

## Regular Meeting Minutes

Florida Keys Mosquito Control District  
Marathon Office  
503 107<sup>th</sup> Street Marathon, FL 33050

February 21, 2023 2:25 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on February 21, 2023 at the FKMCD Marathon office.

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

**Employees Present Were:** Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; Robert Lee, Director of Aircraft Maintenance; Chad Huff, Public Education & Information Officer; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

**Invited Guests Present:** None

**Community Input:** None

**Approval of Consent Agenda:** A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously to approve Chairman Cranney to participate in the Regular Meeting via telephone. A motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously to approve the consent agenda.

**Approval of Agenda:** Commissioner Goodman asked the Board if there were any corrections or additions to the agenda, having none, the agenda was unanimously approved.

**Treasurer's Report:** Tom McDonald, Secretary/Treasurer, advised he is going to look into the Government Financial Officers Association which offers courses that he thinks would be beneficial to himself and Bruce Holden, the Director of Finance. Chairman Goodman asked Commissioner McDonald when he would like to have his workshop, and it was decided that May would suit him best.

**Attorney's Report:** Dirk Smits, Board Attorney, explained to the Board when we should use resolutions and when we can have normal voting during the meeting. He reviewed the items on today's agenda and advised which should be a resolution and which could be voted on, it was decided he would meet with Director Leal to discuss this further.

**Director's Report:** Andrea Leal, Executive Director, gave an update on the State of Florida Mosquito-Borne Disease report, noting that Miami-Dade had one (1) locally acquired Dengue case last month; Miami-Dade is the only county with a mosquito-borne illness alert. She said it was concerning that all four serotypes were showing up, but fortunately, no deaths have occurred in the state. Director Leal reviewed the Annual Operations Reports. The FKMCD helicopter and staff had been making the rounds at area schools for career days. Recently, students at Key Largo, and Plantation Key School got an up-close visit from our Airbus H125 and got the opportunity to meet our pilots and biologist to learn more about what we do here at the District. Director Leal announced the District has recently promoted Elizabeth Frampton to the position of Upper Keys Supervisor; she has been with FKMCD as an office coordinator for 11 years. Dodd Short Courses took place in February and Director Leal, Chairman Goodman, and Commissioner McDonald all attended; some of our inspectors also participated in the Advanced Mosquito Control Course.

She also told the board that FKMCD staff members had recently held a productive meeting with representatives from the Ocean Reef Neighborhood Association. She noted how important the district's continued partnership was with that organization.

Director Leal then briefed the commissioners on a resolution of support for FKMCD that had recently been passed unanimously by the Monroe County Commission. Director Leal had Bruce Holden, Director of Finance give the Board an update on our investments into FLCLASS and the interest earned in the last month.

***Items for Board Discussion:***

***9a.) Performance Review, The Balmoral Group*** - Andrea Leal, Executive Director, introduced Valerie Seidel, a representative of the Balmoral Group, which is the state's contractor that is handing the performance audit. Ms. Seidel gave the Board an overview on the performance audit review process and took any questions and/or comments from the commissioners. It was determined that various meetings and phone calls with the Balmoral Group would be ongoing for the next couple of months.

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

***10a.) Financial Reports*** – Bruce Holden, Director of Finance, discussed the State and Local accounts and reviewed the spending and year-to-year comparisons and stated that we had a good January and are looking good on a year to day basis. *A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously, confirming the Board received the financial information from January of 2023 and the Board requests it be submitted for audit at the appropriate time.*

***10b.) ITB 2023-01 Surplus Equipment*** - Bruce Holden, Finance Director, advised the Board that we held a bid opening committee meeting on February 16, 2023, and received bids on a number of assets. He requested the items that did not get bid on be allowed to be disposed of at the Directors discretion. A bid received for an outboard engine was too low, and the District believes they will benefit selling this item through other channels. He recommended moving forward with the highest bids listed on the sheet for each individual item. A motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously to approve ITB 2023-01 as stated. After a roll call vote, it was unanimously accepted.

***10c.) ITN 2022-06 Airbus H125 Factory New Helicopter Retrofit*** - Bruce Holden, Director of Finance, advised the Board three bids were received during the bid opening for the Airbus H125 Factory New Helicopter Retrofit. The Bid Opening Committee unanimously recommended awarding the contract for the Airbus H125 Factory New Helicopter Retrofit to Helicopter Services, Inc. The total cost will be \$759,868.59. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba, and passed unanimously to accept ITN 2022-06 Airbus H125 Factory New Helicopter Retrofit awarding the bid to Helicopter Services, Inc.*

***Good of the Order:***

- Michael Behrend reminded the Board they will be receiving evaluations for the Executive Director and need to be completed by the end of March.
- Chairman Goodman discussed the next meeting of the Board to be held on March 14, 2023 at 1pm, and advised the Board there would be an Audit Committee Meeting, Regular Meeting and Strategic Plan Workshop.
- Director Leal stated the District has been reimbursed for all cost affiliated with Tire Amnesty Days, which was a successful event.

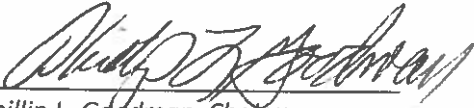
There being no further business to come before the Board the meeting was adjourned.

*Respectfully submitted,*



Andrea Leal  
Executive Director

Board of Commissioners  
Florida Keys Mosquito Control District



Phillip L. Goodman, Chairman



Thomas McDonald, Secretary-Treasurer

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