

## **Cache Mosquito Abatement District Board of Trustees**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Tuesday, November 9, 2010, 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:

Darwin Pitcher, Lewiston  
Shane Lewis, Richmond  
Dave Gatherum, Hyde Park *arr 7:15*  
Scott Larsen, Nibley  
Karen Blotter, Millville  
Robert Mather, Smithfield  
Elaine Nelson, North Logan  
Tom LaBau, Hyrum

Richard Rigby, Newton  
Perry Spackman, Trenton  
Ed Rigby, Wellsville  
Dave Wood, Amalga  
Deon Johnson, Providence  
Joe Hansen, Cornish  
Jeff Ricks, unincorporated

Excused: Kendon Godfrey, Clarkston. Absent: Mike Carlson, Mendon.

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

### **MINUTES**

The minutes of the October 28, 2010 meeting were reviewed and discussed.

Richard moved, and Shane seconded, that the minutes be approved; motion passed unanimously with Tom and Ed abstaining.

### **2011 PRELIMINARY BUDGET**

The report from the budget committee (Darwin, Scott, Richard, Elaine, Jeff, and Kendon) was distributed and Scott described the budget process for a calendar year entity. The Board will adopt a preliminary budget after discussion tonight then will have the next month to consider it and get feedback. At the December 14 meeting a public hearing will be held to receive input from the public. Afterwards, a final budget for the 2011 fiscal year will be adopted by resolution. Scott reminded the Board that the budget can be opened during the year to make any adjustments if necessary. He then continued with the report from the budget committee and explained the reasoning behind the suggested line items.

Starting with the BRHD contract since that is the biggest budgetary consideration he summed up the discussion held by the committee. The costs for larvacide and adulticide were acceptable as is and the proposal from Chris to try Natular this next season is sound. Chris proposed adding 4 workers for an additional three weeks. Part of that time would be spent in prepping for the season and then cleaning up and putting equipment and vehicles in storage over the winter. Committee members felt that an extra 120 hours for this might not be needed and would rather see the budget figures adjusted to provide the same length and level of service as what was done for the

2010 season. If more time is needed in the field, then Chris should bring it to the Board for discussion and decision. Based on the discussion held between Terrie, Todd, and Chris when they were doing the inventory on November 4, the committee recommends that CMAD take responsibility for purchasing future vehicles and equipment instead of having them as part of the BRHD contract. Ownership and responsibilities would be clearer especially to auditors of both entities. This move will impact CMAD insurance premiums as well making it our responsibility for registration, etc.; Todd is checking with BRHD's insurance provider about their employees driving our vehicles. There was some discussion as to why surveillance costs remain the same in the 2011 contract proposal as in the 2010 contract when the RAMP won't be used (test cartridges alone run \$1500 a piece).

The committee recommends that the Board ask BRHD to consider what could be done for \$152,000 instead of the \$178,970 proposed. When the above items were scaled back to the level of service for 2010 (about \$9,000) and the vehicle purchases (\$16,800) and permit (\$1,000) removed, the \$152,000 should still cover the level of abatement we had this year.

Karen asked if \$10,000 was enough to purchase a good used pickup. Scott felt that it was reasonable but also suggested the District consider purchasing a new one every 6 years to replace one of the old ones. The District could either sell or trade in the old one. A similar schedule (buy new every 4 years) for the ATVs should be established, too.

The cost of the NPDES permit still hasn't been decided upon; the draft rule for Utah won't be out until December at the earliest. The committee recommends this item be removed from the BRHD contract for now and addressed once a final rule has been established (EPA requires it to be in place by April 10, 2011).

On a side note, Terrie reported on the inventory and the discussion held with Todd. BRHD would like to transfer titles of the six pickups and 4 ATVs back to CMAD as well as all other equipment purchased by BRHD with CMAD funds. A current cost will need to be assigned to all items and agreed between BRHD and CMAD then a memorandum describing the transfer will be attached to the inventory.

The committee recommends that CMAD provide cell phones for the field workers each season. Terrie has done some preliminary checking and costs are estimated at about \$100 per month for 4 phones. BRHD has offered the old phones for use if the carrier chosen by CMAD can activate them.

The capital improvements (CI) fund must be increased if the District is to ever be able to purchase land or build much less continue with the equipment and vehicle purchases. This was the main reason for increasing the certified tax rate for 2010. In order to formally establish the CI fund the Board must adopt a strategic plan for said improvements. Then a separate account (probably set up in PTIF) will be opened up and all interest will be redeposited in it and not in the General fund. The committee recommends establishing a contingency fund as well to cover items such as extended seasons requiring additional field work.

Budget items from CMAD remain about the same. Personnel costs have been adjusted to cover the trustee mileage reimbursement and meeting compensation. The website should be upgraded to the new platform offered by the current hosting provider; cost will be about \$100 per year when purchased two years at a time. Insurance will be more; Terrie will contact the provider to get a more accurate figure. For now, the figure in the proposed budget is \$1100 over the 2010 premium.

Here is the recommended budget for 2011:

<b>Revenue (estimated 2011 property tax)</b>	<b>\$263,000</b>
<b>Expenditures (CMAD)</b>	
<b>Personnel</b>	<b>\$9,500</b>
Clerk	\$3,000
Trustee compensation & mileage	\$6,000
Officer per diem	\$500
<b>Administration</b>	<b>\$10,150</b>
Accountant	\$1,000
Premiums (insurance, bonds)*	\$4,500
Dues (UMAA, UASD)	\$700
Legal notices	\$100
Website	\$200
Education (outreach)	\$150
Travel & training	\$1,000
Office supplies	\$500
Phone (CMAD number)	\$500
Phones for workers, 5 mo usage**	\$500
NPDES permit	\$1,000
<b>Vehicles</b>	<b>\$16,000</b>
Pickup	\$10,000
ATV	\$6,000
<b>BRHD Contract</b>	<b>\$152,000</b>
<b>CI Fund</b>	<b>\$68,000</b>
<b>Emergency/Extra Service</b>	<b>\$7,350</b>

\* insurance is still unknown; Todd (BRHD) is checking with their carrier to see how to handle their employees driving pickups and ATVs whose title is held by CMAD.

\*\* Verizon offers free mobile-to-mobile minutes with most of their plans; AT&T and T-Mobile vary. The Board should adopt a cell phone policy before next season.

Tom moved, and Perry seconded, to accept the 2011 Preliminary Budget; motion passed unanimously.

## **BILLS**

Robert moved, and Elaine seconded, that the following bills be paid; motion passed unanimously.

Wages	\$ 135.00
Phone	35.22
Petty cash	107.93

**ADJOURNMENT**

Darwin reminded trustees of the December 14<sup>th</sup> meeting (second Tuesday instead of fourth Thursday). Dave W., Elaine, and Richard have been reappointed by their cities.

Shane moved, and Richard seconded, that the meeting be adjourned. The meeting was adjourned at 7:40 pm.

Prepared by /s/ Terrie Wierenga

Date 11/30/2010

Accepted: 12/14/2010