

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, March 27, 2008, in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 11 municipalities were present:

Dave Wood, Amalga  
Ed Rigby, Wellsville  
Nick Murphy, Cornish  
Dave Gatherum, Hyde Park  
Mike Carlson, Mendon (*arr. 7:10 pm*)  
Karen Blotter, Millville

Darwin Pitcher, Lewiston  
Leslie Erickson, Richmond  
Richard Rigby, Newton  
Tom LaBau, Hyrum  
Scott Larsen, Nibley

Excused: Jeff Ricks, unincorporated; Elaine Nelson, North Logan; Perry Spackman, Trenton; Deon Johnson, Providence. Absent: Boyd Pugmire, Clarkston; Robert Mather, Smithfield.

Also in attendance were Chris Nelson, BRHD; Jackie Persian, Smithfield; and Matt Regen, CPA.

Vice-chairman Darwin Pitcher called the meeting to order at 7:00 pm.

### **MINUTES**

The minutes of the February 28, 2008 meeting were reviewed. Under the trustee training section presented by Van Christensen, Scott asked that a statement about chance meetings be inserted. The following statement was placed at the top of page 2: Chance meetings with no business discussion are not official meetings.

Leslie moved, and Scott seconded, that the minutes as changed be accepted. Motion passed unanimously with Ed abstaining.

### **PUBLIC COMMENT**

Jackie distributed her internet searches on Malathion use as well as responses from the CDC and EPA to emails she sent. She will email Terrie the digital files of these for reference. She is still very concerned about CMAD using Malathion at all and would prefer it be used only once or twice a season, if at all. She requested that the Board consider other pesticides to combat adult mosquitoes. She also expressed concern that no pesticide specialists are on the Board.

Nick suggested that CMAD contact Dr. Ed Redd, public health director, for his assessment of the use of Malathion in an integrated pest management program. As well, Terrie will contact Dr. Jeff Hall, Utah Diagnostic Laboratory, and Dr. Howard Deer, USU Extension Pesticide Specialist, for their views. Scott suggested we contact UMAA to see how other districts have dealt with educating the public on Malathion or other pesticide use. Tom moved, and Ed seconded, to close the public comment section. The motion was ruled out of order.

## **REVIEW OF FINANCIAL STATEMENT REPORT**

Matt Regen presented his review of the financial statements. A key finding that recurs is that while Terrie gives the monthly financial reports on a cash flow basis, the accounting is actually done on a cash accrual basis for the annual reports. She will meet with Matt no later than November 2008 to review the budget and determine what changes (if any) need to be made when the budget is opened in December.

Discussion on the review findings, especially the missed budget expenditures in personnel (includes wages and trustee compensation) and abatement expenses, was held. Concern was expressed that expenditure increases have far outstripped revenue increases and that the capital improvements fund is being drained.

## **BRHD REPORT**

Chris reported that the larvacide and adulticide chemicals have been ordered. The ATV's are ready to go, and the foggers will be calibrated April 1. Dave G. asked Chris what was learned from last year. Chris said that more training must be given to the field workers to help deal with interactions with the public. CDC has cut the funds they provide for WNV testing, which means there will be less testing done by the state lab this year. There is a system (RAMP) that some districts are using to supplement the state testing; consider this for the UDAF grant application, possibly going in with Box Elder MAD and Logan City.

Scott asked how the mapping is going. Chris said it is going well. Routes can easily be customized. Hot spots are pretty much the same year to year. Chris will bring maps next month to show how the program works. One to two traps will be 'floaters' this season. Karen asked if they were aware of the pond created by UDOT located between Nibley and Millville. What was supposed to be a drainage field instead becomes a dam.

## **C-Y MAD MEETING REPORT**

Terrie read an email from Jeff in which Brad from C-Y MAD apologizes for giving Jeff and Perry the wrong date for the meeting to discuss possibly contracting for services this year. They have still not paid for the work done through last July; Terrie has sent three reminder invoices since September.

## **RECORDS MANAGEMENT POLICY**

The proposed Records Management Policy was discussed. Main discussion point was the fees that could be assessed for copies and research, and that they are evenly applied. Up to 15 minutes work, whether copying or burning a CD, would be free; after that, an hourly charge (prorated) would kick in. Discretion on charging for information requests was left to Terrie with review by the Board when requested.

Richard moved, and Dave G. seconded, that the Records Management Policy with the changes noted be adopted. Motion passed unanimously.

## **FEE SCHEDULE**

Discussion was held on possibly developing a fee schedule for spray requests. Since the trucks and foggers are already out, it doesn't require much effort to fit in the special requests (such as

before various city events). Grant (via email) said that special requests are relatively infrequent. The Board decided there was no need to adopt a schedule at this time.

## CLERK'S REPORT

Terrie reported on the training she attended this morning and distributed this summary:

**State Archives** (Tiffany O'Sheal): Public notice site will be up April 1; date to start using is October 1; compliance date is April 1, 2009. CMAD isn't required to use it because our budget is less than \$1,000,000. However, it is strongly recommended that we do. It looks like it'll work pretty well. Tiffany ran through it and showed us how to set things up, attach files, etc. It is only for posting notices of public meetings—no public hearings, truth in taxation notices, etc. This is one of the items they hope to move to once the site demonstrates its functionality and reliability.

**Property Tax Update** (Lamar Sayer): Some changes, but will affect cities much more. **Special District Update** (LeGrand Bitter): Recodification is pretty well complete. Of course, this means we need to update our policies to reflect the new code citations. **SAO** (Richard Moon, Kent Godfrey): Reviewed SAO website. Pretty much every report we send in is up there as well as the last 4-5 years of financial reviews. We also need to file the UT-5 form (survey of investments and banking). **Ethics** (Van Christensen): pretty much a review of what he told us at the training in February. **New Audit Reporting Requirements** (MacRay Curtis): definitions were changed by government accounting board standards (GASB) so we could see more findings listed on the annual review.

Main things I learned:

- ◆ update our policies
- ◆ archive previous versions
- ◆ can send reports to SAO as PDF as well as hard copy
- ◆ Public notice site can also be used to post our minutes
- ◆ sometimes the answer to a question is "Because we say so" (Tax Commission)

QuickBooks: Intuit will no longer support CMAD's version of QuickBooks. The 2008 program costs around \$160. Terrie will purchase it and be reimbursed.

## BILLS

The following bills were presented. Richard moved, and Tom seconded, that they be paid; motion passed unanimously.

Terrie's wages	\$237.50
T-Mobile	34.19
Petty cash	97.97

## ADJOURNMENT

Richard moved, and Nick seconded, that the meeting be adjourned; motion passed unanimously. The meeting was adjourned at 8:27 pm.

Respectfully submitted by: /s/ Terrie Wierenga 4/24/08  
Clerk