

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

July 20, 2021 2:30 pm (approximate)

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on July 20, 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; Michael Behrend, Director of Human Resources; Chrissy Bloxom, Executive Assistant; Juliana Waldrop, Safety Coordinator; Tony Nunez, Chief Technology Officer; Rob Lee, Director of Aerial Maintenance; James Ozmar, A&P Mechanic.

Invited Guests Present: None.

Community Input: None.

Approval of Agenda: The agenda was *unanimously* approved by the Board. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba and passed unanimously* to approve the Consent Agenda with amended changes to the Budget Workshop minutes.

Attorney's Report: Dale Coburn, Board Attorney, updated the Board on the cyber-attack insurance reimbursement claim. Mr. Coburn advised the Board that they have also been working with staff.

Director's Report: Andrea Leal, Executive Director, reported that there were no changes in Mosquito-Borne Diseases in Florida. However, that could change with additional rainfall. Director Leal discussed FKMCD Operations. She announced the retirement of two Upper Keys FKMCD long time staff members; Emilio Posada, Upper Keys Supervisor, who has been with the District for almost 20 years and Chet Summers, Upper Keys Mechanic Technician, who has been with the District for 24 years. Director Leal recognized James Ozmar, Jr., A & P Mechanic, as the employee of the quarter for the second quarter of 2021. Director Leal presented the Board with the Preferred Safety and Risk Management Member award. She recognized Juliana Waldrop, Safety Coordinator, for all of her hard work in achieving this award for the District. Director Leal updated the Board on the FKMCD - Oxitec project.

Items for Board Discussion:

- a.) **Emergency Purchasing Procedures** – Director Leal discussed the criteria needed to qualify as an emergency purchase. She detailed the procedures that she and staff members will take when it is necessary to make an emergency purchase. Director Leal discussed previously completed emergency purchases. Commissioner McDonald discussed potentially setting standards for emergency purchases. The current emergency purchasing policy was approved by the Board on January 28, 2020. Director Leal is satisfied with the current policy.

Items for Board Review and Action:

9a.) Financial Reports - Bruce Holden, Director of Finance, discussed funds in the local and state accounts. Mr. Holden went over expenditures versus actual. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously* to accept the financial reports for the month of June 2021.

9b.) Set Maximum/Minimum Reserve Amount – Bruce Holden, Director of Finance, proposed using maximum millage rate of .4648 and 15.59% increase over rollback. *A motion was made by Commissioner Zuba, seconded by Commissioner Pinder and passed unanimously* to approve millage rate .4648 with 15.59% increase over rollback.

9c.) Sole Source Purchase Authorization: Airbus Helicopter – Andrea Leal, Executive Director, advised the Board that necessary repairs and inspections have to be completed on the Airbus H125 N720FK helicopter. Joshua Kogut, Director of Aerial Operations, discussed the helicopter’s performance. Director Leal will put together a cost/benefit analysis after a year in service. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously* to approve the Sole Source Purchase Authorization: Airbus Helicopter not to exceed \$400,000.

Good of the Order:

- Chairman Goodman discussed the meeting schedule for August. After some discussion, Director Leal will schedule a Budget Workshop and Regular Meeting for August 17, 2021.

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.