

BOARD OF TRUSTEES

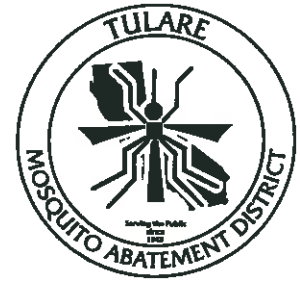
Pat Nunes
City of Tulare
Robert Uchita
County of Tulare
Robert Clark
County of Tulare
Stan Creelman
County of Tulare
Charlie Pitigliano
County of Tulare
Charles Mayer
City of Visalia

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

John Avila



The Tulare Mosquito Abatement District Board of Trustees regular Meeting will be held on Tuesday, January 8th at 1:00 p.m. at the District office located at Mefford Field in Tulare.

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 December 7th, 2018 Board of Trustee Special meeting**
3. **Additions / Approval of Agenda**
4. **Payment of Check Numbers 5596 - 5631**
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 and approval of Claim # 21911 transfer from Tulare County Fund #778 To District's Union Bank acct # 2740034408
5. **GovInvest Webinar - Pension and OPEB liability software**
6. **2017/2018 District Audit - Garry Riezebos (Adair & Evans)**
7. **Resolution of approved COI from Tulare County**
8. **MVCAC Email Blast Ad highlighting District aircraft for sale**
9. **Refilling of oil storage tank**
10. **Manager's Report**
 - a. **Board of Supervisors swearing in of 3 Board members**
 - b. **Reimbursement of CSDA Conference registration in September**
 - c. **February Board Meeting - Re-schedule due to Farm Show**
 - d. **Reimbursements for Holiday Luncheon**
11. **Meeting Adjourned**

**MINUTES OF THE SPECIAL 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 7th DAY OF
DECEMBER 2018, AT THE HOUR OF 11:00 P.M. OF SAID DAY**

Present at the meeting called at 11:04 a.m. at the place above designated were: Charlie Pitigliano, presiding, Robert Clark, Pat Nunes, Stan Creelman, and Chuck Mayer. Robert Uchita was absent. Also present at the Board Meeting were John Avila, District Manager, 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 November 13, 2018, Board of Trustees Meeting.

The minutes of the meeting held on November 13, 2018, were presented to the board in writing and reviewed. Upon a motion made by Pat Nunes, seconded by, Chuck Mayer, and unanimously carried, the minutes of the meeting held on November 13, 2018, were approved as presented.

Agenda Item No. 3: Additions / Approval of Agenda.

There were no additions to the agenda.

Agenda Item No. 4: Payment of Check Number 5563 - 5595, Electronic Fund Transfers (EFTPS) from Union Bank to the IRS for Social Security, Medicare and Federal Tax Payments and Union Bank Charges and Credits.

The board members reviewed the District's Union Bank checking account, check numbers 5563 - 5595, the electronic fund transfers (EFTPS) for payment of Social Security, Medicare and Federal Tax Payments to the IRS, and the electronic debit payments from the District's Union Bank account. Upon a motion duly made by Robert Clark, seconded by Chuck Mayer, and unanimously carried, the Union Bank checking account, check numbers 5563 - 5595, the electronic fund transfers (EFTPS) for payment of Social Security, Medicare and Federal Tax Payments to the IRS, and the electronic debit payments from the District's Union Bank checking account were approved.

Agenda Item No. 5: Decision to Cancel Scheduled December 11, 2018, Board Meeting.

After some discussion, upon a motion duly made by Stan Creelman, seconded by, Robert Clark, and unanimously carried, the board cancelled the regular meeting of the Board of Trustees calendared for December 11, 2018.

Agenda Item No. 6: 2018 Chemical Usage Report.

John reviewed with the board the District's chemical usage for the year ending December 31, 2018, which was also reported to Tulare County. There was some discussion related to mix of chemical used and the decreasing number of acres in the District treated aerially.

Agenda Item No. 7: Surveillance Numbers and Results for the District and State.

John advised the board that the District for the past season set 3650 mosquito traps, submitted 145 mosquito pools for testing, had 6 positive pools for West Nile Virus, had 24 positive pools for St. Louis Encephalitis Virus, and that there was one human case of West Nile Virus in the District. John also provided the board a review of the statewide report for mosquito borne surveillance.

Agenda Item No. 8: Reappointment Status for Three Board Members.

John reported that he communicated with Board of Supervisor's office for Tulare County and was advised that the Board of Supervisors would address the reappointment of the three expiring members on the board in December 2018.

Agenda Item No. 9: Discussion on the Status of Selling the Aircraft and a Recent Inquiry from the Ukraine.

John reviewed with the board email communication he received related to an inquiry from the Ukraine about the District aircraft. He indicated that he responded to the inquiry and provided the requested information, but has not received any response thereto.

Agenda Item No. 10: Manager's Report.

- a) Aedes Aegypti California Detection Map - John reviewed with the board the Aedes Aegypti and Aedes Albopictus detection map and advised our District has detected the presence of the Aedes Aegypti, but not the Aedes Albopictus.
- b) 2017/2018 Audit Update - John advised that the audit will be presented at the January 2019 meeting of the Board of Trustees.
- c) Continuing Education Proposal - John advised the board that the District has received a proposal from the MVCAC for the provision of continuing education.
- d) Remodel - John provided a brief update of the progress of the District's office remodel project.

Agenda Item No. 12: Meeting Adjourned.

There being no further business to come before the board, upon a motion duly made by Pat Nunes, seconded by Chuck Mayer, and unanimously carried, the special meeting was adjourned at 11:32 a.m.

SECRETARY

				Union
				Check #'s
				EFTPS
				E Debits
Full Time Employees				
6001	John Avila		2,566.60	5596
6001	Michelle Dempsey		2,229.86	5597
6001	Andrew Conard		1,943.59	5598
6001	Armando Gonzalez		1,991.92	5599
6001	Quirino Valencia		1,914.15	5600
6004	CA Emp Dev Dept	UI, ETT, SDI & PIT	543.08	EFTPS
6004	Choice Builders	Monthly premium for employee Dental Vision & Life Insurance	968.50	5601
6008	Charlie Pitigliano	Board Meeting 12/7/18	100.00	5602
6008	Robert Clark	Board Meeting 12/7/18	100.00	5603
6008	Pat Nunes	Board Meeting 12/7/18	100.00	5604
6008	Stan Creelman	Board Meeting 12/7/18	100.00	5605
6008	Charles Mayer	Board Meeting 12/7/18	100.00	5606
6011	CalPERS (Employee)	Employee Additional deferred contribution	525.00	EFPTS
6011	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	2,041.04	EFTPS
6012	Union Bank	Federal Inc Tax., Employee/Employer Medicare & SS	3,439.66	EFTPS
Services & Supplies (2000)				
7001	Verizon Wireless	Field Communications	119.30	235.14 5607
7005	Verizon Wireless	Office Phones	115.84	
7009	Culligan	Bottled Water		23.25 5608
7021	C.P. Phelps Inc	Vehicle fuel	153.38	228.16 5609
7021		Shop Supplies	74.78	
7021	MAS Auto Center	Smog for truck #1 and #13		103.50 5610
7021	Toyota Material Handling (N CA)	Forklift Repair and Inspection		2,091.76 5611
7021	Jorgensen Company	Fire Extinguisher Service and Repair		193.38 5612
7021	Merle Stone Chevrolet Inc	Diagnostic for truck #14		128.00 5613
7036	Cline's Business Equipment	IT support/maintenance	60.00	125.72 5614
7036		Monthly maintenance contract - copier	65.72	
7043	McCormick, Kabot, Jenner & Lew	9/27/18 Research on domicile of Board Members RE Sherry Champagne (Residency)	200.00	920.00 5615
		10/1/18 Emails to and from John RE Sherry Champagne	60.00	
		11/2/18 Emails to and from John RE agenda; Review proposed agenda	40.00	
		11/7/18 Emails to and from John RE agenda	60.00	
		11/8/18 Emails to and from John RE Amended Conflict of Interest Code	20.00	
		11/13/18 Research PUD statutes RE appointment of Trustees- Emails RE Charlie's question RE New Board Member; Telephone Conference with John	200.00	
		11/14/18 Email from John	20.00	
		11/15/18 Emails to and from John	20.00	
		12/7/18 Board Meeting	300.00	
7062	City of Tulare	Land Rent	774.00	889.22 5617
7081		Water & Refuse Pickup Service	115.22	
	Union Bank Credit Card			3,925.13 5618
7001		TAP Publishing Co - Advertising Airplane	150.00	
7005		Att*Web - Faxline	10.60	
7009		Walmart - Household Items	12.25	
7009		Walmart - Household /Holiday	10.73	
7009		Costco - Household/Holiday	94.21	
7009		Smart and Final - Household/ Cleaning Supplies	49.71	
7009		Walmart - Household/Coffee Pot ect...	134.07	
7009		Walmart - Household /Holiday	45.31	
7009		Target - Household /Holiday	5.23	
7009		Costco - Household/Holiday	9.98	
7021		Amazon- Shop Tools	30.56	
7021		Amazon - Shelving for Shop	79.99	
7021		Tulare Automotive Repair - Truck #14 Cat. Converter -- DEPOSITE	500.00	
7021		Tulare Automotive Repair - Truck #14 Cat. Converter	2,196.50	
7024		Amazon - Building Signage	9.49	
7036		Amazon - Office Supplies	6.99	
7036		USPS - Printed Envelopes	292.55	
7036		Office Depot - Furniture	108.24	
7036		Unwired Broadband - Internet Monthly Service	135.97	
7036		TCE*Hrdirect/Gneil - Office Forms	42.75	

27,526.66

Expenses 12/31/2018

Union

Transfer funds from Fund #778 Tulare County to Union Bank Account #27400034408

6000	Funds for Salaries & Benefits FY 18/19 Budget	150,000.00	
7000	Funds for Services & Supplies FY 18/19 Budget	150,000.00	

Check #'s

EFTPS

Full Time Employees

E Debits

6001	John Avila		2,566.61		5618
6001	Michelle Dempsey		2,229.86		5619
6001	Andrew Conard		1,943.59		5620
6001	Armando Gonzalez		1,991.92		5621
6001	Quirino Valencia		1,914.15		5622
6004	CA Emp Dev Dept	UI, ETT, SDI & PIT	543.08		EFTPS
6004	CalPERS (Health)	Monthly Health Premium	12,936.56		EFTPS
6011	CalPERS (Retirement)	PERS Retirement contribution Employer & Employees	2,041.04		EFTPS
6011	CalPERS (Employee)	Employee Additional Deferred Contribution	525.00		EFTPS
6012	Union Bank	Federal Inc Tax., Employee/Employer Medicare & SS	3,439.64		EFTPS
Services & Supplies (2000)					
7001	Verizon	GPS System Monthly Charge (Nov)+ 2 New Installs	322.78		5623
7001	Yosemite Linen Supply	Employee uniforms & related laundry service	263.16		5624
7001	Pricketts	Replaced clogged Filter	227.30		5625
7021	C. P. Phelps	Fuel For Vehicles	59.18	75.06	5626
7021	C. P. Phelps	Propane	15.88		
7021	Feltech Auto Repair	Smog check for Trucks (#4,#9,#10,#11,#12,#14)	190.50		5627
7024	Lowe's	Remodel Materials	1,210.93	1,536.84	5628
7065	Lowe's	Small Tools	325.91		
7024	High Sierra Lumber	Remodel Materials	122.26		5629
7036	Staples	District Letterhead (Qty 500)	387.07	425.53	5630
7036	Staples	Office Supplies	38.46		
7036	Purchase Power	Pitney Bowes		32.78	5631
Union Bank Charges & Credits					
		12/31/2018 Statement		300.00	
7081		SC Edison	172.51		
7081		SoCal Gas	72.49		Auto Pay
7036		Union Bank - Positive Pay and monthly maintenance fees -	55.00		

33,627.66

TULARE MOSQUITO ABATEMENT DISTRICT

FY 18/19 Budget

December 31, 2018

	<i>Appropriations</i>	<i>Expenditures</i>	<i>Remaining</i>
Salaries & Employees Benefits (1000)			
6001 Regular Salaries *	367,940.00	178,087.08	189,852.92
6004 Benefits			---
Health Insurance	177,698.00	80,536.02	97,161.98
EDD Unemployment Insurance 6.2% X 7,000 of employees pay	5,486.00	437.82	5,048.18
EDD Disability Insurance 1.0% X of employees salary	5,099.00	2,404.20	2,694.80
EDD Employment Training Tax rate 0%	-		-
Life Insurance	1,260.00	605.94	654.06
6005 Extra Help	120,544.00	62,331.69	58,212.31
6008 Directors Fees	7,200.00	3,000.00	4,200.00
6011 Retirement PERS	26,656.00	19,682.84	6,973.16
Classic members 7.2% X Gross Salary			-
New Public Employee Pension Reform Act (PEPRA) members (6.533% X Gross Pay)			-
6012 Social Security (7.65% of employee pay)	37,788.00	18,392.05	19,395.95
6015 Workers' Compensation Insurance	23,100.00	-	23,100.00
	<u>772,771.00</u>	<u>365,477.64</u>	<u>407,293.36</u>
Services & Supplies (2000)			
7001 Agriculture	494,276.00	84,406.75	409,869.25
7005 Telecommunications	2,502.00	733.56	1,768.44
7009 Household Expense	5,292.00	1,010.42	4,281.58
7010 Insurance	33,000.00	5,308.49	27,691.51
7021 Maintenance of Equipment	107,000.00	33,087.23	73,912.77
7024 Maintenance - Bldg & Improvements	17,055.00	13,231.14	3,823.86
7027 Memberships	14,198.00	9,790.00	4,408.00
7036 Office Expense	8,412.00	4,887.80	3,524.20
7043 Professional & Special Expense	11,359.00	7,170.00	4,189.00
7059 Publications and Legal Notices	296.00	-	296.00
7061 Rents & Leases - Equipment	262.00	-	262.00
7062 Rent & Leases - Bldg & Improvements	12,216.00	4,644.00	7,572.00
7065 Small Tools & Instruments	2,297.00	-	2,297.00
7066 District Special Expense	15,682.00	12,132.37	3,549.63
7074 Transportation & Travel	7,593.00	828.06	6,764.94
7081 Utilities	5,284.00	2,274.51	3,009.49
	<u>736,724.00</u>	<u>179,504.33</u>	<u>557,219.67</u>
Other Charges (3000)			
7407 Contributions to other Agencies	2,500.00	-	2,500.00
7425 Taxes & Assessments	38,000.00	-	38,000.00
	<u>40,500.00</u>	<u>-</u>	<u>40,500.00</u>
Fixed Assets (8000-8300)			
Purchase of Surveillance Vehicle	25,000.00	25,157.54	(157.54)
	<u>25,000.00</u>	<u>25,157.54</u>	<u>(157.54)</u>
Working Budget	1,574,995.00	570,139.51	1,004,855.49
* Appropriation for Contingencies			-
Total Appropriations	1,574,995.00	570,139.51	1,004,855.49
** General Reserves			
Reserve for Asphalt Removal & Replacement	5,384,500.00		5,384,500.00
Reserve for Emergency Incasive Aedes Outbreak	125,000.00		125,000.00
Reserve for Replacement of Vehicles/Tablets	250,000.00		250,000.00
	<u>215,000.00</u>		<u>215,000.00</u>
Total Budget	7,549,495.00		6,979,355.49
Tulare County Account # 778 Balance	4,821,847.10		
Union Bank Account # 2740034408 Balance	<u>376,845.02</u>		
TMAD Current cash balance	5,198,692.12		

* 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

**SPECIAL DISTRICT
ORDER TO DISBURSE FUNDS**

Board Order No. _____

Budget No.	Fund No.
S8496	778

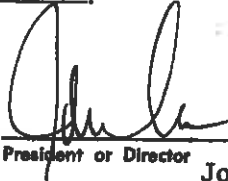
Name of District TULARE MOSQUITO ABATEMENT DISTRICT

It is hereby ordered that the County Auditor draw his warrants on the above district fund for payment of the attached claims No. 21911 to No. _____ inclusive* in the amounts indicated.

The attached claims have been "audited" by the district and any corrections are shown on the claim.

The total amount ordered paid on this date is \$ 300,000.00

*List exceptions here



President or Director **John Avila**
General Manager

Secretary or Director

Director

Director

12/07/18
Date of Board Meeting

 **COPY**

Transferred 12/27/18

COUNTY AUDITOR'S USE ONLY	
Warrants No. _____	to _____
Claims No. _____	to _____
Dated _____	
Reviewed by _____	

INSTRUCTIONS:
Prepare in duplicate and distribute as follows:
1. Original with claims to Auditor's office.
2. Retain duplicate in district files.

Updated invitation: GovInvest Webinar with Tulare Mosquito Abatement District... @ Tue Jan 8, 2019 1pm - 2pm (PST) (John Avila)

1 message

Jasmine@govinvest.com <jasmine@govinvest.com>
Reply-To: jasmine@govinvest.com
To: tularemosquito@gmail.com, nadia@govinvest.com

#5

Mon, Dec 10, 2018 at 10:55 AM

This event has been changed.

GovInvest Webinar with Tulare Mosquito Abatement District Board

[more details »](#)

Hi John,

We look forward to sharing our technology with you and your Board on Tuesday, February 19th at 1:15pm. Our President Jasmine will go over our Pension and OPEB liability software and allow for you to ask any questions.

To view our screen for the webinar, please copy and paste this link directly into your web browser:
<https://join.me/govinvest>

For audio, please call into the conference line at:
(213) 226 - 1066
ID: 831-307-303

We look forward to talking to you then. Thank you!

Sincerely,

Nadia Atiqullah
GovInvest Inc.
714-822-1561
nadia@govinvest.com

When **Changed:** Tue Jan 8, 2019 1pm – 2pm Pacific Time - Los Angeles

Where <https://join.me/govinvest> (map)

Calendar John Avila

- Who • nadia@govinvest.com - creator
- jasmine@govinvest.com
- John Avila

Going (tularemosquito@gmail.com)? **Yes** - **Maybe** - **No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account tularemosquito@gmail.com because you are subscribed for updated invitations on calendar John Avila.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More.](#)

CONFIDENTIALITY NOTICE: This e-mail transmission, and any documents, files or previous e-mail messages attached to it contains confidential information that is legally privileged. This e-mail and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If the reader of this e-mail is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any use, dissemination, forwarding, printing or copying of this e-mail or any attachments hereto is strictly prohibited. If you have received this e-mail in error please notify sender immediately by replying to this message and then delete it permanently.

 **invite.ics**
3K

#5

GovInvest Inc.
3625 Del Amo Blvd., Suite 110
Torrance, CA 90503

Date: September 18, 2018

John Avila, General Manager
6575 Dale Fry Rd.
Tulare, CA 93274

Dear John,

Thank you for reviewing this proposal. We are submitting this letter to summarize the actuarial consulting and technology services for the Tulare Mosquito Abatement District. Through innovative solutions, the efficient use of technology, and a focus on quality, we are an outstanding choice for actuarial consulting services for the District.

We designed our software and tailor our services for potential clients like you. You are empowered to better understand your liabilities and costs and our solutions help you manage those costs into the future. We are continuously updating our software and services based on the changing public pension environment and the evolving needs and concerns of our clients.

One of our consulting actuaries will be assigned to your project. The firms we use have years of experience, meet all certification requirements, and have extensive experience in the defined benefit actuarial field.

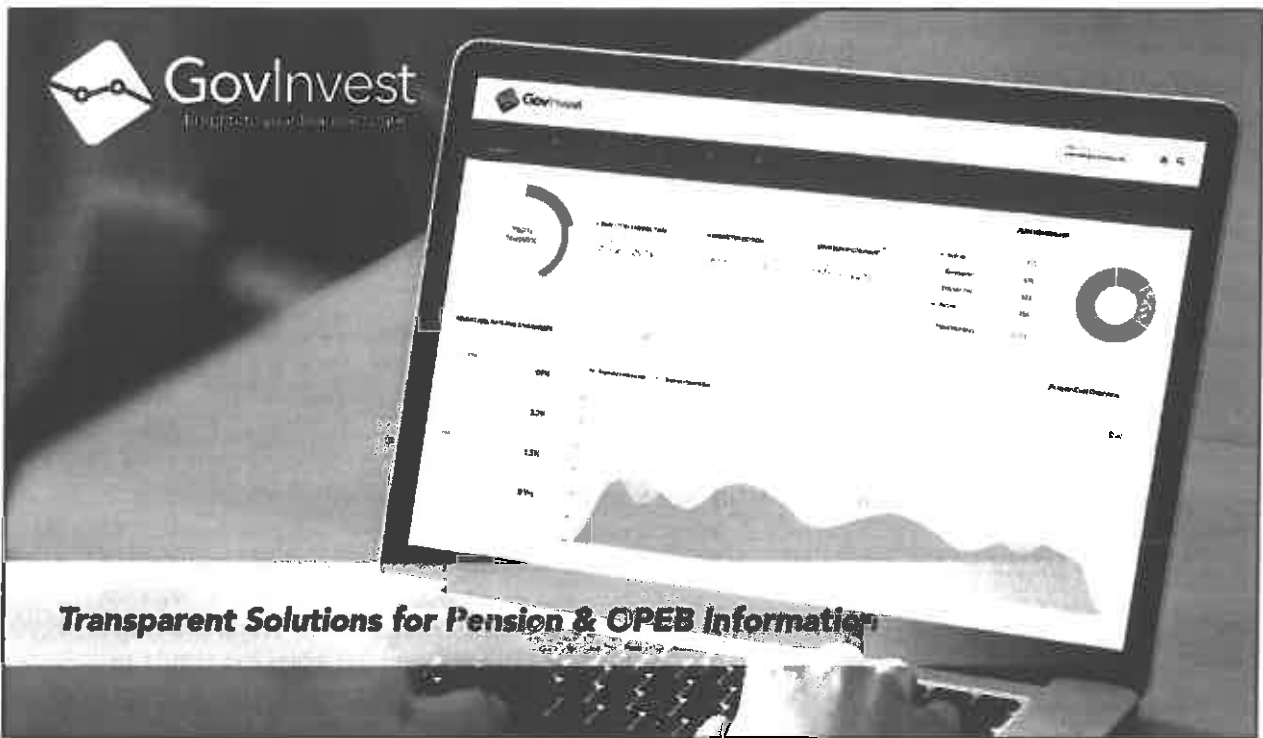
The following sections include: GovInvest's Company Overview, Scope of Services, Implementation, Added Value, and Terms.

We look forward to the opportunity of working with you.

Sincerely,

Ted Price
CEO
(310) 371-7106

Proposal for Actuarial Services and Technology



Attention: John Avila, General Manager

Prepared By: Nadia Atiqullah

Date: September 18, 2018

Company Overview

Since 2014, GovInvest has brought together leading actuaries, engineers, and designers to build innovative technological solutions to empower government agencies to better navigate the complexities of actuarial analysis. Our solution suite consists of our cloud-based software, actuarial valuations, funding reports, accounting valuations, and actuarial consulting.

When Co-founders Jasmine Nachtigall-Fournier and Ted Price saw the actuarial valuation reports that agencies depended on to make key decisions about funding their future employee benefits, they realized how complicated, outdated, and obsolete the reports could be, and set out to build the Total Liability Calculator, a cloud-based software platform that provides our clients with real-time information, instant actuarial and financial analysis, and insights into how to pay down unfunded liabilities. By facilitating easy communication of complex information to decision-makers and stakeholders, our firm has effectively increased efficiency and education towards transparent solutions.

GovInvest's customer success team, engineers, retirement experts, and actuarial consultants are with your agency every step of the way to provide the best advice using instant analysis when you want it and quality certified reports when required. This is a relationship that no other company can offer.

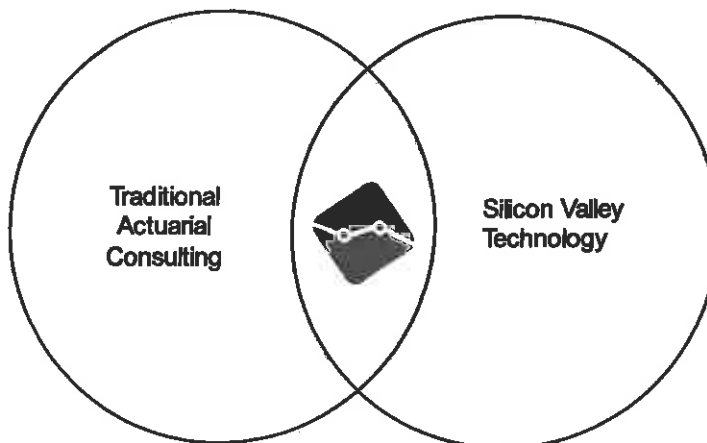
There are several qualities that differentiate our approach from other actuarial firms. These are:

- **Experience:** We have more depth and experience than most other independent firms. We're large enough to respond to client requests in a timely manner.
- **Knowledge Leadership:** We've built our firm on knowledge leadership and leveraging this information for our clients' benefit.
- **Practical Advice:** Our consultants excel at explaining complex topics in layman's terms so that our clients can make informed decisions.

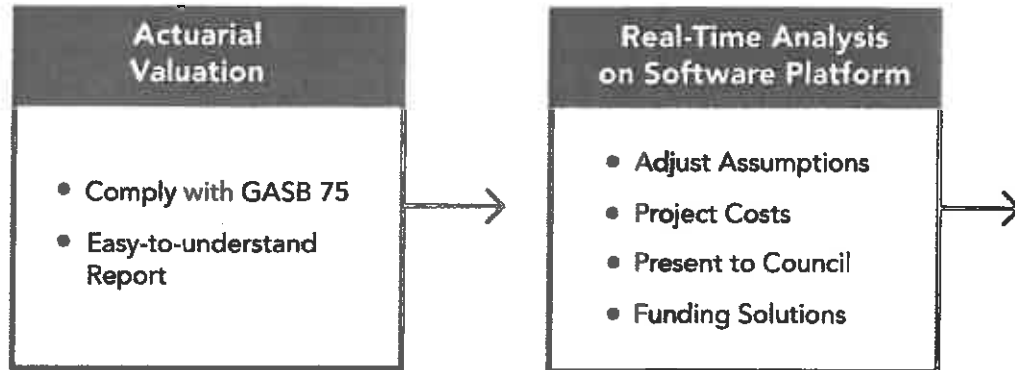
We believe that all agencies, regardless of size, must address similar issues:

- Understanding the extent of current pension and OPEB liabilities;
- Developing strategies to control costs and prudently fund benefits; and
- Clearly communicating costs and strategies to stakeholders.

GovInvest is bringing actuarial analysis out of the dark ages.



Scope of Services



GASB 75 OPEB Actuarial Valuation

The actuarial valuation will be based on the census data provided and the actuarial and economic assumptions that are adopted. The calculations will produce the liabilities and annual plan costs on the basis of the requirements of GASB 75 using the Entry Age Normal Actuarial Cost Method or Alternative Measurement Method (if applicable). Results will be presented in a final report to be presented via webinar or in-person (travel reimbursement and consulting fees may apply).

Total Liability Calculator – OPEB and Pension Module

District's data will be presented on the Total Liability Calculator, a comprehensive dashboard with results extremely easy to understand, convey, analyze, and interact with. The calculator makes understanding pension and OPEB information simple and intuitive, while helping decision makers and constituents get a clear picture of this important outstanding liability and the impact that economic and demographic variables have on the results.

Other Actuarial Valuations or Accounting Reports as Needed

GovInvest: The Cutting Edge



Required Reports & Disclosures
[Traditional Actuarial Consultants]



Stay On-top of GASB: Understand the assumptions you are approving



Go Above & Beyond: Effortless transparency for decision-makers and the concerned public

Implementation

GovInvest will work with you during the collection process with a list of requirements to prepare your valuations and software. Some items needed include:

- Active, retired, deferred members census information
- Report downloads from MyCalPERS, including:
 - Participant Appointment Details Report
 - Benefit Recipients by Employer Report
 - Present Employer Statement Report
- Recent actuarial valuation
- Financial statements
- Plan information
- Other items may be requested

Once we receive the requested information, the valuation and onboarding process can begin.

The following milestones outline the general steps included in valuation process:

- ✓ Request data from client
- ✓ Actuary receipt of client data
- ✓ Review the plan benefits and the census data for any missing or inaccurate information. Discuss with the District any data issues that need clarification or correction
- ✓ Substantive plan delivered to client for review
- ✓ Claims cost, census finalized
- ✓ Code information to perform a valuation
- ✓ Peer review
- ✓ Summarize results in a report and present them to the District. The report will include results, recommendations, conclusions, and visual graphics to be included in the District's Annual Financial Statements
- ✓ Submit a draft report for review and approval prior to submission of final report
- ✓ Final draft delivered
- ✓ Actuary available to discuss results


The following milestones outline the general steps included in software onboarding process:


- ✓ Request data from client
- ✓ GovInvest receipt of client data
- ✓ Preliminary data review
- ✓ In-depth review and further client discussions as necessary
- ✓ Data loading onto Total Liability Calculator software
- ✓ Final Review
- ✓ Login and portal access delivered
- ✓ Product instruction over webinar

Extra items at additional fee, If desired:

- One meeting at client's office to discuss report findings
- Completion of five-year projections of cash reimbursements


Added Value

 **GovInvest Added Value**

	 GovInvest	Traditional Actuaries
① Required GASB Reports	✓	✓
② Assumption Adjustments	✓	N/A
③ Liability + Cost Projections	✓	N/A
④ Presentation of Results	✓	N/A
⑤ Real-Time Interactive Info	✓	N/A
⑥ Granular Benefits Adjustments	✓	N/A
⑦ Actuarial Data Visualization	✓	N/A
⑧ Transparency	✓	N/A

Revolutionizing Pension & OPEB

(310) 371-7106 | info@govinvest.com
3425 Del Amo Blvd, Suite 110, Torrance CA 90503



Terms

Below are the proposed terms of this agreement, which GovInvest is prepared to deliver:

Buyer: Tulare Mosquito Abatement District

Seller: GovInvest Inc.

Services: Use of the Pension and OPEB Module of the Total Liability Calculator. GASB 68 Accounting Report. GASB 75 Actuarial Valuation Report and or GASB 75 Actuarially Determined Method (AMM) Report (Cost-Sharing Only). Actuarially Determined Contribution (ADC) Funding Report.

Services Term: 5 Years from Agreement Effective Date.

Fee for Services: Service fees are due upon engagement. Fees below are based as a package*

PENSION MODULE

Onboarding Fee: \$2,250
Annual Licensing Fee: \$3,000
Discounted Annual Fee: \$2,000

OPEB MODULE

Onboarding Fee: \$2,250
Annual Licensing Fee: \$3,000
Discounted Annual Fee: \$2,000

GASB 68 ACCOUNTING VALUATION

Annual Fee: \$1,500

GASB 75 ACTUARIAL VALUATION

Full Val Biennial Fee: \$2,600
Biennial Roll-forward
Fee: \$1,300

Option for Cost-Sharing plans to do Alternative Measurement Method (AMM) GASB 75 Actuarial Valuation

AMM Biennial Fee: \$1,950
AMM Biennial Roll-
forward fee: \$1,000

OPTIONAL: ACTUARIALLY DETERMINED CONTRIBUTION REPORT

Biennial Fee: \$1,300
AMM Biennial Fee: \$1,000

Discount Incentive: Discount honored if Licensing Agreement is executed by October 18, 2018 and total contract value invoiced up-front.

Protection Against Inflation: Annual fee will increase by the greater of the US CPI or 3% each consecutive year.

Delivery – Pension Module:	Up to 3 months after completion of data delivery.
Delivery – OPEB Module:	Up to 10 months after completion of data delivery.
Delivery – GASB 68:	Up to 8 weeks after completion of data delivery.
Delivery – GASB 75:	Up to 8 weeks after completion of data delivery.

Consulting Fees: GovInvest charges at \$600/hr for executive work, \$400/hr for FSA work, \$150/hr for actuarial associate work, and \$150/hr for analyst work. Consulting charges include: consulting with the agency on plan design or funding policies, review of pension/OPEB financial disclosures, in-person meetings, phone/web/in-person meetings on results, and/ or guidance with liability management outside the scope of services of the software.

Miscellaneous Fees: Reasonable travel expenses. Business license fees. Other fees to be negotiated on a case-by-case basis and agreed upon by Buyer and Seller.

Letter of Offer: If the foregoing is acceptable, please communicate the same and upon acceptance of the terms herein, and we will prepare a formal Agreement.

Non-Binding: Nothing contained herein shall be considered binding on either party. Binding obligations shall arise from a fully executed Licensing Agreement between Buyer and Seller.

*The fee may be higher if: the plan, financial, or census information is not provided as requested, is untimely, is not complete, or is inaccurate when received by GovInvest; the agency changes its plan design or policy after work has begun.



John Avila <tularemosquito@gmail.com>

Approval of COI

1 message

Mercedes Llamas <MLlamas1@co.tulare.ca.us>
To: "TulareMosquito@gmail.com" <TulareMosquito@gmail.com>

Fri, Dec 14, 2018 at 9:56 AM

Good Morning,

Attached is the resolution of the approved Conflict of Interest Code for your file, if you have any questions feel free to contact our office.

7

Thank you,
Mercedes Llamas
Office Assistant
Tulare County Board of Supervisors
2800 w. burrel ave.
Visalia, CA 93291
main: 559-636-5000
fax: 559-733-6898

 **Tulare Mosquito Abatement District.pdf**
4751K

LAW OFFICES OF
MCCORMICK KABOT JENNER & LEW
A PROFESSIONAL CORPORATION
4010 SOUTH DEMAREE STREET
VISALIA, CALIFORNIA 93277

NANCY A. JENNER
JULIA M. LEW
CHAD M. LEW

MATTHEW C. PIERCE

S.I. KABOT (1946 - 2018)
WALTER MCCORMICK (1926 - 2005)

TELEPHONE
(559) 734-6729

FACSIMILE
(559) 734-8762

INTERNET
WWW.MKJW.COM

November 27, 2018

Hand Delivered

Clerk of the Board of Supervisors
Attn: Melinda Benton
2800 W. Burrel Avenue
Visalia, CA 93291

Re: Tulare Mosquito Abatement District
2018 Biennial Review of Conflict of Interest Code

Dear Ms. Benton,

Please find enclosed herewith the following documents on behalf of Tulare Mosquito Abatement District:

- 1) Request for Approval and Declaration of Compliance for Conflict-of-Interest Code Amendment/Adoption;
- 2) Resolution No. 2018-02, A Resolution of the Board of Trustees of the Tulare Mosquito Abatement District Adopting Amended Conflict of Interest Code (3 sets);
- 3) Organizational Chart of Tulare Mosquito Abatement District; and
- 4) Employee job descriptions.

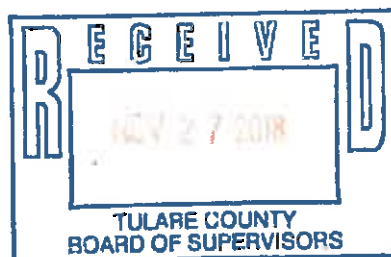
If you have any questions, please do not hesitate to contact this office.

Very truly yours,



CHAD M. LEW
CML:jl

enclosures

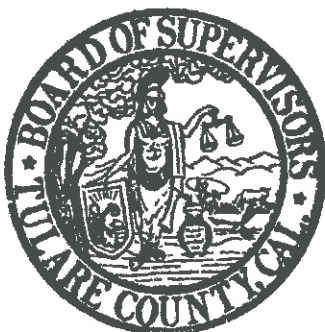


BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF APPROVAL OF)
TULARE MOSQUITO ABATEMENT) Resolution No. 2018-0996
DISTRICT CONFLICT OF INTEREST CODE)

UPON MOTION OF SUPERVISOR ENNIS, SECONDED BY SUPERVISOR VANDER POEL, THE FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD DECEMBER 11, 2018, BY THE FOLLOWING VOTE:

AYES: SUPERVISORS CROCKER, VANDER POEL, SHUKLIAN, WORTHLEY
AND ENNIS
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE



ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: Mary Ronello
Deputy Clerk

* * * * *

Approved the new or amended Conflict of Interest Code adopted by the following special district:

Pest Control District
Tulare Mosquito Abatement District



**Clerk of the Board
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: December 11, 2018

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Melinda Benton PHONE: 559-636-5000				

SUBJECT: Approval of Tulare Mosquito Abatement District Conflict of Interest Code

REQUEST(S):
That the Board of Supervisors:
Approve the new or amended Conflict of Interest Code adopted by the following special district:

Pest Control District
Tulare Mosquito Abatement District

SUMMARY:
The Political Reform Act, Administered by the State Fair Political Practice Commission (FPPC), requires local governmental agencies to adopt a Conflict of Interest Code and update it from time-to-time to reflect changes in decision-making positions within the Agency. This includes newly added positions, deleted positions, or changes in the title or decision-making duties assigned to positions. This also includes changes in disclosure categories for designated positions.

In addition, a local government agency is required to conduct a review of its Conflict of Interest Code every even numbered year. A local government agency includes a special district of any kind, school districts, or any local board, committee, commission or agency established by State of Federal statute that has a separate legal status. Pursuant to the Act, the Tulare County Board of Supervisors is the code-reviewing body for all local government agencies whose territorial boundaries are wholly in Tulare County, and has the responsibility to see that such agencies meet conflict of

SUBJECT: Approval of Tulare Mosquito Abatement District Conflict of Interest Code
DATE: December 11, 2018

interest code requirements.

A Conflict of Interest Code is designated to cover members of boards, commissions, committees, districts and similar bodies, and administrative employees that make, or participate in making government decisions. The purpose of the Code is to prevent such officials from engaging in government decision-making in which the official may have a personal financial interest. Officials designated in an agency's code are required to file a Form 700-Statement of Economic Interests upon appointment to a designated position, upon leaving the position and on a yearly basis while performing the official functions of that position. For this reason, positions designated in the local agency's code must also be assigned a disclosure category. Disclosure categories describe the types of personal financial interests that the official must disclose in his or her Form 700-Statement of Economic Interests.

In July 2018, written notices were sent to all local government agencies within Tulare County of their obligation to conduct a Biennial Review of the agency's Conflict of Interest Code as required by law. By law, the Board of Supervisors must approve all amended or new Conflict of Interest Codes.

The Tulare Mosquito Abatement District responded that it has amended its Conflict of Interest Code since 2016 and has provided the County with the necessary supporting documents for review. This amended code meets the requirements of the Political Reform Act and can be recommended the Board for approval. Documents sent by the representative of this special district confirming compliance with applicable requirements for adopting or amending the agency's code are attached for your review.

FISCAL IMPACT/FINANCING:

There is no County cost associated with this request.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The approval of the Conflict of Interest Codes helps fulfill the Organization Performance initiative by ensuring that the County and the local agencies are in compliance with the law.

ADMINISTRATIVE SIGN-OFF:



Melinda Benton, Chief Clerk

Cc: County Administrative Office

Attachment(s) Attachment A - Tulare Mosquito Abatement District Conflict of Interest Code

**REQUEST FOR APPROVAL AND DECLARATION OF COMPLIANCE
FOR CONFLICT-OF-INTEREST CODE AMENDMENT/ADOPTION**

TULARE MOSQUITO ABATEMENT DISTRICT

(Name of agency)

TO: TULARE COUNTY BOARD OF SUPERVISORS, 2800 West Burrel Ave., Visalia, California.

I, JOHN AVILA, GENERAL MANAGER, hereby certify that this agency adopted the attached conflict-of-
(Printed Name and Position)

interest code or amendment at a regular meeting held on NOVEMBER 13, 2018,
(Date)

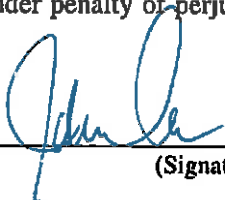
and that this agency complied with the following procedures:

1. This agency posted a NOTICE OF INTENTION TO ADOPT/AMEND A CONFLICT-OF-INTEREST CODE at least 45 days in advance of the proposed action, and a copy was provided to all employees of the agency affected by the proposed code or amendment;
2. Copies of the proposed code or amendment were made available to interested persons, and written comments concerning the proposed action were accepted. These comments (if any) are attached to this declaration;
3. A public hearing was requested: yes no
If so, a public hearing was held: yes no Inapplicable

If a hearing was held, please describe any areas of controversy and the manner of their resolution (attach additional pages if necessary):
4. A determination has been made regarding all positions within the agency involving the making or participation in the making of decisions which may foreseeably have a material effect on a financial interest of the person(s) occupying those positions, and those positions have been designated and incorporated in the agency's conflict-of-interest code as adopted or amended;
5. Appropriate *disclosure categories* have been assigned to each of those positions which identify specific types of investments, business positions, interests in real property, and sources of income of the person holding the position which may be affected materially by any decision made or participated in by persons by virtue of such positions, and those disclosure categories have been incorporated in the conflict-of-interest code as adopted or amended;
6. Attached is the most current organizational chart of the agency; and
7. Attached are job descriptions for all designated employees, or employees newly designated by an amendment.

I HEREBY REQUEST APPROVAL of the attached conflict-of-interest code or amendment thereof on behalf of this agency. I have used all reasonable diligence in the preparation of this document, and to the best of my knowledge it is true and complete. I declare under penalty of perjury that the foregoing is true and correct.

Dated 11/27/18



(Signature)

RESOLUTION NO. 2018 - 02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TULARE MOSQUITO ABATEMENT DISTRICT ADOPTING AMENDED CONFLICT OF INTEREST CODE

WHEREAS, Government Code Section 87300, et seq, of the Political Reform Act requires state and local government agencies to adopt conflict of interest codes and amend them on a regular basis;

WHEREAS, the Tulare Mosquito Abatement District pursuant to the authority vested in it by Section 87306 of the Government Code is responsible for amending its conflict of interest code;

WHEREAS, the Tulare Mosquito Abatement District has provided proper notice of its intention to amend its conflict of interest code;


WHEREAS, no comments were received during the 45-day comment period on the proposed amended conflict of interest code; and

WHEREAS, the Tulare Mosquito Abatement District staff recommends adoption of the attached proposed amended conflict of interest code and submittal to the Tulare County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. That the Tulare Mosquito Abatement District, Board of Trustees, hereby approves and adopts the Tulare Mosquito Abatement District, Conflict-of-Interest Code, as amended and attached, and authorizes the District Manager, of the Tulare Mosquito Abatement District, to submit the Tulare Mosquito Abatement District, Conflict-of-Interest Code, to the Tulare County Board of Supervisors.

PASSED, ADOPTED AND APPROVED this 13th day of November, 2018.



**Charlie Pitigliano, President of
Tulare Mosquito Abatement District.**

ATTEST:



**Pat Nunes, Secretary of
Tulare Mosquito Abatement District.**

Vote: 4-0
Yes: Pitigliano; Clark; Nunes; and Mayer
No: None
Absent: Uchita; and Creelman
Abstain: None
Date: November 13, 2018

CONFLICT-OF-INTEREST CODE

TULARE MOSQUITO ABATEMENT DISTRICT

The Political Reform Act (Government Code §§ 81000 et seq.) requires local government agencies to adopt and promulgate a conflict-of-interest code. The Fair Political Practices Commission has adopted a regulation (2 Ca. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by this reference. This regulation and the attached Appendix A (Designated Positions), and Appendix B (Disclosure Categories), shall constitute the conflict of interest code of the Tulare Mosquito Abatement District.

Persons serving in Designated Positions (Appendix A) shall file periodic disclosure statements (Form 700) with the Tulare Mosquito Abatement District, as required by law, which will make the statements available for public inspection and reproduction, upon request (Gov. Code § 81008). The original disclosure statements shall be retained by the Tulare Mosquito Abatement District

Adopted by Agency:

Date: 11-13-18.

Approved by Tulare County Board of Supervisors:

Date: _____

TULARE MOSQUITO ABATEMENT DISTRICT

CONFLICT OF INTEREST CODE

Appendix A

Designated Positions

<u>Designated Positions:</u>	<u>Disclosure Category:</u>
Member of the Board of Trustees	1
District Manager	1
Operations Director	1
District Legal Counsel	1
Consultants/New Positions	*

Note: The position of District Legal Counsel is filled by an outside consultant, but acts in a staff capacity.

* Consultants/new positions shall be included in the list of Designated Positions and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The District Manager may determine in writing that a particular consultant or new position, although a "Designated Position", is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirement in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of the disclosure requirements. The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code § 81008).

TULARE MOSQUITO ABATEMENT DISTRICT

CONFLICT OF INTEREST CODE

Appendix B

Disclosure Categories

Category 1: Full Disclosure.

All interests in real property located entirely or partly within this District's jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by this District. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

All investments, business positions, and source of income, including gifts, loans and travel payments.

(Intended for board members and high-level decision-making employees with broad duties.)

Category 2: Full Disclosure (excluding interests in real property).

All investments, business positions, and source of income, including gifts, loans and travel payments.

Category 3: Interests in Real Property Only.

All interests in real property located entirely or partly within this District's jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by this District. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

Category 4: General Contracting.

All investments, business positions, and source of income, including gifts, loans and travel payments, from sources that provide, or have provided in the last two years, leased facilities, goods, supplies, materials, equipment, vehicles, machinery, services, or the like, including training and consulting service of the type utilized by this District.

TMAD PERSONNEL STRUCTURE 07/01/18

JOHN AVILA / GENERAL MANAGER

MICHELLE DEMPSEY / OPERATIONS DIRECTOR

Not currently Filled
Secretary / Bookkeeper

<u>Andy Conard</u> Field Tech Zone1	<u>Quirino Valencia</u> Field Tech Zone2	<u>Armando G.</u> Field Tech Zone3	<u>Victor Zamora</u> Seasonal Field Tech Zone4
--	---	---------------------------------------	---

<u>Rene Rodriguez</u> Seasonal Tech	<u>Jesse Carver</u> Seasonal Tech	<u>Lance James</u> Seasonal Tech
--	--------------------------------------	-------------------------------------

Not Currently Filled
Seasonal Surveillance

CHAPTER 14 - JOB DESCRIPTIONS

14.1 JOB DESCRIPTIONS

The position classifications of the District are:

- a. General Manager
- b. Operations Director
- c. Secretary / Bookkeeper
- d. Field Technician
- e. Seasonal Field Technician
- f. Seasonal Technician
- g. Seasonal Surveillance

A description of each position classification is included in this Chapter.

14.2 GENERAL MANAGER

DEFINITION Under authority vested in him by the Board of Trustees plan, organize and direct operations of the Mosquito Abatement District and do related work as required.

POSITION CHARACTERISTICS Responsibility and authority of the Manager are derived from legislature and general policies determined by the governing board.

The General Manager as administrator and executive of the Board of Trustees, provides overall direction to various operations and activities of the District, assigning details of day to day activities to operating personnel.

In addition to organizing programs for present and immediate future, the Manager provides for planning to prepare the District to adjust its operations to meet the changing vector problems resulting from the trends which can be forecast in land utilization, water project and developments, population distribution, industrial wastes disposal and recreational developments. This includes planning on a long-range basis and involves the utilization and coordination of the services of consulting engineers, community planners and other technical personnel employed by or otherwise available to the District.

EXAMPLES OF DUTIES

- a. Plans, organizes, directs, regulates and reviews the operation of the District; acts for the governing board; makes continuing and periodic surveys and directs the studies of vector occurrence and problems; confers with technical and scientific personnel and develops reports and recommendations on programs and priorities for vector abatement, including evaluations of community resources, reactions and needs as they affect vector abatement; presents reports to the governing board and assists the board in the determination of general policy; prepares for board meeting agendas

TULARE MOSQUITO ABATEMENT DISTRICT

and such documents as; lists of warrants, financial reports, resolutions, minutes and reports required for the meetings.

- b. Subject to board approval, determines and develops operating policies; defines the organizational structure, divisions and assignment of functions and lines of authority to carry out the agency's purpose, recommends salary structure and working conditions and plans and maintains an employee relations program; recruits, selects, and assigns subordinate employees; plans, directs and conducts a training program for district personnel; instructs subordinates, reviews and evaluates work and takes appropriate action to maintain an effective working force.
- c. Prepares and administers the annual budget, including analyses and justifications and presents it to the board for consideration and approval; is responsible for the establishment and maintenance of an accounting system; maintains budgetary controls over expenditures; sees that effective use is made of district property and directs the keeping of records of operations, preventative maintenance of facilities and equipment expenditures; reviews records and takes actions as indicated.
- d. Confers with attorneys and secures legal assistance as indicated; prepares , complaints including evidence on public nuisances, for action by the governing board.
- e. Coordinates the program with those of other public agencies such as drainage districts, flood control districts, reclamation districts, health departments and private organizations to effect and stimulate projects favorable to the prevention and control of mosquitoes.
- f. Plans, develops and directs a program of public relations and community education; writes articles; attends and addresses community meetings; assists schools in educational programs related to mosquito control.
- g. Keeps informed of latest developments in mosquito control and related fields; consults with State Health Departments and university extensions services and other public and private resource organizations; reads the professional literature and participates in professional organizations.
- h. Organize and conduct the source reduction program for the District; to provide consultation on land and water use as related to mosquito production; and do public relations and related work.
- i. Manage ground and air applications of pesticides to control mosquito breeding sources as they occur in the District.

14.3 OPERATIONS DIRECTOR

DEFINITION Under direction of the District Manager assumes responsibility and oversight of assigned operational tasks of the District including mosquito surveillance director, responsible for the placement and collection of CO2, Gravid, AGO, and BG Traps as well as OVT cups to assess mosquito populations and virus activity within the District and the detection of Invasive Aedes. Performs all other functions or duties needed to ensure the safe and effective operation of the District and it's operations, as directed by the District Manager, and acts for the District Manager, as authorized and directed by the District Manager

EXAMPLES OF DUTIES

- a. Provide in house training and coordinate attendance at outside training for District personnel to maintain State of California, Department of Health, Vector Control Technician Category B license currency. Also coordinate training for Seasonal Operators to achieve their certification.
- b. Responsible for survey, treatment and reporting green pool breeding sources in the District.
- c. Maintain the District's computer system for mosquito source treatments and reporting to required agencies.
- d. Performs educational presentations to local schools and service groups in the community
- e. Responsible for Safety meetings for District personnel using our resources with the District's insurance entity the Special District Risk Management Authority.
- f. Responsible for the District's Surveillance program which includes trapping, counting and collecting mosquito pools for virus detection in the District
- h. Prepare the District's Annual Report in coordination with the District Manager.
- k. Gain familiarity with the District Budget process and payroll functions of the District to fill in when needed to accomplish these District functions.
- i. Be available as needed to cover areas of the District requiring services of a Field Technician and Seasonal Surveillance.

14.4 SECRETARY/BOOKKEEPER

DEFINITION Under direction of the Manger, the Secretary/Bookkeeper performs advanced secretarial work (including but not limited to: clerical work, receptionist, data processing), and is in charge of the office functions of a mosquito abatement agency; and does related work as required. Work also involves the application of bookkeeping skills and principals and the keeping of financial records. The person in this position usually works alone. When other subordinate clerical staff have been retained the Secretary/Bookkeeper supervises them in routine clerical work. The Secretary/Bookkeeper is a confidential employee, maintaining the District's fiscal and personnel files and serving as the Manager's secretary.

POSITION CHARACTERISTICS

The Secretary/Bookkeeper acts as a confidential secretary to the Manager. The Secretary/Bookkeeper must represent the District well before the public, maintain neatness, accuracy and efficiency in conducting all work related to the duties and responsibilities of the office, and maintain currency in office technology.

EXAMPLES OF DUTIES

- a. Plans and organizes files, other forms of record keeping, reports, and business office procedures, checks all invoices and pays bills; is responsible for payroll and associated records; sets up and maintains budgetary control and fiscal records; operational records, work load and cost data, and personnel records and devises forms as required; sets up and maintains property, equipment, repairs and service records; analyzes recorded data and prepares summary and statistical reports for the Manager.
- b. Indoctrinates and familiarizes other clerical personnel in agency functions and procedures; is responsible for the supervision of other clerical personnel; compiles and prepares statistical records used by management in evaluating the effectiveness of the agency's program; prepares operational reports such as monthly tabulations of operations.
- c. Is responsible for acquisition of office supplies, and maintenance of inventories; assists in the preparation of the budget; and auditing system for all agency receipts and expenditures.
- d. Sets up and maintains proper office procedures such as filing systems for correspondence, personnel, time attendance records, recording and following through on contractual agreements. Operates and maintains standard office communication equipment.
- e. Prepares material and information for Board meetings; correspondence; answers routine questions received from the general public; receives visitors to the agency and routes them to the proper destination and keeps thereof; answers phones; interviews and screens calls; arranges appointments for the Manager, as needed.
- f. The Secretary is authorized to sign such papers as necessary in the routine operations of the office, for example: Federal Exemption Certificates, routine correspondence,

TULARE MOSQUITO ABATEMENT DISTRICT

State Compensation Reports, State Tax Reports, deposits receipts, routine financial reports, etc. and keeps the manager informed of these items.

- g. Keeps informed of current developments in secretarial, bookkeeping and office procedures; reads the professional literature and other regulatory materials as needed.
- h. Performs all other functions or duties as needed to ensure the efficient and effective operation of the District and its operations as directed by management.

TULARE MOSQUITO ABATEMENT DISTRICT

14.5 FIELD TECHNICIAN

DEFINITION Under direction, to perform inspection and control operations in an assigned zone of the Mosquito Abatement District. Do related work as assigned such as; office duties, vehicle maintenance, mosquito identification and source reduction activity to allow operational areas of the District to function properly.

The Field Technician exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

The Field Technician may be given varying degrees of responsibility for the provision of advice and assignment to property owners in the abatement of mosquito sources on their property; however controversial problems encountered will be coordinated with the Manager for resolution.

The Field Technician is responsible for scheduling his inspections and operations to effectively cover his/her assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective control method for a particular situation.

EXAMPLES OF DUTIES

- a. Surveys assigned area for mosquito breeding sources, such as ponds, catch basins, marshy areas, cesspools, household drains, pastures and other crop areas. The Field Technician maintains an awareness of irrigation patterns and practices and other factors conducive to mosquito breeding and of significance to timing of operations; inspects sources for mosquito breeding, determines species and/or stages of development and notes other factors, such as terrain winds, and plant growth involved; applies pesticides as indicated, selecting appropriate material, dosage rates, and implements to obtain proper coverage and results; as needed, initiates requests for aircraft or ground application of pesticides and accomplishes monitoring necessary for effective results; keeps records of work accomplished; works with local citizens and advises regarding mosquito breeding problems, need for control, source reduction, and explains the reason for the Technician's presence on their property.
- b. Performs premise inspection, for mosquito sources; applies pesticides to infested sources, prepares inspection reports, and advises property owners regarding improper conditions; corrects situations needing attention and reports actions to the Manager.
- c. Drives automotive equipment which may be outfitted with powered and hand spray equipment; keeps equipment in working order, performs maintenance and repairs. May be assigned on an as-needed basis to lubricate automotive equipment and to assist in maintenance and repair of buildings and grounds.
- d. Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features

TULARE MOSQUITO ABATEMENT DISTRICT

relevant to mosquito control operations; records significant changes on maps and compiles data as directed on work done, types of service, costs and mosquito population history, and otherwise assists in collecting and compiling data

- e. Performs, assists or supervises small crews in the dissemination of mosquito fish and/or other biological control agents to mosquito producing habitats.
- f. Attends training sessions; reads agency manuals, and otherwise keeps informed of policies and procedures; keeps Manager informed of progress and problems, and requests consultation as required.
- g. May be assigned responsibility for operating in a specialized functional area such as premise inspections, dairy drains, septic tank and cesspool inspections, performing source surveys, light trap collection and other functions in the agency's program.

14.6 SEASONAL FIELD TECHNICIAN

DEFINITION Under direction, to perform inspection and control operations in an assigned zone of the Mosquito Abatement District. Do related work as assigned such as; office duties, vehicle maintenance, mosquito identification and source reduction activity to allow operational areas of the District to function properly. This position allows a Seasonal Technician who has completed his State of California, Department of Health, Vector Control Technician Category B certification to be employed on a seasonal basis until a full time position becomes available.

The Seasonal Field Technician exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

The Seasonal Field Technician may be given varying degrees of responsibility for the provision of advice and assignment to property owners in the abatement of mosquito sources on their property; however controversial problems encountered will be coordinated with the Manager for resolution.

The Seasonal Field Technician is responsible for scheduling his inspections and operations to effectively cover his/her assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective control method for a particular situation.

EXAMPLES OF DUTIES

- a. Surveys assigned area for mosquito breeding sources, such as ponds, catch basins, marshy areas, cesspools, household drains, pastures and other crop areas. The Seasonal Field Technician maintains an awareness of irrigation patterns and practices and other factors conducive to mosquito breeding and of significance to timing of operations; inspects sources for mosquito breeding, determines species and/or stages of development and notes other factors, such as terrain winds, and plant growth involved; applies pesticides as indicated, selecting appropriate material, dosage rates, and implements to obtain proper coverage and results; as needed, initiates requests for aircraft or ground application of pesticides and accomplishes monitoring necessary for effective results; keeps records of work accomplished; works with local citizens and advises regarding mosquito breeding problems, need for control, source reduction, and explains the reason for the Technician's presence on their property.
- b. Performs premise inspection, for mosquito sources; applies pesticides to infested sources, prepares inspection reports, and advises property owners regarding improper conditions; corrects situations needing attention and reports actions to the Manager.
- c. Drives automotive equipment which may be outfitted with powered and hand spray equipment; keeps equipment in working order, performs maintenance and repairs. May be assigned on an as-needed basis to lubricate automotive equipment and to assist in maintenance and repair of buildings and grounds.

- d. Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito control operations; records significant changes on maps and compiles data as directed on work done, types of service, costs and mosquito population history, and otherwise assists in collecting and compiling data
- e. Performs, assists or supervises small crews in the dissemination of mosquito fish and/or other biological control agents to mosquito producing habitats.
- f. Attends training sessions; reads agency manuals, and otherwise keeps informed of policies and procedures; keeps Manager informed of progress and problems, and requests consultation as required.
- g. May be assigned responsibility for operating in a specialized functional area such as premise inspections, dairy drains, septic tank and cesspool inspections, performing source surveys, light trap collection and other functions in the agency's program.

14.8 SEASONAL SURVEILLANCE

DEFINITION Under direction from the Operations Director, assists in setting out traps in designated areas of the District. Does related work as assigned such as; office duties, vehicle maintenance, mosquito identification, counting of adult mosquito populations. At times he/she will assist Field Technicians in their duties as well.

Seasonal Surveillance exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

Seasonal Surveillance may be given varying degrees of responsibility in trapping and other chores necessary for the District to function. Their duties will be coordinated with the Manager and Operations Director for resolution.

Seasonal Surveillance is responsible for scheduling his/her trapping and operations to effectively cover their assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective methods for setting out and collecting traps.

EXAMPLES OF DUTIES

- a. The Seasonal Surveillance person will assist the Operations Director in setting up and configuring adult mosquito traps in the office. Using a District vehicle he/she will drive to the designated trapping areas and set out traps as directed. The following day(s) they will collect the traps and bring them back to the laboratory and assist the Operations Director in counting and identifying adult mosquitoes.
- b. Picking up trapping items and materials for fusions, dry ice, batteries and any other supplies needed for the scheduled trapping.
- c. Assisting Field Tech's in their duties by driving to mosquito breeding sources and treating them as directed. Sometimes checking on sources using a dipper to locate where mosquitoes may be breeding.
- d. Treating swimming pools under the direction of the Field Tech and/or Operations Director.
- e. Answering service requests from the District's constituents and assessing the situation for the responsible Technician. At times this will involve checking swimming pools and other possible breeding sources around residential areas.
- f. Assisting any senior staff member, including the Manager, in various tasks assigned to them such as the maintenance of the mosquito fish.

14.7 SEASONAL TECHNICIAN

DEFINITION Under direction, to perform inspection and control operations in an assigned zone of the Mosquito Abatement District. Do related work as assigned such as; office duties, vehicle maintenance, mosquito identification and source reduction activity to allow operational areas of the District to functional properly.

The Seasonal Technician exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

The Seasonal Technician may be given varying degrees of responsibility for the provision of advice and assignment to property owners in the abatement of mosquito sources on their property; however controversial problems encountered will be coordinated with the Manager for resolution.

The Seasonal Technician is responsible for scheduling his inspections and operations to effectively cover his/her assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective control method for a particular situation.

EXAMPLES OF DUTIES

- a. Surveys assigned area for mosquito breeding sources, such as ponds, catch basins, marshy areas, cesspools, household drains, pastures and other crop areas. The Seasonal Technician maintains an awareness of irrigation patterns and practices and other factors conducive to mosquito breeding and of significance to timing of operations; inspects sources for mosquito breeding, determines species and/or stages of development and notes other factors, such as terrain winds, and plant growth involved; applies pesticides as indicated, selecting appropriate material, dosage rates, and implements to obtain proper coverage and results; as needed, initiates requests for aircraft or ground application of pesticides and accomplishes monitoring necessary for effective results; keeps records of work accomplished; works with local citizens and advises regarding mosquito breeding problems, need for control, source reduction, and explains the reason for the Technician's presence on their property.
- b. Performs premise inspection, for mosquito sources; applies pesticides to infested sources, prepares inspection reports, and advises property owners regarding improper conditions; corrects situations needing attention and reports actions to the Manager.

TULARE MOSQUITO ABATEMENT DISTRICT

- c. **Drives automotive equipment which may be outfitted with powered and hand spray equipment; keeps equipment in working order, performs maintenance and repairs. May be assigned on an as-needed basis to lubricate automotive equipment and to assist in maintenance and repair of buildings and grounds.**
- d. **Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito control operations; records significant changes on maps and compiles data as directed on work done, types of service, costs and mosquito population history, and otherwise assists in collecting and compiling data.**
- e. **Performs, assists or supervises small crews in the dissemination of mosquito fish and/or other biological control agents to mosquito producing habitats.**
- f. **Attends training sessions; reads agency manuals, and otherwise keeps informed of policies and procedures; keeps Manager informed of progress and problems, and requests consultation as required.**
- g. **May be assigned responsibility for operating in a specialized functional area such as premise inspections, dairy drains, septic tank and cesspool inspections, performing source surveys, light trap collection and other functions in the agency's program.**

#8

Compose

All Mail

Spam

Trash

John +

No Hangouts contacts
[Find someone](#)

If you would like your news to be included in the MVCAC News I press releases and/or links to relevant news articles to [mvcac@](mailto:mvcac@mvcac.org)

Jobs

Interested in a career in mosquito and vector control? Check out Board at www.mvcac.org

Have a Job or RFP to post to MVCAC.org?
Requests to post job listings (no more than 500 words in length) the webmaster at mvcac@mvcac.org.

For Sale: 1966 PIPER PAWNEE BRAVE 235



OFFERED FOR SALE: \$ 70,000
5,970 Total Hours
94 Hours since engine overhaul
Maximum Load: 1200 lbs
Satloc GPS, 24 Volt Electrical
New Fabric in 1996
Excellent Condition
Always hangared

Contact:
Tulare Mosquito Abatement District - John Avila
tularemosquito@gmail.com
www.tularemosquito.com
559-686-6628 or
559-779-1106

FOR SALE: 2013 ARGO XTI Titan 8x8



OFFERED FOR SALE: \$15,000
2013 ARGO XTI Titan 8x8

#9

10/15/14	Expenses	Step	Monthly Salary	Position	Exemptions	Gross Pay	* Taxable Earnings	Total Dedi		
1011	John Avila	1	6,000.00	Operations Director	1	2,500.00	2,329.67			
1011	Reynaldo Castillo	5	4,708.33	Insp Opr	0	2,354.17	1,994.04	1		
1011	Andrew Conrad	2	4,067.25	Insp Opr	3	2,033.63	1,906.53			
1011	Quirino Valencia	2	4,067.26	Insp Opr	7	2,033.63	1,906.53			
1011	Marshall Norgaard	5	7,523.50	Manager	2	3,781.75	2,587.09	2		
				Total		12,683.18	10,723.68	4		
Taxable earnings equals employee gross pay minus employee PERS contribution & deferred compensation contribution										
		Fed Tax	State Tax	OASDI	PERS	Def Comp	PERS LTC	Total Deductions		
	John Avila	340.00	115.00	191.25	170.33	-	-	816.68		
	Reynaldo Castillo	400.00	200.00	180.09	160.13	200.00	-	1,140.22		
	Andrew Conrad	122.00	14.78	155.57	127.10	-	-	419.45		
	Quirino Valencia	81.00	38.98	155.57	127.10	-	-	402.65		
	Marshall Norgaard	249.00	49.35	287.77	258.86	916.00	267.74	2,028.52		
	Total Deductions	1,192.00	418.11	970.25	843.32	1,118.00	267.74	4,807.42		
Part Time Employees:										
		Pay rate per Hr	Hours Worked	Exemptions		Gross pay	Taxable Earnings	Total Deductions	Net pay	
1015	Armando Gonzalez	17.50	86.00	5		1,540.00	1,540.00	155.81	1,384.19	
	09/16/14 to 09/30/14								2973	
1015	Jesse Carver	17.50	86.00	1		1,540.00	1,540.00	334.21	1,205.79	
	09/16/14 to 09/30/14								2974	
1015	Mark Boyes	17.50	83.00	2		1,452.50	1,452.50	197.92	1,254.58	
	09/16/14 to 09/30/14								2975	
	Total					4,532.50	4,532.50	687.94	3,844.58	
Deductions Part Time Employees:										
		Fed Tax	State Tax	OASDI	PERS	Credit Union	Def Comp	PERS LTC	Health Ins	Total Deductions
	Armando Gonzalez	39.00	-	117.81	-	-	-	-	-	155.81
	Jesse Carver	175.00	41.40	117.81	-	-	-	-	-	334.21
	Mark Boyes	78.00	8.80	111.12	-	-	-	-	-	197.92
	Total	291.00	50.20	346.74	-	-	-	-	-	687.94
Total Deductions all Employees										
		Fed Tax	State Tax	OASDI	PERS	Credit Union	Def Comp	PERS LTC	Health Ins	Total Deductions
	Total	1,483.00	468.31	1,316.99	843.32	1,118.00	267.74	267.74	-	6,485.36
1011		Regular Salaries		Insp Opr Pilot		1	2,600.00			1,883.42
1011				Insp Opr		3	6,421.43			4,489.11
1011				Manager		1	3,781.75			1,733.23
1015		Seasonal Pay		Insp Opr (Seasonal)		0	4,532.50			3,844.58
				Total Gross			17,215.68			Total Net 11,720.32
1018	Charlie Pittigliano			Board Meeting 10/14/14						100.00
1019	Robert Clark			Board Meeting 10/14/14						100.00
1018	Stan Creelman			Board Meeting 10/14/14						100.00
1018	Patrick Nunes			Board Meeting 10/14/14						100.00
1018	Mark Land			Board Meeting 10/14/14						100.00
5100	CalPERS (Retirement)			PERS Retirement contribution Employer & Employees						600.00
				Employees hired prior to 01/01/13						1,670.65
				Employee contribution (7% X modified gross pay full time Emp) (3 Emp)						589.12
				Modified payroll includes monthly gross pay of Emp's in excess of \$133.33 since all employees have Social Security & PERS benefits.						
				Semi-monthly it is employee gross in excess of \$68.67.						
				Employer contribution (6.632 full time emp gross pay) (3 Emp)						573.13
				Employees hired after 01/01/13						
				Rate employer and employee is 8.25% times gross pay						
				(2) Employees contribution 6.25% X Gross Pay						254.20
				(2) Employer contribution 6.25% X Gross Pay						254.20
				Total						1,670.65
1014	CA Emp Dev Dept			UI, EIT, SDI & PIT						840.47
				Unemployment Insurance Tax (UI), 6.2% X employee gross up to \$7,000						
				Employment Training Tax (ETT), TMAD District rate is 0%						
				State Disability Ins Tax (SDI), TMAD rate 1.00% employee gross up to \$95,535						172.18
				Employee withholding for CA Income tax						468.31
				Total						640.47
1022	Union Bank			Federal Inc Tax, Emps, Empr Medicare & SS						4,116.99
				SS Employer & employee .082 X employees Gross			employee			1,316.99
				Medicare Employer & employee .0145 X employees Gross			employer			1,317.00
				Employee Federal Tax withholding						1,483.00
				Total for Employee .0785 & Employer .0785			Total	Total		4,116.99
5100	CalPers Long Term Care			Payroll withholding for employee Long Term Care Coverage						267.74
5100	ICMA Retirement Trust			Payroll withholding for employee Deferred Compensating						1,118.00
5100	Principal Life Ins Co			Employee Term Life Ins Premium						185.89
5100	Best Health Ins			Monthly premium for full time employees Health & Vision Insurance						671.07
Services & Supplies (2000)										
2010	ADAPCO			528 gal Telnar mosquito larvicide material						17,770.74
2010	Clarke Mosquito Control Inc			Coco Bear 3,000 gal mosquito larvicide material						35,209.16
2010	Shannon Brothers Trucking			Repair of damage to Electronic gate pad						900.00
				Total						54,879.89
2080	Culligan			Bottled water & water softener tank service for wash rack						63.50
2080	Yosemite Linen Supply Co			Laundry service						447.11
				Total						540.61
2090	Sprint			Wireless radio service						182.08
2090	C.P. Phelps Inc.			Vehicle fuel & parts						522.96
2090	Valley Aircrafts			Aviation fuel for District aircraft						115.17
				Total						830.21
2150	McCormick, Kobot, Jenner & Lew			Meeting expense 09/14/14						300.00
				Telephone conference regarding District Insurance coverage for the District						20.00
2180	City of Tulare			Land Rent						774.00
2240				Refuse Pickup						65.80
	Marshall Norgaard Revolving Fund									63.50
2090				Shop supplies Lowe's						10.26
2060				Household goods Walmart						15.14
2060				Household goods Smart & Final						9.10
2140				Stamps Tulare Post Office						49.00
				Total						78,373.14

Uchita, Robert
Name (Last) (First) (Middle)

Tulare Mosquito Abatement District
Name of Special District

A

OATH OF OFFICE FOR SPECIAL DISTRICTS

STATE OF CALIFORNIA)
COUNTY OF TULARE)

For the Director:

I, Robert Uchita, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Robert Uchita
Signature of Employee/Director

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Tulare)

Subscribed and sworn to (or affirmed) before me on this 17 day of December, 2018, by Robert Uchita, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Dated: 12/17/18

Melany Rehelle Deputy Clerk
Signature/Title

PREPARE IN DUPLICATE

Clark, Robert
Name (Last) (First) (Middle)

Tulare Mosquito Abatement District
Name of Special District

OATH OF OFFICE FOR SPECIAL DISTRICTS

STATE OF CALIFORNIA)
COUNTY OF TULARE)

For the Director:

I, Robert Clark, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



Signature of Employee/Director

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Tulare)

Subscribed and sworn to (or affirmed) before me on this 21st day of December, 2018, by Robert Clark, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Dated: 12/21/18


Signature/Title

PREPARE IN DUPLICATE



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

B

December 13, 2018

Enclosed is reimbursement for scholarships funds awarded through the Special District Leadership Foundation (SDLF).

If you have any questions, please contact SDLF Program Assistant Beth Hummel at (916) 231-2909 or bethh@sdlf.org. Thank you!

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Special District Leadership Foundation
1112 I Street, Suite 200
Sacramento, CA 95814
916-442-7887

Umpqua Bank
96-505/1232

2013

12/6/2018

PAY TO THE ORDER OF Tulare Mosquito Abatement District

\$ **600.00

Six Hundred and 00/100***** DOLLARS

Tulare Mosquito Abatement District
6575 Dale Fry Road
Tulare, CA 93274

MEMO Scholarship GM/S - John Avila

⑈002013⑈ ⑆123205054⑆4867212617⑈

