

**Cache Mosquito Abatement District
Board of Trustees Meeting
September 22, 2022**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, September 22, 2022, at 7 p.m. in the CMAD Building (850 W 100 S, Hyde Park). Representatives from 10 municipalities were present:

Craig Hidalgo, Clarkston	Jeff Ricks, Unincorp (phone)	Paul James, Hyrum
David Gatherum, Hyde Park	Joe Archer, North Logan	Tom Davis, Nibley (7:15)
David Wood, Amalga	Joe Hansen, Cornish	
Don Sheffer, Richmond	Kim Hatch, Trenton	

Excused: Craig Rigby, Newton Curtis Wall, Smithfield Darwin Pitcher, Lewiston
Deon Johnson, Providence Greg Taylor, Mendon Kermit Price, Millville Kevin Tingey, Wellsville

Also present: Debbie Mays, Administrative Manager Richard Rigby, Manager

ADOPT AGENDA

The meeting was called to order at 7:04 p.m. by Chair Joe Hansen. Jeff Ricks was participating by phone. The agenda was reviewed.

David Gatherum moved and Craig Hidalgo seconded that the agenda be adopted. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Ricks, Sheffer, Wood. Nays: None. Motion passed unanimously. Tom Davis was not yet present.

MINUTES OF PREVIOUS MEETING

The minutes of the August 25, 2022 meeting were reviewed.

David Wood moved and Don Sheffer seconded that the minutes be approved. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Ricks, Sheffer, Wood. Nays: None. Motion passed unanimously. Tom Davis was not yet present.

MANAGER REPORTS

Manager Richard Rigby reports there were only 118 mosquitoes in all 16 traps this week, as opposed to September 1 when there were about 1,000. Because of this, fogging will officially end this week. Fortunately, we didn't have any West Nile Virus at all this year even though it was a hot summer. Often when the summers are hot we have more of a problem with WNV.

Richard reported on the USU engineering students who will be working on a project to improve the spreader we use for larvicide. Richard will be mentoring students as they work on this project over 2 semesters. He is hopeful they will be able to design and build an improved spreader.

Richard reports the HVAC system in our building was worked on recently, and so far it seems like the problems with temperature control have been solved.

Administrative Manager Debbie Mays provided information on this month's bills as well as our current budget position. She also noted there are 8 trustees whose terms are ending in December, and letters have been sent to their respective city councils. Debbie also presented some information for upcoming agenda items, including a resolution she drafted for a long-range capital projects plan as well as some information for the upcoming discussion on the 2023 budget.

RESOLUTION FOR LONG-RANGE CAPITAL PROJECTS PLAN

Craig Hidalgo suggested we table the resolution for now. He gave some examples of things we might consider for this plan. Debbie reminded the Board of the need to assign our 2021 surplus funds (consisting of a little more than \$81,000) to a budget category, as the state report for this is due in December. Craig then volunteered to put together a resolution for approval next month.

Craig Hidalgo moved and Paul James seconded that the Long-Range Capital Projects Plan be tabled until next month. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Ricks, Sheffer, Wood. Nays: None. Motion passed unanimously.

APPROVE CMAD GROUNDS MAINTENANCE SOLUTION

Richard reports he received 2 bids, one from Distinctive Landscape for \$5,965 and one from Leading Edge Landscape for \$14,585 to take care of the grounds maintenance issue which was discussed last month.

Paul James moved and David Wood seconded that we accept Distinctive Landscape's bid. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Ricks, Sheffer, Wood. Nays: None. Motion passed unanimously.

2023 BUDGET COMMITTEE REPORT

The budget committee met at 6 p.m. this evening, one hour before our regular meeting. Participants in the meeting were trustees Joe Hansen, Craig Hidalgo, David Wood, and Joe Archer, as well as Manager Richard Rigby and Administrative Manager Debbie Mays.

To prepare for further discussion in our Board meeting, Debbie mentioned that the numbers on the tentative budget she and Richard prepared include a 3% raise for employees. (As the new Administrative Manager is just beginning employment with us, her position was not included in the 3% raise.) Debbie also reported the amount for the Website Manager was merged with the Administrative Manager because both of those jobs will soon be handled by one person, as the current Website Manager will be retiring within a few months.

Some discussion ensued about the details of the budget. The 2023 tentative budget as presented includes a deficit of \$75,700. Dealing with a deficit budget is new for the Board and is mainly due to a new line item to purchase drones for \$40,000 next year as well as the increased cost of using new chemical products. The suggestion was made that our 2021 surplus of just over \$81,000 be used to pay for the increased costs in the 2023 budget, including the purchase of drones.

There was considerable discussion on pay raises for employees. A suggestion was made for a 5% increase for all employees. Another suggestion was made to raise hourly employees by 5% but to raise the Manager's salary by 10%. Debbie will change the tentative budget to show a 5% raise for all employees. She will also post the figures for giving all workers a 5% raise but giving the manager a 10% raise.

Discussion on the budget will continue at the October meeting. An official 2023 Proposed Budget could be approved at either the October or November meeting. November is the final date for approval, as the public hearing on the Proposed Budget will occur at the beginning of the December meeting. After the public hearing is closed, the Proposed Budget will need final approval and will then become the 2023 Adopted Budget.

BILLS:

Personnel

Payroll Tax Liability	\$970.69
Administrative Manager	\$794.72
Adm Mngr Trainee	\$202.50
Manager	\$2,227.05
Website Manager	\$56.97
Workers, Adulticide	\$2,584.08
Workers, Larvicide	\$5,971.72
Workers, Surveil/Custod	\$850.50

Administration

Accountant	\$1,385.00
Administrative Manager Mileage	\$33.35
Adm Mngr Trainee Mileage	\$25.74
Dues (UASD 2023 Membership Dues)	\$427.00
Office Equipment (Comcast)	credit

Office Supplies

Walmart (Richard)	\$22.94
Staples (Envelopes)	\$39.99

Phones

Google Cloud	\$11.99
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Verizon \$406.18

Premiums (Insurance, Bonding)

Credit ULGT for WC Audit Refund	-\$37.30
Credit ULGT Auto Endorse Refund	-\$336.58
Travel & Training (UMAA Oct Conf)	\$190.00

Abatement

Surveillance (State Lab:82 mosq pools)	\$1,230.00
Fuel	\$3,260.86
Lease/Purchase Payment	\$60,575.71
Maintenance (PowerSports: fender)	\$12.05

Operations Site

Hyde Park City	\$188.21
Rocky Mountain Power	\$626.41
Dominion Energy	\$14.22

Vehicles/Equipment

Handhelds (Verizon Connect)	10.75
USU Larvicide Development	\$5,000

Don Sheffer moved and Paul James seconded that the bills be approved. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Ricks, Sheffer, Wood. Nays: None. Motion passed unanimously.

ADJOURNMENT

David Gatherum moved and David Wood seconded that the meeting be adjourned. Ayes: Archer, Davis, Gatherum, Hansen, Hatch, Hidalgo, James, Ricks, Sheffer, Wood. Nays: None. Motion passed unanimously. The meeting was adjourned at 8:20 p.m.

Prepared by Debbie Mays Date 9/22/2022

Accepted: 27 October 2022