

**Beach Mosquito Control District
Regular Board Meeting
March 9, 2020**

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 5:05, with all Commissioners present. The Director and Legal Counsel were also present.

Approval of Minutes. Commissioner Dean presented the minutes of the February 10, 2020 meeting, and moved that they be accepted as presented. Caldwell seconded. The motion passed unanimously.

Financial report. Commissioner Caldwell presented the financial report, noting the total tax revenue received since last meeting. The Director passed out corrected P&L and noted the higher costs of utilities. Chairman Couch recommended the report be filed for audit

Old Business.

- A. New Headquarters Update. The Director advised that they were pulling cable for the fire system today, but for the most part the job was complete.
- B. Office position. The Director advised he was still looking for someone to fill the position. The Board briefly discussed various recruitment networks, and the need for bookkeeping experience.
- C. Audit. The Director advised he was pulling documents requested by the auditor, and that it was moving forward.

Attorney Report. Myers confirmed she was working on the audit letter.

Director report.

- A. Calendar review. The Director presented the calendar of upcoming meetings, outreaches, community events, trainings for March, April and May and indicated the COVID related cancellations. He requested the April board meeting be rescheduled to April 20th. He asked that the May meeting be rescheduled to May 18th to accommodate Washington days. The Board agreed and the Director will notice the new dates. The Board

discussed the date and time for and April Open House, deciding on April 29th from 11am to 2pm.

- B. Operations update. The Director reported a large number of non-biting mosquitos in the traps, and few service requests. He said the helicopter was back, and they will start larvaciding as counts dictate. He said they have been doing mostly maintenance, and will begin pre-season work in April unless service calls received before then.


New business.

- A. Forklift. The Director indicated the need, the quotes received, and the staff recommendation to purchase the Dynalyft for \$27,000. Commission Dean moved to approve the purchase as recommended by the Director and mechanic. Caldwell seconded. The motion passed unanimously.
- B. ULV machines. The Director recommended we buy new machines to replace the home-built machines. He recommended purchasing the machines from ECCS for \$21,222, which would include set up. Commissioner Dean moved to approve the purchase and quote from ECCS in the basic amount of \$21,222. Caldwell seconded. The motion passed unanimously.
- C. Mower. The Director reported that after much research staff recommends the purchase of a mower that can handle the slope of the landscaping at headquarters. Discussion ensued regarding the procurement of landscaping services for the grounds. The Director recommended we purchase the mower for \$5,499.00 and do this maintenance in house. Commissioner Dean moved to approve the purchase, and Caldwell seconded. The motion passed unanimously.
- D. Mike Riles Master's Degree. The Director advised that he had received an application for education assistance, which was in line with the District's policies, and which he thinks will complement the work he's already doing. Following discussion regarding the competitiveness of the District's step plan and benefits, it was agreed that Riles should be reimbursed for his tuition upon completion of the degree.
- E. Change April and May meeting dates. Already discussed.
- F. Payroll period. The Director requested to change the payroll period from Wednesday through Tuesday (current) to Saturday through Friday (proposed) but keeping the Wednesday payday the same. The change

will eliminate some abuse of the system and allow more time to prepare the payroll. Upon implementation it will mean the guys will be without one day of pay, though they will eventually get it back. Commissioner Couch moved to amend the pay period. Commissioner Dean asked if the employees would be given enough notice, and the Director indicated he would give them two weeks (one pay period) to adjust and will advise at staff meeting tomorrow. Dean seconded the motion, which passed unanimously.

- G. *Add on: Letter of intent to purchase lot next store.* The Director distributed a proposed LOI, noting that we'd have 10 years to build on the lot if we acquired it. Discussion ensued regarding the possible uses of the lot for buffering and expansion, and the price to purchase. The Director said that if the Commission was ok with the LOI, he would negotiate a contract which would come back to the Commission for approval. If approve the LOI, James can negotiate a contract, which would come back to you for approval. He'd like to see what they say, while the lot was still available. The board approved this and agreed for the director to pursue the purchase and bring back information.

There being no other business or announcements, the meeting was adjourned at 5:46pm.



Larry Couch, Chairman



Joyce Dean, Secretary



Brandon Caldwell, Treasurer