

## Regular Meeting Minutes

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

June 20, 2023 2:20 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on June 20, 2023 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; Dirk Smits, Board Attorney. Brandon Pinder, Commissioner was present via telephone.

**Employees Present Were:** Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; 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:** Chairman Goodman asked the Board if there were any corrections or additions to the consent agenda, hearing none, the agenda was unanimously approved. A motion was made by Chairman Goodman, seconded by Commissioner Cranney and passed unanimously to approve Commissioner Pinder to participate in the Regular Meeting via telephone.

**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.

**Treasurer's Report:** Tom McDonald, Secretary/Treasurer, said he had nothing to discuss and praised the auditors' report.

**Attorney's Report:** Board Attorney, Dirk Smits, stated that the auditor had received the completed Audit Representation letter and that we were in compliance.

**Director's Report:** Director Leal recognized Roberto, Bob, Bob, and Joe—our complete team of auto mechanics—and had the Board present them their plaque that they earned for the District, the National Institute for Automotive Service Excellence's Blue Seal of Excellence.

The monthly report on district operations was given first by Executive Director Andrea Leal. With the exception of one Dengue incidence linked to travel, she told the board that no locally acquired infections spread by mosquitoes had been seen in the Keys. She went over her operations summary report and noted that May was unusually slower than April. Due to rain, June has accelerated, and the season is still robust. The number of service requests (362) received fell below the May average historically, with the majority asking for a fog truck or inspection. Ongoing resignations, new hiring (internal movement), and openings were discussed with the Board. Operators of ULV trucks are needed.

Our research division conducted truck trials with a brand-new adulticide product and permethrin for comparison. Both tests were productive. To gauge their accuracy rate, they are also performing landing rate counts in comparison to the BG Counter traps. At our upcoming regular meeting, an invited speaker named Kevin Strickland, who has worked with several special districts on bank collapses and fraud, will speak on preserving district assets. The District won't pay anything for this. Director of Finance Bruce Holden provided a brief report on the FLClass account.

**Items for Board Discussion:**

**9a.) Performance Review, The Balmoral Group** - The Balmoral Group's Valerie Seidel contacted Andrea Leal, the Executive Director, with some additional questions about our finances and the computer breach we encountered. Andrea Leal said she answered those inquiries. By June 23rd, the draft report must be presented to OPPAGA. After their assessment, we will have a chance to comment on it before the final report is due in August.

**9b.) Ethics Training** - The recently mandated Ethics training by the state was the topic of a debate led by Chairman Goodman. It was decided that Director Leal would send the Commissioners the paperwork and the video from Dennis Ward within the following week. Before sending out the video, she will make sure it complies with the standards. Dirk Smits will offer them online training materials so they can participate as well.

**Items for Board Review and Action:**

**10a.) Financial Reports** – The Director of Finance, Bruce Holden, delivered an update on the monthly budget analysis and reviewed the state and local accounts. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba, and passed unanimously, confirming the Board received the financial information from May of 2023 and the Board requests it be submitted for audit at the appropriate time.*

**10b.) Resolution 2023-13 Accepting the Financial Statements and Audit for Fiscal Year** - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA APPROVING THE FINANCIAL STATEMENTS AND AUDIT FOR THE YEAR ENDED SEPTEMBER 30, 2022 AS DRAFTED BY OROPEZA & PARKS, CPAS; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to adopt Resolution 2023-13 as written.*

**10c.) Resolution 2023-14 Amending Administrative Policy Manual**- A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA MODIFYING THE DISTRICT'S ADMINISTRATIVE POLICY MANUAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to adopt Resolution 2023-14 as written.*

**10d.) Resolution 2023-15 Repealing, Restating, and Adopting Personnel Manual**- A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA REPEALING, RESTATING, AND ADOPTING THE DISTRICT'S PERSONNEL MANUAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2023-15 as written.*

**Good of the Order:**

- Chairman Goodman discussed the next meeting of the Board to be held on July 18, 2023 at 1pm, and advised the Board there would be an OPEB Meeting, Regular Meeting and Budget Workshop.

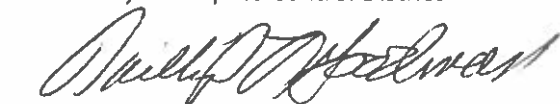
There being no further business to come before the Board the meeting was adjourned.

*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).*