

**Cache Mosquito Abatement District
Board of Trustees Meeting
August 27, 2020**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, August 27, 2020 at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Restrictions due to the coronavirus were followed, including social distancing and encouragement to wear face masks. Representatives from 12 municipalities were present:

Craig Hidalgo, Clarkston	David Gatherum, Hyde Park	Joe Hansen, Cornish
Craig Rigby, Newton	David Wood, Amalga	Kermit Price, Millville
Curtis Wall, Smithfield	Greg Taylor, Mendon	Kim Hatch, Trenton
Darwin Pitcher, Lewiston	Jeff Ricks, Unincorporated	Paul James, Hyrum

Excused:	Dan Richins, Richmond	Kevin Tingey, Wellsville
	Deon Johnson, Providence	Nibley trustee, currently unnamed
	Joe Archer, North Logan	

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

AGENDA

The meeting was called to order at 7:00 p.m. by Chair Joe Hansen. The agenda was reviewed. Chair Joe Hansen suggested the agenda be amended to include the oath of office for new trustee Curtis Wall, Smithfield.

David Gatherum moved and Craig Hidalgo seconded that the amended agenda be adopted.

Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

OATH OF OFFICE

The oath of office was administered by the District clerk to new trustee Curtis Wall, Smithfield.

MINUTES OF PREVIOUS MEETING

The minutes of the July 23, 2020 meeting were reviewed.

Paul James moved and David Wood seconded that the minutes be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

UPDATE ON NEW BUILDINGS

Richard Rigby, Manager, discussed the documents that need to be signed by Chair Joe Hansen to move forward on the loan process. Richard also received proposals for Construction Materials Testing and Special Inspection Services, and the low bid is from Intertek-PSI for \$6800.

Kermit Price moved and David Wood seconded that Manager Richard Rigby's decision to accept Intertek's low bid be ratified. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

MANAGER REPORTS

Manager Richard Rigby reports the season is winding down. Several seasonal employees are back in school and are no longer working. Thankfully, West Nile Virus has not yet been detected in Cache County. ULGT has paid citizen Heath Worley \$400 for his June claim against CMAD.

Administrative Manager Debbie Mays officially welcomed new board member Curtis Wall. The Administrative Manager report shows August bills, including those for construction/design of our new building, and also shows our financial position for the current year.

Debbie suggested it is time for our budget committee to meet, and it was decided to meet on Sept. 24 at 6:30 p.m. before our regular meeting at 7 p.m. Volunteers include Kermit Price, David Wood, and Joe Hansen, who have served on the committee for several years, as well as employees Richard Rigby and Debbie Mays. Joe Archer will be asked if he will serve again.

EMPLOYEE HANDBOOK UPDATES

The employee handbook was updated to reflect the title we currently use of "Manager" rather than "Field Operations Manager." Also included are the dates employees can expect paychecks to be available (by the 7th and 22nd of each month) on our bimonthly payroll schedule.

Paul James moved and Darwin Pitcher seconded that the employee handbook updates be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

BILLS

This month's bills (listed on the following page) were reviewed.

Paul James moved and Craig Hidalgo seconded that the bills be approved. Ayes: Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, C Rigby, Taylor, Wall, Wood. Nays: None. Motion passed unanimously.

	<u>Totals</u>		
<u>Personnel</u>		<u>Abatement</u>	
Payroll Tax Liability	\$1,144.20	Surveillance Supplies	
Wages		AirGas	\$7.20
Administrative Manager	\$840.68	Ark-Plas	\$48.95
Manager	\$2,060.00	Fuel	\$3,012.64
Website Manager	\$61.46	Maintenance	
Workers, Adulticide	\$3,112.04	Trail Riders Repair (2016 Ford shocks)	\$180.00
Workers, Larvicide	\$8,540.00	PowerSports Plus (front fender assy)	\$155.22
Workers, Surveillance	\$342.00	Kasco (motor, lid, spring)	\$151.60
		Napa (connector)	\$3.76
<u>Administration</u>		Logan City Landfill	\$10.00
Administrative Manager Mileage	\$59.23	Ethan's Auto (2014 Ford oil change)	\$43.53
Phones		Operations Site	
Google Cloud	\$12.00	Building + Internet	\$1,025.00
Verizon	\$414.69	Rocky Mountain Power	\$60.90
Travel & Training		Dominion Energy	\$7.22
USU Old Main Hill (ice cream)	\$24.78		
Trustee Comp, Mileage, Officer			
Kim Hatch, OPM training	\$20.00		
Kim Hatch, July mtg attend	\$50.70		

ADJOURNMENT

David Wood moved and Darwin Pitcher seconded that the meeting be adjourned. The meeting was adjourned at 7:44 p.m.

Prepared by Debbie Mays Date 8/27/2020

Accepted: 9/24/2020