

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Wednesday, December 11, 2013, at 7:00 pm in the Bear River Health Department conference room (655 E 1300 N, Logan). Representatives from 13 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  
Gary Bates, Wellsville  
Raymond Smith, Richmond  
Dave Wood, Amalga  
Perry Spackman, Trenton  
Robert Mather, Smithfield  
Kermit Price, Millville

Excused: Joe Hansen, Cornish; Kendon Godfrey, Clarkston; Mike Peterson, Newton.

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. Gary moved, and Darwin seconded, that the agenda be adopted as amended (remove approval of 2014 budget due to only 28 days since adoption); motion passed unanimously.

### **MINUTES**

The minutes of the November 13, 2013 meeting were reviewed and discussed.

Tom moved, and Dave G. seconded, that the minutes be approved as amended (clarification of using Facebook or other social media when hiring personnel); motion passed unanimously.

Ayes: Wood, Gatherum, LaBau, Pitcher, Jepsen, Price, Larsen, Nelson, Johnson, Smith, Mather, Spackman, Ricks. Abstain: Bates.

### **PUBLIC HEARINGS**

Public hearings were held at 7:07 to present the 2013 budget adjustments, at 7:10 to present the 2014 budget, and at 7:12 to present the interlocal agreement with the Pepperidge Farm Community Development Agency. No public being in attendance, the hearings were closed and the regular meeting resumed.

### **MANAGERS REPORTS**

Richard put the Honda ATV and the 2000 4X4 pickup up for bid according to CMAD's surplus property policy. As of tonight, only one bid has been received. He reviewed his season report (see attached) and discussed it with the trustees. One of his goals next season is to learn more about calibration techniques, especially for larvicide equipment.

Terrie reviewed her report (see attached). The landlord of the operations site building sent a letter to the Board informing them that he would have to raise the rent on the two units by \$100 per month when the agreement comes up for renewal in April. She also received a letter from the IRS notifying her that federal withholding and taxes would have to be deposited monthly next year. She has already been doing that for this year.

### **CDA INTERLOCAL AGREEMENT**

The draft interlocal agreement with suggested changes from the lawyer was reviewed and discussed. The Board of Trustees will make decisions as a whole, not the chairman.

Scott moved, and Tom seconded, to approve the CDA interlocal agreement with the changes as discussed; motion passed unanimously.

Ayes: Wood, Gatherum, LaBau, Pitcher, Jepsen, Price, Larsen, Nelson, Johnson, Smith, Mather, Spackman, Ricks, and Bates.

The resolution adopting the interlocal agreement was reviewed and discussed.

Perry moved, and Tom seconded, to approve Resolution 2013-2, a Resolution Approving an Interlocal Agreement with the Cache County Redevelopment Agency to Share Certain Tax Increment Revenues to Support the Cache County Pepperidge Farm Community Development Project Area; motion passed unanimously.

Ayes: Wood, Gatherum, LaBau, Pitcher, Jepsen, Price, Larsen, Nelson, Johnson, Smith, Mather, Spackman, Ricks, and Bates.

### **2013 BUDGET ADJUSTMENTS**

The 2013 budget was reviewed. Property tax was increased from \$280,000 to \$283,553 due to new growth. Personnel costs were less than budgeted (\$59,540 vs \$77,615), and abatement costs were about \$9,000 less than anticipated.

	<b>ACTUAL</b>	<b>INITIAL</b>
<b>Revenue:</b>	<b>330,771</b>	<b>280,000</b>
Property tax	282,215	280,000
Fee in lieu of taxes	26,482	
Interest income	243	
Sale of fixed assets	8,600	
Grants, dividends	951	
UPP Redemption	12,280	
<b>Expenditures:</b>	<b>330,771</b>	<b>280,000</b>
<b>Wages</b>	<b>57,801</b>	<b>73,000</b>
Administrative Mgr	4,226	6,300
Field Ops Mgr	16,368	15,000
Field Worker, larvacide	18,284	30,400
Field Worker, fogging	8,214	9,900
Surveillance Worker	1,460	1,400
Trustee comp	4,954	6,000
Officer per diem	480	500

Payroll liability	3,814	4,900
<b>Premiums (ins, bonding)</b>	<b>7,773</b>	<b>8,715</b>
<b>Administration</b>	<b>11,641</b>	<b>8,010</b>
<b>Mosquito Abatement</b>	<b>126,071</b>	<b>136,928</b>
Larvacide	59,603	60,628
Adulticide	36,729	39,190
Surveillance	70	1,450
Fuel	9,476	13,510
Maintenance	7,385	4,000
Operations Site	11,565	13,500
Safety equipment	1,242	3,000
UPDES permit		1,650
<b>Vehicle &amp; equipment purchases (fixed assets)</b>	<b>48,193</b>	<b>53,000</b>
<b>Return to General Fund</b>	<b>10,940</b>	<b>1,327</b>
<b>Transfer to Cap Imp Fund</b>	<b>68,352</b>	<b>280,980</b>

Scott moved, and Dave G. seconded, to make the adjustments as indicated above; motion passed unanimously.

Ayes: Wood, Gatherum, LaBau, Pitcher, Jepsen, Price, Larsen, Nelson, Johnson, Smith, Mather, Spackman, Ricks, and Bates.

## 2014 BUDGET

Since there are only 28 days between the vote to accept the proposed 2014 budget and tonight, another business meeting will be held this month to approve the budget. Much discussion was held on the proposed increase for the two managers (\$1/hr, or 7%). Scott is opposed to the increase; Tom wants to see a 10% increase and distributed information he'd gathered on other mosquito abatement districts and areas throughout the state. Tom moved to approve a 10% increase for the managers but there was no second so the motion died. Discussion continued. Scott said he doesn't think the administrative manager should be giving interviews nor educating the public; he doesn't believe wages should be increased for either manager. Most trustees are not opposed to an increase but not as much as the \$1/hr.

Scott moved, and Robert seconded, that no increase be given to the managers for 2014.

Ayes: Larsen, Price, Mather, Spackman, Wood. Nays: Bates, Nelson, Pitcher, Jepsen, Smith, Gatherum, Ricks, LaBau, Johnson. Motion failed.

Further discussion on compensation for the managers was held. Consensus is that the position descriptions should be reviewed and a salary range be adopted for the managers. The Field Operations Manager determines the hourly wages for the seasonal workers from the budget approved by the Board.

Tom moved, and Dave W. seconded, to approve a 5% raise for the managers. Ayes: Bates, Nelson, Pitcher, Jepsen, Gatherum, Ricks, LaBau, Spackman, Wood. Nays: Larsen, Price, Mather, Smith, Johnson. Motion passed.

Discussion continued on the other line items of the proposed 2014 budget. Among topics discussed was hiring another larvicider to reduce Richard's time in the field; that would entail buying additional vehicles (pickup and/or ATV plus application equipment). The job descriptions of the managers will be reviewed and salary ranges adopted next year. Below is the 2014 budget reflecting the changes discussed. A meeting will be held Thursday, December 19, at 6:30 pm. to adopt the 2014 budget. Terrie will make arrangements for phone conferencing so trustees may call in.

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
Acoountant	\$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>Mosquito Abatement</b>		
<b>Larvicide</b>	\$70,669	10% over 2013 prices;
<b>Adulticide</b>	\$20,000	10% over 2013 prices + \$5,000
<b>Surveillance</b>	\$3,000	Need 5 new traps plus refill tanks; state lab may not get funding so we would have to pay for WNV testing
<b>Fuel</b>	\$11,000	Price per gallon same but we don't use as much as under BRHD contract
<b>Maintenance</b>	\$6,200	Raised to reflect actual costs; includes service contract for GIS & Sentinel pkg
<b>Operations site</b>	\$13,500	May have to increase depending on school bond & increased property taxes for building owner
<b>UPDES permit</b>	\$1,650	Unknown if legislature will pay for this
<b>Contingency Fund</b>	\$1,500	
<b>Personnel</b>	<b>\$71,279</b>	
Administrative manager	\$6,615	5% increase (\$15.75/hr) for 420 hrs
Field Operations manager	\$15,758	5% increase (\$16.80/hr) for 938 hrs
Field worker, larvicide	\$26,806	Will only have 2 experienced return
Field worker, fogging	\$9,900	
Surveillance worker	\$1,500	
<b>Trustee comp &amp; mileage</b>	\$6,000	
<b>Officer per diem</b>	\$500	
<b>Payroll</b>	\$4,200	
<b>Capital Improvements Fund</b>	\$66,917	Includes pickup & 2 ATVs plus contribution towards bldg site savings
<b>TOTAL EXPENSES</b>	<b>\$285,000</b>	

## **ANNUAL REPORT**

The draft 2013 annual report was discussed. Terrie was asked to expand on larva abatement and to include a couple of tables showing field statistics and how time is spent by the employees. The changes will be made and approval could be given at the December 19 meeting.

## **ASKING LOGAN CITY TO JOIN CMAD**

As directed last month, Terrie prepared a few paragraphs for use in approaching Logan to join CMAD. Darwin said he would make an appointment with the new mayor of Logan to discuss this. Several trustees expressed concern that if Logan did join it could dilute abatement services and increase the likelihood of complaints. The training CMAD employees receive will be added to the discussion points when Darwin meets with Mayor Petersen.

## **BILLS**

The following bills were presented. Darwin moved, and Dave G. seconded, that the bills be approved. Motion passed unanimously. Ayes: Wood, Gatherum, LaBau, Pitcher, Jepsen, Price, Larsen, Nelson, Johnson, Smith, Mather, Spackman, Ricks, and Bates.

### **Administration**

ad for bid sale	40.00
Staples (toner, envelopes)	87.27
Postage	23.76
Cache Valley Publishing	57.09

### **Telephones** 136.76

### **Building**

rent + internet	925.00
Questar	29.28

### **Personnel**

Admin	450.00
Field Ops	328.00
Payroll liability	46.67
Workers Comp	197.66

## **ADJOURNMENT**

Dave G. moved, and Bob seconded, that the meeting be adjourned. The meeting was adjourned at 8:55 p.m.

Prepared by /s/ Terrie L. Wierenga

Date 12/29/2013

Accepted: 1/23/2014