

**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 12th DAY OF OCTOBER 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, Robert Uchita, Pat Nunes, and Chuck Mayer. Robert Clark was absent. 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 September 14, 2021 Board of Trustee Meeting.

The minutes of the meeting held on September 14, 2021, were presented to the board in writing and reviewed. Upon a motion made by Pat Nunes seconded by, Charles Mayer, and unanimously carried, the minutes of the meeting held on September 14, 2021, were approved as presented.

Agenda Item No. 3: Payment of Check Number 6677 - 6704, 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 21928 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 6677 - 6704, 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 21928 in the sum of \$113,111.45, 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 Charles Mayer, seconded by Robert Clark Uchita, and unanimously carried, the Union Bank checking account, check numbers 6677 - 6704, 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 21928 in the sum of \$113,111.45 were approved.

Agenda Item No. 4: Discussion, consideration and potential action on Holiday Luncheon.

Michelle inquired if the board wanted to hold a holiday luncheon in December 2021 given the ongoing pandemic. The board advised that they were still interested in hosting a Holiday luncheon for the employees that they would host and cover the cost thereof. The board directed the general manager that due to the pandemic that the luncheon should be limited to the District staff and board members. The luncheon will be scheduled to occur immediately after the December 2021 board meeting.

Agenda Item No. 5: Discussion, Consideration and Potential Action to Increase the Salary of the General Manager to Step 2, at an annual salary of \$100,932.00.

The board discussed that based upon the positive performance evaluation of the general manager that a raise was in order. Upon a motion made by Charles Mayer, seconded by Charles Mayer, and unanimously carried, the board authorized and approved an increase in the annual salary of the general manager, Michelle Dempsey, to Step 2, at an annual salary of \$100,932.00, effective October 1, 2021.

Agenda Item No. 6: District Activity to Date.

Jacob presented the District's mosquito activity through October 1, 2021, which included setting of 1,195 traps, testing 304 mosquito pools, which resulted in 85 pools positive for West Nile Virus, identification of seven human cases of West Nile virus in Tulare County, of which three individuals positive for West Nile Virus resided within the District, and all of the District's sentinel chickens have tested positive for West Nile Virus.

Agenda Item No. 7: Discussion and Consideration on Compensation Plan Review.

Michelle advised the board that this winter she intended to conduct a salary survey and inquired if the board had any instructions or directives related to said salary survey. Charles Mayer advised that he has considered and drawn some notes related to a salary survey, and will meet privately with the general manager to discuss his thoughts, recommendations and suggestions. The board decided to table this discussion until the next board meeting and consider the issue after the discussion and input of Charles Mayer and general manager.

Agenda Item No. 8: Manager's Report.

- a. COVID-19 Fiscal Relief for Special Districts - Michelle advised the board that the District submitted an application for grant funding for unexpected expenses as a result of Covid-19 pandemic in the sum of \$62,312.00, and will provide the board with any funding assistance secured at a later date.
- b. Seasonal Layoffs - Michelle advised the board that the seasonal Qwink employees last day was October 8, 2021, and the seasonal 1 Ton Drivers last day will be October 15, 2021.
- c. Winter Hours - Michelle advised the Board that commencing on November 1, 2021, the District will move to a modified schedule for all employees of four ten hour days, with the District closed on Fridays.

Agenda Item No. 9: Meeting Adjourned.

There being no further business to come before the board, upon a motion duly made by Pat Nunes, seconded by Robert Uchita, and unanimously carried, the meeting was adjourned at 1:59 p.m.

SECRETARY