**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**April 10th, 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 via Zoom with an anchor location established at the District offices at 7308 Airport Road, West Jordan, Utah.

The following board members were present: Silvia Catten (Millcreek), Don Christensen (West Valley), Jeff Gaston (Bluffdale), Paul Glover (Midvale), Kristie Overson (Taylorsville), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), LeAnne Huff (South Salt Lake), Laverne Snow (Murray), Gene Drake (West Jordan) and Jeff Bossard (Brighton) and Steve Shields (Herriman),.

The following board member was absent:

Tamara Zander (South Jordan), Tish Buroker (Riverton), Ty Brewer (Holladay), Brad Gilson (Draper), and Doug Petersen (Cottonwood Heights),

Also attending were Brian Hougaard and Dan McBride

1. Welcome. Catten duly called the meeting to order and welcomed everyone.
2. Citizen Comments. No citizen comment
3. Board Conflicts of Interest Disclosures. No board members had any agenda conflicts to disclose, and Catten reminded the Board to sign the conflict of interest document emailed to them.
4. Approve Minutes. Huff moved to approve and adopt the March minutes, and Linda seconded the motion. The motion carried with all in favor (Brewer was absent from the vote).
5. Resolution to Amend Midvale Main Street CDA Interlocal Agreement-Resolution #23-02. Hougaard explained that the original CDA had some erroneous numbers under the Contingency Budget section (Section 8 of the resolution) and that the amended CDA reflects correct numbers. Hougaard also mentioned that this draft of the resolution and amended CDA had been sent to the lawyer, who had approved the language. Glover explained that Midvale city had originally received the numbers from Salt Lake County and had copied them into the original CDA and that this resolution was needed. Bossard moved to approve and adopt Resolution #23-02, and Glover seconded the motion. The motion carried with the following vote:

AYE: Bossard, Catten, Christensen, Drake, Gaston, Glover, Huff, Overson, Price, Reynolds, Risk, Shields, Snow.

NAY: None

ABSTAIN: None

ABSENT: Brewer, Buroker, Gilson, Petersen, Zander

1. Quarterly Financial Review. Hougaard reviewed the quarter-end statements, balances, and outstanding liabilities. A discussion within the Board took place
   * Snow asked if there would be an issue with the budget for when pesticides will be bought. Hougaard explained that we should be fine and have some excess in the budget.
   * Catten asked if we would spend more on pesticides because of the wet spring. Hougaard explained that the amount ordered anticipated for a wet spring and that, due to some changes in the catch-basin program, we have "wiggle room" within the budget
   * Snow pointed out that an amended budget could make more funds available. Hougaard said we would amend the budget in December to reflect changes throughout the season.
2. Trustee By-Laws Review. Catten asked for comments and questions from the Board.
   * McBride asked if the elected/appointed ratio reflected in the current by-laws should be kept, as state law has changed, which makes the need for it defunct. Catten stated that it should reflect current law. Hougaard asked if there is an advantage in keeping preference for elected officials. Glover, Overson, Price, and Catten stated that selecting elected officials should be saved. Overson noted that elected officials are accountable for tax increases, and the language was changed to reflect that discussion.
   * McBride explained language changes in gifts given to Board members and Board responsibility.
   * A question was raised about whether the Treasurer should be a Board member. Catten wondered if the current language stating that the Treasurer need not be a Board member was due to certain entities that hire an outside individual to do accounting, but that she likes the idea of the Treasurer being a Board member. Hougaard stated that he believes that assistant treasurers may not have to be Board members but that the Treasurer should be a Board Member due to oversight. McBride explained that some issues with separation of duties might exist if the Treasurer was not a Board member. Catten stated that language should be added, with Risk agreeing
   * McBride explained that the language was changed to reflect the District's change from a local district to a special district
   * A discussion was had on the removal of officers. Currently, the language states that a majority vote of the Board is required to remove and replace the officers, but it does not clearly state if that is a full majority or a simple majority. Catten explained that she would prefer having the total Board vote and not just a simple quorum. Price wondered if would still be a majority vote or if the Board would want a 2/3rds majority to vote for removal. Catten said a majority vote should work but with a complete Board present. Snow wondered if requiring an entire Board may cause issues. Price wondered if requiring the meeting to have 2/3rds of the Board in attendance and that the vote for removal having to reflect a majority of total board members would work. McBride asked if we could table the vote until he clarified the language.

Catten called for a motion to table the discussion, and Snow moved to table the discussion, with Risk seconding the motion. The motion passes with all in favor.

1. New Hiring of New District Manager-Committee Report. Catten explained that the committee had put together a process. This includes:
   * Posting the job/job description throughout the month of July
   * The committee will interview all candidates and bring the top 2 or 3 candidates to the August meeting
   * The final decision will be left to the Board

Christensen asked if that timeline would cause conflict with candidates as it is in the middle of the mosquito season. Catten stated that a serious candidate should be able to do both and might even appreciate a smoother transition at the end of the season. Price also said that the hiring date would be closer to the middle of September, coinciding with the season's end. Risk asked for clarification on the interview process. Catten said that the initial interview would be with the committee, and the final interview would be with the Board. Overson thanked the committee for their work and the thoughtful process by which they approached the assignment.

1. Wide Area Larvaciding System Presentation. McBride presented information on wide-area larviciding, a system that the District will utilize this season in conjunction with Valient. Risk wondered if other Districts in Utah are going to join. McBride stated that at the moment, only the South Salt Lake Valley Mosquito Abatement District is involved, but others may want to "piggyback" off our data. Reynolds asked if we were getting any benefits. McBride stated that the most significant benefit is utilizing the equipment with no up-front costs. Christensen asked if this is similar to neighborhood Adulticiding. McBride noted that we are currently targeting more commercial areas but are utilized in nationwide residential areas to shift it quickly.
2. Conditions of the District. Hougaard reported on the following items.
   * District Activities include Seasonal Employee Start & Training, Training Improvements, Purchase of Equipment and Supplies, Bike & Trap Maintenance, Policy, Program Review, Field Inspection, and Treatment preparation, purchase of pesticides and supplies, and seasonal recruitment.
   * Manual/Policy Review. Next month the Board By-Laws, Procedures Manual, and Purchasing Policy will be reviewed. 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, and a delivery driver slipped on the ice on our loading dock with no injury.
3. Board Meeting Items for April 10th Meeting- no items were brought forward.
4. Approve Bills. The bills were presented for approval and payment. Risk asked for clarification about Allstream, and Hougaard said it was the internet. Gaston moved to pay the bills, and Overson seconded the motion. The motion carried with all in favor.
5. Adjourn. Gaston moved to adjourn the meeting, with Hugg seconding the motion. The meeting was adjourned at 3:17pm.