

BOARD OF TRUSTEES

Craig Smith
City of Tulare
Robert Uchita
County of Tulare
Robert Clark
County of Tulare
Stan Creelman
County of Tulare
Charlie Pitigliano
County of Tulare
Charles Mayer
City of Visalia

TULARE MOSQUITO ABATEMENT DISTRICT

District Headquarters: Mefford Field - Tulare
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www.tularemosquito.com

GENERAL MANAGER
Michelle Dempsey
OPERATIONS DIRECTOR
Jacob Davis



The Tulare Mosquito Abatement District Board of Trustees Special Meeting will be held on Friday, December 16, 2022 at 11:00 a.m. at the District office located at Mefford Field 6575 Dale Fry Rd, Tulare, CA

AGENDA

1. Citizen Comments: At this time the Board of Trustees will take input from citizens on items they wish to address that are within the Board's jurisdiction. However, the Board cannot legally discuss or take action at this meeting on comments received.
2. Review Minutes of the November 08, 2022 Board of Trustee Meeting
3. Payment of Check Numbers **7041 - 7055**
Payment of Direct Deposit Numbers **DD 1484 - DD 1495**
Electronic Fund Transfers (EFTPS) from Union Bank to the IRS and EDD for Social Security, Medicare, Federal and State Tax Payments. E Debit payments from the District's Union Bank account. Claim number **21942** Transfer of Funds from Tulare County Fund #778 to the District's Union Bank Account # *****4408.
4. Discussion, Decision and Action to file 2022 Warrant Return and start 2023 Warrant
5. Discussion, Decision and Action to approve New District Policy Handbook
6. Discussion, Decision and Action to approve Changing Dental, Vision & Life Insurance
7. Discussion, Decision and Action to approve purchase of Surveillance Drone
8. Manager's Report
 - a. US Bank 3rd Qtr Rebate Check
 - b. Certification Test Results
9. Meeting Adjourned

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 8th DAY OF NOVEMBER 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, Craig Smith, Robert Uchita and Chuck Mayer. Stan Creelman 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 October 11, 2022 Board of Trustee Board Meeting.

The minutes of the meeting held on October 11, 2022, were presented to the board in writing and reviewed. Upon a motion made by Charles Mayer, seconded by, Robert Uchita, and unanimously carried, the minutes of the board meeting held on October 11, 2022, were approved as presented.

Agenda Item No. 3: Payment of Check Number 7020 - 7040, Payment of Direct Deposit Numbers DD 1472 - DD 1483; 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 21941 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 7020 - 7040, payment of direct deposit numbers DD 1472 - DD 1483, 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 21941 in the sum of \$162,420.22, 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 Charles Mayer, and unanimously carried, the Union Bank checking account, check numbers 7020 - 7040, payment of direct deposit numbers DD 1472 - DD 1483, 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 21941 in the sum of \$162,420.22 were approved.

Agenda Item No. 4: Welcome New Board of Trustee Craig Smith.

Michelle introduced Craig Smith as the newest member of the board, and then the rest of the board provided short introductions of themselves to Craig Smith.

Agenda Item No. 5: Reorganization of the Board.

With the resignation of Pat Nunes, a vacancy in the office of Secretary was created and needed to be filled. After some discussion, upon a motion made by Chuck Mayer, seconded by Craig Smith, and unanimously carried, the board elected Stan Creelman to serve as Secretary of the board.

Agenda Item No. 6: Discussion and Decision on Policy Manual Review.

Michelle reviewed with the board the status of the Policy Manual review and advised that a revised Policy Manual for the District would be placed on the agenda for review, consideration and action in the next couple of months.

Agenda Item No. 7: Discussion, Decision and Action to Approve December Special Meeting and Holiday Luncheon.

Michelle discussed with the board the timing of the District's meeting for December 2022, and suggested that the District hold a special meeting on December 16, 2022, to occur just prior to the District's holiday luncheon. The board directed the Michelle to schedule a special meeting for December 2022, at 11:00 a.m., with the District holiday luncheon to follow at noon.

Agenda Item No. 8: District Activity to Date.

Jacob provided an overview of the District's activity to date. He advised that the employees were now working on off-season projects such as repairing and maintaining equipment.

Agenda Item No. 9: Manger's Report

- a. SDRMA - Michelle advised that the District was in receipt of the scholarship funds that were awarded to Sheri Davis.
- b. SDRMA - CIP Credit for no paid claims 2021-2022 - Property/Liability - Michelle provided board with October 18, 2022 correspondence advising that the District received one credit incentive point (CIP) for having no "paid" claims for 2021/2022.
- c. Board of Trustees Update - Michelle updated that board on current terms, and Robert Clark announced that he would not be seeking reappointment to the board upon the end of his term.

Agenda Item No. 10: Meeting Adjourned.

There being no further business before the board, upon a motion duly made by Robert Clark, seconded by Robert Uchita, and unanimously carried, the meeting was adjourned at 2:00 p.m.

SECRETARY

Agenda Item #3

Expenses	11/15/2022		Expenses
Union			
Check #'s			
EFTPS			
E Debits			
	Full Time Employees		
DD1484	Michelle Dempsey		3,906.38 6001
DD1485	Jacob Davis		3,130.01 6001
DD1486	Jorge Lopez		2,378.96 6001
DD1487	Quirino Valencia		2,421.79 6001
DD1488	Victor Zamora		2,479.41 6001
DD1489	Sheri Davis		2,653.73 6001
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT	1,002.65 6004
7046	Choice Builders	Monthly premium for employee Dental Vision & Life Insurance	1,079.23 6004
7041	Charlie Pitigliano	Board Meeting 11/08/2022	100.00 6008
7042	Charles Mayer	Board Meeting 11/08/2022	100.00 6008
7043	Bob Clark	Board Meeting 11/08/2022	100.00 6008
7044	Bobby Uchita	Board Meeting 11/08/2022	100.00 6008
7045	Craig Smith	Board Meeting 11/08/2022	100.00 6008
EFTPS	CalPERS (Employee)	Employee Additional 457 Roth	475.00 6011
EFTPS	CalPERS (Employee)	Employee Additional deferred contribution	400.00 6011
EFTPS	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	3,498.19 6011
EFTPS	Union Bank	Federal Inc Tax. Empe,Empr Medicare & SS	5,187.48 6012
7047	Jorgensen Company	Annual Fire Extinguisher Service	126.25 7021
7048	G.V. Burrows	Vehicle Fuel - 173.5 gallons Gallons	889.69 7022
7049	Calif. Special Dist. Assoc. (CSDA)	Annual Membership Dues 2023	5,281.00 7027
7050	McCormick, Kabot & Lew	Emails regarding personnel issue - Unemployment Appeal	2,172.50 7043
7051	City of Tulare	Land Rent	774.00 937.38 7062
		Water & Refuse Pickup Service	163.38 7081
E debit	Union Bank	Direct Deposit Fee	10.50 7036
			38,530.15

EXPENSES	11/30/2022	6001	Transfer Funds from Salaries and Benefits FY 22/23 Budget	73,811.18
		7000	Transfer Funds from Services and Supplies FY 22/23 Budget	17,674.23
				91,485.41

Check #'s

				Expenses
EFTPS				
E Debits	Full Time Employees			
DD1490	Michelle Dempsey			3,906.39 6001
DD1491	Jacob Davis			3,130.01 6001
DD1492	Jorge Lopez			2,378.95 6001
DD1493	Quirino Valencia			2,421.79 6001
DD1494	Victor Zamora			2,479.41 6001
DD1495	Sheri Davis			2,653.74 6001
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT		1,002.65 6004
EFTPS	CalPERS (Health)	Monthly Health Premium - October 2022		16,826.84 6004
7052	AFLAC (Employee)	Employee Additional Health Pre-Tax	300.32	337.92 6004
		Employee Additional Life After Tax	37.60	6004
EFTPS	CalPERS (Employee)	Employee Additional 457 Roth		475.00 6011
EFTPS	CalPERS (Employee)	Employee Additional deferred contribution		400.00 6011
EFTPS	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees		3,498.19 6011
EFTPS	Union Bank	Federal Inc Tax. Empe,Empr Medicare & SS		5,187.46 6012
7053	Safety Kleen Systems, Inc.	Annual Drain Clean Out		899.74 7001
7054	G.V. Burrows	Invoice #118207 - 67.5 gallons gasoline		329.81 7022
E debit	Union Bank Charges	11/30/2022 Statement		353.55
		S.C. Edison Monthly electric bill	266.77	7081
		SoCalGas Monthly gas bill	21.28	7081
		Direct Deposit Fee	10.50	7036
		Union Bank - Positive Pay monthly maintenance fees	55.00	7036
7055	U.S.Bank Charges & Credits	11/18/2022 Statement		6,673.81
		99 Cent Only Stores	38.96	7001
		Upholstery Cleaner, Screw Drivers, Scrub Brushes, etc.		7001
		Walmart	10.79	7001
		Degreaser		7001
		Tractor Supply	21.49	7001
		Chicken Feed		7001.1
		PSI Testing Services	175.00	7001
		Drone Part 107 Knowledge Test		7001
		Arborchem Products	885.73	7001
		Backpack Sprayers (x2), O Ring Kits (x4)		7001
		ESRI	200.00	7001
		Online Service Credits		7004
		YOSEMITE LINEN	848.90	7005
		Employee Uniforms/Laundry - October		7005
		Verizon Wireless	228.32	7005
		Office and Field Phones		7005
		Carmine	339.83	7005
		Monthly Tier for GPS - November		7005
		STREAMLINE	200.00	7005
		Monthly Website September		7005
		AT&T	10.60	7009
		Monthly Faxline		7009
		Culligan	23.25	7021
		Bottled Water		7021
		C.P. Phelps	75.76	7021
		Front Brake Pads - Truck #5		7021
		Big Brand Tires	270.33	7021
		Tire - Truck #5		7021

Carroll's Tire Warehouse	New Tire - Truck #6 & #8	311.47	7021
Amazon.com	Spray Hose - 500'	1,263.87	7021
<u>Amazon.com</u>	<u>Cabin Air Filters</u>	103.92	7021
Cline's Business Equip.	Copy count - C220 - 10/4 - 11/3/2022	30.00	7036
Cline's Business Equip.	Copy count - C308 - 10/4 - 11/3/2022	34.11	7036
Cline's Business Equip.	IT Services - Nov & Dec	120.00	7036
UNWIRED	Monthly Internet 11/22/22-12/21/22	125.97	7036
<u>Amazon.com</u>	<u>USB Card Reader & Cable, Tape, Stationery, etc.</u>	97.31	7036
<u>MVCAC</u>	<u>Annual Conference Registration - Jacob</u>	375.00	7066
Marriott Anaheim	CalPERS Conference Hotel	782.34	7074
<u>Marriott Anaheim</u>	<u>Meals - Sheri</u>	100.86	7074

\$ 52,955.26

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race, including but not limited to, hair texture and protective hairstyles), religion (including religious dress and grooming practices), color, gender (including gender identity, gender expression and transgender), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state and/or local law, ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the District prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates District policy, Federal law, and State law.

1001.8. HARASSMENT PREVENTION

The District's policy prohibiting harassment applies to all persons involved in the operation of the District. The District prohibits harassment, disrespectful or unprofessional conduct by any employee of the District, including board members and officers, GENERAL MANAGER, supervisors, managers, and co-workers. The District's anti-harassment policy also applies to vendors, suppliers, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- 1001.8.1.** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- 1001.8.2.** Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- 1001.8.3.** Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;

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behaviors; deliberately humiliating a person; denying advancement; and stealing work credit.

Generally, bullying involves:

- 1001.8.7.** Written, verbal, graphic, or physical acts (including electronically transmitted content, such as using the Internet, a cell phone, a personal digital assistant (PDA), or a wireless handheld device);
- 1001.8.8.** Behavior that substantially interferes with work, opportunities, and benefits of one or more employees, sometimes through actual sabotaging of work;
- 1001.8.9.** Behavior that adversely affects an employee's ability to function at work by placing the employee in reasonable fear of physical harm or by causing emotional distress.

Because bystander support can encourage harassment, abusive conduct, and bullying, the District also prohibits both active and passive support for these acts. Employees should either walk away from these acts when witnessed or attempt to stop them. In either case, employees should report incidents to a manager or supervisor, or to Board. Those who engage in harassment, abusive conduct, bullying, or retaliation for complaints about harassment will be subject to appropriate discipline up to and including termination of employment.

1001.9. NON-DISCRIMINATION

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations. The District prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of the District, including supervisors and coworkers. Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations as defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

1001.10. ANTI-RETALIATION

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The District encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to management so the District can address the complaint.

When the District receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. The District will reach reasonable conclusions based on the evidence collected.

The District will maintain confidentiality to the extent possible; however, the District cannot promise complete confidentiality. The District's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

1001.12.1. Responded to in a timely manner;

1001.12.2. Kept confidential to the extent possible;

1001.12.3. Investigated impartially by qualified personnel in a timely manner; the right to have a representative present during the investigative interview will be provided to the accused employee(s), as disciplinary action could result from the investigation;

1001.12.4. Documented and tracked for reasonable progress;

1001.12.5. Given appropriate options for remedial action and resolution; and

1001.12.6. Closed in a timely manner and have findings/conclusions timely communicated to the Parties.

If the District determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The District will also take appropriate action to deter future misconduct.

Any employee determined by the District to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up

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Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.

1001.17.2. If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.

1001.17.3. The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: \$1.00 for the first page, \$.25 each additional page. Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

1001.18. RESERVE POLICY

Tulare Mosquito Abatement District shall maintain reserve funds from existing unrestricted funds as designated by the Reserve Policy. This policy establishes the procedure to achieve the following specific goals:

1001.18.1. Fund replacement and major repairs for the District's physical assets.

1001.18.2. Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support.

1001.18.3. Fund capital improvements.

1001.18.4. Maintain minimal operational sustainability in periods of economic uncertainty.

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2002.16.13. Christmas Day (December 25)

2002.16.14. New Year's Eve (December 31)

When a holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day named. When the holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day named.

2002.17. COMPENSATION FOR WORK ON PAID HOLIDAYS

Full time and probationary employees assigned to work on holidays shall receive compensating time off or pay for the holiday worked. Compensation shall be double the employees' normal rate of pay for the holiday worked or the employee will be granted another day off for the missed holiday.

2002.18. DISTRICT TRAVEL / EXPENSE REIMBURSEMENT POLICY

In addition to salaries and other benefits provided herein, any official or employee of the District shall receive their necessary traveling expenses and necessary personal expenses while on District business. Tulare Mosquito Abatement District is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards. Further, the District recognizes that, for the benefit and in the interests of the District, it is necessary for staff and board members to attend meetings and to travel in order to conduct District business.

District employees and board members shall be reimbursed for all legitimate expenses incurred for attending any meetings or in making any trips on official business authorized by the Board. Meals and incidental expenses may be provided as a cash advance per diem as listed on the U.S. General Services Administration (GSA) website. For travel exceeding a single day, the per diem rate shall be set at the GSA rate for the destination city. Reimbursement of expenditures in excess of the GSA per diem rates will require verification by way of receipt and explanation submitted to the District Manager for approval.

At the discretion of the District Manager, with the attendee notified prior to the trip, an expense report & documentation may be required.

Reimbursement for the cost of the use of a personal vehicle shall be based on total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

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Full time employees who are subpoenaed to appear as witnesses in behalf of the State of California or any of its agencies may be granted leave of absence with pay from their assigned duties until released. The employee shall remit all fees received for such appearances to the District within thirty (30) days from the termination of his/her services. Compensation for mileage or subsistence allowance shall not be considered as a fee and shall be retained by the employee.

2006.6. LEAVE FOR ATTENDANCE AT INDUSTRIAL ACCIDENT OF COMMISSION OR RELATED PHYSICAL EXAMINATIONS

Employees who have been injured in the course and scope of their employment with the District and who are required as a result of such injury, to be absent from duty to take physical examinations required by the District's Worker's Compensation Insurer or the Industrial Accident Commission or to attend hearings of the Industrial Accident Commission may be granted leave with pay for such absences by the District Manager when he/she determines such absences are in the best interest of the District and only if the employee is in pay status at the time of the scheduled examination or hearing. Applications for such leaves of absences shall be filled in advance.

2006.7. PAID FAMILY LEAVE (PFL)

PFL is a partial wage replacement insurance benefit for employees funded through employee payroll deductions and administered by California's Employment Development Department (EDD). It is not an entitlement to a leave of absence from an Agency. This program provides short term benefits to eligible employees who suffer from a loss of wages when they need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner, or to bond with a new foster/adopted minor child.

PFL provides up to 60% to 70% (depending on income) of wage replacement up to a maximum of 8 weeks to bond with a newborn baby, newly adopted or foster child or to care for a parent, spouse, child or State registered domestic partner with a serious health condition. There is no waiting period.

For more information visit: www.edd.ca.gov.

2006.8. Pregnancy Disability Leave (PDL)

The California Fair Employment Housing Act's (FEHA's) Pregnancy Disability Leave Law (PDL) allows employees an unpaid leave of absence when an employee is disabled by pregnancy,

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An employee may choose to use accrued vacation, sick leave, or any other accrued time off.

If an employee is disabled as the result of a condition related to pregnancy, childbirth, or associated medical conditions and requests reasonable accommodation upon the advice of her health-care provider, the District will provide reasonable accommodation. As an accommodation, and with the advice of her physician, an employee can request transfer to a less strenuous or less hazardous position for the duration of the pregnancy.

2006.9. CRIME VICTIM'S LEAVE

An employee who is a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if they are the crime victim's spouse, parent, child, or sibling.

The absence from work must be to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. The employee must provide reasonable advance notice of the need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid unless paid time off is taken.

Source: CA Labor Code 230.2

2006.10. DAY OF REST

All California employers shall not work a non-exempt employee more than six days in seven.

Source: CA Labor Code 552

2006.11. DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING LEAVE

Employees who are victims of domestic violence, sexual assault, or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time

An employee may request leave for any of the following purposes:

2006.11.1. To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;

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If work time remains after any day of jury selection or jury duty, employees are expected to return to work for the remainder of their work schedule.

Employees will be paid for the first three days of Jury Duty up to once in a calendar year. If an employee is required to service more than three days on Jury duty, the employee may use vacation, for time taken responding to a jury summons or serving on a jury. If an employee is required to serve more than five (5) working days of jury duty, at the employee's request, the District will provide the employee with unpaid leave. Employees must provide the District with a copy of proof of service received by court in which they serve.

Source: CA Labor Code 230 (a) and 230 (b)

2006.13. MILITARY LEAVE

The District will provide military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable California Military and Veteran's Labor codes.

Uniformed Service(s) shall include Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services, Army National Guard and Air National Guard.

Uniformed Service(s) includes active duty, active duty for training, inactive duty training (such as drills), initial active-duty training, and funeral honors duty performed by the National Guard and reserve members, and the period for which a person is absent from employment for an examination to determine fitness to perform any such duty.

Job protection

2006.13.1. The employee is deemed to be on a furlough or unpaid leave of absence during the period of leave.

2006.13.2. Establishes a five-year cumulative total Military Leave with a single employer, with certain exceptions:

2006.13.2.1. Once the employee has used their five-year cumulative total of Military Leave, they are still allowed Military Leave for call-ups during emergencies, reserve drills, and annually scheduled active-duty training.

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The District will provide eligible employees with school appearance leave to attend disciplinary meeting(s). Before taking the time off, the employee must provide the employer with reasonable notice of the need to take time off.

Source: CA Labor Code 230.7

2006.15. SICK LEAVE (KINCARE)

Employees shall be granted sick leave in accordance with California's KinCare law. An employee may use up to one-half (1/2) of their available annual accrual of sick leave in a calendar year for the following reasons:

2006.15.1. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:

2006.15.1.1. Child, including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis (This definition of child is applicable regardless of age or dependency status)

2006.15.1.2. Spouse or Registered Domestic Partner

2006.15.1.3. Parent, including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child

2006.15.1.4. Grandparent

2006.15.1.5. Grandchild

2006.15.1.6. Sibling

2006.15.2. For an employee who is a victim of domestic violence, sexual assault, or stalking.

Any additional paid sick leave provided to an employee beyond the use of one-half (1/2) of their annual accrual of sick leave can only be used for the employee's own recovery from illness or injury, diagnosis, care, or treatment of an existing health condition or preventative care.

Source: CA Labor Code 233 and 234

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2008.2.13. Violation of any lawful or reasonable regulation or order made and given by a superior.

2008.2.14. Fraud in securing employment.

2008.2.15. Discourteous treatment of the public or other employees.

2008.2.16. Improper political activity during work hours.

2008.2.17. Endangering the safety of others. ie; using cell phone to text OR talk while driving

2008.2.18. Unauthorized use of District equipment ie; leaving designated zone without authorization

2008.2.19. Harassment.

2008.2.20. Violation of rules of the road including vehicle code violation.

The District will determine the type of discipline issued to an employee based on many factors. If an employee commits an egregious act, the District can move directly to termination of employment. While not exhaustive, the following list are egregious, and the District implements a zero-tolerance policy when dealing with:

2008.2.21. Workplace Violence

2008.2.22. Harassment

2008.2.23. Bullying

2008.2.24. Discrimination

2008.2.25. Retaliation

2008.2.26. Theft

2008.2.27. Fraud

If an employee is found to have committed an of the above actions, they may be subjected to immediate termination.

2008.3. GRATUITIES

No employee of Tulare Mosquito Abatement District shall solicit or accept any gratuity for services rendered.

2008.4. PERSONS BY WHOM DISCIPLINARY ACTION MAY BE TAKEN

Tulare Mosquito Abatement District

POLICY HANDBOOK

POLICY TITLE: OPERATIONS
POLICY NUMBER: 3001

3001.1. HEALTH AND SAFETY

Every employee is responsible for the safety of him or herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety-conscious at all times.

In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees or interested parties in the District's office.

In compliance with Proposition 65, the District will inform employees of any known exposure to a chemical known to cause cancer or reproduction toxicity.

3001.2. HOUSEKEEPING

All employees are expected to keep their work areas clean and organized. Common areas such as the lunch room, locker areas and restroom should be kept clean by those using them. Clean up after meals and dispose of trash properly.

Lockers, desks, and vehicles are District property and must be properly maintained. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property to insure compliance, without notice to the employee and/or in the employees' absence.

3001.3. SMOKING POLICY

Smoking is not allowed in the office complex. Please be especially attentive to the sensitivities of fellow employees who may object to smoking. Any employee working in an area in which smoking is permitted who has sensitivity to smoke or is otherwise affected by smoking should contact the District Manager.

3001.4. TIME KEEPING RECORDS

It is the responsibility of every employee to accurately record time worked. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties, less meal periods. The District rounds this time to the nearest one-quarter


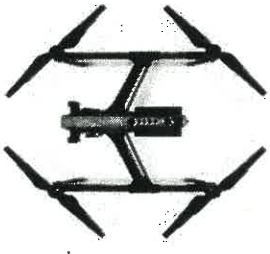
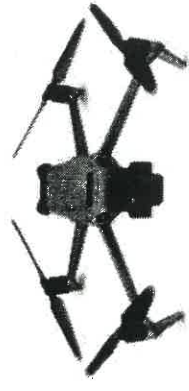
Tulare Mosquito Abatement District

POLICY HANDBOOK

Additionally, employees may authorize certain deductions to be made from their paychecks for reasons such as contributions to CalPERS 457 and/or Roth plans, and Aflac. All deductions, whether they are legally required or voluntary, are itemized on each employee's paycheck stub.

3001.7. DISTRICT OPERATIONAL RULES

Specific rules for employees to follow in performance of duties are included in District Operational Rules. Employees will certify their acceptance of these rules upon execution of the Acknowledgement of District Operational Rules.

Drone	Phantom 4 Pro	Inspire 2	Mavic 3
			
Base Price	\$1,499	\$2,999	\$2,199
Fly More Package	\$1,999	\$6,198	\$2,999
Flight Time	30 Minutes	23-27 minutes	34 minutes
Range	7000 meters	7000 meters	10000 meters
Weight	3 lbs	7.58 lbs	1.97 lbs
Size	11.4 x 11.4 x 7.7 inches	16.8 x 12.5 x 16.7 inches	13.7 x 11.1 x 4.2 inches
Max Speed	45 mph	58 mph	42.5 mph
Obstacle Avoidance	5 Directions	6 Directions	5 Directions
Megapixels	20 MP	20 MP	20 MP
Video Megapixels	4K	5.2K	5.1K

Manager's Report



ational Association
4000 West Broadway
Robbinsdale, MN 55422
763-971-1111

 * The payment terms for U.S. Bank are Net 28 unless contracted otherwise. To *
 * reduce the receipt time on your payments, email your account information to *
 * CorporatePayablesNewVendorGroup@usbank.com and begin receiving your *
 * payments via ACH! Questions, please contact Customer Service at 763-971-1111. *

No. 7006624

Check Date: 11/25/2022

TULARE MOSQUITO ABATEMENT DISTRICT, 6575 DALE FRY RD, TULARE CA 93274

Description	Date	Gross Amount	Discount Amount	Net Amount Paid
ECR163310922 US Bank Corp Card NASPO Contract payment for spend in Q(3) Year(2022). Contract Payment ID 16331. ATTN Card Admin. Questions contact RM Kaylissa Voie at Email kaylissa.voie@usbank.com	11/21/22	\$327.04	\$0.00	\$327.04
Totals		\$327.04	\$0.00	\$327.04

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