

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
December 18, 2014  
BOARD MEETING**

**1. Roll Call:**

Presiding: Maureen Wilson, Chair 2014

Time: 12:30 PM

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

Trustees Present: Maureen M. Wilson, Chair  
Todd Erskine, Vice Chair  
La Vone Liddle  
Karen Okabe  
Dr. Dagmar Vitek

Trustees Excused: None

Others Present: Sammie Lee Dickson, Ph.D., Manager  
Ary Faraji, Ph.D., Assistant Manager / Entomologist  
Sally Beagley, District Secretary  
No other members of the public were present

There were no conflicts of interest declared.

**2. Discussion and Approval of 2014 Budget Amendments:**

There were no proposed amendments to the 2014 Budget.

**3. Discussion and Approval of the 2015 Budget:**

The 2015 General Fund Budget, of \$2,387,500, is \$292,500 greater than the 2014 General Fund Budget. A transfer of \$253,000 from the Capital Projects Fund to the General Fund will be made to provide the additional funding needed. Manager Dickson explained that the 2016 Budget will also require a transfer from the Capital Projects Fund and a certified tax rate increase to meet the ongoing needs of the District. The additional money will be used to fund the hiring of a full-time Field Supervisor and two seasonal interns. The interns will work under Assistant Manager Faraji to investigate how to increase the efficacy of the District's aerial adulticiding program. This research will require the purchase of a specialized microscope and software that will allow the interns to analyze drops produced during aerial adulticiding. The cost of this equipment is greater than \$30,000 and appears in the line item for 'Vehicles and Equipment.' Trustee Erskine made a motion to approve the 2015

Budget as presented. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

**4. Approval of the November 20, 2014, Minutes of the November Monthly Board Meeting:**

The following corrections were offered by Trustee Liddle and Wilson: Item #7, following the resolution, insert the following sentence, 'The motion was seconded by Trustee Okabe and passed with a unanimous vote'; and, Item #8, last sentence, change 'notion' to motion'. Trustee Erskine made a motion to accept the October 16, 2014, Minutes of the October Board Meeting with the suggested corrections. Trustee Liddle seconded the motion, which passed with a unanimous vote.

**5. Presentation of the November 2014 Financial Statements and Approval of Bills for Payment:**

Manager Dickson reviewed the November financial statements with the Board. All expenditures were reviewed with special attention paid to those in excess of \$1,000, as requested by the Board. 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 November totaled \$78,046.46 with \$78,046.46 from the General Fund and \$0.00 from the Capital Projects Fund. Several line items in the General Fund will be over budget this year: Office Supplies, Mobile Telephones, Computer/GPS, Interest Expense, Building Maintenance and Repair, Spraying Materials, and Contracted Airplane Spraying. Manager Dickson pointed out that the overall expenditures from the General Fund are 94.3% of the budget compared to 91.7% of the year that has been completed through November. Manager Dickson stated that he estimates that the District will spend all but \$20,000 (1%) of the 2014 Budget. Trustee Vitek made a motion to approve the November financial statement and payment of bills. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

**6. Approval of a Short List for Architect / Engineering Services:**

The three top ranked architectural / engineering firms, Archiplex, Design West and JRCA, made 20 minute presentations to the selection committee, Trustee Wilson, Assistant Manager Faraji and Manager Dickson, on December 16, 2014. The committee determined the top ranking firm was JRCA (87/100), followed by Archiplex (72/100) and Design West (71/100). JRCA appeared to have a much better understanding of the needs of the District and their engineering firm had designed the biosafety lab levels 2 & 3 for the Unified State Laboratory. Manager Dickson and Assistant Manager Faraji will meet with JRCA representatives after the New Year to start cost negotiations. The cost proposal will be presented at the January Board Meeting for full Board discussion and approval. Trustee Okabe made a motion to approve the ranking

of the architectural / engineering forms and to proceed with cost negotiations. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

**7. Report on Attended and Reminder / Approval of Upcoming Training / Meetings:**

Manager Dickson has recommended Assistant Manager Faraji attend the Florida Fly-In in Fort Myers, FL, January 13-15, 2015. This meeting is the only known gathering of mosquito control pilots and operational staff that meets to discuss theories and techniques to improve both larval and adult aerial mosquito control. The meeting is held at the Lee County Mosquito Abatement District.

Todd Erskine, the incoming Board Chair, will be attending the 86<sup>th</sup> Annual Meeting of the Mosquito and Vector Control Association of California, January 24-28, 2015, in Monterey, CA.

The West Central Mosquito and Vector Control Association will hold its Annual Meeting in Moab, UT, March 10-12, 2015. Manager Dickson plans on taking the entire staff to this meeting.

**8. Update on Hiring of Field Supervisor:**

The District has received three completed applications for the Field Supervisor, two-year position. There have been no applications received from the job services listing. The deadline for submitting applications is December 31, 2014. Assistant Manager Faraji and Manager Dickson plan to interview at least three applicants for the position. They will prepare interview questions and then submit them to Trustee Okabe for final review. It is hoped that the new Field Supervisor can be introduced to the Board at the January 15, 2015, Board Meeting.

**9. Board Member Electronic Communications:**

District IT Supervisor Dewsnup has created individual email addresses for use with District communications. In the future, it is hoped that pending documents can be sent and edited through Google Documents. The first attempt to see how this works will be the editing of the minutes of this meeting.

**10. Approval of Purchases:**

Manager Dickson asked the Board for approval to order the second half of the parts to build a new server after the 2015 Budget is active. The cost for the Microsoft Server 2012 software is estimated at \$399.99 and the cost for each of 8 hard drives is \$154.99 for a total cost of \$1,639.91. These costs fluctuate daily but should be very close to this amount. Trustee Liddle made a motion to purchase the necessary components to complete the building of the

new server at an estimated price of \$1,639.91. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

Manager Dickson stated that there are several trucks that will need new tires. The cost of the tires all together could exceed the individual spending limit of \$1,000 without preapproval. Trustee Liddle made a motion to approve the purchase of the tires needed for the District vehicles. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

**11. Manager's Report:**

As of December 16, 2014, 47 states across the USA have detected West Nile virus this year. Forty-three of those states had human cases. A total of 2,085 human cases of West Nile virus were confirmed in the USA in 2014.

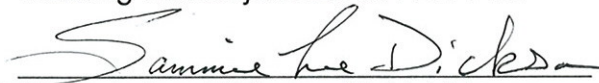
Educational Specialist Jensen has begun making his off-mosquito season school presentations. To date he has made nine presentations to a total of 5 schools and 293 students. He has plans to give an additional 76 presentations to 35 schools and 2,300 students by next April. He is scheduled to go on active Air Guard training in April.

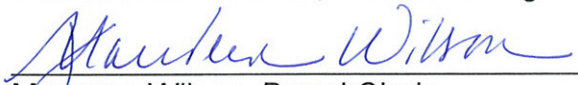
**12. Probable Agenda Items for January 15, 2015, Board Meeting:**

Probable items on the agenda for the January 15, 2015, Board Meeting are: passing of the gavel from Trustee Wilson to Trustee Erskine, review of personnel policies and procedures manual, review of purchasing policy, discussion and adoption of a conflict of interest policy, petty cash balance consideration, purchase of new vehicles, hiring of the new field supervisor and discussion and approval of cost proposal for architectural / engineering services. A boxed lunch will be available for Trustees at noon preceding the Board Meeting which will begin at 12:30 PM.

**13. Adjournment:**

Trustee Erskine made a motion to adjourn the December Board Meeting. The meeting was adjourned at 7:41 PM.

  
Sammie Lee Dickson, District Manager

  
Maureen Wilson, Board Chair

1-15-2015  
Date

Jan 15, 2015  
Date