

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, February 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 14 municipalities were present:

Craig Hidalgo, Clarkston	David Wood, Amalga	Joe Hansen, Cornish
Craig Rigby, Newton	Don Sheffer, Richmond	Kermit Price, Millville
Curtis Wall, Smithfield 7:03	Greg Taylor, Mendon	Larry Jacobsen, Nibley
Darwin Pitcher, Lewiston	Jeff Ricks, Unincorporated	Paul James, Hyrum
David Gatherum, Hyde Park	Joe Archer, North Logan 7:03	

Excused: Kevin Tingey, Wellsville      Kim Hatch, Trenton      Providence trustee, currently unnamed

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

**ADOPT AGENDA**

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

Darwin Pitcher moved and Jeff Ricks seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hidalgo, Jacobsen, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Taylor, Wood. Nays: None. Motion passed unanimously. (Joe Archer and Curtis Wall not yet present)

**MINUTES OF PREVIOUS MEETING**

The minutes of the January 28, 2021 meeting were reviewed.

Darwin Pitcher moved and Craig Hidalgo seconded that the minutes be approved. Ayes: Archer, Gatherum, Hansen, Hidalgo, Jacobsen, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

**MANAGER REPORTS**

Manager Richard Rigby reported he obtained our new ATV, which he's happy about because they are in short supply this year. He gave us an update on the new building and reports they plan to finish in April, as scheduled. He will order abatement products in April but not have them delivered until June, after the building is done. He has enough supplies already to start the season. He also reports Terrie is working on updating our website.

Administrative Manager Debbie Mays reviewed her handout showing bills and financial updates. She also included information to help with tonight's discussion on Fraud Risk Assessment.

**FRAUD RISK ASSESSMENT DISCUSSION**

The board discussed several aspects of the Fraud Risk Assessment, with plans to formally approve next month implementation of new policies and other pertinent goals.

**BILLS:** Bills for the month were presented and reviewed:

**Personnel**

Payroll Tax Liability \$221.13

**Wages**

Administrative Manager \$706.39

Manager \$2,121.00

Website Manager \$63.32

**Administration**

Administrative Manager Mileage \$31.64

**Office Supplies**

USPS (stamps) \$110.00

Staples (toner, batteries) \$107.51

**Phones**

Google Cloud \$12.00

Verizon \$118.33

FieldSeeker Annual Renewal \$3,200.00

**Abatement**

Fuel \$80.04

**Operations Site**

Building + Internet \$1,025.00

Rocky Mountain Power \$255.30

Dominion Energy \$88.59

**Vehicles/Equipment**

ATVs \$10,999.00

Pickup Trucks 3948.83

Paul James moved and Dave Wood seconded that the bills be approved. Ayes: Archer, Gatherum, Hansen, Hidalgo, Jacobsen, James, Pitcher, Price, Ricks, C Rigby, Sheffer, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

**ADJOURNMENT**

Darwin Pitcher moved and Paul James seconded that the meeting be adjourned. The meeting was adjourned at 7:51 p.m.

Prepared by Debbie Mays Date 2/25/2021

Accepted: 3/25/2021