Minutes of the
Summit Mosquito Abatement District Board Meeting
December 9, 2025

The regular board meeting for Summit Mosquito Abatement District was convened on December 9, 2025 at 5 p.m. in the District's board room. Those present were DelRay Hatch, Greg Averrett, Roger Crittenden, Trevor Hale, Gaylen Pace, Sue Pollard, Brenz Staples, and Bryan Stephens. Trevor Clegg, Bill Connell, Troy Dayley, and David Darcey attended the meeting electronically. Jason Richins was excused from the meeting.

Action Items

Minutes from the October 14th Board Meeting
The minutes for the October 14th board meeting were sent to members prior to the meeting for their review. With no corrections or additions, Trevor H. made the motion to approve the minutes for the October 14th board meeting, and Roger seconded. The motion passed unanimously.

Expenses for October and November 2025
The manager explained that Marilyn had computed payroll expenses up to the end of the year so that board members would see a more accurate expense amount for the end of the year. With no questions or concerns from board members regarding the expenses, Sue made the motion to approve the expenses for October and November 2025, and Gaylen seconded. The motion passed unanimously.

Year-to-date 2025 Budget
The manager informed the board that the District had not yet received its large revenue allotment from the county. Bill pointed out that the District was under budget on most line-items. The manager indicated that when the tax allotment comes in, he expects the revenue and expense to align and come in close to balanced. With no other questions or concerns from board members, Bill made the motion to approve the 2025 YTD budget and David seconded. The motion passed unanimously.

2025 Year-end Inventory
Board members reviewed the District's inventory for year-end 2025. The manager reviewed for the members what changes had occurred in the inventory over the previous year, which included the addition of a new Cougar fogger and the new dusters that the assistant manager purchased. The manager indicated that the inventory also reflected an accurate accounting of what was in the chemical room, which increased over the previous year. Gaylen made a motion to accept the 2025 year-end inventory as presented, and Roger seconded. The motion passed unanimously.

2026 Capital Expense Budget
The manager reviewed with board members the capital expense budget that was presented at the October meeting. As board members discussed at the last meeting, the District will not be replacing any of the trucks, or Polaris Rangers this year, so these have been removed from the capital expense budget. As discussed at the October meeting, replacing the I-Pads would be a recommended capital expense for 2026. The assistant manager also discussed purchasing an electric sprayer/oiler–one that was demonstrated at this year's UMAA meeting. Greg made the motion that the capital expense budget be approved with the changes presented and discussed, and Trevor seconded. The motion passed unanimously.

Follow-up Items

Fraud Risk Questionnaire
The manager gave each member a fraud risk questionnaire to complete. This is the questionnaire that the District's auditor requests each year. Members asked that they complete this during a regular board meeting

rather than having to do it through email. Those members in attendance completed the questionnaire at the meeting and returned it to the manager.

Adopting a Revised District Personnel Policy

The manager provided the board with a copy of a revised Personnel Policy. This policy is what is recommended for adoption by the Utah Association of Special Districts (UASD). The policy as provided has undergone the necessary legal review and meets the necessary mandates as required by the state. As the District is a member of the UASD, it has the ability to use this policy template on which to base and adopt its own policy. Sue made a motion to adopt this revised District Personnel Policy, and Roger seconded. The motion passed unanimously.

A/E Services RFQ for new facility

The manager asks if board members thought about the RFQ that he presented at the last meeting, which they took home to review. DelRay felt that this RFQ (which is based on that used by Cache Valley MAD) covered the important elements needed in evaluating a firm to handle our A/E services; he felt it was a good foot print. The manager asked the board members when they wanted to move forward. Greg feels that District could progress sometime in the Spring, but wonders if there would be a better response during the Fall and Winter months when companies were less busy and would have time to respond to the RFQ. Gaylen asked about obtaining grant money to help fund the new facility. The manager said that he knew grant money was available for surveillance and testing purposes but wasn't aware what was available for facility construction. He will try to find what if any grant funding would be available. DelRay recommended that this would be an issue that the A/E firm could help with.

<u>Discussion Items</u>

2026 Board Meeting Schedule

Board meetings for 2026 will held on:

- February 10th
- April 14th
- June 9th
- August 11th
- October 13th
- December 8th

Issues for 2026 Season

The assistant manager indicated that the District will probably be down one to two employees. He initially thought more droning would help make up with this shortage. But the drone our contractor uses for this service may be shut down due to a new government mandate. He also said that Tiffany most likely won't be coming back next year. So, he and manager will discuss what change may need to be made, such as doing less larvae speciation, or hiring another person for this role. He presented information to members on Text My Gov., which is an app that would allow the District to send out text messages to county residents to inform them of District activities (e.g., treatment or fogging events). Such messages could be targeted to specific locations. He said it would be $6,000 for initial cost and $4,000 for each year thereafter. Brenz said that the Tooele Valley MAD will be using this system next year, and will follow-up with Tooele's manager to gauge the success based on their experience.

Next Board Meeting

The next board meeting and budget hearing will be held on Tuesday, February 10th.

Gaylen made the motion to adjourn the meeting at 6:08 p.m.