

REGULAR MEETING

SEPTEMBER 17, 2024



**FLORIDA**

*Mosquito Control*

**DISTRICT**

**KEYS**

# 2024 CALENDAR

January-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
					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-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

April-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
						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-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays
  Meetings
  Conferences

## Regular Meeting Agenda

Florida Keys Mosquito Control District  
Marathon Office  
503 107<sup>TH</sup> Street, Marathon, FL

September 17<sup>th</sup>, 2024 3:00 pm

### 1.) Call to Order

### 2.) Invocation and Salute to the Flag

### 3.) Roll Call

### 4.) 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](mailto:ddarias@keysmosquito.org)) no later than 1:00 pm on September 17<sup>th</sup>, 2024. If attending remotely, you must remain available by phone from the hours of 3:00pm to 5:00pm.

### 5.) Consent Agenda

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

- a.) Minutes of the August 20, 2024 Budget Workshop Pgs. 6-7
- b.) Minutes of the August 20, 2024 Salary Review Workshop Pgs. 8-9
- c.) Minutes of the August 20, 2024 Regular Meeting Pgs. 10-12

**6.) Approval of Agenda**

**7.) Treasurer's Report**

**8.) Attorney's Report**

**9.) Director's Report** Pgs. 17-27

**10.) Items for Board Discussion**

a.) 75<sup>th</sup> Anniversary Update (Huff)

**11.) Items for Board Review and Action:**

a.) Financial Reports (Holden)

I. Budget Analysis Pgs. 30-34

II. District Finances Pg. 35

III. Cash Disbursements through August 2024 Pgs. 36-41

b.) Resolution 2024-18 RFP 2024-06 Auditor (Holden) Pgs. 43-45

c.) Resolution 2024-21 Accept the grant award for the FDACS Contract (Leal) Pgs. 47-64

d.) Resolution 2024-22 Amending the Pay Plan & Service Milestone Program (Behrend) Pgs. 66-72

**12.) Good of the Order**

**13.) Meeting Adjourned**

# *Item 5*

## Approval of Minutes

## Budget Workshop Minutes

### Florida Keys Mosquito Control District

Marathon Office  
503 107<sup>th</sup> Street  
Marathon, FL 33050

August 20<sup>th</sup>, 2024 1:00 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Budget Workshop on August 20<sup>th</sup>, 2024, at the FKMCD Marathon Office.

**Present Were:** Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Bette Brown, Secretary/Treasurer; Jill Cranney, Commissioner; Brandon Pinder, Commissioner; Andrea Leal, Executive Director; Dirk Smits, Board Attorney; Shauna Morris, 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:** Tina Wyatt, FBMC

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

**Community Input:** None

Chairman Goodman stated that this workshop has been called to discuss the Budget for the Fiscal Year 2024-2025.

**Discussion:** Bruce Holden, Director of Finance, presented the Board with a budget of approximately 9.87% over rollback and a maximum millage of .4344. Executive Director, Andrea Leal, explained that she would like to keep the budget at this millage rate, which will enable us to save for the future helicopter that will be purchased in the next fiscal year.

After that, Mr. Holden went over the comprehensive workplan budget, noting any changes since the previous meeting by looking at the green line items. The price he has listed for the U.S. Navy—Boca Chica Treatment is the price that we bid for the contract. We increased the service milestones, decreased the salary adjustment, and moved the additional funds to the performance compensation category. Director Leal requested guidance from the board regarding this year's COLA and merit raises. The board was briefed by Michael Behrend, Director of Human Resources, on what other Monroe County organizations are doing regarding merit increases and COLA. It was determined, after much deliberation, that we would proceed with a 5% COLA for the staff, with the remaining amount going toward merit increases contingent on performance.

The life and health insurance premiums were less than what was initially estimated, and Cigna secured a two-year price extension at cost at our current rates. We reduced employee out-of-district travel by \$25,000. Commissioner Brown inquired as to whether the tax assessor fees might be negotiated, to which Mr. Holden said that it is not possible. Due to unintentional double budgeting, we reduced the amount we had allocated for aircraft in the Repair and Maintenance category to \$236,395, resulting in a significant reduction. With the purchase of ULV sprayers made possible by the grant funds we were awarded over the summer; we were able to avoid paying capital costs of more than \$100,000 in the 2024-2025 budget. Overall, districtwide budget

adjustments and cost-cutting measures resulted in an increase in reserves from \$3.5 million to \$4.3 million for the future helicopter.

All things considered, we are pleased with our current budget situation and have every confidence that we will close the year strongly. Chairman Goodman issued a warning, saying that before the final budget hearing, the amount allocated to capital for the future helicopter could be altered based on a storm or other considerations. Mr. Holden advised the preliminary budget hearing is very early in the month so the numbers will be staying the same for that meeting. The August actuals will be reflected in the final budget hearing. Director Leal took a minute to thank the staff for their tireless efforts during the budgetary season.

**Good of the Order:** The Tentative Budget Hearing will be on September 3<sup>rd</sup> at 5:05pm and the Final Budget Hearing will be on September 17<sup>th</sup> at 5:05pm.

**Adjourn:** There being no further business to come before the Board, the meeting was adjourned.

*Respectfully submitted,*

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*Andrea Leal  
Executive Director*

*Board of Commissioners  
Florida Keys Mosquito Control District*

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*Phillip L. Goodman, Chairman*

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*Bette Brown, Secretary-Treasurer*

*For additional information, please refer to [www.keysmosquito.org](http://www.keysmosquito.org).*

## Salary Review Workshop Minutes

### Florida Keys Mosquito Control District

Marathon Office  
503 107<sup>th</sup> Street  
Marathon, FL 33050

**August 20<sup>th</sup>, 2024 1:43 pm**

The Board of Commissioners of the Florida Keys Mosquito Control District held a Salary Review Workshop on August 20, 2024, at the FKMCD Marathon Office.

**Present Were:** Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Bette Brown, Secretary/Treasurer; Jill Cranney, Commissioner; Brandon Pinder, Commissioner; Andrea Leal, Executive Director; Dirk Smits, Board Attorney; Shauna Morris; 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:** Tina Wyatt, FBMC.

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

**Community Input:** None

Chairman Goodman stated that this workshop is to discuss the recent salary review.

**Discussion:** Director Leal explained that all the information was presented to the Board at the July meeting and that today they will be reviewing that information, and if the Board sees fit, it will be brought back in the September meeting as a resolution updating the employee manual with the new salary ranges. Michael Behrend, Director of Human Resources, then reviewed the chart that he presented with the new salary ranges and how they compare with other local organizations in the community as well as other mosquito control districts. To be competitive in the county, staff felt it necessary to adjust some salary ranges, especially for field inspectors and pilots. Some local entities are still much higher than us, but they may have different job descriptions. This would increase the Level 1 Field Inspector position to \$46,738 for a starting salary. Once the budget is approved, they will add the new Education Coordinator position to the pay plan. The next salary review will be completed and brought back to the board in three (3) years.

**Good of the Order:** None



**Adjourn:** There being no further business to come before the Board, the meeting was adjourned.

*Respectfully submitted,*

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*Andrea Leal  
Executive Director*

*Board of Commissioners  
Florida Keys Mosquito Control District*

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*Phillip L. Goodman, Chairman*

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*Bette Brown, Secretary-Treasurer*

*For additional information, please refer to [www.keysmosquito.org](http://www.keysmosquito.org).*

**DRAFT**

## Regular Meeting Minutes

Florida Keys Mosquito Control District  
Marathon Office  
503 107<sup>th</sup> Street Marathon, FL 33050

August 20<sup>th</sup>, 2024 2:10 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on August 20<sup>th</sup>, 2024 at the FKMCD Marathon office.

**Present Were:** Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Bette Brown, Secretary/Treasurer; Jill Cranney, Commissioner; Brandon Pinder, Commissioner; Andrea Leal, Executive Director; Dirk Smits, Board Attorney; Shauna Morris, 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:** Tina Wyatt, FBMC

**Community Input:** None

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

**Approval of Agenda:** Chairman Goodman requested to amend the agenda by postponing item 11c Resolution 2024-18 RFP 2024-06 Auditor to the September meeting. A motion was made by Chairman Brown, seconded by Commissioner Zuba, and passed unanimously to approve the amended agenda.

**Treasurer's Report:** Bette Brown, Secretary/Treasurer, stated she had nothing to report.

**Attorney's Report:** Dirk Smits, Board Attorney, advised the statute for the bid for the new auditor was amended in the last five years which is why we needed to move that item to September. He also introduced Shauna Morris, a new attorney with his firm.

**Director's Report:** First, Director Leal recognized offshore field technician, Matt Jolley for 10 years of exceptional service and gave him a Certificate of Achievement. Director Leal then introduced Dr. Larry Hribar, Director of Research who gave a brief presentation to the board regarding the Oropouche (ORE-OH-POOSH) virus, which is currently spreading to other nations and is carried by specific mosquitoes and biting midges. There have been twenty (20) travel-related cases in the state of Florida in the past few weeks, most of which are coming from Cuba. In the upcoming months, we will continue to monitor this.

Director Leal gave an update on mosquito-borne diseases, stating that Dengue fever infections linked to travel and locally acquired cases are still rising in Miami Dade. In Monroe County, there have only been three local cases of dengue. Dengue is still unable to establish a significant presence in the Keys thanks to ongoing aerial and ground WDG efforts. July and August saw a slowdown in service requests, adulticiding, and larviciding which all peaked in June. The district has been reimbursed the full \$900,000 in grant money which has helped the budget immensely. A batch of male mosquitoes that have been "irradiated" is being worked with by the FKMCD labs in advance of a potential test deployment in the future. The males' heartiness and longevity is being investigated by the research team at FKMCD. Testing on mating competitiveness is being conducted with our wild females and the studies should be completed by January. A few landing rate counts on Big Pine are now being replaced by BG counters because of the persistent efforts of Dr. Catherine Pruszynski, the Lower Keys biologist.

Director Leal recently accompanied a small group of employees and Commissioners on a tour of the National Weather Service office located in Key West. On August 9, FKMCD filed its "bid" to continue mosquito control services for the US Navy Base at Boca Chica. It is envisaged that the Navy will announce its decision in late August or early September. This was a significant undertaking. After that, Bruce Holden provided an update on our FLClass account, showing \$53,000 in interest income for the month of July, with an average yield of 5.39%, according to Director of Finance Bruce Holden's analysis of the FLCLASS account summary and statement. We did utilize \$800,000 for operations and expect to continue utilizing funds for the remainder of the fiscal year, with no further deposits going into the account after the \$400,000 in grant monies that was deposited in July. The account balance is currently around \$11.2 million. We have earned \$410,000 in interest income for the year.

**Invited Speaker: Brandie Peretz; Epidemiology Program Manager; Florida Department of Health:** Chairman Goodman introduced Brandie Peretz and Fatima Garcia and explained that he had invited them to give an update on Dengue Fever cases in Monroe County. Brandie Peretz discussed how the health department finds cases within the community by working with the local healthcare providers. She then explained the process on reporting the cases to us and other steps they follow with the suspected case.

**Items for Board Discussion:**

**10a.) 75<sup>th</sup> Anniversary Update** – Chad Huff, the public education and information officer, gave a status report on the 75th anniversary celebrations and verified that the Open House will take place on October 8 from 4–7 p.m. He mentioned that there will be a naming ceremony and the unveiling of a big, inflated mosquito at the Open House. It will also be used at festivals and events throughout the community. We have been doing a lot of media coverage with the local dengue cases, and he has been reiterating the district's progress and our 75th anniversary.

**10b.) Service Milestone Policy** – The Board was provided with two possible improvements to the FKMCD service milestone policy for employees by Michael Behrend, Director of Human Resources. Following a conversation in which the Commissioners expressed support for the suggested modifications, Human Resources will now proceed with drafting a policy item for future Board approval.

**Items for Board Review and Action:**

**11a.) Financial Reports** – The Director of Finance, Bruce Holden, explained the year-over-year report stating we are right where we need to be. He is expecting the next two months to go smoothly. A motion was made by Commissioner Brown, seconded by Commissioner Cranney, and passed unanimously, confirming the Board received the financial information from July of 2024 and the Board requests it be submitted for audit at the appropriate time.

**11b.) Resolution 2024-17: ITN 2024-05 Medical, Dental, Vision, Life and Disability Benefits** – A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF ITN 2024-05 MEDICAL, DENTAL, VISION, LIFE, AND DISABILITY BENEFITS; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to adopt Resolution 2024-17 as written. After a roll call vote, it was unanimously accepted.

**~~11c.) Resolution 2024-18: RFP 2024-06 Auditor~~**

**11d.) Resolution 2024-19: RFP 2024-07 Truck Mount Gas ULV Sprayers** – A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2024-07 EVALUATION COMMITTEE FOR TRUCK MOUNT GAS ULV SPRAYERS; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Pinder, seconded by Commissioner Brown, and passed unanimously to adopt Resolution 2024-19 as written. After a roll call vote, it was unanimously accepted.

**11e.) Resolution 2024-20: Performance Measures** – A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING PERFORMANCE MEASURES IN ACCORDANCE WITH SECTION 189.0694, FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Pinder, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2024-20 as written. After a roll call vote, it was unanimously accepted.

**Good of the Order:**

Chairman Goodman discussed the next meeting of the Board to be held on September 17<sup>th</sup>, we will have the Regular Board Meeting at 3pm and the Final Budget Hearing at 5:05pm.

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

*Respectfully submitted,*

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*Andrea Leal  
Executive Director*

*Board of Commissioners  
Florida Keys Mosquito Control District*

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*Phillip L. Goodman, Chairman*

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*Bette Brown, Secretary-Treasurer*

*For additional information, please refer to [www.keysmosquito.org](http://www.keysmosquito.org).*

# *Item 6*

## Approval of Agenda

*Item 7*

Treasurer's  
Report

# *Item 8*

## Attorney's Report

# *Item 9*

## Director's Report



# September 2024 Director's Report

## Employee Milestone Recognition

1. Billy Ryan, Lower Keys Inspector, 20 years

## State of Florida Mosquito-Borne Disease Update (as of 09/07/2024)

1. Monroe County (2024)
  - a. Dengue: 3 local, 2 travel-related
2. All of Florida (2024)
  - a. Dengue: 31 local (3 Hillsborough, 21 Miami-Dade, 3 Monroe, 2 Orange, Manatee, Pasco), 479 travel-related
  - b. Zika: 0 local, 0 travel-related
  - c. Chikungunya: 0 local, 6 travel-related
  - d. West Nile Virus: 3 human cases, 5 asymptomatic blood donors
  - e. Eastern Equine Encephalitis: 0 human cases
  - f. Oropouche Virus: 0 local, 48 travel-related
  - g. Malaria: 0 local, 51 travel-related
  - h. Alachua, Bay, Holmes, Madison, Manatee, Nassau, Orange, Pasco, Pinellas, Sarasota, and Volusia counties are currently under a mosquito-borne illness advisory. Duval, Hillsborough, Marion, Miami-Dade, Monroe, and Walton counties are currently under a mosquito-borne illness alert.

## Operations Summary

1. Adult Mosquitoes
  - a. Salt Marsh mosquito numbers were similar to the historical average throughout the Keys in August.
  - b. No aerial adulticide missions were conducted in August.
  - c. Eighteen (18) truck adulticide missions were conducted in August throughout the Keys, treating approximately 7,200 acres.
  - d. *Aedes aegypti* numbers did not exceed our adulticide action thresholds in August.
2. Larval Mosquitoes
  - a. Twenty (28) aerial granular larvicide missions were completed in August, treating approximately 11,700 acres; this is above the historical average for August.
  - b. Ten (10) aerial liquid larvicide missions were conducted in August, treating approximately 11,000 acres.
  - c. Thirty-four (34) ground liquid larvicide missions were conducted in August, treating approximately 4,300 acres throughout the Keys.
3. Service Requests received (168) were lower than the historical average for August, majority of which requesting a fog truck or inspection.
4. Dengue Response continued throughout August.

## Community Outreach/Education

1. Community Events/Outreach/Speaking Engagements
  - a. Girls in Aviation Day: Marathon Airport, 9/21/24, 10am – 3:00pm
  - b. Key West Chamber Trade Show: Beachside Resort, 9/19/24, 5:00pm – 9:00pm
  - c. Marathon Trunk or Treat: Marathon Community Park, 10/11/24, 6:00pm – 8:00pm
  - d. FDOH All Staff Meeting: Key West, 10/14/24
2. Visitors/Tours
  - a. Florida Department of Health Officials: 10/1/24
3. Media/News Releases
  - a. Dengue in the Florida Keys. CGTN America (News Story): Shot 8/8/24. Air Date TBA
  - b. FKMCD 75<sup>th</sup> Anniversary and Open House media advisory to be released 9/17/24.

- c. Weekly Radio, US 1
- 4. Website Renovation underway
- 5. 75<sup>th</sup> Anniversary Update
  - a. Continued Flashbacks on Social Media
  - b. Email invitation distributed on 9/12/24
  - c. News Release distributed on 9/17/24
  - d. Open House October 8, 4:00 to 7:00. Spray Demonstration. Giant Mosquito's + other fun items.
  - e. Timeline Research is ongoing and timeline is actually up on the website.
  - f. FKMCD Retiree Outreach—PEIO distributed e-mail to former employees. Currently receiving feedback.

## Human Resources

- 1. New Employees
  - a. Patrick Tougas, Lower Keys Field Inspector
- 2. Promotions
  - a. Justin Knowles, Chief Pilot
  - b. Stephanie Faucett, Upper Keys Research Biologist
- 3. Current Openings
  - a. Director of Aerial Operations: Accepting Applications
  - b. Helicopter Pilot: Accepting Applications
  - c. Middle Keys Field Inspector: Conducting Interviews

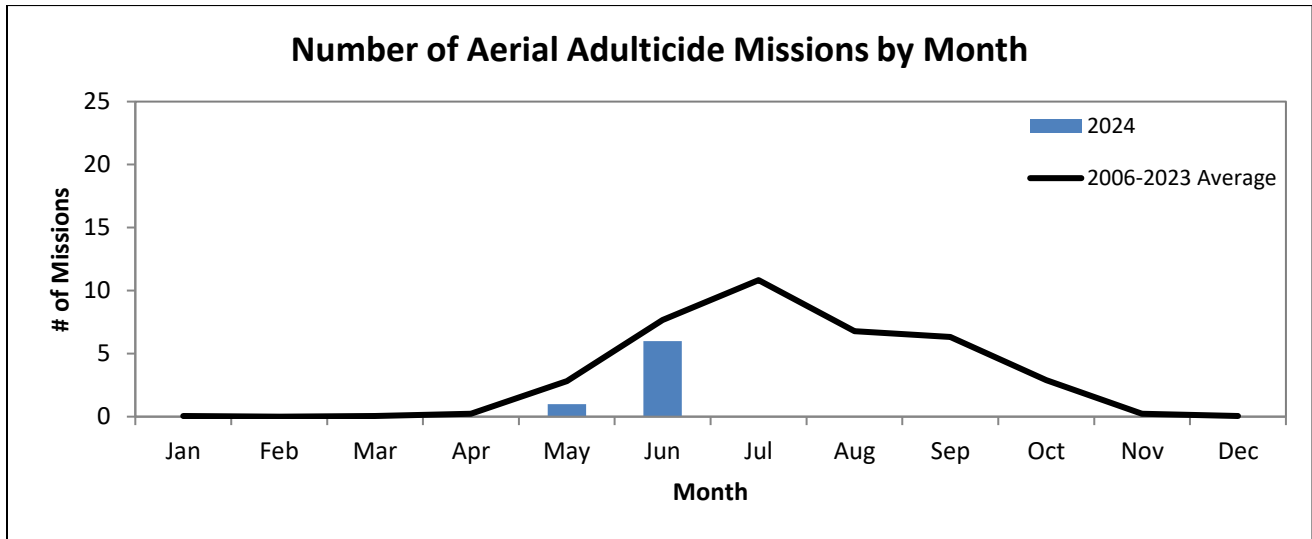
## Other Items

- 1. Travel/Training
  - a. Environmental Management and Chemical Spill Response Training (Key West, FL): 8/19/24 – 8/22/24
    - Rosalina Rivera and Rob Lee attending.
  - b. Human Resources State Conference HRFL (Orlando, FL): 8/25/24 – 8/28/24
    - Michael Behrend attending.
  - c. Society of Vector Ecology (SOVE) Annual Conference (Fort Collins, CO): 9/14/24 – 9/19/24
    - Dr. Larry Hribar attending.
- 2. NASKW Bid Awarded
- 3. FDACS August Director's Meeting (8/22/24)
- 4. Emergency Tabletop Exercise (9/5/24)
- 5. Investment Update
- 6. After Action Items/Future Board Items
  - a. ITN for Banking
  - b. Audit Committee Charter Annual Review, October 2024
  - c. Administrative Policy Manual Annual Review, December 2024
  - d. Budgetary Process Annual Review, May 2025

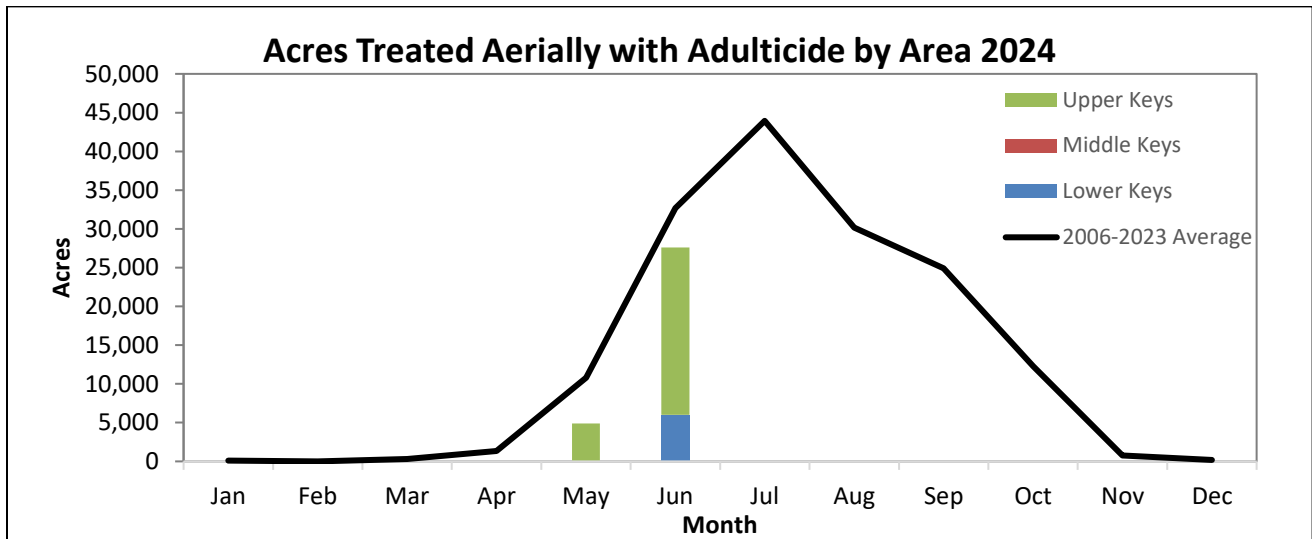
# Florida Keys Mosquito Control Operations Report

(Adjusted through August 31, 2024)

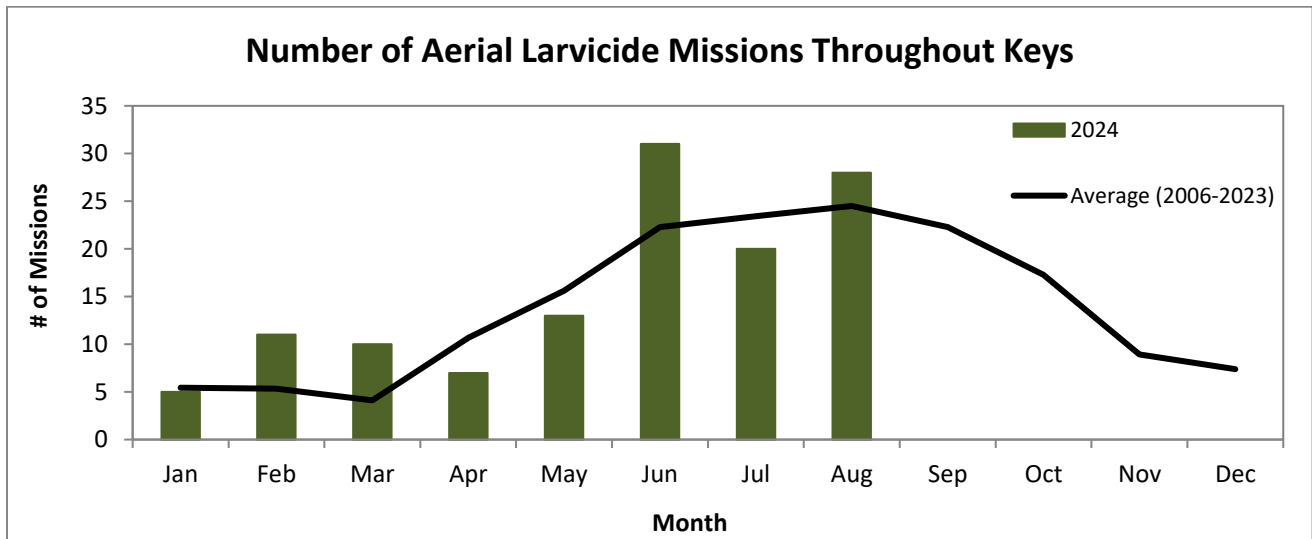
## Aerial Adulticiding Missions in August 2024: 0



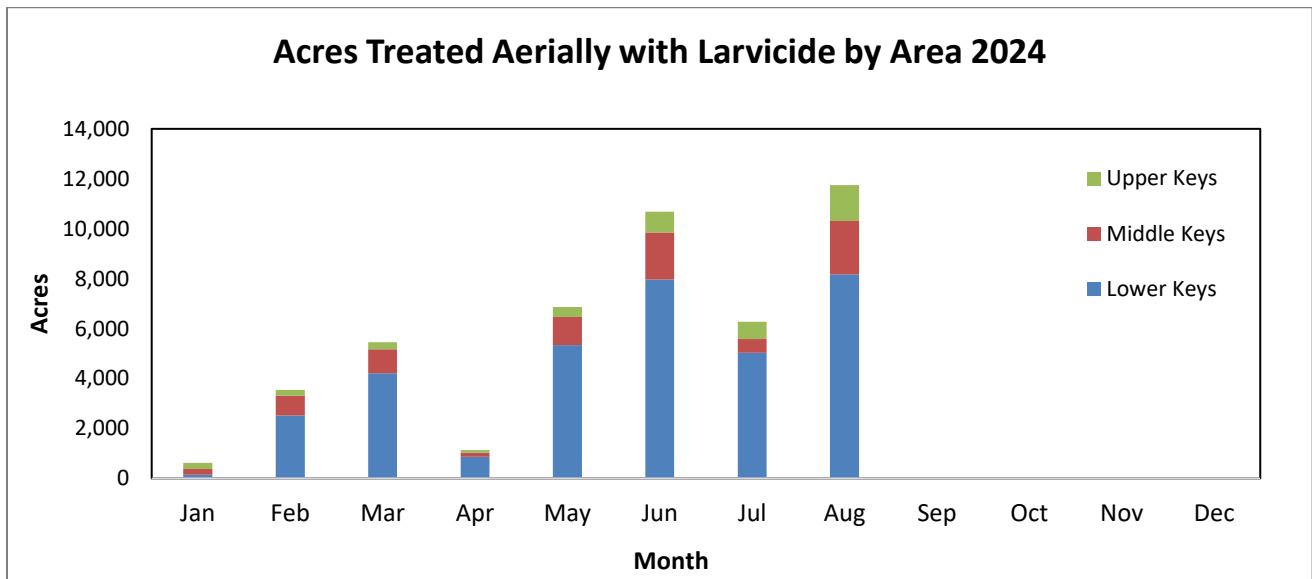
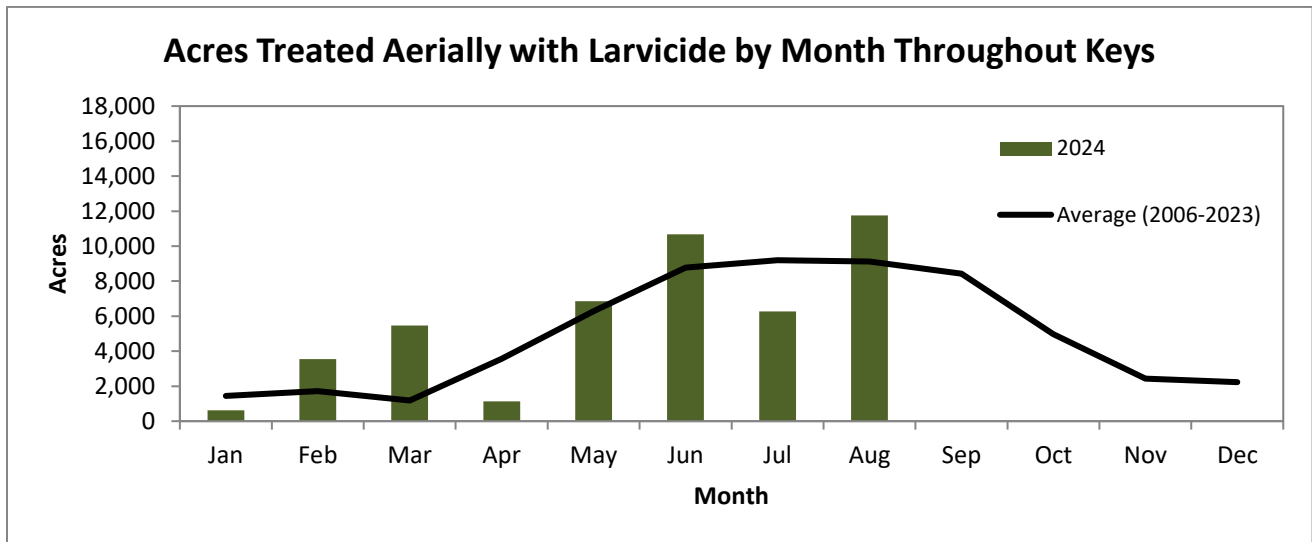
## Aerial Adulticiding Acreage in August 2024: 0



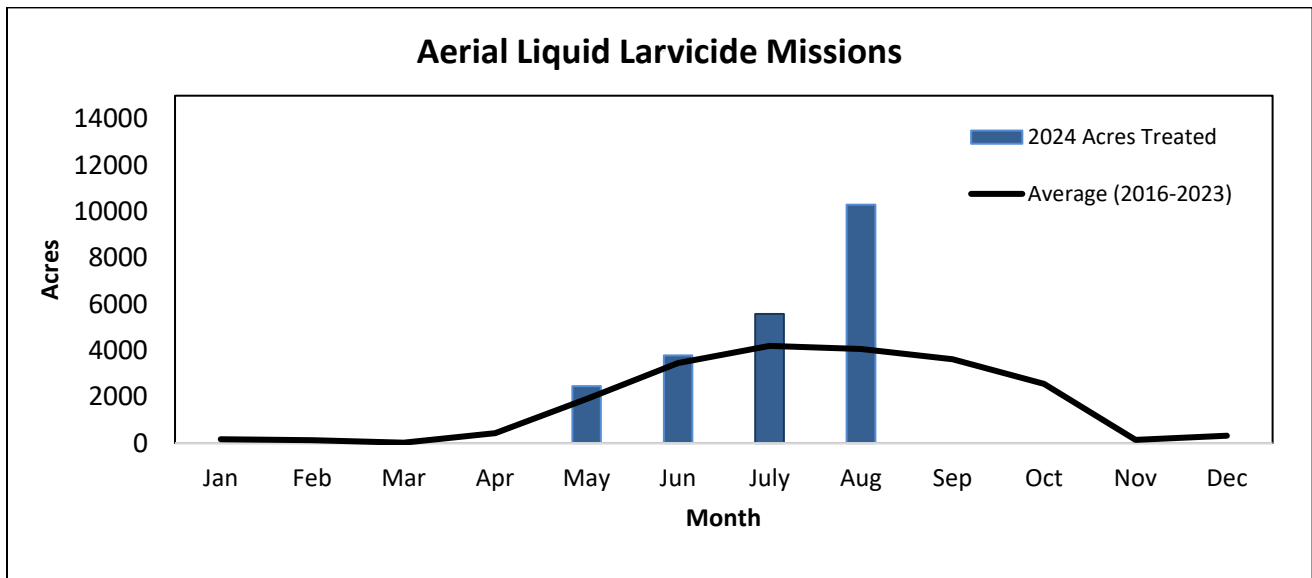
## Aerial Granular Larviciding Missions in August 2024: 28



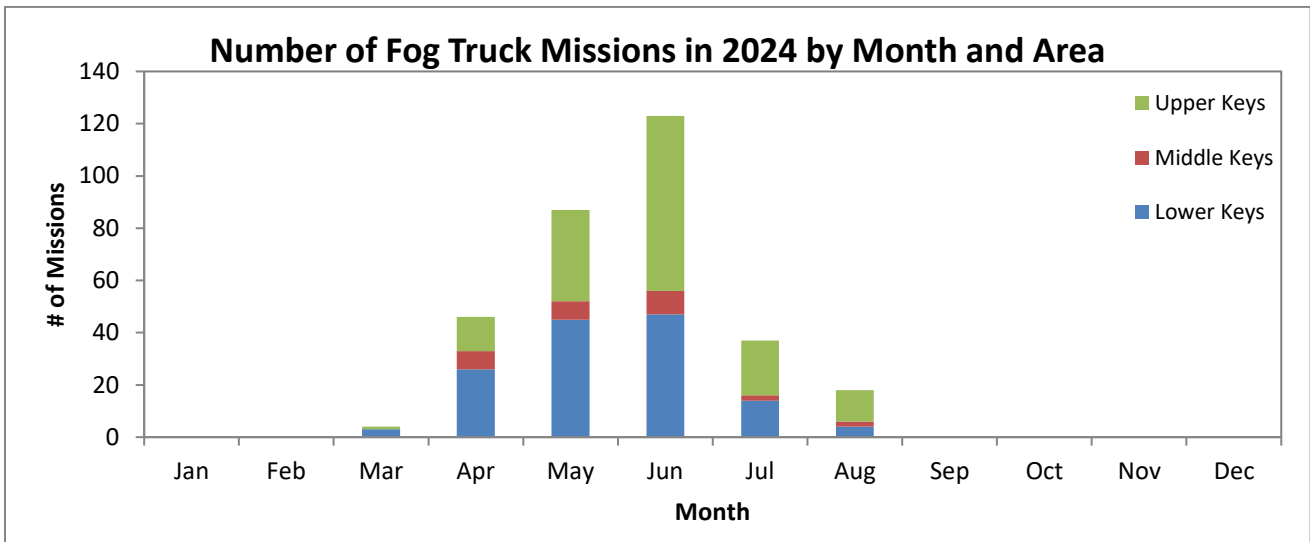
**Aerial Granular Larviciding Acreage in August 2024: 11,748**



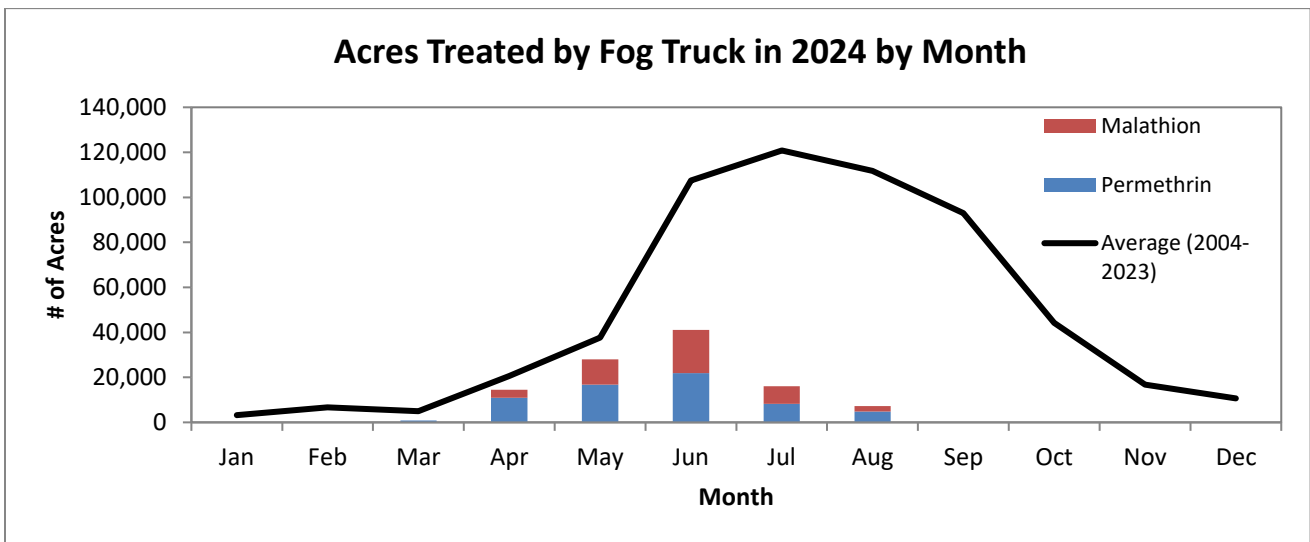
**Number of Aerial Liquid Larviciding Missions in August 2024: 10**



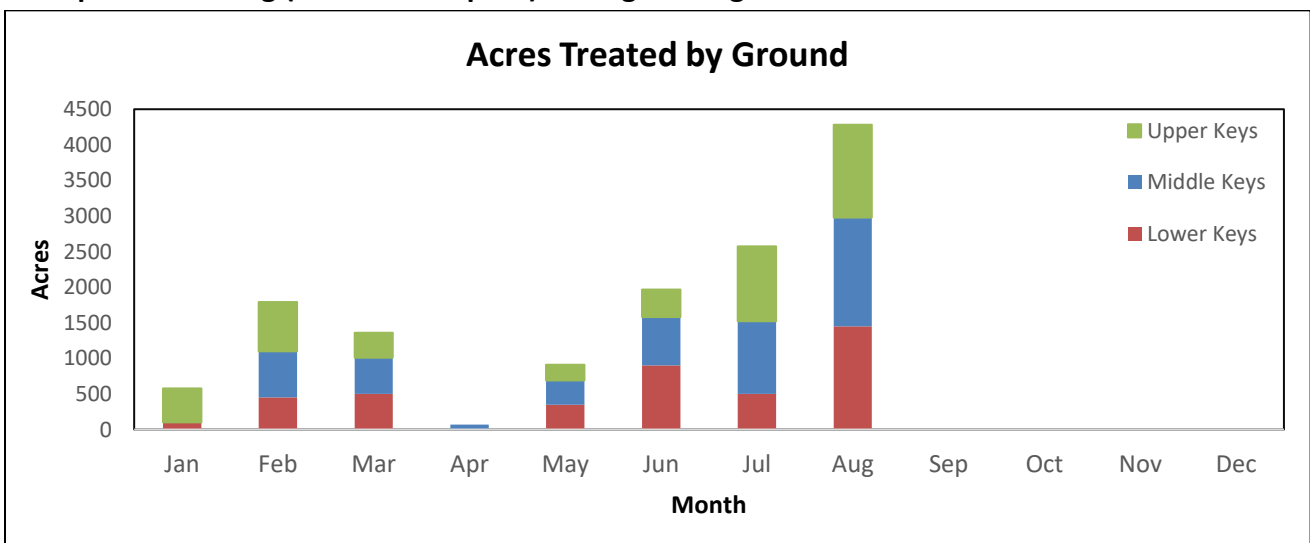
**Ground Adulticiding (Trucks) Missions in August 2024: 18**



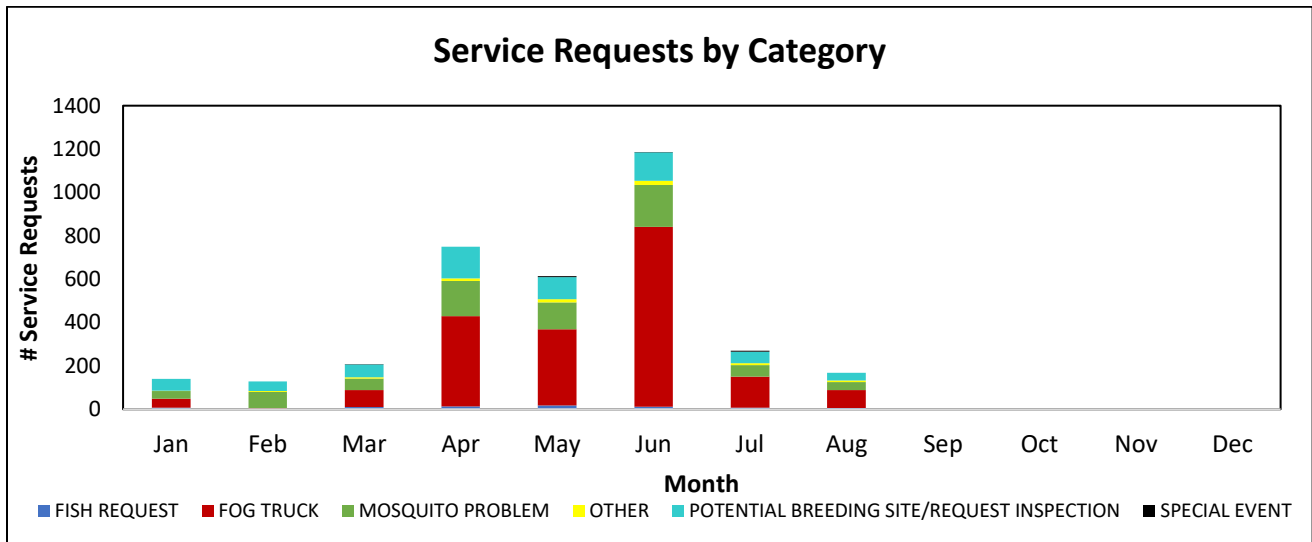
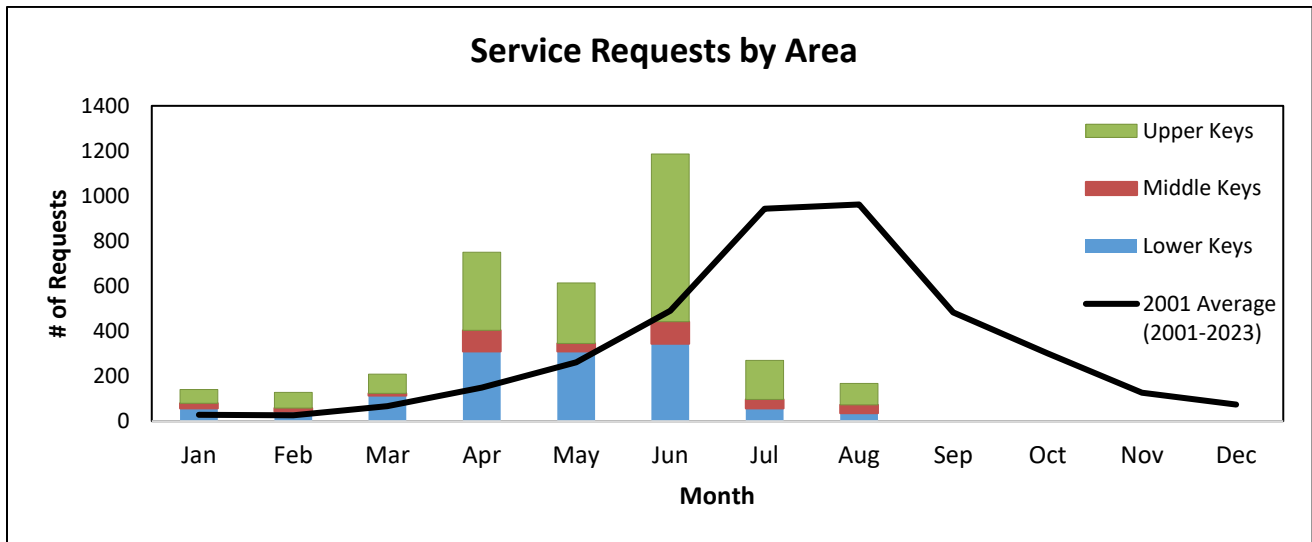
**Ground Adulticiding (Trucks) Acreage in August 2024: 7,224**



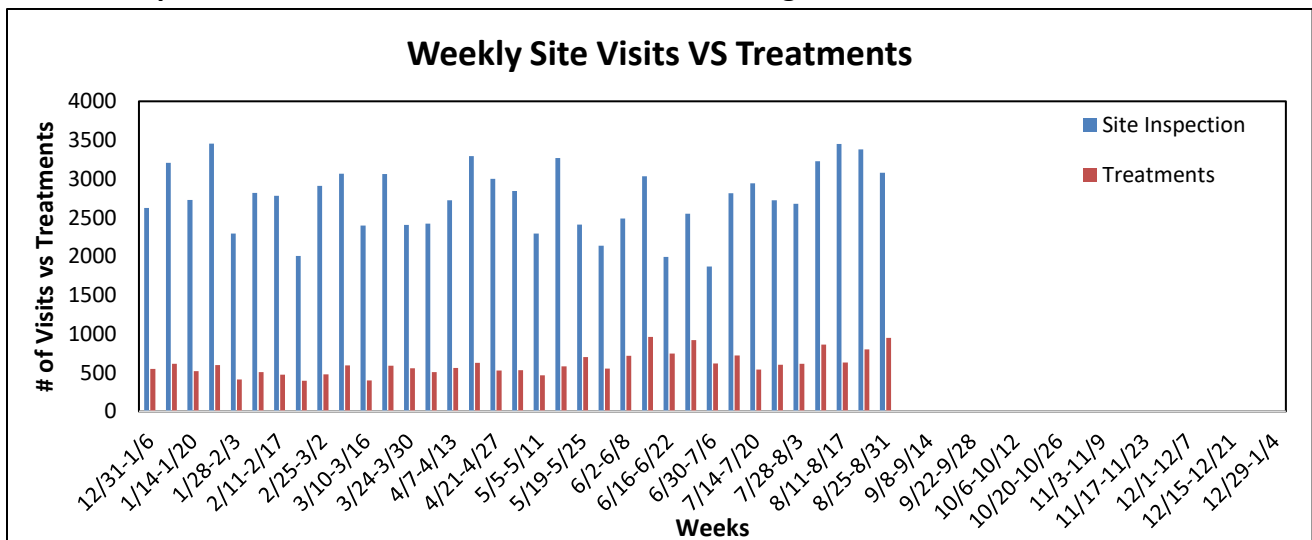
**Ground Liquid Larviciding (Truck & Backpack) Acreage in August 2024: 34 Trucks**



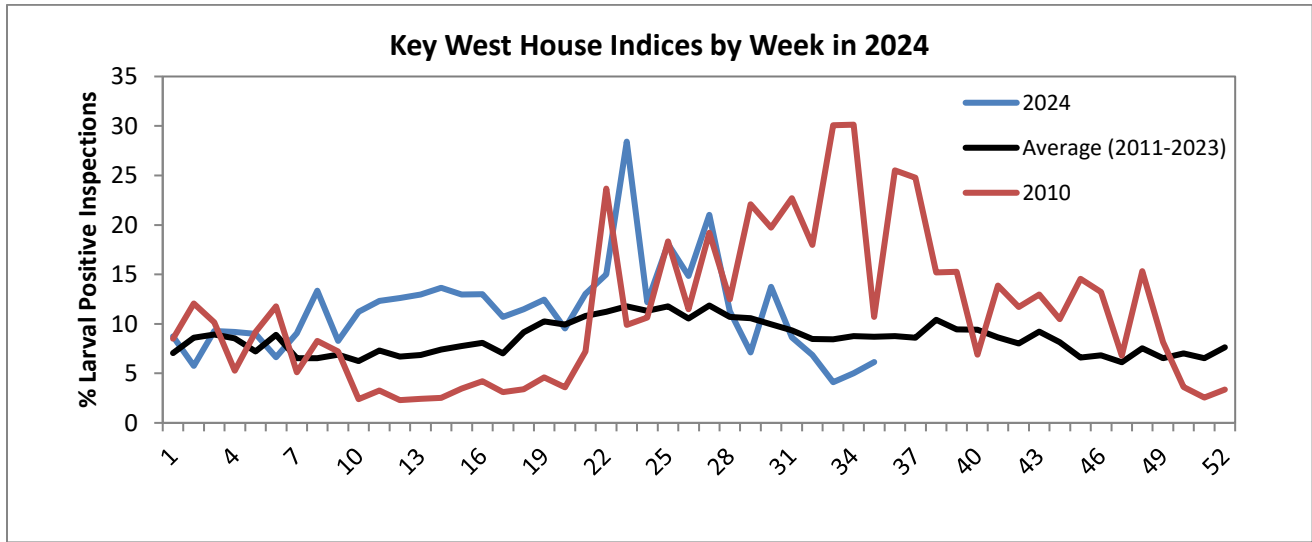
**Total Service Requests for August 2024: 168**



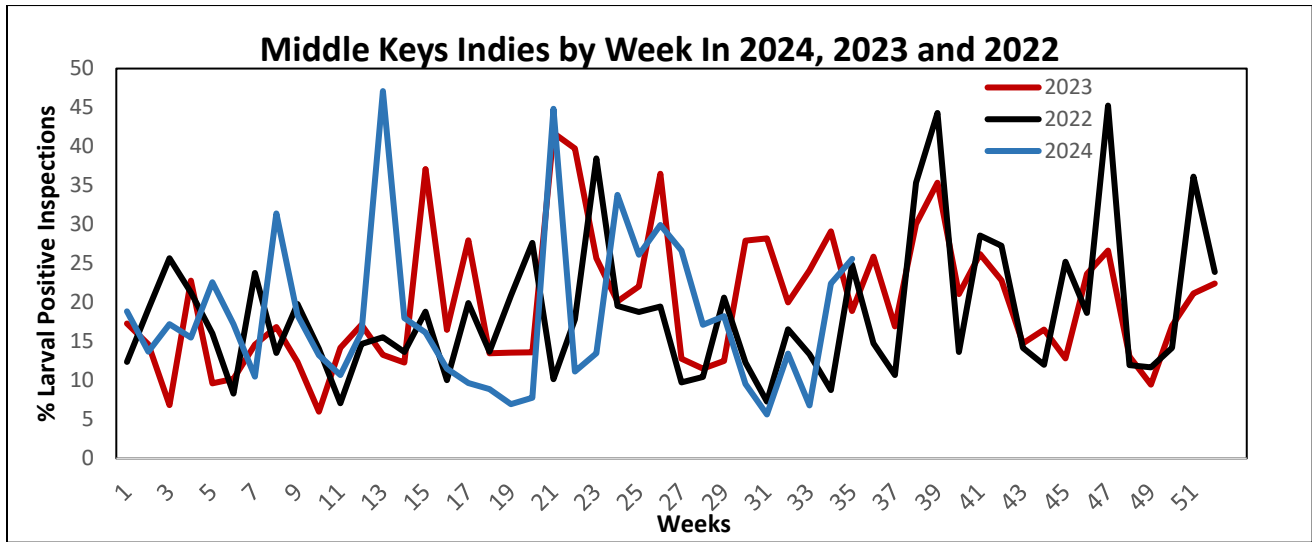
**Total Service Inspections/treatments and Count Stations for August 2024**



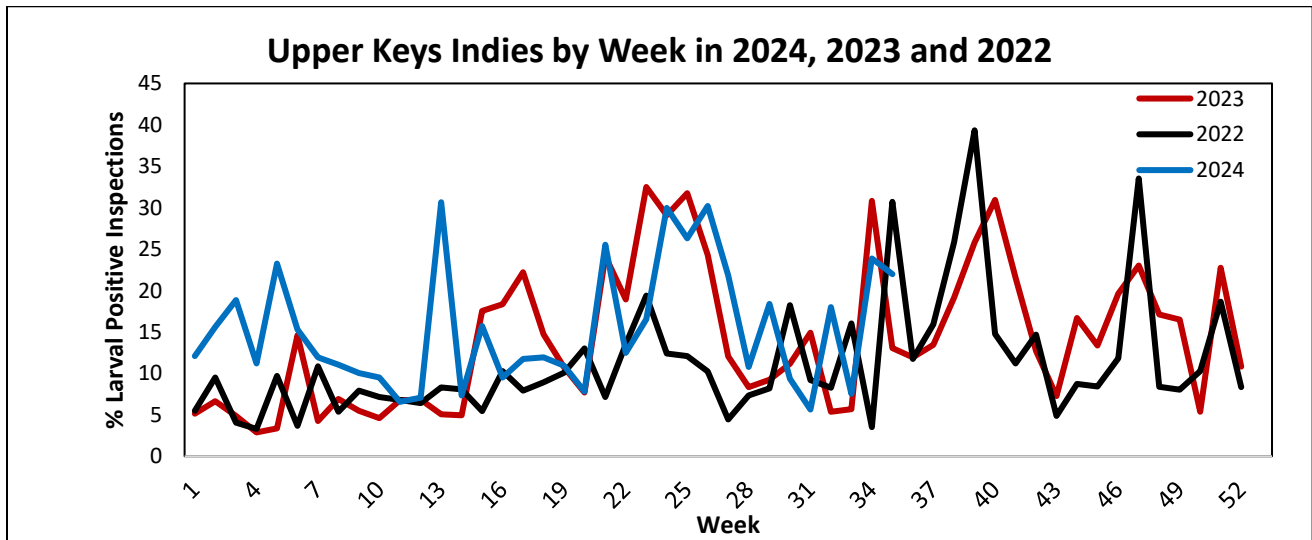
**Key West *Aedes aegypti* Larval Information:**



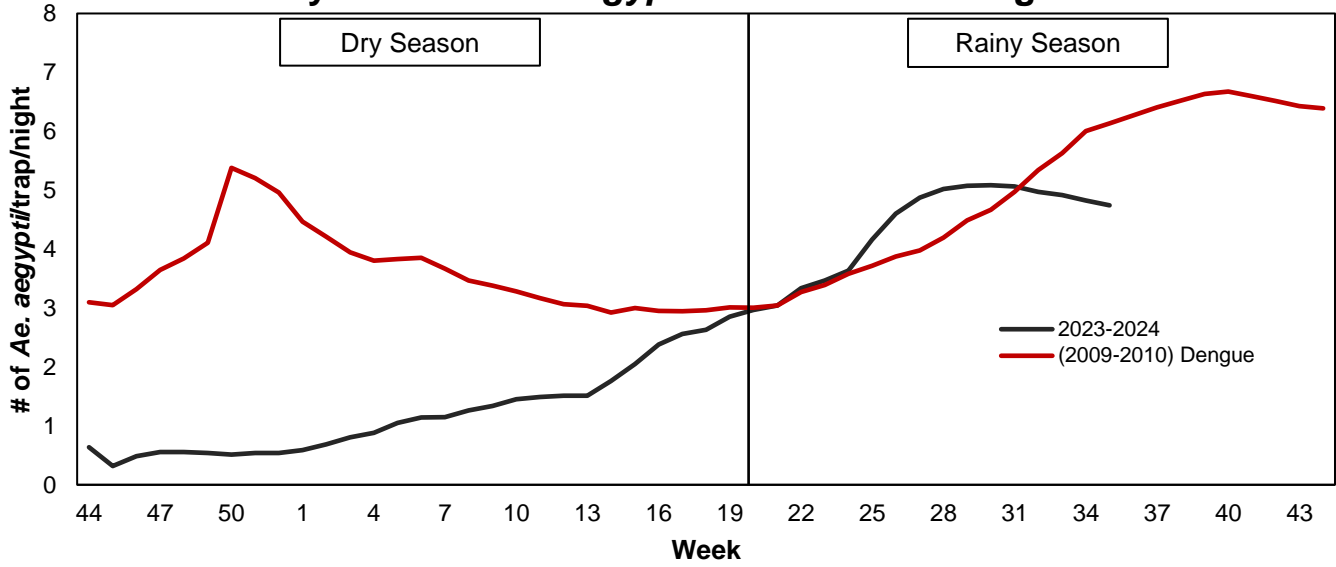
**Middle Keys *Aedes aegypti* Larval Information:**



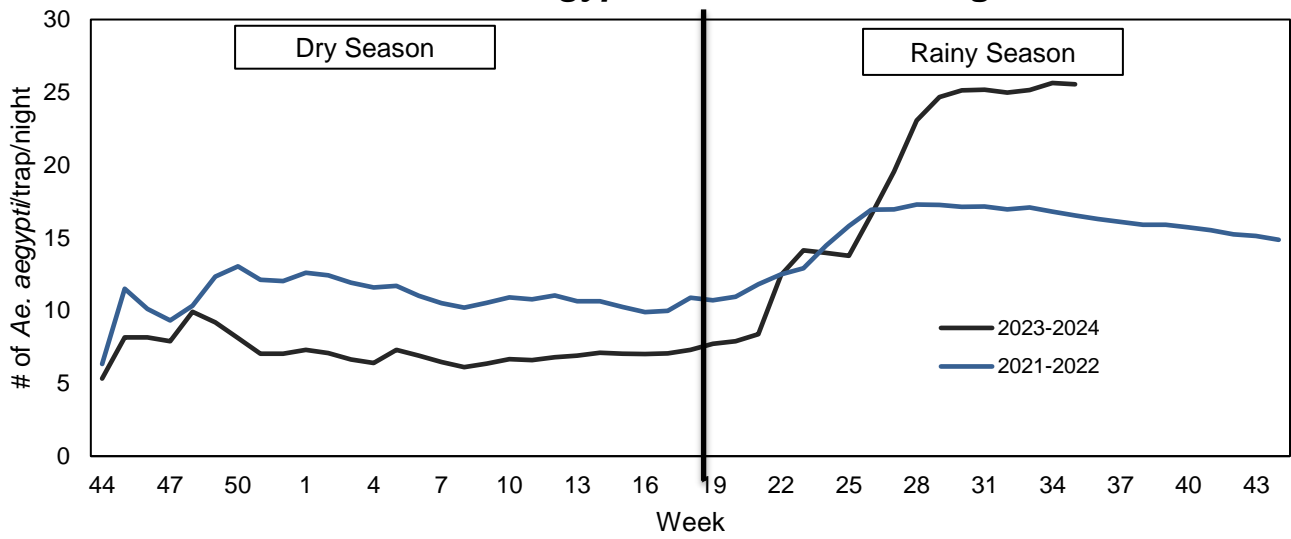
**Upper Keys *Aedes aegypti* Larval Information:**



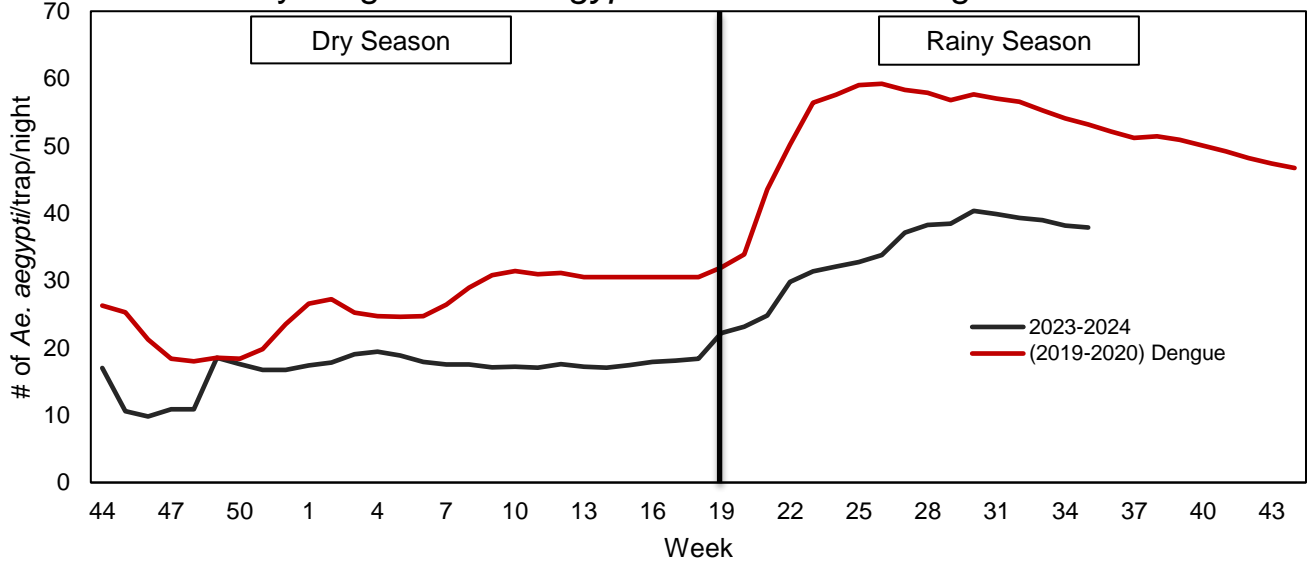
### Key West *Aedes aegypti* Cumulative Average



### Marathon *Aedes aegypti* Cumulative Average

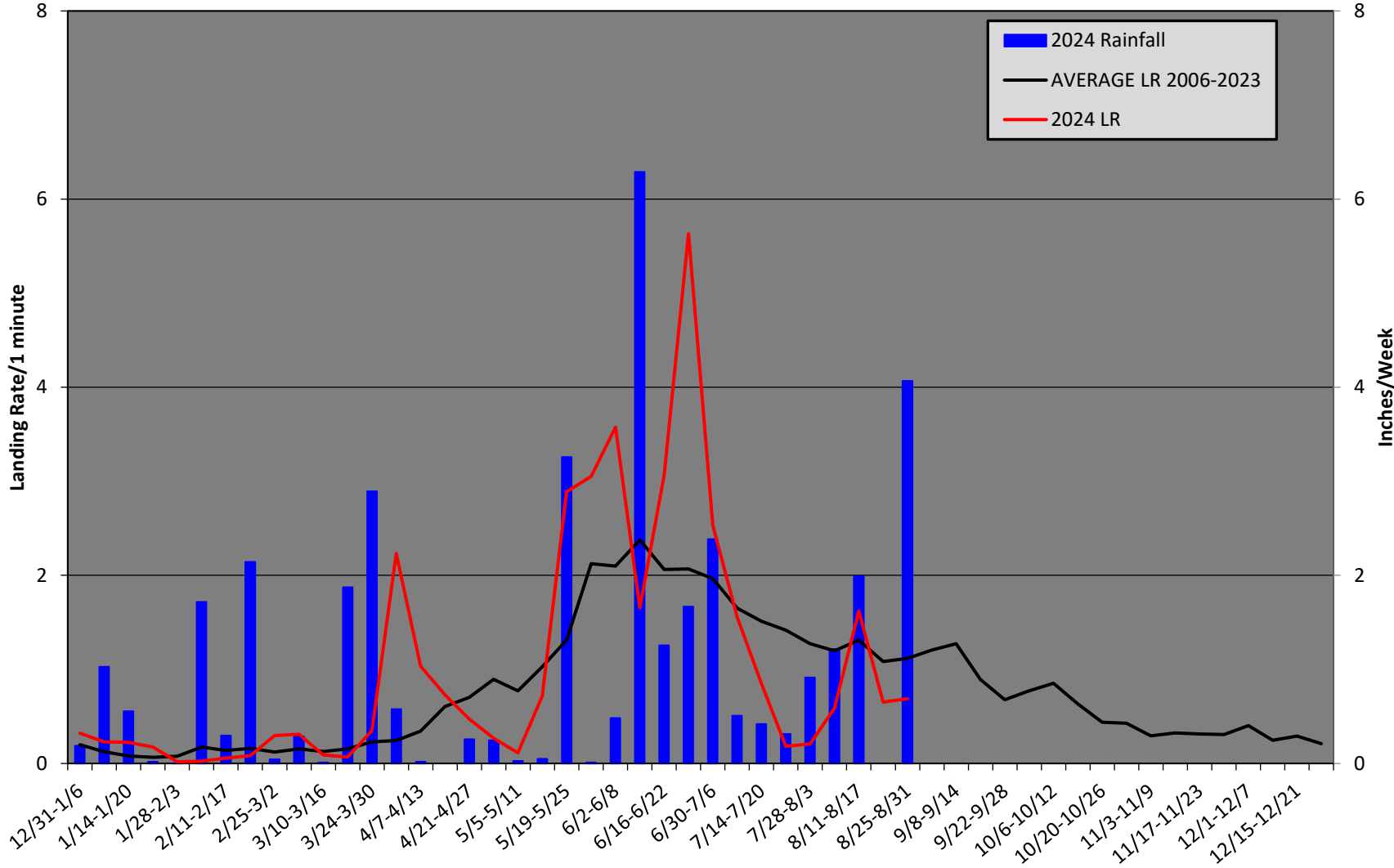


### Key Largo *Aedes aegypti* Cumulative Average

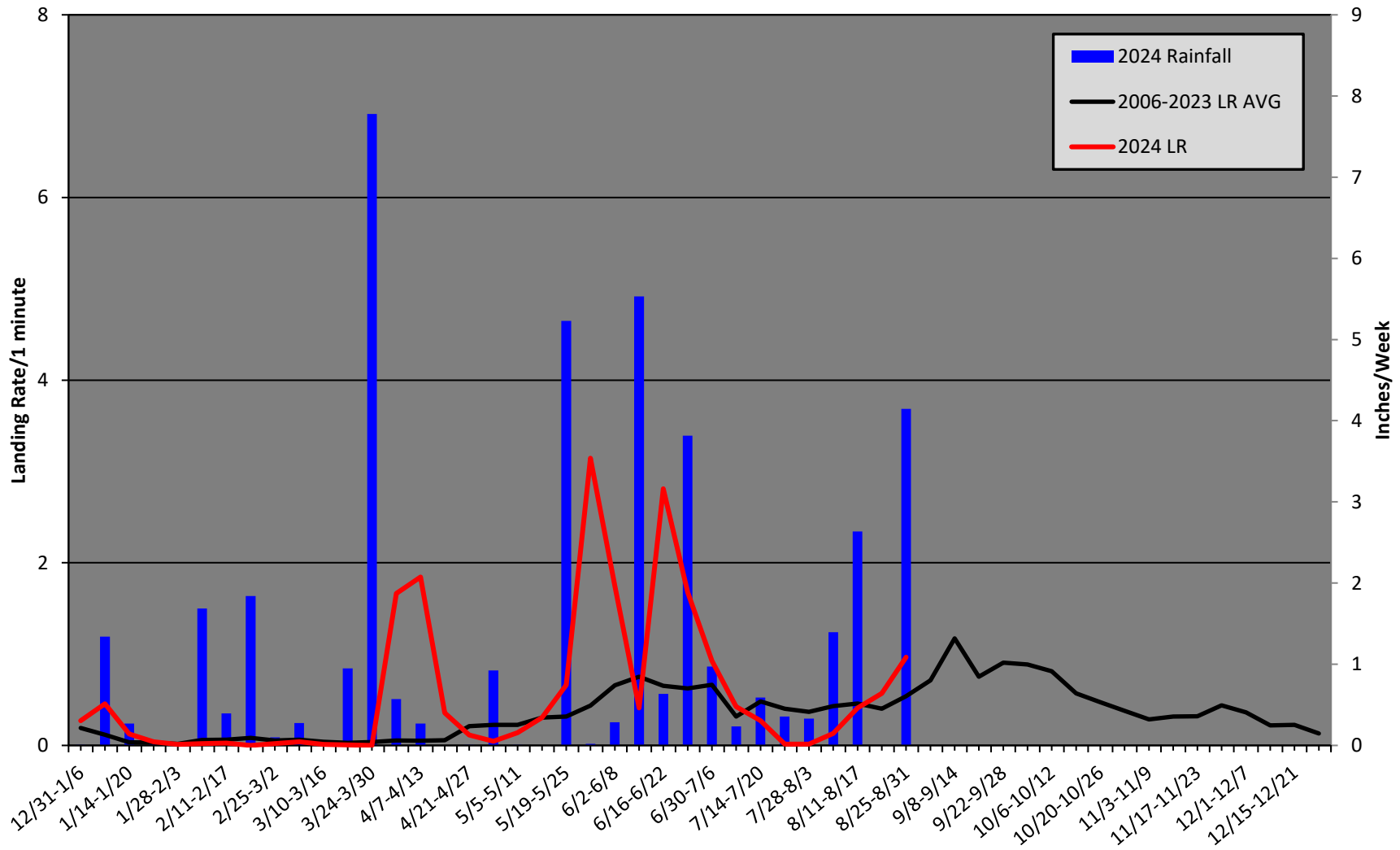




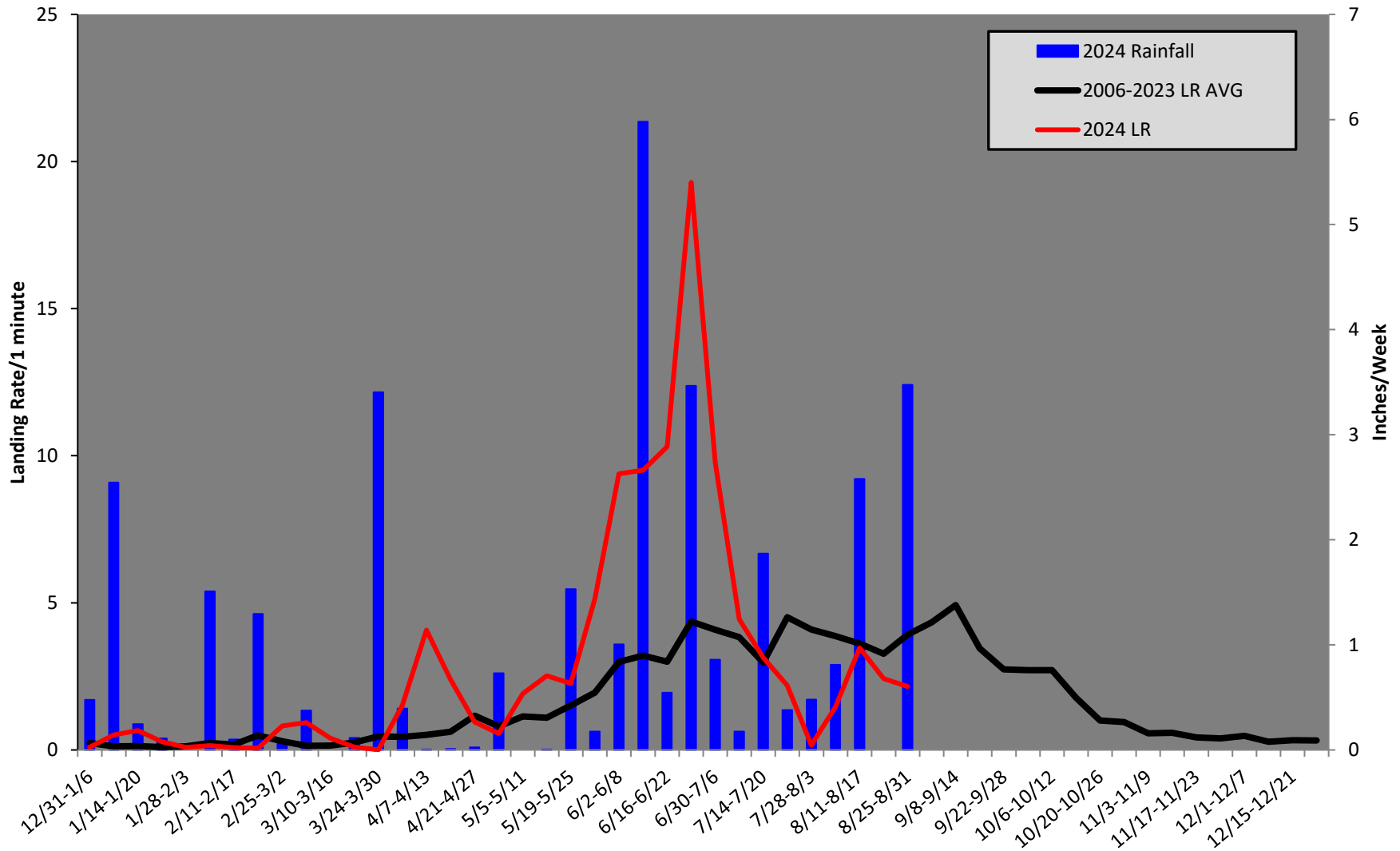
# Lower Keys: Saddlebunch to Bahia Honda Average Landing Rate Counts and Rainfall



## 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 10a*

75th  
Anniversary  
Update

# *Item 11a*

## *Financial Reports*

Budget Analysis

District Finances

Cash

Disbursements

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT  
MONTHLY BUDGET ANALYSIS  
FISCAL YEAR 2023-2024  
AUGUST 2024**

**STATE FUND**

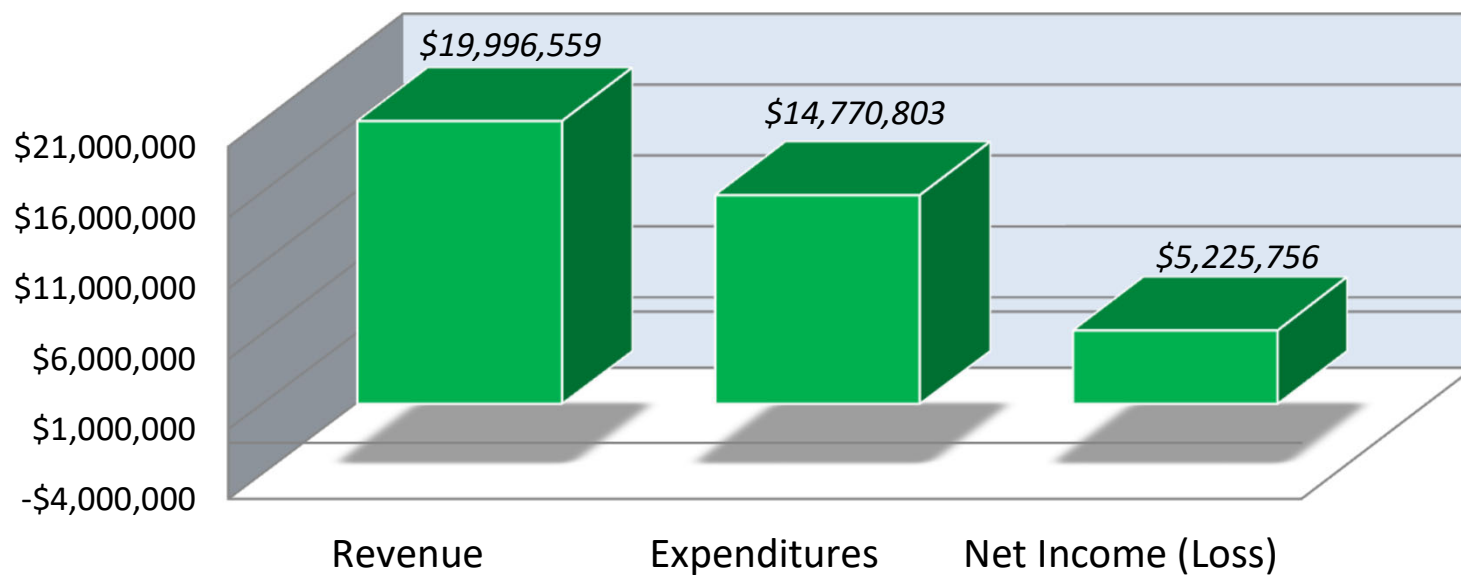
ACCT. NO	ITEM	Annual Budget	Current August Actual	Prior Year Month	Current YTD Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15							
20	Personal Service Benefits 21 - 25							
30	Operating Expense 31 - 34							
40	Travel and Per Diem 40.1 - 40.3	2,060.00			2,050.51	1,180.00	9.49	870.51
41	Communication Services							
42	Freight Services							
43	Utility Services							
44	Rentals and Leases							
45	Insurance							
46	Repair and Maintenance Service 46.1 - 46.6	202,475.00			202,475.00	0.00		202,475.00
47	Printing/Binding							
48	Promotional Activities							
49	Other Current Charges and Obligations							
51	Office Supplies/Materials							
52.1	Gas/Oil/Lube							
52.2	Chemical/Solvents/Additives	730,260.00			124,656.00	160,992.00	605,604.00	(36,336.00)
52.3	Clothing and Wearing Apparel							
52.4	Miscellaneous Supplies and Incidental							
52.5	Tools and Small Implements							
54	Books, Publications, Subscriptions, Memberships							
55	Training	3,780.00			3,780.00	4,051.00	0.00	(271.00)
60	Capital Outlay 61 - 64	0.00			0.00	8,825.00	0.00	(8,825.00)
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	388,568.00					388,568.00	
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:	1,327,143.00	0.00	0.00	332,961.51	175,048.00	994,181.49	157,913.51

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT  
MONTHLY BUDGET ANALYSIS  
FISCAL YEAR 2023-2024  
AUGUST 2024**

**LOCAL FUND**

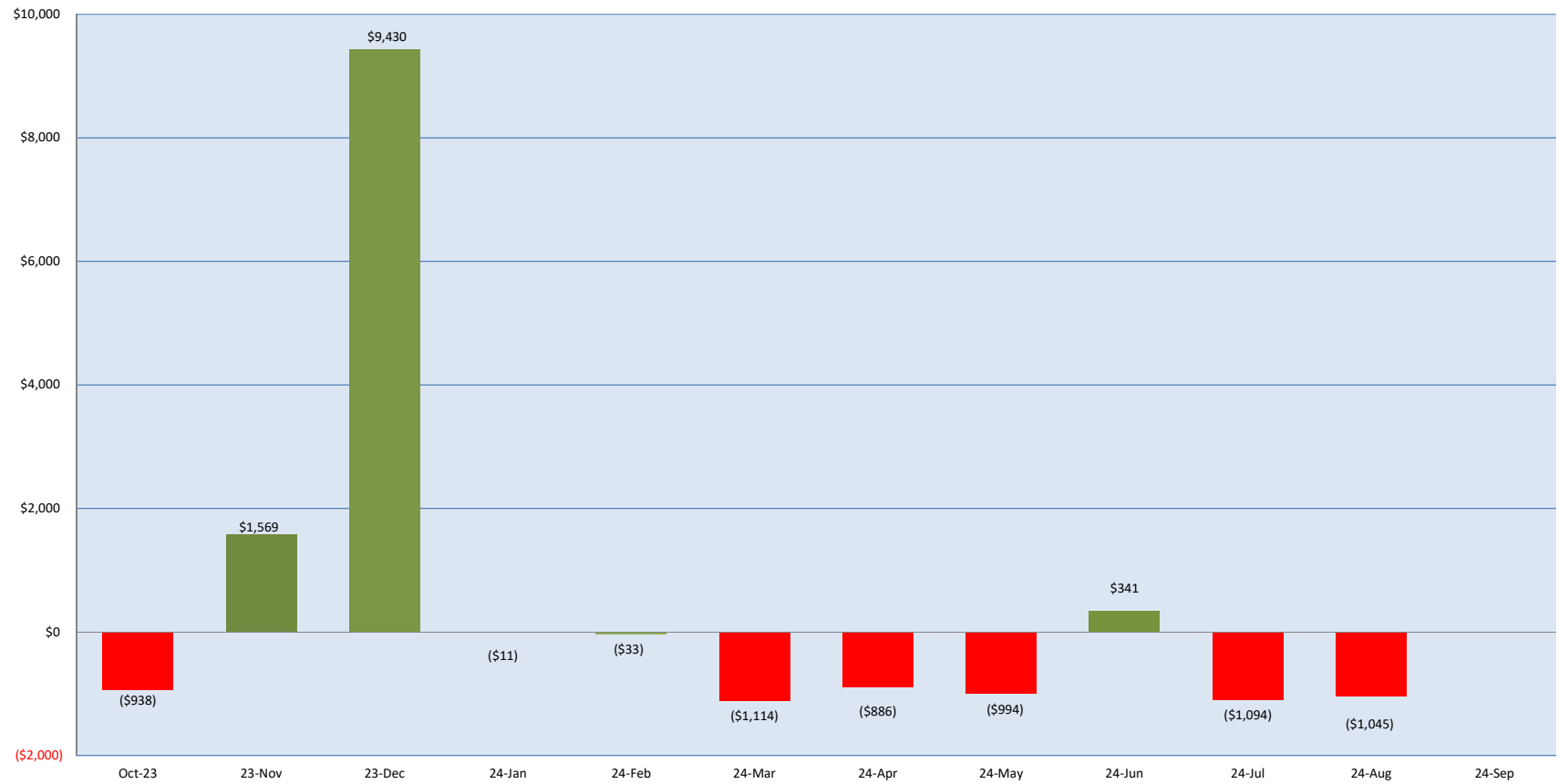
ACCT. NO	ITEM	Annual Budget	Current August Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15	5,702,869.00	639,660.80	409,063.40	5,193,074.77	4,660,573.84	509,794.23	532,500.93
20	Personal Service Benefits 21 - 25	4,064,496.00	393,207.46	201,976.54	3,677,685.92	2,748,724.22	386,810.08	928,961.70
30	Operating Expense 31 - 34	1,682,279.00	33,435.35	33,635.79	1,122,843.21	1,059,597.66	559,435.79	63,245.55
40	Travel and Per Diem 40.1 - 40.3	118,125.00	2,934.00	2,621.45	105,940.98	82,973.44	12,184.02	22,967.54
41	Communication Services	100,100.00	7,522.89	434.64	84,820.66	83,929.39	15,279.34	891.27
42	Freight Services	25,550.00	2,057.05	626.12	15,444.75	11,263.44	10,105.25	4,181.31
43	Utility Services	145,800.00	11,203.43	6,474.17	90,429.45	91,305.32	55,370.55	(875.87)
44	Rentals and Leases	1,009,952.00	27,468.51	16,125.09	210,575.30	177,454.17	799,376.70	33,121.13
45	Insurance	1,102,280.00	7,273.00	6,164.00	33,982.71	61,213.66	1,068,297.29	(27,230.95)
46	Repair and Maintenance Service 46.1 - 46.6	1,397,345.00	32,256.53	26,510.49	750,184.96	452,501.55	647,160.04	297,683.41
47	Printing/Binding	11,910.00	0.00	414.95	4,953.80	6,011.79	6,956.20	(1,057.99)
48	Promotional Activities	28,200.00	504.00	1,574.00	11,815.00	8,552.74	16,385.00	3,262.26
49	Other Current Charges and Obligations	13,125.00	230.77	223.50	11,730.99	18,020.85	1,394.01	(6,289.86)
51	Office Supplies/Materials	104,526.00	1,645.83	4,670.83	90,411.31	60,465.11	14,114.69	29,946.20
52.1	Gas/Oil/Lube	327,575.00	26,983.23	18,141.31	194,163.62	189,170.43	133,411.38	4,993.19
52.2	Chemical/Solvents/Additives	2,232,722.72	90,552.00	245,735.82	1,610,256.29	1,202,950.66	622,466.43	407,305.63
52.3	Clothing and Wearing Apparel	49,925.00	1,090.73	2,811.36	36,221.37	31,396.22	13,703.63	4,825.15
52.4	Miscellaneous Supplies and Incidental	188,293.00	17,394.52	6,712.84	102,612.74	79,480.80	85,680.26	23,131.94
52.5	Tools and Small Implements	30,603.00	7,103.13	547.35	19,173.85	8,409.22	11,429.15	10,764.63
54	Books, Publications, Subscriptions, Memberships	66,586.00	4,935.00	14,970.89	76,240.58	60,162.31	(9,654.58)	16,078.27
55	Training	163,349.00	0.00	3,740.10	70,369.47	57,394.19	92,979.53	12,975.28
60	Capital Outlay 61 - 64	2,156,943.00	6,900.00	0.00	1,257,871.33	3,791,473.36	899,071.67	(2,533,602.03)
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	2,426,432.00					2,426,432.00	
99	Payment of Prior Year Accounts							
0.001	Reserves - Future Capital Outlay	1,186,382.00					1,186,382.00	
0.002	Reserves - Self Insurance	500,000.00					500,000.00	
0.004	Reserves - Sick and Annual Leave	250,000.00					250,000.00	
<b>TOTAL:</b>		<b>25,085,367.72</b>	<b>1,314,358.23</b>	<b>1,003,174.64</b>	<b>14,770,803.06</b>	<b>14,943,024.37</b>	<b>10,314,564.66</b>	<b>(172,221.31)</b>

## FKMCD Local FY 2023-2024 YTD Cash Basis Net Income (Loss) through August 2024

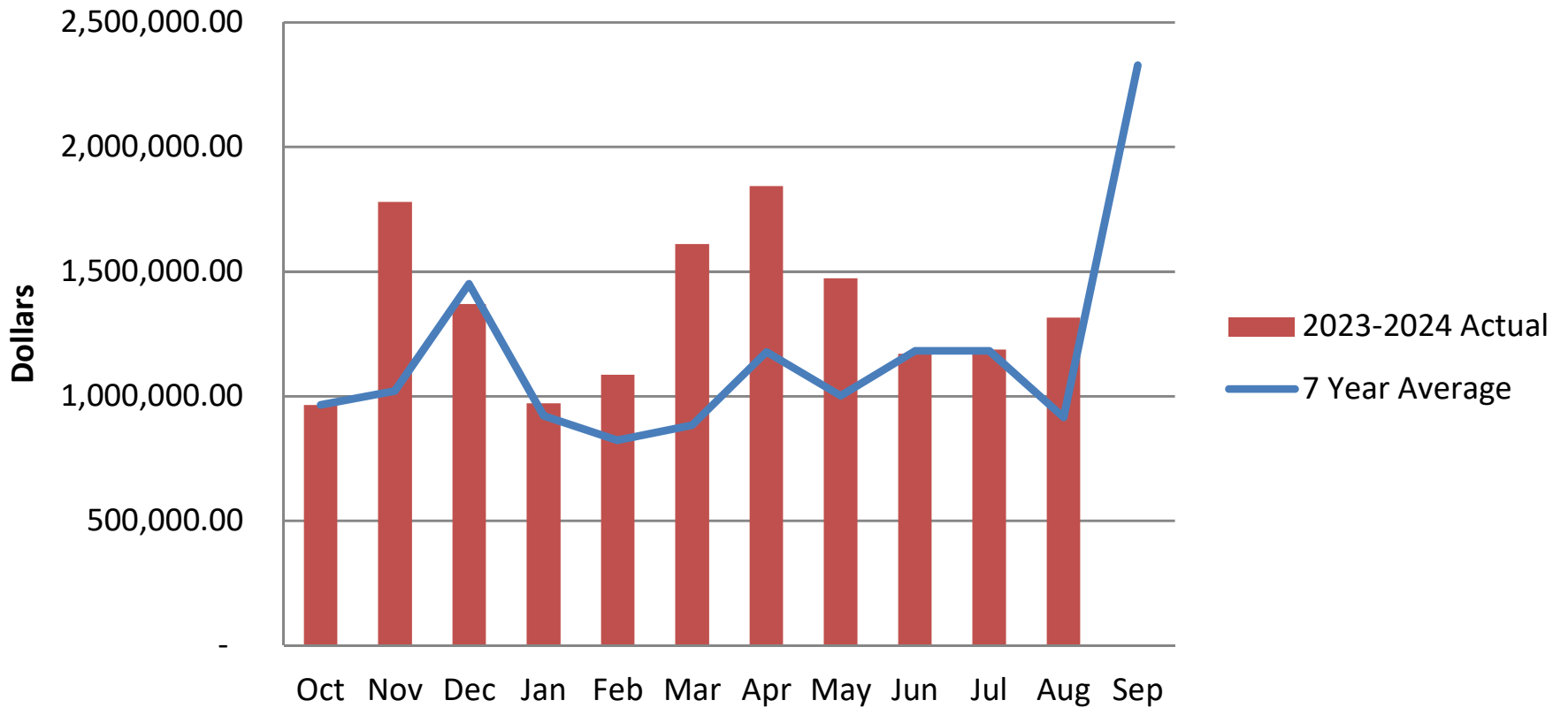




**FKMCD Local Funds FY 2023-2024 Cash Basis Monthly Net Income (Loss) through  
August 2024  
(Thousands of Dollars)**



## Expenditure of Local Funds 2023-2024 Actual vs. Average of Last 7 Years



**LOCAL ACCOUNT FUNDS**

CHECKING - OPERATING

Checking Account balance on August 31, 2024:	\$	129,402.83	
Plus September 2024 deposits to date:		2,075.98	
Plus funds transferred from FL Class to Operating:			
Total Operating Checking Account funds available:			\$ 131,478.81
Less funds transferred from Operating to Health:		0.00	
Plus funds transferred to Operating from FL Class:		300,000.00	
Less September 2024 expenditures to date:		(213,429.32)	
Total Operating Checking Account funds expended/transferred to date:			86,570.68
Balance in Local Checking Account at present:	\$		<u><u>218,049.49</u></u>

CHECKING - FL CLASS

Checking Account balance on August 31, 2024:	\$	10,349,999.70	
Less funds transferred to Operating Checking from FL Class Cash:		(300,000.00)	
Total FL Class Cash Account funds available:			\$ 10,049,999.70
Total Net FL Class Cash expenditures to date:			0.00
Balance in FL Class Cash Account at present:	\$		<u><u>10,049,999.70</u></u>

CHECKING - PAYROLL

Checking Account balance on August 31, 2024:	\$	0.61	
Plus funds transferred from Operating Checking to Payroll Checking:		0.00	
Total Payroll Checking Account funds available:			\$ 0.61
Total Net Payroll Checking expenditures to date:			0.00
Balance in Local Payroll Checking Account at present:	\$		<u><u>0.61</u></u>

HEALTH INSURANCE CLAIMS FUND ACCOUNT

Checking Account balance on August 31, 2024:	\$	19.57	
Plus funds transferred from Operating Checking to Health Checking:		0.00	
Total Health Checking Account funds available:			\$ 19.57
Total Net Health Checking expenditures to date:			
Balance in Local Health Checking Account at present:	\$		<u><u>19.57</u></u>
Plus FSA Account			<u><u>42,927.93</u></u>
Total Local Funds:	\$		<u><u>10,310,997.30</u></u>

**STATE I ACCOUNT FUNDS**

CHECKING - OPERATING

August 31, 2024:	\$	421,830.43	
Plus September 2024 deposits to date:		0.00	
Total Checking Account funds available:			\$ 421,830.43
Less funds transferred to Operating Checking:			
Less September 2024 expenditures to date:	\$	0.00	
Total State I Checking Account funds expended/transferred to date:			\$ 0.00
Balance in State I Checking Account at present:	\$		<u><u>421,830.43</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 August 1, 2024 to August 31, 2024:**

<b>Check No.</b>	<b>Payment Date</b>	<b>Remit To</b>	<b>Payment Amt.</b>
ACH	8/2/2024	Centennial Bank (Payroll)	143,684.83
ACH	8/2/2024	Centennial Bank (Payroll)	1,624.44
ACH	8/2/2024	EFTPS	51,123.98
ACH	8/2/2024	Florida State Disbursement Unit	411.78
ACH	8/2/2024	Florida State Disbursement Unit	219.53
ACH	8/2/2024	Florida State Disbursement Unit	278.42
ACH	8/2/2024	Florida State Disbursement Unit	209.19
ACH	8/2/2024	Empower Retirement	4,646.20
ACH	8/2/2024	Empower Retirement	2,558.00
ACH	8/13/2024	Cigna Dental (Policy Premiums)	9,023.61
ACH	8/16/2024	Centennial Bank (Payroll)	142,141.32
ACH	8/16/2024	EFTPS	50,256.28
ACH	8/16/2024	Florida State Disbursement Unit	411.78
ACH	8/16/2024	Florida State Disbursement Unit	278.42
ACH	8/16/2024	Florida State Disbursement Unit	209.19
ACH	8/16/2024	Florida State Disbursement Unit	219.53
ACH	8/16/2024	Empower Retirement	4,646.20
ACH	8/16/2024	Empower Retirement	2,558.00
ACH	8/16/2024	Centennial Bank	886.50
ACH	8/16/2024	Centennial Bank	2,795.74
ACH	8/16/2024	Centennial Bank	3,205.03
ACH	8/16/2024	Centennial Bank	1,121.46
ACH	8/16/2024	Centennial Bank	3,786.69
ACH	8/16/2024	Centennial Bank	2,976.26
ACH	8/19/2024	Centennial Bank (Payroll)	2,067.49
ACH	8/19/2024	EFTPS	342.52
ACH	8/20/2024	CIGNA Healthcare	75,528.94
ACH	8/30/2024	Centennial Bank (Payroll)	4,980.20
ACH	8/30/2024	EFTPS	1,468.75
ACH	8/30/2024	Centennial Bank (Payroll)	162,856.25
ACH	8/30/2024	EFTPS	67,453.09
ACH	8/30/2024	Florida State Disbursement Unit	411.78
ACH	8/30/2024	Florida State Disbursement Unit	278.42
ACH	8/30/2024	Florida State Disbursement Unit	209.19
ACH	8/30/2024	Florida State Disbursement Unit	219.53
ACH	8/30/2024	Empower Retirement	9,546.20

**LOCAL ACCOUNT CONTINUED**

ACH	8/30/2024	Empower Retirement	2,558.00
ACH	8/30/2024	Wex Bank	208.63
120651	8/9/2024	United Way of the Florida Keys (Payroll Deductions)	13.00
120652	8/9/2024	ABA-CON	4,625.84
120653	8/9/2024	Adapco, Inc.	42,336.00
120654	8/9/2024	Aflac	44.20
120655	8/9/2024	Aflac	2,233.32
120656	8/9/2024	Airgas USA, LLC	2,618.85
120657	8/9/2024	Airgas Dry Ice	1,845.29
120658	8/9/2024	Amazon Capital Services	5,304.70
120659	8/9/2024	**VOID**	0.00
120660	8/9/2024	**VOID**	0.00
120661	8/9/2024	**VOID**	0.00
120662	8/9/2024	**VOID**	0.00
120663	8/9/2024	**VOID**	0.00
120664	8/9/2024	**VOID**	0.00
120665	8/9/2024	**VOID**	0.00
120666	8/9/2024	**VOID**	0.00
120667	8/9/2024	**VOID**	0.00
120668	8/9/2024	**VOID**	0.00
120669	8/9/2024	**VOID**	0.00
120670	8/9/2024	**VOID**	0.00
120671	8/9/2024	**VOID**	0.00
120672	8/9/2024	**VOID**	0.00
120673	8/9/2024	**VOID**	0.00
120674	8/9/2024	**VOID**	0.00
120675	8/9/2024	**VOID**	0.00
120676	8/9/2024	**VOID**	0.00
120677	8/9/2024	**VOID**	0.00
120678	8/9/2024	**VOID**	0.00
120679	8/9/2024	**VOID**	0.00
120680	8/9/2024	**VOID**	0.00
120681	8/9/2024	**VOID**	0.00
120682	8/9/2024	**VOID**	0.00
120683	8/9/2024	**VOID**	0.00
120684	8/9/2024	**VOID**	0.00
120685	8/9/2024	**VOID**	0.00
120686	8/9/2024	**VOID**	0.00
120687	8/9/2024	**VOID**	0.00
120688	8/9/2024	**VOID**	0.00
120689	8/9/2024	**VOID**	0.00
120690	8/9/2024	**VOID**	0.00
120691	8/9/2024	**VOID**	0.00
120692	8/9/2024	**VOID**	0.00
120693	8/9/2024	**VOID**	0.00
120694	8/9/2024	**VOID**	0.00

**LOCAL ACCOUNT CONTINUED**

120695	8/9/2024	**VOID**	0.00
120696	8/9/2024	**VOID**	0.00
120697	8/9/2024	**VOID**	0.00
120698	8/9/2024	**VOID**	0.00
120699	8/9/2024	**VOID**	0.00
120700	8/9/2024	**VOID**	0.00
120701	8/9/2024	**VOID**	0.00
120702	8/9/2024	**VOID**	0.00
120703	8/9/2024	**VOID**	0.00
120704	8/9/2024	**VOID**	0.00
120705	8/9/2024	**VOID**	0.00
120706	8/9/2024	**VOID**	0.00
120707	8/9/2024	**VOID**	0.00
120708	8/9/2024	**VOID**	0.00
120709	8/9/2024	**VOID**	0.00
120710	8/9/2024	**VOID**	0.00
120711	8/9/2024	AMSOIL INC	67.95
120712	8/9/2024	Arrow Aviation	408.48
120713	8/9/2024	AutoZone, Inc.	890.07
120714	8/9/2024	BASIC Benefits (COBRA Admin Fee)	70.29
120715	8/9/2024	Keys Auto Supply	128.25
120716	8/9/2024	Keys Auto Supply	479.93
120717	8/9/2024	Michael Burton, D.O.	50.00
120718	8/9/2024	Campbell Oil Co Inc.	7,455.91
120719	8/9/2024	Century Fire Protection	333.00
120720	8/9/2024	Keys Energy Services	1,050.96
120721	8/9/2024	Colonial Life Insurance	63.24
120722	8/9/2024	Curry Refrigeration and A/C, Inc	298.60
120723	8/9/2024	Daniel Collins	450.00
120724	8/9/2024	Deanna Darias (Per Diem/Travel Reimbursement 6/19 & 7/25/2024)	120.00
120725	8/9/2024	DSLX.NET	3,275.00
120726	8/9/2024	Enterprise FM Trust	16,732.34
120727	8/9/2024	Federal Express	188.86
120728	8/9/2024	Florida Keys Aqueduct Authority	275.67
120729	8/9/2024	Florida Keys Aqueduct Authority	99.25
120730	8/9/2024	Florida Keys Electric Coop Assn Inc	618.88
120731	8/9/2024	Focus USA Technologies Inc.	180.00
120732	8/9/2024	Frasco Profiles	187.75
120733	8/9/2024	Stephanie Faucett (Reimbursement for Rubber Boots)	45.99
120734	8/9/2024	Genset Services, Inc	248.00
120735	8/9/2024	Marathon Lumber	198.00
120736	8/9/2024	Staples Business Credit	932.52
120737	8/9/2024	Vernis & Bowling of the Florida	2,250.00
120738	8/9/2024	Vernis & Bowling of the Florida	3,169.50
120739	8/9/2024	Home Depot Credit Services	557.19
120740	8/9/2024	Island Community Church Inc	1,350.00

**LOCAL ACCOUNT CONTINUED**

120741	8/9/2024	Keys Sanitary Service (RCR0208)	200.72
120742	8/9/2024	KLI Shell Lumber & Hardware Headquarters	178.72
120743	8/9/2024	Leading Edge Aerial Technologies, Inc (Aerial Application Services)	2,500.00
120744	8/9/2024	LEAF	69.95
120745	8/9/2024	Level 4 Telcom	479.60
120746	8/9/2024	Magnum Broadcasting, Inc.	504.00
120747	8/9/2024	Marathon Garbage Service, Inc.	1,199.23
120748	8/9/2024	Marie's Cleaning	1,000.00
120749	8/9/2024	Alana Loftus (Per Diem/Travel Reimbursement 7/22-31/2024)	90.00
120750	8/9/2024	Publix Super Markets, Inc. (Postage Stamps)	408.00
120751	8/9/2024	Pure Health Solutions Inc.	239.70
120752	8/9/2024	Steven Rutherford (Per Diem/Travel Reimbursement 7/2-8/1/2024)	155.00
120753	8/9/2024	Monroe County Solid Waste (Tire & Debris Disposal)	376.72
120754	8/9/2024	Streamline	2,500.00
120755	8/9/2024	Sunshine Gasoline Distributors, Inc.	2,823.43
120756	8/9/2024	UniFirst Corporation	1,540.31
120757	8/9/2024	Verizon Wireless	3,619.77
120758	8/9/2024	Verizon Wireless	2.18
120759	8/9/2024	Waste Management of Florida Keys	406.16
120760	8/9/2024	West Marine Pro	239.33
120761	8/9/2024	Xerox Corporation	948.11
120762	8/16/2024	United Way of the Florida Keys (Payroll Deductions)	13.00
120763	8/16/2024	3rd Generation Plumbing	288.23
120764	8/16/2024	ADSS Global	423.00
120765	8/16/2024	Advance Auto Parts	28.84
120766	8/16/2024	Advance Auto Parts	354.85
120767	8/16/2024	Airbus Helicopters, Inc	8,602.38
120768	8/16/2024	Amazon Capital Services	5,806.09
120769	8/16/2024	Roberto Alvarenga (Per Diem/Travel Reimbursement 7/16-8/6/2024)	60.00
120770	8/16/2024	Shalena Abbas (Per Diem/Travel Reimbursement 7/18-8/13/2024)	80.00
120771	8/16/2024	Britten-Norman, Inc	2,100.00
120772	8/16/2024	John Cook (Per Diem/Travel Reimbursement 8/5/2024)	15.00
120773	8/16/2024	Corporate Traditions, Inc	6,247.50
120774	8/16/2024	HemoStat Laboratories	37.25
120775	8/16/2024	Helicopter Services Inc.	1,638.17
120776	8/16/2024	The Florida Keys Marathon International Airport	9,378.41
120777	8/16/2024	Tom Loftus (Per Diem/Travel Reimbursement 8/6/2024)	15.00
120778	8/16/2024	Public Library of Science	2,670.00
120779	8/16/2024	Safran Helicopter Engines USA, Inc.	7,797.76
120780	8/16/2024	Sunshine Gasoline Distributors, Inc.	2,173.89
120781	8/20/2024	Bette Brown (Per Diem/Travel Reimbursement Mtg 8/20/2024)	73.60
120782	8/20/2024	Jill Cranney-Black (Per Diem/Travel Reimbursement Mtg 8/20/2024)	85.66
120783	8/20/2024	Phillip L. Goodman (Per Diem/Travel Reimbursement Mtg 8/20/2024)	59.53
120784	8/20/2024	Brandon Pinder (Per Diem/Travel Reimbursement Mtg 8/20/2024)	87.80
120785	8/20/2024	Stanley Zuba (Per Diem/Travel Reimbursement Mtg 8/20/2024)	70.65
120786	8/23/2024	Adapco, Inc.	1,650.56

**LOCAL ACCOUNT CONTINUED**

120787	8/23/2024	Airgas Dry Ice	478.55
120788	8/23/2024	Amazon Capital Services	1,300.36
120789	8/23/2024	Artic Temp Inc	6,900.00
120790	8/23/2024	Brinin M. Behrend (Per Diem/Travel Reimbursement 7/23-8/6/2024)	60.00
120791	8/23/2024	State of Florida	146.34
120792	8/23/2024	Florida Keys Aqueduct Authority	936.96
120793	8/23/2024	Florida Keys Electric Coop Assn Inc	4,906.78
120794	8/23/2024	Forestry Suppliers, Inc.	330.97
120795	8/23/2024	Grainger	205.84
120796	8/23/2024	Helicopter Services Inc.	175.90
120797	8/23/2024	Low Cut Lawn Care LLC	1,600.00
120798	8/23/2024	Alana Loftus (Per Diem/Travel Reimbursement 8/5-15/2024)	90.00
120799	8/23/2024	Overseas Refrigeration	223.91
120800	8/23/2024	Danilo Diaz Perez (Per Diem/Travel Reimbursement 7/16-8/202024)	165.00
120801	8/23/2024	PPLSI	614.67
120802	8/23/2024	Sonetics Corporation	439.80
120803	8/23/2024	Sunshine Gasoline Distributors, Inc.	3,364.95
120804	8/23/2024	Wex Bank	48.01
120805	8/30/2024	United Way of the Florida Keys (Payroll Deductions)	13.00
120806	8/30/2024	Adapco, Inc.	48,216.00
120807	8/30/2024	Aflac	44.20
120808	8/30/2024	Aflac	3,287.76
120809	8/30/2024	Airgas Dry Ice	434.30
120810	8/30/2024	Allen, Norton & Blue, P.A.	2,500.00
120811	8/30/2024	Allen, Norton & Blue, P.A.	2,760.00
120812	8/30/2024	Amazon Capital Services	328.44
120813	8/30/2024	Boeing Distribution, Inc.	26.95
120814	8/30/2024	Campbell Oil Co Inc.	8,900.35
120815	8/30/2024	Forestry Suppliers, Inc.	337.18
120816	8/30/2024	HemoStat Laboratories	39.00
120817	8/30/2024	Bruce L. Holden (Per Diem/Travel Reimbursement 6/18-8/20/2024)	45.00
120818	8/30/2024	Tom Loftus (Per Diem/Travel Reimbursement 8/17-23/2024)	45.00
120819	8/30/2024	Rosalina Rivera (Per Diem/Travel Reimbursement 8/18-22/2024)	205.00
120820	8/30/2024	Wex Bank	1,926.18
120821	8/30/2024	Specialty Hardware Supply, Inc.	69.86
120822	8/30/2024	Standard Insurance Co. (Life Insurance Premiums)	4,933.19
120823	8/30/2024	Staples Business Credit	80.80
120824	8/30/2024	Wheaton's Towing	100.00
120825	8/30/2024	Wright National Insurance Co	3,288.00
120826	8/30/2024	Wright National Insurance Co	3,985.00
120827	8/30/2024	Airgas USA, LLC	2,092.42
120828	8/30/2024	Keys Energy Services	1,132.10
120829	8/30/2024	Colonial Life Insurance	94.86
120830	8/30/2024	Vernis & Bowling of the Florida	2,250.00
120831	8/30/2024	Vernis & Bowling of the Florida	2,676.50
120832	8/30/2024	Leading Edge Aerial Technologies, Inc (Aerial Application Services)	2,500.00



**LOCAL ACCOUNT CONTINUED**

		Positive Pay	82.35
		Transfer - Healthcare	177,660.55
		<b>Total Local Account Cash Disbursements</b>	<b>\$ 1,219,878.33</b>

Respectfully Submitted,



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

*Item 11b*

Resolution 2024-18

RFP 2024-06

Auditor

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT**

**RESOLUTION NO. 2024-18**

**A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2024-06 EVALUATION COMMITTEE FOR AUDITING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

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

**WHEREAS,** the District issued a Request for Proposals, RFP 2024-06 for auditing services; and

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

**WHEREAS,** the Committee, in accordance with F.S. §218.391, reviewed four (4) responsive proposals which were evaluated using the selection criteria and point system detailed in RFP 2024-06; and

**WHEREAS,** the Committee has recommended the awarding the auditing contract to \_\_\_\_\_, subject to annual renewal with three renewals allowed, as set forth in Exhibit “A”; and

**WHEREAS,** the Board desires to approve the Committee’s recommendation and select \_\_\_\_\_ to provide auditing services; and

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

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

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

**Section 2. Approval of Ranking and Recommendation.** The Board of Commissioners hereby approves the Committee’s rankings and recommendations to award the contract for auditing services to \_\_\_\_\_.

**Section 3. Authorization of District Officials.** The Executive Director and/or her designee and District staff are authorized to purchase auditing services from \_\_\_\_\_ and to take necessary action to effectuate the intent of this Resolution.

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

**PASSED AND ADOPTED** by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 17th of September 2024.

District 1 – Commissioner Jill Cranney	Yes_____	No_____
District 2 – Chair Phil Goodman	Yes_____	No_____
District 3 – Commissioner Brandon Pinder	Yes_____	No_____
District 4 – Vice Chair Stanley M. Zuba	Yes_____	No_____
District 5 – Commissioner Bette Brown	Yes_____	No_____

**ATTEST:**

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT**

\_\_\_\_\_  
Andrea Leal, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman Phil Goodman

\_\_\_\_\_  
Date

# **EXHIBIT A**

*Item 11c*

Resolution

2024-21

Accept the grant  
award for the  
FDACS Contract

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT**

**RESOLUTION NO. 2024-21**

**A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, ACCEPTING A SUBRECIPIENT GRANT AWARD FROM THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES; APPROVING SUBRECIPIENT CONTRACT NO. 02017 FOR ELC GRANT FUNDING.**

---

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

**WHEREAS**, the District applied for and received a subrecipient grant award from the Florida Department of Agriculture and Consumer Services (FDACS) via a grant to the FDACS from the Centers for Disease Control (CDC) related to control of emerging infectious diseases (ELC); and

**WHEREAS**, the Board of Commissioners of the District (the “Board”) desires to approve the Federal Financial Assistance Subrecipient Agreement from FDACS (“Agreement”) and accept the subrecipient grant award as set forth in Exhibit “A” attached hereto; and

**WHEREAS**, the Board has determined that acceptance of the grant funding and approving the subrecipient Contract No. 02017 is in the best interests of the District.

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

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

**Section 2. Acceptance of Grant; Approval of Contract No. 02017.** The District Board of Commissioners hereby accepts the subrecipient grant award from Florida Department of Agriculture and Consumer Services and approves the Florida Department of Agriculture and Consumer Services (FDACS) Federal Financial Assistance Subrecipient Agreement – Contract No. 02017, as set forth in Exhibit “A” attached hereto.

**Section 3. Authorization of District Officials.** The Executive Director and/or her designee and the District’s Counsel are authorized to negotiate and enter into an agreement for the requested services, and to take necessary action to effectuate the intent of this Resolution.

**Section 3. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]**

**PASSED AND ADOPTED** by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 17<sup>th</sup> of September 2024.

District 1 – Commissioner Jill Cranney	Yes_____	No_____
District 2 – Chair Phil Goodman	Yes_____	No_____
District 3 – Commissioner Brandon Pinder	Yes_____	No_____
District 4 – Vice Chair Stanley M. Zuba	Yes_____	No_____
District 5 – Commissioner Bette Brown	Yes_____	No_____

**ATTEST:**

**FLORIDA KEYS MOSQUITO CONTROL  
DISTRICT**

\_\_\_\_\_  
Andrea Leal, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman Phil Goodman

\_\_\_\_\_  
Date



# EXHIBIT A



Florida Department of Agriculture and Consumer Services  
Division of Administration

**FEDERAL FINANCIAL ASSISTANCE  
SUBRECIPIENT AGREEMENT**

WILTON SIMPSON  
COMMISSIONER

This Federal Financial Assistance Subrecipient Agreement (“AGREEMENT”) made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, (“RECIPIENT”), and **Florida Keys Mosquito Control District**, (“SUBRECIPIENT”). The SUBRECIPIENT shall perform the Scope of Work contained in the Centers for Disease Control and Prevention’s (CDC) CK24-0002, *Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)* specifically activities pertinent to *Program K: Vector-borne Diseases and Tick-Associated Conditions: Building Comprehensive Programs to Identify, Diagnose, Report, Prevent, and Respond*. (grant) (Attachment A).

The Department of Management Services' designated United Nations Standard Products and Services Code (UNSPSC) is: 85111704

**A. SUBAWARD AMOUNT**

1. The total award amount for satisfactorily completing the Scope of Work is \$610,281.00. In no event shall the RECIPIENT be liable for payment of any amount, which exceeds the total award amount.
2. Materials and supplies acquired must be in accordance with allowable budget items outlined in the grant and are as follows:

<b>Budget Category</b>	<b>Equipment/Supplies</b>	<b>Amount</b>
BLI-77108 Larvicide Product	- Larvicide	\$610,281.00

**B. EFFECTIVE DATE/TERM**

1. The effective date of this AGREEMENT shall commence upon execution and, unless sooner terminated or canceled, shall end on the 30<sup>th</sup> day of June of 2025 (“Term”).
2. No-cost extensions require the prior written approval of the RECIPIENT and must be submitted not less than sixty (60) days prior to the end of the Term. Extension requests, which exceed the federal agency award period, will not be granted.

**C. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT**

1. The SUBRECIPIENT shall comply with 2 CFR, Part 25, “Financial Assistance Use of Universal Identifier and System of Award Management” (SAM). The SUBRECIPIENT must register and maintain a registration in SAM until submittal of

the final financial report. A unique entity identifier is a 12-character alphanumeric ID assigned to an entity by SAM.gov.

2. Compliance with 2 CFR, Part 25 is not required for individuals.

#### D. FINANCIAL AND PROGRAM MANAGEMENT

##### 1. Statutory and National Policy Requirements

- a. All expenditures of federal financial assistance under the AGREEMENT shall be in compliance with all applicable laws, rules and regulations applicable to expenditures of federal funds.
- b. The SUBRECIPIENT shall implement applicable National Policy Requirements.

##### 2. Deliverables

- a. The SUBRECIPIENT must provide quantifiable, measurable, and verifiable units of Deliverables (Deliverables) which must be received and accepted in writing by the RECIPIENT before payment. Deliverables must be directly related to the Scope of Work; specify minimum levels of service to be performed; and contain criteria for evaluating the successful completion of each Deliverable. The Deliverables are set forth below:

Supporting Documentation/ Evidence of Completion	Due Date
Invoices, receipt, packing slip and photos of items purchased (if applicable).	Within 10 days of receipt of material and supplies acquired.

- (1) Documentation shall include invoices and other records for the purpose of validating the purchase and receipt of materials and supplies.
- (2) Progress reports detailing the steps taken to expend funds are due December 31<sup>st</sup>, March 30<sup>th</sup> , and June 30<sup>th</sup>.
- (3) A final report detailing all funds expended and a justification for any unspent funds shall be received no later than July 31<sup>st</sup>.
- (4) All materials and supplies acquired shall be received by July 1<sup>st</sup>.

##### 3. Financial Management

- a. The SUBRECIPIENT shall maintain an accounting system and a set of accounting records, which allow for the identification of revenues and expenditures related to this AGREEMENT.
- b. The SUBRECIPIENT shall comply with 2 CFR, Part 200 and adhere to the accounting principles and procedures required therein, use adequate internal controls and maintain necessary source documentation for all costs incurred.

#### 4. Reimbursement Requests

- a. The allowability of costs shall be in accordance with the federal financial assistance cost principles applicable to the SUBRECIPIENT and terms of this AGREEMENT.
- b. The SUBRECIPIENT shall submit the payment request packet to the RECIPIENT's grant manager not more often than monthly, but not less often than quarterly. To be eligible for reimbursement, costs shall be allowable, necessary, and reasonable, and must be submitted by budget category.
- c. All reimbursement requests must be submitted using the RECIPIENT's standard payment request packet and provide supporting documentation for each cost. An authorized SUBRECIPIENT representative shall sign the certifications on the payment request packet submitted.
- d. The payment request packet is downloadable from <https://forms.doacs.state.fl.us/02019.pdf>.
- e. A SUBRECIPIENT whose federal financial assistance grant provides an online reimbursement system for reporting reimbursement details shall use the online reimbursement system instead of the payment request packet.
- f. Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the State for travel expenses. Any travel expenses must be specified in the Budget Plan and Scope of Work.

#### 5. Payment of Reimbursement Requests

- a. Payment for allowable, necessary, and reasonable costs shall be made within thirty (30) days after acceptance by the RECIPIENT. Payment request packets returned to the SUBRECIPIENT due to omissions or preparation errors will result in a payment delay.
- b. Payment requests for a percentage of work completed on each task deliverable are allowed.
- c. Payment is contingent upon the availability of funding from the federal agency and SUBRECIPIENT'S compliance with the terms and conditions of this AGREEMENT.
- d. The final payment under this AGREEMENT shall be made upon completion of the Scope of Work including all deliverables and the receipt and approval of all reports required hereunder.
- e. Disallowance or adjustments due to audit findings may require the SUBRECIPIENT to return funds to the RECIPIENT. The SUBRECIPIENT is

solely responsible for reimbursing the RECIPIENT for amounts incorrectly paid to the SUBRECIPIENT.

## 6. Program Income

- a. "Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds". 2 CFR, 200.80
- b. The SUBRECIPIENT must report to the RECIPIENT any program income received or anticipated from the activities performed under this AGREEMENT.

## 7. Revision of Scope of Work

- a. The SUBRECIPIENT shall report any changes to the Scope of Work including but not limited to changes in the objectives, changes in key personnel, reduction of work effort by key personnel and delays in completion of the work.

## 8. Acknowledgements

- a. The SUBRECIPIENT shall have an acknowledgement of the Center for Diseases Control support placed on any publication written or published or audiovisual produced with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity, or audiovisuals produced with grant support. This requirement does not apply to audiovisuals produced as research instruments or for documenting experimentations or findings and not intended for presentation or distribution to the public.
- b. Publication means a published book, periodical, pamphlet, brochure, flier, or similar item.
- c. Audiovisual means a product containing visual imagery or sound or both.
- d. The SUBRECIPIENT acknowledgement must contain a disclaimer that says: "Any opinions, findings, conclusions, or recommendations expressed in this publication or audiovisual are those of the author(s) and do not necessarily reflect the view of the (insert name of federal agency)".
- e. Language shall read:

**The work upon which this (insert publication or audiovisual or both) is based was funded, in whole or in part through a subrecipient grant awarded by the (insert name of federal agency) through the Florida Department of Agriculture and Consumer Services. The contents do not necessarily reflect the views or policies of the (insert name of federal agency) nor does mention of trade names, commercial productions, services, or organization imply endorsement by the U.S. Government.**

## E. PROPERTY STANDARDS

### 1. Equipment and Real Property

- a. Equipment must be used in the project for which the federal funds are derived.
- b. The federal agency has a vested interest in equipment and/or real property which, when purchased, exceeds \$5,000 in value.
- c. The SUBRECIPIENT must maintain property records, which include, but are not limited to, the description, serial number or other identification number, acquisition date, cost, location, percentage of federal participation in the cost of the property, use and condition of the property. When the property is disposed of, the property records must be updated with the date of disposal and sale price of the property.
- d. If the equipment and/or real property are to be sold or used as a trade-in, approval of the RECIPIENT is required.
- e. At the end of the award period, the SUBRECIPIENT is required to request from the RECIPIENT disposal instructions and is required to notify the RECIPIENT of the fair market value of the equipment and/or real property.

### 2. Insurance Coverage

- a. The SUBRECIPIENT will carry sufficient insurance coverage to protect all assets required under the AGREEMENT from loss due to theft, fraud and/or undue physical damage. SUBRECIPIENT shall carry insurance on its own assets in commercially reasonable amounts and all statutorily required insurance, including without limitation Workers' Compensation insurance.

### 3. Intellectual Property

- a. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this AGREEMENT shall become the exclusive property of the RECIPIENT and may be copyrighted, patented, or otherwise restricted as provided by Florida or federal law. Neither the SUBRECIPIENT nor any individual employed under this AGREEMENT shall have any proprietary interest in such property.
- b. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the RECIPIENT.
- c. In the event it is determined as a matter of law that any such work is not a "work for hire," SUBRECIPIENT shall immediately assign to the RECIPIENT all copyrights subsisting therein for the consideration set forth in the AGREEMENT and with no additional compensation.

- d. The foregoing shall not apply to any preexisting software, or other work of authorship used by SUBRECIPIENT to create a Deliverable, but which exists as work independent of the Deliverable, unless the preexisting software or work was developed by SUBRECIPIENT pursuant to a previous AGREEMENT with the RECIPIENT or by a purchase by the RECIPIENT under a state term contract.

#### F. MATCHING OR COST SHARE (IF APPLICABLE)

1. The matching or cost share portion must be tracked using a unique identifier in the SUBRECIPIENT accounting system.
2. If the matching or cost share portion is not met, the RECIPIENT may disallow costs paid with federal funds in proportion to the reduction in the matching or cost share amount.
3. The matching or cost share portion must be incurred in direct proportion to the amount of federal funds used.
4. The matching or cost share portion must be reported based upon the Budget Plan submitted with the APPLICATION.
5. Records for in-kind contributions, which are based upon volunteer hours, must have timesheets or a sign in/sign out log and must explicitly state the method for valuation of the hours. The value must be reasonable.
6. Records for in-kind contributions, which are based upon goods or services provided, must have an invoice, if available, or must explicitly state the method for the valuation. The value must be reasonable.
7. In-kind contributions must be provided by a third party during the period for which they are being claimed.
8. The matching or cost share portion must not be counted towards other cost sharing requirements. Neither costs nor values of third party in-kind contributions may count if they have been used towards other cost sharing requirements.

#### G. GENERAL PROCUREMENT STANDARDS

1. The SUBRECIPIENT will follow the same policies and procedures it uses for procurements from other funding sources.
2. The SUBRECIPIENT must have documented procurement procedures.
3. The SUBRECIPIENT must have written policies on standards of conduct covering conflicts of interest. No employee, officer, or agency may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest.

## H. PERFORMANCE MONITORING AND REPORTING

1. The SUBRECIPIENT shall submit detailed quarterly reports using the format and content shown on the RECIPIENT's performance progress report. The performance progress report is downloadable from <https://forms.doacs.state.fl.us/02018.pdf>.
2. In the event the AGREEMENT is terminated, the SUBRECIPIENT shall furnish a report detailing progress made under this AGREEMENT through the date of termination within twenty (20) days of termination.
3. The SUBRECIPIENT shall cooperate in all on-site reviews from the RECIPIENT, its authorized representatives or federal government personnel.
4. The review personnel will be given full and complete access during normal business hours to all information related to the performance of this AGREEMENT to ensure compliance with project activities and statutes, regulations, and rules.
5. The RECIPIENT will give 48 hours of notice of any on site review.
6. The SUBRECIPIENT shall make available all personnel involved in the performance of work on this AGREEMENT.
7. Failure to correct substandard performance within thirty (30) days after written notice from the RECIPIENT shall result in suspension and/or termination of the AGREEMENT.

## I. RECORD RETENTION AND ACCESS

1. Retention Requirements for Records
  - a. Upon reasonable notice, the RECIPIENT shall have access to the SUBRECIPIENT'S records during normal business hours.
  - b. The SUBRECIPIENT shall maintain all records pertinent to the activities to be funded under this AGREEMENT for a period of five (5) years after final payment is received and for such additional period as may be required until all claims, litigation and appeals pertaining or related to the AGREEMENT have been completely resolved.
2. Public Access to Records
  - a. The SUBRECIPIENT shall comply with all applicable requirements of Chapter 119, Florida Statutes.

**IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENTS'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:**



**OFFICE OF GENERAL COUNSEL  
407 SOUTH CALHOUN STREET, SUITE 520  
TALLAHASSEE, FL 32399  
PHONE: (850) 245-1000  
EMAIL: [PRCUSTODIAN@FDACS.GOV](mailto:PRCUSTODIAN@FDACS.GOV)**

#### J. REMEDIES FOR NONCOMPLIANCE

1. Prior to the exercise of any remedy provided for herein, the RECIPIENT shall provide thirty (30) calendar days written notice of default and shall provide the SUBRECIPIENT the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the RECIPIENT shall have all rights and remedies provided at law or in equity, including without limitation the following:

- a. Temporarily withhold cash payments pending correction of the deficiency by the SUBRECIPIENT.
- b. Disallow all or part of the cost of the services not in compliance.
- c. Wholly or partly suspend or terminate this AGREEMENT.

#### 2. Termination

- a. The RECIPIENT may suspend or terminate this AGREEMENT if the SUBRECIPIENT:
  - (1) Fails to comply with any applicable rules, regulations or provisions referred to herein, or any other applicable state or federal statutes, rules, regulations, executive orders, federal guidelines, policies or directives;
  - (2) Fails, to timely fulfill its obligations under the AGREEMENT;
  - (3) Improperly or illegally uses funds provided under this AGREEMENT; or
  - (4) Submits reports that are incorrect in any material respect.
- b. This AGREEMENT may be terminated for convenience by either party upon giving not less than thirty (30) days advance written notice to the other party. SUBRECIPIENT shall be paid for all work satisfactorily performed prior to the date of termination provided SUBRECIPIENT has otherwise complied with the terms of this AGREEMENT, including the submission of all reports.

#### K. CLOSE OUT

1. Notwithstanding the termination of this AGREEMENT, the SUBRECIPIENT'S obligations to the RECIPIENT shall survive until all close out requirements are completed. Close out activities shall include but are not limited to: completing and submitting final reports, properly disposing of property, accounting for unspent cash advances and program income and transferring custodianship of records to RECIPIENT or its designee.

## 2. Post-close Out Adjustments

- a. Any funds paid in excess of the amount to which the SUBRECIPIENT is entitled under the AGREEMENT must be refunded to the RECIPIENT within thirty (30) days after demand therefore by RECIPIENT.

## L. AUDIT REQUIREMENTS

### 1. Audit Provisions

- a. If the SUBRECIPIENT is a state or local government or a nonprofit organization, the audit provisions as defined in 2 CFR, Part 200 Subpart F are applicable.
- b. If the SUBRECIPIENT is a commercial organization (For-Profit), the organization will provide the RECIPIENT with its annual audited financial statement or the annual tax return provided to the Internal Revenue Service.
- c. Audit provisions are not required for a SUBRECIPIENT who is an individual.
- d. In the event that the SUBRECIPIENT expends \$750,000 or more in federal awards in its fiscal year, the SUBRECIPIENT must have a single or program-specific audit conducted in accordance with the 2 CFR, Part 200 Subpart F.
- e. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR, Part 200 Subpart F is not required. Records must be available for audit or review if necessary.
- f. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted, the cost of the audit must be paid from non-federal resources.

### 2. Basis for Determining Federal Awards Expended

- a. In determining the federal awards expended in its fiscal year, the SUBRECIPIENT shall consider all sources of federal awards, including federal resources received from the RECIPIENT.
- b. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR, Part 200 Subpart F.

### 3. Relation to Other Audit Requirements

- a. If the SUBRECIPIENT has an audit conducted in relationship to any other federal regulation or statute, the RECIPIENT may determine upon review if the audit reports meet the needs of the RECIPIENT. If so, an additional audit will not be required.

- b. An audit of the SUBRECIPIENT conducted by the Auditor General in accordance with provisions of 2 CFR, Part 200 Subpart F will meet these requirements.
- c. These provisions do not limit the authority of the federal agency, Inspector General, General Accounting Office (GAO) or RECIPIENT to conduct or arrange for the conduct of audits or evaluations of federal financial assistance awards.

#### 4. Frequency of Audits

- a. Audits shall be performed annually to meet this requirement.

#### 5. Sanctions

- a. If the SUBRECIPIENT is unwilling or has a continued inability to have an audit conducted, the provisions for noncompliance will be enforced.

#### 6. Subrecipient Responsibilities

- a. The SUBRECIPIENT shall arrange for the audit to be conducted in a timely manner and submitted as required in 2 CFR, 200.512.
- b. The SUBRECIPIENT shall prepare the financial statements in accordance with 2 CFR, 200.510.
- c. The SUBRECIPIENT shall promptly follow up and take corrective action on audit findings.
- d. The SUBRECIPIENT will provide the auditor with access to records, personnel, documentation, and other information as needed by the auditor.

#### 7. Audit Findings Follow-up

- a. At the completion of the audit, the SUBRECIPIENT must prepare, in a document separate from the auditor's findings a corrective action plan to address each audit finding included in the current year auditor's reports.
- b. The corrective action plan must provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned and the anticipated completion date.
- c. If the SUBRECIPIENT does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons.
- d. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within thirty (30) days after receipt by the SUBRECIPIENT.

- e. Failure of the SUBRECIPIENT to comply with the above requirement will constitute a violation of this AGREEMENT and may result in the withholding of future payments.

## 8. Report Submission

- a. The audit must be completed and the data collection form and reporting package must be submitted within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day.
- b. The SUBRECIPIENT must submit required data elements described in Appendix X to 2 CFR, Part 200 – Data Collection Form (SF-SAC), which states whether the audit was completed in accordance with this part and provide information about the SUBRECIPIENT, its federal programs and the results of the audit.
- c. A senior representative of the SUBRECIPIENT must sign a statement to be included as part of the data collection that the SUBRECIPIENT has complied with the audit requirements, the data was prepared in accordance with 2 CFR, 200.512, the reporting package does not include protected personally identifiable information, the information is accurate and complete and the reporting package and form will be publicly available on the web.
- d. The SUBRECIPIENT shall also submit to the RECIPIENT's Grant Manager one copy of the audit report, reporting package, any management letter issued by the auditor and data collection form described in Appendix X to 2 CFR, Part 200.
- e. The SUBRECIPIENT is required to use the internet submission form on the Federal Audit Clearinghouse (FAC) website. The FAC website is located at <https://facweb-census.gov>.
- f. The SUBRECIPIENT shall ensure that audit working papers are made available to the RECIPIENT, or its designee, Chief Financial Officer or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the RECIPIENT.

## M. GENERAL CONDITIONS

- 1. Nothing contained in this AGREEMENT is intended to, or will be construed in any manner, as creating, or establishing the relationship of principal and agent or employer and employee between the parties. The SUBRECIPIENT will at all times remain an independent contractor with respect to the services to be performed under this AGREEMENT.
- 2. The RECIPIENT shall have the right of unilateral cancellation for refusal by the SUBRECIPIENT to allow public access to all documents, papers, letters, or other material made or received by the SUBRECIPIENT in conjunction with this AGREEMENT, unless the records are confidential or exempt from s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.

3. The SUBRECIPIENT acknowledges and agrees that:

- i. Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
- ii. Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
- iii. Pursuant to Section 287.137(2)(a), Florida Statutes, a person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.

4. The SUBRECIPIENT shall not discriminate on the basis of race, sex, religion, color, national origin, age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.);

Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).

5. The SUBRECIPIENT acknowledges and agrees that the employment of unauthorized aliens by any person or entity is considered a violation of 8 U.S.C. § 1324a. If the SUBRECIPIENT knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this AGREEMENT. SUBRECIPIENT avers that it is registered in the E-Verify system and further agrees to comply with the provisions of Section 448.095(2), Florida Statutes during the term of the contract, including receiving and maintaining required affidavits from subcontractors.
6. This AGREEMENT is contingent upon the availability of funding from the federal agency. This AGREEMENT may be terminated by RECIPIENT if funding from the federal agency is reduced or terminated.
7. The SUBRECIPIENT represents and warrants that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the SUBRECIPIENT shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction. Any lower tier contract provider who receives funds as a result of this AGREEMENT shall be verified by SUBRECIPIENT through the General Services Administration (GSA) Federal Excluded Parties List: <https://sam.gov/SAM/>.
8. The SUBRECIPIENT shall comply with the Federal Acquisition Regulation 52.204-25, prohibition on contracting for certain telecommunications and video surveillance services or equipment pursuant to the National Defense Authorization Act. Failure to comply or if the SUBRECIPIENT knowingly provides funds to any entity prohibited from receiving a contract or award pursuant to the Federal Acquisition Regulation 52.204-25 shall be cause for unilateral cancellation of this AGREEMENT.
9. The SUBRECIPIENT acknowledges it has completed the certification regarding lobbying.
10. If prior written authorization for subcontracting is granted by the DEPARTMENT, any work or services subcontracted by the SUBRECIPIENT shall be specifically by written contract or agreement, and such subcontracts shall be subject to each provision of this AGREEMENT and applicable Federal, State or County guidelines and regulations. Prior to execution by the SUBRECIPIENT of any subcontract hereunder, the SUBRECIPIENT must submit such subcontracts to the RECIPIENT for its review and approval.
11. The SUBRECIPIENT will, to the extent permitted by law, hold harmless, defend, and indemnify the RECIPIENT from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the

SUBRECIPIENT's performance or nonperformance of the services or subject matter called for in this AGREEMENT. Nothing herein contained shall be construed or operate as a waiver of sovereign immunity to the extent sovereign immunity may otherwise apply.

12. The SUBRECIPIENT will comply with section 20.055, Florida Statutes.
13. This AGREEMENT may not be modified except by a written instrument executed by a duly authorized representative of each party hereto.
14. In the event that two or more documents combine to form this AGREEMENT, and in the event that there is any contradictory or conflicting clause or requirement in these documents, the provisions of the document(s) prepared by the RECIPIENT shall be controlling.
15. This AGREEMENT shall be controlled by Florida law, without regard to any conflict of law provisions thereof.
16. In the event that any clause or requirement of this AGREEMENT is contradictory to, or conflicts with the requirements of Florida law, such clause or requirement shall be without force and effect and the requirements of the applicable Florida law shall substitute for that clause or requirement and be binding on all parties hereto.
17. SUBRECIPIENT agrees that all services to be performed hereunder shall be performed solely by the SUBRECIPIENT and may not be subcontracted for or assigned without the prior written consent of DEPARTMENT, which may be withheld by DEPARTMENT for any reason or granted subject to SUBRECIPIENT's compliance with one or more of the following: (i) SUBRECIPIENT purchasing, at its sole expense, a payment bond in a form and amount that DEPARTMENT determines to be adequate to protect suppliers of labor and material; (ii) DEPARTMENT withholding, as retainage, 25% or the highest percent permitted by law, whichever is less, of all payments made to the SUBRECIPIENT until SUBRECIPIENT submits evidence satisfactory to DEPARTMENT that all subcontracts and outstanding indebtedness in connection with the services hereunder have been paid for by the SUBRECIPIENT; and (iii) SUBRECIPIENT disclosing information satisfactory to DEPARTMENT regarding each subcontractor to perform services hereunder, including a description of the subcontractor's organization, ability to provide applicable services, cost to perform applicable services, previous work experience, and relationship to the SUBRECIPIENT.
18. The termination of this AGREEMENT (whether by expiry, completion, the exercise of a termination right hereunder, or otherwise) will not relieve either party of any obligation, nor impair the exercise of rights, accrued hereunder prior to such termination. Without limiting the foregoing, the terms of Sections M(17) hereof and Articles D (entitled "FINANCIAL AND PROGRAM MANAGEMENT"), I (entitled "RECORD RETENTION AND ACCESS"), K (entitled "CLOSE OUT"), and L (entitled "AUDIT REQUIREMENTS") hereof will survive the termination of this AGREEMENT.

Special Conditions: See attachment A

This AGREEMENT constitutes the entire AGREEMENT between the RECIPIENT and the SUBRECIPIENT for the use of the funds received under this AGREEMENT.

The Grant Manager for the RECIPIENT is Jessica Yisrael and is located at 3125 Conner Blvd. Ste E, Tallahassee, FL 32399-1650, Office number (850) 617-7942, Email address [Jessica.clark8@fdacs.gov](mailto:Jessica.clark8@fdacs.gov).

The Grant Manager for the SUBRECIPIENT is Andrea Leal, Executive Director and is located at Florida Keys Mosquito Control, 18 Aquamarine Dr., Key West, FL 33040.

Federal resources awarded to the SUBRECIPIENT pursuant to this agreement are from Centers for Disease Control and Prevention's (CDC) CK24-0002, Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC), federal financial assistance funding opportunity under FAIN # CDC-RFA-CK24-0002 and Catalog of Federal Domestic Assistance 2024 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC), 93.323.

Signed by parties to this AGREEMENT:

FLORIDA DEPARTMENT OF  
AGRICULTURE AND CONSUMER  
SERVICES

SUBRECIPIENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Director of Administration  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



*Item 11d*

Resolution 2024-22  
Amending the Pay  
Plan & Service  
Milestone Program

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT  
RESOLUTION NO. 2024-22**

**A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, AMENDING THE DISTRICT’S PERSONNEL MANUAL; ADOPTING REVISIONS TO CERTAIN POLICIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS,** the District previously adopted personnel policies which were compiled into a Personnel Manual for District employees; and

**WHEREAS;** in June 2023, the Board of Commissioners of the District (the “Board”) adopted Resolution 2023-15, thereby repealing, restating, and adopting a new Personnel Manual for District employees; and

**WHEREAS;** the District desires to change and revise the Personnel Manual by amending the Pay Plan and Service Milestone Program; and

**WHEREAS;** any modifications to the Personnel Manual are adopted by the District by resolution; and

**WHEREAS;** the Board hereby desires to amend and adopt such revisions to the District Personnel Manual as set forth in Exhibit “A” attached.

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

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

**Section 2.**     **Amendments to Personnel Manual.** The Board hereby approves and adopts the revisions to the District Personnel Manual as set forth in Exhibit “A” attached hereto.

**Section 3.**     **Effective Date.** This Resolution shall become effective immediately upon its adoption.

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]**

**PASSED AND ADOPTED** by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 17<sup>th</sup> of September 2024.

District 1 – Commissioner Jill Cranney	Yes_____	No_____
District 2 – Chair Phil Goodman	Yes_____	No_____
District 3 – Commissioner Brandon Pinder	Yes_____	No_____
District 4 – Vice Chair Stanley M. Zuba	Yes_____	No_____
District 5 – Commissioner Bette Brown	Yes_____	No_____

**ATTEST:**

**FLORIDA KEYS MOSQUITO CONTROL  
DISTRICT**

\_\_\_\_\_  
Andrea Leal, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman Phil Goodman

\_\_\_\_\_  
Date

# **EXHIBIT A**

<b>Position and Pay Structure</b>		
	(Rev. 10/01/2024)	
<b>Management</b>	Minimum	Maximum
Executive Director	Per Contract	Per Contract
Director of Operations●**◆	\$92,000	\$155,000
Director of Aerial Operations●**◆	\$92,000	\$155,000
Director of Finance●◆	\$92,000	\$155,000
Director of Research●**◆	\$92,000	\$155,000
Director of Human Resources◆	\$92,000	\$155,000
<b>Supervisory</b>		
Director of Aircraft Maintenance●**◆	\$92,000	\$155,000
Chief Pilot●**	\$92,000	\$150,000
Lower, Upper Keys Area Supervisor●**	\$65,000	\$110,000
Middle Keys Area Supervisor	\$55,000	\$100,000
Mechanic Supervisor**	\$80,000	\$120,000
ULV Coordinator**	\$55,000	\$85,000
<b>Administrative and Support Staff</b>		
Executive Assistant	\$60,000	95,000
Office Coordinator	\$45,000	\$70,000
Purchasing Agent/Financial Analyst	\$65,000	\$100,000
Fiscal Assistant	\$50,000	\$85,000
Chief Technology Officer◆	\$85,000	\$130,000
IT Assistant	\$65,000	\$95,000
Seasonal Receptionist	TBD	TBD
Safety Coordinator**	\$65,000	\$95,000
Public Education and Information Officer**	\$65,000	\$100,000
Education Coordinator**	\$65,000	\$100,000
<b>Operations</b>		
Field Inspector / Off Shore Technician Level I**	\$46,738	\$52,000
Field Inspector / Off Shore Technician Level II**	\$52,000	\$72,000
Field Inspector / Off Shore Technician Level III**	\$52,500	\$87,000
Aircraft Support Technician**	\$52,500	\$87,000
Trap Surveillance Technician Level I	\$46,738	\$52,000
Trap Surveillance Technician Level II	\$52,000	\$72,000
Mechanic Technician**	\$65,000	\$95,000
Research Biologist / Entomologist**	\$60,000	\$100,000
A & P Mechanic**	\$65,000	\$100,000
Pilot**	\$85,000	\$130,000
On Call ULV Operators**	\$25.00	\$32.00
On Call Pilots (Flight Time) **	\$90.00 SIC	\$100.00 PIC
On Call Pilots (Non-Flight Hours, Training, etc.) **	\$25.00/Hour	\$100.00/Day‡
Part-Time Surveillance Technician**	\$25.00	\$31.00

● - Denotes Positions eligible for compensatory time only.

‡Daily maximum may be exceeded with prior written approval from the Executive Director.

\*\* - Denotes a Safety Sensitive Position.

◆ - Denotes FLSA Exempt Position. Effective 02/01/2022, filled or replaced will be FLSA Exempt Positions.

### *Travel Time*

Employees traveling for conferences, workshops, trainings, lectures, or meetings during regular scheduled work hours will be paid for such travel time and such travel time will be considered hours worked.

### *Per Diem*

All travelers employed by FKMCD shall be allowed the following amounts for subsistence while on official District business:

Breakfast <i>When travel begins before 6 am and extends beyond 8 am</i>	\$10.00
Lunch <i>When travel begins before 12 noon and extends beyond 2 pm</i>	\$15.00
Dinner <i>When travel begins before 6 pm and extends beyond 8pm, or when travel occurs during night-time hours due to special assignment approved by the Executive Director.</i>	\$30.00

Employees who manipulate their schedules to qualify for subsistence payments un-necessarily, will be subject to disciplinary action, up to and including termination.

\*At such time the IRS modifies these rates, the rates in this section shall automatically be modified to be consistent with the Internal Revenue Service modifications.

For additional information see Resolution 2003-06 of the Florida Keys Mosquito Control District, Adopting the Per Diem and Travel Expense Rates Pursuant to Section 112.061(14), Florida Statutes.

## Service Milestone Program

### Purpose

In an effort to retain and recognize valuable employees, Florida Keys Mosquito Control District has implemented a milestone program to incentivize employees to remain employed with the District. This program has a monetary and time off component.

Milestone Year is December 1 – November 30.

### Overview

The FKMCD milestone policy operates on an annual basis. Both monetary and time-off components are awarded annually based on budget availability.

### Eligibility

All Employees with five or more years with the District will be eligible for a milestone awards.

On-call employees or Part-time employees, regardless of the number of years with the District, are not eligible for the milestone award program. Only Full-time years of service will be counted toward the Milestone award.

### Monetary Award

Each Full-time employee will receive a monetary award of \$250.00 for each five years of service, and each subsequent year thereafter. Maximum allowable award is \$1500.00 annually. See chart below for clarification.

Time with the District	Eligible Award Amount
5-9 Years of Service	\$250
10-14 Years of Service	\$500
15-19 Years of Service	\$750
20-24 Years of Service	\$1000
25+ Years and each year after	\$1500

Milestone award will not be pro-rated for employees who terminate employment for any reason other than retirement before their anniversary and are not employed on December 1 of each year.

### Retirees

Retirees who leave the District through normal FRS retirement options, DROP or Regular, remain eligible for this program and will receive a one- time payment to be paid out at the pro-rated amount eligible based on the employee's years of service at the time of retirement. Payment will be made within 30 days after retirement.

### Payment

The monetary award will be distributed during the first full week in December of each year to those employees meeting the criteria during the specific milestone year, provided sufficient funds are available at the sole discretion of the Executive Director. Any employee receiving a milestone award (those employees with a December anniversary date) and leaves the District for any reason other than retirement before their anniversary date will be required to reimburse the District (withheld from final paycheck) the milestone award.

Milestone awards maybe subject to Federal Tax and FRS contributions.

### Milestone Leave Award

The Milestone leave policy, a significant benefit for our Full-time employees, awards 8 hours of leave for each 5 years of service and each subsequent year thereafter, with a maximum of 40 hours. This leave, subject to the parameters in section 14: Leave Policies *Annual Leave*, must be approved through the standard leave request process.

See chart below for clarification.

5-9 Years of Service	8 Hours of Leave each year
10-14 Years of Service	16 Hours of Leave each year
15-19 Years of Service	24 Hours of Leave each year
20-24 Years of Service	32 Hours of Leave each year
25+ Years and each year thereafter	40 Hours of Leave each year

This leave will be awarded on December 1 of each year and must be used by November 30 of the same year, provided sufficient funds are available at the sole discretion of the Executive Director. No extensions will be permitted. It will not be pro-rated. It will not roll over from Milestone year to year and is not eligible to be paid out to the employee. To maximize the benefits of your earned and awarded leave time, communicate with your supervisor and plan according to the District's operational season.

This leave may not be used by retirees to extend their service with the District.

Employees who have given notice to terminate employment with the District may not utilize this leave during their notice period.

Requests for milestone leave will be honored except when the immediate supervisor, Director of Operations, Director of Aerial Operations, or Executive Director determines it would adversely affect the operations of the District.

Approval for leave will be completed by the immediate supervisor and secondary supervisor.

Your leave may require additional approval from the Executive Director if your leave request is:

1. Greater than 48 hours at any time of the year;
2. Greater than 24 hours requested during May 1 – October 1;
3. Any time deemed by the Executive Director or designee would be mission critical.