

Minutes of Board Meeting
Pasco County Mosquito Control District
2308 Marathon Road, Odessa, FL 33556
June 22, 2023

Regular meeting of the Board of Commissioners was called to order at the district office on June 22, 2023, at 9:00 a.m.

Pledge of Allegiance

Those present from the District were Chairperson Cox, Treasurer Abbott, Secretary Evans, Executive Director Rogers, Michele Donagrandi, and Maria Johnson, all representing the PCMCD. Lina Castro and Andrew Pupke from InVision Advisors were also present.

Approval of Agenda: Commissioner Evans motioned to approve the agenda; all approved.

Approval of Consent Agenda: Commissioner Evans motioned to approve the consent agenda; all approved.

Public Comment: None

New Business:

- A. An amendment to the FY 2022-2023 budget was presented for discussion. Commissioner Evans made a motion to approve the amendment; all approved.
- B. The Board discussed proposed dates for FY 2023-2024 Budget Hearings and selected September 6 for the First Budget hearing and September 20th for the final budget hearing, each of which will start at 5:01 PM. The September Board meeting will be held at 3 pm on September 20th before the Final Budget Hearing. Additionally, the Board discussed alternative dates for the November Board meeting, settling on holding the meeting on November 8th, 2023, at 9 am.
- C. Commissioner Cox presented for discussion the executive contract. Commissioner Evans made a motion to approve the contract; all approved.
- D. The Board then discussed the administration of the 457b Deferred Compensation plan offered by the District. Commissioner Cox discussed how he became involved in the search for an advisor for the plan and the evolution of the process. He stressed the importance of employee education on the plan options, the addition of the ROTH investment opportunity, and the concerns over the structure of the current plan. Commissioner Evans made a motion to allow part-time employees the option to voluntarily contribute to the plan, however, after further discussion the motion was then revised. Commissioner Evans then made a motion to explore extending the 457b Deferred Compensation benefits to part-time employees which will require a plan amendment for Board discussion; all approved. Commissioner Abbott then made a motion for Michael Jensen to become the agent of record for the Empower 457b plan and to educate the employees, and for the District to pay for the plan administration fees. It was then added to the amendment that Mr. Jensen be required to conduct in-person employee education sessions quarterly throughout the year; Commissioner Cox abstained from voting, all others approved the motion as it was amended.
- E. Executive Director Rogers presented for discussion a preliminary draft budget for the upcoming 2023-2024 fiscal year, stating that there will be many iterations of the draft budget presented to the Board over the next few months.

Unfinished Business: None

General Information:

- A. Campus Update: Lina Castro presented an update on the campus design, the progression of events, and associated timeline. She informed of the pre-application meeting hosted by the Pasco County BOCC Site Permitting Department in which representatives from Spring Engineering, Inc, InVision Advisors, and Executive Director Rogers participated. The additional geotechnical work has been completed and the findings conveyed to the architect team to incorporate into the final site plan. Lina stated that 2 proposals for the wetland mitigation work have been received thus far and they are waiting for a third to be submitted for review. She also presented an update on the fees paid for SWFWMD, water, and wastewater with an overall update on the budget.

- B. District Operations: Executive Director Rogers provided an update on the status of District administration and current operations. She then informed the Board that the financial investments with FL Prime account have already resulted in over \$13,000 worth of earnings and that the earnings for this investment account will be presented with the financial report each month. Executive Director Rogers informed the Board that the implementation with ADP is complete and the pay cycle will be moving to biweekly. She updated the Board on newly approved legislation to require elected officials to take 4 hours of ethics training each year. The FASD and FMCA have plans to offer this training at upcoming meetings. The Sunrise Consulting Group has been working on getting local delegates to visit the District facility for an educational tour of the campus. Senator Hooper is scheduled for tour in early August. She then asked the Commissioner what tours they wanted to be involved with so that scheduling can be conducted appropriately to accommodate everyone's schedules. She provided an update on the OPPAGA review for Special District accountability. Director Rogers stated that discussions with the project manager with the Balmoral Group have been positive and all information requested to date has been presented to the firm for review. The draft report will be presented to OPPAGA within the next couple of weeks and once reviewed by the agency, the Districts will have an opportunity to review before the report is finalized. Commissioner Abbott asked for a District email address and there was discussion on this. District staff will explore this option and report back to the Board.
- C. Community Engagement Director, Johnson provided an update on outreach and education activities
- D. Safety Reports: Executive Director Rogers informed the Board of safety issues within the last month and training that has occurred since the last meeting.
- E. Arbovirus Report: Executive Director Rogers provided an update on the arboviral activity throughout the state and within Pasco County.

Good of the Order:

- A. Commissioner Abbott presented information on the AMCA's Washington Days that he recently attended. Commissioner Evans then asked Jamie Black, Finance Manager, to join the meeting. He commended Ms. Black for diligently reviewing invoices and catching fees from vendors that were not appropriate so that the District is not overpaying vendors for services.

Meeting Adjourned:

Commissioner Evans made a motion to adjourn the meeting at 11:57 a.m.; all approved. Meeting Adjourned.

Date: 9/15/2023 Attested: 