

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Tuesday, December 14, 2010, at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 14 municipalities were present:

Darwin Pitcher, Lewiston  
Shane Lewis, Richmond  
Dave Gatherum, Hyde Park  
Scott Larsen, Nibley  
Karen Blotter, Millville  
Robert Mather, Smithfield  
Elaine Nelson, North Logan

Richard Rigby, Newton  
Tom LaBau, Hyrum  
Ed Rigby, Wellsville  
Dave Wood, Amalga  
Deon Johnson, Providence  
Joe Hansen, Cornish  
Mike Carlson, Mendon

Excused: Kendon Godfrey, Clarkston; Perry Spackman, Trenton. Absent: Jeff Ricks, unincorporated.

Also in attendance: Chris Nelson, Bear River Health Department.

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

### **PUBLIC HEARING**

Richard moved, and Robert seconded, to open the public hearing for adjustments to the 2010 budget; motion passed unanimously. No comments were received. Tom moved, and Scott seconded, to close the public hearing; motion passed unanimously.

### **2010 BUDGET ADJUSTMENTS**

The recommended budget adjustments (see attached) were reviewed and discussed.

Tom moved, and Elaine seconded, to approve the 2010 budget adjustments. The motion passed unanimously.

### **MINUTES**

The minutes of the November 9, 2010 meeting were reviewed and discussed.

Richard moved, and Shane seconded, that the minutes be approved; motion passed unanimously with Mike abstaining.

### **PUBLIC HEARING**

Scott moved, and Richard seconded, to open the public hearing for the 2011 budget; motion passed unanimously. No comments were received. Shane moved, and Scott seconded, to close the public hearing; motion passed unanimously.

## 2011 BUDGET

Tom asked if BRHD had agreed to the reduced amount; Scott and Elaine said no. The contract generally isn't finalized until March or April. Since CMAD is taking over the purchase of vehicles, the bulk of the BRHD reduction is for that (\$16,800). Insurance would also be CMAD's responsibility as well as the cost of the NPDES permit. Terrie has been working with ULGT (Utah Local Government Trust), CMAD's current insurer, and Matt Regen, our CPA, on the proposed transfer of vehicle titles and equipment from BRHD to CMAD. Insurance for 2011 will run an additional \$3500 to \$4000 over the current year. Scott recommends that \$4000 be taken from the proposed Capital Improvements fund and moved to Insurance. The budget committee recommends establishment of an emergency/contingency fund for 2011 that could be used to cover the extra three weeks of service BRHD is requesting.

Joe asked if the emergency fund would carry over each year and be added to or if it would remain at a steady funding level. Scott said that the fund could change or not, increase or not; it would be fluid. Deon wanted to know what happens if only part of the emergency fund was used; Scott said it just stays as a line item of the General Fund. Deductibles could be paid from this fund. Terrie had ULGT figure insurance based on a \$1000 deductible. Ed asked what limits are recommended; Scott said that Utah's recommended cost per accident be \$25,000.

Darwin said he would like to increase Terrie's wage. Scott and others are reluctant to increase the wage due to the economic climate; Scott also pointed out that this isn't Terrie's primary income.

Tom moved, and Karen seconded, to increase the wage by \$0.50 per hour. A voice vote was called for:

Ayes—Deon, Tom, Joe, Karen, Elaine, Richard, Shane, Darwin, and Dave G.

Nays—Scott, Mike, Robert, Dave W., and Ed.

Motion passed. Elaine asked if the increase would necessitate a change in the line item; Terrie said it would amount to about \$80 more than the current year's wages of \$2605.

Shane moved, and Scott seconded that Resolution 2010-02, A Resolution Adopting a Budget for the 2011 Fiscal Year, be adopted with the changes discussed (budget listed below).

<b>Revenue (estimated 2011 property tax)</b>	<b>\$263,000</b>
<b>Expenditures (CMAD)</b>	
<b>Personnel</b>	<b>\$9,500</b>
Clerk	\$3,000
Trustee compensation & mileage	\$6,000
Officer per diem	\$500
<b>Administration</b>	<b>\$10,150</b>
Accountant	\$1,000
Premiums (insurance, bonds)*	\$8,500
Dues (UMAA, UASD)	\$700

Legal notices	\$100
Website	\$200
Education (outreach)	\$150
Travel & training	\$1,000
Office supplies	\$500
Phone (CMAD number)	\$500
Phones for workers, 5 mo usage**	\$500
NPDES permit	\$1,000
<b>Vehicles</b>	<b>\$16,000</b>
Pickup	\$10,000
ATV	\$6,000
<b>BRHD Contract</b>	<b>\$152,000</b>
<b>CI Fund</b>	<b>\$64,000</b>
<b>Emergency/Extra Service</b>	<b>\$7,350</b>

Scott left at 7:40 p.m.

## **INVENTORY**

Terrie reported on the inventory she, Chris, and Todd (BRHD) did on November 4. Dave W. asked Chris who currently did the prep and routine maintenance/service on vehicles and equipment; Chris said Eric and the workers do so throughout the season.

Ed asked why the ATVs are sold/traded in every three years. Chris said it was primarily because the resale value drops sharply after that. Shane said ATVs need more frequent replacement because they're in water more often than a privately owned vehicle. Plus, use by CMAD/BRHD is much harder on the machinery than typical recreational use on a mileage basis. An option would be that rather than replace it every three years to instead drive it into the ground. Deon agreed that resale is very poor past three years. Chris said that BRHD did run one ATV for a fourth year but faced lots more service issues and costs doing so.

The recommended pickup replacement schedule (every four years) was discussed. Scott mentioned last month that newer used vehicles could be purchased to help increase resale/trade in value. Joe said that newer doesn't mean they're hardier.

## **CAPITAL IMPROVEMENT PLAN**

Terrie reviewed the need for a Capital Improvement Plan (CIP) which is primarily to enable CMAD to set up a separate fund for such projects. General discussion was held. Ed recommended the initial CIP have one pickup and one ATV replaced each year. Elaine pointed out that the CIP can and should be reviewed at least annually to make any adjustments. Terrie will prepare a draft CIP for the January meeting.

## **2010 ANNUAL REPORT**

The 2010 annual report was reviewed. Shane moved and Joe seconded that the report be accepted; motion passed unanimously. Terrie will distribute a copy to each member entity of the District.

**BILLS**

The following bills were presented. Elaine moved and Mike seconded that the bills be approved; motion passed unanimously.

BRHD Contract	\$166,031.65
Wages	202.50
Phone	35.22
HJ Legal notice	68.33

**ADJOURNMENT**

Darwin thanked Ed for his service on the Board. Ed replied that he enjoyed the service and working with the other trustees.

Shane moved, and Richard seconded, that the meeting be adjourned. The meeting was adjourned at 8:10 pm.

Prepared by /s/ Terrie L. Wierenga Date 1/1/2011

Accepted: 1/27/2011