

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Wednesday, November 11, 2015 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 11 municipalities and the county unincorporated area were present:

Deon Johnson, Providence  
Kendon Godfrey, Clarkston  
Elaine Nelson, North Logan  
Craig Rigby, Newton  
Darwin Pitcher, Lewiston  
Dave Gatherum, Hyde Park *arr. 7:20*

Kevin Tingey, Wellsville  
Kermit Price, Millville  
Robert Mather, Smithfield  
Tom LaBau, Hyrum  
Jeff Ricks, unincorporated  
Greg Taylor, Mendon

Excused: Joe Hansen, Cornish; Raymond Smith, Richmond; Ryan Arkoudas, Nibley; Dave Wood, Amalga; Perry Spackman, Trenton.

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

The meeting was called to order at 7:00 pm by Chairman Elaine Nelson. Kendon Godfrey moved and Tom LaBau seconded that the agenda be adopted. Ayes: Godfrey, LaBau, Pitcher, Taylor, Price, Rigby, Nelson, Johnson, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

### **MINUTES**

The minutes of the October 22, 2015 meeting were reviewed and discussed.

Darwin Pitcher moved, and Deon Johnson seconded, that the minutes be approved. Ayes: Godfrey, Pitcher, Taylor, Price, Rigby, Nelson, Johnson, Mather, Spackman, and Ricks. Nays: none. Abstain: LaBau. Motion passed unanimously.

### **MANAGERS REPORTS**

Richard Rigby reported that all the vehicles and equipment are winterized. Just a few minor jobs left such as putting out rodent bait. The two ATVs are still for sale. Over all, it was a successful season. Elaine asked him how he felt things were going after being in the position of Field Operations Manager for several years. Richard said that managing is not too bad because of the good personnel. The hardest part is not knowing what the season will be like. That said, the field crew is able to keep up with the communities' needs. He's still learning.

Terrie Wierenga distributed a handout summarizing the UMAA meeting she attended via teleconference and the UASD conference. **UMAA meeting October 30:**

The bulk of the time was spent discussing MP3 (Managed Pollinators Protection Plan). Kirk said that EPA language provided an exemption for wide-area mosquito control for public health. Even so, the letter he drafted will emphasize again the impact that a 2 mi wide, 48 hour notice, will have on MADs. Joey Caputo from UDAF was there to present more on MP3 and listen to concerns from the mosquito districts. His take is that all the stuff mentioned in the brochures and plan are just guidelines and not requirements. As Gary and others pointed out, though, the current language of the brochures reads as a requirement and will be used to 'club to death' the MADs. Joey said that the testing they've done on a number of hives shows the main residue to be rodenticides (?) used to control mites and not the pesticides used by MADs. He also claimed that no beekeeper in Utah had ever accused a MAD of killing their bees at which point Sean got on the line and straightened him out. A lot of discussion was held on registration (or not) of beekeepers with Joey saying that probably only 10-20% of them are registered and that the only time someone is cited is when they do a serious violation elsewhere like spreading disease. Joey said that if the beekeepers want a 2 mi area 48 hr notice, they have to pay for the technology to provide it and that it would likely come from the registration fees — that may not be there after 2016's legislative session (bill being considered that would do away with registration). Gary brought up the question of who has the right to request a no spray exclusion: the land owner or the beekeeper who moved their hives onto the land? Joey hemmed and hawed and finally said the landowner should have the trump rights.

Legislative concerns: RDAs were discussed. As it stands now, once the taxes start being fully collected and passed on to districts, that actually lowers the overall tax rate *unless* the district does a Truth in Taxation to raise the rate to include the 'new' revenue from the RDA (this would affect us with Smithfield's RDA and the Pepperidge Farm CDA). Brian King plans to run a bill to create the position of ombudsman for local districts that is controlled by the state auditor. The primary reason for doing so is to be able keep a tighter rein on water districts but they have to target ALL local and special service districts. As Sammie pointed out, once the ombudsman starts looking into any complaint, they will keep digging until they find something in order to justify the expense.

#### **UASD meeting November 4-6:**

A good conference; lots of information and explanation of legislative changes. Sessions I found helpful:

- Essentials of Having & Following Personnel Policies: We're in a gray area where the code says "local districts are established on a merit system of personnel administration" but that's it. For other entities, the code is fairly specific. Because the wording is vague, some employees may still be considered at-will. It's up to our personnel policy to define the relationship. Our policy discusses this but needs more detail. Wording on harassment/discrimination protections needs updated.
  - Use of electronic equipment should be part of the personnel policy. Ours directs readers to our electronic media policy. This needs to be revised/updated to include the use of the district phone for personal calls (Richard's smartphone). Basically, we need to clearly communicate that a user of any district-owned device can expect no privacy or protections from an audit.

- Training is a component that needs to be included: describe what training is required for employee groups and what training the district will pay for (pesticide applicator permits, records officer, etc.)
- Open Records Portal: Beginning January 1, 2017, local and special districts will be activated on the open records portal. This provides another avenue for the public to submit GRAMA requests. Since we were formed in 2004, we've only had one GRAMA request.
- Upcoming Legislation:
  - Require trustees to take board member training once each 4 year term
  - Allow districts to add revenue from RDAs and CDAs at end of 'protection' without having to go through Truth in Taxation process. Currently, once the full taxes start coming to the districts, this is not treated as new growth. End result is that the certified tax rate is lowered and everyone pays less. This could represent up to \$20,000 with the Pepperidge Farm CDA and Smithfield RDA.
  - Usual UASD cleanup bills that specify local districts
  - Require all local districts to participate on Transparency website (quarterly posting of all expenditures, including wages, & revenues)
- What's New at the Auditor's Office: The online submission of reports is being revamped and we will have to re-establish our credentials. Since our operating budget is less than \$500,000 we aren't required—yet—to use the uniform chart of accounts. There's been some confusion on what records are needed for the special purpose audits; this will be clarified in CPA training in January. It's recommended that actual bank statement/s be added to financial reports.
- Investigations of Discrimination: Interesting session. The information will be used to revise our personnel policy so we're in compliance.
- Social Media: Some good tips but it was mostly a commercial for the presenter's company.

Terrie reported she received several calls from USU safety office on mosquito control around buildings where Rift Valley Fever research is being conducted. Deon Johnson asked if beekeepers let the District know where their hives are located; most do not, Richard said. The hobbyist beekeepers are primarily the ones letting the District know where their few hives are located. Darwin Pitcher asked if larviciding is hazardous to bees. Richard said the only one he could think of would be the BVA oil because it could possibly prevent the bees from drinking when they land on the treated water. Dave Gatherum arrived at 7:20 p.m.

## **PROPOSED 2016 BUDGET**

The budget committee (Elaine Nelson, Joe Hansen, Kendon Godfrey, Kermit Price, Richard Rigby and Terrie Wierenga) met on October 27 to prepare the proposed budget. Terrie summarized the proposal and answered questions. Tom LaBau moved, and Kendon Godfrey seconded, to adopt the proposed budget. Ayes: Godfrey, Gatherum, LaBau, Pitcher, Taylor, Price, Rigby, Nelson, Johnson, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

General Fund				
	2014 Actual	2015 estimated	2016 proposed	
<b>Revenue</b>	<b>330,482</b>	<b>363,444</b>	<b>295,000</b>	
<b>Expenditures:</b>				
<b><i>Personnel</i></b>	<b>68,074</b>	<b>67,516</b>	<b>73,337</b>	
Administrative Mgr	5,645	5,500	6,615	
Field Ops Mgr	16,871	16,800	15,916	
Field Worker, larvacide	20,157	23,234	26,806	
Field Worker, fogging	12,961	9,281	9,900	
Surveillance Worker	1,122	930	1,500	
Trustee comp	6,430	6,891	7,500	
Officer per diem	546	576	600	
Payroll liability	4,342	4,304	4,500	
<b><i>Administration</i></b>	<b>17,113</b>	<b>16,231</b>	<b>20,725</b>	
Workers Comp	2,450	2,740	2,800	
Phones	2,398	2,231	2,100	
Office supplies	1,936	800	1,800	
Accountant	1,000	1,000	2,000	
Premiums (ins, bonding)	5,751	6,099	6,500	
Dues	707	714	725	
Legal Notices	118	100	100	
Travel & Training	1,093	1,175	3,000	
Website/Education	216	0	200	
Misc. (PPE, safety, etc.)	1,444	1,372	1,500	
<b><i>Mosquito Abatement</i></b>	<b>115,159</b>	<b>197,819</b>	<b>102,650</b>	
Larvicide	68,149	124,476	20,000	
Adulticide	13,914	43,453	47,300	
Surveillance	1,332	1,183	3,000	
Fuel	9,965	7,400	11,000	
Maintenance	7,130	6,595	6,200	
Operations Site	13,020	13,062	13,500	
UPDES Permit	1,650	1,650	1,650	
<b>Vehicles/Equipment</b>	<b>36,390</b>	<b>22,654</b>	<b>39,000</b>	
<b>Contingency Fund</b>	<b>1,560</b>	<b>6,626</b>	<b>9,288</b>	

<b>Cap Imp Fund</b>	<b>30,000</b>	<b>44,263</b>	<b>50,000</b>	
<b>Contribution to Fund Balance</b>	31532	8335	38961	
<i>figures in italics are estimates through Dec. 31, 2015</i>				
<b>Capital Projects Fund</b>				
	2014 Actual	2015 estimated	2016 proposed	
<b>Revenues</b>				
Investment/Interest income	1545	2450		
Transfers from General Fund	60000	44263	50000	
Beginning fund balance	313002	374547	421260	
<b>Total Revenue</b>	<b>374547</b>	<b>421260</b>	<b>471260</b>	
<b>Expenditures</b>	0	0	0	
<b>Ending Fund Balance</b>	<b>374547</b>	<b>421260</b>	<b>471260</b>	
<p>Expenditures must equal Revenue. Larvicide cost is substantially lower due to the purchase of Abate in September. Richard plans to try some new products to find something that will be similar to Abate (controls larva 1-3 wks). A pickup (\$20,000) and 2 ATVs (\$19,000 with special tires) will be purchased for the 2016 season in accordance with our capital improvements strategic plan.</p> <p>Richard would like to try a couple of pieces of equipment (backpack fogger and granule spreader) for \$900 and \$1000, respectively (these are not included in the line item for Vehicles/Equipment).</p> <p>The handheld units for the Sentinel system (GPS tracking of fogging and larviciding) are 4 years old so these may need to be replaced or upgraded soon. Cost when obtained in 2012 was \$2,200 per unit.</p> <p>Richard's computer will need to be replaced this year or next but can likely be absorbed by the Office Supplies line item.</p> <p>A 1% raise for employees (including managers) is recommended.</p>				

## PROPERTY

No discussion.

## BILLS

The following bills were presented. Terrie is still working with Marriott to straighten out the billing for the hotel room during the UASD conference. Darwin Pitcher moved and Deon Johnson seconded to pay the bills. Ayes: Godfrey, Gatherum, LaBau, Pitcher, Taylor, Price,

Rigby, Nelson, Johnson, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

<b>Maintenance</b>	<b>\$36.36</b>
Cache Honda Yamaha	\$14.38
NAPA	\$21.98
<b>Telephones</b>	<b>\$139.47</b>
<b>Building</b>	<b>\$1,087.94</b>
rent + internet	\$1,025.00
Questar	\$7.19
Rocky Mountain Power	\$55.75
<b>Travel &amp; Training</b>	
UASD	\$191.35
<b>Fuel</b>	<b>\$244.67</b>
<b>Personnel</b>	
Admin	\$539.44
Field Ops	\$432.60
Payroll liability	\$74.36
Workers Comp	\$228.29
replaced checks over 120 days:	
Scott - #2723	
Scott - #2732	
Kevin - #2729	
Joe - #2869	
Joe - #2885	

## ADJOURNMENT

Robert Mather moved that the meeting be adjourned. The meeting was adjourned at 7:32 pm.

Prepared by /s/ Terrie L. Wierenga

Date 11/25/2015

Accepted: 12/16/2015