

**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 13th DAY OF JULY 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, Stan Creelman, Pat Nunes, Robert Uchita, and Chuck Mayer. Robert Clark was absent. Also present at the Board Meeting were Michelle Dempsey, District Manager, 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 June 8, 2021 Board of Trustee Meeting.

The minutes of the meeting held on June 8, 2021, were presented to the board in writing and reviewed. Upon a motion made by Stan Creelman, seconded by, Charles Mayer, and unanimously carried, the minutes of the meeting held on June 8, 2021, were approved as presented.

Agenda Item No. 3: Payment of Check Number 6563 - 6614, 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 21925 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 6563 - 6614, 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 21925 in the sum of \$122,025.93, which was a transfer from the District's Tulare County Fund #778 to the District's Union Bank account number ending in 4408. Upon a motion duly made by Stan Creelman, seconded by Robert Uchita, and unanimously carried, the Union Bank checking account, check numbers 6563 - 6614, 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 the transfer from the District's Tulare County Fund #778 to the District's Union Bank account number ending in 4408, by Claim Number 21925 in the sum of \$122,025.93 were approved.

Agenda Item No. 4: Final FY 21/22 Budget Submitted to Tulare County.

Michelle advised the board that the District would be submitting the final approved budget for FY 21/22 to the County of Tulare, once it is signed by board president, Charles Pitigliano.

Agenda Item No. 5: Implementation of FY 20/21 Audit - Letter from Adair & Evans.

Michelle reported to the board that the District received an engagement letter from Adair & Evans for their services as auditor for fiscal year 2020/2021. Upon a motion duly made by Charles Mayer, seconded by Stan Creelman, and unanimously carried, the board authorized the general manager to execute the Adair & Evans engagement letter for their services to prepare the audit for fiscal year 20/21.

Agenda Item No. 6: Discussion, Decision and Action on 2006 RHD Jeep.

Michelle advised the board that the 2006 right-hand drive Jeep is not currently road safe. She estimated that the cost to repair was between \$6,000.00 to \$7,000.00. The District is not currently using the 2006 Jeep, but has had some inquiry and interest in the 2006 Jeep from Delta. Upon a motion duly made by Robert Uchita, seconded by Charles Mayer, the board directed the general manager to non-op the 2006 Jeep with the California DMV and to remove the same from the District's insurance.

Agenda Item No. 7: Discussion, Decision and Action on Purchase of Copy Machine.

Michelle advised the board that the District's copy machine is in need of replacement. Michelle advised she obtained bids from the District's current provider, Cline's, on a New Bizhub C300i for a cost of \$7,900.00 or a used demo Bizhub C308 for a cost of \$3,595.00. Upon a motion duly made by Charles Mayer, seconded by Stan Creelman, and unanimously carried the board authorized the general manager to purchase the used demo Bizhub C308 from Cline's at a cost not to exceed \$3,595.00, and execute any and all necessary documents to finalize the purchase.

Agenda Item No. 8: Operations/Surveillance Report.

Michelle provided the board with an update as to the current operations and surveillance report. She advised that there was a human death as a result of West Nile Virus that was contracted in Visalia, California, but the individual passed in San Luis Obispo County. In addition, the District had four (4) pools test positive for West Nile Virus in the Visalia portion of the District. The District was notified of a mosquito issue at the Tulare Home Depot and Lowes garden departments and the District has been in communication with store managers relating to steps to take not to breed mosquitos. Jacob also advised the board that the District has identified seven (7) WALs program areas in the District.

Agenda Item No. 9: Manager's Report.

- a) CDPH Cycle ended June 30, 2021 - At the end of this cycle the employees of the District need to review training.
- b) Employees Training: Sexual Harassment and Valley Fever - Michelle reported that all employees have completed sexual harassment and valley fever training.
- c) Seasonal Position - Michelle advised the board that she intends to fill the vacant seasonal position shortly based upon the current workload of the District.

Agenda Item No. 10: Meeting Adjourned.

There being no further business to come before the board, upon a motion duly made by Charles Mayer, seconded by Robert Uchita, and unanimously carried, the meeting was adjourned at 1:55 p.m.

SECRETARY