

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Tuesday, November 8, 2011, at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 14 municipalities and the county unincorporated area were present:

Elaine Nelson, North Logan
Joe Hansen, Cornish
Richard Rigby, Newton
Robert Mather, Smithfield *arr 7:40*
Kermit Price, Millville
Perry Spackman, Trenton
Jeff Ricks, unincorporated *arr. 7:10*
Gary Bates, Wellsville

Shane Lewis, Richmond
Darwin Pitcher, Lewiston
Deon Johnson, Providence
Tom LaBau, Hyrum
Dave Wood, Amalga
Dave Gatherum, Hyde Park
Mike Carlson, Mendon *arr 7:07*

Excused: Kendon Godfrey, Clarkston; Scott Larsen, Nibley.

The meeting was called to order at 7:00 pm by chairman Darwin Pitcher.

MINUTES

The minutes of the October 27, 2011 meeting were reviewed.

Tom moved, and Perry seconded, that the minutes be approved. Motion passed unanimously; Shane and Gary abstained.

JOB DESCRIPTIONS

Discussion was held on the drafts of the job descriptions for field operations manager and administrative manager. Tom proposed several changes to the field operations manager description: change “makes hiring recommendations” to “hires”; emphasize teaching aspect; and in the education required section, state that “bachelor’s degree preferably in entomology....” Mike arrived. Dave G. would like clear statement that the field operations manager will be expected to be in the field. Gary said the position needs to clearly state there are no benefits offered. Jeff arrived.

For the administrative manager job description, the importance of being the public liaison should be emphasized as well as no benefits being offered. Discussion then moved to the wages to offer. Several trustees felt that the hourly wage was too low while others were comfortable with the suggested wage. For purposes of determining the 2012 budget, it was decided to go with the higher wage suggestions with the understanding that in all likelihood the actual starting wage will be lower than that.

Terrie can be promoted to administrative manager if the Board desires to but the field operations manager job will need to be advertised.

Elaine moved, and Tom seconded, to approve the job descriptions for field operations manager and administrative manager with the changes discussed. Ayes: Wood, Hansen, LaBau, Pitcher, Carlson, Price, Rigby, Nelson, Johnson, Lewis, Spackman, Ricks, and Bates; Nays: Gatherum. Motion passed.

2012 BUDGET

The draft of the 2012 budget was discussed. Personnel costs were adjusted to reflect the higher wages for the managers. Returning field workers should receive a higher hourly wage than new hires; \$11.50 was suggested for budgeting purposes. Payroll liability (CMAD's portion of social security and medicare) and workers compensation were discussed. Terrie reported on what the increases will be for covering the new employees.

Discussion went back to the proposed hourly wages for the managers. Two trustees felt the wages should be \$20 to \$30 per hour while others felt that was too high. The concern is that the Board would be flooded with applications but marginally qualified people if the hourly rate was \$25. Terrie said the figures originally proposed (\$14-\$15/hr) were from similar positions she found advertised online. Consideration needs to be given to what the salary range is for this local area and not in other parts of the country. Gary would like to see some incentive given for employees. Robert arrived. Mike suggested that the Board budget on the high end but hire on the low end; this would allow wages to be increased during the year if merited. The wages for the field workers were discussed. The Board has to balance salaries with service. Most felt that \$11.50 for good returning field workers was appropriate; new hires should be less. For budgeting purposes, the trustees felt that budgeting \$20/hr for the field operations manager and \$15/hr for the administrative manger would be appropriate. Terrie will check Utah job listings to see what the ranges are for this area.

Tom moved, and Elaine seconded, to adopt the modified tentative budget; motion passed unanimously.

The tentative 2012 budget is as follows:

Revenue	\$271,351
Personnel	\$78,007
Field Ops Mgr	10,400
Admin Mgr	7,560
Field worker, larvacide	34,960
Field worker, fogging	11,385
Trustee compensation & mileage	6,000
Officer per diem	500
Payroll liability	5,000
Workers comp	2,202
Administrative	\$9,135
Phones	1,560
Office supplies	1,500
Accountant	1,000
Premiums	1,625

Dues	700
Legal notices	100
Travel & Training	2,500
Website & education	150
Mosquito Abatement	\$163,294
Surveillance	\$790
CO ₂ tank refills	490
Trap batteries, chargers, etc.	300
Abatement	
Larvacide	\$41,454
Abate	27,600
Altosid	4,120
BVA-2	9,284
BVA flush	250
Adulticide	\$86,000
Fuel	13,150
Maintenance	2,000
Storage (winter)	2,400
NPDES permit	2,000
Operations space	12,500
Storage (2012-13 winter)	\$3,200
Committed (Cap. Imp. Fund)	\$20,915

Jeff and Dave W. left.

2012 OPERATIONS DISCUSSION

Several possibilities for an operations base were discussed. Perry, Dave G., and Robert will follow up on them.

UMAA AND UASD REPORTS

The report from the November UMAA manager's meeting (held October 28) was discussed. Terrie reported that the UASD conference was good and she learned a lot. She met several people from other mosquito districts and discussed a variety of issues.

Darwin and Richard attended the November 2nd Paradise Council meeting to discuss the benefits of having them join the District. All trustees are encouraged to report to their respective city councils on the mosquito district.

BILLS

The following bills were presented. Richard moved, and Joe seconded, to pay the bills. Motion passed unanimously.

Wages	\$ 525.00
Verizon	\$ 130.07
Hyrum rental--Dec	\$ 600.00
UASD reimbursement	\$ 170.43

ADJOURNMENT

There will be two public hearings on December 13th: opening the 2011 budget and adopting the 2012 budget.

Richard moved, and Shane seconded, that the meeting be adjourned; the meeting was adjourned at 8:25 pm.

Prepared by /s/ Terrie L. Wierenga

Date 11/30/2011

Accepted: 12/13/2011