

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
13 December 2018
BOARD MEETING**

Presiding: Carlton Christensen, Chair

Time: 4:30 p.m.

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

Trustees Present: Carlton Christensen, Chair 2018
Dr. Dagmar Vitek, Vice-Chair
La Vone Liddle
Maureen M. Wilson

Trustees Absent: Karen Okabe

Others Present: Ary Faraji, Ph.D., Executive Director
Gregory White, Ph.D., Assistant Director (left at 5:55 pm, Item 10)
Aleta Fairbanks, CFO

1. Roll Call:

Trustee Christensen called the meeting to order at 4:30 p.m. It was confirmed that the voice recorder was turned on, and no conflicts of interest were declared.

2. Public Comment:

There were no public comments.

3. Approval of the 15 November 2018 Minutes of the November Monthly Board Meeting:

The minutes of the 2018 November Board Meeting had been reviewed previously by the Board Members, and no modifications were necessary. Trustee Liddle made a motion to approve the 15 November 2018 Board Meeting Minutes as presented; the motion was seconded by Trustee Wilson and passed with a unanimous vote.

4. Presentation of the November 2018 Financial Statements and Approval of Bills for Payment:

The Board Members had received a copy of the financial statements prior to the Board Meeting, and no questions were raised as CFO Fairbanks discussed the financials. The balance sheets, the credit card receipts for the credit card statements having a balance over \$1,000, and the General Fund's reconciled bank statement were circulated. Trustee Wilson made a motion to approve the November 2018 Financial Statements and November's bills for payment; Trustee Vitek seconded the motion, and it carried unanimously.

5. Discussion and Approval of Proposed Changes to Policies and Procedures:

Prior to the Board Meeting, Trustees had reviewed SECTION XII: EMPLOYMENT CLASSIFICATIONS/COMPENSATION, numbers 4. WORK WEEK through 9. COMPENSATION TIME-OFF. According to Code of Federal Regulations (CFR) Title 29, Subtitle B, Chapter 5, Subchapter A, Part 553, Subpart A, Section 553.21 Statutory provisions, Section 7(o)(3)(A), Federal Law allows public employees who work "in a public safety activity, an emergency response activity, or a seasonal activity" to accrue 480 hours of compensation time. Therefore, the only significant modification was made in number 9. COMPENSATION TIME-OFF, part B. It was changed to read "A maximum of not more than four hundred eighty (480) hours of compensatory time may accrue. After this maximum time has accrued, overtime must be paid."

Trustee Liddle made a motion to approve the modifications to the Policies and Procedures in SECTION XII as discussed. This motion was unanimously passed after being seconded by Trustee Wilson. Other sections of the Policies and Procedures will be reviewed during 2019.

6. Discussion Regarding Creation of a Finance Committee:

After a short discussion, the Board decided it would not be necessary to create an official finance committee. It was decided that Trustees could review all financial materials on a voluntary basis at any time.

7. Public Relations Update:

The Board revisited the possible contract with Wilkinson Ferrari & Company and their level of interest in providing services to the District. Executive Director Faraji mentioned a few other options, and Trustee Christensen suggested that the District pursue State funding by utilizing lobbyists, possibly the Utah Association of Special District's Le Grand Bitter and Heather Anderson. Executive Director Faraji will ask the Attorney if we are free to work with UASD or if it will be necessary for the District to go through the procurement process.

8. Discussion of the 2018 Budget Amendments and 2019 Proposed Budgets:

CFO Fairbanks reviewed in detail the 2018 Budget Amendments and the 2019 Proposed Budgets that were initially presented in October, along with a few current modifications. The reason for each revision was explained, and the Trustees had no further questions.

9. Construction Project Update:

Allotech, Inc. updated the new facility's plaque, and a copy was included in the Board Packet. The construction is moving forward very well; the gas lines will be connected soon, and then the warmer working conditions will be more productive for all subcontractors. Rulon Harper is willing to increase the depths of the retention ponds; we have agreed to assist with mobilizing the equipment and removing surplus material. The large garage doors have been installed in Vehicle Storage 1, and there is a nice seal on the concrete after all.

Another party has expressed an interest in touring and possibly purchasing our facility sometime in 2019.

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

- **AMCA IBM, 8-10 November 2018, Orlando, FL**

Executive Director Faraji assisted other AMCA board members in planning and making preliminary decisions for the 2019 AMCA conference at the Interim Board Meeting in Orlando, Florida.

- **ESA, 11-15 November 2018, Vancouver, BC**

Executive Director Faraji felt these Entomological Society of America meetings were fabulous, and they were well-attended. He was elected to be on the Editorial Board of the Journal of Medical Entomology, and he also moderated the student competition session and was a judge in another session. He enjoyed the conference because of the great scientific data that was presented; it is absolutely the entomologist pinnacle of meetings. He plans to borrow some of the ESA ideas and incorporate them into AMCA's meetings. Next year the ESA meeting will be in St. Louis, Missouri, and it would be beneficial for Assistant Director White and Biologist Mayerle to participate in this meeting as well.

- **AMCA, 25 February – 1 March 2019, Orlando, FL**

According to the Bylaws, the Vice Chair generally attends a regional meeting (usually in California), the Chair attends the AMCA meetings, and the Past Chair

attends the AMCA Washington Conference. However, Executive Director Faraji is in charge of the AMCA program this year, and he is going out of his way to prepare a program that has never been seen before. He has lined up some exciting keynote speakers, and he is hoping to set up the first TED-type talk at AMCA. Attending this innovative meeting will be enlightening to the Board, and he suggested that all of the Trustees should attend the AMCA meeting this year as well.

- **AMCA Washington Days, 13-15 May 2019, Washington D.C.**

AMCA's Washington Days will be held the Monday and Tuesday right after Mother's Day in 2019.

- **IFSCMVBD, 27-31 May 2019, Xiamen, China**

Executive Director Faraji would like to send Assistant Director White to the International Forum for Surveillance and Control of Mosquitoes and Vector-Borne Diseases Conference in 2019. They have offered to cover his registration and hotel costs. Executive Director Faraji is requesting Assistant Director White to obtain his passport and necessary documentation prior to officially asking for Board approval for attendance at this meeting.

11. Executive Director's Report:

There were no questions or comments on the Executive Director's Report.

12. Discussion and Approval of the 2018 Budget Amendments:

Upon a motion by Trustee Liddle, seconded by Trustee Wilson, and passed unanimously, the Board Meeting was recessed at 6:00 p.m. in order to hold the Public Hearing.

Following the Public Hearing, the Board Meeting was reconvened at 6:03 p.m., and a motion to approve the 2018 Budget Amendments was made by Trustee Wilson. No further discussion occurred; Trustee Liddle seconded the motion, and it carried unanimously.

13. Discussion and Approval of the 2019 Proposed Budget:

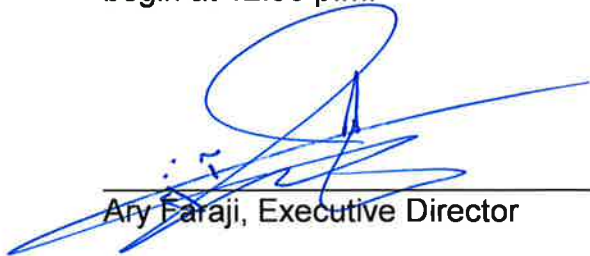
Trustee Liddle made a motion to approve the 2019 Proposed Budget as presented. Trustee Vitek seconded the motion, and it was unanimously passed.

14. Probable Agenda Items for 17 January 2019 Monthly Board Meeting, 12:30 p.m.:

- Passing of the Gavel and Board Elections
- Construction Updates
- Update on Public Relations/Prison Relocation
- Executive Director's Report
- 2019 Board Meeting Schedule Approval

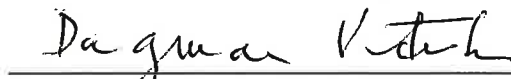
15. Adjournment:

Trustee Liddle made a motion to adjourn the meeting at 6:05 p.m. A boxed lunch will be available before the 17 January 2019 regular monthly board meeting, which will begin at 12:30 p.m.



Ary Faraji, Executive Director

17 JAN 19
Date



Dr. Dagnar Vitek, Chair 2019

1-17-19
Date