

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
June 27, 2019**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, June 27, 2019, at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 13 municipalities were present:

Craig Hidalgo, Clarkston	Greg Taylor, Mendon	Kim Hatch, Trenton
Dan Richins, Richmond	Jeff Ricks, Unincorporated	Paul James, Hyrum
Darwin Pitcher, Lewiston	Joe Hansen, Cornish	Roger Lincoln, Smithfield
David Gatherum, Hyde Park	Kermit Price, Millville	
David Wood, Amalga	Kevin Tingey, Wellsville	

Excused:	Craig Rigby, Newton	Deon Johnson, Providence
	Joe Archer, North Logan	Nibley trustee, currently unnamed

Also present: Debbie Mays, Administrative Manager  
Richard Rigby, Manager  
Matt Regen, CPA

**AGENDA**

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

Darwin Pitcher moved and Craig Hidalgo seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Lincoln, Pitcher, Price, Richins, Ricks, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

**ANNUAL REPORT FROM MATT REGEN, CPA**

Matt Regen, CPA, handed out annual accounting reports to the trustees and went through several of them. Matt reports that this is for the calendar year 2018, ending on December 31. He reports the District is doing well, with good cash savings and virtually no debt.

He reports that revenues were greater than expenses. He mentioned that the trustees may decide when and how to spend the money in the District, as long as it is for abatement services. He discussed that overall the District has had a good record for several years and is well managed.

Matt then discussed the procedures that the state wants him to look at. Among other things, the state wants to make sure a budget is developed and that the District stays within that budget. He encouraged us to continue to review financial statements and to ask questions, as well as to make sure there are more people involved with the books than just one person. He also reminded us about doing annual training as required. He reported there are no exceptions noted, and commented that this is excellent.

Paul James moved and Kevin Tingey seconded that we accept the report as prepared by Matt Regen, CPA. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Lincoln, Pitcher, Price, Richins, Ricks, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

## **MINUTES OF PREVIOUS MEETING**

The minutes of the May 23, 2019, meeting were reviewed. Debbie mentioned that Richard had suggested one change be made, in that spelling of the word “slew” be changed to “slough.” She fixed that earlier in the day and sent an updated copy to everyone via email.

Paul James moved and Dan Richins seconded that the updated minutes be approved. Ayes: Gatherum, Hatch, Hidalgo, James, Lincoln, Pitcher, Price, Richins, Ricks, Wood. Nays: None. Motion passed unanimously. Joe Hansen, Kevin Tingey, and Greg Taylor abstained.

## **PROCUREMENT COMMITTEE REPORT**

Manager Richard Rigby reported everything is in. They are just waiting for the title company and the bank to contact us and we can complete the purchase of the land.

## **MANAGER REPORTS**

Manager Richard Rigby reported things are heating up. With the warmer weather, there has been more mosquito activity. They have been working hard with larvicide and fogging to keep up. The new technology on the handhelds has been working well, with a few exceptions, but they have been able to work out the issues so far.

Richard will be gone for a couple of weeks and discussed the arrangements he has put in place to cover while he is gone. He expects more mosquito activity as the weather is expected to be dry and warm over the next while. Richard planned the fogging schedule this year so the communities who need fogging for the 4<sup>th</sup> of July celebrations will be done the night before as part of the regular schedule.

Nibley has asked Richard not to fog their firefly park. He let them know that the first concern is public health with the threat of West Nile Virus, but for now he agreed not to spray but will continue to do larvicide in the area.

Administrative Manager Debbie Mays handed out information on the June bills and our budget standing. She also mentioned an email received from UASD stating the need for CMAD to adopt a Personal Use of Public Property policy. She sent that out in an email last week with the suggestion that trustees look over it. It will be on the agenda for approval in July.

Richard added some more information on the background concerning the need for this policy. The legislature passed a law that was very restrictive, and it is up to us to put a policy in place addressing trivial and incidental use of public property.

After some discussion, it was generally agreed that the UASD template as it was given to us seems to be what we will want to use. It was agreed that Debbie will have a draft for next month, with approval listed as an item on the agenda for July.

**BILLS:****Personnel**

Payroll Tax Liability \$618.00

**Wages**

Administrative Manager \$553.23

Manager \$2,000.00

Website Manager \$68.20

Workers, Adulcicide \$1,143.96

Workers, Larvicide \$4,230.04

Workers, Surveillance \$82.50

**Administration**

Administrative Manager Mileage \$33.93

**Dues**

AMCA \$145.00

State of Utah Lt. Gov. Entity Registry \$50.00

**Miscellaneous (Safety, Shipping, etc.)**

RTIC (pers protection) \$71.48

Smithfield Implement (gloves) \$20.99

Cabela's (pers protection) \$61.44

Image Matters (shirts) \$49.18

LabSource (pers protection) \$211.60

**Phones**

Google Cloud \$8.00

Verizon \$538.34

**Premiums (Insurance, Bonding)**

Contractor's equip endorsement \$0.86

Auto phys damage endor (credit) -\$57.21

Auto policy, annual \$1,952.56

Liability policy, annual \$4,438.00

Property policy, annual \$203.79

Liability credit -\$36.00

**Travel & Training**

Refund pesticide class (May) -\$20.00

Pesticide class/test \$20.00

Pesticide class/test \$20.00

Pesticide class/test \$20.00

Pesticide class/test \$20.00

Far West Jumbo Burgers \$9.19

Pesticide class/test \$20.00

Pesticide class/test \$20.00

Pesticide class/test \$20.00

**Trustee Comp, Mileage, Officer**

Kim Hatch (April attendance, mileage) \$50.88

Kim Hatch (May attendance, mileage) \$50.88

Workers Comp \$85.69

**Abatement**

Adulcicide Supplies (Univar) \$107.85

**Larvicide Supplies**

Clarke (Fourstar CRG 20 bags) \$10,614.00

Target Specialty Prod (Altosid, BVA2) \$7,643.94

Fuel \$165.53

**Maintenance**

Lee's (drill bits, fasteners) \$23.48

Napa (mi20wash) \$17.76

Lee's (hose, etc.) \$23.00

Lee's (Diehard jumpstarter) \$62.99

Lee's (exchange drill bit) \$1.20

Lee's (fasteners) \$1.17

Lee's (dry erase marker, rub alcohol) \$8.08

Lee's (ramp top kit) \$34.19

Lee's (hoses) \$9.88

Amazon (magnetic mount pad) \$83.73

Beazer Lock and Key \$55.98

IFA (hose) \$8.55

Napa (lamp) \$2.48

Home Depot (2x8x10) \$9.53

Staples (dry erase bd, soap, clorox) \$26.96

Staples (vinyl lettering) \$5.49

Sam's Club (rags, towels, clorox) \$183.06

Trail Riders Repair \$88.46

Steve Regan Co (pump) \$111.21

Cache Honda (hose, brake) \$60.38

**Operations Site**

Building + Internet \$1,025.00

Rocky Mountain Power \$50.44

Dominion Energy (credit bal \$109.41) \$0.00

**Vehicles/Equipment****Handhelds (incl ESRI, GIS annuals)**

ESRI annual \$951.28

RemotePC annual \$34.75

**Pickup Trucks**

Amazon (mount for lights) \$229.86

Amazon (lights) \$99.99

Lease payment on 2018 Ford \$3,804.87

Paul James moved and Kevin Tingey seconded that the bills be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Lincoln, Pitcher, Price, Richins, Ricks, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

**ADJOURNMENT**

Darwin Pitcher moved and David Gatherum seconded that the meeting be adjourned. The meeting was adjourned at 7:32 p.m.

Prepared by Debbie Mays Date 6/27/2019

Accepted: 7/25/2019