

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
June 19, 2014
BOARD MEETING**

1. Roll Call:

Presiding: Maureen Wilson, Chair 2014

Time: 6:24 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
Sally Beagley, District Secretary
Cody Cardon, Wood Richards & Associates
No other members of the public were present

The Board welcomed Trustee Okabe, who was appointed by the Salt Lake City Council, on June 3, to fill the remainder of Trustee Thomas' term through December 31, 2016.

2. Presentations and Approval of Audit for Year Ending December 31, 2013:

Cody Cardon, of Wood Richards & Associates, passed out the completed financial audit for the District for the year ended December 31, 2013. On page 2, the audit states, *'In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Salt Lake City Mosquito Abatement District as of December 31, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.'*

Mr. Cardon stated that Clerk Fairbanks and Manager Dickson have done a great job in handling the taxpayer's money and recording the appropriate transactions. The District can only have up to 100% of the value of its property tax collections at the end of the year. The District had just \$1,206.75 under that limit.

Trustee Erskine made a motion to accept the Financial Audit for the year ended December 31, 2013, as presented. Trustee Liddle seconded the motion which passed with a unanimous vote.

3. Approval of the Amended 2014 Budgets:

In the Public Hearing preceding this Board Meeting the Board reviewed proposed changes to the 2014 Budgets. The proposed changes reflect a better representation of the revenues that are expected in 2014. Property taxes have been reduced by \$26,100 but overall income has been increased by \$18,000 to a total of \$2,095,000. Several proposed line items in the General Fund disbursements include: Retirement & 401(k) (+\$1,000), Medical Insurance (-\$14,000), FICA Taxes (+\$1,000), Education (+\$500), Liability Insurance (+\$500), Equipment & Vehicles (+\$4,000) and Aerial Spraying (+\$5,000). Expenditures for the General Fund with the proposed changes would remain at \$2,077,000 but include an \$18,000 contribution to the fund balance for the 2015 Budget. Proposed changes to the Capital Projects Fund include an increase in revenues to \$223,000 because of a higher than expected previous year fund balance. Proposed changes to the expenditures for the Capital Projects Fund include an addition of \$10,000 to expand the fish rearing project, no transfer of funds to the General Fund and a contribution to the fund balance for the 2015 Capital Project Fund. There are no proposed changes to the Committed Reserves in the Capital Projects Fund. Trustee Erskine made a motion to approve the amendments to the 2014 Budgets as presented by Manager Dickson. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

4. 2014 Certified Tax Rate Resolution & Adoption:

The Board had discussed amendments to the 2014 Budget, a proposed 2015 Budget and the information provided by the Salt Lake County Auditor in a hearing held for that purpose earlier in the evening. Trustee Liddle made the following motion: "the governing body of the Salt Lake City Mosquito Abatement District approves a Certified Tax Rate of 0.000127 that will generate approximately \$1,852,900 in property tax revenue for the 2014 Budget year." The motion was seconded by Trustee Vitek and passed with a unanimous vote.

The approval of a Certified Tax Rate of 0.000127 is allowed without going through any additional Truth in Taxation hearings.

5. Approval of the May 15, 2014, Minutes of the May Monthly Board Meeting:

The following correction to the pending May 15, 2014, Board Meeting Minutes was offered by Chair Wilson: in item #6, in the second paragraph, in the fourth sentence, delete the extra '\$.' Trustee Liddle offered an additional correction: in item #6, in the third paragraph, the first sentence, make the word 'washer' plural. Trustee Liddle made a motion to accept the May 15, 2014, Minutes of the May Board Meeting with the proposed corrections. Trustee Erskine seconded the motion, which passed with a unanimous vote.

6. Presentation May 2014 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the May 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 May totaled \$115,453.33 with \$115,453.33 from the General Fund and \$0.00 from the Capital Projects Fund. Trustee Vitek made a motion to accept the May financial statement and to pay the bills as presented. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

7. New Bank Signature Cards:

The passing of Trustee Thomas and the appointment of Trustee Okabe to the Board necessitates that a new signature card be prepared for the District's Zions Bank checking account. Manager Dickson had each of the five Board Members sign the new signature card.

The Davis-Salt Lake Aerial Spray Authority recently had Trustee Carlson, representing MAD-Davis, replaced by Trustee Nolan Birt. Thus, a new signature card is needed to make that change. Trustees Erskine and Liddle who represent this district on the DSLASA Board were asked to sign the new signature card. Manager Dickson will take the signature card to the MAD-Davis so that they can add the final four signatures.

8. Facility Maintenance:

The District has been having an electrician do several small electrical maintenance projects, which include: replacing three outside security light fixtures, replacing five faulty GFI receptacles and installing a new dishwasher. The bill that the electrician submitted is for \$1,167.50, which is more than the spending limit of Manager Dickson. Trustee Erskine made a motion to pay the bill to Bearcat Electric for \$1,167.50 which includes parts and labor for maintenance projects at the District. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

Manager Dickson purchased a dishwasher that was clearance priced at Mountain Land for \$479. Unfortunately, the District's kitchen counter is 1 ½" too low because of an ADA requirement and the dishwasher will not fit under the counter. This dishwasher will be sold. Another dishwasher was located that is of the proper ADA height. The cost was \$549.95. It was installed last week.

The District has purchased new phones for the new voice over internet service. Americom Technologies has to port the District's three telephone lines from Integra, the current provider, before the system can be put into service. This will take approximately three weeks.

Mechanic Feragen and Manager Dickson have met with a representative of Dur-a-flex Flooring Systems to get help in writing specifications for resurfacing the shop floor with an epoxy product. It is hoped that the request for proposals can go out in July and the project started in late September. The District has budgeted \$20,000 for this project.

9. Report on Attended and Reminder of Upcoming Training / Meetings:

Trustees Erskine and Vitek attended the Trustee training session at the South Salt Lake Valley MAD on June 9, 2014. Trustees Liddle and Wilson completed their training on April 29, 2014. Trustee Okabe will have an opportunity to complete her training at either the UMAA or UASD Annual Meetings in October or November.

The Utah Mosquito Abatement Association (UMAA) Annual Meeting will be held October 5-7, 2014, at the Davis Convention Center in Layton, UT. The entire staff and Board are encouraged to attend this meeting.

The Utah Association of Special Districts (UASD) Annual Meeting will be held November 5-7, 2014, at the Davis Convention Center in Layton, UT. The Board is encouraged to attend this meeting.

The American Mosquito Control Association (AMCA) will hold its Annual Meeting in New Orleans, LA, from March 29 to April 2, 2015. Typically the Board Chair, Vice-Chair, Manager, Assistant Manager and two staff attend this meeting. Trustee Erskine, 2015 Chair, stated that he will probably be unable to attend this meeting.

10. Manager's Report:

Service requests were up slightly from the three year average. There was no particular pattern to those requests.

The larval and adult collections of the nuisance mosquito *Aedes dorsalis* were higher than the three year average while the collections of the West Nile Virus vectors *Culex pipiens* and *Culex tarsalis* were lower than the three year average.

The West Nile Virus season has begun. Utah has one wild bird positive for WNV reported to the Centers for Disease Control and Prevention that is related to the winter die-off of 86 bald eagles. As of June 11, there are only two human cases, both from Mississippi. The District has submitted 193 mosquito pools to the Utah State Laboratory for Public Health as of June 9. All pools are negative.

The District had a seasonal employee that quit after three weeks, followed by her replacement quitting after three weeks on the job. A replacement for the second employee to quit has been hired and is in training.

11. Probable Agenda Items for the July 17, 2014, Board Meeting:

The July Board Meeting will be held on July 17, 2014, at the District office, beginning at 12:30 PM. Box lunches will be available for Trustees beginning at noon.

Probable items on the agenda will be a report on West Nile Virus, control activities and the normal business issues. Trustee Vitek stated that she will not be able to attend the July meeting.

12. Adjournment:

Trustee Liddle made a motion to adjourn the June Board Meeting. The motion was seconded by Trustee Vitek and passed with a unanimous vote. The meeting was adjourned at 8:00 PM.

Sammie Lee Dickson 7/17/2014
Sammie Lee Dickson, District Manager Date

Maureen Wilson July 17, 2014
Maureen Wilson, Board Chair Date

