oral communications in writing to further protect your rights, including your rights under the Securities Investor Protection Act (SIPA).

- For general account questions, contact your Financial Advisor or Customer Service at 888-279-3343.
- For TTY services: Call 844-612-0986 or from outside the U.S.: Call 201-352-1495
- All statements shall be deemed complete and accurate if not objected to in writing within 60 days.
- You must notify us of any errors or fraud involving checks reflected on your statement within 30 days after it was mailed or made available.

In case of errors or questions about an electronic funds transfer (EFT), bill payment or UBS Visa® debit card transactions, call 800-762-1000, or write to UBS Financial Services Inc., 315 Deaderick St 5<sup>th</sup> Floor Attn: RMA/BSA Services Nashville TN 37238. Call or write as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. The Firm or Card Issuer (as applicable) must hear from you no later than 60 days after the Firm sent you the FIRST statement on which the error or problem appeared.

- Provide your name and account number (if any).
- Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
- Provide the dollar amount of the suspected error.

The Firm or Card Issuer will investigate your complaint and will correct any error promptly. For alleged errors involving UBS Visa® debit card transactions, if we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

- To submit a customer complaint, please contact the Firm's Client Relations Department at 201-352-1699 or toll-free at 800-354-9103, 8:00 a.m. to 5:00 p.m. ET Monday through Friday, or in writing to UBS Financial Services Inc., Client Relations Department, P.O. Box 766 Union City, NJ 07087.

## Investment objectives

The investment objectives and risk profile are specific to each account and may vary between your accounts. Please advise the Firm promptly in writing of any significant change in your financial situation or investment objectives. For each account held, you choose one of the following investment objectives:

- Produce Current Income:* Investments seeking the generation of income only.
- Achieve Capital Appreciation:* Investments seeking growth of principal rather than the generation of income.
- Produce Combination of Income and Capital Appreciation:* Investments seeking both the generation of income and growth of principal.

## Overall risk profiles

- Conservative:* Seeks to maintain initial principal, with low risk and volatility to the account overall, even if that means the account does not generate significant income or returns and may not keep pace with inflation.
- Moderate:* Willing to accept some risk to principal and tolerate some volatility to seek higher returns.
- Aggressive:* Willing to accept high risk to principal and high volatility to seek high returns over time.
- Investment Eligibility Consideration:* If selected, a portion of the portfolio for that account may include complex strategies, limited liquidity, and greater volatility.

## UBS Sweep Options

UBS offers options for sweeping cash balances to bank deposit accounts at affiliated and non-affiliated banks and money market mutual funds (Money Funds). Deposit accounts at UBS Bank USA and non-affiliated banks participating in the UBS FDIC-Insured Deposit Program and the UBS Insured Sweep Program are FDIC insured in accordance with FDIC rules, provided that the requirements for deposit insurance are met. FDIC deposit insurance only covers the failure of an insured bank. UBS Financial Services Inc. is not an FDIC-insured bank. For more information, please visit [www.fdic.gov](http://www.fdic.gov). Shares of Money Funds are not insured by the FDIC. Bank deposits are not protected by SIPC. Money Fund shares are protected by SIPC. Deposit sweep balances in advisory accounts established after the 5th business day of the month will accrue interest at the brokerage rate assigned to your tier until the beginning of the next interest period. If the advisory rate for your tier is higher than the

brokerage rate, the difference will be credited to your account at the beginning of the next interest period.

Upon your request, balances in the bank deposits may be withdrawn, and shares of a Money Fund may be liquidated, and the proceeds returned to you or your securities account.

Further information about available sweep options, including current interest rates and yields, is available at [www.ubs.com/sweeypyields](http://www.ubs.com/sweeypyields), from your Financial Advisor or by calling 800-762-1000.

## UBS Financial Services account protection

The Firm is a member of the Securities Investor Protection Corporation (SIPC), which protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash). Explanatory brochure available upon request or at [www.sipc.org](http://www.sipc.org). The SIPC asset protection limits apply to all accounts that you hold in a particular capacity. The Firm, together with certain affiliates, has also purchased supplemental insurance. The maximum amount payable to all eligible clients, collectively under this protection is \$500 million as of December 10, 2024. Subject to the policy conditions and limitations, cash at the Firm is further protected for up to \$1.9 million in the aggregate for all your accounts held in a particular capacity. A full copy of the policy wording is available upon request.

Neither the SIPC protection nor the supplemental insurance apply to:

- Certain financial assets controlled by (and included in your account value) but held away from UBS Financial Services. For example, certain (i) insurance products, including variable annuities, and (ii) shares of mutual funds registered in the name of the account holder on the books of the issuer or transfer agent;
- Investment contracts or investment interests (e.g., limited partnerships and private placements) that are not registered under the Securities Act of 1933;
- Commodities contracts (e.g., foreign exchange and precious metal contracts), including futures contracts and commodity option contracts;
- Securities on loan to UBS Financial Services; and
- Deposit accounts (except certificates of deposit) at UBS Bank USA, UBS AG US branches and banks in the FDIC Insured Deposit Program or the UBS Insured Sweep Program.

The SIPC protection and the supplemental protection do not apply to these assets even if they otherwise appear on your statements. The SIPC protection and the supplemental protection do not protect against changes in the market value of your investments (whether as a result of market movement, issuer bankruptcy or otherwise).

## Statement "householding"

We may consolidate statements for related accounts with the same address in the same envelope. If you prefer to receive statements in separate envelopes, contact your Financial Advisor.

## Friendly account name

The Friendly account name is a customizable "nickname" chosen by you. It has no legal effect, is not intended to

reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts, and is not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment. You can change your Friendly account names through Online Services or by contacting your Financial Advisor.

## Account overview

- Value of your account/portfolio.* Net of assets and liabilities.
- Assets.* Includes available cash balances, values for restricted security (est.), and Global Time Deposits, and certain assets not held by the Firm. Does not include unpriced securities/assets at the end of the prior and current statement periods, or private investments, unvested stock options and exercisable stock options.
- Liabilities.* Includes debit balances, outstanding margin loans, credit line, short account balances.
- Cash/money balances.* Total of uninvested available cash balances, plus deposit balances at affiliated and non-affiliated banks, and money market mutual fund sweep balances, at the close of the statement period. Non-commodity free credit balances in your account are not segregated from other balances and the Firm may use any of these funds in the ordinary course of its business. These funds are payable upon your demand. This total is included in the current period closing value.

## Lending information

For detailed information on the Firm's lending practices and disclosures, refer to the agreements governing your account. UBS Statement of Credit Practices available in *Agreements and Disclosures* at [www.ubs.com/disclosuredocuments](http://www.ubs.com/disclosuredocuments).

## Your assets

You may ask for delivery of fully paid securities at any time. You may receive securities used as loan collateral after paying any balance due on them. Any securities transferred to the Firm during the statement period are listed at market value as of the end of the statement period.

**Cost basis.** Where cost basis of an asset is displayed with the number "1", the Firm has relied on information obtained from another firm or that you provided to your Financial Advisor. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than the Firm. Although the Firm generally updates this information as it is received, the Firm does not provide any assurances that the information under "Cost basis" and "Unrealized gain/loss" is accurate as of the date of this statement. Do not rely on this information to make purchase or sale decisions, for tax purposes or otherwise. Accounts transferred to the Firm may reflect gain/loss information only for the period of time they are held at the Firm. More historical information can be added by your Financial Advisor.

**Unrealized gains/losses.** When data is available, estimated unrealized gains/losses are calculated for individual security lots. The transaction data for individual lots may or may not reflect commissions, charges and/or security reorganization events.

## Important information about your statement (continued)

Dividend and other reinvestment lots and systematic purchase lots are each combined to display one averaged lot. The "Trade date" column presents the original transaction trade date.

- Callable securities.** Bonds and preferred stock that the issuer calls for early redemption will be selected impartially by lot from among all securities of that issue held in our name or in nominee name for our clients. Call feature information is obtained from third parties and its accuracy is not guaranteed. Other call features may exist which could affect yield; complete information will be provided upon request.
- Price/value.** Prices displayed may be higher or lower than the price that you would actually receive in the market. Prices are obtained from various third-party sources which we believe to be reliable, but we do not guarantee their accuracy.
  - We generally use the closing price when available or the mean of the bid and ask prices for listed securities and options or only bid prices for OTC securities.
  - Less actively traded securities may be priced using a valuation model or the most recent price we obtained and may not reflect an actual market price or value.
  - Certain positions may show as "price was not available" if we are unable to obtain a price.
  - Deposits or securities denominated in currencies other than U.S. dollars are reflected at the exchange rate as of the statement date.
  - For certain securities trading in non-conforming denominations, price, and quantity (face value) may have been adjusted to facilitate proper valuation.
  - Restricted securities may not be eligible for public sale. The market price of the unrestricted stock of the same issuer as an imputed value for the restricted stock *for purposes of this statement only*. If restricted securities are sold, the value received may be substantially less than the imputed value shown.

To obtain current quotations, when available, contact your Financial Advisor.

### Private investments and structured products

Private investment securities (including direct participation program and real estate investment trust securities) and structured products are generally highly illiquid. Certain structured products have not been registered with the Securities and Exchange Commission or under any state securities laws. We provide estimated values for informational purposes only. Accuracy is not guaranteed.

- These values may differ substantially from prices, if any, at which a private investment security or structured product may be bought or sold and do not necessarily represent the value you may receive upon liquidation.
- Third party estimates of value are as of a certain date and are supplied to the Firm on a regular basis by an independent valuation firm.

– Issuer, general partner, or sponsor estimated values, if any, are supplied to the Firm by such parties and may be based on different information than third parties' estimated values.

- Contact your Financial Advisor for additional information regarding the methodology used to determine estimated values and the date of the information that is the basis for the estimates.
- Third party estimated values may be reflected as "Not priced" if: an independent valuation firm has not supplied or is unable to assign a value; we become aware that a material event has occurred that may call a previously reported value into question; or a value would be highly speculative due to the nature of the security.
- When neither an issuer, general partner or sponsor estimated value nor a third-party estimated value is provided, the value of the security will be different from its purchase price.
- "Distributions to date" may include return of capital, income, or both.
- "Original unit size" represents the initial offering price per unit and may not reflect your cost basis.
- DPP and unlisted REIT securities are not listed on a national securities exchange, and are generally illiquid, and even if they can be sold, the price received may be less than the per share estimated value provided in the account statement.

### Estimated income, current yields, and rates

An estimate of annual income is based on current dividend and interest rates, assuming the securities will be held for one year from statement date or until maturity. Actual income and yield might be lower or higher than the estimates. Accuracy of the estimates and continued income are not guaranteed.

- Estimated annual income and current yield may include a return of principal or capital gains in which case the estimate would be overstated.
- An estimate of annualized income is based on the last payment made by the issuer and assumes the securities/deposits will be held for one year from the statement date or until maturity.

### Alternative periodic reporting

Where permitted, transactions effected pursuant to a periodic plan or an investment company plan, or in shares of certain money market funds are reported on your periodic account statements in lieu of immediate trade confirmations. Additional transaction details that would ordinarily appear on the trade confirmation will be furnished upon written request.

### Dividend Reinvestment Program (DRIP)

The price reflected is an average price. You may obtain the actual price from your Financial Advisor. Only whole shares are purchased under DRIP; partial shares will be sold, and the cash will be deposited in your account. The dividend reinvestment price supplied by the issuer may differ from the market price at which the partial shares are sold.

### Fractional shares/ cash-in-lieu

If you are entitled to a partial unit as a result of a dividend payment, corporate action, DRIP or otherwise, the Firm will either sell partial units at market price or accept an amount determined by a registered clearing agency, and credit your account.

### Assets not held by UBS Financial Services

Certain assets that are not held by the Firm and not within the Firm's possession or control are displayed for your information and convenience only. Positions and values presented are provided by the issuing firm. The Firm is not responsible for this information and does not guarantee its accuracy. These assets are not protected by SIPC or the Firm's supplemental SIPC coverage.

### Revenue sharing and additional compensation

- In addition to commissions on sales and 12b-1 fees received in connection with the distribution of mutual funds to our clients we and/or our affiliate receive revenue sharing payments from distributors and/or advisors of the mutual funds that we sell. These amounts are based on two different components: (i) the amount of sales by UBS of a particular mutual fund family to our clients; and (ii) the asset value of a particular mutual fund family's shares held at the firm.
- We and our affiliate also receive networking and omnibus processing fees in consideration for transfer agent services that we provide to the mutual funds. These fees generally are paid from investor assets in the mutual fund and are a fixed dollar amount based on the number of accounts at the broker-dealer holding mutual funds of that fund family.
- Our affiliates also receive trading commissions and other compensation from mutual funds whose products we distribute.

### Commissions and other charges

Information regarding commissions and other charges related to the execution of trades, including option transactions and security futures transactions has been included on confirmations previously furnished to you, and will be provided to you promptly on request. In addition to regular account fees, accounts may be subject to maintenance fees, charges for late payment for securities purchases and charges for unpaid amounts in cash accounts. Accounts that are transferred to other institutions may be subject to a transfer fee. If you are engaged in short selling a security, you may incur a charge due to certain borrowing costs for that particular security.

### Investment Advisory Program Fees

Program Fees for Investment Advisory Accounts are reflected under *Account Activity This Month*. "Current Quarter Advisory Fee" represents the UBS Advisory Fee and, if applicable, SMA Manager Fees that are charged in advance on the net asset value of the account on the last day of the prior calendar quarter. The "Prior Quarter Fee Adjustment" is the change (increase or decrease) to the

quarterly fee based on the average daily balance of the account for the previous quarter. Additional adjustments to the Advisory Fees for account activity in certain programs ("Pro-rated Quarter Advisory Relocation Charge," "Current Quarter Reallocation Adjustment"), initial fees ("Initial Fee") and account terminations ("Termination Fee") will also be shown. For more information, including details about our billing practices see the Form ADV Brochure at [ubs.com/formadv](http://ubs.com/formadv), or contact your Financial Advisor.

### Open or "good-till-cancelled" orders

Open buy and sell stop orders are reduced by the amount of dividends or rights on an ex-dividends or ex-rights date unless instructed otherwise by you. You are responsible for orders that are executed due to your failure to cancel existing open orders.

### Privacy

To obtain a copy of our current Client Privacy Notice, please contact your Financial Advisor or visit our website at [www.ubs.com/global/en/legal/privacy.usa](http://www.ubs.com/global/en/legal/privacy.usa).

UBS Financial Services is a member of all principal security, commodity, and options exchanges. UBS Financial Services and UBS Bank USA are indirect subsidiaries of UBS AG and affiliates of UBS Securities LLC.

A financial statement of this organization is available for your personal inspection at its offices, or a copy of it will be mailed upon your written request. The Firm's executive offices are at: UBS Financial Services Inc. 1200 Harbor Boulevard Weehawken, NJ 07086

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### UBS Financial Services Inc.

Rev. 202501



## 2026 MVCAC Planning Meeting

### Drone Committee

Committee meets every six months on the 2<sup>nd</sup> Monday of April and October, and additionally as requested by Drone Committee Members, other Committees, or Board of Directors.

#### Standing Charges

1. **Inform membership of legislative and regulatory developments affecting drone usage in vector control, and assist the Legislative, Regulatory, and Public Relations Committees in managing these issues.**
  - a. Action Steps: Monitor legislative and regulatory development, coordinate with associated committees or KP, and report to affected committees and Board of Directors.
  - b. Lead: Joel Buettner, Eric Haas-Stapleton
  - c. Outcome: Ongoing
2. **Coordinate with and support AMCA drone committee.**
  - a. Action steps: Respond to requests for coordination.
    1. AMCA FAA exemptions
  - b. Lead: Joel Buettner, Eric Haas-Stapleton
  - c. Outcome: Ongoing

#### Annual Projects

1. **Provide guides (e.g., use-case) and checklists that support drone pilots and management.**
  - a. Action steps: Identify pre-and post-flight safety and data security checklists for distribution. Distribute annual training program (Sac-Yolo has one).
  - b. Timeline: Ongoing
  - c. Progress: The following have been distributed to the committee:
    1. Checklists for pre-flight, flight and post-flight
    2. Use-case guide for granular application
    3. Documents to request waiver from FAA to fly closer than 500 ft to structures and vehicles
  - d. Lead: Marty Scholl and Eric Haas-Stapleton
2. **Coordinate and facilitate a drone workshop for the 2026 MCVAC Annual Conference that includes hands-on drone flights.**
  - a. Action steps: Develop an outline of topics for the workshop, identify drone vendors and districts that will participate in the hands-on component, coordinate with AMG and Coachella staff.
  - b. Timeline: Early planning

- c. Progress:
  - 1. Outline of proposed workshop distributed to the committee
  - 2. AMG notified of the planned workshop
- d. Action steps:
  - 1. Identify vendor and district participants.
- e. Coordinate with AMG and Coachella
- f. Lead: Eric Haas-Stapleton and Coachella MVCD Staff

**Committee members:**

Member	District (Region)	Position	Year Joined	Email
Heidi Budge	Contra Costa MVCD (Coastal)	Vector Planner	2024	hbudge@contracostamosquito.com
Conlin Reis	Delta MVCD (S. San Joaquin Valley)	District Manager	2021	creis@fresnowestmosquito.com
Kiet Nguyen	Orange County MVCD (S. California)	Vector Ecologist	2021	knguyen@ocvector.org
Mark Breidenbaugh	Northwest MVCD	District Manager and Entomologist	2024	mbreidenbaugh@northwestmvc.org
Joel Buettner	Placer MVCD (Sacramento Valley)	General Manager	2021	joelb@placermosquito.org
Marty Scholl	Sacramento -Yolo MVCD (Sacramento Valley)	Program Coordinator	2021	mscholl@fightthebite.net

Bryan Jackson	CDPH	Associate Public Health Biologist	2022	Bryan.Jackson@cdph.ca.gov
Eric Haas-Stapleton	Alameda County MAD	Laboratory Director	2021	eric.haas@mosquitoes.org



# Mosquito and Vector Control Association of California

## 2026 Integrated Vector Management

### New Charge 2026

1. ***Aedes* Response BMP's**
  - a. Provide *Aedes* BMP guidance
    - i. Action steps: Coordinate and host quarterly *Aedes aegypti* training topics and meetings
    - ii. Action steps: Using CDPH *Aedes* response document and previous work completed by Vector and Vectorborne Disease Committee, create an *Aedes* response guidance checklist.
    - iii. Potential Challenges: *Aedes* control methods and BMP practices vary widely among individual districts; collecting usable and comparable data may be difficult.
    - iv. Timeline: End of 2026
    - v. Status: New Charge
2. **Cannabis and Hemp Farm Guidance**
  - a. Provide informational and guidance documents for vector control operations on cannabis and hemp farms
    - i. Action steps: Collect information to develop a white paper for vector control operations on cannabis and hemp farms.
    - ii. Action steps: in coordination with the Public Relations Committee, provide guidance materials for districts conducting vector control operations on cannabis and hemp farms.
    - iii. Potential Challenges: None
    - iv. Timeline: End of 2026
    - v. Status: New Charge
3. **Pollinator Notification Guidance**
  - a. Provide guidance materials for districts regarding the pollinator notification process.
    - i. Action steps: In coordination with the Public Relations Committee, create templates and talking-point material for the notification process.
    - ii. Potential Challenges: Agricultural departments may have varying process for districts under their jurisdiction.
    - iii. Timeline: End of 2026
    - iv. Status: New Charge

### Standing Charges

4. **Pesticide Resistance Monitoring and Management.**
  - a. Resistance Testing Tool Kits and Resources
    - i. Action: Post second CDC bottle bioassay toolkit links on MVCAC site and completes third tool kit for methods outside of CDC kit.
    - ii. Resources needed: Coordination with board and MVCAC site host to vet and upload links.
    - iii. Timeline: Spring 2026
    - iv. Status: In progress
  - b. Evaluate the proposed updates to the VectorSurv Bottle Bioassay data entry process in CalSurv to enhance user experience and improve data utility.
    - i. Action steps: Continue the 2025 meetings with Chris Barker and Tim Valedepena to discuss recommended modifications outlined in the 2025 CalSurv modification recommendation document.
    - ii. Resources needed: Three Committee members.
    - iii. Potential Challenges: Scope of work, resistance is multifaceted with several groups including AMCA working on similar topics

- iv. Timeline: End 2026
- v. Status: In progress

## 5. Annually review CDPH guidance documents

- a. Annually review CDPH Guidance documents, including Guidance for Surveillance of and Response to Invasive Aedes Mosquitoes and Locally Acquired Exotic Mosquito-Borne Infections Transmitted by these Mosquitoes in California and The Best Management Practices (BMPs) for Mosquito Control in California and recommend updates as necessary.
  - i. Action steps: Review and update current documents, update guidelines if needed.
  - ii. Resources needed: Committee member time.
  - iii. Potential Challenges: None.
  - iv. Timeline: Ongoing
  - v. Status: Due Spring 2026

## 6. Pesticide use and registration recommendations

- a. Develop recommendations on pesticides and their use, and on their registration status and related issues.
  - i. Action steps: Quarterly check-in with vendors about new products and label changes. Include updates in quarterly report to the Board.
  - ii. Resources needed: None.
  - iii. Potential Challenges: None currently
  - iv. Timeline: Ongoing
  - v. Status: Ongoing

## 7. Biological Control Organisms

- a. Develop information on availability, use and impact of biological control organisms.
  - i. Action steps: Hold quarterly teleconference with mosquitofish personnel throughout the association.
  - ii. Resources needed: Commit to time/discussions related to quarterly teleconferences. Organize and secure guest speakers for teleconferences. Prepare and distribute discussion topics for teleconference. Provide ongoing support, consultation, and resources to mosquitofish personnel in the association.
  - iii. Potential Challenges: None
  - iv. Timeline: Quarterly
  - v. Status: Ongoing

## 8. Emerging Technologies in Mosquito Control

- a. Develop and maintain information on emerging and innovative mosquito control technologies.
  - i. Action steps: Identify and review new and upcoming technologies.
  - ii. Resources needed: Committee Time
  - iii. Potential Challenges: Nothing significant currently
  - iv. Timeline: Quarterly
  - v. Status: Ongoing

## 9. CARB

- a. Monitor Carb regulations, guidance, and policy changes relevant to mosquito control activities and provide updates as needed,
  - i. Action steps: Monitor for updates and changes and provide updates as needed
  - ii. Resources needed: Committee Time
  - iii. Potential Challenges: Nothing significant
  - iv. Timeline: Ongoing
  - v. Status: Review and update as needed

**Committee members:**

Member	Committee Position	District	Position	Year Joined Committee	Email
Nikia Smith	<b>Chair</b>	Northwest MVCD	Director of Operations	Fall 2022, 2022	nsmith@northwestmvcd.org
Jake Hartle	<b>Sac Valley Vice Chair</b>	Placer MVCD	Assistant Manager	January 1, 2021	jakeh@placermosquito.org
Vacant	<b>Sac Valley</b>				
Mike Saba	<b>Southern California</b>	Orange Co. MVCD	Biologist	January 1, 2021	msaba@ocvector.org
Arlilla Bueno	<b>North San Joaquin Minute Taker</b>	Merced County MAD	Field Services Supervisor	January 1, 2021	mcmadfield@gmail.com
Casey Stevenson	<b>Coastal</b>	San Mateo MVCD	Operations Director	January 1, 2023	cstevenson@smcmvcd.org
Mark Nakata	<b>South San Joaquin</b>	Delta VCD	Biologist	January 1, 2021	mnakata@deltavcd.com
Marco Metzger	<b>CDPH</b>		Senior Public Health Biologist	January 1, 2026	Marco.metzger@cdph.ca.gov
Amanda Poulsen	<b>Board Liaison</b>	Santa Cruz County MVC	Assistant Vector Control Manager	January 1, 2025	Amanda.Poulsen@santacruzca.gov
Debbie Dritz	<b>Sac Valley (2)</b>	Sac-Yolo MVCD	Vector Ecologist	January 1, 2021	ddritz@fightthebite.net
Greg Alvarado	<b>Southern California (2)</b>	Coachella VMVCD	Operations Manager	January 1, 2025	galvarado@cvmosquito.org
Katherine Brisco	<b>South San Joaquin (2)</b>	Consolidated MAD	Westside Area Supervisor	Fall 2022	kbrisco@cocmad.org

# Mosquito and Vector Control Association of California

## January 2026 Report to the Board of Directors

### Lab Technologies Committee

1. **Standing Charge:** Partner with DART to establish fees for proficiency panels, positive controls, reagents and other support consumables to enhance standardization between labs.
  - a. Action steps: Fees will remain unchanged for 2026. Proficiency panel participation forms for 2026 were emailed in December. We are continuing correspondence with Eric Blasser, our new point of contact at CDPH. Anticipated dates for delivery of proficiency panels is end of February/March. Will update with more information closer to the time.
  - b. Resources needed: None
  - c. Potential Challenges: None
  - d. Timeline: Ongoing
  - e. Status: Ongoing
2. **Standing Charge:** Negotiate with vendors on pricing for consumables used in vector control laboratories.
  - a. Action steps: Schedule a meeting with Lucy to discuss pricing for 2026.
  - b. Resources needed: None
  - c. Potential Challenges: None
  - d. Timeline: Ongoing
  - e. Status: Ongoing
3. **2025 Charge continued: Develop PacVec training videos on placing mosquito traps and identification.**
  - a. Action steps: **BG trap Video**
    - i. **ADA requirements research .**
      1. Last meeting (November the 18th) there was a concern that moving forward without ADA requirements might require significant re-editing later.
      2. Jessica reached out to
        - a. Accessibility Works - a compliance- check company in Sacramento
        - b. Accessibility Innovations - a compliance check company in Sacramento
        - c. The IT committee
        - d. A recommended strategy for creating PacVec Videos has been developed - needs review and discussion.
        - e. A re-shoot is needed for correct demonstration of trap handling steps

- ii. **Olivia** is providing Kim with specific script instructions for the re-shoot.
  - iii. Chris is getting advice from Celia.
  - iv. **Gravid trap video**
  - v. Gravid trap script was sent to the subcommittee for approval and was approved Tuesday, November 18th.
  - vi. Goal film in Feb or March
  - vii. **Adult Sampling Methods Videos** No updates at this time.
- b. Resources needed: Potential help from the IT committee, potential funds for validating ADA compliance through an expert.
- c. Potential Challenges: Funding
- d. Timeline: BG trap video reshoot in the Spring, Gravid trap video due to film in February or March of 2026.
- e. Status: Ongoing

4. **2025 Charge continued:** Develop a Repository for surveillance and testing protocols.

- a. Action steps:
  - i. There are a few districts that need to be contacted to verify some details in the tick testing protocols but otherwise this is close to completion.
- b. Resources needed: None
- c. Potential Challenges: None
- d. Timeline: Ongoing
- e. Status: Ongoing

5. **2025 Charge continued:** Develop a CDZ testing Protocol and Proficiency Panel

- a. Action steps: Panel offering frequency reduced to every two years due to decreased participation and lower pool submission.
- b. Resources needed:
- c. Potential Challenges: Reduced participation
- d. Timeline: The next panel would be in 2027
- e. Status: Ongoing

6. **2026 Charge:** Discuss and organize another 3D printing symposium and potential workshop for the year 2027 or 2028 (suggested date of 2029 is too long of a wait. I think. There should be enough advancements for an earlier symposium).

- a. Action steps: Connect with potential collaborators in 2026
- b. Resources needed:
- c. Potential Challenges:
- d. Timeline: 2028/2029
- e. Status: Ongoing

#### **Other standing charges:**

**Standing Charge:** Review and update the MVCAC publication “Identification of the Mosquitoes of California” to ensure inclusion of all species of mosquito that are routinely detected in California. - No update

**Standing Charge:** Discuss and establish a strategy for preserving arbovirus samples for research needs. - No update.

Member	Agency	Position	Year Joined	Email
Kim Hung	Coachella Valley MVCD	Southern / Chair	2016	khung@cvmosquito.org
Megan Saunders	CDPH, VBDS	CDPH	2023	Megan.Saunders@cdph.ca.gov
Steve Schutz	Contra Costa MVCD	Coastal	2013	sschutz@contracostamosquito.com
Eric Haas-Stapleton	Alameda Co MAD	Coastal	2018	eric@mosquitoes.org
Arielle Crews	San Mateo MVCD	Coastal	2023	acrews@smcmvcd.org
Paula Macedo	Contra Costa MVCD	Coastal / Board Liaison	2022	pmacedo@contracostamosquito.com
Taylor Kelly	Santa Clara VC	Coastal	2023	taylor.kelly@cep.sccgov.org
Olivia Winokur	UC Davis	DART	2023	ocwinokur@ucdavis.edu
Laura Hernandez	Merced Co MAD	N. San Joaquin	2024	lhernandez.mcmad@gmail.com
Andrea Troupin	Delta MVCD	S. San Joaquin	2023	a.troupin@deltamvcd.gov
Jessica Madden	Shasta MVCD	Sac Valley	2024	jmadden@shastamosquito.org
Kara Kelley	Sacramento-Yolo MVCD	Sac Valley	2012	kkelley@fightthebite.net
Scott Vo	San Diego Co VCP	Southern	2023	scott.vo@sdcounty.ca.gov
Christopher Barker	UC Davis	Trustee / DART	2017	cmbarker@ucdavis.edu

## 2026 MVCAC PR Committee Charges

### **Charge 1: Create school and community event materials to support MVCDs in their outreach.**

- Outreach materials needs assessment, collect materials and develop resource hub of documents
- Based on the needs assessment, draft outreach materials for event booths
- Video series for social media (i.e. "Check your yard in 60 seconds!")
- Education PowerPoint for classrooms
- Develop new education materials and translation as needed by the membership (i.e. Chagas, rickettsia, typhus, cannabis, pollinators, etc.)

### **Charge 2: Use LinkedIn to raise awareness and enhance association visibility.**

- Establish LinkedIn profile and page
- Post news articles and thought leadership pieces
- Help promote MVCAC members' content
- Grow page followers and connect with stakeholders

### **Charge 3: Support MVCAC members in Prop 218 outreach and communications efforts.**

- Develop resource hub of Prop 218 outreach materials
- Create new materials if needed to help support Districts, i.e. toolkit of materials to use in Prop 218 outreach, draft press release, etc.
- Host education webinars with guest speakers to assist Districts with planning

### **Charge 4: Support efforts to educate policymakers about mosquito and vector threats and the role MVCAC and its member agencies play in protecting public health.**

- Consider placing an opinion editorial to support legislative or regulatory efforts

### **Charge 5: Elevate MVCAC and its members as thought leaders and increase partnerships with key stakeholders.**

- Identify speaking opportunities for MVCAC members at conferences and participate in other relevant events or working groups. (i.e. public health, cemetery directors, PAPAs presentations, etc.)

### **Charge 6: Raise awareness of the impacts of mosquito and vector-borne diseases by creating testimonials from West Nile virus, Dengue, and Lyme disease survivors.**

- Testimonial outreach including videos and articles

Current Subcommittee: Luz Maria Robles, Nola Woods, Adara Culpepper

### **Standing Charges**

### **Charge 1: Work with MVCAC leadership to promote community partnerships and encourage cooperative ventures to benefit vector control, public health, and the environment.**

- Pacific Southwest Center of Excellence in Vector-Borne Diseases
- CalSurv Gateway

Subcommittee member: Luz Robles

**Charge 2: Promote MVCAC and assist leaders, administration, and members with proactive and reactive media outreach, and development of talking points, collateral materials, and digital assets.**

Subcommittee member: Meagan Luevano

**Charge 3: In cooperation with the Legislative Committee, KP and AMG, assist in preparation for MVCAC's annual Legislative Day.**

Subcommittee members: Meagan Luevano (lead), Lisa Yarbrough

**Charge 4: Provide materials and assist in implementing California Mosquito Awareness Week, National Mosquito Awareness Week, and World Mosquito Day outreach and media campaigns.**

- Mosquito Awareness Week
- National Mosquito Control Awareness Week
- Lyme Disease Awareness Month

Subcommittee members: Meagan Luevano (lead), Luz Robles.

**2026 PR Committee Members**

Member	District	Position	Year Joined Committee	Email
Robert Gaona	Coachella Valley Mosquito & Vector Control District	Chair	2024	rgaona@cvmosquito.org
Nola Woods	Contra Costa Mosquito and Vector Control District	Coastal Region	2019	nwoods@contracostamosquito.com
Judith Pierce	Alameda County Mosquito Abatement District	Coastal Region	2023	Judith@mosquitoes.org
Erick Arriaga	Delta Mosquito and Vector Control District	South San Joaquin Valley Region	2022	e.arriaga@deltamvcd.gov
Luz Maria Robles	Sacramento-Yolo Mosquito and Vector Control District	Sacramento Valley Region	2009	lrobles@fightthebite.net
Brian Brannon	Orange County Mosquito and Vector Control District	Southern California Region	2023	bbrannon@ocvector.org
Adara Culpepper	Merced County Mosquito and	Northern San Joaquin	2025	aculpepper@mcmosquito.org

	Vector Control District	Valley Region		
Allyx Nicolici	California Department of Public Health	CDPH Rep	2019	Allyx.Nicolici@cdph.ca.gov
Anais Medina Diaz	San Gabriel Valley Mosquito & Vector Control District	Southern California Region	2024	amedinadiaz@sgvmosquito.org
Meagan Luevano	KP Public Affairs	Public Relations Consultant	2020	mluevano@ka-pow.com



## Mosquito and Vector Control Association of California Regulatory Affairs Committee Charges

### 2026 CHARGES

1. **Engage in the NPDES renewal process.**
  - a. Outcome desired: an updated permit with minimal impacts on the work of MVCDs
  - b. Action Steps: Work with SWRCB on the permit renewal.
  - c. Resources needed:
  - d. Potential Challenges: Making sure there are no drastic changes that the State Water Resources Control Board wants to put into place during permit renewal.
  - e. Timeline: permit issued spring 2027; renewal by Aug 2027 to avoid fees
  - f. Status: an administrative draft was shared in 2025 and MVCAC provided comments
2. **Engage with CDPR on updating the Vector Control Exemption in the Pollinator Protection Code.**
  - a. Outcome desired: reduced regulatory confusion
  - b. Action Steps: Propose removing the Vector Control Exemption in the Pollinator Protection Code due to lack of applicability
  - c. Resources needed:
  - d. Potential Challenges: Opening the code may have other consequences. In this case, we are proposing a narrow reasoning - that the pesticide referred to no longer exists.
  - e. Timeline: TBD - DPR's timeline
  - f. Status: MVCAC has come to an agreement that reducing the language in the code would be appropriate.
3. **Engage with the California Business, Consumer Services and Housing Agency on the impacts of cannabis farming on mosquito control operations.**
  - a. Action Steps: Determine the steps need to implement the proposed changes to detection limits outlined in the memo to the Department of Cannabis Control before they reorganized.
  - b. Resources needed:
  - c. Potential Challenges:
  - d. Timeline: TBD
  - e. Status: Waiting for updated code
4. **Pesticide registrations**
  - a. Outcome desired: increased transparency on registration process and improved speed to approval by CDPR
  - b. Action Steps: Gather examples and information on how delays in pesticide registrations are impacting mosquito and vector control
  - c. Resources needed: categorizing these into system; work with Legislative Committee (and PR) on how to tell the story
  - d. Potential Challenges: others may not have the same sense of urgency that we do
  - e. Timeline: this is high priority - examples need to be gathered soon.
  - f. Status:
5. **CARB**
  - a. Outcome desired: a reasonable implementation of SORE regulations that match the available products for mosquito and vector control applications
  - b. Action Steps: Gather examples and information on how delays what is available with comparisons on how well products work
  - c. Resources needed: categorizing these into system; work with PR on how to tell the story; Research or IVM may want to partner?
  - d. Potential Challenges: others may not have the same sense of urgency that we do

- e. Timeline: this is high priority - examples need to be gathered soon.
- f. Status: seeking information from member agencies and from industry partners on what is available and what is being used

#### STANDING CHARGES

1. Review and present information about existing or proposed regulations and programs that may impact vector control agencies.
2. Coordinate with the Executive Director; act as a liaison between MVCAC and local, state, and federal agencies responsible for wildlife management and protection.
3. Monitor issues at the State Water Resources Board that are likely to impact mosquito and vector control.
4. Maintain a clearing house of information concerning compliance with CEQA.
  - a. Updated in 2025; next formal request in 2027. Always available: [CEQA status survey](#)
5. Subcommittees
  - a. NPDES
  - b. AB 896 CDFW and MVCAC Working Group - Evaluate the impact of mosquito management practices employed at wetlands managed by CDFW.
  - c. Trash Capture Device Working Group - Review existing and new devices proposed to capture trash in stormwater structures.

#### **Committee members:**

Member	District	Position	Email
Jennifer Henke	<b>Coachella Valley MVCD</b>	Chair, Southern Region	<a href="mailto:jhenke@cvmosquito.org">jhenke@cvmosquito.org</a>
Erika Castillo	<b>Alameda MAD</b>	Coastal Region	<a href="mailto:erika@mosquitoes.org">erika@mosquitoes.org</a>
Samer Elkashef	<b>Central Life Sciences</b>	Sacramento Valley Region	<a href="mailto:selkashef@central.com">selkashef@central.com</a>
Mark Hall	<b>Greater LA County VCD</b>	Southern Region	<a href="mailto:mhall@glacvcd.org">mhall@glacvcd.org</a>
David Heft	<b>Turlock MAD</b>	Board Liaison, Northern San Joaquin Region	<a href="mailto:dheft@turlockmosquito.com">dheft@turlockmosquito.com</a>
Ryan McNeil	<b>Fresno MVCD</b>	Southern San Joaquin Region	<a href="mailto:ryan@fresnomosquito.org">ryan@fresnomosquito.org</a>
Mark Novak	<b>CDPH</b>	CDPH Liaison	<a href="mailto:Mark.Novak@cdph.ca.gov">Mark.Novak@cdph.ca.gov</a>
Eric Paquette	<b>Orange County MVCD</b>	Southern Region	<a href="mailto:mdubose@ocvector.org">mdubose@ocvector.org</a>
Conlin Reis	<b>Delta MVCD</b>	Southern San Joaquin Region	<a href="mailto:creis@DELTAMVCD.GOV">creis@DELTAMVCD.GOV</a>
Sarah Wheeler	<b>Sac-Yolo MVCD</b>	Sacramento Valley Region	<a href="mailto:swheeler@fightthebite.net">swheeler@fightthebite.net</a>

Regular attendees:  
Matt Ball, Jake Hartle

**Staff:**

Name	Agency	Email
Megan MacNee	<b>AMG</b>	<a href="mailto:mmacnee@amgroup.us">mmacnee@amgroup.us</a>
Ed Manning	<b>KP</b>	<a href="mailto:emanning@ka-pow.com">emanning@ka-pow.com</a>
Brian White	<b>KP</b>	<a href="mailto:bwhite@ka-pow.com">bwhite@ka-pow.com</a>
Brenda Bass	<b>KP</b>	<a href="mailto:bbass@ka-pow.com">bbass@ka-pow.com</a>



## Mosquito and Vector Control Association of California

### Training & Certification

#### 2026 Charges

1. **2026 Charge: Develop a vector control-oriented presentation to be provided to PAPA (Pesticide Applicators Professional Association) directed events.**
  - a. Action steps: Develop presentations, schedule with PAPA organizers opportunities to present, provide presentations at directed events.
  - b. Resources needed: Speakers for PAPA events that will be contacted by T&C committee members.
  - c. Potential Challenges: Scheduling conflicts with PAPA events, speaker availability.
  - d. Timeline: December 2026
  - e. Status: Ongoing
2. **2026 Charge: In cooperation with the IVM committee, review and record *Aedes*-based training events to submit for CEU qualification.**
  - a. Action steps: Communicate and manage recording needs with the IVM committee based on *Aedes* training sessions held.
  - b. Resources needed: *Aedes* training session management.
  - c. Potential Challenges: Time conflicts and content qualifications
  - d. Timeline: December 2026
  - e. Status: Ongoing
3. **2025 Charge: Develop and distribute an independent agency VCTE review questionnaire. Based on results, publish to website best practices sheet for independent agencies review.**
  - a. Action steps: Perform final analysis based on participation results.
  - b. Resources needed: N/A
  - c. Potential Challenges: N/A
  - d. Timeline: April 2026
  - e. Status: Ongoing
4. **Standing Charge: Produce original content and secure approval of existing content to provide sufficient number of webinars, supplementing live sessions, to complete CEU training requirements.**
  - a. Action steps: Continue posting approved and recorded webinars to statewide website for 2025-27 cycle. If needed produce additional content for categories that may be lacking sufficient materials.
  - b. Resources needed: Volunteer webinar speakers as needed.
  - c. Potential Challenges: Scheduling conflicts and timing with traditional mosquito season to produce and approve potential webinars.
  - d. Timeline: June 2027
  - e. Status: Ongoing
5. **Standing Charge: In conjunction with CDPH, evaluate current CEU guidelines and identify potential changes to increase regional training efficiencies.**

- a. Action steps: Evaluate current CEU guidelines and communicate any changes/updates to association as needed. Ensure appropriate recorded sessions are available to association well before cycle completion.
- b. Resources needed: None at this time.
- c. Potential Challenges: Enough archived webinars in each category to meet cycle requirements: A=12, B=8, C=8 and D=8.
- d. Timeline: June 2027
- e. Status: Ongoing

6. **Standing Charge: Coordinate the Association's program of regional continuing education and statewide webinar development, maintaining expected training standards.**

- a. Action steps: Work with regional representatives to produce and execute in person training sessions that satisfy state requirements for biennial training.
- b. Resources needed: None at this time.
- c. Potential Challenges: None currently.
- d. Timeline: Ongoing
- e. Status: Ongoing

7. **Standing Charge: Review submitted training curricula and recommend approval to CDPH representative.**

- a. Action steps: Will be completed on a Regional basis.
- b. Resources needed: None at this time.
- c. Potential Challenges: None at this time.
- d. Timeline: Ongoing
- e. Status: Ongoing

**Committee members:**

Member	District	Position	Year Joined Committee	Email
Tristan Hallum (Committee Chair)	<b>San Gabriel Valley MVCD</b>	Director of Scientific Programs	2023	<a href="mailto:thallum@sgvmosquito.org">thallum@sgvmosquito.org</a>
Amanda Bradford	<b>Butte County MVCD</b>	Entomologist	2020	<a href="mailto:abradford@buttemosquito.com">abradford@buttemosquito.com</a>
Nour Nesheiwat	<b>Kern MVCD</b>	Entomologist	2023	<a href="mailto:nour@kernmosquito.com">nour@kernmosquito.com</a>
Monica Patterson	<b>Turlock MAD</b>	Vector Biologist	2023	<a href="mailto:mpatterson@turlockmosquito.com">mpatterson@turlockmosquito.com</a>
Michael Niemela	<b>CDPH</b>	Biologist	2012	<a href="mailto:Michael.niemela@cdph.ca.gov">Michael.niemela@cdph.ca.gov</a>
Miguel Cardenas	<b>Solano County MAD</b>	District Manager	2025	<a href="mailto:miguelcardena@solanomosquito.com">miguelcardena@solanomosquito.com</a>

Miquel Jacobs	<b>Orange County MVCD</b>	Director of Communications	2024	<a href="mailto:mjacobs@ocvector.org">mjacobs@ocvector.org</a>
Jody L. Morgan	<b>Pine Grove MAD</b>	District Manager	2025	<a href="mailto:pinegrovemad1@gmail.com">pinegrovemad1@gmail.com</a>



## Mosquito and Vector Control Association of California

### Training & Certification Committee

Information reflects CEU totals as of: January 5<sup>th</sup>, 2026

Archived continuing education units (CEU's) on the MVCAC website amount to the following totals per category:

A – 1 unit of the required 10

B – 1 unit of the required 6

C – 0 units of the required 7

D – 4 units the required 7

Total – 6 unit of the required 30

Live CEU sessions are currently being scheduled. Each region's live sessions are planned for:

- Sacramento Valley – Completed
- Coastal – Completed
- North San Joaquin – October 15<sup>th</sup>, 2026
- South San Joaquin – Completed
- Southern – March 11<sup>th</sup>, 2026

The current cycle ends on June 30<sup>th</sup>, 2027.

A survey of all independent California agencies has circulated among member agencies. The “amount of study time provided by agencies” was analyzed by CDPH and is provided below. Further analysis regarding employee retention, exams required, and agency size is underway by the T&C committee which will be provided in the next board report.

# Study Time Granted for Vector Control Technician Exam

Analysis and summary prepared by Andrea Lund, Ph.D., Vector-Borne Disease Section, CDPH | December 8, 2025

**Background.** Data from 21 exam sessions (up to four exam categories/session) proctored over eleven years (May 2015 through May 2025) were analyzed alongside survey data collected from 33 agencies. A total of 883 technicians from these 33 agencies participated in exam sessions. Each exam category was attempted a variable number of times: 944 times for Category A, 960 times for Category B, 699 times for Category C, and 590 times for Category D.

**Objective.** This analysis aimed to determine whether technicians were more likely to pass the Vector Control Technician exam if their agency offered paid time to prepare to study.

**Study time.** All 33 agencies that responded to the survey reported offering paid study time to their staff. Responses to a subsequent survey question regarding how many hours staff were allowed to prepare varied. Two binary variables regarding study time were calculated from responses to this question: (1) whether an agency reported the number of study hours provided and (2) whether an agency reported providing study time as needed.

**Pass rates.** Technicians passed the exam if they achieved a score of 35 or greater for any of the attempts in an exam category. Pass rates at the agency level were calculated for each category by dividing the number of passing scores achieved divided by the number of exam attempts by technicians at that agency and multiplying by 100.

**Comparing pass rates by study time:** Because all responding agencies reported providing paid study time, it was not possible to evaluate whether providing any paid study time improved exam pass rates. There were no significant differences in exam pass rates with how agencies reported providing study time to their staff. This relationship was assessed at both the agency and individual technician level.

**Table 1.** Median (IQR) percent of exam attempts passed (summarized at agency level) by exam category and study time reported in survey

Study time	Agencies	Category A	Category B	Category C	Category D
Hours reported	12	72.7 (13.8)	70.8 (16.5)	58.1 (17.6)	76.2 (18.9)
As needed	18	73.9 (45.6)	60.2 (45.5)	66.7 (26.2)	75.0 (27.9)
Undetermined	3	78.0 (16.7)	66.7 (0.31)	71.4 (11.5)	85.7 (11.0)
Overall	33	74.0 (25.6)	66.0 (32.7)	62.3 (24.4)	79.2 (18.2)

The median pass rates (calculated as percent of attempts passed) did not differ between agencies that reported a number of hours their staff were allowed to study and those who do not, nor between agencies that allowed their staff to study as needed and those who do not (Table 1; Wilcoxon signed rank test,  $p > 0.2$  across all exam categories). Logistic regression accounting for repeated measures at the individual technician level also found no differences in exam passage by how agencies provided study time to their staff ( $p > 0.6$  across all exam categories).



**Mosquito and Vector Control Association of California**  
**2026 Committee Charges Report to the Board of Directors**  
**Vector Control Research Committee**

- 1. Standing Charge: Collaborate with other MVCAC Committees such as Vector Borne Diseases, Integrated Vector Management, Public Relations, and Regulatory Affairs to determine research needs and find appropriate solutions**
  - a. Action steps:
    - i. UPDATE SIT/Male Release Resources
  - b. Resources Needed: Google workspace exists and has been updated
    - i. Collaborate with VVBD, Reg Affairs to include 2025 updates, potentially include vendor contact info, technologies approved for use in CA
    - ii. Determine best means for share out to Association
  - c. Status: Ongoing
- 2. Standing Charge: Champion the MVCAC research priorities, including building partnerships between MVCAC member agencies and the Pacific Southwest Center of Excellence in Vector-Borne Diseases (PacVec), state, and local agencies. (This charge is contingent in part on continued funding of PacVec.)**
  - a. Action steps:
    - i. Review MVCAC research priorities annually and post updates to the MVCAC website.
    - ii. Encourage member agencies to collaborate with academic partners in submitting joint research proposals to PacVec to address research needs of the MVCAC.
    - iii. Work with member agencies and academic partners to establish an undergraduate internship program. Undergraduates would work during the summer months at a member agency collecting data for a project of interest, students return to campus and analyze data with a university mentor. Students then present their findings at the annual MVCAC conference.
  - b. Resources needed: Active reviewers, collaborators
  - c. Potential Challenges:
  - d. Timeline: Current List has been circulated to Regional Reps, Committee Chairs
  - e. Status: Ongoing
- 3. Standing Charge: Provide support to the editor of the MVCAC Annual Proceedings and Papers**
  - a. Action steps:
    - i. Appoint or Reappoint the Editor of the Proceedings on an annual basis
    - ii. Investigate need for/potential structure of Ethics Standard for Proceedings papers and posters
  - b. Resources needed: Annual stipend for the Proceedings Editor and AMG support for the Proceedings
  - c. Potential Challenges:
  - d. Timeline: Editor for 2026 secured at Winter Board Meeting
  - e. Status: Up to date for 2026
- 4. Standing Charge: Coordinate collaborative research investigations at the district level to improve the efficacy and efficiency of IVM programs.**
  - a. Action steps: Investigate Availability/Comparability of EV application equipment
    - i. With Reg Affairs and IVM
    - ii. Investigate EV availability
      1. Who has been using?
      2. Vendor pipeline?
    - iii. Application efficacy vs. effectiveness
      1. Are comparative data available?
      2. Identify collaborations for evaluation

- b. Resources needed: Collaborating agencies, potential vendor support,
- c. Potential Challenges: Coordinating efforts, identifying any equipment that fits regulatory framework
- d. Timeline: Ongoing
- e. Status: Checklist of equipment types created and sent for initial review

5. **Assess methods for making the MVCAC Proceedings searchable online and the feasibility of indexing individual papers**

- a. Action steps: Coordination to house and host proceedings publications has been initiated with University of California eScholarship.
- b. Resources needed: Board approval of Creative Commons licensing type complete, future approval of author agreement and subsequent inclusion in 2027 Annual Meeting submission process needed
- c. Potential Challenges: Completing organization of metadata, pdf archives
- d. Timeline: begin archive sharing by August 2026
- e. Status: Ongoing

**Committee members:**

Member	District	Position	Year Joined Committee	Email
Angela Caranci	<b>Greater LA Co VCD</b>	Chair, Southern Region	2021	acaranci@glamosquito.org
Sarah Wheeler	<b>Sac-Yolo MVCD</b>	Sac Valley Region	2015	swheeler@fightthebite.net
Chris Barker	<b>UC Davis, PacVec</b>	Trustee, UC		cbarker@ucdavis.edu
Katherine Brisco	<b>Consolidated MAD</b>	S. San Joaquin, IVM	2023	kbrisco@mad.org
Eric Haas-Stapleton	<b>Alameda Co MAD</b>	Coastal	2018	Eric.haas@mosquitoes.org
William Reisen	<b>UC Prof Emeritus</b>	Proceedings Editor	2016	wkreisen@gmail.com
Renjie Hu	<b>CDPH</b>	CDPH Rep	2024	Renjie.Hu@cdph.ca.gov
Wakoli Wekesa	<b>East Side MAD</b>	N. San Joaquin		wweksa@eastsidemosquito.com
Jamie Mangan	<b>San Gabriel Valley MVCD</b>	Southern Region	2025	jmangan@sgvmosquito.org
Support				
Michelle Brown	<b>West Valley MVCD</b>	Board Liaison	2024	mbrown@wvvc.org
Sarah Valente	<b>AMG</b>	Proceedings Support		svalente@amgroup.us

Regular Attendees: Paula Macedo



## **Mosquito and Vector Control Association of California**

### **January 2026 Report to the Board of Directors**

#### **Vector and Vector-borne Disease Committee**

- 1. Standing Charge: Review and present new information on vectors and vector-borne diseases of interest to the MVCAC and make recommendations for their surveillance and control.**
  - a. Action steps: Bill Reisen heads this charge: all committee members contribute items of interest to Bill, and he submits to MVCAC monthly, or more frequently if appropriate. A schedule of contributions has been established for 2025 to maintain improved participation.
  - b. Resources needed: None
  - c. Potential Challenges: None
  - d. Timeline: Ongoing
  - e. Status: Ongoing
- 2. Standing Charge: In cooperation with the Laboratory Technologies Committee, develop long-term plans and agreements with CDPH, UC Davis, and MVCAC to ensure the continuation of statewide surveillance programs and appropriate diagnostics, up on the introduction of new vectors or vector-borne disease threats.**
  - a. Action steps: Monitor and discuss new vector and vector-borne disease threats when they arise.
  - b. Resources needed: None
  - c. Potential Challenges: None currently
  - d. Timeline: Ongoing
  - e. Status: Ongoing
- 3. Standing Charge: Monitor and report on vector-borne diseases in California.**
  - a. Action steps: CDPH and DART continue to provide updates on arbovirus cases and testing statistics at quarterly meetings. Significant or emerging vector-borne diseases will be discussed to evaluate whether the issue should be “elevated” to Charge #2
  - b. Resources needed: None
  - c. Potential Challenges: None
  - d. Timeline: Ongoing
  - e. Status: Ongoing
- 4. 2025 Charge continued: Create a document that provides information about how each district response to disease indicators/imported cases/increases in abundance**
  - a. Action steps:
    - i. Clean results to match format across districts
    - ii. Collect and review internal disease response plan documents from those districts who have agreed to provide them
  - b. Resources needed: None
  - c. Potential Challenges: Response from Districts with internal disease response plan documents
  - d. Timeline: Complete charge and provide filterable results to MVCAC membership by April 2026
  - e. Status: Ongoing
- 5. 2026 Charge: Triatomine/Reduviidae identification resources**
  - a. Action steps: Identify resources, divide work
  - b. Resources needed: None

- c. Potential Challenges: None
- d. Timeline: Complete charge by December 2026
- e. Status: Ongoing

6. **2026 Charge: Ceratopogonidae identification resources**

- a. Action steps: Identify resources, divide work
- b. Resources needed: None
- c. Potential Challenges: None
- d. Timeline: Complete charge by December 2026
- e. Status: Ongoing

**Committee members:**

Member	District	Position	Year Joined Committee	Email
Kelly Furey	Marin/Sonoma MVCD	Chair/Coastal	2024	<a href="mailto:kellyl@msmosquito.org">kellyl@msmosquito.org</a>
Kim Hung	Coachella Valley MVCD	Vice Chair/Southern	2016	<a href="mailto:khung@cvmvcd.org">khung@cvmvcd.org</a>
Doug Kunz	Coachella Valley MVCD	Trustee	2022	<a href="mailto:psvet@icloud.com">psvet@icloud.com</a>
William Reisen	UC Davis	UC Davis	2001	<a href="mailto:wkreisen@gmail.com">wkreisen@gmail.com</a>
Erik Blosser	California Dept of Public Health	CDPH	2022	<a href="mailto:erik.blosser@cdph.ca.gov">erik.blosser@cdph.ca.gov</a>
Adena Why	Alameda County Vector Control	Coastal		<a href="mailto:Adena.why@acgov.org">Adena.why@acgov.org</a>
Casey Hubble	Placer MVCD	Sac Valley	2026	<a href="mailto:caseyh@placermosquito.org">caseyh@placermosquito.org</a>
Mark Dery	Kern MVCD	South San Joaquin/CalSurv Liaison	2022	<a href="mailto:mdery@kernmosquito.com">mdery@kernmosquito.com</a>
		Board Liaison		