

**Southwest Mosquito Abatement and Control District  
Board of Trustees Meeting**

**May 9, 2024**

The Southwest Mosquito Abatement and Control District Board of Trustees meeting was held on May 9, 2024, at the Mosquito Abatement District building at 1460 South Sandhill Dr., Washington City. Chair Jarett Waite convened the meeting at 4:00 pm.

**Present:**

Jarett Waite, Santa Clara  
Margaret Osaski, Apple Valley  
Bart Merrill, Enterprise  
Jay Lee, Virgin  
Todd Sands, Toquerville  
Jay Sandberg, St. George  
Darren Prince, La Verkin  
Nanette Billings, Hurricane  
Mike Scott, Ivins  
Peter Mills, Leeds  
Doneva Hecker, New Harmony  
Bret Henderson, Washington City

**Electronic (Google Meet):**

Jenna Vizcardo, Apple Valley  
Michael Evenson, Rockville

**Excused:**

Pat Campbell, Springdale  
Terrill Musser, Hildale  
Victor Iverson, Washington County

**Administration:**

Sean Amodt, SWMACD District Admin  
Kesler Hansen, SWMACD Operations Admin  
Karen Noffsinger, SWMACD Office & HR Admin

**Item #1: Roll Call**

The meeting was called to order at 4:00 pm by Chair Jarett Waite.

**Item #2: Budget Items**

Sean presented the expenses through March. The District is under budget overall by more than 10% for this time of year. There have been no big expenses made and the budget is in good shape. Jay Lee made a motion to approve the expenses through March 2024, Bart Merrill seconded the motion. All in attendance voted "Aye".

Karen presented the 2023 Agreed Upon Procedures (AUP) report, done by Hinton Burdick, and there were no significant findings. The District has an AUP done every other year between full financial audits. Karen mentioned that Board member training is something that the District is audited on. There are a couple of ways Board members can complete their training: through the state auditor's website or at the UMMA annual conference, which will be held in St. George this October. Nanette Billings made a motion to approve the 2023 Agreed Upon Procedures from Hinton Burdick, Mike Scott seconded the motion. All in attendance voted "Aye".

**Item #3: Approval of Minutes**

The draft minutes from the February 8<sup>th</sup> meeting were reviewed. Nanette Billings made a motion to approve the minutes for February 8, 2024, Jay Lee seconded the motion. All in attendance voted "Aye".

**Item #4: Policy and Action Items**

Karen presented the Fraud Risk Assessment for 2024. She stated that the District is at a very low risk for fraud with a score of 375 out of 395. The expenses are looked at by several people before they are approved. The location of each of the items on the checklist can be found in either the personnel policy, bylaws, or purchase policy. Mike Scott asked about question #4 'Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?' And why doesn't the District have the Board do this? Sean explained that because of the way the District is run and since the Board doesn't run or manage as much as they would on other Boards, he doesn't think this is

applicable and it is not a requirement for Districts from the State yet. Karen made a mistake for question #3(a) 'Do any members of the management team have at least a bachelor's degree in accounting?' This should have said yes because the accountants, although not direct "management", do have a bachelor's degree. This has been corrected. The score remains a 375 because the math was right, the question was just answered incorrectly. Darren Prince made a motion to approve the 2024 Fraud Risk Assessment, with the answer to #3(a) being changed to "yes", Nanette Billings seconded the motion. All in attendance voted "Aye".

#### **Item #5: Manager's Report**

Sean presented a new category on the salary/wage range of Full-time, non-benefited positions. The District can hire employees into these positions to work full-time all year long and as long as no benefits are offered, they are not required to enroll these employees into URS. These positions are exempt from health insurance, PTO and URS. The positions in this group are Mosquito Surveillance Technician and Laboratory Technician. Peter Mills made a motion to approve the update to the Salary/Wage ranges, Bret Henderson seconded the motion. All in attendance voted "Aye".

Sean gave the training on Open and Public meetings, which is required by the State to be done every year. Sean noted that everyone should be familiar with this training because they are or have recently been an elected official. A question was asked about where Administration posts the Board meetings. Karen explained that they are posted on the Public Notice Website (PNW) and Kesler posts it on the Districts website [www.swmosquito.org](http://www.swmosquito.org) as well. Sean told the Board about subscribing to the District on the PNW and that by doing this, they will receive an email each time Administration posts or updates a post there.

Sean presented the mosquito surveillance report. The Lab Tech from last season, Baylie Sant, was re-hired for this season. The full trapping schedule is back for the summer, and trapping will start in the outlying areas (New Harmony, Enterprise, Hildale, Apple Valley) in the next couple of weeks. 3453 mosquitoes have been collected so far this season. This number is much higher than it was last year at this time because more mosquitoes are being trapped at Middleton pond than usual due to of the thick vegetation. The Mosquito Surveillance Tech's are working hard to get that area under control. Service calls are as usual for this time of the season.

Sean shared about some of the extra work he has been involved with to create good partnerships with other groups and agencies related to the work done at the District:

- DNR – Public Education outreach – field trips for grades 1 – 6.
- Flood Control & Water Conservancy District – re-use water reservoirs
- Paiute tribe (Shivwits) – helping them set up a new mosquito surveillance program for the reservation
- State Health (ticks) – assisted with tick drags
- Local Health Department – writing a mosquito article for their summer magazine issue

#### **Item #6: Board Member Comments or Questions**

None

#### **Item #7: Adjourn**

Motion to adjourn was made by Jay Lee, Jarett Waite seconded the motion.

The next scheduled meeting will be held on August 8<sup>th</sup>, 2024, at the Mosquito Abatement District office, at 4:00 pm.

Chair Waite dismissed the meeting at 5:00 pm.

Approved minutes signed by Executive Board Member:

Name: \_\_\_\_\_ Title: \_\_\_\_\_