

Beach Mosquito Control District  
Regular Board Meeting  
October 6, 2025

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 John Smith. Commissioner Smith, Commissioner Couch, Commissioner Caldwell, Legal Counsel Amy Myers, Director James Clauson, and Office Manager Michelle Buell were all present.

Approval of Minutes. Commissioner Caldwell presented the minutes of the September 4 & 8, 2025 meetings and moved that they be accepted as presented. Commissioner Caldwell 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 revenue received since the last meeting. Reviewed the P&L. Commissioner Couch stated the financial report should be filed for audit. Any Journal Entries from September were presented at this time. Journal Entry #33 was made to accrue the monthly interest from the District's bank CD. Commissioner Couch made a motion to approve the journal entry made for the month of September. Commissioner Caldwell seconded. The motion passed unanimously.

Old Business.

- A. Annual Report Update- Commissioner Smith stated "To make the document useful for the present and future it should clearly and completely quantify the accomplishments of the District over the past fiscal year. By doing so it will serve as a tool for tracking performance over the years and as an instrument for future Directors and Commissioners to see where the District has been and where it is headed." Director Clauson stated that he was working on the corrections that were suggested by Commissioner Smith and that the Annual Report will be updated by the next board meeting.

- B. TRIM Completed- Director Clauson stated that the District had completed the final process with TRIM, the DR-487 and that the District received its letter of compliance from the Department of Revenue.
- C. Surplus Items Bids- Bid on 2006 E-150 Van truck from Kyle Pridgen for \$2,000, as well as a bid on the 2015 Chevy Tahoe for \$4,000. Bid from Teahna Stephens for the 2015 Chevy Tahoe of \$10,000. Some discussion ensued and Commissioner Smith suggested James ask the dealerships around the area what they would offer for the 2006 E-150 Van. All Commissioners agreed to re-advertise the van for a minimum bid of \$3,000. Commissioner Couch made a motion to approve and accept the bid from Teahna Stephens in the amount of \$10,000 for the 2015 Chevy Tahoe and reject both bids from Kyle Pridgen. Commissioner Caldwell seconded. The motion passed unanimously.

#### Attorney Report.

Legal Counsel Amy Myers stated that she still has not received any updates on the contract with Bay County Mosquito Control for the new boundaries. Legal Counsel Amy Myers also presented a resolution to start staggered terms for the Commissioners, some discussion ensued, and the Commissioners were all in agreement that they did not want to have staggered terms.

#### Director report.

- A. Calendar Review -October 2<sup>nd</sup> James will be at the Safran meeting in VA. October 1<sup>st</sup> & 2<sup>nd</sup> Cindy will be at Hutchinson Beach. October 6<sup>th</sup> is the board meeting. October 6<sup>th</sup>-9<sup>th</sup> Cindy will be at Hutchinson Beach Elementary. October 13<sup>th</sup>-17<sup>th</sup> James will be at the SOVE International meeting. October 14<sup>th</sup> Cindy will be at Hutchinson Beach Elementary. October 15<sup>th</sup> Cindy will be at Walsingham Academy. October 20<sup>th</sup>-23<sup>rd</sup> James will be out. October 21<sup>st</sup> Cindy will be at Hutchinson Beach Elementary. On October 25<sup>th</sup> Cindy will be at an event at the PCB Library and it is the Fishing Rodeo. October 28<sup>th</sup> & 29<sup>th</sup> Cindy will be at Hutchinson Beach Elementary. On October 30<sup>th</sup> there will be Homeschool group coming to the District. On November 5<sup>th</sup> Cindy will be at Walsingham Elementary. November 10<sup>th</sup> is the board meeting. At this time, it was discussed to move the board meeting from November 10<sup>th</sup> to the 3<sup>rd</sup> and Commissioner Couch made a motion to change the board

meeting date. Commissioner Caldwell seconded. The motion passed unanimously. The board meeting date change will be advertised on the County's public notice website. November 11<sup>th</sup> is Veteran's Day. November 13<sup>th</sup> Cindy will be at Hutchinson Beach Elementary. November 14<sup>th</sup> Cindy will be at University Academy. November 15<sup>th</sup> is Cops-n-Kids. November 17<sup>th</sup>-20<sup>th</sup> will be FMCA. Thanksgiving holidays are November 27<sup>th</sup> and 28<sup>th</sup>. December 3<sup>rd</sup>-4<sup>th</sup> Cindy will be at West Bay Elementary. The board meeting will be held December 8<sup>th</sup>. December 13<sup>th</sup> will be the Christmas Parade. The district will be closed December 22<sup>nd</sup>-31<sup>st</sup> for the winter break.

- B. Operations Update - Mosquitoes are low due to little rain and dry conditions. Service requests have been low. Commissioner Smith asked what the District's response to vector species and chicken seroconversions, to which Director Clauson replied that the technicians go out and do a lot of surveillance and larviciding which really seems to help keep the numbers down. Commissioner Smith also recommended that the Weather Impact excel report be redone to show the Average trap count, average rain, and average temperature to be their own x-axis to be able to differentiate the numbers easier.

#### New business.

- A. Sick Leave Policy- Director Clauson presented a sick leave policy from the Florida Keys Mosquito Control District that allows employees to get up to 960 sick leave hours paid out to them when they retire based on their number of years of service. Director Clauson asked to increase the District's current payout of 480 hours to something similar that FKMCD does as a way to incentivize employees not to use all of their sick leave. Commissioner Smith asked Director Clauson to see what other Districts are doing before deciding. The sick leave policy will be revisited at the next meeting.
- B. Final Budget Update for FY 24-25- Director Clauson and Office Manager Michelle Buell presented the final budget corrections for the fiscal year. A final budget amendment was not needed this year because the over budget accounts were able to be corrected within the different line items of those accounts without changing the certified budget associated with those account numbers. For example, the budget was adjusted for

account #52.2 by moving funds from the aduicide line item to the larvicide line item. Commissioner Couch made a motion to approve the updated budget. Commissioner Caldwell seconded. The motion passed unanimously.

- C. Bank CD Renewal- Director Clauson presented the new interest rates that were sent by Tim Prather. To renew the bank CD for another 3 months the District would receive a 3.25% interest rate. Commissioner Caldwell made a motion to renew the bank CD with a 3.25% interest rate for another 3 months. Commissioner Couch seconded. The motion passed unanimously


**Any other announcements:**

At this time Director Clauson stated that after contacting Tipton, Marler, Garner & Chastain, they informed him they would not be able to be a back-up for payroll so Lauren Dee was asked if she would be interested again. Lauren requested her contracted amount to be increased from \$32.50 per hour to \$35 per hour. Commissioner Couch made a motion to pay Lauren Dee \$35 per hour and mileage to be contracted as a back-up person for payroll. Commissioner Caldwell seconded. The motion passed unanimously. Office Manager Michelle Buell also suggested that in order to make the COLA raise easier for payroll purposes so that it would include a full pay period, that it should go into effect September 27<sup>th</sup>. The only working days this will affect are Monday, the 29<sup>th</sup> and Tuesday the 30<sup>th</sup>. Commissioner Couch made a motion to set the COLA increases effective date for September 27<sup>th</sup>. Commissioner Caldwell seconded. The motion passed unanimously.

There being no other business or announcements, the meeting was adjourned at 6:00 pm.

  
\_\_\_\_\_  
John Smith, Chairman

  
\_\_\_\_\_  
Larry Couch, Treasurer

  
\_\_\_\_\_  
Brandon Caldwell, Secretary