

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
October 15, 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
Maureen M. Wilson
Dr. Dagmar Vitek

Trustees Excused: La Vone Liddle

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

There were no conflicts of interest declared.

Manager Dickson confirmed that the voice recorder was turned on.

2. Approval of the September 17, 2015, Minutes of the September Monthly Board Meeting:

Trustee Wilson made a motion to accept the pending Minutes of the September 17, 2015, Board Meeting as presented. Trustee Okabe seconded the motion, which passed with a unanimous vote.

3. Presentation of the September 2015 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 \$156,847.59 with \$156,847.59 from the General Fund and \$0.00 from the Capital Projects Fund. Manager Dickson noted that the following line item expenditures were greater than 75% of the budget year that has elapsed (excluding items paid just once each year): Salary

& Wages, FICA Taxes, Disability Insurance, Memberships & Subscriptions, Travel & Conventions, Office Supplies; Computer Software and Hardware, Mobile Telephones, Equipment Maintenance, Gasoline & Oil, Shop Supplies, Uniforms; Electrical Power, Equipment and Vehicles, Encephalitis Surveillance, and Spraying Materials.

Trustee Vitek made a motion to approve the September financial statement and payment of bills. The motion was seconded by Trustee Okabe and passed with a unanimous vote.

4. Five-Year Plan Update:

Facility Expansion Options:

Assistant Manager Faraji and Manager Dickson had met with Gordon Clark, JRCA, in September, and asked him to look at two additional scenarios for addressing the District's infrastructure needs. One scenario would move the shop to a new third vehicle storage building where the outdoor fish ponds are currently located. It would use the old shop as the mosquito fish rearing room, build a two story structure between the office and the current shop and increase the size of the office's map room. The second scenario would estimate the cost of relocating the District to property at ~2000 North 2200 West, and selling the current facility. This will give the District more options to see how better to move forward with the five year plan. Earlier in the week, Mr. Clark emailed Manager Dickson new cost estimates for the scenarios. The original cost estimate, May 2015, for the five building facility remodel and improvement projects was estimated at \$2,815,309 for a 2017 build timeline. The second scenario of building the lab east of the office and moving the lab to a new building at the back of the property was estimated at \$3,102,157. The third scenario of relocating and completely rebuilding the district facility was estimated to be \$8,451,922, excluding cost of land, for a 2017 build timeline.

Manager Dickson said that Mr. Clark's second scenario did not include a two story laboratory and office addition as asked, it merely moved the laboratory drawing from the original scenario from the west side of the office building to the east side. It appears to Manager Dickson that very little new work was performed and not as asked. Mr. Clark has been slow to complete drawings and estimates, has not responded to communications in a timely manner and has failed to listen to what Assistant Manager Faraji and Manager Dickson have asked him to provide. Manager Dickson believes that it is not in the District's best interest to continue the contract for architectural and engineering services with JRCA. He will be contacting the District's attorney, Felshaw King, on the proper manner to cancel the contract. Manager Dickson will then look at the procurement rules to see if the architectural firms that were prequalified in the original selection process for architectural / engineering services can be used to select a new firm or if the whole selection process needs to be done again.

Discussion & Approval of Job Descriptions and Posting:

Manager Dickson asked for the Board's approval to combine the Secretary/Receptionist and District Clerk job positions, each less than a full time position, into a single full time job position with expanded responsibilities, to be called the Chief Financial Officer (CFO). Manager Dickson would like the position to be effective January 1, 2016, so that training could be done before Sally Beagley, the current Secretary/Receptionist retires in March of 2016. If approved the CFO position would be offered as a promotion to the District's current District Clerk, Aleta Fairbanks. Trustee Okabe made a motion to approve the creation of the Chief Financial Officer job position that will be offered to the District's current District Clerk as a promotion and that the CFO job description that was presented be used with some modifications. The motion was seconded by Trustee Vitek and passed with a unanimous vote of those Trustees present.

Assistant Manager Faraji presented a job posting and a revised job description for the position of Assistant Manager/Entomologist. The proposed date of posting the position is October 16, 2015, with the intended first day on the job to be June 1, 2016. Trustee Okabe stated that she would like the expected starting date included and the closing date removed from the job posting. Trustee Erskine suggested that the Time Commitment statement be removed from the job posting. Trustee Okabe suggested that the job posting also include a statement that while not required a PhD is preferred. Manager Dickson said that this job would be posted locally and nationally as it may be difficult to locate and attract a person with the preferred skills. Trustee Wilson made a motion to approve the job posting for the position of Assistant Manager/Entomologist with the changes made to the job description as suggested by Trustees Okabe and Erskine. The motion was seconded by Trustee Okabe and passed with a unanimous vote of those Trustees present.

5. Intent to Increase Property Tax Levy above the Certified Tax Rate:

As required by Utah Code 59-2-919(3)(a)(i), the 'intent to increase property tax levy above the certified tax rate' was placed on the agenda for this meeting so that it could be announced in a public meeting at least 14 days before the next municipal election, which will be November 3, 2015.

The proposed property tax increase for 2016 will be for approximately 52.9% which will increase the District's income through property tax from \$1,893,000 to \$2,895,900. The 2015 certified tax rate for the District is 0.000121 and if the proposed tax increase is approved will be approximately 0.000178. For the average priced home in the District, \$260,700, the annual property tax would go from \$17.34 to \$25.52.

Purpose of Proposed Property Tax Increase:

The purpose of the proposed property tax increase is to implement the District's five-year plan. This will allow for the five needed remodel / building improvements (expansion of the women's locker room, expanding the laboratory to enable in-house testing for mosquito vector-borne diseases and pesticide resistance testing, adding a second vehicle wash area, adding a third

vehicle storage building that will also house an indoor fish rearing facility and expanding the capacity of the chemical storage building). The tax increase will allow for the yearly hiring of an additional 9 seasonal employees, a full-time laboratory director, combining the District Secretary and Bookkeeper positions into a Chief Financial Officer position, a rural field supervisor, a laboratory assistant and two vector control technicians. The number of full-time employees would grow from 10 to 14 and the number of seasonals from 23 to 32. The added personnel will greatly increase the District's ability to respond to the increased presence of mosquito-borne diseases from urban mosquitoes and be prepared for the imminent arrival of invasive species and exotic pathogens. Four of the seasonal positions would be for nighttime spraying and four would be for treating catch basins using bicycles to go street by street through the city.

Mailing of Notice to Property Owners:

As required by Utah Code 52-919(3)(c)(i)(A) a "Notice of Proposed Tax Increase" letter, that was prepared by the Salt Lake County Treasurers Office and inserted into the 2015 Property Tax Notice, was mailed during the week of October 5, 2015, to all property owners within the District. Approximately 76,000 unique notices were sent out to all property owners within the District's boundaries. The District has received approximately 12 phone calls, as of this meeting, about the tax notice. Almost all calls concern the callers' confusion about their tax notice. Only two of the callers were calling about the proposed property tax increase by this District.

6. 2016 Tentative Budget – Discussion and Approval:

Manager Dickson presented a draft of the 2016 Tentative Budget, which includes an additional income from a proposed property tax increase of \$1,002,700. The property tax increase would not be realized by the District until November and December of 2016. Thus, the increased income must be placed into the 2016 Budget, but will not be available for District use until the 2017 budget year.

The total for all revenues and expenditures for the 2016 Tentative General Fund Budget is \$3,192,990. This budget would include \$666,690 as a contribution to the fund balance for the 2017 budget year and a transfer of \$150,000 to the Capital Projects Fund. The total for the 2016 Tentative Capital Projects Fund is \$150,000. The Committed Reserves will remain at \$789,350.

Trustee Okabe made a motion to approve the 2016 Tentative General Fund Budget of \$3,192,990 and Capital Projects Funds Budget of \$150,000. The motion was seconded by Trustee Vitek and passed with a unanimous vote of those Trustees present.

A public hearing to hear discussion on the 2016 Budget will be held on December 17, 2015, at 6:00 PM, at the District's office.

7. 2016 Salary and Wage Discussion and Approval:

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 and a proposed salary step table for 2016.

Manager Dickson is recommending a 0.5% COLA (cost of living adjustment) increase for all employees. The COLA from August 2014 to August 2015 is 0.2%. This is the most recent figure available and traditionally is the figure used when salaries are set each October.

Manager Dickson recommends a merit increase (2.0%) for all of the District's employees with the following exceptions: District Mechanic a 1.5% merit which takes him to the maximum level for his position; Manager Dickson and Assistant Manager Faraji no merit pay as they are at the maximum compensation for their positions; Education Specialist a lane change for his obtaining of a Masters Degree in Education, increasing his compensation by 10.2%; and, Operations Supervisor a lane change for his increasing responsibilities, a 10.2% increase. Secretary/Receptionist Beagley, 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 Okabe made a motion that the Board approves Manager Dickson's recommendations for the employee's 2016 salary compensation, with a 0.5% COLA increase for all District staff members and a merit increase (2.0%) for all of the District's employees with the following exceptions: District Mechanic a 1.5% merit which takes him to the maximum level for his position; Manager Dickson and Assistant Manager Faraji no merit pay as they are at the maximum compensation for their positions; Education Specialist a lane change for his obtaining of a Masters Degree in Education, increasing his compensation by 7%; and, Operations Supervisor a lane change for his increasing responsibilities, a 9.3% increase. The motion was seconded by Trustee Vitek and passed with a unanimous vote of the Trustees present.

8. Election of 2016 Board Officers:

The current Board Vice-Chair, Karen Okabe, as per the District By-laws, will assume the position of Board Chair at the January Board Meeting. Trustee Wilson made a motion to elect Trustee Liddle as the Board Vice-Chair for 2016 and confirm Trustee Okabe as the 2016 Chair. Trustee Vitek 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 Erskine will be in that position, but will no longer be serving on the Board. As the 2016 Vice-Chair, Trustee Liddle and

Chair, Okabe, will be eligible to attend the AMCA Annual Meeting to be held in Savannah, GA, on February 7-11, 2016.

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

Trustees Vitek, Liddle, Wilson and Erskine attended the UMAA Annual Meeting hosted at the Provo Marriot on October 4-6, 2015. Also in attendance were all ten District staff members and Nelson Long one of this season's interns. Assistant Manager Faraji gave a talk about this summer's research involving aerial ULV spraying and getting the droplet cloud to penetrate a large inversion and a presentation on his medical entomology tour in Iran during May 2015. Intern Long gave a presentation on the fate of droplets collected on spinning slides and the need to gather data from those slides so as not to lose information. Manager Dickson participated in the Trustee training session.

District Secretary Beagley has made room reservations for Trustees and staff to attend the UASD Annual Meeting, hosted at the Provo Marriot, November 4-6, 2015. Both meetings will have the host hotel as the Provo Marriott.

Assistant Manager Faraji attended the Northwest Mosquito & Vector Control Association's Annual Meeting in Osoyoos, British Columbia, Canada, October 7-9, 2015. Assistant Manager Faraji attended that meeting and to present the results of his research this summer on the fate of Dibrom released for aerial spraying above a large thermal inversion.

Due to the length of the meeting, two upcoming meetings that were not discussed are the Florida Mosquito Control Association Aerial Short Courses to be held in Ft. Myers, FL, January 12-14, 2016 and the Mosquito & Vector Control Association of California Annual Meeting to be held in Sacramento, CA, February 28-March 2, 2016.

The District's Urban Supervisor, Brad Sorensen, will be presenting an AMCA webinar on the District's bicycle program on either November 3 or 10, 2015.

10. Manager's Report:

By the end of September the District had received notifications of four human West Nile virus case within the District's boundaries. All of the cases appeared to be from exposures around their residences. By the end of the season, the District had submitted 1,495 mosquito pools for testing by the Utah State Health Laboratory. A total of 83 of those pools were positive. The majority of the positive pools were those containing the northern house mosquito, *Culex pipiens*. Before the arrival of West Nile virus in 2003, very little control work was focused at this species, since it is not a severe biter of humans and until then was not known to transmit any disease in Utah. The switch from most WNV being found in the marsh mosquito, *Culex tarsalis*, to the

mosquito that prefers to be around humans, *Culex pipiens*, will require a big change in operations for the District going forward. While the proposed property tax increase for 2016 was in part to prepare for the arrival of other invasive mosquito species, it may have been well timed for the increased efforts that will be needed to control *Culex pipiens* in the city environment.

Temperatures were well above normal as was precipitation for the month of September. These factors helped extend the mosquito season into October. In past years the mosquito season field work is through by mid-September.

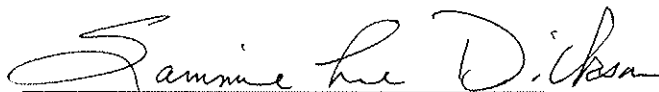
11. Probable Agenda Items for the November 19, 2015, Board Meeting:

Probable items on the agenda for the November 19, 2015, Board Meeting include: a continued discussion of the five-year plan; a report of the Chief Financial Officer job promotion; response to the advertisement for a new Assistant Manager; response to the mailing of the 'Notice of Proposed Tax Increase' letter by the Salt Lake County Treasurer; an update on Board appointments by the Mayor; bids on two ULV machines; and, an update on West Nile virus activity.

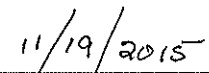
A bagged lunch will be available for Trustees at noon preceding the Board Meeting that begins at 12:30 PM.

12. Adjournment:

Trustee Vitek made a motion to adjourn the October Board Meeting, which adjourned at 4:40 PM.



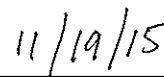
Sammie Lee Dickson, District Manager



Date



Todd Erskine, Board Chair 2015



Date

