

UINTAH MOSQUITO ABATEMENT DISTRICT

Board of Trustees Meeting Minutes

&

Budget Hearing Minutes

December 11, 2025

The regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD), along with the 2026 Budget Hearing/2025 Budget Adjustments were held on December 11, 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

Gary “Red” Hatch – Chair - Naples
City

Dean Bell – Vice Chair - Uintah
County

Cynthia “Cyndie” Mattinson – Uintah
County

Lori Leatham – Ballard City

Ted Munford – Vernal City

Administration - Present

Danny Rasmussen – Director

Trevor Weeks – Assistant Director

Kathryn Peacock - Clerk

Board Members - Present by phone

Public – Present

None

Board Members - Absent

None

Public – Present by phone

None

Board Meeting Minutes

Page 1 of 9

Uintah Mosquito Abatement District

Approved

Board Meeting Minutes

December 11, 2025

1. Call to order.

Red Hatch called the meeting to order at 6:01 PM.

2. Prayer or Inspirational Thought

Ted Munford offered an opening prayer.

3. Pledge of Allegiance

Red Hatch led the Pledge of Allegiance.

4. Roll Call

All attendees were present as listed above.

5. Public input

None

6. Report on the Fraud Risk Hotline email and Dropbox

Lori Leatham reported that no incidents or reports were received through the District's fraud hotline email. Additionally, Dean Bell inspected the physical drop box located outside the District office and confirmed it was empty. No further action was required.

7. Approval of the October 2025 Board Meeting Minutes.

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

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

Cyndie Mattinson reported an instance where a per diem check issued to Lori Leatham was processed and cleared with only one signature, rather than the two signatures required by District policy. The Board and staff will monitor this more closely moving forward. Ted Munford made a motion to approve the Bills, Expenditures, and Financial Statements as presented. Cyndie Mattinson seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

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

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

New items

- 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).**

Rasmussen (Director) presented the Board with a proposal to conduct a comprehensive review of all District policies. He suggested the District consider adopting policy templates from the Utah Association of Special Districts (UASD) or amending existing policies as necessary to ensure they remain current.

During the discussion regarding the workflow, Cyndie Mattinson suggested addressing a set number of policies at each bi-monthly Board meeting throughout the year. Rasmussen identified the Purchasing Policy as the initial priority and volunteered to lead the revision process. He noted that he would provide drafts to the Board well in advance of scheduled meetings, following a preliminary review by the District’s attorney. Lori Leatham also offered her assistance with the project.

The Board and staff reached a consensus to begin the review process. No formal action was taken at this time.

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.

Rasmussen informed the Board that, per District policy, professional services may be secured through direct negotiations for amounts up to \$50,000.00 after reviewing the qualifications of at least two providers. He noted that while policy allows the Director to select professional services, his individual spending authority is limited to \$5,000.00; therefore, he requested Board approval for a spending limit of \$10,000.00 to \$15,000.00 for legal fees.

The Board discussed various options for legal counsel. It was reached by consensus that Rasmussen would select the most suitable attorney, provided the hourly rates are

comparable to other qualified providers. If a significant rate disparity exists, the Board will be involved in the final selection.

Ted Munford moved to approve a spending limit of \$15,000.00 for attorney fees. Lori Leatham seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

***At 6:25 pm the Regular Board Meeting went into recess and the Budget Hearing commenced. All Board Members and staff were in attendance as noted above. No members of the public attended the Budget Hearing.

2026 Budget Hearing and 2025 Budget Adjustments Meeting Minutes

1. Opening of the 2025 General Fund Budget and Capital Projects Fund for review and final line-item adjustments.

a. Public comment.

No members of the public were present.

b. Adoption by way of resolution.

Prior to the meeting, Board members were provided with copies of the 2025 General Fund Budget/Capital Project Fund and the proposed adjustments for review. Rasmussen explained that line items are adjusted annually to align the budget more accurately with actual income and expenditures.

During the presentation, Rasmussen highlighted a transfer of \$313,000.00 from the General Fund to the Capital Projects Fund. He further noted that the Capital Projects Fund balance is projected to increase by \$613,000.00.

Rasmussen advised the Board that the District should update its written Capital Facilities Plan to outline the intended use of these funds. Once a formal plan is established and cost estimates for future capital projects are generated, the District will make any necessary budgetary adjustments. Dean Bell made the motion to adopt the Amended 2025 General Fund Budget and Capital Projects Fund as proposed. Lori Leatham seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

2. The General Fund Budget and Capital Projects Fund Budget, adjustments for the Fiscal Year 2025.

a. Public comment.

No members of the public were present.

b. Adoption by way of resolution.

Prior to the meeting, Board members were provided with copies of the 2026 Tentative General Fund Budget and Capital Project Fund for review. Rasmussen gave a brief overview of the Revenues and Expenditures highlighting a significant increase in Salaries to cover the cost of a drone pilot and visual observer, also noting additional Expenditure line items for Health Savings Contributions and Professional Services/Legal Services. A brief discussion was had. Dean Bell made the motion to accept the 2026 Tentative General Fund Budget and Capital Project Fund as proposed. Lori Leatham seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

3. Vote to Adjourn.

Red Hatch moved to adjourn the meeting. Ted Munford seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

***At 6:37 pm the Budget Hearing adjourned and the Regular Board Meeting resumed.

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.

Rasmussen reminded the Board that this project and its associated spending limit had been approved for the 2025 budget year. However, as the project was not completed within that timeframe, he requested re-authorization for 2026.

Cyndie Mattinson moved to approve a spending limit of \$15,000.00 to hire an engineering firm for the designated scope of work. Lori Leatham seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

12. Approval to purchase the annual subscription and service fees for Frontier Precision's FieldSeeker Core and FieldSeeker ULV programs.

Trevor Weeks sought approval from the Board to purchase the annual subscription and service fees for Frontier Precision's FieldSeeker Core and FieldSeeker ULV programs, since the fees were greater than the staff's spending limits. Lori Leatham made a motion to approve the purchase. Dean Bell seconded the motion. The motion passed

unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

13. Report and Discussion Regarding the Redemption of Credit Card Cash Back Rewards, followed by potential action for ratification or alternative resolution.

Rasmussen informed the Board that he had coordinated with Zions Bank to ensure that all cash back rewards earned on District credit cards during 2025 are deposited directly into the District's checking account. He further established a process for these rewards to be deposited automatically on a monthly basis moving forward. Rasmussen requested that the Board ratify these actions. Dean Bell moved to ratify the actions taken regarding the deposit of cash back rewards. Lori Leatham seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

14. Discuss and take action on an approved method to sell surplus equipment previously approved to sale.

(1) – fogger: Proceed with sale to the regular buyer.

(1) - ATV from the regular fleet: to be advertised via electronic means and sold through direct negotiations. If the desired price is not obtained, then to be sold through the sealed bid process.

(1) - ATV with tracks: To be listed via electronic platforms for direct sale. Should negotiations fail to reach the reserve price, the unit will be moved to a sealed bid solicitation.

(1) – UTV (side-by-side): To be listed via electronic platforms for direct sale. Should negotiations fail to reach the reserve price, the unit will be moved to a sealed bid solicitation.

(9) - Mesa tablets: To be listed via electronic platforms for direct sale.

Trevor Weeks noted that, per District Policy, the Board must approve the disposal method for surplus equipment with a value greater than \$2,000.00. Following a discussion of the advantages and disadvantages of various sale methods, Lori Leatham moved to approve the sale methods as outlined above. Dean Bell seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

15. Adoption of the 2026 Board of Trustees Annual Meeting Schedule.

Rasmussen explained that, pursuant to Utah Code, the District is required to post its

annual meeting schedule on the Utah Public Notice Website. He presented a bi-monthly schedule and proposed moving the Regular Board Meetings from the second Thursday to the third Thursday of the month. This adjustment allows the District to accommodate the UMAA monthly Managers' meeting (held on the second Wednesday) and ensures that monthly credit card statements are received in time for inclusion in the board's financial packets. Dean Bell moved to approve the Annual Meeting Schedule as proposed. Lori Leatham seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

16. Report on the findings of the UMAD Annual Asset Inventory.

Rasmussen explained the purpose of the Annual Asset Inventory and reported that a committee consisting of himself, Dean Bell, Lori Leatham, and Trevor Weeks had recently completed the review. He confirmed that all District assets were successfully located and accounted for in the 2025 report. Dean Bell made a motion to accept the inventory as presented; Lori Leatham seconded. The motion carried unanimously, with votes in favor from Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford.

17. Report on the 2025 Utah Mosquito Abatement Annual Conference (UMAA).

Rasmussen reported that he, Lori Leatham, Cyndie Mattinson, and Trevor Weeks attended the UMAA Annual Conference, with Cyndie Mattinson and Lori Leatham also attending the Trustee Training Session. Brief summaries were provided to the Board highlighting the value and insights gained from the sessions.

Trustee Leatham recommended that all Board members attend the UMAA and UASD meetings at least once per four-year term to ensure continued professional development. The Board reached a consensus to include this recommendation as an agenda item to be discussed in the February 2026 Board Meeting.

18. Report on the Utah Association of Special Districts (UASD) Annual Conference.

Danny Rasmussen, Kathryn Peacock, Lori Leatham all attended the UASD Annual Conference. Lori Leatham shared insights from the sessions, noting that she learned it is considered a best practice for districts to rotate their external auditors every few years in order to be compliant. She also suggested a procedural change to have Board meetings officially begin five minutes after the scheduled start time.

19. Managers' Report

A written managers' report was provided for review. No discussion was held.

20. Approve the revised Job Title, Job Description, and Pay Scale for the current “Bookkeeper” position.

Rasmussen presented a revised job description for the current Bookkeeper position, which included changing the job title to Administrative Specialist. The proposal also updated the pay scale to a range of \$25.00 to \$35.00 per hour. The board held a brief discussion to review how these changes and wages compare to similar roles in other districts. Following the discussion, Dean Bell moved to approve the new job description to Administrative Specialist. Ted Munford seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

21. Discuss and take action on Kathryn Peacock’s current and future wages.

Following the discussion held under agenda item #20, Cyndie Mattinson moved to leave Kathryn Peacock’s wage as it currently stands. Ted Munford seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

22. Update, discussion, and potential action regarding the selling or disposing of undesired pesticide.

Danny Rasmussen informed the Board that the district has discontinued using BVA2 Mosquito Larvicide Oil due to current label restrictions. Although the Board had previously authorized the sale or disposal of the remaining inventory, Mr. Rasmussen reported that he had declined a recent opportunity to sell the product. He expressed concerns regarding the product’s expired shelf life and the risk that a buyer might use it in a manner inconsistent with its labeling. While some Board members noted that a sale could be handled ethically if all limitations were fully disclosed to the buyer, Mr. Rasmussen maintained his recommendation for professional disposal rather than a sale. Following the discussion, Ted Munford moved to table the matter until the February 2026 Board meeting to allow for further review. Cyndie Mattinson seconded the motion, and it passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

23. Future Agenda items.

- Board Members attending conferences.
- Selling or disposing of unused pesticide.
- Changes or adoption of District Policies.

24. The next Regularly Scheduled Board Meeting will be held in February 2026. Date to be determined.

As established during the approval of the 2026 Annual Meeting Schedule (see **Item #15**), the next Regularly Scheduled Board Meeting is confirmed for **February 19, 2026, at 6:00 p.m.** at the District Office.

25. Vote to adjourn.

Dean Bell motioned to adjourn. Lori Leatham seconded the motion. The motion passed unanimously, with Red Hatch, Dean Bell, Cyndie Mattinson, Lori Leatham, and Ted Munford voting in favor.

Attested Lori A Leatham Date _____

Attested [Signature] Date 2-19-26