

South Salt Lake Valley Mosquito Abatement District
Board Meeting Minutes
October 14th, 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), Tish Buroker (Riverton), Don Christensen (West Valley), Gene Drake (West Jordan), Brad Gilson (Draper), Paul Glover (Midvale), Matt Holton (Cottonwood Heights), Kathie Johnson (South Jordan), Natalie Pinkney (South Salt Lake), Kristie Overson (Taylorsville), Linda Price (White City), Florence Reynolds (Sandy), Ilene Risk (Salt Lake County), and Laverne Snow (Murray).

The following board members were absent: Silvia Catten (Millcreek), and Steve Shields (Herriman), and Greg Wilding (Bluffdale).

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

1. **Welcome.** Price conducted the meeting and duly called the meeting to order and welcomed everyone at 2:02 pm.
2. **Citizen Comments.** No citizens commented.
3. **Board Conflicts of Interest Disclosures.** No board members disclosed any conflicts of interest.
4. **Approve Minutes.** Buroker moved to approve the minutes of the September Board meeting; Overson seconded the motion and the motion carried with all in favor, Bossard, Brewer and Pinkney were absent for the vote.
5. **Audit Committee Report – Fraud Risk Assessment** Snow reported on a meeting of the audit committee and reviewed the Fraud Risk Assessment completed by the committee. She noted that the audit committee felt that, while in the past separation of duties may not have been a strength, the District has made changes and separation of duties to reduce risk of fraud is now adequate. Snow reported that the audit committee felt that written policies were adequate addressing conflicts of interest, procurement, ethical behavior, reporting fraud and abuse, travel, credit card use, personal use of entity assets, IT and computer security, and cash receipting and deposits. McBride commented that IT security was strong and increasing in strength including through an upcoming contract with Les Olsen Company. Holton asked why Les Olsen Company was selected, say over Google. McBride explained that some services were already provided through Les Olsen, pricing was better, and upcoming services were more compatible with software currently in use.

Continuing through the Fraud Risk Assessment, Snow noted that the District does not employ a licensed or certified financial expert, nor do any members of the management team have a degree in accounting. Considering costs and benefits, as

well as other measures in place, the audit committee felt that risk from not employing a certified financial expert is likely low. Snow verified that District employees and officials are required to annually commit in writing to abide by a statement of ethical behavior. Not all board members have reported completion of required training from the State Auditor's office, but measures are in place to ensure that all board members are aware of and have opportunities to complete the training. Members of management and the audit committee will follow up with non-compliant members. The proposed score of 345 is contingent upon all board members completing required training; if training is not completed, the score would be 325. Both values represent a categorization of low risk. Snow also noted that the external auditor will also verify that training is complete. At least one member of the management team (McBride) received 40 hours of formal training related to accounting, budgeting, or other financial areas this year, a recommendation not previously met. Snow confirmed that the District does promote a fraud hotline. The District does not have a formal internal audit function. Snow reported that the audit committee considered the costs and benefits of an internal audit function and felt comfortable that risk was likely low considering other controls in place. Finally, the audit committee determined that the District does have an audit committee.

Price asked for a motion to accept the recommendation of the audit committee. Johnson moved to accept the fraud risk assessment with a score of 345 or 325 depending on board member training completion. Reynolds seconded the motion, and the motion carried with all in favor, Bossard and Brewer were absent for the vote.

6. **Third Quarter Financial Review** Buroker asked about a list of capital projects and inquired what was scheduled for this year. McBride responded that asphalt seal coat has been completed and commented that an updated list will be presented at a future board meeting. McBride presented the 3rd Quarter Financial Report noting operating, capital projects, and reserve fund balances and commenting that the total account balance is around \$30,000 less than last year following expected expenses from the reserve fund. Interest earned has been higher than in previous years, though interest rates may not be expected to remain as high going forward. Total assets equal total liabilities and equity.
7. **Tentative Budget Presentation.** McBride presented a tentative budget for 2025 highlighting deviations from the 2024 budget. Revenue from reserve fund interest is expected to decrease. The proposed amount budgeted for conferences was increased to facilitate participation at the American Mosquito Control Annual Meeting. The facilities maintenance budget was up to account for inflation, the fuel budget decreased because of current high inventory, the insecticide budget increased to replace depleted stock. The amount budgeted for insurance and bonds decreased as the insurance premium has also decreased because few accidents have occurred. The legal notices budget increased to pay for notifications of a potential tax increase. The operating supplies budget decreased, and payroll remained unchanged. The professional services budget increased to pay for IT services from Les Olsen Company and attorney fees to help with a potential tax increase. The research budget increased to improve insectary facilities. The technology budget increased to cover inflation, and

the amount budgeted for uniforms increased to replace low inventory and improve branding.

Among capital project expenditures, no building improvements are planned in 2025, and computer equipment expenses are expected to decrease from the amount budgeted to pay for upgrades in 2024. The proposed facilities and equipment budget increased, as did the amount budgeted for vehicles to facilitate the purchase of one additional vehicle.

McBride emphasized his recommendation that a tax increase be considered, noting expected difficulty maintaining the current level of service without additional revenue. Holton inquired about the most influential expenses motivating the recommendation of a tax increase. McBride cited expected increases to payroll to keep up with cost of living, anticipated wage adjustments, and a potential expansion of the seasonal workforce to better meet the needs of the District. He further noted increased cost of insecticide. Holton commented that some neighboring entities have adopted a pay structure including cost of living adjustments and adjustments based on salary surveys without additional merit increases. McBride acknowledged awareness of such structures but also expressed concern about the loss of connection between performance and compensation. Risk asked about an increase to the seasonal workforce. McBride responded that no increase is anticipated in 2025 but asserted that more help would be useful and expressed a desire to expand the internship program. He also noted that the number of seasonal employees has remained fairly static for 20 years despite a marked increase in the population that the District serves.

Brewer inquired about potential cuts to current programs. McBride replied that he felt additional cuts would significantly reduce the level of service and mentioned adjustments already made to reduce expenses including a modified vehicle replacement schedule, continuing to use somewhat dated equipment and technology, discontinuance of black fly control, reduced public outreach, and less post-treatment inspection than would be desired. Price asked about seasonal staff for 2025. McBride noted that the current payroll budget may allow hiring 1-2 additional employees, but that without increased revenue, any additional employees could likely not be supported beyond 2025. He explained that an additional 5 or 6 seasonal employees could be used to provide the level of service desired, including conducting post-treatment inspections.

8. **Conditions of the District.** McBride reported that current and upcoming activities at the District include educational presentations in elementary schools, participation at the annual meeting of the Utah Mosquito Abatement Association, fine-tuning the budget, and conducting performance evaluations.

McBride reported on local and national arbovirus activity including 24 mosquito pools positive for West Nile virus at the District, but no human cases or viremic donors in the District. Travel-related cases of Dengue and Malaria have been reported in the county, but no locally transmitted cases.

In a report of mosquito control efforts McBride reported that the total number of acres treated with mosquito larvicides was well above average, total number of mosquitoes observed in surveillance traps was only slightly above average, service requests received and the number of applications of mosquito adulticide were well below average. Snow expressed concern about surveillance for of Dengue and Chikungunya viruses and potential vectors. McBride indicated that some surveillance is accomplished using traps targeting potential vector mosquitoes and that a plan has been developed to respond to detection of those vector species, but perhaps more could be done. Buroker asked how the end of the mosquito season is determined. McBride explained that mosquito activity drops dramatically after several nights with temperatures below 50°F and as daylength decreases to less than 10 hours of light.

McBride reported that at a recent inspection by the Department of Water Quality no findings were reported.

Board member training needs to be reported soon.

The District Manager performance evaluation should be conducted soon. Price called for a volunteer to serve with board officers to conduct the evaluation; Johnson expressed willingness to participate.

McBride reviewed upcoming conferences including the Utah Mosquito Abatement Association annual meeting to be held in St. George at the end of October, the Utah Association of Special Districts annual meeting to be held in Layton in November, the annual meeting of the West Central Mosquito and Vector Control Association to be held in Jackson, Wyoming in February and the annual meeting of the American Mosquito Control Association to be held in Puerto Rico in March. Buroker asked if another seasonal employee could be hired if the District did not pay for any board members to attend the meeting in Puerto Rico. McBride responded that it might be close.

Finally, McBride reported that safety goals were met and no new safety incidents were reported since the previous board meeting.

9. **Board Meeting Items for November 18th Meeting.** Price noted that the Safety Manual is scheduled to be reviewed.
10. **Approve Bills.** Christensen moved to approve the bills, Buroker seconded the motion. The motion carried with all in favor.
11. **Adjourn.** Buroker moved to adjourn the meeting; Glover seconded the motion, and the meeting was adjourned at 3:17 pm.