

**Cache Mosquito Abatement District
Board of Trustees Meeting
March 25, 2021**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, March 25, 2021, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Current Covid-19 restrictions were followed, including social distancing and mandatory face masks. Representatives from 12 municipalities were present:

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|---------------------------|----------------------------|------------------------|
| Craig Hidalgo, Clarkston | David Wood, Amalga | Joe Hansen, Cornish |
| Curtis Wall, Smithfield | Deon Johnson, Providence | Kim Hatch, Trenton |
| Darwin Pitcher, Lewiston | Don Sheffer, Richmond | Larry Jacobsen, Nibley |
| David Gatherum, Hyde Park | Jeff Ricks, Unincorporated | Paul James, Hyrum |

Excused: Craig Rigby, Newton Greg Taylor, Mendon Joe Archer, North Logan
 Kermit Price, Millville Kevin Tingey, Wellsville

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

ADOPT AGENDA

The meeting was called to order at 7:02 p.m. by Chair Joe Hansen. The agenda was reviewed.

Paul James moved and Darwin Pitcher seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

OATH OF OFFICE

Newly reappointed trustee is Deon Johnson from Providence. The oath of office was administered to him by the clerk.

MINUTES OF PREVIOUS MEETING

The minutes of the February 25, 2021 meeting were reviewed.

Darwin Pitcher moved and Larry Jacobsen seconded that the minutes be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

MANAGER REPORTS

Manager Richard Rigby reported the 1998 Dodge pickup was sold for \$1500, which he felt good about because of its age and the problems it had including needing a new clutch, etc. That check was given to the Administrative Manager this evening. After a copy is made, it will be given to Treasurer David Gatherum for deposit. The new truck we will be leasing hopefully will arrive sometime in April. Richard will be ordering the

products we need soon but will wait until June to have them delivered. The building is coming along well. They are starting to paint and are hoping for completion by the end of April, though obtaining asphalt might be a problem. Richard will talk with Mark Lynne, from whom we are renting our current shop, to see if a month-to-month lease is acceptable if our new building is not completed next month. Our current lease ends in April. Richard also discussed his seasonal employee needs for this summer.

Administrative Manager Debbie Mays discussed her handout with information about this month's bills, our budget position so far this year, and next month's possible agenda. She reports that the escrow fund set up with Zions Bank for our building project has now been exhausted, and we will finish paying the construction bills with our 2021 PTIF budget approved for this purpose. She also went over the items we plan to consider this evening as part of our fraud risk assessment response, as discussed last month.

APPROVE POLICIES/ACTIONS FOR FRAUD RISK ASSESSMENT

After the board's discussion last month about our fraud risk assessment, it was decided we would formally approve some items this evening. In our discussion tonight, it was decided we would make a small change to the wording in the Credit Card Policy. That change will be completed and sent out in an email to all board members.

Paul James moved and Curtis Wall seconded that the Conflict of Interest Policy, the Ethical Behavior Policy, the Travel Policy, and the Reporting Fraud or Abuse Policy be approved as written. It is also moved that the Credit Card Policy be approved with the minor change in wording as discussed. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

Paul James moved and Curtis Wall seconded that the Conflict of Interest Disclosure Form and the Ethical Behavior Pledge Form be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

Paul James moved and Curtis Wall seconded that we approve placing the link for the State Auditor's Office fraud hotline on our website. It is also moved that we table making a decision on the Formal Audit Committee and the Formal Internal Audit Function until next month. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

APPROVE UPDATED INTEGRATED PEST MANAGEMENT (IPM) AND PESTICIDE DISCHARGE MANAGEMENT PLAN (PDMP)

After some discussion, it was determined we are not yet ready to approve the IPM and PDMP this month.

Craig Hidalgo moved and Don Sheffer seconded that we table the IPM and PDMP until next month. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

BILLS: Bills for the month were presented and reviewed:

Personnel

Payroll Tax Liability \$232.23

Wages

Administrative Manager \$796.95

Manager \$2,121.00

Website Manager \$117.59

Administration

Admin Manager Mileage \$36.96

Phones

Google Cloud \$12.00

Verizon \$118.33

Abatement

Fuel \$60.43

Maintenance (GI pack) \$15.98

Operations Site

Building + Internet \$1,025.00

Rocky Mountain Power \$194.38

Dominion Energy \$60.25

Construction

Lundahl Building (paid CMAD) \$93,398.28

Design West (paid CMAD) \$3,570.00

David Gatherum moved and David Wood seconded that the bills be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously.

ADJOURNMENT

David Gatherum moved and Darwin Pitcher seconded that the meeting be adjourned. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Ricks, Sheffer, Wall, Wood. Nays: None. Motion passed unanimously. The meeting was adjourned at 8:04 p.m.

Prepared by Debbie Mays Date 3/25/2021

Accepted: 4/22/2021