

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
21 September 2017
BOARD MEETING**

1. Presiding: La Vone Liddle, Chair 2017
- Time: 6:30 p.m.
- Place: 2020 North Redwood Rd., Salt Lake City, UT 84116
- Trustees Present: La Vone Liddle, Chair 2017
Carlton Christensen, Vice Chair
Maureen M. Wilson, SLCMAD Trustee
Rod Collings, MMAD Chair (Left at 7:01 p.m.)
Bob Harding, MMAD Trustee (Left at 7:01 p.m.)
Trish Hull, MMAD Trustee (Left at 7:01 p.m.)
Joe Pereira, MMAD Trustee (Left at 7:01 p.m.)
- Trustees Excused: Karen Okabe, SLCMAD Trustee
Dr. Dagmar Vitek, SLCMAD Trustee
Janice Fisher, MMAD Trustee
Tina Snow, MMAD Trustee
- Others Present: Ary Faraji, Ph.D., SLCMAD District Manager
Gregory White, Ph.D., SLCMAD Assistant Manager
Aleta Fairbanks, SLCMAD CFO
Ryan Lusty, MMAD District Manager (Left at 7:01 p.m.)
Judy Desmond, MMAD Office Manager (Left at 7:01 p.m.)
Rachel Anderson, Fabian VanCott, Attorney (Left at 7:01 p.m.)
Kent Withers, McNeil Engineering, Surveyor (Left at 7:15 p.m.)

Assistant Manager White indicated that the voice recorder was turned on; the meeting was called to order at 6:30, and there were no conflicts of interest declared.

2. **Discussion and Approval for 1) Joint Resolution Approving the Boundary Adjustment between Salt Lake City Mosquito Abatement District and Magna Mosquito Abatement District; and 2) Notice of Impending Boundary Action for the Lieutenant Governor:**

The Magna Mosquito Abatement District approved the "Joint Resolution of the SLCMAD and the Magna Mosquito Abatement District Declaring an Intent to Adjust

Common Boundaries” at their 5 July 2017 Board Meeting. The SLCMAD approved the same Joint Resolution at SLCMAD’s 20 July 2017 Board Meeting. Public notices, consisting of a 60-day waiting period, and the public hearing held at 6:00 p.m. this evening sufficiently met all of the preliminary annexation requirements. Therefore, the Trustees of the Salt Lake City Mosquito Abatement were finally in a position to approve annexing the identified properties that were located in Magna Mosquito Abatement’s service area. Magna Mosquito Abatement District will approve the same Resolution at their 4 October 2017 board meeting. Concerning the letter to the Lieutenant Governor, Attorney Anderson recommended changing it to read that SLCMAD’s Trustees approved the Resolution on 21 September 2017 and Magna Mosquito Abatement District approved the Resolution on 4 October 2017.

Trustee Christensen made a motion to approve the “Joint Resolution Approving the Boundary Adjustment between Salt Lake City Mosquito Abatement District and Magna Mosquito Abatement District” as well as “Notice of Impending Boundary Action” for Lieutenant Governor Spencer J. Cox, subject to MMAD’s official approval and amending the date as previously indicated. Trustee Wilson seconded the motion, and it passed unanimously.

12. Manager’s Report (Discussion on New Statutes)

Attorney Anderson was attending the meeting to oversee the adoption of the Magna Annexation Resolution as well as discussing new 2017 statutes pertaining to Board Member travel. Chairman Liddle moved a portion of item 12 earlier in the meeting so that Magna’s Trustees could be a part of that discussion as well.

The new per diem law is confusing and difficult to understand, and Attorney Anderson did not provide a definitive analysis. It appears that the Utah State per diem law is more stringent than the Federal law; however, some procedures don’t necessarily apply directly to our District. Utah allows \$41 per day for in-state travel and \$46 per day for out-of-state travel. These amounts are divided into breakfast, lunch, and dinner segments. The \$100 one-time annual training may be replaced by a maximum of twelve \$90 payments for all-day meetings and \$60 payments when meetings are under four hours long. These payments are not considered part of the allowed \$5,000 per year stipends. Hotel lodging for board members will be provided when meetings require travel in excess of 50 miles. The law allows exceptions, provided a policy is in place allowing exceptions to be granted for individual circumstances. Brokering travel through the State is not required.

Where this statute is so nebulous, Attorney Anderson was asked to have the Utah Association of Special Districts look into it. Per diem arrangements will remain status quo until an official analysis/stance is received from the Utah Association of Special Districts. Attorney Anderson and MMAD individuals left the meeting at the end of this discussion.

3. Discussion and Approval of a Joint Resolution of the SLCMAD and Salt Lake City Declaring an Intent to Adjust Common Boundaries:

The Salt Lake City Council passed the “Joint Resolution of the SLCMAD and Salt Lake City Declaring an Intention to Adjust Common Boundaries” at their last meeting on 19 September 2017. Our Surveyor, Kent Withers, was instructed to send maps of the affected areas to Salt Lake City at least one week prior to the briefing with Salt Lake City Councilmembers on 17 October 2017.

Trustee Wilson made a motion to approve the “Joint Resolution of the SLCMAD and Salt Lake City Declaring an Intent to Adjust Common Boundaries.” The motion carried unanimously after being seconded by Trustee Christensen. A 60-day waiting period is required prior to officially accepting the Resolution. The Board, therefore, opted to move the 16 November 2017 Board Meeting to 30 November 2017 so the Resolution could be approved after meeting the legal requirements. Kent Withers left the meeting at 7:15 p.m.

4. Approval of the 17 August 2017 Minutes of the August Monthly Board Meeting:

A draft copy of the August minutes had been distributed to the Trustees prior to the meeting, and no modifications were required. Trustee Christensen made a motion to approve the 17 August 2017 Board Meeting Minutes, the motion was seconded by Trustee Wilson, and it passed unanimously.

5. Presentation of the August 2017 Financial Statements and Approval of Bills for Payment:

The financials had also been distributed to the Board prior to the Board Meeting. The bank statement and its reconciliation, along with the balance sheets, were passed around for the Board to review. Manager Faraji mentioned that the Golden Bear tank was sold to Kellerstrass Oil Company. He also previewed the fact that the preliminary 2018 budget will be discussed during October’s meeting. He is planning on adding one new vehicle, and he would like to purchase a side-by-side ATV to improve safety while treating mosquitoes in the wetland habitats.

CFO Fairbanks briefly discussed the account balances, revenue, and expenses of the District. The balance remaining in the Construction Bond Account on 31 August 2017 was \$5,944,424.33. Trustee Christensen made a motion to approve August’s bills for payment and the August 2017 Financial Statements; Trustee Wilson seconded the motion, and it was unanimously passed.

6. Personnel Policies Update and Approval:

The Board Members had read through the Code of Ethics Policy, Conflict of Interest Policy, and the Drug and Alcohol-Free Workplace Program Policy. They discussed these three policies briefly, and it was decided to make a minor change in the Drug and Alcohol-Free Workplace Program Policy. Number 6. PRESCRIPTION / OVER-THE-COUNTER MEDICATIONS was changed to read, "Employees must carefully read all warning labels on any medications (prescription or over-the-counter) and report the use to his/her supervisor if the label warns of possible impairment. The use of some medications may require reassignment or temporary leave of absence without pay. Employees should take all medication as directed on the label and heed any listed warnings." Trustee made a motion to approve all three of these policies, subject to the change mentioned above. The motion carried unanimously after it was seconded by Trustee Christensen.

7. Discussion and Approval to Hire Construction Management Services:

The three construction management service applicants were interviewed by Architect Scott Olcott, Manager Faraji, Assistant Manager White, and Trustees Christensen and Liddle. Construction Control Corporation did a good job breaking down their services, and the company provided a detailed written proposal to the selection committee. Although all three applicants did a great job during the interview phase, the selection committee felt that Construction Control Corporation was the better fit for the District. The interviewing committee recommended awarding the project management contract to Construction Control Corporation. Trustee Christensen made a motion to hire Construction Control Corporation as the project management company, Trustee Wilson seconded the motion, and it passed unanimously.

8. Discussion and Approval to Purchase DJI Agras MG-1S Unmanned Aerial System:

SLCMAD's Urban Supervisor, Brad Sorensen, has his pilot's license and has been networking with airport personnel. He has received an exemption to do photography in Class Bravo Airspace, which is within a five-mile radius of the airport and difficult to obtain. Class B airspace has the most stringent rules of all the airspaces in the United States. He has been searching for an unmanned aerial vehicle that is capable of carrying up to 20 pounds of product, and he has located the DJI Agras MG-1S. The BM-1S is equipped to make liquid applications, and it can be readily changed to perform granular applications. Rocky Mountain Unmanned Systems is the sole source provider of the DJI Agras MG-1S, and the company has been able to acquire five of these units. RMUS is also able to provide the District with local support and service, for it is located in Centerville. The DJI Agras MG-1S will be able to reach areas that are too difficult to access with an ATV.

Recognizing that RMUS is a sole source for the desired DJI Agras MG-1S, Trustee Christensen made a motion authorizing this \$18,530 purchase, and the cost is to be included in a future budget adjustment. The motion was seconded by Trustee Wilson, and it carried unanimously.

9. Discussion and Approval to Surplus a 2013 Honda ATV (OH16175584):

As mentioned last month, a seasonal worker rolled and totaled a 2013 Honda ATV. The ATV has been repaired, but the mechanic is hesitant to sell it to the general public. Manager Faraji was wondering if it would reduce liability if purchasing the ATV were to be offered to SLCMAD personnel and then to other mosquito districts. After being discussed by the Board of Trustees, it was decided that the risk in selling the vehicle in-house would be similar to selling it to the general public. Trustee Christensen made a motion that the 2013 Honda ATV be declared and sold as surplus property. The ad is to emphatically disclose the ATV's current state and make it plain that the sale is on an "as is" condition. The motion was seconded by Trustee Wilson, and it passed unanimously.

10. Earthwork Contractor and Architect Update:

The Architect is making good progress, but the excavation contract has been difficult at best. Coordinating the engineer, City, Attorney, and Harper Construction has been a "back-and-forth" exercise. The contract with Harper Construction will finally be signed on 22 September 2017.

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

- **NWMVCA, 3-6 October 2017, Whitefish, MT**

The Northwest Mosquito and Vector Control Association meetings are very informative, and Manager Faraji regularly attends these meetings and does a presentation.

- **North Carolina "Train the Trainer" Workshop, 9-10 October 2017, Carolina Beach, NC and Florida "Train the Trainer" Workshop, 24-25 October 2017, Anastasia, FL.**

The SLCMAD will be helping to host an AMCA "Train the Trainer" event in 2018. In preparation for this occasion, Assistant Manager White will be attending the Carolina Beach, NC "Train the Trainer" workshop, and Manager Faraji will be attending and presenting at the Anastasia, FL "Train the Trainer" workshop. They are hoping to pick up some "dos and don'ts" that will make our western event run more smoothly and productively.

- **UMAA, 29-31 October 2017, Park City, UT**

The permanent staff and the Trustees are invited to attend the UMAA meetings, and the rooms have been booked. Former Trustee Todd Erskine, who represents the District on the DSLASA Board, will also be attending the UMAA meetings; this will allow him to remain compliant with the Board Member Training requirements.

- **UASD, 1-3 November 2017, Layton, UT**

Interested Board Trustees, Manager Faraji, Assistant Manager White, and CFO Fairbanks will be attending the UASD Meetings in November at the Davis Conference Center.

- **ESA, 5-8 November 2017, Denver, CO**

Manager Faraji will be attending the Entomological Society of America meetings in Denver, Colorado.

12. Manager's Report (Continued):

The applications we received for the Mechanic/Facility Position and the Education Specialist were not from qualified persons having the desired experience. As a result, we have decided to hold off hiring someone for these positions. A previous seasonal employee, Keith Lawson, has been hired as the Rural Supervisor; we are pleased with his performance, and he is working out well.

The Vector Surveillance Report was included in the Manager's Report this month, and it contains updates on all of the trials that the District has been conducting.

13. Discussion and Approval to Modify Board Calendar Meeting Dates and Holiday Luncheon:

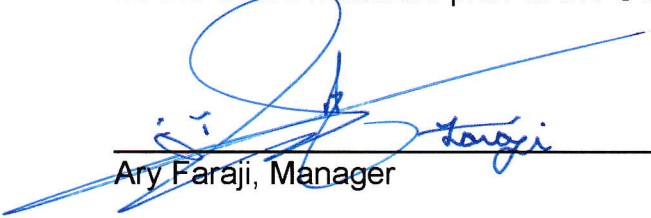
The "Joint Resolution of the SLCMAD and Salt Lake City Declaring an Intent to Adjust Common Boundaries" was accepted earlier in this meeting. Because a 60-day waiting period is required prior to officially taking action on annexing in the remainder of the Salt Lake City areas, Possible dates for the Holiday Gala/reunion with prior board trustees and employees was also discussed. Trustee Wilson made a motion to hold the Holiday Gala at 2:00 p.m. on Friday, December 1st and to move the previously-scheduled November Board Meeting from November 16th to November 30th. The motion was seconded by Trustee Christensen and carried unanimously. The 30 November 2017 Board Meeting will be held right after the requisite Public Hearing at 6:00 p.m.

14. Probable Agenda Items for 19 October 2017 Monthly Board Meeting at 12:30 p.m.:

- Annexation Updates
- 2017 Budget Amendments / 2018 Preliminary Budget
- Manager's Report
- Architect / Excavation Work Updates

15. Adjournment:

Trustee Christensen made a motion to adjourn the meeting at 8:28 p.m.; the motion was seconded by Trustee Wilson. A boxed meal will be available at 12:00 noon for the Board Members prior to the October Board Meeting at 12:30 p.m.



Ary Faraji, Manager

19 OCT 2017
Date



La Vone Liddle, Chair

10/19/2017
Date