

**Cache Mosquito Abatement District
Board of Trustees Meeting
May 27, 2021**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, May 27, 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 15 municipalities were present:

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

Excused: Jeff Ricks, Unincorporated Kevin Tingey, Wellsville

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

ADOPT AGENDA

The meeting was called to order at 7 p.m. by Chair Joe Hansen. The agenda was reviewed, with “Approve CMAD Disaster Recovery and Business Continuity Plans” adjusted to reflect only a discussion this evening.

Darwin Pitcher moved and Don Sheffer seconded that the adjusted agenda be adopted. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the April 22, 2021 meeting were reviewed.

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

MANAGER REPORTS

Manager Richard Rigby reported our building is very close to completion, and he is hoping to obtain the certificate of occupancy by Monday. He listed many of the final details he has been working on, including obtaining security cameras, and he is looking forward to hopefully getting moved in next week. He and trustee Craig Wall are working on some ideas to fulfill the building’s furnishing needs. He reports that larviciding will begin next Tuesday, June 1, and fogging will most likely commence the following week, on June 7.

Administrative Manager Debbie Mays discussed her handout with information about CMAD bills, construction expenses and budget, our general budget position, and next month’s possible agenda. Again this month it contains detailed information on how to access required online trustee training.

APPROVE INTERNAL AUDIT FUNCTION AND AUDIT COMMITTEE

Using the ideas discussed during the past two monthly meetings, Administrative Manager Debbie Mays created a written description of the internal audit function as well as defining the audit committee to be the four elected CMAD officers. This document was sent for review to all trustees prior to tonight's meeting.

Kermit Price moved and Craig Hidalgo seconded that the Internal Audit Function and defined Audit Committee be approved as written. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

APPROVE UPDATED ETHICAL BEHAVIOR PLEDGE FORM

Administrative Manager Debbie Mays asked the board to consider updating the Ethical Behavior Pledge Form, approved this past March, to require trustees and only year-round employees sign a new pledge form every year. She wondered if it was necessary to have seasonal employees sign the form each year. A motion was made to approve this update, but upon further discussion most trustees decided it would be better to include the seasonal employees each year. However, since the motion to approve the update had already been made and seconded, a vote was taken on it.

Paul James moved and Darwin Pitcher seconded that the update to the Ethical Behavior Pledge Form be approved. Ayes: Hansen. Nays: Archer, Gatherum, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Taylor, Wall, Wood. Motion failed.

DISCUSSION ON CMAD DISASTER RECOVERY AND BUSINESS CONTINUITY PLANS

Website Manager Terrie Wierenga joined our meeting tonight to discuss the purpose of Disaster Recovery and Business Continuity Plans, and she asked for input from the board as she creates these plans for CMAD. Questions ensued, and Terrie answered these informatively. There was some good discussion among the board members. It was decided she should go ahead and draft the plans, and then submit them to the board for review.

BILLS: Bills for the month were presented and reviewed:

Personnel

Payroll Tax Liability \$227.25

Wages

Administrative Manager \$786.08

Manager \$2,121.00

Website Manager \$63.32

Administration

Administrative Manager Mileage \$39.76

Safety

Amazon (truck lights, gloves) \$214.82

Image Matters (shirts, jackets) \$262.68

Image Matters (caps) \$109.68

Cabela's (waders) \$176.91

MSC (10 goggles) \$112.40

UDAF (2 pesticide licenses) \$40.00

Phones

Google Cloud \$12.00

Verizon \$118.36

Trustee Comp, Mileage, Officer

Kim Hatch, April mtg attendance \$50.16

Abatement

Surveillance Supplies (Airgas) \$77.95

Fuel \$103.82

Maintenance

Sign This truck (decals) \$65.00

Leonard Truck Access (light mt) \$110.89

Lee's Ace (fasteners) \$11.56

Operations Site

Building + Internet \$1,025.00

Rocky Mountain Power \$399.68

Dominion Energy \$23.83

Hyde Park City (Water) \$30.00

Vehicles/Equipment

Handhelds (Norton annual) \$112.29

Appliances for new building

Darrell's Appl (micr, rng, frzr, frig) \$1,975.96

CampChef.com (grill) \$106.95

Cap Impr: Bld Design & Construct

Lundahl Building \$67,081.40

Snap-on Industrial (lift) \$3,444.02

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

ADJOURNMENT

Darwin Pitcher moved and David Gatherum seconded that the meeting be adjourned. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, Jacobsen, James, Johnson, Pitcher, Price, C Rigby, Sheffer, Taylor, Wall, Wood. Nays: None. Motion passed unanimously. The meeting was adjourned at 8:08 p.m.

Prepared by Debbie Mays Date 5/27/2021

Accepted: 6/24/2021