UINTAH MOSQUITO ABATEMENT DISTRICT

BOARD Meeting Minutes

April 11, 2024

The regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD) was held on Thursday April 11, 2024. The Board Meeting was held at the abatement's district office located at 1425 East 1000 South in Naples, Utah. The Board meeting officially began at 7:03 pm.

Board Members Present
Gary "Red" Hatch – Naples City
Ted Munford – Vernal City
Dean Bell – Uintah County

Administration Present
Danny Rasmussen – Director
Trevor Weeks – Assistant Director
Kathryn Peacock - Clerk

Board Members Absent
William Wright – Uintah County

Public
None

Board Members (Electronic or Phone)
Lori Leatham – Ballard City

Board Meeting

1. **Call to order.**
   Red Hatch called the meeting to order.

2. **Roll call.**
   Red Hatch took role call. See above table for details.

3. **Public input.**
   None

4. **Ethical Behavior Pledge Form.**

Ethical Behavior Pledge Form was provided prior to meeting. Dean Bell and Red Hatch returned a signed copy of the acknowledgment form.

5. **Report on the Fraud Risk Hotline email.**
   Lori Leatham acknowledged nothing had been reported.

6. **Approval of the previous meeting's minutes.**
   It was agreed upon that two grammatical errors would be corrected. Dean Bell made the motion to make the changes discussed and approve the February board meetings minutes and Red Hatch seconded the motion. The motion passed unanimously.

7. **Approval of the bills, expenditures, and financial statements.**
   The abatement district's itemized summaries of payments, expenditures and regular fiscal updates of its Vernal, Zions Bank checking account and Utah Public Treasurer's Investment Fund account was previously made available to the Board for review. Upon review Lori Leatham posed questions regarding the following: an invoice for legal counsel, employee reimbursement, spouse registration for AMCA conference, rental car and parking reimbursement. Danny Rasmussen gave explanation for all of the concerns she expressed and Dean Bell made the motion to approve the bills, expenditures, and financial statements. Ted Munford seconded the motion. The motion passed unanimously.

8. **Report on 2024 American Mosquito Control Association Annual meeting.**
   Thoughts were shared by Danny, Trevor, Lori and Dean. Everyone thought there were a good balance breakout session topics and Danny reported that he thought it was a great opportunity to network with other districts from Utah and abroad.

9. **Approval to attend RaHp Vec Tec Workshop in Salt Lake City.**
   Rasmussen requested permission from the board to attend a two-day training in Salt Lake City, Utah where there will be both class room and field training in mosquito control. The training is free, however, there will be the expense of two nights lodging since the Utah Mosquito Abatement Association is holding their annual spring workshop the day after the RaHp training. It was noted that the district should look into reasonable lodging including lodging that might be provided at a local dormitory. Dean Bell made the motion to approve Danny Rasmussen and Trevor Weeks to attend the training. Lori Leatham seconded the motion. The motion passed unanimously.

10. **2024 Legislative Session update.**
    Rasmussen provided a brief update on the following: HB 11, 1st Substitute – Water Efficient Landscaping Requirements, HB 36 – Open and Public Meetings Act Amendments, HB 257 – Sex-based Designations for Privacy, Antibullying, and Women's Opportunities, HB 404, 1st Substitute – Public Entity Restrictions, HB 460 – Government Employee Conscience Protection Amendments, SB 29, 1st Substitute – Truth in Taxation Modifications, SB 45 – License Plate Revisions and SB 135 –

Advanced Air Mobility, and Aeronautics Amendments 2nd Sub. He noted that the Utah Association of Special Districts would be producing templets that our district could adopt to address some of the legislative changes. He also suggested that in future years it would probably be best to provide legislative changes to the board members prior to the meeting and address any question/concerns during the board meeting.

11. Manager's Report.
Rasmussen introduced Trevor Weeks as the new Assistant Director, reported that the district hired three new employees (one employee left the district and two more will be leaving the end of May, 2024), reported that the district had plenty of pesticide and that suppliers say more is available if needed. The district just completed its annual surplus equipment sale and has purchased one new truck and two new ATVs. He also noted that the new district website is not complete yet and expressed a need to rebid aerial larvicide and adulticide contracts.

12. Report on Surplus Equipment Sale.
Trevor Weeks reported on the sale of surplus equipment. The district sold one truck for $18,000.00, one ATV for $4,000.00, another ATV for $5,026.00, and a fogger was sold outside the sealed bid process to a repeat buyer for $4,100.00.

13. Review and approval of Arial Spray Service Rating Sheets changes.
An Aerial Spray Services Rating Sheet was presented to the board for review and approval. After some brief discussion and explanation updates Ted Munford moved that the Rating Sheet be accepted and Dean Bell seconded the motion. The motion passed unanimously.

14. Form a committee to review arial spray contract *Request for Proposals* (RFP).
Rasmussen gave a brief overview of the RFP process and expressed a need for a committee to be formed for the review of RFPs. It was determined that Dean Bell, Lori Leatham, Danny Rasmussen, and Trevor Weeks would form the review committee. Red Hatch made the motion to accept the proposed committee and Dean Bell seconded the motion. The motion passed unanimously.

15. Discuss Utah Code 17B-1-307 as pertaining to the annual compensation of board members who also serve as paid members of a county or municipal legislative body and discuss how this may affect our board. Report on actions previously taken.
Rasmussen informed the Board of a sequence of events that have occurred regarding the compensation of Trustee Munford as follows. On January 3, 2024 during the regular meeting of the Vernal City Council, a unanimous decision was reached to appoint Mr. Ted Munford (who serves as a paid member of the Vernal City Council) to serve as a member of the Board of Trustees for the Uintah Mosquito Abatement District. Upon his appointment, Mr. Munford began receiving payment from the Mosquito District for his service as a Trustee. After having some concern in regards to whether or not Munford should receive payment from the district for his services, Rasmussen sought advice from

the Utah Association of Special Districts and was informed that it was appropriate. However, after reaching out to the office of the Utah State Auditor and explaining the circumstances, Rasmussen was advised that under Utah Code, Munford should not receive compensation from the District. To rectify the situation, Munford should repay the district in full, for which he has. To date, the District has chosen to seek further council regarding the matter before making a final decision. Red Hatch made a motion that, if it is in fact determined that Trustee Munford should receive compensation from the district for his services, that Munford will be paid in full for all of his time as a member of the Board of trustees. Dean Bell seconded the motion. All were in favor excluding Trustee Munford who rescinded from the vote.

16. **Discuss potential changes to the Bookkeepers job description and hours.**
Rasmussen sought approval from the board to increased Kathryn Peacock's (Bookkeeper/Clerk) hours to 19.5 per week at her current wage. He explained that her additional hours could be spent transferring paper records to a digital form, uploading information to VectorSurv, counting mosquitos, janitorial work and etc. that would free him and the assistant director up to do more field work/studies. It would also allow her to streamline her workflow and have things in order to train a new bookkeeper in a couple of years when Kathryn retires. He expressed that it was a good window of opportunity to gauge how many hours would be best for this position moving forward based off the direction the district is heading with their program. Trustee Leatham expressed concerns that the current wage for this position was that of a bookkeeper and not a data entry position which would be significantly lower. Upon further discussion Trustee Munford made the motion to increase the bookkeeper's position to 19.5 hours per week at the current wage.
Trustee Bell seconded the motion. All were in favor excluding Lori Leatham who voted nay.

17. **Items for next meeting's agenda.**
    a. Report on questions regarding the Ethical Behavior Pledge.

18. **Adjourn**
Red Hatch moved to adjourn the meeting with Dean Bell seconding the motion. All were in favor.

19. **Next meeting to be held June 13, 2024.**

Attested______________________ Date 8-15-24

Attested ValDean Bell Date 8-15-24