

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
January 23, 2025**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, January 23, 2025, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 10 municipalities were present:

Joe Hansen, Cornish	Ned Simper, Lewiston	David Kunz, Providence
Craig Hidalgo, Clarkston	David Wood, Amalga	Brian Myers, Mendon
Paul James, Hyrum	Kim Hatch, Trenton	Gregory Shannon, Nibley
Kermit Price, Millville		

Excused: Joe Archer, North Logan; Kevin Tingey, Wellsville; David Gatherum, Hyde Park; Jeff Ricks, Unincorporated; Craig Rigby, Newton; Don Sheffer, Richmond; Wade Campbell, Smithfield

Also present: Sierra Bradley, Clerk                  Richard Rigby, Manager

**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.

Paul James moved and David Wood seconded that the agenda be adopted. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon.  
Nays: None. Motion passed unanimously.

**OATH OF OFFICE**

Newly appointed trustees and trustees who had completed their terms and been re-appointed for 2025 took the Oath of Office. Re-appointed trustee: Paul James, Hyrum

The oath was administered by Sierra Bradley, clerk.

**MINUTES OF PREVIOUS MEETING**

The minutes of the December 12, 2024 meeting were reviewed.

Craig Hidalgo moved and Ned Simper seconded that the minutes be approved. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon.  
Nays: None. Motion passed unanimously.

## **RATIFY 2024 FRAUD RISK ASSESSMENT REPORT**

Sierra Bradley presented CMAD's completed Fraud Risk Assessment report. She explained the scoring system and showed that CMAD is rated at a "low" risk level with 350 points

Paul James moved and Craig Hidalgo seconded that the 2024 Fraud Risk Assessment be adopted as written. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon. Nays: None. Motion passed unanimously.

## **REVIEW STATE-REQUIRED TRUSTEE TRAINING**

Sierra Bradley reviewed the training requirements and notified each trustee individually whether they were current or not. An instruction sheet was included in their folder so that they could complete the training when they had time.

## **ADA WEBSITE COMPLIANCE**

Richard brought to Sierra's attention that a new law was passed in January about ADA compliance for websites. Streamline updated their website to reflect that law, but our compliance score went down to 86%. The lower score is due to most of our PDFs not having tags and being hard to read using readers. Paul James brought up that we could use Adobe Acrobat Pro or Creative to help fix our PDFs. He will work with Sierra and Richard on what needs to be bought. Our website does not need to be completely compliant until 2027 due to the population of Hyde Park. Sierra went to the very oldest files on the website and archived them because old and archived files don't have to be ADA compliant.

## **RESOLUTION- CAPITAL PROJECTS**

WHEREAS, the Cache Mosquito Abatement District (CMAD), desires to comply with the State's guidelines regarding long-range capital funding and also to ensure compliance with the State's fund balance limitations for the General Fund,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the CMAD, that any and all General Fund balance at year-end be transferred out of the Capital Projects Fund for that year and rolled into the next year's Capital Projects Fund. Last year's (2024) General Fund's balance was \$50,728; however, due to the lack of a Capital Project for the Personnel fund, the \$2,774 remaining balance from the 2024 Personnel budget will be evenly divided into \$925 portions allotted to the Abatement and Vehicles/Equipment Capital Project funds, with the Administration fund receiving the slightly smaller portion of \$924.

FURTHER, LET IT BE RESOLVED THAT the Administration Capital Project fund receive \$12,630 from the previous year's (2024) Administration budget in addition to the Personnel fund's \$924 for a total of \$13,554, the Abatement Capital Project fund receive \$17,835 from the previous year's (2024) Abatement budget in addition to the Personnel fund's \$925 for a total of \$18,760, and the Vehicles/Equipment Capital Project fund receive \$17,489 from the previous year's (2024) Abatement budget in addition to the Personnel fund's \$925 for a total of \$18,414.

Craig Hidalgo moved, and Gregory Shannon seconded that the resolution capital projects 22-01 be adopted as written. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon. Nays: None. Absent: Archer, Gatherum, Ricks, Rigby, Sheffer, Tingey, Campbell. Motion passed unanimously

### **MANAGER REPORTS**

Manager Richard Rigby reported he purchased the two new ATVs for the 2025 season. The new ATVs were surprisingly cheaper than last year. He ordered the new handhelds and phones to be used during the season. Richard said he would start looking at buying chemicals during the early order program.

Clerk Sierra Bradley reported trustees were handed out their compensation checks. Forms were handed out, including two annual forms that all trustees need to sign.

### **REVIEW AND APPROVE BILLS FROM THE DECEMBER 12, 2024 MEETING**

Some bills were put in maintenance for a new toolbox and a portable air compressor.

<b>Maintenance</b>		<b>\$911.98</b>
Home Depot	\$812.98	
Circle B	\$99.00	

Paul James moved and Gregory Shannon seconded that the bills be approved from Dec 12<sup>th</sup> Meeting. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon. Nays: None. Motion passed unanimously.

**REVIEW AND APPROVE CURRENT BILLS: 01 Jan 2025 - 23 Jan 2025**

<b>Personnel</b>	<b>\$3,786.51</b>
Payroll Tax Liability	\$269.07
Clerk	\$562.36
Manager	\$2,625.00
Workers, Larvicide	\$284.00
Workers, Adulticide	\$0.00
Workers, Surv/Custodial	\$46.08

<b>Abatement</b>	<b>\$2,603.65</b>
Maintenance Jan	\$129.86
Maintenance Dec	\$911.98
Fuel	\$233.71
<b><u>Operations Site</u></b>	<b><u>\$1,328.10</u></b>
-	-
Hyde Park City	\$89.49
Rocky Mountain Power	\$623.56
Dominion Energy	\$555.89
Waste Management	\$59.16

<b>Administration</b>	<b>\$10,651.13</b>
Admin Manager Miles	\$65.66
Dues (UMAA)	\$364.00
Office Equipment (Wi-Fiber, QB)	\$169.00
Office Supplies	\$60.38
<b><u>Phones</u></b>	<b><u>\$9,992.09</u></b>
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Google Cloud	\$14.40
Verizon	\$119.40
Verizon Connect	\$55.40
Archer 4	\$7,660.00
Travel & Training	\$365.81
Trustee Comp, Mileage, Officer Per Diem	\$1,777.08

<b>Vehicles/Equipment</b>	<b>\$36,527.00</b>
ATVs	\$22,375.00
Handhelds	\$14,152.00

Craig Hidalgo moved and David Wood seconded that the current bills be approved. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon. Nays: None. Motion passed unanimously.

**ELECTION OF OFFICERS FOR 2025**

CMAD Board of Trustees officer positions for 2024 were reviewed. Chair: Joe Hansen. Vice Chair: Craig Hidalgo. Financial Officer: Kermit Price. Treasurer: Dave Gatherum.

Paul James moved and David Wood seconded that the CMAD Board of Trustees officers for 2024 remain in place for 2025. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon. Nays: None. Motion passed unanimously.

## ADJOURNMENT

David Wood moved and Brain Myers seconded that the meeting be adjourned. Ayes: Hansen, Hidalgo, James, Price, Simper, Wood, Hatch, Kunz, Myers, and Shannon. Nays: None. Motion passed unanimously

The meeting adjourned at 7:26 p.m.

Prepared by Sierra Bradley Date 23 January 2025

Accepted: 27 February 2025