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**Meeting Minutes October 18<sup>th</sup>**

Brantley called to order the regular scheduled meeting of the Lee County Mosquito/Hyacinths (LCMCD/LCHCD) on October 18<sup>th</sup>, 2018 10:00 am in the Training Center at Districts 191 Homestead Road, Lehigh Acres, Florida.

**PRESENT:**

- Seat 1- Commissioner Ed Brantley, Vice Chair
- Seat 2- Commissioner Brian Farrar, Secretary/Treasurer
- Seat 3- Absent
- Seat 4- Vacant
- Seat 5- Commissioner George T. Mann, Jr.
- Seat 6- Absent
- Seat 7- Commissioner Bruce Scott

**STAFF:**

- |  |  |
|--|--|
| Assistant Director- Dr. David Hoel                             | Deputy Director, Lee County Hyacinth Control District- Kevin Watts |
| Chief Financial Officer- Russ Baker                            |  |
| Deputy Director, Public Information of Education -Eric Jackson | Manager, Scientific Intelligence- Milton Sterling                  |
|  | HR Director- Jacquelyn Small                                       |
| Executive Assistant to the Director- Summer De La Cruz         | Manager, Aircraft Maintenance- Al Bennett                          |
| Public Information Assistant- Jamie Fowler                     | Purchasing Manager- Chris Gates                                    |

**VISITORS:**

- |                                |                                 |
|--------------------------------|---------------------------------|
| Claudia Bringe- St. James City | Stephen R. Bowen- N. Fort Myers |
| Kathy Mayo- Fort Myers         | Debbi Memoli- St. James City    |
| Ndakhte Ndiaye- St. James City | John La Ferra- St. James City   |

**PUBLIC COMMENTS:** The following citizens addressed the Board:

- |                              |                              |                                |
|------------------------------|------------------------------|--------------------------------|
| Debbi Memoli- St. James City | John La Fera- St. James City | Ndakhte Ndiaye- St. James City |
|------------------------------|------------------------------|--------------------------------|

**NON-AGENDA ITEM:**

CFO, Russ Baker asked the Board to allow Aircraft Maintenance Manager, Al Bennett to present the Beechcraft King Air 200 Spray system chemical tank proposal to purchase. Al Bennet presented to the Board a packet that contained information on the Dibrom Tanks designed for the King Air 200's. CFO, Russ Baker asked the Board for approval to move forward on the agreement to purchase the spray chemical tank. Commissioner Farrar requested more time to look at the packet from Embry-Riddle University. This topic will move to the November regular scheduled meeting.

**MINUTES APPROVAL:** *Commissioner Brantley requested board approval for the Month September 12<sup>th</sup>, 2018 meeting minutes. Commissioner Mann made a motion to approve the September 12<sup>th</sup> meeting minutes. Commissioner Farrar seconded the motion to approve the minutes as presented. The Board unanimously approved.*

**LEE COUNTY HEALTH DEPARTMENT REPORTS:** None present

**BID APPROVAL:** CFO, Russ Baker presented to the Board the bid approval package. Purchasing Manager, Chris Gates elaborated on Mosquito Control, Hyacinth and Fuel bid approval.

Contents of the Bid Approval Packages for Mosquito Control District:

1. Annual Price Agreement (pg.1)
2. Definitions, terms and conditions of the bid process. (pg. 2-12)
3. Quotation worksheet (pg. 13)
4. Payment Terms (pg. 14)
5. Certification of bid form (pg. 15)
6. Awarded bid worksheet.

*Commissioner Farrar made a motion to approve Mosquito Control District Bid Approval. Commissioner Scott seconded the motion, the board approved unanimously.*

Contents of the Bid Approval Packages for Hyacinth Control District:

1. Annual Price Agreement (pg.1)
2. Definitions, terms and conditions of the bid process. (pg. 2-8)
3. Quotation worksheet (pg. 9-13)
4. Payment Terms (pg. 14)
5. Certification of bid form (pg. 15)
6. Awarded bid worksheet.

*Commissioner Farrar made a motion to approve Mosquito Control District Bid Approval. Commissioner Brantley seconded the motion, the board approved unanimously.*

Contents of the Bid Approval Packages for LCMCD/LCHCD Fuel:

1. Annual Price Agreement (pg.1)
2. Definitions, terms and conditions of the bid process. (pg. 2-8)
3. Specifications (pg. 9)
4. Quotation Worksheet (pg. 10-11)
5. Certification of bid form (pg. 12)
6. Awarded bid worksheet.

*Commissioner Scott made a motion to approve Mosquito Control District Bid Approval. Commissioner Brantley seconded the motion, the board approved unanimously.*

**Purchasing Manager, Chris Gate will post the awarded bids on the district websites on October 22<sup>nd</sup>, 2018.**

**PURCHASE POLICY:** Russ Baker, CFO of Lee County Mosquito/Hyacinth Control District – In September 12<sup>th</sup>, 2018 regular board meeting, the purchase policy was reviewed. Russ Baker asked the Commissioners to adopt and approve the purchase policy.

*Commissioner Farrar made a motion to approve the Purchase Policy. Commissioner Brantley seconded the motion, the board approved unanimously.*

**ADMINISTRATIVE SOFTWARE UPDATE:** Russ Baker, CFO of Lee County Mosquito/Hyacinth Control District spoke on the purchase of Tyler Tech payroll system to replace the current payroll system ADP. The annual operating cost of \$9,942, onetime fee of \$37,195. Russ Baker requested approval to move forward with the purchase pending a budget amendment.

*Commissioner Farrar request a motion to approve the Tyler Tech Payroll purchase. Commissioner Scott seconded the motion and the board approved unanimously.*

**Regular Meeting**

**Meeting Minutes October 18<sup>th</sup>**

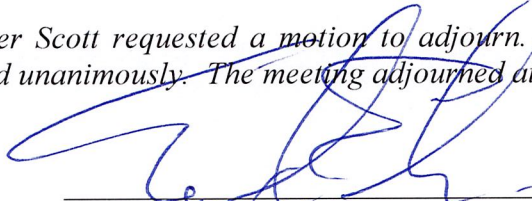
**FISCAL REVIEW:** *Commissioner Brian Farrar presented the District Treasures report for September, made a motion to approve the Mosquito Control District financials. Commissioner Brantley seconded the motion and the board approved unanimously.*

*Commissioner Brian Farrar then presented the Hyacinth Control District Treasures report for September 2018. Motion to approve the Hyacinth Financials was made by Commissioner Mann, and the motion was seconded by Commissioner Scott. The board approved unanimously.*

**PROJECT UPDATE:**

- Boca Grande helistop fence project is complete
- Lake Claytor fence and gate is now operational 10/17/2018 to control access of traffic using the runway
- SIT building is finished, the special lights have arrived and are installed
- SIT X-ray machine is in and operational
- AC in the Baily Building will be installed in two weeks
- Apartments are now supplied with TV's and Wi-Fi
- Apartments are scheduled to be remodeled soon
- Aircraft Hueys were sold for \$850,000
- Middlesex, NJ Mosquito Control District purchased the Jet Ranger 866 Mike for \$405,000
- There are only three Bell 206's left to sell
- King Air 200 was painted and returned, a second King Air is in the paint shop at this time
- Duplex on the south end of the runway has had maintenance to occupy the EMS and Sherriff
- Helo Aircraft parts are being inventoried, priced, and for future sells
- Spray tanks final drawing to be expected soon from Embry-Riddle University
- King Air avionics are finished on two and one in the shop
- Airbus ULV system is near completion
- Lee County Mosquito Control District has signed an official agreement with international atomic energy agency, outlining our relationships developing the SIT program
- Director Gale and Dr. Hoel attended Society for Victor Ecology (SOVE) in Yosemite National Park, CA

*There being no further business Commissioner Scott requested a motion to adjourn. Commissioner Farrar seconded the motion which the Board approved unanimously. The meeting adjourned at 11:11 a.m.*



Commissioner Mike Ellis, Chair  
Term: December 2016 – November 2020



Commissioner Brian Farrar, Secretary/Treasurer  
Term: December 2014 – November 2018