

BOARD OF TRUSTEES

Pat Nunes
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
6575 Dale Fry Rd Tulare, CA 93274
PH (559) 686-6628 FAX (559) 686-2013
Email: TulareMosquito@gmail.com
www.tularemosquito.com

GENERAL MANAGER
Michelle Dempsey
OPERATIONS DIRECTOR
Jacob Davis



The Tulare Mosquito Abatement District Board of Trustees regular Meeting will be held on Tuesday, November 9th, 2021 at 1:00 p.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 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 October 12th, 2021 Board of Trustee Meeting
3. Payment of Check Numbers 6705 - 6729
Payment of Direct Deposit Numbers DD1319 - 1330
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 21929 Transfer of Funds from Tulare County Fund #778 to the District's Union Bank Account # *****4408.
4. SDRMA Property/Liability Program Refund Check
5. Discussion and consideration on District Activity to Date
6. Discussion and consideration on Compensation Plan Review
7. Discussion, consideration and potential action on December Meeting Time
8. Manager's Report
 - a. MVCAV Quarterly Meeting
 - b. National Pest Management Association (NPMA) Conference
 - c. Board of Trustee Creelman reappointment update
9. Meeting Adjourned

Agenda Item #2

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 Stan Creelman, 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

EXPENSES 10/15/2021

Agenda Item #3

Union
Check #'s
EFTPS
E Debits

Expenses

Full Time Employees

DD1319	Michelle Dempsey		2,855.22	6001
DD1320	Jacob Davis		2,211.76	6001
DD1321	Andrew Conard		1,836.07	6001
DD1322	Armando Gonzalez		2,040.49	6001
DD1323	Quirino Valencia		1,844.94	6001
DD1324	Victor Zamora		2,113.98	6001
6705	Sherry Laskie		775.91	6001

Part Time Employees

6706	Jesse Carver		1,356.51	6005
6707	VOID	Positive Pay missed	-	
6708	VOID	Positive Pay missed	-	
6709	John Coleman		882.33	6005
6710	Rene Rodriguez		882.32	6005
6711	David Servi		1,427.44	6005
6712	Quirino Valencia III		1,026.62	6005
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT	849.78	6004
6713	Choice Builders	Monthly premium for employee Dental Vision & Life Insurance	1,363.23	6004
6714	Stan Creelman	Board Meeting 10/12/2021	100.00	6008
6715	Charles Mayer	Board Meeting 10/12/2021	100.00	6008
6716	Pat Nunes	Board Meeting 10/12/2021	100.00	6008
6717	Charlie Pitiigliano	Board Meeting 10/12/2021	100.00	6008
6718	Bob Uchita	Board Meeting 10/12/2021	100.00	6008
EFTPS	CalPERS (Employee)	Employee Additional 457 Roth	475.00	6011
EFTPS	CalPERS (Employee)	Employee Additional deferred contribution	950.00	6011
EFTPS	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	2,933.10	6011
EFTPS	Union Bank	Federal Inc Tax. Empe, Empr Medicare & SS	5,530.20	6012
6719	G.V. Burrows, Inc.	Vehicle Fuel - 681.2 Gallons	2,701.70	7022
6720	CA Special Districts Assoc.	Annual membership renewal for 2022	4,913.00	7027
6721	Rene Rodriguez	Bank fees for returned Payck due to missed Positive Pay	12.00	7036
6722	John Coleman	Bank fees for returned Payck due to missed Positive Pay	25.00	7036
6723	McCormick, Kabot, Jenner & Lew	Board Meeting 10/12/2021	300.00	7043
6724	City of Tulare	Land Rent	774.00	933.25
		Water & Refuse Pickup Service	159.25	7081
E debit	Union Bank	Direct Deposit Fee		10.50

40,750.35

EXPENSES 10/31/2021

6000	Transfer Funds from Salaries and Benefits FY 21/22 Budget	84,906.96
7000	Transfer Funds from Services and Supplies FY 21/22 Budget	33,500.62
		<u>118,407.58</u>

Union
Check #'s

Expenses

EFTPS	E Debits			
DD1325	Michelle Dempsey		2,855.22	6001
DD1326	Jacob Davis		2,211.76	6001
DD1327	Andrew Conard		1,836.08	6001
DD1328	Armando Gonzalez		2,040.50	6001
DD1329	Quirino Valencia		1,844.95	6001
DD1330	Victor Zamora		2,113.99	6001
6725	Sherry Laskie		628.27	6001
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT	671.69	6004
EFTPS	CalPERS (Health)	Monthly Health Premium - Nov 2021	17,290.25	6004
6726	AFLAC (Employee)	Employee Additional Health Pre-Tax	712.98	750.58
		Employee Additional Life After Tax	37.60	
EFTPS	CalPERS (Employee)	Employee Additional 457 Roth	475.00	6011
EFTPS	CalPERS (Employee)	Employee Additional deferred contribution	950.00	6011
EFTPS	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	2,905.02	6011
EFTPS	Union Bank	Federal Inc Tax. Empe,Empr Medicare & SS	4,050.88	6012
6727	G.V. Burrows	(6) - 6 gallon Havoline Syn 5W30	155.01	1,982.00
	G.V. Burrows	Vehicle Fuel - 460.4 Gallons	1,826.99	7022
6728	Giotto's Alarm-Tech Inc.	Replaced control battery		75.91
E debit	Union Bank Charges	10/31/2021 Statement		473.61
		S.C. Edison	389.63	7081
		SoCalGas	18.48	7081
		Direct Deposit Fee	10.50	7036
		Union Bank - Positive Pay monthly maintenance fees	55.00	7036

Union
 Check #'s 10/31/2021

6729	U.S.Bank Charges & Credits	10/18/2021 Statement	12,084.95
	STREAMLINE	Monthly Website	200.00
	YOSEMITE LINEN	Employee Uniforms/Laundry	693.04
	Carmine	Monthly Tier for GPS	339.83
	Home Depot	Gate latch	8.12
	Amazon.com	200 blue masks/100 black masks	117.91
	Tractor Supply	chicken feed	51.87
	Verizon Wireless	Ipads #1-9	360.09
	Verizon Wireless	Field Phones	42.94
	Verizon Wireless	Office Phones	111.04
	AT&T	Monthly Faxline	10.60
	WalMart	Household supplies	45.01
	Costco	Household supplies	97.68
	Culligan	Water	15.50
	Uline	4-Aluminum Pallets @\$319 ea	1,504.56
	Plastic Mart	50 gal Tank/Steel Band/7 gal Tank	3,971.44
	King Pumps, Inc.	(4)Flojet Demand Pump @ \$171.72 ea.	762.87
	Gemplers	4 -Backpack sprayers @ \$274.99 ea	1,281.45
	Amazon.com	1 pair-Hydraulic Car Ramps	259.79
	NPMA	Membership-Jul 1, 2021- Jun 30, 2022	250.00
	Amazon.com	Paper trimmer/Cutting blades/Roller	67.94
	Amazon.com	Pack tape/address labels/Add Tape Rolls	100.39
	Amazon.com	Desk Calendars/W-2 tax forms	59.25
	USPS	CalPers-Certified Mail	8.16
	UNWIRED	Monthly Internet	125.97
	NPMA - PestWorld	2021 Conference Registration-Jacob	615.00
	NPMA - PestWorld	2021 Conference Registration-Michelle	565.00
	NPMA - PestWorld	2021 Confer. Regist. Deposit-Jacob	209.75
	NPMA - PestWorld	2021 Confer. Regist. Deposit-Michelle	209.75
		Total	<u>55,240.66</u>

CAL CARDS - MONTHLY BILLING

Statement Date: **Oct 18th, 2021**

Payable to US Bank

Documents/CalCardBillin:

Category	Company	Description	Amount	USER ID
7001	STREAMLINE	Monthly Website	200.00	...9275
7001	YOSEMITE LINEN	Employee Uniforms/Laundry	693.04	...9275
7001	Carmine	Monthly Tier for GPS	339.83	...9275
7001	Home Depot	Gate latch	8.12	...1621
7001	Amazon.com	200 blue masks/100 black masks	117.91	...9275
7001	Tractor Supply	chicken feed	51.87	...9275
7001	Verizon Wireless	Ipads #1-9	360.09	...9275
7001	Verizon Wireless	Field Phones	42.94	...9275
7005	Verizon Wireless	Office Phones	111.04	...9275
7005	AT&T	Monthly Faxline	10.60	...9275
7009	WalMart	Household supplies	45.01	...9275
7009	Costco	Household supplies	97.68	...9275
7009	Culligan	Water	15.50	...9275
7021	Uline	4-Aluminum Pallets @\$319 ea	1504.56	...8532
7021	Plastic Mart	50 gal Tank/Steel Band/7 gal Tank	3971.44	...8532
7021	King Pumps, Inc.	(4)Flojet Demand Pump @ \$171.72 ea.	762.87	...1621
7021	Gemplers	4 -Backpack sprayers @ \$274.99 ea	1281.45	...9275
7021	Amazon.com	1 pair-Hydraulic Car Ramps	259.79	...9275
7027	NPMA	Membership-Jul 1, 2021- Jun 30, 2022	250.00	...9275
7036	Amazon.com	Paper trimmer/Cutting blades/Roller	67.94	...9275
7036	Amazon.com	Pack tape/address labels/Add Tape Rolls	100.39	...9275
7036	Amazon.com	Desk Calendars/W-2 tax forms	59.25	...9275
7036	USPS	CalPers-Certified Mail	8.16	...9275
7036	UNWIRED	Monthly Internet	125.97	...9275
7066	NPMA -PestWorld	2021 Conference Registration-Jacob	615.00	...1621
7066	NPMA -PestWorld	2021 Conference Registration-Michelle	565.00	...9275
7074	NPMA -PestWorld	2021 Confer. Regist. Deposit-Jacob	209.75	...1621
7074	NPMA -PestWorld	2021 Confer. Regist. Deposit-Michelle	209.75	...9275
			\$ 12,084.95	

User ID Ledger:		Category Breakdown			
Michelle D Jacob Quirino - Shop	...9275	7001	1813.80	7027	250.00
	...1621	7005	121.64	7036	361.71
	...8532	7009	158.19	7066	1180.00
		7021	7780.11	7074	419.50
		Total:		12,084.95	

TULARE MOSQUITO ABATEMENT DISTRICT

FY 21/22 Budget

October 31, 2021

	<i>Appropriations</i>	<i>Expenditures</i>	<i>Remaining</i>
Salaries & Employees Benefits (1000)			
6001 Regular Salaries *	497,000.00	156,781.22	340,218.78
6004 Benefits			
Health Insurance	240,000.00	75,479.67	164,520.33
EDD Unemployment Insurance 6.2% X 7,000 of employees pay	7,500.00	64.32	7,435.68
EDD Disability Insurance 1.2% X of employees salary	8,000.00	2,671.38	5,328.62
EDD Employment Training Tax rate 0%	-		-
Life Insurance	2,000.00	436.08	1,563.92
6005 Extra Help	140,000.00	65,831.34	74,168.66
6008 Directors Fees	7,200.00	1,800.00	5,400.00
6011 Retirement PERS	65,000.00	33,749.87	31,250.13
Classic members 8.65% X Gross Salary			
New Public Employee Pension Reform Act (PEPRA)			
members (7.59% X Gross Pay)			
Unfunded Liability			
6012 Social Security (7.65% of employee pay)	49,000.00	16,811.70	32,188.30
6015 Workers' Compensation Insurance	30,000.00	26,102.00	3,898.00
	<u>1,045,700.00</u>	<u>379,727.58</u>	<u>665,972.42</u>
Services & Supplies (2000)			
7001 Agriculture	375,000.00	72,696.13	302,303.87
7005 Telecommunications	2,000.00	396.78	1,603.22
7009 Household Expense	5,000.00	738.96	4,261.04
7010 Insurance	60,000.00	-	60,000.00
7021 Maintenance of Equipment	30,000.00	10,724.50	19,275.50
7022 Fuel	35,000.00	21,180.92	13,819.08
7024 Maintenance - Bldg & Improvements	10,000.00	75.91	9,924.09
7027 Memberships	18,000.00	15,101.82	2,898.18
7036 Office Expense	18,000.00	3,028.68	14,971.32
7043 Professional & Special Expense	25,000.00	4,500.00	20,500.00
7059 Publications and Legal Notices	500.00	-	500.00
7061 Rents & Leases - Equipment	500.00	-	500.00
7062 Rent & Leases - Bldg & Improvements	12,000.00	3,096.00	8,904.00
7065 Small Tools & Instruments	1,000.00	-	1,000.00
7066 District Special Expense	15,000.00	3,041.00	11,959.00
7074 Transportation & Travel	15,000.00	2,863.09	12,136.91
7081 Utilities	10,000.00	2,302.81	7,697.19
	<u>632,000.00</u>	<u>139,746.60</u>	<u>492,253.40</u>
Other Charges (3000)			
7407 Contributions to other Agencies	2,500.00	-	2,500.00
7425 Taxes & Assessments	38,500.00	-	38,500.00
	<u>41,000.00</u>	<u>-</u>	<u>41,000.00</u>
Fixed Assets (8000-8300)			
Replacement of Copy Machine	12,000.00	3,873.61	8,126.39
Replacement of Gate	11,000.00	-	11,000.00
Clean Air Grant Vehicles	12,000.00	-	12,000.00
Trailer/Tow Dolly	10,000.00	-	10,000.00
Additional Surveillance Vehicle	29,000.00	-	29,000.00
Additional Crew Cab Vehicle	32,000.00	-	32,000.00
	<u>106,000.00</u>	<u>3,873.61</u>	<u>102,126.39</u>
Working Budget	1,824,700.00	523,347.79	1,301,352.21
* Appropriation for Contingencies	273,705.00	-	273,705.00
Total Appropriations	<u>2,098,405.00</u>	<u>523,347.79</u>	<u>1,575,057.21</u>
** General Reserves			
Reserve for Oil Tank Removal & Replacement	100,000.00	-	100,000.00
Reserve for Asphalt Removal & Replacement	150,000.00	-	150,000.00
Reserve for OPEB Liability	1,482,604.00	-	1,482,604.00
Reserve for Property/Building Purchase	3,500,000.00	-	3,500,000.00
Reserve for Emergency Invasive Aedes outbreak	300,000.00	-	300,000.00
Reserve for Replacement of Vehicles/Tablets	225,000.00	-	225,000.00
Total Budget	<u>13,240,509.00</u>	<u>523,347.79</u>	<u>12,717,161.21</u>
Tulare County Account # 778 Balance	6,459,908.67		
Union Bank Account # 2740034408 Balance	<u>261,789.43</u>		
TMAD Current cash balance	<u>6,721,698.10</u>		

* 15% of our Working Budget (Tulare County permits us to carry 15% of our working budget as Appropriations for Contingencies)

** There is no requirement to fund General Reserves at any set amount to be in compliance with the CA Health and Safety Code.

DISTRICT ACTIVITY TO DATE

11/8/2021

MVCAC 2022 Annual Conference and AMCA Annual Meeting

- MVCAC Annual Conference: February 7-February 9 in Sacramento, California
- AMCA Annual Meeting: February 28th-March 4th in Jacksonville, Florida

Fabricating Transfer Tanks

- Will save on chemical waste

Surveillance Information

- Mosquitoes: Set out 1,232 traps and tested 308 mosquito pools. Out of those 308 pools 86 have tested positive for WNV
- 8 WNV+ Humans in Tulare County
 - 3 Human Cases in OUR District
 - 5 Human Cases in DELTA District
- 10 Chickens have tested positive

Service Requests

- Last year to date: 820
- This year to date: 283