

June 2021 Manager's Report

Submitted by: Michele Rehbein, Manager MMAD

Board Meeting Date: July 12, 2021

**MMAD June 2021**

- Met with Chris Baird on Thursday, June 3 to go over important dates and deadlines for financial reports and budget and any other important information.
- Attended the monthly UMAA meeting Thursday, June 3 via Zoom. The meeting was very informative and I will plan to attend regularly.
- Michael set up new email addresses for himself, me, and Shanon: [michele@moabmad.org](mailto:michele@moabmad.org), [shanon@moabmad.org](mailto:shanon@moabmad.org) and [michael@moabmad.org](mailto:michael@moabmad.org)
- Started morning staff meetings at 6 am when the crew gets in, first meeting was June 8.
- Renewed MMAD entity registration through the Lt. Governor's Office.
- Business credit card application was denied on first attempt; spoke with a Zions Bank rep. – he said the issue was we aren't registered as a business, and they weren't sure how to handle a special service district. Ary from SLCMAD connected me with their Zions Bank rep., Matt Everett, and he will begin the credit process and get our credit card program up and running.
- The field technicians were catching up on trail work in the wetlands to take advantage of the decrease in mosquito activity the first couple weeks of the month.
- Began updating/revising PDMP (Pesticide Discharge Management Plan) for 2021.
- Participated in the biweekly Utah Arboviral Coordination Call on Thursday, June 10 and Thursday, June 24.
- Michael ran WNV RAMP tests June 9, 23, and 30. All were negative.
- I wanted to beef up our adult surveillance program, so Michael began setting adult surveillance traps twice a week, and we found some new sites to place them.
  - Adult mosquito trap counts went up slightly in number the week of June 23 and 29: mostly *Cx. tarsalis*, *Cx. erythrothorax* (both higher at Holiday Inn, Zwick's (near Element) and Portal RV S. locations), and some *An. freeborni* (at White's Ranch).
  - The field techs began shifting focus to these areas to discover the source and treat. *Cx. erythrothorax* larvae can be difficult to locate as they hide deep in the bulrush and other thick vegetation. Sean Amodt from SWMACD said if you're finding adults, you are right at the source.
- Met with Donald Cotton from SEUHD on June 15.
- Applied to join the AMCA Young Professionals group. I thought this would be helpful to myself and with my work at MMAD.
- Began studying for my pesticide applicators license, *in progress*.
- Spent time working with ArcGIS and VectorSurv.
- With help from Sarah Stock, MMAD is now enrolled in the solar subscriber program with Rocky Mountain Power to save us \$50 on each meter MMAD uses annually.
- Started a Pesticide Inventory System document.
- Met with Zach Ahrens from UDWR on June 23.
- Met with Linda Whitham from TNC, Nicole Nielson and Makeda Hanson (UDWR) on June 24.

- Spoke with Obe Tejada from the Moab Wastewater Reclamation Facility, he said we are still welcome to park the side-by-side there, possibly have room for other vehicles, too.
- Work related incident took place on June 25. Shanon was placed on a 3-day suspension. All staff required to undergo sensitivity training.
- Met with Renee Baker from the county HR department June 28.
- Began updating/revising the MMAD Personnel Policy and Procedures handbook, it was last revised 2018.
- Attended the UMAA monthly meeting on July 1.
- Scheduled July 7 for MMAD to work with Izzi Weimholt and the County Weeds Department for invasive/noxious weed ID. This will be applied during field work in the wetlands so we can help prevent the spread of invasive plants – Makeda from DWR said invasive plants are a big issue in the wetland already.

**Justification of expenses:**

Below are the expenses of June and a couple items left from the end of May. Regular monthly expenses are shown in Table 1 and other expenses made are shown in Table 2. Regular monthly expenses include employee salaries, benefits, health insurance, and utilities. Other expenses made during the month include trail maintenance equipment, proper PPE for such work, routine vehicle maintenance, travel reimbursement, office supplies, desk chair, yearly subscriptions and membership renewals, mosquito trapping supplies and carbon dioxide for traps.

**Table 1.** End of May/June regular monthly expenses.

| <b>Ledger Code</b> | <b>Invoice Date</b> | <b>Invoice #</b> | <b>Requested by</b> | <b>Check Amount</b> | <b>Payee</b>       |
|--------------------|---------------------|------------------|---------------------|---------------------|--------------------|
| 4275-110           | 5/30/21             | 575              | Payroll Trans       | \$9,165.38          | Salaries           |
| 4275-130           | 5/30/2021           | 294              | Payroll Trans       | \$1,695.26          | Employee Benefits  |
| 4275-110           | 6/13/2021           | 95               | Payroll Trans       | \$9,139.27          | Salaries           |
| 4275-130           | 6/13/2021           | 50               | Payroll Trans       | \$1,705.07          | Employee Benefits  |
| 4275-270           | 6/20/2021           | 223              | Moab City           | \$28.70             | Utilities          |
| 4275-270           | 6/20/2021           | 1065             | Dominion            | \$11.98             | Utilities          |
| 4275-270           | 6/20/2021           | 336              | Rocky Mtn Power     | \$61.69             | Utilities          |
| 4275-270           | 6/20/2021           | 337              | Rocky Mtn Power     | \$9.48              | Utilities          |
| 4275-270           | 6/20/2021           | 136              | Emery               | \$54.95             | Utilities          |
| 4275-290           | 6/20/2021           | 968              | Verizon             | \$150.24            | Phone              |
| 4275-130           | 6/21/2021           | 927              | PeHP (Health ins.)  | \$3,260.08          | Employee Benefits  |
| <b>Total:</b>      |                     |                  |                     |                     | <b>\$25,282.10</b> |

**Table 2.** End of May/Month of June - Other expenses.

| Ledger Code | Date      | Invoice # | Requested by               | Check Amount | Payee                   | Item                                                                                                                                 |
|-------------|-----------|-----------|----------------------------|--------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 4275-400    | 5/31/21   | 673       | Airgas (CO <sub>2</sub> )  | \$8.48       | Special Dept. Supplies  | Carbon dioxide for adult mosquito traps                                                                                              |
| 4275-260    | 6/03/2021 | 121357    | Monument Waste             | \$2.00       | Building and Grounds    | Garbage                                                                                                                              |
| 4275-210    | 6/03/21   | 313       | Times Independent          | \$36.00      | Subscrip. & Memberships | Yearly newspaper subscription                                                                                                        |
| 4275-240    | 6/07/2021 | 238398    | Desert West Office Supply  | \$65.49      | Office Supplies         | Legal pads, printer paper, pens, paper clips, etc.                                                                                   |
| 4275-260    | 6/09/2021 | 886665    | Walker True Value          | \$10.56      | Building and Grounds    | Hardware (spring snap, hinge, etc.)                                                                                                  |
| 4275-400    | 6/09/2021 | 1084      | Clarke                     | \$184.75     | Special Dept. Supplies  | Stink bait lures for BGS (Biogents Sentinel) traps                                                                                   |
| 4275-240    | 6/10/2021 | 167382    | Walker Drug                | \$9.99       | Office Supplies         | Paper towels                                                                                                                         |
| 4275-230    | 6/11/2021 | 05262021  | Michele Rehbein            | \$129.92     | Travel                  | SLCMAD trip in May - reimbursement                                                                                                   |
| 4275-210    | 6/11/2021 | 06092021  | Shanon Amsberry            | \$25.00      | Lt. Governor's Office   | Annual entity registration - reimbursement                                                                                           |
| 4275-400    | 6/15/2021 | 1046      | Airgas (CO <sub>2</sub> )  | \$15.57      | Special Dept. Supplies  | Carbon dioxide for adult mosquito traps                                                                                              |
| 4275-400    | 6/17/2021 | 887437    | Walker True Value Hardware | \$350.38     | Special Dept. Supplies  | Trail maintenance equipment (welding gloves, clearing machete, 32" lopper, trimmer line, fire extinguishers for trucks), 18V battery |

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|               |           |        |                           |          |                         |                                                        |
|---------------|-----------|--------|---------------------------|----------|-------------------------|--------------------------------------------------------|
| 4275-740      | 6/17/2021 | 106514 | Grand Tire Pros           | \$74.15  | Capitol Outlay Equip.   | Mini truck maintenance (alignment)                     |
| 4275-240      | 6/21/2021 | 167489 | Walker Drug               | \$6.49   | Office Supplies         | Toilet paper                                           |
| 4275-250      | 6/22/2021 | 887860 | Walker True Value         | \$10.98  | Equip. Main. & Supplies | Face masks/buffs, bolt cutter, returned the 32" lopper |
| 4275-240      | 6/24/2021 | 238712 | Desert West Office Supply | \$254.44 | Office Supplies         | Desk chair, pens                                       |
| 4275-250      | 6/28/2021 | 888394 | Walker True Value         | \$11.07  | Equip. Main. & Supplies | Wire clip replacement for winch                        |
| <b>Total:</b> |           |        |                           |          |                         | <b>\$1,195.27</b>                                      |