

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
March 21, 2013
BOARD MEETING**

1. Roll Call:

Presiding: La Vone Liddle, Chair 2013

Time: 12:30 PM

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

Trustees Present: La Vone Liddle, Board Chair
Maureen M. Wilson, Vice Chair
Todd Erskine
G.E. 'Deac' Thomas
Dr. Dagmar Vitek

Trustees Excused: None

Others Present: Sammie Lee Dickson, Ph.D., Manager
Banugopan Kesavaraju, Assistant Manager/Biologist
No members of the public were present

2. Approval of the February 21, 2013, Minutes of the February Monthly Board Meeting:

Trustee Wilson suggested the following two corrections: item #6, in the second sentence change 'loose' to 'lose' and in item #10, first paragraph, fourth sentence change '\$50' to '\$475.' Trustee Thomas made a motion to accept the February 21, 2013, Minutes of the February Board Meeting with the two corrections offered by Trustee Wilson. Trustee Vitek seconded the motion, which passed with a unanimous vote.

3. Presentation February 2013 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the February financial statements with the Board. All expenditures were reviewed with special attention paid to those in excess of \$500. 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 February totaled \$74,388.21 with \$74,388.21 from the General Fund and \$0.00 from the Capital Projects Fund. Trustee Erskine made a motion to accept the February financial statement and to pay the bills as presented. The motion was seconded by Trustee Thomas and passed with a unanimous vote.

On February 7 and 12, two checks were processed by Zion's Bank for which there were insufficient funds in the checking account. The total insufficient funds were \$316.35. The February financial statement reflected no charge for this overdraft coverage.

4. District Policy Review:

Manager Dickson prepared two new policy statements and changes to the employee handbook and the Board By-laws which were included in the Board packet for this meeting. Manager Dickson reviewed each of the policies with the Board.

A new policy Investment Policy that will meet the needs of the District and satisfy the requirements of the Utah Money Management Council was drafted by Manager Dickson. The policy outlines the District's investment policies, defines the appointment of and responsibilities of the District Treasurer, including bonding and deposit of District funds.

A new On-Call Policy was drafted by Manager Dickson. There has been no formal policy for on-call compensation in the past. The policy gives definitions and sets rules for compensation for emergency callback and on-call situations.

The proposed changes to the SLCMAD Employee Handbook are limited to the section titled 'Weapons in the Workplace.' In the past the policy stated that weapons were not allowed in the workplace under most circumstances. The proposed change just states that 'employees are discouraged from possessing weapons in the workplace.'

The proposed changes to the Board Bylaws include technical corrections, a date change, statements that the Board is responsible to appoint two of its members to serve on the DSLASA Board, that the Board Members are encouraged to receive yearly training, and the District will provide boxed lunches to Board Members immediately preceding Board Meetings. This practice allows members of the Board who are taking time out of their daily schedule to eat their lunch during the meeting and thus not lose additional time from their employment.

Trustee Wilson offered several technical corrections to the proposed By-laws changes. Trustee Wilson made a motion that the new Investment Policy, the new On-Call Policy, the changes to the SLCMAD Employee Handbook and the Board By-laws be adopted. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

5. Facility Maintenance:

The remodel of the men's locker room may finally be nearing completion. A walk through inspection to produce the final punch list is expected to take place

next week. A check to pay for 95% of the contract price for the project will be issued today.

Manager Dickson has asked Brett Harper, Harper Engineering, to start preparing a design for converting the bulk larvicide oil storage area of the pesticide storage building into a new room addition to the building. The goal is to start construction at the beginning of September.

6. Surplus Property:

During the February 21, 2013, Board Meeting, a message was left for Manager Dickson from a person wanting to buy the drafting table. The drafting table was sold for the asking price of \$200.

Following the demolition of the airplane hangar, the District purchased a self contained chemical storage building, in May of 2009, which was used to store chemicals used for aerial spraying. The purchase price of the unit was \$10,635. After the new DSLASA hangar was built, the smaller storage unit was no longer needed. In 2012, the storage unit was moved back to the Ogden Hinckley Airport and loaned to VDCI for the storage of the chemicals used for aerial spraying by Utah County MAD and Box Elder MAD. Manager Dickson will seek to see if either of those entities is interested in buying that storage unit.

7. Bids / Quotes to Purchase:

Manager Dickson received state contract pricing from the Henricksen / Butler Design Group for redesigning the flexible furniture for the Assistant Managers office (\$1,312.37), for two additional tables for the office great room (\$1,025.32), and for six tables to replace the large table in the board room (\$3,023.96). The total cost of the furniture upgrades would be \$5,361.65.

IT Specialist Dewsnap obtained state contract pricing on the following software upgrades from Electronic Data Solutions: three ArcPad 7.x to 10.x (\$750.00), one Sentinel GIS Adulticide 3.x (\$1,000.00), and one Sentinel GIS Larvicide 2.x (\$1,500.00). The total for the software upgrade would be \$3,250.00.

Trustee Vitek expressed some concerns over replacing the board room table. Manager Dickson explained that the board room table was still a very good piece of furniture, but, because of its size and weight, it limits what can be done in the room. By replacing the single large table with movable tables, the room can be used for different types of training that allows the viewing of projected presentations by all attendees.

Trustee Wilson made a motion to approve the purchase of the furniture and software upgrades for a total cost of \$8,611.65. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

8. Utah Legislative Issues:

The 2013 Utah legislative session concluded on March 14. Some of the legislation affecting the District is described below.

SB 10 – Retirement Eligibility Amendments. For purpose of the Utah State Retirement System, Trustees are not District employees, and, therefore, do not qualify for the Utah State Retirement System.

SB 190 – Procurement Revisions. All local districts, as of May 1, 2013, will be subject to the State Procurement Code. By May 1, 2014, all local districts must enact a procurement policy that complies with this new code. The Utah Association of Special Districts is in the process of writing a template for that policy. That template and training are expected to be available at the UASD Annual Meeting in November 2013.

SB 200 – Local and Special Service District Amendments. Clarifies that Trustees can be District employees for IRS financial reporting, but do not violate the state code that they cannot be employees of the District.

9. Report on Attended and Reminder of Upcoming Meetings:

The American Mosquito Control Association held its annual meeting in Atlantic City, New Jersey, from February 24-28, 2013. This meeting was held in New Jersey to commemorate 100 years of organized mosquito control. Assistant Manager Kesavaraju presented a paper on the active host seeking time of the western tree hole mosquito, *Aedes sierrensis*. Other District attendees were Trustee Liddle, IT Specialist Dewsnup, and Manager Dickson.

The West Central Mosquito & Vector Control Association Annual Meeting was held in Albuquerque, New Mexico, on March 13-14, 2013. The District's Assistant Manager, who serves on the Board of the WCMVCA, attended this meeting.

Secretary Beagley and Manager Dickson attended the URS / PEHP Employer Event on March 20, 2013.

Manager Dickson has been asked to be the keynote speaker at the Idaho Mosquito Control Association's Annual Workshop to be held on April 17, 2013, in Boise, ID. He will be giving his talk on ULV ground application and real life experiences.

The Utah Mosquito Abatement Association will hold its annual Spring Workshop at the office of the Utah Local Governments Trust in North Salt Lake on April 20, 2013. All District staff members as well as seasonal workers are expected to attend. Registration is twenty dollars per person, which helps pay for a lunch and rental of the facility. Trustees that have an interest are encouraged to attend. Most seasonal and year round employees from around the state will be in attendance.

The American Mosquito Control Association Legislative Conference will be held in Washington, D.C., May 6-8, 2013. Trustee Erskine, Manager Dickson and Assistant Manger Kesavaraju are expected to attend.

10. Manager's Report:

The men's shower room remodel project delays have continued the practice of the staff to using the Assistant Manager's office as a locker room.

Greg Jensen, Education Specialist, has now given 61 presentations to 1,806 elementary school children this off season. He is scheduled to give an additional 29 presentations by the beginning of May.

The Great Salt Lake has an elevation of 1.9 feet below the level at this time last year.

Both summer internships and all but two seasonal positions have been filled. Three seasonal workers will begin their employment on April 1.

Assistant Manager Kesavaraju gave a report on the bee and aduicide project that he is overseeing as an advisor for MAD – Davis IT Specialist.

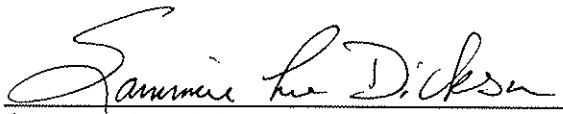
11. Probable Agenda Items for the April 18, 2013, Board Meeting:

The April Board Meeting will be held on April 18, 2013, at the District office, beginning at 12:30 PM. A pre-meeting box lunch will be available for Board Members at noon.

The April Board Meeting Agenda is expected to have an announcement on the completion of the men's shower room remodel, review of attended meetings, beginning of the mosquito control season, and the delivering of purchased pesticides.

12. Adjournment:

Trustee Erskine made a motion to adjourn the March Board Meeting. The motion was seconded by Trustee Thomas and passed with a unanimous vote. The meeting was adjourned at 2:02 PM.


Sammie Lee Dickson, District Manager

4/18/2013
Date


LaVone Liddle, Board Chair

04/18/2013
Date

