

Beach Mosquito Control District  
Regular Board Meeting  
February 9, 2026

Call to Order and Roll Call. The regularly scheduled meeting of the Board of Commissioners for the Beach Mosquito Control District was called to order at 5:00 PM by Commissioner Larry Couch. Commissioner Couch, Commissioner Smith, Director James Clauson, Legal Counsel Amy Myers, and Office Manager Michelle Buell were all present. Commissioner Caldwell was absent.

Approval of Minutes. Commissioner Couch presented the minutes of the January 12, 2026, 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 revenue received since the last meeting. Reviewed the P&L. Commissioner Smith stated the financial report should be filed for audit. Any Journal Entries from January were presented at this time. Journal Entry #46 was made to accrue the monthly interest from the District's bank CD. Commissioner Smith made a motion to approve the journal entry made for January. Commissioner Couch seconded. The motion passed unanimously.

Old Business.

- A. Director Position Update- Director Clauson presented the Commissioners with 11 applications that were received for the Director Position. Commissioner Smith stated that with some of the applications just being received he felt like he needed more time to review them. It was decided that in order for the Commissioners to have more time to review the applications that a special board meeting will be held January 16<sup>th</sup> at 4:00pm and it will be advertised to the public. The purpose of the special board meeting will be to for the Commissioners to decide on a short list of 3 applicants that will be brought in for interviews. If Commissioner Caldwell is unable to attend, he will be asked to send in his own shortlist of a minimum of 3-5 applicants so that it can be included in the decision of the final shortlist selection.

- B. Boundary Agreement with County- Attorney Myers stated that she still has not received any updates about the District's agreement with the county to cover the West Bay area.
- C. Sick Leave Policy Update- Director Clauson discussed the need for the District to determine what was considered retirement in order for an employee to receive payment for their sick leave. Some discussion ensued about whether to create a tier system for years of service and the amount of sick leave that would be paid to an employee, but the commissioners decided not to make any changes to the current sick leave policy.

Attorney Report.

No Report.

Director report.

- A. Calendar Review –February 1<sup>st</sup>-4<sup>th</sup> James will be at the MVCAC conference. February 2<sup>nd</sup>-3<sup>rd</sup> Cindy will be at Tallahassee Days. Lee's 23<sup>rd</sup> work anniversary is February 3<sup>rd</sup>. February 6<sup>th</sup> will be the 2<sup>nd</sup> Winter Residents Appreciation Day. The board meeting is February 9<sup>th</sup>. February 11<sup>th</sup> Cindy will be at Hutchinson Beach Elementary. February 16<sup>th</sup> is President's Day and Cindy will be attending the Florida Trail Association Meeting. February 17<sup>th</sup> is the final day of the Winter Residents Appreciation Day. February 18<sup>th</sup> Teahna and Sara will be attending the Department of Health open house in Tampa. February 19<sup>th</sup> is the Chemical Spill Class and the Steam night at Hutchinson Beach Elementary. February 28<sup>th</sup> is the Anything Sale at the PCB Senior Citizen Center. March 2<sup>nd</sup>-3<sup>rd</sup> is the Fly-In. March 4<sup>th</sup>-6<sup>th</sup> is the Annual Workshop at Anastasia Mosquito Control. March 3<sup>rd</sup>-5<sup>th</sup> Cindy will be at Patronis Elementary. March 4<sup>th</sup> is the FSU PC career fair. March 9<sup>th</sup>-10<sup>th</sup> Cindy will be at Hutchinson Beach Elementary. March 9<sup>th</sup>-12<sup>th</sup> James is attending VAI. March 11<sup>th</sup> is the FSU Tally career and intern fair. March 16<sup>th</sup> is the board meeting. March 23<sup>rd</sup>-27<sup>th</sup> is AMCA. March 30<sup>th</sup> is Eddie's 21-year work anniversary. March 31<sup>st</sup> Cindy will be at Walsingham Elementary. April 2<sup>nd</sup> Cindy will be at Hutchinson Beach Elementary. April 7<sup>th</sup>-8<sup>th</sup> Cindy will be at Hutchison Beach Elementary. April 8<sup>th</sup> is the 10<sup>th</sup> annual BMCD workshop. April 13<sup>th</sup> is the board meeting. April 13<sup>th</sup>-14<sup>th</sup> Cindy

will be at Breakfast Point Academy. April 21<sup>st</sup> Cindy will be at West Bay Elementary. April 28<sup>th</sup>-29<sup>th</sup> Cindy will be at Hutchinson Beach Elementary. April 30<sup>th</sup> Cindy will be at Walsingham Elementary.

- B. Operations Update - Mosquitoes are low due to little rain and dry conditions. Service requests have been low. Director Clauson stated that biddies would be purchased soon.

New business.

- A. Asset List- Director Clauson stated that the current asset list has items that were no longer in use or are outdated and he stated that once he locates everything on the list there may be items that need to be removed. Director Clauson stated that asset #92, a Dell server, was recently located during the current Financial Audit as not being in use anymore and asked for it to be surplused. Commissioner Couch made a motion for asset #92 the dell server, to be surplused and removed from the District's asset list. Commissioner Smith seconded. The motion passed unanimously.
- B. Maternity Leave Policy- Director Clauson stated that the District did not currently have a maternity leave policy other than it being leave without pay. He presented to the commissioners what the State currently offers for maternity leave. Commissioner Smith stated that he would like to see the policy that Director Clauson wants to adopt written out. It will be discussed at the new board meeting.
- C. Rock and Microscope Purchase- Director Clauson presented the commissioners with an invoice for rock that was purchased to go back behind the new chicken coop, in the total amount of \$6,080. Commissioner Couch made a motion to approve the purchase of the rock in the amount of \$6,080. Commissioner Smith seconded. The motion passed unanimously. Director Clauson also presented an invoice for the purchase of a new microscope that would be used for Drop Vision, in the amount of \$ 7,844. Commissioner Couch made a motion to approve the purchase of the microscope in the amount of \$7,844. Commissioner Smith seconded. The motion passed unanimously.
- D. Employee Manual Update- Michelle presented the board with an updated Employee Manual. Page 42 of the manual now includes the new policy instated of employees being able to sell back 80 hours of their sick leave at the end of the year as long as they have a remaining balance of 160


hours after their sell back. The commissioners looked over the addition of the manual and approved it.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 6:11 pm.

  
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Larry Couch, Chairman

  
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Brandon Caldwell, Secretary

  
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John Smith, Treasurer

Beach Mosquito Control District  
Special Board Meeting  
February 16, 2026

Call to Order and Roll Call. The specially scheduled meeting of the Board of Commissioners for the Beach Mosquito Control District was called to order at 4:00 PM by Commissioner Larry Couch. Commissioner Couch, Commissioner Smith, Commissioner Caldwell, Director James Clauson, and Office Manager Michelle Buell were all present. Legal Counsel Amy Myers was absent.

Old Business.

- A. Director Position Shortlist Selection- Commissioner Smith presented a salary survey that he conducted of Directors from other Districts similar to Beach Mosquito including South Walton, Citrus County, East Flager, Amelia Island, and also including Director Clauson's salary amount. The averages used to produce a low to high salary range that would be offered to the candidates who were applying for the Director's position. The ranges that were agreed upon were having the low range starting at \$110,242 and the high being \$141,740. Commissioner Couch motioned to accept the salary range for the Director's position. Commissioner Smith seconded. The motion passed unanimously. It was also discussed adding a Grade 7 to the step plan if the high range was offered to a candidate. At this time, it was also discussed whether the position was going to be contracted or not and the Commissioners agreed that they did not want to offer a contract for the position. The Commissioner then reviewed the applicants and decided on the top three candidates that they would like to interview. Director Clauson stated that Adriane Rogers withdrew her application. The top three candidates that were agreed upon were Sherry Burroughs, Teahna Stephens, and Jane Bonds. Commissioner Couch asked that the interviews be completed with Commissioner Smith facilitating the core questions of the interview and the other Commissioners asking follow-up questions. It was discussed when to conduct interviews. Director Clauson stated that the interview with Teahna Stephens could be conducted Friday, February 20<sup>th</sup> and he would contact Sherry Burroughs and Jane Bonds to set up interviews with them. It was discussed that since Sherry Burroughs would have to travel for the


interview that the District would reimburse any hotel stay and mileage for her drive.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 4:53 pm.

  
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Larry Couch, Chairman

  
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Brandon Caldwell, Secretary

  
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John Smith, Treasurer

Beach Mosquito Control District  
Special Board Meeting  
February 20, 2026

Call to Order and Roll Call. The specially scheduled meeting of the Board of Commissioners for the Beach Mosquito Control District was called to order at 1:00 PM by Commissioner Larry Couch. Commissioner Couch, Commissioner Smith, Commissioner Caldwell, Director James Clauson, Office Manager Michelle Buell and Teahna Stephens were all present. Legal Counsel Amy Myers was absent.

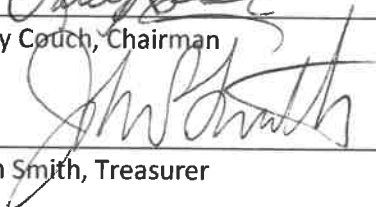
Old Business.


- A. Director Position Interview- At this time Commissioner Smith began interviewing Teahna Stephens for the Director position. There were 7 core questions that were asked ranging from handling the budget, developing a strategic plan, implementing performance-based measures, operational improvements, directing the aerial program, how to handle public health risks such as a disease outbreak, and management style. Commissioner Couch and Commissioner Caldwell asked any follow up questions they had. The interview was concluded, and Teahna Stephens was thanked for her time.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 1:41 pm.

  
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Larry Couch, Chairman

  
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John Smith, Treasurer

  
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Brandon Caldwell, Secretary

Beach Mosquito Control District  
Special Board Meeting  
February 27, 2026

Call to Order and Roll Call. The specially scheduled meeting of the Board of Commissioners for the Beach Mosquito Control District was called to order at 1:00 PM by Commissioner Larry Couch. Commissioner Couch, Commissioner Smith, Commissioner Caldwell, Director James Clauson, and Jane Bonds were all present. Legal Counsel Amy Myers and Office Manager Michelle Buell were absent.

Old Business.

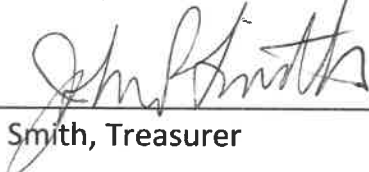
- A. Director Position Interview- At this time Commissioner Smith began interviewing Jane Bonds for the Director position. There were 7 core questions that were asked ranging from handling the budget, developing a strategic plan, implementing performance-based measures, operational improvements, directing the aerial program, how to handle public health risks such as a disease outbreak, and management style. Commissioner Couch and Commissioner Caldwell asked any follow up questions they had. At this time Commissioner Couch asked Jane if she was willing to be Director full-time and slow down on her consulting business, she said she did not feel like she could commit to the Director's position fully at this time. The interview was concluded, and Jane Bonds was thanked for her time. Commissioner Smith announced that he received a text from Darrin Dunwald expressing his interest in applying for the Director's position. The Commissioners discussed bringing Darrin in for an interview on Friday, March 6<sup>th</sup>. Director Clauson said he would discuss the details with Darrin, and he would get back with the Commissioners.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 2:15 pm.

  
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Larry Couch, Chairman

  
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Brandon Caldwell, Secretary

  
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John Smith, Treasurer