

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
October 24, 2019**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, October 24, 2019, at 7:00 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	Deon Johnson, Providence	Kim Hatch, Trenton
Craig Rigby, Newton	Jeff Ricks, Unincorporated	Paul James, Hyrum
Dan Richins, Richmond	(arrived 7:15)	Roger Lincoln, Smithfield
David Gatherum, Hyde Park (excused at 7:05)	Joe Hansen, Cornish (excused at 8:25)	
David Wood, Amalga	Joe Archer, North Logan	
Excused:	Darwin Pitcher, Lewiston	Kevin Tingey, Wellsville
	Greg Taylor, Mendon	Nibley trustee, currently unnamed
	Kermit Price, Millville	

Also present: Richard Rigby, Manager  
Debbie Mays, Admin. Manager

**AGENDA**

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

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

**MINUTES OF PREVIOUS MEETING**

The minutes of the September 26, 2019, meeting were reviewed.

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

**ARCHITECTURAL PRESENTATIONS**

As we are in the process of selecting an architect to design our building, two architectural firms including Naylor Wentworth Lund Architects and Design West Architects made presentations to the board this evening. During the presentations, members of our Procurement Committee filled out a rating sheet for each firm. This rating sheet had been given to both the trustees and the firms ahead of time as part of a packet of information.

The teams from both firms were professional, prepared, and were able to stay close to the time allotted for their presentations. We appreciated their efforts. We will further discuss their merits at our November board meeting and then go ahead with selection of an architectural firm at that meeting.

### **BUDGET COMMITTEE REPORT**

The budget committee met this evening before our regular meeting and made a few changes to the tentative 2020 budget which had been handed out at our September meeting. The new proposed budget including these changes will be sent out to all trustees during the next couple of weeks in preparation for discussion and approval at our November meeting.

Moving forward, we will schedule a public hearing at the beginning of our December meeting, with final approval of our 2020 budget occurring that same evening. Debbie will advertise in advance the date, time, and place of the public hearing in the Herald Journal newspaper, as required by law.

### **PROCUREMENT COMMITTEE REPORT**

Comments were given concerning the presentations by the architectural firms this evening. After some discussion, it was decided to select an architect at our next regular board meeting in November, as selection was not specifically stated on tonight's agenda.

### **MANAGER REPORTS**

Richard spoke about the UMAA Conference he attended this past month. He reports it was well done and very enlightening. He specifically invited the trustees to consider attending next year, as he believes it provides beneficial perspective on the day-to-day operations he's involved in during mosquito season. Plans are for it to be held in Park City next year.

Richard reports two ATVs are sold, though some repairs are being made before they will be released to the buyer. He also reports he has been busy with winterization efforts on all vehicles and equipment, and spoke of some of the specific highlights and challenges of this past season.

Administrative Manager Debbie Mays discussed the information on her handout, and gave a reminder about the board meeting schedule during the months of November and December. Due to the holidays, we will meet on the second Thursday rather than the fourth Thursday for both months. Items for next month's agenda were also discussed.

## **BILLS**

### **Personnel**

Payroll Tax Liability \$312.79

### **Wages**

Administrative Manager \$583.97  
Manager \$2,000.00  
Website Manager \$85.25  
Workers, Adulticide \$1,039.20  
Workers, Larvicide \$305.86  
Workers, Surveillance \$74.25

### **Administration**

Administrative Manager Mileage \$33.64  
Dues (UASD annual) \$402.00  
Miscellaneous (Flowers for funeral) \$60.99  
Office Supplies (Walmart: Batteries, Card) \$8.49

### **Phones**

Google Cloud \$9.60  
Verizon \$401.68

### **Travel & Training**

Sweetly Divine (Conf gift basket) \$19.42  
Walmart (Conf gift basket) \$20.14  
Cox Honeyland (Conf gift basket) \$33.31  
The Beehive Grill (dinner for workers) \$334.92  
Five Guys (dinner for workers) \$53.38  
Bryce Canyon Pines (Conf. 2 dinners) \$60.24  
Cash reimbursement for 1 dinner -\$30.25  
Ruby's Inn (UMAA Conf) \$240.00

Trustee Comp, Mileage, Off Per Diem \$1,365.74  
Workers Comp \$85.69

### **Abatement**

Surveillance Supplies \$105.00  
Fuel \$833.07

### **Maintenance**

Univar (belts) \$248.56  
Amazon (June truck lights dupli July) -\$99.99  
Harbor Freight (replace not ret Aug) \$9.99  
Wilson Motor (lamp ASY rear) \$108.33  
Sam's Club (annual membership fee) \$48.15  
Napa (plug tap) \$8.39  
Napa (pan and funnels) \$12.07  
Napa (sta-bil) \$29.97  
Napa (bottom tap) \$8.99  
Indus Tool & Supply (black gold bit) \$25.13  
Lee's (fasteners) \$3.39  
Napa (deep creep) \$6.99  
Powersports Plus (2 caliper assy) \$308.73  
Napa (drain plug) \$4.49

### **Operations Site**

Building + Internet \$1,025.00  
Rocky Mountain Power \$53.60  
Dominion Energy (credit bal 80.53) \$0.00

Paul James moved and Joe Archer seconded that the bills be approved. Ayes: Archer, Hatch, Hidalgo, James, Johnson, Lincoln, Richins, Ricks, C. Rigby, Wood. Nays: None. Motion passed unanimously. (David Gatherum and Joe Hansen had been excused previously.)

## **ADJOURNMENT**

Joe Archer moved and Deon Johnson seconded that the meeting be adjourned. The meeting was adjourned at 8:34 p.m.

Prepared by Debbie Mays Date 10/25/2019

Accepted: 11/14/2019