

**Beach Mosquito Control District  
Regular Board Meeting  
October 12, 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 Dean, Commissioner Caldwell, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Lauren Dee, all present.

Approval of Minutes. Commissioner Dean presented the minutes of the September 14, 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 new building. The roll over amount was discussed. Commissioner Couch asked if there was any other discussions and hearing none, he stated the Financial should be filed for audit.

Old Business.

- A. TRIM – Sent off today to the Department of Revenue in Tallahassee.
- B. Public Records Request Policy – Working on a new policy – Lauren will be the public records custodian. Policy should be drafted by the next board meeting.
- C. FMCA Update – Zoom meeting 10/13/2020 to discuss ongoing issues.
- D. Audit Engagement Letter - Audit engagement letter for The CPA Group for the next 3 years.

Attorney Report. No report.

Director report.

- A. Calendar Review – Clauson began reviewing the calendar of events scheduled for October, November, and December 2020. A few conference calls in October for FMCA were noted. FMIT (Florida League of Cities

Insurance) Workers Comp audit coming up on October 21<sup>st</sup>. Two events at Frank Brown Park on the 29<sup>th</sup> and 31<sup>st</sup>. November FMCA meeting will be a quick business meeting sometime around the third week of the month. Thanksgiving is the 26<sup>th</sup> and 27<sup>th</sup>. Closure for Christmas was mentioned for the December calendar.

- B. Operations and COVID Update – Had a fair amount of mosquitos last week. We sprayed the entire district. Still on an advisory for West Nile, but no other chickens have tested positive for West Nile. Lots of mosquito breeding in the rain waters left by Hurricane Sally. The technicians are larviciding during the day and it seems to be helping. 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.

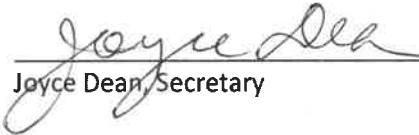
- A. Closing out of FY 19/20 – Lauren is working on closing out the Fiscal Year 2019-2020. We are working on the FDACS spreadsheet for the year coming up.
- B. Salary Schedule Update – Everyone received their step increase per the budget. We are updating the grade and step plan spreadsheet and we will hopefully have something to review at the next board meeting.
- C. New Truck – The new truck will go to Eddie and Eddie’s truck will be used for the A-1 Mister. Approved purchase of truck up to \$34,000.00. Commissioner Dean made a motion to approve. Caldwell seconded. Motion passed unanimously.
- D. Bell Helicopter – The District is looking at the Bell 505 helicopter. The Leon County Sheriff Dept. flew their 505 helicopter over to Bay County EOC and James and Larry looked at it. A representative from Bell Helicopters will be flying a Bell 505 helicopter over soon from Ft. Worth Texas and James and Larry will be taking it for a flight. The base price is \$1.3 million, and with additions the price will likely be around \$1.6 million. We will keep the old helicopter for larviciding. The new helicopter will be used for adulticiding.

#### **Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 5:24pm.

  
Larry Couch, Chairman

  
Brandon Caldwell, Treasurer

  
Joyce Dean, Secretary

Beach Mosquito Control District  
Regular Board Meeting  
November 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 5:00 by Commissioner Larry Couch. Commissioner Couch, Commissioner Dean, Director James Clauson, and Office Manager Lauren Dee, all present. Commissioner Caldwell and Legal Counsel Amy Myers were absent.

Approval of Minutes. Commissioner Dean presented the minutes of the October 12, 2020 meeting and moved that they be accepted as presented. Commissioner Dean made a motion to approve as presented. Commissioner Couch seconded. The motion passed unanimously.

Financial report. Commissioner Couch presented the financial report, noting the total tax revenue received since last meeting. Reviewed the P&L and noted the new building. The roll over amount was discussed. Commissioner Couch asked if there was any other discussions and hearing none, he stated the Financial should be filed for audit.

Old Business.

- A. Public Records Request Policy – Working on a new policy – Lauren will be the public records custodian. Policy should be drafted by the next board meeting.
- B. FMCA Update – Business meeting November 18, 2020. Elections of the VP Elect and Regional Directors are coming up this month.
- C. Salary Schedule – Working on finalizing the updated salary schedule to reflect the 2019 COLA. Lauren will be talking with Lori (from the City of Panama City Beach) to see how they implement their salary schedule. She will have the updated schedule to present at the December meeting.

Attorney Report. No report.

Director report.

- A. Calendar Review – Clauson began reviewing the calendar of events scheduled for November and December 2020. FRS training and Fire Extinguisher Training November 9<sup>th</sup>. Thanksgiving luncheon November 18<sup>th</sup>. November FMCA meeting will be a quick business meeting sometime around the third week of the month. Thanksgiving is the 26<sup>th</sup> and 27<sup>th</sup>. Christmas parade is scheduled for December 5<sup>th</sup>. Christmas luncheon December 16<sup>th</sup>. Closure for Christmas was mentioned for the December calendar. January not much scheduled except the board meeting.
- B. Operations and COVID Update – Had an uptick of mosquitos. We sprayed a few of the zones. We have had a few service requests. No other chickens have tested positive for West Nile. We will be getting rid of all the birds this winter and starting with new chickens in the spring. 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. Once COVID restrictions lift, the District will host an open house.

#### New business.

- A. Bell Helicopter – A representative from Bell Helicopters flew a Bell 505 helicopter over from Ft. Worth Texas and James and Larry Kennedy took it for a flight. We moved forward and asked for a quote. The portion for \$148,320 is for the AIMMS-30/AgNAV spray navigation system. It will be put on the helicopter at the factory where the helicopter will be built in Canada. In the quote, the portion for \$87,587.08 will be to certify the helicopter. A certified helicopter holds its value and will have a higher resell value. The basic helicopter price is \$1,380,000 and the kits and customizing items total \$558,907.08. Packaging and freight totals \$10,300. The final purchase price of the helicopter will be \$1,949,207.08. The quote from IsoAir is the spray system for the helicopter is \$60,000, plus the freight. Commissioner Couch recommends allocating another \$100,000 for unexpected expenses. The new helicopter will be used at night for ULV spraying. We will keep the old helicopter for larviciding during the day. James recommends purchasing new nozzles for spraying – they should cost around \$6,000. There is a complimentary 505 training for Larry to go to in Fort Worth, Tx. and train on the helicopter.

The helicopter would carry the District another 20 years (or more). The insurance quote, without running an application, came in at roughly \$35,000. This insurance quote is with same courier that our current helicopter is insured with. Commissioner Couch made a motion to approve the purchase of the new Bell 505 helicopter and all accessories up the amount of \$2,110,000. Commissioner Dean seconded. Motion passed unanimously.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 5:38pm.

  
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Larry Couch, Chairman

  
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Joyce Dean, Secretary

  
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Brandon Caldwell, Treasurer

**Beach Mosquito Control District  
Regular Board Meeting  
December 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 5:00 by Commissioner Larry Couch. Commissioner Couch, Commissioner Dean, Commissioner Caldwell, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Lauren Dee, Helicopter Pilot Larry Kennedy, all present.

Approval of Minutes. Commissioner Dean presented the minutes of the November 9, 2020 meeting and moved that they be accepted as presented. Commissioner Dean made a motion to approve as presented. Commissioner Couch 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. Commissioner Couch made a note that from the end of October to the board meeting held on November 9, the District received another tax payment in the amount of \$1,456,084.31, he stated the Financial should be filed for audit.

Old Business.

- A. Purchase Agreement for New Bell 505 Helicopter – Resolution 20-03 was discussed. Commissioner Couch made a motion to approve resolution 20-03. Commissioner Dean seconded. Motion to approve resolution 20-03 passed unanimously. Helicopter Pilot Larry Kennedy spoke to the board about the new helicopter. Commissioner Dean and Commissioner Couch thanked Larry for working very closely with James on the planning of this purchase to ensure the District bought something that would be beneficial for years to come. Director Clauson is still working on paint quotes for the new helicopter. Director Clauson will wire the down payment (\$290,836.06) on 12/15/2020 to Bell to secure the District's spot in the manufacturing line.
- B. FMCA Update – Commissioner Couch congratulated James on becoming the new President for FMCA. Director Clauson and the Executive Director for FMCA together held a Zoom meeting with the rest of the FMCA board. Virtual DODD classes are scheduled for the first week in February 2021.

Right now, there is a plan for an in person meeting sometime in November 2021. In 2022 the FMCA has a contract in Gainesville for the traditional DODD courses to be held.

- C. Public Records Request Policy – draft was completed and presented to the board. Commissioner Dean made a motion to adopt the public records request policy. Commissioner Caldwell seconded. The motion passed unanimously.
- D. Salary Schedule – Lauren and James are still working on the updated salary schedule. The new salary schedule will be addressing the new minimum wage requirements that passed the State of Florida legislation in the voting period of 2020. We will be finalizing the changes before the budget for 2021-2022 is due and we will have the finalizing the new schedule before September 2021.

Attorney Report. No report.

Director report.

- A. Calendar Review – Zoom meeting with MapVision on December 9<sup>th</sup>. Christmas luncheon December 16<sup>th</sup>. Closure for Christmas starting December 21<sup>st</sup> and opening back up on January 4<sup>th</sup>. January not much scheduled FCCOMC meeting January 19<sup>th</sup>. DODD virtual meetings all week the first week of February.
- B. Operations and COVID Update – Mosquito counts have been very mild. We got rid of all the chickens (we have had them about 3 years). We are starting with new chicks after we return from Christmas break. The new chicken coops should be ready by the time the new chickens are ready for the field. 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. Once COVID restrictions lift, the District will host an open house.

New business.

- A. Surplus Items – Advertised the two trucks for surplus. Only 1 bid was received. Bid was from Danny Hood for truck with the VIN 1FTRF14W47NA39715 in the amount of \$1,055.00. The other truck will be advertised again after the holidays. Commissioner Couch made a



motion to approve the bid from Danny Hood on the surplus item. Commissioner Dean seconded. The motion passed unanimously.

- B. Purchase Agreement for Updated MapVision Data Management Suite – The previous update was 8 years ago. The team leaders and director had a zoom meeting with MapVision. The new system is really enhanced. The new system should last another 8 to 10 years. The total price for the upgrade came in at \$144,186, and Director Clauson had \$145,000 in the budget for the upgrade. It contains the aerial reports, the state reports, and includes a place for inventory to keep track of oil changes, chemicals, chemical usage, and much more. Commissioner Couch made a motion to approve the purchase of the MapVision Software in the amount of \$144,186. Commissioner Dean seconded. Motion passed unanimously.
- C. Officer Election 2021 – Commissioner Dean made a motion for her to retain the seat as secretary, Commissioner Couch to retain the seat as Chairman, and Commissioner Elect John Smith to take the seat as treasurer. Commissioner Couch seconded. Motion passed unanimously.
- D. Presentation of Plaque to Commissioner Caldwell – The board and director presented Commissioner Caldwell with a plaque for his 4 years of service.

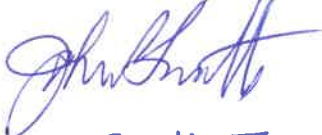
**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 5:29pm.

  
Larry Couch, Chairman

  
Joyce Dean, Secretary

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Brandon Caldwell, Treasurer

  
John Smith, Treasurer

**RESOLUTION 20-03**

**A RESOLUTION OF THE BEACH MOSQUITO CONTROL DISTRICT, APPROVING A PURCHASE AGREEMENT WITH BELL TEXTRON, INC. FOR THE PURCHASE OF A NEW BELL 505 HELICOPTER IN THE BASIC AMOUNT OF \$1,938,907.08.**

**BE IT RESOLVED** that the appropriate officers of the District are authorized to accept, deliver, and to the extent necessary, to ratify, on behalf of the District that certain Purchase Agreement between the District and Bell Textron, Inc., relating to the purchase of a new Bell 505 helicopter, in the basic amount of One Million, Nine Hundred Thirty Eight Thousand, Nine Hundred Seven Dollars and Eight Cents (\$1,938,907.08), 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.

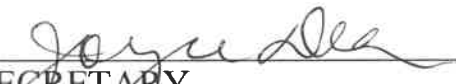
**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 14 day of December, 2020.

**BEACH MOSQUITO CONTROL DISTRICT**

By:   
CHAIR

**ATTEST:**

  
SECRETARY

**Beach Mosquito Control District  
Regular Board Meeting  
January 11, 2021**

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 Smith, Director James Clauson, and Office Manager Lauren Dee, all present. Commissioner Dean and Legal Counsel Amy Myers were absent.

Approval of Minutes. Commissioner Couch presented the minutes of the December 14, 2020 meeting and moved that they be accepted as presented. Commissioner Couch 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 tax revenue received since last meeting. Reviewed the P&L. Commissioner Couch made a note on some accounts that were over budget. The accounts were researched, and some invoices were paid from the wrong accounts. The Office Manager corrected these invoices and sent a corrected P&L to the Commissioners on January 12, 2021. Commissioner Smith stated the Financial should be filed for audit.

Old Business.

- A. Bell 505 Helicopter Update – Acquiring a new Bell 505. It has been ordered, and a down payment has been made. It is looking like the delivery will be somewhere around May or June 2021. Director Clauson has been getting quotes to paint the new helicopter and decided to have the helicopter painted by the factory. The quote came in at \$23,000.00. James stated he believes that with the extra budgeted for the helicopter, the paint will be covered by the buffer.
- B. FMCA Update – Board meeting today. Everything is running smoothly. Quarterly meetings coming up at the end of March, June, and September. The annual meeting this year is going to be held in The Keys. The annual meeting will be in person/virtual.

Attorney Report. No report.

Director report.

- A. Calendar Review – We received new chickens; they replaced the other chickens that were about 3 years old. They will be ready by March to place out in the field. FMCA meeting on January 19<sup>th</sup>, FDACS meeting on January 28<sup>th</sup>. DODD is February 1-5 and DODD Introduction to Mosquito Control (Mike is helping teach this class) is February 22-25. DODD will be virtual this year. Virtual AMCA meeting is March 1-5. HAI is March 22-24. James is taking off March 29-April 2.
- B. Operations and COVID Update – Brought the chickens and the traps in before the Christmas break. The technicians are working on equipment, monitoring the water, checking ditches, and breaking down beaver dams. Traps will be going back out toward the end of the month or early February. Chickens will be ready in the March-April time frame. Mike was exposed to COVID and he tested, his test was negative. 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. Once COVID restrictions lift, the District will host an open house.

New business.

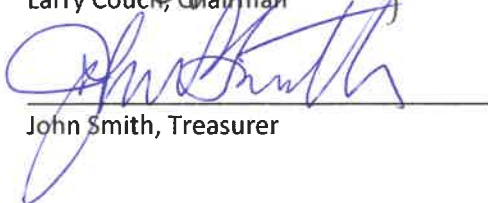
- A. New Bank Signature Cards, Commissioner Smith – Commissioner Smith had to sign the signature cards for James to return to Hancock Bank. This allows Commissioner Smith to sign the checks for the District.
- B. Commissioner Smith Oath of Office – Commissioner Smith completed his Oath of Office and signed the document. It was notarized by the Office Manager.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 5:34pm.

  
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Larry Couch, Chairman

  
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Joyce Dean, Secretary

  
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John Smith, Treasurer

**Beach Mosquito Control District  
Regular Board Meeting  
February 8, 2021**

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 Dean, Commissioner Smith, Director James Clauson, and Office Manager Lauren Dee, all present. Legal Counsel Amy Myers was absent.

Approval of Minutes. Commissioner Dean presented the minutes of the January 11, 2021 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 tax revenue received since last meeting. Reviewed the P&L. Some line items over budget, a budget amendment will be completed to move some money around. Commissioner Smith stated the Financial should be filed for audit.

Old Business.

- A. FMCA Update – Just had most of DODD last week virtually. Intro to Mosquito Control DODD course will be held at the end of February, it will also be held virtually. Everything is running smoothly. Quarterly meetings coming up at the end of March, June, and September. The annual meeting this year is going to be held in The Keys. The annual meeting will be in person/virtual.

Attorney Report. No report.

Director report.

- A. Calendar Review – DODD was February 1-5 and DODD Introduction to Mosquito Control (Mike is helping teach this class) is February 22-25. DODD will be virtual this year. FMCA conference call this morning. MapVision meeting on February 10. Virtual AMCA meeting is March 1-5. March 10 Cindy will be doing some PR work by judging at a science fair

at the Boys and Girls Club. FMCA meeting will be March 17. HAI set for March 22-24 has been canceled. James is taking off March 29-April 2. Fishing Rodeo at Frank Brown Park is scheduled for April 17. We plan to fly the helicopter out for the event.

- B. Operations and COVID Update – Traps were just recently put back out. Chickens will be ready in the March-April time frame. No new COVID cases with the staff. We are still using precautionary measures at the office and encouraging anyone that feels ill to stay home and get tested. Once COVID restrictions lift, the District will host an open house. Commissioner Smith voiced his concerns about the District finding ways to promote the website so people will know the spray missions and other important information related to mosquito control. Director Clauson had some ideas to add some verbiage in the PSA's and other ads. The District will be looking into educating more people on social media platforms and other outlets.

#### New business.

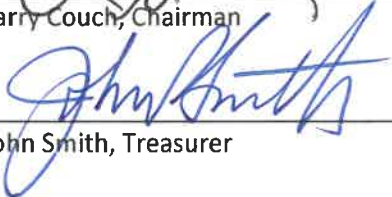
- A. Employee Update – Danny is back from his surgery. Director Clauson brought up the point that since the District is in a new facility with mostly new equipment, there is not as much of a need for 2 maintenance/mechanics. He suggested that Cody be moved to a larviciding technician. Commissioner Smith asked Director Clauson how he drew his conclusion on determining the suggested move. Director Clauson provided weekly activity cards that Lee and Cody were requested to fill, out to the commissioners. Director Clauson's conclusion was supported with the activity cards. Over the course of a few weeks, the activity cards did not note any major projects that would warrant the need for 2 full-time maintenance/mechanics. All three of the Commissioners agreed that if Director Clauson felt the move to be in the best interest of the District, that they were in favor.
- B. "Biology of Vector-borne Diseases" – Mike was accepted to the "Biology of Vector-borne Diseases" course being presented by the University of Idaho in June 2021.
- C. Website Update, Commissioner's Bio – Commissioner Smith suggested that Commissioner Bio's be added to the website.

Commissioner Smith suggested updating the website with more information so anyone visiting the website could be more informed about the District as a whole. This topic will be revisited at the next meeting and Director Clauson will research some other district's and have some drafts for everyone to review.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 5:49pm.

  
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Larry Couch, Chairman

  
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John Smith, Treasurer

  
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Joyce Dean, Secretary

**Beach Mosquito Control District  
Regular Board Meeting  
March 8, 2021**

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 Dean, Commissioner Smith, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Lauren Dee, all present. Also, present employees Technician II Cody Vinson, Maintenance Team Leader Lee Duke, Technician II Danny Hood, and Pilot Larry Kennedy.

Approval of Minutes. Commissioner Dean presented the minutes of the February 8, 2021 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 tax revenue received since last meeting. Reviewed the P&L. Some line items over budget, a budget amendment will be completed to move some money from one account to another. Commissioner Couch commented that the District was at 97% collections on the estimated tax revenue. Commissioner Smith stated the Financial should be filed for audit.

Interjected Items Before the Recorded Agenda. Before old business was discussed, the Commission allowed the present employees to speak. Technician II Cody Vinson announced his resignation to the Board of Commissioner, effective March 16, 2021. The following reasons were stated by Cody as to why he decided to resign: harassment and unfair work environment. A lengthy discussion ensued between Cody, Lee, Danny, Director Clauson, and the Commissioners. During this conversation it was addressed that the personnel manual would be followed more closely. Commissioner Couch stated that if an employee performs an offense should result in a write up (according to the employee manual), that Director Clauson is to write the employee up. Commissioner Dean also requested that the District should implement a 'Zero Tolerance' for an employee cussing at another employee. Director Clauson will be addressing these concerns on Wednesday, March 10<sup>th</sup> during the employee



meeting. Commissioner Smith suggested that employees keep documentation about the events that happen, but also reiterated the importance of bringing the complaint to the attention of a supervisor or the Director. Commissioner Dean told Cody that the District was sorry to lose him as an employee. Commissioner Couch thanked Cody for his 5 years of service. Commissioner Couch stated that if employees feel that they are not able to resolve issues after speaking with the Director, it is in the employee manual that they should bring the issue to a board meeting and discuss the topic in front of the Board.

Also, during this portion of the meeting Director Clauson presented the idea for the Bay County Sheriff's Office using the District's helicopter pad during the times of high rip tide. Pilot Larry Kennedy explained how many minutes it took for the Sheriff's helicopter to make it back to the Sheriff's Office to fuel up and when they have active rescues going on, those minutes could be life or death for someone in the water. Commissioner Dean suggested that if it were cleared by the District's insurance, she had no problem and felt it would be a great idea. Larry confirmed that the insurance liability would fall into the hands of the Sheriff's Office. Legal Counsel Myers stated that she believes an interlocal agreement would cover the District for the purpose of this.

Director Clauson requested to donate the military lift to the Boys and Girls Club of Bay County. Commissioner Smith made a motion to declare the lift surplus and donate it to the Boys and Girls Club of Bay County. Commissioner Dean seconded. Motion passed unanimously.

#### Old Business.

- A. FMCA Update – Next board meeting March 17. DODD was a success; they were all virtual. We have been filing committee chair seats and trying to streamline meetings. We are still waiting on several Mosquito Districts that have not decided if they will be sustaining members.
- B. Personnel Manual Update – Commissioner Smith noted that most changes were very minor. Went through the employee manual page by page and discussed all changes that Director Clauson was suggesting. We will work on making the changes and have a new draft to look over at the next meeting.
- C. Website Update, Commissioner's Bio and Commissioner's Duties – Commissioner Smith has sent in his Bio and we have it on the website

now. Director Clauson stated if the other Commissioners wanted to email their Bio's that we would get them on the website as well. Director Clauson was also looking into some other Mosquito Control District's and pulling a summary of the Commissioner's duties and responsibilities and he would have a draft before the next meeting.

Attorney Report. Hand Arendall Harrison Sale law firm is working to present some employee law training to the District's employees. The training will be presented by Cole Davis and Julia Maddalena – both have extensive knowledge in harassment and employee law. Director Clauson is working with Cindy (Legal Counsel Myers' Assistant) to solidify a date that the training will take place.

Director report.

- A. Calendar Review – AMCA virtual meeting. Mike, Cindy, and Commissioner Smith presented. Next year the meeting will tentatively be held in Jacksonville, FL. MapVision project meeting coming up March 10. FMCA meeting will be on March 17. Director Clauson will be off from March 29-April 1. Cindy speaking at Rotary Club April 5. Fishing Rodeo at Frank Brown Park is April 17. Florida Mosquito Control Awareness week is April 18-24. May 10-14 is the 23<sup>rd</sup> Annual Washington Conference, it will be virtual. Rudy is also holding his annual meeting in St. Augustine May 10-12 – he wants Director Clauson to attend since he is the FMCA president.
- B. Operations and COVID Update – Traps were just recently put back out. Starting to see a few mosquitos. Flew the helicopter today and did some larviciding. No service requests yet. COVID update – Danny was around family that tested positive, so he was required to get a test. His test was negative. No other COVID cases. We are still following precautions and reminding people if they are not feeling well to stay home.

New business.

- A. AMCA Virtual, Mike Received Meritorious Service Award – During the AMCA Mike received a Meritorious Service Award. He was nominated by someone on the committee with him. Commissioner Smith congratulated Mike on his award.

- B. IPADs Purchase – Purchase is for 10 IPADs that will be used with the new MapVision. These will take the place of the laptops. Right now, we have Internet Hot Spots to allow the laptops to connect, but the IPADs will have wireless data capabilities. The IPAD prices will be consistent with the State Contract. The laptops will still be used by the technicians and kept at the office for them to check email. Commissioner Smith made a motion to purchase the IPADs. Commissioner Dean seconded. Motion passed unanimously.
- C. Purchase of Natular DT Tablets – The District is looking to purchase 5 cases of Natular DT Tablets in the amount of \$6,410.25. Commissioner Smith made a motion to purchase the Natular DT Tablets. Commissioner Dean seconded. Motion passed unanimously.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 6:45pm.

  
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Larry Couch, Chairman

  
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John Smith, Treasurer

  
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Joyce Dean, Secretary

**Beach Mosquito Control District  
Regular Board Meeting  
April 12, 2021**

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 Dean, Commissioner Smith, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Lauren Dee, all present.

Approval of Minutes. Commissioner Dean presented the minutes of the March 8, 2021 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 tax revenue received since last meeting. Commissioner Smith mentioned that the District had received almost all of the expected revenue from the Property Appraisers projection. Reviewed the P&L. Budget amendments will be completed to move some money from one account to another. Director Clauson stated once the meeting between Stephanie at FDACS and Lauren took place to review the forms, the amendments would be complete for the Commissioners to approve. Commissioner Smith stated the Financial should be filed for audit.

Old Business.

- A. FMCA Update – Last board meeting went fairly well. FMCA is still dealing with some counties not wanting to pay the Government Sustaining Dues. Karen Crawford, Executive Director of FMCA, suggested to allow those counties to watch the operations this year for FMCA and gain comfort of how things are going so maybe next year they will join FMCA again. Legislative committee is currently meeting, and they should be finished up around April 16.
- B. Personnel Manual Revision – Changes suggested in the March meeting have been made. After Lauren, James, and Amy proofread the final draft a copy will be sent to all the Commissioners. It will be ready for the Commissioners to adopt it at the May board meeting.

- C. FASD Update – Went to Tallahassee for the FASD meeting. The meeting had some very informational topics. One was over the governing board – Director Clauson is planning to order some of the flyers from that for the Commissioners to read. Another topic covered protecting the District’s assets from fraud. This includes ACH and check fraud. Due to the information given at the meeting, Director Clauson touched base with Sophia from Hancock Whitney Bank and got some information of steps the District can do to protect our bank from fraudulent activity. FASD Annual meeting June 14<sup>th</sup> – 17<sup>th</sup>. Director Clauson suggested moving the June board meeting to the 21<sup>st</sup>.

Attorney Report. Amy agreed to review the employee manual before it went out to the Commissioners.

Director report.

- A. Calendar Review – Cindy spoke to the Rotary Club on April 5<sup>th</sup>; she received a very nice email thanking her for her time. Have some FMCA meetings coming up. Director Clauson has surgery on his knee April 14<sup>th</sup> but anticipates being back to work by Monday April 19<sup>th</sup>. Fishing rodeo is at Frank Brown Park on April 17<sup>th</sup>. Florida Mosquito Control Awareness week is April 18 – April 24. MapVision meeting coming up on the 21<sup>st</sup>. Director Clauson feels like the new MapVision will be live by May sometime. Rudy’s 3-day meeting in May has been canceled. The 23<sup>rd</sup> Annual Washington Conference is still going to be held virtually from May 10 – May 14. FCCOMC is having a virtual meeting May 18<sup>th</sup>. FMCA meeting June 9<sup>th</sup> at Manatee County. FASD meeting in Orlando June 14 – June 17. Mike will be attending Bio of Vector Borne Disease in Moscow, Idaho from June 21 – June 25.
- B. Operations and COVID Update – Traps were just recently put back out. A few mosquitos are out, but they are not really biting. We have only had a few service requests – mostly to have fish placed in pools. With all the rain we recently received, we may see an uptick in service requests. Trucks are all ready to go. No new COVID cases with the staff. When Director Clauson returned from his vacation, he received a rapid test, and his results were negative. We are still using precautionary measures at the office and encouraging anyone that feels ill to stay home and get tested. Employees just went through Anti-Harassment and

Discrimination Training provided by Legal Counsel Myer's office. Director Clauson thanked Amy for helping coordinate the training for the District employees. The training was very beneficial.

New business.

- A. Florida Mosquito Awareness Week – April 18 – April 24 – On April 22<sup>nd</sup>, the Sheriff's Department will be flying their helicopter over and we will be doing an interview with Channel 7 on the morning show. Cindy will be doing a piece of the interview for educational purposes. We will also be highlighting the cooperation between the District and the Sheriff's Department's aviation team during the times of High Rip Tide in the gulf.
- B. Pilot Position – Larry is retiring from the Sheriff's Department effective April 30<sup>th</sup>. He wants to stay on with the District at least through the end of the year until the District is able to get a new pilot hired and trained. Larry recommended a pilot (Wade) that flies with him at the Sheriff's Department. Wade meets the qualifications needed for the District and has experience with flying with night vision goggles. Director Clauson will be meeting with Wade soon. The new pilot will be part-time just as Larry is now.

**Any other announcements:**

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



Larry Couch, Chairman



John Smith, Treasurer



Joyce Dean, Secretary

Beach Mosquito Control District  
Regular Board Meeting  
May 10, 2021

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 Dean, Commissioner Smith, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Lauren Dee, all present.

Approval of Minutes. Commissioner Dean presented the minutes of the April 12, 2021 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 tax revenue received since last meeting. Commissioner Smith mentioned that the District had received almost all of the expected revenue from the Property Appraisers projection. Commissioner Smith noted that the amounts on the financial report changed since the last meeting. The Office Manager explained that the original financial report contained inaccurate amounts and the updated one reflected the correct amounts. Reviewed the P&L. Budget amendment was presented. Commissioner Smith stated the Financial should be filed for audit.

Old Business.

- A. FMCA Update – March 17<sup>th</sup> meeting was virtual, but a pivotal voting took place on not allowing the district's that did not pay government sustaining dues to have individual members be apart of FMCA. The next meeting is June 9<sup>th</sup> in Bradenton. The new website is up and running, it contains a member portal. Still looking at a fall meeting down in The Keys.
- B. Personnel Manual Revision – The new personnel manual was presented to the board. Director Clauson proposed adding a clause in the manual about employees bringing their personal laptops. Amy had two slight comments regarding the outside employment and adding the personal use of district property to the list of unacceptable activities.

Commissioner Couch made a motion to approve the revised Personnel Manual. Commissioner Dean seconded. The motion passed unanimously.

- C. Helicopter Update – Larry Kennedy and Director Clauson visited Piney Flats where the helicopter is being built to check out the progress. The District is having to make a couple of changes to ensure the spray systems are compatible with the District’s needs and the new helicopter. Looking at a June time frame for pick up. Our new part-time pilot, Wade, will be attending The Bell Flight School in June. When we get the helicopter, Isolair will come down and hook up the systems either at the District’s hangar or over at Coastal.
- D. Positive Pay – The District’s very first positive pay upload was May 10. So far it is working great. Lauren will update on the next meeting.

Attorney Report. No report.

Director report.

- A. Calendar Review – Rudy’s 3-day meeting in May has been canceled. The 23<sup>rd</sup> Annual Washington Conference is still going to be held virtually from May 10 – May 14. The District will be holding a calibration class on May 12<sup>th</sup>. FCCOMC is having a virtual meeting May 18<sup>th</sup>. FMCA meeting June 9<sup>th</sup> at Manatee County. Cindy starts going to Camp Helen every other Thursday starting on June 10<sup>th</sup>. FASD meeting in Orlando June 14 – June 17. Wade will be attending Bell Flight School June 14 – June 18. Mike will be attending Bio of Vector Borne Disease in Moscow, Idaho from June 20 – June 25. July 5<sup>th</sup> is a holiday. Cindy will also be at Camp Helen July 8<sup>th</sup> and July 22<sup>nd</sup>. Budget is due to FDACS by July 15<sup>th</sup>.
- B. Operations and COVID Update – Done a couple of ULV spraying at night. Our last new chicken coop will be ready to go into the field on May 11<sup>th</sup>. Service request numbers have been very light, mostly they are related to standing water. No more COVID concerns with the employees recently. Commissioner Smith inquired with Director Clauson if there were any applied research projects coming up. Director Clauson mentioned a project that Eddie and Mike were running on a product that was given to us – Metilar. Director Clauson mentioned that hiring someone such as an Entomologist Assistant would free up some time for Mike where he could work on more research projects.



**New business.**

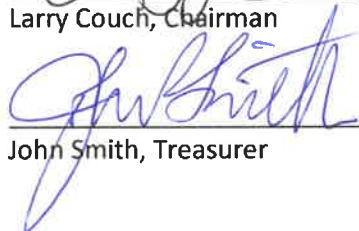
- A. FY 21-22 Draft Budget – Final budget must be to FDACS by July 15<sup>th</sup>. The rough draft was reviewed, noting a 2.95% COLA increase proposed in salaries. The Office Manager presented the updated salary schedule. A discussion followed regarding the COLA and the pay scale steps. The rest of the budget was reviewed briefly, but it is remarkably similar to last years. The Office Manager went over some Consumer Index reports that support the 2.95% COLA and a discussion followed. Commissioner Couch commented that the 2.95% seems fair. Director Clauson noted we had two meetings before the budget had to go to FDACS.
- B. Budget Amendment – The budget amendment in the amount of \$140,556.29 was presented to the board. The funds were moved from Capital Outlay into several other expense accounts. Commissioner Smith made a motion to approve the budget amendment. Commissioner Dean seconded. Motion passed unanimously. This budget amendment number will be 2021-01.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 6:17 pm.

  
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Larry Couch, Chairman

  
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Joyce Dean, Secretary

  
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John Smith, Treasurer

Beach Mosquito Control District  
Regular Board Meeting  
June 21, 2021

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 Dean, Commissioner Smith, Director James Clauson, and Office Manager Lauren Dee, all present. Legal Counsel Amy Myers was absent.

Approval of Minutes. Commissioner Dean presented the minutes of the May 10, 2021, 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 tax revenue received since last meeting. Commissioner Smith mentioned that the District had received almost all of the expected revenue from the Property Appraisers projection. Reviewed the P&L. Commissioner Smith stated the Financial should be filed for audit.

Old Business.

- A. FMCA Update - FMCA meeting in Bradenton to discuss the upcoming November meeting. In the process of updating the policies and procedures. Also looking at the bylaws, but they have to go before the general membership. Those will be sent out electronically and will be voted on hopefully before the November meeting.
- B. Helicopter Update - Wade just got back from a weeklong training at the Bell 505 School out in Texas. Looking at an August delivery for the new helicopter. Director Clauson and Wade will have a zoom call on Wednesday with Bill from Bell. The production is moving along good.
- C. FY 21-22 Draft Budget - Director Clauson stated there was really nothing more to add to the draft budget since last month except the new surveillance position that is addressed in the new business section. Lauren also stated Technician Michelle Buell will be changed and we will budget her position as a Grade 2, Step 1 since she will promote around mid-October due to reaching her years of service that initiates the

promotion from a Technician I (Grade 1) to a Technician II (Grade 2). Commissioner Smith stated that in the July meeting, he would like to document the items reviewed to solidify the proposed COLA amount. He would like to see comparisons made and documents used to show the COLA. Lauren stated she will have those available in the July board meeting when the final budget is presented.

- D. Positive Pay – Uploads are going very smoothly. Lauren stated that we have not had any check exceptions, and everything is working out great. Director Clauson commented on how much this step helps protect the District's cash. Commissioner Smith stated it was a nice check and balance system.

Attorney Report. No report.

Director report.

- A. Calendar Review – It is mosquito awareness week throughout the country, news channel 13 will be out tomorrow morning and channel 7 will be out Thursday morning. FMCA board meeting June 8<sup>th</sup> and 9<sup>th</sup>. Mike went over to South Walton to help look for some *Aedes aegypti*, they didn't find any, but it was good for Mike to go help them. Cindy and Mike went over to Franklin County to help with the open house on July 15<sup>th</sup>. Last week was the FASD meeting. It went really well. A bill was passed requiring special districts (specifically named were fire, water, and mosquito control districts) to have an audit done of its programs, activities, and functions. For mosquito control districts this will take effect in 2023 and happen every 5 years after that. The audit will be completed by the OPPAGA (Office of Program Policy Analysis and Government Accountability) office. Mike is out in Moscow, ID for the Biology of Vector-borne Disease meeting. Cindy was at the library today and will be at ACE tomorrow and Lowe's on Wednesday. Camp Helen is every other Thursday. Director Clauson will be off from June 30<sup>th</sup> until July 6<sup>th</sup>. MapVision meetings are being held every Wednesday, hopefully in the next few weeks we will be going live with the new MapVision. July 12<sup>th</sup> is the next board meeting. Budget is due to FDACS by July 15<sup>th</sup>. Site visit for Hawks Cay is July 20<sup>th</sup> – July 22<sup>nd</sup>. If there are no objections from the Board, Director Clauson will be going to complete the site visit for the upcoming November meeting (no objections were presented). Board

meeting on August 9<sup>th</sup>, but other than that, August remains empty. Commissioner Smith mentioned the calibration workshop that was held here at the District back in May, Director Clauson stated that the workshop went well, and attendance was good. Everyone that attended seemed to be very complimentary.

- B. Operations and COVID Update – No more COVID concerns with the employees recently. We did some ULV spraying last week. The service requests have been very light. If the rain comes in like predicted, we will likely have some mosquitoes next week.

#### New business.

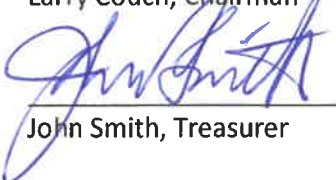
- A. Preliminary FY 2019-2020 Audit Report – Provided the Board with a copy of the Preliminary Audit Report. Amy Pfau and Curtis Chastain from Tipton, Marler, Garner & Chastain will be out for the July board meeting to present the Final FY 2019-2020 Audit Report.
- B. Surplus Items: Open Bids for Ford F-150 – Only 1 bid was received. Bid was from Danny Hood for the 2007 Ford F-150 in the amount of \$750.00. Commissioner Smith made a motion to approve the bid from Danny Hood on the 2007 Ford F-150. Commissioner Dean seconded. The motion passed unanimously.
- C. New Surveillance Position – Since Danny Hood left, Director Clauson proposed the position be changed to a new position – Entomology/Biology Assistant. The new position will require a 4-year degree. This will enable the District to work on more research trials. The position will be assuming the responsibilities of field work and lab duties. The position will be doing some data analysis and working under the direction of the entomologist. Right now, Lee is stepping in and helping with the duties in surveillance until we can fill the open position. Commissioner Smith made a motion to approve the Entomology/Biology Assistant as described by the job description provided. Commissioner Dean seconded. The motion passed unanimously.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 5:40 pm.

  
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Larry Couch, Chairman

  
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Joyce Dean, Secretary

  
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John Smith, Treasurer

**Beach Mosquito Control District  
Regular Board Meeting  
July 12, 2021**

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 Smith, Director James Clauson, Legal Counsel Amy Meyers, and Office Manager Lauren Dee, all present. Amy Pfau and Curtis Chastain, from Tipton, Marler, Garner & Chastain and Tom Conley from Florida League of Cities were also present. Commissioner Dean was absent.

Approval of Minutes. Commissioner Couch presented the minutes of the June 21, 2021, meeting and moved that they be accepted as presented. Commissioner Smith made a motion to approve as presented. Commissioner Couch seconded. The motion passed unanimously.

Financial report. Commissioner Smith presented the financial report, noting the total tax revenue received since last meeting. Commissioner Smith mentioned that the District had received almost all of the expected revenue from the Property Appraisers projection. Reviewed the P&L. Commissioner Smith stated the Financial should be filed for audit.

The Chair then asked to have New Business Item #1, audit presentation, considered at this time to save the auditors from waiting until the conclusion of the other business items. There being no objections, he gave the floor to the auditors.

Old Business.

- A. FMCA Update – In the process of updating the policies and procedures. Also looking at the bylaws, but they have to go before the general membership. Those will be sent out electronically and will be voted on hopefully before the November meeting. The next quarterly meeting will be in September.
- B. Helicopter Update – The production is moving along good. Still looking at the August timeframe for us to get it. Wade and Larry are not instrument rated, so someone from Leon County Sheriff's Office (that is

instrument rated) will be going up with us to get the helicopter in case we run into rough weather on the way back. The District will pay for the hotel room for the Leon County Sheriff's pilot for him to make the trip with us. If we do not take someone instrument rated and we run into weather or smoke in the mountains, we will have to fly back to the plant in Piney Flats until the flying conditions improve. It will likely be after the August board meeting. Director Clauson will try to have more details for the August meeting.

- C. FY 21-22 Draft Budget – Director Clauson spoke about the original proposed budget back in May with a COLA of 2.95%. Since that meeting the cost of living in the Southern Region has gone from 2.9% to 5.6%. Lauren pulled reports from the US Bureau of Labor Statistics for the Southern Region for March 2021, April 2021, and May 2021 for the Commissioners to review. Last time we met on the upcoming budget, the total inflation was 2.9%, since then (just 2 months later) it sits at 5.6%. June report will not be released until July 13<sup>th</sup>. A discussion ensued about several different COLAs 2.95%, 4.0%, 4.5%, 5.0%, and 5.5%. It was discussed what the overall impact each COLA would have on the budget. Lauren mentioned that due to the size of the staff, the COLA will not have a huge affect on the budget. Director Clauson and Lauren also reached out to some of the other Mosquito Control District's throughout the state. The general consensus of the 7 that responded was somewhere around a 5.0%. Commissioner Smith commended Lauren on the work she put into presenting all of the information regarding the COLA. Commissioner Smith commented that he reached out to Bay County Board of County Commissioners, and they were moving to the Federal GI cost of living increase. Director Clauson mentioned the budget needed to be in Tallahassee by July 15<sup>th</sup>. Commissioner Couch stated that we have already discussed the COLA at 2.95%, but he feels we should go with a more realistic number of 5.0% that is solidified in the reports from the US Bureau of Labor Statistics and the other Districts throughout the state. The increase of the overall personnel expenses from 2.95% to 5.0% is only \$11,876.80. Commissioner Smith stated that the dollar increase was not the concern he had but going with a rate that was high compared to historical cost of living raises. Commissioner Smith said he is not opposed to the higher rate; he just wants to ensure the Board does their

due diligence and they have all of the information to make a sound decision. In terms of the budget a proposed amount has to be agreed upon, but as far as implementation, the Board has until September to make a final decision. Commissioner Smith wants us to reach out to some local governments in our area within the next couple of months to inquire about what they are doing on their COLA. Amy Myers interjected that the City of PCB has budgeted a 5.0% but they do not know yet what portion of that will be considered a COLA and what portion will be set aside for the merit. Commissioner Smith made a motion that we send in the certified budget with the proposed COLA of 5.0% with the exception that in September we take a stronger look at the figures and solidify the COLA then. Commissioner Couch seconded. The motion passed unanimously.

Attorney Report. Bay County Board of County Commissioners will have budget hearings on September 14<sup>th</sup> and September 21<sup>st</sup>, so if the District holds their first meeting the week of Labor Day and adopts the final budget on September 13<sup>th</sup>, it will not conflict with the County.

Director report.

- A. Calendar Review – Cindy went to an A-Team meeting on July 7<sup>th</sup> at the College. Camp Helen is a every other Thursday event that Cindy and Michelle have been attending. MapVision meetings are every Wednesday. Shane from ALS has all of the iPads ordered. We should start receiving those soon. July 12<sup>th</sup> is the next board meeting. Budget is due to FDACS by July 15<sup>th</sup>. Site visit for Hawks Cay is July 20<sup>th</sup> – July 22<sup>nd</sup>. Board meeting on August 9<sup>th</sup>. On August 28<sup>th</sup> Cindy will be doing a Cub Scout event, they have requested that we have the helicopter out at this event just like in years passed. Cindy will be at Beach Elementary Aug 30<sup>th</sup> and 31<sup>st</sup>. There is also a site survey at Hammock Dunes for the 2022 meeting. They have offered a free night, so Director Clauson will be making a trip over and checking out the site. September 8<sup>th</sup> or 9<sup>th</sup> will be our first budget hearing and the final will be on September 13<sup>th</sup> with the regular board meeting. FMCA meeting down at the Boathouse in Vero Beach is September 23<sup>rd</sup>.
- B. Operations and COVID Update – Over 20,000 mosquitoes for the count last week. We did some ULV spraying last week. Looking at ULV spraying with the helicopter as soon as the weather cooperates. We have been



able to do a little larviciding with the helicopter. We have a lot of standing water, so the mosquito counts will likely be high next week too. The service requests have been very minimal. Some conversation ensued about setting up some meetings with new HOAs to educate the new homeowners about our services. We have not had any new COVID concerns recently with our employees. We have the Entomologist Assistant position posted in a few different places; AMCA, FMCA, University of Florida, and our website.


#### New business.


- A. 2020 Audit Presentation – (This was right after the Financial Report so Amy and Curtis could leave) Amy Pfau presented the audit report for fiscal year ended 9.30.2020 on behalf of Tipton, Marler, Garner & Chastain. She indicated they issued a clean opinion of the financial statements. She drew attention to the total assets and liabilities, and total revenue and expenditures. She also spoke about the new facility and the District changing the capital asset threshold to \$5,000. 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. Amy and Director Clauson thanked Lauren for helping make the audit process run smoothly. Commissioner Smith asked Amy if she felt all of the deficiencies had been addressed. She responded other than the staffing issue, she felt the other deficiencies were corrected. There being no other questions, the Commissioners thanked Ms. Pfau and Mr. Chastain for the summary.
- B. Renewal of FMIT Insurance – (This was right after the 2020 Audit Presentation so Tom could leave) Director Clauson invited Tom out to check out the new facility and meet the Commissioners. Tom spoke on how FMIT was formed and how many local governments FMIT insures. The Commissioners had no questions on the renewal. Lauren and James are working on the online renewal form for FMIT. After Tom left, we moved back up to Old Business.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 6:06 pm.

  
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Larry Couch, Chairman

  
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John Smith, Treasurer

  
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Joyce Dean, Secretary

**Beach Mosquito Control District  
Regular Board Meeting  
August 09, 2021**

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 Dean, Commissioner Smith, Director James Clauson, and Office Manager Lauren Dee, all present. Legal Counsel Amy Myers was absent.

Approval of Minutes. Commissioner Couch presented the minutes of the July 12, 2021, 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 tax revenue received since last meeting. Commissioner Smith mentioned that the District had received almost all of the expected revenue from the Property Appraisers projection. Reviewed the P&L. Commissioner Smith stated the Financial should be filed for audit.

Old Business.

- A. FMCA Update – The next quarterly meeting will be in September in Vero Beach. We just came back from Hawks Cay for the site survey for the fall meeting – everything looked good. If the COVID number still are on the increase, Director Clauson stated the meeting could possibly move to a virtual meeting, but right now it is on track to be held in person.
- B. Helicopter Update – Got the final invoice for the helicopter. It should be ready around the end of August or the beginning of September. Sophia from Hancock Whitney Bank said there is not a Hancock Whitney Bank up there near Piney Flats, so she is going to send me what she needs on a letterhead and the Chair/Director signs it, should suffice. This paper will allow her to complete the wire when I call her once we have flown and accepted the helicopter. Wade, Director Clauson, and Lee Majors, who is instrument certified, will be going up to Piney Flats to get the helicopter. Director Clauson stated that the District will be covering the expenses of the trip for Lee.

Attorney Report. No report.

Director report.

- A. Calendar Review – Wednesday there is a City planning meeting about some residential buildings coming in just to the north of us, right at the bend going into the Conservation Park. Site survey in Hammock Dunes on August 28<sup>th</sup> for the 2022 FMCA Meeting. First budget hearing will be September 7<sup>th</sup> at 5:01 pm. Advertise for the final budget on September 10<sup>th</sup>. Final budget hearing will be at the regular meeting on September 13<sup>th</sup>. FMCA meeting in Vero Beach September 23<sup>rd</sup>. Board meeting for October will be on the 11<sup>th</sup>. October Lauren will be taking some time off. Mike will present a Biologist Virtual Meeting on October 20<sup>th</sup>. October 29<sup>th</sup> FADS meeting will be held in Sandestin.
- B. Operations and COVID Update – We did some ULV spraying. The mosquito counts are up, but we are not getting many service requests. Wade is bouncing back from COVID, but he had not been working when his symptoms onset and will not be working any this week.

New business.

- A. FY 21-22 Budget Millage Rate – the advertisement that went out to all the property owners reflected the roll back rate of .3256. We prepared the DR 420's showing several different millage rates. Moving forward into the budget hearings, we cannot go above the .3256, but we can go lower. Director Clauson and Lauren ran some figures on what the carryover amount is going to be this year. It is estimated that the carryover will be somewhere around \$3.9 million. The only anticipated building we have in the near future is the chicken coop. The Commissioners were in agreement to use the millage rate of .3000 for the resolution in the first budget hearing coming up in September. This slight reduction will generate the revenue needed to ensure efficient operations and reduce the tax liability of the property owners in the District.
- B. Health Insurance Renewal – Total yearly savings for the BCBS health plans totaled \$4,920. Life insurance increased slightly. After talking with Scott and Chip from The Clemmons Company, Director Clauson was entertaining the idea to use the savings to create some kind of health plan. This would hopefully encourage physical activity which would in turn

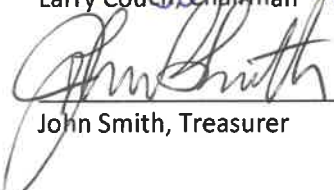
keep the insurance premiums down. Commissioner Dean asked if we were still paying for the health club. We do, but no one is currently applying for reimbursement. We have also been getting checks each year back from BCBS that goes back into our general funds. We could also use those checks to fund this health plan. A discussion ensued about the health plan. Director Clauson stated that the Board didn't have to decide anything right now. Commissioner Couch recommended that we get through the budget right now and revisit the possibility of a health plan at a different time. Commissioner Smith moved that the Health Insurance plan and new rates for Florida Blue be accepted. Commissioner Dean seconded. Motion passed unanimously.

**Any other announcements:**

Commissioner Smith wanted to recognize Cindy for the article she wrote for the Circuit Magazine. Commissioner Dean wanted to acknowledge the information from Danny Hood that he wanted the Board to see, and everyone will take the time to read the information. If necessary, the Board will be discussing it more in depth at an upcoming meeting. Lauren will be making all the Commissioners a copy of the papers so they may take them and read them later.

There being no other business or announcements, the meeting was adjourned at 5:40 pm.

  
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Larry Couch, Chairman

  
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John Smith, Treasurer

  
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Joyce Dean, Secretary

**Beach Mosquito Control District  
First Budget Hearing Board Meeting  
September 7, 2021**

Call to Order and Roll Call. The first budget hearing for Fiscal Year 2021-2022 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 Smith, Director James Clauson, Legal Counsel Amy Myers, 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 2021-2022 of 0.3000, which is a decrease of 7.86% over the current year rate of 0.3500. 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 \$6,839,680.00 which amount is necessary and appropriate to fund the District's proposed programs and commitments for Fiscal Year 2021-2022; the total taxes to be levied at the rate of 0.3000 is \$3,260,297.00. 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 2021-2022 to be set at 0.3000. Commissioner Smith made a motion to approve the tentative millage of 0.3000 as presented; Commissioner Dean seconded, and the motion passed unanimously.

A motion was called to approve the tentative budget for Fiscal Year 2021-2022 in the total amount of \$6,839,680.00. Commissioner Dean made a motion to approve the tentative budget of \$6,839,680.00 as presented; Commissioner Smith seconded, and the motion passed unanimously.

**Any other announcements:**

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

  
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Larry Couch, Chairman

  
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John Smith, Treasurer

  
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Joyce Dean, Secretary

RESOLUTION 21-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BEACH MOSQUITO CONTROL DISTRICT; LEVYING A 0.3000 MILLAGE RATE FOR THE FISCAL YEAR 2021-2022; 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 0.3000 millage rate, which is 7.86% less than the rolled back rate of .3256; and

WHEREAS, at the conclusion of a public hearing conducted on September 9, 2021, the Board determined that a 0.3000 millage rate is appropriate and sufficient to fund the District's proposed expenditures for the Fiscal Year 2021-2022.


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, 2021, and ending September 30, 2022, there shall be levied upon all real estate within the boundary limits of Beach Mosquito Control District of Bay County, Florida, a tax of 0.3000 Mills on the dollar, which is 7.86% 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 13th day of September, 2021.

  
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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 13, 2021.

  
\_\_\_\_\_  
Larry Couch, Chairman  
(seal)

Attest:

  
\_\_\_\_\_  
Joyce Dean, Secretary

RESOLUTION 21-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BEACH MOSQUITO CONTROL DISTRICT; ADOPTING A BUDGET FOR FISCAL YEAR 2021-2022; 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 \$6,839,680 covering its proposed operations and requirements for the arthropod control measures during fiscal year 2021-2022, which was approved by the Board on July 12, 2021, and

WHEREAS, in accordance with Section 200.065, Florida Statutes, the Board adopted the tentative budget in the amount of \$6,839,680.00 at the conclusion of a public hearing conducted on September 13, 2021, and

WHEREAS, the Board finds that a budget of \$6,839,680.00 is appropriate to fund the District's proposed programs and commitments for Fiscal Year 2021-2022, and that the total funds available from taxation and other sources equal the total of appropriations for the expenditures and reserves.

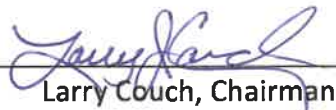
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BEACH MOSQUITO CONTROL DISTRICT, BAY COUNTY, FLORIDA:

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, 2021, and ending September 30, 2022, the Annual Budget in the amount of \$6,839,680.00, as more specifically set forth in the attached and incorporated as Exhibit A hereto, is hereby approved and adopted.

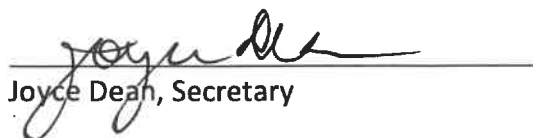
Section 2. That a certified copy of this Budget shall be submitted to the Department of Agriculture and Consumer Services.

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

Adopted and dated in Bay County, Florida, this 13th day of September, 2021.

  
Larry Couch, Chairman  
(seal)

Attest:

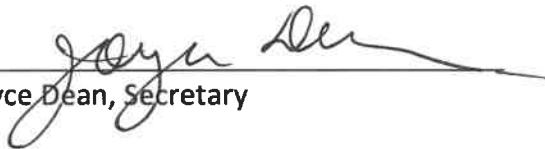
  
Joyce Deah, Secretary

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 13, 2021.



Larry Couch, Chairman  
(seal)

Attest:

  
Joyce Dean, Secretary

**Beach Mosquito Control District  
Regular Board Meeting  
September 13, 2021**

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 Smith, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Lauren Dee, all present.

Final budget hearing was discussed first. The millage rate of .3000 was presented by the Chairman and discussed with no feedback. Commissioner Smith made a motion to approve the millage rate of .3000. Commissioner Dean seconded the motion. Motion passed unanimously. Commissioner Couch then presented the FY 2021-2022 budget which was \$6,839,680. Commissioner Smith made a motion to approve the budget as presented. Commissioner Dean seconded the motion. Motion passed unanimously.

Approval of Minutes. Commissioner Dean presented the minutes of the August 9, 2021, meeting 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 last meeting. Commissioner Smith mentioned that the District had not received any more tax revenue since the last meeting. Reviewed the P&L. Commissioner Smith stated the financial report should be filed for audit.

Old Business.

- A. FMCA Meeting 2022, Hammock Dunes – Director Clauson went over to Hammock Dunes for a site visit. His recommendation to the FMCA board will be to hold the 2022 meeting there. The 3<sup>rd</sup> quarterly meeting will be September 23<sup>rd</sup> in Vero Beach.
- B. COLA Update – Director Clauson mentioned the budget was submitted to FDACS with the 5% COLA calculated in. Lauren briefed the Board on what some of the surrounding entities are doing. Some discussion

ensued. Commissioner Dean made a motion to approve the 5% COLA for the FY 2021-2022. Commissioner Smith seconded. The motion passed unanimously.

Attorney Report. No report.

Director report.

- A. Calendar Review – Cindy is out of town for the week. September 23<sup>rd</sup> will be the FMCA meeting in Vero Beach. September 28<sup>th</sup> will be a FCCMC meeting via zoom. James will be off the 29<sup>th</sup> and 30<sup>th</sup>. Emily (the new Entomologist Assistant) will start on October 4<sup>th</sup>. Cindy is working with the Boy Scouts on October 11<sup>th</sup> for their merit badges. Board meeting is October 11<sup>th</sup>. Lauren off the week of October 18<sup>th</sup>-October 22<sup>nd</sup>. Mike has a Biologist Virtual meeting on October 20<sup>th</sup>. Lee will be off the end of October. FASD meeting in Sandestin on October 29<sup>th</sup>. Board meeting is November 8<sup>th</sup>. Veterans Day holiday is November 11<sup>th</sup>. FMCA meeting is November 15<sup>th</sup>-November 18<sup>th</sup>. Thanksgiving holidays are November 25<sup>th</sup> and 26<sup>th</sup>.
- B. Operations and COVID Updates – We have sprayed a few times. Our traps aren't showing a whole lot and we have not been getting many service requests. We have no other COVID cases among employees. Larry Kennedy is still in the hospital trying to recover from COVID complications.

New business.

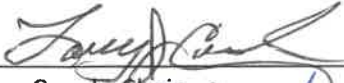
- A. Dates for Board Meeting for FY 2021-2022 – dates were discussed for the FY 2021-2022 board meetings. The proposed meetings are to be held on the second Monday of each month as previously done.

**Any other announcements:**

Commissioner Dean wanted to bring up the information Danny Hood provided to the Board. Commissioner Dean wanted to make sure the issues noted were addressed appropriately. Legal Counsel Amy Myers did not receive a copy of the information, so Lauren provided a copy to her. Amy recommended that a response be sent to Danny, and she would look into the complaint before the next board meeting. It was decided

that a letter would be drafted and signed by the Board Chair and the Board will be continuing discussion on this during the October meeting.


There being no other business or announcements, the meeting was adjourned at 5:32pm.



Larry Couch, Chairman



Joyce Dean, Secretary



John Smith, Treasurer