

Cache Mosquito Abatement District Board of Trustees

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Wednesday, December 16, 2015 at 7:00 pm in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 12 municipalities and the county unincorporated area were present:

Raymond Smith, Richmond
Kendon Godfrey, Clarkston
Elaine Nelson, North Logan
Dave Wood, Amalga
Darwin Pitcher, Lewiston
Dave Gatherum, Hyde Park
Perry Spackman, Trenton

Ryan Arkoudas, Nibley
Kermit Price, Millville
Robert Mather, Smithfield
Tom LaBau, Hyrum
Jeff Ricks, unincorporated
Joe Hansen, Cornish

Excused: Greg Taylor, Mendon; Deon Johnson, Providence; Kevin Tingey, Wellsville; Craig Rigby, Newton.

Also present: Terrie Wierenga, Administrative Manager; Richard Rigby, Field Operations Manager.

The meeting was called to order at 7:00 pm by Chairman Elaine Nelson. Darwin Pitcher moved and Kendon Godfrey seconded that the agenda be adopted. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Arkoudas, Nelson, Smith, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

MINUTES

The minutes of the November 11, 2015 meeting were reviewed and discussed.

Tom LaBau moved, and Kendon Godfrey seconded, that the minutes be approved. Ayes: Godfrey, Gatherum, LaBau, Pitcher, Price, Nelson, Mather, and Ricks. Nays: none. Abstain: Wood, Hansen, Arkoudas, Smith, and Spackman. Motion passed unanimously.

PUBLIC HEARINGS

Dave Wood moved and Darwin Pitcher seconded to close the regular meeting and open the public hearings (notice of which was given per *Utah Code* annotated) on adjustments to the 2015 budget and for presentation of the proposed 2016 budget. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Arkoudas, Nelson, Smith, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

No public was present. Perry Spackman moved and Kendon Godfrey seconded to close the public hearings and resume the regular meeting. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Arkoudas, Nelson, Smith, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

2015 BUDGET ADJUSTMENTS

Terrie Wierenga presented the proposed adjustments to the 2015 budget. Tom LaBau moved and Joe Hansen seconded that the adjustments to the 2015 budget be made. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Arkoudas, Nelson, Smith, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

2015 Budget Adjustments - GENERAL FUND			
Revenues	Adopted (August)	Actual (<i>estimated</i>)	Recommended
Property Tax	290000	291,933	291,933
Fee in Lieu		23915	23915
Interest Income		550	550
Sale of fixed assets		8500	8500
Dividends		455	455
Recycling		13	13
UPP Redemption		10000	10000
Contribution from fund balance	55,000	55,000	55,000
Total Revenues	345,000	390,366	390,366
Expenses			
Salaries & benefits	71279	70213	71000
Mosquito abatement	204019	198073	199000
Insurance & bonds	5500	6100	6100
Operating expenses	13725	11382	11500
Capital outlay	21900	22654	22655
Program Expenditure Total		308422	310255
Transfer to Cap Imp Fund	27026		60000
Contribution to Fund Balance	6626		20111
Total Expenditures	285000		390366
2015 Budget Adjustments - CAPITAL PROJECTS FUND			
Revenues			
Investment/interest income		2188	2188
Transfers from General Fund	27026		60000
Beginning fund balance	374547		374547

Total Revenue	401573		436735
Expenses	0		0
Ending Fund Balance	401573		436735

2016 BUDGET

The proposed 2016 budget was discussed. Employee hours and wages were discussed. When the field workers were hired in 2012 (when CMAD assumed all program responsibilities), the hourly wage range was \$10 - \$15. Richard Rigby is concerned that the employees who return each year and have been doing abatement since 2005 are not being fully compensated for their institutional knowledge and skills. Having the same field workers return each season is more cost-efficient (less training in class and in the field) and they should be rewarded. The board recommended that Richard set the wages for the employees; the budget line items were increased by \$1,000 for larviciders and \$500 for foggers.

Ryan Arkoudas moved and Perry Spackman seconded that the 2016 budget as amended be adopted by Resolution 2015-3. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Arkoudas, Nelson, Smith, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

General Fund							
	2014 Actual		2015 Original		2015 amended		2016 proposed
Property Tax	286,225		290,000		291,933		295,000
Fee in Lieu	28,000				23,915		
Interest Income	497				550		
Sale of fixed assets	7,200				8,500		
Dividends	951				455		
Recycling	57				13		
UPP Redemption	8,188				10,000		
Contribution from fund balance					55,000		
Total Revenues	330,482		290,000		390,366		295,000
Expenditures:							
Salaries & Benefits	70,000		72,299		71,000		74,837
Mosquito abatement	115,150		151,350		199,000		104,150
Insurance & bonds	5,800		5,900		6,100		6,500
Operating expenses	11,500		10,025		11,500		12,725
Capital outlay	36,500		21,900		22,655		39,000
Program Expenditure Total	238,950		261,474		310,255		237,212

Transfer to Cap Imp Fund	60,000	27,026	60,000	50,000
Contribution to Fund Balance	31,532	6,626	20,111	7,788
Total Expenditures	330,482	290,000	390,366	295,000

Capital Projects Fund				
	2014 Actual	2015 estimated	2016 proposed	
Revenues				
Investment/Interest income	1545	2188		
Transfers from General Fund	60000	60000	50000	
Beginning fund balance	313002	374547	456435	
Total Revenue	374547	456435	506435	
Expenditures	0	0	0	
Ending Fund Balance	374547	456435	506435	

MANAGERS REPORTS

Richard Rigby reported that both ATVs were sold. He will start the procurement process for purchasing a new pickup. He attended the UMAA (Utah Mosquito Abatement Association). The state lab will charge \$17 per sample tube to test mosquito pools for West Nile Virus. Several districts are planning to set up their own labs to do the PCR testing but it will take time to equip and get them running.

Terrie Wierenga was interviewed as a result of statements made at a Nibley council meeting. She passed around the article that was published. Ryan Arkoudas was at the meeting as the trustee from Nibley and gave a report to the council and answered questions. The state auditor plans to hold a roundtable in January for local districts to participate in to discuss reports and procedures. Terrie would like to participate. The 2015 annual report will be distributed in January.

2016 MEETING SCHEDULE

The board agreed that the same meeting schedule (monthly on the 4th Thursday except November and December when it changes to Wednesday) as was followed this year will work for 2016. Meeting dates are:

January 28
February 25
March 24
April 28
May 26
June 23

July 28
August 25
September 22
October 27
November 9
December 15

PROPERTY

Jeff Ricks said that the property he presented last month has hit some snags. The zoning on the original parcel first needs to be adjusted, then surveying can be completed for the proposed parcel.

BILLS

The following bills were presented. Darwin Pitcher moved and Dave Gatherum seconded that the bills be approved. Ayes: Wood, Godfrey, Hansen, Gatherum, LaBau, Pitcher, Price, Arkoudas, Nelson, Smith, Mather, Spackman, and Ricks. Nays: none. Motion passed unanimously.

Maintenance	
Home Depot	\$13.92
Administration	
HJ legal notice	84.92
Staples	86.99
Fuel	
Telephones	165.98
Building	
rent + internet	1,025.00
Questar	21.35
Rocky Mountain Power	66.62
Personnel	
Admin	606.38
Field Ops	361.20
Payroll liability	74.02
Workers Comp	228.29

ADJOURNMENT

Raymond Smith moved that the meeting be adjourned. The meeting was adjourned at 7:40 p.m.

Prepared by /s/ Terrie L. Wierenga

Date 01/03/2016

Accepted: 01/28/2016