

Regular Board of Commissioner's Meeting Agenda

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

August 9, 2021 @ 9:30 AM



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. Take Home Vehicle Policy
 - B. 457 – ROTH Addition Option
8. **Unfinished Business**
 - A. FY 2021-2022 Budget Review-Third Draft
9. **Director's Report**
 - A. Hangar Update
 - B. Property Update
10. **Operational Report**
 - A. District Operations and Safety Report, A. Rogers
 - B. Arbovirus Report, A. Prasauskas
11. **Good of the Order**
12. **Upcoming Meetings and Events**
 - A. Regular Board Meetings
 - i. September 21st, 2021 at 3:30pm
 - ii. October 4, 2021 at 9:30am
 - iii. November 8, 2021 at 9:30am
 - B. Budget Hearings
 - i. September 7th, 2021 at 5:01pm
 - ii. September 21st, 2021 at 5:01pm
 - C. Events
 - i. Labor Day Holiday, September 6th, 2021
13. **Meeting Adjournment**

Pasco County Mosquito Control District
Profit & Loss
July 2021

	<u>Jul 21</u>
Ordinary Income/Expense	
Income	
361. · Interest Earnings	94.28
Total Income	<u>94.28</u>
Gross Profit	94.28
Expense	
10 · Personal Services	
10.0 · Regular Salaries	192,892.64
Total 10 · Personal Services	192,892.64
20 · Employee Benefits	
21 · FICA Taxes	14,279.65
22 · Retirement Contributions	16,163.20
23 · Life and Health Insurance	
23.0.1 · Health	48,848.78
23.0.2 · Life Insurance	1,603.95
Total 23 · Life and Health Insurance	<u>50,452.73</u>
23.1 · Dental/Eyecare	2,065.97
23.2 · Disability Ins/Accident	1,331.50
Total 20 · Employee Benefits	<u>84,293.05</u>
30 · Operating Expense	
31.3 · Legal & Engineering Services	19,164.40
31.3.1 · Entomology/Consulting	3,700.00
31.3.2 · IT Services	2,892.58

12:34 PM
08/02/21
Cash Basis

Pasco County Mosquito Control District
Profit & Loss
July 2021

	<u>Jul 21</u>
34. · District Services	
34.1 · Cleaning	355.00
	<hr/>
Total 34. · District Services	355.00
Total 30 · Operating Expense	26,111.98
40 · Utilities/Maintenance/Insurance	
40.1 · Travel/Registration	2,874.95
41 · Communications Services	3,348.24
42 · Postage	332.93
43 · Utilities Expenses	2,671.68
44 · Rental Equipment/Hangar	849.50
46 · Maint. Bldg/equip/supplies	19,351.06
48 · Promotional Activities/video	2,104.86
49.1 · Government Agencies	440.68
	<hr/>
Total 40 · Utilities/Maintenance/Insurance	31,973.90
50 · Supplies & Materials	
51.1 · Office Supplies	652.39
51.2 · Computer Software Updates	499.95
52.1 · Gasoline & oil	10,841.57
52.2 · Chemicals	124,385.00
52.3 · Uniforms	240.23
52.4 · Lab/traps/safety	8,305.38
54 · Books,Subsrc/memberships	647.37
	<hr/>
Total 50 · Supplies & Materials	145,571.89
60 · Capital Outlay	
63 · Other Facility Improvements	80,248.40
64 · Machinery & Equip	8,886.85
	<hr/>
Total 60 · Capital Outlay	89,135.25

12:34 PM
08/02/21
Cash Basis

Pasco County Mosquito Control District
Profit & Loss
July 2021

	<u>Jul 21</u>
6560 · Payroll Expenses	<u>75.00</u>
Total Expense	<u>570,053.71</u>
Net Ordinary Income	<u>-569,959.43</u>
Net Income	<u><u>-569,959.43</u></u>

General Ledger

Accrual Basis

As of July 31, 2021

Type	Date	Num	Name	Split	Amount	Balance
111 - BB&T Operating						11,325,062.12
Check	07/01/2021	13634	Lowes Business Account	46 · Maint. Bldg/equip/supplies	-141.12	11,324,921.00
Check	07/01/2021	13635	Home Depot	46 · Maint. Bldg/equip/supplies	-67.71	11,324,853.29
Check	07/01/2021	13636	Suburban Propane - 1561	-SPLIT-	-350.03	11,324,503.26
Check	07/01/2021	13637	Minuteman Press of New Port Rich	48 · Promotional Activities/video	-527.90	11,323,975.36
Check	07/01/2021	13638	Wurth USA Inc.	46 · Maint. Bldg/equip/supplies	-233.78	11,323,741.58
Check	07/01/2021	13639	Auto & Marine Finishes	-SPLIT-	-530.13	11,323,211.45
Check	07/01/2021	13640	Treadmaxx Tire Distributors	46 · Maint. Bldg/equip/supplies	-830.64	11,322,380.81
Check	07/01/2021	13641	Port Consolidated	52.1 · Gasoline & oil	-5,097.59	11,317,283.22
Check	07/01/2021	13642	Port Consolidated	52.1 · Gasoline & oil	0.00	11,317,283.22
Check	07/01/2021	13643	MSC	46 · Maint. Bldg/equip/supplies	-110.54	11,317,172.68
Check	07/01/2021	13644	Airgas South	46 · Maint. Bldg/equip/supplies	-129.40	11,317,043.28
Check	07/01/2021	13645	ULINE	52.4 · Lab/traps/safety	-137.71	11,316,905.57
Check	07/01/2021	13646	Fisher Scientific	52.4 · Lab/traps/safety	-251.23	11,316,654.34
Check	07/01/2021	13647	Walmart	52.4 · Lab/traps/safety	-103.35	11,316,550.99
Check	07/01/2021	13648	Twardzik, Chester (Bainbridge)	43 · Utilities Expenses	-50.00	11,316,500.99
Check	07/01/2021	13649	FedEx	42 · Postage	-49.70	11,316,451.29
Check	07/01/2021	13650	Reliant Atlantic Group, LLC	52.4 · Lab/traps/safety	-135.00	11,316,316.29
Check	07/01/2021	13651	UPS	42 · Postage	-18.81	11,316,297.48
Check	07/01/2021	13652	Waste Connections of Florida	43 · Utilities Expenses	-175.00	11,316,122.48
Check	07/01/2021	13653	Gator Tail Trailers	64 · Machinery & Equip	-1,549.00	11,314,573.48
Check	07/01/2021	U175	Morgan, Ronald	52.3 · Uniforms	-23.39	11,274,139.22
Check	07/01/2021	D325	John, Vacillie	23.1 · Dental/Eyecare	-260.00	11,273,879.22
Check	07/01/2021	D326	Kubb, John	23.1 · Dental/Eyecare	-30.00	11,273,849.22
Check	07/01/2021	D327	Hansen, Lee	23.1 · Dental/Eyecare	-710.00	11,273,139.22
Check	07/01/2021	D328	Shepard, Kirk A	23.1 · Dental/Eyecare	-25.00	11,273,114.22
Liability (07/02/2021	1	Florida Retirement System	-SPLIT-	-20,513.09	11,252,601.13
Check	07/08/2021	13658	Boeing Distribution, Inc.	-SPLIT-	-54.91	11,252,546.22
Check	07/08/2021	13659	RS Hughes	46 · Maint. Bldg/equip/supplies	-41.25	11,252,504.97
Check	07/08/2021	13660	Logo Outfitters	52.3 · Uniforms	-75.00	11,252,429.97
Check	07/08/2021	13661	Minuteman Press of New Port Rich	48 · Promotional Activities/video	-60.00	11,252,369.97
Check	07/08/2021	13662	Fisher Scientific	52.4 · Lab/traps/safety	-266.18	11,252,103.79
Check	07/08/2021	13663	Grainger	46 · Maint. Bldg/equip/supplies	-781.20	11,251,322.59

12:38 PM

08/02/21

Pasco County Mosquito Control District

General Ledger

Accrual Basis

As of July 31, 2021

Check	07/08/2021	13664	SC Signature Construction	63 · Other Facility Improvements	-50,155.25	11,201,167.34
Check	07/08/2021	13665	Recycling Services of Florida	43 · Utilities Expenses	-50.00	11,201,117.34
Check	07/08/2021	13666	Safran Helicopter Engines USA	-SPLIT-	-1,231.73	11,199,885.61
Check	07/08/2021	13667	Airbus Helicopters, Inc.	-SPLIT-	-256.92	11,199,628.69
Check	07/08/2021	13668	Reliant Atlantic Group, LLC	52.4 · Lab/traps/safety	-135.00	11,199,493.69
Check	07/08/2021	13669	Invision Advisors	-SPLIT-	-19,164.40	11,180,329.29
Check	07/08/2021	13670	UPS	42 · Postage	-139.28	11,180,190.01
Check	07/08/2021	13671	Big Sur Technologies	31.3.2 · IT Services	-2,892.58	11,177,297.43
Check	07/08/2021	13672	EMS of Central Florida, Inc.	46 · Maint. Bldg/equip/supplies	-270.00	11,177,027.43
Check	07/08/2021	U176	Dourado Jr., Vincent P	52.3 · Uniforms	-10.63	11,139,705.29
Check	07/08/2021	D329	Stevens, Rhonda	23.1 · Dental/Eyecare	-161.00	11,139,544.29
Check	07/08/2021	D330	John, Vacillie	23.1 · Dental/Eyecare	-10.00	11,139,534.29
Check	07/15/2021	13673	Ashtin Communications	46 · Maint. Bldg/equip/supplies	-152.65	11,139,381.64
Check	07/15/2021	13674	Aircraft Spruce & Specialty	-SPLIT-	-339.76	11,139,041.88
Check	07/15/2021	13675	Hi-Line Products	46 · Maint. Bldg/equip/supplies	-421.31	11,138,620.57
Check	07/15/2021	13676	Fleet Products	46 · Maint. Bldg/equip/supplies	-1,021.99	11,137,598.58
Check	07/15/2021	13677	McMaster-Carr Supply Co.	46 · Maint. Bldg/equip/supplies	-1,589.68	11,136,008.90
Check	07/15/2021	13678	Depco Pump Company	46 · Maint. Bldg/equip/supplies	-497.17	11,135,511.73
Check	07/15/2021	13679	Chemical Containers	46 · Maint. Bldg/equip/supplies	-170.80	11,135,340.93
Check	07/15/2021	13680	MSC	46 · Maint. Bldg/equip/supplies	-52.44	11,135,288.49
Check	07/15/2021	13681	Tractor Supply	-SPLIT-	-384.48	11,134,904.01
Check	07/15/2021	13682	BB&T Bank	-SPLIT-	-140,220.36	10,994,683.65
Check	07/15/2021	13683	Hlts 106 / WGHR-FM	48 · Promotional Activities/video	-1,152.00	10,993,531.65
Check	07/15/2021	13684	American Aviation, Inc.	44 · Rental Equipment/Hangar	-635.00	10,992,896.65
Check	07/15/2021	13685	Angelo's Recycled Materials	-SPLIT-	-568.25	10,992,328.40
Check	07/15/2021	13686	Coverall North America, Inc.	34.1 · Cleaning	-355.00	10,991,973.40
Check	07/15/2021	13687	T-Mobile	41 · Communications Services	-1,183.20	10,990,790.20
Check	07/15/2021	13688	Cintas Corp	-SPLIT-	-328.05	10,990,462.15
Check	07/15/2021	13689	GreatAmerica Financial Services	46 · Maint. Bldg/equip/supplies	-585.03	10,989,877.12
Check	07/15/2021	D331	Rowat, Kyle T	23.1 · Dental/Eyecare	-183.00	10,951,122.84
Check	07/15/2021	U177	Kalimnios, Stelios	52.3 · Uniforms	-32.08	10,951,090.76
Check	07/20/2021	1	Blue Cross/Blue Shield	-SPLIT-	-53,924.04	10,897,166.72
Check	07/22/2021	13690	Airbus Helicopters, Inc.	-SPLIT-	-4,407.12	10,892,759.60
Check	07/22/2021	13691	Ashtin Communications	46 · Maint. Bldg/equip/supplies	-2,424.00	10,890,335.60

Pasco County Mosquito Control District

General Ledger

Accrual Basis

As of July 31, 2021

Check	07/22/2021	13692	Amity Lock & Safe	46 · Maint. Bldg/equip/supplies	-415.60	10,889,920.00
Check	07/22/2021	13693	Quill Office Products	-SPLIT-	-141.53	10,889,778.47
Check	07/22/2021	13694	Port Consolidated	52.1 · Gasoline & oil	-5,024.22	10,884,754.25
Check	07/22/2021	13695	Tampa Bay Steel Corporation	46 · Maint. Bldg/equip/supplies	-259.92	10,884,494.33
Check	07/22/2021	13696	Kimball Midwest	46 · Maint. Bldg/equip/supplies	-935.11	10,883,559.22
Check	07/22/2021	13697	HP Inc.	64 · Machinery & Equip	-1,199.00	10,882,360.22
Check	07/22/2021	13698	Airgas South	46 · Maint. Bldg/equip/supplies	-185.55	10,882,174.67
Check	07/22/2021	13699	SC Signature Construction	63 · Other Facility Improvements	-30,093.15	10,852,081.52
Check	07/22/2021	13700	Regency Design & Engineering	31.3.1 · Entomology/Consulting	-3,700.00	10,848,381.52
Check	07/22/2021	13701	Reliant Atlantic Group, LLC	52.4 · Lab/traps/safety	-135.00	10,848,246.52
Check	07/22/2021	13702	ESCHAT	41 · Communications Services	-200.00	10,848,046.52
Check	07/22/2021	13703	GreatAmerica Financial Services	46 · Maint. Bldg/equip/supplies	-585.03	10,847,461.49
Check	07/22/2021	13704	Canon USA Inc.	46 · Maint. Bldg/equip/supplies	-365.77	10,847,095.72
Check	07/22/2021	13705	Duke Energy	-SPLIT-	-1,890.85	10,845,204.87
Check	07/22/2021	13706	Standard Insurance Company	-SPLIT-	-2,935.45	10,842,269.42
Check	07/22/2021	13707	DYNAFIRE	46 · Maint. Bldg/equip/supplies	-780.00	10,841,489.42
Check	07/22/2021	D332	Sagastume, Anthony	23.1 · Dental/Eyecare	-224.00	10,802,172.07
Check	07/22/2021	U178	Thomas, Shannon L	52.3 · Uniforms	-19.12	10,802,152.95
Check	07/22/2021	U179	Shepard, Kirk A	52.3 · Uniforms	-80.01	10,802,072.94
Check	07/29/2021	13708	Illusions Inc.	46 · Maint. Bldg/equip/supplies	-304.00	10,801,768.94
Check	07/29/2021	13709	Fisher Scientific	-SPLIT-	-263.44	10,801,505.50
Check	07/29/2021	13710	RS Hughes	46 · Maint. Bldg/equip/supplies	-186.40	10,801,319.10
Check	07/29/2021	13711	Lowe's Business Account	46 · Maint. Bldg/equip/supplies	-98.98	10,801,220.12
Check	07/29/2021	13712	Kimball Midwest	46 · Maint. Bldg/equip/supplies	-25.42	10,801,194.70
Check	07/29/2021	13713	Waste Connections of Florida	43 · Utilities Expenses	-175.00	10,801,019.70
Check	07/29/2021	13714	Airgas South	-SPLIT-	-241.38	10,800,778.32
Check	07/29/2021	13715	Level 3 Communications, LLC	41 · Communications Services	-1,765.04	10,799,013.28
Check	07/29/2021	13716	FGUA	-SPLIT-	-330.83	10,798,682.45
Check	07/29/2021	13717	FedEx	42 · Postage	-87.44	10,798,595.01
Check	07/29/2021	13718	Metlife Small Business Center	23.1 · Dental/Eyecare	-424.39	10,798,170.62
Check	07/29/2021	13719	Angelo's Recycled Materials	46 · Maint. Bldg/equip/supplies	-321.00	10,797,849.62
Check	07/29/2021	13720	Reliant Atlantic Group, LLC	52.4 · Lab/traps/safety	-135.00	10,797,714.62
Check	07/29/2021	13721	ESCHAT	41 · Communications Services	-200.00	10,797,514.62
Check	07/29/2021	TR006	Meek, Jillian	54 · Books,Subsrc/memberships	-32.50	10,754,802.75

12:38 PM

08/02/21

Accrual Basis

Check 07/29/2021 D333

Deposit 07/31/2021

Beaudin, Christopher T

Pasco County Mosquito Control District

General Ledger

As of July 31, 2021

23.1 · Dental/Eyecare

361. · Interest Earnings

-70.00 10,754,732.75

94.28 10,754,827.03

-570,235.09 10,754,827.03

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

	Oct '20 - Jul 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
311. · Ad Valorem Taxes	7,790,488.98	7,734,311.14	100.7%
361. · Interest Earnings	1,003.59	8,400.00	11.9%
362 · Co-Ag Grant	155,000.00	116,813.78	132.7%
363. · Miscellaneous Income	434,714.30	0.00	100.0%
Total Income	8,381,206.87	7,859,524.92	106.6%
Gross Profit	8,381,206.87	7,859,524.92	106.6%
Expense			
10 · Personal Services			
10.0 · Regular Salaries	1,659,594.45	2,122,711.07	78.2%
10 · Personal Services - Other	0.00	0.00	0.0%
Total 10 · Personal Services	1,659,594.45	2,122,711.07	78.2%
20 · Employee Benefits			
21 · FICA Taxes	122,407.71	162,387.40	75.4%
22 · Retirement Contributions	157,660.85	218,367.43	72.2%
23 · Life and Health Insurance			
23.0.1 · Health	479,780.68	600,864.00	79.8%
23.0.2 · Life Insurance	12,416.50	16,800.00	73.9%
23.0.3 · Cafeteria Plan	485.00	550.00	88.2%
Total 23 · Life and Health Insurance	492,682.18	618,214.00	79.7%
23.1 · Dental/Eyecare	21,363.22	46,080.00	46.4%
23.2 · Disability Ins/Accident	12,865.59	13,200.00	97.5%
24 · Worker's Compensation	38,092.00	40,000.00	95.2%
25 · Unemployment Compensation	2,924.00	10,000.00	29.2%
26 · Moving Expenses	0.00	0.00	0.0%
Total 20 · Employee Benefits	847,995.55	1,108,248.83	76.5%

12:37 PM
 08/02/21
 Cash Basis

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

	Oct '20 - Jul 21	Budget	% of Budget
30 · Operating Expense			
31.1 · Property Appraiser	84,632.48	86,563.52	97.8%
31.2 · Tax Collector Fees	124,124.75	161,154.24	77.0%
31.3 · Legal & Engineering Services	19,912.70	350,000.00	5.7%
31.3.1 · Entomology/Consulting	23,900.00	20,000.00	119.5%
31.3.2 · IT Services	25,947.24	50,000.00	51.9%
31.4 · Bank Service Fees			
31.4.1 · Pilots Medical Exams	110.00	360.00	30.6%
31.4.2 · Helicopter Lease-Purchase	864,460.36	864,460.36	100.0%
31.4 · Bank Service Fees - Other	3,888.41	6,900.00	56.4%
Total 31.4 · Bank Service Fees	868,458.77	871,720.36	99.6%
32 · Accounting & Auditing	12,600.00	13,000.00	96.9%
34 · District Services			
34.1 · Cleaning	3,550.00	5,760.00	61.6%
Total 34 · District Services	3,550.00	5,760.00	61.6%
Total 30 · Operating Expense	1,163,125.94	1,558,198.12	74.6%
40 · Utilities/Maintenance/Insurance			
40.1 · Travel/Registration	38,787.26	88,225.00	44.0%
41 · Communications Services	40,219.86	42,720.00	94.1%
42 · Postage	1,216.87	3,600.00	33.8%
43 · Utilities Expenses	21,481.28	32,620.00	65.9%
44 · Rental Equipment/Hangar	6,177.10	9,120.00	67.7%
45 · Insurance-Liability-Aerial	205,214.00	208,000.00	98.7%
46 · Maint. Bldg/equip/supplies	122,820.02	239,347.50	51.3%
47 · Printing & Binding	1,118.35	1,200.00	93.2%
48 · Promotional Activities/video	20,732.49	48,200.00	43.0%

12:37 PM
08/02/21
Cash Basis

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

	Oct '20 - Jul 21	Budget	% of Budget
49.1 · Government Agencies	6,752.61	63,430.00	10.6%
49.2 · Advertising	702.04	2,300.00	30.5%
Total 40 · Utilities/Maintenance/Insurance	465,221.88	738,762.50	63.0%
50 · Supplies & Materials			
51.1 · Office Supplies	5,617.05	13,160.00	42.7%
51.2 · Computer Software Updates	499.95	27,300.00	1.8%
52.1 · Gasoline & oil	90,576.79	153,346.00	59.1%
52.2 · Chemicals	666,449.81	1,743,866.31	38.2%
52.3 · Uniforms	7,518.85	12,330.00	61.0%
52.4 · Lab/traps/safety	38,571.44	39,450.00	97.8%
52.5 · Tools/small	264.57	18,140.00	1.5%
54 · Books,Subsrc/memberships	18,544.37	35,804.00	51.8%
Total 50 · Supplies & Materials	828,042.83	2,043,396.31	40.5%
60 · Capital Outlay			
62 · Building Improvements	0.00	200,000.00	0.0%
63 · Other Facility Improvements	231,764.92	3,028,549.27	7.7%
64 · Machinery & Equip	336,075.41	542,850.00	61.9%
Total 60 · Capital Outlay	567,840.33	3,771,399.27	15.1%
6560 · Payroll Expenses	715.20		
80 · CONTINGENCIES			
89 · Contingency expeditures	0.00	600,000.00	0.0%
Total 80 · CONTINGENCIES	0.00	600,000.00	0.0%

12:37 PM
08/02/21
Cash Basis

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

	Oct '20 - Jul 21	Budget	% of Budget
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%
Total Expense	5,532,536.18	15,759,574.53	35.1%
Net Ordinary Income	2,848,670.69	-7,900,049.61	-36.1%
Other Income/Expense			
Other Income			
340 · Zika Grant Revenue	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	2,848,670.69	-7,900,049.61	-36.1%

12:35 PM
08/02/21
Cash Basis

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

	<u>Jul 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
111 - BB&T Operating	10,754,827.03
113 - BB&T Operating	-0.19
117 - Petty Cash	33.43
	<u>10,754,860.27</u>
Total Checking/Savings	10,754,860.27
Accounts Receivable	
1200 - Accounts Receivable	-63,360.50
	<u>-63,360.50</u>
Total Accounts Receivable	-63,360.50
Total Current Assets	10,691,499.77
Fixed Assets	
150 - Fixed Assets	6,447,702.48
	<u>6,447,702.48</u>
Total Fixed Assets	6,447,702.48
Other Assets	
135 - Inventory	1,567,982.26
176 - Deferred Vac/Sick Leave	275,734.87
	<u>1,843,717.13</u>
Total Other Assets	1,843,717.13
TOTAL ASSETS	<u><u>18,982,919.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
205 - Accounts Payable	91,747.12
	<u>91,747.12</u>
Total Accounts Payable	91,747.12

12:35 PM
08/02/21
Cash Basis

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

	<u>Jul 31, 21</u>
Other Current Liabilities	
2100 · Payroll Liabilities	3,981.63
215 · Salary Payable	18,764.29
238 · Provision for Vac S/L	275,734.87
	<hr/>
Total Other Current Liabilities	298,480.79
	<hr/>
Total Current Liabilities	390,227.91
	<hr/>
Total Liabilities	390,227.91
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	2,848,670.69
	<hr/>
Total Equity	18,592,691.47
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>18,982,919.38</u></u>

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 # PCARD

To: **BB&T Pcard**

Date: **July 15, 2021**

Federal Identification # 59-6033971
--

QTY	Vendor	DESCRIPTION	ACCT #	UNIT	TOTAL
		Wayne			
	Swagelok	Tube fittings	46		\$258.73
	Amazon	USB Hubs	51.1		\$44.85
	Citrix	Cloud Document Storage	51.1		\$293.00
	Swagelok	Full Flow Quick Connect	46		\$300.30
	O'Reilly Auto	Fuses	46		\$3.99
	Gulf Coast Avionics	Helmet, Headset, Cover	52.4		\$3,061.00
	Am Petroleum Svc	Fuel Hose	46		\$451.37
	Spider Trax	Monthly Tracking Subscriptions	46		\$90.73
	Amazon	Silicone Sealant	46		\$8.00
	Scales Galore	Mettler-Toledo Shipping Scale	46		\$539.10
	Amazon	Silicone Sealant	46		\$38.99
	Amazon	Lift Master Remote Controller, remote	46		\$58.64
	Amazon	USB Hubs	51.1		\$14.99
	King Avi. School	CFI Refresher Course - Online	40.1		\$124.95
	Amazon	Prime Membership	51.1		\$12.99
		Jillian			
	Amazon	Microscope for Ed Trailer	48		\$129.99
	Unique Awards	Plaque	48		\$55.00
	Amazon	Event Chairs	48		\$79.98
	Amazon	Event Chairs	48		\$99.99
	Cisco Systems	WebEx Membership	54		\$106.92
		Bobby			
	Racetrack	Fuel for Airboat	52.1		\$50.00
	Racetrack	Fuel for Airboat	52.1		\$78.00
	Racetrack	Fuel for Airboat	52.1		\$80.00
	IronHorse Werks	Tire for Argo	46		\$271.50
	Circle K	Fuel for Airboat	52.1		\$17.00
		Chemical			
	Adapco	Vectobac WDG	52.2		\$5,100.00
	Alligare	Alligare	52.2		\$1,620.00
	Nutrien	Revive	52.2		\$28,288.00
	Veseris	Fyfanon	52.2		\$30,893.00
	Veseris	Kontrol 30-30	52.2		\$58,245.20
		Jason			
	Tdata	Annual Renewal for Subscription	54		\$507.95

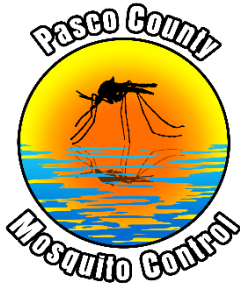
		Vinny		
	RSC Ind	Sharpen Saw Blades, shear bar	46	\$378.00
	Tri County Rentals	Mini Track Loader	44	\$214.50
	Speed Way	Diesel Fuel	52.1	\$7.61
	Wawa	Diesel Fuel	52.1	\$46.59
		CJ		
	Advance Auto	AC Leak Sealer	46	\$45.99
	Laramie Chemical	Wash Max, Max Glass	46	\$115.00
	Crystal	ATV Deposit (Budgeted line item)	64	\$2,500.00
	Crystal	Refund of over charge	64	(\$2,000.00)
	Advance Auto	Brake pads	46	\$41.59
	Amazon	LED Bulbs	46	\$32.99
	Amazon	Vacuum Hose	46	\$34.86
	Amazon	Drain plugs	46	\$22.99
	Sigma Consulting	Spill Response Class	40.1	\$1,900.00
	Pasco County Tax	Tag & Title for new trucks	49.1	\$390.68
	Amazon	Anemometer	46	\$109.98
		Brett		
	Circle K	Fuel for argo	52.1	\$18.11
	Circle K	Fuel for argo	52.1	\$18.45
	Circle K	Fuel for airboat	52.1	\$53.97
		Adriane		
	FDEP	Storage Tank Registration	49.1	\$50.00
	Amazon	Pen Refills	51.1	\$10.99
	SunPass	Toll Refill	40.1	\$100.00
	UF/IFAS	Aquatic Short Course Registration (2)	40.1	\$650.00
	SDP	Aluminum Pully	46	\$83.94
	Amazon	Replacement coffee pot	51.1	\$32.59
	Amazon	Keyboard for Adriane	51.1	\$29.99
	Unique Awards	Name plates	51.1	\$18.00
	Quickbooks/Intuit	Annual Subscription	51.2	\$499.95
	IFAS Book Store	Core Manuals	51.1	\$135.00
	Amazon	Drawing Tablet	51.1	\$59.99
	SunPass	Toll Refill	40.1	\$100.00
		Agne		
	Amazon	Space Heater	52.4	\$58.95
	Amazon	Reflective Tape	52.4	\$8.99
	Walmart	Pyrex Dish	52.4	\$29.82
	Amazon	Space Heater	52.4	\$119.99
	BioQuip	Trap Motors	52.4	\$130.75
	Amazon	Scanner	52.4	\$259.99
	Amazon	Lids	52.4	\$107.89
	Amazon	Polystyrene cups	52.4	\$40.53
	Amazon	Sphangnum moss	52.4	\$18.78
	Chem Service	Naled	52.2	\$87.40
	Walmart	Distilled Water, padded envelope	52.4	\$11.87
	USPS	Postage for package	42	\$5.00
	Sprouts	Apple Cider Vinegar	52.4	\$39.96
	Amazon	Faucet	52.4	\$55.99
	Walmart	Measuring cup, fish food	52.4	\$18.85
	Chem Service	Methoprene	52.2	\$151.40
	Hobby Lobby	Drawstring Mesh Bags	52.4	\$4.99
	Mouser Electric	Battery Tester	52.4	\$476.59
	Amazon	Seam Tape	52.4	\$15.98

	Hobby Lobby	Drawstring Mesh Bags, Foam boards	52.4		\$51.90
	USPS	Postage for package	42		\$32.70
	Amazon	Hollow Punch Set	52.4		\$16.99
	Amazon	Soap dispenser	52.4		\$19.46
	Sail Rite	Sewing Machine	52.4		\$1,561.57
	Industrial Netting	100 linear feet of netting	52.4		\$254.13
	PetCo	Ocean salt, air stone, T valve airline	52.4		\$13.97
		Grand Total			\$140,220.36

Acct #	Amount
Grand Total	\$140,220.36
40.1	\$2,874.95
42	\$37.70
44	\$214.50
46	\$2,886.69
48	\$364.96
49.1	\$440.68
51.1	\$652.39
51.2	\$499.95
52.1	\$369.73
52.2	\$124,385.00
52.4	\$6,378.94
54	\$614.87
64	\$500.00
Grand Total	\$140,220.36

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@pascomosquito.org**

DATE: August 5, 2021

TO: Pasco County Mosquito Control District Commissioners

FROM: Adriane Rogers, Executive Director

SUBJECT: Draft Technician Take-Home Vehicle Policy

I recommend that the District consider adopting a policy to allow Field Technicians the opportunity to utilize their assigned District vehicles as take-home vehicles, following specific criteria, when there is a clear and strong benefit to the District. The calculations below represent one (1) particular instance in which allowing a Field Technician to utilize a take-home vehicle would present such a benefit. Please review the draft policy in preparation for discussion at the Board meeting. Thank you for your attention to this matter.

Odessa to Z-Hills Area/Crystal Springs/etc.

Commute to Area Mileage

	Miles/day	Miles/week	Miles/year
Mileage (30m ea)	60	300	15600

Commute to Area Salary

	Salary/day	Salary/week	Salary/year
Time (2hr)	\$37.54	\$187.70	\$9,760.40

MPGs

10MPGs for equipped F350

	Gal/week	Gal/year
	30	1560
Fuel	~\$2.75/gal	\$4,290.00

Wear and Tear

Scheduled Service(every 4000m) ~\$25/service

3.9	\$97.50
Tires ~22500 m	Set of Tires
	\$600.00

TOTAL Annual Savings	\$14,747.90
----------------------	--------------------

PLUS reduced risk of auto accident
PLUS 2 hours more work each day
in area!

Technician Take-Home Vehicle Policy

Applicability and Purpose

The intent of this policy is to state the responsibilities and accountability of the District and District field employees regarding District take-home vehicles and their usage, operations, maintenance, refueling, and the coordination of these activities. District field staff will have the opportunity to take their assigned work vehicle home to their residence at the sole discretion of the Executive Director, only when it provides a clear and strong benefit to the District and the work function. This policy supports reduced costs, better management of District resources, reduced claims and liabilities, and designation of areas of responsibility and accountability.

Vehicle Security

- District vehicles covered by this policy must be identified as belonging to the Pasco County Mosquito Control District
- All District take-home vehicles shall be parked in the driveway or garage of an occupied dwelling when not in use
- All vehicles must be locked when not in use and all equipment and valuables within the vehicle (whether District or personal) placed in a location which is out of sight of people passing by when possible
- Missing or damaged vehicles will be reported immediately to the Police or Sheriff's Department and the employee's immediate supervisor

This policy will be applicable when there is a clear and strong benefit to the District and if all of the following criteria are met;

Take-Home Assignment Criteria

- Employees authorized for take-home vehicle assignment must sign a document acknowledging receipt and understanding of this policy, which will be kept in the employee's personnel file. A copy of this policy will be given to the employee's immediate supervisor and shall be kept in all District vehicles of employees who operate District take-home vehicles. The District will maintain a Take-Home Vehicle Assignment file.
- Take-home vehicles will only be assigned to full-time District employees who:
 - Have reviewed this and all District policies with acknowledgement of receipt
 - Refrain from use of alcohol and controlled substances, with exception of prescription medications, before and while driving the District vehicle
 - Refrain from allowing any individual other than the assigned employee from driving the District vehicle
 - Refrain from driving out of Pasco County except with the express permission of the Executive Director
- Take-home vehicles are to be used for the conduct of District business

In addition, employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations. District vehicles, as a general rule, should not be used to perform personal business that detracts from District operations. However, in some instances, technician take-home vehicles may be used to perform minor, personal errands so long as the

errands are conducted to and from work, are brief in nature, and do not detract from the employee's activities as a public servant.

- Employee must not pass the District headquarters to get to their assigned area
- Employee is required to visit the office at a minimum of once weekly as directed by their supervisor to replenish chemicals, fuel, and other necessary supplies and equipment and to submit necessary paperwork, etc.
- Employee must check in at a minimum of twice daily with their supervisor via phone at the start of their shift and at the end of each work day
- Employee is required to clock in and maintain time-clock entries on District phone (via use of downloaded app)
- Employee shall keep the vehicle in tidy condition at all times, within reason and report any damage to their supervisor directly following the incident
- Employee must have excellent history of taking good care of District equipment
- Employee will be charged fringe benefit tax to the State of Florida

Any exception to this Policy must receive prior approval from the Executive Director. Take-home vehicle status will be reviewed on at least an annual basis. The District considers assignments of take-home vehicles to be temporary and as such, subject to review and revocation at any time.

Monthly Service Requests 2009 - Present

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

Minutes of Board Meeting
Pasco County Mosquito Control District
2308 Marathon Road, Odessa, FL 33556
July 12, 2021

Regular meeting of the Board of Commissioners was called to order at the District office on July 12, 2021 at 9:30 a.m. Those present were Chairman Evans, Secretary Abbott, Treasurer Cox, Public Education Specialist Meek, Executive Director Rogers, Administrative Manager Stevens, and Research & Surveillance Director Prasauskas.

Pledge of Allegiance

Roll Call

Public Comment

New Business:

Executive Director Rogers presented the Commissioners with the first draft of the budget for the 2021-2022 fiscal year. Commissioner Cox asked to table the budget discussion until he could further review the information.

Executive Director Rogers discussed with the Board the information found pertaining to hiring a firm to complete a full salary survey. She stated that before the District could move forward, each of the job descriptions were being fully reviewed and updated as necessary.

Commissioner Cox discussed with the Board the idea of providing incentive for employees to get the COVID-19 vaccination. Commissioners Evans and Abbott both stated that they were not in support of this.

Unfinished Business:

There was no unfinished business to attend to.

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 due diligence on the new property.

Operational Report:

Executive Director Rogers updated the Board on the current status of the operations.

Executive Director Rogers discussed the safety report with the Board.

Research & Surveillance Director Prasauskas provided the Board with the Arbovirus activity for the state.

Good of the Order:

Commissioner Abbott asked if anyone had looked into alternative phone service as the current provider has again increased their cost. Executive Director Rogers stated that it had been determined that Spectrum does not have available services in this area. She added that beyond that, the project would be best assigned in the off season.

Commissioner Cox made a motion to adjourn the meeting at 11:12 am. Commissioner Abbott seconded. Meeting adjourned.

Date: _____ Attested: _____

Minutes of Board Meeting
Pasco County Mosquito Control District
2308 Marathon Road, Odessa, FL 33556
July 26, 2021

Special meeting of the Board of Commissioners was called to order at the District office on July 26, 2021 at 9:30 a.m. Those present were Chairman Evans, Secretary Abbott, Treasurer Cox, Executive Director Rogers, Operations Director Hansen, and Business Administration Coordinator Stevens.. Also present were Jamie Girardi of Regency Design & Engineering, Inc. and Jonathan Moore of InVision Advisors. Present by phone was Lina Castro of InVision Advisors.

Pledge of Allegiance

Roll Call

Public Comment

New Business:

Jamie Girardi of Regency Design & Engineering, Inc. presented to the Board the findings of the due diligence work on the property that the District is under contract for purchase. He stated that the report is not yet complete as it is still waiting for one final report, but otherwise he advised that the report favors the District in moving forward with the purchase of the property. The Commissioners discussed the desire to hold a meeting with the public to let them know what the District's plans are for the property. Commissioner Abbott made a motion to move forward to close on the property purchase with a meeting to be held for the neighboring community on or before September 9th. Commissioner Cox seconded. Motion carried.

Unfinished Business:

Executive Director Rogers provided the Commissioners with the second draft of the budget for the 2021-2022 fiscal year. There was a review of the various millage options available to the District, calculated by the Department of Revenue on form DR420MMP. Commissioner Abbott made a motion to set the millage rate to 0.2545 for the 2021-2022 fiscal year. Commissioner Cox seconded. Motion carried.

Executive Director Rogers discussed with the Board the potential employment suit being threatened by a former employee. The Commissioners stated that they felt confident that the insurance company would handle everything appropriately.

Commissioner Cox made a motion to adjourn the meeting at 1:10 pm. Commissioner Abbott seconded. Meeting adjourned.

Date: _____ Attested: _____