

Commissioner Brantley called to order the regularly scheduled meeting of the Lee County Mosquito/Hyacinth Control Districts (LCMCD/LCHCD) on June 20th, 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, Not present

Legal Counsel –Henderson & Franklin, Guy Whitesman

STAFF:

Executive Director- Dr. David Hoel	Deputy Director, PIO- Eric Jackson
Assistant Director- Aaron Lloyd	HR Director- Jackie Small
Executive Administrative Assistant- Summer De La Cruz	Aircraft Mechanic- Al Bennett
Deputy Director, Lee County Hyacinth Control District- Kevin Watts	Senior Accountant- Sean O'Neill
Education Resource Specialist- Jenifer McBride	Purchasing Manager- Chris Gates
Education Resource Specialist- Mark McCreary	Applied Science and Technologies Manager- Rachael Morreale
Education Resource Specialist- Wendy Samz	Public Information Specialist- Jamie Fowler
Risk Manager- Rick Pardo	Manager, Science Intelligence- Milton Sterling

VISITORS:

John Brielmaier- Carr, Riggs & Ingram
Lee Huges- Lee County School District

PUBLIC COMMENTS:

The following citizens addressed the Board:
None

MINUTES APPROVAL:

Commissioner Brantley requested board approval for the May 2019 meeting minutes. Commissioner Farrar moved to approve the March 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, Lee County Health Department, reported that Lee County has no human cases of WNV or EEEV this week. Advisories/Alerts: Bay, Calhoun, Miami-Dade, and Walton counties are currently under a mosquito-borne illness advisory. No other counties are currently under mosquito-borne illness advisory or alert.

http://www.floridahealth.gov/diseases-and-conditions/mosquito-borne-diseases/_documents/2019/2019-week-24-arbovirus-surveillance-report.pdf

CONSENT AGENDA REPORT TOPICS:

Surplus Property
Apartment furniture on Govdeals.com

Commissioner Brantley requested board approval for surplus property & apartment furniture to be sold on Govdeals.com. Commissioner Mann moved to approve the consent agenda. Commissioner Ellis seconded the motion to approve the consent agenda. The board unanimously approved. Motion Passed.

AGENDA ITEM REPORT TOPICS:

OLD BUSINESS

Executive Director Contract- HR Director- Jackie Small & Attorney Guy Whitesman discussed highlights and minor changes on the Executive Director contract.

Commissioner Brantley requested a motion for the board to move forward and sign the Executive Director Contract today. Commissioner Mann made a motion. Commissioner Ellis seconded the motion. The board unanimously approved. Motion Passed.

The parties hereto have executed this Agreement with the intent to be legally bound.

DISTRICT:
LEE COUNTY MOSQUITO CONTROL DISTRICT

Date: 6-20-19 By: Ed Brantley, Chairman

LEE COUNTY HYACINTH CONTROL DISTRICT

Date: NA By: Ed Brantley, Chairman

EMPLOYEE:
Dr. David Hoel

Date: 6-20-19

The parties hereto have executed this Agreement with the intent to be legally bound.

DISTRICT:
LEE COUNTY MOSQUITO CONTROL DISTRICT

Date: NA By: Ed Brantley, Chairman

LEE COUNTY HYACINTH CONTROL DISTRICT

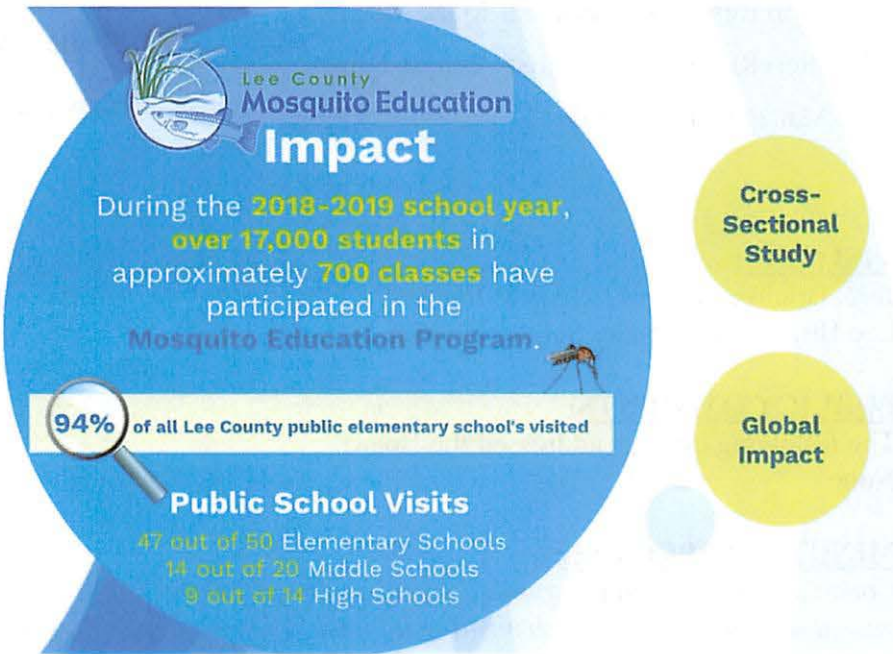
Date: 6-20-19 By: Ed Brantley, Chairman

EMPLOYEE:
Dr. David Hoel

Date: 6-20-19

NEW BUSINESS

Lee County Mosquito Education Program- Jennifer McBride, Mark McCreary, and Wendy Samz presented the board with a presentation of achievements, goals and community outreach to the public, private and charter schools all around Lee County.



Lee Hughes thanked the Board of Lee County Mosquito Control for their support and partnership with Lee County Schools.

Deputy Director, PIO- Eric Jackson requested Board approval of operating expenses for the school-based outreach program.

LCMCD Education Program Budget 2019-2020

Lee County Mosquito Education Program				
	Resource Specialist #1	Resource Specialist #2	Resource Specialist #3	Total
Salary and Benefits	\$ 66,500	\$ 74,500	\$ 68,500	\$ 209,500
Other Operating Expenditures				
Other Personnel Services				\$ 5,000
Printing				\$ 5,000
Supplies				\$ 5,000
Contingency				\$ 5,000
Other Operating Expenditures				\$ 20,000
Total School District Budget				\$ 229,500

Commissioner Brantley requested board approval for the LCMCD Education Program Budget FY 2019-2020. Commissioner Farrar moved to approve the consent agenda. Commissioner Ellis seconded the motion to approve the consent agenda. The board unanimously approved. Motion Passed.

DC3 engine overhaul, budget amendment: CFO, Russ Baker, and Manager Aircraft Mechanic, Al Bennett

The formal evaluation for repair (Due to inlet case corrosion) to engine serial number PCE-97445 was received on May 31st. Due to the fact that this engine has 11,978.9 hours total time (5,497.9 hours time since overhaul) and the cost of repairs it is recommended that the engine be overhauled. The major factors that have driven the cost of the repair are as follows: (reference Prime Turbines W.O. M5R1104), compressor turbine disc undersized which requires new blades at 99, 167.20, number one power turbine disc blades timed out (these require replacement at a shop visit which access's the blades when these many hours are on them) requiring new blades at \$81,716.08 and a damaged (out of limits) compressor impeller which requires replacement at \$49,500.00. The total estimate for repair is \$299,220.24, which will put the engine back in service for another 500 hours. The overhaul of the engine is projected to cost \$500,000 (pending further evaluation) putting the engine back in service for 6,000 hours.

WORK ORDER QUOTE 5/31/2019	
PN: 3101000-01	
Workscope: Repair	
Labor: Flat Rate	
Material: New PWC	\$185,991.30
Material: PMA	\$12,476.55
Material: Serviceable	\$73,675.00
Material: Outside Vendor (OV)	\$3,920.00
Material: Outside Vendor (OV) - Accessories	\$8,700.00
Material: Consumables	\$8,517.39
Test Cell Fee	\$2,890.00
Bulk Issue	\$1,575.00
Packaging & Preservation	\$1,475.00
Quote Total:	\$299,220.24

Commissioner Farrar made a motion to make the repair up to \$500,000. Commissioner Mann seconded the motion. The board unanimously approved. Motion Passed.

Auditor's Report: John Brielmaier- Carr, Riggs & Ingram

AUDITORS' REPORTS AND LETTER

- Independent Auditors' Report on basic financial statements
 - Unmodified opinion
- Government Auditing Standards Report
 - No material weaknesses, significant deficiencies or other instances of noncompliance
- Management Letter
 - No significant issues noted
- Local Government Investment Policies Report
 - No significant issues noted

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AUDIT RESULTS

- No audit adjustments were proposed and/or recorded by the Districts as a result of our audit procedures.
- Lease of new aircraft and related sale of old aircraft and related parts

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OTHER COMMUNICATIONS

- Significant accounting policies – no significant change
 - policies can be seen in the footnotes
- Accounting estimates – fair value of investments, reserve on inventory, pension and OPEB plans, and estimated useful lives of capital assets
- Disagreements with management – none
- Consultations with Other Accountants – none
- Issues Discussed Prior to Retention – none
- Difficulties Encountered During the Audit – none

CARR, RIGGS & INGRAM, LLC

LEE COUNTY MOSQUITO CONTROL DISTRICT
AND
LEE COUNTY HYACINTH CONTROL DISTRICT
AUDIT PRESENTATION FOR YEAR ENDED SEPTEMBER 30, 2018
June 20, 2019



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Auditor Selection Board: CFO, Russ Baker & Purchasing Agent Chris Gates

Section 218.391, F.S., outlines the process that each local governmental entity, district school board, charter school, or charter technical career center must follow in selecting an auditor to conduct the annual financial audit of the entity required by *s. 218.39, F.S.* Each entity is required to establish an audit committee to assist the governing body in selecting the auditor.

The audit committee of a noncharter county must

consist of each of its constitutional officers and one member of the board of county commissioners or its designee. The audit committees must publicly announce requests for proposals for the audit services. The law specifies the factors that must be considered in selecting the auditor and the procedures for negotiating for compensation.

Section 15 amends s. 218.391, F.S., requires each county's auditor selection committee to consist of each county officer elected pursuant to the State Constitution or the county charter, or their respective designees, and one member of the board of county commissioners or its designee. The section requires the auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center to consist of at least three members, one of whom must be a member of the governing body of the entity. That member must serve as the auditor selection committee's chair. An employee, chief executive officer, or chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may not serve as a member of an auditor selection committee; however, an employee, chief executive officer, or chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may serve in an advisory capacity.

Here is a link to the Bill: <https://www.flsenate.gov/Session/Bill/2019/7014/Analyses/2019s07014.rc.PDF>

Nominated to select an audit committee:

George Mann

Brian Farrar

Ed Brantley

Commissioner Hart moved for a motion to select the Audit Committee. Commissioner Farrar seconded the motion. The board approved unanimously. Motion passed.

FACILITIES REPORT – Aaron Lloyd, Assistant Director provided an update on current facility projects at the Districts.

- Discussions beginning on the future of Miller building
- Hanger apartments have begun renovation
- Boat Ramp installed on Facility to offload boats during maintenance
- Working with FDOT to align runway lights
- Pine Island Facility being planned in phases
- Phase 1 and 2 will include: Secure property and facility with fencing and controlled access, improve existing equipment and structures to be used as a helistop for operations.

DIRECTOR'S REPORT: Executive Director Hoel will provided an update on recent activities.

1. Nicole Culbert, prospective SIT Quality assurance specialist is finishing a Ph.D. program with the University of Liverpool, UK. She currently works at IAEA, our SIT consulting partner in Vienna. Nicole has an extensive background in SIT QA techniques that we need for our SIT program. QA testing assures us that our sterilized *Aedes* mosquitoes are up to the task of finding wild females to

mate with. Testing includes mating competition trials, flight fitness testing, egg hatch percentage, irradiated male longevity and survivability trials, and mark, release & recapture field trials to determine flight range of irradiated males. A draft contract has been developed and will soon be reviewed by Mr. Lloyd, Mr. Baker, and Ms. Morreale. Nicole has begun the process of applying for a work visa. The goal is to contract her for one year.

2. The annual meeting of the Florida Association of Special Districts (FASD) commenced at the Sanibel Harbor Marriott the week of June 10th. This association deals with all issues of concern to special districts such as LCMHCD. Discussion topics included records management, Sunshine Law, Audit & Financial Reporting, and the Certified District Manager Training program, among other things. The CDM program is a set module of learning objectives coupled with a work project designed to educate special district Managers, Deputy Directors and other decision makers on the key issues of running a special district. To date, only two LCMCD managers have taken this training. I will shortly send an email to all managers offering the opportunity to enroll in this program.

I have volunteered to fill Mr. Gale's Board position on the FASD board and I have been approved by the FASD board. This became effective last Thursday. I must attend at least 3 of 5 meetings per year including the annual meeting that just occurred. Other meetings are for a day and usually require overnight travel. Mr. Sterling will now discuss his participation in the COM program.

3. Milton Sterling- Manager, Science Intelligence, briefed the Board members of Lee County Mosquito /Hyacinth Control District on his project for the FASD District Manager program that he is currently working on.

The Lee County Mosquito and Hyacinth Control Districts are industry leaders in insect and plant control. Developing a Commissioners' Handbook formalizes the leadership provided by the Board of Commissioners. Currently, when new members join our Board of Commissioners there is no orientation to the standards and requirements of conducting business in the public domain.

The handbook is intended to be a living document that will orient newly elected commissioners to their roles and responsibilities. The handbook will also serve as a reference tool for current commissioners keeping them updated on Florida Statutes and functioning effectively in their capacity as a public servant. Updates to the handbook will be managed by the Executive team at the Districts, which includes the Executive Director, Assistant Director, Chief Financial Officer, and Human Resources Director.

Five CDM Curriculum components are addressed (must include Project Management, Strategic Planning and Board Relations):

Ethical Requirements

Strategic planning and Budgeting

Project Management

Working with Boards

Public Relations & Public Information

4. It has come to our attention that the pledge of allegiance and roll call often starts special district board meetings in other parts of Florida. I am interested in your opinion as to whether we incorporate this into our board meetings going forward.

5. Duplex driveway. Mr. Farrar has been in discussions with David Loveland of Lee County Government in attempts to expedite the approval of the duplex road paving project. A dirt road next to the south runway connects Park Road in Lehigh Acres to our runway. This road is on a separate plot of land zoned for a house. We are attempting to get permission from County planners to approve the paving of this road to facilitate emergency use during the next hurricane or storm in which our runway is used for relief staging efforts. The engineering firm we hired, LIS Engineering, LLC, is running into roadblocks in getting this accomplished.

Aircraft update.

Yesterday, we received our structures report for spray tank construction from Embry-Riddle. This concludes a 2-year effort to finish this project. The received report gives us the green light to begin installing the structural components on the aircraft to support the tank and insecticide load as mentioned by Mr. Bennett.

A DC-3 aircraft engine must undergo an expensive overhaul. Mr. Bennett gave a technical explanation of the problem. The board agreed to fund the work, which required a budget amendment as discussed by Mr. Baker.

King Air N762 is at Fosters Aircraft Painting in Lakeland, FL. The aircraft has been stripped, primed and painted grey and is currently being masked for blue color and striping. King Air N763 is presently undergoing its biennial inspection, vertical and horizontal stabilizer inspection panel modifications, avionics and instrument panel replacement and is being prepped for the modifications of the underfloor structure. These are the Navy aircraft purchased in Arizona.

- a) King Air N483 was tested for the correct droplet spectrum and passed. We now have 3 aircraft in service for mosquito control operations (also N484 and N146).
- b) Airbus H125 helicopter N868 has been Dibrom droplet tested and is operational.
- c) Creative Composites of Wichita, KS is moving ahead with spray tank construction (3 tanks) and left forward position Airbus H125 floor protectors. We are contracting this out as Airbus does not make these for their own aircraft.

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

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

There being no further business, Commissioner Brantley moved to adjourn. The meeting adjourned at 11:37 a.m.



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



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