

May 7th, 2018

The Regularly Scheduled Meeting of the Board of Commissioners for Beach Mosquito Control District was called to order by Chairman Couch at 5:00 P.M. on May 7th, 2018. Couch requested that the roll be recorded, and noted that all commissioners, Director Clauson, Attorney Amy Myers, Stacey Rausch from Mott MacDonald, and Laurell Young were present.

Approval of Minutes

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

Financial Reports

Treasurer Caldwell referenced the financial reports and noted that we had received a total of \$171,527.06 since the last meeting; of which \$170,329.12 was from tax revenue and \$1,197.94 from miscellaneous receipts. Caldwell did not have any other questions or comments and asked if anyone else had any questions regarding the P&L; hearing none he requested that the financials be filed for audit.

Old Business

Couch then moved to Old Business and the new headquarters update. Ms. Rausch advised that the Notice to Bid was advertised on April 30th, and will be advertised again on May 7th and 14th. An optional, non-mandatory Pre-Bid Meeting will be held on May 17th, 2018 here at the District and the sealed bids are due by 2 P.M. on Tuesday, May 29th, 2018; at which time they will be opened and read. Mott MacDonald will then review the bid packages and provide a recommendation to the District prior to the June 11th, 2018 Board Meeting. They anticipate having a cost estimate for us at the Pre-Bid Meeting on the 17th, so we will have an idea of the project cost prior to receiving and opening the bids on the 29th. Roberts & Roberts has finished loading the dirt and rolling it out; the geotechnical supervisor will be monitoring the settling and notify Mott MacDonald once it is completed. Once the settling is complete, the dirt can then be used by the general contractor for the required site elevation.

Clauson presented the revisions made to the Service Awards as discussed at the April 9th, 2018 Board Meeting for review and approval:

Service Awards

Each year, Beach Mosquito Control honors its long-term full-time employees by presenting service awards at an annual district function. Service awards will be given after you have completed one (1), five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), and thirty (30) years of service. The awards are:

- For one (1) year of service, a district pin.
- For five (5) years of service, \$50.00.
- For ten (10) years of service, \$100.00.
- For fifteen (15) years of service, \$200.00.
- For twenty (20) years of service, \$500.00.

For twenty-five (25) years of service, \$500.00.

For thirty (30) years of service, \$500.00.

When an employee decides to voluntarily terminate their service with the district, they will receive double their service award amount. An example being, if the employee leaves after fifteen (15) years they would receive \$400 ($\200×2). For those in-between award years, they would receive double the lesser of the two Service Award amounts; example being, if the employee leaves after seven (7) years, they would receive \$100 ($\50×2) rather than \$200 ($\100×2).

All service award amounts listed are after tax deductions and all service awards will be awarded at the end of the calendar year. *Revised 05/11/2018, effective 10/01/2018*

Dean made a motion that the revisions to the Service Awards be approved as submitted with the new awards being effective October 1st, 2018; Caldwell seconded, and the motion carried without dissent.

Clauson then requested that in the District's Grade/Step Plan that the position of Office Manager be created with a Job Grade of 3 and that Laurell Young's job position/title be changed to Office Manager. Dean made a motion to approve the Director's request; Caldwell seconded, and the motion carried without dissent.

Attorney's Report

Attorney Myers had nothing additional to report, other than what will be discussed later in regards to the golf cart purchase under New Business.

Director's Report

Clauson began his report by reviewing the calendar of events scheduled for May, June and July 2018. Couch let the director know that Arnold High School is having their graduation ceremony on May 25th; Clauson said he will check to see when the next barrier treatment is scheduled. The commissioners had no additional comments or concerns with any of the remaining dates and activities planned. Clauson then gave his Operations Report referring to the April 2018 activity reports compiled by Summers and Riles. Mike has added a table of the species found locally and identifies them whether as pestiferous mosquitoes, mosquitoes with virus concerns, or those of little concern. No reports of yellow flies yet but we should be getting them soon.

New Business

A first look at the projected carryover, projected FY 18-19 taxable value and range of millage rates with projected tax revenue, and projected FY 18-19 budget were presented to the board. Since the preliminary June 1st numbers have not been received yet from the Bay County Property Appraisers office, we can only make a best guess as to the FY 18-19 numbers. We should have the final taxable value on or before July 1st and a bid price for the new District headquarters by the end of the month. Once we have those values, we can provide firmer budget and tax revenue numbers.

Clauson then presented the board with a list of items to be declared as surplus and advertised for sale, first to other mosquito/arthropod control operations, in compliance with Chapter 388.323 F.S., and then to the general public:

Item	Condition	Price
Apple iPad Mini with Otterbox case (5)	Poor, issue with batteries	100.00 each
Fuel Trailer	Poor	250.00
Anti-freeze Machine	Good	400.00
Colt Hand-Held Fogger (4)	Poor, not running	50.00 each
#002 Dell laptop, system wiped clean – operating system not installed	Poor	100.00
#279 Gateway laptop, screen broken, system wiped clean – operating system is installed	Poor	50.00

Dean made a motion to approve the Director’s request to declare the listed items as surplus and sold; Caldwell seconded, and the motion carried without dissent.

Clauson then discussed purchasing a water purification system for the new facility. The District will receive a 10% discount if the unit is purchased by May 31st, 2018, so he would like to purchase the unit and store it here until installation. The board agreed that the purchase of the unit was a good idea but Dean and Couch questioned the need to purchase it now and whether it wouldn’t be more prudent to purchase it closer to the install date. They were concerned about storing the unit locally for almost a year prior to installation and the possibility of the warranty expiring before installation. The purchase request was placed on hold pending further information on whether the warranty timeframe started at purchase or installation and whether we could pre-purchase a unit for a future manufacturing and/or delivery date.

He then requested the Board’s approval to purchase a golf cart for larvaciding in entire neighborhoods and for general use. Additional safety equipment (turn signals, mirrors, signage, etc.) will be purchased and installed, as well as a light-use trailer to transport the golf cart to work locations. Attorney Myers previously provided the county and city ordinances as they relate to golf cart usage; the Director advised that the anticipated use and location areas of use conform to the ordinances. Dean made a motion to approve the purchase of a golf cart not to exceed \$6,000.00; Caldwell seconded, and the motion carried without dissent.

The Board was presented with two (2) PSA schedules to be aired on Channel 7, WJHG. The first PSA schedule will be aired 5/1/2018 through 7/29/2018 with 231 spots and the second will air from 8/9/2018 through 10/28/2018 with 227 spots; both schedules will cost \$5,000.00 each. Caldwell said that one of his contacts through the PCB Chamber of Commerce might be willing to run our PSAs, free of charge, on the advertising monitors he has at his restaurants; he will provide the Director with the gentleman’s contact information. Dean expressed her concern that individuals viewing our PSAs, regardless of medium, may think the District is in competition with local pest control companies. The Director explained that while he is hesitant to use the word ‘free’ in our PSAs, it is the most effective way to let the public know there is no charge for our services.


Clauson then discussed a request from Brian Byrd with Western Carolina University, Mike's alma mater, regarding one of his students, Cameron Canter. The student is majoring in environmental health and is required to complete a 400 hour internship and has expressed an interest in an internship in mosquito control/vector biology. It would be a 10 week internship and the budget already includes a second seasonal, temporary position, in addition to Kaylyn. The Director anticipates having him work both in the lab and in the field to expose him to all aspects of mosquito control; he will interview Mr. Canter prior to offering him the internship.

A budget amendment was presented to the Board to move \$25,000.00 from Contingency with \$23,000.00 being allocation to Personal Services and the remaining \$2,000.00 to Personal Services Benefits. The movement of funds is needed to cover the additional salary, taxes and FRS contributions associated with Brad Gunn extending his part-time employment with the District to the end of the year. Dean made a motion to approve the budget amendment as presented; Caldwell seconded, and the motion carried without dissent.


Dean asked whether there had been any responses to the Mosquito Technician position advertised in the News Herald. Clauson advised that Larry Kennedy's son is interested in applying for the position but that he wasn't sure if there would be any nepotism concerns since Larry pilots for us on a part-time basis. Attorney Myers reviewed the District's policy and advised that since neither would be supervising the other nor working within that same department, there wouldn't be a problem in hiring the son.

Announcements


There were no announcements and no further business to come before the board, and Chairman Couch adjourned the meeting at 6:08 PM.



Larry Couch, Chairman



Brandon Caldwell, Treasurer



Joyce Dean, Secretary