

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
26 March 2020
ELECTRONIC BOARD MEETING**

Presiding: La Vone Liddle, Vice-Chair

Time: 12:30 p.m.

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

Trustees Present: Maureen M. Wilson, Chair (Attended Remotely)
La Vone Liddle, Vice-Chair
Carlton Christensen (Attended Remotely until 2:04 p.m.)
Neil Vickers, Ph.D. (Attended Remotely)
Dr. Dagmar Vitek (Attended Remotely)

Others Present: Ary Faraji, Ph.D., Executive Director
Gregory White, Ph.D., Assistant Director (Attended Remotely)
Aleta Fairbanks, CPA, CFO

1. Roll Call:

Trustee Liddle called the meeting to order at 12:30 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 20 February 2020 Minutes of the February Monthly Board Meeting:

The Trustees had received a copy of February's Monthly Board Meeting prior to the Board Meeting, and no modifications were required. Trustee Christensen made a motion to approve the 20 February 2020 Board Meeting Minutes as presented; Trustee Vickers seconded the motion, and it passed unanimously.

4. Presentation of the February 2020 Financial Statements and Approval of Bills for Payment:

Copies of February's Financial Statements had been disseminated previously. CFO Fairbanks reviewed the Financial Statements with the Board; all expenditures were presented, with special attention being paid to items over \$1,000 and any out-of-the-ordinary expenditures and receipts. Copies of the balance sheets, a folder containing documentation for every payment, and the General Fund's reconciled bank statement were also available for review. Trustee Vickers made a motion to adopt the February 2020 Financial Statements and to approve February's bills for payment. After being seconded by Trustee Vitek, the motion carried with all in favor.

5. Board Member Appointments Update:

Lehua Weaver, Salt Lake City Council Associate Deputy Director, responded to Executive Director's email inquiring about the internal process for board appointments. The Mosquito (and Metro Water) Board appointments are entirely approved by the Salt Lake City Council. However, 35+ other city boards and commissions are managed and processed through the Mayor's office, so the paperwork is maintained at the Mayor's office. Several system and process improvements for how the board appointments should be handled are being identified; we are correct in interacting with the Council Office for the appointments and waiting until the appointments are placed on the Council's agenda for discussion.

6. Discussion and Approval of URS Benefit Ineligibility for Tier II Board Members:

An audit conducted by the Utah Retirement Systems has recently been completed, and everything was in perfect order except for one requirement. The District needs to stipulate how Tier II board members are classified in regards to the Utah Retirement Systems. No policy was required for Tier I board members because their low monthly income classified them as ineligible. However, no such classification is in place for Tier II board members. Trustee Vitek made a motion that, under the Utah Retirement Systems, Tier II appointed board members are classified as part-time ineligible and do not qualify for Utah Retirement Systems benefits. This motion was seconded by Trustee Vickers and carried with all in favor.

7. Discussion and Approval of Proposed Changes to Bylaws:

The following addition to the Board Bylaws was presented to the Board, under A. Board Members:, 2. Compensation:, and after "Trustees must attend a regularly-scheduled monthly Board meeting to be eligible for that month's compensation": All Tier I and Tier II Board Members are classified as "Part-Time Ineligible" and do not qualify for Utah Retirement Systems benefits. A motion accepting this addition to the Board Bylaws was made by Trustee Christensen, seconded by Trustee Wilson, and passed unanimously.

8. Discussion and Approval of Purchase of Pesticide Hopper Bins:

Pesticides are purchased in large super sacs and then emptied into color-coded buckets to be taken out into the field. We have been searching for an efficient dissemination system that is easily moveable and cleanable, and can hold up to 2,000 pounds. Utilizing the Jacky Bin will not only save man hours when re-distributing the pesticides, it will reduce waste by decreasing pesticide spills, provide more accurate inventory tracking, and also enhance personal safety. The Jacky Bin is a sole source item purchased from Jacky Bins USA. Trustee Christensen made a motion approving the purchase of a Jacky Bin and accessories for \$3,250.00. This motion was seconded by Trustee Vickers and then carried with everyone in favor.

9. Discussion and Approval of ULV Adulicide Software from Frontier Precision:

The existing GIS software requires upgrading periodically; this year, the ULV aerosol sprayers in three different vehicles need to be upgraded at a cost of \$2,250.00. Because the cost exceeds our \$2,000 limit, we are seeking the Board's permission to purchase these single-source GIS systems. A motion approving the upgrades was made by Trustee Vickers. The motion passed unanimously after being seconded by Trustee Wilson.

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

- **PacVec, 18-20 February 2020, UC Riverside, CA**

Utah has successfully lobbied to be partnered with UC Riverside and UC Davis in the Pacific Southwest Center of Excellence in Vector-Borne Diseases, and we have coordinated a training grant with the University of Utah. Executive Director Faraji and a collaborator from the University of Utah and IDbyDNA, Dr. Aurelie Kapusta, both attended the PacVec meetings. Dr. Kapusta presented a preliminary report on our next-generation sequencing (NGS) research. Executive Director Faraji presented a general update on arboviruses and vector surveillance/control in the State of Utah. Dr. Aurelie Kapusta's travel costs will be covered by grant money, and travel for Executive Director Faraji will also be separately covered through the PacVec (not through the grant).

- **CDC Vector Week 2020, 25-28 February 2020, Ft. Collins, CO**

The CDC Vector Week 2020 is a new symposium program put together by CDC's Division of Vector-Borne Diseases, where a few of the higher-ranking CDC personnel take the opportunity to gather together at this symposium. The CDC would like to schedule this meeting every two years. Executive Director Faraji was invited to moderate a session and present on unmanned aerials systems for mosquito control. The CDC is interested in using drones, and the presentation garnered interest from

the International Vector Control Consortium, who have invited the District to give a webinar for the IVCC in May.

- **WCMVCA, 2-4 March 2020, Grand Junction, CO**

Executive Director Faraji was the President of the WCMVCA when he attended this year's meeting. No one else from the District wanted to attend this meeting because the program was not at the level they would like to see; we may or may not be active in this association in the coming years.

- **DSLASA, 12 March 2020, Kaysville, UT**

Gary Hatch will be the Executive Director of DSLASA for the next two years (2020-2021). DSLASA is now purchasing all adult and larval insecticides, and its major maintenance project for the near future is replacing the mega doors.

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

Cancelling AMCA's Annual Meeting was an extremely difficult decision to make, for it was at a tremendous financial cost for AMCA. Fortunately, Oregon declared a State of Emergency on behalf of public health, resulting in AMCA being let out of some of their contracts. Now, rather than losing an estimated \$450,000, AMCA will only take an immediate hit of up to approximately \$60,000.

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

The COVID-19 pandemic has also made it necessary to cancel AMCA's Washington Conference this year.

11. Discussion and Approval for Waiver Consideration of AMCA Annual Conference Registration Fees:

Not only has AMCA suffered an immediate loss of around \$60,000, it is experiencing a large opportunity cost, for the AMCA Annual Meeting also raises the dollars the Association needs to finance its upcoming year. Ryan Lusty, the Utah Mosquito Abatement Association's Executive Director, sought legal counsel to see if Utah's individual districts were able to donate previously-paid AMCA Annual Meeting registration fees to AMCA by declining a refund. He was instructed that there is no problem with donating the registration fees provided each board of directors approves such an action. Trustee Christensen made a motion instructing the District to decline the \$3,915 refund from AMCA. This motion was seconded by Trustee Vickers, and it was unanimously approved.

12. Discussion and Approval for Board/Staff AMCA Flight Reimbursements:

AMCA flight arrangements were personally booked by staff and board members; now that the conference has been cancelled, Delta has allowed flight vouchers that must be used within one year of the date the flights were originally booked. An opportunity to utilize these vouchers for an upcoming conference is not certain, and it may be necessary to use these vouchers for personal travel or forfeit the flight. Either way, the personal credit card charges must be paid in full. Trustee Christensen made a motion allowing the District to reimburse these flight costs, provided each individual receiving travel money from the District signs a statement guaranteeing that he/she will provide proof of forfeiture. However, if the individual is able to use the travel voucher for personal reasons, the individual will reimburse the District for the flight. This motion was seconded by Trustee Vickers and then carried with everyone in favor. Checks covering the cancelled flights were written for Quinten Salt, Jason Hardman, Gregory White, and Brad Sorensen. Aleta Fairbanks, Neil Vickers, La Vone Liddle, and Dagmar Vitek were not reimbursed for their flights because they all thought they would be able to use the flight vouchers before they expire next February.

13. Executive Director's Report:

A slight break in the board meeting occurred at 1:30 when Assistant Director White brought Terry Orchard of Thermo Fisher Scientific into the room. The District has been setting up our PCR machine, but we are not yet ready to begin our diagnostic testing. Intermountain Healthcare is in desperate need and would like to borrow our machine to process COVID-19 tests. Intermountain Healthcare is only able to run around 200 tests / day, and they have a huge backlog of about 10,000 tests. Our machine will allow them to process 500 or 600 tests / day. Terry Orchard asked for a favor and explained that their instruments are backordered and will not be available for at least two more months. If the District will allow Intermountain Healthcare to borrow our machine, Thermo Fisher Scientific will guarantee that the machine will be returned in excellent condition or they will replace it. An MOU will be provided by Thermo Fisher Scientific; the Board Members concurred with this unique request and felt it would be good to do all we can to help in this unprecedented and unforeseen situation. Assistant Director White and Terry Orchard left the meeting at 1:37 p.m.

The Board Members were given a few updates, which included the following: 1) C.R. England Trucking has reimbursed the District for the damage caused when one of its trucks jumped the curb. We received a quote of about \$700 to place large boulders in our front landscaping which should deter truckers from causing future damage to our property. We have authorized this work, and it should be completed by the end of next week. 2) We are pleased with the work Standard Cleaning Services has provided. They are currently cleaning the administration building every two weeks, and they will increase the cleaning

frequency when the mosquito season begins. 3) The faulty pumps that control the heat in the pesticide shed have been replaced four times; we recently lost power, and they did not leak. We are, therefore, hopeful that the problem has been rectified. 4) The high humidity problem in the insectary still needs to be resolved. The current plan is to replace the hollow aluminum window frames with another window and framing, which shouldn't cause as much condensation. Design West has agreed to pay for this replacement because it is definitely an engineering problem on their end. 5) We have set up an internship through the Waterford School; the maturity level of some of the students is amazing. We are looking to hire two individuals through this program; but, depending on interest and need, we may increase this to more individuals. 6) We have posted the Maintenance Operator/Assistant Mechanic position, and we'll accept applications through April 3rd. We have received 5 resumes so far, and we'll conduct interviews the week of April 6-10. 7) We received a \$10,000 bid for annual lawn service at the new facility. This is quite expensive! We have, therefore, decided to hire a seasonal for around \$4,000 to \$6,000 to take care of the lawn at both facilities; then, when the lawns have been taken care of, he/she will still be available to help with other district needs during the summer. 8) Trustee Christensen attended a meeting for the SLC Sewage Treatment Facility that is located adjacent to our old facility. This meeting discussed expanding and upgrading their facility, and Trustee Christensen realized they may be interested in purchasing our old property. Several persons have walked this facility and appear to be quite interested. In fact, Salt Lake City has ordered an appraisal on the property. The Board suggested waiting to see the results of this appraisal before deciding if we need our own appraisal. 9) Trustee Vickers has applied for a training grant from the Pacific Southwest Center of Excellence, and the District has unofficially agreed to match up to \$2,500 if he is awarded the grant. 10) Requiring two signatures of our checks is an internal control; we have checked with the bank, and it only requires one signature. Because of COVID-19 precautions, the Board agreed to waive the two-signature requirement on checks until after our Board Meeting in May. 11) We have had a few service requests due to the short warm spell we had. These are mostly *Anopheles* mosquitoes that are coming out of hibernation. Our "regular" mosquito populations are still not on the wing; however, surveillance and control are occurring on an as-needed basis. 12) The only major legislative issue was S.B. 64 requiring "reasonable" notification prior to spraying insecticides. We did not have an issue with this bill and will comply with this requirement by posting the information on our website. 13) Dr. Roxanne Connelly, Chief Entomologist at the CDC, has released a COVID-19 Emergency Response and has indicated that vector-control is an essential service. Ryan Lusty is reaching out to Le Grand Bitter, the Executive Director of the Utah Association of Special Districts, to request verification from the Lieutenant Governor that we are recognized as an essential service. 14) The District has offered to donate eight boxes of our N95 masks to the Health Department for distribution to the medical community and first responders. 15) The Board asked that all "at risk" employees be allowed to work remotely and requested that the other employees remain at least six feet apart and strictly observe the other CDC recommendations. Should it be necessary, employees are to receive paid administrative leave. 15) We are redoing some of the traps to make them more efficient. Small timers are being added so they can be set to release the CO₂ at optimal times during the day. This will prevent wasting as much CO₂; we are also planning a more robust surveillance program this year.

14. Probable Agenda Items for 23 April 2020 Board Meeting:

- Facility Updates
- Tax Increase Outline
- Board Member Appointment Update
- Executive Director's Report

15. Adjournment:

Trustees Vickers and Wilson made and seconded a motion to adjourn the meeting at 2:20 p.m. The 23 April 2020 regular monthly board meeting will be held electronically, which will begin at 12:30 p.m.



Ary Faraji, Executive Director

23 APR 20
Date



Maureen Wilson, Chair 2020

4/24/2020
Date