

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
16 August 2018
BOARD MEETING**

Presiding: Carlton Christensen, Chair

Time: 12:30 p.m.

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

Trustees Present: Carlton Christensen, Chair 2018
La Vone Liddle
Karen Okabe
Maureen M. Wilson

Trustees Excused: Dr. Dagmar Vitek, Vice-Chair

Others Present: Ary Faraji, Ph.D., Executive Director
Gregory White, Ph.D., Assistant Director (Arrived at 1:00 p.m.)
Aleta Fairbanks, CFO

1. Roll Call:

Trustee Christensen called the meeting to order at 12:31 p.m.; Executive Director Faraji confirmed that the voice recorder was turned on. No direct conflicts of interest were declared. However, because discussions will be held about contracting with a public relations firm, Trustee Christensen disclosed the fact that the Salt Lake County had just entered into a contract with Wilkinson Ferrari & Company. Trustee Okabe also informed the Board that she had previously served on a board with Brian Wilkinson, also affiliated with Wilkinson Ferrari & Company.

2. Public Comment:

There were no public comments.

3. Approval of the 19 July 2018 Minutes of the July Monthly Board Meeting:

The Board Members were provided an opportunity to review the pending Minutes of the 19 July 2018 Board Meeting prior to this meeting. As no modifications were

indicated at the meeting, Trustee Okabe made a motion to approve the 19 July 2018 Board Meeting Minutes as presented; the motion was seconded by Trustee Liddle and passed with a unanimous vote.

4. Presentation of the July 2018 Financial Statements and Approval of Bills for Payment:

The Board Members had received a copy of the financials prior to the Board Meeting, and there were no questions when the financials of the General Fund, Capital Projects, and Local Building Authority were reviewed. CFO Fairbanks also circulated the balance sheets, the credit card receipts for each credit card statement having a balance over \$1,000, and the General Fund's reconciled bank statement. Trustee Wilson made a motion to approve July's bills for payment and the July 2018 Financial Statements; Trustee Okabe seconded the motion, and it carried unanimously.

5. Discussion and Approval to Hire a Public Relations Firm:

In addition to being posted on the State Website, the Public Notice Website, and SLCMAD's Website, the public relations RFP notice was publicized with Design West, Construction Control Corporation, and Hogan Construction. The only response was an RFP submitted by Wilkinson Ferrari & Company. Lindsey Ferrari was interviewed this morning by Executive Director Faraji, Assistant Director White, and Trustees Christensen, Liddle, and Okabe. Executive Director Faraji elaborated on his experiences with Lindsey Ferrari over the past few days, and a significant discussion about the pros, cons, and benefits of working with a professional public relations firm ensued.

After hearing comments from each of the Trustees, and realizing that the level of cost/assistance from Wilkinson Ferrari & Company could be amended whenever necessary, Trustee Liddle made a motion to approve contracting for professional public relations services and allowing Executive Director Faraji to move forward in negotiations with Wilkinson Ferrari & Company. The motion was seconded by Trustee Okabe, and it passed unanimously.

6. Construction Project Update:

Construction Control Corporation had requested an adjustment to their original contract on the basis that our project had grown from \$10 million to around \$16 million. In July, the Board had approved increasing Construction Control Corporation's fee, as requested. However, in an effort to streamline procedures, Executive Director Faraji successfully negotiated an updated fee proposal from Construction Control Corporation which will save the District over \$11,000. Construction Control Corporation has indicated that overseeing the construction to completion may not require the total amount of their requested increase and that any unused funds will stay with the owner upon completion of the project. The Board instructed Executive Director Faraji to finalize this contract.

The construction has been progressing smoothly and currently appears to be at least one month ahead of schedule. The Project Superintendent, Gil Graser, is exceptional and expertly handles the architects, sub-contractors, and civil inspectors. The paperwork allowing for the additional sales tax expense has been completed and distributed to the sub-contractors; this additional cost should be around \$305,000 dollars.

Assistant Director White is working on collecting information about furniture from five different State Contract Suppliers. We have had difficulty in getting bids on our fuel dispensing unit, however, we hope to have this finalized during September. It may be worthwhile to invest the additional \$5,000 for an electronic fuel-monitoring gauge. In addition to indicating when more gasoline needs to be purchased, this unit will help monitor gas leakage and make it easier to reconcile the inventory. Trustee Christensen recommended that the District pursue the additional purchase of this unit with the fuel dispensing system.

We are also waiting for an estimate regarding the indoor fish tank from Oceans Edge, which appears to be a very professional company and should provide better quality at a lower price.

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

- **MCAA, 2-6 September 2018, Brisbane, Australia**

The Mosquito Control Association of Australia has invited Executive Director Faraji to be their Keynote Speaker at this year's conference. MCAA is providing conference registration, lodging, and airfare.

- **DSLASA, 13 September 2018, Ogden, UT**

The next DSLASA Board Meeting will be held at 5:00 p.m. at the hangar in Ogden, and all Board Members were invited to attend. MAD-Davis will provide a BBQ dinner, and our Urban Field Supervisor Sorensen will participate in a drone demonstration.

- **UEHA, 25-27 September 2018, Provo UT**

The Utah Environmental Health Association is holding their fall conference at the Provo City Library this year. They have invited Executive Director Faraji to speak at this meeting; he will drive down for the day and return the same day.

- **UMAA, 28-30 October 2018, Ogden, UT**

The Board was reminded about the new travel restrictions imposed by the State Legislature. Trustees Wilson and Vitek will commute to the conference each day. Trustee Liddle requested hotel accommodations for two nights; Trustees Okabe and

Christensen will check their schedules prior to making a commitment to attend. The entire full-time staff will be invited to attend the UMAA conference.

- **UASD, 7-9 November 2018, Layton, UT**

The Utah Association of Special District's annual conference will be held 7-9 November this year. Executive Director Faraji and Trustees Wilson, Okabe, Christensen, and Vitek will not be present at the UASD conference this year. Assistant Director White and CFO Fairbanks are planning to be in attendance.

8. Executive Director's Report:

The Board received a copy of the Executive Director's Report containing the regular monthly data prior to this meeting. The Trustees were informed that one of the bikes was recently stolen. A police report has been filed; security video footage was reviewed, but chances for recovering the bike are low. The District was already planning on purchasing new bikes for the 2019 season; the older bikes are generally sold for \$50 each, so although this was unfortunate, it was not a large financial loss for the District.

Some holes have been forming in the bottom of the District's boat; the boat will be patched this summer, but it may be necessary to purchase a new boat in 2019. Maintenance Supervisor Feragen is looking into this situation.

Two Salt Lake County Senior Centers have requested presentations this summer, and they will be held 31 August and 6 September. This will be the first time that the District will be presenting at local Senior Centers, and we hope to continue this for the coming years.

Trustees Okabe, Liddle, and Christensen observed this year's MosquitoThon between the Mosquito Abatement District - Davis and our District. Assistant Director White, Urban Supervisor Sorensen, and Biologist Mayerle originated some creative relays for the MosquitoThon, several of the staff assisted in preparing the luncheon, and everyone had a delightful and productive time. Because this event increases comradery and bonding, we will try to hold the 2019 MosquitoThon earlier in the summer season.

Upon examining our inventory at the DSLASA Hangar, we realized that MAD-Davis has used 22 of our Bti supersacks. Manager Gary Hatch has ordered 26 Bti supersacks and will replace our inventory as soon as it is delivered. We are contemplating using a surplus of a liquid larvicide from 2017 for airplane applications in order to save some costs for the remainder of the season.

Assistant Manager White gave the Board an update on the rural, industrial, and urban surveillance activities in addition to providing graphs to illustrate the results. This year has been a relatively mild year for WNV activity, but things could change very quickly in the coming weeks.

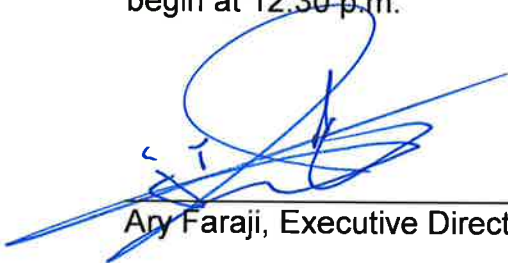
Trustees Liddle and Wilson attended and were pleased with our participation in the Utah Natural History Museum's Bug Fest. The display was interesting, and they enjoyed watching the staff's interactions with children as well as adults. This event is an excellent way to reach out and educate the public about mosquitoes and the services we provide. We hope that we will have a regular presence at this event for many years to come.

9. Probable Agenda Items for 20 September 2018 Monthly Board Meeting, 12:30 p.m.:

- Construction Updates
- Update on Public Relations/Strategic Planning
- Executive Director's Report

10. Adjournment:

Trustee Liddle made a motion to adjourn the meeting at 1:59 p.m. A boxed lunch will be available before the 20 September 2018 regular monthly board meeting, which will begin at 12:30 p.m.



Ary Faraji, Executive Director

20 SEPT 2018
Date



Carlton Christensen, Chair

9/20/18
Date

