**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**January 10, 2022 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), Tish Buroker (Riverton), Silvia Catten (Millcreek), Don Christensen (West Valley), Paul Fotheringham (Holladay), Jeff Gaston (Bluffdale), Brad Gilson (Draper), Paul Glover (Midvale), LeAnne Huff (South Salt Lake), Kristie Overson (Taylorsville), Doug Petersen (Cottonwood Heights), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), Steve Shields (Herriman), Laverne Snow (Murray), and Tamara Zander (South Jordan)

The following board member was absent: Gene Drake (West Jordan).

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

1. Welcome. Price duly called the meeting to order and welcomed everyone.
2. Citizen Comments. No members of the public were present to comment.
3. Board Conflicts of Interest Disclosures. No board members had any agenda conflicts to disclose.
4. Approve Minutes. Catten moved to approve and adopt the December minutes. Gilson seconded the motion. The motion carried with all in favor (Fotheringham and Shields were absent for vote).
5. New Board Member Oath of Office. Gardner dictated the oath of office and Petersen was sworn in as the newly appointed Board Member representing Cottonwood Heights.
6. Election of Officers for 2022. Price identified all current board officers: Chairman Price, Vice Chairman Drake, Treasurer Catten, Asst. Treasurer Hougaard, Clerk/Secretary/Recorder Draper, and Asst. Clerk Gardner. Before opening to nominations, Price noted that Drake has declined to stay on as Vice Chair, and given staff adjustments McBride will become the new Assistant Clerk. All other officers are eligible and stated their willingness to continue serving. Buroker moved to nominate Catten for Vice Chair. Price moved to nominate Buroker as Treasurer. Overson moved to maintain Price as the Chair, Buroker seconded the motion. Overson moved to adopt the other officer nominations and changes as noted. Reynolds seconded the motion. The election of officers carried with all in favor.

Additionally, Price inquired if those serving on the audit committee (Buroker, Christensen, Snow, and Shields) would be willing to continue serving. Bossard moved to retain the same audit committee members. Risk seconded the motion. The motion carried with all in favor (Shields was absent for vote).

1. 2021 Fourth Quarter Financial Review. Hougaard presented 2021 year-end account statements, balances, and outstanding liabilities.
2. 2021 Annual Report. The full report was emailed for review. Hougaard read the year highlights and answered questions. Overson recommended adding a quick excerpt on the ongoing COVID-19 pandemic. Snow also suggested including improvements and lessons learned by changes prompted by the pandemic.
3. 2022 District Goals. Hougaard proposed the following goals:
	* Continue recruitment of quality seasonal employees through incentives, pay structure, more particular hiring, additional job postings later in spring, recruiting retired employees via AARP, and posting on LinkedIn.
	* Update/New Mission Statement.
	* Evaluate black fly program.
	* Conduct new product trials (Similarv)
	* Improved inspections/treatment of the southern portion of our District (Drone)
4. 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, 2021 season preparation, purchase of pesticide and supplies, seasonal hiring, 2022 performance plans.
	* 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.
	* 2022 Conferences
		+ AMCA Annual Meeting – Feb 28-Mar4 (Jacksonville, FL). Gilson, Shields, and Snow interested in attending.
		+ UMAA Annual Meeting – Oct 23-25 (Park City, UT)
		+ UASD Annual Conference – Nov 2-4 (Layton, UT)
	* Performance Manager Plan. Petersen and Reynolds (Risk as alternate) volunteered to assist the Board officers with the annual performance plan for the District Manager.
	* Safety Report. No incidents were reported.

Dan introduced himself to the Board, having recently been promoted as the new assistant manager at the beginning of the year.

1. Board Member Items for the February 14th Meeting. The Safety Manual will be sent out prior to the Zoom meeting.
2. Approve Bills. The bills were presented for approval and payment. Risk moved to pay the bills. Buroker seconded the motion. The motion carried with all in favor (Shields was absent for vote).
3. Adjourn. Glover moved to adjourn and meeting was adjourned at 2:50pm.