**South Salt Lake Valley Mosquito Abatement District**

**Board Meeting Minutes**

**May 9, 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: Silvia Catten (Millcreek), Don Christensen (West Valley), Paul Fotheringham (Holladay), Jeff Gaston (Bluffdale), Brad Gilson (Draper), Paul Glover (Midvale), Kristie Overson (Taylorsville), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), Steve Shields (Herriman), Laverne Snow (Murray)Tamara Zander (South Jordan), Gene Drake (West Jordan), and Doug Petersen (Cottonwood Heights).

The following board members were absent: Jeff Bossard (Brighton), Tish Buroker (Riverton), LeAnne Huff (South Salt Lake)

Also attending were Brian Hougaard and Dan McBride.

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. Drake moved to approve and adopt the April minutes. Reynolds seconded the motion. The motion carried all in favor (Zander, Fotheringham, and Catten were absent from the vote).
5. ULGT – Team Appreciation Recognition Program. Hougaard reviewed the awarding of the Team Appreciation award to the South Salt Lake Valley Mosquito Abatement from the Utah Local Governments Trust (ULGT). A letter of recognition from the ULGT was read aloud. For implementing a successful Team Appreciation and Recognition Program (TARP), the Abatement is credited $915.00, and an additional discount is applied to the Worker's Compensation premium. Hougaard informed the Board about the safety program. Price thanks Hougaard and his team for the work done on the safety program.

1. Procedures Manual Review. Hougaard reviewed the editing process and highlighted a few changes made by staff, including grammar changes. Discussion on changes takes place.

* Snow asked if the section under Internal Announcements (Section II.2.A of the Procedure Manual) leaves too much discretion to the District manager on what qualifies as a "qualified employee." The Board agreed to keep the language intact with no changes.
* Hougaard discussed the change of the Advertising Section (Section II.2.C.3 of the Procedures Manual), which states that preference would be given to applicants who live within the District Boundaries. The Board agreed that changes deleting language stating preferences would be made.
* Hougaard reviewed the language change regarding the Office and HR Finance Manager (Section II.4.C of the Procedure Manual). Snow raised concerns regarding deleting job titles based on the current employment situation. Shields recommended that the section be changed to "Office Manager or HR Manager." The Board agreed with that change.
* Hougaard reviewed a change in Salary Surveys (Section III.1 of the Procedure Manuals). A recommendation of changing salary surveys from a five-year cycle to a three-year cycle, in keeping with the current job market, is proposed. The Board agreed with changes to the cycle.
* Hougaard discussed the use of the Federal Employment Cost Index in calculating Cost of Living Adjustments (COLA) (Section III.5 of the Procedure Manual). Previously, Zion's Bank would release an Index, but it has since been discontinued. The Board agreed to changes.
* Hougaard reviewed a change in language regarding employee performance standards. The proposed language would encourage employees to prepare relevant comments but not allow employees to conduct their evaluation (Section IV. 2. In the Procedures Manual). The Board agreed with changes in the language.
* Hougaard reviewed changes made to the Disciplinary Section (V.2.A and V.2.B in the Procedures Manual). The proposed language would include further documentation efforts that the District Manager would undertake during a disciplinary action. The Board agreed with changes and additions to the language.
* Hougaard introduced changes to the Annual Conference Section (Section VII of the Procedures Manual). Currently, the Office Manager is still included in the training matrix. Proposed editing would delete the Office Manager from the matrix. Snow raises concern about the matrix changing according to the current employment situation. Reynolds states that currently, the Board reviews the manuals every few years and can adjust. Hougaard agreed with Reynolds. The Board agreed with the proposed editing of the matrix to delete the Office Manager.

Price asks if there is any further discussion or proposed changes to the Procedures Manual. Snow commends the staff for their work and suggestions regarding the Procedure Manual. Snow moved to adopt changes to the Procedure Manuals as reviewed. Petersen seconded the motion. The motion carried with all in favor.

1. Surplus Trucks. Hougaard reviewed truck surplus. Because of issues with the supply chain last year, replacement trucks are only now arriving from last year. Hougaard reviews the two trucks to be surplused (Ford Ranger and Ram 1500). Price asked how many miles were on the Ranger. Hougaard was unsure but estimated it to be under 40,000 miles. Catten moved to surplus the trucks. Gilson seconded. The Motion carried with all in favor.
2. Conditions of the District. Hougaard reported on the following items.

* District Activities include bike and trap maintenance, position training, and several crew members who have started. GIS program improvement and testing, mosquito larval inspection/treatment, service requests, safety program adjustments, and improvements are also happening. Mosquito numbers have been relatively slow through April. We will begin including trap numbers for next month's meeting.
  + Of particular note, several canals have remained dry, which has helped.
* Manual/Policy Review. Next month the Purchasing Policy will be reviewed, and Board Members can suggest policy changes.
* The UASD is supposed to release a new purchasing policy template which we may review when it arrives at a later date.
* The first 20 pages of the purchasing policy are what the District utilizes the most.
* 2022 Conferences
  + UMAA Annual Meeting – Oct 23-25 (Park City, UT)
  + UASD Annual Conference – Nov 2-4 (Layton, UT)
* Audit Committee. The Audit Committee will have to meet the auditor (Erin). The meeting is scheduled for June 8th, 2022
  + Snow requests that the draft be sent out before the audit report.
* Safety Report. No incidents were reported. We have reached our safety committee meeting goals up to this point.

1. Board Member Items for the May 9th Meeting. No additional agenda items were requested.
2. Approve Bills. The bills were presented for approval and payment. Overson moved to pay the bills. Risk seconded the motion. The motion carried with all in favor.
3. Adjourn. Fotheringham moved to adjourn, and the meeting was adjourned at 2:28 pm.