

**Cache Mosquito Abatement District
Board of Trustees Meeting
April 22, 2021**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, April 22, 2021, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Current Covid-19 CDC suggestions were followed, including social distancing and strong encouragement of face masks. Representatives from 14 municipalities were present:

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|----------------------------|----------------------------|--------------------------|
| Craig Hidalgo, Clarkston | Deon Johnson, Providence | Joe Hansen, Cornish |
| Craig Rigby, Newton (7:01) | Don Sheffer, Richmond | Kermit Price, Millville |
| Darwin Pitcher, Lewiston | Greg Taylor, Mendon | Kevin Tingey, Wellsville |
| David Gatherum, Hyde Park | Jeff Ricks, Unincorporated | Kim Hatch, Trenton |
| David Wood, Amalga | Joe Archer, N Logan (7:13) | |

Excused: Curtis Wall, Smithfield Larry Jacobsen, Nibley Paul James, Hyrum

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

ADOPT AGENDA

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

Craig Hidalgo moved and Jeff Ricks seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Johnson, Pitcher, Price, Ricks, Sheffer, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously. (C Rigby and Archer were not yet present.)

ANNUAL REPORT FROM MATT REGEN, CPA

Matt Regen, CPA, was present and gave us an overview on how the District is doing financially compared to the past couple of years. He reports we are in compliance with everything he is required to check on, including the Agreed Upon Procedures report and the Compiled Financial Statements. He says the District is doing well, and he has no concerns. We appreciate the work Matt performs as well as his professionalism.

Kevin Tingey moved and Kermit Price seconded that the filed financial statement from Matt Regen, CPA, be accepted. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Johnson, Pitcher, Price, Ricks, C Rigby, Sheffer, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously. (Archer was not yet present.)

MINUTES OF PREVIOUS MEETING

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

Darwin Pitcher moved and Jeff Ricks seconded that the minutes be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, Johnson, Pitcher, Ricks, C Rigby, Sheffer, Tingey, Wood. Nays: None. Kermit Price and Greg Taylor abstained. Motion passed unanimously. (Archer was not yet present.)

MANAGER REPORTS

Manager Richard Rigby reported he has no word yet on the new truck we will be leasing, as there is a slowdown in obtaining vehicles. Our building is close to completion, though obtaining asphalt is still a problem. Richard discussed the building furnishing needs, with trustees asking questions and contributing ideas. He also discussed the TARP employee incentive program we are a part of, which ULGT encourages.

Administrative Manager Debbie Mays discussed the Administrative Manager handout with information about this month's bills, our construction expenses and budget, our general budget position so far this year, and next month's possible agenda. It also contains detailed information on how to access required online trustee training.

REVIEW AND APPROVE FORMAL INTERNAL AUDIT FUNCTION

Discussion was held on whether we should have an internal audit function, and what it should look like. Ideas were presented, and it was determined that Administrative Manager Debbie Mays would formulate a written description of the function. This will be sent out to the trustees, and we will look to approve this at our May board meeting.

REVIEW AND APPROVE FORMAL AUDIT COMMITTEE

Discussion centered on having CMAD officers be the formal audit committee, with all board members tasked to watch for any concerns and pass those on to the officers. The officers would then take steps to address those concerns. Debbie will send a written description of this to the board, for possible approval in May.

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

Manager Richard Rigby went through the updates to the IPM and PDMP, which had previously been sent to board members, and explained the edited changes. Questions ensued, and Richard answered these informatively.

Kevin Tingey moved and Joe Archer seconded that we approve the updated IPM and PDMP.
Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Johnson, Pitcher, Price, Ricks, C Rigby, Sheffer, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

BILLS: Bills for the month were presented and reviewed:

Personnel

Payroll Tax Liability \$211.02

Wages

Administrative Manager \$547.00

Manager \$2,121.00

Website Manager \$90.45

Administration

Administrative Manager Mileage \$35.84

Dues (Entity Regis, Lt. Gov. Office) \$25.00

Phones

Google Cloud \$12.00

Verizon \$118.36

Trustee Comp (1st qtr. Jan - Mar) \$1,906.08

Kim Hatch, April OPM Training \$20.00

Abatement

Larvicide Supplies (Adapco) \$56,192.00

Fuel \$220.58

Maintenance (NAPA oil) \$176.34

Operations Site

Building + Internet \$1,025.00

Rocky Mountain Power \$393.71

Dominion Energy \$47.61

PO Box Annual Renewal \$76.00

Vehicles/Equipment

Pickup Trucks \$4,038.99

Cap Impr: Building Construction

Lundahl Building (PTIF) 204,275.65

Darwin Pitcher moved and Kevin Tingey seconded that the bills be approved. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Johnson, Pitcher, Price, Ricks, C Rigby, Sheffer, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

ADJOURNMENT

Greg Taylor moved and Joe Archer seconded that the meeting be adjourned. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Johnson, Pitcher, Price, Ricks, C Rigby, Sheffer, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously. The meeting was adjourned at 8:19 p.m.

Prepared by Debbie Mays Date 4/22/2021

Accepted: 5/27/2021