

The Regularly Scheduled Meeting of the Board of Commissioners for Beach Mosquito Control District was called to order by Chairman Smith at 5:00 P.M., March 13, 2012. Smith requested the roll be recorded, and noted that all commissioners were present:

Present:	Commissioner:	John Smith, Chairman
	Commissioner:	Larry Couch, Secretary
	Commissioner:	Tom Easter, Treasurer
	Director:	James Clauson
	Attorney:	Amy Myers
	District Secretary:	Joyce Dean
	Fiscal Assistant:	Sherry Bennett

Guest: Scott Clemons, The Clemons Company

Chairman Smith recommended the Agenda order be changed to permit Mr. Clemons to discuss employee insurance plan options. The board agreed, and Clemons distributed Group Health Insurance Summary packets for the board's review. He explained that all areas of coverage went down, with the exception of the employee/spouse category. As a result, the overall renewal premium increase was only 1.1%, and he recommended the board remain with the plans the District currently provides. Clemons added that he would meet with the board well before the next renewal date to discuss the impact of health care reform. A discussion ensued including the plan details and costs, as well as the possibility and benefits of changing the District's open enrollment period to coincide with the fiscal year. Clemons responded that it could be done, but would most likely result in a premium increase at the time, and briefly explained what would be required in the plan amendment. He continued that he would verify there were no issues to prevent the District from making this change. Commissioner Couch then moved the board continue with the existing health plans, including dental, vision and life, and for the District to absorb the small increase. Easter seconded, and the motion passed unanimously.

#### Approval of Minutes

Secretary Couch confirmed that everyone received and reviewed the minutes of the February 13, 2012 meeting, and asked if there were any corrections. Hearing none, he moved the minutes be approved as submitted. Easter seconded, and the motion carried unanimously.

#### Financial Reports

Treasurer Easter noted the district received \$201,363.52 since the previous meeting, for a total receipts this fiscal year to date of \$809,990.12, and \$226,303.78 remaining to be collected, as well as \$9,198.05 to be collected in State Funds. Smith asked where in the budget are the funds reflected that are received from the Navy Base, and Bennett responded it is shown in Other Income. Smith stated that it doesn't show on the Financial Report, and he requested that the Navy Base income be reflected in the Financial Report in the future, as well as any other income the district may receive. Easter questioned the Profit & Loss Budget vs. Actual report, line item FMCA Corporate Dues and Meeting Registration

Fees, since these items reflected 164.4% and 160.2% over budget. Clauson stated a budget amendment is on the agenda to discuss coverage of the shortages in those accounts. He continued that a closer anticipation of attendees at these meetings should alleviate under budgeting in next year's budget projections. Smith added that the district did not spend more than was needed on these items, and Couch noted the district was under budget on AMCA Corporate Dues and AMCA Meeting Registration Fees a total of \$1,220. Clauson said that although he does not anticipate needing more funds from the FMCA budget line items, he is recommending a \$3,000 budget amendment from insurance to cover the budget overage as well as any unexpected FMCA expense for this fiscal year. There was no other discussion regarding the Financial Reports, and Easter recommended they be filed for audit.

#### Old Business

Smith provided an update on the status of the PHEREC land lease, and stated communications were ongoing with FAMU to bring the issue to closure. Appearances indicate that FAMU is eager to release the property and seems interested in working with the Beach Mosquito Control District. The financials are still being reviewed to determine if FAMU is willing and able to meet the district's demands. He added that Clarke Mosquito Control is interested in the land for acquisition or lease for mosquito control research. Smith concluded that he hoped to have a response from FAMU prior to the next board meeting, and that DEP is in a holding pattern until FAMU's decision is made.

Clauson distributed an email he received from Doug Carlson regarding the State Mosquito Control Appropriations status, which confirmed that \$2.16M passed both the House and Senate with proviso wording stating FMEL was to receive \$1.1M of the \$2.16M with the remainder distributed to the mosquito control districts/entities as state aid. FMCA had recommended the mosquito control portion be distributed on a tier basis with the larger programs receiving no state aid; however, this was not included in the appropriation. Clauson explained the mosquito control aid to local governments would probably remain the same as the previous year.

The annual report was discussed. Smith stated he had additional comments he would like to add, which he will send to Clauson for further distribution to Couch and Easter. If all changes meet with the board's approval, the report will be posted on the district's web site. Easter questioned if the district was printing this report and sending it to various governmental officials. Clauson confirmed that the report is available online through our web site, and is not printed and distributed.

The employee manual update regarding travel reimbursement clarification was reviewed and discussed. Smith felt that the wording was still not as clear as he would like, and recommended changing it to "any meals provided as part of registration fees must be deducted from travel reimbursement". The board agreed, and the wording will be changed accordingly.

Smith questioned if the district was in compliance with the Fair Labor Standards Act, in particular as it relates to comp time. He reiterated a situation involving FAMU wherein accumulated comp time had to be used by the end of the calendar year. He mentioned he had reviewed several federal and state web sites also requiring comp time be used within 26 pay periods, or the entity would have to pay the

employee for the time at the end of the period and not at retirement as has been the District's practice. Smith recommended that when possible, any potential over time should be adjusted out by the employee and director during the same work week so that it did not result in overtime. Overtime results in a major budgetary commitment for the District. This would be consistent with the District's employee manual. Obviously, overtime required on the last day of the report period would not be possible to adjust out and would result in comp time earned. In the instances when an employee does not use accumulated comp time, Smith questioned if the district is required to adhere to the one-year time period for comp time usage. He recommended that Clauson verify through the Fair Labor web site that the district was in compliance. A discussion followed, and Couch suggested that Attorney Myers research the matter and provide the board with a legal opinion. Smith noted that the employee manual may need to be reviewed to ensure it is correct as well.

#### Attorney Report

Myers stated she had no report. Smith asked if there were any developments with the BP Oil Spill claim and Myers responded it is still in process, but she was unsure of the status.

#### Director Report

Clauson reviewed the events scheduled for March and April. Cindy Mulla taught at Breakfast Point the previous week, and Clauson received several complimentary emails from the teachers there. Smith added that Mulla participated in the education program at the AMCA meeting and transported a lot of material for their use there. He commended her for her outstanding work at the AMCA as well as her continued successful involvement with the schools. Clauson continued with calendar events, and shared that Scott Clemons would be meeting with the employees on Wednesday; the FSU Mosquito Control Workshop will be March 20 through 22; Clauson will participate in the Spring Fling at Camp Helen on March 31, since Mulla will be recuperating from her shoulder surgery. Calendar events for April included the regular board meeting April 9; Jim Hull's birthday on April 27; Vander Vinson's retirement party at the Golden Corral on April 28; and Vinson's last day before retirement April 30.

Clauson then gave an operations update, and referenced the Arbovirus Surveillance Report and the Sentinel Flock Arthropod-Borne Virus Surveillance Summary. He noted there was very little activity with the exception EEEV and WNV, in equines and sentinel chickens, in Orange, Hillsborough and Sarasota counties, and no counties are currently under mosquito-borne illness advisory or alert. The board also reviewed the district's trapping results, service requests and recent sprayings completed. Smith requested that future district reports reflect the trap locations as well as the species and counts. Clauson confirmed this would be included in future board reports, and reminded the commissioners that the information was available as well from the district's web site. Smith stated that Dale Martin does a very good job with the surveillance reports. Clauson added that the helicopter should be back soon from annual maintenance. He related to the commissioners that Brad Gunn will be visiting other districts that have helicopter spraying services while visiting family in central Florida, and will be paid by the district for this time; however, there will be no travel expenses paid by the district.

Clauson related that the Naval Coastal Systems Center contract is up for renewal, and that Government Contracting Resources, Inc. is the Basic Operations Support contractor at the Navy base for Naval Support Activity Mosquito Control. The board reviewed a package including an email from GCR, a copy of the contract with supporting documentation, as well as a proposal letter to continue the contract outlining the terms and conditions. The letter proposed continuing the contract for six months, April 2012 through September 2012 at the current charge of \$1129.17 per month, with an option to increase by 3% to 5% the first of October, 2012, when a new annual contract would be started, to coincide with the district's fiscal year. During the discussion that followed, Smith questioned if district employees have the Hazardous Waste training and certifications as required in the contract. Clauson felt confident that the certifications and training the employees currently have should be adequate to cover the requirement, but he will follow up to ensure the district's compliance. Easter then moved that the contract be renewed as specified in the proposed letter. Couch seconded, and the motion passed unanimously.

Clauson then provided a brief report on the AMCA meeting, and stated the meeting went very well. He made two presentations; Cindy Mulla participated in the public education segments. He received several compliments on her hard work and extensive program.

The upcoming FSU/PC Mosquito Control Workshop was reviewed. Guest speaker David Brown of Sacramento-Yolo Mosquito & Vector Control District, California, will be unable to be here, so he sent his power point and asked Clauson to speak on his behalf. A brief discussion followed regarding scheduled speakers for the workshop. Smith commented that Clauson will be assisting in moderating the workshop as well.

The district's certificates of deposit renewals were discussed next. Easter stated that Sherry Bennett had dutifully contacted him regarding the upcoming \$25,000 CD renewal, and that in the past; he had always been successful in negotiating with the banks for higher rates than those posted to the general public. He had noticed an advertisement in the paper for a 4% CD rate with Doral Bank, and when he spoke to Branch Manager Brenda Marquis at Centennial Bank (where the CD was on deposit at the time); she informed him she could not meet that rate. He therefore removed the district CD funds from Centennial and took the check to all banks on the beach for the next two days to compare rates. When he discussed investing the CD with Doral Bank, he was informed they could not take public funds. He subsequently returned to Centennial Bank, and was told by Marquis that they could no longer accept any more public funds. After some discussion, she finally agreed to accept the check and reopen the certificate. Easter stated that he was satisfied the district could do no better than the rate quoted at Centennial; a one-year investment at .25%. Clauson related to the board that as soon as he was made aware of the situation, he spoke with Marquis at Centennial, and because the district's certificates of deposit with Centennial Bank require two signatures for withdrawals, as is district policy and as approved by the full board of commissioners, Marquis confirmed the bank made a mistake by allowing the certificate to be cashed in with only one signature. As a result of the bank's error, the bank would permit the district to replace the certificate in a CD bearing a different rate and time, with no penalty. The district has four certificates coming up for renewal. Clauson referenced a memorandum prepared

by Bennett and provided to the commissioners, which reflected the district's certificates of deposit, maturing dates and current rate comparisons. Bennett stated she had called all public depository banks in the area to determine rates and listed the time and rates as quoted. Rates for one year certificates ranged from .10% to .5%, with Centennial Bank offering .5% for 12 to 17 months and .56% for 18 months. Clauson stated the district could roll the certificates over for one year at .50%. Easter expressed his exasperation that Bennett was able to obtain a better rate than he was quoted, and asked why he was even involved in the first place, and why Bennett had initially called him. Bennett responded that she notified all commissioners by email of the coming maturity of the certificates, and asked if the board wanted her to check on renewal rates. Commissioner Smith responded by email and instructed her to contact Easter instead because he had negotiated rates in the past. Clauson expressed his appreciation to Easter for attempting to obtain the best rates for the certificate, and Easter responded that he wouldn't be doing it anymore. Smith commented that the board of course wants the best deal for the district. Easter questioned if the funds were again placed with Centennial, were they able to accept public funds, since Marquis had told him they could not. Clauson confirmed that after he spoke to Marquis and the withdrawal error was pointed out, she said nothing about the bank's inability to accept public funds. Couch then moved to authorize Clauson to combine the two \$60,000 certificates, coming up for renewal April 19, into one CD if he can obtain a better rate by doing so. Easter asked what the board would do with the paperwork he held, which represented the \$25,000 CD he had invested at Centennial for 12 months at .25%. Clauson felt confident that Centennial would rework the CD at the .50% rate for 12 months. Clauson also mentioned the CD for \$60,000 which matures March 14, and suggested he negotiate with Centennial for rates on all four of the existing certificates, possibly combining some of them and extending the time to obtain better rates. At the board's instruction, Easter gave the bank paperwork for the CD he had handled to Clauson, to be voided, returned to the bank unsigned and unaccepted. Smith clarified the existing motion: the two certificates maturing in March, for \$25,649.36 and \$60,292.47, to be reinvested with Centennial for 12 months at .50% or better; the two certificates maturing in April, for \$60,552.54 each, to be reinvested with Centennial for 24 months at .78% or better. Couch amended his motion accordingly. Easter seconded, and the motion passed unanimously. Couch expressed his appreciation to Easter for his efforts, and Smith confirmed that Bennett only did what he asked her to do.

Clauson directed the commissioners to the budget amendment forms, and addressed the local funds amendment, which recommends moving \$4000 from the Insurance account line item #45, and increasing the budget for Rentals and Leases line item #44 by \$1000, and Publications & Dues line item #54 by \$3000. Clauson explained the \$3000 adjustment was discussed earlier in this meeting during the treasurer's report, and the \$1000 amendment was needed to cover the Air Gas one-year lease. Since the company will not accept payment for half-year leases, the district will be required to pay the full year lease which will take it beyond our fiscal year end. He then reviewed the recommendation for the state funds budget amendment, which would decrease the Capital Outlay account #60 by \$30,000 and transfer the same amount to account 52.2 Chemicals, for payment of the Naturlar recently approved for purchase by the board for \$19,000. There were no questions, and Easter moved to accept the State and Local budget amendments as presented. Couch seconded, and the motion passed unanimously.



As a follow-up from the previous meeting regarding the district's small tools, Clauson confirmed the district is in the process of marking all small tools as district property, and maintaining an inventory of same.

Clauson reviewed the draft of the Pesticide Discharge Management Plan he completed to ensure the district's compliance with NPDES. He explained this is an in-house document and the plan may be changed as needed. The final version will contain minimal changes.

As requested at the previous board meeting, Clauson checked into the possibility of saving on delivery charges for CO2 cylinders by having the district pick them up, and concluded the minimal savings was not enough to justify the possible safety risks and employee time involved. Clauson further explained that the district usually receives 18 cylinders per trip, so delivery charges are kept to a minimum. He was also able to negotiate a slightly lower rate for the lease.

#### New Business

Agenda item A. District Employee Health Insurance Renewal was discussed and the decision made at the beginning of the meeting.

Vander Vinson Retirement was discussed, and Clauson recommended that the district hire someone to replace this position. The funds to maintain this position are already included in the budget. Funds have also been budgeted for a part-time summer employee, which in all likelihood would not be used. He reminded the board that Lee Duke moved into Skip Valdez' position when Valdez retired, and Duke's position was not filled. He therefore felt strongly that the district needed to fill the position that Vinson's retirement will create. A discussion ensued, including Easter's desire to hire a part-time position instead, Couch's concern that service to the public may be compromised if the position is not filled on a full-time basis at the level and pay grade of an incoming employee. Smith stated he had no problem replacing the position, and shared his experience with the problems and consequences involved with hiring part-time employees. Clauson also related his experience with part-time employees, and felt a full-time position would better benefit the district and the community. Couch reiterated that the district did not fill Lee Duke's full-time position when Valdez retired; that the part-time summer position would not be filled, and he felt strongly that the board should not eliminate another full-time position and moved that the district hire a full-time employee to fill the vacancy to be created when Vinson retires. He continued in his motion that Clauson hire the employee as soon as he deemed prudent in order to have the new employee adequately trained for the position prior to Vinson's last day. Smith seconded and the motion passed with Couch and Smith voting in favor and Easter voting against the motion. Discussion ensued during which Clauson stated he already received several applications, and had not planned to advertise for the position. Attorney Myers confirmed that it was not required. Easter expressed his opinion that preference should be given to beach residents for the position. Myers stated the only preference she was aware of that could be given was a veteran's preference. Smith felt Clauson could make the best determination on the residence suggestion, but recommended that the district advertise for the position in the local paper, review the applications and

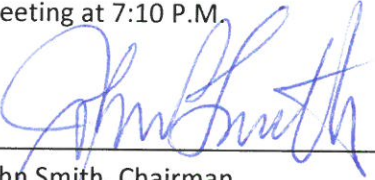
provide the board with a short list before the hiring decision was made for informational purposes by the next board meeting. Couch commented that Clauson may have the list narrowed down to one or two by that point.

Clauson said he would keep the commissioners updated on Vander Vinson's retirement party as plans progress.

#### Announcements

There were no announcements.

There being no further business to come before the board at this time, Chairman Smith adjourned the meeting at 7:10 P.M.

  
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John Smith, Chairman  
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Tom Easter, Treasurer  
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Larry Couch, Secretary