

Cache Mosquito Abatement District Board of Trustees Meeting

January 25, 2018

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, January 25, 2018 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 14 municipalities were present:

Craig Hidalgo, Clarkston	David Wood, Amalga	Joe Hansen, Cornish
Craig Rigby, Newton	Deon Johnson, Providence	Kermit Price, Millville
Dan Richins, Richmond	Elaine Nelson, North Logan	Kim Hatch, Trenton
Darwin Pitcher, Lewiston	Greg Taylor, Mendon	Roger Lincoln, Smithfield
David Gatherum, Hyde Park	Jeff Ricks, Unincorporated	

Excused: Justin Maughan, Nibley
Kevin Tingey, Wellsville
Paul James, Hyrum

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

AGENDA

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

Elaine Nelson moved and Roger Lincoln seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

OATH OF OFFICE

Newly appointed trustees Craig Hidalgo, Clarkston, and Kim Hatch, Trenton, were welcomed and the oath of office was administered to them by the clerk.

MINUTES OF PREVIOUS MEETING

The minutes of the December 14, 2017 meeting were reviewed.

Darwin Pitcher moved and David Gatherum seconded that the minutes be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

PROCUREMENT COMMITTEE REPORT

There was nothing new to report by the committee.

MANAGER REPORTS

Field Operations Manager Richard Rigby reported that the new ATV is here. He ordered the truck a week after our December 14th meeting (which we will be leasing through Bob Hugo of Bancorp Corporation).

It will take about 12 weeks, so it should arrive sometime in March. The cost will be approximately \$4,000 per year.

The annual report was handed out this evening and will be posted to the CMAD website. Richard discussed his section of it. Several statistics of interest about mosquitoes trapped and counted, inspections, treatments, and vehicle miles were quoted. He noted several goals for the upcoming year, including acquisition of land and starting the process of building for the district, continuing work on speciation, keeping equipment calibrated and operating correctly, and seeking to keep everyone safe.

Administrative Manager Debbie Mays spoke about new information in the annual report, including a table showing how much pesticide was used during the season as well as how much inventory we have currently. It was decided this would be worth tracking each year.

Debbie also gave information concerning several reports due this month as well as W2 and W3 reports for employees. Final 2017 budget expenditures and a January 2018 budget update were also provided.

OPEN AND PUBLIC MEETINGS TRAINING

State requirements for trustee training were outlined, and trustees were reminded they should complete online or in-person training sometime during the first year of their 4-year trustee term. It should be completed again each time a trustee is re-appointed for a subsequent term.

Debbie asked whether trustees should be compensated for their time spent doing this training, and the consensus seemed to be there is not a significant need for this.

BILLS:

Bills for the end of December through January were presented and reviewed:

Personnel

Admin Mngr	\$606.65
Field Ops Mngr	\$342.00
Payroll Taxes (Company)	\$78.91
Website Manager	\$82.75

Travel & Training

Honolulu Grill (Richard, UMAA Meeting)	\$18.47
Marriott (Richard, UMAA Mtg, St. George)	\$121.64
Trustee Comp, Mileage, Officer Per Diem	\$1,505.50
Workers Comp	\$102.23

Administration

Administrative Manager Mileage	\$23.54
Phones	
Monthly phone bill	\$148.81
Phone Cable and Car Charger, F.O. Manager	\$40.49

Mosquito Abatement

Fuel	\$49.75
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Operations Site

Building + Internet	\$1,025.00
Rocky Mountain Power	\$36.81
Dominion Energy	\$17.84

Elaine Nelson moved and Roger Lincoln seconded that the bills be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

QUARTERLY FINANCIAL REPORT

The 4th Quarter Financial Report was reviewed.

Elaine Nelson moved and Kermit Price seconded that the financial report be approved.
Ayes: Gatherum, Hansen, Hatch, Hidalgo, Johnson, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Wood. Nays: None. Motion passed unanimously.

UPDATING EMPLOYEE POLICIES

Discussion was held about updating the employee handbook concerning policies on overtime, comp time, and pay scales, especially as they concern the position of Field Operations Manager. Richard wished to declare on record that he was not the person who brought any of these items to the trustees' attention. After quite a bit of discussion, it was decided that a committee would be formed to study these issues, come up with recommendations, and then present them to the board for approval.

Some specific questions for which answers are needed include: (1) The regulations that govern hourly employees and whether comp time is an option, (2) A breakdown of what the Field Operation Manager's duties include each week, and (3) Information on whether pay could/should be a salary or an hourly wage, and (4) Whether it is possible to be paid a salary for part of the year and an hourly wage for the rest of the year. Debbie and interested trustees will do some research, and the committee will work towards resolution of these and other questions.

Volunteers from the board to be on this committee include: Joe Hansen, Roger Lincoln, Kermit Price, Dan Richins, and Craig Rigby. It was decided they would meet next month at 6 p.m., one hour prior to our regular February 22 meeting which begins at 7 p.m.

ELECTION OF 2018 OFFICERS

Nomination and election of officers was held, with the following trustees being selected to serve: Joe Hansen as Chair, Dan Richins as Vice Chair, Kermit Price as Financial Officer, and David Gatherum as Treasurer.

ADJOURNMENT

David Gatherum moved and Elaine Nelson seconded that the meeting be adjourned. The meeting was adjourned at 8:04 p.m.

Prepared by Debbie Mays Date 1/26/2018

Accepted: 2/22/2018