

Minutes of Board Meeting  
Pasco County Mosquito Control District  
December 4<sup>th</sup>, 2017

Regular meeting of the Board of Commissioners was called to order at the District office on December 4<sup>th</sup>, 2017 at 9:00 a.m. Those present were Chairperson Joiner, Treasurer Abbott, Secretary Applefield, Director Moore, Assistant Director Lloyd, and Administrative Manager Stevens. Also present were BB&T Representatives Laura Toerge and Jeff Lampasso.

All present stood and repeated the Pledge of Allegiance to the Flag.

Commissioner Applefield made a motion to approve the agenda. Commissioner Abbott seconded. Motion Carried.

Commissioner Applefield made a motion to approve the minutes of the last board meeting, with corrections. Commissioner Abbott seconded. Motion carried.

Commissioner Applefield made a motion to accept and approve the purchase orders as presented. Commissioner Abbott seconded. Motion carried.

**New Business:**

BB&T Representatives Laura and Jeff talked to the Commissioners about the District's P-Card and its rebate program. They stated that as of October 16<sup>th</sup>, the rebate was approximately \$4,500. They explained that the District earns 0.75% for every dollar spent on the P Card account. Jeff explained that if our spending increases significantly, that he could request for an increase of the rebate percentage.

Commissioner Joiner asked about the amount budgeted for the new F-350. Director Moore stated that \$32,000 had been budgeted for the truck and the bed. Commissioner Joiner stated that the total cost for the truck and the bed came to \$34,628.80 and asked why. Director Moore stated that they purchased the bed separately due to problems the District has had in the past with purchasing them together through the dealer. Commissioner Joiner asked if the District tracks the expenses for each vehicle. It was stated that any work done on any of the vehicles is tracked, but that currently the expenses are not part of the tracking. Director Moore stated that he would have that added to the tracking for the future.

Director Moore reviewed the total cost for services provided by Big Sur for the 2016-2017 fiscal year as requested by Commissioner Joiner. Commissioner Joiner asked if the service agreement should have gone out for bid. Director Moore stated that per the Florida Statutes Chapter 287, the service falls under Threshold 2, and that is for services over \$35,000. He explained that it can be pushed through the bid process if it is required. He also stated that the District had received quotes in the past and that Big Sur had the best price. He stated that he would look into the language of the FS Chapter 287 to ensure that the District does not need to submit these services for the bid process.

Director Moore presented the Board with a supply agreement renewal from Clarke for Vectobac and Vectolex. He stated that the price will remain the same for Vectobac and will actually go down on Vectolex. He explained that the agreement is written for a 3-year term and that it guarantees that the District will receive the lowest price in the state of Florida for the duration of the agreement. Commissioner Applefield made a motion to accept the 3-year supply agreement with Clarke for Vectobac at \$1.44/lb and Vectolex at \$5.28/lb as of December 4, 2017. Commissioner Abbott seconded. Motion carries.

Administrative Manager Stevens presented the Board with the request for insurance coverage for the spouse of recently retired mechanic R. Purchase. She explained that he had left many hours of sick leave on the books to cover his spouse for the time after he changed over to Medicare. She stated that when he changes over, his spouse will be moved over to COBRA coverage and that the arrangement is for her to cover the expense and the District would reimburse her for those premiums. She explained that the request was to be able to shop for a different plan in hopes of finding something with a lower premium, therefore extending the life of the sick leave hours he left behind. She stated that in allowing her to do this would result in no change in how the District would be handling the

reimbursement for the sick leave hours. Commissioner Abbott expressed his dislike for the sick leave policy in general, but stated that he would agree to this request. Commissioners Applefield and Joiner also agreed to the request.

### **Old Business:**

Director Moore brought up for discussion Short-Term Disability. It was stated that there was no new information to present. The topic was tabled until a later date.

Director Moore updated the Commissioners about the Employee Manual. He stated that he, Assistant Director Lloyd, and Administrative Manager Stevens were meeting every week to review different sections. He stated that updates are made according to the discussions and that all 3 have access to the current copy. He explained that he hopes to present the revised manual for workshops by mid-February. He stated that they are reviewing all of the policies and discussing the ideas behind them. Director Moore then presented the Commissioners with an idea that came out of the Employee Manual reviews regarding the relief breaks and lunch period. He explained that currently, the employees are given two 15-minute relief breaks and one 30-minute lunch period. He stated that as an idea to help eliminate the repeated work stoppage for all of the breaks, he asked the Board how they felt about combining the two relief breaks in with the lunch period, ultimately giving the employees an hour-long lunch with no other breaks. Commissioner Applefield stated that she thought it was a great idea. Commissioner Joiner stated that he had concerns over eliminating the relief breaks, but was otherwise ok with the idea. Administrative Manager Stevens stated that she would review the Wage and Hour rulings on the matter and report back at the next meeting. Commissioner Abbott stated that he felt it was a great idea. Director Moore stated that he would present the idea to the employees to see how they felt about the change and if all was well, he would present it at the Employee Manual workshop for a policy change.

Director Moore presented the Board with a breakdown of the expenses for the new gate as requested by Commissioner Joiner. The list included the cost of the gate itself, the cost of additional materials, and the cost of the labor for the work performed by District employees. He explained that the cost of the trencher was split between the gate and another project. Commissioner Joiner stated that when Director Moore presented the bids for the gate, he should have included the internal costs so that the Commissioners could be aware of the total cost. After further discussion, Commissioner Applefield stated that she felt the information provided was complete and it was time to move on. Director Moore stated that for future projects he would be sure to provide a more complete breakdown of the internal costs including materials and employee time associated with the projects.

Director Moore discussed with the Board the upcoming road repair project. He stated that he met with Beter Mix recently and that they are offering to donate the asphalt and front-end loader to repair a section extending 275' from their entrance. He suggested that the District could provide the limestone and labor, plus some equipment rental if necessary. Commissioner Joiner stated that he is against letting the employees work on the road project due to inexperience with the type of equipment needed. Commissioner Abbott stated that he felt Beter Mix should provide more for the project. Director Moore explained that Beter Mix's willingness to assist with the project should help to keep our costs down and we are grateful for any help they are willing to give.

Director Moore informed the Commissioners that he was still waiting to hear back from Attorney D'Ascenzio regarding the Direct Deposit issues, but that he was working on it. He stated that he hoped to have an update at the next meeting.

### **Other Business:**

Commissioner Abbott asked if the District had ever considered changing the seasonal positions to 1099 employees instead of W-2 employees. Director Moore and Assistant Director Lloyd stated that they would look into the details of doing that and agreed that it seemed like a great idea.

Director Moore reviewed the Current Activities sheet, including the incident with Truck 40. Commissioner Joiner stated that he did not feel that the reprimand was harsh enough. Commissioner Abbott asked for the Safety Committees quarterly reports for review at the next meeting.

Administrative Manager Stevens presented the Board with Resolution 2017-003 for Deferred Compensation. She stated that the plan documents needed to be updated and that the resolution was needed to finalize the plan. Commissioner Applefield made a motion to approve Resolution 2017-003 for the Deferred Compensation Plan. Commissioner Abbott seconded. Motion carries.

Commissioner Abbott stated what a great job the District employees did with their individual presentations at the FMCA Annual Meeting. He asked that Director Moore obtain an outline of each presentation for the commissioners at the next meeting. Assistant Director Lloyd commented that this was the first time presenting for both Entomologist Janusauskaite and Public Education Specialist Meek, and that they both did a great job. Director Moore added that Assistant Director Lloyd received the Presidential Citation at the meeting.

There was a review of the upcoming events.

Commissioner Applefield made a motion to adjourn meeting at 12:58 p.m. Commissioner Abbott seconded. Meeting adjourned.

Date: 11/18/2018 Attested: Andre Applefield