

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
February 19, 2015  
BOARD MEETING**

**1. Roll Call:**

Presiding: Todd Erskine, Chair 2015

Time: 12:30 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 at 2:10 PM agenda item #9)  
Maureen M. Wilson

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 January 15, 2015, Minutes of the January Monthly Board Meeting:**

Trustee Liddle offered the following corrections to the pending Minutes of the January 15, 2015 Board Meeting: Agenda Item #2, in the heading place a comma after 2014; Agenda Item #4, change the date in the heading from '2014' to '2015' and in the second paragraph, line one change '\$71,21.33' to '\$71,721.53'; Agenda Item #10, in the first sentence capitalize "Conflict"; and, Agenda Item #11, in the fifth paragraph, first sentence, capitalize 'Conference.' Trustee Wilson made a motion to accept the pending Minutes of the January 15, 2015, Board Meeting with the corrections offered by Trustee Liddle. Trustee Liddle seconded the motion, which passed with a unanimous vote.

**3. Presentation of the January 2015 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 \$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 January totaled \$174,884.73 with \$174,884.73 from the General Fund and \$0.00 from the Capital Projects Fund. The yearly one time transfer of \$151,000.00 to the PTIF account of the Davis Salt Lake Aerial Spray Authority was all made during January. Manager Dickson noted that the following line items expenditures were greater than 8.3% of the budget year that has elapsed: Workers Compensation (one month is paid in advance); Memberships & Subscriptions (membership dues are for the year are paid early in the budget year); Travel & Conventions; Computer Software and Hardware; Education (last tuition payment for Education Specialist Jensen's Masters Degree); Equipment Maintenance; Shop Supplies; Natural Gas Utility; and, Equipment and Vehicles (purchase of two 2015 trucks). The Vehicle Insurance line item shows that it has already overspent the budget by \$3,841; however, the District received a credit on a miss-billing for \$3,969. Trustee Liddle made a motion to approve the January financial statement and payment of bills. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

#### **4. Architect / Engineering Services:**

At the January Board Meeting, Manager Dickson had reported that JRCA had given a quote of \$15,800 to complete the original four projects: feasibility concept design and estimated cost of expanding the women's locker room, expanding the laboratory, adding an additional car wash and adding an extension onto the pesticide storage building. After considering all aspects of the District's five-year plan, Manager Dickson asked JRCA for a quote to add a fifth project, the feasibility, concept design and estimated cost of removing the outdoor fish ponds and building an additional vehicle storage building. The addition of project would increase the overall cost for the five initial projects to \$22,200. The contract with JRCA was completed on February 2, 2015. A tentative schedule has been proposed by JRCA that would have their work on these projects done by the end of April. Trustee Okabe made a motion to approve the cost of \$22,200 for the initial feasibility, concept design and estimated cost projections for the five projects. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

#### **5. Purchases:**

Manager Dickson presented the following items for the Board's consideration of approval to purchase: Leading Edge Drop Vision Software and Hardware, single source product, \$30,307; two Dell Optiplex 3020 computers, WSCA state contract BA27160, \$1,444.32; three groups of five licenses for ESRI ArcGIS Online software, single source, \$7,500; 14 Garmin Bluetooth GPS for Android, small purchase, \$1,386.00; and a single shirt with District / mosquito logo for each Board Member, small purchase, ~\$35 each. The Leading Edge Drop Vision will be used for aerial spray droplet measurements in the aerial spray penetration research this summer. The two computers will be used by the District Clerk and by the new Urban Field Supervisor. Andrew Dewsnup,

Information Technologist, has developed the ability to use a cell phone and a Garmin GPS device at a cost of \$170 each to replace Trimble Juno, \$1,900 each, for field data collection. Coupled with the new ESRI ArcGIS Online software, the new set up will download and update all units wirelessly each time the device is brought into the District office. Trustee Vitek made a motion to approve the purchase of Leading Edge Drop Vision Software and Hardware, a single source product, at a cost of \$30,307; two Dell Optiplex 3020 computers, through the WSCA state contract BA27160, at a cost of \$1,444.32; three groups of five licenses for ESRI ArcGIS Online software, a single source, at a cost of \$7,500; 14 Garmin Bluetooth GPS units for Android, a small purchase, at a cost of \$1,386.00; and five shirts with District / mosquito logos for Board Members, small purchase, a cost of approximately \$175. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

**6. Petty Cash Balance:**

Currently the District has a petty cash checking account through Zion's Bank that the District Clerk reimburses with up to \$500.00 at any time. Manager Dickson asked the Board to approve increasing this limit to \$1,000. Trustee Okabe asked if there were any written policies on the use of petty cash. Manager Dickson explained the current procedures, but stated that the procedures are not written down. She suggested that Manager Dickson prepare a written policy on petty cash use and balance and submit it to the Board for consideration at the March Board Meeting. Manager Dickson said that he would prepare a draft policy for the Board's consideration.

**7. Purchase of Pesticides:**

Manager Dickson presented the Board with a table listing the pesticides, vendor, state contract number, amount to be ordered and total cost for the product needed for the 2015 mosquito season. The total cost of the pesticides to be ordered is \$484,668.64. The 2015 Budget line item for Spraying Materials is \$500,000. Trustee Liddle made a motion for Manager Dickson to place the order for the needed pesticides for the 2015 mosquito season at a cost of \$484,668.64. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

Chemical Formulation	Vendor	State contract #	2015 Amount Ordered	Cost / Unit	2015 \$ Cost
Dibrom	UNIVAR	MA632	1,440 gls	172.95 / gl	249,048.00
Biomist 30 + 30	Clarke	MA629	20 gl	68.00 / gl	1,360.00
Diluent Oil (Orchex796)	UNIVAR	MA632	110 gl	7.97 / gl	876.70
Altosid WSP Pellets	Clarke	MA629	0 case	648.00 / case	0.00
Altosid Briquet (30 day)	Clarke	MA629	5 cases	440.00 / case	2,200.00
Altosid XR (150 day) Ingot	Clarke	MA629	11 cases	697.40 / case	7,671.40
Natular G-30 granules	Clarke	MA630	2,000 lbs	14.715 / lb	29,430.00
VectoBac 12 AS	ADAPCO	2013 -2017 bid	0 gls	33.37 / gl	0.00
VectoBac GR	ADAPCO	2013 -2017 bid	44,400 lbs	1.87 / lb	82,654.00
VectoBac GR	ADAPCO	2013 -2017 bid	12,800 lbs	2.05 / lb	26,240.00
VectoLex FG granule	ADAPCO	2013 -2017 bid	3,200 lbs	6.42 / lb	20,544.00
VectoLex WSP	ADAPCO	2013 -2017 bid	69 case	821.66 / case	56,694.54
VectoLex WDG	ADAPCO	2013 -2017 bid	150 lbs	53.00 / lb	7,950.00
<b>Total</b>					<b>484,668.64</b>

## **8. Five Year Plan:**

The first part of the five year plan to be implemented was the hiring of an architectural / engineering firm to do feasibility, concept design and cost estimates for five projects. The second part of the five year plan to be implemented was the hiring of an Urban Field Supervisor for a two year period. Manager Dickson introduced Richard 'Brad' Sorensen, the new Urban Field Supervisor, to the Board. Brad has worked the last six mosquito seasons on the bicycle catch basin crew. Brad has a helicopter pilot's license that may also be useful in the future.

Manager Dickson said that he would like to invite the Salt Lake City Council members to visit the District so that they can better understand the District's future budgeting needs. Trustee Okabe suggested that Manager Dickson go through Cindy Gust-Jenson, the Salt Lake City Council Executive Director, and ask her for the best way to get the council members involved.

With the planned retirement of Secretary Beagley and Manager Dickson in March and June 2016, respectively, the District will need to start planning on how these two positions will be filled. Manager Dickson said that with Dr. Faraji expected to take his position, and no one currently on staff that is qualified to be promoted to Assistant Manager / Entomologist, a national search will have to be made. The hiring of a new Assistant Manager / Entomologist should take place early in 2016. It is hoped that the District Clerk and District Secretary positions can be combined to create an Administrative Assistant position.

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

Assistant Manager Faraji gave a report of his attendance of the Florida Fly-In in Fort Myers, FL, January 13-15.

Todd Erskine attended the 86<sup>th</sup> Annual Meeting of the Mosquito and Vector Control Association of California, January 24-28, 2015, in Monterey, CA. This was the first time that this District has been represented at this conference in several years. Chair Erskine stated that the keynote address was made by Dr. Gordon Patterson on the four pillars of mosquito control in California. The meeting had a lot of talks and emphasis on detecting and managing pesticide resistance.

The West Central Mosquito and Vector Control Association will hold its Annual Meeting in Moab, UT, March 10-12, 2015. Manager Dickson plans on taking the entire staff to this meeting. Assistant Manager / Entomologist Faraji, Education Specialist Jensen, Operations Supervisor Hardman and Manager Dickson are all on the agenda to give presentations.

The American Mosquito Control Association Annual Meeting will be held in New Orleans, LA, the week of March 29, 2015. Trustee Okabe, Staff

Members Dewsnap, Hardman, Assistant Manager Faraji and Manager Dickson will attend this meeting. Secretary Beagley will attend this meeting representing the South Salt Valley MAD as one of their trustees.

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. The District will have all staff attend and any seasonal employees that have been hired will be encouraged to attend.

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.

**10. Manager's Report:**

The weather has been extremely warm and dry for this time of year. Due to the mild temperatures, Manager Dickson will be bringing on the first seasonal employees on March 16. Two weeks earlier than normal.

Assistant Manager / Entomologist Faraji and Manager Dickson have been attending the UASD legislative reviews at the State Capital Complex every Tuesday afternoon. One bill of particular concern is HB 301, Pesticide Spraying Notification Amendments, whose chief sponsor is Rep. Brian King of Salt Lake City. In its original form the bill would have made it nearly impossible for mosquito abatement districts to make larvicide and adulticide treatments around schools. LeGrand Bitter and Heather Anderson, UASD, have helped Assistant Manager / Entomologist Faraji and Manager Dickson gain access to Rep. King to talk about concerns. Rep. King was extremely accommodating in introducing a substitute bill that would exempt MAD spraying from the school notification process. This bill is in the 3<sup>rd</sup> reading of the House.

**11. Probable Agenda Items for the March 19, 2015, Board Meeting:**

Probable items on the agenda for the March 19, 2015, Board Meeting are: the 2015 session of the Utah Legislature and bills that affect the District's operation, a petty cash use and balance policy with consideration of increasing the level of petty cash balance from \$500 to \$1,000 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.

**12. Adjournment:**

Trustee Liddle made a motion to adjourn the February Board Meeting. The motion was seconded by Trustee Wilson and the meeting was adjourned at 2:10 PM.

  
Sammie Lee Dickson, District Manager

3/19/2015  
Date

  
Todd Erskine, Board Chair 2015

3/19/2015  
Date