

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 **Special Meeting** will be held on Tuesday, April 5th, 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 March 8th, 2022 Board of Trustee Meeting
3. Payment of Check Numbers 6804 - 6825
Payment of Direct Deposit Numbers DD 1379 - DD 1394
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 21934 Transfer of Funds from Tulare County Fund #778 to the District's Union Bank Account # *****4408.
4. GovDeals Auction ~ 2006 Right Hand Drive Jeep and 2006 Chevy Truck
5. SDRMA ~ Loss Prevention ~ Safety Reimbursement
6. SDRMA ~ Property/Liability ~ Credit Incentive Program
7. Discussion, decision and possible action on accepting Change # 29 to the Tulare Mosquito Abatement District Policy Manual which creates a new position of Administrative Assistant to be effective 07/01/22.
8. Discussion, decision and possible action to Adjust the District's Compensation Plan
9. Manager's Report
 - a. Completion of Form 700
 - b. US Bank ~Visa Card~ Qrt 4 Rebate Check
 - c. 2022 Season Starting
 - d. 2022 Safety/ Fire Inspection
10. 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 8th DAY OF MARCH 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, via conference call, Robert Clark, presiding, Robert Uchita, Pat Nunes, Stan Creelman and Chuck Mayer. Also present at the Board Meeting were Michelle Dempsey, General Manager, Jacob Davis, Operations Director, Chad M. Lew, counsel for the District, and Garry Riezebos, of Adair & Evans.

Agenda Item No. 1: Citizen Comments.

Robert Clark opened the floor to citizen comments, but there were no comments from the public.

Agenda Item No. 2: Review Minutes of January 11, 2022 Board of Trustee Meeting.

The minutes of the meeting held on January 11, 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, as amended, of the meeting held on January 11, 2022, were approved as presented.

Agenda Item No. 3: Payment of Check Number 6771 - 6803, Payment of Direct Deposit Numbers DD 1355 - DD 1378; 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 21932 and 21933 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 6771 - 6803, payment of direct deposit numbers DD 1355 - DD 1378, 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 21932 in the sum of \$98,334.38 and claim number 21933 in the sum of \$76,746.81, 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 Stan Creelman, seconded by Robert Uchita, and unanimously carried, the Union Bank checking account, check numbers 6771 - 6803, payment of direct deposit numbers DD 1355 - DD 1378, 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 21932 in the sum of \$98,334.38 and Claim Number 21933 in the sum of \$76,746.81 were approved.

Agenda Item No. 4: Fiscal Year 2020-2021 District Audit - Garry Riezebos, Adair & Evans

Garry reviewed the District's 2020-2021 District Audit and answered questions from the board. Upon a motion duly made by Robert Uchita, seconded by Pat Nunes, and unanimously carried, the 2020-2021 District Audit for the Tulare Mosquito Abatement District was approved and accepted as presented.

Agenda Item No. 5: 2021 Annual Report on District Revenue and Operational Expenditures.

Michelle reviewed with the board the District's 2021 Annual Report on District Revenue and

Operational Expenditures. After some discussion, upon a motion made by Charles Mayer, seconded by Stan Creelman, and unanimously carried, the 2021 Annual Report on District Revenue and Operational Expenditures was approved and accepted as presented.

Agenda Item No. 6: Discussion, Decision and Possible Action on 2006 Right Hand Drive Jeep. Michelle reported to the board that the 2006 Right Hand Drive Jeep is in need of substantial repair and maintenance in order for it to safe for use. The District does not really have a use for said vehicle, and it is recommended that the District dispose of the same; rather than, incur the repair and maintenance cost of approximately \$6,500.00. Staff estimated that the said vehicle in its current condition had no real value due to the needed maintenance and repairs. Staff recommends selling said vehicle on GovDeals on an as-is basis. After some discussion, upon a motion duly made by Charles Mayer, seconded by Stan Creelman, and unanimously carried, the board authorized the staff to sell the 2006 Right Hand Drive Jeep on an as-is basis on GovDeals, for an amount of at least \$1,000.00 gross.

Agenda Item No. 7: Discussion, Decision and Possible Action to Move Forward with 2022 Inspection Warrant.

Chad advised the board that if the District desired to secure an area inspection warrant for the 2022 mosquito season that it would be appropriate to apply for the inspection warrant at this time prior to the season commencing. Upon a motion duly made by Robert Uchita, seconded by Pat Nunes, and unanimously carried the board authorized District counsel and the general manager to petition for the issuance of an area inspection warrant for the 2022 mosquito season.

Agenda Item No. 8: Discussion on Ethics Training for Board Members.

Michelle advised the board members that they needed to complete their ethics training.

Agenda Item No. 9: Discussion on Consumer Price Index for Fiscal Year 22/23 Budget.

Michelle advised the board that the current CPI for January 2022 is 8.1.

[Charlie Pitigliano had to leave the meeting at approximately 2:05 p.m.]

Agenda Item No. 10: Manger's Report

- a. Annual Financial Disclosure Statement - Form 700 - Michelle reminded the board members that they needed to complete and return their Annual Financial Disclosure Statement - Form 700.
- b. Board of Trustees Charles Mayer's Renewal of Term - Michelle advised the board that Charles Mayer has agreed to be reappointed at the end of his current term.
- c. Recent Staff Changes - Michelle advised the board that the District Secretary resigned and that Sheri Davis was hired as the District's new secretary.

- d. MVCAC Conference in Sacramento February 7-9, 2022 - Michelle provided a brief overview of the topics discussed at the MVCAC Conference she and Jacob attended in February 2022.

Agenda Item No. 11: Meeting Adjourned.

There being no further business before the board, upon a motion duly made by Charles Mayer, seconded by Stan Creelman, and unanimously carried, the meeting was adjourned at 2:16 p.m.

SECRETARY

Expenses 3/15/2022

Agenda Item #3

Union				Expenses
Check #'s				
EFTPS				
E Debits				
	Full Time Employees			
DD1379	Michelle Dempsey		2,663.54	6001
DD1380	Jacob Davis		2,300.96	6001
DD1381	Andrew Conard		1,836.07	6001
DD1383	Armando Gonzalez		2,049.22	6001
DD1384	Jorge Lopez		2,285.65	6001
DD1385	Quirino Valencia		1,845.95	6001
DD1386	Victor Zamora		2,224.35	6001
DD1382	Sheri Davis		1,302.66	6001
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT	1,041.79	6004
6804	Choice Builders	Monthly premium for employee Dental Vision & Life Insurance	1,352.29	6004
6805	Bob Clark	Board Meeting 03/08/2022	100.00	6008
6806	Stan Creelman	Board Meeting 03/08/2022	100.00	6008
6807	Pat Nunes	Board Meeting 03/08/2022	100.00	6008
6808	Charles Mayer	Board Meeting 03/08/2022	100.00	6008
6809	Charlie Pitigliano	Board Meeting 03/08/2022	100.00	6008
6810	Bob Uchita	Board Meeting 03/08/2022	100.00	6008
EFTPS	CalPERS (Employee)	Employee Additional 457 Roth	375.00	6011
EFTPS	CalPERS (Employee)	Employee Additional deferred contribution	850.00	6011
EFTPS	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	3,884.73	6011
EFTPS	Union Bank	Federal Inc Tax. Empe,Empr Medicare & SS	4,786.68	6012
6811	Adapco	Vectobac 12AS ~ Tote #1	8,642.26	7001
6812	Delta MVCD	Deposit for Testing Mosquito Samples 2022 Season	3,300.00	7001
6813	Heluna Health	Chicken Testing 2022 Season (70%)	770.00	7001
6814	Toyota	Hydraulic Leak on Forklift repaired	435.00	7021
6815	G.V. Burrows	Vehicle Fuel - 82.2 Gallons	340.52	7022
6816	McCormick, Kabot & Lew	Review warrant file; email from Michelle; telephone conf. with Michell Clerk's office, Ellen Kennedy in Court Admin. office Memo to Clerk-warrant and warrant return; finalize warrant return 2021;emails to Michelle; telephone conf. Kim at Clerk's office Review release re Luis Regalado: emails to/from Michelle re auditor not present due to illness Research PRA Response time frame and documents that are exempt: letter to Prasa Reddy re request for records under PRA Letter to P.Reddy re PRA request;email to Michelle-copy of correspondence Emails to and from Michelle re Reddy PRA;email to P.Reddy: review of documents from TMAD responsive to P.Reddy; telephone conf. Michelle re 2022 Warrant; telephone conf. with Jacob re Reddy PRA Emails to and from Michelle re Reddy PRA Travel to TMAD office; conference with Michelle re P. Reddy PRA request Review service request documents;emails to and from Michelle re P.Reddy Review document re service at Tessori;emails to Michelle re P.Reddy PRA Board Meeting 3/8/2022	2,390.00	7043
6817	Smith Signs	Decals for New Jeep	630.00	7066
6818	City of Tulare	Land Rent	774.00	920.77
		Water & Refuse Pickup Service	146.77	7081
E debit	Union Bank	Direct Deposit Fee	14.00	7036
			<u>46,841.45</u>	

EXPENSES 3/31/2022

6000 Transfer Funds from Salaries and Benefits FY 21/22 Budget
7000 Transfer Funds from Services and Supplies FY 21/22 Budget

70,779.38

116,002.22

186,781.60

Check #'s

EFTPS

E Debits Full Time Employees

Check #	Bank	Description	Amount	Account
DD1387		Michelle Dempsey	2,663.54	6001
DD1388		Jacob Davis	2,300.96	6001
DD1389		Andrew Conard	1,836.07	6001
DD1390		Armando Gonzalez	2,049.24	6001
DD1391		Jorge Lopez	2,248.97	6001
DD1392		Quirino Valencia	1,845.94	6001
DD1393		Victor Zamora	2,224.37	6001
DD1394		Sheri Davis	1,873.74	6001
EFTPS	CA Emp Dev Dept	UI, ETT, SDI & PIT	1,113.69	6004
EFTPS	CalPERS (Health)	Monthly Health Premium - April 2022	19,614.32	6004
6819	AFLAC (Employee)	Employee Additional Health Pre-Tax	712.98	750.58
	AFLAC (Employee)	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	850.00	6011
EFTPS	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	3,999.65	6011
EFTPS	Union Bank	Federal Inc Tax. Empe,Empr Medicare & SS	4,971.98	6012
6820	Clarke Mosquito Control Products	Natular G 40 Lb bag (x10)	3,294.92	7001
6821	G.V. Burrows	Vehicle fuel - 133.6 gallons	675.83	7022
6822	Smith Sign & Decal	Magnetic Logos Truck #12	108.25	7066
E debit	Union Bank Charges	3/31/2022 Statement	404.19	
		S.C. Edison Monthly electric bill	276.44	7081
		SoCalGas Monthly gas bill	58.75	7081
		Direct Deposit Fee	14.00	7036
		Union Bank - Positive Pay monthly maintenance fees	55.00	7036
		Union Bank - verification of deposits fee		7036

Expenses

U.S.Bank Charges & Credits

1/20/2022 Statement

Check #	Description	Amount	Account
6823		8,590.66	
	STREAMLINE Monthly Website March	200.00	7001
	YOSEMITE LINEN Employee Uniforms/Laundry - February	335.16	7001
	ESRI ArcGIS Maintenance/License Fee Annual	2,700.00	7001
	Uline Safety Equipment for PPE	395.16	7001
	Amazon.com Computer Monitor, USB Chargers, Charger Adapter	330.83	7001
	Uline Wire Shelving, Shovel, Power Strip	490.77	7001
	CARMINE Monthly Tier for GPS - March	339.83	7001
	VERIZON Wireless Field Phones	46.62	7001
	VERIZON Wireless Office Phones	109.24	7005
	AT&T Monthly Faxline	10.60	7005
	CULLIGAN 5 gallons of purified water	7.75	7009

Expenses

6823 U.S. Bank continued

Fresh Water Systems	Replacement Filter (2pk)	90.65	7009
JThomas	Buckle (x10) Strap (x10) for backpacks	79.70	7021
Lowe's	Side Mnt. Tool Box Truck #3 and Truck #12	422.56	7021
Lowe's	Shop Supplies	36.91	7021
Battery Pro	New Battery - Truck #11	192.60	7021
Parts Geek	Truck cab side step - Truck #18	85.37	7021
GM AutoParts	Glove Box Door - Truck #19	75.45	7021
Home Depot	3 Gallon handheld Sprayer (x 4)	199.74	7021
ExtremeTerrain	OPR Replacement mirror - 2017 Jeep # 6	61.18	7021
MAS Enterprise	Safety Inspection for repairs on OLD JEEP #6	210.00	7021
Amazon.com	Strobe Light - 2017 Jeep # 6	50.10	7021
Amazon.com	Light Bar Spot LED , 16oz Bottles (x6)	132.89	7021
Amazon.com	Fuel Transfer Hose with wire	61.40	7021
CA Ind. Rubber	Nipples and adapter	42.36	7021
Mid-Valley Pipe	Flat Bar 10foot	12.97	7021
Lowe's	Nipples, Bushings, ABS	50.08	7021
Lowe's	Plumbing fittings, coupler, nipples	38.97	7021
Lowe's	Self taps, adhesive wall	28.08	7021
Home Depot	4 Gallon Backpack sprayer (x2)	183.96	7021
Big Brand	2Tires-Truck#8, 1Tire-Truck#7, 1Tire-Truck#1	679.60	7021
Lowe's	Shelf Brackets (x4), Toggle Switches (x3)	32.00	7021
Big Brand	Alignment - Truck #7	85.00	7021
Costco	Membership Fee- Annual	120.00	7027
CLINES's Bus. Equip.	Monthly maint for IT services - Feb	60.00	7036
CLINES's Bus. Equip.	Copy count - C220 - February	30.00	7036
CLINES's Bus. Equip.	Copy count - C308 - February	30.00	7036
Amazon.com	Office Supplies - Cardstock Paper, 2-Hole Punch, etc	85.25	7036
Amazon.com	Plastic Report Cover w/clip (x2)	22.68	7036
Amazon.com	5x8 Notepads (x12)	13.80	7036
Amazon.com	White-Out Tape, Legal Pad Writing Paper, ect	85.43	7036
UNWIRED	Monthly Internet 2/22/22-03/21/22	125.97	7036
CSDA	Virtual Workshop:HR Boot Camp (Michelle & Jacob)	200.00	7066

6824	ZeroNox, Inc.	Tuatara E1500 Utility Vehicle (balance due 50%)	12,746.57	8300
6825	ZeroNox, Inc.	ION EC4 Utility Vehicle (balance due 50%)	11,124.31	8300

85,762.79



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 03-18-2022
AMOUNT DUE \$8,590.66
NEW BALANCE \$8,590.66

PAYMENT DUE ON RECEIPT



000000033 01 SP 0.530 106481476994722 P

TULARE MOSQUITO ABATE
ATTN JOHN AVILA
6575 DALE FRY ROAD
TULARE CA 93274-9073

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
TULARE MOSQUITO ABAT	Previous Balance	Purchases And Other + Charges	Cash + Advances	Cash Advance + Fees	Late Payment + Charges	- Credits	- Payments	New Balance
Company Total	\$6,112.34	\$8,590.66	\$0.00	\$0.00	\$0.00	\$0.00	\$6,112.34	\$8,590.66

CORPORATE ACCOUNT ACTIVITY					
TULARE MOSQUITO ABATE					TOTAL CORPORATE ACTIVITY
					\$6,112.34 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03-09	03-06	7479826206800000000816	PAYMENT - THANK YOU 00000 C	6,112.34 PY	

NEW ACTIVITY					
JACOB DAVIS		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,244.16	\$0.00	\$1,244.16
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-23	02-22	24055232054083719295937	EXTREMETERRAIN.COM 877-870-8556 PA	61.18	
03-04	03-03	24492162062000021952385	FRESHWATERSYSTEMS HTTPSFWSCO.MY SC	90.65	
03-04	03-03	24692162062100502315926	LOWES #02278* PORTERVILLE CA	422.56	
03-04	03-03	24692162062100619080967	LOWES #02473* TULARE CA	36.91	
03-04	03-03	24801972062091731000027	BATTERY PRO TULARE CA	192.60	

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696		PREVIOUS BALANCE	6,112.34
		PURCHASES & OTHER CHARGES	8,590.66	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	03/18/22	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE		CREDITS	.00
U.S. Bank National Association				PAYMENTS
C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	8,590.66		ACCOUNT BALANCE	8,590.66



Company Name: TULARE MOSQUITO ABATE
Corporate Account Number: _____
Statement Date: 03-18-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-07	03-03	24121572063310393552574	JTHOMAS 800-4577444 IN	79.70
03-15	03-14	24492152073894516412709	PARTS GEEK LLC 800-541-9352 NJ	85.37
03-17	03-16	24492152075852617649072	ORDER 3410 402-935-7733 MI	75.45
03-17	03-15	24943012075010185084005	HOMEDEPOT.COM 800-430-3376 GA	199.74

MICHELLE DEMPSEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$5,983.48	\$0.00	\$5,983.48

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-21	02-20	24692162051100192122023	VZWLSS*APOCC VISB 800-922-0204 FL	155.86
02-22	02-21	24692162052100399879952	AMZN MKTP US*527I47AY3 AMZN.COM/BILL WA	50.10
02-23	02-22	24692162053100130914349	ATT*WEBSITE SOLUTIONS 888-932-4678 TX	10.60
02-23	02-23	24692162054100311933166	ULINE *SHIP SUPPLIES 800-295-5510 WI	395.16
02-24	02-23	24055232054083747063646	UNWIRED BROADBAND INC 559-261-4444 CA	125.97
03-01	03-01	24492162060000009688631	GETSTREAMLINE.COM WEB WWW.GETSTREAM CA	200.00
03-03	03-02	24071052061330148152194	ESRI 888-3774675 CA	2,700.00
03-04	03-03	24692162062100699302596	AMZN MKTP US*1W2RI58W1 AMZN.COM/BILL WA	22.68
03-04	03-04	24692162063100934207070	AMZN MKTP US*1W8B30XZ0 AMZN.COM/BILL WA	13.80
03-07	03-06	24692162065100022993415	AMZN MKTP US*1W4F46SJ0 AMZN.COM/BILL WA	85.43
03-07	03-07	24692162066100404217994	AMZN MKTP US*1W4L91JG2 AMZN.COM/BILL WA	132.89
03-07	03-04	24789302065958601482498	YOSEMITE LINEN SUPPLY 559-2332654 CA	335.16
03-09	03-07	24639232067900016900077	CLINES BUSINESS EQUIPMENT 559-7339354 CA	120.00
03-10	03-09	24492162068000026440984	CARMINE MONTHLY TIER 4 CARMINE.IO CA	339.83
03-14	03-11	24445002070200131121543	4TE*CULLIGAN WATER CONDIT 559-562-6361 CA	7.75
03-14	03-12	24692162071100567505634	AMZN MKTP US*1W8PJ5IN2 AMZN.COM/BILL WA	61.40
03-14	03-14	24692162073100775774202	AMZN MKTP US*1Z0U38L52 AMZN.COM/BILL WA	85.25
03-14	03-11	24943002071898001927794	COSTCO WHSE #1017 VISALIA CA	120.00
03-15	03-15	24692162074100628194458	ULINE *SHIP SUPPLIES 800-295-5510 WI	490.77
03-17	03-15	24202982075030034581548	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	200.00
03-18	03-18	24692162077100045790919	AMZN MKTP US*1N82C0XD1 AMZN.COM/BILL WA	330.83

QUIRINO VALENCIA	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,363.02	\$0.00	\$1,363.02

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-21	02-17	24755422049170492390999	MAS ENTERPRISES TULARE CA	210.00
02-24	02-22	24323042054298900073997	BIG BRAND TIRE AND SERVI TULARE CA	85.00
02-25	02-24	24692162055100437007282	LOWES #02473* TULARE CA	32.00
02-28	02-24	24323042056295200072222	BIG BRAND TIRE AND SERVI TULARE CA	679.60
03-08	03-07	24692162066100782531610	LOWES #02473* TULARE CA	28.08
03-11	03-10	24692162069100196684853	LOWES #02473* TULARE CA	38.97
03-14	03-10	24943012070010183003895	THE HOME DEPOT #6946 TULARE CA	183.96
03-15	03-14	24445002073300516854820	CALIF INDUSTRIAL RUBBER TULARE CA	42.36
03-15	03-14	24493982074207885600101	MID-VALLEY PIPE & SUPPLY TULARE CA	12.97
03-16	03-15	24692162074100099792632	LOWES #02473* TULARE CA	50.08



STATEMENT OF ACCOUNTS

Page 1 of 2
Statement Number:
02/01/22 - 02/28/22

UNION BANK
TULARE 0460
P.O. BOX 60368
PHOENIX AZ 85082-0368

Telephone Banking
For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 559-688-2811

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2011

TULARE MOSQUITO ABATEMENT DISTRICT
6575 DALE FRY ROAD
TULARE CA 93274

Business Essentials Checking Summary

Account Number:

Days in statement period: 28

Balance on 2/1	\$		219,956.21
Additions			175,081.19
Subtractions			-158,504.85
		Checks	-93,525.29
		Payments	-64,924.56
		Other Withdrawals	-55.00
Balance on 2/28	\$		236,532.55
Statement Average Ledger Balance			301,925.21

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
2/4	COUNTY OF TULARE VENDR PYMT CCD S8496TMA	55547043	\$ 98,334.38
2/11	COUNTY OF TULARE VENDR PYMT CCD S8496TMA	52072261	76,746.81
Total			\$ 175,081.19

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
6777	2/25	06024350	100.00	6788	2/23	24001622	1,352.29
6782*	2/1	06040722	820.58	6789	2/22	06073622	91.25
6783	2/4	06767264	750.58	6791*	2/23	06027072	920.77
6784	2/22	08348846	107.25	6792	2/17	75040212	184.09
6785	2/4	07527848	539.76	6793	2/28	06035228	59,238.92
6786	2/10	06066996	4,632.68	6794	2/24	06014942	12,746.58
6787	2/17	06754982	916.23	6795	2/24	06014940	11,124.31
Total							\$ 93,525.29

* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

Payments online and electronic banking

Date	Description/Location	Reference	Amount
2/1	SO CAL GAS PAID SCGC WEB 0367160800	51630231	\$ 132.12
2/1	CALPERS 1900 CCD 5074140349	52573421	1,225.00
2/1	CALPERS 3100 CCD 5074140349	51936511	1,490.94

Payments *online and electronic banking*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
2/1	EMPLOYMENT DEVEL EDD EFTPMT CCD 51550713 344600352		1,780.72
2/1	CALPERS 3100 CCD 5074140349	51936509	1,841.75
2/1	IRS USATAXPYMT CCD 270243254132305	51151929	4,094.28
2/1	CALPERS 1800 CCD 5074140349	51937001	18,831.46
2/14	INTUIT PAYROLL S QUICKBOOKS CCD 53946292 946002940		12,824.17
2/16	EMPLOYMENT DEVEL EDD EFTPMT CCD 56529367 1273081632		1,111.66
2/16	CALPERS 3100 CCD 5074140349	56761209	1,490.94
2/16	CALPERS 3100 CCD 5074140349	56761207	1,879.15
2/16	IRS USATAXPYMT CCD 270244702388467	56819882	4,173.20
2/17	CALPERS 1900 CCD 5074140349	58392651	1,225.00
2/25	INTUIT PAYROLL S QUICKBOOKS CCD 56024592 946002940		12,824.17
Total			\$ 64,924.56

Other Withdrawals *including fees and adjustments*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
2/25	EPA MONTHLY MAINTENANCE (EPA)	90257709	\$ 15.00
2/25	BASIC POS PAY-ACCOUNT BASE (ARP)	90257708	40.00
Total			\$ 55.00

TULARE MOSQUITO ABATEMENT DISTRICT

FY 21/22 Budget

March 31, 2022

	<i>Appropriations</i>	<i>Expenditures</i>	<i>Remaining</i>
Salaries & Employees Benefits (1000)			
6001 Regular Salaries *	497,000.00	367,391.30	129,608.70
6004 Benefits			
Health Insurance	240,000.00	171,696.52	68,303.48
EDD Unemployment Insurance 6.2% X 7,000 of emplo	7,500.00	3,705.08	3,794.92
EDD Disability Insurance 1.1% X of employees salary	8,000.00	5,116.90	2,883.10
EDD Employment Training Tax rate 0%	-		-
Life Insurance	2,000.00	992.98	1,007.02
6005 Extra Help	140,000.00	65,831.34	74,168.66
6008 Directors Fees	7,200.00	3,900.00	3,300.00
6011 Retirement PERS	65,000.00	50,285.87	14,714.13
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	32,650.67	16,349.33
6015 Workers' Compensation Insurance	30,000.00	27,565.00	2,435.00
	<u>1,045,700.00</u>	<u>729,135.66</u>	<u>316,564.34</u>
Services & Supplies (2000)			
7001 Agriculture	375,000.00	177,889.75	197,110.25
7005 Telecommunications	2,000.00	1,003.37	996.63
7009 Household Expense	5,000.00	1,533.47	3,466.53
7010 Insurance	60,000.00		60,000.00
7021 Maintenance of Equipment	30,000.00	21,363.21	8,636.79
7022 Fuel	35,000.00	25,072.62	9,927.38
7024 Maintenance - Bldg & Improvements	10,000.00	1,278.86	8,721.14
7027 Memberships	18,000.00	15,221.82	2,778.18
7036 Office Expense	18,000.00	6,210.30	11,789.70
7043 Professional & Special Expense	25,000.00	9,290.00	15,710.00
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	6,966.00	5,034.00
7065 Small Tools & Instruments	1,000.00	-	1,000.00
7066 District Special Expense	15,000.00	5,428.30	9,571.70
7074 Transportation & Travel	15,000.00	7,616.48	7,383.52
7081 Utilities	10,000.00	5,093.76	4,906.24
	<u>632,000.00</u>	<u>283,967.94</u>	<u>348,032.06</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	47,741.77	(35,741.77)
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	30,238.92	1,761.08
	<u>106,000.00</u>	<u>110,854.30</u>	<u>(4,854.30)</u>
Working Budget			
	1,824,700.00	1,123,957.91	700,742.10
* Appropriation for Contingencies	273,705.00		273,705.00
Total Appropriations	<u>2,098,405.00</u>	<u>1,123,957.91</u>	<u>974,447.10</u>
** General Reserves			
Reserve for Oil Tank Removal & Replacement	5,384,500.00		5,384,500.00
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>1,123,957.92</u>	<u>12,116,551.10</u>
Tulare County Account # 778 Balance	7,100,021.22		
Union Bank Account # 2740034408 Balance	<u>204,992.84</u>		
TMAD Current cash balance	<u>7,305,014.06</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.

TULARE MOSQUITO ABATEMENT DISTRICT

FY 21/22 Budget

FY 21-22

FY 20-21

March 31, 2022

Appropriations

Expenditures

Expenditures

6001 Regular Salaries *	497,000.00	367,391.30	330,971.93
6004 Benefits			-
Health Insurance	240,000.00	171,696.52	137,334.83
EDD Unemployt. Insur. 6.2% X 7,000 of employee pay	7,500.00	3,705.08	3,992.27
EDD Disability Insurance 1.1% X of employees salary	8,000.00	5,116.90	4,354.39
EDD Employment Training Tax rate 0%	-		
Life Insurance	2,000.00	992.98	1,070.39
6005 Extra Help	140,000.00	65,831.34	80,332.44
6008 Directors Fees	7,200.00	3,900.00	4,600.00
6011 Retirement PERS	65,000.00	50,285.87	41,456.98
Classic members 8.65% X Gross Salary			
PEPRA members (7.59% X Gross Pay)			
6012 Social Security (7.65% of employee pay)	49,000.00	32,650.67	31,286.30
6015 Workers' Compensation Insurance	30,000.00	27,565.00	23,234.70
	<u>1,045,700.00</u>	<u>729,135.66</u>	<u>658,634.23</u>
Services & Supplies (2000)			
7001 Agriculture	375,000.00	177,889.75	174,060.59
7005 Telecommunications	2,000.00	1,003.37	1,118.04
7009 Household Expense	5,000.00	1,533.47	912.11
7010 Insurance	60,000.00		2,973.95
7021 Maintenance of Equipment	30,000.00	21,363.21	33,694.35
7022 Fuel	35,000.00	25,072.62	
7024 Maintenance - Bldg & Improvements	10,000.00	1,278.86	3,990.90
7027 Memberships	18,000.00	15,221.82	14,529.00
7036 Office Expense	18,000.00	6,210.30	8,078.89
7043 Professional & Special Expense	25,000.00	9,290.00	15,975.00
7059 Publications and Legal Notices	500.00	-	-
7061 Rents & Leases - Equipment	500.00	-	-
7062 Rent & Leases - Bldg & Improvements	12,000.00	6,966.00	6,966.00
7065 Small Tools & Instruments	1,000.00	-	-
7066 District Special Expense	15,000.00	5,428.30	5,096.60
7074 Transportation & Travel	15,000.00	7,616.48	-
7081 Utilities	10,000.00	5,093.76	4,683.01
	<u>632,000.00</u>	<u>283,967.94</u>	<u>272,078.44</u>
Other Charges (3000)			
7407 Contributions to other Agencies	2,500.00	-	-
7425 Taxes & Assessments	38,500.00	-	-
	<u>41,000.00</u>	<u>-</u>	<u>-</u>
Fixed Assets (8000-8300)			
Replacement of Copy Machine	12,000.00	3,873.61	
Replacement of Gate	11,000.00	-	-
Clean Air Grant Vehicles	12,000.00	47,741.77	
Trailer/Tow Dolly	10,000.00		
Additional Surveillance Vehicle	29,000.00	29,000.00	
Additional Crew Cab Vehicle	32,000.00	30,238.92	
	<u>106,000.00</u>	<u>110,854.30</u>	<u>94,743.81</u>
Working Budget	1,824,700.00	1,123,957.91	1,025,456.48
* Appropriation for Contingencies	273,705.00		
Total Appropriations	<u>2,098,405.00</u>	<u>1,123,957.91</u>	<u>1,025,456.48</u>

Tulare County Account # 778 Balance

7,100,021.22

6,679,545.62

Union Bank Account # 2740034408 Balance

204,992.84

256,756.26

TMAD Current cash balance

7,305,014.06

6,936,301.88

Agenda Item #4

**Tulare Mosquito Abatement District, CA
6575 Dale Fry Rd
Tulare, CA 93274-9073**

Bill of Sale Date: 23 Mar 2022

Bill of Sale Number: 3232022

Asset ID: 1

Inventory ID: 1

Description of Property
2006 Jeep Wrangler Sport

Award Amount
9100.00

Asset Information



Year: 2006

Make/Brand: Jeep

Model: Wrangler **VIN/Serial:** 1J4F449S16P716507

52202 Miles

**Meter: (Accurate?:
Yes)**

Title No Title

Restriction: Restriction

Sale Information

Actual Sold Amount: USD \$9,100.00

Other Amount: USD \$0.00

Buyer's Premium: USD \$1,137.50

Total Amount: USD \$10,237.50

Paid On: Not Paid

Other Amount Description:

Jaspal Singh
2266 Concord Dr
Pittsburg, CA
94565-4480 USA
jassubhi@yahoo.com
5104060008

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature: _____
Print Name: _____
Date: _____

**Tulare Mosquito Abatement District, CA
6575 Dale Fry Rd
Tulare, CA 93274-9073**

Bill of Sale Date: 23 Mar 2022
Asset ID: 2

Bill of Sale Number: 3232022
Inventory ID: 2

Description of Property	Award Amount
2006 Chevrolet Silverado 3500 LS 4WD DRW	12805.00

Asset Information



Year: 2006	Make/Brand: Chevrolet	Model: Silverado 3500	VIN/Serial: 1GBJK34U16E153290
Meter: 84706 Miles (Accurate?: Yes)	Title Restriction: No Title Restriction		

Sale Information

Actual Sold Amount:	USD \$12,805.00
Other Amount:	USD \$0.00
Buyer's Premium:	USD \$1,600.62
Total Amount:	USD \$14,405.62

Paid On: 25 Mar 2022 Wire Transfer
Other Amount Description:

Vineyard Autos
23077 N Davis Rd
Lodi, CA 95242 USA
lightningleo55@hotmail.com
2097470369

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature: _____
Print Name: _____
Date: _____

Agenda Item #5

7242	Tulare Mosquito Abatement District	Special District Risk Management Authority	3/3/2022				
Ref Nbr	Invoice Nbr	Inv Date	Description	Invoice Amount	Amount Paid	Disc Taken	Net Check Amt
014363	030322	02/23/22		993.23	993.23	0.00	993.23
	GL#: 6200 PL000		Loss Prev Tulare MAD		993.23		

Check: 025650

Property/Liability Credit Incentive Program



Tulare Mosquito Abatement District

CIP Points Earned as of: 3/24/2022

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2021-22. The CIP points earned will be applied toward the invoice for the 2022-23 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice. The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$545
Staff Attendance at SDRMA Workshop	0	\$0	2	\$545
Additional Staff Attendance at SDRMA Workshop	0	\$0	1	\$273
Management Staff Attendance at CSDA Legal Seminar	1	\$273	0	\$0
Additional Management Staff Attendance at CSDA Legal Seminar	1	\$273	0	\$0
Vector Solutions Online Training Program	3	\$818	0	\$0
Staff Participation in Defensive Driver Training	2	\$545	0	\$0
Utilization of Bank Positive Pay Reporting	2	\$545	0	\$0
LOSS PREVENTION TRACK TOTALS - 8 POINTS MAXIMUM	8	\$2,181	0	\$0
Management Staff with CSDM accreditation by SDLF	0	\$0	2	\$545
Management Staff Attendance at CSDA Sponsored Training	1	\$273	0	\$0
Additional Management Staff Attendance at CSDA Sponsored Training	1	\$273	0	\$0
ADMINISTRATION TRACK TOTALS - 2 POINTS MAXIMUM	2	\$545	0	\$0
SDLF District of Distinction designation	0	\$0	2	\$545
Single Board Member Attendance at CSDA Training	1	\$273	0	\$0
Additional Board Member Attendance at CSDA Training	0	\$0	1	\$273
GOVERNANCE TRACK TOTALS - 2 POINTS MAXIMUM	1	\$273	1	\$273
No Claims during the year	1	\$273	0	\$0
No Claims for prior 3 years	0	\$0	2	\$545
CLAIMS TRACK TOTALS - 3 POINTS MAXIMUM	1	\$273	2	\$545
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	12	\$3,272	3	\$818
5 YEAR NO CLAIMS BONUS	0	\$0	3	\$818
TOTAL CREDIT INCENTIVE POINTS	12	\$3,272	6	\$1,636

14.10 ADMINISTRATIVE ASSISTANT

DEFINITION Under the direction of the General Manager, the position is responsible for the performance of a variety of general and complex administrative duties. The Administrative Assistant is a confidential employee maintaining the District's fiscal and personnel files.

POSITION CHARACTERISTICS

The Administrative Assistant acts as a confidential assistant to the General Manager. The position is a primary contact person with the public and must represent the District well. The employee must conduct all work related to the duties and responsibilities of the office with accuracy and efficiency.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Process and manage payroll, federal and state taxes and reports, quarterly and annual tax requirements, CalPERS reports, track and record employee salary, wage and wage adjustments and deductions, hours, benefits, vacation and sick leave;
- Process and manage employment forms and other paperwork for regular and seasonal employees, and keep current with employment and employee benefit and labor law requirements;
- Assist the General Manager in developing and monitoring the annual budget;
- Receive and process all invoices, track and account for expenditures and revenue, and perform bank and credit card reconciliations;
- Maintain fiscal records, prepare financial reports, process journal entries and prepare necessary information for annual financial audit;
- Process and monitor worker's compensation, vehicle, property and liability claims through the District's third-party administrator, and complete and process required annual reports;
- Keep informed and knowledgeable in areas specific to and related to office management and job duties, and in District programs including retirement, worker's compensation and health benefits;

- Answer telephone calls, process and schedule requests for service;
- The position is authorized to sign such papers as necessary in the routine operation of the office, for example: Routine correspondence, Worker's Compensation Reports, Federal and State Tax Reports, etc., and keeps the General Manager informed of these items.
- Performs other duties deemed necessary and as needed relating to the position.

QUALIFICATIONS

Possess an Associate Degree in business administration or a related field from an accredited college or university and three years of verifiable professional level office administration experience; or an equivalent combination of education and experience that demonstrates a sufficiency to successfully perform the essential duties as listed above.

KNOWLEDGE AND ABILITIES

The Administrative Assistant is distinguished from other District secretarial classes in that the nature, diversity, and scope of responsibilities from this level of management support requires frequent use of tact, discretion, initiative, and a high degree of independent judgement. Must possess the ability to work independently, set priorities, stay on task and meet critical deadlines; Establish effective and cooperative working relationships; Maintain high level of organizational skills; and Interact with the public and coworkers in a tactful and courteous manner and maintain composure and professionalism in adverse situations.

SPECIAL REQUIREMENTS

Possession of a valid California Driver's License with a good driving record and be insurable under the District's insurance carrier.

Agenda Item #8

APPENDIX D

FY 22/23 COMPENSATION PLAN

Effective 07/01/2022

% COLA Pending (COLA not included, to be determined FY 22/23 Budget)

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 the salary shall be determined by the Board of Trustees.

	Annual Salary
Step 1	\$ 109,422
Step 2	\$ 117,081
Step 3	\$ 125,278
Step 4	\$ 134,046
Step 5	\$ 143,429

Operations Director

The Operations Director is hired and supervised by the General Manager

	Annual Salary
Step 1	\$ 87,727
Step 2	\$ 91,236
Step 3	\$ 94,885
Step 4	\$ 98,682
Step 5	\$ 102,629

Administrative Assistant

The Administrative Assistant is hired and supervised by the General Manager

	Annual Salary
Step 1	\$ 67,542
Step 2	\$ 70,921
Step 3	\$ 74,466
Step 4	\$ 78,189
Step 5	\$ 82,099

Mechanic/Field Technician

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

	Annual Salary
Step 1	\$ 67,542
Step 2	\$ 70,921
Step 3	\$ 74,466
Step 4	\$ 78,189
Step 5	\$ 82,099

Field Technician

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

	Annual Salary
Step 1	\$ 56,825
Step 2	\$ 59,668
Step 3	\$ 62,651
Step 4	\$ 65,785
Step 5	\$ 69,073

Seasonal Field Technician

The Seasonal Field Technician is hired by the General Manager and supervised by the Operations Director

	Hourly Salary
Step 1	\$ 27.33
Step 2	\$ 28.69
Step 3	\$ 30.13
Step 4	\$ 31.63
Step 5	\$ 33.22

Seasonal Surveillance and Seasonal Technician

Seasonal Surveillance and Seasonal Technician is hired by General Manager and supervised by the Operations Director

	Hourly Rate
Step 1	\$ 17.61
Step 2	\$ 18.48
Step 3	\$ 19.43
Step 4	\$ 20.39
Step 5	\$ 21.40

Secretary/Bookkeeper

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

	Annual Salary	Hourly
Step 1	\$ 41,888	\$ 20.14
Step 2	\$ 43,985	\$ 21.15
Step 3	\$ 46,185	\$ 22.20
Step 4	\$ 48,493	\$ 23.31
Step 5	\$ 50,918	\$ 24.48

Manager's Report



National 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. 6958798

Check Date: 02/25/2022

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

Description	Date	Gross Amount	Discount Amount	Net Amount Paid
ECR163311221 US Bank Corp Card NASPO Contract payment for spend in Q(4) Year(2021). Contract Payment ID 16331. ATTN Card Admin. Questions contact RM Kaylissa Voie at Email kaylissa.voie@usbank.com	02/21/22	\$400.25	\$0.00	\$400.25
Totals		\$400.25	\$0.00	\$400.25