

Cache Mosquito Abatement District Board of Trustees Meeting

October 25, 2018

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, October 25, 2018, at 7 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 15 municipalities were present:

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

Excused: Dan Richins, Richmond
Roger Lincoln, Smithfield

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

AGENDA

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

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

MINUTES OF PREVIOUS MEETING

The minutes of the September 27, 2018 meeting were reviewed.

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

PROCUREMENT COMMITTEE REPORT

Joe Hansen reported a letter of intent was signed to allow the seller to move forward with preparations to put in the needed road. A question was asked about the total purchase price for the land. This is reported at \$215,000, which includes \$1,000 already paid as earnest money.

Richard Rigby reported that work has begun on improvements to the property. The seller hopes the needed work will be completed within 6 months. CMAD plans to pay \$214,000 to complete the sale when the improvements are finished.

MANAGER REPORTS

Richard Rigby suggested it might be wise to start looking for the needed fill. Some discussion ensued on trying to make sure it is clean fill that will meet our purposes. Richard will retrieve his figures from a couple of years ago about how much is needed and will bring them to our next meeting.

Richard reported he was able to sell both 2016 ATVs for \$5,000 each, for a total of \$10,000, which is more than was anticipated. Also, the Chevy pickup is being repaired at this time. He reported the winterizing maintenance will be completed this weekend on the vehicles and equipment.

Richard then showed a map highlighting the areas in the valley that we spray and gave some statistics for the 2018 season:

- Adulticide: We covered 459,802.5 acres. We put out almost 8,054 pounds of active ingredient in 2,013.5 gallons of solution.
- Larvicide: We treated 987.5 acres with 1,719 applications. We put out 3,345 briquettes, 158 gallons of oil, and 4,653 pounds of granules.

Richard reports he will be attending the annual UMMA Conference this next week. On November 8 he will be taking the seasonal employees to dinner at the Beehive Grill at 5:30 pm. He will then do his best to be on time to our 7 pm meeting the same evening.

Richard also suggested it may be helpful to change his official title to simply “Manager” rather than “Field Operations Manager,” which would bring it more in line with what other mosquito abatement districts do and make his relationship with vendors more clear. As none of the trustees voiced any objections to this, we will implement it as of this report.

Administrative Manager Debbie Mays commented on the budget worksheet made available to everyone in preparation for tonight’s discussion, noting that at our November meeting we will need to approve a 2019 proposed budget in order to be prepared for the public hearing scheduled for our December meeting. She also gave the usual handout listing this month’s bills which need approval. Also included are planned items for next month’s agenda as well as reminders about the board meeting schedule for November (the 8th) and December (the 13th) board meetings, and a reminder about required trustee training.

Of note, she included a “budget snapshot” which she plans to do each month. This reveals the current checking account balance as well as the current PTIF balance with the monthly interest earned. She has also included a percentage figure connected to the remaining budget monies in order to help everyone have a clear picture of how we are doing relative to our planned yearly budget.

Debbie then made some suggestions regarding things we may want to include in our budget discussion this evening including possible adjustments to employee compensation, the addition of compensation for required trustee training, and designating an amount for land purchase as well as possible building design.

TENTATIVE 2019 BUDGET DISCUSSION

Richard reviewed the changes that will be coming next year with the new ESRI software and adding Verizon to the handhelds. We will not need new handhelds, but because we will be going to a new system they will need to be upgraded. We will also need 2 new ATVs, a new fogger, and will be leasing 2 pickup trucks. We started using higher-octane fuel this year, which added a little more expense.

It was noted by one of the trustees that the amount of surplus available for the Cap Imp Fund is down from previous years, and the suggestion was made that we do what we can to keep expenses as low as possible. Debbie noted that for the past few years the actual monies received have been greater than what was anticipated, which has made it possible to put more money in the Cap Imp Fund. It is hoped this will occur again for 2018.

Debbie explained that with the way government budget systems are set up, we will not have all of the 2018 funds until April 2019. We will not know until then what is available for the Cap Imp Fund out of 2018 monies. There was some discussion on whether we should consider a tax increase, but it was decided that now is not the time to do so.

Individual categories of the budget were discussed, and tentative decisions were made about the amounts for each category. The final version of the proposed budget will be sent out to the trustees next week, and the proposed 2019 budget will need to be adopted at the November meeting in preparation for the public hearing in December.

There was some discussion on employee compensation, and it was decided to designate an amount equal to 3% of wages for employee raises. This money could then be divided up by the manager according to individual merit and the overall value of each employee to CMAD.

Debbie made the recommendation that, in the spirit of fairness and good policy, we authorize a compensation amount for completing online trustee training. Beginning this year, the outside CPA who evaluates our practices each year will now be required to make an accounting to the state auditor about whether individual trustees have completed required Board Member training and annual Open & Public Meetings training.

Debbie suggested trustees decide what they as regular citizens would think is fair compensation to give to CMAD trustees for the required time spent doing training, recognizing that everyone's time is valuable. The average time is 1-1/2 hours to complete online Board Member training and 1 hour for online Open & Public Meetings training. It was decided to implement compensation of \$20 for each training course completed.

BILLS

This month's bills (listed on the following page) were reviewed and discussed:

<u>Personnel</u>	\$5,990.17	<u>Abatement</u>	\$3,559.89
Payroll Tax Liability	\$425.68	Fuel	\$1,889.69
<u>Wages</u>		<u>Maintenance</u>	
Administrative Manager	\$1,007.76	NAPA (2 grease, coupler)	\$28.33
Field Operations Manager	\$2,000.00	Cache Honda Yamaha (oil filt, cem	
Field Workers, Adulticide	\$1,385.45	fuel)	\$118.71
Field Workers, Larvicide	\$1,084.30	NAPA (filters)	\$121.40
Field Workers, Surveillance	\$12.50	NAPA (STA-BIL)	\$10.99
Website Manager	\$74.48	Sam's Club (Renew membership)	\$48.08
		Trail Riders Repair (fogger)	\$240.00
<u>Administration</u>	\$2,525.67	<u>Operations Site</u>	
Administrative Manager Mileage	\$42.80	Building + Internet	\$1,025.00
Dues (UASD for 2019)	\$394.00	Rocky Mountain Power	\$54.56
Office Supplies (batt., notepads, etc.)	\$9.56		
Phones	\$249.89		
Travel & Training (UMAA Conference)	\$200.00		
Trustee Comp, Mileage, Officer	\$1,629.42		

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

ADJOURNMENT

Elaine Nelson moved and Kevin Tingey seconded that the meeting be adjourned. The meeting was adjourned at 7:58 p.m.

Prepared by Debbie Mays Date 10/27/2018

Accepted: 11/08/2018