

Minutes of Board Meeting  
Pasco County Mosquito Control District  
February 22, 2021

Regular meeting of the Board of Commissioners was called to order at the District office on February 22, 2021 at 9:35 a.m. Those present were Chairman Evans, Treasurer Abbott, Secretary Cox, Operations Director Hansen, Executive Director Rogers, Administrative Manager Stevens, and Public Education Specialist Meek. Also present was Attorney Booth.

Commissioner Evans called the meeting to order and all stood for the Pledge of Allegiance.

Commissioner Abbott made a motion to approve the agenda. Commissioner Cox seconded. Motion carried.

**Public Comment:**

No one was signed up for the Public Comment.

**New Business:**

Executive Director Rogers presented the Commissioners with a Reimbursement Resolution and explained that it allowed the District to use its own funds to pay for items related to the campus build-out and then reimburse the District from any financing later obtained. Commissioner Cox made a motion to accept the Reimbursement Resolution as presented. Commissioner Abbott seconded. Motion carried.

Executive Director Rogers provided the Board a copy of a Construction Resolution for review. She stated that this would give her the ability to make decisions for the upcoming project outside of a Board Meeting at the recommendation of the Campus Build-Out Committee. She explained that she would present this item for finalization at the March 8<sup>th</sup> meeting and that if anyone had any suggested edits, please send them to her prior to then.

Executive Director Rogers reviewed with the Board the proposals that have been received for the various items of the Due Diligence for the property the District is intending to purchase. Commissioner Cox informed the Board that he had also reached out to a few companies in order to obtain additional competitive quotes for each of the items. He then read an email he received from James Girardi of Regency explaining the financial benefit of doing a scaled down version of Due Diligence. Attorney Booth added that the District may not need the boundary survey during the Due Diligence period if we were able to obtain an exception through the Title Insurance company that will be handling the transaction.

Executive Director Rogers discussed with the Board the contract for the property in question, drawn up by Attorney Booth. Commissioner Cox made a motion to approve the contract as presented. Commissioner Abbott seconded. Motion carried.

Commissioner Evans returned the conversation to the items of Due Diligence. Commissioner Cox made a motion to approve the agreement for the scope of work from Regency as presented. Commissioner Abbott seconded. Motion carried.

Commissioner Cox asked if the Board should approve the other items of Due Diligence in the event of moving forward without having to revisit. Commissioner Abbott stated that he felt we should wait due to

possible changes in the scope of services. Commissioner Cox stated that he felt it would be in the best interest of the District to have it approved in the event that it is needed for the engineering portion of the Due Diligence.

Commissioner Cox made a motion to approve the proposal for surveying and mapping received from Davris as presented. Commissioner Abbott seconded. Motion carried.

Commissioner Cox discussed the proposals received for the GeoTechnical Engineering Services. He stated that he felt that the proposal from BTL was incomplete. Commissioner Cox made a motion to approve the proposal from Tierra as presented. Commissioner Abbott seconded. Motion carried.

Executive Director Rogers stated that only one proposal was received for the Phase I Environmental report and that she would like to seek additional quotes. She added that the proposal received was for a minimal amount of only \$2,100. Commissioner Cox made a motion to approve the staff recommendation to obtain additional quotes and make the selection for the Phase I Environmental report. Commissioner Abbott seconded. Motion carried.

Executive Director Rogers discussed the need to create a committee for the upcoming design and build out of the new facility. She stated that she would like to have 1 commissioner on the committee. After some discussion, it was decided that Commissioner Cox would represent the Board on the committee. She stated that one of the bigger questions to come was the decision between the Design-Bid-Build vs Design-Build construction delivery methods.

Executive Director Rogers discussed with the Board the idea of hiring an Owner's Representative for the project. She explained that the individual would act on behalf of the District while overseeing all aspects of the project. She stated that the District did not have anyone on staff with the expertise nor experience needed to be able to successfully oversee the project. Commissioner Evans stated that he was on board with the idea. Commissioner Cox stated that he felt this was a good idea. Commissioner Abbott stated that he liked the idea as well. Executive Director Rogers stated that as we got closer to the need for these services, she would have more information for the Commissioners on the benefits to the District and a stronger idea on the cost for such services.

Commissioner Cox discussed with the Board the idea that he felt that the District should observe all Federal Holidays. Commissioner Evans agreed. Commissioner Abbott stated that he had no issues with observing all Federal Holidays, but he felt that the employees had too much time off allotted to them through their annual and sick leave. Commissioner Evans stated that he felt that time off is a great incentive to the employees. Commissioner Cox agreed. It was asked that the topic be pushed to the next meeting and that a layout of benefits would be made available to the Commissioners for review.

Executive Director Rogers gave a brief summary of the recent termination of an employee.

#### **Old Business:**

Executive Director Rogers gave an update on the Hangar Project. She explained that the Detailed Narrative was sent to SC Signature Construction for review and submission to the County for permitting. She stated that she had also signed and sent out the modified SWFWMD permit.

Executive Director Rogers informed the Board that the plaque for former Commissioner Joiner was ready. Commissioner Evans stated that he would reach out to him and see about delivering it.

Executive Director Rogers gave an update on the upcoming open house event. It was stated that the District will be utilizing digital billboards for advertising for the event. She stated that this year also happens to be the District's 70<sup>th</sup> anniversary. She added that she had reached out to all of the Municipalities to offer services and invite them to the event, but that she has not heard back from any of them.

Commissioner Cox made a motion to adjourn the meeting at 12:07 p.m. Commissioner Abbott seconded. Meeting adjourned.

Date: 3-8-21 Attested: 

