

Commissioner Scott called to order the regular scheduled meeting of the Lee County Mosquito/Hyacinth Control Districts (LCMHCD) on April 16th, 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-Zoom
- Seat 2- Commissioner Brian Farrar, Secretary/Treasurer
- Seat 3- Commissioner Mike Ellis-Zoom
- Seat 4- Commissioner Steve Bowen, Vice Chair-Zoom
- Seat 5- Commissioner George T. Mann
- Seat 6- Commissioner Thomas B. Hart-Zoom
- Seat 7- Commissioner Bruce Scott, Chair

Legal Counsel – John Agnew

STAFF:

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| Executive Director- Dr. David Hoel | Chief Financial Officer- Sean O’Neill | Public Information Specialist, Jamie Fowler |
| Assistant Executive Director- Aaron Lloyd | Deputy Director, Public Information & Education- Eric Jackson | HR Director- Jackie Small |
| Executive Administrative Assistant- Summer De La Cruz | | |

VISITORS:

None

PUBLIC COMMENTS:

The following citizens addressed the Board:
None

MINUTES APPROVAL:

Commissioner Scott requested board approval for the March 12th, 2020 meeting minutes. Commissioner Mann moved to approve the March 12th, 2020 meeting minutes. Commissioner Farrar 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. Assistant Executive Director- Aaron Lloyd gave a brief update: Department of Health suspended sentinel chicken antibody testing, LCMCD is testing in house but we do not have the supplies to help other Mosquito Districts. Polk County had a horse test positive for EEE. Lee County had no Mosquito borne diseases.

CONSENT AGENDA:

- Surplus Items

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

OLD BUSINESS:

Executive Director Dr. David Hoel spoke about LCMHCD PTO revision that the Executive staff have been working on this last month.

PTO 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

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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.

Commissioner Farrar made a motion to approve "Paid Time Off Pay-out Policy". Commissioner Mann seconded the motion to approve "Paid Time Off Pay-out Policy". The board unanimously approved, motion passed.

NEW BUSINESS:

No New Business

FACILITIES REPORT:

- Assistant Director Aaron Lloyd: LCMCD Heliport Fencing is complete at Woodstock, a small section that borders the property on the north side is temporarily open to allow the previous owners access to continue pulling out plants they need and LCMCD is still on track for that to conclude on July 1st. There has been some trespassing on Woodstock property from the south side property cutting vegetation, therefore Lee County Mosquito Control District has fast tracked the security on the property with no trespassing signs and new locks put on the house. Keith Lowe is working on a new camera system. We are currently working with DOT for a new cement pad for helicopter landing.
- SIT update: we are working with Suntrust for a single party escrow and it has been approved. Wolbaki Company has been at a standstill because of COVID-19. LCMCD will continue moving forward as the situation allows.

DIRECTOR'S REPORT: Executive Director Dr. David Hoel

- King Air are listed at 550,000. We had one inquiry from Charlotte County.
- 4 of our fixed wing aircraft are ready to go and LCMCD has 5 of 6 helicopters ready. One of the helicopters is down for regular maintenance.
- High tide late last week we sent four helicopter out to treat.

Actions LCMHCD has taken to respond to COVID-19:

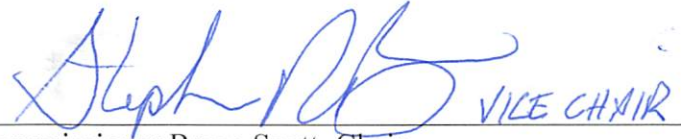
1. Developed a Pandemic response plan
 2. Temporarily closed our facilities to the public
 3. Consistently practice and monitor social distancing
 4. Directed cleaning crew to increase disinfecting of communal services to 3 times/day
 5. Directed employees to continually disinfect personal work space and vehicles
 6. Asked employees to travel one person per vehicle when possible
 7. Adjusted work duties to allow maximum number of employees to work from home
 8. Asked 65 and older and immune-compromised employees to stay at home until May 1, 2020.
 9. Directed field personnel to report directly to the field/heliports daily
 10. Suspended trapping program to an as needed basis
 11. No in-person interactions when responding to service requests. Use phone and door hangers only for communication with residents.
 12. Cancelled departmental in-person meetings and increased telephonic communication
 13. Commissioner and Director meetings given option to meet via Zoom in lieu of in-person
 14. Purchased large quantities of sanitizing wipes
 15. Purchase large quantities of isopropyl alcohol and created hand sanitizer bottles to provide for employees
 16. Fourteen day quarantine for new hires and current employees that may have been exposed, traveled internationally, or display symptoms
 17. All interviews conducted via Zoom
 18. Maintain communications with legal as needed
- Update on the Employee Handbook is being updated by the Executive Staff and will be presented to the Commissioners when it is complete.

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

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

COMMISSIONERS COMMENTS: Commissioner Bowen thanked the IT Department for setting up the Zoom meeting.

No further business, Commissioner Scott made a motion to adjourn. The meeting adjourned at 10:19 a.m.

A handwritten signature in blue ink, appearing to read "Bruce Scott", written over a horizontal line.

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

A handwritten signature in blue ink, appearing to read "Brian Farrar", written over a horizontal line.

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