

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
25 May 2017
BOARD MEETING**

1. Roll Call:

Presiding: La Vone Liddle, Chair 2017

Time: 12:30 PM

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

Trustees Present: La Vone Liddle, Chair 2017
Carlton Christensen, Vice Chair
Karen Okabe
Dr. Dagmar Vitek
Maureen M. Wilson

Others Present: Gregory White, PhD, Assistant Manager
Aleta Fairbanks, CPA, CFO

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

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

The Board had reviewed the 20 April 2017 minutes previously, and there were no additions or corrections. Trustee Okabe made a motion to approve the minutes; the motion was seconded by Trustee Vitek, and it passed unanimously.

3. Approval of the 28 April 2017 Minutes of the April Board Meeting:

Upon having no modifications, a motion to approve the 28 April 2017 minutes was made by Trustee Okabe and seconded by Trustee Christensen. The motion carried with a unanimous vote.

4. Presentation of the April 2017 Financial Statements & Approval of Bills for Payment:

The financial statements 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 pointed out that \$57,086.31 in expenses for services related to the new facility had been received from bond proceeds. Because the Board for the Local Building Authority of the SLC Mosquito Abatement District is identical to this Board, an additional sheet showing the bond proceeds and expenses, along with the percentage of expended funds, was also included in the financial packet. The Board requested that the following explanation about Check #9253, written to CFO Fairbanks, be included in the minutes: Snowy Mountain Towing made a delivery to the District. When Field Supervisor Hardman learned that the company was returning to the Ogden hangar to collect materials for a delivery to the Mosquito Abatement District - Davis, he asked if he could send three pallets of pesticide up to the hangar. The driver insisted on receiving a \$710.70 payment immediately; the payment was put on CFO Fairbank's District credit card because she knew she had a \$956.06 credit that had been issued by the Town and Country Resort. Unfortunately, the charge was rejected because, in spite of the existing credit on this card, the District's total credit limit of \$20,000.00 had been met. Aleta Fairbanks then put the \$710.70 charge on her personal card.

Trustee Wilson made a motion to approve April's bills for payment and the April 2017 Financial Statements. Trustee Vitek seconded the motion, and it carried unanimously.

5. Update and Approval to Sign Architectural Contract with Design West Architects:

When we spoke previously with our Attorney, Mark Anderson, he indicated that he would get back to us prior to the board meeting. However, when we made a follow-up call, he said he was not ready to give us an opinion because he thought the board meeting was a week later. He requested more time so that he could review the contract thoroughly and accurately. Trustee Christensen inquired what energy efficiency and environmental considerations were being done during the design of the new facility. Assistant Manager White replied that the architects were designing the new facility to the level of LEED Silver. The Board asked what the cost difference between building a LEED Gold facility rather than LEED Silver would entail. There is a point of diminishing return which needs to be taken into consideration. Assistant Manager White agreed to run this idea past our architect. Trustee Liddle had a question concerning the contract. Section 5.3 indicates that the owner shall identify a representative to act on the owner's behalf. She requested that we ask Mark Anderson how to best handle this requirement. Signing the contract was tabled until the June meeting.

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

Last month, the Board approved moving ahead with the salary survey upon our Attorney's approval. He had a few questions that needed to be provided by Benton County Mosquito Control District prior to giving his opinion on the salary survey, and he received the

information yesterday. He will have an answer once he is able to review it. This item will be tabled until the June Board meeting.

7. Approval to Purchase ArcGIS Desktop Upgrade:

The additional ArcGIS desktop purchase will upgrade our system to the Standard Version, which will allow us to utilize more features. Our web site will be able to display surveillance data, such as the trap locations, trap numbers for mosquito counts, trap history, West Nile virus positive pools, previous treatments at individual sites, virus activity, etc. We currently are only able to have one piece of data displayed with a single point. The upgrade will also enable our staff to enter and view more data related to surveillance and treatment in the GIS system used in the field. This will allow for quicker treatments made to mosquito sources and for easier reviews and follow-ups of control efforts. This is a cloud-based system, so the data is not restricted to a desktop. We looked for other vendors who could supply the same service, but this system is basically a “sole source” provider. Trustee Vitek made a motion to approve purchasing the ArcGIS upgrade. The motion passed unanimously after being seconded by Trustee Christensen.

8. Update on 2016 Audit:

The audit is going well, and it will be presented at the 15 June 2017 board meeting. A representative from Wood, Richards and Associates will be in attendance to present the audit.

9. Update on Dr. Dagmar Vitek’s Board Reappointment:

Salt Lake City still has not made a decision concerning Trustee Vitek’s reappointment. The City is reevaluating their internal policies regarding Board appointments to ensure that they are complying with State codes. However, the good news is that Dr. Vitek may continue to serve until a decision has been made. The Board is delighted that she is able to continue to serve on the Board in the interim.

10. Update on Earthwork Contractor:

Rulon Harper Construction is currently waiting for the site to dry out; the work will be cheaper and more efficient if the soil is not damp. We expect the work to begin towards the end of June.

11. Update on Annexation Process:

The surveyors are making good progress; the first annexation they began working on was the Magna annexation. They have sent a preliminary plat to the County, and they hope this annexation will be completed in June. They have begun research on the second

annexation, but it is too early in the process to anticipate when the last two annexations will be completed.

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

- **Ute Tribe, 5 April 2017, Fort Duchesne, UT**

Manager Faraji, Urban Supervisor Brad Sorensen, and Operations Supervisor Jason Hardman traveled to Fort Duchesne and provided training to the Ute Tribe.

- **Utah Climate Change & Health Symposium, 6 April 2017, West Jordan, UT**

Assistant Manager White attended and presented at the Climate Change and Health Symposium on 6 April 2017. His presentation was well-received, and the participants were engaged and had a lot of questions.

- **Army 200th Medical Detachment, 7 April 2017, SLCMAD, UT**

The Army 200th Medical Detachment contacted the District and requested some training for their reserves personnel. Nine persons attended a presentation on mosquito control, toured the facility, and participated in a demonstration on how to use our equipment.

- **CDC-ELC, 10-11 April 2017, Atlanta, GA**

The State Health Department asked Manager Faraji to attend the CDC-ELC meeting to discuss ELC funding and Zika-related issues for the State of Utah. (ELC is the Epidemiology & Laboratory Capacity for Infectious Diseases Cooperative Agreement.) Manager Faraji represented the UMAA, and the Department of Health covered all of his costs to attend this meeting.

- **UMAA Annual Workshop, 22 April 2017, North Salt Lake, UT**

The UMAA workshop was attended by 32 SLCMAD seasonal/full-time employees and Trustee Wilson. Manager Faraji and Assistant Manager White both presented at the meeting. The meeting was very informative, and the presentations were very well done.

- **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 conference in Nanjing, China, and he is there currently. He is well-received; he is well known in the mosquito world, and he is building the reputation of Salt Lake City in the mosquito control field.

- **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.

13. Manager's Report:

The season is picking up now. We are building new traps; we are happy to report that our \$600 weekly bills for dry ice have now been reduced to as little as \$39 by using the compressed carbon dioxide-baited traps. Our goal is to collect side-by-side data so we can discern exactly how well these traps are performing. There are also multiple projects being conducted by the laboratory technicians and interns.

14. Probable Agenda Items for 15 June 2017 Board Meeting, 6:00 PM:

- 2017 Budget Amendments
- Manager's Report
- Architect / Construction / Annexation Update
- Personnel Policies Update
- HR Salary Survey Update
- Sewer Line Repair Proposal

15. Adjournment:

The meeting was adjourned at 1:47 PM. A boxed meal will be available at 5:30 P.M. for the Board Members prior to the June Board Meeting.



Ary Faraji, Manager

06/15/2017
Date



La Vone Liddle, Chair

06/15/2017
Date