**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**September11th, 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 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 Don Christensen (West Valley), Jeff Gaston (Bluffdale), Linda Price (White City), Florence Reynolds (Sandy), Paul Glover (Midvale), Ilene Risk (Salt Lake County), Silvia Catten (Millcreek), Laverne Snow (Murray), Tish Buroker (Riverton), Gene Drake (West Jordan), Ty Brewer (Holladay), Steve Shields (Herriman), Tamara Zander (South Jordan), and Brad Gilson (Draper

The following board members were absent:), Kristie Overson (Taylorsville), and Matt Holton (Cottonwood Heights), LeAnne Huff (South Salt Lake), Jeff Bossard (Brighton),

Also attending were Dan McBride, Resident Steve Van Maren

* Welcome. Chair Catten duly called the meeting to order and welcomed everyone.
* Citizen Comments. No comments from citizens were present.
* Board Conflicts of Interest Disclosures. No board members had any agenda conflicts to disclose.
* Approve Minutes. Buroker wondered if a vote was taken for the compliance audit. McBride stated that he forgot to include that, and that he would add it back in. Gilson moved to approve and adopt the September minutes with Buroker's adjustments in place. Risk seconded the motion. The motion carried with all in favor (Zander was absent the vote).
* Resolution #23-04-Certification of Authorized Users on the PTIF account. Catten explained that with the recent change of District Manager, it becomes necessary to change who has access to the PTIF accounts. McBride also stated that a “clean up” of access would also take place, removing some of the old access and granting access to Ilene Risk, who is serving as Treasurer. Snow wondered if the wording implies that it would be necessary for both parties (McBride and Risk) to be present to make changes to the PTIF account. The Board discussed and determined that the language of the resolution should be interpreted as a check and balance, in which McBride and Risk could both have access to the account, but that they would not need to by present to make changes. Price moved to pass the resolution, Gaston seconded the motion. Due to this being a resolution, a roll call voice was taken with the following results.

**AYE:** Brewer, Buroker, Catten, Christensen, Drake, Gassen, Gilson, Huff, Overson, Price, Reynolds, Risk, Shields, Snow, Zander

**NAY:** None

**ABSTAIN**: Snow

**ABSENT**: Bossard, Zander, Huff, Overson, Holton

* Board Officer Changes. McBride explained that with Brian retiring, there is now an opening for the Assistant Treasurer, which has historically been held by the Manager. McBride explained that as he is now Manager, it is difficult to also perform the role as Assistant Secretary. McBride previously asked Eric Gardner, the District Biologist, to fill in the role, but now asks the Board to ratify that decision. Catten states that she agrees and supports the idea of keeping the Assistant Treasurer as the Manager, as that simplifies operations. Brewer moved that McBride be made assistant Treasurer and Eric Gardner be made Assistant Secretary. Snow seconds the motion. The motion passes with all in favor (Zander absent for the vote)
* Third Quarter Financial Review. McBride reviewed the quarter-end statements, balances, and outstanding liabilities.

* Tentative Budget. The tentative budget was sent to all board members in advance for review. McBride presented the 2023 Tentative Budget. He explained that additional changes and details will be discussed next month, including salary. McBride pointed out that overall, the budget seems to be increasing around 3%, following market trend. Snow asked if the additional 3% is going to be coming from a different revenue stream, or existing accounts. McBride explained that it would be taken from the excess fund balance. Catten wondered about Capital Fund projects for 2024. McBride explained that several projects including a new fence, and a new gate, servers, and software licensing. Catten asked about Insecticides, and wondered as why it has not gone up. McBride explained that we have the stores available because of some changes in the bike program. With the usage decreasing, the District has been able to delay some of the cost savings. Risk wondered how much pesticide is carried over year-by-year. McBride explained that around 15% is carried over, and is utilized early the following year. Brewer asked about the IT increase in the payroll. McBride explained because of some increase in cost of the firm that we are using, bringing the position in-house makes more fiscal sense. Brewer cautioned that the IT world has many specialties and finding a person may be difficult. McBride concurred.
* Conditions of the District. McBride reported on the following items.
  + Mosquito-Borne Diseases: The District has 46 positive pools, Salt Lake County has 102, and Utah has 295 positive pools—three positive human cases in Utah, with 552 positives in the country.
  + 593 acres treated with 110,647 mosquito adults in all traps
  + McBride reported on the Invasive Mosquito Species Response Plan. He explained that the plan encompasses what steps the District would go through if an invasive species of mosquito was detected within District boundaries.
  + McBride reported on the District’s membership in the Multi-State Information Sharing and Analysis Center, and the steps that the District is taking to mitigate some of the cybersecurity risk.
  + 2023 Conferences
    - UMAA Annual Meeting – Oct 29-31st (Snowbird, UT)
    - UASD Annual Conference – Nov 1-3 (Layton, UT)
    - Utah Division of Finance Government Finance Officers Association
    - AMCA Conference March 4-8, Dallas, TX
  + Safety Report. 0 Minor incidents were reported.
* Items for the November Meeting-No items were reported
* Approve Bills. The bills were presented for approval and payment. Risk moved to pay the bills. Zander seconded the motion. The motion carried with all in favor.
* Adjourn. Catten moved to adjourn the meeting. The meeting was adjourned at 3:07 pm.