

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
January 27, 2022**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, January 27, 2022, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Current Covid-19 CDC suggestions were followed, with face masks recommended for all due to our area's high transmission rate. Representatives from 10 municipalities were present:

Craig Hidalgo, Clarkston	Don Sheffer, Richmond	Paul James, Hyrum
Darwin Pitcher, Lewiston	Joe Archer, North Logan	Tom Davis, Nibley
David Gatherum, Hyde Park	Joe Hansen, Cornish	
David Wood, Amalga	Kim Hatch, Trenton	

Excused: Craig Rigby, Newton    Curtis Wall, Smithfield    Deon Johnson, Providence    Greg Taylor, Mendon  
                 Jeff Ricks, Unincorp    Kermit Price, Millville    Kevin Tingey, Wellsville

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

**ADOPT AGENDA**

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

Darwin Pitcher moved and Joe Archer seconded that the agenda be adopted. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Sheffer, Wood. Nays: None.  
Motion passed unanimously.

**OATH OF OFFICE**

Newly appointed trustee is Tom Davis, Nibley. Newly reappointed trustees are: Craig Hidalgo, Clarkston; and Kim Hatch, Trenton. The oath of office was administered to them by the clerk.

**MINUTES OF PREVIOUS MEETING**

The minutes of the December 9, 2021 meeting were reviewed.

Paul James moved and David Wood seconded that the minutes be approved. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Sheffer, Wood. Nays: None.  
Motion passed unanimously.

**MANAGER REPORTS**

Manager Richard Rigby reported he checked into the Blue Sky program which the power company is offering. There are parts of it he isn't sure about and will do some more research on it. He reports he hasn't heard anything yet on the new truck, other than it should be here sometime between February and June.

Administrative Manager Debbie Mays went over her handout containing this month's bills, our budget position so far, and a history of our actual budget surplus over the past 4 years. She also included trustee state training requirements and possible agenda items for next month. One important item is that the BRHD conference room will not be available this year for our March, June, August, or September Board meetings. It was decided we would try meeting in our CMAD building in March and see how well that works.

**FRAUD RISK ASSESSMENT REPORT**

A copy of the 2021 Fraud Risk Assessment was sent to each trustee prior to tonight's meeting. We have implemented measures which give us a score of 355, which rates us at a low risk for fraud.

Paul James moved and Joe Archer seconded that the report be approved. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Sheffer, Wood. Nays: None. Motion passed unanimously.

**STATE TRAINING REQUIREMENTS**

The state training requirements for board members were reviewed, including board member training required during the first year of appointment or reappointment, and annual open public meetings training.

**BILLS:** Bills for the month were presented and reviewed:

<b><u>Personnel</u></b>		Fairfield Marriott St. George	\$95.47
Payroll Tax Liability	\$233.92	Trustee Comp, Mlg, Off Per Diem	\$1,797.78
Administrative Manager	\$681.03	Workers Comp (2/1/22 - 3/31/22)	\$211.57
Manager	\$2,121.00		
Website Manager	\$72.36	<b><u>Abatement</u></b>	
Workers, Larvicide	\$183.02	Fuel	\$114.29
		<b><u>Maintenance</u></b>	
<b><u>Administration</u></b>		Lee's Ace (brk fl, pliers, sno shov)	\$81.11
Administrative Manager Mileage	\$37.52	Flying J (stub tool set)	\$26.83
Office Equipment (Comcast)	\$426.78	<b><u>Operations Site</u></b>	
<b><u>Office Supplies</u></b>		Hyde Park City	\$139.96
USPS (stamps)	\$174.00	Rocky Mountain Power	\$574.35
Staples (office paper)	\$17.08	Dominion Energy	\$432.72
Staples.com (printer cartridge)	\$87.89		
<b><u>Phones</u></b>		<b><u>Vehicles/Equipment</u></b>	
Google Cloud	\$12.00	ATVs (Cache Honda, 2 new)	\$22,000.00
Verizon	\$117.62		
<b><u>Travel &amp; Training</u></b>		<b><u>Cap Impr: Bld Design/Construct</u></b>	
Lupita's Mexican Food	\$18.34	Northern Title (rec. fees, lend policy)	\$2,242.00
MOD Pizza	\$12.49		

Darwin Pitcher moved and Craig Hidalgo seconded that the bills be approved. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Sheffer, Wood. Nays: None. Motion passed unanimously.

**ELECTION OF 2022 OFFICERS**

Paul James moved and Joe Archer seconded that the 2021 officers be reinstated for 2022. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Sheffer, Wood. Nays: None. Motion passed unanimously. The officers are Joe Hansen, Chair; Craig Hidalgo Vice-Chair; Kermit Price, Financial Officer; and David Gatherum, Treasurer.

**ADJOURNMENT**

Joe Archer moved and Darwin Pitcher seconded that the meeting be adjourned. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Sheffer, Wood. Nays: None. Motion passed unanimously. The meeting was adjourned at 7:32 p.m.

Prepared by Debbie Mays Date 1/27/2022

Accepted: 2/24/2022