

BOARD MEETING PACKET

APRIL 16TH, 2020

15191 HOMESTEAD ROAD

LEHIGH ACRES, FLORIDA 33971



BRUCE C. SCOTT, CHAIRMAN
STEPHEN R. BOWEN, VICE CHAIRMAN
BRIAN F. FARRAR, SECRETARY-TREASURER
THOMAS B HART
GEORGE T. MANN, JR
ED BRANTLEY
W. MICHAEL ELLIS



LEE COUNTY MOSQUITO/HYACINTH CONTROL DISTRICTS



15191 Homestead Road
Lehigh Acres Florida 33971

4/16/2020

REGULAR MEETING

AGENDA

Call meeting to order- Chairman Scott will call the meeting to order

Pledge- Please stand for the Pledge of Allegiance

Roll Call- Chairman Scott will call each Board member by Seat

Public Comments on Agenda Items- Any Public Comments

Minutes Approval- Approval of March minutes

Lee County Health Department- Jennifer Roth, Director of Epidemiology, Lee County Health Department or Milton Sterling, LCMCD

Consent Agenda-

- Surplus

Old Business-

- PTO cash out policy review

New Business- No new business

Facilities Report- Aaron Lloyd, Assistant Director will provide an update on current facility projects at the Districts:

- Heliport updates
- SIT equipment contract update

Director Report- Dr. David Hoel will provide an update on recent activities at the District:

- Aircraft update, King Air 200 spray tank delivery
- COVID-19 response update
- Employee Handbook update

Financial Report- Commissioner Farrar will review the financial reports with the Board

Commissioners Comments



LEE COUNTY MOSQUITO/HYACINTH CONTROL DISTRICTS



15191 Homestead Road
Lehigh Acres Florida 33971

4/16/2020

REGULAR MEETING

Adjournment

Commissioner Scott called to order the regular scheduled meeting of the Lee County Mosquito/Hyacinth Control Districts (LCMCD/LCHCD) on March 12th, at 10:00 a.m. in the William Opp Training Center at District headquarters, 15191 Homestead Road, Lehigh Acres, Florida, 33971.

PRESENT:

- Seat 1- Commissioner Ed Brantley
- Seat 2- Commissioner Brian Farrar, Secretary/Treasurer
- Seat 3- Commissioner Mike Ellis
- Seat 4- Commissioner Steve Bowen, Vice Chair
- Seat 5- Commissioner Not present
- Seat 6- Commissioner Not present
- Seat 7- Commissioner Bruce Scott, Chair

Legal Counsel – John Agnew

STAFF:

| | | |
|---|--|---|
| Executive Director- Dr. David Hoel | Senior Accountant- Angela Kershaw | Deputy Director, Public Information & Education- Eric Jackson |
| Assistant Executive Director- Aaron Lloyd | Deputy Director, Lee County Hyacinth Control District- Kevin Watts | Public Information Specialist, Jamie Fowler |
| Chief Financial Officer- Sean O’Neill | | HR Director- Jackie Small |
| Risk Manager-Rick Pardo | | |
| Manger, Scientific Intelligence- Milton Sterling | | |
| Executive Administrative Assistant- Summer De La Cruz | | |

VISITORS:

Will Burke

PUBLIC COMMENTS:

The following citizens addressed the Board:
None

MINUTES APPROVAL:

Commissioner Scott requested board approval for the month of February 20th, 2020 meeting minutes. Commissioner Farrar moved to approve the February 20th, 2020 meeting minutes. Commissioner Ellis seconded the motion to approve the minutes as presented. The board unanimously approved, motion passed.

LEE COUNTY HEALTH DEPARTMENT REPORTS: No attendees from the Lee County Health Department. Milton Sterling gave a brief update:

Florida Arbovirus Surveillance Week 10: March 1-7, 2020

https://wwwn.cdc.gov/arbovet/maps/ADB_Diseases_Map/index.html

International Travel-Associated Zika Fever Cases: No cases of Zika fever were reported this week in persons that had international travel. In 2020, no travel-associated Zika fever cases have been reported.

Zika Fever Cases Acquired in Florida: No cases of locally acquired Zika fever were reported this week. In 2020, no cases of locally acquired Zika fever have been reported.

Advisories/Alerts: Monroe County is currently under a mosquito-borne illness advisory. Miami-Dade County is currently under a mosquito-borne illness alert. No other counties are currently under mosquito-borne illness advisory or alert.

CONSENT AGENDA:

- Surplus Items

Commissioner Scott requested board approval on consent agenda item, “Surplus”. Commissioner Farrar moved to approve consent agenda. Commissioner Bowen seconded the motion to approve consent agenda. The board unanimously approved, motion passed.

OLD BUSINESS:

Executive Director Dr. David Hoel spoke briefly on the sale of the two Conroe King Air 200s. We need to do a little work before LCMCD can get them in the condition that we want to sell them in. We will then advertise them late fall or winter of this coming year.

NEW BUSINESS:

PTO Cash out- *Full-time Mosquito and Hyacinth Control employees are eligible to cash out a portion of unused PTO with the Executive Director Approval. The Employee must have accrued at least 400 PTO hours, the employee may cash out up to 120 PTO hours once a calendar year. Commissioner Scott made a motion to approve PTO Cash out policy. Commissioners agreed to table the motion until next month board meeting.*

Health Savings allowance-LCMHCD has a Health Savings allowance that is disbursed to the District employees quarterly. The District has a high deductible health insurance and some employees do not have the money to pay the upfront cost for health care. The District suggest that we would allow HSA monies be advanced for employees that display a medical hardship. Documentation would be presented to HR, CFO and final approval will be given by the Executive Director. Executive Director Dr. David Hoel will have more information for Commissioners at the next Board meeting.

FACILITIES REPORT:

- Assistant Director Aaron Lloyd: LCMHCD Entrance on Park road now has approval from the county and Purchasing Agent Chris Gates will be getting bids on this project.
- Lee County Mosquito Control District has been communicating with Wolbaki, the company that supplies equipment for SIT; they are now interested in working on an escrow to purchase the mass rearing equipment for SIT. LCMCD will move forward working with SunTrust to develop a mutually agreed upon escrow.

DIRECTOR'S REPORT: Executive Director Dr. David Hoel

- SIT released 8000 sterilized males in Captiva
- Danielo Carvalho from IAEA has departed from LCMCD to return home
- New AST Technician plans to start work on April 8th
- Annual Oath of Office form (updated) reelection
- Kara Tyler-Julian spoke at the South Florida aquatic plant society
- Dibrom Lab tour
- COVID-19 CDC preventative measures
- COVID-19 LCMHCD Pandemic Plan

FISCAL REVIEW: *Commissioner Farrar presented the LCMCD Treasurers report for February 2020. Commissioner Farrar moved to approve the Mosquito Control District financials. Commissioner Ellis seconded the motion and the board approved unanimously, motion passed.*

Commissioner Farrar presented the LCHCD Treasurers report for February 2020. Commissioner Farrar moved to approve the Hyacinth Control District financials. Commissioner Bowen seconded the motion and the board approved unanimously, motion passed.

COMMISSIONERS COMMENTS: None

No further business, Commissioner Scott made a motion to adjourn. The meeting adjourned at 10:56 a.m.

Commissioner Bruce Scott, Chair
Term: December 2016 – November 2020

Commissioner Brian Farrar, Secretary/Treasurer
Term: November 2018 – November 2022

| DISTRICT | ASSET ID | TAG # | DESCRIPTION | SERIAL # | ACQUISITION DATE | ESTIMATED MARKET VALUE | CONDITION |
|----------|----------|--------|--|----------|------------------|------------------------|-----------|
| M | 1478 | 1365L0 | DEFIBRILLATOR CARDIAC AUTOMATED EXTERNAL | 4279391 | 9/30/2009 | \$ 50.00 | FAIR |
| M | 1479 | 1367L0 | DEFIBRILLATOR CARDIAC AUTOMATED EXTERNAL | 4279299 | 9/30/2009 | \$ 50.00 | FAIR |
| M | 1480 | 1393L0 | DEFIBRILLATOR CARDIAC AUTOMATED EXTERNAL | 4279471 | 9/30/2009 | \$ 50.00 | FAIR |
| M | T2015 | 1977 | KING AIR 200 (N724Y/N752MC) AIRPLANE | N7247Y | 9/30/2020 | \$ 550,000.00 | GOOD |
| M | T2014 | 1976 | KING AIR 200 (N1560/N753MC) AIRPLANE | N1560 | 9/30/2020 | \$ 550,000.00 | GOOD |
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Paid Time Off Pay-out Policy.

Up to 120 hours of earned PTO can be paid to full-time LCMHCD employees of the districts once a year, from January 1st through June 30th. This pay-out opportunity is only for those employees having at least 400 hours of earned PTO on the books. The pay-out will be at the employee's hourly pay rate as of January 1st of the payout year, regardless of the date of the actual cash out (January 1st through June 30th). Employees desiring to participate in a PTO pay-out are to schedule an appointment with HR to submit paperwork requesting hours to be paid out. Per this policy, PTO pay out exceeding \$5000 requires the payment be deposited directly into employee savings/retirement 401a plan. Pay outs under \$5000 can be paid as one lump sum into a single account as requested by the employee or distributed into multiple accounts including 457b, employees' bank account, HSA, etc. All requests received from HR require logistical approval from the CFO and final approval by the Executive Director.