

**Cache Mosquito Abatement District
Board of Trustees Meeting
September 28, 2017**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, September 28, 2017 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 15 municipalities were present:

Craig Rigby, Newton	Elaine Nelson, North Logan	Kendon Godfrey, Clarkston
Dan Richins, Richmond	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	Roger Lincoln, Smithfield

Excused: Dave Gatherum, Hyde Park
Perry Spackman, Trenton

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, and a request was made by Kendon Godfrey to add to the agenda a discussion about changing the beginning of the trustee term date from January 1 to another month later in the year.

Paul James moved and Kevin Tingey seconded that the agenda be adopted, including the additional discussion as requested. Ayes: Godfrey, Hansen, James, Johnson, Lincoln, Maughan, Nelson, Pitcher, Price, Richins, Ricks, C Rigby, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

TRUSTEE TERMS

Kendon Godfrey brought up an idea to have the trustee terms begin at a later date than on January 1, so in a community with a new mayor and council there would be more time to make the appointment. After some discussion, Field Operations Manager Richard Rigby read from the Utah Code that the beginning of the term is set by Utah law. It was therefore determined that the CMAD Board of Trustees has no authority to change that date, and the discussion was ended.

MINUTES OF PREVIOUS MEETING

The minutes of the August 24, 2017 meeting were reviewed.

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

UMAA CONFERENCE

It was determined that Field Operations Manager Richard Rigby would attend the UMAA Conference in Park City on October 29-31, 2017.

Of note, in an earlier board meeting Richard had requested and received permission for Benjamin Wilhelm's registration and hotel room to be sponsored by the Cache CMAD. Richard had reported that Mr. Wilhelm was previously associated with the district (doing larviciding last year) and did a cost analysis for the district for which no compensation was received. As Mr. Wilhelm will be presenting at the conference, Richard had suggested it would be appropriate to offer him this financial support.

MANAGER REPORTS

Field Operations Manager Richard Rigby reported the occurrence of West Nile Virus of 1 human neuroinvasive case in Nibley, 1 human case in the Cliffside area which resulted in death, and 2 other human cases in Logan. Also reported were 2 horse cases, 1 in Richmond and 1 in the College Young Ward area. Richard expressed how much the death of the Cliffside individual had been weighing on him. He states that he talked with the family today, and the individual was a long-haul truck driver for LW Miller who had been in Ohio. The driver had gotten back the Friday before and was not feeling well. He has a history of some health problems, with pneumonia 2 years prior.

When this individual went to the doctor on Saturday, Logan Regional treated him for pneumonia symptoms but then by Sunday night/Monday morning his fever had gotten worse. His daughter, who is a nurse at St. Mark's, talked them into taking him down to St. Mark's Hospital. He then started getting a major headache, and they determined he had bacterial meningitis. He passed away 2 days later. They are calling it a West Nile virus death, but because of his travel they have not been able to determine exactly where the virus came from. West Nile Virus incubation is about 2 weeks. The individual's niece did say that he did not get home very often, but she did not know his travel records.

Richard talked to Debbie Moore at the Health Department as well as the family today. It is going on Utah's records as a WNV case, but they still do not know for sure where it was contracted.

Richard reports that near the end of August into September is when the West Nile hits the most. Now with the mosquito population down, things should curtail a lot. Richard reports that he has a good relationship with Grant at the Bear River Health Department, and they exchange information. He reports that in these cases it is the Health Department who takes the lead in what is reported in newspapers, etc. Richard expressed that it has been a long time since there has been a death in the valley due to WNV, and it has been difficult to hear of this.

Richard also summarized where the positive WNV results had been found in the valley, including 2 in Nibley, 2 in Mendon, 2 in Benson, and 1 in Amalga. Also 2 horse cases were confirmed, one in Richmond and one in College Young Ward.

Concern was expressed for the safety of Richard and his crew against WNV. He said they have all thought about it and do what they can to protect themselves with long sleeves and mosquito repellent. Richard expressed that this year was the perfect storm for the WNV to hit with the wet spring, hot summer, and extra water coming from Bear Lake this fall.

There was appreciation expressed to Richard from the Board for the job he does, and it was also expressed that likely things would have been worse without the work that he and his crew have done. Richard in return verbalized that he knows his crew cares and have done a good job.

Richard reports that it has been cold enough that they are done trapping. The larviciders will finish up this week, and fogging will continue for at least 1 more week because the spray is already mixed up. The label on the adulticide prevents fogging when temperatures drop below 50.

The question was asked if there were any employee commitments for next year. Richard reported that Don will probably be back. Greg has applied for a new job, and if he gets that job he will likely not be back. Richard will be disappointed if we lose Greg, because he knows Benson so well. Rod will probably be back. Nelson will not be back. Matt will probably be back. He is hopeful Carolee will be back, but it depends on whether she gets another job.

Administrative Manager Debbie Mays reported that plans are being made for next year's budget and would like to know how the Board wants to proceed. A handout was given with the totals spent for each of the last 4 years, along with totals through September for this year. She suggested perhaps she and Richard could plan a tentative budget based off of those numbers to be approved at the next meeting with all trustees, and perhaps a budget committee would not be needed.

Discussion ensued, and it was determined that preliminary work done by Debbie and Richard would speed the process up but that a budget committee would indeed be helpful as well.

Debbie also reported that she had called the Utah State Auditor's office to ask whether we needed to have a board meeting every month. She was told that we did not need to meet every month, and it was up to the trustees to decide how often to meet.

PROCUREMENT COMMITTEE REPORT

Paul James talked to Design West, and they said they would be glad to come and talk to us. They deal with the bidding process and would have useful information for us. Paul suggested perhaps it would be good to schedule them to come in next month, with a half-hour time limit. He will try to arrange for that.

DISCUSSION ON 2018 BUDGET NEEDS

As noted above in the Manager Report section, it was determined that a budget committee would be useful. Volunteers for the budget committee include Kermit Price (Financial Officer), Joe Hansen (Chairman), Dave Wood, Richard Rigby (Field Operations Manager), and Debbie Mays (Administrative Manager). It was decided to try to meet as a committee on October 10 at 6 p.m. in the BRHD conference room. Debbie will see about scheduling the conference room and also remind the trustees about the meeting.

DISCUSSION ON 2018 BOARD MEETING DATES

Discussion was undertaken on whether to meet every month, and in the end it was decided that it would be best to plan to meet every month. At the discretion of the chairman, however, meetings could be cancelled if there were no items for the agenda on any given month. It was also determined that meetings would continue to be held on the 4th Thursday of the month during 2018, except for November and December. In those months, the meetings would be changed to the 2nd Thursday because of the holidays of Thanksgiving and Christmas.

BILLS

The following bills were presented:

	<u>Totals</u>	<u>1st Pay</u>	<u>2nd Pay</u>
Personnel	\$10,753.22	Period	Period
Admin Mngr	\$575.25	\$575.25	
Admin Sup	\$162.30	\$162.30	
Field Ops Mngr	\$2,769.60	\$1,384.80	\$1,384.80
Larviciders	\$4,062.97	\$2,300.46	\$1,762.51
Foggers	\$2,206.22	\$1,269.73	\$936.49
Surveillance	\$212.61	\$111.90	\$100.71
Total Wages Paid	\$9,988.95	\$5,804.44	\$4,184.51
Payroll Taxes (Company)	\$764.27	\$444.10	\$320.17
Fld. Op Comp Time Used (Hours)	-36.00	-23.00	-13.00
Prev. Comp Time Earned (Hours)	186.75		
Total Comp Time Owed (Hours)	150.75		

Administration

Workers comp \$110.73
Admin mileage \$51.63

Operations site \$1,095.91
Building + Internet \$1,025.00
Rocky Mountain Power \$63.72
Dominion Energy \$7.19

Phones \$246.23

Office Equipment/Supplies
Staples (paper, tape, etc.) \$84.98

Fuel \$1,853.33

Travel & Training
Burger King (Richard 09/07/17) \$6.88

Maintenance

\$227.08

NAPA \$5.99
Cache Honda (oil, filters) \$90.19
O'Reilly (5 amp blades) \$6.98
Firestone (2016 Ford oil change) \$35.78
Firestone (2012 Ford oil change) \$35.78
Firestone (2013 Chev oil change) \$31.58
Firestone (2014 Ford oil change) \$20.78

Abatement: Surveillance

Airgas \$6.05

Abatement: Larvicide

Adapco (Fourstar BTI CRG #20) \$7,917.00

1st Pay 2nd Pay

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

ADJOURNMENT

Kendon Godfrey moved and Jeff Ricks seconded that the meeting be adjourned. The meeting was adjourned at 8:01 p.m.

Prepared by Debbie Mays Date 9/29/2017

Accepted: 10/26/2017