

**Southwest Mosquito Abatement and Control District
Board of Trustees Meeting**

June 11th, 2009

The Southwest Mosquito Abatement and Control District Board of Trustees quarterly meeting was held on June 11th, 2009, in the Commission Chambers of the Washington County Administration building. The meeting was convened at 2:00 pm by Chairman Mike Heaton.

Present:

Chairman Michael Heaton, Washington
Vice-Chairman Bruce Anderson, Santa Clara
Commissioner Denny Drake, Washington County
Doug Garner, Hurricane
Linda Behling, Rockville
Barbara Rusick, Ivins
Luke Stevens, Virgin
Dale Kingsley , Apple Valley
Merrill Fisher, Enterprise
Mayor Pat Cluff, Springdale
Dr. Andrew Barnum, Ex-Officio, Dixie College
Jerry Rasmussen, Washington County Clerk/Auditor Office
Dave Patterson, Washington County Attorney Office
Mario Boisvert, SW Mosquito District Manager

Absent:

Mike Henry, St. George
William Johnson, Hildale
Town of New Harmony Representation
City of Toquerville Representation

Excused:

Zacharey Beatty, LaVerkin
Darrell Nelson, Leeds

Item #1: Roll Call

Board members present signed the sign-in form.

Item #2:

Approval of Minutes from June 12th, 2008

Because of Mr. Mike Oldham's issue in fall 2008, the minutes from June 12th 2008 were unfortunately not approved at the next Board Meeting held on November 13th 2008.

Doug Garner made a motion to accept the minutes with the following corrections suggested by Dr. Barnum :

Item #3, 3rd, 4th and 5th paragraph : correct the spelling of levy from levi,

Item #3, 4th paragraph : correct the spelling of level from leve,

Item #5, 2nd paragraph : correct the spelling of sentinel from setinal

Item #9, 1st line: change “June 12th” for “September 11th”.

Commissioner Drake seconded the motion and all in attendance voted “Aye.”

Approval of Minutes from March 12th, 2009.

Doug Garner made a motion to accept the minutes with the following corrections suggested by Dr Barnum :

Budget, 3rd line : correct the spelling of pickup from pick up,

Purchases, 1st line : take out the word “everywhere”,

Field Report, 1st line : take out the word “everywhere”,

Temporary Employment, 1st line: change the word “Next” for “This summer, 2009”

Miscellaneous, 5th paragraph, 1st line : add “Department of Agriculture” after the word “State”

Commissioner Drake seconded the motion and all in attendance voted “Aye.”

Item #3: Approval of contract between SWMACD and Washington County

The contract between the SouthWest Mosquito Abatement & Control District (SWMACD) and Washington County to obtain accounting and budgeting services, employment services, and office and operational space relative to the operation of the District has been renewed. Only minor changes have been made and, according to Dave Patterson, it basically represents the same contract.

The contract was signed by the District Manager but should have been signed by the Chairman of the Board. Mr. Heaton added his signature to the contract to make it legitimate.

For the next renewal, it has been proposed that the draft copy of the contract should be reviewed by the Board members before final approval.

Item #4: Bylaws

Rachelle and Mario are working on the bylaws to see if any modifications could be made. The last modifications were made in September 2006. A draft copy of the proposed modifications will be provided to the Board members at the next meeting and open for further discussions.

Some points may and/or should be clarified, like the Mission statements, definitions and purpose. Communication by email should be allowed to notify members of all meetings of the Board. Agenda and minutes of meeting could be easily provided as attached documents and allow the members to read them before the meetings. Handouts will continue to be furnished at the meetings for the public or members who do not have access to internet.

Unfortunately, the proposal to Board approval by email in case of emergency (quick decision to be taken on an issue) cannot be accepted. To simplify the process in case of emergency, phone conferences could be made and Board approval will be legal as long as a central location is determined and where the public could have access after the meeting had been posted.

Item #5: Expenses Approval

Mario mentioned that when he arrived in January he was confused about who should approve expenses for the District (Board or County ?). In the confusion, it happened that some expenses were made without the proper approval either from the Executive Committee (RAMP test kit; over \$1000.00) or the Board (pesticides; over \$4000.00). The purchase of the pesticides was even more confusing, considering that the purchase of pesticides had been approved last December for about the same amount (\$8000.00).

Mr. Patterson explained clearly that even though the County assists the District in certain fiscal tasks, it is the Board's responsibility to approve all District expenses.

It was also confusing to know if approval from the Board was still needed for purchase of equipment and/or pesticides already approved in the budget (for amount over \$4000.00).

After discussion to clarify the situation, Commissioner Drake made a motion that the Manager does not need to get approval on items that are already a part of the approved budget and as long as it stays within the budget. Luke Stevens seconded the motion and all in attendance voted "Aye."

Item #6: Current Budget

As of May 31st 2009, the total revenues were \$30,585.35 compared to \$124,791.02 in last February. This decrease in the revenues is caused by the transfer of money from property taxes paid this year but due in 2008. The revenues included \$22,911.52 from taxes, \$5,951.00 from intergovernmental revenues and \$1,722.83 from interest incomes.

The expenses, as of May 31st 2009, are for an amount of \$135,192.92 which represents 36.01 % of the total budget (normally 41.67 % after 5 months).

On the balance sheet, the value of the total assets is \$321,273.88. The breakdown of the assets corresponds to \$436,271.72 in total fund/equity, \$10,390.27 of liabilities (negative) and \$104,607.57 of excess revenues over expenses (negative).

In Departmental expenditures, many ledgers (public notices, office supplies, telephone, education and training, miscellaneous expenses) are actually under budget for the year and should not cause any problems for the rest of the year.

Expenses for "Professional and Technicians" are currently at 20 % of the annual budget but many expenses are still to come (auditor's review, AMCA membership, allowances for the Board, contract with the County). A leftover of approximately \$4,000 is expected, and a part of this amount will fund attendance at the UMAA meeting in October.

The surveillance expenses are also actually only at 18 % of the total annual budget. The purchase of dry ice for the traps and the rental, delivery and filling of CO₂ cylinders are expenses expected until the end of October. More dry ice should be necessary in the months of June, July and August because of the higher temperatures that will increase the evaporation of the dry ice.

For the pesticides, the District is committed to buy \$30,788.80 of products (Bid 2009). With June's order, the District has now spent \$11,760.20 (24 % of the annual budget, which includes products that were not in the bid), and it still has \$19,028.60 of pesticides to purchase. The value of the current inventory is \$37,439.00. From January to April, less than 250 pounds of pesticides have been used. Most of them were pesticides that won't be reordered in the future. It is expected to finish the year under budget for the pesticides considering the huge inventory. Unfortunately, the District is committed to purchase products this year that it won't need. It has been proposed to sell a part of the inventory.

This will avoid having products that will be outdated next year considering their shelf life. The value of the products potentially for sale could reach \$29,000.00. After discussion, Luke Stevens made a motion that the Manager can sell the inventory that is not needed to other mosquito Districts. Merrill Fisher seconded the motion and all in attendance voted "Aye." The Manager must also insure that no special permits or requirements are needed to do such activity.

All vehicles are fixed and operational. The vehicle registration certificates have been renewed for all vehicles and safety inspections have been performed for those required. Vehicle expenses are actually under budget, but the increase of gas prices since January (between \$0.50 and \$0.74 per gallon) is a concern for the months ahead.

With all the purchases of equipments (GPS, RAMP kit, traps, batteries, regulators, sprayer, etc.), even though three General Ledgers have been merged (Equipment purchase, Equipment under \$1000.00 and Contingency), 95 % of the total annual budget has already been spent for these items. With expenses expected in the next weeks (a new freezer at the Dixie College and another RAMP test kit), these expenditures will go over budget for the year. Mario asked the Board to approve in advance these expenses that are necessary for the continuity of the operations. At this stage of the season, we cannot stop the trapping and the testing in the lab. The Board gave its approval and is aware of the expenses to come.

Item #7: Field Report

The GPS units are operational (3 Nomads and 1 Juno) but problems happened with the configuration of the software. Even though problems occurred, all the data have been correctly saved. More than 225 locations (trapping and larviciding) have been identified and recorded. With this new tool, one can easily produce reports and have the history of traps and locations (products used, mosquito species, quantities used, etc.).

The trapping season started on April 6th 2009. Twenty-four traps are set up per week in the Greater St. George area. Since May 11th 2009, traps have also been set up in 6 outlying areas. Volunteers from these municipalities have been approached to participate in our project. The District would like to thank all these volunteers.

Many species of mosquitoes are collected in our traps; but the main species caught are *Culex tarsalis* (the major vector of West Nile Virus in the area) and *Culex erythrothorax*. A peak of *Aedes vexans* in Virgin in the last week of May and beginning of June was caused by flood irrigation by the farmers. This species is a temporary site species and the eggs are already on the ground (can stay there alive for months and years) and they just wait for water to hatch and produce a new generation of mosquitoes. They will emerge (unfortunately) all at the same time which creates in a short time a huge nuisance to humans.

Testing of mosquitoes with the RAMP test started on May 28th. The RAMP test allows us to test mosquitoes for the presence of West Nile Virus (WNV). Since June 1st 2009, mosquito pools can be sent to the Department of Health in Salt Lake City. They can test mosquitoes for WNV, Western Equine Encephalitis and St. Louis Encephalitis. The District has tested its first positive pool of mosquitoes for WNV in 2009. This was a pool of *Culex tarsalis* caught in April. This positive test obtained very early in the season gave us a good indication that the infected females were probably females that overwintered.

Considering the presence of adult mosquitoes in different sectors, fogging started on June 2nd 2009. Fogging has been performed in sectors like Springdale and Virgin further to complaints from citizens. A weekly schedule has also been determined for the Greater St. George area. These locations will be sprayed to avoid a buildup in the adult population and give extra protection to citizens.

Item #8: Employment

Three students are working as volunteers in the lab at Dixie College. These students are studying Biology but need lab and research experience to eventually be accepted in Medical school. They are helping Dr. Barnum for mosquito identification (larvae and adults) and also performing RAMP tests. Research projects have also been proposed by the students to learn more about flying and biting behaviors of different species of mosquitoes involved in the spreading of the WNV.

Two persons have been hired to set up and pick up traps (24) in the municipalities of the Greater St. George area, to help for mosquito identification, to perform RAMP tests, to record data in the GPS devices and to prepare shipment of pools of mosquitoes to Salt Lake City. The trapping season is from March 30th to October 30th 2009. One person will work 545 hours (set up) and the other will work 890 hours (pick up + lab work) for a total of approximately \$18,550.00 in salary.

One person has also been hired for larviciding (regular route) and will work from May 4th to August 21st 2009. After discussion with the employees doing the larviciding on a weekly basis, it was decided that a second person (rover) would not be needed as a part time employee for larviciding. However, a second part time employee will be needed on the first week of August to be trained and eventually replace the employee leaving by the third week of August. That person will work for a total of eight weeks until the end of September. The total salary for the trapping for temporary employees for 2009 is evaluated at \$12,350.00.

So, the total salary for temporary employees (trapping & larviciding) is \$30,900.00. As the budget for temporary employees for 2009 is evaluated at \$34,600.00, this leaves a leftover of \$3,700.00 for the year or the equivalent of 285 hours at a rate of \$13.00/hr. This gives the District flexibility to hire another temporary person to help with various tasks.

If all goes according to the agenda, 98 % of the budget allowed for the salaries in 2009 should be spent. This could be explained by the many tasks that have been added and that more working hours (number of traps, number of larvae and adult mosquitoes to identify, RAMP tests) are needed and also that new positions have been created this year.

For next year, the budget for salaries should be increased to give the District greater latitude for hiring new employees and maybe create more full-time positions (good incentive to keep trained employees), “pay” the volunteers and maybe afford salary raises. More hours will be needed for trapping and lab works and personnel to fog at night.

Item #9: Miscellaneous

Mario, Kesler and Bruce attended the UMAA Spring Workshop in Salt Lake City in April. This meeting gave the opportunity to the employees to get training and earn Continuing Education Units (CEUs) for the renewal of their applicator permit. Mario also gave a talk on mosquito biology.

The foggers have been calibrated, and a calibration certificate has been issued for both units.

A training workshop was hosted by Adapco, Bayer and Valent Biosciences at the District’s office on June 9th. All employees were present and CEUs were issued to those having their applicator permit.

Considering that Bruce has been working full time for larviciding since April, he had no more time for the website. The people from the ITS Department are now responsible for building the website (free of charge), and a first draft should be available very soon.

The State Department of Agriculture has no more money for grants this year but they let us know that they were able to get \$20,000.00 for research on WNV. A project should be proposed by the UMAA by the end of June.

With the resignation of the mayor of Toquerville, there are now two municipalities with no representation on the Board, the other one being New Harmony. For the District files, resolutions would be needed by all municipalities represented on the Board.

Item #10: Next Meeting Date:

The next meeting will be held on September 10th, 2009.

The meeting was dismissed by Chairman Heaton at 3:18 pm.

Mario Boisvert, Ph.D.

District Manager