

**Beach Mosquito Control District
Regular Board Meeting
December 5, 2022**

Call to Order and Roll Call. The regularly scheduled meeting of the Board of Commissioners for the Beach Mosquito Control District was called to order at 5:00 PM by Commissioner Larry Couch. Commissioner Couch, Commissioner Smith, Commissioner Dean, Legal Counsel Amy Myers, Director James Clauson, Interim Office Manager, Michelle Buell, and Cale Madden with Mott Macdonald, all present.

Approval of Minutes. Commissioner Dean presented the minutes of the November 7th, 2022, meeting and moved that they be accepted as presented. Commissioner Dean made a motion to approve as presented. Commissioner Smith seconded. The motion passed unanimously.

Financial report. Commissioner Smith presented the financial report, noting the total revenue received since the last meeting. Reviewed the P&L. Commissioner Smith stated the financial report should be filed for audit.

Old Business.

- A. Alternative Dispute Resolution Procedure- Director Clauson presented the table of organization that was requested by Commissioner Smith. The table shows which positions have supervisory responsibilities as well as all positions' job duties, so that the alternative dispute resolution procedure can be followed. Commissioner Smith motioned to incorporate the alternative dispute resolution procedure and table of organization into the employee manual. Commissioner Dean seconded. The motion passed unanimously.
- B. Office Manager Position Update-Director Clauson announced that after posting the position and receiving no applications aside from Michelle, he conducted an interview with Michelle, ex-office manager Lauren Dee was present. He offered the position to Michelle and she accepted.
- C. Mott Macdonald, Cale Madden: Chicken Facility- Cale joined the board meeting to discuss the price that it would cost for the District to retain Mott Macdonald's services during the design build for the chicken coop. Their services would include construction administration, reviewing

shop drawing and calculations, assisting with permits, helping provide feedback on contractors, or providing assistance with whatever the District needs. Cale proposed doing a fee based on time and materials between 20,000-25,000 dollars, this will not be a fixed fee and will be based solely on the involvement of Mott Macdonald. Commissioner Smith motioned to retain Mott Macdonald's services based on time and materials. Commissioner Dean seconded the motion. The motion passed unanimously.

Attorney Report.

No Report

Director report.

- A. Calendar Review –Board meeting is December 5th. December 7th is the staff luncheon. James will be off Dec 8th-Dec 13th. The Christmas parade is December 10th. Kaylyn and Eddie will be off Dec 13th-16th. Lee will be off December 15th. Our office closure this year begins on December 19th and the employees return to work January 3rd (for the Monday crew) and January 4th (for the Tuesday crew). Board meeting is January 9th. James and Drew are attending the Fly-in on January 11th-13th. Martin Luther King Holiday on January 16th. The Dodd Short Courses begin January 30th-February 3rd. Board meeting is February 13th. Cindy will be at Patronis Elementary school February 20th-21st. AMCA begins February 27th.
- B. Operations and COVID Updates – We have no other COVID cases among employees. Mosquitoes are low due to little rain and dry conditions. Chicken seroconversions are slowing down as well. Service requests are very few.

New business.

- A. AMCA Meeting Update–The meeting is being held February 27th-March 3rd. Commissioner Couch and Smith are attending.
- B. Trim Completion Letter- We received our Trim compliance letter with no issues noted.

C. Election of Board Officers 2023- Commissioner Dean made a motion for her to retain her seat and for Commissioner Smith and Commissioner Couch to rotate chairs, making Commissioner Couch the new treasurer and Commissioner Smith to be the chairman in 2023. Commissioner Smith seconded. The motion passed unanimously.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 6:03 pm.



Larry Couch, Chairman



John Smith, Treasurer



Joyce Dean, Secretary