

# Cache Mosquito Abatement District Board of Trustees Meeting

July 27, 2017

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, July 27, 2017 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 14 municipalities were present:

Craig Rigby, Newton	Greg Taylor, Mendon	Kermit Price, Millville
Darwin Pitcher, Lewiston	Jeff Ricks, Unincorporated	Kevin Tingey, Wellsville
Dave Wood, Amalga	Joe Hansen, Cornish	Paul James, Hyrum
Deon Johnson, Providence	Justin Maughan, Nibley	Perry Spackman, Trenton
Elaine Nelson, North Logan	Kendon Godfrey, Clarkston	

Excused: Dan Richins, Richmond  
Dave Gatherum, Hyde Park  
Roger Lincoln, Smithfield

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

## **AGENDA**

The meeting was called to order at 7:00 pm by Chairman Joe Hansen. The agenda was reviewed.

Elaine Nelson moved and Kendon Godfrey seconded that the agenda be adopted. Ayes: Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Spackman, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

## **MINUTES OF PREVIOUS MEETING**

The minutes of the June 22, 2017 meeting were reviewed.

Darwin Pitcher moved and Deon Johnson seconded that the minutes be approved. Ayes: Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Spackman, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

## **MANAGER REPORTS**

Chairman Joe Hansen reported that he noticed Cornish Park had a lot of mosquitoes on about the 21<sup>st</sup> of July. Richard came and did some work, and Joe said he did not hear of a single person getting a mosquito bite at the 24<sup>th</sup> of July community party. They are very appreciative of Richard's work.

Field Operations Manager Richard Rigby said it has been a good month, with communities having celebrations between the 4<sup>th</sup> and 24<sup>th</sup> and mosquito control being taken care of. He reports that out of 16 traps, there were 853 mosquitoes last week. They sent 3 vials down full of mosquitoes to be tested, with no West Nile Virus. This week, however, there were 2027 mosquitoes. He reports that during the next 2 weeks is when the numbers usually start to go up.

Richard reports that the pump went out in one of the foggers last night, so he is sending it back to London Fog today. As they are without a fogger, Clarkston will not get fogged tonight. He is hoping it will not take long to get it repaired. He also reports he has had to replace a lot of tires this year on the trucks, which has taken a lot of the maintenance budget required this summer. The ATVs are working well.

He reports that Petersboro had 286 mosquitoes in the trap, Trenton 44, Smithfield 237, Benson 373, Clarkston 77, Lewiston 57, Richmond 102, Amalga 169, Newton 128, Hyrum 4, Mendon 170, Nibley 89, Wellsville 162, Millville 30, Cornish 47, and Hyde Park 52. Richard sent 16 vials this week down to Salt Lake, which is the most so far this year.

Richard brought copies of a complimentary site plan that had been prepared by Design West. This indicates that if a drainage pond can be relocated within the site, the proposed property acreage appears to be sufficient for the needs of CMAD. This includes one possibility for the layout of the building, and also shows how semi-trucks would move through the area. There was some discussion about whether the building would include a conference room, as the need for this is questionable.

Administrative Manager Debbie Mays confirms everything is complete with reports which Matt Regen created for us. They have been sent to the State and have been certified by the CMAD Chairman as well as the Administrative Manager.

Debbie spoke regarding the letter received last month from the Director of the Utah Association of Special Districts asking for a contribution of \$50 to cover increased costs of retaining legal and consulting services due to legislative action aimed at dissolution of districts. She had talked with Matt Regen about ethical concerns, and he gave it as his opinion that there are no concerns with paying this to UASD. Matt believes money spent to carry out what the voters have already asked for is a legitimate course of action.

Debbie indicated she has emailed a copy of the Checklist of Best Practices from the Utah Legislative Auditor General to all trustees. She also had Terrie Wierenga look it over, for an opinion on whether we have met everything on the checklist. Terrie believes we are in compliance with everything that has been asked, as does Debbie. It was reiterated concerning #13 on the checklist, that though Debbie does the reconciliation of the bank statement, she has no access to the funds themselves and therefore good internal controls are in place. A hard copy of the checklist was given to Chairman Joe Hansen.

Debbie spoke of completing several reports this month, including the Money Management Council report, the quarterly report to the Utah Transparency website, the quarterly Federal and State Withholding reports, and the CMAD 2<sup>nd</sup> Quarter Financial Report.

Debbie gave an explanation for a finance charge from Zions Bank of \$19.92. For some unknown reason, the May statement was not received by Dave and therefore the bill was not given to Debbie, and it was therefore not paid on time. A late fee of \$39 was assessed as well, but this was refunded by the bank when Debbie called and talked with them about what had happened.

To prevent this from occurring in the future, it was decided after consultation with Chairman Joe Hansen, Financial Officer Kermit Price, Treasurer Dave Gatherum, Zions Bank representative Dan Thompson, and Ryan at the Office of the State Auditor, to have one statement (the Control Account) mailed to our post office box. The Control Account statement lists all charges for both credit cards. The individual statements for both credit cards (Field Operations Manager and Administrative Manager cards) will continue to be mailed to the Treasurer's home in order for him to oversee the account.

Debbie handed out a sheet listing what has been spent so far this year and what is left in the budget. Overall she believes CMAD is doing well, as slightly less than half of the total budget amount for the year has been spent at this point. There are a couple of areas that will need to be adjusted, but they are relatively minor compared to the total budget.

**UASD REQUEST FOR FUNDS**

Chairman Joe Hansen reported he has thought about this request, which was discussed at last month’s meeting. He believes it is probably worthwhile to do this. He asked what others thought, and there seemed to be a consensus to go ahead.

Elaine Nelson moved and Paul James seconded that the district pay \$50 to the UASD, as had been requested last month, to help pay attorney fees. Ayes: Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Spackman, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

**CHECKLIST OF BEST PRACTICES FROM THE UTAH LEGISLATIVE AUDITOR GENERAL**

It had been covered in the Administrative Manager report that CMAD seems to be in compliance with the checklist, and no further discussion was undertaken at this time.

**CMAD SECOND QUARTER FINANCIAL REPORT**

The 2<sup>nd</sup> Quarter Financial Report had been mailed out to the trustees previously.

Elaine Nelson moved and Darwin Pitcher seconded that the 2<sup>nd</sup> Quarter Financial Report be approved. Ayes: Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Spackman, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

**BILLS**

The following bills were presented:

	<b><u>Totals</u></b>	<b><u>1st Pay</u></b>	<b><u>2nd Pay</u></b>	<b><u>3rd Pay</u></b>
<b>Personnel</b>	<b>\$18,604.77</b>	<b><u>Period</u></b>	<b><u>Period</u></b>	<b><u>Period</u></b>
Admin Mngr	<b>\$708.50</b>		\$708.50	
Admin Sup	<b>\$68.98</b>		\$68.98	
Field Ops Mngr	<b>\$4,154.40</b>	\$1,384.80	\$1,384.80	\$1,384.80
Larviciders	<b>\$8,533.88</b>	\$2,642.12	\$2,952.99	\$2,938.77
Foggers	<b>\$3,542.61</b>	\$1,081.65	\$1,129.43	\$1,331.53
Surveillance	<b>\$274.16</b>	\$61.55	\$145.47	\$67.14
<b>Total Wages Paid</b>	<b>\$17,282.52</b>	\$5,170.11	\$6,390.17	\$5,722.24
<b>Payroll Taxes (Company)</b>	<b>\$1,322.25</b>	\$395.55	\$488.90	\$437.80
Fld Op Comp Time Earned (Hrs)	114.00	38.75	34.5	40.75
Prev. Comp Time Earned (Hrs)	3.00			
<b>Total Comp Time Owed (Hrs)</b>	<b>117.00</b>			

<b>Administration</b>			<b>Safety</b>		
Workers comp	\$110.73		Lee's (respirators N95)	\$15.18	RCC
Annual Liability, Prop, Auto Insur.	\$5,726.00				
Admin mileage	\$86.50		<b>Shipping</b>		
Trustee mtg comp & mileage	\$1,389.11		UPS (London Fog cable)	\$10.21	RCC
Trustee officer per diem	\$144.00				
Zions credit card late fee 6/14	\$39.00	CC	<b>Travel/Training</b>		
Zions cc late fee refund 7/03	-\$39.00	CC	Travel lunch 6/23/2017 Field Op Mgr	\$17.42	RCC
Zions Bankcard finance charge	\$19.92	CC	Travel lunch 7/06/2017 Field Op Mgr	\$16.58	RCC
UDWQ annual pesticide permit	\$1,650.00				
CPA Services	\$1,100.00		<b>Equipment: Surveillance</b>		
			Interstate All Battery (6V 10AH)	\$61.20	RCC
			Interstate All Battery (6V 10AH)	\$40.80	RCC
<b>Operations site</b>			<b>Maintenance</b>		
Building + Internet	\$1,025.00		Lee's (silicone)	\$5.99	RCC
Rocky Mountain Power	\$25.70		Lee's (drill bit)	\$9.99	RCC
Questar	\$7.96		Firestone (oil change 2013 Chev)	\$15.78	
<b>Phones</b>	\$261.31	TCC	Interstate All Battery (6V 10AH)	\$40.80	RCC
			Lee's (fasteners)	\$3.52	RCC
<b>Office Equipment/Supplies</b>			Lee's (gas can/cup)	\$18.98	RCC
Norton Antiviral Protection	\$95.65	TCC	Firestone (trailer tire)	\$45.47	RCC
Staples (Toner)	\$82.99	RCC	Lowe's (circular saw and board)	\$122.35	RCC
			NAPA (bulb)	\$12.33	RCC
<b>Fuel</b>	\$1,862.11		Smithfield Implement	\$39.95	RCC
			Firestone (tires for 2013 Ford)	\$384.81	
<b>Abatement</b>			Interstate All Battery (Marine/RV)	\$99.80	RCC
Frontier Precision (GIS pkg)	\$780.00		NAPA (CGRS and MI20WASH)	\$16.61	RCC
UDOH - State Lab Testing	\$45.00		Preston Watts (rock chip 2016 Ford)	\$20.00	RCC

Kermit Price moved and Kevin Tingey seconded that the bills be paid. Ayes: Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Spackman, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

### **PROCUREMENT COMMITTEE FOR PROPERTY SITE AND BUILDING**

The idea was proposed of developing a committee to consider what steps are needed next in the procurement process. The committee would then present suggestions at our regularly scheduled meetings, to be discussed and decided on by all trustees.

After discussion it was concluded a committee would be created to include trustees Paul James, Joe Hansen, Kevin Tingey, Dave Gatherum, and Darwin Pitcher, as well as Field Operations Manager Richard Rigby and Administrative Manager Debbie Mays.

The question was raised whether we should enlist the services of someone outside of this group, but it was determined that there is enough experience within the group to move forward without engaging extra help at this time.

The suggestion was made to include the decision to purchase real property on the monthly meeting agenda as needed. This will be done.

Darwin Pitcher moved and Kevin Tingey seconded that a Procurement Committee be formed as indicated above. Ayes: Godfrey, Hansen, James, Johnson, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Spackman, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

### **SUMMER CMAD GATHERING**

Discussion was held concerning a summer potluck gathering for CMAD trustees and staff. It was determined that this had been discontinued previously because of low attendance, and there did not appear to be much interest in trying this again.

However, Richard asked about having an appreciation gathering for CMAD seasonal employees. It was decided that Richard would bring an idea for this gathering to the next meeting with a cost determination, subject to approval by the trustees.

### **ADJOURNMENT**

Paul James moved and Darwin Pitcher seconded that the meeting be adjourned. The meeting was adjourned at 8:09 p.m.

Prepared by Debbie Mays Date 7/29/2017

Accepted: 8/24/2017