

## Regular Board of Commissioner's Meeting Agenda

Pasco County Mosquito Control District  
2308 Marathon Rd. Odessa, FL 33556

September 21, 2021 @ 3:30 PM



1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**
5. **Consent Agenda** - *All items as Consent Agenda items are considered routine and non-controversial by the PCMCD Board and will be approved in a single motion. There will be no separate discussion of these items. Prior to this meeting, all 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. Approval of Minutes
  - B. Financial Report
6. **Public Comment**
7. **New Business**
  - A. Chemical Bid Summary
  - B. District Purchasing Policy Discussion
8. **Unfinished Business**
9. **Director's Report**
  - A. Hangar Update
  - B. Property Update
10. **General Information**
  - A. District Operations, A. Rogers
  - B. Safety Report, L. Hansen
  - C. Arbovirus Report, A. Prasauskas
11. **Good of the Order**
12. **Upcoming Meetings and Events**
  - A. Regular Board Meetings
    - i. October 4, 2021
    - ii. November 8, 2021
    - iii. December 13, 2021
  - B. Budget Hearing
    - i. September 21<sup>st</sup>, 2021 at 5:01pm
  - C. Events
13. **Meeting Adjournment**

11:25 AM

09/13/21

Accrual Basis

## Pasco County Mosquito Control District

## General Ledger

As of August 31, 2021

Type	Date	Num	Name	Split	Amount	Balance
<b>111 - BB&amp;T Operating</b>						<b>10,755,339.65</b>
Liability (	08/02/2021	1	Florida Retirement System	-SPLIT-	-27,116.95	10,728,222.70
Check	08/05/2021	13724	MJK, Inc.	46 · Maint. Bldg/equip/supplies	-341.68	10,727,881.02
Check	08/05/2021	13725	Home Depot	46 · Maint. Bldg/equip/supplies	-127.16	10,727,753.86
Check	08/05/2021	13726	Tim Moye Transmissions	46 · Maint. Bldg/equip/supplies	-1,338.99	10,726,414.87
Check	08/05/2021	13727	Grainger	46 · Maint. Bldg/equip/supplies	-30.30	10,726,384.57
Check	08/05/2021	13728	Dynamic Solutions	46 · Maint. Bldg/equip/supplies	-1,961.00	10,724,423.57
Check	08/05/2021	13729	Vip Supplies, Inc.	-SPLIT-	-767.10	10,723,656.47
Check	08/05/2021	13730	Chemical Containers	46 · Maint. Bldg/equip/supplies	-234.38	10,723,422.09
Check	08/05/2021	13731	RS Hughes	-SPLIT-	-2,194.10	10,721,227.99
Check	08/05/2021	13732	Digi-Key Corporation	46 · Maint. Bldg/equip/supplies	-83.13	10,721,144.86
Check	08/05/2021	13733	Minuteman Press of New Port Rich	48 · Promotional Activities/video	-270.00	10,720,874.86
Check	08/05/2021	13734	Interstate All Battery Center	46 · Maint. Bldg/equip/supplies	-622.25	10,720,252.61
Check	08/05/2021	13735	Walmart	-SPLIT-	-504.71	10,719,747.90
Check	08/05/2021	13736	Quill Office Products	-SPLIT-	-515.44	10,719,232.46
Check	08/05/2021	13737	Coverall North America, Inc.	34.1 · Cleaning	-355.00	10,718,877.46
Check	08/05/2021	13738	FedEx	42 · Postage	-221.48	10,718,655.98
Check	08/05/2021	13739	Angelo's Recycled Materials	46 · Maint. Bldg/equip/supplies	-339.00	10,718,316.98
Check	08/05/2021	13740	Reliant Atlantic Group, LLC	-SPLIT-	-270.00	10,718,046.98
Check	08/05/2021	13741	UPS	42 · Postage	-47.38	10,717,999.60
Check	08/05/2021	13742	Airbus Helicopters, Inc.	-SPLIT-	-366.89	10,717,632.71
Check	08/05/2021	13743	Safran Helicopter Engines USA	-SPLIT-	-1,879.36	10,715,753.35
Check	08/05/2021	13744	Big Sur Technologies	31.3.2 · IT Services	-2,892.58	10,712,860.77
Check	08/05/2021	13745	SC Signature Construction	63 · Other Facility Improvements	-7,323.00	10,705,537.77
Check	08/05/2021	U180	Kubb, John	52.3 · Uniforms	-61.93	10,667,059.90
Check	08/05/2021	D334	Daniels, Wayne F	23.1 · Dental/Eyecare	-189.00	10,666,870.90
Check	08/05/2021	D335	Gibson, William B	23.1 · Dental/Eyecare	-530.00	10,666,340.90
Check	08/12/2021	13746	Kimball Midwest	-SPLIT-	-660.65	10,665,680.25
Check	08/12/2021	13747	Port Consolidated	52.1 · Gasoline & oil	-5,005.14	10,660,675.11
Check	08/12/2021	13748	Eastern Metal Supply	46 · Maint. Bldg/equip/supplies	-334.75	10,660,340.36
Check	08/12/2021	13749	City Electric Supply Co.	46 · Maint. Bldg/equip/supplies	-79.95	10,660,260.41
Check	08/12/2021	13750	Airgas South	46 · Maint. Bldg/equip/supplies	-21.16	10,660,239.25
Check	08/12/2021	13751	Auto & Marine Finishes	46 · Maint. Bldg/equip/supplies	-305.00	10,659,934.25

11:25 AM

09/13/21

Accrual Basis

## Pasco County Mosquito Control District

## General Ledger

As of August 31, 2021

Check	08/12/2021	13752	Depco Pump Company	46 · Maint. Bldg/equip/supplies	-1,026.00	10,658,908.25
Check	08/12/2021	13753	Quill Office Products	-SPLIT-	-893.56	10,658,014.69
Check	08/12/2021	13754	Regency Design & Engineering	31.3.1 · Entomology/Consulting	-2,950.00	10,655,064.69
Check	08/12/2021	13755	Recycling Services of Florida	43 · Utilities Expenses	-50.00	10,655,014.69
Check	08/12/2021	13756	Angelo's Recycled Materials	46 · Maint. Bldg/equip/supplies	-128.75	10,654,885.94
Check	08/12/2021	13757	T-Mobile	41 · Communications Services	-6,307.50	10,648,578.44
Check	08/12/2021	13758	Invision Advisors	31.3 · Legal & Engineering Service	-9,550.00	10,639,028.44
Check	08/12/2021	13759	All Hour Towing	-SPLIT-	-310.00	10,638,718.44
Check	08/12/2021	13760	Postmaster	42 · Postage	-165.00	10,638,553.44
Check	08/12/2021	13767	SC Signature Construction	63 · Other Facility Improvements	-9,240.19	10,588,513.23
Check	08/12/2021	13768	Ascent Aviation Group	52.1 · Gasoline & oil	-7,477.12	10,581,036.11
Check	08/12/2021	13769	RotorLine MFG Inc.	64 · Machinery & Equip	-13,019.00	10,568,017.11
Check	08/12/2021	U181	Prasauskas, Agne	52.3 · Uniforms	-250.00	10,567,767.11
Check	08/12/2021	D336	Musgrave, Jerry	23.1 · Dental/Eyecare	-276.00	10,567,491.11
Check	08/19/2021	13770	McMaster-Carr Supply Co.	46 · Maint. Bldg/equip/supplies	-434.28	10,567,056.83
Check	08/19/2021	13771	Fleet Products	46 · Maint. Bldg/equip/supplies	-621.36	10,566,435.47
Check	08/19/2021	13772	Florida Sprayers, Inc.	46 · Maint. Bldg/equip/supplies	-349.80	10,566,085.67
Check	08/19/2021	13773	Tampa Bay Steel Corporation	46 · Maint. Bldg/equip/supplies	-708.90	10,565,376.77
Check	08/19/2021	13774	Harbor Freight	-SPLIT-	-103.94	10,565,272.83
Check	08/19/2021	13775	Grainger	46 · Maint. Bldg/equip/supplies	-329.40	10,564,943.43
Check	08/19/2021	13776	Chemical Containers	46 · Maint. Bldg/equip/supplies	-389.54	10,564,553.89
Check	08/19/2021	13777	Hi-Line Products	46 · Maint. Bldg/equip/supplies	-495.68	10,564,058.21
Check	08/19/2021	13778	Silent Partner	48 · Promotional Activities/video	-370.16	10,563,688.05
Check	08/19/2021	13779	Kimball Midwest	-SPLIT-	-119.65	10,563,568.40
Check	08/19/2021	13780	Tractor Supply	-SPLIT-	-837.13	10,562,731.27
Check	08/19/2021	13781	Boeing Distribution, Inc.	-SPLIT-	-444.06	10,562,287.21
Check	08/19/2021	13782	Eastern Metal Supply	-SPLIT-	-678.40	10,561,608.81
Check	08/19/2021	13783	Aircraft Spruce & Specialty	46 · Maint. Bldg/equip/supplies	-123.41	10,561,485.40
Check	08/19/2021	13784	American Aviation, Inc.	44 · Rental Equipment/Hangar	-635.00	10,560,850.40
Check	08/19/2021	13785	Tarpon Stainless Fabricators	-SPLIT-	-2,050.00	10,558,800.40
Check	08/19/2021	13786	Cintas Corp	-SPLIT-	-2,538.31	10,556,262.09
Check	08/19/2021	13787	Cintas Corp	46 · Maint. Bldg/equip/supplies	-265.52	10,555,996.57
Check	08/19/2021	13788	Airbus Helicopters, Inc.	46 · Maint. Bldg/equip/supplies	-378.58	10,555,617.99
Check	08/19/2021	13789	Hlts 106 / WGHR-FM	48 · Promotional Activities/video	-1,152.00	10,554,465.99

11:25 AM

09/13/21

Accrual Basis

## Pasco County Mosquito Control District

## General Ledger

As of August 31, 2021

Check	08/19/2021	13790	Airgas South	46 · Maint. Bldg/equip/supplies	-131.99	10,554,334.00
Check	08/19/2021	13791	Petty Cash	-SPLIT-	-198.93	10,554,135.07
Check	08/19/2021	13792	AMCA	-SPLIT-	-7,656.33	10,546,478.74
Check	08/19/2021	13793	Reliant Atlantic Group, LLC	-SPLIT-	-270.00	10,546,208.74
Check	08/19/2021	13794	Duke Energy	-SPLIT-	-2,173.91	10,544,034.83
Check	08/19/2021	13795	CEMEX	63 · Other Facility Improvements	-10,124.00	10,533,910.83
Check	08/19/2021	13796	UPS	42 · Postage	-39.23	10,533,871.60
Check	08/19/2021	13797	ESCHAT	41 · Communications Services	-200.00	10,533,671.60
Check	08/19/2021	TR007	Meek, Jillian	54 · Books,Subsrc/memberships	-1,331.29	10,492,552.43
Check	08/19/2021	D337	Hatch, Craig	23.1 · Dental/Eyecare	-331.00	10,492,221.43
Check	08/19/2021	D338	Kubb, John	23.1 · Dental/Eyecare	-45.00	10,492,176.43
Check	08/20/2021	1	Blue Cross/Blue Shield	-SPLIT-	-52,997.51	10,439,178.92
Check	08/26/2021	13798	BB&T P-Card	-SPLIT-	-192,510.63	10,246,668.29
Check	08/26/2021	13799	Chemical Containers	46 · Maint. Bldg/equip/supplies	-908.27	10,245,760.02
Check	08/26/2021	13800	Fisher Scientific	-SPLIT-	-835.71	10,244,924.31
Check	08/26/2021	13801	Lowes Business Account	46 · Maint. Bldg/equip/supplies	-49.18	10,244,875.13
Check	08/26/2021	13802	Silent Partner	48 · Promotional Activities/video	-932.32	10,243,942.81
Check	08/26/2021	13803	Hlts 106 / WGHR-FM	-SPLIT-	-2,304.00	10,241,638.81
Check	08/26/2021	13804	K&G Enterprises	46 · Maint. Bldg/equip/supplies	-435.00	10,241,203.81
Check	08/26/2021	13805	Minuteman Press of New Port Rich	48 · Promotional Activities/video	-540.00	10,240,663.81
Check	08/26/2021	13806	Hi-Line Products	46 · Maint. Bldg/equip/supplies	-246.15	10,240,417.66
Check	08/26/2021	13807	Broedell Plumbing	46 · Maint. Bldg/equip/supplies	-102.60	10,240,315.06
Check	08/26/2021	13808	Port Consolidated	52.1 · Gasoline & oil	-4,438.13	10,235,876.93
Check	08/26/2021	13809	Reliant Atlantic Group, LLC	52.4 · Lab/traps/safety	-135.00	10,235,741.93
Check	08/26/2021	13810	Tampa Bay Times	49.2 · Advertising	-93.40	10,235,648.53
Check	08/26/2021	13811	Canon USA Inc.	46 · Maint. Bldg/equip/supplies	-365.77	10,235,282.76
Check	08/26/2021	13812	Hewlett-Packard Financial Services	-SPLIT-	-93.54	10,235,189.22
Check	08/26/2021	13813	Metlife Small Business Center	23.1 · Dental/Eyecare	-424.39	10,234,764.83
Check	08/26/2021	13814	FGUA	-SPLIT-	-367.22	10,234,397.61
Check	08/26/2021	13815	Level 3 Communications, LLC	41 · Communications Services	-1,765.41	10,232,632.20
Check	08/26/2021	T129	Stacy, Robert	40.1 · Travel/Registration	-200.00	10,190,389.15
Check	08/26/2021	T130	Hicks, Brett	40.1 · Travel/Registration	-200.00	10,190,189.15
Check	08/26/2021	U182	Meek, Jillian	52.3 · Uniforms	-117.00	10,190,072.15
Check	08/26/2021	U183	Hansen, Lee	52.3 · Uniforms	-31.70	10,190,040.45

11:25 AM

09/13/21

Accrual Basis

Pasco County Mosquito Control District

General Ledger

As of August 31, 2021

Check	08/26/2021	D339	Taylor, Taylor J	23.1 · Dental/Eyecare	-105.00	10,189,935.45
Check	08/26/2021	D340	Shepard, Kirk A	23.1 · Dental/Eyecare	-124.00	10,189,811.45
Check	08/26/2021	1	Feldmand & Mahoney PA IOTA FN	63 · Other Facility Improvements	-2,120,066.48	8,069,744.97
Deposit	08/31/2021		See Attached	-SPLIT-	40,877.51	8,110,622.48
Deposit	08/31/2021			361. · Interest Earnings	92.86	8,110,715.34
					<u>-2,644,624.31</u>	<u>8,110,715.34</u>

### Deposit Summary

Pasco County Mosquito Control District

Summary of Deposits to 111 - BB&T Operating on 08/31/2021

Chk No.	PmtMethod	Rcd From	Memo	Amount
02016627	Check	Arthur J Gallagher & Co.	Refund of premium for helicopters sold	11,868.00
527731	Check	Tampa Machinery Auction	Sale of Truck 39	17,645.00
7731	Check	Feldmand & Mahoney PA IOTA FNF	Refund of overpayment	3.32
48775	Check	Pasco County Tax Collector		2,772.46
48775	Check	Pasco County Tax Collector	Tax Collector Fees	-55.45
589177	Check	Pasco County Board of County Commissioner	Refund of overpayment for permit fees for new hangar	6,600.00
48850	Check	Pasco County Tax Collector		2,024.67
48850	Check	Pasco County Tax Collector	Tax Collector Fees	-40.49
476683	Check	Fisher Scientific	Refund of overpayment	60.00

**Less Cash Back:**

**Deposit Total:**

**40,877.51**

Pasco County Mosquito Control District  
**Profit & Loss**  
August 2021

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	<u>Aug 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
311. · Ad Valorem Taxes	4,797.13
361. · Interest Earnings	92.86
363. · Miscellaneous Income	17,645.00
	<hr/>
<b>Total Income</b>	22,534.99
	<hr/>
<b>Gross Profit</b>	22,534.99
<b>Expense</b>	
10 · Personal Services	
10.0 · Regular Salaries	157,810.67
	<hr/>
<b>Total 10 · Personal Services</b>	157,810.67
20 · Employee Benefits	
21 · FICA Taxes	11,691.33
22 · Retirement Contributions	21,695.91
23 · Life and Health Insurance	
23.0.1 · Health	48,958.28
	<hr/>
<b>Total 23 · Life and Health Insurance</b>	48,958.28
23.1 · Dental/Eyecare	1,992.97
	<hr/>
<b>Total 20 · Employee Benefits</b>	84,338.49
30 · Operating Expense	
31.2 · Tax Collector Fees	95.94
31.3 · Legal & Engineering Services	9,550.00
31.3.1 · Entomology/Consulting	2,950.00
31.3.2 · IT Services	2,892.58

11:17 AM  
09/13/21  
Cash Basis

Pasco County Mosquito Control District  
Profit & Loss  
August 2021

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	<u>Aug 21</u>
<b>34. · District Services</b>	
<b>34.1 · Cleaning</b>	355.00
	<hr/>
<b>Total 34. · District Services</b>	355.00
<b>Total 30 · Operating Expense</b>	15,843.52
<b>40 · Utilities/Maintenance/Insurance</b>	
<b>40.1 · Travel/Registration</b>	1,005.00
<b>41 · Communications Services</b>	8,272.91
<b>42 · Postage</b>	473.09
<b>43 · Utilities Expenses</b>	2,591.13
<b>44 · Rental Equipment/Hangar</b>	635.00
<b>45 · Insurance-Liability-Aerial</b>	-11,868.00
<b>46 · Maint. Bldg/equip/supplies</b>	26,315.96
<b>48 · Promotional Activities/video</b>	6,405.10
<b>49.1 · Government Agencies</b>	74.21
<b>49.2 · Advertising</b>	93.40
	<hr/>
<b>Total 40 · Utilities/Maintenance/Insurance</b>	33,997.80
<b>50 · Supplies &amp; Materials</b>	
<b>51.1 · Office Supplies</b>	1,191.36
<b>52.1 · Gasoline &amp; oil</b>	17,029.48
<b>52.2 · Chemicals</b>	182,419.71
<b>52.3 · Uniforms</b>	460.63
<b>52.4 · Lab/traps/safety</b>	9,173.95
<b>52.5 · Tools/small</b>	895.00
<b>54 · Books,Subsrc/memberships</b>	9,792.76
	<hr/>
<b>Total 50 · Supplies &amp; Materials</b>	220,962.89



11:17 AM  
09/13/21  
Cash Basis

Pasco County Mosquito Control District  
**Profit & Loss**  
August 2021

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	<u>Aug 21</u>
60 · Capital Outlay	
63 · Other Facility Improvements	2,140,150.35
64 · Machinery & Equip	<u>13,019.00</u>
<b>Total 60 · Capital Outlay</b>	2,153,169.35
<b>6560 · Payroll Expenses</b>	<u>60.00</u>
<b>Total Expense</b>	<u>2,666,182.72</u>
<b>Net Ordinary Income</b>	<u>-2,643,647.73</u>
<b>Net Income</b>	<u><u><b>-2,643,647.73</b></u></u>

Pasco County Mosquito Control District  
**Profit & Loss Budget vs. Actual**  
October 2020 through August 2021

	<b>Oct '20 - Aug 21</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
311. - Ad Valorem Taxes	7,795,286.11	7,734,311.14	100.79%
361. - Interest Earnings	1,096.45	8,400.00	13.05%
362 - Co-Ag Grant	155,000.00	116,813.78	132.69%
363. - Miscellaneous Income	452,359.30	0.00	100.0%
<b>Total Income</b>	<b>8,403,741.86</b>	<b>7,859,524.92</b>	<b>106.92%</b>
<b>Gross Profit</b>	<b>8,403,741.86</b>	<b>7,859,524.92</b>	<b>106.92%</b>
<b>Expense</b>			
<b>10 - Personal Services</b>			
10.0 - Regular Salaries	1,817,405.12	2,122,711.07	85.62%
10 - Personal Services - Other	0.00	0.00	0.0%
<b>Total 10 - Personal Services</b>	<b>1,817,405.12</b>	<b>2,122,711.07</b>	<b>85.62%</b>
<b>20 - Employee Benefits</b>			
21 - FICA Taxes	134,099.04	162,387.40	82.58%
22 - Retirement Contributions	179,356.76	218,367.43	82.14%
<b>23 - Life and Health Insurance</b>			
23.0.1 - Health	528,738.96	600,864.00	88.0%
23.0.2 - Life Insurance	12,416.50	16,800.00	73.91%
23.0.3 - Cafeteria Plan	485.00	550.00	88.18%
<b>Total 23 - Life and Health Insurance</b>	<b>541,640.46</b>	<b>618,214.00</b>	<b>87.61%</b>
23.1 - Dental/Eyecare	23,356.19	46,080.00	50.69%
23.2 - Disability Ins/Accident	12,865.59	13,200.00	97.47%
24 - Worker's Compensation	38,092.00	40,000.00	95.23%
25 - Unemployment Compensation	2,924.00	10,000.00	29.24%
26 - Moving Expenses	0.00	0.00	0.0%
<b>Total 20 - Employee Benefits</b>	<b>932,334.04</b>	<b>1,108,248.83</b>	<b>84.13%</b>
<b>30 - Operating Expense</b>			
31.1 - Property Appraiser	84,632.48	86,563.52	97.77%
31.2 - Tax Collector Fees	124,220.69	161,154.24	77.08%
31.3 - Legal & Engineering Services	29,462.70	350,000.00	8.42%
31.3.1 - Entomology/Consulting	26,850.00	20,000.00	134.25%

Pasco County Mosquito Control District  
Profit & Loss Budget vs. Actual  
October 2020 through August 2021

	<b>Oct '20 - Aug 21</b>	<b>Budget</b>	<b>% of Budget</b>
<b>31.3.2 · IT Services</b>	28,839.82	50,000.00	57.68%
<b>31.4 · Bank Service Fees</b>			
<b>31.4.1 · Pilots Medical Exams</b>	110.00	360.00	30.56%
<b>31.4.2 · Helicopter Lease-Purchase</b>	864,460.36	864,460.36	100.0%
<b>31.4 · Bank Service Fees - Other</b>	3,888.41	6,900.00	56.35%
<b>Total 31.4 · Bank Service Fees</b>	868,458.77	871,720.36	99.63%
<b>32 · Accounting &amp; Auditing</b>	12,600.00	13,000.00	96.92%
<b>34 · District Services</b>			
<b>34.1 · Cleaning</b>	3,905.00	5,760.00	67.8%
<b>Total 34 · District Services</b>	3,905.00	5,760.00	67.8%
<b>Total 30 · Operating Expense</b>	1,178,969.46	1,558,198.12	75.66%
<b>40 · Utilities/Maintenance/Insurance</b>			
<b>40.1 · Travel/Registration</b>	39,792.26	88,225.00	45.1%
<b>41 · Communications Services</b>	48,492.77	42,720.00	113.51%
<b>42 · Postage</b>	1,689.96	3,600.00	46.94%
<b>43 · Utilities Expenses</b>	24,072.41	32,620.00	73.8%
<b>44 · Rental Equipment/Hangar</b>	6,812.10	9,120.00	74.69%
<b>45 · Insurance-Liability-Aerial</b>	193,346.00	208,000.00	92.96%
<b>46 · Maint. Bldg/equip/supplies</b>	148,623.36	239,347.50	62.1%
<b>47 · Printing &amp; Binding</b>	1,118.35	1,200.00	93.2%
<b>48 · Promotional Activities/video</b>	27,137.59	48,200.00	56.3%
<b>49.1 · Government Agencies</b>	6,826.82	63,430.00	10.76%
<b>49.2 · Advertising</b>	795.44	2,300.00	34.58%
<b>Total 40 · Utilities/Maintenance/Insurance</b>	498,707.06	738,762.50	67.51%
<b>50 · Supplies &amp; Materials</b>			
<b>51.1 · Office Supplies</b>	6,808.41	13,160.00	51.74%
<b>51.2 · Computer Software Updates</b>	499.95	27,300.00	1.83%
<b>52.1 · Gasoline &amp; oil</b>	107,606.27	153,346.00	70.17%
<b>52.2 · Chemicals</b>	848,869.52	1,743,866.31	48.68%
<b>52.3 · Uniforms</b>	7,979.48	12,330.00	64.72%
<b>52.4 · Lab/traps/safety</b>	47,745.39	39,450.00	121.03%
<b>52.5 · Tools/small</b>	1,159.57	18,140.00	6.39%

11:22 AM  
 09/13/21  
 Cash Basis

Pasco County Mosquito Control District  
**Profit & Loss Budget vs. Actual**  
 October 2020 through August 2021

	<b>Oct '20 - Aug 21</b>	<b>Budget</b>	<b>% of Budget</b>
54 - Books,Subsrc/memberships	28,337.13	35,804.00	79.15%
<b>Total 50 - Supplies &amp; Materials</b>	<b>1,049,005.72</b>	<b>2,043,396.31</b>	<b>51.34%</b>
<b>60 - Capital Outlay</b>			
62 - Building Improvements	0.00	200,000.00	0.0%
63 - Other Facility Improvements	2,371,915.27	3,028,549.27	78.32%
64 - Machinery & Equip	349,094.41	542,850.00	64.31%
<b>Total 60 - Capital Outlay</b>	<b>2,721,009.68</b>	<b>3,771,399.27</b>	<b>72.15%</b>
6560 - Payroll Expenses	775.20		
<b>80 - CONTINGENCIES</b>			
89 - Contingency expenditures	0.00	600,000.00	0.0%
<b>Total 80 - CONTINGENCIES</b>	<b>0.00</b>	<b>600,000.00</b>	<b>0.0%</b>
97.001 - Future Capital Outlay	0.00	2,084,858.43	0.0%
97.002 - Self Insurance	0.00	792,000.00	0.0%
97.003 - Reserve for cash balance	0.00	780,000.00	0.0%
97.004 - Reserve for Sick & A/L	0.00	160,000.00	0.0%
<b>Total Expense</b>	<b>8,198,206.28</b>	<b>15,759,574.53</b>	<b>52.02%</b>
<b>Net Ordinary Income</b>	<b>205,535.58</b>	<b>-7,900,049.61</b>	<b>-2.6%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
340 - Zika Grant Revenue	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>205,535.58</b>	<b>-7,900,049.61</b>	<b>-2.6%</b>

11:21 AM  
09/13/21  
Cash Basis

Pasco County Mosquito Control District  
**Balance Sheet**  
As of August 31, 2021

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	<u>Aug 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111 - BB&T Operating	8,110,715.34
113 - BB&T Operating	-0.19
117 - Petty Cash	33.43
	<hr/>
<b>Total Checking/Savings</b>	8,110,748.58
<b>Accounts Receivable</b>	
1200 - Accounts Receivable	-63,360.50
	<hr/>
<b>Total Accounts Receivable</b>	-63,360.50
	<hr/>
<b>Total Current Assets</b>	8,047,388.08
<b>Fixed Assets</b>	
150 - Fixed Assets	6,447,702.48
	<hr/>
<b>Total Fixed Assets</b>	6,447,702.48
<b>Other Assets</b>	
135 - Inventory	1,567,982.26
176 - Deferred Vac/Sick Leave	275,734.87
	<hr/>
<b>Total Other Assets</b>	1,843,717.13
	<hr/>
<b>TOTAL ASSETS</b>	<b><u><u>16,338,807.69</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
205 - Accounts Payable	91,747.12
	<hr/>
<b>Total Accounts Payable</b>	91,747.12

11:21 AM  
09/13/21  
Cash Basis

Pasco County Mosquito Control District  
**Balance Sheet**  
As of August 31, 2021

---

	<u>Aug 31, 21</u>
Other Current Liabilities	
2100 · Payroll Liabilities	3,005.05
215 · Salary Payable	18,764.29
238 · Provision for Vac S/L	275,734.87
	<hr/>
<b>Total Other Current Liabilities</b>	<b>297,504.21</b>
	<hr/>
<b>Total Current Liabilities</b>	<b>389,251.33</b>
	<hr/>
<b>Total Liabilities</b>	<b>389,251.33</b>
	<hr/>
Equity	
280 · Fund Balance	942,717.76
282 · Fund Balance State I	17,974.00
283 · Inv. in General Fixed Assets	6,447,702.48
3900 · Retained Earnings	8,335,626.54
Net Income	205,535.58
	<hr/>
<b>Total Equity</b>	<b>15,949,556.36</b>
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>16,338,807.69</u></u></b>

# PURCHASE ORDER

PASCO COUNTY MOSQUITO CONTROL DISTRICT  
 2308 MARATHON RD  
 ODESSA, FL 33556  
 727-376-4568  
 FAX 727-376-4704

Not subject to Federal Exise Tax
Not subject to State Sales Tax

Exemption Certificate No.
85-8012646438C-9

PO # **BB&T PCard**

To: **BB&T PCARD**  
**July statement**

Date: **August 26, 2021**

Federal Identification #
59-6033971

Vendor	DESCRIPTION	ACCT #	UNIT	TOTAL
Skips Florist	Funeral arrangement for WayneGrandmother	48		\$87.50
Skips Florist	Funeral arrangement for CJ Mother in law	48		\$87.50
Florida MVR	Replenish of Account	40.1		\$100.00
Sunpass	Replenish of Account	40.1		\$100.00
Circle K	Gas for argo	52.1		\$16.85
Circle K	Gas for argo	52.1		\$17.62
Circle K	Gas for airboat #37	52.1		\$53.12
Home Depot	tree loppers for #37	46		\$54.98
AMCA	AMCA Memebership Renewal	54		\$155.00
Walmart	sea salt	52.4	Total	\$2.12
Walmart	Desk pad	51.1	7.09	\$4.97
Home Depot	2 keys	46		\$5.36
Bugdorm	4 pack button connector for skam trap	52.4		\$4,564.82
Hawks Cay Resort	FMCA for Taylor	40.1		\$202.50
Hawks Cay Resort	FMCA for Agne	40.1		\$202.50
Amazon	rubber mat, kitchen brush, bottle brush	52.4		\$55.78
Sprouts	apple cider vinegar	52.4		\$55.92
AMCA	Agne Membership renewal	54		\$155.00
Millipore Sigma	Naled 250 mg	52.2		\$45.71
Amazon	tool kit	52.4		\$54.29
Amazon	Aviation hardware	46		\$85.00
Amazon	Aviation hardware	46		\$25.72
Amazon	Aviation hardware	46		\$53.98
Sky Geek	Helicopter life jackets	46		\$649.23
Advance Auto Parts	spray system repairs for both aircraft	46		\$15.62
Rexel	Hangar fuel system repair	46		\$56.38
Rexel	Credit	46		(\$3.69)
Sharefile	Monthly fee for sharefile	54		\$293.00
Amazon	Monthly Prime fee	54		\$12.99
Spider Tracks	Monthly Data Plan for aviation	54		\$94.15
Amazon	Respirator canisters	52.4		\$41.98
Tax Collector	replacement tag for #64 and registration #68	49.1		\$74.21
Amazon	Foam cannon for pressure washer	46		\$28.89
Amazon	Led lights for building	46		\$169.99
Advance Auto Parts	1.5 v battery and counters	46		\$25.12
Advance Auto Parts	cans 134a a/c refrigerant	46		\$88.20

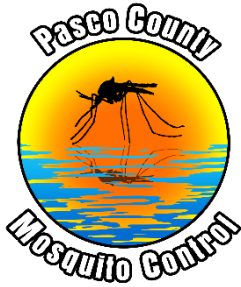
Advance Auto Parts	front brake pads for #35	46		\$42.89
Amazon	soldering station	46		\$33.18
Amazon	Marine high flowlow pressure pump	46		\$338.30
Sherwin Williams	tools for air less sprayer and 100" hose	52.5		\$895.00
Parts Tree	foam handle grips,carburator for hand sprayer	46		\$131.40
United States Plastic Corp	2 gallon sq buckets, lids	46		\$143.11
Nutrien	Topfilm SE 2x2 5 ga	52.2		\$162.00
Clarke	Natular G30 40 lb bags	52.2		\$125,726.00
Adapco	Bvectobac GS 40 lb bags	52.2		\$56,486.00
Circle K	gas for argo	52.1		\$21.50
Hobby Lobby	Resin and organizational supplies	48		\$27.96
Amazon	Event supplies	48		\$185.61
Amazon	Event supplies	48		\$189.00
Amazon	Event supplies	48		\$95.99
Amazon	Event supplies	48		\$137.79
AMCA	Amca Membership	54		\$155.00
Amazon	Office supplies	51.1		\$17.59
Amazon	Refund	48		(\$10.00)
	TOTAL			\$192,510.63

Acct #	Amount
TOTAL	\$192,510.63
48	\$801.35
40.1	\$605.00
52.1	\$109.09
46	\$1,943.66
54	\$865.14
52.4	\$4,774.91
51.1	\$22.56
52.2	\$182,419.71
49.1	\$74.21
52.5	\$895.00

By: \_\_\_\_\_



# PASCO COUNTY MOSQUITO CONTROL DISTRICT



**2308 MARATHON ROAD  
ODESSA, FL 33556**

**TELEPHONE (727) 376-4568  
FAX (727) 376-4704**

**BOARD OF COMMISSIONERS  
MATTHEW ABBOTT  
RANDY EVANS  
MICHAEL COX**

**ADRIANE ROGERS, DIRECTOR  
arogers@pascosquito.org**

September 21, 2021

Purchasing Policy Modifications

Attached you will find PCMCD's existing purchasing policy. Included in that policy is a spending cap of \$5,000 that the Executive Director is limited to without prior Board approval. This is very restrictive and often hampers progress.

Per the Florida Statutes, any purchase over \$35,000, aside from Sole Source items, must be put out for solicitation.

A suggested change to the existing policy would be to remove the spending cap limitation requiring Board approval and implement a tiered approach for spending.. An example of this might read, "For general, non-aviation purchases up to \$10,000, the District must obtain a minimum of 3 informal quotes for like items/services. For purchases of \$10,001 to \$34,999, the District must obtain a minimum of 3 formal, written quotes for like items/services."

## Purchasing Policy & Procedures

1. **General:** A purchase order (P.O.) will be used for all District purchases with the exception of routine recurring expenses, i.e., utility bills and employee monthly benefit payments.

The purpose of the P.O. system is to give us effective managerial control over the District budget and cash flow. All purchases of fixed assets, materials, supplies and services must be coordinated through the director or the designated purchasing agent to insure compliance with bid and purchasing requirements set forth by the Board of Commissioners and State Law.

The Operations Supervisor/Assistant Director is designated as the District purchasing agent or the Administrative Assistant as designated alternate.

The Board has authorized the Director to approve purchases up to \$5,000.00. Fuel and chemical purchases are excluded from these requirements. If any annual budgeted items approved by the Board at the final hearing for the fiscal budget exceed the budgeted amount, the purchase must be approved by the Board prior to the issuance of a P.O. or contract.

Purchases of items over \$35,000 must be submitted for bid unless it is a sole source item. When preparing an item for bid, the department head will coordinate the requirements and specifications with the Director, followed by a presentation to the PCMCD Board.

P.O.'s will be centrally controlled and issued by the Administrative Assistant. The Administrative Assistant will maintain a written register of all P.O.'s in numerical order.

2. **Procedure:** Requisition forms will be signed and submitted to the purchasing agent for approval. The Operation Supervisor/Assistant Director will determine if a separate quote is necessary for the purchase. Separate quotes will normally not be required for small purchases. Prior to approval, the requisition is only a request to purchase and no one is authorized to order materials or services with the exception of the Director, until a P.O. is issued. All P.O.'s will be prepared by the Administrative Assistant from the approved requisition.
3. **Emergency Purchases:** An emergency condition is a situation which creates an interruption of work, threat to public health, welfare, or safety such as may arise by reason of floods, hurricanes, tropical storms, epidemics, equipment failures, or such other reasons as determined by the Director. The existence of such condition creates an immediate and serious need for supplies or services that cannot be met through normal approval and procurement methods. Emergency procurement shall be limited to only those items, supplies and services necessary to meet the emergency.

Whenever an emergency condition exists and there is an immediate need to purchase non-budgeted goods, services, or equipment exceeding \$5,000, the purchasing procedure for such commodities shall be as follows:

The Board shall hold an emergency board meeting to review the potential needs of the District to give the Director conditional authority to make the necessary emergency purchases as needed. If the Board is not able to meet in person a conference call can be held for the same purpose. If an emergency occurs after normal working hours or during the weekend, the Director shall call an emergency Board meeting, either in person or via conference call, on the next available work day.

4. **Open Purchase Orders:** A monthly P.O. number will be issued to credit vendors. Approved requisition forms will be required for purchases. Maintenance requisition forms for vehicle maintenance purchases will be the responsibility of the Vehicle Maintenance Mechanic.
5. **Receiving:** Upon receipt of goods or services ordered, the delivery ticket and other written verification will be forwarded to Administrative Assistant with the P.O. number. The requisition, invoice, P.O. and supporting documentation will be presented with the check for signature by the director and the Board. All invoices included will be stamped PAID.
6. **Summary of Procedures:**
  - A. A requisition is submitted to the Operation Supervisor/Assistant Director for approval.
  - B. The P.O. is authorized by the Administrative Assistant from approved requisition prior to the purchase actually being made.
  - C. When goods are received, the receipt/packing slip documentation is forwarded to the Administrative Assistant with written verification of receipt.
  - D. The Administrative Assistant holds the P.O. and receipt/packing slip until the invoice is received. The Administrative Assistant will then match the invoice with supporting documents, record in computer and issue check for signature. Each invoice will be stamped "PAID".
  - E. Check and supporting documents will be presented for signature and final approval to the Director and one Board member. Checks require two signatures. The District's copy is to be initialed by a Board Member.

Minutes of Board Meeting  
Pasco County Mosquito Control District  
2308 Marathon Road, Odessa, FL 33556  
August 9, 2021

Regular meeting of the Board of Commissioners was called to order at the District office on August 9, 2021 at 9:30 a.m. Those present were Chairman Evans, Secretary Abbott, Treasurer Cox, Public Education Specialist Meek, Executive Director Rogers, Operations Director Hansen, and Business Administration Coordinator Stevens.

Pledge of Allegiance

Roll Call

Public Comment

**New Business:**

Executive Director Rogers presented the Commissioners with a draft of the Technician Take Home Vehicle Policy. There were some modifications discussed. Commissioner Cox made a motion to approve the Technician Take Home Vehicle policy with the modifications discussed. Commissioner Abbott seconded. Motion carried.

Business Administration Coordinator Stevens discussed adding a Roth Option to the existing 457b plan. It would come with a \$300 amendment fee. Commissioner Cox made a motion to approve the addition of the Roth option. Commissioner Abbott seconded. Motion carried. Commissioner Cox asked to review and shop providers for the District's 457b plan.

**Unfinished Business:**

Executive Director Rogers reviewed the changes to the 2021-2022 Budget on Draft3A. She requested permission to purchase two aircraft maintenance stands. Commissioner Cox made a motion to approve the purchase. Commissioner Abbott seconded. Motion carried.

**Director's Report:**

Executive Director Rogers updated the Commissioners on the status of the new hangar.

Executive Director Rogers updated the Board about the status of the new property.

**Operational Report:**

Executive Director Rogers updated the Board on the current status of the operations. She informed the Commissioners that the District was able to modify the Arthropod Management Plan for Werner-Boyce to include a limited number of adulticide applications per year. She added that she is still working with SWFWMD to make the changes to operations on their properties.

Executive Director Rogers discussed the safety report with the Board.

Executive Director Rogers provided the Board with the Arbovirus activity for the state.

Executive Director Rogers asked the Board to please forward any records requests received to Business Administration Coordinator Stevens.

**Good of the Order:**

Commissioner Cox made a motion to adjourn the meeting at 11:15 am.  
Commissioner Abbott seconded. Meeting adjourned.

Date: \_\_\_\_\_ Attested: \_\_\_\_\_

### Monthly Service Requests 2009 - Present

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>January</b>	4	4	1	12	42	17	38	13	27	9	26	59	15
<b>February</b>	11	5	15	27	17	15	22	64	48	58	63	39	22
<b>March</b>	19	22	60	68	19	24	95	97	56	34	142	53	210
<b>April</b>	28	192	311	73	63	86	130	213	81	62	146	150	143
<b>May</b>	52	69	67	78	71	106	89	157	72	86	94	145	106
<b>June</b>	257	52	53	215	167	111	90	135	366	159	138	164	113
<b>July</b>	423	122	130	527	287	188	101	119	388	140	212	88	345
<b>August</b>	79	155	182	335	101	94	275	267	169	119	240	95	127
<b>September</b>	97	148	151	164	90	116	136	244	250	87	141	233	
<b>October</b>	39	123	127	141	105	145	123	126	108	126	156	145	
<b>November</b>	33	56	76	64	72	35	100	67	43	133	113	105	
<b>December</b>	19	6	32	65	55	37	75	47	44	16	35	28	
<b>TOTALS</b>	1061	954	1205	1769	1089	974	1274	1549	1652	1029	1506	1304	1081