

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

**1. Roll Call:**

Presiding: Karen Okabe, Chair

Time: 12:34 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

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

**2. Approval of the 20 October 2016 Minutes of the October Monthly Board Meeting:**

A draft copy of the minutes had been previously provided to the Board for review and comment. No modifications were indicated; Trustee Liddle made a motion to approve the 20 October 2016 Board Meeting Minutes as presented. The motion was seconded by Trustee Christensen and approved with a unanimous vote.

**3. Presentation of the October 2016 Financial Statements and Approval of Bills for Payment:**

Manager Faraji reviewed the October 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 the October bank statement, the bank statement reconciliation, and the fund balance sheets were made available to the Board for review.

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 October totaled \$112,348.95 from the General Fund and \$7,002.42 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, Electrical Power, and Laboratory & Surveillance categories had also exceeded their budgets. The individual budget amounts for these categories will be modified at the end of the year; actual 2016 expenditures will not exceed the originally-approved total budget amount.

Several Amazon purchases have been made utilizing the "Smile Program" option. This plan provides a small charitable donation to the Wasatch Waldorf Charter School with each qualifying purchase. The Trustees were made aware of the fact that Manager Faraji is affiliated with the Wasatch Waldorf Charter School, and they asked to have their approval noted in the minutes. Trustee Vitek made a motion to approve the October financial statements and payment of bills. After being seconded by Trustee Wilson, it passed unanimously.

#### **4. Five-Year Plan Update:**

- **Real Estate:**

At 1:03 PM, Trustee Christensen made a motion to move into a closed meeting in order to discuss real estate transactions. After being seconded by Trustee Liddle, this motion carried unanimously.

Trustee Christensen made a motion to leave the closed session at 1:20 PM. Trustee Vitek seconded the motion, and it was unanimously approved.

As per Windermere Real Estate's recommendation, initial land studies (environmental, geotechnical, survey) are now being conducted. The cost of the geotechnical study is \$4,900, which exceeds management's \$2,000 spending authorization limit. After some discussion, Trustee Vitek made a motion that, in order to facilitate timely real estate transactions, Manager Faraji has the authorization to expend up to \$10,000 with the concurrence of a committee comprised of Trustees Liddle and Christensen. The motion was seconded by Trustee Wilson and passed unanimously.

- **Annexation:**

Three emails from the District's legal counsel, Mark Anderson, were included in the Board Packet. The first email deals with the boundary adjustment between the Magna MAD and the SLCMAD, the second email addresses the annexation of the Salt Lake City areas currently not within the SLCMAD taxing boundaries, and the third email attends to the annexation of unincorporated areas, some considered to be part of Salt Lake County, which include the prison relocation property. Annexation is not one simple process, but it's

three separate procedures that can be tackled simultaneously once an official and professional survey is conducted.

Several Trustees recommended reaching out to the County Surveyor, Reid Demman, to see if he is able to provide an official survey for the District. Trustee Wilson made a motion that surveyor RFPs be pursued if the County Surveyor is not an option. Trustee Liddle seconded the motion, and it carried unanimously. Trustees Vitek and Wilson agreed to serve on the RFP selection committee, if necessary.

- **Prison Relocation:**

Senator Jerry Stevenson and Representative Brian King participated in a panel discussion during the UASD meeting. Manager Faraji, Assistant Manager White, CFO Fairbanks, Trustee Liddle and Trustee Okabe spoke with Senator Stevenson as he was leaving the meeting. He was very receptive, and LeGrand Bitter (Executive Director of UASD) is now trying to set up a meeting with Senator Stevenson and Representative Brad Wilson. The Trustees mentioned that it may be a good idea to also contact Senator Jim Dabakis and Representative Brian King, because they both represent Salt Lake City. Lynn Pace, in the Salt Lake City Mayor's Office, also does legislative work. The Prison Commission plans to tour the prison site in December, and Representative Wilson, Trustee Christensen, and Senator Stevenson will be on this tour. Trustee Christensen will notify Manager Faraji once he knows when the Prison Commission will conduct the tour; having access to some of the District's vehicles may be helpful.

**5. Approval of Bids to Sell Surplus Property:**

Even though discussions about selling older ATVs and vehicles have occurred in past board meetings, these assets still need to be declared as surplus property. A motion to declare the two 2013 Honda Foreman ATVs, the 2005 Chevy Colorado, and the 2008 Ford Ranger as surplus property, and approval of selling them, was made by Trustee Liddle. The motion was seconded by Trustee Wilson, and it carried unanimously.

**6. Election of 2017 Board Officers:**

After serving as the Board's Vice-Chair, Trustee Liddle will become the Board's Chair in 2017. Trustee Christensen was elected as the Board's 2017 Vice-Chair through a unanimous vote on a motion made by Trustee Wilson and seconded by Trustee Vitek.

**7. Discussion and Approval for Website Design Services:**

Manager Faraji described his vision for a new website; he would like to have an improved website by the time we move into the new facility. After some discussion, the Board thought the best approach would be to invite different website providers to come and discuss what they do. We will explain that we are just doing some information gathering in order to

become more familiar with some of the options that are available. No Board action was required at this time; Trustees Okabe, Liddle, and Christensen may be interested in attending some of these visits.

**8. Discussion and Approval Regarding 2016 Holiday Luncheon:**

With the exception of the last few years, the District has provided the complete meal for the holiday get-together for current and past staff and board members. Manager Faraji asked the Trustees if they would like to have the District host the entire meal once again. Only a rough cost estimate was made because previous years' costs were distributed over several checks and credit card charges. The general consensus was to return to the past tradition of having the District provide the full meal. This would be a much more sanitary option, as attendees would have less worry of contaminated food during the preparation or storage process. Trustee Christensen made a motion, for the general health and welfare of the employees and guests, to approve providing the entire meal at a reasonable rate, not to exceed \$500. Trustee Liddle seconded the motion, and it carried unanimously. Participants may bring desserts, should they desire.

**9. Approval to Purchase Educational Shirts:**

The Utah Correctional Industries is a State Contract Provider, and the District has been pleased with the price and quality of the T-shirts they have provided in the past. The shirts are distributed by the District's Educational Specialist to students after classroom presentations. This year's bid offers the T-shirts at a price of \$2.62 per white shirt, with printing on the front and back. Trustee Liddle made a motion to accept UCI's \$3,930.00 bid to provide 1,500 shirts for educational purposes. The motion unanimously passed after being seconded by Trustee Vitek.

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

- The Great Salt Lake Alliance Meeting, 25 October 2016:

This meeting was attended by Trustee Wilson, Manager Faraji, Assistant Manager White, and Operations Supervisor Hardman. Manager Faraji gave a general presentation to the group, and it was a fairly positive meeting. Trustee Wilson explained that the Great Salt Lake Alliance is a group that is looking for ways to influence the prison relocation project. The members are interested in maintaining the environmental values around the Great Salt Lake. Assistant White also provided the group with some information about how lighting around the prison could assist in the reduction of pestiferous insects and the preservation of wildlife's quality of life.

- AMCA CDC Contract 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 methods for invasive *Aedes* mosquitoes. He served on an AMCA panel that has received \$2,000,000 as a sole source contract through the CDC. He worked on revising the AMCA guidelines on Best Management Practices to train the persons who will go out and train the public health personnel. The intent of the group is to provide regional training programs for mosquito control personnel, public health stewards, and private industry on effective integrated mosquito management programs for invasive mosquitoes.

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

Manager Faraji, Assistant Manager White, CFO Fairbanks, and Trustees Liddle, Wilson, and Okabe attended all or a portion of this instructive meeting. One of the favorite presentations was given by Ryan Nelson covering the new FLSA Regulations. Another favorite portion of this extremely interesting and informative meeting was the legislative updates.

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

The FMCA 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. Now that these previously-considered nuisance mosquitoes have been identified as serious viral vectors, a lot of programs are just starting to target *Aedes* mosquitoes. Manager Faraji also learned about the BG Counter technology. A prototype will be sent to the District; we will scrutinize it and hopefully come up with our own modifications to the model to be used in our program.

- CDC, 21 November to 2 December 2016, Kosrae (An Island in the Federated States of Micronesia):

There is a Zika and dengue outbreak in Kosrae, and the CDC would like to send Manager Faraji to visit the island and assist wherever needed. Although the CDC does excellent epidemiological and entomological work, there is a lack of control experts within the organization. They are in need of individuals with mosquito control experience who may be able to train and initiate surveillance/control programs in at-risk communities. His only available dates are 21 November to 2 December. The CDC called, and he has been scheduled to fly out on 25 November and return on 2 December. Flight service to and from the island is only available on Mondays and Fridays.

- Florida Architects, 4-7 December 2016, Anastasia FL:

Manager Faraji, Assistant Manager White, and our architect will visit several mosquito control districts and academic/governmental institutions in Florida in order to gather constructive ideas for our new facility and to learn practical pros and cons from these colleagues on facility design and functionality. Our architect must provide a more detailed site map and construction design prior to finalization of our bond in February. The main purpose of the site visits is to provide the architect with general overviews of facility design for incorporation into our master plan.

**11. 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 that it has, once again, been a very productive month. All of the seasonal employees have now gone except two. One employee was hired late in the summer to assist in finishing out the season, and an intern from the University of Utah is working on the blood feeding of our colonies until the end of the year.

The District has a few "odds and ends" that need some attention, such as digitizing Dr. Nielson's manuscripts, completing the annual report, answering the phones, running errands, etc. Sally Beagley has indicated an interest in performing these duties, but only if she is guaranteed at least 21 hours per week and a re-instatement of her benefits. The general consensus of the Board was that 21 hours would be excessive and changing the policy to allow her to receive benefits would be problematic. Manager Faraji was advised that this is not a good option for the District to pursue at this time.

The Manager's Report was for informational purposes, and there were no further questions about the report.

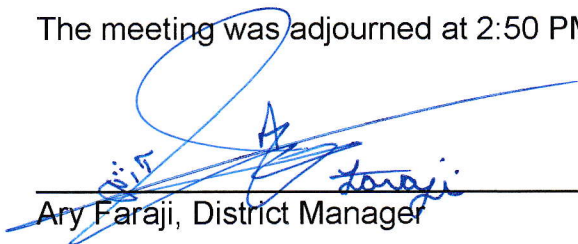
**12. Probable Agenda Items for 15 December 2016 Board Meeting, ~ 6:30 PM:**

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

A boxed meal will be available at 5:00 PM for the Board Members prior to the December Board Meeting.

**13. Adjournment:**

The meeting was adjourned at 2:50 PM.

  
Ary Faraji, District Manager

Date 15 DEC 2016

  
Karen Okabe, Chair

Date 12/15/16