

Cache Mosquito Abatement District Board of Trustees Meeting

October 26, 2017

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, October 26, 2017 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 13 municipalities were present:

Craig Rigby, Newton	Elaine Nelson, North Logan	Kermit Price, Millville
Darwin Pitcher, Lewiston	Jeff Ricks, Unincorporated	Kevin Tingey, Wellsville
Dave Gatherum, Hyde Park	Joe Hansen, Cornish	Paul James, Hyrum
Dave Wood, Amalga	Justin Maughan, Nibley	
Deon Johnson, Providence	Kendon Godfrey, Clarkston	

Excused: Dan Richins, Richmond
Greg Taylor, Mendon
Perry Spackman, Trenton
Roger Lincoln, Smithfield

Also present: Debbie Mays, Administrative Manager
Richard Rigby, Field Operations Manager
Scott Olcott, Design West

AGENDA

The meeting was called to order at 7:00 pm by Chair Joe Hansen. The agenda was reviewed.

Elaine Nelson moved and Deon Johnson seconded that the agenda be adopted. Ayes: Gatherum, Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the September 28, 2017 meeting were reviewed. Debbie Mays noted that Richard Rigby informed her of an error in the draft minutes regarding the reported horse cases with West Nile virus. In one section it was reported both horses were from College Young Ward, and in another section it was reported one was from College Young Ward and one was from Richmond. Richard confirmed that the latter was correct, and Debbie affirmed that she will correct the minutes.

Elaine Nelson moved and Kendon Godfrey seconded that the corrected minutes be approved. Ayes: Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Abstentions: Gatherum. Motion passed unanimously.

PROCUREMENT COMMITTEE REPORT

Paul James invited Scott Olcott of Design West to present some options concerning our next step. Scott asked and was told that we are under the procurement rules set for the state. He suggested the state may have contracts for services we could use without us having to do an RFP or RFQ.

Scott discussed an RFP (Request for Proposal), which would include cost estimates, as well as an RFQ (Request for Qualifications) which would not include pricing. He informed us it would be a matter of using a grading scoresheet as we interviewed perhaps the top 3 architectural candidates. He also said the state would help with information about how to do this. Elaine Nelson also commented that the state will basically “hold our hand” as we go through this process.

Scott informed us that after buying land, an architect would need to be hired and possibly a general contractor down the road. He does not think the state offers a contract for architectural services, but he thinks it could include construction manager services (which is often used when the owner does not have enough expertise or time to devote to the building project). He noted there are advantages to going with the state contract, but it kind of depends on what they have.

Scott brought a copy of the RFP that was created by the Weber Mosquito Abatement District for architectural services. He also brought a copy of the RFQ created by the Tooele Valley MAD as well as the one created by the Salt Lake City MAD for architectural/engineering services, which he gave to Debbie.

Scott suggested several options of how we might choose to proceed. A traditional design/bid/build process would be where we would put out an RFP or an RFQ for an architect, select an architect, and go through the design process. Once a set of drawings was all completed, that would go out for bid to a number of contractors. This is an example of an owner who hires the architect, and then later the owner hires the builder.

Another example Scott gave is what Salt Lake City just decided to do. They hired Scott’s firm to be the architect, and they are currently going through the design process with them. In the meantime, they went to the state contract and hired a construction manager to be the owner’s representative to help coordinate this whole process. Scott reported there is a fee with this, but it can be very beneficial in the long run to the owner. Discussion ensued among the trustees, and the view emerged that a construction manager would likely be used for a project larger than ours.

The question was also raised whether an architect would be needed for the size of project we are considering. Scott answered that even though a contractor could be hired to develop plans for a metal building, those plans would not include the footings and foundation, plumbing, or heating and cooling systems. A structural engineer would be needed for calculations, and usually an architect is the team leader to get all of those things figured out. Scott gave his opinion that the services of an architect would be required for our project before a building permit would be given.

Another scenario is having what Scott calls a CM/GC contract, which stands for construction manager/general contractor. The owner would hire the architect and the CM/GC at the same time so the contractor could work with the architect on the design. The contractor would be able to contribute information about whether plans are in line with budgeted amounts.

Scott finished out his presentation with the idea of a public/private partnership. One option would be to find a developer who would be interested in building this project and then basically lease it back from him. This is an option that would happen with almost no money up front, but over the long run it would cost more money. If this is an option of interest, more information could be given. Scott then ended his presentation, and appreciation was expressed to him.

Of note, Paul James found on the state's purchasing website that there are preapproved firms for contracts less than \$100,000, and Design West is on that list. Paul reported a choice could be made of 3 contractors to be interviewed. After the interviews, a letter would be sent to the state and they would actually negotiate the contract. Paul will email that link to Debbie.

MANAGER REPORTS

Field Operations Manager Richard Rigby reported he received an email last week about one more positive case of West Nile virus in a horse in Wellsville. Last month there were 2 reported cases involving horses, one in Richmond and one in College Young Ward.

Richard brought information relating to the past season by community. As usual, the end of July and first of August were the peak times, and then things started to slow down. Providence was at zero because there are no traps there. He noted that Cornish had a lot of residents reporting mosquitoes, and yet their numbers weren't as high as some other places. He reported Wellsville is always high. Newton was up in the hundreds, but Cornish never broke 100 this year. Smithfield was high this year. The highest for Trenton was 49.

Richard suggested that perhaps the day-biting numbers may have been high in Cornish and Trenton, but they are not the ones caught because they are not active at night. The main reason to trap is for the *Culex pipiens*, which are active from dusk to dawn. We cannot spray for the day-biting mosquitoes, though larvicide can be effective if the mosquitoes can be located.

The question was asked how the traps work and whether lights were used. Richard said light is not used because it attracts other bugs as well as mosquitoes. He said the traps actually send out carbon dioxide, which attracts the mosquitoes, and then a fan sends them down into a net. They set the traps on Monday nights and then pick them up on Tuesday mornings. They are then put in the freezer and later counted.

Richard reported they sprayed a total of 355,985.5 acres this year using about 60,000 lbs of permethrin. There were roughly 4500 acres of larviciding done this year as well, which was an increase over last year. He reports that Bear Lake is still draining water off this fall.

Richard noted that the mosquitoes we may see during this time of year are usually looking for a place to hibernate, rather than looking for a blood meal. They will often go into barns, etc. looking for a winter home. As they are cold-blooded, they are dormant at night.

All the foggers have been winterized, and Richard will finish up the few remaining tasks soon.

Administrative Manager Debbie Mays gave a handout with next year's board meetings dates as discussed last month. Debbie also pointed out that the 2018 tentative budget sent out earlier includes \$20,000 for the purchase of a new truck, and the budget committee thought this may actually need to be increased.

Paul James suggested we look into purchasing trucks through the state contracts and then selling them after a year or two for roughly the same amount that they cost, or even a little bit more. Chairman Joe Hansen said Logan City may be doing that as well. Justin Maughan reported he has some experience in doing this. He said that the programs and the things they offer change from year to year, and we cannot plan on it always working the same each year.

Paul said he would check with the legal trust. He knows Steve, who is over it. Justin cautioned to be aware that they may use the term “lease,” but it is not really a lease in the traditional sense.

Debbie next reported there was a bank error on the October 2017 statement where check #3585 was listed as #2585. She talked with Nikki Lopez at Zions bank, who said they could not “fix” it with a new statement but that it should not cause any problems.

Debbie listed the hours worked in the past 4 years for the administrative manager and the field operations manager, as these may be useful in the 2018 budget discussions. She noted that the administrative manager’s hours this year are higher than normal because of Terrie’s retirement and Debbie’s subsequent training. She reports that many hours for both Terrie and Debbie in late spring 2017 were devoted to documenting the duties required and how to carry those duties out. Debbie is hopeful that the next time a new administrative manager comes on board, the process will be more streamlined and efficient.

BILLS

The following bills were presented:

Personnel	<u>Totals</u>	<u>1st Pay</u>	<u>2nd Pay</u>
		<u>Period</u>	<u>Period</u>
Admin Mngr	\$627.25	\$627.25	
Admin Sup	\$81.15		\$81.15
Field Ops Mngr	\$2,769.60	\$1,384.80	\$1,384.80
Larviciders	\$1,471.82	\$1,441.05	\$30.77
Foggers	\$526.43	\$526.43	
Surveillance	\$0.00	\$0.00	
Total Wages Paid	\$5,476.25	\$3,979.53	\$1,496.72
Payroll Taxes (Company)	\$418.97	\$304.46	\$114.51
Field Op Comp Time Earned (Hrs)	-104.75	-51.75	-53.00
Prev. Comp Time Earned (Hours)	150.75		
Total Comp Time Owed (Hours)	46.00		

		Fuel	\$1,050.37
Administration		Maintenance	
Workers comp	\$110.73	NAPA	\$22.98
Admin mileage	\$57.25	NAPA (oil, spark plugs, filters)	\$75.92
Trustee mtg comp & mileage	\$1,389.11	NAPA	\$34.85
Trustee officer per diem	\$144.00	Firestone (oil changes)	\$123.92
UASD annual dues	\$386.00	Lee's (oil, pliers)	\$40.47
Operations site		Abatement: Surveillance	
Building + Internet	\$1,025.00	UDOH - Unified State Lab	\$810.00
Rocky Mountain Power	\$54.38		
Dominion Energy	\$7.19	Abatement	
Phones	\$246.41	Sam's Club Membership	\$47.97
Office Equipment/Supplies		Travel & Training	
Amazon: Fireproof File Cabinet	\$1,039.00	UMAA Conference 2 registrations	\$400.00

Dave Gatherum moved and Darwin Pitcher seconded that the bills be paid. Ayes: Gatherum, Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

2018 BOARD MEETING DATES

The 2018 board meetings dates were discussed last month. All are on the 4th Thursday of the month except November and December, which are on the 2nd Thursday of the month. The dates for 2018 are January 25, February 22, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, November 8, and December 13.

Paul James moved and Kevin Tingey seconded that the 2018 board meeting dates be approved. Ayes: Gatherum, Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

3rd QUARTER FINANCIAL REPORT

The 3rd Quarter Financial Report was handed out to the trustees at the beginning of the meeting.

Paul James moved and Deon Johnson seconded that the 3rd Quarter Financial Report be approved. Ayes: Gatherum, Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

POSSIBLE 2018 WAGE INCREASES

Richard Rigby would like to see a wage increase for those employees who return next year. Also he would like to ask for a rather substantial increase in his own wages, as he has taken on more responsibility this year. He reports he has taken on the duties of the public information officer as well as having increased responsibility for maintenance of equipment.

Elaine Nelson responded that she believes this is a great idea but would like to look at some numbers. Discussion then ensued among the trustees, with questions for Richard. Many comments were offered on the good job Richard does and how fortunate CMAD is to have him working as manager. Richard asked to recuse himself while the trustees held further discussion on wages, and he stepped out of the room.

Much discussion ensued. One question raised was whether our district is in line with what other districts in the state are paying their employees. More than one trustee responded that this was looked into a couple of years ago, and it was found that CMAD wages are “in the ballpark” with what other districts are paying.

There was also some discussion on comp time and what is legal as well as ethical. Debbie was tasked with finding out through state officials what the rules are for comp time, and she will report back her findings to the trustees.

Some trustees said they felt Richard deserved a substantial raise. Some trustees (though they voiced appreciation for Richard’s good work) did not agree with raising only the manager’s wage by a substantial percentage, as they did not feel this was appropriate. Some trustees verbalized they would feel comfortable giving Richard a 4% raise, which is a higher-than-average raise.

Paul James moved and Deon Johnson seconded that Richard's wages be increased to \$20 per hour (a 13% increase) and all other employees be given a 2% raise. Ayes: Gatherum, James, Johnson, Pitcher, C Rigby, Tingey. Nays: Godfrey, Hansen, Maughan, Nelson, Price, Ricks, Wood. The motion did not pass, with 6 Ayes and 7 Nays.

Dave Wood moved and Jeff Ricks seconded that Richard receive a 4% raise and all other employees be given a 2% raise. Ayes: Godfrey, Hansen, Maughan, Nelson, Price, Ricks, Wood. Nays: Gatherum, James, Johnson, Pitcher, C Rigby, Tingey. The motion passed, with 7 Ayes and 6 Nays.

Richard was then advised that the wage discussion was complete, and he rejoined the meeting.

2018 TENTATIVE BUDGET

Chair Joe Hansen reported that the budget committee met and went over the budget. In the meantime, Richard has found that the planned new pickup will cost about \$24,000 rather than \$20,000. Joe reports that larvicide costs are going up, with next year's costs looking to be about \$110,000. Richard reports he received an email saying that larvicide costs are going up about 3.5% next year, which will be in addition to the planned \$110,000.

Discussion ensued about whether it would be a good idea to buy some now at a lower cost. Questions about storage and shelf life were asked, as well as if it would cause problems with the budget. Richard will check into the feasibility of ordering now to save money.

Richard will find out what we may be able to sell our surplus truck for. Debbie will adjust the tentative budget as far as wage increases and will try to include what Richard finds out about the larvicide and the truck. A copy of the new tentative budget will then be sent out to the trustees, and the budget will need to be approved at our November 9th meeting.

ADJOURNMENT

Darwin Pitcher moved and Elaine Nelson seconded that the meeting be adjourned. The meeting was adjourned at 8:34 p.m.

Prepared by Debbie Mays Date 10/27/2017

Accepted: 11/09/2017