

**Cache Mosquito Abatement District
Board of Trustees Meeting
April 28, 2022**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, April 28, 2022, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 13 municipalities were present:

Craig Hidalgo, Clarkston	David Wood, Amalga	Kim Hatch, Trenton
Craig Rigby, Newton	Don Sheffer, Richmond	Paul James, Hyrum
Curtis Wall, Smithfield	Jeff Ricks, Unincorporated	Tom Davis, Nibley
Darwin Pitcher, Lewiston	Joe Hansen, Cornish	
David Gatherum, Hyde Park	Kermit Price, Millville	

Excused: Deon Johnson, Providence Greg Taylor, Mendon
Joe Archer, North Logan Kevin Tingey, Wellsville

Also present: Debbie Mays, Administrative Manager; Richard Rigby, Manager, Matt Regen, Auditor

ADOPT AGENDA

The meeting was called to order at 7:02 p.m. by Chair Joe Hansen. The agenda was reviewed.

Craig Hidalgo moved and Darwin Pitcher seconded that the agenda be adopted. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

ANNUAL REPORT FROM MATT REGEN, CPA

Matt Regen, CPA, presented the annual Agreed-Upon Procedures report and also the Compiled Financial Statements for Cache Mosquito Abatement District. He provided digital copies of these to Debbie last week, and she emailed these out to the trustees at that time. Matt discussed several aspects of the report and statements, noting that CMAD is in compliance with all state requirements for Special Districts and also that CMAD is in a good position financially. He left time for questions to be asked, and some discussion ensued. We appreciated his professional and personable presentation to us.

Paul James moved and David Wood seconded that Matt's report and financial statements be approved. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the March 24, 2022 meeting were reviewed.

Paul James moved and Craig Hidalgo seconded that the minutes be approved. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

MANAGER REPORTS

Manager Richard Rigby reports there were some calls from Nibley earlier this spring about mosquitoes, but the cold weather came back and took care of those. There was one call yesterday about a lot of mosquitoes at a pond in Richmond, and Richard will check into that. He has not heard any more about when the new truck should arrive. He is close to having the summer seasonal employees hired.

Administrative Manager Debbie Mays spoke about receiving a call a few weeks ago from an auditor in the Unemployment Division of Workforce Services. The auditor let Debbie know they do not have CMAD registered in their system. The auditor reported it looked like registration started to be set up in 2012, but then for some reason was never finished. She also spoke to Debbie about the need to provide a quarterly report to them. Debbie followed all of the steps as asked to get CMAD registered and has submitted the required reports as requested. CMAD has been assessed to pay an unemployment amount in behalf of a former seasonal employee who filed a claim. Debbie at first thought this must be a mistake and appealed the decision, but the judge held us liable. One payment has been made at this point. Other payments may be required in the future.

Debbie provided a handout with updated information on this month's bills as well as our 2022 budget position. She also provided the actual 2021 surplus amount which she computed after our final distribution check was received from the County Treasurer this month. In the past, any surplus amount was always placed into savings as we prepared to construct our building. As our building is now finished, there will be further discussion among the trustees on what to do with surplus funds. Some questions about the possibilities for surplus funds were directed to Matt Regen earlier in the evening, and he provided some ideas to consider.

Debbie let the Board know she is planning to retire this fall. She expressed her appreciation for the chance to work as Administrative Manager and let them know she has very much enjoyed her time with CMAD. The timeline of hiring a replacement was discussed, and Debbie agreed to prepare a position announcement for the Board to review at our May meeting. Volunteers were requested to be part of a hiring committee. Craig Hidalgo and Jeff Ricks volunteered to be part of the committee, along with Debbie and Manager Richard Rigby.

BILLS: Bills for the month were presented and reviewed:

Personnel

Payroll Tax Liability	\$244.40
Administrative Manager	\$760.50
Manager	\$2,227.05
Website Manager	\$75.96
Workers, Larvicide	\$131.16

Administration

Administrative Manager Mileage	\$54.11
Dues (Entity Regis. Lt. Gov. office)	\$25.00

Office Equipment

Comcast	\$427.31
PO Box Annual Renewal	\$84.00

Phones

Google Cloud	\$12.00
Verizon	\$460.56
Premiums (Unemploymt pymnt 3/21)	\$31.79
Trustee Comp, Mileage, Officer	\$1,942.19
Website (Westhost domain regis.)	\$32.28

Abatement

Fuel	\$190.53
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Maintenance

Napa (oil, air filters)	\$390.18
MSC (air filters for bldg)	\$73.92
Lee's Ace (clamps, fasteners)	\$21.78
Lee's Ace (storage organizer)	\$44.34
Lee's Ace (term rng, fins)	\$21.57
Wilson Motor (bulb, cover)	\$122.85
MSC (rubber vibr bearing pads)	\$135.30
MSC (rubber vibr bearing pads)	\$217.36

Operations Site

Hyde Park City	\$141.96
Rocky Mountain Power	\$559.28
Dominion Energy	\$633.49

Vehicles/Equipment

Pickup Trucks	\$4,038.99
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Craig Rigby moved and Darwin Pitcher seconded that the bills be approved. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

ADJOURNMENT

Craig Hidalgo moved and Craig Rigby seconded that the meeting be adjourned. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously. The meeting was adjourned at 7:59 p.m.

Prepared by Debbie Mays Date 4/28/2022

Accepted: 5/26/2022