

BOARD OF TRUSTEES

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

TULARE MOSQUITO ABATEMENT DISTRICT

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

GENERAL MANAGER
Michelle Dempsey
OPERATIONS DIRECTOR
Jacob Davis



The Tulare Mosquito Abatement District Board of Trustees Meeting will be held on Tuesday, September 13, 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 August 9, 2022 Board of Trustee Meeting
3. Payment of Check Numbers **6955 - 6983**
Payment of Direct Deposit Numbers **DD 1448 - DD 1459**
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 **21939** Transfer of Funds from Tulare County Fund #778 to the District's Union Bank Account # *****4408.
4. South San Joaquin Valley Regional Continuing Education Program
5. Update on Board of Trustees
6. Discussion and Consideration for Holiday Luncheon
7. District activity to date
8. Manager's Report
 - a. Valley Air Pollution Grant Received for Electric Vehicle
 - b. CSDA Scholarship Reimbursement ~ Sheri and Michelle
 - c. US Bank - Visa Card - Qrt 2 Rebate Check
9. Meeting Adjourned

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE TULARE MOSQUITO ABATEMENT DISTRICT, HELD AT THE OFFICES OF THE DISTRICT, MEFFORD FIELD, TULARE, CALIFORNIA ON THE 9th DAY OF AUGUST 2022, AT THE HOUR OF 1:00 P.M. OF SAID DAY

Present at the meeting called at 1:00 p.m. at the place above designated were: Charlie Pitigliano, presiding, Robert Clark, Pat Nunes, Stan Creelman and Chuck Mayer. Robert Uchita was absent. Also present at the Board Meeting were Michelle Dempsey, General Manager, Jacob Davis, Operations Director, and Chad M. Lew, counsel for the District.

Agenda Item No. 1: Citizen Comments.

Charlie Pitigliano opened the floor to citizen comments, but there were no comments from the public.

Agenda Item No. 2: Review Minutes of July 12, 2022 Board of Trustee Board Meeting.

The minutes of the meeting held on July 12, 2022, were presented to the board in writing and reviewed. Upon a motion made by Pat Nunes, seconded by, Robert Clark, and unanimously carried, the minutes of the board meeting held on July 12, 2022, were approved as presented.

Agenda Item No. 3: Payment of Check Number 6925 - 6954, Payment of Direct Deposit Numbers DD 1436 - DD 1447; 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 21938 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 6925 - 6954, payment of direct deposit numbers DD 1436 - DD 1447, 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 21938 in the sum of \$163,145.82, 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 Charles Mayer, seconded by Stan Creelman, and unanimously carried, the Union Bank checking account, check numbers 6925 - 6954, payment of direct deposit numbers DD 1436 - DD 1447, 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 21938 in the sum of \$163,145.82 were approved.

Agenda Item No. 4: Discussion, Decision and Action to Approve Engagement Letter from Adair & Evans for FY 21/22 Audit.

Michelle advised the board that the District received the Engagement Letter from Adair & Evans, and advised the board if they desired to hire Adair & Evans do complete the District audit for fiscal year 2021/2022, the Board would need to approve and authorize the execution of the Engagement Letter. Upon a motion duly made by Pat Nunes, seconded by Robert Clark, and unanimously carried, the board approved the Engagement Letter with Adair & Evans as presented and authorized the General Manager to execute said Engagement Letter and return the same to Adair & Evans.

Agenda Item No. 5: CalPERS Health Rates for 2023.

Michelle discussed with the board that the District has been advised of a health insurance rate increase for 2023 in the approximate amount of 6.75%.

Agenda Item No. 6: Unfunded Accrued Liability for FY 22/23.

Michelle advised the board that the District was notified that as of June 30, 2020, the District's Annual Unfunded Accrued Liability was \$26,827.00. The District paid the entire balance of said Annual Unfunded Accrued Liability.

Agenda Item No. 7: Discussion, Decision and Action to Approve Policy Manual Review and Update with CPS HR Consulting.

Michelle advised that the District had the ability to contract with CPS HR Consulting for human resources assistance and consultation for the cost of approximately \$1,950.00. Upon a motion duly made by Stan Creelman, seconded by Charles Mayer, and unanimously carried, the board authorized the General Manager to become a member of CPS HR Consulting, HR Membership, at a cost not to exceed \$1,950.00, per year.

Agenda Item No. 8: District Activity to Date.

Jacob provided the board with a review of the District activity to date. Jacob reviewed the 2022 District Activity to Date sheet that was recently created for the District and reviewed the information and content contained therein.

Agenda Item No. 9: Manger's Report

- a. CSDA Annual Conference - August - Michelle advised the board that she and Sheri would be attending the conference.
- b. SOVE Annual Conference - Michelle advised the board that Jacob would be attending this conference in Honolulu, Hawaii, in September 2022.
- c. CalPERS Educational Forum - Michelle advised that Sheri would be attending this training.

Agenda Item No. 10: 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 2:08 p.m.

SECRETARY

Agenda Item #3

| Expenses | 8/15/2022 | Expenses |
|-----------|------------------------|--|
| Union | | |
| Check #'s | | |
| EFTPS | | |
| E Debits | | |
| | Full Time Employees | |
| DD1448 | Michelle Dempsey | 3,906.38 6001 |
| DD1449 | Jacob Davis | 3,130.01 6001 |
| DD1450 | Jorge Lopez | 2,378.96 6001 |
| DD1451 | Quirino Valencia | 2,421.80 6001 |
| DD1452 | Victor Zamora | 2,358.83 6001 |
| DD1453 | Sheri Davis | 2,653.73 6001 |
| | Part Time Employees | |
| 6955 | John Coleman | 1,642.61 6005 |
| 6956 | Justin Manning | 1,673.84 6005 |
| 6957 | Rene Rodriguez | 1,642.61 6005 |
| 6958 | David Servi | 1,648.52 6005 |
| 6959 | Ryan Stallings | 1,736.08 6005 |
| 6960 | Quirino Valencia III | 1,743.18 6005 |
| EFTPS | CA Emp Dev Dept | UI, ETT, SDI & PIT 1,403.05 6004 |
| 6961 | Choice Builders | Monthly premium for employee Dental Vision & Life Insurance 1,079.23 6004 |
| 6962 | Stan Creelman | Board Meeting 08/09/2022 100.00 6008 |
| 6963 | Charles Mayer | Board Meeting 08/09/2022 100.00 6008 |
| 6964 | Bob Clark | Board Meeting 08/09/2022 100.00 6008 |
| 6965 | Charlie Pitigliano | Board Meeting 08/09/2022 100.00 6008 |
| 6966 | Pat Nunes | Board Meeting 08/09/2022 100.00 6008 |
| EFTPS | CalPERS (Employee) | Employee Additional 457 Roth 475.00 6011 |
| EFTPS | CalPERS (Employee) | Employee Additional deferred contribution 400.00 6011 |
| EFTPS | CalPERS (Retirement) | PERS Retirement contribution Employer & Employees 3,477.15 6011 |
| EFTPS | Union Bank | Federal Inc Tax. Empe, Empr Medicare & SS 7,626.74 6012 |
| 6967 | Adapco | Vectobac 12AS ~ Tote #5 8,696.30 7010 |
| 6968 | G.V. Burrows | Vehicle Fuel -679.9 Gallons 3,508.47 7022 |
| 6969 | MVCAC | 2022 Yearbook (x3) 69.41 |
| EFTPS | CalPERS | Annual GASB 68 Reports (Classic & PEPRA) 700.00 |
| 6970 | McCormick, Kabot & Lew | Conferences with Michelle: Employee Disciplinary Procedures 1,075.00 1,375.00 7043 |
| | | Policy Manual Review; Emails to and from Michelle and Sheri |
| | | Board Meeting 8/9/2022 300.00 |
| 6971 | City of Tulare | Land Rent 774.00 938.94 7062 |
| | | Water & Refuse Pickup Service 164.94 7081 |
| E debit | Union Bank | Direct Deposit Fee 10.50 7036 |
| | | 57,196.34 |

EXPENSES 8/31/2022

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

100,540.84
 34,060.68
 134,601.52

Check #'s

EFTPS **Expenses**

E Debits **Full Time Employees**

| | | | | |
|--------|------------------|--|----------|------|
| DD1454 | Michelle Dempsey | | 3,906.39 | 6001 |
| DD1455 | Jacob Davis | | 3,130.01 | 6001 |
| DD1456 | Jorge Lopez | | 2,378.96 | 6001 |
| DD1457 | Quirino Valencia | | 2,421.79 | 6001 |
| DD1458 | Victor Zamora | | 2,358.84 | 6001 |
| DD1459 | Sheri Davis | | 2,653.74 | 6001 |

Part Time Employees

| | | | | |
|------|----------------------------|--|----------|------|
| 6983 | John Coleman | | 1,779.14 | 6005 |
| 6972 | VOID ~ See Attached | | | |
| 6973 | Justin Manning | | 1,810.07 | 6005 |
| 6974 | Rene Rodriguez | | 1,779.14 | 6005 |
| 6975 | David Servi | | 1,785.05 | 6005 |
| 6976 | Ryan Stallings | | 1,873.89 | 6005 |
| 6977 | Quirino Valencia III | | 1,880.09 | 6005 |

| | | | | | |
|-------|----------------------|---|--------|-----------|------|
| EFTPS | CA Emp Dev Dept | UI, ETT, SDI & PIT | | 1,471.23 | 6004 |
| EFTPS | CalPERS (Health) | Monthly Health Premium - June 2022 | | 16,826.84 | 6004 |
| 6978 | AFLAC (Employee) | Employee Additional Health Pre-Tax | 300.32 | 337.92 | 6004 |
| | | Employee Additional Life After Tax | 37.60 | | 6004 |
| EFTPS | CalPERS (Employee) | Employee Additional 457 Roth | | 475.00 | 6011 |
| EFTPS | CalPERS (Employee) | Employee Additional deferred contribution | | 400.00 | 6011 |
| EFTPS | CalPERS (Retirement) | PERS Retirement contribution Employer & Employees | | 3,477.15 | 6011 |
| EFTPS | Union Bank | Federal Inc Tax. Empe,Empr Medicare & SS | | 7,897.88 | 6012 |

| | | | | | |
|------|--------------------------|--|--|----------|------|
| 6979 | Adapco | Vectobac 12AS - Tote #6 | | 8,696.30 | 7002 |
| 6980 | Clarke Mosquito Products | BioMist ULV 2.5 gallon jugs (x2) | | 551.17 | 7002 |
| 6981 | G.V. Burrows | Invoice #111464 - 697.8 gallons gasoline | | 3,364.32 | 7022 |

| | | | | | |
|---------|--------------------|--|--------|--------|------|
| E debit | Union Bank Charges | 8/31/2022 Statement | | 640.21 | |
| | | S.C. Edison Monthly electric bill | 555.33 | | 7081 |
| | | SoCalGas Monthly gas bill | 19.38 | | 7081 |
| | | Direct Deposit Fee | 10.50 | | 7036 |
| | | Union Bank - Positive Pay monthly maintenance fees | 55.00 | | 7036 |

U.S.Bank Charges & Credits **8/18/2022 Statement**

| | | | | | |
|------|------------------|----------------------------------|--------|----------|------|
| 6982 | | | | 5,510.06 | |
| | Amazon.com | Battery Chargers (x4) | 126.44 | | 7001 |
| | Tractor Supply | Chicken Feed | 59.97 | | 7001 |
| | YOSEMITE LINEN | Employee Uniforms/Laundry - July | 813.78 | | 7004 |
| | VERIZON Wireless | Office/Field Phones | 204.84 | | 7005 |

| | | | |
|-----------------|---|--------|------|
| STREAMLINE | Monthly Website July | 200.00 | 7005 |
| CARMINE | Monthly Tier for GPS - July | 339.83 | 7005 |
| AT&T | Monthly Faxline | 10.60 | 7005 |
| CULLIGAN | 5 gallons of purified water (x4) | 31.00 | 7009 |
| JThomas Parts | Solo Backpack Strap and Buckle | 51.46 | 7021 |
| Amazon.com | Spray Bottles, Cabin Air Filters, Water Pressure Hose | 229.01 | 7021 |
| Lowe's | Couplers, Adaptors, PVC (Chem Shed) | 18.42 | 7021 |
| Big Brand Tires | New Tire, Alignment, Valve Stem Repair - Truck #7 | 354.13 | 7021 |
| CLINES's | Copy count - C220 7/4 - 8/3/22 | 30.00 | 7036 |
| CLINES's | Copy count - C308 7/4 - 8/3/22 | 106.87 | 7036 |
| CLINES's | IT Service - July & August | 120.00 | 7036 |
| Vista Print | Business Cards - Sheri Davis, Jorge Lopez | 121.23 | 7036 |
| Amazon.com | iPad w/Case & Protector, Tape, HDMI & USB Cables | 363.17 | 7036 |
| UNWIRED | Monthly Internet 7/22/22-8/21/22 | 125.97 | 7036 |
| SOVE | Annual Conference Registration - Jacob | 507.38 | 7066 |
| CSDA | Annual Conference Registration - Michelle | 650.00 | 7066 |
| United Airlines | Round Trip Flight to Hawaii (SOVE) | 692.54 | 7074 |
| Marriott | CSDA Annual Conference - 1 night pre-pay (Michelle) | 176.71 | 7074 |
| Marriott | CSDA Annual Conference - 1 night pre-pay (Sheri) | 176.71 | 7074 |

\$ 77,405.18

Agenda Item # 4

Mosquito & Vector Control Association of California South San Joaquin Valley Regional Continuing Education Program

Date: **October 24, 2022**
Location: **International Agri-Center**
4500 S. Laspina Street • Tulare, CA 93274
Program #23-00130.

(Department of Public Health Continuing Education Units Requested: **5.0 – A, 0.5 – D**)

RSVP to ramirezcmad@gmail.com or TulareMosquito.SheriD@gmail.com

Please do not send attendance payment for this program in advance. Districts will be invoiced. Any questions or concerns regarding payments or fees can be directed to Sheri Davis (559) 686-6628

| | | |
|------------------|---|-----------------|
| 7:30 – 8:00 AM | Registration, Introduction, Coffee | |
| 8:00 – 8:30 AM | Considerations for incorporating In2Care into an invasive <i>Aedes</i> vector control program based on a field evaluation conducted in Hawaii. <i>Katherine Brisco, Area Supervisor – Consolidated MAD</i> | 0.50 [A] |
| 8:30 – 9:00 AM | An Explanation of the Process of Getting New Pesticides Developed and Registered. <i>Nancy Voorhees, Control Consultant – Clarke</i> | 0.50 [A] |
| 9:00 – 9:30 AM | Pesticide classes and their application methods. <i>John Holick – Valent Biosciences</i> | 0.50 [A] |
| 9:30 – 10:00 AM | Break | |
| 10:00 – 10:30 AM | Pesticide records management. <i>Conner Schaak, GIS Coordinator – Consolidated MAD</i> | 0.50 [A] |
| 10:30 – 11:00 AM | Urban rodent management. <i>Erik Smith, Pest Control Adviser – Target Specialty Products</i> | 0.50 [D] |
| 11:00 – 11:30 AM | Pesticide safety and personal protective equipment. <i>Samer Elkashef, Western Regional Sales Mgr – Central Life Sciences</i> | 0.50 [A] |
| 11:30 – 12:00 AM | When and where to use the different pesticide formulations. <i>Dennis Candito, Mosquito Control Consultant – ADAPCO</i> | 0.50 [A] |
| 12:00 – 1:00 PM | Lunch – Served in the Social Hall (all speakers are invited) | |
| 1:00 – 3:20 PM | Rotating Workstations | |

WORKSTATION TOPICS

| | | |
|---------------------|--|-----------------|
| (Outside) Station 1 | Demonstration of a UAS program <i>Hector Cardenas, Operations Program Mgr – Delta MVCD and TBD Staff, - Kings MAD</i> | 0.50 [A] |
| (Outside) Station 2 | Demonstration of a District WALs Program <i>Jacob Davis, Operations Director – Tulare MAD</i> | 0.50 [A] |
| (Inside) Station 3 | Demonstration of the different pesticide formulations <i>Dennis Candito, Mosquito Control Consultant - ADAPCO</i> | 0.50 [A] |
| (Inside) Station 4 | Demonstration of the different pesticide classes <i>John Holick – Valent Biosciences</i> | 0.50 [A] |

DISTRICT ACTIVITY TO DATE

9/9/2022

WALS Program

- Completing week to of WALS treatments this week
- Prepared to do one last treatment if needed ~ depending on weather

Surveillance

- **Trapping**
 - **Set** **446 traps**
 - **Tested** **85 samples**
 - **Virus** **WNV+ 33 (Visalia, Tulare)**
SLE + 4 (Tulare)

Service Requests Year to Date

- **2022: 194**
- 2021: 226
- 2020: 658

DRONE Program

- We will be visiting other Districts to see how their drone programs are being used.

MVCAC Annual Conference

- Anaheim, CA ~ Disneyland Resort
January 29th – February 1st, 2023

Manager's Report

08/16/2022

Check No 180202

Vendor # G47738

Tulare Mosquito Abatement District
6575 Dale Fry Rd.
Tulare, CA 93274

| Document No. | Description | P.O. | Invoice | Amount |
|---------------------|------------------------------|-------------|----------------|---------------|
| PI232259 | Public Benefit Grant Program | | G-112753-A1 | 20,000.00 |

Total **20,000.00**

Special District Leadership Foundation

2372

Tulare Mosquito Abatement District

| Date | Type | Reference | Original Amt. | Balance Due | 8/9/2022 Discount | Payment |
|-----------|------|-------------|---------------|-------------|----------------------|---------|
| 6/30/2022 | Bill | Scholarship | 100.00 | 100.00 | | 100.00 |
| 6/30/2022 | Bill | Scholarship | 650.00 | 650.00 | | 650.00 |
| | | | | | Check Amount | 750.00 |

Umpqua Checking

750.00



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. 6990717

Check Date: 08/19/2022

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

| Description | Date | Gross Amount | Discount Amount | Net Amount Paid |
|---|----------|-----------------|-----------------|-----------------|
| ECR163310622 US Bank Corp Card NASPO Contract payment for spend in Q(2) Year(2022). Contract Payment ID 16331. ATTN Card Admin. Questions contact RM Kaylissa Voie at Email kaylissa.voie@usbank.com | 08/16/22 | \$258.15 | \$0.00 | \$258.15 |
| Totals | | \$258.15 | \$0.00 | \$258.15 |

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