Minutes of the
Summit Mosquito Abatement District Board Meeting
February 11, 2025

The regular board meeting for Summit Mosquito Abatement District was convened on February 11, 2025 at 5 p.m. in the District's board room. Those present were DelRay Hatch, Greg Averett, Bill Connell, Roger Crittenden, Trevor Hale, Gaylen Pace, Sue Pollard, Jason Richins, Brenz Staples, and Bryan Stephens. David Darcey and Trevor Clegg attended the meeting electronically. Troy Dayley was excused from the meeting.

Action Items

Minutes from the December 10th Board Meeting and Budget Hearing

The minutes of the December 10th board meeting and budget hearing were sent to members prior to the meeting for their review. With no corrections or additions, Bill made the motion to approve the minutes for the December 10th regular board meeting, and Roger seconded. The motion passed unanimously. Then, Jason made a motion to approve the minutes of the December 10th budget hearing, and Roger seconded. This motion passed unanimously.

Expenses for December 2024 and January 2025

Gaylen wondered about the delivery of the new fogger that the District purchased in December. The assistant manager explained that the fogger is scheduled to arrive in March. With no other questions or concerns from board members regarding the expense, Gaylen made the motion to approve the expenses for December 2024 and January 2025, and Bill seconded. The motion passed unanimously.

Year-end 2024 Budget

Trevor H. wondered about the two-line items with the same chart of account number under "field expense". The manager indicated that is an error most likely because of migration to the new system. He will research it and resolve the problem. DelRay noted overages in three of the budget line-items. The manager acknowledged this and indicated that adjustments have been made in the 2025 budget to account for this. Sue then made the motion to approve the final 2024 budget, and David seconded. The motion passed unanimously.

Year-to-date 2025 Budget

David asked about the deposit of $197,000 into the general fund. The manager explained that since the deadline for county residents to pay taxes wasn't until December 2nd, tax revenue for January was larger than normal. With no other questions or concerns, Trevor H. made a motion to approve the YTD 2025 budget and Jason seconded. The motion passed unanimously.

2024 Year-end Report Submission

The manager informed the board that all financial documents for 2024, except the Agreed-Upon Procedures Report, have been submitted to the appropriate state and federal agencies. The manager indicated that he had Tim Rees, the District's former auditor, help him finalize and submit the budget to the state auditor's office. The manager will work with the District's auditor to get the financial audit report complete and into the state auditor's office by the June 30th deadline.

Follow-up Items

RFQ for Architectural/Engineering Services

As discussed at the December meeting, the manager revised the Request for Qualification (RFQ) from Salt Lake City Mosquito Abatement District to make it more relevant to the District's situation and needs from an architectural/engineering firm. He presented this revised document to board members. The discussion then centered on aspects of project management with members discussing how much of the building project that the District wanted the architectural/engineering firm to handle and how much the District wanted to assume. Board members also discussed the need to comply with any special requirements that pertain to mosquito district facilities (e.g., special waste drainage or material storage). Greg talked about the importance of knowing what the District would need/want in its new facility. The manager and assistant manager indicated that they have some ideas of needs and wants, and they presented these to the board. Board members also had ideas that they discussed as well. Greg recommended that we work with an architectural firm to get a facility design and then turn to a project manager to handle the construction process. Other board members agreed with this approach. Board members will review this RFQ over the next two months and then have ideas of how they want it changed to better fit our needs. The manager will research and then present some architectural firms that have experience designing/working with mosquito districts at the next meeting.

Discussion Items

Making the Office Manager a Salaried Position

The office manager, Marilyn Blakley, has requested that her position be changed from hourly to salary. She is proposing a yearly wage of $12,000 for a 12-month contract period. The manager outlined the duties that Marilyn performs on a monthly and yearly basis and feels that this salary is certainly justified by her duties. Board members were in favor of this change. Gaylen wondered when the change would take place. The manager indicated that the change would take place the first of March. Greg made the motion to make the office manager into a salaried position with the pay of $12,000 a year. Jason seconded, and the motion passed unanimously.

Migration to Quickbooks Online

The manager informed board members that with the migration of Quickbooks to the online platform, the District will move to direct deposit of payroll checks. The manager asked if board members would be OK to receive their stipend checks using this method. Most were OK with this. The manager indicated that when Marilyn got back from her vacation that she would get with each of them to get this set up.

Issues for the 2025 Season

Board members had no specific issues to discuss for the 2025 season.

Next Board Meeting
The next board meeting will be held on April 8th at 5 p.m.

Gaylen made a motion to adjourn the regular board meeting at 6:13 p.m.