# REGULAR MEETING

# JANUARY
# 2020

FLORIDA

Mosquito Control

DISTRICT

KEYS

# 2020 CALENDAR

## January-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

## February-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

## March-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

## April-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

## May-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

## June-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

## July-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

## August-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

## September-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

## October-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## November-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

## December-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Holidays  Meetings  Conferences

**Regular Meeting Agenda**

Florida Keys Mosquito Control District
Marathon Office
503 107TH Street, Marathon, FL

**January 28, 2020**
**12:00 pm (Approximate)**

1. **Call to Order**

2. **Roll Call**

3. **Community Input:**
   Community Input shall be heard prior to each specified agenda item.

   The Board adheres to, and conducts each meeting in accordance with Robert's Rules of Order. Presentations to the Board are limited to three (3) minutes for each individual speaker and five (5) minutes for the representative of a designated group. Transfer of time between individuals and/or groups is not permitted. Letters submitted to any Commissioner, the Executive Director, Executive Assistant, or any other District employee during a Board meeting will be placed into the record but will not additionally be read into the record at the meeting.

   The Board welcomes public input but also must maintain order. Thus, community input is not a time for open dialogue between the Board and the speaker. Speakers should direct their comments to the Board and not to the District Staff or any other audience members. Speakers should not expect Commissioners or staff to answer or respond to questions during community input. If appropriate, the Board may request the issue be added as a discussion item at a future District Board Meeting.

   Any person who wishes to be heard shall complete and provide the supplied community input card or inform the Clerk/Executive Assistant to the Board, specifying the agenda item on which he or she wishes to be heard. Once public input begins on an agenda item, there will be no further speaker cards or speakers allowed on that specific agenda item or subject.

4. **Approval of Agenda**

5. **Consent Agenda**
   All items listed as Consent Agenda items are considered routine and non-controversial by the FKMCD Board and will be approved by a single motion. There will be no separate discussion of these items. Prior to this meeting, Board Members have had the opportunity to review each of these items and may request that any item be moved to an Action Item for individual consideration.

   **a.) Minutes** of the December 13, 2019 Regular Meeting. Pages 6 - 7

   **b.) Financial Reports** **Pages 9 - 18**

   **i.) Budget Analysis**
   **ii.) District Finances**
   **iii.) Cash Disbursements** through December 2019.

6. **Attorney's Report**

7. **Director's Report** **Pages 21 - 31**

8. **2020 Election of FKMCD Board Officers**

9. **Items for Board Discussion:**

10. **Items for Board Review and Action:**
    - **a.)** Purchasing Policy Revision (Holden) **Pages 33 - 42**
    - **b.)** RFP 2019-09 32 Foot Scissor Lift (Holden) Pages 44 - 46
    - **c.)** RFP 2019-11 Surplus Equipment (Holden) Pages 48 - 49
    - **d.)** Surplus Equipment (Holden) Page 51
    - **e.)** 2020 Meeting Schedule (Leal) Page 53

11. **Good of the Order**

12. **Meeting Adjourned**

# *Item 5a*

# Approval of Minutes

**Regular Meeting Minutes**

**Florida Keys Mosquito Control District**
Marathon Office
503 107th Street
Marathon, FL 33050

**December 13, 2019 10:00 am**

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on December 13, 2019 at the FKMCD Marathon office.

***Present Were***: Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Brandon Pinder, Secretary/Treasurer; Tom McDonald, Commissioner; Jill Cranney-Gage, Commissioner; Andrea Leal, Executive Director; Dirk Smits, Board Attorney.

***Employees Present Were***: Mikki Coss, Director of Operations; Robert Lee, Director of Aerial Maintenance; Bruce Holden, Finance Director; Beth Ranson, PEIO, Chad Huff, PEIO; Chrissy Bloxom, Executive Assistant; Josh Clemente, Network Coordinator.

***Invited Guests Present***: None

***Community Input*:** None

***Approval of Agenda***: Chairman Goodman requested to strike item #9c RFP 2019-09 32 Foot Scissor Lift and include Holiday Hours as item 9c for Board Review and Action. *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously* to amend the agenda. *A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously* to approve the agenda as amended. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney-Gage and passed unanimously* to approve the Consent Agenda.

***Attorney's Report*:** Dirk Smits, Board Attorney, gave an update on the bill that was presented to Representative Holly Raschein's office. Mr. Smits is continuing dialog with the City of Key West, however, he is not prepared to give a report.

***Director's Report***: Director Leal reported on the mosquito-borne diseases in the State of Florida, FKMCD Operations, Human Resources and the completion of the hangar floor. Director Leal recognized and thanked the Sheriff's department for sheltering the FKMCD helicopters during that time. Director Leal discussed travel to FMCA, during which, Chairman Goodman reported on the Florida Mosquito Control Association Annual Conference.

***Items for Board Discussion:***

***9a.) Budget Procedure*** – Bruce Holden, Finance Director, provided the Board with a copy of the current budget procedure timeline and discussed the timeline. Chairman Goodman requested that Mr. Holden stipulate the procedures that are Board decisions. Commissioner Cranney-Gage requested to include the audit procedures. He agreed and will present both procedures back to the Board in a few months.

***Items for Board Review and Action:***

***9a.) January Meeting Date –*** Executive Director Leal explained, that due to scheduling conflicts in January, the January meeting date would need to be shifted. After some discussion, the Board moved the date to January 28, 2020. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously* to change the date.

***9b.) RFP 2019-08 Dual Fuel System Fork Lift*** – Bruce Holden, Finance Director, stated that the Bid Opening Committee received five bids. The Committee recommends to move forward with All-Around Access to purchase the dual fuel system forklift in the amount of $31,985.00. *A motion was made by Commissioner McDonald, seconded by Commissioner Cranney-Gage and passed unanimously* to move forward with the committee's recommendation.

***9c.) RFP 2019-10 Avionics Installation for ADS-B Compliance*** - Bruce Holden, Finance Director, stated that the committee only received one bid. The Bid Opening Committee recommends Arrow Aviation for the Avionics Installation for ADS- Compliance for N175MS. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously* to approve the committee's recommendation.

***9d.) Holiday Schedule (Cranney-Gage)*** *-A motion was made by Commissioner Cranney-Gage, seconded by Commissioner Pinder and passed unanimously* for District offices to be closed on Christmas Eve and a half day off on New Year's Eve.

***Good of the Order:***

- Commissioner Cranney-Gage recognized the hard work and dedication of the staff members and the work the Board has done.
- Chairman Goodman inquired about the new cameras. Director Leal gave a brief description on how they will function and stated that they will be installed for the January meeting.
- Chairman Goodman discussed that the FKMCD officer elections will be held next month.
- Director Leal wished Beth Ranson, PEIO, well in her future endeavors; this is Beth's last meeting.
- Chairman Goodman inquired about the change in language for the public hearing. Director Leal responded that she will work with her group and discuss with the Board in January.
- Chairman Goodman wished Beth Ranson good luck and thanked her for her hard work and dedication over the years to the District.

There being no further business to come before the Board the meeting was adjourned.

*Respectfully submitted,*

_____
*Andrea Leal*
*Executive Director*

*Board of Commissioners*
*Florida Keys Mosquito Control District*

_____
*Phillip L. Goodman, Chairman*

_____
*Brandon Pinder, Secretary-Treasurer*

# *Item 5b*

# Financial Reports

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT**
**MONTHLY BUDGET ANALYSIS**
**FISCAL YEAR 2019-2020**
**DECEMBER 2019**

## LOCAL FUND

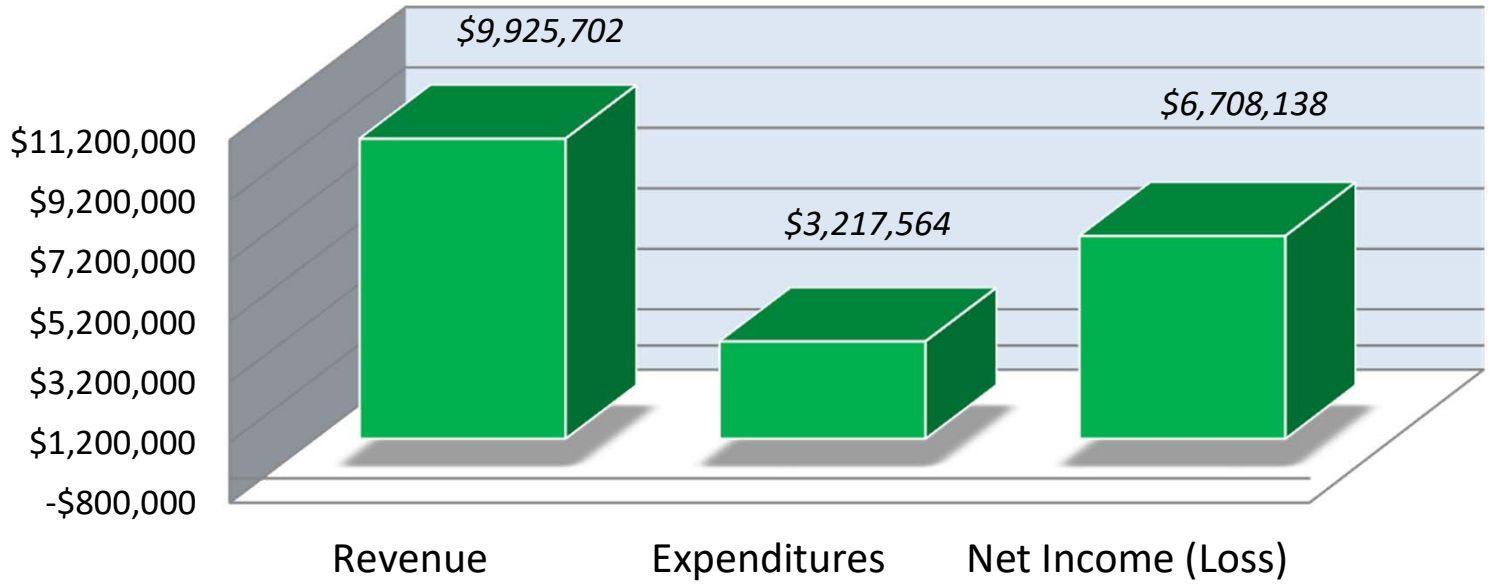
| ACCT. NO | ITEM | Annual Budget | Current December Actual | Prior Year Month | Current YTD - Actual | Prior Year YTD Actual | Current Annual: Unexpended | Year on Year Variance |
|---|---|---|---|---|---|---|---|---|
| 10 | Personal Services 11 - 15 | 4,772,965.00 | 349,182.92 | 316,031.43 | 1,207,988.94 | 1,136,533.93 | 3,564,976.06 | 71,455.01 |
| 20 | Personal Service Benefits 21 - 25 | 3,596,075.00 | 214,198.28 | 180,649.41 | 689,550.78 | 636,548.12 | 2,906,524.22 | 53,002.66 |
| 30 | Operating Expense 31 - 34 | 918,868.00 | 175,108.16 | 179,133.73 | 403,318.46 | 363,259.28 | 515,549.54 | 40,059.18 |
| 40 | Travel and Per Diem 40.1 - 40.3 | 146,300.00 | 6,014.96 | 5,054.51 | 20,474.97 | 21,800.12 | 125,825.03 | (1,325.15) |
| 41 | Communication Services | 92,100.00 | 8,832.68 | 4,939.86 | 26,242.79 | 21,313.92 | 65,857.21 | 4,928.87 |
| 42 | Freight Services | 14,400.00 | 1,013.14 | 391.04 | 1,906.38 | 1,181.94 | 12,493.62 | 724.44 |
| 43 | Utility Services | 102,650.00 | 10,108.79 | 5,847.71 | 24,601.09 | 19,849.48 | 78,048.91 | 4,751.61 |
| 44 | Rentals and Leases | 842,657.00 | 6,196.62 | 1,103.61 | 30,013.74 | 6,566.28 | 812,643.26 | 23,447.46 |
| 45 | Insurance | 442,625.00 | 0.00 | 2,813.00 | 183,934.00 | (11,514.00) | 258,691.00 | 195,448.00 |
| 46 | Repair and Maintenance Service 46.1 - 46.6 | 648,586.00 | 13,827.57 | 33,855.68 | 289,562.76 | 54,458.90 | 359,023.24 | 235,103.86 |
| 47 | Printing/Binding | 8,725.00 | 680.00 | 29.66 | 760.36 | 1,622.51 | 7,964.64 | (862.15) |
| 48 | Promotional Activities | 17,000.00 | 0.00 | 0.00 | 2,404.00 | 2,032.00 | 14,596.00 | 372.00 |
| 49 | Other Current Charges and Obligations | 8,125.00 | 634.00 | 849.30 | 1,423.70 | 1,939.42 | 6,701.30 | (515.72) |
| 51 | Office Supplies/Materials | 37,930.00 | 11,162.50 | 2,234.00 | 15,083.85 | 7,337.32 | 22,846.15 | 7,746.53 |
| 52.1 | Gas/Oil/Lube | 292,915.00 | 7,784.13 | 14,453.02 | 33,933.23 | 68,257.12 | 258,981.77 | (34,323.89) |
| 52.2 | Chemical/Solvents/Additives | 1,389,131.00 | 0.00 | 0.00 | 46,853.00 | 60,448.00 | 1,342,278.00 | (13,595.00) |
| 52.3 | Clothing and Wearing Apparel | 38,050.00 | 1,786.49 | 76.65 | 3,442.42 | 462.44 | 34,607.58 | 2,979.98 |
| 52.4 | Miscellaneous Supplies and Incidental | 86,115.00 | 5,790.18 | 3,678.85 | 18,177.86 | 8,995.45 | 67,937.14 | 9,182.41 |
| 52.5 | Tools and Small Implements | 8,650.00 | 144.17 | 368.36 | 2,933.27 | 464.00 | 5,716.73 | 2,469.27 |
| 54 | Books, Publications, Subscriptions, Memberships | 70,775.00 | 2,188.00 | 959.00 | 24,663.00 | 7,636.28 | 46,112.00 | 17,026.72 |
| 55 | Training | 91,950.00 | 7,832.90 | 863.35 | 7,832.90 | 4,980.66 | 84,117.10 | 2,852.24 |
| 60 | Capital Outlay 61 - 64 | 569,850.00 | 66,858.06 | 0.00 | 182,462.41 | 2,025.00 | 387,387.59 | 180,437.41 |
| 71 | Debt Service-Principal | | | | | | | |
| 72 | Debt Service-Interest | | | | | | | |
| 89 | Contingency (current year) | 1,288,435.75 | | | | | 1,288,435.75 | |
| 99 | Payment of Prior Year Accounts | | | | | | | |
| 0.001 | Reserves - Future Capital Outlay | 400,000.00 | | | | | 400,000.00 | |
| 0.002 | Reserves - Self Insurance | 1,651,029.00 | | | | | 1,651,029.00 | |
| 0.004 | Reserves - Sick and Annual Leave | 450,000.00 | | | | | 450,000.00 | |
| | TOTAL: | 17,985,906.75 | 889,343.55 | 753,332.17 | 3,217,563.91 | 2,416,198.17 | 14,768,342.84 | 801,365.74 |

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT**
**MONTHLY BUDGET ANALYSIS**
**FISCAL YEAR 2019-2020**
**DECEMBER 2019**

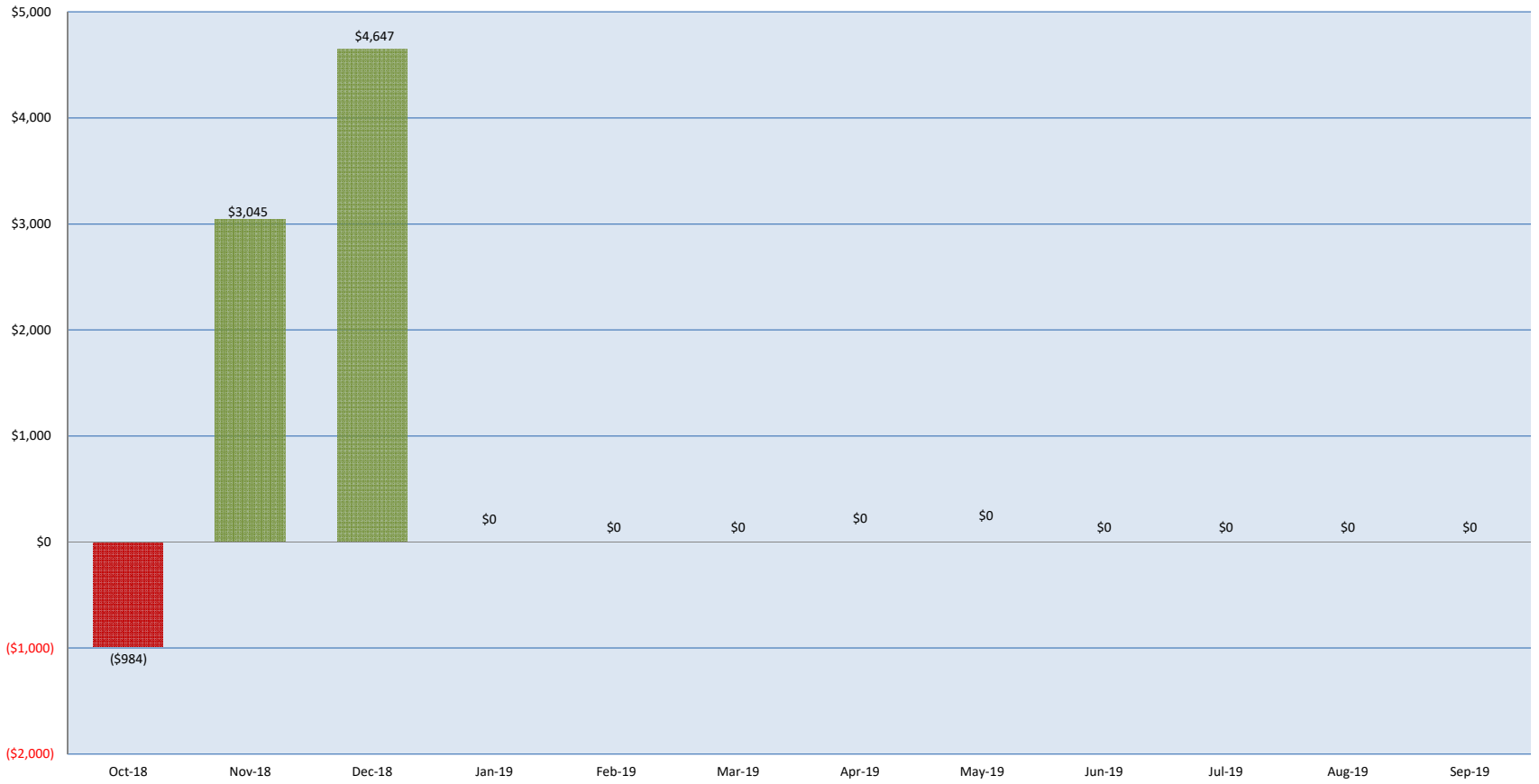
## STATE FUND

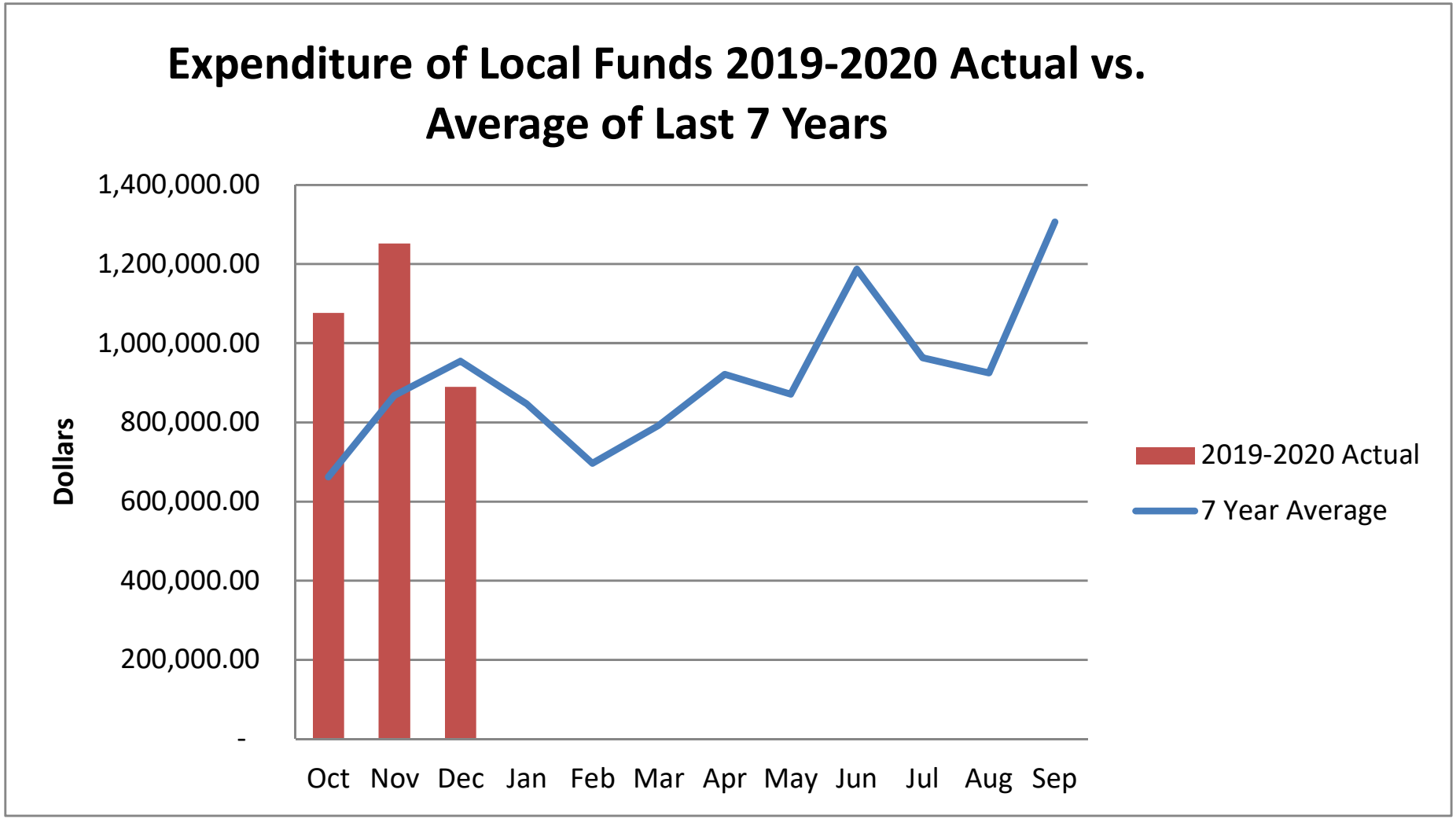
| ACCT. NO | ITEM | Annual Budget | Current December Actual | Prior Year Month | Current YTD - Actual | Prior Year YTD Actual | Current Annual: Unexpended | Year on Year Variance |
|---|---|---|---|---|---|---|---|---|
| 10 | Personal Services 11 - 15 | | | | | | | |
| 20 | Personal Service Benefits 21 - 25 | | | | | | | |
| 30 | Operating Expense 31 - 34 | | | | | | | |
| 40 | Travel and Per Diem 40.1 - 40.3 | 15,000.00 | | 9,750.00 | | 9,750.00 | 15,000.00 | (9,750.00) |
| 41 | Communication Services | | | | | | | |
| 42 | Freight Services | | | | | | | |
| 43 | Utility Services | | | | | | | |
| 44 | Rentals and Leases | | | | | | | |
| 45 | Insurance | | | | | | | |
| 46 | Repair and Maintenance Service 46.1 - 46.6 | | | | | | | |
| 47 | Printing/Binding | | | | | | | |
| 48 | Promotional Activities | | | | | | | |
| 49 | Other Current Charges and Obligations | | | | | | | |
| 51 | Office Supplies/Materials | | | | | | | |
| 52.1 | Gas/Oil/Lube | | | | | | | |
| 52.2 | Chemical/Solvents/Additives | 152,757.78 | | 56,448.00 | 77,400.00 | 56,448.00 | 75,357.78 | 20,952.00 |
| 52.3 | Clothing and Wearing Apparel | | | | | | | |
| 52.4 | Miscellaneous Supplies and Incidental | | | | | | | |
| 52.5 | Tools and Small Implements | | | | | | | |
| 54 | Books, Publications, Subscriptions, Memberships | | | | | | | |
| 55 | Training | 5,000.00 | 3,540.00 | 4,860.00 | 3,540.00 | 4,860.00 | 1,460.00 | (1,320.00) |
| 60 | Capital Outlay 61 - 64 | 375,000.00 | | | | | 375,000.00 | |
| 71 | Debt Service-Principal | | | | | | | |
| 72 | Debt Service-Interest | | | | | | | |
| 89 | Contingency (current year) | 49,241.00 | | | | | 49,241.00 | |
| 99 | Payment of Prior Year Accounts | | | | | | | |
| 0.001 | Reserves - Future Capital Outlay | | | | | | | |
| 0.002 | Reserves - Self Insurance | | | | | | | |
| 0.004 | Reserves - Sick and Annual Leave | | | | | | | |
| | TOTAL: | 596,998.78 | 3,540.00 | 71,058.00 | 80,940.00 | 71,058.00 | 516,058.78 | 9,882.00 |

## FKMCD Local FY 2019-2020 YTD Cash Basis Net Income (Loss) through December 2019



**FKMCD Local Funds FY 2019-2020 Cash Basis Monthly Net Income (Loss) through December 2020**
**(Thousands of Dollars)**




Expenditure of Local Funds 2019-2020 Actual vs. Average of Last 7 Years
Dollars
1,400,000.00
1,200,000.00
1,000,000.00
800,000.00
600,000.00
400,000.00
200,000.00
-
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
2019-2020 Actual
7 Year Average

Florida Keys Mosquito Control District
District Finances as of
January 23, 2020

## ***LOCAL ACCOUNT FUNDS***

CHECKING - OPERATING

| | | |
|---|---|---|
| **Checking Account balance on December 31, 2019:** | $ 11,832,187.82 | |
| **Plus January 2019 deposits to date:** | 479,009.04 | |
| **Total** Operating Checking Account funds available: | | $ 12,311,196.86 |
| **Less** funds transferred from Operating to Payroll: | (1,787.45) | |
| **Less** funds transferred from Operating to Health: | 0.00 | |
| **Less January 2020 expenditures to date:** | (505,987.56) | |
| **Total** Operating Checking Account funds expended/transferred to date: | | (507,775.01) |
| **Balance** in Local Checking Account at present: | | **$ 11,803,421.85** |

**CHECKING - PAYROLL**

| | | |
|---|---|---|
| **Checking Account balance on December 31, 2019:** | $ 0.17 | |
| **Plus** funds transferred from Operating Checking to Payroll Checking: | 1,201.81 | |
| **Total** Payroll Checking Account funds available: | | $ 1,201.98 |
| **Total** Net Payroll Checking expenditures to date: | | |
| **Balance** in Local Payroll Checking Account at present: | | **$ 1,201.98** |

**HEALTH INSURANCE CLAIMS FUND ACCOUNT**

| | | |
|---|---|---|
| **Checking Account balance on December 31, 2019:** | $ 50.65 | |
| **Plus** funds transferred from Operating Checking to Health Checking: | 108,414.25 | |
| **Total** Health Checking Account funds available: | | $ 108,464.90 |
| **Total** Net Health Checking expenditures to date: | | (108,464.90) |
| **Balance** in Local Health Checking Account at present: | | **$ 0.00** |
| **Plus FSA Account** | | **11,281.13** |
| **Total Local Funds:** | | $ **11,815,904.96** |

## ***STATE I ACCOUNT FUNDS***

**CHECKING - OPERATING**

| | | |
|---|---|---|
| **December 31, 2019:** | $ 484,715.66 | |
| **Plus January 2020 deposits to date:** | 0.00 | |
| | 0.00 | |
| **Total** Checking Account funds available: | | $ 484,715.66 |
| **Less** funds transferred to Operating Checking: | | |
| **Less January 2020 expenditures to date:** | $ (59,976.00) | |
| **Total** State I Checking Account funds expended/transferred to date | | $ (59,976.00) |
| **Balance** in State I Checking Account at present: | | **$ 424,739.66** |

# CASH DISBURSEMENTS
# FLORIDA KEYS MOSQUITO CONTROL DISTRICT

**Honorable Board of Commissioners**
**Florida Keys Mosquito Control District**
**Key West, Florida 33040**

**Commissioners:**

**I herewith tender to you Cash Disbursements December 1, 2019 to December 31, 2019:**

| Check No. | Payment Date | Remit To | Payment Amt. |
|---|---|---|---|
| ACH | 12/6/2019 | Centennial Bank (Payroll) | 72.73 |
| ACH | 12/6/2019 | EFTPS | 12.04 |
| ACH | 12/6/2019 | Florida Division of Retirement | 68,728.06 |
| ACH | 12/12/2019 | Florida State Disbursement Unit (Garnishments) | 278.42 |
| ACH | 12/12/2019 | Florida State Disbursement Unit (Garnishments) | 209.19 |
| ACH | 12/12/2019 | Florida State Disbursement Unit (Garnishments) | 411.78 |
| ACH | 12/12/2019 | MassMutual (Payroll Deductions) | 4,181.00 |
| ACH | 12/12/2019 | CIGNA Healthcare | 61,723.78 |
| ACH | 12/12/2019 | EFTPS | 42,820.05 |
| ACH | 12/13/2019 | Centennial Bank (Payroll) | 123,389.05 |
| ACH | 12/17/2019 | Centennial Bank (Payroll) | 68.69 |
| ACH | 12/16/2019 | EFTPS | 11.38 |
| ACH | 12/27/2019 | MassMutual (Payroll Deductions) | 4,181.00 |
| ACH | 12/27/2019 | Florida State Disbursement Unit (Garnishments) | 411.78 |
| ACH | 12/27/2019 | Florida State Disbursement Unit (Garnishments) | 278.42 |
| ACH | 12/27/2019 | Florida State Disbursement Unit (Garnishments) | 209.19 |
| ACH | 12/30/2019 | EFTPS | 1,603.54 |
| ACH | 12/30/2019 | Centennial Bank (Payroll) | 4,482.09 |
| ACH | 12/27/2019 | EFTPS | 43,174.41 |
| ACH | 12/27/2019 | Centennial Bank (Payroll) | 124,789.64 |
| 000000113791 | 12/6/2019 | Airgas USA, LLC (Dry Ice) | 1,568.64 |
| 000000113792 | 12/6/2019 | Amazon Capital Services | 311.74 |
| 000000113793 | 12/6/2019 | AMSOIL INC | 2,280.86 |
| 000000113794 | 12/6/2019 | AOG Heliservices, Inc | 1,685.99 |
| 000000113795 | 12/6/2019 | APG Media | 596.00 |
| 000000113796 | 12/6/2019 | Arrow Aviation | 1,170.80 |
| 000000113797 | 12/6/2019 | BellTextron, Inc (Online Publications) | 1,000.00 |
| 000000113798 | 12/6/2019 | Clarke Mosquito Control Products (ULV Sprayer Units) | 29,010.00 |
| 000000113799 | 12/6/2019 | Corporate Traditions (To be Reimbursed by Cigna Wellness) | 1,648.00 |
| 000000113800 | 12/6/2019 | Dell Marketing L.P. | 5,248.00 |
| 000000113801 | 12/6/2019 | Dion Fuels, LLC | 3,648.37 |
| 000000113802 | 12/6/2019 | DSL Express | 3,275.00 |
| 000000113803 | 12/6/2019 | EAN Services, LLC | 225.27 |
| 000000113804 | 12/6/2019 | Federal Express | 370.71 |
| 000000113805 | 12/6/2019 | Fisher Scientific (Lab Supplies) | 218.95 |
| 000000113806 | 12/6/2019 | Florida Keys Aqueduct Authority | 264.75 |
| 000000113807 | 12/6/2019 | Goal Line Embroidery, Inc | 231.00 |
| 000000113808 | 12/6/2019 | Home Depot Credit Services | 473.85 |
| 000000113809 | 12/6/2019 | Jackson Aircraft Weighing Systems LLC | 489.00 |
| 000000113810 | 12/6/2019 | Keys Energy Services | 740.99 |

**LOCAL ACCOUNT CONTINUED**

| | | | |
|---|---|---|---|
| 000000113811 | 12/6/2019 | Keys Sanitary Service (RCR0208) | 169.90 |
| 000000113812 | 12/6/2019 | Level 4 Telcom | 481.10 |
| 000000113813 | 12/6/2019 | Marathon Garbage Service, Inc. | 635.75 |
| 000000113814 | 12/6/2019 | Heidi Murray (Per Diem/Travel Reimbursement FMCA 11/17-20/19) | 90.00 |
| 000000113815 | 12/6/2019 | Beckmanns Key West **VOID** | 0.00 |
| 000000113816 | 12/6/2019 | Beckmanns Key West | 808.91 |
| 000000113817 | 12/6/2019 | Beckmann's Auto Parts | 367.46 |
| 000000113818 | 12/6/2019 | Publix Super Markets, Inc. | 303.99 |
| 000000113819 | 12/6/2019 | Pure Health Solutions Inc. | 239.70 |
| 000000113820 | 12/6/2019 | Specialty Hardware Supply, Inc. | 275.70 |
| 000000113821 | 12/6/2019 | Staples Business Credit | 683.54 |
| 000000113822 | 12/6/2019 | Strunk Ace Hardware | 45.46 |
| 000000113823 | 12/6/2019 | Sunbelt Rentals, Inc | 937.80 |
| 000000113824 | 12/6/2019 | Verizon Wireless | 4,051.13 |
| 000000113825 | 12/6/2019 | David J Wilber (Per Diem/Travel Reimbursement 11/13/19) | 15.00 |
| 000000113826 | 12/12/2019 | Enterprise FM Trust | 3,986.71 |
| 000000113827 | 12/12/2019 | HemoStat Laboratories | 32.25 |
| 000000113828 | 12/12/2019 | Key West Business Guild, Inc. (Annual Membership) | 225.00 |
| 000000113829 | 12/12/2019 | Key West Chamber of Commerce (Annual Membership) | 343.00 |
| 000000113830 | 12/12/2019 | Marie's Cleaning | 1,150.00 |
| 000000113831 | 12/12/2019 | Robert McGregor (Per Diem/Travel Reimbursement 12/6/19) | 15.00 |
| 000000113832 | 12/12/2019 | OMNI Industrial Process, LLC | 10,626.40 |
| 000000113833 | 12/12/2019 | United Way of the Florida Keys (Payroll Deductions) | 26.00 |
| 000000113834 | 12/12/2019 | Southeastern Grocer LLC. (Dry Ice) | 362.80 |
| 000000113835 | 12/12/2019 | Xerox Corporation | 1,011.77 |
| 000000113836 | 12/12/2019 | Jill Cranney-Gage (Per Diem/Travel Reimbursement Mtg 12/13/19) | 76.84 |
| 000000113837 | 12/12/2019 | Phillip L. Goodman (Per Diem/Travel Reimbursement Mtg 12/13/19) | 54.22 |
| 000000113838 | 12/12/2019 | Thomas R. McDonald (Per Diem/Travel Reimbursement Mtg 12/13/19) | 68.26 |
| 000000113839 | 12/12/2019 | Brandon Pinder (Per Diem/Travel Reimbursement Mtg 12/13/19) | 78.70 |
| 000000113840 | 12/12/2019 | Stanley Zuba (Per Diem/Travel Reimbursement Mtg 12/13/19) | 63.85 |
| 000000113841 | 12/19/2019 | Amazon Capital Services | 2,573.72 |
| 000000113842 | 12/19/2019 | Atlantic Rack & Shelving, Inc | 1,999.85 |
| 000000113843 | 12/19/2019 | AT&T Mobility 287273740370 | 348.00 |
| 000000113844 | 12/19/2019 | Basic (COBRA Admin Fee) | 62.48 |
| 000000113845 | 12/19/2019 | Discount Rock & Sand, Inc (Dumpster Fee) | 775.00 |
| 000000113846 | 12/19/2019 | Key West Auto Parts | 719.83 |
| 000000113847 | 12/19/2019 | Carrie Atwood Cerminara (Work Boots & Pants Reimbursement) | 350.00 |
| 000000113848 | 12/19/2019 | Andres M. Diaz, Jr. (Work Boots & Pants Reimbursement) | 285.90 |
| 000000113849 | 12/19/2019 | Florida Dept of Mgmt Services | 121.89 |
| 000000113850 | 12/19/2019 | Florida Keys Aqueduct Authority | 541.07 |
| 000000113851 | 12/19/2019 | Forestry Suppliers, Inc. (Field Boots) | 227.38 |
| 000000113852 | 12/19/2019 | John L. Francis (Work Boots & Pants Reimbursement) | 322.00 |
| 000000113853 | 12/19/2019 | Joseph P. Hertzog (Work Boots & Pants Reimbursement) | 350.00 |
| 000000113854 | 12/19/2019 | Key Largo Chamber of Commerce (Annual Membership) | 125.00 |
| 000000113855 | 12/19/2019 | Local Awards & Engraving (Building Dedication Plaque for LKOF) | 1,440.00 |
| 000000113856 | 12/19/2019 | Low Cut Lawn Care LLC | 1,600.00 |
| 000000113857 | 12/19/2019 | Mettler-Toledo Rainin, LLC | 79.25 |
| 000000113858 | 12/19/2019 | LegalShield (Payroll Deductions) | 216.16 |
| 000000113859 | 12/19/2019 | Simcom Aviation Training (Pilot Refresher Training) | 7,380.00 |
| 000000113860 | 12/19/2019 | Trusted Tech Team (Computer Server & Licenses) | 5,799.79 |
| 000000113861 | 12/19/2019 | UniFirst Corporation | 1,906.15 |
| 000000113862 | 12/19/2019 | Centennial Bank | 29.51 |
| 000000113863 | 12/19/2019 | Centennial Bank | 2,446.02 |
| 000000113864 | 12/19/2019 | Centennial Bank | 1.62 |
| 000000113865 | 12/19/2019 | Centennial Bank | 3,142.99 |
| 000000113866 | 12/19/2019 | Centennial Bank | 2,054.73 |

**LOCAL ACCOUNT CONTINUED**

| | | | |
|---|---|---|---|
| 000000113867 | 12/19/2019 | Centennial Bank | 483.00 |
| 000000113868 | 12/19/2019 | Centennial Bank | 1,939.00 |
| 000000113869 | 12/19/2019 | Centennial Bank | 398.00 |
| 000000113870 | 12/19/2019 | David J Wilber (Reimbursement for CDL Testing & Permit Fees) | 38.00 |
| 000000113871 | 12/23/2019 | Amazon Capital Services | 424.90 |
| 000000113872 | 12/23/2019 | Atlantic Rack & Shelving, Inc | 937.48 |
| 000000113873 | 12/23/2019 | Britten-Norman Group, Inc | 4,086.39 |
| 000000113874 | 12/23/2019 | Dell Marketing L.P. (Server) | 15,511.67 |
| 000000113875 | 12/23/2019 | Dion Fuels, LLC | 1,854.90 |
| 000000113876 | 12/23/2019 | Discount Rock & Sand, Inc (Dumpster Fee) | 775.00 |
| 000000113877 | 12/23/2019 | E.M.C Oil Corp. (Hazardous Drum Disposal) | 4,757.50 |
| 000000113878 | 12/23/2019 | Fastenal Company | 9.05 |
| 000000113879 | 12/23/2019 | Florida Keys Electric Coop Assn Inc | 2,998.83 |
| 000000113880 | 12/23/2019 | SHI International Corp | 4,408.30 |
| 000000113881 | 12/23/2019 | United Way of the Florida Keys (Payroll Deductions) | 26.00 |
| 000000113882 | 12/23/2019 | Verizon Wireless | 555.56 |
| 000000113883 | 12/23/2019 | Vernis & Bowling of the Florida (Professional Services) | 6,277.75 |
| 000000113884 | 12/30/2019 | Cosme's Marine (Engine Repair) | 280.38 |
| 000000113885 | 12/30/2019 | Centennial Bank | 220.52 |
| | | **Total Local Account Cash Disbursements** | $643,600.97 |

Respectfully Submitted,

Bruce Holden

Bruce Holden, Finance Director/Comptroller
Florida Keys Mosquito Control District

**STATE I Account**

| | | | |
|---|---|---|---|
| 1126 | 12/3/2019 | FMCA (DODD Short Courses Registration) **VOID** | 0.00 |
| 1127 | 12/3/2019 | FMCA (DODD Short Courses Registration) | 3,540.00 |
| | | **Total STATE I Account Cash Disbursements** | $ 3,540.00 |

Respectfully Submitted,

Bruce Holden

Bruce Holden, Finance Director/Comptroller
Florida Keys Mosquito Control District

# *Item 7*

# Director's Report

# January 2020 Director's Report

## State of Florida Mosquito-Borne Disease Update

1. Monroe County (2019): no cases
2. All of Florida (2019)
    a. Dengue: 16 local (Miami-Dade, Broward), 404 travel-related
    b. Zika: 0 local, 36 travel-related
    c. Chikungunya: 0 local, 8 travel-related
    d. West Nile Virus: 2 local (Duval, Sumter), 1 blood donor (Bay)
    e. Eastern Equine Encephalitis: 0 local

## Operations Summary

1. Adult Mosquitoes
    a. Salt Marsh mosquito numbers similar to 12-year average throughout the Keys in December
    b. No aerial adulticide missions were completed in December
    c. Four (4) truck missions completed in the Lower Keys in December
    d. *Aedes aegypti* numbers have remained well below action thresholds since September
    e. Service requests (SR) in December below average
2. Larval Mosquitoes
    a. Completed 15 aerial larvicide missions in December and treated approximately 6,000 acres, which is well above historical average
        i. High rainfall throughout the Keys led to larvicide missions at the end of the month
    b. One liquid larvicide missions over Key West performed in December
3. Year to Year Comparisons
    a. We are continuing our trend of decreasing our adulticide use both aerial and ground
    b. Acreage treated with granular larvicide has remained relatively steady since 2013
    c. Liquid larvicide acreage has also remained relatively steady since 2016

## Community Outreach/Education

1. Schools
    a. Cape Coral Elementary School (Lee County)
2. Community Events
    a. Key West Seafood Festival
    b. Marathon Family Fun Fest
    c. Native Plant Day
3. Media Interviews
    a. US1 Radio Morning Magazine Weekly Interviews
    b. Key West Citizen
    c. NBC2 (Fort Myers): Auto Loader Demo at FMCA Aerial Short Courses

## Human Resources

1. Current Openings
    a. None at this time
2. New Hires
    a. Tim Morrill: Lower Keys Field Inspector
    b. Meredith Kruse: Lower Keys Field Inspector

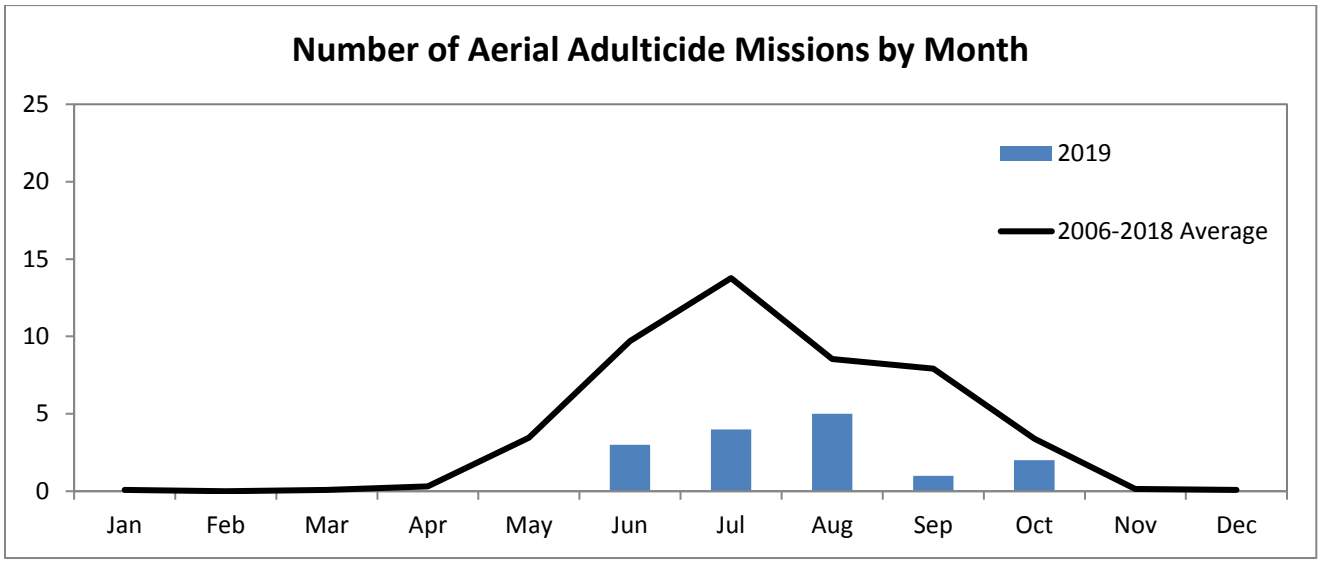
## Other

1. Florida Mosquito Control Association Aerial Short Courses: Jan. 14 –16 (Fort Myers, FL)
    a. Speakers: Josh Kogut/Mark Regelmann
    b. Attendees: Rob Lee, Mark Regelmann, Paul Pignataro, Mikki Coss, Tom Loftus, David Wilbur, Kurt Joseph, Chad Huff, Tyler Rabbage, Kevin Foster, and James Ozmar
2. Florida Mosquito Control Association Tallahassee Days: Jan. 21 – 22 (Tallahassee, FL)
    a. Attendees: Commissioner Brandon Pinder, Andrea Leal, Mikki Coss, Chad Huff
    b. Meetings with: Rep. Holly Raschein, Sen. Anitere Flores, Sen. Pizzo, FDACS Deputy Commissioner Tannenbaum
    c. Talking Points:
        1. Support FDACS Budget request for mosquito control aide of $2.66M
        2. Support increasing UF-IFAS workload to $3.9M
        3. Support HB 855/ SB 1466

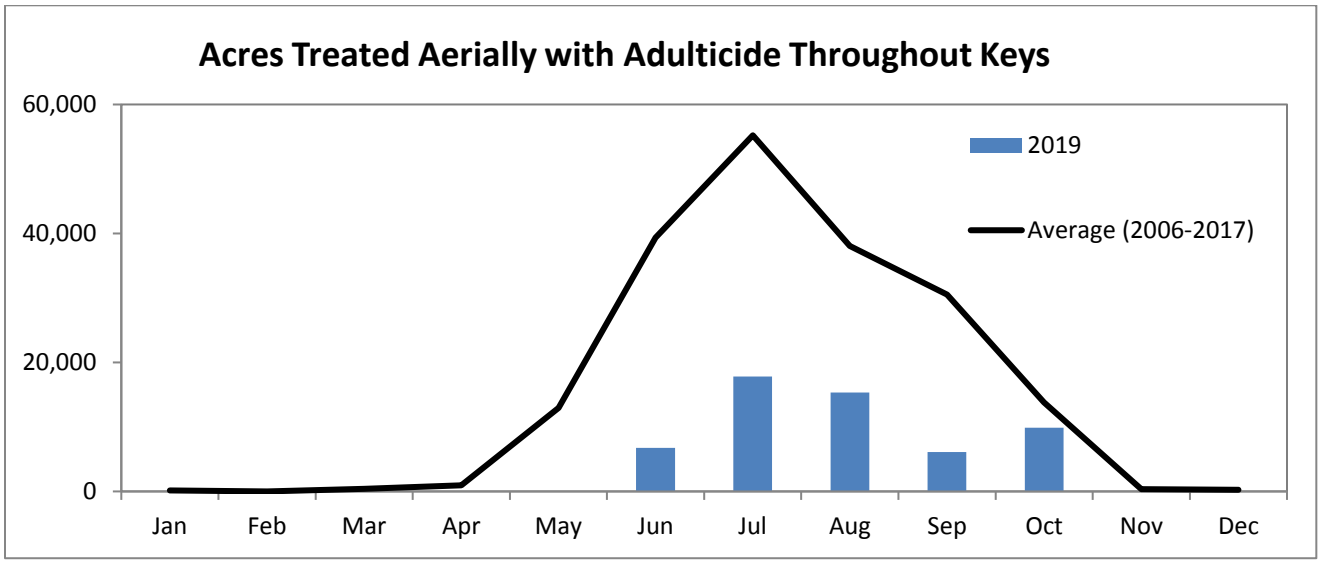
# Florida Keys Mosquito Control Operations Report

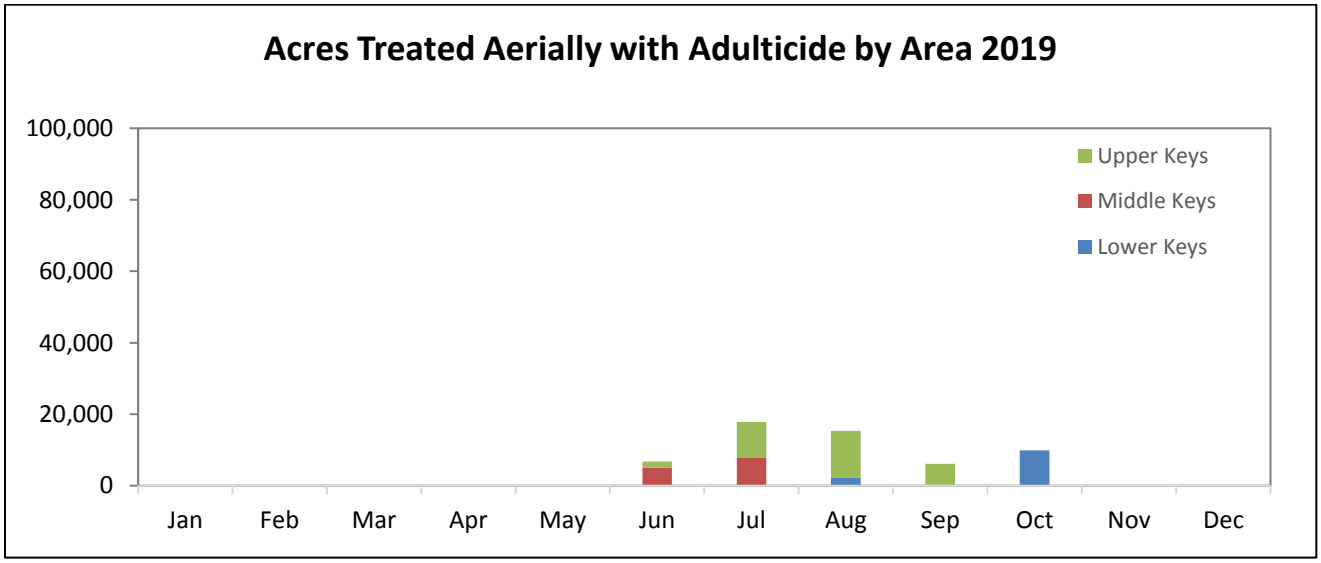
(Adjusted through December 31, 2019)

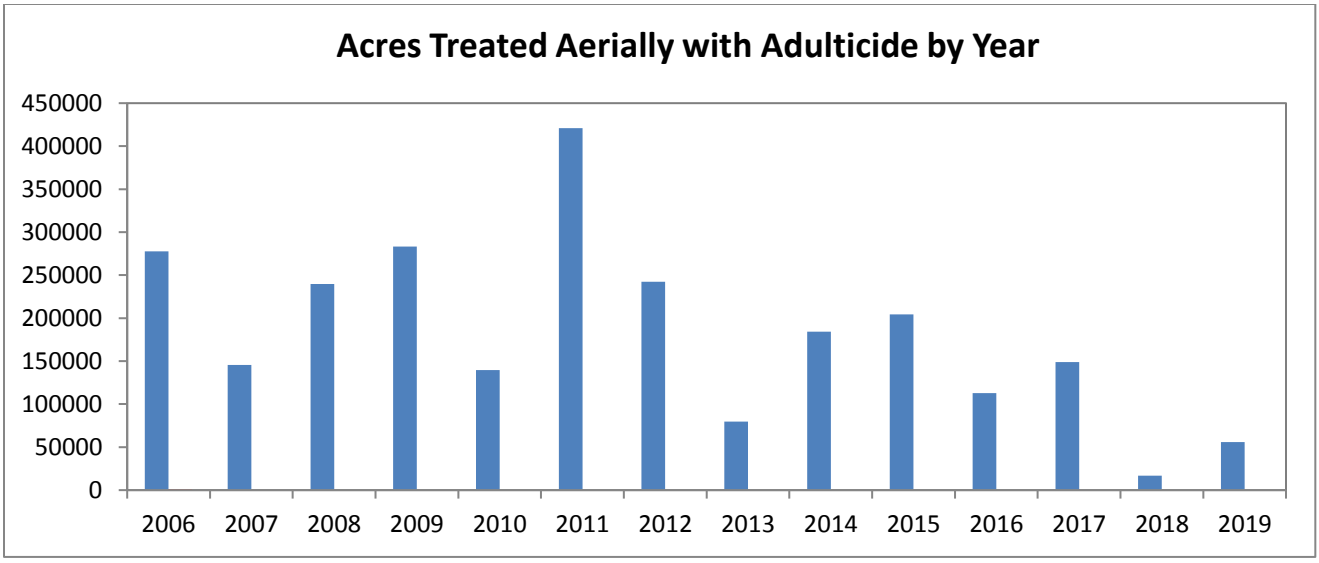
**Aerial Adulticiding Missions in December 2019: 0**



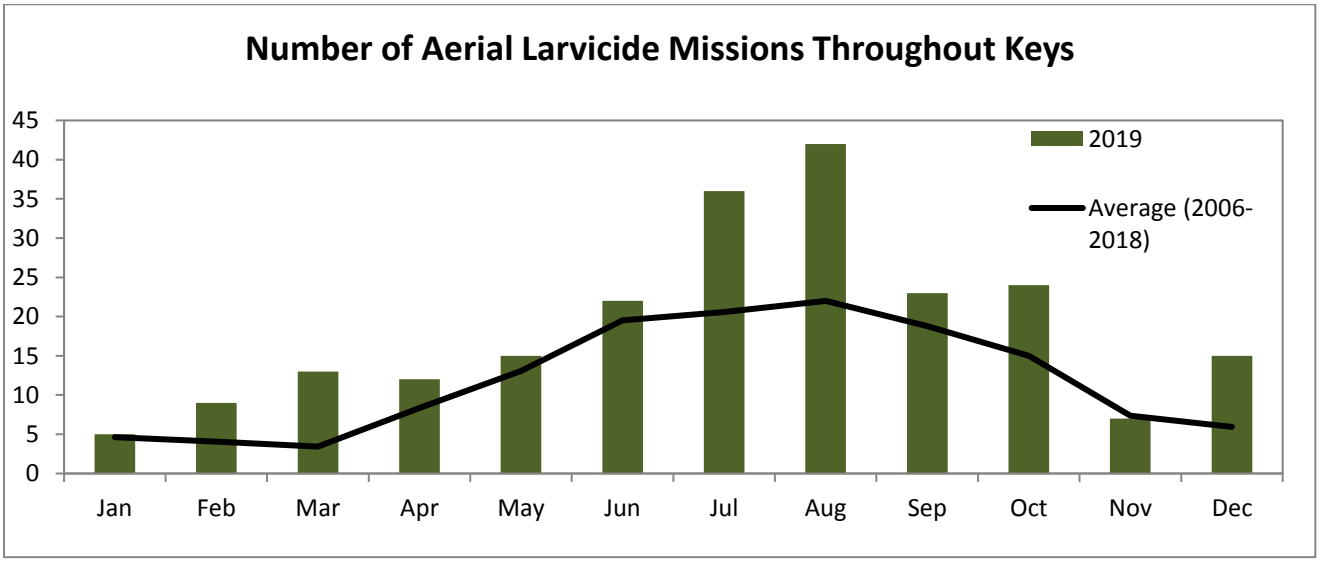

**Aerial Adulticiding Acreage in December 2019: 0**



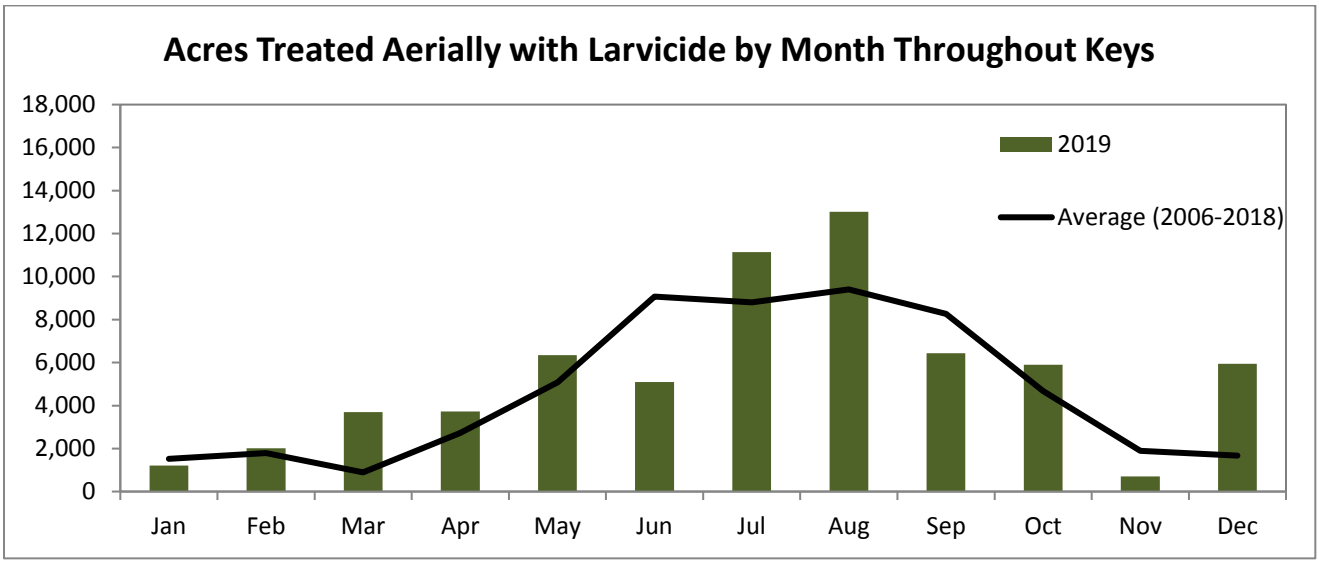



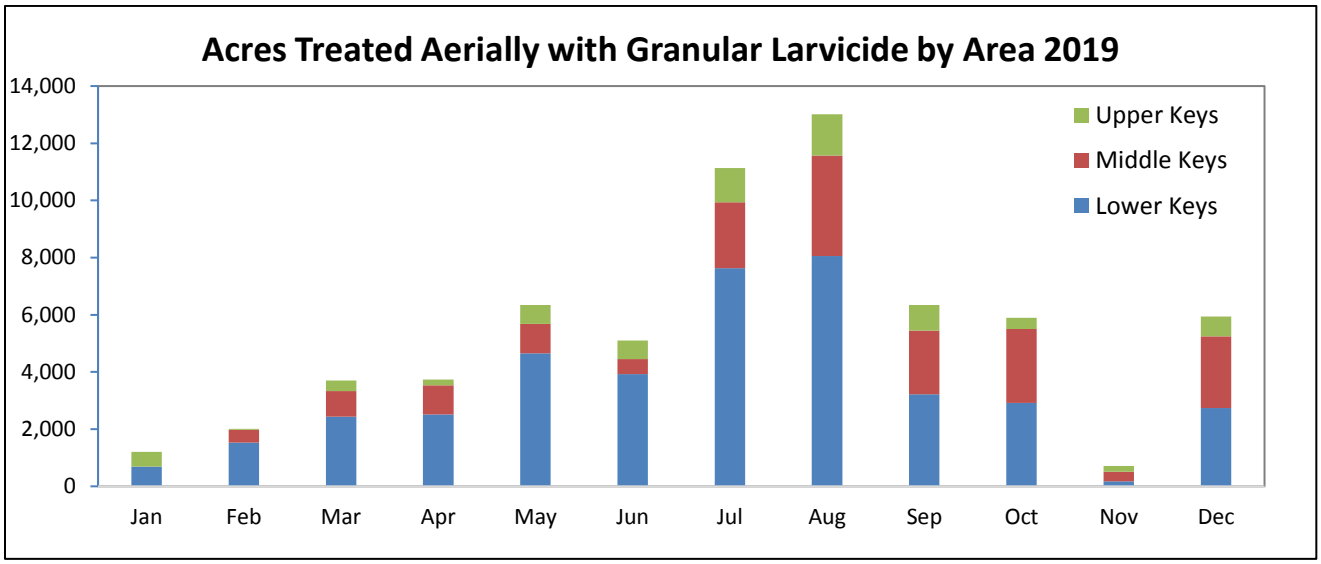


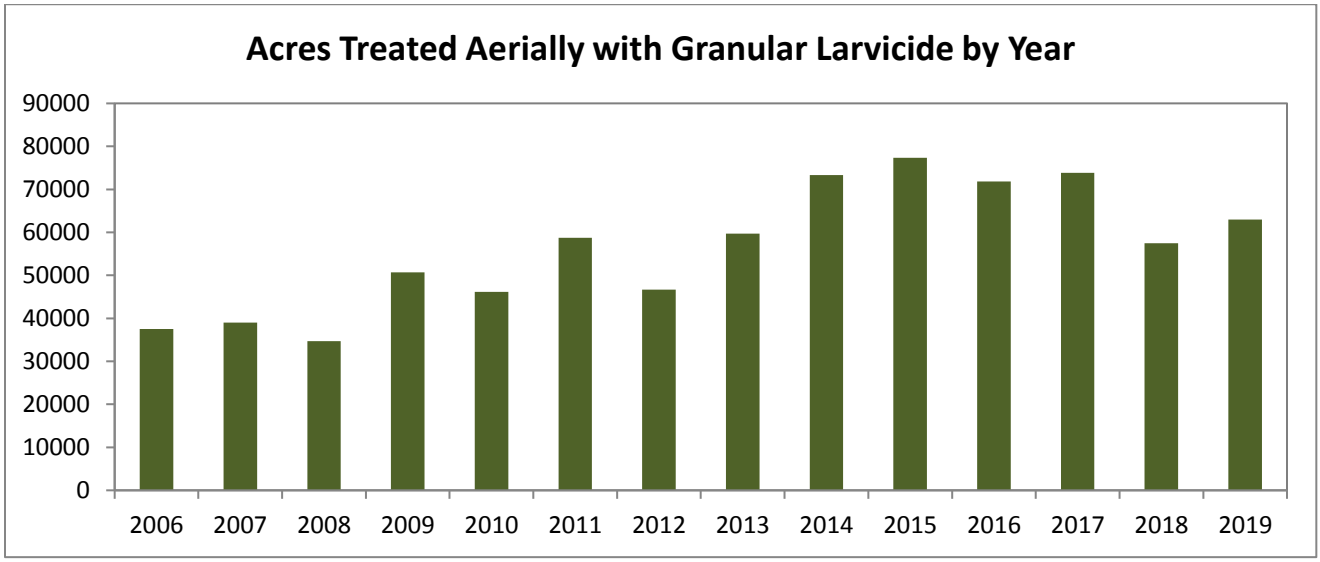

**Aerial Larviciding Missions in December 2019: 15**



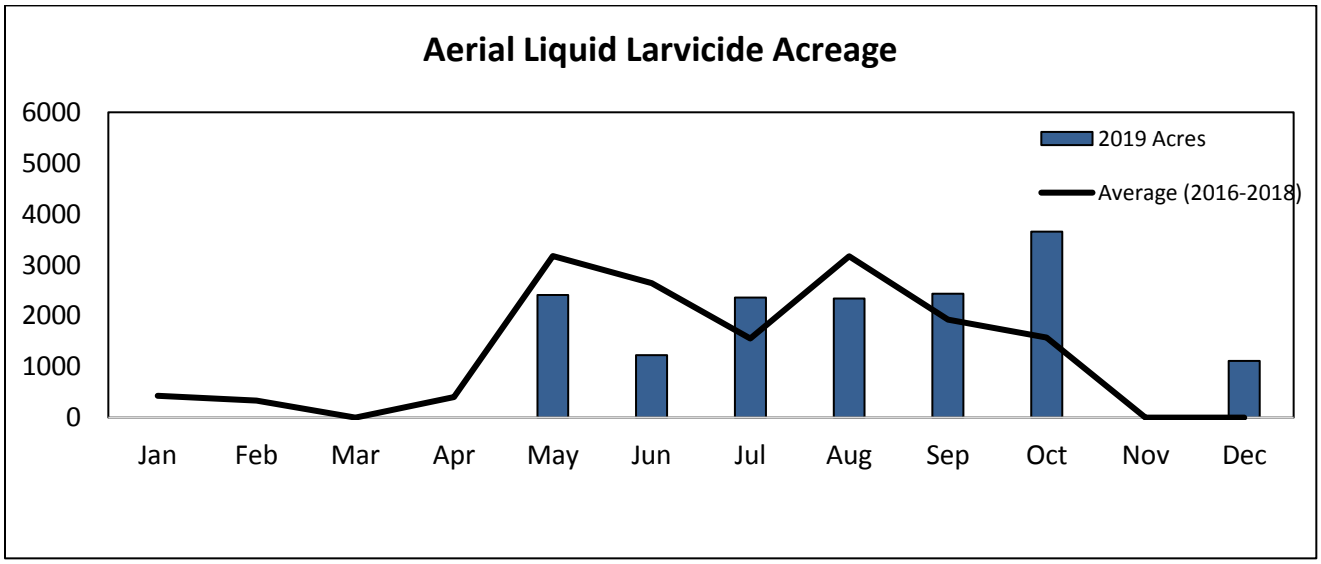

**Aerial Granular Larviciding Acreage in December 2019: 5,938 Acres**

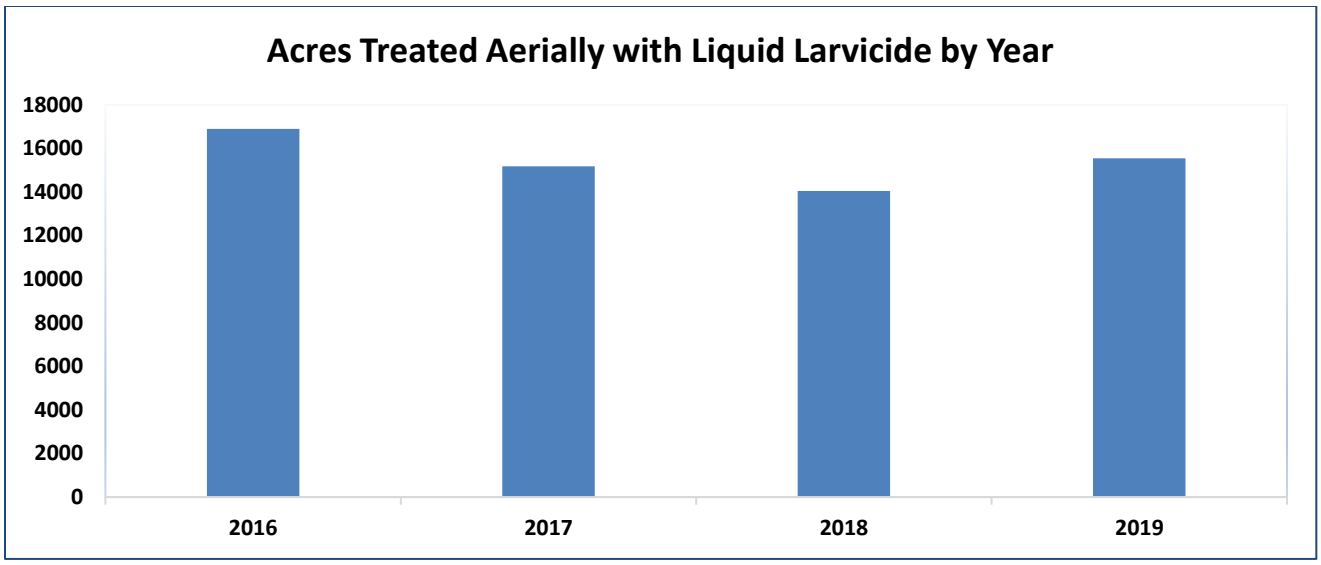




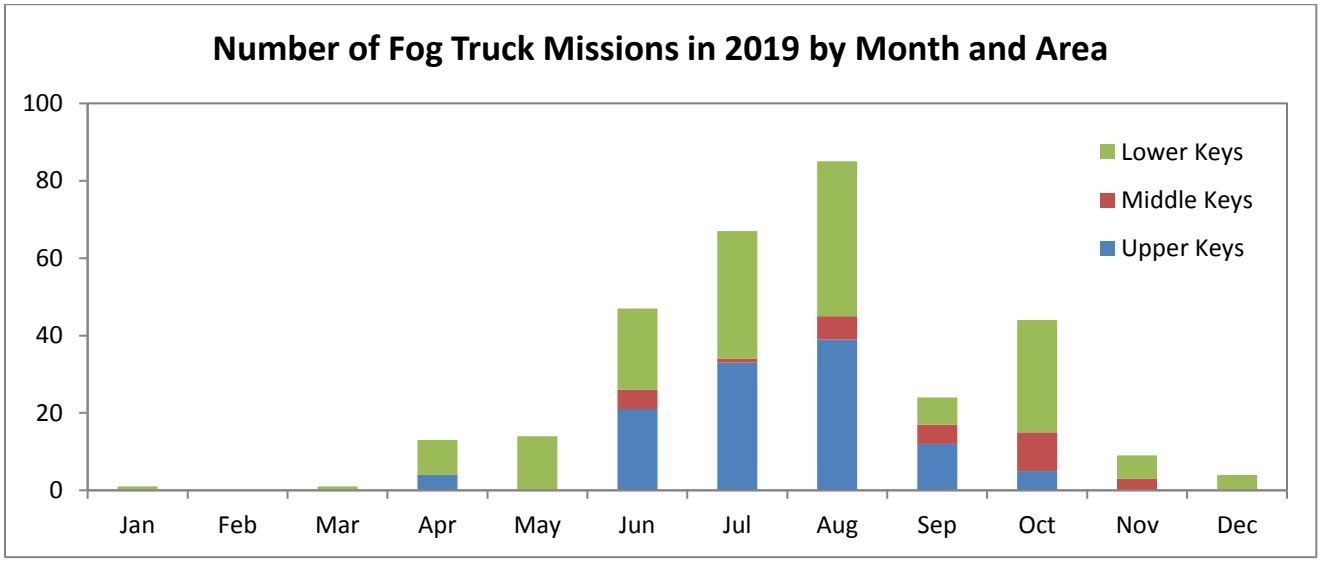




**Number of Aerial Liquid Larviciding Missions in December 2019: 1**

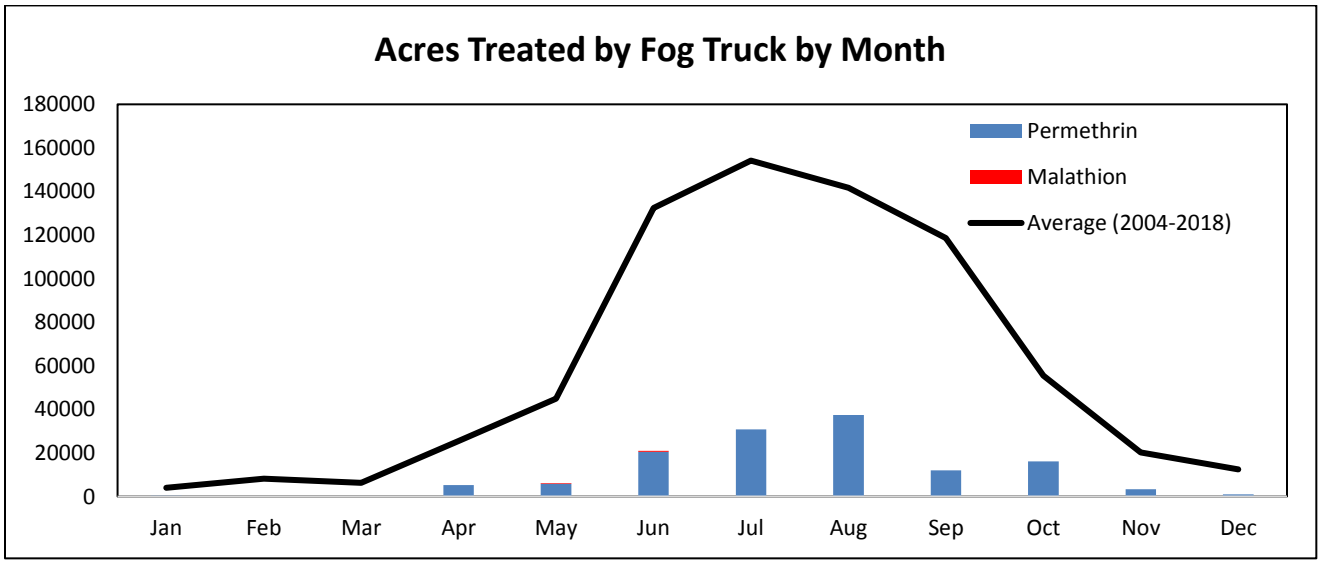


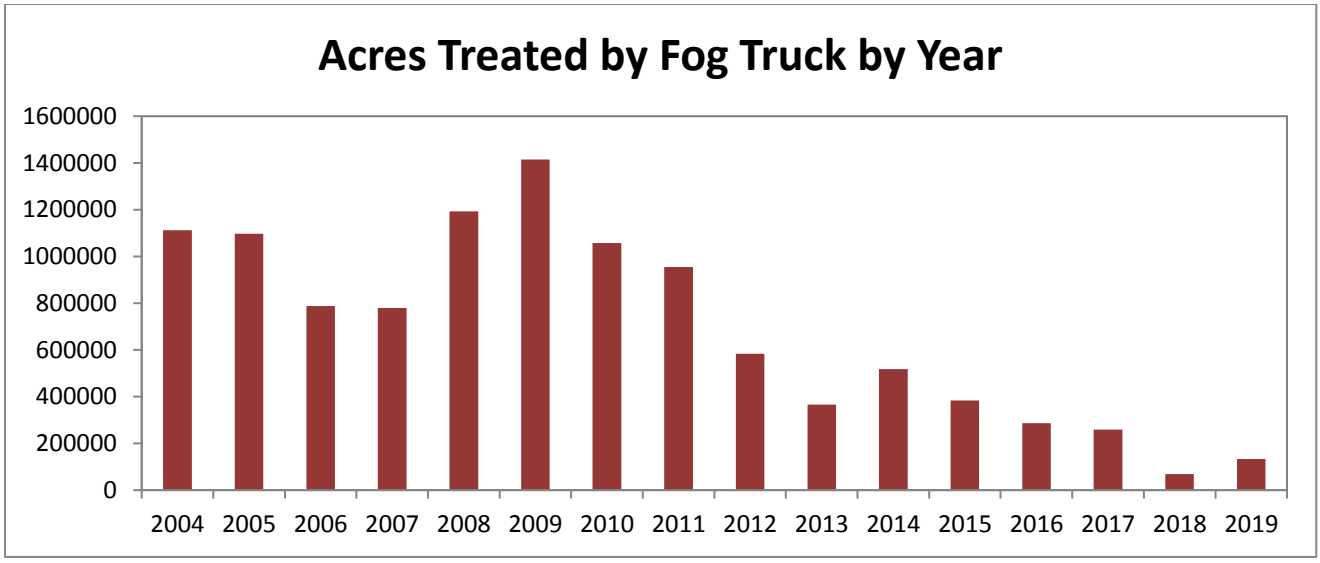



**Ground Adulticiding (Trucks) Missions in December 2019: 4**

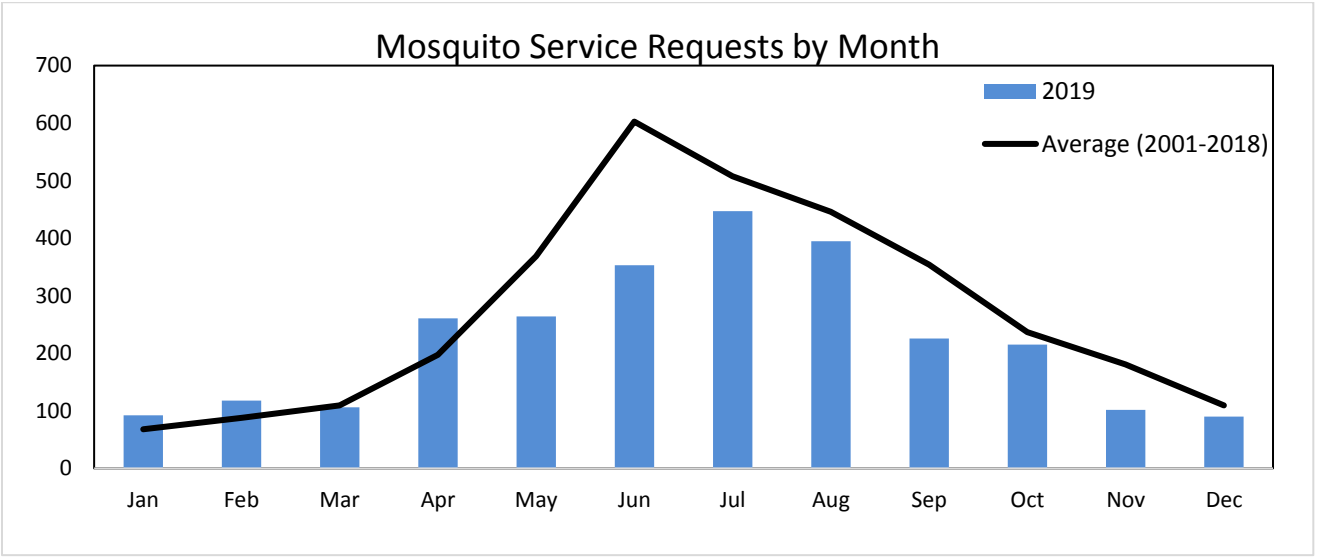


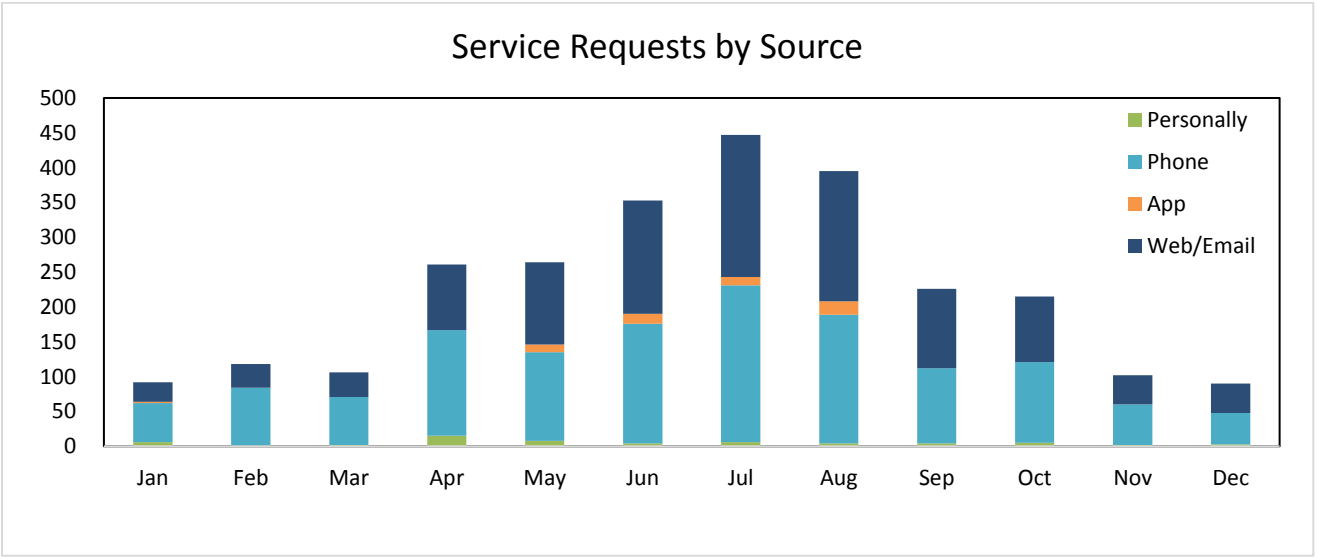

**Ground Adulticiding (Trucks) Acreage in December 2019: 1,032 Acres**

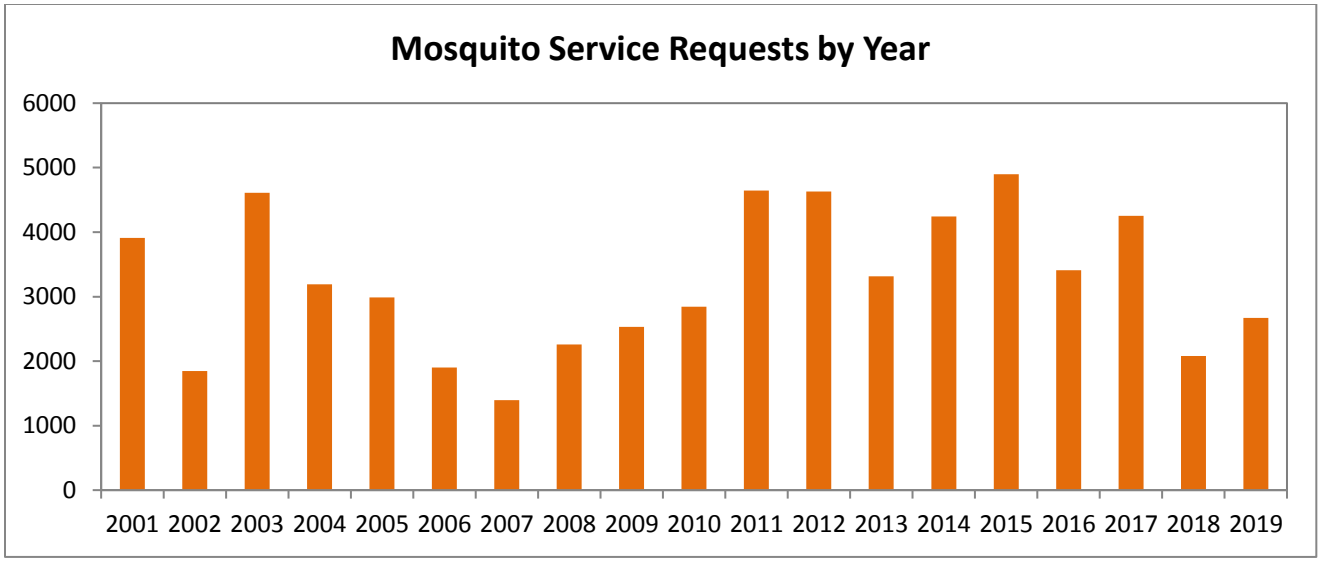




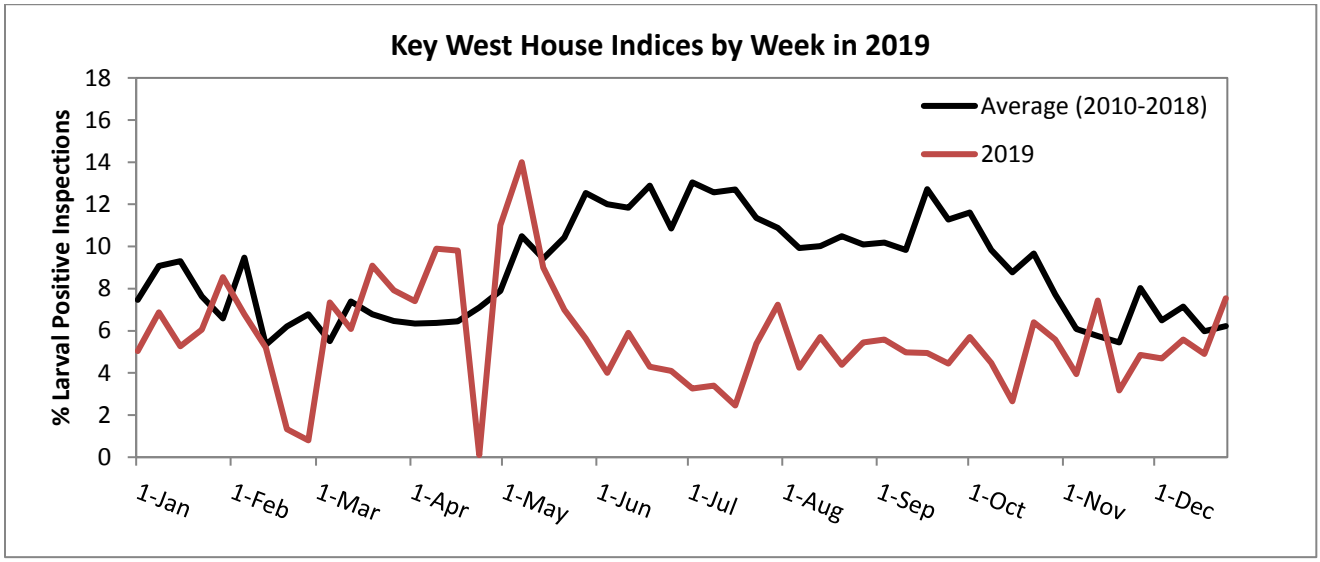

**Total Service Requests for December 2019: 90**



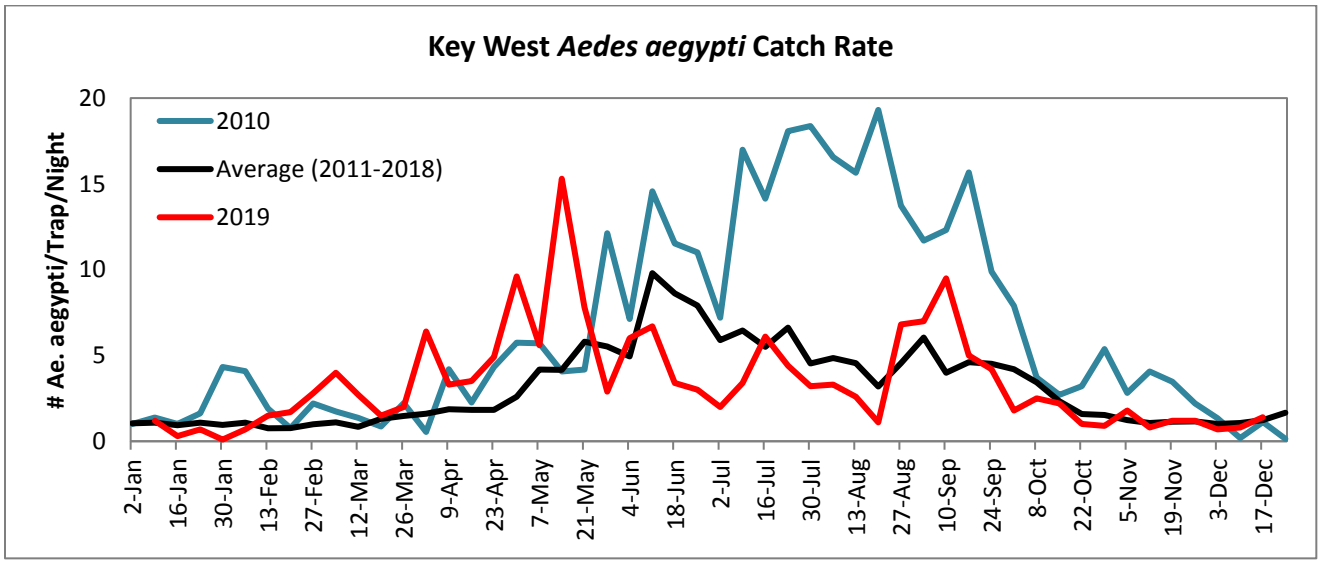



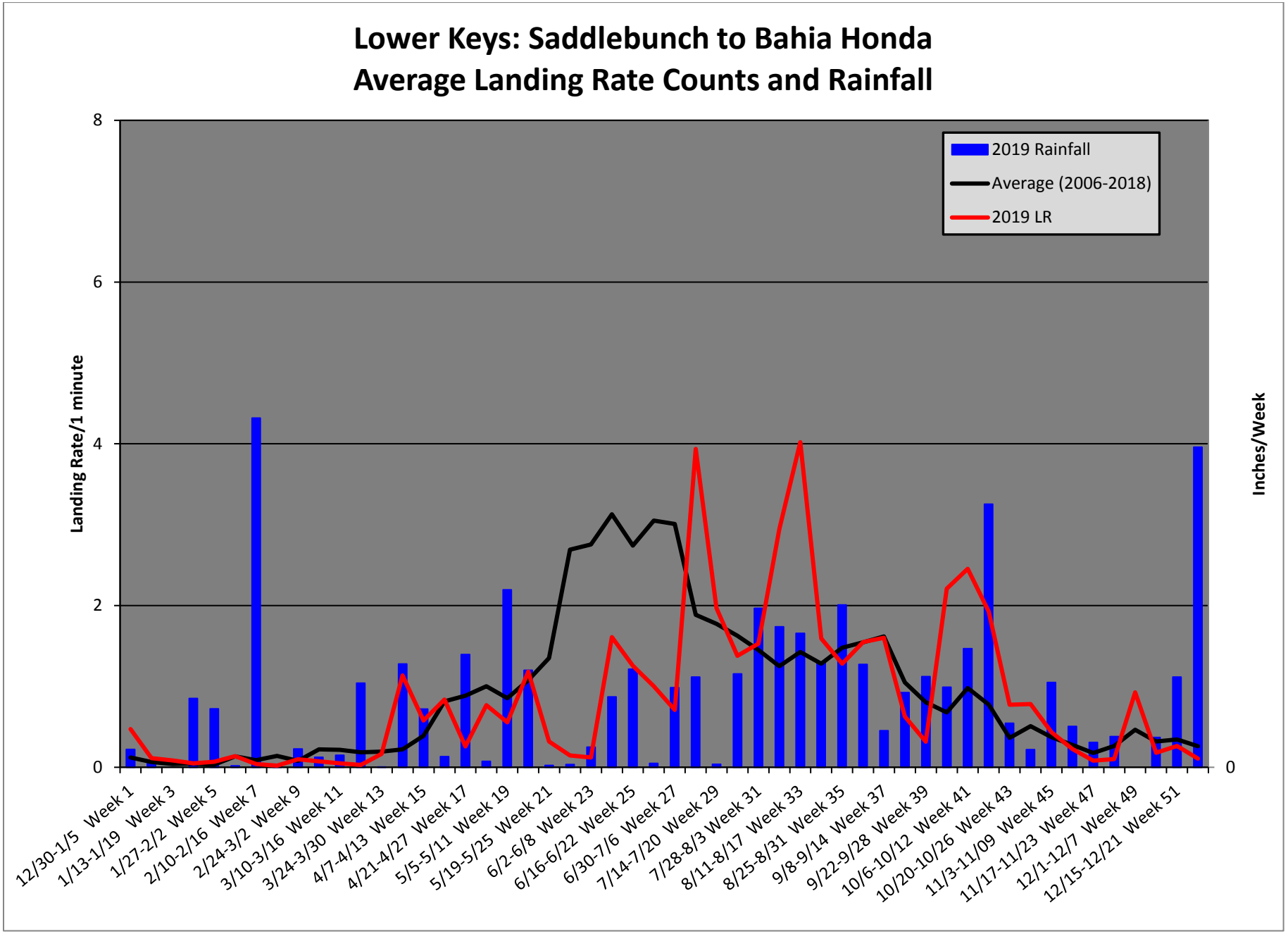


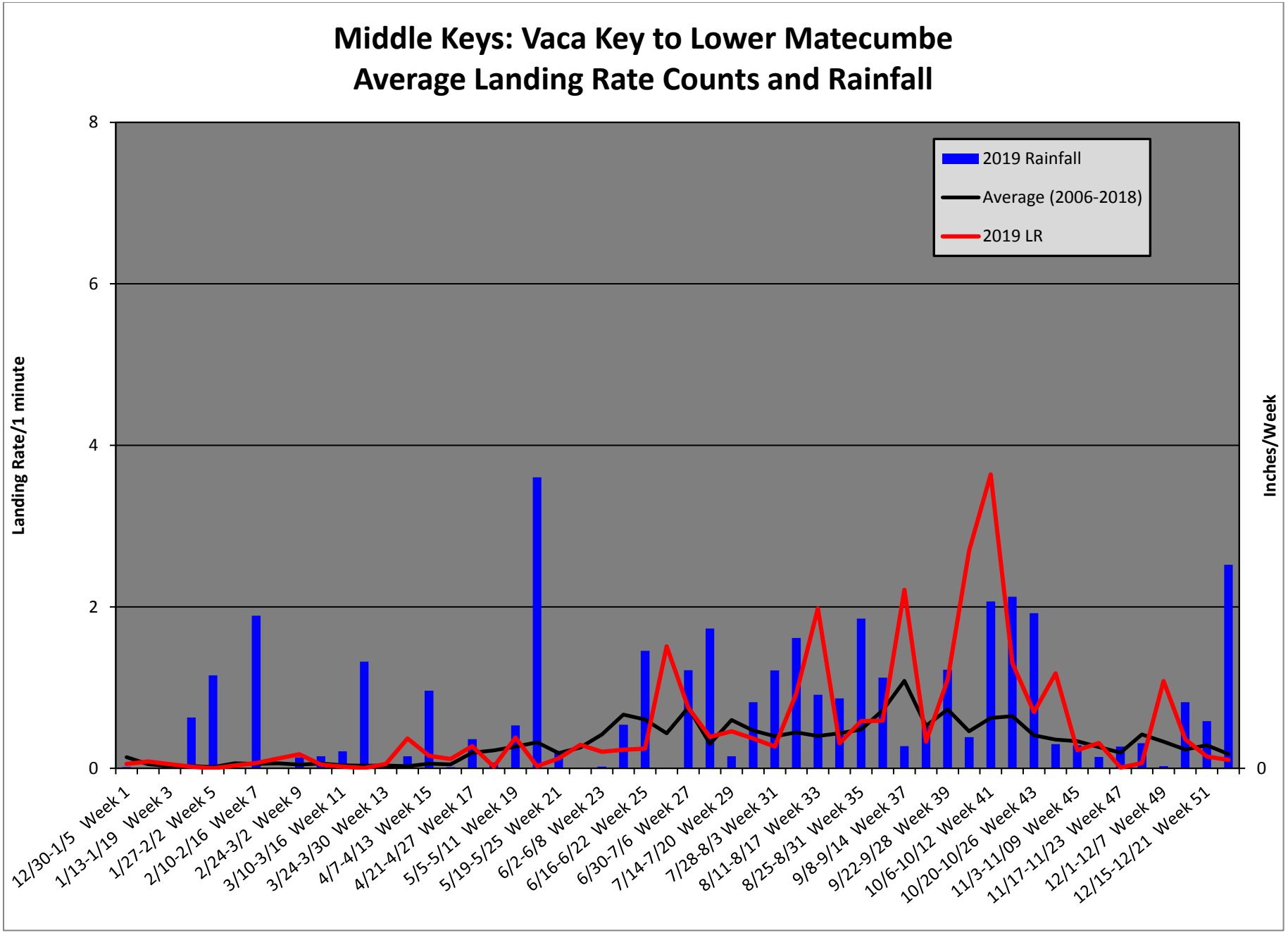

**Key West *Aedes aegypti* Information:**

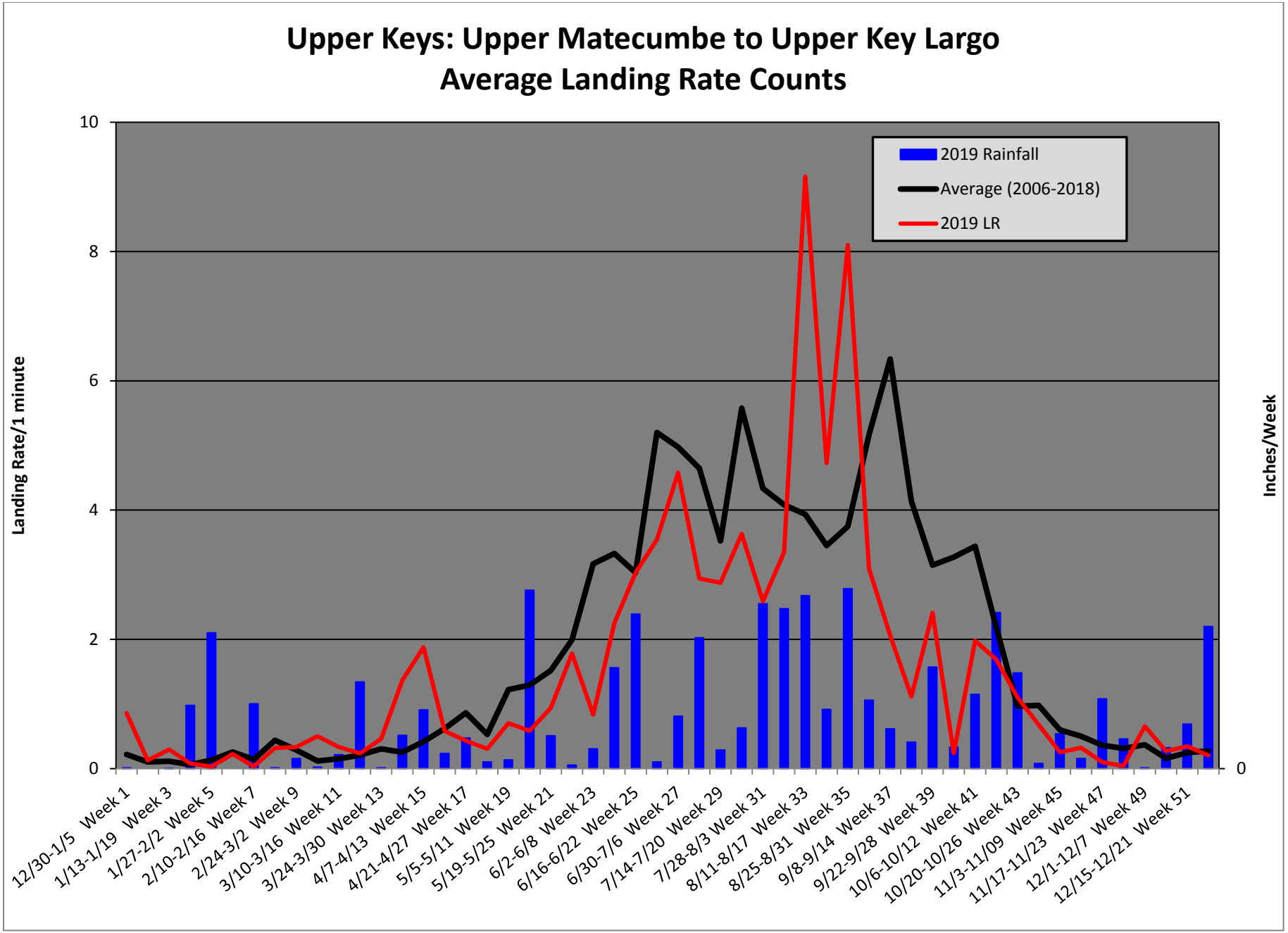



**Key West *Aedes aegypti* Information:**




Lower Keys: Saddlebunch to Bahia Honda
Average Landing Rate Counts and Rainfall
Landing Rate/1 minute
Inches/Week
2019 Rainfall
Average (2006-2018)
2019 LR
8
6
4
2
0
0
12/30-1/5 Week 1
1/13-1/19 Week 3
1/27-2/2 Week 5
2/10-2/16 Week 7
2/24-3/2 Week 9
3/10-3/16 Week 11
3/24-3/30 Week 13
4/7-4/13 Week 15
4/21-4/27 Week 17
5/5-5/11 Week 19
5/19-5/25 Week 21
6/2-6/8 Week 23
6/16-6/22 Week 25
6/30-7/6 Week 27
7/14-7/20 Week 29
7/28-8/3 Week 31
8/11-8/17 Week 33
8/25-8/31 Week 35
9/8-9/14 Week 37
9/22-9/28 Week 39
10/6-10/12 Week 41
10/20-10/26 Week 43
11/3-11/09 Week 45
11/17-11/23 Week 47
12/1-12/7 Week 49
12/15-12/21 Week 51


Middle Keys: Vaca Key to Lower Matecumbe
Average Landing Rate Counts and Rainfall
Landing Rate/1 minute
Inches/Week
2019 Rainfall
Average (2006-2018)
2019 LR
8
6
4
2
0
0
12/30-1/5 Week 1
1/13-1/19 Week 3
1/27-2/2 Week 5
2/10-2/16 Week 7
2/24-3/2 Week 9
3/10-3/16 Week 11
3/24-3/30 Week 13
4/7-4/13 Week 15
4/21-4/27 Week 17
5/5-5/11 Week 19
5/19-5/25 Week 21
6/2-6/8 Week 23
6/16-6/22 Week 25
6/30-7/6 Week 27
7/14-7/20 Week 29
7/28-8/3 Week 31
8/11-8/17 Week 33
8/25-8/31 Week 35
9/8-9/14 Week 37
9/22-9/28 Week 39
10/6-10/12 Week 41
10/20-10/26 Week 43
11/3-11/09 Week 45
11/17-11/23 Week 47
12/1-12/7 Week 49
12/15-12/21 Week 51


Upper Keys: Upper Matecumbe to Upper Key Largo
Average Landing Rate Counts
Landing Rate/1 minute
Inches/Week
2019 Rainfall
Average (2006-2018)
2019 LR
10
8
6
4
2
0
0
12/30-1/5 Week 1
1/13-1/19 Week 3
1/27-2/2 Week 5
2/10-2/16 Week 7
2/24-3/2 Week 9
3/10-3/16 Week 11
3/24-3/30 Week 13
4/7-4/13 Week 15
4/21-4/27 Week 17
5/5-5/11 Week 19
5/19-5/25 Week 21
6/2-6/8 Week 23
6/16-6/22 Week 25
6/30-7/6 Week 27
7/14-7/20 Week 29
7/28-8/3 Week 31
8/11-8/17 Week 33
8/25-8/31 Week 35
9/8-9/14 Week 37
9/22-9/28 Week 39
10/6-10/12 Week 41
10/20-10/26 Week 43
11/3-11/09 Week 45
11/17-11/23 Week 47
12/1-12/7 Week 49
12/15-12/21 Week 51

# *Item 10a*

# Purchasing Policy Revision

# FKMCD PURCHASING POLICIES

## I. LEGAL AND ADMINISTRATIVE CONTROLS AND LIMITATIONS

A. The Florida Keys Mosquito Control District's purchasing policies and procedures are subject to its enabling act, and certain provisions of the Florida Statutes Chapter 287 and 255. The FKMCD's purchasing thresholds are based on the Categories defined in Section 287.017(1) (a-c) Florida Statutes and other definitions in 60A-1.001 Florida Administrative Code.

B. The Executive Director's purchasing authority is defined by the revised Purchasing Policies and Procedures as adopted ~~11/19/2012~~.

1. The Executive Director or designee may authorize the purchase of goods and services not exceeding Category ~~One~~ Two without approval of the Board of Commissioners.

2. The purchase of materials and services must conform to the policies established in this section, unless at least one of the following five conditions exists:

a. State **or General Services Administration (GSA) Contract.** If the item is available for purchase under State or GSA Contract, competitive bidding is not required. Board approval must be obtained prior to procurement if the purchase amount exceeds ~~$19,999.99~~ $34,999.99 as defined in Category ~~One~~ Two.

b. **Sole Source.** If the item is available from only one supplier it cannot be subject to competitive bidding. In these instances, the requester must attach a memorandum to the Requisition for Purchase Order, which outlines why the Finance Department should designate the item(s) sole source. If a commodity or contractual service exceeds Category ~~One~~ Two and is believed to only be available from one source, the District shall electronically post a description of the commodities or contractual services sought for a period of at least (7) business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing that the commodities or contractual services are available only from a single source, the agency shall: Provide notice of its intended decision to enter a single-source purchase contract. Board approval must be obtained prior to procurement if the purchase amount exceeds Category ~~One~~ Two.

c. **Emergency Purchases.** When an immediate requirement exists and delay in procurement would be detrimental to the District and poses an immediate danger to the public health, safety, or welfare, or other substantial loss to the District, the Executive Director, or designee, may authorize immediate purchase without competitive bidding. Such determination shall be in writing and under written oath on the emergency authorization form, along with any other documents relating to the emergency action. If the purchase amount is in excess of Category ~~One~~ Two, the circumstances must be documented in detail and the Board of Commissioners appropriately advised and formally declare~~s~~ an emergency in an agenda item.

d. **Direct Purchase from the Manufacturer**. When a manufacturer declines to submit a bid, the Board of Commissioners may waive the competitive bidding requirements for purchases, which exceed Category ~~One~~ Two, if it is determined, a direct purchase from the manufacturer will be in the public interest. All other such purchases will be reviewed and approved by Staff.

e. **Specified Contractual Services**. In the procurement of contractual services as outlined in Chapter 287.057(3) (£) Florida Statutes, the competitive bidding requirements are waived if it is determined to be in the public interest. The District may procure commodities and contractual services by an invitation to negotiate or a request for quote for vendors under contract with the department. Written approval must be obtained by the Executive Director or their designee prior to invitation to negotiate. In these instances, the department head of the requisitioning department must detail in writing why the public interest will be served through waiving the requirement. Board approval must be obtained prior to procurement if the purchase amount exceeds Category ~~One~~ Two.

f. **Aircraft Repairs**. Because of the nature of repairs on aircraft engines and components it is not uncommon for the final cost of the work to exceed the original bid or proposal. The Executive Director may review the invoice and pay for this work up to an additional $20,000.00 above the original awarded bid or proposal without board approval. This authority only exists in cases where the original aircraft work was bid in accordance with Board policy.

The purpose of this amendment is to streamline the repairs on aircraft components on small items less than $20,000.00 when there may not be an original bid for the work. If the invoice comes in at more than the original estimate but is still less than $20,000.00 the Executive Director may approve payment for the repair. If the repair was originally more than $20,000.00 and bid (as our policy requires) and the additional work is less than $20,000.00, then the Executive Director may approve payment for that repair.

For example, on a small repair of $5,000.00 the final invoice comes back at $15,000.00, then the Executive Director may approve payment for this since it is below $20,000.00. An example of a larger expenditure would be an item that FKMCD received a bid for $33,000.00 and the final invoice was $43,000.00 then the Executive Director could approve payment of this item because the additional work was less than $20,000.00 above the original bid.

g. **Chemicals.** Mosquito control chemicals and biological control products are an integral part of mosquito control operations and are considered to fall under the purchasing category as defined under the FKMCD enabling legislation, all procedures described within sections II, III and IV of this purchasing policy shall be followed.

However, in order not to inhibit timely mosquito control operations, the following outline clarifies the purchasing of chemicals over the Category ~~1~~ ~~2~~Two threshold.

(a) All chemical products purchased in excess of Category ~~1~~ ~~2~~Two, must be publicly bid for a minimum one (1) year purchasing period. A multi-year option may be incorporated into the bid.

(b) In some cases it may be beneficial to use another public bid from another Florida mosquito program. Also known as “piggy back.” The Executive Director or designee must provide documentation of the other entities’ bid and subsequent award. The Executive Director shall have the authority to “piggy back” for chemical purchases without board approval.

(c) In rare cases a product may be of sufficiently unique formulation (or patented) the chemical and/or biological makeup that it’s vendor may be considered a sole source. In this case:

(i) The Executive Director is authorized to purchase in excess of Category ~~1~~ ~~2~~Two threshold;

1. The item must be submitted to the FKMCD Board of Commissioners for approval as a sole source at the next regular meeting following the purchase. The item will be considered approved as a sole source up to ~~through October 31~~ one year, following the date of the approval.

2. The Executive Director must provide documentation attesting to the unique nature of the product purchased.

h. **Specific Budgeted Line Items:** Items or services which exceed Category ~~1~~ ~~2~~Two, but are identified specifically and uniquely in the annual detail work plan

budget approved by the Board of Commissioners, are considered approved without an additional Board decision later in the fiscal year of the approved detail work plan budget. The item will be posted as a sole source. This does not authorize any circumvention of any applicable law, legislation or policy described herein.

3. Purchase Orders will only be prepared and issued by the Finance Department. The Executive Director or designee must sign all Purchase Orders.

a. The District is subject to many of the same rules of law as a private business entity. With the exception of its tax-exempt status and authorization to purchase under State and GSA contracts, the District enjoys no special status as a government body. All problems, questions, and concerns involving contract law should be referred to counsel.

b. All vendors who provide services on the District's premises must provide proof of adequate Worker's Compensation, General Liability, and Automobile Liability Insurance before any work is performed.

## II. PURCHASES UP TO $7,500.00

A. A Requisition for Purchase Order must include specifications on the material or service required~~, the account number,~~ and delivery site. The description on the requisition must be as specific as possible in order for the Purchasing Agent to obtain quotations. ~~A FKMCD~~ An item number or part number should be provided when possible. Completed requisitions should be forwarded to the Purchasing Department for processing.

B. Purchasing of materials and services with an aggregate cost under $5,000.00 will be accomplished through the use of sound purchasing practices, which may include verbal, written, email, electronic, or facsimile quotes. All purchases over $5,000.00 and under $7,500.00 will require at least two price quotes (written, email, electronic, or facsimile). Negotiation of the purchase most advantageous to the FKMCD should be based on price, product quality, estimated shipping costs, and the ability of the supplier to meet the required delivery schedule. If at least two quotations are not received, a statement as to why they were not received must be shown. All purchase order requisitions related to one specific job will be awarded based on the lowest total cost. Requisitions must be documented accordingly, noting the job information. The District shall document the conditions and circumstances used to determine the procurement method.

When verbal quotations are received from an established vendor, the name of the company, the person providing the quotation, and the price must be annotated. If the vendor is not an established FKMCD vendor, the address and phone number must also be included in the documentation.

C. A Purchase Order will be issued to execute the purchase. A record of any quotes obtained will be attached to the Accounts Payable copy of the Purchase Order and be filed in the Finance Department.

D. A Local Vendor Preference of 10% may be granted to all vendors whose main office or headquarters is physically located in Monroe County, Florida.

## III. PURCHASES $7,500.01 - ~~$19,999.99~~ $34,999.99

A. The Executive Director must approve these purchases in advance, prior to the purchasing process. A Requisition for Purchase Order must include specifications on the material or service required~~, the account number,~~ and delivery site. The description on the requisition must be as specific and complete as possible in order for the Purchasing Agent to obtain quotations. An ~~FKMCD~~ item number or part number should be provided when possible. Completed requisitions should be forwarded to the Purchasing Agent for processing.

B. The Purchasing Agent will obtain at least three price quotes if possible, prior to procurement. Quotations will be in writing (email, electronic, or facsimile copies are acceptable), written records of the telephone quotations, or informal bids to be opened upon receipt.

Negotiation of the purchase most advantageous to the FKMCD should be based on price, product quality, estimated shipping costs, and the ability of the supplier to meet the required delivery date. If at least three quotations are not received, a statement as to why they were not received must be shown. All purchase order requisitions related to one specific job should be awarded based on the lowest total cost. Requisitions must be documented accordingly noting the job information. The District shall document the conditions and circumstances used to determine the procurement method. A Purchase Order will be issued to execute the purchase. A record of all quotes obtained will be attached to the ~~electronic~~ file.

C. A Local Vendor Preference of 10% may be granted to all vendors whose main office or headquarters is physically located in Monroe County, Florida in this category for purchases up to ~~$19,999.99~~ $34,999.99.

## IV. PURCHASES - ~~$20,000~~ $35,000.00 OR GREATER

A. All purchases Category ~~One~~ Two or greater, unless on state or federal contract, must be accomplished through a competitive bid process. The requisitioning

department will prepare specifications of the material or service to be purchased. The specifications must contain the desired date and time of the bid opening and be forwarded to the Finance Department.

B. The Purchasing Agent will assign a bid number and prepare a bid package in coordination with the requestor, for the required purchase. This package will include a listing of all bid specifications (as provided by the requisitioning department), the insurance information required, and the appropriate FKMCD Invitation to Bid Form. The date, time, and location of the bid opening will be specified ~~on the Invitation to Bid form~~ in the bid package, as well as submission instructions for potential bidders. All Invitation to Bid forms will reserve the right to reject any and all bids if such rejection is determined to be in the best interest of the District. The General Counsel and the appropriate department head must review all specifications for materials and/or services in excess of Category ~~One~~ Two.

C. The Purchasing Agent will prepare a bid solicitation advertisement which briefly describes the material or service to be purchased and will contain instructions for potential bidders. The Purchasing Agent will arrange for publication of the ad in at least one newspaper of general circulation, as well as, electronically posting it on the FKMCD web site, and Demand Star. The last publication/posting of this ad will be at least (10) calendar days before the scheduled bid opening. If firms whose main office or headquarters are located in Monroe County can acquire the products/services being bid locally, the bid will be advertised in newspaper of general paid circulation. Ads may also be published in other newspapers, trade or professional journals when deemed appropriate.

D. Advertisement is not required for there-issuance of an invitation to bid or request for proposals if the FKMCD advertised the original bid or proposal solicitation as per the established procedure. In this instance, all bidders that were mailed notice of the original solicitation must be mailed notice of there-issuance. This requirement excludes any vendor that responded with an indication of no interest in bidding or offering.

E. The Purchasing Agent will mail or email bid packages to vendors from the list provided by the requesting department.

F. Bids for construction projects will be processed in the same manner.

G. All bid openings will be open to the public and will be held on the date, time, and at the location specified in the bid advertisement.

The Executive Director, the Finance Director, the Purchasing Agent, the Director of Operations and the Director of Aerial will conduct bid openings for construction projects. The attending members of the staff will then record the

bids on the Bid Tabulation Sheet. After all bids are read and recorded, all individuals present will sign the Bid Tabulation Sheet.

All other bid openings will be conducted by the Bid Opening Committee and a member of the requesting department. Bids will be opened and read. The attending staff members will then record the bids on the Bid Tabulation Sheet. After all bids are read and recorded, all individuals present will sign the Bid Tabulation Sheet.

H. An appropriate recommendation will be made to the Board of Commissioners as an agenda item. If the recommendation is to accept other than the lowest bid, or to reject any bids, this must be ~~approval by General Counsel must be obtained and be~~ fully justified ~~in the agenda item~~ in the recommendation letter and be reviewed by General Counsel.

I. In the case of tie bids, the District will evaluate the tied bidders based on the following:

1. Number of valid vendor complaints on file.

2. Bid certifying a drug-free workplace has been implemented in accordance with Section 287.087, Florida Statutes.

3. Products manufactured domestically will be given preference over products from a foreign manufacturer.

4. Certified minority owned business.

5. Local preference.

J. The requesting supervisor will provide the Finance Department with a Purchase Requisition once ~~copy of the~~ Board approval is obtained. A Purchase Order will be issued to execute the purchase. The Board approval of the bid will be attached to the Accounts Payable copy of the Purchase Order and filed in the Finance Department.

## ~~V. PETTY CASH FUND~~

~~A. The District Board of Commissioners has authorized a Petty Cash Fund in the amount of $100.00. The Executive Director appoints the Petty Cash Custodian for this fund. Required changes in the amount of the Petty Cash Fund must be requested in writing to the Executive Director and approved by the Board.~~

~~B. Purchases are limited to under $10.00 unless prior approval is obtained from the Executive Director. The Petty Cash Fund is used for minor purchases, when, due to urgency of need or low cost of the item, it is not feasible to use normal procurement procedures. Petty Cash shall not be used for automotive repairs, purchase of fixed assets, or purchase of a stocked item unless, due to circumstances petty cash procurement is the most cost effective method to obtain the required item. If the Petty Cash Custodian is unsure if a particular expenditure is authorized, clarification and guidance should be obtained from the Executive Director before funds are dispersed. Since the District is exempt from State Sales Tax, such tax may not be paid on Petty Cash purchases. Personnel should obtain a copy of the Tax Exempt Certificate from the Petty Cash Custodian, Purchasing, Finance, or Administration in order to provide the vendor with proof of the District's tax exempt status.~~

~~C. All monies disbursed from the Petty Cash Fund will be substantiated by a Petty Cash Voucher Slip. The voucher slip will include the amount, date, and description of the item purchased. The recipient and the Petty Cash Custodian will sign it, and the receipt for the purchase will be attached to the voucher slip.~~

~~1. All voucher slips will be retained. As completed voucher slips are received by the Petty Cash Custodian, the custodian will enter the date, to whom paid, for what, the account number, and amount in the proper columns in the voucher envelope.~~

~~2. Three working days should be allowed for processing purposes prior to reimbursement. The total disbursed, cash on hand, and the amount of fund entries must be completed. The voucher fund envelope with all voucher slips and receipts enclosed will then be forwarded to the Finance Director for audit, review of account numbers, and approval of reimbursement of the Petty Cash Fund.~~

~~D. The Executive Director will audit the Petty Cash Funds from time to time. All Petty Cash Funds will be submitted for reimbursement through September 30, or the last business day before September 30.~~

## ~~VI.~~ MISCELLANEOUS PURCHASES

A. Certain purchases fall outside the scope of the Purchase Order~~, Petty Cash Fund,~~ and Open Charge Account Policies.

Such purchases include, but are not limited to, electric service, memberships, telephone service, licenses/certifications, garbage service, subscriptions, security

service, reimbursements for employee travel, sewer service, dumping fees, pre-employment physical, and computer and copier maintenance. As invoices for purchases are received, other than utility bills, which will be prepared by the Finance Department and reviewed by the Finance Director or designee, the Finance Department will forward them to the appropriate office for review and approval. The department head or designee will sign the invoice indicating it is proper for payment, and return it to the Fiscal Assistant for processing. Any discrepancies in billing should be noted on the invoice and the discrepancies resolved before payment is approved.

## VII. TRAVEL ARRANGEMENTS

All Out of State Travel, as well as, In State Travel, which will cost over $999.99 ~~2,500~~ (excluding seminars fees and/or training fees) per person will be reviewed and approved by the Executive Director or designee. A copy of this approval must be attached to the requisition for Purchase Order.

## VIII. SUMMARIZED BID PROCEDURES

**Scope:**

Open sealed bids by committee a minimum of 5 days prior to the next Board Meeting. After review, propose acceptance of the bid to the Florida Keys Mosquito Control District Board of Commissioners for approval at the next Board meeting.

**Policy & Procedure:**

*Time:* ~~2:00 PM~~ 10:00 AM a minimum of five (5) working days prior to the next board meeting.

*Staff:* Minimum of five (5) staff members. The primary members of the committee should be the Executive Director, Finance Director, Purchasing Agent, ~~Executive Assistant and an~~ and two members of staff ~~employee~~ whose job is related to the bid item. If a primary committee member is absent, a substitute will be named as necessary. Additional staff and interested members of the public are allowed.

*Procedure:*

- No Late Bids.
- Late bids will be rejected & returned unopened.
- Bids will be opened on date and time specified in the bid package.

- Date and time bid is received by the District will be logged.

1. Committee will open and tabulate bids.
2. All bids will be opened and read into the record by the Finance Director or designate.
3. Committee will sign and date tabulation form.
4. Committee will then turn over bids to the Purchasing Agent to organize and type results.
5. The Purchasing Agent will give the typed results to the Finance Director, who types a ~~letter~~ memorandum ~~memorandum for the Executive Director~~ to the FKMCD Board with the committee recommendations.
6. ~~Bid Opening Committee will make recommendations to FKMCD Board as necessary.~~
6. The ~~Executive~~ Finance Director provides the memorandum ~~recommendations~~ to the FKMCD Board at the next Board meeting.

*Board Action:*

- Agenda item for acceptance of bid, subject to board review of committee recommendation.
- Bid tabulation and ~~recommendation letter~~memorandum are presented to the FKMCD Board.
- ~~Each bid from tabulation form may be read into the record.~~
- Appropriate discussion regarding bid award & staff recommendation.
- Vote for award of bid.

# *Item 10b*

# RFP 2019-09
# 32-Foot Scissor Lift

# FLORIDA KEYS
## MOSQUITO CONTROL DISTRICT

18 Aquamarine Drive
Key West, FL 33040
Telephone: (305) 292-7190
FAX: (305) 292-7199
www.keysmosquito.org

Executive Director
Andrea Leal

**Board of Commissioners**

Phil Goodman, Chairman
Stanley Zuba, Vice Chairman
Brandon Pinder, Secretary/Treasurer
Jill Cranney-Gage
Thomas McDonald

January 22, 2020

To: Board of Commissioners
Florida Keys Mosquito Control District

From: Bruce Holden, Finance Director

Through: Andrea L. Leal, Executive Director

Subject: Bid Opening Committee Recommendations for RFP #2019-09

On December 5, 2019, the FKMCD Bid Opening Committee met to evaluate proposals for purchasing a 32 Foot Scissor Lift. The committee consisted of Executive Director Andrea Leal, Director of Aerial Operations Joshua Kogut, Director of Maintenance Robert Lee, Purchasing Agent Rochele Miller, and me. Executive Assistant Chrissy Bloxom handled recording. No other employees or members of the public were present.

**RFP 2019-09: 32 Foot Scissor Lift**

Four bids were received in response to this RFP. The Bid Opening Committee had originally recommended purchasing the lift from Nationwide Lift Trucks, Inc. However, research conducted after the actual bid opening occurred revealed that the lift's width did not meet the specifications; it was too wide to fit through a standard door. On December 17, 2019, the bid from Nationwide was removed from consideration.

Therefore, the Bid Opening Committee unanimously recommends awarding the contract to All Around Access, Inc. The company offers a Genie Model GS3232, 32 Foot Scissor Lift at a cost of $23,497. This was the lowest bid received for a lift that met the required specifications. It has a delivery time of 6-7 weeks and includes a 1/3/5 year basic warranty.

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**NOTICE OF INTENDED AGENCY ACTION:**
**Recommendation to Award**

Name of Bid: 32 Foot Scissor Lift
Type of Bid & No: RFP 2019-09

Notice Post Date: 12/17/19
Notice Post Time: 11:00 AM

Selection Committee Recommendation:
- Company #1: All Around Access, Inc
- Company #2: Kelly Tractor Co.

Failure to file a protest within the time prescribed in Florida Statutes Chapter 120.57(3), or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after posting of the notice of decision or intended decision.

# FLORIDA KEYS MOSQUITO CONTROL DISTRICT

## BID OPENING – RFP 2019-09

## Thursday, December 5th, 2019; 10:50 am

## PRESENT WERE:

Andrea Leal, Executive Director
Bruce Holden, Finance Director
Rochele Miller, Purchasing Agent
Joshua Kogut, Director of Aerial Operations
Robert Lee, Director of Maintenance
Chrissy Bloxom, Executive Assistant (Recording)

## RFP 2019-09 32 Foot Scissor Lift: 4 Bids Received

**All Around Access LLC $23,497.00**
Model GS3232
Estimated Delivery Time: 6-7 Weeks
Warranty: 1/3/5 Local Warranty Service

**Nationwide Lift Trucks Inc. $22,402.00**
Model SV3246E
Estimated Delivery Time: 4 Weeks
Warranty: 2/3/5

**Trekker Tractor $25,095.00**
Model JLG 3246ES
Estimated Delivery Time: 4-6 Weeks
Warranty: 1/2/5

**Kelly Tractor $24,990.00**
Model GS3232
Estimated Delivery Time: 6 Weeks
Warranty: 1/3/5

**Committee Recommendation:**

The committee unanimously recommends Nationwide Lift Trucks, Inc. They offer an Aichi Model SV3246E, 32 Foot Scissor Lift at a cost of $22,402.00. This lift meets our specs, can be delivered in approximately 4 weeks after order and has a basic warranty of 2-5 years and is the lowest price offered.

# *Item 10c*

# RFP 2019-11 Surplus Equipment

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Jill Cranney-Gage
Thomas McDonald

January 22, 2020

To: Board of Commissioners
Florida Keys Mosquito Control District

From: Bruce Holden, Finance Director

Through: Andrea Leal, Executive Director

Subject: Bid Opening Committee Recommendations for RFP #2019-11

On January 9, 2020, sealed bids for the above referenced item were accepted by the FKMCD Bid Opening Committee. The committee consisted of Executive Director Andrea Leal, Operations Director Mikki Coss, Mechanic Supervisor Roberto Alvarenga, Purchasing Agent Rochele Miller and me. Executive Assistant Chrissy Bloxom was present to handle recording of the meeting. No other employees or members of the public were present.

**RFP 2019-11: Surplus Equipment**

Bids were received for two of the available assets. The Bid Opening Committee recommends selling both of those assets to the bidder, Harry Barnett. A bid of $1,127.00 was received for Asset # 2816, a 2008 Honda ATV. Additionally, a bid of $257.00 was received for Asset # 2881, a 2009 Ford Ranger.

For those assets for which no bid was received, the committee recommends that the assets be sold or disposed of at the Director's discretion.

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT**

**BID TABULATION – RFP 2019-11 – SURPLUS EQUIPMENT**

**January 9th, 2020 at 10:05 AM**

**PRESENT WERE:**

Andrea Leal, Executive Director
Bruce Holden, Finance Director
Rochele Miller, Purchasing Agent
Mikki Coss, Operations Director
Roberto Alvarenga, Mechanic Supervisor
Chrissy Bloxom, Executive Assistant (Recording)

## RFP 2019-11 SURPLUS EQUIPMENT:

| Property # | Item/Description | BIDDER NAME | BID AMOUNT |
|---|---|---|---|
| 2701 | 2005 GMC Yukon SUV<br>VIN 1GKEC13T75J175229<br>FKMCD Truck 349 | NO BID RECEIVED | |
| 2702 | 2006 GMC Sierra 1500<br>VIN 2GTEK13TX61102768<br>FKMCD Truck 350 | NO BID RECEIVED | |
| 2816 | 2008 Honda TRX420 ATV<br>FKMCD ATV 390 | Harry Barnett | $1,127.00 |
| 2878 | 2009 Ford Ranger 2.3L<br>VIN 1FTYR10D39PA31037<br>FKMCD Truck 411 | NO BID RECEIVED | |
| 2881 | 2009 Ford Ranger 2.3L<br>VIN 1FTYR10D79PA31039<br>FKMCD Truck 413 | Harry Barnett | $257.00 |

## COMMITTEE RECOMMENDATION:

The committee unanimously recommends that we sell Property # 2816 and Property # 2881 to Harry Barnett for the total amount of $1,384.00. Since no bids were received on Property # 2701, 2702 and 2878, the committee unanimously recommends that these items be sold or disposed of, at the Director's discretion.

# *Item 10d*

# Surplus Equipment

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Brandon Pinder, Secretary/Treasurer
Jill Cranney-Gage
Thomas McDonald

MEMORANDUM

Date: January 28, 2020

To: Board of Commissioners, Florida Keys Mosquito Control District

From: Bruce Holden, Finance Director/Comptroller

Subject: Surplus Property

In accordance with Chapter 388.323 Florida Statues, it is requested that the Board of Commissioners of the Florida Keys Mosquito Control District accept the following list of property and authorize that said property be declared surplus and be disposed of in compliance with Chapter 274.05 Florida Statutes.

| Property # | Item/Description | Acquired | Value at Acquisition | Condition | *Estimated Current Value |
|---|---|---|---|---|---|
| 2126 | Air Compressor | 3/25/1998 | $ 1,074.98 | Poor (Pistons in Motor are Shot) | $300.00 |
| 2974 | 2000 Lb Cap AS1820 Boat Trailer FKMCD 441 | 3/5/2012 | $ 1,750.00 | Good | $1,000.00 |
| | Boom & Auger Mate | 2013 | | Good | $800.00 |
| | Boom & Auger Mate | 2013 | | Good | $800.00 |

**Estimated Current Value was determined by FKMCD employees, not hired professionals.*

# *Item 10e*

# 2020 Meeting Schedule

# 2020 CALENDAR

## January-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

## February-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

## March-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

## April-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

## May-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

## June-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

## July-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

## August-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

## September-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

## October-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## November-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

## December-2020

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Holidays  Meetings  Conferences