

Cache Mosquito Abatement District Board of Trustees Meeting

November 8, 2018

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, November 8, 2018, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 11 municipalities were present:

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

Excused:	Craig Rigby, Newton	Justin Maughan, Nibley
	Deon Johnson, Providence	Kevin Tingey, Wellsville
	Greg Taylor, Mendon	Paul James, Hyrum

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.

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

MINUTES OF PREVIOUS MEETING

The minutes of the October 25, 2018 meeting were reviewed.

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

PROCUREMENT COMMITTEE REPORT

There was not anything new to report this evening.

MANAGER REPORTS

Richard Rigby brought his figures from a couple of years ago about how much fill is needed for the land we are purchasing. Two years ago Parsons figured we would need about 3 feet of fill at a cost of about \$55,000. Facer's figured we would need about 74,000 sq. ft. or about 18,000 tons, also at a cost of about \$55,000. These estimates are from two years ago.

Richard took the seasonal employees to dinner this evening, which he reports was successful and appreciated by them.

He picked up the repaired truck from Preston Watts today and has been working with Traveler's Insurance on the exact amount we will be reimbursed, in addition to the amount Traveler's has already paid to us. We will be responsible for the \$500 deductible but the rest should be covered.

Administrative Manager Debbie Mays said the online trustee training seems to be going well, according to feedback she's received from the trustees who have taken it. She gave the usual handout listing this month's bills which need approval, planned items for next month's agenda, a reminder about the board meeting scheduled for December 13, and this month's budget snapshot.

ADOPTION OF PROPOSED 2019 BUDGET

Trustees had been given copies of the proposed budget prior to tonight's meeting. Most items did not need final review this evening. However, there was some discussion on the amount that should be put into the contingency fund for 2019 as well as how much planned surplus would be available for the capital improvement fund. After discussion it was decided that once the final figures are available (in April 2019), any contingency fund monies from years prior to 2019 would be considered surplus monies and will be transferred to the capital improvement fund in April 2019.

The 2019 proposed budget will include \$34,850 to be designated as a contingency fund, which leaves \$10,000 planned surplus for transfer the following spring. Again, once all of the final numbers for 2019 are known, all surplus monies will be transferred to the capital improvement fund.

Craig Hidalgo moved and Elaine Nelson seconded that the modified version of the Proposed 2019 Budget be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Lincoln, Nelson, Pitcher, Price, Richins, Ricks, Wood. Nays: None. Motion passed unanimously.

REVIEW OF ESTIMATED 2018 BUDGET ADJUSTMENTS

Debbie reported that we are expecting a surplus in most budget categories this year. However, we have a shortage of about \$2,000 in the Abatement section due to a prolonged 2018 season. With that in mind, we need to designate an adjustment to cover those funds.

After some discussion, it was decided to plan for the \$2,000 shortage be covered from surplus funds from the Vehicles/Equipment section. This will formally be adopted next month after the public hearing.

BILLS

A question was asked whether we have tax-free status at businesses we buy supplies from. It was answered in the affirmative. This month's bills (listed on the following page) were then reviewed and discussed:

<u>Personnel</u>	\$3,049.70	<u>Abatement</u>	\$1,901.93
Payroll Tax Liability	\$216.73	<i>Chemicals/Supplies</i>	
<i>Wages</i>		<i>Surveillance</i> (Sept WNV pools)	\$825.00
Administrative Manager	\$629.85	<u>Operations Site</u>	
Field Operations Manager	\$2,000.00	Building + Internet	\$1,025.00
Field Workers, Larvicide	\$136.92	Rocky Mountain Power	\$44.73
Website Manager	\$66.20	Dominion Energy	\$7.20
<u>Administration</u>	\$300.65	<u>Vehicles/Equipment</u>	\$0.00
Administrative Manager Mileage	\$40.66		
<u>Travel & Training (UMAA Conference)</u>			
Pig and A Jelly Jar	\$21.84		
Farr West Jumbo Burgers	\$10.80		
Great Harvest Bread Co.	\$15.53		
Marriott Courtyard Ogden	\$211.82		

Elaine Nelson moved and Kim Hatch 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

David Gatherum moved and Jeff Ricks seconded that the meeting be adjourned. The meeting was adjourned at 7:23 p.m.

Prepared by Debbie Mays Date 11/08/2018

Accepted: 12/13/218