

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Tuesday, November 13, 2012, at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 11 municipalities and the county unincorporated area were present:

Darwin Pitcher, Lewiston

Jeff Ricks, unincorporated

Bob Jepsen, Mendon

Robert Mather, Smithfield

Shane Lewis, Richmond

Elaine Nelson, North Logan

Tom LaBau, Hyrum

Dave Wood, Amalga

Kermit Price, Millville

Perry Spackman, Trenton

Gary Bates, Wellsville

Deon Johnson, Providence

Excused: Joe Hansen, Cornish; Dave Gatherum, Hyde Park; Kendon Godfrey, Clarkston; Mike Peterson, Newton; Scott Larsen, Nibley. Also in attendance: Richard Rigby, Field Ops Manager, and Terrie Wierenga, Administrative Manager.

The meeting was called to order at 7:00 pm by chairman Darwin Pitcher.

MINUTES

The minutes of the October 25, 2012 meeting were reviewed and discussed. One correction was made for clarification: The \$3000 for services (when talking about the Sentinel program) is for the service call module.

Elaine moved, and Tom seconded, that the minutes as corrected be approved; motion passed unanimously with the following trustees abstaining—Kermit and Gary.

Robert arrived.

MANAGERS REPORTS

Richard learned a lot at the UMAA (Utah Mosquito Abatement Association) conference. The keynote speaker talked about the Civil War and said that many more casualties were from illness and diseases. Another presentation on the history and spread of WNV (West Nile Virus); it took 13 years to spread throughout the lower 48 states. He would like to switch to Kontrol next year for adulticide and use Natular for some areas (it will regain activity when an area becomes wet again). Richard said not only is Kontrol a different class of pesticide (permethrin) from malathion but it has no odor. It also kills the mosquitoes on contact; malathion typically takes 15-20 min to knock them down. It is just as hazardous to bees hence fogging will still occur just in the evenings. He picked up the new pickup. All vehicles are winterized and all but the green pickup are parked inside. He will attend pesticide training by UDAF (Utah Department of Agriculture & Food) in December.

Terrie reported that she is working with the Motor Carrier Services Division to get CMAD's fleet properly registered and an account set up. Most of the District's policies are still in agreement with state code. However, the personnel policy will need a number of changes to reflect how CMAD operates with no full-time but only part-time and seasonal workers. The current surplus property policy is compliant as is; the section of *Utah Code* referenced last meeting only applies to state level agencies. She will create a new page for the website where all the policies can be found. The District will need to request bids for the CPA for the financial statements review.

CONFERENCE REPORTS

Tom, Elaine, Perry, and Richard attended the UMAA conference. Tom will bring his notes and report on this next month. Elaine said she found the conference very educational. Dr. Riesen from California spoke on WNV and its origin in Israel, then how it moved across the USA. Texas, which suffered a major outbreak of WNV this season, had done little or no mosquito abatement for the last 18 months which likely contributed to the crash this year. Perry agreed the conference was very good. Several lawsuits that are pending include no calibration records for the foggers and drift from the applications. The Sentinel program with the records it generates will definitely be a good record for all of the District's abatement applications. Dave W. recommended that Richard make sure a copy of the fogger calibration is in each pickup.

Terrie attended the UASD (Utah Association of Special Districts) and found it very helpful. She attended the records officer training on Wednesday afternoon and will receive certification. This training will need to be done each year. The District personnel policy will need some changes, primarily to reflect the part-time and seasonal employees. Time sheets will need to be changed to include a start and stop time; we can still record what work was being done by hours—larvicide, speciation, fogging, etc.—but need actual start & end times written down. She also attended sessions on procurement ethics, legislative audits, and other administrative concerns.

PROPOSED BUDGET FOR 2013

The budget committee—trustees Tom, Elaine, and Scott with Richard and Terrie—met November 1 and prepared a tentative budget (see below). At that meeting, Terrie was asked to provide job descriptions used for the salary survey distributed in October; those were sent out in the meeting packet. Two of the committee felt that the managers deserve a \$1/hr raise since they are doing more than their titles imply. Otherwise, the budget is very similar to 2012. More funds will be allocated for larvicide. CMAD's records show that Abate has to be applied at higher amounts in order to see the same kill. No definite signs of resistance yet, but the trend is there. Richard proposes using Natular in the Benson/Amalga areas. There will be no capital improvement funds going to savings; all will be allocated for vehicles and equipment to replace aging units. Very little is left for contingency funds. Personnel hours stay relatively the same with the increase for the managers. The Board spent some time discussing overtime hours. The final consensus is that overtime should only be for emergencies. Richard as supervisor will need to schedule the field workers to ensure that overtime is not needed to provide the level of service as before. This will be spelled out in the personnel policy when it is updated. Travel & Training was increased as was insurance. Chemicals were adjusted with Larvicide increasing and Adulticide decreasing; The Capital Improvements line item was increased to cover purchases of a pickup, ATV, fogger, Sentinel adulticide module, and flow units for the 2 older foggers.

| PROPOSED 2013 BUDGET | |
|---|----------------|
| Administrative Manager | 6,300 |
| Field Ops Manager | 15,000 |
| Field Workers (larvicide) | 30,400 |
| Field Workers (adulticide) | 9,900 |
| Trustee Compensation & Mileage | 6,000 |
| Officer per diem | 500 |
| Payroll Liability | 4,900 |
| Workers Comp Insurance | 3,215 |
| Safety | 3,000 |
| Travel and Training | 3,000 |
| Insurance (property, liability, etc.) | 5,500 |
| Phones | 1,560 |
| Office Supplies | 1,500 |
| Accountant | 1,000 |
| Dues (UMAA, UASD) | 700 |
| Legal Notices | 100 |
| Website/Education | 150 |
| Larvicide (Abate, Altosid, Natular, oil) | 60,628 |
| Adulticide (Kontrol 4-4) | 39,190 |
| Surveillance (tanks, batteries, pool tests) | 1,450 |
| Fuel | 13,510 |
| Maintenance | 4,000 |
| Operations site (building rent, utilities) | 13,500 |
| UPDES | 1,650 |
| Capital Improvement (pickup, ATV, fogger, adulticide module, fogger flow units) | 53,000 |
| Return to General Fund (contingency) | 1,327 |
| Expenditures | 280,000 |
| | |
| Revenue | 280,000 |

Tom moved, and Deon seconded, to accept the proposed 2013 budget. Motion passed unanimously.

Quite a few trustees have a conflict with the date for the December meeting. Kermit moved, and Robert seconded, that the meeting be moved from Tuesday, December 11, to Wednesday, December 12; motion passed unanimously. Kermit moved, and Bob seconded, that the public hearings be held at 7:00 pm (open 2012 budget), 7:05 p.m. (create Capital Improvements Fund), and 7:10 p.m. (present 2013 budget) during the regular meeting on December 12; motion passed unanimously. Terrie will post the legal notices required for the meeting change and public hearings.

BILLS

Shane moved, and Jeff seconded, to approve the bills; motion passed unanimously.

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| Maintenance | 585.40 |
| Atkinson Upholstery | 50.00 |
| O'Reilly | 6.99 |
| Lowe's | 47.27 |
| Home Depot | 17.96 |
| Cache Honda Yamaha | 42.26 |
| Cache Honda Yamaha | 79.99 |
| Home Depot | 24.87 |
| Power washer & rags | 313.20 |
| Parts Plus | 2.86 |

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|------------------------------|-----------------|
| Training & Travel | 2,481.45 |
| Super 8 (UMAA) | 607.86 |
| Gift card (UMAA) | 50.00 |
| UASD convention | 215.00 |
| Zermatt | 236.46 |
| Tom mileage & meals | 407.53 |
| Terrie mileage | 140.97 |
| Elaine mileage & meals | 402.38 |
| Perry mileage & meals | 421.25 |

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|---------------|----------------|
| USPS | \$90.00 |
| Phones | 132.07 |
| Fuel | 406.77 |

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| Admin | 308.00 |
| Field Ops | 952.50 |
| Greg | 117.50 |
| Payroll liabilities | 105.42 |
| Workers Comp | 182.86 |

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| Building | |
| rent | 900.00 |
| internet | 25.00 |
| Rocky Mtn Power | 35.46 |
| Questar | 6.13 |

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|------------------------------|------------------|
| Pickup | 18,664.00 |
| Fogger + flow modules | 10,000.00 |

ADJOURNMENT

Robert moved, and Elaine seconded, that the meeting be adjourned. The meeting was adjourned at 8:07 pm.

Prepared by /s/ Terrie L. Wierenga

Date 12/1/2012

Approved: 12/12/12