**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), LeAnne Huff (South Salt Lake), Tamara Zander (South Jordan), Linda Price (White City), Florence Reynolds (Sandy), Paul Glover (Midvale), Jeff Bossard (Brighton), Ilene Risk (Salt Lake County), Silvia Catten (Millcreek), Laverne Snow (Murray), Tish Buroker (Riverton), Gene Drake (West Jordan), Brad Gilson (Draper), and Matt Holton (Cottonwood Heights)

The following board members were absent:), Ty Brewer (Holladay), Steve Shields (Herriman), Kristie Overson (Taylorsville),

Also attending were Brian Hougaard, 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 presented several adjustments to the minutes. Price moved to approve and adopt the August minutes with Buroker's adjustments in place. Glover seconded the motion. The motion carried with all in favor.
* New District Manager-Compensation. Chair Catten introduced the topic and explained the hiring committee's process for determining the new salary. The committee offered McBride $90,000 a year, stipulating that no adjustments or cost-of-living would be considered until the end of the 2024 calendar year. This amount was decided through an overview of other Mosquito Abatement District Manager salaries. Catten explained that some difficulty arose when including the Salt Lake Mosquito Abatement District due to their pay structure. Discussion from the Board included:
	+ Hougaard explained that the original salary scale for the new District Manager was taken from the salary survey conducted in 2022 and that he had requested that adjustments be made to the study when including Salt Lake's salaries.
	+ Price commented that part of the offer consideration was McBride moving from non-exempt and able to get overtime to exempt without overtime.
	+ Snow asked what the original pay range was. $87,776-116,000.
	+ Catten explained that the committee did look to Office Manager Draper in determining the number, with her expertise in Human Resource Management.
	+ Reynolds asked if salaries are considered mid-year. Hougaard explained that typically, they are only considered at the end of the year. McBride stated that is mainly due to the District's fiscal year being January-January.
	+ A discussion occurred surrounding performance plans, with the consensus being that McBride's performance plan would be implemented in January 2024. With Christensen seconding, snow moved to approve the new District Manager's salary. The motion passed unanimously.
* Audit Committee Report-Fraud Risk Assessment- Christensen presented the Audit Committee's Fraud Risk Assessment findings. Several findings included:
	+ No staff are a CPA's or have a bachelor's degree in accounting
	+ Some Board members have not completed the State Auditor online training
	+ No staff member has completed the 40 hours of formal training related to accounting, budgeting, or financial areas
	+ The District does not have any internal audit functions.

Discussion points from the Board, including

* Catten asked about formal internal audits. McBride explained that it would be hiring an agency or individual to come in and audit the District outside of our State audit. Snow explained that although she supports internal audits, having staff specifically for internal auditing would be expensive.
* Hougaard explained the process that is required to complete the online training.
* Catten asked if there is a plan to have the full-time staff complete the 40 hours of training. McBride explained that there is a plan to have someone start doing the 40-hour training.
* Snow explained that, several years ago, the State auditor had findings of separation of duty, and the Board determined to make a fix. She further explained that it is possible to make changes, but it could cost more.
* Buroker pointed out that this form is a catch-all for all agencies, and it can't, by its nature, be specific. She stated that she wanted the District to be perfect when she started with the Audit Committee, which might be infeasible for this District.

Christensen explained that with the current point calculation, the District is at a Moderate level, but with some training completion, we will be at the low-risk level. Christensen stated that the Audit Committee recommends accepting the Fraud Risk Assessment.

* Conditions of the District. Hougaard reported on the following items.
	+ Mosquito-Borne Diseases: The District has 39 positive pools, Salt Lake County has 66, and Utah has 203 positive pools—three positive human cases in Utah, with 552 positives in the country.
		- Risk asked if local Malaria detection in the United States was travel-related. McBride explained that thus far, the local Malaria has not indicated traveling. Zander asked about travel-related Malaria and why Utah's numbers are higher than the country's average. McBride and Risk explained that the large LDS returning missionary population makes up the majority of cases.
	+ 570 acres treated with 105,277 mosquito adults in all traps
		- Price asked about a dead canal near Big Bear Park. Hougaard explained the process of treatment and the schedule.
		- Holton asked about backyard bug barriers. McBride explained that the process can be complex and that people often do not use the barrier sprays properly.
	+ 2023 Conferences
		- UMAA Annual Meeting – Oct 29-31st (Snowbird, UT)
		- UASD Annual Conference – Nov 1-3 (Layton, UT)
	+ Jordan River Commission Field Trip and Presentation
		- Catten gave an overview of the Field Trip and Presentation.
	+ Team Appreciation and Recognition Award
		- Hougaard explained that the District has been awarded the TARP award and received a credit on our bill.
	+ Safety Report. Two Minor incidents were reported, including a fall and a small abrasion.
* Items for the September Board Meeting-Snow would like an update on the planned financial training, plans for increased vigilance in mosquito-borne disease, and security issues.
* Approve Bills. The bills were presented for approval and payment. Holton moved to pay the bills. Buroker seconded the motion. The motion carried with all in favor.
* Chairperson Presentation. Catten presented Hougaard an award for his long service in mosquito abatement, and overviewed his many qualities as a Manager. Hougaard is officially retiring before the next Board Meeting. Hougaard expressed his sincere thanks to the Board and all that they have done. The Board wished him resounding success in his retirement and future endeavors.
* Adjourn. Holton moved to adjourn with Reynolds seconding. The meeting was adjourned at 3:22 pm.