

**FRESNO WESTSIDE MOSQUITO ABATEMENT DISTRICT  
BOARD OF TRUSTEES MEETING  
District Office, 2555 N Street, Firebaugh, California**

**December 09, 2021  
12:45 p.m.**

*Google Meet joining info*

*Video call link: <https://meet.google.com/xip-rhek-mcy>*

*Or dial: (US) +1 513-816-1165 PIN: 997 383 005#*

*More phone numbers: <https://tel.meet/xip-rhek-mcy?pin=6501739461115>*

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. REMOTE MEETING AUTHORIZATION**

The Board will consider finding under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew 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.

**5. ITEMS GENERAL CONSENT**

- a) MINUTES OF THE LAST MEETING
- b) CHECKS FOR RATIFICATION
- c) CHECKS FOR APPROVAL
- d) FINANCIAL REPORTS

**6. PUBLIC COMMENT**

This portion of the meeting is reserved for persons desiring to address the Board on any public matter within the Board's jurisdiction. The Board President may impose a time limit on said comments.

**7. APPROVAL OF ADDITIONAL ITEMS OF IMMEDIATE NEED TO THE  
AGENDA**

(Requires  $\frac{2}{3}$  Board approval)

**8. STAFF REPORTS AND INFORMATION**

- a) **OPERATIONS AND LEGISLATIVE REPORT**  
District staff will update the Board on District operations, legislative and regulatory issues, mosquito conditions, staffing, program plans for the oncoming season and other issues of importance to this District.
- b) **MEETING REPORTS**  
District staff will present an oral report of all meetings attended since the last board meeting.
  - MVCAC Planning Meeting, Dec. 7-8, San Francisco CA.
- c) **UPCOMING MEETINGS**  
District staff will inform the Board of upcoming meetings.
  - MVCAC Annual Meeting, Feb 7-9, 2022, Sacramento, CA.
  - AMCA Annual Meeting, Feb 28-March 4, 2022, Jacksonville, FL.

**9. ACTION – Action may be taken on any item on the agenda. Items in this section are expected to have action taken at this meeting.**

- a) **VACATION ACCRUAL AND PAID HOLIDAYS**  
The Board will review the Managers proposed changes of vacation and paid holiday accrual schedules.
- b) **POLICY #2020 VACATION; POLICY #2030 HOLIDAYS**  
Upon acceptance of proposed accrual schedules, The Board will review updated policies for Vacation and Holiday. Action on the policies, if any, will be taken at the next regular board meeting.
- c) **POLICY #4010 CODE OF ETHICS**  
The Board will review changes to Policy #4010 Code of Ethics. This policy will be considered for final approval and adoption.
- c) **BLUE SHIELD HEALTH INSURANCE RENEWAL**  
The Board will review the renewal options for our Blue Shield health plan. Our broker is currently shopping for alternatives with Blue Shield and other providers.
- d) **CALPERS ACTUARIAL REPORTS**  
The Board will review the most recent CalPERS actuarial reports.

**10. TRUSTEE ISSUES**

- a) **TRUSTEE REPORTS AND QUESTIONS**  
The Trustees will report on mosquito conditions and public opinion in their respective areas. Any questions or problems will be presented to staff.

**11. REQUEST FOR FUTURE AGENDA ITEMS** - The Board President will entertain suggestions for future agenda items.

## **12. ADJOURNMENT**

The next regular meeting of the Board is Thursday ,**January 13, 2022.**

**Accessible Public Meetings:** Upon request, the Fresno Westside Mosquito Abatement District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least eight (8) days before the meeting. Requests should be sent to: Fresno Westside Mosquito Abatement District, 2555 N Street, Firebaugh, CA 93622 or [admin@fresnowestmosquito.com](mailto:admin@fresnowestmosquito.com).

FRESNO WESTSIDE MOSQUITO ABATEMENT

DISTRICT

2555 N Street - FIREBAUGH, CALIFORNIA, 93622

MINUTES:

Board Meeting ----- November 10, 2021  
Headquarters ----- Firebaugh, California

TRUSTEES PRESENT: Capuchino, Felker, Fontana, Williams, Ram

TRUSTEES ABSENT: None

OTHERS PRESENT: Conlin Reis, Dist. Manager

President Fontana called the meeting to order at 12:55 p.m.

\* The Board found under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew 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.

MOTION: Trustee Ram

SECOND: Trustee Felker

\* President Fontana called for review of the General Consent items. Following discussion and review, a motion was made, seconded, and passed unanimously to approve the general consent items, as presented.

MOTION: Trustee Felker

SECOND: Trustee Capuchino

No members of the public were present at the meeting.

The Manager provided an overview of mosquito and WNV activity in the region and state.

The Manager provided an overview of winter hours and staffing.

The Manager reported that no meetings were attended and that no meetings are scheduled for future attendance at this time.

\* The Board considered the 2022 board meeting schedule. After some discussion, a motion was made, seconded, and passed unanimously to approve the schedule while moving the February meeting to the Friday of the second week.

MOTION: Trustee Ram

SECOND: Trustee Capuchino

\* A motion was made, seconded and passed unanimously to authorize the Manager to sign the Cooperative Agreement with the California Department of Public Health

MOTION: Trustee Williams. SECOND: Trustee Ram

\* The Board discussed out of state travel for employees for the 2022 year. A motion was made, seconded, and passed unanimously to approve travel for the District Manager to the AMCA meeting and Washington Conference and for the Superintendent of Operations to attend the AMCA meeting in Florida.

MOTION: Trustee Ram SECOND: Trustee Williams

\* The Board considered updates to Policy #2275 Social Media related to employee social media use. After some discussion, a motion was made, seconded, and passed unanimously to approve the policy as presented.

MOTION: Trustee Ram SECOND: Trustee Capuchino

\* The Board considered changes to Policy #4010 Code of Ethics. The policy will be considered for final approval at the next regular board meeting.

The Trustees were asked to report on mosquito conditions and public opinions in their respective areas. No activity was reported.

The Trustee Dinner will be set for the evening of December 9th. The manager will follow up with the Board regarding the location and specific time.

There being no further business, the meeting was adjourned at 3:00 p.m. The next regular meeting of the Board will be held on December 9, 2021.

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Chairman

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Secretary

12/08/21

Fresno Westside Mosquito Abatement District  
**Petty Cash**  
As of December 15, 2021

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Original Amount</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>Petty Cash</b>							200.00
03/12/2021	Petty ...	Blue Flame Diner	Tip for employee l...	5231 Miscella...	-20.00	-20.00	180.00
03/19/2021	Petty ...	D. Young	postage to mail Vi...	5170 Office Ex...	-2.89	-2.89	177.11
12/09/2021	8804	Conlin Reis, Petty ...	Replinish Petty Ca...	Westamerica ...	22.89	22.89	200.00
Total Petty Cash						0.00	200.00
<b>TOTAL</b>						<b>0.00</b>	<b>200.00</b>

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12/08/21

**Fresno Westside Mosquito Abatement District**  
**Petty Cash Detail**  
November 12, 2020 through December 9, 2021

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Petty Cash</b>				
03/12/2021	Petty Cash	Blue Flame Diner	Tip for employee luncheon	-20.00
03/19/2021	Petty Cash	D. Young	postage to mail Videos back to SDRMA	-2.89
Total Petty Cash				-22.89
<b>Retained Earnings</b>				
06/30/2021				22.89
Total Retained Earnings				22.89
<b>TOTAL</b>				<b>0.00</b>

**Fresno Westside Mosquito Abatement District**  
**Checks for Ratification**  
**November 18 through December 8, 2021**

Date	Num	Name	Memo	Amount
<b>Nov 18 - Dec 8, 21</b>				
11/29/2021		QuickBooks Payroll Service	Created by Payroll Service on 11/18/2021	-14,778.73
11/30/2021		Angela Patlan Diedrich	Case 12 CE FL 04871	-500.00
11/29/2021		QuickBooks Payroll Service	Created by Direct Deposit Service on 11/18...	-1.75
12/01/2021		Blue Shield of California	Health Ins. Premium - September_2021	-4,857.39
12/01/2021		Mutual of Omaha	Life Insurance -October	-211.35
12/03/2021		Pacific Gas & Electric Co.	Utilities	-1,131.64
11/30/2021	E-Pay	FRESNO WESTSIDE M.A.D.	FIT, MED, OASDI	-6,203.26
11/30/2021	E-Pay	FRESNO WESTSIDE M.A.D.	CA State Tax	-621.75
11/30/2021	E-Pay	VOYA Institutional Trust Co.	Def Comp	-350.00
11/30/2021	E-Pay	Calpers 457	Def Comp	-3,750.00
11/30/2021	E-Pay	FRESNO WESTSIDE M.A.D.	4649627650_Classic	-7,059.72
11/30/2021	E-Pay	FRESNO WESTSIDE M.A.D.	4649627650	-2,115.14
11/30/2021	DD1828	Diedrich, Matt	Direct Deposit	0.00
11/30/2021	DD1829	Quigley, Robert	Direct Deposit	0.00
11/30/2021	DD1830	Ramos, Edward	Direct Deposit	0.00
11/30/2021	DD1831	Reis, Conlin	Direct Deposit	0.00
11/30/2021	DD1832	Rowan, Chance D	Direct Deposit	0.00
11/30/2021	DD1833	Verdugo, Alfredo J	Direct Deposit	0.00
11/30/2021	DD1834	Young, Brenda D	Direct Deposit	0.00
11/30/2021	8796	ASI Administrative Solutions	Admin	-292.50
11/30/2021	8797	ASI Administrative Solutions	VOID: Claims	0.00
11/30/2021	8798	Burns, Richard	Pay Period 11/16/2021 - 11/30/2021	-1,802.74
11/30/2021	8799	Chapman, Brian	Pay Period 11/16/2021 - 11/30/2021	-1,620.01
<b>Nov 18 - Dec 8, 21</b>				<b>-45,295.98</b>



**Fresno Westside Mosquito Abatement District**  
**Checks for Approval**  
December 9 - 15, 2021

Date	Num	Name	Memo	Amount
<b>Dec 9 - 15, 21</b>				
12/14/2021		QuickBooks Payroll Service	Created by Payroll Service on 12/06/2021	-14,778.74
12/15/2021		Angela Patlan Diedrich	Case 12 CE FL 04871	-500.00
12/14/2021		QuickBooks Payroll Service	Created by Direct Deposit Service on 12/08/2021	-1.75
12/15/2021	E-Pay	VOYA Institutional Trust Co.	Def Comp	-350.00
12/15/2021	E-Pay	FRESNO WESTSIDE M.A.D.	FIT, MED, OASDI	-6,279.78
12/15/2021	E-Pay	FRESNO WESTSIDE M.A.D.	CA State Tax	-621.75
12/15/2021	DD1835	Diedrich, Matt	Direct Deposit	0.00
12/15/2021	DD1836	Quigley, Robert	Direct Deposit	0.00
12/15/2021	DD1837	Ramos, Edward	Direct Deposit	0.00
12/15/2021	DD1838	Reis, Conlin	Direct Deposit	0.00
12/15/2021	DD1839	Rowan, Chance D	Direct Deposit	0.00
12/15/2021	DD1840	Verdugo, Alfredo J	Direct Deposit	0.00
12/15/2021	DD1841	Young, Brenda D	Direct Deposit	0.00
12/09/2021	8800	ASI Administrative Solutions	Claims	-400.15
12/09/2021	8801	CCVCJPA	Dental/Vision - December_2021	-440.03
12/09/2021	8802	MVCAC	(38) Mosquito Pool Test_ October	-836.00
12/09/2021	8803	TDC Aero Logistics Inc.	November	-1,320.00
12/09/2021	8804	Conlin Reis, Petty Cash	Replinish Petty Cash	-22.89
12/15/2021	8805	Capuchino, S. Leo	Trustee in-lieu_November	-92.35
12/15/2021	8806	Felker, Robert	Trustee in-lieu_November	-92.35
12/15/2021	8807	Fontana, Eric	Trustee in-lieu_November	-92.35
12/15/2021	8808	Ram, Rene	Trustee in-lieu_November	-92.35
12/15/2021	8809	Williams, Frank	Trustee in-lieu_November	-92.35
12/15/2021	8810	Burns, Richard	Pay Period 12/01/2021 - 12/15/2021	-1,802.73
12/15/2021	8811	Chapman, Brian	Pay Period 12/01/2021 - 12/15/2021	-1,620.00
12/15/2021	294726	US Bank Corporate Payment Systems	CalCard Payment	-17,579.52
12/15/2021	294727	FRESNO WESTSIDE M.A.D.	Replenish revolving account	-67,000.00
12/15/2021	294727	FRESNO WESTSIDE M.A.D.	Replenish revolving account	67,000.00
<b>Dec 9 - 15, 21</b>				<b>-47,015.09</b>

# Fresno Westside Mosquito Abatement District

## Profit & Loss

November 2021

12/08/21

Accrual Basis

	Nov 21	Nov 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest	1.29	1.05
Other Charge	26,031.15	24,118.46
Taxes - Property	648.82	0.00
<b>Total Income</b>	26,681.26	24,119.51
<b>Gross Profit</b>	26,681.26	24,119.51
<b>Expense</b>		
5010 Salaries & Wages	55,724.98	53,235.45
5020 OASDI, Retirement		
5021 OASDI	4,254.84	4,061.63
5022 CalPERS Normal	5,362.70	5,144.11
<b>Total 5020 OASDI, Retirement</b>	9,617.54	9,205.74
5030 Gr. Ins., Unemp.		
5032 Unemp.	0.00	0.00
5033 Health Insurance Premiums	4,498.14	4,067.16
5034 Health Insurance Admin.	292.50	270.00
5035 Health Insurance Claims	332.41	1,196.39
5036 Life/Dental/Vision Ins.	467.97	327.73
5030 Gr. Ins., Unemp. - Other	36.66	0.00
<b>Total 5030 Gr. Ins., Unemp.</b>	5,627.68	5,861.28
5040 Insecticide	10,677.65	0.00
5050 Clothing	189.08	256.74
5060 Communications	378.65	558.96
5120 Equipment Maintenance		
5121 Gas & Oil	3,364.04	1,578.50
5122 Parts, Repairs	409.38	456.51
5123 Shop Expense	68.50	58.87
5124 Gas & Oil - Aircraft	0.00	310.13
5125 Parts & Repairs, Aircraft	0.00	188.25
<b>Total 5120 Equipment Maintenance</b>	3,841.92	2,592.26
5130 Bldg and Grounds Maint.	162.48	78.94
5170 Office Expense	0.00	59.00
5230 District Special Expense		
5231 Miscellaneous	351.12	151.50
5232 Field Expenses	86.06	0.00
5234 Surveillance	927.09	5,285.94
5236 Aerial Management	5,235.00	200.00
5237 Digital Field Data License	0.00	600.00
<b>Total 5230 District Special Expense</b>	6,599.27	6,237.44
5250 Transportation		
5251 Trustees	400.00	500.00
5252 Travel Expenses	201.44	0.00

Fresno Westside Mosquito Abatement District

**Profit & Loss**

November 2021

12/08/21

Accrual Basis

	Nov 21	Nov 20
Total 5250 Transportation	601.44	500.00
5260 Utilities	1,224.03	1,134.21
5340 Fees & Assessments	94.28	92.44
5360 Bldg & Grounds Improve.	531.53	0.00
Payroll Expenses	3.50	3.50
<b>Total Expense</b>	<b>95,274.03</b>	<b>79,815.96</b>
<b>Net Ordinary Income</b>	<b>-68,592.77</b>	<b>-55,696.45</b>
<b>Net Income</b>	<b>-68,592.77</b>	<b>-55,696.45</b>

**Fresno Westside Mosquito Abatement District**  
**Budget Comparison by Account**  
 July through November 2021

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
District Deposits	672.43	2,700.00	-2,027.57	24.9%
Interest	2,403.59	18,000.00	-15,596.41	13.4%
Other Charge	49,708.59	47,427.00	2,281.59	104.8%
Taxes - Benefit Assessment	0.00	556,701.00	-556,701.00	0.0%
Taxes - Property	8,397.49	956,518.00	-948,120.51	0.9%
<b>Total Income</b>	<b>61,182.10</b>	<b>1,581,346.00</b>	<b>-1,520,163.90</b>	<b>3.9%</b>
<b>Gross Profit</b>	<b>61,182.10</b>	<b>1,581,346.00</b>	<b>-1,520,163.90</b>	<b>3.9%</b>
<b>Expense</b>				
5010 Salaries & Wages	297,035.45	704,157.00	-407,121.55	42.2%
5020 OASDI, Retirement				
5021 OASDI	22,670.01	53,868.00	-31,197.99	42.1%
5022 CalPERS Normal	26,813.50	64,272.00	-37,458.50	41.7%
5023 Unfunded Accrued Liability	35,240.00	35,240.00	0.00	100.0%
<b>Total 5020 OASDI, Retirement</b>	<b>84,723.51</b>	<b>153,380.00</b>	<b>-68,656.49</b>	<b>55.2%</b>
5030 Gr. Ins., Unemp.				
5032 Unemp.	152.25	4,774.00	-4,621.75	3.2%
5033 Health Insurance Premiums	22,490.70	58,200.00	-35,709.30	38.6%
5034 Health Insurance Admin.	1,462.50	3,900.00	-2,437.50	37.5%
5035 Health Insurance Claims	6,656.50	23,033.00	-16,376.50	28.9%
5036 Life/Dental/Vision Ins.	1,607.49	5,222.00	-3,614.51	30.8%
5030 Gr. Ins., Unemp. - Other	109.98			
<b>Total 5030 Gr. Ins., Unemp.</b>	<b>32,479.42</b>	<b>95,129.00</b>	<b>-62,649.58</b>	<b>34.1%</b>
5040 Insecticide	16,261.76	100,000.00	-83,738.24	16.3%
5050 Clothing	1,306.27	3,518.00	-2,211.73	37.1%
5060 Communications	2,368.08	5,500.00	-3,131.92	43.1%
5090 Household	156.80	500.00	-343.20	31.4%
5100 Insurance				
5101 General, Liability, Auto	36,909.77	36,910.00	-0.23	100.0%
5102 Aircraft	-338.00	11,500.00	-11,838.00	-2.9%
5103 Compensation	17,164.58	21,000.00	-3,835.42	81.7%
5104 Deductibles	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5100 Insurance</b>	<b>53,736.35</b>	<b>70,410.00</b>	<b>-16,673.65</b>	<b>76.3%</b>
5120 Equipment Maintenance				
5121 Gas & Oil	15,245.31	20,000.00	-4,754.69	76.2%
5122 Parts, Repairs	3,197.24	6,500.00	-3,302.76	49.2%
5123 Shop Expense	118.87	300.00	-181.13	39.6%
5124 Gas & Oil - Aircraft	2,906.40	7,885.00	-4,978.60	36.9%
5125 Parts & Repairs, Aircraft	240.00	9,000.00	-8,760.00	2.7%
<b>Total 5120 Equipment Maintenance</b>	<b>21,707.82</b>	<b>43,685.00</b>	<b>-21,977.18</b>	<b>49.7%</b>
5130 Bldg and Grounds Maint.	726.27	4,000.00	-3,273.73	18.2%
5140 Lab Expenses	0.00	1,000.00	-1,000.00	0.0%

**Fresno Westside Mosquito Abatement District**  
**Budget Comparison by Account**  
 July through November 2021

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5150 Membership and Dues	11,850.00	16,800.00	-4,950.00	70.5%
5170 Office Expense	1,009.75	2,250.00	-1,240.25	44.9%
5180 Professional Services	13,089.71	20,500.00	-7,410.29	63.9%
5200 Equipment Rentals	931.65	1,000.00	-68.35	93.2%
5220 Small Tools	71.59	300.00	-228.41	23.9%
<b>5230 District Special Expense</b>				
5231 Miscellaneous	3,021.06	5,550.00	-2,528.94	54.4%
5232 Field Expenses	1,068.20	2,500.00	-1,431.80	42.7%
5233 Research	16.92	1,500.00	-1,483.08	1.1%
5234 Surveillance	12,592.91	21,000.00	-8,407.09	60.0%
5235 Public Education	496.89	2,500.00	-2,003.11	19.9%
5236 Aerial Management	13,395.00	20,000.00	-6,605.00	67.0%
5237 Digital Field Data License	0.00	6,200.00	-6,200.00	0.0%
5230 District Special Expense - Other	-7.93			
<b>Total 5230 District Special Expense</b>	<b>30,583.05</b>	<b>59,250.00</b>	<b>-28,666.95</b>	<b>51.6%</b>
<b>5250 Transportation</b>				
5251 Trustees	2,200.00	8,000.00	-5,800.00	27.5%
5252 Travel Expenses	1,124.76	15,400.00	-14,275.24	7.3%
<b>Total 5250 Transportation</b>	<b>3,324.76</b>	<b>23,400.00</b>	<b>-20,075.24</b>	<b>14.2%</b>
<b>5260 Utilities</b>	<b>7,581.06</b>	<b>15,000.00</b>	<b>-7,418.94</b>	<b>50.5%</b>
5340 Fees & Assessments	94.28	3,500.00	-3,405.72	2.7%
5360 Bldg & Grounds Improve.	531.53	5,000.00	-4,468.47	10.6%
<b>5370 Capital Outlay</b>				
5372 Auto	0.00	32,000.00	-32,000.00	0.0%
5375 Field	0.00	75,000.00	-75,000.00	0.0%
<b>Total 5370 Capital Outlay</b>	<b>0.00</b>	<b>107,000.00</b>	<b>-107,000.00</b>	<b>0.0%</b>
5390 Long Term Debt	66,228.07	132,500.00	-66,271.93	50.0%
Payroll Expenses	19.25			
<b>Total Expense</b>	<b>645,816.43</b>	<b>1,567,779.00</b>	<b>-921,962.57</b>	<b>41.2%</b>
<b>Net Ordinary Income</b>	<b>-584,634.33</b>	<b>13,567.00</b>	<b>-598,201.33</b>	<b>-4,309.2%</b>
<b>Net Income</b>	<b>-584,634.33</b>	<b>13,567.00</b>	<b>-598,201.33</b>	<b>-4,309.2%</b>

**Fresno Westside Mosquito Abatement District**  
**Year to Date Comparison**  
 July through November 2021

	Jul - Nov 21	Jul - Nov 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
District Deposits	672.43	951.05	-278.62	-29.3%
Interest	2,403.59	675.37	1,728.22	255.9%
Other Charge	49,708.59	53,428.07	-3,719.48	-7.0%
Taxes - Benefit Assessment	0.00	82.26	-82.26	-100.0%
Taxes - Property	8,397.49	14,502.82	-6,105.33	-42.1%
<b>Total Income</b>	61,182.10	69,639.57	-8,457.47	-12.1%
<b>Gross Profit</b>	61,182.10	69,639.57	-8,457.47	-12.1%
<b>Expense</b>				
5010 Salaries & Wages	297,035.45	279,495.07	17,540.38	6.3%
5020 OASDI, Retirement				
5021 OASDI	22,670.01	21,319.21	1,350.80	6.3%
5022 CalPERS Normal	26,813.50	25,720.55	1,092.95	4.3%
5023 Unfunded Accrued Liability	35,240.00	24,801.00	10,439.00	42.1%
<b>Total 5020 OASDI, Retirement</b>	84,723.51	71,840.76	12,882.75	17.9%
5030 Gr. Ins., Unemp.				
5032 Unemp.	152.25	327.45	-175.20	-53.5%
5033 Health Insurance Premiums	22,490.70	22,309.96	180.74	0.8%
5034 Health Insurance Admin.	1,462.50	1,350.00	112.50	8.3%
5035 Health Insurance Claims	6,656.50	2,191.00	4,465.50	203.8%
5036 Life/Dental/Vision Ins.	1,607.49	1,638.65	-31.16	-1.9%
5030 Gr. Ins., Unemp. - Other	109.98	0.00	109.98	100.0%
<b>Total 5030 Gr. Ins., Unemp.</b>	32,479.42	27,817.06	4,662.36	16.8%
5040 Insecticide	16,261.76	36,034.53	-19,772.77	-54.9%
5050 Clothing	1,306.27	1,453.72	-147.45	-10.1%
5060 Communications	2,368.08	2,344.97	23.11	1.0%
5090 Household	156.80	266.62	-109.82	-41.2%
5100 Insurance				
5101 General, Liability, Auto	36,909.77	45,334.77	-8,425.00	-18.6%
5102 Aircraft	-338.00	0.00	-338.00	-100.0%
5103 Compensation	17,164.58	19,819.45	-2,654.87	-13.4%
<b>Total 5100 Insurance</b>	53,736.35	65,154.22	-11,417.87	-17.5%
5120 Equipment Maintenance				
5121 Gas & Oil	15,245.31	9,881.17	5,364.14	54.3%
5122 Parts, Repairs	3,197.24	4,858.39	-1,661.15	-34.2%
5123 Shop Expense	118.87	90.83	28.04	30.9%
5124 Gas & Oil - Aircraft	2,906.40	2,233.91	672.49	30.1%
5125 Parts & Repairs, Aircraft	240.00	2,908.28	-2,668.28	-91.8%
<b>Total 5120 Equipment Maintenance</b>	21,707.82	19,972.58	1,735.24	8.7%
5130 Bldg and Grounds Maint.	726.27	509.64	216.63	42.5%
5140 Lab Expenses	0.00	28.06	-28.06	-100.0%
5150 Membership and Dues	11,850.00	10,300.00	1,550.00	15.1%

**Fresno Westside Mosquito Abatement District**  
**Year to Date Comparison**  
 July through November 2021

	Jul - Nov 21	Jul - Nov 20	\$ Change	% Change
5170 Office Expense	1,009.75	427.24	582.51	136.3%
5180 Professional Services	13,089.71	13,188.76	-99.05	-0.8%
5200 Equipment Rentals	931.65	0.00	931.65	100.0%
5220 Small Tools	71.59	0.00	71.59	100.0%
<b>5230 District Special Expense</b>				
5231 Miscellaneous	3,021.06	2,526.57	494.49	19.6%
5232 Field Expenses	1,068.20	92.50	975.70	1,054.8%
5233 Research	16.92	0.00	16.92	100.0%
5234 Surveillance	12,592.91	15,880.07	-3,287.16	-20.7%
5235 Public Education	496.89	320.58	176.31	55.0%
5236 Aerial Management	13,395.00	13,825.00	-430.00	-3.1%
5237 Digital Field Data License	0.00	600.00	-600.00	-100.0%
5230 District Special Expense - Other	-7.93	0.00	-7.93	-100.0%
<b>Total 5230 District Special Expense</b>	<b>30,583.05</b>	<b>33,244.72</b>	<b>-2,661.67</b>	<b>-8.0%</b>
<b>5250 Transportation</b>				
5251 Trustees	2,200.00	2,400.00	-200.00	-8.3%
5252 Travel Expenses	1,124.76	0.00	1,124.76	100.0%
<b>Total 5250 Transportation</b>	<b>3,324.76</b>	<b>2,400.00</b>	<b>924.76</b>	<b>38.5%</b>
<b>5260 Utilities</b>	<b>7,581.06</b>	<b>6,395.85</b>	<b>1,185.21</b>	<b>18.5%</b>
5340 Fees & Assessments	94.28	92.44	1.84	2.0%
5360 Bldg & Grounds Improve.	531.53	0.00	531.53	100.0%
5390 Long Term Debt	66,228.07	66,228.07	0.00	0.0%
Payroll Expenses	19.25	17.50	1.75	10.0%
<b>Total Expense</b>	<b>645,816.43</b>	<b>637,211.81</b>	<b>8,604.62</b>	<b>1.4%</b>
<b>Net Ordinary Income</b>	<b>-584,634.33</b>	<b>-567,572.24</b>	<b>-17,062.09</b>	<b>-3.0%</b>
<b>Net Income</b>	<b>-584,634.33</b>	<b>-567,572.24</b>	<b>-17,062.09</b>	<b>-3.0%</b>

**Fresno Westside Mosquito Abatement District**  
**Balance Sheet Comparison**  
As of November 30, 2021

	Nov 30, 21	Nov 30, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CCVCJPA Deposit	530,348.69	522,561.94	7,786.75	1.5%
Fresno Co. Treasury	1,700,356.72	1,445,191.73	255,164.99	17.7%
Petty Cash	177.11	200.00	-22.89	-11.5%
Westamerica Bank	76,388.61	61,858.99	14,529.62	23.5%
<b>Total Checking/Savings</b>	2,307,271.13	2,029,812.66	277,458.47	13.7%
<b>Accounts Receivable</b>				
Accounts Receivable	41,077.78	24,118.46	16,959.32	70.3%
<b>Total Accounts Receivable</b>	41,077.78	24,118.46	16,959.32	70.3%
<b>Total Current Assets</b>	2,348,348.91	2,053,931.12	294,417.79	14.3%
<b>TOTAL ASSETS</b>	<b>2,348,348.91</b>	<b>2,053,931.12</b>	<b>294,417.79</b>	<b>14.3%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
Accounts Payable	22,196.36	3,784.52	18,411.84	486.5%
<b>Total Accounts Payable</b>	22,196.36	3,784.52	18,411.84	486.5%
<b>Credit Cards</b>				
US Bank Cal Card	291.64	13,973.01	-13,681.37	-97.9%
<b>Total Credit Cards</b>	291.64	13,973.01	-13,681.37	-97.9%
<b>Other Current Liabilities</b>				
Accrued vacation	42,748.11	42,748.11	0.00	0.0%
CA-Unemp.	-0.02	72.06	-72.08	-100.0%
Payroll Liabilities	-367.26	-1,904.46	1,537.20	80.7%
<b>Total Other Current Liabilities</b>	42,380.83	40,915.71	1,465.12	3.6%
<b>Total Current Liabilities</b>	64,868.83	58,673.24	6,195.59	10.6%
<b>Total Liabilities</b>	64,868.83	58,673.24	6,195.59	10.6%
<b>Equity</b>				
Opening Bal Equity	886,698.38	886,698.38	0.00	0.0%
Retained Earnings	1,981,416.03	1,676,131.74	305,284.29	18.2%
Net Income	-584,634.33	-567,572.24	-17,062.09	-3.0%
<b>Total Equity</b>	2,283,480.08	1,995,257.88	288,222.20	14.5%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,348,348.91</b>	<b>2,053,931.12</b>	<b>294,417.79</b>	<b>14.3%</b>



## EXPENDITURES BY MONTH

MONTH	2019-20	2020-21	2021-2022
JLY	\$168,085.32	\$177,397.09	\$185,718.90
AUG	\$170,588.11	\$115,521.41	\$113,283.56
SEP	\$156,511.03	\$170,728.46	\$94,370.08
OCT	\$106,202.44	\$93,748.89	\$157,169.86
NOV	\$78,248.39	\$79,815.96	\$95,274.03
DEC	\$69,127.27	\$76,349.87	
JAN	\$71,783.30	\$89,205.71	
FEB	\$78,488.31	\$82,333.09	
MAR	\$60,803.27	\$101,305.82	
APR	\$144,397.67	\$159,016.38	
MAY	\$84,214.73	\$92,825.66	
JUN	\$83,767.08	\$148,969.18	
YEAR	\$1,272,216.92	\$1,387,217.52	\$645,816.43

**Fresno Westside Mosquito Abatement District**  
**Reconciliation Detail**  
**US Bank Cal Card, Period Ending 11/22/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						10,711.65
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 32 items</b>						
Credit Card Charge	09/25/2021	Reis	AT&T Internet	X	-53.50	-53.50
Credit Card Charge	10/24/2021	Rowan	UPS	X	-8.67	-62.17
Bill Pmt -CCard	10/25/2021	Rowan	Ramon's Tire & Auto...	X	-922.21	-984.38
Bill Pmt -CCard	10/25/2021	Rowan	Linde Gas & Equipm...	X	-622.77	-1,607.15
Bill Pmt -CCard	10/25/2021	Rowan	UniFirst Corporation	X	-335.35	-1,942.50
Bill Pmt -CCard	10/25/2021	Rowan	Big G's Auto Center	X	-268.28	-2,210.78
Bill Pmt -CCard	10/25/2021	Rowan	Tharps Farm Supply...	X	-95.76	-2,306.54
Credit Card Charge	10/25/2021	Verdugo	AutoZone	X	-77.73	-2,384.27
Credit Card Charge	10/25/2021	Verdugo	AutoZone	X	-63.69	-2,447.96
Bill Pmt -CCard	10/25/2021	Rowan	Sorensen Machine ...	X	-29.12	-2,477.08
Credit Card Charge	10/26/2021	Reis	MVCAC	X	-1,782.00	-4,259.08
Credit Card Charge	10/26/2021	Reis	Petro	X	-30.00	-4,289.08
Credit Card Charge	10/26/2021	Reis	G&M Oil	X	-8.52	-4,297.60
Credit Card Charge	10/26/2021	Reis	Petro	X	-6.95	-4,304.55
Credit Card Charge	10/27/2021	Reis	Hilton Hotels	X	-198.60	-4,503.15
Credit Card Charge	10/27/2021	Reis	Intuit	X	-67.00	-4,570.15
Credit Card Charge	10/27/2021	Reis	Gyutan Tsukasa	X	-24.04	-4,594.19
Credit Card Charge	10/27/2021	Reis	Popeye's	X	-5.89	-4,600.08
Credit Card Charge	10/28/2021	Reis	UPS	X	-8.70	-4,608.78
Credit Card Charge	11/01/2021	Reis	Mid Valley Disposal	X	-81.24	-4,690.02
Credit Card Charge	11/06/2021	Reis	City of Firebaugh	X	-92.39	-4,782.41
Credit Card Charge	11/08/2021	Reis	Verizon Wireless	X	-381.59	-5,164.00
Credit Card Charge	11/09/2021	IN-030...	Veseris	X	-10,677.65	-15,841.65
Credit Card Charge	11/10/2021	Reis	Taqueria Don Pepe	X	-351.12	-16,192.77
Credit Card Charge	11/15/2021	Diedrich	Home Depot	X	-228.28	-16,421.05
Credit Card Charge	11/15/2021	Diedrich	Home Depot	X	-20.52	-16,441.57
Credit Card Charge	11/15/2021	Reis	Don Don Tei	X	-15.30	-16,456.87
Credit Card Charge	11/15/2021	Reis	City of Fresno Parking	X	-1.14	-16,458.01
Bill Pmt -CCard	11/16/2021		Linde Gas & Equipm...	X	-751.31	-17,209.32
Bill Pmt -CCard	11/16/2021		UniFirst Corporation	X	-249.44	-17,458.76
Bill Pmt -CCard	11/16/2021		Big G's Auto Center	X	-64.79	-17,523.55
Bill Pmt -CCard	11/16/2021		Sorensen Machine ...	X	-55.97	-17,579.52
<b>Total Charges and Cash Advances</b>					<b>-17,579.52</b>	<b>-17,579.52</b>
<b>Payments and Credits - 2 items</b>						
Check	10/19/2021	294723	US Bank Corporate ...	X	8,962.50	8,962.50
Check	11/10/2021	8795	US Bank Corporate ...	X	1,749.15	10,711.65
<b>Total Cleared Transactions</b>					<b>-6,867.87</b>	<b>-6,867.87</b>
<b>Cleared Balance</b>					<b>6,867.87</b>	<b>17,579.52</b>
<b>Uncleared Transactions</b>						
<b>Charges and Cash Advances - 1 item</b>						
Bill Pmt -CCard	11/16/2021		Manuel's Tire Service		-235.48	-235.48
<b>Total Charges and Cash Advances</b>					<b>-235.48</b>	<b>-235.48</b>
<b>Total Uncleared Transactions</b>					<b>-235.48</b>	<b>-235.48</b>
<b>Register Balance as of 11/22/2021</b>					<b>7,103.35</b>	<b>17,815.00</b>

<b>2021-22</b>				
<b>Blue Shield/ASI</b>	<b>PREMIUMS</b>	<b>CLAIMS</b>	<b>ADMIN</b>	<b>TOTAL</b>
July				
9 Employees	\$4,857.39			
Claims		939.47		
Admin			\$292.50	
<b>TOTAL FOR MONTH</b>	<b>\$4,857.39</b>	<b>939.47</b>	<b>\$292.50</b>	<b>\$6,089.36</b>
<b>TOTAL TO DATE</b>	<b>\$4,857.39</b>	<b>939.47</b>	<b>\$292.50</b>	<b>\$6,089.36</b>
August				
9 Employees	\$4,857.39			
Claims		858.31		
Admin			\$292.50	
<b>TOTAL FOR MONTH</b>	<b>\$4,857.39</b>	<b>858.31</b>	<b>\$292.50</b>	<b>\$6,008.20</b>
<b>TOTAL TO DATE</b>	<b>\$9,714.78</b>	<b>1797.78</b>	<b>\$585.00</b>	<b>\$12,097.56</b>
September				
9 Employees	\$4,857.39			
Claims		1133.83		
Admin			\$292.50	
<b>TOTAL FOR MONTH</b>	<b>\$4,857.39</b>	<b>1133.83</b>	<b>\$292.50</b>	<b>\$6,283.72</b>
<b>TOTAL TO DATE</b>	<b>\$14,572.17</b>	<b>2931.61</b>	<b>\$877.50</b>	<b>\$18,381.28</b>
October				
9 Employees	\$4,857.39			
Claims		3392.48		
Admin			\$292.50	
<b>TOTAL FOR MONTH</b>	<b>\$4,857.39</b>	<b>3392.48</b>	<b>\$292.50</b>	<b>\$8,542.37</b>
<b>TOTAL TO DATE</b>	<b>\$19,429.56</b>	<b>6324.09</b>	<b>\$1,170.00</b>	<b>\$26,923.65</b>
November				
9 Employees	\$4,857.39			
Claims		332.41		
Admin			\$292.50	
<b>TOTAL FOR MONTH</b>	<b>\$4,857.39</b>	<b>332.41</b>	<b>\$292.50</b>	<b>\$5,482.30</b>
<b>TOTAL TO DATE</b>	<b>\$24,286.95</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$32,405.95</b>
December				
9 Employees				
Claims				
Admin				
<b>TOTAL FOR MONTH</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL TO DATE</b>	<b>\$24,286.95</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$32,405.95</b>
January				
9 Employees				
Claims				
Admin & MERP				
<b>TOTAL FOR MONTH</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL TO DATE</b>	<b>\$24,286.95</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$32,405.95</b>
February				
9 Employees				
Claims				
Admin				
Credits				
<b>TOTAL FOR MONTH</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL TO DATE</b>	<b>\$24,286.95</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$32,405.95</b>
March				
9 Employees				
Claims				
Admin				
<b>TOTAL FOR MONTH</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL TO DATE</b>	<b>\$24,286.95</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$32,405.95</b>
April				
9 Employees				
Claims				
Admin				
<b>TOTAL FOR MONTH</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL TO DATE</b>	<b>\$24,286.95</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$32,405.95</b>
May				
9 Employees				
Claims				
Admin				
<b>TOTAL FOR MONTH</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL TO DATE</b>	<b>\$24,286.95</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$32,405.95</b>
June				
9 Employees	\$4,857.39			
Claims				
Admin				
<b>TOTAL FOR MONTH</b>	<b>\$4,857.39</b>	<b>0</b>	<b>\$0.00</b>	<b>\$4,857.39</b>
<b>TOTAL TO DATE</b>	<b>\$29,144.34</b>	<b>6656.5</b>	<b>\$1,462.50</b>	<b>\$37,263.34</b>

# TDC Aero Logistics Inc.

19255 Middle Road  
Los Banos, CA 93635  
(209) 704-3482 Mobile  
(209) 827-0653 Fax  
www.aerologicsonline.com



INVOICE

1955

DATE November 2021  
NAME Fresno Westside Mosquito Abatement  
ADDRESS 2555 N St.  
Firebaugh, CA 93622  
PHONE

DATE	DESCRIPTION	Hours	Rate	TOTAL
11/2021	Pilot Services	2.8	150.00	420.00
11/2021	Call Out		300.00	600.00
11/2021	Aircraft Management		300.00	300.00
11/02/2021	Pilot Service N3982E 6395.8 - 6397.0	1.2		
11/05/2021	Pilot Service N3982E 6397.0 - 6398.6	1.6		
<b>TOTAL</b>				<b>1,320.00</b>

Payment Due Upon Receipt

TDC Aero Logistics Inc.  
Ty D. Cotta - President

Thank you for the opportunity to fly with you.



## FRESNO WESTSIDE MOSQUITO ABATEMENT DISTRICT

POLICY TITLE: Vacation  
POLICY NUMBER: 2020

2020.1 This policy shall apply to all full-time and probationary employees.

2020.2 Paid vacations shall be accrued according to the following schedule on an annual basis:

2020.2.1 During the first year of continuous work, 80 hours;

2020.2.2 For 2 through 5 years of service, 80 hours;

2020.2.3 For 6 through ~~10~~5 years of service, 120 hours;

2020.2.4 ~~For 11 through 15 years of service, 152 hours;~~

2020.2.4 ~~For~~After 16~~15~~ through 20 -years of service, ~~176~~60 hours;

2020.2.5 ~~After 20 years of service, 192 hours.-~~

2020.3 Vacation time accrues during a calendar year. When an employee's anniversary date does not conform to the calendar year, vacation time will be pro-rated.

2020.4 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed 150% that amount earned annually by the employee. The determination of total accumulated vacation time shall be made on January 2 of each year.

2020.5 At termination of employment, for any reason, the District shall compensate the employee for his/her unused accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.6 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not a vacation day.

2020.8 Vacations are to be taken during the "off-season" (October-Feb.) upon approval of the Manager. Vacation time during the season may be granted at the Manager's discretion if a request is made at least 30 days in advance.

2020.9 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of

the employee. As such, pay in lieu of vacation time shall not be permitted except as provided in 2020.5.

| Effective January 1, 2021~~March 12, 2015~~

FRESNO WESTSIDE MOSQUITO ABATEMENT DISTRICT

POLICY TITLE: Holidays  
POLICY NUMBER: 2030

2030.1 This policy shall apply to all employees.

2030.2 The following days shall be recognized and observed as paid holidays.

- 2030.2.1 New Year's Day
- 2030.2.2 Martin Luther King, Jr. Day
- 2030.2.3 Presidents' Day
- 2030.2.4 Cesar Chavez Day
- 2030.2.54 Independence Day
- 2030.2.65 Memorial Day
- 2030.2.76 Labor Day
- 2030.2.87 Veteran's Day
- 2030.2.98 Thanksgiving Day
- 2030.2.109 The day after Thanksgiving Day
- 2030.2.1140 Christmas Eve
- 2030.2.12 Christmas Day
- 2030.2.13 New Year's Eve

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2030.3 All regular work shall be suspended and employees shall receive one (1) days pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the workday before and the workday after said holiday. Eligibility is also granted if the employee was on vacation or had notified the Manager and received permission to be absent from work on that specific day or days.

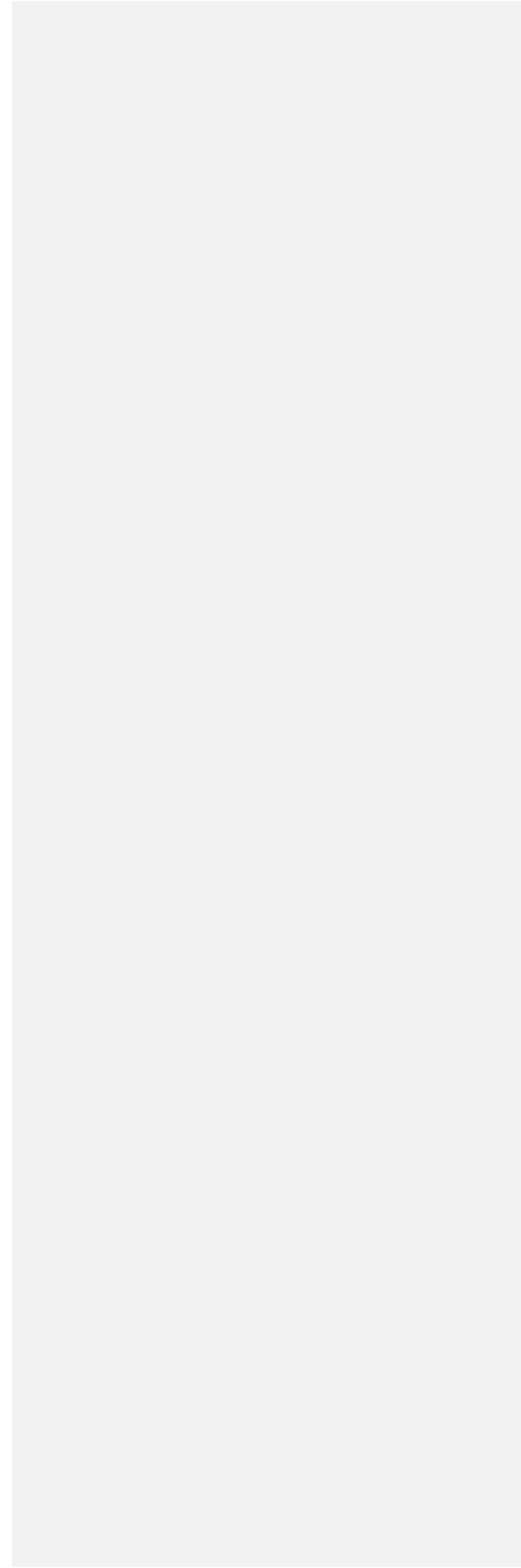
2030.4 Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday. When operating on a 4-day, 10-hour modified schedule a holiday that falls on a Saturday will be observed on the preceding Thursday.

2030.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2030.6 If an employee works on any holiday listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."



| Effective January 1, 2022~~March 11, 2010~~



## FRESNO WESTSIDE MOSQUITO ABATEMENT DISTRICT

POLICY TITLE: CODE OF ETHICS  
POLICY NUMBER: 4010

4010.1 The Board of Trustees of the Fresno Westside Mosquito Abatement District is committed to providing excellence in leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Trustees, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Trustee shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

4010.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

4010.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.

4010.1.8 Trustees should practice the following:

4010.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.

4010.1.8.3 In handling items relating to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy # 5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the Manager.

4010.1.9 When approached by District personnel concerning District policy, Trustees should direct inquiries to the appropriate staff. The chain of command should be followed.

4010.2.0 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Trustees should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members, selectively.

4010.2.4 Trustees are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

4010.2.5 Trustees and administrative employees are given a minimum of two hours of Ethics training every two years, as required by California law.

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May 10, 2012