

Commissioner Brantley called to order the regular scheduled meeting of the Lee County Mosquito/Hyacinth Control Districts (LCMCD/LCHCD) on February 21st, 2019 at 10:00 a.m. in the William Opp Training Center at District headquarters, 15191 Homestead Road, Lehigh Acres, Florida.

PRESENT:

- Seat 1- Commissioner Ed Brantley, Chair
- Seat 2- Commissioner Brian Farrar, Secretary/Treasurer
- Seat 3- Commissioner Mike Ellis
- Seat 4- Commissioner Steve Bowen
- Seat 5- Commissioner George T. Mann, Jr.
- Seat 6- Commissioner T. Hart
- Seat 7- Commissioner Bruce Scott

Legal Counsel – Not Present

STAFF:

- | | |
|---|---|
| Executive Director- Dr. David Hoel | Public Information Assistant- Jamie Fowler |
| Chief Financial Officer- Russ Baker | HR Director- Jackie Small |
| Deputy Director, PIO- Eric Jackson | Aircraft Mechanic- Al Bennett |
| Executive Administrative Assistant- Summer De La Cruz | Deputy Director, Lee County Hyacinth Control District- Kevin Watt |

VISITORS: None Present

PUBLIC COMMENTS:

The following citizens addressed the Board:
No one present

MINUTES APPROVAL:

Commissioner Brantley requested board approval for the month of January 21st, 2019 meeting minutes. Commissioner Farrar moved to approve the January 21st, 2019 meeting minutes. Commissioner Bowen seconded the motion to approve the minutes as presented. The board unanimously approved.

LEE COUNTY HEALTH DEPARTMENT REPORTS: Jennifer Roth, Director of Epidemiology
For the Lee County Health Department reported minimal Eastern Equine encephalitis virus and West Nile Virus activity in the sentinel chickens in the northern part of the state. A few counties have advisories and alerts, most of the advisory alerts were issued at the end of 2018. There has not been any increased activity of EEE or West Nile nor any travel cases of Zika or Dengue. Overall it has been very quiet beginning of 2019.

EXECUTIVE DIRECTOR POSITION: HR Director- Jackie Small brief the LCMHCD board on the Districts Executive Director recruiting process. The position was posted on or about November 21, 2018, on the following websites:

- Mosquito Control District
- Hyacinth Control District
- American Mosquito Control Association
- Florida Mosquito Control Association
- Florida Association of Special Districts

Our goal was to post the position to websites that would attract the most qualified candidates. The position was posted for 60 days, with the posting expiring on January 20, 2019. During that time we had four (4) candidates apply, all of whom met the minimum qualifications for the position. An email was sent to each Commissioner's District email address with the resumes of the four candidates. We are now at the point in the process to schedule and conduct interviews for the position. It is staff's recommendation that we schedule interviews at least 30 days into the future, allowing time for candidates outside the local area to plan for travel and for public notice of the scheduled interviews. *Commissioner Brantley moved for a motion to set the interview date for **March 21st, 2019 @ 1 p.m.** after the regular board meeting, Commissioner Farrar made the motion, Commissioner Hart seconded. The board approved unanimously.*

AGENDA ITEM REPORT TOPICS: CFO Russ Baker-

Surplus:
Declare the attached schedule of assets that are no longer used in operations and are considered to be beyond economical repair as surplus.

Lee County Mosquito Control District							
District Property to be Declared Surplus							
February 21, 2019							
Category	Asset #	Property Description	Date	Cost		Estimated	
			Acquired	at Acquisition	Condition	Fair Value	
TOL	0140T0	GENERATOR, CATERPILLAR, 100KW	9/30/2003	\$ 4,900.00	Good	\$ 6,500.00	
TOL	1146T0	GENERATOR, 1980, CUMMINS AUXILIARY, 500KW	11/14/2005	\$ 67,118.00	Good	\$ 25,000.00	
HEQ	0076H0	ASPHALT MELTER/APPLICATOR, CRAFTCO	2/7/2002	\$ 33,486.50	Good	\$ 12,000.00	
TOL	0130T0	AIR COMPRESSOR, EMGLO, TRAILER MOUNTED, 16HP	3/10/2005	\$ 4,475.00	Fair	\$ 500.00	
TOL	0101T0	GENERATOR, HOLGAR, SKID MOUNT	12/13/1984	\$ 2,125.50	Poor	\$ 2,500.00	
HEQ	0926H0	TRENCHER (DIGGER), DITCH WITCH, 1985	1/13/2000	\$ 7,500.00	Fair	\$ 5,000.00	
HEQ	0089H0	ROLLER, MOTORIZED, DIESEL	1/9/2003	\$ 1,000.00	Fair	\$ 1,000.00	
HEQ	0912H0	EXCAVATOR, 1987, LEIBHERR 932, W/BACKHOE&DIG BUCKET	5/6/1999	\$ 10,000.00	Fair	\$ 25,000.00	(new engine)
HEQ	0957H0	FRONT END LOADER, JI CASE, ROUGH TERRAIN, 1989	6/27/2012	\$ 5,000.00	Fair	\$ 5,000.00	
TOL	0125T0	LAWN-MOWER/VACUUM, BILLY COAT	5/8/2003	\$ 1,186.39	Fair	\$ 200.00	
VEH	0067V0	VEH-DUMP TRUCK, FORD 1983 #67	12/8/2005	\$ 4,000.00	Fair	\$ 4,000.00	
VEH	0055V0	VEH-VAN, STEP, CHEVROLET 1981 #55	8/6/1992	\$ 1,400.00	Poor	\$ 800.00	
VEH	0101V0	VEH-PICKUP TRUCK, CHEVROLET 2007 #101, SILVERADO	2/8/2007	\$ 20,015.00	Poor	\$ 2,000.00	
VEH	0015V0	VEH-PICKUP TRUCK, CHEVROLET 2001 #15	1/12/2001	\$ 17,671.00	Fair	\$ 2,500.00	
The above assets are presented to the Board of Commissioners to approve for Disposal in accordance with District Policy.							
Approved: _____ Date: _____							

Commissioner Brantley requested board approval for LCMCD to declare surplus on governmental property. Commissioner Farrar moved to approve surplus property. Commissioner Ellis seconded the motion to approve surplus property. The board unanimously approved.

Annual price agreements for adulticides and laravacides for LCMCD:

Award and authorize the expenditure of funds for the Annual Price Agreement(s) for adulticide and larvicide Chemicals. 1TB NO. 19-101. This action will allow the Purchasing Manager to order adulticide and larvicide chemicals as needed, when needed over the term of the agreement - January 1, 2019 through December 31, 2019.

A. ADULTICIDES				ADAPCO		CLARKE		UNIVAR	
Item	Est Qty	UOM	Description	Unit Cost	Ext Cost	Unit Cost	Ext Cost	Unit Cost	Ext Cost
1	60	GAL	Deltagard	\$ 196.94	\$ 11,816.40	NO BID		NO BID	
	6,000	GAL	Dibrom Concentrate (ea order < 120 gal)	\$ 224.81	\$ 1,348,860.00	NO BID		NO BID	
2		GAL	Dibrom Concentrate (ea order > 120 gal)	\$ 222.43	\$ -	NO BID		NO BID	
3	2,860	GAL	Fyfanon ULV Mosquito (55 gal drum)	\$ 57.13	\$ 163,391.80	NO BID		\$ 57.13	\$ 163,391.80
			Fyfanon ULV Mosquito (260 gal tote)	\$ 53.89	\$ -	NO BID		\$ 53.89	\$ -
4	1,560	GAL	Krontron 30-30 (275 gal tote)			*		\$ 56.85	\$ 88,686.00
B. LARVACIDES									
Item	Est Qty	UOM	Description	Unit Cost	Ext Cost	Unit Cost	Ext Cost	Unit Cost	Ext Cost
1	100	GAL	Altosid Liquid Larvicide Concentrate (2.5 gal container)		NO BID	\$ 940.96	\$ 94,096.00	**	**
2	4,000	LBS	Altosid SBG II Granule (40 lb bags)		NO BID	\$ 3.21	\$ 12,840.00	**	**
3	5	CS	Altosid XR Briquet (220/case)		NO BID	\$ 752.40	\$ 3,762.00	**	**
4	2,000	LBS	Altoside LR-G Granule (40 lb bags)		NO BID	\$ 8.75	\$ 17,500.00	\$ 8.75	\$ 17,500.00
5	3,200	LBS	Bacillus Sphaericus Granule (40 lb bags)	\$ 5.59	\$ 17,888.00		NO BID	\$ 5.40	\$ 17,280.00
6	10	CS	Bacillus Sphaericus Water Soluable Pouches (800/case)	\$ 798.00	\$ 7,980.00		NO BID	\$ 757.00	\$ 7,570.00
7	48,000	LBS	Bacillus Thuringiensis Israelensis (BTI) Granule (40 lb bag)	\$ 1.54	\$ 73,920.00		NO BID	\$ 1.49	\$ 71,520.00
8	8,000	LBS	MetaLarv S-PT (40 lb bag)	\$ 28.45	\$ 227,600.00		*		
9	3,200	LBS	Natular G (40 lb bag)		NO BID	\$ 5.99	\$ 19,168.00		NO BID
10	16,000	LBS	Natular G30 (40 lb bag)		NO BID	\$ 15.69	\$ 251,040.00		NO BID
11	300	GAL	VectoBac 12AS Liquid (2.5 gal container)	\$ 30.20	\$ 9,060.00		NO BID		*
			VectoBac 12AS Liquid (30 gal container)	\$ 29.90	\$ -		NO BID		*
* does not meet specifications									
** vendor had to withdraw bid due to a material mistake (bid 2018 agency set prices)									
bold prices are agency set									
RECOMMENDED AWARD				\$ 1,760,728.20		\$ 398,406.00		\$ 365,947.80	
TOTAL ANNUAL ESTIMATE								\$ 2,525,082.00	
CONTINGENCY (if needed)								\$ 300,000.00	

Commissioner Brantley moved for a motion to approve the annual price agreement for LCMCD, Commissioner Scott made the motion, Commissioner Ellis seconded. The board approved unanimously.

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Annual price agreements for aquatic herbicides for LCHCD:

Award and authorize the expenditure of funds for the Annual Price Agreement(s) for Aquatic Herbicides, 1TB No. 19-102. This action will allow the Purchasing Manager to order aquatic herbicides for the Hyacinth District as needed, when needed over the term of the agreement - January 1, 2019 - December 31, 2019.

A. AQUATIC HERBICIDES				NUTRIEN		ALLIGARE		HELENA	
Item	Est Qty	UOM	Description	Unit Cost	Ext Cost	Unit Cost	Ext Cost	Unit Cost	Ext Cost
1	200 QT		Carfentrazone-Ethyl (21.3% aquatic herbicide)	\$ 156.20	\$ 31,240.00	NO BID		\$ 153.14	\$ 30,628.00
	50 GAL		Carfentrazone-Ethyl (21.3% aquatic herbicide)		NO BID				NO BID
2	825 GAL		Copper Ethylenediamine Complex (ea order 2.5 gal)	\$ 29.60	\$ 24,420.00	NO BID		\$ 29.02	\$ 23,941.50
			Copper Ethylenediamine Complex (ea order 275 gal tote)	\$ 23.29		NO BID		\$ 22.39	\$ -
3	1,375 GAL		Cutrine Plus (ea order 2.5 gal)	\$ 15.08	\$ 20,735.00	\$ 13.90	\$ 19,112.50	\$ 15.50	\$ 21,312.50
			Cutrine Plus (ea order 275 gal tote)	\$ 14.48		\$ 13.50			NO BID
4	720 GAL		Diquat Dibromide (2.5 gal)	\$ 41.80	\$ 30,096.00	\$ 39.90	\$ 28,728.00	\$ 40.10	\$ 28,872.00
5	25 GAL		Flumioxazin (1 gal)	\$ 690.00	\$ 17,250.00	NO BID		82.00/lb	
6	500 GAL		Glyphosate (2.5 gal)	\$ 16.00	\$ 8,000.00	\$ 15.40	\$ 7,700.00	\$ 16.50	\$ 8,250.00
7	200 LBS		Komeen Crystal (20 lb bags)	\$ 12.14	\$ 2,428.00	NO BID		\$ 11.78	\$ 2,356.00
8	500 GAL		Lovert Inverting Oil (2.5 gal)	\$ 16.49	\$ 8,245.00	NO BID		\$ 16.42	\$ 8,210.00
9	50 GAL		Imazamox (1 gal)	\$ 276.54	\$ 13,827.00	\$ 233.00	\$ 11,650.00	\$ 276.54	\$ 13,827.00
10	50 GAL		Breeze (Nonionic) (2.5 gal)		NO BID		NO BID		
* does not meet specifications									
RECOMMENDED AWARD				\$	17,250.00		\$ 67,190.50		\$ 65,135.50
TOTAL ANNUAL ESTIMATE									\$ 149,576.00

Commissioner Brantley moved for a motion to approve the annual price agreement for LCHCD, Commissioner Ellis made the motion, Commissioner Bowen seconded. The board approved unanimously.

Annual price agreement for gasoline and diesel for LCMHCD:

Award and authorize the expenditure of funds for the Annual Price Agreement for Gasoline and Diesel Fuel, 1TB No. 19-103. This action will allow the Purchasing Manager to order gasoline and diesel fuel for both Districts as needed, when needed over the term of the agreement - January 1, 2019 - December 31, 2019.

A. Unleaded Mid-Grade Gasoline				LYNKINS ENERGY SOLUTIONS	
Item	Est Qty	UOM	Description	Differential	Ext Cost
1	50,000 GAL		Unleaded Mid-Grade Gasoline	\$ 0.0429	OPIS Avg for the day plus Differential
B. Ultra Low Sulfur Diesel Fuel					
Item	Est Qty	UOM	Description	Differential	Ext Cost
1	16,000 GAL		Ultra Low Sulfur Diesel	\$ 0.0636	OPIS Avg for the day plus Differential
RECOMMENDED AWARD					
TOTAL ANNUAL ESTIMATE				\$	110,000.00

Commissioner Brantley moved for a motion to approve the annual price agreement for LCMHCD gasoline and diesel. Commissioner Scott made the motion, Commissioner Mann seconded. The board approved unanimously.

Contributions from LCMHCD to RHITF:

Contribute \$2,300,000 and \$65,000 from LCMCD and LCHCD, respectively, to the Retiree Health Insurance Trust Fund (RHITR). The contribution requested will send the total amount budgeted for both Districts for the fiscal year ended September 30, 2019 to the RHITF. It is the recommendation of Burgess, Chambers & Associates, Inc., investment advisors to the RHITF, to fund the full amount of the budgeted contributions for LCMCD (\$3,500,000) and LCHCD (\$100,000). Funding the plan early generally creates an "actuarial" gain. Separately, Burgess, Chambers & Associates, Inc. believes that FL-FIT offers a better place to park your cash; currently yielding 2.68%. Lastly, funding the FL-FIT account fully will provide the RHITF the flexibility to rebalance the portfolio appropriately as we meet throughout 2019.

Lee County Mosquito/Hyacinth Control District

Contributions to the LCMCD/LCHCD Retiree Health Insurance Trust Fund

Fiscal Year Ended September 30, 2019

District Contributions			
Fiscal year	LCMCD	LCHCD	Total
FYE 2019 budgeted amounts	\$ 3,500,000	\$ 100,000	\$ 3,600,000
Amount contributed to date	(1,200,000)	(35,000)	(1,235,000)
	2,300,000	65,000	2,365,000
Requested Contribution to RHITF based upon investment advisors recommendation	(2,300,000)	(65,000)	(2,365,000)
Remaining FYE 2019 contribution	-	-	-
Actuarial Information			
Measurement Date	9/30/2017		
Total OPEB Liability	\$ 22,023,339		
Plan Fiduciary Net Position	4,278,343		
Sponsor's Net OPEB Liability	\$ 17,744,996		
Active Participants	90		
Retirees, Disabled Retirees, and Surviving Spouses	70		
Covered Spouses	27		
Total	187		
RHITF Investment Balance at October 31, 2018	\$ 5,816,650.34		
District Contributions			
Fiscal year	LCMCD	LCHCD	Total
FYE 2015	\$ 750,000	\$ 250,000	\$ 1,000,000
FYE 2016	750,000	250,000	1,000,000
FYE 2017	1,250,000	750,000	2,000,000
FYE 2018	1,500,000	500,000	2,000,000
Total	4,250,000	1,750,000	6,000,000
FYE 2019 actual contribution amounts	3,500,000	100,000	3,600,000
Total Contributions	\$ 7,750,000	\$ 1,850,000	\$ 9,600,000

Commissioner Brantley moved for a motion to approve the request to contribute \$2,300,000 and \$65,000 from LCMCD and LCHCD, respectively, to the RHIFT. Commissioner Mann made the motion, Commissioner Scott seconded. The board approved unanimously.

Establish LCMHCD audit committee:

Establish an audit committee for the Lee County Mosquito Control District and the Lee County Hyacinth Control District.

Florida Statutes 218.391 establishes the duties and responsibilities of the audit committee:

- Establish the factors to use for the evaluation of audit services
- Publicly announce request for proposals
- Issue a request for proposal
- Evaluate proposals received from qualified firms
- Rank and recommend in order of preference
- The Board may appoint a designee to conduct negotiations on behalf of the District(s)

INDIVIDUALS FOR YOUR CONSIDERATION:

Board Secretary/Treasurer - Brian Farrar

Senior Accountant - Sean O'Neil

Deputy Director/LCHCD - Kevin Watts

TIMELINE

February 21, 2019: Establish Audit Committee

March: Audit Committee to review and update Request for Proposals for Professional Auditing Services April -

May: Advertise, issue and receive proposals

May-June: Evaluate and rank proposals; negotiate with highest ranked qualified firm

July 18, 2019: Board approves contract/agreement letter

August: Pre-audit work begins

FINANCIAL and BUDGET CONSIDERATIONS:

There is no financial impact to establish the audit committee

Commissioner Brantley moved for a motion to approve the request to form an audit committee for LCMHCD. Commissioner Mann made the motion, Commissioner Bowen seconded. The board approved unanimously.

DIRECTOR'S REPORT:

Facilities update:

- Removed and replaced all the dirt from the chicken coop in preparing for the new chickens.
 - A new watering method designed by Milton Sterling has been made and installed and is now operational.
 - The gate by the duplex is on the schedule to be put in place and operational in the next 3 to 4 weeks.
 - All the codes have been changed on all gates. Every non-LCMHCD organization seeking use of our facilities now has to pass by the gate guard.
 - The control panel on the generator had to be changed and upgraded and is working well now.
 - The Chemical warehouse floor is done and all the racks have been installed.
 - Dodd short courses occurred the week of 4-8 Feb. 15 LCMHCD personnel attended earning 60 CEUs.
 - Sandy Brueggen left for other employment and is currently replaced by a temporary hire, Ms. Sabina Vilarchao at the front office.
 - LCMCD provided a float in the Edison Festival of Lights parade for the first time in 10 years. The float was well received by the crowd and the Parade Marshalls voted us first place for float design out of 150 floats/participants.
 - David Hoel gave a "State of Mosquito Control in Lee County" to the downtown Ft. Myers Rotary club.
 - LCMHCDs host the Florida Association of Special Districts quarterly meeting with 80 attendees on 25 Jan. Wayne Gale received an award from FASO for his support to the organization.
 - 9 district personnel attended Public Health Pest Control Core training and 8 took the exam on 18 Feb. at the LaBelle UF/IFAS Extension Center. Public Health Pest Control licensing and Core training and testing are required of all district personnel.
1. Sterile Insect Technique. Our facility is finished, X-ray machine is in place and functional. Needed technicians are now hired, bringing the crew to 6 people. Mass rearing of mosquitoes to begin within two months with quality assurance field testing of mosquitoes to start when the weather warms and UF

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personnel can come assist us. We hope to begin releasing sterile mosquitoes later this year on Captiva.

All public information releases have been well-received in Lee County. We are pursuing a CDC grant to offset initial setup costs of equipment. Grant may range from \$300-500K.

2. UAS/drone work. As is known, we withdrew from the IPP program due to financial and logistical constraints and the demanding research schedule as required by the FAA. However, we will continue to pursue drone use for aerial surveillance of aquatic vegetation and for aquatic weed control operations (line of sight). In several years, after FAA rules have been modified to allow flight beyond visual line of sight, we will pursue aerial surveillance of the Caloosahatchee River to Lake Okeechobee and for possible release of sterile mosquitoes in selected areas of Lee County.

3. Future outlook. According to those with years of service to LCMHCDs, this past year has been unusually busy in terms of turnover, ongoing projects, and weather. We anticipate settling into a more routine work schedule once senior positions are more clearly understood and learned by newer personnel filling these slots, and as projects are completed (SIT, aircraft sales and modifications/conversions are completed).

Aircraft inventory update:

- Helicopters. Sales of existing aircraft occurred quickly and to good advantage to the districts; we sold for more than we anticipated. We are in negotiations to sell the final helicopter at this time.
- Fixed wing aircraft. Both DC-3s are working and continue to provide reliable service. Four King Air 200s are in various states of construction. The two Arizona aircraft are in better condition and will be the first to be made operational. Pilots, Operations personnel and aircraft maintenance personnel all agree that 4 functional spray fixed wing aircraft are all that are needed by the district.
- Spray tanks for King Air 200s. Not ready due to significant delays in Embry-Riddle work schedule. Plans are that they are to be completed soon; afterwards, we can have tanks manufactured by other companies. We are actively pressing ER to complete this work ASAP. \$65,000 for their services thus far. Total finished product cost is estimated at \$253K.

Woodstock Airport. We are in the process of determining exactly how we are going to use it and what modifications will be needed to make it a functional heliport. Facility security is a priority as the property is now vacant and we are still involved with legal issues, probably for another year or two. A recent assessment shows that it may be logistically impractical to permanently keep two helicopters on the premises due to:

- a. On-site repairs and maintenance to support Woodstock-stationed helicopters
- b. Re-situating rotor mechanics to Pine Island
- c. Salt air corrosion concerns

Other Woodstock issues include what to do with a large unfinished facility and associated costs in either removing this building or bringing it up-to-code. Besides use as a heliport, this facility could possibly be used for collaborative research projects with UF Entomology, FGCU, the CDC, the Uniformed Services University of the Health Sciences, and/or other university programs interested in public health pest control. A minimal investment to develop a basic laboratory and berthing areas of the unfinished facility should suffice.

FISCAL REVIEW: *Commissioner Farrar presented the District Treasurers report for January 2019. Commissioner Farrar moved to approve the Mosquito Control District financials. Commissioner Bowen seconded the motion and the board approved unanimously.*

Commissioner Farrar presented the Hyacinth Control District Treasurers report for January 2019. Motion to approve the Hyacinth financials was made by Commissioner Ellis, and the motion was seconded by Commissioner Mann; the board approved unanimously.

There being no further business, Commissioner Brantley moved to adjourn. The meeting adjourned at 11:39 a.m.



Commissioner Ed Brantley, Chair
Term: December 2016 – November 2020



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

