

Commissioner Farrar called to order the regularly scheduled meeting of the Lee County Mosquito/Hyacinth Control Districts (LCMHCD) on 05/26//2022 at 10:00 a.m. in the William Opp Training Center at the Districts' headquarters, 15191 Homestead Road, Lehigh Acres, Florida.

**PRESENT:**

Seat 1- Commissioner Ed Brantley, Secretary/Treasurer

Seat 2- Commissioner Brian Farrar, Chairman

Seat 3- Commissioner Mike Ellis

Seat 4- Commissioner Steve Bowen, Not present

Seat 5- Commissioner William Burke, Vice Chairman

Seat 6- Commissioner Thomas B. Hart

Seat 7- Commissioner Bruce Scott, Not present

Legal Counsel- John Agnew

**STAFF:**

Executive Director- Dr. David Hoel

Assistant Director- Aaron Lloyd

Deputy Director, Public Information and Education- Eric Jackson

Deputy Director, Lee County Hyacinth Control District- Kevin Watts

Chief Financial Officer- Sean O'Neill

Human Resources Director- Jackie Small

Senior Program Analyst- Thais Pineda Alfonso

Human Resources Representative- Sabina Vilarchao

Education Coordinator- Andrea Miller

Education Resource Specialist II- Wendy Samz

Education Resource Specialist II- Mark McCreary

**VISITORS:**

None present

**PUBLIC COMMENTS:**

The following citizens addressed the Board:

None

**MINUTES APPROVAL:**

*Commissioner Farrar requested board approval for the March 2022 LCMHCD Regular meeting minutes. Commissioner Brantley moved to approve the March 2022 minutes. Commissioner Ellis seconded the motion to approve the minutes as presented. The Board unanimously approved, motion passed.*

**LEE COUNTY HEALTH DEPARTMENT REPORT:** Department of Health report. Arielle Ghanem, Director of Epidemiology, was not present for this current Board meeting. Assistant Director Aaron Lloyd presented the Arbovirus report:

[https://lcmcd.com/wp-content/uploads/2022/05/2022Week20ArbovirusReport\\_5-21-22.pdf](https://lcmcd.com/wp-content/uploads/2022/05/2022Week20ArbovirusReport_5-21-22.pdf)

**CONSENT AGENDA:**

- Surplus

*Commissioner Farrar requested board approval for the consent agenda item. Commissioner Ellis moved to approve the consent agenda. Commissioner Brantley seconded the motion. The Board unanimously approved, motion passed.*

### **OLD BUSINESS:**

The Board Meeting recording should be posted to the LCMCD website for access to public. This will not be a live broadcast.

*Commissioner Farrar requested board approval for the recording and posting of the Board Meetings. Commissioner Ellis moved to approve the recordings and posting them. Commissioner Hart seconded the motion to approve the recordings and posting them for both Districts. The Board unanimously approved, motion passed.*

Smart sheet is a program that gathers metrics for LCMHCD and will be updated by the staff each month to provide the Board members data that is collected each month from all departments. There will also be a log in for each commissioner to view at their convenience.

### **NEW BUSINESS:**

Drone Policy Review- Assistant Director Aaron Lloyd explained that the previous policy is outdated. The new policy is updated with current operational language and the Drones we currently utilize.

*Commissioner Farrar requested the board to table policy until next month. Commissioner Hart moved to table the Drone Policy until June 2022. Commissioner Brantley seconded the motion to table the Drone Policy for the next board meeting. The Board unanimously approved, motion passed.*

Assistant Director acting as Executive Director in their absence- a change to the job description for Assistant Director Aaron Lloyd, giving permissions of acting Executive Director in absence of the Executive Director. Commissioner Ellis explained that this is exactly what the board expects and no board vote is needed.

Executive Director Annual review form was presented by Jackie Small and will need to be completed by next Board meeting. No board vote needed.

School Board Education budget FY23 presentation attached via PowerPoint by Eric Jackson/Andre Miller.

LCMCD Education team has reached over 900 summer campers in Lee County. During the 2021-22 School year the program reached over 700 Kindergarten, fifth grade, seventh grade, high school biology and chemistry classrooms; 125 public, private and charter schools. The program reached 19,901 students.

Deputy Director Eric Jackson presented the Public Information & Education fiscal year budget for 2022/23.

*Commissioner Farrar requested a motion to approve the Education Program budget. Commissioner Hart moved to approve the Education Program budget. Commissioner Ellis seconded the motion to approve the Education Program budget. The Board unanimously approved, motion passed.*

A cash reserve policy was requested in the April meeting by Commissioner Ellis. Staff searched historical records and noted there already is a cash reserve policy in place. The policy states there should be 25% unassigned reserves. The Mosquito Control District will maintain a minimum unassigned fund balance of not less 25% (90 days operational expenses) of total general fund expenditures for economic uncertainties. The calculation of the minimum unassigned fund balance will be performed at the adoption of the District's annual operating budget. Budget revisions will not result in a recalculation of the minimum fund balance. Reductions of the budgeted unassigned fund balance may only be made with approval by the majority vote of the Board of Commissioners.

*Commissioner Farrar requested the board to table policy until next month. Commissioner Ellis moved to table the Reserve Policy until June 2022. Commissioner Hart seconded the motion to table the Reserve Policy for the next board meeting. The Board unanimously approved, motion passed.*

### **OPERATIONS & FACILITIES REPORT:** Assistant Director Aaron Lloyd updated the Board.

Operations update: LCMCD is in full season and has hired most of our seasonal crews. The HR team has worked very hard to get everyone hired into our seasonal operations positions, and is very appreciative of their hard work. LCMCD's first adulticide mission on Pine Island went well. Pre-treatments with larvicides have been completed. We applied 24,000 lbs. which equates to 21 missions.

Facilities update: Miller Building discussion with potential plans for a library, office spaces, training rooms and records room. (See draft plans)

### **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Dr. Hoel updated the Board.

Vehicle conversion to Natural Gas:

1. Not practical to convert to Natural Gas

2. We will be looking into Electric Trucks at a later time as more options become available.
3. We just recently upgraded our Fleet vehicles, therefore nothing needs to be done at this time.

CRI Mock Performance Review of our District has begun and CRI is working on a spreadsheet of details that could be reviewed in the performance review.

Air Craft Update: Four fixed wing are operable and the DC 3 should be complete in June. All 6 helicopters operable.

DC3 Paint job: They need to be painted periodically, there are a few options and would like the board's opinions. Military color ruled out.

Notre Dame Tick project: LCMCD is working with Notre Dame and Lockheed Martin; we are collaborating with a tick trap deployment with drones. This technology can spill over into mosquito trap deployments. Anticipated start date will be in October (if funded by DoD).

#### **FISCAL REVIEW:**

*Commissioner Brantley motioned for board approval for the LCHCD April 2022 financial reports.*

*Commissioner Hart seconded the motion to approve the financial reports for LCHCD. The Board unanimously approved, motion passed.*

*Commissioner Brantley motioned for board approval for the LCMCD April 2022 financial reports.*

*Commissioner Ellis seconded the motion to approve the financial reports for LCMCD. The Board unanimously approved, motion passed.*

#### **COMMISSIONERS COMMENTS:**

Commissioner Burke asked why we are replacing computers. Thais (Senior Program Analyst) explained that the computers are not compatible with Microsoft 11 software.

Commissioner Burke in reference to Vehicle conversion to Natural Gas said that he would like to see us move forwards that direction.

Commissioner Brantley would like to see the metric presented at the May Board meeting continued for 6 to 12 months to look for trends.

Commissioner Ellis referred to the Notre Dame Tick project asking if the District would be reimbursed for man power to assist them in this research project.

*No further business, Commissioner Farrar made a motion to adjourn. Commissioner Bowen seconded the motion. The meeting adjourned at 11:08 a.m.*



Commissioner Brian Farrar, Chairman

Term: December 2018 – November 2022



Commissioner Ed Brantley, Secretary/Treasurer

Term: November 2020 – November 2024