

Cache Mosquito Abatement District Board of Trustees Meeting

June 28, 2018

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, June 28, 2018 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 15 municipalities were present:

| | | |
|---------------------------|----------------------------|---------------------------|
| Craig Hidalgo, Clarkston | David Wood, Amalga | Joe Hansen, Cornish |
| Craig Rigby, Newton | Deon Johnson, Providence | Kermit Price, Millville |
| Dan Richins, Richmond | Elaine Nelson, North Logan | Kim Hatch, Trenton |
| Darwin Pitcher, Lewiston | Greg Taylor, Mendon | Paul James, Hyrum |
| David Gatherum, Hyde Park | Jeff Ricks, Unincorporated | Roger Lincoln, Smithfield |

Excused: Kevin Tingey, Wellsville
Justin Maughan, Nibley
Richard Rigby, Field Operations

Also present: Debbie Mays, Administrative Manager
Matt Regen, CPA

Note: David Gatherum had given notice that he would be late, and he arrived for approximately the last half of the meeting. Therefore, he was not present to vote on the first two motions.

AGENDA

The meeting was called to order at 7:02 pm by Chair Joe Hansen. The agenda was reviewed.

Elaine Nelson moved and Craig Hidalgo seconded that the agenda be adopted. Ayes: Hansen, Hatch, Hidalgo, James, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

ANNUAL REPORT FROM MATT REGEN, CPA

Matt Regen, CPA, handed out annual accounting reports to the trustees and went through several of them. He reported that he would like this to be a discussion, and he asked the trustees to feel free to ask questions as desired. Matt reports that this is for the calendar year 2017, ending on December 31. He reports the District is doing well, with lack of debt and good cash savings.

He reports that revenues were greater than expenses, which is (of course) the scenario desired. He mentioned that the trustees may decide when and how to spend the capital improvements fund. He discussed that overall the District seems to be in a very sound financial state.

A question was asked about the limit on the general fund. Matt reports that the general fund for a special district can have 100% of the yearly budget in it. If the District goes over, then that is brought to our attention by the accountant and we are given a chance to rectify that. Matt recommends that we move a chunk of the general fund savings to the capital improvement fund so

that it is not quite so close to the limit. He recommends looking at that during budget discussions in the fall. A question was asked whether we could purchase property out of the general fund, and Matt replied that yes, it would be appropriate.

Matt then discussed some of the other procedures he takes a look at, such as training required, etc. He encouraged us to continue to review financial statements and other information at our monthly meetings, as well as having a careful budget review and discussion annually. He also reminded us about doing annual training as required.

Paul James moved and Deon Johnson seconded that we accept the report as prepared by Matt Regen, CPA. Ayes: Hansen, Hatch, Hidalgo, James, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the May 24, 2018 meeting were reviewed.

Paul James moved and Darwin Pitcher seconded that the minutes be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

PROCUREMENT COMMITTEE REPORT

There was nothing new to report by the procurement committee.

MANAGER REPORTS

Field Operations Manager Richard Rigby was out of town and therefore unable to attend the meeting. He emailed some information which was given on a handout by Administration Manager Debbie Mays to include:

1. Mosquito numbers are going up this week. Richard is working with BRHD to do testing each week. If tests are positive, they will be sent to the state lab for confirmation.
2. The new larviciding product we are using this year, VectoMax, seems to be working pretty well for us.
3. July 4th fogging – Richard will have both Lewiston and Hyrum sprayed on Tuesday night. Both towns are scheduled for that night already so it will be part of the regular spray night. He will make sure they spray the parks and downtown Lewiston well.

Administrative Manager Debbie Mays gave a handout listing the bills which need approval as well as a year-to-date budget report and items for next month's agenda.

BILLS

This month's bills were reviewed and discussed. Two questions were raised for Richard, one concerning the \$55 charge from Cache Car Wash, and another concerning the \$423.42 charge from Cache Honda. As Richard was not able to attend this evening, these questions will be posed to him at a future date. (Of

note, on June 29, 2018, which is the day following this meeting, Debbie talked with Richard about these charges. He reported the \$55 charge was for detailing the truck we are selling. The \$423.42 charge included \$337.49 for a new wench, \$43.48 for tie-downs, and \$42.45 for covers.)

Paul James moved and Elaine Nelson seconded that the bills be approved, conditional on satisfactory answers to the two questions for Richard which were asked tonight. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

| | | | |
|---|--------------------|---|-------------------|
| <u>Personnel Totals</u> | \$11,886.90 | <u>Mosquito Abatement Totals</u> | \$5,285.03 |
| Admin Mngr | \$659.69 | Fogging (flushing solution) | \$269.64 |
| Field Ops Mngr | \$2,000.00 | Fuel | \$471.19 |
| Foggers | \$2,789.88 | Larvacide (Duplex-G gran) | \$2,850.00 |
| Larviciders | \$5,497.50 | Maintenance | |
| Payroll Taxes (Company) | \$844.67 | Lee's (fasteners) | \$2.20 |
| Website Manager | \$95.16 | Lee's (caulk) | \$7.73 |
| | | Lee's (utility knife, batteries) | \$50.45 |
| <u>Administration Totals</u> | \$1,331.07 | Lee's (hose adapters) | \$10.87 |
| Administrative Manager Mileage | \$62.06 | Cache Car Wash | \$55.00 |
| Dues (AMCA) | \$145.00 | Home Depot (Doug Fir) | \$15.41 |
| Office Equipment | | Valley Implement (Hose Cl, T-bolt) | \$11.95 |
| Norton annual protection | \$101.20 | Cache Honda (Return tie-down) | -\$11.50 |
| RemotePC | \$6.95 | Cache Honda (Pro-Vantage, cov, tie-dn) | \$423.42 |
| ESRI (ArcGIS maint) | \$401.00 | USU Chemistry Stores (Pipet) | \$12.54 |
| Office Supplies | | O'Reilly (Bungee Cords) | \$9.99 |
| Staples (P-Touch, batt, markers, etc.) | \$91.93 | Operations Site | |
| Phones | \$249.63 | Building + Internet | \$1,025.00 |
| Premiums: Insur, Bond (New truck insur) | \$37.19 | Rocky Mountain Power | \$52.70 |
| Travel and Training | | Dominion Energy | \$17.96 |
| 5 pesticide exams/courses | \$100.00 | Surveillance (AirGas) | \$10.48 |
| 1 pesticide license reimb-Chelsea | \$15.00 | | |
| Applebee's (Richard Meeting 6/7/2018) | \$19.15 | <u>Vehicles/Equipment Totals</u> | \$4,054.09 |
| Workers Comp | \$101.96 | Pickup Truck (Lease Bancorp) | \$4,054.09 |

ADJOURNMENT

Kermit Price moved and David Gatherum seconded that the meeting be adjourned. The meeting was adjourned at 7:28 p.m.

Prepared by Debbie Mays Date 6/29/2018

Accepted: 7/26/2018