

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
February 23, 2023**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, February 23, 2023, 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:

David Gatherum, Hyde Park	Kermit Price, Millville	Greg Taylor, Mendon
Joe Hansen, Cornish	Jeff Ricks, Unincorporated	Jon Wells, Smithfield
Craig Hidalgo, Clarkston	Craig Rigby, Newton	David Wood, Amalga
Paul James, Hyrum	Don Sheffer, Richmond <sup>(7:12 arrival)</sup>	
Jeff Nebeker, Providence	Ned Simper, Lewiston	

Excused: Joe Archer, North Logan      Kim Hatch, Trenton  
Tom Davis, Nibley      Kevin Tingey, Wellsville

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

**MEETING CALLED TO ORDER AND ROLL CALL**

The meeting was called to order at 7:00 p.m. by Chair Joe Hansen and roll call was recorded.

**ADOPT AGENDA**

The agenda was reviewed.

Paul James moved and David Wood seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hidalgo, Nebeker, Price, Ricks, Rigby, Simper, Taylor, Wells. Nays: None. (Don Sheffer had not yet arrived, and thus did not vote). Motion passed unanimously.

**OATH OF OFFICE**

Greg Taylor, Mendon's re-appointed representative, took the Oath of Office. The oath was administered by Jessica Olson, clerk.

**MINUTES OF PREVIOUS MEETING**

The minutes of the January 26, 2023 meeting were reviewed.

Paul James moved and Craig Hidalgo seconded that the minutes be approved. Ayes: Gatherum, Hansen, Nebeker, Price, Ricks, Rigby, Simper, Taylor, Wells, Wood. Nays: None. (Don Sheffer had not yet arrived, and thus did not vote.) Motion passed unanimously.

**DISCUSS AND APPROVE PESTICIDE DISCHARGE MANAGEMENT PLAN**

Richard Rigby presented CMAD's Pesticide Discharge Management Plan (PDMP). It is mostly unchanged from the previous review, which occurred on 21 April 2021. Items that were

changed are as follows: list of chemicals used was updated, numbers were updated, and a section outlining the use of drones was added.

Kermit Price moved and Dave Gatherum seconded that the 2023 CMAD Pesticide Discharge Management Plan (PDMP) be approved as written. Ayes: Hansen, Hidalgo, James, Nebeker, Ricks, Rigby, Sheffer, Simper, Taylor, Wells, Wood. Nays: None. Motion passed unanimously.

## **MANAGER REPORTS**

Manager Richard Rigby reported on moving snow at the building, the status of our drones, and hiring seasonal workers.

We're running out of places to push snow in front of our building—the 4-wheeler has about maxed out its abilities. Richard will coordinate with a trustee who has a truck with a plow on front (Dave Gatherum) to ensure we keep the snow cleared.

Almost everything ordered for the drones has arrived, and the remainder of items are expected to arrive by next month. Everything that has arrived is stored at the shop.

Richard Rigby and Hayden Rigby will be manning a table at USU's Summer Job Fair on 28 February. We're hoping to get some interest, as we are down to only one larvicider. We also discussed talking to a USU professor who teaches in the aviation department, hoping to get the word out to his classes (and possibly even attend a class in person to talk about the opportunity)—this might be the best chance of hiring someone who has a drone license to help with the seasonal work this summer.

Administrative Manager Jessica Olson reminded trustees to sign the annual Ethical Behavior Policy and to complete their trustee training. She reported that the possibility of direct deposit for trustee compensation is a no-go—direct deposit can only be utilized for payroll employees or contractors with a 1099. She also brought answers to questions asked last month during the Fraud Risk Assessment discussion.

Jessica reported that McKenna Rigby has been hired as our building custodian, and it prompted a great discussion on nepotism and the process that all new hires must go through—especially if they are related to anyone associated with CMAD. Trustee Craig Rigby especially emphasized that hiring family members not only goes against state law, it also goes against our own bylaws. Discussion centered around what process needs to be in place in the event that the best (or only) applicants are family members of CMAD trustees or employees—the two biggest ones being: establishing a hiring committee, and ensuring that family members (if hired) do not report to the family member. Jessica will dig into the state laws and policies already established and report back next month. She will also post all available jobs on our website, on Facebook, and on the Workforce Services website.

## **DISCUSS AND APPROVE INSURANCE FOR DRONES**

Richard contacted ULGT to get a quote for insurance for the drones. ULGT's quote was \$3,572.71 for the year. Trustees would like to get other quotes and also contact ULGT about only covering the drones for the months they are used (in the hopes that while the drones are in storage, the insurance coverage would be significantly less).

Craig Hidalgo moved and David Wood seconded that the topic of insurance for the drones be tabled until further insurance quotes could be obtained. Ayes: Gatherum, Hansen, James, Nebeker, Price, Ricks, Rigby, Sheffer, Simper, Taylor, Wells. Nays: None. Motion passed unanimously.

**REVIEW AND APPROVE BILLS: 26 Jan 2023 – 23 Feb 2023**

<b>Personnel</b>	<b>\$4,062.38</b>	<b>Administration</b>	<b>\$1,037.38</b>
Payroll Tax Liability	\$288.67	Admin Manager Miles	\$83.84
Admin Manager	\$689.38	Office Equipment <small>(Comcast, Richard's computer, Quickbooks)</small>	\$396.16
Manager	\$2,500.00	<u>Phones</u>	
Workers, Larvicide	\$584.33	Google Cloud	\$12.00
		Verizon	\$117.45
<b>Abatement</b>	<b>\$37,977.25</b>	<b>Vehicles/Equipment</b>	<b>\$7,204.23</b>
Maintenance	\$556.25	Handhelds (Verizon Connect)	\$55.40
Fuel	\$187.21	Annual Larviciding Software	\$3,200.00
<u>Operations Site</u>		Pickup Truck Lease	\$3,948.83
Hyde Park City	\$142.45		
Rocky Mountain Power	\$572.54		
Dominion Energy	\$1,079.48		

Paul James moved and Jon Wells seconded that the bills be approved. Ayes: Gatherum, Hansen, Hidalgo, Nebeker, Price, Ricks, Rigby, Sheffer, Simper, Taylor, Wood. Nays: None. Motion passed unanimously.

**ADJOURNMENT**

Jon Wells moved and Dave Gatherum seconded that the meeting be adjourned. Ayes: Hansen, Hidalgo, James, Nebeker, Price, Ricks, Rigby, Sheffer, Simper, Taylor, Wood. Nays: None. Motion passed unanimously. Meeting adjourned at 7:41pm.

Prepared by Jessica Olson Date 23 February 2023

Accepted: 23 March 2023