

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Wednesday, December 14, 2016 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 9 municipalities and the county unincorporated area were present:

Dave Wood, Amalga
Joe Hansen, Cornish
Tom LaBau, Hyrum
Greg Taylor, Mendon
Perry Spackman, Trenton

Kendon Godfrey, Clarkston
Dave Gatherum, Hyde Park
Darwin Pitcher, Lewiston
Deon Johnson, Providence
Jeff Ricks, unincorporated

Excused: Robert Mather, Smithfield; Kermit Price, Millville; Raymond Smith, Richmond; Craig Rigby, Newton; Kevin Tingey, Wellsville. Vacant – Nibley, North Logan.

Also present: Terrie Wierenga, Administrative Manager; Richard Rigby, Field Operations Manager; Scott Olcott, Design West.

The meeting was called to order at 7:00 pm by Vice-Chairman Joe Hansen. The agenda was reviewed. Tom LaBau moved, and Kendon Godfrey seconded, the agenda be adopted. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Taylor, Johnson, Spackman, and Ricks
Nays: none. Motion passed unanimously.

MINUTES

The minutes of the November 10, 2016 meeting were reviewed and discussed.

Tom LaBau moved, and Darwin Pitcher seconded, that the minutes be approved. Ayes: Wood, Godfrey, Hansen, LaBau, Pitcher, Taylor, Johnson, Spackman. Nays: none.
Abstain: Gatherum, Ricks. Motion passed unanimously.

FIELD OPS MANAGER REPORT

Richard Rigby said he purchased some tool chests for the shop. Dave Wood said he could store some vehicles in his shed if needed. Elecdata (the vendor for our GIS on the foggers and the handhelds) will be down to test some new software for the foggers.

Tom LaBau moved and Dave Wood seconded to close the regular meeting and open the public hearings on adjustments to the 2016 budget and to present the proposed 2017 budget. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Taylor, Johnson, Spackman, and Ricks
Nays: none. Motion passed unanimously.

PUBLIC HEARINGS

Terrie Wierenga reviewed the proposed adjustments to the 2016 budget then reviewed the proposed 2017 budget. No comments were given.

Perry Spackman moved and Deon Johnson seconded to close the public hearings and return to the regular meeting. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Taylor, Johnson, Spackman, and Ricks Nays: none. Motion passed unanimously.

FY 2016 BUDGET ADJUSTMENTS

Due mainly to new growth, property tax revenue was higher than anticipated. Workers comp classification was adjusted to a lower rate. Abatement chemicals and fuel costs were also less than anticipated. Recommendation is to move the bulk of the unanticipated revenue into the Capital Improvements Fund since the District is planning to acquire property in the near future.

FY16 General Fund Adjustments					
	budgeted		actual/ estimated		recommended
REVENUES	\$295,000		\$363,837		\$363,837
Property tax	\$295,000		\$300,990		
Fee in lieu			\$25,000		
Interest, dividends, refunds			\$7,347		
UPP Redemption			\$11,500		
Personal property tax			\$19,000		
EXPENDITURES	\$295,000		\$265,810		\$363,837
Personnel	\$74,837		\$72,958		\$74,000
Admin Manager	\$6,615		\$7,208		
Field Ops Manager	\$15,916		\$18,050		
Field worker, larvicide	\$27,806		\$24,037		
Field worker, fogging	\$10,400		\$10,525		
Surveillance worker	\$1,500		\$1,588		
Payroll liability	\$4,500		\$4,700		
Trustee meeting compensation	\$7,500		\$6,250		
Officer per diem	\$600		\$600		
Administration	\$20,725		\$16,197		\$18,000
Phones	\$2,100		\$2,100		
Office supplies/equipment	\$1,800		\$1,720		
Accountant	\$2,000		\$1,000		
Dues	\$725		\$721		
Legal Notices	\$100		\$425		
Premiums (insurance, bonding)	\$6,500		\$5,990		

Workers comp	\$2,800		\$1,505		
Misc. (PPE, safety, etc.)	\$1,500		\$1,364		
Travel & Training	\$3,000		\$1,372		
Website/outreach	\$200		\$0		
Mosquito Abatement	\$102,650		\$80,777		\$81,000
Larvicide	\$20,000		\$37,628		
Adulticide	\$47,300		\$15,688		
Surveillance	\$3,000		\$1,331		
Fuel	\$11,000		\$5,944		
Maintenance	\$6,200		\$5,336		
Operations site	\$13,500		\$13,200		
UPDES permit	\$1,650		\$1,650		
Vehicles/Equipment	\$39,000		\$38,090		\$38,090
Contingency fund	\$7,788		\$7,788		\$7,747
xfer to Capital Improvements Fund	\$50,000		\$50,000		\$110,000
Contribution to fund balance	\$0		\$0		\$35,000

Dave Wood moved and Dave Gatherum seconded to approve the adjustments to the FY 2016 budget. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Taylor, Johnson, Spackman, and Ricks Nays: none. Motion passed unanimously.

FY 2017 BUDGET

Perry Spackman moved and Darwin Pitcher seconded that the proposed FY 2017 budget be adopted by resolution. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Taylor, Johnson, Spackman, and Ricks Nays: none. Motion passed unanimously.

General Fund			
	2015 actual	2016 estimated	2017 proposed
Revenues	390,366	363,837	325,000
Property Tax	289,113	300,990	305,000
Fee in Lieu	23,915	25,000	0
Interest, dividend, refunds	4,744	7,347	0
Sale of fixed assets, recycling	8,513	0	0
UPP Redemption	9,015	11,500	0
Personal property tax	23,915	19,000	20,000
Contribution from fund balance	23,849	0	0
Expenditures:	390,366	363,837	325,000
Personnel	67,942	74,000	76,800

Administrative Mgr	5,230	7,208	6,600
Field Ops Mgr	17,291	18,050	18,500
Field Worker, larvacide	23,234	24,037	26,800
Field Worker, fogging	9,281	10,525	10,500
Surveillance Worker	930	15,888	1,600
Trustee comp	6,891	6,250	7,500
Officer per diem	576	600	600
Payroll liability	4,300	4,700	4,700
Administration	16,397	18,000	23,150
Workers Comp	2,740	1,505	1,400
Phones	2,337	2,100	3,000
Office supplies/equipment	844	1,720	3,800
Accountant	1,000	1,000	2,000
Premiums (ins, bonding)	6,099	5,990	6,500
Dues	714	721	750
Legal Notices	151	425	500
Travel & Training	1,140	1,372	3,000
Website/Education	0	0	200
Misc. (PPE, safety, etc.)	1,372	1,364	1,500
Mileage (admin mgr)			500
Mosquito Abatement	198,073	81,000	97,650
Larvacide	124,476	37,268	30,000
Adulticide	43,453	15,688	30,000
Surveillance	1,183	1,331	5,000
Fuel	7,575	5,944	11,000
Maintenance	6,645	5,336	6,500
Operations Site	13,091	13,200	13,500
UPDES Permit	1,650	1,650	1,650
Vehicles/Equipment	22,654	38,090	29,500
Contingency Fund	6,626	7,747	22,900
Cap Imp Fund	60,000	110,000	75,000
Contribution to Fund Balance	18,674	35,000	
Capital Projects Fund			
	2015 actual	2016 estimated	2017 proposed
Revenues			
Investment/Interest income	2,188	4,171	3,000
Transfers from General Fund	50,000	110,000	75,000
Beginning fund balance	374,547	426,735	540,906

Total Revenue	426,735	540,906	618,906
Expenditures	0	0	0
Ending Fund Balance	426,735	540,906	618,906

ADMINISTRATIVE MANAGER REPORT

Terrie Wierenga reported that CMAD had received the refund from ULGT for the workers comp monthly fee adjustment due to the reclassification of the field workers. The application for next year's workers comp has been submitted as have the various end of year reports.

Dave Wood left at 7:25 p.m.

CONTINUED DISCUSSION ON PROPERTY SITES

Richard met with Scott Olcott from Design West to discuss possible site plans for parking, main building, and chemical storage. Scott presented the plans and the trustees discussed them. A metal vs. block building was discussed; the block was cheaper. Cost is estimated at \$190 per square foot; total for the buildings alone came to around \$2 million.

The property sites in Benson and Hyde Park were discussed. A tour of the Benson facility was set for December 28, 2016.

ADMINISTRATIVE MANAGER POSITION

Elaine Nelson submitted her resignation effect November 18. Terrie was directed to re-post the announcement for the position for 4 weeks at a wage of \$12-\$15, depending on experience. Application will be reviewed by the board at the January 2017 meeting and an interview committee appointed.

BILLS

The following bills were presented. Tom LaBau moved, and Kendon Godfrey seconded, that the bills be paid. Ayes: Godfrey, Hansen, Gatherum, LaBau, Pitcher, Taylor, Johnson, Spackman, and Ricks Nays: none. Motion passed unanimously.

Personnel	
Admin	\$723.91
Field Ops	\$131.52
Payroll	\$65.44
Workers comp	\$115.39
Operations site	
building + internet	\$1,025.00
Rocky Mountain Power	\$33.36
Questar	\$8.97
Phones	\$125.97

Fuel	\$0.00
Administrative	
legal notices	\$88.60
postage	\$3.57
postage	\$188.00
legal notices	\$89.00
Maintenance	
Sears	\$265.58
Sears	\$79.98
Lee's	\$2.26
Revenue	
Recycling	\$23.50
2016 Property tax	\$197,305.98

ADJOURNMENT

Darwin Pitcher moved and Kendon Godfrey seconded that the meeting be adjourned. The meeting was adjourned at 8:0 p.m.

Prepared by /s/ Terrie L. Wierenga

Date 1/17/2017

Accepted: 1/26/2017