**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**May 8, 2023 at 2:00pm**

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: Silvia Catten (Millcreek), Jeff Bossard (Brighton), Don Christensen (West Valley), Ty Brewer (Holladay), Jeff Gaston (Bluffdale), Paul Glover (Midvale), Kristie Overson (Taylorsville), LeAnne Huff (South Salt Lake)

 Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), Laverne Snow (Murray), Tish Buroker (Riverton), Tamara Zander (South Jordan), Gene Drake (West Jordan), and Brad Gilson (Draper),

The following board members were absent: Steve Shields (Herriman),

Also attending were Brian Hougaard and Dan McBride.

1. Welcome. Catten duly called the meeting to order and welcomed everyone.
2. Citizen Comments. No members of the public were present to comment.
3. Board Conflicts of Interest Disclosures. No board members had any agenda conflicts to disclose.
4. Remembrance of Doug Petersen- Catten recognized Councilman Doug Petersen of Cottonwood Heights, who passed away suddenly in April, and his contributions to the District.
5. Approve Minutes. Price moved to approve and adopt the April minutes. Overson seconded the motion. The motion carried with all in favor (Zander was absent from the vote).
6. Trustee By-Laws- Approve. Hougaard presented the revised By-Laws. He stated that most changes were made in April, but there was discussion and edited language on removing Board Officers. Buroker asked if the final sentence about employment needed to be included. McBride explained that the language is included because occasionally, Board Officers might not be Board Members, like in the case of assistant treasurers employed at the District. The Board also discussed language changes from the elected and appointed Board Member ratio and requiring the Treasurer to be a Board Member. Brewer moved to approve the 2023 By-Laws, with Risk seconding the motion. The motion carried with all in favor.
7. Procedural Manual Review- A discussion of changes to the Procedural Manual was commenced. Reynolds wondered if the language about promoting a District Manager and not posting is problematic. Snow agrees. Hougaard explained that the current Board fills the District Manager position and depends on the Board at a given time. Risk stated that it leaves the option and allows the Board to react to any situation. Buroker noted that unless the Board feels strongly, keeping the policy broad provides freedom in decision-making. Reynolds stated that she thinks that it should always be posted. McBride asked for clarification, saying that if we remove language from the District Manager hiring process, we must change all hiring processes that state that internal candidates are considered. Snow noted that she would prefer to remove the language entirely, not to show any appearance of favoritism. McBride stated that he believes that the language broadens the decision-making process of the Board and does not necessarily show favoritism. Reynolds asked if the language could be changed to show that the posting was at least done internally. The language was changed to show that external posting or advertising of the vacancy is not mandatory. Huff moved to approve the edits of the Procedural Manual, with Brewer seconding it. The motion carried with all in favor.

1. Hiring a New District Manager. Catten stated that a discussion already took place and asked if Hougaard needed to add anything. Hougaard noted that with the passing of Doug Petersen, a vacancy opened up in the hiring committee. After discussion with current committee members, it was decided that a Board Officer would fill the vacancy. Buroker and Risk agreed to help, with Buroker serving on the committee and Risk acting as an alternate. Brewer thanked both for being willing to take over. Catten reaffirmed that posting would begin in July.
2. Conditions of the District. Hougaard reported on the following items.
	* District Activities include Seasonal Employee Start & Training, Training Adjustments, Policy and Program Review, GIS Set-Up and Implementation, Start Mosquito Trapping, Field Inspection and Treatment, Start Catch Basin and Urban Crew Programs, and Service Requests.
	* Manual/Policy Review. Next month the Purchasing Policy will be reviewed, and Board Members can suggest policy changes.
	* 2023 Conferences
		+ UMAA Annual Meeting – Oct 29-31st (Snowbird, UT)
		+ UASD Annual Conference – Nov 1-3 (Layton, UT)
	* Audit Committee Meeting- The audit will be completed soon, and a meeting will be set up with committee members to review the audit.
	* Safety Report. A minor auto accident was reported.
	* Discussion- Buroker asked if removing the Prison in the Bluffdale/Draper area has impacted operations. McBride stated that the District has already seen a decrease in water and that because of the size of the Prison property, that decrease will affect all surrounding cities. Buroker asked if, during auto accidents, policies are in place for drug testing. Hougaard said that we are reviewing the procedure, but as it stands, an at-fault accident would require a drug test. Hougaard further stated that the accident was so minor that it was considered no-fault. Brewer noted that at a place of business, he was associated with, they employed many drivers, and the rule was that any incident would require a drug screen. Hougaard stated that our insurance company has asked that any minor incident should have a police presence, and this incident did not. He further said that we are also contacting other police agencies to see what they would recommend.
3. Board Member Items for the June 11th Meeting. Brewer asked that some information be given for Gambusia, specifically about the risk of placing the fish on private property.
4. Approve Bills. The bills were presented for approval and payment. Brewer moved to pay the bills. Huff seconded the motion. The motion carried with all in favor.
5. Adjourn. Glover moved to adjourn, with Brewer seconding and the meeting was adjourned at 2:59 pm.