

**Minutes of the
Summit Mosquito Abatement District Board Meeting
August 13, 2024**

The regular board meeting for Summit Mosquito Abatement District was convened on August 13, 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, Bryan Stephens, and Brenz Staples. David Darcey attended the meeting electronically. Trevor Clegg was excused from the meeting.

Action Items

Minutes from the June 11th Board Meeting

The minutes of the August 13th board meeting were sent to members prior to the meeting for their review. Gaylen suggested that since there are two board members with the first name of Trevor that the minutes be sure to specify Trevor Clegg or Trevor Hale as making comments or motions. The manager will change the minutes accordingly. With no other changes or corrections, Sue made the motion to approve the minutes for the August 13th board meeting, and Roger seconded. The motion passed unanimously.

Minutes from the June 11th Rate Hearing

With no changes or correction to the minutes of the June 11th rate hearing, Jason made the motion to approve the minutes for the June 11th rate hearing, and Trevor Hale seconded. The motion passed unanimously.

Expenses for June and July 2024

DelRay wondered what the District used "kill agent" for as purchased from the Summit Merc. The manager explained that this is what we put in the light traps to kill the bugs that collect in the traps to ensure that they don't fly out. Trevor Hale asked about the charge of \$109.80 to Park City Lock and Key. The manager indicated that this was to purchase additional keys to the doors' deadbolt lock. Given the special nature of the key, it cost about \$15 to make each key. Sue wondered about the \$25 paid to the Lieutenant Governor's office. The manager explained that each year all government entities with the state are required to register with the Lieutenant Governor's office and pay a \$25 fee. With no other questions or concerns from board members, Troy made the motion to approve the expenses for June and July 2024, and Bill seconded. The motion passed unanimously.

Year-to-date 2024 Budget

The manager presented to the YTD 2024, noting the overage in the "Equipment Purchase" line item. He explained that this included the cost of \$2,585 for the IDX speciating machine, which wasn't included in the 2024 budget. All other budget line-items are within the budgeted amounts. With no questions or concerns, Gaylen made a motion to approve the YTD 2024 budget and Sue seconded. The motion passed unanimously.

2023 Agreed-Upon-Procedures Report

The manager presented the board with the District's 2023 Agreed-Upon Procedures Report as prepared by the District auditor, Gilbert and Stewart. The auditor, Rich Stewart, completed, as required by the state auditor's office, an Agreed-Upon-Procedures Report for the District. During his inquiry, Mr. Stewart said that he reviewed the District's financial and accounting records, compliance with meeting requirements, fund balances, training, fraud risk assessment, and insurance bonding. Mr. Stewart indicated that the District is in compliance with all the requirements set forth by the state auditor's office. He did, however, note one exception to the standards, indicating the bank reconciliation not tying to the general ledger for December. He provided the way the District could fix this problem. Going forward, the manager will put this solution into place. The manager will get the 2023 Agreed-Upon-Procedures Report submitted to the auditor's office by the June 30th deadline. Bill made a motion to accept the auditor's report and Roger seconded. The motion passed unanimously.

Follow-up Items

The IDX Speciating Machine

With the IDX machine up and running, the board members were given a demonstration of how the machine works to speciate adult mosquitoes. Troy wondered about the machine's accuracy. The manager explained that the accuracy of speciation can vary based on the mosquito. Mosquitoes can be repositioned in the tray to see if accuracy improves. The manager indicated that by using the machine, the District has been able to identify new species in the county. The question is whether the District wants to use the IDX machine again next year.

Drone Treatments

The assistant manager updated board members on switching companies that provide drone treatment services from VDCI for AgroDrone Solutions, a company based out of Morgan, Utah. The first experience with the new company didn't go well as the drone ended up crashing into Echo Reservoir. Brenz discussed that subsequent treatments (in Henefer and Park City) with the drone were successful. Brenz did indicate that he would be holding off using the drone until later in the season when employees started leaving. He felt this would be more effective use of the drone.

Discussion Items

Adopting Conflict of Interest and Personal Use of Public Property Policies

The manager recommends that the District adopt a Conflict of Interest and Personal Use of Public Property policies. The Utah Association of Special District (UASD) recommends that special districts adopt these policies and has provided the necessary templates for doing so, which is what the manager has given to the board. The manager asked that board members review the policies and be ready to discuss them at the October meeting.

Field Report

The assistant manager provided board members with a field report. He felt that the season went quite well this year. He presented information to show board members that adult numbers for light traps throughout the county have had a significant drop. He felt that this was due to how well the employees worked to control larvae population this year and because of cooperation of the weather. He indicated that he did fog a few times and placed a few barrier treatments as well. By the first of September, he felt that most employees would be gone. He figures to be down to about 3.

West Nile Virus Report

The manager and assistant manager presented board members with information showing the number of mosquito pools in the state that have reported positive for WNV. While the District has submitted several mosquito pools to the state lab for testing, there have been no pools report positive for WNV.

Board Meeting Training

The manager reminded board members that they need to receive training every 4 years. Training is provided at the UMAA annual meetings, so those board members who attended any of the past 3 years should be good. Training is also available through the Utah's auditor's office website.

Selecting an architect for the new SMAD facility

The manager asked board members of their interest to start working with an architecture firm to design the District's new facilities. The board members expressed interest, so the manager said that he would have a RFQ for them to look over at the next meeting.

UMAA 2024 Annual Meeting

The UMAA Annual Meeting will be held on October 28th, 29th, and 30 at the Hilton Garden Inn in St. George. Those who plan to attend are DelRay, Roger, Gaylen, Greg, Troy, Trevor, the manager, and assistant manager.

Troy made a motion to adjourn the board meeting at 6:14 p.m.

