

**Cache Mosquito Abatement District  
Board of Trustees Meeting  
December 10, 2020**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, December 10, 2020 at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Current Covid-19 restrictions were followed, including social distancing and mandatory face masks. Representatives from 11 municipalities and the trustee-elect from Nibley were present. (Note: Larry Jacobsen, Nibley, will be sworn in at our January meeting.)

Craig Hidalgo, Clarkston	Greg Taylor, Mendon	Kermit Price, Millville
Darwin Pitcher, Lewiston	Jeff Ricks (Arrived 7:08)	Kim Hatch, Trenton
David Gatherum, Hyde Park	Joe Archer, North Logan	Larry Jacobsen, Trustee-Elect
David Wood, Amalga	Joe Hansen, Cornish	Paul James, Hyrum

Excused:	Craig Rigby, Newton	Deon Johnson, Providence
	Curtis Wall, Smithfield	Kevin Tingey, Wellsville
	Dan Richins, Richmond	

Also present: Richard Rigby, Manager  
Debbie Mays, Admin. Manager

**AGENDA**

The meeting was called to order at 7:00 pm by Chair Joe Hansen. The agenda was reviewed, including the addition posted on the morning of Dec. 9 to “Discuss State Auditor’s Fraud Risk Assessment.”

Darwin Pitcher moved and Craig Hidalgo seconded that the amended agenda be adopted. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Taylor, Wood. Nays: None. Motion passed unanimously. (Jeff Ricks was not yet present.)

**PUBLIC HEARING FOR 2021 PROPOSED BUDGET**

We moved to the public hearing portion of our meeting.

Craig Hidalgo moved and Joe Archer seconded that the budget public hearing be opened. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Taylor, Wood. Nays: None. Motion passed unanimously. (Jeff Ricks was not yet present.)

The public hearing was opened for comments. A question was asked about funding, and some discussion ensued. No further questions or comments were made.

Paul James moved and Kermit Price seconded that the public hearing be closed. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Taylor, Wood. Nays: None. Motion passed unanimously. (Jeff Ricks was not yet present.)

**ADOPTION OF 2021 PROPOSED BUDGET**

The 2021 proposed budget was reviewed.

Craig Hidalgo moved and Joe Archer seconded that the 2021 proposed budget be adopted. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Taylor, Wood. Nays: None. Motion passed unanimously. (Jeff Ricks was not yet present.)

## **MINUTES OF PREVIOUS MEETING**

The minutes of the November 12, 2020 meeting were reviewed.

Darwin Pitcher moved and David Wood seconded that the minutes be approved. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Taylor, Wood. Nays: None. Motion passed unanimously. (Jeff Ricks was not yet present.)

## **MANAGER REPORTS**

Manager Richard Rigby reported everything is going well with Lundahl's and the new building. He gave some details of what is going on right now, and it is believed they are pretty much on schedule. There is an issue with the billing for PSI which Richard is following along with Ryan from Design West. Richard also commented on his section of the 2020 Annual Report which was handed out to the trustees this evening, which included the following information: Mosquito counts were generally lower this year. There was an incidence of West Nile Virus on August 25, but there was a hard freeze the next week which curtailed the virus. There was a horse which tested positive for Western Equine Encephalitis, but no other infections were reported.

Administrative Manager Debbie Mays discussed her section of the 2020 Annual Report as well as the bills and budget information for December. She was pleased to report we are under budget in all areas for the year 2020. Debbie then introduced the new Fraud Risk Assessment from the State Auditor's Office and discussed some of the implications of it. She reports she has discussed some aspects of it with Seth Oveson at the Auditor's Office and also Matt Regen, CPA.

## **DISCUSSION OF STATE AUDITOR'S FRAUD RISK ASSESSMENT**

The new Fraud Risk Assessment was discussed, and some ideas were shared about things we might do in the future. Debbie will fill out the assessment, dating it according to our discussion this evening, and then the board will ratify it next month before she officially submits it. Submission is due by June 30, 2021.

## **APPROVAL OF 2021 BOARD MEETING DATES**

Proposed 2021 board meeting dates: Jan 28, Feb 25, Mar 25, Apr 22, May 27, Jun 24, Jul 22, Aug 26, Sep 23, Oct 28, Nov 11, and Dec 9. These dates are the 4<sup>th</sup> Thursday of each month except for November and December, which are the 2<sup>nd</sup> Thursday of those months due to the holidays.

Paul James moved and Kermit Price seconded that the proposed 2021 board meeting dates be approved. Ayes: Archer, Gatherum, Hansen, Hatch, Hidalgo, James, Pitcher, Price, Ricks, Taylor, Wood. Nays: None. Motion passed unanimously.

**APPROVAL OF DECEMBER BILLS**

**Personnel**

Payroll Tax Liability           \$187.19

**Wages**

Admin Manager               \$316.58

Manager                       \$2,060.00

Website Manager             \$70.24

**Administration**

Admin Manager Mileage       \$24.73

Legal Notices                 \$38.04

**Phones**

Google Cloud                 \$12.00

Verizon                        \$118.20

Training (Employ Dinner)     \$139.34

**Trustee Comp, Mileage**

Kim Hatch, Nov attend       \$50.70

**Abatement**

Fuel                            \$94.60

**Maintenance**

Jack's Tire and Oil           \$42.95

Cache Car Wash               \$12.00

**Operations Site**

Building + Internet          \$1,025.00

Rocky Mountain Power       \$84.63

Dominion Energy              \$7.94

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

**ADJOURNMENT**

Darwin Pitcher moved and Joe Archer seconded that the meeting be adjourned. The meeting was adjourned at 7:48 p.m.

Prepared by Debbie Mays           Date 12/10/2020

Accepted: 1/28/2021