

**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**

**DECEMBER 19, 2022**

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 NOVEMBER MINUTES:**
5. **APPROVAL OF NOVEMBER PAYROLL:**
6. **APPROVAL OF NOVEMBER BILLS:**
7. **APPROVAL OF MINUTES OF THE SPECIAL MEETING OF THE BOARD:**  
Minutes of the December 9, 2022, special meeting of the Board of Trustees will be presented for approval.

8. **APPROVAL OF AUDIT REPORT:**

The Board will be asked to approve the audit report of financial statements for the year ended June 30, 2022, presented at the November 21, 2022 Board meeting.

9. **DISTRICT MANAGER SALARY AND BENEFITS:**

The Board will set the salary and benefits of the new District Manager.

10. **EMPLOYEE POSITION CLASSIFICATIONS AND WAGE PLAN:**

Additions of position classifications and job descriptions and changes to the Basic Salary, Wage and Related Benefits Plan will be present for approval.

11. **MEETING REPORTS:**

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

12. **CHANGE JANUARY MEETING DATE:**

The Board will be asked to cancel the regular January 16, 2023 meeting, which is a District holiday, and call for a special meeting of the Board.

13. **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.

14. **STAFF REPORTS:**

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

15. **RENEW REMOTE TELECONFERENCE MEETINGS OF THE BOARD:**

Consider finding by a majority vote under Gov. Code § 54953(e)(3) that as a result of the continuing COVID-19 emergency the Board: (i) has reconsidered the circumstances of the state of emergency; (ii) renews prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) authorizes meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

16. **ADJOURNMENT:**

**MINUTES OF THE BOARD OF TRUSTEES OF  
THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT  
NOVEMBER 21, 2022**

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 November 21, 2022.

1. **Roll Call:**

**Trustees Present at the Parlier Office:**

Tok Fukuda	Kingsburg
Mary Anne Hill	County of Fresno
Abe Isaak	Reedley
Charles Lockhart	Orange Cove
Karen Steinhauer	Sanger
Bruce Taylor	County of Fresno
Jennifer Willems	Clovis

**Trustees Present by Teleconference:**

Pete Esraelian	Selma
Craig Mellon	Fowler
Joe Reyna	Parlier

**Trustees Absent:**

Peggy Brisendine	Fresno
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**Others Present at the Parlier Office:**

Steve Mulligan	District Manager
Karan Cox	Office Administrator

**Others Present by Teleconference:**

Dale Bacigalupi	Legal Counsel
Bill Patterson	Sampson, Sampson & Patterson, LLP

2. **President Taylor called the meeting to order at 1:01 PM:** Mr. Craig Mellon was introduced to the Board as the new trustee from the City of Fowler.
3. **Public Comments:** None.
4. **Authorize Remote Teleconference Meetings of the Board:** A motion was made by Trustee Fukuda, seconded by Trustee Isaak and passed by 10 – 0 – 1 roll call vote (Brisendine absent) to find that, as a result of the state of the COVID-19 emergency, meeting of the Board in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

5. **Approval of October Minutes:** A motion was made by Trustee Lockhart, seconded by Trustee Fukuda and passed by 8 – 0 – 2 – 1 roll call vote (Esraelian, Mellon abstain, Brisendine absent) to approve the minutes of the October 17, 2022 regular meeting of the Board.
6. **Approval of October Payroll:** A motion was made by Trustee Esraelian, seconded by Trustee Isaak and passed by 10 – 0 – 1 roll call vote (Brisendine absent) to approve the October payroll checks having District numbers, 28209 – 28252, 28254 – 28257, 28259, 28278 – 28305 and 28321 in the total amount of \$146,517.89.
7. **Approval of October Bills:** A motion was made by Trustee Fukuda, seconded by Trustee Hill and passed by 10 – 0 – 1 roll call vote (Brisendine absent) to approve the October commercial checks having District numbers, 28208, 28253 – 28255, 28258, 28260 – 28277, 28302 – 28303 and 28306 – 28346 in the total amount of \$104,476.74.
8. **Presentation of Audit Report:** Mr. Bill Patterson, of Sampson, Sampson & Patterson, LLP, was present by video teleconference to provide an overview and discussion of the Report on Audited Financial Statements and required supplementary information for year ended June 30, 2022 (Audit Report) that was performed by Sampson, Sampson & Patterson, LLP, and mailed out in the Board packet. Board members were asked to review the Audit Report and consider for approval at December Board meeting.
9. **CAL-Card Program:** A motion was made by Trustee Esraelian, seconded by Trustee Fukuda and passed by 10 – 0 – 1 roll call vote (Brisendine absent) to authorize the application to participate in the State of California Commercial Card (CAL-Card) Program, to designate any trustee or the District Manager as Authorized Individuals to execute the agreements, to designate Office Administrator Karan Cox as Agency Point of Contact and to approve the use of CAL-Cards by employees as authorized by the District Manager for District purchases of goods and services.
10. **District Participation at Meeting:** A motion was made by Trustee Willems, seconded by Trustee Hill and passed by 10 – 0 – 1 roll call vote (Brisendine absent) to authorize GIS Coordinator Schaak to attend the MVCAC planning meeting December 5-7, 2022, in Oakland.
11. **Ethics and Supervisor Training Requirements:** The Board reviewed the biennial training requirements under AB1825 (Supervisor Training) and AB1234 (Ethics Training) and were reminded to schedule live or on-line courses to timely complete these training requirements.

12. **Meeting Reports:** Written reports were submitted by Superintendent of Operations Holeman and GIS Coordinator Schaak and an oral report was presented by Manager Mulligan on their attendance at the MVCAC fall meeting in Visalia. President Taylor gave a report on his attendance at an open house at the Delta Mosquito and Vector Control District.
  
13. **CLOSED SESSION:** The Board went into closed session with District Manager Mulligan and Legal Counsel Bacigalupi at 2:28 PM.
  - a. **Pursuant to Government Code Section 54957 (b):  
Public Employee Appointment, Employment  
Title: District Manager**
  
14. **Report from Closed Session:** The Board adjourned from closed session at 3:28 PM.
  - a. Nothing to report.
  
15. **Board General Discussion:** President Taylor thanked the members of the Ad hoc committee for their time and effort in reviewing applications for the position of District Manager.
  
16. **Staff Reports:** Manager Mulligan presented the Program Report on District activities during the month of October.
  
17. **Adjournment:** The meeting was adjourned at 3:44 PM. The next regular Board meeting will be held on December 19, 2022.

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Attested  
Member, Board of Trustees

**Consolidated Mosquito Abatement District  
Payroll Expenses  
November 2022**

<b>Check #</b>	<b>Gross Pay</b>	<b>Net Pay</b>	<b>Payee</b>	<b>Description</b>
28347	\$2,827.50	\$1,904.82	Amy Garcia	Full-Time Employee
28348	\$3,107.00	\$2,083.52	Brittany Deegan	Full-Time Employee
28349	\$3,107.00	\$2,233.42	Chris Monis	Full-Time Employee
28350	\$2,744.00	\$1,923.93	Conner Schaak	Full-Time Employee
28351	\$3,352.00	\$2,428.28	Derek Hill	Full-Time Employee
28352	\$2,975.00	\$2,013.04	Devon Cornel	Full-Time Employee
28353	\$2,014.50	\$1,578.02	Donald McNiel	Seasonal Employee
28354	\$1,960.00	\$1,385.04	Eric Ferguson	Seasonal Employee
28355	\$3,107.00	\$2,318.36	Gha Vang	Full-Time Employee
28356	\$5,136.00	\$3,267.81	Jodi Holeman	Full-Time Employee
28357	\$3,107.00	\$1,807.28	Jose Moreno	Full-Time Employee
28358	\$2,744.00	\$1,889.84	Jovana Benavides	Full-Time Employee
28359	\$3,597.00	\$2,480.06	Karan Cox	Full-Time Employee
28360	\$2,744.00	\$1,935.75	Katherine Brisco	Full-Time Employee
28361	\$4,501.50	\$2,764.06	Katherine Ramirez	Full-Time Employee
28362	\$1,751.75	\$1,286.90	Ronnie Blunt	Seasonal Employee
28363	\$6,975.00	\$4,627.02	Steve Mulligan	Full-Time Employee
28378	\$2,827.50	\$1,904.83	Amy Garcia	Full-Time Employee
28379	\$3,107.00	\$2,083.53	Brittany Deegan	Full-Time Employee
28380	\$3,107.00	\$2,233.43	Chris Monis	Full-Time Employee
28381	\$2,744.00	\$1,923.92	Conner Schaak	Full-Time Employee
28382	\$3,352.00	\$2,428.26	Derek Hill	Full-Time Employee
28383	\$2,975.00	\$2,013.04	Devon Cornel	Full-Time Employee
28384	\$3,107.00	\$2,318.38	Gha Vang	Full-Time Employee
28385	\$5,136.00	\$3,268.72	Jodi Holeman	Full-Time Employee
28386	\$3,107.00	\$1,808.89	Jose Moreno	Full-Time Employee
28387	\$2,744.00	\$1,889.83	Jovana Benavides	Full-Time Employee
28388	\$3,597.00	\$2,480.07	Karan Cox	Full-Time Employee
28389	\$2,744.00	\$1,935.76	Katherine Brisco	Full-Time Employee
28390	\$4,501.50	\$2,764.05	Katherine Ramirez	Full-Time Employee
28391	\$6,975.00	\$4,763.04	Steve Mulligan	Full-Time Employee
<b>Total</b>	<b>\$105,774.25</b>	<b>\$71,742.90</b>		

**Consolidated Mosquito Abatement District  
Payroll Expenses  
November 2022**

**Employee Deductions and Liabilities**

Check #	Amount	Payee	Description
28364	\$2,317.96	EDD	State Income Tax
28365	\$10,554.17	CMAD	Federal, Social Security, Medicare
28366	\$3,809.76	CalPERS	Retirement
28367	\$833.00	VantagePoint Transfer	457K Retirement
28368	\$200.00	Valley First Credit Union	Credit Union
28370	\$71.68	Aflac	Life Insurance
28392	\$2,166.96	EDD	State Income Tax
28393	\$9,476.56	CMAD	Federal, Social Security, Medicare
28394	\$3,430.68	CalPERS	Retirement
28395	\$833.00	VantagePoint Transfer	457K Retirement
28396	\$200.00	Valley First Credit Union	Credit Union
28409	\$137.58	Mutual of Omaha	Disability Insurance
Total Deductions	<b>\$34,031.35</b>		
Total Net Pay	<b>\$71,742.90</b>		
Total Gross Pay	<b>\$105,774.25</b>		

**Consolidated Mosquito Abatement District  
Maintenance and Operations Expenses  
November 2022**

**Bank of the West Checks**

<b>Check #</b>	<b>Amount</b>	<b>Payee</b>	<b>Description</b>
28365	\$4,273.17	CMAD	District Social Security & Medicare
28366	\$4,571.83	CalPERS	District Retirement
28369	\$300.00	All-Pro Janitorial Services	Janitorial Services
28371	\$944.54	Central California VCJPA	Dental / Vision Premium
28372	\$311.99	PG&E	Heat Light Power
28373	\$35.80	Republic Services	Disposal
28374	\$102.98	City of Sanger	Water Sewer Disposal
28375	\$239.32	SoCal Gas	Heat
28376	\$12,521.71	SDRMA	Health Insurance Premium
28377	\$10,127.11	Wex Bank - Valero	Fuel
28393	\$3,696.56	CMAD	District Social Security & Medicare
28394	\$4,123.76	CalPERS	District Retirement
28397	\$593.02	Jodi Holeman	Travel Expenses
28398	\$593.02	Conner Schaak	Travel Expenses
28399	\$239.12	AT&T	Telephone
28400	\$472.10	AT&T	Telephone / Internet - Clovis
28401	\$103.25	California Water Service	Water
28402	\$43.95	DoorKing, Inc.	Gate Service
28403	\$50.50	Matson Alarm Co.	Alarm System
28404	\$726.50	City of Parlier	Water Sewer Disposal
28405	\$1,774.86	PG&E	Heat Light Power
28406	\$1,580.00	Starace Mechanical	HVAC Winter Service
28407	\$1,779.14	Verizon Wireless	Cell Phones / Tablets
28408	\$40.68	Waste Management	Disposal
28409	\$115.63	Mutual of Omaha	Life Insurance
28410	\$4,349.35	AR Transmission	Vehicle Repairs
28411	\$31.69	AutoZone, Inc.	Repair Parts
28412	\$106.24	Battery Systems	Batteries
28413	\$792.21	Bellwether, Inc.	Replacement Backup Battery
28414	\$53.25	Bruce Taylor	Travel Expenses
28415	\$2,774.62	CitiBusiness Card	Field Equipment / Office Expenses / Office Equip
28416	\$247.60	Cromer Equipment	Forklift Maintenance
28417	\$736.00	County of Fresno	Hazardous Materials Fee
28418	\$352.98	Home Depot	Field Equipment / Building & Ground
28419	\$188.00	Jorgensen Company	Fire Extinguisher Maintenance
28420	\$42.08	Kimball Midwest	Shop Supplies
28421	\$40.00	Lee's Service	Tire Disposal
28422	\$249.50	Matson Alarm Co.	Alarm Systems
28423	\$708.83	Mission Uniform Service	Uniforms & Safety
28424	\$66.00	MVCAC	Mosquito Sample Testing



**Consolidated Mosquito Abatement District  
Maintenance and Operations Expenses  
November 2022**

<b>Check #</b>	<b>Amount</b>	<b>Payee</b>	<b>Description</b>
28425	\$571.88	Napa	Lubricants / Repair Parts
28426	\$100.00	Navia Benefit Solutions	Cobra Administration
28427	\$302.96	Nelson's Ace Hardware	Shop Supplies / Building & Ground
28428	\$43.38	Nelson's Power Center	Field Equipment
28429	\$145.16	O'Reilly Auto Parts	Repair Parts
28430	\$56.25	Ono's Auto Repair	Smog Checks
28431	\$2,079.29	PBM Supply & Mfg	Field Equipment
28432	\$300.00	Streamline	Website Design & Maintenance
28433	\$8.35	Valley Iron	Field Equipment
28434	\$0.00	Voided	Void
28435	\$91.33	Wizix Technology	Copier Maintenance & Repair
<b>Total</b>	<b>\$63,797.49</b>		

**County of Fresno Checks**

<b>Check #</b>	<b>Amount</b>	<b>Payee</b>	<b>Description</b>
300071	\$89,110.70	Consolidated Mosquito	Transfer funds to checking
300072	\$65,739.41	Consolidated Mosquito	Transfer funds to checking
300073	\$14,721.63	Consolidated Mosquito	Transfer funds to checking
	<b>\$169,571.74</b>		

**Summary of November Expenses**

November 2022 Salaries & Wages	\$105,774.25
November 2022 Maintenance & Operations	\$63,797.49
<b>Total November 2022 Expenditures</b>	<b>\$169,571.74</b>

**Consolidated Mosquito Abatement District  
Monthly Expenditures**

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2022/2023	SPENT TO DATE	BALANCE NOV 30, 2022
<b><u>SALARIES, WAGES &amp; EMPLOYEE BENEFITS</u></b>				
6101-01	Salaried Wages	\$1,274,000.00	\$502,520.50	\$771,479.50
6101-06	Hourly Wages & Extra Help	\$665,000.00	\$292,601.97	\$372,398.03
6101-02	FICA Employers Contribution	\$150,000.00	\$60,763.89	\$89,236.11
6101-03	Unemployment Insurance	\$24,000.00	\$574.62	\$23,425.38
6101-04	Retirement District's Payment	\$150,000.00	\$59,043.50	\$90,956.50
6101-05	Group Health Insurance	\$300,000.00	\$92,881.70	\$207,118.30
6101-07	Pre-Employment & Misc. Expenses	\$8,000.00	\$135.00	\$7,865.00
	<b>TOTALS</b>	<b>\$2,571,000.00</b>	<b>\$1,008,521.18</b>	<b>\$1,562,478.82</b>
<b><u>OPERATING &amp; MAINTENANCE SUPPLIES &amp; EXPENSE</u></b>				
6102-01	Insecticides & Herbicides	\$400,000.00	\$173,042.14	\$226,957.86
6102-02	Power Spray & Field Equipment	\$25,000.00	\$9,693.08	\$15,306.92
6102-03	Misc Operating Supplies & Expense	\$6,000.00	\$2,982.73	\$3,017.27
6102-04	Fish Program	\$10,000.00	\$106.95	\$9,893.05
6102-05	Building & Ground Maintenance	\$40,000.00	\$9,386.02	\$30,613.98
6102-06	Airplane Expense	\$3,000.00	\$0.00	\$3,000.00
	<b>TOTALS</b>	<b>\$484,000.00</b>	<b>\$195,210.92</b>	<b>\$288,789.08</b>
<b><u>MOTOR VEHICLE SUPPLIES &amp; EXPENSE</u></b>				
6103-01	Fuel & Lubricants	\$180,000.00	\$89,103.80	\$90,896.20
6103-02	Repairs & Shop Tools	\$45,000.00	\$14,846.23	\$30,153.77
6103-03	Tires & Batteries	\$12,000.00	\$2,231.19	\$9,768.81
	<b>TOTALS</b>	<b>\$237,000.00</b>	<b>\$106,181.22</b>	<b>\$130,818.78</b>
<b><u>UTILITIES &amp; COMMUNICATIONS</u></b>				
6104-01	Heat, Light & Power	\$40,000.00	\$16,765.46	\$23,234.54
6104-04	Water Sewer & Disposal	\$18,000.00	\$6,180.27	\$11,819.73
6105-01	Telephone	\$25,000.00	\$8,351.10	\$16,648.90
6105-02	Cellular Phones & Tablets	\$30,000.00	\$9,275.17	\$20,724.83
	<b>TOTALS</b>	<b>\$113,000.00</b>	<b>\$40,572.00</b>	<b>\$72,428.00</b>
<b><u>OFFICE SUPPLIES &amp; EXPENSE</u></b>				
6106-02	Postage, Printing & Stationery	\$6,000.00	\$355.76	\$5,644.24
6106-04	Repairs & Maintenance	\$6,000.00	\$1,402.49	\$4,597.51
6106-05	Misc Office Supplies	\$13,000.00	\$3,513.81	\$9,486.19
6106-06	Office Equipment & Furniture	\$12,000.00	\$598.27	\$11,401.73
	<b>TOTALS</b>	<b>\$37,000.00</b>	<b>\$5,870.33</b>	<b>\$31,129.67</b>
<b><u>INSURANCE</u></b>				
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
	<b>TOTALS</b>	<b>\$168,000.00</b>	<b>\$157,714.00</b>	<b>\$10,286.00</b>

**Consolidated Mosquito Abatement District  
Monthly Expenditures**

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2022/2023	SPENT TO DATE	BALANCE NOV 30, 2022
<b><u>TRAVEL &amp; SUBSISTENCE EXPENSE</u></b>				
6108-01	Meetings & Travel Allowance	\$75,000.00	\$18,815.31	\$56,184.69
6108-02	Trustee Allowance	\$1,000.00	\$0.00	\$1,000.00
6108-03	Meal Allowance	\$8,000.00	\$784.18	\$7,215.82
	<b>TOTALS</b>	<b>\$84,000.00</b>	<b>\$19,599.49</b>	<b>\$64,400.51</b>
<b><u>MISCELLANEOUS EXPENDITURES</u></b>				
6109-01	Rent: Land, Buildings and Equipment	\$2,000.00	\$0.00	\$2,000.00
6109-02	Dues, Subscriptions and Fees	\$28,000.00	\$11,236.00	\$16,764.00
6109-03	Education & Publicity	\$30,000.00	\$4,753.04	\$25,246.96
6109-04	Accounting	\$14,000.00	\$6,000.00	\$8,000.00
6109-05	Legal	\$10,000.00	\$1,009.07	\$8,990.93
6109-06	County Service Charge	\$55,000.00	\$0.00	\$55,000.00
6109-07	Uniforms, Safety Apparel & Equipment	\$30,000.00	\$6,486.10	\$23,513.90
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
	<b>TOTALS</b>	<b>\$299,000.00</b>	<b>\$60,979.84</b>	<b>\$238,020.16</b>
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$3,993,000.00</b>	<b>\$1,594,648.98</b>	<b>\$2,398,351.02</b>
<b><u>CAPITAL OUTLAY</u></b>				
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	\$33,592.35	\$16,407.65
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
	<b>TOTAL CAPITAL OUTLAY EXPENDITURE</b>	<b>\$715,000.00</b>	<b>\$33,592.35</b>	<b>\$681,407.65</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,708,000.00</b>	<b>\$1,628,241.33</b>	<b>\$3,079,758.67</b>
<b><u>SPECIAL PROJECTS RESERVE</u></b>		<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>
<b><u>CONTINGENT LIABILITY RESERVE</u></b>		<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>
<b><u>BUILDING RESERVE</u></b>		<b>\$2,000,000.00</b>	<b>\$0.00</b>	<b>\$2,000,000.00</b>
<b><u>EQUIPMENT RESERVE</u></b>		<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>
<b><u>GENERAL RESERVE</u></b>		<b>\$3,416,000.00</b>	<b>\$0.00</b>	<b>\$3,416,000.00</b>
	<b>TOTAL RESERVES</b>	<b>\$6,766,000.00</b>	<b>\$0.00</b>	<b>\$6,766,000.00</b>
<b>TOTAL EXPENDITURES AND RESERVES</b>		<b>\$11,474,000.00</b>	<b>\$1,628,241.33</b>	<b>\$9,845,758.67</b>

**Consolidated Mosquito Abatement District  
Monthly Expenditures**

<b>FRESNO COUNTY ACCOUNT- BANK OF THE WEST</b>	
<b>CASH ON HAND, OCTOBER 31, 2022</b>	<b>\$6,624,826.21</b>
PROPERTY TAXES WITHHELD BY FRS COUNTY	\$0.00
NOVEMBER REVENUE	\$0.00
NOVEMBER INTEREST	\$0.00
TAXES - FRESNO COUNTY / KINGS COUNTY	\$0.00
TOTAL REVENUE FOR NOVEMBER	<u>\$0.00</u>
<b>SUB-TOTAL</b>	<b>\$6,624,826.21</b>
COUNTY ADMIN COST FOR FY WITHHELD BY COUNTY	\$0.00
MONEY TRANSFERRED TO CHECKING	(\$169,571.74)
<b>CASH ON HAND, NOVEMBER 30, 2022</b>	<b><u>\$6,455,254.47</u></b>

<b>YEARLY REVENUE THROUGH 10-31-22</b>	<b>\$37,162.55</b>
NOVEMBER REVENUE	\$0.00
<b>YEARLY REVENUE THROUGH 11-30-22</b>	<b><u>\$37,162.55</u></b>

<b>CMAD CHECKING ACCOUNT - BANK OF THE WEST</b>	
<b>CASH ON HAND, OCTOBER 31, 2022</b>	<b>\$135,000.00</b>
MONEY TRANSFERRED FROM FRS CO ACCT	\$169,571.74
NOVEMBER EXPENDITURES	(\$169,571.74)
<b>CASH ON HAND, NOVEMBER 30, 2022</b>	<b><u>\$135,000.00</u></b>

<b>SALE OF REEDLEY DEPOT</b>	<b>\$185,000.00</b>
DOWN PAYMENT	(\$25,000.00)
MONTHLY PAYMENTS PAID TO DATE	(\$20,364.60)
<b>BALANCE DUE AS OF NOVEMBER 30, 2022</b>	<b><u>\$139,635.40</u></b>

STEVE MULLIGAN - XXXX-XXXX-XXXX-8590

Statement Balance: \$2,774.62  
 Last Payment Amount: \$3,470.91  
**Minimal Payment Due**  
**on 01/02/23:** \$41.00  
 Statement/Closing Date: 12/08/2022

*6109-08 112.08*  
*6102-02 1353.16*  
*6102-04 106.95*  
*6106-02 55.20*  
*6108-01 91.13*  
*6106-05 409.94*  
*6102-01 30.60*  
*6106-06 598.27*  
*6102-03 17.29*

**ACCOUNT SUMMARY**

Previous Balance	\$3,470.91
Payments, Credits, and Adjustments	\$3,480.71
Purchases	\$2,784.42
Cash Advances	\$0.00
Fees	\$0.00
Interest Charges	\$0.00
<b>New Balance</b>	<b>\$2,774.62</b>

**QUICK REFERENCE**

Minimum Payment	\$41.00
New Balance	\$2,774.62
Payment Due Date	01/02/2023
Business Credit Line	\$50,900.00
Cash Advance Line	\$21,500.00
Available Credit Line	\$48,125.00
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 12/26/2022 to allow enough time for regular mail to reach us.

Important Information If you have questions about marketing communications, please visit [www.citi.com/offersforyou](http://www.citi.com/offersforyou) or call the number on the back of your card. (TTY: We accept 711 or other Relay Service.)

**FINANCE CHARGE SUMMARY**

	Nominal APR	Periodic Finance Change	Transaction Fee/Interest Change
Purchases (Standard Purch)	16.990%	\$0.00	\$0.00
Cash Advances (Standard Adv)	24.990%	\$0.00	\$0.00
<b>TOTAL Interest Charge</b>	<b>\$0.00</b>		

**BUSINESS PAYMENTS, CREDITS, AND ADJUSTMENTS**

Post Date	Description	Amount
11/29	ONLINE PAYMENT, THANK YOU	(\$3,470.91)

**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	\$2,774.62

Transaction Date:      Post Date:      Description:      Charged to:      Amount:

12/07	12/07	MOTION INDUSTRIES CA31 205-956-1122 CA <i>Field equipment repairs</i>	Standard Purch	\$1,208.45	6102-02
12/03	12/03	AMZN Mktp US*GC6SO7FO3 Amzn.com/bill WA <i>fish program supplies</i>	Standard Purch	\$37.95	6102-04
12/02	12/02	AMZN Mktp US*ID3SF32B3 Amzn.com/bill WA <i>Water Proof Cord, 3 prong grounded plug</i> <i>fish program - Transport tanks</i>	Standard Purch	\$33.06	6102-04
12/02	12/02	USPS PO 0558560648 PARLIER CA <i>postage to mail Board packet</i>	Standard Purch	\$26.40	6106-02
11/30	11/30	AMZN Mktp US*BY7XZ4683 Amzn.com/bill WA <i>fish program - rubber Sealant</i>	Standard Purch	\$35.94	6102-04
11/29	11/29	AMTRAK .3330723020432 8008727245 DC NAME: HOLEMAN/JODI DEPART: 12/05/22 FNO TO OKJ : 2V: CLASS: YF: STOP: <i>Transportation to MVEAC Planning meeting</i>	Standard Purch	\$91.13	6108-01
11/29	11/29	JOINHOMEBASE.COM SAN FRANCISCO CA <i>timeclock system</i>	Standard Purch	\$240.00	6106-05
11/29	11/29	The Webstaurant Store 717-392-7472 PA <i>Gravid trap tubs - surveillance</i>	Standard Purch	\$112.08	6109-08
11/28	11/28	ZOOM.US 888-799-9666 SAN JOSE CA <i>yearly zoom teleconference access</i>	Standard Purch	\$87.44	6106-05
11/25	11/25	AMZN Mktp US*HW3BX4S00 Amzn.com/bill WA <i>Remote control pesticide applicator parts</i>	Standard Purch	\$72.90	6102-02
11/25	11/25	MSFT * E0700LA1WG MSBILL.INFO WA <i>Microsoft account access</i>	Standard Purch	\$82.50	6106-05
11/20	11/20	AMZN MKTP US*HI8FQ7UR1 AMZN.COM/BILL WA <i>Parts for remote control pesticide applicator</i>	Standard Purch	\$42.41	6102-02
11/20	11/20	AMZN Mktp US*HI2307KR1 Amzn.com/bill WA <i>parts for remote control pesticide applicator</i>	Standard Purch	\$10.89	6102-02
11/18	11/18	AMZN Mktp US*HI0YR9S20 Amzn.com/bill WA <i>parts for remote control pesticide applicator</i>	Standard Purch	\$13.07	6102-02
11/17	11/17	AMZN Mktp US Amzn.com/bill WA <i>parts that were not received</i>	N/A	(\$9.80)	6102-02
11/16	11/16	AMZN MKTP US*HB6WQ8KU2 AMZN.COM/BILL WA <i>Water soluble packets</i>	Standard Purch	\$30.60	6102-01
11/16	11/16	AMZN MKTP US*HI3WH3MP0 AMZN.COM/BILL WA <i>parts for remote pesticide applicator</i>	Standard Purch	\$15.24	6102-02
11/15	11/15	USPS PO 0558560648 PARLIER CA <i>postage</i>	Standard Purch	\$28.80	6106-02
11/08	11/09	AMAZON.COM*HB8V56OS1 A AMZN.COM/BILL WA <i>Replacement printer for Clovis office</i>	Standard Purch	\$598.27	6106-06
11/08	11/09	DOLLAR GENERAL #18220 PARLIER CA <i>Misc supplies, Coffee</i>	Standard Purch	\$17.29	6102-03

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF  
THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT  
DECEMBER 9, 2022**

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 9:00 AM on December 9, 2022.

1. **Roll Call:**

**Trustees Present at the Parlier Office:**

Pete Esraelian	Selma
Tok Fukuda	Kingsburg
Abe Isaak	Reedley
Craig Mellon	Fowler
Karen Steinhauer	Sanger
Bruce Taylor	County of Fresno
Jennifer Willems	Clovis

**Trustees Present by Teleconference:**

Charles Lockhart	Orange Cove	Joined teleconference at 9:30 AM
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**Trustees Absent:**

Peggy Brisendine	Fresno
Mary Anne Hill	County of Fresno
Joe Reyna	Parlier

**Others Present at the Parlier Office:**

Steve Mulligan	District Manager
Karan Cox	Office Administrator
Jodi Holeman	Superintendent of Operations
Yongxing “Peter” Jiang, PhD	Applicant for District Manager position

2. **President Taylor called the meeting to order at 9:03 AM:**

3. **Public Comments:** None.

4. **CLOSED SESSION:**

**a. Pursuant to Government Code Section 54957 (b):**

**Public Employee Appointment, Employment**

**Title: District Manager**

The Board went into closed session at 9:07 AM to interview Dr. Peter Jiang and Superintendent of Operations Jodi Holeman for the position of District Manager.

The Board adjourned from closed session at 1:22 PM. Trustee Lockhart left the meeting.

The Board went back into closed session at 1:30 PM with Jodi Holeman.

The Board adjourned from closed session at 1:51 PM.

5. **Report from Closed Session:**

a. President Taylor reported that the Board has appointed Jodi Holeman to the position of District Manager beginning January 1, 2023.

6. **Grant Temporary Easement to PG&E:** A motion was made by Trustee Isaak, seconded by Trustee Fukuda and passed by 7 – 0 – 4 roll call vote (Brisendine, Hill, Lockhart, Reyna absent) to approve granting a temporary construction easement to PG&E for use of the back lot of the District’s Selma property in connection with a PG&E project.

18. **Adjournment:** The meeting was adjourned at 1:55 PM.

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Attested  
Member, Board of Trustees



## **Agenda item 10: Employee Position Classifications and Wage Plan**

**Background:** At the September 27, 2022 special meeting of the Board, District Manager Mulligan announced his retirement as of December 30, 2022. The Board selected to offer the District Manager position to Superintendent of Operations Jodi Holeman at a special meeting on December 9, 2022. With the impending retirement of the Manager and resultant vacancy in Superintendent position, Manager Mulligan and Superintendent Holeman feel it is an opportune time to evaluate current staffing structure and consider alternatives to maintain an effective workforce.

Several staffing options are being considered that would include new positions and these are attached in the form of employee organizational charts. The first chart shows the current staffing and four subsequent charts show staffing options which would include new hires. These are arranged with no particular priority. Chart 2 shows hiring of an employee in the former position of Operations Director. Chart 3 shows the hire of a Rural Program Coordinator (new position classification) and Chart 4 shows the hire of the new position of Assistant Manager, which would replace and expand the role of the current Superintendent of Operations. Chart 5 includes hire of an Assistant Manager and a Rural Program Coordinator and would shift one Area Supervisor from the rural to urban program. Since the Superintendent of Operations will be taking the District Manager position, now is the best opportunity to consider reorganization and hiring. The search for candidates and subsequent hiring process to fill positions, particularly the evaluation of potential fit of candidates, will take time and it is important that it start as soon as possible. It is also important that the Wage Plan allows enough flexibility in classifications to attract and employ the best candidates. Position classifications selected for recruitment will be advertised both internally and externally.

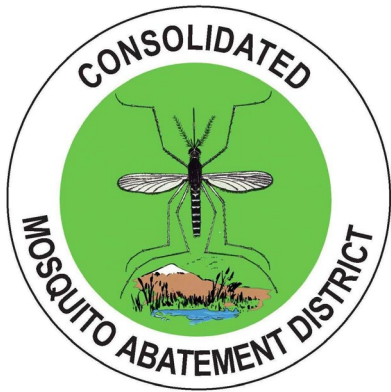
To keep hiring options open for development of an optimum organizational structure, it is recommended that three position classifications be added to the Salary, Wage and Benefits Plan, including positions of : Assistant Manager, Operations Director and Rural Program Coordinator. It should be noted that not all positions will be filled, but only those that are determined to be most beneficial to the organizational structure based on applicant pool. The current Wage Plan (effective July 1, 2022) and a proposed Wage Plan showing new positions (effective January 1, 2023) are attached. Job descriptions for the proposed positions are attached. the current job description for Operations Director and proposed job descriptions for Assistant Manager and Rural Program Coordinator are attached.

**Request:** The Board approve

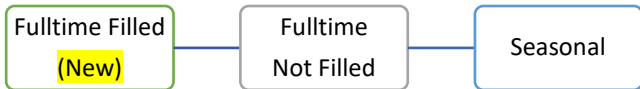
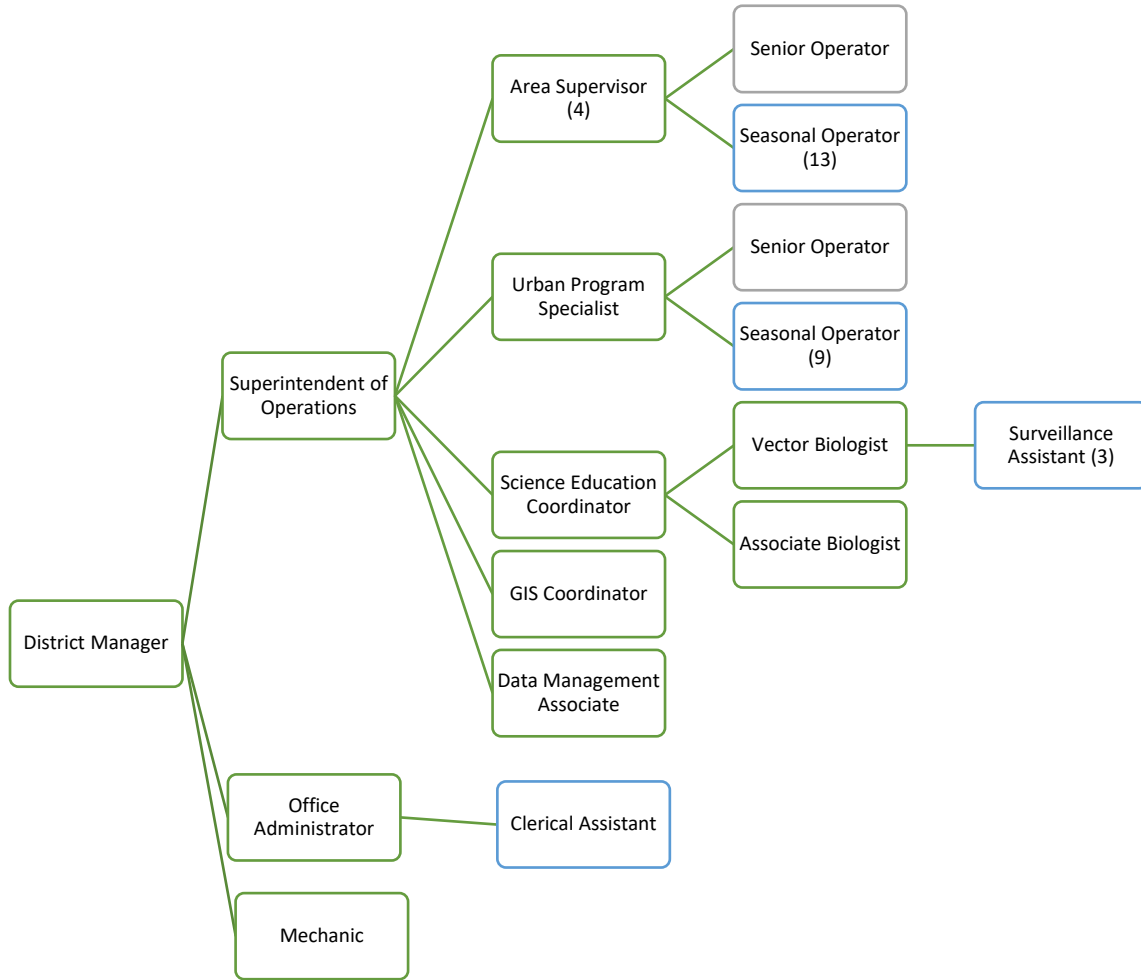
- a.) the Basic Salary and Wage Plan revised to show proposed positions effective January 1, 2023, which include the position classifications of Assistant Manager, Operations Director and Rural Program Coordinator as attached; and
- b.) Job descriptions for Assistant Manager, Operations Director and Rural Program Coordinator, as attached.

**CURRENT  
14 Full Time**

**Consolidated Mosquito Abatement District**

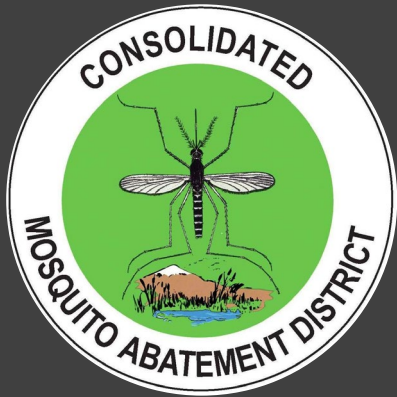


**Employee  
Organizational Chart**



**Chart 2**  
**14 Full Time**

**Consolidated Mosquito Abatement District**

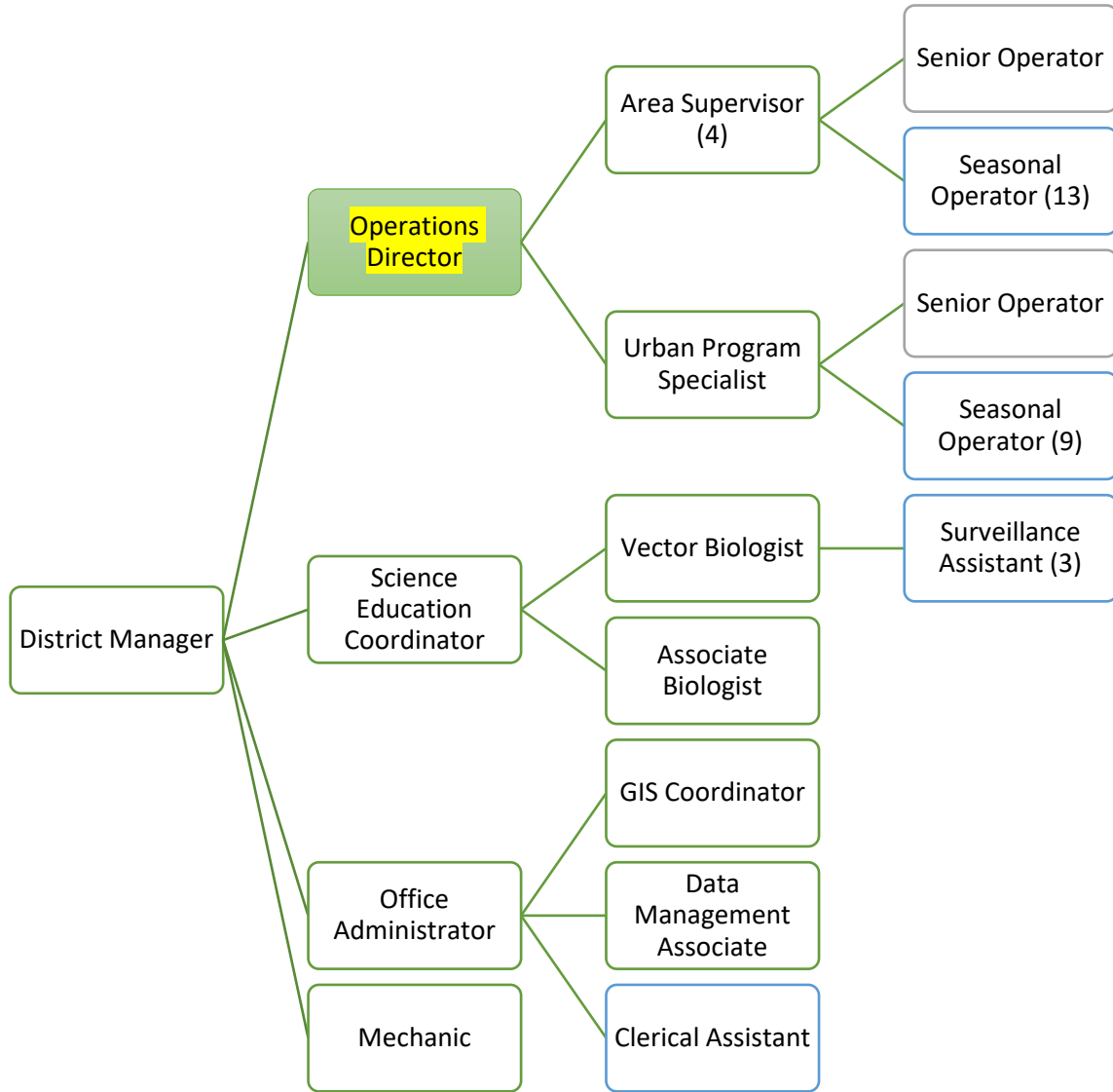


**Employee Organizational Chart**

Fulltime Filled  
**(New)**

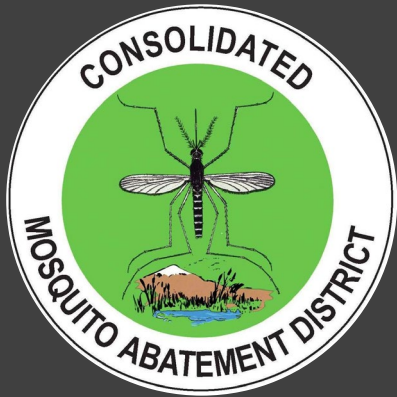
Fulltime Not Filled

Seasonal



**Chart 3**  
**14 Full Time**

**Consolidated Mosquito Abatement District**



**Employee Organizational Chart**

Fulltime Filled  
**(New)**

Fulltime Not Filled

Seasonal

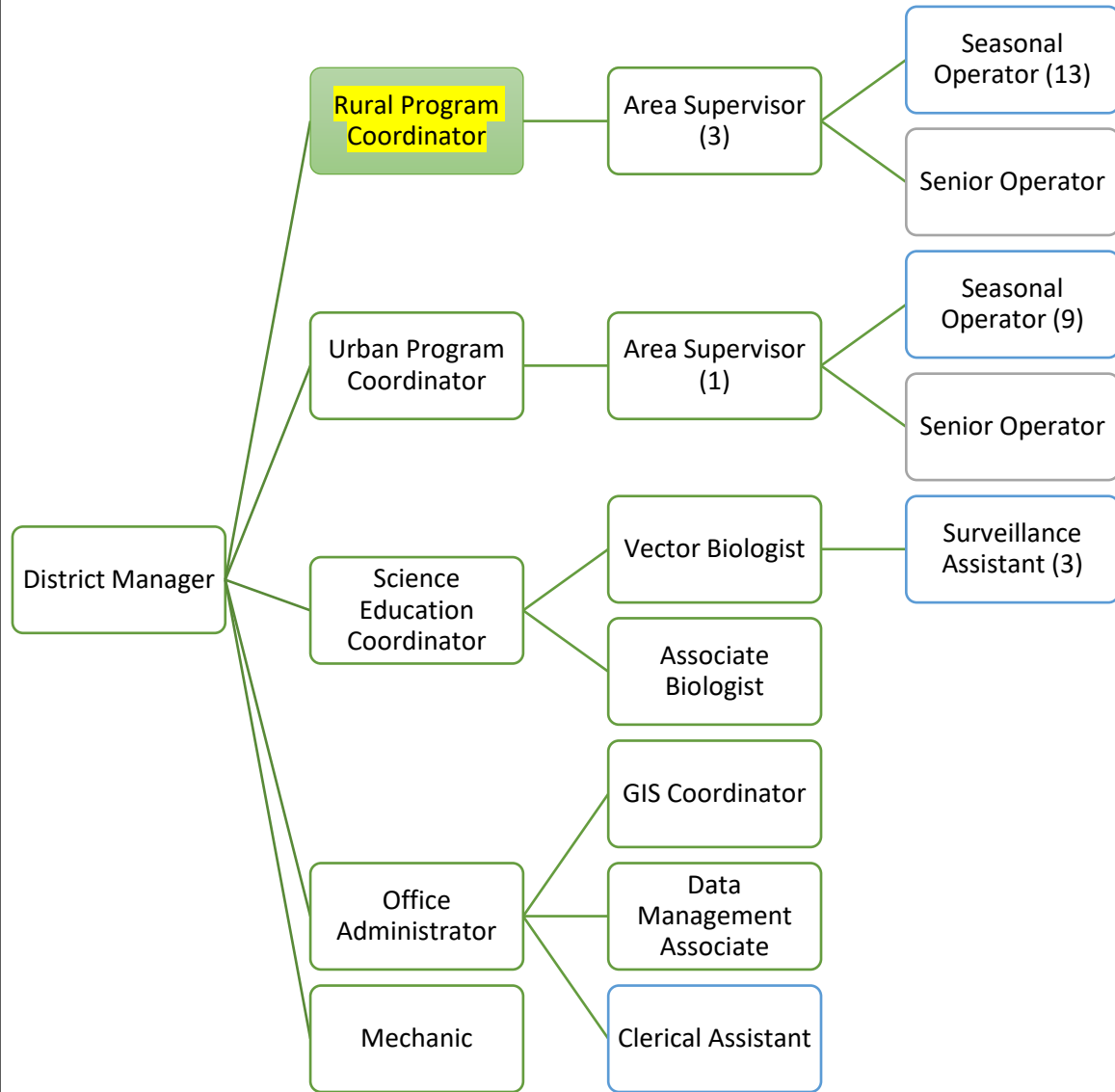
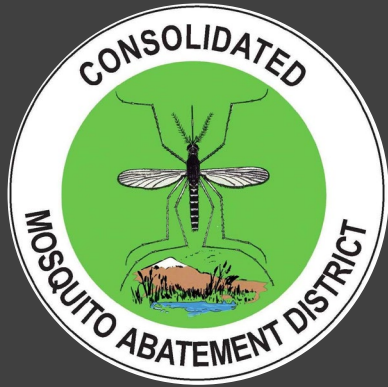


Chart 4  
14 Full Time

Consolidated Mosquito Abatement District

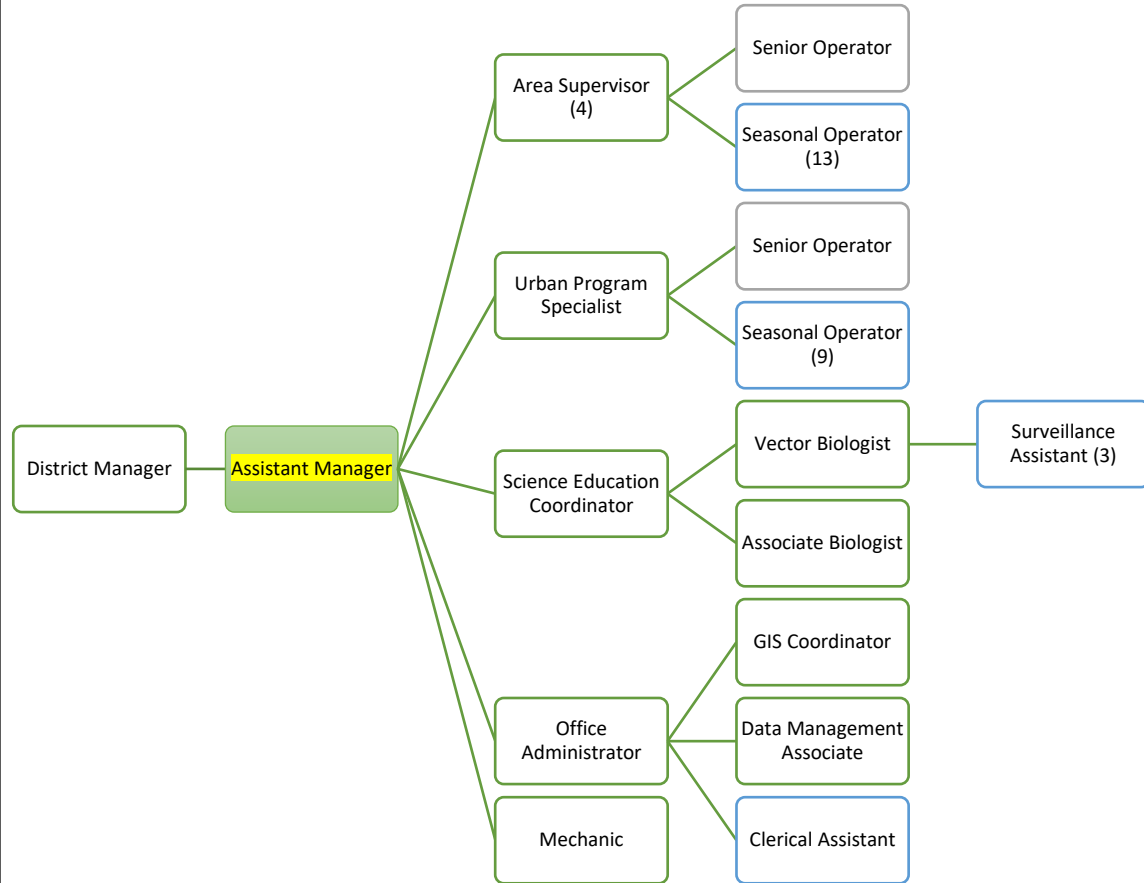


Employee  
Organizational Chart

Fulltime Filled  
**(New)**

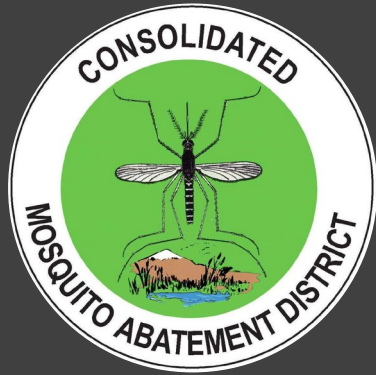
Fulltime  
Not Filled

Seasonal

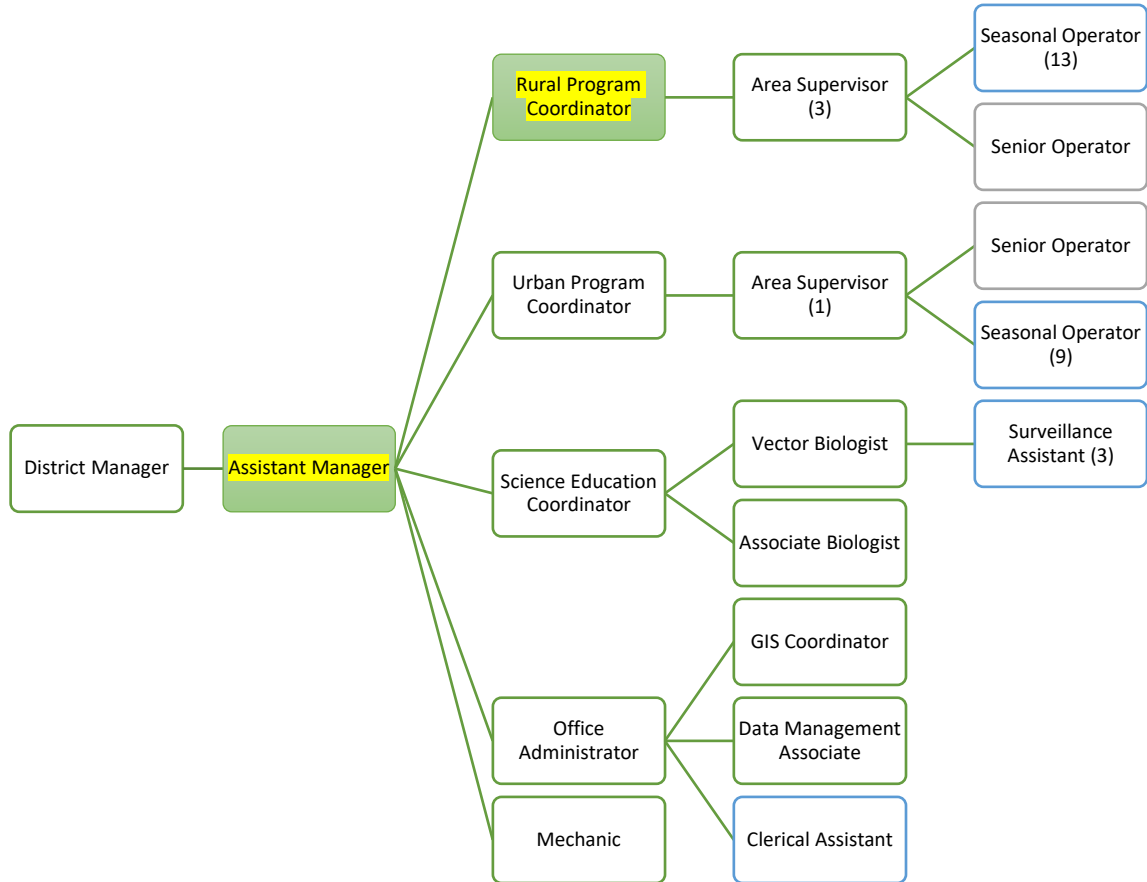


# Chart 5 15 Full Time

## Consolidated Mosquito Abatement District



## Employee Organizational Chart



Fulltime Filled  
**(New)**

Fulltime  
Not Filled

Seasonal

**CONSOLIDATED MOSQUITO ABATEMENT DISTRICT****ASSISTANT MANAGER****Position Definition, Description and Characteristics:**

Under the direction of the District Manager, the Assistant Manager plans, implements and administers District programs and elements, and directs and supervises District personnel. The position has management and supervisory responsibilities and may be called upon to interpret directives to staff and to give authoritative advice and direction on specific issues. The Assistant Manager performs higher level essential tasks as necessary to maintain operations in the absence of the Manager. The incumbent is expected to use good judgement to defer appropriate matters to the personal attention of the Manager. The Assistant Manager position includes the same rights, benefits and obligations as other District employees. The position constitutes a confidential employee and is an exempt employee under the Fair Labor Standards Act.

**Example of Duties:**

- Plans, implements, administers and evaluates the various elements, functions and programs of the District, including mosquito and mosquito-borne disease surveillance and mosquito and vector control;
- Plans and directs the recruitment, selection and training of District personnel, and ensures all personnel are informed of District policies;
- Supervises and directly evaluates the responsibilities, daily activities and work performance of personnel;
- Conducts and reviews performance evaluations and recommends and implements discipline when appropriate;
- Assists in planning and purchase of vehicles, equipment and supplies, in maintenance of facilities, and in working with vendors and contractors;
- Assists in purchase of pesticides, provides guidance and keeps records of pesticide use, assists with proper application and rates, evaluates pesticide efficacy, ensures application equipment has been properly calibrated, directs the monitoring and management of pesticide resistance and recommends changes in control measures as indicated;
- Assists with the District's source reduction and legal abatement programs;
- Investigates and resolves public complaints arising from District activities;
- Plans and implements scientific investigative studies and analyses, and collaborates with University faculty and researchers in development and execution of relevant vector research projects and proposals;
- Plans and directs the development and utilization of the District's Geographic Information System (GIS), data collection and data management programs;
- Evaluates the District's information technology needs and provides recommendations on products and services;
- Plans and directs development and management of the District's website;
- Assists the District Manager in preparing and administering the annual budget;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;

- Keeps informed and knowledgeable in scientific and technical arenas and on current developments in mosquito and vector control, and participates and presents reports and research findings at conferences, meetings and training classes as required;
- Performs other duties and responsibilities as necessary and performs higher level essential tasks as necessary to maintain operations in the absence of the Manager.

**Minimum Qualifications:**

**Education:** Graduation from an accredited college or university with a Bachelor's Degree or higher degree in biology or related scientific field, and with coursework in entomology.

**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, 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 and training;
- Organization and operation of a mosquito control district, use and application of integrated pest management and elements of vector and vector-borne disease surveillance ;
- Biological, chemical, and physical science principles at a working professional level;
- Research techniques and investigative methods, and scientific data and record keeping;
- Use and operation of Geographic Information System programs and data management; and
- Use and operation of computer hardware and software used in the profession;

**Ability to:**

- Collect, organize 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 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 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 interpret District policies, personnel manual, other standard operating guidelines, contracts and literature of the profession.



**Essential Functions:**

The position of Assistant Manager 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, including the use of a respirator.

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.

**CONSOLIDATED MOSQUITO ABATEMENT DISTRICT****OPERATIONS DIRECTOR****Position Definition, Description and Characteristics:**

Under the direction of the District Manager, the Operations Director (OD) plans, implements, directs, and administers the District's Operational Vector Control, Source Reduction and Maintenance programs; supervises District personnel within those programs; and shares responsibility with the Scientific-Technical Services Director (STSD) in managing District activities and personnel. The OD is largely self-directed and supervises the work and activities of the Area Supervisors, Senior Operators and Mechanic. In addition, the OD, together with the STSD, comprise the active component of the District's Management Team that collaborates on a regular basis to assist the District Manager in planning, organizing, directing, and evaluating the District's operational, scientific, technical, administrative, public information/education, and maintenance programs. In the absence of the District Manager, the OD collaborates with the STSD to administer and supervise District activities and personnel. The OD and STSD share the final authority to act on behalf of the District Manager during the District Manager's absence. The position constitutes an exempt employee under the Fair Labor Standards Act.

**Example of Duties:**

- Plans, implements, and directs the various elements of the District's mosquito and vector control programs;
- Supervises and directly evaluates the responsibilities, daily activities and work performance of operational field staff;
- Supervises and assists Area Supervisors and Senior Operators in planning and organizing work of field staff in control operations to meet the various seasonal needs and situations;
- Plans, implements and directs the recruitment, selection, training, 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 planning and purchase of pesticides, keeps records of pesticide use, evaluates the efficacy of pesticides used, and works with vendors and agencies interested in developing new products and equipment;
- 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;
- Plans, implements and directs the District's source reduction and legal abatement programs;
- Investigates and resolves public complaints arising out of District field activities;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Plans, implements and directs the District's vehicle, equipment and building and ground facilities maintenance programs;
- Supervises and directly evaluates the responsibilities, daily activities and work performance of the Mechanic;
- Assists the District Manager in preparing and administering the annual budget;

- Keeps informed and knowledgeable on current developments in mosquito and vector control and State and federal laws and regulations that affect District activities;
- Maintains certifications and attends related conferences, meetings and training classes as required;
- Prepares reports, analyses and recommendations associated with the components of the operational control program; and
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability.

**Minimum Qualifications:**

**Education and/or Experience:** Graduation from an accredited college or university with a Bachelor of Arts or Science degree and five years experience in vector control or related field; or ten years of experience in vector control, with a minimum of five years at a supervisory level.

**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, and use and application of pesticides for mosquito control;
- Laws, rules and regulations on pesticide use and vector control activities;
- Collection, analysis and interpretation of data associated with vector surveillance and control activities;
- Fundamental mathematics and calculations used to determine pesticide application rates;
- Research techniques and investigative methods; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

**Ability to:**

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession;

**Essential Functions:**

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

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, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. 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 frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds.

**Working Conditions:**

While performing the duties of this position, the individual 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 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.

**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, 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;
- 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:** Combination of education and experience that demonstrates a sufficiency to successfully perform the essential duties as listed above. 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<sup>®</sup>-based PC and MS Office<sup>®</sup> 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 may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.

**Consolidated Mosquito Abatement District**  
**Salary, Wage and Related Benefits Plan**  
**Effective July 1, 2022**  
**Proposed Positions**  
**Effective January 1, 2023**

**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.

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



**Consolidated Mosquito Abatement District**  
**Salary, Wage and Related Benefits Plan**  
**Effective July 1, 2022**

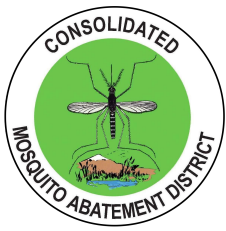
**1. Basic Salary, Wage and Benefits**

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.

<b>Position Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Superintendent of Operations</b>	\$9,572	\$9,896	\$10,272		
<b>Science Education Coordinator</b>	\$7,406	\$7,776	\$8,166	\$8,574	\$9,003
<b>Vector Biologist</b>	\$5,920	\$6,214	\$6,525	\$6,850	\$7,194
<b>Urban Programs Specialist</b>	\$6,704	\$7,038	\$7,393		
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<b>Data Management Associate</b>	\$4,835	\$5,027	\$5,228	\$5,435	\$5,655



# Consolidated Mosquito Abatement District

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**To: Consolidated Mosquito Abatement District Board of Trustees**

**Re: MVCAC Conference Meeting Report**

**Mosquito Vector Control Association of California's 2023 Planning Meeting  
Held in Oakland, California from December 5<sup>th</sup>-7<sup>th</sup>, 2022**

I was recently appointed IT Chair for the MVCAC Information & Technology committee. With this appointment, I was expected to attend the 2023 MVCAC planning meeting in order to represent my committee among the association. The main goal of this meeting was to reassess goals and to reevaluate the direction forward going into the next year. As an association, we developed a new mission statement considering strengths, weaknesses, opportunities, and threats the association may face in the future. This mission statement would provide direction for the following year's committee assignments that should adhere to the key result areas also derived through this planning meeting.

Organically, goals were developed that largely focused on two themes: consolidating committee responsibilities and enabling open access to committee documents and completed work. Upon completion of the first two days, chairs would be presenting their new and standing charges as well as their membership for 2023. The Information & Technology committee's charges followed closely with the general direction of the mission statement. One of the more pertinent charges I declared—was our goal to complete a training with all association chairs to fully adopt the digital meeting management platform, *myCommittee*. It was an excellent meeting with significant value. I give my thanks to the Board of Trustees, District Manager Mulligan, and Superintendent of Operations Holeman for supporting my attendance.

Sincerely,

Conner Schaak | GIS Coordinator

## Staff Report

**To: Board of Trustees**  
**From: District Manager**  
**Re: Agenda Item No. 15**  
**Date: December 19, 2022**

For renewal: Consider finding by a majority vote under Gov. Code § 54953(e)(3) that as a result of the continuing COVID-19 emergency: (i) the Board has reconsidered the circumstances of the state of emergency; (ii) has renewed prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

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In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the Board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.<sup>1</sup> In November of 2021, a much more infectious variant of the virus, known as the Omicron variant, was reported and now accounts for the vast majority of COVID-19 cases. Although individual Omicron infections might be somewhat less severe than those of other variants, it is much more infectious and the increases in cases and hospitalizations have placed additional stress on the healthcare system. Omicron subvariant BA.5, has been responsible for most new infections in the U.S., but new subvariants BQ.1 and BQ.1.1 are now becoming dominant and appear to be the most adept yet at evading immunity from previous infection.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of December 6, 2022, just 78.5% of Californians five years of age or older who are eligible to be vaccinated are fully vaccinated<sup>2</sup>, and only 67.9% of Fresno County residents and 56.5% of Kings County residents who are eligible to be vaccinated are fully vaccinated (<https://covid.cdc.gov/covid-data-tracker>).

Those who become infected with COVID-19 are at risk of serious illness and death. Since the start of the pandemic there have been over 98 million cases of COVID-19

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<sup>1</sup> [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)

<sup>2</sup> State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/>

infections in the U.S. and as of December 6, 2022, over 1,077,000 Americans have died from the virus (<https://covid.cdc.gov/covid-data-tracker>). Many more have been hospitalized with serious illness. Currently, in the U.S., the weekly average of new COVID-19 cases is more than 303,000 and the daily average of new COVID-19 hospital admissions is over 4,800. As of December 1, 2022, in Fresno County, 183 people were hospitalized with COVID-19, with 17 of these patients in intensive care unit (ICU) beds

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus. Board members will need to make their own determinations in any decision whether to attend a Board meeting in person.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

**Recommendation:**

**For renewal:** Move that the Board, after it has reconsidered the state of the COVID-19 emergency, find that meeting in person continues to 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.