

May 2021 Manager's Report for MMAD Board of Trustees
Submitted by: Michele Rehbein, MMAD Manager
Board Meeting Date: June 7, 2021

MMAD May 2021

- My first day as manager was May 10.
- The first couple of weeks, I observed the MMAD crew: went into the field with them to observe how they operate and work together and to also start familiarizing myself with our field sites/inspection sites.
- I am also still familiarizing myself with and sorting through all the documents and files in hard copy and on the laptop in the office.
- Ryan Arkoudas from Clarke came to MMAD on May 13 to droplet test our ULV fogger.
- Spoke with the State Auditor's Office about the MMADs allocated funds and property being on hold due to the necessary financial reports missing, May 17.
 - Updated contact information on the State Auditor's Reporting page.
 - Reached out to Chris Baird for help to ensure it was done properly and resubmitted in a timely manner.
 - It was approved May 20. Our status is now current.
- MMAD had one bite complaint the afternoon of May 14. The following Monday, on May 17, myself, Michael, and Shanon went out to inspect and chatted with the neighbors about the mosquitoes. There were several ornamental ponds on the property that we inspected and hiked along/in Pack Creek and discovered an area that appeared to have been wet over the past week or weekend, but at that time was starting to dry out and was only mud. The site was near the creek and a previously unknown site to us in terms of our inspection sites.
- Michael has been setting surveillance traps for adults each Monday evening. To date, we have approximately seven adult surveillance traps that are set each week. I would like to double that, at least, and investigate more sites where we can place them to determine other locations adult mosquitoes may be and what kinds.
- The wetlands have been fairly dry, besides after the weekend of the 22nd when Moab has some precipitation. The MMAD crew has been doing a great job at keeping larvae and pupae at bay.
- Michael ran our first RAMP tests on May 19. There were six pools tested, all were negative (≥ 10 RAMP units). The pools all consisted of *Cx. tarsalis*.
- May 24 - Applied for a business credit card through Zions Bank. As of June 1 – waiting for approval.
- Traveled to SLCMAD May 26 – 27 to learn from Ary Faraji and his crew. Met with Ary (Executive Director), Greg (Assistant Director), Jason (Operations Supervisor), Brad (Urban Field Supervisor), and Andrew (GIS/IT Specialist). I learned a lot and have some ideas for MMAD.
- I have a meeting set up with Chris Baird scheduled for Thursday, June 3 to go over important dates and deadlines for financial reports, budget, and other.

Justification of expenses:

Below Table 1 and 2 show March and April bills that were not approved in previous board meetings. In Table 3, the month of May's regularly occurring bills such as utilities, payroll, benefits, etc. are listed. Other expenses not regularly occurring each month are in Table 4, such as capital outlay and special department supplies from May and one item from April. These include a shipment of pesticides from the company Clarke, the lift kit for the mini truck, CO₂ for our adult surveillance traps, a cultivator, and other small equipment for mosquito control treatments.

Table 1. March monthly expenses.

Ledger Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee
4275-130	3/3/2021	3	Unemployment Covey	\$84.78	Employee Benefits
4275-130	3/3/2021	3	Unemployment Michael	\$131.63	Employee Benefits
4275-130	3/3/2021	3	Unemployment David	\$1,609.85	Employee Benefits
4275-130	3/3/2021	5	Unemployment Michael	\$84.71	Employee Benefits
4275-130	3/3/2021	5	Unemployment David	\$818.00	Employee Benefits
4275-110	3/21/2021	328	Payroll Trans	\$5,729.13	Salaries
4275-130	3/21/2021	169	Payroll Trans	\$855.75	Employee Benefits
Total:					\$9,313.85

Table 2. April monthly expenses.

Ledger Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee
4275-110	4/4/2021	97	Payroll Trans	\$3,989.50	Salaries
4275-130	4/4/2021	51	Payroll Trans	\$722.36	Employee Benefits
4275-130	4/4/2021	4	Unemployment David	\$204.50	Employee Benefits
4275-110	4/18/2021	332	Payroll Trans	\$4,042.13	Salaries
4275-130	4/18/2021	169	Payroll Trans	\$726.40	Employee Benefits
4275-230	4/20/2021	553	Kellerstrass (fuel)	\$16.15	Travel
4275-230	4/20/2021	562	Kellerstrass (fuel)	\$22.85	Travel
4275-230	4/20/2021	573	Kellerstrass (fuel)	\$252.12	Travel
4275-270	4/20/2021	734	Moab City	\$27.22	Utilities
4275-270	4/20/2021	815	Dominion	\$41.67	Utilities
4275-270	4/20/2021	766	Rocky Mtn Power	\$64.83	Utilities
4275-270	4/20/2021	767	Rocky Mtn Power	\$9.48	Utilities
4275-290	4/20/2021	1103	Verizon	\$266.07	Phone
Total:					\$10,385.28

Table 3. May regularly occurring monthly expenses.

Ledger Code	Invoice Date	Invoice #	Requested by	Check Amount	Payee
4275-110	5/2/2021	100	Payroll Trans	\$6,342.88	Salaries
4275-130	5/2/2021	51	Payroll Trans	\$902.83	Employee Benefits
4275-110	5/16/2021	338	Payroll Trans	\$7,300	Salaries
4275-130	5/16/2021	175	Payroll Trans	\$1,318.87	Employee Benefits
4275-110-001	5/16/2021	465	Payroll Trans	\$80.44	Overtime
4275-270	5/20/2021	163	Moab City	\$27.22	Utilities
4275-270	5/20/2021	843	Dominion	\$21.32	Utilities
4275-270	5/20/2021	240	Rocky MTN Power	\$60.50	Utilities
4275-270	5/20/2021	241	Rocky MTN Power	\$9.48	Utilities
4275-270	5/20/2021	622	Emery	\$54.95	Utilities
4275-290	5/20/2021	724	Verizon	\$202.95	Phone
4275-130	5/20/2021	673	PeHP – Health insurance	\$2,161.00	Employee Benefits
Revenue 4275-130	5/20/2021	8031288	PeHP LGRP Yearly Premium Refund	(\$643)	Employee Benefits
Total:					\$17,839.44

Table 4. Month of May - Other expenses (Including one April expense).

Ledger Code	Date	Invoice #	Requested by	Check Amount	Payee	Item
4275-240	4/15/2021	390881102	Walker True Value	\$58.88	Office Supplies	S hook, chain, and shop light
4275-400	5/2/2021	684	Sunrise Es	\$993.87	Office Supplies	Masks, gloves, other PPE
4275-400	5/4/2021	9112883861	Airgas	\$31.14	Special Dept. Supplies	Carbon Dioxide (CO ₂)
4275-400	5/6/2021	5094864	Clarke	\$10,915	Special Dept. Supplies	Pesticides: 6 bags of Duplex, 8 bags of P35, and 3 cases of Altosid briquets
4275-740	5/8/2021	831	Harley Rose	\$1,660	Capital Outlay	Lift kit for mini truck
4275-400	5/10/2021	883519	Walker True Value	\$65.98	Special Dept. Supplies	Cultivator
4275-400	5/18/2021	884428	Walker True Value	\$4.99	Special Dept. Supplies	32 oz. hand sprayer for mineral oil
Total:						\$13,729.86