

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

September 20, 2022 3:30 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on September 20, 2022 at the FKMCD Marathon office.

Present Were: Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Tom McDonald, Secretary/Treasurer; Andrea Leal, Executive Director; Dale Coburn, Board Attorney. Brandon Pinder, Commissioner; arrived at 3:47pm. Jill Cranney, Commissioner was present via telephone starting at 3:58pm.

Employees Present Were: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Josh Kogut, Director of Aerial Operations; Chad Huff, Public Education & Information Officer; Robert Lee, Director of Aircraft Maintenance; Michael Behrend, Director of Human Resources; 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 Zuba, seconded by Commissioner McDonald 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. A motion was made by Chairman Goodman, seconded by Commissioner McDonald and passed unanimously to approve Commissioner Cranney to participate in the Regular Meeting via telephone.

Treasurer's Report: Tom McDonald, Secretary/Treasurer, advised he will be meeting with Bruce Holden, Director of Finance, after October 15th to establish a presentation of the financial statements in a format that will be easier for the Board to review monthly.

Attorney's Report: Dale Coburn, Board Attorney, reminded the Board that he sent a copy of the settlement agreement and release in regards to the Cyber Attack Insurance Claim. He asked the Board for approval to have Chairman Goodman sign the settlement agreement and release, and the Board unanimously agreed.

Director's Report: Andrea Leal, Executive Director, gave the Board an update on the Mosquito-Borne Diseases in the area, which included 18 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. Miami-Dade is seeing a large amount of travel-related cases coming in from Cuba, and with all four (4) strains present; this is especially concerning and signifies a large outbreak in Cuba. *Aedes aegypti* numbers did not exceed our adulticide action thresholds throughout the Keys in August and are averaging five (5) or less in the Key West area. One hundred and ninety nine (199) service requests were received in August, which was significantly lower than the historical average for August, the majority of which were requesting a fog truck or inspection.

Director Leal announced that Josh Kogut, our Director of Aerial Operations, will be leaving the District and thanked him for his five (5) years of service and everything he did for the District. She also recognized Kurt

Joseph, our Aircraft Support Technician, who was with the District for twelve (12) years and retired earlier in September.

The next FKMCD-Oxitec Webinar is scheduled for September 27, 2022 at 5pm, which will cover Preventing Mosquito-Borne Disease. Commissioner McDonald stated he has been getting comments from the general public regarding the GMO Mosquito project and that they thought all of the mosquitoes were going to be killed and he feels the public may be confused about the project. Director Leal advised that we are continuing to educate them and multiple resources are available to the public to learn more. Chad Huff, our Public Education & Information Officer continues to attend local community outreach events each month. Chairman Goodman asked if this could be discussed in the weekly radio show; Director Leal agreed to discuss the Oxitec Project during the show each week.

Director Leal reviewed a new section of her report, which is for After Action Items/Future Board Items; this area is to ensure certain items are followed up in the future. Commissioner McDonald would also like her to add an expected response date to each item. The Board then discussed the upcoming state-required Operations Performance Audit and that they have found someone that can conduct an Internal Systems Review in a timely manner for a reasonable price. The District needs to review the purchasing policy and get a cost for the Internal Systems Review and the availability of the auditor and bring that information back to the Board at the October meeting.

Items for Board Discussion:

10a.) Audit Committee Charter – Director Leal advised the Board that the Audit Committee Charter will be brought back to the Board every September and reviewed to see if any updates/changes need to be made to the charter. The Board then thoroughly reviewed the current document and suggested the changes they would like made. The changes will be made and brought back to the next meeting to be voted on.

10b.) Board Room Layout - Director Leal informed the Board that most other private agencies in the Keys have gone back to their original Board Room layouts and asked if they would be okay with all five (5) commissioners sitting at the Dias together without the Plexiglas. The Board all agreed to go back to normal seating in the Board Room.

Items for Board Review and Action:

11a.) Financial Reports – Bruce Holden, Director of Finance, advised August was a good month financially due to the low amounts of rain in the area and only \$30,000.00 over last year's spend. He feels overall the District is doing a great job with spending and in the month of August we were below the 7 year average spend. Mr. Holden briefly reviewed the District Finances and Cash Disbursements. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder, and passed unanimously*, confirming the Board received the financial information from August of 2022 and the Board requests it be submitted for audit at the appropriate time.

11b.) Investment Policy – Andrea Leal, Executive Director, reviewed the changes made to the Investment Policy during the August Board Meeting and advised the Investment Advisory Committee will have to meet in the Sunshine and it was decided they will meet on a quarterly basis. The reporting will be included in the monthly financial reports. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba, and passed unanimously* to accept the Investment Policy as stated. After a roll call vote, it was unanimously approved.

11c.) Aviation Insurance Proposals – Michael Behrend, Director of Human Resources, reviewed the two (2) quotes he received for our aviation insurance from Star and Ace Insurance companies. After discussion it was decided to continue with our current carrier, Star. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder, and passed unanimously* to renew the aviation insurance agreement with Star. After a roll call vote, it was unanimously approved.

11d.) Position & Pay Structure – Michael Behrend, Director of Human Resources, advised the board that we currently have three (3) Part Time Trap Surveillance Technician positions open at the district and have had a very hard time filling these positions due to the part time status and no benefits. The District is requesting that we turn the part time positions into one (1) full time position. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney, and passed unanimously* to

approve the position and pay structure as presented. After a roll call vote, it was unanimously approved.

11e.) Organizational Chart – Michael Behrend, Director of Human Resources, presented the current Organizational Chart for the District, which includes the new addition of the Full Time Trap Surveillance Technician. A motion was made by Commissioner Pinder, seconded by Commissioner McDonald, and passed unanimously to approve the Organizational Chart as presented. After a roll call vote, it was unanimously approved.

11f.) ITN 2022-03 Dental Benefits - Bruce Holden, Director of Finance, advised the bid committee recommends selecting AFLAC as the provider for dental services, commencing on January 1, 2023. The annual cost associated with this option was the lowest of the eight bidders. Rates are locked in for two years, and AFLAC has favorable references, a competitive network, and optional value ads for employees. The cost of this plan will be approximately \$68,490.72 annually. A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously to accept the new dental benefits plan from Aflac as presented. After a roll call vote, it was unanimously approved.

Good of the Order:

- Chairman Goodman advised the Board we will have the Retiree Healthcare Meeting and Regular Meeting on October 18th at 1:00pm. They may also add a workshop if needed.

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

Respectfully submitted,

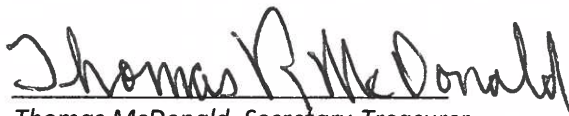


Andrea Leal
Executive Director

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.