

Minutes of Board Meeting
Pasco County Mosquito Control District
October 9th, 2017

Regular meeting of the Board of Commissioners was called to order at the District office on October 9th, 2017 at 9:07 a.m. Those present were Chairperson Joiner, Treasurer Abbott, Secretary Applefield, Director Moore, Assistant Director Lloyd, and Administrative Manager Stevens.

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 talked to the Board about the Aircraft Mechanic position. He explained that Pilot Chris Beaudin was overseeing the collection of all the applications. All applications coming to the Director were forwarded to Chris to assure that none were overlooked. The pilots and mechanic reviewed nearly 150 applications and narrowed it down to the top 10 candidates. The committee consisted of Pilots Chris Beaudin and Wayne Daniels, Aircraft Mechanic Chris Chandler, and Director Moore, who reviewed the top 10 candidates and selected the top 3 to schedule interviews. He explained that the top candidate pulled out of the running after a second visit to our facilities following the interview. An offer was made to Jason Phillips, the second choice candidate. He stated that after speaking with him again, they realized he was a better fit than originally thought. He explained that the range for the position started at \$54,308.80 and Jason was offered \$55,000 to start and he accepted. Commissioners Abbott and Joiner asked if Assistant Director Lloyd was on the committee. Director Moore stated that he was not part of the committee since he wanted to keep interview committee small and not overwhelm the candidates. He wanted to focus on the aviation department interacting with the candidates and encouraged others to meet with him during his visit.

Director Moore presented the Commissioners with the annual evaluation summary report. He noted that a few employees that had reached their salary caps. Commissioner Joiner stated that he did not agree with employees being capped. Commissioner Joiner stated that he had previously asked Director Moore to address the capped employees. Director Moore reminded Commissioner Joiner that it was stated at a previous board meeting that the cap issue would be addressed after the budget had passed. Commissioner Joiner stated that he has been asking for two to three years to have workshops to address the Employee Manual and they have not happened yet. Director Moore explained that the revision of the Employee Manual was a large project, and apologized for the long delays. He promised to make it a main priority in the very near future. Commissioner Joiner stated that he wanted a workshop held within the 90-day period beginning January 1, 2018 through March 31st, to address the salary cap concerns. Commissioner Joiner stated that Director Moore should be addressing these concerns before they happen. Commissioner Abbott stated that it is the responsibility of the Board as well to keep ahead of issues. Commissioner Joiner stated that Director Moore is responsible for bringing concerns to the Board before they become problems. It was agreed that a workshop will be held in January to review and discuss salary ranges and salary caps.

Administrative Manager Stevens presented the Commissioners with a budget amendment to reflect the difference in the estimated fiscal year-end bank balance and the actual fiscal year-end bank balance. Commissioner Applefield made a motion to approve the budget amendment as presented. Commissioner Abbott seconded. Motion carried.

Director Moore talked to the Board about the Chemical Bids. He stated that since the FMCA Meeting had to be rescheduled it presented a problem with receiving and opening the bids prior to the board meeting. He stated that it would be better to change the November Board meeting back to November 13th. This would allow for sufficient time for the bids to get to the vendors and returned to the District with enough time for him to review and summarize for the Board Meeting. The Board agreed to move the November meeting back to the 13th.

Director Moore discussed with the Board some upcoming personnel changes. He stated that currently, the aquatics team is working with the larviciders to help out. He explained that with the retirement of Steve Hays, the District would be promoting one of the larviciders to the aquatics team and, combined with the resignation of Kenny Johnson, it leaves two openings in the larviciding department. He stated that management was currently looking at 2 part-time employees to fill those positions at the end of the month.

Old Business:

Director Moore updated the Commissioners about the gate project. He stated that the gate was being removed today and that arrangements were made with 2 employees to cover the overnight shift to secure the facilities. The installation of the new gate would be on the following day. He stated that Pilot Daniels and Facilities Manager Dourado were currently installing the fiber line and cable to connect the gate key pad to our phone systems and that a bar code system would be used for company vehicles. Commissioner Joiner asked why the District is paying a pilot to run fiber lines and cable when it could have been hired out for much less. Commissioner Applefield stated that allowing skilled employees to multitask to help out with projects was in the District's best interest. Director Moore stated that Pilot Daniels was working alongside with Facilities Manager Dourado because he has the knowledge of certain aspects of the project. Commissioner Joiner stated that he felt it should be the responsibility of either the Director or the Assistant Director to obtain quotes for these types of projects. Director Moore stated that Facilities Manager Dourado was helping to coordinate the project as it was part of the facility. Facilities Manager Dourado and/or Director Moore met with the companies interested in quoting the project. Commissioner Joiner stated that he felt the District was exploiting the employees. Director Moore stated that he felt that Pilot Daniels was a huge asset to the project and he was allowing him to assist as long as it did not interfere with his aviation duties. Director Moore noted Commissioner Joiner's concerns and stated he would instruct Pilot Daniels to reduce his involvement with the gate project.

Other Business:

Commissioner Abbott requested that Administrative Manager Stevens obtain quotes for Short-Term Disability from Allstate and Standard for the November meeting. She stated she would have them available.

Director Moore informed the Commissioners that the Holiday Dinner was scheduled for Tuesday, December 12th. He asked if they would agree to move the December Board meeting to Monday, December 4th. All Commissioners agreed.

Commissioner Joiner asked Director Moore why none of the Commissioners were notified of the closings for Hurricane Irma? Director Moore stated that due to the late shifting of the storm, it was a late decision to close and it was an oversight on his part. The Hurricane continued well into Monday and he closed the office on Tuesday to allow employees time to recover. The power at the facilities was out on Tuesday due to a generator malfunction. Employees returned to work on Wednesday and the generator was repaired and back in operation around noon on Wednesday. Director Moore apologized and stated that he would make sure he notified the Commissioners of such issues in the future. Commissioner Joiner also stated that he felt that anytime the weather is an issue, the facility should be open to employees and their household members as a shelter. Some discussion followed.

Commissioner Abbott wanted to express his appreciation for the excellent efforts by the entire PCMCD staff in their storm preparation. He also suggested keeping some spare parts for the generator on hand.

The Board performed the annual evaluation of Director Moore. Commissioner Abbott made a motion to approve a 3.5% raise for Director Moore. Commissioner Applefield seconded. Commissioner Joiner voted no. Motion carried.

Commissioner Abbott made a motion to adjourn meeting at 12:00 p.m. Commissioner Applefield seconded. Meeting adjourned.

Date: 12-4-2017 Attested: Sandra Applefield