UINTAH MOSQUITO ABATEMENT DISTRICT

BOARD Meeting Minutes

June 13, 2024

The regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD) was held on Thursday June 13, 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 7:07 pm.

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

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

Board Members Absent

Public
None

Board Members (Electronic or Phone)
William Wright – Uintah County

Board Meeting

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

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

3. **Public input.**
   None.

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

5. **Discuss starting board meetings with prayer and Pledge of Allegiance.**
After some discussion regarding starting Board meetings with prayer and Pledge of Allegiance, Lori Leatham made a motion to start Board meetings with the Pledge of Allegiance and Dean Bell seconded the motion. The motion passed unanimously. After further discussion Ted Munford made a motion to start Board meetings with either a prayer or inspirational thought. Dean Bell seconded the motion. Motion passed with Dean Bell, Ted Munford, William Wright and Red Hatch in favor. Lori Leatham was opposed.

6. **Approval of the previous meeting's minutes and approval process moving forward.**
Ted Munford expressed a need to clarify agenda item #15 to more accurately reflect that although he is a paid City Council member he is not being paid additional money by Vernal city to serve as a member of the Board of Trustees for the Uintah Mosquito Abatement District. Lori Leatham voiced a concern that the closing sentence needed to be revised to more clearly state what the action of the District is going to be concerning the matter. Modifications to the minutes are to be made accordingly. The pending minutes were not approved.
Lori Leatham also expressed concerns that because only 4 out of the 5 Board members were present during the April Board meeting, that the Board should not have taken action on item #16 regarding Kathryn Peacocks job description and proposed increase in hours worked each week. Because no one in attendance of the June Board Meeting was certain regarding the rule concerning the voting majority, it was determined to receive clarification before taking action to potentially rectify the vote. However, later in the meeting under agenda item #21, "Items for next meeting's agenda", further discussion was held, and the topic was re-opened for all Board members to have an opportunity to discuss and vote on the matter. After the topic was revisited and board members had an opportunity to share perspectives, Ted Munford made the motion to keep Katheryn Peacock's position with the District, as previously approved in the April Board meeting. Red Hatch seconded the motion. The motion passed with all in favor excluding Lori Leatham who was opposed. However, the board should not have discussed nor taken action on the matter because the topic was not on the agenda. Nevertheless, it was later confirmed that because the April vote was a simple majority, the motion stands. Therefore, no further action is needed.

7. **Approval of the bills, expenditures, and financial statements.**
Dean Bell inquired of the recent reimbursement of two seasonal employees for the purpose of travel. Rasmussen informed the board that they were reimbursed as per the Districts Policy and Procedures manual for the use of personnel vehicles to travel to a Spring Workshop located in Salt Lake City. Although he expressed concern with the policy the board did not feel a need to make any changes to the current policy. Dean Bell made the motion to approve the bills, expenditures, and financial statements. Lori Leatham seconded the motion. The motion passed unanimously.

8. **Status of Ted Munford's pay as a board member.**

By way of information, Rasmussen informed the Board that he had received council from the Utah Association of Special Districts to proceed with paying Ted Munford for his services as a board member and announced that a check for Mr. Munford was ready to be signed by the Board. The check includes all of Munford's compensation from the beginning of his services. No action was needed.

9. **Answer questions from previous meeting regarding the Districts Ethical Behavior Pledge.**
   Some questions were raised by Mr. Munford in the previous Board meeting regarding the Ethical Behavior pledge that Mr. Rasmussen was going to research and report back on during the June meeting. After reviewing the Ethical Behavior Pledge, Rasmussen expressed that he felt like it was the responsibility of the Board members to review and make determinations for themselves. During the April Board meeting, Lori Leatham expressed concerns of potential scenario's wherein a conflict of interest could arise with Mr. Munford serving on the District's Board of Trustees. Those concerns were discussed again and it was determined that if those occasions were to arise that Mr. Munford could simply leave the meeting and not participate in discussions or voting.

10. **Approval of the Certified Tax Rate.**
    Dean Bell made the motion to accept the Certified Tax Rate of 0.000185. Ted Munford seconded the motion. The motion passed unanimously.

11. **Approval to purchase a drone and all associated equipment and software.**
    After some discussion, a motion was made by Ted Munford to approve the purchase a camera drone up to $8,000.00. Lori Leatham seconded the motion. The motions passed unanimously. The Board did not approve the purchase of a treatment drone and it was agreed upon to revisit the possibility later in the year.

12. **Approval to purchase a new truck and associated accessories for 2025.**
    Rasmussen requested approval to purchase one new truck and all associated accessories for the purpose of accommodating a drone program, i.e., camper shell, bed cargo slide out, etc. Lori Leatham made the motion to approve the purchase of one new truck and associated accessories for 2025. Dean Bell seconded the motion. The motion passed unanimously.

13. **Approval to pay insurance invoices to Utah Local Government Trust via Electronic Funds Transfer.**
    Rasmussen explained that the Utah Local Government Trust is highly encouraging customers to pay invoices online but did however express that it is not mandatory. After a brief discussion, Lori Leatham made the motion to approve the payment of bills to Utah Local Government Trust via electronic funds transfer. Ted Monford seconded the motions. Motion passed unanimously.

14. **Discuss adopting the Utah Association of Special Districts "Purchasing Policy".**

Rasmussen expressed that some areas of the District's current Purchasing Policy are out of date as pertaining to certain Utah codes that are referenced in the policy and recommended that the District work toward adopting the Utah Association of Special Districts Purchasing Policy template and include prior amendments of the District's current policy. Rasmussen will work on identifying the current amendments and provide a draft copy for the Board members to approve at the August Board meeting.

15. **District personnel/trustee attendance of the 2024 Utah Mosquito Abatement Association Annual Conference, 2025 American Mosquito Control Association meeting, 2025 West Central Mosquito and Vector Control Association Meeting, and the 2024 Utah Association of Special Districts Annual Meeting.**
    Dean Bell made the motion to approve district personnel and Board Members to attend all of the meetings listed above. Ted Munford seconded the motion. The motion passed unanimously.

16. **Aerial adulticide contractor selection process.**
    Rasmussen pointed out that the District does not currently have a contract in place for aerial adulticiding and informed the Board of two options as per the Districts Purchasing and Surplus policy for procurement of a contract of this type. Option one is to follow the Competitive Bids and Proposals process or option two is to follow the process outlined under Small Purchases of Services of Professionals, Providers, and Consultants. After some discussion and consideration, Dean Bell made the motion to follow the process under Small Purchases of Services of Professionals, Providers, and Consultants. Ted Munford seconded the motion. The motion passed unanimously. There was also some discussion of the possibility to form a policy that would allow Board Members to be compensated in addition to their regular pay, if a significant amount of time is spent reviewing and scoring proposals in the future. It was agreed to table the discussion until the August 2024 Board Meeting.

17. **Wash bay sump repair.**
    Rasmussen informed the board of the need to repair a leaking wash bay catch basin (the repair being deemed necessary by the Division of Water Quality) and that it would cost between $5,000.00 - $10,000.00 to repair it. Dean Bell made the motion to proceed with the needed repair work. Red Hatch seconded the motion. The motion passed unanimously.

18. **Operational status of the district's 2024 public health mosquito control operation.**
    Rasmussen reported that although the Green River had peaked three time during the spring runoff, the flows only required one aerial larviciding application. He also noted that an abundance of irrigation water along Ashley Creek on the northeast end of the valley was creating some challenges and that the District was doing their best to keep up in that area.

19. Manager's Report
Report covered in agenda item #18.

20. Approval to change the August 8th Board Meeting to August 15th.
Rasmussen sought approval to move the next regularly scheduled board meeting form August 8th to August 15th. Lori Leatham motioned to approve the proposed change. Dean Bell seconded the motion. Motion passed unanimously.

21. Items for next meeting's agenda.

a. Board Member compensation for time spent reviewing and scoring bid proposals.

22. Next meeting pending.
August 15, 2024.

Attested __________ Date 8-15-24

Attested Val Dean Bell Date 8-15-24