

April 9th, 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 April 9th, 2018. Couch requested that the roll be recorded, and noted that all commissioners, Director Clauson, Attorney Nick Beninate, Stacey Rausch from Mott MacDonald, and Laurell Young were present.

Approval of Minutes

Secretary Dean confirmed that everyone had received and reviewed the minutes from the March 12th, 2018 Board Meeting; 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 \$66,715.61 since the last meeting; of which \$64,658.67 was from tax revenue and \$1,297.94 from miscellaneous receipts. Caldwell questioned whether funds needed to be moved for a couple of accounts but Director Clauson advised that since the overall accounts in question were still within budget, and it was only sub-accounts that were approaching their limit, that funds could be moved within those accounts to correct any overages and budget amendments were not needed at this time. 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. Clauson provided an overview of the meetings held between the District and Mott MacDonald regarding finalizing the building plans. Ms. Rausch provided a copy of the Chemical Shed Preload Contract Documents, included were the Notice of Award, Agreement between Owner and Contractor, Contractor's Certificate of Insurance, Performance Bond, Payment Bond, Notice to Proceed, Standard General Conditions, Addendum No. 1, Contractors Original Bid Submittal, and Contract CD on which were the Original Technical Specifications, Original Drawings and Addenda 1, all in digital format.

After reviewing the original bid submittals and considering Mott MacDonald's recommendation, the commissioners voted on Resolution 18-01 to award the Chemical Shed Preload to the firm of Roberts & Roberts and provide an effective date for such:

RESOLUTION 18-01: BE IT RESOLVED THAT THE APPROPRIATE OFFICERS OF THE DISTRICT ARE AUTHORIZED TO EXECUTE AND DELIVER ON BEHALF OF THE DISTRICT THAT AGREEMENT BETWEEN THE DISTRICT AND ROBERTS & ROBERTS, RELATING TO CHEMICAL SHED PRELOAD FOR THE NEW DISTRICT HEADQUARTERS SITE, FOR THE BASE BID AMOUNT OF FIFTY THOUSAND SEVEN HUNDRED DOLLARS AND NO CENTS (\$50,700), IN SUBSTANTIALLY THE FORM ATTACHED AND PRESENTED TO THE COMMISSIONERS TODAY, WITH SUCH CHANGES, INSERTIONS OR OMISSIONS AS MAY BE APPROVED BY THE EXECUTIVE DIRECTOR AND WHOSE EXECUTION OF SUCH AGREEMENTS SHALL BE CONCLUSIVE

EVIDENCE OF SUCH APPROVAL. THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON PASSAGE. Dean made a motion to approve as presented, Caldwell seconded and the motion passed unanimously. Ms. Rausch advised that a copy of the signed Agreement would be provided to Roberts & Roberts, after which they will apply for their bonds and insurance which normally takes 10-15 days; once they are acquired, the Notice to Proceed will then need to be executed. In an effort to expedite the start of preload, Ms. Rausch recommended the Board authorize the Director to sign any future documents for the Chemical Shed Preload contract which would eliminate the need to bring them to the next board meeting for execution, thus also eliminating any associated work delay. Dean made a motion to approve the contract and authorize the Director to execute any future documents for the Chemical Shed Preload contract as presented; Caldwell seconded and the motion passed unanimously.

Attorney's Report

Mr. Beninate attended on behalf of Attorney Myers and had nothing additional to report.

Director's Report

Clauson began his report by reviewing the calendar of events scheduled for April, May and June 2018. The Director met with Rob Jackson with our attorney's firm to discuss Phillip Harvey's Disability Leave of Absence and his insurance coverage as outlined in the District's Employee Manual. Mr. Jackson drafted a letter to be presented to Phillip providing information pertaining to his leave of absence, insurance coverage and outlining the steps he needs to take in providing the District with updates on his status as well as a Fitness for Duty form for his doctor to complete. Couch asked for an update on the progress made on hiring a new technician; the director advised that since there were no recommendations provided by any of the staff, the next step is to advertise in the News Herald and await applications for review. On the 10th, a representative for Florida League of Cities/FMIT will be on site performing an asset review to ensure that the description and valuation of our structures are accurate and up-to-date; Mr. Jackson will be back out on the 11th to provide a review of the District's Harassment/Discrimination Policy to the employees; and the District will be holding its annual Calibration Class on the 12th. Clauson has been asked to participate in the AMCA Legislative Days in Washington, D.C. May 14th and 15th; therefore, he requested that the May Board Meeting scheduled for May 14th be moved to the 7th. Dean made a motion to move the May Board Meeting from the 14th to the 7th, in order for Clauson to attend the AMCA Legislative Days in Washington, D.C.; Caldwell seconded, and the motion passed unanimously. Mike Riles is chair of the AMCA Legislative Sub-Committee and has also been asked to attend; he has been awarded a stipend from Central Life Sciences through the AMCA to help reimburse some of his travel costs. The commissioners had no comments or concerns with any of the remaining dates and activities planned. Clauson then gave his Operations Report referring to the March 2018 activity reports compiled by Summers and Riles. The mosquito counts are still low but he expects the service request calls to increase since the biting gnat population is rising.

New Business

Last month Lee Duke reached his 15th anniversary with the District and this month Danny Hood will reach his 10th anniversary. In reviewing their respective Service Awards and a cost comparison for those awards, Director Clauson requested that the Handbook be reviewed for possible revision. The Board agreed that the awards needed to be revised and provided their suggestions: a District pin at one (1) year, \$50 at five (5) years, \$100 at ten (10) years, \$200 at fifteen (15) years, and \$500 every five (5) years

thereafter starting at twenty (20) years. After discussing awarding the Service Awards via gift cards vs. payroll direct deposit, Attorney Beninate recommended awarding the Service Awards via payroll direct deposits due to income reporting requirements. The Board also suggested eliminating the retirement service award, a watch, altogether and instead suggested that at the end of an employee's service with the District, provided they were not terminated with cause, that all employees be awarded double their current Service Award amount; example being, if the employee leaves after fifteen (15) years they would receive \$400 (\$200 x 2). For those in-between award years, they would receive double the lesser of the two Service Award amounts; example being, if the employee leaves after seven (7) years, they would receive \$100 (\$50 x 2) rather than \$200 (\$100 x 2). The Board recommended making the revisions, once approved, effective 10/1/2018 with the start of the next fiscal year, and to be awarded, going forward, at the end of each calendar year; so those with Service Award anniversaries prior to 10/1/2018, they would receive the current Service Award and anyone with an anniversary between 10/1/2018 and 12/31/2018 would receive the new Service Award in December 2018. The Board requested that the Director document the discussed revisions, have them reviewed by our attorney, and then presented it to the Board at next month's meeting for review and approval.

Announcements

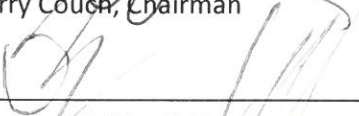
There were no announcements and no further business to come before the board, and Chairman Couch adjourned the meeting at 5:52 PM.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer