

**Minutes of the
Summit Mosquito Abatement District Board Meeting
June 13, 2023**

The regular board meeting for Summit Mosquito Abatement District was convened on June 13, 2023 at 5 p.m. in the District's board room. Those present were DelRay Hatch, Bill Connell, Roger Crittenden, Trevor Hale, Gaylen Pace, Jason Richins, Bryan Stephens, and Tim Rees, District Auditor. David Darcey, Trevor Clegg, and Sue Pollard attended the meeting electronically. Greg Averett and Troy Dayley were excused from the meeting.

Action Items

Presentation of the 2023 Agreed-Upon-Procedures Report

The District auditor, Tim Rees, presented the 2023 audit report to board members. He indicated that he had completed, as required by the state auditor's office, an Agreed-Upon-Procedures Report for the District. During his inquiry, Mr. Rees said that he reviewed the District's financial and accounting records, compliance with meeting requirements, fund balances, training, fraud risk assessment, and insurance bonding. Mr. Rees indicated that the District is in compliance with all the requirements set forth by the state auditor's office, noting no exceptions to the standards. Mr. Rees did note that the District was close to its fund balance limit. Therefore, he advised the District on its report to the State Auditor's office showing a fund balance transfer of \$500,000 to the capital account. This will ensure the District stays well within the fund balance limit for its General Fund. The manager will revise the 2023 budget to show this transfer, plus other changes to the line items. The manager will work with Mr. Rees to get the 2023 Agreed-Upon-Procedures Report submitted to the auditor's office by June 30th.

Swearing in of New Board Member

DelRay welcomed and conducted the swearing in of new board member, Trevor Clegg. He will represent Kamas and replaces Matt Crittenden on the board.

Minutes from the April 11th Board Meeting

The minutes of the April 11th board meeting were sent to members prior to the meeting for their review. With no corrections or additions, Gaylen made the motion to approve the minutes for the April 11th board meeting, and Roger seconded. The motion passed unanimously.

Expenses from April and May 2023

Trevor Hale asked about the cost of \$1229.84 to Weller Recreation. The manager indicated that this was for the servicing of the District's 2015 and 2018 Polaris Rangers. With no other questions or concerns, Jason made a motion to approve the expenses for April and May 2023, and Trevor Hale seconded. The motion passed unanimously.

YTD 2023 Budget

Regarding the YTD 2023 budget, the manager noted the expenditure so far in the year for chemical. Because of the wet spring, he further noted that he was expecting chemical costs to be higher this year than any previous year. Roger asked if the cost for drone treatments would come from the “chemical” line item. The manager responded that for 2023 there was a separate line-item on the budget for drone treatments. The manager also indicated that he expects to spend a good portion of the amount allotted for drone treatments. Thus far, VDCI has been in the District three times to conduct treatments with its drone. With no other questions or concerns, Bill made the motion to approve the 2023 YTD budget, and Trevor Hale seconded. The motion passed unanimously.

2023 Revised Budget

The manager presented the board with a revised budget for 2023. The reason for the revised budget is to more accurately account for the interest income that the District is expected to receive during 2023. While preparing the budget at the end of 2022, the manager included an expected interest revenue in 2023 of \$30,000. With the increase in interest rates and the District’s account balances, this amount is going to be well under target. A reassessment shows that the District is more likely to receive \$120,000 in revenue for interest income in 2023. Also added to the revised budget is an income line-item of \$40,000 for revenue expected when the Ford F-150s are sold. Thus, the 2023 budget has been revised accordingly. With this increase in revenue comes the increase in the following expense line-items:

- Data plan for GIS system: from \$2,000 to \$2,600
- Rent: from \$700 to \$1,100
- Utilities: from \$2,000 to \$2,500
- Recertification Tests: from \$200 to \$400
- Payroll: from \$360,000 to \$486,000

Upon approval, the manager will submit the revised budget to the state auditor’s office.

Follow-up Items

Open Meeting Training

The board received the required annual training on Utah’s Open and Public Meeting Act (OMA). The manager used materials developed by the Summit County Attorney’s Office to deliver the training. Topics covered during the training included:

- The purpose of the OMA
- Who is subject to the law?
- The definition of a “meeting”
- Closed meetings: reasons for closing or not closing a meeting
- Notice requirements
- Emergency meetings
- Records of meetings
- Violations of the OMA

Amazon Government Account

As the District orders items from Amazon, the manager requested permission to open a government account. Bill said that Park City Public Works has an Amazon government account and felt that it worked well. Trevor indicated that the county's health department also had a government account and was in favor of the District opening one. Other board members agreed. Bill made a motion to approve opening a government account with Amazon, and Jason seconded. The motion passed unanimously.

Field Report

The manager said that the good news for the start of the season is that thus far it's been fairly cool. The bad news is that water is much more prevalent. Technicians have been quite busy just trying to survey and, if necessary, treat the existing water. The manager indicated that the reservoirs are full, and that he has done a drone treatment at Echo and expects to do treatments at Rockport as well. The manager asked that as board members talk to residents that they help set expectations. They should tell them that mosquitos will be more prevalent and that they prepare accordingly. The manager said that light traps have been put into the field and the collection of adult mosquitoes has been started. Most of the adult mosquitoes collected so far have been Inornata. As the weather warms, culex Tarsalis mosquitoes will begin to arrive. Once trapped, they will be sent to the Utah health lab for testing of West Nile Virus.

2023 UMAA Meeting

The next UMAA annual meeting will be held at Snowbird on October 29, 30, and 31. The manager indicated that given the distance from the county, board members would have the option of staying on site for the conference. Those wanting to attend and stay in a hotel room will let the manager know at the August meeting.

Jason made a motion to adjourn the regular board meeting and open the rate and budget hearing at 6 p.m.