

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Wednesday, December 17, 2014, at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 13 municipalities were present:

Darwin Pitcher, Lewiston
Tom LaBau, Hyrum
Kendon Godfrey, Clarkston
Elaine Nelson, North Logan
Joe Hansen, Cornish
Craig Rigby, Newton
Dave Gatherum, Hyde Park

Perry Spackman, Trenton
Robert Mather, Smithfield
Deon Johnson, Providence
Kermit Price, Millville
Scott Larsen, Nibley
Dave Wood, Amalga
Bob Jepsen, Mendon

Excused: Jeff Ricks, unincorporated; Kevin Tingey, Wellsville; Raymond Smith, Richmond.

Also present: Terrie Wierenga, Administrative Manager, and Richard Rigby, Field Operations Manager.

The meeting was called to order at 7:00 pm by Chairman Elaine Nelson. The agenda was reviewed. Scott Larsen moved, and Joe Hansen seconded, the agenda be adopted. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Jepsen, Price, Rigby, Larsen, Nelson, Johnson, Mather, and Spackman. Nays: none. Motion passed unanimously.

MINUTES

The minutes of the November 12, 2014 meeting were reviewed and discussed.

Tom LaBau moved, and Darwin Pitcher seconded, that the minutes be approved as amended. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Jepsen, Price, Rigby, Larsen, Nelson, Johnson, Mather, and Spackman. Nays: none. Motion passed unanimously.

PUBLIC HEARING – 2015 BUDGET

Tom LaBau moved and Joes Hansen seconded that the regular meeting be closed and the public hearing on the proposed 2015 budget be opened. No public was present; the public hearing was closed and the regular meeting resumed.

2015 BUDGET (RESOLUTION 2014-04)

Scott Larsen moved and Joe Hansen seconded to adopt the 2015 budget with Resolution 2014-04. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Jepsen, Price, Rigby, Larsen, Nelson, Johnson, Mather, and Spackman. Nays: none. Motion passed unanimously.

PUBLIC HEARING – OPEN 2014 BUDGET

Perry Spackman moved and Tom LaBau seconded to open the public hearing on opening the 2014 budget to make necessary adjustments. No public was present; the public hearing was closed and the regular meeting resumed.

OPEN 2014 BUDGET

Scott Larsen moved and Dave Wood seconded to adopt Resolution 2014-05, Adjustments to the 2014 Budget. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Jepsen, Price, Rigby, Larsen, Nelson, Johnson, Mather, and Spackman. Nays: none. Motion passed unanimously.

MANAGERS REPORTS

Richard Rigby reported that the procurement policy continues to be a main topic at the UMAA (Utah Mosquito Abatement Association) directors meetings. Discussion was held on purchasing a forklift vs. a skidsteer. Richard is still able to borrow the forklift from the business next door to move the pallets of pesticide. Kermit wants the District to not have to borrow equipment such as that, primarily due to liability concerns. He told the Board about a person who buys and refurbishes forklifts and gave the contact information to Richard. A forklift is needed for off-pavement use.

Terrie Wierenga summarized the differences between the current CMAD purchasing policy and 84-page template from UASD. The current policy is very broad while UASD’s policy covers definitions, surplus procedures, and contract processes. The area most lacking in the current policy deals with design-construction-purchase of real property. There are parts of the CMAD policy that need to be expanded to cover the new requirements (construction projects and professional services) but few additional topics are needed. The Board discussed the options and decided to expand/revise the current policy rather than adopt the UASD template. Terrie distributed the dates for the 2015 meetings. She’s only heard from two cities that need to appoint trustees for terms beginning in January 2015. Joe Hansen said he was reappointed for Cornish.

CONTINUING DISCUSSION – PROPERTY AND BUILDING

Deon Johnson told the Board about some land in Benson that might work. Power is there and septic would be needed. Gas is close to there, too.

BILLS

The following bills were presented. Tom LaBau moved and Scott Larsen seconded that the bills be approved. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Jepsen, Price, Rigby, Larsen, Nelson, Johnson, Mather, and Spackman. Nays: none. Motion passed unanimously.

Maintenance	22.97
Smithfield Implement (D-con)	13.98
Staples (battery)	8.99
Administration	
HJ legal notice	59.21
Fuel	106.75

Telephones	161.98
Building	1,086.58
rent + internet	1,025.00
Questar	16.77
Rocky Mountain Power	44.81
Personnel	
Admin	504.00
Field Ops	260.40
Field worker, larvicide	132.55
Payroll liability	68.62
Workers Comp	204.14

ADJOURNMENT

Dave Gatherum moved, and Joe Hansen seconded, that the meeting be adjourned. The meeting was adjourned at 7:34 pm.

Prepared by /s/ Terrie L. Wierenga

Date 1/11/2015

Accepted: 1/22/2015

**RESOLUTION 2014-04
ADOPTION OF THE CMAD 2015 BUDGET**

The Cache Mosquito Abatement District (CMAD) Board of Trustees in a regular meeting, lawful notice of which had been given, finds that a public hearing was held on December 17, 2014 upon lawful notice, and that it is necessary and statutorily required that a budget be adopted for CMAD for the Fiscal Year 2015.

THEREFORE, the Cache Mosquito Abatement District Board of Trustees hereby adopts the following resolution:

BE IT RESOLVED that the 2015 Cache Mosquito Abatement District General Fund budget in the total amount of Two hundred ninety thousand three hundred dollars (\$290,000) and a Capital Projects Fund budget in the total amount of Four hundred one thousand five hundred seventy-three dollars (\$401,573), the original of which is on file in the office of the Cache Mosquito Abatement District Board of Trustees and a copy of which is attached to this original, is hereby adopted for the Fiscal Year 2015 beginning January 1, 2015 and ending on December 31, 2015.

This resolution was adopted by unanimous vote of the Cache Mosquito Abatement District Board of Trustees on the 17th day of December, 2014.

GENERAL FUND			
	Actual	Estimated	Proposed
	2013	2014	2015
Revenues			
Property Tax	282215	286225	290000
Fee in Lieu	26482	28000	
Interest Income	243	497	
Sale of fixed assets	8600	7200	
Dividends	951	315	
Recycling		57	
UPP Redemption	12280	8188	
Total Revenues	330771	330482	290000
Expenses			
Salaries & benefits	57801	70000	72299
Mosquito abatement	126071	115150	151350
Insurance & bonds	7773	5800	5900
Operating expenses	11641	11500	10025
Capital outlay	48193	36500	21900

Program Expenditure Total	251479	238950	261474
Transfer to Cap Imp Fund	68352	60000	27026
Contribution to Fund Balance	10940	31532	6626
Total Expenditures	330771	330482	290000

CAPITAL PROJECTS FUND			
Revenues			
Investment/interest income	1216	1545	
Transfers from General Fund	68352	60000	27026
Beginning fund balance	243349	313002	374547
Total Revenue	312917	374547	401573
Expenses	0	0	0
Ending Fund Balance	312917	374547	401573

RESOLUTION 2014-5
A RESOLUTION ADOPTING NEEDED ADJUSTMENTS TO THE 2014 GENERAL FUND BUDGET

The Cache Mosquito Abatement District (CMAD) Board of Trustees in a regular meeting, lawful notice of which had been given, finds that a public hearing was held on December 17, 2014 upon lawful notice, and that it is necessary to make needed adjustments to the lawfully adopted 2014 General Fund Budget.

THEREFORE, the Cache Mosquito Abatement District Board of Trustees hereby adopts the following resolution:

BE IT RESOLVED that the 2014 Cache Mosquito Abatement District General Fund budget is adjusted to reflect additional revenue and expenses not accounted for in the original General Fund budget which is on file in the office of the Cache Mosquito Abatement District Board of Trustees and a copy of which is attached to this original and is hereby adopted this 17th day of December, 2014.

2014 Budget Adjustments - General Fund			
	Original	Actual	Adopted
Revenues			
Property Tax	285000	286225	286225
Fee in Lieu		28000	28000
Interest Income		497	497
Sale of fixed assets		7200	7200
Dividends		315	315
Recycling		57	57
UPP Redemption		8188	8188
Total Revenues	285000	330482	330482
Expenses			
Salaries & benefits	71279	69251	70000
Mosquito abatement	127049	115149	115150
Insurance & bonds	7900	5751	5800
Operating expenses		11382	11500
Capital outlay	36000	36390	36500
Program Expenditure Total		237923	238950
Transfer to Cap Imp Fund	30917		60000
Contribution to Fund Balance	11855		31532
Total Expenditures	285000		330482