

**MINUTES OF THE SPECIAL 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 5th DAY OF APRIL
2022, 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, Robert Uchita, Pat Nunes, Stan Creelman and Chuck Mayer. Also present at the Board Meeting were Michelle Dempsey, General 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 March 8, 2022 Board of Trustee Meeting.

The minutes of the meeting held on March 8, 2022, were presented to the board in writing and reviewed. Upon a motion made by Pat Nunes seconded by, Robert Uchita, and unanimously carried, the minutes, as amended, of the meeting held on March 8, 2022, were approved as presented.

Agenda Item No. 3: Payment of Check Number 6804 - 6825, Payment of Direct Deposit Numbers DD 1379 - DD 1394; 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 21934 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 6804 - 6825, payment of direct deposit numbers DD 1379 - DD 1394, 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 21934 in the sum of \$186,781.60, which were transfers 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 Robert Clark, seconded by Stan Creelman, and unanimously carried, the Union Bank checking account, check numbers 6804 - 6825, payment of direct deposit numbers DD 1379 - DD 1394, 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 21934 in the sum of \$186,781.60 were approved.

Agenda Item No. 4: GovDeals Auction - 2006 Right Hand Drive Jeep and 2006 Chevy Truck.

Michelle reported to the board that the 2006 right hand drive Jeep sold at auction on GovDeals for the sum of \$9,1000.00 and the 2006 Chevrolet truck sold at auction on GovDeals for \$12,805.00.

Agenda Item No. 5: SDRMA - Loss Prevention - Safety Reimbursement.

Michelle advised the board that the District received a reimbursement from SDRMA in the sum of \$993.23.

Agenda Item No. 6: SDRMA - Property/Liability - Credit Incentive Program.

Michelle advised the board that the District participated in the SDRMA Credit Incentive Program and received credit incentive of \$3,272.00.

Agenda Item No. 7: Discussion, Decision and Possible Action on Accepting Change #29 to the Tulare Mosquito Abatement District Policy Manual which Creates a New Position of Administrative Assistant to be Effective July 1, 2022.

Michelle reported to the board that she believed that the District needed a new job title for an Administrative Assistant and presented the board with a sample job description with job duties. After some discussion, upon a motion duly made by Charles Mayer, seconded by Pat Nunes, and unanimously carried, the board authorized the General Manager to create the new position of Administrative Assistant as presented with the effective date of the position being May 1, 2022, and to incorporate said changes into the District Policy Manual.

Agenda Item No. 8: Discussion, decision and possible action to Adjust the District's Compensation Plan.

Michelle presented the board with a revised Compensation Plan that provided increases in salary steps across the management positions of General Manager, Operations Director, Administrative Assistant and Mechanic/Field Technician, and explained that in comparison to other local mosquito abatement District's the management positions in our District is on the low end, but that the non-management positions in the District were at the top of the pay scale for the same local mosquito abatement districts. Thus, she was proposing an increase in salary steps for the management positions to bring the District more closely to the salary structure of other local mosquito abatement districts, which would promote management employee retention. The board asked that this discussion be brought back at the next board meeting for further discussion and consideration.

Agenda Item No. 9: Manger's Report

- a. Completion of Form 700 - Michelle advised that all of the Form 700 disclosures had been completed and recieved.
- b. US Bank - Visa Card - Quarter 4 Rebate Check - Michelle advised the board that the District received a rebate check in the sum of \$400.25 based District's spending in the fourth quarter.
- c. 2022 Season Starting - Michelle advised the board that the District has now geared up for the start of the 2022 mosquito season.
- d. 2022 Safety/Fire Inspection - Michelle advised the board that the District passed the City of Tulare fire inspection of the District office.

Page 3 of 3.

Agenda Item No. 10: Meeting Adjourned.

There being no further business before the board, upon a motion duly made by Charles Mayer, seconded by Robert Uchita, and unanimously carried, the meeting was adjourned at 1:39 p.m.

SECRETARY