

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
October 18, 2012  
BOARD MEETING**

**1. Roll Call:**

Presiding: Dr. Dagmar Vitek, Board Chair

Time: 12:30 PM

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

Trustees Present: Dr. Dagmar Vitek, Board Chair  
La Vone Liddle, Vice Chair  
G.E. 'Deac' Thomas  
Todd Erskine  
Maureen M. Wilson

Trustees Excused: None

Others Present: Sammie Lee Dickson, Ph.D., Manager  
Banugopan Kesavaraju, Ph.D., District Biologist

**2. Approval of the September 20, 2012, Minutes of the September Monthly Board Meeting:**

Trustee Liddle made a motion to accept the September 20, 2012, Minutes of the September Board Meeting as presented. Trustee Thomas seconded the motion, which passed with a unanimous vote.

**3. Presentation of September 2012 Financial Statements and Approval of Bills for Payment:**

Manager Dickson reviewed the September 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 September totaled \$187,743.93 with \$187,361.93 from the General Fund and \$382.00 from the Capital Projects Fund. Trustee Thomas made a motion to accept the September financial statement and to pay the bills as presented. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

#### **4. Assistant Manager:**

The Assistant Manager job posting was prominently displayed in two locations within the District office from September 24 through October 12, 2012. One application was received from the current District Biologist, Banugopan Kesavaraju. Manager Dickson has reviewed the application and has found the applicant has met all of the requirements for the Assistant Manager position. It is Manager Dickson's recommendation that the Board approve Dr. Kesavaraju for the new Assistant Manager/Biologist. Dr. Kesavaraju excused himself from the meeting at this time.

Trustee Liddle asked Manager Dickson what were the accomplishments of Dr. Kesavaraju during his three years that he has been with the District. Manager Dickson stated that Dr. Kesavaraju has totally redesigned the District's surveillance for adult mosquitoes, developed an electronic means for counting mosquitoes caught in traps, has published ten peer reviewed papers, supervised four individuals for two summers, has become an adjunct professor for the Department of Biology with the University of Utah, is setting up an internship for public health graduate students, maintained a colony of mosquitoes for chemical resistance testing and developed a very good working relationship with the staff.

Trustee Liddle made a motion to promote Dr. Banugopan Kesavaraju to the position of Assistant Manager / Biologist. The motion was seconded by Trustee Thomas and passed with a unanimous vote. Manager Dickson excused himself from the meeting at this time.

#### **5. Salary and Wage Review:**

The Board was given a group of documents concerning salary and wages with this month's Board preparation packet. The documents included Manager Dickson's recommendations to the Board with a three year history for each employee, a salary step table for 2012 and proposed 2013, a chart of the consumer price index showing year to year cost of living for the past ten years, a 2012 salary survey of Utah mosquito abatement districts, a confidential salary survey for mosquito abatement districts performed by the Tangipahoa Mosquito Abatement District and a proposed hourly wage table for seasonal employees.

Manager Dickson is recommending a 1.7% COL (cost of living) increase for all employees. The COL from August 2011 to August 2012 is +1.7%. This is the most recent figure available and traditionally is the figure used when salaries are set each October. Since Dennis Kiyoguchi, Assistant Manager, retired effective September 28, 2012, and the Board today promoted Dr. Banugopan Kesavaraju to the Assistant Manager / Biologist position, now he will hold a dual role as the Assistant Manager and District Biologist. Because of the large increase in responsibilities, Manager Dickson recommends moving Dr. Kesavaraju from E28 to E34 on the salary step table for a salary increase of 10.5%.

Manager Dickson also recommends a single step increase (1.5%) for all employees and for employees Aleta Fairbanks CPA, District Clerk/Bookkeeper, and Quinten Salt, Vector Control Technician/Maintenance Assistant, two step increases (3.0%). Manager Dickson is not eligible for a step increase as he is at the top of the pay scale for his position.

Trustee Liddle made a motion that the 2012 step table be increased by the cost of living, 1.7%, for the 2013 salary scale, that staff members Fairbanks and Salt receive a two step (3.0%) increase in merit pay, Manager Dickson to receive no merit increase, Dr. Kesavaraju to receive a 10.5% increase as part merit and part promotion to Assistant Manager / Biologist and the remaining staff to receive a 1.5% merit increase. The motion was seconded by Trustee Erskine and passed with a unanimous vote. Manager Dickson and Assistant Manager Kesavaraju rejoined the meeting.

#### **6. Approval of 2013 Tentative Budget:**

Manager Dickson presented a draft of the 2013 Tentative Budget. The 2013 Tentative Budget lists total revenues and expenditures of \$2,033,000, the same it has been for the past two years. The 2013 Tentative Budget will lower the amount spent in administration and increase the amount budgeted for spraying. Seventy-five thousand dollars are budgeted to be transferred from committed funds to the Capital Projects Fund for a project which would add an additional room to the pesticide storage building.

Trustee Erskine made a motion to approve the 2013 Tentative Budget as presented by Manager Dickson. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

The hearing to discuss the final 2013 budget is scheduled for Thursday, December 20, 2012, at 6:00 pm. The December Board Meeting, which will have an agenda item to approve the 2013 Budget, will be held immediately following the 2013 Budget Hearing.

#### **7. Election of Board Officers for 2013:**

Each year, the District's Board of Trustees elects new officers late in the year so that the new officers that take office can plan for any meetings that they may be in line to attend. 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 Wilson made a motion that 2012 Vice Chair Liddle advance to the 2013 Chair of the Board. The motion was seconded by Trustee Thomas and passed with a unanimous vote. Trustee Erskine made a motion to elect Trustee Wilson as the 2013 Vice Chair. The motion was seconded by Trustee Liddle and passed with a unanimous vote. For 2013, Trustee Liddle will be the Board Chair and Trustee Wilson will be Vice Chair. The new officers will take office at the January 17, 2013, Board Meeting.

**8. Holiday Dinner:**

The District will hold its annual holiday dinner at the District office on Saturday, December 8 at 4:00 pm. Past and current Trustees and staff along with a guest are invited to attend to thank them for their service and contributions to the District.

**9. Facility Maintenance:**

Door Painting – The contractor has now finished all. Although the project took more than one year to complete, all of the exterior doors look as expected.

Men's Shower Remodel – The plans for the remodel of the men's shower area are almost complete. Currently Salt Lake City is reviewing the plans for a building permit. There will be a pre-bid walk through on Tuesday, October 23, bid proposals are due November 2, with approval of bids to be made at the November 15 Board Meeting. The project is expected to be completed by mid-January 2013.

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

The Utah Mosquito Abatement Association Annual Meeting is scheduled for October 28-30, in Moab, UT. All five board members and eight staff members are expected to attend this year's meeting.

The Annual Meeting of the Utah Association of Special Districts will be held at the Zermatt in Midway, Utah on November 7-9. Four Trustees and Manager Dickson are expected to attend this meeting.

**11. Manager's Report:**

September 28 was the last day worked by seasonal employees. The four seasonals that remained through September helped with getting equipment thoroughly cleaned and ready to begin the annual maintenance.

Typically, declining temperatures and shorter periods of daylight trigger the slowdown of mosquito breeding. However, September continued the trend of higher than normal temperatures and below normal precipitation. The result was the continued production of *Culex* mosquitoes throughout the month. By the third week of September the District had used all of its aerial spray products. Thus, during the last week of September into October, the District depended on ground applications of adulticides to keep the mosquito populations on the marshes from migrating to the city.

As of October 16, there have been five human West Nile Virus cases reported in Utah with one death (Box Elder County). Nationally, the number of human cases reached the second highest total since the disease arrived in the

US in 1999, at 4,531. The numbers are now slowing down as the season winds down, but several hundred more human cases may be reported by year's end.

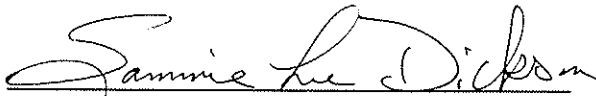
**12. Probable Agenda Items for the November 15, 2012, Board Meeting:**

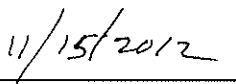
The November 15, 2012, Board Meeting's agenda is expected to include an update on West Nile Virus in Utah and the nation, winter projects at the District, review of bids for the men's shower room remodel project and Board Member reappointments.

The November 15, 2012, Board Meeting will be held at 12:30 PM. A box lunch will be available for Board Members at noon.

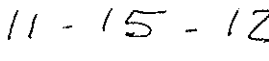
**13. Adjournment:**

Trustee Liddle made a motion to adjourn the October Board Meeting. The motion was seconded by Trustee Erskine and passed with a unanimous vote. The meeting was adjourned at 2:26 PM.

  
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Sammie Lee Dickson, District Manager

  
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Date

  
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Dr. Dagmar Vitek, Board Chair

  
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Date

