

Regular Meeting Minutes

Florida Keys Mosquito Control District
Marathon Office
503 107th Street Marathon, FL 33050

December 16, 2022 10:20 am

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on December 16, 2022 at the FKMCD Marathon office.

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

Employees Present Were: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; 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 Commissioner Pinder to participate in the Regular Meeting via telephone. Chairman Goodman asked the Board if there were any corrections or additions to the agenda, hearing none, the agenda was unanimously approved.

Approval of Agenda: Commissioner Cranney requested to amend the agenda by adding item 10g; Holiday Leave. A motion was made by Commissioner Zuba, seconded by Commissioner Cranney, and passed unanimously to amend the agenda as described. The meeting agenda was unanimously approved by the Board. A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to approve the amended agenda. The amended agenda was unanimously approved by the Board.

Treasurer's Report: Tom McDonald, Secretary/Treasurer, advised he will meet Bruce Holden, Director of Finance, in January of 2023 to discuss presenting the financial statements in a format that will be displayed departmentally.

Attorney's Report: Dale Coburn, Board Attorney, discussed going towards written resolutions in place of oral motions for the Board moving forward; he also stated his office would provide a template to FKMCD staff before the end of the year. Dirk Smits, Board Attorney announced that Dale Coburn is leaving Vernis & Bowling at the end of 2022 and everyone thanked Dale for his service.

Director's Report: Andrea Leal, Executive Director, gave the Board an update on the Mosquito-Borne Diseases in the area, with the Dengue travel-related cases at a record number of 750 in South Florida. The District is watching these numbers closely and continuing to monitor the *Aedes aegypti* population. Miami-Dade, Broward, and Volusia counties are under a mosquito-borne illness alert due to the Dengue virus. Director Leal then summarized the information in the operations report. The FMCA Annual Meeting was a great success and the District gave five (5) talks throughout the conference and Chairman Goodman had a good turnout in the Commissioners section. Director Leal met with the FMCA Legislative and Regulatory Committee in November and gave the Board an update on the outcome of the meeting. She then touched on her meeting with Anastasia Mosquito Control District SIT Discussion and updated the Board on different SIT techniques we use and are looking at using in the future.

Director Leal had Bruce Holden, Director of Finance give the Board an update on our investments into FLCLASS and the interest earned in the last month.

Items for Board Discussion:

9a.) Performance Audit Review – Andrea Leal, Executive Director, provided an update to the Board that Mark Latham will have his report completed by the end of the year and he will be attending the Performance Review Workshop during the January Board meeting. Director Leal advised she has not heard any further details on the State Mandated Audit but hopes to hear something in January. Chairman Goodman and Chad Huff, our PEIO (Public Education & Information Officer) are on a special committee with the FMCA working to assist the special districts with this process.

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 and advised we are moving in the right direction and maintaining cost. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney, and passed unanimously*, confirming the Board received the financial information from November of 2022 and the Board requests it be submitted for audit at the appropriate time.

10b.) Adjust May/November 2023 Meeting Dates – Andrea Leal, Executive Director, discussed the 2023 meeting dates and the Board adjusted meeting dates to May 23rd and November 7th for the 2023 year.

10c.) Surplus Property – Bruce Holden, Finance Director, asked the Board for approval for destruction and/or disposal of the Surplus Property of furniture that was damaged in the fire event. *A motion was made by Commissioner Cranney, seconded by Commissioner McDonald and passed unanimously* to approve the surplus property disposition of six (6) Executive Desks. After a roll call vote, it was unanimously approved.

10d.) Surplus Property – Bruce Holden, Finance Director, asked the Board for approval for destruction and/or disposal of the Surplus Property once it is determined that no other county or district engaged in arthropod control has need for the equipment. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney and passed unanimously* to approve the surplus property disposition of items listed. After a roll call vote, it was unanimously approved.

10e.) Revision of Standby Pay for Hourly On-Call Pilots – Andrea Leal, Executive Director, asked the Board to allow On-Call Pilots to exceed the \$100.00 per day maximum with advanced written approval from the Executive Director. *A motion was made by Commissioner Cranney, seconded by Commissioner McDonald, and passed unanimously* to accept the changes to the policy for the On-call Pilots pay as stated. After a roll call vote, it was unanimously approved.

10f.) Resolution 2022-07 Repealing, Restating, and Adopting FKMCD Administrative Policies Manual - Andrea Leal, Executive Director, presented the Administrative Policies Manual as a resolution for approval. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously* to approve Resolution 2022-07 as stated. After a roll call vote, it was unanimously approved.


10g.) Holiday Leave - Commissioner Cranney requested adding Friday, December 23rd and Friday, December 30th as a paid holiday in addition to December 26th and January 2nd for the District Staff. *A motion was made by Commissioner Cranney, seconded by Commissioner McDonald and passed unanimously* to add Friday, December 23rd and Friday, January 2nd, as paid holidays for District staff in 2022.

Good of the Order:

- Chairman Goodman advised the Board we will have the Retiree Healthcare Trust Meeting, Audit Committee Meeting, Performance Review Workshop and Regular Meeting on January 17th at 1:00pm.

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

Respectfully submitted,

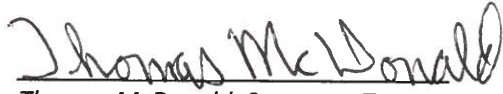


Andrea Leal
Executive Director

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.