

REGULAR MEETING

FEBRUARY 21, 2023



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
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26	27	28	29	30	31	

May-2023						
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July-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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30	31					

September-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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3	4	5	6	7	8	9
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November-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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February-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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26	27	28				

April-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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30						

June-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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August-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28	29	30	31		

October-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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15	16	17	18	19	20	21
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29	30	31				

December-2023						
SUN	MON	TUES	WED	THUR	FRI	SAT
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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

February 21, 2023 2:00 pm (approximate)

1.) Call to Order

2.) Roll Call

3.) Community Input:

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

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

The Board welcomes public input but also must maintain order. Thus, community input is not a time for open dialogue between the Board and the speaker. Speakers should direct their comments to the Board and not to 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 February 21, 2023. If attending remotely, you must remain available by phone from the hours of 1:00pm to 3:00pm.

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 January 17, 2023 Audit Committee Meeting **Pgs. 6-7**
- b.) **Minutes** of the January 17, 2023 Performance Review Workshop **Pgs. 8-9**
- c.) **Minutes** of the January 17, 2023 Regular Meeting **Pgs. 10-12**

5.) Approval of Agenda

6.) Treasurer's Report

7.) Attorney's Report

8.) Director's Report Pgs. 16-25

9.) Items for Board Discussion

a.) Performance Review, The Balmoral Group (Leal)

10.) Items for Board Review and Action:

a.) Financial Reports (Holden)

I. Budget Analysis Pgs. 28-32

II. District Finances Pg. 33

III. Cash Disbursements through January 2023 Pgs. 34-37

b.) ITB 2023-01 Surplus Equipment (Holden) Pgs. 39-41

c.) ITN 2022-06 Airbus H125 Factory New Helicopter Retrofit (Holden) Pgs. 43-45

11.) Good of the Order

12.) Meeting Adjourned

Item 4a

Approval
of
Minutes

Audit Committee Meeting Minutes

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

January 17, 2023 1:25 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held an Audit Committee Meeting on January 17, 2023 at the FKMCD Marathon office.

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

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.

Invited Guests Present: Mark Latham; Jim Hill, Oropeza & Parks on the telephone

Community Input: None.

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

2023 Election of Officers: Commissioner McDonald nominated Ms. Cranney as the Chairman of the committee. A motion to approve was made by Mr. McDonald, seconded by Dr. Zuba and passed unanimously to reappoint Chairman Cranney as the Chairman for 2023.

Items for Board Discussion:

6a.) 2021-2022 Audit Presentation – Chairman Cranney introduced Jim Hill, CPA; who was present on the telephone. He provided the committee an update on this year's audit process and said everything is moving along smoothly and he doesn't foresee any delays in the process. Commissioner McDonald asked Mr. Hill if there are any areas of concern in the audit process thus far and Mr. Hill advised there is not. Chairman Cranney suggested Bruce Holden, Director of Finance; contact LeaseQuery to purchase the software to ensure compliance with the new GASB (Governmental Accounting Standards Board) 87 standards in the audit process. She also suggested we hire a consultant to assist with the new GASB 87, which took effect in 2021, and is the new lease accounting standard issued by GASB to more accurately portray lease obligations and improve governmental financial statements.

Items for Board Review and Action: None.

Good of the Order: Chairman Cranney discussed the next audit committee meeting date, which will be in February. Commissioner McDonald suggested having a workshop next month to review the requirements of the Audit Committee and the expectation of their involvement in the Budget process. After a discussion it was decided they will hold a workshop before the Audit Committee Meeting in February.

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

*Thomas McDonald, Secretary-Treasurer
For additional information, please refer to www.keysmosquito.org.*

DRAFT

Performance Review Workshop Minutes

Florida Keys Mosquito Control District
Marathon Office
503 107TH St. Marathon, FL 33050

January 17, 2023 2:00 PM

The Board of Commissioners of the Florida Keys Mosquito Control District held a Performance Review Workshop on Tuesday, January 17, 2023.

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

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

GUESTS PRESENT: Mark Latham, Dr. Carla Fry, Mr. Robert Eadie, Adriane Rogers, Pacso County Mosquito Control; Patrick Linn, Keira Lucas, Stacy Welch, Collier Mosquito Control District; David Hoel, Aaron Lloyd, Lee County Mosquito Control District

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 discuss Operational Performance Reviews (both District and State-initiated), review Florida Mosquito Control District organization and Florida Mosquito Control Association (FMCA) strategic plan, and begin developing Florida Keys Mosquito Control District (FKMCD) action plan.

DISCUSSION:

Andrea Leal, Executive Director, advised the reason behind today's workshop is that the Board has been asking for a Performance Review for some time and this workshop will be to present the findings of that review. The State of Florida has also mandated that all special taxing mosquito control districts undergo a Performance Review in 2023 with their selected Audit Company. In doing our own Performance Review, this will help us prepare for the state-mandated review. Chairman Goodman then introduced a special guest, Mr. Robert Eadie; Administrator of the Monroe County Health Department. Mr. Eadie addressed the Board and advised he would be retiring in March of 2023, and he introduced his replacement, Dr. Carla Fry.

Director Leal then introduced Mark Latham, the consultant that was hired to conduct our performance review. Mr. Latham is also the Retired Director from Manatee County Mosquito Control District. He stated the intent of this review was to observe the current structure and practices of the District, compare with currently accepted practices of other Florida mosquito control districts, determine what recommendations have been followed and improvements made since the previous review in 1999, evaluate the readiness of the District to respond to the state-mandated performance review, and make recommendations where changes and improvements can be made. Over the next hour Mr. Latham reviewed his report and finished with his conclusions and recommendations for the District.

Chairman Goodman was next to present during the workshop; his presentation included an Overview of the Advantages and Disadvantages of Independent Taxing Districts vs. those under BOCC (Board of County Commissioners), FMCA's response to the State Mandated Audits, and the proposed Florida Mosquito Control District's Action Plan. Chairman Goodman thanked everyone for attending today's workshop.

ADJOURN: There being no further business to come before the Board, the workshop 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.

DRAFT

Regular Meeting Minutes

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

January 17, 2023 4:09 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on January 17, 2023 at the FKMCD Marathon office.

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

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

Invited Guests Present: Mark Latham

Swearing in of Chairman Goodman and Commissioner McDonald

Community Input: None.

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

Approval of Agenda: Director Leal requested to amend the agenda by adding item 12e; to approve piggybacking of office furniture from the state contract in the amount of \$37,062.96. A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to amend the agenda as described. The meeting agenda was unanimously approved by the Board. A motion was made by Commissioner Cranney, seconded by Commissioner McDonald, and passed unanimously to approve the amended agenda.

Treasurer's Report: Tom McDonald, Secretary/Treasurer, advised he is still working on changing the format we use to present the financial statements so they are displayed departmentally. Director Leal suggested that herself, Bruce Holden and Commissioner McDonald have a meeting to review the current setup.

Attorney's Report: Dirk Smits, Board Attorney, advised the Board we will begin using resolutions for each item on the agenda that requires Board action. Mr. Smits also reviewed Florida Statutes Chapter 189 Section 072 with the Board regarding the Dissolution of an independent special district.

Director's Report: Andrea Leal, Executive Director, announced that Robert Svoboda was awarded Employee of the Quarter. Robert is our newest Fleet Mechanic in the Marathon office and has been with the District for just over a year and always goes above and beyond in his daily job functions and is extremely helpful to all of the staff. Director Leal reviewed the Annual Operations Reports. The District is doing Tire Amnesty days at all three (3) locations in January; which was funded by grants from the Department of Agriculture and FDOT. Chad Huff, PEIO; has been working with the county to try and secure temporary landing zones in the upper keys. Director Leal included the Annual Research Publication Summary for 2022 in her report, which highlighted fourteen (14) articles that were submitted by our research team. Director Leal had Bruce Holden, Director of Finance give the Board an update on our investments into FLCLASS and the interest earned in the last month.

2023 Election of FKMCD Officers:

Commissioner Zuba nominated Chairman Goodman, seconded by Commissioner Cranney, as Board Chair, with no other nominations Chairman Goodman moved that nominations be closed. After a roll call vote, it was unanimously approved.

Commissioner McDonald nominated Commissioner Zuba as Vice-Chair, seconded by Commissioner Pinder, with no other nominations, Chairman Goodman moved that nominations be closed. After a roll call vote, it was unanimously approved.

Chairman Goodman nominated Commissioner McDonald as Secretary/ Treasurer, seconded by Commissioner Pinder, with no other nominations, Chairman Goodman moved that nominations be closed. After a roll call vote, it was unanimously approved.

Items for Board Discussion:

11a.) Operational Review – Andrea Leal, Executive Director, provided an update to the Board and highlighted the timeline for the state-mandated audit and what the next steps are for the District.

Items for Board Review and Action:

12a.) Financial Reports – Bruce Holden, Director of Finance, discussed the State and Local accounts and reviewed the spending and year-to-year comparisons and stated that overall we are in a good place with the budget. A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously, confirming the Board received the financial information from December of 2022 and the Board requests it be submitted for audit at the appropriate time.

12b.) Resolution 2023-01; Budget Amendment #3: A Resolution Of The Florida Keys Mosquito Control District Of Monroe County, Florida Amending The District’s Budget For Fiscal Year 2022-2023; Providing For Severability; And Providing For An Effective Date. A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously to adopt Resolution 2023-01 as written. After a roll call vote, it was unanimously adopted.

12c.) Resolution 2023-02; Budget Amendment #4: A Resolution Of The Florida Keys Mosquito Control District Of Monroe County, Florida Amending The District’s Budget For Fiscal Year 2022-2023; 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 2023-02 as written. After a roll call vote, it was unanimously adopted.

12d.) Resolution 2023-03; Addition of Juneteenth, Federal Holiday, to FKMCD Holiday Policy: A Resolution Of The Florida Keys Mosquito Control District Of Monroe County, Florida Recognizing The Federal Holiday Juneteenth As A District Holiday; Providing For Inclusion In The Personnel Manual; And Providing For An Effective Date. A subsidiary motion was made by Chairman Goodman, seconded by Commissioner McDonald to postpone Commissioner Cranney’s motion to a time uncertain in July of 2023. After a roll call vote, the motion failed with a 2-3 vote, with Commissioner Zuba, Commissioner Cranney and Commissioner Pinder voting no. A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, to adopt Resolution 2023-03 as written. After a roll call vote, it was passed with a 3-2 vote, with Chairman Goodman and Commissioner McDonald voting no.

12e.) Approve piggybacking of office furniture from the state contract in the amount of \$37,062.96- A motion was made by Commissioner Pinder, seconded by Commissioner Zuba, and passed unanimously to approve purchasing the furniture. After a roll call vote, it was unanimously approved.

Good of the Order:

- Chairman Goodman discussed the next meeting of the Board to be held on February 21, 2023 at 1pm and advised the Board there would be an Audit Committee Meeting, Regular Meeting and 2 Workshops.

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

February 2023 Director's Report

State of Florida Mosquito-Borne Disease Update (as of 01/07/2023)

1. Monroe County
 - a. 2022: Dengue: 0 local, 4 travel-related, 2023: 0 cases
2. All of Florida (2022)
 - a. Dengue: 68 local (Miami-Dade, 64; Broward, 2; Volusia and Collier, 1), 903 travel-related (Miami-Dade, 606)
 - b. Zika: 0 local, 0 travel-related
 - c. Chikungunya: 0 local, 0 travel-related
 - d. West Nile Virus: 6 human cases
 - e. Eastern Equine Encephalitis: 0 human cases
 - f. Malaria: 63 travel-related
3. All of Florida (2023)
 - a. Dengue: 1 local, 19 travel-related
 - b. Zika: 0 local, 0 travel-related
 - c. Chikungunya: 0 local, 0 travel-related
 - d. West Nile Virus: 0 human cases
 - e. Eastern Equine Encephalitis: 0 human cases
 - f. Malaria: 3 travel-related
4. Miami-Dade is under a mosquito-borne illness alert.

Operations Summary

1. Adult Mosquitoes
 - a. Salt Marsh mosquito numbers higher than historical average in the Lower Keys, but at the average in the Middle and Upper Keys in January.
 - b. No aerial adulticide missions were conducted in January.
 - c. Six (6) truck adulticide missions were conducted in the Lower Keys in January, treating approximately 1,700 acres.
 - d. *Aedes aegypti* numbers did not exceed our adulticide action thresholds throughout the Keys in January.
2. Larval Mosquitoes
 - a. Five (5) aerial granular larvicide missions were completed in January, treating approximately 440 acres; this is below the historical average for January.
 - b. No aerial liquid larvicide missions were conducted in January.
 - c. No ground liquid larvicide missions were conducted in January.
3. Service Requests received (172) were above the historical average for January, majority of which requesting a fog truck or inspection.

Community Outreach/Education

1. Schools
 - a. Plantation Key School Career Day (2/1/23): helicopter, pilot and biologist.
 - b. Key Largo School Career Day (2/10/23): helicopter, pilot and biologist.
2. Community Events/Outreach/Speaking Engagements
 - a. Ocean Reef Health Fair (2/14/23)
 - b. Marathon Rotary Meeting (1/25/23)
 - c. Key West Botanical Garden Festival (3/4/23)
 - d. Original Marathon Seafood Festival (3/11/23—3/12/23)
3. Media

- a. Big Pine News Barometer (2/10/23): Steve Estes publishes story about FKMCD's presentation to the County Commission on February 15 and the District's efforts to spread the word about the numerous benefits provided by the existence of the FKMC Special Taxing District.
- b. Key West Citizen (2/15/13): Tim O'Hara publishes story about FKMCD's presentation to the County Commission on February 15.
- c. January 18-21: Numerous stories, mentions, notices about Tire Amnesty event on January 20 and 21.

Human Resources

1. Promotions
 - a. Elizabeth Frampton, Upper Keys Supervisor
2. Current Openings
 - a. Director of Aerial Operations: accepting applications
 - b. ULV Coordinator: conducting interviews
 - c. Middle Keys Inspector: conducting interviews
 - d. Upper Keys Office Coordinator: on hold until May 2023

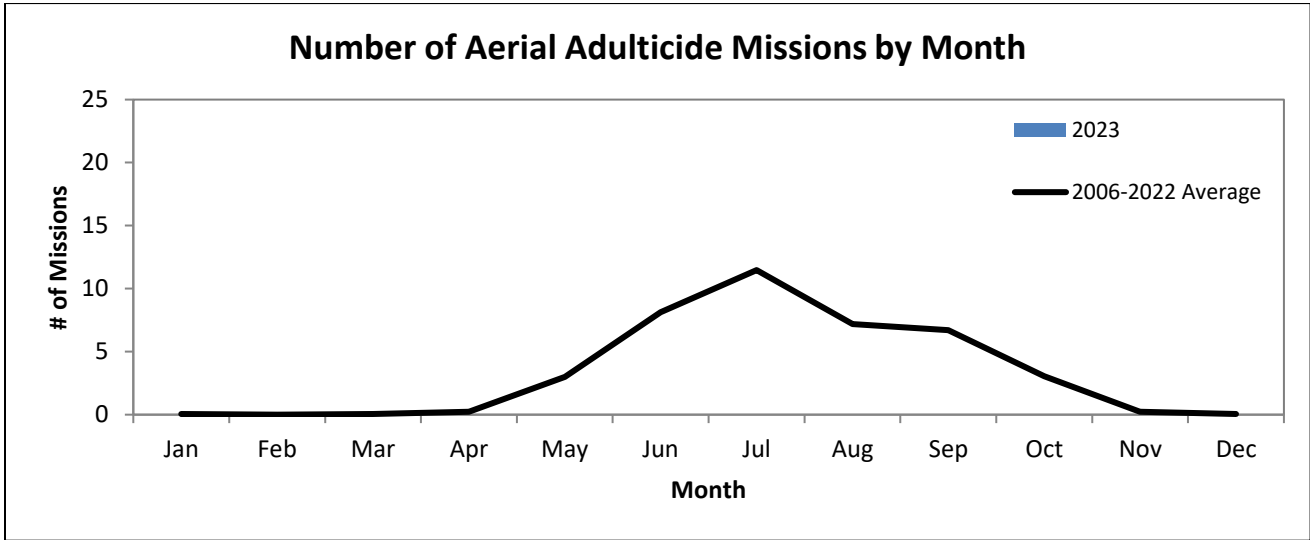
Other Items

1. Travel/Training
 - a. Dodd Short Courses (Gainesville, FL): 1/30/23 –2/3/23
 - b. IA (Aircraft Maintenance) Training (West Palm Beach, FL): 2/11/23
 - Tom Loftus attended
2. Florida Coordinating Council Mosquito Control (FCCMC) Meeting: 1/24/23, Andrea Leal presented
3. Ocean Reef Community Association Meeting: 2/8/23, Chairman Goodman, Andrea Leal, and Chad Huff attended
4. Annual Adulticide Droplet Analysis Completed: 2/14/23
5. Monroe County Board of Commissioners Meeting: 2/15/23, Chairman Goodman and Andrea Leal presented
6. Investment Update
7. After Action Items/Future Board Items
 - a. Benefit Utilization Discussion, February 2023; completed
 - b. Budgetary Process Review Workshop, April/May 2023
 - c. Audit Committee Charter and Annual Review, September 2023
 - d. Procedure for Audit Committee for Budget and Operations Review, September 2023
 - e. Administrative Policy Manual Annual Review, December 2023

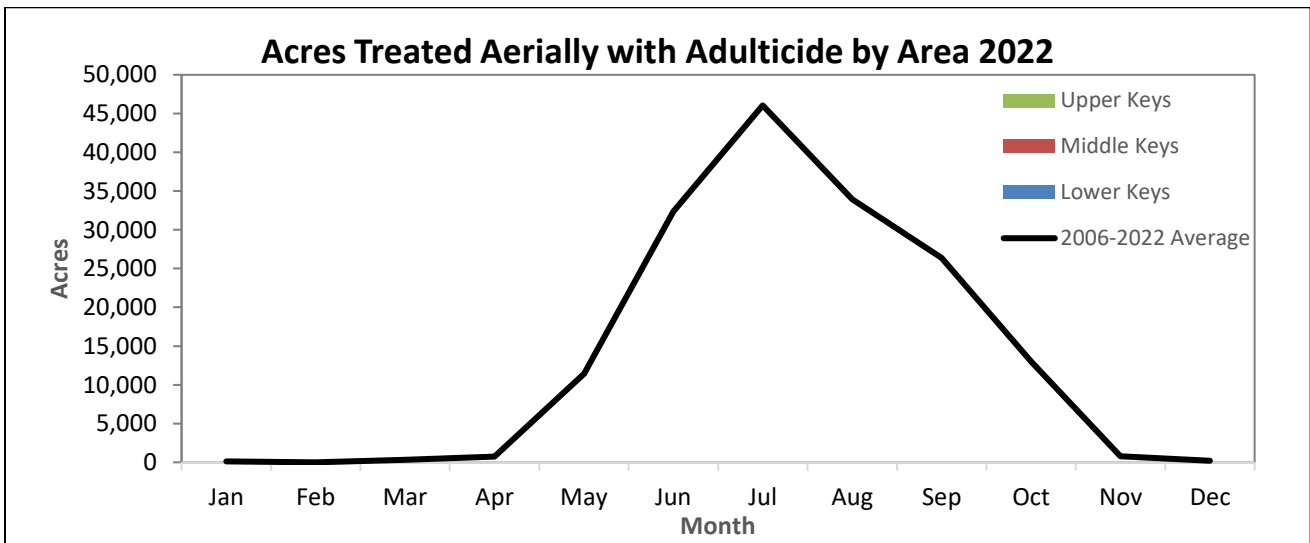
Florida Keys Mosquito Control Operations Report

(Adjusted through January 31, 2023)

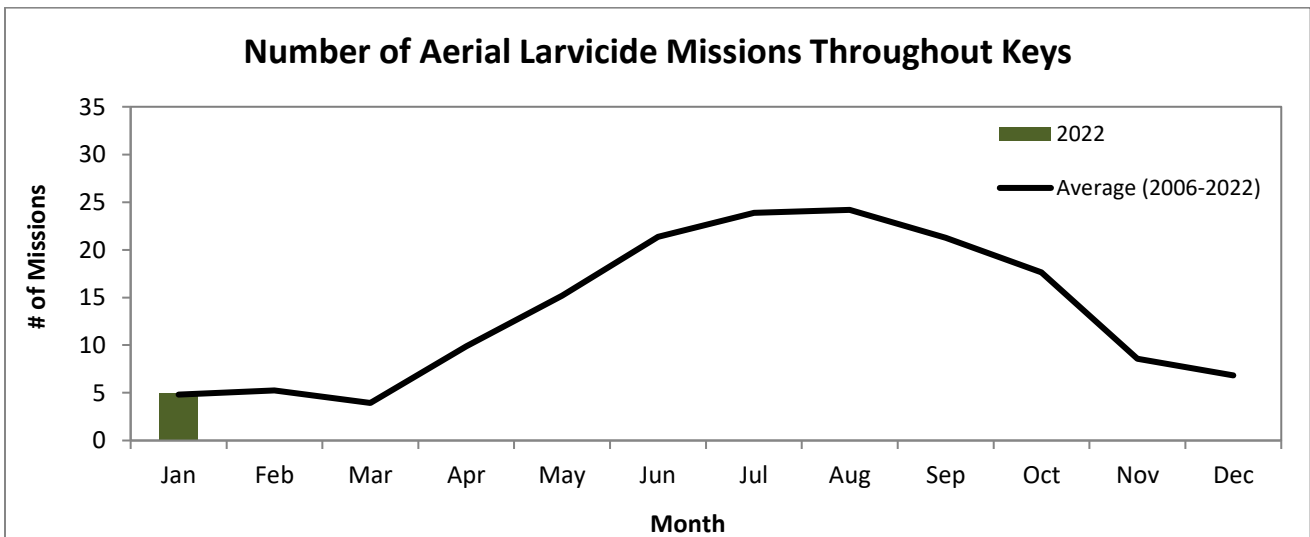
Aerial Adulticiding Missions in January 2023: 0



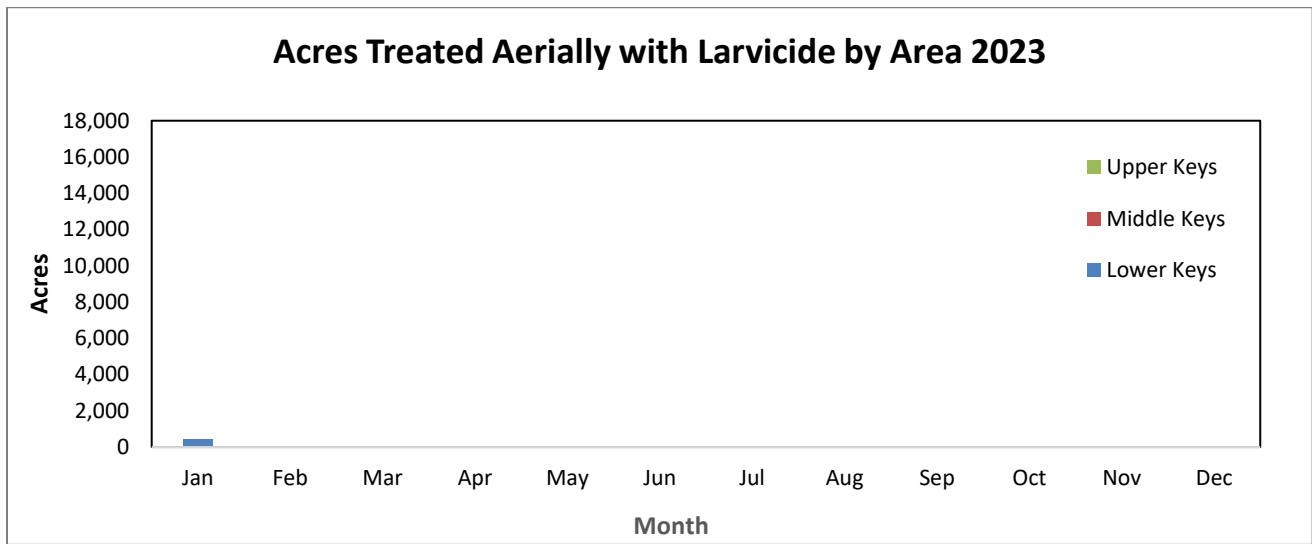
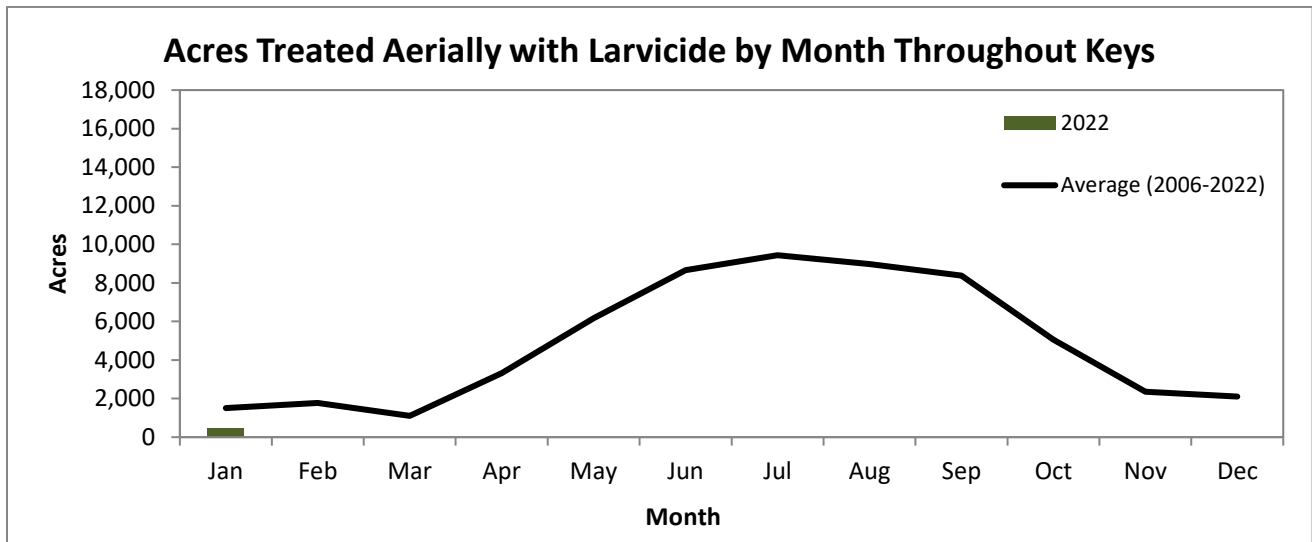
Aerial Adulticiding Acreage in January 2023: 0



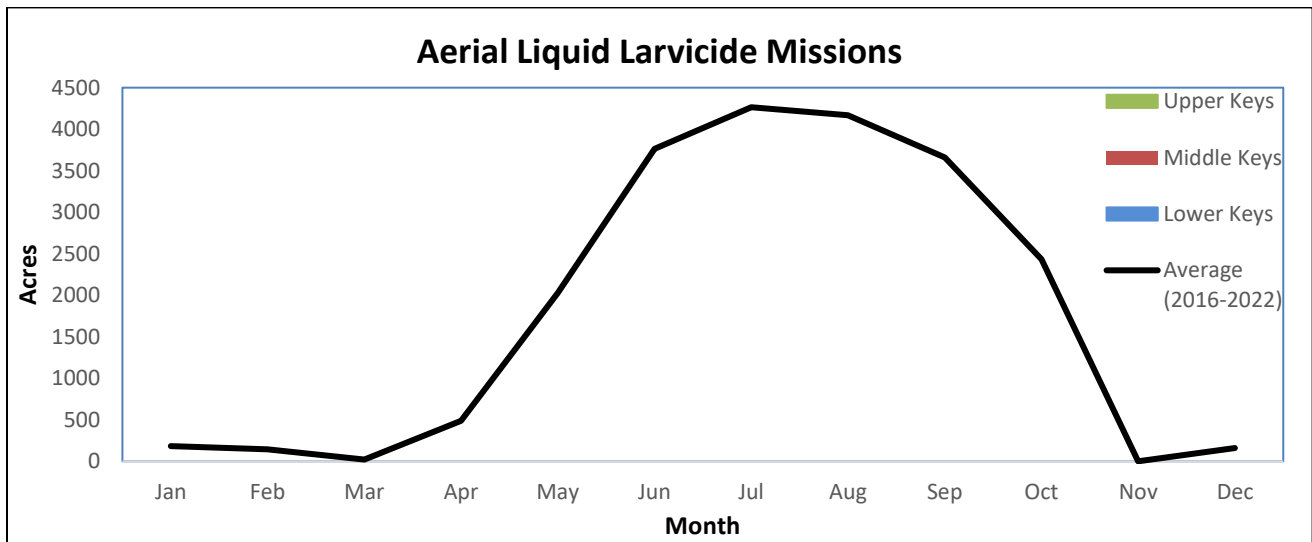
Aerial Granular Larviciding Missions in January 2023: 5



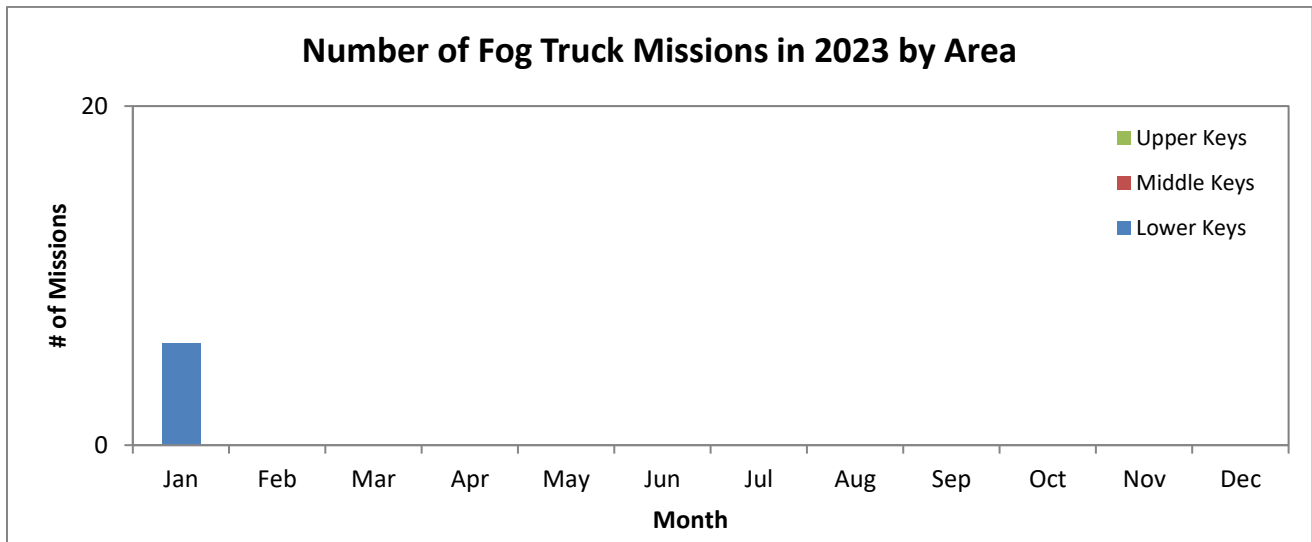
Aerial Granular Larviciding Acreage in January 2023: 443



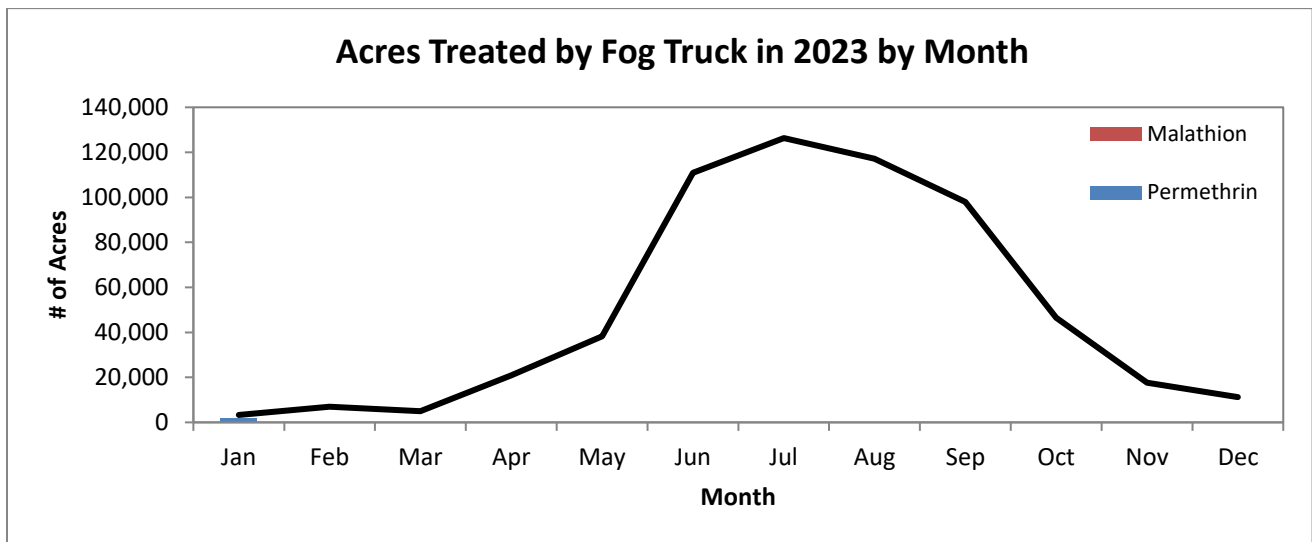
Number of Aerial Liquid Larviciding Missions in January 2023: 0



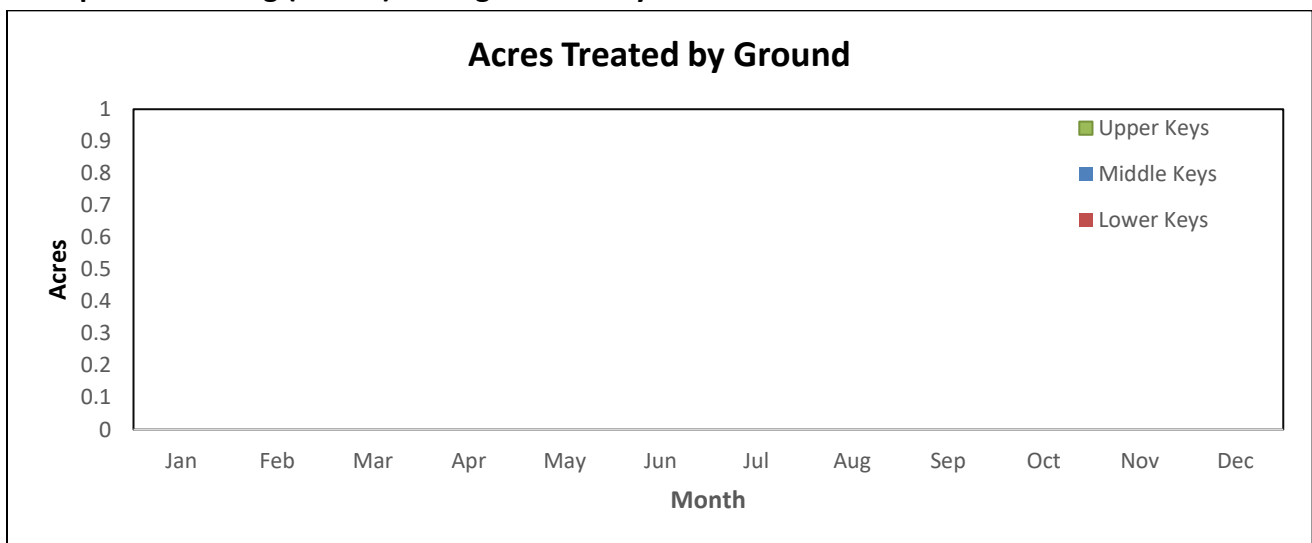
Ground Adulticiding (Trucks) Missions in January 2023: 6



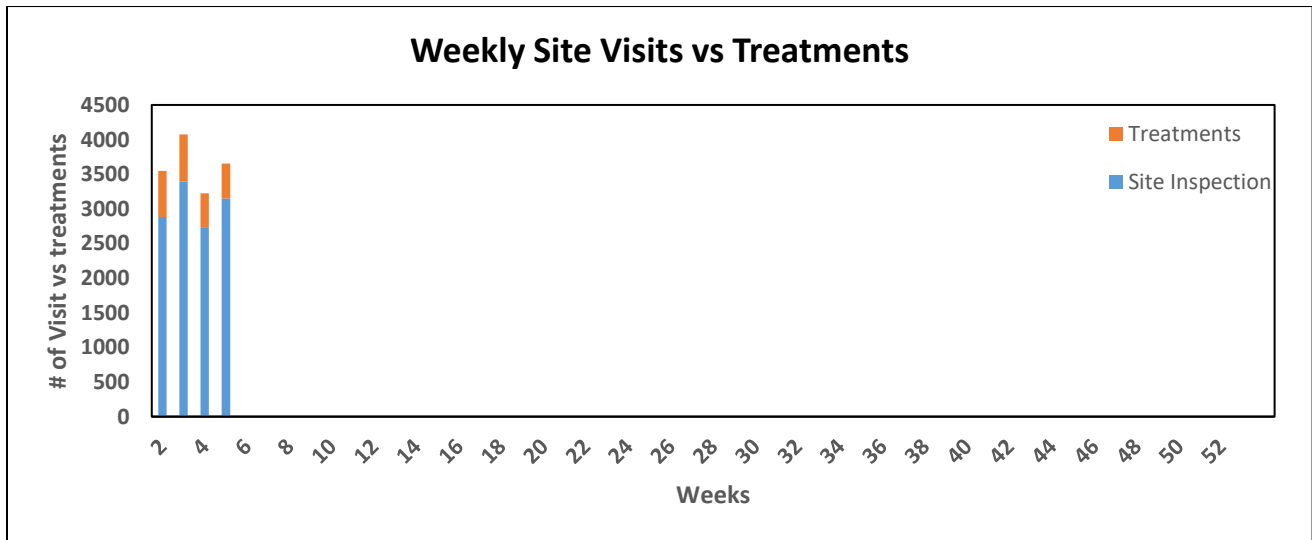
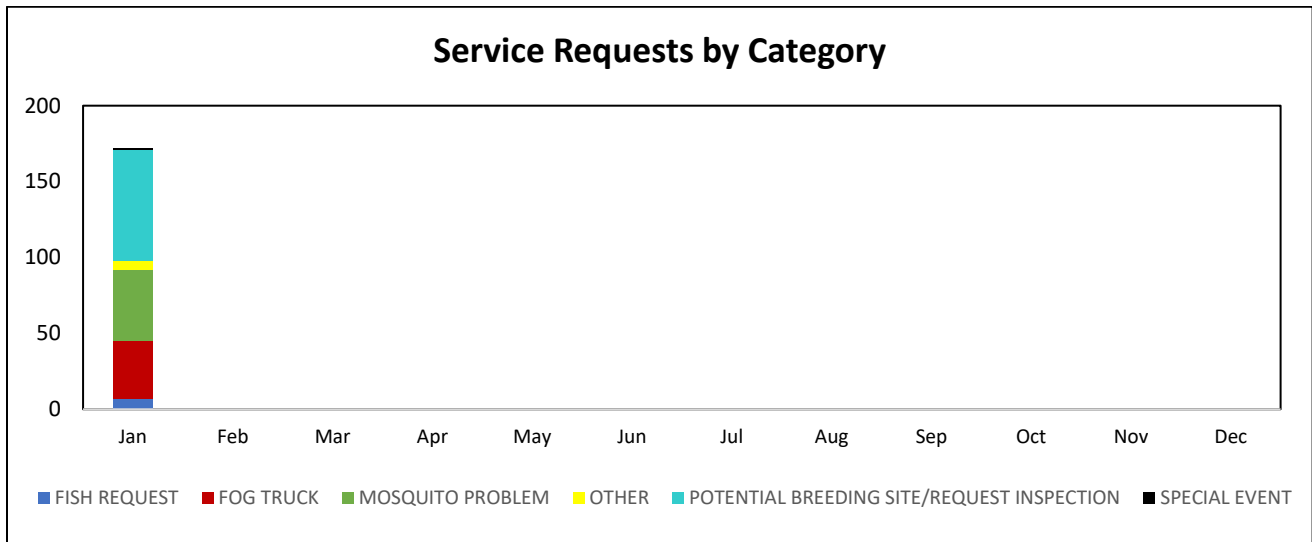
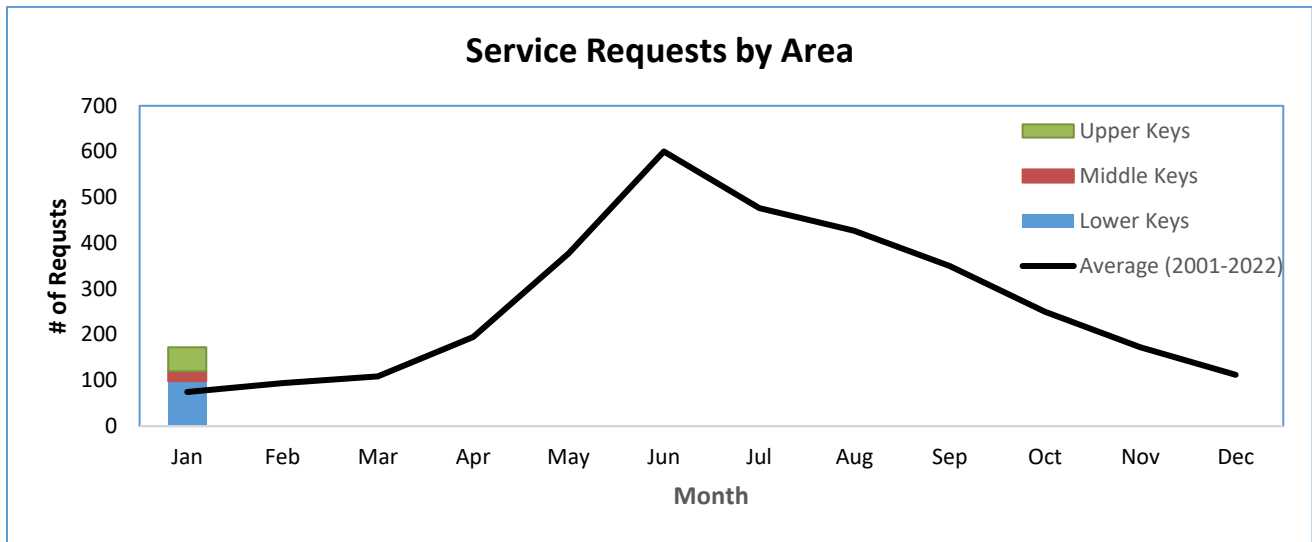
Ground Adulticiding (Trucks) Acreage in January 2023: 1,720



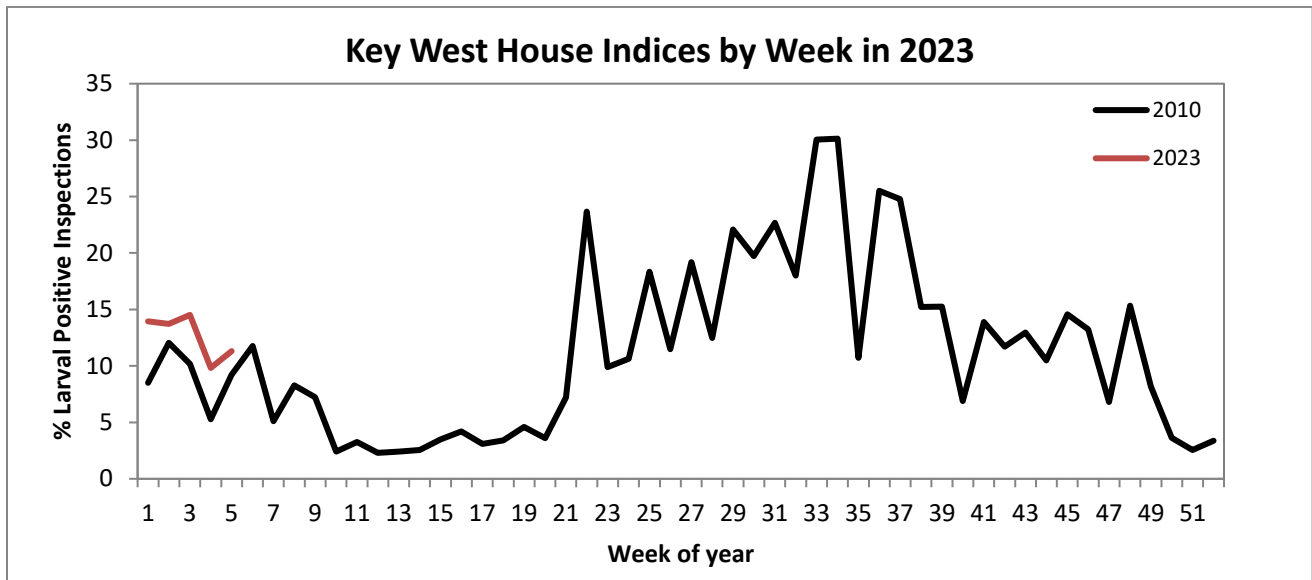
Ground Liquid Larviciding (Trucks) Acreage in January 2023: 0



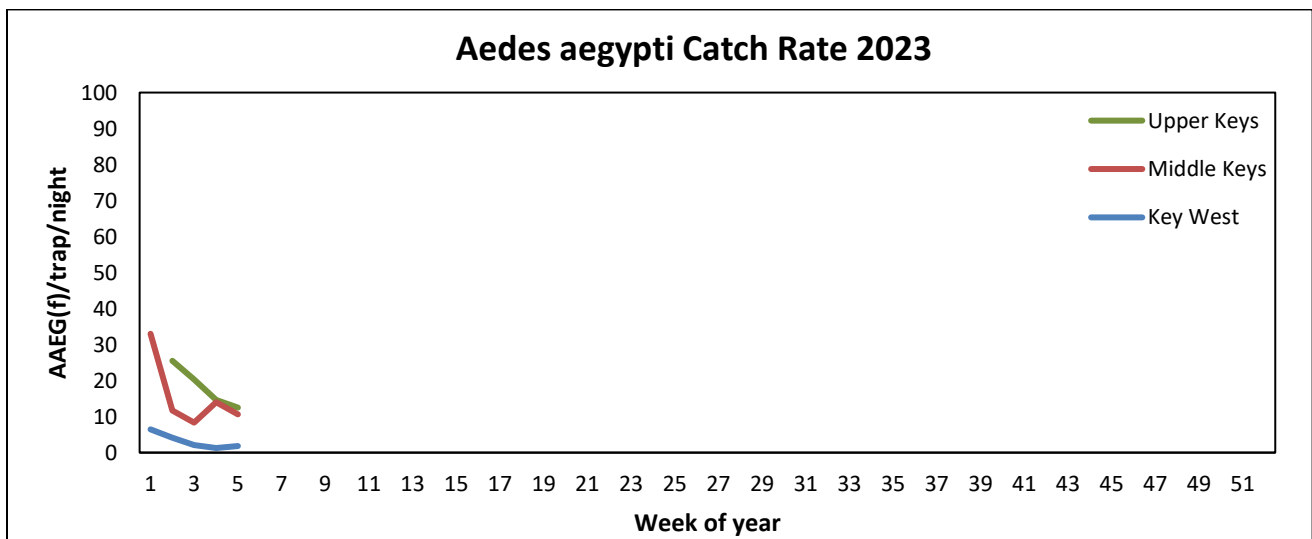
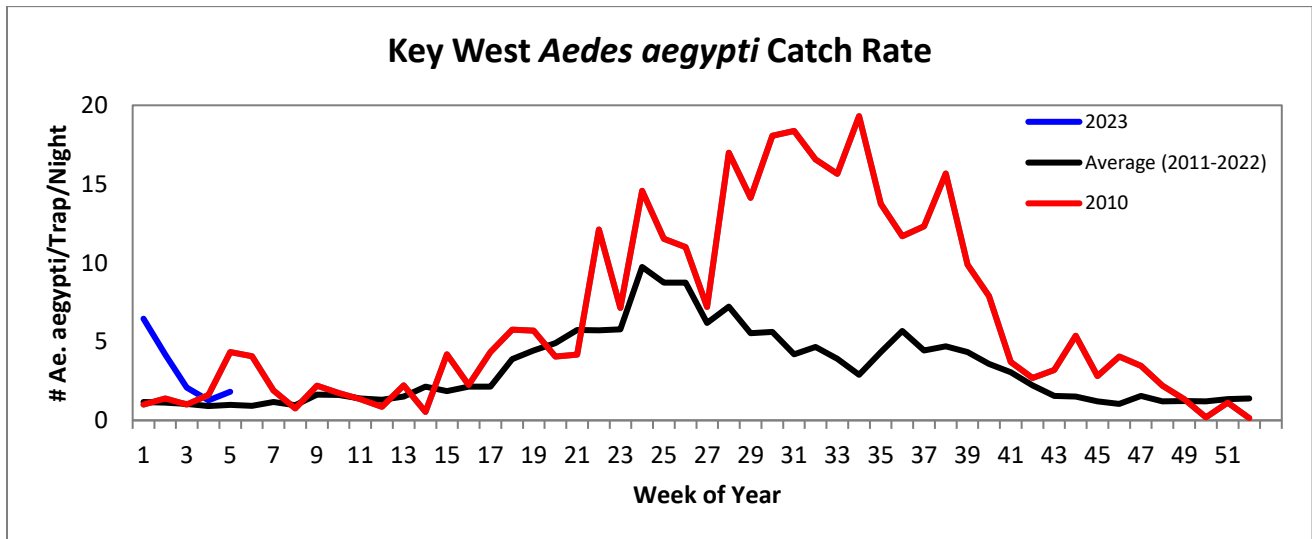
Total Service Requests for January 2023: 172



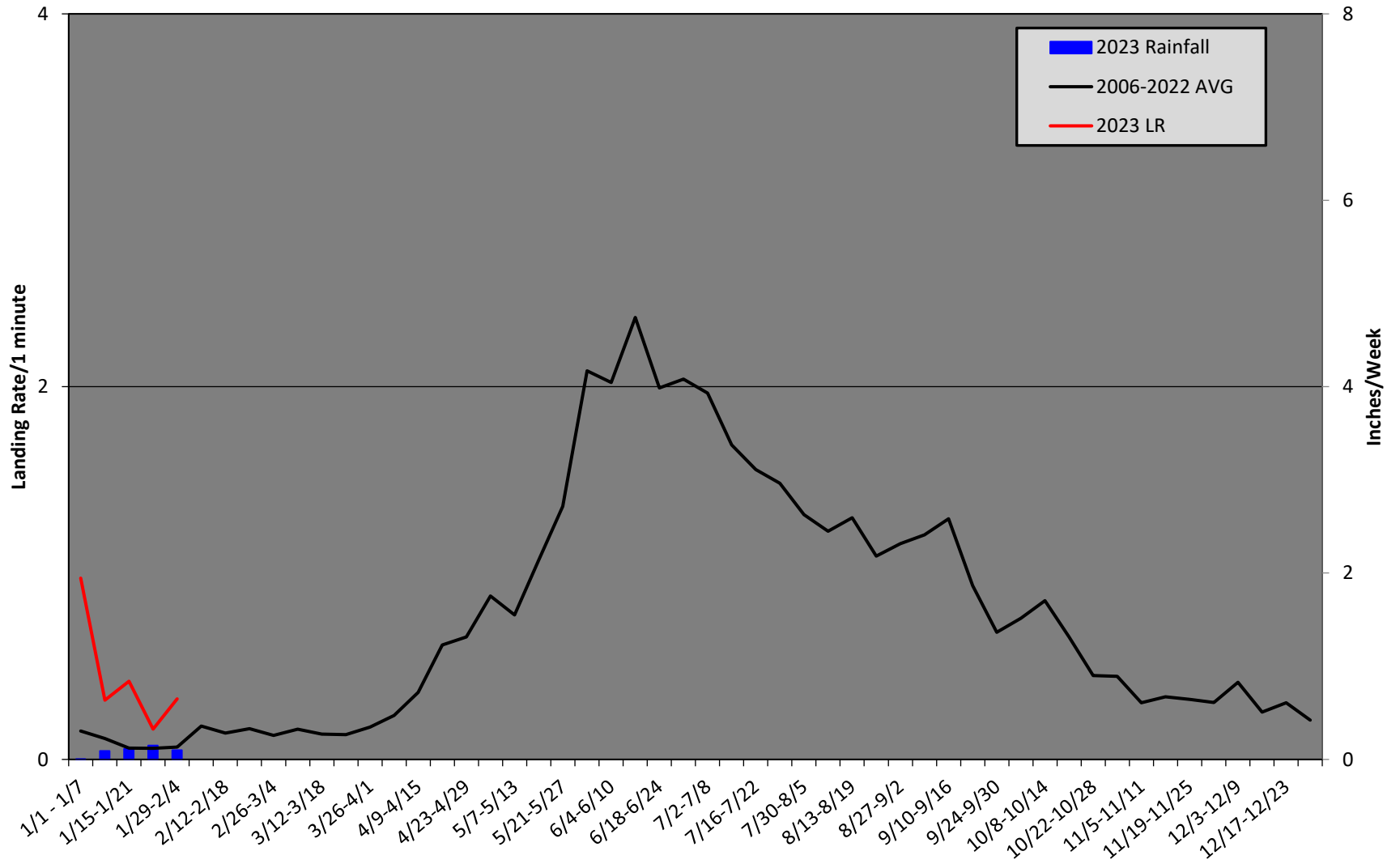
Key West *Aedes aegypti* Larval Information:



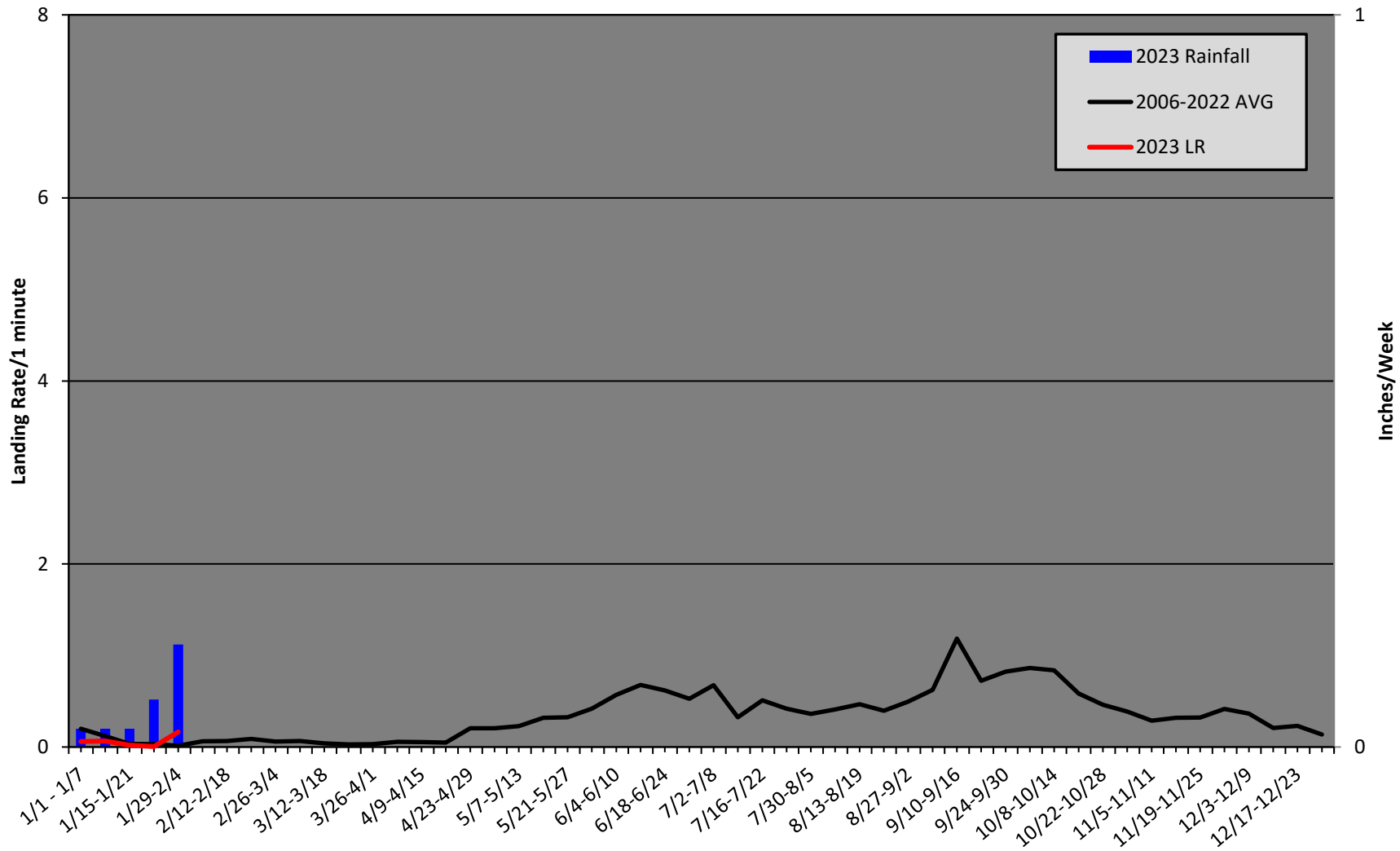
Adult *Aedes aegypti* Catch Rate Information:



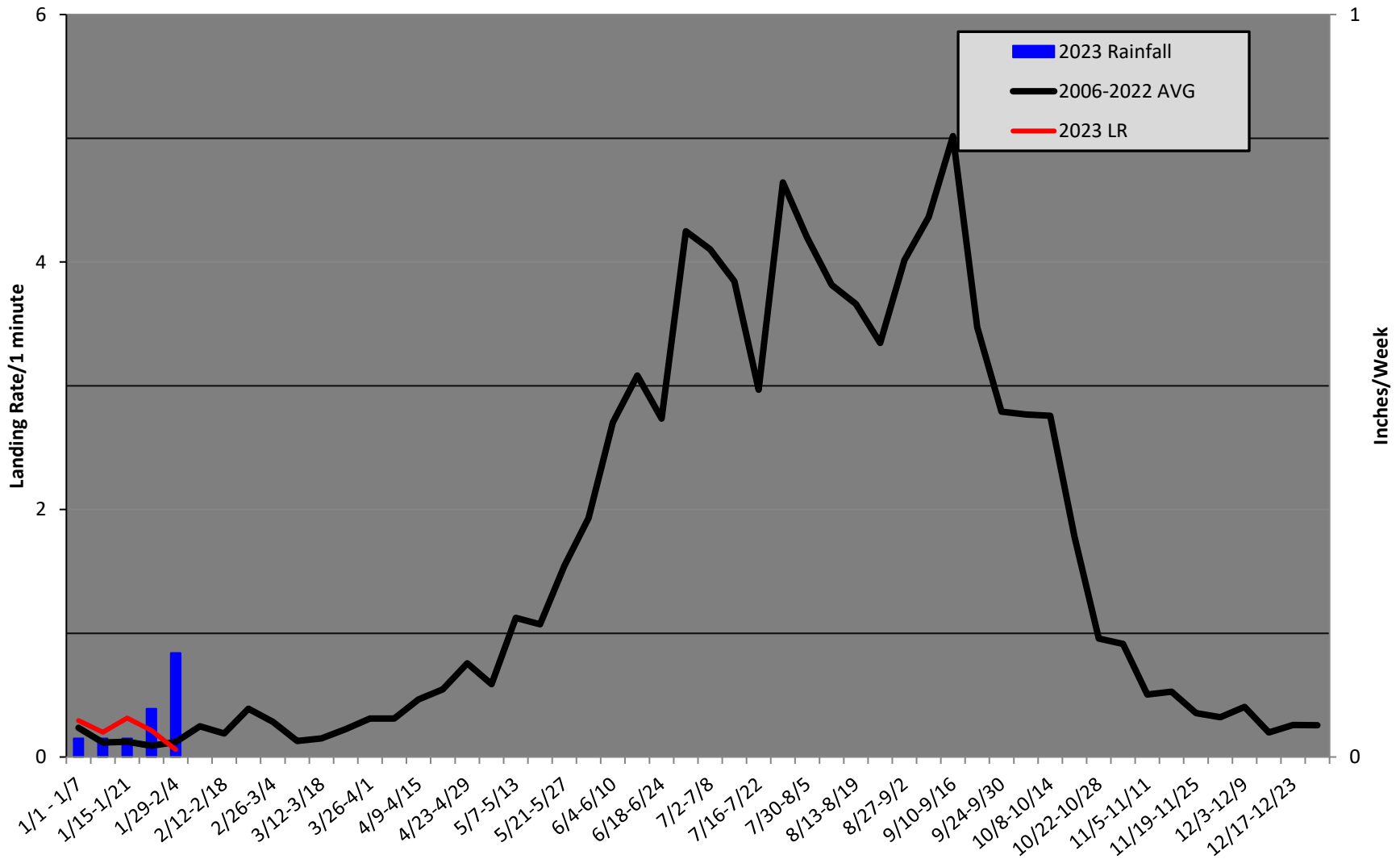
Lower Keys: Saddlebunch to Bahia Honda Average Landing Rate Counts and Rainfall



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

Performance Review, The Balmoral Group

Item 10a

Financial Reports

Budget Analysis

District Finances

Cash Disbursements

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

STATE FUND

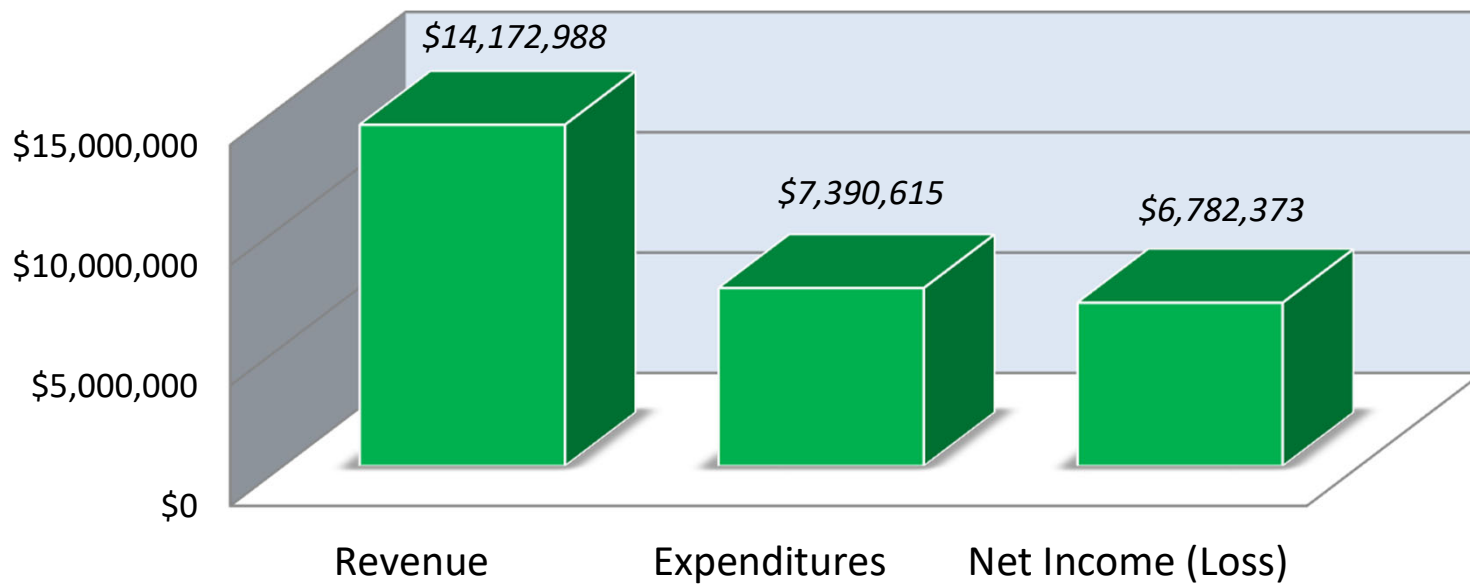
ACCT. NO	ITEM	Annual Budget	Current January Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15						0.00	0.00
20	Personal Service Benefits 21 - 25						0.00	0.00
30	Operating Expense 31 - 34						0.00	0.00
40	Travel and Per Diem 40.1 - 40.3	13,635.00	0.00	0.00	0.00	0.00	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	1,099,383.09	0.00	0.00	0.00	233,812.50	1,099,383.09	(233,812.50)
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	4,400.00	0.00	0.00	4,330.00	0.00	70.00	4,330.00
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	4,330.00	233,812.50	1,509,106.09	(229,482.50)

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

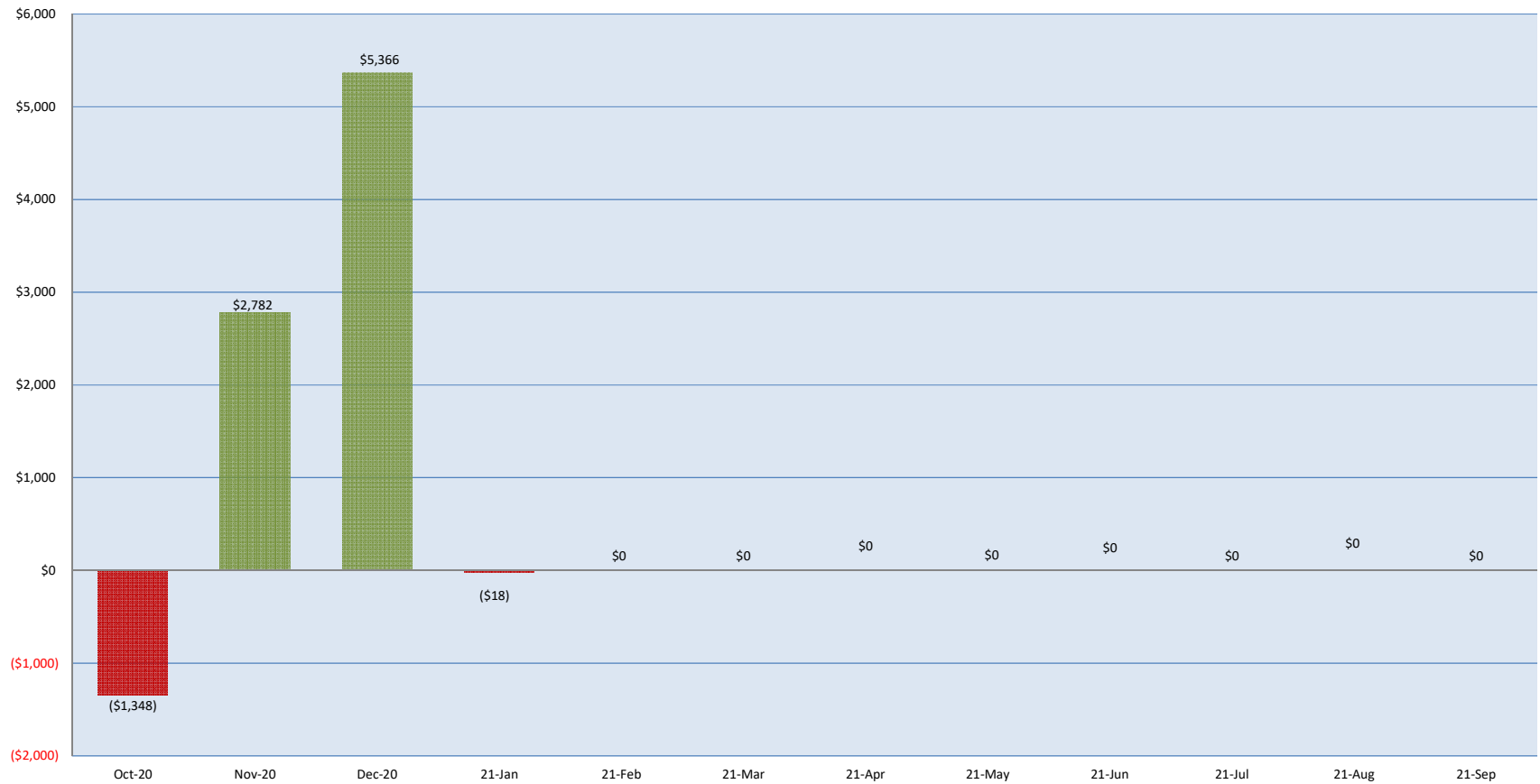
LOCAL FUND

ACCT. NO	ITEM	Annual Budget	Current January 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	430,202.18	357,267.48	1,645,620.94	1,599,123.87	3,843,731.06	46,497.07
20	Personal Service Benefits 21 - 25	3,825,678.00	234,701.48	224,431.16	909,592.87	951,706.16	2,916,085.13	(42,113.29)
30	Operating Expense 31 - 34	1,148,993.00	57,717.94	103,561.52	599,518.85	510,809.01	549,474.15	88,709.84
40	Travel and Per Diem 40.1 - 40.3	123,985.00	882.06	4,406.53	23,419.21	21,328.28	100,565.79	2,090.93
41	Communication Services	100,100.00	7,574.66	10,874.93	30,520.95	29,905.46	69,579.05	615.49
42	Freight Services	16,500.00	744.61	1,101.88	3,239.83	5,201.65	13,260.17	(1,961.82)
43	Utility Services	162,250.00	6,690.65	6,838.18	36,484.76	34,230.74	125,765.24	2,254.02
44	Rentals and Leases	960,640.00	14,789.86	9,726.83	45,495.86	50,258.66	915,144.14	(4,762.80)
45	Insurance	797,570.00	2,860.00	0.00	(28,418.00)	2,743.70	825,988.00	(31,161.70)
46	Repair and Maintenance Service 46.1 - 46.6	858,490.00	29,652.90	20,155.91	210,013.62	169,620.99	648,476.38	40,392.63
47	Printing/Binding	6,350.00	0.00	0.00	4,011.84	1,458.85	2,338.16	2,552.99
48	Promotional Activities	21,000.00	0.00	0.00	3,158.00	3,969.00	17,842.00	(811.00)
49	Other Current Charges and Obligations	13,115.00	787.98	842.32	10,377.22	501,533.72	2,737.78	(491,156.50)
51	Office Supplies/Materials	49,411.00	1,052.85	4,969.66	5,959.92	15,108.78	43,451.08	(9,148.86)
52.1	Gas/Oil/Lube	325,762.00	16,869.37	13,814.39	63,815.56	61,961.02	261,946.44	1,854.54
52.2	Chemical/Solvents/Additives	1,311,028.44	46,400.00	83,520.00	201,678.35	254,798.19	1,109,350.09	(53,119.84)
52.3	Clothing and Wearing Apparel	41,540.00	9,878.97	12,446.06	10,654.73	16,312.93	30,885.27	(5,658.20)
52.4	Miscellaneous Supplies and Incidental	188,969.00	3,325.10	4,886.04	16,491.45	18,159.52	172,477.55	(1,668.07)
52.5	Tools and Small Implements	13,662.00	0.00	1,330.47	1,327.42	5,564.38	12,334.58	(4,236.96)
54	Books, Publications, Subscriptions, Memberships	73,541.00	17,440.06	0.00	26,262.62	11,701.50	47,278.38	14,561.12
55	Training	111,600.00	5,375.58	10,598.58	5,634.58	26,123.18	105,965.42	(20,488.60)
60	Capital Outlay 61 - 64	4,314,354.00	0.00	46,552.50	3,565,754.62	69,587.49	748,599.38	3,496,167.13
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	
0.002	Reserves - Self Insurance						0.00	
0.004	Reserves - Sick and Annual Leave	250,000.00					250,000.00	
	TOTAL:	22,804,440.44	886,946.25	917,324.44	7,390,615.20	4,361,207.08	15,413,825.24	3,029,408.12

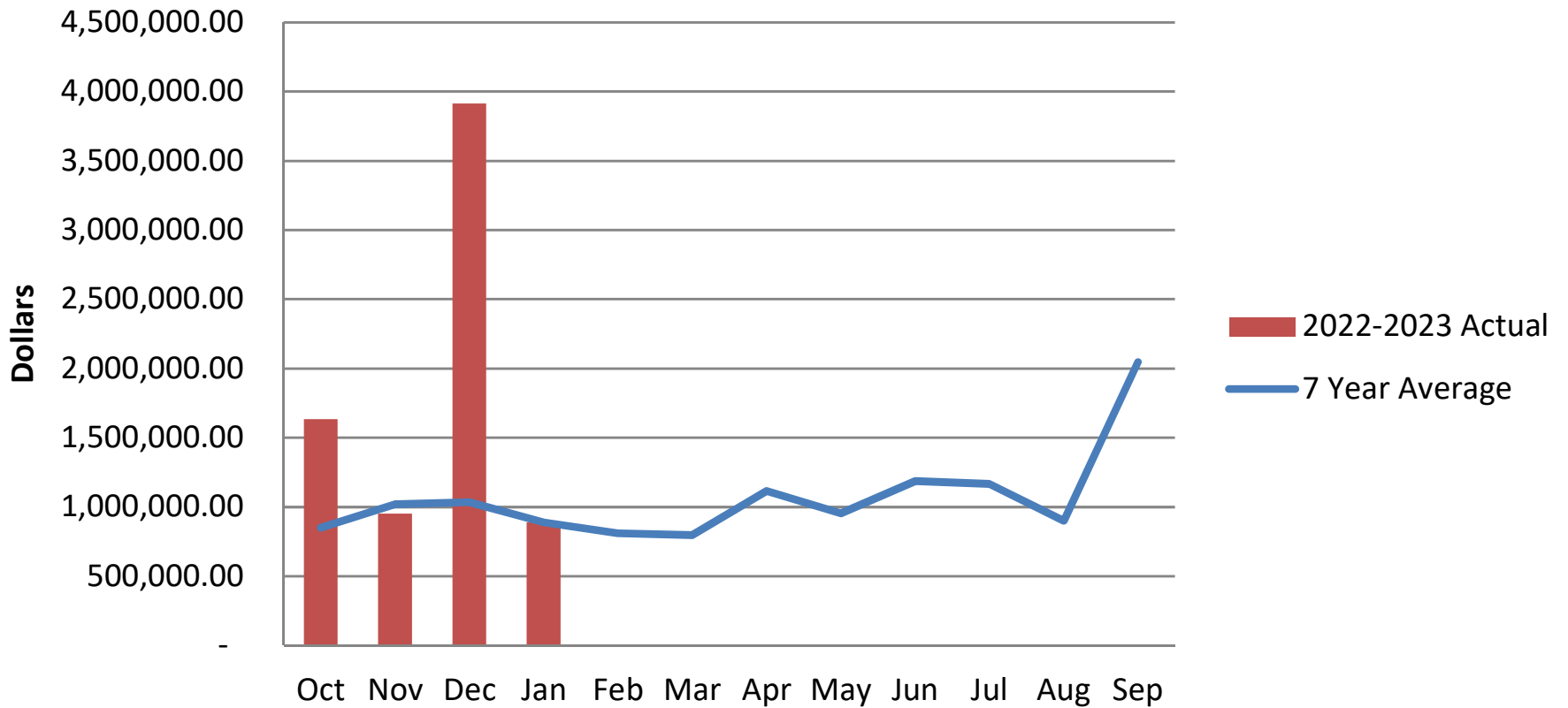
FKMCD Local FY 2022-2023 YTD Cash Basis Net Income (Loss) through January 2023



**FKMCD Local Funds FY 2022-2023 Cash Basis Monthly Net Income (Loss) through
January 2023
(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 January 31, 2023:	\$ 6,239,458.09	
Plus February 2023 deposits to date:	<u>667,001.87</u>	
Total Operating Checking Account funds available:		\$ 6,906,459.96
Less funds transferred from Operating to Payroll:		
Less funds transferred from Operating to Health:	(90,796.28)	
Less funds transferred from Operating to FL Class:	(600,000.00)	
Less February 2023 expenditures to date:	<u>(355,446.96)</u>	
Total Operating Checking Account funds expended/transferred to date:		<u>(1,046,243.24)</u>
Balance in Local Checking Account at present:		\$ <u><u>5,860,216.72</u></u>

CHECKING - FL CLASS

Checking Account balance on January 31, 2023:	\$ 6,433,078.79	
Plus funds transferred from Operating Checking to FL Class Cash:	<u>600,000.00</u>	
Total FL Class Cash Account funds available:		\$ 7,033,078.79
Total Net FL Class Cash expenditures to date:		<u>0.00</u>
Balance in FL Class Cash Account at present:		\$ <u><u>7,033,078.79</u></u>

CHECKING - PAYROLL

Checking Account balance on January 31, 2023:	\$ <u>5.24</u>	
Plus funds transferred from Operating Checking to Payroll Checking:		
Total Payroll Checking Account funds available:		\$ 5.24
Total Net Payroll Checking expenditures to date:		<u>0.00</u>
Balance in Local Payroll Checking Account at present:		\$ <u><u>5.24</u></u>

HEALTH INSURANCE CLAIMS FUND ACCOUNT

Checking Account balance on January 31, 2023:	\$ 43.74	
Plus funds transferred from Operating Checking to Health Checking:	<u>90,796.28</u>	
Total Health Checking Account funds available:		\$ 90,840.02
Total Net Health Checking expenditures to date:		<u>(90,840.02)</u>
Balance in Local Health Checking Account at present:		\$ <u><u>0.00</u></u>
Plus FSA Account		<u><u>17,623.97</u></u>
Total Local Funds:		\$ <u><u>12,910,924.72</u></u>

STATE I ACCOUNT FUNDS

CHECKING - OPERATING

January 31, 2023:	\$ 419,126.92	
Plus February 2023 deposits to date:	<u>0.00</u>	
Total Checking Account funds available:		\$ 419,126.92
Less funds transferred to Operating Checking:		
Less February 2023 expenditures to date:	\$ <u>(1,180.00)</u>	
Total State I Checking Account funds expended/transferred to date:		\$ <u>(1,180.00)</u>
Balance in State I Checking Account at present:		\$ <u><u>417,946.92</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 January 1, 2023 to January 31, 2023:

Check No.	Payment Date	Remit To	Payment Amt.
ACH	1/4/2023	EFTPS	103.28
ACH	1/4/2023	Centennial Bank (Payroll)	623.36
ACH	1/6/2023	Centennial Bank (Payroll)	132,297.04
ACH	1/6/2023	EFTPS	48,265.58
ACH	1/6/2023	Empower Retirement (Payroll Deductions)	6,000.50
ACH	1/6/2023	Florida State Disbursement Unit (Garnishments)	411.78
ACH	1/6/2023	Florida State Disbursement Unit (Garnishments)	209.19
ACH	1/6/2023	Florida State Disbursement Unit (Garnishments)	278.42
ACH	1/12/2023	EFTPS	16.56
ACH	1/13/2023	CIGNA Healthcare	68,280.44
ACH	1/20/2023	Florida State Disbursement Unit (Garnishments)	411.78
ACH	1/20/2023	Empower Retirement (Payroll Deductions)	6,140.00
ACH	1/20/2023	EFTPS	47,803.93
ACH	1/20/2023	Centennial Bank	1,287.19
ACH	1/20/2023	Centennial Bank	2,440.06
ACH	1/20/2023	Centennial Bank	665.40
ACH	1/20/2023	Centennial Bank	173.25
ACH	1/20/2023	Centennial Bank	6,553.89
ACH	1/20/2023	Empower Retirement (Payroll Deductions)	25,533.58
ACH	1/20/2023	EFTPS	11,506.55
ACH	1/20/2023	Centennial Bank (Payroll)	1.00
ACH	1/20/2023	Centennial Bank (Payroll)	10,154.40
ACH	1/18/2023	Centennial Bank (Payroll)	406.33
ACH	1/20/2023	Centennial Bank (Payroll)	133,842.00
ACH	1/20/2023	Florida State Disbursement Unit (Garnishments)	209.19
ACH	1/20/2023	Florida State Disbursement Unit (Garnishments)	278.42
ACH	1/18/2023	EFTPS	67.34
ACH	1/31/2023	Centennial Bank (Payroll)	4,542.55
ACH	1/31/2023	EFTPS	1,543.08
118211	1/6/2023	Aflac (Payroll Deductions)	1,366.40
118212	1/6/2023	Aflac (Payroll Deductions)	44.20
118213	1/6/2023	Airgas USA, LLC	2,248.04
118214	1/6/2023	Lee Alwood (Reimbursement for Work Pants & Boots)	321.23
118215	1/6/2023	Boeing Distribution, Inc.	2,007.98
118216	1/6/2023	Corey Brindisi (Reimbursement for Work Pants & Boots)	312.77
118217	1/6/2023	Campbell Oil Co Inc.	8,892.51
118218	1/6/2023	Carrie Atwood Cerninara (Reimbursement for Work Pants & Boots)	350.00
118219	1/6/2023	Carrie Atwood Cerninara (Reimbursement for Education Assistance)	1,640.58
118220	1/6/2023	Daniel Collins (Remote IT Support)	2,160.00
118221	1/6/2023	Curry Refrigeration and A/C, Inc	377.50
118222	1/6/2023	Danilo Diaz Perez (Per Diem/Travel Reimbursement 12/19-22/2022)	45.00
118223	1/6/2023	DSLX.NET	3,275.00

LOCAL ACCOUNT CONTINUED

118224	1/6/2023	Federal Express	94.75
118225	1/6/2023	Florida Keys Aqueduct Authority	312.68
118226	1/6/2023	Amazon Capital Services	76.45
118227	1/6/2023	Beckmann's Auto Parts	73.52
118228	1/6/2023	Florida Keys Electric Coop Assn Inc	637.72
118229	1/6/2023	Florida Mosquito Control Association	15,000.00
118230	1/6/2023	Reinardo Garcia (Reimbursement for Work Pants & Boots)	347.21
118231	1/6/2023	Monica Grodzinski (Reimbursement for Work Pants & Boots)	350.00
118232	1/6/2023	Joseph P. Hertzog (Reimbursement for Work Pants & Boots)	335.81
118233	1/6/2023	Matthew Y. Jolley (Reimbursement for Work Pants & Boots)	350.00
118234	1/6/2023	Keys Automotive Sales & Service	754.16
118235	1/6/2023	Keys Energy Services	1,117.24
118236	1/6/2023	Keys Motors, LLC	127.86
118237	1/6/2023	Keys Sanitary Service (RCR0208)	192.04
118238	1/6/2023	Level 4 Telcom	481.10
118239	1/6/2023	Christopher P. Malcosky (Reimbursement for Work Pants & Boots)	347.91
118240	1/6/2023	Marie's Cleaning	920.00
118241	1/6/2023	Niles Sales & Service	259.74
118242	1/6/2023	Protection Plus	453.00
118243	1/6/2023	Publix Super Markets, Inc.	192.24
118244	1/6/2023	Jason R. Garcia (Reimbursement for Work Pants & Boots)	350.00
118245	1/6/2023	Jessica L. Rodriguez (Reimbursement for Work Pants & Boots)	350.00
118246	1/6/2023	Steven Rutherford (Per Diem/Travel Reimbursement 12/19-22/2022)	45.00
118247	1/6/2023	William Ryan (Reimbursement for Work Pants & Boots)	350.00
118248	1/6/2023	Staples Business Credit	890.89
118249	1/6/2023	Sunshine Gasoline Distributors, Inc.	5,427.26
118250	1/6/2023	UniFirst Corporation	1,785.23
118251	1/6/2023	Verizon Wireless	3,674.05
118252	1/6/2023	Vernis & Bowling of the Florida	2,150.00
118253	1/6/2023	United Way of the Florida Keys (Payroll Deductions)	18.00
118254	1/6/2023	John Cook (Per Diem/Travel Reimbursement 12/22/2022)	15.00
118255	1/13/2023	Adapco, Inc.	46,400.00
118256	1/13/2023	Amazon Capital Services	35.42
118257	1/13/2023	APG Media	357.60
118258	1/13/2023	Arnold's Auto & Marine, Inc.	185.00
118259	1/13/2023	Advanced Fire & Security, Inc.	804.00
118260	1/13/2023	Mikki Coss (Per Diem/Travel Reimbursement 12/1-28/2022)	235.00
118261	1/13/2023	Fisher Scientific	41.75
118262	1/13/2023	Forestry Suppliers, Inc.	15.39
118263	1/13/2023	John L. Francis (Reimbursement for Work Pants & Boots)	350.00
118264	1/13/2023	Christopher Franco (Reimbursement for Work Pants & Boots)	267.45
118265	1/13/2023	Gary's Plumbing and Fire, Inc	467.50
118266	1/13/2023	Adriaan Hereijgers (Reimbursement for Work Boots)	150.00
118267	1/13/2023	Home Depot Credit Services	1,969.72
118268	1/13/2023	Lawrence J. Hribar, PhD (Reimbursement for USPS Expense)	6.20
118269	1/13/2023	Interstate Commercial Driving School	1,950.00
118270	1/13/2023	Key West Auto Parts	332.90
118271	1/13/2023	Keys Auto Supply	494.77
118272	1/13/2023	Justin Knowles (Reimbursement for Work Boots)	150.00
118273	1/13/2023	LEAF	69.95
118274	1/13/2023	Tom Loftus (Reimbursement for Work Boots)	144.53
118275	1/13/2023	Low Cut Lawn Care LLC	1,600.00
118276	1/13/2023	Marathon Garbage Service, Inc.	703.58
118277	1/13/2023	Paul Pignataro (Reimbursement for Work Boots)	134.38

LOCAL ACCOUNT CONTINUED

118278	1/13/2023	Pure Health Solutions Inc.	239.70
118279	1/13/2023	Steven Rutherford (Reimbursement for Work Boots)	149.91
118280	1/13/2023	Southeastern Grocer LLC.	224.43
118281	1/13/2023	Patricia J. Sprague (Reimbursement for Work Pants & Boots)	294.54
118282	1/13/2023	Bruce K. Stevens (Reimbursement for Work Pants & Boots)	350.00
118283	1/13/2023	Chris Von Molnar (Reimbursement for Work Pants & Boots)	311.22
118284	1/13/2023	Robert Svoboda (Reimbursement for Work Boots)	142.98
118285	1/13/2023	West Marine Pro	187.82
118286	1/13/2023	Xerox Corporation	769.45
118287	1/13/2023	Jill Cranney-Black (Per Diem/Travel Reimbursement Bd Mtg 1/17/2023)	84.19
118288	1/13/2023	Phillip L. Goodman (Per Diem/Travel Reimbursement Bd Mtg 1/17/2023)	58.65
118289	1/13/2023	Thomas R. McDonald (Per Diem/Travel Reimbursement Bd Mtg 1/17/2023)	74.50
118290	1/13/2023	Stanley Zuba (Per Diem/Travel Reimbursement Bd Mtg 1/17/2023)	69.52
118291	1/13/2023	Danilo Diaz Perez (Reissued Lost Check 117889)	10.00
118292	1/13/2023	Keith Hietanen (Reissued Lost Check 117978)	30.00
118293	1/18/2023	VOID	0.00
118294	1/20/2023	Airbus Helicopters, Inc	3,595.53
118295	1/20/2023	Airbus Helicopters, Inc	1,691.16
118296	1/20/2023	Roberto Alvarenga (Reimbursement for Work Boots)	150.00
118297	1/20/2023	Amazon Capital Services	1,188.46
118298	1/20/2023	BASIC Benefits (Payroll Deductions)	176.74
118299	1/20/2023	Brinin M. Behrend (Per Diem/Travel Reimbursement 1/4-9/2023)	30.00
118300	1/20/2023	John D. Carson (Reimbursement for Work Pants & Boots)	305.81
118301	1/20/2023	Andres M. Diaz, Jr. (Reimbursement for Work Pants & Boots)	318.14
118302	1/20/2023	Enterprise FM Trust	13,635.76
118303	1/20/2023	Florida Keys Aqueduct Authority	617.10
118304	1/20/2023	Florida Keys Electric Coop Assn Inc	3,110.29
118305	1/20/2023	Florida Keys Electric Inc	155.00
118306	1/20/2023	Emily Garner (Reimbursement for Work Pants & Boots)	348.31
118307	1/20/2023	Gary's Plumbing and Fire, Inc	150.00
118308	1/20/2023	Houston Air	2,998.00
118309	1/20/2023	Keys Consortium/Keys Mobile Medical Services	215.00
118310	1/20/2023	Local Awards & Engraving	39.50
118311	1/20/2023	Robert McGregor (Reimbursement for Work Boots)	147.01
118312	1/20/2023	Kelly Pointer (Reimbursement for Work Pants & Boots)	323.63
118313	1/20/2023	Safran Helicopter Engines USA, Inc.	4,192.43
118314	1/20/2023	Sage Software, Inc	7,459.48
118315	1/20/2023	Joseph R. Sheriff (Per Diem/Travel Reimbursement 1/6/2023)	15.00
118316	1/20/2023	Joseph R. Sheriff (Reimbursement for Work Boots)	136.62
118317	1/20/2023	Robert Svoboda (Per Diem/Travel Reimbursement 1/3/2023)	15.00
118318	1/20/2023	Tropic Radio Inc.	3,150.00
118319	1/20/2023	United Way of the Florida Keys (Payroll Deductions)	18.00
118320	1/27/2023	Amazon Capital Services	96.00
118321	1/27/2023	June Artilles-Perry (Reimbursement for Work Pants & Boots)	350.00
118322	1/27/2023	BASIC Benefits (COBRA Admin Fee)	63.24
118323	1/27/2023	Brinin M. Behrend (Per Diem/Travel Reimbursement 1/17-24/2023)	45.00
118324	1/27/2023	John Cook (Reimbursement for Work Boots)	150.00
118325	1/27/2023	Florida U.C. Fund	825.00
118326	1/27/2023	Elizabeth R. Frampton (Per Diem/Travel Reimbursement 1/17-20/2023)	100.00
118327	1/27/2023	HemoStat Laboratories	37.25
118328	1/27/2023	Houston Air	125.00
118329	1/27/2023	Key West Insurance	2,860.00
118330	1/27/2023	Mark Latham	15,224.40
118331	1/27/2023	Chris Law (Reimbursement for Work Pants & Boots)	317.97

LOCAL ACCOUNT CONTINUED

118332	1/27/2023	Heidi Murray (Reimbursement for Work Pants & Boots)	350.00
118333	1/27/2023	Jose Nunez (Reimbursement for District IT Subscriptions)	798.00
118334	1/27/2023	Ryan Rodriguez (Reimbursement for Work Pants & Boots)	297.30
118335	1/27/2023	Steven Rutherford (Per Diem/Travel Reimbursement 1/18-20/2023)	115.00
118336	1/27/2023	State of Florida DMS Telecommunications	144.51
118337	1/27/2023	Vernis & Bowling of the Florida (Professional Services)	5,020.00
118338	1/27/2023	Alexander J. Weeks (Reimbursement for Work Pants & Boots)	350.00
118339	1/27/2023	Wex Bank	913.81
118340	1/27/2023	Wex Bank	114.23
		Reverse Check 117889 from October 2022	-10.00
		Reverse Check 117978 from October 2022	-30.00
		Transfer - Healthcare	91,207.82
		Transfer - FLClass	2,200,000.00
		Transfer - Payroll Clearing	100.00
Total Local Account Cash Disbursements			2,994,174.71

Respectfully Submitted,



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

Item 10b

ITB 2023-01

Surplus

Equipment



FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Board of Commissioners

Phil Goodman, Chairman
Stanley Zuba, Vice Chairman
Thomas McDonald, 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

February 16, 2023

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 ITB 2023-01

On February 16, 2023, the FKMCD Bid Opening Committee met to open bids for surplus equipment. The committee consisted of Director of Operations Mikki Coss, Mechanic Supervisor Roberto Alvarenga, Mechanic Bob Svoboda, Purchasing Agent Rochele Miller, and me. Deanna Darias was present to handle recording of the bid opening. Middle Keys Supervisor John Davis was also present. Members of the public Frank Mock and Greg Caldwell were also in attendance.

ITB 2023-01: Surplus Equipment

The committee unanimously recommends that the numbered assets below be sold to the individual bidders listed below. The bidder for each asset submitted the highest price.

Don Medeiros: Asset numbered 2711 for \$3,012.00.

Weeks Auction Company: Assets numbered 2647, 2742, 2743, 2893, 2919, 2920, 3012, 3047, 2703, 2723, 2724, 2727, 2880, and 2931 for \$16,777.00.

Insight Auctioneers and Sales: Assets numbered 2925, 2944 and 3015 for \$2,971.00.

The committee unanimously recommends that the remaining three surplus items be disposed of at the Director's discretion. A bid was received for one of these items; however, the committee thinks that the bid for that item was too low and that the District will benefit from selling this through other channels.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

BID TABULATION– ITB 2023-01

Thursday, February 16th, 2023, 10:10 AM

PRESENT WERE:

Bruce Holden, Finance Director
Mikki Coss, Director of Operations
Rochele Miller, Purchasing Agent
Roberto Alvarenga, Mechanic Supervisor
Robert Svoboda, Mechanic
Deanna Darias, recording

Employee John Davis & Members of the Public: Greg Caldwell & Frank Mock

ITB 2023-01 SURPLUS EQUIPMENT

See Attached Bid Tabulation Table

Committee Recommendation to the Board:

The committee unanimously recommends selling the following assets to the highest bidders:

Asset 2711 to Don Medeiros in the amount of \$3,012.00.

Assets 2647, 2742, 2743, 2893, 2919, 2920, 3012, 3047, 2703, 2723, 2724, 2727, 2880 and 2931 to Weeks Auction Company for a total amount of \$16,777.00.

Assets 2925, 2944 and 3015 to Insight Auctioneers and Sales for a total amount of \$2,971.00.

For the Suzuki Outboard Engine, we received one bid significantly less than the FKMCD estimated value. Therefore, the committee requests the Board allow for the Executive Director's Discretion in pursuing the sale of this item.

With no bids received for the veneer tables, therefore, the committee requests that the Executive Director be granted permission to sell these or dispose of them at her discretion.

Item 10c

ITN 2022-06

Airbus H125

Factory New

Helicopter

Retrofit



FLORIDA KEYS

MOSQUITO CONTROL DISTRICT

Board of Commissioners

Phil Goodman, Chairman
Stanley Zuba, Vice Chairman
Thomas McDonald, 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

February 15, 2023

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 ITN 2022-06

On February 7, 2023, the FKMCD Bid Opening Committee met to evaluate proposals for a factory retrofit on the new H125 helicopter. The committee originally met on January 19, 2023 to open bids. A two-week negotiation period followed the bid opening. During the negotiations, the committee went through the proposals with each individual bidder, asked a series of questions, and discussed timing of the project.

The committee consisted of Executive Director Andrea Leal, Director of Maintenance Robert Lee, Chief Pilot Paul Pignataro, Purchasing Agent Rochele Miller, and me. Executive Assistant Deanna Darias handled recording. No members of the public attended the bid opening.

ITN 2022-06: Airbus H125 Factory New Helicopter Retrofit


The committee recommends selecting Helicopter Services, Inc. as the provider for the helicopter retrofit. The quoted cost of the retrofit is \$759,868.59.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

**Bid Opening - Invitation to Negotiate No. 2022-06
Airbus H125 Factory New Helicopter Retrofit**

THURSDAY, JANUARY 19, 2023, 10:00 AM

PRESENT WERE:

Andrea Leal, Executive Director 
Bruce Holden, Director of Finance 
Rochele Miller, Purchasing Agent 
Robert Lee, Director of Maintenance 
Paul Pignataro, Chief Pilot 
Deanna Darias, Executive Assistant (Recording)

No Members of the Public in Attendance

ITN 2022-06 Airbus H125 Factory New Helicopter Retrofit

Vendor: Bid Amount:

Uniflight Global LLC \$1,026,015.01

Experience with Bell; No Airbus or Mosquito Control Experience Listed; Time Frame?

Helicopter Services, Inc. \$759,868.59

Qualified; No References; Air Agency Certificate Included; Time Frame?

Airbus Helicopters, Inc. \$1,245,000.00

Mosquito Control Spray System References; H125 Experience; 200 Calendar Days after Order

The committee unanimously decided to negotiate further with all 3 vendors to hear more about their specific H125 and mosquito control experience, completion times and discuss pricing specifics.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

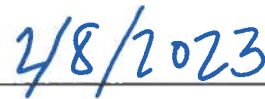
INTENT TO AWARD – ITN NO. 2022-06

ITN 2022-06 Airbus H125 Factory New Helicopter Retrofit

After completing the negotiation process, the committee unanimously recommends the Board award the Airbus H125 Factory New Helicopter Retrofit to the vendor listed below. The committee took many factors into consideration when making a recommendation. This vendor's proposal not to exceed pricing is substantially less than the others, but after checking references and doing a face-time tour of the facility, we are confident the job will be completed in a satisfactory manner.

Helicopter Services, Inc. - \$759,868.59

This is not an Award. The Board of Commissioners will vote at their regular meeting on Tuesday, February 21st, 2023.



Andrea Leal
Executive Director

Date

BID PROTEST PROCEDURES

- A. A notice of protest must be submitted within three (3) business days after posting of the recommendation of award at the location where bids or proposals are submitted. The protest must be in writing, via e-mail, letter or FAX and must identify the protester and the solicitation and shall include a factual summary of the basis of the protest. Such protest is considered filed when it is received by the District prior to 5:00 p.m. on the 3rd business day.
- B. A formal written protest shall be filed within ten (10) business days. A formal written protest is considered filed with the District when it is delivered to and received by the Executive Director and must be received prior to 5:00 p.m. on the tenth business day after the posting of the recommendation of award.
- C. The formal written protest shall: Identify the protester and the solicitation involved; a concise and clear statement of the grounds on which the protest is based; refer to the Florida Statutes(s), laws, ordinances or other legal authority which the protester deems applicable to such grounds; and, specifically request the relief to which the protester deems themselves entitled by application of such authorities to such grounds.
- D. Nothing in this bid protest procedure should be deemed as subjecting the District to the requirements of Florida Statute 120, et seq. or Florida Statute 287, et seq., except 287.055. Bidders should note that the District, as a special taxing district, is exempt from most competitive bidding requirements and the Administrative Procedures Act.

The Executive Director will determine the timeliness of the bid protest. Bids submitted in a timely manner will be submitted to the Board as an agenda item for discussion and/or action by the Board. The Board may make a determination on the validity of the protest or refer the protest to an informal or formal hearing.