

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
January 19, 2012
BOARD MEETING**

1. Roll Call:

Presiding: G. E. 'Deac' Thomas, Board Chair 2011
Dr. Dagmar Vitek, Board Chair 2012

Time: 12:30 PM

Place: 2020 North Redwood Road, Salt Lake City, Utah 84116

Trustees Present: G.E. 'Deac' Thomas, Chair 2011
Dr. Dagmar Vitek, Chair 2012
La Vone Liddle, Vice Chair
Todd Erskine

Trustees Excused: Raymond Uno

Others Present: Sammie Lee Dickson, Manager
Dennis Kiyoguchi, Assistant Manager
Sally Beagley, District Secretary
Banugopan Kesavaraju, District Biologist
Maureen Wilson, Project Coordinator, Utah Reclamation
Mitigation and Conservation Commission

Chairman Thomas opened the meeting, took a roll call and then passed control of the meeting to the 2012 Board Chair, Dr. Dagmar Vitek. Chair Vitek presided over the remainder of the meeting.

2. Approval of the Minutes of the 2011 Budget Amendments and 2012 Budget Hearing, December 15, 2011:

Trustee Thomas made a motion to accept the Minutes of the 2011 Budget Amendments and 2012 Budget Hearing, December 15, 2011, as presented. Trustee Liddle seconded the motion and it passed with a unanimous vote.

3. Approval of the December 15, 2011, Minutes of the December Monthly Board Meeting:

Trustees Liddle and Erskine and Assistant Manager Kiyoguchi offered the following corrections to the draft minutes: item #7, first paragraph, fourth sentence, change 'proccessional' to 'professional', third paragraph, first sentence, change 'travel' to 'traveled', fifth paragraph, first sentence, change '\$621' to

'\$632', and, item #9, second paragraph, first sentence, change 'made' to 'make'. Trustee Erskine made a motion to accept the December 15, 2011, Minutes of the December Board Meeting with the above corrections. Trustee Liddle seconded the motion and it passed with a unanimous vote.

4. Presentation of December 2011 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the December financial statements with the Board. All expenditures in excess of \$500 were reviewed. A review was also made of any budget line items that were over the expected percentage of spending for this time of the budget year.

Expenses for December totaled \$97,928.56 with \$97,928.56 from the General Fund and \$0.00 from the Capital Projects Fund. Trustee Liddle made a motion to accept the December financial statement and to pay the bills as presented. The motion was seconded by Trustee Thomas and passed with a unanimous vote.

5. Board Member Appointment Update:

Manager Dickson has not heard back from Mayor Becker's office concerning the reappointment of Trustee Erskine and the appointment of Maureen Wilson to replace Raymond Uno on the District's Board. Manager Dickson will follow up with a telephone call tomorrow.

6. Davis-Salt Lake Aerial Spray Authority (DSLASA):

The DSLASA Board will meet on March 8, 2012, at the MAD-Davis office at 5:00 PM. The agenda is expected to include a discussion of attendance and strategy for the upcoming mediation. The mediation attempt to settle the lawsuit involving DSLASA, R&O Construction, Axis Architects, ARW, and Stanley Engineering will take place on March 12, 2012 at the law offices of Callister, Nebecker & McCullough, Zions Bank Building, Suite 900, 10 East South Temple, Salt Lake City, UT.

Managers Hatch and Dickson will be meeting with VDCI on January 23, 2012 to sign the contract for aerial spraying.

7. Approval of Employee Handbook / Policy and Procedure Manual:

Manager Dickson has been working with the Employers Council to develop an Employee Handbook. The handbook is based on the District's Personnel Policy and Procedure Manual but this new handbook is up to date, more concise and applies to every employee. The older Personnel Policy and Procedure Manual is in need of being brought up to date. It will now consist of the actual policies and details. Trustee Liddle has marked up a copy of the draft workbook with spelling and grammatical corrections. Manager Dickson will incorporate those into the workbook before having more printed. Trustee Liddle

made a motion to approve the Employee Handbook with technical changes. Trustee Erskine seconded the motion and it passed with a unanimous vote.

8. Report on Attended and Reminder of Upcoming Meetings:

Nine staff members will be attending the West Central Mosquito & Vector Control Association Annual Meeting to be held in Grand Junction, CO, February 6-8. Employees will team up and drive District vehicles.

Past-Chair Thomas will be attending the AMCA Annual Meeting in Austin, TX, February 26 – March 1. Normally he would be going to the AMCA Washington legislative meeting but has asked Chair Vitek to switch those meetings between them this year. Also going to this meeting are staff members Jason Hardman, Quinten Salt, Biologist Kesavaraju, Trustee Liddle and Manager Dickson.

The Utah Mosquito Abatement Association Annual Workshop will be held on Saturday, April 21, 2012.

The AMCA Washington conference will be held in Alexandria, VA, April 29 – May 2, 2012. Chair Vitek and Manager Dickson are scheduled to attend this meeting.

9. Utah Pesticide Discharge Elimination System Permit:

The UPDES is now in effect for any pesticide application over or into the waters of Utah. Manager Dickson is preparing a Pesticide Discharge Management Plan. The plan requires formalizing some practices such as no spray lists or thresholds of treatments. This essentially is setting policy. Therefore, the PDMP will be on the February Board Meeting Agenda for approval from the Board. Before February 15, 2012, the District is also required to submit a Notice of Intent (NOI) to pollute in order to be covered by the UPDES permit. In July, the District will have to pay a fee for the permit which is expected to be \$1,000 in 2012.

10. Manager's Report:

December was a good time for staff to use up a lot of compensatory and vacation time. However, the office staff has been busy with the yearly inventory and depreciation schedules for the upcoming annual financial audit, redesigning and producing the data for the annual report, determining what pesticides and how much to place on the UMAA group pesticide bid, cleaning assignments for everything from dusting to shampooing the carpets and designing research projects for the next mosquito season. Shop personnel continue to prepare, repair and refurbish vehicles and ATV's.

The Education Specialist has so far made 25 presentations to 607 elementary school age children. He hopes to make 44 more presentations before he is deployed by his Air force Guard unit in March.

Hiring for seasonal workers will begin in February.

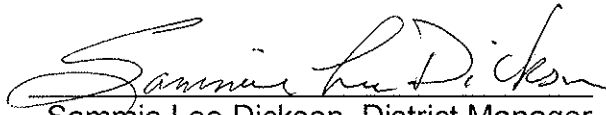
11. Probable Agenda Items for the February 16, 2012, Board Meeting:

The following items will be placed on the February 16, Board Meeting Agenda: update on DSLASA, legislative issues and bids on equipment.

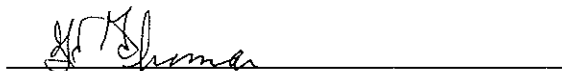
The February 16, 2012, Board Meeting will be preceded by a box lunch at noon with the meeting to begin at 12:30 PM at the District office.

12. Adjournment:

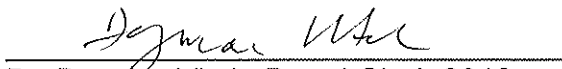
Trustee Liddle made a motion to adjourn the ^{January}~~December~~ Board Meeting. The motion was seconded by Trustee Thomas and passed with a unanimous vote. The meeting was adjourned at 2:00 PM.


Sammie Lee Dickson, District Manager

2/16/2012
Date


G.E. 'Deac' Thomas, Board Chair 2011

2/16/12
Date


Dr. Dagmar Vitek, Board Chair 2012

2 - 16 - 12
Date