

Beach Mosquito Control District
Regular Board Meeting
November 3, 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 October 6, 2025, meeting 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 the end of September and October were presented at this time. Journal Entry #34, 35, 38, and 39 were made to correct the trial balance for the 09.30.2025 financial audit. JE # 40 was made to book an account payable for the remaining Navy Base payments for FY 2024-2025. JE #37 was made to expense out all the prepaid expenses from FY 2024-2025, i.e., Commissioner's health insurance payments for October, AMCA annual dues, flight reimbursement for SOVE for James, and the FASD annual membership. JE #41 was made to accrue the monthly interest from the District's bank CD and to record the correct principal balance for the CD. Commissioner Couch made a motion to approve the journal entries made for the end of September and for October. Commissioner Caldwell seconded. The motion passed unanimously.

Old Business.

- A. Annual Report Update- Director Clauson presented an update Annual Report. Commissioner Smith had some corrections he would like to make including a more detailed aerial report, the public relations report to explain the different events that were being attended and a list of

conferences that were attended by the employees including who went, if they gave a talk, and what their talk was on. Some other minor verbiage and grammar corrections were discussed. Director Clauson will complete the corrections and have the report posted on the District's website by December 1st.

- B. Sick Leave Policy Update- Director Clauson presented sick leave policies from several other Districts. Some discussion ensued about the other policies and how they compared to the District's policy. Commissioner Couch asked Director Clauson to include a printout of what the leave times each employee had accrued for the next board meeting. The sick leave payout policy will be revisited at the next board meeting.
- C. Surplus Items Bids- Bid on 2006 E-150 Ford Van from Kyle Pridgen for \$3,000. Director Clauson stated that he did not receive any bids from the local dealerships for the Van. Commissioner Couch made a motion to approve and accept the bid from Kyle Pridgen in the amount of \$3,000 for the 2006 E-150 Ford Van. Commissioner Caldwell seconded. The motion passed unanimously.

Attorney Report.

No Report.

Director report.

- A. Calendar Review – November 3rd is the board meeting. On November 5th Cindy will be at Walsingham Elementary. November 11th is Veteran's Day. November 13th Cindy will be at Hutchinson Beach Elementary. November 14th Cindy will be at University Academy. November 15th is Cops-n-Kids. November 17th-20th will be FMCA. Thanksgiving holidays are November 27th and 28th. December 3rd-4th Cindy will be at West Bay Elementary. The board meeting will be held December 8th. December 10th is the staff meeting and Christmas party. December 13th will be the Christmas Parade. The district will be closed December 22nd-January 2nd for the winter break. Sara's 1 year work anniversary is January 6th. January 9th Cindy will be at the Winter Residents Appreciation Day. The board meeting is January 12th. Cindy will be at Hutchinson Beach Elementary January 13th-14th. January 22nd Cindy will be at West Bay.

B. Operations Update - Mosquitoes are low due to little rain and dry conditions. Service requests have been low. The technicians have been working on pre-treatments and catch basins. Director Clauson announced that Sara went to the FMEL Identification Course and aced her exam. Director Clauson also stated that the final numbers for the 2026 Social security COLA were released, and it ended up being 2.8%. Employees already received the predicted amount of 2.7% because the government shut down prolonged the release of the final numbers so the additional 0.01% was retro-paid back to the employees through October 1st.

New business.

A. Director Retirement, April 2026- Director Clauson announced his intention to retire April 15th, 2026. He stated he would stay longer if needed until the District hires a new Director. The Commissioners stated that they would like to hire someone a couple of months before Director Clauson leaves in order for them to be able to train. Commissioner Smith asked for Director Clauson to write up a job announcement for the Director position to be presented at the next board meeting. Director Clauson stated that he will place the job announcement on the FMCA website and advertise it at AMCA.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 5:44 pm.



John Smith, Chairman



Brandon Caldwell, Secretary



Larry Couch, Treasurer