

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Tuesday, December 13, 2011, at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 15 municipalities and the county unincorporated area were present:

Elaine Nelson, North Logan
Joe Hansen, Cornish
Richard Rigby, Newton
Robert Mather, Smithfield
Kermit Price, Millville
Kendon Godfrey, Clarkston
Jeff Ricks, unincorporated
Gary Bates, Wellsville

Shane Lewis, Richmond
Darwin Pitcher, Lewiston
Deon Johnson, Providence
Tom LaBau, Hyrum
Dave Wood, Amalga
Dave Gatherum, Hyde Park
Mike Carlson, Mendon
Scott Larsen, Nibley.

Excused: Perry Spackman, Trenton.

The meeting was called to order at 7:00 pm by chairman Darwin Pitcher.

MINUTES

The minutes of the November 8, 2011 meeting were reviewed.

Tom moved, and Deon seconded, that the minutes be approved. Motion passed unanimously; Kendon abstained.

PUBLIC HEARING: ADJUSTMENTS TO 2011 BUDGET

Richard moved, and Dave G. seconded, that the regular meeting be closed and the public hearing opened to present the recommended adjustments to the 2011 budget. Motion passed unanimously. Terrie reviewed the proposed adjustments. Deon moved, and Tom seconded, that the public hearing be closed and the regular meeting resumed; motion passed unanimously.

2011 BUDGET ADJUSTMENTS

The following adjustments to the 2011 Budget are recommended:

| | Original | Final |
|-----------------------|------------------|------------------|
| Revenues: | | |
| Property taxes | \$263,000 | \$263,000 |
| PTIF interest | | \$1,547 |
| Cellphone rebates | | \$250 |
| Expenditures: | \$255,650 | \$263,000 |
| Mosquito abatement | \$169,000 | \$185,427 |
| Office supplies | \$500 | \$1,200 |
| Personnel expenses | \$9,500 | \$10,000 |
| Other operating costs | \$12,650 | \$10,227 |

| | | |
|----------------------|----------------|----------|
| CI expenditures | | \$33,956 |
| Committed: | \$64,000 | \$22,190 |
| Contribution to fund | \$7,350 | |

Summary:

Increase Mosquito Abatement to \$185,427
Increase Office Supplies to \$1,200
Increase Personnel Expenses to \$10,000
Decrease Other Operating Costs to \$10,227
Add Capital Improvement expenditures of \$33,956
Decrease CI Fund contribution to \$22,190

Tom moved, and Elaine seconded, that the adjustments to the 2011 budget be approved; motion passed unanimously.

In discussing the budget adjustments with Matt Regen (CPA), he recommended that the general funds that were classified as Committed (see resolution adopted at the August 25 meeting) be transferred to a separate Capital Improvements Fund.

PUBLIC HEARING FOR 2012 BUDGET

Joe moved, and Dave G. seconded, that the regular meeting be closed and the public hearing opened to hear the presentation of the proposed 2012 budget; motion passed unanimously. The following budget was presented.

| | |
|--------------------------------|------------------|
| Revenue | \$271,351 |
| | |
| Personnel | \$78,007 |
| Field Ops Mgr | 10,400 |
| Admin Mgr | 7,560 |
| Field worker, larvacide | 34,960 |
| Field worker, fogging | 11,385 |
| Trustee compensation & mileage | 6,000 |
| Officer per diem | 500 |
| Payroll liability | 5,000 |
| Workers comp | 2,202 |
| | |
| Administrative | \$9,135 |
| Phones | 1,560 |
| Office supplies | 1,500 |
| Accountant | 1,000 |
| Premiums | 1,625 |
| Dues | 700 |
| Legal notices | 100 |
| Travel & Training | 2,500 |
| Website & education | 150 |
| | |
| Mosquito Abatement | \$163,294 |
| Surveillance | \$790 |
| CO ₂ tank refills | 490 |
| Trap batteries, chargers, etc. | 300 |
| Abatement | |

| | |
|-----------------------------------|-----------------|
| Larvacide | \$41,454 |
| Abate | 27,600 |
| Altosid | 4,120 |
| BVA-2 | 9,284 |
| BVA flush | 250 |
| Adulticide | \$86,000 |
| Fuel | 13,150 |
| Maintenance | 2,000 |
| Storage (winter) | 2,400 |
| NPDES permit | 2,000 |
| Operations space | 12,500 |
| Storage (2012-13 winter) | \$3,200 |
| | |
| Committed (Cap. Imp. Fund) | \$20,915 |

Tom moved, and Richard seconded, to close the public hearing and resume the regular meeting; motion passed unanimously.

2012 BUDGET DISCUSSION AND ADOPTION

Scott distributed information he'd obtained from a salary survey done by a UMAA district in 2010. He feels strongly that the board should be very frugal, especially this first year on its own. He disagrees with the hourly wages decided on at the last meeting (up to \$20 for the manager) and would like them to be changed to the original estimate of \$15. He's also concerned that not all personnel hours are accounted for, specifically citing surveillance and maintenance. He'd also like to see a line put in for miscellaneous costs such as personal protective equipment. He sees no reason to switch to Kontrol when the cost would be an additional \$22,000 and there's no indication of resistance developing to Fyfanon (malathion). Much discussion ensued on salaries, ranges, initial wages, surveillance, and maintenance hours.

Tom moved to approve the 2012 budget as presented; Deon seconded. Scott moved to amend the budget line items, and Dave W. seconded, to the following: personnel, \$70,615 (includes \$3000 for PPE); adulticide, \$63,841 (Fyfanon); maintenance, \$4000; Capital Improvements Fund, \$25,000; Contingency Fund, remainder (\$22,178).

Amendment vote: ayes, Elaine, Shane, Jeff, Kendon, Dave W., Robert, Mike, Joe, Kermit, Darwin; nays, Tom, Dave G., Richard, Deon, Gary. The amendment passed.

Vote on the amended motion: unanimous aye. Resolution 2011-3, A Resolution Adopting A Budget for the Fiscal Year 2012 in the amount of \$271,351 was approved.

2012 OPERATIONS DISCUSSION

Terrie will submit the information to UMAA (Utah Mosquito Abatement Association) for the chemical bid preparation. The job announcement for the Field Operations Manager (with minor changes) will be posted December 15, 2011; applications will be accepted through January 15, 2012. The Board revisited the decision to promote Terrie to Administrative Manager; a poll of the trustees showed 4 interested in opening it up to the public and 12 satisfied to keep it as a promotion from within. Terrie will send out the announcement to various media and online outlets as well as Job Services.

Several trustees reported on potential sites for the seasonal operations. Darwin has asked for building estimates from several contractors; land is also being looked at for a building site. More details will be gathered for the January meeting.

Shane left at 9:10 pm.

2011 ANNUAL REPORT

The draft annual report was reviewed. Tom moved, and Dave G. seconded, that it be approved; motion passed unanimously.

UMAA REPORTS

Scott and Terrie reported on the UMAA manager's meeting. The draft of the Pesticide Discharge Management Plan will be presented at the January meeting. Labels for the pesticides being used will also be provided to the Board.

BILLS

The following bills were presented. Richard moved, and Tom seconded, to pay the bills. Motion passed unanimously.

| | |
|-----------------------|--------------|
| Wages | \$ 406.00 |
| Verizon | \$ 129.85 |
| Hyrum rental--January | \$ 600.00 |
| ULGT ins. premium | \$ 1,021.30 |
| Legal notices | \$ 101.44 |
| BRHD Contract | \$167,609.75 |

ADJOURNMENT

Richard moved, and Dave G seconded, that the meeting be adjourned; the meeting was adjourned at 9:20 pm.

Prepared by /s/ Terrie L. Wierenga

Date 1/7/2012

Accepted: 1/26/2012