

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
17 August 2017
BOARD MEETING**

1. Presiding: La Vone Liddle, Chair 2017
- Time: 12:43 PM
- Place: 2020 North Redwood Rd., Salt Lake City, UT 84116
- Trustees Present: La Vone Liddle, Chair 2017
Carlton Christensen, Vice Chair
Dr. Dagmar Vitek
Maureen M. Wilson
- Trustees Excused: Karen Okabe
- Others Present: Ary Faraji, Ph.D., District Manager
Gregory White, Ph.D., Assistant Manager
Aleta Fairbanks, CFO

Assistant Manager White confirmed that the voice recorder was turned on; there were no conflicts of interest declared.

2. Approval of the 20 July 2017 Minutes of the July Monthly Board Meeting:

The Trustees were provided an opportunity to review and to make modifications to the pending minutes of the July 2017 Monthly Board Meeting Minutes prior to this meeting; all edits were completed. Trustee Christensen made a motion to approve the 20 July 2017 Board Meeting Minutes, the motion was seconded by Trustee Wilson, and it carried unanimously.

3. Presentation of the July 2017 Financial Statements and Approval of Bills for Payment:

The financials had been distributed to the Board prior to the Board Meeting. As requested, balance sheets, the bank statement and its reconciliation, and the credit card statements having a balance greater than \$1,000 were passed around for the Board to review. CFO Fairbanks briefly discussed the account balances, revenue, and expenses of the District. At the bond closing, \$970,647.22 was capitalized, and these funds will be used to make the bond payments that are due prior to the completion of our new facility.

Our first bond payment was made prior to August 15th, and our next bond payment will be due 15 February 2018.

Trustee Vitek made a motion to approve July's bills for payment and the July 2017 Financial Statements. The motion passed unanimously after being seconded by Trustee Christensen.

4. Discussion and Approval of a Reimbursement Agreement with Hamilton Partners (HP I-215 Commerce Center LLC) for Cost Sharing of Utilities/Improvements on the new District Site (2215 North 2200 West, SLC, UT 84116):

Hamilton Partners has asked the District to share in the cost to bring utilities to our site, which amounts to \$145,135.00. Trustee Christensen made a motion to approve the Reimbursement Agreement with HP I-215 Commerce Center LLC (Hamilton Partners); Trustee Wilson seconded the motion, and it carried with a unanimous vote.

5. Personnel Policies Update and Approval:

The first 26 pages of the Policies and Procedures (through Section 15. SECONDARY EMPLOYMENT) have been reviewed by staff, Board Members, and our Attorney. Trustee Wilson made a motion to approve the Policies and Procedures up to this point. The motion passed unanimously after being seconded by Trustee Vitek.

6. Sick Buy Back Policy Discussion and Approval:

A Sick Buy Back Policy was quite pivotal in controlling sick leave usage when Manager Faraji was working at Mercer County in New Jersey. Operationally, incidental sick leave has taken a toll on the District's productivity because several employees are regularly utilizing all 12 days of their sick leave each year. After further explanation, the group discussed the option of selling up to six sick leave days back to the District in December if the employee has used four or fewer days during the year. This should provide a cultural shift with fewer sick leave days being taken and reduced last-minute scrambling for our operations. Trustee Christensen made a motion that the new SICK LEAVE policy be approved, effective immediately. Management will provide information back to the Board on the effectiveness of this policy at the end of next season. The motion was seconded by Trustee Wilson, and it carried unanimously.

7. No Spray Policy Discussion and Approval:

The Integrated Mosquito Management practices used by SLCMAD pose a minimal adverse impact on the individual health of the citizens of Salt Lake City and the honey

bee population. However, some residents (including organic farmers or beekeepers) may have legitimate health reasons or pesticide concerns regarding ultra-low volume adulticide spraying (fogging) with ground application equipment. Currently, the District has provided an exemption to such individuals by not spraying within approximately 300 feet of the approved location. But the District did not have an approved policy for a "No Spray Zone." As a result, Manager Faraji presented the Board with a new policy for residents of Salt Lake City who wish to be put on a "No Spray Zone." After being reviewed and discussed by the Board of Trustees, Trustee Wilson made a motion to approve the No Spray Policy as provided in the Board Packet. The motion was seconded by Trustee Vitek, and it passed unanimously.

8. Discussion and Approval to Hire Construction Management Services:

Management feels that construction complications can be averted through hiring a construction management service to oversee/coordinate the design and construction phases. There are three construction management service firms listed on the Utah State Contract, and management has met with all three companies to discuss our project. Each firm has agreed to provide a small proposal. If the Board gives permission, all three companies will be invited to meet with staff and Trustees to do a formal presentation / interview. Trustee Vitek made a motion allowing management to pursue negotiating for construction management services within the range of \$150,000 - \$375,000. Trustee Christensen seconded the motion, which passed with a unanimous vote.

9. Annexation Update (Magna, Salt Lake City, Salt Lake County), including Update on Salt Lake City Council:

The first plat for the Magna area annexation has been completed and submitted to the County Surveyor's Office, and we are waiting for one more signature of approval. Board Trustees of the Magna Mosquito Abatement District will be holding a joint public hearing in conjunction with us at 6:00 P.M. on 21 September 2017 at SLCMAD.

The surveyor is working on the next phase concerning the Salt Lake City annexation, and he is hoping to have it completed by the end of this month. We will have to work closely with the Salt Lake City Council throughout this annexation process, and Manager Faraji has already reached out to Salt Lake City Council representatives to inform them of our intentions.

10. Earthwork Contractor and Architect Update:

Our Civil Engineer has submitted two different site development permit applications to Salt Lake City. Some additional requirements / questions were raised; Manager Faraji accompanied the Civil Engineer when our plans were submitted a

second time, and he paid the second set of fees associated with the plans. The excavation contractor, Rulon Harper, has provided us with a contract, and it has been turned over to our Attorney for review. The company is ready to begin as soon as permit approval is granted and our contract is signed. We are able to have an electronic approval of the contract, and it can be ratified at next month's board meeting.

The Architects and their subcontractors are meeting at our facility on Friday for an all-day meeting going over the site plans and to discuss details with staff.

11. Discussion and Approval for District Manager to run for AMCA Presidency:

Manager Faraji has been nominated to run for the AMCA Presidency; it is at least a three-year commitment: Vice-President, President Elect, and President. Manager Faraji is already serving on the Board of Directors and the Executive Board of the AMCA. Trustee Christensen made a motion approving the District Manager to run for the AMCA Presidency. After being seconded by Trustee Wilson, it carried unanimously.

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

- **Louisiana MCPs, 31 July to 2 August 2017, New Orleans, LA**

Manager Faraji and Urban Field Supervisor Sorensen visited several different facilities, and it proved to be very informative. Urban Field Supervisor Sorensen is a helicopter pilot, and he was very interested in the facility that houses an airport. The last facility visited is in the process of building a new facility that is very similar to the project we are planning.

- **AMCA IBM, 28-30 August, Kansas City, MO**

Manager Faraji is a member of the AMCA Board, and he will be attending the Interim Board Meeting at the end of August. The USDA also has a lab in that area, and he has arranged to tour their facility as well. AMCA will pay for the hotel, but not the airfare and other travel expenses. The AMCA Board will visit the facility and coordinate things with the local arrangements committee so that everything is in order for the upcoming AMCA meeting next year.

- **NWMVCA, 4-6 October 2017, Whitefish, MT**

The Northwest Mosquito and Vector Control Association meetings are very informative, and it's a meeting that Manager Faraji regularly attends and presents at.

- **UMAA, 29-31 October 2017, Park City, UT**

The permanent staff and the Trustees are invited to attend the UMAA meetings, and the rooms have been booked. Former Trustee Todd Erskine, who represents the District on the DSLASA Board, will also be attending the UMAA meetings; this will allow him to remain compliant with the Board Member Training requirements.

- **UASD, 1-3 November 2017, Layton, UT**

Interested Board Trustees, Manager Faraji, Assistant Manager White, and CFO Fairbanks will be attending the UASD Meetings in November at the Davis Conference Center.

- **ESA, 5-9 November 2017, Denver, CO**

Manager Faraji will be attending the Entomological Society of America meetings in Denver, Colorado.

13. Manager's Report:

We have posted openings for the Rural Field Supervisor, Educational Specialist, and the Maintenance/Mechanic positions, and Friday, the 18th of August, is the deadline for receiving applications. We have not received many applications as of today, so we may cancel one or two of these positions and start pursuing the Laboratory Director position instead. Assistant Manager White has agreed to take over the Safety Director responsibilities, and a Laboratory Director would be a great help in taking on some of the research and vector surveillance responsibilities.

One of our employees had an accident on an ATV; fortunately, he was not seriously hurt. But, the ATV has been totaled, and we will most likely declare it as surplus property and sell it as is. Also, one of our vehicles was stopped at a red light, and it was rear-ended by another vehicle. The repair cost \$4,800, but the insurance company deducted \$500 and paid us \$4,300. We are fighting to collect the \$500 deductible because we were not at fault.

The Vector Surveillance Report was included in the Manager's Report this month, and it contains updates on all of the trials that the District has been conducting.

14. Probable Agenda Items for 21 September 2017 Public Hearing and Regular Monthly Board Meeting:

- Magna Annexation Public Hearing, 6:00 P.M.
- Manager's Report
- Architect / Excavation Work / Annexation Update

- Personnel Policies Update, Including Conflict of Interest Policy, Ethics Policy, and Drug Screening Policy

15. Adjournment:

Trustee Christensen made a motion to adjourn the meeting at 2:26 P.M. A boxed meal will be available at 5:30 P.M. for the Board Members prior to the Public Hearing at 6:00 P.M. and September's Board Meeting at 6:30 P.M.


Ary Faraji, Manager

21 SEPT 2017
Date


La Vone Liddle, Chair

09/21/2017
Date