

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

March 16, 2021 1:30 pm (approximate)

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on March 16, 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; Robert Lee, Director of Aerial Maintenance; Tony Nunez, Chief Technology Officer.

Invited Guests Present: None.

Community Input: None.

Approval of Agenda: Chairman Goodman requested to table the minutes of the February regular meeting and Audit Committee Meeting for next month. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney and passed unanimously* to approve the Agenda as amended. There were no items on the Consent Agenda.

Attorney's Report: Dale Coburn, Board Attorney, detailed the proposed settlement that was reached during the mediation with the City of Key West. Mr. Coburn recommended to accept the settlement and has prepared a resolution to be signed by the FKMCD Board upon approval.

Director's Report: Executive Director Andrea Leal updated the Board on the Mosquito-Borne Diseases in Florida, FKMCD Operations, Community Outreach and Education programs. She discussed staff members that attended the virtually held AMCA Annual Conference. She advised the Board that Oxitec will have a Public Education Webinar on the Oxitec Project March 31, 2021 at 5:00pm. Meredith Fensom, Head of Global Public Affairs, Oxitec, addressed the Board during this time, and discussed agenda topics for the webinar. Director Leal discussed the House Bill for Special District Accountability. Chairman Goodman discussed the *Aedes aegypti* mosquito.

Items for Board Discussion:

8a.) Financial Planning Workshop - Chairman Goodman began the discussion on the importance of financial planning for the District. He recommended the board consider agenda items for the upcoming budget workshops. He discussed the use of reserve funds and the importance of paying back the reserve funds. Chairman Goodman recommended the Board ask as many questions as necessary to get a complete understanding of the budget.

Items for Board Review and Action:

9a.) Financial Reports - Bruce Holden, Director of Finance, addressed the local fund and state fund. Chairman Goodman inquired about the insurance compensation for the ransomware attack. Michael Behrend, Director of Human Resources, gave an update to the Board on the status of the insurance

claim. Mr. Behrend expects to get a decision this month. Mr. Holden discussed cash analysis and the worst case cash scenario report for the 2020-2021 fiscal year. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney and passed unanimously* to accept the Financial Reports.

9b.) Resolution 2020-01: Approval of Recommended Settlement Agreement in City of Key West v Florida Keys Mosquito Control District Chapter 164 Intergovernmental Dispute – Dale Coburn, Board Attorney, recapped the settlement agreement that was reached with the City of Key West. Mr. Coburn recommended the Board approve the agreement, which was for a total of \$850,000 (\$350,000 on or before 3/31/21 and \$500,000 on or before 11/30/21). Mr. Coburn advised the Board he will contact the City of Key West and work on a mutually agreeable release. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba and passed unanimously* to approve the agreement Resolution 2020-01.

9c.) ITB 2021-02 Jet A Fuel – Bruce Holden, Director of Finance, advised the Board that two bids were received during the bid opening for Jet A Fuel. The Committee recommends accepting Campbell Oil Company bid at a price of \$2.116875 per gallon. Dale Coburn, Board Attorney, explained the difference between an ITB and RFP during the bidding process; an ITB commits the District to awarding a contract based solely on price. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously* to approve ITB 2021-02 Jet A Fuel awarding the bid to Campbell Oil Company.

9d.) ITB 2021-03 Unleaded Gasoline – Bruce Holden, Director of Finance, advised the Board that two bids were received during the bid opening for Unleaded Gasoline. Mr. Holden explained that the committee recommended Dion's Duels LLC at a price of \$2.639889 per gallon (includes taxes). After seeking legal counsel, Mr. Holden was advised that the District must accept the lower bid when going to bid on an ITB. Mr. Holden and Director Leal recommend the Board move forward with Sunshine Gasoline Distributors at a price rate of \$2.024 a gallon, plus applicable taxes. *A motion was made by Commissioner Pinder, seconded by Commissioner Cranney and passed unanimously* to approve ITB 2021-03 Unleaded Gasoline awarding the bid to Sunshine Gasoline Distributors.

9e.) ITB 2021-04 Maintenance Support Trucks – Bruce Holden, Director of Finance, advised the Board that no bids were received during the bid opening for Maintenance Support Trucks. Mr. Holden stated that the committee recommends exploring the option of working with Enterprise Fleet to lease two maintenance support trucks. No motion was necessary.

9f.) Lease of Support Trucks with Enterprise Fleet – Bruce Holden, Director of Finance, and Andrea Leal, Executive Director, discussed the options of purchasing, with a yearly fee included, two support trucks from Enterprise Fleet. Director Leal will replace the two support trucks and put the older trucks out to bid. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba and passed unanimously* to approve leasing two support trucks from Enterprise Fleet.

9g.) RFP 2021-05 Mosquito Control Adulticides and Larvicides – Bruce Holden, Director of Finance, advised the Board that Adapco was the only bid received for Dibrom. The committee recommends accepting Adapco's bid for three years. Mr. Holden advised the Board that Clarke was the only bid received for Spinasad. The committee recommends accepting the Clarke bid for three products, Natular G30, Natular DT and Natular XRT for three years. Mr. Holden advised the Board that 5 bids were received for Permethrin. The committee recommends accepting the lowest cost bid from Target Specialty Solution's Permanone 30-30 for two years. *A motion was made by Commissioner Pinder, seconded by Commissioner Cranney and passed unanimously* to approve the committee's recommendations for RFP 2021-05.

9h.) District Personnel Manual – Michael Behrend, Director of Human Resources, advised the Board that their previously requested changes have been made to the personnel manual. Mr. Behrend discussed those various changes and advised the Board that the personnel manual has been placed in an electronic format. Chairman Goodman stressed the importance of policies. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously* to approve the personnel manual as presented.

9i.) District 3-year Strategic Plan: 2021-2024 – Chairman Goodman requested of the Board to vote on approving the 2021-2024 3-year Strategic Plan as submitted by Director Leal. *A motion was made*

by Commissioner Cranney, seconded by Commissioner McDonald and passed unanimously to approve the 2021-2024 Strategic Plan as presented.

9j.) Telephonic Community Input – Andrea Leal, Executive Director, advised the Board that due to Covid-19 this item is on each month agenda, for approval, to accommodate individuals that would like to participate in 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 April.

Good of the Order:

- Commissioner Cranney announced that the Department of Veterans Affairs is providing vaccine shots for veterans on Saturday, from 8-4pm at the college. No appointment necessary, however, you need your military ID. You can pre-register.
- Chairman Goodman discussed the letter received by each member of the Board, from Michael Behrend, Director of Human Resources, concerning their contractual obligation for Director Leal's evaluation and contract. He stated that they will receive a copy of the proposed contract that Director Leal and the attorneys have prepared. He recommended the Board members make an appointment with Director Leal and discuss her evaluation and to put in writing their evaluation of her and some challenges to provide her with that will be given to Michael Behrend. Commissioner McDonald recommended seeing the other Board members review of Director Leal. Dale Coburn, Board Attorney, will look into the legal ramifications of doing so and report back to the Board.

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.