

Cache Mosquito Abatement District Board of Trustees Meeting

April 26, 2018

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, April 26, 2018 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 12 municipalities were present:

Craig Hidalgo, Clarkston	Deon Johnson, Providence	Kermit Price, Millville
Craig Rigby, Newton	Elaine Nelson, North Logan	Kevin Tingey, Wellsville
Dan Richins, Richmond	Joe Hansen, Cornish	Kim Hatch, Trenton
Darwin Pitcher, Lewiston	Justin Maughan, Nibley	Roger Lincoln, Smithfield

Excused: David Gatherum, Hyde Park
David Wood, Amalga
Greg Taylor, Mendon
Jeff Ricks, Unincorporated
Paul James, Hyrum

Also present: Debbie Mays, Administrative Manager
Richard Rigby, Field Operations Manager

AGENDA

The meeting was called to order at 7:00 pm by Chair Joe Hansen. The agenda was reviewed.

Kevin Tingey moved and Dan Richins seconded that the agenda be adopted. Ayes: Hansen, Hatch, Hidalgo, Johnson, Lincoln, Maughan, Nelson, Pitcher, Price, Richins, C Rigby, Tingey. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the March 22, 2018 meeting were reviewed.

Darwin Pitcher moved and Deon Johnson seconded that the minutes be approved. Ayes: Hansen, Hatch, Hidalgo, Johnson, Lincoln, Maughan, Nelson, Pitcher, Price, Richins, C Rigby, Tingey. Nays: None. Motion passed unanimously.

PROCUREMENT COMMITTEE REPORT

Joe Hansen reported we are waiting on others in order to move forward with the land purchase.

MANAGER REPORTS

Field Operations Manager Richard Rigby reported that the truck which was ordered will be ready sometime in May. He reported he has been receiving shipments of supplies for the upcoming summer season. He received 1 barrel of Kontrol which only contained about 20 gallons rather than the 55 gallons it was supposed to have. He had the company pick it up, and they will send another one.

Richard has been working on the schedule for fogging and larviciding, and had a handout showing his plans so far. He took the opportunity to ask the trustees about their summer community celebrations, and when they would need extra fogging done. He noted the spring training went well, though it can be a little overwhelming for new employees. He feels confident the season will be successful, however. Training also touched on the importance of safety and being respectful when dealing with the public.

Larviciding will begin next week, with the phones being activated next Monday or Tuesday. Fogging will begin when they reach 50 mosquitoes in a trap, or when they start receiving complaints from the public about them. Richard also fielded a couple of questions from trustees about dealing with the public as well as specific requests for fogging.

Administrative Manager Debbie Mays gave a handout with the bills which need approval as well as a year-to-date budget report and items for next month's agenda. Also handed out was the 1st Quarter Financial Report. She did mention too that it is time to renew our annual rental contract for our operations site.

Debbie reported that due to passage of legislation SB 80, the Utah Motor Carrier Services has given exempt agencies the option to maintain our vehicle fleet on the DMV system or to opt out. Regardless of whether we opt out or not, under the new system registration certificates will be issued which won't expire until the vehicle is sold.

She also prepared a few paragraphs explaining some things that would be helpful for the public to know. A digital version of these paragraphs will be sent to all of the trustees. They in turn may use them in their community newsletter or with their utility billing if they desire.

UPDATED EMPLOYEE HANDBOOK

The trustees received a digital version of the updated employee handbook previously. This was reviewed and discussed.

Craig Rigby moved and Kevin Tingey seconded that the employee handbook be approved.
Ayes: Hansen, Hatch, Hidalgo, Johnson, Lincoln, Maughan, Nelson, Pitcher, Price, Richins, C Rigby, Tingey. Nays: None. Motion passed unanimously.

1st QUARTER FINANCIAL REPORT

The 1st Quarter Financial Report was reviewed and discussed.

Elaine Nelson moved and Dan Richins seconded that the 1st Quarter Financial Report be approved. Ayes: Hansen, Hatch, Hidalgo, Johnson, Lincoln, Maughan, Nelson, Pitcher, Price, Richins, C Rigby, Tingey. Nays: None. Motion passed unanimously.

BILLS

This month's bills (listed on the following page) were reviewed and discussed.

Elaine Nelson moved and Darwin Pitcher seconded that the bills be approved. Ayes: Hansen, Hatch, Hidalgo, Johnson, Lincoln, Maughan, Nelson, Pitcher, Price, Richins, C Rigby, Tingey. Nays: None. Motion passed unanimously.

<u>PERSONNEL TOTALS</u>	\$2,531.04	Amazon.com (2 Fuel fluid trans pumps)	\$599.98
Admin Mngr	\$653.06	Northwood Rentals (forklift)	\$60.00
Field Ops Mngr	\$774.00	Cache Honda Yamaha (cable)	\$19.76
Foggers	\$482.08	Sign This Inc (magnets/vinyl)	\$296.00
Larviciders	\$384.09	Operations Site	
Payroll Taxes (Company)	\$179.88	Building + Internet	\$1,025.00
Website Manager	\$57.93	Rocky Mountain Power	\$60.48
		Dominion Energy	\$39.29
<u>ADMINISTRATION TOTALS</u>	\$3,117.50	PO Box (annual renewal)	\$72.00
Administrative Manager Mileage	\$37.99	Surveillance	
Phones	\$150.86	Airgas	\$24.20
Travel & Training (van rental - training)	\$74.45	BioQuip (supplies)	\$1,034.67
Trustee Comp, Mileage, Officer Per Diem	\$1,871.34		
Website (domain .com and .net regis)	\$25.06	<u>VEHICLES/EQUIPMENT TOTALS</u>	\$5,560.65
Workers Comp	\$101.97	Fogger Pump	\$5,560.65
Safety			
MSC (goggles)	\$147.00		
Cabela's	\$397.89		
Amazon (gloves)	\$57.24		
Image Matters (shirts/jacket)	\$253.70		
<u>MOSQUITO ABATEMENT TOTALS</u>	\$93,877.28		
Fogging			
Clarke Duet	\$1,988.90		
Kontrol 30-30	\$11,980.36		
MaxPar Oil	\$5,896.00		
Fuel	\$57.93		
Larvacide			
Clarke (Natular)	\$8,870.60		
Clarke (Altosid)	\$2,320.00		
Clarke (Altosid XR)	\$1,469.60		
Adapco (BVA 2, BTI-CRG, Vectomax)	\$56,503.65		
Maintenance			
Firestone (4 tires for 2014 Ford)	\$659.96		
Firestone (oil change for 2011 Ford)	\$34.27		
Firestone (2 tires for 2018 Ford)	\$358.58		
2 NAPA (brushes, terminals, nitrile dispo)	\$57.10		
2 Sam's Club (shop supplies, hose reel)	\$165.84		
Walmart (shop supplies)	\$19.97		
7 Lee's (fas, mag, storage, hose, wheel)	\$155.09		
Valley Implement (hose, T-bolt)	\$108.05		

ADJOURNMENT

Kevin Tingey moved and Dan Richins seconded that the meeting be adjourned. The meeting was adjourned at 7:36 p.m.

Prepared by Debbie Mays Date 4/27/2018

Accepted: 5/24/2018