

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
September 27, 2018**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, September 27, 2018 at 7 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 12 municipalities were present:

Craig Hidalgo, Clarkston	David Wood, Amalga	Joe Hansen, Cornish
Craig Rigby, Newton	Deon Johnson, Providence	Justin Maughan, Nibley
Darwin Pitcher, Lewiston	Elaine Nelson, North Logan	Kim Hatch, Trenton
David Gatherum, Hyde Park	Jeff Ricks, Unincorp. (7:30)	Paul James, Hyrum

Excused:	Dan Richins, Richmond	Roger Lincoln, Smithfield
	Greg Taylor, Mendon	Kevin Tingey, Wellsville
	Kermit Price, Millville	

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

**AGENDA**

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

Paul James moved and Elaine Nelson seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Johnson, Maughan, Nelson, Pitcher, C Rigby, Wood. Nays: None. Motion passed unanimously. (Jeff Ricks was not yet present.)

**MINUTES OF PREVIOUS MEETING**

The minutes of the August 23, 2018 meeting were reviewed.

Paul James moved and Deon Johnson seconded that the minutes be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Johnson, Maughan, Nelson, Pitcher, C Rigby, Wood. Nays: None. Motion passed unanimously. (Jeff Ricks was not yet present.)

**PROCUREMENT COMMITTEE REPORT**

Richard Rigby, Field Operations Manager, reported that the owner of the land we are planning to purchase is moving forward with preparations to put in the needed road.

**BUDGET COMMITTEE REPORT**

Richard Rigby reported on the needs for 2019 as discussed by the budget committee earlier this evening. He reports that he will have some leftover pesticide this year, which will help bring down the amount we will need to purchase next spring. One of the big parts of next year's budget will be in the category of vehicles and equipment. He reports that the ESRI platform we have been using will be done away with next year. As a result, Frontier Precision will be changing to a more direct communication.

Luckily the handhelds we now have will continue to work, but we will need to upgrade to a new system which will be more Web-based. With that, we will need to retrofit the handhelds with the software upgrade. The computer at the shop will also need to be upgraded. He estimates this will cost a one-time amount of about \$11,000, and then it will cost about \$2500 per year. Most of that goes to ESRI for their mapping system. There was some discussion on this. Richard reports that one of the advantages of the new system will be that he will be able to track where employees are at any given time. He mentioned that one of his biggest fears with employees on the ATVs is that they might get in a situation where they need help. Currently he is unable to pinpoint their exact location at all times.

We will need two new ATVs this year, and we will be paying for the leases on 2 pickups. We will sell the Chevy this spring. We need to plan more money for phones with the new system for the handhelds, as discussed above. The suggestion was made that we look into other plans with unlimited data, which was agreed to. Richard discussed an accident that occurred with one of our drivers who was fogging. The truck can still be used at present and will be repaired after fogging ends for the season. There was also some discussion about how often to turn the trucks over under the leasing program and then reselling them.

Debbie Mays, Administrative Manager, brought up that the budget committee had discussed the possibility of keeping \$20,000 in checking as a contingency fund. She asked for opinions from the trustees about this. There was some discussion on whether we should keep contingency fund monies in an interest-bearing account or whether we should keep that base in our regular checking account and, if so, what amount should be kept in checking. No decision was made at this time.

Debbie will distribute the preliminary budget to all trustees in preparation for discussion at our October board meeting. The final proposed budget will need to be approved at either our October or November meeting in preparation for the December 13<sup>th</sup> public hearing.

## **MANAGER REPORTS**

Richard Rigby, Field Operations Manager, reported one fogger went down 3 weeks ago. Two years ago there was a blower that went out, and now it has gone out again. Richard has been making do these past 2 weeks with one less fogger. Luckily, we had a cold snap that greatly reduced the need for fogging. Because of this, we will have some chemical left over that we can use next year. This will reduce our budget needs for pesticide. Richard has been having the foggers use up the Kontrol that is already mixed, and they will finish up this evening. This will be the last night for fogging this season.

Richard set 2 traps in the College-Young Ward area. One trap had about 40 mosquitoes and the other had about 12. Richard plans to monitor that area more next summer if possible. Questions were asked about West Nile Virus cases. Richard reported there was one horse which had to be euthanized, and 2 human cases in Box Elder County. He also talked with a medical doctor in the valley who suggested there are probably more cases that were not necessarily tested or reported as WNV.

Administrative Manager Debbie Mays gave a handout listing the bills which need approval as well as a year-to-date budget report and items for next month's agenda. She also included reminders about the meeting schedule for November and December board meetings, which will be on the 2<sup>nd</sup> Thursday rather than the 4<sup>th</sup> Thursday due to the holidays. The dates are November 8 and December 13.

Debbie discussed letters which were sent out earlier this month to the mayor/city council of those communities whose CMAD trustee terms expire December 31, 2018, with instructions for appointment or reappointment of trustees. Those communities include Amalga, Cornish, Lewiston, Mendon, Millville, Newton, Nibley, North Logan, and Wellsville. The trustees of those communities were asked to follow up with their respective councils to make sure those letters were received.

Debbie reviewed the training required of trustees, which includes two separate sessions. Certification training should be done during the first year of a new or returning trustee's 4-year term. Open Meetings training is required annually for all board members. Both of these can now be done online. It was suggested that the computer in our Hyde Park shop could be used to complete this training, if desired.

Instructions for accessing the training were included in the handout, as well as the phone number and email address of the person who can help should any problems be encountered. Debbie encouraged anyone with questions or concerns to talk with her about it. New requirements from the State Auditor's office now require certification of this training be included as part of the outside CPA's yearly report due June 30.

## **BILLS**

This month's bills were reviewed and discussed:

<b><u>Personnel Totals</u></b>	<b>\$11,941.05</b>	Fuel	2,730.01
Admin Mngr	430.95	<b>Surveillance</b>	
Field Ops Mngr	2,000.00	9/4 Unified St Lab 10 WNV pools	150.00
Foggers	4,115.41	9/17 Unified St Lab 74 WNV pools	1,110.00
Larviciders	4,289.83	<b>Maintenance</b>	
Payroll Taxes (Company)	837.28	Firestone (2016 Ford tires)	459.59
Surveillance	160.00	Firestone (trailer tire)	47.58
Website Manager	107.58	Firestone (2018 Ford oil)	28.02
		Lee's (battery)	8.63
<b><u>Administration Totals</u></b>	<b>\$310.31</b>	Preston Watts (2018 Ford dent repair)	125.00
Administrative Manager Mileage	52.43	Murdock GM (2013 Chevy seat belts)	719.08
Phones	249.18	<b>Operations Site</b>	
Travel/Training (Burger King-Richard Mtg)	8.70	Building + Internet	1,025.00
		Rocky Mountain Power	61.00
<b><u>Mosquito Abatement Totals</u></b>	<b>\$19,878.36</b>	Dominion Energy	7.19
Fogging (Univar: oil and Kontrol)	13,407.26		

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

## **ADJOURNMENT**

David Gatherum moved and Darwin Pitcher seconded that the meeting be adjourned. The meeting was adjourned at 7:45 p.m.

Prepared by Debbie Mays Date 9/28/2018

Accepted: 10/25/2018