

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office

503 107th Street

Marathon, FL 33050

April 16, 2019 1:00 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on April 16, 2019 at the FKMCD Marathon office.

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

Employees Present Were: Mikki Coss, Director of Operations; Joshua Kogut, Director of Aerial Operations; Bruce Holden, Finance Director; Chrissy Bloxom, Executive Assistant; Beth Ranson, PEIO; Tony Nunez, Network IT Specialist; Michael Behrend, HR Coordinator/Insurance.

Invited Guests Present: None

Community Input: None

Approval of Agenda: Hearing no objections to the agenda, the agenda was approved. *A motion was made by Commissioner Pinder, seconded by Commissioner McDonald and passed unanimously* to approve the Consent Agenda.

Attorney's Report: Dale Coburn, Board Attorney, advised the Board that a hearing has been set for May 13, 2019 concerning the bond validation.

Director's Report: Executive Director Andrea Leal addressed the Board on the FKMCD Operations, Workshops, Training, Human Resources and the visitors from Lee County Mosquito Control. Director Leal presented the Employee of the Quarter award to Heidi Murray, Research Biologist. Chairman Goodman inquired about the public participation, during the community events where mosquito control had a booth set up. Beth Ranson, PIEO, stated that all of the events were well attended and she had record numbers of individuals stopping at the mosquito control booth.

Items for Board Discussion: None

Items for Board Review and Action:

10a.) RFP 2019-02 Jet-A-Fuel – Bruce Holden, Finance Director, held a bid opening for Jet-A-Fuel. Mr. Holden stated that he received only one proposal from the Marathon Jet Center. After some discussion, *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously* to approve RFP 2019-02.

10b.) RFP 2019-03 Unleaded Gasoline – Bruce Holden, Finance Director, held a bid opening for Unleaded Gasoline. Mr. Holden stated that he received only one bid from Dion's. After some discussion, *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously* to approve RFP 2019-03.

10c.) Executive Director Evaluation – Chairman Goodman explained that this was a good opportunity to give feedback to Director Leal on her performance as the Director. Michael Behrend, HR Coordinator/Insurance, addressed the Board and went through the scores Director Leal received in the 12 performance categories. *A motion was made by Commissioner Zuba to increase Director Leal's salary by 5.8%, it failed to receive a second. A motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously* to increase Director Leal's pay by 5%.

10d.) Ratification of Emergency Purchase of Main Rotor Hub Assembly for N175MS – Director Leal expressed to the Board the importance of the timing and necessity of N175MS to be operable for season. In order for this helicopter to be ready for season, a rotor hub needed to be purchased. *A motion was made by*

Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously to ratify the emergency purchase of the main rotor hub assembly for N175MS in the amount of \$22,450.00.

10e.) Ratification of Emergency Purchase of Main Rotor Transmission Gearbox for N90097 –
Director Leal explained the additional work that needed to be done on N90097 in order for it to be operational. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously to ratify the emergency purchase of the main rotor transmission gearbox for N90097 in the amount of \$42,000.00.*

Good of the Order:

- Commissioner Zuba stated that his motion for the increase in Director Leal’s salary was well thought out, in light of her more than 15 years of dedication to the organization.
- Chairman Goodman stated that our next meeting is on May 21, 2019. Director Leal suggested having a communications workshop. After some discussion, it was decided to schedule an Audit Committee, a Post Storm Communication Workshop and the Regular Meeting for May. The Audit Meeting will begin at 1pm. The Regular Meeting and the Post Storm Communication Workshop will immediately follow

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