

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, October 27, 2016 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:

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| Darwin Pitcher, Lewiston | Dave Gatherum, Hyde Park <i>arr. 7:03 pm</i> |
| Elaine Nelson, North Logan | Robert Mather, Smithfield |
| Deon Johnson, Providence | Kevin Tingey, Wellsville |
| Joe Hansen, Cornish | Craig Rigby, Newton |
| Kendon Godfrey, Clarkston | Dave Wood, Amalga |
| Tom LaBau, Hyrum | Greg Taylor, Mendon |

Excused: Kermit Price, Millville; Perry Spackman, Trenton; Raymond Smith, Richmond; and Jeff Ricks, unincorporated. Nibley – vacant.

Also present: Terrie Wierenga, Administrative Manager; Richard Rigby, Field Operations Manager.

The meeting was called to order at 7:00 pm by Chairman Elaine Nelson. The agenda was reviewed. Darwin Pitcher moved, and Robert Mather seconded, the agenda be adopted. Ayes: Wood, Godfrey, Hansen, Pitcher, LaBau, Taylor, C. Rigby, Nelson, Johnson, Mather, and Tingey. Nays: none. Motion passed unanimously.

MINUTES

The minutes of the September 22, 2016 meeting were reviewed and discussed.

Joe Hansen moved, and Darwin Pitcher seconded, that the minutes be approved. Ayes: Wood, Godfrey, Hansen, Pitcher, C. Rigby, Nelson, and Johnson. Nays: none. Abstain: Mather, Tingey, Taylor, and LaBau. Motion passed.

Dave Gatherum arrived.

MANAGERS REPORTS

Terrie Wierenga, Administrative Manager, reviewed correspondence from ULGT (Utah Local Government Trust). A workers comp audit was completed by her in January for 2015 fees. The field workers were reclassified to government employees at about one-third of the rate for the previous classification (street sweepers). A refund of \$1,372.27 was received. She then submitted a revised workers comp application for 2016 which resulted in a fee reduction to \$1,387.91 from \$3,013.08. A refund check should be coming at some point but Taylor at ULGT wasn't sure when it would be issued. ULGT also issued a check of \$443.95 for CMAD's share of the 14% return to members.

Letters and trustee appointment information were sent October 16 to entities with trustees whose term expires December 31, 2016 as well as to Nibley who has yet to appoint a trustee to fill the unexpired term of Ryan Arkoudas (through December 31, 2018). Trustees whose terms expire this year are Dave Gatherum, Tom LaBau, Deon Johnson, Raymond Smith, Robert Mather, and Jeff Ricks.

Richard Rigby, Field Operations Manager, reported that the UMAA (Utah Mosquito Abatement Association) conference was good. There was a strong presence from various bee groups. UDAF (Utah Department of Agriculture and Food) reiterated their support for mosquito abatement. Communication between all groups (government, mosquito abatement, and beekeepers) was emphasized. Issues include the UDAF requiring the home address of the beekeepers even though the hives may be located elsewhere and moved during the pollinating season.

Richard is now the president of UMAA. He picked up the repaired blower in Salt Lake City. The UMAA conference will be moved to the end of October in the future. The two ATVs that were put on surplus haven't sold yet.

ADMINISTRATIVE MANAGER POSITION

Four applications were received. The interview committee of Dave Wood, Joe Hansen, Kermit Price, and Richard Rigby met with two of the candidates; the other two were not qualified. The committee recommends that Elaine Nelson be offered the job as administrative manager at a wage of \$13.00 per hour. The Board concurred. Elaine will submit her letter of resignation effective October 31, 2016. Terrie will remain in the position and train Elaine through the end of the year.

UASD CONFERENCE

Elaine will attend the UASD (Utah Association of Special Districts) convention November 2-4, 2016 at the Eccles Conference Center in Ogden.

Tom LaBau moved, and Joe Hansen seconded, to approve UASD travel and registration. Ayes: Wood, Godfrey, Hansen, Pitcher, Gatherum, LaBau, Taylor, C. Rigby, Nelson, Johnson, Mather, and Tingey. Nays: none. Motion passed unanimously.

CONTINUED DISCUSSION ON PROPERTY SITES

Tom LaBau reported on his visit to Box Elder Mosquito Abatement District and gave a presentation on the facilities they have. He was impressed with how employee-oriented they are: photos of each year's crew on the wall, breakroom, locker rooms, covered parking etc. They have four full-time and 10 seasonal employees. The shop and offices are in one building with a separate building for chemical storage. Their current budget is \$873,000. Box Elder MAD increased their tax rate when they built their facility, then decreased it a bit once construction was finished.

Richard contacted several companies for estimates on the amount of fill that will be needed for the Hyde Park property. One said it would need about 1 ft of fill while the others estimated closer to 3 ft. Each foot of fill for 1.8 acres would cost \$55,000 and includes scraping off the weeds and leveling the area. The property owner reports that Hyde Park City would like to make

the road a public road so it would increase from 50 ft to 60 ft wide. This would mean the city then takes care of maintenance so a 'home owners association' would not be created. Both Robert Mather and Kevin Tingey recommended having an engineering firm check the ground so there are no surprised when it comes time to put the fill in place. Terrie will review the procurement policy to confirm the procedure and Richard will seek out a firm to do the ground tests.

FY17 BUDGET PLANNING

The process to set the annual budget was reviewed. A budget committee of Joe Hansen, Kendon Godfrey, Kermit Price, Elaine Nelson, Richard Rigby, and Terrie Wierenga was appointed. The meeting will be 7:00 p.m. Wednesday, November 2nd, at the Environmental Health conference room (Terrie will check to see if it is available). Other trustees are welcome to attend. Items to consider when developing the budget include a mileage allowance for the administrative manager, new handhelds, and two ATVs.

Two trustees also have conflicts with the November and December meetings. The meetings will be moved to November 10 and December 15 (both are Thursdays).

3RD QUARTER 2016 FINANCIAL REPORT

The financial report was reviewed. Kevin Tingey moved and Joe Hansen seconded that the report be approved. Ayes: Wood, Godfrey, Hansen, Pitcher, Gatherum, LaBau, Taylor, C. Rigby, Nelson, Johnson, Mather, and Tingey. Nays: none. Motion passed unanimously.

BILLS

The following bills were presented. Tom LaBau moved, and Deon Johnson seconded, that the bills be paid. Ayes: Wood, Godfrey, Hansen, Pitcher, Gatherum, LaBau, Taylor, C. Rigby, Nelson, Johnson, Mather, and Tingey. Nays: none. Motion passed unanimously.

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|------------------------|-------------------|
| Personnel | |
| Admin | \$556.85 |
| Field Ops | \$2,316.41 |
| Larviciders | \$820.89 |
| Payroll | \$282.60 |
| Workers comp | \$115.66 |
| Trustee comp & mileage | \$1,394.89 |
| Officer per diem | \$144.00 |
| | |
| Operations site | \$1,078.56 |
| building + internet | \$1,025.00 |
| Rocky Mountain Power | \$46.37 |
| Questar | \$7.19 |
| | |
| Phones | \$121.67 |
| | |
| Fuel | \$509.93 |
| | |
| Travel | -1,139.28 |

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|---|-----------------|
| UMAA conference | 145.25 |
| breakfast | 13.00 |
| lunch | 9.76 |
| Refund from Zermatt reservations | -\$1,307.29 |
| UASD convention | \$280.00 |
| | |
| | |
| Maintenance | \$624.42 |
| Sam's Club | \$13.98 |
| NAPA | \$30.69 |
| Sears | \$159.18 |
| Cache Honda Yamaha | \$78.19 |
| Cache Honda Yamaha | \$35.96 |
| NAPA | \$16.27 |
| NAPA | \$21.98 |
| Express Auto | \$17.95 |
| Firestone | \$8.49 |
| Cache Honda Yamaha | \$241.73 |
| Joost (blower repair) | \$1,409.90 |
| NAPA | \$32.33 |
| mileage to pick up blower | \$105.84 |

ADJOURNMENT

Dave Wood moved and Dave Gatherum seconded that the meeting be adjourned. The meeting was adjourned at 7:50 pm.

Prepared by /s/ Terrie L. Wierenga

Date 10/29/2016

Accepted: 11/10/2016