Minutes of the
Summit Mosquito Abatement District Board Meeting
June 10, 2025

The regular board meeting for Summit Mosquito Abatement District was convened on June 10, 2025 at 5 p.m. in the District's board room. Those present were DelRay Hatch, Greg Averett, Roger Crittenden, Gaylen Pace, Sue Pollard, Jason Richins, Brenz Staples, and Bryan Stephens. David Darcey attended the meeting electronically. Trevor Clegg, Bill Connell, Troy Dayley, and Trevor Hale were excused from the meeting.

Action Items

Minutes from the April 8th Board Meeting

The minutes for the April 8th board meeting were sent to members prior to the meeting for their review. With no corrections or additions, Sue made the motion to approve the minutes for the April 8th regular board meeting, and Roger seconded. The motion passed unanimously.

Expenses for April and May 2025

Roger asked if all District employees had enrolled in direct deposit. The manager indicated that all employees' checks were being directly deposited to their accounts. With no other questions or concerns from board members regarding the expenses, Jason made the motion to approve the expenses from the checking account for April and May 2025, and David seconded. The motion passed unanimously. Then, David made a motion to approve the expenses for the credit card account for April and May 2025, and Sue seconded. The motion passed unanimously.

Year-to-date 2025 Budget

The manager noted a couple of things on the year-to-date budget: 1) A shipment of chemical had been received to start the year at a cost of about $45,000. The assistant manager placed another order for chemical, which is expected to arrive around the end of June. The manager expects to come in well under the budgeted amount of $180,000, believing costs to be about what was spent last year–about $120,000. 2) The bill for insurance will be coming in July, and is expected to be about $17,000. The manager noted that the District is well within the budgeted amounts in all line-items. Roger made the motion to approve the year-to-date 2025 budget, and Jason seconded. The motion passed unanimously. The board then reviewed the balances in the general fund and capital account. Jason made the motion to approve the balances in the general and capital account, and Gaylen seconded. The motion passed unanimously.

2025 Fraud Risk Assessment

The manager presented the board with the Fraud Risk Assessment for 2025. This is an assessment that the Utah auditor's office requires that the District complete each year to indicate what steps it takes to prevent the occurrence of fraud. The manager asked board members to look over the assessment to see if there were any changes that needed to be made. David said that he had a degree in accounting. The manager will update this on the assessment and resubmit it to the state auditor's office. Gaylen made the motion to approve the Fraud Risk Assessment with an update showing David's accounting degree. Jason seconded, and the motion passed unanimously.

Follow-up Items

Site Visit from Design West

The manager reported on the site visit from two representatives from Design West. They first asked questions to get an understanding of what the District is looking for in a new facility. They then walked around the District's current facility, during which time the manager and assistant manager pointed out additions or changes that they would like. They were then taken and shown the property where the new facility would be located. After this initial assessment, the representative indicated that they had designed a facility roughly similar to what the new SMAD facility would be. They threw out a rough, high-end estimate of about $10 million. Board members felt this estimate was high. David asked how much the District currently had available for building costs. The manager indicated about $2 million. David then commented that with the available capital funds and an annual revenue of about $635,000, it would be quite a leap to get to $10 million. The manager agreed and added that with increased operation and payroll cost, the District is able to put much less into its capital account than it has historically done. Sue wondered about how many years the District could remain at its current location. The manager responded that the District had 5 years left on its contract with the county, but had the ability to request two, 3-year extensions.

Discussion Items

Annual Training on Utah's Open Meeting Act

The board received the required annual training on Utah's Open and Public Meeting Act (OMA). The manager used materials developed by the Summit County Attorney's Office to deliver the training. Topics covered during the training included:

- The purpose of the OMA
- Who is subject to the law?
- The definition of a "meeting"
- Closed meetings: reasons for closing or not closing a meeting
- Notice requirements
- Emergency meetings
- Records of meetings
- Violations of the OMA

Field report

The assistant manager reported on activities taking place in the field. He indicated that technicians had been in the field since early May doing inspections and larviciding. He also indicated that light traps were in place, and he gave a report on the numbers of adults caught. The drone had been deployed in the field for treatment. The assistant manager said that the drone pilot has made his operations more efficient, thereby decreasing the time it takes to do a treatment. He said that there were some people out there who were unaware of the District's mosquito abatement activities. The assistant manager wondered if the District use social media to get the word out about its services. Sue also suggested that the District publish an article in the newspaper. Greg recommended that if we see new homes or new home owners that we approach them to explain our services/activities.

2025 UMAA Annual Meeting

The manager informed board members that the Utah Mosquito Abatement Association (UMAA) annual meeting will be held on October 27th, 28th, and 29th at the Sheridan Hotel in Park City. He asked that board members to check their calendars to see who will be available to attend.

Next Board Meeting

The next SMAD board meeting will be held on August 12th.

Roger made the motion at 6:02 p.m. to adjourn the regular board meeting.