

## **Cache Mosquito Abatement District Board of Trustees**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Wednesday, November 13, 2013, at 7:00 pm in the Bear River Health Department conference room (655 E 1300 N, Logan). Representatives from 12 municipalities and the county unincorporated area were present:

Jeff Ricks, unincorporated  
Dave Gatherum, Hyde Park  
Tom LaBau, Hyrum  
Elaine Nelson, North Logan  
Bob Jepsen, Mendon  
Scott Larsen, Nibley  
Deon Johnson, Providence

Darwin Pitcher, Lewiston  
Kendon Godfrey, Clarkston  
Raymond Smith, Richmond  
Joe Hansen, Cornish  
Perry Spackman, Trenton  
Robert Mather, Smithfield

Excused: Dave Wood, Amalga; Gary Bates, Wellsville; Mike Peterson, Newton. Absent: Kermit Price, Millville.

Also present: Richard Rigby, Field Ops Manager; Terrie Wierenga, Administrative Manager.

The meeting was called to order at 7:00 pm by chairwoman Elaine Nelson. Tom moved, and Joe seconded, that the agenda be adopted as amended (remove discussion/adoption of interlocal agreement); motion passed unanimously.

### **MINUTES**

The minutes of the October 24, 2013 meeting were reviewed and discussed.

Darwin moved, and Jeff seconded, that the minutes be approved; motion passed unanimously.

Ayes: Ricks, Pitcher, Gatherum, LaBau, Nelson, Hansen, Larsen. Abstain: Johnson, Godfrey, Spackman, Mather, Smith, Jepsen.

### **MANAGERS REPORTS**

Richard reported that he still has the red ATV and the 2000 Ford to surplus. The black ATV sold for \$2100 within a few hours of posting the ad online. He used the NADA value reduced by \$200 because the CV joint needed replaced. Scott checked with Duchesne and Box Elder MAD's on how they sell their surplus vehicles; both use the bid process. He would like to see CMAD use this process and is willing to assist Richard. Darwin asked about the tires for the ATV's; Richard doesn't have a set of regular tires to put on the remaining ATV. Executioner tires work best for the ATV's used larviciders. Mark Lynne told Richard that he will likely have to raise the monthly rent on the building if the proposed county tax increase and school bond are approved.

Terrie attended the November UMAA directors meeting. Topics discussed included how the annual conference went and whether or not to continue offering the trustee training session.

Consensus was to continue doing so but perhaps shift it to Sunday afternoon or Tuesday morning. The GHS (Globally Harmonized System of Labeling and Classification of Chemicals) training was discussed again. Terrie expanded the training she had prepared for the conference and sent it out to all districts to use for training their personnel. The new purchasing rules were discussed, too; the state has still not released the administrative rules so there is still no sample policy. Scott attended the workshop on this at the UASD conference and said our policy will only need minor tweaks to comply. Terrie recertified via the online test for Records Management Officer for CMAD. Elmer Kingsford donated to CMAD his taxonomic key and mosquito specimens as well as numerous books on mosquito biology. The State Auditor's Office has released a new Chart of Accounts. All entities over \$500,000 in revenue or expenditures must comply.

### **UASD CONFERENCE REPORT**

Scott attended the UASD (Utah Association of Special Districts) conference November 6-8. The May 13, 2014, deadline for adopting a purchasing policy in compliance with the new purchasing rules may be delayed since the state has yet to adopt the administrative rules. Our purchasing policy seems to be in compliance with the points brought out at the training. He attended a session on employment law; be cautious about looking at Facebook (or other social media sites), particularly when looking to hire someone. The site can give you information on their skills but also can open you to a charge of bias. It's better to have a third party review the page and report back. The Affordable Care Act was also discussed. A recurring theme was the \$50 limit on gifts received by employees or trustees.

### **PROPOSED 2014 BUDGET**

Terrie presented the budget committee report. She provided the reasons behind some of the proposed changes in amounts. Tom studied the salary survey conducted by UMAA and contacted several districts. Average pay for managers in districts similar to CMAD is \$25.50 per hour. He recommends increasing the managers wages to bring them into line with the rest of the state. Scott is not in favor of even a \$1.00/hr increase; others are curious how the hourly wage compares to the private sector. Elaine said Cache Valley wages in general are lower than the rest of the state. Deon would like to see some increase; in his construction business, he would pay up to 20% for workers from Ogden. He thinks the CMAD employees are underpaid. Tom said that even a 10% increase would still have CMAD wages the lowest of the MAD's. Bob would like to see an increase; use \$1/hr as a starting point.

Several felt the revenue projection should be reduced to \$285,000; others were concerned at the low figure for adulticide (reflects left over barrels from 2013 season). Several wanted to see the contingency line item be higher than \$1500; Scott and Tom pointed out that some cushion is already built into other line items. Actual hours worked by the Field Operations Manger should be used for the budget.

Scott moved, and Joe seconded, to approve the tentative 2014 budget with the changes as discussed; motion passed unanimously.

The following is the tentative 2014 budge with an anticipated revenue of \$285,000:

<b>Item</b>	<b>2014</b>	<b>Comments</b>
<b>Administration</b>	<b>\$19,225</b>	

Phones	\$2,000	Include texting + data for managers
Office supplies	\$1,800	Inc. new PC/laptop & software for Admin Mgr
Accountant	\$2,000	SAO changed procedures for reviews
Premiums	\$5,500	
Dues	\$725	UASD is raising dues
Legal notices	\$100	
Travel & Training	\$3,000	
Website & Education	\$200	Web hosting fee due in 2014 for 2 yr
Workers comp fee	\$2,400	
Safety	\$1,500	Major safety equipment now in place
<b><i>Mosquito Abatement</i></b>		
Larvicide	\$70,669	10% over 2013 prices;
Adulticide	\$20,000	10% over 2013 prices + \$5,000
Surveillance	\$3,000	Need 5 new traps plus refill tanks; state lab may not get funding so we would have to pay for WNV testing
Fuel	\$11,000	Price per gallon same but we don't use as much as under BRHD contract
Maintenance	\$6,200	Raised to reflect actual costs; includes service contract for GIS & Sentinel pkg
Operations site	\$13,500	May have to increase depending on school bond & increased property taxes for building owner
UPDES permit	\$1,650	Unknown if legislature will pay for this
<b><i>Contingency Fund</i></b>		
<b><i>Personnel</i></b>	<b>\$71,279</b>	
Administrative manager	\$6,720	Increase to \$16/hr for 420 hrs
Field Operations manager	\$17,459	Increase to \$17/hr for 938 hrs; reflects actual hours worked in 2013
Field worker, larvicide	\$25,000	Will only have 2 experienced return
Field worker, fogging	\$9,900	
Surveillance worker	\$1,500	
Trustee comp & mileage	\$6,000	
Officer per diem	\$500	
Payroll	\$4,200	
<b><i>Capital Improvements Fund</i></b>		
	\$66,917	Includes pickup & 2 ATVs plus contribution towards bldg site savings
<b>TOTAL EXPENSES</b>	<b>\$285,000</b>	

## BILLS

The following bills were presented. Tom moved, and Darwin seconded, that the bills be approved. Motion passed unanimously.

<b>Maintenance</b>	<b>\$109.03</b>
Parts Plus	\$73.37
Home Depot	\$25.24
Cache Honda Yamaha	\$5.18

Home Depot	\$5.24
<b>Administration</b>	\$184.80
<b>Telephones</b>	\$137.71
<b>Building</b>	
rent + internet	\$925.00
Questar	\$5.33
Rocky Mountain Power	\$44.38
<b>Travel &amp; Training</b>	
UASD--Scott	\$267.66
<b>Fuel</b>	\$412.84
<b>Personnel</b>	
Admin	\$450.00
Field Ops	\$600.00
Field Worker, larvacide	\$100.00
Payroll liability	\$87.98
Workers Comp	\$197.66

## ADJOURNMENT

Darwin would like to add an item to the December meeting on seeing if Logan would be interested in joining CMAD. Elaine asked Terrie to draft a paragraph expressing interest in working with Logan to join with CMAD. A meeting would be planned for January with the mayor to explore this.

Darwin moved, and Dave G. seconded, that the meeting be adjourned. The meeting was adjourned at 8:15 p.m.

Prepared by /s/ Terrie L. Wierenga

Date 12/1/2013

Accepted: 12/11/2013