

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

December 13, 2019 10:00 am

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on December 13, 2019 at the FKMCD Marathon office.

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

Employees Present Were: Mikki Coss, Director of Operations; Robert Lee, Director of Aerial Maintenance; Bruce Holden, Finance Director; Beth Ranson, PEIO, Chad Huff, PEIO; Chrissy Bloxom, Executive Assistant; Josh Clemente, Network Coordinator.

Invited Guests Present: None

Community Input: None

Approval of Agenda: Chairman Goodman requested to strike item #9c RFP 2019-09 32 Foot Scissor Lift and include Holiday Hours as item 9c for Board Review and Action. *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously* to amend the agenda. *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously* to approve the agenda as amended. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney-Gage and passed unanimously* to approve the Consent Agenda.

Attorney's Report: Dirk Smits, Board Attorney, gave an update on the bill that was presented to Representative Holly Raschein's office. Mr. Smits is continuing dialog with the City of Key West, however, he is not prepared to give a report.

Director's Report: Director Leal reported on the mosquito-borne diseases in the State of Florida, FKMCD Operations, Human Resources and the completion of the hangar floor. Director Leal recognized and thanked the Sheriff's department for sheltering the FKMCD helicopters during that time. Director Leal discussed travel to FMCA, during which, Chairman Goodman reported on the Florida Mosquito Control Association Annual Conference.

Items for Board Discussion:

9a.) Budget Procedure – Bruce Holden, Finance Director, provided the Board with a copy of the current budget procedure timeline and discussed the timeline. Chairman Goodman requested that Mr. Holden stipulate the procedures that are Board decisions. Commissioner Cranney-Gage requested to include the audit procedures. He agreed and will present both procedures back to the Board in a few months.

Items for Board Review and Action:

9a.) January Meeting Date – Executive Director Leal explained, that due to scheduling conflicts in January, the January meeting date would need to be shifted. After some discussion, the Board moved the date to January 28, 2020. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously* to change the date.

9b.) RFP 2019-08 Dual Fuel System Fork Lift – Bruce Holden, Finance Director, stated that the Bid Opening Committee received five bids. The Committee recommends to move forward with All-Around Access to purchase the dual fuel system forklift in the amount of \$31,985.00. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously* to move forward with the committee's recommendation.

9c.) *RFP 2019-10 Avionics Installation for ADS-B Compliance* - Bruce Holden, Finance Director, stated that the committee only received one bid. The Bid Opening Committee recommends Arrow Aviation for the Avionics Installation for ADS- Compliance for N175MS. A motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously to approve the committee's recommendation.

9d.) *Holiday Schedule (Cranney-Gage)* -A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously for District offices to be closed on Christmas Eve and a half day off on New Year's Eve.

Good of the Order:

- Commissioner Cranney-Gage recognized the hard work and dedication of the staff members and the work the Board has done.
- Chairman Goodman inquired about the new cameras. Director Leal gave a brief description on how they will function and stated that they will be installed for the January meeting.
- Chairman Goodman discussed that the FKMCD officer elections will be held next month.
- Director Leal wished Beth Ranson, PEIO, well in her future endeavors; this is Beth's last meeting.
- Chairman Goodman inquired about the change in language for the public hearing. Director Leal responded that she will work with her group and discuss with the Board in January.
- Chairman Goodman wished Beth Ranson good luck and thanked her for her hard work and dedication over the years to the District.

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