

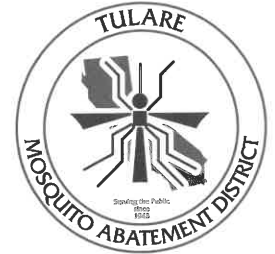
BOARD OF TRUSTEES

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 Meeting will be held on Tuesday, June 14th, 2022 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 May 10th, 2022 Board of Trustee Meeting
3. Payment of Check Numbers 6862 - 6896
Payment of Direct Deposit Numbers DD 1411 - DD 1423
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 21936 Transfer of Funds from Tulare County Fund #778 to the District's Union Bank Account # *****4408.
4. ICW Group Worker's Compensation FY 22/23
5. Discussion, consideration and potential action to accept Change # 31 to the Tulare Mosquito Abatement District Policy Manual which is an adjustment to the District's Compensation Plan to be effective July 1, 2022.
6. Discussion, consideration and potential action to increase the salary of the General Manager to an annual salary of \$131,985, at Step 2, effective July 1, 2022.
7. Review planned Budget and take action to send the FY 22/23 Budget to the Tulare County Auditor
8. Discussion, consideration and potential action on human resource consulting through CSDA
9. District activity to date
10. Manager's Report
 - a. Board of Trustee Chuck Mayer and Pat Nunes Reappointment updates
 - b. CSDA General Manager Summit
11. 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 10th DAY OF MAY 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, Robert Clark, Robert Uchita, Pat Nunes, Stan Creelman and Chuck Mayer. 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 April 5, 2022 Board of Trustee Special Meeting.

The minutes of the special meeting held on April 5, 2022, were presented to the board in writing and reviewed. Upon a motion made by Pat Nunes seconded by, Robert Uchita, and unanimously carried, the minutes, as amended, of the special meeting held on April 5, 2022, were approved as presented.

Agenda Item No. 3: Payment of Check Number 6826 - 6861, Payment of Direct Deposit Numbers DD 1395 - DD 1410; 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 21935 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 6826 - 6861, payment of direct deposit numbers DD 1395 - DD 1410, 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 21935 in the sum of \$155,090.94, 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 Uchita, seconded by Robert Clark, and unanimously carried, the Union Bank checking account, check numbers 6826 - 6861, payment of direct deposit numbers DD 1395 - DD 1410, 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 21935 in the sum of \$155,090.94 were approved.

Agenda Item No. 4: Discussion to Adjust the District's Compensation Plan.

Michelle reviewed her proposal for the modification and revision of the District's compensation plan based upon a survey of salary and benefits of other local mosquito abatement Districts. Michelle addressed the questions from the board.

Agenda Item No. 5: Discussion, decision and possible action on accepting Change to the Tulare Mosquito Abatement District Policy Manual which recognizes Juneteenth (Federal Holiday) as a Paid Holiday.

Michelle advised the board that Juneteenth was a Federal holiday. The board upon a motion duly made by Pat Nunes, seconded by Stan Creelman, and unanimously carried, moved that Juneteenth of each year shall be a holiday for the District and authorized the District Manager to amend the Tulare Mosquito Abatement District Policy Manual to reflect that Juneteenth as a paid District holiday.

Agenda Item No. 6: Discussion on Drone Workshop.

Michelle advised that Jacob and some of the District operators attended a drone workshop at Consolidated Mosquito Abatement District on May 3, 2022. Jacob gave an overview of the workshop and answered the questions from the board.

Agenda Item No. 7: Discussion on FY 22/23 Preliminary Budget.

Michelle reviewed with the board her preliminary draft budget for the District for fiscal year 2022/2023. Michelle addressed and answered questions related to the 2022/2023 proposed budget from the board.

Convene to Closed Session at 2:04 p.m.

Agenda Item No. 8: Public Employment pursuant to Government Code section 54957; Personnel Evaluation; Title: General Manager.

Reconvene to Open Session at 2:29 p.m.

Agenda Item No. 9: Manger's Report

- a. Inspection Warrant for 2022 Season Complete - Michelle reported that the District secured an Area Inspection Warrant for the 2022 mosquito season.
- b. Full Staffed for Season - Michelle advised the board that the District was fully staffed for the 2022 mosquito season.
- c. Received Electric Vehicles - Michelle advised that the District was in receipt of the electric vehicles and was awaiting reimbursement of the cost of purchase.

Agenda Item No. 10: Meeting Adjourned.

There being no further business before the board, upon a motion duly made by Pat Nunes, seconded by Charles Mayer, and unanimously carried, the meeting was adjourned at 2:35 p.m.

SECRETARY

Agenda Item #3

Expenses	5/15/2022		Expenses
Union			
Check #'s			
EFTPS			
E Debits			
	Full Time Employees		
DD1411	Michelle Dempsey		3,052.05 6001
DD1412	Jacob Davis		2,300.96 6001
6862	VOID		- -
6863	VOID		- -
DD1413	Armando Gonzalez		2,290.40 6001
DD1414	Jorge Lopez		2,217.31 6001
DD1415	Quirino Valencia		1,921.53 6001
DD1416	Victor Zamora		2,180.11 6001
DD1417	Sheri Davis		2,291.79 6001
	Part Time Employees		
6864	John Coleman		1,405.76 6005
6865	Justin Manning		1,305.73 6005
6866	Rene Rodriguez		1,405.76 6005
6867	David Servi		1,411.69 6005
6868	Ryan Stallings		1,299.22 6005
6869	Quirino Valencia III		1,345.41 6005
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT	1,610.43 6004
6870	VOID		- -
6871	Choice Builders	Monthly premium for employee Dental Vision & Life Insurance	1,574.19 6004
6872	Bob Clark	Board Meeting 05/10/2022	100.00 6008
6873	Stan Creelman	Board Meeting 05/10/2022	100.00 6008
6874	Pat Nunes	Board Meeting 05/10/2022	100.00 6008
6875	Charles Mayer	Board Meeting 05/10/2022	100.00 6008
6876	Charlie Pitigliano	Board Meeting 05/10/2022	100.00 6008
6877	Bob Uchita	Board Meeting 05/10/2022	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	3,268.19 6011
EFTPS	Union Bank	Federal Inc Tax. Empe, Empr Medicare & SS	6,458.70 6012
6878	C.P. Phelps	Wiper Blades (x2)	25.87 7021
6879	G.V. Burrows	Vehicle Fuel - 360.43 Gallons	1,810.38 7022
6880	Hancock A/C & Heating	Service A/C Unit	103.41 7024
6881	Cline's	New Computer - Michelle	754.23 7036
6882	McCormick, Kabot & Lew	Board Meeting 5/10/2022	300.00 7043
6883	City of Tulare	Land Rent	774.00 921.55 7062
		Water & Refuse Pickup Service	147.55 7081
E debit	Union Bank	Direct Deposit Fee	14.00 7036
			42,743.67

EXPENSES 5/31/2022

6001 Transfer Funds from Salaries and Benefits FY 21/22 Budget
7000 Transfer Funds from Services and Supplies FY 21/22 Budget

97,621.27
 21,175.07

 118,796.34

Check #'s

EFTPS **Expenses**

E Debits Full Time Employees

DD1403	Michelle Dempsey		3,052.07	6001
DD1404	Jacob Davis		2,300.96	6001
6884	Armando Gonzalez		2,290.42	6001
6885	Armando Gonzalez		1,316.09	6001
DD1407	Jorge Lopez		2,217.31	6001
DD1408	Quirino Valencia		1,921.52	6001
DD1409	Victor Zamora		2,180.13	6001
DD1410	Sheri Davis		2,291.78	6001

Part Time Employees

6886	John Coleman		1,531.59	6005
6887	Justin Manning		1,424.00	6005
6888	Rene Rodriguez		1,531.59	6005
6889	David Servi		1,525.71	6005
6890	Ryan Stallings		1,426.22	6005
6891	Quirino Valencia III		1,451.07	6005

EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT		1,741.54	6004
EFTPS	CalPERS (Health)	Monthly Health Premium - June 2022		19,214.42	6004
6892	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		3,268.19	6011
EFTPS	Union Bank	Federal Inc Tax. Empe, Empr Medicare & SS		6,909.50	6012

6893	Adapco, Inc.	Teknar SC ~ Tote #2		8,696.30	7001
6894	G.V. Burrows	Invoice #104709 & 104984 - 523.60 gallons gasoline		2,746.01	7022
6895	McCormick, Kabot & Lew	E-mails to and from Michelle re Chad Lew Form 700	25.00	925.00	7043
		E-mails to and from Michelle re Area Inspection Warrant	25.00		
		E-mails to and from Michelle re Warrant, April Meeting, memo of	875.00		
		Points and Authorities, Telephone Conference with Michelle re Warrant			

E debit	Union Bank Charges	5/31/2022 Statement		381.98	
		S.C. Edison Monthly electric bill	295.75		7081
		SoCalGas Monthly gas bill	18.98		7081
		Direct Deposit Fee	12.25		7036
		Union Bank - Positive Pay monthly maintenance fees	55.00		7036

Expenses

U.S.Bank Charges & Credits 5/18/2022 Statement

6896				\$ 4,498.09
	STREAMLINE	Monthly Website March	200.00	7001
	YOSEMITE LINEN	Employee Uniforms/Laundry - April	613.92	7001
	Lowe's	Master Padlock and Keys	6.45	7001
	Morris Levin & Son	Single Cut Key (x5)	17.59	7001
	Walmart	Measuring Spoons for Chemical; Trash Cans	94.13	7001
	Home Depot	Poultry Net, Screen, Buckets, Storage Bins, etc.	124.99	7001
	Tractor Supply	Chicken Feed & Supplies	168.68	7001
	Amazon.com	Measuring Containers for Chemical (x3) and Supplies	120.60	7001
	3M	Respirator Medical Evaluations	261.00	7001
	CARMINE	Monthly Tier for GPS - March	339.83	7001
	VERIZON Wireless	iPads #1-9	180.74	7001
	VERIZON Wireless	Field Phones	56.61	7001
	VERIZON Wireless	Office Phones	89.34	7005
	AT&T	Monthly Faxline	10.60	7005
	CULLIGAN	5 gallons of purified water (x3)	54.25	7009
	Auto Glass Central	Replace Windshield Truck #9	251.90	7021
	C.P. Phelps	Circuit Breaker	20.52	7021
	Battery Pro	New Battery Truck #6	143.81	7021
	99 Cent Store	Auto Fuel Funnels (x13)	14.07	7021
	Lowe's	PVC Pipe 10' (x4)	23.94	7021
	CLINES's Bus. Equip.	Copy count - C220 4/4 - 5/3/22	30.00	7036
	CLINES's Bus. Equip.	Copy count - C308 4/4 - 5/3/22	39.22	7036
	CLINES's Bus. Equip.	IT Service - March & April	120.00	7036
	USPS	Priority Mail & Postage Stamps	117.95	7036
	UNWIRED	Monthly Internet 4/22/22-5/21/22	125.97	7036
	Domino's Pizza	Training Day Lunch	42.13	7066
	CSDA	General Manager Leadership Summit - Michelle	650.00	7066
	CSDA	Financial Management Workshop - Sheri	100.00	7066
	Beach Hut Deli	MVCAC Spring Meeting - Meals	16.67	7074
	Yard House	MVCAC Spring Meeting - Meals	10.76	7074
	Chipotle	MVCAC Spring Meeting - Meals	12.52	7074
	Raising Cane's	MVCAC Spring Meeting - Meals	9.36	7074
	In-N-Out Burger	MVCAC Spring Meeting - Meals	9.42	7074
	Holiday Inn	MVCAC Spring Meeting - Hotel	421.12	7074
			76,054.42	

Agenda Item #4

Insurance Company of the West

Quote Summary

Issue Date: 05/18/2022

Named Insured: Tulare Mosquito Abatement District
 Agent: Relation Insurance Services of Central California, Inc.



Quote Number: 1362713
 Proposed Policy Period: FROM 07/01/2022 TO 07/01/2023
 Emp. Liability Limits: 1000/1000/1000

----- Schedule of Operations -----

St	Loc	Code No.	Classifications	Prem Basis Total-Est. Ann. Remun	Rate Per \$100 Remun	Est Annual Premium	Net Rate
CA	001	9031	Pest or Nuisance Wildlife Control - Including Yard Employees, Outside Salespersons and Estimators	677,800	6.98	47,310	3.51
	001	8810	Clerical Office Employees - N.O.C.	88,700	0.42	373	0.24
			Manual Premium			47,683	
			Experience Modification		88.00	-5,722	
			Modified Premium			41,961	
			Rate Modification Factor		-40.00	-16,784	
			Standard Premium			25,177	
			Premium Discount		5.49	-1,382	
			Subtotal			23,795	
CA			Terrorism Premium - Payroll Based		0.03	230	
			Estimated Annual Premium			24,025	
			100% Deposit			24,025	
			<u>Estimated Fees and Assessments</u>				
			California CIGA Charge			0	
			California Fraud Surcharge			117	
			California Occupational Safety & Health Fund			220	
			California Labor Enforcement & Compliance Fund			171	
			California Subsequent Injuries Benefits Trust Fund			419	
			California Uninsured Employers Benefit Trust Fund			35	
			California User Funding Assessment			463	
			TOTAL			25,450	
			Total Deposit			25,450	

The Net Rate(s) shown above do not include Assessments or Expense Constant in states where these rating factors apply.

AB2883 and SB189 are revisions to CA Labor Code §3352 that may affect this insurance policy. For more information please refer to www.icwgroup.com/AB2883. If coverage is bound and it is New Business for ICW, each person requesting exclusion MUST complete and sign a Waiver form within 15 days of the policy effective date – ONE person per Waiver.

Please note that any changes to payroll estimates after quoting or binding may result in the re-evaluation of the risk and an adjustment to the price.

The payment plan for this account will be Paid in full, on direct billing.

Mail Direct Bill deposit payment to: ICW Group, Attn: Premium Accounting, PO Box 509039, San Diego CA 92150

Payments returned unpaid are subject to an NSF fee charge up to \$25.

This account is being quoted without check audits.

The quoted price includes at no additional charge the benefit for the insured to use the medical facilities within our Medical Provider Network (MPN) Program. Participation is now automatic, and a list of the facilities within your insured's geographic area is available for you at www.icwgroup.com/mpn

FY 22/23
COMPENSATION PLAN
Effective 07/01/2022

Agenda Item #5

APPENDIX D

Compensation of employees will be in accordance with the following schedule:

General Manager

The General Manager is hired by and serves at the pleasure of the Board of Trustees. The Manager is an agent of the Board of Trustees and his salary shall be determined by the Board of Trustees.

	Annual Salary
Step 1	\$ 122,746
Step 2	\$ 131,985
Step 3	\$ 141,919
Step 4	\$ 152,601
Step 5	\$ 164,087

Operations Director

The Operations Director is hired and supervised by the General Manager

	Annual Salary
Step 1	\$ 95,674
Step 2	\$ 100,709
Step 3	\$ 106,009
Step 4	\$ 111,589
Step 5	\$ 117,462

Administrative Assistant

The Administrative Assistant is hired and supervised by the General Manager

	Annual Salary
Step 1	\$ 72,945
Step 2	\$ 76,595
Step 3	\$ 80,423
Step 4	\$ 84,444
Step 5	\$ 88,667

Mechanic/Field Technician

The Mechanic/Field Technicians are hired by the General Manager and supervised by the Operations Director

	Annual Salary
Step 1	\$ 72,945
Step 2	\$ 76,595
Step 3	\$ 80,423
Step 4	\$ 84,444
Step 5	\$ 88,667

Field Technician

The Field Technicians are hired by the General Manager and supervised by the Operations Director

	Annual Salary
Step 1	\$ 61,371
Step 2	\$ 64,441
Step 3	\$ 67,663
Step 4	\$ 71,048
Step 5	\$ 74,599

Seasonal Field Technician

The Field Technicians are hired by the General Manager and supervised by the Operations Director

	Hourly Salary
Step 1	\$ 29.52
Step 2	\$ 30.99
Step 3	\$ 32.54
Step 4	\$ 34.16
Step 5	\$ 35.88

Seasonal Surveillance and Seasonal Technician

Seasonal Surveillance and Seasonal Technicians is hired by the Manager and supervised by the Operations Director

	Hourly Rate
Step 1	\$ 19.02
Step 2	\$ 19.96
Step 3	\$ 20.98
Step 4	\$ 22.02
Step 5	\$ 23.11

Secretary/Bookkeeper

The Secretary/Bookkeeper is hired and supervised by the General Manager

	Annual Salary	Hourly
Step 1	\$ 48,858	\$ 23.49
Step 2	\$ 51,304	\$ 24.67
Step 3	\$ 53,870	\$ 25.90
Step 4	\$ 56,562	\$ 27.19
Step 5	\$ 59,391	\$ 28.55



California Special Districts Association

CSDA

Districts Stronger Together

HR On-Demand a la carte services

We provide services to help you supplement your transactional human resources tasks so that your team can focus on the strategic elements. We work as an extension of your HR team to help build scalability. Our HR consultants have run small and large public sector HR organizations and have the functional expertise that works at any level - Manager, Analyst or Technician.

Services Include

- Dedicated Senior Level HR Consultant who understands your business
- One-hour free meet-up when you activate your membership
- 12 hours of consulting that you can use at any point during the year
- Discounted rates for additional services, i.e. training, recruiting, testing, etc.
- Access to HR Basics Kit including checklists to ensure compliance and best practice for major HR functions

Pricing: \$1,950 One Year Membership

Policy & Procedures

We will work with you to ensure your HR policies are up to date and you are compliant.

Recruitment & Retention

Help with two of the biggest HR challenges today – how to attract, engage, and retain talent.

Coaching & Guidance

Full HR support through phone, email, or chat to coach you through the toughest situations.

General HR

Get the benefit of having a skilled Human Resources professional at a fraction of the cost of an in-house employee or law firm.

Manager's Report

City of Visalia

220 N. Santa Fe St., Visalia, CA 93292



City Clerk's Office

Tel: (559) 713-4512 fax: (559) 713-4800

May 11, 2022

Sent via email

Michelle Dempsey
Tulare Mosquito Abatement District
6575 Dale Fry Rd
Tulare, CA 93274

Dear Michelle,

This letter is to confirm that Charles Mayer has been appointed to a third term to represent the City of Visalia on the Board of the Tulare Mosquito Abatement District.

Enclosed is a copy of the agenda item presented at the April 4, 2022 City Council meeting, in which Mr. Mayer was approved for reappointment. The term will begin July 1, 2022 and end June 30, 2024.

Sincerely,


Michelle Nicholson
Chief Deputy City Clerk

Enclosure

CC: Charles Mayer

The General Manager Leadership Summit provides the best networking and professional development opportunities for special district general managers and other management staff from districts of all types and sizes throughout California.

Come together with others facing the same challenges and opportunities, learn from our expert instructors, and return to your district refreshed and reenergized.

Consider sending an emerging leader from your district to this conference also – it could be the first step in preparing our next generation of special district general managers.

THE CONFERENCE FOR CURRENT & EMERGING LEADERS



OTHERS WHO WOULD BENEFIT FROM ATTENDING:

- DISTRICT ADMINISTRATORS
- DEPARTMENT MANAGERS
- OPERATIONS MANAGERS
- OFFICE MANAGERS
- SUPERVISORS
- FINANCE OFFICERS
- BUSINESS MANAGERS
- LEGAL COUNSEL
- OTHER DISTRICT MANAGEMENT STAFF



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the General Manager Leadership Summit.



The General Manager Leadership Summit qualifies for 25 points of continuing education toward the Special District Leadership Foundation's Certified Special District Manager program. Learn more about the requirements for taking the CSDM examination on page 9.

