

**Cache Mosquito Abatement District
Board of Trustees Meeting
January 26, 2023**

The Cache Mosquito Abatement District (CMAD) Board of Trustees met for a regular meeting on Thursday, January 26, 2023, at 7 p.m. in the Bear River Environmental Health Department conference room (85 E 1800 N, North Logan). Representatives from 12 municipalities were present:

David Gatherum, Hyde Park	Jeff Nebeker, Providence	Don Sheffer, Richmond
Joe Hansen, Cornish	Kermit Price, Millville	Ned Simper, Lewiston
Craig Hidalgo, Clarkston	Jeff Ricks, Unincorporated	Jon Wells, Smithfield <small>(7:18 arrival)</small>
Paul James, Hyrum	Craig Rigby, Newton	David Wood, Amalga

Excused: Joe Archer, North Logan Greg Taylor, Mendon
Tom Davis, Nibley Kevin Tingey, Wellsville
Kim Hatch, Trenton

Also present: Jessica Olson, Admin Manager Richard Rigby, Manager

MEETING CALLED TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 p.m. by Chair Joe Hansen and roll call was recorded.

ADOPT AGENDA

The agenda was reviewed.

Paul James moved and David Wood seconded that the agenda be adopted. Ayes: Gatherum, Hansen, Hidalgo, Nebeker, Price, Ricks, Rigby, Sheffer, Simper. Nays: None. (Jon Wells had not yet arrived, and thus did not vote). Motion passed unanimously.

OATH OF OFFICE

Newly appointed trustees and trustees who had completed their terms and been re-appointed for 2023 took the Oath of Office. Newly appointed trustee: Ned Simper, Lewiston. Re-appointed trustees: Joe Hansen, Cornish; Kermit Price, Millville; Craig Rigby, Newton; David Wood, Amalga. The oath was administered by Jessica Olson, clerk.

MINUTES OF PREVIOUS MEETING

The minutes of the December 8, 2022 meeting were reviewed.

Craig Hidalgo moved and Don Sheffer seconded that the minutes be approved. Ayes: Gatherum, Hansen, James, Nebeker, Price, Ricks, Rigby, Simper, Wood. Nays: None. (Jon Wells had not yet arrived, and thus did not vote.) Motion passed unanimously.

RATIFY 2023 FRAUD RISK ASSESSMENT REPORT

Jessica Olson presented CMAD's completed Fraud Risk Assessment report. She explained the scoring system and showed that CMAD is rated at "low" risk level with 350 points. There was some discussion on whether or not CMAD has a "management team member" who receives 40 hours of training related to accounting, budgeting, or other financial areas each year, and whether or not CMAD's CPA, Matt Regen, is considered to be part of our "management team."

Paul James moved and Craig Hidalgo seconded that the 2023 Fraud Risk Assessment be adopted as written, and that Jessica Olson should check in with Matt Regen to see if he receives 40 hours of formal training each year. Ayes: Gatherum, Hansen, Nebeker, Price, Ricks, Rigby, Sheffer, Simper, Wells, Wood. Nays: None. (Jon Wells had not yet arrived, and thus did not vote.) Motion passed unanimously.

REVIEW STATE-REQUIRED TRUSTEE TRAINING

Jessica Olson reviewed the training requirements, and notified each trustee individually if they are current or not current. For those not current, an instruction sheet was included in their folder so that they can accomplish the training as they have time.

MANAGER REPORTS

Manager Richard Rigby reported on ordering chemicals and drones. Richard was able to order DeltaGard, an adulticide, before prices were raised for the 2023 season. The two drones CMAD will be using for abatement (one for surveillance, one for payload) have also been ordered, and discussion ensued regarding the particulars of the drone specs, price, and operation. The drones will allow us to operate more safely and more efficiently. Richard also reported that the trucks and 4-wheelers CMAD will utilize for 2023 have been ordered. Insuring the drones was also discussed--Richard will check with ULGT (the organization that handles insures CMAD's building and vehicles) for a quote.

Administrative Manager Jessica Olson reported on direct deposit set up for all CMAD employees. All trustees and employees are required to sign the Ethical Behavior Pledge each year—Jessica asked trustees to sign the page that was printed and awaiting signature in each trustee's folder.

REVIEW AND APPROVE BILLS FROM DECEMBER 8, 2022 MEETING

Dave Gatherum moved and Jon Wells seconded that the bills be approved. Ayes: Hansen, Hidalgo, James, Nebeker, Price, Ricks, Rigby, Sheffer, Simper, Wood. Nays: None. Motion passed unanimously.

REVIEW AND APPROVE BILLS: 10 Dec 2022 – 26 Jan 2023

Personnel	\$3,138.86
Payroll Tax Liability	\$221.72
Admin Manager	\$390.00
Manager	\$2,227.05
Website Manager	\$18.99
Workers, Larvicide	\$227.10
Workers, Surveil/ <u>Custod</u>	\$54.00

Abatement	\$37,977.25
Maintenance	\$307.78
Adulticide (<u>DeltaGuard</u>)	\$36,000.00
Fuel	\$73.76
<u>Operations Site</u>	
Hyde Park City	\$142.45
Rocky Mountain Power	\$598.21
Dominion Energy	\$855.05

Administration	\$4,667.12
Admin Manager Miles	\$47.97
Miscellaneous (Flowers)	\$99.53
Office Equipment <small>(Comcast, Richard's computer, <u>Quickbooks</u>)</small>	\$2094.36
Office Supplies (tape)	\$4.99
<u>Phones</u>	
Google Cloud	\$12.00
Verizon	\$19.78
<u>Travel & Training</u>	
Seasonal Worker's Dinner	\$612.57
Trustee Compensation	\$1,775.92

Vehicles/Equipment	\$40,054.48
Handhelds (<u>Verizon Connect</u>)	\$55.40
Drones	\$39,618.08

Paul James moved and Jeff Ricks seconded that the bills be approved. Ayes: Gatherum, Hansen, Hidalgo, Nebeker, Price, Rigby, Sheffer, Simper, Wells, Wood. Nays: None. Motion passed unanimously.

REVIEW AND APPROVE BOARD MEETING DATES FOR 2023

The following dates were presented for CMAD's 2023 Board Meetings: 23 Feb, 23 Mar, 27 Apr, 25 May, 22 Jun, 27 Jul, 24 Aug, 28 Sep, 26 Oct, 9 Nov, 14 Dec. Board meetings will be held at 7pm at the Bear River Health Department Environmental Health Building conference room. Additionally, the Budget Committee will meet at the same location at 6pm on 28 Sep and 26 Oct, if needed. The Public Hearing for the 2023 Budget Adjustments and 2024 Budget will be held at the beginning of the meeting on 9 Nov.

Craig Hidalgo moved and Don Sheffer seconded that the meeting dates be approved. Ayes: Gatherum, Hansen, James, Nebeker, Price, Ricks, Rigby, Simper, Wells, Wood. Nays: None. Motion passed unanimously.

ELECTION OF OFFICERS FOR 2023

CMAD Board of Trustees officer positions for 2022 were reviewed. Chair: Joe Hansen. Vice Chair: Craig Hidalgo. Financial Officer: Kermit Price. Treasurer: Dave Gatherum.

Paul James moved and Jon Wells seconded that the CMAD Board of Trustees officers for 2022 remain in place for 2023. Ayes: Gatherum, Hansen, Hidalgo, Nebeker, Price, Ricks, Rigby, Sheffer, Simper, Wood. Nays: None. Motion passed unanimously.

Prepared by Jessica Olson Date 26 January 2023

Accepted: 23 Feb 2023