

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

December 15, 2017

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on December 15, 2017.

Present Were: Phillip Goodman, Chairman; Jill Cranney-Gage, Vice Chairman; Brandon Pinder, Secretary/Treasurer; Tom McDonald, Commissioner; Stan Zuba, Commissioner; Andrea Leal, Executive Director; Dale Coburn, Board Attorney.

Employees Present Were: Bruce Holden, Finance Director; Beth Ranson, PEIO; Chrissy Bloxom, Executive Assistant; Michael Behrend, Insurance and Human Resource Coordinator; Rochele Miller, Financial Analyst/Purchasing Agent, Josh Clemente, IT .

Invited Guests Present: Bill Sprague

Community Input: NONE

Approval of Agenda: Chairman Goodman stated that he would like to amend the agenda to include the Audit Engagement Letter as item 6a. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously to approve the amended agenda. A motion was made by Commissioner Cranney-Gage, seconded by Commissioner McDonald and passed unanimously to approve the Consent Agenda.*

Item for Board Review and Action:

6a.) Audit Engagement Letter – *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously to approve the Engagement Letter.*

6b.) Monthly Building Update – Director Leal advised the Board that the water hook-up has been completed. After some discussion, Commissioner Cranney-Gage stated that she would assist in the discussions with the FKAA to cover some of the associated costs. Director Leal advised the Board that she will be presenting quotes for a new generator at next month's meeting. The current generator will not support the new building. *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously to approve the building update.*

Attorney's Report: Dale Coburn explained the Term Limit documents have been submitted to Representative Holly Raschein's office and he would keep the Board updated on the status. Mr. Coburn advised the Board that the Trex Properties settlement offer was accepted by the carrier and settled.

Director's Report: Director Leal addressed the Board regarding the Zika Virus, FKMCD Operations, Travel/Training by FKMCD staff members and gave an update on the FEMA reimbursements. Commissioner Cranney-Gage offered suggestions for reimbursements. Director Leal updated the Board on the Water Quality meeting she attended on December 6, 2017 during this time.

Items for Board Discussion: None

Items for Board Review and Action:

10a.) **Audit Committee Charter** – A motion was made by Commissioner Cranney-Gage, seconded by Commissioner McDonald and passed unanimously to approve the Audit Committee Charter as presented.

10b.) **Addendum to Bill Sprague Contract** – A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously to approve the contract as it is written.

10c.) **RFP 2017-06 Surplus Equipment** – A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously to accept the bids and dispose of other items at the Director's discretion.

10d.) **Purchase of Three (3) 2018 Nissan Frontier King Cab Trucks** – A motion was made by Commissioner Zuba, seconded by Commissioner Pinder and passed unanimously to approve the purchase.

10e.) **Purchase of Two (2) 2018 Nissan Pathfinder 2WD 4Dr S Sport Utility Vehicles** – A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously to approve the purchase.

Good of the Order:

- Director Leal began a discussion about the Commissioner's interest in scheduling workshops for the 2018 year. After some discussion, it was decided to schedule an OPEB meeting, Audit Committee meeting and Regular meeting for the month of January.
- Director Leal mentioned that as Commissioners have ideas on particular workshops of interest, they should email the idea and a workshop calendar can be developed for the rest of 2018.
- In order to set the 2018 calendar, Chairman Goodman asked the Board to bring their calendars to the January meeting.
- Commissioner Zuba mentioned that as he is finishing up his 1st year on the FKMCD Board he has enjoyed what he was doing and respects the organization very much. Commissioner Pinder agreed with him.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,



*Andrea Leal
Executive Director*

*Board of Commissioners
Florida Keys Mosquito Control District*



Phillip L. Goodman, Chairman



Brandon Pinder, Secretary-Treasurer

For more specific information or detail of meeting, please refer to the digital recording of the meeting at www.keysmosquito.org.