The Regular Meeting of the COLLIER MOSQUITO CONTROL DISTRICT (CMCD) Board of Commissioners was called to order at 10:00 a.m., August 22, 2017, at District Headquarters. The packets for the meeting were available via the District website. Supporting documentation has been filed in the backup folder located in the Administration Department.

Elizabeth Groff, Recording Secretary, conducted the ROLL CALL. Present were Chair Williams, Commissioners Chapman, Farmer, Geroy and Thompson-Fresenius, Executive Director Linn, Director Welch and Attorney Bill Owens, representing Bond Schoeneck & King, PLLC.

At this time, the Pledge of Allegiance was recited.

Motion to approve the AGENDA was made by Commissioner Geroy, seconded by Commissioner Chapman, and passed unanimously.

Motion to approve the MINUTES of the Regular Meeting, held on July 13, 2017, was made by Commissioner Farmer, seconded by Commissioner Thompson-Fresenius and passed unanimously.

FL ARBOVIRUS UPDATE: Dr. Mark Clifton informed the Board that currently the largest disease threat in Collier County is Zika. He said that although there have been less importations recently, *Aedes aegypti* mosquitoes are still abundant during this time of year. CMCD continues to test and treat areas of suspected Zika transmission, as well as areas with high numbers of *Aedes aegypti* mosquitoes.

Dr. Keira Lucas has recently tested 32 pools of mosquitoes throughout Collier County for Chikungunya, Dengue and Zika with no positive results and another 40 pools (1,500+ *Culex* mosquitoes), which were negative for West Nile virus.

Dr. Clifton stated that other threats are harder to assess, noting that diseases like West Nile virus and St. Louis Encephalitis are always present, but aren’t necessarily affecting the human population. There continues to be no imported or local cases of Eastern Equine Encephalitis, Dengue fever or Chikungunya yet in 2017, and there have been 102 cases of travel related Zika in Florida, with a total of four confirmed cases of imported Zika reported in Collier County. Additionally, there has been one imported case of Malaria in Collier County, but pools of mosquitoes surrounding the area of the affected individual have been tested and all findings were negative.

Dr. Clifton notified the Board that the District has recently started using Passive Box Traps. These containers, which are baited with CO₂, utilize a card soaked in honey (or another similar substance) to attract mosquitoes. When mosquitoes come to feed on the card, they leave DNA/RNA via their saliva, which can then be washed off the card and tested. More information or on this new technology will be presented as it becomes available.

There was no PUBLIC COMMENT.

Motion to approve the CONSENT AGENDA was made by Commissioner Farmer, seconded by Commissioner Thompson-Fresenius and passed unanimously.

HELCOPTER PRESENTATION: Director Linn informed the Board that both the Environmental Protection Agency (EPA) and the Department of Agriculture and Consumer Services (DACS) have indicated that the use of organophosphates, such as Dibrom, are likely to be regulated to below effective doses. Also, the District’s research team has recently confirmed that most mosquitoes are proving to be resistant to pyrethroids. In fact, increasing resistance is becoming prevalent everywhere. In response to these imminent changes and new findings, the District’s adulticiding program needs to remain as effective
as possible for as long as it is possible while at the same time making an effort to redirect its focus to the use of larvicides. CMCD has been testing new larvicide products in the field, with some producing results of up to 30 days of control. Although the work that the District’s Research department has done in recent times is extraordinary, moving forward we will require a “bigger boat” as the need to reduce populations of disease vector and nuisance mosquitoes continues along with an ever-growing population.

Currently, the District owns five MD-500 helicopters with an average age of 35+ years and are quite limited in weight and stamina. The District also owns three fixed-wing SC-7 Skyvans with an average age of 45+ years. These aircraft have reached an age where the availability of parts and support for these vessels is becoming increasingly sparse.

Director Linn said that, as time goes by, the field of mosquito control will hopefully see new versions of pyrethroids that will be just chemically different enough to outpace changes in the gene that imparts resistance and essentially stay ahead of the mosquito’s genetic adaptations. The District is trying to do as much as possible to be proactive but remain reactive, as necessary, when the inevitable happens. So far in 2017, the District has increased its larvicide usage by 750% (20,000 lbs.) due to an augmentation in our larviciding program. The program changes have been employed primarily for the purposes of exploring new products and allowing us to collect data on their efficacy.

In order to move forward with new technologies and apply the science that our research department is producing, the District has assembled an investigative committee with expertise in research, aviation and operations. The committee was tasked with examining current (and planned) operational changes, both internally and at other Districts. Viable solutions are being sought with the District’s current assets and fleet, along with what’s available in the aircraft market today, and what direction other Districts are heading.

After lengthy discussion, it was the recommendation of the committee to purchase the Bell 412 helicopter. Further discussion concerning the District’s potential purchase of a new helicopter can be heard via the audio recording of the meeting, which is available via the District’s website.

Commissioner Geroy thanked Director Linn and staff for their research and detailed presentation.

Motion was made by Commissioner Geroy to approve the allocation of the funds necessary to purchase an aircraft during the 2017-2018 fiscal year. The motion was then withdrawn.

Motion was made by Commissioner Geroy to approve the allocation of the funds from Reserves to the Operating Budget for the potential purchase of a helicopter during the 2017-2018 fiscal year. The motion was withdrawn.

At this time, it was agreed by consensus to hold a Special Meeting on Thursday, September 14th, 2017 at 2:00 p.m.to discuss future planning.

The meeting recessed at 11:41 a.m. and reconvened at 11:56 a.m.

Director Linn requested that the COMPREHENSIVE PLAN discussion be tabled until the Special Meeting.

Accounting Specialist Mark Grazewski explained to the Board that after speaking with the District’s Auditor’s Martin Redovan and Rob Willems it was determined that regular maintenance of an aircraft is not a capital expenditure because it does not extend the useful life of the aircraft. At the recommendation of the auditors (and since Governmental Accounting Standards Board (GASB) 34 and the Florida Statutes
don’t clearly define how to handle aircraft) the existing POLICY #2004-002 - CAPITAL EXPENDITURES POLICY has been revised to allow for more flexibility in the assignment of useful life determinations. A new POLICY #2017-001 - AIRCRAFT - CAPITAL EXPENDITURES has been created to differentiate between the two different types of capital expenditures.

At this time, Director Welch reviewed the District’s Capital Budget for 2017 through 2022, taking the two new policies into consideration, and discussion ensued. The current document allocates $2M each year into Future Capital Outlay, which can be shifted to other budgeted accounts without affecting the millage rate.

Commissioner Chapman distributed a version of Policy #2004-002 - Capital Expenditures Policy, that he had revised. He and Director Welch will review his suggested changes offline and the policies will be brought back to the Board for discussion at the September Board Meeting.

Motion to approve BUDGET AMENDMENT #4 for Fiscal Year 2016-2017 moving funds from account 60 to account 46, as presented, was made by Commissioner Thompson-Fresenius, seconded by Commissioner Farmer, and passed unanimously.

Director Welch has spoken to both Indian River Mosquito Control District and Citrus County Mosquito Control about conducting a SALARY/BENEFITS SURVEY. Indian River has already initiated an RFP, utilizing a company called Harrington & Associates, Inc., and Citrus County has deferred the item until their September Board Meeting. Stacy has spoken to Judy, the owner of Harrington, who indicated that if all three Mosquito Control Districts were to pool together it would be cheaper for everyone since much of the data would be coming from the same places but Indian River indicated that they would not be interested since they have already begun the process. However, Judy has provided Director Welch with a listing of different topics that would potentially be included in a salary survey.

Executive Director Linn and Director Welch have discussed the situation and have decided that they would like to wait until Indian River chooses a consultant with the hopes that CMCD may be able to approach them about piggybacking on their survey and providing them with a list of questions that we would want to add to their existing survey. The District would be willing to pay the difference in cost as well as pay to have the survey sent to locally pertinent areas in Collier County due to the difference in the cost of living in the other two counties.

The following is a list of preliminary items that CMCD would like a consultant to do for us:

- Compile a report with the survey results
- Create a new salary structure based on the current structure and the results of the survey
- Help us to add step levels to jobs - to include education and or training steps
- Make a recommendation or step approach to how to implement the changes and how often we should review the salary structure going forward

After discussion, it was decided that if the District is unable to piggyback on the Indian River Survey, Director Welch will compile the District’s own RFP. We will then select a company that is able to utilize our information, combined with those of the recently completed salary survey from the Naples Airport as well as the information from other mosquito control districts and whoever else they choose to do it with.

The listing that was provided to Director Welch by Judy from Harrington was posted to the District website as part of the August Board Meeting Packet as item 9f.
Director Welch and Patrick reviewed the list and chose the items that they would like to see included in a salary/benefits survey, which includes suggestions from the Board, as follows:

- Life Insurance - Current is $50K
- Accidental Death & Dismemberment Insurance - Current is $250K
- Sick/Personal Day Plans
- Medical Insurance
- High Deductible Health Plans
- Prescription Drug
- Dental & Vision
- Health & Wellness Programs
- Vacation & Paid Time Off
- Service Awards
- Retirement - Matching Contributions for Voluntary Retirement Plans

BANK ACCOUNT DISCUSSION: Director Welch has recently spoken via e-mail with Warner Prenters, with the Florida CFO’s Office, regarding her concerns about the purchase of Encore Bank by Lake Michigan Credit Union, which is not a Qualified Public Depository (QPD). The District’s biggest concern is the $1.7M Certificate that the Trust has with Encore Bank that will be maturing on 10/1/17. Mr. Prenters has responded to her e-mail and will provide her with definitive responses to her queries in an expeditious manner.

Per direction by the CMCD Board of Commissioners, the District currently requires funds to be deposited into two banks that are QPD’s and each must pledge at a rate of 25% - 50%. It is the consensus of the Board that the District to continue to utilize more than one bank. Additionally, the Board has granted permission to allow Director Welch to work with Commissioner Farmer on navigating this situation further.

CURRENT STATUS AND EVALUATION OF DISTRICT EXPANSION PROCESS: Executive Director Linn suggested that CMCD, in concert with the Board’s approval, aim to proceed with our intentions for the District expansion process in time for the 2019 legislative session. By that time, the District should have a “sponsor” in place to present any changes to this District boundaries or requests to modify any language in the charter, which would go in to effect (retroactively to) January 1st of the 2019 tax year. What remains undetermined as of this time is a consensus on the details of the expansion. Mr. Linn’s current position is that CMCD should continue to focus on the work that needs to be done within the existing District boundaries because developing anything in time for the 2018 legislative session would be a herculean effort and does not appear to be feasible at this time.

Attorney Owens reviewed the revisions to the Kuykendall SICK LEAVE BANK POLICY. After brief discussion, motion was made by Commissioner Geroy, seconded by Commissioner Thompson-Fresenius and passed unanimously to accept the revised Sick Leave Bank Policy as presented.

Discussion of the STRATEGIC PLAN was tabled for discussion at a future meeting.

DIRECTOR’S REPORT: Director Welch informed the Board that the first phase of the transition to ADP for payroll has been completed, and everyone should have received their first check via direct deposit, as well as a link on how to set up their user id in their system. Ms. Welch noted that Timekeeping is the next phase in the conversion process.

Preparations for the new Epicor Accounting System are progressing smoothly with the help of Accounting Specialist, Mark Grazewski. The vendor files have undergone some much-needed housekeeping and new
Chart of Accounts has been created. The E10 test system should be up and running sometime over the next couple of weeks and Mark should be able to begin testing the Accounts Payable and General Ledger sections at that time.

Director Linn mentioned that Mr. Christopher Rozansky, Executive Director with the Naples Airport Authority, has tentatively withdrawn his request for any financial considerations in support of Airport Rescue and Firefighting (ARFF). He has been working with his Board of Commissioners to try to get 24-hour firefighting services reestablished at the Naples Airport Authority’s expense. Attorney Owens mentioned that at the most recent meeting of the Naples Airport Authority Board of Commissioners, there was no definitive decision made on the restoration of 24-hour firefighting services, but it was agreed by consensus of the Board to include the money for those services in their 2017-2018 Budget.

ATTORNEY’S REPORT: Attorney Owens had no additional information to report at this time.

PUBLIC RELATIONS UPDATE: Public Relations Specialist Robin King distributed a brief recap of the activities and projects that CMCD was a part of during the month of August.

Ms. King said that she is very pleased with the relationships that are being established with our media friends. Local media outlets are regularly turning to Dr. Mark Clifton and Executive Director Patrick Linn as their “thought leaders” resources when it comes to mosquito related issues.

Due to the summer months, our educational outreach and facility tours have begun to scale back, but interactions with local summer camps have increased.

Community outreach continues to move along with numerous speaking engagements to various groups and informational booths set up at many local events. In fact, CMCD recently did a presentation at the Collier County Museum about the history of the District. Additionally, The Collier County Sheriff’s Office has invited CMCD to participate in many of their community outreach efforts and the District will be doing an entire week of events with them during the month of October.

Chair Williams thanked Robin for doing an outstanding job as well as Dr. Clifton for being out there in the public eye.

There was nothing added to the PENDING ITEMS list.

Capital Expenditures Policy and Strategic Plan – Biology of Different Mosquitoes were added to the POTENTIAL ITEMS list for the September meeting.

There was no OLD BUSINESS or NEW BUSINESS.

There were no COMMISSIONER CONCERNS or COMMENTS.

The meeting adjourned at 1:23 p.m.