**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**March 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 person and via Zoom with an anchor location established at the District offices at 7308 Airport Road, West Jordan, Utah.

The following board members were present: 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), Laverne Snow (Murray), Tamara Zander (South Jordan), and Steve Shields (Herriman).

The following board member was absent:

Gene Drake (West Jordan) and Jeff Bossard (Brighton).

Also attending were Brian Hougaard, Dan McBride, and Citizen Steve Van Maren (Sandy)

1. Welcome. Catten duly called the meeting to order and welcomed everyone.
2. Citizen Comments. Steve Van Maren of Sandy thanked McBride and Hougaard for accommodating an update with the agenda font posted. Van Maren pointed out that the "Board Packet" mentioned in the meeting was not available on the transparency website. Van Maren also commented that audio recordings should be available within 10-days on the transparency website
3. Board Conflicts of Interest Disclosures. No board members had any agenda conflicts to disclose.
4. Approve Minutes. Price moved to approve and adopt the February minutes, and Snow seconded the motion. The motion carried with all in favor (Brewer was absent from the vote).
5. AMCA Meeting Report. McBride, Risk, and Snow attended in Reno, NV, and reported on presentations and speakers from the conference.
6. Legislative Review. Hougaard revied the bills that passed this year's legislative session that will impact the District
7. Employee Handbook Review. Catten asked for comments and questions from the Board. Price mentioned a grammar change that was needed. Hougaard reviewed the handbook editing process and highlighted additions, including a new policy on District representation in news media and a more robust information technology section. Overson commented that she believes a yearly review is a great idea and appreciates the Board's participation. Buroker commented that she like the language on the media policy and wonders if it should be more robust. McBride clarified that the language chosen was to show that we are not antagonistic against the media. Shields wonders if we utilize VPN and commented that he would like to discuss security risks with VPN usage. Reynolds asked if there was language about personal usage of District vehicles, such as picking up a family member. Hougaard explained that the only usage of personal use of the vehicle is during conferences. Hougaard continued to explain that ride-a-longs are allowed by signing a consent form. Reynolds wonders if that may leave us open to 3rd party lawsuits. McBride explained that the current language might allow the District Manager that discretion. Snow commented that several places within the Employee Handbook mention the current Utah Code and wonders if we need to keep certain hard copies of the laws mentioned. Shields moved to accept the handbook and revisions, with Glover seconding. The motion carried with all in favor.
8. District Manager Hiring discussion. Hougaard proposed that the Board create a committee discussing the timeframe and steps taken to hire a new manager. Catten comments that having a smaller committee would help parse through some of the initial applicants. Catten volunteers as the current chair to be on the committee. Petersen asks what Hougaard's current plan is. Hougaard explained that his current timeframe is consistent with the prior dates. He explained that he would like some overlap to allow for training. Catten asked if there was a means to get applications already in place within the District. Hougaard explained that for all other roles, the manager is in charge, but the Board has the responsibility to hire, but that he would be willing to assist. Buroker asked if the committee would pick the new manager or if they would propose several candidates to the Board. Price commented that the committee would select several candidates in standard procedures on other Boards and then present them. Risk wondered if they could post the position through the AMCA. Hougaard said that they could. Snow wondered about the selection's scope and if the committee should discuss that. Catten wondered how the previous hiring happened. Hougaard explained that it was internal. Price explained that she believed that it must be posted. Risk explained that she thinks it should first be limited to state and internal candidates. Petersen asked if Hougaard would be on the committee. Hougaard said that he would, along with Kassie Draper. The Board decided on the following to serve on the committee.
   * Silvia Catten
   * Linda Price
   * Doug Petersen
   * Brian Hougaard
   * Kassie Draper
9. 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 Board By-Laws will be reviewed, and Board Members can suggest policy changes.
   * 2023 Conferences
     + UMAA Annual Meeting – Oct 29-31 (Snowbird, UT)
     + UASD Annual Conference – Nov 1-3 (Layton, UT)
   * Safety Report. A minor first-aid incident did occur. An employee slipped on the ice but with no injury. Brewer asked if it is common for an employee to be out on the ice, and Hougaard explained that employees are not on the ice often.
10. Open and Public Meeting Act Training – Video. The training video from the state of Utah was shown.
11. Approve Bills. The bills were presented for approval and payment. Petersen moved to pay the bills, and Christensen seconded the motion. The motion carried with all in favor.
12. Board Meeting Items for April 10th Meeting- Price brought up a notice she received from animal control. The notice explained that animal control would be able to give the District devices to scan chips of stray dogs. Hougaard voiced his reluctance to participate in the program. Glover explained that it was brought up in Midvale city, and their police department was also reluctant due to liability. Hougaard mentioned the WALS treatment presentation and said it would be pushed toApril. Reynolds asked about current plans for a year of increased water. Hougaard explained specific steps that the District is taking to mitigate risk.
13. Adjourn. Brewer moved to adjourn the meeting, with Christensen seconding the motion. The meeting was adjourned at 3:16pm.