



Clerk of the Board COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: December 11, 2018

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Melinda Benton PHONE: 559-636-5000

SUBJECT: Approval of Tulare Mosquito Abatement District Conflict of Interest Code

REQUEST(S):
That the Board of Supervisors:
Approve the new or amended Conflict of Interest Code adopted by the following special district:

Pest Control District
Tulare Mosquito Abatement District

SUMMARY:
The Political Reform Act, Administered by the State Fair Political Practice Commission (FPPC), requires local governmental agencies to adopt a Conflict of Interest Code and update it from time-to-time to reflect changes in decision-making positions within the Agency. This includes newly added positions, deleted positions, or changes in the title or decision-making duties assigned to positions. This also includes changes in disclosure categories for designated positions.

In addition, a local government agency is required to conduct a review of its Conflict of Interest Code every even numbered year. A local government agency includes a special district of any kind, school districts, or any local board, committee, commission or agency established by State of Federal statute that has a separate legal status. Pursuant to the Act, the Tulare County Board of Supervisors is the code-reviewing body for all local government agencies whose territorial boundaries are wholly in Tulare County, and has the responsibility to see that such agencies meet conflict of

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interest code requirements.

A Conflict of Interest Code is designated to cover members of boards, commissions, committees, districts and similar bodies, and administrative employees that make, or participate in making government decisions. The purpose of the Code is to prevent such officials from engaging in government decision-making in which the official may have a personal financial interest. Officials designated in an agency's code are required to file a Form 700-Statement of Economic Interests upon appointment to a designated position, upon leaving the position and on a yearly basis while performing the official functions of that position. For this reason, positions designated in the local agency's code must also be assigned a disclosure category. Disclosure categories describe the types of personal financial interests that the official must disclose in his or her Form 700-Statement of Economic Interests.

In July 2018, written notices were sent to all local government agencies within Tulare County of their obligation to conduct a Biennial Review of the agency's Conflict of Interest Code as required by law. By law, the Board of Supervisors must approve all amended or new Conflict of Interest Codes.

The Tulare Mosquito Abatement District responded that it has amended its Conflict of Interest Code since 2016 and has provided the County with the necessary supporting documents for review. This amended code meets the requirements of the Political Reform Act and can be recommended the Board for approval. Documents sent by the representative of this special district confirming compliance with applicable requirements for adopting or amending the agency's code are attached for your review.

FISCAL IMPACT/FINANCING:

There is no County cost associated with this request.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The approval of the Conflict of Interest Codes helps fulfill the Organization Performance initiative by ensuring that the County and the local agencies are in compliance with the law.

ADMINISTRATIVE SIGN-OFF:


Melinda Benton, Chief Clerk

Cc: County Administrative Office

Attachment(s) Attachment A - Tulare Mosquito Abatement District Conflict of Interest Code

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVAL OF)
TULARE MOSQUITO ABATEMENT) Resolution No.
DISTRICT CONFLICT OF INTEREST CODE)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

Approved the new or amended Conflict of Interest Code adopted by the following special district:

Pest Control District
Tulare Mosquito Abatement District

**REQUEST FOR APPROVAL AND DECLARATION OF COMPLIANCE
FOR CONFLICT-OF-INTEREST CODE AMENDMENT/ADOPTION**

TULARE MOSQUITO ABATEMENT DISTRICT

(Name of agency)

TO: TULARE COUNTY BOARD OF SUPERVISORS, 2800 West Burrel Ave., Visalia, California.

I, JOHN AVILA, GENERAL MANAGER, hereby certify that this agency adopted the attached conflict-of-
(Printed Name and Position)

interest code or amendment at a regular meeting held on NOVEMBER 13, 2018,
(Date)

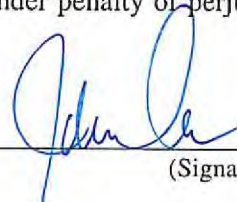
and that this agency complied with the following procedures:

1. This agency posted a NOTICE OF INTENTION TO ADOPT/AMEND A CONFLICT-OF-INTEREST CODE at least 45 days in advance of the proposed action, and a copy was provided to all employees of the agency affected by the proposed code or amendment;
2. Copies of the proposed code or amendment were made available to interested persons, and written comments concerning the proposed action were accepted. These comments (if any) are attached to this declaration;
3. A public hearing was requested: yes no
If so, a public hearing was held: yes no Inapplicable

If a hearing was held, please describe any areas of controversy and the manner of their resolution (attach additional pages if necessary):
4. A determination has been made regarding all positions within the agency involving the making or participation in the making of decisions which may foreseeably have a material effect on a financial interest of the person(s) occupying those positions, and those positions have been designated and incorporated in the agency's conflict-of-interest code as adopted or amended;
5. Appropriate *disclosure categories* have been assigned to each of those positions which identify specific types of investments, business positions, interests in real property, and sources of income of the person holding the position which may be affected materially by any decision made or participated in by persons by virtue of such positions, and those disclosure categories have been incorporated in the conflict-of-interest code as adopted or amended;
6. Attached is the most current organizational chart of the agency; and
7. Attached are job descriptions for all designated employees, or employees newly designated by an amendment.

I HEREBY REQUEST APPROVAL of the attached conflict-of-interest code or amendment thereof on behalf of this agency. I have used all reasonable diligence in the preparation of this document, and to the best of my knowledge it is true and complete. I declare under penalty of perjury that the foregoing is true and correct.

Dated 11/27/18



(Signature)

RESOLUTION NO. 2018 - 02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TULARE MOSQUITO ABATEMENT DISTRICT ADOPTING AMENDED CONFLICT OF INTEREST CODE

WHEREAS, Government Code Section 87300, et seq, of the Political Reform Act requires state and local government agencies to adopt conflict of interest codes and amend them on a regular basis;

WHEREAS, the Tulare Mosquito Abatement District pursuant to the authority vested in it by Section 87306 of the Government Code is responsible for amending its conflict of interest code;

WHEREAS, the Tulare Mosquito Abatement District has provided proper notice of its intention to amend its conflict of interest code;


WHEREAS, no comments were received during the 45-day comment period on the proposed amended conflict of interest code; and

WHEREAS, the Tulare Mosquito Abatement District staff recommends adoption of the attached proposed amended conflict of interest code and submittal to the Tulare County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

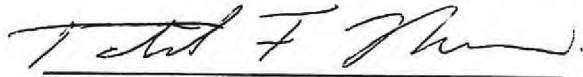
1. That the Tulare Mosquito Abatement District, Board of Trustees, hereby approves and adopts the Tulare Mosquito Abatement District, Conflict-of-Interest Code, as amended and attached, and authorizes the District Manager, of the Tulare Mosquito Abatement District, to submit the Tulare Mosquito Abatement District, Conflict-of-Interest Code, to the Tulare County Board of Supervisors.

PASSED, ADOPTED AND APPROVED this 13th day of November, 2018.



**Charlie Pitigliano, President of
Tulare Mosquito Abatement District.**

ATTEST:



**Pat Nunes, Secretary of
Tulare Mosquito Abatement District.**

Vote: 4-0
Yes: Pitigliano; Clark; Nunes; and Mayer
No: None
Absent: Uchita; and Creelman
Abstain: None
Date: November 13, 2018

CONFLICT-OF-INTEREST CODE

TULARE MOSQUITO ABATEMENT DISTRICT

The Political Reform Act (Government Code §§ 81000 et seq.) requires local government agencies to adopt and promulgate a conflict-of-interest code. The Fair Political Practices Commission has adopted a regulation (2 Ca. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by this reference. This regulation and the attached Appendix A (Designated Positions), and Appendix B (Disclosure Categories), shall constitute the conflict of interest code of the Tulare Mosquito Abatement District.

Persons serving in Designated Positions (Appendix A) shall file periodic disclosure statements (Form 700) with the Tulare Mosquito Abatement District, as required by law, which will make the statements available for public inspection and reproduction, upon request (Gov. Code § 81008). The original disclosure statements shall be retained by the Tulare Mosquito Abatement District

Adopted by Agency:

Date: 11-13-18.

Approved by Tulare County Board of Supervisors:

Date: _____

TULARE MOSQUITO ABATEMENT DISTRICT

CONFLICT OF INTEREST CODE

Appendix A

Designated Positions

<u>Designated Positions:</u>	<u>Disclosure Category:</u>
Member of the Board of Trustees	1
District Manager	1
Operations Director	1
District Legal Counsel	1
Consultants/New Positions	*

Note: The position of District Legal Counsel is filled by an outside consultant, but acts in a staff capacity.

* Consultants/new positions shall be included in the list of Designated Positions and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The District Manager may determine in writing that a particular consultant or new position, although a "Designated Position", is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirement in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of the disclosure requirements. The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code § 81008).

TULARE MOSQUITO ABATEMENT DISTRICT

CONFLICT OF INTEREST CODE

Appendix B

Disclosure Categories

Category 1: Full Disclosure.

All interests in real property located entirely or partly within this District's jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by this District. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

All investments, business positions, and source of income, including gifts, loans and travel payments.

(Intended for board members and high-level decision-making employees with broad duties.)

Category 2: Full Disclosure (excluding interests in real property).

All investments, business positions, and source of income, including gifts, loans and travel payments.

Category 3: Interests in Real Property Only.

All interests in real property located entirely or partly within this District's jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by this District. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

Category 4: General Contracting.

All investments, business positions, and source of income, including gifts, loans and travel payments, from sources that provide, or have provided in the last two years, leased facilities, goods, supplies, materials, equipment, vehicles, machinery, services, or the like, including training and consulting service of the type utilized by this District.

TMAD PERSONNEL STRUCTURE 07/01/18

JOHN AVILA / GENERAL MANAGER

MICHELLE DEMPSEY / OPERATIONS DIRECTOR

Not currently Filled
Secretary / Bookkeeper

<u>Andy Conard</u> Field Tech Zone1	<u>Quirino Valencia</u> Field Tech Zone2	<u>Armando G.</u> Field Tech Zone3	<u>Victor Zamora</u> Seasonal Field Tech Zone4
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<u>Rene Rodriguez</u> Seasonal Tech	<u>Jesse Carver</u> Seasonal Tech	<u>Lance James</u> Seasonal Tech
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Not Currently Filled
Seasonal Surveillance

CHAPTER 14 - JOB DESCRIPTIONS

14.1 JOB DESCRIPTIONS

The position classifications of the District are:

- a. General Manager
- b. Operations Director
- c. Secretary / Bookkeeper
- d. Field Technician
- e. Seasonal Field Technician
- f. Seasonal Technician
- g. Seasonal Surveillance

A description of each position classification is included in this Chapter.

14.2 GENERAL MANAGER

DEFINITION Under authority vested in him by the Board of Trustees plan, organize and direct operations of the Mosquito Abatement District and do related work as required.

POSITION CHARACTERISTICS Responsibility and authority of the Manager are derived from legislature and general policies determined by the governing board.

The General Manager as administrator and executive of the Board of Trustees, provides overall direction to various operations and activities of the District, assigning details of day to day activities to operating personnel.

In addition to organizing programs for present and immediate future, the Manager provides for planning to prepare the District to adjust its operations to meet the changing vector problems resulting from the trends which can be forecast in land utilization, water project and developments, population distribution, industrial wastes disposal and recreational developments. This includes planning on a long-range basis and involves the utilization and coordination of the services of consulting engineers, community planners and other technical personnel employed by or otherwise available to the District.

EXAMPLES OF DUTIES

- a. Plans, organizes, directs, regulates and reviews the operation of the District; acts for the governing board; makes continuing and periodic surveys and directs the studies of vector occurrence and problems; confers with technical and scientific personnel and develops reports and recommendations on programs and priorities for vector abatement, including evaluations of community resources, reactions and needs as they affect vector abatement; presents reports to the governing board and assists the board in the determination of general policy; prepares for board meeting agendas

TULARE MOSQUITO ABATEMENT DISTRICT

and such documents as; lists of warrants, financial reports, resolutions, minutes and reports required for the meetings.

- b. Subject to board approval, determines and develops operating policies; defines the organizational structure, divisions and assignment of functions and lines of authority to carry out the agency's purpose, recommends salary structure and working conditions and plans and maintains an employee relations program; recruits, selects, and assigns subordinate employees; plans, directs and conducts a training program for district personnel; instructs subordinates, reviews and evaluates work and takes appropriate action to maintain an effective working force.
- c. Prepares and administers the annual budget, including analyses and justifications and presents it to the board for consideration and approval; is responsible for the establishment and maintenance of an accounting system; maintains budgetary controls over expenditures; sees that effective use is made of district property and directs the keeping of records of operations, preventative maintenance of facilities and equipment expenditures; reviews records and takes actions as indicated.
- d. Confers with attorneys and secures legal assistance as indicated; prepares , complaints including evidence on public nuisances, for action by the governing board.
- e. Coordinates the program with those of other public agencies such as drainage districts, flood control districts, reclamation districts, health departments and private organizations to effect and stimulate projects favorable to the prevention and control of mosquitoes.
- f. Plans, develops and directs a program of public relations and community education; writes articles; attends and addresses community meetings; assists schools in educational programs related to mosquito control.
- g. Keeps informed of latest developments in mosquito control and related fields; consults with State Health Departments and university extensions services and other public and private resource organizations; reads the professional literature and participates in professional organizations.
- h. Organize and conduct the source reduction program for the District; to provide consultation on land and water use as related to mosquito production; and do public relations and related work.
- i. Manage ground and air applications of pesticides to control mosquito breeding sources as they occur in the District.

14.3 OPERATIONS DIRECTOR

DEFINITION Under direction of the District Manager assumes responsibility and oversight of assigned operational tasks of the District including mosquito surveillance director, responsible for the placement and collection of CO2, Gravid, AGO, and BG Traps as well as OVT cups to assess mosquito populations and virus activity within the District and the detection of Invasive Aedes. Performs all other functions or duties needed to ensure the safe and effective operation of the District and it's operations, as directed by the District Manager, and acts for the District Manager, as authorized and directed by the District Manager

EXAMPLES OF DUTIES

- a. Provide in house training and coordinate attendance at outside training for District personnel to maintain State of California, Department of Health, Vector Control Technician Category B license currency. Also coordinate training for Seasonal Operators to achieve their certification.
- b. Responsible for survey, treatment and reporting green pool breeding sources in the District.
- c. Maintain the District's computer system for mosquito source treatments and reporting to required agencies.
- d. Performs educational presentations to local schools and service groups in the community
- e. Responsible for Safety meetings for District personnel using our resources with the District's insurance entity the Special District Risk Management Authority.
- f. Responsible for the District's Surveillance program which includes trapping, counting and collecting mosquito pools for virus detection in the District
- h. Prepare the District's Annual Report in coordination with the District Manager.
- k. Gain familiarity with the District Budget process and payroll functions of the District to fill in when needed to accomplish these District functions.
- i. Be available as needed to cover areas of the District requiring services of a Field Technician and Seasonal Surveillance.

14.4 SECRETARY/BOOKKEEPER

DEFINITION Under direction of the Manger, the Secretary/Bookkeeper performs advanced secretarial work (including but not limited to: clerical work, receptionist, data processing), and is in charge of the office functions of a mosquito abatement agency; and does related work as required. Work also involves the application of bookkeeping skills and principals and the keeping of financial records. The person in this position usually works alone. When other subordinate clerical staff have been retained the Secretary/Bookkeeper supervises them in routine clerical work. The Secretary/Bookkeeper is a confidential employee, maintaining the District's fiscal and personnel files and serving as the Manager's secretary.

POSITION CHARACTERISTICS

The Secretary/Bookkeeper acts as a confidential secretary to the Manager. The Secretary/Bookkeeper must represent the District well before the public, maintain neatness, accuracy and efficiency in conducting all work related to the duties and responsibilities of the office, and maintain currency in office technology.

EXAMPLES OF DUTIES

- a. Plans and organizes files, other forms of record keeping, reports, and business office procedures, checks all invoices and pays bills; is responsible for payroll and associated records; sets up and maintains budgetary control and fiscal records; operational records, work load and cost data, and personnel records and devises forms as required; sets up and maintains property, equipment, repairs and service records; analyzes recorded data and prepares summary and statistical reports for the Manager.
- b. Indoctrinates and familiarizes other clerical personnel in agency functions and procedures; is responsible for the supervision of other clerical personnel; compiles and prepares statistical records used by management in evaluating the effectiveness of the agency's program; prepares operational reports such as monthly tabulations of operations.
- c. Is responsible for acquisition of office supplies, and maintenance of inventories; assists in the preparation of the budget; and auditing system for all agency receipts and expenditures.
- d. Sets up and maintains proper office procedures such as filing systems for correspondence, personnel, time attendance records, recording and following through on contractual agreements. Operates and maintains standard office communication equipment.
- e. Prepares material and information for Board meetings; correspondence; answers routine questions received from the general public; receives visitors to the agency and routes them to the proper destination and keeps thereof; answers phones; interviews and screens calls; arranges appointments for the Manager, as needed.
- f. The Secretary is authorized to sign such papers as necessary in the routine operations of the office, for example: Federal Exemption Certificates, routine correspondence,

State Compensation Reports, State Tax Reports, deposits receipts, routine financial reports, etc. and keeps the manager informed of these items.

- g. Keeps informed of current developments in secretarial, bookkeeping and office procedures; reads the professional literature and other regulatory materials as needed.
- h. Performs all other functions or duties as needed to ensure the efficient and effective operation of the District and its operations as directed by management.

14.5 FIELD TECHNICIAN

DEFINITION Under direction, to perform inspection and control operations in an assigned zone of the Mosquito Abatement District. Do related work as assigned such as; office duties, vehicle maintenance, mosquito identification and source reduction activity to allow operational areas of the District to function properly.

The Field Technician exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

The Field Technician may be given varying degrees of responsibility for the provision of advice and assignment to property owners in the abatement of mosquito sources on their property; however controversial problems encountered will be coordinated with the Manager for resolution.

The Field Technician is responsible for scheduling his inspections and operations to effectively cover his/her assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective control method for a particular situation.

EXAMPLES OF DUTIES

- a. Surveys assigned area for mosquito breeding sources, such as ponds, catch basins, marshy areas, cesspools, household drains, pastures and other crop areas. The Field Technician maintains an awareness of irrigation patterns and practices and other factors conducive to mosquito breeding and of significance to timing of operations; inspects sources for mosquito breeding, determines species and/or stages of development and notes other factors, such as terrain winds, and plant growth involved; applies pesticides as indicated, selecting appropriate material, dosage rates, and implements to obtain proper coverage and results; as needed, initiates requests for aircraft or ground application of pesticides and accomplishes monitoring necessary for effective results; keeps records of work accomplished; works with local citizens and advises regarding mosquito breeding problems, need for control, source reduction, and explains the reason for the Technician's presence on their property.
- b. Performs premise inspection, for mosquito sources; applies pesticides to infested sources, prepares inspection reports, and advises property owners regarding improper conditions; corrects situations needing attention and reports actions to the Manager.
- c. Drives automotive equipment which may be outfitted with powered and hand spray equipment; keeps equipment in working order, performs maintenance and repairs. May be assigned on an as-needed basis to lubricate automotive equipment and to assist in maintenance and repair of buildings and grounds.
- d. Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features

relevant to mosquito control operations; records significant changes on maps and compiles data as directed on work done, types of service, costs and mosquito population history, and otherwise assists in collecting and compiling data

- e. Performs, assists or supervises small crews in the dissemination of mosquito fish and/or other biological control agents to mosquito producing habitats.
- f. Attends training sessions; reads agency manuals, and otherwise keeps informed of policies and procedures; keeps Manager informed of progress and problems, and requests consultation as required.
- g. May be assigned responsibility for operating in a specialized functional area such as premise inspections, dairy drains, septic tank and cesspool inspections, performing source surveys, light trap collection and other functions in the agency's program.

14.6 SEASONAL FIELD TECHNICIAN

DEFINITION Under direction, to perform inspection and control operations in an assigned zone of the Mosquito Abatement District. Do related work as assigned such as; office duties, vehicle maintenance, mosquito identification and source reduction activity to allow operational areas of the District to function properly. This position allows a Seasonal Technician who has completed his State of California, Department of Health, Vector Control Technician Category B certification to be employed on a seasonal basis until a full time position becomes available.

The Seasonal Field Technician exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

The Seasonal Field Technician may be given varying degrees of responsibility for the provision of advice and assignment to property owners in the abatement of mosquito sources on their property; however controversial problems encountered will be coordinated with the Manager for resolution.

The Seasonal Field Technician is responsible for scheduling his inspections and operations to effectively cover his/her assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective control method for a particular situation.

EXAMPLES OF DUTIES

- a. Surveys assigned area for mosquito breeding sources, such as ponds, catch basins, marshy areas, cesspools, household drains, pastures and other crop areas. The Seasonal Field Technician maintains an awareness of irrigation patterns and practices and other factors conducive to mosquito breeding and of significance to timing of operations; inspects sources for mosquito breeding, determines species and/or stages of development and notes other factors, such as terrain winds, and plant growth involved; applies pesticides as indicated, selecting appropriate material, dosage rates, and implements to obtain proper coverage and results; as needed, initiates requests for aircraft or ground application of pesticides and accomplishes monitoring necessary for effective results; keeps records of work accomplished; works with local citizens and advises regarding mosquito breeding problems, need for control, source reduction, and explains the reason for the Technician's presence on their property.
- b. Performs premise inspection, for mosquito sources; applies pesticides to infested sources, prepares inspection reports, and advises property owners regarding improper conditions; corrects situations needing attention and reports actions to the Manager.
- c. Drives automotive equipment which may be outfitted with powered and hand spray equipment; keeps equipment in working order, performs maintenance and repairs. May be assigned on an as-needed basis to lubricate automotive equipment and to assist in maintenance and repair of buildings and grounds.

- d. Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito control operations; records significant changes on maps and compiles data as directed on work done, types of service, costs and mosquito population history, and otherwise assists in collecting and compiling data
- e. Performs, assists or supervises small crews in the dissemination of mosquito fish and/or other biological control agents to mosquito producing habitats.
- f. Attends training sessions; reads agency manuals, and otherwise keeps informed of policies and procedures; keeps Manager informed of progress and problems, and requests consultation as required.
- g. May be assigned responsibility for operating in a specialized functional area such as premise inspections, dairy drains, septic tank and cesspool inspections, performing source surveys, light trap collection and other functions in the agency's program.

14.8 SEASONAL SURVEILLANCE

DEFINITION Under direction from the Operations Director, assists in setting out traps in designated areas of the District. Does related work as assigned such as; office duties, vehicle maintenance, mosquito identification, counting of adult mosquito populations. At times he/she will assist Field Technicians in their duties as well.

Seasonal Surveillance exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

Seasonal Surveillance may be given varying degrees of responsibility in trapping and other chores necessary for the District to function. Their duties will be coordinated with the Manager and Operations Director for resolution.

Seasonal Surveillance is responsible for scheduling his/her trapping and operations to effectively cover their assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective methods for setting out and collecting traps.

EXAMPLES OF DUTIES

- a. The Seasonal Surveillance person will assist the Operations Director in setting up and configuring adult mosquito traps in the office. Using a District vehicle he/she will drive to the designated trapping areas and set out traps as directed. The following day(s) they will collect the traps and bring them back to the laboratory and assist the Operations Director in counting and identifying adult mosquitoes.
- b. Picking up trapping items and materials for fusions, dry ice, batteries and any other supplies needed for the scheduled trapping.
- c. Assisting Field Tech's in their duties by driving to mosquito breeding sources and treating them as directed. Sometimes checking on sources using a dipper to locate where mosquitoes may be breeding.
- d. Treating swimming pools under the direction of the Field Tech and/or Operations Director.
- e. Answering service requests from the District's constituents and assessing the situation for the responsible Technician. At times this will involve checking swimming pools and other possible breeding sources around residential areas.
- f. Assisting any senior staff member, including the Manager, in various tasks assigned to them such as the maintenance of the mosquito fish.

14.7 SEASONAL TECHNICIAN

DEFINITION Under direction, to perform inspection and control operations in an assigned zone of the Mosquito Abatement District. Do related work as assigned such as; office duties, vehicle maintenance, mosquito identification and source reduction activity to allow operational areas of the District to functional properly.

The Seasonal Technician exercises considerable judgment in organizing and carrying out details involved in his/her assignment.

The Seasonal Technician may be given varying degrees of responsibility for the provision of advice and assignment to property owners in the abatement of mosquito sources on their property; however controversial problems encountered will be coordinated with the Manager for resolution.

The Seasonal Technician is responsible for scheduling his inspections and operations to effectively cover his/her assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective control method for a particular situation.

EXAMPLES OF DUTIES

- a. Surveys assigned area for mosquito breeding sources, such as ponds, catch basins, marshy areas, cesspools, household drains, pastures and other crop areas. The Seasonal Technician maintains an awareness of irrigation patterns and practices and other factors conducive to mosquito breeding and of significance to timing of operations; inspects sources for mosquito breeding, determines species and/or stages of development and notes other factors, such as terrain winds, and plant growth involved; applies pesticides as indicated, selecting appropriate material, dosage rates, and implements to obtain proper coverage and results; as needed, initiates requests for aircraft or ground application of pesticides and accomplishes monitoring necessary for effective results; keeps records of work accomplished; works with local citizens and advises regarding mosquito breeding problems, need for control, source reduction, and explains the reason for the Technician's presence on their property.
- b. Performs premise inspection, for mosquito sources; applies pesticides to infested sources, prepares inspection reports, and advises property owners regarding improper conditions; corrects situations needing attention and reports actions to the Manager.

TULARE MOSQUITO ABATEMENT DISTRICT

- c. Drives automotive equipment which may be outfitted with powered and hand spray equipment; keeps equipment in working order, performs maintenance and repairs. May be assigned on an as-needed basis to lubricate automotive equipment and to assist in maintenance and repair of buildings and grounds.
- d. Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito control operations; records significant changes on maps and compiles data as directed on work done, types of service, costs and mosquito population history, and otherwise assists in collecting and compiling data.
- e. Performs, assists or supervises small crews in the dissemination of mosquito fish and/or other biological control agents to mosquito producing habitats.
- f. Attends training sessions; reads agency manuals, and otherwise keeps informed of policies and procedures; keeps Manager informed of progress and problems, and requests consultation as required.
- g. May be assigned responsibility for operating in a specialized functional area such as premise inspections, dairy drains, septic tank and cesspool inspections, performing source surveys, light trap collection and other functions in the agency's program.

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November 27, 2018

Hand Delivered

Clerk of the Board of Supervisors
Attn: Melinda Benton
2800 W. Burrel Avenue
Visalia, CA 93291

Re: Tulare Mosquito Abatement District
2018 Biennial Review of Conflict of Interest Code

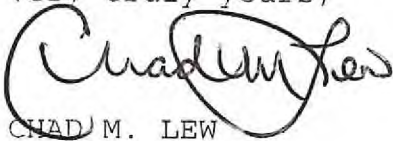
Dear Ms. Benton,

Please find enclosed herewith the following documents on behalf of Tulare Mosquito Abatement District:

- 1) Request for Approval and Declaration of Compliance for Conflict-of-Interest Code Amendment/Adoption;
- 2) Resolution No. 2018-02, A Resolution of the Board of Trustees of the Tulare Mosquito Abatement District Adopting Amended Conflict of Interest Code (3 sets);
- 3) Organizational Chart of Tulare Mosquito Abatement District; and
- 4) Employee job descriptions.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,



CHAD M. LEW
CML:jl

enclosures

