

**BOX ELDER MOSQUITO ABATEMENT DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

Time: August 1, 2023, at 7 p.m.

Place: Box Elder Mosquito Abatement District
115 South 1050 West, Brigham City, Utah 84302

Trustees	Megan Armstrong	Linda Bourne	Kirk Coombs	Tim Heyder
present:	Thomas Jensen	Dale Millsap	Tamara Miner	Sandra Nelson
	Travis Nelson	Rex Nessen	Mark Thompson	Nic Tree
	James Walker	Les Wheatley		

Present via Zoom: Cory Bennion

Trustees absent: Boyd Bingham, Fred Ward

Others present: Randy Sessions – Director, Tyson Packer – Assistant Director, Jon Nelson – Field Manager, Janet Karren – Administrative Assistant

1. Chair Mark Thompson called the meeting to order and welcomed those in attendance.
2. Mark led the group in the Pledge of Allegiance.
3. A motion was made to approve the June 6, 2023, Board Meeting Minutes.
Motion: Kirk Second: Rex No Discussion Vote: Unanimous
4. Tamara completed the financial audit and reported that everything is in order.
5. A motion was made to approve the internal audit and pay the bills.
Motion: Kirk Second: Megan No Discussion Vote: Unanimous
6. Mark Thompson reported on our annual Fraud Risk Assessment. This year's committee included Mark, Tamara, Megan, and Thomas. We achieved the same score as last year, and the only way we can raise our score is to hire a full-time accountant or invest in extra training for our current staff. The committee feels we are already successfully following correct procedures to prevent fraud within our organization.
7. Randy presented the Director's Report. He included information about precipitation/moisture levels, acres treated to date, West Nile Virus statistics from 2014-2023. Our district has not had any West Nile positive mosquito pools yet this season, but WNV has been detected in Davis, Magna, and Uintah counties.

Randy then announced he will be retiring effective December 31, 2023.
8. 2024 Staffing Adjustments. BEMAD Policies and Procedures, Part Section III, originally approved and adopted in 2000, states:

'Internal Promotions. It is Box Elder Mosquito Abatement District's policy to give first consideration to current District employees to fill a job position.'

Tyson Packer is the Assistant Director of our district. He started working for Box Elder Mosquito Abatement in 1998, and he has since been employed full-time with the district for 21 years for a total of 24 years. He has intricate knowledge of the workings of the district.

A motion was made to promote Tyson Packer to be manager of Box Elder Mosquito Abatement District effective January 1, 2024.

Motion: Kirk Second: Megan

Discussion:

It was noted that the Board of Directors is only responsible for hiring the Director, and the Director is then responsible for hiring additional employees.

Randy said he has been grooming Tyson for this position for many years.

Les feels it is a disservice to the County to hire from within without considering other potentially qualified candidates. Others felt it is not necessary and even a waste of time and resources to have a well-qualified, proven candidate in-house and still bring in other hopeful candidates.

Megan asked about the salary for the new director as it has not been determined yet. Since the tentative 2024 budget hearing is coming up in October, Randy recommended the current director salary be used in the tentative budget, and the board can negotiate an agreeable salary with Tyson at that time. The board decided to create an ad hoc committee to determine what a fair salary might be. Members of the committee are Megan, Nic, James, and Rex. This committee will meet in September in preparation for the October salary negotiations.

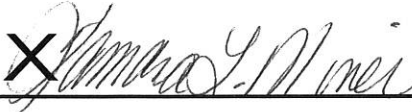
Randy said that Utah Code states that the Board of Directors is responsible to evaluate the Manager's performance, and the Manager evaluates other employees' performance. Megan suggested having seasonal employees complete a questionnaire as one way to evaluate the manager.

Vote: Les Wheatley voted no. Motion passed by majority.
Remainder of board in attendance voted yes.

9. Motion to adjourn @ 7:45 p.m.

Motion: Kirk Second: Megan No Discussion Vote: Unanimous

10. **Next Meeting: October 3, 2023**

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Board Member