

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon City Hall

9805 Overseas Hwy, Marathon, FL

October 18, 2022 1:50 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on October 18, 2022 at the Marathon City Hall.

Present Were: Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Tom McDonald, Secretary/Treasurer; Brandon Pinder, Commissioner; Andrea Leal, Executive Director; Dirk Smits, Board Attorney; Dale Coburn, Board Attorney. Jill Cranney, Commissioner was absent.

Employees Present Were: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Chad Huff, Public Education & Information Officer; Robert Lee, Director of Aircraft Maintenance; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

Invited Guests Present: None.

Community Input: None.

Approval of Consent Agenda: A motion was made by Commissioner McDonald, seconded by Commissioner Zuba and passed unanimously to approve the Consent Agenda.

Approval of Agenda: Chairman Goodman asked the Board if there were any corrections or additions to the agenda, hearing none, the agenda was unanimously approved.

Treasurer's Report: Tom McDonald, Secretary/Treasurer, advised he will be meeting with Bruce Holden, Director of Finance, in November to establish a presentation of the financial statements in a format that will be easier for the Board to review monthly. They will present this to the Board for any recommendations in a future meeting.

Attorney's Report: Dirk Smits, Board Attorney, asked the Board if anyone had questions for him, nothing was asked.

Director's Report: Andrea Leal, Executive Director, announced that Alana Loftus was awarded Employee of the Quarter. Alana is a Field Inspector in the Marathon office and has been with the District for three (3) years and always goes above and beyond in her daily job functions.

Director Leal then gave the Board an update on the Mosquito-Borne Diseases in the area, which included 29 locally acquired dengue cases in Miami-Dade, with the travel-related cases substantially increasing on a daily basis. The District is watching these numbers closely and continuing to monitor the *Aedes aegypti* population. Chairman Goodman asked how effective the Aerial & Ground Liquid Larvicide missions are to the mosquito population. Director Leal advised we are finding dead mosquitoes in the areas after spraying and the District is very happy with the treatment plan. Salt Marsh mosquito numbers were higher than historical average in the Lower and Middle Keys, but lower than historical average in the Upper Keys throughout September. We treated a total of 45,300 acres aerially and via ground in the month of September. The District is conducting a Key West Sweep from October 6th - 21st. Chad Huff, our Public Education & Information Officer continues to attend local community outreach events each month and will be presenting at Science Night on November 9th at Sugarloaf School.

The next FKMCD-Oxitec Webinar is scheduled for October 25th, 2022 at 5pm, which will cover Preventing Mosquito-Borne Disease. Director Leal updated the Board on the state-mandated upcoming audit, which will begin in January; she feels the District is well prepared for the audit. She then discussed the District-initiated performance review and advised the Board it will start the first week in November. Director Leal

then reviewed a new section of her report, After Action Items/Future Board Items, which are all workshop related.

Items for Board Discussion: None

Items for Board Review and Action:

10a.) Financial Reports – Bruce Holden, Director of Finance, discussed the monthly budget analysis and the year-on year variances for the District. Mr. Holden also reviewed the FKMCD Local FY 2021-2022 YTD Cash Basis Net Income and FKMCD Local Funds FY 2021-2022 Cash Basis Monthly Net Income and explained that September is a big spend month due to the insurance renewals, helicopter payment and chemical spend. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder, and passed unanimously*, confirming the Board received the financial information from September of 2022 and the Board requests it be submitted for audit at the appropriate time.

10b.) Vernis & Bowling Proposed Contract Addendum 2022-2023 – Dirk Smits, Board Attorney, reviewed the changes in the proposed contract addendum and their new rates effective November 17th, 2022. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba, and passed unanimously* to approve the contract for Vernis & Bowling as stated. After a roll call vote, it was unanimously approved.

10c.) Purchase of 2022 Airbus H125 Helicopter – Andrea Leal, Executive Director, reviewed the purchase agreement between FKMCD and Airbus Helicopters for the purchase of a third Airbus H125 helicopter. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder, and passed unanimously* to combine the two (2) contracts into one voting item. *A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously* to approve both documents as written. After a roll call vote, it was unanimously approved.

10d.) ITB 2022-04 Surplus Equipment – Bruce Holden, Director of Finance, advised the board that we currently have four (4) items for surplus equipment; Britten-Norman Islander 2T Twin Engine Turbine Airplane, Helicopter Landing Dolly, EPS Expression 1640XL Graphics Arts Scanner and DJI S1000 + DJI A3 DJI Lightbridge 2. He is requesting to dispose of the items at the Director's discretion as they did not receive any bids. *A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously* to approve Director Leal disposing of these items at her discretion. After a roll call vote, it was unanimously approved. Director Leal will keep the board updated about the progress of the sale of the airplane.

10e.) Audit Committee Charter – Andrea Leal, Executive Director, presented the Audit Committee Charter with the changes brought forward during the last Board meeting. *A motion was made by Commissioner Pinder, seconded by Commissioner McDonald, and passed unanimously* to approve the Audit Committee Charter as written. After a roll call vote, it was unanimously approved.

10f.) Budget Amendment #1 - Bruce Holden, Director of Finance, explained this is from the state account and is to establish the beginning budget balance for the new fiscal year and put in the actual ending balance from the prior year. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba, and passed unanimously* to approve Budget Amendment #1 as written. After a roll call vote, it was unanimously approved.

10g.) Budget Amendment #2 - Bruce Holden, Director of Finance, explained this is from the local account and is to establish the beginning budget balance for the new fiscal year and put in the actual ending balance from the prior year. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba, and passed unanimously* to approve Budget Amendment #2 as written. After a roll call vote, it was unanimously approved.

Good of the Order:

- Chairman Goodman advised the Board we will have the Audit Committee Meeting, Administrative Policy Workshop and Regular Meeting on November 9th at 1:00pm.

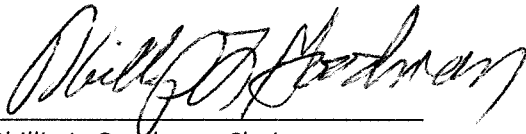
There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

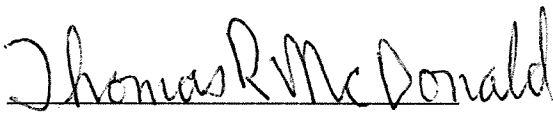


Andrea Leal
Executive Director

Board of Commissioners
Florida Keys Mosquito Control District



Phillip L. Goodman, Chairman



Thomas McDonald, Secretary-Treasurer

For additional information, please refer to www.keysmosquito.org.