

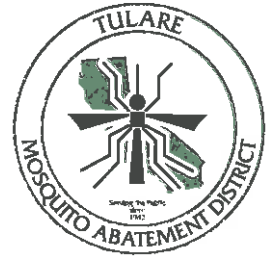
BOARD OF TRUSTEES

Pat Nunes
City of Tulare
Robert Uchita
County of Tulare
Robert Clark
County of Tulare
Stan Creelman
County of Tulare
Charlie Pitigliano
County of Tulare
Charles Mayer
City of Visalia

TULARE MOSQUITO ABATEMENT DISTRICT

District Headquarters: Mefford Field - Tulare
6575 Dale Fry Rd Tulare, CA 93274
PH (559) 686-6628 FAX (559) 686-2013
Email: TulareMosquito@gmail.com
www.tularemosquito.com

GENERAL MANAGER
Michelle Dempsey
OPERATIONS DIRECTOR
Jacob Davis



The Tulare Mosquito Abatement District Board of Trustees regular Meeting will be held on Tuesday, March 9th at 1:00 p.m. at the District office located at Mefford Field 6575 Dale Fry Rd, Tulare CA.

AGENDA

1. **Citizen Comments:** At this time the Board of Trustees will take input from citizens on items they wish to address that are within the Board's jurisdiction. However, the Board cannot legally discuss or take action at this meeting on comments received.
2. **Review Minutes of the February 9th, 2021 Board of Trustee Meeting**
3. **Payment of Check Numbers 6468 - 6485**
Electronic Fund Transfers (EFTPS) from Union Bank to the IRS and EDD for Social Security, Medicare, Federal and State Tax Payments. E Debit payments from the District's Union Bank account. Claim number 21922 Transfer of Funds from Tulare County Fund #778 to the District's Union Bank Account # *****4408.
4. **Discussion on moving forward with newspaper "Educational Insert"** from N & R Publications in the May 4th Newspapers within our district, cost will be \$1,819
5. **Discussion on Breaks and Meals**
6. **Discussion and decision to move forward with Inspection Warrant for 2021**
7. **Discussion, decision and possible action to purchase a 2017 Right Hand Drive Jeep Wrangler Unlimited for storm drain treatments**
8. **Manager's Report**
 - a. **Contact Letter for 2021 Season**
 - b. **Annual Financial Disclosure Statements - Form 700**
 - c. **WALS Treatments for 2021 Season**
 - d. **Newly appointed Full Time Zone Technician Victor Zamora (approved 7/1/2020)**

Meeting Adjourned

Agenda Item # 2 ~ Minutes

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE TULARE MOSQUITO ABATEMENT DISTRICT, HELD AT THE OFFICES OF THE DISTRICT, MEFFORD FIELD, TULARE, CALIFORNIA ON THE 9th DAY OF FEBRUARY 2021, AT THE HOUR OF 1:00 P.M. OF SAID DAY

Present at the meeting called at 1:00 p.m. at the place above designated were: Charlie Pitigliano, presiding, Robert Clark, Stan Creelman, Pat Nunes, Robert Uchita, and Chuck Mayer. Also present at the Board Meeting were John Avila, District Manager, Michelle Dempsey, Operations Director, Jacob Davis, Operations Director, and Chad M. Lew, counsel for the District.

Agenda Item No. 1: Citizen Comments.

Charlie Pitigliano opened the floor to citizen comments, but there were no comments from the public.

Agenda Item No. 2: Review Minutes of December 8, 2020 Board of Trustee Meeting.

The minutes of the meeting held on December 8, 2020, were presented to the board in writing and reviewed. Upon a motion made by Pat Nunes, seconded by, Robert Clark, and unanimously carried, the minutes of the meeting held on December 8, 2020, were approved as presented.

Agenda Item No. 3: Payment of Check Number 6430 - 6467, Electronic Fund Transfers (EFTPS) from Union Bank to the IRS for Social Security, Medicare and Federal Tax Payments, Union Bank Charges and Credits, and Claim Number 21921 a Transfer of Funds form Tulare County Fund #778 to the District's Union Bank Account #***4408.**

The board members reviewed the District's Union Bank checking account, check numbers 6430 - 6467, the electronic fund transfers (EFTPS) for payment of Social Security, Medicare and Federal Tax Payments to the IRS, the electronic debit payments from the District's Union Bank account, and claim number 21921 in the sum of \$165,125.24, which is a transfer from the District's Tulare County Fund #778 to the District's Union Bank Account #*****4408. Upon a motion duly made by Robert Uchita, seconded by Stan Creelman, and unanimously carried, the Union Bank checking account, check numbers 6430 - 6467, the electronic fund transfers (EFTPS) for payment of Social Security, Medicare and Federal Tax Payments to the IRS, the electronic debit payments from the District's Union Bank checking account, and claim number 21921 in the sum of \$165,125.24, which is a transfer from the District's Tulare County Fund #778 to the District's Union Bank Account #*****4408 were approved.

Agenda Item No. 4: Introduction of newly appointed Operations Director Jacob Davis.

John introduced the newly hired district employee, Jacob Davis, who will serve as the Operations Director for the District.

Agenda Item No. 5: Approval of Acceptance and Appointment of Michelle Dempsey as District Manager of the Tulare Mosquito Abatement District, with a Starting Annual Salary of \$90,267.00, at Step 1, as of March 1, 2021.

Charlie Pitigliano advised the board that Michelle Dempsey had advised the District of her acceptance of the position of District Manager, effective March 1, 2021, at an annual salary of \$90,267.00, Step 1. Upon a motion duly made by Stan Creelman, seconded by Robert Uchita, and

unanimously carried, the board approved and appointed Michelle Dempsey as District Manager of the Tulare Mosquito Abatement District, effective March 1, 2021, at Step 1, with a starting annual salary of \$90,267.00.

Agenda Item No. 6: Discussion, Decision and possible Action to Contract with Carmine GPS Systems to Provide Vehicle Tracking Service, at a cost of \$19.99, per Vehicle, per month.

John advised the board that at the board's direction he contacted Carmine and was advised that there would be no equipment charge at the conclusion of the service if the District returned the equipment. Upon a motion by Chuck Mayer, seconded by Robert Clark, and unanimously carried, the board authorized, approved and ratified the District's contract with Carmine GPS Systems for vehicle tracking services at a monthly cost of \$19.99, per vehicle, per month.

Agenda Item No. 7: Discussion and Decision to Move Forward with Inspection Warrant for 2021. John advised the board that he recommended the board authorize the District's counsel and the District Manager to apply to obtain an inspection warrant for the 2021 season from the Tulare County Superior Court. Upon a motion duly made by Stan Creelman, seconded by Chuck Mayer, and unanimously carried, the board authorized District counsel and the District Manager to take all necessary action to apply to the Tulare County Superior Court for an area inspection warrant for the 2021 season.

Agenda Item No. 8: Discussion and Decision to Remove John and Add Michelle and Jacob as Signers to Union Bank Account.

John discussed with the board that given his retirement, it would be appropriate for the Board to authorize the General Manager to remove John Avila as an authorized signer on the District's accounts with Union Bank, and to consider adding the incoming General Manager, Michelle Dempsey, and the Operations Director, Jacob Davis, as authorized signers on the District's Union Bank accounts. Upon a motion duly made by Stan Creelman, seconded by Pat Nunes, and unanimously carried, the board authorized the General Manager to take all actions necessary to remove John Avila as an authorized signer on the District's Union Bank accounts, effective as of the date of his retirement, and also to add Michelle Dempsey, General Manager, and Jacob Davis, Operations Director, as authorized signers to the District's Union Bank accounts.

Agenda Item No. 9: 2020 Annual Report.

John reviewed and answered questions from the board members related to the District's 2020 Annual Report. Upon a motion duly made by Pat Nunes, seconded by Robert Uchita, and unanimously carried, the Board approved the District's 2020 Annual Report as presented.

Agenda Item No. 10: Employee Handbook Discussion.

John reported to the board that the District has received the first draft of the Employee Handbook from Pacific Employers which is being reviewed and edited by the District. A final draft of the employee handbook will be placed on the agenda at a future meeting for review and consideration

of the board. John also advised that he was informed that the employee handbook did not incorporate the board policy manual, which the District will also be reviewing and updating.

Agenda Item No. 11: Manager's Report.

- a) Status of Board Reappointments from BOS -John advised the board members whose terms were to expire were reappointed by the Tulare County Board of Supervisors.
- b) Adair & Evans Letter of Fulfillment - John provided the board members with a copy of correspondence from Adair & Evans regarding the fulfillment of the auditing services for the period ending June 30, 2020.
- c) John's Gratitude and Acknowledgment to the Board - John expressed his gratitude and thanks to the board for their support and guidance during his tenure as the General Manager.

Agenda Item No. 12: Meeting Adjourned.

There being no further business to come before the board, upon a motion duly made by Chuck Mayer, seconded by Stan Creelman, and unanimously carried, the meeting was adjourned at 2:04 p.m.

SECRETARY

Expenses 2/28/2021

				Union
				Check #'s
Full Time Employees				EFTPS
				E Debits
6001	John Avila		3,110.77	DD1228
6001	Michelle Dempsey		2,526.87	DD1229
6001	Jacob Davis		2,067.56	DD1230
6001	Andrew Conard		1,830.32	DD1231
6001	Armando Gonzalez		1,975.28	DD1232
6001	Quirino Valencia		1,834.34	DD1233
6001	Sherry Laskie		664.66	6479
6004	CA Emp Dev Dept	UI, ETT, SDI & PIT	1,005.47	EFTPS
6004	CalPERS (Health)	Monthly Health Premium - March 2021	17,251.75	EFTPS
6004	AFLAC (Employee)	Employee Additional Health Pre-Tax	627.12	6480
		Employee Additional Life After Tax	37.60	
6011	CalPERS (Employee)	Employee Additional 457 Roth	450.00	EFTPS
6011	CalPERS (Employee)	Employee Additional deferred contribution	650.00	EFTPS
6011	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	3,088.34	EFTPS
6012	Union Bank	Federal Inc Tax, Empe, Empr Medicare & SS	4,619.24	EFTPS
7001	Adapco	BVA Oil / Larvacide / 3307 Gallons	26,452.90	6481
7001	Target Specialty Products	SumiLarv / Larvacide for Cemetery / 88 lbs	1,998.08	6482
7001	Verizon (Fleet Management)	Monthly Service - Dec.	82.80	6483
7001	Delta Vector Control District	Mosquito Pool Testing deposit (50%) for 2021 season	3,300.00	6484
	Union Bank Charges	2/28/2021 Statement	433.68	E debit
7081		S.C. Edison	290.73	
7081		SoCalGas	77.45	
7036		Direct Deposit Fee	10.50	
7036		Union Bank - Positive Pay monthly maintenance fees	55.00	
	U.S.Bank Charges & Credits	2/19/2021 Statement	5,306.53	6485
7001		STREAMLINE Internet - February	200.00	
7001		YOSEMITE LINEN Employee Uniforms/Laundry	363.67	
7001		Amazon.com Nitrile Gloves	207.78	
7001		Amazon.com Respirators	56.38	
7001		Amazon.com Credit for previous order	(110.69)	
7001		eBay Batteries for Traps	248.76	
7001		Costco Yeast & Batteries	59.56	
7001		Lowe's Respirators	63.78	
7001		SPEX Sample Prep Vials for sample collections	471.71	
7001		Verizon Wireless Field Phones	71.22	
7005		Verizon Wireless Office Phones	115.86	
7005		AT&T Monthly Faxline	10.60	
7009		CULLIGAN Water	15.50	
7009		WalMart Misc Supplies	28.33	
7009		Amazon.com Misc Supplies	32.02	
7021		Lowe's Shop Supplies	331.76	
7021		Lowe's Tool Box for Trk # 19 (New)	264.78	
7021		Home Depot Shop Supplies	109.14	
7021		Spraying Devices (SDI) Hose Reel & parts for #19	228.99	
7021		Zoro.com Actuators & PSI Guages	1,028.28	
7021		Dave's Sales/Svc. Rebuild kits for Bean pumps (2)	413.00	
7021		Johnston Aircraft Buckeye for truck	382.93	
7036		Clines Bus. Equipment Hard Drive for computer	128.22	
7036		Clines Bus. Equipment Monthly Contract Nov	60.00	
7036		Clines Bus. Equipment Copy Count	82.94	
7036		Amazon.com Office Supplies	14.06	
7036		Amazon.com Computer Speaker, WebCam	86.58	
7036		Amazon.com Office Supplies	90.82	
7036		Amazon.com Office Supplies	14.58	
7036		UNWIRED Monthly Internet	135.97	
7066		CSDA Sample Policy Handbook rev.	100.00	
			Total	79,313.31

Agenda Item # 4

N&R Publications
Chico Community Publishing, Inc.
PO Box 13370
Sacramento, CA 95813
www.nrpubs.com

Consultant: Elizabeth Morabito -
elizabethm@newsreview.com - ext. 1335
Quotes: 916.498.1234 ext. 1326
cpquotes@newsreview.com



Quote Number Q00111
Quote Date 02/22/2021
Valid Until 04/22/2021

Michelle Dempsey
Tulare Mosquito Abatement District
6575 Dale Fry Road
Tulare, CA 93274

QUOTE

Description	Unit Cost	Quantity	Line Total
Printing of copies for insertion, 4 page insert (25-50k rate), includes 2% overage for waste, per copy	\$0.10	4,690	\$469.00
Estimated shipping of inserts	\$150.00	1	\$150.00
Insertion within the City of Tulare - Detail on Media Plan	\$1,200.00	1	\$1,200.00
Collaborative 2021 reprint of existing 4-page publication - Tulare Mosquito Abatement District and Delta Vector Control District.		Subtotal	\$1,819.00
		Total	\$1,819.00

Terms

Billing: Portion of base cost (approximately 50% of total charges) due upon receipt of first proof. Remainder due upon sending completed publication to the printer.

Approval of this quote constitutes acceptance of N&R Publications' Terms and Conditions, attached. All content created by N&R Publications may be repurposed by client for other uses (stock photography and InDesign files not included).

Agenda Item #7

2017 Jeep Wrangler Unlimited 4WD

- Right Hand Drive
- 58,300 miles
- Inside Guttled
- Fog Lights
- New Tires
- More Room on the inside
- Transmission shifts smoothly

Has a Maximum Care Warranty ~Transferable ~ Expires April 14, 2024 OR 100,000 miles



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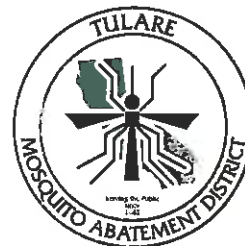
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GENERAL MANAGER
Michelle Dempsey
OPERATIONS DIRECTOR
Jacob Davis

March 9th, 2021

To: Michelle Dempsey, General Manager
Tulare Mosquito Abatement District

Subject: **CONTACT**



In conformance with district policy and California Health and Safety Code, Section 2200, you are directed to charge each producer of mosquitoes for excessive application of chemicals for the purpose of mosquito control.

We realize that, quite by mistake, enough excessive irrigation water might be applied to raise a hatch of mosquitoes on one or two occasions. However, if it becomes necessary to spray the same site more than twice, the cost of all subsequent treatments must, in fairness to other taxpayers, be borne by the responsible party.

Concentrated Animal Feeding Operations (CAFO) wastewater holding ponds and irrigation holding ponds sprayed more than twice will **not** be charged to the owner **if** the ponds meet the following criteria:

- (1) **Proper access road around pond is available for spray treatment vehicle.**
- (2) **Bank around pond and access road are weed-free to prevent blockage of spray material.**
- (3) **Main pond is free of excessive floatage to prevent blockage of spray material.**

If any of these criteria are **not** met, charges will be levied for all costs of the third treatment and all subsequent treatments during the calendar year until the criteria are met.

However, it isn't the intention of the Board of Trustees to levy such charges without prior notice. Therefore, at the beginning of the mosquito breeding season a copy of this Contact shall be delivered to each party responsible for sources requiring spray treatment during the past season. New mosquito breeding producers will be presented with a copy of this Contact at the time of initial treatment.

Sincerely,

Charlie Pitigliano, President - Board of Trustees

Agenda Item #8 ~ C~ WALs



**2020 Season WDG USED =
BLUE**

- WEEKLY** Visalia (Blue)-33 lbs
- Tulare (Blue) -42 lbs

2021 Season WALs

- WEEKLY** Visalia (Blue)-33 lbs
- Tulare (Blue) -42 lbs
- Blue + Pink** 65 lbs

