

**Minutes of the
Summit Mosquito Abatement District Board Meeting
August 12, 2025**

The regular board meeting for Summit Mosquito Abatement District was convened on August 12, 2025 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, Brenz Staples, and Bryan Stephens. Trevor Clegg and David Darcey attended the meeting electronically.

Action Items

Minutes from the June 10th Board Meeting

The minutes for the June 10th board meeting were sent to members prior to the meeting for their review. With no corrections or additions, Gaylen made the motion to approve the minutes for the June 10th regular board meeting, and Roger seconded. The motion passed unanimously.

Minutes from the June 10th Rate Hearing

The minutes for the June 10th rate hearing were sent to members prior to the meeting for their review. With no corrections or additions, Jason made the motion to approve the minutes for the June 10th rate hearing, and Trevor H. seconded. The motion passed unanimously.

Expenses for June and July 2025

Trevor H. asked what is meant by the word "deleted" by the names of the board members. The manager explained that to avoid being charged by QuickBooks each month for board members Marilyn removes board members for the month that they don't get paid and then adds them back to the months that they do. Gaylen wondered why some of the employee checks are greater in amount than the manager's check. The manager explained that he was deducting some earnings from his check to contribute to a 401k. Roger asked if the cost for droning services that we currently pay are in line with what the District has paid in the past. The manager and assistant manager both felt that costs were a bit lower than what's been paid previously. With no other questions or concerns from board members regarding the expenses, Roger made the motion to approve the expenses for June and July 2025, and Gaylen seconded. The motion passed unanimously.

Year-to-date 2025 Budget

The manager indicated that he, the assistant manager, and Marilyn met to make a projection of revenue and expenses to the end of the year. One note made to projected revenue was to break out the interest income generated by the general fund and the capital fund. The interest revenue expected by the general fund is expected to be approximately \$54,000. This amount is included on the total revenue projection instead of the \$135,000. This changes the projected total revenue to \$692,000 for 2025. The manager then notes projected changes to expense line-items that will occur for the rest of the year: namely \$7,000 for Drone Treatment, \$1,925 for GIS Data Plan, \$30,000 for CRA, \$6,500 for Fuel Bill, and \$450,512 for Payroll. With these additions to the line-items, the expected total expense will be about \$662,109. This amount subtracted from expected revenue of \$692,000 will equal a forecasted budget surplus of about \$30,000 for 2025. DelRay indicated that the budget could be amended at the end of the year as revenue and expenses become more concrete. David made the motion to approve the year-to-date 2025 budget, and Jason seconded. The motion passed unanimously.

2024 Agreed-Upon-Procedures Report

The manager presented the board with the District's 2024 Agreed-Upon Procedures Report as prepared by the District's auditor, Gilbert and Stewart. The auditor, Jason Gilbert, completed, as

required by the state auditor's office, an Agreed-Upon-Procedures Report for the District. During his inquiry, Mr. Gilbert 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. Gilbert 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 District needed to revise its budget at the end of the year to more accurately reflect its expenses. Going forward, the manager will ensure that this is done. The manager will get the 2024 Agreed-Upon-Procedures Report submitted to the auditor's office by the June 30th deadline. David made a motion to accept the auditor's report and Trevor H. seconded. The motion passed unanimously.

Review, Update, and Adopt District Policies: Board meeting, Travel, and District By-laws

The manager presented board members with policies that have been prepared by the Utah Association of Special Districts. These policies have undergone legal review and are recommended for adoption by special districts in the state. The manager summarized what is contained in each of the policies. Gaylen wondered if we have these current policies in place. The manager explained that elements of the policies were contained within our current policies, but the recommendation is to make each its own separate policies, that is board meetings, travel, and District by-laws. The board members unanimously agreed to accept these policies. Troy made a motion to approve the Board Meeting, Travel, and District By-law policies as presented.

Follow-up Items

New Facility Cost Estimate from Design West

DelRay presented the other board members with the site layout and cost estimate from Design West. He further noted that he went to the Summit County Planning Commission to discuss our initial plan. The county assigned a planner, Ray Milner, to the District. Mr. Milner indicated that when the District was ready to move forward that he would get this on the county's planning commission agenda. DelRay questioned whether a conditional use permit would be necessary, but David felt that, given the current rules, the District would need a conditional use permit before building. DelRay discussed some of the water issues. He talked with Kent Pace who is president of the North Summit pressure irrigation company. DelRay said that Mr. Pace was interested in buying the District's shares and then charging the District \$250 a year for water, or the District could transfer its shares into the system and receive water at no cost. DelRay felt that the District could use the water for landscaping purposes. He had paperwork from the county that the District needs to fill out to get the process going forward. Gaylen asked about the well permit and wondered what shares were used to obtain the well permit. DelRay indicated that some of the shares had been used to obtain the well permit. The remaining shares, he said, could be transferred to the pressurized system for outdoor use. Jason indicated that if the well provided enough water for indoor and outdoor use, the shares could be sold or leased to obtain additional revenue. The District has 5 years left on this interlocal agreement with the county and the ability to request up to a 6-year extension. Trevor wondered if there were any conditions on being granted the extension. The manager has read the interlocal agreement and didn't feel there are any conditions; the agreement states that either the county or the District can request an extension in writing.

The board also discussed the cost estimate that Design West provided. Greg feels that the new facility should be built in stages, such as doing the site development and chemical storage building first with the vehicle storage to follow next. Greg also feels that once the county sees the District progressing to a new facility, it may be reluctant in issuing an extension. The manager will forward the interlocal agreement to Greg and DelRay for their review. Sue recommended that the District obtain in writing the two extensions right now to ensure that they are in place.

Discussion Items

New Truck Purchases for 2026

Since the District is in good shape and relatively new, Greg feels that the District should hold off buying new vehicles so that it can save more money that can be put toward the new facility. Trevor H. added that if new vehicles or equipment should be added on an as-needed basis, which other board members agreed with. Gaylen wondered with the building growth in the county if fewer trucks will be needed in the future because areas may be eliminated or consolidated. The manager feels at this point the areas will stay the same; thus the same number of vehicles will be needed.

Tax Rate Increase for 2026

The manager discussed with board members their thoughts on doing a tax increase. Many feel that the District is trying not to do a rate increase. The manager added that with a decrease in the surplus revenue that the District has each year there will be less available to put toward building new the facilities. There will also be an increase to expenses because of inflationary pressures. The manager also recommended that the District increase the amount in the capital budget from \$50,000 to \$100,000 that can be transferred into the general fund and used for emergency larvaciding or adulticiding activity.

Board Member Training

The manager informed board members that anyone who hasn't completed training from the UASD and the state auditor's office needs to log in on the auditor's office website and get this done. Those who plan to attend the UMAA annual meeting in October will receive the training at this meeting and should receive a certificate to show completion.

Field report

The assistant manager reported on activities taking place in the field. He discussed one of the challenges for the year was the high trap numbers of nuisance mosquitoes that occurred early on. The assistant manager indicated that he fogged in several areas to reduce these nuisance mosquito numbers. On the other hand, he said that the number of vector mosquitoes are down this year, and the District has only taken 60 pools to the Utah Health Department for WNV testing. Regarding service calls, he said that the District is 10 calls fewer than what we received this same time last year. Within the next two weeks, nearly all of the field employees will be gone.

West Nile Virus Report

The 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 60 mosquito pools to the state lab for testing; to date, there have been no pools report positive for WNV.

UMAA 2024 Annual Meeting

The UMAA Annual Meeting will be held on October 27th, 28th, and 29th at the Sheraton Hotel in Park City. Those who plan to attend at this point are Jason, Gaylen, Roger, Troy, Greg, Sue, the manager, and assistant manager. The trustee meeting will start on Monday at 1 p.m. with the presentations to start on Tuesday at 8 a.m.

Next Board Meeting

The next board meeting will be held on Tuesday, October 14th.