

**BOX ELDER MOSQUITO ABATEMENT DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

Time: May 2, 2023, at 7 p.m.

Place: Box Elder Mosquito Abatement District
115 South 1050 West, Brigham City, Utah 84302

Trustees	Megan Armstrong	Cory Bennion	Boyd Bingham	Linda Bourne
present:	Tim Heyder	Thomas Jensen	Dale Millsap	Tamara Miner
	Sandra Nelson	Travis Nelson	Nic Tree	James Walker
	Les Wheatley			

Trustees - Zoom: Kirk Coombs

Trustees absent: Rex Nessen, Mark Thompson, Fred Ward

Others present: Randy Sessions – Director, Tyson Packer – Assistant Director, Jon Nelson – Field Manager, Janet Karren – Administrative Assistant

Note: This meeting was originally scheduled for April 4, 2023, but was postponed to May 2, 2023, because of extreme 'winter' weather.

1. Vice Chair Dale Millsap called the meeting to order and welcomed those in attendance including new member Boyd Bingham, County Commissioner.
2. Dale Millsap led the group in the Pledge of Allegiance.
3. A motion was made to approve the February 7, 2023, Board Meeting Minutes.

Motion: Sandra Second: Megan No Discussion Vote: Unanimous

4. Tamara reported that financial transactions are in order and reminded check signers to make sure that there are two signatures on checks. A motion was made to approve the internal audit and pay the bills.

Motion: Megan Second: Sandra No Discussion Vote: Unanimous

5. The oath of office was administered to those who have not yet taken it. All in attendance signed a form verifying they had taken the oath of office.
6. Director's Report – Randy reported on summer employees, equipment sales and purchases, and pesticide purchases. He also reported on UPDES permit matters. There is a lot of water everywhere after a winter of heavy snowfall. Larviciding is the best method to eliminate mosquitoes.
7. Board Member Training – Dale Millsap presented training for more efficient time use in our board meetings. Powerpoint slides presented are attached.

8. Three-year plan – Randy presented a three-year operating plan for the District including foresight and predictions of facility and maintenance issues, drone purchase, and in-house PCR testing equipment to be paid for by a potential grant.
9. UAS/Drone contract – Two bids have been procured for a drone contract for 2023; VDCI, our drone provider in past years, has a new drone pilot and a \$22/acre rate. Devin Rose, a private provider, is also seeking consideration. He originally submitted a \$25/acre bid.

Motion was made to accept VDCI's bid for drone contract.

Motion: Tim Second: Les

Discussion: Known company with new pilot or private vs. local provider

Vote: Unanimous

10. Review and approve purchase of Mesa 3 Geo. We will repair and use the old one in the extra fogging truck.

Motion: Approve purchase of Mesa 3 tablet. Motion: Megan Second: Boyd

Discussion: To be paid for with proceeds from sale of 2014 Grizzly Fogger if not already in budget

Vote: Unanimous

11. Discussion: Board Meeting items for June 6th meeting.
Proctor and Gamble RDA, 2022 audit

12. Motion was made to adjourn @ 8:30 p.m.

Motion: Megan Second: Tim No Discussion Vote: Unanimous

Next Meeting: June 2, 2023

A handwritten signature in black ink, reading "Damaris J. Miner", is written over a horizontal line.

Board Member

Board Member Training

Dale Millsap 5/2/2023

Decorum & Behavior

Meetings should optimize the use of members' time. There are high expectations for behavior in a board meeting.

- Be aware of the time and help it to move along efficiently.
- Use electronic devices only for referencing meeting material.
- Don't interrupt others while they are speaking.
- Allow all who wish to speak the opportunity to speak. Don't monopolize the conversation.
- Don't carry on side conversations.
- Prepare ahead of time fully by reading the meeting material. Come with relevant questions or solutions to problems.
- Ensure you know what you will be voting on and have a clear idea of the issues.
- Remain focused on the agenda items.
- Treat everyone with respect, even if you disagree with their point.
- Accept that the full board is responsible for the board's resolutions, even the members who voted against them.

Board Actions - Motions

1. Procedure for motions is generally governed by Roberts Rules of Order.
2. Item must be on the agenda with adequate specificity for action to be taken.
3. The language of a motion should be precise and self-explanatory.
4. A motion requires a second to move forward - otherwise it dies for lack of a second.
5. Work through the motion on the table before making additional motions.



Motion Steps

1. **Motion:** A member states "I move that..."
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion. Each member should speak only once until every other member has had a chance to speak. The chairperson may choose to alternate between arguments for and against to balance the flow of the debate.
5. **Vote:** The chairperson restates the motion, asks for affirmative votes, then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.



THE BOARD ENJOYS A FOCUSED DISCUSSION

Governance vs.
Management

Boards should govern, not manage...

Management

- Director
- Procedural accountability
- Administration
 - Daily operations
- Ground-level management
 - Board delegates management role to the Director
- Develop financial plan
- Develop operational strategy

Governance

- Board
- Performance accountability
- High-level oversight
 - Ensure adequate resources
- Ambassador
 - Advance the mission of the organization
- Fiduciary - approve finances
- Ensure operational strategy aligns with organizational mission

Conclusion

The purpose of BEMAD is to control nuisance and disease vectoring mosquitoes within its designated boundaries.

The BEMAD Board exists to represent the citizens of Box Elder County to ensure this purpose is carried out with fidelity.

This is best done when we understand and follow proper board meeting decorum and behavior, and when we place our focus on high-level governance rather than daily administration and operations.