

July 10th, 2017

The Regularly Scheduled Meeting of the Board of Commissioners for Beach Mosquito Control District was called to order by Chairman Dean at 5:00 P.M. on July 10th, 2017. Dean requested that the roll be recorded, and noted that all commissioners, Director Clauson, Attorney Amy Myers and Laurell Young were present.

Approval of Minutes

Secretary Caldwell confirmed that everyone had received and reviewed the minutes of the board meeting from June 12th, 2017 and asked if there were any changes. Hearing none, Caldwell made a motion that the minutes be approved as submitted; Couch seconded, and the motion carried without dissent.

Financial Reports

Treasurer Couch referenced the financial reports and noted that we had received a total of \$83,621.31 since the last meeting; \$82,458.26 from tax distribution and \$1,163.05 from miscellaneous receipts, including spraying services on the Navy Base. Couch 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

Director Clauson advised that the RFQ (Request for Qualifications) preliminary meeting is being held this Thursday at 9:00 A.M. with the bids due by 2:00 P.M on 7/27/2017.

Based on the projected expenses for the FY 2017-2018 budget, a millage rate of 0.4100 was used to calculate the projected local tax revenue of \$3,303,003.00; this is a 31.4% increase over the roll-back rate of 0.3122. Couch made a motion that the budget be approved as submitted; Caldwell seconded, and the motion carried without dissent.

Chairman Dean expressed her confidence and support for Director Clauson in the work he does here and while representing the District at the various meetings, workshops and symposiums but that does include a significant amount of time away from the District. While the employees are well trained and more than capable of working without immediate, direct supervision from the Director, she questioned whether Lee Duke needed to be officially recognized as Assistant Director to head off any potential personnel conflicts when the Director is away. Director Clauson advised that while he is away that he is in contact with the District's employees via cellular phone, voice and text, as well as through email and that he has been able to provide the employees with any direction/decisions through those lines of communication. Attorney Myers advised that Chairman of the Board of Commissioners could act as the temporary Director if needed, and could communicate and instructions from the Director to the employees. Couch asked whether there has been any friction between the various team leaders that necessitated an official recognition of Lee as Assistant Director, and while there hasn't been any to-date, there could be as all of the team leaders are on the same Grade level with the only variance being their Step/seniority due to length of time with the District; to help differentiate Lee from the other team leaders, he suggested that in the next Step cycle (FY 2018-2019) that instead of moving Lee one level to Grade 4/Step 6, that he be moved to Grade 4/Step 7, a two level move. The Director was asked whether he was completing and providing the employees with their yearly evaluations. He advised that has not been due to the hard feelings and negative attitudes some employees have expressed to their coworkers after comparing evaluations. He has been providing informal reviews/memorandum for significant events (hiring anniversaries, exemplary work, etc.) and immediate, corrective feedback in the case of negative work performance. Dean requested a vote to eliminate the yearly Director's Evaluation as any direction/feedback the Board needs to provide to the Director is done on a need-by basis. Couch made a motion that the yearly Director's Evaluation be eliminated and allow the Director to continue with providing informal

reviews to the employees instead of formal, yearly reviews; Caldwell seconded, and the motion carried without dissent.

Chairman Dean requested an update on the helicopter pilot position. Director Clauson advised that Larry Kennedy, pilot with Bay County Sheriff, is verifying with Florida Retirement on whether he can work for two FRS participating employers at the same time and expects to have an answer by the next board meeting. If Mr. Kennedy is able to work for both, he is still ready to work for the District part-time while still flying for the Sheriff's Office. Dean expressed her concern regarding a part-time pilot being available when the District needs him when he has a stronger commitment to his full-time pilot position with another entity. Director Clauson advised that Brad Gunn will continue to be available for spraying and training the new pilot once he has confirmed availability; he envisions both pilots being available for spraying after Mr. Kennedy is trained, so there would be a back-up in case Mr. Kennedy is not available for a specific spray mission. Dean expressed her concern that at some point Brad will not want to continue working part-time and permanently retire and hiring another part-time pilot nearing permanent retirement age may not be beneficial to the District in the long term; she asked whether any alternate hiring plans have been made in case Mr. Kennedy is unable to work for the District and even if he is, what about when he decides he is ready to retire. Clauson advised that he was prepared to post the position at Fort Rucker again. Dean asked that the Director keep on top of the situation and continue to provide updates to the Board.

Attorney's Report

Attorney Myers advised there were no additional updates in regards to the RFQ but did disclose that the City of Panama City Beach is looking to buy the District's current location and may not be able to represent either party in regards to the purchase.

Director's Report

Clauson began his report by reviewing the calendar of events scheduled for July, August and September 2017. He will be attending the Florida Entomology Society's annual meeting in Puerto Rico July 17th through the 22nd. Mike and Cindy will be attending a 2-day Train the Trainer workshop, hosted by the AMCA and the CDC, at Anastasia County Mosquito Control on August 24th and 25th. The commissioners had no comments or concerns with any of the dates and activities planned. The director then gave his Operations Report referring to the June 2017 activity reports compiled by Summers and Riles. We did spray with the ULV trucks, and both adulticided and larvacided with the helicopter. Channel 13 filmed two commercials, one is 30 seconds and the other is one (1) minute long, which are currently being edited. We will be changing our uniform provider/servicer to UniFirst, effective date not determined. They have provided a quote that is significantly lower than Cintas.

New Business


Director Clauson requested that the board approve setting the proposed millage rate at 0.4100 and holding the 1st Budget Hearing on September 6th and the Final Budget Hearing on the 11th, with the final budget hearing being advertised on either Friday the 8th or Saturday the 9th. Couch made a motion to set the proposed millage rate at 0.4100 and hold the 1st Budget Hearing on September 6th and the Final Budget Hearing on September 11th; Caldwell seconded, and the motion carried without dissent.

He requested a retroactive approval from the board to purchase 3-30 gallon drums of Dibrom for \$18,532.00. Couch made a motion to approve the purchase; Caldwell seconded, and the motion carried without dissent.

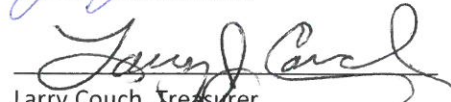
He requested a retroactive approval from the board to purchase 2-55 gallon drums of Duet for \$21,896.65. Couch made a motion to approve the purchase; Caldwell seconded, and the motion carried without dissent.

Announcements

There were no further announcements or business to come before the board, and Chairman Dean adjourned the meeting at 6:00 PM.



Joyce Dean, Chairman



Larry Couch, Treasurer



Brandon Caldwell, Secretary