

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

January 28, 2020 12:00 pm (approximate)

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on January 28, 2020 at the FKMCD Marathon office.

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

Employees Present Were: Mikki Coss, Director of Operations; Joshua Kogut, Director of Aerial Operations; Bruce Holden, Finance Director; Chrissy Bloxom, Executive Assistant; Robert Lee, Director of Aerial Maintenance; Rochele Miller, Purchasing Agent; Josh Clemente, Network Coordinator; Tony Nunez, IT Specialist.

Invited Guests Present: None

Community Input: None

Approval of Agenda: A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Zuba and passed unanimously to approve the agenda. A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously to accept the consent agenda.

Attorney's Report: Gaelan Jones, Board Attorney, addressed the Board with an update on the bill to amend the enabling legislation. Mr. Jones stated that it is progressing through the session.

Director's Report: Executive Director Leal presented Field Inspector, Ronald Matie, with the Employee of the Quarter award. Director Leal addressed the Board on FKMCD Operations, and Community Outreach programs. She talked about the recent travel to the Aerial Short Courses where FKMCD staff members gave a presentation of the auto loader. Director Leal discussed travel to Tallahassee. She updated the Board on HB 855 and SB 1466.

2020 Election of FKMCD Board Officers: Commissioner McDonald nominated Chairman Goodman as Board Chair, Commissioner Zuba seconded the nomination, with no other nominations; Chairman Goodman moved that nominations be closed. After a roll call vote, it was unanimously approved.

Commissioner McDonald nominated Commissioner Zuba as Vice-Chair, Commissioner Cranney-Gage seconded the nomination, with no other nominations; Chairman Goodman moved that nominations be closed. After a roll call vote, it was unanimously approved.

Commissioner McDonald nominated Commissioner Pinder as Secretary/Treasurer, Commissioner Cranney-Gage seconded the nomination, with no other nominations; Chairman Goodman moved that nominations be closed. After a roll call vote, it was unanimously approved.

Items for Board Discussion:

Items for Board Review and Action:

10a.) Purchasing Policy Revision – Bruce Holden, Finance Director, asked Rochele Miller, Purchasing Agent, to update the Board on the proposed changes to the Purchasing Policy. Additional definitions of the purchasing tiers was requested to be added by Chairman Goodman. A motion was made by Commissioner Cranney-Gage and seconded by Commissioner Pinder and passed unanimously to approve the proposed changes with the requested additions.

10b.) RFP 2019-09 32 Foot Scissor Lift – Bruce Holden, Finance Director, stated that the Bid Opening Committee received 4 bids. The committee recommended purchasing the lift from All Around Access. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously* to purchase the 32 Foot Scissor Lift in the amount of \$23,497.00.

10c.) RFP 2019-11 Surplus Equipment – Bruce Holden, Finance Director, stated that the Bid Opening Committee only received 2 bids for the available assets. The committee recommended selling both of the assets to the only bidder and disposing of the remainder at the Director’s discretion. *A motion was made by Commissioner Pinder, seconded by Commissioner Cranney-Gage and passed unanimously* to sell the Surplus Equipment and to dispose of the remainder at the Director’s discretion.

10d.) Surplus Equipment – Bruce Holden, Finance Director, requested permission to dispose of four additional assets owned by the District. *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Zuba and passed unanimously* to allow Mr. Holden to dispose of the assets.

10e.) 2020 Meeting Schedule – Executive Director Andrea Leal discussed the third Tuesday dates of each month and the 2020 calendar was confirmed.

Good of the Order:

- Chairman Goodman discussed having a workshop for February, however, Director Leal requested to hold off on a workshop until March. Director Leal asked the Board if they have a request for a workshop please let her know and she will schedule it.
- Commissioner Pinder requested an update on the delivery of the new helicopters. Joshua Kogut, Director of Aerial Operations, responded that the first one is scheduled for delivery on February 18, 2020 and March 10, 2020 is the tentative date for delivery for the second helicopter. Director Leal mentioned that an open house will be scheduled when both helicopters have been delivered.

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

For additional information, please refer to www.keysmosquito.org.