

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF
THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
February 16, 2021**

A Special Meeting of the Board of Trustees of the Consolidated Mosquito Abatement District was held at the District Office, in Parlier, and by teleconference at 1:00 PM on February 16, 2021.

1. **Roll Call:**

Trustees Present at the Parlier Office:

Tok Fukuda

Trustees Present by Teleconference:

Peggy Brisendine	Fresno	
David Cardenas	Fowler	Arrived at 1:09 PM
Pete Esraelian	Selma	
Mary Anne Hill	County of Fresno	
Charles Lockhart	Orange Cove	
Karl Peterson	Clovis	
Joe Reyna	Parlier	Arrived at 2:20 PM
Karen Steinhauer	Sanger	
Bruce Taylor	County of Fresno	

Trustees Absent:

Dan Munk Reedley

Others Present:

Steve Mulligan	District Manager – Present by Teleconference
Karan Cox	Administrative Assistant – Present in Office

2. **President Fukuda called the meeting to order at 1:04 PM:**

3. **Public Comments:** None.

4. **Approval of January Minutes:** A motion was made by Trustee Taylor, seconded by Trustee Lockhart and passed by 8 – 0 – 3 roll call vote (Cardenas, Munk, Reyna absent) to approve the minutes of the January 19, 2021 Board meeting.

5. **Approval of January Payroll:** A motion was made by Trustee Esraelian, seconded by Trustee Taylor and passed by 8 – 0 – 3 roll call vote (Cardenas, Munk, Reyna absent) to approve the January payroll checks having District numbers, 25590 – 25604, 25606 – 25610, 25631 – 25649, 25651 and 25655 in the total amount of \$82,623.72.

6. **Approval of January Bills:** Trustee Cardenas arrived. A motion was made by Trustee Brisendine, seconded by Trustee Hill and passed by 9 – 0 - 2 roll call vote (Munk, Reyna absent) to approve the January commercial checks having District numbers, 25605 -25607, 25611 – 25630 and 25646 – 25647 and 25650 – 25681 in the total amount of \$77,695.41.
7. **Revised Budget Projections:** Manager Mulligan presented the Board with a mid-year FY 2020/2021 budget projection based on actual revenues and expenditures ending December 31, 2020 and expected revenue and expenditure through June 30, 2021. The budget projection was to provide the Board with an estimate of reserves available to fund an additional lump sum payment to further reduce the District’s CalPERS Unfunded Accrued Liability.
8. **CalPERS Unfunded Liability:** A motion was made by Trustee Taylor, seconded by Trustee Cardenas and passed by 9 – 0 – 2 roll call vote (Munk, Reyna absent) to approve a lump sum payment to zero out the District’s CalPERS Miscellaneous Plan unfunded accrued liability estimated to be \$341,203.
9. **Resolution to Transfer Funds:** A motion was made by Trustee Taylor, seconded by Trustee Esraelian and passed by 9 – 0 – 2 roll call vote (Munk, Reyna absent) to approve Resolution No. 1-2021, “A Resolution of the Board of Trustees of the Consolidated Mosquito Abatement District to Transfer Monies from the Contingent Liability Reserve to the Retirement District’s Payment Account No. 6101-04.”
10. **Committee Appointments:** Trustee Reyna arrived. President Fukuda stated he would appoint members to committees and have the appointments by the next Board meeting.
11. **Celebration of District’s 75th Anniversary:** Manager Mulligan reminded the Board that this year is the 75th anniversary of the formation of the District on June 11, 1946. District staff has already begun to consider plans for an open house and celebration in commemoration of the anniversary and propose that the date be sometime in October of this year. Trustees were invited to join in the preparations and proposed timeline with expenditure recommendation coming back to the Board for approval. Trustee Cardenas left the meeting at 2:41 PM.
12. **Board General Discussion:** President Fukuda stated that he and Manager Mulligan had a virtual meeting with City of Fresno Deputy Mayor Matthew Grundy and Deputy Chief of Staff Chris Montelongo to discuss ways to strengthen communication and cooperation. He also reported that he had signed the Grant Deed to revert the Kingsburg Deport property to the City of Kingsburg. Trustee Taylor reported that the VCJPA annual workshop has been changed to a virtual meeting.

13. **Staff Reports:** Reports on attendance by regular staff at the MVCAC virtual annual conference on February 1-3, 2021 were sent to the Board.

Manager Mulligan reported that all regular staff have been registered and will attend the virtual annual meeting of the AMCA on March 1-5, 2021.

The Manager reported that there had been a water heater leak at the Clovis Depot which has been reported to the VCJPA property insurance program.

14. **Adjournment:** The meeting was adjourned at 2:57 PM. The next Board meeting will be held on Monday, March 15, 2021.

Mary Anne Hill
Vice President/Secretary

**Consolidated Mosquito Abatement District
Payroll Expenses
February 2021**

Check #	Gross Pay	Net Pay	Payee	Description
25682	\$2,410.50	\$1,625.99	Amy Garcia	Full-Time Employee
25683	\$2,649.00	\$1,823.46	Brittany Deegan	Full-Time Employee
25684	\$2,649.00	\$1,930.67	Chris Monis	Full-Time Employee
25685	\$2,238.00	\$1,632.31	Conner Schaak	Full-Time Employee
25686	\$2,649.00	\$1,815.32	David Parker	Full-Time Employee
25687	\$2,436.00	\$1,707.05	Devon Cornel	Full-Time Employee
25688	\$3,000.50	\$1,961.24	Emma Lee	Full-Time Employee
25689	\$489.12	\$422.13	Gha Vang	Full-Time Employee
25690	\$4,350.00	\$3,097.19	Jodi Holeman	Full-Time Employee
25691	\$2,649.00	\$1,580.16	Jose Moreno	Full-Time Employee
25692	\$2,238.00	\$1,598.00	Jovana Benavides	Full-Time Employee
25693	\$2,920.50	\$2,003.37	Karan Cox	Full-Time Employee
25694	\$3,655.00	\$2,310.53	Katherine Ramirez	Full-Time Employee
25695	\$6,000.00	\$4,078.91	Steve Mulligan	Full-Time Employee
25719	\$2,410.50	\$1,626.00	Amy Garcia	Full-Time Employee
25720	\$2,649.00	\$1,823.45	Brittany Deegan	Full-Time Employee
25721	\$2,649.00	\$1,930.43	Chris Monis	Full-Time Employee
25722	\$2,238.00	\$1,632.32	Conner Schaak	Full-Time Employee
25723	\$2,649.00	\$1,815.54	David Parker	Full-Time Employee
25724	\$2,436.00	\$1,707.07	Devon Cornel	Full-Time Employee
25725	\$3,000.50	\$1,961.25	Emma Lee	Full-Time Employee
25726	\$1,222.80	\$697.18	Gha Vang	Full-Time Employee
25727	\$4,350.00	\$3,097.66	Jodi Holeman	Full-Time Employee
25728	\$2,649.00	\$1,580.15	Jose Moreno	Full-Time Employee
25729	\$2,238.00	\$1,598.01	Jovana Benavides	Full-Time Employee
25730	\$2,920.50	\$2,003.37	Karan Cox	Full-Time Employee
25731	\$3,655.00	\$2,310.52	Katherine Ramirez	Full-Time Employee
25732	\$6,000.00	\$4,078.91	Steve Mulligan	Full-Time Employee
Total	\$81,400.92	\$55,448.19		

**Consolidated Mosquito Abatement District
Payroll Expenses
February 2021**

Employee Deductions and Liabilities

Check #	Amount	Payee	Description
25696	\$1,596.89	EDD	State Income Tax
25697	\$7,515.40	CMAD	Federal, Social Security, Medicare
25698	\$2,752.78	CalPERS	Retirement
25699	\$550.00	ICMA	457K Retirement
25700	\$150.00	Valley First Credit Union	Credit Union
25733	\$1,596.89	EDD	State Income Tax
25734	\$7,572.19	CMAD	Federal, Social Security, Medicare
25735	\$2,804.14	CalPERS	Retirement
25736	\$750.00	ICMA	457K Retirement
25737	\$150.00	Valley First Credit Union	Credit Union
25738	\$150.00	California State Disbursement	Garnishment
25739	\$277.48	Aflac	Disability Insurance
25744	\$86.96	Mutual of Omaha	Life Insurance
Total Deductions	\$25,952.73		
Total Net Pay	\$55,448.19		
Total Gross Pay	\$81,400.92		

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
February 2021**

Bank of the West Checks

Check #	Amount	Payee	Description
25697	\$3,095.40	CMAD	District Social Security & Medicare
25698	\$3,445.40	CalPERS	District Retirement
25701	\$258.88	AT&T	Telephone
25702	\$882.85	AT&T	Internet
25703	\$201.64	AT&T	Telephone
25704	\$59.22	California Water Service	Water
25705	\$3,706.06	CitiBusiness Card	Meetings / Office Exp. / Field Equipment
25706	\$253.00	Matson Alarm Co.	Alarm Systems
25707	\$599.59	City of Parlier	Water Sewer Disposal
25708	\$1,239.88	PG&E	Electricity & Heating
25709	\$83.30	City of Reedley	Water Sewer Disposal
25710	\$36.29	Republic Service	Disposal
25711	\$102.53	City of Sanger	Water Sewer Disposal
25712	\$776.67	SoCal Gas	Heat
25713	\$38.25	Waste Management	Disposal
25714	\$372.00	Steve Mulligan	Refund on overpayment of SS and MC
25715	\$1,676.60	Central California VCJPA	Dental / Vision Premium - Jan & Feb
25716	\$10,860.32	SDRMA	Health Insurance Premium
25717	\$600.00	Streamline	Website Design & Maintenance
25718	\$1,252.05	Valero	Fuel
25734	\$3,152.19	CMAD	District Social Security & Medicare
25735	\$3,509.92	CalPERS	District Retirement
25740	\$68.76	California Water Service	Water
25741	\$333,701.00	CalPERS	Unfunded Liability Payment
25742	\$838.30	Central California VCJPA	Dental / Vision Premium - March
25743	\$541.05	City of Clovis	Water Sewer Disposal
25744	\$211.12	Mutual of Omaha	Life Insurance
25745	\$138.98	PG&E	Electricity & Heating
25746	\$83.30	City of Reedley	Water Sewer Disposal
25747	\$4,000.00	Sanborn & Sanborn	Yearly Audit
25748	\$38.26	Waste Management	Disposal
25749	\$300.00	All-Pro Janitorial	Janitorial Services
25750	\$32.38	AutoZone	Repair Parts
25751	\$12.86	Bank of the West	Bank Fee
25752	\$63.32	Central Supply Co	Field Equipment
25753	\$41,093.54	Clarke Mosquito Control	Insecticides
25754	\$350.92	Consolidated Metal Fabricating	Field Equipment
25755	\$99.00	Culligan of Fresno	Filter Maintenance
25756	\$41.95	DoorKing	Gate Service

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
February 2021**

Check #	Amount	Payee	Description
25757	\$390.21	Ernest Packaging	Misc Operating Expenses
25758	\$145.44	County of Fresno	GIS License
25759	\$1,916.11	Home Depot	Building & Ground / Field Equipment
25760	\$257.42	Kimball Midwest	Shop Supplies
25761	\$40.50	Lee's Service	Tire Disposal
25762	\$306.00	Lozano Smith	Legal Fees
25763	\$23.93	Mid-Valley Distributors	Shop Supplies
25764	\$540.04	Mission Uniform Service	Uniforms & Safety
25765	\$307.40	Napa	Repair Parts
25766	\$340.82	Nelson's Ace Hardware	Field Equipment
25767	\$107.92	Office Depot	Misc Office Supplies
25768	\$68.26	O'Reilly Auto Parts	Repair Parts
25769	\$1,380.67	PBM Supply & Mfg	Field Equipment
25770	\$563.08	Target Specialty Products	Field Equipment
25771	\$259.65	Tulare Polaris	Repair Parts
25772	\$2,690.15	Verizon Wireless	Cell Phones & Tablets
25773	\$251.16	Wex Bank Chevron	Fuel
25774	\$31.80	Wizix Technology Group, Inc.	Copier Maintenance
Total	\$427,437.34		

County of Fresno Checks

Check #	Amount	Payee	Description
292437	\$0.00	Voided	Void
292438	\$69,691.33	Consolidated Mosquito	Transfer funds to checking
292439	\$387,532.40	Consolidated Mosquito	Transfer funds to checking
292440	\$51,614.53	Consolidated Mosquito	Transfer funds to checking
	\$508,838.26		

Summary of February Expenses

February 2021 Salaries & Wages	\$81,400.92
February 2021 Maintenance & Operations	\$427,437.34
Total February 2021 Expenditures	\$508,838.26

**Consolidated Mosquito Abatement District
Monthly Expenditures**

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2020/2021	SPENT TO DATE	BALANCE FEB 28, 2021
<u>SALARIES, WAGES & EMPLOYEE BENEFITS</u>				
6101-01	Salaried Wages	\$1,050,000.00	\$351,331.50	\$698,668.50
6101-06	Hourly Wages & Extra Help	\$615,000.00	\$286,854.50	\$328,145.50
6101-02	FICA Employers Contribution	\$130,000.00	\$71,920.74	\$58,079.26
6101-03	Unemployment Insurance	\$24,000.00	\$10,785.28	\$13,214.72
6101-04	Retirement District's Payment	\$311,147.00	\$571,703.08	(\$260,556.08)
6101-05	Group Health Insurance	\$220,000.00	\$119,306.12	\$100,693.88
6101-07	Pre-Employment & Misc. Expenses	\$8,000.00	\$302.75	\$7,697.25
	TOTALS	\$2,358,147.00	\$1,412,203.97	\$945,943.03
<u>OPERATING & MAINTENANCE SUPPLIES & EXPENSE</u>				
6102-01	Insecticides & Herbicides	\$450,000.00	\$178,928.26	\$271,071.74
6102-02	Power Spray & Field Equipment	\$25,000.00	\$12,062.46	\$12,937.54
6102-03	Misc Operating Supplies & Expense	\$8,000.00	\$3,199.82	\$4,800.18
6102-05	Building & Ground Maintenance	\$35,000.00	\$12,485.75	\$22,514.25
6102-06	Airplane Expense	\$3,000.00	\$0.00	\$3,000.00
	TOTALS	\$521,000.00	\$206,676.29	\$314,323.71
<u>MOTOR VEHICLE SUPPLIES & EXPENSE</u>				
6103-01	Fuel & Lubricants	\$175,000.00	\$47,806.52	\$127,193.48
6103-02	Repairs & Shop Tools	\$50,000.00	\$14,913.82	\$35,086.18
6103-03	Tires & Batteries	\$14,000.00	\$3,118.77	\$10,881.23
	TOTALS	\$239,000.00	\$65,839.11	\$173,160.89
<u>UTILITIES & COMMUNICATIONS</u>				
6104-01	Heat, Light & Power	\$48,000.00	\$20,727.16	\$27,272.84
6104-04	Water Sewer & Disposal	\$20,000.00	\$9,671.21	\$10,328.79
6105-01	Telephone	\$24,000.00	\$11,612.83	\$12,387.17
6105-02	Cellular Phones	\$22,000.00	\$11,780.51	\$10,219.49
	TOTALS	\$114,000.00	\$53,791.71	\$60,208.29
<u>OFFICE SUPPLIES & EXPENSE</u>				
6106-02	Postage, Printing & Stationery	\$4,000.00	\$788.50	\$3,211.50
6106-04	Repairs & Maintenance	\$8,000.00	\$1,543.16	\$6,456.84
6106-05	Misc Office Supplies	\$15,000.00	\$5,021.53	\$9,978.47
6106-06	Office Equipment & Furniture	\$13,000.00	\$1,776.64	\$11,223.36
	TOTALS	\$40,000.00	\$9,129.83	\$30,870.17
<u>INSURANCE</u>				
6107-01	Liability, Property & Auto	\$76,000.00	\$75,536.06	\$463.94
6107-02	Workers Compensation	\$78,000.00	\$75,207.00	\$2,793.00
	TOTALS	\$154,000.00	\$150,743.06	\$3,256.94

Consolidated Mosquito Abatement District Monthly Expenditures

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2020/2021	SPENT TO DATE	BALANCE FEB 28, 2021
<u>TRAVEL & SUBSISTENCE EXPENSE</u>				
6108-01	Meetings & Travel Allowance	\$65,000.00	\$2,266.00	\$62,734.00
6108-02	Trustee Allowance	\$1,000.00	\$0.00	\$1,000.00
6108-03	Meal Allowance	\$7,000.00	\$165.67	\$6,834.33
	TOTALS	\$73,000.00	\$2,431.67	\$70,568.33
<u>MISCELLANEOUS EXPENDITURES</u>				
6109-01	Rent: Land, Buildings and Equipment	\$5,000.00	\$0.00	\$5,000.00
6109-02	Dues, Subscriptions and Fees	\$30,000.00	\$15,266.39	\$14,733.61
6109-03	Education & Publicity	\$30,000.00	\$983.95	\$29,016.05
6109-04	Accounting	\$5,000.00	\$4,000.00	\$1,000.00
6109-05	Legal	\$12,000.00	\$1,945.10	\$10,054.90
6109-06	County Service Charge	\$0.00	\$0.00	\$0.00
6109-07	Uniforms, Safety Apparel & Equipment	\$23,000.00	\$15,826.99	\$7,173.01
6109-08	Surveillance & Research	\$65,000.00	\$43,313.44	\$21,686.56
6109-09	Other Miscellaneous Expenditures	\$0.00	\$0.00	\$0.00
6109-10	GIS & GPS	\$80,000.00	\$17,212.73	\$62,787.27
	TOTALS	\$250,000.00	\$98,548.60	\$151,451.40
TOTAL OPERATIONAL EXPENDITURES		\$3,749,147.00	\$1,999,364.24	\$1,749,782.76
<u>CAPITAL OUTLAY</u>				
6110-01	Office & Lab Furniture & Equipment	\$10,000.00	\$0.00	\$10,000.00
6110-02	Auto Equipment	\$100,000.00	\$0.00	\$100,000.00
6110-03	Shop Equipment	\$10,000.00	\$0.00	\$10,000.00
6110-04	Field Equipment	\$15,000.00	\$0.00	\$15,000.00
6110-05	Building & Ground Improvement	\$50,000.00	\$0.00	\$50,000.00
6110-06	Loan & Lease Purchase Payments	\$290,000.00	\$0.00	\$290,000.00
	TOTAL CAPITAL OUTLAY EXPENDITURES	\$475,000.00	\$0.00	\$475,000.00
TOTAL EXPENDITURES		\$4,224,147.00	\$1,999,364.24	\$2,224,782.76
<u>SPECIAL PROJECTS RESERVE</u>		\$250,000.00	\$0.00	\$250,000.00
<u>CONTINGENT LIABILITY RESERVE</u>		\$148,853.00	\$0.00	\$148,853.00
<u>BUILDING RESERVE</u>		\$500,000.00	\$0.00	\$500,000.00
<u>EQUIPMENT RESERVE</u>		\$200,000.00	\$0.00	\$200,000.00
<u>GENERAL RESERVE</u>		\$3,433,000.00	\$0.00	\$3,433,000.00
	TOTAL RESERVES	\$4,531,853.00	\$0.00	\$4,531,853.00
TOTAL EXPENDITURES AND RESERVES		\$8,756,000.00	\$1,999,364.24	\$6,756,635.76

**Consolidated Mosquito Abatement District
Monthly Expenditures**

FRESNO COUNTY ACCOUNT- BANK OF THE WEST	
CASH ON HAND, JANUARY 31, 2021	\$6,384,572.30
PROPERTY TAXES WITHHELD BY FRS COUNTY	\$0.00
FEBRUARY REVENUE	\$0.00
FEBRUARY INTEREST	\$3,603.69
TAXES - FRESNO COUNTY / KINGS COUNTY	\$175,728.47
TOTAL REVENUE FOR FEBRUARY	<u>\$179,332.16</u>
SUB-TOTAL	\$6,563,904.46
COUNTY ADMIN COST FOR FY WITHHELD BY COUNTY	\$0.00
MONEY TRANSFERRED TO CHECKING	(\$508,838.26)
CASH ON HAND, FEBRUARY 28, 2021	<u>\$6,055,066.20</u>

YEARLY REVENUE THROUGH 01-31-21	\$2,093,718.13
FEBRUARY REVENUE	<u>\$179,332.16</u>
YEARLY REVENUE THROUGH 02-28-21	\$2,273,050.29

CMAD CHECKING ACCOUNT - BANK OF THE WEST	
CASH ON HAND, JANUARY 31, 2021	\$135,000.00
MONEY TRANSFERRED FROM FRS CO ACCT	\$508,838.26
FEBRUARY EXPENDITURES	(\$508,838.26)
CASH ON HAND, FEBRUARY 28, 2021	<u>\$135,000.00</u>

SAVINGS ACCOUNT- CITIBANK	
CASH ON HAND, JANUARY 31, 2021	\$14,109.47
INTEREST EARNED FOR FEBRUARY	\$0.54
CASH ON HAND, FEBRUARY 28, 2021	<u>\$14,110.01</u>



Print Close

STEVE MULLIGAN - XXXX-XXXX-XXXX-8590

Statement Balance: \$4,905.42

Last Payment Amount: \$3,706.06

Minimal Payment Due on 04/02/21: \$73.00

Statement/Closing Date: 03/08/2021

ACCOUNT SUMMARY

Previous Balance	\$3,706.06
Payments, Credits, and Adjustments	\$3,925.06
Purchases	\$5,124.42
Cash Advances	\$0.00
Fees	\$0.00
Interest Charges	\$0.00
New Balance	\$4,905.42

QUICK REFERENCE

Minimum Payment	\$73.00
New Balance	\$4,905.42
Payment Due Date	04/02/2021
Business Credit Line	\$50,900.00
Cash Advance Line	\$21,500.00
Available Credit Line	\$45,994.00
Available Cash Advance Line	\$21,500.00

STATEMENT MESSAGES

Please be sure to pay on time. If you submit your payment by mail, we suggest you mail it no later than 03/26/2021 to allow enough time for regular mail to reach us.

FINANCE CHARGE SUMMARY

	Nominal APR	Periodic Finance Change	Transaction Fee/Interest Change
Purchases (Standard Purch)	21.240%	\$0.00	\$0.00
Cash Advances (Standard Adv)	21.240%	\$0.00	\$0.00
TOTAL Interest Charge	\$0.00		

BUSINESS PAYMENTS, CREDITS, AND ADJUSTMENTS

Post Date	Description	Amount
02/26	ONLINE PAYMENT, THANK YOU	(\$3,706.06)


CARDHOLDER SUMMARY

Cardholder	Account Number (Last 4 digits)	Employee Credit Line	Employee Cash Advance Line	Total Activity Amount
FRED S MULLIGAN	0151	\$15,100	\$0	\$4,905.42

Transaction Date:	Post Date:	Description:	Charged to:	Amount:
03/05	03/05	AMZN Mktg US*ZG83L35M3 Amzn.com/bill WA <i>phone accessories</i>	Standard Purch	\$58.73 <i>6106-05</i>
03/04	03/04	DELI DELICIOUS # 90 OL 5598983041 <i>AMCA Lunch</i>	Standard	\$108.19 <i>6108-03</i>

	CA		Purch	
03/02	03/02	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA</i>	Standard Purch	\$219.00 <i>6108-01</i>
03/02	03/02	SALS MEXICAN RESTAURAN SELMA CA <i>AMCA Lunch</i>	Standard Purch	\$186.56 <i>6108-03</i>
02/26	02/26	CAPIO - CA ASSOCIATION 530-9245444 CA <i>Calif. Assoc. of Public Info officials</i> <i>membership</i>	Standard Purch	\$275.00 <i>6109-03</i>
02/26	02/26	BIG 5 SPORTING GOODS 4 DINUBA CA <i>5- gal. Water containers for vehicles</i>	Standard Purch	\$32.53 <i>6102-02</i>
02/25	02/25	MICROSOFT MSBILL.INFO MSBILL.INFO WA <i>Microsoft office for all pcs</i> <i>Monthly charge</i>	Standard Purch	\$82.50 <i>6106-05</i>
02/25	02/25	AMZN Mktp US*912N51KB3 Amzn.com/bill WA <i>Calibration Supplies</i>	Standard Purch	\$43.05 <i>6102-02</i>
02/24	02/24	FRONTIER PRECISION INC 7012222030 ND <i>training class - user conference</i>	Standard Purch	\$49.00 <i>6108-01</i>
02/24	02/24	AMZN Mktp US*AN15D0TT3 Amzn.com/bill WA <i>Labels, car charger</i>	Standard Purch	\$85.64 <i>6106-05</i>
02/24	02/24	FRESNO TRANSFER STATIO FRESNO CA <i>Green waste disposal</i>	Standard Purch	\$55.85 <i>6102-05</i>
02/24	02/24	FRESNO TRANSFER STATIO FRESNO CA <i>Green waste disposal</i>	Standard Purch	\$46.05 <i>6102-05</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA Meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA meeting</i>	Standard Purch	\$219.00 <i>6108-01</i>
02/23	02/23	DMI* DELL BUS ONLINE 8004563355 TX <i>Replacement PC for office Assistant</i>	Standard Purch	\$875.60 <i>6106-06</i>
02/22	02/22	WAL-MART #1882 SELMA CA <i>coffee</i>	Standard Purch	\$19.92 <i>6102-03</i>
02/18	02/18	AMZN Mktp US*2V1TN2853 Amzn.com/bill WA <i>Replacement chair part</i>	Standard Purch	\$15.11 <i>6106-05</i>

02/18	02/18	AMZN Mktp US*EP8FR6BP3 Amzn.com/bill WA <i>Creamer - fish program</i>	Standard Purch	\$9.80	<i>6102-02</i>	
02/17	02/17	Amazon.com*LR0LF1CE3 Amzn.com/bill WA <i>Replacement monitor for office Assist.</i>	Standard Purch	\$124.86	<i>6106-06</i>	
02/17	02/17	FRONTIER PRECISION INC 7012222030 ND <i>User Conference</i>	Standard Purch	\$49.00	<i>6108-01</i>	
02/16	02/16	BIG 5 SPORTING GOODS 3 SELMA CA <i>5 gallon water containers for vehicles</i>	Standard Purch	\$48.78	<i>6102-02</i>	
02/14	02/14	AMZN Mktp US*D299M02Q3 Amzn.com/bill WA <i>Various Supplies for fish program</i>	Standard Purch	\$200.21	<i>6102-02</i>	
02/14	02/14	FREE CONFERENCE CALL G 877- 5531680 CA <i>conference call dedicated line</i>	Standard Purch	\$3.95	<i>6106-05</i>	
02/12	02/12	HARBOR FREIGHT TOOLS 6 CLOVIS CA <i>power grinder</i>	Standard Purch	\$66.15	<i>6103-02</i>	
02/12	02/12	USPS PO 0558560648 PARLIER CA <i>postage</i>	Standard Purch	\$1.80	<i>6106-02</i>	
02/12	02/12	DMI* DELL BUS ONLINE 8004563355 TX <i>printer toner</i>	Standard Purch	\$150.30	<i>6106-05</i>	
02/11	02/11	AMZN Mktp US*TP7KG0R63 Amzn.com/bill WA <i>power cord & label tape</i>	Standard Purch	\$26.47	<i>6106-05</i>	
02/11	02/11	AMZN Mktp US*JE5JW8103 Amzn.com/bill WA <i>foam noodles - fish program</i>	Standard Purch	\$17.43	<i>6102-02</i>	
02/11	02/11	DOLLAR GENERAL #18220 PARLIER CA <i>Hand Sanitizer</i>	Standard Purch	\$22.44	<i>6109-07</i>	
02/11	02/11	123PONDS.COM 866-426-7663 FL <i>Microbe Lift - fish program</i>	Standard Purch	\$64.38	<i>6102-02</i>	
02/11	02/11	FAMILY DOLLAR #9204 SELMA CA <i>Hand Sanitizer</i>	Standard Purch	\$24.41	<i>6109-07</i>	
02/11	02/11	UNDERWATER360ONLINE 2152444300 PA <i>Fish treatment - fish program</i>	Standard Purch	\$228.00	<i>6102-02</i>	
02/11	02/11	EVENT* AMERICAN MOSQUI 5712268300 VA <i>AMCA credit for Steve's attendance</i>	N/A	(\$219.00)	<i>6108-01</i>	
02/10	02/10	AMZN Mktp US*RK1LX7ER3 Amzn.com/bill WA <i>R/c pesticide applicator</i>	Standard Purch	\$87.44	<i>6102-02</i>	
02/10	02/10	AMZN Mktp US*JV7PC54V3 Amzn.com/bill WA <i>R/c pesticide applicator</i>	Standard Purch	\$76.27	<i>6102-02</i>	
02/10	02/10	USPS PO 0528910401 FRESNO CA <i>postage to mail Board packet</i>	Standard Purch	\$18.00	<i>6106-02</i>	
STEVE MULLIGAN		2859		\$50,900	\$21,500	\$0.00

 There are no transactions available for this account in this statement.

RESOLUTION NO. 2-2021

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
TO TRANSFER MONIES FROM THE GENERAL RESERVE TO THE
RETIREMENT DISTRICT'S PAYMENT ACCOUNT NO. 6101-04 AND FROM THE
EQUIPMENT RESERVE TO ACCONT NO. 6110-02 AUTO EQUIPMENT**

WHEREAS, the BOARD OF TRUSTEES (Board) of the CONSOLIDATED MOSQUITO ABATEMENT DISTRICT (District) on February 16, 2021 approved and authorized expenditure of funds for lump sum payments to zero out the District's California Public Employees Retirement System (CalPERS) Classic Miscellaneous Plan Unfunded Accrued Liability (UAL) currently estimated at \$333,701; and

WHEREAS, the Board on December 21, 2020 approved and authorized expenditure of funds to purchase seven automotive vehicles; and

WHEREAS, monies are held in the General Reserve and the Equipment Reserve and made available for specific District expenditure and transferred to respective line item accounts, when such expenditure is approved and authorized by the Board.

NOW, THEREFORE, BE IT RESOLVED, that the BOARD OF TRUSTEES of the CONSOLIDATED MOSQUITO ABATEMENT DISTRICT does hereby approve and authorize the

- (a) Transfer of Three Hundred Fifty Thousand Dollars (\$350,000) from the General Reserve to the Retirement District's Payment Account No. 6101-04.
- (b) Transfer of one Hundred Fifty Thousand Dollars (\$150,000) from the Equipment Reserve to the Auto Equipment Account No. 6110-02.

PASSED AND ADOPTED by the BOARD OF TRUSTEES of the CONSOLIDATED MOSQUITO ABATEMENT DISTRICT on the 15th day of March, 2021 by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Trustees
Consolidated Mosquito Abatement District

Secretary, Board of Trustees
Consolidated Mosquito Abatement District

AGENDA ITEM 8: EMPLOYEE CLASSIFICATION AND JOB DESCRIPTIONS

Background:

The current position classification and job description for Administrative Assistant was approved prior to 2005. The District Manager has determined that review of the position is necessary to evaluate the duties and responsibilities at present. It has been reviewed and determined that the job functions as described do not adequately define the current position and the expanded duties and tasks required of the position. A new job description has been created to accurately define these duties. A change in title for the position is recommended for the position: Office Administrator. A copy of the new job description for Office Administrator is included along with the current job description for Administrative Assistant.

The current position classification and job description for Data Management Assistant was approved 06-16-2014. The District Manager has determined that review of the position is necessary to evaluate the duties and responsibilities of the position at present. It has been reviewed and determined that the job functions as described do not adequately define the current position and the expanded duties and tasks required of the position. A new job description has been created to accurately define these duties. A change in title for the position is recommended: Data Management Associate. A copy of the new job description for Data Management Associate is included along with the current job description for Data Management Assistant.

The position classification and job description for GIS Coordinator was approved 11-12-2019. The District Manager determined that a review of the description of duties and responsibilities of GIS Coordinator position was warranted in context with duties and responsibilities of other position classifications. Upon review it was determined that certain changes would be appropriate to better clarify the duties and responsibilities of the GIS Coordinator in relation to other positions. A copy of the position classification and job description with recommended changes is included.

Actions requested:

1. Approve the position classification and job description for Office Administrator as presented.
2. Approve the position classification and job description for Data Management Associate as presented.
3. Approve the changes to the job description of GIS Coordinator as presented.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**OFFICE ADMINISTRATOR****Position Definition, Description and Characteristics:**

Under the direction and supervision of the District Manager, the Office Administrator is responsible for the performance of a variety of general and complex administrative duties, including all clerical, secretarial, bookkeeping, accounting and receptionist functions of the District. The position constitutes a confidential employee and is responsible for maintaining the District's fiscal and personnel files. The employee provides administrative support to the District Manager and assists at meetings of the Board of Trustees. The employee is a primary contact person with the public and must represent the District well, and the employee must maintain neatness, accuracy and efficiency in conduct of work. The position requires the application of accounting knowledge and bookkeeping principles and skills in maintaining financial and payroll records. The employee assists with the development and utilization of computer technology, including software applications and hardware needs of a mosquito abatement district office.

Example of Duties:

- Process and manage payroll, federal and state fees and reports, quarterly and annual tax requirements, and District's retirement fees and reports, track and record employee salary, wage and wage adjustments and deductions, hours, benefits, vacation and sick leave;
- Process and manage pre-employment and employment forms, records and other paperwork for regular and seasonal employees, and keep current with employment and employee benefit law requirements;
- Work with District Manager in developing and monitoring annual budget;
- Receive and process all invoices, bills and accounts payable, track and account for expenditures, income and revenue, and perform bank and credit card reconciliations;
- Set up and maintain budgetary control and fiscal records, prepare financial records, process journal entries and act as the District contact for annual financial audit;
- Process and monitor worker's compensation, vehicle, property and liability claims through the District's third-party administrator, and complete and process required yearly reports;
- Implement and maintain filing system for District business records and correspondence, including minutes, resolutions, policies, agreements and contracts, personnel records, property and equipment records;
- Obtain yearly pesticide use permits through the county ag departments and enter monthly pesticide use reports;
- Prepare material and information for Board of Trustee meetings, attend meetings, take notes of proceedings and prepare meeting minutes;
- Purchase office supplies and equipment and maintain inventories, arrange office equipment maintenance agreements;
- Keep informed and knowledgeable in areas specific to and related to office management and job duties, and in District programs including retirement, workers' compensation and other insurance, and health benefits;

- Prepare reports and recommendations associated with District activities and programs.
- Answer telephone calls, process and schedule requests for service;
- Train, direct and supervise clerical employees; and
- Perform, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability, and related work as required.

Minimum Qualifications:

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

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License and have and maintain a good driving record and be insurable under the District's insurance carrier.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, drug screen and background check.

Knowledge of:

- Modern office methods and procedures, equipment, organizational skills, and record keeping principles and procedures;
- Office finance, bookkeeping and payroll, and computation skills;
- Computer software programs and applications, including Quick Books accounting software, Microsoft Office Suite and Google programs, databases, spreadsheets, word processing, and use of e-mail and internet;
- Correct English usage, spelling, grammar, and punctuation, and principles of composition and report writing; and
- Fundamentals and techniques of employee supervision.

Ability to:

- Work independently, set priorities, stay on task and meet critical deadlines;
- Perform effectively under heavy workloads and stressful situations;
- Establish effective and cooperative working relationships;
- Interact with the public and coworkers in a tactful and courteous manner and maintain composure and professionalism in adverse situations;
- Maintain a high level of organizational skills;
- Keep subordinate staff on task and appointment schedules.

- Accept assignments and follow written and verbal instructions; and
- Communicate effectively verbally and in writing.
- Maintain confidentiality in all matters as required.

Essential Functions:

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision, depth perception and color vision, and have a minimum of single-ear aided hearing. Individual must have mobility of arms to be able to reach, lift and to carry objects, and dexterity of hands to grasp and manipulate small objects and perform repetitive motion associated with computer usage. Individual must be able to stand, stoop, reach, bend, twist, balance, push, pull, squat/crouch, kneel, climb and to walk on uneven surfaces. Individual must be able to regularly stand for extended periods of time and to sit for extended periods of time. Individual must be able to regularly lift and move objects up to 10 pounds and periodically lift and move objects up to 40 pounds.

Working Conditions:

This individual must be able to work in an office environment with extended exposure to computer screens and office equipment. While performing the duties of this position, the individual is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, high and precarious places, outside weather conditions and other health hazards. The individual is frequently exposed to moving mechanical parts and is frequently exposed to verbal confrontations from members of the public. The noise level in the work environment is usually moderate but may occasionally be loud.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

ADMINISTRATIVE ASSISTANT

Position Definition and Characteristics:

Under the direction of the District Manager, the Administrative Assistant is responsible for the performance of all clerical, secretarial, receptionist, bookkeeping, accounting, and data processing functions of the District. The Administrative Assistant is a confidential employee responsible for maintaining the District's fiscal and personnel files and serves as secretary to the Manager. Employee must represent the District well before the public, and maintain neatness, accuracy and efficiency in conduct of work. The position requires the application of accounting knowledge and bookkeeping principles and skills in keeping financial and payroll records. The employee performs and assists with development and utilization of computer technology, including software applications and hardware needs of a mosquito abatement district office. The Administrative Assistant is responsible for supervision and direction of clerical employees.

Example of Duties:

- Plans and organizes files, other forms of record keeping, reports, correspondence, contractual agreements and business office procedures; checks all invoices and codes and pays the bills; is responsible for payroll and associated records, including tracking and recording salary and wage adjustments, hours, benefits, vacation and sick leave, and federal and state reporting; is responsible for handling pre-employment and employment paper work for regular and seasonal employees; keeps current with employment and employee benefit issues.
- Sets up and maintains budgetary control and fiscal records, including general financial ledgers and journals, operational records, work load and cost data, and personnel records, and designs and produces 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.
- Assists in the development and maintenance of the District's database, pesticide use and operator activities.
- Is authorized to sign such papers as necessary in the routine operation of the office, for example: Federal Exemption Certificates, routine correspondence, Compensation Reports, State and Federal Tax reports, deposit receipts, routine financial reports, etc., and keeps the Manager informed of these items.
- Is responsible for the acquisition of office supplies and equipment, and maintenance of inventories; operates and maintains standard office and communication equipment, including computers, phones and 2-way phone/radio system.
- Prepares, receives and sorts mail, routes it to the proper destination; purchases postage and necessary supplies for District mailing.
- Prepares material and information for Board meetings; attends Board meetings, taking notes of proceedings, and prepares Board minutes.

- Organizes own work, sets priorities and meets critical deadlines; is responsible for the efficient operation of the District's clerical office.
- Responsible for supervision and training of subordinate clerical personnel.
- Performs, occasionally, other tasks or functions not stated in the description, but within the scope of experience and capabilities.

Minimum Employment Standards

Education and Experience:

Possess a Certificate of Completion from a Community/Business College with a specialization in business-related studies; and have three years of responsible bookkeeping, data processing, and secretarial experience of a progressively responsible and difficult nature.

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position will be considered.

Knowledge, Skills and Abilities

Knowledge of:

- Computer programs for the office, specifically including, Accounting software and Microsoft Office Suite Products, such as Word, Access, Excel and Power Point, and possess the ability to keep current with new technology.
- Correct English usage, spelling, grammar and punctuation; and professional standards and ethics for daily work and when communicating with the public.
- Modern office methods and procedures, equipment, organizational skills, and record keeping principles and procedures.

Ability to:

- Operate standard office equipment, including ten key calculators by touch, and to type at not less than 45 words per minute from clear copy.
- Speak clearly and effectively in English.
- Accept assignments from persons working at a higher level.
- Accept constructive criticism.
- Instruct and supervise others in an effective and professional manner.

- Keep a neat, well-groomed, professional appearance.
- Work congenially and cooperatively with others.
- Work with a high degree of independence.
- Be accountable for effective use of time and resources to meet goals.
- Operate a motor vehicle in a safe and legal manner.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach, must be able to lift and move objects up to 40 pounds, and have dexterity of hands to grasp and manipulate small objects. Employee must be able to perform repetitive motion associated with and during extensive computer use. Employee must be able to stand, stoop, reach and bend.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places such as on step stools or ladders; fumes or airborne particles such as dust; and outside weather conditions. The employee may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**DATA MANAGEMENT ASSOCIATE****Position Definition, Description and Characteristics:**

Under the direction and supervision of the Superintendent of Operations, the Data Management Associate performs data input and management work and functions. The Data Management Associate assists with the utilization of the District's data management systems, District website and social media sites, and informational and educational material. Incumbent assists with the day-to-day clerical functions of a mosquito abatement district office, is a primary contact person with the public, must represent the District well before the public, and must maintain neatness, accuracy and efficiency in conduct of work.

Example of Duties:

- Compile and enter records and information into the District's data management system.
- Develop and implement efficient and secure procedures for effective data management and analysis, with attention to all technical aspects.
- Formulate management techniques for data collection to ensure value and accuracy.
- Provide staff with training and support on data collection procedures and use of records.
- Establish rules and procedures for data sharing with staff.
- Assist with reports and data extraction as needed.
- Monitor and analyze information and data systems and develop and evaluate performance enhancements.
- Ensure digital databases and archives are protected from data losses.
- Troubleshoot data-related problems and provide maintenance or modification.
- Is responsible for the processing of aerial/satellite imagery.
- Assist with the utilization and maintenance of the District Geographic Information System (GIS) program and associated records.
- Assist with maintenance of District website and social media sites. Receive, sort and route electronic mail, website requests and correspondence.
- Assist with preparing multimedia forms of informational and educational material such as pamphlets, flyers, exhibits and audio-visual presentation.
- Answer telephone, take service requests and route incoming phone calls. Prepare service requests from the public and route them to the appropriate personnel.
- Assist with organizing files, other forms of record keeping, reports, and correspondence.
- Maintain confidentiality of a variety of sensitive information.
- Keep informed on current developments in areas of job duties and responsibilities and attend training sessions and workshops as required.

- Perform, occasionally, other tasks and functions not stated in the description, but within the scope of experience and capability, and related work as required.

Minimum Qualifications:

Education and Experience: Possess a combination of education, training and experience that demonstrates a sufficiency to successfully perform the essential duties as listed above.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License and have and maintain a good driving record and be insurable under the District's insurance carrier.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, drug screen and background check.

Knowledge of:

- Modern office methods and procedures, equipment, and record-keeping principles/procedures;
- Computer software programs and applications, including ESRI ArcGIS, Microsoft Office Suite programs, databases, spreadsheets, word processing, and use of e-mail and internet;
- Correct English usage, spelling, grammar, and punctuation, and principles of composition and report writing; and
- Professional standards and ethics for daily work and when communicating with the public.

Ability to:

- Work independently, set priorities, stay on task and meet critical deadlines;
- Perform effectively under heavy workloads and stressful situations;
- Establish effective and cooperative working relationships;
- Interact with the public and coworkers in a tactful and courteous manner and maintain composure and professionalism in adverse situations;
- Maintain a high level of organizational skills;
- Accept assignments and follow written and verbal instructions; and
- Communicate effectively verbally and in writing.

Essential Functions:

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision, depth perception and color vision, and have a minimum of single-ear aided hearing. Individual must have mobility of arms to be able to reach, lift and to carry objects, and dexterity of hands to grasp and manipulate small objects and perform repetitive motion associated with computer usage. Individual must be able to stand, stoop, reach, bend, twist, balance, push, pull, squat/crouch, kneel, climb and to walk on uneven surfaces. Individual must be able to regularly stand for extended periods of time and to sit for extended periods of time. Individual must be able to regularly lift and move objects up to 10 pounds and periodically lift and move objects up to 40 pounds.

Working Conditions:

This individual must be able to work in an office environment with extended exposure to computer screens and office equipment. While performing the duties of this position, the individual is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, high and precarious places, outside weather conditions and other health hazards. The individual is frequently exposed to moving mechanical parts and is frequently exposed to verbal confrontations from members of the public. The noise level in the work environment is usually moderate but may occasionally be loud.

Consolidated Mosquito Abatement District

Data Management Assistant

Position Definition and Characteristics:

Under the direction of the District Manager and Scientific-Technical Services Director, the Data Management Assistant performs data input and management work and functions. The Data Management Assistant assists with the utilization of the District's data management systems, District website and social media sites, and informational and educational material. Incumbent assists with the day-to-day clerical functions of a mosquito abatement district office, is a primary contact person with the public, must represent the District well before the public, and must maintain neatness, accuracy and efficiency in conduct of work.

Example of Duties

- Compiles and enters various records and information into the District's data management system. Provides data management support to field and office staff, which may include reports, summaries, maps and updates.
- Assists with the utilization and maintenance of the District Geographic Information System (GIS) program and associated records, and assists in support of databases and mapping systems. Provides maps and map updates to field and office staff as needed. Assists with processing of aerial/satellite imagery.
- Assists with maintenance of District website and social media sites. Receives, sorts and routes electronic mail, website requests and correspondence. Provides routine content updates to District website and social media sites.
- Assists with preparing multimedia forms of informational and educational material such as pamphlets, flyers, exhibits and audio-visual presentations. Provides assistance with the District's public outreach program.
- Answers the telephone, takes service requests and routes incoming phone calls. Prepares service requests from the public and routes them to the appropriate personnel.
- Performs general and specific typing, word processing, spreadsheet and database entry. Assists with organizing files, other forms of record keeping, reports, and correspondence. Operates and maintains standard office and communication equipment including computers, electronic data capturing devices, copier, fax machine, multi-line telephone and cell phones.
- Maintains confidentiality of a variety of sensitive information.
- Keeps informed on current developments in areas of job duties and responsibilities, and attends training sessions and workshops as required.
- Performs, occasionally, other tasks or functions not stated in the description, but within the scope of experience and capabilities.

Minimum Employment Standards:

Education and Experience:

- Any combination of training, education and experience that demonstrates an ability to perform the duties of the position will be considered.
- Incumbent serves a one year probationary period.

Knowledge, Skills and Abilities:

Knowledge of:

- Computer programs for the office, specifically including, ESRI ArcGIS, Microsoft Office Suite Products, such as Word, Access, Excel and Power Point; and possess the ability to keep current with new technology.
- Correct English usage, spelling, grammar and punctuation; and professional standards and ethics for daily work and when communicating with the public.
- Modern office methods and procedures, equipment, organizational skills, and record keeping principles and procedures.

Ability to:

- Speak clearly and effectively in English;
- Ability to communicate effectively with irate or difficult callers;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;
- Keep a neat, well-groomed, professional appearance;
- Work congenially and cooperatively with others;
- Work with a high degree of independence;
- Be accountable for effective use of time and resources to meet goals;
- Operate a motor vehicle in a safe and legal manner.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to perform repetitive motion associated with and during extensive computer use. Employee must be able to stand, stoop, reach and bend.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places such as on step stools or ladders; fumes or airborne particles such as dust; and outside weather conditions. The employee may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**GIS COORDINATOR****Position Definition, Description and Characteristics:**

Under the general direction of the District Manager and direct supervision of the Superintendent of Operations, the GIS Coordinator is responsible for coordinating the regular operation and maintenance of the ~~data management and~~ Geographic Information Systems (GIS) for the District. The position assists in evaluating and implementing new developments in information systems technology.

Example of Duties:

- Plans, produces and maintains electronic and paper maps, including but not limited to, digitizing and editing base layers, updating control/surveillance routes, treatment sources, service requests and material use records, and trap sites using District GIS applications and databases;
- Collects, assembles, and ~~verifies and interprets~~ current and historical spatial database records, surveys, demographics and source documents;
- Analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs;
- Is responsible for maintaining all public-facing datasets, maps and dashboards containing District data;
- Assists in creating and implementing practices, policies and procedures for storage and retrieval of data;
- Assists with development and utilization of the District's information and computer technology and recommends updates and upgrades to computer systems as needed to maintain optimum productivity and performance;
- Maintain the District's inventory of field devices and technology equipment;
- Produces daily and monthly reports such as source identification/location, pesticide, material and equipment use, employee field activities, service requests and other related spatial summary reports;
- Assists with answering phone calls and takes, prepares and routes service requests, questions and complaints from the public;
- Assists with supervision and training of staff on the District's GIS;
- Provide support to all staff using th District's GIS and associated applications;
- Under direction makes contact and collaborates with appropriate vendors and outside agencies to coordinate and benefit the GIS program of the District;
- Keeps informed and knowledgeable on developments in the electronic data and information fields and attends training courses, meetings and seminars to maintain skill levels; and
- Performs, occasionally, other tasks, and functions not described in this description, but within the scope of experience and capability, and related work as required.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor's degree in the field of geographical information systems, geography or a related field with GIS experience.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License, have and maintain a good driving record and be insurable under the District's insurance carrier.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, drug screen and background check.

Knowledge of:

- Basic principles, methods and tools used in cartography and geography, and basic drafting and mapping concepts;
- Operation of computer software applications, databases, spreadsheets, word processing, e-mail and internet;
- Operation of GIS applications, such as ArcGIS, ArcPro, Google Earth or other related software and peripherals;
- Correct business English, good grammar, punctuation and spelling;
- Basic mathematics including understanding of units of measure, both tangible and spatial, and quantification and computation; and
- Fundamentals and techniques of employee supervision and training.

Ability to:

- Collect, organize, retrieve and analyze data and materials, maintain and produce concise and accurate maps, records, reports and presentations, and make accurate mathematical computations, and balance and reconcile accounts;
- Troubleshoot and analyze data to develop logical solutions to problems, identify alternate solutions, and determine consequences of proposed actions and implement recommendations;
- Prepare and implement training programs;
- Establish effective and cooperative working relationships and communicate with the public, government agencies and coworkers in a tactful and courteous manner, and maintain composure and professionalism in adverse situations;
- Learn and understand basic organization and operation of a mosquito control district and elements of vector and vector-borne disease surveillance and control.
- Learn and understand pesticides used in mosquito and vector control, including application rates, and safety policies and procedures;
- Learn, understand and apply pertinent federal, State and local laws, rules and regulations related to mosquito and vector control and environmental regulations; and
- Read, understand and apply District policies, personnel manual, other standard operating guidelines, contracts and literature of the profession.

Essential Functions:

The position of GIS Coordinator will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Individual must be able to perform routine work while using required safety equipment.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach and bend, and to walk on uneven terrain. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must regularly lift and move objects up to 10 pounds, frequently lift and move up to 25 pounds and occasionally assist in lifting and moving objects up to 100 pounds.

Working Conditions:

While performing the duties of this position, the individual may be exposed to pesticides, chemicals and other health hazards; inclement weather conditions; and verbal confrontations from members of the public. The individual may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. The individual may be called on for evening and weekend work, as assigned.