

December 2021/January 2022 Manager's Report

Submitted by: Michele Rehbein, Manager MMAD

Board Meeting Date: February 7, 2022

### **MMAD December 2021**

- I attended the monthly UMAA meeting December 2.
- I submitted the Western IPM Center grant! Applicants find out in February if they received the grant.
- Neil Vickers, professor and co-director at the U of U School of Biological Sciences whom I met at UMAA, reached out to me asking about ovitrap infusions I've used in the past to apply in his lab for assays with *Aedes sierrensis*. We may collaborate next season.
- I'm tasking Shanon with sending me a weekly report of tasks/projects he has completed and is working on throughout this winter.
- I drafted a 2022 MMAD COVID-19 Vaccine Policy.
- I put together an informational packet on the covid vaccine for Braxton and David. Braxton asked about a form/document he can fill out since the vaccine is against his religious beliefs. I will follow up with Renee from HR about this.
- I started drafting a first record manuscript of *Aedes aegypti* in Moab for publication.
- I drafted employee rehire letters for 2022.
- I worked on the tentative weekly schedule for School to Science field trips starting next spring through a shared Google Drive folder with Carrie Schwartz and Cara Grula. My plans are to include mosquito surveillance, WNV surveillance/testing, and water quality sample data during their trimester and end it with a final report or poster presentation.
- I downloaded adult mosquito surveillance data from VectorSurv and weather data from NOAA Climate Data Online tool and started to reduce these to analyze. I want to apply some of what I did in Illinois here – determine what kind of influence various weather (temperature/thermal time, precipitation, wind speed, others) have on mosquito abundance.
- I submitted our policy renewal application for property, liability, and auto insurance with Utah Local Governments Trust.
- I started working on my Science on Tap presentation for February.
- I submitted our 2022 budget to the State Auditor's Office.

### **MMAD January 2022**

- I created a new 2022 ledger workbook and sent the adopted 2022 budget to the county.
- I started a list of overall 2022 goals for the field season for MMAD I will go over with the crew once the field season starts.
- I worked on a 2022 field season plan to discuss with the crew when they start.
- I spoke with Buskin Allred, a local photographer/videographer about doing a short educational video sometime this spring about mosquitoes and prevention. He gave me his price estimates for shooting, editing, and travel expenses. If we do a video, my thoughts are to put it on our website, and we can share with other County and City organizations media.
- I completed the FY 2021 Fraud Risk Assessment form and submitted it to the State Auditor's Office.

- I submitted MMADs FCC Business Radio License renewal application; we received our new license authorization form on 1/21/22.
- I continued going through historical adult mosquito data from Vectorsurv and weather data from NOAA to analyze.
- I attended the UMAA monthly meeting January 14. I was added to the 2022 Workshop Committee.
- I received access to MMADs Employer Portal with Health Equity and learned how employees can set up their own health savings accounts (HSA). I was contacted from our PeHP health insurance representative stating we had been switched over to Health Equity in 2020 but the HSA accounts had not yet been set up.
- I talked with Sean Amodt from SWMACD about staff structures, job descriptions, pay scales. He sent me their job descriptions and their personnel handbook. We also briefly discussed the Workshop Committee responsibilities for the UMAA May workshop.
- Ryan Lusty from Magna MAD asked me to send him a brief summary of MMAD's 2021 season for the UMAA newsletter.
- We received some Metalarv XRP pouches I ordered from ADAPCO at the end of last year, I talked with Jason Kinley (ADAPCO rep.) about using these this spring. They are extended release for catch basins and drainages for 90-100 days and can be used for pre-hatching and standing water. We will see how these work out this season for larvae.
- I scheduled Ryan Arkoudas from Clarke to visit MMAD on April 6 for a ½ day workshop/training for everyone at the district and to complete the yearly ULV droplet testing. He said we can also receive CEUs for the training.
- Shanon and I discussed different backpack misters for WALS (wide area larvicide spray) applications. This is a good option for *Aedes aegypti* (can also be used for other species) and would reduce the need for truck fogging. We both agreed upon purchasing two Stihl SR450 misters, which can switch between liquid and solids.
- David reached out to me asking if he could start earlier this season; his unemployment pay amount is making it hard to make ends meet and he is ready to get back to work.
- I sent in a rebate from Clarke for their All Clear Rebate program from pesticides we purchased in 2021. Ryan Arkoudas, Clarke rep., said we may be eligible for up to 2% rebate in cash or product.
- Ary (SLCMAD) and I talked about staff positions and pay. He suggested to consider the demotion without a decrease in pay, but no merit raises or bonuses for future. He advised getting an attorney or talking with one to see what they think if we decided to implement the pay decrease with the new title.
  - I talked to Renee about this, she said the state protects employers and it would be okay to decrease pay with a new title.
- I worked on my Science On Tap talk for February 8.
- I created a staff structure proposal as discussed in the January 10 closed board meeting. The proposal includes job descriptions and pay.
- Alison Harford from the Moab Sun News asked to interview me about my upcoming Science Moab On Tap talk, the interview was on the 31<sup>st</sup>.
- Renee Baker contacted me about MMAD finding our own workers compensation insurance since the County wants to separate the district from theirs. She sent me some contacts to call about setting this up.

**Justification of Expenses:**

December and January expenses are broken down into two tables – regular, monthly occurring bills (Table 1) and other expenses (Table 2). Table 1 includes salaries, travel, employee benefits, utilities, and work phone costs. Table 2 also includes some November bills and highlights expenses in equipment maintenance and supplies, public notices, subscriptions and memberships, insurance, and special department supplies.

**Table 1.** December and January combined monthly payments/bills.

<b>Ledger Code</b>	<b>Invoice Date</b>	<b>Requested by</b>	<b>Check Amount</b>	<b>Payee</b>
4275-270	Nov. – Jan.	Dominion, RMP, Emery Telcom, Moab City	484.95	Utilities
4275-290	Nov. – Jan.	Verizon	201.53	Phone
4275-110	Nov. – Jan.	Payroll Trans	31,166.37	Salaries
4275-130	Nov. – Jan.	Payroll Trans	14,910.97	Employee Benefits
4275-230	Nov. – Dec.	Rhinehart Oil Co., LLC	203.70	Travel
<b>Total:</b>			<b>\$47,967.52</b>	

**Table 2.** Month of December and January (some November) - Other expenses, combined.

<b>Ledger Code</b>	<b>Date</b>	<b>Requested by</b>	<b>Check Amount</b>	<b>Payee</b>	<b>Item</b>
4275-250	Nov. – Jan.	Standard Plumbing, HACH Co.	130.49	EMS	Chainsaw chain, pH test strips
4275-400	Nov. – Jan.	Walker T.V., ADAPCO, FCC Business Radio Licensing, Standard plumbing	2553.78	SDS	Gloves, chainsaw oil, fuel, & chain, larvicides, radio license, Stihl SR450 misters

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4275-220	Nov.	Times Independent	63.75	Public Notices	Budget hearing notices
4275-210	Dec.	UMAA, Zoom	466.29	Subscriptions & Memberships	UMAA, Zoom annual dues/licenses
4275-510	Jan.	UT Local Govt's Trust	1314.65	Insurance	Liability, auto, and property insurance

**Total:** **\$4,528.96**

\*EMS = Equipment maintenance and supplies

\*SDS = Special department supplies