

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
January 15, 2015
BOARD MEETING**

1. Roll Call:

Presiding: Maureen Wilson, Chair 2014 / Todd Erskine, Chair 2015

Time: 12:30 PM

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

Trustees Present: Maureen M. Wilson, Chair 2014
Todd Erskine, Chair 2015
La Vone Liddle (participation via conference phone)
Karen Okabe, Vice Chair 2015
Dr. Dagmar Vitek (left the meeting at 1:15 PM agenda item #5)

Trustees Excused: None

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

There were no conflicts of interest declared.

Trustee Wilson who has served as the Board Chair for 2014 passed the control of the meeting to Trustee Erskine who has served as the Board Vice Chair for 2014 and is now serving as the Board Chair for 2015. Trustee Okabe will serve as the Board Vice Chair for 2015.

Trustee Vitek announced that she will have to leave the meeting early and asked that items that require Board approval be moved to the top of the agenda. Chair Erskine asked Manager Dickson to prioritize the agenda items. The agenda will be in the following order: 1, 2, 3, 7, 8, 9, 10, 4, 5, 6, 11, 12, 13 and 14.

2. Approval of the December 18, 2014, Minutes of the 2015 Budget Hearing:

There were no corrections or additions offered for the pending 2015 Budget Hearing Minutes. Trustee Liddle made a motion to approve the Minutes of the December 18, 2014, 2015 Budget Hearing as presented. Trustee Vitek seconded the motion and it passed with a unanimous vote.

3. Approval of the December 18, 2014, Minutes of the December Monthly Board Meeting:

After the December Board Meeting, Manager Dickson posted the pending minutes in Google documents so that all Trustees could see editing as it was suggested by the other Trustees. Manager Dickson said that he received edits from Trustees Wilson and Liddle and from Secretary Beagley. Chair Erskine noted that the pending minutes have the wrong date in the heading. Trustee Wilson made a motion to accept the pending Minutes of the December 18, 2014, Board Meeting with the correction to the date in the heading. Trustee Okabe seconded the motion, which passed with a unanimous vote.

4. Presentation of the December 2014 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the December 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 December totaled \$71,721.53 with \$71,721.53 from the General Fund and \$0.00 from the Capital Projects Fund. Since this was the last financial statement for the year, any line items that were over the budgeted amount for the year were apparent. Manager Dickson pointed out that the overall expenditures from the General Fund, for the year were 97.77% of the budget. Manager Dickson stated that the District ends the year with a General Fund balance of just \$24,958. As of December 31, 2014, the District has received \$2,024,639 in property taxes towards its 2015 Budget year. Trustee Liddle made a motion to approve the December financial statement and payment of bills. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

5. Selection of Firm for Architect / Engineering Services:

Assistant Manager Faraji and Manager Dickson met with Gordon Clark, Vice President of JRCA Architects, Inc., to discuss the scope of services to be provided, proposed cost of those services and terms for a contract. Mr. Clark presented a scope of work that would cover the concept design, feasibility and estimated cost to construct the initial four projects (expand/build BSL 2/3 laboratory, expand the women's locker room, add an additional car wash bay and expand the capacity of the pesticide storage building. The time frame to complete this work is estimated at sixty to ninety days. The form of contract being proposed will be based on the American Institutes of Architects B101 with a pre-design phase of work agreed upon now and include design work for the funded portions of the project to be determined. The proposed cost of this initial project is \$16,000.

Trustee Okabe asked Manager Dickson what position Gordon Clark holds with JRCA, since he is the person signing for the proposed fees. Manager Dickson (incorrectly) responded that Mr. Clark is the owner of JRCA. Trustee Okabe pointed out that it will be important to have the correct person with JRCA sign the contract.

Trustee Okabe made a motion to accept the proposal from JRCA Architects, Inc., to perform the initial project for \$16,000 and to sign a five-year agreement for JRCA Architecture, Inc. to provide architectural / engineering services on an as needed basis after the contract is reviewed by an attorney representing the District. Trustee Vitek seconded the motion and it passed with a unanimous vote.

6. Hiring of Urban Field Supervisor:

Assistant Manager Faraji submitted the job description and an idea of what the District was looking for in a person to fill the new Urban Field Supervisor position to Trustee Okabe. Trustee Okabe developed a set of fourteen criteria based interview questions. On January 12, 2015, Field Supervisor Hardman and Manager Dickson interviewed the top three candidates for the Urban Field supervisor position. The candidate determined to be the best fit for the District is Richard Sorensen. Mr. Sorensen has previously worked the past six years as a seasonal employee for the District. Manager Dickson will contact all three finalists tomorrow and make a job offer to Richard Sorensen for a limited two-year position at a starting annual salary of \$33,848, with normal benefits offered to full-time District employees.

7. Policy and Procedure Manual – Proposed Changes and Approval:

The District's Policy and Procedure Manual was reviewed and changes were made at the November 20, 2014, Board Meeting. Manager Dickson incorporated the changes and printed out copies for the Board. While printing up the revised copied, Manager Dickson realized that he had failed to have the Board incorporate the Driver Qualification Policy that the Board had adopted in June of 2013. Manager Dickson asked the Board to approve the incorporation of this policy into the Policy and Procedure Manual. Manager Dickson also proposed a change to the policy that allowed an employee who retires before the age of sixty-five to use accumulated sick time to be used for payment of the District's group medical insurance until that sick time was used up. The proposed change would allow any retiring employee to continue with the District's group health insurance by using the value of accumulated sick leave, vacation time and/or direct payments to the District to continue group medical coverage. Trustee Liddle made a motion to: incorporate the previously adopted Driver Qualification Policy; add a revised policy allowing retiring employees to use the value of accumulated sick leave, vacation time and/or direct monthly payments to the District to continue with the District's group health plan; and, change the date of revision of the District's Policy and Procedure Manual. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

8. Employee Handbook – Proposed changes and Approval:

The District's Employee Handbook was reviewed and changes were made at the November 20, 2014, Board Meeting. Manager Dickson incorporated the changes and printed out copies for the Board. While printing up the revised copied, Manager Dickson realized that he had failed to have the Board incorporate the Driver Qualification Policy that the Board had adopted in June of 2013. Trustee Vitek made a motion to add the Driver Qualification Policy to the Employee Handbook and change the date of revision. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

9. Purchasing Policy – Proposed Changes and Approval:

At the November 20, 2014, the Board adopted Resolution No. 2014-11-20, a resolution adopting a purchasing policy that had been developed by attorney Mark Anderson, representing the Utah Local Governments Trusts. At the time of the adoption of the purchasing policy, Manager Dickson has stated that some of the purchasing limits within the policy are much higher than needed for this district and that the policy should be reviewed at a future meeting. Manager Dickson presented six changes to the purchasing policy all dealing with dollar value thresholds. Those changes are outlined the following proposed Resolution No. 2015-1-15.

*Salt Lake City Mosquito Abatement District
Resolution # 2015-1-15*

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)(1) 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 board 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 board of the 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 Procedure" (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 board of the District as follow:

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 the 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:
- under:

III. General Provisions, G. Surplus Property and Salvage, 1. Disposal of Surplus Property – change \$2,000.00 to \$500.00 in two places;

III. General Provisions, G. Surplus Property and Salvage, 3. Donation Disposal and Destruction of Surplus Property – change \$30.00 to \$50.00;

V. Small Purchases, A. General, 2. Thresholds, c. – change \$50,000 to \$10,000;

V. Small Purchases, D. Quotes for Small Purchases between \$2001 and \$25,000, 1. – change \$1,001 to \$2,001 and \$2,000 to \$2001;

V. Small Purchases, D. Quotes for Small Purchases between \$2001 and \$25,000, 2. – change \$50,000 to \$25,000 in three places;

V. Small Purchases, D. Quotes for Small Purchases between \$2001 and \$25,000, 3. – change \$50,000 to \$25,000 in three places;

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 15th day of January, 2015.

Trustee Wilson made a motion to adopt the changes to the District's Purchasing Policy as described in Resolution No. 2015-1-15 and to adopt the resolution. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

10. Conflict of Interest Policy Discussion and Adoption:

The auditor for the Davis-Salt Lake Aerial Spray Authority made a note in the audit for the year ending December 31, 2013, that the authority needed to adopt a conflict of interest policy and have all of the Trustees sign a Conflict of Interest Disclosure Statement. The DSLASA prepared a policy, had it reviewed by an attorney and adopted the policy. Manager Dickson took that policy and changed the names on the document so that it would work for this District. Trustee Okabe suggested that an original date of adoption be added to the policy. Trustee Wilson made a motion to adopt the Conflict of Interest Policy presented by Manager Dickson with the addition of an original date of adoption. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

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

Assistant Manager Faraji is attending the Florida Fly-In in Fort Myers, FL, this week. He will give a report on the meeting at the February Board Meeting.

Todd Erskine, the incoming Board Chair, will be attending the 86th Annual Meeting of the Mosquito and Vector Control Association of California, January 24-28, 2015, in Monterey, CA. This is the first time that this District has been represented at this conference in several years and the Board looks forward to Chair Erskine's report at the February Board Meeting.

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.

American Mosquito Control Association Annual Meeting will be held in New Orleans, LA, the week of March 29, 2015. Trustee Okabe, Staff Members Dewsnup, 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 American Mosquito Control Association 16th Annual Washington Conference will be held in Washington, D.C., May 4 -6, 2015. Trustee Wilson as the immediate past Chair is eligible to attend this meeting. Trustee Wilson stated that she has to be careful not to be involved in any lobbying so as not to create a conflict of interest with her full-time employment. Manager Dickson stated that the conference does have lobbying on Capitol Hill for one day of the

meeting, but that there are two days where presentations are made that would not be considered lobbying. Trustee Wilson will decide if she can attend the meeting. Manager Dickson asked the Board if it were possible for District Clerk Fairbanks to attend the meeting along with Assistant Manager Faraji and Manager Dickson. The Board was in agreement that this would be a good opportunity for the District Clerk to learn more about legislation that affects the District.

12. Manager's Report:

As of January 14, 2015, a total of 2,122 human cases of West Nile virus were confirmed in the USA in 2014.

December's weather is best described as much warmer and drier than normal. The District snow plow only had to be used on one day. The level of the Great Salt Lake is approximately one foot lower than at this time last year. The lake's elevation is approximately 18 feet lower than the high mark reached in the mid-1980's.

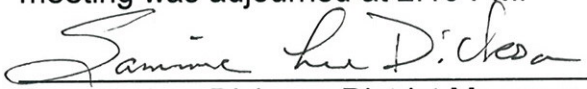
Most employees took several days of vacation and/or accumulated compensation time off during the holiday season.

13. Probable Agenda Items for the February 19, 2015, Board Meeting:

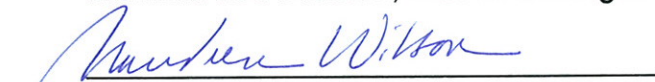
Probable items on the agenda for the February 19, 2015, Board Meeting are: the 2015 session of the Utah Legislature and bills that affect the District's operation, signing of contract with JRCA Architecture, new Urban Field Supervisor joining the District staff, consideration of increasing the level 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.

14. Adjournment:


Trustee Wilson made a motion to adjourn the December Board Meeting. The meeting was adjourned at 2:10 PM.


Sammie Lee Dickson, District Manager

2/19/2015
Date


Maureen Wilson, Board Chair 2014

Feb 19, 2015
Date


Todd Erskine, Board Chair 2015

2/19/15
Date