

Beach Mosquito Control District

Regular Board Meeting

Monday, October 14, 2019

The regularly scheduled meeting of the Board of Commissioners for the Beach Mosquito Control District was called to order by Chairman Couch at 5:00 PM on Monday, October 14th, 2019. Present were Commissioners Couch and Caldwell along with Director James Clauson, Terri Thornton, Cale Madden from Mott McDonald and Carl Allen from Counts Real Estate.

Approval of the minutes.

Commissioner Couch presented one minor change needed on the second page under New Business referring to Teladoc. He asked that one of the two "the"s be deleted and he made a motion to approve the minutes for Monday, September 9th, 2019. Caldwell seconded.

Financial Report.

Director Clauson stated that we have a new updated P & L report since the folders were put together. He also stated that some of the accounts were over due to it being the end of the fiscal year. One thing he made note of was the CO2 bottles were not over by 850%. They were over but not that much. That's the reason it was over the 100%. Commissioner Couch stated we have just over \$100,000.00 to be collected, which is amazing, just short \$29,138.00 rather than the normal \$150,000.00 to \$200,000.00 short every year. Commissioner Caldwell stated there was \$97,782.72 in total revenues since last meeting and miscellaneous \$98,082.72 total since last meeting. There was a discussion of the error in the interest on the report which is in the process of being corrected. Couch asked if there was any other discussion and hearing none, he stated the Financial should be filed for audit.

Head Quarters Update.

Cale stated that they are nearing the end of the building process. Less than a month out. Hopefully ready to be occupied mid- November. There is a meeting Wednesday and a punch list can be started at that time. Stated he knows everyone is excited, but he wants everything completed before occupancy. The city will have to go out and approve and issue an Occupancy Certificate before BMCD can take possession. Finishes are coming along. The paving and the landscape are done. There is an incentive for the contractors to get completed and soon. Cale stated on this four million dollar job, we are retaining four hundred thousand until completed. Director Clauson stated that the walls need another coat of paint and the hanger needs another coat also. The floors are not down yet. An electrician and the Fire Inspector were out there today. Cale stated that there will be a lot of things to come together at the last second. Overall the project is looking good and we want to give you a quality product. The District will be getting some tax savings back at the end of the project. Mr. Clauson gave Cale a business card of Wes who has been doing aerial pictures with a drone.

Sale of Current District Headquarters.

Carl, with Counts Realty stated he has a contract on the Current District Headquarters for the full asking price of \$675,000.00 with a closing date on or before 01/07/2020. Director Clauson brought up the subject of the chickens. Carl said there should not be an issue with the chickens since the buyer is being very reasonable. The new buyer will do a Phase One and everything should run very smooth with the sale. Carl discussed the improvement of the road. Chairman Couch signed the contract and stated we should be out by end of November and the property available December.

Attorney Report. Amy Myers not present.

Director Report.

Cindy is back from Vero Beach, FL where she attended the FMEL and had a good time and received her State Certificate. We had the Pirate's Parade Saturday. It was very good. Everyone had a good time and we threw a lot of beads. There is a construction meeting on Wednesday. Cindy will be at Patronis the 16th, 17th, 21st – 24th, the 30th and 31st. Cops and Kids is on the 19th. The trailer is being wrapped with our new look. It's going in on Wednesday and hopefully we will get it back by Friday. Cindy has Trunk or Treat at the Navy Base and Zoo-Boo on the 26th for Halloween. Mike will be going to Tallahassee the 29th to attend the Florida A & M conference on Urban entomology and talk about mosquitoes.

November board meeting on the 4th. Veteran's Day is on the 11th and we are closed. Cindy is at Patronis the 13th and 14th and Island Reserve (HOA) on the 16th. We have FMCA the next week, 17th through the 20th and we will be closed the 28th and 29th for Thanksgiving.

We do not have a lot going on in December. The December Board Meeting is on the 9th. Mike asked about going to North Carolina Vector Control Association meeting. Director Clauson told him to go and represent Florida. On the 14th we have the Christmas Parade and we are closed for the holiday on the 23rd two weeks.

Caldwell asked if there have been problems at Island Reserve because a resident approached him in reference to the spraying of mosquitoes. Director Clauson explained that often he or Cindy will go out and talk to the community about mosquitoes and the procedures we use and what they can do to help combat any problems. It has been really dry and we have had very few service request in the last few weeks. The counts in the traps have been low. The retention ponds have been drying up and loosing their fish. Very few landing rates. We will be breaking down the fish tanks for the move.

Director Clauson stated that we went with regular dues this year instead of sustaining dues for FMCA because of the issues with note getting answers about FMCA financials.

New Business.

Director Clauson asked that the new Cola rate per the budget be retro-active. Commissioner Couch made a motion to implement the Cola retro to the first of October. Caldwell seconded the motion.

Director Clauson stated he would like to hire Michelle Buell full time. She has been a seasonal employee for about 5 months. She has been an asset to the District and will be a technician to help out while Danny is out due to surgery. Would like to start her out at \$13.00 per hour even though she makes more

than that now, but she has no benefits at present and incorporate the Cola also because she has been here half a year. Commissioner Couch made a motion to approve the seasonal employee to a full time position. Caldwell seconded the motion and it passes.

The 2007 Ford ½ ton pickup has been giving problems and we need to declare it surplus, that's the first step in getting rid of it. We still have the other 2007. We will offer them both at the same time to the general public. We normally offer to BMCD employees, but I really don't think anyone wants them. Then I will advertise to the public and any other local entities for bids. Couch made a motion to declare the truck as surplus and Caldwell seconded.

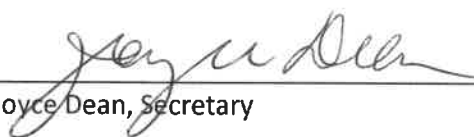
Last thing is the TRIM Compliance Letter from DOR in Tallahassee. The letter said we are in compliance. Receiving that letter is always a good feeling knowing everything has been done correctly and we will get our tax revenue.

No other announcements.

Meeting adjourned at 5:35 P.M.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

Beach Mosquito Control District

Regular Board Meeting

Monday, November 4, 2019

The regularly scheduled meeting of the Board of Commissioner for the Beach Mosquito Control District was called to order by Chairman Couch at 5:00 PM on Monday, November 4th, 2019. Present were Commissioners Couch, Dean and Caldwell along with Director Clauson, Legal Counsel Amy Myers, Terri Thornton and Cale from Mott MacDonald.

Approval of Minutes.

Commissioner Dean asked if anyone had any changes pertaining to the October 14th Board Minutes, there being none she suggested the minutes be approved as presented. Chairman Couch made a motion to approve the minutes and Caldwell seconded. Motion passed unanimously.

Financial Report.

Director Clauson stated that the report is not complete because information wasn't transmitted to Frankie who does our financials. Interest and tax distribution are probably accurate. The report does not have the total revenue on the P & L. All those columns are "0" for the budgeted amount. Terri is putting in the dollar amount for each of those that count. Frankie will be out in the morning to complete the report and I will email it to each Commissioner. The amount being paid to Frankie was discussed. Chairman Couch asked if there were any other questions on the Financials, there being none he stated the record showed that \$3,598.99 was the Tax Revenue received since the last meeting. We will file the Financial Report for audit. Director Clauson stated that the District should be receiving a rather large amount towards the end of November.

Old Business.

Cale from Mott MacDonald stated that unfortunately it is getting down to the wire on the new headquarters. They are getting close to completion and working towards the CO in a couple of weeks. He does not feel that the deadline is going to be met. He feels that it will be after Thanksgiving before it will be completed. Everyone agreed they wanted everything completed accurately. A week or two at this point is not going to matter too much and we do not want to rush things. There are some last-minute challenges to take care of, stated Cale. Director Clauson stated there was a site meeting last week when it was raining. Something needs to be done about the rain going into the shop by the bay doors. There may need to be some type of guttering system. There was much discussion on the completion of the building. The asphalt is

going to need some type of repair. Cale stated that they have put them on notice. There are issues and some work is not acceptable. Monies have been held until completion. The architectural walk through is scheduled for the 13th, but that may not happen. That's only a week from Wednesday. We would prefer they tell us when they are finished then we can do a punch list and then pursue the CO (Certificate of Occupancy). They have 30 days to complete the punch list. The Director stated at this point, we will be getting in by the Christmas Holidays. We will have the next board meeting December the 9th and asked if Cale would be there, He stated he would. Director Clauson stated that hopefully we can get all this completed by the Christmas holidays.

Current Headquarters Update.

Carl Allen could not make this meeting. He stated he will be coming by tomorrow and do a walk through and speak on behalf of the buyer to let him know what items be staying and going. So far, things are moving along fine. They have an environmental evaluation that they are going to do. They have ordered a survey and the title search. The closing needs to be completed by January 7th 2020. Legal Counsel, Amy Myers, spoke in reference to the documents that will be needed to close. Chickens can stay until we get a new home for them.

Attorney Report.

Amy Myers had nothing to report.

Calendar Review.

Veterans Day is the 11th. Bay County Health Department has a vector control meeting on the 13th and unless it has something do with mosquitoes, director Clauson does not attend. Cindy will be at Patronis School the 13th and 14th and at Island Reserve HOA on the 16th. We have FMCA in St Augustine the 17th through the 20th. A walk through at the new headquarters is scheduled on the 21st. We will be closed the 28th and 29th for Thanksgiving.

December board meeting is the 9th. Mike is going to North Carolina to NCVCM the 10th. The Christmas Parade is the 14th. The BMCD will close on the 23rd for the holidays.

We will return on January 6th. After we scheduled the board meeting 13th, we discovered the fly-in was scheduled the 13th and 14th. Would like to reschedule the January board meeting for the 20th. Tally Days are the 21st and the 22nd. MVCAC in San Diego is the 26th through the 29th.

Operation Update.

The guys have had very few mosquitoes service requests. We are finding a few mosquitoes in the traps. We have had to spray with the helicopter in years past near Thanksgiving, so we are still monitoring the mosquito abundance. It's getting cooler and mosquito count is down.

Election of Officers, 2020.

Commissioner Dean stated she would like to keep the officers as they are currently. That being Larry Couch as Chairman, Brandon Caldwell as Treasurer and herself as Secretary. Chairman Couch made a motion and Caldwell seconded. Motion passed unanimously.

Director Clauson had one other item. Sue from Coastal Helicopters would like to trailer our helicopter to Orlando to the National Agriculture Aviation Association meeting. AGNAV will pay all expenses for Larry (who has time off) to go and show the helicopter. I will make sure that Coastal insurance will cover us first. Sue said they will clean and polish and work on our helicopter. If Larry were not able to go, this would not be a consideration. The Board had no objections to Coastal trailering our helicopter to Orlando.

No other announcements.

Meeting adjourned at 5:20 P.M.

Larry Couch, Chairman

Joyce Dean, Secretary

Brandon Caldwell

Beach Mosquito Control District
Regular Board Meeting
Monday, December 9, 2019

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 by Chairman Couch at 5:00 p.m. on Monday, December 9, 2019, with all Commissioners present. The Director and Legal Counsel were also present.

Approval of Minutes. Commissioner Dean presented the minutes of the November 9, 2019 meeting, and moved to approve. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, and recommended it be filed for audit.

Old Business.

- A. New Headquarters Update. The Director conferenced in the Engineer of Record by phone. The Engineer reported the status of various punchlist items and their impact on the timeline to move into the building. The Engineer confirmed a temporary CO had been issued, and the District should be able to move in on time. Discussion ensued regarding the substantial completion timeline and the significant outstanding items. The Director confirmed the timeline for the cable install, furniture install, and move. Brief discussion ensued regarding insurance coverage overlap for the new and old headquarters.
- B. Sale of Current Headquarters Update. The Director reported that this was the Commission's last meeting in the current headquarters, and that he had scheduled a walkthrough with the realtor to confirm what items will stay and what will go. The closing of the property is scheduled for January 7, 2020, and the

Director requested permission to stay until the second week of January just in case. The new owner asked for permission to start leasing and Clauson indicated to him it would not be a problem.

Attorney Report. No report.

Director Report.

- A. Calendar Review. The Director presented the calendar of upcoming events, trainings and meetings of note for December, January and February. He reported that Roberta Lawrence would be assisting with bills and payroll, and that the headquarters would be closed for 2 weeks beginning December 23rd.
- B. Operations Update. The Director reported no mosquitoes and no service requests due to the dry weather. He said the District would discontinue trapping next week, and 2 employees will take care of chickens over holidays as in past years.

New Business.

- A. Office Position. The Director reported that last Tuesday was Terri's last day, and the terms of her separation of employment. He said that he had met with Roberta and she is a recommendation from the District's accountant. Until a permanent replacement is found, she will help out for \$45/hour, every 2 weeks to do payroll and pay bills. The Director said he would advertise the position in the paper and internet, and hoped to interview someone this month that can start in January.
- B. Reschedule Jan 2020 Meeting. Confirmed rescheduled meeting for January 20, 2020. Discussion ensued regarding signage for the new headquarters and the legal requirements for posting agendas.

Announcements. None.


There being no further business, the meeting was adjourned at 5:25 p.m.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

Beach Mosquito Control District
Regular Board Meeting
Monday, January 20, 2020
509 Griffin Boulevard, PCB
5:00 P.M

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 the new Headquarters by Chairman Couch at 5:00pm on Monday, January 20, 2020, with all Commissioners present. The Director, Legal Counsel and a representative of the Engineer of Record were also present.

Approval of Minutes. Commissioner Dean presented the minutes of the December 20, 2020 and moved they be approved as submitted. Caldwell seconded. The motion passed unanimously.

Financial Report. Commissioner Caldwell presented the financial report. He noted the tax money already collected, and the professional services cost associated with it. There being no further discussion, the Chairman directed it be filed for audit.

Old Business.

- A. New Headquarters Update. The Engineer of Record reported that they had issued notice of substantial completion which stops the performance period. Currently, the project was in the punchlist phase, with less than 30 days to finish. He indicated that the Contractor had exceeded the performance period, and asked the Commissioners for guidance on how to handle and closeout the contract. After lengthy discussion regarding the District's options, the Engineer of Record was directed to work up a proposal to request installation of gutters and other tasks in lieu of immediately pursuing liquidated damages. The Director was directed to negotiate a fair and equitable resolution with the Contractor, and to initiate liquidated damages at the end of the performance period if necessary. Dean moved to forfeit liquidated damages for now, and to authorize the Director and Engineer of Record to pursue a change order and settlement in a like amount. Caldwell seconded. The motion pass unanimously.

B. Sale of old Headquarters. The Director reported that the old headquarters were officially sold, the Closing documents were in office for review, and that the proceeds from the sale were reflected on the financial statement. Myers reported that she had advised that Chairman Couch sign the conveyance documents on behalf of the District.

Attorney Report. No report.

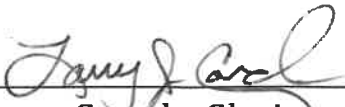
Director Report.

- A. Calendar review. The Director presented the calendar of upcoming events, trainings, vacations and meetings of note for January, February and March. James presented. Break to fix cassette recording. He indicated Larry had been a hit with the helicopter at conferences, and almost everyone was heading to the Dodd courses in February.
- B. Operations Update. No report. The Director explained there had been no trapping because of the holiday closure and then the move. Reports will be available at the next board meeting. Lots of flies had been observed, but none of them biting.
- C. Office position. The Director reported that he had received about 15 applications and would start interviews this week. He said a majority of the applicants were in this area and had bookkeeping experience.

New Business.

Lot to the South. The Director reported he had called Graham & Company about purchasing the adjacent lot to the south of the new headquarters, and was told that St. Joe had taken all of their lots off the market but we could still make an offer. The Director asked for board direction, indicating that the lot would provide a buffer and the ability to grow the campus if needed for the future. The Board indicated they would have no problem with him starting the discussion with St. Joe.

There being no further business or announcements, the meeting was adjourned at 5:29 P.M.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

Beach Mosquito Control District
Regular Board Meeting
Monday, February 10, 2020
509 Griffin Boulevard, PCB
5:00 PM

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 by Chairman Couch at 5:00pm on Monday, February 10, 2020, with a quorum of Commissioners Couch and Caldwell present. The Director, Legal Counsel, and Engineer of Record were also present.

Approval of Minutes. The minutes were presented by Myers, who identified two typos. Couch moved to approve, Caldwell seconded. Motion carried.

Financial report. The financial report was presented by Commissioner Caldwell. The Director reported Hancock Whitney had bumped up interest rate in money market by .4 percent. There being no further questions, Couch recommended filed for audit.

Old Business.

- A. New HQ Update. Presented by Billy Perry and Cale Madden. Madden reported he was working with contractor to resolve punch list items identified by the Director and Mott McDonald. He said what's remaining is related to change order 6, which he distributed and reviewed with the Commissioners, related to work in the lab, on the gutters, remaining punch list, and tax savings recognized on materials purchased by the District. He presented the change order page by page, and summarized that the total of change order is 1.47million, with some additional days added. He said the change order provides 2 weeks to complete everything before final payment.

Madden invited questions, and advised that the District could approve as presented, amend and authorize signature upon that clean up, or table it for future. After discussion, Couch moved to approve as presented. Caldwell seconded. Motion carried unanimously with no further

discussion. Brief discussion following regarding warranties and reporting and resolution of problems during the warranty period.

B. Office Position Update. The Director reported he had conducted one interview so far, and was still receiving applications.

C. Audit Update. The Director reported that the last fiscal year audit was underway.

Attorney report. No report.

Director report.

A. Calendar report. The Director presented the calendar of trainings, meetings, public outreaches and classroom uses for February, March and April.

B. Operations Updates. The Director reported very few mosquitos and no service requests. PCB asked about ditch from St. Bernadettes to the Bay, where the District assisted in breaking down some beaver dams. He indicated District had maintained this area in the past but only up to the swampy area where DEP doesn't like you to go. Not sure whose ditch it is. Couch said if we can help we'd like to, but need to be mindful of tax dollars and limited public purpose. The Director confirmed the District did not have the equipment to do the work but was going to go back and look at the ditch to work with the City.

New Business. None.

Public Comment.

Rex Reed inquired if the black helicopter dropping brown pellets after hurricane on his house was the District's, and the Director advised it was not.

Announcements. None.


Adjourned at 5:30pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

**Beach Mosquito Control District
Regular Board Meeting
March 9, 2020**

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 5:05, with all Commissioners present. The Director and Legal Counsel were also present.

Approval of Minutes. Commissioner Dean presented the minutes of the February 10, 2020 meeting, and moved that they be accepted as presented. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. The Director passed out corrected P&L and noted the higher costs of utilities. Chairman Couch recommended the report be filed for audit

Old Business.

- A. New Headquarters Update. The Director advised that they were pulling cable for the fire system today, but for the most part the job was complete.
- B. Office position. The Director advised he was still looking for someone to fill the position. The Board briefly discussed various recruitment networks, and the need for bookkeeping experience.
- C. Audit. The Director advised he was pulling documents requested by the auditor, and that it was moving forward.

Attorney Report. Myers confirmed she was working on the audit letter.

Director report.

- A. Calendar review. The Director presented the calendar of upcoming meetings, outreaches, community events, trainings for March, April and May and indicated the COVID related cancellations. He requested the April board meeting be rescheduled to April 20th. He asked that the May meeting be rescheduled to May 18th to accommodate Washington days. The Board agreed and the Director will notice the new dates. The Board

discussed the date and time for and April Open House, deciding on April 29th from 11am to 2pm.

- B. Operations update. The Director reported a large number of non-biting mosquitos in the traps, and few service requests. He said the helicopter was back, and they will start larvaciding as counts dictate. He said they have been doing mostly maintenance, and will begin pre-season work in April unless service calls received before then.


New business.

- A. Forklift. The Director indicated the need, the quotes received, and the staff recommendation to purchase the Dynalyft for \$27,000. Commission Dean moved to approve the purchase as recommended by the Director and mechanic. Caldwell seconded. The motion passed unanimously.
- B. ULV machines. The Director recommended we buy new machines to replace the home-built machines. He recommended purchasing the machines from ECCS for \$21,222, which would include set up. Commissioner Dean moved to approve the purchase and quote from ECCS in the basic amount of \$21,222. Caldwell seconded. The motion passed unanimously.
- C. Mower. The Director reported that after much research staff recommends the purchase of a mower that can handle the slope of the landscaping at headquarters. Discussion ensued regarding the procurement of landscaping services for the grounds. The Director recommended we purchase the mower for \$5,499.00 and do this maintenance in house. Commissioner Dean moved to approve the purchase, and Caldwell seconded. The motion passed unanimously.
- D. Mike Riles Master's Degree. The Director advised that he had received an application for education assistance, which was in line with the District's policies, and which he thinks will complement the work he's already doing. Following discussion regarding the competitiveness of the District's step plan and benefits, it was agreed that Riles should be reimbursed for his tuition upon completion of the degree.
- E. Change April and May meeting dates. Already discussed.
- F. Payroll period. The Director requested to change the payroll period from Wednesday through Tuesday (current) to Saturday through Friday (proposed) but keeping the Wednesday payday the same. The change

will eliminate some abuse of the system and allow more time to prepare the payroll. Upon implementation it will mean the guys will be without one day of pay, though they will eventually get it back. Commissioner Couch moved to amend the pay period. Commissioner Dean asked if the employees would be given enough notice, and the Director indicated he would give them two weeks (one pay period) to adjust and will advise at staff meeting tomorrow. Dean seconded the motion, which passed unanimously.

- G. *Add on: Letter of intent to purchase lot next store.* The Director distributed a proposed LOI, noting that we'd have 10 years to build on the lot if we acquired it. Discussion ensued regarding the possible uses of the lot for buffering and expansion, and the price to purchase. The Director said that if the Commission was ok with the LOI, he would negotiate a contract which would come back to the Commission for approval. If approve the LOI, James can negotiate a contract, which would come back to you for approval. He'd like to see what they say, while the lot was still available. The board approved this and agreed for the director to pursue the purchase and bring back information.

There being no other business or announcements, the meeting was adjourned at 5:46pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

**Beach Mosquito Control District
Regular Board Meeting
April 13, 2020**

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 by Commissioner Larry Couch. He welcomed Sandra Henry coming onboard as the new Office Manager. Commissioner Couch was present, Executive Director James Clauson and Sandra Henry taking the minutes. Commissioner Caldwell and Amy Myers, legal counsel, attended via phone /video conference due to the Covid-19 social distancing.

Approval of Minutes. Commissioner Couch presented the minutes of the March 9, 2020 meeting and moved that they be accepted as presented. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. Reviewed the P&L and noted the higher costs of utilities, water, phone & internet. The board also discussed the purchase of equipment for the new building. Chairman Couch recommended the report from March 31, 2020 through now be filed for audit.

Old Business.

- A. Lot Purchase – St. Joe accepted the counteroffer of \$150,000 per acre, Lot #9 just south of us. Kevin Williams is pursuing a contract with St. Joe and we will hopefully have that contract by the next board meeting to review.
- B. Office position. We welcome Sandra and I look forward to helping her get everything in order. We are making good progress on it; we just wish we had more time in the day. This Covid-19 abbreviated work schedule is taking us a little longer.
- C. Audit. We are still working on it with the auditor, and that it was moving forward.

Attorney Report. Myers – confirmed for the record – Governor DeSantis did an executive order, a few weeks ago, that suspended any Florida Statute that requires a physical quorum to be present for local bodies to meet. That same executive order authorizes the use of communications media technology. It

will expire for May 9, 2020. Myers will stay in touch with James and let him know if it has been extended. If we need to have a virtual meeting in May, we may need to put something on the website.

Director report.

- A. The Director presented the calendar of upcoming meetings, outreaches, community events, trainings for April, May and June and indicated the COVID related cancellations. The May 7th FCCMC Board Meeting will be a virtual meeting; the May 12th & 13th Washington Days have been cancelled; We will have our regular scheduled board meeting on May 11th & June 8th as originally planned. Mosquito Awareness week is the week of June 22nd – 26th.
- B. Paris Janos from Channel 7 was out here a week ago and may come out again for Mosquito Awareness week.
- C. Operations update. Surveillance. Reviewed the Activity Hours for March. We have not been spraying in the morning hours, our service request has been low. It has been more pools or ditches. We may have had 8-10 calls in the last month.

New business.

- A. Modified Work schedule – The director provided and reviewed the modified work schedule. The purpose is to address the social distancing, not just here, but to assist our employees, their families and kids at home. Basically, we are just sticking to our Monday and Friday crew schedule working 8 – 1 without a lunch. I tried to work it to where Sandra is here during the week. So far everything is working out. We can maintain surveillance and get some maintenance done around here. If things loosen up, I will discuss it with Larry and the board. We will increase hours as we can based on what is happening her locally in Bay County.

Any other announcements:

Commissioner Caldwell expressed how proud he is of the board, the organization and everyone working, doing the best they can during these times.

The Grand Opening has been cancelled and will need to be re-scheduled later.


There being no other business or announcements, the meeting was adjourned at 5:14pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

**Beach Mosquito Control District
Regular Board Meeting
May 11, 2020**

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 by Commissioner Larry Couch. Commissioner Couch, Dean and Caldwell all present, Executive Director James Clauson and Amy Myers, legal counsel, attended via phone /video conference due to the Covid-19 social distancing.

Approval of Minutes. Commissioner Couch presented the minutes of the April 13, 2020 meeting and moved that they be accepted as presented. Myers made a prior correction to the minutes; Commissioner Dean made a motion to approve based on prior corrections made. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. Reviewed the P&L and noted the cost of the new building. Chairman Couch recommended the report from April 30, 2020 through now be filed for audit.

Old Business.

- A. Lot Purchase – We have not heard anything back from Kevin Williams at this time – Still in the works.
- B. Audit – Due to Covid-19 It appears the auditor General will be extending the time frame for response.
- C. Covid-19 Modified Work Schedule - We would like to return to a regular work schedule starting Monday May 18, 2020. This decision is based on what others in the area are currently doing.

Attorney Report. Myers – confirmed for the record - that Governor DeSantis did extend his executive order through July, that suspended any Florida Statute that requires a physical quorum to be present for local bodies to meet. That same executive order authorizes the use of communications media technology. If we need to have a virtual meeting in June, we may again need to put something on the website. James explained that the front doors are open to the public at this time, so we are compliant for today's meeting.

Director report.

- A. The Director presented the calendar of upcoming meetings, outreaches, community events, trainings for May, June and July and indicated the COVID related cancellations. James attended the virtual FMCA Board meeting on May 5th; we do not know if there will be a fall meeting or if it will be a virtual meeting. We will know more in June. Our regular scheduled board meeting June 8th & July 13th will continue as originally planned. Mosquito Awareness week is the week of June 22nd – 26th and we hope to have Paris Janos from Channel 7 out again for Mosquito Awareness week.
- B. Operations update. Reviewed the Activity Hours for April. It has been very dry. Not many service requests. Maybe 12 – 20 service requests. No UVL spraying yet.
- C. We are currently holding off on the Grand Opening due to Covid-19.
- D. We are still working on the helicopter and have contacted the manufacture AgNav. Larry and I have flown a couple of times and are working together to resolve the issue. It is basically one component talking to another that we are working to resolve.

New business.

- A. We usually start working on the budget around this time. We have not had a chance to get started due to the modified work schedule, but I intend to get started on this and get a draft to you soon.
- B. Public Service Announcement (PSA) with Channel 7. We are working on the public relations investment. This local advertising helps get the message across to the public about what they can do at home to mitigate mosquitos around their home and neighborhoods. It also lets them know that we are here to help them. The price tag for six months of advertisement is \$12,500.00, an increase of \$2,500.00 more than last year, which includes additional advertising spots. I would like to request the boards approval to move forward. I certainly think it is worth while with our public relations campaign / investment. Commissioner Dean expressed her concern for that amount of funds used for advertising. The board discussed the current advertising budget and the need for an official motion due to over the amount of \$5000.00. For the record, the amount is \$12,500.00 for 6 months during the mosquito season.

Commissioner Couch made a motion to approve. Caldwell seconded. The motion passed unanimously.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 5:20pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

**Beach Mosquito Control District
Regular Board Meeting
June 8, 2020**

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 5:05 by Commissioner Larry Couch. Commissioner Couch, Director James Clauson, and Office Manager Sandra Henry all present. Commissioner Dean, Commissioner Caldwell and Amy Myers, legal counsel present, attended via phone /video conference due to the Covid-19 social distancing.

Approval of Minutes. Commissioner Couch requested approval of the May 11, 2020 meeting minutes. Commissioner Dean asked if everyone had reviewed the amended minutes. Dean made a prior correction to the minutes, it was discussed and confirmed that everyone had a copy of the amended meeting minutes in the board packet to review. Once confirmed, the motion was moved to approve as presented. Commissioner Dean confirmed, Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. Reviewed the P&L and noted the cost of the new building. Chairman Couch recommended the report from May 11, 2020 through May 31, 2020 be filed for audit.

Old Business.

- A. Lot Purchase – Director Clauson announced that we have a RESOLUTION. Commissioner Couch read the RESOLUTION. We have Resolution 20 – 1, A RESOLUTION OF THE BEACH MOSQUITO CONTROL DISTRICT, APPROVING A REAL ESTATE PURCHASE AGREEMENT WITH THE ST. JOE COMPANY FOR THE PURCHASE OF COMMERCE PARK LOT 9 in the basic amount of \$614,400.00 and shall be effective immediately upon passage. Legal Counsel Amy Myers explained this document authorizes the appropriate officers to sign, the board has authorized the purchase and should make the process easier for the closing and title company. Commissioner Couch made a motion to approve RESOLUTION 20- Approving the real estate purchase of Commerce Park, Lot 9 in the basic

amount of \$614,400.00. Commissioner Dean seconded; the motion passed unanimously.

- B. Audit – Still Working on the Audit. There are two or three more items they need that we are currently working on. Other than that, everything is moving along. It will hopefully be completed within the next month.

Attorney Report. Myers – Nothing to report.

Director report.

- A. Calendar Review. The Director presented the calendar of upcoming meetings, outreaches, community events, trainings for June, July, and August. There is not a lot going on due to COVID related cancellations. Mosquito Awareness Week is the week of June 22, we hope to have Paris Janos from Channel 7 out again on June 23, and Channel 13 out on the 25th to fly with us. We have a few Webinars scheduled and our regular scheduled board meetings. Things will start picking back up soon and the calendar will start filling.
- B. Operations update. Reviewed the Activity Hours for May. We have had several service requests. We sprayed several times in the mornings with our trucks. The counts are still low but starting to move upward. There has been a handful of service requests. You can see the rain fall and the mosquitoes and the light traps on the report. Things will be picking up with the recent rainfall.

New business.

- A. 2020-2021 Budget (First Look) - The Director reported that the Budget is due in Tallahassee on July 15, 2020, and there will be one more board meeting on July 13th to look at it. He reviewed the rough draft with the Commission, noting the 3% COLA increase proposed in salaries. Discussion followed regarding the COLA and the pay scale steps. The Director indicated he would prepare a spreadsheet for the Board to review at its next meeting to review the pay scale and employee salaries.

The Director briefly summarized the remainder of the tentative budget, stating that it is very similar to last years, though adjusted where possible based on what we were are paying here at 509 Griffin vs. what we were paying at 1016 Cox Grade Rd. and projecting that out through next year. Some line items have gone down, some have been eliminated,

others have gone up like water and electricity. The chemicals have stayed the same, it has been a very dry season, last year, so we did not do a lot of purchasing. He noted \$300,000 for a potential new chicken facility and pole barn; \$1,600,000 for a future new helicopter and \$80,000 for future helicopter repairs & maintenance; \$90,000 for Machinery & Equipment, if we need new trucks. The grand total for our expenditures is \$3,836,959 as of right now.

Commissioner Couch asked when Dan Sowell would have us some numbers. Director Clauson explained we should have that the first of July. It was discussed that we should have everything completed by the board meeting on July 13th, so the budget can be filed by July 15. Director Clauson explained that he had received the preliminary Ad Valorem Assessment Roll and Total Assessed Value was at \$11,000,000,000 which is an increase from last year.

Commissioner Couch asked for questions on the 20-21 Budget, and Commissioner Caldwell asked for more clarification on the application of COLA and the pay scale.

- B. TRIM (Truth in Millage) for FY 2020-2021 - Attached is the report from Dan Sowell showing the Ad Valorem Assessment Roll and Total Assessed Value of 11,000,000,000. The confirmed / binding numbers will be available the 1st of July.
- C. Mosquito Awareness Week (June 22 thru June 26th) Channel 13 has asked to fly with us – reporting from the air. We are planning that for June 25th. Evidently, Channel 7 does not allow flying anymore.
- D. FRS (Florida Retirement Service) and DROP – Director Clauson announced that in September he will turn 62, and at 30 years of service or at age 62 is when you can enter the DROP program, which he is looking at doing in September. Once you enter DROP, you must leave within 5 years.

He said he started working Mosquito Control in 1989 at South Walton Mosquito Control. When he started in FRS, he was in the regular class, because he did not know there was a senior management class and later had it changed in 1995. So, there are 6 years of being in the regular class vs. the senior management class. FRS sent an estimate on what it would take to purchase the difference between the regular class and the senior management class and that is roughly \$35,000.00. He said

purchasing the difference would increase his retirement by about \$175.00 a month, and requested the Board's opinions on purchasing the difference. Lengthy discussion ensued. Attorney Myers confirmed the Board had the legal authority to pay some or all the amount. The board agreed that Director Clauson does a great job, but after further discussion, the board agreed they do not feel comfortable using taxpayer dollars to fund the request.

- E. 2020 F-250 Shop Truck - Director Clauson requested to replace the current shop truck with a 2020 Ford F250 Super Duty Super Cab Pick-up 4X4, in the amount of \$32,611.50. It is an extended cab that seats 4, that should carry us for about 10 years. Commissioner Couch made a Motion to purchase, Commissioner Dean seconded, the motion passed unanimously.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 5:41pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

RESOLUTION 20-1

A RESOLUTION OF THE BEACH MOSQUITO CONTROL DISTRICT, APPROVING A REAL ESTATE PURCHASE AGREEMENT WITH THE ST. JOE COMPANY FOR THE PURCHASE OF COMMERCE PARK LOT 9 IN THE BASIC AMOUNT OF \$614,400.

BE IT RESOLVED that the appropriate officers of the District are authorized to accept and deliver on behalf of the District that certain Real Estate Purchase Agreement between the District and The St. Joe Company, relating to the purchase of vacant Commerce Park Lot 9, in the basic amount of Six Hundred Fourteen Thousand, Four Hundred Dollars (\$614,400), in substantially the form attached and presented to the Commission today, with such changes, insertions or omissions as may be approved by the Executive Director and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 8 day of June, 2020.

BEACH MOSQUITO CONTROL DISTRICT

By: Jerry J. Carl
CHAIR

ATTEST:

Joyce B. De
SECRETARY

**Beach Mosquito Control District
Regular Board Meeting
July 13, 2020**

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 by Commissioner Larry Couch. Commissioner Couch, Commissioner Caldwell, Director James Clauson and Sandra Henry, Office Manager all present, Commissioner Dean and Amy Myers, legal counsel, attended via phone /video conference due to the Covid-19 social distancing.

Approval of Minutes. Commissioner Dean presented the minutes of the June 8, 2020 meeting and moved that they be accepted as presented. Commissioner Dean made a motion to approve as presented. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. Reviewed the P&L and noted the cost of the new building. Chairman Couch recommended the report from June 2020 be filed for audit.

Old Business.

- A. Lot #9 Purchase – Closing scheduled for July 14th, 2020.
- B. Audit – We are close to closing the audit. The deadline of June has been extended due to COVID-19. Director Clauson explained there is an additional grace period of 60 days. We have been looking into dollar amounts reported to FRS but recorded in Quickbooks in another way along with leave information. Commissioner Dean asked what the amount of discrepancy was, Director Clauson explained around \$107.00, but explained that the correct amount was paid to FRS, it just needs to be corrected in Quickbooks. The board also discussed how to close out the outstanding last payroll checks to Laurell based on advice from the auditor. Auditor advised to recorded as unclaimed funds to the state. Director Clauson will review and follow-up with Legal.
- C. 2020-2021 Budget – Director James Clauson presented the budget; it was reviewed in detail. Account 10 was addressed and corrected from the prior meeting from a COLA increase to a Step Plan Increase this year.

Commissioner Dean made a motion to approve the Oct 1, 2020 – Sept. 30, 2021 budget as presented. Caldwell seconded. The motion passed unanimously.

- D. TRIM (Truth in Millage) for FY 2020-2021, 1st Budget Hearing Date – Director James Clauson presented Taxable Value Options with current year proposed operating millage rate with roll back rates. Commissioner Couch proposed and it was discussed to move forward with the .3500 millage rate which provides a tax reduction to the taxpayer of 28 % from the rollback rate, with an estimated amount of \$3,477,762. Commissioner Couch made a motion, second by Commissioner Dean, the motion passed unanimously.

Proposed Dates:

September 9, 2020 ~ 1st Public Hearing scheduled at 5:01 PM.

September 11, 2020 ~ Advertise in News Herald for Final Hearing date and time.

September 14, 2020 ~ Board meeting and Final Hearing at 5:01 PM.

Commissioner Dean made a motion to approve dates, Commissioner Caldwell seconded, motion passed unanimously.

Attorney Report. Myers – No Report

Director report.

- A. The Director presented the calendar of upcoming meetings, outreaches, community events, trainings for July, August and September and indicated the COVID related cancellations. James has a virtual meeting July 14th with Senator Rubio's office. He will discuss the FSU surveillance program that has been discontinued. No activities going on in August. September 15th FCCMC meeting.
- B. Operations update. Reviewed the Activity Hours for June. It has still been very dry. We have had a few service requests. Not much to report. No UVL spraying yet.
- C. COVID-19 ~ Lee was out a week due to Covid-19, he stayed out of work waiting on the test results. I wanted to propose to the board a 50/50 split. I want individuals that feel sick (COVID-19) to stay out while they wait on their test results. The results may sometimes take up to a week. It was discussed and approved by the board to pay administrative leave.

Attorney Myers will research a few legal areas (CARES Act) and follow-up with Director Clauson with further direction.

New business. – No Report

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 5:39pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

**Beach Mosquito Control District
Regular Board Meeting
August 10, 2020**

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, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Sandra Henry, all present in person. Commissioner Dean attended via phone and Commissioner Caldwell attended via video conference due to the Covid-19 social distancing.

Approval of Minutes. Commissioner Dean presented the minutes of the July 13, 2020 meeting and moved that they be accepted as presented. Commissioner Dean made a motion to approve as presented. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. Reviewed the P&L and noted the cost of the new building. Chairman Couch recommended the report from July 2020 be filed for audit.

Old Business.

- A. Audit – We are close to closing the audit. We are working on the last piece of the audit and hope to have it completed and to the auditors tomorrow.

Attorney Report. Myers – No Report

Director report.

- A. The Director presented the August 2020 calendar and discussed the meetings with FMCA – Director Clauson is the newly appointed President of FMCA and will begin serving in that capacity in November 2020. FMCA will be cutting the current Executive Director’s contract by a year and they will move forward with finding a replacement for the position. On August 6th, a few employees from the City of Springfield including the Mayor and City Clerk along with Cale with Mott McDonald, came out and toured the facility. August 10th, I had a virtual meeting with Scott Clemons and Michelle Matt from the Clemons Company about the

renewal of our health insurance. It appears Blue Cross and Blue Shield will have a reduction in the cost of the premium for the renewal period starting October 2020. Principal (dental, disability, and life insurance) renewal premiums did not change. Director Clauson has requested Scott Clemons to present a presentation (either in person or via video conference) on the insurance items that the District will be renewing in October 2020. Director Clauson also requested Mr. Clemons to look into other options for additional insurances (possibly an improved dental plan or a hospital indemnity plan) that could be offered to employees of the District with the Blue Cross and Blue Shield savings for the upcoming year. Scott will have these options in his presentation that will be presented during the September 2020 board meeting. September 7th Labor Day Holiday. September 9th, first public hearing on the FY 2020-2021 budget. Advertise for the final budget hearing on September 11th. The final public hearing on the FY 2020-2021 budget will be September 14th. September 15th Director Clauson has FCCMC (Florida Coordinating Council on Mosquito Control) meeting. Director Clauson will be out of the office starting September 16th and returning on September 23rd.

- B. Operations update. It has still been very dry. We have had a few service requests. Not much to report. No UVL spraying yet.

New business.

- A. Sod and Irrigation on new lot next door. Quote from Rotolo Consultants, Inc. (RCI Landscaping) for sod and irrigation for the new lot in the amount of \$12,335.75. This is the same company that provided sod, irrigation, and landscaping for our new location. This quote is to place 15,000 square feet of sod (from the roadway extending to the tree line), 2 rows of sprinklers, and some large boulders to be placed out by the roadway. These improvements will delineate the property belongs to the Beach Mosquito Control District. Director Clauson would like to get approval to move forward with the project. Commissioner Couch asked if the District had closed on the lot. Director Clauson confirmed the District had closed on the property and the check was disbursed, and it would take 5-6 weeks to receive the deed and other paperwork associated with the land purchase. The District will be helping with the prep work for the sod. Director Clauson would like to get the sod and



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

**Beach Mosquito Control District
First Budget Hearing Board Meeting
September 9, 2020**

Call to Order and Roll Call. The first budget hearing for Fiscal Year 2020-2021 of the Board of Commissioners for the Beach Mosquito Control District was called to order at 5:01 PM by Commissioner Larry Couch. Commissioner Couch, Commissioner Dean, Commissioner Caldwell, Director James Clauson, and Office Manager Lauren Dee, all present in person.

Discussion Items. Commissioner Couch began the meeting by announcing the items for discussion, the first being the proposed millage rate for Fiscal Year 2020-2021 of 0.3500, which is a decrease of 28% over the current year rate of 0.5450. Commissioner Couch then asked anyone in the public had any comments or questions regarding the proposed millage rate. Hearing none, he moved on to the second item for discussion.

Commissioner Couch then announced the Board adopted a tentative detailed work plan budget in a total amount of \$4,610,872.16 which amount is necessary and appropriate to fund the District's proposed programs and commitments for Fiscal Year 2020-2021; the total taxes to be levied at the rate of 0.3500 is . Commissioner Couch asked if anyone from the public had any comments or questions regarding the budget. Hearing none, he moved on to entertaining motions for the discussion items.

Action Items. A motion was called to approve the proposed millage rate for Fiscal Year 2020-2021 to be set at 0.3500. Commissioner Dean made a motion to approve the tentative millage of 0.3500 as presented; Commissioner Caldwell seconded, and the motion passed unanimously.

A motion was called to approve the tentative budget for Fiscal Year 2020-2021 in the total amount of \$4,610,872.16. Commissioner Dean made a motion to approve the tentative budget of \$4,610,872.16 as presented; Commissioner Caldwell seconded, and the motion passed unanimously.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 5:05pm.

irrigation done this year so it can take root before it gets cold. Commissioner Couch requested for a motion to approve the hiring of Rotolo Consultants, Inc. (RCI Landscaping) for sod and irrigation installation on the new lot. A motion was moved to approve as presented. Commissioner Dean confirmed, Commissioner Caldwell seconded. The motion passed unanimously.

- B. Office Manager. Director Clauson reported Sandra Henry, Office Manager, submitted her resignation today. He reported the terms of her separation of employment and that Sandra would try to help wrap up the audit and any other duties needed. Her last day will be August 21st, 2020. Director Clauson and Commissioner Couch extended their gratitude to Sandra for her work with the District.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 5:16pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer

RESOLUTION 20-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BEACH MOSQUITO CONTROL DISTRICT; LEVYING A .3500 MILLAGE RATE FOR THE FISCAL YEAR 2020-2021; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board is authorized to levy a millage rate upon real property pursuant to Section 388.221, Florida Statutes; and

WHEREAS, in accordance with Chapters 200 and 388, Florida Statutes, the District prepared a tentative budget and proposed a .3500 millage rate, which is 28.03% than the rolled back rate of .4863; and

WHEREAS, at the conclusion of a public hearing conducted on September 9, 2020, the Board determined that .3500 millage rate is appropriate and sufficient to fund the District's proposed expenditures for the Fiscal Year 2020-2021.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BEACH MOSQUITO CONTROL DISTRICT, BAY COUNTY, FLORIDA:

Section 1. That for the purpose of securing an equal and uniform rate of taxation, and to pay appropriations for all purposes due and necessary for the fiscal year beginning October 1, 2020, and ending September 30, 2021, there shall be levied upon all real estate within the boundary limits of Beach Mosquito Control District of Bay County, Florida, a tax of .3500 Mills on the dollar, which is 28.03% less than the rolled-back rate.

Section 2. That a certified copy of this Resolution shall be made and forwarded to the Bay County Property Appraiser, the Bay County Tax Collector and the Florida Department of Revenue.

Section 3. This Resolution shall become effective immediately upon its passage.

Adopted and dated in Bay County, Florida this 14th day of September, 2020.



Larry Couch, Chairman
(seal)

Attest:



Joyce Dean, Secretary

I, Larry Couch Chairman of the Board of Commissioners of the Beach Mosquito Control District of Bay County, Florida, do hereby certify that the foregoing is a true and correct copy of the Resolution as adopted on September 14, 2020.



Larry Couch, Chairman
(seal)

Attest:



Joyce Dean, Secretary

RESOLUTION 20-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BEACH MOSQUITO CONTROL DISTRICT; ADOPTING A BUDGET FOR FISCAL YEAR 2020-2021; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with Section 388.201, Florida Statutes, the District prepared a tentative detailed work plan budget in a total amount of \$4,061,872.16 covering its proposed operations and requirements for the arthropod control measures during fiscal year 2020-2021, which was approved by the Board on July 13, 2020, and

WHEREAS, in accordance with Section 200.065, Florida Statutes, the Board adopted the tentative budget in the amount of \$4,061,872.16 at the conclusion of a public hearing conducted on September 9, 2020, and

WHEREAS, the Board finds that a budget of \$4,061,872.16 is appropriate to fund the District's proposed programs and commitments for Fiscal Year 2020-2021, and that the total funds available from taxation and other sources equal the total of appropriations for the expenditures and reserves.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BEACH MOSQUITO CONTROL DISTRICT, BAY COUNTY, FLORIDA:

Section 1. That for the purpose of securing an equal and uniform rate of taxation, and to pay appropriations for all purposes due and necessary for the fiscal year beginning October 1, 2020, and ending September 30, 2021, the Annual Budget in the amount of \$4,061,872.16, as more specifically set forth in the attached and incorporated as Exhibit A hereto, is hereby approved and adopted.

Section 2. That a certified copy of this Budget shall be submitted to the Department of Agriculture and Consumer Services.

Section 3. This Resolution shall become effective immediately upon its passage.

Adopted and dated in Bay County, Florida, this 14th day of September, 2020.



Larry Couch, Chairman
(seal)

Attest:



Joyce Dean, Secretary

I, Larry Couch, Chairman of the Board of Commissioners of the Beach Mosquito Control District of Bay County, Florida, do hereby certify that the foregoing is a true and correct copy of the Resolution as adopted on September 14, 2020.



Larry Couch, Chairman
(seal)

Attest:



Joyce Dean, Secretary

**Beach Mosquito Control District
Regular Board Meeting
September 14, 2020**

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 5:01 PM by Commissioner Larry Couch. Commissioner Couch, Commissioner Dean, Commissioner Caldwell, Legal Counsel Amy Myers, Director James Clauson, Scott Clemons from The Clemons Company, and Office Manager Lauren Dee, all present. No members of the public were present.

Final budget hearing was discussed first. The millage rate of .3500 was presented by the Chairman and discussed with no feedback. The Chairman made a motion to approve the millage rate. Second by Commissioner Dean. Motion passed unanimously. Commissioner Couch then presented the 2020-2021 budget. The chairman made a motion to approve the budget and Commissioner Caldwell seconded the motion. Motion passed unanimously.

Approval of Minutes. Commissioner Dean presented the minutes of the August 10, 2020 meeting and the minutes for the first budget hearing held on September 9, 2020 and moved that they be accepted as presented. Commissioner Dean made a motion to approve as presented. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. Reviewed the P&L and noted the cost of the new building.

Old Business.

- A. Audit – Amy Pfau presented the audit report for fiscal year ended 9.30.2019 on behalf of Tipton, Marler, Garner, & Chastain via the phone. She indicated they had issued a clean opinion. She drew attention to the total assets and liabilities, and total revenues and expenditures. She concluded by emphasizing the two significant deficiencies reported regarding the small size of the District’s accounting staff and a reporting error related to FRS and noted the Director’s response. There being no questions, the Commissioners thanked Ms. Pfau for her summary.

- B. FMCA Government Sustaining Dues for 2020 – Director Clauson would like to have approval to pay the FMCA Government Sustaining Dues. The total invoice was under the \$5,000 threshold; therefore, no motion to approve was needed to approve the payment. The Board agreed.

Attorney Report.

Attorney Myers advised that Florida Statute requires that a new audit contract requires a competitive procurement process. She advised it was a 2-step process but once it is procured, then extension contracts can be added to the main contract without the procurement process.

Director report.

- A. Calendar Review – Clauson began reviewing the calendar of events scheduled for September, October, and November 2020. Today Danny had his surgery and Michelle had her baby. All are doing well. Director Clauson will be out from September 16-22, 2020. Cindy has a Trunk or Treat event scheduled October 27, 2020. FMCA possibly holding a virtual meeting in November, but that has not been determined yet. The commissioners had no comments or concerns with any of the dates and activities planned.
- B. Operations and COVID Updates – It has been very dry. We have had a few service requests. Showing pockets of mosquitos and doing pockets of spraying. During testing, a coop of chickens located at Ed's Sheds tested positive for West Nile. Due to this, the District increased the ULV spraying and larviciding in that area immediately. Since this, we have tested the flock of chickens again and did not have any positive for West Nile. No new COVID updates. We are still using precautionary measures at the office and encouraging anyone that feels ill to stay home and get tested if they feel necessary.

New business.

- A. Insurance – (This presentation was right after the Financial Report, so Scott could leave). Health insurance premiums are going down. Scott Clemons brought in packets for the staff and we will meet with The Clemons Company next week for updates. Scott Clemons presented options to the Board for a higher paying dental plan, a long-term

disability plan, and a hospital indemnity plan. These plans could be offered to the employees using the decrease from the health insurance premiums. Life insurance premiums, dental premiums, and Teladoc all remained the same. The Director recommended we add some other insurance benefits to the employees using the savings from the health insurance premiums. Commissioner Couch made a motion to approve the insurance program with The Clemons Company and with the savings from the decrease in health insurance premiums, add a long-term disability plan and up the coverage of the dental plan from a max payout of \$1,500 per person on the plan to \$2,000 per person on the plan. Commissioner Dean seconded. Motion approved unanimously.


- B. Policy for Public Records Request – Director Clauson feels we should adopt a policy for public records request. This policy should outline the cost that will be charged to the requesting party. Amy Myers suggested the District designate a records custodian – which will be a person that all request should flow through. This custodian should be the email address listed online for someone to contact when they have a new request. Director Clauson will be drafting a policy and bring it back to the Board in October.
- C. Adulicide Purchase – 275 gallons of Kontrol was purchased. The purchase was in the budget, but approval was still needed since it was over the \$5,000 limit. Commissioner Couch made a motion to approve. Motion was seconded. Motion was approved unanimously.
- D. Aluminum Chicken Coops – Wooden chicken coops are becoming problematic (homeowners are complaining about the smell in one location). Mike Riles and Director Clauson collaborated with someone down in the Indian River Mosquito Control District and they shared pictures of their coops that were made of aluminum. Director Clauson received quotes from two different vendors. One quote came in at around \$7,000 per coop and one quote was around \$5,000. Director Clauson presented the quote from Miracle Strip Welding and Marine Services for 3 coops costing \$5,187 each. Commissioner Couch made a motion to approve. Motion was seconded. Motion was approved unanimously.
- E. Dates for Board Meeting for FY 2020-2021 – the dates were decided on for FY 2020-2021 board meetings. It was decided on holding the meetings on the second Monday of each month as previously done.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 6:10pm.



Larry Couch, Chairman



Brandon Caldwell, Treasurer



Joyce Dean, Secretary