

## Regular Meeting Minutes

### Florida Keys Mosquito Control District

Marathon Office  
503 107<sup>th</sup> Street  
Marathon, FL 33050

**April 27, 2021 2:30 pm (approximate)**

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on April 27, 2021 at the FKMCD Marathon office.

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

**Employees Present Were:** Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Joshua Kogut, Director of Aerial Operations; Chad Huff, PEIO; Chrissy Bloxom, Executive Assistant; Michael Behrend, Director of Human Resources; Rochele Miller, Purchasing Agent; Tony Nunez, Chief Technology Officer.

**Invited Guests Present:** None.

**Community Input:** One resident was phoned and addressed the Board in reference to the Oxitec project during community input.

**Approval of Agenda:** The agenda was unanimously approved. *A motion was made by Commissioner Pinder, seconded by Commissioner Cranney and passed unanimously to approve the Consent Agenda.*

**Attorney's Report:** Dale Coburn, Board Attorney, had no report.

**Director's Report:** Executive Director Andrea Leal updated the Board on the Mosquito-Borne Diseases in Florida and FKMCD Operations. Director Leal announced the promotion of FKMCD pilot Paul Pignataro to Chief Pilot. She discussed the all staff training event that was held in the FKMCD Marathon location. Director Leal updated the Board on the FKMCD/Oxitec project. She advised the Board that Oxitec will have an additional Public Education Webinar on April 28, 2021 at 5:00pm.

**Items for Board Discussion:** None

#### **Items for Board Review and Action:**

**9a.) Financial Reports** - Bruce Holden, Director of Finance, detailed the state and local funds. Mr. Holden provided the Board with monthly graphs, district finances and cash disbursement report. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba and passed unanimously to accept the Financial Reports for the month of March 2021.*

**9b.) Budget Amendment #3** – Bruce Holden, Director of Finance, requested to move, from the state account to local account, previously allocated funds to capital. These funds represent a reimbursement of funds that were previously spent on the building from the local account. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously to approve budget amendment #3.*

**9c.) Budget Amendment #4** – Bruce Holden, Director of Finance, explained this amendment was to show the funds transferred into the local account, insurance proceeds, a reclassification, and the first

payment to the City of Key West. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously to approve budget amendment #4.*

**9d.) FKMCD Mission Statement** – Andrea Leal, Executive Director, read into the record the proposed mission statement. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously to approve the mission statement as proposed.*

**9e.) Executive Director Contract Extension** – Michael Behrend, Director of Human Resources, presented the proposed employment contract between FKMCD and Director Leal. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney and passed unanimously to approve Director Leal’s contract extension.*

**9f.) Telephonic Community Input** – Andrea Leal, Executive Director, advised the Board, that due to Covid-19, the District would like to give residents the opportunity to speak during community input by telephone. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously to approve the telephonic community input for May.*

**Good of the Order:**

- Chairman Goodman inquired about the financial reports that were sent to Commissioner McDonald and Cranney. Commissioner Cranney has reviewed and she is satisfied with the report. Commissioner McDonald would like to change the format of the income statement at a later date.
- Director Leal recognized the employee of the quarter Haleigh Wyrstek, Lower Keys Inspector who was unable to attend.
- Director Leal discussed the May 18, 2020 meeting schedule. After some discussion, it was decided that an Audit Committee Meeting and Regular Meeting will be held.

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

*Respectfully submitted,*

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*Andrea Leal  
Executive Director*

*Board of Commissioners  
Florida Keys Mosquito Control District*

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*Phillip L. Goodman, Chairman*

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*Brandon Pinder, Secretary-Treasurer*

*For additional information, please refer to [www.keysmosquito.org](http://www.keysmosquito.org).*