

REGULAR MEETING

NOVEMBER 9, 2022



FLORIDA

Mosquito Control

DISTRICT

KEYS

2022 CALENDAR

January-2022						
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-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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6	7	8	9	10	11	12
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27	28	29	30	31		

May-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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29	30	31				

July-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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31						

September-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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11	12	13	14	15	16	17
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November-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28	29	30			

February-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28					

April-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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24	25	26	27	28	29	30

June-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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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-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays
 Meetings
 Conferences

Regular Meeting Agenda

Florida Keys Mosquito Control District
Marathon City Hall
9805 Overseas Hwy, Marathon, FL

November 9, 2022 2:30 pm (approximate)

1.) Call to Order

2.) Roll Call

3.) Community Input:

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

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

The Board welcomes public input but also must maintain order. Thus, community input is not a time for open dialogue between the Board and the speaker. Speakers should direct their comments to the Board and not to 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 11:00 am on November 9, 2022. If attending remotely, you must remain available by phone from the hours of 1:00pm to 4:00pm.

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 October 18, 2022 Florida Statutes & Enabling Legislation Workshop **Pgs. 6-7**

b.) **Minutes** of the October 18, 2022 Regular Meeting **Pgs. 8-10**

5.) Approval of Agenda

6.) Treasurer's Report

7.) Attorney's Report

8.) Director's Report Pgs. 14-15

9.) Items for Board Discussion

- a.) Commissioner Travel Plans for 2023 (Leal) Pg. 25

10.) Items for Board Review and Action:

- a.) Financial Reports (Holden)
 - I. Budget Analysis Pgs. 27-31
 - II. District Finances Pg. 32
 - III. Cash Disbursements through October 2022 Pgs. 33-35
- b.) Schedule 2023 Meeting Dates (Leal) Pgs. 37-38
- c.) Resolution 2022-05 Dept. of Financial Services Authorized Signatures (Holden) Pg. 40
- d.) Resolution 2022-06 Approval of Investment Policy (Goodman) Pgs. 42-46
- e.) Ratification of Emergency Purchase: AAA American Restoration (Leal) Pg. 48
- f.) Ratification of Emergency Purchase: GA Contractors (Leal) Pg. 50

11.) Good of the Order

12.) Meeting Adjourned

Item 4

Approval of Minutes

Florida Statutes & Enabling Legislation Workshop Minutes

Florida Keys Mosquito Control District
Marathon City Hall
9805 Overseas Hwy, Marathon, FL

October 18, 2022 1:10 PM

The Board of Commissioners of the Florida Keys Mosquito Control District held a Florida Statutes & Enabling Legislation Workshop on Tuesday, October 18, 2022.

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

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

GUESTS PRESENT: None

APPROVAL OF AGENDA: *Chairman Goodman asked the Board if there were any corrections or additions to the agenda, having none the agenda was unanimously approved.*

Chairman Goodman announces the purpose of this workshop is to provide an overview of general legislation affecting Florida Keys Mosquito Control District, including Florida Statute Chapter 388 and Florida Keys Mosquito Control District's enabling legislation and amendments.

DISCUSSION:

Dale Coburn, Board Attorney, gave a presentation to the commissioners reviewing the Florida Statute Chapter 388 and FKMCD Enabling Legislation Chapter 2002-346. Mr. Coburn provided a brief overview of F.S. Chapter 388 and went into detail of three (3) statutes; 388.161, 388.181, and 388.162. He provided a brief history of enabling legislation and how we went from the Monroe County Mosquito Control District to the Florida Keys Mosquito Control District. The enabling legislation consists of 19 sections and Mr. Coburn touched on each section briefly. FKMCD's enabling legislation has been amended four (4) times since the creation in 2002. Mr. Coburn explained each amendment to the Board and reviewed each one.

ADJOURN: There being no further business to come before the Board, the workshop was adjourned. Chairman Goodman advised we will be having an Administrative Policy Workshop on November 9th, 2022.

Respectfully submitted,

*Andrea Leal
Executive Director*

*Board of Commissioners
Florida Keys Mosquito Control District*

Phillip L. Goodman, Chairman

Thomas McDonald, Secretary-Treasurer

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

DRAFT

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon City Hall
9805 Overseas Hwy, Marathon, FL

October 18, 2022 1:50 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on October 18, 2022 at the Marathon City Hall.

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

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

Invited Guests Present: None.

Community Input: None.

Approval of Consent Agenda: A motion was made by Commissioner McDonald, seconded by Commissioner Zuba 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, hearing none, the agenda was unanimously approved.

Treasurer's Report: Tom McDonald, Secretary/Treasurer, advised he will be meeting with Bruce Holden, Director of Finance, in November to establish a presentation of the financial statements in a format that will be easier for the Board to review monthly. They will present this to the Board for any recommendations in a future meeting.

Attorney's Report: Dirk Smits, Board Attorney, asked the Board if anyone had questions for him, nothing was asked.

Director's Report: Andrea Leal, Executive Director, announced that Alana Loftus was awarded Employee of the Quarter. Alana is a Field Inspector in the Marathon office and has been with the District for three (3) years and always goes above and beyond in her daily job functions.

Director Leal then gave the Board an update on the Mosquito-Borne Diseases in the area, which included 29 locally acquired dengue cases in Miami-Dade, with the travel-related cases substantially increasing on a daily basis. The District is watching these numbers closely and continuing to monitor the *Aedes aegypti* population. Chairman Goodman asked how effective the Aerial & Ground Liquid Larvicide missions are to the mosquito population. Director Leal advised we are finding dead mosquitoes in the areas after spraying and the District is very happy with the treatment plan. Salt Marsh mosquito numbers were higher than historical average in the Lower and Middle Keys, but lower than historical average in the Upper Keys throughout September. We treated a total of 45,300 acres aerially and via ground in the month of September. The District is conducting a Key West Sweep from October 6th - 21st. Chad Huff, our Public Education & Information Officer continues to attend local community outreach events each month and will be presenting at Science Night on November 9th at Sugarloaf School.

The next FKMCD-Oxitec Webinar is scheduled for October 25th, 2022 at 5pm, which will cover Preventing Mosquito-Borne Disease. Director Leal updated the Board on the state-mandated upcoming audit, which will begin in January; she feels the District is well prepared for the audit. She then discussed the District-initiated performance review and advised the Board it will start the first week in November. Director Leal

then reviewed a new section of her report, After Action Items/Future Board Items, which are all workshop related.

Items for Board Discussion: None

Items for Board Review and Action:

10a.) Financial Reports – Bruce Holden, Director of Finance, discussed the monthly budget analysis and the year-on year variances for the District. Mr. Holden also reviewed the FKMCD Local FY 2021-2022 YTD Cash Basis Net Income and FKMCD Local Funds FY 2021-2022 Cash Basis Monthly Net Income and explained that September is a big spend month due to the insurance renewals, helicopter payment and chemical spend. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder, and passed unanimously*, confirming the Board received the financial information from September of 2022 and the Board requests it be submitted for audit at the appropriate time.

10b.) Vernis & Bowling Proposed Contract Addendum 2022-2023 – Dirk Smits, Board Attorney, reviewed the changes in the proposed contract addendum and their new rates effective November 17th, 2022. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba, and passed unanimously* to approve the contract for Vernis & Bowling as stated. After a roll call vote, it was unanimously approved.

10c.) Purchase of 2022 Airbus H125 Helicopter – Andrea Leal, Executive Director, reviewed the purchase agreement between FKMCD and Airbus Helicopters for the purchase of a third Airbus H125 helicopter. *A motion was made by Commissioner McDonald, seconded by Commissioner Pinder, and passed unanimously* to combine the two (2) contracts into one voting item. *A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously* to approve both documents as written. After a roll call vote, it was unanimously approved.

10d.) ITB 2022-04 Surplus Equipment – Bruce Holden, Director of Finance, advised the board that we currently have four (4) items for surplus equipment; Britten-Norman Islander 2T Twin Engine Turbine Airplane, Helicopter Landing Dolly, EPS Expression 1640XL Graphics Arts Scanner and DJI S1000 + DJI A3 DJI Lightbridge 2. He is requesting to dispose of the items at the Director's discretion as they did not receive any bids. *A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously* to approve Director Leal disposing of these items at her discretion. After a roll call vote, it was unanimously approved. Director Leal will keep the board updated about the progress of the sale of the airplane.

10e.) Audit Committee Charter – Andrea Leal, Executive Director, presented the Audit Committee Charter with the changes brought forward during the last Board meeting. *A motion was made by Commissioner Pinder, seconded by Commissioner McDonald, and passed unanimously* to approve the Audit Committee Charter as written. After a roll call vote, it was unanimously approved.

10f.) Budget Amendment #1 - Bruce Holden, Director of Finance, explained this is from the state account and is to establish the beginning budget balance for the new fiscal year and put in the actual ending balance from the prior year. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba, and passed unanimously* to approve Budget Amendment #1 as written. After a roll call vote, it was unanimously approved.

10g.) Budget Amendment #2 - Bruce Holden, Director of Finance, explained this is from the local account and is to establish the beginning budget balance for the new fiscal year and put in the actual ending balance from the prior year. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba, and passed unanimously* to approve Budget Amendment #2 as written. After a roll call vote, it was unanimously approved.

Good of the Order:

- Chairman Goodman advised the Board we will have the Audit Committee Meeting, Administrative Policy Workshop and Regular Meeting on November 9th at 1:00pm.

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

Thomas McDonald, 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

November 2022 Director's Report

State of Florida Mosquito-Borne Disease Update (as of 10/29/2022)

1. Monroe County (2022)
 - a. Dengue: 0 local, 3 travel-related
2. All of Florida (2022)
 - a. Dengue: 36 local (Miami-Dade, 32; Broward, 2; Volusia and Collier, 1), 639 travel-related (Miami-Dade, 443)
 - b. Zika: 0 local, 0 travel-related
 - c. Chikungunya: 0 local, 0 travel-related
 - d. West Nile Virus: 2 human cases
 - e. Eastern Equine Encephalitis: 0 human cases
 - f. Malaria: 44 travel-related
3. Miami-Dade, Broward and Volusia Counties are under a mosquito-borne illness alert

Operations Summary

1. Adult Mosquitoes
 - a. Salt Marsh mosquito numbers higher than historical average in the Lower and Middle Keys, but lower than historical average in the Upper Keys throughout October
 - b. One (1) aerial adulticide mission was conducted in October, treating approximately 7,300 acres in the Upper Keys
 - c. Forty-seven (47) truck adulticide missions were conducted in October throughout the Keys, treating approximately 16,500 acres
 - d. *Aedes aegypti* numbers did not exceed our adulticide action thresholds throughout the Keys in October
 - i. Aerial and ground liquid larvicide missions completed throughout the Keys
 - ii. Upper Keys Hotspot Update: Narrowed our focus to 3 businesses and will continue working closely with them on clean-ups and options
2. Larval Mosquitoes
 - a. Ten (10) aerial granular larvicide missions were completed in October, treating approximately 3,500 acres; this is below the historical average for October
 - b. Three (3) aerial liquid larvicide missions were conducted in October in Key West and Key Largo
 - c. Ground liquid larvicide missions were conducted, treating approximately 2,200 acres throughout the Keys
3. Service Requests received (621) were above the historical average for October, majority of which requesting a fog truck or inspection

Community Outreach/Education

1. Schools
 - a. Science Night at Sugarloaf: 11/9/22
 - b. KW Pre-School Co-Op/Key West: 11/10/22
2. Community Events/Outreach/Speaking Engagements
 - a. Mote Marine Ocean Fest, Islamorada version: 11/12/22
 - b. Marathon Airport Aviation Day: 11/12/22
 - c. Presentation: Power of Partnerships in PR, FMCA: 11/17/22
3. Media
 - a. Pro-Sieben (German Documentary Crew- Scheduled for FKMCD visit/interviews in early November.
 - b. Weekly Radio, US 1
4. Hot Topics:
 - a. Property Access for Inspectors

- b. *Aedes aegypti* control in Key Largo
- c. Key Largo Landing Zones

Human Resources

1. Current Openings
 - a. Upper Keys Supervisor: accepting applications
 - b. Surveillance Technician: conducting internal interviews
 - c. Director of Aerial Operations: currently on hold
2. Resignations
 - a. Keith Heitanen, Middle Keys Inspector

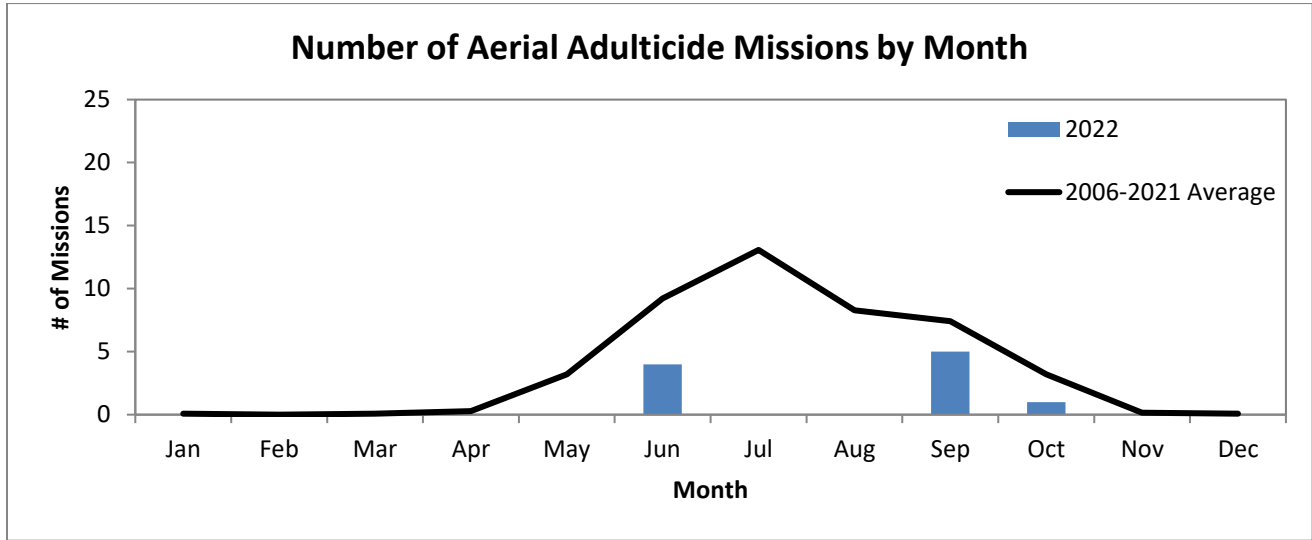
Other Items

1. Travel/Training
 - a. P. Pignataro, A. Hereijgers (Grand Prairie, TX): Airbus H125 Maintenance Procedures Course, 10/30/22 – 11/3/22
 - b. FMCA Annual Meeting (Palm Coast, FL): 11/14/22 – 11/17/22
 - Speakers: A. Leal, C. Huff, M. Coss, C. Pruszynski
 - Attending: P. Goodman
2. AMCA Legislative and Regulatory Committee Meeting: 10/24/22
3. Retiree Insurance Notices Mailed: 10/31/22
4. Open Enrollment for Staff: 11/4/22
5. FKMCD-Oxitec Mosquito Project
 - a. Final Webinar of Season: 10/25/22 @ 5:00pm, Preventing Mosquito-Borne Disease
 - b. Boxes out of field by end of November
6. Helicopter Purchase: Deposit completed
7. Operational Audit Update
 - a. State-mandated
 - b. District initiated
8. After Action Items/Future Board Items
 - a. Internal Systems Review/Operational Audit Workshop, January 2023
 - b. Benefit Utilization Discussion, February 2023
 - c. Audit Committee Charter and Annual Review, September 2023
 - d. Procedure for Audit Committee for Budget and Operations Review, September 2023

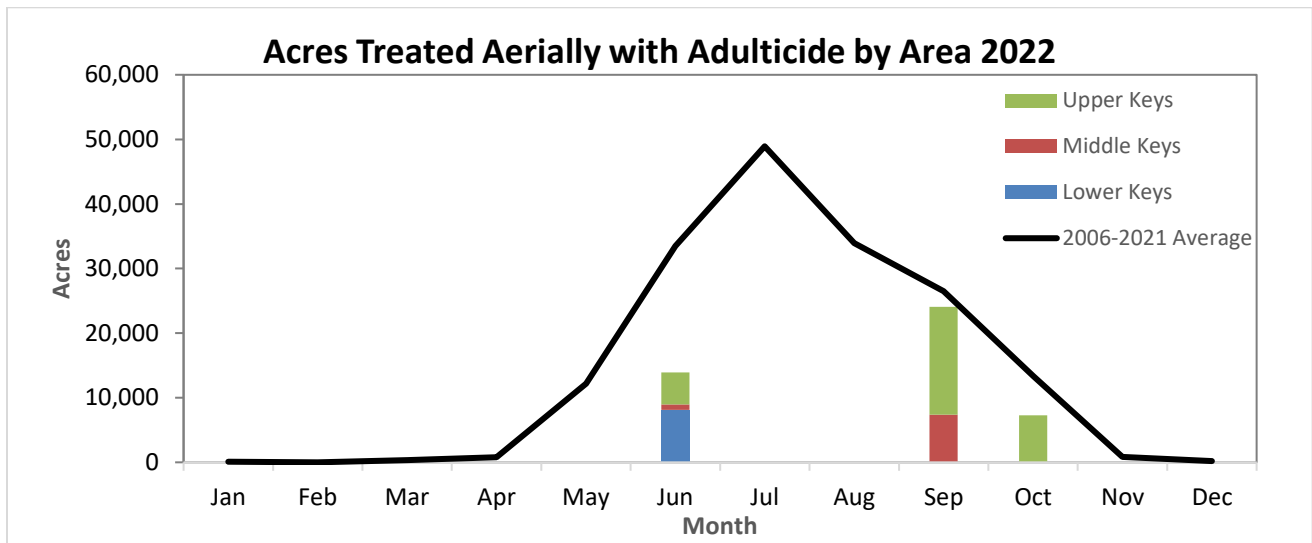
Florida Keys Mosquito Control Operations Report

(Adjusted through October 30, 2022)

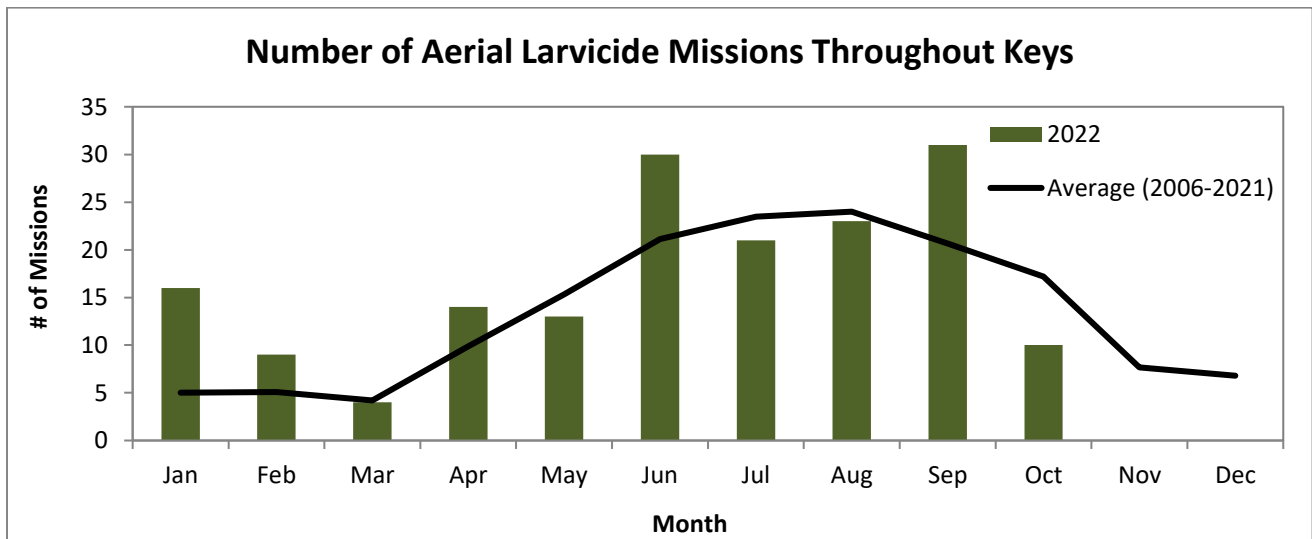
Aerial Adulticiding Missions in October 2022: 1



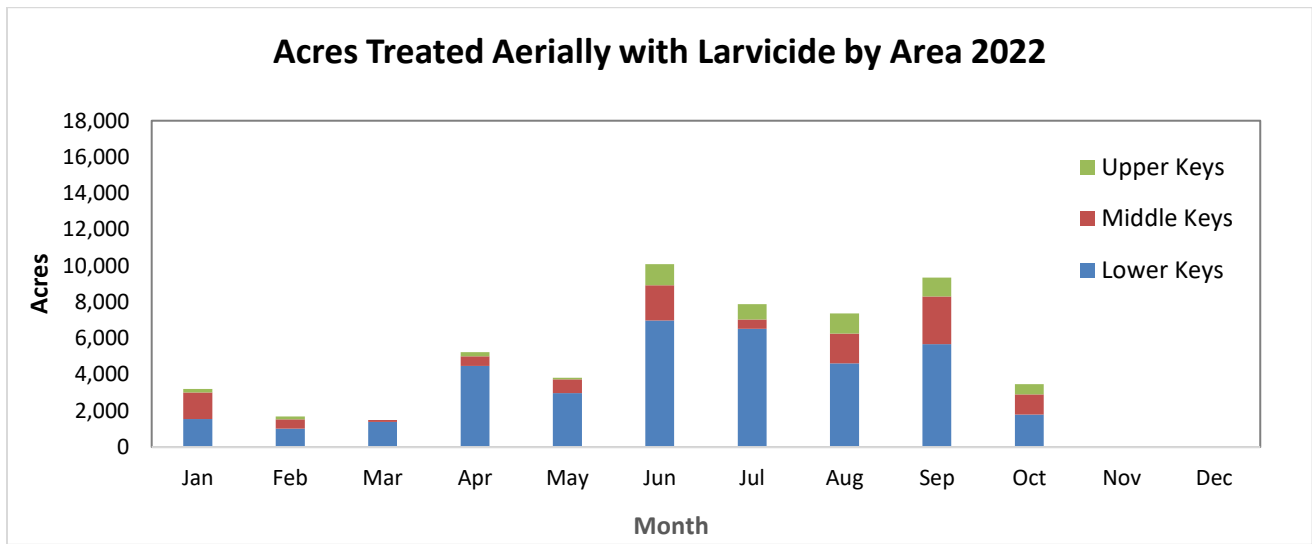
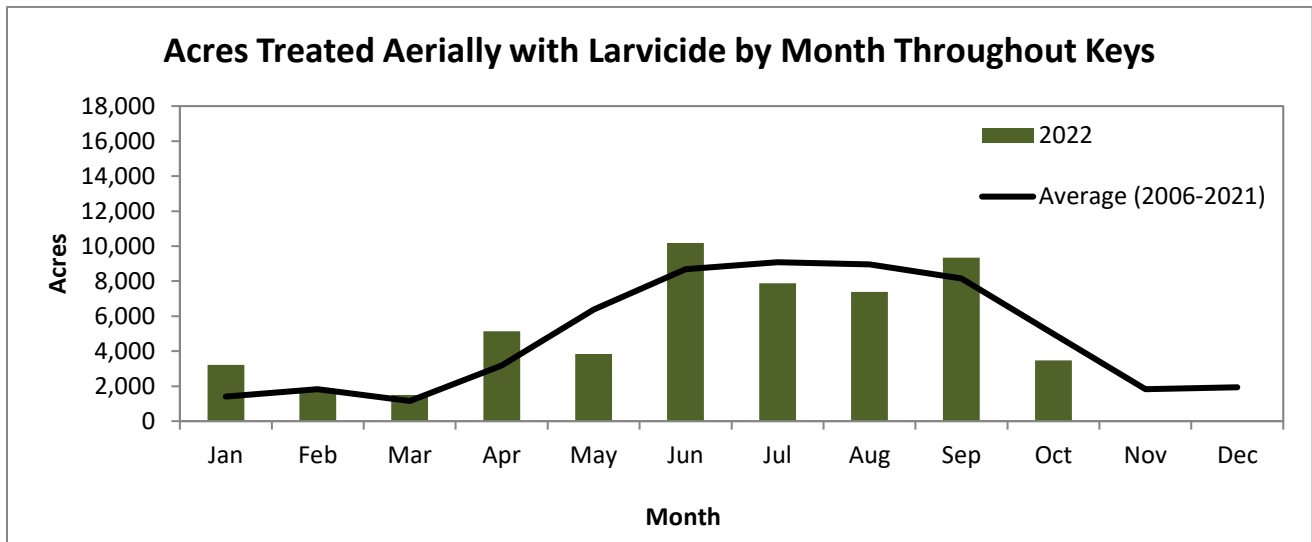
Aerial Adulticiding Acreage in October 2022: 7,297



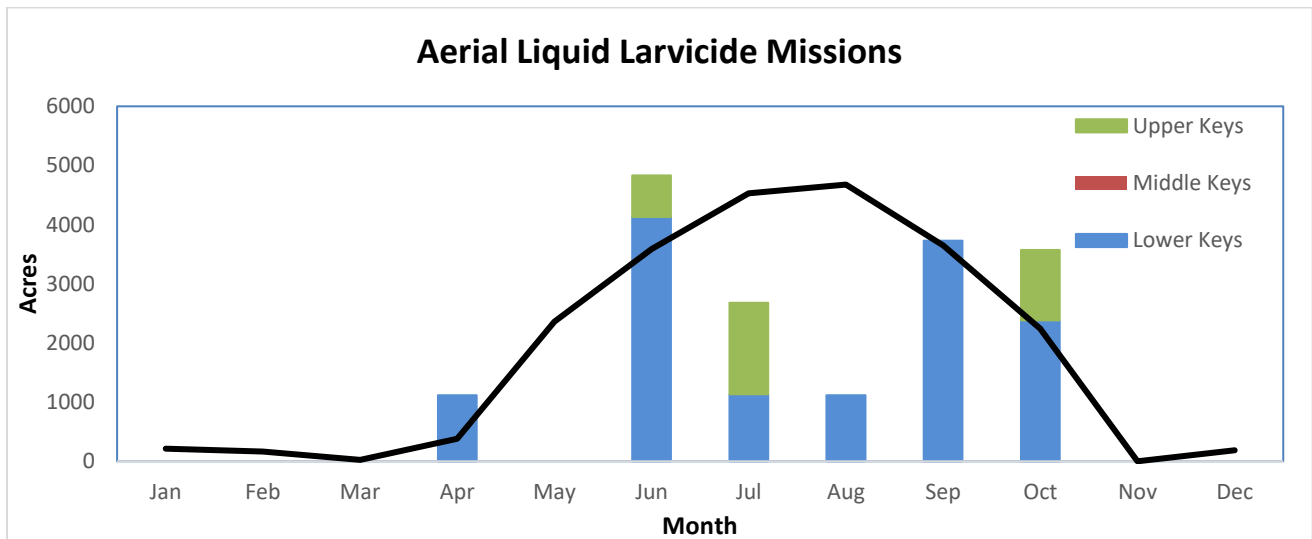
Aerial Granular Larviciding Missions in October 2022: 10



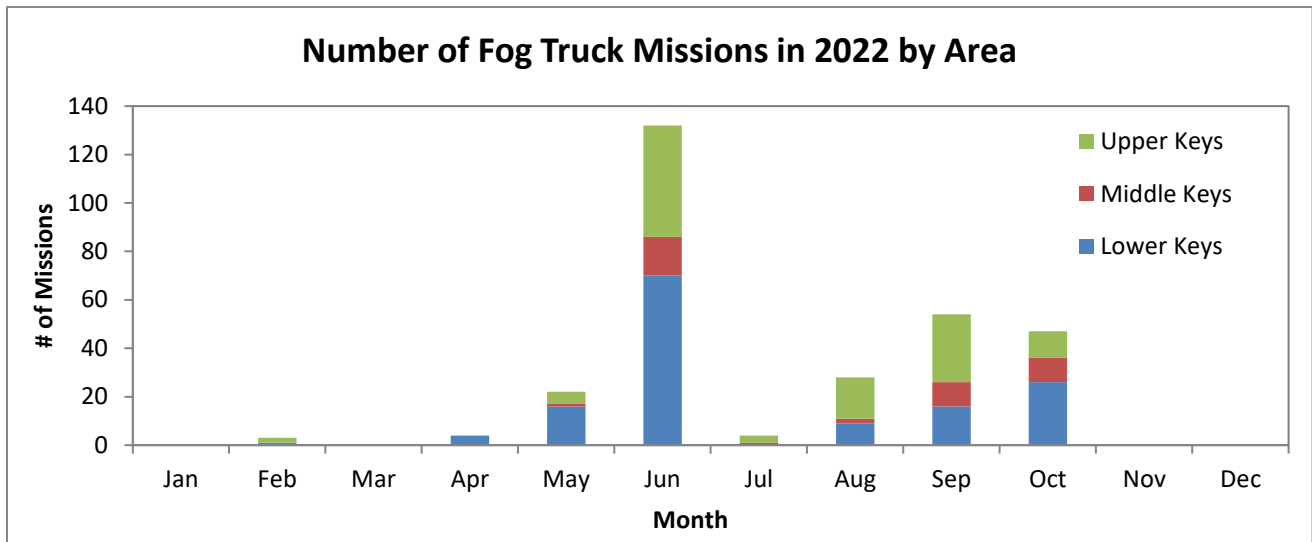
Aerial Granular Larviciding Acreage in October 2022: 3,463



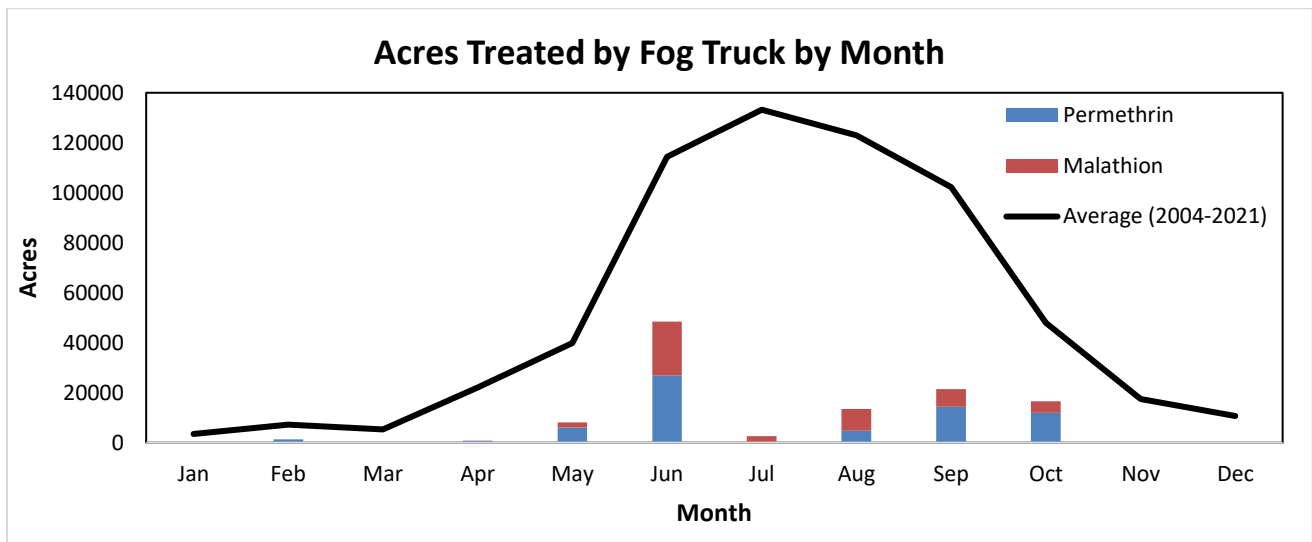
Number of Aerial Liquid Larviciding Missions in October 2022: 3



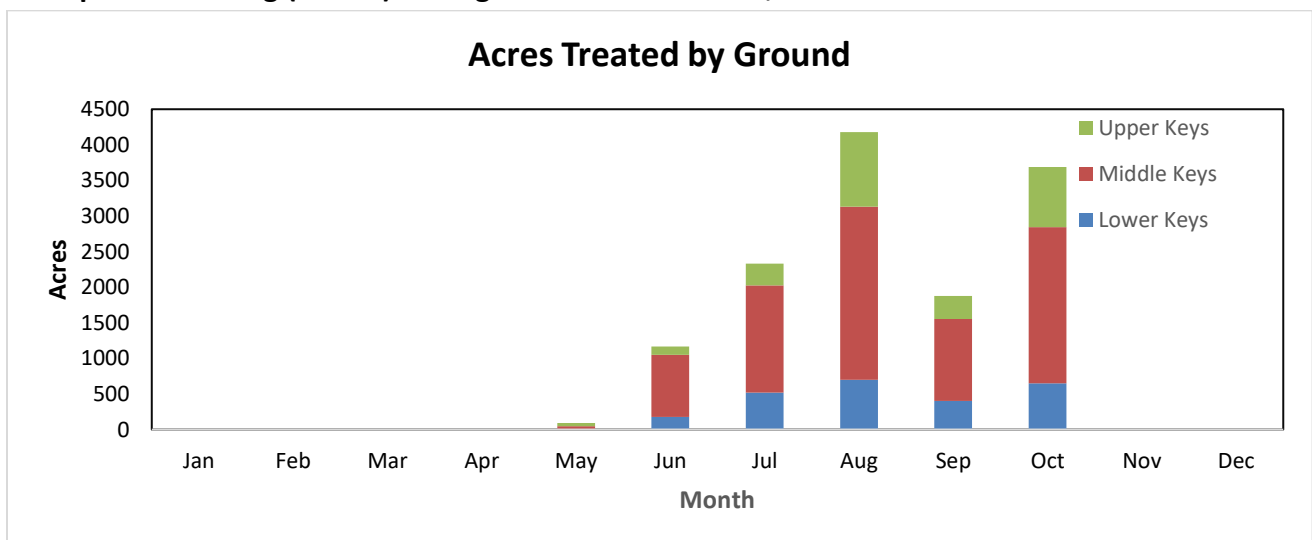
Ground Adulticiding (Trucks) Missions in October 2022: 47



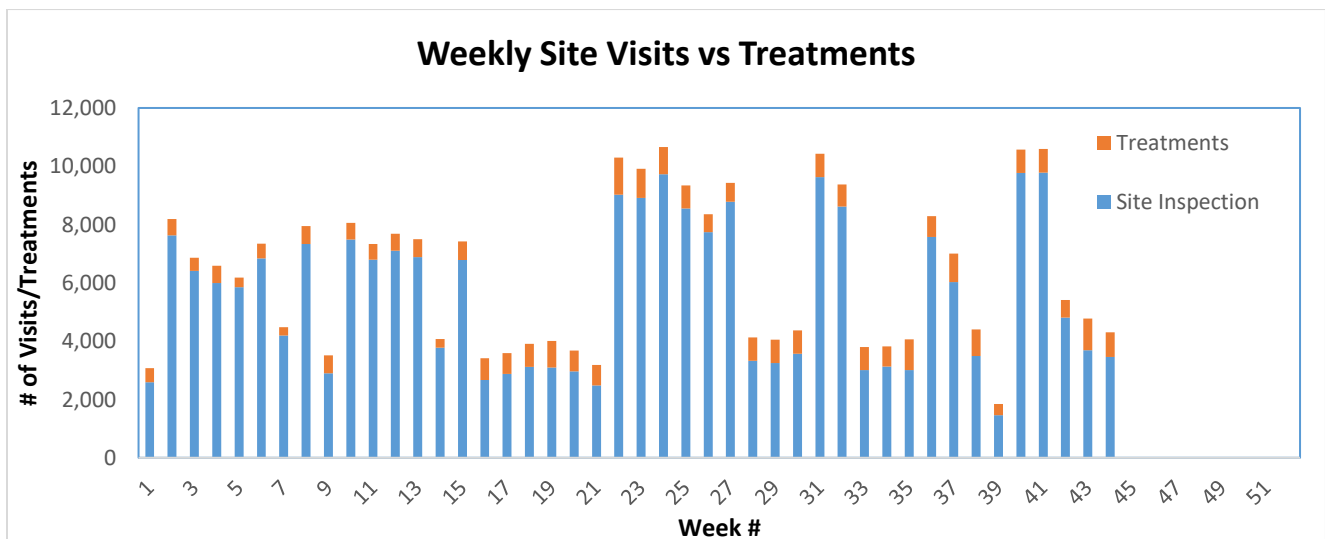
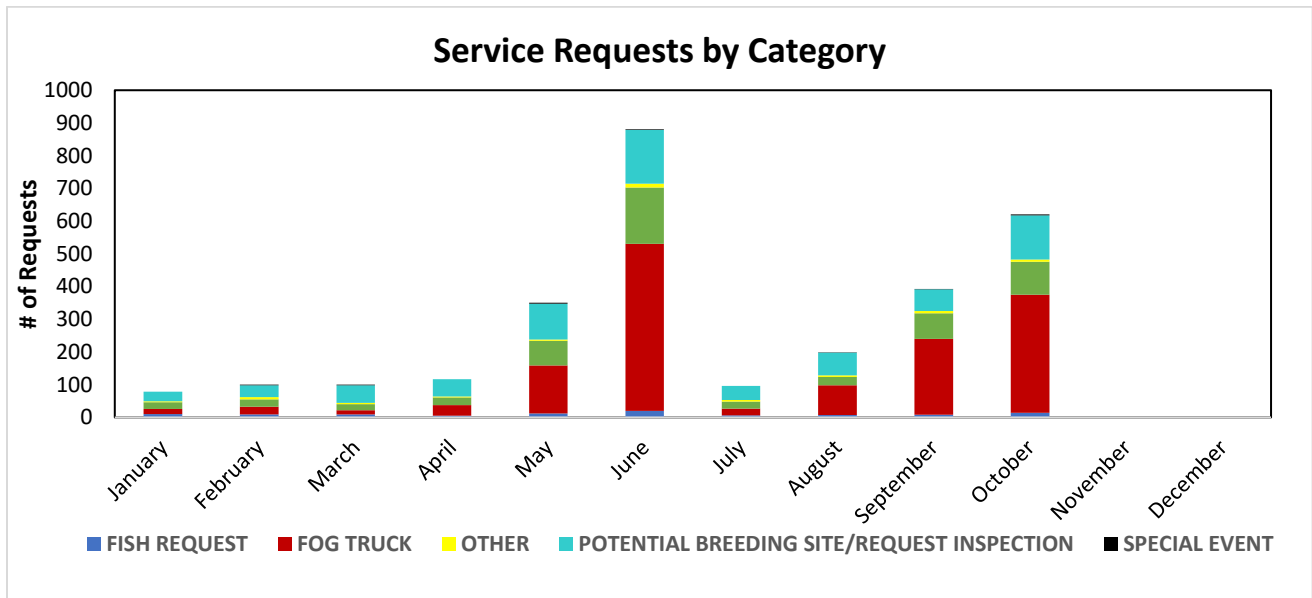
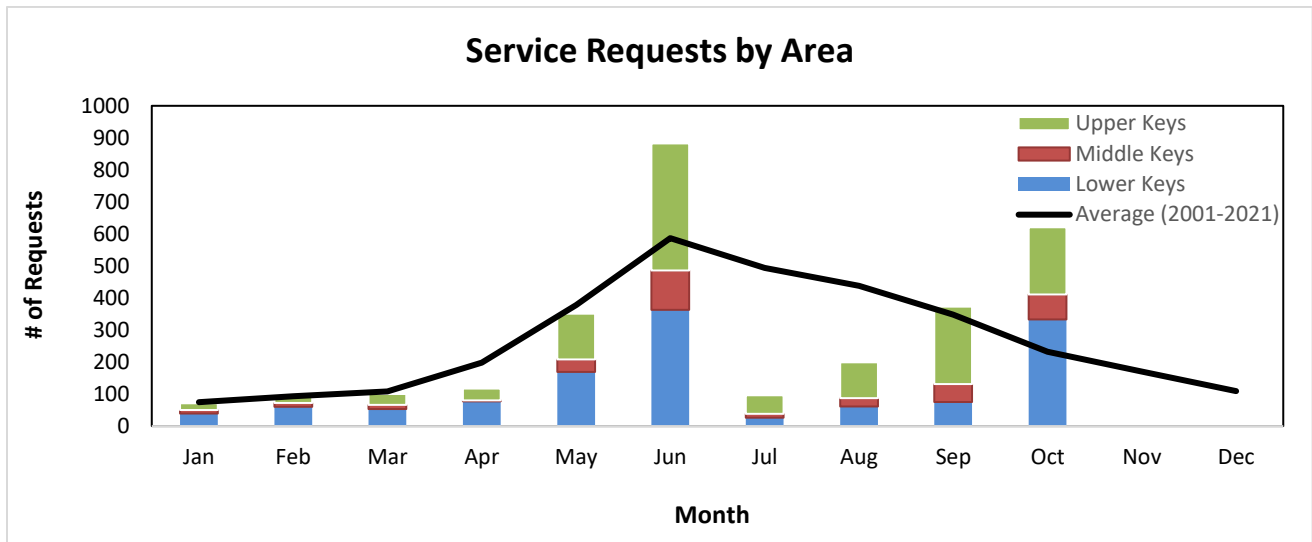
Ground Adulticiding (Trucks) Acreage in October 2022: 16,587



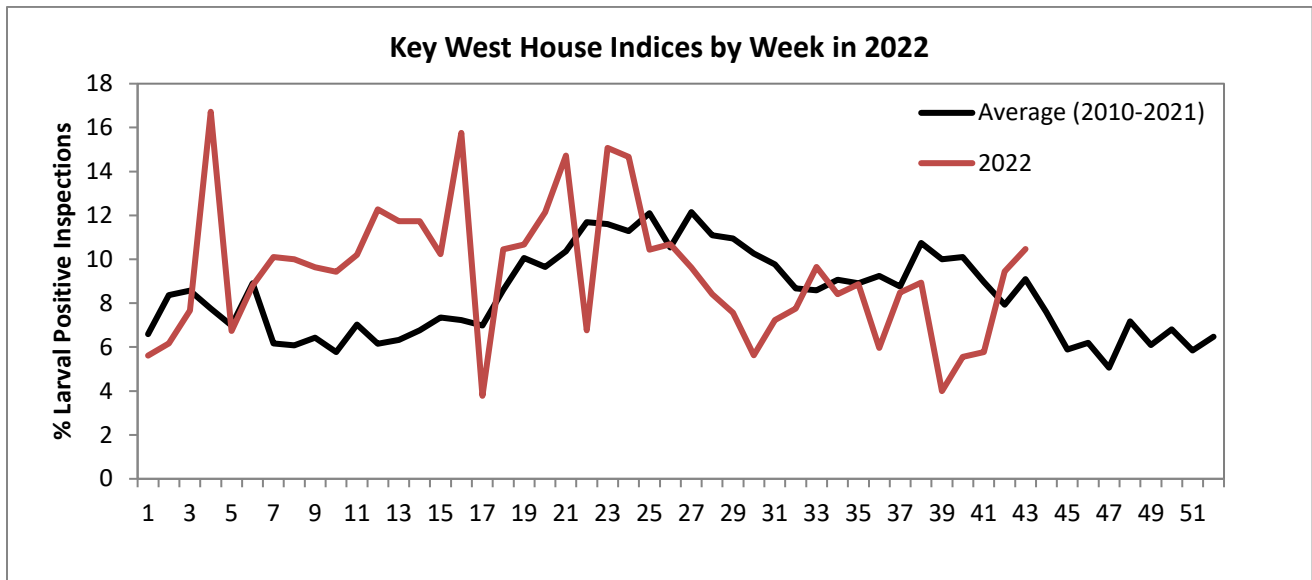
Ground Liquid Larviciding (Trucks) Acreage in October 2022: 2,194



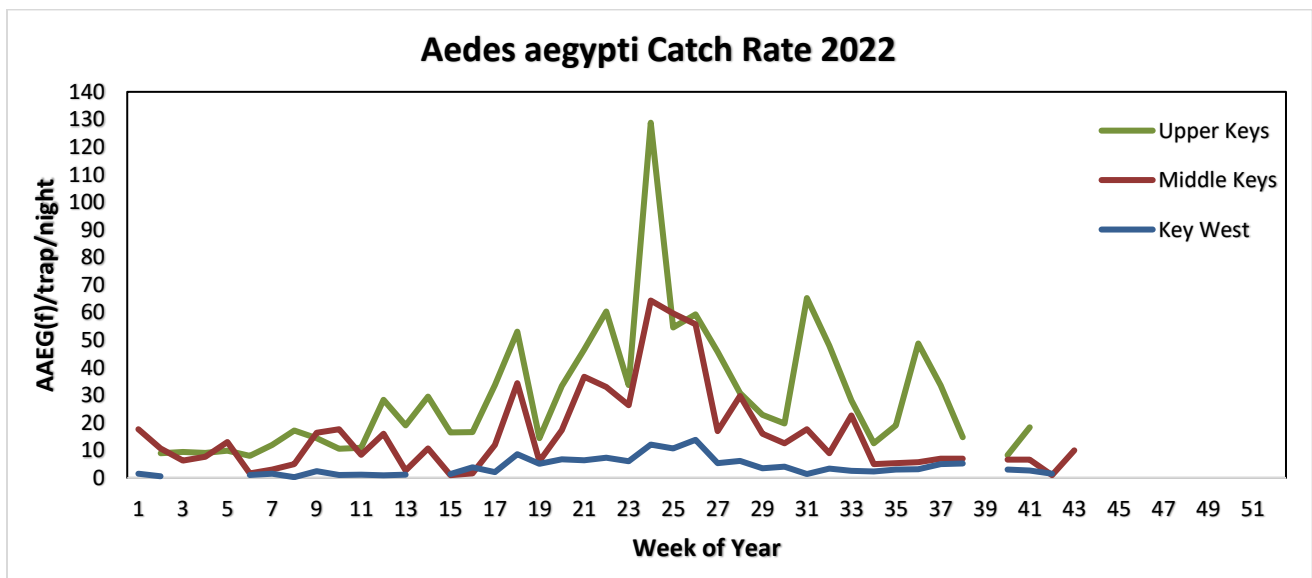
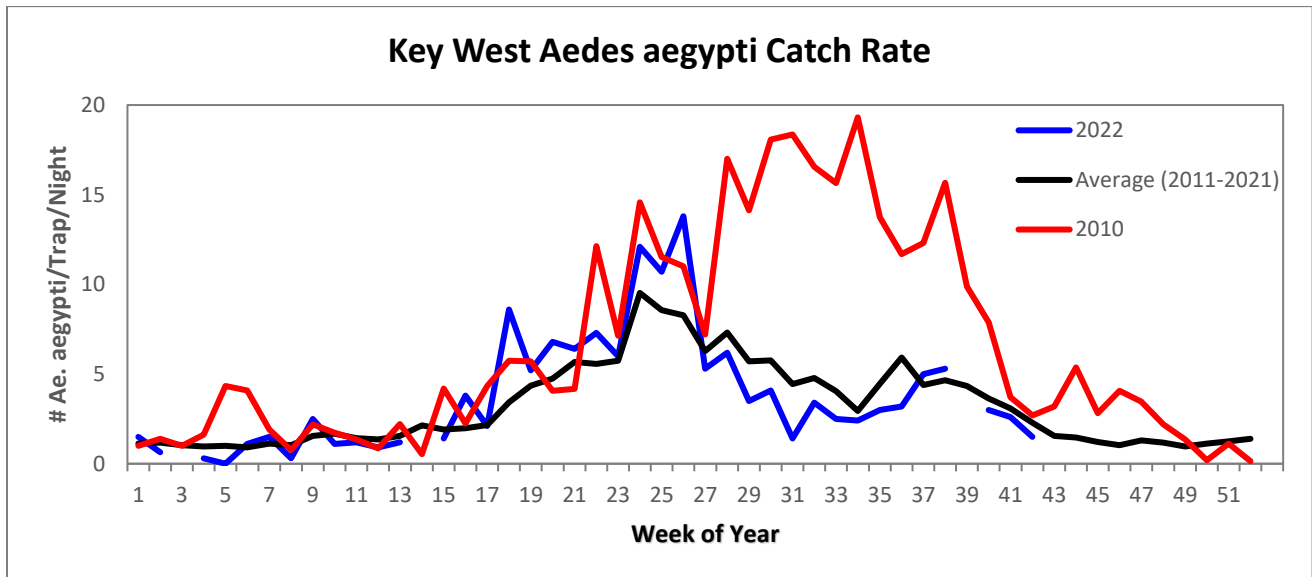
Total Service Requests for October 2022: 621



Key West Aedes aegypti Larval Information:

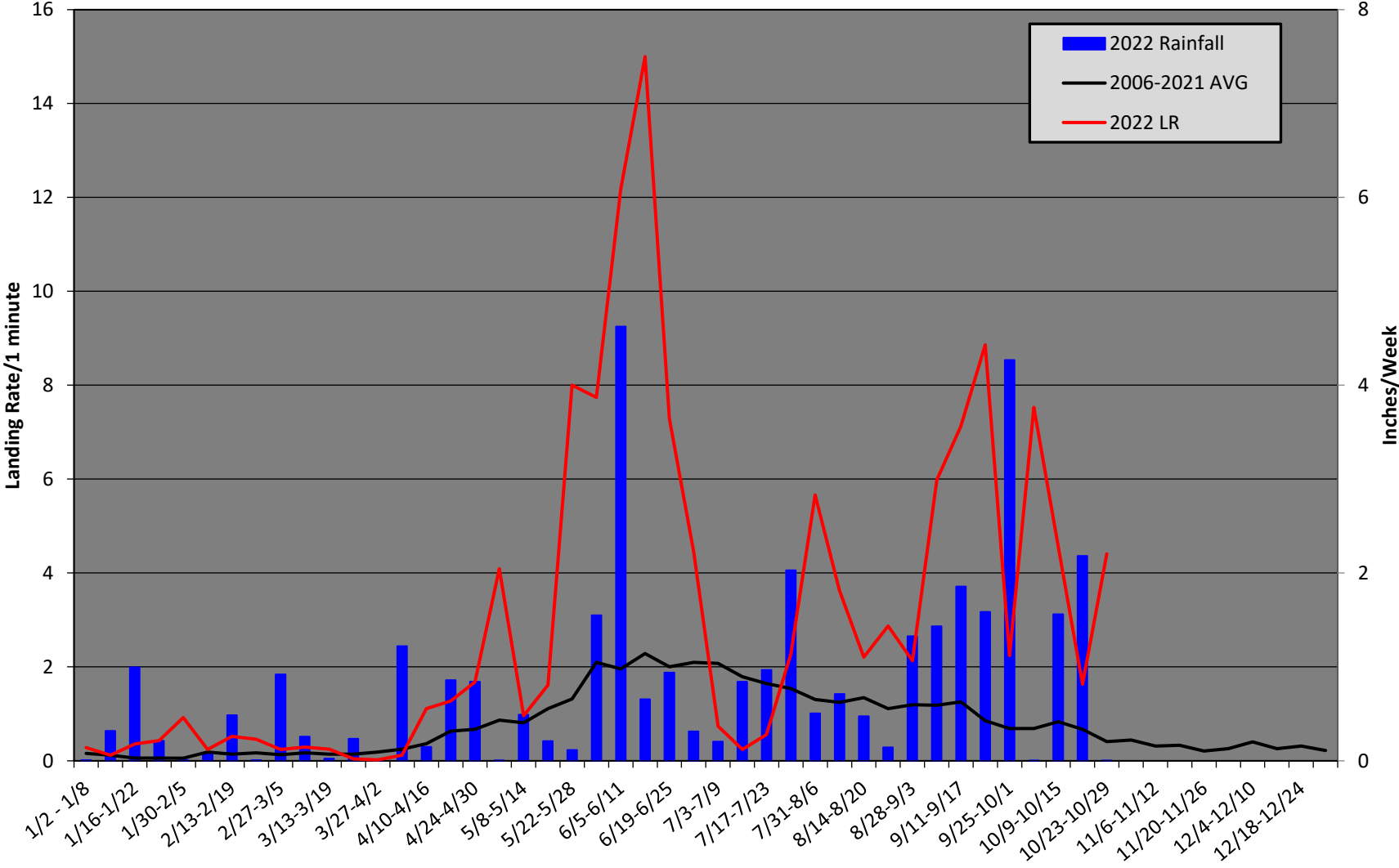


Adult Aedes aegypti Catch Rate Information:

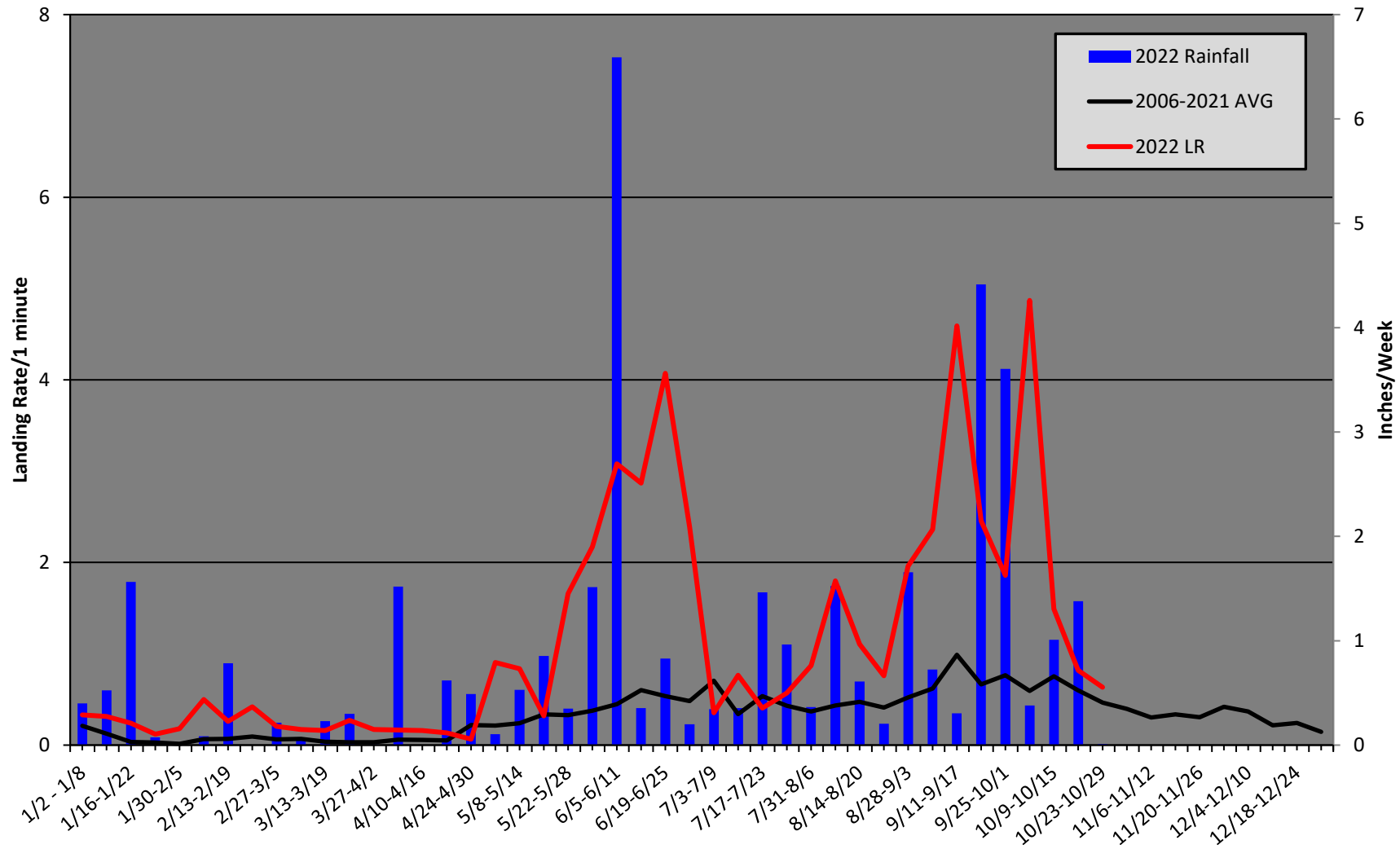


Lower Keys: Saddlebunch to Bahia Honda

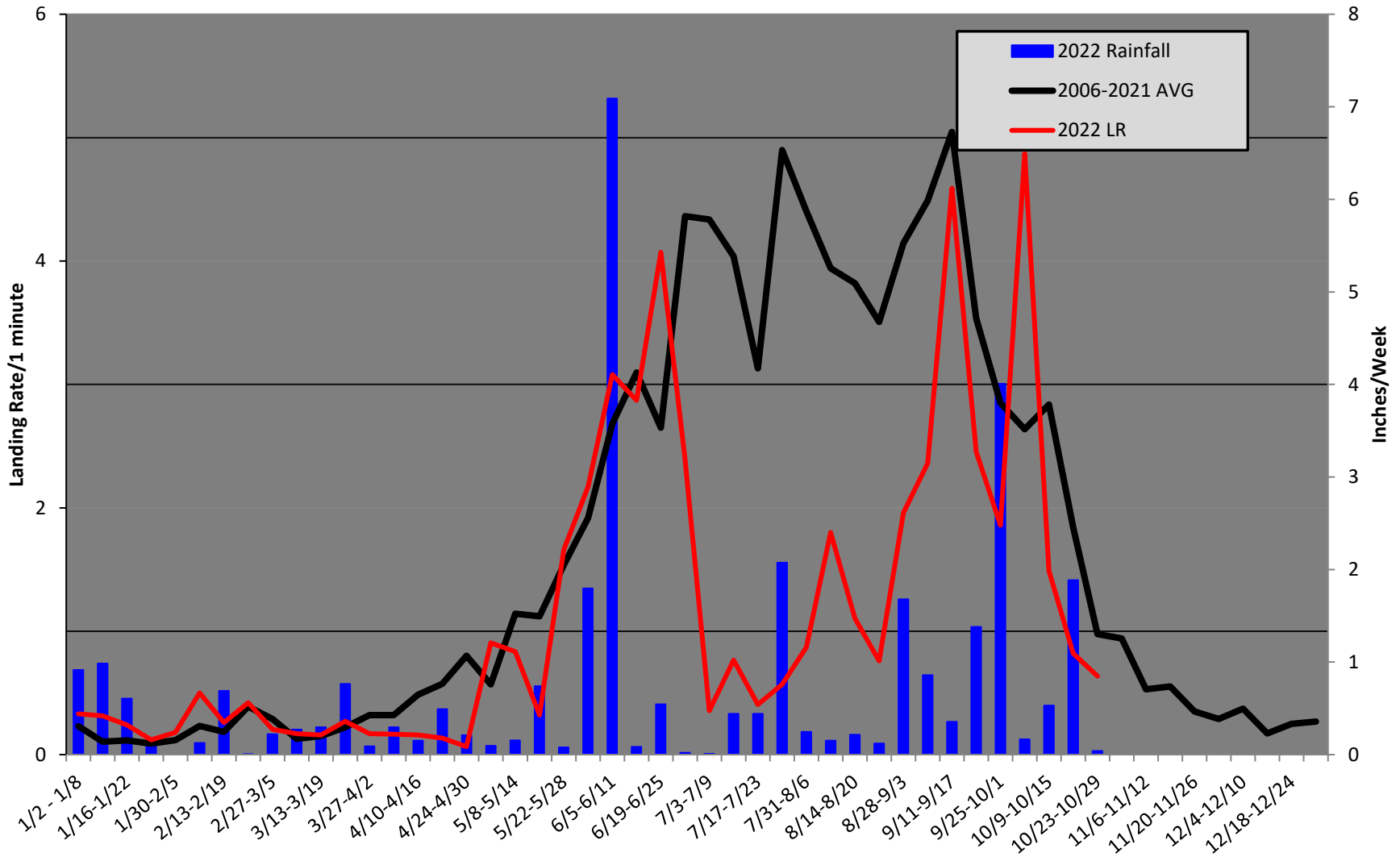
Average Landing Rate Counts and Rainfall



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

Commissioner
Travel Plans for
2023

January	Fly-In	1/9-1/12	Savannah, GA
February	DODD Short Courses	1/30-2/2	Gainsville
February	AMCA	2/26-3/3	Reno, NV
March	Tallahassee Days	3/20-3/22	Tallahassee Days
April	Lee County Fly In	4/17-4/19	Lehigh Acres, FL
May	Washington Days	5/17-5/19	Washington DC
November	FMCA	11/14-11/17	???????

January 2, 2023	New Year's Day Observed
January 16, 2023	MLK Jr. Day
February 20, 2023	President's Day
April 7, 2023	Good Friday
May 29, 2023	Memorial Day
July 4, 2023	Independence Day
September 4, 2023	Labor Day
October 9, 2023	Columbus Day
November 10, 2023	Veteran's Day Observed
November 23, 2023	Thanksgiving
November 24, 2023	Thanksgiving Friday
December 25, 2023	Christmas

Item 10a

Financial Reports

Budget Analysis

District Finances

Cash Disbursements

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
MONTHLY BUDGET ANALYSIS
FISCAL YEAR 2022-2023
OCTOBER 2022**

STATE FUND

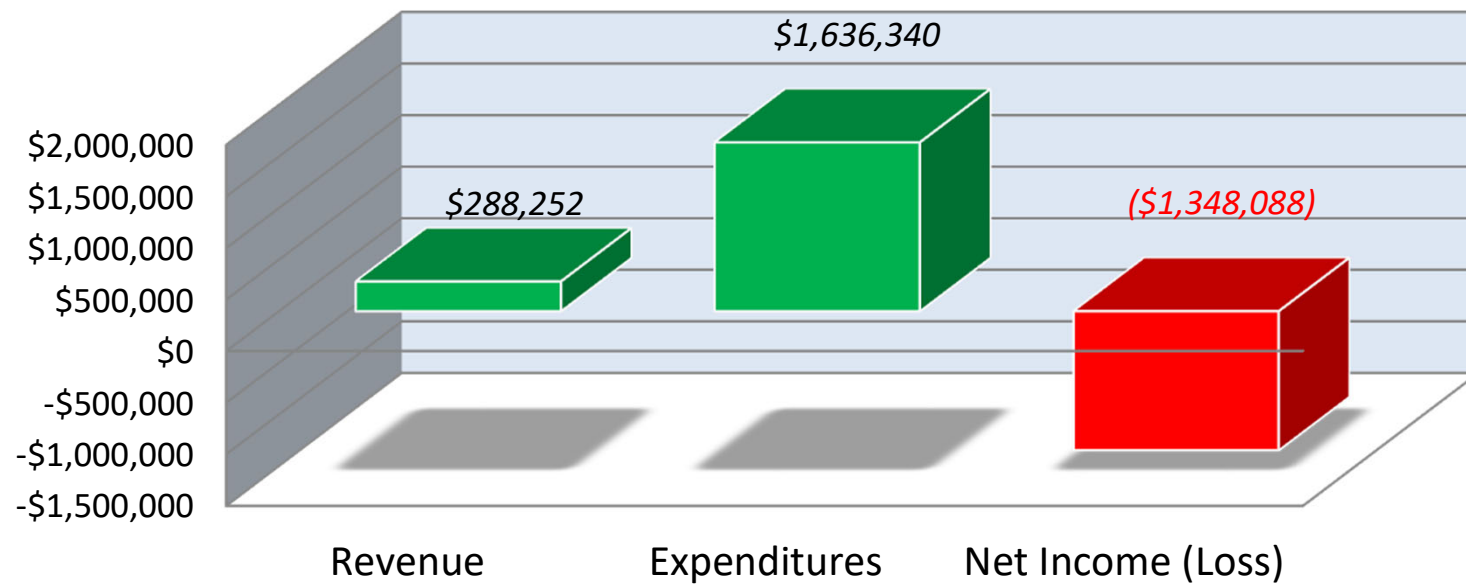
ACCT. NO	ITEM	Annual Budget	Current October Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15						0.00	0.00
20	Personal Service Benefits 21 - 25						0.00	0.00
30	Operating Expense 31 - 34						0.00	0.00
40	Travel and Per Diem 40.1 - 40.3	13,635.00					13,635.00	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	1,100,483.09					1,100,483.09	0.00
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	3,300.00					3,300.00	0.00
60	Capital Outlay 61 - 64	194,038.00					194,038.00	0.00
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	201,980.00					201,980.00	
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:	1,513,436.09	0.00	0.00	0.00	0.00	1,513,436.09	0.00

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
MONTHLY BUDGET ANALYSIS
FISCAL YEAR 2022-2023
OCTOBER 2022**

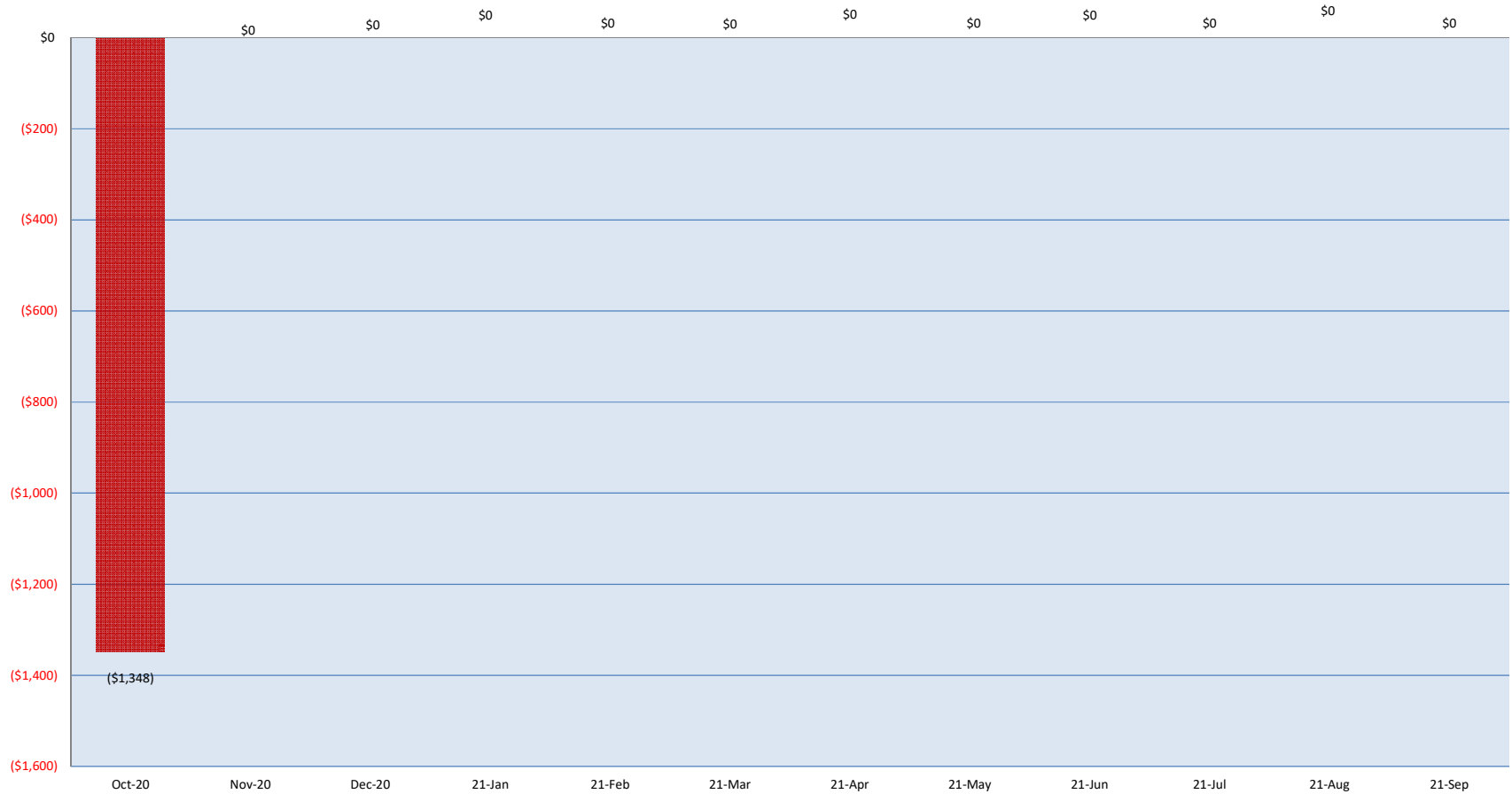
LOCAL FUND

ACCT. NO	ITEM	Annual Budget	Current October Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15	5,489,352.00	441,835.28	518,763.53	441,835.28	518,763.53	5,047,516.72	(76,928.25)
20	Personal Service Benefits 21 - 25	3,825,678.00	254,754.33	244,897.44	254,754.33	244,897.44	3,570,923.67	9,856.89
30	Operating Expense 31 - 34	1,148,993.00	37,478.10	9,498.47	37,478.10	9,498.47	1,111,514.90	27,979.63
40	Travel and Per Diem 40.1 - 40.3	123,985.00	4,406.71	10,828.17	4,406.71	10,828.17	119,578.29	(6,421.46)
41	Communication Services	100,100.00	7,502.66	3,756.10	7,502.66	3,756.10	92,597.34	3,746.56
42	Freight Services	16,500.00	329.74	745.28	329.74	745.28	16,170.26	(415.54)
43	Utility Services	162,250.00	8,315.88	11,556.70	8,315.88	11,556.70	153,934.12	(3,240.82)
44	Rentals and Leases	960,640.00	10,533.41	18,188.14	10,533.41	18,188.14	950,106.59	(7,654.73)
45	Insurance	797,570.00		384.70	0.00	384.70	797,570.00	(384.70)
46	Repair and Maintenance Service 46.1 - 46.6	858,490.00	35,425.89	29,559.19	35,425.89	29,559.19	823,064.11	5,866.70
47	Printing/Binding	6,350.00	1,890.00	1,040.00	1,890.00	1,040.00	4,460.00	850.00
48	Promotional Activities	21,000.00	2,026.00	3,171.00	2,026.00	3,171.00	18,974.00	(1,145.00)
49	Other Current Charges and Obligations	13,115.00	1,552.36	285.00	1,552.36	285.00	11,562.64	1,267.36
51	Office Supplies/Materials	49,411.00	135.00	4,286.62	135.00	4,286.62	49,276.00	(4,151.62)
52.1	Gas/Oil/Lube	325,762.00	13,872.75	19,742.27	13,872.75	19,742.27	311,889.25	(5,869.52)
52.2	Chemical/Solvents/Additives	981,028.44	144,506.40	84,841.91	144,506.40	84,841.91	836,522.04	59,664.49
52.3	Clothing and Wearing Apparel	41,540.00	314.48	149.74	314.48	149.74	41,225.52	164.74
52.4	Miscellaneous Supplies and Incidental	188,969.00	2,334.12	2,504.31	2,334.12	2,504.31	186,634.88	(170.19)
52.5	Tools and Small Implements	13,662.00	563.98	3,989.83	563.98	3,989.83	13,098.02	(3,425.85)
54	Books, Publications, Subscriptions, Memberships	73,541.00	1,227.00	1,981.00	1,227.00	1,981.00	72,314.00	(754.00)
55	Training	111,600.00	234.00	15,000.00	234.00	15,000.00	111,366.00	(14,766.00)
60	Capital Outlay 61 - 65	4,314,354.00	667,102.00	10,400.00	667,102.00	10,400.00	3,647,252.00	656,702.00
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	2,548,020.00					2,548,020.00	
99	Payment of Prior Year Accounts							
0.001	Reserves - Future Capital Outlay	52,530.00					52,530.00	
0.003	Reserves - Cash Bal to Carry Forward						0.00	
0.004	Reserves - Sick and Annual Leave	250,000.00					250,000.00	
	TOTAL:	22,474,440.44	1,636,340.09	995,569.40	1,636,340.09	995,569.40	20,838,100.35	640,770.69

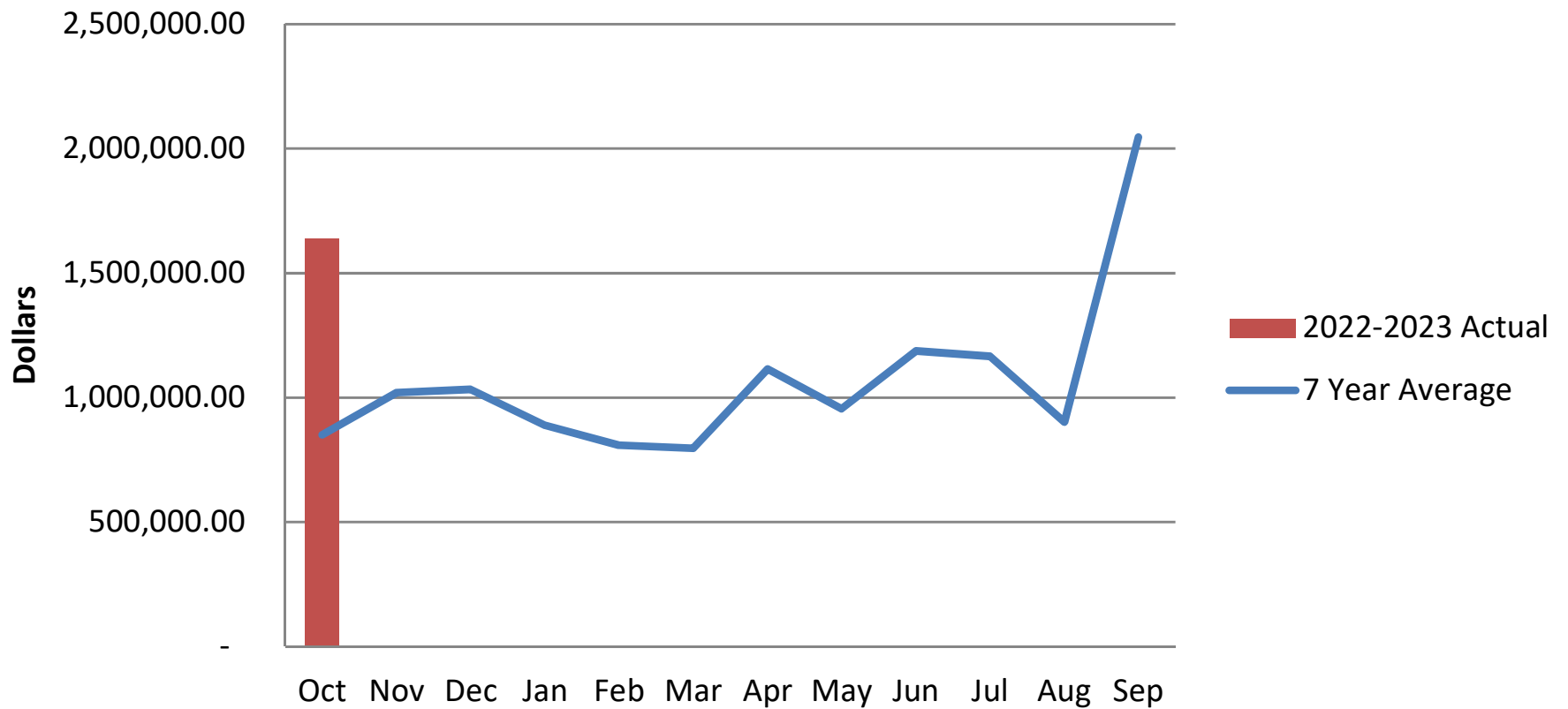
FKMCD Local FY 2021-2022 YTD Cash Basis Net Income (Loss) through October 2022



**FKMCD Local Funds FY 2021-2022 Cash Basis Monthly Net Income (Loss) through
October 2022
(Thousands of Dollars)**



Expenditure of Local Funds 2022-2023 Actual vs. Average of Last 7 Years



LOCAL ACCOUNT FUNDS

CHECKING - OPERATING

Checking Account balance on October 31, 2022:	\$ 4,454,893.31	
Plus November 2022 deposits to date:	<u>196,717.12</u>	
Total Operating Checking Account funds available:		\$ 4,651,610.43
Less funds transferred from Operating to Payroll:		
Less funds transferred from Operating to Health:		
Less funds transferred from Operating to State:	(201,015.26)	
Less November 2022 expenditures to date:	<u>(41,445.38)</u>	
Total Operating Checking Account funds expended/transferred to date:		<u>(242,460.64)</u>
Balance in Local Checking Account at present:		\$ <u>4,409,149.79</u>

CHECKING - PAYROLL

Checking Account balance on October 31, 2022:	\$ <u>5.18</u>	
Plus funds transferred from Operating Checking to Payroll Checking:	<u>0.00</u>	
Total Payroll Checking Account funds available:		\$ 5.18
Total Net Payroll Checking expenditures to date:		<u>0.00</u>
Balance in Local Payroll Checking Account at present:		\$ <u>5.18</u>

HEALTH INSURANCE CLAIMS FUND ACCOUNT

Checking Account balance on October 31, 2022:	\$ 14.51	
Plus funds transferred from Operating Checking to Health Checking:	<u>0.00</u>	
Total Health Checking Account funds available:		\$ 14.51
Total Net Health Checking expenditures to date:		<u>0.00</u>
Balance in Local Health Checking Account at present:		\$ <u>14.51</u>
Plus FSA Account		<u>32,481.93</u>
Total Local Funds:		\$ <u>4,441,651.41</u>

STATE I ACCOUNT FUNDS

CHECKING - OPERATING

October 31, 2022:	\$ <u>19,808.22</u>	
Plus November 2022 deposits to date:	<u>0.00</u>	
Plus funds transferred from Operating Checking to State:	<u>201,015.26</u>	
Total Checking Account funds available:		\$ 220,823.48
Less funds transferred to Operating Checking:		
Less November 2022 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>220,823.48</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 October 1, 2022 to October 31, 2022:

Check No.	Payment Date	Remit To	Payment Amt.
ACH	10/6/2022	Centennial Bank	3,130.78
ACH	10/6/2022	Florida Division of Retirement	85,455.51
ACH	10/3/2022	Centennial Bank (Payroll)	4,507.48
ACH	10/3/2022	EFTPS	1,578.15
ACH	10/4/2022	Centennial Bank (Payroll)	949.58
ACH	10/4/2022	EFTPS	157.34
ACH	10/14/2022	EFTPS	62,126.38
ACH	10/13/2022	EFTPS	16.56
ACH	10/14/2022	Centennial Bank (Payroll)	159,442.88
ACH	10/14/2022	CIGNA Healthcare	68,634.96
ACH	10/14/2022	Empower Retirement (Payroll Deductions)	5,680.83
ACH	10/14/2022	Florida State Disbursement Unit (Garnishments)	278.42
ACH	10/14/2022	Florida State Disbursement Unit (Garnishments)	209.19
ACH	10/14/2022	Florida State Disbursement Unit (Garnishments)	411.78
ACH	10/21/2022	Centennial Bank	698.00
ACH	10/21/2022	Centennial Bank	314.06
ACH	10/21/2022	Centennial Bank	810.43
ACH	10/21/2022	Centennial Bank	186.00
ACH	10/21/2022	Centennial Bank	963.00
ACH	10/18/2022	EFTPS	256.04
ACH	10/18/2022	Centennial Bank (Payroll)	1,513.46
ACH	10/28/2022	EFTPS	51,473.86
ACH	10/28/2022	Centennial Bank (Payroll)	140,932.40
ACH	10/28/2022	Florida Division of Retirement	74,392.08
ACH	10/31/2022	Centennial Bank (Payroll)	4,507.48
ACH	10/31/2022	EFTPS	1,578.15
ACH	10/28/2022	Florida State Disbursement Unit (Garnishments)	209.19
ACH	10/28/2022	Florida State Disbursement Unit (Garnishments)	278.42
ACH	10/28/2022	Florida State Disbursement Unit (Garnishments)	411.78
ACH	10/28/2022	Empower Retirement (Payroll Deductions)	5,750.11
117884	10/6/2022	Adapco, Inc.	102,746.40
117885	10/6/2022	Allen, Norton & Blue, P.A.	1,650.00
117886	10/6/2022	Beckmann's Auto Parts	157.04
117887	10/6/2022	Campbell Oil Co Inc.	5,383.15
117888	10/6/2022	Daniel Collins	1,600.00
117889	10/6/2022	Danilo Diaz Perez (Per Diem/Travel Reimbursement 10/2/2022)	10.00
117890	10/6/2022	E.M.C Oil Corp.	100.00
117891	10/6/2022	Enterprise FM Trust	8,923.65
117892	10/6/2022	Florida Keys Aqueduct Authority	337.33
117893	10/6/2022	Florida Municipal Insurance Trust (Dental Premiums)	5,765.09
117894	10/6/2022	Gary's Plumbing and Fire, Inc	935.00
117895	10/6/2022	Home Depot Credit Services	2,053.71
117896	10/6/2022	Keys Media Company, Inc	1,020.00
117897	10/6/2022	Level 4 Telcom	481.10
117898	10/6/2022	DSLX.NET	3,275.00

LOCAL ACCOUNT CONTINUED

117899	10/6/2022	Low Cut Lawn Care LLC	1,600.00
117900	10/6/2022	Marie's Cleaning	690.00
117901	10/6/2022	Nationwide Plumbing Services	900.00
117902	10/6/2022	Presidio Networked Solutions	5,139.12
117903	10/6/2022	Protection Plus	453.00
117904	10/6/2022	Specialty Hardware Supply, Inc.	27.50
117905	10/6/2022	Pure Health Solutions Inc.	239.70
117906	10/6/2022	Steven Rutherford (Per Diem/Travel Reimbursement 9/9-10/2/2022)	135.00
117907	10/6/2022	Summerland Key Cove Airport Company	400.00
117908	10/6/2022	Robert Svoboda (Per Diem/Travel Reimbursement 9/22-23/2022)	30.00
117909	10/6/2022	UniFirst Corporation	2,014.93
117910	10/6/2022	Verizon Wireless	3,746.56
117911	10/6/2022	Vernis & Bowling of the Florida	1,295.00
117912	10/6/2022	Waste Management of Florida Keys	389.69
117913	10/6/2022	Wheaton's Towing	83.60
117914	10/14/2022	Aircraft Spruce & Specialty Co.	80.73
117915	10/14/2022	Amazon Capital Services	174.19
117916	10/14/2022	APG Media	1,385.70
117917	10/14/2022	ArchiveSocial, Inc.	2,388.00
117918	10/14/2022	Barrett & Company	1,890.00
117919	10/14/2022	CDW Government, Inc.	3,881.85
117920	10/14/2022	Entomological Society of America (Annual Membership)	161.00
117921	10/14/2022	Florida Keys Media, LLC	816.00
117922	10/14/2022	Florida Mosquito Control Association (Annual Meeting Registration)	1,800.00
117923	10/14/2022	Florida Municipal Insurance Trust (Dental Premiums)	5,634.84
117924	10/14/2022	Forestry Suppliers, Inc.	219.59
117925	10/14/2022	Lawrence J. Hribar, PhD (Reimbursement for SOVE membership)	70.00
117926	10/14/2022	Island Tire	400.00
117927	10/14/2022	Jeppesen	501.00
117928	10/14/2022	Keys Auto Supply	232.52
117929	10/14/2022	Keys Sanitary Service (RCR0208)	182.23
117930	10/14/2022	Key West Auto Parts	28.69
117931	10/14/2022	Robert Lee (Per Diem/Travel Reimbursement 10/3-7/2022)	70.00
117932	10/14/2022	Marathon Garbage Service, Inc.	948.62
117933	10/14/2022	Robert Svoboda (Reimbursement for ASE Test Fees)	234.00
117934	10/14/2022	United Way of the Florida Keys (Payroll Deductions)	18.00
117935	10/14/2022	Vernis & Bowling of the Florida	7,177.00
117936	10/14/2022	Xerox Corporation	970.06
117937	10/17/2022	Phillip L. Goodman (Per Diem/Travel Reimbursement Bd Mtg 10/18/2022)	54.51
117938	10/17/2022	Thomas R. McDonald (Per Diem/Travel Reimbursement Bd Mtg 10/18/2022)	68.67
117939	10/17/2022	Brandon Pinder (Per Diem/Travel Reimbursement Bd Mtg 10/18/2022)	79.20
117940	10/17/2022	Stanley Zuba (Per Diem/Travel Reimbursement Bd Mtg 10/18/2022)	64.23
117941	10/21/2022	Airbus Helicopters, Inc	667,102.00
117942	10/21/2022	Amazon Capital Services	115.84
117943	10/21/2022	BASIC Benefits (Cobra Admin Fee)	62.48
117944	10/21/2022	Boeing Distribution, Inc.	103.85
117945	10/21/2022	Jason Bynum (Per Diem/Travel Reimbursement 10/6-11/2022)	45.00
117946	10/21/2022	Campbell Oil Co Inc.	7,756.21
117947	10/21/2022	Compliance Signs, LLC	417.55
117948	10/21/2022	Florida Keys Air Conditioning	1,432.02
117949	10/21/2022	Florida Keys Aqueduct Authority	673.89
117950	10/21/2022	Florida Keys Electric Coop Assn Inc	5,684.12
117951	10/21/2022	Christopher Franco (Per Diem/Travel Reimbursement 10/7-13/2022)	45.00
117952	10/21/2022	Frasco Profiles	54.51
117953	10/21/2022	Emily Garner (Per Diem/Travel Reimbursement 10/6-12/2022)	45.00
117954	10/21/2022	Keys Consortium/Keys Mobile Medical Services	470.00
117955	10/21/2022	Chris Law (Per Diem/Travel Reimbursement 10/12-13/2022)	30.00

LOCAL ACCOUNT CONTINUED

117956	10/21/2022	The N2 Company	190.00
117957	10/21/2022	PPLSI (Payroll Deductions)	215.29
117958	10/21/2022	Ryan Rodriguez (Per Diem/Travel Reimbursement 10/6-12/2022)	45.00
117959	10/21/2022	Andrew Roltsch (Per Diem/Travel Reimbursement 10/18/2022)	15.00
117960	10/21/2022	Safran Helicopter Engines USA, Inc.	8,266.27
117961	10/21/2022	Bruce K. Stevens (Per Diem/Travel Reimbursement 10/6-13/2022)	30.00
117962	10/21/2022	Robert Svoboda (Per Diem/Travel Reimbursement 10/6/2022)	15.00
117963	10/21/2022	ULINE	223.47
117964	10/21/2022	Wex Bank	47.41
117965	10/21/2022	Wired Waters	8,671.50
117966	10/21/2022	Airbus Helicopters, Inc	6,966.32
117967	10/28/2022	Adapco, Inc.	41,760.00
117968	10/28/2022	Aflac (Payroll Deductions)	1,368.80
117969	10/28/2022	Aflac (Payroll Deductions)	44.20
117970	10/28/2022	Aircraft Spruce & Specialty Co.	293.45
117971	10/28/2022	Amazon Capital Services	647.90
117972	10/28/2022	John Cook (Per Diem/Travel Reimbursement 10/18/2022)	15.00
117973	10/28/2022	John Paul Davis (Per Diem/Travel Reimbursement 10/7-13/2022)	45.00
117974	10/28/2022	Steven Degnan (Per Diem/Travel Reimbursement 10/6-13/2022)	60.00
117975	10/28/2022	Danilo Diaz Perez (Per Diem/Travel Reimbursement 10/14-18/2022)	25.00
117976	10/28/2022	Byron Elliott (Per Diem/Travel Reimbursement 10/7-12/2022)	45.00
117977	10/28/2022	Florida Municipal Insurance Trust	5,625.79
117978	10/28/2022	Keith Hietanen (Per Diem/Travel Reimbursement 10/6-7/2022)	30.00
117979	10/28/2022	HemoStat Laboratories	37.25
117980	10/28/2022	Bruce L. Holden (Per Diem/Travel Reimbursement 10/18/2022)	15.00
117981	10/28/2022	Houston Air	368.00
117982	10/28/2022	Island Tire	1,240.00
117983	10/28/2022	Alana Loftus (Per Diem/Travel Reimbursement 10/6/2022)	15.00
117984	10/28/2022	Tom Loftus (Per Diem/Travel Reimbursement 10/18/2022)	15.00
117985	10/28/2022	Ron Matie (Per Diem/Travel Reimbursement 10/6-7/2022)	30.00
117986	10/28/2022	National Safety Council	495.00
117987	10/28/2022	Kelly Pointer (Per Diem/Travel Reimbursement 10/6-18/2022)	120.00
117988	10/28/2022	Kelly Pointer (Reimbursement for Rubber Boots)	113.57
117989	10/28/2022	Steven Rutherford (Per Diem/Travel Reimbursement 10/14-18/2022)	25.00
117990	10/28/2022	Standard Insurance Co. (Life Insurance Premiums)	4,187.32
117991	10/28/2022	United Way of the Florida Keys (Payroll Deductions)	18.00
117992	10/28/2022	Vernis & Bowling of the Florida	1,264.50
117993	10/28/2022	Wex Bank	685.98
117994	10/28/2022	Advanced Fire & Security, Inc. (FIRE)	3,356.45
117995	10/28/2022	TK Elevator Corporation (FIRE)	4,643.60
117996	10/28/2022	Florida Keys Air Conditioning (FIRE)	156.28
		Transfer - Healthcare	88,205.61
		Transfer - Payroll Clearing	100.00
Total Local Account Cash Disbursements			1,721,740.93

Respectfully Submitted,



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

Item 10b

Schedule 2023 Meeting Dates

2023 CALENDAR

January-2023						
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-2023						
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	

May-2023						
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			

July-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September-2023						
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

November-2023						
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		

February-2023						
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				

April-2023						
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-2023						
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	

August-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
		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		

October-2023						
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-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Holidays
 Meetings
 Conferences

January	Fly-In	1/9-1/12	Savannah, GA
February	DODD Short Courses	1/30-2/2	Gainsville
February	AMCA	2/26-3/3	Reno, NV
March	Tallahassee Days	3/20-3/22	Tallahassee Days
April	Lee County Fly In	4/17-4/19	Lehigh Acres, FL
May	Washington Days	5/17-5/19	Washington DC
November	FMCA	11/14-11/17	???????

January 2, 2023	New Year's Day Observed
January 16, 2023	MLK Jr. Day
February 20, 2023	President's Day
April 7, 2023	Good Friday
May 29, 2023	Memorial Day
July 4, 2023	Independence Day
September 4, 2023	Labor Day
October 9, 2023	Columbus Day
November 10, 2023	Veteran's Day Observed
November 23, 2023	Thanksgiving
November 24, 2023	Thanksgiving Friday
December 25, 2023	Christmas

Item 10c

Resolution 2022-05
Dept. of Financial
Services Authorized
Signatures

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

RESOLUTION 2022-05

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT ADOPTING THE DEPARTMENT OF FINANCIAL SERVICES AUTHORIZED SIGNATURE CERTIFICATION

WHEREAS, the Board of Commissioners of the Florida Keys Mosquito Control District, Monroe County, Florida (“District”) desires to comply with Chapter 280 Florida Security for Public Deposits Act”: and

WHEREAS, the Board of Commissioners of the Florida Keys Mosquito Control District, Monroe County, Florida monies are “Public Deposits” as defined in Chapter 280.02 (23): and

WHEREAS, the Florida Keys Mosquito Control District, Monroe County, Florida meets the requirement set forth in Chapter 280.02 (24) Florida Statutes meeting the definition of “Public Depositor” and

WHEREAS, Chapter 280.03 (1) (a) Florida Statutes states “All public deposits shall be secured as provided in this chapter when public depositors comply with the requirements of this chapter”: and

WHEREAS, under Chapter 280 Florida Statutes the Chief Financial Officer of the State of Florida is designated oversight of the “Florida Security for Public Deposits Act”: and

WHEREAS, Chapter 280.17 (5) Florida Statutes states: “Each public depositor shall confirm annually that public deposit information as of the close of business on September 30 has been provided by each qualified public depository and is in agreement with public depositor records”: and

WHEREAS, the Chief Financial Officer of the State of Florida Department of Financial Services Division of Treasury and Bureau of Collateral Management requires an authorized signature certification from Public Depositors for all transactions:

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 District hereby adopts and certifies the following individuals to execute by signature necessary documents to comply with the Chief Financial Officer of the State of Florida, Department of Financial Services Division of Treasury, and Bureau of Collateral Management requirements under Chapter 280, Florida Statutes:
 - a.) Andrea Leal, Executive Director
 - b.) Bruce Holden, Finance Director

PASSED AND ADOPTED THIS 9th DAY OF NOVEMBER, 2022

BOARD OF COMMISSIONERS OF THE Florida Keys Mosquito Control District.

Chair	Date

Attest:

Members of the Board

Item 10d

Resolution
2022-06

Approval of
Investment
Policy

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

RESOLUTION 2022-06

**A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT ADOPTING THE
FLORIDA KEYS MOSQUITO CONTROL DISTRICT INVESTMENT POLICY**

WHEREAS, the Board of the Commissioners of the Florida Keys Mosquito Control District, Monroe County, Florida (“District”) had previously adopted a written Cash Management Policy in accordance with investment policies developed pursuant to Florida Statute Section 218.415; and

WHEREAS, the District has reviewed and updated its written Investment Policy in accordance with Florida Statute Section 218.415; and

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 Florida Keys Mosquito Control Policy, as finally reviewed and amended as of this date, is attached hereto as Exhibit A and incorporation herein by reference and is adopted as the District’s Investment Policy.

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

PASSED AND ADOPTED THIS 9TH DAY OF NOVEMBER 2022.

BOARD OF COMMISSIONERS OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Chair

Date

Attest:

Members of the Board

INVESTMENT POLICY

Florida Keys Mosquito Control District

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 280.02, 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.

XIV. MASTER REPURCHASE AGREEMENT

All approved institutions and dealers transaction repurchase agreements will be required to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the Master Repurchase Agreement.

XV. CONTINUING EDUCATION

Investment official(s) and/or designee shall annually complete eight (8) hours of continuing education in subjects or course of study related to investment practices and products.

Item 10e

Ratification of
Emergency
Purchase: AAA
American
Restoration

THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT
EMERGENCY PURCHASE AUTHORIZATION FORM

REASON FOR EMERGENCY PURCHASE:

Water damage mitigation needed to be performed immediately after submergence. Without immediate remediation, more damage could have occurred. The marathon office building is an essential public building and must be utilized as soon as possible. All costs have been approved by our insurance company.

Name of company or vendor:

AAA American Restoration

Description of the services or goods (including cost):

Water extraction, content moving, drying units, dehumidifiers, monitoring equipment, mildicide treatment, labor, moisture detection, injecta dry system, ceiling tile removal, and baseboard removal: \$63,724.81.

ANY RELEVANT DOCUMENTS CONCERNING THIS PURCHASE MUST BE ATTACHED TO THIS FORM.

The statements contained in this form are true and correct, and made with full knowledge that Florida Keys Mosquito Control District must generally, subject to exceptions and District Policy, competitively bid certain services and goods when their cost exceeds Category 2, pursuant to Florida Statute Section 287 and District Policy, unless there is an emergency.

Andrea L. Leal
Signature of Director or Director's Designee
Print: Andrea L. Leal

Dated: 11/2/22

IF COST OF SERVICES OR GOODS EXCEEDS CATEGORY 2, THEN THIS PURCHASE MUST BE APPROVED BY THE DISTRICT BOARD AFTER DECLARING IT AN EMERGENCY PURCHASE.

Signature of District Chairperson
Print: _____

Dated: _____

Item 10f

Ratification of
Emergency
Purchase:
GA Contractors

THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT
EMERGENCY PURCHASE AUTHORIZATION FORM

REASON FOR EMERGENCY PURCHASE:

Building reconstruction needs to be performed immediately after dry out phase due to water damage. The marathon office building is an essential public building and must be utilized as soon as possible. All costs for this purchase have been approved by our insurance company.

Name of company or vendor:

GA Contractors

Description of the services or goods (including cost):

Dry wall installation, interior painting, baseboard installation, and ceiling tile replacement:
\$87,080.00.

ANY RELEVANT DOCUMENTS CONCERNING THIS PURCHASE MUST BE ATTACHED TO THIS FORM.

The statements contained in this form are true and correct, and made with full knowledge that Florida Keys Mosquito Control District must generally, subject to exceptions and District Policy, competitively bid certain services and goods when their cost exceeds Category 2, pursuant to Florida Statute Section 287 and District Policy, unless there is an emergency.

Andrea L. Leal
Signature of Director or Director's Designee
Print: Andrea L. Leal

Dated: 11/2/22

IF COST OF SERVICES OR GOODS EXCEEDS CATEGORY 2, THEN THIS PURCHASE MUST BE APPROVED BY THE DISTRICT BOARD AFTER DECLARING IT AN EMERGENCY PURCHASE.

Signature of District Chairperson
Print: _____

Dated: _____