**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**February 13th, 2023, at 2:00 pm**

The Board of Trustees of the South Salt Lake Valley Mosquito Abatement District, Salt Lake County, State of Utah, met in an electronic board meeting via Zoom with an anchor location established at the District offices at 7308 Airport Road, West Jordan, Utah.

The following board members were present: Jeff Bossard (Brighton), Tish Buroker (Riverton), Silvia Catten (Millcreek), Don Christensen (West Valley), Ty Brewer (Holladay), Jeff Gaston (Bluffdale), Brad Gilson (Draper), Paul Glover (Midvale), Kristie Overson (Taylorsville), Doug Petersen (Cottonwood Heights), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), LeAnne Huff (South Salt Lake), Gene Drake (West Jordan), and Laverne Snow (Murray),

The following board member was absent: Tamara Zander (South Jordan), Steve Shields (Herriman),

Also attending were Brian Hougaard, Dan McBride, and K. Smith

1. Welcome. Catten duly called the meeting to order and welcomed everyone.
2. Citizen Comments. No members of the public commented.
3. Board Conflicts of Interest Disclosures. No board members had any agenda conflicts to disclose.
4. Approve Minutes. Huff moved to approve and adopt the January minutes, and Bossard seconded the motion. The motion carried with all in favor (Brewer was absent from the vote).
5. Safety Manual Review. Catten turned the time for the review over to Hougaard. Hougaard reviewed the manual editing process and highlighted additions, including changes to the safety charter and committee, vocabulary changes, and updated language on SDS sheets. Snow commented that she believes the Safety Manual is too long and hopes additional training exists. Reynolds and Price commented that clarifying information regarding SDS sheets in a vehicle should be added. The language was added at the time of discussion. Overson moved to adopt the updated Safety Manual, and Risk seconded the motion. The motion carried with all in favor.
6. Legislative Review. Hougaard reviewed several bills that may potentially impact the District, including:
   1. HB 21- Open and Public Meeting Amendments
   2. HB 22- Local District Amendments
   3. HB 97-Government Records Access Amendments
   4. HB 135- State Holiday Amendments
   5. HB 173- Government Attorney Fees
   6. HB 280-Local Government Construction Project Bid Notice.
   7. HB 345- Local District Property Tax Amendments
   8. SB 24- Advanced Air Mobility Amendments
   9. SB 43- Public Notice Requirements
   10. SB 127- Cybersecurity Amendments
   11. SB 161 Advanced Air Mobility Revisions Senate Transportation

Petersen asked if any legislation or city ordinances exist that may put perimeter access and restriction on pesticides. Hougaard explained that, currently, he is unaware of any but that the District does act under the NPDES permit from the Utah Division of Water Quality. Buroker explains that DWQ does have specific standards for what can be put in the Jordan River.

1. Pay Adjustment. Hougaard explained that Eric Gardner had received a Master's degree in data analytics. Hougaard proposes that a $.50/hr raise be retroactively implemented to the first of the year. Buroker asks how the $.50/hr amount was determined. Hougaard explained that he believed that less would be insufficient and that, although his position does not require the degree, it would be an act showing support from the District—Petersen and Brewer voiced support for the raise. Reynolds asked why Eric did not seek tuition reimbursement. McBride explained that Gardner did not mention that he earned the degree and that management discovered it. Hougaard explained that with tuition reimbursement comes stipulations. Risk voiced support, saying analytics is essential to a biologist's job. Snow wondered if this would set a precedent. Hougaard says that although there is no policy, he believes in giving a District Manager leeway to reward the extra effort. Catten thinks this is a small price for the return but agrees that it does set a precedent. Catten wondered if the District may need to write a policy for future situations. Buroker believes that the District Manager should be given the discretion and makes a motion to accept the pay adjustment as presented. Price seconded the motion. The motion passes with all in favor.
2. Hiring of New District Manager. Hougaard explained that he would retire this year and asked the Board to start thinking about the process. Hougaard would like a new manager hired by June and July. Snow explained that Hougaard went through an extensive interview process and that it should potentially be a national search. Overson asks if there is a specific date for retirement. Hougaard explains that he could retire by October 15th, but his original plan was for the end of the year. He went on to explain that his decision was not final. Catten recommended that a small committee be formed and that additional discussion should occur in March. Petersen asked if there would be enough time to train an individual as a replacement. Hougaard explained that it depends on if the candidate is internal or not. He planned that an internal candidate could take over responsibilities seamlessly, whereas an external candidate may need additional time. Hougaard explained that there are definite advantages to hiring internally. Huff agrees with internal candidates sometimes being the best choice. Hougaard explained that the decision, ultimately, lies with the Board and that any new managers will run things differently than he.
3. Conditions of the District. Hougaard reported on the following items.
   * District Activities include training/education, facility/equipment maintenance, winter goals, school presentations, policy review and adjustments, 2023 season preparation, purchase of pesticides and supplies, and seasonal recruitment.
   * Manual/Policy Review. Next month the Employee Handbook will be reviewed, and Board Members can suggest policy changes.
   * 2023 Conferences
     + AMCA Annual Meeting – Feb 27-Mar 3 (Reno, Nevado). Three staff and two Board Members will be attending (Risk and Snow).
     + UMAA Annual Meeting – Oct 29-31 (Snowbird, UT)
     + UASD Annual Conference – Nov 1-3 (Layton, UT)
   * Safety Report. No incidents were reported.
4. Open and Public Meeting Act Training – Video. The training was postponed due to technical difficulties and will occur in the March meeting.
5. Board Meeting Items for March 13th Meeting- McBride wonders if Board members will want the presentation on the WALS system, and it was decided that it should be done in the next Board meeting. No additional agenda items were requested
6. Approve Bills. The bills were presented for approval and payment. Snow moved to pay the bills. Drake seconded the motion. The motion carried with all in favor
7. Adjourn. Petersen moved to adjourn the meeting, with Brewer seconding the motion. The meeting was adjourned at 3:17pm.