

**Cache Mosquito Abatement District
Board of Trustees Meeting
November 14, 2019**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, November 14, 2019, at 7:00 pm 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	Kim Hatch, Trenton
Dan Richins, Richmond	Deon Johnson, Providence	Paul James, Hyrum
Darwin Pitcher, Lewiston	Jeff Ricks, Unincorporated	Roger Lincoln, Smithfield
David Gatherum, Hyde Park	Kermit Price, Millville	

Excused:	Craig Rigby, Newton	Joe Hansen, Cornish
	Greg Taylor, Mendon	Kevin Tingey, Wellsville
	Joe Archer, North Logan	Nibley trustee, currently unnamed

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

AGENDA

The meeting was called to order at 7:02 pm by Vice-Chair Dan Richins. The agenda was reviewed.

Paul James moved and Deon Johnson seconded that the agenda be adopted. Ayes: Gatherum, Hatch, James, Johnson, Lincoln, Pitcher, Price, Richins, Ricks, Wood. Nays: None. Motion passed unanimously. (Craig Hidalgo had stepped into the hall for a phone call.)

MINUTES OF PREVIOUS MEETING

The minutes of the October 24, 2019 meeting were reviewed.

Roger Lincoln moved and Paul James seconded that the minutes be approved. Ayes: Gatherum, Hatch, James, Johnson, Lincoln, Richins, Ricks, Wood. Nays: None. Motion passed unanimously. Darwin Pitcher and Kermit Price abstained. (Craig Hidalgo had stepped into the hall for a phone call.)

SELECTION OF ARCHITECTURAL FIRM

The Procurement Committee was unanimous in recommending Design West as the selected architect. Richard noted the committee was impressed that Design West had arranged to meet with Richard last month before their presentation to the board. They had asked questions about our needs and geared their presentation around meeting those needs. The fact that they were local worked in their favor as well, as it was believed they would be more accessible should questions or problems arise.

Paul James moved and Deon Johnson seconded that Design West be selected as the architectural firm for our new building. Ayes: Gatherum, Hatch, Hidalgo, James, Johnson, Lincoln, Pitcher, Price, Richins, Ricks, Wood. Nays: None. Motion passed unanimously.

APPROVAL OF PROPOSED 2020 BUDGET

Discussion was held on the proposed 2020 budget. Richard noted that the beginning hourly wage will be raised next season, as it is getting more difficult to find seasonal workers. It was decided to pay larviciders a higher rate than foggers, as their job is physically more demanding and difficult.

Concerns were raised about making sure information was available to the board and the public not only on the current 2019 budget as well as the proposed 2020 budget, but including several years in the past. It was felt this would provide a clearer picture of revenue and expenditures over time. It was agreed that an update of the handout used at our September meeting, which contained budget figures over a span of several years, would be available for the public hearing and subsequent final budget adoption next month.

Craig Hidalgo moved and Kermit Price seconded that the proposed 2020 budget be approved. Ayes: Gatherum, Hatch, Hidalgo, James, Johnson, Lincoln, Pitcher, Price, Richins, Ricks, Wood. Nays: None. Motion passed unanimously.

ESTIMATED 2019 BUDGET ADJUSTMENTS

We do not anticipate the need to make any adjustments to the 2019 year-end budget.

MANAGER REPORTS

Manager Richard Rigby reports the two ATVs have been sold, and we will plan to sell a truck next spring. He also mentioned he is looking now to find a tablet with a detachable keyboard which he can use in the field as well as in the office.

The question was raised about maintaining an inventory list which could be looked at and evaluated each year. This was noted to be a matter of good business practice. It was decided that Richard would put this together in January, with input from Debbie.

Administrative Manager Debbie Mays discussed the bills and budget information on her handout, as well as the items on next month's agenda. She will prepare a schedule for the 2020 board meetings, again planning for the 4th Thursday of each month except for November and December, which will be on the 2nd Thursday due to the holidays. She will have that ready for approval next month.

BILLS

Personnel

Payroll Tax Liability \$198.72

Wages

Administrative Manager \$512.25

Manager \$2,000.00

Website Manager \$85.25

Administration

Administrative Manager Mileage \$34.80

Phones

Google Cloud \$9.60

Verizon (credit balance 37.20) \$0.00

Trustee Comp, Mileage, Officer Per Diem

Kim Hatch (Oct attendance, mileage) \$50.88

Workers Comp \$85.69

Abatement

Fuel \$482.78

Maintenance

Napa (return drain plug) -\$4.49

Trail Riders Repair (oil leak) \$170.00

Napa (propane) \$73.03

Operations Site

Building + Internet \$1,025.00

Rocky Mountain Power \$51.37

Dominion Energy (credit balance 73.31) \$0.00

Paul James moved and David Wood seconded that the bills be approved. Ayes: Gatherum, Hatch, Hidalgo, James, Johnson, Lincoln, Pitcher, Price, Richins, Ricks, Wood. Nays: None. Motion passed unanimously.

ADJOURNMENT

David Gatherum moved and Darwin Pitcher seconded that the meeting be adjourned. The meeting was adjourned at 7:37 p.m.

Prepared by Debbie Mays Date 11/14/2019

Accepted: 12/12/2019