

August 13th, 2018

The Regularly Scheduled Meeting of the Board of Commissioners for Beach Mosquito Control District was called to order by Chairman Couch at 5:00 P.M. on August 13th, 2018. Couch requested that the roll be recorded, and noted that all commissioners, Director Clauson, Attorney Nick Beninate, Scott Clemons from Clemons Company, Billy Perry and Stacy Rausch from Mott MacDonald, and Laurell Young were present. Burt Howle and Bob Blake from McInnis Builders joined the meeting at a later time.

Approval of Minutes

Secretary Dean confirmed that everyone had received and reviewed the minutes from the July 9th, 2018 Board Meeting; and asked if there were any changes. Hearing none, she made a motion that the minutes be approved as submitted; Caldwell seconded, and the motion carried without dissent.

Financial Reports

Treasurer Caldwell referenced the financial reports and noted that we had received a total of \$1,203.06 since the last meeting; of which \$5.12 was from tax revenue and \$1,197.94 from miscellaneous receipts. Caldwell did not have any other questions or comments and asked if anyone else had any questions regarding the P&L; hearing none he requested that the financials be filed for audit.

Couch requested that Mr. Clemons be moved up on the agenda for presentation on our insurance renewals.

2018 Health Insurance Renewal (Clemons Company)

Mr. Clemons advised the Board that for FY 2018-2019 there is an overall reduction to the health, dental, life and tele-medicine plans that renew on October 1st. The premiums for all three of the health plans are seeing a reduction and the only significant change is an increase to the deductible amount of the Blue Options HSA Plan 16203, currently used by only one employee. Mr. Clemons provided the Board with two options regarding the cost savings from the reduction in overall health insurance premiums; Option #1 was for the District to retain the cost savings from the premium reductions and Option #2 was for the District to pass along the cost savings to the employees by reducing the employee portion of the premiums for the Blue Options Plan 14003. For the bundled dental, life and short-term disability plans under Principal; there is no change to the dental and life/AD&D insurance premiums but there is a 4.76% increase to the short-term disability premium. And our tele-medicine service, Teladoc, remains at \$5.70 per employee. The director's recommendations are to retain the same health insurance plans for next year, Blue Options HSA Plan 16203, Blue Options Plan 14052 and Blue Options Plan 14003; our bundled dental, life/AD&D and short-term disability with Principal; and retain Teladoc, our tele-medicine service. Dean made a motion to retain the District's current health and going with Option #1 of the District reaping the cost savings, remaining with Principal bundling dental, life/AD&D and short-term disability plans, and continue the Teladoc service for all employees. Caldwell seconded, and the motion carried without dissent.

Old Business

Couch then moved to Old Business and the new headquarters update. Mr. Perry presented an Amendment to Task Order Proposal (Mott MacDonald) to the Board for review. The Amendment is to

expand the oversight Mott MacDonald has during construction through more in-depth involvement with more frequent site visits and inspections as well as engaging the firm to conduct the monthly construction meetings and provide updated reports to the District throughout the course of construction. A breakdown of the expanded activities and associated fees, not to exceed \$120,000.00, was provided for review; all fees would be billed hourly, as opposed to a flat fee, and invoiced monthly with an accounting of the hours billed. Mr. Perry provided Board with copies of the 1st Construction Meeting Minutes. He then advised that during the process of getting the Development Order approved by the City, a flood zone was identified on the property that required that the site be raised an additional 2 – 2.5 feet in certain areas; this resulted in an increase in the amount of fill dirt needed and also a re-engineering of the plans to a certain degree. He presented the Board with a breakdown of the changes necessary due to the Development Order and the additional cost of \$112,213.55 to the project. Fortunately, there are several VE (Value Engineering) cost savings, approximately \$152,000.00, which have been identified and approved to date that will offset the additional costs incurred by the Development Order changes. Mr. Perry then discussed the document from the subcontractor, H & T Contractors, regarding the costs incurred from removing and hauling off buried debris from the site, and costs to haul fill dirt back in and compact it. When the District previously cleared the lot, only the tree trunks were removed and the stumps were buried in an area, that at that time, the District believed would not require their removal. As the building plans were developed and subsequently altered due to various changes, the area where the stumps were buried now encroaches on the retention pond and part of an asphalted area. This necessitated the removal of the stumps and also an increased amount of fill dirt needed since the expected dirt from that area had to be offset. When the issue was originally identified, the subcontractor estimated that the removal would only be 15 - 17 loads and have a cost of approximately \$21,000.00. As the District would have to rent the necessary equipment and pull employees from their fieldwork, it was decided to have H & T complete the debris removal. Since that original estimate, the number of loads to haul off the buried debris and associated costs has increased significantly; H & T has provided a cost of \$55,120.00 that also includes the cost of equipment rental, the cost of hauling in the additional fill dirt and compacting it, and testing. Of concern is the fact that instead of halting all work and requesting further instruction when the amount of actual removal was identified, H & T continued to haul off the debris. This prevented the District from discussing the situation with Mott MacDonald and McInnis Builders and potentially identifying a more cost effective removal alternative. Mr. Perry asked that a meeting with the involved parties be held to discuss the debris removal and come to an agreement on the actual amounts and costs incurred. He recommended that the Board approve the Change Order to the contract with McInnis Builders to incorporate the VE cost savings and the changes necessitated by the Development Order.

Attorney Beninate recommended that any decision on these matters be tabled at this time, pending the Director holding a meeting with Mott MacDonald and McInnis Builders to fully review and discuss the proposed Change Order, the Task Order Amendment and the debris removal situation. This meeting will be held at the District on Wednesday, August 15th at 2 p.m.

The McInnis Builders July 2018 Pay Submittal for \$146,463.30 was reviewed and approved for payment by Mott MacDonald, and presented to the Board for approval; the submittal does not include any of the debris removal costs. Dean made a motion to approve the July 2018 Pay Submittal to McInnis Builders,

LLC in the amount of \$146,463.30 for payment; Caldwell seconded and the motion was approved unanimously.

Attorney's Report

Attorney Nick Beninate attended for Attorney Myers and advised there was nothing to report. At this time the Director asked that either Attorney Myers or Beninate attend the construction meeting on the 15th.

Director's Report

Clauson began his report by reviewing the calendar of events scheduled for August, September and October 2018. Kaylyn's last day was August 9th; Mike is down at Manatee Co. MCD for some resistance testing/training beginning August 13th and will be returning on the 16th; and James will be in the St. Augustine/Daytona Beach area the 20th through the 22nd for FMCA site visits for the 2019 Annual Meeting. The 1st Budget Hearing is on Tuesday, September 4th with the Final Budget and regular Board Meeting on Monday, September 10th. James will be at Pasco Co. MCD on September 25th for a FCCOMC meeting. The Pirate Parade will be on Saturday, October 6th, James will be attending the SOVE Meeting October 8th through the 10th in California, Mike will be attending a Bee College in Gainesville the 12th and 13th, and the Cops N Kids event is on the 20th. Couch asked the Board to consider making a contribution of \$500.00 to Cops N Kids as it has in previous years. Dean made a motion to make a \$500.00 donation to Cops N Kids; Caldwell seconded and the motion passed without dissent. The commissioners had no additional comments or concerns with any of the remaining dates and activities planned. Clauson then gave his Operations Report referring to the July 2018 activity reports compiled by Summers and Riles. We sprayed the whole District with the helicopter last week and have been spraying with the trucks. The Director provided an update on the human West Nile Virus cases confirmed by the Health Department.

New Business

Director Clauson advised the Board that Travis Kern had received his Bachelor of Science in Business Administration (Global Business) and that he has received an incentive pay increase of \$0.75/hour, so his total education incentive pay is now \$1.50/hour. He then presented the Board with a list of class that he feels are eligible for tuition reimbursement and requested that the Board approve a tuition reimbursement in the amount of \$3,185.36 for the classes, associated lab(s) and book costs based on Travis' grades and the reimbursement percentages outlined in the Employee Manual.

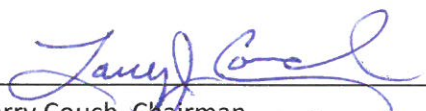
Class Name	Class Cost	Lab Cost	Book(s) Cost	Total Cost	Grade	% paid per Handbook	Cost Reimbursement
Computer Concepts & Applic	978		149.5	1127.5	B	75%	845.63
Earth & Space Science	1014	338	227.23	1579.23	A	100%	1579.23
Leadership & Change	1014			1014	B	75%	760.50
							3185.36

Dean made a motion to approval the tuition reimbursement amount of \$3,185.36 to Travis Kern; Caldwell seconded and the motion passed without dissent.

He requested approval a budget amendment to move \$10,000.00 from Contingency and apply \$8,000.00 to Helicopter Repairs & Maintenance and \$2,000.00 to Training, to cover the tuition reimbursement for Travis Kerns approved earlier in the meeting. Dean made a motion to approve the budget amendment as presented; Caldwell seconded and the motion was approved unanimously.

Announcements

There were no announcements and no further business to come before the board, and Chairman Couch adjourned the meeting at 6:34 PM.


Larry Couch, Chairman


Joyce Dean, Secretary


Brandon Caldwell, Treasurer

August 27th, 2018

Special Board Meeting

The Special Meeting of the Board of Commissioners for Beach Mosquito Control District was called to order by Treasurer Caldwell at 9:13 A.M. on August 27th, 2018. Caldwell requested that the roll be recorded, and noted that he and Commissioners Dean were present. Director Clauson, Attorney Myers, Lee Duke and Laurell Young, from the District were present, as well as Bill Perry and Stacy Rausch from Mott MacDonald, and Bob Blake and Burt Howle from McInnis Builders. Commissioner Couch and additional members of the public were not present for the meeting.

Mr. Perry provided copies of the Development Order and Tree Stump Removal document, the Change Order #1 from McInnis Builders, and the Amendment to Task Order (Mott MacDonald) Proposal document to the Board and attendees.

He first reviewed the Change Order for McInnis Builders and Development Order and Tree Stump Removal documents. A total of \$144,225.00 in cost savings have been identified through VE (Value Engineering). These are either design and/or engineering modifications identified by McInnis Builders, reviewed and approved by Mott MacDonald and Director Clauson that will save the District money while still providing the same quality of design and/or product. There is an increase of cost to the project in the amount of \$112,253.73 due to the site work changes necessitated by the City's Development Order. A list of the changes and the costs due to the Development Order was provided for review. There is an additional \$33,000.00 being added to the cost of the project for the removal of the debris from site. The original amount from the subcontractor, H & T Contractors, was \$55,120.00 that also includes the cost of equipment rental, the cost of hauling in the additional fill dirt and compacting it, and testing. At the meeting held on August 15th, 2018, Tim Tindle from H & T agreed to lower the cost of the debris removal to \$40,000.00; Burt Howle with McInnis Builders offered to pay \$7,000.00 and remove their overhead and profit from the Development Order site work changes, approximately \$9,933.00, if the District would agree to pay the remaining \$33,000.00. This would provide H& T with the requested \$40,000.00 while ultimately only costing the District \$1,028.73 once the VE cost savings are factored in.

VE Cost Savings	-\$144,225.00
Development Order Site Work	\$112,253.73
Debris Removal	\$33,000.00
	\$1,028.73

Dean made a motion to approve the Change Order #1 provided by McInnis Builders, LLC to add \$1,028.73 to the contract price; this will increase the contract price from \$4,715,859.00 to \$4,716,887.73. Caldwell seconded, and the motion passed without dissent.

Mr. Perry then viewed the Amendment to Task Order Proposal for Mott MacDonald with the Board. The original Amendment to expand their oversight of the project was for \$120,000.00 but after discussion

with the Director and Commissioner Couch at the meeting on August 15th, it was modified to not to exceed \$60,000.00; all fees would be billed hourly, as opposed to a flat fee, and invoiced monthly with an accounting of the hours billed. Dean made a motion to approve the Mott MacDonald Task Order Amendment as presented, with the costs not to exceed \$60,000.00; Caldwell seconded, and the motion passed unanimously.

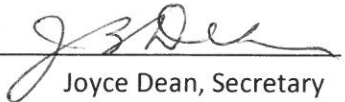
The Notice to Proceed was then provided for signature. After discussion between Mott MacDonald and McInnis Builders, Director Clauson signed the Notice to Proceed with a commencement date of August 27th, 2018.

Announcements

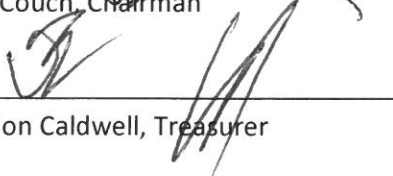
There were no announcements and no further business to come before the board, and Treasurer Caldwell adjourned the meeting at 9:43 AM.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer