

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, October 27, 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	Don Sheffer, Richmond (7:02)	Kim Hatch, Trenton
Craig Rigby, Newton	Joe Hansen, Cornish	Paul James, Hyrum
Darwin Pitcher, Lewiston	Jon Wells, Smithfield	Tom Davis, Nibley
David Gatherum, Hyde Park	Kermit Price, Millville	
David Wood, Amalga	Kevin Tingey, Wellsville	

Excused: Deon Johnson, Providence Greg Taylor, Mendon Joe Archer, North Logan
Jeff Ricks, Unincorporated

Also present: Jessica Olson, Administrative Manager Richard Rigby, Manager

ADOPT AGENDA

The meeting was called to order at 7:00 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, James, Rigby, Price, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously. (Jon Wells has not yet been sworn in and therefore did not vote.)

MANAGER REPORTS

Manager Richard Rigby reported on the status of the CMAD grounds maintenance (weed control). Distinctive Landscape removed weeds, then placed weed barrier fabric and landscape rock.

Richard reported on the UMAA conference he attended this past weekend. Among the discussion was the usefulness of drones. The Utah county representative talked about how they had contracted out the drone service with a company called Leading Edge (for \$25/acre), but they are also now considering acquiring their own drones. Richard thinks we're moving in the right direction to acquire our own drones for our district. At the conference they also discussed that the price for adulticide and larvicide is going up by 5%-8%. Some products have been and will be unavailable due to a lack of PBO—but we won't know what will be available for next year until closer to spring. The cost of equipment is going up by 12%-18%, but as of now we don't need to purchase any new equipment.

Administrative Manager Jessica Olson reminded Trustees to complete the required training for all trustees. She also provided information on this month's bills as well as our current budget position. She noted that the price for the UPDES permit (Utah Pollutant Discharge Elimination System permit; the permit required by the state for using pesticides) has gone up. She also reported that all equipment for the Administrative Manager position has been purchased and/or updated (computer with Microsoft Office and Quickbooks software, printer, and cell phone).

REVIEW OF PROPOSED 2023 BUDGET

Craig Hidalgo, vice-chair, reviewed the Proposed CMAD Budget for 2023. He showed what the budget would look like if we give our returning workers a 3% raise as well as a 5% raise. He outlined that we are

incorporating the surplus from 2021 into our budget for 2023. He explained that while the budget shows that we would have a slight deficit at the end of the year (-\$355 with the 3%, and -\$1,333 with the 5%) he is confident that the monies we will actually receive will be higher than what we have budgeted with, based on trending data from the last five years, and thus we will not in actuality have a deficit come the end of 2023. In addition, extra funds we receive will be directed into our Capital Projects.

There was some discussion on one point of the Proposed Budget: the salary for the CMAD Manager. The Proposed budget shows \$30,000 for the Manager, which is roughly a 10% increase. Craig explained that the reason for this large, one-time increase is to make the salary for our Manager roughly equal to what other Districts in the state pay their managers. David Wood, Amalga, was opposed to the idea of such a large increase for one position and suggested that the pay increase be the same for all positions. After some discussion, it was agreed that the proposed salary increase for our Manager should be \$30,000, as well as a 5% pay increase for returning employees.

Richard Rigby, Manager, pointed out that we need to increase the budget line for UPDES permit from \$1,650 to \$1,898 due to the increased cost of the permit.

Paul James moved and Don Sheffer seconded that we propose the budget with the 5% pay increase and \$30,000 for our manager at the Public Hearing next month. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, Rigby, Pitcher, Price, Tingey, Wood. Nays: None. Motion passed unanimously. (Jon Wells has not yet been sworn in and therefore did not vote.)

RESOLUTION 22-01, A RESOLUTION OF THE BOARD OF TRUSTEES OF CMAD ADOPTING THE CMAD LONG-RANGE CAPITAL FUND PLAN

Craig Hidalgo, vice-chair, read Resolution 22-01 to the board. Craig outlined the three Capital Projects: Facilities, Chemicals, and Equipment. Trustees discussed the merits of adopting the resolution.

David Wood moved and Paul James seconded that we adopt Resolution 22-01. A roll-call vote was taken. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks (via email), Rigby, Sheffer, Tingey, and Wood. Nays: None. Abstain: None. Absent: Archer, Johnson, Taylor, Wall. Motion passed unanimously. (Jon Wells has not yet been sworn in and therefore did not vote.)

BILLS:

Personnel

Payroll Tax Liability	\$482.08
Administrative Manager	\$821.34
Adm Mngr Trainee	\$112.50
Manager	\$2,227.05
Website Manager	\$56.97
Workers, Adulticide	\$195.30
Workers, Larvicide	\$3,120.94
Workers, Surveil/Custod	\$137.88

Administration

Administrative Manager Mileage	\$55.87
Office Equipment (Comcast)	\$17.19
<u>Office Supplies</u>	
Microsoft Office	\$149.99
Quickbooks	\$37.50
Sam's Membership	\$48.02
<u>Phones</u>	
Google Cloud	\$12.00
Verizon	\$705.92
Travel & Training (UMAA Oct Conference)	\$145.66

Abatement

Surveillance (State Lab:15 mosq pools)	\$225.00
Fuel	\$1,438.96
Maintenance (Oil, spark plugs, air filter)	\$309.70

Operations Site

Hyde Park City	\$172.21
Rocky Mountain Power	\$547.14
Dominion Energy	\$7.22
UPDES Permit	\$1,898.00

Vehicles/Equipment

Handhelds (Verizon Connect)	55.40
-----------------------------	-------

Paul James moved and Kevin Tingey seconded that the bills be approved. Ayes: Davis, Gatherum, Hansen, Hatch, Hidalgo, Rigby, Pitcher, Price, Sheffer, Wood. Nays: None. Motion passed unanimously. (Jon Wells has not yet been sworn in and therefore did not vote.)

MINUTES OF PREVIOUS MEETING

At the end of tonight's meeting, Darwin Pitcher pointed out that there was some confusion earlier between adopting the agenda for tonight's meeting and approving the minutes of the September 22, 2022 meeting. The minutes from September were then reviewed.

Craig Hidalgo moved and Paul James seconded that the minutes be approved. Ayes: Davis, Gatherum, Hansen, Hatch, Rigby, Sheffer, Tingey, Wood. Nays: None. Abstain: Pitcher, Price. Motion passed unanimously. (Jon Wells has not yet been sworn in and therefore did not vote.)

ADJOURNMENT

David Gatherum moved and Paul James seconded that the meeting be adjourned. Ayes: Davis, Hansen, Hatch, Hidalgo, Rigby, Pitcher, Price, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously. (Jon Wells has not yet been sworn in and therefore did not vote.) The meeting was adjourned at 7:40 p.m.

Prepared by Jessica Olson Date 27 October 2022

Accepted: 10 November 2022