

Cache Mosquito Abatement District Board of Trustees Meeting

December 14, 2017

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, December 14, 2017 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 12 municipalities were present:

Craig Rigby, Newton	Elaine Nelson, North Logan	Kermit Price, Millville
Darwin Pitcher, Lewiston	Jeff Ricks, Unincorporated	Kevin Tingey, Wellsville
Dave Gatherum, Hyde Park	Joe Hansen, Cornish	Paul James, Hyrum
Dave Wood, Amalga	Justin Maughan, Nibley	Roger Lincoln, Smithfield

Excused: Dan Richins, Richmond
Deon Johnson, Providence
Greg Taylor, Mendon

Kendon Godfrey, Clarkston
Perry Spackman, Trenton

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

AGENDA

The meeting was called to order at 7:01 pm by Chair Joe Hansen. The agenda was reviewed.

Dave Wood moved and Darwin Pitcher seconded that the agenda be adopted. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the November 9, 2017 meeting were reviewed.

Elaine Nelson moved and Kevin Tingey seconded that the minutes be approved. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

PUBLIC HEARING FOR 2017 BUDGET ADJUSTMENTS

Paul James moved and Dave Gatherum seconded that the public hearing be opened. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

The 2017 budget adjustments public hearing was opened for comments. There were no citizens in attendance, and no comments were made.

Paul James moved and Dave Gatherum seconded that the public hearing be closed. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

PUBLIC HEARING FOR 2018 PROPOSED BUDGET

Paul James moved and Kermit Price seconded that the public hearing be opened. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

The 2018 proposed budget public hearing was opened for comments. There were no citizens in attendance, and no comments were made.

Paul James moved and Kermit Price seconded that the public hearing be closed. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

2017 BUDGET ADJUSTMENTS

The 2017 budget adjustments were reviewed.

Kermit Price moved and Dave Gatherum seconded that the 2017 budget adjustments be approved. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

2018 PROPOSED BUDGET

The 2018 proposed budget was reviewed. There was some discussion about leasing vehicles and the advantages of doing so, and also some discussion about how our overall budget seems to be getting a little tighter each year. The question was raised whether at some point we will need to seek additional funding. That question remains unanswered for now.

Kevin Tingey moved and Darwin Pitcher seconded that the 2018 proposed budget be adopted. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

MANAGER REPORTS

Field Operations Manager Richard Rigby reported that he met with Bob Hugo of Bancorp Corporation to discuss leasing vehicles. With the new state contract that just came out, Bob gave Richard a quote for 4 vehicles, each costing between \$3600 and \$4094 a year. Richard reports the amount can be paid in full or can be paid with payments of approximately \$354 a month. At the end of the lease, Bancorp will take the vehicle to an auction and sell it for us.

At this time, Richard is planning to lease a new vehicle each year. With 5 vehicles, that means we will keep each vehicle for 5 years. Bob figures that after 5 years he could sell the truck for approximately \$17,000, which he says is a conservative figure. Bob also looked into getting an ATV for us on the leasing program. Richard thinks that could work out, although he also thinks it may be just as easy to get the ATV himself.

Richard got responses from a couple of firms about possible costs for a building. Plans are for a truck garage of 8,000 square feet with attached administration building of 3,000 square feet, and then a separate chemical storage building of 1100 square feet. The truck garage would have 5 bays with pull-through, room for 8 vehicles, 1 pull-through for maintenance, wash room, storage room, and tool room. The

administration building would include 2 offices, laboratory, 3 restrooms, records room, electrical room, utility room with washer and dryer, small kitchen, and mechanical room. Rough estimates from 2 firms came back at \$775,000 and \$1.1 million. The question was asked how long the buildings would last. The opinions of some trustees were that the life of the building would be 30 to 50 years.

Administrative Manager Debbie Mays reported she learned at the USDA Conference that a single trustee could be asked to represent more than one municipality if that was desirable to the communities involved, and she wanted to let the trustees know this is an option. Trustees generally seemed to hold the opinion that most communities would want to have their own trustee.

Debbie also discussed a tentative agenda for January in order to get the input of trustees. Particularly she asked about the process for election of officers among the trustees which will take place next month, and what preparations need to be done for that. She was informed that there are really no extra preparations to be done.

Debbie reported she has found out that we need to change how we do comp time with our Field Operations Manager, and she will put that on the agenda for next month.

BILLS: December bills were presented and reviewed:

	<u>Totals</u>	<u>1st Pay</u>
Personnel	\$921.04	Period
Admin Mngr	\$663.00	\$663.00
Admin Sup	\$73.04	\$73.04
Field Ops Mngr	\$121.17	\$121.17
Larviciders	\$0.00	
Foggers	\$0.00	
Surveillance	\$0.00	
Total Wages Paid	\$857.21	\$857.21
Payroll Taxes (Company)	\$63.83	\$63.83
 Administration		
Workers comp	\$110.73	
Admin mileage (incl. USDA conf.)	\$99.51	
Cache Valley Pub. (pub. notices)	\$72.06	
 Operations site		
Building + Internet	\$1,025.00	
Rocky Mountain Power	\$38.44	
Dominion Energy	\$15.66	
 Phones		
	\$148.09	DCC
 Travel & Training		
Maddox (Richard meeting Dec 7)	\$13.20	RCC

Paul James moved and Kevin Tingey seconded that the bills be paid. Ayes: Gatherum, Hansen, James, Lincoln, Maughan, Nelson, Pitcher, Price, Ricks, C Rigby, Tingey, Wood. Nays: None. Motion passed unanimously.

ADJOURNMENT

Darwin Pitcher moved and Kevin Tingey seconded that the meeting be adjourned. The meeting was adjourned at 8:06 p.m.

Prepared by Debbie Mays Date 12/15/2017

Accepted: 1/25/2018