

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
January 21, 2016
BOARD MEETING**

1. Roll Call:

Presiding: Karen Okabe, Chair 2016

Time: 12:32 PM

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

Trustees Present: Karen Okabe, Chair 2016
Todd Erskine, Chair 2015 (arrived at 12:32, item # 2)
La Vone Liddle, Vice-Chair
Maureen M. Wilson
Dr. Dagmar Vitek

Trustees Excused: None

Staff Present: Sammie Lee Dickson, Ph.D., Manager
Ary Faraji, Ph.D., Assistant Manager / Entomologist
Sally Beagley, District Secretary / Receptionist

Guests Present: Carlton Christensen, Director, Office of Regional
Development, Salt Lake County
No other members of the public were present

Trustee Okabe, who had served as the Board Vice-Chair for 2015, now becomes the Board Chair for 2016. Trustee Liddle moves into the position as Board Vice-Chair for 2016.

Manager Dickson confirmed that the voice recorder was turned on.

There were no conflicts of interest declared.

2. Approval of the December 17, 2015, Minutes of the Proposed Property Tax Increase, 2015 Budget Amendments and 2016 Budget Hearing:

Trustee Wilson made a motion to approve the Minutes of the December 17, 2015, Proposed Property Tax Increase, 2015 Budget Amendments, and 2016 Budget Hearing as presented. Trustee Liddle seconded the motion and it passed with a unanimous vote.

3. Approval of the December 17, 2015, Minutes of the December Monthly Board Meeting:

Trustee Liddle made a motion to approve the Minutes of the December 17, 2015, Board Meeting as presented. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

4. Presentation of the December 2015 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 \$99,464.62, with \$98,359.42 from the General Fund and \$1,105.00 from the Capital Projects Fund. A transfer from the General to Capital Projects Fund of \$110,000 was also made in December. Manager Dickson noted that the following line item expenditures were greater than 100% of the budget year that has elapsed (excluding items paid just once each year): Memberships & Subscriptions, Office Supplies, Interest Expense, and Equipment Maintenance.

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

5. Five-Year Plan Update:

Architect / Engineer Agreement and Fees: Design West Architects was selected as the top rated firm during the District's architectural / engineering search and was asked to provide a draft agreement and fee structure. Manager Dickson has had the law firm of King & King review the draft agreement. Design West has agreed to incorporate all of the suggestions made by the attorney. Design West Architects provided District management with a table of proposed hourly fees for all levels of personnel for 2016 through 2020, with each year having an escalation of 3%. Design West Architects has proposed a fee of \$27,000 to do the concept design and drawings for the seven remodel / expansion projects m1 - addition/expansion of laboratory to include PCR molecular analysis (1 - Bio-Safety Level II, 2 – expansion of women's locker room to accommodate a larger female portion of the seasonal employees, 3 – expansion of the pesticide storage building to accommodate changing mosquito control products, 4 – expand indoor mosquito fish rearing capacity, 5 – add a second vehicle and equipment wash-down area, 6 – add additional vehicle storage capacity, and 7 – remodel or rebuild the vehicle and equipment maintenance shop), as well as, evaluation of an offsite rebuild option. Both

scenarios would have cost estimates attached to them for Board evaluation. If the District does go forward with the seven projects or rebuilds the facility in a new location, Design West has proposed a fee of 7% of total project cost. That fee would not include: on site project management, civil survey, landscape design, geotechnical evaluations, fire and security systems or cost estimating.

Trustee Erskine made a motion to approve Manager Dickson signing the agreement for architectural / engineering services with Design West with the stated fixed fee of \$27,000 for the initial concept designs of the seven remodel / expansion projects and offsite evaluation, personnel hourly fee table, and the 7% fee of total project cost if the seven projects or the offsite District rebuild is done. The motion was seconded by Trustee Vitek and passed with a unanimous vote.

Josh Smith, Coldwell Banker, has prepared a draft marketing proposal to provide a rough estimate of what he believes the current District would sell for. He lists a value of \$75 per square foot, which comes out to \$1,725,000. The District is under no obligation to Coldwell Banker for this draft marketing proposal. This type of information will be needed to determine if it is better to do the seven remodel / expansion projects on site or to rebuild in another location. Manager Dickson explained that other major factors affecting that decision will include: site traffic flow patterns, adequate room for employee and guest parking, pull through storage for trucks with trailers, specimen drop off for the lab, energy efficiency, and room for future needs. The Board and Management will need to compare the onsite and offsite estimates and make a decision following the architectural proposals put forth by Design West Architects.

Manager Dickson stated that Aleta Fairbanks will begin her new position as Chief Financial Officer (CFO) with the District on Tuesday, January 26, 2016. Mrs. Fairbanks has worked for the District as the District Clerk and Bookkeeper as an exempt employee since 1989. In her new position as CFO, Aleta will no longer be an exempt employee.

Assistant Manager Faraji, who has taken the lead on the hiring of a new Assistant Manager, provided the Board with a table that lists the seventeen individuals who have expressed interest in the position. Only one of those individuals resides in Utah. Applications for the position will be taken through February 29, 2016.

6. Employee Compensation:

The Board discussed and approved salary and wages for 2016 at the October 2015 Board Meeting. All employee evaluations were conducted in November and during the evaluations employees were told of their salaries for 2016. During those evaluations, two employees expressed their concerns with the raises that they had been given. Since the December Board Meeting was scheduled to deal with a proposed property tax increase, Manager Dickson suggested that the two employees gather information about why they felt their

salaries needed to be adjusted and he would present their arguments at the January Board Meeting. The District does not currently have a policy in place for dealing with appeals of Board approved salaries.

The District Education Specialist, Greg Jensen, stated that after receiving his Masters in Education degree he thought he should be moved from Lane C to D and from Step 7 to 8 on the District's salary matrix. The Board had already approved moving Education Specialist Jensen from Lane C to D but had kept him at Step 7. He feels this is only a lateral increase and a step increment would be a better compensation for his job duties.

The District's Information Technology Specialist, Andrew Dewsnup, stated that he has been with the District for thirteen years, and six of those years he has served as the IT Specialist. He feels that he has been patient in waiting for his salary to be adjusted, and he also feels that he is underpaid for the service he provides to the District. He is asking the Board to consider adjusting his salary on the District's salary matrix from Lane C Step 15 to Step 23. He stated that he has been with the District for seven years as a full time employee and another five years as a seasonal employee.

Chair Okabe stated that employees should never be given the option of bringing in their own salary comparisons. Chair Okabe stated that salary comparisons should be done by management and / or third parties, and employee salaries should be linked to performance based evaluations. Goals need to be set that are objective rather than subjective. Manager Dickson stated that objective goals for employees such as the Education Specialist, IT Specialist and Mechanic will be easy to set. However, for field employees, it is extremely difficult to find objective goals that reflect the majority of their job duties. Chair Okabe suggested that Management could utilize outside people to help review all job positions at the District. Trustee Wilson said that she felt the letter submitted by the Education Specialist was very respectful and modest in what he is requesting. Trustees Liddle and Vitek stated that they do not want to set a precedent for salary renegotiations. Carlton Christensen suggested that the Board needs to show consistency to help avoid employee grievances in the future.

After a long discussion, Trustee Liddle made a motion to place Education Specialist Jensen at Lane D Step 8 and IT Specialist at Lane D Step 20 on the District's salary matrix, to take effect with the next pay period. Although these salary adjustments are being approved at this time, all future salary discussions / adjustments are to be subject to a salary appeal process that is to be prepared by Management and approved by the Board. The motion was seconded by Trustee Wilson. Those in favor of the motion were Trustees Okabe, Wilson, Liddle and Erskine. Trustee Vitek opposed the motion. The motion passed with a majority vote.

7. Declaration of Surplus Fixed Assets:

The District has six bicycles that have been used for the past two mosquito seasons in the catch basin and gutter treatment program. It is estimated that each of the bicycles has between 2,500 and 2,700 miles on them. The District's practice has been to replace these bicycles after two years of field use. Manager Dickson would like the six bicycles to be declared as surplus property with a value placed on them at \$50 each. Trustee Liddle made a motion to declare the six bicycles as surplus property with a value of \$50 each, and instructed Manager Dickson to dispose of them as per District policy. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

8. Purchases:

Urban Field Supervisor Sorensen has done research on the type of bicycle that he would like to provide the catch basin and gutter treatment crews for the 2016 season. He would like to continue to use the brand Specialized Cross-Trail model. He provided three bids from local bicycle dealers with the low cost per cycle of \$460 from Bountiful Bicycles. Trustee Vitek made a motion that the District purchase six Specialized Cross-Trail bicycles from Bountiful Bicycles at a total cost of \$2,760. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

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

Assistant Manager Faraji gave a report on his attendance and presentation at the Florida Aerial Spray Short Courses (Florida Fly-In), at the Lee County Mosquito Control District in Fort Myers, Florida, January 12-14, 2016. Dr. Faraji's talk presented the finding from his research on droplet deposition that was done this past mosquito season.

The American Mosquito Control Association Annual Meeting will take place February 7-11, 2016, in Savannah, Georgia. Trustees Okabe and Liddle along with Assistant Manager Faraji, Operations Supervisor Hardman, Secretary Beagley and CFO Fairbanks will be attending this meeting. Dr. Dickson has been awarded Honorary Membership by the AMCA, but he is unable to attend the meeting because of personal travel plans. After discussion with AMCA, it has been agreed that he will be presented with this prestigious award the following year (2017) in San Diego, California. The District may provide travel funding for Dr. Dickson to attend this meeting in 2017.

Manager Dickson stated that he will be taking the entire staff over to the West Central Mosquito and Vector Control Association Annual Meeting, to be held in Grand Junction, Colorado, February 24-25, 2016. The staff will drive District vehicles. The first day's training will be in the Grand River MAD's newly built facility and will be a good chance to gather ideas for our District's remodel projects.

Assistant Manager Faraji will be attending the Mosquito & Vector Control Association Annual Meeting to be held in Sacramento, California, on February 28 - March 2, 2016. Assistant Manager Faraji should have an opportunity to visit the Sac-Yolo MVCD while he is at the meeting. That organization has been doing PCR molecular analysis of adult mosquitoes for viral detection for the past few years, and a visit to their facility will provide another opportunity to gather some ideas for a laboratory building.

The Utah Mosquito Abatement Association will hold its Annual Spring Workshop at the offices of the Utah Local Government's Trust on Saturday, April 16, 2016. It is expected that over 200 mosquito control workers from around the State will receive training at this workshop.

10. Utah Legislative Session:

The Utah State Legislature will hold its yearly legislative session from January 25 to March 10, 2016. Assistant Manager Faraji and Manager Dickson will be tracking bills that are expected to affect the District by meeting with the Utah Association of Special Districts each Tuesday to discuss legislation.

11. Year Ending 2015 Financial Audit:

The District has started to compile the items needed to submit to the independent auditor for the year ending December 31, 2015, financial audit. It will take the auditor until May or June to complete the audit. It will then be presented to the Board at the June Board Meeting.

12. Manager's Report:

The November Manager's Report had an attached article about how the mosquito-borne virus chikungunya may be causing more serious symptoms than was first thought. For this meeting, Manager Dickson told the Board about another emerging mosquito-borne disease called Zika. This disease is currently moving through South America. Several US citizens have vacationed in Brazil and returned with the disease. Zika is transmitted by the day biting mosquitoes *Aedes aegypti* and *Aedes albopictus*, which are currently not in Utah. However, it is believed that these two species may be introduced and established in Utah in the future. Preparations for this eventuality are part of the District's five-year plan.

Attached to the December Manager's Report was an article about an State Representative, Marc Roberts, (R-Santaquin), who wanted to start a personal apiary, but he learned that owners must register beehives with the Utah Department of Agriculture and Food. Representative Roberts stated that he will be drafting a bill for the 2016 legislature to consider making the registration of hives optional rather than mandatory. This could create a problem for mosquito control agencies. Most mosquito control agencies in Utah create no-spray zones when requested by beekeepers. There is no way spray

buffers can be placed around beehives if their locations are not known.

13. Board Member Appointment – Reappointment Update

At the December Board Meeting, Manager Dickson asked if anyone on the this SLCMAD Board that would like to take Trustee Erskine’s position on the Davis-Salt Lake Aerial Spray Authority Board. None of the Trustees who are not presently serving on the DSLASA board volunteered. Trustee Erskine indicated that, he was willing to continue to represent SLCMAD if no other Board Members were interested in serving on the DSLASA Board, and if it were allowed under the DSLASA By-laws. Manager Dickson asked Felshaw King, King & King, to review the DSLASA By-laws in relation to this issue. Felshaw prepared a written response stating that Trustee Erskine may continue to serve on the DSLASA Board representing this District until another person has been appointed to fill his position on the DSLASA Board. Manager Dickson had previously let the MAD-Davis Board know that Trustee Erskine might continue to serve as SLCMAD’s representative on the DSLASA Board even though he would no longer be a member of this SLCMAD’s Board. The MAD-Davis Board has no problem with this arrangement. The SLCMAD Board decided to take no action on this item and Trustee Erskine will continue to serve on the DSLASA Board, representing the SLCMAD until another person has been appointed to fill his position on the DSLASA Board.

14. Probable Agenda Items for the February 18, 2016, Monthly Board Meeting:

Probable items on the agenda for the February 18, 2016, monthly Board Meeting to be held at 12:30 PM include, but are not limited to:

- Possible welcome of new Board Member
- Update on meetings/training attended and scheduled
- Update on the hiring of an Assistant Manager
- Policies Review
- Conflict of Interest Statements

A boxed lunch will be available for the Board members prior to the February Board Meeting, beginning at noon.

15. Adjournment:

Trustee Liddle made a motion to adjourn the January, 2016, Board Meeting. The meeting was adjourned at 2:54 PM.

Sammie Lee Dickson, District Manager

Date

Todd Erskine, Board Chair 2015

Date

Karen Okabe, Board Chair 2016

Date