

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office

503 107th Street

Marathon, FL 33050

February 15, 2022 1:50 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on February 15, 2022 at the FKMCD Marathon office.

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

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

Invited Guests Present: None.

Community Input: None.

Approval of Agenda: Chairman Goodman asked the Board if there were any corrections or additions to the agenda, having none, the agenda was unanimously approved. A motion was made by Commissioner Cranney, seconded by Commissioner Zuba and passed unanimously to approve the Consent Agenda.

Attorney's Report: Dale Coburn, Board Attorney, advised the Board he will be addressing the Board later in the meeting regarding the Cyber Insurance Reimbursement. There were no other questions for the attorney at this time.

Director's Report: Executive Director, Andrea Leal reviewed final Dengue cases from 2020, which amounted to 70, and advised the operations team has been very busy with larviciding missions due to significant rainfall we've had during the slow season. The *Aedes aegypti* numbers continue to remain well below action thresholds throughout the Keys. FKMCD will be hosting Leadership Monroe on February 18th at the Marathon office. The District has a few open positions; however Director Leal is confident we will have these positions filled before entering the busy season considering the qualified applicants we are receiving. Joseph Hertzog was nominated for the Employee of the Quarter due to his excellent work ethic and covering the ULV Dispatch Role on a part time basis. Director Leal recognized Michael Behrend, Director of Human Resources and Tina Wyatt for their assistance in helping with the Cigna FSA transition at the end of the year. Cigna reimbursed us \$12,500 for the error. Director Leal discussed FMCA DODD Short Courses the District attended and the upcoming AMCA Annual Meeting in Jacksonville.

Items for Board Discussion:

8a.) Executive Director Evaluation – Michael Behrend, Director of Human Resources, asked the Board for guidance as to how they would like to proceed with the Executive Director Annual Evaluation. Chairman Goodman asked if the evaluation form could be emailed to each Commissioner requested each Commissioner schedule a time to meet with Director Leal in person or via phone in the next few weeks. He requested these meetings take place before the next Board Meeting on March 15, 2022.

8b.) Administrative Policy: Secretary/Treasurer Responsibilities – Tom McDonald, Commissioner, reviewed the guidelines he created for the Secretary/Treasurer position on the Board he was newly elected too. After review it was decided that Commissioner McDonald would work closely with Bruce Holden, Director of Finance to define the role of the Secretary/Treasurer position for the FKMCD.

Phillip Goodman, Chairman, requested that we bring this back as a discussion item for the next meeting.

Items for Board Review and Action:

9a.) Financial Reports – Bruce Holden, Director of Finance, discussed the Budget Summary and noted we are right on track for spending for the year. *A motion was by Commissioner Cranney, seconded by Commissioner McDonald and passed unanimously to accept the financial reports for January 2022.*

9b.) ITB 2022-01 Truck Mount Gas ULV Sprayers – Bruce Holden, Director of Finance, advised the Board one bid was received during the bid opening for the Truck Mount Gas ULV Sprayers. The Bid Opening Committee unanimously recommended awarding the contract for three ULV Sprayers to Clarke Mosquito Control Products. The total cost, including freight, will be \$45,255.63. *A motion was made by Commissioner Zuba, seconded by Commissioner McDonald, and passed unanimously to approve ITB 2022-01 Truck Mount Gas ULV Sprayers awarding the bid to Clarke Mosquito Control Products.*

9c.) Surplus Property – Bruce Holden, Finance Director, asked the Board for approval for destruction and/or disposal of the Surplus Property listed once it is determined that no other county or district engaged in arthropod control has need for the equipment. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba and passed unanimously to approve the surplus property disposition as discussed.*

9d.) Approval for Demand and Complaint regarding Cyber Insurance Reimbursement – Dale Coburn, Board Attorney asked the Board for approval to send the Demand Letter to the Insurance Company, PGIT and if no response is received within 10 days to move forward with the Complaint. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney, and passed unanimously to move forward with filing the Demand & Complaint.*

Good of the Order:

- Chairman Goodman discussed the next meeting of the Board to be held on March 15, 2022 at 1pm and advised the Board there would be an Audit Committee Meeting, Regular Meeting and a Workshop of Director Leal's choosing.

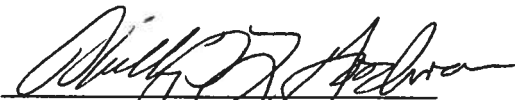
There being no further business to come before the Board the meeting was adjourned.

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.