

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

Time: December 5, 2023, at 7 p.m.

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

Trustees	Cory Bennion	Linda Bourne	Tim Heyder	Thomas Jensen
Present:	Tamara Miner	Sandra Nelson	Travis Nelson	Mark Thompson
	Nic Tree	James Walker	Les Wheatley	

Present via Zoom: Kirk Coombs, Rex Nessen

Trustees absent: Megan Armstrong, Boyd Bingham, Dale Millsap, 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 Thompson led the group in the Pledge of Allegiance.
 3. A motion was made to approve the agenda.
Motion: Travis Second: Sandra No Discussion Vote: Unanimous
 4. A motion was made to approve the October 3, 2023, Board Meeting Minutes.
Motion: Sandra Second: James No Discussion Vote: Unanimous
 5. Tamara completed the financial audit, and everything was found to be in order. Motion was made to approve the internal audit and pay the bills.
Motion: James Second: Travis No Discussion Vote: Unanimous
 6. A motion was made to authorize Tyson Packer, District Manager and Treasurer, Janet Karren, Clerk, and Mark Thompson, Board Chair, access to BEMAD PTIF and other financial accounts and remove Randy Sessions from financial accounts as he is retiring.
Motion: Linda Second: Tim Vote: Unanimous
- Discussion: PTIF account requires a new "Resolution" form whenever current administrators are changed. A new and notarized 'PTIF Resolution form' will be completed with Tyson as the Treasurer, Janet as Clerk, and Mark as Board Chair.
7. A motion was made to retain Child/Richards CPAs & Advisors as the 2023 auditing service. Motion: Cory Second: Tamara Vote: Unanimous

Discussion: Randy recommended that the district keep the same auditor to simplify Tyson's transition to Director. Linda added that it will be considerably more expensive if we change auditors now.

8. A motion was made to open the public hearing for the 2023 budget for review and amendment as needed.

Motion: Travis Second: Tim Vote: Unanimous

Discussion: No members of the public were in attendance.

A motion was made to close the public hearing for the 2023 budget.

Motion: James Second: Thomas Discussion: None Vote: Unanimous

9. A motion was made to open the 2023 budget for review and make amendments as needed for final approval.

Motion: Tim Second: James Vote: Unanimous

Discussion: Tyson explained line items of the budget of interest. Randy's retirement PTO payout is included in the 2023 budget. About \$90,000 will go back into the fund balance.

A motion was made to accept the amended 2023 budget.

Motion: Travis Second: Les No Discussion Vote: Unanimous

10. A motion was made to open the 2024 tentative budget for discussion.

Motion: Sandra Second: Travis No Discussion Vote: Unanimous

Tyson explained the items in the 2024 tentative budget. It was prepared with mileage to UMAA in SLC in 2024 but will be held in St. George instead. Spraying materials will be higher next year. VDCI also increased spraying bids per acre. The fund balance has \$69,332 that has been earmarked for purchasing a drone. This has been discussed extensively with the board. Tyson will fully research process of purchasing a drone and will report to the board at a later date.

A motion was made to approve the 2024 budget.

Motion: Les Second: Sandra No further Discussion Vote: Unanimous

11. Review and approve the proposed 2024 meeting schedule: February 6, April 2, June 4, August 6, October 1, and December 3, all meetings at 7 p.m.

Motion: Linda Second: Travis Discussion: None Vote: Unanimous

12. The annual board appreciation dinner was slated for Wednesday, January 10, at 6:00 pm at Maddox.

13. Tyson took a few minutes to acknowledge the accomplishments and contributions of Randy Sessions as this will be his last board meeting as Director.

14. A motion was made to adjourn at 8:25 p.m.

Motion: Linda Second: Thomas

Discussion: None Vote: Unanimous

15. Next meeting: February 6, 2024

X 

Trustee