

# UINTAH MOSQUITO ABATEMENT DISTRICT

## BUDGET HEARING AND BOARD OF TRUSTEES MEETING MINUTES

December 12, 2024

The Budget Hearing and regular meeting of the Board of Trustees of the Uintah Mosquito Abatement District (UMAD) was held on Thursday December 12, 2024. The Board Meeting was held at the abatement's district office located at 1425 East 1000 South in Naples, Utah.

### **Board Members Present**

Gary "Red" Hatch – Naples City  
Ted Munford – Vernal City  
Lori Leatham – Ballard City  
William Wright – Uintah County

### **Administration Present**

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

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

Dean Bell – Uintah County

### **Public**

Melanie Peterson

### **Board Members Absent**

None

## **Budget Hearing**

1. **Call to order.**

Red Hatch called the meeting to order at 7:01 pm.

2. **Prayer or Inspirational Thought**

Ted Munford offered an opening prayer.

3. **Pledge of Allegiance**

Trevor Weeks lead those in attendance in the Pledge of Allegiance.

4. **Roll Call**

Refer to above.

5. **Public input.**

None

6. **Opening and adoption of the current 2024 General Fund budget and Capital Projects Fund for final line-item adjustments to the Revenues and Expenditures and Totals**

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Rasmussen gave a brief explanation that the purpose of opening and adjusting the 2024 budget is to avoid exceeding the maximum Fund Balance limit by transferring unused money from the current years General Fund Budget into the Capital Project Fund Budget. After a few points of clarification, Lori Leatham made a motion that the current year budget revisions be formally approved and adopted as proposed. Ted Munford seconded the motion and the motion passed unanimously with all in favor.

**7. Budget Hearing - Adoption of 2025 Budget by way of resolution.**

Rasmussen provided the 3-year budget comparison, expressed that the 3-year comparison is required by the State Auditor, gave a brief description of what each column in the budget represents, and noted that no changes had been made to the 2025 Budget since the time it was proposed in the October meeting. No discussion was had. Lori Leatham made a motion that the 2025 Budget of the Uintah Mosquito Abatement District be formally adopted by way of resolution of the Board of Trustees, as inclusive of the General Fund, Capital Projects Fund and HB65 Extraordinary Mosquito Control Fund. Ted Munford seconded the motion and the motion passed unanimously with all in favor.

## **Board Meeting**

**1. Report on the Fraud Risk hotline**

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

**2. Oath of Office – as needed**

Rasmussen noted that board members need to repeat the Oath of Office at the beginning of each consecutive term and indicate that historically our district had not been doing so. As a formality Kathryn Peacock administered the Oath of Office to Lori Leatham and Red Hatch.

**3. Approval of the minutes of the previous meeting.**

Red Hatch made a motion to approve the October Board Meeting Minutes and Lori Leatham seconded the motion. The motion passed unanimously with all in favor.

**4. Approval of 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. Bill Wright seconded the motion. The motion passed unanimously with all in favor.

**5. Adoption of the 2025 Board of Trustees annual meeting schedule.**

Rasmussen reviewed the proposed board meeting schedule for 2025. Ted Munford suggested the board meetings begin at 6:00 pm instead of the current proposed time of 7:00 pm. Lori Leatham expressed concern as to if it was within Utah Code to hold the meetings at an earlier time. It was agreed to move the time to 6:00 pm and amend the schedule if it was determined necessary to do so. Ted Munford made the motion to accept the proposed 2025 meeting schedule and adjust the times of the meetings to 6:00 pm instead of 7:00 pm. Lori Leatham seconded the motion. The motion passed unanimously with all in

favor.

**6. Presentation of the 2024 Annual Fraud Risk Assessment.**

Rasmussen gave a brief explanation that the Fraud Risk Assessment form is provided by the Office of the State Auditor to help the district gauge how susceptible the district might be to internal fraud. He announced that the internal audit committee of the district had met previously to conduct the audit and the findings indicate the district being classified in the “Very Low” level according to the score. Lori Leatham made the motion to accept the Fraud Risk Assessment and Red Hatch seconded the motion. The motion passed unanimously with all in favor.

**7. Report on the findings of the annual asset inventory.**

Rasmussen explained that all assets purchased by the district costing over \$1,000.00 at the time of purchase are inventoried and documented on a Master Asset List. Likewise, if items are sold or discarded, the items are noted as such on the Master Asset List. Once a year the internal audit committee reviews this list and physically inspects the property to determine if all the items are still in the possession of the district. Rasmussen reported that all tangible assets were accounted for as listed. The members of the committee consisted of: Danny Rasmussen, Trevor Weeks, Lori Leatham, and Dean Bell. All the members of the internal audit committee who were present at the board meeting signed an attestation form of the findings excluding Dean Bell who was not at the physical location of the board meeting. Lori Leatham made the motion to accept the findings of the asset inventory and Ted Munford seconded the motion. The motion passed unanimously with all in favor.

**8. Report on the Utah Mosquito Abatement Annual Conference.**

Rasmussen thanked the board for allowing district employees to attend various conferences and expressed that attendance is beneficial in gaining knowledge and networking. Trevor Weeks expressed the benefit it has been in preparation to purchase a drone. Lori Leatham expressed that by attending conferences we gain knowledge of new and upcoming technology, the latest information of the spreading of disease, and the benefit of networking with other districts.

**9. Report on Utah Association of Special Districts Annual Conference.**

Rasmussen informed the board that he, Lori Leatham, Trevor Weeks and Kathryn Peacock all attended the Utah Association of Special Districts Annual Conference. Kathryn Peacock expressed that attending was very helpful for her as the district clerk since she attended breakout sessions with information regarding clerk specific duties, records retention, separation of duties, and the Utah Retirement Systems. Lori Leatham reported on various items we should be addressing as a district such as: adhering to proper oath of office statutes, recording retention schedules, and accurate board member information on the district and the Lieutenant Governors websites, transitioning to a .gov website address, obeying proper public notice procedures, and addressing cyber security.

**10. Update on the .gov change-over process for website and email.**

Rasmussen informed the board that as of yet, no action had been taken to transition to a .gov domain for

the district webpage and noted that the deadline was July 2025.

**11. Approval to purchase new copy machine.**

Rasmussen informed the board that the district's copy machine was over 10 years old and that the current service agreement was ending in February of 2025. He requested approval to purchase a similar machine for the price of \$4,899.80. Red Hatch made the motion to approve the purchase of a new copy machine as needed. Lori Leatham seconded the motion. The motion passed unanimously with all in favor.

**12. Approval to authorize Uintah County Treasurer to direct deposit funds from the Tax Collection Fund into Uintah Mosquito Abatement District's PTIF Account.**

Rasmussen expressed the advantages of Uintah County being able to directly deposit Tax Collection checks into the district's PTIF savings account instead of having to physically deposit the current paper checks. Ted Munford made the motion to authorize the direct deposit of Tax Collection Funds from Uintah County into the district's PTIF account. Red Hatch seconded the motion. The motion passed unanimously with all in favor. Red Hatch signed the authorization form which is required by Uintah County for direct deposit.

**13. Increasing Credit card limits.**

Rasmussen provided the average monthly charges made on both his and Trevor Weeks's credit cards and stated that while the current credit card limits are typically sufficient, there are times when the limits are not high enough and suggested that his credit card limit be raise from \$5,000.00 to \$10,000.00 and Trevor Weeks's limit be raised from \$3,000.00 to \$5,000.00. Red Hatch made the motion to approve the increase in credit card limits as listed above and Bill Wright seconded the motion. The motion passed unanimously with all in favor.

**14. Online banking access for credit card holders.**

Rasmussen requested the board to approve Rasmussen and Weeks to be granted access to view their credit card expenditures online. This access would be a "view only" option with no other access arranged. William Wright stated that as a district we may want to consider setting up a system for the credit cards that would send a message to the card holders cell phone any time a purchase is made. Lori Leatham suggested that the district look into some form of a cash back program for the district's credit cards. Rasmussen agreed to look into cashback and a notification system. Bill Wright made the motion to approve online banking for both credit card holders. Red Hatch seconded the motion. The motion passed unanimously with all in favor.

**15. Proposed changes to the Purchasing Policy – Small Purchases Limit.**

Rasmussen proposed that the Purchasing Policy for the Small Purchases Limit be increased from \$3,000.00 to \$5,000.00. Ted Munford motioned to approve the increase and William Wright seconded the motion. The motion passed unanimously with all in favor.

**16. Proposed changes to the Personnel Policies and Procedures Manual – Uniform Purchasing.**

Some discussion of this topic was held but Rasmussen asked that this agenda item be tabled until the

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**17. Board member appointments update.**

Rasmussen reported that the Uintah County Commission would be filling two vacant positions for the Uintah Mosquito Abatement District's board of trustees. One of which potentially could result in reappointing Dean Bell for another term and the other to be backfilled for William Wright's seat. William Wright expressed that he had served on the board for approximately twelve years. Gratitude was expressed for his many years of service.

**18. Discussion of new office building, possibility of a new location for the entire facility, and potential sale of both the Vernal facility and Ballard facility.**

Rasmussen started a discussion regarding the districts capital project fund that was established for the purpose of building a new office building on the current Naples property. He informed the board of some potential drawbacks to building a new office on the current property and expressed that the district may want to explore the option of selling both the Naples and Ballard facilities and construct an entirely new facility at a different location. Rasmussen and Weeks expressed issues to be considered in determining whether to build on the current property or at a new location and expressed that the overall vision of the district needed to be considered before making a decision. Some of the issues discussed included the following:

- a. If the Green River corridor is going to be treated with a granular product vs. liquid, the current pesticide storage facility may need to be remodeled to generate enough space to store large volumes of granular product.
- b. If the district chose do their own PCR testing, the current lab slightly undersized.
- c. If a new office is built on the current location how will the old office building be utilized.
- d. If Vernal is the only office, what are the pros and cons to not having the Ballard facility.

It was agreed that Rasmussen would start touring other Mosquito Abatement Facilities for layout and design ideas. Munford suggested that Rasmussen should propose to the board, what he thinks the vision of the district should look like.

**19. Manager's Report/General operational discussion**

Rasmussen reported that the district would be purchasing a small camara drone.

**20. Items for the next meeting's agenda**

- a. **Board member elections for Chair, Vise chair, etc.**
- b. **Update on credit card cash back options and notifications**

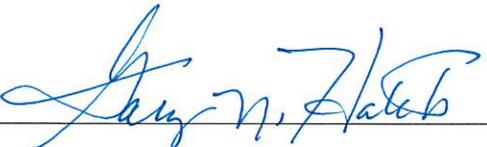
**21. Next meeting February 2025 to be determined.**

Next meeting to be held February 13, 2025 at 6:00 pm.

**22. Call to Adjourn**

**Lori Leatham made the motion to adjourn. Red Hatach seconded the motion.**

The motion passed unanimously with all in favor.

Attested  Date 2/17/25

Attested Val Dean Bell Date 2/20/25