

REGULAR
MEETING
DECEMBER 13, 2024



2024 CALENDAR

January-2024						
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			

March-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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19	20	21	22	23	24	25
26	27	28	29	30	31	

July-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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7	8	9	10	11	12	13
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September-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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February-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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11	12	13	14	15	16	17
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April-2024						
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				

June-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30						

August-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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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

October-2024						
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		

December-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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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

December 13th, 2024 10:15 am (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 District staff or 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. Furthermore, all speakers agree to abide by FKMCD's Code of Conduct Policy and Procedures Governing Meetings, Hearings, and Community Input, as adopted through Resolution 2021-02.

Any person who wishes to make public comment during this meeting may be heard by the Board, through the Board Chair, on any proposition before the Board by either (1) complete and provide the supplied community input card or inform the Clerk/Executive Assistant to the Board, specifying the agenda item; or (2) when remote means for input is allowed by the Board, calling 305-292-7190 or emailing the Clerk/Executive Assistant (currently ddarias@keysmosquito.org) no later than 8:00 am on December 13th, 2024. If attending remotely, you must remain available by phone from the hours of 10:00am to 12:00pm.

4.) 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 November 12th, 2024 Audit Committee Meeting **Pgs. 6-7**

b.) **Minutes** of the November 12th, 2024 Workshop on the Summary of the Annual Meeting of FMCA **Pgs. 8-9**

c.) **Minutes** of the November 12th, 2024 Regular Meeting **Pgs. 10-12**

5.) Approval of Agenda

6.) Treasurer's Report

7.) Attorney's Report

8.) Director's Report **Pgs. 16-26**

9.) Items for Board Discussion

a.) FKMCD Administrative Policies Manual (Leal) **Pgs. 28-127**

b.) Legislative Update for Mosquito Control in Florida (Goodman) **Pgs. 129-132**

10.) Items for Board Review and Action:

a.) Financial Reports (Holden)

I. Budget Analysis **Pgs. 134-138**

II. District Finances **Pg. 139**

III. Cash Disbursements through November 2024 **Pgs. 140-142**

b.) Resolution 2024-31 RFP 2024-09 Lobbyist (Leal) **Pgs. 144-148**

c.) Resolution 2024-33 RFP 2024-11 Marathon Building Seal and Paint (Holden) **Pgs. 150-154**

11.) Good of the Order

12.) Meeting Adjourned

Item 4

Consent Agenda

Audit Committee Meeting Minutes

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

November 12, 2024 1:30 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held an Audit Committee Meeting on November 12, 2024 at the FKMCD Marathon office.

Present Were: Jill Cranney, Chairman; Phillip Goodman, Commissioner; Bette Brown, Commissioner; Brandon Pinder, Commissioner; Hunter O'Connor, Board Attorney; Scott Black, Board Attorney. Dr. Stanley Zuba, Commissioner, was present via telephone. Andrea Leal, Executive Director, was absent.

Employees Present Were: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Chad Huff, Public Education & Information Officer; Michael Behrend, Director of Human Resources; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

Invited Guests Present: Daniel Anderson; Mauldin & Jenkins

Community Input: None.

Approval of Agenda: A motion was made by Commissioner Brown, seconded by Commissioner Pinder and passed unanimously to approve the agenda.

Items for Board Discussion:

6.) Guest Speaker: Daniel Anderson; Mauldin & Jenkins, Audit Overview – Daniel Anderson, our new auditor from Mauldin & Jenkins, was introduced by Chairman Cranney. Mr. Anderson spoke to the board, introducing himself as an audit partner of Mauldin & Jenkins and providing a brief history of the company and what they believe the audit process would entail throughout the year. The board subsequently asked him a few questions. The plan is for them to perform the audit remotely until coming to the board to deliver the final audit. The board praised Mr. Anderson for coming to the meeting so they could meet him in person.

7a.) 2023-2024 Audit Planning – According to Chairman Cranney, the audit process has started, and additional testing will be part of the plan and framework for the audit's completion.

Good of the Order: Chairman Cranney scheduled the next Audit Meeting for December 13, 2024 at 10:00am.

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*

Jill Cranney, Chairman

Bette Brown, Secretary-Treasurer

For additional information, please refer to www.keysmosquito.org.

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Workshop on the Summary of the Annual Meeting of FMCA Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

November 12, 2024 1:24 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Workshop on the Summary of the Annual Meeting of FMCA on November 12, 2024, at the FKMCD Marathon Office.

Present Were: Phillip Goodman, Chairman; Jill Cranney, Commissioner; Bette Brown, Commissioner; Brandon Pinder, Commissioner; Hunter O'Connor, Board Attorney; Scott Black, Board Attorney. Dr. Stanley Zuba, Commissioner, was present via telephone. Andrea Leal, Executive Director, was absent.

Employees Present Were: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; Chad Huff, Public Education & Information Officer; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer; Dr. Larry Hribar, Director of Research.

Invited Guests Present: None

Approval of Agenda: Chairman Goodman asked the Board if there were any corrections or additions to the agenda, hearing none, the agenda was unanimously approved.

Community Input: None

Chairman Goodman stated that this workshop is to discuss the recent Florida Mosquito Control Association Annual Meeting.

Discussion: Chairman Goodman welcomed our Director of Research, Dr. Larry Hribar, and noted that we just attended the annual convention of the Florida Mosquito Control Association in Orlando, Florida. In his presentation, Dr. Hribar discussed the initial assessment of two essential oils' toxicity to black salt marsh mosquito larvae (*Aedes taeniorhynchus*). He described his trial's outcomes after going over the testing procedure. Our Public Education and Information Officer, Chad Huff, came next. He gave a presentation on the FKMCD-Oxitec Mosquito Project's lessons learned and best PR techniques. Mr. Huff reviewed the timeline and the Oxitec project. After outlining the challenges he encountered when handling public relations for this delicate project, he went over the communications tactics that proved effective for him. Our Director of Operations, Mikki Coss, was the last to speak. She gave a brief overview of her experiences at the FMCA annual meeting, including her presentation to the Young Professional Group and the amazing keynote speakers she heard. Director Leal was the inaugural recipient of the President's Award for Leadership, she added. As the FMCA board's commissioner representative, Chairman Goodman also received a service award for his efforts. Because the conference was held the week of the presidential election, Chairman Goodman noted that attendance was lower. He added that the bylaws had been amended to prevent this from happening in the future.

Good of the Order: We will not have a workshop next month due to our Holiday Luncheon taking place after the Regular Meeting.

Adjourn: 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

Bette Brown, Secretary-Treasurer

For additional information, please refer to www.keysmosquito.org.



Regular Meeting Minutes

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

November 12, 2024 2:27 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on November 12, 2024 at the FKMCD Marathon office.

Present Were: Phillip Goodman, Chairman; Jill Cranney, Commissioner; Bette Brown, Commissioner; Brandon Pinder, Commissioner; Hunter O'Connor, Board Attorney; Scott Black, Board Attorney. Dr. Stanley Zuba, Commissioner, was present via telephone. Andrea Leal, Executive Director, was absent.

Employees Present Were: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; Rob Lee, Director of Aircraft Maintenance; Chad Huff, Public Education & Information Officer; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

Invited Guests Present: None

Community Input: Ms. Kate DeLoach from the Southern Group spoke about her lobbyist firm and what they can offer the district.

Approval of Consent Agenda: A motion was made by Commissioner Cranney, seconded by Commissioner Brown and passed unanimously to approve the consent agenda.

Approval of Agenda: Chairman Goodman asked the Board if there were any corrections or additions to the agenda, having none, the agenda was approved.

Treasurer's Report: None

Attorney's Report: None

Director's Report: Michael Behrend recognized Chad Huff for his 5 years of service with the district. Mikki Coss, Director of Operations, then provided an update on mosquito-borne illnesses, stating that the Keys are holding consistent with the three (3) local cases we had during the summer and four (4) travel-related cases. In all of Florida, we have had 59 cases of locally acquired dengue. With Cuba as the nation of origin, the number of Oropouche travel-related cases has been rising quickly and currently stands at 90 spread amongst 13 counties. Adult mosquitoes have been lower than historically, with no aerial adulticide missions since June. We had six (6) adulticide truck missions in October. Our aerial larviciding was also lower than our historical average. Service requests were also low, with a total of 170 for the month of October.

Chad Huff gave an update on community outreach and explained they will be attending truck days at the Key West Daycare in the next week. He stated that we participated in the Marathon Trunk or Treat and brought "Mojito," our inflatable mosquito, to her first public outdoor event, and she was very popular. FKMCD also participated in a few air shows, including the Marathon Airport Open House and Summerland Airstrip. The board had a lengthy discussion about presenting more to the public in the upcoming year and how important it is to get the word out in the community about mosquito control and our mission.

Michael Behrend, Director of Human Resources, gave an update on current open positions in the district. He also noted we received a refund from our aviation insurance company for having no accidents and that our new policy will refund us a pro-rated amount if we don't fly one of the helicopters for 30 consecutive days. The new service milestone policy will be starting in December, and the COLA increases were processed last month.

In October, we generated \$26,000 in interest revenue, with an average yield of 5%, as determined by Director of Finance Bruce Holden's review of the FLCLASS account statement and summary. We received our first installment for the taxes of \$400,000. The RFP for banking is on track for early next year.

Items for Board Discussion:

9a.) Commissioner Travel Plans – Deanna Darias, Executive Assistant, discussed the upcoming events that the district will be attending and asked if any of the Commissioners have interest in attending. The Board discussed each event and decided the following: Commissioner Brown and Chairman Goodman will attend Dodd; Commissioner Brown will attend AMCA, and Chairman Goodman will attend Tallahassee Days; Commissioner Cranney will attend Washington Days, and Chairman Goodman will attend FMCA.

Items for Board Review and Action:

10a.) Financial Reports – Bruce Holden, the Director of Finance, provided an update on the local and state accounts. Commissioner Brown asked why the cost of benefits was \$100,000 higher than it was the previous year. Mr. Holden clarified that this could vary annually and is dependent on the claims that employees submit to the insurance provider. A motion was made by Commissioner Cranney, seconded by Commissioner Brown, and passed unanimously, confirming the Board received the financial information from October of 2024 and the Board requests it be submitted for audit at the appropriate time.

10b.) Schedule 2025 Meeting Dates – Deanna Darias, Executive Assistant, discussed the 2025 meeting dates and the Board adjusted meeting dates to their schedules.

10c.) Resolution 2024-28: Department of Financial Services Authorized Signatures

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA, ADOPTING THE DEPARTMENT OF FINANCIAL SERVICES AUTHORIZED SIGNATURE CERTIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Brown, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2024-28 as written. After a roll call vote, it was unanimously accepted.

10d.) Resolution 2024-29: Vernis & Bowling Contract

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING A ONE-YEAR EXTENSION TO THE CONTRACT FOR LEGAL SERVICES WITH DIRK M. SMITS, B.C.S. AND VERNIS & BOWLING OF THE FLORIDA KEYS, P.A. DATED NOVEMBER 10, 2020; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Cranney, seconded by Commissioner Brown, and passed unanimously to adopt Resolution 2024-29 as written. After a roll call vote, it was unanimously accepted.

10e.) Resolution 2024-30: RFP 2024-08 H125 Pilot Refresher Course

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2024-08 EVALUATION COMMITTEE FOR PURCHASE OF H125 PILOT REFRESHER COURSE; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Pinder, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2024-30 as written. After a roll call vote, it was unanimously accepted.

10f.) Resolution 2024-31: RFP 2024-09 Lobbyist

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2024-09 EVALUATION COMMITTEE FOR LOBBYING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Chairman Goodman but did not receive a second. Resolution 2024-31 RFP 2024-09 Lobbyist has failed and will be brought back at another time.

10g.) Resolution 2024-32: Amending the Position and Pay Structure

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, AMENDING THE POSITION AND PAY STRUCTURE IN THE DISTRICT'S PERSONNEL MANUAL; ADOPTING REVISIONS TO CERTAIN POLICIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Pinder, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2024-32 as written. After a roll call vote, it was unanimously accepted.

Good of the Order:

Chairman Goodman talked about the upcoming Board meeting, which is scheduled for December 13th. It will include a regular meeting and a meeting of the audit committee followed by our annual holiday luncheon.

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

Bette Brown, Secretary-Treasurer

For additional information, please refer to www.keysmosquito.org.

Item 6

Treasurer's Report

Item 7

Attorney's
Report

Item 8

Director's Report

December 2024 Director's Report

Employee Service Milestones

1. Rochele Miller, Purchasing Agent, 15 years

State of Florida Mosquito-Borne Disease Update (as of 11/30/2024)

1. Monroe County (2024)
 - a. Dengue: 3 local, 6 travel-related
 - b. Malaria: 1 travel-related
2. All of Florida (2024)
 - a. Dengue: 70 local (2 Broward, 4 Hillsborough, Manatee, 44 Miami-Dade, 3 Monroe, 2 Orange, 3 Palm Beach, 9 Pasco, Polk, Sarasota), 824 travel-related
 - b. Zika: 0 local, 0 travel-related
 - c. Chikungunya: 0 local, 11 travel-related
 - d. West Nile Virus: 16 human cases, 10 asymptomatic blood donors
 - e. Eastern Equine Encephalitis: 0 human cases
 - f. Oropouche Virus: 0 local, 90 travel-related
 - i. Counties reporting cases were: Broward (3), Collier, Duval, Hillsborough (12), Lee (5), Marion, Miami-Dade (53), Orange (3), Palm Beach (2), Pasco (3), Polk (4), Sarasota, and St. Lucie. **Country of origin was Cuba (90).**
 - g. Malaria: 0 local, 64 travel-related
 - h. Alachua, Brevard, Broward, Citrus, Hernando, Holmes, Lake, Madison, Manatee, Martin, Nassau, Orange, Pinellas, Polk, Putnam, Sarasota, Seminole, Sumter, and Volusia counties are currently under a mosquito-borne illness advisory. Bay, Duval, Hillsborough, Marion, Miami-Dade, **Monroe**, Palm Beach, Pasco, and Walton counties are currently under a mosquito-borne illness alert.

Operations Summary

1. Adult Mosquitoes
 - a. Salt Marsh mosquito numbers were lower than the historical average throughout the Keys in November.
 - b. No aerial adulticide missions were conducted in November.
 - c. One (1) truck adulticide mission was conducted in November in the Lower Keys, treating approximately 530 acres.
 - d. *Aedes aegypti* numbers did not exceed our adulticide action thresholds in November.
2. Larval Mosquitoes
 - a. Seven (7) aerial granular larvicide missions were completed in November, treating approximately 2,500 acres; this is below the historical average for November.
 - b. No aerial liquid larvicide missions were conducted in November.
 - c. No ground liquid larvicide missions were conducted in November.
3. Service Requests received (75) were lower than the historical average for November, majority of which requesting a fog truck or inspection.

Community Outreach/Education

1. Schools/Education
 - a. Key West Co-Op Truck Day: 11/15/24, 8:00am – 11:00am
2. Community Events/Outreach/Speaking Engagements
 - a. Aviation Day at Marathon Airport: 11/9/24
 - b. Summerland Airport Aviation Day: 11/9/24
 - c. Key West Seafood Festival: 2/15/25 – 2/16/25
 - d. Marathon Seafood Festival: 3/8/25 – 3/9/25

3. Media/News Releases
 - a. Weekly Radio, US 1
4. 75th Anniversary Update
 - a. Continued flashbacks on social media
 - b. Working on Expansive FKMCD history section on website
 - c. Will continue to hand out merchandise until it is gone

Human Resources

1. Current Openings
 - a. Director of Aerial Operations: Conducting Interviews
 - b. Lower Keys Field Inspector (2): Conducting Interviews
 - c. Helicopter Pilot: Final Selection Completed, Estimated Start Date 1/6/25
2. Other
 - a. New Service Milestone Distributed
 - b. Open Enrollment Completed

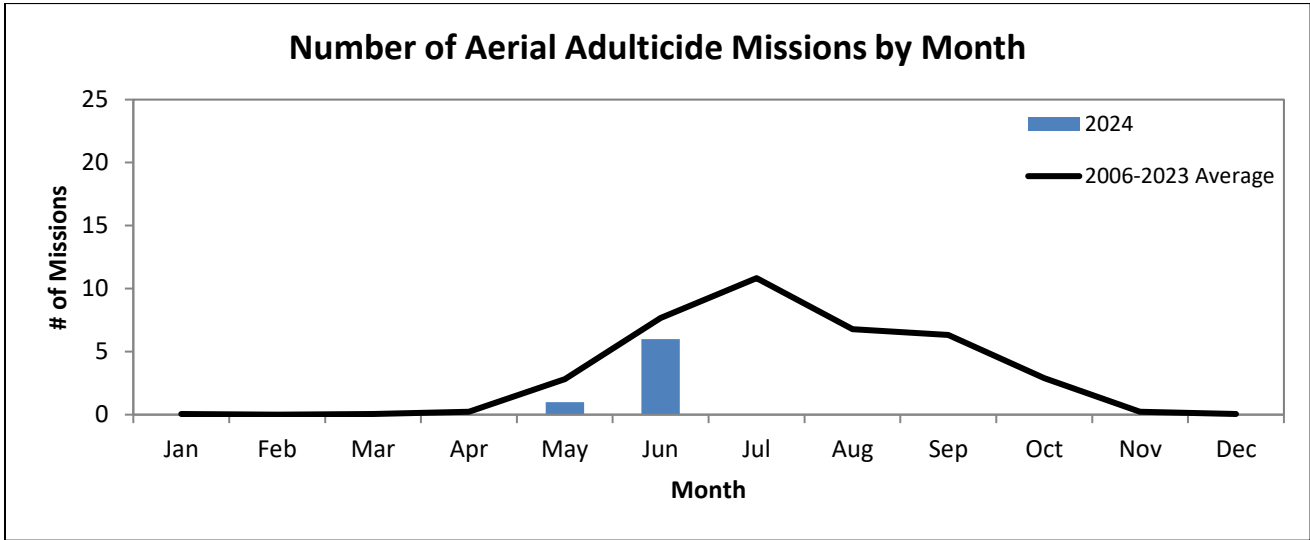
Other Items

1. Travel/Training
 - a. Medical Entomology for the Public Health Practitioner and Clinician (New Orleans, LA): 11/12/24 – 11/14/24
 - Dr. Catherine Pruszynski attending
 - b. International BEACONS Meeting (New Orleans, LA): 11/16/24 – 11/19/24
 - Chad Huff, invited speaker
 - c. NAAA Conference (Fort Worth, TX): 11/19/24 – 11/21/24
 - Tom Loftus and Steve Rutherford attending
 - d. Airbus H125 Training (Grand Prairie, TX): 12/1/24 – 12/7/24
 - Shalena Abbas attending
2. AMCA Webinar, *Evidence based control of mosquito vectors in an insecticide resistance landscape*: 12/3/24
3. FASD Pre-Session Legislative Coffee Break: 12/5/24
4. Strategic Planning Initial Meeting: 12/12/24
5. Investment Update
6. After Action Items/Future Board Items
 - a. ITN for Banking
 - b. Administrative Policy Manual Annual Review, December 2024
 - c. Budgetary Process Annual Review, May 2025
 - d. Audit Committee Charter Annual Review, October 2025

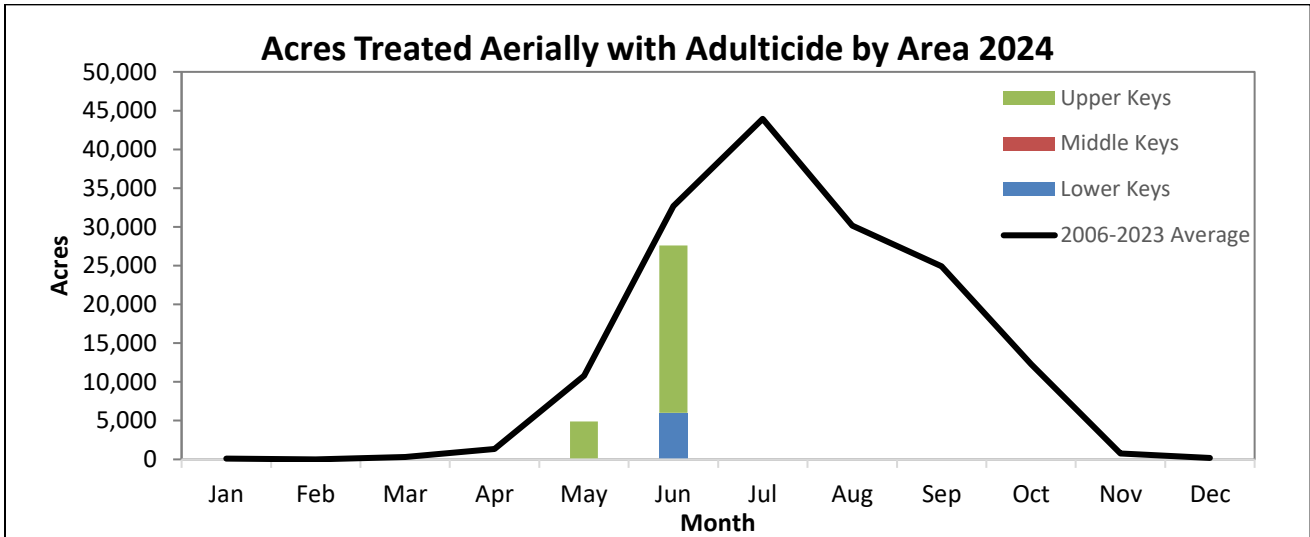
Florida Keys Mosquito Control Operations Report

(Adjusted through November 30, 2024)

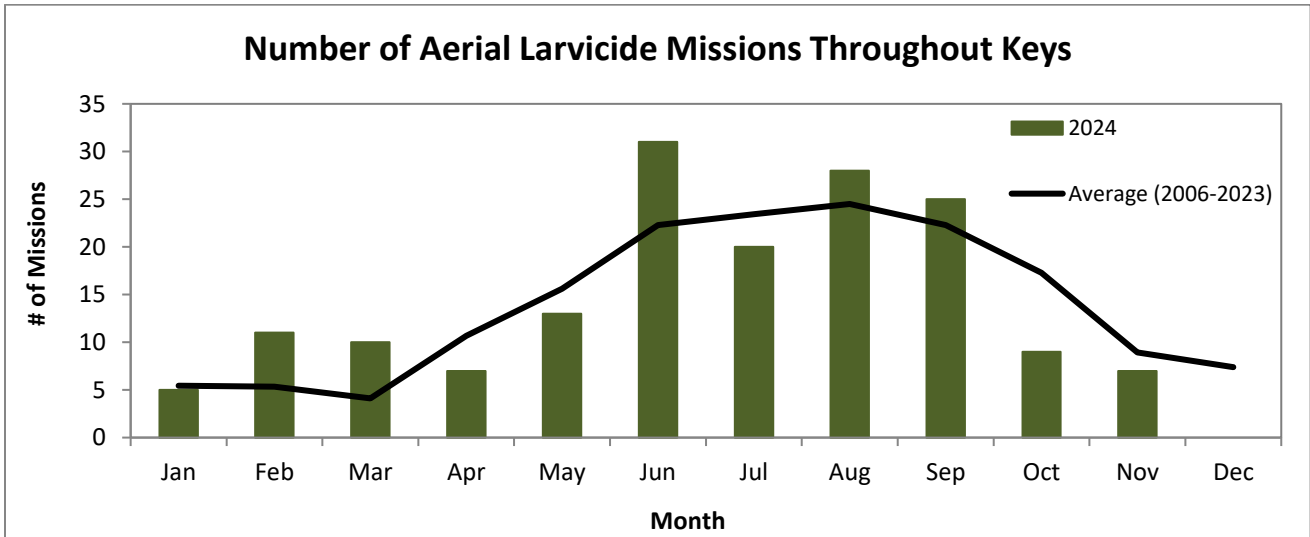
Aerial Adulticiding Missions in November 2024: 0



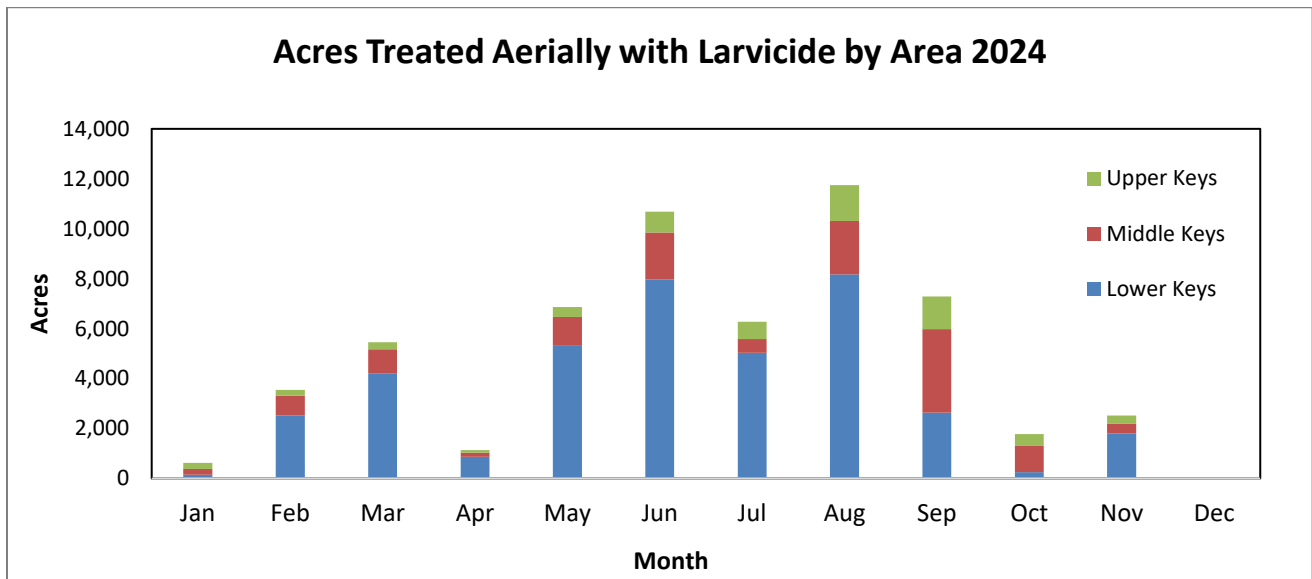
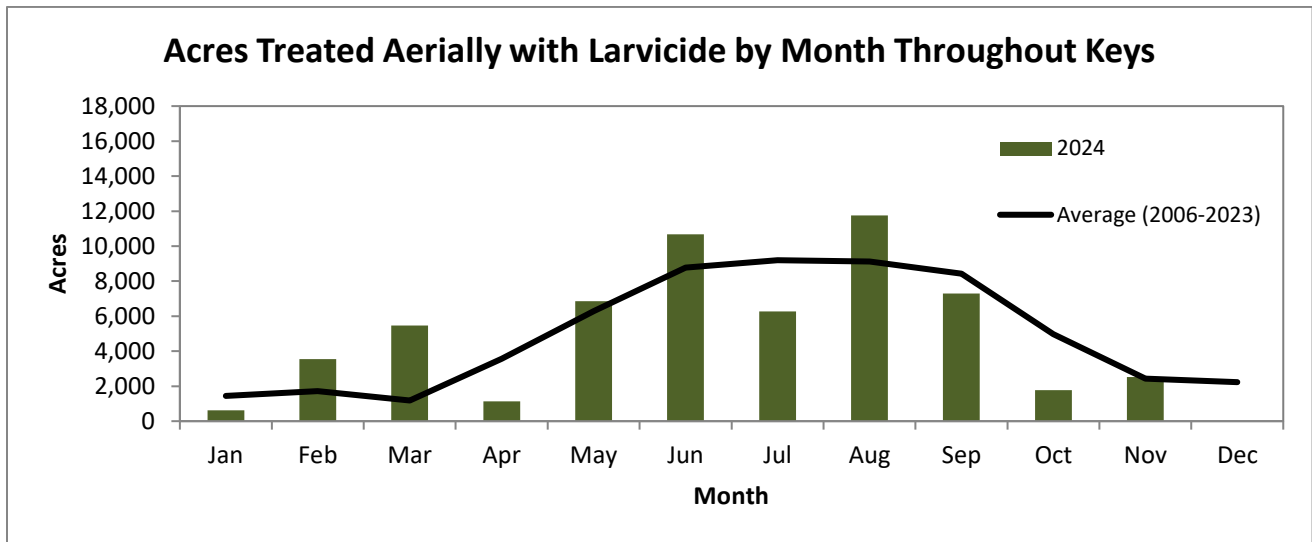
Aerial Adulticiding Acreage in November 2024: 0



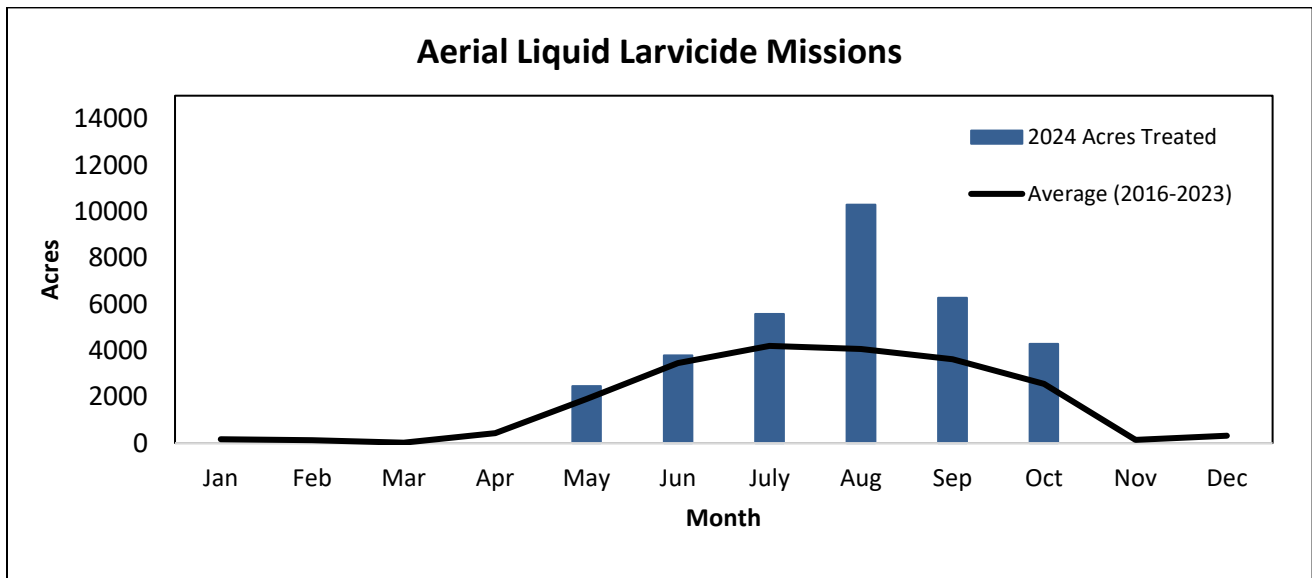
Aerial Granular Larviciding Missions in November 2024: 7



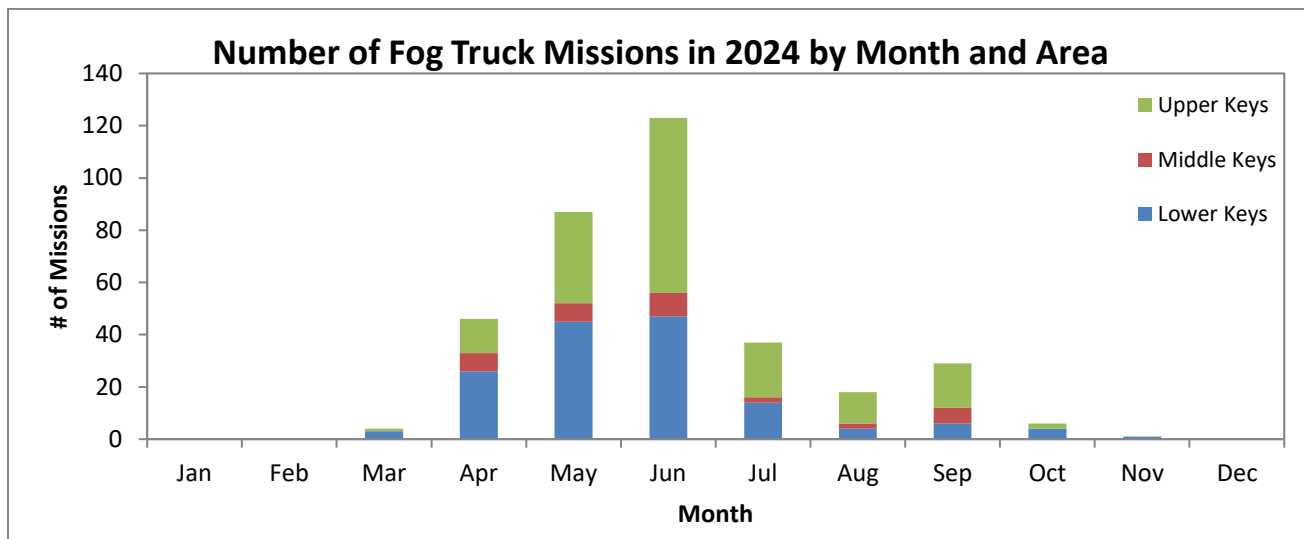
Aerial Granular Larviciding Acreage in November 2024: 2,527



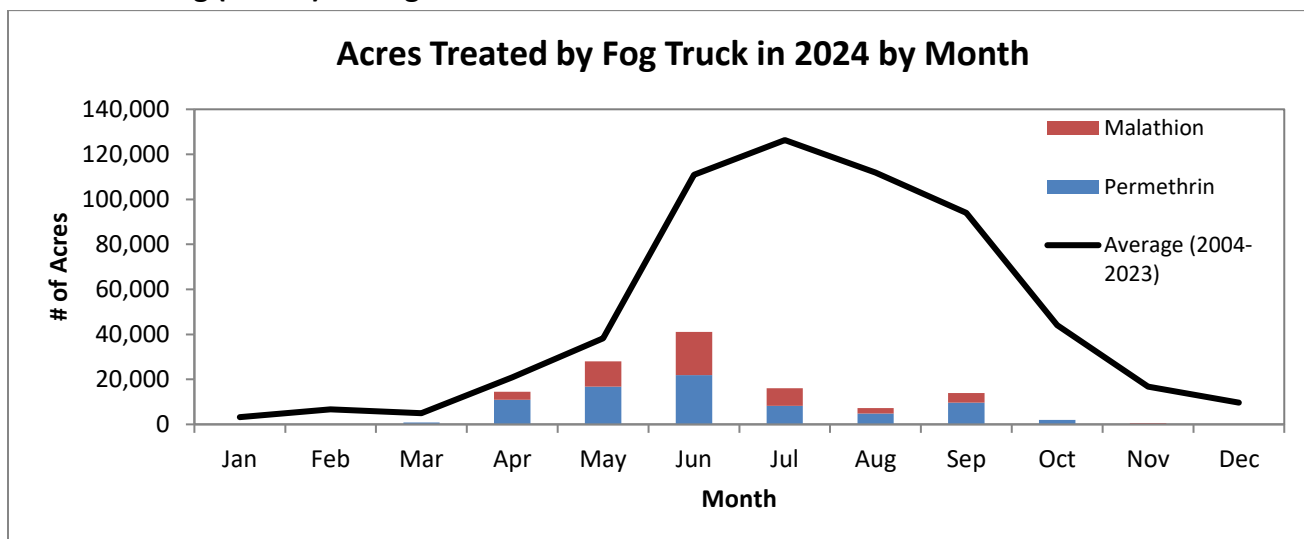
Number of Aerial Liquid Larviciding Missions in November 2024: 0



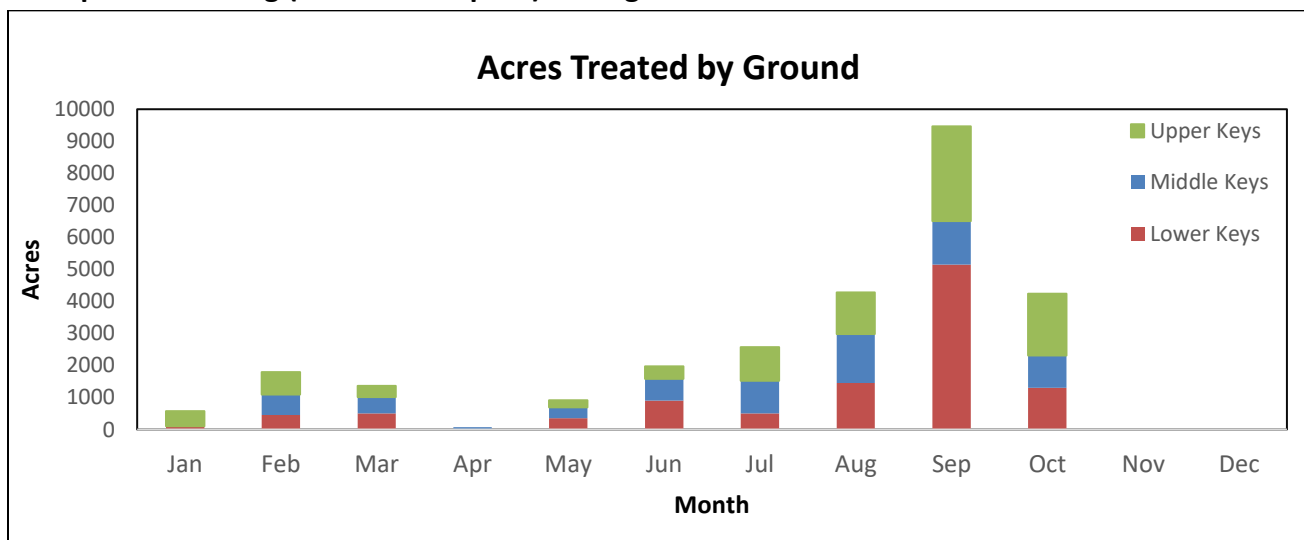
Ground Adulticiding (Trucks) Missions in November 2024: 1



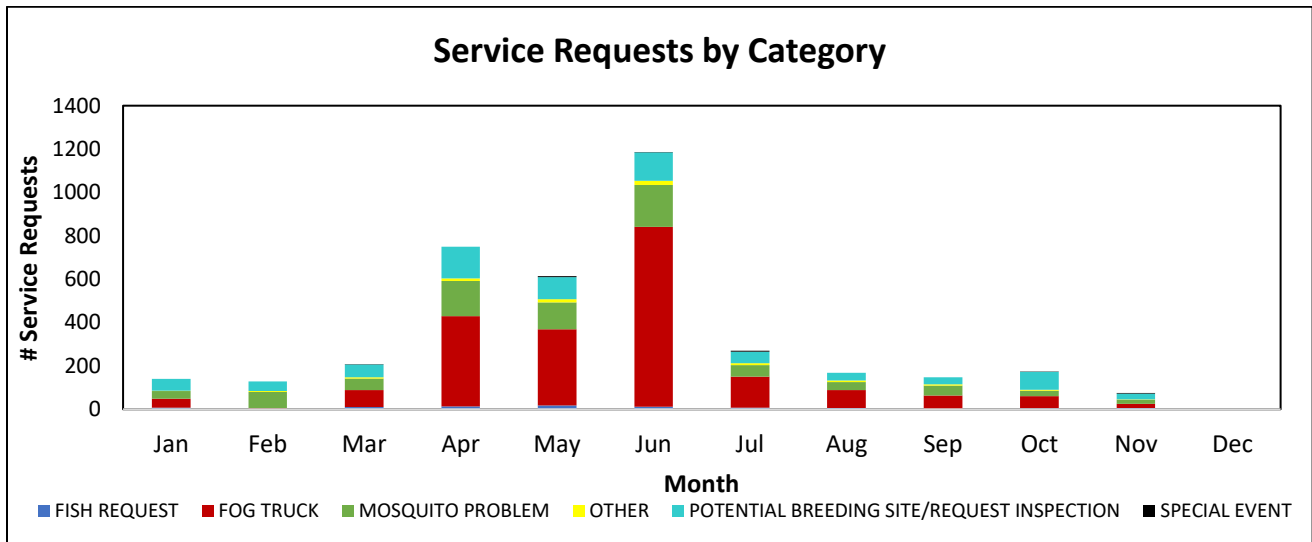
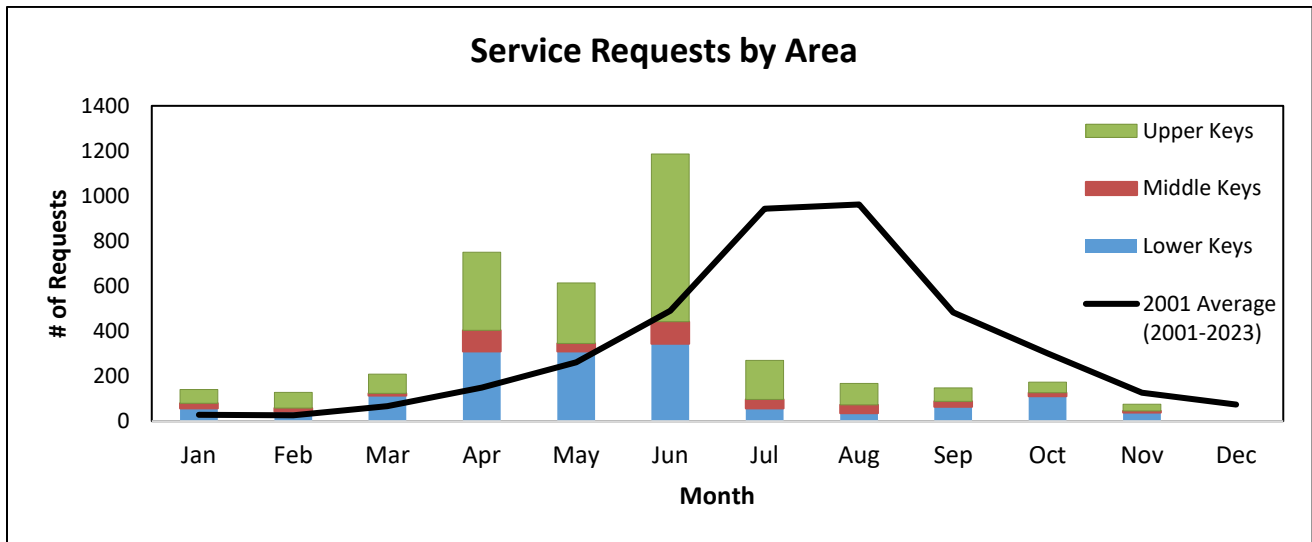
Ground Adulticiding (Trucks) Acreage in November 2024: 535



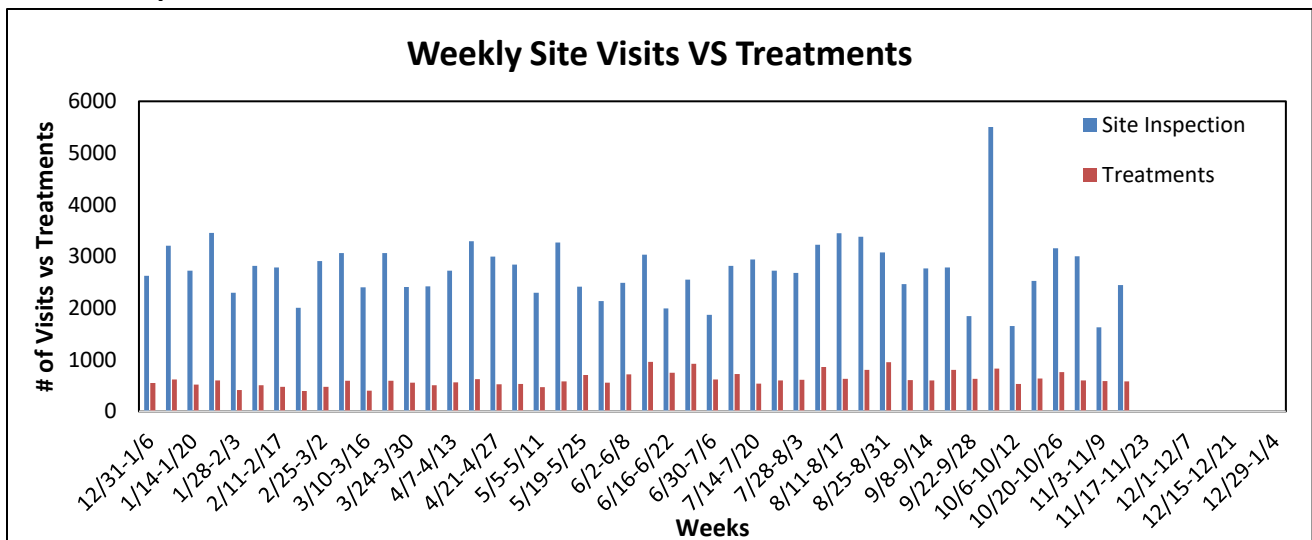
Ground Liquid Larviciding (Truck & Backpack) Acreage in November 2024: No Trucks



Total Service Requests for November 2024: 75

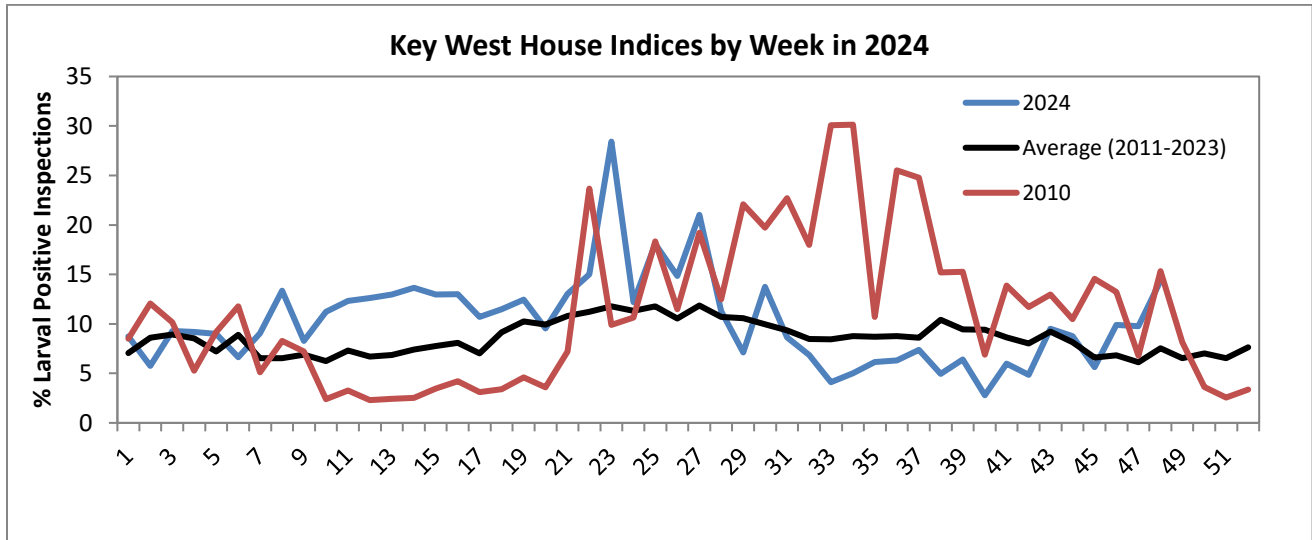


Total Service Inspections/treatments for November 2024

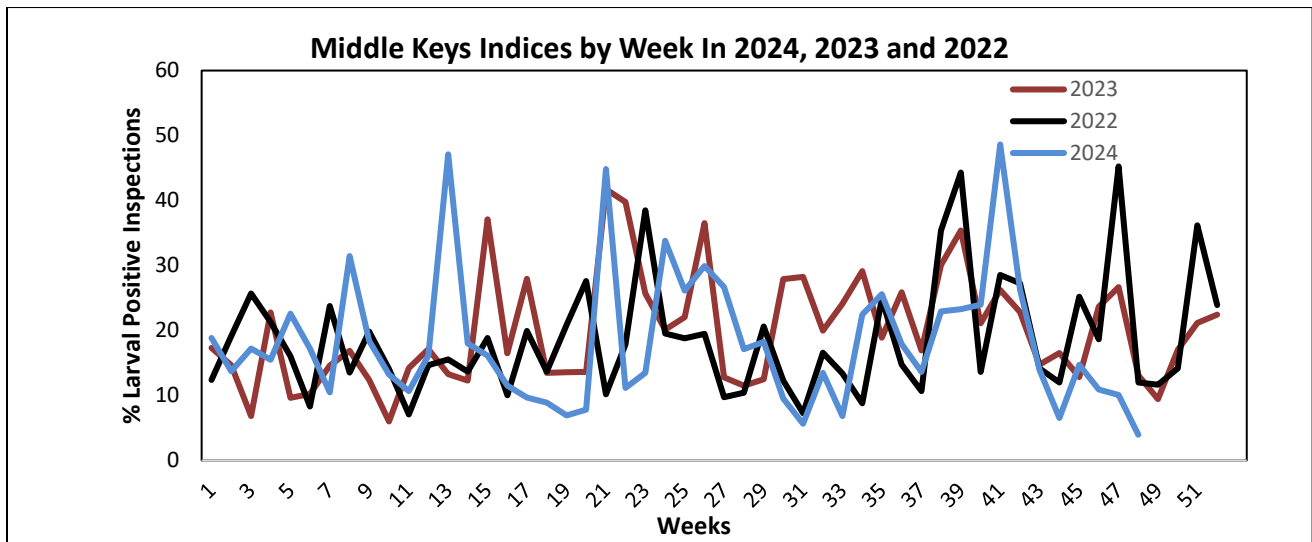


**Data is missing for the period from November 17 to 30 due to inconsistencies in the reporting software.

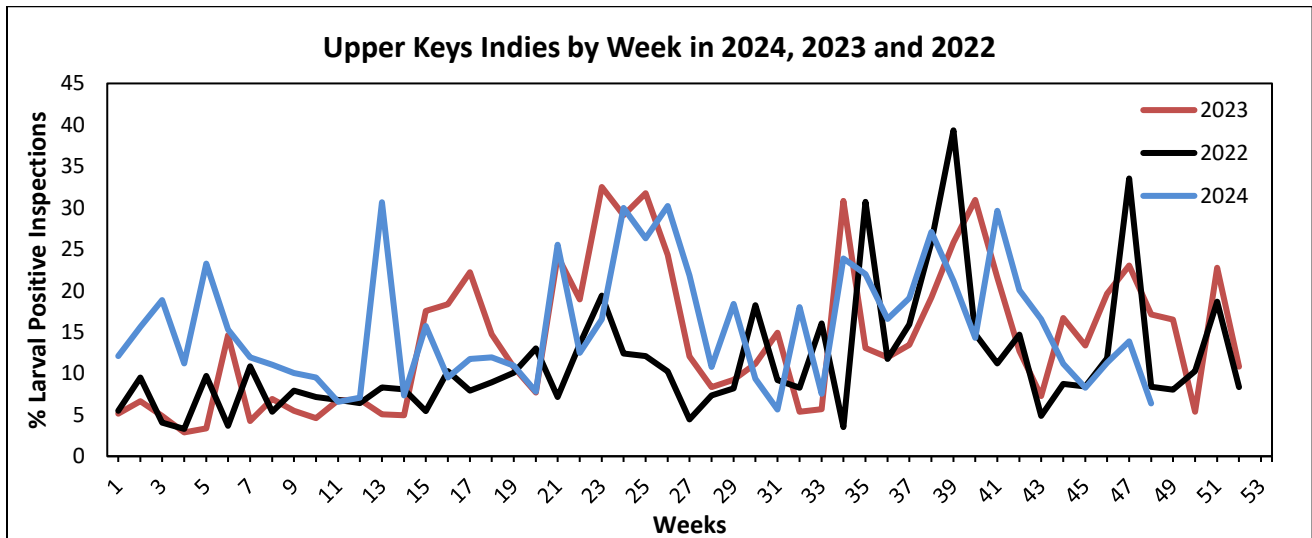
Key West *Aedes aegypti* Larval Information:

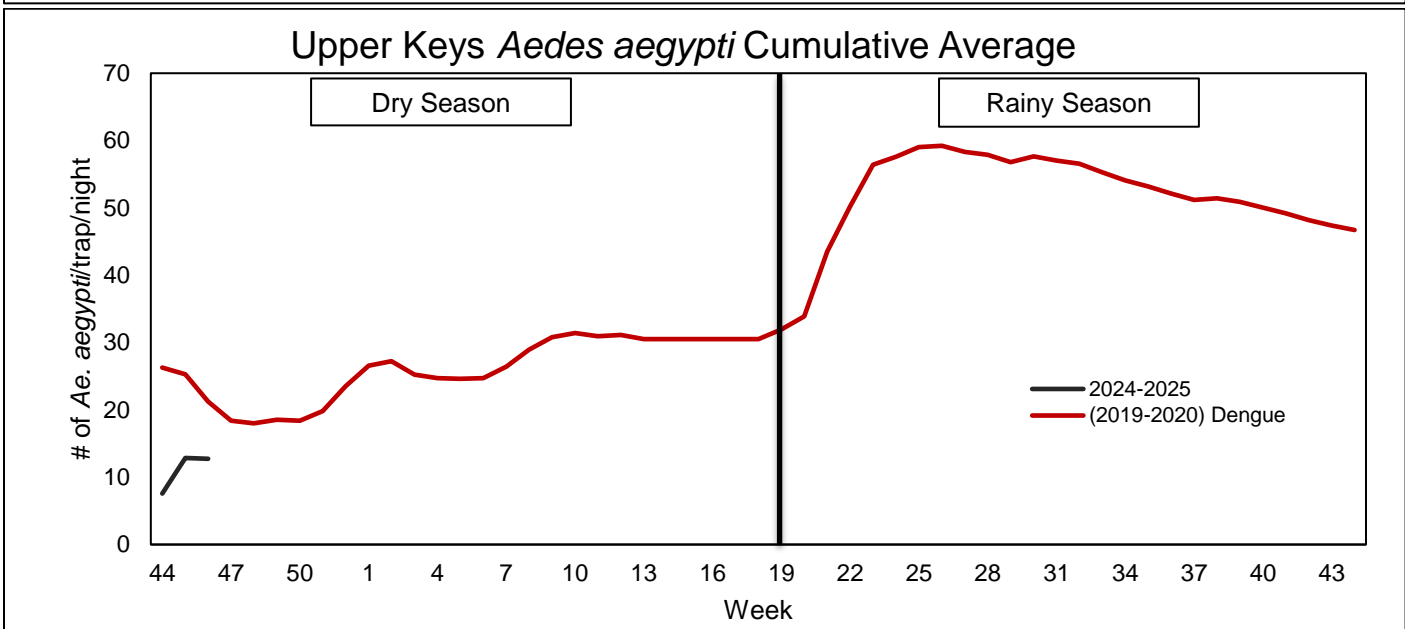
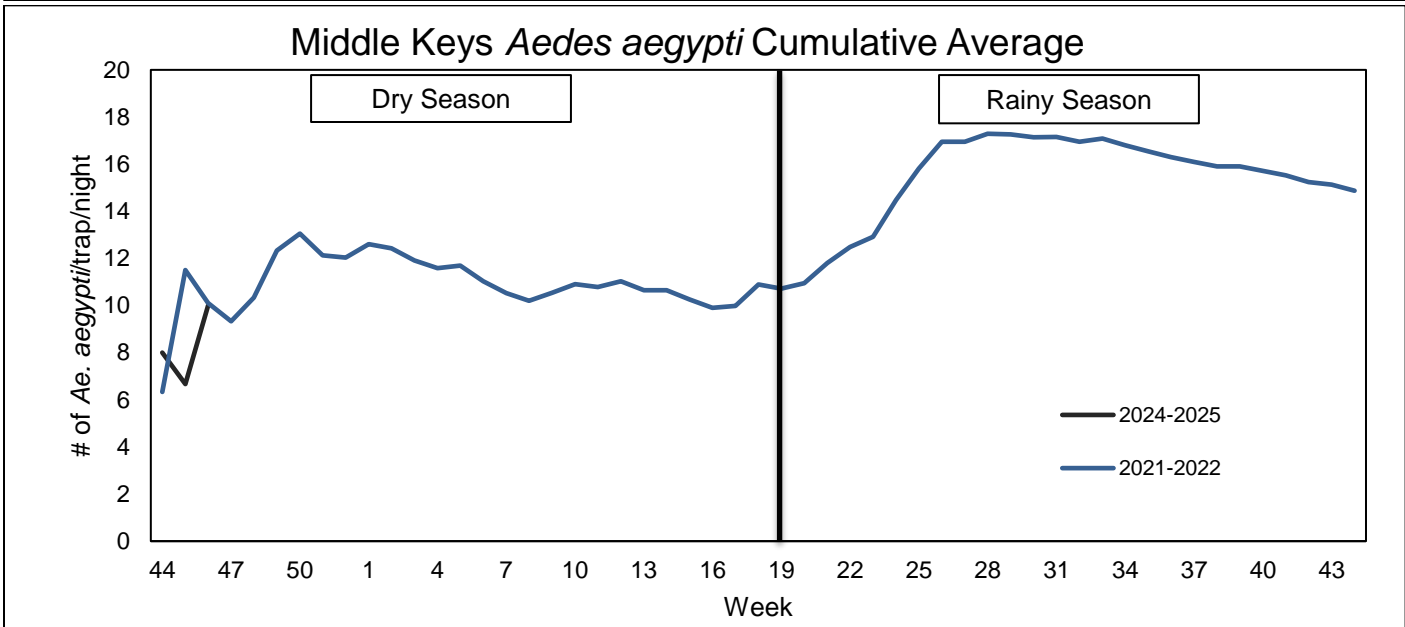
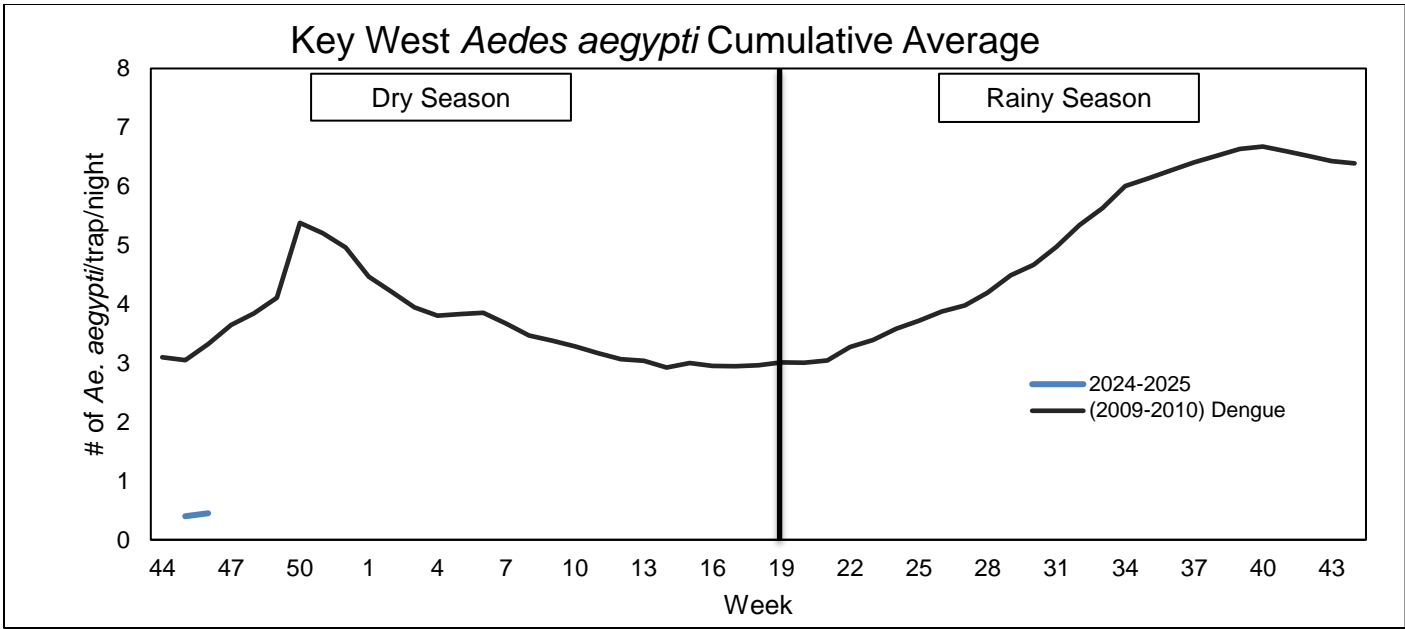


Middle Keys *Aedes aegypti* Larval Information:

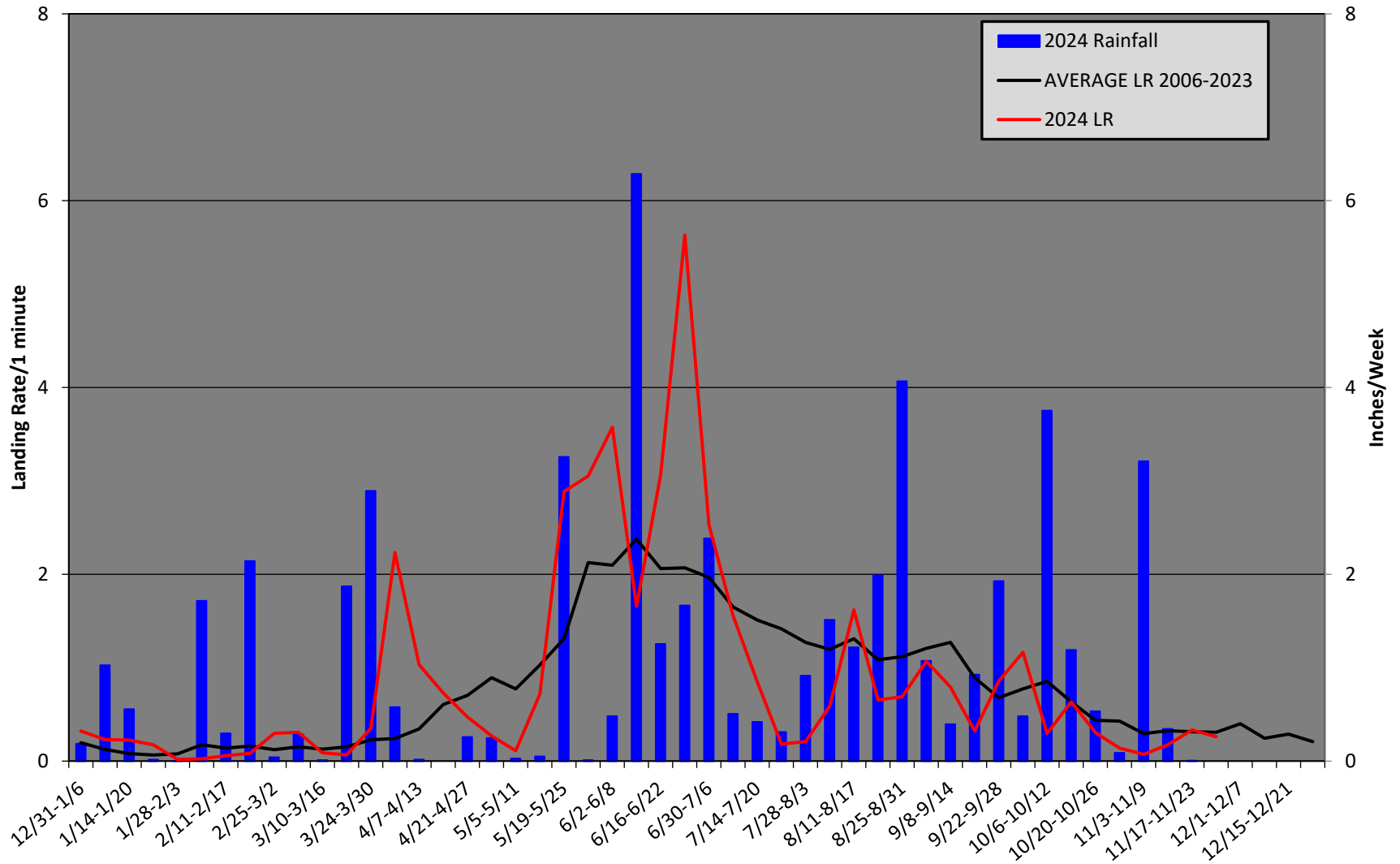


Upper Keys *Aedes aegypti* Larval Information:

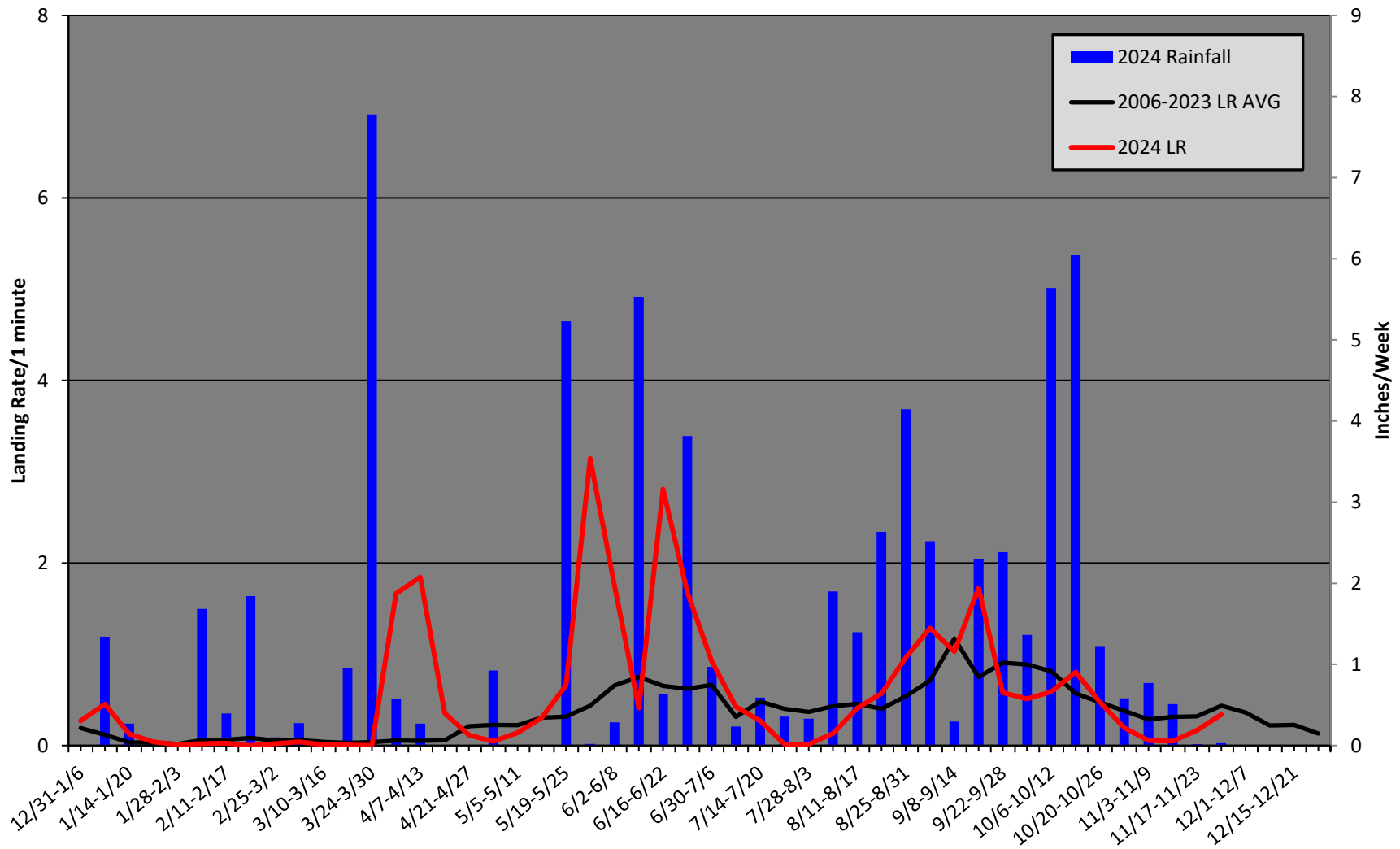




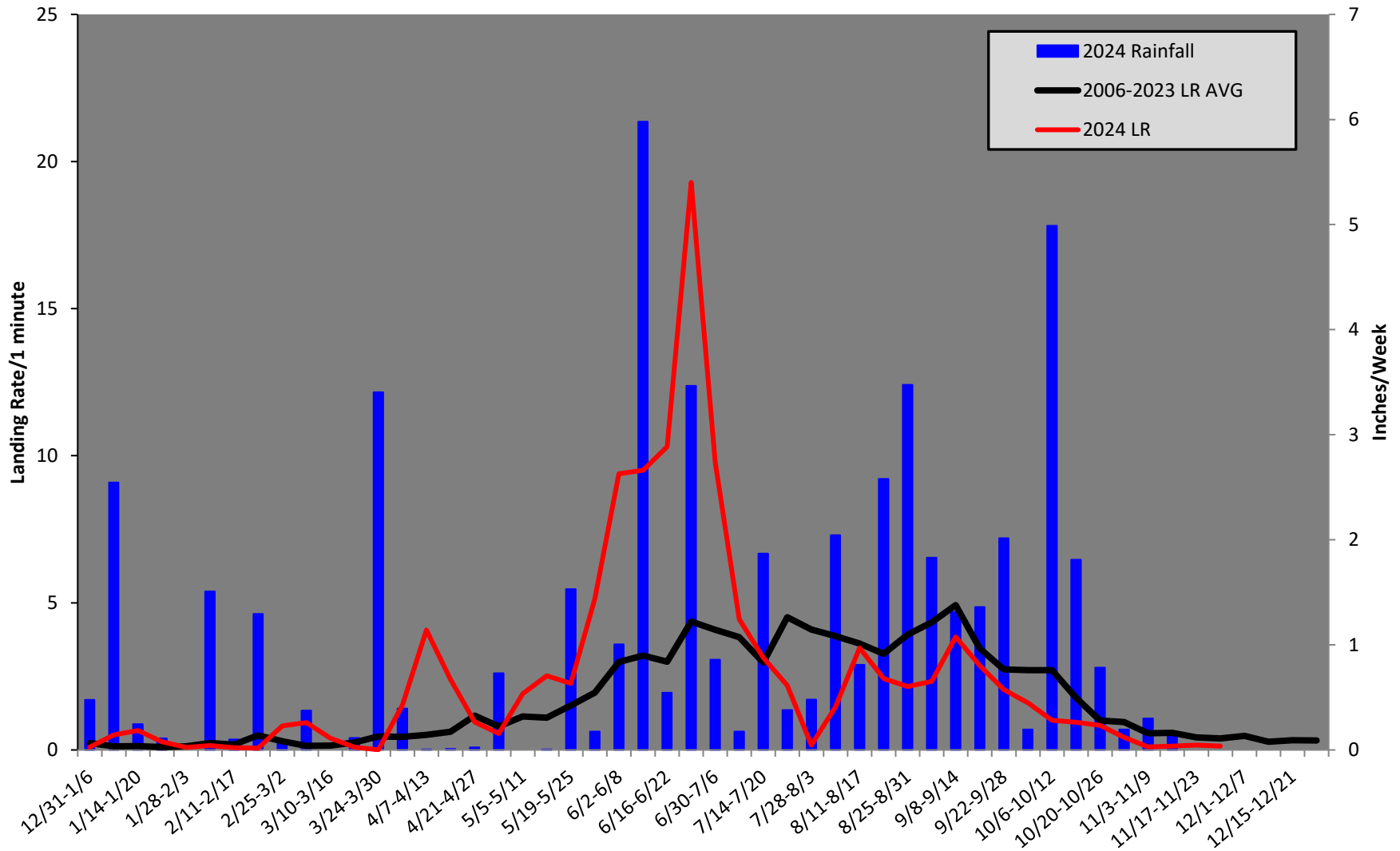
Lower Keys: Saddlebunch to Bahia Honda Average Landing Rate Counts and Rainfall



Middle Keys: Vaca Key to Lower Matecumbe Average Landing Rate Counts and Rainfall



Upper Keys: Upper Matecumbe to Upper Key Largo Average Landing Rate Counts



Item 9a

FKMCD

Administrative

Policies

Manual

Florida Keys Mosquito Control District

Administrative Procedure Policy Manual



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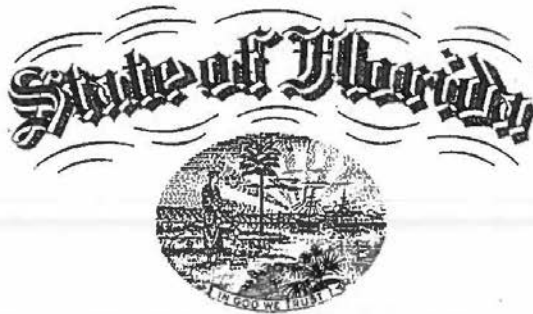
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Office of Secretary of State

J. Tom Adams, Secretary of State of the State of Florida
do hereby certify that the above and foregoing is a true and correct copy of
Chapter 26042--(No. 1046), Laws of Florida, Acts of 1949, providing
for the creation of the Monroe County Anti-Mosquito District, together
with subsequent acts relative thereto.

*Given under my hand and the Great Seal of
the State of Florida at Tallahassee, the Capital,
this the 1st day of May
A. D. 1963.*



J. Tom Adams
Secretary of State

CHAPTER 26042 (No. 1046)

(House Bill No. 1127)

AN ACT Providing for the Creation, Organization and Administration of Anti-Mosquito Districts in Monroe County, Florida; Providing for the Appointment and Election of Commissioners for Said District; Specifying Their Rights, Powers and Duties; Providing for the Financing by Taxation, and for the Disbursement of Such Finances; Naming the Duties of County Commissioners, Tax Assessors and Collectors; and Providing Penalties for Damages to Any Works of the District.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF FLORIDA:

Section 1 - The Abatement or Suppression of Mosquitoes of any kind, whether disease bearing or merely pestiferous, within Monroe County, Florida, is advisable and necessary for the maintenance and betterment of the comfort, health, welfare and prosperity of the people thereof; and is hereby found and declared to be for public purposes. All depressions, lagoons, marshes, ponds or lakes wherein mosquitoes incubate or hatch are hereby declared to be public nuisances, as harmful or inimical to the comfort, health, welfare and prosperity of the inhabitants and may be abated as hereinafter provided. Therefore Monroe County may be created into an Anti-Mosquito District under the Provisions of this Act as hereinafter provided.

Section 2 - When a report from the State Board of Health based on a survey of the mosquito producing area or areas, analyzing the problem, generally defining the work to be done and outlining the general policy of procedure for such county, shall be presented to the County Commissioners of said County and the same shall have been received by said board in session at least thirty days prior to a General Election, it shall then be the duty of the Board of County Commissioners to call an election in said county to be held at the next General election.

Section 3 - The call shall be published once each week in four weekly issues of a newspaper of general circulation in such County, the first issue of such publication being not less

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than twenty-two days before such election. The said call shall be in substance as follows:

To the Qualified Electors of Monroe County: Take Notice
An Election is hereby called on the _____ day of _____ 19____
to determine whether or not Monroe County shall become an Anti-Mosquito District.

Section 4 - The Ballot shall be in substance as follows:

1. Shall Monroe County be declared an Anti-Mosquito District?

1,801 yes
170 no TOTAL VOTES CAST: 1,971 *80K*

Section 5 - Not later than ten days after any election for the creation of such Anti-Mosquito District, the Board of County Commissioners shall canvass the vote of said election and declare the results. If the results are favorable to the formation of such Anti-Mosquito District, the Board of County Commissioners shall so certify to the Governor and Secretary of State.

Section 6 - Upon the receipt of such official notice, the Governor of the State of Florida shall within thirty days appoint three discreet citizens of the County to be the governing board of said Anti-Mosquito District who shall be known and designated as the Board of Commissioners of the Monroe County Anti-Mosquito District, hereinafter termed "the Board" or "Said Board." The Governor shall issue to each Commissioner thus appointed a commission declaring his appointment as a Commissioner of the Anti-Mosquito District until the first day of January after the next General Election.

Section 7 - The terms of office of the Commissioners of said Anti-Mosquito District shall be four; or until their successors are duly appointed or elected and qualified.

Section 8 - Each Anti-Mosquito Commissioner, under this Act, before he assumes office, shall be required to give the Governor of the State of Florida a good and sufficient Surety Bond in the sum of two thousand (\$2,000.00) dollars, the cost thereof being borne by the District, conditioned on the faithful performance of the duties of his office, said Bond to be approved and filed in

the same manner as is that of County Commissioners. The failure of any person to make and file this Bond within ten days after his election shall create a vacancy on the said Board.

Section 9 - Within ten days after the receipt of their commissions after posting or publishing notice, the several commissioners shall meet in the County Court House, and shall elect one of their members as chairman, one as Vice-Chairman, and the other as Secretary-Treasurer. In all meetings, two members shall constitute a quorum. The vote of two members shall be necessary or essential to the passage of any motion or resolution.

Section 10 - In the event of a vacancy due to any cause in said Board of Anti-Mosquito Commissioners, the same shall be filled by appointment by the Governor to hold good and be valid for the unexpired term.

Section 11 - The Commissioners of the Anti-Mosquito District shall not draw any salary or per diem for their services as said commissioners but may be reimbursed from time to time for any moneys expended by them personally for the district, or may be allowed ten cents mileage each way for attendance at meetings of the commission. The Commissioners, however, are empowered to pay the necessary traveling expenses and a per diem of \$10.00 per day to any member of the Board, upon authorization of a majority of the Board only when he is representing the Board on official business at any meeting of scientists, associations or any group of individuals engaged in Anti-Mosquito work.

Section 12 - The State Health Officer or his appointee shall be an ex-officio member of said Board created; and shall meet and consult with said Board from time to time directing them as to the most approved procedure in conducting Anti-Mosquito work.

Section 13 - Said Board shall hold regular monthly meetings, and special meetings as needed, in the Court House. The time and place of said regular meetings shall be on file in the office of the Engineering Bureau of the State Board of Health, and so far as is possible shall be so timed or

correlated with similar meetings of the neighboring Districts that the State Board of Health ex-officio member can most easily and expeditiously attend with the least possible loss of time or mileage.

Section 14 - "The Board is hereby authorized to do any and all things necessary for the control and elimination of all species of mosquitoes, and the Board is specifically authorized to provide for the construction and maintenance of canals, ditches, drains, dikes, fills, and other necessary works and to install and maintain pumps, excavators, and other machinery and equipment, to use oil, larvacide, Paris green or any other chemicals approved by the State Board of Health but only in such quantities as may be necessary to control mosquito breeding and not be detrimental to fish life.

The Board shall have all the powers of a body corporate, including the power to sue and be sued, as a corporation in said name in any Court; to contract, to adopt and use a common seal and alter same at pleasure; to purchase, hold, lease, and convey such real estate and personal property as said Board may deem proper to carry out the purpose of this Act; to acquire, by gift, real estate, personal property and moneys to employ a field director and such trained personnel, clerical, legal or otherwise, and laborers as may be required. The Board shall promulgate such rules and regulations not inconsistent with the provisions of this Act or with other Legislation, which, in their judgment may be necessary for the proper enforcement of this Act provided such rules and regulations are approved by the State Board of Health. The Board is empowered to exercise the right of eminent domain and to institute condemnation proceedings to acquire rights or way for ditches, drains or canals, and to fill small depressions so that they will not hatch or incubate mosquitoes.

Section 15 - It shall be the duty of any Board of County Commissioners in any County wherein there exists an Anti-Mosquito District to provide for the election of Commissioners thereof in

in the General Election immediately prior to the expiration of their terms of office.

Section 16 - It shall furthermore be the duty of the Board of County Commissioners of said County to order the Tax Assessor of said County to assess and the Tax Collector of said County to collect the amount of taxes so assessed and levied by the Board of Commissioners of the Anti-Mosquito District upon all of the taxable real and personal property in said District at the rate of taxation adopted by said Board of said year by resolution. However, the amount of taxes shall be so levied as to provide for the fiscal year a sum of not less than ten thousand dollars nor more than twenty-five thousand dollars.

Section 17 - Said levy shall be made each year not later than the first day of July of each year by resolution of said Board of a majority thereof, duly entered upon its minutes certified copies of such resolution executed in the name of said Board by its Chairman and Secretary and under its Corporate Seal shall be made and delivered to the Board of County Commissioners and Comptroller of the State of Florida, not later than July first of such year. Said levy shall be included in the warrant of the Tax Assessor and attached to the Assessment Roll of Taxes of said County each year. The Tax Collector shall collect such taxes as levied by said Board in the same manner as other taxes are collected and shall pay the same within the time and in the manner proscribed by law to the Treasurer of said Board. It shall be the duty of said Comptroller to assess and levy on all the Railroad lines and Railroad property, and Telegraph and Telephone lines, and Telegraph and Telephone property, situated in said District in the amount of each such levy as in case of their State and County taxes, and to collect said taxes thereon in the same manner as he is required by law to assess and collect taxes for State and County purposes, and to remit the same to the Treasurer of said Board. All taxes shall be held by said Treasurer for the credit of said Board.

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and paid out by him as ordered by said Board.

Section 18 - The Board is hereby authorized and empowered in order to carry out the purpose of this Act after the levy of taxes in any year to borrow in anticipation of said levied taxes a sum not to exceed 50 per cent of the anticipated taxes to be received in accord with the prescribed levy fixed for Anti-Mosquito purposes for the coming year and to issue its Promissory Notes therefor upon such terms and at such rates of interest not exceeding eight per cent per annum as said Board may deem advisable. Any note so made and issued shall be paid out of any revenues or funds of said Board and said notes shall be a charge upon all revenues and property of said Board.

Section 19 - Said Board created under this Act shall prepare in November of each year a plan of procedure and operation for the coming year in such detail as may be prescribed by the State Board of Health and shall submit such plan to the State Board of Health for their approval and no procedure, work or contract shall be done or entered upon which is not approved by the State Board of Health.

Section 20 - The Board may have any and all work performed by contract with or without advertisement or without contract, by machinery, equipment and labor employed directly by the Board.

Section 21 - The Board shall make an annual report of its work, publish the same if it is deemed advisable, and its books shall be audited by the same officers and in like manner as prescribed by law for similar bodies.

Section 22 - The Florida State Board of Health is directed to provide from any funds at its disposal, sufficient moneys to defray the cost of carrying out Section Two of this Act through the Agency of the Bureau of Engineering of the State Board of Health.

Section 23 - For the sake of economy and effectiveness, the Board is authorized to co-operate with adjacent or other Counties, and to enter into an agreement as to the co-operative use of equipment or personnel.

Section 24 - It shall be the duty of the Board to act as the Co-ordinating advisory Agency to promote unification and standardization of all mosquito control activities within the District and to assist any Municipality or Drainage Board or Navigation Districts in planning their respective work so as to secure effective mosquito control at a minimum expense.

Section 25 - Whoever shall wilfully damage any of the property of said District created under this Act or any works constructed, maintained or controlled by such District or who shall obstruct or cause to be obstructed, any of the operations of such District shall be punished as provided in the General Law for punishment of misdemeanors.

Section 26 - Any clause or section of this Act which for any reason may be declared invalid may be eliminated from this Act, and the remaining portion or portions thereof shall be and remain in force and valid as if such invalid clause or section had not been incorporated therein.

Section 27 - It is intended that the provisions of this Act shall be liberally construed for accomplishing the work authorized and provided for by this Act, and where strict construction would result in the defeat of the accomplishment of any part of the work authorized by this Act, and a liberal construction would permit or assist in the accomplishment thereof, the liberal construction shall prevail.

Section 28 - Any laws or parts of laws in conflict herewith are hereby repealed.

Section 29 - This Act shall be in full force and effect immediately upon its passage and approval by the Governor, or upon becoming a law without such approval.

Becomes law without the Governor's approval.
Filed in Office Secretary of State JUN 13 1949

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FOR THE AMENDMENT	Received	(1244) votes
AGAINST THE AMENDMENT	Received	(222) votes

NUMBER FIVE

To amend Article V by adding thereto Section 16A, providing that in counties with a population of more than two hundred fifty thousand the Legislature may provide for one additional county judge, and providing for the election powers, duties and compensation of said additional county judge. The total number of votes cast on this Amendment was One thousand one hundred and thirty five (1135)

FOR THE AMENDMENT	Received	(977) votes
AGAINST THE AMENDMENT	Received	(158) votes

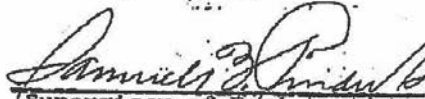
MOSQUITO CONTROL

Shall Monroe County be declared an Anti-Mosquito District. The total number of votes cast was One thousand nine hundred and seventy-one (1971)

FOR	Received	(1801) votes
AGAINST	Received	(170) votes

Canvassed By
 RAYMOND R. LORD, County Judge
 SAMUEL B. PINDER, SR., Supervisor of Registration
 FRANK BENTLEY, Chairman, Board of County Commissioners

Respectfully Submitted


Supervisor of Registration

CHAPTER 2002-346

House Bill No. 937

An act relating to the Monroe County Mosquito Control District; changing its name to the "Florida Keys Mosquito Control District"; codifying, amending, reenacting, and repealing special acts relating to the Monroe County Mosquito Control District; creating and establishing a mosquito control district in Monroe County; fixing the boundaries of said district; dividing said district into areas and establishing boundaries of said areas for purposes of selecting members of the board of commissioners; providing for the present members of the board of commissioners to continue their present terms of office; providing qualifications for said members; providing for the method and time of elections; prescribing the powers of said board; establishing the duties of said board; establishing the organization of said board; setting the compensation of said board; providing for meetings of the board; providing books to be audited and for the keeping of such books as public records; providing for the adoption of a budget; granting said board the power of eminent domain; granting said board the power to tax; providing for the employment of a director and for the advertisement of certain contracts; providing for the penalty for damage to property; setting out the purpose for said district; providing for the duties of the director of the Monroe County health unit; setting out an alternate plan discretionary with the board of commissioners for relieving the board of commissioners of the duty; providing for the public distribution of mix; repealing all conflicting laws; granting to the district such powers as are provided for mosquito control districts under the laws of this state; providing for liberal construction; providing for severability; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Pursuant to chapter 97-255, Laws of Florida, this act constitutes the codification of all special acts relating to the Monroe County Mosquito Control District. It is the intent of the Legislature in enacting this law to provide a single, comprehensive special act charter for the district, including all current legislative authority granted to the district by its several legislative enactments and any additional authority granted by this act.

Section 2. Chapters 26042 (1949), 29295 (1953), 31009 (1955), 31013 (1955), 57-1591, 57-2067, 59-1584, 61-2508, 63-1639, 63-1640, 65-1913, 65-1915, 67-1726, 70-816, 74-537, 76-440, 83-469, 88-548, and 98-518, Laws of Florida, relating to the Monroe County Mosquito Control District, are codified, reenacted, amended, and repealed as herein provided.

Section 3. The Monroe County Mosquito Control District is re-created and reenacted to read:

Section 1. Establishing a mosquito control district; fixing boundaries.—
There is hereby created and established a mosquito control district for Mon-

roe County, to be known as the "Florida Keys Mosquito Control District." Said district shall encompass all the territory in Monroe County.

Section 2. Division of the Florida Keys Mosquito Control District into areas or districts.—For the purpose of selecting commissioners, the county commission districts of Monroe County as the same may now or hereafter be described shall also be commissioner districts of the Florida Keys Mosquito Control District.

Section 3. Board of commissioners; election; terms of office; qualification.—

(1) The Florida Keys Mosquito Control District shall be governed by a board of commissioners which shall consist of five members and there shall be one member from each of the five districts named and defined in section 2 of this act.

(2) The board of commissioners shall be composed of the present members duly elected under chapter 65-1915, Laws of Florida, who shall continue to serve their regular terms. Members of said board shall thereafter be elected for terms of 4 years each by a vote of the district at large at an election to be held on the date set for the general election of each year in which a general election is held.

(3) Members of the board shall be residents and registered electors of the area from which they are elected and represent. Candidates or incumbents of the office shall qualify in the primaries and general elections which primaries and general elections shall be conducted in accordance with the existing election laws of the state. The terms of the newly elected commissioners shall begin on the day of the first meeting in January following said election and shall extend for 4 years, or until his or her successor shall have been duly elected and qualified. Each member of the board shall, before assuming office, be required to make and execute to the Governor a good and sufficient surety bond in the amount of not less than \$2,000 conditioned on the faithful performance of the duties of his or her office and the bond shall be approved by and filed with the Clerk of the Circuit Court of Monroe County, the expense of said bond to be borne by the Florida Keys Mosquito Control District. If any person so elected or appointed fails to make and file a surety bond within 60 days after his or her election or appointment, his or her office shall become vacant and such vacancy shall be filled by the Governor for the unexpired term. Vacancies created by the resignation, death, or removal from said board of commissioners shall also be filled by appointment by the Governor.

Section 4. Election; ballots.—The Board of County Commissioners of Monroe County shall make the necessary arrangements for setting up the elections of the Board of Commissioners of the Florida Keys Mosquito Control District and shall supply the necessary ballots and do all other things necessary for said elections.

Section 5. Powers of the board of commissioners.—The board of commissioners shall have all the powers of a body corporate, including the power to sue and be sued as a corporation in said name in any court; to contract;

to adopt and use a common seal and alter the same at pleasure; to purchase, hold, lease, and convey such real estate and personal property as a majority of the board may deem proper to carry out the purposes of this act; to prescribe rules and regulations for the marking of such property; to employ a director and such experts, agents, and employees as the board may require; to participate with employees in a group hospitalization insurance plan providing the entire cost of such a plan; to contract and cooperate with county, state, and other governmental agencies in regard to mosquito control or suppression; to borrow money in an amount not to exceed \$150,000 for a period of time not to exceed 2 years; and to issue negotiable promissory notes and bonds or such necessary instruments to secure said loan to enable it to carry out the provisions of this act.

Section 6. Duties of the board.—The Board of Commissioners of the Florida Keys Mosquito Control District shall perform all duties necessary for the control and elimination of mosquitoes and other arthropods of public health importance in the county, and the board is authorized to provide for the construction of canals, ditches, drains, dikes, fills, and other necessary works, and to install and maintain pumps, excavators, and other machinery and equipment, and may also employ oils and chemicals and all other means and methods, and do any and all things that may be necessary to eliminate and control mosquitoes and other arthropods in Monroe County at the discretion of the board.

Section 7. Organization of the board.—As soon as is practicable after the commissioners have been appointed or elected and have qualified, they shall meet and organize by electing one of their members as chair, one of their members as vice chair, and one of their members as secretary-treasurer. In all meetings three members shall constitute a quorum in order to transact business.

Section 8. Salary and expenses of the board.—The board of commissioners shall have authority to establish the amount of compensation by way of salaries that shall be paid to the individual commissioners of the Florida Keys Mosquito Control District. The commissioners who are selected to serve as chair and secretary-treasurer, respectively, of the Florida Keys Mosquito Control District shall be paid compensation in addition to their regular salary as compensation for their services as chair and secretary-treasurer, respectively, of the board, which additional compensation shall be set by the board. All commissioners may be reimbursed from time to time for any moneys expended by them personally in official travel for the district at the rate authorized under the provisions of section 112.061(7)(d), Florida Statutes, insofar as those provisions relate to the allowable amount of payment per mile of travel. All commissioners shall be paid \$20 for attendance for each day of each regular or special commission meeting. Authority for payment of mileage and for attendance at each meeting or official travel shall be by a majority approval of the board of commissioners and duly recorded in the minutes of proceedings of the board. However, total payment to each commissioner for any meeting shall not exceed the mileage figure authorized under the provisions of section 112.061(7)(d), Florida Statutes, and \$20 for each meeting per day. Official travel in addition to attendance at board meetings is defined as such necessary travel as the board may

authorize in connection with meetings of scientists, associations, or groups engaged in mosquito control work, inspection of district activities and projects, and other travel necessary in the conduct of district business. Provided further, that total payments for such official travel made by members of the board in addition to travel for attendance at board meetings shall not exceed 2 percent of the total budget derived from local moneys for any 1 year.

Section 9. Meetings of the board.—The board of commissioners of the district shall hold monthly meetings which shall be open to the public. Special meetings may be called upon the request of any three commissioners but shall not be held within less than 24 hours after notice to each of the commissioners unless a written waiver is obtained from the commissioners who cannot attend such special meetings.

Section 10. Audit, books, and records to be public record.—The books and accounts of said Florida Keys Mosquito Control District shall be audited annually or by the same officers and in like manner as books of other county officers are audited. All books and records of the district created by chapter 26042, Laws of Florida, shall become a part of the records of the district created by this act.

Section 11. District budgets and hearings.—

(1) The fiscal year of the Florida Keys Mosquito Control District shall be the 12-month period extending from October 1 each year through September 30 of the following year. At the discretion of the board, the governing body of the district shall, before June 30, complete the preparation of a detailed work plan budget covering its proposed operations and requirements for arthropod measures during the ensuing fiscal year, and for the purposes of determining eligibility for state aid, shall submit copies by July 1 to the State Board of Health for review and approval. The detailed work plan budget shall set forth, classified by account number, title, and program items, and by the fund from which to be paid, the proposed expenditures of the district for construction, for acquisition of land and other purposes, for the operation and maintenance of the district's works, and for the conduct of the district generally, to which may be added an amount to be held as a reserve.

(2) The detailed work plan budget shall also show the estimated amount which will appear at the beginning of the fiscal year as obligated upon commitments made but incomplete. There shall be shown the estimated unobligated or net balance which will be on hand at the beginning of the fiscal year, and the estimated amount to be raised by district taxes and from any and all other sources for meeting the district's requirements.

(3) On the date to be fixed by the board of commissioners, said board shall publish a notice of its intent to adopt the budget or as the same may be amended for the district for the ensuing fiscal year. The notice shall set forth the total amount of funds budgeted under each title classification of the budget, subtotals by fund under each title classification, and grand totals. The notice shall advise all owners of property subject to the district taxes that on a date, time, and place specified in the notice, opportunity will be afforded to such owners, and their attorney or agent, to appear before the

board, examine the work plan and detailed work plan budget if desired, and to show their objections to adoption of the proposed budget. The notice shall be published for 2 consecutive weeks, at not less than 7-day intervals, in a newspaper of general circulation published in Monroe County. The last insertion shall appear not less than 1 nor more than 2 weeks prior to the date set by the board for the hearing on the budget.

(4) The hearing shall be by and before the board of commissioners of the district on a date to be fixed by said board not earlier than 1 week and not later than 2 weeks after the date of the last publication of notice of intent to adopt the budget, and may be continued from day to day until terminated by the board. Promptly thereafter, the board of commissioners shall give consideration to objections filed against adoption of the budget and in its discretion, may amend, modify, or change the tentative detailed work plan budget, and shall, by the following September 15, adopt and execute on a form furnished by the state board a certified budget for the district, which shall be the operating and fiscal guide for the district. Certified copies of this budget shall be submitted by September 15 to the state board for approval.

Section 12. Eminent domain.—The board of commissioners may hold, control, and acquire by gift or purchase for the use of the district any real or personal property, and may condemn any land or easements needed for the purposes of said district. Said board may exercise the right of eminent domain and institute and maintain condemnation proceedings as provided in chapter 73, Florida Statutes.

Section 13. Tax levy.—The board of commissioners of the mosquito control district may levy upon all of the taxable property in said district a tax not exceeding 1½ mills on the dollar during each year solely for the purposes authorized and prescribed by this act. Said levy shall be made each year not later than July 1 by resolution of the board or a majority thereof, duly entered upon its minutes. Certified copies of such resolution executed in the name of the board by the chair and secretary-treasurer and under its corporate seal shall be made and delivered to the Board of County Commissioners of Monroe County and to the Comptroller, not later than July 15 of such year. The board of county commissioners shall order the assessor of the county to assess and the collector of the county to collect the amount of taxes so assessed and levied by the board of commissioners of said mosquito control district upon all of the taxable property in the district at the rate of taxation adopted by the board for the year and included in the resolution, and the levy shall be included in the warrants of the tax assessor and attached to the assessment roll of taxes for the county each year. The tax collector shall collect such taxes so levied by the board in the same manner as other taxes are collected and shall pay the same within the time and in the manner prescribed by law to the secretary-treasurer of the board. The Comptroller shall assess and levy on all the railroad lines and railroad property and telegraph and telephone lines and telegraph and telephone property situated in the county in the amount of each such levy as in the case of other state and county taxes, and collect the taxes thereon in the same manner as he or she is required by law to assess and collect taxes for state and county purposes, and remit the same to the secretary-treasurer of the

board. All such taxes shall be held by the secretary-treasurer for the credit of the board and paid out as ordered by the board.

Section 14. Director; advertisement of contracts.—All work done under the provisions of this act, both in construction and maintenance, shall be carried on under the supervision of a competent entomologist, or person qualified under the provisions of chapter 388, Florida Statutes, to be employed by the board. The board may contract and purchase property or equipment without formal bids in any amount not to exceed \$4,000. All contracts or purchases in excess of \$4,000 shall be by competitive, sealed bids, after advertisement, pursuant to rules and regulations established by the board.

Section 15. Penalty for damage to property.—Whoever shall willfully damage any property of the mosquito control district created under this act or any works constructed, maintained, or controlled by the mosquito control district or who shall obstruct or cause to be obstructed any of the operations of the district shall upon conviction thereof be punished as provided by the laws of the state.

Section 16. Purpose.—The abatement and control of mosquitoes and other arthropods within Monroe County is advisable and necessary for the maintenance and improvement of the health, comfort, welfare, and prosperity of the people thereof, and is found and declared to be for public health and other public purposes.

Section 17. Director, duties of Monroe County health unit.—The Monroe County health unit, also referred to and known as the “Monroe County Health Department,” established by the board of county commissioners is charged with the responsibility of abating or suppressing mosquitoes in Monroe County. The director of said health unit or health department shall cause to be done any and all work and all things necessary for the control and elimination of mosquitoes in the county wherever such work is necessary and he or she is empowered to use such means, physical or chemical, as may be necessary to accomplish the objects of this act. All employees engaged in such work shall be considered employees of the Florida Keys Mosquito Control District, and regardless of the fact that the determination as to who is to be employed and the wages or salaries to be paid is made by the Board of Commissioners of the Florida Keys Mosquito Control District, and the records are kept by said board.

Section 18. Alternate plan.—The purpose of the foregoing section 17 is to coordinate certain activities between the Monroe County health unit or health department and the Florida Keys Mosquito Control District in an effort to best serve the interest and welfare of the Florida Keys Mosquito Control District and the property owners and residents thereof. If the Board of Commissioners of the Florida Keys Mosquito Control District should make a study or, by reason of the experience in handling the affairs of said district, determine that it is not in the best interest of the Florida Keys Mosquito Control District and the property owners and residents thereof to continue in the Monroe County health unit or health department the responsibilities, powers, duties, and authority and that the continuation of the

responsibilities, powers, duties, and authority in such unit or department is not advantageous to the Florida Keys Mosquito Control District, it is declared to be the legislative intent that the Board of Commissioners of the Florida Keys Mosquito Control District may pass a resolution as determining and finding and, upon the passage of such resolution, any and all such powers, duties, responsibilities, and authority given to the Monroe County health unit or health department shall immediately vest in the Florida Keys Mosquito Control District and the employees shall become the employees of the Florida Keys Mosquito Control District and the provisions of section 17 shall, insofar as they or any of them relate to Monroe County health unit or health department, be of no further force and effect.

Section 19. Public distribution of mix.—The board of commissioners of the mosquito control district shall have the authority to set up and maintain a properly controlled public mix program providing for the alleviation of mosquito and other arthropod infestations throughout the district. Any program established pursuant to this section shall provide the following restrictions:

- (1) The mix shall be provided to persons for residential use only.
- (2) No person may obtain more than 1 gallon of mix at any one time nor may any person obtain more than 2 gallons of mix during any month.
- (3) Any person seeking to obtain mix shall provide the container therefor.

The board may establish a fee schedule or provide mix to the public free of charge. The board shall maintain records of all distribution or sales of mix under its program.

Section 4. Chapters 26042 (1949), 29295 (1953), 31009 (1955), 31013 (1955), 57-1591, 57-2067, 59-1584, 61-2508, 63-1639, 63-1640, 65-1913, 65-1915, 67-1726, 70-816, 74-537, 76-440, 83-469, 88-548, and 98-518, Laws of Florida, are repealed.

Section 5. The district created by this act and the board of commissioners shall have the right to use any and all privileges or powers which are granted to mosquito control districts under the general laws of this state.

Section 6. This act shall be construed liberally.

Section 7. It is declared to be the legislative intent that if any section, subsection, sentence, clause, or provision or part thereof of this act is held invalid, unenforceable, or unconstitutional, it shall not affect the remainder of the act and the remainder of the act shall remain in force and effect as if the invalid portions of the act had not been enacted.

Section 8. This act shall take effect upon becoming a law.

Approved by the Governor May 13, 2002.

Filed in Office Secretary of State May 13, 2002.

CHAPTER 2003-388

House Bill No. 1731

An act relating to the Florida Keys Mosquito Control District, Monroe County; amending chapter 2002-346, Laws of Florida; authorizing the district to make purchases up to the limit in s. 287.017(1)(a), F.S., without formal bids; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 14 of chapter 2002-346, Laws of Florida, is amended to read:

Section 14. Director; advertisement of contracts.—All work done under the provisions of this act, both in construction and maintenance, shall be carried on under the supervision of a competent entomologist, or person qualified under the provisions of chapter 388, Florida Statutes, to be employed by the board. The board may contract and purchase property or equipment without formal bids in any amount not to exceed the limit set forth in section 287.017(1)(a), Florida Statutes, as it may be amended from time to time \$4,000. All contracts or purchases in excess of this limit \$4,000 shall be by competitive, sealed bids, after advertisement, pursuant to rules and regulations established by the board. In the event section 287.017(1)(a), Florida Statutes, is repealed and its provisions are not recodified elsewhere in the Florida Statutes, the limit in effect prior to the repeal shall apply to the district.

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor June 10, 2003.

Filed in Office Secretary of State June 10, 2003.

CHAPTER 2003-387

House Bill No. 1729

An act relating to the Florida Keys Mosquito Control District, Monroe County; amending chapter 2002-346, Laws of Florida; increasing the amount of money which may be borrowed from \$150,000 for a period of time not to exceed 2 years to \$1 million for a period of time not to exceed 5 years; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 5 of chapter 2002-346, Laws of Florida, is amended to read:

Section 5. Powers of the board of commissioners.—The board of commissioners shall have all the powers of a body corporate, including the power to sue and be sued as a corporation in said name in any court; to contract; to adopt and use a common seal and alter the same at pleasure; to purchase, hold, lease, and convey such real estate and personal property as a majority of the board may deem proper to carry out the purposes of this act; to prescribe rules and regulations for the marking of such property; to employ a director and such experts, agents, and employees as the board may require; to participate with employees in a group hospitalization insurance plan providing the entire cost of such a plan; to contract and cooperate with county, state, and other governmental agencies in regard to mosquito control or suppression; to borrow money in an amount not to exceed \$1 million ~~\$150,000~~ for a period of time not to exceed 5 ~~2~~ years; and to issue negotiable promissory notes and bonds or such necessary instruments to secure said loan to enable it to carry out the provisions of this act.

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor June 23, 2003.

Filed in Office Secretary of State June 23, 2003.

CHAPTER 2018-171

House Bill No. 1015

An act relating to the Florida Keys Mosquito Control District, Monroe County; amending ch. 2002-346, Laws of Florida, as amended; providing term limits for board members; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (4) is added to section 3 of section 3 of chapter 2002-346, Laws of Florida, as amended by chapters 2003-387 and 2003-388, Laws of Florida, to read:

Section 3. Board of commissioners; election; terms of office; qualification.

(4) Members of the board shall serve no more than three 4-year terms of office for a total of 12 years. An appointed member who serves more than one-half of the term of the seat vacated will be considered to have served the entire 4-year term for purposes of the maximum 12 years. These term limits will not have retroactive effect and computation of time for term limits of current members will commence at the conclusion of their present terms of office. In addition, members who served on the board before October 4, 2018, will not have their prior service counted for purposes of term limits.

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor March 23, 2018.

Filed in Office Secretary of State March 23, 2018.

CHAPTER 2020-195

House Bill No. 1041

An act relating to Florida Keys Mosquito Control District, Monroe County; amending ch. 2002-346 Laws of Florida, as amended; revising requirements for the board of commissioners to borrow money; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 5 of chapter 2002-346 Laws of Florida, as amended by chapter 2003-387, Laws of Florida, is amended to read:

Section 5. Powers of the board of commissioners.—The board of commissioners shall have all the powers of a body corporate, including the power to sue and be sued as a corporation in said name in any court; to contract; to adopt and use a common seal and alter the same at pleasure; to purchase, hold, lease, and convey such real estate and personal property as a majority of the board may deem proper to carry out the purposes of this act; to prescribe rules and regulations for the marking of such property; to employ a director and such experts, agents, and employees as the board may require; to participate with employees in a group hospitalization insurance plan providing the entire cost of such a plan; to contract and cooperate with county, state, and other governmental agencies in regard to mosquito control or suppression; and to borrow money in accordance with the Florida Constitution and the general laws of the state ~~an amount not to exceed \$1 million for a period of time not to exceed 5 years; and to issue negotiable promissory notes and bonds or such necessary instruments to secure said loan to enable it to carry out the provisions of this act.~~

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor June 9, 2020.

Filed in Office Secretary of State June 9, 2020.

Purpose of This Policy Manual

The purpose of the Administrative Policy Manual is to provide the Florida Keys Mosquito Control District Commissioners a more convenient access to the District Policies and District Guidelines for a Commissioner that are not currently available in any other FKMCD policy manual. This policy manual will:

1. Define the duties and responsibilities of, and establish guidelines for, FKMCD Commissioners;
2. Be a guide to the scheduling and conduct of the meetings of the Board of Commissioners;
3. Provide pertinent reference material for Commissioners, such as the statutes governing mosquito control, and district maps.
4. Provide background material on the District, with information on budgets, millage rates, district expansions, and past Commissioners, etc.
5. Serve as a guide for potential office seekers and new Commissioner training, and be available to the public for reference.
6. Commissioners may add, delete or amend this Administrative Policy Manual. The proposed changes must be included on a projected agenda and enacted by a motion at a regular or special meeting.

Introduction and General Information

Mission Statement

“The mission of the Florida Keys Mosquito Control District is to protect the public from health threats and nuisance issues that impact the local economy by utilizing control methods that are efficient, effective, and environmentally sensitive.”

History of FKMCD

Florida was not always the top tourist destination in the United States. A little over 100 years ago, Florida was considered to be an unbearable place to live because of the mosquito. The Florida Keys were no exception to this fact. Of the 80 species of mosquitoes in Florida, you will find 46 of them in the Keys.

Of our 46 species, several of them are nuisance mosquito and some of them have the potential to carry disease. The diseases that the mosquitoes of the Keys can carry include yellow fever (which has been eradicated from the U.S.), Dengue, Zika, Chikungunya and canine heartworm.

Our most common mosquitoes include the Black Salt Marsh mosquito (*Aedes taeniorhynchus*), the Southern House mosquito (*Culex quinquefasciatus*), and the *Aedes aegypti* (our main disease culprit).

In 1919, the first mosquito control efforts were established in Florida. The state’s first health officer, Dr. J.Y. Porter, formed the Florida Ant-mosquito Association (now the Florida Mosquito Control Association) in 1922. However, it wasn’t until 1929 that the first efforts to fight mosquitoes in the Keys occurred in the form of the Perky Bat Tower on Sugarloaf Key.

Unfortunately, the bats abandoned their post instead of feasting on the mosquitoes. Some locals muse that the mosquitoes ate the bats. The Bat Tower remains today as a reminder of the challenges faced by the early settlers of the Keys.

It wasn’t until 1949 that what is known today as the Florida Keys Mosquito Control District was formed. Other mosquito control districts continued to form throughout the state and by 1975, 52 mosquito control districts were in place and fully operational.

Today, the Florida Keys Mosquito Control District has 65 full-time employees working to fulfill the District’s mission of being operationally efficient and environmentally sensitive while protecting the public from health threats and nuisance issues that could impact the local economy.

Annual Calendar

JANUARY	Elect officers; OPEB meeting; DODD Short Courses; FMCA Aerial Fly-In
FEBRUARY	AMCA Annual meeting
MARCH	Tallahassee Days; AMCD Conference
APRIL	OPEB meeting
MAY	Washington Days
JUNE	Begin Budget Workshops
JULY	Approve tentative DASC Work Plan budget & millage rate; OPEB meeting
AUGUST	Set tentative millage rate
SEPTEMBER	Hold public hearings to adopt tentative and final millage and budget
OCTOBER	OPEB meeting
NOVEMBER	FMCA Fall meeting; DODD registration opens
DECEMBER	Christmas luncheon

Fiscal Year

The fiscal year for FKMCD is October 1st through September 30th, in accordance with state guideline.

Budget Process

A major component of the budget process is setting of the ad valorem tax millage necessary to raise the required property tax revenues for the coming fiscal year. The setting of the millage involves a formal process, defined in the Florida Statutes commonly referred to as TRIM (Truth in Millage). The TRIM process requires a specific method of tax rate calculation, notice (printed form), advertisement, and proceedings for public hearings.

Overview

In preparing the budget for the next fiscal year, you only have to be concerned with the Local and State Funds. The CLASSIFICATION OF ACCOUNTS, effective 4/03, will be the guide as you set up the line item accounts on the detailed work plan budget. The budget should be designed so that state funds have been earned upon conclusions of the fiscal year. All state funds which are carried over should be budgeted. The district's calculations of funds, including estimated carryover amounts should be shown on the last page of the budget. All necessary forms will be mailed under separate cover.

Truth in Millage (TRIM) Timetable & Important Dates

(Note: Dates are subject to change, depending on timely July 1st Certification)

July 1 (or Certification Date, whichever is later) – The property appraiser certifies, to each taxing authority, the taxable value within the jurisdiction of the taxing authority on Form DR-420.

July 15 – Budget officer delivers a tentative budget to the Board.

August 4 – Taxing authority certifies the completed DR-420, DR-420MMP which informs the property appraiser of the Current year Proposed Millage Rate, Current year rolled-back rate, and the date, time and meeting place of the Tentative Budget Hearing.

September 3 to 18 – Hold the Tentative Budget Hearing. Potentially amends the tentative budget, and Proposed Millage Rate. Adopts a tentative millage rate and budget. If Tentatively Adopted Millage Rate is greater than Proposed Millage Rate as used in TRIM Notice, each taxpayer in jurisdiction must be notified of the increase, at the expense of the Taxing Authority.

September 18 to October 3 – Within 15 days after Tentative Budget Hearing, taxing authority publishes ADVERTISEMENT of intent to adopt Final Millage and Budget.

Within 2 to 5 days after ADVERTISEMENT – Final Hearing for Adoption of the Final Millage Rate and Final Budget.

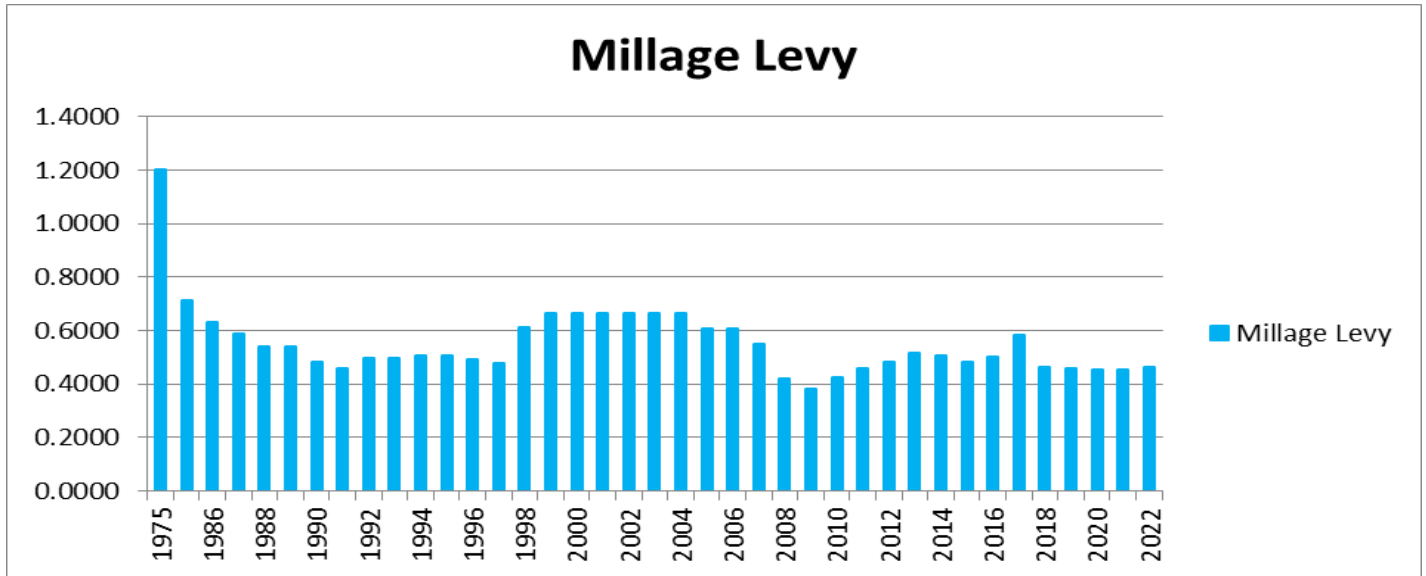
Within 3 days after Final Hearing – Resolution of Adoption of Final Millage Rate is sent to Property Appraiser, Tax Collector, and Florida Department of Revenue (TRIM Division).

Within 30 days of Final Hearing – Certification of Compliance (DR-487) packet, along with completed form DR-422 is sent to Florida Department of Revenue (TRIM Division). Completed form DR-422 is also sent to Property Appraiser and Tax Collector.

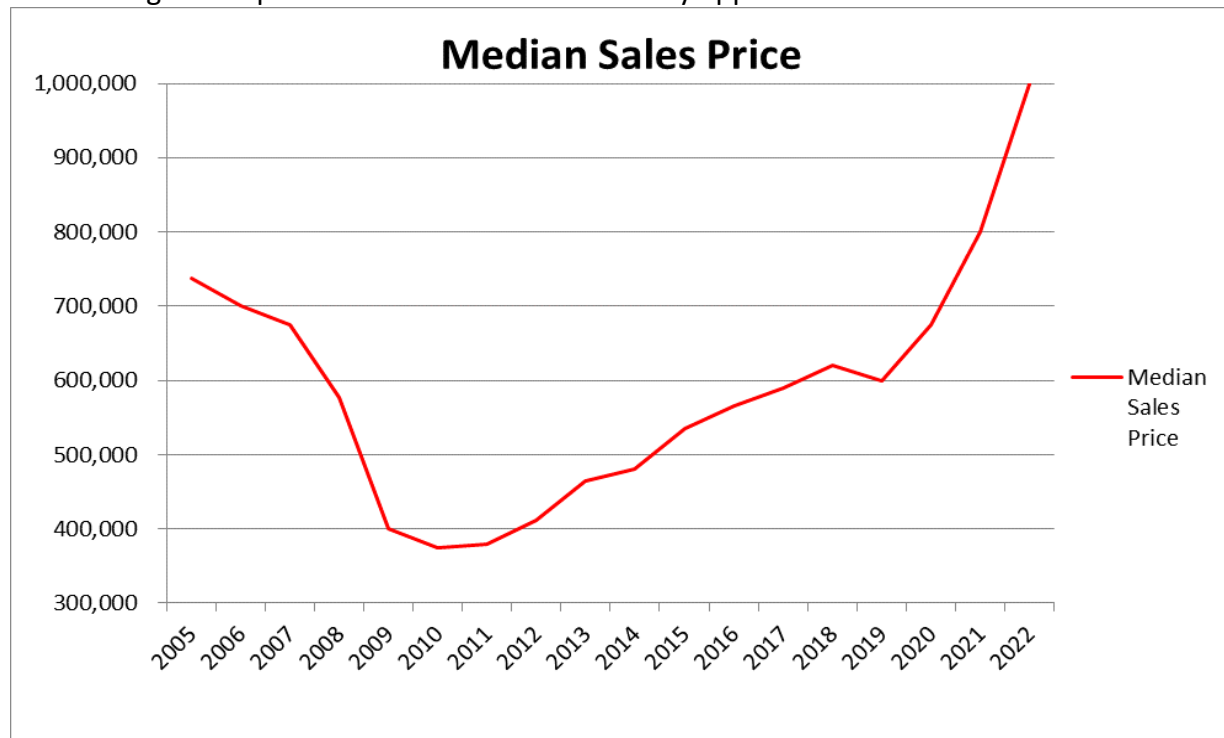
NOTE: Form DR-422 comes from Property Appraiser's Office. If it is not available by the Certification of Compliance (DR-487) packet due date, remit separately to Florida Department of Revenue (TRIM Division), upon arrival.

Millage Rate History

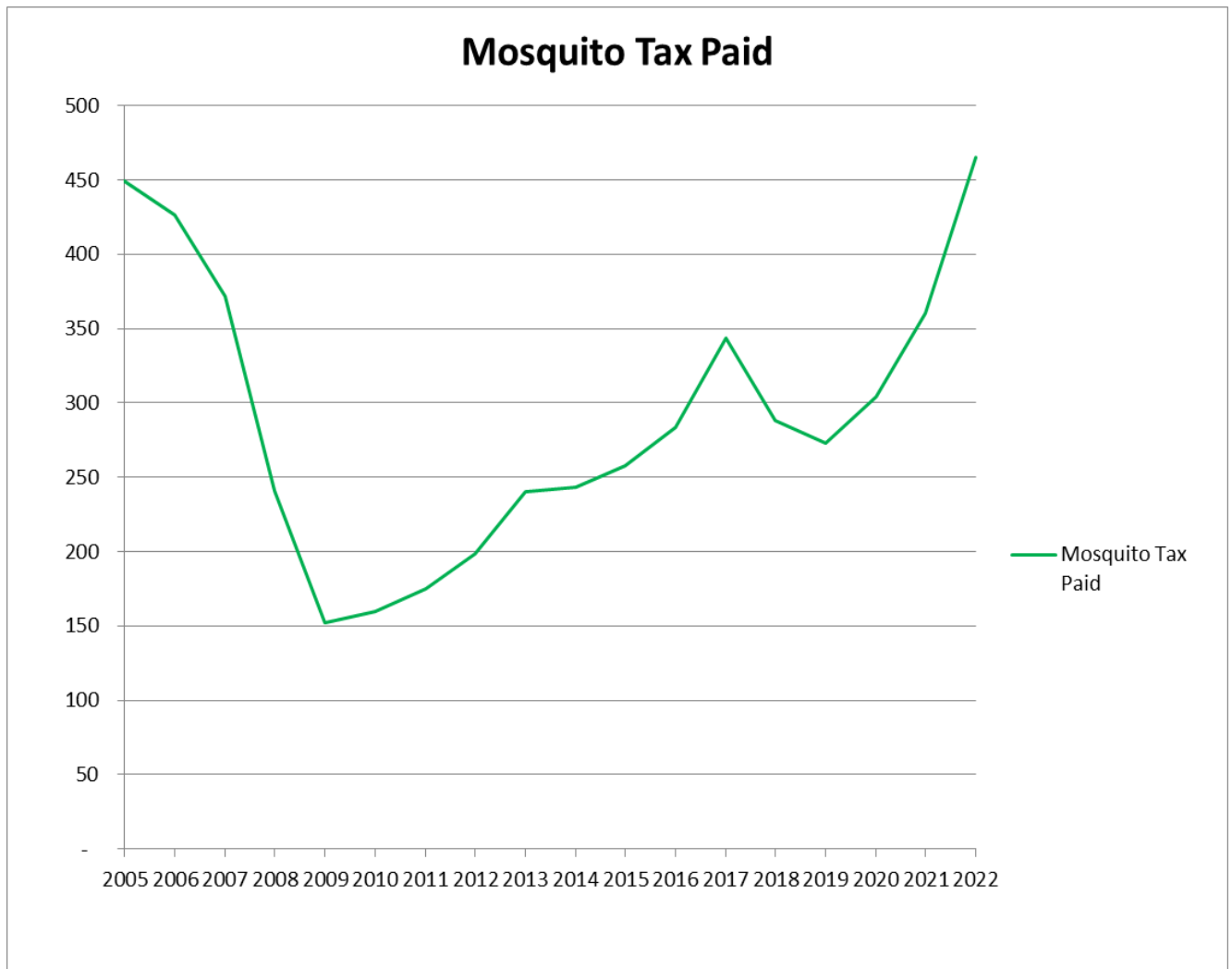
The primary source of revenues for District operations is derived from taxes on the residents of Monroe County. The taxes are assessed annually via a millage rate set by the District during the budgeting process. The graph below displays the recent history of the District’s millage rates.



Total taxes collected by the District are dependent on the value of homes and businesses within the county. During times of increasing property values, a lower millage rate will result in the amount of tax collections being equal to those collected in the previous year. A rate that results in an equal tax collection between years is referred to as the “rollback rate”. A recent history of the average sales price of homes in Monroe County appears below.



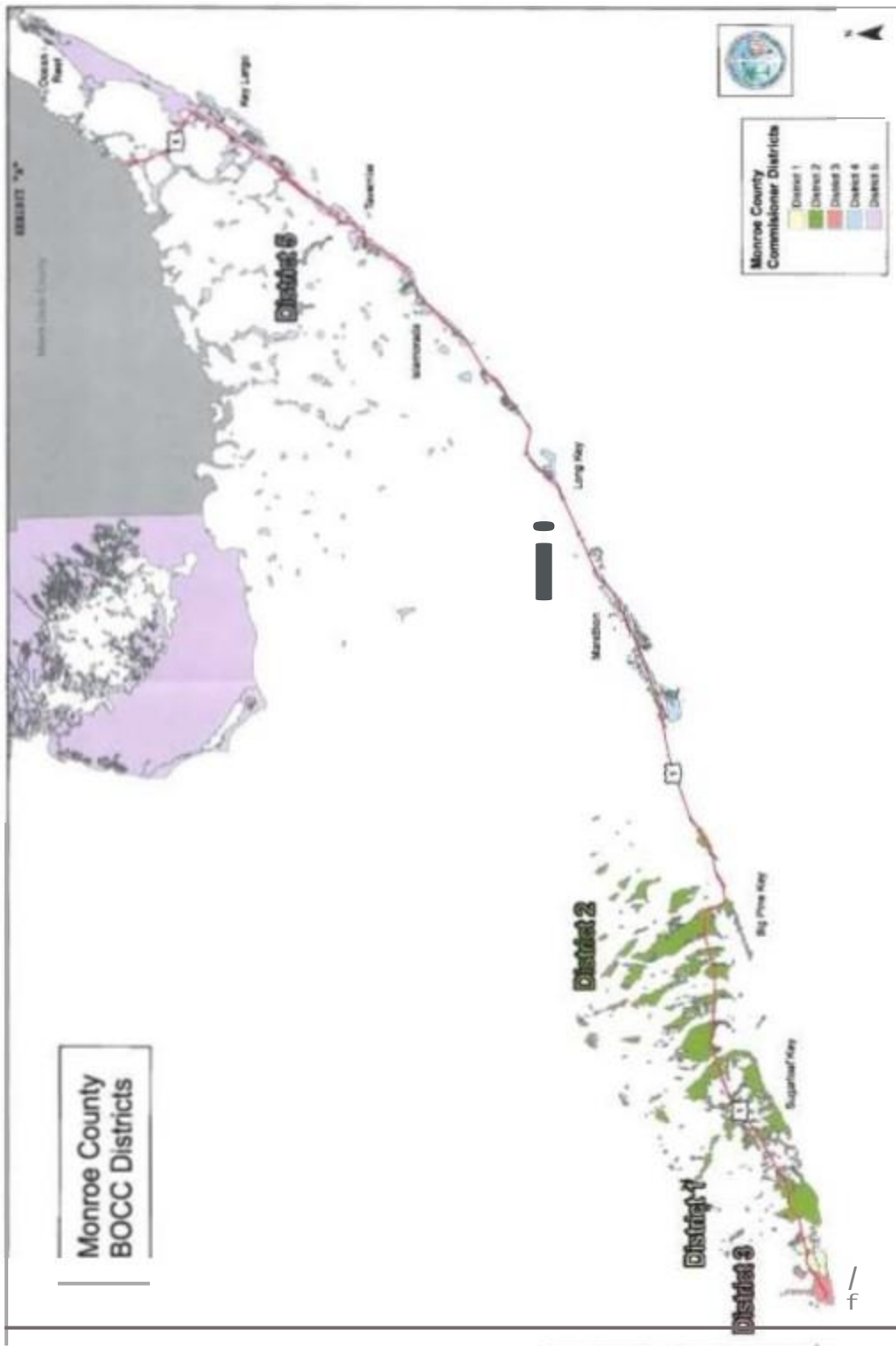
Using a combination of the District’s millage rates and county property values results in the amount of taxes an average homeowner in Monroe County would conceivably pay to the District. A recent history of his data is represented on the graph below.



The above graphical data points are **theoretical**. In reality, permanent residents are afforded a Homestead Exemption, which reduces the assessed value of a home by \$50,000. The Homestead exemption also caps the annual increase of a homeowner’s assessment at a maximum of 3%.

Thus, actual taxes collected from the average homeowner are significantly less than the data on the graph above. Data on countywide home sales is more readily available than data on countywide assessments; hence, sales data is used to show the overall trend in the District’s tax collections.

District Map



FKMCD Director and Commissioners (Current & Former)

Director of the FKMCD

Andrea Leal 2016-

Former Directors of the FKMCD (from 1963)

Michael Doyle 2011-2016
Ed Fussell 1997-2011
Greg Scott 1994-1997
Lois Ryan 1975-1994
August Mirzaoff 1973-1975
Julio Denis 1969-1972
Jack Wilkinson 1968-1969
Robert Lee 1965-1968
A. Nelson Davis 1963-1965

Commissioners of the FKMCD

Jill Cranney-Gage 2013-
Phil Goodman 2011-
Bette Brown 2023-
Brandon Pinder 2016-
Stanley Zuba 2016-

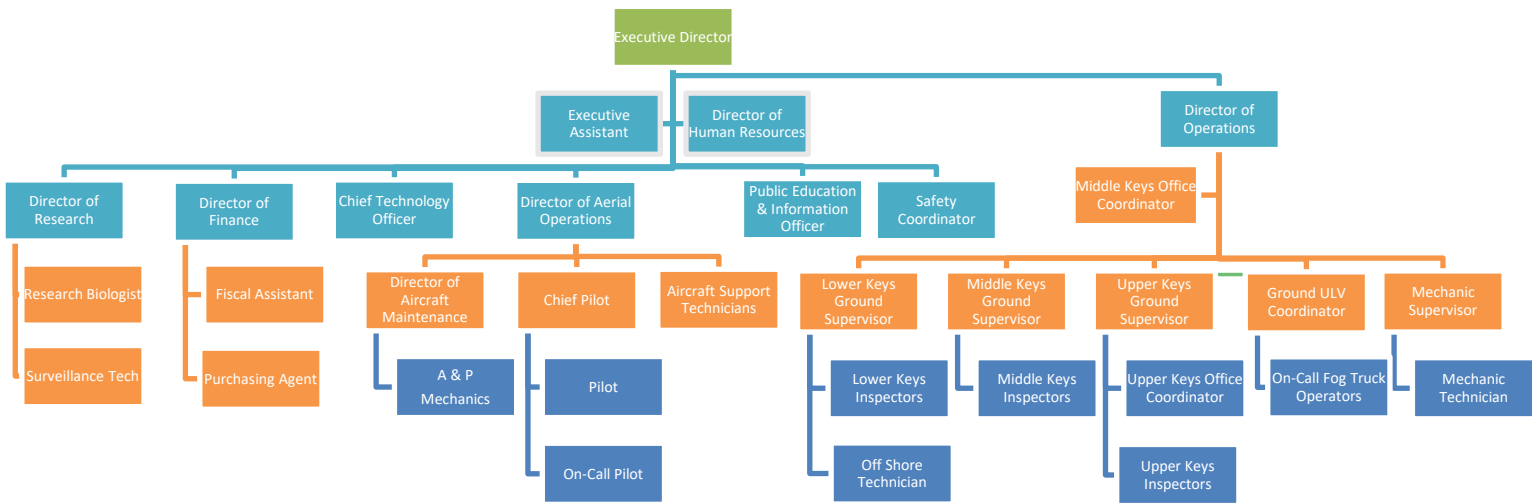
Former Commissioners of the FKMCD (from 1963)

Tom McDonald 1995-1998, 2015-2023
William Shaw 1997-2016
Steve Smith 1997-2016
Jack Bridges 2011-2014
Joan Lord-Papy 1993-2013
William Langstaff 1999-2011
Dick Rudell 1999-2011
William Daniels 1987-1998
Ellie Cameron 1976-1978, 1993-1997
Waldo Veliz 1993-1997
Joseph Pinder 1977-1994
Steve Eid 1991-1994
Manual Rodriguez 1973-1993
Raymond Archer 1981-1990
James McKnights Anthony Ulchar Sr. 1978-1987
James McKnight 1978-1981

Former Commissioners of the FKMCD (from 1963)

Gary Weech	1976-1979
Edith Lowell	1975-1977
William Russell	1975-1976
O.D. MacMillan	1974
Louise Robinson	1975
Arthur MacNamara	1972-1978
William Smith	1971-1975
Thomas Roberts	1971-1972
Charles Riggs Jr.	1967-1971
Thomas Fouts	1967-1971
Kingman Curry	1965-1973
Albert Moeller	1963-1965
Ralph Christensen	1963-1973
Leonard Warren	1963-1993

Organizational Chart for FKMCD



Guidelines for Commissioners

Commissioner Salary

Resolution 2013-01 adopted February 21, 2013, Chapter 388 states that “Members of the Board of Commissioners of independent special tax districts may each be paid a salary to be determined by unanimous vote which shall not exceed \$4,800 for each Commissioner during any one year.” However, our Enabling Legislation, which overrides Chapter 388, reads: “The Board of Commissioners shall have authority to establish the amount of compensation by way of salaries that shall be paid to the individual Commissioners of the Florida Keys Mosquito Control District. The Commissioners who are selected to serve as chair and secretary-treasurer, respectively, of the Florida Keys Mosquito Control District shall be paid compensation in addition to their regular salary as compensation for their services as chair and secretary- treasurer, respectively, of the Board, which additional compensation shall be set by the Board. All Commissioners may be reimbursed from time to time for any moneys expended by them personally in official travel for the district at the rate authorized under the provisions of section 112.061(7) (d), Florida Statutes, insofar as those provisions relate to the allowable amount of payment per mile of travel. All Commissioners shall be paid \$20 for attendance for each day of each regular or special commission meeting. Authority for payment of mileage and for attendance at each meeting or official travel shall be by a majority approval of the Board of Commissioners and duly recorded in the minutes of proceedings of the board. However, total payment to each Commissioner for any meeting shall not exceed the mileage figure authorized under the provisions of section 112.061(7) (d), Florida Statutes, and \$20 for each meeting per day. Official travel in addition to attendance at board meetings is defined as such necessary travel as the board may authorize in connection with meetings of scientists, associations, or groups engaged in mosquito control work, inspection of district activities and projects, and other travel necessary in the conduct of district business. Provided further, that total payments for such official travel made by members of the board in addition to travel for attendance at board meetings shall not exceed 2 percent of the total budget derived from local moneys for any 1 year.”

The current annual salary for FKMCD commissioners is \$17,365 with the Chairman and Secretary/Treasurer receiving an additional \$600 per year. Commissioners may elect at any time to take a lesser salary, at their discretion, per Resolution 2013-01.

RESOLUTION 2013-01

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT TITLED:
COMMISSIONER'S VOLUNTARY SALARY ADJUSTMENT

WHEREAS, The Florida Keys Mosquito Control District was created by a special act of the Legislature of the State of Florida in 1950, and re-codified by the Legislature of the State of Florida in the 2002 legislative session("Enabling Legislation"); and

WHEREAS, Subject to aforementioned Enabling Legislation, the Board of Commissioners ("Board") of the Florida Keys Mosquito Control District may set the salaries of the Board; and

WHEREAS, the salaries of the Board may be modified from time to time by the Board; and

WHEREAS, Subject to aforementioned Enabling Legislation, the Chairman and Secretary-Treasurer are to receive additional compensation at the rate of \$50.00 per month; and


WHEREAS, The Board voted on January 23, 2013 to allow an individual member of the Board to set their own salary at a rate not to exceed the base rate set by the Board as a whole;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT THAT:

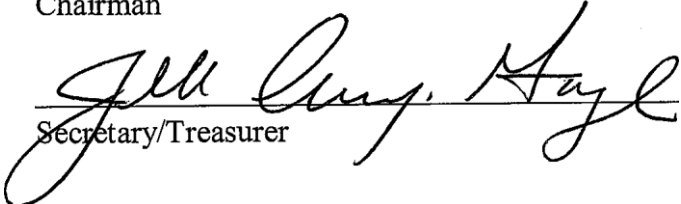
1. The above declarations are true and correct.
2. The Board documents the action taken on January 23, 2013 regarding the salaries of the members of the Board by this Resolution.
3. Emphasis is placed on the individual setting their own salary: "a rate not to exceed the base rate set by the Board as a whole."
4. The additional compensation does not affect nor conflict with the additional compensation allowed for the Chairman and Secretary-Treasurer of \$50.00 per month in its Enabling Legislation.

BE IT FURTHER RESOLVED that the original of this resolution shall be inscribed in the permanent archives of the District.

PASSED AND ADOPTED THIS 21ST DAY OF FEBRUARY, 2013.



Chairman


Secretary/Treasurer

Commissioner Benefits

Commissioners are eligible for benefits available to our full-time staff. Commissioners may add dependents to their benefits for an additional fee.

The benefits are:

1. Medical – *District paid*
2. Dental – *District Paid*
3. Vision – *District Paid*
4. Life – *District Paid*
5. Aflac Supplemental Insurance – *Employee Paid*
 - a. Accident Insurance
 - b. Hospitalization
 - c. Critical Care – *Event Specific Coverage*
 - d. Cancer Insurance
 - e. Dental Supplement
 - f. Short Term Disability
6. Legal Shield Pre-paid legal – *Employee Paid*
 - a. Legal Services
 - b. ID Theft Monitoring
7. Florida Retirement System – *Compulsory – 3%*
 - a. Defined Pension
 - b. Investment Plan
8. Flexible Spending Account – *Employee Funded*
 - a. Medical Care Account
 - b. Dependent Care Account
9. 457(b) Deferred Compensation Account – *Employee Funded*

Commissioner Travel

Each year, staff recommends a set amount for Commissioner Travel expense during the annual budgeting process. The Board of Commissioners has the authority to either increase or decrease this amount. For the past several years, \$10,000 has been budgeted for Commissioner Travel.

This budgeted amount is used by individual Commissioners for out of district travel. Past Commissioners have attended the American Mosquito Control Association (AMCA) and the Florida Mosquito Control Association (FMCA) annual conferences. They have also traveled to more specific conferences and the DODD Short Courses, which provide more in depth insights into mosquito control methodology.

Flights and travel accommodations are handled in advance through the District's Executive Assistant.

All Commissioners are reimbursed for per diem and other smaller travel-related expenses. An

expense report with details of reimbursable items and corresponding receipts should be submitted to the District's Fiscal Assistant after completion of travel.

Commissioner Duties and Responsibilities

As a Commissioner voluntarily accepts office, the Commissioner shall accomplish the duties and responsibilities of a Commissioner as set forth in Chapter 388 of the Florida Statutes, located at www.leg.state.fl.us/statutes/

Commissioners shall learn about mosquito biology and mosquito control practices in order to make informed decisions on District matters.

The Board of Commissioners shall elect officers, employ a competent Director, engage the services of an attorney, contract an auditor and any other individuals or companies whose services might be required by the District.

The Commission shall establish a policy and the director shall be instructed to carry out that policy. The work of the Commissioners and senior staff shall complement each other.

The Commission shall accept the primary responsibility for financial control and analyses; this includes, but is not limited to, the adoption of a budget and the establishment of a millage rate. A budget is a management tool used to anticipate and plan for the District's revenues and expenditures. This financial plan allocates projected revenues to program priorities during a given fiscal year. It is developed through the combined efforts of the FKMCD staff and the Board of Commissioners.

Board Chair Qualifications

Any Commissioner nominated or otherwise considered by the Board for election to serve as Board Chair must first have completed at least one year of service as a Commissioner for the Florida Keys Mosquito Control District prior to assuming the position as Board Chair. In the unlikely event that no sitting Commissioner has at least one year experience at the time a Board Chair is elected, this policy will be waived.

Chairperson's Duties

The Chairperson presides at all Board meetings and is also the spokesperson for the Board. He/she executes documents on behalf of the Board, and signs contracts, resolutions and reports to various agencies. In all other matters, the Chairperson has the same duties and responsibilities as any other Commissioner and exercises the right to vote on all issues that come before the Board. It has been the practice to elect a Chairperson, Vice-Chairperson and Secretary/Treasurer at the regular meeting in January of each year. In the absence of the Chairperson, or in case of the Chairperson's inability to act, or during a vacancy on the Board due to the death, resignation or removal of the designated Chairperson, the Vice-Chairperson performs the same duties as the Chairperson.

Secretary/Treasurer Duties

Amended April 26, 2022 The District's treasurer is a signatory on the District's bank accounts. As such, the treasurer is occasionally called upon to either sign bank documents or verify bank transactions. Additionally, the treasurer will periodically review the monthly payables of the District. Copies of each invoice or voucher are available for review with the Director of Finance at any time. As an alternative, copies of the previous month's payables can be reviewed at the monthly Board of Commissioner meetings.

The Secretary/Treasurer, along with the Board Chair, signs the approved minutes after the board meetings. In the absence of the Secretary/Treasurer, or in case of the Secretary/Treasurer's inability to act, or during a vacancy on the Board due to the death, resignation or removal of the designated Secretary/Treasurer, the approved minutes shall be signed by such other Commissioner designated by consensus of the Board.

As treasurer, the responsibility is to make sure that financial information is presented in a format that allows for fair and accurate analysis of the financial position and operations of the entity. This includes the most important activity of participation in the Board's primary responsibility of preparation of the annual budget and continual analysis thereof.

This includes assurance that budget categories are properly adhered to in the reporting.

Review and analysis of financial audits with the auditors and presentation to the Board is to be coordinated by the treasurer, auditors, and Audit Committee Chair.

Board secretary/treasurer will coordinate with District staff to fulfill his/her duties.

As secretary, the responsibility is to make sure that the activities of concern to the Board are adequately recorded and reported to the District Board. This includes minutes of the Board meetings and an understanding of activities that should be reported to the Board.

Director's Performance Evaluation Process

This portion is taken directly from the Executive Director's contract. Employee's job performance will be reviewed and evaluated by the District Board annually, on or before April 1st of each year, and shall be discussed with the Employee by the District Board or its designee. Other reviews may be conducted at the discretion of the District Board.

Number of Board Members and Terms

Resolution 2017-05 adopted October 2, 2017, there shall be a Board consisting of five members, each of whom shall be a registered elector residing within said District. The Commissioners will each serve for a term of 4 years. Commissioners are elected from the district at large, but there

are five different seats, and the terms are staggered. Districts 1, 3, and 4 are elected for four-year terms in the same year as presidential elections (2016, 2020, etc.) and Districts 2 and 5 are elected for four-year terms in the off-year elections (2014, 2018, etc.) Each Commissioner will be term limited to three (3) 4 year terms.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2017-05

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT (FKMCD) OF MONROE COUNTY, FLORIDA REGARDING ADOPTION OF PROPOSED BILL LANGUAGE AMENDING CH. 2002-346, LAWS OF FLORIDA REGARDING TERM LIMITS

WHEREAS, the Board of Commissioners of the Florida Keys Mosquito Control District has previously resolved to petition the Florida Legislature to adopt legislation imposing term limits; and

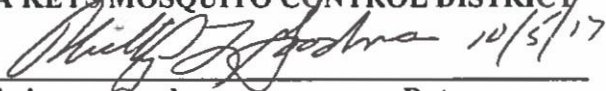
WHEREAS, the Board of Commissioners has received proposed bill language from Representative Holly Raschein's office regarding amending Ch. 2002-356 to impose term limits.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Florida Keys Mosquito Control District of Monroe County ("FKMCD"), Florida, that:

1. That the above declarations are true and correct; and
2. The Board of Commissioners has reviewed the proposed bill language and finds it substantively similar to the proposed language approved by the Board of Commissioners on August 15, 2017.
3. The Board of Commissioners therefore adopts the proposed bill language received from Representative Holly Raschein's office, as attached hereto.

PASSED AND ADOPTED this **6** day of **October** • 2017.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT


Chairman Goodman Date

ATTEST: 

Attorney Contract Policy

The attorney shall provide the FKMCD Board with any legal advice and opinions, representation of the FKMCD and District personnel in legal matters concerning the District, make recommendations to FKMCD Board regarding legal issues and performing all other legal services the District may require.

The attorney shall maintain accessibility and availability to all District members and the Director and Executive Staff. Attend all District meetings, special meetings, budget meetings and any other public meeting as necessary.

Roll of Parliamentarian

The Attorney for the Florida Keys Mosquito Control District, or his/her, designee shall act as parliamentarian and shall advise the presiding Board member in matters of parliamentary law.

Prohibition or Misuse of Public Position

The Code Of Ethics for Public Officers and Employees found at Sections 112.311 –112.326, F.S. (2007), was enacted to ensure that public officials be independent and impartial and that public office not be used for private gain other than the remuneration provided by law. It is deemed in the interest of the public that additional measures be adopted to prohibit public officers from the misuse of public position;

Public Officers shall not use or attempt to use their official position, as public officers, or any resources which may be within their trust to secure a special privilege or benefit for themselves or another, where their actions are taken with wrongful intent for purpose of obtaining a benefit for themselves or another and are inconsistent with the proper performance of their public duties.

Non-interference in Procurement and Hiring Practices

The FKMCD has adopted this policy for non-interference in procurement and hiring practices. It is deemed in the interest of the public that additional measures be adopted to prevent an abuse of discretionary authority by individual officials and employees in matters of procurement and hiring;

- a) No official or employee shall directly or indirectly coerce or attempt to coerce, direct, or otherwise interfere in a procurement or personnel matter. If the official or employee is a member of an evaluating body, that person may participate in the process to the same degree as all other members of that body.
- b) Nothing in this section may be construed to prohibit individual members of the District Board from asking questions of any employee and making personal observations regarding all aspects of District operations so as to obtain independent information to assist the members in the formulation of policies to be considered by the commission. It is the express intent of this section, however, that such inquiry not interfere directly with the administrative operations of the District and that recommendation for change or improvement in the District be made through policies and procedures adopted by the Board.

Communications Concerning Board Positions, Commitments or Legal Obligations

Resolution 2016-02 adopted July 19, 2017, outlines Commissioners responsibility in handling

sensitive and confidential information related to public health or other critical issues.

In addition, oral or written communications by Florida Keys Mosquito Control District Commissioners or employees which would bind the FKMCD financially or legally should conform to the following requirements:

- * An FKMCD Commissioner or employee shall not purport to represent, and shall affirmatively disclaim representation of, the FKMCD or an official position of the FKMCD, except as authorized by the FKMCD Board of Commissioners. In the case of employees reporting to the Director, said authorization may be given by the Director, provided the Director has been so authorized by the Board of Commissioners.
- * An FKMCD Commissioner or the Director may represent the FKMCD and its official position on matters on which such representation or official position has been approved by the Board of Commissioners.
- * Correspondence on FKMCD letterhead shall be consistent with the foregoing provisions.
- * When an FKMCD Commissioner or the Director intends to appear before or meet with another appointed or elected body or an elected official as a representative or spokesperson for the FKMCD, that person, except in case of emergency, will inform all Commissioners and the Director, in advance, of their intention to do so.
- * With regard to meetings or communications of a Commissioner or employee of the FKMCD that are intended to, or which could have the effect of, creating a financial or legal obligation on behalf of the FKMCD, such meetings or communications shall not occur without prior authorization from the Board of Commissioners. In the case of employees reporting to the Director, said authorization may be given by the Director, provided the Director has been so authorized by the Board of Commissioners. Notwithstanding the foregoing, these restrictions do not apply to contracting and/or purchasing activities provided for in the FKMCD's purchasing policy and which are included on the FKMCD's annual budget.

Listening, speaking or sharing information as an individual Commissioner or expressing your individual opinion is allowed under this Policy.

FLORIDA KEYS MOSQUITO CONTROL

DISTRICT RESOLUTION NO. 2016-02

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT (FKMCD) OF MONROE COUNTY, FLORIDA REGARDING THE BOARD OF COMMISSIONERS RESPONSIBILITY IN HANDLING SENSITIVE AND CONFIDENTIAL INFORMATION RELATED TO PUBLIC HEALTH OR OTHER CRITICAL ISSUES

WHEREAS from time to time, the Board of Commissioners or several of its members with a need to know may be entrusted by the FKMCD Director with information that is of a SENSITIVE and CONFIDENTIAL nature concerning Public Health Issues that will help FKMCD do its job to kill the vector; and

WHEREAS, the Monroe County Health Department has the sole authority to release sensitive information to the public; and

WHEREAS, it is absolutely necessary that the Monroe County Health Department maintains a trust in the Director's and, when applicable, the Board's ability to properly handle this sensitive information in a confidential manner; and

WHEREAS, without this trust, The Florida Keys Mosquito Control District may lose its ability to do an important part of its job;

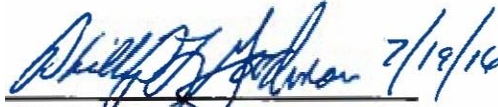
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Florida Keys Mosquito Control District of Monroe County ("FKMCD"), Florida, that:

1. The above declarations are true and correct; and
2. Unless sensitive and confidential information has already been publicly disseminated by the Monroe County Health Department, any and all information designated as confidential and told to any Commissioner(s) will not be discussed by the Commissioner(s) with anyone other than the Director or its designee; and
3. Should the FKMCD receive a request for any such information, unless said information is required to be released by any public records law or a valid court order, the FKMCD Board may, through its Board Attorney, contest any legal request for any such information at the direction of the Board; and
4. In the event there exists a fairly debatable issue as to the confidentiality of any material, the Commissioner(s) will seek an opinion from the Board Attorney regarding the nature of any potentially confidential or exempt information; and
5. The Department of Health shall have the same opportunity and be provided with any

requests for any exempt, private or other confidential information upon receipt by the FKMCD.

PASSED AND ADOPTED this 19th day of July 2016.

FLORIDA KEYS MOSQUITO CONTROL
DISTRICT



Chair

Date

ATTEST: _____

District Residents

The Attorney will answer any citizen calling her or him directly by stating that he or she is not a District employee, but is the Attorney to the Board and provides services to the District as directed by the Board. The Attorney should then suggest that the resident contact the Director. So as not to create an adverse effect on public relations between the District and citizens of the District, contact by District residents with the Attorney is to be handled on an individual basis and the Attorney may use his or her judgment in each case to handle incidental questions or situations that may be resolved in 15 minutes or less.

Requests for Service

As a public official, citizens will periodically contact Commissioners with requests for service, or questions and concerns about mosquito control practices. Commissioners should encourage the public to contact the District offices directly for service requests, or to enter requests online. While some requests for service can be handled immediately, the nature of the requests vary greatly and, therefore, so does the response time. The Director may give feedback as to the resolution of the Commissioner's request.

Correspondence

All correspondence by a Commissioner in an official capacity shall be prepared on official District letterhead. Official correspondence will not be prepared on unofficial letterhead or on plain paper, and official FKMCD letterhead shall not be used for the personal correspondence of any commissioner. All communications by a Commissioner in an official capacity shall be paid for by the District.

Florida has a very broad Public Records Law. Email addresses and virtually all written communication to or from a Commissioner, as a public officer, are public records. In order to avoid disclosure of personal information/health information, we strongly encourage

Commissioners to utilize their official Keysmosquito.org accounts for District business/purposes and avoid using the District email for personal emails. In addition, we recommend against using private email addresses for District business. Not only would this cause a Commissioner's personal email account to become subject to a public records request, but the Commissioner would need to keep their public/District business related emails on a private account in accordance with State requirements for retention of public records. Depending on the type of Email correspondence, retention periods can range from a matter of days to years, and in some cases, a permanent record is required.

Gift Acceptance Policy

FKMCD Board members and employees are not to solicit or accept gifts or gratuity from outside parties for any reason relating to employment with our District. Especially prohibited is the acceptance of any gifts or gratuity, of any size or amount, for performance of service or for special treatment.

FKMCD Gift Acceptance Policy follows the Florida Code of Ethics for Public Officers and Employees ([ss.112.311-112.326, Florida Statutes](#)).

Interaction with Employees

Board instruction or directives to District employees shall be issued only through the District's Director. However, interaction, communication and observance will be permitted so long as no direction is given. If a majority of the Board of FKMCD finds that a Commissioner has violated this rule, the Board may declare the violation an act of misfeasance. No Commissioner shall ask Staff to conduct any personal or business tasks or errands.

The Ten "Hats of a Commissioner"

By David E. Ramba
Lewis, Longman & Walker, P.A.
FMCA Lobbyist
November 14, 2000

Legislator - making decisions; governance; care of public funds

Regulator - follow law and authority under Chapter 388

Enforcer - enforce the policies and procedures; hold directors accountable

Negotiator - contracts, agreements, disputes

Arbitrator - decisions regarding employee groups, sometimes union groups

Employer - responsibilities to employees' civil rights, fair treatment

Service Provider - what you are elected to ultimately do; cost effective manner

Public/Private Partner - evaluate best cost alternatives; partnerships; suppliers

Intergovernmental Provider - coordination with other local governments

Advocate/Lobbyist - funding; policies; education of public regarding roles

Government-In-The-Sunshine Law Summary

Section 286.011 of the Florida Statutes is known as the Government-in-the-Sunshine Law. All members of the Commission should be aware that:

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings, open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

Three basic requirements of law:

1. Meetings of public boards or commissions must be open to the public;
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meetings must be taken.

Meetings must occur at places where the public has access to the meeting.

Requirements apply also to advisory boards or committees appointed by you to make recommendations to you. Fact-finding committees appointed by this Board are excluded if defined as a committee established strictly for information gathering and reporting (i.e., not to make recommendations about those facts.) Exception does not apply if advisory committee is delegated the responsibility for making a decision.

Does Sunshine Law apply to any and all discussions between two or more Board members?

Discussions/conversations that are covered by Sunshine Law are those between two or more Board members on matters on which foreseeable action will be taken by the Board. Thus, you

can talk about the weather, your kids or your grandkids, restaurants, movies, etc., just not about things that are currently the subject of Board business or can foreseeably be the subject of Board action in the future.

Phone conversations, e-mail communications are covered just as are face to face meetings.

What about written communications between Board members?

The distribution/communication of written reports by one Board member to inform other Board members of a subject which will be discussed at a public meeting are not a violation of the law if prior to the meeting there is no interaction related to the report among the Board members. A School Board member may prepare and circulate informational memorandum or position paper to other board members; however, the use of a memorandum to solicit comments from other board members or the circulation of responsive memoranda by other board members would violate Sunshine Law.

What about conversations through intermediaries?

The Sunshine Law applies to meetings between a board member and an individual who is not a member of the board when that individual is being used as a liaison between or to conduct, de facto, meeting of board members. City Manager is not a Council member and thus may meet with individual Council members; however, the manager may not act as a liaison for board members by circulating information and thoughts of individual council members.

Inspection Trips

Sunshine Law does not apply to inspection trips (e.g. for purposes of fact finding) where two or more Board members are involved, but, no discussion of matters which may come before the Board may occur during the inspection trip.

What about “inaudible” discussions before, during, or after a public meeting?

Covered

Penalties for Violations

A covered official who knowingly violates the law can be charged with and found guilty of a second degree misdemeanor (max penalty – 60 days in County Jail and/or \$500.00 fine). All other violations are considered non-criminal infractions punishable by fine not exceeding \$500.00. Any action taken at a meeting that does not comply with the Sunshine Law is void.

If in doubt – don’t do it!

The Florida Attorney General and the Florida Courts have repeatedly emphasized the following admonition:

“The principal to be followed is: When in doubt, the members of any board, agency, authority or commission should follow the open meeting policy of the state.”

Town of Palm Beach Gardens v. Grandison, 296 So. 2d473, 477 (Fla. 1974).

The entire Sunshine Law can be found in the Florida Statutes at:

<http://www.flsenate.gov/Statutes/index.cfm>

Public Records Law

Section 119.01, Florida Statutes:

(1) It is the policy of this State that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

Section 119.011, Florida Statutes:

(12) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

Section 119.07, Florida Statutes:

(1)(a) Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records.

What is covered?

Any item made or received in connection with the transaction of official business by the FKMCD. Examples: E-mails sent or received, letters, memos, photographs, etc. connected with service as Board Member on FKMCD Board.

Ethics and Voting Conflicts of Interest

Mandatory Ethics Training

Pursuant to Section 112.3142, F. S., effective January 1, 2024, each elected local officer of an independent special district, and each person who is appointed to fill a vacancy for an unexpired term of such elective office must complete four (4) hours of ethics training each calendar year which addresses, at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of this state. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation, if the required subject matter is covered by such class, seminar, or presentation.

Elected local officers of independent special districts that assume their office on or before March 31, must complete their annual ethics training by December 31 of the year their term begins; however, if their term starts after March 31, they are not required to complete the required ethics training until December 31 of the following year.

Section 112.3143, Florida Statutes:

A voting conflict of interest arises when a public official is called upon to vote:

...any measure which would inure to the officer's special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principle by which the officer is retained; or which the officer know would inure to the special private gain or loss of a relative or business associate of the public officer...

Relative: Father, mother, son, daughter, husband, wife, brother, sister, father-in-law, son- in-law, and daughter-in-law.

Special Private Gain – whether a measure inures to the special private gain of an officer or his principal turns in part on the size of the class of persons who stand to benefit from the measure. Where the class of persons is large, a special private gain will result only if there are circumstances unique to the officer or principal under which he stands to gain more than the other members of the class. Where the class of persons benefiting from the measure is extremely small, the possibility of special gain is much more likely.

Requirements to be followed when Board Member has Voting Conflict

1. Abstain from voting on the matter.
2. Before the vote, publicly state to the nature of the conflict or interest in the matter.
3. Within 15 days of the vote, file a memorandum of the voting conflict (specified form) with the Board Secretary to be included with the minutes of the meeting.

Regular Board Meetings

Meeting Day and Time

The Regular Board meetings of the Board of Commissioners of the Florida Keys Mosquito Control District are regularly held on the third Tuesday of each month at 1:00 p.m.

Location

The Regular meetings are normally held at the Marathon office located at 503 107th Street, Marathon, FL. In case of emergency, the Board Chair may designate an appropriate meeting place in other facilities for a meeting open to the public. A majority would be determined by the Executive Director though email communications in compliance with the Sunshine Laws.

Notices of Board Meetings

Notices of meetings attended by 1) the Board of Commissioners, or 2) any two or more

Commissioners, at which business is reasonably anticipated to come before the Board, shall be published in the local newspapers in accordance with the legal requirements.

Recording of Meetings

Audio and video recordings will be made of all meetings for the Board of Commissioners, and published on the FKMCD website within 48 hours. Minutes of the meetings shall be prepared from those recordings and notes taken by Staff. In addition, there is live streaming of all board meetings and workshops.

Special/Emergency Meetings

Special Meetings are scheduled as needed when items require discussions that cannot wait until the next Regular Board meeting, or when there are items on the agenda which require additional discussion to cover in a single meeting. Prior notice of Special Meetings shall be advertised in accordance with legal requirements. Procedures for a special meeting of the board have been established as per the policy of the District as follows:

Procedures for the Calling of Special Meetings of the Board

The Special Meeting Policy is per FKMCD Enabling Legislation, House Bill 937, which states:

“Special Meetings may be called upon the request of any three (3) Commissioners but shall not be held within less than 24 hours after notice to each of the Commissioners unless a written waiver is obtained from all Commissioners who cannot attend such Special Meetings.”

The Chairperson or Vice-Chairperson, in the absence of the Chairperson, may call an Emergency Meeting of the Board to consider and take action upon a public emergency, such as natural disaster, health declaration or accident. The Chairperson shall give notice of the calling of the meeting to the District’s Executive Director. If the nature of the emergency does not require immediate action, as determined by the Chairperson, the District’s Executive Director or staff shall deliver a copy of the Notice and the Agenda not less than five business days prior to such a meeting via email using a Read receipt. Notice of such meeting shall also be delivered to appropriate news media and posted at all offices of the District. In the event of an emergency as determined by the Chairperson, notice will be given to each Commissioner and appropriate news media no less than 24 hours prior to said Emergency Meeting. Notice of Emergency Meetings shall specify the nature of the emergency.

Workshops

Scheduled as needed, workshops are designed to review specific topics in greater detail. No action can be taken at a workshop. Prior notice of workshops shall be advertised in the local newspapers in accordance with legal requirements. Rescheduling or cancellation of workshops is to be handled in the same manner as Regular Meetings.

Agenda

Amended November 13, 2013, An Agenda defines the purpose of the meeting and serves as the framework for the conduct of business.

Last-minute additions to the agenda are discouraged, as it does not give Commissioners time to study these items before the meeting. However, emergency items may be added at the discretion of the Chairman as those situations arise, per the Agenda Setting Policy.

Both “DACS formatted” and “Analytical formatted” budgets are to be presented to the Board.

The Agenda Setting Policy is:

FLORIDA KEYS MOSQUITO CONTROL DISTRICT AGENDA SETTING POLICY

I. APPLICABILITY

The purpose, spirit and intent of this policy is to outline the procedures for setting the agenda for all Regular Florida Keys Mosquito Control District meetings.

II. PREPARATION AND DISTRIBUTION OF AGENDA

Individuals wishing to submit an agenda item shall do so by noon seven (7) calendar days prior to a scheduled meeting. The Agenda will be posted on the District Website by the close of business seven (7) calendar days prior to any meeting. The Agenda shall be made available to any person who requests a copy and who pays the reasonable cost of the copy.

III. SUPPORTING DOCUMENTS OF AGENDA ITEMS

If an individual submits an item for the agenda and plans to utilize supporting documents at the meeting, such supporting documents must be submitted by 12:00 p.m. five (5) calendar days prior to a scheduled meeting.

The supporting documents will be distributed to Commissioners at the end of business five (5) calendar days prior to the Meeting, and made available to the public at the Meeting.

In addition, the Budget Analysis, Cash Disbursements, and District Check Register will be posted on the District website at the end of business five (5) days prior to the Meeting.

IV. AMENDMENT OF AGENDA POST PREPARATION AND DISTRIBUTION

After the Agenda has been made available, a change shall be made only for good cause, as determined by 3/5 majority of the District Board, at the beginning of the Regular Meeting, on a case by case basis and stated in the record.

RESOLUTION NO. 2011- 02

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT PROVIDING FOR INCORPORATION OF RECITALS, PROVIDING FOR AN IMPROVED AGENDA SETTING POLICY, AND PROVIDING FORAN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 388, F.S., the board of commissioners of the Florida Keys Mosquito Control District ("District") may do any and all things necessary for the control and elimination of all species of mosquitoes and other arthropods of public health importance;

WHEREAS, pursuant to Chapter 388, F.S., the board of commissioners shall adopt such rules not inconsistent with the provisions of this chapter or with other legislation which in its judgment may be necessary for the proper enforcement of this chapter provided such rules are approved by the department;

WHEREAS, it is deemed in the interest of the public that additional measures be adopted to outline the procedures for setting the agenda for all Florida Keys Mosquito Control District meetings, whether Regular or Special.

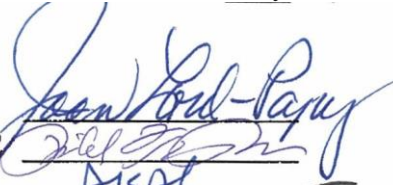
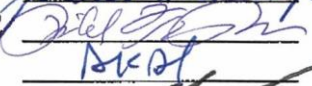
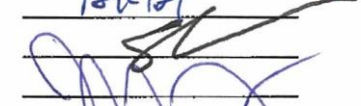
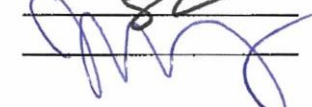
THEREFORE, BE IT RESOLVED BY THE FLORIDAKEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA AS FOLLOWS:

Section 1: The above recitals are true and correct and incorporated into this resolution by reference.

Section 2: The provisions set forth in the Agenda Setting Policy, attached as *Exhibit A*, shall be incorporated as if fully set forth herein.

Section 3. This resolution shall take effect on the date passed and adopted as reflect below.

Unanimously PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 21 day of January 2011.

Joan Lord-Papy, District 1		_____
Richard F. Rudell, District		_____
Stephen K. Smith, District 3		_____
William J. Shaw, District 4		_____
Jack Bridges, District 5		_____

FLORIDA KEYS MOSQUITO CONTROL DISTRICT BOARD OF COMMISSIONERS

_____  _____
Chair

Consent Agenda:

Amended June 21, 2022; A consent agenda may be utilized to list items considered routine and non-controversial by the FKMCD Board and will be approved by a single motion, in gross and without debate or amendment. Upon request of a single member, any item shall be removed from the consent agenda and taken up under the regular rules after its placement in the appropriate class of business on the meeting agenda. The consent agenda shall be placed on the meeting agenda as the first item of business. Financial reports, committee reports and legally required reports should not be included on the consent agenda.

Order of Business:

1. Meeting called to order
2. Invocation
3. Pledge of Allegiance to the Flag
4. Roll call of Commissioners
5. Community Input (For items relevant to FKMCD)
6. Approval of the Consent Agenda
7. Approval of the Agenda: Additions, Corrections or Deletions
8. Reports (Treasurer, Attorney, Director)
9. Items for Board Discussion
10. Items for Board Review and Action
11. Good of the Order
12. Adjournment

Community Input Procedures

Resolution 2017-06 adopted October 5, 2017, the policy regarding Community Input is outlined in Board Resolution 2017-06, passed and adopted on October 5, 2017.

The resolution outlines the time allocated to each speaker, as well as how letters, emails and other correspondence are handled. Guests should fill out a speaker’s card with their name and address if they wish to address the Board during Community Input. As guests are introduced, they should state their name and address, so that it may be recorded in the minutes of the meeting.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

RESOLUTION NO. 2017-06

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT (FKMCD) OF MONROE COUNTY, FLORIDA CHANGING THE ORDER OF COMMUNITY INPUT DURING MEETINGS AND AMENDING LANGUAGE TO EACH BOARD OF COMMISIONERS MEETING AGENDA REGARDING COMMUNITY INPUT AND COMMUNTY INPUT CARDS IN ORDER TO IMPLEMENT AND ADHERE TO SUCH CHANGE

WHEREAS, the Board of Commissioners of the Florida Keys Mosquito Control District desires to change the established order of community input during their meetings; and

WHEREAS, the Board of Commissioners has recognized that a change in order and procedure regarding community input is needed to ensure more efficient meetings in regards to community input; and

WHEREAS, the Board of Commissioners must also amend its agenda language and community input card language in order to implement the desired change.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Florida Keys Mosquito Control District of Monroe County ("FKMCD"), Florida, that:

1. That the above declarations are true and correct; and
2. During meetings, Community Input shall be heard prior to each specified agenda item; and
3. The following language shall be amended as such and added to each and every Meeting Agenda of the Board of Commissioners of the Florida Keys Mosquito Control District:

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 District staff or 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. The Community Input Cards provided at the meeting shall be amended to specifically request the agenda item on which the person wishes to be heard.

PASSED AND ADOPTED this 5th day of October, 2017.

FLORIDA **KEYS MOSQUITO CONTROL DISTRICT**

Chairman Goodman 10/5/17
Date

ATTEST: Chrissy Bloxom

Conducting Business at the Meetings

Resolution 2012-01 adopted February 21, 2012, The Chairperson shall call the meeting to order at the announced time and the meeting shall proceed under the control and guidance of the Chairperson. It is the responsibility of the Chairperson to insure the orderly disposition of the items on the agenda and to maintain order and enforce the rules of order, decorum and discipline.

The exact method of conducting business in any organization depends on that organization's specific needs, legal requirements and established rules and precedence. Furthermore, it has been agreed by the Commissioners that they should refrain from any unnecessary discussion and focus on the issues at hand.

The roll call vote will be in random order, per Resolution 2012-01.

RESOLUTION NO. 2012-01

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA, ADOPTING COMMISSIONERS' VOTING ACCOUNTABILITY RESOLUTION.

WHEREAS, each member of the Board of Commissioners is elected by his or her constituents for the purpose of exercising his or her independent judgment for the benefit of the District and the People of Monroe County; and

WHEREAS, a random order of voting will encourage and enhance the ability of all Commissioners to vote according to their independent judgment for the benefit of the District and the People of Monroe County; and

WHEREAS, the current order of voting results in a disproportionate number of roll calls in which the votes of the last two Commissioners to vote are deemed irrelevant because the matter at hand is already decided by the time the last two Commissioners vote; and

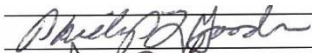

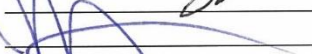


WHEREAS, each Citizen of Monroe County, Florida is entitled to have the Commissioner

representing him or her cast a relevant vote as often as practical;

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS ASSEMBLED that:

1. In calling the roll on all matters to be decided by vote, the Clerk shall call the names of the Commissioners in random order if a practical method of ensuring randomness can be reasonably employed.
2. Until a practical method of ensuring randomness can be reasonably employed or if one cannot be reasonably employed, the Clerk shall call the names of the Commissioners in alphabetical order and shall drop the name called first to the end of the list for subsequent votes.
3. No Commissioner shall pass on their vote unless that Commissioner is abstaining due to a conflict of interest.
4. No Commissioner shall hold any privilege to vote in any particular order due to any office they hold on the Board.
5. The inadvertent failure to record the votes of the Commissioners in the manner prescribed herein shall not, in and of itself, give rise to a challenge to the legality of any action taken by the Board.
6. This resolution shall take effect upon the first vote immediately following its approval.
7. This Resolution shall not apply to procedural votes such as voting on the approval of minutes, adoption of the agenda, or motions to adjourn.

Unanimously PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 21st day of February, 2012.

Joan Lord-Papy, District 1		_____
Phillip Goodman, District 2		Yes _____
Stephen K. Smith, District 3		Yes _____
William Shaw, District 4		YES _____
Jack Bridges, District 5		Yes _____

FLORIDA KEYS MOSQUITO CONTROL BOARD OF DISTRICT B COMMISSIONERS

ATTEST:

Chair

Approved as to form:

Board Attorney

Conduct of Meetings

Each Commissioner is subject to the Florida Government in the Sunshine Law and the standards of conduct set out in **Part III, Chapter 112** of the Florida Statutes. Meeting shall be conducted in accordance with the approved “Guidelines for Board Meetings Policy”, outlined below.

Guidelines for Board Meetings

Robert’s Rules of Order Newly Revised, the then current edition, are to be followed except in cases where FKMCD policy, state law, special rules of order, or enabling legislation is in conflict. In such cases, Robert’s Rules of Order are superseded.

As much as possible, Commissioners shall attend all meetings and schedule vacations and personal appointments so as to avoid meeting absences.

It is imperative for Commissioners to understand that their work as Commissioner begins with preparation for Board meetings. Commissioners shall read and study the agenda, the back-up documents, and other materials prepared by the Staff. Each Commissioner should come prepared for meetings and are encouraged to meet with the Director or appropriate staff beforehand if further clarification is needed.

Participation in Meetings of the Board of Commissioners via Communications Media Technology

The policy on participation via technology is taken from the Government in the Sunshine policy, which states “the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such an absence is due to extraordinary circumstances such as illness, whether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgement of the board”.

If a Commissioner makes a request to participate via electronic technology, the request will be the first item for consideration on the agenda of that meeting. If the Board present at the meeting determines, through majority vote, that the circumstances described in the written request are extraordinary, then the request will be granted and the Commissioner will be permitted to participate in the meeting through use of communications media technology.

Cancellation or Rescheduling of Board Meetings

The Board Chair has the authority to cancel a meeting for good cause. Some reasons may be due to weather or a major incident making it difficult to safely attend. At the time the Chair suggests the cancellation, the Chair will recommend a new meeting date and time through FKMCD staff. If the suggested date and time is not agreeable to all Commissioners, per Robert's Rules of Order a Special Meeting will be held to reschedule the Regular Meeting.

Board Meeting Minutes

All meetings of the Board of Commissioners shall be recorded, and minutes of the meetings shall be prepared from those recordings and notes taken by staff. The Board Meeting Minutes are to be prepared with the necessary legal requirements, including the date and time of the meeting, members present, each motion, who makes and seconds the motion, any direction to Staff, and the adjournment of the meeting. When a Commissioner offers a suggestion to Staff, the chairman shall ask if the other Commissioners concur before it is considered as direction for staff action. The minutes shall record the vote of each Commissioner; however, if the motion is unanimous, there is no need to list the name of each Commissioner present. The Minutes will also include a short paragraph of two or three sentences to describe the main idea of each item.

Quorum

A majority of the Commission members of the Board of Commissioners for the Florida Keys Mosquito Control Board must be present to constitute a quorum. No vote may be taken without the majority of all members present.

Simplified Robert's Rules

<u>MOTIONS</u>	<u>PURPOSE OF MOTION</u>	<u>TO ENACT MOTION</u>
MAIN MOTION	to take action on behalf of the body	debatable; requires majority vote; may be made by the chair
ADJOURN	end the meeting	not debatable; immediately voted upon and requires majority vote
CALL FOR ORDERS OF THE DAY	asks to stick to the Agenda	not debatable; requires 1/3 majority to sustain
CALL TO QUESTION	closes debate and forces vote	not debatable; requires 2/3's majority vote
MOTION TO LIMIT OR EXTEND DEBATE	limits or extends debate	not debatable; requires 2/3's majority vote
POINT OF ORDER	is a question about the process or a particular motion	automatic if granted by Chair
POINT OF INFORMATION	to ask about the process or particular motion	automatic
MOTION TO RECONSIDER	to change the results of a vote	requires 2/3's majority vote to reverse results of earlier vote; must be made by the immediate next meeting by a member who previously voted in the majority
MOTION TO SUSPEND THE RULES	suspend formal process for a short period	debatable and requires 2/3's majority vote
MOTION TO CENSURE	expresses formal disapproval of the Board with official statements or conduct of a member	debatable and requires majority vote
MOTION TO TABLE	to remove an item from deliberation and decision to an indefinite date	debatable and requires majority vote
MOTION TO TAKE FROM TABLE	to add an item previously Tabled to an Agenda on a specific date	debatable and requires majority vote
MOTION TO CONTINUE	to remove an item from deliberation and decision to a definite future date	debatable and requires majority vote
ABOUT VOTING		
Majority vote is more than half of the members. 2/3's vote is 4 or more of the members on a 5 member board. Be sure to announce what is being voted on before the vote.		

By personal example and by admonition to colleagues whose behavior may threaten the honor of the Board, each Commissioner shall watchfully guard the responsibility of the office.

Financial Policies

Fiscal Year

The FKMCD's fiscal year runs from October 1st through September 30th of each year, as requested by the Florida State Board of Health to ensure that all districts have the same fiscal year.

Cash Management Policy

Amended September 20, 2022; The Florida Keys Mosquito Control District adopted a Cash Management Policy on 6/17/2013, which applies to all investment activity of the District's cash, with the exception of the post-retirement benefits fund.

I. SCOPE

The Florida Keys Mosquito Control District's Cash Management Policy, (hereinafter referred to as the "investment policy") applies to all investment activity of the District's cash. They shall be identified as "general operating funds" of the county for the purpose of this policy and shall be invested according to the guidelines set forth herein. The general operating funds include cash and investment balances of the following funds as accounted for and reported by the administration of Florida Keys Mosquito Control District.

- ☐ General Fund
- ☐ Any other funds created by the legislative body, from time to time

II. INVESTMENTS OBJECTIVES

The investment objectives for the general operating funds are as Safety of Capital, Liquidity of Funds, and Return on Investment, in order of priority.

A. Safety of Capital

Safety of capital is regarded as the highest priority in the handling of investments. All other objectives are secondary to the safety and the protection of investment principal. Each investment transaction shall be executed to insure that capital losses are avoided.

B. Liquidity of Funds

The investment portfolio will remain sufficiently liquid to enable the District to meet operating requirements which might be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs, whenever possible, without loss of investment principal.

C. Return on Investment

In investing public funds the District will strive to maximize the return on District investments while considering investment risk and liquidity needs as described above. Return on investments is of least importance compared to the safety of capital and the liquidity of funds.

III. DELEGATION OF AUTHORITY AND HOLD HARMLESS PROVISION

The Investment Advisory Committee will be responsible for compliance with the policy set forth herein and the appointment of subordinate staff to transact, account for and monitor regular investment activity. The Investment Advisory Committee shall be composed of three members, comprised of the Executive Director, the Director of Finance and the Secretary/Treasurer, as elected by the Board. The Investment Advisory Committee shall be held harmless for investment decisions, except as provided for under the prudent person standard enumerated in Part IV below. If any action or proceeding is initiated seeking to hold the Investment Advisory Committee liable for investment decisions, the District shall defend the Investment Advisory Committee, at the District's expense, whether or not the action or proceeding is well founded.

IV. PRUDENCE AND ETHICAL STANDARDS

The "prudent person" standard shall be applied to all officials and staff involved in the management of the overall investment portfolio. This standard is understood to mean the following: Investments should be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

V. REPORTING

The following should be submitted to the Executive Director's office monthly, prior to the regularly scheduled Board meeting:

- ☐ Investment activities;
- ☐ Current listing of all securities obtained for the District by the Investment Advisory Committee, marked to market.

Using these statements the Executive Director shall prepare a summary report of the investment portfolio for management purposes as well as reporting to the Board of Commissioners. The report will include cash position, securities in the portfolio by type, book value (cost), income earned for the period and market value as of the report date.

The Executive Director shall provide other such reports and information as deemed reasonable, upon request, from other internal and external sources.

VI. PERFORMANCE MEASUREMENTS

The investment policy’s performance will, at a minimum, be compared to the performance of Florida’s Local Government Surplus Trust Fund’s Investment Pool administered by the State Board of Administration (SBA). The purpose of this comparison shall be to measure current performance to other professionals seeking similar results. Also for comparative performance measurement, the current two-year Treasury bill yield will be used as a benchmark.

VII. MATURITY AND LIQUIDITY REQUIREMENTS

Although many securities are acceptable within the restrictions listed above, some are not desirable from a liquidity standpoint. The longer the maturity of a particular investment, the greater its potential for price volatility. Accordingly, in support of the desire to protect public funds from price erosion resulting from rising interest rates, both duration of the overall portfolio of District funds, and maximum maturity for any single security will be limited.

VIII. RISK AND DIVERSIFICATION

Portfolio diversification shall be employed as a means of controlling investment risk. The portfolio will be diversified to control the risk of loss resulting from over-concentration of assets in a specific maturity, instrument (or class of instruments), issuer bank, or dealer through whom these instruments are bought and sold.

The following maximum limits are guidelines established for diversification of the portfolio by instrument. There are no standard maximum limits available and these limits are merely suggested to avoid over-concentration in any one instrument.

These guidelines may be revised by the Board for specific circumstances:

U.S. Treasury Bills	100%
U.S. Treasury Notes	100%
Local Government Surplus Funds Trust Fund (SBA)	100%
Federal Instruments – Part IX E below	100%
Federal Agencies – Part IX F below	100%
Certificates of Deposit	100%

IX. AUTHORIZED INVESTMENT

This investment policy shall limit investments to:

- A.** The Local Government Surplus Fund’s Trust Fund, the Florida Clerks Association’s Florida Counties Investment Trust, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, as provided in 163.01, F.S.
- B.** Securities and Exchange Commission-registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- C.** Savings accounts in state-certified, qualified public depositories, as defined in 280.02³⁹

F.S.

- D. Certificates of Deposit in state-certified, qualified public depositories, as defined in 280.02, F.S.

Investments strictly and specifically excluded from use are collateralized mortgage obligations (CMOs), real estate mortgage conduits (REMICs), Interest Only (IO) and Principal Only (PO) agency securities, inverse floaters, reverse repurchase agreements, forwards, futures, currency and interest rate swaps, options and caps/floors/collars and all other investment types prohibited by law.

X. AUTHORIZED INVESTMENT INSTITUTIONS

The Investment Policy shall be administered by the Investment Advisory Committee. The District may also utilize the professional services of an external investment advisor, when necessary. The Investment Advisory Committee will be given this investment policy and will be responsible for compliance with the guidelines set forth herein. The Executive Director will be responsible for reporting to the Board the performance of the Investment Advisory Committee as well as monitoring the advisory committee's compliance with this policy.

The Investment Advisory Committee shall only purchase investments for the District from Qualified Public Depositories of the State of Florida as identified by the State Treasurer, in accordance with *Chapter 280, Florida Statutes* or from primary securities dealer designated by the Federal Reserve Bank of New York.

XI. THIRD-PARTY CUSTODIAL AGREEMENTS

All securities purchased for the District will be property designated as an asset of the District and will be placed in safekeeping with a third-party custodial institution qualified and chartered by the State of Florida. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the property authorized persons indicated herein. The strongest assurance and control that securities have been properly segregated on behalf of the District is provided by a third-party custodian.

XII. BID REQUIREMENT

Purchases and sales of securities will be subject to competitive bid or offering when feasible and appropriate. The Investment Advisory Committee will apply their expertise in compliance with this requirement and will provide evidence of compliance upon request.

XIII. INTERNAL CONTROLS

The delegated authority, as stipulated in Part III above, shall provide for a system of internal controls and operational procedures, in writing, designed to protect the District's funds and ensure the proper accounting and reporting of the securities transactions. The internal controls will be designed to prevent losses which might arise from fraud, employee error, collusion, misrepresentation by third parties, or imprudent actions by employees. The internal controls must be made a part of the operational procedures by January 1, 1998 according to the definitions contained in 218.415 (13) F.S.

The internal controls will address the following points:

- A. Collusion, a situation where two or more employees are working in conjunction to defraud their employer, must be avoided.
- B. Key functions must be separated whereby different staff member perform different functions to form a “check and balance” review of the other staff members in the same area. Specifically, there must be a separation of transaction authority from accounting and record keeping.
- C. As mentioned in Part X above, securities purchases should be placed into a third- party banking institution for custodial safekeeping.
- D. Securities should not be a “bearer” form but should be registered securities in the name of Florida Keys Mosquito Control District. Registered securities are better protected from conversion for personal use.
- E. Physical delivery securities should be avoided and book entry securities should be utilized. Book entry securities are easier to transfer and account for. Physical delivery securities must be properly safeguarded and the potential for fraud, theft, or loss is increased.
- F. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority preserves the internal control structure that is built around the various staff positions and their respective responsibilities.
- G. Losses on individual securities may arise through implementation of this investment policy. However, these losses should be restricted to specified purposes of events requiring an unforeseen and immediate need for liquidity. Proper documentation of such as event or purpose along with the required approvals shall precede the loss transaction. It is not the intent of this investment policy to incur losses for any other reason.

Authorized Check Signers

Amended November 8, 2017, two (2) signatures are required on each of the District’s checks, which are submitted as forms of payment to vendors. The authorized check signers are assigned following the election of Board officers in January of each calendar year. The two signers are the Board Chairman and the Secretary/Treasurer.

A resolution granting signing authority is approved in February of each calendar year as required by the District’s bank. If the bank does not already have the signer’s signature on file, the Board member with signing authority must visit a branch of the District’s bank to complete the necessary paperwork with the bank in order to establish a signature on file.

Rubber stamps with each signer’s signature are created following the annual election of Board officers. These stamps are used by the District’s Finance Department to sign checks during the calendar year following the January Board elections.

Bill Paying Procedures

Amended November 8, 2017, the Bill Paying procedures for the FKMCD are as follows:

1. Incoming invoices will be disseminated by the Receptionist/Secretary Specialist to the Purchasing Agent (naming the staff person responsible for ordering the product or service). The Purchasing delivers to the responsible staff person for his/her approval and to document receipt of the good or service prior to disbursement of funds.
2. The staff person responsible for ordering the product or service will check the validity of the invoice against purchase orders, proposals/bids, etc. and work accomplished/delivered and sign receipt documentation prior to disbursement of funds.
3. On a regular designated basis cash disbursements should be prepared by the Fiscal Assistant for signature by authorized FKMCD officials for expenditures, debts and liabilities of FKMCD.
4. The Fiscal Assistant is responsible for the preparation of disbursements. All disbursements are to be made by check unless the item is considered a petty cash item.
5. All disbursement requests must have an invoice, signed receipt of good/service, requisition, purchase order, and/or any other supporting documentation. Some items such as utilities and special purchases require a "Voucher for Payment" that must be signed by the Fiscal Assistant, Comptroller and approved by the Director. The voucher should include the vendor, description of the purpose of disbursement, the account codes to which the expenditure will be applied. Approval for expenditure by the Comptroller must be indicated on the check request voucher.
6. "Optional" After inputting all the check requests, the Fiscal Assistant will prepare a master list of all checks to be paid for approval by the Director or Comptroller. If there are any questions or concerns about the amounts, the Fiscal Assistant should provide necessary information prior to running any disbursements. If there are any items removed from the batch, the totals should be corrected, initialed and dated by the Director or Comptroller.
7. Once the authorization for payment has been received, the Fiscal Assistant should print the checks from the computer system. The checks should be attached to the invoice, and other supporting documentation, being paid and submitted for signatures. A check register should be run and filed together with the disbursement transmittal form.
8. The check run is logged in the check journal and reviewed by the Comptroller.
9. After the checks have been signed and reviewed, the Fiscal Assistant will double check the work, cancel the invoice by stamping "PAID" on it in red ink, and pass the checks on to the Receptionist/Secretary Specialist for mailing. In the event that the Receptionist/Secretary Specialist is out, the Executive Assistant will assume these duties.
10. All checks will be mailed as soon as this process is completed.
11. Supporting documentation will be filed by the Fiscal Assistant in appropriate cash disbursement files in check number order.
12. The Fiscal Assistant will utilize the cash disbursement files to respond to any discrepancies which arise with vendors or other payees.

Annual Budgeting Procedure

I. PURPOSE

This document details the timelines and procedures necessary for creating the annual budget of the Florida Keys Mosquito Control District.

II. OVERVIEW

At the completion of the annual process, the final budget is certified by the State of Florida. This certification is required in order for the District to collect taxes in the upcoming fiscal year. Thus, timing and accuracy are of the utmost importance to ensure that the District can continue operating.

III. PROCEDURE

The procedures are laid out in chronological order. Deadlines are highlighted with a light gray background.

A. April

1. Send an Excel spreadsheet to each manager by April 20th. Each spreadsheet contains budgeted categories sorted by account number along with a blank space for the managers to fill in their desired purchases for the year.
2. Make copies of prior year's spreadsheets available to the managers if they are requested.

B. May

1. Managers submit all requested expenditures by end of day, the third Friday of May.
2. The Finance Department aggregates all budget requests before the end of the May.
3. As needed, the Finance Department follows up with managers for clarifications.
4. Director of Operations supplies an initial estimate of chemical usage for the upcoming year before the end of the month.

C. June

1. Finance Director gathers additional inputs for the budgeting process. These inputs include any items that were not submitted by managers. Examples include fuel pricing, estimated legal expenses, and non-ad valorem revenue sources.
2. Initial budget is aggregated by June 10th.
3. Preliminary budget and "ballpark" of any millage increase or decrease is presented at the First Budget Workshop, which is held on the day of the monthly board meeting.
4. The dates for the two September Budget Hearings will be finalized during the Budget Workshop. Dates for the Preliminary Budget Hearing and Final Budget Hearing must be scheduled so that they do not conflict with budget hearings of Monroe County or the Monroe County School Board.

5. The eTRIM process commences after the First Budget Workshop. The eTRIM process is the online program that produces the forms necessary to be in compliance for assessing taxes. The District and the Tax Assessor

work in tandem to reach various deadlines throughout the eTRIM process. Each party has to wait on the other to reach milestones before moving forward; communication on milestone achievements is via email.

D. July

1. A meeting of the Executive Director, Director of Operations, Finance Director, and Purchasing Agent will be held before July 10th. A review and assessment of each line item in the budget will be conducted at the meeting. Cost estimates will be reduced or increased as needed.
2. A line item, estimated budget is due to the Florida Department of Agriculture and Consumer Services (FDACs) by July 15th. This report may be submitted electronically.
3. The second Budget Workshop will be held before the July Board Meeting. The Board will decide on the Maximum Millage Rate at the regular board meeting.
4. The Maximum Millage Rate will be submitted to Monroe County via the eTRIM website before July 24th.

E. August

1. The final inputs for the budget should be received in early August. The health care renewal and corresponding increase should be in place by this date. Similarly, the budgeted increase in insurance premiums will be known and included in the budget.
2. The final Budget Workshop will precede the August Board Meeting.

F. September

1. The First Budget Hearing will most likely include the final budgeted numbers. There is an opportunity to change numbers before the Final Budget Hearing, but that would be a rare occurrence.
2. Advertising requirements for the Final Budget Hearing are very stringent. There are different methods for advertising for a tax increase versus advertising at rollback or for a tax decrease. The directions in the TRIM Compliance Workbook, which is issued by the State of Florida must be followed exactly.
3. Drafts of three resolutions must be prepared in advance of the Final Budget Hearing. The first resolution will adopt the millage rate, the second resolution will adopt the budget, and the third resolution will commit fund balances for the coming fiscal year.
3. Before the Final Budget Hearing, a script detailing the order of required items and talking points of the final hearing must be made available to the Chairman. This will allow for the resolutions to be passed in the correct order.
4. After the millage rate and final budget are adopted at the Final Budget Hearing, the required eTRIM updates should be completed as quickly as possible. The Tax Assessor will confirm that the eTRIM process is complete shortly thereafter.
5. Within 30 days of the Final Budget Hearing, a final budget package must be mailed to the State of Florida. The requirements of this package are detailed in the TRIM Compliance Workbook. Form DR-487 must accompany the final budget package, and it is prudent to include copies of Forms DR-420, DR-420MM, DR-487V, and DR422. The State of Florida says that these are necessary for eTRIM users, but they usually email requesting these forms anyway.

Purchasing Policy

Amended January 28, 2020, the Purchasing Policies for the FKMCD are as follows:

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.

Purchasing categories, threshold amounts per Florida Statutes 287.017 on January 28, 2020:

CATEGORY ONE: \$20,000
CATEGORY TWO: \$35,000
CATEGORY THREE: \$65,000
CATEGORY FOUR: \$195,000
CATEGORY FIVE: \$325,000

B. The Executive Director's purchasing authority is defined by the revised Purchasing Policies and Procedures as adopted 1/28/2020.

1. The Executive Director or designee may authorize the purchase of goods and services not exceeding Category 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 \$34,999.99 as defined in Category 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 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 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 underwritten 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 Two, the circumstances must be documented in detail and the Board of Commissioners appropriately advised and formally declare an emergency in an agenda item, to ratify the purchase.
- 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 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) (F) 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 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 Two threshold.

- (a) All chemical products purchased in excess of Category 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 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 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 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. This does not authorize any circumvention of any applicable law, legislation or policy described herein.

1. 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. Vendors must also provide proof of enrollment in e-verify.

II. PURCHASES UP TO \$7,500.00

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

D. 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.

- E. 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.
- F. 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 - \$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 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 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 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 \$34,999.99.

IV. PURCHASES - \$35,000.00 OR GREATER

- A. All purchases Category 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 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 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 fully justified 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 Requisition for Purchase Order once 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 Dept.

V. MISCELLANEOUS PURCHASES

- A. Certain purchases fall outside the scope of the Purchase Order 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.

VI. TRAVEL ARRANGEMENTS

All Out of State Travel, as well as, In State Travel, which will cost over \$999.99 (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.

VII. SUMMARIZED BID PROCEDURES Scope:

Open sealed bids by committee a minimum of 10 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: 10:00 AM (preferred, but not required) a minimum of ten (10) 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, and two members of staff 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 memorandum to the FKMCD Board with the committee recommendations.
 6. The Finance Director provides the memorandum 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 memorandum are presented to the FKMCD Board.
- Appropriate discussion regarding bid award & staff recommendation.
- Vote for award of bid and adopt resolution reflecting the reward.

Credit Card Policy

Adopted November 8, 2017, the FKMCD Credit Card Policy is as follows:

I. PURPOSE

To establish criteria for the use of credit cards issued on behalf of the Florida Keys Mosquito Control District for the purpose of conducting District business.

II. OVERVIEW

The use of credit cards has proven to be a cost effective method of obtaining low cost supply and service items for the District. The use of credit cards also makes the District more accountable by providing detailed purchase histories and other important recordkeeping and time saving information. Some travel and training costs may also be handled best through the credit card process. In no way shall the purchase order process be circumvented. Supply purchases should be for non-recurring items valued at less than \$1,000.

III. DEFINITIONS

For the purpose of this policy the following definitions apply:

A.) Card Program Administrator – Is responsible for card issuance and compliance with this policy.

B.) Cardholder- Individual who has been issued a credit card and who is authorized to make purchases in accordance with these procedures.

C.) Single Purchase Limit- A dollar amount limitation of purchasing authority delegated to a Cardholder. This dollar limit may vary from Cardholder to Cardholder.

D.) Vendor - A company from which a Cardholder is purchasing materials and/or equipment or services under the provisions of this procedure.

IV. PROCEDURE

The request for a card will be made to the employee's supervisor who will then forward the request to the Director, justifying the need for the card.

If approved, The Director will notify the Card Program Administrator to process the request for issuance. The employees' credit limit will be established at the time the card is issued.

A. Issuance of Credit Cards

1. The employee must sign documentation verifying agreement to the conditions of use.
2. The Director will determine the purchase authority of the employee and sign the enrollment form indicating approval.
3. Card Program Administrator will review the enrollment form, process issuance of a credit card to the employee, and establish the credit limit.

B. Use of the Credit Card

1. The employee receives a unique card with his/her name on it, ONLY that Cardholder is authorized to use that card. The Cardholder may make transactions on behalf of others in the District as approved by their supervisor. However, the Cardholder is responsible for all use of his/her card.
2. The credit card shall be used to conduct the District's business only. The use of a District credit card to acquire or purchase goods and services for other than official use of the District is fraudulent use and may subject the employee to disciplinary action, up to and including dismissal, as specified in the District's Personnel Manual and/or criminal prosecution.

a. The following restrictions/guidelines will apply:

- i. The total value of a transaction shall not exceed a Cardholder's single purchase limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the single purchase limit.
- ii. All items purchased over-the-counter must be immediately available at the time of credit card use. No backordering of merchandise is allowed.
- iii. Spending limits will be adhered to.

- b. The Cardholder shall remit vendor's receipts and/or records of telephone, Internet, and/or mail orders to the Finance Department for reconciliation of the credit card statement. These **original** sales documents (packing slip, invoice, cash register tape, credit card slips, etc.) must be neatly attached to the monthly statement and forwarded to the Finance Department for processing.

Copies of receipts may be attached; however, note the reason original receipts are not attached. More than two reminders of this routine will be grounds for revoking the employee's credit card privileges.

C. Unauthorized Credit Card Use

The credit card SHALL NOT BE USED for the following:

- ☒ Alcoholic Beverages
- ☒ Annual Contract Maintenance

- ☐ Gasoline, except for an emergency or when traveling
- ☐ Cash Advances
- ☐ Entertainment, such as tickets to events or meals while traveling
- ☐ Inventory Items, other than by a Buyer
- ☐ Personal and/or Non-Business Purchases
- ☐ Prescription Drugs or Controlled Substances
- ☐ Recurring items such as monthly rent, water charges, cable TV, propane charges, cable television etc.
- ☐ Services [especially when a liability or insurance issue is concerned]
- ☐ Temporary Employment Services
- ☐ Travel – meals and incidentals are restricted, however, gasoline, auto rental, hotel and airfare are permitted

Any exceptions must be approved in writing (email will suffice) by the Executive Director.

A Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The Cardholder will also be subject to disciplinary action.

D. Making a Purchase

It is the District's policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a credit card purchase the Cardholder will check as many sources of supply as reasonable to the situation to assure best price and delivery. Where possible, the Finance Department will establish pricing agreements and identify the preferred suppliers.

E. Cardholder Record Keeping

1. Whenever a credit card purchase is made, either over-the-counter or by other means, documentation shall be obtained as proof of purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.

2. When the purchase is made over-the-counter, the Cardholder shall retain the invoice and "customer copy" of the charge receipt. The Cardholder is responsible for checking that the vendor lists the quantity, fully describes the item(s), and does not include sales tax, prior to the Cardholder signing the slip.

3. When the purchase is made on the Internet, the Cardholder shall print a copy of the receipt and order confirmation before exiting the site.

4. When a purchase is made over the telephone, the Cardholder shall have the vendor fax or email them a copy of the receipt.

5. When the purchase is made by mail, the Cardholder shall retain all confirmations and shipping documentation.

6. When an item is returned, the vendor shall issue the Cardholder a credit, which should appear on a subsequent statement. *Under no circumstances should the Cardholder accept cash in lieu of a credit to the credit card account. Acceptance of cash will result in disciplinary action.*

NOTE: During the month of September, purchases will be restricted to facilitate the Fiscal Year end closing. It is imperative that careful planning is done to ensure that appropriate levels of supplies are on hand to last until the beginning of the new Fiscal Year.

F. Payment of Credit Card Purchases

Each Cardholder's statement will be paid directly by the District. All backup items associated with credit card purchases will be provided by the cardholder but maintained by the Finance Department.

G. Cardholder Security

1. It is the Cardholder's responsibility to safeguard the credit card and account number to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust will result in that Cardholder having his/her card withdrawn and disciplinary action.
2. If the card is lost or stolen the Cardholder shall immediately notify the credit card company, representatives are available 24 hours a day. Advise the representative that the call is regarding a credit card. The Supervisor and Comptroller will also be notified and the Lost/Stolen Card Notification form filled out.
3. A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be destroyed.
4. An employee may have two cards replaced due to loss or theft, after that they may have their credit card privileges revoked. If an employee is found guilty of theft due to negligence in case of security, replacement cards will not be issued.

H. CARDHOLDER EMPLOYMENT SEPARATION

Prior to separation from the Florida Keys Mosquito Control District, the Cardholder shall surrender the credit card and current credit card proofs of purchase to the Finance Department and forward the card to the Card Program Administrator to be cancelled and destroyed.

In order to protect public funds, the District will pursue any outstanding debts using all civil and criminal avenues available.

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
PURCHASING CARD AGREEMENT/APPLICATION**

Cardholder Name: _____ Department Name: _____

Physical Address: _____

I have read the FKMCD purchasing card procedures, understand the responsibilities associated with being a purchasing cardholder, and agree to abide by the procedures set forth. I acknowledge the use of this card for any purpose other than FKMCD approved business is prohibited and will be grounds for disciplinary action, up to and including termination.

I agree to surrender the purchasing card immediately upon retirement, termination, or upon request of an authorized representative of the FKMCD. I understand the use of the purchasing card after privileges have been withdrawn is prohibited.

If the card is lost or stolen I will immediately notify the credit card provider, and the Finance Department. I understand failure to promptly (within 24 hours) notify credit card provider of the stolen or lost credit card could result in me being held responsible for any fraudulent use of the card.

Cardholder's Signature: _____ Date: _____

Phone Number: _____ Social Security Number: _____

Mother's Maiden Name: _____ Date of Birth: _____

Capitalization Policy

Adopted November 15, 2017, all capital items which have a cost greater than \$1,000.00 and an expected useful life greater than one year will be capitalized and depreciated. This amount is determined by Florida Statute 274 and rules of the Auditor General.

The depreciation period for each asset will be determined by the type of asset. General equipment and vehicles will be depreciated over a 5-year useful life. Aircraft will be depreciated over a 10-year useful life. A 40-year useful life will be used for depreciating buildings.

A permanent property database is to be maintained by the Finance Director for all fixed assets purchased by FKMCD.

**BOARD OF COMMISSIONERS OF THE
FLORIDA KEYS MOSQUITO
CONTROL DISTRICT
AUDIT COMMITTEE CHARTER**

Effective Date: July 24, 2006
Revision Dates: February 21, 2017
December 15, 2017
October 18, 2022

Purpose

The Audit Committee is a committee of the Board of Commissioners assigned with the responsibility of assisting the Board in fulfilling its oversight responsibilities for the financial reporting process, the systems of internal control which management and the Board have established, the audit process, and the Florida Keys Mosquito Control District's process of monitoring compliance with the laws and regulations. It is therefore the responsibility of the Audit Committee to provide an open avenue of communication between the Board of Commissioners, management, and the independent external auditors. It is also the responsibility of the Audit Committee to provide a forum separate from management in which auditors and other interested parties can express concerns.

Organization

- The Board representatives for the Audit Committee shall elect the chairperson at the January Audit Committee meeting and any other non-voting advisory members.
- The Audit Committee shall consist of the entire Board of Commissioners. The Executive Director and Finance Director are non-voting members of the committee. The committee can appoint non-voting advisory members at any time.
- The Board shall endeavor to ensure that at least one member of the Committee is deemed to be a recognized financial expert in the government sector, meaning that he or she possesses:
 1. an understanding of generally accepted accounting principles and financial statements;
 2. experience in preparing or auditing financial statements of comparing entities;
 3. experience in applying such principles in connection with the accounting for estimates, accruals, and reserves;
 4. experience with internal accounting controls; and
an understanding of audit committee functions.
- If none of the Board of Commissioners possess the skills of a recognized financial expert in the government sector, as described directly above, then the Board shall consider appointing an individual with the prescribed requirements to serve on the Committee in an advisory capacity.
- The Audit Committee shall meet regularly at such time and place, as the Committee shall determine.
- The Chair shall, in consultation with other Committee members, set the agenda for, and preside at, meetings of the Committee.
- The Audit Committee meetings shall be in accordance with Florida Statute, Chapter 286.011, i.e., Sunshine Laws.

Authority

In meeting its responsibilities, the Audit Committee shall:

- Recommend to the Board the initiation of investigations into any matters within its scope of responsibilities with unrestricted access to members of management, and relevant information.
- May obtain the services of general counsel, and the external auditors to assist in the conduct of any investigation.
- Report Committee actions to the Board of Commissioners with recommendations, as the Committee may deem appropriate.
- The Committee shall review with the independent auditor any management letter provided by the independent auditor and management's response to that letter.
- The Committee shall review with the independent auditor audit problems or difficulties encountered by the independent auditor in the course of its annual audit work, and management's response.
- Each September, the Committee shall conduct an annual evaluation of its performance and shall report the results of such review to the Board. In connection with the annual review, the Committee shall also recommend to the Board any modifications to this Charter that the Committee deems necessary or appropriate.

Responsibilities

The Audit Committee will carry out the following responsibilities:

Financial Reporting

- Review with management and the independent external auditors all significant accounting and reporting issues, including unusual transactions and highly judgmental areas.
- Review with management and the independent external auditors all recent professional and regulatory pronouncements and how they impact the financial statements.
- Review with management and the independent external auditors at the completion of the annual audit:
 - The District's annual financial statements and related disclosures, and consider whether they are complete, consistent with information known to the Committee, and reflect appropriate generally accepted accounting principles.
 - The independent external auditor's audit of the financial statements and their report.
 - Any significant changes required in the independent auditor's audit plan.
 - Any difficulties or disputes with management encountered during the audit.
 - Other matters related to conduct, which should be communicated to the Committee under generally accepted auditing standards.

Internal Controls and Risk Assessment

- Review and evaluate the effectiveness of the District's process for assessing significant risks or exposures and the steps management has taken to monitor and control such risks.
- Consider and review with management the independent external audit function:

- The effectiveness of, or weakness in, the District's internal controls, including the status and adequacy of information systems security and control.
- Any related significant findings and recommendations of the independent external auditors together with management's responses including the timetable for implementation of recommendations to correct weaknesses in the internal controls.

External Audit

- Review the scope and approach of the annual audit with independent external auditors as detailed in the engagement letter.
- Consider and review with the independent external auditor:
 - Significant findings and management's responses including timetable for implementation to correct weaknesses.
 - Any difficulties encountered in the course of the audit such as restrictions on audit scope or access to information.
 - Any changes required in the planned scope of the audit plan.

Budget and Operations Review

- Monitor the budget process and recommend any improvements thereto.
- Review operations for the best practices after consideration of input from employees, management, and other concerned persons.

Compliance with Laws and Regulations

- Ascertain whether the District has an effective process for determining risks and exposure from asserted and unasserted litigation and claims from noncompliance with laws and regulations.
- Review with general counsel and external auditor any legal or regulatory matters that may have a material impact on the District's operations and the financial statements.
- Review the findings of any examinations by regulatory agencies, and auditor observations.

Reporting

- Regularly report to the Board of Commissioners about Committee activities, issues and related recommendations.
- Provide an open avenue of communication between the Board of Commissioners, management and the independent external auditors.

Other

- Perform other activities related to this charter as requested by the Board of Commissioners.
- Institute and oversee special investigations as needed.
- Review and assess the adequacy of the Committee Charter on an annual basis.

Resolution Numbering

Adopted January 5, 2012, internal policy states that the format for Resolution numbering is the calendar year number followed by -01, -02, -03,...

District Document Revisions and Pagination

Adopted January 1, 2012, this policy, see below, states that documents produced by the District that do not have a date as part of the document shall include revision dates and page numbers.



Memo

Date: 5 January 2012

To: All FKMCD staff

From: Michael S. Doyle, Exec. Director

CC: FKMCD Board of Commissioners

Subject: Internal Policy Change- DISTRICT DOCUMENT REVISIONS AND PAGINATION

Current Policy: None.

New Policy: All documents produced by FKMCD staff, which do not include a date as part of the document (e.g., memos, dated letters, etc.), should include the following:

1. A revision date and initials of the person who completed the revision – 3 initials e.g., "Revised 1/3/2012 msd"
2. A page #, if the document has more than one page

Also, please insert the path and file name (e.g., "M:\Product Trials\Barrier Spraying\bg_traps.docx") whenever possible.

Date Effective: January 1, 2012. Existing documents will be updated as they are opened in the normal course of business in coming months/years.

Background/Rationale: This policy has been implemented to reduce confusion caused by multiple versions of the same document currently in use by employees. This change should also improve communication in the public forum, such as Commission Meetings.

Vehicle Replacement Policy

Adopted August, 23, 2010, the objective of the vehicle policy is the replacement of vehicles to maintain a dependable fleet of vehicles on a systematic basis allowing for a total fleet replacement on an as needed basis.

Scope:

The Florida Keys Mosquito Control District's Vehicle Policy applies to all vehicles used for surveillance, larviciding and ULV use. This policy does not address administrative vehicles or any other special use vehicles.

Yearly Procurement:

It is the purpose of this policy to allow for the procurement of vehicles as needed on a yearly basis. The number of vehicles purchased per year will be in accordance with the number of vehicles sidelined or retired by the District's Fleet Mechanics at the time the detailed work plan is set. All funding for the vehicles will have to be approved by FKMCD Board of Commissioners on an annual basis to conform with this policy.

Vehicle Retirement:

All fleet vehicles will be rotated out of service on an as needed basis as determined by the District Fleet Mechanics. Visual safety inspections will be conducted on all vehicles on a 3,000 mile basis (during routine oil changes) to determine the mechanical safety of said vehicle. Any vehicle reaching 70,000 miles will subsequently be given a safety inspection every 3,000 miles.

Vehicle Take Home Policy

Resolution 2011-01 adopted January 21, 2011, The Vehicle Take Home Policy, states who is allowed to take District vehicles home, as well as responsibilities and criteria. It does not apply to spray trucks.

I. APPLICABILITY AND PURPOSE

The purpose, spirit and intent of this policy is to state the responsibilities and accountability of the District and each District employee regarding District take-home vehicles, and their usage, operations, maintenance, refueling, and the coordination of these activities. This policy applies to all District take-home vehicles. This policy supports reduced costs, better management of District resources, reduced claims and liabilities and designation of areas of responsibility and accountability.

II. VEHICLE IDENTIFICATION

All District take-home vehicles covered by this policy are required to have an official identifying decal and must be identified as belonging to the Florida Keys Mosquito Control District.

III. SECURITY

All District take-home vehicles must be locked when not in use and all equipment and valuables within the vehicle (whether District or personal) placed in a location where it is out of sight of passersby. Missing vehicles and equipment should be reported immediately to the Police or Sheriff Department. Please be advised that personal property is not insured for loss or damage by the District.

IV. DISTRICT RESPONSIBILITIES

- A.** This FKMCD Take-Home Vehicle Policy must be issued to each employee with take-home vehicle privileges and their receipt recorded.
- B.** Employees with authorization for take-home vehicle assignment must sign a document acknowledging receipt and understanding of this policy. This receipt document is to be kept in the employee's personnel folder. Copies of this policy shall be kept in all District vehicles and distributed to all employees who operate District take-home vehicles as required by law. Copies of the District's insurance letter shall be kept in the vehicle at all times.
- C.** Establish and Maintain a Take-Home Vehicle Assignment Database.

V. TAKE-HOME ASSIGNMENT CRITERIA

The following are the fundamental take home vehicle assignment criteria as determined by the FKMCD. These are the minimum requirements that must be applied to all take-home assignments.

Take-home vehicles will only be assigned to full-time District employees who:

- A.** Have reviewed all District Policies and acknowledged receipt of same;
- B.** Refrain from the use of alcohol or controlled substances, with an exception for prescription medications, while in possession of the District vehicle;
- C.** Refrain from allowing any individual other than the assigned employee from driving the District vehicles;
- D.** Refrain from driving out of County except with the express permission of the Director.

Any exception to this Policy must receive Board of Commissioners approval on at least an annual basis. The Board of Commissioners consider all assignments of take-home vehicle to be temporary and as such subject to review and revocation at any time by the Board of Commissioners.

VI. TAKE-HOME VEHICLE USE

Take-home vehicles are to be used for the conduct of District business. In addition, employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations, and during those times when they could be recalled to work as determined by their appointing authority. District vehicles, as a general rule, should not be used to perform personal business. However, in some instances, take-home cars may be used to perform minor, personal errands so long as the errands are conducted to and from work, and are brief in nature, and do not detract from the employee's activities as a public servant. Any abuse of the discretion of Director vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up and including termination.

- VII.** Other than to the Director and Deputy Director, no District vehicle shall be permanently or regularly assigned to any employee to take home unless:
- A.** That employee has no regular duty station or
 - B.** That employee regularly must drive from their home or to a place other than their duty station prior to reporting to their duty station.

The District may maintain vehicles at each facility which may be signed out to employees on an ad hoc basis for District-related business during the work day.

For purpose of this section, 'permanently' shall mean for more than two weeks.

The Director and Deputy Director may grant exceptions to this policy on an as-needed basis, subject to Board approval at the next Board meeting. This policy shall not apply to spray trucks

RESOLUTION NO. 2011- 01

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT PROVIDING FOR INCORPORATION OF RECITALS, PROVIDING FOR A TAKE HOME VEHICLE POLICY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 388, F.S., the board of commissioners of the Florida Keys Mosquito Control District ("District") may do any and all things necessary for the control and elimination of all species of mosquitoes and other arthropods of public health importance;

WHEREAS, pursuant to Chapter 388, F.S., the board of commissioners shall adopt such rules not inconsistent with the provisions of this chapter or with other legislation which in its judgment may be necessary for the proper enforcement of this chapter provided such rules are approved by the department;

WHEREAS, it is deemed in the interest of the public that additional measures be adopted to state the responsibilities and accountability of the District and each District employee regarding District take-home vehicles, and their usage, operations, maintenance, refueling, and the coordination of these activities;

WHEREAS, this policy applies to all District take-home vehicles and supports reduced costs, better management of District resources, reduced claims and liabilities and designation of areas of responsibility and accountability.

THEREFORE, BE IT RESOLVED BY THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA AS FOLLOWS:

Section 1: Incorporation of Recitals. The above recitals are true and correct and incorporated into this resolution by reference.

Section 2: Take Home Vehicle Policy. The provisions of the Take Home Vehicle Policy, attached as Exhibit A, shall be incorporated as if fully set forth herein.

Section 3. Effective Date. This resolution shall take effect on the date passed and adopted as reflect below.

Unanimously PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board O . . . held on the .:2/ti:day of January 2011.

Joan Lord-Papy, District 1 [Signature] _____
Richard F. Rudell, District 2 [Signature] _____
Stephen K. Smith, District 3 [Signature] _____
William J. Shaw, District 4 [Signature] _____
Jack Bridges, District 5 [Signature] _____

FLORIDA KEYS MOSQUITO CONTROL DISTRICT BOARD OF COMMJSSIONERS

[Signature]

Chair

ATTEST: Mary Ann Victores

Approved as to form: Signature on File

Board Attorney

Property Disposition Policy

Adopted November 16, 2017, fixed assets of the District must be disposed of in accordance with the rules established in Florida Statutes sections 388.323 and 274.06. Assets are available for disposition after they are considered obsolete, uneconomic, inefficient, or no longer serving a useful function.

District employees will make their supervisors aware of assets ready for disposition during the course of District operations. Supervisors will immediately forward information on these assets to the Finance Department. Additionally, the Purchasing Agent will check for disposable assets within each department at least two times annually.

Florida Statutes section 388.323: Disposal of surplus property.—Surplus property shall be disposed of according to the provisions set forth in s. 274.05 with the following exceptions:

- (1) Serviceable equipment no longer needed by a county or district shall first be offered to any or all other counties or districts engaged in arthropod control at a price established by the board of commissioners owning the equipment.
- (2) The alternative procedure for disposal of surplus property, as prescribed in s. 274.06, shall be followed if it is determined that no other county or district engaged in arthropod control has need for the equipment.
- (3) All proceeds from the sale of any real or tangible personal property owned by the county or district shall be deposited in the county's or district's state fund account unless otherwise specifically designated by the department.

Florida Statutes section 274.06: Alternative procedure.—Having consideration for the best interests of the county or district, a governmental unit's property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function, which property is not otherwise lawfully disposed of, may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in s.1.01, or if the property is without commercial value it may be donated, destroyed, or abandoned. The determination of property to be disposed of by a governmental unit pursuant to this section instead of pursuant to other provisions of law shall be at the election of such governmental unit in the reasonable exercise of its discretion. Property, the value of which the governmental unit estimates to be under \$5,000, may be disposed of in the most efficient and cost-effective means as determined by the governmental unit. Any sale of property the value of which the governmental unit estimates to be \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week⁸

nor more than 2 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit, and in additional newspapers if in the judgment of the governmental unit the best interests of the county or district will better be served by the additional notices; provided that nothing herein contained shall be construed to require the sheriff of a county to advertise the sale of miscellaneous contraband of an estimated value of less than \$5,000.

In no circumstance may employees dispose of assets without approval from the Finance Department. All assets are tracked by this department and it is imperative that each asset is accounted for at all times.

Anti-Nepotism Policy

Amended March 16, 2021, The Florida Keys Mosquito Control Board of Commissioners adopted a policy on Anti-Nepotism.

Anti-Nepotism Policy

It is the policy of the District that persons considered for employment or promotion shall be evaluated on the basis of individual merit including training, experience and qualifications without reference to considerations of race, sex, gender identity, or expression, familial status, color, age, genetic information, pregnancy, sexual orientation, religion, disability, marital status, national origin, or any other factors not involving person, professional qualifications and performance. The following anti-nepotism policy is designed to promote this goal.

The purpose of this policy is to:

1. Avoid the possibility of favoritism based upon family or personal relationships;
2. Avoid intense emotions which would interfere with a worker's job performance, if the employee's immediate family member is also his/her co-worker;
3. Avoid close family members from taking sides in disputes between one family member and another worker(s), thus compromising a fair grievance procedure.

It is the policy of the District that immediate family members and other relationships not involving immediate family may be employed with the District at the sole discretion of Executive Director but may not maintain a supervisory/employee relationship within the same reporting structure.

Harassment Policy

Amended March 16, 2021, The Florida Keys Mosquito Control Board of Commissioners updated the policy on workplace harassment.

Section 9: Sexual and Other Unlawful Harassment Policy

The District is committed to maintaining a work environment free of sexual harassment. The District is also committed to maintaining a work environment free of harassment based on race,

color religion, national origin, age, marital status, sexual orientation, disability, ancestry, gender identity or expression, familial status, genetic information or other protected status. The District will not tolerate the sexual or other unlawful harassment of any employee(s), by a manager(s), supervisor(s), co-worker(s), vendor(s), or anyone else. All personnel are responsible for maintaining a workplace that is free of sexual and other unlawful harassment and intimidation.

Definitions and Examples

Unwelcome sexual advances, request for sexual favors and any other physical, verbal or visual conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment or continued employment; or
2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting an employee, such as promotion, demotion or evaluation; or
3. The conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but not limited to:

1. Unwelcome sexual propositions;
2. Sexual innuendo;
3. Sexually suggestive remarks;
4. Vulgar or sexually explicit comments, gestures, or conduct;
5. Sexually oriented kidding, teasing or practical jokes;
6. Physical contact such as brushing against another's body, pinching, or petting/patting;
7. The publication of documents (including pictures and text) in the workplace that contain any material that is of a sexual nature;
8. Using District property to access any other resources that contains material that is of sexual nature; and
9. Broadcasting any material of a sexual nature.

Sexual harassment may occur when the intended target of the conduct is not offended, but others reasonably find the conduct to be intimidating, hostile, or abusive.

Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, national origin, age, marital status, sexual orientation, disability, ancestry, sex, gender identity or expression, familial status, genetic information, or other protected status when it:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or creating an intimidating, hostile or offensive environment.
3. Otherwise adversely affects an individual's employment opportunities.

Unlawful harassment includes, but is not limited to the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, marital status, sexual orientation, ancestry, sex, gender identity or expression, familial status disability, genetic information, or other protected status; and
2. Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, gender, national origin, age marital status, sexual orientation, disability, genetic information, ancestry, sex, gender identity or expression, familial status or other protected status and that is placed on walls, bulletin boards, or elsewhere on District premises, or circulated in the workplace. This also includes acts that purports to, or are meant to be, “Jokes” or “Pranks,” but that are hostile or demeaning, such as hate mail, threats, defaced photographs, or other such conduct.

Employee Responsibility

The District is committed to promptly and thoroughly investigating all complaints of sexual and other unlawful harassment. All personnel are responsible for making management aware of any reports that sexual or other unlawful harassment or intimidation is occurring in the workplace. If any person receives a report that sexual or other unlawful harassment in the workplace is occurring, they have an affirmative obligation to report such a complaint to their supervisor, the Director of Human Resources, or the Executive Director. No employee will be expected to report harassment to an individual who they believe may be responsible for the alleged conduct. If after an investigation is conducted, it is determined that sexual or other unlawful harassment has occurred or it is determined that any employee(s) failed to fulfill their affirmative obligation to report such a complaint, such a failure may be grounds for discipline, up to and including termination.

Supervisors' Responsibility

In addition to the aforementioned responsibility, supervisors are also responsible for taking the following steps to prevent sexual and other unlawful harassment:

1. Assure that all subordinates and new hires have received a copy of the District's personnel manual containing the District's sexual and other unlawful harassment policy and have signed the acknowledgment that they have received and read the policy.
2. Discuss the policy with employees and assure that all of them are aware that they are to work in an environment free of harassment.
3. All employees are required to pass an online sexual harassment course within the first 30 days of employment, which is recorded in the employee's personnel file.
4. Assure employees that they should not tolerate denigrating or hostile treatment that is of a sexual nature or based on a protected category above.
5. Inform all employees of the harassment complaint process, including employees' right to by-pass an offending member.
6. Immediately report any complaints, observations or concerns of unlawful harassment. When receiving a complaint of harassment, supervisors should instruct the complaining employee that anything they say might be reported to the investigating officials. If an

employee refuses to discuss unless it is kept confidential, the supervisor should not guarantee such confidentiality. If employee refuses to discuss it further, the supervisor must report it to the Executive Director.

Failure to follow or implement any of the foregoing may be grounds for discipline up to and including termination.

Complaint and Investigation Procedure

1. Initial Complaint

Any employee who believes he/she has been the subject of sexual or other unlawful harassment should report the alleged act immediately to any supervisor, the Director of Human Resources or the Executive Director. Employees are not expected to report harassment to the person they believe is harassing them.

Anonymous complaints of harassment will be taken seriously.

2. Confidentiality and Timeliness

All complaints will be handled in a timely and confidential manner. Anyone involved in a complaint will be instructed not to discuss the subject outside the investigation. Personnel violating confidentiality are subject to immediate discipline. Communications will be made to others only on a "need to know" basis. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of unlawful harassment, and to protect the reputation of any employee wrongfully charged with sexual or other unlawful harassment. The District will endeavor to complete all investigations within thirty (30) days.

3. Nature of Investigation

Investigations of a complaint will normally include conferring with parties involved and any named or apparent witnesses. All persons who participate in such an investigation shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or participating in an investigation.

4. Conclusion of Investigation

If, after a thorough investigation, it is determined that sexual or other harassment has occurred, immediate and appropriate disciplinary action up to and including termination will be taken. Follow-up steps will be taken to ensure that the harassment has stopped or as otherwise appropriate.

5. Retaliation Prohibited

Any employee who reports sexual or other unlawful harassment shall be protected from retaliation of any kind on the basis of their report.

Record Retention

The Florida Department of State publishes a General Records Schedule, GS1-SL, which is used to assist in assigning minimum retention periods for our administrative, financial, legal and historic records. Records will be dispositioned according to the Records Retention Schedule. This is reported annually to the Florida Department of State's State Library and Archives of Florida. The District is required to have a Records Management Liaison Officer ("RMLO") who maintains the documentation for records scheduled to be destroyed, in compliance with the schedule. The current RMLO is Deanna Darias.

Public Records Requests and Fees

Public records requests are handled in accordance with the Florida Department of State's Policies and Procedures. It is the District's policy to ensure that public records in the District's custody are maintained and managed as required by the Florida Public Records Law. These current version of these policies can be found online at www.leg.state.fl.us/Statutes.

Research Policy

Florida Keys Mosquito Control District (FKMCD) is a professional service organization; applied research benefits FKMCD's operational program and enhances the District's reputation.

It is the policy of the FKMCD that each employee is expected to maintain high ethical standards in conducting and reporting his/her scientific research. This applies to projects conducted here at FKMCD as well as those done in cooperation with outside scientists. FKMCD does not allow any misconduct in its research programs, such as falsification, selective reporting or the omission of conflicting data. It is the duty of the employees to respond in a fitting manner to resolve issues arising from alleged misconduct.

All research projects and grant applications must relate directly or indirectly to FKMCD's mission and goals, and to one of its current programs. All research contracts with grant fund organizations or agencies that involve labor, equipment, and funds must be approved by the Board of Commissioners. All in-house projects that do not involve contracts must be approved by the Director. The type of research to be conducted is determined by the Director and based on the District's needs and budget.

All research data, notebooks, and related documents are the property of FKMCD. These documents should not be removed from the FKMCD premises without the permission of the Director.

All manuscripts must be approved by the Director and reviewed by two peers in the same field prior to publication. FKMCD agrees to pay the applicant fees for patent, copyright, trademark, and publication costs.

Mosquito Control Agencies and Organizations

For information on current Commissioners, Directors, and Officers, etc., and any additional information, please visit the website as listed with each agency or organization.

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES:

<http://licgweb.doacs.state.fl.us/> and <http://www.freshfromflorida.com/>

Contacts:

Stacy Reese

850-617-7971

Stacey.reese@freshfromflorida.com

Adriene Rogers

850-617-7929

Adriene.rogers@freshfromflorida.com

(DOACS, formerly known as and still usually referred to as DACS)

This is the regulatory agency that administers the state funding for mosquito control and to whom FKMCD reports its chemical usage and files its yearly work plan budget. FKMCD is under the Mosquito Control Section of the Bureau of Entomology and Pest Control.

DACS issues

- ☐ Public Health Pest Control License
- ☐ Certified Mosquito Control Program's Directors
- ☐ Continuing Education Credits (CEU's)

Bureau of Entomology & Pest Control

The Bureau of Entomology & Pest Control's mission is to protect the health and safety of the State's consumers and environment by regulating the mosquito and pest control industries to improve the quality of services provided and reduce the hazards associated with unlicensed pest control activity. The Bureau also administers the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) as it relates to these activities under a cooperative agreement with the U.S. Environmental Protection Agency (EPA).

Mosquito Control Section

The Mosquito Control Section operates under the authority of Chapter 388, Florida Statutes, The Mosquito Control Act. The program administers grants and provides technical assistance, certification and training to mosquito control programs throughout the State. Their website includes a Florida Mosquito Control Directory that lists all the mosquito control programs in the state.

Florida Mosquito Control Association (FMCA):

Website: <http://www.yourfmca.org>

The Florida Mosquito Control Association, Inc. is a non-profit, technical, scientific and educational association of mosquito control, medical, public health and military biologists, entomologists, engineers, commissioners and laymen who are interested in the biology or control of mosquitoes or other arthropods of public health importance. The Florida Anti-Mosquito Association (FAMA) was established at Daytona Beach in 1922 following an epidemic of dengue fever in Miami the previous year. It was the first organized gathering of mosquito workers in the state though efforts to control malaria began in Florida during World War I. This new organization along with the Division of Entomology, Florida State Board of Health through local and state legislative promoted action to create local mosquito control districts. The first mosquito control law passed in Indian River County in 1925 creating the Indian River Mosquito Control District. Over the next ten years, four more MCDs were established. Now there are over 50 mosquito control agencies. In 1990 the organization's name was changed to Florida Mosquito Control Association (FMCA) to better reflect the true efforts of the association. FKMCD is a sustaining member of the FMCA. The activities of FMCA include the following:

Dodd Short Courses – Named for Glen Dodd, former assistant director at Indian River MCD. These training courses are held each year in January in Ocala, under the direction of Kellie Etherson. Instruction includes everything from basic mosquito control practices, to seminars for Commissioners and Directors. Newly-hired personnel are usually sent to the basic course to help them pass the test required for their pesticide applicator's license; refresher and advanced courses are available for personnel who need the CEU's (continuing education units) required to maintain their licenses.

Fall Meeting – This is a major annual meeting of the FMCA, and is usually hosted by a local MC agency, and the meeting sites are rotated throughout the state. This meeting was last held in our district in 1997. Research papers are presented, symposiums held, and there are meetings for Commissioners and Directors. There are also commercial displays for mosquito control products and services. The FMCA Fall Meeting is a great opportunity to learn the latest in mosquito control research and practices, and to exchange ideas with personnel from other districts.

Aerial Fly-In – Held in January, this is a workshop about aerial spraying techniques and equipment.

Publications – FMCA publishes technical bulletins, as well as the newsletter Buzz Words, and Wing Beats for AMCA.

Lobbyist – FMCA retains the legal services of Lewis, Longman and Walker of Tallahassee, and its lobbyist is Chris Lyons of that firm.

AMERICAN MOSQUITO CONTROL ASSOCIATION (AMCA):

Website: <http://www.mosquito.org>

President, Dennis Walette
856.439.9222

The mission of the AMCA is to provide leadership, information, and education leading to the enhancement of health and quality of life through the suppression of mosquitoes and other vector-transmitted diseases, and the reduction of annoyance levels caused by mosquitoes and other vector pests of public health importance. The AMCA, a PESP (Pesticide Environmental Stewardship Program) Partner with EPA, advocates the use of Integrated Pest Management (IPM) in mosquito control. This is accomplished through the extensive use of surveillance, mosquito fish, biological and reduced-risk pesticides, and source reduction in areas where larvae develop.

Annual Meeting – The AMCA’s Annual Meeting is held in the fall and is usually attended by the FKMCD Director.

Washington Days – AMCA members meet with congressmen to discuss issues of importance to mosquito control. This event is usually held in March or April, and has been attended by the FKMCD Director.

Florida Medical Entomology Laboratory:

Website: <http://fmel.ifas.ufl.edu/>

The FMEL is part of the Institute of Food and Agricultural Sciences (IFAS) of the University of Florida. It was founded in 1956 and is located on a beautiful 38-acre site on the Indian River Lagoon just south of Vero Beach. The laboratory’s mission is to conduct research into the biology and control of biting insects and other arthropods which are important transmitters of disease or pest annoyances, giving special attention to the needs of Florida’s mosquito control organizations (districts, counties and municipalities). It is also a center to train students and personnel in the entomological aspects of public health, veterinary science, sanitation, mosquito control, drainage and irrigation design, wetlands management, and other areas requiring knowledge of medical entomology.

Florida Department of Health:

Website: <http://www.doh.state.fl.us/environment/index.html>

The Florida Health Department was created in 1889, as a result of a yellow fever outbreak in Jacksonville, under the direction of Dr. Joseph Y. Porter. In 1969, the State Board of Health was combined with the state's social service agency as the Florida Department of Health and Rehabilitative Services (HRS). HRS was the largest state agency in the U.S. with over 40,000 employees. Following this change, HRS support for entomology, and in particular, research-based programs declined dramatically. The Midge Research Laboratory was closed in 1971. In 1979, the FMEL was transferred to the University of Florida. In 1992 following threat of closure by HRS, PHEREC was transferred to Florida A&M University. At the same time, the Office of Entomology headquarters, Mosquito Control and Pest Control divisions in Jacksonville and the Panama City-based Dog Fly Control programs were transferred to the Florida Department of Agriculture & Consumer Services (FDACS). These changes unfortunately ended a 40-year departmental affiliation of entomology programs with the state's public health agency. All mosquito-related functions of the DOH are now under the Division of Environmental Health, which publishes surveillance information, issues medical alerts, and maintains a laboratory in Tampa.

Research and monitoring initiatives that inform adaptive management decision-making is a fundamental charge of the GTM Research Reserve program. But equally important is an integration with educational and resource management to interpret the results of research and monitoring for coastal decision makers and stakeholders responsible for implementing restoration/conservation planning.

Navy Entomology Center of Excellence (NECE), Jacksonville:

Website: <http://www.med.navy.mil/sites/nmcphc/Pages/Home.aspx>

The Navy Entomology Center of Excellence, Jacksonville, FL (NECE JAX) is an echelon five command under the Navy and Marine Corps Public Health Center, Portsmouth, VA.

NECE JAX focuses on disease risk to military personnel and dependents and design comprehensive integrated pest management programs that reduce the risk of Malaria, Dengue, Lyme Disease, West Nile Virus and other arthropod-borne diseases.

NECE JAX is a center of excellence for pesticide application technology and tests and evaluates new commercial and experimental products for their efficacy and military relevance for use by the Department of Defense. NECE JAX has established collaborations with civilian government agencies.

NECE JAX has an extensive training program that includes pest management training in Public Health Pest Control and Operational Entomology Training (OET)

Item 9b

Legislative Update for Mosquito Control in Florida



by [Chris Lyon](#)

Overview of Florida’s Local Bill Process and How to Navigate it Successfully

For special districts and other entities seeking legislation to address a local need, the state’s process can be a minefield. This guide provides an overview of the cumbersome local bill process and how to navigate it successfully.

What is a Local Bill?

The Florida Constitution recognizes two basic types of laws: general law and special law. Various court decisions over the years have explained the difference between these two types. A general law applies universally through the state, uniformly on specific subjects throughout the state, uniformly within a permissible classification, or relates to a state function or entity. Special laws apply to specific persons, things or within classifications which would be impermissible or illegal for a general law.

Many of Florida’s more than 1,700 special districts were created by the Florida Legislature through a special law. Sometimes known as “special acts” or “charters,” these special laws are the governing documents for a special district, including such things as the boundaries of the district, its specific powers and governing board structure. As times change, special districts often desire to amend their charters to better serve their residents. To accomplish a charter amendment, a special district must seek a local bill, which, if passed by the Legislature and not vetoed by the Governor, becomes a special law.

Creating a Local Bill

The local bill process in Florida is much different from the general bill process. The Rules of the Florida House of Representatives require that before a local bill can be filed as a House bill, it must be heard and approved by the local county legislative delegation at a public hearing in the county. The delegation is comprised of all senators and representatives who represent any portion of the county. Each legislative delegation is permitted to have its own rules governing local bills and the rules vary from county to county, so be sure to check on the applicable local delegation rules. Given the January 11th start to the 2022 Session, delegations have already begun meeting and will continue to meet through the end of the year.

A request for a local bill may be submitted by any person or entity, such as a special district, to the delegation or to a member of the delegation. A local bill requires only a House sponsor unless it affects more than two counties, in which case it will also require a Senate sponsor. House members are limited to filing seven bills each session but local bills do not count towards this limit. It is the responsibility of



the entity seeking a local bill to draft the substance of the bill. The House Bill Drafting Service will review all bill drafts for technical errors and to ensure the bills comply with the Florida Constitution, Florida Statutes and House Rules.

Proposed local bills often die at the delegation level because the requesting entity failed to garner the support of the delegation members. A special district seeking a local bill should reach out to every member of the delegation to discuss the need for the bill and request support for it.

Special Requirements: Advertising the Local Bill

One aspect of the local bill process that demands close attention to detail is the requirement for advertising. A legal advertisement providing notice of the intent to seek legislation must be placed in a newspaper of general circulation in the area at least 30 days prior to introduction of the bill in the House. The advertisement is generally published after the delegation approves a local bill, and should contain a brief description of the legislation. The entity seeking the local bill is generally required to draft the advertisement and pay the cost of publication. The newspaper should provide an affidavit of proof of publication as evidence to the Legislature that such publication occurred. After 30 days have passed since publication of the advertisement, the bill can be filed in the House. All local bills must be approved for filing with the Clerk of the House no later than noon on the first day of regular session.

Any local bill not properly advertised in advance must be conditioned to become effective only upon approval by a majority vote of the affected electors. **By policy, sometimes the House will require the bill be conditioned on a referendum of the affected electors, even though not otherwise legally required. Additionally, a referendum may be required of a local bill if certain subject matter areas are addressed, such as creating or revising ad valorem taxing power.**

Navigating the Committee Process

Once a local bill is filed, it will receive a bill number (i.e. House Bill 111) and its committee references. A local bill must pass favorably through all of its committee references in order for the full House to vote on it. Typically, the first committee reference a local bill receives is the House Local Administration and Veterans Affairs Subcommittee. Prior to the bill being considered by the first committee/subcommittee of reference, the delegation chair must submit a Local Bill Certification Form attesting that the bill was approved by the delegation, among other attestations. An Economic Impact Statement must also be submitted, which describes the projected changes in revenues, costs, funding sources and overall economic effects of the bill. This form must be prepared by a local official, such as a special district's chief executive officer or chief financial officer. The first committee/subcommittee of reference is required to confirm that the required notice was published, a referendum (if required) is included in the bill and the required forms have been filed.

Local bills can be amended during the committee process. Before any substantive amendment can be considered by a committee or by the full House, a Local Bill Amendment Form must be provided by the delegation chair to the first committee/subcommittee of reference. This form describes the nature of the amendment, states whether it is consistent with the published notice, states whether it alters the economic impact of the bill and whether the amendment has been approved by the delegation.



Proceeding to the House

After a local bill has passed favorably through all of its committees of reference it proceeds to the House calendar, where it is available to be considered by the full House. Unless a local bill contains an exception to general law, a constitutional issue or has a pending floor amendment, it is placed on the expedited local bill calendar. Voting on the local bill calendar is accomplished by a single roll call vote after each bill is read by title by the House Clerk. Any House member wishing to vote “no” on a local bill, must file a form with the Clerk. A bill can be removed from the local bill calendar by five House members providing notice during consideration of the bill by raising their hands or delivering written notice to the Rules Chair prior to consideration of the bill. A bill removed from the local bill calendar is placed at the end of that day’s special order calendar.

All local bills passed by the House are sent to the Senate for consideration. The Senate considers the local bill calendar in a single vote but separately considers the bills passed by the House that were not on the local bill calendar (i.e. containing an exception to general law). An important Senate rule to consider here is that any senator from the delegation may object to consideration of a local bill. In this case, the bill is removed from consideration and requires a two-thirds vote of the Senate to waive the rules, effectively killing the bill. Because of this rule, it is vital to make sure that all senators from your delegation support or at least do not oppose your local bill.

When a local bill has passed both the House and Senate, it is sent to the Governor for approval. Assuming the bill is sent to the Governor after session ends, the Governor has 15 days to either sign the bill into law, veto the bill or allow it to become law without the Governor’s signature. The bill takes effect on the date specified in the text of the bill.

Keys to Successfully Advancing a Local Bill

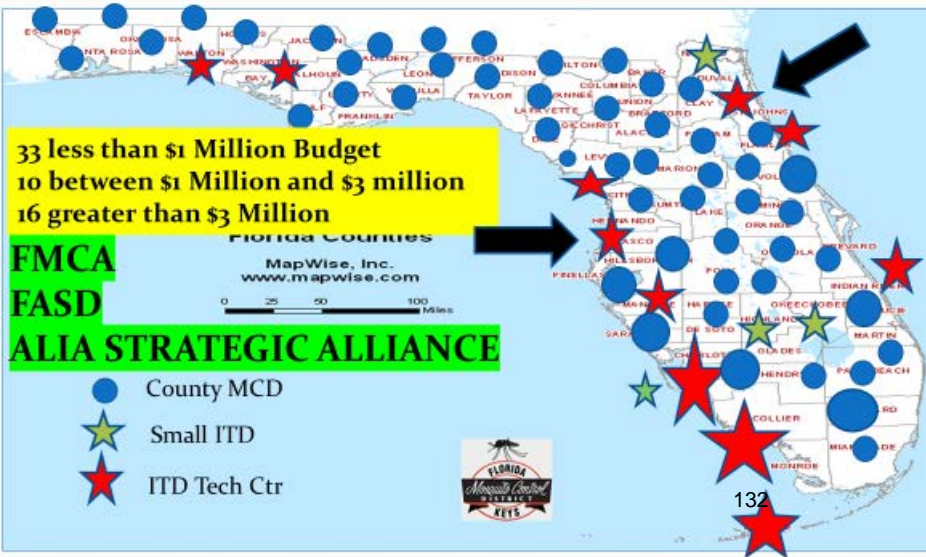
As this overview demonstrates, the local bill process is detailed, nuanced and fraught with danger. At each and every turn in the road, there are opportunities to miss a deadline, fail to properly file a form, or neglect to secure essential support from key individuals.

A wise strategy for special districts, counties and other entities seeking to craft a local bill is to enlist the support of advisors who have extensive experience traveling this long and winding road to local bill passage.

The firm of Lewis, Longman & Walker P.A., has years of experience handling local bills and a proven track record of success. Chris Lyon, a shareholder in the firm, is roundly acknowledged as one of the most knowledgeable experts in Florida on the subjects of special districts and local bills. Over the last 17 years, Mr. Lyon has represented a wide variety of special districts and other local governmental entities across the state, helping them successfully pass numerous local bills.



Florida Mosquito Control 2025



Item 10a

Financial Reports

Budget Analysis

District Finances

Cash

Disbursements

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
MONTHLY BUDGET ANALYSIS
FISCAL YEAR 2024-2025
NOVEMBER 2024**

STATE FUND

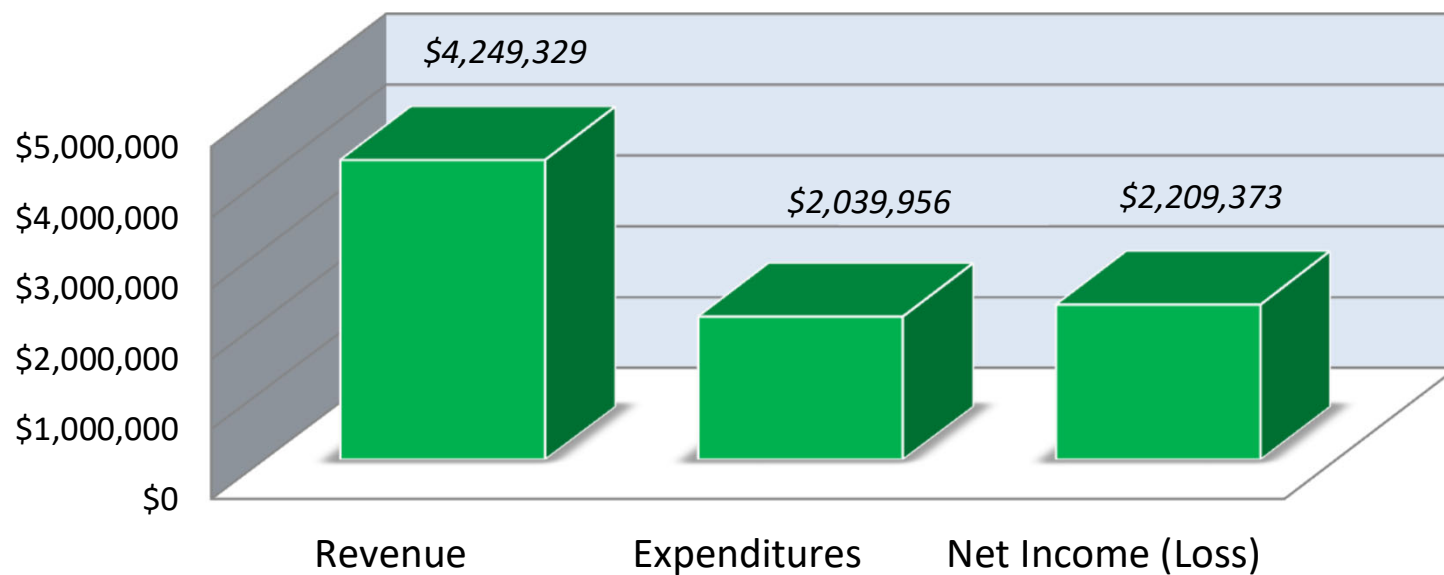
ACCT. NO	ITEM	Annual Budget	Current November Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15						0.00	0.00
20	Personal Service Benefits 21 - 25						0.00	0.00
30	Operating Expense 31 - 34						0.00	0.00
40	Travel and Per Diem 40.1 - 40.3	7,392.00					7,392.00	0.00
41	Communication Services						0.00	0.00
42	Freight Services						0.00	0.00
43	Utility Services						0.00	0.00
44	Rentals and Leases						0.00	0.00
45	Insurance						0.00	0.00
46	Repair and Maintenance Service 46.1 - 46.6						0.00	0.00
47	Printing/Binding						0.00	0.00
48	Promotional Activities						0.00	0.00
49	Other Current Charges and Obligations						0.00	0.00
51	Office Supplies/Materials						0.00	0.00
52.1	Gas/Oil/Lube						0.00	0.00
52.2	Chemical/Solvents/Additives	901,139.81			118,656.00		782,483.81	118,656.00
52.3	Clothing and Wearing Apparel						0.00	0.00
52.4	Miscellaneous Supplies and Incidental						0.00	0.00
52.5	Tools and Small Implements						0.00	0.00
54	Books, Publications, Subscriptions, Memberships						0.00	0.00
55	Training	4,607.00					4,607.00	0.00
60	Capital Outlay 61 - 64						0.00	0.00
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	90,927.00					90,927.00	
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:	1,004,065.81	0.00	0.00	118,656.00	0.00	885,409.81	118,656.00

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
MONTHLY BUDGET ANALYSIS
FISCAL YEAR 2024-2025
NOVEMBER 2024**

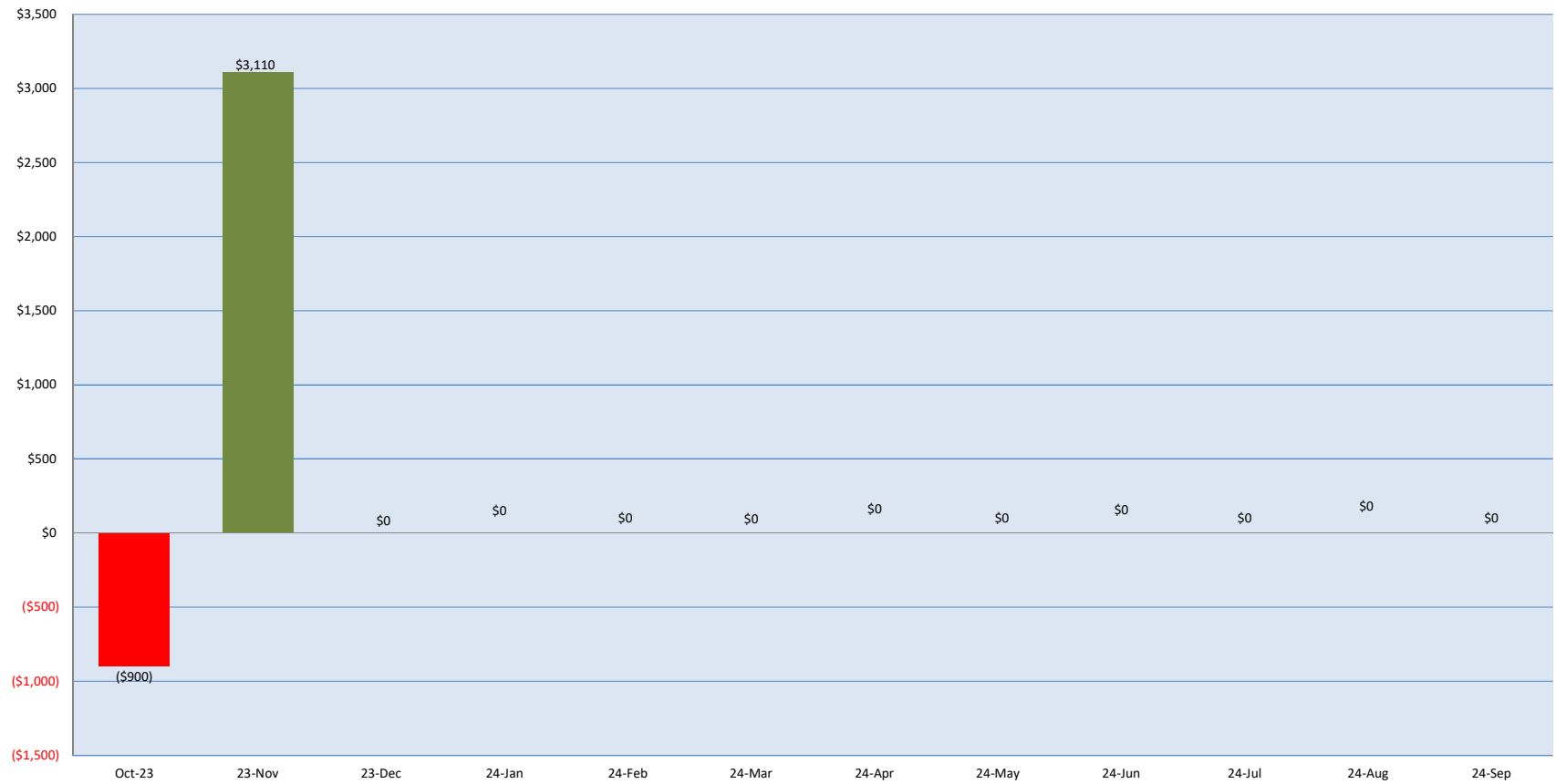
LOCAL FUND

ACCT. NO	ITEM	Annual Budget	Current November Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15	6,298,349.00	421,064.89	451,232.87	853,752.96	936,899.50	5,444,596.04	(83,146.54)
20	Personal Service Benefits 21 - 25	4,194,636.00	330,855.01	342,454.54	678,523.03	630,720.60	3,516,112.97	47,802.43
30	Operating Expense 31 - 34	1,413,544.00	208,516.38	104,656.97	250,951.76	141,838.12	1,162,592.24	109,113.64
40	Travel and Per Diem 40.1 - 40.3	149,330.00	9,575.67	3,023.66	25,434.75	6,024.88	123,895.25	19,409.87
41	Communication Services	100,100.00	7,460.33	13,749.19	15,888.86	18,625.81	84,211.14	(2,736.95)
42	Freight Services	22,985.00	553.24	2,102.82	926.89	2,346.89	22,058.11	(1,420.00)
43	Utility Services	144,100.00	5,015.82	8,862.56	14,982.13	16,443.58	129,117.87	(1,461.45)
44	Rentals and Leases	977,879.00	19,721.33	16,421.33	42,964.16	32,846.58	934,914.84	10,117.58
45	Insurance	1,264,922.00	4,652.00	43,486.67	(35,872.40)	43,486.67	1,300,794.40	(79,359.07)
46	Repair and Maintenance Service 46.1 - 46.6	1,211,726.00	40,174.31	34,411.13	83,924.58	82,445.55	1,127,801.42	1,479.03
47	Printing/Binding	11,310.00	0.00	0.00	1,831.35	0.00	9,478.65	1,831.35
48	Promotional Activities	35,400.00	1,014.06	947.00	6,232.23	2,969.00	29,167.77	3,263.23
49	Other Current Charges and Obligations	15,125.00	466.34	477.60	1,505.54	876.10	13,619.46	629.44
51	Office Supplies/Materials	71,700.00	2,092.64	410.20	6,312.78	1,560.20	65,387.22	4,752.58
52.1	Gas/Oil/Lube	284,175.00	9,797.44	4,951.67	21,344.86	19,690.95	262,830.14	1,653.91
52.2	Chemical/Solvents/Additives	1,903,472.00	0.00	127,103.16	45,361.00	169,439.16	1,858,111.00	(124,078.16)
52.3	Clothing and Wearing Apparel	47,450.00	0.00	289.90	1,243.89	2,705.27	46,206.11	(1,461.38)
52.4	Miscellaneous Supplies and Incidental	207,134.00	1,642.29	6,089.48	6,780.88	9,483.58	200,353.12	(2,702.70)
52.5	Tools and Small Implements	20,600.00	154.49	134.32	434.22	5,460.79	20,165.78	(5,026.57)
54	Books, Publications, Subscriptions, Memberships	99,200.00	405.33	376.00	2,950.33	982.95	96,249.67	1,967.38
55	Training	118,550.00	144.00	175.00	144.00	175.00	118,406.00	(31.00)
60	Capital Outlay 61 - 64	1,271,400.00	14,338.51	618,182.77	14,338.51	619,682.77	1,257,061.49	(605,344.26)
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	2,659,073.00					2,659,073.00	
99	Payment of Prior Year Accounts							
0.001	Reserves - Future Capital Outlay	4,089,221.69					4,089,221.69	
0.002	Reserves - Self Insurance	700,000.00					700,000.00	
0.004	Reserves - Sick and Annual Leave	250,000.00					250,000.00	
	TOTAL:	27,561,381.69	1,077,644.08	1,779,538.84	2,039,956.31	2,744,703.95	25,521,425.38	(704,747.64)

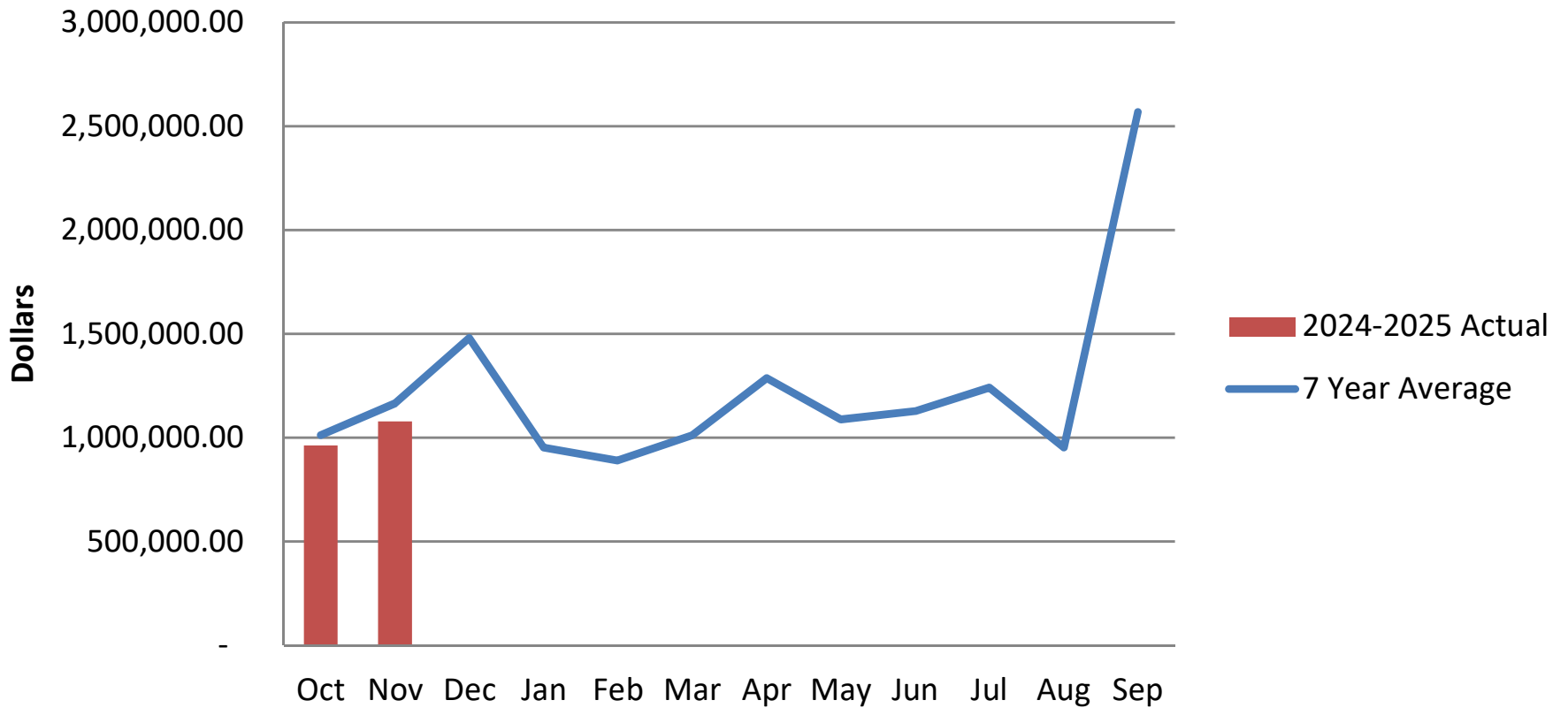
FKMCD Local FY 2024-2025 YTD Cash Basis Net Income (Loss) through November 2024



**FKMCD Local Funds FY 2024-2025 Cash Basis Monthly Net Income (Loss) through
November 2024
(Thousands of Dollars)**



Expenditure of Local Funds 2024-2025 Actual vs. Average of Last 7 Years



LOCAL ACCOUNT FUNDS

CHECKING - OPERATING

Checking Account balance on November 30, 2024:	\$	3,497,096.44	
Plus December 2024 deposits to date:		<u>8,549,327.80</u>	
Total Operating Checking Account funds available:	\$		12,046,424.24
Less funds transferred from Operating to Payroll:		0.00	
Less funds transferred from Operating to Health:		0.00	
Less funds transferred from Operating to FL Class:		(200,000.00)	
Less December 2024 expenditures to date:		<u>(90,753.49)</u>	
Total Operating Checking Account funds expended/transferred to date:			<u>(290,753.49)</u>
Balance in Local Checking Account at present:	\$		<u><u>11,755,670.75</u></u>

CHECKING - FL CLASS

Checking Account balance on November 30, 2024:	\$	<u>6,139,500.88</u>	
Plus funds transferred from Operating Checking to FL Class Cash:		<u>200,000.00</u>	
Total FL Class Cash Account funds available:	\$		6,339,500.88
Total Net FL Class Cash expenditures to date:			<u>0.00</u>
Balance in FL Class Cash Account at present:	\$		<u><u>6,339,500.88</u></u>

CHECKING - PAYROLL

Checking Account balance on November 30, 2024:	\$	<u>0.61</u>	
Plus funds transferred from Operating Checking to Payroll Checking:		<u>0.00</u>	
Total Payroll Checking Account funds available:	\$		0.61
Total Net Payroll Checking expenditures to date:			<u>0.00</u>
Balance in Local Payroll Checking Account at present:	\$		<u><u>0.61</u></u>

HEALTH INSURANCE CLAIMS FUND ACCOUNT

Checking Account balance on November 30, 2024:	\$	16.39	
Plus funds transferred from Operating Checking to Health Checking:		<u>0.00</u>	
Total Health Checking Account funds available:	\$		16.39
Total Net Health Checking expenditures to date:			<u>0.00</u>
Balance in Local Health Checking Account at present:	\$		<u><u>16.39</u></u>

Plus FSA Account			<u><u>32,402.57</u></u>
Total Local Funds:	\$		<u><u>18,127,591.20</u></u>

STATE I ACCOUNT FUNDS

CHECKING - OPERATING

November 30, 2024:	\$	<u>539,815.06</u>	
Plus December 2024 deposits to date:		0.00	
Total Checking Account funds available:	\$		539,815.06
Less funds transferred to Operating Checking:			
Less December 2024 expenditures to date:	\$	<u>0.00</u>	
Total State I Checking Account funds expended/transferred to date:			<u>0.00</u>
Balance in State I Checking Account at present:	\$		<u><u>539,815.06</u></u>

**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 November 1, 2024 to November 30, 2024:

Check No.	Payment Date	Remit To	Payment Amt.
ACH	11/5/2024	Centennial Bank (Payroll)	521.30
ACH	11/5/2024	EFTPS	86.40
ACH	11/8/2024	Centennial Bank (Payroll)	144,395.22
ACH	11/8/2024	EFTPS	52,451.88
ACH	11/8/2024	State of Florida	411.78
ACH	11/8/2024	State of Florida	278.42
ACH	11/8/2024	State of Florida	209.19
ACH	11/8/2024	Empower Retirement	2,558.00
ACH	11/8/2024	Empower Retirement	4,871.20
ACH	11/15/2024	Cigna Dental	9,327.67
ACH	11/19/2024	Centennial Bank (Payroll)	997.38
ACH	11/19/2024	EFTPS	165.24
ACH	11/20/2024	CIGNA Healthcare	74,252.22
ACH	11/22/2024	Centennial Bank (Payroll)	145,709.95
ACH	11/22/2024	EFTPS	53,143.79
ACH	11/22/2024	Florida State Disbursement Unit	411.78
ACH	11/22/2024	Florida State Disbursement Unit	278.42
ACH	11/22/2024	Florida State Disbursement Unit	209.19
ACH	11/22/2024	Empower Retirement	4,971.20
ACH	11/22/2024	Empower Retirement	2,558.00
ACH	11/22/2024	Centennial Bank	1,429.76
ACH	11/22/2024	Centennial Bank	505.13
ACH	11/22/2024	Centennial Bank	2,659.99
ACH	11/22/2024	Centennial Bank	3,957.07
ACH	11/22/2024	Centennial Bank	2,190.10
ACH	11/22/2024	Centennial Bank	160.46
ACH	11/25/2024	Wex Bank	205.58
ACH	11/29/2024	Centennial Bank (Payroll)	4,980.20
ACH	11/29/2024	EFTPS	1,468.75
121095	11/5/2024	Jason Barrette (Travel Expense Reimbursement)	900.00
121096	11/7/2024	Roberto Alvarenga (ASE Certification Reimbursement)	48.00
121097	11/7/2024	BASIC Benefits (Cobra Admin Fee)	70.29
121098	11/7/2024	Campbell Oil Co Inc.	5,488.17
121099	11/7/2024	Century Fire Protection	333.00
121100	11/7/2024	Daniel Collins	5,800.00
121101	11/7/2024	DSLX.NET	3,275.00
121102	11/7/2024	Keys Motors, LLC	527.54
121103	11/7/2024	Fisher Scientific	52.90
121104	11/7/2024	Florida Keys Aqueduct Authority	317.87
121105	11/7/2024	Florida Keys Aqueduct Authority	91.33
121106	11/7/2024	Focus USA Technologies Inc.	2,210.00
121107	11/7/2024	Keys Automotive Sales & Service	2,342.00
121108	11/7/2024	Keys Sanitary Service (RCR0208)	227.70
121109	11/7/2024	Justin Knowles (Re-Issue Checks 120422 & 120495)	70.00
121110	11/7/2024	LEAF	69.95

LOCAL ACCOUNT CONTINUED

121111	11/7/2024	Level 4 Telcom	479.60
121112	11/7/2024	Magnum Broadcasting, Inc.	494.00
121113	11/7/2024	Marie's Cleaning	1,000.00
121114	11/7/2024	Sam C. Steele, C.F.C.	287.54
121115	11/7/2024	Danilo Diaz Perez (Per Diem/Travel Reimbursement 10/22-25/2024)	25.00
121116	11/7/2024	Publix Super Markets, Inc.	368.76
121117	11/7/2024	Safran Helicopter Engines USA, Inc.	2,523.37
121118	11/7/2024	Robert Svoboda (Reimbursement for ASE Training App)	96.00
121119	11/7/2024	UniFirst Corporation	2,114.58
121120	11/7/2024	Verizon Wireless	1.04
121121	11/7/2024	Verizon Wireless	3,567.33
121122	11/7/2024	Waste Management of Florida Keys	483.25
121123	11/7/2024	Xerox Corporation	948.11
121124	11/8/2024	United Way of the Florida Keys **VOID**	0.00
121125	11/12/2024	Phillip L. Goodman (Per Diem/Travel Reimbursement Mtg 11/12/2024)	59.53
121126	11/12/2024	Brandon Pinder (Per Diem/Travel Reimbursement Mtg 11/12/2024)	87.80
121127	11/12/2024	Stanley Zuba (Per Diem/Travel Reimbursement Mtg 11/12/2024)	70.65
121128	11/14/2024	Advance Auto Parts	229.04
121129	11/14/2024	Airbus Helicopters, Inc	2,962.14
121130	11/14/2024	Airgas Dry Ice	1,015.30
121131	11/14/2024	AMSOIL INC	254.55
121132	11/14/2024	Keys Auto Supply	51.12
121133	11/14/2024	Keys Auto Supply	488.63
121134	11/14/2024	APG Media	178.80
121135	11/14/2024	Mikki Coss (Per Diem/Travel Reimbursement 11/3-7/2024)	175.00
121136	11/14/2024	Enterprise FM Trust	18,703.27
121137	11/14/2024	Chad Huff (Per Diem/Travel Reimbursement 11/3-7/2024)	120.00
121138	11/14/2024	Joseph P. Hertzog (Per Diem/Travel Reimbursement 11/3-7/2024)	120.00
121139	11/14/2024	Home Depot Credit Services	668.75
121140	11/14/2024	Lawrence J. Hribar, PhD (Per Diem/Travel Reimbursement 11/3-7/2024)	120.00
121141	11/14/2024	Jobbers Equipment Warehouse	2,081.58
121142	11/14/2024	KLI Shell Lumber & Hardware Headquarters	152.57
121143	11/14/2024	Sam C. Steele, C.F.C. **VOID**	0.00
121144	11/14/2024	NAAA	760.00
121145	11/14/2024	Brandon Pinder (Per Diem/Travel Reimbursement for Washington Days)	1,025.41
121146	11/14/2024	Sunshine Gasoline Distributors, Inc.	1,277.45
121147	11/14/2024	TK Elevator Corporation	17,630.50
121148	11/22/2024	United HealthCare Insurance Co. **VOID**	0.00
121149	11/22/2024	Aflac	44.20
121150	11/22/2024	Aflac	2,027.64
121151	11/22/2024	Airbus Helicopters, Inc	1,580.21
121152	11/22/2024	Airgas Dry Ice	507.65
121153	11/22/2024	Amazon Capital Services	2,587.09
121154	11/22/2024	Shalena Abbas (Per Diem/Travel Reimbursement 10/15-11/8/2024)	30.00
121155	11/22/2024	Classic Collision Rockland Key	2,471.03
121156	11/22/2024	Daniel Collins	800.00
121157	11/22/2024	Deanna Darias (Per Diem/Travel Reimbursement 10/11 & 11/16/2024)	160.00
121158	11/22/2024	State of Florida	137.36
121159	11/22/2024	Florida Keys Aqueduct Authority	856.03
121160	11/22/2024	Florida Keys Electric Coop Assn Inc	3,039.64
121161	11/22/2024	Frontier Precision, Inc	4,312.50
121162	11/22/2024	Stephanie Faucett (Per Diem/Travel Reimbursement 11/3-7/2024)	130.00
121163	11/22/2024	Gary's Plumbing and Fire, Inc	295.00
121164	11/22/2024	Global Industrial	13,235.90
121165	11/22/2024	Chad Huff (Per Diem/Travel Reimbursement 11/16-19/2024)	110.00

LOCAL ACCOUNT CONTINUED

121166	11/22/2024	HemoStat Laboratories	39.00
121167	11/22/2024	Elizabeth R. Frampton	1,914.36
121168	11/22/2024	Key West Insurance	1,065.00
121169	11/22/2024	Tom Loftus (Per Diem/Travel Reimbursement 11/8/2024)	15.00
121170	11/22/2024	Low Cut Lawn Care LLC	1,600.00
121171	11/22/2024	PPLSI	409.79
121172	11/22/2024	Rubin, Turnbull & Associates Inc	8,333.32
121173	11/22/2024	Strategists, Inc	7,500.00
121174	11/22/2024	Sunshine Gasoline Distributors, Inc.	1,604.92
121175	11/22/2024	Wex Bank	91.65
121176	11/22/2024	Wright National Insurance Co	3,587.00
121177	11/22/2024	United Way of the Florida Keys (Payroll Deductions)	13.00
121178	11/25/2024	Scott P. Russell County Property Ap (Replaces Ck 121143)	22,667.96
121179	11/25/2024	Steven Rutherford (Per Diem/Travel Reimbursement 11/19-21/2024)	308.81
121180	11/25/2024	Wex Bank	774.35
121181	11/25/2024	Vernis & Bowling of the Florida	2,250.00
121182	11/25/2024	Vernis & Bowling of the Florida	4,806.00
		Positive Pay	81.60
		Transfer - Healthcare	169,499.53
Total Local Account Cash Disbursements			\$ 856,695.23

Respectfully Submitted,

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

Item 10b

Resolution 2024-31

RFP 2024-09

Lobbyist

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2024-31**

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2024-09 EVALUATION COMMITTEE FOR LOBBYING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS; the Florida Keys Mosquito Control District of Monroe County, Florida (the “District”) is an independent taxing district located within Monroe County, Florida; and

WHEREAS, the District issued a Request for Proposals, RFP 2024-09 for purchase of lobbying services for the District’s mosquito control operations; and

WHEREAS, the Executive Director established an Evaluation Committee (the “Committee”) to review the responsive proposals received and to make a recommendation to the Board of Commissioners of the District (the “Board”) for the selection of vendors from whom to purchase lobbying services; and

WHEREAS, the Committee reviewed responsive proposals which were evaluated using the selection criteria and point system detailed in RFP 2024-09; and

WHEREAS, the Committee has recommended the purchase of Lobbying Services from Rubin, Turnbull, and Associates, as set forth in Exhibit “A” attached hereto; and

WHEREAS, the Board desires to approve the Committee’s recommendation and select the recommended vendors for the respective purchase of Lobbying Services; and

WHEREAS, the Board has determined that the procurement and utilization of these services is in the best interest of the District.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. **Approval of Ranking and Recommendation.** The Board of Commissioners hereby approves the Committee’s rankings and recommendations for the purchase of Lobbying Services from Rubin, Turnbull, and Associates, as set forth in Exhibit “A” attached hereto.

Section 3. Authorization of District Officials. The Executive Director and/or her designee and District staff are authorized to purchase Lobbying Services from Rubin, Turnbull, and Associates, and to take such necessary action to effectuate the intent of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 13th of December 2024.

District 1 – Commissioner Jill Cranney	Yes _____	No _____
District 2 – Chair Phil Goodman	Yes _____	No _____
District 3 – Commissioner Brandon Pinder	Yes _____	No _____
District 4 – Vice Chair Stanley M. Zuba	Yes _____	No _____
District 5 – Commissioner Bette Brown	Yes _____	No _____

ATTEST:

**FLORIDA KEYS MOSQUITO CONTROL
DISTRICT**

Andrea Leal, Executive Director

Date

Chairman Phil Goodman

Date

EXHIBIT A



FLORIDA KEYS

MOSQUITO CONTROL DISTRICT

Board of Commissioners

Phil Goodman, Chairman
Stanley Zuba, Vice Chairman
Bette Brown, Secretary/Treasurer
Jill Cranney
Brandon Pinder

Executive Director
Andrea Leal

18 Aquamarine Drive
Key West, FL 33040

Telephone: (305) 292-7190
FAX: (305) 292-7199

www.keysmosquito.org

November 5, 2024

To: Board of Commissioners
Florida Keys Mosquito Control District

From: Bruce Holden, Finance Director *B.Holden*

Through: Andrea L. Leal, Executive Director

Subject: Bid Opening Committee Recommendations for RFP 2024-09

On October 31, 2024, the FKMCD Bid Opening Committee met to open bids for the District's lobbyist. The committee consisted of Executive Director Andrea Leal, Director of Operations Mikki Coss, Public Education and Information Officer Chad Huff, Purchasing Agent Rochele Miller, and me. Deanna Darias handled recording of the bid opening. Employees Rob Lee and Justin Knowles were also in attendance.

RFP 2024-09: Lobbyist

The committee unanimously recommends the award of the bid to Rubin, Turnbull, and Associates, which offered their services for \$50,000 for one year. This firm is currently the District's lobbyist, and they are very familiar with the District's operations.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

BID OPENING - RFP 2024-09

Thursday, October 31st, 2024, 10:02 AM

PRESENT WERE:

Andrea Leal, Executive Director
Mikki Coss, Director of Operations
Bruce Holden, Director of Finance
Chad Huff, Public Education & Information Officer
Rochele Miller, Purchasing Agent
Deanna Darias, Executive Assistant (recording)

Employees Justin Knowles & Rob Lee were in the audience.

RFP 2024-09 Lobbyist

Vendor: Rubin, Turnbull & Associates

Qualifications & Experience (125)	References (100)	Approach to the Project (100)	Cost (50)	Key Partnerships (100)	Required Forms (25)	Total (max 500)
125	100	100	50	100	25	500

Vendor: The Southern Group of Florida, Inc.

Qualifications & Experience (125)	References (100)	Approach to the Project (100)	Cost (50)	Key Partnerships (100)	Required Forms (25)	Total (max 500)
116	97	100	50	97	25	485

Committee Recommendation:

The committee unanimously recommends Rubin, Turnbull & Associates for Lobbyist. Rubin, Turnbull & Associates offered a total proposed cost of \$50,000.00 for one year, billed monthly.

Item 10c

Resolution

2024-33 RFP

2024-11

Marathon

Building Seal and

Paint

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2024-33**

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2024-11 EVALUATION COMMITTEE FOR MARATHON BUILDING SEAL AND PAINT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS; the Florida Keys Mosquito Control District of Monroe County, Florida (the “District”) is an independent taxing district located within Monroe County, Florida; and

WHEREAS, the District issued a Request for Proposals, RFP 2024-11 for purchase of seal and paint for the District’s mosquito control operations building in Marathon, FL; and

WHEREAS, the Executive Director established an Evaluation Committee (the “Committee”) to review the responsive proposals received and to make a recommendation to the Board of Commissioners of the District (the “Board”) for the selection of vendors from whom to purchase seal and paint; and

WHEREAS, the Committee reviewed responsive proposals which were evaluated using the selection criteria and point system detailed in RFP 2024-11; and

WHEREAS, the Committee has recommended the purchase of seal and paint from Quick Painting Group, as set forth in Exhibit “A” attached hereto; and

WHEREAS, the Board desires to approve the Committee’s recommendation and select the recommended vendor for the respective purchase of seal and paint; and

WHEREAS, the Board has determined that the procurement and utilization of these services is in the best interest of the District.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. Approval of Ranking and Recommendation. The Board of Commissioners hereby approves the Committee’s rankings and recommendations for the purchase of seal and paint from Quick Painting Group, as set forth in Exhibit “A” attached hereto.

Section 3. Authorization of District Officials. The Executive Director and/or her designee and District staff are authorized to purchase seal and paint from Quick Painting Group, and to take such necessary action to effectuate the intent of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 13th of December 2024.

District 1 – Commissioner Jill Cranney	Yes _____	No _____
District 2 – Chair Phil Goodman	Yes _____	No _____
District 3 – Commissioner Brandon Pinder	Yes _____	No _____
District 4 – Vice Chair Stanley M. Zuba	Yes _____	No _____
District 5 – Commissioner Bette Brown	Yes _____	No _____

ATTEST:

**FLORIDA KEYS MOSQUITO CONTROL
DISTRICT**

Andrea Leal, Executive Director

Date

Chairman Phil Goodman

Date

EXHIBIT A



FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Board of Commissioners

Phil Goodman, Chairman
Stanley Zuba, Vice Chairman
Bette Brown, Secretary/Treasurer
Jill Cranney
Brandon Pinder

Executive Director
Andrea Leal

18 Aquamarine Drive
Key West, FL 33040

Telephone: (305) 292-7190
FAX: (305) 292-7199

www.keysmosquito.org

December 5, 2024

To: Board of Commissioners
Florida Keys Mosquito Control District

From: Bruce Holden, Finance Director *BH Holden*

Through: Andrea L. Leal, Executive Director

Subject: Bid Opening Committee Recommendations for RFP 2024-11

On November 21, 2024, the FKMCD Bid Opening Committee met to open bids for sealing and painting the Marathon building. The committee consisted of Director of Operations Mikki Coss, Director of Maintenance Rob Lee, Aircraft Support Technician Danilo Diaz, Purchasing Agent Rochele Miller, and me. Deanna Darias handled recording of the bid opening. Justin Knowles and Tony Nunez were also in attendance; Director Leal attended by phone. One member of the public, Anthony Galvin was also present.

RFP 2024-11: Marathon Building Seal and Paint

The committee unanimously recommends the award of the bid to Quick Painting Group, which offered a price of \$87,000. This was the lowest price offered by any of the qualified bidders, and the work will be completed within thirty days of commencement.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

BID OPENING - RFP 2024-11

Thursday, November 21st, 2024, 10:07 AM

PRESENT WERE:

Bruce Holden, Finance Director
 Mikki Coss, Director of Operations
 Robert Lee, Director of Maintenance
 Danilo Diaz, Aircraft Support Technician
 Rochele Miller, Purchasing Agent
 Deanna Darias, recording

Additional Employees Present:

Andrea Leal, Executive Director, attended by phone
 Justin Knowles, Chief Pilot
 Tony Nunez, Chief Technology Officer
 Member of the Public: Anthony Galvan

RFP 2024-11 Marathon Building Seal and Paint

Vendor	Price	Estimated Start	Estimated Completion	Experience/References/Notes	Location
Rafa Management Group, LLC	\$81,139.00	-	-	Disqualified/Formerly GA Contractors/ NO REFERENCES OR EXPERIENCE INCLUDED	Marathon, FL
Quick Painting Group	\$87,000.00	11/25/2024	30 Days to Completion	9+ Years; References: MC Schools & MC Fire	Orlando, FL
Gemstone Builders LLC	\$102,468.00			References Included/Excessive Lead Time Noted	Florida
One Source Restoration & Building Services	\$129,765.00	1/6/2025	1/31/2025		Tampa, FL
Florida Keys Contracting LLC	\$136,250.00	12/30/2024-1/1/2025	2/14/2025	Local References Included/Licenses & Certs Included	Key West
Acme Roofing & Sheet Metal Company, Inc.	\$147,663.00	1/7/2025	5 Weeks from Start	56 Years Experience; References included	Alabama
RL Painting LLC	\$256,523.00	Early January 2025	Mid February 2025	21 Years Experience	Missouri

The Bid Committee unanimously recommends Quick Painting Group for our Building Seal and Paint project at our Marathon facility. The Committee took a short recess during the bid opening, to have Justin Knowles call Jeff Barrow with Monroe County Schools. He reported back with no concern. Quick Painting Group is not only the lowest price, but can also complete the project 30 days from the start.