

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
May 21, 2015
BOARD MEETING**

1. Roll Call:

Presiding: Karen Okabe, Vice Chair 2015, and Todd Erskine, Chair 2015

Time: 12:31 PM

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

Trustees Present: Todd Erskine, Chair 2015 (arrived 12:36 pm Item #3)
Karen Okabe, Vice Chair 2015
La Vone Liddle
Dr. Dagmar Vitek (arrived 12:39 pm Item #3)
Maureen M. Wilson

Trustees Excused: None

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

There were no conflicts of interest declared. Karen Okabe, Vice Chair 2015, opened the meeting and then turned the meeting over to Todd Erskine, Chair 2015, when he arrived for Agenda Item #3.

2. Approval of the April 16, 2015, Minutes of the April Monthly Board Meeting:

Manager Dickson offered the following corrections to the pending Minutes of the April 16, 2015, Board Meeting: Agenda Item #7, fourth paragraph, first sentence, add apostrophe and an 's' to 'Associations', and Agenda Item #8, fourth sentence, insert 'be' between 'will' and 'extremely'. Trustee Wilson made a motion to accept the pending Minutes of the April 16, 2015, Board Meeting with the corrections offered by Manager Dickson. Trustee Liddle seconded the motion, which passed with a unanimous vote.

3. Presentation of the April 2015 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the April 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 April totaled \$217,757.94 with \$213,317.94 from the General Fund and \$4,440.00 from the Capital Projects Fund. Manager Dickson noted that the following line item expenditures were greater than 33% of the budget year that has elapsed: Memberships & Subscriptions (membership dues are paid early in the budget year); Travel & Conventions; Office Supplies; Computer Software and Hardware; Mobile Telephones; Miscellaneous Expenses; Board Meetings; Equipment Maintenance; Shop Supplies; Uniforms; Natural Gas utility; Equipment and Vehicles; and, Spraying Materials (about half of the yearly supply of pesticides). Trustee Wilson made a motion to approve the April financial statement and payment of bills. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

4. Credit Card Use and Petty Cash Use and Management Policies:

At the March and April Board Meetings, the Board had discussed and offered revisions to the Credit Card Use and Petty Cash Use and Management Policies. The draft presented to the Board has a non-compliance statement and wording change from the April presentation. Trustee Liddle noted that in the Petty Cash Use and Management Policy, seventh paragraph, seventh bullet, the word 'ask' needs to be deleted. Manager Dickson was asked how the plan would be implemented. Manager Dickson explained that both policies have a requirement that all users of the petty cash fund or district credit card must take training and sign an agreement to keep the cards secure, etc. Manager Dickson will hold a group training session before the cards are used.

Trustee Vitek made a motion to approve both the Credit Card Use and Management Policy and the Petty Cash Use and Management Policy with the correction offered by Trustee Liddle. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

5. Discussion and Approval of an Updated Education Policy:

During the discussion of the financial statement at the April Board Meeting, Trustee Okabe inquired about the District's policy on deciding which employees are awarded reimbursement for continuing educational opportunities. Manager Dickson stated that the District's policy did not specifically address who receives the reimbursement, but rather the requirements for employees that do receive reimbursement. Following the April Board Meeting, Trustee Okabe reviewed the current Continuing Education section (Section XVII part 5) in the Personnel Policies and Procedure Manual (dated January 2015). Trustee Okabe offered several suggestions which were incorporated into the policy and distributed for the whole Board to review. One of the key phrases proposed for inclusion in the policy states: *'Educational assistance is a benefit, not an entitlement to employees. Each request for educational assistance will be reviewed by the District Manager to determine whether the job-related course is of benefit to SLCMAD. In cases where there are equally qualified candidates, the preference will be given to the more tenured employee.'* Trustee Liddle made a motion to approve the revised

wording of the Continuing Education section of the District's Personnel Policy and Procedure Manual dated January 2015. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

6. Five-Year Plan:

The District received a report from JRCA outlining the cost estimates for all aspects of the five remodel/construction projects that are outlined in the five-year plan. If the construction of all of the five project areas is done at the same time there will be a cost savings of as much as 40%. The total estimated cost for all five projects is \$2,681,247 with an estimated inflationary cost of 5% compounded yearly for each year after 2016. Manager Dickson has been working with Johnathan Ward on the feasibility of bonding to do the work on the five project areas. Johnathan Ward was the financial advisor from Zions Bank that helped DSLASA set up its bonding to build the airplane hangar. He will work on getting a good estimate, but said a ten year bond for three million dollars will require about a \$375,000 payment per year. To fund the bond payment the District would need an increase in property tax revenue of at least 18%.

Assistant Manager Faraji will be preparing an amended 2015 Budget and a proposed 2016 Budget for review at the June Board Meeting and Public Hearing. The proposed 2016 Budget is not official but is needed to look at the amount of money that needs to be asked for in order to move forward with the five-year plan. Decisions need to be made on the timing of the hiring of a new Assistant Manager to replace Dr. Faraji as he takes over as District Manager when Manager Dickson retires next June. Two questions that need to be addressed are: Should a new person be hired and trained so that they are ready for the mosquito season or should it be postponed until mid-year? Secondly, when the District Secretary retires next spring, will the position be changed to combine the Bookkeeper and Secretary positions into an Administrative Assistant's position or leave it the way it is?

The District was contacted by Robert Nardi, a consultant with Louis Berger, who was hired by the State of Utah to evaluate potential prison relocation sites. Mr. Nardi had observed one of the District's adult mosquito surveillance traps was on the potential relocation property located at about 7200 West and 700 North. Mr. Nardi has met with Assistant Manager Faraji and Manager Dickson a couple of times to get advice on the possibility of mosquitoes being a problem at the potential prison relocation site. Manager Dickson provided mosquito trapping data for 2014 at three of the District's traps closest to the potential prison relocation site, along with data provided by the South Salt Lake Valley MAD for a trap located at the current prison location. Both the Salt Lake City Council and Mayor have come out openly opposed to relocating the prison at the 7200 West location. Manager Dickson said that he hopes that the prison relocation decision will not be a political issue associated with the Salt Lake City Council being asked to approve the tax increase for the District.

7. Old Site Ground Water Monitoring:

The District headquarters and base of operations was located at 463 North Redwood Road continuously from 1945 until early 1993. For many of those years, the pesticides used to control mosquitoes were chlorinated hydrocarbon based products, such as, DDT, BHC, chlordane and lindane. All of these products were extremely effective due to their long persistence in the environment. That persistence turned out to be the very item that has caused the District to do an extensive environmental clean-up and long-term ground water monitoring at the 'old site.' The District entered into a Site Management Plan with the Utah Department of Environmental Quality (UDEQ) in February of 2002. Under that agreement the District is required to monitor ground water at the old site for thirty years. Ground water monitoring began quarterly in 2004, every third quarter from 2005 through 2009, every second quarter from 2010 to the present. The most recent ground water monitoring was performed on May 15, 2015, through an ongoing contract with Sage Environmental. Since there have been no significant changes observed in the ground water, Sage Environmental, on behalf of the District, will be petitioning UDEQ to change the future ground water monitoring sampling events to less frequent than every two years.

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

The Utah Mosquito Abatement Association's Annual Spring Workshop was held at the offices of the Utah Local Government Trust, in North Salt Lake, on Saturday April 18, 2015. Eight staff and twenty-two seasonal employees from this District attended the workshop. Over two hundred mosquito workers from around the state were in attendance.

The American Mosquito Control Association's 16th Annual Washington Conference was held in Washington, D.C., May 4-6, 2015. Assistant Manager / Entomologist Faraji, District Clerk Fairbanks and Manager Dickson attended the meeting. Secretary Beagley attended this meeting representing the South Salt Lake Valley MAD as one of their trustees. The main issue that was conveyed to the Utah legislative offices was the need to support HR 897, a bill that would eliminate the need for mosquito abatement districts to have a National Pollutant Discharge Elimination System (NPDES) permit.

The DSLASA Board will meet for its second quarter Board Meeting on June 11, 2015 at 5:00 pm, at the offices of the Mosquito Abatement District-Davis in Kaysville, UT.

Assistant Manager Faraji informed the Board that he would be taking personal leave to go on a trip to Iran with his former major professor to give talks about medical entomology to four universities. He is expected to be gone from May 24 until June 5, 2015.

9. Manager's Report:

After an extremely dry winter, May started out with rainstorms almost every day. Low lying areas have gone from being totally dry in April to being completely filled. Some areas that have not been flooded for many years are now producing mosquito larvae. Fortunately, the temperatures have been cool and mosquito larvae are developing slowly. Because of the stormy nights, it has not been possible for the ground crews and contracted airplane spraying to keep up with all of the mosquito production. It is expected that adult nuisance mosquitoes will hit city neighborhoods by late May. The number of service opportunities is expected to rise dramatically in the coming weeks.

Tree hole technicians are now finding that most tree holes are full of water and a high percentage are producing larvae. Adult tree hole mosquitoes will be of concern by mid-June.

The American Mosquito Control Association has invited the District to present a webinar on its bicycle curb and gutter control program this November. Assistant Manager Faraji will work with Urban Field Supervisor Sorensen on this presentation.

Assistant Manager Faraji is working with two interns, ^{as well as, VDCI} ~~VCDI~~ and AMVAC Chemicals in a research project designed to measure the size and amount of adulticide that reaches the ground from aerial ULV spraying. The goal is to make sure more of the right size droplets get to the ground mosquito killing zone to ultimately use less pesticide and kill more mosquitoes.

10. Probable Agenda Items for the June 18, 2015, Public Hearing and Board Meeting:

The District will hold a public hearing at 6:00 PM on June 18, 2015, for the purpose of giving information and receiving public input on proposed amendments to the District's 2015 Budget and proposed 2015 Certified Tax Rate. A proposed 2016 Budget will also be presented.

Probable items on the agenda for the June 18, 2015, Board Meeting, immediately following the public hearing, are: discussion and approval of 2014 Budget Amendments, discussion and approval of the 2015 Certified Tax Rate, presentation of the independent audit for the year ended December 31, 2014, continued discussion of the five-year plan and the Manager's Report.


A buffet style supper will be available for Trustees at 5:30 PM preceding the Public Hearing which will begin at 6:00 PM.

11. Adjournment:

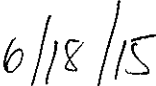
Trustee Liddle made a motion to adjourn the May Board Meeting at approximately 2:30 PM.

Sammie Lee Dickson, District Manager

Date



Todd Erskine, Board Chair 2015



Date