

UINTAH MOSQUITO ABATEMENT DISTRICT

BOARD OF TRUSTEES MEETING MINUTES

October 9, 2025

The regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD) was held on October 9, 2025. The Board Meeting was held 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.

Board Members - Present

Ted Munford – Vernal City
Dean Bell – Uintah County
Cindy Mattinson – Uintah County
Gary “Red” Hatch – Naples City

Administration - Present

Danny Rasmussen – Director
Kathryn Peacock - Clerk

Board Members - Present by phone

Lori Leatham – Ballard City

Public – Present

None

Board Members - Absent

None

Public – Present by phone

None

Board Meeting

1. Call to order.

Red Hatch called the meeting to order at 5:56 PM.

2. Prayer or Inspirational Thought

Cindy Mattinson offered an opening prayer.

3. Pledge of Allegiance

Dean Bell led the Pledge of Allegiance.

4. Roll Call

All attendees were present as listed above.

Page 1 of 6

Uintah Mosquito Abatement District

Approved

Board Meeting Minutes

October 9, 2025

5. Public input

None

6. Report on the Fraud Risk Hotline email and Dropbox

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

Rasmussen reported that no reports came to the box.

7. Approval of the September 2025 Board Meeting Minutes

Ted Munford made a motion to approve the September 2025 Board Meeting minutes as presented, and Cindy Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

8. Approval of Bills, Expenditures, and Financial Statements.

Board members were given copies of the financial statements prior to the board meeting for review.

Board Member Lori Leatham inquired about the disposition of "Cashback" rewards earned on the district credit cards. Staff verified that cashback amounts are listed on the credit card statements. **ACTION ITEM:** Rasmussen was tasked with researching the process for redeeming the funds and reporting the findings at the December Board Meeting.

Dean Bell made the motion to approve the Bills, Expenditures, and Financial Statements as presented. Cindy Mattinsen seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

9. Resolution to Appoint One Member and One Alternate to the Utah Association of Special Districts (UASD) Board of Representatives.

Rasmussen noted that the Board was required to appoint a Member and an Alternate to the UASD Board of Representatives. He confirmed that the current appointments were himself as the Member and Lori Leatham as the Alternate. Ted Munford moved to retain the current appointments, naming Danny Rasmussen as the Member and Lori Leatham as the Alternate to the UASD Board of Representatives. Dean Bell seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

10. Discuss and approve the amended UMAD Board of Trustees Policies and Procedures Manual – SECTION IV: COMPENSATION.

Rasmussen presented a review of Section IV: Compensation in the Board of Trustees Policies and Procedures Manual, noting the following:

Page 2 of 6

Uintah Mosquito Abatement District

Approved

Board Meeting Minutes

October 9, 2025

- The **2024 Financial Audit** requires the district to adopt a policy mandating the reconciliation of board member payments prior to the final payment of the year.
- To ensure compliance with Utah Code, several other policies within Section IV require revision.
- He recommended considering the Utah Association of Special Districts (UASD) Travel Policy template, noting it is Utah Code-aligned but may require minor adjustments for the District's specific needs.
- Board Member Dean Bell expressed support for utilizing the UASD template.
- Rasmussen suggested that it might be wise to seek legal review before adopting policy. Board Member Ted Munford suggested consulting Vernal City's attorney for assistance. Rasmussen agreed to look into the logistics of utilizing Vernal City's attorney.

Ted Munford made the motion to table agenda items #10 and #11 until the next board meeting. Lori Leatham seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

11. Discuss and Approve Adoption of the Utah Association of Special Service Districts' Travel Policy for Board Members and Employees.

Agenda item # 11 was addressed under agenda item #10.

12. Readdress Kathryn Peacock's current and future wages.

Discussion items:

- Board Member Red Hatch suggested hiring Kathryn Peacock as a full-time, benefited employee.
- Danny Rasmussen reviewed the following prior Board decisions:
 - The Board approved an increase in Kathryn Peacock's wage to \$30.00 per hour during the October 2023 board meeting.
 - The Board approved an increase in her hours to 19.5 hours per week during the April 2024 board meeting.
 - Mr. Rasmussen acknowledged that the decision to increase hours was based on the assumption that Ms. Peacock would retire approximately two years following the increase.
 - He expressed that Ms. Peacock is a highly valuable employee and recommended maintaining her wage at the current figure.
 - Board Member Lori Leatham expressed her initial disagreement with the increase in hours at the \$30.00 per hour rate and noted she still had reservations. She indicated that a preliminary, informal comparison to

similar job descriptions suggested that Ms. Peacock's current wage might be above the market rate.

- Board Member Cindy Mattinsen commented that Ms. Peacock's wage might be appropriate, given her status as a non-benefited employee.
- Board Member Ted Munford acknowledged both perspectives and guided the discussion toward gathering more factual, comparable data on wages and job descriptions before a formal decision is made.

Action Items:

- Danny Rasmussen will gather more accurate and comparable wage and job description information from other Mosquito Abatement Districts and Special Districts in Utah.
- Board Member Lori Leatham was invited to gather additional data as she felt necessary.

Board Member Ted Munford moved to table a final decision on Kathryn Peacock's compensation until the December 2025 Board Meeting to allow for the collection of more data. Board Member Cindy Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

13. Discuss Establishing and/or Refining Pay Scales and Job Descriptions for All UMAD Positions.

- Danny Rasmussen initiated the discussion, expressing the District's need to establish formal Pay Scales and Job Descriptions for all current and future positions.
- Mr. Rasmussen proposed setting a goal to finalize and approve these documents at the December 2025 Board Meeting.
- The Board discussed the proposal and reached a general consensus on establishing the proposed pay scales and job descriptions, along with establishing policies for merit increases and/or incentive bonuses.

Board Member Ted Munford moved to table Agenda Items #13 and #14 until the December 2025 Board Meeting to allow for comprehensive development and review of the materials. Board Member Dean Bell seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

14. Discuss Establishing Policies to Award Merit Increases and/or Bonuses to UMAD Employees.

Agenda item #14 was addressed under Agenda item #13.

15. Approval of the 2026 Employee Cost-of-Living (COLA) Adjustment.

- Danny Rasmussen informed the Board regarding the projected 2026 COLA figures, noting that both the Social Security Administration and the Consumer Price Index were projecting an adjustment of 2.7 %.
- He further indicated that he had reached out to three comparable government agencies, all of which were either proposing or had already approved a similar adjustment.
- He then proposed a 3 % COLA for 2026.

Board Member Cindy Mattinsen motioned to approve the 2026 Cost-of-living Adjustment to 3 %. Dean Bell seconded the motion. The motion passed with Cindy Mattinsen, Dean Bell, Red Hatch and Ted Munford in favor. Lori Leatham abstained due to lack of information.

16. Adopt the proposed 2026 Tentative Budget and set the Budget Hearing date of December 11, 2025, at 6:00 pm.

Presentation of Tentative Budget

- Danny Rasmussen reviewed the high points of the 2026 Tentative Budget (a copy of which was included in the Public Information Handout).

Revenue Highlights

- Property Tax Revenue: Increased to \$54,000.00.
- Fee In Lieu: Remained unchanged at \$52,000.00.
- Heavy Equipment Sales: Increased to \$12,000.00.
- Interest Income: Remained conservative at \$50,000.00.
- Total Projected Revenues: \$1,159,000.00.

Expenditure Highlights

- Salaries: Increased to \$465,000.00 to accommodate the proposed Cost-of-Living Adjustment (COLA) and an increase in seasonal personnel.

Board Member Dean Bell motioned to accept the 2026 Tentative Budget and set the Budget Hearing date to December 11, 2025 at 6:15 pm (instead of 6:00 pm). Board Member Lori Leatham seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

17. Manager's Report.

Page 5 of 6
Uintah Mosquito Abatement District
Approved
Board Meeting Minutes
October 9, 2025

Danny Rasmussen provided the following West Nile Virus (WNV) Year-to-Date Statistics for the State of Utah and Uintah County:

- Utah WNV Human Cases: **48**
- Utah WNV Human Neuroinvasive Cases: **39**
- Utah WNV Human Deaths: **3**
- Utah WNV Horse Cases: **21**
- Uintah County Human Cases: **0**

18. Future Agenda items.

Action Items for December 2025 Meeting

- Credit Card Cash Back: Mr. Rasmussen was tasked with researching the process for redeeming credit card cash back funds and will report on the findings.
- Tabled Agenda Items: Agenda items #10 through #14 will be revisited during this meeting (refer to previous minutes sections for details).

19. Next Regularly Scheduled Board Meeting, 2026 Budget Hearing and 2024 Budget adjustments to be held December 11, 2025.

See agenda item #16.

20. Vote to adjourn.

Board Member Dean Bell motioned to adjourn. Board Member Red Hatch seconded the motion. The motion passed with Ted Munford, Dean Bell, Cindy Mattinson, Red Hatch, and Lori Leatham in favor.

Attested *Lori Leatham* Date *12/11/25*

Attested *Val Dean Bell* Date *12-11-25*