

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
December 17, 2015
BOARD MEETING**

1. Roll Call:

Presiding: Todd Erskine, Chair 2015

Time: 6:22 PM

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

Trustees Present: Todd Erskine, Chair 2015
Karen Okabe, Vice Chair 2015
Maureen M. Wilson
Dr. Dagmar Vitek
La Vone Liddle

Trustees Excused: None

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

Manager Dickson confirmed that the voice recorder was turned on.

There were no conflicts of interest declared.

2. Approval of the November 19, 2015, Minutes of the November Monthly Board Meeting:

Trustee Liddle suggested the following corrections to the pending Minutes of the November Monthly Board Meeting: Item #4, third paragraph, fifth sentence, add an apostrophe to 'Mrs. Fairbank's', and in the seventh sentence add an apostrophe to 'District's'; Item #5, first paragraph, fourth sentence, replace the comma after 'Inc' with a period; Item #9, fourth paragraph insert a comma after 'bed'; and, Item #10, third paragraph insert a comma after 'rules'. Trustee Okabe made a motion to accept the pending Minutes of the November 19, 2015, Board Meeting with the five corrections offered by Trustee Liddle. Trustee Wilson seconded the motion, which passed with a unanimous vote.

3. Presentation of the November 2015 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 \$84,386.52 with \$84,386.52 from the General Fund and \$0.00 from the Capital Projects Fund. Manager Dickson noted that the following line item expenditures were greater than 91.7% of the budget year that has elapsed (excluding items paid just once each year): Disability Insurance, Memberships & Subscriptions, Travel & Conventions, Office Supplies; Computer Software and Hardware, Telephone / Internet, Mobile Telephones, Interest Expense, Equipment Maintenance, Gasoline & Oil, Shop Supplies, Uniforms; Electrical Power, Garbage Removal, Equipment and Vehicles, Encephalitis Surveillance, and Spraying Materials. The proposed amendments to the 2015 Budget will adjust most of these lines and will be reflected on the December Financial Statement.

Trustee Liddle made a motion to approve the November financial statement and payment of bills. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

4. Discussion and Approval of 2016 Property Tax Increase:

Prior to holding this public meeting, the District has gone through numerous meetings, public hearings and advertisements as required by Utah Code.

As required under Utah Code 17B-1-1001(iv)(B), the Salt Lake City Council held a public hearing on August 18, 2015, to consider adopting a resolution approving a proposed increase in the property tax rate of the District.

On August 25, 2015, the Salt Lake City Council approved a resolution approving the proposed property tax increase by the District.

The Salt Lake County Treasurer mailed a 'Notice of Proposed Property Tax Increase' to each owner of property within the District. This notice was included within the annual property tax billing which is allowed under Utah Code Utah Code 59-2-919(3)(a)(i). This notice included the location and time of this public hearing. This notice was mailed out during the first week of October 2015, fulfilling the requirement to be mailed at least 14 days before the next general election.

At the District's October 15, 2015, Board Meeting, agenda item number five was the announcement of the intent to increase the property tax levy above the certified tax rate for the 2016 budget year. Item number six of that meeting was a discussion and approval of the 2016 Tentative Budget that included the proposed increase in the property tax increase.

Two, one-quarter page advertisements were placed in the non-legal section of the Salt Lake Tribune and the Deseret News on December 3, and 10,

2015, as required under Utah Code Utah Code 59-2-919(6)(g). These advertisements were generated using the Utah Tax Commission website, taxrates.utah.gov, Truth in Taxation – Calendar-Year Entities.

The District advertised this hearing in a legal advertisement in compliance with Utah Code 52-2-918 in the Salt Lake Tribune, Deseret News and UtahLegals.com on December 10, 2015. This hearing was also placed on the Utah Public Notice Website as required under Utah Code 17B-1-609.

Immediately preceding this public meeting, the District held a public hearing to receive public comment and consider a proposed property tax increase for the Salt Lake City Mosquito Abatement District for the 2016 budget year.

The proposed property tax increase for the District's 2016 budget year would increase the District's 2016 Budget revenue by an estimated \$1,002,703 for a total estimated income of \$2,895,900 from property tax and \$137,520 from fee-in-lieu. This would be a 52.96% increase in property owners' property tax contribution to the District. A residence, with the average value within the District of \$260,700, would increase from paying \$17.35 to \$26.54 per year which is an increase of \$9.19 annually. A business, with the average value within the District of \$260,700, would increase from paying \$31.54 to \$48.24 per year which is an increase of \$16.70 annually.

The intended use of the revenue from the proposed increase in property tax is to further the District's five-year plan, which is intended to enable the District to better equip and prepare the District to increase the quality of life and protect the health of Salt Lake City citizens from mosquito-borne nuisance and disease. Some of the individual components of the five-year plan that would be funded by the proposed property tax increase include: facility expansion and remodeling (laboratory with PCR capability to test for arbovirus infections and insecticide resistance genes, indoor mosquito fish rearing, a second vehicle wash station, enlargement of the women's locker room, relocation and upgrade to mechanical shop, expansion of pesticide storage building and the addition of a vehicle storage building); adding five new staff positions (laboratory director, laboratory technician, two vector control technicians and a rural field supervisor); increasing the number of seasonal employees by eight individuals; and, expanding the capability to address possible invasive diseases and mosquito species that are being enhanced by global warming.

Trustee Liddle made a motion to increase the property tax rate by an estimated 52.96% that will generate an estimated increase in property tax revenue of \$1,002,703 for the District in 2016. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

5. Discussion and Approval of the 2015 Budget Amendments:

Proposed changes to the 2015 General Fund do not change the total anticipated revenues or disbursements of \$2,387,500. Several revenue line

items would be increased: Previous Year Fund Balance, Property Tax Fee in Lieu and Sale of Fixed Assets. There will be no transfer from the Capital Projects Fund of \$253,000 as was in the original 2015 General Fund Budget. Expenditures will be reduced in Administration, Shop & Equipment Maintenance and Spraying. A transfer of \$110,000 will be made to the Capital Projects Fund.

The total amount of expected revenues for the 2015 Capital Projects Fund will be increased from \$283,000 to \$302,600. There will be no disbursements from the Committed Reserves and there will be a contribution to the fund balance of \$271,600.

Trustee Okabe made a motion to approve amendments to the 2015 General Fund that do not change the total dollar amount of the anticipated revenues and expenditures, but does increase the overall revenue and expenditures of the Capital Projects Fund from \$283,000 to \$302,600. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

6. Discussion and Approval of the 2016 Budget:

The Board of Trustees approved the 2016 Tentative General Fund and Capital Projects Fund Budgets at the October 15, 2015, Board Meeting. The final 2016 General Fund Budget total of \$3,192,990 is \$805,490 greater than the 2015 General Fund Budget. The largest increases in expenditures are in employee salary and wage with their associated benefits; and, the \$666,690 contribution to the fund balance and \$150,000 transfer to the Capital Projects Fund.

The 2016 Capital Projects Fund, totaling \$426,000, includes a previous year fund balance contribution of \$271,600 and a transfer from the General Fund of \$150,000. Expenditures include \$150,000 for architectural and engineering services, \$5,000 for environmental remediation and a \$271,600 contribution to the fund balance. The Committed Reserve balance will remain at \$879,750.

Trustee Vitek made a motion to approve the 2016 General Fund Budget with revenue and expenditures of \$3,192,990 and a 2016 Capital Projects Fund Budget with revenue and expenditures of \$426,600. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

7. Discussion and Approval of Selection Committee's Recommendation for Architectural / Engineering Firm:

Trustees Liddle and Okabe along with Assistant Manager Faraji and Manager Dickson served as the Selection Committee to evaluate the proposals received from six architectural firms that had responded to the District's Request for Proposals to provide ongoing architectural services for the next five years. Manager Dickson attempted to call three references from each of the firms and evaluated the reference according to seven criteria. Recommendations accounted for 25% of the overall score of each firm. On

November 30, 2015, the Selection Committee met at the District's office and tallied each committee member's scores of the six firms according to the five selection criteria provided in the Request for Proposals. The Selection Committee ranked the following four firms as highly qualified to meet the District's criteria and needs: Design West, Architectural Nexus, Archiplex Group and FFKR. Manager Dickson sent an email to all four firms with a link to sign up for an in person presentation and interview on the afternoon of Friday, December 11, 2015. Each firm was allowed twenty minutes to make a presentation and then each was asked the same set of five questions. The Selection Committee ranked each firm according to the three criteria that were placed in the original Request for Proposal. The Selection Committee recommended the following ranking of the four firms: Design West, Architectural Nexus, FFKR and the Archiplex Group.

Trustee Okabe made a motion that Assistant Manager Faraji and Manager Dickson begin negotiations with Design West to see if a contract and compensation for architectural / engineering services can be agreed upon. The motion was seconded by Trustee Liddle and passed with a unanimous vote. Manager Dickson stated that his goal is to negotiate the compensation and contract, have an attorney review the contract and have it ready for Board approval at the January 21, 2016, Board Meeting. If mutually beneficial terms cannot be worked out with Design West, negotiations will begin with the next highly ranked firm.

8. Repair of District Vehicle:

On June 29, 2015, one of the District's seasonal employees backed into a concrete pole after picking up a mosquito surveillance trap at the Tracy Aviary. The incident was reported to District Manager Dickson. There was damage to the right rear of the bumper, the left panel of the truck bed was bowed by the wheel well and the tailgate would no longer open. Manager Dickson did not report this to the District's insurance carrier as he felt the damage was not that severe. The 2012 Chevrolet Colorado was taken to LW Auto body, a Utah State contracted provider of auto body repair work. The estimate for repair to the vehicle is \$2,416.94. Trustee Wilson made a motion to have LW Auto Body repair the District's 2012 Chevrolet Colorado truck at an estimated cost of \$2,416.94. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

9. Manager's Report:

Included in this month's Manager's Report is an article about how the mosquito-borne virus chikungunya may be causing more serious symptoms than was first thought. While chikungunya is not an epidemic disease in the US, the mosquito that transmits the disease is of growing concern because its expansion may be related to global climate change.

The number of human West Nile virus cases in Utah, did not change from the documented eight human cases reported in last month's Manager's

Report. Nationally, however, the number of human cases has now risen to 1,996 with 111 deaths.

The Great Salt Lake elevation is down to 4,192.3 feet above sea level. This is just over a foot from the historic low level of 4,191. This will mean that as vegetation starts growing in the exposed lake bed the mosquito control area of the District will be expanding.

10. Board Member Appointment – Reappointment Update

The Salt Lake City Mayor's Office has forwarded Trustee Wilson's name to the Salt Lake City Council for appointment to a second four-year term. Manager Dickson was also told that ex-Salt Lake City Councilman Carlton Christensen's name has been forwarded to the Salt Lake Council as a recommended replacement for Trustee Erskine whose term expires on December 31, 2015. It is not known when the Salt Lake City Council will take action on these two appointments. Trustee Erskine has agreed to continue serving on the Board until a replacement can be made. Manager Dickson stated that he will greatly miss having Trustee Erskine on the Board as he has made many contributions to the success of the District and has been available whenever needed. This sentiment was echoed by the entire Board and staff present at the meeting.

The issue of the possible reappointment of Trustee Vitek to the Board for a third term is still pending in the Salt Lake City Mayors' office.

Manager Dickson asked if there was anyone on the Board that would like to take Trustee Erskine's position on the Davis-Salt Lake Aerial Spray Authority Board. None of the Trustees volunteered. Manager Dickson will look at the DSLASA By-Laws to see if Trustee Erskine could still fill this role for the District after he leaves the District Board. This item will be placed on the January Board Meeting agenda.

11. Probable Agenda Items for the January 21, 2016, Monthly Board Meeting:

Probable items on the agenda for the January 21, 2016, monthly Board Meeting to be held at 12:30 PM include, but are not limited to:

- Transfer of gavel to new Board Officers
- Possible welcome of new Board Member
- Resolution of appreciation for Trustee Erskine's service to the District
- Update on meetings/training attended and scheduled
- Appointment of a Board Member to the DSLASA Board
- Discussion and Approval of the contract and compensation package for an architectural engineering firm
- Update on the hiring of an Assistant Manager

12. Adjournment:

Trustee Liddle made a motion to adjourn the December Board Meeting. The motion was seconded by Trustee Vitek and passed with a unanimous vote. The meeting was adjourned at 8:15 PM.

Sammie Lee Dickson
Sammie Lee Dickson, District Manager

1/21/16
Date

Todd Erskine
Todd Erskine, Board Chair 2015

1/21/16
Date

