Minutes of the
Summit Mosquito Abatement District Board Meeting
March 12, 2024

A special board meeting for Summit Mosquito Abatement District was convened on March 12, 2024 at 5 p.m. in the District's board room. Those present were DelRay Hatch, Greg Averett, Bill Connell, Roger Crittenden, Troy Dayley, Trevor Hale, Gaylen Pace, Sue Pollard, Jason Richins, and Bryan Stephens. Those attending electronically were Trevor Clegg and David Darcey.

Action Items

Manager and Assistant Manager Positions

The purpose of this meeting is for board members to discuss the change in the manager's resignation status and the formation of an assistant manager position. As DelRay explained, in the last meeting, the manager provided the board with his resignation. Since that meeting, DelRay and the manager have talked, and the manager has withdrawn his resignation and agrees to continue working for the District. They determined in their discussion that to take some of the load off of the manager, it would be appropriate to hire an assistant manager. The duties for this position will be to primarily manage the field operations for the District.

The manager recommends that Brenz Staples be hired for this position. The reasons for this recommendation include:

- Brenz has been with the district for about eight years and has worked in many of the areas throughout the county.
- He is experienced with inspection and treatment methods.
- He has done several barrier treatments and some adulticiding.
- He oversaw surveillance of adult mosquitoes for a season.
- He is from a local community with the county and has a vested interest in the area.
- He has experience training other employees for field work.

DelRay asked board members their thoughts about creating this position and what would be appropriate for salary and benefits. Troy wondered if this position would be full- or part-time. position. The manager feels that this needs to be a full-time position. He would need the assistant manager to be available to kick off the year in April/May and close it down in September/October. While full-time, the manager discussed the idea of having the position structured similar to a teaching job where the assistant manager would work for 9 months (e.g., from February to November) and have 3 months off. However, he would be paid and receive benefits for 12 months.

Board members are supportive of the new assistant manager position and of hiring Brenz for this job. Sue asked if the manager had talked with Brenz regarding his interest in the job. The manager indicated that he had discussed this position with Brenz, and he is indeed interested. Brenz expressed the desire of learning more about the various aspects of the job, particularly more about how to implement more efficiency in the field.

DelRay discussed the issue of compensation. After reviewing the salary data that the manager provided, he recommended increasing the manager's salary to $65,000 and bringing the assistant manager in at a salary of $57,000. He also discussed providing the assistant manager with health and retirement benefits. The manager wasn't able to get information from PEHP on the cost of health care, but Troy indicated that for Park City the average cost of a family plan is $1,800 per month. The manager indicated that the cost of retirement with URS was 16.19 percent of the salary amount. Board members spent considerable time discussing what they felt would be a reasonable starting salary for this position. Members eventually agreed on a total compensation package of $90,000; this would include base salary, health insurance, and URS retirement. Members felt some benchmarks needed to be in place to gauge Brenz's performance. One such benchmark would be for Brenz to get his degree. This would be a requirement for him to be hired as the District's manager.

The manager indicated that throughout its history the District had never raised its tax rate; thus, it has never had a truth-in-taxation hearing. The manager hoped that the District would be able to continue operating without having to raise its tax rate. Members wondered if this increase in payroll cost could be covered by the current budget revenue. At the current revenue level, the manager felt that the District could do so. Greg pointed out that the District has been able to run lean with regards to payroll costs because of its hiring college students and teachers. This has enabled the District to not have to pay retirement or health care costs.

In the end, the board agreed that the District should hire Brenz and offer him a total compensation package of $90,000 and raise the manager's salary to $65,000. Greg made the motion to raise the manager's salary to $65,000, and Roger seconded. The motion passed unanimously. Troy then made the motion to hire the assistant manager with a total compensation package of $90,000.

Jason made the motion to adjourn the meeting at 5:52 p.m. The motion passed unanimously.