

Minutes of Board Meeting  
Pasco County Mosquito Control District  
October 14, 2019

Regular meeting of the Board of Commissioners was called to order at the District office on October 14<sup>th</sup>, 2019 at 9:00 a.m. Those present were Chairperson Abbott, Treasurer Applefield, Secretary Joiner, Director Moore, Assistant Director Rogers, and Administrative Manager Stevens.

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

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

Commissioner Joiner made a motion to approve the minutes of the last board meeting. Commissioner Applefield seconded. Motion carried.

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

**New Business:**

Assistant Director Rogers talked to the Commissioners about the Gambusia Rearing project. She stated that an area in the last parking bay was being cleared and prepped for the tanks. She explained that a representative from DACS would be out tomorrow to purchase the tanks and pumps.

Director Moore discussed with the Board the helipad easement repair that is needed. He stated that Facilities Manager Vinny had obtained quotes for the project and that By Design Landscape was chosen. He explained that an area between the helipad and the fuel tank has had some heavy wear and tear through the rainy season causing mud to end up on the helipad, and could potentially get pulled up into the rotor blades.

Director Moore talked to the Board about the replacement of the computers. He explained that discussions were happening about which units needed to be replaced and which models would be best for the desk machines and the truck machines. He stated that the District would be using the grant funds for the purchase of all of the machines.

Director Moore talked to the Commissioners about the education trailer and also the need to purchase an additional trailer specifically for picking up waste tires. He stated that at the close of this past fiscal year, there was an additional \$58,311 to put back into the budget. He stated that this was the result of the estimated ending bank balance vs. actual ending bank balance. He explained that he opted to add both trailers into the budget through this amendment and will allocate the funds from the additional money. He then added that Mechanic CJ had contacted 15 different trailer companies about the education trailer and received only 3 quotes. He stated that the recommendation was to purchase through Load Runner. Director Moore then explained the need for a trailer specific to picking up waste tires. Commissioner Abbott asked if it would be a good idea to add a winch arm for assisting with the larger tractor tires.

Director Moore presented the Board with the Budget Amendment. He stated that the \$58,311 was going to be dispersed between Capital Outlay, for the trailers, and the rest would be to "Other Facilities Improvements". Commissioner Joiner made a motion to approve the budget amendment as presented. Commissioner Applefield seconded. Motion carried.

Director Moore reviewed the annual evaluations with the Commissioners. He discussed with them the process that was done for the capped employees last year, giving them a Cost of Living adjustment and then an additional amount, not to exceed the approved percentage, in a one-time payout. He presented them with a proposed "Raise Policy" that would implement this process as a policy for all future capped employees. Commissioner Joiner made a motion to approve the Raise Policy as presented. Commissioner Applefield seconded. Motion Carried. Administrative Manager Stevens stated that for now, the policy would be added as an addendum to the current manual and upon the next revision, it will be incorporated into the appropriate section.

**Old Business:**

**Other Business:**

Director Moore informed the Commissioners that the helicopter that is in Panama City for repairs, was completed and ready for pick up. He added that the budgeted amount for the repairs was over \$11,000 and that the total cost for the repair came in at only \$2,700.

Director Moore informed the Board that the District was continuing to research different aircraft options. He stated that he would be reaching out to a couple of different companies to discuss the financing options.

Director Moore stated that Assistant Director Rogers had Duke Energy come out to perform an energy audit for the District. She is awaiting the formal report on changes that can be made to cut costs.

Director Moore stated that there were no safety issues to report for last month.

The Commissioners performed Director Moore's evaluation. Commissioner Applefield made a motion to award Director Moore with a 2% Cost of Living Adjustment and a 2% one-time merit payout. Commissioner Joiner voted no. Commissioner Abbott seconded. Motion carried.

Commissioner Applefield made a motion to adjourn meeting at 11:20 a.m. Commissioner Joiner seconded. Meeting adjourned.

Date: 11/4/2019

Attested: *Gary Joiner*