

**SPECIAL MEETING OF THE BOARD OF TRUSTEES
CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
13151 E. Industrial Dr., Parlier, CA 93648**

**TELECONFERENCE DIAL-IN
NUMBER (669)900-9128**

- or -

**ZOOM VIDEO CONFERENCE
<https://us02web.zoom.us/j/89485901403>**

Meeting ID: 894 8590 1403

AGENDA

BOARD OF TRUSTEES MEETING

1:00 PM

Tuesday, February 21, 2023

1. ROLL CALL:

2. INTRODUCTION OF VISITORS:

The public may address the Board on each agenda item during consideration of that item.

3. PUBLIC COMMENTS:

This is an opportunity for public comment on non-agenda items. The President reserves the right to limit the duration of each speaker to five (5) minutes. It is the policy of the Board not to answer any questions impromptu.

4. APPROVAL OF JANUARY MINUTES:

5. APPROVAL OF JANUARY PAYROLL:

6. APPROVAL OF JANUARY BILLS:

7. QUARTERLY INVESTMENT REPORT:

The Manager will submit an investment report for the quarter ending December 31, 2022.

8. COMMITTEE APPOINTMENTS FOR 2023

The Board will consider the addition of a new standing committee and review the President's appointment of Board members to the new and standing committees.

9. AERIAL PHOTOGRAPHIC SURVEY:

The Board will consider options for an aerial photographic survey of the District's urban/suburban areas for the unmaintained swimming pool program.

10. FRESNO HOME & GARDEN SHOW:

The Board will consider District participation at the Fresno Home & Garden Show on March 3-5th, 2023, for public information and outreach.

11. EMPLOYEE POSITION CLASSIFICATIONS AND WAGE PLAN:

The addition of a position classification and updated job descriptions and changes to the Basic Salary, Wage and Related Benefits Plan will be presented for approval.

12. DISTRICT PARTICIPATION AT MEETINGS:

The Board will be asked to approve District participation at the following meetings:

- i. MVCAC Legislative Conference and Spring Meeting, March 20-22nd, 2023 in Sacramento, CA
- ii. 6th Annual meeting of the Pacific Southwest Center of Excellence in Vector-borne Diseases on April 6-7th, 2023 in Sacramento.
- iii. AMCA Washington Conference, May 15-17th, 2023 in Washington DC.

13. RECOGNITION OF SIGNIFICANT CONTRIBUTION:

The Board will consider a recommendation to acknowledge retired staff that have made significant contributions to mosquito control.

14. MEETING REPORTS:

Reports on District participation at authorized meetings will be given by those who attended.

15. BOARD GENERAL DISCUSSION:

This is an opportunity for Board Members to ask questions for clarification, provide information to staff, request staff to report back on a matter or direct staff to place a matter on a subsequent agenda.

16. STAFF REPORTS:

This is an opportunity for staff to report on District activities.

17. ADJOURNMENT:

**MINUTES OF THE BOARD OF TRUSTEES OF
THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
JANUARY 17, 2023**

The regular 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 January 17, 2023.

1. Roll Call:

Trustees Present at the Parlier Office:

Pete Esraelian	Selma	
Tokuo Fukuda	Kingsburg	
Leonard Hammer	Fowler	
Mary Anne Hill	County of Fresno	Arrived at 1:19
Charles Lockhart	Orange Cove	
Karen Steinhauer	Sanger	
Bruce Taylor	County of Fresno	
Jennifer Willems	Clovis	

Trustees Present by Teleconference:

Peggy Brisendine	Fresno
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Trustees Absent:

Abe Isaak	Reedley
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Vacancy:

Parlier

Others Present at the Parlier Office:

Jodi Holeman	District Manager
Karan Cox	Office Administrator

2. President Taylor called the meeting to order at 1:01 PM:

3. Public Comments: None.

4. Approval of December Minutes: A motion was made by Trustee Lockhart, seconded by Trustee Fukuda and passed by 8 – 0 – 2 roll call vote (Hill, Isaak absent) to approve the minutes of the December 19, 2022 Board meeting.

5. Approval of December Payroll: A motion was made by Trustee Esraelian, seconded by Trustee Fukuda and passed by 8 – 0 – 2 roll call vote (Hill, Isaak absent) to approve the December payroll checks having District numbers, 28436 – 28454, 28457, 28468 – 28498, and 28504 in the total amount of \$147,455.84.

- 6. **Approval of December Bills:** A motion was made by Trustee Fukuda, seconded by Trustee Lockhart and passed by 8 – 0 – 2 roll call vote (Hill, Isaak absent) to approve the December commercial checks having District numbers, 28451 – 28452, 28455 – 28456, 28458 – 28467, 28495 – 28496 and 28499 – 28531 in the total amount of \$70,209.75.

- 7. **Election of Board Officers for 2023:** President Taylor authorized District Manager Holeman to conduct the election of officers for 2023. Officers of the Board are President and Vice President – Secretary.

Trustee Esraelian nominated Trustee Taylor for Board President. With no further nominations made, a motion was made by Trustee Esraelian, seconded by Trustee Lockhart and passed by 8 – 0 – 2 roll call vote (Hill, Isaak absent) to close nominations and cast a unanimous ballot to elect Trustee Taylor as Board President.

Trustee Hill arrived. Trustee Esraelian nominated Trustee Lockhart for Vice President – Secretary. With no further nominations made, a motion was made by Trustee Esraelian, seconded by Trustee Willems and passed by 9 – 0 – 1 roll call vote (Isaak absent) to close nominations and cast a unanimous ballot to elect Trustee Lockhart as Vice President – Secretary.

- 8. **Committee Appointments:** President Taylor presented the following list of committees and members for 2023:

<u>Budget</u>	<u>Building</u>	<u>Equipment</u>	<u>Policy</u>
Esraelian	Fukuda	Brisendine	Isaak
Fukuda	Hill	Hammer	Lockhart
Hill	Steinhauer	Isaak	Steinhauer
Lockhart	(Taylor)	Willems	Willems
(Taylor)		(Taylor)	(Taylor)

- 9. **Authorization of Individuals to Sign District Checks:** A motion was made by Trustee Fukuda, seconded by Trustee Hill and passed by 9 – 0 – 1 roll call vote (Isaak absent) to authorize Trustees Brisendine, Esraelian, Fukuda, Hammer, Hill, Isaak, Lockhart, Steinhauer, Taylor, Willems and District Manager Holeman to sign District checks and to authorize District Manager Holeman and Office Administrator Cox to pick up validated checks and blank check stock.

- 10. **Statement of Economic Interest:** Each trustee received a Statement of Economic Interest Form 700 and is required to be completed and returned to the District Office by April 1, 2023.

- 11. **Trustee Attendance Record:** A record of trustee attendance at District meetings during 2022 was presented to the Board.

12. **Initial Appointment of Employee:** A motion was made by Trustee Willems, seconded by Trustee Hammer and passed by 9 – 0 – 1 roll call vote, (Isaak absent) to approve an initial appointment of an employee to the position of Assistant Manager at a salary above the initial step of the pay range.
13. **Employee Vehicle Use:** A motion was made by Trustee Fukuda, seconded by Trustee Lockhart and passed by 9 – 0 – 1 roll call vote, (Isaak absent) to approve the use of a District vehicle for the position of Assistant Manager for a candidate that resides outside of Fresno County.
14. **Retirement Lunch:** A motion was made by Trustee Willems, seconded by Trustee Fukuda and passed by 9 – 0 – 1 roll call vote (Isaak absent) to approve the expenditure of funds for a lunch for recently retired District Manager, Steve Mulligan.
15. **District Facilities:** A motion was made by Trustee Willems, seconded by Trustee Esraelian and passed by 9 – 0 – 1 roll call vote (Isaak absent) to approve the expenditure of funds for landscaping costs at the Selma, Sanger and Clovis District facilities.
16. **Warrant to Inspect and Abate:** A motion was made by Trustee Lockhart, seconded by Trustee Hill and passed by 9 – 0 – 1 roll call vote (Isaak absent) to authorize the District Manager to work with legal counsel to prepare and file necessary documents to apply for an area-wide Warrant to Inspect and Abate for the 2023 mosquito season and to authorize its use by District staff.
17. **District Attendance at Meetings:** A motion was made by Trustee Fukuda, seconded by Trustee Willems and passed by 9 – 0 – 1 roll call vote (Isaak absent) to approve attendance at the following meetings:
 - a. Office Administrator Cox and Trustee Taylor to attend the VCJPA annual workshop February 23 – 24, 2023 in Santa Cruz, Ca; and
 - b. GIS Coordinator Schaak to attend the ESRI User Conference July 10 – 14, 2023 in San Diego, CA
18. **Change February Meeting Date:** A motion was made by Trustee Willems, seconded by Trustee Esraelian and passed by 9 – 0 – 1 roll call vote (Isaak absent) to cancel the regular Board meeting on February 20, 2023 and to schedule a special meeting of the Board of Trustees at 1:00 PM on Tuesday, February 21, 2023.

19. **Board General Discussion:** Trustee Esraelian proposed naming a portion of the Parlier Headquarters Facility after retired District Manager, Steve Mulligan and requested an item be placed on a future agenda for discussion.

Trustee Esraelian inquired about the MVCAC yearbook. District Manager Holeman informed the board that printed copies are only available via purchase but that digital copies are available at no cost and could be emailed to interested trustees.

Trustees were asked about their interest in attending the AMCA annual meeting to be held on February 27 – March 3, 2023 in Reno. Trustees Fukuda, Taylor and Willems said that they would be attending.

20. **Staff Reports:** Trustee Steinhauer left the meeting at 2:34 pm. District Manager Holeman informed the Board that the District has opened a new credit card account through US Bank called CAL-Card which is only available to State agencies and local government agencies. The District will receive at least 1.35% in rebates and prompt pay discounts. All District employees will receive a card to use for District purchases and travel expenses.

District Manager Holeman informed the Board that the District has obtained a trial membership through California Special Districts Association (CSDA) that is active for 6 months.

Board members were informed we will be updating Trustee binders in the next few months and all trustees should bring in their binders if they have them so they can be updated.

District Manager Holeman informed the Board that she has been invited by Clarke Mosquito to participate in their Clark+ Appreciative Inquiry Event in Chicago IL. All travel expenses would be covered by Clarke for participants. Following a brief discussion on the Board supporting her participation District Manager Holeman indicated she would follow up with legal counsel on vendor sponsored travel.

21. **Renew Remote Teleconference Meetings of the Board:** A motion was made by Trustee Lockhart, seconded by Trustee Willems and passed by 7 – 1 – 2 roll call vote (Taylor opposed; Isaak, Steinhauer absent) that the Board, after reconsidering the state of the COVID-19 emergency, find that meeting of the Board in person would present imminent risks to the health or safety of attendees, and that the Board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.
22. **Adjournment:** The meeting was adjourned at 2:50 PM. The next Board meeting will be held on Tuesday, February 21, 2023.

Attested
Member, Board of Trustees

**Consolidated Mosquito Abatement District
Payroll Expenses
January 2023**

Check #	Gross Pay	Net Pay	Payee	Description
28532	\$2,827.50	\$1,925.04	Amy Garcia	Full-Time Employee
28533	\$3,262.50	\$2,201.33	Brittany Deegan	Full-Time Employee
28534	\$3,107.00	\$2,257.04	Chris Monis	Full-Time Employee
28535	\$2,744.00	\$1,954.76	Conner Schaak	Full-Time Employee
28536	\$3,352.00	\$2,452.38	Derek Hill	Full-Time Employee
28537	\$2,975.00	\$2,048.59	Devon Cornel	Full-Time Employee
28538	\$3,107.00	\$2,465.13	Gha Vang	Full-Time Employee
28539	\$6,041.67	\$3,818.53	Jodi Holeman	Full-Time Employee
28540	\$3,107.00	\$1,821.86	Jose Moreno	Full-Time Employee
28541	\$2,744.00	\$1,921.18	Jovana Benavides	Full-Time Employee
28542	\$3,597.00	\$2,502.71	Karan Cox	Full-Time Employee
28543	\$2,744.00	\$1,967.59	Katherine Brisco	Full-Time Employee
28544	\$4,501.50	\$2,804.17	Katherine Ramirez	Full-Time Employee
28545	\$933.60	\$739.46	Brittany Deegan	Full-Time Employee
28573	\$2,827.50	\$1,925.05	Amy Garcia	Full-Time Employee
28574	\$3,262.50	\$2,201.34	Brittany Deegan	Full-Time Employee
28575	\$3,107.00	\$2,257.03	Chris Monis	Full-Time Employee
28576	\$2,744.00	\$1,954.76	Conner Schaak	Full-Time Employee
28577	\$3,352.00	\$2,452.36	Derek Hill	Full-Time Employee
28578	\$2,975.00	\$2,048.59	Devon Cornel	Full-Time Employee
28579	\$3,107.00	\$2,462.82	Gha Vang	Full-Time Employee
28580	\$6,041.67	\$3,818.29	Jodi Holeman	Full-Time Employee
28581	\$3,107.00	\$1,821.63	Jose Moreno	Full-Time Employee
28582	\$2,744.00	\$1,921.18	Jovana Benavides	Full-Time Employee
28583	\$3,597.00	\$2,502.71	Karan Cox	Full-Time Employee
28584	\$2,744.00	\$1,967.59	Katherine Brisco	Full-Time Employee
28585	\$4,501.50	\$2,804.16	Katherine Ramirez	Full-Time Employee
Total	\$89,153.94	\$61,017.28		

**Consolidated Mosquito Abatement District
Payroll Expenses
January 2023**

Employee Deductions and Liabilities

Check #	Amount	Payee	Description
28546	\$1,747.21	EDD	State Income Tax
28548	\$8,373.74	CMAD	Federal, Social Security, Medicare
28549	\$3,073.51	CalPERS	Retirement
28550	\$658.00	Mission Square	457K Retirement
28551	\$200.00	Valley First Credit Union	Credit Union
28556	\$71.68	Aflac	Life Insurance
28586	\$1,742.48	EDD	State Income Tax
28587	\$8,250.13	CMAD	Federal, Social Security, Medicare
28588	\$3,010.49	CalPERS	Retirement
28589	\$658.00	Mission Square	457K Retirement
28590	\$200.00	Valley First Credit Union	Credit Union
28602	\$151.42	Mutual of Omaha	Disability Insurance
Total Deductions	\$28,136.66		
Total Net Pay	\$61,017.28		
Total Gross Pay	\$89,153.94		

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
January 2023**

Bank of the West Checks

Check #	Amount	Payee	Description
28547	\$310.00	EDD	Unemployment Insurance
28548	\$3,449.74	CMAD	District Social Security & Medicare
28549	\$3,669.72	CalPERS	District Retirement
28552	\$750.00	Chris Monis	H S A Deductible 1st Quarter
28553	\$1,500.00	Jose Moreno	H S A Deductible 1st Quarter
28554	\$1,500.00	Gha Vang	H S A Deductible 1st Quarter
28555	\$6,750.00	Premier Valley Bank	H S A Deductible 1st Quarter
28557	\$44.74	AT&T	Telephone - 800 Number
28558	\$886.57	AT&T	Internet - Parlier
28559	\$255.29	AT&T	Telephone - Parlier
28560	\$754.65	City of Parlier	Water Sewer Disposal
28561	\$133.44	PG&E	Heat Light Power
28562	\$97.60	Republic Services	Disposal
28563	\$100.27	City of Sanger	Water Sewer Disposal
28564	\$15.29	SoCal Gas	Heat
28565	\$1,225.19	Tokuo Fukuda	Travel Expenses
28566	\$1,212.76	Abraham Isaak	Travel Expenses
28567	\$1,626.49	Bruce Taylor	Travel Expenses
28568	\$1,626.49	Jennifer Willems	Travel Expenses
28569	\$281.00	Jodi Holeman	Travel Expenses
28570	\$281.00	Katherine Ramirez	Travel Expenses
28571	\$207.00	Conner Schaak	Travel Expenses
28572	\$207.00	Chris Monis	Travel Expenses
28587	\$3,381.13	CMAD	District Social Security & Medicare
28588	\$3,599.98	CalPERS	District Retirement
28591	\$497.99	AT&T	Telephone - Clovis
28592	\$546.00	Bellwether, Inc.	IT Services
28593	\$43.95	DoorKing, Inc.	Gate Service
28594	\$300.00	Matson Alarm Co.	Alarm Systems
28595	\$1,571.64	PG&E	Heat Light Power
28596	\$35.80	Republic Services	Disposal
28597	\$5,950.00	Sampson, Sampson & Patterson	Yearly Audit - Final Payment
28598	\$13,564.07	SDRMA	Health Insurance Premium
28599	\$1,813.21	SoCal Gas	Heat
28600	\$2,439.30	Wex Bank - Valero	Fuel
28601	\$1,698.52	Verizon Wireless	Cell Phones / Tablets
28602	\$134.15	Mutual of Omaha	Life Insurance
28603	\$1,587.50	U.S. Bank Corporate Payments	MVCAC Meeting / Vehicle Repairs
28604	\$22,699.51	Adapco	Insecticides
28605	\$777.80	Associated Compressor Equip.	Air Compressor Maintenance
28606	\$254.26	AutoZone, Inc.	Repair Parts

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
January 2023**

Check #	Amount	Payee	Description
28607	\$34.01	Battery Systems	Repair Parts
28608	\$39,243.79	Clarke Mosquito Control	Insecticides
28609	\$2,902.00	California Dept of Tax and Fees	Sales Tax Not Paid in 2022
28610	\$1,489.64	Home Depot	Building & Ground / Fish Supplies
28611	\$249.08	Jorgensen & Co	Safety Signs for BVA Tanks
28612	\$202.48	Kimball Midwest	Shop Supplies
28613	\$397.50	Lozano Smith	Legal Fees
28614	\$609.56	Mission Uniform Service	Uniforms & Safety
28615	\$835.36	Napa	Motor Oil
28616	\$100.00	Navia Benefit Solutions	Cobra Administration
28617	\$157.36	Nelson's Ace Hardware	Misc Operating Expenses / Fish Supplies
28618	\$552.83	O'Reilly Auto Parts	Repair Parts
28619	\$420.00	Ono's Auto Repair	Vehicle Repairs
28620	\$237.03	Office Depot	Misc Office Supplies
28621	\$1,765.00	Pacific Engineering & Consulti	Hazardous Material Business Plan Filing
28622	\$474.25	Starace Mechanical Heating & /	HVAC Repairs
28623	\$300.00	Streamline	Website Design & Maintenance
28624	\$742.89	Swanson Fahrney Ford	Vehicle Repairs
28625	\$195.24	Target Specialty Products	Field Equipment / Round Up
28626	\$504.56	Tire Hub LLC	Tires
28627	\$302.23	Tifco Industries	Shop Supplies
28628	\$12,122.56	U.S. Bank Corporate Payments	Meetings & Travel / Building & Ground
28629	\$967.35	Valley Iron, Inc.	Building & Ground - Fish Tanks
28630	\$1,207.03	Westech Electrical Contractors	Clovis Depot Parking Lot Light Repair
28631	\$30.23	Wizix Technology Group, Inc.	Copier Maintenance
Total	\$153,821.03		

County of Fresno Checks

Check #	Amount	Payee	Description
301743	\$65,196.22	Consolidated Mosquito	Transfer funds to checking
301744	\$86,132.13	Consolidated Mosquito	Transfer funds to checking
301745	\$91,646.62	Consolidated Mosquito	Transfer funds to checking
	\$242,974.97		

Summary of January Expenses

January 2023 Salaries & Wages	\$89,153.94
January 2023 Maintenance & Operations	\$153,821.03
Total January 2023 Expenditures	\$242,974.97

Monthly Expenditures
January 2023

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2022/2023	SPENT TO DATE	BALANCE JAN 31, 2023
<u>SALARIES, WAGES & EMPLOYEE BENEFITS</u>				
6101-01	Salaried Wages	\$1,274,000.00	\$694,222.44	\$579,777.56
6101-06	Hourly Wages & Extra Help	\$665,000.00	\$337,509.81	\$327,490.19
6101-02	FICA Employers Contribution	\$150,000.00	\$75,235.27	\$74,764.73
6101-03	Unemployment Insurance	\$24,000.00	\$5,777.37	\$18,222.63
6101-04	Retirement District's Payment	\$150,000.00	\$74,560.72	\$75,439.28
6101-05	Group Health Insurance	\$300,000.00	\$131,913.40	\$168,086.60
6101-07	Pre-Employment & Misc. Expenses	\$8,000.00	\$1,345.86	\$6,654.14
	TOTALS	\$2,571,000.00	\$1,320,564.87	\$1,250,435.13
<u>OPERATING & MAINTENANCE SUPPLIES & EXPENSE</u>				
6102-01	Insecticides & Herbicides	\$400,000.00	\$248,788.91	\$151,211.09
6102-02	Power Spray & Field Equipment	\$25,000.00	\$11,985.36	\$13,014.64
6102-03	Misc Operating Supplies & Expense	\$6,000.00	\$3,322.96	\$2,677.04
6102-04	Fish Program	\$10,000.00	\$731.77	\$9,268.23
6102-05	Building & Ground Maintenance	\$40,000.00	\$17,785.94	\$22,214.06
6102-06	Airplane Expense	\$3,000.00	\$0.00	\$3,000.00
	TOTALS	\$484,000.00	\$282,614.94	\$201,385.06
<u>MOTOR VEHICLE SUPPLIES & EXPENSE</u>				
6103-01	Fuel & Lubricants	\$180,000.00	\$95,614.39	\$84,385.61
6103-02	Repairs & Shop Tools	\$45,000.00	\$19,897.27	\$25,102.73
6103-03	Tires & Batteries	\$12,000.00	\$3,853.69	\$8,146.31
	TOTALS	\$237,000.00	\$119,365.35	\$117,634.65
<u>UTILITIES & COMMUNICATIONS</u>				
6104-01	Heat, Light & Power	\$40,000.00	\$21,579.84	\$18,420.16
6104-04	Water Sewer & Disposal	\$18,000.00	\$9,301.18	\$8,698.82
6105-01	Telephone	\$25,000.00	\$11,723.21	\$13,276.79
6105-02	Cellular Phones & Tablets	\$30,000.00	\$13,467.50	\$16,532.50
	TOTALS	\$113,000.00	\$56,071.73	\$56,928.27
<u>OFFICE SUPPLIES & EXPENSE</u>				
6106-02	Postage, Printing & Stationery	\$6,000.00	\$522.80	\$5,477.20
6106-04	Repairs & Maintenance	\$6,000.00	\$1,543.26	\$4,456.74
6106-05	Misc Office Supplies	\$13,000.00	\$5,049.14	\$7,950.86
6106-06	Office Equipment & Furniture	\$12,000.00	\$598.27	\$11,401.73
	TOTALS	\$37,000.00	\$7,713.47	\$29,286.53
<u>INSURANCE</u>				
6107-01	Liability, Property & Auto	\$98,000.00	\$91,673.00	\$6,327.00
6107-02	Workers Compensation	\$70,000.00	\$66,041.00	\$3,959.00
	TOTALS	\$168,000.00	\$157,714.00	\$10,286.00

Monthly Expenditures
January 2023

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2022/2023	SPENT TO DATE	BALANCE JAN 31, 2023
<u>TRAVEL & SUBSISTENCE EXPENSE</u>				
6108-01	Meetings & Travel Allowance	\$75,000.00	\$35,527.04	\$39,472.96
6108-02	Trustee Allowance	\$1,000.00	\$0.00	\$1,000.00
6108-03	Meal Allowance	\$8,000.00	\$1,782.78	\$6,217.22
	TOTALS	\$84,000.00	\$37,309.82	\$46,690.18
<u>MISCELLANEOUS EXPENDITURES</u>				
6109-01	Rent: Land, Buildings and Equipment	\$2,000.00	\$0.00	\$2,000.00
6109-02	Dues, Subscriptions and Fees	\$28,000.00	\$13,001.00	\$14,999.00
6109-03	Education & Publicity	\$30,000.00	\$7,965.87	\$22,034.13
6109-04	Accounting	\$14,000.00	\$11,950.00	\$2,050.00
6109-05	Legal	\$10,000.00	\$2,014.07	\$7,985.93
6109-06	County Service Charge	\$55,000.00	\$0.00	\$55,000.00
6109-07	Uniforms, Safety Apparel & Equipment	\$30,000.00	\$9,514.91	\$20,485.09
6109-08	Surveillance & Research	\$50,000.00	\$21,655.23	\$28,344.77
6109-09	Other Miscellaneous Expenditures	\$15,000.00	\$0.00	\$15,000.00
6109-10	GIS & GPS	\$65,000.00	\$9,840.40	\$55,159.60
	TOTALS	\$299,000.00	\$75,941.48	\$223,058.52
TOTAL OPERATIONAL EXPENDITURES		\$3,993,000.00	\$2,057,295.66	\$1,935,704.34
<u>CAPITAL OUTLAY</u>				
6110-01	Office & Lab Furniture & Equipment	\$15,000.00	\$0.00	\$15,000.00
6110-02	Auto Equipment	\$300,000.00	\$0.00	\$300,000.00
6110-03	Shop Equipment	\$10,000.00	\$0.00	\$10,000.00
6110-04	Field Equipment	\$50,000.00	\$36,466.29	\$13,533.71
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 EXPENDITURES	\$715,000.00	\$36,466.29	\$678,533.71
TOTAL EXPENDITURES		\$4,708,000.00	\$2,093,761.95	\$2,614,238.05
<u>SPECIAL PROJECTS RESERVE</u>		\$250,000.00	\$0.00	\$250,000.00
<u>CONTINGENT LIABILITY RESERVE</u>		\$500,000.00	\$0.00	\$500,000.00
<u>BUILDING RESERVE</u>		\$2,000,000.00	\$0.00	\$2,000,000.00
<u>EQUIPMENT RESERVE</u>		\$600,000.00	\$0.00	\$600,000.00
<u>GENERAL RESERVE</u>		\$3,416,000.00	\$0.00	\$3,416,000.00
	TOTAL RESERVES	\$6,766,000.00	\$0.00	\$6,766,000.00
TOTAL EXPENDITURES AND RESERVES		\$11,474,000.00	\$2,093,761.95	\$9,380,238.05

**Monthly Expenditures
January 2023**

FRESNO COUNTY ACCOUNT- BANK OF THE WEST	
CASH ON HAND, DECEMBER 31, 2022	\$8,348,445.24
PROPERTY TAXES WITHHELD BY FRS COUNTY	\$0.00
JANUARY REVENUE	\$0.00
JANUARY INTEREST	\$1,568.00
TAXES - FRESNO COUNTY / KINGS COUNTY	\$163,304.74
TOTAL REVENUE FOR JANUARY	<u>\$164,872.74</u>
SUB-TOTAL	\$8,513,317.98
COUNTY ADMIN COST FOR FY WITHHELD BY COUNTY	\$0.00
MONEY TRANSFERRED TO CHECKING	(<u>\$242,974.97</u>)
CASH ON HAND, JANUARY 31, 2023	\$8,270,343.01

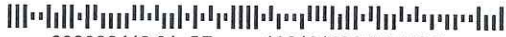
YEARLY REVENUE THROUGH 12-31-22	\$2,148,018.91
JANUARY REVENUE	<u>\$164,873.45</u>
YEARLY REVENUE THROUGH 01-31-23	\$2,312,892.36

CMAD CHECKING ACCOUNT - BANK OF THE WEST	
CASH ON HAND, DECEMBER 31, 2022	\$135,000.00
MONEY TRANSFERRED FROM FRS CO ACCT	\$242,974.97
JANUARY EXPENDITURES	(<u>\$242,974.97</u>)
CASH ON HAND, JANUARY 31, 2023	\$135,000.00

SALE OF REEDLEY DEPOT	\$185,000.00
DOWN PAYMENT	(\$25,000.00)
MONTHLY PAYMENTS PAID TO DATE	(<u>\$23,758.70</u>)
BALANCE DUE AS OF JANUARY 31, 2023	\$136,241.30



P.O. BOX 6343
FARGO ND 58125-6343



000000418 01 SP 106481636576480 S

CONSOLIDATED MOSQUITO
ATTN KARAN COX
13151 E. INDUSTRIAL DR.
PARLIER CA 93648-9661

ACCOUNT NUMBER _____
STATEMENT DATE 01-06-2023
AMOUNT DUE \$1,587.50
NEW BALANCE \$1,587.50
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
\$

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

6108-01 1275.00
6103-02 312.50

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

000158750 000158750

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
CONSOLIDATED MOSQUITO	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance	
Company Total	\$0.00	\$1,587.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,587.50	

NEW ACTIVITY					
KARAN COX		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,275.00	\$0.00	\$1,275.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-06	01-04	24426293005018021426360	MOSQUITO & VECTOR CONTROL 916-440-0826 CA	450.00	6108-01
01-06	01-04	24426293005018021426378	MOSQUITO & VECTOR CONTROL 916-440-0826 CA	825.00	
JOSE MORENO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$312.50	\$0.00	\$312.50
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-06	01-05	24692163005105918693780	SQ *ACADEMY UPHOLSTERY SANGER CA	252.51	6103-02 6103-02
01-06	01-05	24801973005207363000030	MENDOCINO AUTO SALES & R 5596462199 CA	59.99	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE 01/06/23		DISPUTED AMOUNT .00	PREVIOUS BALANCE .00
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335		AMOUNT DUE 1,587.50	CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	.00
			ACCOUNT BALANCE	1,587.50



P.O. BOX 6343
FARGO ND 58125-6343



000000361 01 SP 106481660081542 S

CONSOLIDATED MOSQUITO
ATTN KARAN COX
13151 E. INDUSTRIAL DR.
PARLIER CA 93648-9661

ACCOUNT NUMBER _____
STATEMENT DATE 02-06-2023
AMOUNT DUE \$12,122.56
NEW BALANCE \$12,122.56
PAYMENT DUE ON RECEIPT

U106-05 270.79
6108-01 8769.80
6102-04 452.86
6102-05 952.98
6106-02 147.60
6102-02 290.99
6108-03 714.78
6103-02 312.00
6102-03 133.84
6103-01 77.92

AMOUNT ENCLOSED
\$

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

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

001212256 001212256

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CONSOLIDATED MOSQUITO	Previous Balance	Purchases And Other + Charges	Cash + Advances	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$1,587.50	\$12,169.36	\$0.00	\$0.00	\$0.00	\$46.80	\$1,587.50	\$12,122.56

CORPORATE ACCOUNT ACTIVITY

CONSOLIDATED MOSQUITO				TOTAL CORPORATE ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-06	02-06	74798263037303700013329	PAYMENT-THANK YOU Q	1,587.50 PY
				\$1,587.50 CR

NEW ACTIVITY

KATHERINE RAMIREZ		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,056.62	\$0.00	\$1,056.62
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-30	01-28	24692163028102615124782	AMZN MKTP US*ZG4FS8AW3 AMZN.COM/BILL WA	42.23	
02-06	02-02	24943003034894034017541	DLR FRONT DESK DLH ANAHEIM CA 36122757149566492 ARRIVAL: 01-29-23	1,014.39	

6106-05 ✓
6108-01 ✓

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696		PREVIOUS BALANCE	1,587.50
		PURCHASES & OTHER CHARGES	12,169.36	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	02/06/23	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	46.80
			PAYMENTS	1,587.50
			ACCOUNT BALANCE	12,122.56
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE			
	12,122.56			



Company Name: CONSOLIDATED MOSQUITO
Corporate Account Number
Statement Date: 02-06-2023

NEW ACTIVITY						
JOVANA BENAVIDES		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$451.86	\$0.00	\$451.86	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
01-31	01-30	24492153030852119603876	COVERSANDALL 800-260-2829 GA			451.86
DEVON CORNEL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$53.61	\$0.00	\$53.61	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
02-02	02-01	24801973033400344000080	ACADEMY HARDWARE SANGER CA			20.20
02-02	01-31	24943013032010188010254	THE HOME DEPOT #0664 CLOVIS CA			11.18
02-06	02-02	24943013034010176478990	THE HOME DEPOT #8529 SELMA CA			22.23
CHRISTOPHER MONIS		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$752.31	\$0.00	\$752.31	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
02-03	02-01	24943003033894033017543	DLR FRONT DESK DLH 7147814669 CA 36094927149566492 ARRIVAL: 01-29-23			752.31
CONNER SCHAAK		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$752.31	\$0.00	\$752.31	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
02-03	02-01	24943003033894033017543	DLR FRONT DESK DLH ANAHEIM CA 36108487149566492 ARRIVAL: 01-29-23			752.31
KARAN COX		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$4,697.75	\$0.00	\$4,697.75	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
01-09	01-06	24137463007001581594758	USPS PO 0558560648 PARLIER CA			21.60
01-12	01-10	24943013011010183406320	HOMEDPOT.COM 800-430-3376 GA			384.76
01-13	01-12	24492153012715483177326	VISTAPRINT 866-207-4955 MA			67.56
01-17	01-17	24377353017000002562063	ELECTRIC SCOOTER PARTS 800-9088082 CA			40.49
01-18	01-17	24427333017740276666577	R-N MARKET PARLIER CA			12.07
01-23	01-19	24707803020030043955216	AMERICAN MOSQUITO CONTROL 888-626-0630 CA			1,725.00
01-23	01-19	24794873020900014960329	GRAND SIERRA ADV DEP RENO NV 449430161511 ARRIVAL: 02-27-23			141.25
01-23	01-19	24794873020900014960360	GRAND SIERRA ADV DEP RENO NV 449430161610 ARRIVAL: 02-27-23			141.25
01-23	01-19	24794873020900014961228	GRAND SIERRA ADV DEP RENO NV 449430164317 ARRIVAL: 02-27-23			141.25

6102-04 ✓

6102-05 ✓
6102-05 ✓
6102-05 ✓

6108-01 ✓

6108-01 ✓

6106-02 ✓
6102-05 ✓
6106-05 ✓
6102-02 ✓
6108-03 ✓
6108-01 ✓
6105-01 ✓
6108-01 ✓
6108-01 ✓

Consolidated Mosquito Abatement District

Investment Report

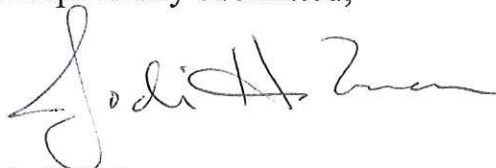
Quarter Ending December 31, 2022

A review of the financial statements indicates there are sufficient funds to meet the expected requirements for the next six months.

The Fresno County Treasury is the primary investment instrument for District funds, including the District's unobligated funds maintained by the Central California Vector Control Joint Powers Agency. A business checking account at Bank of the West is maintained by the District for payment of District payroll and bills. District funds are also invested as member contingency funds in the Vector Control Joint Powers Agency. Copies of the most recent financial statements from these institutions are attached.

The foregoing accounts, cash and investments of the Consolidated Mosquito Abatement District are in conformity with the District's Investment Policy.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jodi Holeman". The signature is fluid and cursive, with a large initial "J" and "H".

Jodi Holeman
District Manager

Report ID: GLSF9109
 Program: GLSF9109

Peoplesoft
 MONTHLY GENERAL LEDGER TRIAL BALANCE

Fiscal Year 2023
 Through Period 6

Page No. 1
 Run Date 01/04/2023
 Run Time 08:54:28

Fund:	4580	Beginning Balance		Year-to-Date		Transaction		Current Balances	
Consolidated Mosquito Abtmt		Debit Accts	Credit Accts	Debits	Credits	Debits Accts	Credit Accts	Debits Accts	Credit Accts
SubClass: 10000									
General Subclass									
0110 Cash In Treasury		7,779,572.25	0.00	180,781.78	0.00	7,960,354.03	0.00	7,960,354.03	0.00
0315 Interest Receivable		25,332.19	0.00	0.00	25,332.19	0.00	0.00	0.00	0.00
1435 Due To Other Governmental		0.00	8,131,972.65	0.00	4,975.70	0.00	8,136,948.35	0.00	0.00
1450 Deposits Held For Others-T		0.00	1,668.49	0.00	0.00	0.00	1,668.49	0.00	0.00
1480 Fiduciary Closing		0.00	26,580,111.14	0.00	0.00	0.00	26,580,111.14	0.00	0.00
2230 Fund Balance - Unassigned		0.00	-26,908,847.84	1,995,946.18	0.00	0.00	-28,904,794.02	2,081,305.22	0.00
3010 Property Taxes-Current Sec		0.00	0.00	0.00	2,081,305.22	0.00	2,081,305.22	0.00	0.00
3011 Suppl-Current Secured		0.00	0.00	0.00	30,816.73	0.00	30,816.73	0.00	0.00
3017 Property Taxes-Curr Unsec		0.00	0.00	0.00	6,116.36	0.00	6,116.36	0.00	0.00
3046 Joint County Funds		0.00	0.00	0.00	574.56	0.00	574.56	0.00	0.00
3380 Interest		0.00	0.00	0.00	27,607.20	0.00	27,607.20	0.00	0.00
SUB CLASS TOTAL		7,804,904.44	7,804,904.44	2,176,727.96	2,176,727.96	7,960,354.03	7,960,354.03	7,960,354.03	7,960,354.03

End of Report



BANK OF THE WEST
BNP PARIBAS

P.O. Box 2830, Omaha, NE 68103-2830

Account Statement

December 1, 2022 - December 31, 2022

Page 1 of 14



>003163 7164047 0001 008230 20Z
 CONSOLIDATED MOSQUITO DISTRICT
 P O BOX 784
 PARLIER CA 93648-0784



At your service



bankofthewest.com



1-800-488-2265



1-800-659-5495 TTY

We Appreciate You

Thank you for banking with Bank of the West. We appreciate your business and look forward to continuing to serve your banking needs.

Remember to confirm your email during your next branch visit or call our Contact Center at 800-488-2265. Our emails keep you educated about our services, products and more.

REGULAR BUSINESS CHECKING

CONSOLIDATED MOSQUITO DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$166,588.92
0 Credits	0.00
3 Deposits	170,704.20
13 Withdrawals	-50,956.84
91 Checks	-114,565.31
Ending Balance	\$171,770.97

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$145,832.23



For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.



CENTRAL CALIFORNIA VECTOR CONTROL JOINT POWERS AGENCY

UNOBLIGATED FUNDS						1st Quarter (Ending 9/30/22)			
		BEG. BAL.	ACTIV.	END. BAL.		(End Bal.)			
CONSOLIDATED-10		\$130,501.50	\$0.00	\$130,501.50		FUND SHARE	6.842832822		
FWMAD-19		\$537,455.16	\$0.00	\$537,455.16			28.18140642		
KINGS-23		\$216,425.93	\$0.00	\$216,425.93			11.34827153		
MADERA-27		\$228,877.89	\$0.00	\$228,877.89			12.00118878		
MERCED-29		\$92,693.16	\$0.00	\$92,693.16			4.860356376		
West Side - 47		\$699,605.69	\$0.00	\$699,605.69			36.68375289		
OPER. - 60		\$1,567.49	\$0.00	\$1,567.49			0.082191178		
TOTAL		\$1,907,126.82	\$0.00	\$1,907,126.82			100.00		
DETAIL SUMMARY OF ACTIVITY (operational fund & life funds)									
CMAD	FWMAD	KINGS	MADERA	MERCED	WEST SIDE	OP FUND			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		Interest	
								Dues	
								Audit	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

AGENDA ITEM 9: Aerial Photographic Services

Background:

The District utilizes photographic images of residential neighborhoods in urban and suburban areas to identify unmaintained swimming pools (green pools) within individual properties to locate potential mosquito breeding sources. These surveys have been taken by various aerial service vendors. In 2022, the District leveraged services from two separate providers; NearMap and Aerial Services.

NearMap provides current and historical high-resolution imagery over 52% of the District. The image quality of NearMap exceeds all other imagery providers and provides two new captures each year in addition to access of years of historical imagery. This imagery is utilized for early and late season unmaintained pool verification. The first captured is typically in February and the second in July.

Aerial Services provides aerial imagery targeted at a certain time of the year to maximize mosquito control efforts by the District. Imagery is captured in May/June after all known unmaintained pools have been inspected, any seasonal pools have been cleaned up, and prior to peak mosquito borne disease season. Imagery is also captured approximately two weeks apart to minimize turnaround time from imagery capture to a technician site visit.

Historically the District has contracted for two flights a year with a single service provider. The cost of Aerial Services and NearMap is the same or less and provides a valuable third imagery capture.

Action requested:

The Board will be asked to authorize to approve funds for the 2023 aerial photographic survey services.

TeamBuilders, Inc.
 17605 Chateau Court
 Castro Valley, CA 94552

Invoice

DATE	INVOICE #
02/08/23	211560

BILL TO
Consolidated Mosquito Abatement District 13151 E Industrial Dr Parlier, CA 93648

DUE DATE	P.O. NUMBER
03/10/23	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Abatement Survey Flight	2 Survey Flights per prior year KML as 135.94 square miles	135.94	66.62	9,056.32
	The rate includes an 8% cost adjustment			0.00

Thank you for your business!

Subtotal	9,056.32
0% Tax	0.00
Total	9,056.32
Balance Due	9,056.32

Nearmap US, Inc.
 10897 South River Front Parkway, Suite 150
 South Jordan, UT 84095 USA
Phone: +1 (801) 609 7250

Customer Name	Consolidated Mosquito Abatement District	Quote Number	Q085610
Contract Commencement	Contract commences upon signing of quote.	Quote Expiry	03/07/2023
Subscription Term	12 Month	Account Rep	Jason Theis jason.theis@nearmap.com
Subscription Start Date	03/07/2023	Payment Term	Net 30
		Payment Method	Invoice
Bill To	Consolidated Mosquito Abatement District Jodi Holeman 13151 E Industrial Dr, Parlier, California, 93648 5598961085 jholeman@mosquitobuzz.net	Ship To	Consolidated Mosquito Abatement District Jodi Holeman 13151 E Industrial Dr, Parlier, California, 93648 5598961085 jholeman@mosquitobuzz.net

PRODUCT	ALLOWANCE	COVERAGE	SEATS
ArcGIS Integration	NA	NA	NA
Nearmap AI	5000 Parcels / Year	Nationwide	NA
AI Pack: Swimming Pool	NA	Nationwide	NA
AI Pack: Surfaces	NA	Nationwide	NA
Nearmap Vertical for Government	NA	Nationwide	Unlimited
Subtotal			\$9,000.00
Estimated Tax			\$0.00
Total			USD \$9,000.00

AGENDA ITEM 10: Participation in the Fresno Home and Garden Show

Background:

The Fresno Home and Garden Show, March 3-5th, 2023, at the Fresno Fairgrounds showcases products and services in home and garden industries. The District has participated in the event for a number of years as an exhibitor. The Home and Garden show is a great opportunity to conduct outreach and education with residents that are considering home and landscaping improvements. The cost of participating in the show will be between \$1375 (middle space) and \$1575 (corner space).

Action requested:

It is requested that the Board approve funds to participate in the spring 2023 Fresno Home and Garden Show.

AGENDA ITEM 11: Employee Position Classifications and Wage Plan

Background:

The recent promotion of the Superintendent of Operations to District Manager has left a vacancy on staff. The District Manager advertised an Assistant Manager position but was unable to find a candidate with the skills and expertise sought after for the role. Several staffing options were considered and after reevaluating existing staffing the District Manager proposes the creation of a new position classification; Rural Program Coordinator and a revision of the job description and title to the Urban Programs Specialist position. The additional Rural Program Coordinator position and updated duties and responsibilities of the Urban Programs Specialist will provide a more even distribution of workload among senior staff, allow for staff growth and development and ensure current program needs are met.

In addition to these changes the District Manager also proposes a salary adjustment to the existing job classification of Urban Program Specialist to account for the additional duties and responsibilities of the position.

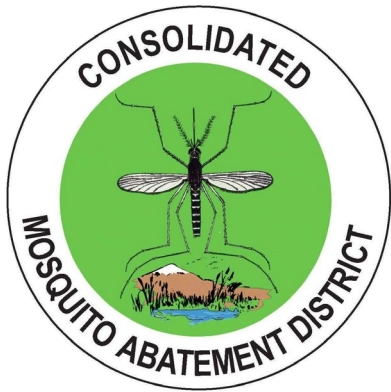
The current Wage Plan (effective January 1, 2023) and a proposed Wage Plan showing the new position and updated salary schedule (effective March 1, 2023) are attached. The proposed updated Urban Program Coordinator and new Rural Program Coordinator job descriptions are also attached.

Action Requested:

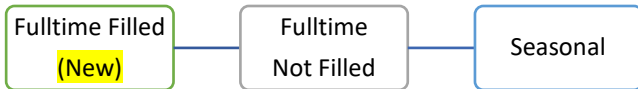
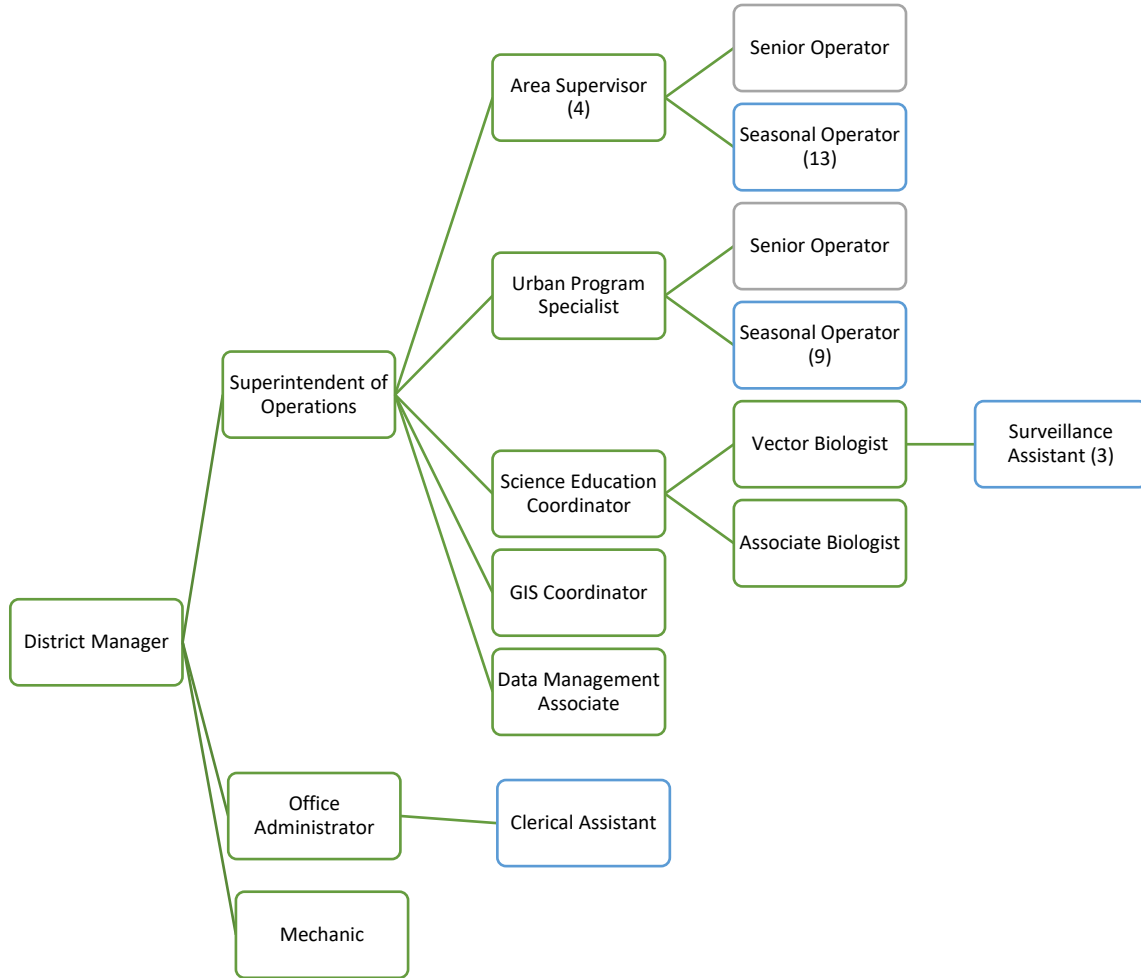
Board approval to the Basic Salary and Wage Plan revised to show proposed positions effective March 1, 2023, which include the position classification of Rural Program Coordinator as attached; and the updated job description for the Urban Program Coordinator (previously Urban Program Specialist), as attached.

**CURRENT
14 Full Time**

**Consolidated Mosquito
Abatement District**

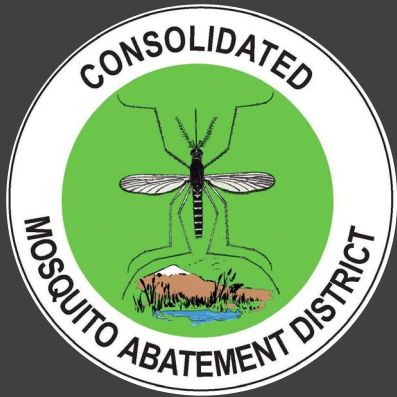


**Employee
Organizational Chart**



NEW
14 Full Time

Consolidated Mosquito Abatement District

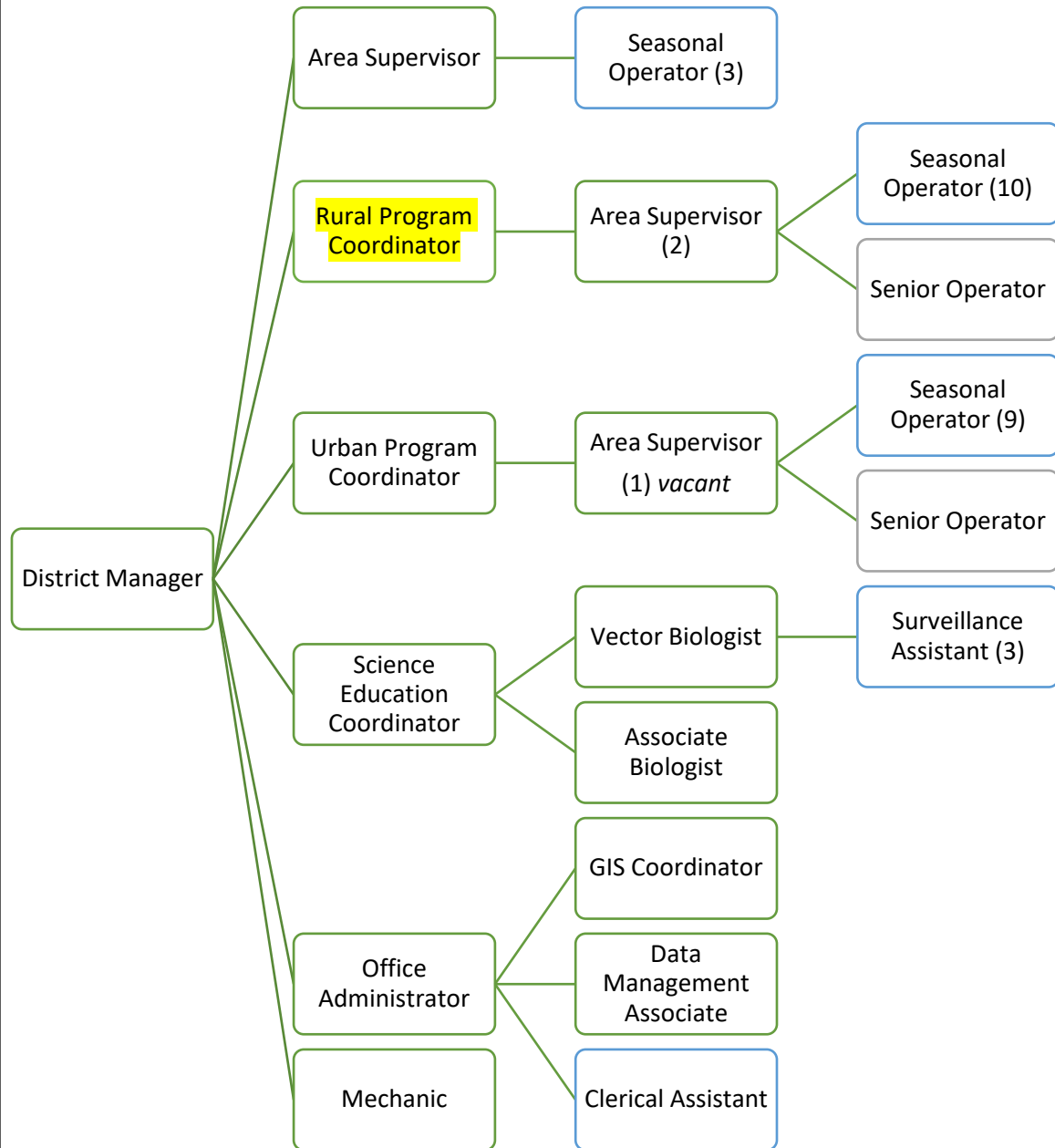


Employee Organizational Chart

Fulltime Filled
(New)

Fulltime
Not Filled

Seasonal



CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**URBAN PROGRAMS ~~SPECIALIST~~ COORDINATOR****Position Definition, Description and Characteristics:**

Under the direction of the District Manager ~~and the Superintendent of Operations~~, the Urban Programs ~~Specialist~~ Coordinator is responsible for the general, day-to-day, field operations and implementation of the District's urban residential vector control programs, including the green pool, invasive *Aedes* and storm drain programs, on a District-wide basis. The Urban Programs ~~Specialist~~ Coordinator assists in the planning, development and organization of the urban vector control programs, and is responsible for evaluating the programs and assists with programmatic changes and modifications. The Urban Programs ~~Specialist~~ Coordinator supervises, hires, trains, directs and assists field personnel, including Area Supervisors in their daily operational work activities. The employee is a primary contact person with the public regarding urban residential vector control issues, and assists the Science Education Coordinator with public education and awareness and community outreach.

Example of Duties:

- Plans, directs and supervises the District-wide operations of the green pool and other urban sources program, and the invasive *Aedes aegypti* control program;
- Oversees the use of an Inspection and Abatement Warrant for backyard access;
- Trains, instructs, supervises and evaluates subordinates in work assignments;
- Assists in recruitment, selection, evaluation and disciplining of operational personnel;
- Maintains organized files and records, and conducts field inspections and observations to evaluate the vector control program, and provides the District Manager with regular updates;
- Supervises service requests related to the invasive *Aedes* program, and to the green pool and other urban sources program;
- Assists in pesticide use recommendations and manages pesticide inventory for the urban program;
- Is the point person for follow-up with dissatisfied or uncooperative residents associated with the green pool and invasive *Aedes* programs, and addresses service requests that require a higher level of expertise to resolve;
- Meets and works with "special needs" residents and the elderly regarding urban programs;
- Collaborates with the Science Education Coordinator to provide education and information to businesses, mobile home parks, apartment/condominium complexes, schools, and others, in response to service requests;
- Assists the Science Education Coordinator with content development for production of educational and informational materials;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs the work of an Area Supervisor as circumstances require;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and

- Performs related work as required.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a Bachelor of Arts or Science degree; or six years of experience in vector control or a related field, with a minimum of five years at the supervisory level. Demonstration of a working knowledge of vectors and vector control strategies.

Licenses, Certifications, Examinations: Applicant must have a valid California Drivers 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, a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district, use and application of pesticides for mosquito control, and elements of vector and vector-borne disease surveillance;
- Collection, analysis and interpretation of data associated with vector surveillance and control activities;
- Fundamental mathematics and calculations used to determine pesticide application rates;
- Rules and regulations on pesticide use and vector control activities;
- Basic use and operations of a Microsoft Windows®-based PC and MS Office® software; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- Communicate with groups and individuals in a direct, honest, effective, and courteous manner, including individuals who are discourteous or angry;
- Work cooperatively with co-workers to resolve problems, issues or disagreements;
- Possess a high level of organizational skills;
- Keep on task and on time while working on multiple projects, programs and appointments;
- Keep subordinate staff on task and appointment schedules;
- Speak and write clearly and effectively in English;

- Collect and keep accurate, detailed data and records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession.

Essential Functions:

Incumbent must be able to perform routine work while using required safety equipment, including the use of a respirator.

Incumbent 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. Incumbent must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Incumbent must be able to stand, stoop, reach and bend, and to walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Incumbent 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. Incumbent must frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.

Working Conditions:

While performing the duties of this position, the incumbent is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The incumbent may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The incumbent may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually ~~moderate, but~~ moderate but may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.

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

Under the direction of the District Manager, the Rural Program Coordinator is responsible for the general, day-to-day field operations and implementation of the District's rural and agricultural mosquito and vector control programs on a District-wide basis. The Rural Program Coordinator assists in the planning, development and organization of the rural and agricultural mosquito control programs and is responsible for evaluating the programs and assists with programmatic changes and modifications. The Rural Program Coordinator supervises, hires, trains, directs and assists field mosquito control personnel, including Area Supervisors and seasonal employees, in their daily operational work activities. The employee is a primary contact person with the public regarding rural mosquito and vector control issues and assists the Science Education Coordinator with public education and awareness and community outreach. Employee is expected to work closely with the Urban Program Coordinator to facilitate overall integration, communication and collaboration between District rural and urban operational programs.

Example of Duties:

- Plans, directs, supervises, and evaluates the District-wide operations of the rural mosquito and vector control program, including agricultural, native land and riparian sources of mosquito production;
- Supervises and assists Area Supervisors in planning and organizing work of field staff in rural control operations to meet the various seasonal needs and situations;
- Trains, instructs, supervises and evaluates subordinates in work assignments and job duties;
- Assists in recruitment, selection, evaluation and disciplining of operational personnel;
- Maintains organized files and records, and conducts field inspections and observations to evaluate the vector control program, and provides the District Manager with regular updates;
- Assists in pesticide use recommendations and manages pesticide inventory for the urban program;
- Assists in the evaluation of pesticide efficacy and the monitoring and management of tolerance and resistance of mosquitoes and vectors to pesticides and plans and implements changes in control measures as indicated;
- Assists in planning and implementing the District's source reduction and legal abatement programs;
- Supervises service requests related to the rural program;
- Is the point person for follow-up with dissatisfied or uncooperative residents associated with rural and agricultural programs, and addresses service requests that require a higher level of expertise to resolve;

- Collaborates with the Science Education Coordinator to provide education and information to agricultural farms and businesses, especially in relation to mosquito production caused by agricultural production methods, and in response to general service requests;
- Assists the Science Education Coordinator with content development for production of educational and informational materials related to agricultural and rural sources;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs the work of an Area Supervisor as circumstances require;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a Bachelor of Arts or Science degree; or six years of experience in vector control or a related field, with a minimum of five years at the supervisory level. Demonstration of a working knowledge of vectors and vector control strategies.

Licenses, Certifications, Examinations: Applicant must have a valid California Drivers 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, a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district, use and application of pesticides for mosquito control, and elements of vector and vector-borne disease surveillance;
- Collection, analysis and interpretation of data associated with vector surveillance and control activities;
- Fundamental mathematics and calculations used to determine pesticide application rates;
- Rules and regulations on pesticide use and vector control activities;
- Basic use and operations of a Microsoft Windows[®]-based PC and MS Office[®] software; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- Communicate with groups and individuals in a direct, honest, effective, and courteous manner, including individuals who are discourteous or angry;
- Work cooperatively with co-workers to resolve problems, issues or disagreements;
- Possess a high level of organizational skills;
- Keep on task and on time while working on multiple projects, programs and appointments;
- Keep subordinate staff on task and appointment schedules;
- Speak and write clearly and effectively in English;
- Collect and keep accurate, detailed data and records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession.

Essential Functions:

Incumbent must be able to perform routine work while using required safety equipment, including the use of a respirator.

Incumbent 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. Incumbent must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Incumbent must be able to stand, stoop, reach and bend, and to walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Incumbent 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. Incumbent must frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.

Working Conditions:

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Consolidated Mosquito Abatement District
Salary, Wage and Related Benefits Plan
Effective March 1, 2023
Proposed Position

1. Basic Salary, Wage and Benefits

- a. **Regular Employees** will be paid by classification at the following monthly salary ranges:
 Initial placement in classification is at the discretion of the Manager.
 Steps are considered biennially and/or at the discretion of the Manager.

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Assistant Manager	\$9,572	\$9,896	\$10,272		
Science Education Coordinator	\$7,406	\$7,776	\$8,166	\$8,574	\$9,003
Operations Director	\$7,406	\$7,776	\$8,166	\$8,574	\$9,003
Vector Biologist	\$5,920	\$6,214	\$6,525	\$6,850	\$7,194
Urban Program Coordinator	\$6,704	\$7,038	\$7,393		
	\$6,905	\$7,249	\$7,615		
Rural Program Coordinator	\$6,905	\$7,249	\$7,615		
Office Administrator	\$6,214	\$6,525	\$6,851	\$7,194	\$7,553
Area Supervisor	\$5,250	\$5,488	\$5,714	\$5,950	\$6,214
Mechanic	\$5,250	\$5,488	\$5,715	\$5,950	\$6,214
Associate Biologist	\$5,250	\$5,488	\$5,715	\$5,950	\$6,214
GIS Coordinator	\$5,250	\$5,488	\$5,715	\$5,950	\$6,214
Data Management Associate	\$4,835	\$5,027	\$5,228	\$5,435	\$5,655

AGENDA ITEM 12: District Participation at Meetings

Background:

The Mosquito and Vector Control Association of California (MVCAC) is combining the legislative conference and the spring committee meetings on March 20-22nd, 2023 in Sacramento, CA. The meeting includes both the legislative conference and MVCAC committee meetings which provide core support for the various functions critical to the needs of the member districts. The MVCAC Board of Directors will be meeting virtually at a later date. District Manager Holeman is on the MVCAC Board as the South San Joaquin Region Representative and serves as board liaison for the Vector and Vector borne Disease Committee. GIS Coordinator Schaak is the chair of the IT Committee.

The Pacific Southwest Center of Excellence in Vector-Borne Diseases (PacVec) will be holding their annual meeting April 6-7th, 2023 at the International Center on the campus of the University of California in Davis, CA. The Centers for Excellence were established by the Centers for Disease Control and Prevention (CDC) to strengthen the capacity to prevent and respond to emerging vector-borne disease throughout the United States. The PacVec Annual Meeting highlights research conducted under grants awarded for vector borne disease research specific to our region.

The American Mosquito Control Association (AMCA) will hold its Washington Conference on May 15-17th, 2023 in Washington, D.C. AMCA is once again requesting all member agencies to participate by attending the conference. This is a unique opportunity to meet face to face with our respective congressional representatives and staff to discuss key issues facing mosquito control agencies. Attendees will also hear from and interact with representatives of federal regulatory agencies, including Environmental Protection Agency and Fish and Wildlife Service on matters impacting districts, such as Clean Water Act, pesticide regulation and endangered species.

Action Requested:

It is requested that the Board approve and authorize District travel and attendance at the following meetings:

1. District Manager Holeman and GIS Coordinator Schaak (committee meetings only) to attend the MVCAC Legislative Conference and Spring Committee meeting on March 20-22nd, 2023 in Sacramento.
 - a. Estimated expenses: (\$861 high total estimate)
 - Hotel: \$172 per night plus taxes and fees/night for 1-2 nights
 - Meals: \$69 per day for 2-3 days
2. District Manager Holeman and Area Supervisor Katherine Brisco to attend the 6th Annual Meeting of the Pacific Southwest Center of Excellence in Vector-Borne Diseases (PacVec) April 6-7th, 2023 in Davis, CA.
 - a. Estimated expenses: (\$1,298 high total estimate)
 - Hotel: \$176-\$221 per night plus taxes and fees/night for 1-2 nights
 - Meals: \$69 per day for 2-3 days
3. District Manager Holeman to attend the AMCA Washington Conference on May 15-17th, 2023 in Washington, D.C.
 - a. Estimated expenses: (\$2,280 high total estimate)
 - Registration: \$125
 - Hotel: \$240 per night plus taxes and fees/night for 3-4 nights
 - Airfare: \$464- \$800 RT
 - Meals: \$79 per day for 4-5 days