

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
March 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 after agenda item #7)
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 February 19, 2015, Minutes of the February Monthly Board Meeting:

Prior to this meeting, Trustees Wilson and Liddle had offered corrections to the pending minutes. Those corrections were incorporated prior to the meeting. Trustee Liddle and Erskine offered the following corrections to the pending Minutes of the February 19, 2015, Board Meeting: Agenda Item #4, in the heading, place a comma after 2014; Agenda Item #4, second sentence, change 'store' to 'storage' and in the third sentence, change 'addition' to 'additional'; and, in Agenda Item #5, in the first and fifth sentences, change 'group' to 'groups'. Trustee Liddle made a motion to accept the pending Minutes of the January 15, 2015, Board Meeting with the corrections offered by Trustee Erskine and herself. Trustee Okabe seconded the motion, which passed with a unanimous vote.

3. Presentation of the February 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 \$114,354.32 with \$114,354.32 from the General Fund and \$0.00 from the Capital Projects Fund. Manager Dickson noted that the following line items expenditures were greater than 16.67% of the budget year that has elapsed: Workers Compensation (one month is paid in advance); 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); Education (last tuition payment for Education Specialist Jensen's Masters Degree); Equipment Maintenance; Natural Gas Utility; Equipment and Vehicles (purchase of two 2015 trucks); and, Small Spraying Equipment. The Vehicle Insurance line item shows that it has already overspent the budget by \$1,736.36; 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 Wilson and passed with a unanimous vote.

Trustee Vitek asked if the District had budgeted for the extra costs associated with the testing for mosquito pools to detect West Nile virus. Manager Dickson stated that the Unified State Laboratory's work on mosquito virus detection is 100% funded through a grant from the Centers for Disease Control & Prevention. That grant ends in July and the lab will now have to charge mosquito abatement district's \$10 per mosquito pool. This District budgeted for the testing of up to 1,500 mosquito pools under the line item of Encephalitis Surveillance.

4. Credit Card Use and Management Policy:

At the February Board Meeting, Trustee Okabe asked Manager Dickson to 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 contacted Gary Hatch, Manager of the Mosquito Abatement District-Davis, about what their district was doing with credit cards and petty cash. The MAD-Davis has issued credit cards to all of its staff members which have limits attached to them. Since each credit card has a unique number but is tied to a master account, the purchases by each staff member can be closely monitored.

Manager Dickson would like the Board to consider doing a similar credit card use system with this District. A draft Credit Card Use and Management Policy was presented. The following concerns were expressed: would this policy be in compliance with the State Auditor's Office and if so can a statement to that effect be placed in the policy; a single item purchase limit should be added; insert a clause referring to the use of any credit cards for 'official District business only'; and insert a clause referring to the District's disciplinary clause for not complying with District policy. Manager Dickson said that he would send the draft policy to the State Auditor's Office for their comments. Manager

Dickson will incorporate the auditor's and Board's comments into the draft policy. The draft Credit Card Use and Management Policy will be placed on the April Board Meeting agenda for the Board's further consideration.

5. Petty Cash Use and Management Policy:

At the February Board Meeting, Manager Dickson had asked the Board to increase the amount of money that is kept in the petty cash checking account. That item was tabled to this meeting to consider a formal policy for managing the petty cash account. Manager Dickson presented a draft Petty Cash Use and Management Policy. However, if the Board elects to issue credit cards to staff members, then the petty cash account may no longer be needed. This item was tabled until the April Board Meeting after the reconsideration of the draft Credit Card Use and Management Policy.

6. Five-Year Plan:

The entire District Staff met with Scott Holmes and Gordon Clark, JRCA, on February 25, to get the feedback from everyone concerning the five areas that JRCA has been tasked with determining feasibility, concept drawings and cost estimates for. Assistant Manager Faraji and Manager Dickson met with JRCA representatives on March 5, at the Unified State Health Laboratory to see how Bio-Safety Labs of levels 2 and 3 are designed and function. Another meeting is planned for next week to review the first concept designs.

Trustee Okabe was able to talk with Cindy Gust-Jensen as an introduction to Manager Dickson. Manager Dickson had a very positive conversation with Ms. Gust-Jensen on March 18. Ms. Gust-Jensen is very willing to work with the District in introducing the topic of a possible certified tax increase to the Salt Lake City Council for their approval. She told Manager Dickson that the SLC Council has been going through a detailed discussion of a new crime lab for the police department and would have detailed questions concerning the District's need for its own lab. She also cautioned that if the SLC Council were to approve the certified tax rate increase, it would be in the form of an ordinance that would also have to be approved by Mayor Becker. All communications to Ms. Gust-Jensen should be copied to David Everitt, the Mayor's Chief of Staff, and Gina Chamness, SLC Budget Director.

Ms. Gust-Jensen said that she would send a memo to the SLC Council members letting them know that the District had made a courtesy check in with her. She asked Manager Dickson to prepare a short letter to the SLC Council outlining what the District's goals are on this issue. It is hoped that the District can make a presentation to the SLC Council in a working group setting in May.

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

The West Central Mosquito and Vector Control Association held its Annual Meeting in Moab, UT, March 10-12, 2015. The entire staff attended this

meeting. Assistant Manager / Entomologist Faraji, Education Specialist Jensen, Operations Supervisor Hardman and Manager Dickson all made presentations. Manager Dickson stated that he believed the talk given by Operations Supervisor Hardman was the best of the meeting.

This evening the DSLASA Board will meet at this District at 5:00 pm. The Board is expected to go into closed session to discuss the competency of the contracted bookkeeper.

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. Assistant Manager Faraji and Manager Dickson will be meeting with representatives from the Australian Mosquito Control Association about an employee exchange program.

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 16th 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.

8. Manager's Report:

The weather continues to be extremely warm and dry for this time of year. The warm weather appears to be triggering the emergence of *Anopheles freeborni* from hibernation. Reports from northern Utah mosquito abatement districts are that *Anopheles freeborni* females are producing many service requests.

Assistant Manager Faraji has been assigned with the recruiting and hiring of seasonal employees. Ten of last year's seasonal employees are returning this year. Another twelve will need to be recruited, hired and trained. This is a fairly lengthy process. Trustee Okabe asked if the reason for the large turnover of seasonal employees is known. Manager Dickson stated that it was a combination of new management, LDS missions, graduation from college, etc. Trustee Okabe suggested doing exit interviews this year to better understand seasonal employee issues.

The 2015 Utah Legislative session ended on March 12. The legislature did not focus a lot of attention on local districts as it was busy with the relocation of the prison, equal rights and antidiscrimination issues. Two bills, HB 251 and

SB 112, will affect the governance of interlocal agencies such as DSLASA. The District will also need to make sure that its policy and procedures are consistent with the new laws dealing with equal rights hiring and breast feeding mothers.

9. Probable Agenda Items for the April 16, 2015, Board Meeting:

Probable items on the agenda for the April 16, 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 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.

Trustee Wilson said that she will be out of town during the next April Board Meeting but would like to participate via a conference call.

10. Adjournment:

Trustee Liddle made a motion to adjourn the March Board Meeting at 2:23 PM.


Sammie Lee Dickson, District Manager


Date


Todd Erskine, Board Chair 2015


Date

