

**MINUTES OF THE  
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT  
20 April 2017  
BOARD MEETING**

**1. Roll Call:**

Presiding: La Vone Liddle, Chair 2017

Time: 12:30 PM

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

Trustees Present: La Vone Liddle, Chair 2017  
Carlton Christensen, Vice Chair  
Karen Okabe

Trustees Excused: Dr. Dagmar Vitek  
Maureen M. Wilson

Others Present: Ary Faraji, PhD, Manager  
Gregory White, PhD, Assistant Manager  
Aleta Fairbanks, CPA, CFO

Assistant Manager White affirmed that the voice recorder was turned on; no conflicts of interest were declared.

**2. Approval of the 16 March 2017 Minutes of the March Monthly Board Meeting:**

The Board Members had previously reviewed the 16 March 2017 minutes, and there were no additions or corrections. Trustee Christensen made a motion to approve the minutes; the motion was seconded by Trustee Okabe, and it passed unanimously.

**3. Presentation of the March 2017 Financial Statements & Approval of Bills for Payment:**

Trustee Liddle indicated that the financials had been distributed to the Board prior to the Board Meeting, and she asked if anyone had any questions. As requested, balance sheets, the bank statement and its reconciliation, and the credit card statements having a balance greater than \$1,000 were passed around for the Board to review. CFO Fairbanks pointed out that some unexpected income had been received: The UT Local Government Trust Accountability Program payment was \$85.95 greater than had been anticipated. Also, based on actual wages paid in 2016, \$2,435.49 was refunded on the workers' compensation

insurance. Because the Board for the Local Building Authority of the SLC Mosquito Abatement District is identical to this Board, an additional sheet showing the bond proceeds and expenses was also included in the financial packet. Trustee Liddle requested that a percentage of the expended bond funds be included in the future.

Trustee Okabe made a motion to approve March's bills for payment and the March 2017 Financial Statements. Trustee Christensen seconded the motion, and it carried unanimously.

**4. Update of the 2017 Pesticide Purchases for SLCMAD:**

Purchasing the necessary pesticides was already approved when the 2017 budget was ratified. However, because pesticides are so expensive, Manager Faraji thought the Board would appreciate knowing how this money is being spent. He provided the Board with a list disclosing which pesticides have been ordered from the individual vendors.

**5. Update on the Davis-Salt Lake Aerial Spray Authority Quarterly Board Meeting and Approval of Pesticide Orders through DSLASA:**

Pesticides purchased by the Davis and Salt Lake City Mosquito Abatement Districts are stored at the hangar. At the end of each season, estimates are made on the amounts of pesticide that each District has used and must purchase to replenish the inventory. This is not an exact science, and discrepancies often occur. DSLASA's Board of Trustees has decided it will be advantageous and more accurate to have DSLASA control the inventory rather than the individual abatement districts. Once the inventory has been replenished, DSLASA will invoice each district based on the acreage and the actual amount of pesticide that has been used. This means that the District will initially have to purchase some pesticides twice: once to replenish the inventory (to the vendor) and once again (to DSLASA) for the actual amount that is dispensed for each district. However, this is a great year to get started on this system because we have a large surplus of adulticide inventory left over from last year. The DSLASA Board has recommended that the adulticide inventory should be controlled by DSLASA this year. Then, if it works well, DSLASA will handle the larvicide inventory in a similar manner next year. The pesticides have a long shelf-life; liability is not a concern, for Vector Disease Control International and the two Districts carry liability insurance. The Board of Trustees of Mosquito Abatement District Davis has already approved moving forward with allowing DSLASA to control the adulticide inventory, but the SLCMAD Board of Trustees also needs to discuss and approve this.

A motion to move forward with using DSLASA as the vehicle to control the inventory, to determine the adulticide pesticide usage, and to invoice SLCMAD for the pesticides used was made by Trustee Christensen, seconded by Trustee Okabe, and passed unanimously.

**6. Approval to Increase District Credit Card Limits:**

Current operations have required us to make a lot of credit card purchases, including supplies for the seasonal employees. We are also revamping the entire surveillance program and purchasing hardware for the new CO<sub>2</sub> traps that we are building. Even though the sum of the individual employee credit cards totals about \$29,000, we found out the hard way that SLCMAD only has an aggregate credit limit of \$20,000. As a result, several purchases this month were charged on personal credit cards. Manager Faraji asked the Board for permission to increase the credit limits as follows: \$20,000 – Manager Faraji; \$10,000 – Assistant Manager White; \$5,000 CFO Fairbanks; \$2,500 – the remaining six full-time employees. This will make an aggregate credit limit of \$50,000. We will still require Board approval for purchases exceeding \$2,000. All credit card purchases require a purchase order number, and a log tracking when/why the credit cards are signed out and returned is maintained. After some discussion, Trustee Christensen made a motion to approve raising the credit limits to the proposed amounts and requested that Manager Faraji talk to Zions Bank to see if individuals can be restricted to a \$5,000 limit on single purchases. The motion was seconded by Trustee Okabe, and it carried unanimously.

**7. Approval to Purchase Electric ULV Sprayer:**

2014 was the first year that this District conducted truck-mounted ULV adulticide applications in the City, concentrating on parks and cemeteries. More mosquito activity has been shifting to residential areas; last year we had six positive human West Nile virus cases in the City. Gasoline ULV foggers are very noisy, and we would like to get in to treat and back out of the urban/suburban neighborhoods quickly and quietly. Only two companies manufacture the equipment we need to use. Clarke's equipment is already set up to be compatible with our GPS software and would be considered as a sole source. Manager Faraji has acquired a quote of \$13,950.00 for the electric ULV machine. We have a great working relationship with Clarke, and they have the expertise to provide us with good supporting services for both hardware and software. Trustee Okabe agreed that purchasing an electric machine would provide a lower level of pollution and noise while adulticiding in the City. She made a motion to approve purchasing the electric ULV machine. Trustee Christensen seconded the motion, and it was unanimously passed.

**8. Approval to Declare Golden Bear Tank and ULV Machines as Surplus Property for Sale or Donation:**

Golden Bear is no longer being manufactured, and the 1,000-gallon tank is now obsolete. Manager Faraji would like to have the tank declared as surplus property and make it available to other mosquito abatements for purchase or, if necessary, at no cost. The receiving party would be responsible for removal and transporting the tank to another location. Additionally, older ULV machines have been fully depreciated, and the District has not utilized them for several years because they are not compatible with the GIS/GPS software we use. Trustee Christensen made a motion to declare the tank as surplus property, with the first attempt being to sell, then to transfer to another location, or to finally scrap as a last resort. And, the motion was to also declare the three ULV machines as surplus property with no monetary value. The motion was seconded by Trustee Okabe, and it carried unanimously.

**9. Update of ULGT and PEHP Health Care Benefits:**

Greg Baumgartner, our insurance broker with ULGT, and Brooke Tuft, our PEHP representative, met with us and informed us that we have several insurance options. CFO Fairbanks distributed a sheet containing cost comparisons between the various dental, medical, and vision plans. After a very lengthy discussion discussing many scenarios, including a health savings account option, Trustee Christensen made a motion authorizing Manager Faraji to pursue the Dental Premium Option 4, the Advantage/Summit Medical Option, and a vision plan up to a total cost of \$2,000. The motion failed due to the lack of a second. Insurance selections need to be made by 26 May 2017; the open enrollment period closes soon thereafter. The Board decided to refrain from making a decision until the other two Board Members can be in attendance. Greg Baumgartner and Brooke Tuft will be invited to meet with the Board to further explain the options and to answer questions at a special board meeting later this month.

**10. Update on Salary Survey:**

Manager Faraji wanted to inform the Board that he has finally gotten around to having discussions regarding conducting a salary survey as previously requested by the Board. Now that the bond transaction, real estate purchase, and various other big projects have been completed, more time is available to dedicate to other needs. Manager Faraji informed the Board that we have been collaborating with Benton County Mosquito Control District in Washington to obtain salary survey bids. The survey will look at Utah companies and make a few national comparisons as well. The joint collaboration with Benton County will help save the District money through cost sharing.

**11. Update on Earthwork Contractor RFP:**

Our initial RFP for excavation services resulted in zero responses. CFO Fairbanks obtained names of ten additional reputable companies, called each company to explain the project, and then distributed the RFP information. Moreover, our Civil Engineer and Architect also assisted in sending out the RFP form to additional companies. The closing is Friday 21 April 2017 at 3:30; we are hopeful that we will have some submittals at that time.

**12. Update on Architectural Designs:**

Manager Faraji and Assistant Manager White are scheduled for an all-day session with the Architect tomorrow. He has developed some additional plans that he wants to review with them. Initial plans are progressing smoothly, and we are near a final consensus for the new facility design.

**13. Update on Annexation Process:**

We held a meeting with the Surveyor and our Attorney, Mark Anderson, to go over the three different plans of approach for annexation. After about an hour, it was decided to first work on the annexation with Magna, then Salt Lake City, and finally with the unincorporated areas of the County.

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

In the interest of time, only the last two meetings were mentioned out of the following:

- **DSLASA, 16 March 2017, SLCMAD, UT (5:30 PM)**
- **Clarke/North Shore/Metropolitan, 19-21 March 2017, Chicago/Minneapolis, IL/MN**

In order to obtain more design/functionality ideas for the new facility, Manager Faraji and Assistant Manager White visited facilities in Chicago and Minneapolis.

- **AMCA CDC Master Trainer Program, 22-23 March 2017, Mt. Laurel, NJ**

Manager Faraji and Assistant Manager attended the Master Trainer certification in New Jersey organized by the AMCA. The proposal to locate a training center at the Colorado State University has been approved. It is the CDC's intent to have ten training hubs where mosquito operators can receive training on the best practices for controlling invasive *Aedes* mosquitoes.

- **MVCAC, 27-29 March 2017, San Diego, CA**

Manager Faraji and Assistant Manager attended and presented at the MVCAC conference.

- **Ute Tribe, 5 April 2017, Fort Duchesne, UT**

Manager Faraji, Urban Supervisor Brad Sorensen, and Operations Supervisor Jason Hardman traveled to Fort Duchesne and provided training to the Ute Tribe.

- **Utah Climate Change Symposium, 6 April 2017, West Jordan, UT**

Assistant Manager White attended and presented at the Utah Climate Change Symposium on 6 April 2017.

- **Army 200<sup>th</sup> Medical Detachment, SLCMAD, UT**

- **CDC-ELC, 10-11 April 2017, Atlanta, GA:**

The State Health Department asked Manager Faraji to attend the CDC-ELC meeting to discuss ELC funding and Zika-related issues for the State of Utah. Manager Faraji represented the UMAA, and the Department of Health covered all of his costs to attend this meeting.

- **UMAA Annual Workshop, 22 April 2017, North Salt Lake, UT**

The UMAA workshop was attended by 32 SLCMAD seasonal/full-time employees. Manager Faraji and Assistant Manager White both presented at the meeting.

- **AMCA Washington Days, 14-17 May 2017, Washington, DC**

The AMCA Washington Days conference will be attended by Trustee Christensen, Trustee Liddle, Manager Faraji, Assistant Manager White, and CFO Fairbanks. Manager Faraji will be speaking at two special House and Senate briefings on Zika virus and invasive *Aedes* mosquitoes; the Board was provided with a copy of the general agenda and also the briefing notice. Assistant Manager White has been awarded a scholarship by Central Life Sciences that will cover \$1,000 of his expenses to attend this conference.

- **IFSCMMD, 22-26 May 2017, Nanjing, China**

Manager Faraji has been invited to present at the IFSCMMD conference in Nanjing, China. The Chinese Consulate in New York has been scrutinizing his passport, and a question was raised concerning a trip from Idaho to Canada. Manager Faraji has responded letting the agency know that he had traveled from Idaho to Canada in order to do a presentation on mosquitoes in Canada. He included trip insurance when he purchased his ticket to China, just in case he fails to obtain a visa to visit China. He will be presenting on the aerial adulticide application trials that we have been conducting in SLC, in addition to providing an overview of the AMCA.

## **15. Manager's Report:**

Manager Faraji provided a lot of details in the March Manager's Report. He informed the Trustees that he is still waiting for Salt Lake City to approve Trustee Vitek's appointment to the Board. During the last five months, we have weathered a change in personnel and redoing all of the paperwork. Now the City's legal counsel want to speak with our legal counsel about this board appointment. He does not foresee a problem; however, the process is taking longer than expected. The good news is that if the SLC Council does not make a decision, Trustee Vitek continues to serve as a Board Member.

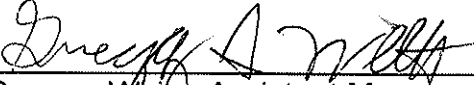
An update was given on the high school student in Provo who has been working with us on her science project. She received a monetary award for her project on how a mosquito's reproduction and life expectancy is affected by low oxygen levels. She thanked us warmly for providing her with mosquitoes for her research, and she requested more mosquitoes because she'd like to continue her studies.

## **16. Probable Agenda Items for 25 May 2017 Board Meeting, 12:30 PM:**

- Manager's Report
- Architect / Construction Update
- Personnel Policies Update

**17. Adjournment:**

The meeting was adjourned at 2:47 PM. A boxed meal will be available at 12:00 P.M. for the Board Members prior to the May Board Meeting.

  
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Gregory White, Assistant Manager

05/25/2017  
Date

  
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La Vone Liddle, Chair

05/25/2017  
Date

