

South Salt Lake Valley Mosquito Abatement District
Board Meeting Minutes
November 18th, 2024 at 2:00 pm

The Board of Trustees of the South Salt Lake Valley Mosquito Abatement District (SSLVMAD), Salt Lake County, State of Utah, met via 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), Ty Brewer (Holladay), Silvia Catten (Millcreek), Don Christensen (West Valley), Gene Drake (West Jordan), Brad Gilson (Draper), Paul Glover (Midvale), Matt Holton (Cottonwood Heights), Kathie Johnson (South Jordan), Kristie Overson (Taylorsville), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), Steve Shields (Herriman), Laverne Snow (Murray), and Greg Wilding (Bluffdale).

The following board members were absent: Tish Buroker (Riverton), and Natalie Pinkney (South Salt Lake).

Also attending were Sharon Drake, Dan McBride, Scott Sommer, and Eric Gardner.

1. **Welcome.** Catten conducted the meeting and duly called the meeting to order and welcomed everyone at 2:03 pm.
2. **Citizen Comments.** No citizens commented.
3. **Board Conflicts of Interest Disclosures.** No board members disclosed any conflicts of interest.
4. **Approve Minutes.** Brewer moved to approve the minutes of the October Board meeting; Gilson seconded the motion, and the motion carried with all in favor, Johnson was absent for the vote.
5. **Approve 2025 Tentative Budget, Salaries** McBride presented recommended cost of living (4.7%) and merit (2.5%) adjustments to staff salary and noted that the District procedures manual specifies that cost of living salary adjustments are based on Federal Employment Cost Index. The amount recommended for merit increases to salary this year was influenced by a salary survey conducted for the Utah Mosquito Abatement Association (UMAA) as well as by adjustments expected at other similar entities. Bossard noted that the recommended salary for McBride is near the low mid range established for his position while salaries for other staff are near the high mid range. McBride explained that the disparity arises in part because other staff may have more years of service or other experience than he has in his current position. Holton asked to review the UMAA salary survey and McBride presented that survey comparing salary and benefits for related positions across the state and pointed out its usefulness in establishing comparable salary ranges and merit increases for positions at the District. Holton spoke in favor of cost of living adjustments similar to what is expected at municipalities and other similar entities unless there is a valid reason to deviate from that pattern. Holton also asked about how the budget would be impacted by

recommended salary adjustments. McBride responded that adjustments to salary would come to around \$29,000 and that amount was built into the recommended tentative budget though was offset by some restructuring such that no increase in payroll was required. Snow commented about potential tax-payer concerns. Brewer and Catten noted that some staff are near the top of the salary range allowed for their positions. McBride explained that staff would not be eligible for future merit increases once the upper limit of salary ranges was reached, though noted that salary ranges would be adjusted based on cost of living and likely in response to anticipated salary surveys to be conducted in 2025. Catten expressed interest in looking more closely at the UMAA salary survey in the future but noted no red flags in the salary proposal.

In presenting the remainder of the tentative budget, McBride mentioned that the only changes from values presented in October were \$2,000 increases to the technology and computer equipment budget categories. Catten asked about projected increases to cost for insecticide. McBride responded that conversations with vendors suggest that large increases are not expected. Additionally, most insecticide purchases the District makes are through state contracts that were renewed recently and not expected to change dramatically. In response to a question from Holton, there was some discussion about how the employment cost index was calculated. Overson additionally commented on salary adjustments around 6% previously approved in Taylorsville and comparable to cost of living and merit increases proposed by the District. In response to a question from Catten about funding for the insectary, McBride explained that other than capital expenses, funds come from the operating supplies and research budget categories. Snow asked about an increase in the professional services category over previous years. McBride explained that the budgeted amount increased to cover anticipated legal services if a tax increase is explored or proposed in the coming year, and to finance a contract with Les Olsen Company for information technology services. McBride explained some of the truth in taxation process that would be required if tax rate increase were to be proposed, and clarified that no decision about pursuing such a proposal will be made in 2024.

No further concerns or questions were expressed, and Risk made a motion to adopt the proposed 2025 salaries and budget; Bossard seconded the motion. The motion passed with the following vote:

Price – yes
Risk – yes
Drake – yes
Brewer – yes
Bossard – yes
Glover – yes
Gilson – yes
Reynolds – yes
Overson – yes
Snow – yes
Christensen – yes
Wilding – yes

Johnson – yes
Shields – abstain
Holton – yes
Buroker – absent
Pinkney – absent
Catten - abstain

6. **UMAA/UASD Annual Conference Report** Catten read a report from Buroker, and Price, Risk and Christensen reported on attendance at the annual meeting of the Utah Mosquito Abatement Association (UMAA) held in St. George, Utah October 28-30. Buroker noted that perspective and information gained at such meetings helps inform decisions as a board member. Among points that stood out to her she mentioned the significance of the mosquito problem in areas with less mosquito control, the use of relatively new technology such as drones and sampling for mosquito DNA to improve efficiency and effectiveness of mosquito control, and the value of interns in conducting research and bringing energy to mosquito control entities. Price commented on board member training, benefits and challenges of using drones in mosquito control, and the potential of effective public outreach programs. Risk mentioned emphasis at the meeting about drone use and invasive *Aedes aegypti* mosquitoes in St. George and reported on information about the reemerging Oropouche virus. Christensen noted always learning something new at board member training.

Price reported on attendance at the annual meeting of the Utah Association of Special Districts (UASD) commenting on the value of board member training and noting different questions and points of emphasis than at board member training at the UMAA meeting. Points of emphasis at the UASD meeting included cybersecurity risks and preparation and the importance of separation of duties to avoid fraud.

7. **Safety Manual Review** Revisions to formatting and organization of the District's Safety Manual were discussed and included designation of some content as tips or recommendations rather than policy. In response to questions from Snow and Overson, Gardner and McBride explained that information now presented in the manual as safety tips is intended to supplement and aid in applying other, more enforceable content designated as policy. Referencing a section of the manual about private property, Snow expressed concern about employees climbing fences. Overson moved to approve the amended Safety Manual; Price seconded the motion. The motion carried with all in favor; Holton and Shields were absent for the vote.
8. **Conditions of the District.** McBride mentioned efforts to recruit and obtain funding for interns. Sommer explained an application for a grant available from the Western Integrated Pest Management Center. If obtained, the grant could provide funding to update material used in the District's education and outreach program and facilitate expansion of that program. Board members were invited to submit letters expressing their perspective as representatives of stakeholders intended to benefit from an expansion of the outreach program. McBride noted potential collaboration with the Rocky and High Plains Vector Borne Diseases Center and local universities that may help support interns at the District.

Upcoming conferences include the West Central Mosquito and Vector Control Association annual meeting to be held February 18-20th in Jackson Hole, Wyoming, the annual meeting of the American Mosquito Control Association (AMCA) scheduled for March 3-7th in San Juan, Puerto Rico, AMCA Washington Days held in Washington DC in May, and the annual meetings of the UMAA and UASD to be held in fall 2025.

McBride reminded board members to submit documentation of completion of required training by the end of the year.

No safety incidents were reported and all safety goals were completed since the previous board meeting.

Catten reported that the subcommittee assigned to review District manager performance met and found manager performance acceptable. She noted accomplishments including the establishment of an internship program and goals to keep safety relevant. The committee felt that McBride has done a good job in the first full year as District manager.

9. **Board Meeting Items for December 9th Meeting and Public Hearing.** Public hearing to be held at 6:00 pm with board meeting to follow. A holiday social will be held after board meeting. No additional items were requested.
10. **Approve Bills.** Brewer moved to approve the bills, Gilson seconded the motion. The motion carried with all in favor. Holton and Shields were absent for the vote.
11. **Adjourn.** Glover moved to adjourn the meeting; Snow seconded the motion, and the meeting was adjourned at 3:20 pm.