

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
February 21, 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
Maureen M. Wilson, Vice Chair
Todd Erskine
G.E. 'Deac' Thomas
Dr. Dagmar Vitek

Trustees Excused: None

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

2. January Board Meeting, Missing Recording

After the conclusion of the January Board Meeting, Manager Dickson discovered that he had incorrectly set up the audio recorder and there was no recording of the January Board Meeting. The Board was asked to go through the five motions that were made at the January 17, 2013, Board Meeting so that they could be recorded for the recording of the February 21, 2013, Board Meeting. The following motions were made with reference to the Minutes of the January 17, 2013, Board Meeting:

2. Approval of the December 20, 2012, Minutes of the 2012 Budget Amendments and 2013 Budgets Hearing:

Trustee Erskine noted that the date for the legal advertisement for the meeting as listed in item #1 is incorrect. The correct date should be 'December 10, 2012,' not 'December 8, 2011.' Trustee Erskine made a motion to approve the minutes with the correction to the advertisement date. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

3. Approval of the December 20, 2012, Minutes of the December Monthly Board Meeting:

Trustee Wilson made a motion to accept the December 20, 2012, Minutes of the December Board Meeting as presented. Trustee Erskine seconded the motion, which passed with a unanimous vote.

4. Presentation of December 2012 Financial Statements and Approval of Bills for Payment:

Expenses for December totaled \$65,605.19 with \$65,605.19 from the General Fund and \$0.00 from the Capital Projects Fund. The financial statement shows that the District has \$2,993,505.18 in the Public Treasurers Investment fund. That money represents \$1,954,350.09 that the District has received in property taxes for the 2013 Budget, \$821,750 in committed funds, \$188,000 in Capital Projects Fund contribution to the 2013 Budget, \$12,000 contribution to the 2013 General Fund Budget and \$39,405 for the ongoing remodel project of the men's shower room. The remodel of the men's shower room was begun in November 2012, but will not be finished until late January 2013. When the District opens its 2013 Budget in June, the \$39,405 will have to be placed into the Budget for that project. Trustee Erskine made a motion to accept the December financial statement and to pay the bills as presented. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

8. Declaration of Surplus Property:

Trustee Erskine made a motion to declare the six bicycles, drafting table and map case as surplus property and to try to dispose of them as per the District surplus property policy. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

12. Adjournment:

Trustee Vitek made a motion to adjourn the January Board Meeting. The motion was seconded by Trustee Wilson and passed with a unanimous vote. The meeting was adjourned at 1:40 PM.

3. Approval of the January 17, 2013, Minutes of the January Monthly Board Meeting:

Trustee Erskine made a motion to accept the January 17, 2013, Minutes of the December Board Meeting as presented. Trustee Wilson seconded the motion, which passed with a unanimous vote.

4. Presentation January 2013 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the January 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 January totaled \$98,730.17 with \$98,730.17 from the General Fund and \$0.00 from the Capital Projects Fund. The District also transferred \$151,000.00 to the DSLASA. Trustee Thomas made a motion to accept the January financial statement and to pay the bills as presented. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

On February 7 and 12, two checks were processed by Zion's Bank for which there were insufficient funds in the checking account. The total insufficient funds were \$316.35. This was a result of a miscommunication between Manager Dickson and District Clerk Fairbanks. An insufficient funds fee will appear on the February financial statement.

5. Board Member Reappointments:

Holly Hilton, Salt Lake City Mayor's Office, informed Manager Dickson that the Salt Lake City Council, on Tuesday, February 19, 2013, approved the reappointment of both Gayle Thomas and Dagmar Vitek to their second four-year terms that will last until December 31, 2016.

6. District Policy Review:

The District has had a standing tradition of providing boxed lunches to Board Members immediately preceding Board Meetings. This practice allows members of the Board who are taking time out of their daily schedule to eat their lunch during the meeting and thus not lose additional time from their employment. Trustee Vitek made a motion that the District continues this practice, but that Manager Dickson should add a section to the District by-laws that makes this a formal policy of the District. The motion was seconded by Trustee Thomas and passed with a unanimous vote. Manager Dickson will have a copy of the revised by-laws available for Board review and approval at the March 2013 Monthly Board Meeting.

The Utah Money Management Council is asking all government agencies to develop investment policies. Manager Dickson will begin work on one for the District.

Manager Dickson stated that the District does not have an 'on call compensation' policy. During the summer some employees must be on call to support individuals who are out in the field spraying during the evenings. Manager Dickson will begin work on this policy and then have attorney Mark Anderson review it.

7. Trustee's Stipend – W-2 or 1099 Reporting:

Both the South Salt Lake Valley and Uintah MAD's had to undergo IRS compliance issues in 2012. Both districts were told that going forward they were to consider their trustees as employees and, thus, requiring them to receive their stipends reported on W-2's and not 1099's.

8. Facility Maintenance:

The remodel of the men's locker room was supposed to be completed by January 4, 2013. The first full walk through took place in mid-January. The wall, floor and ceiling tiles were out of alignment in so many places that Manager

Dickson asked the contractor to tear out all of the tile and start over. The second sub-contractor for the tile work started installing the water proof membrane but was doing the job quite poorly. Manager Dickson asked the contractor to tear out the membrane and start over. A third subcontractor for the tile work has now installed a new water proof membrane that is awaiting an inspection from Salt Lake City. There is no scheduled completion date at this time.

The furnace that provides heat to both the men's and women's locker rooms stopped working last week. Manwill Plumbing and Heating was called to make the repair. The Lennox furnaces that the District has are no longer manufactured and the computer component cannot be purchased through the dealer. District mechanic Feragen had kept an old computer component that was used to repair the furnace. The District should start planning the replacement of the five Lennox furnaces that heat the office building.

9. Sale of Surplus Property:

The District sold six bicycles that were declared as surplus property at the January Board Meeting. The bicycles were sold for \$80 each.

A drafting table and a map case, which were declared as surplus property at the January Board Meeting, were advertised for sale on the KSL website. The map case was sold in about a weeks' time for the asking price of \$100. The drafting table has been on the website for over a month with only one inquiry. Trustee Wilson made a motion for Manager Dickson to begin the process of donating the drafting table to Utah Surplus Property Division. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

10. Bids / Quotes to Purchase:

The District has received four quotes from local bicycle dealers and one internet dealer for the type of bicycle that is needed for the curb and gutter program in 2013. The bicycle is a Specialized Crosstail, a sort of hybrid between a street and mountain bicycle. The bids run from a high of \$580 each from the online dealer, Specialized Bicycle Components, to a low of \$475 each from Bountiful Bicycle Center. Trustee Erskine made a motion to purchase four medium frame and two large frame Specialized Crosstail bicycles from Bountiful Bicycle Center for ~~\$500~~ ^{\$475} each for a total cost of \$2,850. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

Manager Dickson has asked Henricksen/Butler to give the District quotes on redesigning the flexible furniture for the Assistant Managers office, for two additional tables for the office great room and for six tables to replace the large table in the Board Room. These bids should be available for the Boards consideration at the March Board Meeting.

11. Utah Legislative Issues:

Manager Dickson reviewed several pieces of legislation that are going through the Utah Legislature at this time that may impact the District.

SB 10 – Retirement Eligibility Amendments. This bill will address the issue that Trustees are not District employees and, therefore, do not qualify for the Utah State Retirement System.

SB 200 – Local and Special Service District Amendments. This bill was written by the Utah Association of Special Districts to help clean up various pieces of state code that affect local districts. This bill would clarify that Trustees can be District employees for IRS financial reporting but do not violate the state code that they cannot be employees of the District.

HB 199 – Fiscal Period for Political Subdivisions. This bill would require all local districts to change from a calendar year budget to a July 1 to June 30 fiscal year budget.

SB 190 – Procurement Revisions. This bill attempts to correct numerous errors made in SB 153 from the 2012 legislative session. However, it puts strong penalties for employees that take any gifts of \$10 or greater value and any food from vendors. This applies to all Trustees and employees.

12. Report on Attended and Reminder of Upcoming Meetings:

The American Mosquito Control Association will hold its annual meeting in Atlantic City, New Jersey, from February 24-28, 2013. This meeting is being held in New Jersey to commemorate 100 years of organized mosquito control. Assistant Manager Kesavaraju will be presenting a paper on the active host seeking time of the western tree hole mosquito, *Aedes sierrensis*. Other District attendees will be Trustee Liddle, IT Specialist Dewsnap, and Manager Dickson.

The West Central Mosquito & Vector Control Association will hold its annual meeting in Albuquerque, New Mexico, on March 13-14, 2013. The District's Assistant Manager, who serves on the Board of the WCMVCA, is expected to attend that meeting.

Manager Dickson has been asked to be the keynote speaker at the Idaho Mosquito Control Association's Annual Workshop to be held on April 17, 2013, in Boise, ID.

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 that have an interest are encouraged to attend. 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. Manager Dickson and Assistant Manager Kesavaraju are expected to attend. Past Chair Vitek stated that she will not be able to attend that meeting. Trustee Erskine has volunteered to take Trustee Vitek's place.

13. Manager's Report:

The staff has spent a lot of time in the past two months in snow removal.

The men's shower room remodel project delays have forced the staff to use the Assistant Manager's office as a locker room.

Greg Jensen, Education Specialist, has now given 53 presentations to 1,512 elementary school children this off season. He is scheduled to give an additional 40 presentations by the beginning of May. Manager Dickson has given him permission to order another 500 t-shirts to meet the needs of his presentations this spring.

The Great Salt Lake has an elevation of 1.7 feet below the level at this time last year.

The UMAA accepted a five year bid on biological pesticides from Valent BioSciences. The bid will help stabilize the prices on the larviciding products that the District uses.

Two individuals have been offered summer internships with the District. These two people will work directly under Assistant Manager Kesavaraju. One of their main projects will be to evaluate the effectiveness of aerial ULV applications versus ground ULV application for the control of adult mosquitoes.

Assistant Manager Kesavaraju gave a report, including a PowerPoint presentation, to the Board on his research project in India. Staff members were invited into the meeting to listen to the report.

14. Probable Agenda Items for the March 21, 2013, Board Meeting:

The March Board Meeting will be held on March 21, 2013, at the District office, beginning at 12:30 PM. A pre-meeting box lunch will be available for Board Members at noon.

The March Board Meeting Agenda is expected to have an update on the men's shower room remodel, review of attended meetings, legislation moving through the Utah State legislative session, draft policies for 'on call' compensation, Board Meeting boxed lunches and investments and progress on the 2012 audit.

15. Adjournment:

Trustee Vitek made a motion to adjourn the February Board Meeting. The motion was seconded by Trustee Wilson and passed with a unanimous vote. The meeting was adjourned at 3:01 PM.

Sammie Lee Dickson
Sammie Lee Dickson, District Manager

3/21/13
Date

La Vone Liddle
La Vone Liddle, Board Chair

03/21/13
Date

