

**REGULAR
MEETING**

JANUARY 16, 2024



2024 CALENDAR

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

March-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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31						

May-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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July-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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September-2024						
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November-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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February-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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April-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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June-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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30						

August-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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October-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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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 City Hall
9805 Overseas Hwy, Marathon, FL

January 16, 2024 3:00 pm (approximate)

1.) Call to Order

2.) Roll Call

3.) Community Input:

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

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

The Board welcomes public input but also must maintain order. Thus, community input is not a time for open dialogue between the Board and the speaker. Speakers should direct their comments to the Board and not to District staff or other audience members. Speakers should not expect Commissioners or staff to answer or respond to questions during community input. If appropriate, the Board may request the issue be added as a discussion item at a future District Board meeting. Furthermore, all speakers agree to abide by FKMCD's Code of Conduct Policy and Procedures Governing Meetings, Hearings, and Community Input, as adopted through Resolution 2021-02.

Any person who wishes to make public comment during this meeting may be heard by the Board, through the Board Chair, on any proposition before the Board by either (1) complete and provide the supplied community input card or inform the Clerk/Executive Assistant to the Board, specifying the agenda item; or (2) when remote means for input is allowed by the Board, calling 305-292-7190 or emailing the Clerk/Executive Assistant (currently ddarias@keysmosquito.org) no later than 11:00 am on January 16, 2024. If attending remotely, you must remain available by phone from the hours of 1:00pm to 3:00pm.

4.) Consent Agenda

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

a.) **Minutes** of the December 15, 2023 Audit Committee Meeting **Pg. 6**

b.) **Minutes** of the December 15, 2023 Regular Meeting **Pgs. 7-9**

5.) Approval of Agenda

6.) Treasurer's Report

7.) Attorney's Report

8.) Director's Report Pgs. 13-26

9.) 2024 Election of FKMCD Board Officers Pg. 27

10.) Items for Board Discussion

a.) "The Vectorial Capacity of the Aedes aegypti mosquito for Dengue-1 virus in the Florida Keys"
(Pruszynski) Pg. 28

b.) February Meeting Date & Time (Leal) Pg. 29

11.) Items for Board Review and Action:

a.) Financial Reports (Holden)

I. Budget Analysis Pgs. 31-35

II. District Finances Pg. 36

III. Cash Disbursements through December 2023 Pgs. 37-39

b.) Resolution 2024-01: Amending Administrative Policy Manual (Leal) Pgs. 41-16

12.) Good of the Order

13.) Meeting Adjourned

Item 4

Approval of Minutes

Audit Committee Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street Marathon, FL 33050

December 15th, 2023 10:04 am

The Board of Commissioners of the Florida Keys Mosquito Control District held an Audit Committee Meeting on December 15, 2023 at the FKMCD Marathon office.

Moment of Silence for District 5 Commissioner Tom McDonald

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

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

Invited Guests Present: Jim Hill, Oropeza & Parks was on the telephone.

Community Input: None.

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

Items for Board Discussion:

6a.) 2022-2023 Audit Planning – Chairman Cranney introduced Jim Hill, Oropeza & Parks, who was on the phone, he advised they need an updated link from Bruce Holden, Director of Finance, to access the material needed for testing. They had a brief conversation regarding GASB 96 and the threshold for multi-year contracts. It was decided that Bruce will submit all of our multi-year contracts to Orpeza & Parks to review and then Jim can set the threshold. Bruce will also provide the updated link to the online sharing platform.

Good of the Order: Chairman Cranney scheduled the next Audit Meeting for January 16th, 2024 at 1:00pm. Director Leal advised it will be at an alternate site due to work being done in the Marathon Boardroom.

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

Respectfully submitted,

Andrea Leal, Executive Director

*Board of Commissioners
Florida Keys Mosquito Control District*

Jill Cranney, Chairman

Stanley Zuba, Commissioner

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

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

December 15th, 2023 10:15 am

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on December 15, 2023 at the FKMCD Marathon office.

Moment of Silence to Recognize District Five Commissioner Tom McDonald

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

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

Invited Guests Present: None

Community Input: None

Approval of Consent Agenda: Chairman Goodman asked the Board if there were any corrections or additions to the agenda, having none a motion was made by Commissioner Cranney, seconded by Commissioner Zuba and passed unanimously to approve the consent agenda.

Approval of Agenda: Chairman Goodman requested to amend the agenda by adding item 11h; Resolution 2023-39 Accept the grant award for the FDACS Contract. A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously to amend the agenda as described. A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to approve the amended agenda.

Treasurer's Report: Due to Commissioner McDonald's unexpected passing, Chairman Goodman informed us that we do not currently have a treasurer; however, elections for the position will take place during the board meeting in January. He mentioned that our Director of Finance, Mr. Holden, and Commissioner McDonald had been collaborating on a few projects. Commissioner McDonald had originally requested that the two of them join the GFOA (Government Finance Officers Association), according to Mr. Holden. However, since the organization offers free training, it was determined that they would take the relevant courses. Mr. Holden was asked by Chairman Goodman to go over the courses and share with the board any that may be suitable to government financing.

Attorney's Report: Board Attorney Dirk Smits reviewed Resolution 2023-34: District Emails that is on the agenda for today.

Director's Report: According to Director Leal, the number of cases of dengue, both locally-acquired and related to travel, is still rising, particularly in Miami-Dade County. She said that the lack of local cases that had been recorded in Monroe County was evidence of the FKMCD staff members' continual focus. She added that it's alarming since some of the more recent cases have dates of onset in December. The board was informed by Director Leal that the number of adult mosquitoes in the area were lower than our historical average. While no ULV missions were recorded in November, granular and liquid larvicide applications

have been performed on a nearly regular schedule which she feels is making a big impact on our *Aedes aegypti* population. The current Commissioner of the Florida Department of Agriculture and Consumer Services (FDACS) paid an on-site visit to the Marathon facility on Friday, December 8, 2023, to gain more knowledge about mosquito control and the ground-breaking FKMCD-Oxitec Mosquito Project. It was an exciting day for FKMCD. Florida Senate Majority Leader Ben Albritton accompanied Florida Commissioner of Agriculture Wilton Simpson on the visit, which began with a personal welcome from County Mayor Holly Raschein. Presentations and a tour of our hangar were part of the visit.

Everything is set up for our dental carrier to change on January 1, 2024.

According to Andrea, a number of FKMCD employees went to FMCA in Cape Coral in November. She mentioned that Dr. Larry Hribar and Heidi Murray gave excellent presentations on their most current research projects, which were finished in 2023.

The commissioners were then informed by Director Leal that the district was working with the Islamorada City Commission and Island Community Church to formally establish agreements for alternate helicopter landing zones. The landing zone has the full approval of the Islamorada council members, and FKMCD is in the process of creating a notification system. In response to Chairman Goodman's request for an update on the Oxitec project, she informed the board that no releases would be made in the upcoming year and that FKMCD and Oxitec are currently in talks about extending their collaboration past the current "Experimental Use Permit," which expires in 2024.

Items for Board Discussion:

10a.) FKMCD Administrative Policies Manual – Updates to the current manual that the board wished to implement were the subject of a lengthy discussion. The decision was made to add a section on ethics training requirements, update the prior commissioners beginning in 1963, fix the commissioners' compensation, and include information on what to do in the event of a vacancy in the commission. These changes will be implemented, and the following month, they will be revisited as an item for action.

10b.) Board Visionary Plans – Every commissioner shared their ideas regarding their personal future goals for the district. Appropriate goals will be incorporated into the district's strategic plan.

Items for Board Review and Action:

11a.) Financial Reports – The Director of Finance, Bruce Holden, delivered an update on the monthly budget analysis and reviewed the state and local accounts. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously, confirming the Board received the financial information from November of 2023 and the Board requests it be submitted for audit at the appropriate time.*

11b.) Resolution 2023-34: District Emails - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA AUTHORIZING AND APPROVING FLORIDA KEYS MOSQUITO CONTROL DISTRICT EMAILS FOR DISTRICT BUSINESS AND AN ADDITION OF A PUBLIC RECORDS DISCLAIMER ON DISTRICT EMAILS; PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously to adopt Resolution 2023-34 as written.

11c.) Resolution 2023-35: Amend Resolution 2023-27 Voluntary Employee Leave Distribution - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT AMENDING RESOLUTION 2023-27 TO AUTHORIZE AN INCREASE IN BUYOUT FUNDS FOR ACCRUED EMPLOYEE LEAVE IN FISCAL YEAR 2023-2024; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Cranney, seconded by Commissioner Zuba, and passed unanimously to adopt Resolution 2023-35 as written.*

11d.) Resolution 2023-36: Amend Employee Policy Manual - 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. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2023-36 as written.*

11e.) Resolution 2023-37: Approving the Award of RFP 2023-06- A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2023-06 EVALUATION COMMITTEE FOR H125 PILOT REFRESHER COURSE TRAINING; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously to adopt Resolution 2023-37 as written.*

11f.) Resolution 2023-38: Approving the Award of RFP 2023-07 - A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2023-07 EVALUATION COMMITTEE FOR HANGAR ROOF REPAIR; AND PROVIDING FOR AN EFFECTIVE DATE. *A motion was made by Commissioner Zuba, seconded by Commissioner Cranney, and passed unanimously to adopt Resolution 2023-38 as written.*

11g.) District Holiday Schedule - Commissioner Cranney requested adding Tuesday, December 26th and Friday, December 29th as a paid holiday in addition to December 25th and January 1st for the District Staff. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously to add Tuesday, December 26th and Friday, December 29th, as paid holidays for District staff in 2023.*

11h.) Resolution 2023-39: - Accepting FDACS Grant Agreement - 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. 30690 FOR ELC GRANT FUNDING. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously to adopt Resolution 2023-39 as written.*

Good of the Order:

- Chairman Goodman discussed the next meeting of the Board to be held on January 16th, 2024, at 1pm, and advised the Board there would be an Audit Committee Meeting, Regular Meeting and a Retiree Healthcare Trust Meeting.

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

Respectfully submitted,

*Andrea Leal
Executive Director*

*Board of Commissioners
Florida Keys Mosquito Control District*

Phillip L. Goodman, Chairman

Stanley Zuba, Vice Chairman

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

Item 6

Treasurer's Report

Item 7

Attorney's Report

Item 8

Director's Report

January 2024 Director's Report

Employee of the Quarter

State of Florida Mosquito-Borne Disease Update (as of 12/30/2023)

1. Monroe County (2023)
 - a. Dengue: 0 local, 5 travel-related
2. All of Florida (2023)
 - a. Dengue
 - i. 176 local (156 Miami-Dade, 4 Broward, 14 Hardee, Palm Beach, Polk)
 - ii. 569 travel-related (333 in Miami-Dade)
 - b. Zika: 0 local, 0 travel-related
 - c. Chikungunya: 0 local, 3 travel-related
 - d. West Nile Virus: 12 human cases
 - e. Eastern Equine Encephalitis: 2 human cases
 - f. Malaria: 7 local (Sarasota); 72 travel-related
3. Orange, Palm Beach, Polk, and Walton counties are currently under a mosquito-borne illness advisory. Broward, Escambia, Hardee, and Miami-Dade counties are currently under a mosquito-borne illness alert.

Operations Summary

1. Adult Mosquitoes
 - a. Salt Marsh mosquito numbers were lower than the historical average throughout the Keys in December.
 - b. No aerial adulticide missions were conducted in December.
 - i. **A total of 57,708 acres were aeri ally adulticided in 2023, significantly lower than our 10-year average (2012-2022) of 115,447 acres.**
 - c. Six (6) truck adulticide missions were conducted in December throughout the Keys, treating approximately 800 acres.
 - i. **A total of 125,322 acres were ground adulticided in 2023, significantly lower than our 10-year average (2012-2022) of 276,970 acres.**
 - d. *Aedes aegypti* numbers did not exceed our adulticide action thresholds throughout the Keys in December.
2. Larval Mosquitoes
 - a. Ten (10) aerial granular larvicide missions were completed in December, treating approximately 4,500 acres; this is above the historical average for December.
 - i. **A total of 67,954 acres were aeri ally granular larvicided in 2023, similar to our 10-year (2012-2022) average of 66,338 acres.**
 - b. One (1) aerial liquid larvicide mission was conducted in December.
 - i. **A total of 18,770 acres were aeri ally liquid larvicided in 2023, similar to our 7-year average (2016-2022) of 21,377 acres.**
 - c. Ten (10) ground liquid larvicide missions were conducted, treating approximately 1,500 acres throughout the Keys.
 - i. **A total of 22,328 acres were ground liquid larvicided in 2023, which more than doubled the amount of acres treated in 2022 (9,770).**
3. Service Requests received (103) were similar to the historical average for December, majority of which requesting a fog truck or inspection.
 - a. **A total of 3,510 service requests were received in 2023, similar to our 10-year (2012-2022) average of 3,550 requests.**

Community Outreach/Education

1. Schools
 - a. Plantation Key School Career Exploration Day: 2/15/24
2. Community Events/Outreach/Speaking Engagements
 - a. Upper Keys Historical Preservation Society: 1/8/24
 - b. Key West Seafood Festival: 1/13/24 – 1/14/24
 - c. Scheduling Tallahassee Days Meetings: 1/23/24
 - d. Media Training Presentation at Dodd for Commissioners: 2/1/24
3. Media/News Releases
 - a. Weekly Radio, US 1 (Feature interview with Inspector)
 - b. Interview with Greg Allen of NPR, Focused on advancements in control techniques and update on the FKMCD-Oxitec Mosquito Project: 1/9/24
 - c. News Release, 12/21/23: Bette Brown Appointed FKMCD Commissioner

Human Resources

1. New Hires:
 - a. Victor Lopez, Upper Keys Inspector
2. Current Openings
 - a. Helicopter Pilot (Middle Keys): conducting interviews
 - b. Field Inspector (Lower Keys): accepting applications

Other Items

1. Travel/Training
 - a. Southeastern Center of Excellence in Vector-Borne Disease Annual Meeting (Virtual): 1/17/24 – 1/18/24
 - b. FMCA Tallahassee Days (Tallahassee, FL): 1/22/24 – 1/23/24
 - Attending: Phil Goodman, Stan Zuba, Andrea Leal, Mikki Coss, Chad Huff
 - HB 7013/SB 1058
 - Mosquito control funding
 - c. FMCA Dodd Short Courses (Gainesville, FL): 1/29/24 – 2/2/24
2. Annual Research Publication Summary (2023):

Boehmler, M.B., C.A. Pruszynski. 2023. Response to an outbreak of locally transmitted dengue in Key Largo, FL, by the Florida Keys Mosquito Control District. *J Am Mosq Control Assoc* 39(4):251-257
<https://doi.org/10.2987/23-7145>

Boehmler, M.B., H.L. Murray, D.J. DeMay, A.N. Rogers, L.J. Hribar. 2023. Dataset for mosquitoes (Diptera, Culicidae) from State Route 905-Mile Marker 2, Key Largo, Monroe County, Florida, USA. *Research Ideas and Outcomes* 9:e101286 <https://doi.org/10.3897/rio.9.e101286>

Boehmler, M.B., D.J. DeMay, A.N. Rogers, H.L. Murray, L.J. Hribar. 2023. Dataset for mosquitoes (Diptera, Culicidae) from Gun Club Road, Key Largo, Monroe County, Florida, USA. *Research Ideas and Outcomes* 9:e99607 <https://doi.org/10.3897/rio.9.e99607>

Hribar, L.J. 2023. A minute black scavenger fly (Scatopsidae) taken from a Common Yellowthroat (Aves: Passeriformes). *Fly Times*, 70: 15-16.

Hribar, L.J. 2023. Arthropods taken from birds on Vaca Key, Monroe County (Columbiformes: Columbidae; Passeriformes: Parulidae, Sturnidae, Turdidae). *Florida Field Naturalist* 51(3): 74-79

Hribar, L.J. 2023. Arthropod associates of a Yellow-billed Cuckoo *Coccyzus americanus* on Vaca Key, Monroe County, Florida, USA. *Biodiversity Observations* 13: 95–97. <https://doi.org/10.15641/bo.1154>

Hribar, L.J. 2023. Failed trials of *Drosophila* attractants. *Fly Times*, 70: 27-29.

Hribar, L.J. 2023. Welcome to Old Florida, Yankee! *Fly Times*, 71: 65-72.

Hribar, L.J. 2023. Diptera at the Carnegie Museum of Natural History, and an interesting encounter. *Fly Times*, 71: 73-75.

Hribar, L.J. 2023. Edward Irving Coher, November 22, 1920 - July 26, 2023. *Fly Times*, 71: 76-80.

Hribar, L.J. 2023. A mite, *Macrocheles muscaedomesticae* (Scopoli) (Acari: Macrochelidae) taken from a scuttle fly, *Megaselia* sp. (Diptera: Phoridae). Specimen, No. 14. 2 pp.

Hribar, L.J. 2023. A mite, *Leptus* sp., (Acari: Erythraeidae) taken from a biting midge, *Forcipomyia biannulata* Ingram & Macfie (Diptera: Ceratopogonidae). Specimen, No. 7. 2 pp.

Hribar, L.J., A.J. Smith, and A. Dunn. New records of freshwater Ostracoda (Crustacea) from Florida, USA. In press: Florida Scientist.

Hribar, L.J. and M.J. Wetzel. *Dero superterrenus* (Michaelson, 1912) (Annelida, Clitellata, Naididae) associated with phytotelmata and artificial containers in Monroe County, Florida, USA. In press: Florida Scientist.

Mironov, S.V., L.J. Hribar. 2023. A new feather mite of the genus *Xolalgoides* (Acariformes: Xolalgidae) from the Northern Mockingbird, *Mimus polyglottos* (Passeriformes: Mimidae). *Acarologia* 63(2): 569-579

Murray, H.L., L.J. Hribar. 2023. Resistance and inhibitor testing on *Aedes aegypti* (Linnaeus) (Culicidae: Diptera) populations in the Florida Keys. *Journal of Vector Ecology* 49(1): 53-63

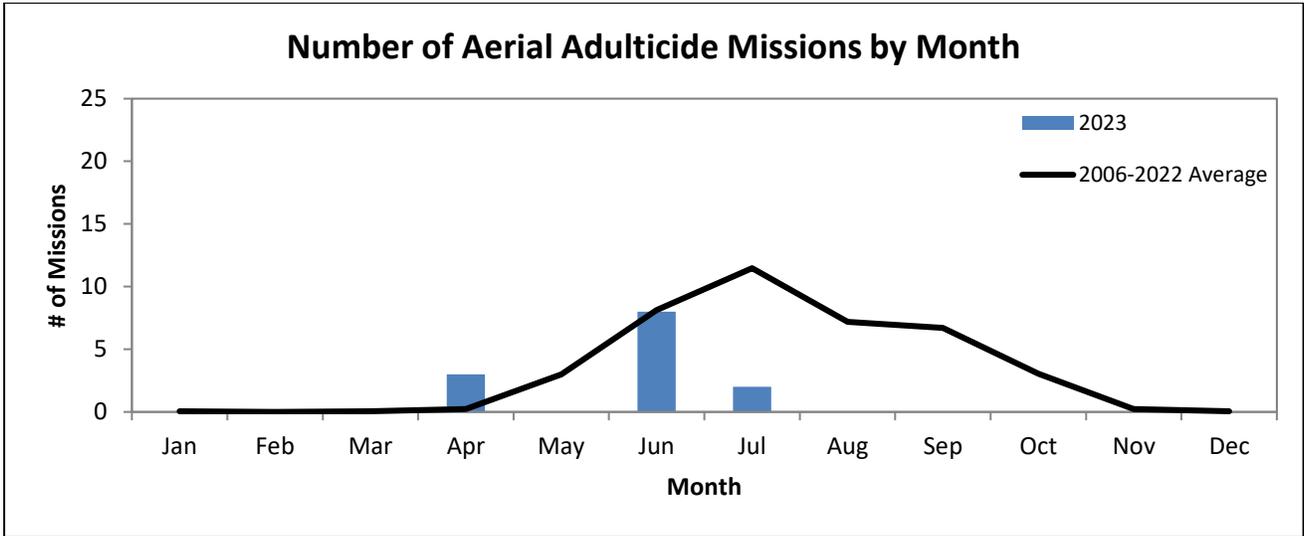
Hribar, L.J. and M.J. Wetzel. 2023. *Dero superterranus* (Michaelsen, 1912) (Annelida, Clitellata, Naididae) associated with phytotelmata and artificial containers in Monroe County, Florida, USA. *Florida Scientist* 86(4): 501-507.

3. Airport Lease Discussion with County, 12/18/23
4. El Nino Hazards and Impacts Discussion, 12/19/23
5. Oxitec Project Steering Committee Meeting, 1/11/24
6. FMCA Legislative Committee Meeting, 1/18/24
7. Investment Update
8. After Action Items/Future Board Items
 - a. Budgetary Process Annual Review, May 2024
 - b. Audit Committee Charter Annual Review, October 2024
 - c. Administrative Policy Manual Annual Review, December 2024

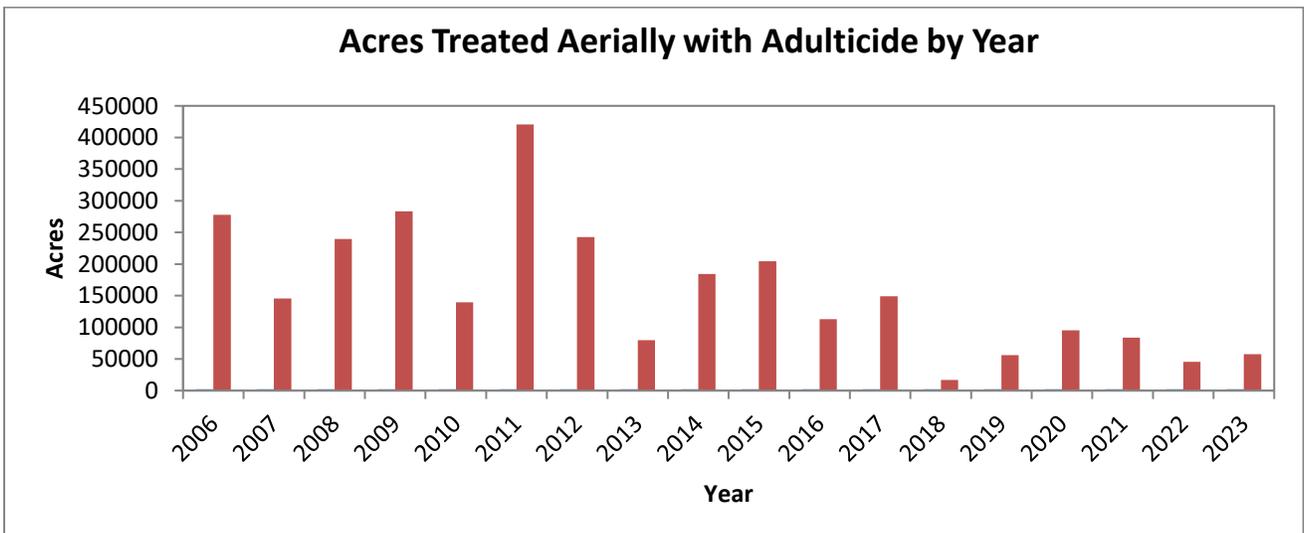
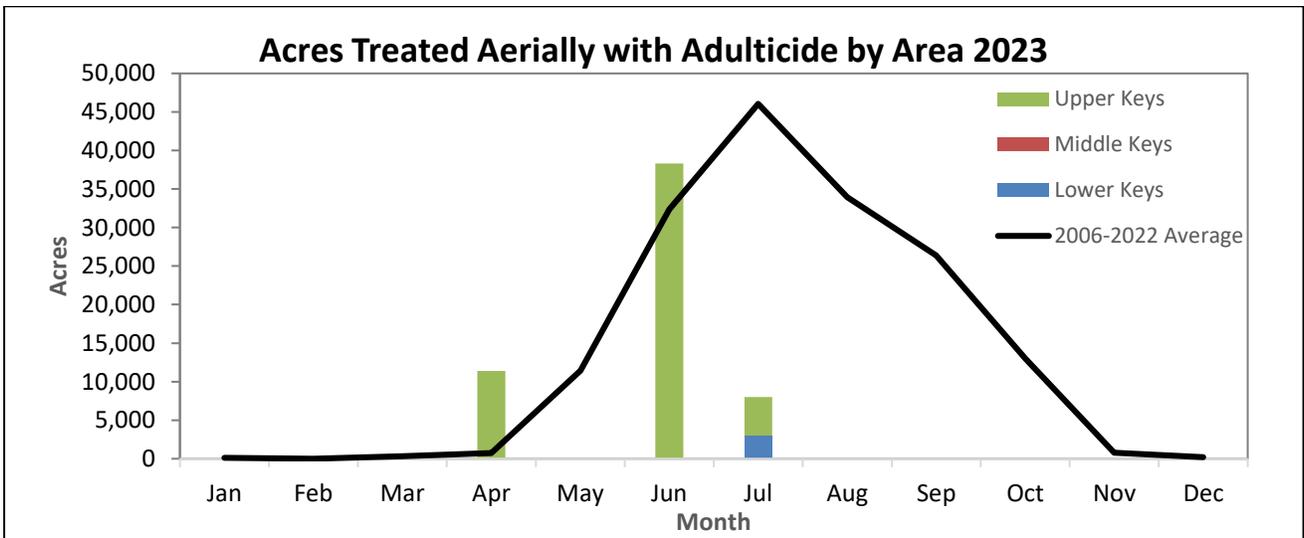
Florida Keys Mosquito Control Operations Report

(Adjusted through December 31, 2023)

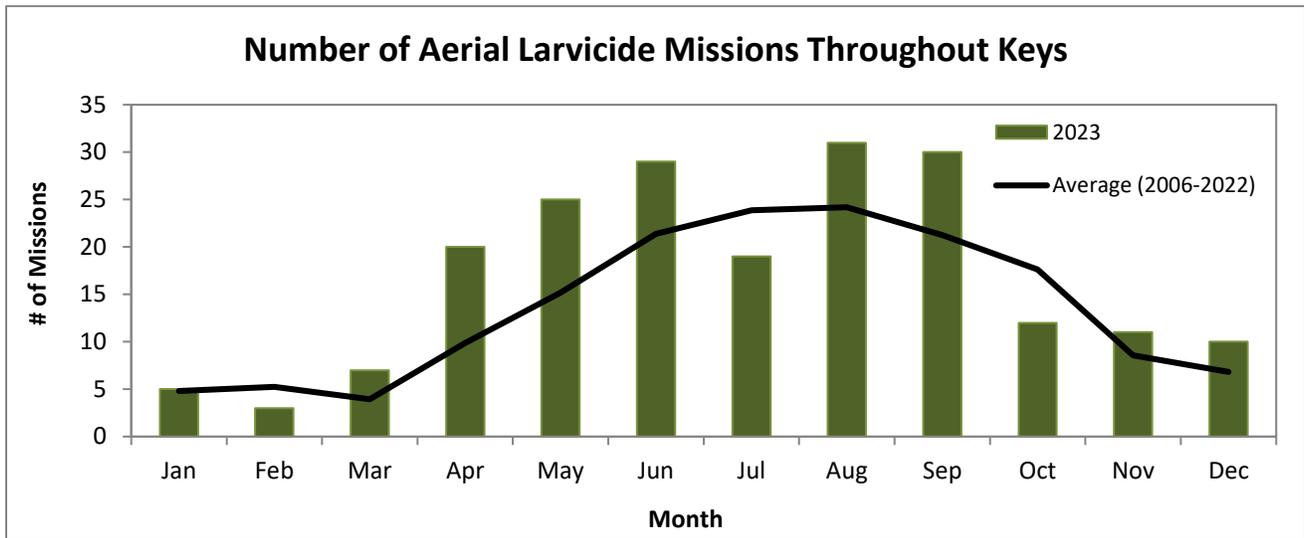
Aerial Adulticiding Missions in December 2023: 0



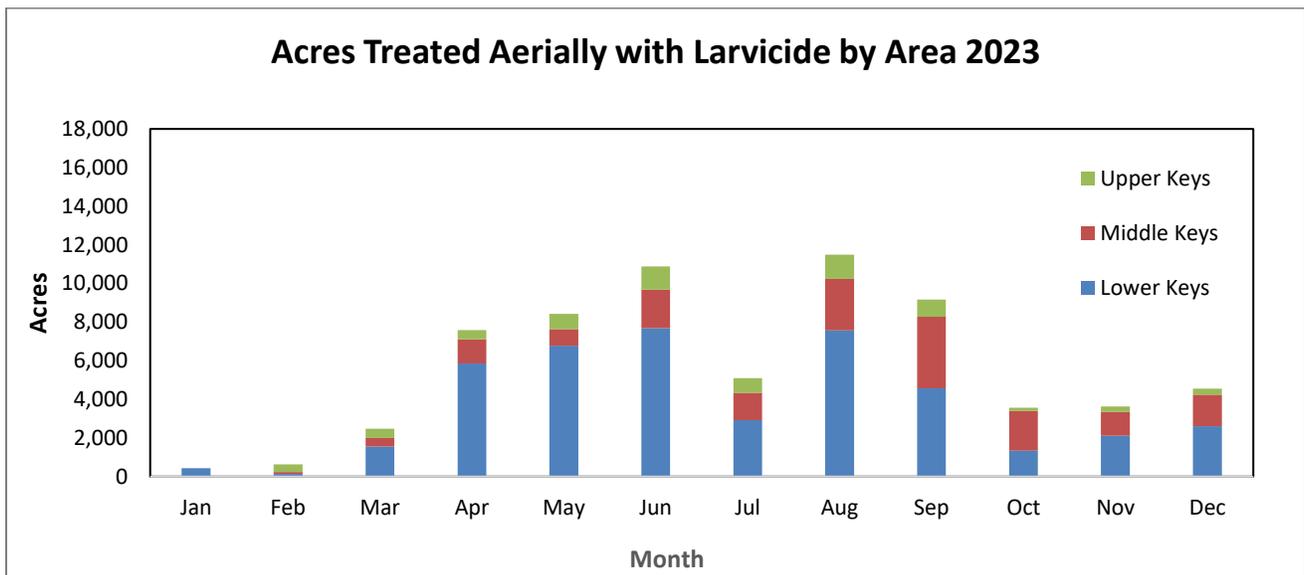
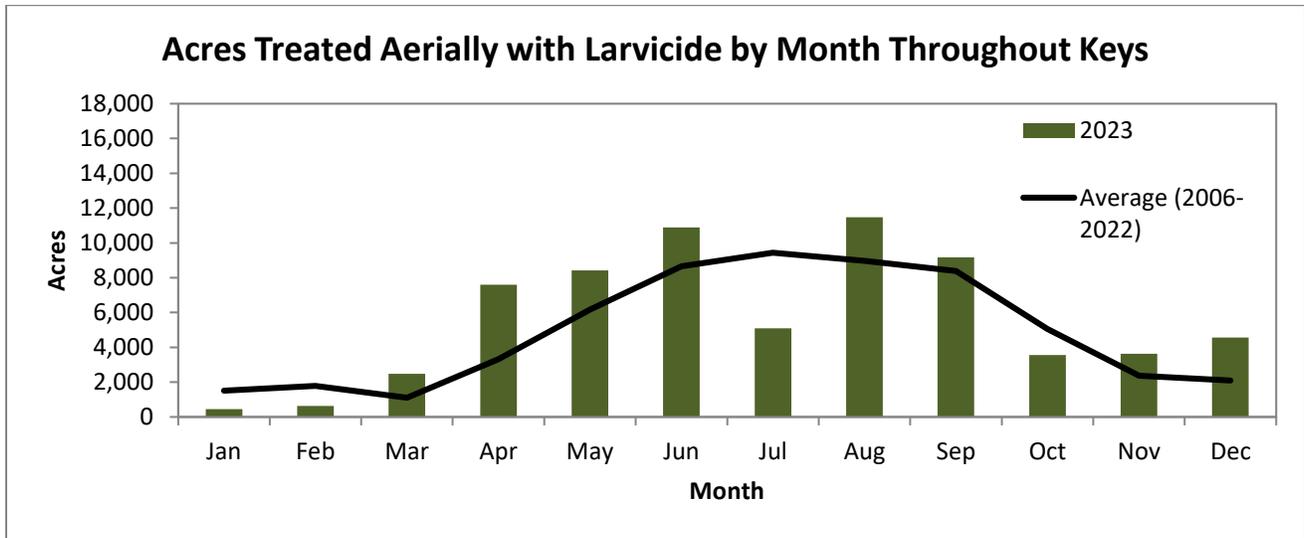
Aerial Adulticiding Acreage in December 2023: 0

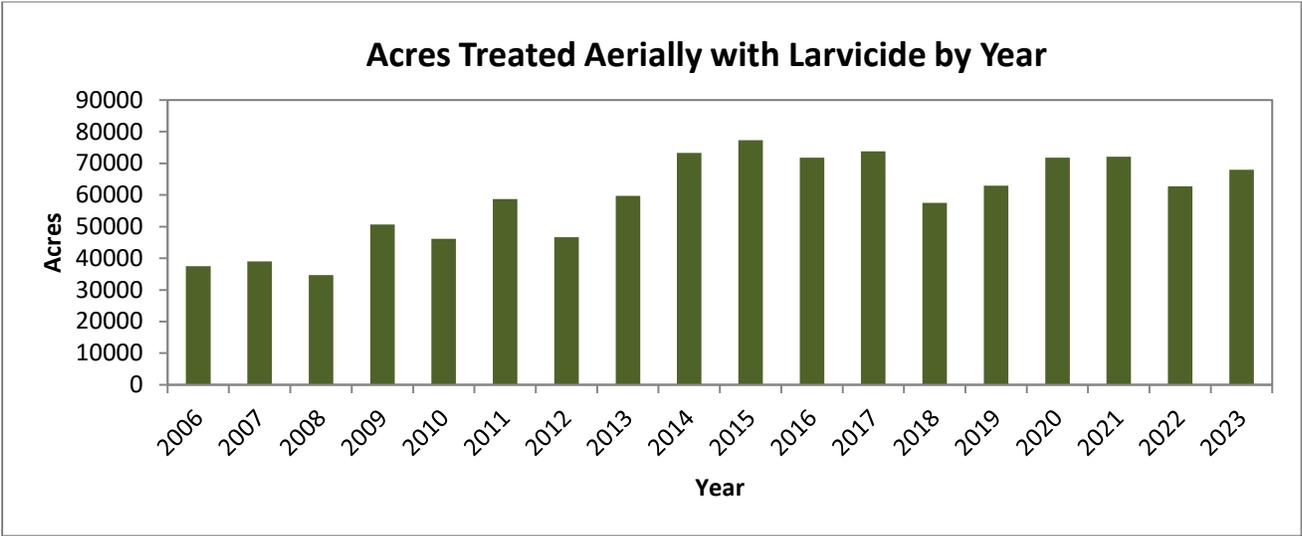


Aerial Granular Larviciding Missions in December 2023: 10

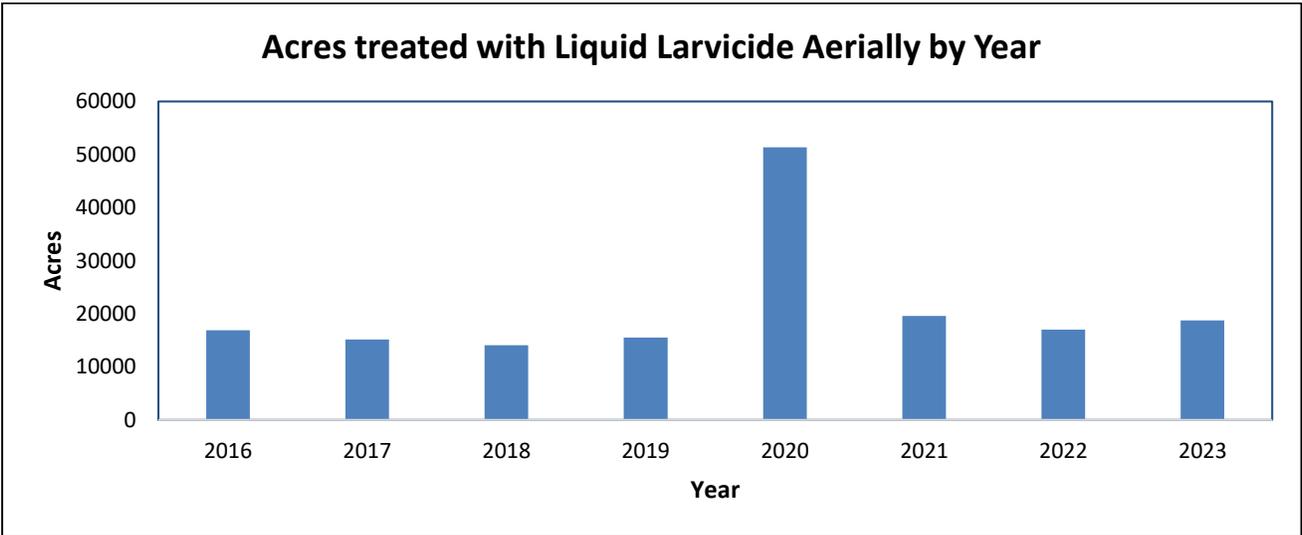
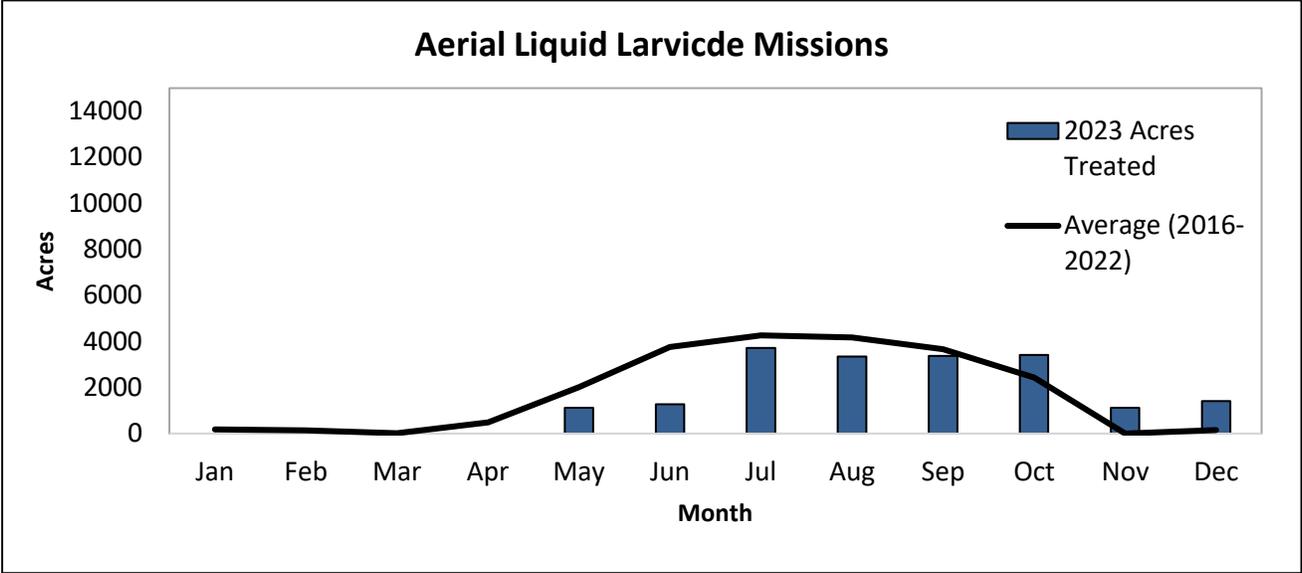


Aerial Granular Larviciding Acreage in December 2023: 4,562

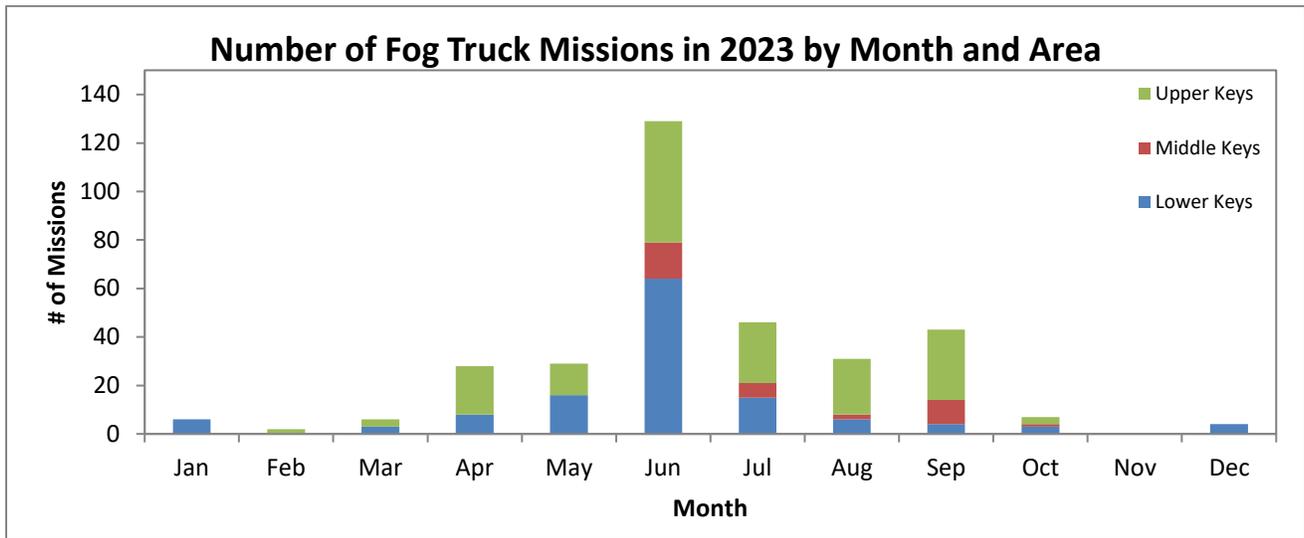




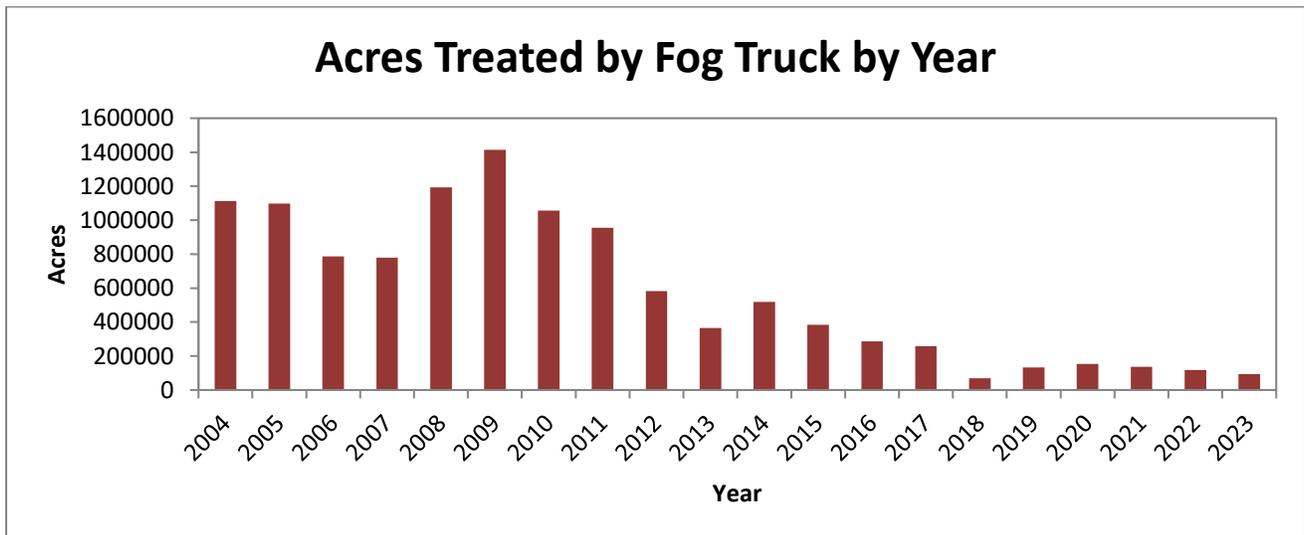
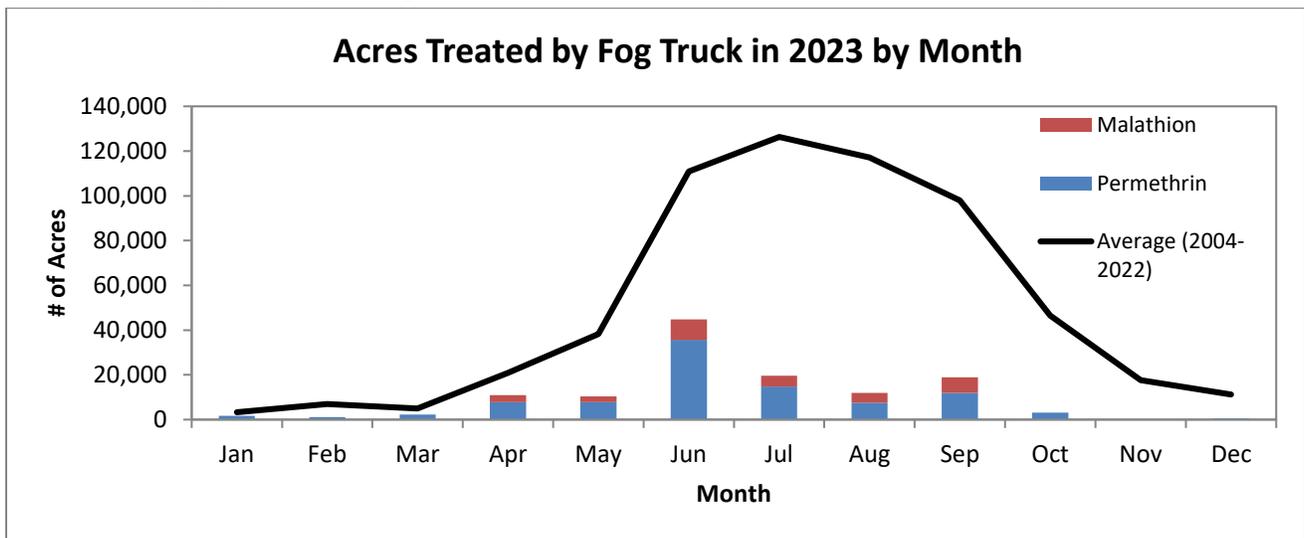
Number of Aerial Liquid Larviciding Missions in December 2023: 1



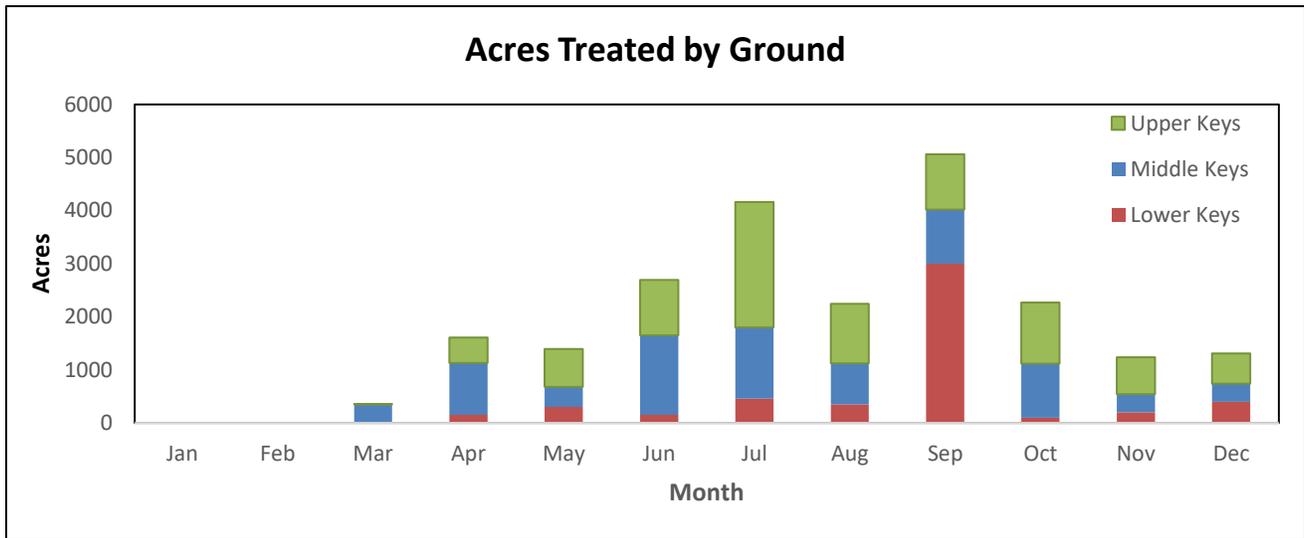
Ground Adulticiding (Trucks) Missions in December 2023: 6



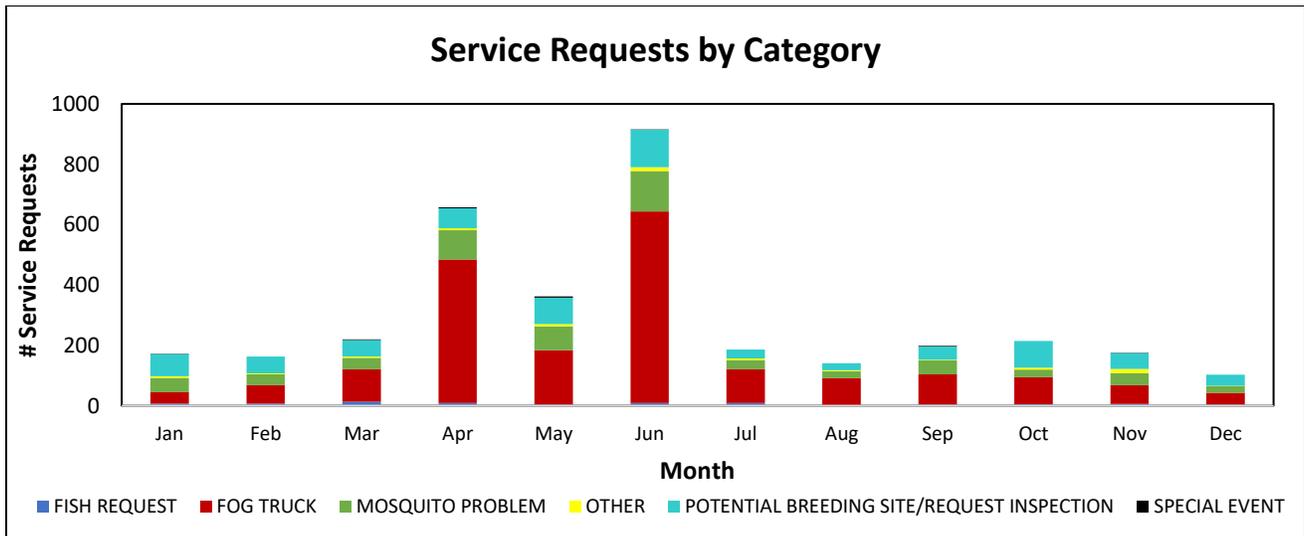
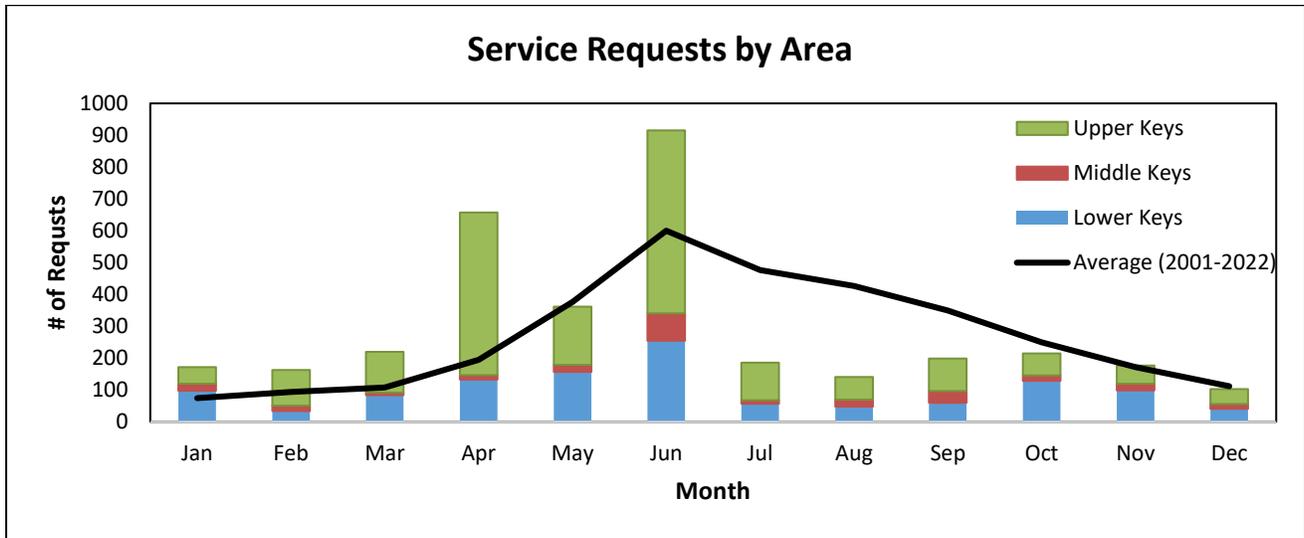
Ground Adulticiding (Trucks) Acreage in December 2023: 573



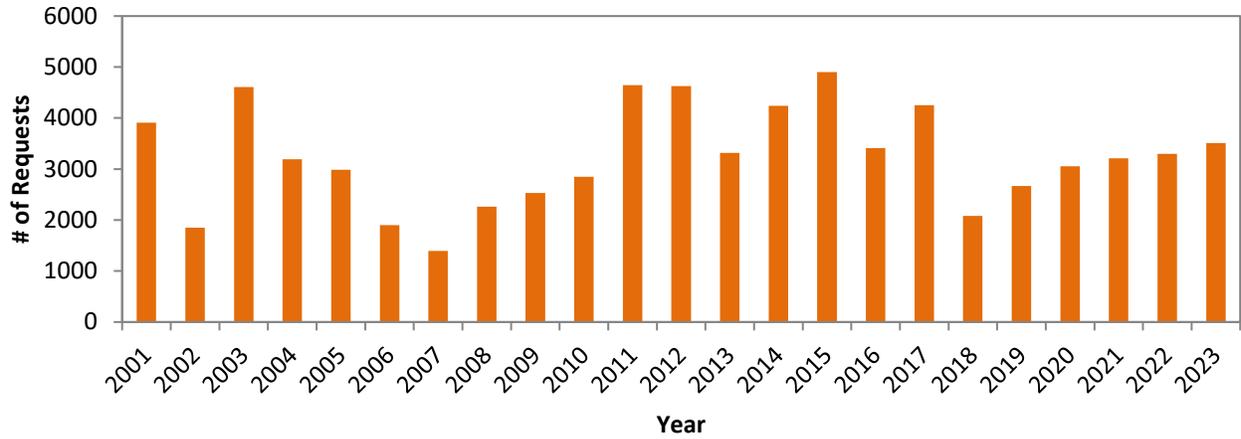
Ground Liquid Larviciding (Truck & Backpack) Acreage in December 2023: 10 trucks



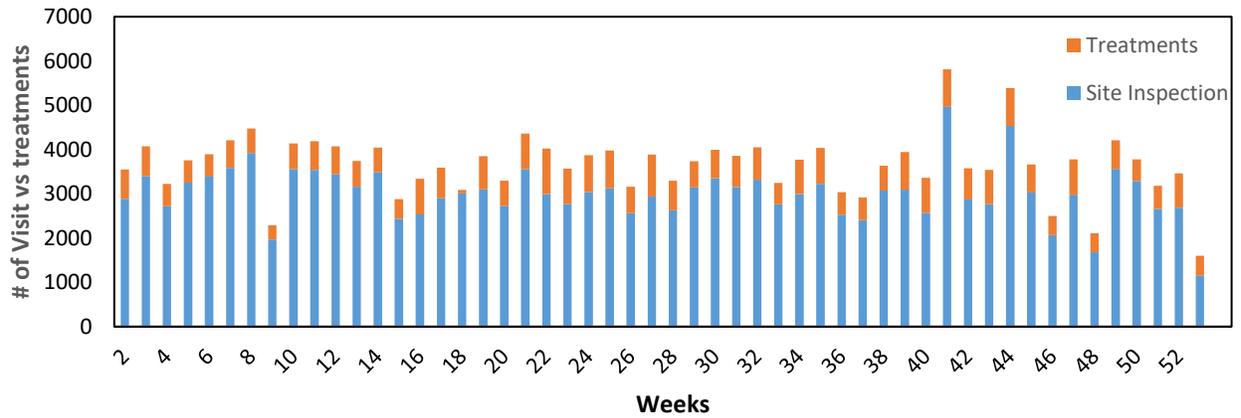
Total Service Requests for December 2023: 103



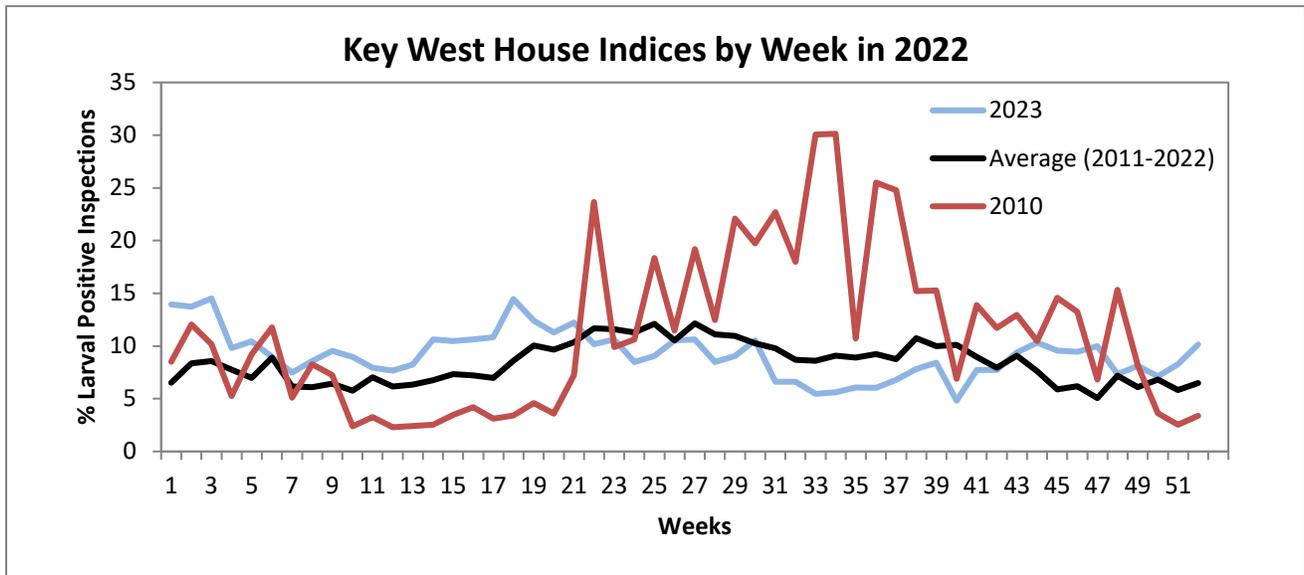
Mosquito Service Requests by Year



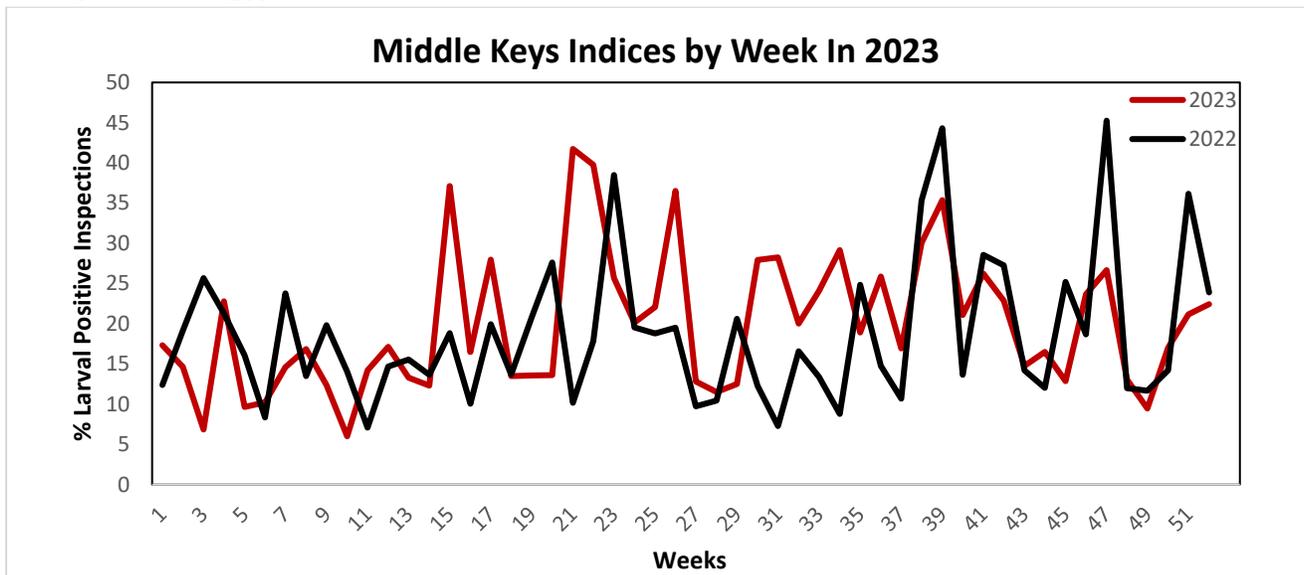
Weekly Site Visits vs Treatments



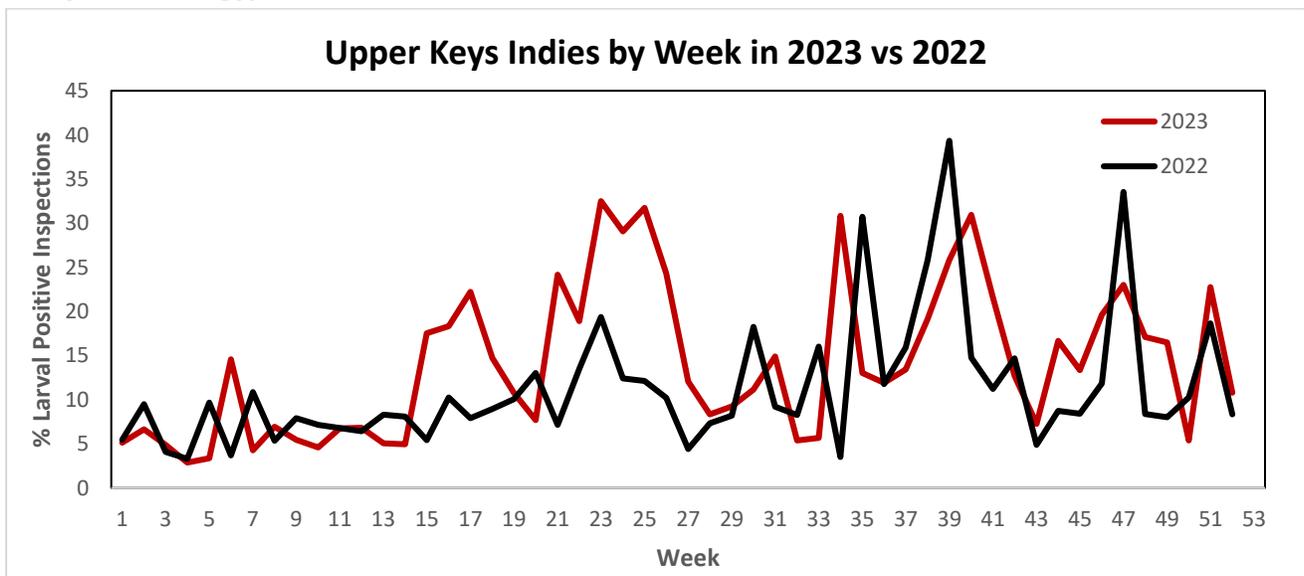
Key West *Aedes aegypti* Larval Information:



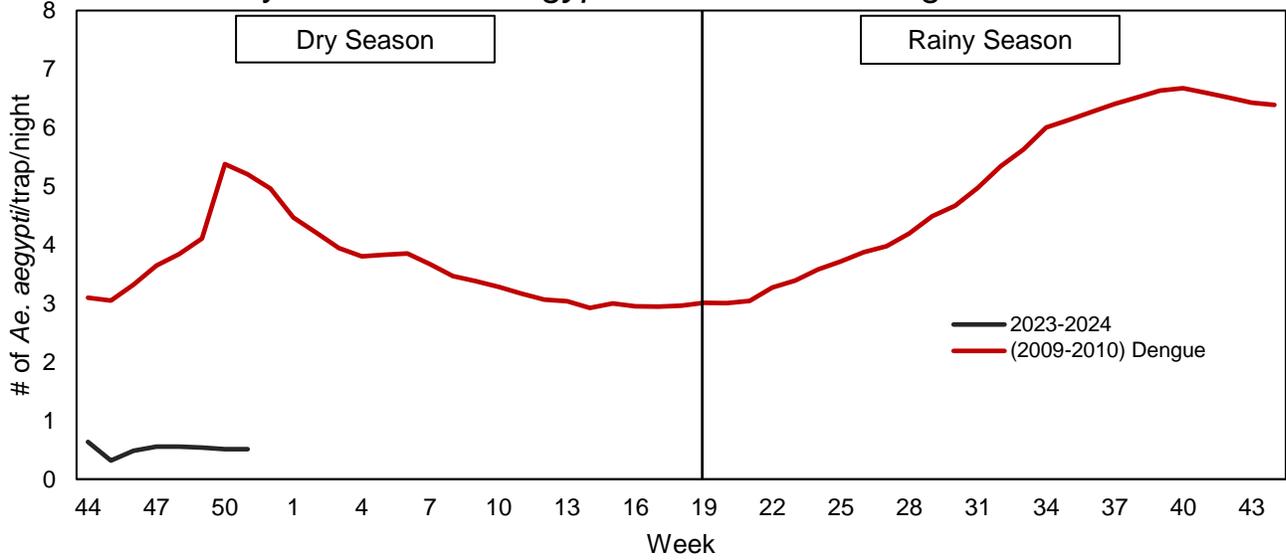
Middle Keys *Aedes aegypti* Larval Information:



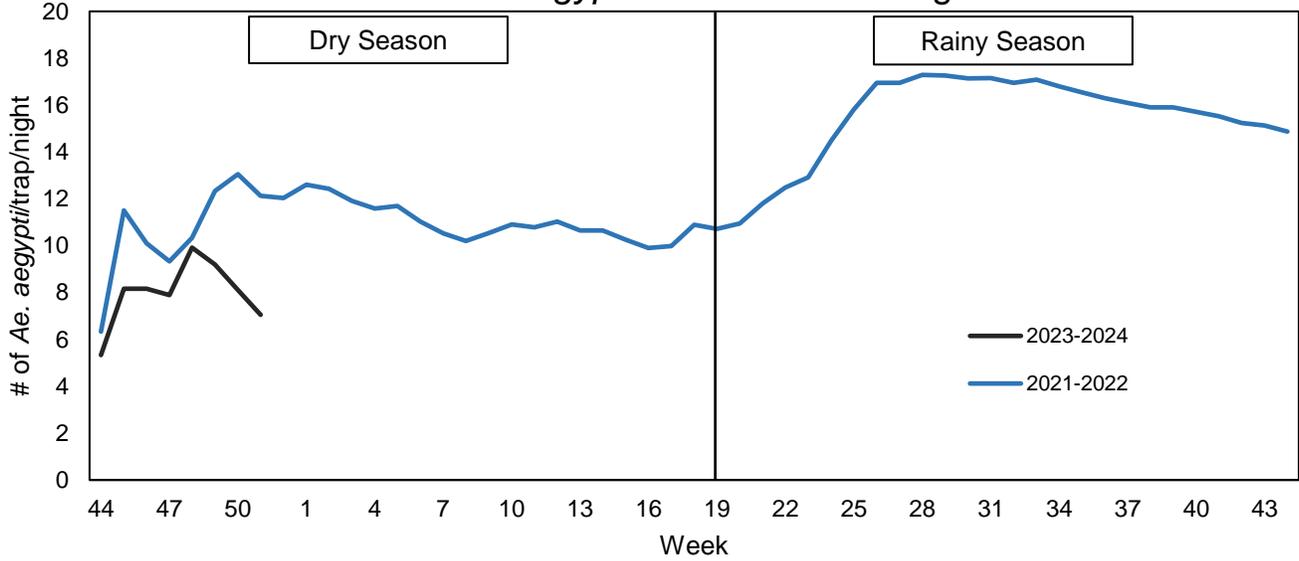
Upper Keys *Aedes aegypti* Larval Information:



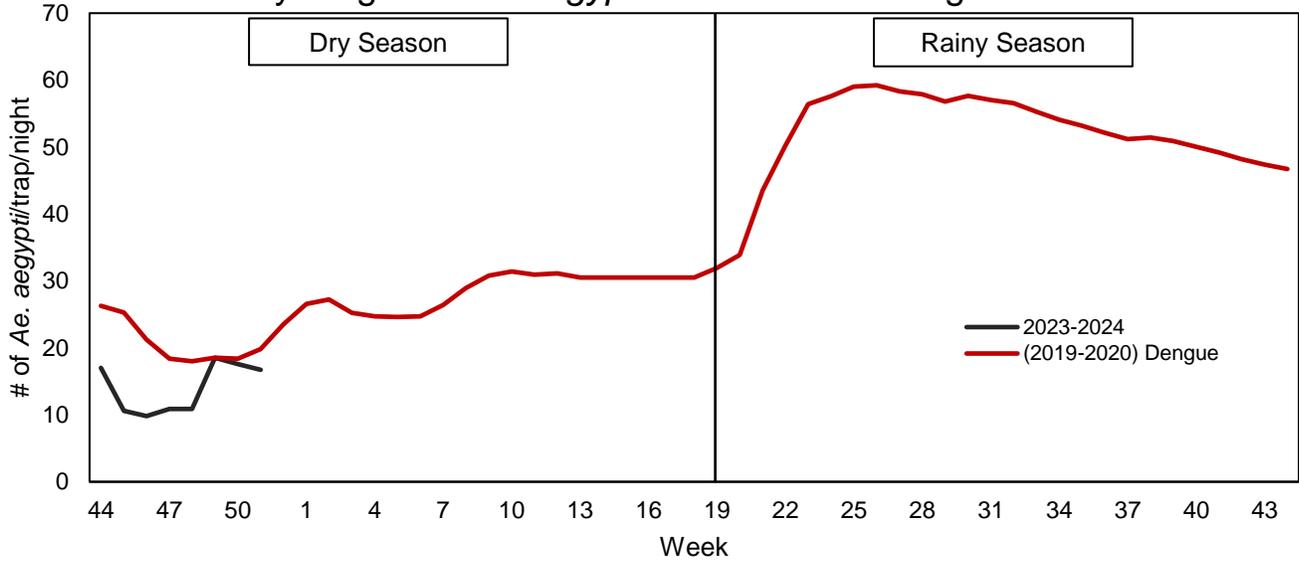
Key West *Aedes aegypti* Cumulative Average



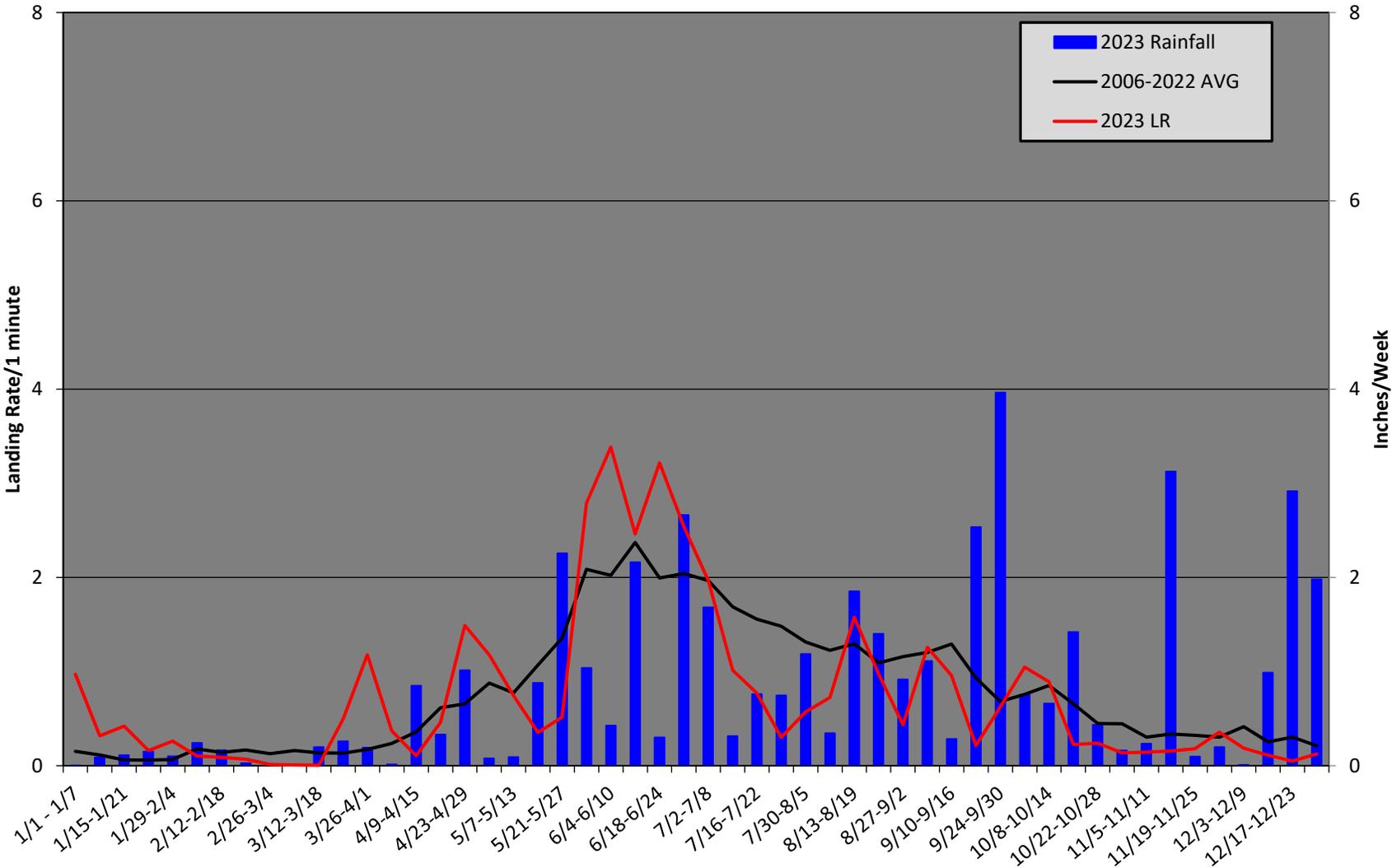
Marathon *Aedes aegypti* Cumulative Average



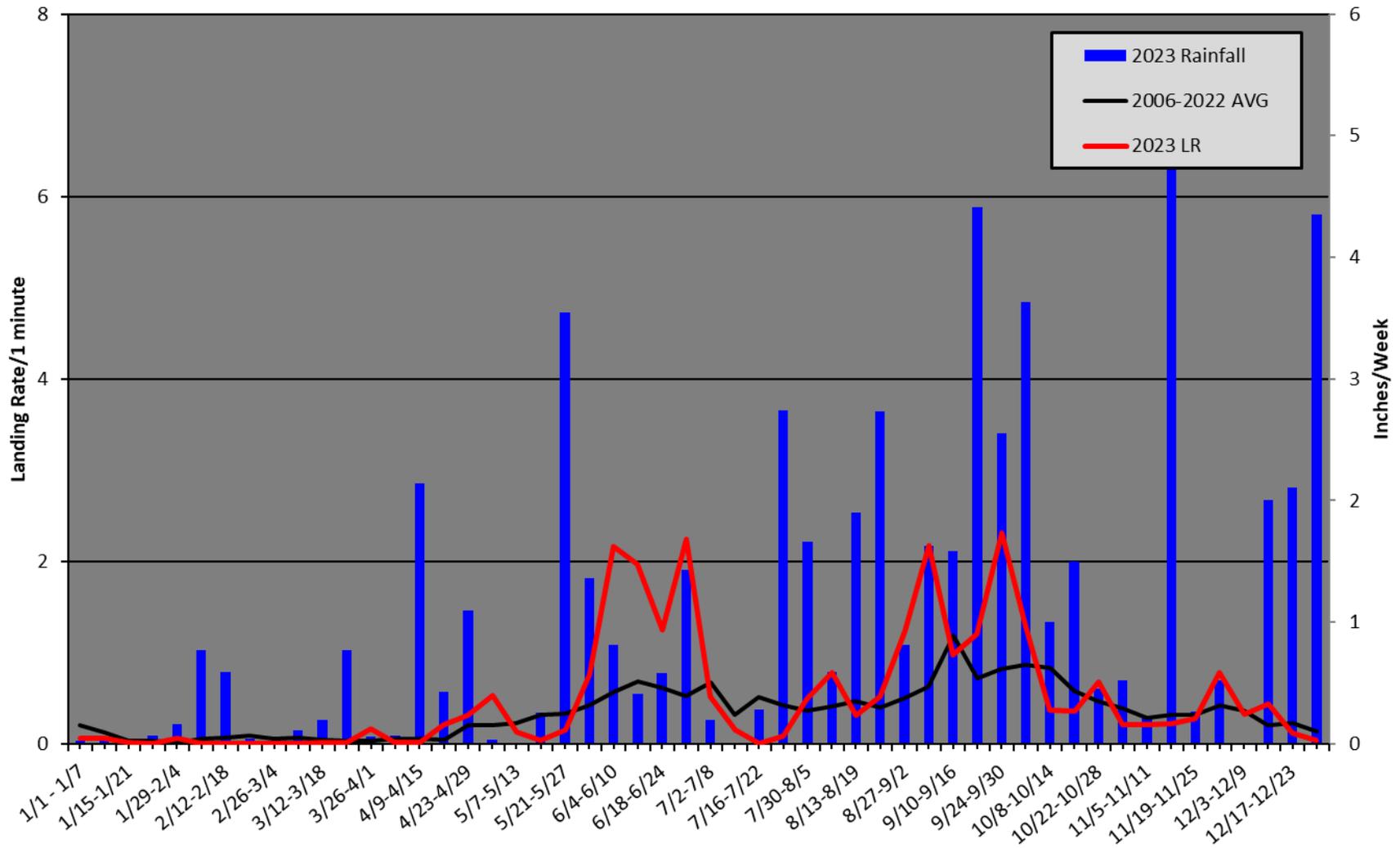
Key Largo *Aedes aegypti* Cumulative Average



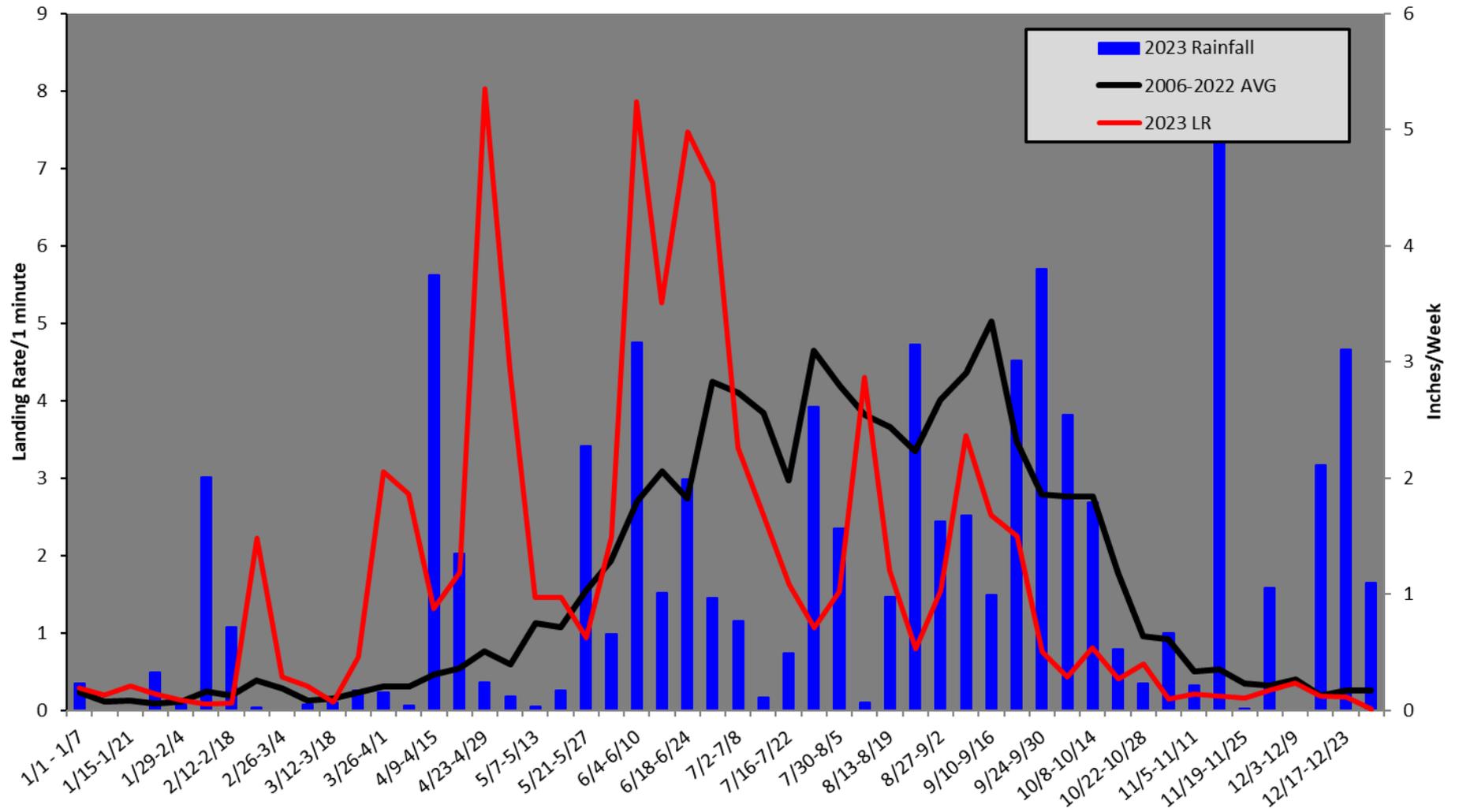
Lower Keys: Saddlebunch to Bahia Honda Average Landing Rate Counts and Rainfall



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 9

2024 Election of FKMCD Board Officers

Item 10a

“The Vectorial
Capacity of the *Aedes
aegypti* mosquito for
Dengue-1 virus in the
Florida Keys”

Item 10b

February Meeting Date & Time

Item 11a

Financial Reports

Budget Analysis

District Finances

Cash Disbursements

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

STATE FUND

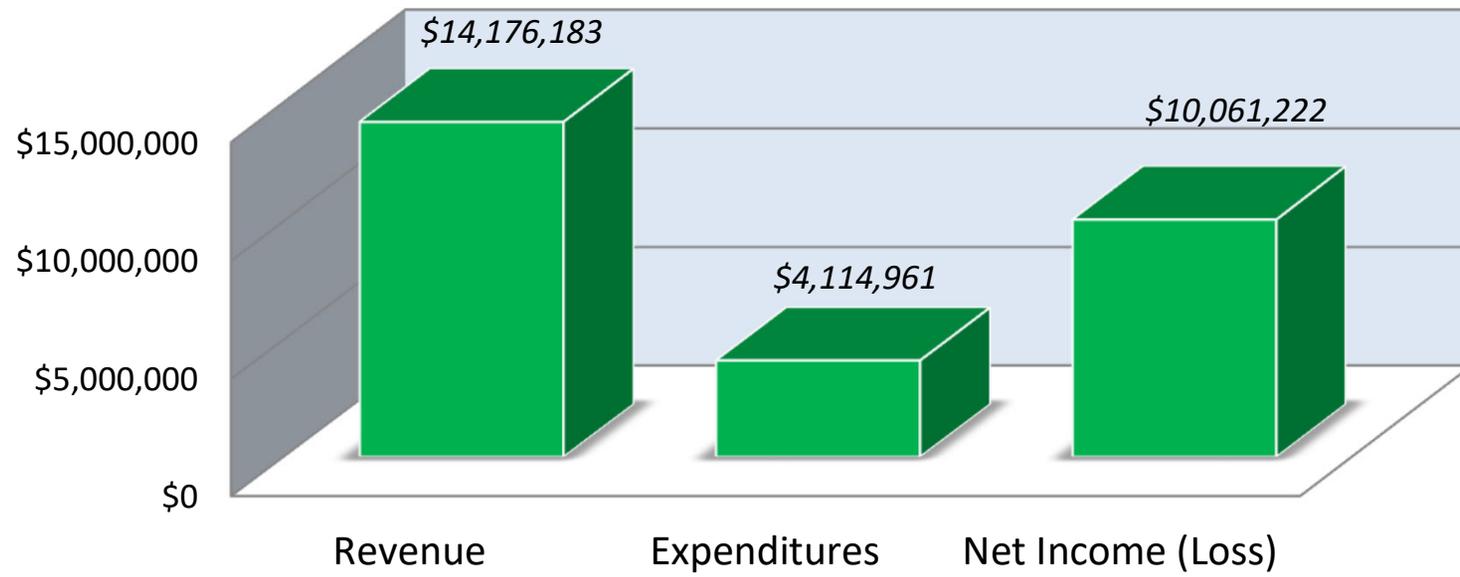
ACCT. NO	ITEM	Annual Budget	Current December Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15							
20	Personal Service Benefits 21 - 25							
30	Operating Expense 31 - 34							
40	Travel and Per Diem 40.1 - 40.3	11,010.00					11,010.00	
41	Communication Services							
42	Freight Services							
43	Utility Services							
44	Rentals and Leases							
45	Insurance							
46	Repair and Maintenance Service 46.1 - 46.6							
47	Printing/Binding							
48	Promotional Activities							
49	Other Current Charges and Obligations							
51	Office Supplies/Materials							
52.1	Gas/Oil/Lube							
52.2	Chemical/Solvents/Additives	760,000.00					760,000.00	
52.3	Clothing and Wearing Apparel							
52.4	Miscellaneous Supplies and Incidental							
52.5	Tools and Small Implements							
54	Books, Publications, Subscriptions, Memberships							
55	Training	5,415.00	3,780.00	4,330.00	3,780.00	4,330.00	1,635.00	(550.00)
60	Capital Outlay 61 - 64	140,000.00					140,000.00	
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:	1,304,993.00	3,780.00	4,330.00	3,780.00	4,330.00	1,301,213.00	(550.00)

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

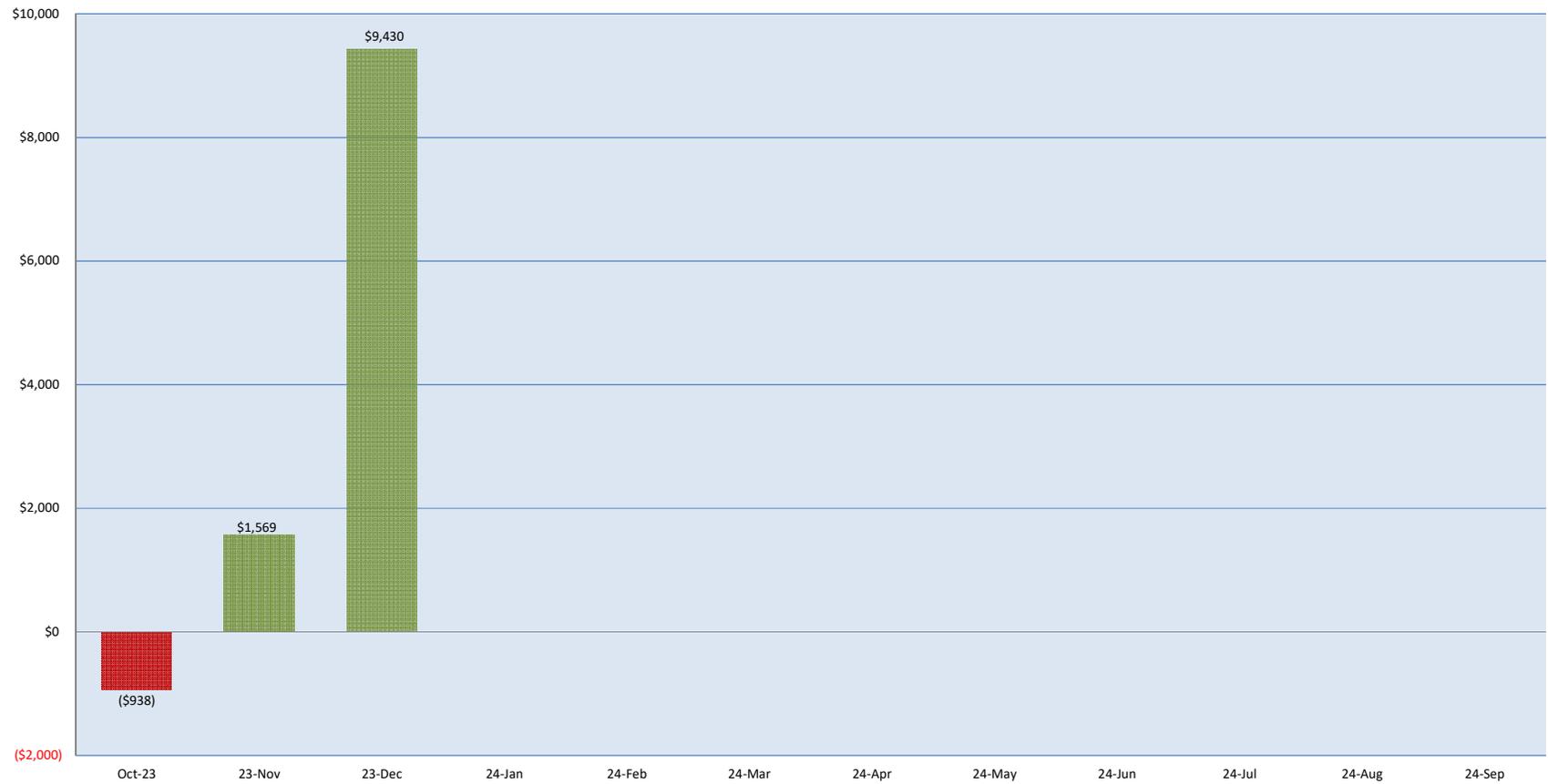
LOCAL FUND

ACCT. NO	ITEM	Annual Budget	Current December Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15	5,702,869.00	417,170.26	384,459.14	1,354,069.76	1,215,418.76	4,348,799.24	138,651.00
20	Personal Service Benefits 21 - 25	4,064,496.00	369,089.93	185,698.92	999,810.53	674,891.39	3,064,685.47	324,919.14
30	Operating Expense 31 - 34	1,582,279.00	407,959.05	372,774.53	549,797.17	541,800.91	1,032,481.83	7,996.26
40	Travel and Per Diem 40.1 - 40.3	118,125.00	11,937.15	12,927.23	17,962.03	22,537.15	100,162.97	(4,575.12)
41	Communication Services	100,100.00	4,541.34	7,903.96	23,167.15	22,946.29	76,932.85	220.86
42	Freight Services	15,550.00	1,836.74	899.59	4,183.63	2,495.22	11,366.37	1,688.41
43	Utility Services	142,800.00	8,093.39	9,597.16	24,536.97	29,794.11	118,263.03	(5,257.14)
44	Rentals and Leases	969,952.00	16,421.33	10,177.61	49,267.91	30,706.00	920,684.09	18,561.91
45	Insurance	1,102,280.00	(4,356.60)	3,339.00	39,130.07	(31,278.00)	1,063,149.93	70,408.07
46	Repair and Maintenance Service 46.1 - 46.6	1,007,345.00	18,691.58	105,428.79	101,137.13	180,360.72	906,207.87	(79,223.59)
47	Printing/Binding	11,910.00	1,280.00	1,778.83	1,280.00	4,011.84	10,630.00	(2,731.84)
48	Promotional Activities	24,200.00	200.00	190.00	3,169.00	3,158.00	21,031.00	11.00
49	Other Current Charges and Obligations	13,125.00	2,422.50	6,132.99	3,298.60	9,589.24	9,826.40	(6,290.64)
51	Office Supplies/Materials	39,526.00	5,983.01	727.11	7,543.21	4,907.07	31,982.79	2,636.14
52.1	Gas/Oil/Lube	327,575.00	13,157.24	14,852.50	32,848.19	46,946.19	294,726.81	(14,098.00)
52.2	Chemical/Solvents/Additives	1,426,472.72	56,655.30	5,391.04	226,094.46	155,278.35	1,200,378.26	70,816.11
52.3	Clothing and Wearing Apparel	49,925.00	154.95	146.78	2,860.22	775.76	47,064.78	2,084.46
52.4	Miscellaneous Supplies and Incidental	182,293.00	9,367.84	6,247.51	18,851.42	13,166.35	163,441.58	5,685.07
52.5	Tools and Small Implements	29,603.00	3,326.26	74.99	8,787.05	1,327.42	20,815.95	7,459.63
54	Books, Publications, Subscriptions, Memberships	66,586.00	17,246.30	1,322.51	18,229.25	8,822.56	48,356.75	9,406.69
55	Training	163,349.00	0.00	25.00	175.00	259.00	163,174.00	(84.00)
60	Capital Outlay 61 - 64	2,008,143.00	9,079.58	2,785,730.10	628,762.35	3,565,754.62	1,379,380.65	(2,936,992.27)
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	2,361,432.00					2,361,432.00	
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	
	TOTAL:	23,446,317.72	1,370,257.15	3,915,825.29	4,114,961.10	6,503,668.95	19,331,356.62	(2,388,707.85)

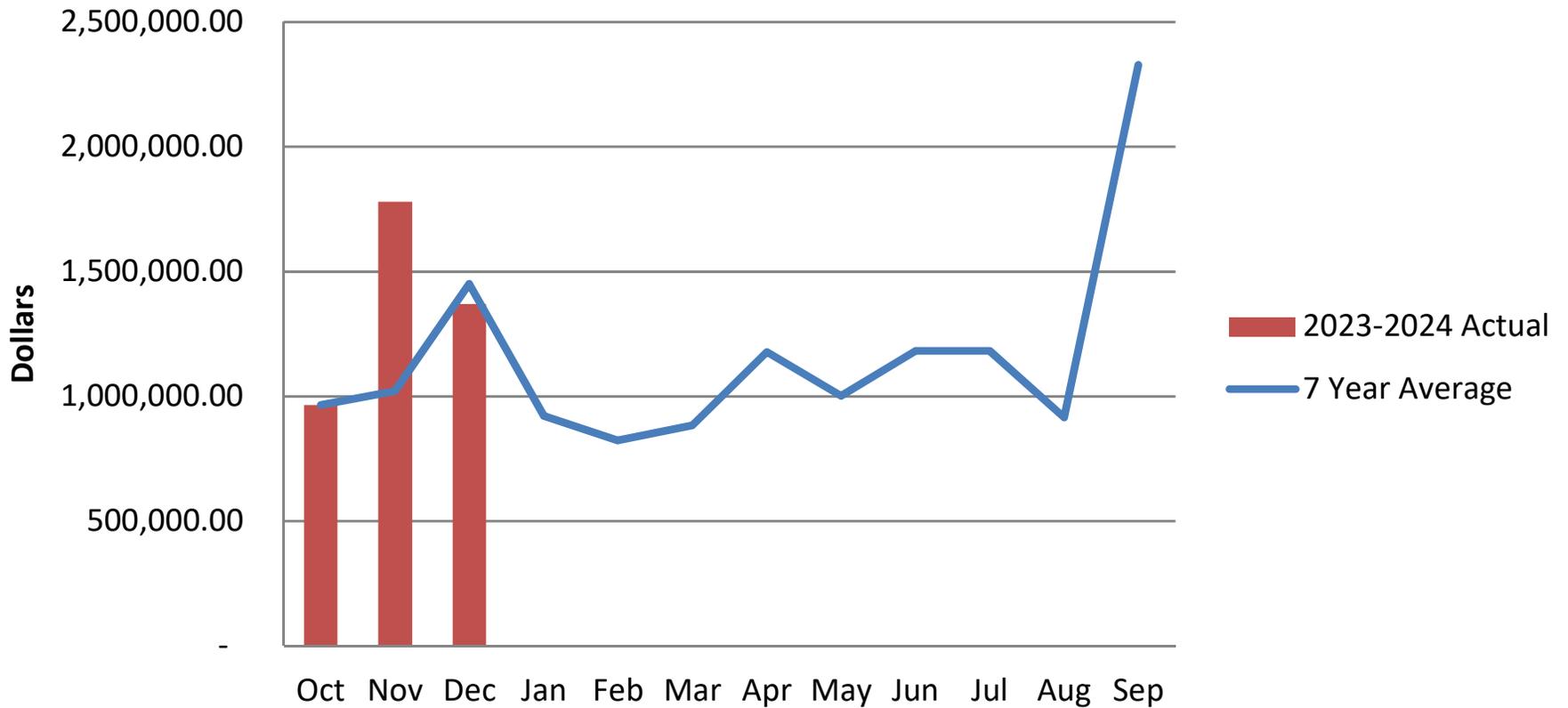
FKMCD Local FY 2023-2024 YTD Cash Basis Net Income (Loss) through December 2023



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



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



Florida Keys Mosquito Control District
District Finances as of
January 10, 2024

LOCAL ACCOUNT FUNDS

CHECKING - OPERATING

Checking Account balance on December 31, 2023:	\$	1,927,573.48		
Plus January 2024 deposits to date:		816,771.84		
Total Operating Checking Account funds available:		<u>2,744,345.32</u>	\$	2,744,345.32
Less funds transferred from Operating to Payroll:		0.00		
Less funds transferred from Operating to Health:		0.00		
Less funds transferred from Operating to FL Class:		(400,000.00)		
Less January 2024 expenditures to date:		<u>(381,238.81)</u>		
Total Operating Checking Account funds expended/transferred to date:		<u>(781,238.81)</u>		
Balance in Local Checking Account at present:	\$	<u><u>1,963,106.51</u></u>		

CHECKING - FL CLASS

Checking Account balance on December 31, 2023:	\$	13,391,068.49		
Plus funds transferred from Operating Checking to FL Class Cash:		<u>400,000.00</u>		
Total FL Class Cash Account funds available:		<u>13,791,068.49</u>	\$	13,791,068.49
Total Net FL Class Cash expenditures to date:		<u>0.00</u>		
Balance in FL Class Cash Account at present:	\$	<u><u>13,791,068.49</u></u>		

CHECKING - PAYROLL

Checking Account balance on December 31, 2023:	\$	<u>0.61</u>		
Plus funds transferred from Operating Checking to Payroll Checking:		<u>0.00</u>		
Total Payroll Checking Account funds available:		<u>0.61</u>	\$	0.61
Total Net Payroll Checking expenditures to date:		<u>0.00</u>		
Balance in Local Payroll Checking Account at present:	\$	<u><u>0.61</u></u>		

HEALTH INSURANCE CLAIMS FUND ACCOUNT

Checking Account balance on December 31, 2023:	\$	45.95		
Plus funds transferred from Operating Checking to Health Checking:		<u>0.00</u>		
Total Health Checking Account funds available:		<u>45.95</u>	\$	45.95
Total Net Health Checking expenditures to date:		<u>0.00</u>		
Balance in Local Health Checking Account at present:	\$	<u><u>45.95</u></u>		

Plus FSA Account		<u><u>21,419.34</u></u>		
Total Local Funds:	\$	<u><u>15,775,640.90</u></u>		

STATE I ACCOUNT FUNDS

CHECKING - OPERATING

December 31, 2023:	\$	<u>298,910.12</u>		
Plus January 2024 deposits to date:		<u>0.00</u>		
Total Checking Account funds available:		<u>298,910.12</u>	\$	298,910.12
Less funds transferred to Operating Checking:				
Less January 2024 expenditures to date:	\$	<u>0.00</u>		
Total State I Checking Account funds expended/transferred to date:		<u>0.00</u>	\$	0.00
Balance in State I Checking Account at present:	\$	<u><u>298,910.12</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 December 1, 2023 to December 31, 2023:

Check No.	Payment Date	Remit To	Payment Amt.
ACH	12/1/2023	Centennial Bank	4,235.65
ACH	12/1/2023	Centennial Bank	1,598.00
ACH	12/1/2023	Florida Division of Retirement	81,409.22
ACH	12/4/2023	Centennial Bank (Payroll)	1,414.11
ACH	12/4/2023	EFTPS	234.28
ACH	12/8/2023	Centennial Bank (Payroll)	144,519.55
ACH	12/8/2023	EFTPS	50,660.45
ACH	12/8/2023	Florida State Disbursement Unit	411.78
ACH	12/8/2023	Florida State Disbursement Unit	278.42
ACH	12/8/2023	Florida State Disbursement Unit	209.19
ACH	12/8/2023	Florida State Disbursement Unit	219.53
ACH	12/8/2023	Empower Retirement	5,685.00
ACH	12/20/2023	CIGNA Healthcare	72,160.91
ACH	12/22/2023	Centennial Bank (Payroll)	149,038.00
ACH	12/22/2023	EFTPS	52,526.71
ACH	12/22/2023	Florida State Disbursement Unit	411.78
ACH	12/22/2023	Florida State Disbursement Unit	278.42
ACH	12/22/2023	Florida State Disbursement Unit	209.19
ACH	12/22/2023	Florida State Disbursement Unit	219.53
ACH	12/22/2023	Empower Retirement (Payroll Deductions)	5,684.90
ACH	12/22/2023	Centennial Bank	4,826.76
ACH	12/22/2023	Centennial Bank	502.00
ACH	12/22/2023	Centennial Bank	1,459.47
ACH	12/22/2023	Centennial Bank	4,938.20
ACH	12/22/2023	Centennial Bank	2,587.76
ACH	12/22/2023	Centennial Bank	5,668.65
ACH	12/22/2023	Centennial Bank	591.38
ACH	12/22/2023	Centennial Bank	387.55
ACH	12/29/2023	Centennial Bank (Payroll)	3,994.83
ACH	12/29/2023	EFTPS	1,296.31
119594	12/1/2023	Adapco, Inc.	47,040.00
119595	12/1/2023	Amazon Capital Services	58.54
119596	12/1/2023	Allen, Norton & Blue, P.A.	3,600.00
119597	12/1/2023	APG Media	223.50
119598	12/1/2023	Entomological Society of America	168.00
119599	12/1/2023	Federal Express	546.81
119600	12/1/2023	Florida Academy of Sciences	40.00
119601	12/1/2023	Global Industrial	36.03
119602	12/1/2023	ISOLAIR, Inc.	3,450.00
119603	12/1/2023	The N2 Company	200.00
119604	12/1/2023	Monroe County Solid Waste	6.80
119605	12/1/2023	Sunshine Gasoline Distributors, Inc.	1,407.92
119606	12/1/2023	Verizon Wireless	3,914.58
119607	12/8/2023	3rd Generation Plumbing	9,079.58
119608	12/8/2023	Adapco, Inc.	1,431.30

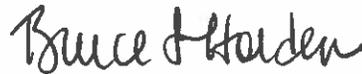
LOCAL ACCOUNT CONTINUED

119609	12/8/2023	Advance Auto Parts	507.35
119610	12/8/2023	Airgas USA, LLC	2,640.98
119611	12/8/2023	Airgas Dry Ice	2,058.32
119612	12/8/2023	Amazon Capital Services	57.65
119613	12/8/2023	AutoZone, Inc.	277.56
119614	12/8/2023	Keys Auto Supply	721.69
119615	12/8/2023	Keys Auto Supply	234.76
119616	12/8/2023	Business Information Systems, Inc	425.00
119617	12/8/2023	Boeing Distribution, Inc.	101.57
119618	12/8/2023	Campbell Oil Co Inc.	7,092.94
119619	12/8/2023	Key West Auto Parts	64.15
119620	12/8/2023	Daniel Collins	6,168.00
119621	12/8/2023	Keys Motors, LLC	738.78
119622	12/8/2023	Federal Express	140.46
119623	12/8/2023	State of Florida	146.52
119624	12/8/2023	Keys Energy Services	838.46
119625	12/8/2023	Florida Keys Aqueduct Authority	268.66
119626	12/8/2023	Florida Keys Aqueduct Authority	82.92
119627	12/8/2023	Gary's Plumbing and Fire, Inc	295.00
119628	12/8/2023	Keys Sanitary Service (RCR0208)	200.72
119629	12/8/2023	KLI Shell Lumber & Hardware Headquarters	298.25
119630	12/8/2023	Level 4 Telcom	479.60
119631	12/8/2023	LEAF	69.95
119632	12/8/2023	Marathon Garbage Service, Inc.	733.11
119633	12/8/2023	Pure Health Solutions Inc.	239.70
119634	12/8/2023	PPLSI (Payroll Deductions)	290.99
119635	12/8/2023	Publix Super Markets, Inc.	158.40
119636	12/8/2023	Society for Vector Ecology	450.00
119637	12/8/2023	Monroe County Solid Waste	31.28
119638	12/8/2023	Staples Business Credit	269.37
119639	12/8/2023	Strunk Ace Hardware	11.78
119640	12/8/2023	Sunshine Gasoline Distributors, Inc.	1,843.33
119641	12/8/2023	UniFirst Corporation	1,794.40
119642	12/8/2023	Verizon Wireless	0.64
119643	12/8/2023	Vernis & Bowling of the Florida	2,150.00
119644	12/8/2023	Waste Management of Florida Keys	406.16
119645	12/8/2023	West Marine Pro	135.81
119646	12/8/2023	Xerox Corporation	948.11
119647	12/8/2023	Low Cut Lawn Care LLC	1,000.00
119648	12/8/2023	United Way of the Florida Keys (Payroll Deductions)	13.00
119649	12/8/2023	Advance Auto Parts	507.97
119650	12/8/2023	Home Depot Credit Services	4,016.11
119651	12/14/2023	ADSS Global	1,450.00
119652	12/14/2023	Amazon Capital Services	1,224.07
119653	12/14/2023	BASIC Benefits	66.74
119654	12/14/2023	Clarke Mosquito Control Products	8,184.00
119655	12/14/2023	E.M.C Oil Corp.	100.00
119656	12/14/2023	Enterprise FM Trust	15,163.57
119657	12/14/2023	Fisher Scientific	848.87
119658	12/14/2023	Forestry Suppliers, Inc.	175.26
119659	12/14/2023	Florida Mosquito Control Association	15,000.00
119660	12/14/2023	Key West Chamber of Commerce	343.00
119661	12/14/2023	Alana Loftus (Per Diem/Travel Reimbursement 11/29-12/6/2023)	60.00
119662	12/14/2023	Sunshine Gasoline Distributors, Inc.	2,652.59
119663	12/14/2023	Vernis & Bowling of the Florida	3,057.00

LOCAL ACCOUNT CONTINUED

119664	12/15/2023	Jill Cranney-Black (Per Diem/Travel Reimbursement Mtg 12/15/2023)	84.19
119665	12/15/2023	Phillip L. Goodman (Per Diem/Travel Reimbursement Mtg 12/15/2023)	58.65
119666	12/15/2023	Brandon Pinder (Per Diem/Travel Reimbursement Mtg 12/15/2023)	86.29
119667	12/15/2023	Stanley Zuba (Per Diem/Travel Reimbursement Mtg 12/15/2023)	69.52
119668	12/22/2023	United Way of the Florida Keys (Payroll Deductions)	13.00
119669	12/22/2023	Airgas Dry Ice	482.98
119670	12/22/2023	Aflac	44.20
119671	12/22/2023	Aflac	2,548.60
119672	12/22/2023	Amazon Capital Services	1,653.76
119673	12/22/2023	Advanced Fire & Security, Inc.	2,700.00
119674	12/22/2023	Corporate Traditions	3,107.50
119675	12/22/2023	FedEx Freight	539.69
119676	12/22/2023	Florida Keys Aqueduct Authority	842.83
119677	12/22/2023	Florida Keys Electric Coop Assn Inc	4,582.45
119678	12/22/2023	HemoStat Laboratories	37.25
119679	12/22/2023	Scott P. Russell County Property Appraiser	68,768.40
119680	12/22/2023	Low Cut Lawn Care LLC	1,600.00
119681	12/22/2023	Alana Loftus (Per Diem/Travel Reimbursement 12/12-12/19/2023)	60.00
119682	12/22/2023	Sage Software, Inc	3,232.88
119683	12/22/2023	Specialty Hardware Supply, Inc.	271.67
119684	12/22/2023	Standard Insurance Co. (Life Insurance Premiums)	4,886.20
JE		Positive Pay	80.40
		Transfer - Healthcare	208,959.16
		Transfer - FL CLASS	9,600,000.00
Total Local Account Cash Disbursements			\$ 10,660,804.76

Respectfully Submitted,



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

STATE I ACCOUNT

Check No.	Payment Date	Remit To	Payment Amt.
1176	12/22/2023	FMCA	\$ 3,780.00
Total STATE I Account Cash Disbursements			\$ 3,780.00

Respectfully Submitted,



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

Item 11b

Resolution
2024-01:
Amending
Administrative
Policy Manual

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

RESOLUTION NO. 2024-01

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, AMENDING THE DISTRICT'S THE DISTRICT'S ADMINISTRATIVE POLICY MANUAL; ADOPTING REVISIONS TO CERTAIN ADMINISTRATIVE POLICIES; PROVIDING FOR SEVERABILITY; 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's Board of Commissioners (the "Board") had previously adopted policies throughout the years, either through Motions and/or Resolution, which have been compiled into an Administrative Policy Manual; and

WHEREAS, on December 16, 2022, the District adopted a restated Administrative Policy Manual; and

WHEREAS, any modifications to the Administrative Policy Manual are adopted by the District by Resolution; and

WHEREAS, revisions to the allocation of Board duties as set forth in Exhibit A and inclusion of the statutory requirement for mandatory ethics training as set forth in Exhibit B shall be implemented and adopted by the District by resolution; and

WHEREAS, the District finds and declares that the adoption of the Administrative Policy Manual, as amended, is appropriate and 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. **Amendments to Administrative Policy Manual.** The Board hereby approves and adopts the revisions to the Florida Keys Mosquito Control District Administrative Policy Personnel Manual as set forth in Exhibits "A" and "B" attached hereto. The revisions to the allocation of Board duties as set forth in Exhibit A and inclusion of the statutory requirement for mandatory ethics training as set forth in Exhibit B shall be implemented and incorporated herein by reference and adopted into the District's Administrative Policy Manual.

Section 3. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

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 16th of January 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”

Ethics and Voting Conflicts of Interest

Mandatory Ethics Training

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

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

Voting Conflicts of Interest

Section 112.3143, Florida Statutes:

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

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

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

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

Requirements to be followed when Board Member has Voting Conflict

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

Section 112.3143, Florida Statutes:

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

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

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

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

Requirements to be followed when Board Member has Voting Conflict

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

EXHIBIT “B”

Commissioner Duties and Responsibilities

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

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

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

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

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

Board Chair Qualifications

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

Chairperson’s Duties

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

due to the death, resignation or removal of the designated Chairperson, the Vice-Chairperson performs the same duties as the Chairperson.

Secretary/Treasurer Duties

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

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

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

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

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

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

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