

Beach Mosquito Control District  
Regular Board Meeting  
February 13, 2023

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 PM by Commissioner John Smith. Commissioner Smith, Commissioner Couch, Legal Counsel Amy Myers, Director James Clauson, Office Manager Michelle Buell, and Cale Madden with Mott Macdonald, all present. Commissioner Dean was absent.

Approval of Minutes. Commissioner Smith presented the minutes of the January 9<sup>th</sup>, 2023, meeting and moved that they be accepted as presented. Commissioner Couch made a motion to approve as presented. Commissioner Smith seconded. The motion passed unanimously.

Financial report. Commissioner Couch presented the financial report, noting the total revenue received since the last meeting. Reviewed the P&L. Commissioner Couch stated the financial report should be filed for audit.

Old Business.

- A. Employee Manual Updated- Director Clauson presented a revised employee manual that included the clarification of comp time, the new employee table of organization, the new alternative dispute resolution, and an updated uniform section. Both Commissioner Smith and Commissioner Couch reviewed these revisions and approved them as is.
- B. OPPAGA Update-Director Clauson gave an update on the intention of OPPAGA to start its audit on the District sometime in February. Director Clauson discussed updates to the District's website under the transparency section, that will give tax payers access to the District's history, audits, millage rates, and other information. Commissioner Smith suggested that the website should include a section that gives information on the commissioners. Director Clauson will work on a draft for the commissioner's section, and it will be presented at the next board meeting.
- C. Audit Update- The GASB 75 report from Foster and Foster has been completed. The audit is running smoothly and making good progress.

Office Manager Michelle feels the audit team will be wrapping things up very soon.

- D. Budget Amendment 2023-02- Office Manager Michelle discussed the budget amendment. The amendment shifted money from the contingency line item into personal services, to cover Mike Riles' sick leave payout as discussed in the previous board meeting. Commissioner Couch made a motion to approve the budget amendment of \$9,000. Commissioner Smith seconded. The motion passed unanimously.
- E. Resolution for Public Notice Website- Attorney Myers withdrew the resolution from the agenda until the next board meeting.
- F. Cale Madden-Chicken House Update- Cale Madden from Mott Macdonald attended the board meeting to give an update on the next steps the District needs to take in order to get a contractor for the building of the chicken facility. He presented a list of three possible contractors and stated that the District needed to come up with a metric system on how to score contractors so that the District can begin holding contractor presentations. A metric scoring system and the qualifications that the District would prefer for potential contractors will be presented at the next board meeting.

#### Attorney Report.

No report.

#### Director report.

- A. Calendar Review-The Dodd Short Courses ended February 3<sup>rd</sup>. February 3<sup>rd</sup> is Lee's work anniversary of 20 years. February 4<sup>th</sup> is the Mardi Gras parade. Board meeting is February 13<sup>th</sup>. Cindy will be at Patronis Elementary school February 20<sup>th</sup>-21<sup>st</sup>. AMCA begins February 27<sup>th</sup>-March 3<sup>rd</sup>. March 5<sup>th</sup>-9<sup>th</sup> James and Drew are attending the HAI expo. March 7<sup>th</sup>-10<sup>th</sup> Kaylyn is out on vacation. Board meeting is March 13<sup>th</sup>. March 13<sup>th</sup>-24<sup>th</sup> Kaylyn is attending the FMEL identification courses in Vero Beach. March 20<sup>th</sup>- 21<sup>st</sup> James is attending the Tallahassee days. March 28<sup>th</sup>- 30<sup>th</sup> James is attending Rui-de-xue's conference at Anastasia Mosquito Control. March 30<sup>th</sup> is Eddie's 18 years work anniversary. Board meeting is April 10<sup>th</sup>. April 11<sup>th</sup>-12<sup>th</sup> the District is hosting its

annual training workshop. April 12<sup>th</sup>- Leading Edge will be giving a Drone demonstration at the District.

- B. Operations Updates- Mosquitoes are low due to little rain and dry conditions. Chicken seroconversions are very few. The District has replenished it's sentinel flock and is waiting for the chickens to get old enough to bleed. Service requests are very few. Drew passed his Aerial exam and is now certified. Director Clauson stated that the positions have been posted for the larvicide and surveillance technicians but there were very few applicants, he stated that he might post the available positions on alternative sites such as Indeed.

New business.

- A. Ed O'Donnell, Bell A/P Mechanic- Director Clauson expressed interest in bringing in a retired Bell IA, A/P mechanic to help assist Drew in helicopter maintenance and repair. This would be a contracted service on an as needed basis. The reimbursement for Ed to come to the district would include mileage reimbursement as well as a hourly wage that will be determined at a later date. Commissioner Couch made a motion to approve bringing Ed O'Donnell in on an as needed basis. Commissioner Smith seconded. The motion passed unanimously.

**Any other announcements:**

There being no other business or announcements, the meeting was adjourned at 6:11 pm.

  
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John Smith, Chairman

  
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Larry Couch, Treasurer

  
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Joyce Dean, Secretary