

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
September 17, 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
Maureen M. Wilson

Trustees Excused: Dr. Dagmar Vitek

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 August 20, 2015, Minutes of the August Monthly Board Meeting:

Trustee's Erskine and Liddle asked that an apostrophe be placed on 'season's' in Item #6, second paragraph, first sentence. Trustee Liddle made a motion to accept the pending Minutes of the August 20, 2015, Board Meeting with the correction offered by herself and Trustee Erskine. Trustee Okabe seconded the motion, which passed with a unanimous vote.

3. Presentation of the August 2015 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the August 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 August totaled \$240,031.65 with \$240,031.65 from the General Fund and \$0.00 from the Capital Projects Fund. Manager Dickson noted that the following line item expenditures were greater than 66.7% of the budget year that has elapsed (excluding items paid just once each): Salary & Wages, FICA Taxes, Disability Insurance, Memberships & Subscriptions, Travel & Conventions, Office Supplies; Computer Software and Hardware, Mobile Telephones, Interest Expense, Equipment Maintenance, Gasoline & Oil, Shop Supplies, Uniforms; Electrical Power, Equipment and Vehicles, Encephalitis Surveillance, and, Spraying Materials.

Manger Dickson noted that expenses for Public Notices will be occurring for the 'Notice of Proposed Property Tax Increase' letter that will be mailed by the County Treasurer the first week of October. Two one-quarter page advertisements will also be placed in both local newspapers during the first two weeks of December. Trustee Okabe suggested that a handwritten note be sent to County Treasurer Wayne Cushing expressing the District's appreciation of his aid in printing and mailing the notices to the citizens of Salt Lake City. Manager Dickson agreed that this would be a great gesture, but to wait until the letters are successfully delivered.

Trustee Wilson made a motion to approve the August financial statement and payment of bills. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

4. Five-Year Plan Update:

On the evening of August 25, 2015, the Salt Lake City Council voted unanimously to adopt 'Resolution 24 of 2015' approving the proposed tax or increase in the property tax rate of this district. A copy of the resolution signed by Luke Garrott, Chair of the Salt Lake City Council, the City Recorder and Boyd Ferguson of the Salt Lake City Attorney's Office was provided to the Board.

The proposed tax increase that Manager Dickson had submitted to the Salt Lake City Council was for 47%, which would generate an estimated \$970,314 in new property tax revenue for the District. Following the SLC Council's approval of this tax increase, Manager Dickson, had a conversation with Wayne Cushing, Salt Lake County Treasurer, about producing and mailing the Notice of Proposed Property Tax Increase. However, in setting up the form, Manager Dickson realized that he had made a mistake in the percentage of tax increase.

The '2016 Proposed Budget' document has the 47% property tax increase income from a 2016 tax increase to be spent in 2017. The reason is that property tax revenue that is collected late in 2016 will not be available for spending until 2017. Manager Dickson realized when talking with Mr. Cushing that even though the District could not spend the increased tax revenue in 2016 it has to be budgeted as if it will be. Thus, if you move the figures from the 'Proposed 2017 Budget' year column over to the 2016 year column, it results in

a 52.8% instead of a 47% tax increase. The reason is that the 47% will not be multiplied by the additional ~2% tax increase through property growth in 2016 as the original proposed budget showed. Upon realizing this problem, Manager Dickson immediately contacted the Salt Lake City Council staff and explained the problem. Staff did not see this as an issue other than they felt it should at least be communicated to the Council, which they agreed to do.

The "Notice of Proposed Tax Increase" letter that will be mailed to the District's property tax payers will use figures based on a 52.8% tax increase. At the October 15, 2015, Board Meeting, the Board will discuss and approve a 2016 Tentative Budget. The amount of property tax revenue, not the percentage of increase, included in that tentative budget cannot be exceeded in the final 2016 Budget.

Assistant Manager Faraji and Manager Dickson met with Gordon Clark, JRCA, and asked him to not produce a final justification report for the five remodeling projects of the District facilities. He was asked, instead, to look at two additional scenarios for addressing the District's 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.

Manager Dickson asked the Board to consider moving forward with two staff positions, now that the possibility of the proposed tax increase is closer to being realized. The first position involves combining of the current District Clerk/Bookkeeper and District Secretary/Receptionist positions. District Secretary/Receptionist, Sally Beagley, has indicated that she will be retiring in March of 2016. The current District Clerk/Bookkeeper, Aleta Fairbanks, CPA, has expressed an interest in a position that would combine the salaries of both positions into a new full time position of Chief Financial Officer. The duties of the CFO would include bookkeeping, compliance issues, and human resources. The creation of this position would allow the new District Manager in 2016, more freedom to pursue field and research work for the District. Trustee Okabe suggested that Assistant Manager Faraji and Manager Dickson do an employee skills review to evaluate if they are being used appropriately in the positions they hold with the District. Manager Dickson said that at the October Board Meeting, he will include the organizational chart that is part of the five-year plan with a discussion of the proposed new positions to be filled with the proposed property tax increase.

The timing of the advertising and hiring of a replacement of Assistant Manager for next May was discussed. Manager Dickson asked the Board if it would be appropriate to advertise the position now so that it might be possible to do in person interviews at the AMCA Annual Meeting in Savannah, GA, in February. Trustee Okabe stated that for both staff positions, it is important to

keep in mind management skills of the applicants. After a lengthy discussion it was decided that job descriptions and salary ranges for both staff positions would be discussed and approved at the October Board Meeting.

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

Trustees Erskine and Liddle, along with Assistant Manager Faraji and Manager Dickson, attended the DSLASA quarterly Board Meeting at the DSLASA hangar on September 10, 2015. The DSLASA Board adopted a 2016 Tentative Budget and Gary Hatch took over as the Executive Director. At the end of 2015, with the leaving of Trustee Erskine from the District's Board, it will be necessary to appoint a new trustee to represent this District on the DSLASA Board.

District Secretary Beagley has made room reservations for Trustees and staff to attend both the UMAA Annual Meeting, October 4-6, 2015 and the UASD Annual Meeting, November 4-6, 2015. Both meetings will have the host hotel as the Provo Marriott. The District is sponsoring District Intern, Nelson Long, to attend the UMAA Annual Meeting and present the research that he helped with on the fate of droplet collection through time and the implications it has on interpreting the results of ULV droplet sampling following aerial adulticide applications. Assistant Manager Faraji will be giving a talk about this summer's research involving aerial ULV spraying and getting the droplet cloud to penetrate a large inversion, in addition to an overview of his medical entomology tour in Iran during May 2015.

Manager Dickson received an invitation to present the aerial trial work at the Northwest Mosquito & Vector Control Association's Annual Meeting in Osoyoos, British Columbia, Canada, October 7-9, 2015. Since Assistant Manager Faraji has done all of the trial work, Manager Dickson has asked Assistant Manager Faraji to attend that meeting and present the results. He will be driving his personal vehicle and take his family with him so that they can take a few days off after the meeting is over.

6. Manager's Report:

Assistant Manager Faraji updated the Board on the research of aerial adulticide droplet deposition that he and the two interns have been doing this summer. One of the two interns will be giving a preliminary presentation at the UMAA Annual Meeting in October on a second study dealing with droplet evaporation from test slides over time. Assistant Manager Faraji will be giving a similar presentation at the NWMVCA in October and a more detailed presentation at the AMCA Annual Meeting in Savannah, GA, next year. He provided the Board with additional information on the data gathered during this season and potential future direction of the project for coming seasons.

Manager Dickson passed out an updated map and table of the national

picture of West Nile virus for 2015. The most recent information tallies 708 confirmed human WNV cases, with most from California and Texas. While not listed on the CDC website of Arbonet, Utah has three known cases of WNV in humans, all from Salt Lake City. All three cases have onset dates of August 31 or September 1.

During the first week of September all three of the MAD's in Salt Lake County experienced a large jump in the number of positive mosquito pools that were tested. This prompted a conference call with the three districts and Salt Lake County Health Department. It had been determined that the minimum infection rate (MIR) for all of the sampling of the three MAD's was 4.31. This would represent 4.31 mosquitoes out of every thousand are positive for WNV. In studies done in 2003, it was noted that when an area has a MIR above 5, there is generally a human case reported in the area within the next week. The MAD's talked about options to help protect the citizens of the county. Aerial spraying was discussed; however, since this current trend is being driven by positive *Cx. pipiens*, it was felt that it is unlikely that aerial spraying would be effective. *Cx. pipiens* tend to be more cryptic, sheltered among residential trees, fences and houses that block the application of sprays from the air.

The day following the conference call, two of the human WNV cases were released. Our District increased its control operations by initiating an attempt to ground ULV spray at large sites believed to be highly attractive to *Cx. pipiens* adults and frequented by people. Examples of this type of habitat include: golf courses, parks and cemeteries. The District attempted to ULV spray Nibley and Forestdale Golf Courses. The caretakers and city officials were alerted. The problem that came up was the heavy watering that is done in the evenings. Mt. Olivet cemetery was successfully ULV sprayed. Since then the weather has been unsuitable for spraying. The cool temperatures should help break the cycle; however, we do expect to have reports of more human WNV cases in the area.

The District still has seven seasonal employees that will continue to work full time until September 30. The two interns are coming in to complete aerial spray trials in addition to helping with data entry and report preparation.

7. Probable Agenda Items for the October 15, 2015, Board Meeting:

Probable items on the agenda for the October 15, 2015, Board Meeting include a continued discussion of the five-year plan including the discussion and approval of two staff positions, the Chief Financial Officer and the Assistant Manager; mailing of the 'Notice of Proposed Tax Increase' letter by the Salt Lake County Treasurer; 2016 Tentative Budget discussion and approval; a separate agenda item announcing a 2016 proposed tax increase; election of the 2016 Board Officers; an evaluation of staff salaries and wages; Board appointments and reappointments; an update on field operations, final planning for a pot-luck dinner on October 30 for Board, Staff and guests; 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.

8. Adjournment:

Trustee Wilson made a motion to adjourn the September Board Meeting, which adjourned at 3:07 PM.

Sammie Lee Dickson 10/15/2015
Sammie Lee Dickson, District Manager Date

Todd Erskine 10/15/15
Todd Erskine, Board Chair 2015 Date