**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**November 13th, 2023 at 2:00 pm**

The Board of Trustees of the South Salt Lake Valley Mosquito Abatement District (SSLVMAD), Salt Lake County, State of Utah, met 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 Silvia Catten (Millcreek), Don Christensen (West Valley), Jeff Gaston (Bluffdale), Brad Gilson (Draper), Paul Glover (Midvale), Matt Holton (Cottonwood Heights), LeAnne Huff (South Salt Lake), Kristie Overson (Taylorsville), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), Laverne Snow (Murray), and Tamara Zander (South Jordan).

The following board members were absent:), Jeff Bossard (Brighton), Tish Buroker (Riverton), Gene Drake (West Jordan), Ty Brewer (Holladay), and Steve Shields (Herriman).

Also attending were Dan McBride, Eric Gardner, and Resident Steve Van Maren

1. **Welcome**. Chair Catten duly called the meeting to order and welcomed everyone.
2. **Citizen Comments**. Steve Van Maren commented that mosquito borne disease mentioned in the directors report included in the minutes from the October meeting of the Board of Trustees was not specific, and that while the mention of disease was assumed to refer to West Nile virus, clarification would be appreciated. Snow mentioned that clarification was available in Conditions of the District documents available to the public. McBride stated that providing specific information in the minutes is not problematic and that the minutes could be amended to include specific mention of West Nile virus. Catten agreed with both comments
3. **Board Conflicts of Interest Disclosures**. No board members had any agenda conflicts to disclose.
4. **Approve Minutes**. Snow mentioned that the draft meeting minutes from the October meeting of the SSLVMAD board contained some small typos and omitted a request she made during that meeting that clarification of guidelines concerning board member eligibility to attend national conferences be addressed in the November board meeting, and requested that the minutes be adjusted to correct those errors. Snow then moved to approve and adopt the October minutes with the stated adjustments. Price seconded the motion. The motion carried with all in favor.
5. **NWMVCA/UMAA Annual Conference Report**. Snow, Price, and McBride reported on attendance at the Utah Mosquito Abatement Association (UMAA) annual conference. All were pleased with the quality of information presented at the meeting and specifically noted presentations about board member training, black flies, and application of developing technologies such as unmanned aerial aircraft and artificial intelligence to mosquito control; Snow encouraged attendance at future meetings. McBride reported that he delivered a presentation about a wide area larvicide trial conducted at SSLVMAD at both the UMAA and North West Mosquito and Vector Control Association (NWMVCA) annual meetings. McBride also reported on presentations at the NWMVCA annual meeting noting that response to climate challenges and uses of PCR technology presented at the meeting may have application at SSLVMAD in the future.
6. **UASD Annual Conference Report**. Snow, Price, and Christensen reported on attendance at the Utah Association of Special Districts (UASD) annual meeting. It was noted that the UASD has prepared new policy templates updated to reflect recent changes to regulations, and reviewing and adopting the new templates as applicable was recommended. Recent changes made board member training particularly valuable this year. Presentations about emergency preparedness, artificial intelligence, achieving government excellence, learning from safety reports, and a bill to change metropolitan townships to towns or cities were discussed.
7. **Approve 2024 Tentative Budget**, **Salaries**. McBride presented proposed salaries for SSLVMAD staff in 2024 including a 4.8% cost of living increase (based on the employment cost index value) and a 2% merit increase recommended for current staff excluding the District manager, a wage adjustment for the facility and fleet manager and biologist positions, proposed salary ranges for an assistant manager position and an information technology assistant position anticipated to be filled in 2024, and a starting base wage of $15 per hour for seasonal employees. Catten suggested a cost of living adjustment for the District manager to bring the salary above the minimum range established for that position, to avoid large future corrections, and to better reflect conditions based on information not available when the original salary was suggested at the time of hire. Snow questioned how salaries at SSLVMAD compare with salaries at other mosquito abatement districts in the state. McBride explained that SSLVMAD salaries fall in the middle of the range observed across the state and indicated that that seemed appropriate based on differences in priorities and structure. Risk questioned if the proposed starting wage for seasonal employeses would be adequate to attract sufficient applications. McBride explained that the graded seasonal pay structure in place would result in higher pay for many applicants based on education and experience.

McBride explained some differences in budget line item amounts from previous years including an increase in the amount budgeted for technology to upgrade hardware and a decrease in the amount budgeted for vehicles following an adjustment to the vehicle replacement schedule. The proposed 2024 tentative budget is about 1.6% higher than the 2023 budget.

Price moved to approve the 2024 tentative budget with a 4.8% cost of living adjustment for the District manager. Gaston seconded the motion. The motion carried with all in favor; Zander was absent for the vote.

1. Conditions of the District. McBride explained that District staff is working on training, preparing an annual report, winterizing the facility and equipment, 3D printing, preparing surplussed vehicles for sale, preparing a job description for the position of assistant manager, and completing other winter goals.

Regional and national conferences to be held in 2024 were discussed. Guidelines for board member participation at national American Mosquito Control Association (AMCA) conferences as established in February 2018 were reviewed and included recommendations that preference be given to board members that have served on the board for at least 1 year, have attended at least 75% of board meetings, and have not attended the national conferencne within 3 years, and that attendance be limited to 2-5 board members attending. Guidelins for board member participation at the AMCA Washington conference included recommendations that preference be given to board members that have attended a national AMCA meeting and have not attended the Washington conference within 5 years, that the best prepared board members be sent, and that all participants attend pre-conference training. The maximum recommended number of representatives from SSLVMAD is 2 as more representation at meetings in Washington is often not more effective. Special circumstances warrenting deviation from the guidelines should be submitted to the board in writing. The guidelines are not currently binding policy. McBride noted that SSLVMAD has not sent representatives to the AMCA Washington conference in recent years, but noted that his participation in 2024 may help fulfil his responsibilities in West Central Mosquito and Vector Control Association and UMAA leadership positions.

McBride noted increased enforcement of board training requirements and reminded Zander and Holt of upcoming deadlines to complete training.

Catten mentioned receiving reports of persistent mosquitoes. McBride suggested that some mosquitoes may have persisted into November due to a large population of mosquitoes at the end of summer, unseasonably warm weather, and reduced mosquito control around the Great Salt Lake in the past month, but noted that observed mosquitoes may not be disease vectors.

1. Items for December 11th Board Meeting/Public Hearing. No additional items were suggested.
2. Approve Bills. The bills were presented for approval and payment. Christensen moved to pay the bills. Price seconded the motion. The motion carried with all in favor; Zander was absent for the vote.
3. Adjourn. Gaston moved to adjourn the meeting. Huff seconded the motion. The meeting was adjourned at 3:25 pm.