

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
20 October 2016  
BOARD MEETING**

**1. Roll Call:**

Presiding: Karen Okabe, Chair

Time: 6:08 PM

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

Trustees Present: Karen Okabe, Chair 2016  
La Vone Liddle, Vice-Chair  
Carlton Christensen  
Dr. Dagmar Vitek  
Maureen M. Wilson

Others Present: Ary Faraji, Ph.D., Manager  
Gregory White, Ph.D., Assistant Manager  
Aleta Fairbanks, CPA, CFO  
Brian Baker, Zions Public Finance (left at 7:54 PM)  
Tyler Parrish, Windermere Real Estate (left at 7:30 PM)  
David Waldron, Civil Engineer, SLC Corporation (left at 7:30 PM)

Manager Faraji confirmed that the voice recorder was turned on; an individual roll call was taken to verify that there were no conflicts of interest.

**2. Five-Year Plan Update:**

• **Realtors:**

Manager Faraji explained that Tyler Parrish was attending the meeting in order to give a presentation on the land options that were available for purchase. David Waldron was also present to answer engineering questions. At 6:11 PM, Trustee Christensen made a motion to move into a closed meeting in order to discuss real estate transactions. After being seconded by Trustee Wilson, this motion was unanimously passed.

Trustee Christensen made a motion to leave the closed session at 7:32 PM. Trustee Liddle seconded the motion, and it carried unanimously.

After the real estate discussion, Brian Baker remained to discuss the visit with Moody's Investors Service in order to obtain a favorable bond rating for the lease revenue bonds. He expressed that the meeting had gone extremely well. Based on their questions and the District's financial strength, he was optimistically anticipating an Aa+ rating.

- **Annexation:**

Mark Anderson had informed Manager Faraji that he had prepared all of the legal documents required for the annexation process. Manager Faraji has requested a time line from Mr. Anderson outlining realistic deadlines for future progress. As previously stated, the annexation will be composed of three major parts: 1) annexation of Salt Lake City areas currently not within the SLCMAD taxing boundaries; 2) annexation of the unincorporated areas (some considered as part of Salt Lake County) not within the SLCMAD taxing boundaries; and 3) annexation of the Magna MAD areas currently not within the SLCMAD taxing boundaries.

- **Prison Relocation (Environmental Groups):**

Manager Faraji, Assistant Manager White, Field Supervisor Hardman, and Trustee Wilson will be meeting with various environmental groups on 25 October 2016 in regards to the prison relocation and its impact on increased mosquito control activity in those areas. Manager Faraji will present the facts to the Nature Conservancy, Great Salt Lake Alliance, Friends of the Great Salt Lake, and the Audubon Society. He will also illustrate our interest in collaborations and the transparency through which we conduct our operations.

LeGrand Bitter (Executive Director of UASD) has had discussions with Senator Stevenson and Representative Wilson about funding mosquito control at the new prison site. They have indicated an interest in visiting the District sometime between November 7<sup>th</sup> – 18<sup>th</sup>; Manager Faraji will invite all interested Board Members to attend this meeting as well. The major incentive is to let our legislators know about our operations, illustrate the impact the prison will have on the District, and help them realize the need for continual financial support.

### **3. Approval of the 15 September 2016 Minutes of the September Monthly Board Meeting:**

A draft copy of the minutes had been previously provided to the Board for review and comment. As no additional modifications were indicated at the meeting, Trustee Liddle made a motion to approve the 15 September 2016 Board Meeting Minutes as presented. The motion was seconded by Trustee Wilson and approved with a unanimous vote.

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

Manager Faraji reviewed the September financial statements with the Board; all expenditures were reviewed. As requested by the Board, special attention was paid to those costs in excess of \$1,000. Documentation for credit card purchases over \$1,000 as well as fund balance sheets were made available to the Board for review. Trustee Christensen requested a current bank statement for review. The September bank statement, along with its reconciliation, was immediately provided to the Board for inspection.

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 September totaled \$154,554.74 from the General Fund and \$0.00 from the Capital Projects Fund. Manager Faraji reminded the Board that one of the unexpected line items that exceeded the budget was due to recording the \$1,650.00 UPDES permit as a Memberships/Permits/Books/Subscriptions expense; it was booked as a Miscellaneous Expense in previous years. The Office Supplies/Printing/Postage category had also exceeded its budget. Budgets for these line items will be modified at the end of the year.

Some strange expenses will show up next month from unusual vendors, such as the liquor store and a paint ball vendor. Everclear was purchased from a liquor store because its ethanol content will be utilized in the lab. In order to purchase high grade ethanol for sample preservation, a liquor license is needed; therefore, the purchase of Everclear was a quick means to get around that requirement. Also, at the SOVE meeting, Manager White saw a presentation on making mosquito traps in-house. He took pictures of the traps, and the group from New Zealand provided him with their designs. The District has purchased a 3-D printer for about \$700, which is slightly over the cost of one trap, in order to make/design traps at the District for under \$50. So far the experimental traps look like they will provide considerable savings to the District.

The District has been purchasing dry ice for our traps from Airgas. Airgas has a monopoly, and they have been rather difficult to work with. It is our goal to modify our traps so that they will not require dry ice in the future. Instead, our plan is to pursue the use of carbon dioxide canisters. Trustee Liddle made a motion to approve the September financial statements and payment of bills. After being seconded by Trustee Christensen, it passed unanimously.

**5. 2017 Tentative Budget Discussion and Approval:**

Manager Faraji presented the tentative budget to the Board. Until our bond rating is known, we will be unable to identify the exact interest and principal payments. We will, therefore, be required to modify these payments at a later date. Consequently, Manager Faraji has made only minor changes to the Tentative 2017 Budget at this time. Our bond rating will be released on 21 October 2016, the day after our October Board meeting. Additionally, retired Manager Dickson will be receiving a prestigious Honorary Membership

award from AMCA during the 2017 AMCA Annual Meeting being held February 13<sup>th</sup>–17<sup>th</sup>, and it would be a wonderful tribute to him if all of the Trustees could be present when he receives this award. The award will be presented during the banquet on 16 February 2017. Manager Faraji has increased the travel budget for 2017 to account for this expenditure and any additional travel that will be required as we move forward with facility build and design. A motion to approve the 2017 Tentative Budget was made by Trustee Wilson; the motion was seconded by Trustee Liddle and was unanimously approved.

**6. Salary and Wage Discussion and Approval:**

Manager Faraji has asked CFO Fairbanks to oversee modifying the salary tables and the policies and procedures. Trustee Okabe is working on the performance evaluations. This year, Manager Faraji would like to conduct the performance evaluations as they were done in years past. He would use the same salary step table and obtain the cost of living adjustment percentage that is indicated on the Federal website in December. He would like to conduct the performance evaluations in November, as to provide the employees ample time for feedback prior to the 2017 Budget adoption in December. A motion to approve Manager Faraji's plan was made by Trustee Liddle, seconded by Trustee Vitek, and passed unanimously.

**7. Discussion Regarding Board Member Email Addresses and Contact Information for the Public Notice Website:**

Manager Faraji discussed the new regulations surrounding the publication of Board Member email addresses on the Utah Public Notice Website. Trustee Christensen now has his own District email. District emails have been created for all of the other Trustees as well. Should they like to use their District email, their smart phones can be set up to notify them when they receive these emails. Manager Faraji requested that all Board members who wish to use their District emails, versus their personal or work emails, to let him know as soon as possible.

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

Due to the late hour, the Board was given an opportunity to inquire about all of the following meetings, but no further information was provided.

- Society for Vector Ecology, 11-15 September 2016, Anchorage AK:

The Board gave Assistant Manager White permission to attend the SOVE meeting 11-15 September 2016 in Anchorage, Alaska, and he provided a brief overview to the Board.

- AMCA Interim Board Meeting, 19-21 September 2016, San Diego CA:

Manager Faraji is currently serving as the West Central Representative for the Executive Board of the American Mosquito Control Association. In September, the AMCA held an interim board meeting in order to finalize budgets and select host city locations. The Board had previously agreed to provide support for Manager Faraji to serve as the West Central Representative and attend associated meetings.

- International Congress of Entomology ESA, 26-30 September 2016, Orlando FL:

Manager Faraji hosted a symposium on "Unmanned Aerial Vehicles for Mosquito Control" at this conference. The Board previously approved supporting Manager Faraji's attendance at this meeting.

- UMAA Annual Meeting, 2-4 October 2016, Midway UT:

This meeting was attended by several members of the Board of Trustees, all of the SLCMAD full-time staff, and one seasonal staff.

- Northwest Mosquito & Vector Control Association Annual Meeting, 5-7 October 2016, Welches OR:

Manager Faraji delivered two presentations at the Northwest Mosquito & Vector Control Association's annual conference in October. The Board had previously approved supporting Manager Faraji's attendance at this meeting.

- Moody's Financial Rating, 10-11 October 2016, San Francisco CA:

Trustees Liddle and Christensen, Financial Advisor Baker, Manager Faraji, and CFO Fairbanks met with Moody's Investors Service, delivered a presentation on the SLCMAD, and responded to all of their concerns. The visit went well, and a very good bond rating is anticipated.

- One Health Symposium, 13 October 2016, Midway UT:

Manager Faraji attended and presented at the One Health Symposium on 13 October 2016 in Midway, UT.

- AMCA CDC Training, 27-28 October 2016, Mt. Laurel, NJ:

The Board previously gave Manager Faraji permission to serve as an industry expert on a panel to provide training on mosquito control for invasive *Aedes* mosquitoes. He will be serving on an AMCA panel that has received \$2,000,000 as a sole source contract through the CDC. He will be revising the AMCA guidelines on Best Management Practices and attend meetings on 27-28 October 2016 in Mt. Laurel, NJ.

- Utah Association of Special Districts, 2-4 November 2016, Ogden UT:

Manager Faraji, Assistant Manager White, CFO Fairbanks, and all interested Trustees will be attending this meeting on 2-4 November 2016 in Ogden, UT.

- Florida Mosquito Control Association, 13-16 November 2016, Miramar FL:

The FMCA has invited Manager Faraji to attend their annual conference and do a presentation on his findings with control measures against container-inhabiting mosquitoes, such as the vectors for Zika virus. Due to the Zika outbreak, many organizations are interested in effective control measures against these mosquitoes. FMCA will provide his registration, lodging, and flight to this conference. The Trustees have given Manager Faraji permission to attend this meeting. He will also use this opportunity to visit with local mosquito control programs and take pictures of their facilities for incorporation into our design in the near future.

**9. Manager's Report:**

Manager Faraji had previously provided the Board with a copy of the Manager's Report for review. The long list of office activities indicates how busy Manager Faraji, Assistant Manager White, and CFO Fairbanks have been during the past month. It has, once again, been a very productive month. Most of the seasonal employees will be gone by the end of October. One employee was hired late in the summer to assist in finishing out the season, and an intern from the University of Utah will be working in the lab until the end of the year. The Manager's Report was for informational purposes, and there were no further questions about the report.

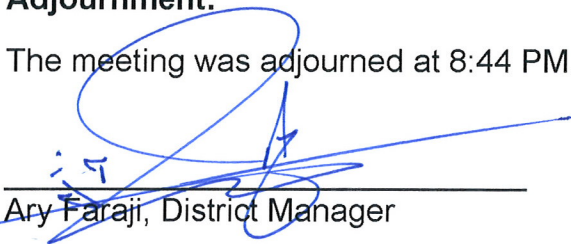
**10. Probable Agenda Items for 17 November 2016 Board Meeting, 12:30 PM:**

- Manager's Report
- Five-Year Plan Update
- Personnel Policies Update

A boxed meal will be available at 12:00 PM for the Board Members prior to the November Board Meeting.

**11. Adjournment:**

The meeting was adjourned at 8:44 PM.

  
Ary Faraji, District Manager

17 NOV 2016  
Date

  
Karen Okabe, Chair

17 November, 2016  
Date