

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
March 23, 2023**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, February 23, 2023, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 16 municipalities were present:

Joe Archer, North Logan	Paul James, Hyrum	Greg Taylor, Mendon
Tom Davis, Nibley	Kermit Price, Millville	Kevin Tingey, Wellsville
David Gatherum, Hyde Park	Jeff Ricks, Unincorporated	Jon Wells, Smithfield <small>(7:23 arrival)</small>
Joe Hansen, Cornish	Craig Rigby, Newton	David Wood, Amalga
Kim Hatch, Trenton	Don Sheffer, Richmond	
Craig Hidalgo, Clarkston	Ned Simper, Lewiston	

Excused: Jeff Nebeker, Providence

Also present: Jessica Olson, Admin Manager      Richard Rigby, Manager  
Sierra Bradley, Admin Manager Trainee

**MEETING CALLED TO ORDER AND ROLL CALL**

The meeting was called to order at 7:00 p.m. by Chair Joe Hansen and roll call was recorded.

**ADOPT AGENDA**

The agenda was reviewed.

David Wood moved and Jeff Ricks seconded that the agenda be adopted. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Price, Rigby, Sheffer, Simper, Taylor, Tingey. Nays: None. (Jon Wells had not yet arrived, and thus did not vote). Motion passed unanimously.

**OATH OF OFFICE**

Joe Archer, North Logan's re-appointed representative, and Kevin Tingey, Wellsville's re-appointed representative, took the Oath of Office. The oath was administered by Jessica Olson, clerk.

**MINUTES OF PREVIOUS MEETING**

The minutes of the February 23, 2023 meeting were reviewed.

Paul James moved and Kermit Price seconded that the minutes be approved. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, Ricks, Rigby, Sheffer, Simper, Taylor, Tingey, Wood. Nays: None. (Jon Wells had not yet arrived, and thus did not vote.) Motion passed unanimously.

## **CMAD Hiring Committees**

Last month the topic of creating a hiring committee came up, specifically in regards to preventing nepotism within the District. After discussion on the necessity (or lack thereof) of creating a hiring committee, it was decided that if a relative applies for a position, a temporary hiring committee will be created, and/or in the case of seasonal workers, trustees will be selected to assist in the hiring process. Otherwise, Richard will handle hiring decisions.

Additionally, a hiring committee was convened on Wednesday, 22 March 2023 to conduct interviews and hire a new Administrative Manager. The hiring committee consisted of: Joe Hansen, Craig Hidalgo, Jeff Ricks, and Don Sheffer (with Richard Rigby and Jessica Olson involved as participating but non-voting members). CMAD received 17 applications, and after reviewing the resumes submitted, decided to interview five of the applicants. All five were interviewed on 22 March. The committee discussed each applicant at length, and decided that the position would be offered to Sierra Bradley, at an hourly wage of \$15.75 (the same wage currently given to the current Administrative Manager). Sierra Bradley accepted.

Paul James moved and Dave Gatherum seconded to concur with the CMAD Hiring Committee's decision to hire Sierra Bradley as the new Administrative Assistant.  
Ayes: Archer, Davis, Hansen, Hatch, Hidalgo, Price, Ricks, Rigby, Sheffer, Simper, Taylor, Tingey, Wood. Nays: None. (Jon Wells had not yet arrived, and thus did not vote.) Motion passed unanimously.

## **DISCUSS INSURANCE FOR DRONES**

Last month we received a quote from ULGT to insure our three drones—the quote was \$3,572.71 for the year. We have since received two additional quotes from Rigo Chaparro's State Farm office in Smithfield in order to compare the cost. Quote #1 from State Farm was \$50 per month with a \$0 deductible (which equals \$600 per year). Quote #2 from State Farm was \$37.50 per month with a \$500 deductible (which equals \$450 per year). Discussion ensued regarding requirements for drone operators (including labor costs), liability coverage and State Farm's service charge.

It was decided that the discussion would be tabled until next month when we have more facts. Jessica Olson will find out what State Farm's monthly service charge is, and Richard Rigby will present a comparison of labor costs (comparing larviciding the way we have done it in the past, with how it could be done utilizing the drones).

## **MANAGER REPORTS**

Manager Richard Rigby reported on the status of the chemicals we have ordered. Everything that we have ordered should arrive by the first of June.

Richard also reported on the difficulties he has had with hiring seasonal workers—specifically larviciders. In the past month he has only had two people show interest. He needs individuals who are at least 18 years old in order to meet the state's age requirement to drive government vehicles.

Richard also reported on damage to the building's rain gutters due to falling snow. He has contacted Lundahl Building to see about repairing the damage.

Administrative Manager Jessica Olson reported that Rocky Mountain Power will be replacing the power meter at the building with a digital meter during the month of April. Power will be lost to the building for about five minutes.

Jessica also outlined the chapter in the Utah Code about nepotism, and discussion ensued on what that meant for CMAD. It was decided that when a relative applies for a position at the District, the Board will provide at least two board members to sit in on the interview to ensure that that individual is indeed the best and most qualified person for the position. Additionally, no individual whose hiring was approved by the board needs to be re-evaluated in order to maintain their employment.

It was also noted during discussion that wage/salary increases for any employee of the District is approved by the Board (as part of the budget discussion/approval). Wages are determined by the number of years an individual has worked for the District (Foggers start at \$12/hour, Larviciders start at \$14/hour, custodial positions start at \$12/hour. The Board approves an annual percentage increase each year during budget discussions. For example, in 2022 it was determined that in 2023 everyone would receive a 5% wage increase.)

Jessica also introduced the new Administrative Manager, Sierra Bradley. Members of the Hiring Committee highlighted that Sierra is very knowledgeable about mosquitos due to her previous work with the District doing speciation, and will be a great asset when conversing with the public as the Administrative Manager. The Hiring Committee also outlined the process they went through to determine who was best qualified.

**REVIEW AND APPROVE BILLS: 24 Feb 2023 – 23 Mar 2023**

<b>Personnel</b>	<b>\$3,599.47</b>	<b>Administration</b>	<b>\$1,999.75</b>
Payroll Tax Liability	\$255.78	Admin Manager Miles	\$91.05
Admin Manager	\$427.14	Office Equipment (Comcast, Quickbooks)	\$203.62
Manager	\$2,500.00	Office Supplies (Ink)	\$46.99
Workers, Larvicide	\$389.55	<u>Phones</u>	
Workers, Custodial	\$27.00	Google Cloud	\$12.00
<b>Abatement</b>	<b>\$3,215.50</b>	Verizon	\$217.65
Maintenance	\$1,040.69	Travel & Training	\$194.20
Fuel	\$282.64	Workers Comp Premium	\$1,234.24
<u>Operations Site</u>			
Hyde Park City	\$142.45	<b>Vehicles/Equipment</b>	<b>\$55.40</b>
Rocky Mountain Power	\$686.42	Handhelds (Verizon Connect)	\$55.40
Dominion Energy	\$1,063.30		

Craig Rigby moved and David Wood seconded that the bills be approved. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Price, Ricks, Sheffer, Simper, Taylor, Tingey, Wells. Nays: None. Motion passed unanimously.

## **ADJOURNMENT**

Paul James moved and Dave Gatherum seconded that the meeting be adjourned. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Price, Ricks, Rigby, Sheffer, Simper, Taylor, Tingey, Wells, Wood. Nays: None. Motion passed unanimously. Meeting adjourned at 7:53pm.

Prepared by  Jessica Olson       Date  23 February 2023

Accepted:  27 March 2023