

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, November 10, 2016 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 9 municipalities were present:

Darwin Pitcher, Lewiston	Perry Spackman, Trenton
Robert Mather, Smithfield	Kermit Price, Millville
Tom LaBau, Hyrum	Kevin Tingey, Wellsville
Kendon Godfrey, Clarkston	Dave Wood, Amalga
Joe Hansen, Cornish <i>participated by phone</i>	

Excused: Dave Gatherum, Hyde Park; Greg Taylor, Mendon; Raymond Smith, Richmond; Craig Rigby, Newton; Deon Johnson, Providence; and Jeff Ricks, unincorporated. Vacant – Nibley, North Logan.

Also present: Terrie Wierenga, Administrative Manager; Richard Rigby, Field Operations Manager; Elaine Nelson, manager trainee.

The meeting was called to order at 7:07 pm by Vice-Chairman Kendon Godfrey. The agenda was reviewed. Tom LaBau moved, and Robert Mather seconded, the agenda be adopted. Ayes: Wood, Godfrey, Hansen, LaBau, Pitcher, Price, Mather, Spackman, and Tingey. Nays: none. Motion passed unanimously.

MINUTES

The minutes of the October 27, 2016 meeting were reviewed and discussed.

Robert Mather moved, and Kevin Tingey seconded, that the minutes be approved. Ayes: Wood, Godfrey, Hansen, LaBau, Pitcher, Price, Mather, and Tingey. Nays: none. Abstain: Spackman. Motion passed unanimously.

MANAGERS REPORTS

Richard Rigby said he had nothing to report. Terrie Wierenga, Administrative Manager, reported that she and Elaine Nelson spent 3 hours in training last weekend. Elaine told the Board she had been busy doing numerous online training sessions. She shared the schedule/list of duties that Terrie drew up; much more is required of the administrative manager than she realized as a board member.

UASD CONFERENCE

Elaine attended the UASD (Utah Association of Special Districts) convention November 2-4, 2016 at the Eccles Conference Center in Ogden. She learned a lot! Transparency requirements for local districts take effect January 1, 2017. Several sessions dealt with transparency and fraud

as well as new legislation on misuse of computers. Trustees are required to take trustee training once per four-year term.

FY 2017 BUDGET

The budget committee (Kendon Godfrey, Kermit Price, Joe Hansen, Richard Rigby, Elaine Nelson, and Terrie Wierenga) met November 2nd. Below is their recommendation for the tentative FY17 budget.

- **Personnel** – the field operations manager wage reflects his actual hours worked. The slight increase over all employees allows for a 2% raise.
- **Administration** – a line item for mileage for the administrative manager was added; Elaine will keep a mileage log and this may need adjustment later in the year. The managers’ phones need replaced; line item reflects monthly contract charge for these.
- **Mosquito Abatement** – there are some chemicals left from this season. At this point, though, we don’t know what the contract prices will be so have included a 10% increase as a margin.
- **Vehicles/Equipment** – this includes the purchase of two ATVs (\$19,000) and four handhelds (\$10,500).

General Fund					
	2014 Actual	2015 actual	2016 proposed	2016 estimated	2017 Tentative
Revenues	330,482	335,366	295,000	361,654	325,000
Property Tax (inc. personal property tax)	286225	321,622	295,000	319,381	325,000
Fee in Lieu	28000	23,915		25,663	
Interest Income	497	533		4,533	
Sale of fixed assets	7200	8,500			
Dividends	315	455		444	
Recycling	57	13			
UPP Redemption	8188	9,015		11,633	
Contribution from fund balance		55,000			
Expenditures:					
Personnel	68,074	67,942	73,337	71,930	76,800
Administrative Mgr	5,645	5,230	6,615	6,470	6,600
Field Ops Mgr	16,871	17,291	15,916	17,875	18,500
Field Worker, larvacide	20,157	23,234	26,806	24,037	26,800
Field Worker, fogging	12,961	9,281	9,900	10,525	10,500
Surveillance Worker	1,122	930	1,500	1,587	1,600
Trustee comp	6,430	6,891	7,500	6,232	7,500
Officer per diem	546	576	600	576	600
Payroll liability	4,342	4,300	4,500	4,628	4,700
Administration	17,113	16,397	20,725	15,974	21,150
Workers Comp	2,450	2,740	2,800	1,388	1,400

Phones	2,398	2,337	2,100	2,050	3,000
Office supplies	1,936	844	1,800	1,725	1,800
Accountant	1,000	1,000	2,000	1,000	2,000
Premiums (ins, bonding)	5,751	6,099	6,500	5,990	6,500
Dues	707	714	725	721	750
Legal Notices	118	151	100	425	500
Travel & Training	1,093	1,140	3,000	1,355	3,000
Website/Education	216	0	200	0	200
Misc. (PPE, safety, etc.)	1,444	1,372	1,500	1,320	1,500
Mileage (admin mgr)					500
Mosquito Abatement	115,159	198,073	102,650	80,977	97,650
Larvacide	68,149	124,476	20,000	37,630	30,000
Adulticide	13,914	43,453	47,300	15,688	30,000
Surveillance	1,332	1,183	3,000	1,331	5,000
Fuel	9,965	7,575	11,000	6,094	11,000
Maintenance	7,130	6,645	6,200	5,350	6,500
Operations Site	13,020	13,091	13,500	13,234	13,500
UPDES Permit	1,650	1,650	1,650	1,650	1,650
Vehicles/Equipment	36,390	22,654	39,000	38,098	29,500
Contingency Fund	1,560	6,626	9,288	7,788	24,900
Cap Imp Fund	30,000	60,000	50,000	50,000	75,000
Contribution to Fund Balance	31532	18674	0	0	0
Capital Projects Fund					
	2014 Actual	2015 actual	2016 estimate d	2016 actual	2017 tentative
Revenues					
Investment/Interest income	1545	2188	3600	4,120	3,000
Transfers from General Fund	60000	50000	50000	50,000	75,000
Beginning fund balance	313002	374547	426735	426,735	480,855
Total Revenue	374547	426735	480335	480,855	558,855
Expenditures	0	0	0	0	?

Ending Fund Balance	374547	426735	506435	480,460	?	

? = potential purchase of land

The Board discussed the tentative budget. Elaine is concerned that not enough hours are budgeted for the Administrative Manager (currently 40 hr/mo) and would like to see the amount increased to 52 hr/mo. One of the UASD sessions said that permanent records must be stored in fire-proof/water-proof cabinets. After more discussion, the Board decided to leave the budget as is for personnel but to move \$2,000 from the Contingency Fund (now \$22,900) to Office Supplies/Equipment (now \$3,800) for purchasing the cabinets. The FY17 budget will need to be adjusted as the year progresses, particularly if land is purchased.

Joe Hansen moved and Kevin Tingey seconded to adopt the FY budget as amended.
 Ayes: Wood, Godfrey, Hansen, LaBau, Pitcher, Price, Mather, Spackman, and Tingey.
 Nays: none. Motion passed unanimously.

CONTINUED DISCUSSION ON PROPERTY SITES

Richard reviewed test pits dug on property along the west border in 2014 as well as reviewed the reports from the 2005 results where the current building is located. Kevin said that both reports are pretty consistent. Typically, the top 18 inches would be removed to bring in fill and compact the area for the building. The owner said he brought in 1½ feet of fill when he built in 2005. It’s unlikely that fill will need to be an even depth across the lot. Richard will contact Design West to see if they would be able to attend the December 14th meeting to discuss conceptual designs.

BILLS

The following bills were presented. Tom LaBau moved, and Darwin Pitcher seconded, that the bills be paid. Ayes: Wood, Godfrey, Hansen, LaBau, Pitcher, Price, Mather, Spackman, and Tingey. Nays: none. Motion passed unanimously.

Personnel	
Admin	\$1,313.86
Field Ops	\$691.53
Payroll	\$81.75
Workers comp	\$251.09
Operations site	\$1,066.01
building + internet	\$1,025.00
Rocky Mountain Power	\$33.82
Questar	\$7.19
Phones	\$125.97
Fuel	\$174.33
Travel	
UASD (Hampton Inn)	\$128.08
mileage (210 mi)	\$113.40

Administrative	
legal notice	\$31.69
Sam's Club membership	\$47.97
UPDES	\$1,650.00
Maintenance	
NAPA	\$5.97

ADJOURNMENT

Dave Wood moved and Kevin Tingey seconded that the meeting be adjourned. The meeting was adjourned at 8:02 p.m.

Prepared by /s/ Terrie L. Wierenga

Date 11/27/2016

Accepted: 12/14/2016