

**MINUTES OF THE
SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT
21 June 2018
BOARD MEETING**

Presiding: Carlton Christensen, Chair

Time: 4:00 p.m.

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

Trustees Present: Carlton Christensen, Chair 2018
Dr. Dagmar Vitek, Vice-Chair
La Vone Liddle
Maureen M. Wilson

Trustees Absent: Karen Okabe

Others Present: Ary Faraji, Ph.D., Executive Director
Gregory White, Ph.D., Assistant Director (Left after #13)
Aleta Fairbanks, CFO
Sean McKelvie, Education Specialist (Left after #4)
Nadja Mayerle, Biologist (Left after #4)
Doug Folsom, Utah Local Governments Trust (Left after #3)
Amy Davies, Child Richards CPAs (Left after #5)

1. Roll Call:

Trustee Christensen called the meeting to order at 4:03 p.m.; Assistant Director White confirmed that the voice recorder was turned on, and no conflicts of interest were declared.

2. Public Comment:

There were no public comments.

3. Presentation of the Trust Accountability Program Award (TAP Award) by the Utah Local Governments Trust:

The TAP program originated in 2013, and the District has successfully earned this safety award all five years. The District was one of the first firms to participate in this safety program. Doug Folsom, Utah Local Governments Trust, presented the TAP Award and complimented the District on the substantive efforts made to qualify for the award by focusing on maintaining a safer working environment. The Trust has experienced a significant reduction in lost-time days. This award included a visual and a monetary award; the District utilizes the cash award to provide safety lunches and training for the employees.

4. Introduction of New Full Time Employees, Nadja Mayerle (Biologist) and Sean McKelvie (Safety/Public Information Officer/Education Specialist):

Executive Director Faraji introduced the District's newly-hired employees, Nadja Mayerle and Sean McKelvie by sharing some highlights of their interviews and their previous work history. Education Specialist McKelvie will devote several weeks this summer learning the responsibilities/challenges of each aspect of mosquito control. Biologist Mayerle had previously worked three summers in the lab, so she is already ahead of the learning curve.

5. Presentation, Discussion, and Approval of Audit for Year Ending 31 December 2017:

This year, the District decided to put our annual audit out to bid, and we were pleased with the number and quality of bids that were submitted. The bids were scored by Executive Director Faraji and CFO Fairbanks, and Child Richards CPAs and Advisors proved to be the best fit at a competitive price. Their bid will allow them to complete audits for the District through 2022.

Amy Davies, representing Child Richards CPAs, presented the completed audit of the District's financial statements for the year ending 31 December 2017. She stated that the District was receiving an unmodified clean report, which is the highest opinion possible. For the third year in a row, the District has received a clean opinion. Her firm had absolutely no findings to issue as far as internal controls or state legal compliance, which is to be complimented.

Trustee Liddle made a motion to accept and approve the audit for the year ending 31 December 2017 as presented; The motion was seconded by Trustee Wilson and passed with a unanimous vote.

6. Approval of the 24 May 2018 Minutes of the May Monthly Board Meeting:

The minutes of the May Board Meeting had been reviewed previously by the Board Members, and any necessary corrections had been made. Trustee Wilson made a

motion to approve the 24 May 2018 Monthly Board Meeting Minutes. The motion carried unanimously after being seconded by Trustee Vitek.

7. Presentation of the May 2018 Financial Statements and Approval of Bills for Payment:

The Board Members had received a copy of the financials prior to the Board Meeting. CFO Fairbanks reviewed the account balances, revenue, and expenses of the General Fund, Capital Projects Fund, and the Local Building Authority. The reconciled bank statement, balance sheets, and credit card receipts for each credit card statement with a balance over \$1,000 were simultaneously circulated for the Board to examine. Trustee Liddle made a motion to approve May's bills for payment and the May 2018 Financial Statements; Trustee Wilson seconded the motion, and it passed unanimously.

8. Discussion and Approval to Acquire Credit Cards for New Employees:

Due to some law changes affecting the banking industry, Executive Director Faraji is recognized as a "user" even though he is not a signer on the account. Although Zions Bank will allow him to request credit cards for the two new employees, he preferred to also receive board approval for acquiring credit cards with a \$2,000 limit for Education Specialist McKelvie and Biologist Mayerle.

Upon a motion by Trustee Liddle to approve procuring credit cards for the two new employees and a second by Trustee Wilson, the requested approval carried unanimously.

9. Update on Board Member Appointments:

Executive Director Faraji has not received any communications from the Salt Lake City Council, so he was pleasantly surprised when Trustee Liddle indicated that she had received a certificate indicating that she was officially appointed as a SLCMAD Trustee on 4 June 2018. No further action has been taken considering the appointments of Trustee Vitek and Trustee Okabe. Trustee Christensen indicated that he will be at the Council Chambers in the near future, and he will check on the appointment status of the other two Trustees.

10. Construction Updates:

Urban Supervisor Sorensen had prepared a video of the construction site videotaped by the drone. The good news is that the road is now complete in the front of the property on 2300 North. The bad news is that the District is required to pay sales tax on all of the building materials that will be used to construct the new facility. About 60% of the subcontractors will need to augment their bids to include this tax; fortunately, the

more-costly masonry and steel bids had already included sales tax in their initial proposals.

At this time, there are two more concerns: Construction Control Corporation has requested a meeting on Friday, and we are anticipating a request to increase the amount of their contract. There is also a snag with the fire marshal. There are two different codes regulating utility installations in a wet area. Salt Lake City had approved one method, and the fire marshal has now requested that the subcontractor remove the previously-installed materials and employ the alternative code.

11. Discussion and Approval to Issue a Request for Proposals for a Public Relations/Strategic Planning Firm:

Executive Director Faraji and Assistant Director White spoke with Lindsey Ferrari of Wilkinson Ferrari & Company in an effort to ascertain a better understanding of possible services and costs. The cost will be proportional to the scope of assistance, and it could run approximately \$25,000. If the Board would like to pursue professional services, the next step would be to issue an official RFP. An open discussion was held on the pros and cons on hiring a firm to assist us, and opinions were expressed by each Board Member. The final outcome of the discussion was to seek professional assistance in how to handle public relations, accomplish a broad community outreach, discuss our health and quality-of-life benefits, establish a positive community presence, and orchestrate our grand opening. It may be advantageous to get the media involved right away, such as a behind-the-scene story covering the District's services. It could also be an advantageous way to introduce the newly-hired Public Information Officer, Sean McKelvie, to various methods of dealing with the public. Trustee Liddle made a motion approving the request for proposals for a public relations/strategic planning firm. The motion was seconded by Trustee Wilson, and it carried unanimously. It was recommended that Trustee Okabe serve on the selection committee; Trustees Christensen and Vitek also indicated a willingness to participate in selecting the winning firm if the timing fits into their schedules.

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

- **DSLASA, 14 June 2018, Kaysville, UT**

Mosquito Abatement District – Davis has four Board Members, and SLCMAD has two Board Members, Trustees Liddle and Erskine. At the last meeting, Trustee Erskine indicated that he would be unable to attend the June meeting; however, Executive Director Faraji, Assistant Director White, Trustee Liddle, and Education Specialist McKelvie were present. Only one board member representing MAD-Davis attended the board meeting, and he had to leave after 15 minutes. The DSLASA audit was presented, but no board action was conducted because there was not a quorum. The audit needs to be approved and submitted to the State Auditor by 30 June 2018, so another board meeting will need to be held in order to meet this deadline.

- **ESA BCE, 6-8 July 2018, Denver, CO**

The Entomological Society of America's Board Certified Entomologist is a certification program that the AMCA is looking to adopt at a lower level called the AMCA ESA ACE (Accredited Certified Entomologist) program geared towards the private and public sectors for the pest control operators doing the actual applications. The reason why the ESA is conducting the BCE program is because the ESA has a sole-source contract through the CDC to develop a group of entomologists that will be ready to respond to public health emergencies. The ESA would like Executive Director Faraji to be a member of this select group; they have compiled a two-day crash course that will enable him to become a Board Certified Entomologist. They have agreed to fly him to Denver on a Friday, train him on Saturday and Sunday, test his knowledge on Sunday, and then fly him home on Monday. They will be covering all of the costs, so there will be no cost to the District.

- **Univar Open House, 13 July 2018, SLC, UT**

Univar distributes our adulticide, and they have a mass distribution center here in Utah. Executive Director Faraji and Assistant Manager White will attend the open house if time permits.

- **Valent Biosciences, 23-26 July 2018, Chicago IL**

Valent Biosciences has invited Executive Director Faraji to visit their new public health facility and has offered to cover the hotel costs. Valent has a large manufacturing plant, and this new facility has a new insectary that is of great interest and provide some useful information for our new facility. Where Valent supplies the Bti larvicide that the District uses, Trustee Christensen recommended that the District cover all of the expenses for this excursion, including Executive Director Faraji's hotel stay. This will ensure that no conflict of interest will exist between the District and a vendor.

13. Executive Director's Report:

Prior to this meeting, the Board received a copy of the Executive Director's Report containing the regular monthly data. The District's Assistant Mechanic has agreed to pursue additional training, and he has enrolled in welding classes at Tooele Valley Technical School. The District has agreed to cover his tuition and materials, and his progress will be monitored closely.

In preparation for the Public Hearing at 6:00 p.m., a brief recess was called at 5:41p.m. Assistant Manager White left the Public Hearing at 6:35 p.m., and then the regular Board Meeting was reconvened at 6:40 p.m.

14. Discussion and Approval of 2018 Amended Budget:

No further discussion on the 2018 Amended Budget was necessary. The 2018 Amended Budget was approved unanimously after a motion to approve the budget was made by Trustee Vitek and seconded by Trustee Wilson.

15. Discussion and Approval of Resolution for 2018 Certified Tax Rate and 2019 Proposed Budget:


The 2018 Certified Tax Rate of .000141, providing \$3,363,270, is .000019 lower than 2017's Certified Tax Rate of .000160. The way that the Certified Tax Rate is calculated does not take into consideration inflation rates; it will, therefore, eventually be necessary to increase taxes through a "Truth in Taxation" hearing in order to maintain the same level of service to the community. Trustee Liddle made a motion approving the 2018 Certified Tax Rate of .000141, providing \$3,363,270 in tax revenues, and approving the 2019 Proposed Budget. This motion was seconded by Trustee Vitek, and the motion carried unanimously.

16. Probable Agenda Items for 19 July 2018 Monthly Board Meeting, 12:30 p.m.:

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

17. Adjournment:

Trustee Liddle made a motion to adjourn the meeting at 6:52 p.m. A boxed lunch will be available before the 19 July 2018 regular monthly board meeting, which will begin at 12:00 p.m.



Ary Faraji, Executive Director

19 Jul 18
Date



Carlton Christensen, Chair

7/19/18
Date