

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
19 December 2019  
BOARD MEETING**

Presiding: Dr. Dagmar Vitek, Chair 2019

Time: 4:00 p.m.

Place: 2215 North 2200 West, Salt Lake City, Utah 84116

Trustees Present: Dr. Dagmar Vitek, Chair  
Maureen M. Wilson, Vice-Chair  
Carlton Christensen (attended remotely)  
La Vone Liddle  
Neil Vickers, Ph.D.

Others Present: Ary Faraji, Ph.D., Executive Director  
Gregory White, Ph.D., Assistant Director  
Van Turner, Salt Lake City Resident

Note: After discussing item 12 (2020 Proposed Budget), the Board Meeting was recessed at 6:27 p.m. in order to go to the General Fund, Capital Projects Fund, and Local Building Authority Public Hearings. This Board Meeting was reconvened at 6:40 p.m.

**1. Roll Call:**

Trustee Vitek called the meeting to order at 4:03 p.m. It was confirmed that the voice recorder was turned on, and no conflicts of interest were declared.

**2. Public Comment:**

Van Turner introduced himself to the Board. He has had a mosquito trap placed in his yard: he has noticed that the numbers of mosquitoes in his yard are much lower than when he was a child, and he is willing to do more to support efforts to keep the mosquito population under control. There were no other public comments.

**3. Approval of the Minutes from the 14 November 2019 Monthly Board Meeting:**

The Trustees had received a copy of the pending minutes prior to the meeting; Trustees Liddle and Wilson had commented on the minutes, and all recommended revisions had been made. Trustee Liddle made a motion to approve the 14 November 2019 Board Meeting Minutes as presented; Trustee Christensen seconded the motion, and it passed unanimously.

**4. Presentation of the November 2019 Financial Statements and Approval of Bills for Payment:**

Copies of November's Financial Statements had been distributed to the Trustees prior to the Board Meeting. Executive Director Faraji reviewed the Financial Statements with the Board; all expenditures were presented, with special attention being paid to items over \$1,000 and also the out-of-the-ordinary expenditures and payments. Copies of the balance sheets, a folder containing documentation for every payment, and the General Fund's reconciled bank statement were also circulated. Trustee Liddle made a motion to adopt the November 2019 Financial Statements and approve November's bills for payment. After being seconded by Trustee Vickers, the motion carried with all in favor.

**5. Discussion and Approval of Proposed Changes to the By-Laws of the Board of Trustees:**

Executive Director Faraji reviewed all of the changes to the By-Laws in detail with the Trustees. Language concerning when the board meetings will be held was discussed and modified to indicate that the Board shall hold a Board Meeting generally on the third Thursday of each month, and a Board Calendar will be posted on the Utah Public Notice Website at the beginning of each year. Trustee Christensen made a motion to approve the revised By-Laws of the Board of Trustees with the two amendments made concerning meeting times and the spelling correction in Article VI. The motion was seconded by Trustee Wilson, and it passed unanimously.

**6. Discussion and Approval of 2020 Board Calendar:**

A calendar of dates was given to the Trustees. Most of the Board Meetings will be held on the third Thursday of each month, and reasons for moving a meeting to an alternate Thursday were discussed. Trustee Liddle made a motion to approve the Board Calendar. Trustee Vickers seconded the motion, and it passed with a unanimous vote.

**7. Discussion and Approval for Unmanned Aerial Systems Equipment:**

Drone batteries start to fail over time, and we experienced a major battery failure recently. We have been utilizing our current batteries for about three years, which is apparently a good lifetime. The Executive Director distributed a \$2,993.00 quote from

The Drone Pro Shop to provide the required equipment. Trustee Liddle made a motion to approve purchasing the unmanned aerial systems equipment for \$2,993.00. The motion was seconded by Trustee Christensen, and it carried with all in favor.

**8. Construction Project Updates:**

Several frustrating problems have occurred with the new facility, and the Board was provided with a five-page list of problematic architectural/design issues that had been presented to Design West. The Executive Director gave the Board an update on several of these concerns, including condensation in the insectary, problems with the carwash, door columns in Vehicle Storage 1, and the inadequate heat in the administration building.

Also, Design West had requested an additional architectural fee of approximately \$100,000 based on increased construction costs. Construction Control Corporation looked at every change order to discern which increases were legitimately due to design flaws rather than added change order requests made by the District. A final settlement figure of \$20,000 was agreed upon. However, we want to focus on resolving the outstanding insectary issues before we relinquish the entire \$20,000 to Design West.

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

- **ESA, 17-20 November 2019, St. Louis, MO**

Both Executive Director Faraji and Assistant Director White gave talks on our District's research at the Entomological Society of America's conference this year. Executive Director Faraji sits on the Editorial Board for the Journal of Medical Entomology, and he is part of the Vector-Borne Disease Network that ESA has put together. This meeting was much larger than AMCA's annual conference. Deciding which lectures to attend was a little overwhelming, for there were so many choices and concurrent sessions. Agriculture comprises the largest group; it does a lot of cutting-edge research, and vector control can learn from their results and take advantage of their information. This was Assistant Director White's first ESA meeting, and he was very impressed with the organization and quality of talks.

- **AMCA/ESA/EPA/VBDN, 3 December 2019, Washington, D.C.**

Executive Director Faraji, sponsored by AMCA, and other representatives from several national groups met together in Washington, D.C. this year. They discussed their objectives and what they could do to accomplish them. The AMCA attorneys and ESA attorneys are working together to promote favorable pesticide laws and the newly-formed Vector-Borne Disease Network, which will enable us to provide the public with better health protection. The newly-formed VBDN group is composed of national representatives from ESA, AMCA, CDC, NACCHO, CSTE, ASTHO, and NEHA, to name a few.

- **DSLASA, 5 December 2019, SLCMAD, UT**

The Salt Lake City Mosquito Abatement District hosted the Davis-Salt Lake Aerial Spray Authority Board Meeting in December. Executive Director Faraji has served as its Executive Director for the last two years, and the gavel has now been passed to Gary Hatch, the Manager of Mosquito Abatement District – Davis. SLCMAD will handle all maintenance issues as related to the hangar for the next two years. Trustees Liddle and Erskine attended this meeting; DSLASA's finances are in good order.

- **AMCA, 16-20 March 2020, Portland, OR**

Trustees Vitek, Liddle, and Vickers are planning on joining Executive Director Faraji and Assistant Director White at the AMCA conference this year. Executive Director Faraji is currently the President Elect of AMCA, and he will be taking over as President next year.

- **AMCA Washington Conference, 11-13 May 2020, Washington, D.C.**

Please note this conference date on your calendars.

## **10. Executive Director's Report:**

The Board Members were given a few updates, which included the following: (1) Surveillance has wrapped up for the year. (2) Biologist Reissen is currently on maternity leave, and she will return to work sometime in February. (3) Assistant Director White and IT/GIS Specialist Dewsnap have been taking care of the mosquito colonies. (4) We will be advertising in January for the Assistant Mechanic position. (5) We have posted Salt Lake City's advertisement requesting applications for someone to take Trustee Wilson's place on the Board. (6) Performance evaluations are being conducted, and Executive Director Faraji has been extremely pleased with the way everyone has stepped up to take on additional tasks to help with moving to and resolving issues with the new site. He has decided to take the Board's suggestion to give the employees some extra time off to say thank you for being extremely dedicated and working particularly hard lately by giving everyone the option of taking the Christmas week off. (7) AMCA is in the process of hiring a new Technical Advisor. Four applicants were interviewed, and David Brown is the top applicant. Mr. Brown was previously a manager in California; he is confident, a good communicator, and charismatic. He is also able to make difficult decisions because he knows the science and has the data to back up his decisions. (8) Executive Director Faraji has been in charge of the Mosquito Research Foundation this year. He has had to evaluate all of the proposals that came in and to select the best ones to send on for review. He thanked the Board for supporting his involvement in research that is beneficial for the entire nation and mosquito control.

**11. Discussion and Approval of the 2019 Budget Amendments:**

General Fund and Capital Projects Fund Budget numbers for 2019 had initially been submitted to the Board in June of this year; actual income and expenses incurred during 2019 necessitated providing the Board during the October Board Meeting with some 2019 budget amendments to be considered. Executive Director Faraji noted that all of the line-items that had been modified from the previously-approved 2019 Budget were bolded, and he reviewed each change with the Board.

Once this meeting was reconvened at 6:40, Trustee Christensen made a motion to approve the 2019 Budget Amendments as presented. This motion carried unanimously after being seconded by Trustee Vickers.

**12. Discussion and Approval of the 2020 Proposed Budget:**

Executive Director Faraji also reviewed the proposed changes from the previously-adopted 2020 General Fund and Capitol Projects Fund Budgets. He noted that the budget includes funding for hiring an Assistant Mechanic during 2020.

During the Public Hearing, the Board made one recommendation. The 3% cost of living increase was amenable, but the Board requested that merit raises be capped at 2% so that the wages would not increase more than a total of 5%. However, when the salary survey was conducted two years back, a 5% merit increase during 2018, 2019, and 2020 was adopted for CFO Fairbanks. Also, a 3.5% merit increase for three years was similarly approved for Urban Field Supervisor Sorensen. The Board felt that these two additional merit raises should still be maintained. Trustee Liddle made a motion to approve the 3% cost of living and the merit raises as discussed. The motion was seconded by Trustee Christensen and it passed with all in favor.

**13. Discussion and Approval for 2020 Tax Increase:**

The way the certified tax rates have been set up in Utah, the amount of property taxes that the District receives each year remains the same, and only new growth can increase this dollar amount. Increased costs due to inflation do not enter into these calculations. The cost to provide similar services from year to year is greater every year; prices for pesticides alone can increase upwards to 15%. In order to remain solvent, entities are basically forced to do a Truth in Taxation Hearing about every five years. The District's last tax increase was in 2016. Legislation does not require the District to obtain permission to conduct a tax increase from the Salt Lake City Council, but notifying the Council about the tax increase is necessary. The Board asked Executive Director Faraji to prepare a strategic plan for the next five years so that we'd know what percentage of an increase to pursue. A motion requesting a five-year plan and officially pursuing a tax increase in 2020 was made by Trustee Vickers, seconded by Trustee Christensen, and passed unanimously.

**14. 2020 Board Elections:**

Trustee Wilson's is currently the Vice-Chair, and she will automatically move to Chair during 2020. Because her term will be completed at the end of December, she has agreed to serve as the Chair in 2020 until Salt Lake City appoints someone to take her place on the Board. The Trustees decided to select Trustee Liddle as next year's Vice-Chair. But, in anticipation of her moving into the Chair position once Trustee Wilson is no longer on the Board, Then, Trustee Vickers was chosen to become the Board's Vice-Chair when this transition takes place.

**15. Probable Agenda Items for 23 January 2020 Board Meeting:**

- Facility updates
- Tax increase justification
- Board Member appointment update
- Executive Director's Report

**16. Adjournment:**

Trustees Vickers and Liddle made and seconded a motion to adjourn the meeting at 6:59 p.m. A box lunch will be available before the 23 January 2020 regular monthly board meeting, which will begin at 12:30 p.m.

  
\_\_\_\_\_  
Ary Faraji, Executive Director

23 JAN 20  
Date

  
\_\_\_\_\_  
Maureen Wilson, Chair 2020

Jan 23, 2020  
Date