

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050
November 21, 2017

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on November 21, 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: Mikki Coss, Director of Operations; Joshua Kogut, Director of Aerial Operations; Bruce Holden, Finance Director; Beth Ranson, PEIO; Chrissy Bloxom, Executive Assistant; Michael Behrend, Insurance and Human Resource Coordinator; Christine Thompson, IT Specialist.

Invited Guests Present: Bill Sprague

Community Input: NONE

Approval of Agenda: There being no changes to the agenda it was unanimously approved. *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:

a.) **Monthly Building Update** – Bill Sprague informed the Board that there was at least \$36,000.00 in insurance claims of damage from Hurricane Irma. Mr. Sprague explained the procedure, along with the cost, of \$65,000.00, to hook up to the water mainline at the Big Coppitt site; as well as the current plans for the landscaping. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously to approve the building update.*

Attorney's Report: Dale Coburn explained to the Board that the FKMCD was not responsible for repairing the damage to the roof, at the Key West office, from Hurricane Irma. Chairman Goodman gave an update on the Term Limits legislation during this time.

Director's Report: Director Leal addressed the Board regarding the Zika Virus, FKMCD Operations, and FEMA Reimbursements. Michael Behrend gave the Board an update on the FEMA claims submitted for reimbursement. Director Leal discussed the recent travel to the FMCA Annual Meeting.

Items for Board Discussion:

a.) **Lease Extension Request** – Director Leal informed the Board that she has made a request to the City of Key West for a 90-day lease extension.

b.) **Commissioner Travel** – After some discussion, the Board decided on the Commissioners that would attend the upcoming out of District meetings.

Items for Board Review and Action:

a.) **Trex Properties, LLC Settlement** – *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner McDonald and passed unanimously to accept the Trex Properties, LLC settlement of \$1,000.00, based on our attorney's recommendations and conditional approval from our insurance carrier.*

b.) **Vernis & Bowling Contract** – *A motion was made by Commissioner Pinder, seconded by Commissioner McDonald and passed unanimously to approve the contract as it is written.*

c.) **Ratification of Approved Repairs for Marathon Facility** – A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously to accept the ratification of the emergency roof repairs for the Marathon facility.

d.) **Resolution 2017-11 ‘Authorized Signature Certification’** – A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously to approve the authorized signature certification.

e.) **Separation of Employment Policy** – A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously to accept the Separation of Employment Policy presented by Michael Behrend.

Good of the Order:

- Commissioner Cranney-Gage wished everyone a Happy Thanksgiving.
- Commissioner McDonald mentioned that he would like to schedule an Audit Workshop before the FKMCD’s December Regular Meeting. After some discussion, it was decided to hold the meeting at 9:00am on December 15.

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.