

REGULAR MEETING MINUTES

FLORIDA KEYS MOSQUITO CONTROL DISTRICT KEY WEST OFFICE 5224 COLLEGE ROAD, KEY WEST, FL

MAY 23, 2017

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on May 23, 2017.

PRESENT WERE: Phil Goodman, Chairman; Jill Cranney-Gage, Vice-Chair; Brandon Pinder, Secretary/Treasurer; Stan Zuba, Commissioner; Tom McDonald, Commissioner; Andrea Leal, Executive Director; and Dirk Smits, Board Attorney.

EMPLOYEES PRESENT WERE: Bruce Holden, Financial Director; Michael Behrend, Human Resource Coordinator; Beth Ranson, PEIO; Tammy Hollander, Fiscal Assistant; Mikki Cross, Lower Keys Supervisor; Steve Bradshaw, Middle Keys Supervisor; Tom Loftus, Aircraft Tech; Roberto Alvarenga, Mechanic Supervisor; Corey Brindisi, Off-Shore Supervisor.

INVITED GUESTS PRESENT: Bill Sprague, Construction Manager; Jim Hill and Krystin Mennitto, Oropeza & Parks Auditors

COMMUNITY INPUT: None

APPROVAL OF AGENDA: Chairman Goodman requested that the agenda include the minutes of the April 11, 2017 Strategic Plan Workshop meeting. *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Zuba, and passed unanimously* to include the minutes and approve the Consent Agenda.

ATTORNEY'S REPORT: Dirk Smits advised the Board that he has been attending all of the construction meetings and that they have been going very well. Mr. Smits also advised the Board he has also been working on the "Term Limits" that will be discussed at today's meeting.

DIRECTOR'S REPORT: Andrea Leal, Executive Director presented the Employee of the Quarter award to Tom Loftus. Director Leal addressed the Board on the following topics: Zika Updates, Operations, Research Projects, Travel/Training, at which time Commissioner Cranney-Gage gave an update on two possible bills being passed to protect Mosquito Control Districts from litigation. Director Leal also spoke on Community Outreach and Education. Bill Sprague gave an updated report on the Big Coppitt building during this time.

ITEMS FOR BOARD DISCUSSION:

8a. "FY2015-FY2016 Audit" – Jim Hill, with Oropeza & Parks, gave an update on the audit. Director Leal made several recommendations to expedite the audit process in the future. Commissioner Cranney-Gage recommended that we start as early as FKMCD can start. Commissioner McDonald suggested that the Audit Committee work more closely with the auditors. Chairman Goodman suggested adding to the job responsibilities of the Audit Committee.

Director Leal will come up with the structure of the Audit Committee and present it to the Commissioners over the next couple of months.

8b. "Term Limits for Commissioners" – Chairman Goodman suggested Dirk Smits draft a resolution for 8 year term limits and place them as an action item at the next meeting of the Board.

ITEMS FOR BOARD REVIEW AND ACTION:

9a. "Budget Amendment State" – *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage, and passed unanimously* to move funds from the capital account to repair/maintenance. During this time Steve Bradshaw gave the Board an update on the repairs that were done and what still needs to be done at the Marathon building.

9b. "Budget Amendment Local" - A motion was made by Commissioner Cranney-Gage, seconded by Commissioner McDonald, and passed unanimously to increase the interest earnings.

9c. "FKMCD Positions and Pay Plan" - Director Leal recommended to the Board adding new positions and deleting old positions in order to have a better structure for the needs of the FKMCD. The discussion was also included during item 9d. Recommended changes included, but are not limited to, creation of Director of Operations and Director of Aerial Operations positions, as well as increasing the salary cap for fog truck drivers. A motion was made by Commissioner Pinder, seconded by Commissioner Cranney-Gage, and passed unanimously to approve the amended positions and pay plan.

9d. Organization Chart - Director Leal presented the Board with a new Organizational Chart outlining the new positions and structure of the FKMCD. After some discussion, A motion was made by Commissioner Pinder, seconded by Commissioner Cranney-Gage, and passed unanimously to approve the Organizational Chart.

9e. GMP for Modular Project - Bill Sprague gave an overview of the GMP for the modular office complex for a total guaranteed maximum price of \$279,983.00. A motion was made by Commissioner McDonald, and seconded by Commissioner Cranney-Gage and passed unanimously for approval of the GMP.

GOOD OF THE ORDER:

- Chairman Goodman asked Director Leal what upcoming workshops were scheduled. Director Leal mentioned the Budget Workshop and OPEB Workshop are scheduled for the June meeting. Bruce Holden mentioned there would be no workshops in September due to the Special Budget meeting.
- Chairman Goodman asked about the Strategic Plan. Director Leal stated that she would put the Strategic Plan as a discussion item for the June meeting.
- Chairman Goodman also requested an Administrative Procedure Workshop to be done this year after the budget. Director Leal responded that she will work with Chrissy on getting a timeline together for the workshop and possibly having it completed by October.

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



Phil 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.