

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
April 16, 2015  
BOARD MEETING**

**1. Roll Call:**

Presiding: Todd Erskine, Chair 2015

Time: 12:31 PM

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

Trustees Present: Todd Erskine, Chair 2015  
Karen Okabe, Vice Chair 2015  
La Vone Liddle  
Dr. Dagmar Vitek (left the meeting during agenda item #8)  
Maureen M. Wilson (via conference telephone, left the meeting  
after agenda item #9)

Trustees Excused: None

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

There were no conflicts of interest declared.

**2. Approval of the March 19, 2015, Minutes of the March Monthly Board Meeting:**

Prior to this meeting, Trustees Liddle and Secretary Beagley had offered corrections to the pending minutes. Those corrections were incorporated prior to the meeting. Trustee Erskine offered the following correction to the pending Minutes of the March 19, 2015, Board Meeting: Agenda Item #3, third paragraph, third sentence, delete the apostrophe from 'districts'. Trustee Liddle made a motion to accept the pending Minutes of the March 19, 2015, Board Meeting with the corrections offered by Trustee Erskine and herself. Trustee Vitek seconded the motion, which passed with a unanimous vote.

**3. Presentation of the March 2015 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 \$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 March totaled \$320,551.57 with \$317,155.15 from the General Fund and \$3,396.42 from the Capital Projects Fund. Manager Dickson noted that the following line item expenditures were greater than 25% of the budget year that has elapsed: Memberships & Subscriptions (membership dues are paid early in the budget year); Travel & Conventions; Computer Software and Hardware; Mobile Telephone (switch of phone carriers and purchase of new phones); Office supplies, Education (last tuition payment for Education Specialist Jensen's Masters Degree); Equipment Maintenance; Equipment and Vehicles (purchase of vehicles and microscope), Shop Supplies, Natural Gas utility, and Spraying Materials (about half of the yearly supply of pesticides). Trustee Okabe made a motion to approve the March financial statement and payment of bills. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

During the discussion of the financial statement, Trustee Okabe inquired about the District's policy on deciding which employees are awarded reimbursement for continuing educational opportunities. Manager Dickson stated that the District's policy did not address who so much as the requirements for employees that do receive reimbursement. Trustee Okabe said that she would be willing to review the policy and offer suggestions. Manager Dickson said that he would email Trustee Okabe the current section of the policy that pertained to educational reimbursement.

#### **4. Credit Card Use and Management Policy:**

At the March Board Meeting, Trustee Okabe asked Manager Dickson to contact the Utah State Auditor's Office and ask for a review of the proposed policy for Credit Card Use and Management. Ryan Roberts responded to Manager Dickson with numerous suggestions of items to include in the policy. Ryan also sent information on the state's purchasing card system. Manager Dickson pointed out that by using credit cards from Zion's Bank, the District will get a small rebate from all purchases that are deposited back into the District's checking account.

Trustee Okabe suggested that the wording in the final sentence of the policy be changed from 'severe consequences' to 'discipline'. Trustee Erskine suggested that a statement be added on how misuse of a credit card will be resolved including arrangements for repayment and a timeline.

Manager Dickson will revise the draft Credit Card Use and Management Policy and place it on the May Board Meeting agenda for the Board's further consideration.

**5. Petty Cash Use and Management Policy:**

The board reviewed the Petty Cash Use and Management Policy along with the Credit Card Use and Management Policy in the previous agenda item. Similar issues were pointed out between the two draft policies. Manager Dickson will revise the draft Petty Cash Use and Management Policy and place it on the May Board Meeting agenda for the Board's further consideration.

**6. Five-Year Plan:**

The last meeting with Gordon Clarke, JRCA, was on April 9. At that meeting Assistant Manager Faraji and Manager Dickson worked with Gordon to get the final adjustments to the concept drawings for the layout of a new laboratory addition and women's locker room. The laboratory addition will be the most complicated component and we have already undergone several changes to the design and functionality of the facility. Manager Dickson and Assistant Manager Faraji understand that although they can assist with the initial design layout, they will need external assistance for proper staffing and stocking of the facility with the appropriate molecular analysis tools. Additionally, the District will consider testing mosquito samples from other districts for arboviruses and developing molecular markers to determine insecticide resistance/susceptibility status of field mosquitoes. Additional discussions took place on converting the field tool room into an office for Mechanic Feragen, enlarging the pesticide building addition to include room for the field tool items, adding a barrier wall between the car washes and the vehicle storage building, and general layout for a new vehicle storage/fish rearing building where the outdoor fish ponds currently are. As these concept drawings are completed, JRCA will begin to get an estimate on costs for these building additions and improvements.

Manager Dickson believes that at their working session on April 14, the Salt Lake City Council was given the letter drafted by Manager Dickson that is a general outline of the Districts changes to its five-year plan and a possible need for a certified tax rate increase in the 2016 budget. In a follow up, Manager Dickson received a call from Deputy City Attorney Rusty Vetter. The Salt Lake City Council had asked Rusty to talk with Manager Dickson and review any legal issues so that if a tax increase is needed the process set in the Utah Code will be followed.

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

The DSLASA Board met at this District on March 19, for its first quarterly meeting of the year. At the close of the meeting, Manager's Hatch and Dickson canceled the contract with the bookkeeper. Shirley Cox, Bookkeeper for the MAD-Davis, has agreed to fill in as bookkeeper for DSLASA until a new bookkeeper can be hired. Manager Dickson will wait until after the tax season to advertise for a new bookkeeper. The next meeting for DSLASA will be on June 11, at the MAD-Davis office.

The American Mosquito Control Association Annual Meeting was held in New Orleans, LA, the week of March 29, 2015. Trustee Okabe, Staff Members Dewsnup, Hardman, Assistant Manager Faraji and Manager Dickson attended this meeting. Secretary Beagley attended the meeting representing the South Salt Valley MAD as one of their trustees. Assistant Manager Faraji and Manager Dickson met with representatives from the Australian Mosquito Control Association about an employee exchange program. Assistant Manager Faraji and Operations Supervisor Hardman gave presentations at the meeting. IT Supervisor Dewsnup had a poster in the poster session. Manager Dickson participated in the young professionals group on professions related to mosquito control.

The Utah Mosquito Abatement Association Annual Spring Workshop will be held at the offices of the Utah Local Government Trust, in North Salt Lake, on Saturday April 18. Manager Dickson passed out a draft agenda for the workshop. All staff and any seasonal employees that have been hired will be encouraged to attend the workshop.

The American Mosquito Control Association 16<sup>th</sup> Annual Washington Conference will be held in Washington, D.C., May 4-6, 2015. Assistant Manager / Entomologist Faraji, District Clerk Fairbanks and Manager Dickson will attend the meeting. Secretary Beagley will attend this meeting representing the South Salt Valley MAD as one of their trustees. The people going to this meeting from Utah will meet at this district's office on April 22 to review what to expect, set appointments with legislators and divide into teams for the legislative visits.

#### **8. Manager's Report:**

Assistant Manager Faraji has recruited and hired twenty-one seasonal and two interns to work for the District this mosquito season. Six seasonal employees have already started to work for the District due to the extremely warm temperatures in March and April, which will cause an early beginning to the mosquito season. These individuals are now licensed, have airport identification badges and are nearing full trained status. It will be extremely helpful to have these individuals if we get some much needed precipitation. Currently many of the early season larval mosquito locations are dry.

#### **9. Probable Agenda Items for the May 21, 2015, Board Meeting:**

Probable items on the agenda for the May 21, 2015, Board Meeting are: the reconsideration of the credit card use and management draft policy, a discussion of how the slcmad.org email addresses are working, the timing of the hiring of personnel to fit into the five-year plan and replacements for the Assistant Manager and Secretary positions and preparations for the yearly financial audit.

A boxed lunch will be available for Trustees at noon preceding the Board Meeting which will begin at 12:30 PM.

**10. Adjournment:**

Trustee Liddle made a motion to adjourn the April Board Meeting at 3:04 PM.

  
Sammie Lee Dickson, District Manager

5/21/15  
Date

  
-Todd Erskine, Board Chair 2015  
Karen Okabe

21 May 2015  
Date

