

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, February 28, 2008, in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 13 municipalities were present:

Dave Wood, Amalga	Darwin Pitcher, Lewiston
Elaine Nelson, North Logan	Leslie Erickson, Richmond
Robert Mather, Smithfield ( <i>arr. 7:10 pm</i> )	Richard Rigby, Newton
Dave Gatherum, Hyde Park	Tom LaBau, Hyrum
Mike Carlson, Mendon	Scott Larsen, Nibley ( <i>arr. 7:08 pm</i> )
Perry Spackman, Trenton	Karen Blotter, Millville
Deon Johnson, Providence	

Excused: Ed Rigby, Wellsville; Jeff Ricks, unincorporated. Absent: Boyd Pugmire, Clarkston; Nick Murphy, Cornish.

Also in attendance were Chris Nelson and Grant Koford, BRHD; Tom and Jackie Persian, Smithfield; Jill and Sid Zollinger, Cache County Clerk; and Van Christensen, State Auditor Office.

Chairman Perry Spackman called the meeting to order at 7:00 pm.

### **MINUTES**

The minutes of the January 24, 2008, meeting were reviewed.

Elaine moved, and Darwin seconded, that the minutes be approved. The motion carried unanimously with Tom abstaining.

### **OATH OF OFFICE**

County Clerk Jill Zollinger administered the oath of office to the new trustees and those not having been sworn in previously: Mike Carlson, Elaine Nelson Deon Johnson, Richard Rigby, Darwin Pitcher, and Karen Blotter.

### **TRUSTEE TRAINING**

Van Christensen from the State Auditor Office presented the required trustee training. He first reviewed who the state auditor is and what the office does. Trustee appointment procedure remains the same, with trustees being appointed by resolution by each city or county council for a term of four years. However, there is nothing preventing the councils from appointing a new trustee as often as they wish.

The simplest rule in ethics is to not accept any gift over \$50 in value. Nepotism is forbidden. Trustees cannot bid on contracts offered by the District.

Anytime a majority of trustees (nine) are present and discussing business, it is considered to be an official meeting and is governed by the open and public meetings laws. Chance meetings with no business discussion are not official meetings. Agendas must include the time, place, and reasonably define the specific business to be discussed at the meeting. The District is not required to let the public speak at these regular meetings. However, the District is required to accept public comment during public hearings. A time limit for each person to speak may be put in place at the start of the public hearing. The state archives office will be the official host for the meeting public notice website and will be providing training at the regional training sessions in March and April. There are only six reasons to close a meeting; no votes will be taken during closed meetings. Districts are required to maintain both written and audio recordings of the meetings although the written minutes are considered the official record. Once the written minutes are approved, they stand as the official record even if they disagree with the audio recording.

Van next reviewed the budget process and discussed the responsibilities of the clerk, treasurer, and trustees. The District is following the correct procedure for adopting a budget and making adjustments. Scott asked about the process for providing services for a fee; the process is described in the *Little Manual for Local Districts* from SAO. All required financial reports are being done and the District has a written purchasing policy in place.

GRAMA (Government Records Access and Management Act) balances the right to privacy with the public's right to know. Fees for providing the records in the requested format may be charged, but a policy setting the (reasonable) fees must be adopted. A policy for storage of or archiving the records should also be in place.

Liability insurance for the District, and bonding for the treasurer and trustees, are required and are in place. The phone number for CMAD is listed in the local directory as well as posted on several local websites.

A local district has different fund limitations than cities and counties. They can have one year of property tax revenue plus \$50,000 in the General Fund. A line in the Capital Projects fund can be created for contingencies/emergencies.

Van then distributed a copy of the *Little Manual for Local Districts* and his contact information if trustees have further questions.

### **PUBLIC COMMENT PERIOD**

Jackie Persian reported on some of her findings about Malathion residue and expressed her concern over the weekly fogging that occurred last season. She and Terrie reported on the request to the Cache School District for attendance records to see if there is any indication of unexpected absences after fogging. Tom Persian asked the Board to consider different fogging schedules to prevent direct exposures, especially to children who may be outside after 10 pm.

### **BRHD CONTRACT**

Terrie read Ed's comments and concerns about the budget, namely that all charges be clearly accounted for on the invoices from BRHD. Scott repeated his concerns expressed during

previous discussions: lack of a maintenance plan/program, such as to avoid buying 14 tires in one year, and items appearing in the line item description that are not subsequently purchased. Scott, and others, feel that more details are required on the monthly invoices from BRHD. All agree it is important to not micro-manage BRHD.

Tom moved, and Elaine seconded, that the proposed Amendment 4 contract and budget be approved. After a short discussion (Robert said to remember that BRHD is contributing \$50,000 to abatement activities while Scott said that as a Board, CMAD must know where our money is going), the motion passed unanimously.

### **COLLEGE-YOUNG MAD MEETING**

Terrie reported that the invoice for the larvaciding and fogging done under the contract has not been paid. Perry said that the C-Y MAD board were all in agreement after the August meeting about paying the \$3500 for the work done. He will bring this up when he and Jeff meet with the C-Y MAD board to discuss possible services for this season.

### **CLERK'S REPORT**

Terrie reported that the IRS has granted CMAD permission to file withholding reports and deposits just once a year instead of quarterly. She also said that the UASD (Utah Association of Special Districts; [www.uasd.org](http://www.uasd.org)) contains status reports on all the legislation affecting local districts during the legislative session.

The proposed letter describing CMAD, its mission, and what it provides, was discussed. Terrie has received feedback from Jill (BRHD public relations) as well. She will make the revisions and present a final version for next meeting. She'll also work on an information letter/brochure on Malathion and other pesticides used by CMAD, and ask Drs. Jeff Hall and Howard Deer to review it for accuracy.

### **BILLS**

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

Wages	\$218.75
T-Mobile	34.19
UMAA dues	350.00
Petty cash replenishment	<u>65.36</u>
	\$668.30

### **ADJOURNMENT**

Richard moved, and Elaine seconded, that the meeting be adjourned; motion passed unanimously. Perry closed the meeting at 8:40 pm.

Respectfully submitted: /s/ Terrie L. Wierenga

Date: 3/27/08

