

# West Millard Mosquito Abatement Board Meeting Minutes

## May 12th, 2025 — 1000 North 1050 West Delta, UT 84624

Attending: Bob Lloyd                      Brandon Smith                      Ray Searle                      Russ Finlinson  
                 Tony Anderson  
Employees: Shannon Moody              Shane Rowley                      Cally Smith  
Absent:              None

1. Jon Haderlie from Larson and Company presented the findings of the 2024 Audit.
2. The minutes of the April board meeting were reviewed. Bob Lloyd motioned to approve the minutes. Russ Finlinson seconded the motion. Voting was unanimous and in the affirmative.
3. The April financial statement was reviewed. Russ Finlinson motioned to approve the financial statement. Tony Anderson seconded the motion. Voting was unanimous and in the affirmative.
4. Supervisor Report:
  - a. Employees:
    - i. Lucy Nickle and Sydney Wilson are up and running. Jeff Brough will be available after the end of the school year.
    - ii. Our crew attended the UMA meeting in Salt Lake.
  - b. Equipment:
    - i. We are still working through some issues with the drone. A solution is expected soon. Utah County District has been a great resource.
  - c. Operations:
    - i. Shannon presented a proposed amendment to our Policies and Procedures to comply with the Utah Medical Cannabis Act. See attached. Tony Anderson motioned to adopt the proposed change. Bob Lloyd seconded the motion. Voting was unanimous and in the affirmative.
    - ii. Utah Local Special Service District requested that we nominate a representative and an alternate representative. Tony Anderson motioned to nominate Shannon as the representative and Shane as the alternate. Bob Lloyd seconded the motion. Voting was unanimous and in the affirmative.
    - iii. Jade Taylor filed his fourth and final appeal.
5. Board Member Reports: Ray reported that LiquaDry harvest season has begun. He will send Shannon their schedule later this week.
6. Russ Finlinson motioned to Adjourn at 6:56 pm. Tony Anderson seconded the motion. Voting was unanimous and in the affirmative. The next meeting will be held on June 9th.

## 5. Substance Abuse

### a. Purpose

- Improve job performance; help problem employees.
- Provide safety and protection to employees and the public; and
- Compliance with various federal and state laws.

### b. Policy

- WMMAD reserves the right to do drug testing at hiring and at the time any accident occurs. A positive drug test will result in termination.
- WMMAD will comply with Utah state laws (Utah Medical Cannabis Act, Utah Code Title 26, Chapter 61a) and federal laws (Controlled Substances Act, 21 U.S.C. § 801 et seq.).
- All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours.
- The use, sale, or possession of an illegal drug or controlled substance while on duty is cause for termination.
- The sale, possession, transfer, or purchase of illegal drugs on the WMMAD property or while performing WMMAD business is strictly prohibited as is also cause for termination. Such action will be reported to law enforcement officials.
- No alcoholic beverage will be brought or consumed on the WMMAD premises.
- No prescription drug will be brought on the WMMAD premises by a person other than the one for whom it is prescribed. Such drugs will be used only in the manner, combination, and quantity prescribed.
- Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work will be subject to discipline, including termination.
- WMMAD will follow the Utah Clean Air Act R392-510. Smoking (including electronic cigarettes, and other heated tobacco devices) is not permitted within 25 feet of any open window, entranceway, exit, or air intake of a building where smoking is not permitted.

## 6. Grievance

a. Purpose – Grievance procedures are the best way to both avoid and resolve employer/employee conflict. Formal communication between employees and management, accompanied by effective resolution procedures, will resolve most personnel-related problems. WMMAD with the effective grievance/resolution procedures will attract and retain quality employees and save thousands of dollars in liability actions.

b. Policy – It is the policy of WMMAD to ensure that all employees have a right to voice the grievances in a safe and fair atmosphere. We recognize the importance of open communication between management and employees in resolving disputes. This is important to maintain good relationships. For this purpose, a procedure is provided in which complaints will receive full and thorough consideration. When an employee feels that they have been treated unfairly or that an unsatisfactory condition exists, they should bring it to the attention of WMMAD, the grievance procedure provided.

c. Procedure – WMMAD has an ‘open door’ policy to hear and resolve grievances. Employees should feel free to discuss any work-related problems with their manager, or manager/board member. Employee can be confident that they will not be penalized for using the ‘open door’ policy.