

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
March 17, 2016
BOARD MEETING**

1. Roll Call:

Presiding: Karen Okabe, Chair 2016

Time: 12:32 PM

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

Trustees Present: Karen Okabe, Chair 2016
La Vone Liddle, Vice-Chair
Todd Erskine (via telephone)
Dr. Dagmar Vitek (left at 2:15, item # 11)

Trustees Excused: Maureen M. Wilson

Staff Present: Sammie Lee Dickson, Ph.D., Manager
Ary Faraji, Ph.D., Assistant Manager / Entomologist
John Feragen, District Mechanic
Quinten Salt, Maintenance Assistant
Jason Hardman, Field Supervisor
Andrew Dewsnap, Informational Technician
Greg Jensen, Education Specialist

Guests Present: Doug Folsom, Loss Prevention Consultant, Utah Local Governments Trust

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

2. TAP Award Presented by the Utah Local Governments Trust:

Doug Folsom, Loss Prevention Consultant, ULGT, presented the District with a Trust Accountability Program (TAP) award for 2015. The District also received this award in 2013 and 2014. Mr. Folsom stated that to receive the award the District had to maintain a safety committee meeting each month for the past year. At each of the safety committee meetings, there had to be documentation of an accident or near-miss discussion and corrective action. The award recipient must also document a continuous safety audit program. Manager Dickson stated that Greg Jensen has been appointed as the new District Safety Officer and will be in

charge of scheduling all safety meetings and preparing the minutes of those meetings. Mr. Jensen has recently identified that the District is not in compliance with the OSHA requirement of a fit test for required dust masks. Trustee Vitek said that she believes that the Salt Lake County Health Department has a person who can provide the respirator fit test for the District employees. Doug Folsom and staff members Feragen, Salt, Hardman, Jensen, and Dewsnup left the meeting after the award presentation.

3. Approval of the Feb 18, 2016, Monthly Board Meeting Minutes:

CFO Fairbanks had given all Board Members an opportunity to review the pending Minutes of the February 18, 2016, Board Meeting prior to this meeting. Trustee Liddle made a motion to approve the Minutes of the February 18, 2016, Board Meeting as presented. The motion was seconded by Trustee Erskine and passed with a unanimous vote.

4. Presentation of the February 2016 Financial Statements and Approval of Bills for Payment:

Manager Dickson reviewed the February financial statements with the Board. All expenditures were reviewed with special attention paid to those in excess of \$1,000, as requested by the Board. A review was also made of any budget line items that were over the expected percentage of spending for this time of the budget year.

Expenses for February totaled \$82,798.44 from the General Fund. There were no expenditures from the Capital Projects Fund. Manager Dickson noted that the following line item expenditures were unexpectedly greater than 16.7% of the budget year that has elapsed (excluding items that are not paid proportionately over the year): Interest Earnings, Legal Services, Garbage Removal, and Vehicle Insurance.

Trustee Erskine made a motion to approve the February financial statement and payment of bills. The motion was seconded by Trustee Liddle and passed with a unanimous vote.

5. Personnel:

Manager Dickson asked the Board to formalize the promotion of Assistant Manager Ary Faraji to District Manager, effective May 26, 2016. Trustee Vitek made a motion to promote Dr. Ary Faraji to the position of District Manager, effective on May 26, 2016, following the retirement of the current District Manager on May 25, 2016. The motion was seconded by Trustee Liddle and passed with a unanimous vote of the Trustees present.

On March 11, 2016, the District held an afternoon retirement reception for District Secretary Sally Beagley. Ms. Beagley started employment with the District in July 2001 and worked her last day on March 10, 2016.

6. Five-Year Plan Update:

Trustees Okabe and Liddle, Assistant Manager Faraji, and Manager Dickson met earlier today to review the 15 completed applications for the Assistant Manager position. The list of applicants was narrowed to the four top-rated candidates. Skype interviews will be scheduled for Friday, March 25, 2016. The goal is to select the top one or two applicants from those interviews to bring to the District for in-person interviews. The selection process should be completed by the April 21, 2016, Board Meeting.

Assistant Manager Faraji and Manager Dickson were unable to schedule a meeting with Design West until next week. Design West has been able to deliver revised concept drawings that meet the District's requirements for remodel / expansion needs at the current site. It is becoming evident that even though the needs of the five-year plan may be met at the current site, it leaves no opportunity for further needs and creates some problems with the flow of vehicles within the facility. To further help the District with the potential of relocating the facility to a new location and the need for bond counseling and annexation issues, Manager Dickson presented the Board with draft copies of Realtor and Financial Advisor requests for proposals. The RFPs will lead to the selection of highly-qualified firms by the April Board Meeting.

Assistant Manager Faraji and Manager Dickson met with Kimberly Hood and Marilee Richins, Utah State Department of Administrative Services, on March 16, 2016. They discussed the Utah State prison relocation into an area that is not in the boundaries of this District, but it's in an area where mosquitoes are controlled by this District so that they do not impact citizens within Salt Lake City. Once the prison is relocated, extensive additional control work will be needed to protect the prison inmates and guards from the large mosquito populations in that area. The District estimates that a minimum of an additional \$160,000 cost will be incurred each year for this control. It appears that obtaining a commitment for this ongoing cost needs to be made through the legislature. Additionally, the District needs to annex the area where the prison will be located into its boundaries.

There are also several areas within Salt Lake City that are not paying mosquito control property taxes, but are receiving the benefit of the District's surveillance and control work. Additionally, there is a large area within the Magna Mosquito Abatement District that is actually in Salt Lake City. The Board is in agreement that it is time to address the District's realignment of its boundaries with those of Salt Lake City. Since the cost of the legal work to handle the annexation and other concerns with the boundary realignment will be above the small purchase limit, Manager Dickson has prepared a draft request for qualifications for legal services.

Trustee Liddle made a motion to issue RFPs to hire a realtor and financial advisor and RFQ to hire a firm to provide legal services. The motion was seconded by Trustee Vitek and passed with a unanimous vote of the Trustees

who were present. The goal is to make a selection of realtor, financial advisor, and attorney by the April Board Meeting.

7. Employee Evaluation and Compensation Policy Review:

Manager Dickson provided the Board with proposed language change for Section XI: Performance Evaluations and also Section XIII: Salary Planning of the District Personnel Policy and Procedures Manual. The new language better-reflects the District's policy for these areas. Trustee Vitek made a motion to approve the language changes as presented, making them effective after the entire Personnel Policies and Procedures Manual has been reviewed by the Board. The motion was seconded by Trustee Liddle and passed with a unanimous vote by the Trustees present.

8. Conflict of Interest Statements:

Board Members were reminded that a signed copy of the District Conflict of Interest Statement needs to be given to the District Manager.

9. Chemical Purchase:

Manager Dickson has placed the initial orders for the bulk of the pesticides the District will need this year. All purchases are based on three state contracts, MA 629, MA 630, and MA 632. The total cost of the ordered pesticides is \$353,863.05. Trustee Erskine made a motion to approve the purchase of pesticides totaling \$353,863.05. The motion was seconded by Trustee Vitek and passed with a unanimous vote by the Trustees present.

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

- West Central Mosquito & Vector Control Association, Grand Junction, CO, February 24-25, 2016:

The entire staff (excluding Mechanic John Feragen) attended the West Central Mosquito and Vector Control Association Annual Meeting in Grand Junction, Colorado. The staff drove District vehicles to the meeting. The first day's training was at the Grand River MAD's newly-built facility. Assistant Manager Faraji showed the Board pictures he had taken to gather ideas for our District's remodel projects. Assistant Manager Faraji gave a presentation at the conference on the aerial application trials with Dibrom during the 2015 field season. Assistant Manager Faraji is also currently serving on the Board of Directors for this organization.

- Mosquito & Vector Control Association of California Annual Meeting, Sacramento, CA, February 28 – March 2, 2016:

Assistant Manager Faraji attended the Mosquito & Vector Control Association Annual Meeting in Sacramento, California. He gave his presentation on the

aerial application trials with Dibrom from 2015. Before and after the meeting, Assistant Manager Faraji was able to visit three mosquito abatement districts to get ideas for our District's remodel projects. He showed the Board pictures of the Sac-Yolo, San Joaquin, and Placer MVCD's.

- UMAA Spring Workshop, North Salt Lake, ULGT Offices, April 16, 2016:

The Utah Mosquito Abatement Association will hold its Annual Spring Workshop at the offices of the Utah Local Government's Trust on Saturday, April 16, 2016. It is expected that over 200 mosquito control workers from around the State will receive training at this workshop.

- AMCA Washington Conference, Georgetown Melrose Hotel, Washington, DC, May 9 – 11, 2016:

Assistant Manager Faraji and Trustee Liddle will be attending the AMCA Washington Conference in Washington, DC. CFO Fairbanks will be attending this meeting as a Trustee of the South Salt Lake Valley MAD.

11. Utah Legislative Issues:

The 2016 Utah Legislative Session ended on March 10, 2016. A summary of some of the legislation that the District has been tracking is listed below:

- Beekeeping Legislation: HB 115 would not require beehive registration, while HB 315 would mandate registration of hives. Both of these bills failed.
- Local District Legislation: HB 77 provides that certain members of a special district board of trustees do not need to reside within the special district. This bill passed, but it only affects special service districts and not local districts.
- Sales Tax Exemption: HB 122 would have allowed contractors to purchase materials tax-free for local district construction, but it failed to pass.
- Child Pornography Reporting: HB155 makes it a criminal offense if computer technicians do not report child pornography. This bill passed and will become law.
- Local and Special Service District Training: HB347 clarifies that all local district board members must complete training at least once during each term served on a board. This bill also passed.
- Governmental Nonprofit Entity Compliance: HB432 will make it a requirement that nonprofit organizations funded through local government will be subject to the Open and Public Meetings Act. It is unclear if this will apply to the Utah Mosquito Abatement Association. This bill did pass.

- District Transparency: HB326 would have required all local districts to post the contact information for all board members on the Public Notice Website. This bill failed.
- Transparency Modifications: SB99 requires all local districts to post financial information to the Utah Public Finance "Transparency" Website regardless of the budget size of the district. This bill passed.
- Certified Tax Rate: HB 25 allows local districts to capture the increased value of expiring redevelopment agencies without having to go through the truth-in-taxation process. This bill passed.
- Certified Tax Rate: HB153 would have allowed local districts to adjust their certified tax rates by including an adjustment for inflation. This bill failed.
- Local District Tax Revisions: SB235 would have required local districts to have elected boards to increase the certified tax rate. This bill failed.
- Retirement: HB 205 would have increased the benefit for Tier II employees from 1.5% to 1.72% per year of service. This bill failed.

12. Manager's Report:

Manager Dickson included the Managers' Report in the Board packet that was emailed to the Board earlier in the week. This report was for informational purposes only this month, and it was not discussed with the Board. The Board was encouraged to read the two articles about Zika virus that were attached to the report.

13. Board Member Appointment – Reappointment Update:

Manager Dickson received an email from Simone Butler, SLC Mayor Biskupski's office, informing the District that Carlton Christensen's name is being forwarded to the Salt Lake City Council as a replacement Trustee for Todd Erskine. It is not known when the appointment will be placed on the Council's agenda. Trustee Erskine has agreed to continue serving on the Board until he is officially replaced.

14. Probable Agenda Items for the April 21, 2016, Monthly Board Meeting:

Probable items on the agenda for the April 21, 2016, monthly Board Meeting to be held at 12:30 PM include, but are not limited to:

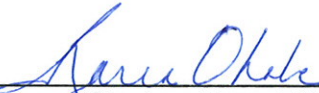
- Possible welcome of a new Board Member
- Selection of Attorney, Realtor, and Financial Advisor
- Update on the hiring of an Assistant Manager
- Policies Review
- Remaining Conflict of Interest Statements

A boxed lunch will be available for the Board members prior to the April Board Meeting, beginning at noon.

15. Adjournment:

At 2:34 PM, Trustee Liddle made a motion to adjourn the March 2016 Board Meeting.

 4/20/2016
Sammie Lee Dickson, District Manager Date

 21 APRIL 2016
Karen Okabe, Board Chair 2016 Date

