

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
October 20, 2011  
BOARD MEETING**

**1. Roll Call:**

Presiding: G. E. 'Deac' Thomas, Board Chair

Time: 12:30 PM

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

Trustees Present: G.E. 'Deac' Thomas, Chair  
Raymond Uno  
La Vone Liddle  
Todd Erskine

Trustees Excused: Dr. Dagmar Vitek, Vice Chair

Others Present: Sammie Lee Dickson, Manager  
Dennis Kiyoguchi, Assistant Manager  
Sally Beagley, District Secretary  
Banugopan Kesavaraju, District Biologist  
No members of the public were present

**2. Approval of the September 15, 2011, Minutes of the September Monthly Board Meeting:**

The following corrections to the minutes were proposed by Trustees Liddle and Erskine, and staff Kiyoguchi and Beagley: item #5, fourth sentence, replace 'these' with 'those', and in the fifth sentence, insert 'and' after the word 'agencies' and before 'are'; item #6, first paragraph, first sentence, capitalize 'District's'; item #8, third sentence, change '2001' to '2011'; item #10, first paragraph, fourth sentence, insert a coma after 'wetlands,', in the second paragraph, first sentence change 'basin' to 'basins', and in the fourth paragraph, first sentence, change the wording to 'Human infections of West Nile Virus, nationally, continue to be at the lowest level of cases since 2002.' Trustee Liddle made a motion to accept the September 15, 2011, Minutes of the September Board Meeting with the proposed changes. Trustee Erskine seconded the motion and it passed with a unanimous vote.

**3. Presentation of September 2011 Financial Statements and Approval of Bills for Payment:**

Manager Dickson reviewed the September financial statements with the Board. All expenditures in excess of \$500 were reviewed. 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 September totaled \$156,795.65 with \$156,795.65 from the General Fund and \$0.00 from the Capital Projects Fund. Trustee Liddle made a motion to accept the September financial statement and to pay the bills as presented. The motion was seconded by Trustee Uno and passed with a unanimous vote.

**4. 2012 Tentative Budgets – Review and Adoption:**

The Board reviewed a 2012 Tentative General Fund Budget of \$2,055,500. The Tentative Budget is 1.1% higher than 2011, but will not require any tax increases. The difference will be made up with a transfer from the Capital Projects Fund, with carry over money from 2011. The 2011 Tentative Capital Projects Budget of \$103,000 is 1.4% less than the 2011 Capital Projects Fund Budget. Manager Dickson stated that the 2012 Tentative Budgets should be close to the final budget that will be adopted in December, but will have some minor changes. Trustee Liddle made a motion to approve the 2012 Tentative General Fund and Capital Project Fund Budgets as presented. The motion was seconded by Trustee Uno and passed with a unanimous vote.

**5. Salary and Wage Review:**

Assistant Manager Kiyoguchi, Biologist Kesavaraju and District Secretary Beagley left the meeting room. Manager Dickson presented his salary recommendations for the staff to the Board. He also gave the Board a table with the history of salaries for the past five years, a table of the past five years of the federal cost of living percentages, a step table with a 3.8% cost of living adjustment for all employees salaries, the 2011-2012 Granite School District pay table, a 2010 salary survey of fourteen mosquito abatement districts in Utah, and a table of hourly wages for seasonal employees. Manager Dickson left the room so that the Board could freely discuss salary and wages.

Once the Board concluded their discussion, Assistant Manager Kiyoguchi, Biologist Kesavaraju, District Secretary Beagley and Manager Dickson returned to the Board Meeting. Trustee Liddle made a motion that all employees receive a 3.0% cost of living increase in their salaries and that Rural Field Supervisor Jason Hardman be given a position adjustment from C4 to C9 on the District's salary table. The motion was seconded by Trustee Uno and passed with a unanimous vote.

Trustee Liddle stated that Manager Dickson should relate to the staff that the Board does recognize that the District is currently staffed with an outstanding

team of dedicated individuals. Part of the decision to give a salary adjustment was based on Salt Lake City giving its employees a 3% cost of living adjustment. However, employees should know that while this District gives all its employees an automatic 2% contribution to their 401(k) deferred retirement account, it also will match up to 3% of their personal contribution to their 401(k). Salt Lake City no longer contributes to its employees' 401(k) accounts. Salt Lake City requires employees to contribute up to 20% of the cost of their health insurance; this District pays the entire cost.

**6. Election of 2012 District Board Officers:**

The District By-laws state that the Vice Chair advances to Chair the following year and the Board will elect a new Vice Chair. Trustee Erskine made a motion to elect Trustee Liddle as the 2012 Vice Chair. The motion was seconded by Trustee Uno and passed with a unanimous vote. For 2012, Trustee Vitek will be the Board Chair and Trustee Liddle will be Vice Chair. The new officers will take office at the January 19, 2012, Board Meeting.

**7. Review of Policy and Procedures Manual – Employers Council:**

Joni B. Chelemes, council with the Employers Council, has reviewed the District's Personnel Policy and Procedures Manual. She has recommended a number of updates and suggested the District consider an employee handbook in addition to the policy manual. Manager Dickson will be meeting with Ms. Chelemes on October 28 to review her suggestions. The changes to the Personnel Policy and Procedures Manual will be on the November 17, 2011, Board Meeting Agenda.

**8. Davis-Salt Lake Aerial Spray Authority (DSLASA):**

Managers Hatch and Dickson are preparing disclosure documentation to submit to the attorneys regarding the ongoing legal issues and lawsuit with R&O Construction. All of the documents are required to be submitted as electronic files. Andrew Dewsnap, District IT, has converted all of Manager Dickson's pertinent emails into the PDF format.

It does not appear as if all parties can agree to go to mediation.

On December 31, 2011, Trustee Uno will have served two terms on the District's Board. He also serves on the DSLASA Board and a replacement will be needed. Trustee Liddle has agreed to replace Trustee Uno on the DSLASA Board representing the District.

The next scheduled DSLASA Board meeting will be held on November 8, at the MAD-Davis office for the purpose of adopting a tentative budget for 2012. A final budget will be adopted on December 15, 2011, at this District's office.

The joint aerial spray contract between this District, MAD-Davis and Thomas Helicopters was canceled on October 15, 2011. Managers Hatch and Dickson hope to mail out request for proposals for new a new contract during the last week of October. Final selection of a contractor is expected to be made at the MAD-Davis and this District's Board meetings in December.

**9. Bids for Facility Maintenance:**

After not receiving any bids on three of the four maintenance projects, Manager Dickson picked five contractors for each of the remaining three projects and had Secretary Beagley hand deliver bid documents to them. The District received the following bid proposals: painting of overhead roll up doors and steel man doors – The Best Handymen Services, \$11,340.00; replacing the membrane roof of the pesticide storage building – American Roofing, \$17,000 and Wesley Green Roofing, \$17,840; replacement of evaporative coolers – Manwill Plumbing and Heating, \$7,497.00. Trustee Erskine made the motion to accept the only or lowest bid from the proposals received. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

On October 3, 2011, Morgan Asphalt completed the repaving of the entrance to the District's parking lot at a cost of \$3,900. The work was done while staff was at the UMAA Annual Meeting, thus, did not disrupt any of the District's operations.

The contract for repair of the parking lots concrete and inside floor of the vehicle storage building that was awarded in May of this year finally got under way the last week of September. The outside work is finished. The total cost to Accent Concrete cutting will be \$5,700.00 when all work is completed. The total for all five of these projects is \$45,437. This will put this budget line item about \$2,500 for the year.

**10. Bids Purchase Metal Lathe:**

Mechanic Feragen has requested that the District purchase an 11" X 27" metal lathe with stand. Mechanic Feragen often needs to fabricate various metal items for shop projects. In the past, he has used equipment not for this type of work. A horizontal lathe will increase efficiency and safety. He was able to find only two manufacturers for this size and type of lathe: Precision Matthews, \$1,995.00 and Jet, \$2,199.99. Trustee Liddle made a motion to purchase a Precision Matthews 11" X 27" metal lathe with stand for a cost of \$1,995.00. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

**11. NPDES Permit:**

As of October 31, 2011, the District is required to have a National Pollutant Discharge Elimination System Permit (NPDES) to apply any pesticide to the waters of the U.S. The State of Utah has issued a permit that covers all mosquito abatement districts. By February 15, 2012, all permittees will be required to have

filed a management plan and a notice of intent to pollute (NOI) with the Utah Department of Environmental Quality, Water Quality Division.

**12. Boards:**

Manager Dickson is currently serving as a Board member for the Utah Special Districts Association. He has been asked to run for a two year term. Biologist Kesavaraju has been asked to run for a seat on the Board of the West Central Mosquito and Vector Control Association. Trustee Uno made a motion to support both Manager Dickson and Biologist Kesavaraju in seeking positions on the UASD and WCMVCA boards respectively. The motion was seconded by Trustee Erskine and approved with a unanimous vote.

**13. Report on Attended and Reminder of Upcoming Meetings:**

The Utah Mosquito Abatement Association Annual Meeting was held at the Marriott Hotel in Park City October 2-4, 2011. Biologist Kesavaraju gave a talk on using a digital camera and computer software to estimate the number of mosquitoes caught in high density trapping areas. Dr. Jerome Goddard gave two outstanding presentations. Trustees Uno and Liddle went through the Trustees training. All ten staff members and five trustees were in attendance at the meeting.

The Utah Association of Special Districts Annual Meeting will be held at the Davis County Convention Center November 2-4, 2011. The first day will begin at 1:00PM and will consist of workshops. Thursday will be a full day of talks, followed by a half day on Friday. Sally Beagley has registered and booked rooms for all of the trustees, with the exception of Trustee Vitek, as well as, Biologist Kesavaraju and Manager Dickson.

Biologist Kesavaraju has been registered to attend the Entomological Society of America Annual Meeting in Reno, NV, November 13-16, 2011.

**14. Manager's Report:**

Education Specialist Jensen has received pricing on 2,100 t-shirts to be given to attendees of his school presentations. Trustee Erskine made a motion to purchase the t-shirts at a cost \$3.60 each for a total cost of \$7,560. The motion was seconded by Trustee Liddle. Education Specialist Jensen is expected to be called to active military duty during the winter months. He will be out of the country when he normally does most of his presentations. He would like to give out t-shirts to the classes he has taught in the past to maintain the contact with the schools and teachers for future years.

Human infections of West Nile Virus, nationally, continue to be at the low levels with 474 cases and 101 deaths as of October 11, 2011. Every continental state except Maine has had West Nile Virus activity this year. California leads the nation with 104 human cases. Utah, as of this meeting, has reported three human cases.

All seasonal employees were off of the District payroll as of October 1, 2011.

**15. Probable Agenda Items for November 17, 2011, Meeting:**

The November 17, 2011, Board Meeting will be held at 12:30 PM. A box lunch will be available for trustees at noon.

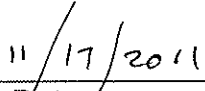
The following items will be placed on the November Board Meeting Agenda: presentation of DSLASA lawsuit/mediation update; progress on facility maintenance; and, the policy and procedure manual.

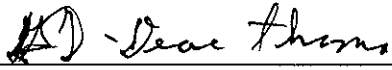
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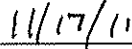
**Adjournment:**

Trustee Uno made a motion to adjourn the October Board Meeting. The motion was seconded by Trustee Liddle and passed with a unanimous vote. The meeting was adjourned at 3:07 PM.

  
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Sammie Lee Dickson, District Manager

  
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Date

  
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G.E. 'Deac' Thomas, Board Chairman

  
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Date