UINTAH MOSQUITO ABATEMENT DISTRICT

BOARD OF TRUSTEES MEETING MINUTES

April 16, 2026

The regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD) was held on April 16, 2026, at 6:00 PM 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
Dean Bell – Uintah County
Cyndie Mattinson – Uintah County
Gary "Red" Hatch – Naples City

Administration - Present
Danny Rasmussen – Director
Trevor Weeks – Assistant Director

Board Members - Present by phone
Lori Leatham – Ballard City
Ted Munford – Vernal City

Public – Present
None

Board Members - Absent
None

Public – Present by phone
None

Board Meeting

1. **Call to order.**
   Dean Bell called the meeting to order at 6:09 PM.

2. **Prayer or Inspirational Thought**
   Cyndie Mattinson offered an opening prayer.

3. **Pledge of Allegiance**
   Danny Rasmussen 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 had been reported to the hotline email. Dean Bell noted that he checked the drop box located at the District office and no incidents had been reported.

7. **Approval of the February and March 2026 Board Meeting Minutes**
Red Hatch moved to approve the minutes as written for both meetings. Cyndie Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

8. **Approval of Bills, Expenditures, and Financial Statements**
Red Hatch made a motion to approve the bills, expenditures, and financial statements as presented. Dean Bell seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

9. **Board Member Trainings**
Dean Bell wanted to remind Board Members to complete the Open and Public Meetings Act Training annually. He also asked if everyone had access to the Little Manual. It was mentioned that it was available to everyone online. Dean thought it would be good for everyone to review it.

10. **Personal use of District property**
Danny Rasmussen emailed a copy of the Personnel Policy Manual to the board members and noted which pages dealt with this policy. Lori Leatham wanted to ensure that Danny and Trevor were following district policy regarding the use of district vehicles. There is a concern whether district trucks are covered under the insurance policy if vehicles are driven to and from home. Having a vehicle at home facilitates the on-call situation when seasonal employees are working at night and helps managers respond more quickly when incidents occur. Ted mentioned the vehicle might be safer at a personal residence, but Danny pointed out that all vehicles are locked up when on District property.

11. **Report on the attendance of the 2026 AMCA Annual Meeting**
Lori Leatham was the sole attendee of the AMCA Annual Meeting and will give an in-person report of her findings during the June 2026 Board Meeting.

12. Discuss and select a Health Insurance Plan for the 2026 Open Enrollment Period

- **a.** Health Insurance
- **b.** Dental Insurance
- **c.** Vision Insurance
- **d.** Pharmacy Insurance
- **e.** Ancillary Products
  - a. Group Term Life & Accidental Death
  - b. Long-Term Disability
- **f.** Benefit Opt-Out
  - a. Gender Reassignment Surgery
  - b.

Prior to the Board meeting, board members were provided with information regarding health insurance benefit options. During the Board meeting, Rasmussen provided an example of the previous year's health insurance election form and requested that all benefits remain the same, with the exception of increasing the ortho benefit from $1,500.00 to $2,000.00 per year. He noted that this change would only increase the total premium by $110.00 per year. It was also noted that the District's medical insurance will increase by approximately 7.2%, and dental insurance is predicted to increase by approximately 1.6%. If the changes are approved by the Board, Rasmussen would complete the necessary form and submit it to PEHP. Red Hatch made a motion to increase the ortho coverage by the suggested $500.00 per year and leave everything else as is. Lori Leatham seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

13. If a high-deductible Health Insurance plan is selected, determine the amount the district will contribute to each employee's Health Savings Account (HSA).

Rasmussen noted that the Board elected to remain with the high-deductible health insurance plan. He then requested that the District continue its contribution of $3,400.00 per year per employee to their Health Savings Account (HSA), maintaining the same contribution level as the previous year. Red Hatch made a motion that the amount contributed to each HSA of $3,400.00 stays the same. Cyndie Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

14. Rotation of the District's Auditor

Board member Lori Leatham pointed out that it was brought up in previous training meetings that the District should not be using the same auditor year after year. Rasmussen noted that he had researched the topic and that although rotating auditors is not a requirement, Seth Oveson with the State Auditor's Office indicated that it is a best practice to rotate the auditor every 3–5 years. The Board discussed the topic and generally agreed that changing the auditor would be good practice. Ted Munford made a motion to approve staff to secure bids and then discuss the matter further at that point. Cyndie Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

15. **Form an RFP/RFQ review committee for 2026**

Rasmussen informed the Board of the need to establish a committee to review RFPs/RFQs. Lori Leatham offered to stay on the committee unless someone else volunteered. Cyndie Mattinson volunteered, and Dean Bell requested to be replaced since he is now the Board Chairman. Dean Bell made a motion that Lori Leatham, Cyndie Mattinson, Danny Rasmussen, and Trevor Weeks serve on this committee. Ted Munford seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

16. **2026 Legislative Session update**

Danny reported that, following a discussion with Ryan Lusty, who is the Director of the Magna Mosquito Abatement District and also serves as a Vice Chair for the Utah Association of Special Districts, that there are no immediate legislative updates or concerns impacting the District. However, he noted that if the District intends to implement a tax increase in the future, new statutory protocols passed during the session must be followed.

17. **Approval of updated 2026 Pesticide Discharge Management Plan**

Rasmussen stated that a copy of the PDMP was sent electronically to each Board member for review prior to the Board meeting. The updates included a list of the pesticides currently being used in the District. A statement was also added that a current list of all seasonal employees can be found at the District office. Dean Bell made a motion to approve the 2026 Pesticide Discharge Management Plan as it was presented. Red Hatch seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

18. **Seasonal staff wage increases**

Rasmussen discussed increasing two employees' wages (Robert Judd and Stephen Ward) from the entry-level wage, where they each were brought on this season, to wages reflecting their years of experience. Robert Judd's wage would increase to $19.05 per hour, and Steve Ward's would increase to $18.20 per hour. Red Hatch made the motion to approve the wages for these employees as presented. Dean Bell seconded the motion.

The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

19. District Background Checks

Rasmussen informed the Board that, to his knowledge, this season marked the first time in District history that background checks were performed. He noted that these checks were performed in consultation with the District's legal counsel and that background checks were conducted on all district employees, not just new hires. It was discussed that there is a need to revise district policy to clarify the process for background checks. Red Hatch made a motion to refine and amend district policy regarding background checks. Dean Bell seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

20. District Drug Testing Policy

Rasmussen requested that a drug testing policy be put in place as soon as possible and expressed that this should be established in consultation with legal counsel. After some discussion, Dean Bell made a motion to proceed with establishing a drug testing policy in the current Policy and Procedure Manual as soon as possible. Cyndie Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

21. Compensation time for District Employees with Exempt Status

Rasmussen requested Board approval to consult with legal counsel to review the District's current policy regarding time-and-a-half compensatory time accrual for exempt employees to ensure full legal compliance. He noted that although he had conducted some research, he felt it best to get direction from legal counsel.

During the discussion, Lori Leatham and Cyndie Mattinson raised the possibility of hiring a third administrative staff member to help delegate responsibilities and reduce overall workload for Danny and Trevor.

Danny acknowledged that staffing levels could be a valuable topic for a future agenda, but reiterated that his immediate priority was confirming the legality and correct interpretation of the existing policy. He requested authorization from the Board to move forward with a legal review. Cyndie Mattinson made a motion for Danny to seek legal counsel on the matter of exempt status employees receiving compensation time accrual. Dean Bell seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

22. **Closed Meeting – discussion regarding deployment of security personnel, devices, or systems.**

Dean Bell made the motion to move into closed meeting. Cyndie Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor. The time was 7:05 PM. The open meeting resumed at 7:19 PM.

23. **Procurement of information Technology (IT) and cybersecurity Support**

Danny expressed a need for improvement in IT and cybersecurity and requested approval to hire a contractor to handle these issues. Dean Bell made a motion for Danny to procure IT and cybersecurity support for the District and to be authorized to spend up to $10,000 per year. Cyndie Mattinson seconded the motion. The motion passed with Ted Munford, Dean Bell, Cyndie Mattinson, Red Hatch, and Lori Leatham in favor.

24. **Review of the Managers' Report**

Danny sent out the Managers' Report. No one had further questions. Trevor expressed a goal of having the new treatment drone airborne by Tuesday, calibrated on Wednesday, and in operation by Thursday of next week.

25. **Future Agenda items**

- Lori Leatham's report on the attendance of the 2026 AMCA Annual Meeting.
- Update on the RFP process for a new District auditor.
- Seeking legal counsel on compensation time for District Employees with Exempt Status.

26. **The next regularly scheduled Board meeting will be held June 18, 2026 at 6:00 PM.**

A Special Board Meeting will be held Tuesday, April 21, 2026, at 5:00 PM.

27. **Vote to adjourn.**

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

Attested ____________________ Date 06/18/26

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