Minutes of the
Summit Mosquito Abatement District Board Meeting
June 9, 2026

The regular board meeting for Summit Mosquito Abatement District was convened on June 9, 2026 at 5 p.m. in the District's board room. Those present were DelRay Hatch, Roger Crittenden, Trevor Hale, Gaylen Pace, Bill Connell, Brenz Staples (Assistant Manager), and Bryan Stephens (Manager). Trevor Clegg, Mike Georgi, and Sue Pollard attended the meeting electronically. Greg Averett, Troy Dayley, and Jason Richins were excused from the meeting.

Action Items

Minutes from the April 14th Board Meeting

The minutes for the April 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 April 14th board meeting, and Roger seconded. The motion passed unanimously.

Expenses for April and May 2026

The manager indicated that tires for two Chevy Colorado trucks were purchased from Dee's Tires in Morgan, as they have a contract with the state. DelRay wondered about the subscription cost to Agterra. The manager responded that this is the company the District uses to provide GIS and data collection services. With no other questions or concerns from board members, Bill made the motion to approve the expenses for April and May 2026, and Trevor H. seconded. The motion passed unanimously.

Year-to-date 2026 Budget

The manager reviewed the balances in the general and capital accounts, noting what deposits were made in the account through taxes or interest, and the withdrawals. Gaylen asked about the budgeted amount for rent of $1,000. The manager indicated this is to cover rent to the county for the land and a storage place in Henefer for the Ranger. With no other questions or concerns from board members, Gaylen made the motion to approve the year-to-date 2026 budget, and Roger seconded. The motion passed unanimously.

2026 Fraud Assessment sent to State Auditor

The manager has completed the yearly fraud assessment based on the review and input from the board. The assessment has also been submitted to the state auditor's office. The state auditor developed this assessment to help measure and reduce the risk of undetected fraud, abuse, and noncompliance in local governments of all types and sizes.

2025 Agreed Upon Procedures report

The manager informed board members that he has been in communication with the District auditor regarding the 2025 Agreed Upon Procedures (AUP) report. The manager has submitted all requested material from the auditor to complete the report, which should be completed by the end of the month.

Once complete, the manager will submit all the AUP report and financial statements to the state auditor's office.

Follow-up Items

2026 Spring UMAA Workshop

The assistant manager reported on the 2026 spring UMAA workshop that was held at the Salt Lake City MAD facility. Our District had nine employees attend the workshop. He indicated that employees received worthwhile training on surveillance methods, biology, laws/regulations, and public relations. He also said that attendees heard from an individual who contracted West Nile Virus and suffered resulting neurological effects. This, he said, allowed employees to realize that WNV is real and can have impactful effects on those who contract it. DelRay asked about mosquito numbers in the field. The manager indicated that the numbers at this point were relatively low, but the number of Culex tarsalis mosquitoes is on the rise. Roger asked about the concern with the outbreak of screw worms in the US. The assistant manager responded that MADs have been discussing this at monthly meetings, and MADs have been asked to observe any potential occurrences.

Discussion Items

Rate Increase/Truth in Taxation Process

During the April meeting, board members asked the manager to provide figures of a potential tax increase. The manager presented information showing what the tax rate increased from 0.000013 to 0.000015 on a median home value of $655,738 would be. This would be $9.83, which is an increase of $1.32 over the current tax amount of $8.52. The manager said the board needs to consider how much of an increase that it thinks is appropriate to cover increased operating costs, such as inflation and payroll costs increases. The manager also presented information regarding the Truth In Taxation (TNT) process. He talked with the county auditor, and she said that the state was updating this document which outlines the TNT; she wasn't sure when this document would be available, but would forward it to the manager when it becomes available. Gaylen pointed out that the rate increase would not take place until 2027, and we would not see the revenue until December of 2027. Sue said that she spoke with Matt Leavitt who does budgeting with Summit County to get his perspective. She pointed out that for large capital expenses the general procedure is to bond for such expenses. She also said that she would like the rate to be set so that operating expenses are covered and a bit left to be put into the capital. Her concern is that with too large an increase the public will see this as the District is trying to stash money, which will be seen negatively (such as happened with the NS fire district). She also indicated that even though we think the tax rate is small, it may not be this way for all taxpayers. Gaylen asked about how the bond would be repaid. Sue answered that the District would pay for the first year's interest, and then subsequent payments would come from the tax payers. Trevor H. agreed with Sue's approach. Gaylen felt that an increase of 0.000016 to 0.000018 may be a good target. DelRay pointed out that it may be best to get a larger rate increase once than having to come back in another year or two and request another increase. Trevor H. said that with a 0.000016 tax rate, the added revenue would be about $150,000. Sue also felt that with future development in the county this may eliminate some mosquito habitat, thus decreasing cost to some degree. She said that she is for an increase, but the key is striking a good balance: we should be covering our costs with a small cushion but not trying to make money. Board members agreed to thinking about the issue over the next two months and then continuing the discussion at the August 11th meeting.

Pay Raises for 2026

The manager said that several of the employees have asked about pay raises for this year. The concern was whether the budget would allow the increased cost. But the manager said that with expected decrease in overall payroll costs and an increase in tax revenue, there should be money available to cover pay raises. He added this is completely at the discretion of the board. The manager and assistant manager recommend that employees on the lower end of the scale be given a $1/hour increase and those on the higher end be given a cost of living increase of 2.8%. About five employees would get the $1/hour increase while the rest would receive the cost of living bump. Board members were in agreement with this approach. Gaylen made the motion to give employees the raise as described above, and Roger seconded. The motion passed unanimously.

Roger made the motion to close the regular board meeting and begin the rate hearing at 6:05 p.m. Separate minutes for the rate hearing have been written. The rate hearing adjourned at 6:10 p.m. and the regular board meeting reconvened.

New District Website

To conform to government regulations and requirements, the District needs to update its website. The manager surveyed several other districts within the state and several are using a company called Streamline to manage their websites. This company specializes in providing special/local service districts with web services that meet the necessary government regulations/requirements. The manager and assistant manager will be meeting with a representative from this company to learn of the specific service that they offer. Gaylen wondered if this company would fully administer the website for the District. The manager indicated that he would know after the meeting and would have more information to present at the August meeting.

Field Report

The manager asked board members of their impression of what is occurring, and if they're hearing from anyone in public regarding mosquito issues. Board members felt that things were going well with no one hearing from any one from the public.

Next Board Meeting

The next board meeting will be held on Tuesday, August 11th.

Roger made the motion to adjourn the meeting at 6:14 p.m.