

Cache Mosquito Abatement District Board of Trustees Meeting

November 9, 2017

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, November 9, 2017 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:

Dan Richins, Richmond
Darwin Pitcher, Lewiston
Dave Gatherum, Hyde Park

Elaine Nelson, North Logan
Jeff Ricks, Unincorporated
Joe Hansen, Cornish

Justin Maughan, Nibley
Kendon Godfrey, Clarkston
Kevin Tingey, Wellsville

Excused: Craig Rigby, Newton
Dave Wood, Amalga
Deon Johnson, Providence
Greg Taylor, Mendon

Kermit Price, Millville
Paul James, Hyrum
Perry Spackman, Trenton
Roger Lincoln, Smithfield

Also present: Debbie Mays, Administrative Manager
Richard Rigby, Field Operations Manager
Bob Hugo, Bancorp

AGENDA

The meeting was called to order at 7:00 pm by Chair Joe Hansen. The agenda was reviewed and amended to include discussion with Bob Hugo from Bancorp Corporation.

Darwin Pitcher moved and Justin Maughan seconded that the amended agenda be adopted.
Ayes: Gatherum, Godfrey, Hansen, Maughan, Nelson, Pitcher, Richins, Ricks, Tingey.
Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the October 26, 2017 meeting were reviewed.

Justin Maughan moved and Kendon Godfrey seconded that the minutes be approved.
Ayes: Gatherum, Godfrey, Hansen, Maughan, Nelson, Pitcher, Richins, Ricks, Tingey.
Nays: None. Motion passed unanimously.

BANCORP VEHICLE LEASING PROGRAM

Richard Rigby invited Bob Hugo from Bancorp Corporation to explain their program of leasing vehicles to municipalities. Richard reports that he has talked about this program in detail with Bob, and Richard believes it will save the district money. The cost is \$4,000 to \$5,000 a year per vehicle.

Bob briefly explained how the program works. He commented that when a vehicle is sold, often it can be sold for more than the municipality paid for it and that savings goes back to the municipality. He reported maintenance costs are reduced, as vehicles are not kept as long. When asked if insurance costs would increase, he replied that they would not.

Several trustees asked a few other questions of Bob. Discussion then ensued, and the consensus of the trustees was that this is a program worth trying. Richard was instructed to go ahead and make preparations to use the leasing program.

MANAGER REPORTS

Field Operations Manager Richard Rigby reported the UMAA Conference went really well. Richard completed his term of service as president, and he believes the meetings were successful. Ben did his workshop and received several requests for the information he provided, and Richard believes it was very helpful to others.

Administrative Manager Debbie Mays reported she went to the USDA Conference last week, and the training provided was very helpful to her personally as well answering some specific questions for the district. She reports that she met several people to whom she has directed questions, and she will report back to the board the answers as she receives them.

She reported that she now understands the budget process better. When CMAD passes a budget, they are authorizing public money to be used. If more money is authorized than is available, the board can make those adjustments throughout the year. However, if more money is available than is budgeted for, there is no authorization to use those funds until the next budget authorization period.

Debbie also reported that, as we are planning to buy land and begin the process of obtaining a building, we need to include those funds in our budget for this next year.

Debbie reported there is trustee training available online now at <https://auditor.utah.gov/training/local-district/>. She reminded the trustees that they should receive training some time during the first year of their term. If trustees are appointed for subsequent terms, the training should be repeated each time during the first year of their subsequent term. This can be done online or can be done by attending training provided on one afternoon at the USAD Conference in November. Richard commented that there is also training provided at the UMAA Conference in October.

Debbie reported that Richard had asked for a breakdown of his hours of the different jobs that he does, and this was given as below.

January through October 2017:

Fogging: 237.25 hours

Larviciding: 263.25 hours

Maintenance: 221 hours

Managing: 371 hours

Speciation: 91.25 hours

Total: 1183.75 hours

BILLS

The following bills were presented:

	<u>Totals</u>	<u>1st Pay</u>
Personnel	\$2,735.74	<u>Period</u>
Admin Mngr	\$1,114.75	\$1,114.75
Admin Sup	\$89.27	\$89.27
Field Ops Mngr	\$1,203.05	\$1,203.05
Larviciders	\$134.28	\$134.28
Total Wages Paid	\$2,541.34	\$2,541.34
Payroll Taxes (Company)	\$194.40	\$194.40
Field Op Comp Time Earned (Hrs)	-46.00	-46.00
Prev. Comp Time Earned (Hours)	46.00	
Total Comp Time Owed (Hours)	0.00	
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Administration		
Workers comp	\$110.73	
Admin mileage	\$48.42	
Operations site		
Building + Internet	\$1,025.00	
Rocky Mountain Power	\$61.59	
Dominion Energy	\$7.19	
Fuel	\$208.58	
Maintenance		
Lee's (Mice Bait)	\$14.38	
Lee's (Drill bits, fasteners)	\$19.13	
Surveillance		
UDOH lab testing	\$15.00	
Travel & Training		
Sweetly Divine (Richard UMAA Gift Bas.)	\$34.24	
Living The Good Life (Richard UMAA Gift)	\$19.72	
Lee's (Richard UMAA Gift Basket)	\$44.93	
Hilton Garden Inn (Debbie USDA Conf.)	\$221.96	

Dave Gatherum moved and Kendon Godfrey seconded that the bills be paid.
Ayes: Gatherum, Godfrey, Hansen, Maughan, Nelson, Pitcher, Richins, Ricks, Tingey.
Nays: None. Motion passed unanimously.

2018 TENTATIVE BUDGET

Discussion ensued on the tentative budget. Richard explained that he found a couple of areas we could reduce the budget. He said that after doing some recalculating, we could put the larvicide budget at \$80,000 and the adulticide budget at \$25,000. The budget for the pickup can now be \$12,000, as we plan to try leasing with Bancorp Corporation. Also, expected revenue from surplus sales should be higher at \$15,000.

Regarding the money that will be spent from the Capital Improvements Fund, the board is planning to purchase land this year and also begin the process of preparing for a building. As we are unsure whether we will need the services of an architect or not, it was decided to appropriate money in the budget from that fund to cover the possible costs of procuring land and getting a start on the building. It was decided to budget \$349,000 from that fund to go toward land and building costs.

Dave Gatherum moved and Kevin Tingey seconded to approve the 2018 Tentative Budget with the changes as noted. Ayes: Gatherum, Godfrey, Hansen, Maughan, Nelson, Pitcher, Richins, Ricks, Tingey. Nays: None. Motion passed unanimously.

ADJOURNMENT

Elaine Nelson moved and Dave Gatherum seconded that the meeting be adjourned. The meeting was adjourned at 8:17 p.m.

Prepared by Debbie Mays Date 11/11/2017

Accepted: 12/14/2017