

Minutes of Board Meeting
Pasco County Mosquito Control District
November 13th, 2017

Regular meeting of the Board of Commissioners was called to order at the District office on November 13th, 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 was Aircraft Mechanic Jason Phillips.

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:

Director Moore introduced the new Aircraft Mechanic Jason Phillips. Jason talked with the Commissioners about his working background and why he wanted to move back to this area. The Commissioners welcomed him to the District.

Director Moore talked to the Board about the dismissal of employee K. Vohwinkle. He discussed what led to the termination. The Commissioners expressed their feelings on the issue. Director Moore stated the K. Vohwinkle had mentioned that he may come to the board meeting and stated that Assistant Director Lloyd tried to contact him to confirm he was coming and received no response.

Administrative Manager presented the Commissioners with the quoted rates for Short-Term Disability. She explained that the rates given from Standard were for group coverage only as the quotes for voluntary would require questionnaires to be filled out by the applicants. She then explained that the rates provided from Allstate include "preferred rates" for office personnel and "standard" rates for all other employees. Commissioner Abbott stated that he would like to consider the District possibly offering a cost sharing with the employees for this coverage. It was agreed to take some time to further consider the idea of helping with the cost. It was agreed to table the issue until a later date.

Director Moore discussed with the Commissioners the various aspects of tool inventory. He explained that we've had the tool inventory in place, but wanted to actually show it to the Board. The employees that have their personal tools on site have detailed inventories of the items accompanied by pictures, and a copy is in their file. He then discussed the updated PCMCD tool inventory which includes the same detailed description and pictures. He explained that Mechanic CJ McCutcheon has been assigned to maintain the District's shop tool inventory and Aircraft Mechanic Phillips has been assigned to maintain the District's aircraft tool inventory. These inventories will be updated as new tools are purchased.

Director Moore talked to the Commissioners about the concerns that have been expressed over the purchases of non-prescription sunglasses using the Dental/Eye Care Reimbursement policy. Commissioner Abbott stated he did not feel that the policy should cover sunglasses in any way. There was some discussion regarding how to handle the purchases. Director Moore suggested modifying the current policy by adding a statement requiring a note from the eye doctor stating that they are recommended. The statement that is to be added to the current policy reads as "The District will cover non-prescription sunglasses if your optometrist provides a note that they are necessary". A copy of the note must be submitted along with your receipt in order to be reimbursed. Commissioner Applefield made a motion to update the Dental/Eye Care reimbursement policy statement as presented. Commissioner Abbott voted no. Commissioner Joiner seconded. Motion carried.

Director Moore informed the Board that he, Assistant Director Lloyd, and Administrative Manager Stevens met to discuss the Employee Manual revision. He stated that it was decided to address the revision in smaller sections and that they decided to meet every Tuesday morning to discuss the manual and the appropriate changes. He stated that the first step was to reorganize the topics within the manual to separate the policies, so the policies can be easily updated as needed. He explained that Administrative Manager Stevens found, through PGIT, an Employee Manual Builder tool that she has started working with that should help to make this process a little easier and quicker.

Director Moore informed the Commissioners that while working through the Employee Manual Builder, Administrative Manager Stevens found that within the State of Florida, employers cannot require employees to use direct deposit. He stated that while the Florida Statute 532.04 may read a little unclear, through additional research, it appears that the statement may be true. Each of the Commissioners stated that they did not believe this to be accurate and requested that Director Moore conduct some more research on the matter. The discussion is tabled until further information is available.

Director Moore presented the Commissioners with the summary of the chemical bids received for the 2018 year. He explained that the deadline to receive the bids was by 3pm on Thursday, November 9th, he opened and reviewed them at 9am on Friday, November 10th, as outlined in the bid packet. There was some discussion on the tie bid for Fyfanon. Director Moore stated that last year the bid was also tied and was awarded to Univar, he suggested awarding it to Adapco for this year. Commissioner Applefield made a motion to award the chemical bids as follows: Fyfanon to Adapco for \$51.95/gal; Permethrin to Univar for Kontrol 30-30 for \$51.15/gal; Naled/Dibrom to Adapco for \$213.95/gal; 2,4-D Amine to Alligare for \$9.74; Diquat to Crop Production Services for Tribune at \$40.00/gal; Glyphosate to Alligare for \$14.50/gal. Commissioner Abbott seconded. Motion carried.

Commissioner Joiner asked that Director Moore not contact him on the weekend unless it is an emergency.

Old Business:

Director Moore updated the Board on the gate project. He stated that the project has been completed and that the fire department has already come out to test the Yelp/S.O.S system. He explained he and Facilities Manager Dourado, began the process with interviewing 10 contractors. He stated they put together a list of requirements for the job and a list of things that would be handled internally. He explained that they originally were looking into High-Security gate, but several vendors would not quote it and they are very expensive. He stated that they changed gears, looking into the Door King controller since it was more reasonably priced, and all were able to quote it. From there, they re-contacted the vendors and asked for new bids to be submitted with the updated specs. He explained that the decision to do some work internally was made to save on the cost of the project. He stated that the electrician was out and certified the work after making some adjustments and confirmed that no permit was needed for the project since there was not a change in the voltage load and no new circuits were installed. Director Moore stated that he felt that the use of certain employees to handle different aspects of the project were to the benefit of the District as it resulted in significant cost savings. He stated that no employees were pulled away from their primary duties to work on the project. He then explained that the gate is on a timer system and is closed for most of the day. He stated that visitors have to ring in at the gate and that someone in the office will grant them access. He stated that all of the company vehicles and select employees who typically arrive here early have decals that trigger the gate so no code is needed. He also explained that each employee has their own code so that they are able to track who was here if needed, and if/when someone terminates employment for any reason, they can just deactivate their individual code. Commissioner Joiner stated that he reviewed the report provided by Director Moore on the gate project and that he did not feel that the hours listed for the project were accurate. Commissioner Joiner also questioned why Facility Manager Dourado signed the contract. He stated that any contracts should be signed by the Director. He then requested that Director Moore provide a final cost, to include material, labor, etc. for the next meeting.

Director Moore informed the Board that there is an upcoming project to add electrical and heat to the area out back where the chickens are kept. He stated that this project will require permits.

Other Business:

Commissioner Joiner requested a statement of total expenditures for Big Sur be provided at the next meeting for the last fiscal year. Administrative Manager Stevens stated that she would put together a summary of the expenses broken out to regular monthly services, additional services, and product purchases. There were questions about product purchases and if we need to purchase through Big Sur. Director Moore stated that for any purchases, a quote is received from Big Sur and then research is done for price comparison before final purchases are made. He explained that since Big Sur is the company to maintain the equipment, it makes more sense to purchase through them if the prices are identical or better than what the District can get on their own. He then informed the Board that the District would be looking into purchasing a new laptop for Administrative Manager Stevens as she has been having problems with her current machine.

Commissioner Applefield asked about the worker's compensation rates. She stated that the rates will be going down and asked if our rates would reflect the decrease. Administrative Manager Stevens stated that PGIT has already agreed to accommodate the lower rates despite being locked in on a two-year agreement.

Director Moore discussed the upcoming FMCA meeting, stating that he, Assistant Director Lloyd, Entomologist Janusauskaite, and Public Education Specialist Meek would all be attending as well as presenting at the meeting.

Director Moore informed the Commissioners of the passing of the Director of Charlotte County, Johnny Hunter and a condolence card had been sent.

There was a review of the upcoming events.

Commissioner Applefield made a motion to adjourn meeting at 11:40 p.m. Commissioner Abbott seconded. Meeting adjourned.

Date: 1/8/2018

Attested: Sandra Applefield