

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, October 12th, 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 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 September 14th, 2021 Board of Trustee Meeting**
3. **Payment of Check Numbers 6677 - 6704**  
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 21928 Transfer of Funds from Tulare County Fund #778 to the District's Union Bank Account # \*\*\*\*\*4408.
4. **Discussion, consideration and potential action on Holiday Luncheon**
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**
6. **District Activity to Date**
7. **Discussion and consideration on Compensation Plan Review**
8. **Manager's Report**
  - a. **COVID-19 Fiscal Relief for Special Districts**
  - b. **Seasonal Layoffs**
  - c. **Winter Hours**
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 14<sup>th</sup> DAY OF SEPTEMBER 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, Robert Clark, and Chuck Mayer. Pat Nunes 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 August 10, 2021 Board of Trustee Meeting.

The minutes of the meeting held on August 10, 2021, were presented to the board in writing and reviewed. Upon a motion made by Stan Creelman, seconded by, Charles Mayer, and unanimously carried, the minutes of the meeting held on August 10, 2021, were approved as presented.

**Agenda Item No. 3:** Payment of Check Number 6648 - 6676, 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 21927 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 6648 - 6676, 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 21927 in the sum of \$191,964.14, 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 Robert Uchita, seconded by Robert Clark, and unanimously carried, the Union Bank checking account, check numbers 6648 - 6676, 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 21927 in the sum of \$191,964.14 were approved.

**Agenda Item No. 4:** Report from Chad on Board Health Insurance/Long Term Care.

Chad advised the board that his research indicated that the District has the authority to cover board members on the District health insurance and also long term care coverage, if it desired. Presently the District secures health insurance coverage through CalPers, but does not provide long term care coverage to employees of the District. Upon research with CalPers, Chad was advised that CalPers is not currently accepting applications for enrollment in the CalPers long term care coverage. Chad advised the board that the District could explore long term care coverage through other companies, but the board decided to table this discussion at this time.

**Agenda Item No. 5:** Discussion and decision to accept Resolution 2021-02 CalPers Health Insurance Name Change from PERS Choice to PERS Platinum January 2022.

Michelle presented the board with Resolution 2021-02 to the board. Michelle advised the board that the resolution was necessary due to the name change of the CalPers plan from PERS Choice to PERS Platinum effective January 2022. Upon a motion duly made by Stan Creelman, seconded by Robert Clark, and unanimously carried, the board approved Resolution 2021-02 as presented, and authorized the board president, Charlie Pitigliano, and board secretary, Pat Nunes, to execute the resolution on behalf of the District.

**Agenda Item No. 7:** Manager's Report.

- a. WNV Activity - Michelle reported that to date the District has tested 287 mosquito pools, and the results have returned 81 mosquito pools positive for West Nile Virus. The District has used the results for additional surveillance and treatment. In addition, there have been two (2) human West Nile Virus cases within the District that required hospitalization. Michelle also reported that three of the District's ten sentinel chickens have tested positive for West Nile Virus.
- b. CSDA Annual Conference - Michelle reported that she and Jacob attended the CSDA annual conference in Monterey and learned valuable updates related to the proper internal governance of the District to ensure compliance with the Brown Act and other requirements for special districts.
- c. Board Member Creelman's Renewal of Term - Michelle advised the board that Stan Creelman's term is coming to an end shortly. Stan Creelman advised that he was amenable to reappointment to his seat.

Convene to closed session at 1:25 p.m.

6. Public Employment pursuant to Government Code section 54957  
Personnel Evaluation  
Title: General Manager

Reconvene to open session at 1:54 p.m.

There was no action to report from closed session.

**Agenda Item No. 9:** Meeting Adjourned.

There being no further business to come before the board, upon a motion duly made by Robert Uchita, seconded by Stan Creelman, and unanimously carried, the meeting was adjourned at 1:56 p.m.

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SECRETARY

EXPENSES 9/15/2021

Agenda Item #3

Union  
Check #'s  
EFTPS  
E Debits

Expenses

Full Time Employees

DD1307	Michelle Dempsey		2,725.41	6001
DD1308	Jacob Davis		2,211.76	6001
DD1309	Andrew Conard		1,836.06	6001
DD1310	Armando Gonzalez		2,040.49	6001
DD1311	Quirino Valencia		1,844.93	6001
DD1312	Victor Zamora		2,113.98	6001
6677	Sherry Laskie		766.56	6001

Part Time Employees

6678	Jesse Carver		1,356.50	6005	
6679	John Coleman		1,400.83	6005	
6680	Emilee Flaming		550.92	6005	
6681	Rene Rodriguez		1,400.83	6005	
6682	David Servi		1,427.44	6005	
6683	Quirino Valencia III		1,339.49	6005	
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT	903.62	6004	
6684	Choice Builders	Monthly premium for employee Dental Vision & Life Insurance	1,363.23	6004	
6685	Stan Creelman	Board Meeting 9/14/2021	100.00	6008	
6686	Bob Clark	Board Meeting 9/14/2021	100.00	6008	
6687	Charles Mayer	Board Meeting 9/14/2021	100.00	6008	
6688	Charlie Pitalgliano	Board Meeting 9/14/2021	100.00	6008	
6689	Bob Uchita	Board Meeting 9/14/2021	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	2,888.28	6011	
EFTPS	Union Bank	Federal Inc Tax. Empe,Empr Medicare & SS	5,958.88	6012	
6690	Adapco	Teknar SC (64 GL) - Tote #5	10,050.89	7001	
6691	G.V. Burrows, Inc.	Vehicle Fuel - 781.2 Gallons	3,077.70	7022	
6692	McCormick, Kabot, Jenner & Lew	Board Meeting 9/14/2021	300.00	7043	
6693	City of Tulare	Land Rent	774.00	932.47	7062
		Water & Refuse Pickup Service	158.47	7081	
E debit	Union Bank	Direct Deposit Fee		10.50	7036

48,425.77

**EXPENSES 9/30/2021**

6000	Transfer Funds from Salaries and Benefits FY 21/22 Budget	87,961.35
7000	Transfer Funds from Services and Supplies FY 21/22 Budget	25,150.10
		<u>113,111.45</u>

Union			
Check #'s			<b>Expenses</b>
<b>EFTPS</b>			
<b>E Debits</b>	<b>Full Time Employees</b>		
DD1313	Michelle Dempsey	2,725.42	6001
DD1314	Jacob Davis	2,211.76	6001
DD1315	Andrew Conard	1,836.08	6001
DD1316	Armando Gonzalez	2,040.51	6001
DD1317	Quirino Valencia	1,844.95	6001
DD1318	Victor Zamora	2,113.99	6001
6694	Sherry Laskie	743.68	6001
	<b>Part Time Employees</b>		
6695	Jesse Carver	1,482.32	6005
6696	John Coleman	1,526.64	6005
6697	Rene Rodriguez	1,526.64	6005
6698	David Servi	1,560.81	6005
6699	Quirino Valencia III	1,448.90	6005
<b>EFTPS</b>	CA Emp Dev Dept	UI, ETT, SDI & PIT	948.87 6004
<b>EFTPS</b>	CalPERS (Health)	Monthly Health Premium - Oct 2021	17,724.56 6004
6700	AFLAC (Employee)	Employee Additional Health Pre-Tax	712.98 750.58 6004
		Employee Additional Life After Tax	37.60
<b>EFTPS</b>	CalPERS (Employee)	Employee Additional 457 Roth	475.00 6011
<b>EFTPS</b>	CalPERS (Employee)	Employee Additional deferred contribution	950.00 6011
<b>EFTPS</b>	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	2,883.90 6011
<b>EFTPS</b>	Union Bank	Federal Inc Tax. Empe,Empr Medicare & SS	6,058.14 6012
6701	Adapco	Teknar SC - Tote #6	10,050.89 7001
6702	G.V. Burrows	Vehicle Fuel - 642.7 Gallons	2,526.77 7022
6703	McCormick, Kabot, Jenner & Lew	Conference with Michelle after Board meeting; research Public Utility District Law re benefitis for Trustees	1,050.00 7043
		E-mail from Michelle; telephone conference with Michelle Dempsey re agenda and personal evaluation salary survey	
		Research Cal PERS long term care cost and coverage; telephone conference with Charlie Pitigliano re research of long term; telephone conference with Michelle re health insurance and long term care	
<b>E debit</b>	<b>Union Bank Charges</b>	<b>9/30/2021 Statement</b>	476.58
		S.C. Edison	392.20 7081
		SoCalGas	18.88 7081
		Direct Deposit Fee	10.50 7036
		Union Bank - Positive Pay monthly maintenance fees	55.00 7036

Union  
 Check #'s 9/30/2021

Expenses

6704	U.S.Bank Charges & Credits	9/18/2021 Statement	5,024.82	
	STREAMLINE	Website - June	200.00	7001
	YOSEMITE LINEN	Employee Uniforms/Laundry	866.79	7001
	Carmine	Monthly Tier for GPS	339.83	7001
	Tractor Supply	Chicken feed (3)-50 lb DMR crumt	51.87	7001
	Tractor Supply	Chicken feed (2)-50 lb DMR crumt	34.58	7001
	Avantar	VWR Tube PP Cap Nat 2 ML	78.56	7001
	AT&T	Monthly Faxline	10.60	7005
	Culligan	Water	31.00	7009
	C.P. Phelps	2 - cycle 50 1 oil	8.62	7021
	C.P. Phelps	Toggle Switch, AntiFrz, & windshie	87.66	7021
	Auto Glass Central	Windshield repair for Truck # 8	55.00	7021
	Lowe's	Leather gloves - 8 pair	54.04	7021
	AMCA	Membership - Michelle	155.00	7027
	AMCA	Membership - Jacob	155.00	7027
	Amazon Prime	Prime Membership	128.82	7027
	USPS	(2) 100 ct rolls of stamps	116.00	7036
	Clines Bus. Equipment	IT Service - Aug	60.00	7036
	Clines Bus. Equipment	IT Service - Sept	60.00	7036
	Clines Bus. Equipment	Copy Count	43.97	7036
	Clines Bus. Equipment	Copy Count	30.00	7036
	QuickBooks	Annual subscription	299.95	7036
	QuickBooks	Annual Payroll subscription	650.00	7036
	Costco	storage boxes and copy paper	96.53	7036
	Amazon.com	Format frames and food safe glove	54.08	7036
	UNWIRED	Monthly Internet	125.97	7036
	Downtown Parking Garage	Monterey - CSDA conference	48.00	7074
	Monterey Fish House	CSDA conference-Jacob	53.67	7074
	Sly McFly's	CSDA conference-Jacob	61.88	7074
	Taco Truck	CSDA conference-Jacob	27.53	7074
	McDonald's	CSDA conference-Jacob	13.93	7074
	Rosine's Restaurant	CSDA conference-Michelle	24.02	7074
	Chili's	CSDA conference-Michelle	34.00	7074
	Portola Hotel&Spa Monterey	CSDA conference - Jacob	256.80	7074
	Portola Hotel&Spa Monterey	CSDA conference - Michelle	286.80	7074
	Portola Hotel&Spa Monterey	CSDA conference - Michelle	424.32	7074
	Portola Hotel parking	CSDA conference-Michelle	75.00	7074
	Portola Hotel parking	Credit for parking payment	(75.00)	7074
		Total	<u>69,981.81</u>	

**CAL CARDS - MONTHLY BILLING**

Statement Date: **Sept. 18th, 2021**

**Payable to US Bank**

Documents/CalCardBillin:

Category	Company	Description	Amount	USER ID
7001	STREAMLINE	Website - June	200.00	...9275
7001	YOSEMITE LINEN	Employee Uniforms/Laundry	866.79	...9275
7001	Carmine	Monthly Tier for GPS	339.83	...9275
7001	Tractor Supply	Chicken feed (3)-50 lb DMR crumble	51.87	...9275
7001	Tractor Supply	Chicken feed (2)-50 lb DMR crumble	34.58	...9275
7001	Avantar	VWR Tube PP Cap Nat 2 ML	78.56	...1621
7005	AT&T	Monthly Faxline	10.60	...9275
7009	Culligan	Water	31.00	...9275
7021	C.P. Phelps	2 - cycle 50 1 oil	8.62	...8532
7021	C.P. Phelps	Toggle Switch, AntiFrz, & windshield wa	87.66	...8532
7021	Auto Glass Central	Windshield repair for Truck # 8	55.00	...1621
7021	Lowe's	Leather gloves - 8 pair	54.04	...8532
7027	AMCA	Membership - Michelle	155.00	...9275
7027	AMCA	Membership - Jacob	155.00	...1621
7027	Amazon Prime	Prime Membership	128.82	...9275
7036	USPS	(2) 100 ct rolls of stamps	116.00	...9275
7036	Clines Bus. Equipment	IT Service - Aug	60.00	...9275
7036	Clines Bus. Equipment	IT Service - Sept	60.00	...9275
7036	Clines Bus. Equipment	Copy Count	43.97	...9275
7036	Clines Bus. Equipment	Copy Count	30.00	...9275
7036	QuickBooks	Annual subscription	299.95	...9275
7036	QuickBooks	Annual Payroll subscription	650.00	...9275
7036	Costco	storage boxes and copy paper	96.53	...9275
7036	Amazon.com	Format frames and food safe gloves	54.08	...9275
7036	UNWIRED	Monthly Internet	125.97	...9275
7074	Downtown Parking Garage	Monterey - CSDA conference	48.00	...1621
7074	Monterey Fish House	CSDA conference-Jacob	53.67	...1621
7074	Sly McFly's	CSDA conference-Jacob	61.88	...1621
7074	Taco Truck	CSDA conference-Jacob	27.53	...1621
7074	McDonald's	CSDA conference-Jacob	13.93	...1621
7074	Rosine's Restaurant	CSDA conference-Michelle	24.02	...9275
7074	Chili's	CSDA conference-Michelle	34.00	...9275
7074	Portola Hotel&Spa Monterey	CSDA conference - Jacob	256.80	...1621
7074	Portola Hotel&Spa Monterey	CSDA conference - Michelle	286.80	...9275
7074	Portola Hotel&Spa Monterey		424.32	...9275
7074	Portola Hotel parking	CSDA conference-Michelle	75.00	...9275
7074	Portola Hotel parking	Credit for parking payment	-75.00	...9275

\$ 5,024.82

User ID Ledger:		Category Breakdown	
Michelle D	...9275	7001	1571.63
Jacob	...1621	7005	10.60
Quirino - Shop	...8532	7009	31.00
		7021	205.32
		7027	438.82
		7036	1536.50
		7074	1230.95
		<b>Total:</b>	<b>5,024.82</b>

**TULARE MOSQUITO ABATEMENT DISTRICT**

**FY 21/22 Budget**

**September 30, 2021**

	<i>Appropriations</i>	<i>Expenditures</i>	<i>Remaining</i>
<b>Salaries &amp; Employees Benefits ( 1000 )</b>			
6001 Regular Salaries *	497,000.00	117,233.22	379,766.78
6004 Benefits			
Health Insurance	240,000.00	56,937.57	183,062.43
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	2,117.61	5,882.39
EDD Employment Training Tax rate 0%	-		-
Life Insurance	2,000.00	324.70	1,675.30
6005 Extra Help	140,000.00	59,234.90	80,765.10
6008 Directors Fees	7,200.00	1,300.00	5,900.00
6011 Retirement PERS	65,000.00	30,598.00	34,402.00
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	13,336.17	35,663.83
6015 Workers' Compensation Insurance	30,000.00	26,102.00	3,898.00
	<u>1,045,700.00</u>	<u>307,248.49</u>	<u>738,451.51</u>
<b>Services &amp; Supplies ( 2000 )</b>			
7001 Agriculture	375,000.00	70,882.33	304,117.67
7005 Telecommunications	2,000.00	275.14	1,724.86
7009 Household Expense	5,000.00	580.77	4,419.23
7010 Insurance	60,000.00	-	60,000.00
7021 Maintenance of Equipment	30,000.00	2,789.38	27,210.62
7022 Fuel	35,000.00	16,652.23	18,347.77
7024 Maintenance - Bldg & Improvements	10,000.00	-	10,000.00
7027 Memberships	18,000.00	9,938.82	8,061.18
7036 Office Expense	18,000.00	2,553.97	15,446.03
7043 Professional & Special Expense	25,000.00	4,200.00	20,800.00
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	2,322.00	9,678.00
7065 Small Tools & Instruments	1,000.00	-	1,000.00
7066 District Special Expense	15,000.00	1,861.00	13,139.00
7074 Transportation & Travel	15,000.00	2,443.59	12,556.41
7081 Utilities	10,000.00	1,735.45	8,264.55
	<u>632,000.00</u>	<u>116,234.68</u>	<u>515,765.32</u>
<b>Other Charges ( 3000 )</b>			
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>
<b>Fixed Assets ( 8000-8300 )</b>			
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>
<b>Working Budget</b>	<b>1,824,700.00</b>	<b>427,356.78</b>	<b>1,397,343.22</b>
* Appropriation for Contingencies	273,705.00		273,705.00
<b>Total Appropriations</b>	<b>2,098,405.00</b>	<b>427,356.78</b>	<b>1,671,048.22</b>
<b>** General Reserves</b>	<b>5,384,500.00</b>		<b>5,384,500.00</b>
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
<b>Total Budget</b>	<b>13,240,509.00</b>	<b>427,356.78</b>	<b>12,813,152.22</b>
Tulare County Account # 778 Balance	6,559,802.43		
Union Bank Account # 2740034408 Balance	<u>237,194.91</u>		
<b>TMAD Current cash balance</b>	<b><u>6,796,997.34</u></b>		

\* 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**

10/1/2021

### **WALS**

- Completed last application of the season September 9<sup>th</sup>

### **Surveillance Information**

- Mosquitoes: Set out 1,195 traps and tested 304 mosquito pools. Out of those 304 pools 85 have tested positive for WNV
- 7 WNV+ Humans in Tulare County
- 10 Chickens have tested positive

### **Service Requests**

- Last year to date: 780
- This year to date: 274

## Manager's Report

### A. COVID -19 Fiscal Relief for Special Districts

➤ Filled out application online

○ Asked for \$62,312 for unexpected expenses

#### Disbursement Timeline

Finance will review all applications and calculate the allocations by the first week of November. The allocations will be shared with the SCO, who will then disburse the funds to the county auditor-controllers by the second week of December. Each county auditor controller must allocate the funds to the independent special districts in their county, within 30 days of receipt of funding from the SCO.

Disbursement Timeline*	
Applications open	Friday, October 1, 2021
Applications due	Friday, October 15, 2021
Finance application review and allocation calculation	Friday, November 5, 2021
Submit final allocations to SCO	Friday, November 12, 2021
Submit final allocations to county auditor-controllers	Friday, November 12, 2021
SCO disburses payments to county auditor-controllers	Thursday, December 9, 2021
County auditor-controllers disburse payments within 30 days of receipt of funding	Friday, January 7, 2022

\* Actual dates of timeline may vary.

Final allocations will be posted on this webpage by no later than December 2021.

### B. Seasonal Layoffs

➤ Quink Crew last day October 8<sup>th</sup>

➤ 1 Ton Drivers last day October 15<sup>th</sup>

### C. Winter Hours

➤ Starting November 1<sup>st</sup>