**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**January 11, 2021 at 2:00pm**

The Board of Trustees of the South Salt Lake Valley Mosquito Abatement District, Salt Lake County, State of Utah, met in an electronic board meeting via Zoom with an anchor location established at the District offices at 7308 Airport Road, West Jordan, Utah.

The following board members were present: Jeff Bossard (Brighton), Tali Bruce (Cottonwood Heights), Tish Buroker (Riverton), Silvia Catten (Millcreek), Don Christensen (West Valley), Gene Drake (West Jordan), Paul Fotheringham (Holladay), Jeff Gaston (Bluffdale), Brad Gilson (Draper), Paul Glover (Midvale), LeAnne Huff (South Salt Lake), Kristie Overson (Taylorsville), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), Steve Shields (Herriman), Laverne Snow (Murray), and

The following board member was absent: Tamara Zander (South Jordan).

Also attending were Brian Hougaard, Eric Gardner, and Kassie Draper.

1. Welcome. Price duly called the meeting to order and welcomed everyone.
2. Citizen Comments. No members of the public wished to comment.
3. Board Conflicts of Interest Disclosures. No board members had any agenda conflicts to disclose.
4. Approve Minutes. Buroker moved to approve and adopt the December minutes. Bossard seconded the motion. The motion carried with all in favor (Catten, Drake, Fotheringham, Gilson, Risk and Shields were absent for vote).
5. Election of Officers for 2020. Price identified all current board officers: Chairman Price, Vice Chairman Drake, Treasurer Catten, Asst. Treasurer Hougaard, Clerk/Secretary/Recorder Draper, and Asst. Clerk Gardner. Price opened the floor for nominations. Snow inquired if officers would be willing to serve another year. Overson moved to retain all current officers. Bruce seconded the motion. The motion carried with all in favor (Catten, Drake, Fotheringham, Gilson and Shields were absent for vote).
6. 2020 Fourth Quarter Financial Review. Hougaard presented 2020 year-end account statements, balances and outstanding liabilities. Additional funds were transferred after year end to reflect reserve and capital project plans.
7. Surplus Items. Brian presented two 2009 Ford Rangers and a 2013 Ram 1500 (damaged in an accident) for surplus approval. Snow moved to surplus the trucks. Bruce seconded the motion. The motion carried with all in favor.
8. 2020 Annual Report. The full report was emailed for review. Hougaard read the year highlights and answered questions.
9. 2021 District Goals. Hougaard proposed the following goals:
   * Continue recruitment of quality seasonal employees through incentives, pay structure, and improved hiring screening.
   * Have weekly crew meetings including feedback and performance reviews. Focus on crew expectations and culture.
   * Create three 1-person crews, combine office/traps person.
   * Establish a fogging notification program.
   * Conduct adulticide resistance field trial.

Safety Goals

* No workers compensation claims
* Earn TARP Award
* Improve safety interview follow-up
* Achieve 95% participation rate in safety appreciation program
* Improve vehicle backing safety

1. Conditions of the District. Hougaard reported on the following items.
   * District Activities include training/education, facility/equipment maintenance, winter goals, school presentations, 3D printing, policy review and adjustments, website update, IT updates, 2021 season preparation, purchase of pesticide and supplies, and seasonal hiring.
   * Manual/Policy Review. Board is required to review all manuals annually. Hougaard will schedule to send one per month prior to meeting for sufficient time to review and request any policy changes on.
   * Performance Manager Plan. Buroker and Reynolds volunteered to assist the Board officers with the annual performance plan for the District Manager.
   * Upcoming Conferences
     + AMCA Annual Meeting – March 2-5 (Virtual)
     + UMAA Annual Meeting – October (Park City)
     + UASD Annual Conference – November (Provo)
   * Safety Report. No incidents to report.
2. Board Member Items for the February 8th Meeting. Snow requested an auditor update.
3. Approve Bills. The bills were presented for approval and payment. Fotheringham moved to pay the bills. Catten seconded the motion. The motion carried with all in favor.
4. Adjourn. Glover moved to adjourn and meeting was adjourned at 2:51pm.