

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
21 December 2017  
BOARD MEETING**

1. Presiding: La Vone Liddle, Chair 2017
- Time: 4:30 p.m. – 5:55 p.m.  
5:55 p.m. – 6:37 p.m. closed session  
6:38 p.m. – 6:41 p.m. recessed for public hearing  
6:41 p.m. – adjourned at 6:46 p.m.
- Place: 2020 North Redwood Rd., Salt Lake City, UT 84116
- Trustees Present: La Vone Liddle, Chair 2017  
Carlton Christensen, Vice Chair  
Karen Okabe, Trustee  
Dr. Dagmar Vitek, Trustee (arrived at 4:41 p.m.)  
Maureen Wilson, Trustee
- Others Present: Ary Faraji, Ph.D., District Manager  
Gregory White, Ph.D., Assistant Manager  
Aleta Fairbanks, CFO

Assistant Manager White indicated that the voice recorder was turned on; the meeting was called to order at 4:30 p.m., and there were no conflicts of interest declared.

**2. Approval of the 30 November 2017 Minutes of the November Public Hearing Meeting:**

The minutes of November's Public Hearing Meeting and November's Monthly Board Meeting had been sent to the Board Members previously, and they required no further corrections. Trustee Okabe made a motion to approve the 20 November 2017 Public Hearing Meeting Minutes. The motion carried unanimously after being seconded by Trustee Christensen.

**3. Approval of the 30 November 2017 Minutes of the November Monthly Board Meeting:**

Trustee Wilson made a motion to approve the 30 November 2017 Monthly Board Meeting Minutes; the motion was seconded by Trustee Okabe and passed unanimously.

**4. Presentation of the November 2017 Financial Statements and Approval of Bills for Payment:**

The monthly financial statements had been distributed to the Board prior to the Board Meeting. The reconciled bank statement, balance sheets, and credit card receipts for each statement over \$1,000 were circulated for the Board to review. CFO Fairbanks reviewed the account balances, revenue, and expenses of the General Fund, Capital Projects Fund, and the Local Building Authority. Once December's budget amendments are approved, none of the line-items will be over budget. Trustee Okabe made a motion to approve November's bills for payment and the November 2017 Financial Statements; Trustee Christensen seconded the motion, and it carried unanimously.

**5. Earthwork Contractor, Architect, and Construction Management Update:**

Construction and architect meetings have moved to bi-weekly meetings. The building needs to be completed and ready for occupation by 15 February 2020, which gives us plenty of time to complete the construction. The excavation work has been finalized at a fair price, and the fence has been installed. We now realize that a gate is required on the west side of the property, and a ~\$1,500 change order has been approved to accomplish this.

Design West has nearly completed the schematic design, and we have a meeting scheduled on 8 January 2018 to review the plans in detail with the staff. Because of the difficulty in forecasting accurate costs for this project, the immense growth in the real estate and construction markets in our area, and the addition of further professional services such as earthwork contractors and construction managers, the cost of the project is drastically higher than initially anticipated. However, the addition of a construction manager has allowed for a better cost estimating of the project, which will lead to better management of finances and the project. Kris Larson of Construction Control Corporation has been doing an excellent job overseeing the construction and having our best interests at the forefront. His company has prepared a construction cost estimate that is considerably higher than what the architect indicated, for he has included additional costs that must be incorporated. The Board was advised that we may need to acquire additional funding in order to complete this project. Manager Faraji will invite our Municipal Financial Advisor from Zions Public Finance to a future Board Meeting in order to discuss this in detail.

**6. Discussion and Approval to Publish a Request for Statement of Qualifications for General Contractors:**

Construction Control Corporation is putting together a request for qualifications; once our attorney approves it, ten to fifteen requests will be sent out to qualified contractors. We will also advertise the RFQ on our website, the Public Notice Website, and the State of Utah's Supplier Portal (SciQuest). We will reduce the responses to a



short list of three to five companies for additional discussions. Trustees Christensen and Liddle agreed to assist with interviewing the final applicants.

Trustee Wilson made a motion to publish a request for statement of qualifications for general contractors. The motion was seconded by Trustee Okabe, and it carried unanimously.

**7. Annexation (Emigration Metro Township) Update:**

The Mylar sheets of South Salt Lake Valley MAD and Salt Lake City are completed and only need to be signed. Manager Faraji is trying to ensure that a signature block will be included in the future, which will take care of any new annexations that will affect our District. We have also been contacted by Gary Bowen, who is a representative of Emigration Metro Township. Once he formally becomes a member of their Board in January, he would like to tour our facility and collect information prior to deciding if receiving services from SLCMAD would be beneficial to the Emigration Township.

**8. Redevelopment Agency of Salt Lake City and Northwest Quadrant Update:**

The RDA is looking to take over major developments in the northwest quadrant, and they have recommended holding 75% of the tax dollars this area produces over the next twenty years. Manager Faraji spoke with Tammy Hunsaker on the phone and explained the mosquito situation in this area and the financial challenges we are dealing with, and she agreed that our services are definitely required. She pointed out that 75% cooperation is not automatically required, for participation is voluntary; it was recommended that we wait until the RDA contacts us again, and then we should consider negotiating participation at a lower percentage level. Trustee Christensen stated that it would be in our best interest to participate at some level.

**9. Discussion of Board Bylaws and Meeting Attendance:**

Manager Faraji asked the Board Members to review the Board Bylaws and decide what changes should be made. One point of interest is reviewing which meetings individual Board Members should be invited to attend as well as modifying reimbursement for meeting attendance. Also, we have heard nothing further on Trustee Vitek's board appointment. Trustee Okabe's first term and Trustee Liddle's second term both end on 31 December of this year. All Trustees will remain on the Board until Salt Lake City makes any changes. Trustee Christensen agreed to make a phone call and then send a follow-up letter on this issue. The Board decided to read these bylaws and possibly include a discussion on January's agenda.

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

- **Central Life Sciences, 4-5 December 2017, Dallas, TX**

Manager Faraji and Assistant Manager White visited the Central Life Sciences facility with hopes of observing their biosafety professional insectary and their animal use protocol. Regretfully, there was a great reluctance to share these areas. They did, however, enjoy experiencing the manufacturing process for Altosid (methoprene) products, along with their research and development practices.

- **Florida Fly In, 9-11 January 2018, Lee County, FL**

A UAV symposium will be included in the Florida Fly In meetings this year. Where Urban Supervisor Sorensen has been taking the lead in developing our drone program, he will be accompanying Manager Faraji to these meetings and presenting on our developments during the last few months in this field.

- **MVCAC, 29-31 January 2018, Monterey, CA**

Manager Faraji and Assistant Manager are scheduled to give talks at the MVCAC meetings. Trustee Christensen is next in line to attend this meeting; however, because of scheduling difficulties, he may switch this meeting attendance with another Board member.

- **WMMA, 12-14 February 2018, Torrington, WY**

Manager Faraji has been the West Central Representative for AMCA for three years, and this is the first time he has been invited to attend the Wyoming Mosquito Management Association. He will represent AMCA by giving a talk on its activities, and he will also do a presentation on the research that SLCMAD has been conducting recently.

- **AMCA, 26 February to 2 March 2018, Kansas City, MO**

Manager Faraji, Assistant Manager White, two staff members, and possibly a board member will be attending these meetings in Kansas City. Manager Faraji and Assistant Manager White are both scheduled to present at this meeting. Manager Faraji will officially be sworn in as Vice President for the AMCA during this meeting as well.

- **WCMVCA, 13-15 March 2018, Loveland, CO**

Manager Faraji and Assistant Manager White will be running a Train-the-Trainer Workshop on invasive *Aedes* control on the 13<sup>th</sup> on behalf of the AMCA and CDC. The entire staff will be attending these meetings, and we will be driving out together.



Members of the staff will be presenting on various aspects of our operations during this meeting.

- **AMCA Washington Days, 14-16 May 2018, Washington, D.C.**

Manager Faraji, Assistant Manager White, CFO Fairbanks, and Trustee Liddle will be attending the AMCA Washington Days meetings in 2018.

**11. Manager's Report:**

The Board has had time to review the Manager's Report prior to this meeting. An additional item of interest is that we have been approached by Enterprise Leasing, and some of their suggestions seem to be profitable for the District. We are now in the very preliminary stages of discussing the possibility of leasing our vehicles in the future from a leasing company.

One of our seasonal employees, Nadja Mayerle, has worked three summers for the District. The first year she was a lab intern, and she acted as our Lab Director for the last two summers. The AMCA has selected her to participate in the Young Professionals' Internship Shadowing Program at the AMCA meetings. She will be helping out Central Life Sciences as well as creating a poster on SLCMAD's lab research activities this past year. The District has agreed to sponsor her attendance at the meetings, and AMCA will reimburse \$1,000 of these expenses.

**12. Discussion and Approval of the 2017 Amended Budget:**

CFO Fairbanks discussed her projected revenue and expenses and reviewed the resulting 2017 amended budget for the General Fund, the Capital Projects Fund, and also the Local Building Authority Budget with the board.

The Monthly Board Meeting was recessed while the Board entered into a Public Hearing for discussion of the 2017 Amended Budget.

After the Public Hearing was closed, the Board entered back into the monthly Board meeting where a motion to approve the 2017 Amended Budget as presented was made by Trustee Christensen, seconded by Trustee Okabe, and carried unanimously.

**13. Discussion and Approval of the 2018 Proposed Budget:**

CFO Fairbanks and Manager Faraji discussed the 2018 Proposed Budget with the board.

At 5:55 p.m., Trustee Christensen made a motion to move to a closed session in order to discuss personnel issues. The motion was unanimously approved after being seconded by Trustee Vitek.

At 6:37 p.m., Trustee Wilson made a motion to move out of the closed session and return to the regular board meeting. This motion was seconded by Trustee Christensen and carried unanimously.

At 6:38 p.m., the Board unanimously approved recessing the board meeting to move to the public hearing upon a motion made by Trustee Christensen and seconded by Trustee Wilson.

At 6:41 p.m., Trustee Christensen made a motion to adjourn the Public Hearing; the motion was seconded by Trustee Vitek and unanimously approved. At this time, the regular board meeting was continued.

The 2018 Proposed Budget was approved unanimously upon a motion made by Trustee Okabe and seconded by Trustee Vitek.

**14. Discussion and Approval for 1) Joint Resolution Approving the Boundary Adjustment between Salt Lake City Mosquito Abatement District and the South Salt Lake Valley Mosquito Abatement District; and 2) Notice of Impending Boundary Action for the Lieutenant Governor:**

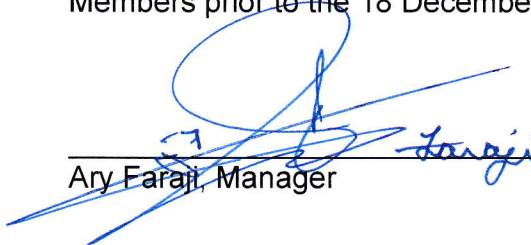
Trustee Christensen made a motion to approve the Joint Resolution Approving the Boundary Adjustment between Salt Lake City Mosquito Abatement District and the South Salt Lake Valley Mosquito Abatement District and, furthermore, the Notice of Impending Boundary Action for the Lieutenant Governor. After being seconded by Trustee Wilson, the motion carried unanimously.

**15. Probable Agenda Items for 18 January 2018 Monthly Board Meeting, 12:30 p.m.:**

- Annexation Updates
- General Contractor Updates
- Architect/Earthwork/Construction Management Update
- Zions Public Finance Discussions
- Potential Board Bylaw Modifications
- Manager's Report

**16. Adjournment:**

Trustee Wilson made the motion to adjourn the meeting at 6:46 p.m., which was seconded by Trustee Vitek. A boxed meal will be available at noon for the Board Members prior to the 18 December 2018 Board Meeting to be held at 12:30 p.m.

  
Ary Faraji, Manager

18 JAN 18  
Date

  
La Vone Liddle, Chair

18 January 2018  
Date