

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

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, February 27, 2020, 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:

Craig Hidalgo, Clarkston	Deon Johnson, Providence	Kim Hatch, Trenton
Craig Rigby, Newton	Greg Taylor, Mendon	Paul James, Hyrum
Darwin Pitcher, Lewiston	Jeff Ricks, Unincorporated	Roger Lincoln, Smithfield
David Gatherum, Hyde Park	Kermit Price, Millville	
David Wood, Amalga	Kevin Tingey, Wellsville	

Excused:	Dan Richins, Richmond	Joe Hansen, Cornish
	Joe Archer, North Logan	Nibley trustee, currently unnamed

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

AGENDA

The meeting was called to order at 7:00 pm by Financial Officer Kermit Price. The agenda was reviewed.

David Wood moved and Jeff Ricks seconded that the agenda be adopted. Ayes: Gatherum, Hatch, Hidalgo, James, Johnson, Lincoln, Pitcher, Price, Ricks, C Rigby, Taylor, Tingey, Wood. Nays: None. Motion passed unanimously.

MINUTES OF PREVIOUS MEETING

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

Paul James moved and Darwin Pitcher seconded that the minutes be approved. Ayes: Hatch, Hidalgo, James, Johnson, Lincoln, Pitcher, Price, C Rigby, Tingey, Wood. Nays: None. David Gatherum, Greg Taylor, and Jeff Ricks abstained. Motion passed unanimously.

MANAGER REPORTS

Manager Richard Rigby reported the new truck we will be leasing is still coming, but he has received the new handhelds. He will look into selling the old handhelds, as they still work well. The new ATVs have not been picked up yet, but it looks like Cache Honda's bid is best. Richard has decided to order supplies in April or May with delivery time in June, after school is out, so he is available to receive the shipments if they come on a different date than expected. He has several employees returning this year, with some openings still available.

Administrative Manager Debbie Mays spoke about the 4 handouts she prepared for all trustees. The administrative manager report contains information about this month's bills, next month's possible agenda, and a snapshot of our budget position so far this year. There is an updated list of all trustees with contact information. Included also are copies of the handouts given to the Procurement Committee last month from Design West with the proposed building design and the engineer's cost estimates. Debbie's last handout contains a preliminary cost analysis she prepared with "ballpark" figures comparing totals involved if we obtain a loan versus if we continue to save for our building. It is hoped these last 2 handouts prove helpful for our discussion concerning options available for our new building.

BILLS: Bills for the month were presented and reviewed:

Personnel

Payroll Tax Liability \$224.33

Wages

Administrative Manager \$801.99

Manager \$2,060.00

Website Manager \$70.24

Administration

Administrative Manager Mileage \$40.25

Office Supplies

Staples (toner, file folders) \$131.89

USPS (stamps) \$110.00

Phones

Google Cloud \$9.60

Verizon \$120.63

Trustee Comp, Mileage, Officer

Kim Hatch (Jan attendance, mileage) \$50.70

Workers Comp (Annual payment) \$921.30

Abatement

Fuel \$188.09

Maintenance (2018 Ford oil & filter) \$60.65

Operations Site

Building + Internet \$1,025.00

Rocky Mountain Power \$46.79

Dominion Energy 79.88 - credit 20.83 \$59.05

Vehicles/Equipment

Handhelds (incl ESRI, GIS, Norton) \$15,228.18

Pickup Trucks \$3,948.83

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

DISCUSSION ABOUT NEW CMAD BUILDINGS

Discussion was held concerning whether to apply for a loan or continue to save. As the cost of the buildings is substantially more than we have saved and as interest rates are very low right now, it was decided to pursue the possibility of obtaining a loan. Discussion was also held about whether to have metal buildings or do an upgrade to CMU. It was decided metal would probably be sufficient for our purposes as a mosquito abatement district.

ADJOURNMENT

David Gatherum moved and Jeff Ricks seconded that the meeting be adjourned. The meeting was adjourned at 7:38 p.m.

Prepared by Debbie Mays Date 2/27/2020

Accepted: 4/23/2020