

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
November 20, 2014  
BOARD MEETING**

**1. Roll Call:**

Presiding: Maureen Wilson, Chair 2014

Time: 12:30 PM

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

Trustees Present: Maureen M. Wilson, Chair  
Todd Erskine, Vice Chair  
La Vone Liddle (arrived at 12:33 pm, Item #2)  
Karen Okabe  
Dr. Dagmar Vitek (arrived at 12:44 pm, Item #4 and left after Item #8)

Trustees Excused: None

Others Present: Sammie Lee Dickson, Ph.D., Manager  
Ary Faraji, Ph.D., Assistant Manager / Entomologist  
Sally Beagley, District Secretary  
DJ Baxter, SLC Redevelopment Agency (in attendance for items  
1 & 2)  
No other members of the public were present

There were no conflicts of interest declared.

**2. Redevelopment Agency of Salt Lake City – Extension of Sugar House Project:**

DJ Baxter, Executive Director of the Salt Lake City Redevelopment Agency, had previously sent the District information about the Sugar House RDA Project, including a model resolution and interlocal agreement. The Sugar House RDA Project is set to expire at the end of 2014. The District will not receive any additional funding when the project expires unless it goes through the truth in taxation process for certified tax rates. Mr. Baxter stated that the State Auditor's office is working on legislation that will allow local districts to receive the benefit of the increased property values when they expire. The SLC RDA is asking affected agencies to join in on an interlocal agreement that will extend the Sugar House RDA Project through 2016 so that legislation can be passed to give the districts the property tax benefit. Mr. Baxter would also like the affected local agencies to confirm the RDA's authority to collect tax increment money on the Sugar House RDA Project for the 2013 and 2014 time period. Trustee Liddle made a motion to adopt the following resolution:

RESOLUTION NO. 2014-11-2(2) OF 2014

AUTHORIZING THE EXECUTION AND DELIVERY OF A TAX INCREMENT PAYMENT CONFIRMATION AGREEMENT BY AND AMONG THE REDEVELOPMENT AGENCY OF SALT LAKE CITY (THE "RDA"), SALT LAKE MOSQUITO ABATEMENT DISTRICT (THE "ABATEMENT DISTRICT"), AND OTHER TAXING ENTITIES TO CONFIRM THE RDA'S AUTHORITY TO COLLECT TAX INCREMENT FOR THE SUGAR HOUSE PROJECT AREA FOR YEARS 2013 AND 2014

AND

A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INTERLOCAL COOPERATION AGREEMENT BY AND AMONG THE RDA, THE ABATEMENT DISTRICT, AND OTHER TAXING ENTITIES TO EXTEND AND MODIFY THE RDA'S AUTHORITY TO COLLECT TAX INCREMENT FOR THE SUGAR HOUSE PROJECT AREA FOR YEARS 2015 AND 2016

*WHEREAS, the RDA was created pursuant to the provisions of the Utah Redevelopment Law and the RDA continues to operate under the Limited Purpose Local Government Entities – Community Development and Renewal Agencies Act, Title 17C of the Utah Code (the "CDRA Act"), and is authorized thereunder to conduct urban renewal, economic development, and community development activities within Salt Lake City, Utah as contemplated by the CDRA Act;*

*WHEREAS, the Abatement District and the RDA are public agencies as defined by the Interlocal Act and are authorized to enter into interlocal agreements to act jointly and cooperatively as described herein;*

*WHEREAS, on October 23, 1986 the RDA adopted the "Sugar House Neighborhood Development Plan" dated September 19, 1986 (the "Project Area Plan") for the Sugar House Neighborhood Development Project Area (as defined therein, the "Project Area");*

*WHEREAS, the RDA, the Abatement District and the other taxing entities have determined that the legal authority for the RDA to collect Tax Increment for the Project Area through December 31, 2014 should be confirmed by all parties;*

*WHEREAS, a Tax Increment Payment Confirmation Agreement in the form presented to the Abatement District Board (the "Payment Confirmation Agreement") would confirm the RDA's authority to collect Tax Increment for the Project Area for the years 2013 and 2014;*

*WHEREAS, the RDA is considering an extension of the budget for the Project Area for an additional term of two (2) years, consisting of tax years 2015 through 2016 inclusive, pursuant to which the RDA would continue to collect Sixty Percent (60%) of the Tax Increment from the Project Area, from which the RDA would retain five percent (5%) of such Tax Increment for the purposes of payment of an administrative fee for the RDA's administration of the Project Area Plan;*

*WHEREAS, the extension of the budget being considered by the RDA would involve paying the Abatement District Ninety Five Percent (95%) of its applicable share of the Sixty Percent (60%) of the Tax Increment received from the Project Area by the RDA;*

*WHEREAS, an Interlocal Agreement in the form presented to the Abatement District Board (the "Interlocal Agreement") would extend the budget for the Project Area on such terms; and*

*WHEREAS, the RDA will hold a public hearing on December 9, 2014 and provide notice to all property owners in the Project Area of the public hearing and proposed amendments to the budget for the Project Area;*

THEREFORE, BE IT RESOLVED by the Abatement District Board, that the Abatement District hereby approves the execution of the Payment Confirmation Agreement in substantially the form presented to the Abatement District Board, with such changes as it deems necessary and appropriate following consultation with the RDA and the other taxing entities that are not materially inconsistent with the provisions of such form, and with such other changes as the Abatement District Attorney deems legally necessary or appropriate;

BE IT FURTHER RESOLVED, that the Abatement District Board hereby authorizes the Abatement District to execute the Payment Confirmation Agreement and to take all other actions necessary or appropriate in connection therewith; and

BE IT FURTHER RESOLVED, that the Abatement District Board, subject to the RDA approving the Interlocal Agreement following its public hearing, hereby authorizes and directs the Abatement District to execute the Interlocal Agreement and to take all other actions necessary or appropriate in connection therewith.

Passed by the Abatement District Board, this 20<sup>th</sup> day of November, 2014.

Trustee Okabe seconded the motion, which passed with a unanimous vote. Chair Wilson will sign the resolution on behalf of the District.

**3. Approval of the October 16, 2014, Minutes of the October Monthly Board Meeting:**

The following corrections were offered by Trustee Erskine and Secretary Beagley: Item #1, change the time Trustee Erskine arrived at the meeting from '1:45' to '12:45'; Item #3, insert a space between '#1,' and, Item #10, second paragraph, in the first sentence, capitalize 'Board'. Trustee Erskine made a motion to accept the October 16, 2014, Minutes of the October Board Meeting with the suggested corrections. Trustee Liddle seconded the motion, which passed with a unanimous vote.

**4. Presentation of the October 2014 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 \$88,855.63 with \$88,855.63 from the General Fund and \$0.00 from the Capital Projects Fund. Several line items in the General Fund will be over budget this year: Office Supplies, Mobile Telephones, Interest Expense, Building Maintenance and Repair, Spraying Materials, and Contracted Airplane Spraying. Manager Dickson pointed out that the overall expenditures from the General Fund are 90.7% of the budget compared to 83.3% of the year that has been completed through October. Manager Dickson stated that he estimates that the District spend all but \$20,000 (1%) of the 2014 Budget. Trustee Liddle made a motion to approve the October financial statement and payment of bills. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

**5. Approval of a Short List for Architect / Engineering Services:**

Manager Dickson placed a legal advertisement in the Deseret News and Salt Lake Tribune on October 26 and posted a notice on the Utah Public Notice Website requesting firms to submit Statement of Qualifications if they wished to be considered for receiving a contract with the District for providing Architectural / Engineering Services for the District for the next five years. The deadline for submission for the SOQ's was November 18. Seven SOQ's were received.

Manager Dickson and Trustee Wilson have reviewed the SOQ's, but Assistant Manager Faraji has been out of town. The selection committee (Trustee Wilson, Assistant Manager Faraji and Manager Dickson) will select the top three ranked firms and invite them to provide a 20 minute or less presentation to the selection committee in order to exhibit their ability for understanding and meeting our needs and the availability of their personnel to work on our projects. Following the presentations, a final candidate will be chosen and then negotiations started on associated costs. Presentations will be scheduled for December 16, 2014. The goal of the District will be to select a final applicant during the December 18, 2014, Monthly Board Meeting

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

Trustees Erskine, Liddle, and Okabe, along with Manager Dickson and Assistant Manager Faraji, attended the Utah Association of Special Districts Annual Meeting held on November 5-7, 2014 at the Davis Convention Center in Layton, Utah. This was the first time that Trustee Okabe and Assistant Manager Faraji had attended a meeting of this association. Both remarked that the meeting offered a lot of information pertaining to the operation of the District that was very useful. Topics in the breakout sessions that were attended by this District's representatives at this meeting included: Board Member Certification Training; Banking, Investments and Money Management Act Update; Audit and Accounting Issues; Long-Range Fiscal Planning; Discrimination, Harassment & Retaliation; and, Procurement Process for Small to Large Districts.

Assistant Manager Faraji, along with the rest of his co-principal investigators who worked on the Area-wide Asian Tiger Mosquito Suppression Program, received the Dow AgroSciences IPM Team Award. The inscription on the award reads: Presented by the Plant-Insect Ecosystems Section, Entomological Society of America for outstanding contributions to IPM through teamwork. The award was given during the Annual Meeting of the ESA held November 16-20, 2014, in Portland, Oregon. Assistant Manager Faraji stated that there were not a lot of mosquito related presentations as compared to other years; however, he was able to make a number of contacts that should lead to field projects in the future.

**7. Policies:**

The Board had previously been given copies of proposed changes to the Personnel Policies and Procedures Manual, dated May 2008, and the District's Employee Handbook, dated March 21, 2013. Proposed changes to the Personnel Policies and Procedure Manual include: requirement to post job announcements on the Utah Department of Workforce Services website; adding the Procurement Code restrictions to gifts and gratuities that can be accepted; adding the Utah Government Records and Management Act reference to record keeping requirements; incorporating the previously adopted policies of On-Call reimbursement and Return to Work; adding direct deposit to payroll administration; clarifying Uniform Allowance; adding reimbursement for checked

luggage during District travel; clarifying District matching of up to 3% of employees' contribution to the URS 401(k) plan; and, deleting Section XXIII: Disaster Response Planning which is obsolete. Trustee Erskine made the motion to accept the proposed changes to the Personnel Policies and Procedure Manual as presented, with the understanding this is a working document and is subject to Board review and amendment at any regular Board Meeting. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

The Board was also asked to consider the following proposed changes to the District's Employee Handbook: deletion of section on Modified Duty and replacing with Workplace Injury and Returning to Work policy; adding the Procurement Code restrictions to gifts and gratuities that can be accepted; adding reimbursement for checked luggage during District travel; and, changing dates where appropriate. Trustee Vitek made the motion to accept the proposed changes to the District's Employee Handbook as presented, with the understanding this is a working document and is subject to Board review and amendment at any regular Board Meeting. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

The Board was asked to adopt a new purchasing policy that will put the District in compliance with the new Utah Procurement Act. The policy was drafted by Mark Anderson, who represents the Utah Association of Special Districts. Some of the dollar values within the policy are much higher than are needed by this district. However, Manager Dickson recommends that the policy be adopted in its current form with individual dollar amounts to be modified at a future meeting. Trustee Liddle made a motion to approve the following resolution:

Salt Lake City Mosquito Abatement District

(Name of local or special service district)

RESOLUTION No. 2014-11-20

RESOLUTION ADOPTING PURCHASING POLICY

WHEREAS, the Utah Procurement Code has been recodified in Title 63G Chapter 6a of the Utah Code;

WHEREAS, Utah Code Ann. § 63G-6a-104(1)(l) declares: "Applicable rulemaking authority' means: ... as it relates to a local district or a special service district: (i) before January 1, 2015, the board of trustees of the local district or the governing body of the special service district; or (ii) on or after January 1, 2015, the [Utah State Procurement Policy] board, except to the extent that the board of trustees of the local district or the governing body of the special service district makes its own rules: (A) with respect to a subject addressed by board rules; or (B) that are in addition to board rules;"

WHEREAS, the governing body of Salt Lake City Mosquito Abatement District (the "District") desires to continue to be the applicable rulemaking authority for the District by adopting complete, comprehensive purchasing rules;

WHEREAS, the Utah Association of Special Districts ("UASD"), of which the District is a member, has prepared a comprehensive document entitled "Purchasing Policy and Procedures" (the "UASD Purchasing Policy"), which will be updated from time-to-time and may be found on the UASD website; and

WHEREAS, the governing body of the District desires to adopt the UASD Purchasing Policy, as it may exist from time-to-time, as the comprehensive Purchasing Policy of the District.

NOW, THEREFORE, be it resolved by the governing body of the District as follows:

1. That the UASD Purchasing Policy, as constituted from time-to-time on the UASD website, shall be and is the official Purchasing Policy of the District, automatically including future amendments and modifications made by UASD to the UASD Purchasing Policy and that, subject to paragraph 2 below, the entire UASD Purchasing Policy, as it may exist from time-to-time, is adopted by reference as the District's rules respecting procurements of every type and description.
2. The UASD Purchasing Policy, as the official purchasing rules of the District, shall be and hereby is amended and modified as follows: N/A

(if  
no amendments or modifications are stated above, the UASD Purchasing Policy shall constitute the District's purchasing rules without modification or amendment).

3. Except as otherwise provided in paragraph 2 above, that any prior purchasing rules and/or regulations and any other enactments of the District in conflict with the UASD Purchasing Policy shall be and hereby are repealed.
4. That the UASD Purchasing Policy has been divided into sections, subsections, paragraphs and clauses for convenience only, and the interpretation of the Purchasing Policy shall not be affected by such division or by any heading contained therein.
5. That, if any section, subsection, paragraph, clause or phrase of the UASD Purchasing Policy, as it may exist from time-to-time, should be declared invalid for any reason, such decision shall not affect the remaining portions of the Purchasing Policy which, except as otherwise specifically stated herein, shall remain in full force and effect as the District's comprehensive purchasing rules. For this purpose, the provisions of the UASD Purchasing Policy are declared to be severable.
6. That this Resolution shall take effect immediately upon its passage, with the District's new Purchasing Policy to be effective immediately.

Passed and approved by the governing body of the District this 20th day of November, 2014.

The motion was seconded by Trustee Okabe and passed with a unanimous vote.

## 8. Five Year Plan:

One aspect of the Five-Year Plan was to dedicate the District's IT person just to do informational technology work and to hire another full-time position to take over the duties of supervising the urban field crews. At the October 16, 2014, Board Meeting, the Board approved the concept of hiring a Field Supervisor – Vector Control Technician as a full-time employee but for a limited two-year contract. If future District funding allows for it, then, this position may be extended. The Board had previously been given a proposed job description and job posting notice for this new position. Trustee Okabe asked that the minimum qualifications on the job description be reworded to make it more precise. It was also determined that instead of a salary range the job posting should list a salary of \$33,848. Assistant Manager Faraji and Manager Dickson will work with Trustee Okabe to reword portions of this document prior to posting on the Utah

Workforce Services website. Trustee Vitek made a motion that the job be posted as soon as it is ready with the intent of hiring an individual soon after January 1, 2015. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

**9. Facility Maintenance:**

There are no new items to report in relation to facility maintenance.

**10. Holiday Pot-Luck Dinner:**

The District will host a holiday pot-luck dinner for its former Trustees, current Trustees, staff and spouses on Saturday, December 6, 2014, at 4:00 pm. The District will supply prime rib and salmon as an entrée with the guests providing the other parts of the dinner.

**11. Manager's Report:**

October was the first month in 2014 to have fewer man-hours worked than any month in 2013. All seasonal employees were gone by October 1.

As of November 5, 2014, there have been 1,820 cases of West Nile virus diagnosed across the US. Utah has had just two cases, both within Salt Lake County, but not within this District's boundaries.

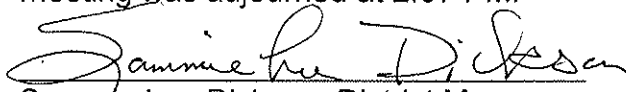
Unusually warm temperatures and near zero precipitation during October have resulted in the Great Salt Lake elevation being 1.1 feet below last year's elevation at this time.

**12. Probable Agenda Items for December 18, 2014, Budget Hearing and Board Meeting:**

The Budget Hearing is scheduled to begin at 6:00 PM. Possible amendments to the 2014 Budget and discussion about the 2015 Budget will be advertised on the Utah Public Notice website and in the local newspapers. Time will be allowed for any public comment. The regular December Board Meeting will immediately follow the Budget Hearing at approximately 6:20 PM. Probable items on the agenda will be a discussion approval of the 2014 Budget Amendments, discussion and approval of the 2015 Budget and the selection of a firm for providing architectural / engineering services.

**13. Adjournment:**

Trustee Liddle made a motion to adjourn the October Board Meeting. The meeting was adjourned at 2:37 PM.

  
Sammie Lee Dickson, District Manager

12/18/2014  
Date

Maureen Wilson  
Maureen Wilson, Board Chair

12/18/14  
Date