

**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

