

Cache Mosquito Abatement District Board of Trustees Meeting

March 22, 2018

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, March 22, 2018 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 17 municipalities were present:

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

Excused: All board members were present.

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.

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

MINUTES OF PREVIOUS MEETING

The minutes of the February 22, 2018 meeting were reviewed.

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

PROCUREMENT COMMITTEE REPORT

Joe Hansen reported we are currently waiting for an engineer to complete his work before we can move forward with the land purchase.

EMPLOYEE POLICIES COMMITTEE REPORT

Board members Roger Lincoln, Kermit Price, Dan Richins, Craig Rigby, and David Wood met at 6 this evening. Joe Hansen was detained elsewhere, and came towards the end of the discussion.

Craig Rigby, as spokesman for the committee, reported that in order to be in compliance with the Fair Labor Standards Act, the committee revisited some of the policies of CMAD. According to the FLSA, anyone who makes less than \$23,660 per year must be paid overtime for any hours worked over 40 in a week. As Richards's wages last year were \$22,243, it is the recommendation of the committee to change the position from one being paid on an hourly basis to a salary of \$24,000 per year. Because of the management duties required, the Field Operations Manager would become an exempt employee and the overtime rules would not apply. The committee felt that this salary amount would be easy to budget, and it also is very close to what has been paid for the last several years.

Some discussion with board members ensued, with questions asked about setting a salary range as well as keeping track of the Field Operations Manager's hours so that the Board could make adjustments in the future as needed. The consensus was that we did not need to set a range at the present time, but it would be helpful to have the Field Operations Manager continue to keep track of hours spent in various tasks. This information would be helpful to the Board in planning whether changes are needed. It was also felt that the Board should be able to review the work of any employee, and make a decision as to whether that employee should be retained or not.

Also, it was explained that the Field Operations Manager would be paid the same amount each month, which is in line with the FLSA rules about paying a salary rather than an hourly wage. As the workload changes from month to month with the biggest workload in the summer months, it was felt that the salary compensation would even out through the year for the hours actually worked.

Therefore, it was recommended that the Field Operations Manager position be changed to an exempt position with salary beginning on April 1, 2018. The \$24,000 salary would be paid in equal amounts on a monthly basis. It was recommended that the Employee Policies Committee meet at least yearly to discuss changes in laws or in CMAD circumstances which may warrant revisiting the question of salary versus hourly wage for the Field Operations Manager. It was also recommended that, as a matter of policy, the Board review the performance of all employees at least once yearly and make recommendations for whether individual employees should be retained as well as what their compensation should be.

Administrative Manager Debbie Mays will take on the task of writing updated employee policies, subject to review and approval by the Board before being officially added to the employee handbook.

Dan Richins moved and Roger Lincoln seconded that the committee's recommendations be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Johnson, Lincoln, Maughan, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

MANAGER REPORTS

Field Operations Manager Richard Rigby reported that the truck which was ordered was ready to be delivered, but there was some kind of accident in loading it at the plant and now a new one will have to be built. There has been a rush order put on it, but we do not know exactly when it will be ready. Richard reports that we will be okay while waiting for it because we have not sold our surplus truck yet.

Richard reports that the person doing speciation will not be coming back. Richard will take over those duties, as this is a difficult job to teach someone new. For larviciding, Greg will be coming back but will not be able to work as many hours. He will be working 20 hours per week. Carolee will be coming back

as well as Don. Richard hopes to hire 2 more people, one at 20 hours and one at 40 hours per week for larviciding. He has 2 people who have contacted him so far, and he has interviews with them next week. He really needs people for larviciding who have experience on an ATV.

He also has Matt and Rod coming back for fogging. He has one lady who has expressed interest in fogging, but he would like more applicants to interview. He asked the Board to spread the word that we are hiring to anyone who may be interested. April 14 is the date of the training meeting for UMAA, and he needs everyone hired before then if possible.

Richard has received a shipment of pesticide chemicals, and he has ordered everything needed at this point. We don't know the date when the new truck will be here.

Administrative Manager Debbie Mays gave a handout listing the bills which need approval as well as a year-to-date budget report. Discussion was also had on items for next month's agenda.

BILLS:

Bills were presented and reviewed:

<u>Personnel Totals</u>	\$1,188.05	<u>Mosquito Abatement Totals</u>	\$1,164.77
Admin Mngr	\$510.51	Maintenance (NAPA oil, antifreeze)	\$91.04
Field Ops Mngr	\$549.00	Operations Site	
Payroll Taxes (Company)	\$58.20	Building + Internet	\$1,025.00
Website Manager	\$70.34	Rocky Mountain Power	\$36.09
		Dominion Energy	\$12.64
<u>Administration Totals</u>	\$312.48		
Administrative Manager Mileage	\$40.13		
Phones	\$150.92		
Ensignal (Richard phone cable)	\$11.31		
Travel & Training			
JCW's (Richard UMAA mtg 3/8)	\$29.04		
McDonald's (Richard UMAA 3/8)	\$10.02		
Workers Comp	\$71.06		

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

ADJOURNMENT

David Gatherum moved and Darwin Pitcher seconded that the meeting be adjourned. The meeting was adjourned at 7:34 p.m.

Prepared by Debbie Mays Date 3/23/2018

Accepted: 4/26/2018