

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
16 October 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 (arrived at 12:45 pm, Item #4)  
La Vone Liddle (via telephone, left meeting after Item #13)  
Karen Okabe  
Dr. Dagmar Vitek

Trustees Excused: None

Others Present: Sammie Lee Dickson, Ph.D., Manager  
Ary Faraji, Ph.D., Assistant Manager / Entomologist  
No other members of the public were present

**2. Oath of Office:**

Manager Dickson officiated an Oath of Office for District Trustees, as found in the Constitution of the State of Utah (Article IV, Section 10). According to Title 17B-1-303 (3)(a)(i), "Before entering upon the duties of office, each member of board of trustees shall take the oath of office specified in the Utah Constitution Article IV, Section 10".

**3. Approval of the 18 September 2014 Minutes of the September Monthly Board Meeting:**

Manager Dickson provided an updated version of the pending minutes with the following corrections: Item #1, font size was changed under Others Present to reflect the same font and size used in the rest of the document; Item #3, add "of the" to the title, second sentence of second paragraph replace comma with colon and capitalize 'Spraying,' fifth sentence do not capitalize 'fish;' Item #6, first paragraph, fifth sentence, spell out 'Davis Salt Lake Aerial Spray Authority' and in the sixth sentence, replace 2½ with '2.5;' second paragraph replace complete with 'completed,' fourth paragraph make 'Education' singular, sixth paragraph add the closing sentence 'and provide equipment, as well as, budget for the cost of an ongoing employee to manage the laboratory', ninth paragraph add 'staff person' after ITT and add 'also' before the Urban Field Supervisor; renumber Item #'s 9, 10, and 11. Trustee Liddle made a motion to accept the 18 September 2014 Minutes of the September Board Meeting with the

corrections. Trustee Vitek seconded the motion, which passed with a unanimous vote.

**4. Presentation of the September 2014 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 \$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 September totaled \$167,633.87 with \$144,617.87 from the General Fund and \$23,016.00 from the Capital Projects Fund. Manager Dickson informed the Board that the epoxy floor coating was completed to our satisfaction in the garage and invited the Board to inspect the garage after the meeting. 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 86.4% of the budget compared to 75.0% of the year that has been completed through September. This is normal as the highest budget items such as seasonal labor, the purchase of pesticides and aerial spraying are nearly complete for the year. Manager Dickson also pointed out that adult mosquito populations are continuing to plague us even in October and that if we had available personnel and funding, we would have continued our mosquito abatement efforts well into this month. Manager Dickson also pointed out that for the last 5 years we have been consistently over budget for Spraying Materials and Contracted Aerial Spraying. This is because of a larger need for aerial adulticide applications in our rural habitats. Trustee Okabe made a motion to accept the September financial statement. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

**5. Request for Qualifications for Architect / Engineering Services:**

Manager Dickson stated that when the Board discussed the Five-Year Plan for SLCMAD during the August Monthly Board Meeting, a recommendation was made to retain the services of an architect and/or architectural firm in order to provide tangible estimates for costs associated with building additions and modifications. Manager Dickson stated that for Architectural Engineering Services, the State of Utah has very specific procurement rules which stipulate that a Statement of Qualifications should be acquired from interested parties prior to final selection. The request for a SOQ should also include a brief overview of the needed work, the criteria for which each applicant would be graded upon, and the weighted percentage for each criterion to be used for grading purposes. The requested SOQ should also not ask for a set dollar amount associated with the proposed work, so that an objective decision could be made based solely on experience and qualification. Once the SOQ's are received from interested parties, the top ranking (3 to 5 based on the number of applicants) would be

invited to provide a 20 minute presentation to SLCMAD 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 would be chosen and then we can start negotiations on associated costs. A deadline of 18 November 2014 will be provided for receipt of all SOQ's and selected parties would provide presentations to the District on 16 December 2014. The goal of the District will be to select a final applicant during the 18 December 2014 Monthly Board Meeting. The Board of Trustees expressed their confidence in Manager Dickson and Assistant Manager Faraji to conduct the initial review process and provide the Board with their recommendation during the 18 December 2014 Monthly Board Meeting. Trustee Wilson also stated that she would be willing to provide assistance during the initial selection process.

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

Assistant Manager Faraji attended and provided a presentation at the Society of Vector Ecology meetings in San Antonio, Texas, during 28 September to 2 October 2014. The presentation was well received and the Society has asked if the talks from that session could be made available on their website for mass distribution. He also stated that the US Department of Agriculture has a keen interest in conducting aerial adulticide trials in collaboration with the District so that we can determine the optimal conditions and characteristics needed for an efficacious application. Other highlights include collaborations with the Walter Reed Biosystematics Unit for compilation of our historic light trap mosquito data, larval competition studies using *Aedes sierrensis* and *Aedes japonicus* with Illinois Natural History Survey, and the increasing interest in Unmanned Aerial Systems for mosquito and agricultural control work.

All staff members, except Bookkeeper Fairbanks, of the District and Board of Trustees attended the Utah Mosquito Abatement Association Annual Meeting at the Davis Convention Center in Layton, Utah during 5-7 October 2014. Manager Dickson presented a tribute Dr. Lewis T. Nielsen. Assistant Manager Faraji provided a presentation on invasive mosquitoes and exotic pathogens and their imminent arrival in the state of Utah. Rural Field Supervisor Hardman also provided a presentation on the operational efficacy of a newly developed larvicide for use as pre-hatch formulation. This was Mr. Hardman's first professional presentation, and he did an absolutely fantastic job while representing the District immaculately.

The Utah Association of Special Districts Annual Meeting will be held on 5-7 November 2014 at the Davis Convention Center in Layton, Utah. Trustees Erskine, Liddle, and Okabe plan to attend this meeting. Manager Dickson and Assistant Manager Faraji will also attend this meeting.

Assistant Manager Faraji, along with the rest of his co-principal investigators who worked on the Area-wide Asian Tiger Mosquito Suppression Program, has been selected to receive the Award for Excellence in Integrated Pest Management from the Entomological Society of America. The award will be

given during the Annual Meeting of the ESA which will be held on 16-20 November 2014 in Portland, Oregon. Assistant Manager Faraji will attend this meeting.

**7. Approval to Purchase:**

Manager Dickson asked the Board for permission to purchase necessary computer parts in order to replace an aging server for the District. The overall cost for a complete replacement will be over \$3,000 but since we do not have that much money available in the line item for computer equipment, we are asking to purchase half of the supplies needed now, with the hopes of requesting the additional funding with next year's budget. The current request is to replace the motherboard, processors, and cache at a cost of \$1,544.40. This purchase would be made through the Utah State Contract with Dell Computers (WN30ACA).

The second purchase request is for educational t-shirts which are given out by the District's Educational Specialist during classroom presentations and visits. We have about 360 shirts left over from last year, and we estimate that we will need an additional 2,600 shirts to take us through April of 2015. We have received two bids from vendors: 1) Spilt Ink SLC provided us a quote of \$6,890.00 at a cost of \$2.65 for each shirt; 2) Clark Screen Printing provided us a quote of \$7,228.00 at a cost of \$2.78 for each shirt.

Trustee Vitek made a motion to approve the purchase of computer server parts using the Utah State Contract for Dell computers at a cost of \$1,544.40 and the purchase of 2,600 educational t-shirts from Spilt Ink SLC at a cost of \$6,890.00. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

**8. Salary and Wage Review for 2015:**

Manager Dickson informed the Board that along with Assistant Manager Faraji, he had met with Trustees Erskine and Okabe to discuss the structure of salaries, wages, ranges, job descriptions, evaluations, and merit increases at the District. The above subcommittee met on 15 October 2014 and several great recommendations were achieved during that meeting. However, those recommendations will require additional research and more time will be needed to address those sanctions and provide a detailed report back to the Board.

The Board was also 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 five year history for each employee, a salary step table for 2014 and proposed 2015, and a detailed salary and compensation survey that was gathered from mosquito abatement districts around the state of Utah.

Manager Dickson is recommending a 1.7% COLA (cost of living adjustment) increase for all employees. The COLA from August 2013 to August

2014 is 1.7%. This is the most recent figure available and traditionally is the figure used when salaries are set each October.

Manager Dickson also recommends a single step increase (1.5%) for all District employees, except for Manager Dickson and Assistant Manager Faraji. Manager Dickson and Assistant Manager Faraji are not eligible for a step increase as they are at the top of the pay scale for their positions. Manager Dickson and Assistant Manager Faraji left the meeting so that the Board could speak freely in discussing the employees' compensation.

Manager Dickson and Assistant Manager Faraji rejoined the meeting. Trustee Vitek made a motion that the Board approves Manager Dickson's recommendations for the employee's 2015 salary compensation, with a 1.7% COLA increase for all District staff members and a 1.5% step increase for all District employees, except for Manager Dickson and Assistant Manager Faraji who are already at the top of their step scales. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

#### **9. 2015 Tentative Budget Discussion and Approval:**

Manager Dickson presented a draft of the 2015 Tentative Budget, which includes two scenarios for the 2015 allocations. The 2015 Tentative Budget #1 would keep the current employee structure and the 2015 Tentative Budget #2 would include an additional full time employee for the District. Manager Dickson explained that when the District's five-year plan was discussed at previous meetings, one of the main goals of the District was to separate the various job duties of individuals and have them concentrate on conducting the main job specifications for which they were hired. Specifically, Andrew Dewsnap is currently serving as the District's electronics technician (database analyst, server administrator, computer hardware/software, land and mobile line coordinator), IT/GIS analyst (GIS coordinator for all larvicide and adulticide applications), fish biologist (all aspects of maintenance, rearing, and placement of mosquito-eating fish), and is also the Urban Field Supervisor (in charge of the bike crew, tree hole crew, and all urban larvicide applications). The 2015 Tentative Budget #2 would request the hiring of an Urban Field Supervisor, as a field-working position, which would allow Andrew to concentrate on other aspects of his job duties more efficiently. Since the Board has previously approved pursuing the concept of a five year plan, we would like to start this process as soon as possible if we are financially capable.

Tax revenues and expenditures for the 2015 Tentative General Fund Budgets #1 and #2 will be \$2,025,000. The General Fund Budget for total anticipated revenues for Tentative Budget #1 will be \$2,321,000 and for Tentative Budget #2 will be \$2,387,500. Both of the budget scenarios would require a transfer of funds from the Capital Projects Fund Committed Funds, \$222,000 for the 2015 Tentative Budget #1 and \$288,500 for the 2015 Tentative Budget #2.

Trustee Vitek made a recommendation, since the District budget would be supportable for at least two years if we transfer some funds from Committed

Funds, to move forward with the 2015 Tentative Budget #2 and look into hiring an Urban Field Supervisor. However, she also mentioned that Manager Dickson should look into hiring this individual on a two year contract, in order to ensure that undue financial strain is not put on the District, should a tax increase not come to realization in the near future. Trustee Erskine made a motion to approve the 2015 Tentative Budget #2 as presented by Manager Dickson. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

The hearing to discuss the final 2015 Budget is scheduled for Thursday, 18 December 2014 at 6:00 pm. The December Board Meeting, which will have an agenda item to approve the 2015 Budget, will be held immediately following the 2015 Budget Hearing.

**10. Election of Board Officers for 2015:**

The current Board Vice-Chair, Todd Erskine, as per the District By-laws, will assume the position of Board Chair at the January Board Meeting. Trustee Little made a motion to elect Trustee Okabe as the Board Vice-Chair for 2015. Trustee Erskine seconded the motion which passed with a unanimous vote.

The immediate past-chair is eligible to go to the AMCA Legislative Conference in Washington, D.C. Trustee Wilson will be the eligible Board Member to attend that meeting in May 2015. As the 2015 Vice-Chair, Trustee Okabe will attend the AMCA Annual Meeting to be held in New Orleans, LA, on 29 March to 2 April. The Board Chair will attend the Mosquito and Vector Control Association of California Annual Meeting from 25-28 January 2015 in Monterey, CA.

**11. Five-Year Plan:**

Manager Dickson mentioned that work is ongoing and that he is continuing to refine the five year plan and prepare detailed cost estimates before the Board decides on any proposed certified tax increase. Once the Architect/Engineering firm has been selected, he will have a much better understanding of exact costs and expenditures.

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

Manager Dickson mentioned that in the future the District should hold its holiday pot-luck dinner at an earlier time in the year, such as October, when the weather is more pleasant and there is less time strain on all individuals. But for 2014, the holiday dinner will be held at the District on Saturday 6 December 2014 at 4:00 pm.

**13. Facility Maintenance:**

New compressed air and water lines were installed for the new fish rearing tank. This was done by Manwill Plumbing at a cost of \$342.51.

The shop floor resurfacing project has been completed and Mechanic Feragen is currently in the process of moving all supplies back into the garage.

**14. Manager's Report:**

The District was fortunate to retain ten seasonal employees through September. This may have long term benefits for the following season, as we were able to treat a larger portion of our larval habitats.

From May through September, the District submitted 1,222 mosquito pools for testing of West Nile virus. A total of 41 pools were determined to be positive for the presence of West Nile virus RNA. It is fortunate that these viral isolations have come late in the season. Thus far, there have only been two human cases of WNV confirmed from Utah. No additional cases have been reported at this time. Nationally, there have been 1,301 human cases with about 50 deaths. The Orange and Los Angeles County areas of California have been affected the most this year.

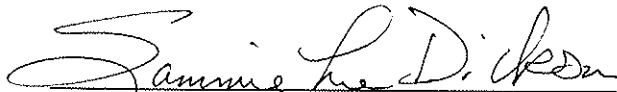
**15. Probable Agenda Items for 20 November 2014 Board Meeting:**

The November Board Meeting will be held on 20 November 2014 at the District office, beginning at 12:30 PM. Box lunches will be available for Trustees beginning at noon.

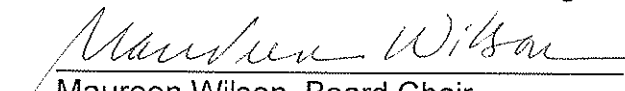
Probable items on the agenda will be a discussion and review of the Policy and Procedure Manuals for the District and monthly Manager's Report.

**16. Adjournment:**

Trustee Erskine made a motion to adjourn the October Board Meeting. The meeting was adjourned at 3:09 PM.

  
Sammie Lee Dickson, District Manager

11/20/2014  
Date

  
Maureen Wilson, Board Chair

Nov 20, 2014  
Date

