

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
April 18, 2013
BOARD MEETING**

1. Roll Call:

Presiding: La Vone Liddle, Chair 2013

Time: 12:30 PM

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

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

Trustees Excused: Maureen M. Wilson, Vice Chair

Others Present: Sammie Lee Dickson, Ph.D., Manager
Banugopan Kesavaraju, Ph.D., Assistant Manager/Biologist
Sally Beagley, District Secretary
No members of the public were present

2. Approval of the March 21, 2013, Minutes of the March Monthly Board Meeting:

Manager Dickson pointed out that all copies of the Board Meeting minutes will now be marked as 'pending' rather than 'draft' until they are approved by the Board. Trustee Thomas made a motion to accept the March 21, 2013, Minutes of the March Board Meeting as presented. Trustee Vitek seconded the motion, which passed with a unanimous vote.

3. Presentation March 2013 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the March 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 March totaled \$251,051.85 with \$212,320.87 from the General Fund and \$38,730.98 from the Capital Projects Fund. Trustee Erskine made a motion to accept the March financial statement and to pay the bills as presented. The motion was seconded by Trustee Thomas and passed with a unanimous vote.

4. Facility Maintenance:

The remodel of the men's locker room was completed in March. The total cost of the project was \$45,395.02 which included: original contract \$37,967.00, change orders \$2,802.45, plan check fee \$382.00, building permit fee \$587.69, Utah state fee \$5.88 and architectural and engineering \$3,650.00.

The pesticide room addition project is now in the design phase. Manager Dickson was told today that the existing concrete does not have footings that go below the frost line. The concrete will either have to be removed and replaced at an estimated cost of \$8,000 or the building will move with ground freezing. The Board was in general agreement that the extra expense is warranted.

5. 2012 Salt Lake County Treasurer Final Tax Distribution:

The Salt Lake County Auditor was a bit late with the final settlement of the 2012 property tax distribution. The District received the final numbers on April 9. The district received \$1,878,812 in property tax and \$94,736 in fee-in-lieu money for 2012, for a total of \$1,973,558. This is \$52,558 more than was expected. The 2013 Budget will be opened at the June 20 Board Meeting to make adjustments to account for this additional money.

6. Utah Ethics Code:

At the Utah State Auditors training on April 11, it was suggested that Board Members be given copies of the Utah State Ethics Act (Utah Code 67-16-1 through 15). Manager Dickson passed out copies of the act to the Board.

7. Pesticide Purchases:

The Utah Mosquito Abatement Association does a group pesticide bid each year. Each district commits to an amount of each type of product that they want and the bid is sent out to all of the known chemical vendors of mosquito control products within this area. The UMAA members generally get a better price because of the group quantity and a savings in shipping costs. In 2013, the UMAA districts will be purchasing \$1,540,963 in pesticides through the group bid. This district will be purchasing \$409,731 of that amount.

8. Purchasing Cards:

Currently, the District has a Visa credit card through Zion's Bank listed under the name of Manager Dickson followed by the District's name. This card is kept in a file cabinet with a sign in and out folder. Each purchase using the credit card must be accompanied with a purchase order that is approved by Manager Dickson.

Staff members Secretary Beagley, Assistant Manager Kesavaraju and Manager Dickson have Sam's Club credit cards that can only be used for purchases at Sam's Club. The advantage of these cards is that the purchases

made for the District are tax exempt. Any purchases using these purchasing cards are also required to have a purchase order that is approved by Manager Dickson.

The District also has a petty cash checking account. This account is a single signature check that all nine staff members are signatory to. The account contains no more than \$500 at any time. This has proven very helpful for small purchases especially at a company where the District does not have a standing account. Recently, stores such as Wal-Mart will no longer accept the check as payment. Manager Dickson believes that it would be helpful to set up a purchasing card or debit card system tied to that petty cash account. Trustee Erskine suggested a couple of ways that it might be set up. Manager Dickson will visit with Zion's Bank and come back to the Board with a proposal in May.

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

Following the March 21 SLCMAD Board Meeting, the DSLASA Board met at the District Office. There was an agenda item addressing the rotation of the Executive Director of DSLASA from Manager Gary Hatch to Manager Dickson as per the bylaws. There was a reluctance of one of the MAD-Davis Board Members to make this change. It will be placed on the DSLASA June Board Meeting agenda for further discussion.

Trustees Wilson, Liddle and Erskine attended Trustee training at the Utah State Auditors Offices in the evening of April 11. Earlier in the day, Assistant Manager Kesavaraju, also, attended training at the Utah State Auditors Office.

Manager Dickson gave the keynote address at the Idaho Mosquito Control Association's Annual Workshop April 17, 2013, in Boise, ID. He gave his talk on ULV ground application and real life experiences.

The Utah Mosquito Abatement Association will hold its annual Spring Workshop at the office of the Utah Local Governments Trust in North Salt Lake on April 20, 2013. All District staff members as well as seasonal workers are expected to attend. Registration is twenty dollars per person, which helps pay for a lunch and rental of the facility. Trustees Liddle, Wilson and Thomas are planning on attending. Most seasonal and year round employees from around the state will be in attendance.

The American Mosquito Control Association Legislative Conference will be held in Washington, D.C., May 6-8, 2013. Trustee Erskine, Manager Dickson and Assistant Manager Kesavaraju are expected to attend. Other districts attendees will include Trustee Janice Fisher from Magna MAD, Trustee Pat Pignanelli from South Salt Lake Valley MAD and Manager Randel Sessions from Box Elder MAD.

Manager Dickson will be attending the ULGT Annual Meeting on May 30th.

10. Manager's Report:

During the first week of April, three seasonal workers started for the season. Field inspections for mosquito larvae began at that time. Cool rainy weather followed and disrupted further inspections and treatments.

The Great Salt Lake has an elevation of 1.8 feet below the level that it was at this time last year.

There are still two unfilled seasonal positions. Manager Dickson still has a couple of potential workers to interview before filling those spots.

West Nile Virus has been detected in multiple mosquito pools in the Dallas, Texas area. A dead bird positive for West Nile Virus was found in Orange County, California. Trapping for adult mosquitoes at this District will begin at the end of April or first of May depending on the weather. Testing for West Nile Virus will begin as soon as sufficient numbers of adult mosquitoes are able to be trapped.


11. Probable Agenda Items for the May 16, 2013, Board Meeting:

The May Board Meeting will be held on May 16, 2013, at the District office, beginning at 12:30 PM. A pre-meeting box lunch will be available for Board Members at noon.

The May Board Meeting Agenda is expected to have review of attended meetings, beginning of the mosquito control season, and a proposal concerning purchasing cards for small purchase.

12. Adjournment:

Trustee Vitek made a motion to adjourn the April Board Meeting. The motion was seconded by Trustee Erskine and passed with a unanimous vote. The meeting was adjourned at 2:08 PM.


Sammie Lee Dickson, District Manager

05/16/2013
Date


La Vone Liddle, Board Chair

05/16/13
Date