

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

November 9, 2021 Approximately 2:30 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on November 9, 2021 at the FKMCD Marathon office.

Present Were: Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Tom McDonald, Commissioner; Brandon Pinder, Secretary/Treasurer; 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; Michael Behrend, Director of Human Resources; Chad Huff, PEIO; Chrissy Bloxom, Executive Assistant; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer

Invited Guests Present: None.

Community Input: None.

Approval of Agenda: Chairman Goodman requested to amend the agenda by adding item 9d; Components Overhaul for Helicopter 175MS. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously* to approve the agenda as amended. The amended agenda was unanimously approved by the Board. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba, and passed unanimously* to approve the consent agenda.

Attorney's Report: Dale Coburn, Board Attorney, updated the Board on the status of the cyber-attack insurance claim reimbursement with PGIT and stated they had a brief conversation with the carrier's representative regarding the possibility of mediation. The representative was awaiting confirmation from her superior regarding the decision. Mr. Coburn is optimistic they will get back to us soon; once the information is received, he will bring the matter to the next Board Meeting requesting direction regarding the reimbursement.

Director's Report: Andrea Leal, Executive Director, reported that there were no changes in mosquito-borne diseases in the State of Florida. She discussed FKMCD Operations including the completed Key West Sweep, Community Outreach/Education programs, Human Resources, and the FMCA Conference & the Commissioners Caucus at FKMCD on November 17, 2021. The District identified a new species of mosquito on Vaca Key, *Aedes bahamensis*, it is a container species but not a threat to the Keys.

Items for Board Discussion:

8a.) Boardroom Covid Protocols – Andrea Leal, Executive Director, discussed the current Covid Boardroom Protocols and asked the Board if they would like to remove the dividers and return to our normal setup. The Board decided to keep the current setup through the end of the year and that masks are not necessary.

8b.) Salary Exempt employee policies – Andrea Leal, Executive Director, explained she is the only salaried employee at the District and that policies need to be created before additional positions

could be changed to salary positions. Michael Behrend, Director of Human Resources, reviewed the proposed Salary Exempt policies that would be added to the FKMCD Personnel Manual and discussed the positions they would consider moving to Salary Exempt Status. Commissioner Cranney was concerned that the District was going to give the employee's the option to move to Salary Exempt or to stay Non-Exempt and felt it should be the Executive Director and Director of Human Resources decision. Chairman Goodman advised they can bring the topic back to the next Board Meeting as a discussion item and look to finalize it next year.

Items for Board Review and Action:

9a.) Financial Reports – Bruce Holden, Director of Finance, discussed year-to-year comparisons and expenditures, the biggest difference between the years was an \$85,000 purchase of chemicals this year. The District will be making a \$500,000 payment to the City of Key West this month. *A motion was by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously* to accept the financial reports for October 2021.

9b.) Resolution 2021-06 Timing of Salary Studies – Andrea Leal, Executive Director, presented this resolution during the October 2021 Board Meeting and the Board asked for an adjustment to the resolution as to how the salary study is conducted, which has been completed. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously* to approve Resolution 2021-06 Timing of Salary Studies.

9c.) Retirement Benefit Policy – Michael Behrend, Director of Human Resources, discussed the existing Retirement Benefit Policy that was approved by the Retiree Healthcare Trust Board on 10/20/2015; Mr. Behrend presented clarifications and changes to the Retirement Benefit Policy to the Board. Commissioner Cranney asked if our On Call employees are considered Part Time employees, Mr. Behrend explained that On Call employees are not eligible for FRS and not eligible for any other benefits through the district. Dale Coburn, Board Attorney asked Mr. Behrend to confirm this is a not a change but a clarification and a ratification of the practice of the District which Mr. Behrend confirmed. *A motion was by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously* to approve the Retirement Benefit Policy as presented.

9d.) Components Overhaul for Helicopter 175MS - Andrea Leal, Executive Director, reviewed the quote to complete the work on Helicopter 175MS which totals \$50,000 and she is requesting approval from the Board. *A motion was by Commissioner McDonald, seconded by Commissioner Cranney and passed unanimously* to approve the Components Overhaul for Helicopter 175MS.

Good of the Order:

- Chairman Goodman discussed the next month's meeting schedule. There will be an Audit Meeting and Regular Meeting held on December 17, 2021 starting at 10 am.
- Director Leal discussed the FKMCD Christmas Luncheon which will be held in the hangar at 12pm, which will be catered, following the board meeting.

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

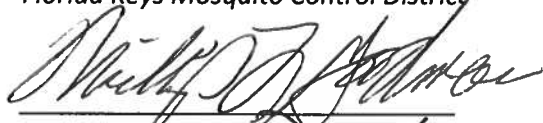
Respectfully submitted,



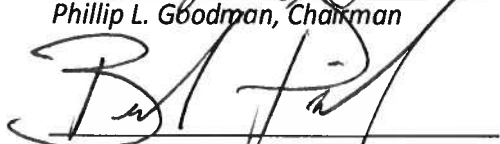
Andrea Leal

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.