

March-12th, 2018

The Regularly Scheduled Meeting of the Board of Commissioners for Beach Mosquito Control District was called to order by Chairman Couch at 5:00 P.M. on March 12th, 2018. Couch requested that the roll be recorded, and noted that all commissioners, Director Clauson, Attorney Amy Myers, Billy Perry and Stacey Rausch from Mott MacDonald, Curtis Chastain and Amy Pfau from Tipton Marler Garner & Chastain, and Laurell Young were present.

Approval of Minutes

Secretary Dean confirmed that everyone had received and reviewed the minutes from the February 12th, 2018 Board Meeting; as she was not present for the meeting she could not comment on the accuracy of the minutes and asked if there were any changes. Hearing none, she made a motion that the minutes be approved as submitted; Caldwell seconded, and the motion carried without dissent.

Financial Reports

Treasurer Caldwell referenced the financial reports and noted that we had received a total of \$112,931.39 since the last meeting; of which \$110,173.55 was from tax revenue, \$56.51 from an IRS refund, and \$2,701.33 from miscellaneous receipts. Caldwell 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

Couch then moved to Old Business and the new headquarters update. Mr. Perry provided an update on the decision to pre-load the site for the Chemical Building on the lot rather than excavate the area. Bid packets have been sent to five area dirt contractors: Roberts & Roberts, Sikes, C-Miles, GCUC and GAC; and plan on sending it to a sixth contractor tomorrow. The bids are due by 2 pm this Thursday, March 15th. After the bids are reviewed, a bid tabulation document will be provided to the District with Mott MacDonald's recommendation for the Board and the contract can be awarded at the next Board meeting. Mr. Perry still anticipates having the final plans ready to be sent for general contractor bidding at the end of this month.

2016 Audit Report

Couch then moved on to the audit report and introduced Curtis Chastain and Amy Pfau to give their presentation. Amy began by referring to the printed copy of the September 30, 2017 Audit Report that had been provided to the commissioners and the director. She gave a brief review and description of the report and invited any questions. She went on to report that everything turned out great with no concerns and advised that for the FY 17/18 audit a new GASB 45 will need to be completed with an as of date of October 1, 2017. Couch thanked the auditors for all their work and for their presentation.

Couch then returned to Old Business and reviewed the changes made to the 'Bereavement Policy' in the Employee Manual as approved at the February 12th, 2018 Board Meeting. Attorney Myers did not have any objections or changes.

Director Clauson provided a review of the HAI Heli-Expo that he attended with pilots Brad Gunn and Larry Kennedy; Brad and Larry both earned their safety certificates that will be sent to Gallagher Air to receive a discount on next year's insurance renewal. He then provided a review of the Annual AMCA Meeting; Commissioner Caldwell attended the entire meeting and Director Clauson attended the last two days of the meeting.

The new lab truck has been received and will be sent to have the District's decals applied.

Attorney's Report

Attorney Myers advised the Board that she has drafted documents in regards to the donation of a surplus main rotor mast from the Bay County Sheriff's Office; an acknowledgment and waiver for the mast, and a bill of sale have been sent to the Sheriff's Office's attorney for review and approval. Myers requested that the Board approve and ratify the actions taken regarding the donation of the main rotor mast, and provide Director Clauson with the authorization to sign the acknowledgement and waiver, under the terms outlined: the buyer acknowledges that the part is being sold by the seller as is, waives any claims against the seller for any defects that may exist at time of transfer or that may be subsequently be discovered. Dean made a motion to ratify the actions made to date and to authorize the Director to sign the acknowledgment and waiver, and bill of sale once the documents are approved by the Sheriff's Office; Caldwell seconded, and the motion carried without dissent. Director Clauson thanked Larry Kennedy for initiating the donation from the Sheriff's Office, which saved the District a minimum of \$10,000.

Director's Report

Clauson began his report by reviewing the calendar of events scheduled for March, April and May 2018. The commissioners had no comments or concerns with any of the dates and activities planned. Clauson then gave his Operations Report referring to the February 2018 activity reports compiled by Summers and Riles. The traps were deployed after the reports were generated and there was an initial upswing in mosquito counts that has since subsided. The chickens have been placed in the field and the initial blood tests came back negative but he does not anticipate seeing any virus activity until it warms up, possibly around May.

Clauson provided a quote to purchase two (2) new handheld ULV fogger units at \$2,700.00 each; with shipping costs, the total purchase amount of \$5,496.00 requires the Board's approval. Dean made a motion to approve the purchase of two (2) handheld ULV foggers for \$5,496.00 as submitted; Caldwell seconded, and the motion carried without dissent.

Clauson did want to request that the Board consider hiring a new Mosquito Technician due to the unknown return date of Phillip Harvey and the need for an additional person to assume his duties. He anticipates hiring the new employee in the next month or so but in no way wants either the Board or Phillip to consider the new hire a means to force out Phillip. Dean made a motion to approve the Director's request to hire a new Mosquito Technician; Caldwell seconded, and the motion carried without dissent. Attorney Myers suggested that if/when Phillip returns to work, that a fitness for duty note be obtained from his doctor.

New Business

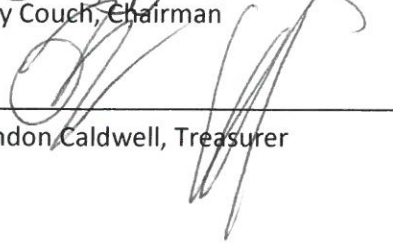
Commissioner Dean had an item to discuss. Based on the efforts and work provided to date by the District's fiscal assistant, Laurell Young, she proposed to move the fiscal assistant's Grade Level from a 2 to a 3; and with this year's Step increase, effective 10/1/18, will move to Grade Level 3/Step 4. Dean made a motion to move Ms. Young from a Grade Level 2/Step 3 to a Grade Level 3/Step 3; Caldwell seconded, and the motion carried without dissent.

Announcements

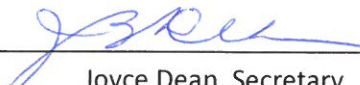
There were no announcements and no further business to come before the board, and Chairman Couch adjourned the meeting at 5:38 PM.



Larry Couch, Chairman



Brandon Caldwell, Treasurer



Joyce Dean, Secretary