Minutes of the
Summit Mosquito Abatement District Board Meeting
April 8, 2025

The regular board meeting for Summit Mosquito Abatement District was convened on April 8, 2025 at 5 p.m. in the District's board room. Those present were DelRay Hatch, Roger Crittenden, Trevor Hale, Gaylen Pace, Brenz Staples, and Bryan Stephens. David Darcey, Trevor Clegg, and Bill Connell attended the meeting electronically. Greg Averett, Troy Dayley, Sue Pollard, and Jason Richins were excused from the meeting.

Action Items

Minutes from the February 11th Board Meeting
The minutes of the February 11th board meeting were sent to members prior to the meeting for their review. Gaylen indicated that under "Year-end 2024 Budget" that "Trevor" needed to be changed to "Trevor H." With no other corrections or additions, Gaylen made the motion to approve the minutes for the February 11th regular board meeting, and Roger seconded. The motion passed unanimously.

Expenses for February 2024 and March 2025
Trevor H. wondered about the charges to Home Depot for $386.12 and Amazon for $225, both for backpack dusters. The assistant manager explained that the District will experiment with new brands of backpack dusters since the current brand the District uses is no longer available. Bill asked about the charge of $24.10 to Walmart for a grind kit. The assistant manager explained that this was for wheels for the grinder. With no other questions or concerns from board members regarding the expenses, Trevor H. made the motion to approve the expenses from the checking account for February and March 2025, and Bill seconded. The motion passed unanimously. Then, Roger made a motion to approve the expenses from the credit card account for February and March 2024, and Gaylen seconded. The motion passed unanimously.

Year-to-date 2025 Budget
DelRay asked about the revenue in the "Railcar" line item. The manager explained that it is tax revenue that comes from railroad activity with the county. With no other questions or concerns, David made a motion to approve the YTD 2025 budget and Bill seconded. The motion passed unanimously.

2025 Ethical Behavior Agreement
In conjunction with the Fraud Assessment Survey that the District is required to submit each year to the state auditor's office, the manager distributed the 2025 Code of Ethical Behavior Agreement for each board member to review and sign. The manager will keep each board member's signed agreement on file. Those who were present at the District's office for the meeting completed a Ethical Behavior Agreement. Marilyn will follow up with those who attended electronically or who did not attend to get the agreement signed and returned.

Follow-up Items

Assistant Manager Report on the WCMCA Meeting
Brenz reported on some of the things that he learned while attending the WCMCA meeting in Wyoming. He indicated that he benefited from networking with managers from other districts

and with other professionals within the industry. He also was able to learn more about how to speciate adult mosquitoes. Another take-away from the meeting was the need for the District to try different trapping methods, such as Gravid traps. He appreciated the opportunity to attend the meeting.

Salary Adjustments for 2025

Before discussing salary adjustments, the manager informed the board that with the increase in payroll expense, the gap between what is budgeted and actual expenses will be narrower than what members have seen in the past. In other words, the manager feels that what the District budgeted for the payroll expense will be very close to what is actually paid out. However, it did think overall the District would still be within budget. The manager discussed with board members about giving employees the customary raise for 2025. Board members agreed that those employees who have reached the salary cap would receive a 2.3% increase, which is the current CPI for 2025. Those who have not reached the cap would receive a $1 per hour raise. Trevor H. made a motion of a 2.3% salary increase for employees who have reached the salary cap, and a dollar an hour increase for those who have not.. Gaylen seconded. The motion passed unanimously.

SMAD's Request for Qualifications for Architectural/Engineering Services

The manager presented board members with an updated RFQ for architectural/engineering services. Using a slide presentation, the manager then showed board members some of the firms within Utah that provide or have provided A/E services to governmental agencies throughout the state. While all the firms that were presented have worked with governmental organizations, the firm with the most experience working with mosquito districts is Design West. The manager threw out the idea of seeing if Design West would be willing to meet with the District to discuss the development process for a new facility. Board members liked this approach, so the manager will contact Design West to set up a meeting.

Discussion Items

Annual Training on Utah's Open Meeting Act

Since there were several members absent at tonight's meeting, the board decided to table this training until the next meeting to allow more to attend.

2025 Spring Workshop

Brenz discussed taking 10 District employees down to the UMAA spring workshop to receive training on the various surveillance and treatment topics. The workshop will be held on May 9th at the Salt Lake City Mosquito District's facility.

2025 Season Outlook and Issues

Brenz informed board members that he had been working to get the District ready for the upcoming season (e.g., repairing equipment and building new material/kits.) He indicated that the plan is to hire 6 new employees to replace those who have left. He expects to have employees coming during the end of April and will begin work in the field on surveillance and treatment as needed.

Next Board Meeting

The next board meeting and rate hearing will be held on June 10th at 5 p.m.

Trevor H. made a motion to adjourn the regular board meeting at 6:02 p.m.