

## **Cache Mosquito Abatement District Board of Trustees**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, January 23, 2014, at 7:00 pm in the Bear River Health Department conference room 153 (655 E 1300 N, Logan). Representatives from 13 municipalities and the unincorporated area were present:

Darwin Pitcher, Lewiston  
Raymond Smith, Richmond  
Dave Gatherum, Hyde Park  
Scott Larsen, Nibley *arr 7:25*  
Kendon Godfrey, Clarkston  
Elaine Nelson, North Logan  
Jeff Ricks, unincorporated

Dave Wood, Amalga  
Tom LaBau, Hyrum  
Kermit Price, Millville  
Robert Mather, Smithfield  
Deon Johnson, Providence  
Joe Hansen, Cornish  
Perry Spackman, Trenton

Excused: Mike Peterson, Newton; Kevin Tingey, Wellsville; Bob Jepsen, Mendon.

Also present: Richard Rigby, Field Ops Manager, and Terrie Wierenga, Administrative Manager.

The meeting was called to order at 7:00 pm by chairman Elaine Nelson. Tom moved, and Deon seconded, to adopt the agenda; motion passed unanimously.

### **MINUTES**

The minutes of the December 11, 2013 meeting were reviewed and discussed.

Robert moved, and Jeff seconded, the minutes be approved. Ayes: Wood, Gatherum, LaBau, Pitcher, Price, Nelson, Johnson, Smith, Mather, Spackman, and Ricks. Abstain: Godfrey, Hansen. Motion passed.

The minutes of the December 19, 2013 meeting were reviewed and discussed.

Perry moved, and Dave G. seconded, the minutes be approved. Ayes: Gatherum, LaBau, Pitcher, Price, Nelson, Johnson, Smith, Mather, Spackman, and Ricks. Abstain: Godfrey, Hansen, Wood. Motion passed.

### **MANAGERS REPORTS**

Richard reported that the pesticide prices under the new state contract are still not known. The surplus Honda ATV was sold; there were no bids for the 2000 Ford. He has ordered the new pickup so it will arrive before the mosquito season starts.

Terrie reported on the UMAA (Utah Mosquito Abatement Association) meeting; she participated via teleconference. In addition to the continuing discussion on the procurement policy (the deadline is May 1 but the state has still not adopted and released the administrative rules), the grebe die-off and subsequent eagle deaths were reported. Over 20,000 grebes are estimated to

have died; a majority of the dead birds were positive for WNV (West Nile Virus). Of the over 40 eagles necropsied, WNV was found to be present. Further testing is being conducted to determine if the virus is a new strain since WNV had not appeared in these species before. Matt Regen CPA will be contacted to provide the financial statements review for 2013. The meeting schedule was presented. The July 24 meeting will remain on the schedule.

### **WAGE RANGE FOR MANAGER POSITIONS**

Scott arrived. Discussion started with the Administrative Manager position. The wage in July 2005 (when the clerk position was changed from a trustee to a part-time employee) was \$10/hr. All agreed it is difficult to arrive at a figure. Kermit asked why a range was even necessary. The range would provide a scale from inexperienced to experienced. Elaine said it is considered a best practice to have a pay range. Another benefit is that having a range allows people to know whether they even want to apply for a position. Having a range would guide the Board in discussions on raises. Much discussion on what range is appropriate was held. Elaine tasked Terrie to look at similar positions and gather wage information. Scott disagreed, saying he felt the Board should do work such as this. The Board agreed. Discussion will continue next month.

### **CMAD POLICIES REVIEW AND UPDATE**

Trustee compensation was discussed. State code allows trustees to be compensated for meeting attendance up to \$5,000 annually. No decision was made as to compensation for attending training. Suggestion was made to increase meeting attendance compensation from \$25 to \$30 with an increase of \$2 for officer per diem (\$12 per month).

The PDMP (Pesticide Discharge Management Plan) only needs to be changed to list the new pesticides Richard will be using this season. The Procurement Policy is still waiting on the state administrative rule to see if any change will be required.

Other policies – Open & Public Meetings, Records Management, Electronic Media, Spraying (No Spray requests), Surplus Property, and Personnel – do not require changes. The policies requiring changes will be discussed and voted upon at the February meeting.

### **CAPITAL IMPROVEMENTS STRATEGIC PLAN**

Several changes were discussed. The provision to share a location with BRHD will be removed. The vehicle rotation is working as the pickups with over 180,000 miles are being replaced with new ones that will be more fuel efficient and likely require less maintenance. The ATVs are on a 3 year rotation. Prices for vehicles and foggers need to be increased to reflect the current prices. Setting a goal for the purchase of land and buildings for a permanent home may be included. The plan with the new goals and prices, extending to at least 2017, will be presented at the February meeting.

### **ELECTION OF OFFICERS**

Election of officers (chairman, vice-chairman, treasurer, and financial officer) was held. All votes were by raise of hands.

Chairman—Elaine was nominated and elected by acclamation.

Vice-chairman—Scott, Joe, and Darwin were nominated. Vote was unanimous for Joe as the vice-chairman.

Treasurer—Scott and Darwin were nominated. Scott received 10 votes, Darwin 4; Scott continues as Treasurer.

Financial Officer—Kermit, Dave G. and Jeff were nominated; votes were 6, 5, and 3, respectively; Kermit Price is elected financial officer.

#### **4<sup>th</sup> QUARTER 2013 FINANCIAL REPORT**

The 4<sup>th</sup> Quarter 2013 Financial Report was reviewed. Scott moved, and Dave W. seconded, the financial report be accepted. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Nelson, Johnson, Smith, Mather, Spackman, and Ricks. Motion passed.

#### **BILLS**

The following bills were presented. Joe moved and Darwin seconded that the bills be approved. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Nelson, Johnson, Smith, Mather, Spackman, and Ricks. Motion passed.

Wages	587.40
Phone	215.70
Questar	68.11
Trustee comp & mileage	1,584.69
Officer per diem	120.00
ULGT Workers Comp	204.14
Shop rental & internet	925.00
Rocky Mountain Power	42.59
UASD dues	357.00
PC & software (Admin)	960.95

#### **MEETING WITH LOGAN CITY**

Darwin reported that he contacted Mayor Petersen to schedule a meeting but was contacted by Issa Hamud, director of the department, to discuss mosquito abatement. Mr. Hamud said their current program provides adequate abatement services within the general environmental department budget. The Board would still like to discuss this with the mayor and council; Jeff suggested preparing a letter describing the advantages.

#### **ADJOURNMENT**

Dave G. moved, and Joe seconded, the meeting be adjourned. The meeting was adjourned at 8:20 pm.

Prepared by /s/ Terrie L. Wierenga

Date 2/16/2014

Accepted: 2/27/2014