

## Regular Meeting Minutes

Florida Keys Mosquito Control District  
Marathon Office  
503 107<sup>th</sup> Street Marathon, FL 33050

April 25, 2023 3:20 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on April 25, 2023 at the FKMCD Marathon office.

**Present Were:** Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Tom McDonald, Secretary/Treasurer; Brandon Pinder, Commissioner; Jill Cranney, Commissioner; Andrea Leal, Executive Director; Roget Bryan, Board Attorney.

**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; 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 Cranney, seconded by Commissioner McDonald and passed unanimously to approve the consent agenda.

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

**Treasurer's Report:** Tom McDonald, Secretary/Treasurer, advised he had a brief conversation with Director Leal on the budgetary processes, and Tom McDonald said his goal for the workshop next month is to familiarize the Board with the process. He will go over a few additional requirements placed on the board during the budgeting process as well.

**Attorney's Report:** In place of Dirk Smits, Roget Bryan, Board Attorney, presented himself. He informed the Board that Dirk will give an update on House Bill 37, which deals with the Board's financial transparency obligations and if it will apply to special districts, at their next meeting.

**Director's Report:** Beginning with her monthly report on district operations, Executive Director Andrea Leal began. She informed the board that two locally acquired dengue cases had already been reported in Miami-Dade, which is quite troubling at this stage of the season. She informed the board that fortunately, *Aedes aegypti* levels in the Keys have so far stayed rather low. Unfortunately, such is not the case with salt marsh mosquitoes. Due to intense tidal action, strong westerly winds, and rain, Andrea informed the Board that these numbers were relatively high throughout the Keys. The number of service requests was also rather high and had been steady for a few days, she added. We have responded by sending numerous fog vehicles and aerial missions to these severely affected areas.

With numerous community outreach and educational programs taking place all throughout the Keys in April, we have been extremely busy. Chairman Goodman discussed his April 8th Op-Ed, which was titled "100 Years of Mosquito Control." He remarked on how simple it was to submit and how three papers had published it. The Board was then informed by Andrea that FKMCD had recently acquired our third H125 helicopter from Airbus. The new helicopter, according to her, was picked up at the factory and flown to an aftermarket outfitting business in Spring, Texas, where it will stay for a time while being outfitted with the specialized spray equipment required to complete its duty in the Keys.

The District participated in a number of training sessions in April, including Lee County Aerial Courses, FMCA Tallahassee Days, and Airbus Training. Andrea informed the Board in her closing remarks that merit raises for district staff had begun as of April 1. Director of Finance Bruce Holden provided a brief report on the FL Class account, which now yields 4.9786% and has a balance of \$8.8 million.

**Items for Board Discussion:**

**9a.) Performance Review, The Balmoral Group** - The district has been busy gathering additional data requested by Balmoral, according to Executive Director Andrea Leal, who told the Board that the draft report on district operations was anticipated to be finished later this summer.

**9b.) Legislative Update** - This matter was deferred until the following meeting.

**9c.) Key Largo Community Church - Lease** - Andrea Leal, Executive Director, explained that the question of the Key Largo Community Church lease came up during the audit process. She provided a copy of the lease to the Board members, which is currently set to expire in 2033. A District employee will be designated as the church's point of contact, and they will make yearly site visits to the church to ensure the structure is being maintained. According to the lease, they are obligated to carry insurance and pay for all building repairs.

**Items for Board Review and Action:**

**10a.) Financial Reports** – The Director of Finance, Bruce Holden, delivered an update on the monthly budget analysis and reviewed the state and local accounts. *A motion was made by Commissioner Cranney, seconded by Commissioner McDonald, and passed unanimously, confirming the Board received the financial information from March of 2023 and the Board requests it be submitted for audit at the appropriate time.*

**10b.) Resolution 2023-08: RFP 2023-02 Safran Adendum** - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA, APPROVING FIRST AMENDMENT NO. 20.002.SBH.A01 TO THE SUPPORT BY THE HOUR AGREEMENT NO. 20.002.SBH BETWEEN THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT AND SAFRAN HELICOPTER ENGINES USA, INC. DATED AUGUST 20, 2020; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE FIRST AMENDMENT NO. 20.002.SBH.A01 AND TO EXPEND DISTRICT FUNDS IN ACCORDANCE WITH FIRST AMENDMENT NO. 20.002.SBH.A01; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to adopt Resolution 2023-08 as written.*

**10c.) Resolution 2023-09: Airbus HCare Adendum** - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA, APPROVING AMENDMENT NO. 1 TO CONTRACT NO. CA0014 BETWEEN THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT AND AIRBUS HELICOPTERS, INC. DATED FEBRUARY 19, 2020; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 1 AND TO EXPEND DISTRICT FUNDS IN ACCORDANCE WITH AMENDMENT NO. 1; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Pinder, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2023-09 as written.*

**10d.) Resolution 2023-10: Budget Amendment #5** - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA AMENDING THE DISTRICT'S BUDGET FOR FISCAL YEAR 2022-2023; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2023-10 as written.*

**10e.) Resolution 2023-11: District 3-Year Strategic Plan: 2023-2026** - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA, ADOPTING THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT 2023-2026 STRATEGIC PLAN; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously to adopt Resolution 2023-11 as written.*

**10f.) Resolution 2023-12: Surplus Equipment** - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA, DECLARING CERTAIN EQUIPMENT OWNED BY THE DISTRICT TO BE EITHER SURPLUS TO ITS NEEDS AND SOLD AT A PUBLIC NOTICED SALE OR DETERMINED TO BE OBSOLETE AND DISPOSED OF; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner McDonald, seconded by Commissioner Zuba, and passed 4-1 to adopt Resolution 2023-12 as written. Commissioner McDonald voted no.

**10g.) Executive Director Performance Evaluation** - The Commissioners thanked her for the outstanding job that she is doing for the District. A motion was made by Chairman Goodman, seconded by Commissioner Cranney and passed unanimously to give a Vote of High Confidence going forward to Director Leal. A motion was made by Commissioner Cranney, seconded by Commissioner McDonald and passed unanimously to give a 3.5% Salary Increase to Director Leal.

**Good of the Order:**

- Chairman Goodman discussed the next meeting of the Board to be held on May 23, 2023 at 1pm, and advised the Board there would be an Audit Committee Meeting, Regular Meeting and Budget Process Workshop.

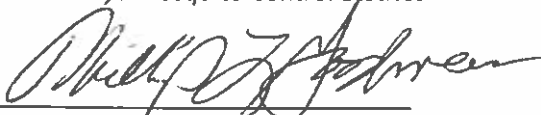
There being no further business to come before the Board the meeting was adjourned.

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](http://www.keysmosquito.org).