

## REGULAR BOARD MEETING

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September 20, 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, and Secretary Cynthia Dillingham.

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

The Board welcomed Ben Brewer as the Director of SWCMCD. His starting date was September 14, 2011.

**A motion was made by Commissioner Hudson, seconded by Commissioner Magee to approve the minutes of the August 5, 2011 Special Board Meeting. Motion passed unanimously. A motion was made by Commissioner Hudson, seconded by Commissioner Magee to approve the minutes of the August 16, 2011 Regular Board Meeting. Motion passed unanimously. A motion was made by Commissioner Hudson, seconded by Commissioner Magee to approve the minutes of the September 6, 2011 Special Board Meeting. Motion passed unanimously.**

The Financial Report for August 2011 was reviewed.

The Activity Report was reviewed. Commissioner Hudson stated that he would like more detail on the service requests on the activity report. Such as who called to say thank you and what areas the spray requests are from. The Board also discussed no spray addresses and how they are being handled.

The Board discussed setting the Board Meeting dates for Fiscal Year 2011-2012. Commissioner Hudson suggested keeping the meetings on the third Tuesday of each month at 9:30 a.m. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee to approve keeping the Board Meeting dates on the third Tuesday of each month at 9:30 a.m. Motion passed unanimously.** Mrs. Via stated that the Board meeting in October may need to be changed to a different date due to the possibility of the Director attending a management class that week. Commissioner Hudson explained to the Board that he had been talking with Director Brewer about attending the Florida Center for Public Management Askew School of Public Administration & Policy Certified Public Manager's Course that will begin Tuesday,

October 18, 2011 and will be completed in the summer of 2013. He stated that he would like Director Brewer to attend. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee, to approve Director Brewer to attend the Certified Public Manager's Course. Motion passed unanimously.**

Commissioner Crawford suggested changing the October Board meeting date to Monday, October 17<sup>th</sup>. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee, to set the October meeting to Monday, October 17<sup>th</sup> at 9:30 a.m. Motion passed unanimously.**

Mrs. Via asked about the November Board meeting date being changed due to the Florida Mosquito Control Association meeting being held November 14<sup>th</sup> to 16<sup>th</sup>. Commissioner Hudson suggested either the 8<sup>th</sup> or the 22<sup>nd</sup> of November. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee, to set the November meeting to Tuesday, November 8<sup>th</sup> at 9:30 a.m. Motion passed unanimously.**

Mrs. Via stated that there were some conflicts with the newly adopted handbook concerning compensation time earned being used within 30 days and that the employees asked if it could be changed to a longer period such as six months or the end of the fiscal year. Director Brewer stated that it will be hard to manage using the comp time within 30 days. He agreed that he would like it to be a longer time. Commissioner Hudson stated that he thinks comp time is a disservice to the employee and doesn't understand why an employee would not want to get paid instead of comp time. His concern is having to accrue and fund it and have liabilities etc. He questioned if there is a need to hire another employee rather than paying overtime or giving the employees comp time. Commissioner Hudson stated that he does not want to give any longer time to use the accrued comp time.

Mrs. Via stated a motion is needed to direct her on paying out the accrued sick leave/vacation time for employees with excess of 240 hours. This is to be done before September 30, 2011. Commissioner Hudson stated that he has heard that the employees are concerned with paying higher taxes on the payout amount. He suggested that the funds could be paid directly to a retirement account and defer taxes. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee, to complete those payments and the employees can have funds sent directly to a tax deferred account if they prefer.**

Mrs. Via asked about the employees personal leave time accrued each pay period over

240 hours. Commissioner Hudson stated that the amount over 240 hours should be used before the end of the fiscal year and only carry forward 240 hours.

After further discussion, **a motion was made by Commissioner Hudson, seconded by Commissioner Magee, to no longer offer have compensatory time, if employees work overtime they are to be paid. Motion passed with Commissioners Hudson and Magee voting yes and Commissioner Crawford voting no.** The Board agreed that the previously accrued compensatory time must be used before the end of FY 2011-12.

Director Brewer stated that the Florida Retirement System determination was that the funds paid in for part time employees will be credited back to SWCMCD.

The Board discussed the applications received for the advertised attorney position. After discussion the Board decided to reject the applications and re-advertise for an attorney. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee to advertise for an attorney. Motion passed unanimously.** Advertisement will be placed in the local papers for two weeks. Commissioner Hudson reminded the Board that Attorney Bytell offered to be available to the district until another attorney is hired.

Operations Coordinator Joseph Jinright gave an update on the 13<sup>th</sup> Street project. He stated that the second culvert has been installed and seed is being put down today. Commissioner Crawford stated the culvert is too short for the driveway and one culvert is higher than the other. He questioned the elevation. Mr. Jinright stated that the elevations were from Engineer Scott Jenkins. Commissioner Hudson stated that Mr. Jenkins needs to come back out explain the elevation. He also wants to wait to put the mitered concrete ends on.

Director Brewer stated that the excavator was delivered August 30<sup>th</sup> and the thumb has also been delivered. The four foot bucket is scheduled to be delivered on September 28<sup>th</sup>.

Director Brewer informed the Board that there was an incident at East Park Place near Inlet Beach. One of the trucks backed into a box holding two motorcycle mirrors causing them to be scratched. The estimate for replacing the mirrors is approximately \$70.00. **A motion was made by Commissioner Magee, seconded by Commissioner Hudson to approve payment for replacing the mirrors. Motion passed unanimously.**

Commissioner Crawford announced the FMCA Fall Meeting to be held November 14-16, 2011 in Jacksonville, FL.

Commissioner Hudson stated that he would like to look into expanding or improving the

parking area up front. Maybe by removing the pine trees and pushing the fence back. He would also like to have estimates on paving that area.

Commissioner Hudson stated that he would like to have Director Brewer introduced in the local newspapers.

Commissioner Hudson stated that he would like to approve a relocation expense for Director Brewer in the amount of \$1,500.00. **A motion was made by Commissioner Magee, seconded by Commissioner Hudson to approve relocation expense for Director Brewer in the amount of \$1,500.00. Motion passed unanimously.**

Commissioner Hudson gave a presentation showing examples of the work he has been doing on the new SWCMCD website.

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

The meeting was adjourned at 11:49 p.m.

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James Crawford, Chairman

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Robert Hudson, Secretary