

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
19 November 2020
ELECTRONIC BOARD MEETING**

Presiding: La Vone Liddle, Chair

Time: 2:03 p.m.

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

Trustees Present: La Vone Liddle, Chair (Attended Remotely)
Neil Vickers, Ph.D., Vice-Chair (Attended Remotely)
Carlton Christensen (Attended Remotely)
Van Turner (Attended in Person; Left at 3:38 p.m., after Item 10)
Dr. Dagmar Vitek (Attended Remotely)

Others Present: Ary Faraji, Ph.D., Executive Director
Gregory White, PhD., Assistant Director
Aleta Fairbanks, CPA, CFO
Christian Weinrich, Biologist (Introduced to Board, 3:35 p.m. - 3:38 p.m.)

1. Roll Call:

Trustee Liddle called the meeting to order at 2:03 p.m. Executive Director Faraji verified that the meeting was being recorded and no conflicts of interest were declared.

2. Public Comment:

There were no public comments.

3. Approval of the 15 October 2020 Minutes of the Monthly October Board Meeting:

The Board Members were provided an opportunity to review the pending minutes of October's regular Board Meeting prior to the meeting, and no modifications were necessary. The 15 October 2020 Board Meeting Minutes were unanimously approved upon a motion made by Trustee Vickers and seconded by Trustee Christensen.

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

Copies of October's Financial Statements had been disseminated prior to the Board Meeting. CFO Fairbanks reviewed the Financial Statements with the Board; all expenditures were presented, with special attention being paid to those expenditures in excess of \$1,000. Documentation for all expenditures had been provided when the checks were signed. Trustee Vitek made a motion to adopt the October 2020 Financial Statements and to approve October's bills for payment. This motion passed unanimously after being seconded by Trustee Vickers.

5. Discussion and Approval for Zions Public Finance to Continue Disclosure Services:

The Salt Lake City Mosquito Abatement District (District) is the "obligated" entity responsible for submitting the required disclosure information annually to Electronic Municipal Market Access (EMMA) because it provides the funding to pay the bond debt of the Local Building Authority of Salt Lake City Mosquito Abatement District (Authority). The District was only required to submit a "limited" continuing disclosure for the 2017 Series Bonds because the debt issued in the public markets was under \$10 million. Zions Public Finance has been filing this report on the District's behalf for a \$500 fee. Now that the 2020 Series Bonds are also public market offerings, the total aggregate debt exceeds \$10 million and the Securities and Exchange Commission requires a "full disclosure" to be filed annually.

CFO Fairbanks provided the Trustees with a breakdown of the material that is required in an EMMA "full disclosure" report and briefly covered this data. It's necessary to update the District's information annually because it is directly related to how and where the District gets its revenue to make the principal and interest payments on both the 2017 Series and 2020 Series Bonds. Now, Zions Public Finance has offered to provide full continuing disclosure services at a cost of \$2,500. The fee includes preparing and filing all of the information required by the disclosure documents for the 2017 Bonds and the 2020 Bonds on EMMA. Zions Public Finance will work with the District to keep the Authority in compliance with the July 31 filing deadline.

Trustee Christensen made a motion to approve the agreement with Zions Public Finance to produce continuing annual full disclosure services for the 2017 and 2020 Bonds on EMMA for \$2,500. Trustee Vickers seconded the motion, and it carried with all in favor.

6. Update on State Auditor Annual Fraud Risk Assessment:

CFO Fairbanks succinctly discussed the State Auditor's Annual Fraud Risk Assessment certification which must be completed and presented to the governing board before the end of the 2020 fiscal year. The State Auditor based this internal audit

assessment on the COSO Framework Model that was designed to provide reasonable assurance of the achievement of objectives in the following categories:

- Operational Effectiveness and Efficiency
- Financial Reporting Reliability
- Applicable Laws and Regulations Compliance

An effective internal control system includes five components, including the Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring. These components work to establish the foundation for sound internal control within a company by identifying and monitoring risks and through directed leadership, shared values, and a culture that emphasizes accountability for control.

CFO Fairbanks presented the Fraud Risk Assessment Questionnaire and discussed how the District has implemented each item. The Board was shown how the District closely follows separate, independent, and monitored "separation of duties", which provides an initial 200 points. All current employees and Board Members have signed an annual ethical behavior form in addition to a conflict of interest disclosure. Only one Trustee has not completed the State Auditor online training, and he will complete it before the end of the year. CFO Fairbanks indicated that the District will be able to attain a "Very Low" Risk Level score of 370 if a Hotline Policy and a Reporting Fraud or Abuse Policy are adopted by the Board.

7. Discussion and Approval for Reporting Fraud or Abuse Policy and Hotline Policy:

The District's new policies, Reporting Fraud or Abuse Policy and the Hotline Policy, were based on templates provided by the State Auditor; they were both disseminated to the Trustees prior to the Board Meeting. After each policy was reviewed and discussed, Trustee Christensen made a motion to adopt both policies once the references to "Board of Directors" are changed to "Board of Trustees." Trustee Vitek seconded the motion adopting the policies, and it was unanimously passed. Copies of the modified policies will be emailed out to the Trustees.

8. Discussion and Approval for Additional Heater Units in Mechanic Shop:

Lower temperatures have made it apparent that the heating units in the mechanic shop are not sufficient to heat the tool room in the back of the Vehicle Storage 1 building. We obtained a bid from North Star Heating, Air Conditioning, and Refrigeration for \$13,500. This includes providing and installing a 30', 100,000 BTU tube heater and upgrading the gas line from ¾" to 1". The Trustees wondered if this additional work was due to insufficient planning by Design West Architects; the architects insist that they designed adequate heating. Since North Star provided the previous heating services in the facility and they are familiar with the equipment, staff recommends that we retain their services for this upgrade as well. A motion approving the \$13,500 bid from North Star Heating to provide and install

the 100,000 BTU tube heater was made by Trustee Vickers, seconded by Trustee Turner, and carried with all in favor.

9. Discussion and Approval for Purchase of an ATV Snow Plow:

Snow removal is now more complicated because of the size of the new facility; so, rather than selling two older ATVs, the staff has suggested retaining one, attaching a snow plow, and keeping it on hand to help clear away the snow. A bid was procured from United Service & Sales, for it is on State contract (State Contract #MA584). Trustee Turner made a motion approving the purchase of a 4-foot snow plow kit for \$2,175.00 from United Service & Sales, attaching the snow plow to the older ATV, and using it to help with snow removal. The motion was seconded by Trustee Christensen and passed unanimously.

10. Discussion and Approval for Executive Director and Assistant Director to initiate and Attend an Integrated Mosquito Management Program for Malaria Mitigation with the Ouelessebougou Alliance in Mali, Africa:

Executive Director Faraji gave the Board some background on the Ouelessebougou Alliance (Alliance) and reported the legal advice he had received on the matter from our attorneys. Due to the "Doug Short Rule", the District is not allowed to donate monetary funds to the Alliance, and donating equipment is very questionable. We are, however, able to share our expertise through providing surveillance, trap, pesticide, and other guidance. The Alliance is looking to create a sustainable program and is keenly interested in learning about day-to-day mosquito control operations. Rui-De Xue, Ph.D., the Executive Director at Anastasia Mosquito Control District in St. Augustine, Florida, has also made arrangements to assist the Alliance's efforts. The Alliance has been successful in raising a portion of the necessary funds to begin mosquito abatement services.

Executive Director Faraji apprised the Board of the Alliance's efforts to establish a preliminary plan as soon as possible; the Alliance has invited Executive Director and Assistant Director White to share their proficiency by joining them in Mali from 18 January through 22 January, 2021, to study the ecological environment and assist in designing an experimental program. The Alliance will finance the airfare, room, and board. The District simply needs to cover their time away from the office and the per diem for their travel days.

A lengthy discussion covering the timing of this visit, political unrest, Africa's public health situation, vaccines, malaria and other exotic disease risks, COVID-19 quarantine requirements, insurance issues, operations at the District in their absence, security, and exposure to other risks ensued. Trustee Vickers indicated that this is a tough choice, but he was inclined to approve the trip. Trustee Vitek related that the reported health numbers in Africa are not very reliable because Africa doesn't have a lot of public health programs in place.

Trustee Vickers made a motion to approve Executive Director Faraji and Assistant Director White taking the trip to Mali, Africa in January and to cover the requested time out

of the office and per diem during travel. This motion was seconded by Trustee Christensen. More discussion followed; the final roll call vote was:

- Trustee Vickers, yea
- Trustee Turner, yea
- Trustee Vitek, abstain
- Trustee Christensen, nay
- Trustee Liddle, nay

The motion failed without a majority in favor. After more discussion, Trustee Turner made a motion to approve only Executive Director Faraji taking the trip to Mali, Africa in January and to cover the requested time out of the office and per diem during travel. The motion was seconded by Trustee Vickers, and the final roll call vote was:

- Trustee Vickers, yea
- Trustee Turner, yea
- Trustee Christensen, yea
- Trustee Vitek, a reluctant yea

Trustee Liddle indicated that, if her vote would have been needed, she would have definitely voted nay. Executive Director Faraji agreed to undergo personal protection measures and to be extremely careful. Executive Director Faraji also reiterated that the new facility and the dormitories that the District has built are intended to be used in such exchanges and sister programs. Our intent was to be able to collaborate with researchers, students, and vector control technicians across the country and globe in order to help train the next generation of public health specialists. Regardless of the outcome on this specific project, the District is looking forward to additional collaborations and training opportunities, both for our staff and also others.

Trustee Turner left the meeting at 3:38 p.m.

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

- **ADAPCO West Education Event, 21 October 2020 (online)**

On 21 October 2020, Executive Director Faraji provided a presentation for ADAPCO's West Education Event on the District's non-target studies conducted in 2019.

- **Infectious Disease Epidemiology, University of Utah, 27 October 2020, Electronic**

Executive Director Faraji holds an Adjunct Professor position at the University of Utah in the Public Health and Biology Departments. He provided a 1.5-hour lecture on mosquitoes, mosquito-borne diseases, and epidemiology for graduate students on 27 October 2020.

- **AMCA IBM, 11-13 November 2020, Salt Lake City, Utah**

AMCA's Interim Board Meeting was held in Salt Lake City at the Downtown Marriott. The Board met with the management firm and local representatives to go over all of the conference arrangements for March 2021. A request for Mitt Romney to begin the conference has been made with his staff; Dr. Peter Hotez has been locked in as one of the key note speakers.

- **ESA Symposium, 16 November 2020, Online**

Executive Director Faraji was part of a regulatory and panel of experts symposium organized by the Entomological Society of America. He prepared by reading several papers on scientific topics that he thought would be part of the discussion. Even though there were no questions about the materials that he had studied, the event was well received. ESA is moving towards more legislative involvement and plans on adopting AMCA's Washington Days to provide more impact in areas that affect entomologists.

- **DSLASA, 3 December 2020, Online**

Trustee Todd Erskine has served DSLASA as a Trustee, representing SLCMAD, for many years. It has now been several years since he was a Trustee for SLCMAD, and he has expressed a desire to step down as our representative so his place can be filled by a current board member who is more involved with the District's recent issues. Trustee Liddle is also SLCMAD's representative at DSLASA's board meetings, and the District's second trustee will be officially decided in December.

- **LMCA, 4 December 2020, Louisiana, Online**

Executive Director Faraji has been asked to present at the Louisiana Mosquito Control Association conference in December.

- **AMCA Annual Conference, 1-5 March 2021, Salt Lake City, Utah**

AMCA's Annual Conference in March of next year will be 100% virtual.

12. Executive Director's Report:

Christian Weinrich, the District's new Biologist, was introduced to the Trustees. He graduated from the University of Utah this past spring, he has worked as a seasonal employee with the District for 4 seasons, and he did an excellent job running the lab this summer. We had 9 people apply for the position, and the 3 best applicants were selected to be interviewed. Each one was asked to propose a research project, define how the research would be accomplished, and describe how the research would be written up. Biologist Weinrich scored the highest out of the applicants; he definitely had the most impressive research project, which included getting citizens involved with collecting *Aedes sierrensis* eggs. Biologist Weinrich left the meeting at 3:38 p.m.

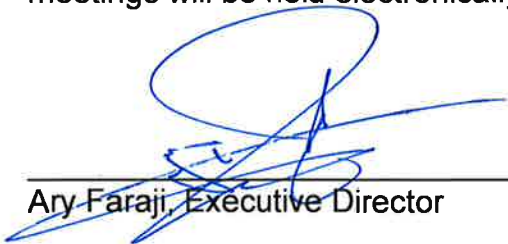
The Board Members were given a few updates, which included the following: 1) We have completed surveillance for this year, and we are now doing general equipment maintenance. The colonies are doing quite well. 2) The Tiki torch report has been submitted; we hope it will be released so we can publish it. 3) Executive Director Faraji has been asked if he would be interested in evaluating citronella candles. 4) The analysis of the non-target insect populations following our aerial adulticide applications is being finalized. No decline in insect abundance or diversity was evident, and the results will be submitted to a peer-reviewed journal for publication. We are looking to have it published in a more general, non-biased ecological journal that is widely distributed. Then we will be able to show this article to environmental groups to support our position that we are not harming other insect life during routine mosquito control. 5) The heating system in the administrative building still has not been resolved. Koch Mechanical is coming in tomorrow to make some more adjustments. 6) Our Maintenance Operator, Francisco Hernandez, has been installing vanities and working on other facility projects. 7) DSLASA is not interested in partnering with the District in covering the cost of obtaining a helicopter and the pilot's salary unless they go through a tax increase. The expense is much higher than expected. Executive Faraji will meet with VDCI to review the costs, and he will gather more data prior to December's Board Meeting.

13. Probable Agenda Items for 10 December 2020 Board Meeting:

- Executive Director's Report
- Surveillance / Control / Facility /Personnel Updates
- Utah Inland Port Authority/Jack Hedge Meeting
- Helicopter Discussion / Tax Increase Discussion
- Budget Public Hearing

14. Adjournment:

Trustees Christensen and Vickers made and seconded a motion to adjourn the meeting at 4:02 p.m. The 10 December 2020 Regular Monthly Board Meeting will be held at 4:30 p.m., and the Public Hearing will be held at 6:00 p.m. It is anticipated that these meetings will be held electronically.



Ary Faraji, Executive Director

15 DEC 20
Date



La Vone Liddle, Chair 2020

12/15/2020
Date