

## REGULAR BOARD MEETING

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October 17, 2011

The Board of Commissioners of the South Walton County Mosquito Control District held its Regular Board Meeting at the headquarters office in Santa Rosa Beach, Florida at 9:30 a.m.

The Commissioners attending the meeting were Robert Hudson, John Magee and James Crawford. Also attending the meeting were Director Ben Brewer, Office Manager Geraldine Via, Operations Coordinator Joseph Jinright, Secretary Cynthia Dillingham, Mr. Doug Wyckoff, Attorney at Law, and Mr. William Wyrrough of the Wyrrough Law Firm, P.A.

The meeting opened with a Prayer and Pledge of Allegiance to the American Flag.

**A motion was made by Commissioner Magee, seconded by Commissioner Hudson to approve the minutes of the August 26, 2011 Emergency Board Meeting. Motion passed unanimously. A motion was made by Commissioner Magee, seconded by Commissioner Hudson to approve the minutes of the September 20, 2011 Special Board Meeting. Motion passed unanimously. A motion was made by Commissioner Magee, seconded by Commissioner Hudson to approve the minutes of the September 20, 2011 Regular Board Meeting with confirmation that the first motion on page three was made by Commissioner Hudson and seconded by Commissioner Magee. Motion passed unanimously.**

The Financial Report for September 2011 was reviewed.

The Activity Report was reviewed.

The Board asked Director Brewer to have the Chat Holley ditches inspected and evaluate the drainage as to whether or not there is a problem due to the recent road work that could be causing standing water/mosquito problems.

The Board reviewed the proposals for the attorney position received from Mr. Douglas M. Wyckoff, Attorney at Law, Mr. William E. Wyrrough, Jr. of Wyrrough Law Firm, P.A. and Mr. J. Jerome Miller of Pleat & Perry, P.A. which submitted a second proposal. The Board interviewed the two attorneys that were present. Mr. Wyckoff stated that he has experience working with Anastasia Mosquito Control District for three years ending October 2010. He is a solo practitioner. Mr. Wyrrough stated that he is local and also a solo practitioner. He specializes in estate planning, probate, government, land-use, and business law. After some discussion, the Board decided to wait until the next board meeting to make a decision on the attorney position.

The Board was presented, for approval, Budget Amendment #1 for carry-over funds from

fiscal year 2010-2011, in the amount of \$73,640.30 to be transferred in the amount of \$19,640.30 to Chemicals account #52.2, \$2,000 to Training account #55, \$52,000 to Contingency account #89. Commissioner Hudson suggested that \$26,000 be placed in Capital Outlay account #60 and \$26,000 into Contingency account #89. **A motion was made by Commissioner Magee, seconded by Commissioner Hudson, to approve Budget Amendment #1 with suggested changes. Motion passed unanimously.**

The Board asked Director Brewer to provide them with a list of vendors for the chemicals that are being used and to also give those vendors an opportunity to provide bids for the next twelve months to SWCMCD. Director Brewer stated that he is accustomed to getting bids on chemicals.

Director Brewer stated that he is working on the application for the National Pesticide Discharge Elimination System (NPDES) permit with the Florida Department of Environmental Protection that is due by October 31, 2011. The Notice of Intent permit costs \$500.00 and will be effective for 5 years.

Commissioner Crawford stated that he would like to wait to have an attorney look over the issues with the Employee Handbook. Commissioner Hudson stated that he had read the handbook and that he had discussed some issues with Director Brewer. Mr. Brewer stated the language had been approved by Lane Rees of HR Solutions through emails.

Director Brewer provided a list to the Board of the changes to the handbook he received by email from Commissioner Hudson. Commissioner Hudson asked to change Accruable Leaves - 4.1 Personal Leave Time Maximum Accrual to read as: Employees can accrue up to 240 hours of personal leave time. Each employee shall monitor their personal leave account to insure that all personal leave time earned in excess of the 240 hrs maximum accrual is taken prior to the end of each fiscal year. Any earned unused personal leave time above the 240 hrs of maximum accrual will be forfeited. The district will not pay for any unused personal leave time.

Commissioner Hudson also suggested that the following Administrative Leaves be eliminated from the handbook - Birthday Leave, Blood Drive Donation Leave, and Suggestion Leave.

Commissioner Magee stated that the employees should not operate equipment after giving blood and that the time off for blood donation should be used to go home after donating blood. Commissioner Magee stated that the Safety Leave was not necessary because being safe

is part of the employee's job.

The second page had paragraph 6.8 Supplemental Reimbursement Program from the handbook. Commissioner Hudson suggested deleting the last sentence stating: Unused funds in an employee's account will accumulate to the next fiscal year to provide greater coverage for health care needs and replacing it with the following sentence: Any amount of the supplemental reimbursement program determined by the District that is unused within a fiscal year are not accruable into future fiscal years.

**A motion was made by Commissioner Hudson, seconded by Commissioner Magee for discussion, to make the three changes that were submitted.** Commissioner Magee stated that he would like to amend the motion to eliminate all administrative leaves to include the Safety Leave. Commissioner Crawford stated that he did not vote for the Employee Handbook because there were issues to address and the Board approved the handbook without reading thoroughly and now the Board wants to make changes to the handbook that was approved last month. He stated his concern was that the handbook would continue to be brought up again and again.

Commissioner Hudson stated that he would like to withdraw his motion and make a new motion. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee to eliminate Administrative Leave, to make the changes to Accruable Leaves, Personal Leave Time Maximum Accrual and Supplemental Reimbursement Program. Motion passed with Commissioners Hudson and Magee voting yes and Commissioner Crawford voting no.**

At the September Regular Board Meeting the date for the fiscal year 2011-2012 were approved. However the date for the July 2012 Board Meeting needs to be changed to July 10, 2012. The purpose for this change is that the Tentative Detailed Work Plan Budget is required to be at the Department of Agriculture and Consumer Services in Tallahassee, Florida by July 15th. Prior to today's meeting, due to the advertisement deadline, Secretary/Receptionist Cynthia Dillingham contacted each of the Commissioners for their approval.

Five minute break at 11:05 a.m. and reconvened at 11:10 a.m.

**A motion was made by Commissioner Hudson, seconded by Commissioner Magee to approve scheduling the July Board Meeting for July 10, 2011 at 9:30 a.m. Motion passed unanimously.**

Director Brewer gave an update on the 13<sup>th</sup> Street project. He stated that Operations Coordinator Joseph Jinright and staff had visited the site and shot the elevations and there was a ¾ inch difference between his and Engineer Scott Jenkins elevations and there is a 7 inch difference down to Mr. Stanza's culvert going uphill. Commissioner Hudson asked for Director Brewer's recommendation to solve this. Director Brewer stated that the second culvert will be lowered more than what the Engineer recommended. Commissioner Hudson stated that he is only concerned with culvert #1 and #2, anything past that is Walton County's responsibility. He stated that we have spent enough time and resources on the 13<sup>th</sup> Street issues and doesn't want it brought up to him again. Commissioner Hudson stated that the district has committed to do this project and he wants us to finish what we had planned to do so that it can be complete. He understands that the plan is to lower culvert #2 and cap those ends and the ends on culvert #1. He asked if the ditch has been seeded and Director Brewer stated that it has been seeded. Director Brewer also stated that once the culvert is lowered to the desired elevation the ends will be capped. Commissioner Hudson stated that if this does not work, he suggests that the property owner go to Walton County with the problem.

Director Brewer informed the Board that Mechanic Darrin Dunwald did the calibrations and droplets analysis on the spray units along with assistance from Donnie Powers, Sales Representative from Adapco, Inc. Commissioner Hudson asked how often the spray units are calibrated. Director Brewer stated calibrations are done twice a year.

Director Brewer announced that he will be attending the Certified Public Manager's Course this week in DeFuniak Springs, FL.

Commissioner Hudson expressed his concerns regarding the age and condition of the Chevrolet Tahoe. He is concerned about money being spent on repairs. He asked that Mechanic Darrin Dunwald provide input as to the condition of the Tahoe and time for replacing it.

**A motion was made by Commissioner Magee, seconded by Commissioner Hudson to adjourn. Motion passed unanimously.**

The meeting was adjourned at 11:42 p.m.

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James Crawford, Chairman

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Robert Hudson, Secretary