

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
November 19, 2015
BOARD MEETING**

1. Roll Call:

Presiding: Todd Erskine, Chair 2015

Time: 12:32 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

There were no conflicts of interest declared.

Manager Dickson confirmed that the voice recorder was turned on.

2. Approval of the October 15, 2015, Minutes of the October Monthly Board Meeting:

Trustee Erskine suggested a correction to Item 5, third paragraph, fifth sentence, add an 's' to 'disease' making it 'diseases'. Trustee Liddle made a motion to accept the pending Minutes of the October 15, 2015, Board Meeting with the correction offered by Trustee Erskine. Trustee Okabe seconded the motion, which passed with a unanimous vote.

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

Manager Dickson reviewed the October 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 October totaled \$129,996.22 with \$129,996.22 from the General Fund and \$0.00 from the Capital Projects Fund. Manager Dickson noted that the following line item expenditures were greater than 83.3% of the budget year that has elapsed (excluding items paid just once each year): Salary & Wages, FICA Taxes, Disability Insurance, Memberships & Subscriptions, Travel & Conventions, Office Supplies; Computer Software and Hardware, Mobile Telephones, Equipment Maintenance, Gasoline & Oil, Shop Supplies, Uniforms; Electrical Power, Garbage Removal, Equipment and Vehicles, Encephalitis Surveillance, and Spraying Materials.

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

4. Five-Year Plan Update:

Cancellation of Architectural / Engineering Contract

After consultation with the District's legal representative, Felshaw King, Manager Dickson sent a certified letter to Gordon Clark, of JRCA, notifying him of the cancellation of the agreement to provide architectural / engineering services to the District.

Request for Qualifications for Architectural / Engineering Services

Manager Dickson prepared a new Request for Qualifications document, placed a legal advertisement in the Salt Lake Tribune and Deseret News and mailed out documents to forty potential architectural firms. Six responses were received by the deadline of November 13, 2015. The six firms are: Harper Engineering, Think Architecture, Design West, Archiplex, Architectural Nexus and FFKR. Manager Dickson asked if any of the Board would like to serve on the selection committee. Trustees Okabe and Liddle both offered to serve on the selection committee with Assistant Manager Faraji and Manager Dickson. All of the proposals of qualifications will be reviewed by each committee member according to the formula set forth in the Request for Qualification document. Manager Dickson will contact three references for each potential firm. The selection committee will meet on November 30 at 9:00 am to tally their reviews of the qualification proposals. The committee will narrow the field of candidates down to three or four highly qualified firms that will be invited to give a short presentation to the committee on December 11, 2015. After the interviews, the candidates will once again be evaluated according to the criteria listed in the Request for Qualification document. The goal of the committee is to select a firm by December 17, 2015.

CFO Salary:

At the October 15, 2015, Board Meeting, the Board approved combining the two part-time positions of the District Clerk/Bookkeeper and District Secretary into a single position to be designated as the Chief Financial Officer.

Manager Dickson offered the position to the current District Clerk/Bookkeeper, Aleta Fairbanks, as an in-house job promotion with the approved annual salary of \$70,882. Mrs. Fairbanks would very much like to accept the position, but it would mean quitting a second job with an overall loss in yearly compensation of around \$20,000. She asked Manager Dickson if he would provide a counter offer to the Board of an additional \$5,000 per year in salary. The Board was also given Mrs. Fairbanks resume indicating that she holds a Masters of Professional Accounting Degree and is a Certified Public Accountant. She has been employed by the District since 1989 and has many years of accounting experience with not only this District but several other professional organizations. Manager Dickson pointed out that to meet the counter offer, the District would need to offer an annual salary of \$76,359 to meet Step 36 Lane E of the Districts 2016 Salary Step Table. Trustee Liddle made a motion to approve an offer of an annual salary of \$76,359 to Mrs. Fairbanks as an in-house promotion to CFO of the District to be effective January 26, 2016. If the offer is not accepted by January 15, 2016, it will be void. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

Advertising Costs

A total of 64,634 unique notices of Proposed Tax Increase were prepared, printed and mailed by the Salt Lake County Treasurer's office to all property owners within the District. The total cost to the District was \$3,098.94. If the district would have had to do this mailing on its own, the postage alone would have been \$31,671. The District has ordered two one-quarter page advertisements to be placed in the Salt Lake Tribune and Deseret News on Thursday, December 3 and 10, 2015. The total cost of these two advertisements is \$1,416. The District will also have a legal advertisement placed in both newspapers on December 10, 2015, giving notice of the Public Hearing to be held on December 17, 2015. The cost of this advertisement is \$54. The help of the Salt Lake County Treasurer has saved the District and tax payers tens of thousands of dollars. The District is grateful for the guidance and assistance provided by the Salt Lake County Treasurers office during this process.

5. Approval of Bids to Sell Surplus Property:

The District has one 2009 and two 2011 Honda TRX 500 ATV's, a 2005 Chevrolet 2500 HD pickup and a 2001 Chevrolet S-10 pickup which have been declared as surplus property. All of these items were placed in front of the District's office for two weeks with 'For Sale' signs and information requesting the submission of sealed bids to participate in the purchase of these vehicles. The deadline for sealed bids was Tuesday, November 17, 2015. The District received nine bids on the 2005 Chevrolet 2500 HD pickup, ranging from a low of \$6,100 to a high of \$12,500 by DB Mechanical, Inc, Fourteen bids were received on the 2001 Chevrolet S-10 pickup, ranging from a low of \$2,500 to a high of \$7,525 from a Mr. T. Rogers. Manager Dickson has received the certified checks from the high bidders on both vehicles. Trustee Vitek made a motion to accept the high bid of \$12,500 from DB Mechanical, Inc. for the 2005

Chevrolet 2500 HD pickup and \$7,525 from Mr. T. Rogers for the 2001 Chevrolet S-10 pickup. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

The District received ten sealed bids on the 2009 and nine each on the two 2011 Honda TRX 500 ATV's. The low and high bids on the three ATV's respectively are: \$1,300 and \$2,468; \$1,600 and \$2,575; and, \$1,510 and \$3,000. Trustee Wilson made a motion to accept the high bid of \$2,468 for the 2009, \$2,575 for one of the 2011 and \$3,000 for the other 2011 Honda TRX 500 ATV's, with the provision that if the high bidder fails to make the purchase the next highest bidder will be offered the vehicles until they are sold. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

Manager Dickson stated that the 2015 Budget was expecting \$15,000 from the sale of surplus property. The sale of these five items will bring in more than \$28,000.

6. Approval to Purchase:

The District has two truck mounted B&G Phoenix ULV spray units. The District has GPS tracking software purchased through Electronic Data Solutions for each of these units. During the 2015 mosquito season both of the spray units had failures to their circuit boards disallowing the GPS tracking software to operate. B&G is no longer in business and replacement circuit boards, either new or used, have not been found. The GPS tracking is critical to the documentation of the ground ULV spraying. The best solution for the District is to purchase two new ULV spray units that are compatible with the software the District already owns. The ULV spray unit that meets these requirements is only manufactured and distributed by Clarke. The specific unit is a Grizzly OHV Smart Flow ULV sprayer. The cost of each unit is \$9,000 with an additional shipping charge of \$102.20 on each. This would be a single source purchase.

Manager Dickson is also seeking approval from the Board to purchase a 75 inch 4K Ultra High Definition Smart LED monitor to be placed in the board room. The video monitor would be used to project documents and materials for Board meetings and safety training for employee education. IT Supervisor Dewsnup has found a Vizio product from Amazon.com for \$2,598.00 with no shipping charge. This is the lowest price for a product of this quality from ten other sources that were compared. Trustee Wilson made a motion to price compare with Costco before purchasing this item and to purchase from the source of least cost not to exceed \$2,598. The motion was seconded by Trustee Liddle and approved with a unanimous vote.

7. Resolution Regarding UASD 2015 Distinguished Manager Award:

Trustee Erskine and Assistant Manager Faraji nominated Manager Dickson for the UASD Annual 2015 Distinguished Manager Award. The nomination requires a resolution from the District's Board. The following resolution was prepared by Assistant Manager Faraji and received initial unanimous support from the Board through an email vote. This was done to

keep the award as a surprise to Manager Dickson. Manager Dickson was scheduled to receive the award at the UASD Annual Meeting on November 5, 2015; however, Manager Dickson was sick and did not attend the meeting. Assistant Manager Faraji accepted the award on behalf of Manager Dickson. Assistant Manager Faraji asked the Board for a formal approval of the resolution at this meeting. Trustee Liddle made a motion to formally approve resolution No. 9-15-2015 to nominate Manager Dickson for the UASD 2015 Distinguished Manager Award. Trustee Vitek seconded the motion and it passed with a unanimous vote. The formal resolution is:

SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
RESOLUTION NO. 9-15-2015

A RESOLUTION REGARDING THE NOMINATION OF DR. SAMMIE LEE
DICKSON FOR CONSIDERATION OF THE DISTINGUISHED MANAGER
AWARD FOR THE UTAH ASSOCIATION OF SPECIAL DISTRICTS

WHEREAS, Dr. Sammie Lee Dickson was hired in the spring of 1978 by the Salt Lake City Mosquito Abatement District as a seasonal Vector Control Technician, and worked in that capacity until his promotion to Assistant Manager in 1983 and eventually as District Manager in 1987; and

WHEREAS, Dr. Sammie Lee Dickson has excelled as a mosquito control professional and leader at the local, state, national, and international levels for many years; and

WHEREAS, Dr. Sammie Lee Dickson has increased the professionalism, efficacy, efficiency, fiscal and judicial responsibility, and scientific endeavors of mosquito abatement districts in the State of Utah for the benefit of public comfort and health; and

WHEREAS, Dr. Sammie Lee Dickson has been an active supporter and member of the Utah Association of Special Districts, and has worked on the Board of Directors of that organization since 2010; and

WHEREAS, pursuant to the Utah Association of Special Districts' award requirements, the Board of Trustees of Salt Lake City Mosquito Abatement District must adopt a resolution nominating the District Manager as a recipient of the Distinguished Manager Award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Salt Lake City Mosquito Abatement District wholeheartedly nominate Dr. Sammie Lee Dickson for the Distinguished Manager Award of the Utah Association of Special Districts.

BE IT FURTHER RESOLVED that the Board of Trustees of Salt Lake City Mosquito Abatement District also acknowledge the extraordinary contributions of Dr. Sammie Lee Dickson for his 37 years of service to the citizens of Salt Lake City and mosquito control efforts in the State of Utah.

Approved by the Board of Trustees of SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT, this 15th day of September, 2015, upon roll call as follows:

Todd Erskine, Board Chair -aye
Karen Okabe, Board Vice Chair -aye

La Vone Liddle, Trustee -aye
Maureen Wilson, Trustee -aye
Dr. Dagmar Vitek, Trustee -aye

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

Trustees Okabe and Erskine, Assistant Manager Faraji and District Clerk attended the UASD Annual Meeting, hosted at the Provo Marriot, November 4-6, 2015. Trustees Okabe and Erskine received certificates for completion of yearly Board Member training.

Assistant Manager Faraji attended the Annual Meeting of the Entomological Society of America in Minneapolis, MN, November 16-18, 2015. He was invited to present in a symposium on the Asian tiger mosquito, *Aedes albopictus*, in the USA.

Assistant Manager Faraji has been asked to make a presentation at the Florida Mosquito Control Association Aerial Short Courses to be held in Ft. Myers, FL, January 12-14, 2016. This meeting has the nick name of the Florida Fly-In where many of the Florida mosquito control agencies fly their spray aircraft to the meeting for demonstrations of equipment and techniques.

For over 40 years, the manager of this District attended the Annual Meeting of the Mosquito & Vector Control Association of California. The meeting was attended by the District's Chair, Trustee Erskine, in 2015. There is a considerable amount of research being done by California mosquito control agencies in recent years. The Annual MVCAC meeting will be held in Sacramento, CA, February 28-March 2, 2016. It is recommended that Assistant Manager Faraji attend this meeting.

The District's Urban Supervisor, Brad Sorensen, presented an AMCA webinar on the District's bicycle program, titled, 'Live to Ride, Ride to Kill: Salt Lake City Mosquito Abatement District's Urban Catch Basin Program Using Bikes' on November 10, 2015. The webinar was attended by the District staff and Trustees Wilson, Liddle and Erskine. Urban Supervisor Sorensen did an exceptional job representing the District.

The American Mosquito Control Association Annual Meeting will be held in Savannah, GA, February 7-11, 2016. Trustees Liddle and Okabe, District CFO Fairbanks, Operations Supervisor Harman and Assistant Manager Faraji will be attending this meeting.

The DSLASA Board will hold its fourth quarter Board Meeting and Public Hearing for its 2016 Budget on December 10, 2015, at 5:00 and 6:00 PM respectively, at the MAD-Davis office.

Manager Dickson will be having the whole staff drive to the West Central Mosquito & Vector Control Association Annual Meeting in Grand Junction, CO, February 28 through March 2, 2016.

9. Manager's Report:

The staff has switched from its summer to winter routine. Office personnel are writing reports, papers, ordering supplies for next season, planning next season's projects, and preparing budgets and inventory. Shop personnel are working on equipment and facility maintenance. During the last two weeks, surplus vehicles have been prepared for sale by sealed bids.

Included in this month's Manager's Report is an article about an epidemic of dengue on the big island of Hawaii. The number of human cases has now reached 72 with 19 of those being children.

Utah, to date, has documented eight human cases of West Nile virus, with four of those cases in Salt Lake City. Nationally there have been 1,812 human cases with 98 fatalities. An additional 311 viremic blood donors were also detected.

The Great Salt Lake elevation is down to 4,192.4 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 2015 Board Chair, Todd Erskine was appointed to the Board in August of 2008. He replaced Kristi Erskine on the Board. Salt Lake City counts 2008 as a full year in his term. Trustee Erskine's first term ended on December 31, 2011. He was reappointed to a second four-year term that will end on December 31, 2015. Manager Dickson has been in contact with Carlton Christensen about his possible appointment to the Board; however, he is very busy with the Prison Relocation Committee and may not choose to apply.

Former Salt Lake City Mayor Palmer DePaulis, who had previously submitted an application, was just reappointed to the Board of the Housing Authority of Salt Lake City and will not be eligible to serve on this district's Board. Manager Dickson does not know of any other applicants. It would be good to see the west side of Salt Lake City represented, as this area is the most affected by flood water mosquito populations.

Trustee Maureen Wilson was appointed to this District's Board in March of 2012. Trustee Wilson's first four year-term will end December 31, 2015. She is eligible for reappointment for another four-year term. Lindsey Mair, from Mayor Becker's office, has indicated that this should be taken care of without a problem.

The third Board Member issue is not urgent, but would be appropriate to address under the current city administration, which is well familiar with the District's operations. Dr. Dagmar Vitek was originally appointed to the Board on January 27, 2009. Her first four-year term ended December 31, 2012. She was reappointed to a second four-year term that will end in December 31, 2016. Under the current Salt Lake City Council rules it would appear that she will be ineligible for reappointment when her current term expires. Manager Dickson has talked with Lindsey Mair about the possibility of a reappointment under a special circumstance: Dr. Vitek is the Deputy Director of the Salt Lake County Health Department. In this capacity, she has been an invaluable liaison between the Salt Lake Valley Health Department and this district, especially, in regards to West Nile virus and human cases. An excellent example of this relationship took place in 2006, when the Salt Lake Valley was experiencing an epidemic of human West Nile virus cases. A large aerial spraying (~110,000 acres) was planned to try and break the transmission cycle. It required aerial spraying over populated areas. Without Dr. Vitek's declaration of a public health emergency, the aerial flights would not have taken place and many more people would have been exposed to WNV. Our District has, and will continue to be greatly benefited by the service of Dr. Vitek to our Board. Manager Dickson has been told that some of the city's board appointments are for six-year terms and people serve two terms for a total of 12 years. Manager Dickson would make the case that Dr. Vitek is in a unique situation to benefit the health of the citizens of Salt Lake City. If Dr. Vitek were appointed to a third four-year term, it would not be any longer than the terms some other individuals serve on other boards.

The Board did not address the appointment of a replacement for Trustee Todd Erskine to the DSLASA Board.

11. Probable Agenda Items for the December 17, 2015, Public Hearing and Monthly Board Meeting:

Probable items on the agenda for the December 17, 2015, Public Hearing, to be held at 6:00 PM include:

- Public Comment and Discussion of Proposed Amendments to the 2015 Budget
- Public Comment and Discussion of a Proposed 2016 Property Tax Increase
- Public Comment and Discussion of 2016 Budget

Probable items on the agenda for the December 17, 2015, Monthly Board Meeting, to be held immediately following the Public Hearing at approximately 6:30 PM include:

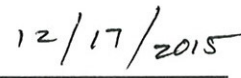
- Discussion and Approval of Amendments to the 2015 Budget
- Discussion and Approval of the Proposed 2016 Property Tax Increase
- Discussion and Approval of the 2016 Budget

12. Adjournment:

Trustee Liddle made a motion to adjourn the November Board Meeting, which adjourned at 2:37 PM.



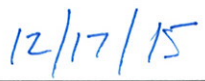
Sammie Lee Dickson, District Manager



Date



Todd Erskine, Board Chair 2015



Date

