

## Regular Meeting Minutes

### Florida Keys Mosquito Control District

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

**October 19, 2021 Approximately 1:30 pm**

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on October 19, 2021 at the FKMCD Marathon office.

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

**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:** The agenda was *unanimously* approved by the Board. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba and passed unanimously* to approve the consent agenda.

**Attorney's Report:** Dirk Smits, Board Attorney, advised the Board of the status of the insurance claim against Peget and that he would like to get them to mediation and if that is unsuccessful he will bring it back to the board in the near future. The board gave approval to proceed with the request to take further action regarding the insurance claim.

**Director's Report:** Andrea Leal, Executive Director, presented the Employee of the 3<sup>rd</sup> Quarter to Bruce Stevens, Field Inspector in the Upper Keys. She also reported that there were four cases of West Nile mosquito-borne disease reported in the State of Florida. She discussed FKMCD Operations, Community Outreach/Education programs, Human Resources and the FMCA Commissioners Caucus at FKMCD on November 17, 2021.

**Items for Board Discussion:**

**Items for Board Review and Action:**

**9a.) Financial Reports** – Bruce Holden, Director of Finance, discussed year-to-year comparisons, expenditures and the cost of fighting Dengue in FY 2019-2020. The District's spending was greatly reduced last year due to the staff's diligence in cutting spending within the District. He discussed that the Expenditure of Local Funds in the month of September will be considerably higher in future years due to the helicopter payments and rising insurance premiums. Andrea Leal, Executive Director, stated the addition of the two new helicopters to our fleet contributed to the increase in insurance premiums.

*A motion was by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously* to accept the financial reports for August 2021.

**9b.) Resolution 2021-01 OPEB Funding Resolution** – Chairman Goodman presented the OPEB Funding resolution, which was discussed in the Retiree Healthcare Trust Meeting and approved by the OPEB Committee. *A motion was made by Commissioner McDonald, seconded Commissioner Pinder and passed unanimously* to approve Resolution 2021-01 OPEB Funding Resolution.

**9c.) Resolution 2021-06 Timing of Salary Studies** – Andrea Leal, Executive Director, presented this resolution due to our recent salary survey and our need to conduct salary studies on a regular basis through a competitive bid process. Commissioner McDonald discussed the high cost of the competitive bid process and the extensive research and time our staff has to spend on the process to provide the data to the outside firm. Chairman Goodman recommended future boards should not be mandated to conduct this Salary Study every three years via competitive process. Director Leal suggested changing number 3 to read “The study shall be obtained via competitive process when deemed appropriate by the board of Commissioners”. Commissioner Zuba questioned Michael Behrend, Director of Human Resources, if he is comfortable doing the Salary Study, he responded that he is biased and does not mind conducting the study and suggested that in future years the administrative staff will present an audit or internal study to decide if we should utilize an external vendor. The board agreed changes will be made to the resolution and brought back to the November meeting.

**9d.) Budget Amendment 1** - Bruce Holden, Director of Finance, discussed the projected budgets for State and Local funds and that he moved funds from the state account to the local account for funds spent on the hangar flooring and new office in the hanger. The beginning number balance for each budget now reflects the actual balances per the books. He discussed both budget amendments #1 and #2. *A motion was by Commissioner Zuba, seconded by Commissioner McDonald and passed unanimously* to adopt the Budget Amendment #1 as presented.

**9e.) Budget Amendment 2** – *A motion was by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously* to adopt the Budget Amendment #2 as presented.

**9f.) Airbus Agreement** - Andrea Leal, Executive Director, discussed the new aircraft challenges that have occurred using the spray systems, which resulted in our technicians making numerous modifications and an estimated value of work to be \$69,000 including the majority of the labor. An agreement was drafted for a one time concession, with Airbus, that they will provide the tail rotor assembly (estimated \$68,000 value), which will cover the cost of the repairs. This is a one-time concession and a full and final settlement of any future claims regarding the spray systems which are no longer under warranty. Director Leal discussed a certificate from Airbus which would allow the District to bring passengers in the aircraft while the spray equipment is operating. Staff agreed with Airbus that we would not request such certificate as it is not required for us to do our spray missions. Dirk Smits, Board Attorney; approved the agreement. *A motion was by Commissioner McDonald, seconded by Commissioner Zuba and passed unanimously* to approve the Airbus Agreement as written.

***Good of the Order:***

- Chairman Goodman discussed the next month’s meeting schedule. There will be an Audit Meeting, Technology Workshop and a Regular Meeting held on November 9, 2021 starting at 1pm.
- Chairman Goodman discussed the FMCA annual meeting and the open house that will be hosted by FKMCD, on November 17, 2021.

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).*