

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, July 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	Joe Archer, North Logan
Craig Rigby, Newton	Deon Johnson, Providence	Kevin Tingey, Wellsville
Curtis Wall, Smithfield (7:05)	(7:05)	Kim Hatch, Trenton
Darwin Pitcher, Lewiston	Greg Taylor, Mendon	Paul James, Hyrum
David Gatherum, Hyde Park	Jeff Ricks, Unincorporated	

Excused: Don Sheffer, Richmond    Joe Hansen, Cornish    Kermit Price, Millville    Tom Davis, Nibley

Also present: Debbie Mays, Administrative Manager    Richard Rigby, Manager  
Jessica Olson, Admin Manager Trainee

**ADOPT AGENDA**

The meeting was called to order at 7 p.m. by Vice-Chair Craig Hidalgo. The agenda was reviewed.

Paul James moved and David Gatherum seconded that the agenda be adopted. Ayes: Archer, Gatherum, Hatch, Hidalgo, James, Pitcher, Ricks, C Rigby, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously. (Curtis Wall and Deon Johnson were not yet present.)

**MINUTES OF PREVIOUS MEETING**

The minutes of the June 23, 2022 meeting were reviewed.

Darwin Pitcher moved and Joe Archer seconded that the minutes be approved. Ayes: Archer, Gatherum, Hatch, Hidalgo, James, Pitcher, Ricks, C Rigby, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously. (Curtis Wall and Deon Johnson were not yet present.)

**INTRODUCTION OF ADMINISTRATIVE MANAGER TRAINEE**

Jessica Olson, recently selected by the CMAD Hiring Committee to take over the position of Administrative Manager when Debbie Mays retires this fall, was present and introduced this evening. Craig Hidalgo and Jeff Ricks, 2 members of the hiring committee, mentioned some of Jessica's qualifications and their belief that she is highly qualified and will do a good job for the District. Trustee Paul James reported some of his contacts at BTECH could be hired to design a website for us on a newer, more user-friendly platform. Jessica would then maintain this because our website manager, Terrie Wierenga, will also be retiring in the coming months.

Paul James moved and Joe Archer seconded to ratify the action of the Hiring Committee in offering the Administrative Manager position to Jessica. Ayes: Archer, Gatherum, Hatch, Hidalgo, James, Johnson, Pitcher, Ricks, C Rigby, Taylor, Tingey, Wall, Wood. Nays: None. Motion passed unanimously.

**DISCUSS/APPROVE POSSIBLE EQUIPMENT UPDATES FOR ADMINISTRATIVE MANAGER**

Discussion was held about possible new equipment updates for the Administrative Manager. Items considered include a new laptop computer with Office 365 and a new printer with a scanner. Debbie reported on QuickBooks versus Caselle accounting software, as she had obtained price quotes for each system. She reported

she also spoke with Matt Regen, CPA, about them. He believes QuickBooks would fill our needs adequately. As QuickBooks costs a lot less than Caselle, it was decided it would indeed be the best fit for our District.

Paul James moved and Joe Archer seconded that up to \$2500 be authorized for a new laptop with Office 365 and also a new printer with a scanner. The motion was then amended to also include authorization for further funds to be spent to obtain a new QuickBooks with Payroll subscription. Ayes: Archer, Gatherum, Hatch, Hidalgo, James, Johnson, Pitcher, Ricks, C Rigby, Taylor, Tingey, Wall, Wood. Nays: None. Motion passed unanimously.

## **MANAGER REPORTS**

Manager Richard Rigby reports he has been looking into the feasibility of using drones to help with larvicide. There is a large upfront cost of about \$40,000 for 2 drones. Richard reports Utah County is using a drone right now in the area of Utah Lake, and they have been very happy with the results. Richard would like us to consider budgeting to purchase these for next season. A question was asked if the company could do a presentation for the Board with more details, and Richard will check into that.

Richard would like the Board to consider purchasing equipment that would help keep the weeds down and also help with snow removal at our building. Some discussion ensued, and it was suggested that more detailed information be given so this could be considered in the future. An idea was also suggested to consider gravel and sterilizing spray for weeds.

Richard was able to get a product called Perm-X for fogging, which is basically the same as Kontrol though it costs a little more. As there has been a nationwide shortage and difficulty with getting Kontrol this year, Richard is glad to have product that will enable fogging to continue.

Richard discussed the mosquito numbers, which have been lower than usual this season but have increased somewhat recently. There have been fewer complaints than usual from the public concerning mosquito activity. There have been no reports yet of mosquito pools in the Cache Valley area testing positive for West Nile Virus. However, as August approaches the likelihood increases of the appearance of West Nile Virus.

Administrative Manager Debbie Mays provided a handout showing the monthly bills as well as our current budget position. A reminder was given about the training required of trustees and the instructions for accessing it online, as well as an updated list of what has been completed so far by Board members.

## **DISCUSS/APPROVE POSSIBLE FUEL TANK ON CMAD PREMISES**

There was quite a bit of discussion about the pros and cons of obtaining a fuel tank on site. The overall consensus was that at the present time there is no interest from the Board in pursuing this further.

## **DISCUSS/APPROVE POSSIBLE SAVINGS FOR INTERNET AND PHONE COSTS**

Manager Richard Rigby was able to negotiate a large reduction in our internet costs. We have been paying over \$400 per month for the past year, and he reports that today he was able to get our cost reduced to about \$150 per month. Everyone is, of course, very pleased about this success.

**BILLS:** Bills were reviewed, as listed on the following page.

Paul James moved and Darwin Pitcher seconded that the bills be approved. Ayes: Archer, Gatherum, Hatch, Hidalgo, James, Johnson, Pitcher, Ricks, C Rigby, Taylor, Tingey, Wall, Wood. Nays: None. Motion passed unanimously.

**Personnel**

Payroll Tax Liability	\$1,083.06
Administrative Manager	\$1,152.16
Manager	\$2,227.05
Website Manager	\$66.47
Workers, Adulticide	\$1,733.98
Workers, Larvicide	\$8,504.71
Workers, Surveil/Custod	\$471.93

**Administration**

Administrative Manager Mileage	\$49.73
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**Miscellaneous (Safety, Shipping, etc.)**

Herald Journal (Position ad)	\$403.99
Lee's Ace (resp masks)	\$50.38
Rapid Fire Protect (Alarm annual fee)	\$420.00
Office Equipment (Comcast)	\$427.19

**Office Supplies**

Lee's Ace (trash bags)	\$32.02
Staples (foamboard etc)	\$51.05

**Phones**

Google Cloud	\$12.00
Verizon	\$406.70

**Travel & Training**

Lower's (meat)	\$57.84
Sam's Club (food, wipes)	\$58.83
Walmart (food)	\$72.34
Lee's Ace (grill utensils, etc.)	\$70.69

Sam's Club (M&Ms)	\$13.68
ADAF Pesticide license	\$20.00
Trustee Comp, Mlg, Officer Per Diem	\$1,793.77

**Abatement****Adulticide Supplies**

Adapco (backpack duster)	\$984.35
Target (DeltaGard)	\$19,555.20
Larvicide Supplies (Adapco: MetaLarv)	\$14,976.00
Surveillance Supp (AirGas acetylene)	\$20.59
Fuel	\$3,049.40

**Maintenance**

Amazon (jump starter)	\$67.99
Clarke (luer coding ring)	\$58.70
Kasco (fan, hopper, motor, etc)	\$563.33
Lee's Ace (hammer, sledge, clamp)	\$89.15
Napa (antifreeze)	\$60.36
Tractor Supply (vertical tank)	\$379.99
Wilson Motor (lamp asy rear)	\$242.12
Amazon (mat, shower supplies)	\$207.25

**Operations Site**

Hyde Park City	\$147.46
Rocky Mountain Power	\$475.24
Dominion Energy	\$21.66
Hyde Park Irrigation (Annual Fee)	\$28.50

**ADJOURNMENT**

David Gatherum moved and David Wood seconded that the meeting be adjourned.  
 Ayes: Archer, Gatherum, Hatch, Hidalgo, James, Johnson, Pitcher, Ricks, C Rigby,  
 Taylor, Tingey, Wall, Wood. Nays: None. Motion passed unanimously.

The meeting was adjourned at 8:10 p.m.

Prepared by Debbie Mays Date 7/28/2022

Accepted: 8/25/2022