

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office

503 107th Street

Marathon, FL 33050

March 24, 2020 2:00 pm (approximate)

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on March 24, 2020 via virtual meeting 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; Bruce Holden, Finance Director; Joshua Kogut, Director of Aerial Operations; Chad Huff, PEIO; Michael Behrend, Human Resources/Insurance; Chrissy Bloxom, Executive Assistant; Tony Nunez, IT Specialist.

Invited Guests Present: None

Community Input: None

Approval of Agenda: Chairman Goodman amended the agenda to remove item 9c. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously to amend the agenda. A motion was made by Commissioner Pinder, seconded by Commissioner McDonald and passed unanimously to approve the agenda as amended. A motion was made by Commissioner Pinder, seconded by Commissioner McDonald and passed unanimously to approve the consent agenda.*

Attorney's Report: Dirk Smits, Board Attorney, addressed the Board concerning the reason FKMCD is permitted to hold a virtual meeting. Mr. Smits stated that the legislation amending the governing documents has been approved and is waiting on the Governor's signature. Mr. Smits advised the Board that he is working on rescheduling a meeting with the officials of Key West.

Director's Report: Executive Director Leal addressed the Board on the one locally-acquired case of Dengue and FKMCD Operations. She discussed FKMCD response to the COVID 19 virus and advised the Board that both new helicopters have arrived at the Marathon facility. The helicopters will be ready to larvicide and adulticide by the following week. Director Leal discussed the cancellations of the upcoming scheduled travel plans. Chairman Goodman discussed service requests received in the Lower Keys.

Items for Board Discussion:

8a.) Executive Director Annual Evaluation – Chairman Goodman offered for Director Leal to make any comments. She thanked the Board members for meeting with her and their efforts that were put into her evaluation. She expressed her appreciation for the goals and suggestions for further improvements. The Commissioners thanked her for the outstanding job that she is doing for the District.

8b.) Deferred Action Reports – Commissioner McDonald requested to receive an after action report that will list topics that require future discussion and/or action by the Board. After some discussion, Director Leal stated that after each meeting is over she will have the Executive Assistant send out any items to the Board that require further discussion and/or action. Director Leal will also attach the items to her Director's Report each month as a monthly reminder.

Items for Board Review and Action:

9a.) Appointment of Career Service Council Representative – Director Leal advised the Board that the current representative could no longer serve. Chairman Goodman recommend Charles (Chuck) Weitzel for the position. No other candidates were recommended. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously to appoint Mr. Weitzel.*

9b.) Position and Pay Structure – Director Leal recommended changing titles for two different staff positions at the District. The pay structure will remain the same. A *motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously* to change the title of the positions as requested.

9c.) RFP 2020-01 Mosquito Control Larvicides – Bruce Holden, Finance Director, stated that the Bid Opening Committee received bids for BTI Granules and WDG. The committee recommended Adapco for both formulations. A *motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously* to approve the committee recommendations.

9d.) ITB 2020-02 Surplus Equipment – Bruce Holden, Finance Director, stated that only one bid was received of the four items listed. The Committee recommends to accept the bid and to allow the Executive Director to dispose of the remaining items at her discretion. A *motion was made by Commissioner Pinder, seconded by Commissioner McDonald and passed unanimously* to accept the Committees recommendation.

9e.) Surplus Equipment – Bruce Holden, Finance Director, advised the Board that additional items were located to be declared surplus. A *motion was made by Commissioner Pinder, seconded by Commissioner McDonald and passed unanimously* to accept the items for surplus.

Good of the Order:

- Bruce Holden, Finance Director, advised the Board that his Fiscal Assistant, Andrew Roltsch, will be leaving the District. His department will be shorthanded until he finds a replacement.
- Commissioner Zuba thanked Tony, Chrissy and Andrea for setting up the virtual meeting.
- Chairman Goodman discussed the April 21st meeting could be set up in the same format as March. He stated that Director Leal will schedule a building security meeting in the coming days.
- Chairman Goodman asked about workshops. Director Leal stated that next month there will be a Retiree Healthcare Meeting held along with the Regular Meeting.

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.