

**Beach Mosquito Control District
Regular Board Meeting
July 12, 2021**

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 5:00 by Commissioner Larry Couch. Commissioner Couch, Commissioner Smith, Director James Clauson, Legal Counsel Amy Meyers, and Office Manager Lauren Dee, all present. Amy Pfau and Curtis Chastain, from Tipton, Marler, Garner & Chastain and Tom Conley from Florida League of Cities were also present. Commissioner Dean was absent.

Approval of Minutes. Commissioner Couch presented the minutes of the June 21, 2021, meeting and moved that they be accepted as presented. Commissioner Smith made a motion to approve as presented. Commissioner Couch seconded. The motion passed unanimously.

Financial report. Commissioner Smith presented the financial report, noting the total tax revenue received since last meeting. Commissioner Smith mentioned that the District had received almost all of the expected revenue from the Property Appraisers projection. Reviewed the P&L. Commissioner Smith stated the Financial should be filed for audit.

The Chair then asked to have New Business Item #1, audit presentation, considered at this time to save the auditors from waiting until the conclusion of the other business items. There being no objections, he gave the floor to the auditors.

Old Business.

- A. FMCA Update – In the process of updating the policies and procedures. Also looking at the bylaws, but they have to go before the general membership. Those will be sent out electronically and will be voted on hopefully before the November meeting. The next quarterly meeting will be in September.
- B. Helicopter Update – The production is moving along good. Still looking at the August timeframe for us to get it. Wade and Larry are not instrument rated, so someone from Leon County Sheriff's Office (that is

instrument rated) will be going up with us to get the helicopter in case we run into rough weather on the way back. The District will pay for the hotel room for the Leon County Sheriff's pilot for him to make the trip with us. If we do not take someone instrument rated and we run into weather or smoke in the mountains, we will have to fly back to the plant in Piney Flats until the flying conditions improve. It will likely be after the August board meeting. Director Clauson will try to have more details for the August meeting.

- C. FY 21-22 Draft Budget – Director Clauson spoke about the original proposed budget back in May with a COLA of 2.95%. Since that meeting the cost of living in the Southern Region has gone from 2.9% to 5.6%. Lauren pulled reports from the US Bureau of Labor Statistics for the Southern Region for March 2021, April 2021, and May 2021 for the Commissioners to review. Last time we met on the upcoming budget, the total inflation was 2.9%, since then (just 2 months later) it sits at 5.6%. June report will not be released until July 13th. A discussion ensued about several different COLAs 2.95%, 4.0%, 4.5%, 5.0%, and 5.5%. It was discussed what the overall impact each COLA would have on the budget. Lauren mentioned that due to the size of the staff, the COLA will not have a huge affect on the budget. Director Clauson and Lauren also reached out to some of the other Mosquito Control District's throughout the state. The general consensus of the 7 that responded was somewhere around a 5.0%. Commissioner Smith commended Lauren on the work she put into presenting all of the information regarding the COLA. Commissioner Smith commented that he reached out to Bay County Board of County Commissioners, and they were moving to the Federal GI cost of living increase. Director Clauson mentioned the budget needed to be in Tallahassee by July 15th. Commissioner Couch stated that we have already discussed the COLA at 2.95%, but he feels we should go with a more realistic number of 5.0% that is solidified in the reports from the US Bureau of Labor Statistics and the other Districts throughout the state. The increase of the overall personnel expenses from 2.95% to 5.0% is only \$11,876.80. Commissioner Smith stated that the dollar increase was not the concern he had but going with a rate that was high compared to historical cost of living raises. Commissioner Smith said he is not opposed to the higher rate; he just wants to ensure the Board does their

due diligence and they have all of the information to make a sound decision. In terms of the budget a proposed amount has to be agreed upon, but as far as implementation, the Board has until September to make a final decision. Commissioner Smith wants us to reach out to some local governments in our area within the next couple of months to inquire about what they are doing on their COLA. Amy Myers interjected that the City of PCB has budgeted a 5.0% but they do not know yet what portion of that will be considered a COLA and what portion will be set aside for the merit. Commissioner Smith made a motion that we send in the certified budget with the proposed COLA of 5.0% with the exception that in September we take a stronger look at the figures and solidify the COLA then. Commissioner Couch seconded. The motion passed unanimously.

Attorney Report. Bay County Board of County Commissioners will have budget hearings on September 14th and September 21st, so if the District holds their first meeting the week of Labor Day and adopts the final budget on September 13th, it will not conflict with the County.

Director report.

- A. Calendar Review – Cindy went to an A-Team meeting on July 7th at the College. Camp Helen is a every other Thursday event that Cindy and Michelle have been attending. MapVision meetings are every Wednesday. Shane from ALS has all of the iPads ordered. We should start receiving those soon. July 12th is the next board meeting. Budget is due to FDACS by July 15th. Site visit for Hawks Cay is July 20th – July 22nd. Board meeting on August 9th. On August 28th Cindy will be doing a Cub Scout event, they have requested that we have the helicopter out at this event just like in years passed. Cindy will be at Beach Elementary Aug 30th and 31st. There is also a site survey at Hammock Dunes for the 2022 meeting. They have offered a free night, so Director Clauson will be making a trip over and checking out the site. September 8th or 9th will be our first budget hearing and the final will be on September 13th with the regular board meeting. FMCA meeting down at the Boathouse in Vero Beach is September 23rd.
- B. Operations and COVID Update – Over 20,000 mosquitoes for the count last week. We did some ULV spraying last week. Looking at ULV spraying with the helicopter as soon as the weather cooperates. We have been

able to do a little larviciding with the helicopter. We have a lot of standing water, so the mosquito counts will likely be high next week too. The service requests have been very minimal. Some conversation ensued about setting up some meetings with new HOAs to educate the new homeowners about our services. We have not had any new COVID concerns recently with our employees. We have the Entomologist Assistant position posted in a few different places; AMCA, FMCA, University of Florida, and our website.

New business.

- A. 2020 Audit Presentation – (This was right after the Financial Report so Amy and Curtis could leave) Amy Pfau presented the audit report for fiscal year ended 9.30.2020 on behalf of Tipton, Marler, Garner & Chastain. She indicated they issued a clean opinion of the financial statements. She drew attention to the total assets and liabilities, and total revenue and expenditures. She also spoke about the new facility and the District changing the capital asset threshold to \$5,000. She concluded by emphasizing the two significant deficiencies reported regarding the small size of the District’s accounting staff and a reporting error related to FRS and noted the Director’s response. Amy and Director Clauson thanked Lauren for helping make the audit process run smoothly. Commissioner Smith asked Amy if she felt all of the deficiencies had been addressed. She responded other than the staffing issue, she felt the other deficiencies were corrected. There being no other questions, the Commissioners thanked Ms. Pfau and Mr. Chastain for the summary.
- B. Renewal of FMIT Insurance – (This was right after the 2020 Audit Presentation so Tom could leave) Director Clauson invited Tom out to check out the new facility and meet the Commissioners. Tom spoke on how FMIT was formed and how many local governments FMIT insures. The Commissioners had no questions on the renewal. Lauren and James are working on the online renewal form for FMIT. After Tom left, we moved back up to Old Business.

Any other announcements:

There being no other business or announcements, the meeting was adjourned at 6:06 pm.



Larry Couch, Chairman



John Smith, Treasurer



Joyce Dean, Secretary