

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
15 June 2017
BOARD MEETING**

1. Presiding: La Vone Liddle, Chair 2017
- Time: 6:30 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, District CFO
Kennedy Allen, Wood, Richards & Associates
Doug Folsom, Utah Local Governments Trust
No other members of the public were present

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

2. **Presentation of the Trust Accountability Program Award by Utah Local Governments Trust:**

Doug Folsom, Utah Local Governments Trust, was present at 6:30 PM. In light of this fact, Trustee Liddle, Chair, moved this agenda item to the beginning of the meeting. The District received the TAP award for conducting safety meetings and fulfilling the other requirements. This award included a visual and a monetary award.

3. **Presentation, Discussion, and Approval of Audit for the Year Ending 31 December 2016:**

Kennedy Allen, from Wood, Richards & Associates, presented the completed audit of the District's financial statements for the year ending 31 December 2016. Kennedy stated that the District was receiving an unmodified clean report, which is the highest opinion possible. Her firm had absolutely no findings to issue as far as internal controls or state legal compliance. She did recommend, however, that the Board pass a resolution

formalizing the fact that the District is picking up the option to contribute to employees' 401(k) accounts.

Trustee Christensen made a motion to accept and approve the audit for the year ending 31 December 2016, as presented by Kennedy Allen from Wood, Richards & Associates. The motion was seconded by Trustee Wilson and passed with a unanimous vote.

4. Approval of the 25 May 2017 Monthly Board Meeting Minutes:

The Board Members were provided an opportunity to review the pending Minutes of the May 2017 Board Meeting prior to this meeting. There were no changes or edits provided by the Board. Trustee Vitek made a motion to approve the 25 May 2017 Board Meeting Minutes as written. The motion was seconded by Trustee Christensen and carried unanimously.

5. Presentation of the May 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 indicated that nothing unusual had occurred during the month of May and asked the Board if anyone had any questions.

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

6. Discussion and Approval of the 2017 Budget Amendments:

Manager Faraji referred to the 2017 Budget Amendments presentation during the Public Hearing and reviewed the proposed amendments to the 2017 Budgets. No changes were proposed for the Capital Projects Fund Budget. The General Fund's proposed line-item changes included an increase in Computer/ GPS-Software/Hardware costs from \$31,000 to \$40,000; an increase in Safety & Welfare Expense from \$5,000 to \$9,000; an increase in Electrical Power from \$12,500 to \$14,500; an increase in Security Alarm Monitoring from \$1,000 to \$1,500; an increase in Laboratory & Surveillance from \$25,000 to \$35,000, an increase in Fish Rearing & Maintenance from \$2,000 to \$3,000; and a decrease in Spraying from \$421,000 to \$394,500.

As per Attorney Anderson's advice, the Trustees who were present signed Resolution 6-15-2017, Resolution Opening and Amending 2017 Budget. (Trustee Okabe was absent.) Trustee Christensen made a motion to approve the amendments to the 2017 Budget, Trustee Wilson seconded the motion, and it carried with a unanimous vote.

The following resolution was passed by the Board of Trustees:

**SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
RESOLUTION 6-15-2017**

Resolution Opening and Amending 2017 Budget


WHEREAS, the Board of Trustees of the Salt Lake City Mosquito Abatement District (the "District") has determined that it is appropriate and advisable to open and amend the adopted 2017 Budget; and


WHEREAS, all requirements preparatory to the opening and amending of the District's 2017 Budget have been satisfied.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Salt Lake City Mosquito Abatement District as follows:


1. That the District's 2017 Budget be opened and modified and amended as stated in the attachment to this Resolution, which is incorporated herein by reference.
2. That, except as amended and modified by this Resolution, the District's 2017 Budget is reaffirmed and ratified.
3. That all resolutions, motions, policies, procedures and other prior enactments of the Board, or parts thereof, that are in conflict with this Resolution are, to the extent of such conflict, hereby repealed.
4. That this Resolution, and the modification and amendment of the District's 2017 Budget stated herein, shall take effect immediately upon its passage.

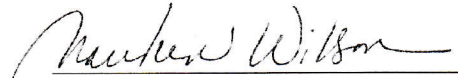
Passed by the Board of Trustees of the Salt Lake City Mosquito Abatement District this 15 day of June 2017.


La Vone Liddle, Chair/Trustee


Carlton Christensen, Vice Chair/Trustee

ABSENT
Karen Okabe, Trustee


Dr. Dagmar Vitek, Trustee


Maureen Wilson, Trustee

7. Discussion and Approval of Resolution for 2017 Certified Tax Rate and 2018 Proposed Budget:

Manager Faraji reviewed the Certified Tax Rate as presented during the Public Hearing. The Certified Tax Rate for 2016 was 0.000168. The maximum Certified Tax Rate that the District can collect in 2017 is 0.000160. This Certified Tax Rate is expected to generate approximately \$3,027,463. Manager Faraji also referred to the 2018

Proposed Budget as presented during the Public Hearing. The monetary needs of the District during 2018 will increase at least 3% for administration costs, alone, over the District's 2017 budget. Additionally, the cost of pesticides, fuel, power/electric, and other commodities have risen by close to 5%. The small increase in revenue through the certified tax rate inherently imposes that the District should go through Truth in Taxation and raise taxes every few years in order to keep up with inflation and increasing costs.

Trustee Christensen made a motion to adopt the Certified Tax Rate of 0.000160 for 2017 of the Salt Lake City Mosquito Abatement District, which will generate approximately \$3,027,463 in property tax revenue. If the certified tax rate changes, then whichever tax rate provides the greater amount will be adopted. He further proposed that the 2018 Budget be approved. The motion was seconded by Trustee Vitek and passed unanimously.

The following letter will be provided to Scott Tingley, County Auditor with the Salt Lake County Auditor's Office:



SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT

2020 North Redwood Road
Salt Lake City, Utah 84116
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2017

Ary Faraji, PhD
Manager

15 June 2017

Gregory S. White, PhD
Assistant Manager

Aleta H. Fairbanks, MPrA, CPA
Chief Financial Officer

Salt Lake County Auditor's Office
Scott Tingley, County Auditor
2001 South State Street, #N3-300
PO Box 144575
Salt Lake City, UT 84114-4575

Board of Trustees

La Vone Liddle
Chair

Carlton Christensen
Vice Chair

Karen Okabe
Trustee

Dagmar Vitek, MD, MPH
Trustee

Maureen Wilson
Trustee

Dear Mr. Tingley,

On a motion by Trustee Carlton Christensen and seconded by Trustee Dagmar Vitek, and passing by a unanimous vote, the following resolution was adopted on 15 June 2017:

Be it resolved that a certified tax rate of 0.000160 for the year 2017 be adopted to meet the Salt Lake City Mosquito Abatement District property tax budget revenue requirements of \$3,027,463.

This action will be recorded in the Minutes of the 15 June 2017 Board Meeting held at the District's office at 6:30 p.m., 15 June 2017.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ary Faraji", is written over a circular stamp that is partially obscured.

Ary Faraji
SLCMAD Manager

La Vone Liddle 15 June 2017

La Vone Liddle
SLCMAD Board Chair/Trustee

8. Update and Approval to Sign Architectural Contracts with Design West Architects:

Attorney Mark Anderson finally responded with his comments on the contract with Design West Architects. The plan is to incorporate his suggestions into the contract and then give it to Design West Architects. Trustee Christensen made a motion giving Manager Faraji approval to incorporate the recommendations from legal counsel and to complete the contract with Design West Architects. This motion was seconded by Trustee Wilson and carried unanimously.

9. Update and Approval to Proceed with 2017 Salary Survey:

Attorney Mark Anderson has reviewed the contract with Compensation Resources, Inc., and he is perfectly fine with us moving forward with the contract as a small purchase agreement. The Board would like to be made aware of a few of the specifics of the survey: how large the survey sample size will be, the survey questions, etc. Trustee Vitek made a motion to approve signing the salary survey contract with Compensation Resources, Inc. Trustee Wilson seconded the motion, which passed with a unanimous vote.

10. Update and Approval on Utility Cost Sharing with Hamilton Partners:

Dominion Engineering Associates and Hamilton Partners have prepared a detailed itemization of the costs to bring utilities to our newly-purchased property. They calculated our shared ratio to be 0.1112, making a total proposed SLCMAD cost sharing amount of \$145,135. Trustee Christensen commented that someone will need to warranty to Salt Lake City for a year or two that the work is good. Because Dominion Engineering is shouldering the bulk of the work, perhaps Dominion Engineering will want to take care of this requirement. Or, perhaps both companies will have to sign off on it. Manager Faraji will follow up on this issue with all parties.

A motion approving the \$145,135 for utility cost sharing with Hamilton Partners for bringing utilities to our new facility's site was made by Trustee Christensen, seconded by Trustee Wilson, and unanimously passed. Manager Faraji will verify who will take responsibility for completion of the work with SLC.

11. Update on Earthwork Contractors:

Manager Faraji, Assistant Manager White, Dave Waldron (Civil Engineer), and a representative from Design West Architects will be meeting with Harper Construction next Monday to review the site and to determine what the next phase of this project will be.

12. Personnel Policies Update and Approval:

The Board requested more time to review the first section of the Policies and Procedures Manual. Manager Faraji will email the file to each Trustee individually, and

any suggestions / input will be compiled into one document. The revised draft will be sent to our attorney and then to all of the Board for review, and it will be added to next month's agenda.

13. Update on Annexation Process:

The survey work has been completed for the first phase, which is the annexation agreement with Magna Mosquito Abatement District. The plat is ready for our Attorney to review. Upon receiving his approval, Manager Faraji will give an update to the Magna District and arrange a meeting to discuss and coordinate additional steps in the process. The second phase with Salt Lake County is also well under way, and we are hoping that most of the northwest quadrant will be ready for review by the end of July.

14. Personnel Update and Approval for Hiring New Positions and Filling Vacancies:

Our Education Specialist has accepted other employment and will be leaving in the middle of August. Also, Mechanic Feragen has a multitude of responsibilities, which also include facility maintenance. But the facility maintenance component will be increasing with the construction of our new facilities. Manager Faraji requested permission to seek applications for the Education Specialist position as well as someone qualified to serve as the Facility Maintenance / Mechanic Assistant / VCT specialist. Trustee Christensen made a motion for the District to move forward with seeking applications for an Education Specialist and a Maintenance / Mechanic Assistant / VCT specialist. Trustee Vitek seconded the motion, which passed unanimously.

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

- **AMCA Washington Days, 14-17 May 2017, Washington, DC**

The AMCA Washington Days conference was attended by Trustee Christensen, Trustee Liddle, Manager Faraji, Assistant Manager White, and CFO Fairbanks. Manager Faraji spoke at two special House and Senate briefings on Zika virus and invasive *Aedes* mosquitoes. Assistant Manager White was awarded a scholarship by Central Life Sciences that will cover \$1,000 of his expenses to attend this conference. The NPDES bill passed the House, and we are hoping it also passes the Senate. In the future, we would like to meet with representatives of other states in addition to Utah's representatives.

- **IFSCMMD, 22-26 May 2017, Nanjing, China**

Manager Faraji was invited to present at the IFSCMMD meetings in Nanjing, China, and he expressed appreciation for the opportunity to attend the conference. He gave two presentations: one talk was on our aerial mosquito control program because that is something the Chinese want to start incorporating, and the other talk centered on what the AMCA is doing on a national perspective. Manager Faraji used his personal leave time to visit India, and he agreed to provide a little help with some

mosquito surveillance through the Zoological Survey of India. We will be providing them with some BGS traps to help jump start their program. Manager Faraji is trying to setup an MOU so that we can bring their personnel to UT for training and also send our personnel to India to assist with vector control and surveillance training.

- **DSLASA, 8 June 2017, Davis, UT**

Manager Faraji and Trustee Liddle, along with former Trustee Erskine, attended the DSLASA meeting. This is the first year that DSLASA is invoicing us for our adulticide applications. We hope to do the same with the larvicide applications next year. There is still no cable/internet connection to the hangar, but we hope that this issue will be resolved prior to the September DSLASA Quarterly Board Meeting.

- **Beach MCD, 23-30 June 2017, Panama City, FL**

The District is sending Urban Field Supervisor Sorensen, who happens to be a helicopter pilot, to Beach Mosquito Control District to check out their aerial program. Beach MCD runs the Bell Jet Rangers, which is different from the other helicopters we have looked at. He will fly with them a few days and take a look at their hangar and operations.

- **Williston VCD, 26-28 June 2017, Williston, ND**

Williston VCD is one of the few districts that has a built-in dormitory and has also set up a contract with the US Air Force Entomology. They do a lot of the Air Force's adulticide and larvicide operations at virtually no cost to the district. The district pays for the pesticides, and the Air Force pays for the employees, training, and the fuel for the aircrafts. Manager Faraji and Assistant Manager White will be visiting the district's facilities and also participating in the Air Force applications. We also have an interest in partnering with the Air Force; we will submit the application for a formal review in a few months.

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

The AMCA Interim Board Meeting will be the 28-30 of August 2017. Manager Faraji is a member of the Board, and he will be attending this meeting.

16. Manager's Report:

One of our seasonal employees was doing a three-point-turn and ran into a parked vehicle. The incident was reported to the police and to our insurance company. In addition to that, one of our other seasonal employees hurt his back lifting a ladder. He has been out on workers compensation for two weeks. When he is able to return to work, we will keep him on light duty.

We have found that the separation between the sewer pipes is under the parking lot rather than under the office building. We plan on taking care of this issue once most of

our seasonal employees leave at the end of the summer. This will not disrupt our operations as dramatically. One company provided a quote of \$15,000 and we have another bid for about \$6,000. Manager Faraji wanted the Board to be aware of this issue, in addition to other large-scale maintenance costs that may arise as we prepare for the real estate sale of our current property in the coming year.

The Utah Association of Special Districts is soliciting donations to offset the cost of hiring some lobbyists to fight Senator Fillmore's formidable bill. After some discussion, Trustee Christensen made a motion to pay UASD an additional \$500. The motion failed due to the lack of a second.

Assistant Manager White reported on the new compressed CO₂ traps. The traps are working, but they are not performing as well as the dry ice models. Several modifications have been made, including increasing the amount of CO₂ that is disbursed by using larger canisters. He will conduct side-by side tests between the compressed CO₂ traps and the dry ice traps. A trap called the BG Counter was given to SLCMAD by Biogents to determine if SLCMAD could modify the trap to work as a CO₂ baited trap. The BG Counter is a new trap that is supposed to automatically count mosquitoes and record environmental data. Modifications to the trap have been completed, and the lab has started testing the trap in the field. In addition, initial trials with the passive trap were conducted and the trap appears to be working successfully.

In response to a report of two birds testing positive from the Hogle Zoo area, the lab conducted additional surveillance for mosquitoes in the vicinity. Both gravid and CO₂ traps were deployed. Very few mosquitoes were collected with the traps. The mosquitoes will be sent to the state lab for arbovirus testing.

17. Probable Agenda Items for 20 July 2017 Board Meeting, 12:30 PM:

- Manager's Report
- Architect / Construction / Annexation Update
- Personnel Policies Update

18. Adjournment:

The meeting was adjourned at 8:11 P.M. A boxed meal will be available at 12:00 P.M. for the Board Members prior to the May Board Meeting.


Ary Faraji, Manager

20 JUL 2017
Date


La Vone Liddle, Chair

20 July 2017
Date