

**Cache Mosquito Abatement District
Board of Trustees Meeting
June 24, 2021**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, June 24, 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, with social distancing and face masks required for unvaccinated individuals. Fully immunized persons were not required to wear a mask. Representatives from 14 municipalities were present:

Craig Hidalgo, Clarkston	Deon Johnson, Providence	Kevin Tingey, Wellsville
Craig Rigby, Newton	Don Sheffer, Richmond	Kim Hatch, Trenton
Darwin Pitcher, Lewiston	Joe Archer, North Logan	Larry Jacobsen, Nibley
David Gatherum, Hyde Park	Joe Hansen, Cornish	Paul James, Hyrum
David Wood, Amalga	Kermit Price, Millville	

Excused: Curtis Wall, Smithfield Greg Taylor, Mendon Jeff Ricks, Unincorporated

Also present: Debbie Mays, Admin Manager; Richard Rigby, Manager; Terrie Wierenga, Website Manager

ADOPT AGENDA

The meeting was called to order at 7:02 p.m. by Chair Joe Hansen. The agenda was amended 2 days ago and sent out to all trustees as well as the Public Notice Website. The amended agenda was reviewed.

Larry Jacobsen moved and Paul James seconded that the amended agenda be adopted. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the May 27, 2021 meeting were reviewed.

Paul James moved and Craig Hidalgo seconded that the minutes be approved. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously.

MANAGER REPORTS

Manager Richard Rigby reported mosquito numbers are lower than average this year. Benson numbers are at about 230, and overall numbers are at 500. Richard reports he is waiting for more of the fogging chemical Kontrol, as there have been delivery delays. If needed, it is possible he could borrow some from another abatement district, but he hopes that won't be necessary.

Richard would like the board to consider 2 purchases which he believes would be worthwhile. The first is a tracking device which attaches to the ATVs, so he would be able to tell exactly where the workers are. This would be especially helpful if they get stuck and need help. The second purchase is a docking station that would likely extend the life of the handhelds. After discussion among the trustees with questions and concerns addressed, it was decided to seek a vote.

Paul James moved and Joe Archer seconded that the technology purchases Richard requests be approved. Larry Jacobsen abstained due to stated conflict of interest. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously with one abstention.

Administrative Manager Debbie Mays discussed the Administrative Manager Report which shows this month's bills, including construction expenses and budget. It also reveals where we are with our general budget as well as possible items for next month's agenda. Trustees with construction experience discussed with the board what to expect as we near the end of our building construction.

APPROVE CMAD DISASTER RECOVERY AND BUSINESS CONTINUITY PLANS

Website Manager Terrie Wierenga joined our meeting again tonight to discuss the Disaster Recovery and Business Continuity Plans she has created. The draft was sent out to the board earlier this week. Discussion ensued on several aspects of the plan, with questions and concerns addressed. Appreciation was expressed to Terrie for her excellent, in-depth work on the plans. A few minor edits were suggested, which Debbie will do.

Paul James moved and Kevin Tingey seconded that the amended Disaster Recovery and Business Continuity Plans be approved. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously.

REVIEW AND APPROVE CREDIT CARD LIMITS

The current credit card limits are \$5,000 each for the 2 employee credit cards. This month, as Richard has needed to purchase more items in order to furnish the building, he reached his credit limit but still needed to purchase more items. He discussed this problem with Debbie, who told him that she rarely needs more than \$1,000 for her purchases, and even that amount is seldom needed. They both felt it would be appropriate to change the ratio to \$8,000 limit for Richard's card and \$2,000 limit for Debbie's card. The total amount would still be a limit of \$10,000.

Darwin Pitcher moved and Don Sheffer seconded that the ratio changes of employee credit cards be approved. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously.

BILLS: Bills for the month were presented and reviewed.

Personnel

Payroll Tax Liability \$634.43

Wages

Administrative Manager \$738.99
Manager \$2,121.00
Website Manager \$248.74
Workers, Adulticide \$953.54
Workers, Larvicide \$3,933.30
Workers, Surveillance \$296.64

Administration

Accountant \$1,350.00
Administrative Manager Mileage \$36.40
Office Supplies (Deluxe checks) \$306.50

Phones

Google Cloud \$12.00
Verizon \$821.23
Premiums (ULGT annual insurance) \$9,074.54

Travel & Training

Burger King (moving day) \$26.41
UDAF (pesticide license) \$20.00
Farr West Jumbo Burgers (m mtg) \$10.80
Walmart (otter pops) \$19.52

Trustee Comp, Mileage, Officers

Kim Hatch, May meeting attend \$50.16

Abatement

Larvicide Supplies

Clarke (Natular, FourStar BTI-CRG) \$11,154.18
Target Specialty Prod (BVA, Altosid) \$3,978.40
Fuel \$137.56

Maintenance

Napa (battery 98.99 - 9.00 credit) \$89.99
Lee's Ace (orbital buffer) \$40.49
Lee's Ace (turtle rub) \$15.82
Cal-Ranch (pipe wrench, hose) \$74.97
Lowe's (blk iron p) \$40.20
Steve Regan Co. (5 flojet pumps) \$549.30
Lee's Ace (mt tape) \$8.09

Home Depot (dowels) \$24.72
Cal-Ranch (economy fimco) \$49.95
Amazon (cable & connectors) \$64.64
Napa (fittings) \$2.51
PowerSports Plus (carrier) \$226.96

Operations Site

Rocky Mountain Power \$448.63
Dominion Energy (old shop) \$7.94
Dominion Energy (new shop) \$55.61
Dominion (\$4.33 old & \$9.43 new) \$13.76
Hyde Park City (Water) \$30.00

Vehicles/Equipment

Handhelds (ESRI renewal) \$1,401.00
Pickups (Bancorp, 2018 & 2021) \$8,064.22

PTIF: Bld Design/Construct/Furn

Lundahl Building \$187,917.60

Beazer Lock & Key

Beazer: Original inv pd by check \$1,258.26
Beazer: Add-on requests pd by cc \$201.80
Snap-On Industrial (ATV lift adapter) \$2,780.67
PSI, Inc. \$6,074.00

New Building Furnishings

Napa (two 3/8 in x 50 ft H) \$464.22
Best Buy (cable) \$16.04
Home Depot (shelves) \$229.00
Sam's Club (broom, brushes etc) \$48.94
Home Depot (ladder) \$179.00
Lee's Ace (tools, cleaning supplies) \$339.44
Darrell's Appliance (laundry soap) \$42.96
Sam's Club (paper plates, etc.) \$523.62
Staples (printer) \$449.99
Ipaco (mower and gas can) \$332.99
Amazon (oil lift drain) \$92.50
Home Depot (small safe) \$19.97
Staples (office organizer, etc.) \$66.31
Amazon (clothesline) \$29.00

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

ADJOURNMENT

David Gatherum moved and Darwin Pitcher seconded that the meeting be adjourned. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Tingey, Wood. Nays: None. Motion passed unanimously. The meeting was adjourned at 8:11 p.m.

Prepared by Debbie Mays Date 6/24/2021

Accepted: 7/22/2021