

## **PUBLIC NOTICE**

The next regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD) will be held on **December 11, 2025**, at **6:00 p.m.** at the 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).

### **AGENDA**

1. Call to order.
2. Prayer or Inspirational Thought.
3. Pledge of Allegiance.
4. Roll Call.
5. Public input.
6. Report on the Fraud Risk Hotline email.
7. Approval of the October 2025 Board Meeting Minutes.
8. Approval of Bills, Expenditures, and Financial Statements.
9. Report and discuss follow-up items from the October 2025 Board Meeting and additional items listed below, and determine the process, and involvement of the Board, in addressing the items.

#### **Items from October Board meeting**

- a. Discuss and approve the amended UMAD Board of Trustees Policies and Procedures Manual – SECTION IV: COMPENSATION.
- b. Discuss and Approve Adopting the Utah Association of Special Service Districts' Travel Policy for Board Members and Employees.
- c. Discuss Establishing and/or Refining Pay Scales and Job Descriptions for All UMAD Positions.
- d. Discuss Establishing Policies to Award Merit Increases and/or Bonuses to UMAD Employees.

#### **New items**

- a. Discussion and potential action to authorize a comprehensive review of all Uintah Mosquito Abatement District policies for compliance and best practices, including the consideration and possible adoption of applicable template policies provided by the Utah Association of Special Districts (UASD).

10. Report, Discuss, and Take Action on Approving the Expenditure of District Funds to Hire an Attorney for General Legal Counsel, Establish an Approved Spending Limit for such Services, and potentially determine which Attorney will be utilized.

11. Report, Discuss, and Take Action on Approving the Expenditure of District Funds to Hire an engineering firm to conduct LIDAR survey along the Green River south of Dinosaur National Monument and approve a Spending Limit for such Services.
12. Approval to purchase the annual subscription and service fees for Frontier Precision's FieldSeeker Core and FieldSeeker ULV programs.
13. Report and Discussion Regarding the Redemption of Credit Card Cash Back Rewards, followed by potential action for ratification or alternative resolution.
14. Discuss and take action on an approved method to sell surplus equipment previously approved to sale.
  - a. (1) - fogger
  - b. (1) - ATV from the regular fleet
  - c. (1) - ATV with tracks
  - d. (1) – UTV (side-by-side)
  - e. (9) - Mesa tablets
15. Adoption of the 2026 Board of Trustees Annual Meeting Schedule.
16. Report on the findings of the UMAD Annual Asset Inventory.
17. Report on the 2025 Utah Mosquito Abatement Annual Conference.
18. Report on the Utah Association of Special Districts Annual Conference.
19. Managers' Report
20. Approve the revised Job Title, Job Description, and Pay Scale for the current "Bookkeeper" position.
21. Discuss and take action on Kathryn Peacock's current and future wages.
22. Update, discussion, and potential action regarding the selling or disposing of undesired pesticide.
23. Future Agenda items.
24. The next Regularly Scheduled Board Meeting will be held in February 2026. Date to be determined.
25. Vote to adjourn.

**Uintah Mosquito Abatement District  
Board Meeting Schedule  
2026**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Regularly Scheduled Board Meeting	Thursday, February 19, 2026	6:00 PM	Uintah Mosquito Abatement District office
Regularly Scheduled Board Meeting	Thursday, April 16, 2026	6:00 PM	Uintah Mosquito Abatement District office
Regularly Scheduled Board Meeting	Thursday, June 18, 2026	6:00 PM	Uintah Mosquito Abatement District office
Regularly Scheduled Board Meeting	Thursday, August 20, 2026	6:00 PM	Uintah Mosquito Abatement District office
Regularly Scheduled Board Meeting	Thursday, October 15, 2026	6:00 PM	Uintah Mosquito Abatement District office
 Budget Hearing and Regularly Scheduled Board Meeting	 Thursday, December 17, 2026	 6:30 PM	 Uintah Mosquito Abatement District office

\*All Board meetings are held at the district office at **1425 East 1000 South, Naples, Utah.**

**Uintah Mosquito Abatement District**  
**Asset Inventory Assessment**  
**2025**

During the February 2025 Board Meeting, a motion passed to establish the 2025 Audit Committee. The Committee members are:

- Danny Rasmussen – Director
- Trevor Weeks – Assistant Director
- Lori Leatham – Board Member
- Dean Bell – Vise Board Chair

One of the Committee's primary duties is to conduct the Annual Asset Inventory Assessment.

**Asset Tracking Procedures**

All assets purchased by the District with a value of \$1,000.00\$ or greater are assigned a unique asset number. A master list of these assets is maintained for record, and all tangible items are then tagged (or labeled) with the corresponding number. Any asset that is sold or discarded is formally documented and updated on the Master Asset List. Additionally, a separate tracking document is maintained for assets purchased, sold, or disposed of during the current calendar year.

**Assessment Summary and Conclusion**

On December 4, 2025, the Audit Committee met at the District office and conducted the Annual Asset Inventory Assessment.

During the physical inspection and thorough review of the Master Asset List, the Committee discovered the following discrepancies:

Asset Number	Description	Serial Number	Discrepancy Found	Action Taken
#107	EDS Sentinel GIS System	N/A	3- Juno 3B GPS still exist. Sentinel Program still exists	Juno 3B GPS – destroyed and disposed of. Sentinel software - removed from computer.
#123	F#15 London Fog 18-20	12874	Typo – F#15 was listed as an existing asset but was sold on 5/1/24	Updated the Asset List.
#173	Windows ULV Aduliciding computer software	N/A	The program was listed as existing but was discussed as being obsolete because of the new cloud base system.	None. Discovered that the cloud base system is used in conjunction with the computer software. Item will remain on the asset list.
#192	FieldSeeker Office and Mobile Core program and Esri ArcGIS licenses	N/A	The software was listed as existing but had actually been removed.	Updated the asset list as being removed. All software listed were removed from the computer in 2024 when we went cloud based. Licenses have to be purchased annually.
#223	London Fog 18-20	14208	Typo – incorrect unit number.	Changed Unit number in the asset list from #23 to #26.

The actions noted above have been completed, and the Master Asset List has been updated accordingly.

**Conclusion:**

With the above adjustments complete, all remaining assets are accounted for as listed on the Master Asset List.

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

## Managers' Report

December

2025

### Safety

- OSHA recordable (Document on an internal log) injuries year to date = 4
- OSHA reportable (Severe injuries reported to OSHA) injuries year to date = 0

### Training and Conferences

- Attendees of the 2026 UMAA Annual Meeting in Park City:
  - Lori, Cyndie, Trevor, and Danny
  - Trustee Training: Lori and Cyndie
- Attendees of the 2026 Utah Association of Special Districts Annual Meeting in Layton, Utah:
  - Lori, Kathryn, and Danny
- Kathryn has completed 33 of the 40 required hours of financial training for the Fraud Risk Assessment (7 hours remaining).

### Facilities

- Rain gutters, downspouts, and heat tape have been installed on the old parking garage.
- The snow retention system arrived this week and will be installed soon.

### Equipment

- New equipment for 2026 that has been purchased and is on site:
  - 1 – New fogger
  - 2 – New Can-Am 500 ATVs
  - 1 – New Can-Am UTV
  - 1 – New Quadrax ATV trailer
- New equipment on order:
  - 1 – New GMC Pickup
  - Camper shell and bed slide for the truck assigned to the drone pilot.
- Equipment to be sold in 2026 has been prepped for sale.

### Operational

- The FAA-137 Exemption and COA are approved. We can now legally fly our drone.



**Uintah Mosquito Abatement District**  
**1425 East 1000 South**  
**Vernal, Utah 84078**

**Director**

Danny F. Rasmussen

**Phone:** (435)789-4105

**Fax:** (435)789-1891

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## **Job Posting – Administrative Specialist**

**Opening Date:**

**Closing Date:**

**Salary Range:** \$25.00 - \$35.00/ hour

**Position Type:** Part-time (19.5 hours per week)

**Benefits:** Non-benefited

*The Uintah Mosquito Abatement District is an equal opportunity employer.*

## **Nature of Work**

This skilled clerical and professional role provides direct administrative support to the Director, Assistant Director, and the Board of Trustees, managing key office functions for the Mosquito Abatement District and executing diverse duties as assigned by the Director.

## **Required Qualifications**

- Uphold the highest standards of ethical conduct and integrity throughout all work processes and interactions.
- High School Diploma or equivalent.
- Valid Utah driver's license.
- Proficient typing speed of at least 50 words per minute (wpm) with accuracy, and ability to operate standard office equipment.
- Must be proficient in the Microsoft Office Suite, with strong working knowledge of Word, Excel, and Outlook.
- Flexible schedule required to attend regular evening Board Meetings (bi-monthly) and other necessary after-hours meetings.
- Ability to attend the annual Utah Association of Special Districts (UASD) contingent upon the Director's instructions and formal approval by the Board of Trustees.

Exceptional interpersonal and communication skills, with the ability to professionally interact with the public, handle service requests, manage complaints, and effectively route inquiries.

- Ability to work independently and as part of a team, demonstrating readiness to take on all necessary tasks, ranging from administrative support and routine custodial duties to assisting with laboratory processes, to ensure District functionality.

## **Preferred Qualifications**

- Proficiency in performing accounting functions using QuickBooks software.
- Proven ability to manage financial records, process payroll, handle accounts payable, and prepare regulatory reports following Uniform Accounting Procedures for Special Districts.
- Advanced training, significant experience, or a professional certification (e.g., CPA) in accounting or finance.
- Previous experience managing official records systems for a public entity, including demonstrated competency with records retention and compliance with the Government Records Access and Management Act (GRAMA).

## **Essential Duties and Responsibilities**

### **Financial**

- Process payroll for employees and Trustees and maintain employee timekeeping records in compliance with district policies and regulations.
- Calculate and record retirement and disability.
- Prepare bills to be approved by Board members and collaborate to process checks.
- Assist in formulating various budgets.
- Complete monthly, quarterly, and yearend taxes and reports.
- Assist in compiling data for audit procedures.
- Complete payroll transparencies for state auditor.

### **Responsibilities to the Board**

- Serve as district clerk.
- Possess and maintain comprehensive knowledge of the specific rules and procedures governing Board meetings and public hearings for Special Districts in Utah.
- Assist in preparing agendas, meeting packets, and financial documents for Board meetings; attend meetings and take notes of proceedings.
- Assist in the preparation and finalization of official Board meeting minutes.

## **Record Keeping**

- Maintain comprehensive and organized official records, including financial documents, personnel files, and critical mosquito surveillance data.
- Support the District Records Officer in the preservation, access, and secure retention of all official documents.
- Assist in managing the documentation process for seasonal employees, including the preparation and processing of hiring documentation, licensing and training records.
- Assist in the compilation and preparation of data for the annual District report, including mosquito count information, West Nile virus data, and weather statistics.

## **General Administration & Support**

- Assist in handling all general office functions, including processing and distributing incoming mail and ensuring the reception area is organized.
- Serve as the receptionist for the District: greet visitors, answer phone calls, explain procedures, and professionally log service requests and complaints.
- Participate in Managers' Meetings to provide administrative input and record key information.

## **Personnel & Records Coordination**

- Manage the administrative setup for newly hired seasonal employees, including updating all records and assigning locker spaces, phones, tablets, and cubbies.
- Assist in the organization and maintenance of official Safety Data Sheets (SDS) records as required.

## **Laboratory Assistance**

- As needed, assist management by accurately identifying, counting, and recording mosquito data into designated spreadsheets.
- Verify and compare internal mosquito collection (pool) numbers against external state laboratory records to ensure consistency for billing purposes.

## **Custodial**

- Keep the office area clean, organized, and looking presentable.
- Handle light cleaning, including dusting, vacuuming, mopping, and wiping down common areas.
- Thoroughly clean and sanitize restrooms, locker rooms, showers, and the breakroom.

## **Working Conditions**

- General office environment with occasional lifting of up to 25 lbs. Regular interaction with the public and staff.
- The position requires sitting at a workstation for extended periods of time.