

**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 14<sup>th</sup> DAY OF AUGUST 2018, AT  
THE HOUR OF 1:00 P.M. OF SAID DAY**

Present at the meeting called at 1:58 p.m. at the place above designated were: Robert Clark, presiding, Robert Uchita, Sherry Champagne, and Stan Creelman. Absent from the meeting were Charlie Pitigliano and Pat Nunes. Also present at the Board Meeting were John Avila, District Manager, and Chad M. Lew, counsel for the District.

**Agenda Item No. 1:** Citizen Comments.

Robert Clark opened the floor to citizen comments, but there were no comments from the public.

**Agenda Item No. 2:** Review Minutes of July 10, 2018, Board of Trustees Meeting.

The minutes of the meeting held on July 10, 2018, were presented to the board in writing and reviewed. Upon a motion made by Robert Uchita, seconded by, Sherry Champagne, and unanimously carried, the minutes of the meeting held on July 10, 2018, were approved as presented.

**Agenda Item No. 3:** Payment of Check Number 5357 - 5417, Electronic Fund Transfers (EFTPS) from Union Bank to the IRS for Social Security, Medicare and Federal Tax Payments and Union Bank Charges and Credits.

The board members reviewed the District's Union Bank checking account, check numbers 5357 - 5417, the electronic fund transfers (EFTPS) for payment of Social Security, Medicare and Federal Tax Payments to the IRS, and the electronic debit payments from the District's Union Bank account. Upon a motion duly made by Robert Clark, seconded by Robert Uchita, and unanimously carried, the Union Bank checking account, check numbers 5357 - 5417, the electronic fund transfers (EFTPS) for payment of Social Security, Medicare and Federal Tax Payments to the IRS, and the electronic debit payments from the District's Union Bank checking account were approved.

**Agenda Item No. 4:** Review and Consideration to Adjust the Budget Submitted to the Tulare County Auditor.

John discussed with the board an amendment to the budget to remove the 15% contingency reserve and resubmit the amended budget to the Tulare County Auditor. Upon a motion duly made by Stan Creelman, seconded by Robert Uchita, and unanimously carried, the board authorized the District Manager to amend the budget to remove the 15% contingency reserved and to resubmit the amended budget to the Tulare County Auditor.

**Agenda Item No. 5:** 2018 Biennial Review of Districts Conflict of Interest Code.

John reported to the board that it was time for the District to review the District Conflict of Interest Code. The board directed the District's counsel to review the Conflict of Interest Code and have the matter placed on the agenda for the next meeting.

**Agenda Item No. 6:** MVCAC Corporate Membership Dues.

John advised the board that the District's membership dues to the MVCAC for the upcoming year is \$9,500.00.

**Agenda Item No. 7:** 2017/2018 Fiscal Year Audit Implementation.

John reported to the board that Adair & Evans, an Accountancy Corporation, will conduct the District's audit for fiscal year ending on June 30, 2018.

**Agenda Item No. 8:** Review and Consider the Purchase of an Ice Machine.

John discussed with the board the need for an ice machine for the District. He reviewed several bids for various ice machines. Upon a motion duly made by Sherry Champagne, seconded by Stan Creelman, and unanimously carried, the board authorized the District Manager to execute any documents necessary for the purchase of a Manitowoc ice machine, model number IRT0620-161 for \$5,728.40, plus tax, from Pricketts Distributing, Inc., pursuant to the Quote, dated July 19, 2018.

**Agenda Item No. 9:** Discussion of District's Documentation of Lunch and Break Periods on Time Cards.

The board discussed the various manner in which the District could track the District employee's work hours and lunch and break periods. There was discussion that a time clock could be utilized, or the District could continue its policy of having employees filling out time cards that reflect the required commencement of work day, lunch period, and cessation of work for the day, and sign the time card weekly acknowledging the veracity and accuracy of thereof.

**Agenda Item No. 10:** CalPERS Retirement Rates for FY 18/19.

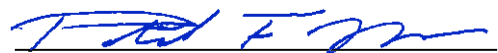
John reviewed with the board correspondence the District received from CalPERS regarding the District's PEPRM Miscellaneous Plan, Annual Valuation Report, as of June 30, 2018.

**Agenda Item No. 11:** Manager's Report.

- a) Status of Invasive Aedes in the City of Tulare: John reported to the board that the District has trapped 39 Aedes Aegypti mosquitos within the District. None of the trapped Aedes mosquitos tested positive for Zika virus.
- b) Vehicle Printing: John advised the board that the District had a number of the District vehicles upgraded with vinyl decals providing the District name, logo and telephone number.
- c) MVCAC Summer Meeting Conference Call of July 19, 2018: John advised the board that he participated in the MVCAC summer meeting on July 19, 2018, and informed the board generally of the topics covered and discussed.
- d) Pawnee Status Update: John reported that he has been advised that there is some interest in the District airplane from a buyer in South Africa, but no formal offer has been recieved.

**Agenda Item No. 11:** Meeting Adjourned.

There being no further business to come before the board, upon a motion duly made by Robert Clark, seconded by Stan Creelman, and unanimously carried, the meeting was adjourned at 1:52 p.m.

  
SECRETARY