

# UINTAH MOSQUITO ABATEMENT DISTRICT

## BOARD OF TRUSTEES MEETING MINUTES

August 21, 2025

The regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD) was held on Thursday August 21, 2025. The Board Meeting was held at the abatement's district office located at 1425 East 1000 South in Naples, Utah. (Telephonic participation for board members is available as per district policy adopted April 9, 2020).

### **Board Members Present**

Ted Munford – Vernal City  
Dean Bell – Uintah County  
Cindy Mattinson – Uintah County

### **Administration Present**

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

### **Board Members Present by Phone**

Lori Leatham – Ballard City

### **Public**

None

### **Board Members Absent**

Gary “Red” Hatch – Naples City

## **Board Meeting**

1. **Call to order.**  
Dean Bell called the meeting to order at 5:58 PM.
2. **Prayer or Inspirational Thought**  
Trevor Weeks offered an opening prayer.
3. **Pledge of Allegiance**  
Dean Bell lead the Pledge of Allegiance.

**4. Public input.**

None.

**5. Report on the Fraud Risk hotline and Dropbox.**

Lori Leatham reported that no incidences had been reported to the hotline email.

**6. Approval of the June 2025 Board Meeting Minutes**

Ted Munford made a motion to approve the June Board meeting minutes, and Dean Bell seconded the motion. The motion passed unanimously with all in favor.

**7. Approval of the bills, expenditures and financial statements.**

Copies of the bills, expenditures, and financial statements were given to the board members prior to the Board meeting for review. Lori Leatham made the motion to accept the bills, expenditures, and financial statements. Cindy Mattinsen seconded the motion. The motion passed unanimously with all in favor.

**8. Update on the 2024 Annual Financial Report and setting a date for an additional Board Meeting in September to approve the report.**

Rasmussen informed the board that the district's auditor was behind schedule in completing the 2024 Audit. As a result, an additional board meeting would need to be held in September. The board agreed to schedule the meeting for September 11, 2025, at 6:00 p.m., to approve the audit.

**9. Discussion regarding the excess compensation of Board Members in 2024.**

Rasmussen reported that during the 2024 Financial Audit, the auditor found that four board members (Dean Bell, Gary Hatch, Ted Munford, and Lori Leatham) received seven payments in 2024 instead of the correct number of six. The auditor noted that it appeared to be human error and would include the finding and corrective actions in the final audit report.

The board decided to correct the overpayment by withholding the regular October 2025 payment for the four affected members. A motion to approve this corrective action was made by Ted Munford and seconded by Lori Leatham. The motion passed unanimously with all in favor.

**10. Discussion of proposed changes to the UMad Personnel Policy and Procedures Manual (Section XIII: Salary Planning, 11. Hours Worked Bonus).**

The board members were provided copies of proposed changes to the Personnel Policy and Procedures Manual (see public handout documents) prior to the meeting for review. Rasmussen reviewed the "Hours Worked Bonus" policy with the board, explaining that

its purpose of the bonus is to encourage consistent field work throughout the entire mosquito season. He noted that if seasonal employees work a minimum of 8 hours each week of the mosquito season, then they qualify for the bonus. However, the district does have some employees who were hired after the mosquito season started so under the current policy, they would not be eligible for the bonus. Rasmussen noted that these employees are quality employees and he felt like the policy needed to be changed in order to enable all seasonal employees to receive the Hours Worked Bonus according to fair terms and conditions. The proposed policy change would enable this to happen. The board members discussed pros and cons to the proposed changes after which Dean Bell made the motion to except the proposed policy change as written. Cindy Mattinsen seconded the motion and the motion passed unanimously with all in favor.

**11. Approval to qualify the following employees for the 2025 Hours Worked Bonus.**

- a. Alan Peacock
- b. Aden Ward
- c. Logan Scow

Rasmussen gave a brief explanation to each of the above-mentioned seasonal employees situations and expressed that he felt like all of them should be granted the Hours Worked Bonus if they have or will have met the approved criteria at the end of the season. Dean Bell made the motion to grant the bonus if the conditions have or will have been met at the end of the mosquito season. Ted Muford seconded the motions. The motion passed unanimously with all in favor.

**12. Approval to purchase new equipment, sale used equipment and retain current equipment.**

- a. **Purchase: (1) – Truck, (1)-fogger, (2)-ATV's, (1) – UTV with cab, (2) - Mesa 4 tablets.**
- b. **Sale: (1) - fogger, (1) - ATV from the regular fleet, (1) ATV with tracks, (1) – UTV, (2) – Mesa 2 tablets.**
- c. **Retain: (1) – Pickup truck.**

Rasmussen requested approval for the purchase, sale, and retention of equipment the listed above. He explained the district's recent success in utilizing a UTV for fogging adult mosquitos and proposed purchasing a new UTV with a full factory-installed cab. This type of cab would provide an additional layer of protection for applicators from exposure to adulticide.

Given the higher cost of a UTV with a full cab, Rasmussen wanted to ensure the purchase was justified by its potential use. Following a discussion, the board decided to table the decision to purchase a UTV until the September meeting to allow management more time to determine if they felt a UTV would be fully utilized in fogging operations moving

forward. Ted Munfor made the motion to approve the purchase, sale, and retention of the equipment as listed with the exception of the UTV which will be tabled for the September board meeting. Lori Leatham seconded the motion. The motion passed unanimously with all in favor.

### **13. Manager's Report**

Board members received a copy of the Manager's Report prior to the meeting.

Rasmussen highlighted the number of injuries year-to-date, noting the count was likely higher than usual due to his emphasis on employees reporting all incidents.

He also provided the following updates:

**Drone Training:** Trevor Weeks traveled to Utah County Mosquito Abatement to receive training on setting up and operating the new UMAD drone.

**Rain Gutter:** Rasmussen received a bid for a rain gutter on the old parking garage and confirmed it will be installed before winter.

**Equipment Sale:** One fogger has been sold.

**Mapping System Improvements:** Simple additions were made to the district's mapping system used by seasonal larviciding employees. Rasmussen believes these improvements will streamline new employee training and help employees who serve as rover's to more effectively fill in for others when necessary.

**Service Request:** 70 year-to-date.

**Mosquito Numbers:** Below average.

### **14. Items for next meeting's agenda.**

- a. Approval of the Financial Audit.
- b. Revisit the purchase of a UTV with a full cab system.

### **15. Next regularly scheduled board meeting to be held October 9, 2025.**

- a. An additional board meeting will be held September 11, 2025, at 6:00 pm (as noted above in Agenda item #8).

**16. Vote to Adjourn**

Cindy Mattinson made the motion to adjourn. Dean Bell seconded the motion.  
The motion passed unanimously with all in favor.

Attested  Date 9/11/25

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