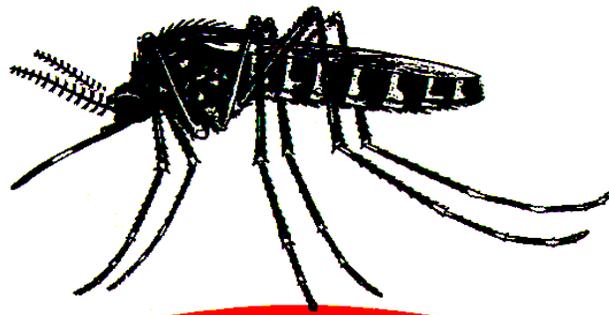


REGULAR MEETING

NOVEMBER 12, 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
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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						
SUN	MON	TUES	WED	THUR	FRI	SAT
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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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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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December-2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
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Holidays
 Meetings
 Conferences

Regular Meeting Agenda

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

November 12th, 2024 2:30 pm (approximate)

1.) Call to Order

2.) Roll Call

3.) Community Input:

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

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

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

Any person who wishes to make public comment during this meeting may be heard by the Board, through the Board Chair, on any proposition before the Board by either (1) complete and provide the supplied community input card or inform the Clerk/Executive Assistant to the Board, specifying the agenda item; or (2) when remote means for input is allowed by the Board, calling 305-292-7190 or emailing the Clerk/Executive Assistant (currently ddarias@keysmosquito.org) no later than 11:00 am on November 12th, 2024. If attending remotely, you must remain available by phone from the hours of 1:00pm to 4:00pm.

4.) Consent Agenda

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

- a.) **Minutes** of the October 8th, 2024 Regular Meeting **Pgs. 6-8**
- b.) 2024 Audit Engagement Letter **Pgs. 9-16**
- c.) 2024 Examination Engagement Letter **Pgs. 17-19**

5.) Approval of Agenda

6.) Treasurer's Report

7.) Attorney's Report

8.) Director's Report Pgs. 23-33

9.) Items for Board Discussion

a.) Commissioner Travel Plans for 2025 (Darias) Pg. 35

10.) Items for Board Review and Action:

a.) Financial Reports (Holden)

I. Budget Analysis Pgs. 37-41

II. District Finances Pg. 42

III. Cash Disbursements through October 2024 Pgs. 43-46

b.) Schedule 2025 Meeting Dates (Darias) Pg. 49

c.) Resolution 2024-28 Department of Financial Services Authorized Signatures (Holden) Pgs. 50-51

d.) Resolution 2024-29 Vernis & Bowling Contract (Goodman) Pgs. 53-59

e.) Resolution 2024-30 RFP 2024-08 H125 Pilot Refresher Course (Holden) Pgs. 61-65

f.) Resolution 2024-31 RFP 2024-09 Lobbyist (Holden) Pgs. 67-71

g.) Resolution 2024-32 Amending the Position and Pay Structure (Behrend) Pgs. 73-76

11.) Good of the Order

12.) Meeting Adjourned

Item 4

Consent Agenda

Regular Meeting Minutes

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

October 8th, 2024 12:27 pm

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on October 8th, 2024 at the FKMCD Marathon office.

Present Were: Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Brandon Pinder, Commissioner; Andrea Leal, Executive Director. Bette Brown, Secretary/Treasurer was present via telephone. Jill Cranney, Commissioner and Shauna Morris, Board attorney, were absent.

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

Invited Guests Present: None

Community Input: None

Approval of Consent Agenda: A motion was made by Chairman Goodman, seconded by Commissioner Zuba and passed unanimously to approve Commissioner Brown to participate in the Regular Meeting via telephone. *A motion was made by Commissioner Pinder, seconded by Commissioner Zuba and passed unanimously to approve the consent agenda.*

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

Treasurer's Report: Now that the budget has been approved, Commissioner Brown expressed her expectation that we will begin working on the ITN for our bank.

Attorney's Report: None

Director's Report: Middle Keys Field Inspector Steve Degnan was chosen as the Employee of the Quarter. Throughout his four years with the district, Steve has consistently maintained an incredible attitude and is always willing to assist with tasks that fall outside the scope of his position. His presence on the team is greatly appreciated. Director Leal provided an update on mosquito-borne illnesses, stating that while Miami-Dade continues to see an increase in dengue cases, we are holding consistent with the three (3) local cases we had during the summer. With Cuba as the nation of origin, the number of Oropouche travel-related cases has been rising quickly and currently stands at 86. Since there hasn't been a local incidence of dengue for three months, Director Leal anticipates that Monroe County's mosquito-borne illness alert will soon be lifted.

It has been rather quiet with adult mosquitoes, as the last aerial adulticide mission was carried out around July 4. Hurricane Helene and now Hurricane Milton have made the weather unsuitable for larviciding. In Key Largo, where the dengue virus was present, we are still administering liquid larviciding treatments weather permitting. This month, the annual Key West sweep is underway; however, because of the weather this week, we had to return the inspectors who were assisting from other sites to their respective areas. But before the celebrations start, they will concentrate on the Fantasy Zone.

On October 1, Dr. Carla Fry and her colleagues from the Florida Department of Health visited our Marathon facility for the first time to tour and look at our daily operations. We had a wonderful visit and

intend to collaborate with them again in the future. Joe Moore from US 1 Radio streamed live from our hangar this morning in preparation for our Open House in Marathon today. A few local guests, including Director Leal, and many of our employees took part in the radio show. She provided a brief update on Hurricane Milton and the present state of our storm preparations.

In September, we generated \$39,453 in interest revenue, with an average yield of 5.24%, as determined by Director of Finance Bruce Holden's review of the FLCLASS account statement and summary. We spent \$4.3 million in September on operations, insurance payments, and the helicopter cost. Right now, the account has about \$6 million in balance.

The way that Director Leal and her team handled the dengue cases that we had in Key Largo during the summer and managed to prevent the infections from spreading was commended by Chairman Goodman. Director Leal stated that we were able to control the spread with our liquid larviciding treatments via ground and air, which produced excellent results, because we have prior experience with dengue and know what works.

Items for Board Discussion:

9a.) Audit Committee Charter Annual Review – After reviewing the present Audit Committee Charter, the board determined that no changes were necessary at this time. We will begin presenting a resolution to the board in September of next year following the completion of the yearly performance review.

9b.) Invited Speaker: Catherine Pruszynski, PhD, BCE – During the summer, Catherine Pruszynski, a research biologist at FKMCD, conducted two (2) distinct studies, which were presented to the Board. The first was SIT (Sterile Insect Technique) and *Wolbachia* Males' Mating Competitiveness Against Local *Aedes aegypti*; she described the testing procedure, the findings, and the project's future intentions. The effects of ULV larvicide on *Aedes aegypti* larvae in Oxitec Release Boxes were the next topic of discussion. After one replication, there was found to be no effect of ground WDG treatments on larvae in the release boxes. These products could work well together in our integrated mosquito management strategy.

Items for Board Review and Action:

10a.) Financial Reports – Director of Finance Bruce Holden examined the FKMCD Local FY 2023-2024 YTD Cash Basis Net Income in his annual report. It increased from 1.7 million to 2.1 million for the year, which puts us \$400,000 above our projected total. This was brought on by the \$900,000 grant we were given and the postponed \$500,000 second airplane sale. A motion was made by Commissioner Brown, seconded by Commissioner Zuba, and passed unanimously, confirming the Board received the financial information from September of 2024 and the Board requests it be submitted for audit at the appropriate time.

10b.) Resolution 2024-26: Budget Amendment #1 – A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA AMENDING THE DISTRICT'S BUDGET FOR FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Zuba, seconded by Commissioner Pinder, and passed unanimously to adopt Resolution 2024-26 as written. After a roll call vote, it was unanimously accepted.

10c.) Resolution 2024-27: Budget Amendment #2 – A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA AMENDING THE DISTRICT'S BUDGET FOR FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. A motion was made by Commissioner Pinder, seconded by Commissioner Zuba, and passed unanimously to adopt Resolution 2024-27 as written. After a roll call vote, it was unanimously accepted.

Good of the Order:

Chairman Goodman talked about the upcoming Board meeting, which is scheduled for November 12th. It will include a workshop, a regular meeting, and a meeting of the audit committee.

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

Respectfully submitted,

*Andrea Leal
Executive Director*

*Board of Commissioners
Florida Keys Mosquito Control District*

Phillip L. Goodman, Chairman

Bette Brown, Secretary-Treasurer

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



October 17, 2024

Board of Commissioners
Florida Keys Mosquito Control District
503 107th Street Gulf
Marathon, Florida 33050

Attention: Bruce Holden, Director of Finance

We are pleased to confirm our understanding of the services we are to provide the Florida Keys Mosquito Control District (the “District”) for the year ended September 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the District as of and for the year then ended. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management’s Discussion and Analysis (MD&A).
2. Schedule of District’s Proportionate Share of the Net Pension Liability – FRS and HIS.
3. Schedule of District Contributions – FRS and HIS.
4. Schedule of Change in Net OPEB Liability and Related Ratios.
5. Schedule of District Contributions – OPEB.
6. Schedule of Investment Returns – OPEB.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

1. Letter of Transmittal.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

According to GAAS, significant risks include the risk of management's override of internal controls. Accordingly, we have considered this item as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document. In the event that Mauldin & Jenkins is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

As an attest client, Mauldin & Jenkins, LLC cannot retain or store documents, data, or records on behalf of the District. This is in accordance with the ET section 1.295.143 of the *AICPA Code of Professional Conduct*. The District is solely responsible for maintaining its own data and records.

In that regard, SuraLink is used solely as a method of transferring data to Mauldin & Jenkins, LLC and is not intended for the storage of the District's information. All information you will provide through SuraLink is a copy and you will maintain original documents and data as part of your records.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on a mutually agreed upon date, and to issue our reports in February 2025. Daniel R. Anderson, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$30,500 for the year ended September 30, 2024. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. A service charge of 1.5% per month (18% annually) will be added onto any balances not paid within 30 days. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Commissioners of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Florida Keys Mosquito Control District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Daniel R. Anderson, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Florida Keys Mosquito Control District.

By:  Andrea L. Leal

Title: Executive Director



October 17, 2024

Board of Commissioners
Florida Keys Mosquito Control District
503 107th Street Gulf
Marathon, Florida 33050

Attention: Bruce Holden, Director of Finance

We are pleased to confirm our understanding of the services we are to provide for the Florida Keys Mosquito Control District (the "District").

We will examine the District's compliance with Section 218.415, Florida Statutes, regarding the investment of public funds as of and for the year ending September 30, 2024. The objectives of our examination are to: (1) obtain reasonable assurance about whether the District complied with the specified requirements above; and (2) to express an opinion as to whether the District complied with the specified requirements is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Board of Commissioners of the District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

You understand that the report is intended solely for the information and use of the District and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than those specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the District complied with Section 218.415, Florida Statutes, regarding the investment of public funds is free from material misstatement. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for compliance with Section 218.415, Florida Statutes, regarding the investment of public funds; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the District is in compliance with the above noted criteria. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Daniel R. Anderson, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We expect to begin our examination on a mutually agreed upon date, and to issue our reports in February 2025. Our fees for these services are included in the District’s annual audit engagement letter. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Daniel R. Anderson, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Florida Keys Mosquito Control District.

By:  _____ Andrea L. Leal

Title: Executive Director _____

Item 6

Treasurer's Report

Item 7

Attorney's
Report

Item 8

Director's Report

November 2024 Director's Report

Employee Service Milestones (Behrend)

1. Chad Huff, Public Education and Information Officer, 5 years

State of Florida Mosquito-Borne Disease Update (as of 11/02/2024) (Coss)

1. Monroe County (2024)
 - a. Dengue: 3 local, 4 travel-related
 - b. Malaria: 1 travel-related
2. All of Florida (2024)
 - a. Dengue: 59 local (2 Broward, 4 Hillsborough, Manatee, 34 Miami-Dade, 3 Monroe, 2 Orange, 3 Palm Beach, 8 Pasco, Polk, Sarasota), 720 travel-related
 - b. Zika: 0 local, 0 travel-related
 - c. Chikungunya: 0 local, 9 travel-related
 - d. West Nile Virus: 10 human cases, 8 asymptomatic blood donors
 - e. Eastern Equine Encephalitis: 0 human cases
 - f. Oropouche Virus: 0 local, 90 travel-related
 - i. Counties reporting cases were: Broward (3), Collier, Duval, Hillsborough (12), Lee (5), Marion, Miami-Dade (53), Orange (3), Palm Beach (2), Pasco (3), Polk (4), Sarasota, and St. Lucie. **Country of origin was Cuba (90).**
 - g. Malaria: 0 local, 63 travel-related
 - h. Alachua, Bay, Broward, Citrus, Hernando, Holmes, Madison, Manatee, Martin, Nassau, Orange, Pinellas, Polk, Putnam, Sarasota, Seminole, Sumter, and Volusia counties are currently under a mosquito-borne illness advisory. Bay, Duval, Hillsborough, Marion, Miami-Dade, **Monroe**, Palm Beach, Pasco, and Walton counties are currently under a mosquito-borne illness alert.

Operations Summary (Coss)

1. Adult Mosquitoes
 - a. Salt Marsh mosquito numbers were lower than the historical average throughout the Keys in October.
 - b. No aerial adulticide missions were conducted in October.
 - c. Six (6) truck adulticide missions were conducted in October throughout the Keys, treating approximately 2,000 acres.
 - d. *Aedes aegypti* numbers did not exceed our adulticide action thresholds in October.
2. Larval Mosquitoes
 - a. Nine (9) aerial granular larvicide missions were completed in October, treating approximately 1,800 acres; this is below the historical average for October.
 - b. Four (4) aerial liquid larvicide missions were conducted in October, treating approximately 4,000 acres.
 - c. Thirty-one (31) ground liquid larvicide missions were conducted in October, treating approximately 4,500 acres throughout the Keys.
3. Service Requests received (173) were lower than the historical average for October, majority of which requesting a fog truck or inspection.
4. Dengue Response continued throughout October (liquid larvicide treatments, barrier treatments).

Community Outreach/Education (Huff)

1. Schools/Education
 - a. Key West Co-Op Truck Day: 11/15/24, 8:00am – 11:00am
2. Community Events/Outreach/Speaking Engagements
 - a. Marathon Trunk or Treat: Marathon Community Park, 10/30/24, 5:00pm – 7:00pm; “Most Creative Trunk” Award

- b. Leadership Monroe: Lower Keys Medical Center, 11/8/24
- c. Aviation Day at Marathon Airport: 11/9/24
- d. Summerland Airport Aviation Day: 11/9/24
- 3. Media/News Releases
 - a. Weekly Radio, US 1
- 4. Website Renovation underway
- 5. 75th Anniversary Update
 - a. Successful Open House Event Thanks for your participation and Support!
 - b. Now working on event checklist for future events.

Human Resources (Behrend)

- 1. Current Openings
 - a. Director of Aerial Operations: On Hold
 - b. Helicopter Pilot: Final Selection Underway
 - c. Lower Keys Field Inspector (2): Reviewing Applications
- 2. Other
 - a. No Claims Bonus, Aviation Insurance: \$40,524.40
 - b. Salary Adjustments and COLA Completed
 - c. New Service Milestone Policy to be administered December 2024
 - d. Open Enrollment Underway

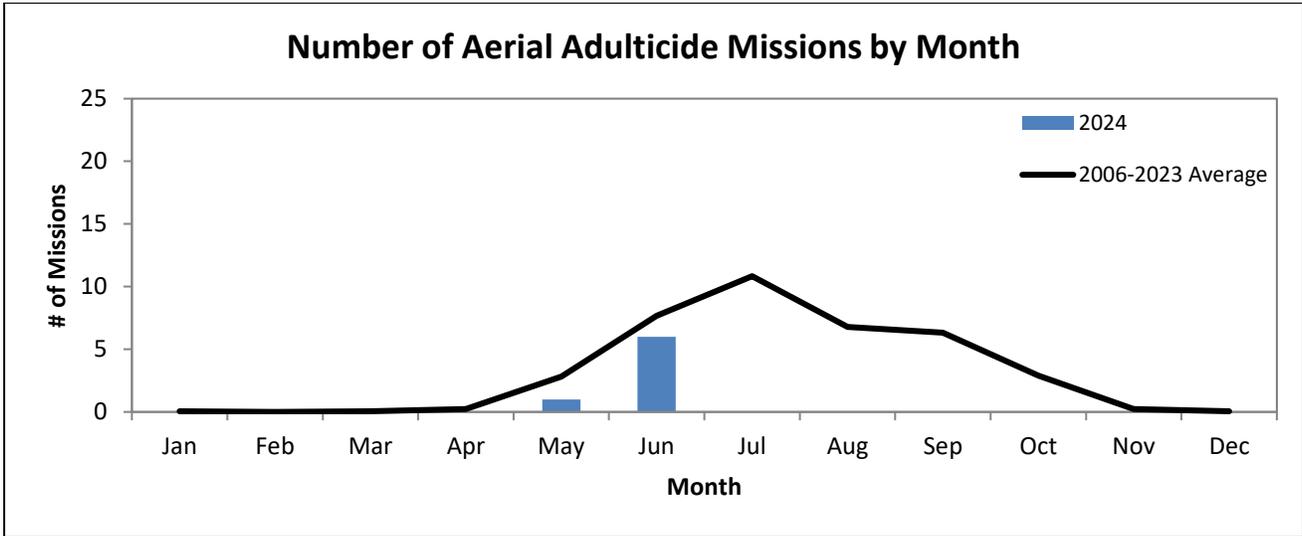
Other Items (Holden)

- 1. Travel/Training
 - a. Internal Emergency Response Plan Tabletop: 10/30/24
 - b. Open Enrollment All-Staff Meeting (Marathon, FL): 11/1/24
 - c. FMCA Annual Meeting (Orlando, FL): 11/3/24 – 11/7/24
 - Dr. Larry Hribar, Chad Huff: presenting
 - Mikki Coss: panelist for Young Professionals Meeting
 - Stephanie Faucett and Joe Herzog attending
 - d. Medical Entomology for the Public Health Practitioner and Clinician (New Orleans, LA): 11/12/24 – 11/14/24
 - Dr. Catherine Pruszynski attending
 - e. International BEACONS Meeting (New Orleans, LA): 11/16/24 – 11/19/24
 - Chad Huff, invited speaker
 - f. NAAA Conference (Fort Worth, TX): 11/19/24 – 11/21/24
 - Tom Loftus and Steve Rutherford attending
- 2. EOC Countywide Coordinating Calls: Hurricane Milton, Tropical Storm Rafael
- 3. FMCA Legislative Committee Meeting: 10/23/24
- 4. Investment Update
- 5. After Action Items/Future Board Items
 - a. ITN for Banking
 - b. Administrative Policy Manual Annual Review, December 2024
 - c. Budgetary Process Annual Review, May 2025
 - d. Audit Committee Charter Annual Review, October 2025

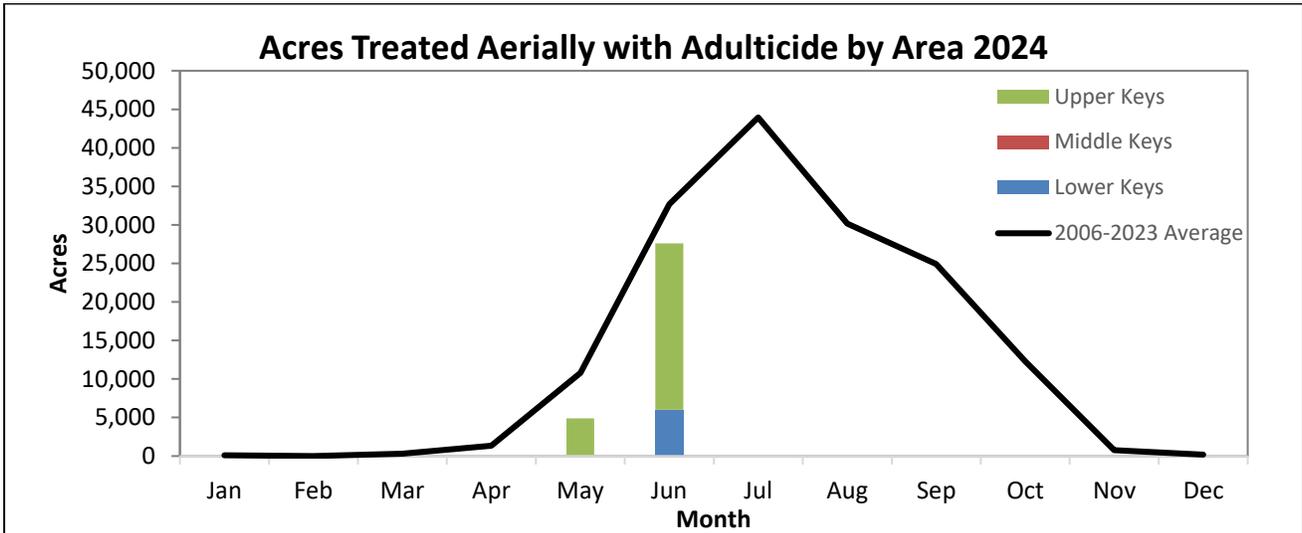
Florida Keys Mosquito Control Operations Report

(Adjusted through October 31, 2024)

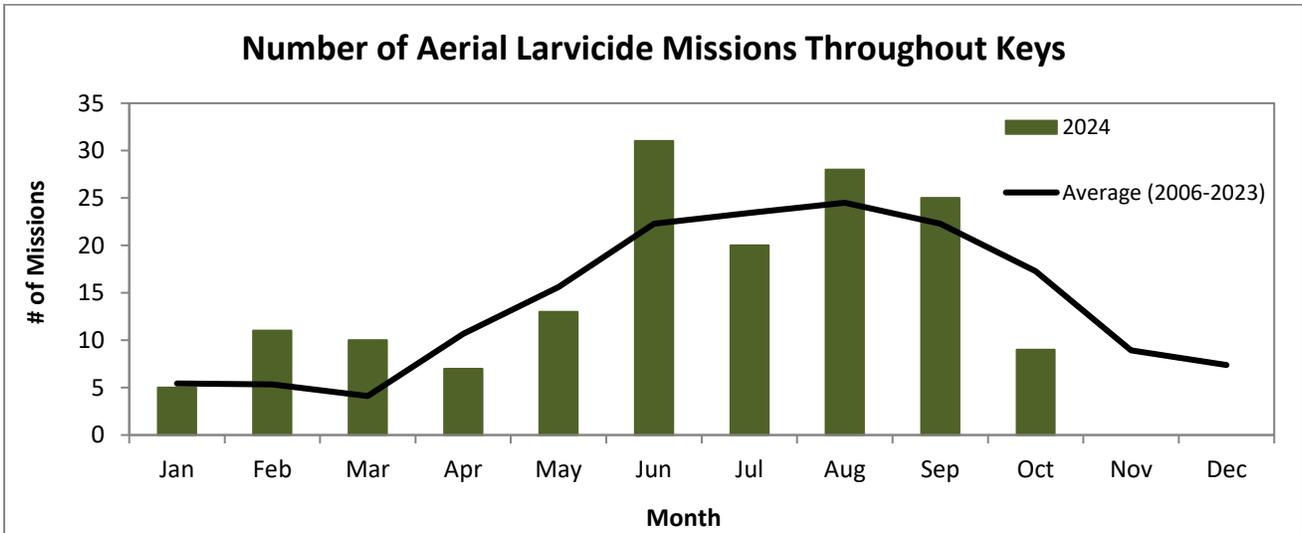
Aerial Adulticiding Missions in October 2024: 0



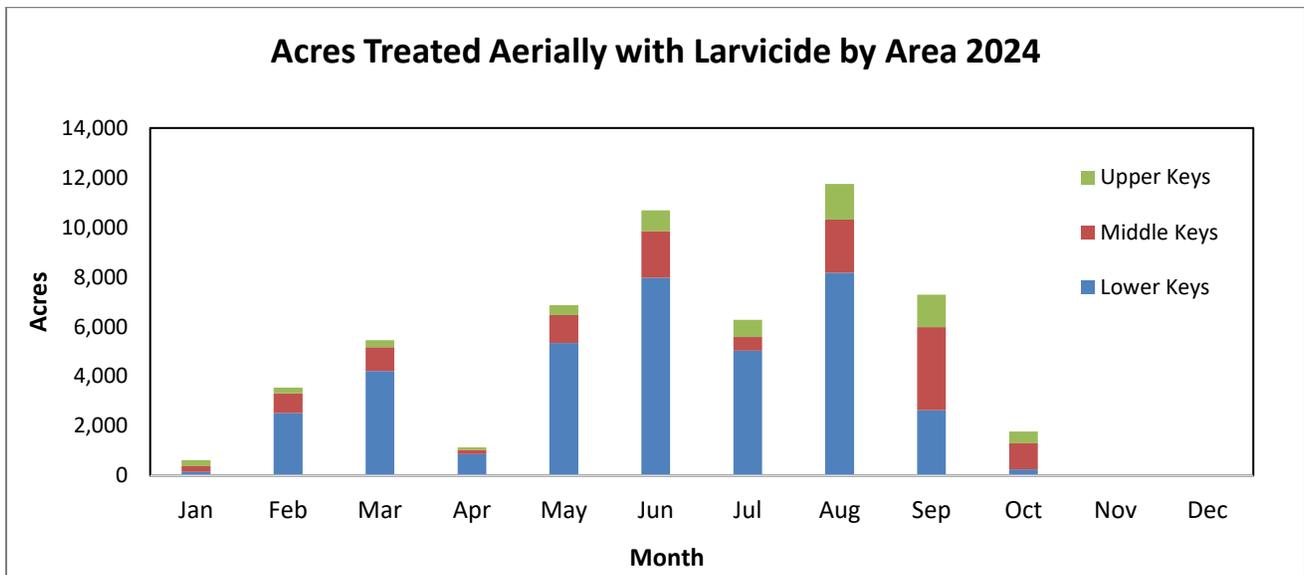
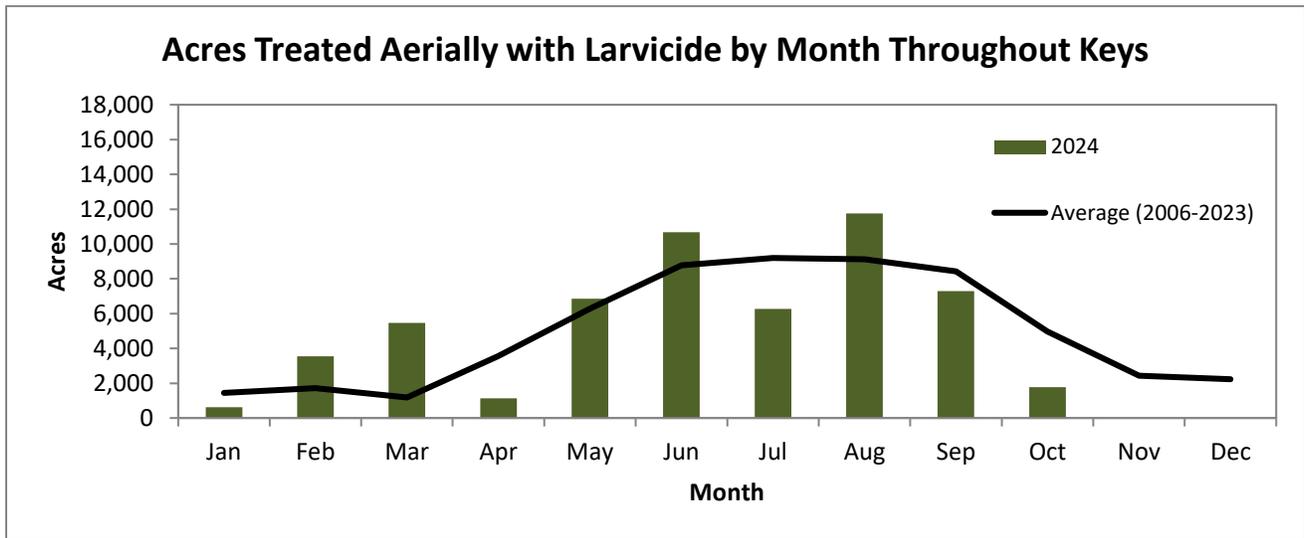
Aerial Adulticiding Acreage in October 2024: 0



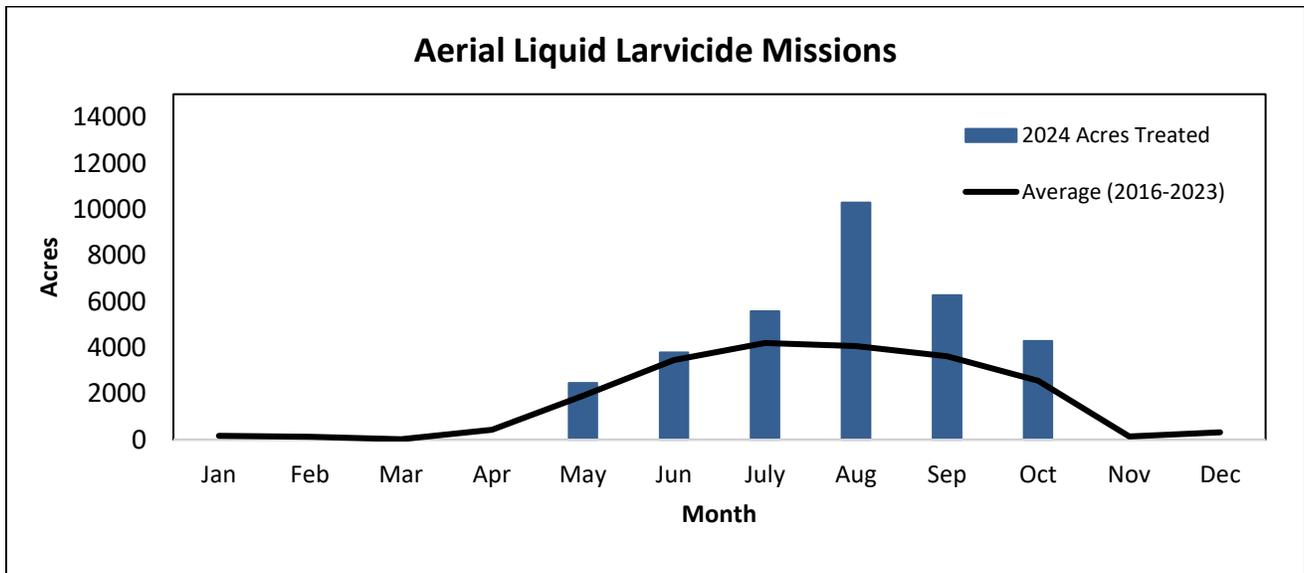
Aerial Granular Larviciding Missions in October 2024: 9



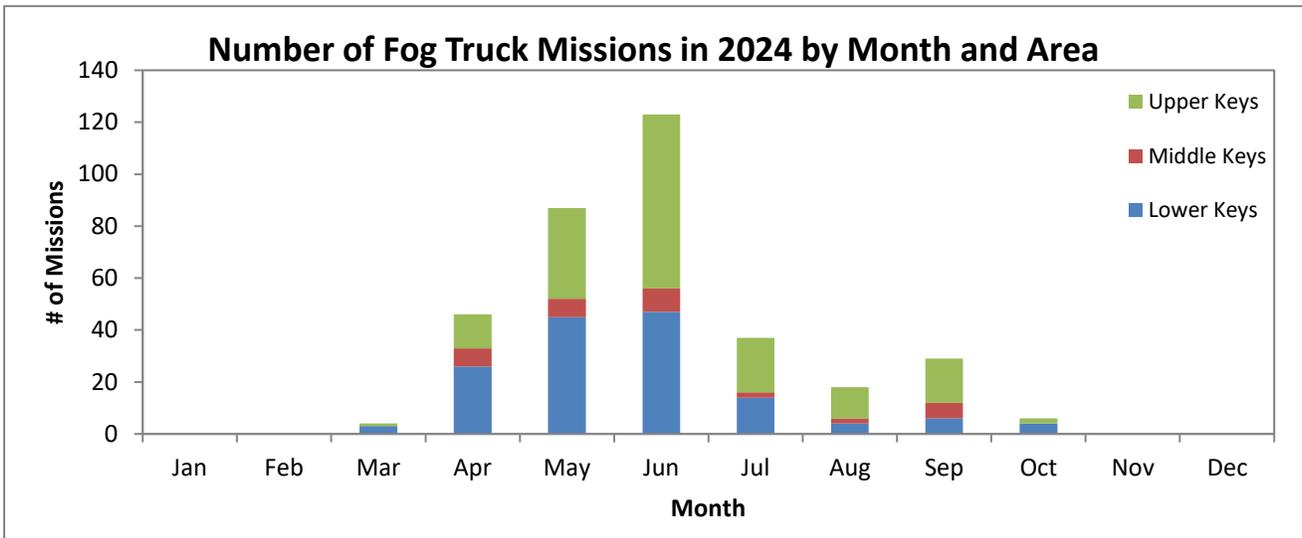
Aerial Granular Larviciding Acreage in October 2024: 1,778



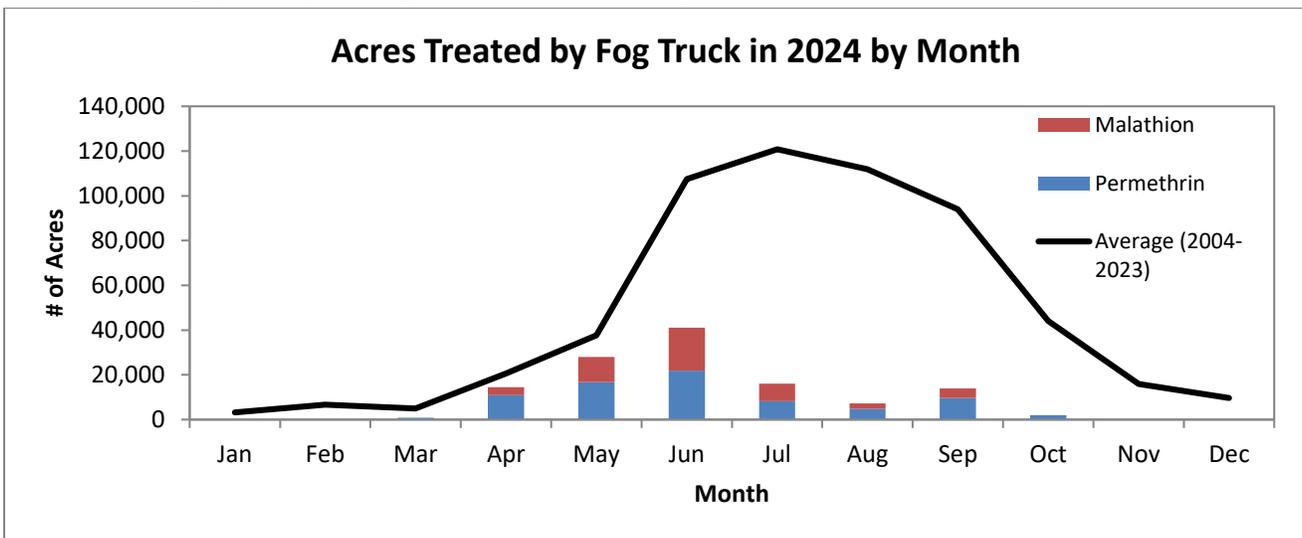
Number of Aerial Liquid Larviciding Missions in October 2024: 4



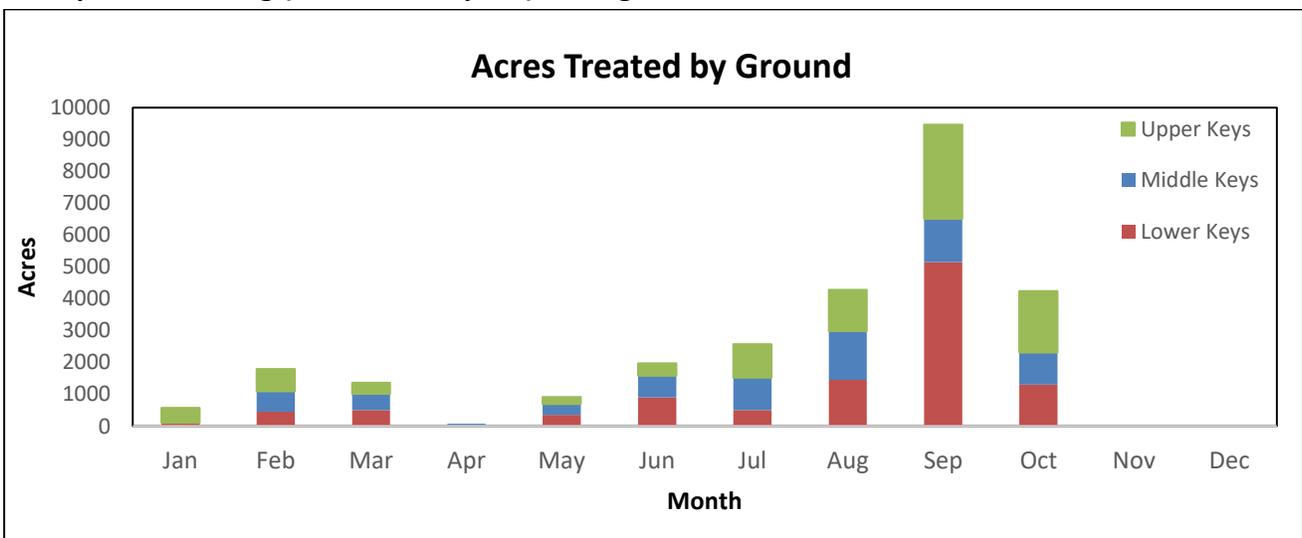
Ground Adulticiding (Trucks) Missions in October 2024: 6



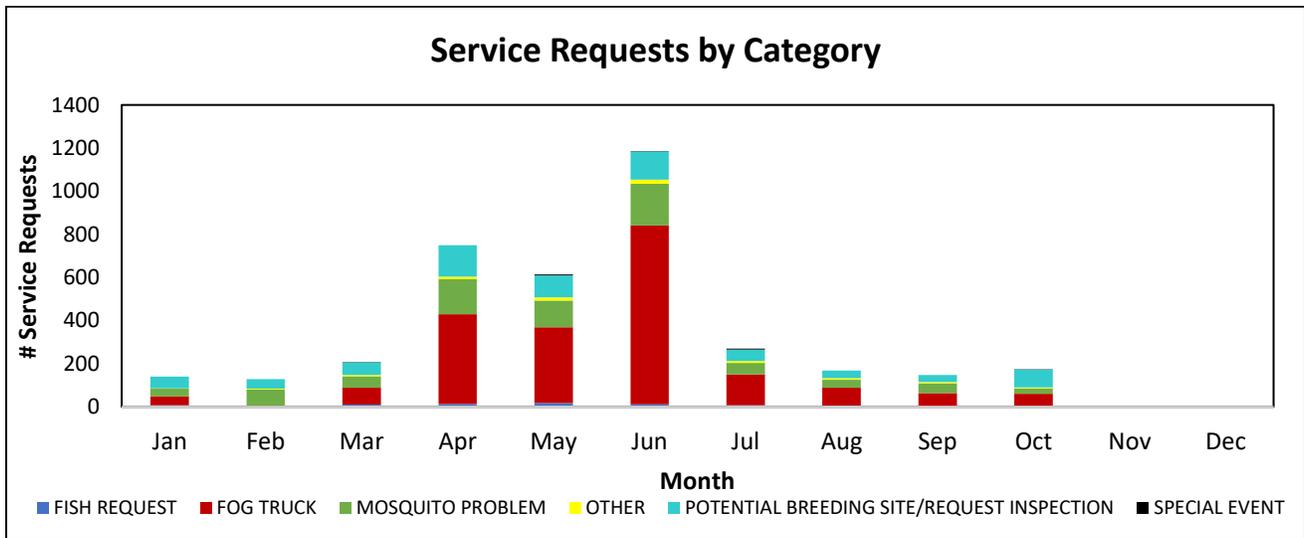
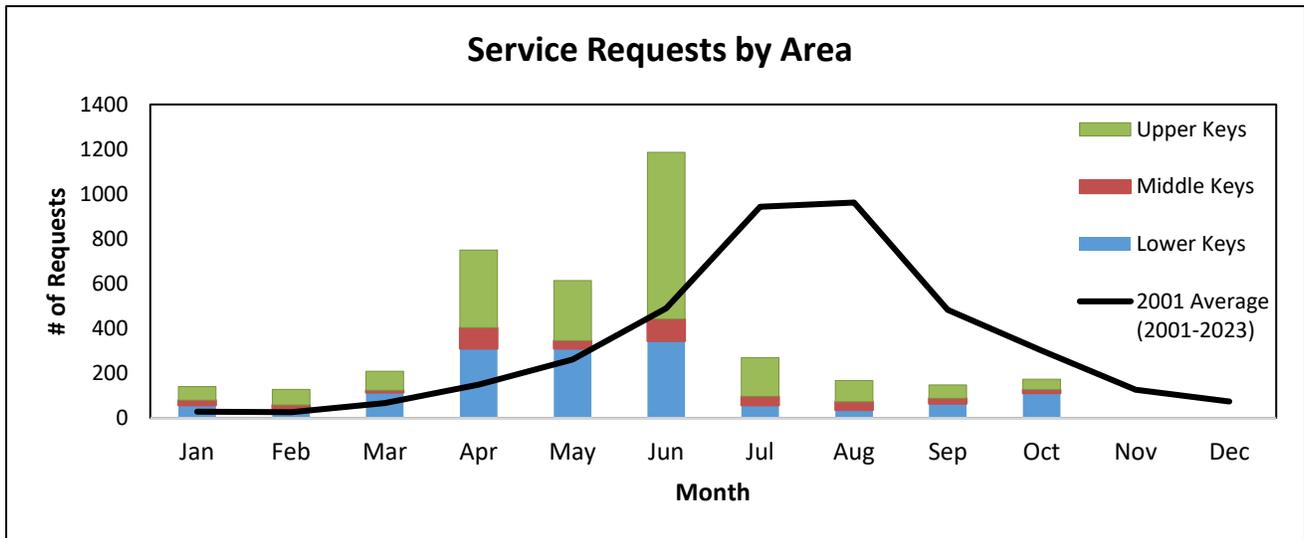
Ground Adulticiding (Trucks) Acreage in October 2024: 2,026



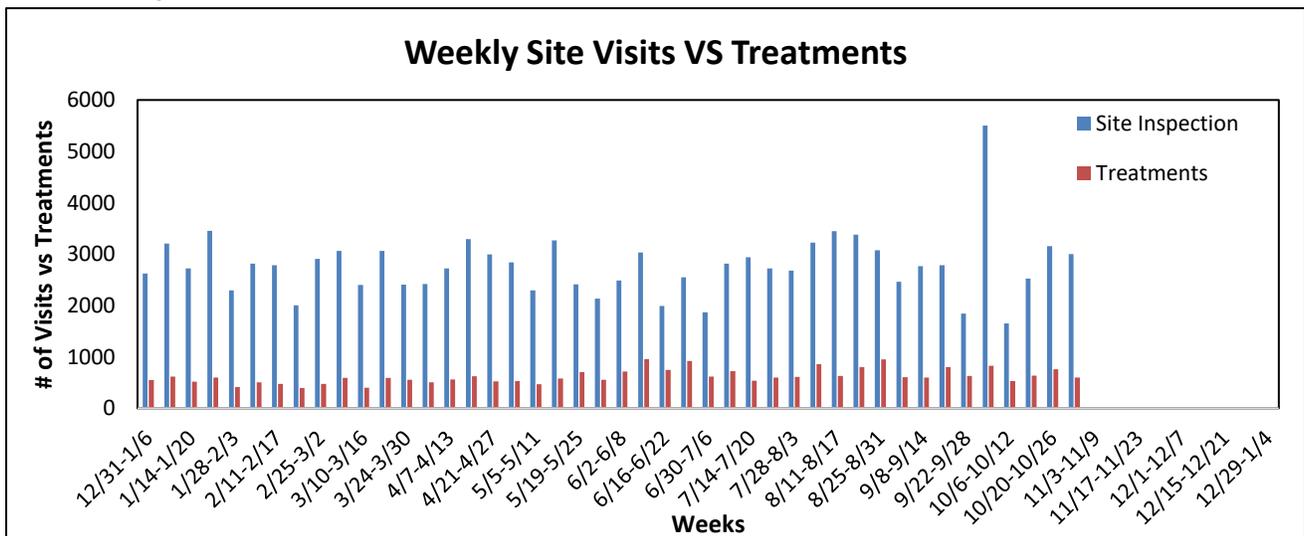
Ground Liquid Larviciding (Truck & Backpack) Acreage in October 2024: 31 Trucks



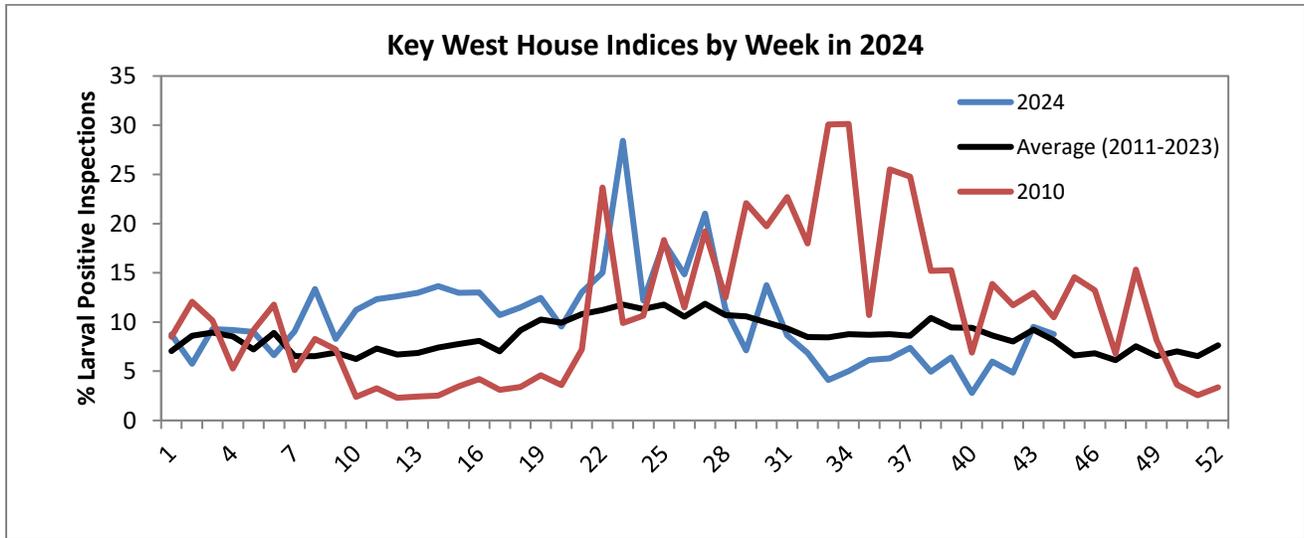
Total Service Requests for October 2024: 173



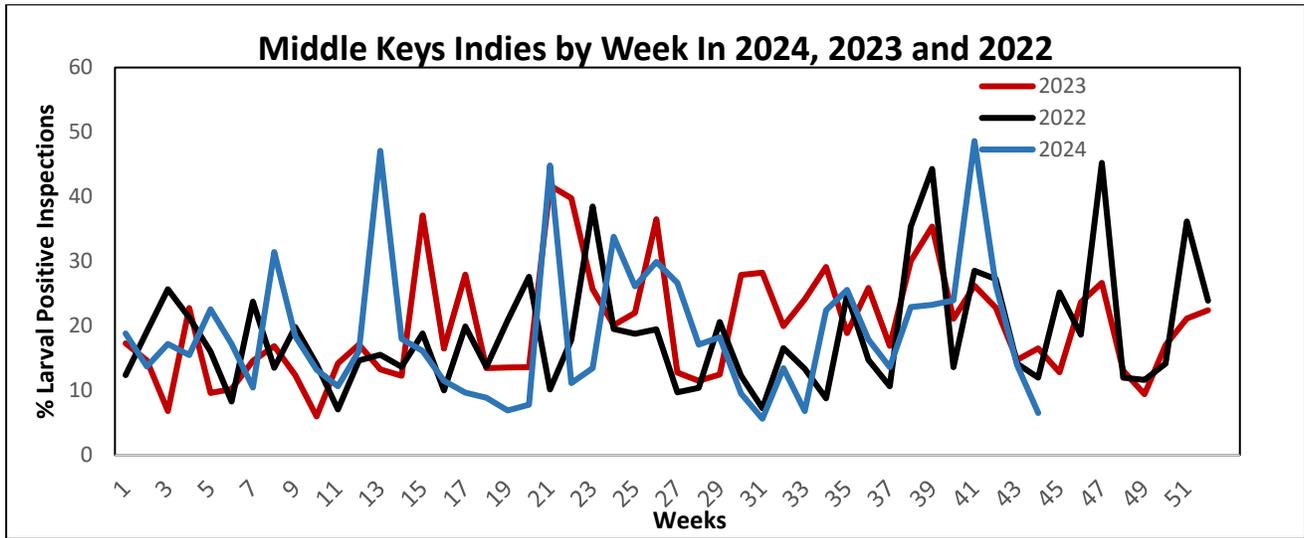
Total Service Inspections/treatments and Count Stations for October 2024



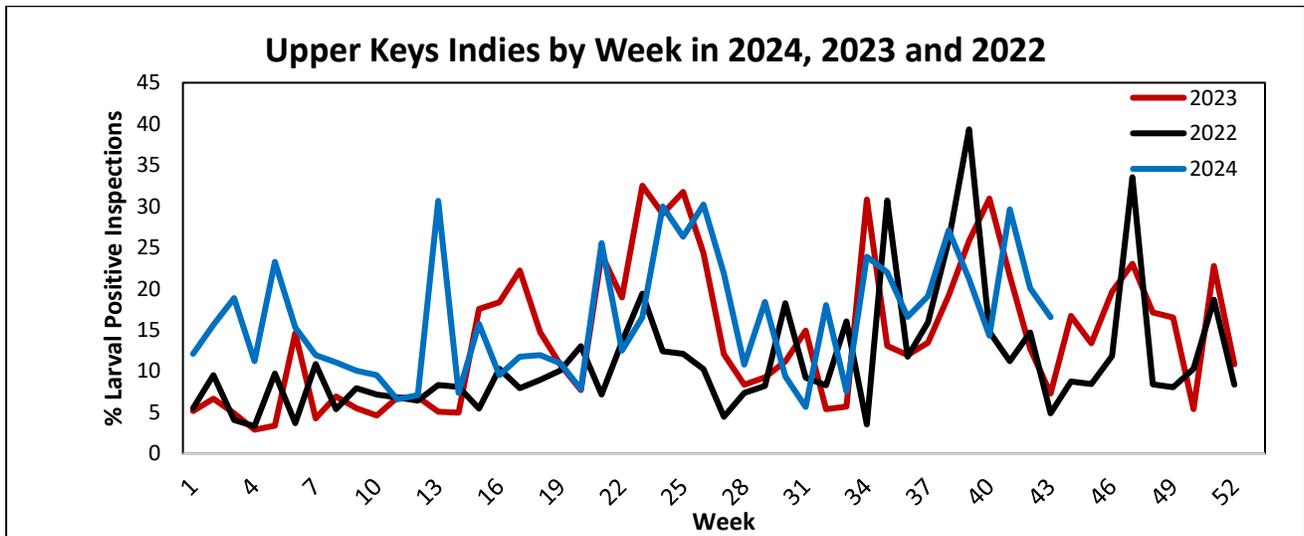
Key West *Aedes aegypti* Larval Information:



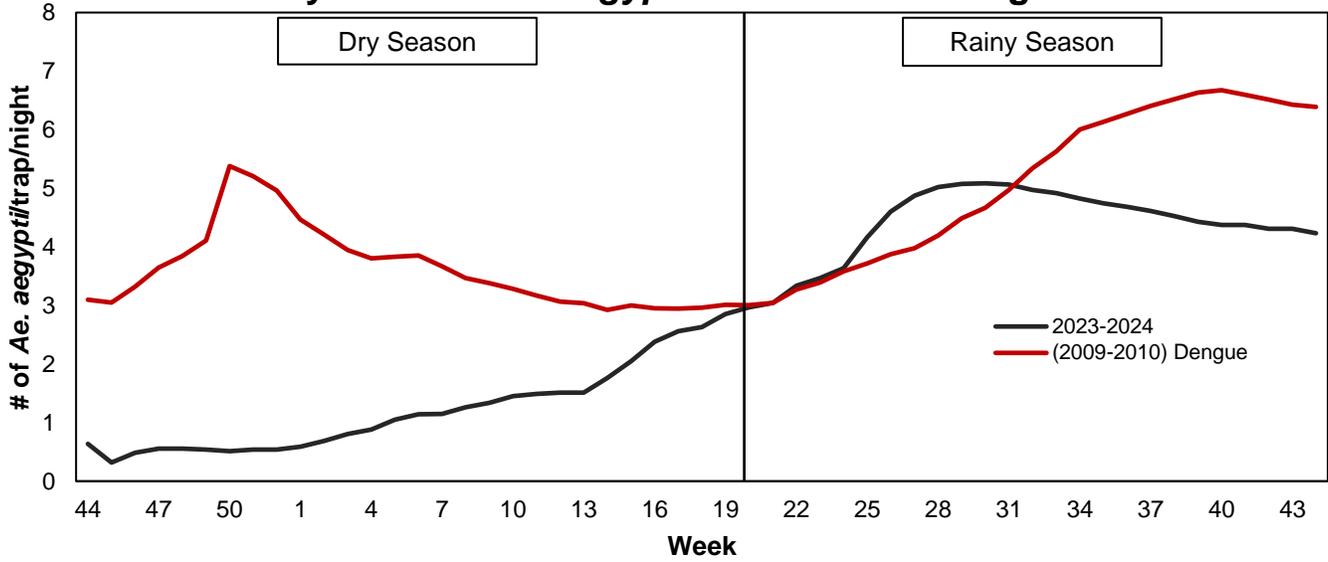
Middle Keys *Aedes aegypti* Larval Information:



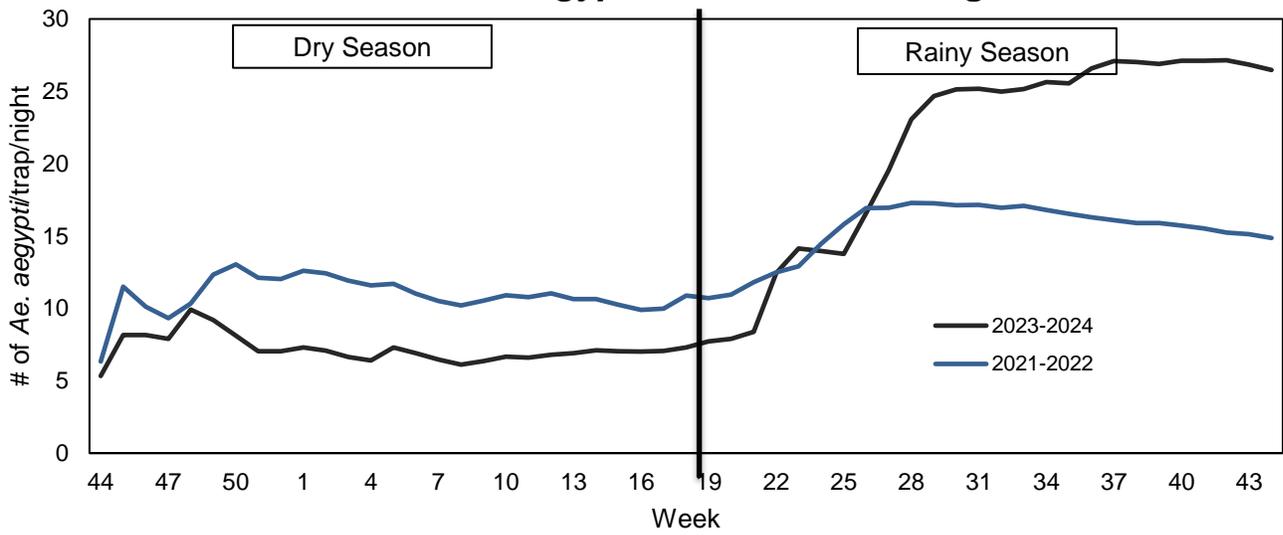
Upper Keys *Aedes aegypti* Larval Information:



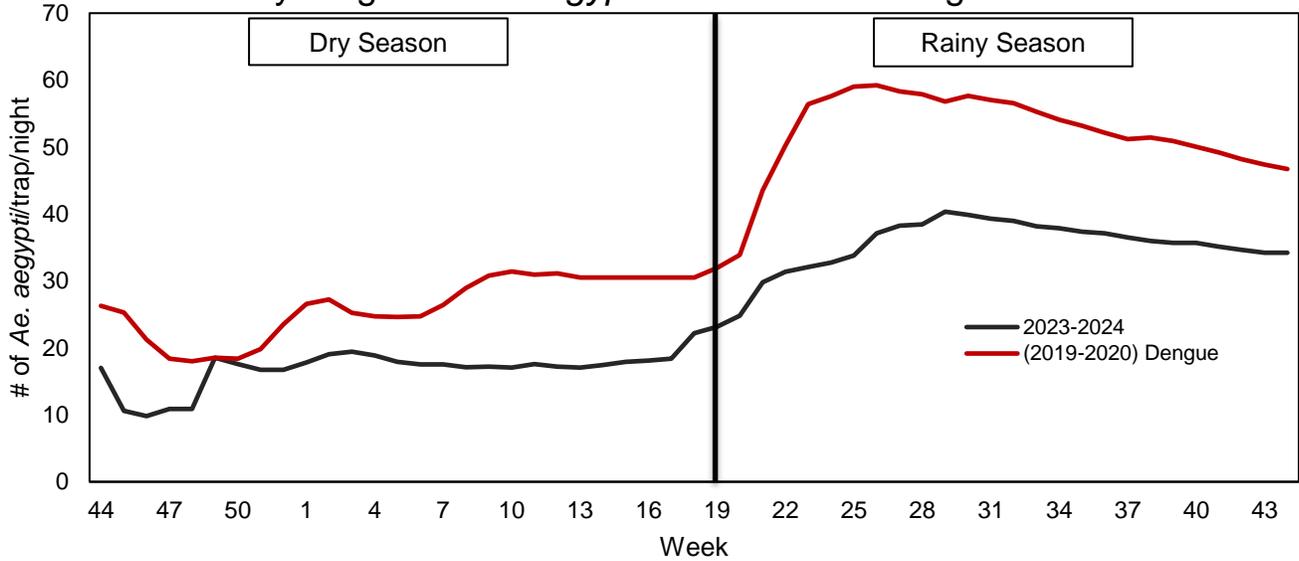
Key West *Aedes aegypti* Cumulative Average



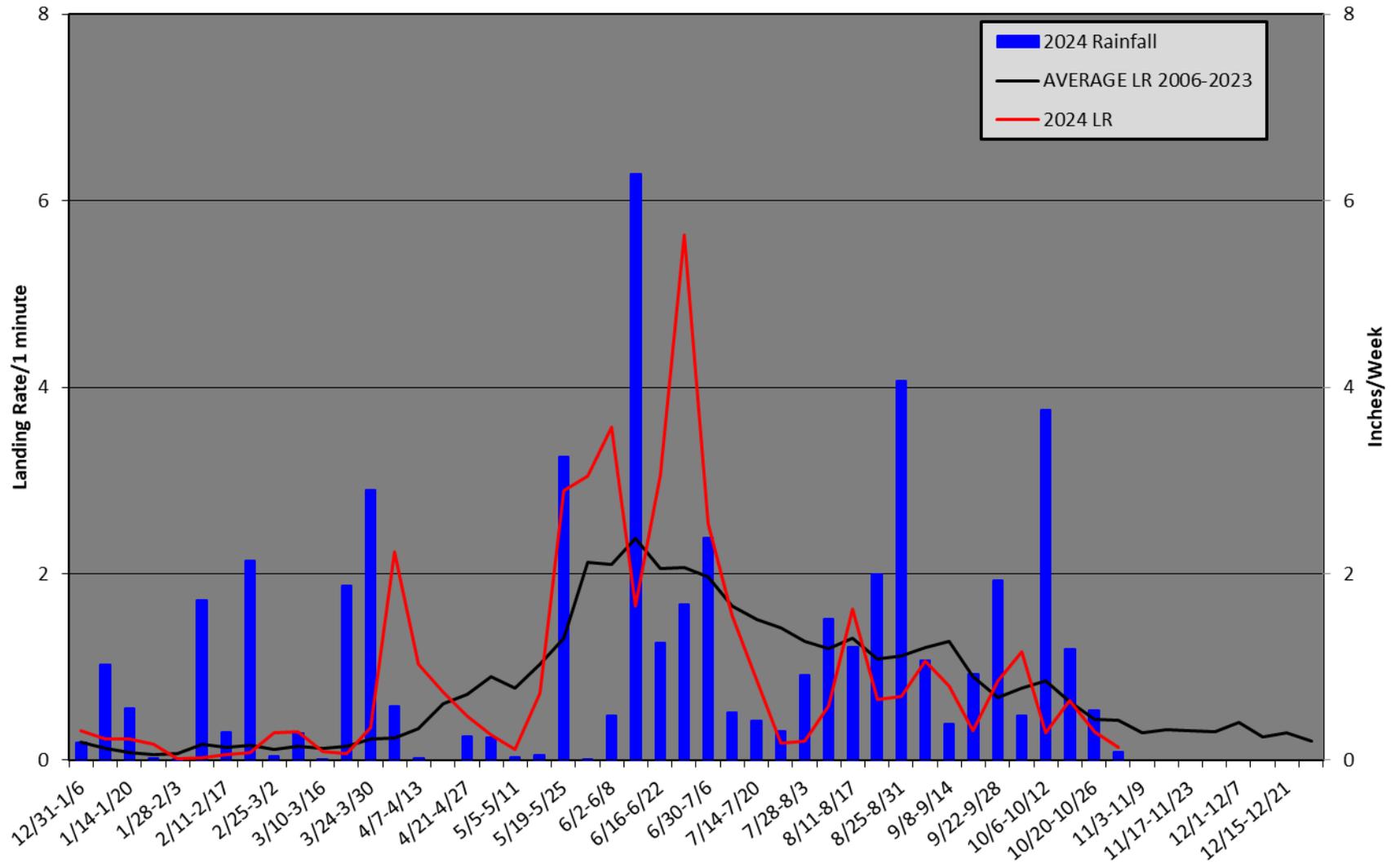
Marathon *Aedes aegypti* Cumulative Average



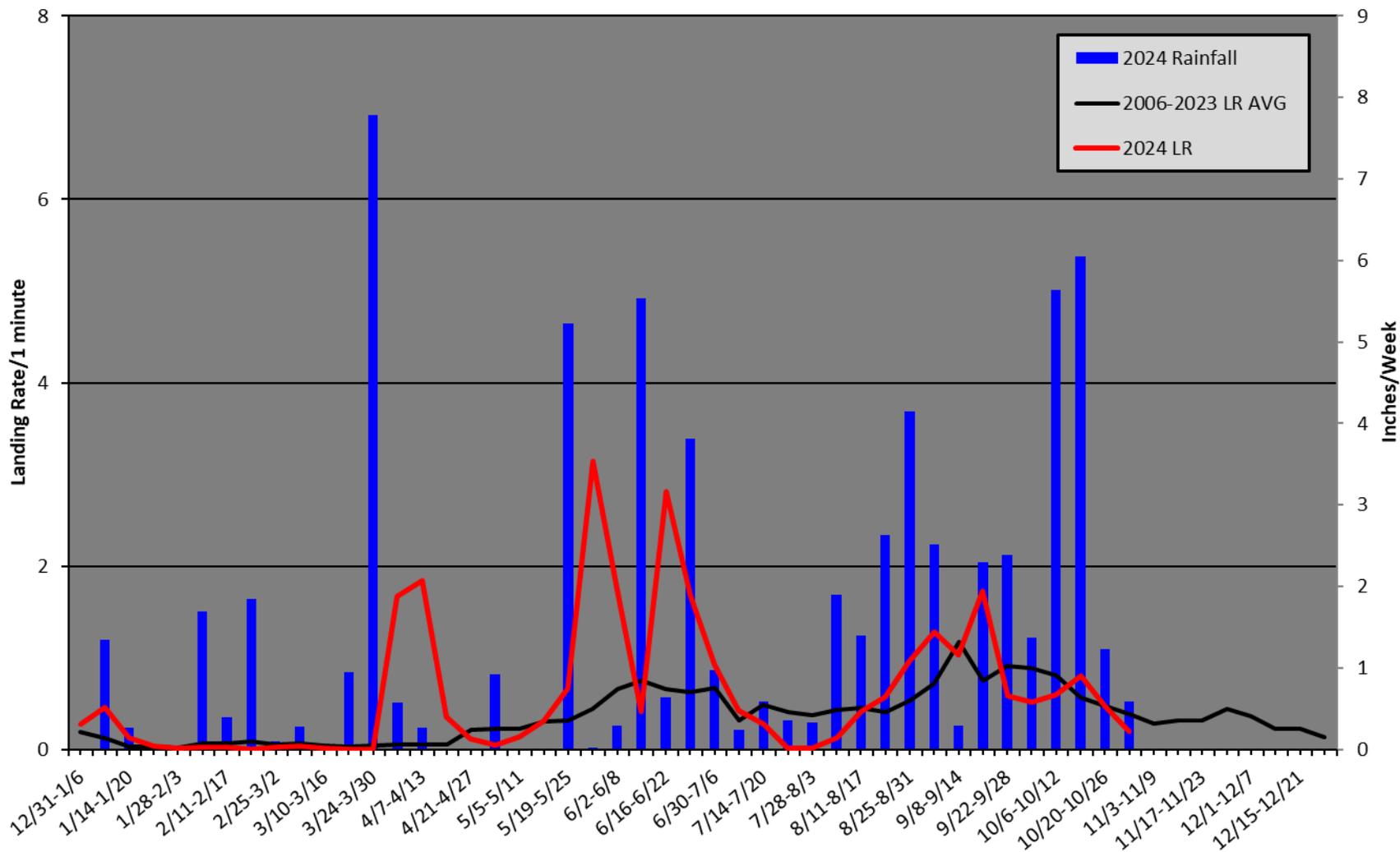
Key Largo *Aedes aegypti* Cumulative Average



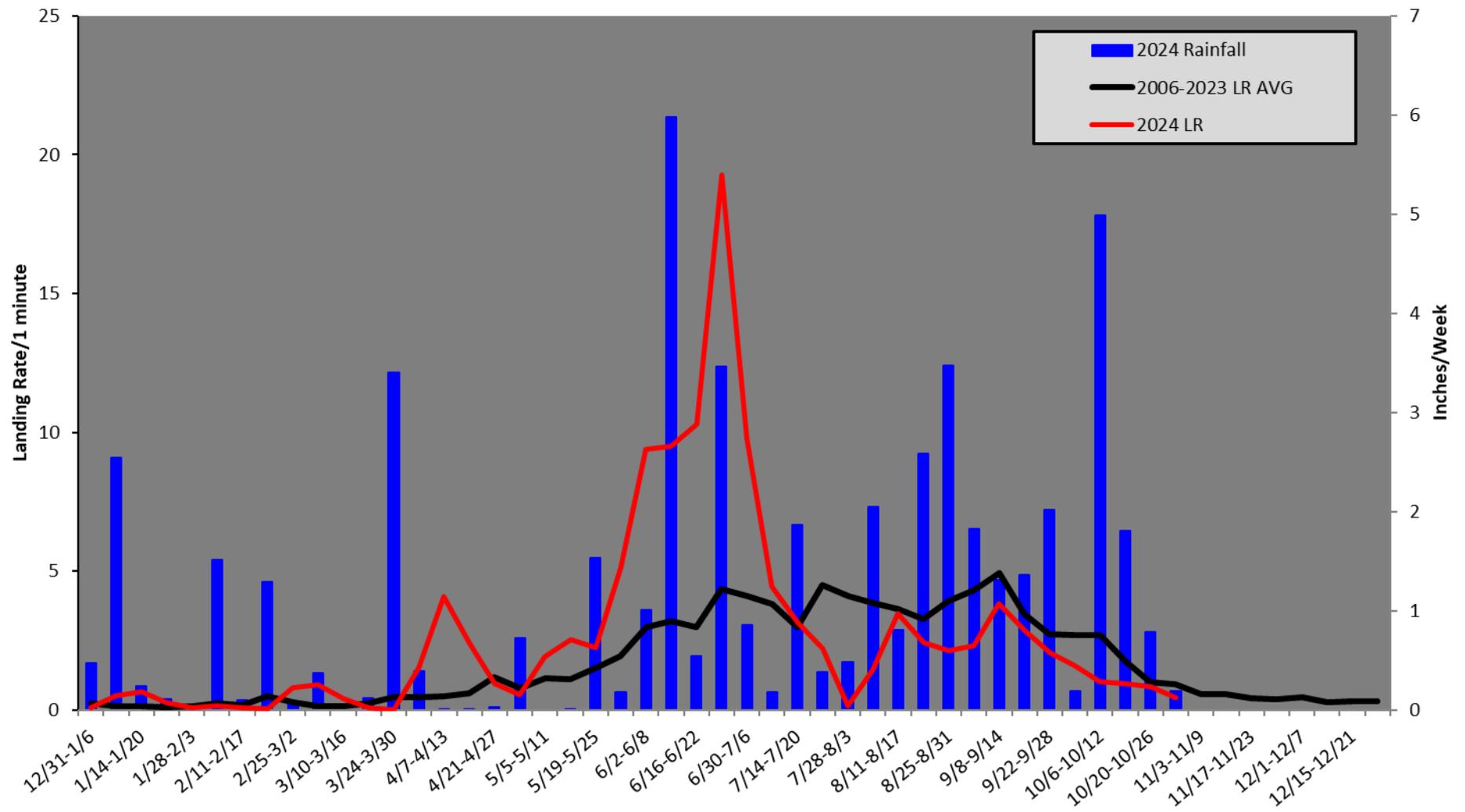
Lower Keys: Saddlebunch to Bahia Honda Average Landing Rate Counts and Rainfall



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 9a

Commissioner
Travel Plans
for 2025

January	DODD Short Courses	1/27-1/31	Gainesville, FL
March	Tallahassee Days	3/17-3/19	Tallahassee, FL
March	AMCA	3/3-3/7	San Juan, PR
April	Lee County Fly In	4/7-4/10	Lehigh Acres, FL
May	Washington Days	5/12-5/14	Washington DC
November	FMCA	11/17-11/20	Charlotte Harbor, FL

January 1, 2025	New Year's Day Observed
January 20, 2025	MLK Jr. Day
February 17, 2025	President's Day
April 18, 2025	Good Friday
May 26, 2025	Memorial Day
June 19, 2025	Juneteenth
July 4, 2025	Independence Day
September 1, 2025	Labor Day
October 13, 2025	Columbus Day/Indegionus People
November 11, 2025	Veteran's Day Observed
November 27, 2025	Thanksgiving
November 28, 2025	Thanksgiving Friday
December 24, 2025	Christmas Eve
December 25, 2025	Christmas
December 31, 2025	New Year's Eve (half day)

Item 10a

Financial Reports

Budget Analysis

District Finances

Cash

Disbursements

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

STATE FUND

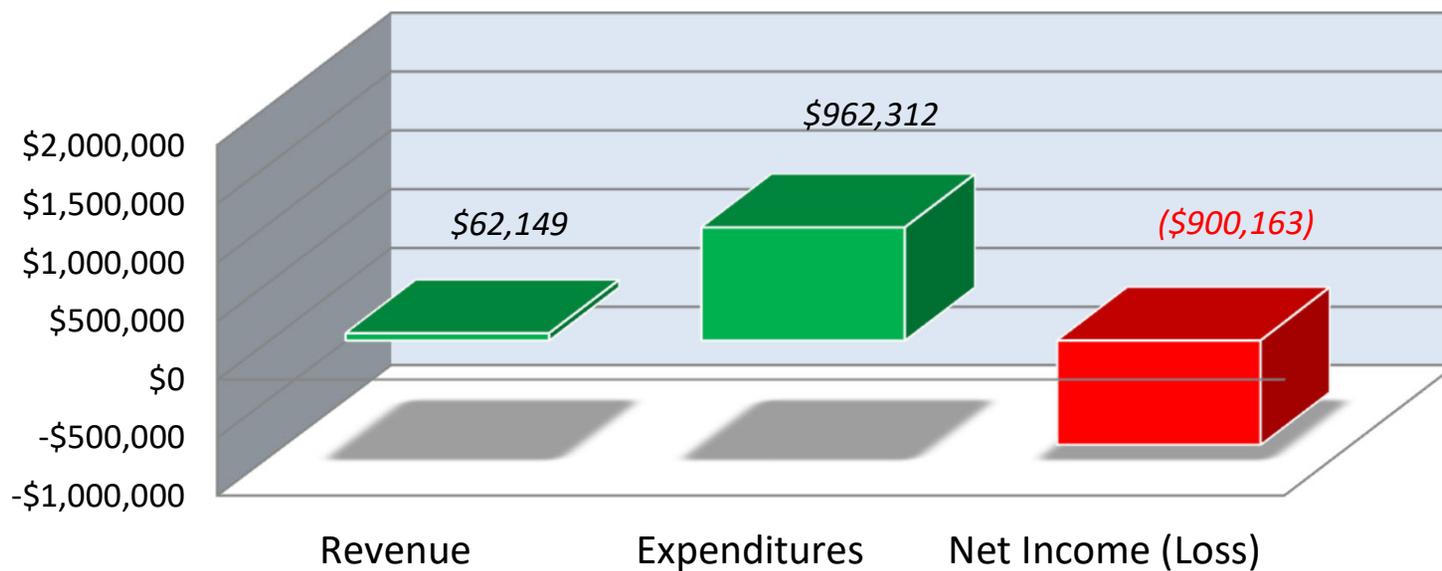
ACCT. NO	ITEM	Annual Budget	Current October Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15						0.00	0.00
20	Personal Service Benefits 21 - 25						0.00	0.00
30	Operating Expense 31 - 34						0.00	0.00
40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

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

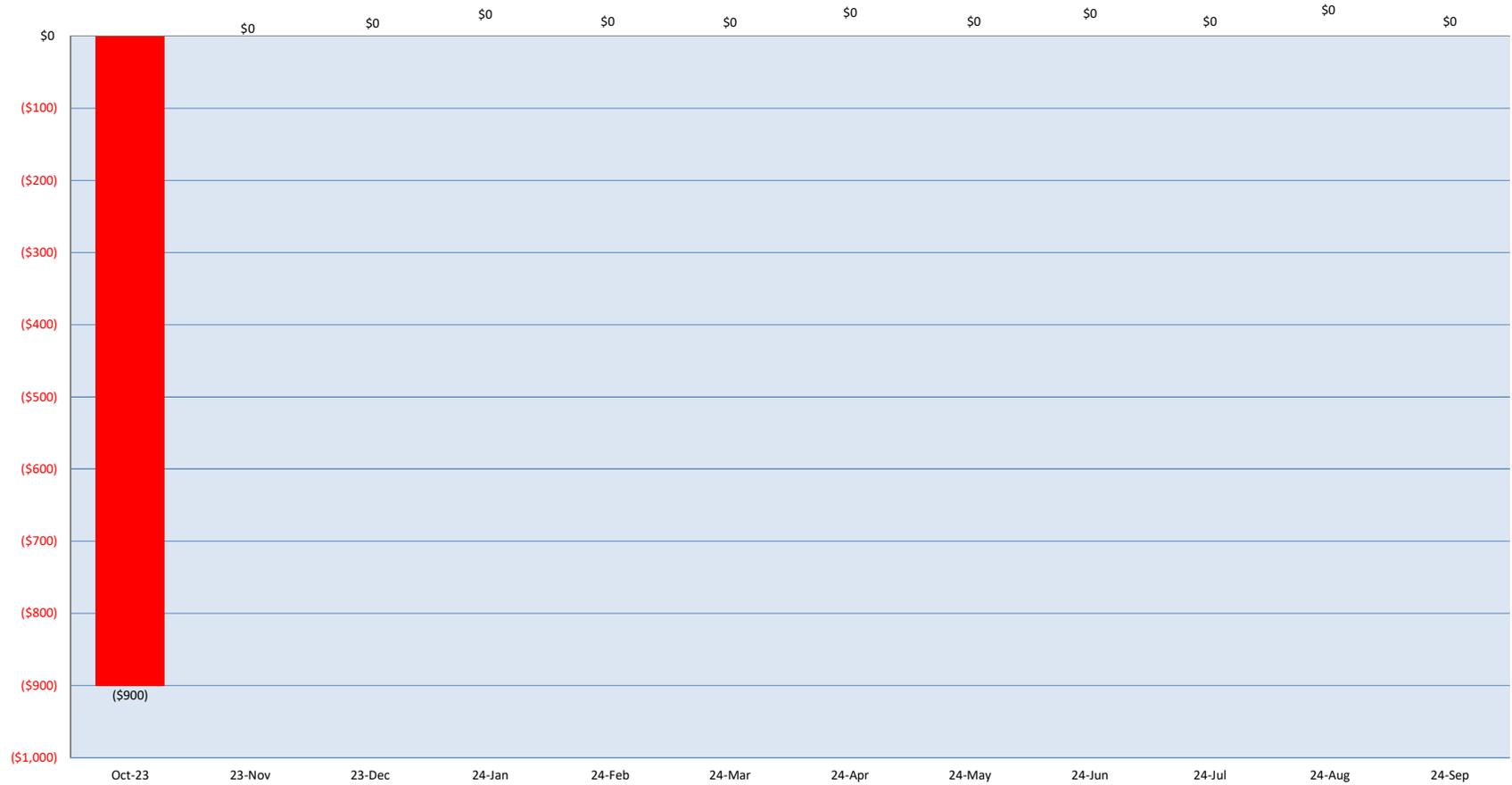
LOCAL FUND

ACCT. NO	ITEM	Annual Budget	Current October Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15	6,298,349.00	432,688.07	485,666.63	432,688.07	485,666.63	5,865,660.93	(52,978.56)
20	Personal Service Benefits 21 - 25	4,194,636.00	347,668.02	288,266.06	347,668.02	288,266.06	3,846,967.98	59,401.96
30	Operating Expense 31 - 34	1,413,544.00	42,435.38	37,181.15	42,435.38	37,181.15	1,371,108.62	5,254.23
40	Travel and Per Diem 40.1 - 40.3	149,330.00	15,859.08	3,001.22	15,859.08	3,001.22	133,470.92	12,857.86
41	Communication Services	100,100.00	8,428.53	4,876.62	8,428.53	4,876.62	91,671.47	3,551.91
42	Freight Services	22,985.00	373.65	244.07	373.65	244.07	22,611.35	129.58
43	Utility Services	144,100.00	9,966.31	7,581.02	9,966.31	7,581.02	134,133.69	2,385.29
44	Rentals and Leases	977,879.00	23,242.83	16,425.25	23,242.83	16,425.25	954,636.17	6,817.58
45	Insurance	1,264,922.00	(40,524.40)		(40,524.40)	0.00	1,305,446.40	(40,524.40)
46	Repair and Maintenance Service 46.1 - 46.6	1,211,726.00	43,750.27	48,034.42	43,750.27	48,034.42	1,167,975.73	(4,284.15)
47	Printing/Binding	11,310.00	1,831.35		1,831.35	0.00	9,478.65	1,831.35
48	Promotional Activities	35,400.00	5,218.17	2,022.00	5,218.17	2,022.00	30,181.83	3,196.17
49	Other Current Charges and Obligations	15,125.00	1,039.20	398.50	1,039.20	398.50	14,085.80	640.70
51	Office Supplies/Materials	71,700.00	4,220.14	1,150.00	4,220.14	1,150.00	67,479.86	3,070.14
52.1	Gas/Oil/Lube	284,175.00	11,547.42	14,739.28	11,547.42	14,739.28	272,627.58	(3,191.86)
52.2	Chemical/Solvents/Additives	1,903,472.00	45,361.00	42,336.00	45,361.00	42,336.00	1,858,111.00	3,025.00
52.3	Clothing and Wearing Apparel	47,450.00	1,243.89	2,415.37	1,243.89	2,415.37	46,206.11	(1,171.48)
52.4	Miscellaneous Supplies and Incidental	207,134.00	5,138.59	3,394.10	5,138.59	3,394.10	201,995.41	1,744.49
52.5	Tools and Small Implements	20,600.00	279.73	5,326.47	279.73	5,326.47	20,320.27	(5,046.74)
54	Books, Publications, Subscriptions, Memberships	99,200.00	2,545.00	606.95	2,545.00	606.95	96,655.00	1,938.05
55	Training	118,550.00			0.00	0.00	118,550.00	0.00
60	Capital Outlay 61 - 65	1,271,400.00		1,500.00	0.00	1,500.00	1,271,400.00	(1,500.00)
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	2,659,073.00					2,659,073.00	
99	Payment of Prior Year Accounts							
0.001	Reserves - Future Capital Outlay	4,089,221.69					4,089,221.69	
0.003	Reserves - Cash Bal to Carry Forward	700,000.00					700,000.00	
0.004	Reserves - Sick and Annual Leave	250,000.00					250,000.00	
	TOTAL:	27,561,381.69	962,312.23	965,165.11	962,312.23	965,165.11	26,599,069.46	(2,852.88)

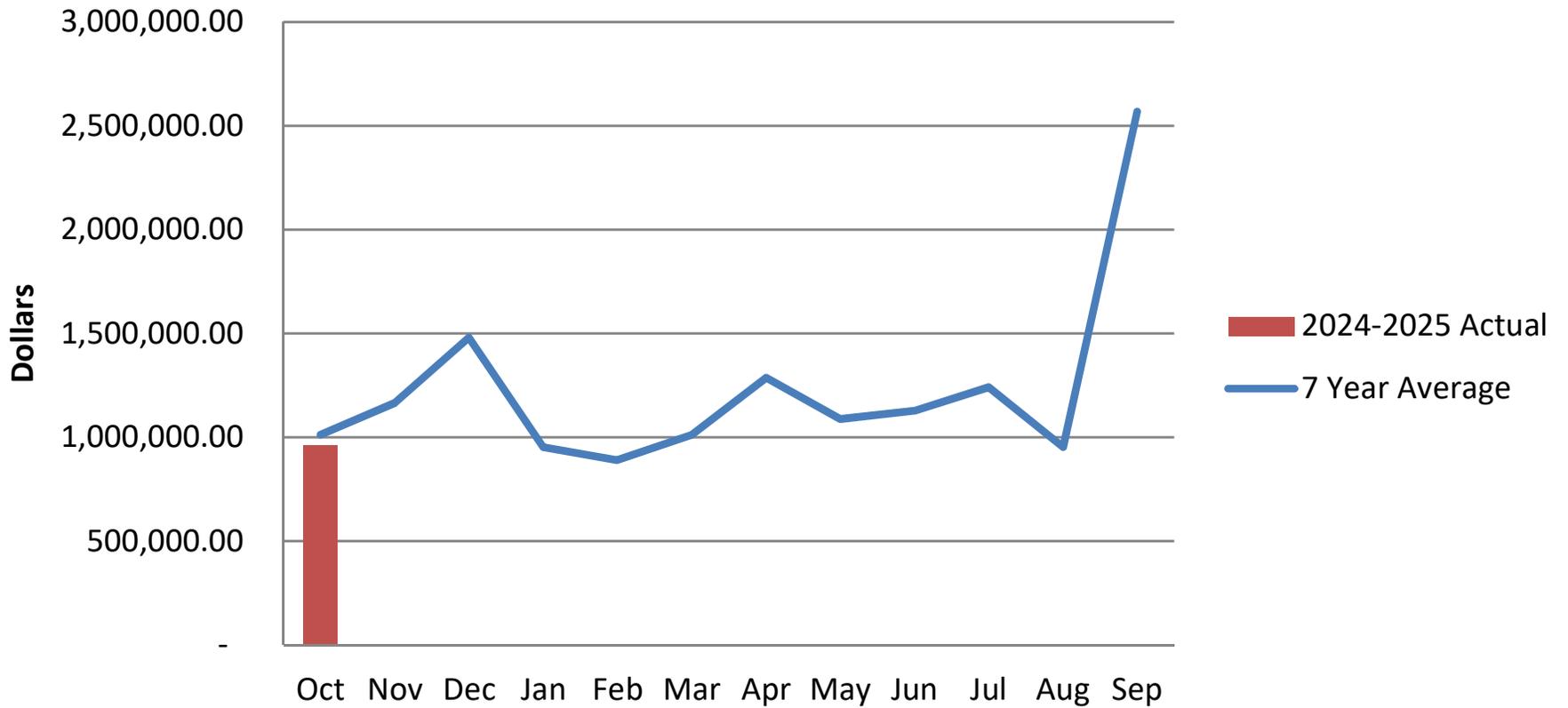
FKMCD Local FY 2024-2025 YTD Cash Basis Net Income (Loss) through October 2024



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



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



LOCAL ACCOUNT FUNDS

CHECKING - OPERATING

Checking Account balance on October 31, 2024:	\$	249,572.25	
Plus November 2024 deposits to date:		0.00	
Total Operating Checking Account funds available:		<u>249,572.25</u>	\$ 249,572.25
Less funds transferred from Operating to Payroll:			
Less funds transferred from Operating to Health:			
Less funds transferred from Operating to State:		0.00	
Less November 2024 expenditures to date:		<u>(1,507.70)</u>	
Total Operating Checking Account funds expended/transferred to date:			<u>(1,507.70)</u>
Balance in Local Checking Account at present:			\$ <u><u>248,064.55</u></u>

CHECKING - FL CLASS

Checking Account balance on October 31, 2024:	\$	6,115,745.26	
Less funds transferred to Operating Checking from FL Class Cash:		<u>-</u>	
Total FL Class Cash Account funds available:		<u>6,115,745.26</u>	\$ 6,115,745.26
Total Net FL Class Cash expenditures to date:			<u>0.00</u>
Balance in FL Class Cash Account at present:			\$ <u><u>6,115,745.26</u></u>

CHECKING - PAYROLL

Checking Account balance on October 31, 2024:	\$	<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 October 31, 2024:	\$	101.72	
Plus funds transferred from Operating Checking to Health Checking:		<u>0.00</u>	
Total Health Checking Account funds available:		<u>101.72</u>	\$ 101.72
Total Net Health Checking expenditures to date:			<u>0.00</u>
Balance in Local Health Checking Account at present:			\$ <u><u>101.72</u></u>

Plus FSA Account			<u><u>34,069.96</u></u>
Total Local Funds:			\$ <u><u>6,397,982.10</u></u>

STATE I ACCOUNT FUNDS

CHECKING - OPERATING

October 31, 2024:	\$	<u>538,214.27</u>	
Plus November 2024 deposits to date:		0.00	
Plus funds transferred from Operating Checking to State:		<u>0.00</u>	
Total Checking Account funds available:		<u>538,214.27</u>	\$ 538,214.27
Less funds transferred to Operating Checking:			
Less November 2024 expenditures to date:		<u>0.00</u>	
Total State I Checking Account funds expended/transferred to date:			<u>0.00</u>
Balance in State I Checking Account at present:			\$ <u><u>538,214.27</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 October 1, 2024 to October 31, 2024:

Check No.	Payment Date	Remit To	Payment Amt.
ACH	10/2/2024	Centennial Bank (Payroll)	1,292.90
ACH	10/2/2024	EFTPS	214.20
ACH	10/7/2024	Centennial Bank	100.00
ACH	10/9/2024	EFTPS	16.56
ACH	10/11/2024	Centennial Bank (Payroll)	146,220.68
ACH	10/11/2024	EFTPS	52,979.47
ACH	10/11/2024	Empower Retirement	4,696.20
ACH	10/11/2024	Empower Retirement	2,558.00
ACH	10/15/2024	Florida State Disbursement Unit	411.78
ACH	10/15/2024	Florida State Disbursement Unit	278.42
ACH	10/15/2024	Florida State Disbursement Unit	209.19
ACH	10/18/2024	Centennial Bank	1,542.25
ACH	10/18/2024	EFTPS	255.50
ACH	10/20/2024	CIGNA Healthcare	67,301.99
ACH	10/25/2024	Centennial Bank (Payroll)	152,565.48
ACH	10/25/2024	EFTPS	55,443.58
ACH	10/25/2024	Florida State Disbursement Unit	411.78
ACH	10/25/2024	Florida State Disbursement Unit	278.42
ACH	10/25/2024	Florida State Disbursement Unit	209.19
ACH	10/25/2024	Empower Retirement	4,871.20
ACH	10/25/2024	Empower Retirement	2,558.00
ACH	10/25/2024	Wex Bank	193.20
ACH	10/25/2024	Centennial Bank	659.06
ACH	10/25/2024	Centennial Bank	659.06
ACH	10/25/2024	Centennial Bank	5,796.04
ACH	10/25/2024	Centennial Bank	329.53
ACH	10/31/2024	Centennial Bank (Payroll)	4,980.20
ACH	10/31/2024	EFTPS	1,468.75
ACH	10/31/2024	Florida Division of Retirement	78,543.37
ACH	10/15/2024	Cigna Dental (Policy Premiums)	9,523.65
120981	10/4/2024	AutoZone, Inc.	63.99
120982	10/4/2024	Barrett & Company	1,926.70
120983	10/4/2024	Michael Burton, D.O.	50.00
120984	10/4/2024	Campbell Oil Co Inc.	5,371.10
120985	10/4/2024	Keys Energy Services	1,098.73
120986	10/4/2024	DSLX.NET	3,275.00
120987	10/4/2024	Florida Keys Lift Truck	1,879.10
120988	10/4/2024	Lawrence J. Hribar, PhD (Reimbursement for District Postage Expense)	8.70
120989	10/4/2024	The Key West Weekly	750.00
120990	10/4/2024	LEAF	69.95
120991	10/4/2024	Level 4 Telcom	479.60
120992	10/4/2024	Magnum Broadcasting, Inc.	504.00
120993	10/4/2024	Marie's Cleaning	1,000.00
120994	10/4/2024	NEOGOVS	7,784.54
120995	10/4/2024	Protection Plus	453.00

LOCAL ACCOUNT CONTINUED

120996	10/4/2024	Sandra Lee Photography Studio	1,000.00
120997	10/4/2024	Safran Helicopter Engines USA, Inc.	13,324.99
120998	10/4/2024	UniFirst Corporation	1,642.14
120999	10/4/2024	Verizon Wireless	1.44
121000	10/4/2024	Verizon Wireless	4,530.17
121001	10/4/2024	Xerox Corporation	948.11
121002	10/4/2024	Genset Services, Inc	116.00
121003	10/8/2024	Bette Brown (Per Diem/Travel Reimbursement Mtg 9/3/2024)	73.60
121004	10/8/2024	Bette Brown (Per Diem/Travel Reimbursement Mtg 10/8/2024)	73.60
121005	10/8/2024	Jill Cranney-Black (Per Diem/Travel Reimbursement Mtg 10/8/2024)	85.66
121006	10/8/2024	Phillip L. Goodman (Per Diem/Travel Reimbursement Mtg 10/8/2024)	59.53
121007	10/8/2024	Brandon Pinder (Per Diem/Travel Reimbursement Mtg 10/8/2024)	87.80
121008	10/8/2024	Stanley Zuba (Per Diem/Travel Reimbursement Mtg 10/8/2024)	70.65
121009	10/11/2024	Allen, Norton & Blue, P.A.	2,190.00
121010	10/11/2024	Amazon Capital Services	16.95
121011	10/11/2024	BASIC Benefits (COBRA Admin Fee)	70.29
121012	10/11/2024	John Cook (Per Diem/Travel Reimbursement 8/17-9/11/2024)	60.00
121013	10/11/2024	Daniel Collins	2,900.00
121014	10/11/2024	Department of Economic Opportunity	175.00
121015	10/11/2024	Elizabeth R. Frampton (Per Diem/Travel Reimbursement 9/30-10/4/2024)	220.00
121016	10/11/2024	Christopher Franco (Per Diem/Travel Reimbursement 9/30-10/4/2024)	235.00
121017	10/11/2024	Florida Mosquito Control Association	2,150.00
121018	10/11/2024	Keys Media Company, Inc	1,040.00
121019	10/11/2024	The Key West Weekly	750.00
121020	10/11/2024	Keys Sanitary Service (RCR0208)	227.70
121021	10/11/2024	Chris Law (Per Diem/Travel Reimbursement 9/30-10/4/2024)	235.00
121022	10/11/2024	Victor Lopez (Per Diem/Travel Reimbursement 10/2-3/2024)	50.00
121023	10/11/2024	Ron Matie (Per Diem/Travel Reimbursement 9/30-10/4/2024)	220.00
121024	10/11/2024	One Step GPS LLC	8,550.00
121025	10/11/2024	Kelly Pointer (Per Diem/Travel Reimbursement 9/30-10/4/2024)	235.00
121026	10/11/2024	Publix Super Markets, Inc.	55.00
121027	10/11/2024	Specialty Hardware Supply, Inc.	110.82
121028	10/11/2024	Ryan Rodriguez (Per Diem/Travel Reimbursement 9/30-10/4/2024)	235.00
121029	10/11/2024	Sunshine Gasoline Distributors, Inc.	2,528.33
121030	10/11/2024	Tyrone's Mobile Car Wash	2,200.00
121031	10/11/2024	Waste Management of Florida Keys	483.25
121032	10/11/2024	United Way of the Florida Keys (Payroll Deductions)	13.00
121033	10/15/2024	Airbus Helicopters, Inc	11,371.50
121034	10/15/2024	CDW Government, Inc.	4,118.65
121035	10/15/2024	Deanna Darias (Reimbursement for Promotional Activities)	151.38
121036	10/15/2024	Enterprise FM Trust	18,703.27
121037	10/15/2024	Chad Huff (Reimbursement for Promotional Activities)	236.26
121038	10/15/2024	Key Largo Chamber of Commerce	125.00
121039	10/15/2024	Local Awards & Engraving	47.00
121040	10/18/2024	Airgas Dry Ice	477.65
121041	10/18/2024	John Paul Davis (Per Diem/Travel Reimbursement 9/30-10/4/2024)	220.00
121042	10/18/2024	American Mosquito Control Association	4,280.00
121043	10/18/2024	Marathon Garbage Service, Inc.	1,169.95
121044	10/18/2024	Vernis & Bowling of the Florida	2,250.00
121045	10/18/2024	Vernis & Bowling of the Florida	6,968.50
121046	10/25/2024	Adapco, Inc. (Larvicide Purchase)	42,336.00
121047	10/25/2024	Aflac	44.20
121048	10/25/2024	Aflac	2,144.44
121049	10/25/2024	Airgas Dry Ice	985.75
121050	10/25/2024	Amazon Capital Services	2,395.22

LOCAL ACCOUNT CONTINUED

121051	10/25/2024	Amazon Capital Services	1,608.60
121052	10/25/2024	Civic Plus	4,397.40
121053	10/25/2024	Clarke Mosquito Control Products (Purchase of Larvicide Oil)	3,025.00
121054	10/25/2024	Dade Elevator	250.00
121055	10/25/2024	E.M.C Oil Corp.	150.00
121056	10/25/2024	Entomological Society of America	170.00
121057	10/25/2024	Florida Association of Special Districts, Inc	2,250.00
121058	10/25/2024	State of Florida	142.32
121059	10/25/2024	Florida Keys Aqueduct Authority	1,009.59
121060	10/25/2024	Florida Keys Electric Coop Assn Inc	4,293.32
121061	10/25/2024	Forestry Suppliers, Inc.	499.80
121062	10/25/2024	HemoStat Laboratories	39.00
121063	10/25/2024	Elizabeth R. Frampton (PGIT reimbursement)	957.18
121064	10/25/2024	Lawrence J. Hribar, PhD (Reimbursement for District Expense)	16.63
121065	10/25/2024	LEAF	174.00
121066	10/25/2024	Low Cut Lawn Care LLC	1,600.00
121067	10/25/2024	Robert Lee (Per Diem/Travel Reimbursement 10/14-17/2024)	110.00
121068	10/25/2024	Catherine Pruszynski (Reimbursement for District Research Expense)	15.00
121069	10/25/2024	PPLSI	389.53
121070	10/25/2024	Safran Helicopter Engines USA, Inc.	10,601.73
121071	10/25/2024	Wex Bank	457.13
121072	10/25/2024	Signature Flight Support	3,347.50
121073	10/25/2024	Standard Insurance Co.	4,789.99
121074	10/25/2024	Sunshine Gasoline Distributors, Inc.	1,368.30
121075	10/25/2024	Wex Bank	76.09
121076	10/25/2024	West Marine Pro	272.82
121077	10/25/2024	United Way of the Florida Keys (Payroll Deductions)	13.00
121078	10/31/2024	Airgas USA, LLC	2,734.09
121079	10/31/2024	Amazon Capital Services	4,557.06
121080	10/31/2024	Michael Burton, D.O.	50.00
121081	10/31/2024	Keys Energy Services	998.56
121082	10/31/2024	Colonial Life Insurance	63.24
121083	10/31/2024	APG Media	864.20
121084	10/31/2024	Corporate Traditions, Inc	3,725.50
121085	10/31/2024	Federal Express	75.50
121086	10/31/2024	Florida Keys Electric Coop Assn Inc	535.21
121087	10/31/2024	Elizabeth R. Frampton (PGIT reimbursement)	1,914.36
121088	10/31/2024	The N2 Company	200.00
121089	10/31/2024	Publix Super Markets, Inc.	500.00
121090	10/31/2024	Steven Rutherford (Per Diem/Travel Reimbursement 9/28-10/25/2024)	70.00
121091	10/31/2024	Staples Business Credit	144.47
121092	10/31/2024	Sunshine Gasoline Distributors, Inc.	1,528.81
121093	10/31/2024	West Marine Pro	62.40
121094	10/31/2024	Shur-Co, LLC	116.54
		Positive Pay	81.15
		Transfer - FL Class	200,000.00
		Transfer - Healthcare	177,200.47
Total Local Account Cash Disbursements			\$ 1,203,716.35

Respectfully Submitted,



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

STATE I ACCOUNT

Check No.	Payment Date	Remit To	Payment Amt.
1195	10/31/2024	Adapco	\$ 118,656.00
Total STATE I Account Cash Disbursements			\$ 118,656.00

Respectfully Submitted,



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

Item 10b

Schedule 2025 Meeting Dates

2025 CALENDAR

January-2025						
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-2025						
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-2025						
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-2025						
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-2025						
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-2025						
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-2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

April-2025						
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-2025						
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-2025						
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-2025						
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-2025						
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

Item 10c

Resolution 2024-28

Department of
Financial Services

Authorized

Signatures

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2024-28**

**A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT
OF MONROE COUNTY, FLORIDA, ADOPTING THE DEPARTMENT OF
FINANCIAL SERVICES AUTHORIZED SIGNATURE CERTIFICATION; AND
PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the District’s monies are “Public Deposits” as defined in Section 280.02 (23), Florida Statutes: and

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

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

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

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

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

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

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

Section 2. Approval of Signature Certificate. The District hereby authorizes and certifies the following individuals to execute by signature necessary documents to comply with the Chief Financial Officer of the State of Florida, Department of Financial Services Division of Treasury, and Bureau of Collateral Management requirements under Chapter 280, Florida Statutes:

- a.) Andrea Leal, Executive Director
- b.) Bruce Holden, Finance Director

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

PASSED AND ADOPTED this 12th day of November, 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

Item 10d

Resolution

2024-29

Vernis & Bowling

Contract

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2024-29**

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING A ONE-YEAR EXTENSION TO THE CONTRACT FOR LEGAL SERVICES WITH DIRK M. SMITS, B.C.S. AND VERNIS & BOWLING OF THE FLORIDA KEYS, P.A. DATED NOVEMBER 10, 2020; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 10, 2020, the Florida Keys Mosquito Control District (hereinafter “District”) entered into a Contract for Legal Services (the “Contract”) with Dirk M. Smits, B.C.S. and Vernis & Bowling of the Florida Keys, P.A. (collectively the “Firm”) for legal services; and

WHEREAS, on December 17, 2021 the District and Firm extended the term of the Contract for a two-year term through November 17, 2023; and

WHEREAS, on November 7, 2023 the District and Firm extended the term of the Contract for a one-year term through November 17, 2024; and

WHEREAS, the Firm has proposed to renew the Contract for an additional one-year term beginning November 17, 2024 and concluding November 17, 2025, with updated terms and conditions (the “Renewal Contract”) which is attached hereto as “Exhibit A” and incorporated herein by reference; and

WHEREAS, the District Board of Commissioners wishes to approve the Renewal Contract and authorizes the Chairman to execute the Renewal Contract; and

WHEREAS, the District Commission finds that this Resolution 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, FLORIDA, AS FOLLOWS:

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

Section 2. Approval. The Board of Commissioners of the Florida Keys Mosquito Control District hereby approves the Renewal Contract with the Firm.

Section 3. Authorization. The Board of Commissioners hereby authorizes the Chairman to execute the Renewal Contract.

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

PASSED AND ADOPTED this 12th day of November, 2024.

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

ATTEST:

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Andrea Leal, Executive Director

Date

Chairman Phil Goodman

Date

EXHIBIT A

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Contract for Legal Services

This Contract entered into this _____ day of _____ 2024, with an *effective date of November 17, 2024* between **DIRK M. SMITS, ESQUIRE**, Individually and **VERNIS & BOWLING OF THE FLORIDA KEYS, P.A.**, a law firm operating under the laws of the State of Florida, whose principal place of business is located at 81990 Overseas Hwy., 3rd Floor, Islamorada, FL 33036 (herein called “The Firm”) and the **FLORIDA KEYS MOSQUITO CONTROL DISTRICT** (herein called “FKMCD”).

In consideration of the mutual covenants and benefits hereinafter set forth, the parties herein covenant and agree as follows:

1. TERM

FKMCD will exercise the ONE (1) renewal option remaining in accordance with the terms of the original contract dated November 10, 2020. The term of this Contract shall remain in force for the period of ONE (1) year, beginning **November 17, 2024** to **November 17, 2025**. Section three (3) may be renegotiated after ONE (1) year and is subject to budget review.

2. THE FIRM’S SERVICES

The Firm agrees to provide the following services:

- A. Furnish to the Florida Keys Mosquito Control District legal services, providing FKMCD Board with legal advice and opinions, representation of FKMCD and District personnel in legal matters concerning the District, making recommendations to FKMCD Board regarding legal issues, and performing all other legal services the District may require.
- B. Maintain accessibility and availability to all District members and the director and executive staff on an “on call” basis.
- C. Attendance at all District meetings, special meetings, budget meetings and any other public meetings as necessary for conducting FKMCD business or as required by law. These meetings will be attended by Dirk M. Smits, or other members of The Firm as may be requested or approved by the District.
- D. The Firm will be responsible for paying the salaries, wages, health insurance and other benefits of its employees and representatives.

3. LEGAL & RETAINER SERVICES

The Firm’s hourly rate for non-retainer services shall be **\$215.00** per hour for attorneys with five (5) plus years of experience and **\$205.00** for attorneys with less than five (5) years of

experience. Paralegals shall be paid at **\$140.00** per hour. These hourly charges are to be made without regard to any overtime charges that must be paid by The Firm to its employees. The Firm will provide billing statements to FKMCD on a monthly basis. No payment shall be due until FKMCD verifies that all services for which payment has been requested have been fully and satisfactorily performed.

FKMCD shall pay The Firm a **monthly retainer of \$2,350.00, plus travel**. Retainer Services include unlimited phone calls with Board Members, attendance at Special meetings, Regular meetings, workshops, OPEB meetings, Emergency meetings, Budget meetings, Audit meetings and any other meetings of the Board. The Retainer amount shall include multiple attorneys at meetings when necessary.

4. **COMPLIANCE WITH LAWS AND POLICIES**

- A. The Firm shall comply with all current FKMCD policies, Florida Bar Rules, and all applicable local, state and federal laws, including laws pertaining to the confidentiality.
- B. The Firm currently handles several matters for the District and it is anticipated that a future need for the law firm's services will be required. Therefore, pursuant to Florida Statute § 112.313(16) entitled *Local Government Attorneys*, this is a specific provision of this Agreement authorizing the use of The Firm to complete legal services for the District as it has been in the past in addition to the services pursuant to this contract.

5. **TERMINATION**

Both parties reserve the right to terminate this contract at any time and for any reason, upon giving sixty (60) days' notice to the other party during which time services will be maintained.

6. **ASSIGNMENT**

Neither The Firm nor FKMCD may assign or transfer any interest in this Agreement without the prior written consent of both parties.

7. **AMENDMENT**

This Agreement may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by FKMCD Board.

8. **INDEMNIFICATION, GOVERNING LAW AND VENUE**

The Firm shall indemnify and hold harmless FKMCD from and against any and all claims, liabilities, damages, and expenses, including, without limitation, reasonable attorneys' fees, incurred by FKMCD in defending or compromising actions brought against it arising out of or

related to the acts or omissions of The Firm, its agents, employees or officers in the provision of services or performance of duties by The Firm pursuant to this Agreement.

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute arising hereunder is subject to the laws of Florida, venue being in Monroe County, Florida. The prevailing party shall be entitled to reasonable attorney's fees and costs incurred as a result of any action or proceeding under this Agreement.

9. REPRESENTATIONS AND WARRANTIES

The Firm represents and warrants to FKMCD, upon execution and throughout the term of this Agreement that;

- 1) The Firm is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under the Agreement;
- 2) None of The Firm's agents, employees or officers has ever had his or her professional license or certification in the State of Florida, or any other jurisdiction, denied, suspended, revoked, terminated and/or voluntarily relinquished under threat of disciplinary action, or restricted in any way.
- 3) The Firm and The Firm's agents, employees and officers have, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for The Firm to perform the functions, assigned to him or her in connection with the provisions of the Agreement.

10. CONFIDENTIALITY

The Firm recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, The Firm, its agents, employees and officers may have access to certain confidential information. The Firm agrees that neither it nor any of The Firm's agents, employees or officers will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by FKMCD in writing, any confidential information, personal health information or other confidential information, and The Firm, its agents, employees and officers shall comply with all Federal and State laws and regulation and all FKMCD policies regarding the confidentiality of such information.

11. INSURANCE

The Firm agrees to secure and maintain at all times during the term of this Agreement, at The Firm's expense, professional liability insurance covering The Firm for all acts or omissions which may give rise to liability for services under this Agreement. All of The Firm's staff are to be insured in minimum amounts acceptable to FKMCD and with a reputable and financially viable insurance carrier. Such insurance shall not be cancelled except upon thirty (30) days written notice to FKMCD. The Firm shall provide FKMCD with a certificate evidencing such insurance coverage

within five (5) days after obtaining such coverage. The Firm agrees to notify FKMCD immediately of any material change in any insurance policy required to be maintained by The Firm.

12. This agreement supersedes all prior agreements of the parties.

IN WITNESS WHEREOF, the parties have executed this Contract on this ____ day of _____, 2024.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

By: _____

Print Name

Date

Title

Dirk M. Smits, B.C.S.

Date

Title

Item 10e

Resolution

2024-30

RFP 2024-08

H125 Pilot

Refresher Course

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2024-30**

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT, APPROVING THE RECOMMENDATION AND AWARD OF THE RFP 2024-08 EVALUATION COMMITTEE FOR PURCHASE OF H125 PILOT REFRESHER COURSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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 2024-08 for purchase of H125 Pilot Refresher Course for the District’s mosquito control operations; and

WHEREAS, the Executive Director established an Evaluation Committee (the “Committee”) to review the responsive proposals received and to make a recommendation to the Board of Commissioners of the District (the “Board”) for the selection of vendors from whom to purchase the H125 Pilot Refresher Course; and

WHEREAS, the Committee reviewed responsive proposals which were evaluated using the selection criteria and point system detailed in RFP 2024-08; and

WHEREAS, the Committee has recommended the purchase of H125 Pilot Refresher Course training from Helistream, Inc., as set forth in Exhibit “A” attached hereto; and

WHEREAS, the Board desires to approve the Committee’s recommendation and select the recommended vendors for the respective purchase of the H125 Pilot Refresher Course; and

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

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

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

Section 2. Approval of Ranking and Recommendation. The Board of Commissioners hereby approves the Committee’s rankings and recommendations for the purchase of H125 Pilot Refresher Course training from Helistream, Inc., as set forth in Exhibit “A” attached hereto.

Section 3. Authorization of District Officials. The Executive Director and/or her designee and District staff are authorized to purchase the H125 Pilot Refresher Course from Helistream, Inc., and to take such necessary action to effectuate the intent of this Resolution.

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

PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 12th of November 2024.

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

ATTEST:

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Andrea Leal, Executive Director

Date

Chairman Phil Goodman

Date

EXHIBIT A



FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Board of Commissioners

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

Executive Director
Andrea Leal

18 Aquamarine Drive
Key West, FL 33040

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

www.keysmosquito.org

November 5, 2024

To: Board of Commissioners
Florida Keys Mosquito Control District

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

Through: Andrea L. Leal, Executive Director

Subject: Bid Opening Committee Recommendations for RFP 2024-08

On October 31, 2024, the FKMCD Bid Opening Committee met to open bids for the H125 Pilot Refresher Course. The committee consisted of Director of Operations Mikki Coss, Director of Maintenance Rob Lee, Chief Pilot Justin Knowles, Purchasing Agent Rochele Miller, and me. Deanna Darias handled recording of the bid opening. No other employees or members of the public were in attendance.

RFP 2024-08: H125 Pilot Refresher Course

The committee unanimously recommends the award of the bid to Helistream, Inc., which offered the lowest price of \$10,625 per pilot. This pricing was approximately \$3,000 less per pilot than the other firm that submitted a bid. Training has previously been successfully conducted on site at Helistream's facility in Costa Mesa, California.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

BID OPENING - RFP 2024-08

Thursday, October 31st, 2024, 10:41 AM

PRESENT WERE:

Mikki Coss, Director of Operations
Bruce Holden, Director of Finance
Robert Lee, Director of Maintenance
Justin Knowles, Chief Pilot
Rochele Miller, Purchasing Agent
Deanna Darias, Executive Assistant (recording)

RFP 2024-08 H125 Pilot Refresher Course

Vendor:	Price:	Time Frame:
<u>Helicopter Institute</u>	<u>\$13,610.00 per pilot</u>	<u>Schedule 30 days ahead TX</u>
<u>Helistream, Inc.</u>	<u>\$10,625.00 per pilot</u>	<u>Schedule 30 days ahead CA</u>

Committee Recommendation:

The committee unanimously recommends Helistream, Inc. for the District's H125 Pilot Refresher Course training at a cost of \$10,625.00 per pilot. The training is located in California and must be scheduled at least 30 days in advance. Travel & accommodations are the responsibility of the District.

Item 10f

Resolution

2024-31

RFP 2024-09

Lobbyist

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 12th of November 2024.

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

ATTEST:

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Andrea Leal, Executive Director

Date

Chairman Phil Goodman

Date

EXHIBIT A



FLORIDA KEYS

MOSQUITO CONTROL DISTRICT

Board of Commissioners

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

Executive Director
Andrea Leal

18 Aquamarine Drive
Key West, FL 33040

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

www.keysmosquito.org

November 5, 2024

To: Board of Commissioners
Florida Keys Mosquito Control District

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

Through: Andrea L. Leal, Executive Director

Subject: Bid Opening Committee Recommendations for RFP 2024-09

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

RFP 2024-09: Lobbyist

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

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

BID OPENING - RFP 2024-09

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

PRESENT WERE:

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

Employees Justin Knowles & Rob Lee were in the audience.

RFP 2024-09 Lobbyist

Vendor: Rubin, Turnbull & Associates

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

Vendor: The Southern Group of Florida, Inc.

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

Committee Recommendation:

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

Item 10g

Resolution

2024-32

Amending the
Position and Pay
Structure

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2024-32**

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

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 sought to amend the position and pay structure in the District's Personnel Manual; 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 revising position and pay structures; 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.

PASSED AND ADOPTED by the Florida Keys Mosquito Control District at a regular meeting of said Board Officials held on the 12th of November 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

Position and Pay Structure		(Rev. 11/12/2024)
Management	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
Supervisory		
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
Administrative and Support Staff		
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
Operations		
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 Salary Exempt Position at the discretion of the Executive Director. Effective 11/12/2024.

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