

INDIAN RIVER MOSQUITO CONTROL DISTRICT  
 Financial Report  
 for  
 December 1<sup>st</sup>- December 31<sup>st</sup>, 2024

I.	Income	\$3,195,942.16
	State Funds	\$ 0.00
		\$3,195,942.16
II.	Disbursements	
	a. Local Funds (15626-15669 & dd14899-dd14973)	\$500,429.34
	b. State Funds	<u>\$0.00</u>
	c. Total Disbursements	<u>-\$500,429.34</u>
	d. Net	\$2,695,512.82
III.	Change in cash position from last month	\$2,631,745.38
IV.	Bank balance (all accounts)	\$8,412,147.59
	a. Less reserves and contingency	<u>-\$2,108,736.92</u>
V.	Total available cash	\$6,303,410.67

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01/07/25

Accrual Basis

IRMCD

Monthly Board Disbursement Report

As of December 31, 2024

Type	Date	Num	Memo	Credit
<b>1050 Seacoast Oper-4941 &amp; 9831</b>				
Paycheck	12/05/2024	DEC 24		
Paycheck	12/05/2024	DEC24		
Paycheck	12/05/2024	dd14899	Direct Deposit	
Paycheck	12/05/2024	dd14900	Direct Deposit	
Paycheck	12/05/2024	dd14901	Direct Deposit	
Paycheck	12/05/2024	dd14902	Direct Deposit	
Paycheck	12/05/2024	dd14903	Direct Deposit	
Paycheck	12/05/2024	dd14904	Direct Deposit	
Paycheck	12/05/2024	dd14905	Direct Deposit	
Paycheck	12/05/2024	dd14906	Direct Deposit	
Paycheck	12/05/2024	dd14907	Direct Deposit	
Paycheck	12/05/2024	dd14908	Direct Deposit	
Paycheck	12/05/2024	dd14909	Direct Deposit	
Paycheck	12/05/2024	dd14910	Direct Deposit	
Paycheck	12/05/2024	dd14911	Direct Deposit	
Paycheck	12/05/2024	dd14912	Direct Deposit	
Paycheck	12/05/2024	dd14913	Direct Deposit	
Paycheck	12/05/2024	dd14914	Direct Deposit	
Paycheck	12/05/2024	dd14915	Direct Deposit	
Paycheck	12/05/2024	dd14916	Direct Deposit	
Paycheck	12/05/2024	dd14917	Direct Deposit	
Paycheck	12/05/2024	dd14918	Direct Deposit	
Paycheck	12/05/2024	dd14919	Direct Deposit	
Paycheck	12/05/2024	dd14920	Direct Deposit	
Paycheck	12/05/2024	dd14921	Direct Deposit	
Paycheck	12/05/2024	dd14922	Direct Deposit	
Paycheck	12/05/2024	dd14923	Direct Deposit	
Paycheck	12/05/2024	dd14924	Direct Deposit	
Paycheck	12/05/2024	dd14925	Direct Deposit	
Paycheck	12/05/2024	dd14926	Direct Deposit	
Paycheck	12/05/2024	dd14927	Direct Deposit	
Paycheck	12/05/2024	dd14928	Direct Deposit	
Paycheck	12/05/2024	dd14929	Direct Deposit	
Paycheck	12/05/2024	dd14930	Direct Deposit	
Paycheck	12/05/2024	dd14931	Direct Deposit	
Paycheck	12/05/2024	dd14932	Direct Deposit	
Paycheck	12/05/2024	dd14933	Direct Deposit	
Paycheck	12/05/2024	dd14934	Direct Deposit	
Paycheck	12/05/2024	dd14935	Direct Deposit	
Paycheck	12/13/2024	dd14936	Travel Reimbursement- Chemical ...	
Paycheck	12/13/2024	dd14937	Travel Reimbursement- Chemical ...	
Paycheck	12/13/2024	dd14938	Travel Reimbursement- Chemical ...	
Paycheck	12/19/2024	dd14939	Direct Deposit	

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 Accrual Basis

**IRMCD**  
**Monthly Board Disbursement Report**  
 As of December 31, 2024

Type	Date	Num	Memo	Credit
Paycheck	12/19/2024	dd14940	Direct Deposit	
Paycheck	12/19/2024	dd14941	Direct Deposit	
Paycheck	12/19/2024	dd14942	Direct Deposit	
Paycheck	12/19/2024	dd14943	Direct Deposit	
Paycheck	12/19/2024	dd14944	Direct Deposit	
Paycheck	12/19/2024	dd14945	Direct Deposit	
Paycheck	12/19/2024	dd14946	Direct Deposit	
Paycheck	12/19/2024	dd14947	Direct Deposit	
Paycheck	12/19/2024	dd14948	Direct Deposit	
Paycheck	12/19/2024	dd14949	Direct Deposit	
Paycheck	12/19/2024	dd14950	Direct Deposit	
Paycheck	12/19/2024	dd14951	Direct Deposit	
Paycheck	12/19/2024	dd14952	Direct Deposit	
Paycheck	12/19/2024	dd14953	Direct Deposit	
Paycheck	12/19/2024	dd14954	Direct Deposit	
Paycheck	12/19/2024	dd14955	Direct Deposit	
Paycheck	12/19/2024	dd14956	Direct Deposit	
Paycheck	12/19/2024	dd14957	Direct Deposit	
Paycheck	12/19/2024	dd14958	Direct Deposit	
Paycheck	12/19/2024	dd14959	Direct Deposit	
Paycheck	12/19/2024	dd14960	Direct Deposit	
Paycheck	12/19/2024	dd14961	Direct Deposit	
Paycheck	12/19/2024	dd14962	Direct Deposit	
Paycheck	12/19/2024	dd14963	Direct Deposit	
Paycheck	12/19/2024	dd14964	Direct Deposit	
Paycheck	12/19/2024	dd14965	Direct Deposit	
Paycheck	12/19/2024	dd14966	Direct Deposit	
Paycheck	12/19/2024	dd14967	Direct Deposit	
Paycheck	12/19/2024	dd14968	Direct Deposit	
Paycheck	12/19/2024	dd14969	Direct Deposit	
Paycheck	12/19/2024	dd14970	Direct Deposit	
Paycheck	12/19/2024	dd14971	Direct Deposit	
Paycheck	12/19/2024	dd14972	Direct Deposit	
Paycheck	12/19/2024	dd14973	Direct Deposit	
Total 1050 Seacoast Oper-4941 & 9831				0.00
<b>1070 RBC Operating Acct</b>				
Total 1070 RBC Operating Acct				
<b>TOTAL</b>				<b>0.00</b>



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Accrual Basis

## IRMCD Monthly Board Disbursement Report As of December 31, 2024

Type	Date	Num	Name	Memo	Amount
<b>1050 Seacoast Oper-4941 &amp; 9831</b>					
Liability Check	12/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/02/...	-65,305.84
Liability Check	12/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/09/...	-53.14
Liability Check	12/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/16/...	-64,195.78
Liability Check	12/04/2024	EFT	Florida Retirement System	420000041009- November 2024 Reti...	-34,700.93
Liability Check	12/06/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	-20,061.42
Liability Check	12/05/2024	EFT	Child Support		-484.38
Liability Check	12/06/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-1,458.34
Liability Check	12/06/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-870.00
Liability Check	12/20/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	-19,960.20
Liability Check	12/19/2024	EFT	Child Support		-484.38
Liability Check	12/20/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-1,108.34
Liability Check	12/20/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-620.00
Liability Check	12/20/2024	EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December...	-3,525.72
Check	12/20/2024	EFT	Principal Financial Group	Acct#1037999-10001 January 2025 ...	-1,057.73
Liability Check	12/20/2024	EFT	Texas Life Insurance Company	Acct# SS0A9H, Inv#SS0A9H202412...	-383.30
Liability Check	12/27/2024	EFT	American Fidelity Assurance Company	MCP#64213 Inv#2498364B Decemb...	-1,797.11
Check	12/23/2024	EFT	Bamboo HR LLC	Inv # 02200112	-2,248.06
Check	12/11/2024	Wire 2-2024	Innovative Diagnostics	Inv # PF247941	-1,937.50
Check	12/06/2024	15626	FMIT	FMIT #0273 Inv # INV-41520-M1G4 ...	-35,713.50
Check	12/04/2024	15627	Gannett Florida LocalIQ	Account # 1125235 Inv # 0006819284	-60.80
Check	12/04/2024	15628	Board of County Commissioners	Inv # 11/30/2024	-3,855.45
Check	12/04/2024	15629	Waste Management Inc. of Florida	Customer # 9-18548-52001 Inv # 14...	-226.25
Check	12/04/2024	15630	First-Citizens Bank & Trust Co	Customer # 2000350988 Inv # 46028...	-199.23
Check	12/04/2024	15631	Streamline Software, Inc.	Inv#2F6DE732-0004	-735.00
Check	12/04/2024	15632	Sub-Zero Ice Services, Inc	Inv # 177033	-374.40
Check	12/04/2024	15633	SHI International Corp.	Inv#B19102326, Inv#B19093555	-1,288.09
Check	12/04/2024	15634	Florida Coast Equipment, LLC	Acct#INDIA025 Inv#P2989502	-286.67
Check	12/04/2024	15635	Cintas Corporation No. 2	Payer # 14087358 Inv # 4213324895	-517.33
Check	12/04/2024	15636	Mauldin & Jenkins, LLC	Client #07020300.000 Inv#1334620 ...	-9,000.00
Check	12/04/2024	15637	Staples Advantage	Acct # ATL1067547 Inv # 7003099174	-358.70
Check	12/11/2024	15638	Grove Welders, Inc	Inv # 66843	-49.25
Check	12/11/2024	15639	FL Association of Special Districts	Acct # 2009585861	-2,175.00
Check	12/11/2024	15640	Como Oil and Propane	Acct # 1003327 Inv # 2764252	-355.00
Check	12/11/2024	15641	Clarke Mosquito Control Products	Inv # 005111162	-91,440.00
Check	12/11/2024	15642	MasterCard	Acct # 1603 - Statement Closing Dat...	-8,430.35
Check	12/11/2024	15643	Home Depot Credit Services	Inv # 4081447, Inv # 5083394	-106.90
Check	12/11/2024	15644	Jordan Power Equipment Corp.	Inv #s 162667, 163031, 163114	-156.96
Check	12/11/2024	15645	Lowe's	Inv # 970342, Inv # 996152, Inv # 99...	-78.34
Check	12/11/2024	15646	SHI International Corp.	Inv # B19090359, Inv # B19079112, I...	-4,582.60
Check	12/11/2024	15647	Kelly Tractor Co	Inv # P101_0285646, Inv # 11PS858...	-531.92
Check	12/11/2024	15648	Cole Auto Supply	Acct # 1642 Closing Date 11/30/2024	-307.75
Check	12/11/2024	15649	ARS Powersports	Inv # 20773, Inv # 20891	-20,051.79
Check	12/18/2024	15650	ABC Printing Co	Inv # 80951	-60.00
Check	12/18/2024	15651	Cintas Corporation No. 2	Payer # 14087358 Inv # 4213979737...	-1,034.66
Check	12/18/2024	15652	FDOT	Inv # 1342275718, Inv # 1356823982	-32.96
Check	12/18/2024	15653	FedEx	Inv # 8-693-02667, Inv # 8-700-6852...	-27.63
Check	12/18/2024	15654	FMCA	Inv - FMCA-12052024-4994-4955 Or...	-7,500.00
Check	12/18/2024	15655	Jordan Power Equipment Corp.	Inv # 163272	-159.98



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Accrual Basis

## IRMCD

# Monthly Board Disbursement Report

As of December 31, 2024

Type	Date	Num	Name	Memo	Amount
Check	12/18/2024	15656	Staples Advantage	Acct # ATL1067547 Inv # 6018357002	-54.93
Check	12/18/2024	15657	City Electric Supply Company	Inv # VER/167202	-90.16
Check	12/18/2024	15658	AT&T Mobility	Acct#823540712 Inv#823540712X12...	-1,073.03
Check	12/18/2024	15659	Grainger	Acct# 807931407 Inv#9334538866	-177.56
Check	12/18/2024	15660	Lewis, Longman, & Walker P.A.	Inv#JDR-161174	-325.00
Check	12/18/2024	15661	Indian River County Utilities	Cust # 0012218-062300 Bill # 12579...	-44.44
Check	12/18/2024	15662	IRC Property Appraiser	Quarterly commission due (2nd Qtr 2...	-21,783.75
Check	12/18/2024	15663	Sub-Zero Ice Services, Inc	Inv # 178521 Dry ice pellets for traps ...	-624.00
Check	12/18/2024	15664	Ecological Associates, Inc.	Inv # 20043	-3,300.50
Check	12/18/2024	15665	Boats 'N Motors	Inv#12-16-24	-64.35
Check	12/18/2024	15666	Lowe's	Inv#974172-OECEVQ (3) 50lb bags ...	-59.22
Check	12/18/2024	15667	Jordan Power Equipment Corp.	Inv#163641- blade spindle for Gravel...	-217.99
Liability Check	12/27/2024	15669	FMIT	FH0273- December 2024 Contributio...	-62,665.73
Total 1050 Seacoast Oper-4941 & 9831					-500,429.34
<b>1060 Seacoast State Funds-5161</b>					
Total 1060 Seacoast State Funds-5161					
<b>TOTAL</b>					<b>-500,429.34</b>

**IRMCD**  
**Custom Transaction Detail Report**  
**December 2024**

Type	Date	Num	Name	Memo	Account	Amount
Liability Check	12/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/02/2024	1050 Seacoast Oper-4941 & 9831	-65,305.84
Liability Check	12/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/02/2024	2111 Direct Deposit Liabilities	65,305.84
Liability Check	12/04/2024	EFT	Florida Retirement System	420000041009- November 2024 Retirement Co	1050 Seacoast Oper-4941 & 9831	-34,700.93
Liability Check	12/04/2024	EFT	Florida Retirement System	420000041009- November 2024 Retirement Co	2006 Payroll Liabilities	5,442.33
Check	12/04/2024	15627	Gannett Florida LocaliQ	Account # 1125235 Inv # 0006819284	1050 Seacoast Oper-4941 & 9831	-60.80
Check	12/04/2024	15627	Gannett Florida LocaliQ	Account # 1125235 Inv # 0006819284 2025 Boa	49.2 Advertising (Req'd by Law)	60.80
Check	12/04/2024	15628	Board of County Commissioners	Inv # 11/30/2024	1050 Seacoast Oper-4941 & 9831	-3,855.45
Check	12/04/2024	15628	Board of County Commissioners	Inv # 11/30/2024 Fuel charges for Nov 2024 Unl	52.1.2 Gas & Diesel	3,855.45
Check	12/04/2024	15629	Waste Management Inc. of Florida	Customer # 9-18548-52001 Inv # 1422018-483!	1050 Seacoast Oper-4941 & 9831	-226.25
Check	12/04/2024	15629	Waste Management Inc. of Florida	Customer # 9-18548-52001 Inv # 1422018-483!	43.1 Utility Services	145.08
Check	12/04/2024	15629	Waste Management Inc. of Florida	Customer # 13-91132-63000 Inv # 1422318-48:	43.1 Utility Services	81.17
Check	12/04/2024	15630	First-Citizens Bank & Trust Co	Customer # 2000350988 Inv # 46028688	1050 Seacoast Oper-4941 & 9831	-199.23
Check	12/04/2024	15630	First-Citizens Bank & Trust Co	Customer # 2000350988 Inv # 46028688 Nov 20	44.1.2 Misc Rentals/Leases	199.23
Check	12/04/2024	15631	Streamline Software, Inc.	Inv#2F6DE732-0004	1050 Seacoast Oper-4941 & 9831	-735.00
Check	12/04/2024	15631	Streamline Software, Inc.	Inv # Inv#2F6DE732-0004 Streamline Flex Dec	51.2 Computer Software	735.00
Check	12/04/2024	15632	Sub-Zero Ice Services, Inc	Inv # 177033	1050 Seacoast Oper-4941 & 9831	-374.40
Check	12/04/2024	15632	Sub-Zero Ice Services, Inc	Inv # 177033 Dry ice pellets for traps - 300 lbs	52.4.5 Supl Arbovirus ( CDC light traps, cloths fc	374.40
Check	12/04/2024	15633	SHI International Corp.	Inv#B19102326, Inv#B19093555	1050 Seacoast Oper-4941 & 9831	-1,288.09
Check	12/04/2024	15633	SHI International Corp.	Inv#B19102326- 2- Tripp Lite SFP28 passive Tw	51.3 Computer Hardware	204.00
Check	12/04/2024	15633	SHI International Corp.	Inv#B19093555- 13 Ruckus 1 yr subscriptions	51.2 Computer Software	734.73
Check	12/04/2024	15634	Florida Coast Equipment, LLC	Acct#INDIA025 Inv#P2989502	1050 Seacoast Oper-4941 & 9831	-286.67
Check	12/04/2024	15634	Florida Coast Equipment, LLC	Acct#INDIA025 Inv#P2989502- (1) rear xle kit (h	46.6.1 Truck/Auto/ATV-IRMCD	286.67
Check	12/04/2024	15635	Cintas Corporation No. 2	Payer # 14087358 Inv # 4213324895	1050 Seacoast Oper-4941 & 9831	-517.33
Check	12/04/2024	15635	Cintas Corporation No. 2	Payer # 14087358 Inv # 4213324895 12/02/202	30.4.2 Other Prof Svc/Uniforms	517.33
Check	12/04/2024	15636	Mauldin & Jenkins, LLC	Client #07020300.000 Inv#1334620 Annual Fina	1050 Seacoast Oper-4941 & 9831	-9,000.00
Check	12/04/2024	15636	Mauldin & Jenkins, LLC	Client #07020300.000 Inv#1334620 Audit Annue	30.2 Auditor	9,000.00
Check	12/04/2024	15637	Staples Advantage	Acct # ATL1067547 Inv # 7003099174	1050 Seacoast Oper-4941 & 9831	-358.70
Check	12/04/2024	15637	Staples Advantage	Acct # ATL1067547 Inv # 7003099174- (11) 20:	51.1 Office Supplies (Include AT&T advertising)	358.70
Liability Check	12/04/2024	EFT	Florida Retirement System	420000041009- November 2024 Retirement Co	20.2 FL Retirement Contrib	29,258.60
Check	12/04/2024	15633	SHI International Corp.	Inv#B19093555- 13 Ruckus Software 1 yr subs	1320 Prepaid Expense	349.36
Liability Check	12/05/2024	EFT	Child Support		1050 Seacoast Oper-4941 & 9831	-484.38
Liability Check	12/05/2024	EFT	Child Support		2006 Payroll Liabilities	484.38



**IRMCD**  
**Custom Transaction Detail Report**  
**December 2024**

Liability Check	12/06/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	1050 Seacoast Oper-4941 & 9831	-20,061.42
Liability Check	12/06/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	6,983.00
Liability Check	12/06/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	1,239.46
Liability Check	12/06/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	1,239.46
Liability Check	12/06/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	5,299.75
Liability Check	12/06/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	5,299.75
Liability Check	12/06/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	-1,458.34
Liability Check	12/06/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	1,458.34
Liability Check	12/06/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	-870.00
Liability Check	12/06/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	870.00
Check	12/06/2024	15626	FMIT	FMIT #0273 Inv # INV-41520-M1G4 FY 24/25 G	1050 Seacoast Oper-4941 & 9831	-35,713.50
Check	12/06/2024	15626	FMIT	FMIT #0273 Inv # INV-41520-M1G4 FY 24/25 G 45.1	Insurance	25,482.00
Check	12/06/2024	15626	FMIT	FMIT #0273 Inv # INV-41520-M1G4 FY 24/25 W 20.4	Worker's Compensation	10,231.50
Check	12/11/2024	15642	MasterCard	Acct # 1603 - Statement Closing Date 11/27/202	1050 Seacoast Oper-4941 & 9831	-8,430.35
Check	12/11/2024	15642	MasterCard	Acct # 1603 - Statement Closing Date 11/27/202	1315 Prepaid SunPass	25.00
Check	12/11/2024	15642	MasterCard	QB Payroll Monthly Per Employee Fee	30.2.2 Direct Deposit Fees	234.00
Check	12/11/2024	15642	MasterCard	Hotel reservations for SB & PJ AMCA 91st Annu	40.1 Travel & Per Diem (Include Registrations)	2,793.33
Check	12/11/2024	15642	MasterCard	Cancelled PJ AMCA's 91st Annual Meeting hote	40.1 Travel & Per Diem (Include Registrations)	-329.53
Check	12/11/2024	15642	MasterCard	91st Annual Meeting Registration -AMCA - PJ &	40.2.1 Registrations (FMCA, AMCA Registration)	1,085.00
Check	12/11/2024	15642	MasterCard	Cancel 91st Annual Meeting Registration -AMCA	40.2.1 Registrations (FMCA, AMCA Registration)	-485.00
Check	12/11/2024	15642	MasterCard	Earthlink Monthly	41.1 Communication Services	16.85
Check	12/11/2024	15642	MasterCard	rolls of stamps x 2	42.1 Freight/Transportation (Freight and express	145.50
Check	12/11/2024	15642	MasterCard	2 cases of vinegar	46.0.20 Maint by IRMCD	11.96
Check	12/11/2024	15642	MasterCard	gas filler neck tk 451, ULV fluid lights, weather s	46.6.1 Truck/Auto/ATV-IRMCD	361.67
Check	12/11/2024	15642	MasterCard	thermostat & gaskets, o-ring, water intake scree	46.6.3 Heavy Eqpt/Boats-IRMCD	251.31
Check	12/11/2024	15642	MasterCard	inner tubes for pressure washer	46.6.4 Mowers/Other Rprs-IRMCD	26.08
Check	12/11/2024	15642	MasterCard	Banner for parades and Outreach events, paints	48.1 Promo/Educational Activ	418.57
Check	12/11/2024	15642	MasterCard	paer towels, wet ones, batteries, frames, Lysol, v	51.1 Office Supplies (Include AT&T advertising)	407.93
Check	12/11/2024	15642	MasterCard	Auto Autho Snap-On subscription to scan new vi	51.2 Computer Software	358.00
Check	12/11/2024	15642	MasterCard	safety shoes - VR	52.3 Protective Clothing (Every form of PPD i.e.	121.22
Check	12/11/2024	15642	MasterCard	multi fold p/towels, labeling tape, distilled water,	52.4.3 Supl Research-General	1,300.10
Check	12/11/2024	15642	MasterCard	(25) 50lb bags of Purina Layena pellet chicken fe	52.4.5 Supl Arbovirus ( CDC light traps, cloths fc	717.21
Check	12/11/2024	15642	MasterCard	returned Fluval 407 motor head kit	52.4.5 Supl Arbovirus ( CDC light traps, cloths fc	-24.99
Check	12/11/2024	15642	MasterCard	Tetra pond flakes, rain gauges, canister filter for	52.4.6 Supl Larviciding (Includes tide gauge mat	560.83



## IRMCD Custom Transaction Detail Report

December 2024

Check	12/11/2024	15642	MasterCard	cut - off wheels, wrench, crawfoot wrench set	52.5 Tools & Small Implements (Cost of less tha	197.81
Check	12/11/2024	15642	MasterCard	Natural Areas License - CS, IS2 Pro Members	54.1 Publications & Dues (Subscriptions, memb	237.50
Check	12/11/2024	15649	ARS Powersports	Inv # 20773, Inv # 20891	1050 Seacoast Oper-4941 & 9831	-20,051.79
Check	12/11/2024	15649	ARS Powersports	Inv # 20773 (3) YFM45KDXSG 2025 Yamaha K 64.1	Capital-Vehicles (Includes permanently mo	13,367.86
Check	12/11/2024	15649	ARS Powersports	Inv # 20891 K450 winch mount & wiring VRX, wi 64.1	Capital-Vehicles (Includes permanently mo	6,683.93
Check	12/11/2024	15641	Clarke Mosquito Control Products	Inv # 005111162	1050 Seacoast Oper-4941 & 9831	-91,440.00
Check	12/11/2024	15641	Clarke Mosquito Control Products	Inv # 005111162 (24) 1,000lb Supersacks of Ce	52.2.45 Censor (52.2.45 Censor)	91,440.00
Check	12/11/2024	15640	Como Oil and Propane	Acct # 1003327 Inv # 2764252	1050 Seacoast Oper-4941 & 9831	-355.00
Check	12/11/2024	15640	Como Oil and Propane	Acct # 1003327 Inv # 2764252 Forklift cylinder r	52.1.2 Gas & Diesel	80.00
Check	12/11/2024	15640	Como Oil and Propane	new forklift cylinder	46.6.4 Mowers/Other Rprs-IRMCD	275.00
Check	12/11/2024	15639	FL Association of Special Districts	Acct # 2009585861	1050 Seacoast Oper-4941 & 9831	-2,175.00
Check	12/11/2024	15639	FL Association of Special Districts	FASD Quarterly Meeting - SB 1/9/2025-1/10/20:	40.2.1 Registrations (FMCA, AMCA Registration	175.00
Check	12/11/2024	15639	FL Association of Special Districts	2025 Certified District Administrative Profession:	55.2 Training (Training, core exam, Public Health	1,000.00
Check	12/11/2024	15639	FL Association of Special Districts	2025 Certified District Administrative Profession:	55.2 Training (Training, core exam, Public Health	1,000.00
Check	12/11/2024	15638	Grove Welders, Inc	Inv # 66843	1050 Seacoast Oper-4941 & 9831	-49.25
Check	12/11/2024	15638	Grove Welders, Inc	Inv # 66843 (5) 12v pig tails for ATVs	46.6.1 Truck/Auto/ATV-IRMCD	49.25
Check	12/11/2024	15643	Home Depot Credit Services	Inv # 4081447, Inv # 5083394	1050 Seacoast Oper-4941 & 9831	-106.90
Check	12/11/2024	15643	Home Depot Credit Services	Inv # 4081447 Corrugated plastic & spray paint f	48.1 Promo/Educational Activ	100.92
Check	12/11/2024	15643	Home Depot Credit Services	Inv # 5083394 spray paint fpr Christmas Parade	48.1 Promo/Educational Activ	5.98
Check	12/11/2024	15644	Jordan Power Equipment Corp.	Inv #s 162667, 163031, 163114	1050 Seacoast Oper-4941 & 9831	-156.96
Check	12/11/2024	15644	Jordan Power Equipment Corp.	Inv #s 162667, 163031, 163114 For the mower -	46.6.4 Mowers/Other Rprs-IRMCD	156.96
Check	12/11/2024	15645	Lowe's	Inv # 970342, Inv # 996152, Inv # 996119, <Inv ;	1050 Seacoast Oper-4941 & 9831	-78.34
Check	12/11/2024	15645	Lowe's	Inv # 970342 (3) couplers for ULV	52.4.4 Supl ULV (Includes mosquito magnet sup	31.02
Check	12/11/2024	15645	Lowe's	Inv # 996152 wall plates, decorator cable acces	46.5.1 Buildings-IRMCD	18.92
Check	12/11/2024	15645	Lowe's	Inv # 996152 Male & female hose menders	46.0.20 Maint by IRMCD	28.40
Check	12/11/2024	15645	Lowe's	Inv # 996119 wall plates, decorator cable acces	46.5.1 Buildings-IRMCD	18.92
Check	12/11/2024	15645	Lowe's	Inv # 996119 Male & female hose menders plus	46.0.20 Maint by IRMCD	31.71
Check	12/11/2024	15645	Lowe's	Credit for Inv # 996119 wall plates, decorator ca	46.5.1 Buildings-IRMCD	-18.92
Check	12/11/2024	15645	Lowe's	Credit for Inv # 996119 Male & female hose mer	46.0.20 Maint by IRMCD	-31.71
Check	12/11/2024	15646	SHI International Corp.	Inv # B19090359, Inv # B19079112, Inv # B1912	1050 Seacoast Oper-4941 & 9831	-4,582.60
Check	12/11/2024	15646	SHI International Corp.	Inv # B19090359 (1) Synology HAT5310-8T har	51.3 Computer Hardware	340.00
Check	12/11/2024	15646	SHI International Corp.	Inv # B19079112 Synology RasckStation RS16	51.3 Computer Hardware	2,210.00
Check	12/11/2024	15646	SHI International Corp.	Inv # B19120292 SonicWall Essential Protection	51.2 Computer Software	1,693.83
Check	12/11/2024	15646	SHI International Corp.	PrePaid Inv # B19120292 SonicWall Essential P	1320 Prepaid Expense	338.77



**IRMCD**  
**Custom Transaction Detail Report**  
**December 2024**

Check	12/11/2024	15647	Kelly Tractor Co	Inv # P101_0285646, Inv # 11PS858186	1050 Seacoast Oper-4941 & 9831	-531.92
Check	12/11/2024	15647	Kelly Tractor Co	Inv # P101_0285646 mass air flow sensor and I	46.6.3 Heavy Eqpt/Boats-IRMCD	514.28
Check	12/11/2024	15647	Kelly Tractor Co	Inv # 11PS858186 Air flow indicator for CAT # 2	46.6.3 Heavy Eqpt/Boats-IRMCD	17.64
Check	12/11/2024	15648	Cole Auto Supply	Acct # 1642 Closing Date 11/30/2024	1050 Seacoast Oper-4941 & 9831	-307.75
Check	12/11/2024	15648	Cole Auto Supply	Acct # 1642 Closing Date 11/30/2024 ABS spe	46.6.1 Truck/Auto/ATV-IRMCD	121.95
Check	12/11/2024	15648	Cole Auto Supply	Grease for heavy equipment	52.1.1 Oil & Lubricants	185.80
Check	12/11/2024	Wire 2-2024	Innovative Diagnostics	Inv # PF247941	1050 Seacoast Oper-4941 & 9831	-1,937.50
Check	12/11/2024	Wire 2-2024	Innovative Diagnostics	Inv # PF247941 ID Screening Flavivirus Compet	52.4.3 Supl Research-General	1,937.50
Liability Check	12/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/09/2024	1050 Seacoast Oper-4941 & 9831	-53.14
Liability Check	12/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/09/2024	2111 Direct Deposit Liabilities	53.14
Check	12/18/2024	15650	ABC Printing Co	Inv # 80951	1050 Seacoast Oper-4941 & 9831	-60.00
Check	12/18/2024	15650	ABC Printing Co	Inv # 80951 Graphics services/Centennial Logo	48.1 Promo/Educational Activ	60.00
Check	12/18/2024	15651	Cintas Corporation No. 2	Payer # 14087358 Inv # 4213979737, Inv#4214;	1050 Seacoast Oper-4941 & 9831	-1,034.66
Check	12/18/2024	15651	Cintas Corporation No. 2	Payer # 14087358 Inv # 4213979737 12/09/202	30.4.2 Other Prof Svc/Uniforms	1,034.66
Check	12/18/2024	15652	FDOT	Inv # 1342275718, Inv # 1356823982	1050 Seacoast Oper-4941 & 9831	-32.96
Check	12/18/2024	15652	FDOT	Inv # 1342275718 Turnpike Travel from 11/04/2	40.1 Travel & Per Diem (Include Registrations)	22.22
Check	12/18/2024	15652	FDOT	Inv # 1356823982 Turnpike Travel from 11/04/2	40.1 Travel & Per Diem (Include Registrations)	10.74
Check	12/18/2024	15653	FedEx	Inv # 8-693-02667, Inv # 8-700-68524, Inv # 8-7	1050 Seacoast Oper-4941 & 9831	-27.63
Check	12/18/2024	15653	FedEx	Inv # 8-693-02667 Shipping Arbo samples	52.4.5 Supl Arbovirus ( CDC light traps, cloths fc	9.21
Check	12/18/2024	15653	FedEx	Inv # 8-700-68524 Shipping Arbo samples	52.4.5 Supl Arbovirus ( CDC light traps, cloths fc	9.21
Check	12/18/2024	15653	FedEx	Inv # 8-706-15167 Shipping Arbo samples	52.4.5 Supl Arbovirus ( CDC light traps, cloths fc	9.21
Check	12/18/2024	15654	FMCA	Inv - FMCA-12052024-4994-4955 Order GNNK4	1050 Seacoast Oper-4941 & 9831	-7,500.00
Check	12/18/2024	15654	FMCA	Inv - FMCA-12052024-4994-4955 Order GNNK4	54.1 Publications & Dues (Subscriptions, membe	7,500.00
Check	12/18/2024	15655	Jordan Power Equipment Corp.	Inv # 163272	1050 Seacoast Oper-4941 & 9831	-159.98
Check	12/18/2024	15655	Jordan Power Equipment Corp.	Inv # 163272 bearing kit and drive motor oil serv	46.6.4 Mowers/Other Rprs-IRMCD	159.98
Check	12/18/2024	15656	Staples Advantage	Acct # ATL1067547 Inv # 6018357002	1050 Seacoast Oper-4941 & 9831	-54.93
Check	12/18/2024	15656	Staples Advantage	Acct # ATL1067547 Inv # 6018357002 Post it	51.1 Office Supplies (Include AT&T advertising)	54.93
Check	12/18/2024	15657	City Electric Supply Company	Inv # VER/167202	1050 Seacoast Oper-4941 & 9831	-90.16
Check	12/18/2024	15657	City Electric Supply Company	Inv # VER/167202 (8) LED T8 2' light bulbs for	46.5.1 Buildings-IRMCD	90.16
Check	12/18/2024	15658	AT&T Mobility	Acct#823540712 Inv#823540712X12122024	1050 Seacoast Oper-4941 & 9831	-1,073.03
Check	12/18/2024	15658	AT&T Mobility	Acct#823540712 Inv#823540712X12122024 Ce	41.1 Communication Services	1,073.03
Check	12/18/2024	15659	Grainger	Acct# 807931407 Inv#9334538866	1050 Seacoast Oper-4941 & 9831	-177.56
Check	12/18/2024	15659	Grainger	Acct# 807931407 Inv#9334538866 (2) 6pk Grat	52.4.6 Supl Larviciding (Includes tide gauge mat	177.56
Check	12/18/2024	15660	Lewis, Longman, & Walker P.A.	Inv#JDR-161174	1050 Seacoast Oper-4941 & 9831	-325.00



## IRMCD Custom Transaction Detail Report

December 2024

Check	12/18/2024	15660	Lewis, Longman, & Walker P.A.	Inv#JDR-161174- Telephone Conference- Enga	30.1.3 Legal Services	325.00
Liability Check	12/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/16/2024	1050 Seacoast Oper-4941 & 9831	-64,195.78
Liability Check	12/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/16/2024	2111 Direct Deposit Liabilities	64,195.78
Check	12/18/2024	15661	Indian River County Utilities	Cust # 0012218-062300 Bill # 12579629 Water	1050 Seacoast Oper-4941 & 9831	-44.44
Check	12/18/2024	15661	Indian River County Utilities	Cust # 0012218-062300 Bill # 12579629 Water	43.1 Utility Services	44.44
Check	12/18/2024	15662	IRC Property Appraiser	Quarterly commission due (2nd Qtr 2024-2025)	1050 Seacoast Oper-4941 & 9831	-21,783.75
Check	12/18/2024	15662	IRC Property Appraiser	Quarterly commission due (2nd Qtr 2024-2025)	30.1.1 Property Tax Qtrly Comm	21,783.75
Check	12/18/2024	15663	Sub-Zero Ice Services, Inc	Inv # 178521 Dry ice pellets for traps - 500 lbs	1050 Seacoast Oper-4941 & 9831	-624.00
Check	12/18/2024	15663	Sub-Zero Ice Services, Inc	Inv # 178521 Dry ice pellets for traps - 500 lbs	52.4.5 Supl Arbovirus ( CDC light traps, cloths fc	624.00
Check	12/18/2024	15664	Ecological Associates, Inc.	Inv # 20043	1050 Seacoast Oper-4941 & 9831	-3,300.50
Check	12/18/2024	15664	Ecological Associates, Inc.	Inv # 20043 Dry Season Sampling (25 stations x	30.4 Other Prof/Gov Fees/Permit	3,300.50
Check	12/18/2024	15665	Boats 'N Motors	Inv#12-16-24	1050 Seacoast Oper-4941 & 9831	-64.35
Check	12/18/2024	15665	Boats 'N Motors	Inv#12-16-24- Two Stroke Oil, Triple Gaurd Gre	46.6.3 Heavy Eqpt/Boats-IRMCD	64.35
Check	12/18/2024	15666	Lowe's	Inv#974172-OECEVQ (3) 50lb bags asphalt patr	1050 Seacoast Oper-4941 & 9831	-59.22
Check	12/18/2024	15666	Lowe's	Inv#974172-OECEVQ (3) 50lb bags asphalt patr	46.5.2 Grounds-IRMCD	59.22
Check	12/18/2024	15667	Jordan Power Equipment Corp.	Inv#163641- blade spindle for Gravely Mower	1050 Seacoast Oper-4941 & 9831	-217.99
Check	12/18/2024	15667	Jordan Power Equipment Corp.	Inv#163641- blade spindle for Gravely Mower	46.6.4 Mowers/Other Rprs-IRMCD	217.99
Liability Check	12/19/2024	EFT	Child Support		1050 Seacoast Oper-4941 & 9831	-484.38
Liability Check	12/19/2024	EFT	Child Support		2006 Payroll Liabilities	484.38
Liability Check	12/20/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	1050 Seacoast Oper-4941 & 9831	-19,960.20
Liability Check	12/20/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	6,928.00
Liability Check	12/20/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	1,235.07
Liability Check	12/20/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	1,235.07
Liability Check	12/20/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	5,281.03
Liability Check	12/20/2024	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	5,281.03
Liability Check	12/20/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	-1,108.34
Liability Check	12/20/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	1,108.34
Liability Check	12/20/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	-620.00
Liability Check	12/20/2024	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	620.00
Liability Check	12/20/2024	EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer	1050 Seacoast Oper-4941 & 9831	-3,525.72
Liability Check	12/20/2024	EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer	2006.21 AFA/ Accident (post-tax	65.26
Liability Check	12/20/2024	EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer	2006.2 AFA/Accident	1,026.20
Liability Check	12/20/2024	EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer	2006.3 AFA/Cancer (pre-tax)	456.80
Liability Check	12/20/2024	EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer	2006.4 AFA/Cancer (post tax)	233.40



**IRMCD**  
**Custom Transaction Detail Report**  
**December 2024**

Liability Check	12/20/2024 EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer 2006.83 AFA/Critical Care(post)	67.24
Liability Check	12/20/2024 EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer 2006.5 AFA/Disability	1,262.08
Liability Check	12/20/2024 EFT	American Fidelity-Products	MCP#64213 Inv#D796300 December 2024 Prer 2006.6 AFA/Life Insurance	414.74
Check	12/20/2024 EFT	Principal Financial Group	Acct#1037999-10001 January 2025 Premiums 1050 Seacoast Oper-4941 & 9831	-1,057.73
Check	12/20/2024 EFT	Principal Financial Group	Acct#1037999-10001 January 2025 Premiums 20.3 Life/Health Insurance	1,057.73
Liability Check	12/20/2024 EFT	Texas Life Insurance Company	Acct# SS0A9H, Inv#SS0A9H20241215001 Decr 1050 Seacoast Oper-4941 & 9831	-383.30
Liability Check	12/20/2024 EFT	Texas Life Insurance Company	Acct# SS0A9H, Inv#SS0A9H20241215001 Decr 2006.7 Texas Life	383.30
Check	12/23/2024 EFT	Bamboo HR LLC	Inv # 02200112 1050 Seacoast Oper-4941 & 9831	-2,248.06
Check	12/23/2024 EFT	Bamboo HR LLC	Inv # 02200112 Implementation fee 51.2 Computer Software	1,500.00
Check	12/23/2024 EFT	Bamboo HR LLC	12/20/2024-1/19/2025 Pro x 35 51.2 Computer Software	565.20
Check	12/23/2024 EFT	Bamboo HR LLC	Benefits Administration x 35 51.2 Computer Software	182.86
Liability Check	12/27/2024 EFT	American Fidelity Assurance Company	MCP#64213 Inv#2498364B December 2024 Pre 1050 Seacoast Oper-4941 & 9831	-1,797.11
Liability Check	12/27/2024 EFT	American Fidelity Assurance Company	MCP#64213 Inv#2498364B December 2024 Pre 2006.1 AFA/Medical Care FSA	1,797.11
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 1050 Seacoast Oper-4941 & 9831	-62,665.73
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.81 Emp. Dental Prem Cont (Employee Der	315.00
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.81 Emp. Dental Prem Cont (Employee Der	520.10
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.81 Emp. Dental Prem Cont (Employee Der	343.44
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.81 Emp. Dental Prem Cont (Employee Der	349.50
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	147.79
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	151.40
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	863.40
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	862.14
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	906.60
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	347.72
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	1,182.24
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	695.44
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	799.76
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.8 Emp. Health Prem Contrib (Employee He	199.94
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.82 Emp Vision Prem Contr (Employee Visi	22.03
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.82 Emp Vision Prem Contr (Employee Visi	85.28
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.82 Emp Vision Prem Contr (Employee Visi	73.80
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.82 Emp Vision Prem Contr (Employee Visi	66.12
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 2006.82 Emp Vision Prem Contr (Employee Visi	60.50
Liability Check	12/27/2024 15669	FMIT	FH0273- December 2024 Contributions/January 20.3 Life/Health Insurance	54,673.53



MASTERCARD FY 11/24 STATEMENT			
<b>1315 Sunpass</b>			<b>48.1 Outreach</b>
\$25.00	Prepaid Toll		\$228.41 silver garland, multi lights, led batteries, multi mini lights
			\$65.97 Christmas Parade tinsel & silver snowflake
<b>\$25.00</b>			\$97.50 Banner for parades
<b>30.2.2 Direct Deposit Fees</b>			\$26.69 Christmas Parade float: paints, large & sm paint brushes
\$234.00	QB Payroll Monthly Per Employee Fee		
<b>\$234.00</b>		<b>\$418.57</b>	
<b>40.1 Travel/ Per Diem</b>			<b>51.1 Office Supplies</b>
\$329.53	PR Sheraton Reservation - AMCA - PJ - Annual Mtg - PR	\$127.07	p/towels, wet ones x 2, creamer, batteries (AAA, D, 9V)
\$512.07	Rosen Centre Hotels - VP - FMCA Annual Meeting	\$49.90	set of 6 floating frames x 2 as per SB
\$572.07	Rosen Centre Hotels - PJ - FMCA Annual Meeting	\$10.98	12 month desk calendar 2025 for Claudia
-\$329.53	Sheraton Reservation - AMCA - PJ - Cancel	\$178.48	t/paper, lysol,hardwound p/towels,p/plates, waters
\$29.82	Rosen Centre Parking fee - SJ - FMCA Annual Meeting	\$26.78	2025 18 month calendar and monthly panner - MPS
\$29.82	Rosen Centre Parking fee - KK - FMCA Annual Meeting	\$14.72	Pilot Grip pens - Payroll
\$8.52	Rosen Centre Parking fee - KK - FMCA Annual Meeting		
\$8.52	Rosen Centre Parking fee - KK - FMCA Annual Meeting	<b>\$407.93</b>	
\$329.53	PR Sheraton Reservation - AMCA - SB - Annual Mtg - PR		<b>51.2 Computer Software</b>
\$401.38	Rosen Centre Hotels - TH - FMCA Annual Meeting	\$50.00	Auto Autho Snap-On subscription to scan new vehicles
\$572.07	Rosen Centre Hotels - SB - FMCA Annual Meeting	\$308.00	QB Time per user fee
		<b>\$358.00</b>	
			<b>52.1.2 Gas/Diesel</b>
<b>\$2,463.80</b>			
<b>40.2.1 Registrations</b>			
\$535.00	91st Annual Meeting Registration -AMCA - PJ		
-\$485.00	Cancel 91st Annual Meeting Registration -AMCA - PJ		
\$535.00	91st Annual Meeting Registration -AMCA - SB	<b>\$0.00</b>	
\$15.00	FASD Legislative Seminar - SB		<b>52.3 Protective Clothing</b>
		\$44.90	safety shoes for Victor R.
		\$76.32	Steel toe shoes - VR
		<b>\$121.22</b>	
			<b>52.4.3 Supply Research General</b>
		\$33.98	multifold paper towels
		\$15.99	Labeling tape
<b>\$600.00</b>		\$2.74	distilled water
	<b>41.1 Communications</b>	\$1,247.39	(2) 8 digit counter for General Research
\$16.85	Earthlink monthly	<b>\$1,300.10</b>	
			<b>52.4.5 Arbovirus</b>
<b>\$16.85</b>		\$591.75	(25) 50lb bags of Purina Layena pellet chicken feed
	<b>42.1 Stamps</b>	\$70.35	pliers, zip ties, 24 cold packs, Fluval 407 motor head kit
\$145.50	stamps x 2 rolls	-\$24.99	returned Fluval 407 motor head kit
<b>\$145.50</b>		\$7.72	Bayonet lamp holders
	<b>46.0.2 Maintenance by IRMCD</b>	\$47.39	100 biohazard bags,#47 bulbs, DC motor for surveillance
\$11.96	case of vinegar		
<b>\$11.96</b>		<b>\$692.22</b>	
	<b>46.5.1 Buildings by IRMCD</b>		<b>52.4.6 Larviciding</b>
		\$29.99	Tetra pond flakes - Gambusia
<b>\$0.00</b>		\$160.85	Gambusia equipment & rain gauges
	<b>46.6.1 Trucks/Auto/ATV-IRMCD</b>	\$369.99	Fluval FX6 canister filter for Gambusia
\$319.99	gas filler neck kit - tk 451		
\$24.70	4pc 18w ULV fluid lights	<b>\$560.83</b>	
\$7.99	weather stripping for ULV trucks roof lights		<b>52.5 Tools and Small Implements</b>
\$8.99	weather stripping for ULV trucks roof lights	\$92.00	cut-off wheels - tool
<b>\$361.67</b>		\$105.81	wrench, crawfoot wrench set
	<b>46.6.3 Heavy Eqpt/Boats-IRMCD</b>		
\$198.74	parts for pontoon boat - thermostat etc	<b>\$197.81</b>	
\$52.57	o-ring, water intake screen, fitting, oil seal		<b>54.1 Subscriptions/Memberships/Educational Costs</b>
<b>\$251.31</b>		\$102.50	Natural Areas License - Chris Spencer
	<b>46.6.4 Mowers/Others-IRMCD</b>	\$135.00	ISC2 Pro Membership Fee - Annual
\$13.04	2pk inner tubes for pressure washer		
\$13.04	2pk inner tubes for pressure washer	<b>\$237.50</b>	
<b>\$26.08</b>			<b>Total for MasterCard \$8,430.35</b>



**FIFTH THIRD BANK**

Account Number: XXXX XXXX XXXX 1603

INDIAN RIVR MOSQUITO CTR

Statement Closing Date: 11/27/24

**Corporate Account Summary**

Previous Balance		\$7,139.38
Payments	-	\$7,139.38
Credits	-	\$839.52
Purchases and Other Charges	+	\$9,269.87
Cash Advances	+	\$0.00
Late Payment Charge	+	\$0.00
Cash Advance Fees	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>		<b>\$8,430.35</b>
Disputed Amount		\$0.00
Past Due Amount		\$0.00
Credit Limit		\$25,000.00
Available Credit Limit		\$16,569.65
Cash Advance Credit Limit		\$0.00
Available Cash Advance Credit Limit		\$0.00
Statement Closing Date		11/27/24
Days in Billing Cycle		30

**Payment Information**

New Balance	\$8,430.35
Minimum Payment Due	\$8,430.35
Payment Due Date	12/23/24

**QUESTIONS OR TO REPORT LOST/STOLEN CARDS?**

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:  
FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Or email inquires to [CommercialSupport@53.com](mailto:CommercialSupport@53.com)

**Corporate Account Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11/05	11/05	75569264310241105000063	PAYMENT RECEIVED - THANK YOU	-\$7,139.38





Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

MOSQUITO CONTROL MONTHLY REPORT - LOCAL FUNDS

Submit to:  
Mosquito Control Program  
MosquitoControlReports@FDACS.gov  
3125 Conner Blvd, Suite E  
Tallahassee, FL 32399-1650

WILTON SIMPSON  
COMMISSIONER

Rule 5E-13.027, F.A.C.  
Telephone: (850) 617-7911; Fax (850) 617-7939

COUNTY/ DISTRICT Indian River

FISCAL YEAR: 2024- 2025

MONTH: December

LOCAL FUNDS RECEIPTS AND BALANCES

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ 6,673,869.00	\$ 3,195,942.16	\$ 5,737,356.23	\$ 936,512.77
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
361	Interest Earnings	\$ 15,000.00	\$ -	\$ 6,806.94	\$ 8,193.06
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		<b>\$ 6,699,869.00</b>	<b>\$ 3,195,942.16</b>	<b>\$ 5,744,163.17</b>	<b>\$ 955,705.83</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 4,177,682.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,177,682.92</b>
<b>Total Receipts &amp; Balance</b>		<b>\$ 10,877,551.92</b>	<b>\$ 3,195,942.16</b>	<b>\$ 5,744,163.17</b>	<b>\$ 5,133,388.75</b>

LOCAL FUNDS EXPENDITURES AND BALANCES

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ 2,625,619.00	\$ 180,253.19	\$ 517,782.76	\$ 2,107,836.24
20	Personal Services Benefits	\$ 1,392,959.00	\$ 108,125.27	\$ 321,774.64	\$ 1,071,184.36
30	Operating Expense	\$ 1,470,573.00	\$ 100,114.08	\$ 209,475.37	\$ 1,261,097.63
40	Travel & Per Diem	\$ 61,388.00	\$ 3,470.12	\$ 7,225.79	\$ 54,162.21
41	Communication Services	\$ 26,710.00	\$ 1,089.88	\$ 2,668.89	\$ 24,041.11
42	Freight Services	\$ 1,500.00	\$ 145.50	\$ 239.20	\$ 1,260.80
43	Utility Service	\$ 25,000.00	\$ 270.69	\$ 1,606.02	\$ 23,393.98
44	Rentals & Leases	\$ 18,000.00	\$ 199.23	\$ 1,102.78	\$ 16,897.22
45	Insurance	\$ 130,557.00	\$ 25,482.00	\$ 60,947.60	\$ 69,609.40
46	Repairs & Maintenance	\$ 426,952.00	\$ 2,711.79	\$ 12,394.54	\$ 414,557.46
47	Printing and Binding	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
48	Promotional Activities	\$ 10,200.00	\$ 585.47	\$ 989.89	\$ 9,210.11
49	Other Charges	\$ 4,000.00	\$ 60.80	\$ 94.16	\$ 3,905.84
51	Office Supplies	\$ 117,555.00	\$ 7,097.12	\$ 44,769.33	\$ 72,785.67
52.1	Gasoline/Oil/Lube	\$ 91,000.00	\$ 4,121.25	\$ 12,008.13	\$ 78,991.87
52.2	Chemicals	\$ 1,361,377.00	\$ 91,440.00	\$ 114,005.02	\$ 1,247,371.98
52.3	Protective Clothing	\$ 4,876.00	\$ 121.22	\$ 931.19	\$ 3,944.81
52.4	Misc. Supplies	\$ 127,914.00	\$ 5,725.26	\$ 12,269.89	\$ 115,644.11
52.5	Tools & Implements	\$ 5,500.00	\$ 197.81	\$ 336.60	\$ 5,163.40
54	Publications & Dues	\$ 24,592.00	\$ 7,737.50	\$ 14,527.88	\$ 10,064.12
55	Training	\$ 23,197.00	\$ 2,000.00	\$ 2,120.00	\$ 21,077.00
60	Capital Outlay	\$ 817,346.00	\$ 20,051.79	\$ 42,285.51	\$ 775,060.49
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 514,664.92	\$ -	\$ -	\$ 514,664.92
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		<b>\$ 9,283,479.92</b>	<b>\$ 560,999.97</b>	<b>\$ 1,379,555.19</b>	<b>\$ 7,903,924.73</b>
0.001	Reserves - Future Capital Outlay	\$ 770,257.00	\$ -	\$ -	\$ 770,257.00
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 736,928.00	\$ -	\$ -	\$ 736,928.00
0.004	Reserves - Sick and Annual Leave	\$ 86,887.00	\$ -	\$ -	\$ 86,887.00
<b>TOTAL RESERVES ENDING BALANCE</b>		<b>\$ 1,594,072.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,594,072.00</b>
<b>TOTAL BUDGETARY EXPENDITURES AND BALANCES</b>		<b>\$ 10,877,551.92</b>	<b>\$ 560,999.97</b>	<b>\$ 1,379,555.19</b>	<b>\$ 9,497,996.73</b>
<b>ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 2,634,942.19</b>	<b>\$ 4,364,607.98</b>	<b>\$ (4,364,607.98)</b>

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.

SIGNED: [Signature] DATE: 1/8 2025  
County/District Mosquito Control Director





Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

**MOSQUITO CONTROL MONTHLY REPORT - STATE FUNDS**

WILTON SIMPSON  
COMMISSIONER

Rule 5E-13.027, F.A.C.  
Telephone: (850) 617-7911; Fax (850) 617-7939

Submit to:  
Mosquito Control Program  
MosquitoControlReports@FDACS.gov  
3125 Conner Blvd, Suite E  
Tallahassee, FL 32399-1650

COUNTY/ DISTRICT Indian River

FISCAL YEAR: 2024-2025

MONTH: December

**STATE FUNDS RECEIPTS AND BALANCES**

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ -	\$ -	\$ -	\$ -
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 15.00	\$ -	\$ 0.11	\$ 14.89
364	Equipment and/or Other Sales	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 5,015.00	\$ -	\$ 0.11	\$ 5,014.89
<b>BEGINNING FUND BALANCE</b>		\$ 500.00	\$ -	\$ -	\$ 500.00
<b>Total Receipts &amp; Balance</b>		\$ <b>5,515.00</b>	\$ -	\$ <b>0.11</b>	\$ <b>5,514.89</b>

**STATE FUNDS EXPENDITURES AND BALANCES**

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ -	\$ -	\$ -	\$ -
20	Personal Services Benefits	\$ -	\$ -	\$ -	\$ -
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ -	\$ -	\$ -	\$ -
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ -	\$ -	\$ -	\$ -
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ -	\$ -	\$ -	\$ -
52.2	Chemicals	\$ 5,515.00	\$ -	\$ -	\$ 5,515.00
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ -	\$ -	\$ -	\$ -
55	Training	\$ -	\$ -	\$ -	\$ -
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 5,515.00	\$ -	\$ -	\$ 5,515.00
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESERVES ENDING BALANCE</b>		\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 5,515.00	\$ -	\$ -	\$ 5,515.00
<b>ENDING FUND BALANCE</b>		\$ -	\$ -	\$ 0.11	\$ (0.11)

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.

SIGNED: [Signature]  
County/District Mosquito Control Director

DATE: 1/8 2025



**LEGAL REPRESENTATION AGREEMENT**

**THIS AGREEMENT** is entered into as of this \_\_\_\_\_ day of January, 2025, (the "Effective Date") by and between INDIAN RIVER MOSQUITO CONTROL DISTRICT ("the Client") and ROSSWAY SWAN TIERNEY BARRY & OLIVER, P.L., 2101 Indian River Blvd., Suite 200, Vero Beach, Florida 32960 ("RSTBO").

**I. SCOPE OF AGREEMENT**

A. Matter Involved

The Client has engaged RSTBO to represent the Client in General Legal Matters ("the Matter").

B. Limitations of Agreement

The provisions of this Legal Representation Agreement ("Agreement") shall apply only to the Matter and, unless otherwise specifically provided, RSTBO's representation of the Client shall be for proceedings up to and through trial or final hearing only. If appellate proceedings are instituted, or if the Client desires that appellate proceedings be instituted, whether interlocutory or plenary, further fee arrangements must be made. Except for appellate proceedings, in the event that RSTBO continues representation of the Client after Final Judgment or after completion of RSTBO's initial undertaking with regard to the Matter, the provisions contained in this Agreement shall continue to apply to and between the Client and RSTBO relative to any such representation.

The Client understands the scope of representation has been limited to services of a strictly legal nature relating to the Matter and does not include financial advice, tax advice, advice having to do with bankruptcy, and any advice not directly related to the Matter. If the need arises, the Client agrees to seek independent tax advice on any matters involving taxability issues. The Client further agrees to have his or her tax advisor, accountant, or tax attorney cooperate with RSTBO.

The Client is only that person or entity specifically identified above. RSTBO does not represent any other person or entity other than the Client. If the Client is a person and another person has agreed to pay all or a portion of the Client's obligations to RSTBO, RSTBO does not represent that third person. Similarly, if the Client is a corporation or other business entity, RSTBO only represents the Client and does not represent the Client's individual executives, officers, shareholders, directors, partners or persons in similar positions, nor does RSTBO represent the Client's parent, subsidiaries or other affiliates.



C. Effective Date

This Agreement shall be effective upon the later of the signing of this Agreement by the Client or by RSTBO. The Client understands that RSTBO does not represent the Client until this Agreement has been signed by the Client and RSTBO.

This Agreement may be executed in as many counterparts as is deemed necessary or appropriate. Each such counterpart will constitute an original and all counterparts together will be deemed one Agreement between the Client and RSTBO. Any copy of this Agreement executed or transmitted by facsimile or electronic mail shall be deemed an original for all purposes.

**II. LEGAL FEES AND COSTS**

A. Method of Determining Fees

The time expended by RSTBO to perform the legal services for the Client in the Matter will be the primary basis for determining the total fees to be paid to RSTBO. Unless the Client and RSTBO agree otherwise in writing, RSTBO will perform legal services on an hourly rate basis. The following hourly rates will apply:

Partners	\$ 350.00-525.00/hour
Associates	\$ 200.00-375.00/hour
Paralegals	\$ 150.00-195.00/hour
Law Clerks	\$ 125.00/hour
Assistants	\$ 125.00-150.00/hour

The attorney rate for the responsible attorney, Paul R. Amos, is \$400.00 an hour for the first year of representation. Thereafter, the attorney rate for Paul R. Amos will be \$410 an hour.

B. Rates Subject to Change

The billing rates of all attorneys and RSTBO employees are subject to change from time to time. Any changes will be reflected on the statements rendered to the Client.

C. Fees, Charges and Expenses of Other Persons or Entities

The Client acknowledges that from time to time, as is deemed appropriate by RSTBO, persons or entities may be hired by RSTBO to perform services related to the Matter. Such other persons and entities may include, but are not limited to, court reporters, investigators, process servers, forensic accountants, certified public accountants, appraisers, and expert witnesses. The Client authorizes RSTBO to direct such persons to render statements for these services and expenses either directly to the Client or to RSTBO. The Client agrees to pay these fees and expenses in the same

manner and timely fashion as other fees and costs billed to the Client under this Agreement.

D. Additional Costs

The Client also acknowledges that RSTBO will incur various costs in providing services to the Client. The Client agrees to reimburse RSTBO for all out-of-pocket costs paid by RSTBO or, if the Client is billed directly for these costs, to make prompt, direct payment to the originators of the bills. Such costs may include, but are not limited to, charges for serving and filing papers, courier or messenger services, recording costs and costs for certifying documents, deposition transcripts, witness fees, and travel expenses. Costs paid for by RSTBO on behalf of the Client will be itemized on the monthly statements that are submitted to the Client. If any member of RSTBO has financial sanctions imposed by the Court in RSTBO's representation of the Client due to the Client's conduct, any financial sanction shall become additional costs due from the Client upon the entry of such sanctions by the Court.

E. Billing Statements

RSTBO shall submit statements to the Client for legal services rendered by RSTBO and for costs incurred by RSTBO, from time to time as they accrue. Any questions regarding the statements shall be raised within fifteen (15) days of receipt of said statements. RSTBO's statements for fees and costs will be addressed to the Client and sent via United States mail service to the address provided by the Client in this Agreement. Please print legibly the Client's preferred billing address on the signature page of this Agreement.

F. Payment of Invoices and Default & Interest

Prompt payment of all statements is a condition of RSTBO's continued representation of the Client. Although payment may be made sooner, payment is due forty-five (45) days from the statement date. If the Client fails to pay a statement within thirty (30) days of the due date, the balance shall accrue interest at an annual rate of 12%. Accounts are determined to be past-due once the invoice has reached thirty (30) days of non-payment. This provision shall not limit RSTBO's rights to pursue payment; RSTBO shall have the right to pursue all legal remedies available.

Should the Client choose to pay via credit card, RSTBO may apply a processing fee of up to 2.5% per transaction.

If the Client fails to pay any amount owing to RSTBO, the Client will also be responsible for all collection expenses incurred by RSTBO, including costs and reasonable attorneys' fees, whether or not commencement of litigation is required. The Client agrees that any suit, action, or legal proceeding arising out of or relating to this Agreement shall be brought in the Circuit Court of Indian River County, and the Client



shall be responsible for RSTBO's attorneys' fees and costs incurred in the event that RSTBO is the prevailing party in the suit, action, or legal proceeding.

G. Standardized Billing

It is the standard practice of RSTBO to compute not less than one tenth (1/10) of an hour for any telephone call, treatment or review of any document, facsimile transmission, or electronic mailing associated with representing the Client in the Matter. Such additional time to perform any of the before mentioned activities will also be billed. Charges will be billed regardless of who first initiates communication.

**III. GENERAL MATTERS**

**No Guarantees**

The Client acknowledges that RSTBO has made no guarantees, warranties and/or representations regarding the outcome of the Matter or about issues that may be decided by the Court. Statements that RSTBO may make regarding the likely outcome or the range of possible outcomes are only opinions, not guarantees, about results.

The Client also acknowledges that RSTBO has made no guarantees, warranties, and/or representations regarding the final or overall cost of the Matter to be pursued to its ultimate conclusion. RSTBO pledges to work diligently to keep fees and costs reasonably consistent with providing the highest quality of work and fully representing the Client's interests in the Matter.

Likewise, the Client acknowledges that RSTBO has made no guarantees, warranties, and/or representations regarding the time needed to complete the Matter or the date the Matter will be resolved. RSTBO pledges to work diligently to resolve all matters in a timely fashion consistent with providing the highest quality work and fully representing the Client's interests in the Matter.

**Estimates**

The Client may occasionally request an estimate of fees and costs prior to entering into this Agreement or deciding a course of action during the representation of the Matter. An estimate, although based upon RSTBO's professional judgment, will often be affected by factors outside RSTBO's control and should not be considered a fixed rate, maximum fee, or guarantee.

**Withdrawal**

RSTBO's representation of the Client is terminable at will by either party. Termination of the representation will not terminate the Client's obligation to pay fees and expenses incurred pursuant to this Agreement. If at any time the Client wishes to terminate RSTBO's services, the Client shall notify RSTBO in writing. Likewise, if at any

time before completion of the Matter RSTBO finds that RSTBO is unable or unwilling to continue representing the Client, RSTBO will notify the Client in writing. As soon as practicable after any such termination, RSTBO will prepare a final bill and submit it to the Client.

RSTBO shall have the right to withdraw from representing the Client if the Client does not make timely payments as required by this Agreement; if the Client has misrepresented or failed to disclose material facts to RSTBO; or if the Client fails to follow RSTBO's advice. In any of these events, the Client will execute such necessary documents as will permit RSTBO to withdraw in an expeditious fashion. In the event of withdrawal, the Client shall be responsible for any costs, fees, or expenses incurred by RSTBO on the Client's behalf consistent with this Agreement.

### **Severability**

If any portion of this Agreement is held illegal, unenforceable, void, or voidable by any Court, each of the remaining terms hereof shall nevertheless remain in full force and effect as a separate contract. This Agreement shall be deemed modified and amended only to the extent necessary to render it valid and enforceable.

### **Electronic Security**

The Client has been warned that RSTBO cannot guarantee the security of communications made via cellular telephone or electronic mail. RSTBO pledges to take all reasonable precautions to ensure that information is conveyed between RSTBO and the Client with efficiency and discretion. Unless instructed by the Client to do otherwise, it is the general practice of RSTBO to refrain from communicating to the Client via cellular phone or electronic mail. If the Client chooses to converse with RSTBO via cellular phone or electronic mail, RSTBO will assume that the Client has given RSTBO permission to respond in kind.

### **No Conflicts of Interest**

RSTBO has determined that RSTBO presently has no conflict of interest in representing the Client in the Matter.

### **RSTBO's Client File**

RSTBO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Section 119, Florida Statutes, and made or received by RSTBO in conjunction with this Agreement. Specifically, RSTBO shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the Client in order to perform the service.



2. Provide the public with access to public records on the same terms and conditions that the Client would provide the records and at a cost that does not exceed the cost provided in state law or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer, at no cost, to the Client all public records in possession of RSTBO upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Client in a format that is compatible with the information technology system of the Client.

IF RSTBO HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO RSTBO'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (772) 562-2393, IRMCD@IRMOSQUITO2.ORG, INDIAN RIVER MOSQUITO CONTROL DISTRICT, 5655 41ST STREET, VERO BEACH, FL 32967.

### **Cooperation**

The cooperation of the Client is very important. The Client must keep RSTBO fully informed immediately of any change of address, phone number, employment and/or circumstances. Full disclosure to RSTBO of all facts is essential to enable RSTBO to properly and effectively represent the Client. The Client must promptly fill out and return all papers sent to the Client such as interrogatories, requests for information, requests for documents, etc. If the Client does not do so, RSTBO shall have the right to withdraw from representing the Client for failure to cooperate.

### **Policy on Delegation**

It is RSTBO's policy to delegate work to the individual or individuals within RSTBO who can do that work most efficiently and cost effectively for the Client. In addition to the primary attorney, other attorneys, paralegals, legal assistants, and clerks will work on the Matter. RSTBO pledges to the Client to use its best judgment to determine who is most suited to work on the Client's case and the nature of the work to be performed.

### **Waiver of Trial by Jury**

IN THE EVENT THAT A DISPUTE ARISES BETWEEN THE CLIENT AND RSTBO, THE CLIENT HEREBY FOREVER WAIVES THE RIGHT TO A TRIAL BY JURY.

**Preservation of Evidence**

RSTBO has a legal duty to instruct the Client of their obligation to preserve relevant evidence, including any electronic storage information or social media. The Client cannot intentionally destroy, delete, mutilate, alter, or conceal evidence, which includes the destruction or alteration of electronic data. The Client is hereby advised that they have an obligation to preserve relevant evidence if litigation is reasonably foreseeable. The Client is further advised that the wrongful failure to preserve relevant evidence is a serious offense and may result in sanctions for the Client in accordance with the Florida Rules of Civil Procedure Rule 1.380.

**Entire Agreement**

This document constitutes the entire Agreement between RSTBO and the Client for representation of the Matter. The Client acknowledges that RSTBO has not made any oral representations, promises, or guarantees regarding this Agreement; and no other written document not referenced and incorporated herein controls the terms of RSTBO's representation of the Client in the Matter.

**Duty to Read**

THIS IS AN IMPORTANT LEGAL DOCUMENT THAT SHOULD BE REVIEWED IN ITS ENTIRETY AND SHOULD NOT BE SIGNED UNLESS ITS TERMS AND PROVISIONS ARE FULLY UNDERSTOOD AND ACCEPTED. THE CLIENT UNDERSTANDS THAT THE CLIENT HAS THE RIGHT TO CONSULT INDEPENDENT COUNSEL IN CONNECTION WITH ANY OF THE TERMS OF THIS AGREEMENT PRIOR TO SIGNING IT. ALL LITIGATION IS BY ITS VERY NATURE COSTLY AND UNCERTAIN, AND NO RESULT CAN BE, NOR IS AT ANY TIME, GUARANTEED.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

**RSTBO:**

**CLIENT:**

\_\_\_\_\_  
Rossway Swan Tierney Barry &  
Oliver, P.L.  
By: Paul R. Amos, Esquire

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

Client's Primary Billing Address:  
Indian River Mosquito Control District  
5655 41<sup>st</sup> Street  
Vero Beach, Florida 32967



JANICE BRODA, COMMISSIONER  
MATT ERPENBECK, COMMISSIONER  
ANNA KIRKLAND, COMMISSIONER  
SHERRY BURROUGHS, EXECUTIVE DIRECTOR



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## MEMORANDUM

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Date: August 22, 2024

To: Commissioners

Cc: Sherry Burroughs, Executive Director

From: Tamar Rivera, Human Resources Manager

**Subject: Quotes for Review of the Employee Handbook**

At the direction of the Board, Human Resources received two quotes from legal firms for review of the Employee Handbook in addition to the quote from David Miklas. HR contacted Annette Newman of the Law Office of Annette Newman, PLLC located in Stuart, FL and Scott Warwick, Esq. located in the state of Ohio.

David Miklas quoted a flat rate of \$750 to review the employee handbook.

Annette Newman quoted a flat rate of \$3,000 to review the employee handbook.

Scott Warwick, Esq. quoted a flat rate of \$2,000.





# IRMCD Financial Policy

P-2021-005  
**Procurement**  
November 9, 2021

Adopted:  
Reviewed:

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## 1. INTRODUCTION

The District's enabling legislation provides considerable flexibility in regard to procurement of necessary goods and services. The purpose of this policy is to establish clear instructions and guidance for staff to govern procurement of goods and services which are consistent with applicable statutory requirements in an effort to reduce uncertainty, inconsistency and confusion, while increasing efficiency and accountability.

## 2. POLICY STATEMENT

Procurement is regulated by this policy, the District's enabling legislation, and state and federal statutes. The District shall encourage fair and open competition on all purchases. The policy covers all contracts for the purchase of goods and services. Where procurement policies are governed by statute, the policy incorporates the procedures in the law by reference. This eliminates the need to amend the policy every time the law is amended.

The Board of Commissioners ("Board") has delegated limited authority to procure commodities and services to the Executive Director. Any procurement in excess of the authority of the Executive Director shall be approved by the Board.

The District's contracted Attorney shall serve as legal counsel and provide legal services with respect to procurement matters.

## 3. GOALS AND OBJECTIVES

The District is responsible for conducting procurements in a deliberate, fair, transparent and ethical manner. The goals of this policy, as it relates to District procurement activity is to provide guidance to staff to provide the following.

- *Purchase the proper goods and services to meet the needs of the District.*
- *Get the best value for public dollars expended.*
- *Allow responsible bidders a fair opportunity to compete for the District's business.*
- *Provide written authority and documentation for who can approve and make purchases on behalf of the District.*
- *Record the financial obligations of the District through purchase orders and contracts.*

## 4. CODE OF ETHICS AND CONFLICT OF INTEREST

The District will observe the highest standards of ethics. All District employees involved in any part of the procurement process are required to act in an ethical manner without conflict of interest, in accordance with Chapter 112, Florida Statutes, "Code of Ethics for Public Officers and Employers. District business must be fair, open and demonstrate the highest levels of integrity consistent with the public interest." In the event any of the provisions of this policy conflict with provisions of state and federal law, the more restrictive provision shall prevail.



#### 4.1. Acceptance of Gifts

Acceptance of gifts at any time, other than promotional merchandise, is prohibited. Employees must not become obligated to any suppliers and shall not conduct any District transaction from which they may personally benefit.

#### 4.2. Fairness and Impartiality

Potential suppliers shall be treated equally and must have the same opportunity to access information and advice.

#### 4.3. Fair and Open Competition

A competitive process should be used, unless there is an appropriate exception or exemption as set forth in this policy or when it is in the best interest of the District not to use a competitive process.

#### 4.4. Consistency and Transparency of Process

Bidders and proposers shall be evaluated in an objective and systematic manner against published evaluation criteria.

#### 4.5. Conflict of Interest

No employee acting in his or her official capacity (based on the employee's span of control or decision-making authority) shall enter directly or indirectly purchase, rent or lease any real estate, real property, goods or services for the District from any business entity in which the employee or their family members as defined in F.S. § 112.312(21) is an officer, partner, director or proprietor; or in which any of the aforementioned parties has a financial interest.

#### 4.6. Disclosure of Financial Interests

Elected officials and other specified employees (the chief administrative employee and any purchasing agent contracting for purchases more than \$20,000) of the District must file Form 1, Statement of Financial Interests. This report must be filed by July 1 of each year even if no financial interests exist that require disclosure.

## 5. DEFINITIONS

- A. **ADDENDUM** is a formal written modification or clarification to an invitation to bid or request for proposal. An addendum amending the solicitation may be issued after the solicitation is released but prior to the deadline for receipt of bids/proposals.
- B. **AGREEMENT** is any type of District agreement, regardless of what it may be called, for the purchase of supplies, services, materials, equipment or construction (see Contract).
- C. **AWARD** is approval by the Board of Commissioners, Executive Director or their designee, under whose authority a purchase order or contract is executed.
- D. **BEST VALUE CRITERIA** is a procurement evaluation that looks at factors other than just price, such as quality, expertise or cost of long-term ownership.
- E. **BID, PROPOSAL or QUOTATION** is any acceptable offer submitted to the District in response to a solicitation issued by the District and meeting the District's requirements.
- F. **BIDDER** is the person or firm making a formal offer to the District in response to a solicitation.
- G. **BOARD** is the Board of Commissioners, the legislative body for Indian River Mosquito Control District.

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- H. BRAND NAME or EQUIVALENT SPECIFICATION** is a specification limited to one or more manufacturers' names or catalogue numbers to describe the standard of quality, performance and other characteristics needed to meet the District requirements.
- I. CAPITAL OUTLAY (\$5,000 or more)** is any item of value that costs \$5,000 or more and has a useful life of one (1) year or more. These item(s) are considered a capital asset and capitalized by the District. Additionally, any expenditures to increase the life of capital asset or to increase its capacity/serviceability should be paid out of capital outlay (\$1000 or more). *Modified by Board, August 10, 2021 to increase capital threshold to \$5,000.*
- J. CHANGE ORDER** is a modification to a contract after the performance of the contract has started and changes the following:
- i. Plans or specifications; or
  - ii. Quantity of the work to be performed;
  - iii. Quantity of materials, equipment, or supplies to be furnished.
- M. CONSTRUCTION** is the process of building, altering, repairing, improving, or demolishing any structure or building, or other public improvements of any kind to any real property including facilities, runways, helipads, etc.
- N. CONTRACT** is any type of District agreement, regardless of what it may be called, for the purchase of supplies, services, materials, equipment or construction (see Agreement).
- O. CONTRACTOR** is a person who contracts to sell goods or services to the District(s).
- P. CONTRACTUAL SERVICES** is the time and effort of a contractor (rather than furnishing goods) and applies to services provided by individuals or firms who are independent contractors.
- Q. DESIGNEE** is a person who has been officially chosen to approve or execute requisitions, purchase orders or contracts.
- R. EMERGENCY PURCHASE** means a purchase necessitated by a sudden turn of events that may affect the health, safety, and welfare of the constituents of the District. This may include, but is not limited to, acts of God, riots, fires, floods, hurricanes, inclement weather, accidents, pandemics, public health emergencies, or any circumstances beyond the control of the District in the normal conduct of its operations.
- S. ENCUMBRANCE** is the process where the District reserves funds for the financial obligation of the purchase of supplies, goods, equipment and services.
- T. EXTENSION** means an increase in the time allowed for completion of services stipulated in the contract.
- U. FISCAL YEAR** is a twelve (12) month period of time to which the operating budget applies and at the end of which the District determines its financial position and results of operations. The District fiscal year is October 1 through September 30.
- V. GOODS** is a generic term that includes all types of personal property to be purchased by the District(s); equipment, supplies, materials, component and repair parts.
- W. INVITATION FOR BID (COMPETITIVE SEALED BIDDING)** is a formal written document that requests bidders to submit a firm price and delivery pursuant to the terms, conditions, specifications and any drawings of the bid documents.



- X. INVOICE** is an itemized bill for goods or services provided to the District and includes an invoice date, purchase order number, individual prices and extended pricing.
- Y. OFFER** is any bid, proposal or quotation made to the District.
- AA. OFFEROR** is any individual or firm submitting an offer to the District.
- BB. PRE-BID CONFERENCE** is a scheduled meeting with prospective bidders to discuss the solicitation documents, scope of work and other details of the project with the intent to clarify any concerns the bidders may have or any ambiguities in the solicitation documents.
- CC. PROFESSIONAL DESIGN SERVICES** means the services within the scope of employment or practice of architecture, landscape architecture, engineering, registered surveyor or mapping as defined by the laws of the State of Florida.
- DD. PROFESSIONAL SERVICES** ~~For the purposes of this Procurement Code, the term "professional services" also includes means the~~ services requiring specialized knowledge and skill usually of a mental or intellectual nature and usually requiring a license, certification, or registration, including but not limited to accounting services, appraisal services, financial advisory services, legal services, lobbying services, marketing and public relations services, and strategic planning services.
- ~~CC.~~
- DD.EE. PROMOTIONAL MERCHANDISE** are items or gadgets valued \$25.00 or less, often branded with a logo or slogan, used in marketing and communication programs. They are typically given away to promote a company or brand at trade shows and conference.
- EE.FF. PURCHASE ORDER** is a document issued to a specific Vendor by Purchasing staff setting forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, and standard terms and conditions. A purchase order records the financial obligation of the District to pay for goods or services properly received; therefore a purchase order is also required for all contracts with expenditure of funds entered into by the District. For expenditures without a separate contract, the purchase order acts as the contract for the expenditure and acceptance of a purchase order by a Vendor and forms an agreement between the District and the Vendor.
- FF.GG. PURCHASING** is the act, function, and responsibility for the acquisition of goods and services.
- GG.HH. QUOTATION** is a formal response to an informal solicitation requesting goods or services for the District(s). Quotations may be requested and received by phone, fax or email.
- HH.II. RENEWAL** means contracting with the same contractor for an additional contract period after the initial contract period, only if the contract terms provide for such renewal.
- II.JJ. REQUEST FOR PROPOSAL (RFP)** is a formal written document requesting that potential vendors make an offer (proposal) for goods or services to the District. Price is an essential evaluation criteria, but the RFP may stipulate other criteria and their relative importance.
- II.KK. REQUISITION** is the source document for all procurement activity. A requisition is for communicating internal requirements and should not be used by departments for the order and delivery of goods or services. The Department requisition must be approved in accordance with the delegated authority.

**KK.LL. RESPONSIBLE** refers to a Vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

**LL.MM. RESPONSIVE** refers to any bid or proposal that conforms in all material respects to the solicitation.

**MM.NN. SERVICES** is a generic term to include all work or labor performed for the District as an independent contractor, including maintenance, construction, manual, clerical, professional design services, or professional services.

**NN. SOLE SOURCE** can be defined as any purchase made without a competitive process, based on the justification that only one known source exists or that only one single supplier can fulfil the requirements of the District.

**OO. SPECIFICATIONS** are statements containing a detailed description of the terms of the contract, as well as specific details for the goods or services. The details or specifications should be descriptive, but not restrictive.

**PP. SUPPLIER** is a person or business that provides goods or services to the District.

**QQ. UNSOLICITED PROPOSAL** means a written application related to infrastructure or a public facility used in support of a public purpose that is submitted to the District on the initiative of the offeror for the purpose of obtaining a contract with the Authority and is not in response to a request for proposal.

**RR. VENDOR** is a person or business interested in providing goods, equipment or services to the District as fulfillment of obligations from an agreement or purchase order.

**SS. WORK ORDER** is a written order requesting the performance of a task. The work order is used to report the amount of labor, materials and equipment used.

## 6. DISTRICT PROCUREMENT AUTHORITY

Procurement authority is the power to bind the District in a contractual relationship for the procurement of goods and services. All procurement authority lies with the Board of Commissioners (Board). The Board may delegate its procurement authority when deemed to be in the best interests of the District. Any procurement authority not expressly delegated is retained by the Board.

The Board is authorized to contract with public agencies, private sector businesses or other persons. Delegation of the Board's procurement authority to the Executive Director is hereby authorized in accordance with this Policy.

### 6.1. Limited Purchasing Authority of Executive Director

The Executive Director shall be authorized to procure goods, supplies, equipment, materials for District's use, and contractual services up to \$35,000, without competitive selection, unless otherwise required by applicable state or federal law; provided, however, that nothing herein shall require the Executive Director to exercise such authority. The Executive Director is authorized to procure planning or study activity services obtained pursuant to the Consultants' Competitive Negotiation Act, F.S. 287.055 up to \$35,000. All purchases of items described herein that exceed \$35,000 shall be approved by the Board. Purchases authorized by the Executive Director shall not exceed the combined District approved annual budget, unless approved otherwise by the Board.

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## **6.2. Procurement Administration Authority of Executive Director**

The Executive Director shall be authorized to carry out all procurement administration functions including but not limited to the following: development of solicitation materials; advertisement of solicitations; cancellation or postponement of solicitations; authorization of short listings of responses when consistent with the procedures herein; evaluation of responses to solicitations when consistent with the procedures herein; determination whether responses are responsible and responsive; determination of sole source procurements; negotiation of contracts, where negotiation is called for herein; administration of contracts; and all other procurement administration functions reasonably necessary to effectuate the provisions in this Procurement policy.

## **6.3. Limited Purchasing Authority of Finance Director**

The Finance Director shall be authorized to procure goods and services up to \$4,999 and administers the purchasing card program.

## **7. PURCHASES NOT REQUIRING COMPETITIVE SELECTION**

In the following cases, as authorized by this Policy and Florida law, formal or informal competitive procurement shall not be required by the District:

### **7.1. Below the Mandatory Bid Threshold**

Purchases below the mandatory bid threshold may be made without competitive selection; however, purchases below the mandatory bid threshold may be made with competitive selection, at the discretion of the Executive Director or the Board. Quotes are required.

### **7.2. Sole Source/Single Source**

Competitive selection is not required if the item being acquired is by its very nature unique or is available only through a sole source vendor. Supporting documentation must be provided verifying that a good faith review of available sources has been completed as well as correspondence from the manufacturer or vendor must be submitted to the District indicating they are the only ones capable of providing said commodity or service. The Executive Director shall have the authority to determine whether the item can only be acquired from a sole source or single source.

### **7.3. Cooperative Purchasing Through Other Governmental Entity Contracts ("Piggybacking")**

#### **7.3.1. Authority to Enter into Piggyback Contracts**

As an alternative to any competitive selection process required by this policy, goods and services may also be procured through: (1) the use of cooperative purchasing methods utilizing purchase agreements entered into by other governmental or public entities (local, state, federal, public educational, cooperatives, etc.) following a valid competitive selection process (and matching all of the District's internal process requirements), or (2) directly from vendors holding a current U.S. General Services Administration contract. The District shall have the authority to enter into a piggyback contract if both the vendor and the District agree to its terms and the procurement transaction was entered into following a valid competitive selection process. Piggyback purchases shall be allowed without limit for any commodity or service that is included in the current year budget. For items not included in the current year budget, such piggyback purchases shall be approved by the Executive Director up to \$35,000 or the Board in excess of \$35,000.

### 7.3.2. Purchases Based on Prior Governmental Contracts

Competitive solicitation is not required where purchases are based upon prices from contracts executed within the preceding eighteen (18) months of the contemplated purchase by the state, a state agency or district, a county or municipal corporation within the state, including the District, which contracts were based upon an advertised competitive bid or proposal process, and which purchases use District approved forms or contract documents.

### 7.3.3. Cooperative Purchasing Agreements

The District may sponsor, conduct, administer or participate in cooperative purchasing agreements for the procurement of any commodities or services.

### 7.3.4. Contract Controversies

Any controversies concerning the award or processing of a contract which has been entered into on a cooperative basis shall be resolved under the terms of the original public contract, except as modified by the piggyback contract.

## 7.4. Acquisition of Existing Utility, Facility or Project

If the District seeks to acquire (either by purchase, lease or otherwise) a utility, facility, enterprise, work, undertaking or project, or a combination of any of the same, which has already been constructed and is in existence, no advertisement for bids shall be necessary nor will competitive procurement be required.

## 7.5. Repairs or Renovations

Repairs or renovations required for existing equipment, machinery, or other improvements (including utilities facilities) where such repairs or renovations can only be performed by authorized dealers (due to warranties or the nature of such equipment, machinery, or improvements) do not require competitive selection. Emergency repairs or renovations that are not required to be performed by authorized dealers may be made without competitive solicitation where time is of the essence in obtaining necessary repair or renovation.

## 7.6. Utility Services

The purchases of items from the District's utility providers (such as Florida Power & Light, AT&T, etc.) are not required to be competitively bid.

## 7.7. Contracts for **Professional Services** ~~(Non-Professional)~~

Contracts for ~~non~~-professional services are exempt from competitive selection. However, the Board retains the discretion to procure such services through a Request for Proposals (RFP) process when deemed in the best interest of the District.

## 7.8. Emergency Purchases

Emergency purchases, or purchases made during a declared state of emergency, a high threat of terrorism, or in response to natural disaster, war, public health emergencies, or terrorism threats or occurrences do not require competitive selection. These purchases may be authorized on such terms and conditions as are in good faith believed reasonable and appropriate under the circumstances by the Executive Director or the Chairman of the Board in the absence of the Executive Director. The Executive Director shall take the emergency purchase to the Board at the next regularly scheduled meeting for ratification.

## 7.9. Food and Drink District Sponsored Programs

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Purchases of food and drink for District-sponsored programs or events on District property do not require competitive selection.

#### **7.10. Information Technology**

Purchases of information technology and information technology systems, where such purchases do not entail the custom design of the technology (as distinguished from the configuration and installation of such) do not require competitive selection. Information technology means equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, and electronically collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information or data of any kind or form. Information technology systems means any transmission, emission, and reception of signs, signals, writings, images, and sounds of intelligence of any nature by wire, radio, optical, or other electromagnetic systems and includes all facilities, equipment, hardware, software, firmware, operations, integration, and networking.

#### **7.11. Overriding Public Interest**

The District shall have the authority to waive the requirement for competitive selection if it finds, in its sole discretion, that there is an overriding public interest to do so. Notwithstanding the benefit and public interest served by having all purchases submitted to competitive procurement, circumstances can arise when the District may determine that competitive procurement is impractical, or that there is no need for the District to seek competitive procurement, or the District may determine that there is an overriding public interest to waive competitive procurement. In cases where the amount of the purchase requires that the District governing body approve the purchase, the District governing body must approve a waiver of competitive procurement. In cases where the governing body need not approve the purchase, the Executive Director may approve a waiver of competitive procurement.

#### **7.12. Procurement Pursuant to Existing Annual Term Contracts**

The Executive Director shall issue annual term contracts for goods and services after approval by the Executive Director (up to \$35,000) or the Board (up to or in excess of \$35,000).

The Executive Director may renew an annual contract for multiple years, one year at a time, subject to satisfactory performance, zero cost increase (or as stated in the original contract), vendor acceptance and the determination that such renewal of the annual contract is in the best interests of the District, and authority for such renewal(s) is set forth in the contract.

#### **7.12 Procurement of certain construction and electrical work**

In accordance with F.S. 255.20, contractor services related to the construction or improvement a public building, structure, or other public construction works estimated in accordance with generally accepted cost accounting principles to cost less than \$300,000 or for electrical work that costs less than \$75,000, shall not require to be advertised or awarded using the formal competitive selection processes described in Section 9. However, contracts for contractor services related to

construction of projects and electrical work described herein shall be awarded based on the submission of three written quotes and approved by the Board.



## 8. PURCHASES REQUIRING COMPETITIVE SELECTION

All purchases that are not exempt from competitive selection as set forth in Section 7, shall be procured as follows. For purposes of this subsection, the term "purchase" shall refer to purchase of goods and contractual services such as supplies, equipment, or material for the District, or for the construction of District waterways, buildings, structures, or facilities. The word "purchase" shall not include maintenance activities or projects designed to maintain the foregoing.

### 8.1. Commodities or Contractual Services Over \$35,000

Pursuant to F.S. § 287.017 and F.S. § 287.057, all purchases of goods, supplies, equipment, materials for the District's use, or contractual services in an amount of \$35,000 or less may be made without competitive procurement. All purchases of commodities or contractual services in an amount greater than \$35,000 shall be made through sealed bids, proposals or replies utilizing procurement methods in Section 8 of this Policy.

### 8.2. Purchase of Vehicles and Heavy Equipment

The District will utilize the State of Florida contract or the Florida Sheriffs Association contract for the purchase of vehicles and heavy equipment.

### 8.3. Selection of Professional Design Services

All purchases of professional architectural, engineering, landscape architectural, or registered surveying and mapping services shall comply with F.S. § 287.017 and F.S. § 287.055.

### 8.4. Selection of Auditor

The District shall select auditors pursuant to the requirements of F.S. § 218.391.

### 8.5. Construction Services

All contracts for public construction of, or improvements to a public building, and public structure and any other public construction works shall comply with F.S. § 255.20 as may be amended from time to time. The District must competitively award to an appropriately licensed contractor those public construction works projects that meet the following cost thresholds:

- a. Construction projects estimated to cost greater than \$300,000.
- b. Electrical work estimated to cost greater than \$75,000.

## 9. FORMAL COMPETITIVE SELECTION PROCESSES

The District may advertise for and award contracts based upon responses to one of the following formula competitive selection processes:

- an invitation to bid (ITB);
- a request for proposals (RFP);
- a request for qualifications (RFQ);
- an invitation to negotiate (ITN);
- a professional design services request for proposals solicited in accordance with F.S. § 287.055 "the Consultants Competitive Negotiation Act," as same may be amended; or
- a qualifications-based or competitive proposal-based request for design-build proposals solicited in accordance with F.S. § 287.055 as same may be amended.

Single or multiple purchases of goods, commodities or services of \$35,000 or more requires competitive selection. Competitive selection will be advertised through Vendor Registry/Bid Net and posted on the District website. A contract or agreement will be issued only after the bid or proposal is awarded and the contract is approved by the Board.

### 9.1. Invitation to Bid (ITB)

An ITB is generally used for goods, and sometimes services, where the specifications can be precisely defined such as for equipment, supplies, materials, parts or other goods. Except as set forth in applicable law or this policy, commodities or services having an estimated value in excess of \$35,000 shall be procured through an ITB.

9.1.1. The District uses this process when it wishes to formally advertise for and competitively award a contract using an ITB for competitive sealed bids with the title, date and hour of the public bid opening designated therein and which specifically defines the matter for which bids are sought. This process is appropriate when the District is capable of specifically defining the scope of work desired, or where it can establish precise specifications defining the actual matter desired. ITBs typically include instructions to bidders, plans, drawings and specifications, if any, bidding forms, and other required forms and documents. The District will award the contract to the responsive and responsible bidder who submitted the lowest bid.

9.1.2. Responsible bidder means the person or business entity having the capability in all respects to perform fully the contract requirements and the experience, ability, reliability, capability, facilities, equipment, financial resources, and credit which will give a reasonable expectation of good faith performance. In determining whether a bidder is responsible, the District shall consider the following:

- a. The ability, capability and skill of the bidder to perform under the terms of the bid documents;
- b. Whether the bidder can perform the contract or provide the materials or service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- d. The quality of performance of previous contracts and the providing of materials or services, or both;
- e. The previous and existing compliance by the bidder with the laws and ordinances relating to the contract, or providing of materials or services, or both;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the materials or services, or both;
- g. The quality, availability and adaptability of supplies, equipment, or contractual services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. The number and scope of conditions attached to the bid; and
- j. Prior litigation experience.



- 9.1.3. Responsive bidder means a person who has submitted a bid which conforms in all material respects to the ITB..
- 9.1.4. The District will not be liable for any costs incurred by bidders in the preparation or submission of bids or bid material.
- 9.1.5. The District reserves the right to reject all bids at any time for any reason.
- 9.1.6. The District will not be liable to any bidder, despite an award determination by the Executive Director or the Board, until the Board approves a written contract, which is then executed by the appropriate District officers.

## **9.2. Request for Proposals (RFP)**

An RFP is generally used for services and in some cases for goods where it is difficult to precisely define the specifications. The RFP consists of weighted criteria where cost is not the only determining evaluation factor. The RFP may include other evaluation factors with their relative importance. All evaluation factors must be specified in the RFP and considered in recommending award.

### **9.2.1. Requests for Sealed Proposals (RFSP)**

- 9.2.1.1. The District may formally advertise for and competitively award contracts based upon a request for sealed proposals (RFSP). This procurement method typically solicits offers to provide a solution to a problem. A RFSP is characterized by a description of the desired results and a scale of how the proposals to obtain these results will be evaluated. RFSPs include a price proposal which is part of the evaluation. This process may not always be available for use when restrictions on grants or other funding sources mandate that competitive bidding be used, or when other provisions of law require contracts to be awarded by sealed bids.
- 9.2.1.2. The RFSP should include all documents, whether attached or incorporated by reference, utilized in soliciting proposals. The RFSP shall include, but is not limited to, general information, functional or general specifications, statement of work, proposal instruction, and evaluation criteria.
- 9.2.1.3. All RFSPs may state the evaluation criteria. In the absence of provisions concerning the evaluation criteria, the following criteria shall be considered in determining which proposals are most advantageous to the District:
  - a. The proposer's understanding of the project;
  - b. The proposer's business structure;
  - c. The proposer's experience and qualifications;
  - d. The proposer's ability to perform;
  - e. The relative desirability of the proposer's deliverables;
  - f. The proposer's management plan for the project; and
  - g. The proposer's business terms (i.e. price, insurance coverage, time of completion, warranties, bonding, etc.).

- 9.2.1.4. The District may engage in competitive negotiations with the responsive and responsible proposer who it reasonably anticipates will be selected for award for the purpose of clarification to assure full understanding and conformance to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final proposal.
- 9.2.1.5. When the District utilizes a RFSP, the award shall be made to the proposer whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation factors and criteria set forth in the RFSP or set forth above.
- 9.2.1.6. The District will not be liable for any cost incurred in the preparation, submission, or review of any proposals.
- 9.2.1.7. The District shall not be contractually or otherwise bound to any proposer until an agreement in writing has been approved by the Board and signed by the appropriate District officers.

**9.2.2. Request for Competitive Proposals (RFCP)**

- 9.2.2.1. The District may use a request for competitive proposals (RFCP) when it desires to formally advertise for and competitively award contracts by first determining which respondents may be the most qualified to perform, and after this determination is made, then seeking sealed proposals from such respondents. This is commonly called "pre-qualification". This process may not always be available for use when restrictions on grant or other source funding mandate that competitive bidding be used, or when other provisions of law require contracts to be awarded by sealed bids. The District will not consider specific compensation or price during the qualification ranking process although the respondent's willingness to meet defined budget requirements for the project will be considered.
- 9.2.2.2. The RFCP may state the factors to be considered by the District when evaluating qualifications and the relative importance of each factor. In the absence of provisions set forth in the RFCP as to the criteria that will be used to determine relative qualifications of respondents, the following factors will be considered.
  - a. Willingness to meet the District's preliminary budget requirements;
  - b. The ability of professional personnel, licenses and certifications held by professional and managerial personnel, and existence of professional or occupational disciplinary actions by appropriate licensing or regulatory agencies;
  - c. Reputation, experience, and past performance in similar projects;
  - d. Willingness to meet time requirements;
  - e. Financial ability;



- f. History of violations of federal, state, or local law or regulations;
- g. Recent, current and projected work loads of the firm;
- h. Past contract performance experience with governmental bodies, if any;
- i. Technical support capability and compatibility with District's hardware, software, and firmware;
- j. Information on the questionnaire;
- k. The capabilities and adequacy of non-professional personnel;
- l. The volume of work previously awarded by the District;
- m. Length of time the firm has been in business;
- n. Length of tenure of key personnel with the firm;
- o. Place of residence of the corporate principals;
- p. Location of firm headquarters and offices; and,
- q. The size of the firm;

In subjectively evaluating these criteria, factors a. through j. will weigh more heavily in the decision than the other factors.

9.2.2.3. After the qualifications review, this process will then involve the solicitation of competitive proposals from the determined most qualified respondents and the evaluation of the responses submitted by such respondents based upon the evaluation, criteria and procedures established prior to the solicitation of competitive proposals. In the absence of evaluation criteria set forth in the RFCP as to how proposals will be reviewed to determine which is most advantageous, the District will consider the following:

- a. Price and business terms;
- b. Times and commitments for completion;
- c. Quality of materials and services;
- d. Financial assurances given for performance;
- e. Warranties, guarantees, and post completion support; and
- f. Construction or design methods or attributes for the project including any value engineering (if applicable).

9.2.2.4. When the District utilizes a RFCP procurement process, the award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation of the criteria set forth in the RFCP or set forth above.

9.2.2.5. The District will not be liable for any cost incurred in the preparation, submission, or review of any proposals.

9.2.2.6. The District shall not be contractually or otherwise bound to any proposer until an agreement in writing has been approved by the Board and signed by the appropriate District officers.

### 9.3. Request for Qualifications (RFQ)

~~Certain professional services are required by the Consultants' Competitive Negotiation Act Per F.S. 287.055 ("Consultants' Competitive Negotiation Act"), professional design services shall be to be procured by the use of a Request for Qualifications (RFQ). An RFQ may also be used to procure professional services not covered by the Consultants' Competitive Negotiation Act.~~

9.3.1. A RFQ may be issued when the District seeks to formally advertise for and competitively award contracts using a qualifications-based procurement process. When the District engages in a qualifications-based competitive procurement process, it will first review qualifications of respondents and determine which respondents are the most qualified to perform. A group of the respondents shall be ranked based upon their relative qualifications to perform. The District will not consider compensation or price during the qualification ranking process, although a respondent's willingness to meet a defined budget requirement for the project will be considered. This process may not always be available for use when restrictions on grants or other source funding mandate that competitive bidding be used, or when other provisions of law require contracts to be awarded by sealed bids.

9.3.2. The RFQ may state the factors to be considered by the District when evaluating qualifications and the relative importance of each factor. In the absence of provisions set forth in the RFQ concerning the evaluation of qualifications, the following factors will be considered in making a qualifications-based determination:

- a. Willingness to meet the District's preliminary budget requirements;
- b. The ability of professional personnel, licenses and certifications held by professional and managerial personnel, and existence of professional or occupational disciplinary actions by appropriate licensing or regulatory agencies;
- c. Reputation, experience, and past performance in similar projects;
- d. Willingness to meet time requirements;
- e. Financial ability;
- f. History of violations of Federal, State, or Local law or regulations;
- g. Recent, current and projected work loads of the firm;
- h. Past contract performance experience with governmental bodies, if any;
- i. Technical support capability and compatibility with District's hardware, software, and firmware;
- j. Information on the questionnaire;
- k. The capabilities and adequacy of nonprofessional personnel;
- l. The volume of work previously awarded by the District;
- m. Length of time the firm has been in business;
- n. Length of tenure of key personnel with the firm;
- o. Place of residence of the corporate principals;
- p. Location of firm headquarters and offices; and
- q. The size of the firm;

In subjectively evaluating these criteria, factors a. through j. will weigh more heavily in the decision than the other factors.



- 9.3.3. Once the respondents are ranked, the District will then undertake to negotiate a contract with the respondent determined most qualified at a compensation which the District determines is fair, competitive, and reasonable. Should the District be unable to negotiate a satisfactory contract with the respondent determined to be the most qualified at a price the District determines to be fair, competitive, and reasonable, negotiations with that respondent must be formally terminated. The District may then abandon this procurement process or undertake negotiations with the second most qualified respondent. Failing accord with the second most qualified respondent, the District must terminate negotiations. The District may then abandon this procurement process or undertake negotiations with the third most qualified respondent. Should the District be unable to negotiate a satisfactory contract with any of the selected respondents, the District may then abandon this procurement process or select additional respondents in order of their competence and qualifications and continue to negotiations in accordance with this process until additional respondents have been subjected to competitive negotiations.
- 9.3.4. The method by which the District formally terminates negotiations shall be a letter signed by the Executive Director indicating that negotiations have terminated.
- 9.3.5. The District will not be liable for any cost incurred in the preparation, submission, or review of any responses.
- 9.3.6. The District shall not be contractually or otherwise bound to any respondent until an agreement in writing has been approved by the Board and signed by the appropriate District officers.

#### **9.4. Invitation to Negotiate (ITN)**

The Invitation to Negotiate is a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the purchase of goods or services. The District should only use the ITN in complex, sophisticated procurements that are not otherwise suitable for invitation to bid or request for proposals.

#### **9.5. Design-build Contracts - Competitive Proposal Selection Process**

- 9.5.1. The District may decide to formally advertise for and competitively award design-build contracts using the competitive proposal selection process set forth in F.S. § 287.055(10)(c), (as same may be amended). This process may not always be available for use when restrictions on grants or other source funding mandate that competitive bidding be used, or when other provisions of law require contracts to be awarded by sealed bids. The procedures to be used prior to entering into design-build agreements shall at a minimum incorporate the following:
  - 9.5.2. The preparation of a design criteria package for the design and construction of the public construction project.
  - 9.5.3. The qualification and selection of no fewer than three (3) design-build firms as the most qualified, based on the qualifications, availability, and past work of the firms, including the partners or members thereof. In the absence of provisions in the request for

competitive design-build proposals which set forth the evaluative criteria to be used in determining relative qualifications, the following will apply:

- a. Willingness to meet the District's preliminary budget requirements.
- b. The ability of professional personnel, licenses and certifications held by professional and managerial personnel, and existence of professional or occupational disciplinary actions by appropriate licensing or regulatory agencies.
- c. Reputation, experience, and past performance in similar projects.
- d. Willingness to meet time requirements.
- e. Financial ability.
- f. History of violations of federal, state, or local law or regulations.
- g. Recent, current and projected workloads of the firm.
- h. Past contract performance experience with District, if any.
- i. Technical support capability and compatibility with the District's hardware, software, and firmware.
- j. Information on the questionnaire.
- k. The capabilities and adequacy of nonprofessional personnel.
- l. Whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985.
- m. The volume of work previously awarded by the District.
- n. Length of time the firm has been in business.
- o. Length of tenure of key personnel with the firm.
- p. Place of residence of the corporate principals.
- q. Location of firm headquarters and offices.
- r. The size of the firm

In subjectively evaluating these criteria, factors a. through j. will weigh more heavily in the decision than the other factors.

- 9.5.4. The submission and evaluation of competitive proposals from the determined qualified firms. The criteria, procedures, and standards for the evaluation of design-build contract competitive proposals, based on price, technical, and design aspects of the public construction project, weighted for the project shall be stated in the proposal. In the absence of evaluation criteria set forth in the proposal as to how competitive proposals will be reviewed to determine which is most advantageous to the District, the District will consider the following which will be weighed equally:

- a. Price and business terms.
- b. Times and commitments for completion.
- c. Quality of materials and services.
- d. Financial assurances given for performance.
- e. Warranties, guarantees, and post completion support.
- f. Construction or design methods or attributes for the project including any value engineering (if applicable).



- 9.5.5. In the case of public emergencies, for the District to declare an emergency and authorize negotiations with the best qualified design-build firm available at that time.
- 9.5.6. The District will not be liable for any cost incurred in the preparation, submission, or review of any proposals.
- 9.5.7. The District shall not be contractually or otherwise bound to any proposer until an agreement in writing has been approved by the Board and signed by the appropriate District officers.

#### **9.6. Design-build Contracts - Qualifications-based Selection Process**

- 9.6.1. The District may decide to formally advertise and competitively award design-build contracts using the qualifications-based selection process set forth in F.S. § 287.055(10)(c), as the same may be amended, prior to the entering into of design-build agreements where the contract may include a guaranteed maximum price and a guaranteed completion date. This process may not always be available for use when restrictions on grants or other source funding mandate that competitive bidding be used, or when other provisions of law require contracts to be awarded by sealed bids.
- 9.6.2. The District may also seek professional **design** services for architecture, professional engineering, landscape architecture, or registered surveying and mapping when the Consultants Competitive Negotiation Act is applicable to the contract.
- 9.6.3. This process shall at a minimum incorporate the following:
  - 9.6.3.1. The employment or retention of a licensed design professional appropriate to the project to serve as a District representative during the selection process (for design-build projects only).
  - 9.6.3.2. A review of information bearing upon qualifications submitted by proposers and that may be on file with the District.
  - 9.6.3.3. In the absence of provisions in the statutory request for qualifications-based proposals (SRQBP), the following evaluative criteria shall apply in determining qualifications:
    - a. Willingness to meet the District's preliminary budget requirements.
    - b. The ability of professional personnel, licenses and certifications held by professional and managerial personnel, and existence of professional or occupational disciplinary actions by appropriate licensing or regulatory agencies.
    - c. Reputation, experience, and past performance in similar projects.
    - d. Willingness to meet time requirements.
    - e. Financial ability.
    - f. History of violations of federal, state, or local law or regulations.
    - g. Recent, current and projected workloads of the firm.
    - h. Past contract performance experience with governmental bodies, if any.
    - i. Technical support capability and compatibility with District's hardware, software, and firmware.
    - j. Information on the questionnaire.

- k. The capabilities and adequacy of nonprofessional personnel.
- l. Whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985.
- m. The volume of work previously awarded by the District.
- n. Length of time the firm has been in business.
- o. Length of tenure of key personnel with the firm.
- p. Place of residence of the corporate principals.
- q. Location of firm headquarters and offices.
- r. The size of the firm.

In subjectively evaluating these criteria, factors a. through j. will weigh more heavily in the decision than the other factors.

- 9.6.4. Discussion with no less than three (3) proposers regarding their qualifications, approach to the project, and abilities.
- 9.6.5. A selection and ranking of no less than three (3) proposers deemed to be the most highly qualified.
- 9.6.6. In determining qualifications, price and compensation shall not be discussed or considered when determining qualifications, but the District and proposers will discuss the District's overall budget requirements for the project.
- 9.6.7. Should the District be unable to negotiate a satisfactory contract with the proposer considered to be the most qualified at a price the District determines to be fair, competitive, and reasonable, negotiations with that proposer must be formally terminated. The District shall then undertake negotiations with the second most qualified proposer. Failing accord with the second most qualified proposer, the District must then terminate negotiations. The District shall then undertake negotiations with the third most qualified proposer. Should the District be unable to negotiate a satisfactory contract with any of the selected proposers, the District shall select additional proposers in the order of their competence and qualifications and continue negotiations in accordance with this paragraph until an agreement is reached.
- 9.6.8. The method by which the District formally terminates negotiations shall be a letter signed by the Executive Director indicating that negotiations have terminated.
- 9.6.9. In the case of public emergencies, the District may declare an emergency and authorize negotiations with the best qualified firm available at that time.
- 9.6.10. The District will not be liable for any cost incurred in the preparation, submission, or review of any proposals.
- 9.6.11. The District shall not be contractually or otherwise bound to any proposer until an agreement in writing has been approved by the Executive Director and signed by the appropriate District officers.

## 10. UNSOLICITED PROPOSALS



If the District receives an Unsolicited Proposal, the District may enter into an Agreement or Contract pursuant to the procedures set forth in Section 255.065, Florida Statutes, as it may be amended from time to time.

## 11. SUMMARY OF PROCUREMENT CATEGORIES

*Notwithstanding any exemption listed in Section 7, the following procurement categories shall apply.*

### 11.1. Category 1: Less than \$500.

- *Procurement card (P-card)*
- *No competitive bids or quotes required*
- *Approval required by Supervisor*

### 11.2. Category 2: From \$500 to \$4,999

- *Three written quotes are required*
- *Approval required by Executive Director*

### 11.3. Category 3: From \$5,000 to \$34,999

- *Three written quotes are required*
- ~~*Professional Services must be selected using an RFP or RFQ*~~
- *Approval required by Executive Director, if item is within current year budget*
- *Approval required by Board, if item is NOT within current year budget*

### 11.4. Category 4: Over \$35,000

- *A formal competitive selection process as described in Section 9 required.*
- *Approval required by the Board*

## 12. PROTEST PROCEDURE

### 12.1. Resolution of Protests

Any actual or prospective bidder or proposer who is aggrieved in connection with a competitive selection process for solicitations falling within Category 4 procured using a formal competitive selection process may protest to the Executive Director. The protest shall be in writing and shall be delivered to the Executive Director via certified or registered U.S. Mail, return receipt requested, no later than 5:00 p.m. on the seventh (7) calendar days after the Notice of Intent to Select/Award is posted in the District's website.

During a Protest, including any appeal thereof, no contact regarding the selection with District Board members, District officers, or employees, other than the Executive Director and District Legal Counsel, is permitted by the protestant or any intervenor(s). Such communication will result in an automatic disqualification from selection for the pending solicitation.

### 12.2. Decision

The Executive Director shall promptly investigate the basis of the protest and consult with the originating department, District Legal Counsel and any other person or entity deemed necessary

Y:\USERS\1 ADMIN\3 POLICIES and RESOLUTIONS\P-2021-005 Procurement Policy\_20210713 Rev. 12.27.24 OPTION 1.docx; Y:\USERS\1 ADMIN\3 POLICIES and RESOLUTIONS\P-2021-005 Procurement Policy\_20210713 Rev. 12.27.24 OPTION 1.docx; C:\Users\Justin\ND Office Echo\VAULT ZEM43IME\P-2021-005 Procurement Policy\_20210713 Rev. 12.27.24 4911-2296-7306 v.1.docx

by the Executive Director. The Executive Director shall have the authority to settle and resolve the protest if such a settlement or resolution is practicable in the Executive Director's opinion. If the protest is not resolved by mutual agreement, the Executive Director shall issue a decision in writing. A copy of the decision shall be furnished immediately to the protestor and any other party determined by the Executive Director to be directly affected by the decision. The decision shall:

State the decision and the basis for the decision, and

Set forth the protestor's right to administrative review.

### **12.3. Administrative Review**

If the protestor disagrees with the decision of the Executive Director, the protestor may appeal the decision to the Board. Written notice of such appeal shall be delivered to the Executive Director via certified or registered U.S. Mail, return receipt requested, no later than 5:00 p.m. on the seventh (7) calendar after protestor's receipt of the Executive Director's decision. The Board shall consider the appeal with reasonable promptness and may address the appeal at the same time that it considers the ITB/RFP/RFQ award.

### **12.4. Stay of Procurements During Protests.**

In the event of a timely protest, the District shall not award the contract until the administrative appeal is resolved as set forth in this Section 12, unless Board determines that the award must be made without delay in order to protect the substantial interests of the District.

## **13. EXCESS/SURPLUS ASSET DISPOSITION**

13.1. The District shall maintain an electronic list of excess assets and other items in working condition that are no longer of use to the District but may be usable to another mosquito control program. This list shall be periodically submitted to the Board for approval to declare the assets surplus and to remove the assets from inventory.

13.2. Once declared surplus by the Board, the Executive Director or designee shall transfer and sell the assets, in accordance with F.S. § 388.323, and using any method consistent with the laws of Florida or applicable District policies.

## **14. PROCUREMENT CARD POLICY**

The Purchasing Card Program is administered by the Finance Director and is designed to improve efficiency in processing small dollar purchases from any vendor that accepts the credit card. This program allows cardholders to purchase approved commodities and services directly from vendors. Each purchasing card is issued to a named individual, and the District is clearly shown on the card as the governmental buyer of the goods/services.

## **15. CONCLUSION**

This policy defines clear instructions and guidance for staff for the procurement of goods and services necessary to fulfill the District's goals and objectives. These instructions have been developed to ensure compliance with the District's enabling legislation as well as applicable statutory requirements in an



effort to reduce uncertainty, inconsistency and confusion, while also increasing efficiency and accountability. This document provides a foundation for effective and consistent procurement practices resulting in a positive and professional relationship between District employees, the vendors with whom the District does business and ultimately the citizens served. It is the individual responsibility of each employee involved in the procurement process to understand these policies.



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## MEMORANDUM

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Date: January 14, 2025

To: Sherry Burroughs, Executive Director

From: Claudia M. Alvarado, Finance Director

Subject: Award ITB 2024-08 Larvicide and Adulticide Products

Invitation to Bid (ITB) 2024-08 for Larvicide and Adulticide Products was released on November 21, 2024 and closed on December 9, 2024. A total of four vendors responded for which results are tabulated on the attached comparison sheet.

Staff recommendations for product award is as follows:

### Larvicide Products

- Single Brood Spinosad – **Clarke Mosquito Control Products, Inc.**
- Single Brood Bacillus Thuringiensis Israelensis (BTI) – **Target Specialty Products and Adapco**
- Single Brood Methoprene – **Target Specialty Products and Vesperis**
- Residual BTI - **Clarke Mosquito Control Products, Inc.**
- Residual Methoprene - **Target Specialty Products, Clarke Mosquito Control Products, Inc., and Vesperis**
- Residual Spinosad - **Clarke Mosquito Control Products, Inc.**
- Spinosad Tablets - **Clarke Mosquito Control Products, Inc.**
- Bacillus Thuringiensis Israelensis (liquid) - **Target Specialty Products and Adapco**
- Spinosad (liquid) - **Clarke Mosquito Control Products, Inc.**
- Methoprene (liquid) - **Target Specialty Products, Clarke Mosquito Control Products, Inc., and Vesperis**

### Adulticide Products

- Sumethrin 10%, PBO 10% - **Clarke Mosquito Control Products, Inc.**
- Permethrin 30%, PBO 30% - **Vesperis**
- Deltamethrin 2% – **Target Specialty Products**
- Malathion 96.5% - **Vesperis**
- Etofenprox 20%- **Target Specialty Products, Clarke Mosquito Control Products, Inc., and Vesperis**
- Fenprothrin 4%, Abamectin 1.5%, Octanoic acid 0.33%, Nonanoic acid 0.33%, Decanoic acid 0.33% - **Adapco**



# Indian River Mosquito Control

ITB 2024-08

Larvicide and Adulticide Product Bid Tabulation

Award Period

January 1 - December 31, 2025

## MOSQUITO LARVICIDES

SINGLE BROOD SPINOSAD						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Pound	Censor	\$4.30	40lb - Bag	\$172 - Bag	✓
			\$4.04	1,000lb - Super Sack	\$4,040 - Super Sack	
		Natular G	\$9.55	40lb - Bag	\$382 - Bag	✓
			\$9.59	1,000lb - Super Sack	\$9,590 - Super Sack	
Veseris	No Bid	No Bid	No Bid	No Bid		

SINGLE BROOD METHOPRENE						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	Pound	Altosid SBG-2	\$3.75	40lb - Bag	\$150 - Bag	✓
			\$3.75	1,000lb - Super Sack	\$3,750 - Super Sack	
	Kilo	Sumilarv 0.5G	\$47.80	(10) 1kg bag - Case	\$478 - Case	
			\$47.572	(2) 5kg bag - Case	\$475.72 - Case	
			\$47.573	20 kg - Drum	\$951.46 - Drum	
	Pouch	Sumilarv WSP	\$1.6475	400pouch - case	\$659 - Case	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	No Bid	No Bid	No Bid	No Bid	No Bid	
Veseris	Pound	Altosid SBG-2	\$3.75	40lb - Bag	\$150 - Bag	✓
			\$3.75	1,000lb - Bulk Bag	\$3,750 - Bulk Bag	

1kg=2.20462lb

SINGLE BROOD BACILLUS THURINGIENSIS ISRAELENSIS (BTI)							
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award	
Target Specialty Products	Pound	Summit BTI Gran. 5/8	\$1.52	40lb - Bag	\$60.80 - Bag		
			\$1.52	1,000lb - Super Sack	\$1,520 - Super Sack		
		Summit BTI Gran. 10/14	\$1.52	40lb - Bag	\$60.80 - Bag		
			\$1.52	1,000lb - Super Sack	\$1,520 - Super Sack	✓	
			Summit Fallout WDG	\$26.50	25lb - Drum	\$662.50 - Drum	
	Briquet	Summit BTI Briquet	\$1.027	100Briquet - case	\$102.70 - Case		
		Summit Mosquito Dunks	\$2.425	(12) 2pack - case	\$58.20 - Case		
	Pound	AquaBac WDG 3000	\$30.00	25lb - Pail	\$750 - Pail		
			\$30.00	55lb - Drum	\$1,650 - Drum		
		AquaBac 200G 5/8	\$1.68	40lb - Bag	\$67.20 - Bag		
			\$1.68	1,300lb - Super Sack	\$2,184 - Super Sack		
		AquaBac 200G 10/14	\$1.68	40lb - Bag	\$67.20 - Bag		
			\$1.68	1,300lb - Super Sack	\$2,184 - Super Sack		
		AquaBac 400G	\$3.88	40lb - Bag	\$155.20 - Bag		
		AquaBac 400G GDLite	\$3.88	50lb - Bag	\$194 - Bag		
Adapco	Pound	Vectobac GS (10/14 Mesh) Strain AM65-52	\$1.67	40lb - Bag	\$66.80 - Bag		
			\$1.67	1,200lb - Super Sack	\$2,004 - Super Sack		
			\$1.61	(24) 1200lb - Super Sack	\$1,932 - Super Sack (plus Free SS)	✓	
			Vectoprime FG	\$4.59	40lb - Bag	\$183.60 - Bag	
			Vectobac FG+ OMRI Certified	\$4.35	40lb - Bag	\$174 - Bag	
			\$4.35	1,200lb - Bag	\$5,220 - Bag		
Clarke	No Bid	No Bid	No Bid	No Bid	No Bid		
Veseris	Pound	AquaBac 200G	\$1.68	40lb - Bag	\$67.20 - Bag		
			\$1.65	1,200lb - Super Sack	\$1,980 - Super Sack		
			\$1.62	(24) 1,200lb - Super Sack	\$1,944 - Super Sack		
	Pound	AquaBac WDG 3000	\$29.00	25lb - Pail	\$725 - Pail		
			\$29.00	55lb - Drum	\$1595 - Drum		



RESIDUAL BTI						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Pound	Fourstar CRG	\$20.33	35lb - Bag	\$711.55 - Bag	✓
		Fourstar BTI CRG	\$16.08	35lb - Bag	\$562.80 - Bag	
	Briquet	Fourstar 45 Day Briquets	\$16.07	1,000lb - Bag	\$16,070 - Bag	✓
		Fourstar 90 Day Briquets	\$1.86	200briquets - Case	\$372 - Case	✓
		Fourstar 180 Day Briquets	\$3.08	200briquets - Case	\$616 - Case	✓
Veseris	No Bid	No Bid	No Bid	No Bid		

RESIDUAL SPINOSAD						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Pound	Natular G30	\$21.93	40lb - Bag	\$877.20 - Bag	
			\$22.10	1,000lb - Super Sack	\$22,100 - Super Sack	✓
	Pack	Natular G30 WSP	\$64.54	(10) 50x10g - Case	\$645.36 - Case	✓
Veseris	No Bid	No Bid	No Bid	No Bid	No Bid	

SPINOSAD TABLETS						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Tablets	Natular DT - 12 Card pack	\$0.83	12 cards - 600 tablets - Case	\$497.90 - Case	✓
		Natular DT - 50 Card pack	\$0.67	50 cards - 2,500 tablets - Case	\$1,667.35 - Case	✓
		Natular XRT - 180 day	\$6.04	220 tablets - Case	\$1,329.51 - Case	✓
Veseris	No Bid	No Bid	No Bid	No Bid	No Bid	



RESIDUAL METHOPRENE						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	Briquet	Altosid 30 Day	\$1.38	400Briquet - case	\$552 - Case	✓
	Briquet	Altosid XR	\$3.94	220Briquet - case	\$866.80 - Case	✓
	Briquet	Altosid XR Ingots	\$3.94	220Briquet - case	\$866.80 - Case	✓
	Pound	Altosid Pellets	\$29.25	44lb - Case	\$1287 - Case	✓
	Pouch	Altosid WSP Pellets	\$1.00	800pouch - Case	\$800 - Case	✓
	Pound	Altosid P-35	\$20.25	40lb - Bag	\$810 - Bag	
			\$20.20	1,000lb - Super Sack	\$20,200 - Super Sack	
			\$20.20	2,000lb - Tote	\$40,400 - Tote	✓
	Pound	Altosid XRG	\$10.30	40lb - Bag	\$412 - Bag	
			\$10.20	1,000lb - Super Sack	\$10,200 - Super Sack	✓
Pound	Altosid XRG Ultra	\$13.20	40lb - Bag	\$528 - Bag		
		\$13.10	1,000lb - Super Sack	\$13,100 - Super Sack	✓	
Pound	Duplex-G	\$16.40	40lb - Bag	\$656 - Bag		
		\$16.30	2,000lb - Tote	\$32,600 - Tote	✓	
Adapco	Pound	Metalarv S-PT Spherical Pellet	\$31.50	40lb - Bag	\$1,260 - Bag	
			\$31.50	1,000lb - Tote	\$31,500 - Tote	
	Pouch	Metalarv XRP	\$2.52	200wsp - Case	\$504 - Case	
			\$2.49	800wsp - Cae	\$1,992 - Case	
Clarke	Briquet	Altosid 30 Day	\$1.38	400Briquet - case	\$552 - Case	✓
	Briquet	Altosid XR	\$3.94	220Briquet - case	\$866.80 - Case	✓
	Briquet	Altosid XR Ingots	\$3.94	220Briquet - case	\$866.80 - Case	✓
	Pound	Altosid Pellets	\$29.25	(2) 22lb - Case	\$1287 - Case	✓
	Pound	Altosid P-35	\$20.25	40lb - Bag	\$810 - Bag	
			\$20.20	1,000lb - Super Sack	\$20,200 - Super Sack	
			\$20.20	2,000lb - Tote	\$40,400 - Tote	✓
	Pound	Altosid XRG	\$10.30	40lb - Bag	\$412 - Bag	
			\$10.20	1,000lb - Super Sack	\$10,200 - Super Sack	✓
	Pound	Altosid XRG Ultra	\$13.20	40lb - Bag	\$528 - Bag	
\$13.10			1,000lb - Super Sack	\$13,100 - Super Sack	✓	
Pound	Duplex-G	\$16.40	40lb - Bag	\$656 - Bag		
		\$16.30	2,000lb - Tote	\$32,600 - Tote	✓	
	Briquet	Altosid 30 Day	\$1.38	400Briquet - case	\$552 - Case	✓
	Briquet	Altosid XR	\$3.94	220Briquet - case	\$866.80 - Case	✓
	Pound	Altosid Pellets	\$29.25	(2) 22lb - Case	\$1287 - Case	✓
	Pouch	Altosid WSP Pellets	\$1.00	(16) 50pouch - Case	\$800 - Case	✓
	Pound	Altosid P-35	\$20.25	40lb - Bag	\$810 - Bag	
		\$20.20	1,000lb - Super Sack	\$20,200 - Super Sack		



Veseris			\$20.20	2,000lb - Tote	\$40,400 - Tote	✓
	Pound	Altosid XRG	\$10.30	40lb - Bag	\$412 - Bag	
			\$10.20	1,000lb - Bulk Bag	\$10,200 - Bulk Bag	✓
	Pound	Altosid XRG Ultra	\$13.20	40lb - Bag	\$528 - Bag	
			\$13.10	1,000lb - Bulk Bag	\$13,100 - Bulk Bag	✓
	Pound	Duplex-G	\$16.40	40lb - Bag	\$656 - Bag	
\$16.30			2,000lb - Tote	\$32,600 - Tote	✓	

BACILLUS THURINGIENSIS ISRAELENISIS (LIQUID)						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	Gallon	Summit Fallout LQ	\$34.70	(2) 2.5gal - Case	\$173.50 - Case	
			\$34.70	30gal - Drum	\$1,041 - Drum	✓
			\$34.70	55gal - Drum	\$1,908.50 - Drum	
			\$34.70	250gal - Tote	\$8,675 - Tote	
		AquaBac XT	\$34.70	(2) 2.5gal - Case	\$173.50 - Case	
			\$34.70	30gal - Drum	\$1,041 - Drum	✓
Adapco	Gallon	Vectobac 12AS Strain AM65-52	\$38.06	(2) 2.5gal - Case	\$190.30 - Case	
			\$38.06	30gal - Drum	\$1,141.80 - Drum	
			\$38.06	264gal - Tote	\$10,047.84 - Tote	✓
Clarke	No Bid	No Bid	No Bid	No Bid	No Bid	
Veseris	Gallon	AquaBac XT	\$35.40	(2) 2.5gal - Case	\$177 - Case	

SPINOSAD (LIQUID)						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Gallon	Natular SC	\$1,495.51	2.5gal - Jug	\$3,738.78 - Jug	✓
Veseris	No Bid	No Bid	No Bid	No Bid	No Bid	

METHOPRENE (LIQUID)						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	Gallon	Altosid SR-20	\$1,074.40	5gal - Case	\$5,372 - Case	✓
		Altosid SR-5	\$301.75	4gal - Case	\$1207 - Case	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Gallon	Altosid SR-20	\$1,074.40	(2) 2.5gal - Case	\$5,372 - Case	✓
		Altosid SR-5	\$301.75	(4) 1gal - Case	\$1207 - Case	
Veseris	Gallon	Altosid SR-20	\$1,074.40	(2) 2.5gal - Case	\$5,372 - Case	✓
		Altosid SR-5	\$301.75	(4) 1gal - Case	\$1207 - Case	

**MOSQUITO ADULTICIDES**

<b>SUMETHRIN 10%, PBO 10%</b>						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Gallon	Anvil 10+10	\$356.53	2.5gal	\$891.33 - 2.5gal	✓
			\$348.09	30gal	\$10,422.70 - 30gal	
			\$344.73	55gal	\$18,960.15 - 55gal	
			\$342.10	275gal -Tote	\$94,077.50 - Tote	
Veseris	No Bid	No Bid	No Bid	No Bid	No Bid	

<b>PERMETHRIN 30%, PBO 30%</b>						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	Gallon	Permanone 30-30	\$90.00	5gal - Pail	\$450 - Pail	
			\$82.50	30gal - Drum	\$2,475 - Drum	
			\$81.00	275gal -Tote	\$22,275 - Tote	
Adapco	Gallon	PermaSease 30-30	\$89.69	(2) 2.5gal - Case	\$448.45 - Case	
			\$88.59	30gal - Drum	\$2,657.70 - Drum	
			\$84.98	275gal -Tote	\$23,369.50 - Tote	
Clarke	Gallon	Perma-X 30+30	\$137.77	2.5gal	\$344.43 - 2.5gal	
			\$131.67	30gal - Drum	\$3,950.10 - Drum	
			\$131.67	275gal -Tote	\$36,209.25 - Tote	
Veseris	Gallon	Kontrol 30-30	\$80.00	275gal -Tote	\$22,000 - Tote	✓

<b>DELTAMETHRIN 2%</b>						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	Gallon	DeltaGard (ground applications)	\$286.00	(2) 2.5gal - Case	\$1,430 - Case	✓
			\$279.00	30gal - Drum	\$8,370 - Drum	
			\$277.00	250gal -Tote	\$69,250 - Tote	
	Gallon	Imperium (aerial applications)	\$286.00	(2) 2.5gal - Case	\$1,430 - Case	invalid
			\$279.00	30gal - Drum	\$8,370 - Drum	
			\$277.00	250gal -Tote	\$69,250 - Tote	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	No Bid	No Bid	No Bid	No Bid	No Bid	
Veseris	No Bid	No Bid	No Bid	No Bid	No Bid	



MALATHION 96.5%						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	Gallon	Fyfanon ULV	\$87.70	(2) 2.5gal - Case	\$438.50 - Case	
			\$84.99	30gal - Drum	\$2,549.70 - Drum	
			\$83.88	260gal -Tote	\$21,808.80 - Tote	
Clarke	No Bid	No Bid	No Bid	No Bid	No Bid	
Veseris	Gallon	Fyfanon ULV	\$78.00	55gal - Drum	\$4,290 - Drum	✓
			\$77.50	260gal -Tote	\$20,150 - Tote	

ETOXENPROX 20%						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	Gallon	Zenivex E-20%	\$353.00	(2) 2.5gal - Case	\$1,765 - Case	
			\$345.80	30gal - Drum	\$10,374 - Drum	
			\$325.50	120gal -Tote	\$39,060 - Tote	
			\$325.20	275gal -Tote	\$89,430 - Tote	
	Gallon	Aqua Zenivex E-20%	\$356.50	30gal - Drum	\$10,695 - Drum	
Adapco	No Bid	No Bid	No Bid	No Bid	No Bid	
Clarke	Gallon	Zenivex E-20%	\$353.00	(2) 2.5gal - Case	\$1,765 - Case	
			\$345.80	30gal - Drum	\$10,374 - Drum	
			\$325.50	120gal -Tote	\$39,060 - Tote	
			\$325.20	275gal -Tote	\$89,430 - Tote	
Veseris	Gallon	Zenivex E-20%	\$345.80	30gal - Drum	\$10,374 - Drum	✓
			\$325.20	275gal -Tote	\$89,430 - Tote	

FENPROPATHRIN 4%, Abamectin 1.5%, Octanoic acid 0.33%, Nonanoic acid 0.33%, Decanoic acid 0.33%						
Vendor	UOM	Product Name	Unit Price	Container Size	Total Price	Award
Target Specialty Products	No Bid	No Bid	No Bid	No Bid	No Bid	
Adapco	Gallon	Remoa Tri	\$315.00	(2) 2.5gal - Case	\$1,575 - Case	✓
			\$295.00	30gal - Drum	\$8,850 - Drum	
			\$290.00	264gal -Tote	\$76,560 - Tote	
Clarke	No Bid	No Bid	No Bid	No Bid	No Bid	
Veseris	No Bid	No Bid	No Bid	No Bid	No Bid	





INDIAN RIVER MOSQUITO CONTROL DISTRICT



# ANNUAL REPORT

## FY 2023-2024

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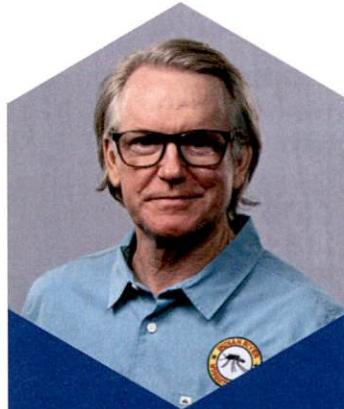
[www.irmosquito.com](http://www.irmosquito.com)



# Meet Our Board



**Anna  
Kirkland**  
CHAIR



**Matt  
Erpenbeck**  
VICE-CHAIR



**Janice  
Broda**  
SECRETARY  
TREASURER

The Indian River Mosquito Control District is an independent special taxing district that was legislatively established in 1925 by an act of the Florida Legislature and provides mosquito control services in Indian River County. The District operates under Chapter 388, Florida Statutes and is recognized as a state-certified mosquito control program by the Florida Department of Agriculture and Consumer Services.

The District is governed by three elected officials elected, at large, in the general election by residents of the county and serve a four-year term. The Board sets policy, adopts legislation, provides financial control and analysis, which includes establishing a millage rate and adopting an annual budget for the District's expenditures and revenues. The Board appoints an administrator to conduct the day-to-day district business, prepare the budget, oversee department heads, and recommend policy to the Board.



# Our Vision

Celebrating the Indian River Mosquito Control legacy and looking to the future, leading innovative science-based services, embracing our environment, and improving the quality of life for our community.



# Our Mission

Proudly protecting our community through innovative science-based solutions, fiscal responsibility, enhancing customer service and community engagement, utilizing creative approaches to research and technology, while embracing environmental challenges.





## A Message from the Executive Director

As I reflect on this past year, I am both proud and humbled by the strides we have made. Each accomplishment reflects our team's unwavering dedication to serving the needs of our community and protecting public health.

Over the past year, we have implemented plans and policies to secure the District's long-term stability and success, expanded inspection services to the inland portions of our district, and strengthened our connection to the community through outreach and education.

I am deeply passionate about this work and remain committed to doing the best for our staff and community. Whether maintaining impoundments, advancing mosquito management methods, or embracing the latest technology and science, our focus is always on achieving excellence for the benefit of our district.

Thank you for your continued trust and support. Together, we will build on these accomplishments and approach the future with confidence, determination, and a shared sense of purpose.

Sincerely,  
Sherry Burroughs  
Executive Director

## OUR TEAM



### Staff Pictured:

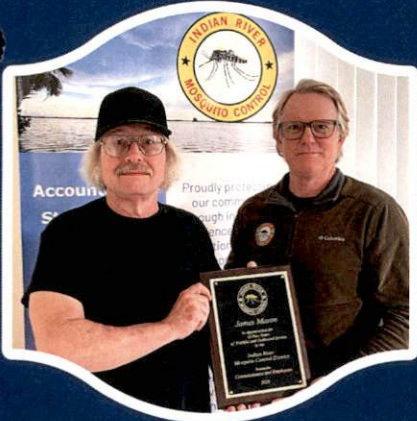
Tim Adams, Tyler Alfonso, Paul Baffino, Sherry Burroughs, Frank Cuccurese, Michael Hart, Todd Hingle, Shawna James, Peter Jjang, Morel Jules, Kevin Kinne, Kian Kinne, Kevin Kinney, Kyle Kosinski, Bruce Lewis, Robert Mallory, Melanie Pacot-Stansberry, C.L. Patton, Vivek Pokhrel, Cesar Ramos, Victor Recendez, Luina Ribera, Tamar Rivera, Joshy Shytle, Kayla Sinclair, Chris Spencer, John Thomas, Faron Tyler, Heather Whitehead

### Staff Not Pictured:

Abdullah Alomar, Johanna Avril, Brandon Chadwick, Chad Colvin, Layla Lockey, Daniel Long, Jim Mason, Sarah McInnis, Lisa Ridley, Jared Thornton, Charles Williams.



# RETIREMENTS



**Jim Mason**  
38 years of service

Jim Mason was titled as an Electronics Technician, but he was far more than just his title. Jim managed the District's IT program, as well as worked on the electrical aspects of the impoundment pumps. He was accomplished, innovative and devoted to keeping the District running and safe from cyber enemies..

**Bob Mallory**  
17 years of service

"Captain Bob" served as a Marine Inspector, tirelessly working to control larval mosquitoes on the islands to prevent them from coming inland. He was a humble, hard worker who was very dedicated to his job and extremely knowledgeable about the lagoon ecosystem.



# AWARDS & CERTIFICATIONS



**Lisa Ridley**

Certified  
District  
Adminstrative  
Professional



**Sherry Burroughs**

2024 FASD  
Board  
Member of  
the Year



**Kevin Kinney**

Certified  
Information  
System  
Security  
Professional



# YEARS OF SERVICE MILESTONES

## *Congratulations*



### **Morel Jules**

#### **30 Years of Dedicated Service**

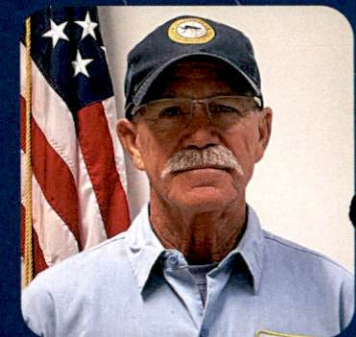
Jules completed 30 years of dedicated service this year. He started his career in the shop and worked his way up to Larvicide Supervisor. He has a strong passion to “kill” mosquitoes and works diligently with his team to accomplish that goal.



### **Tim Adams**

#### **10 Years of Dedicated Service**

Tim “Captain” Adams has served as Marine Inspector for 10 years. His commercial fishing background and extensive knowledge of the Indian River Lagoon has well suited him to his role in ensuring the island mosquito populations are inspected and treated as needed.



### **Daniel Long**

#### **10 Years of Dedicated Service**

Daniel started his career with the District as a Coastal Larvicide Inspector and was promoted to Aerial Specialist in 2021. He is responsible for coordinating all of the aerial activities, including our contractor & the “yellow plane” as well as drone treatments in several areas.



### **Todd Hingle**

#### **5 Years of Dedicated Service**

Todd began his career with the District as a Coastal Larvicide Inspector, was promoted to Larvicide Foreman and currently serves as the Supervisor of the newly created Inland Program. He and his staff are making great strides to improve the services we provide to our communities west of US 1.





# ACCUMPLISHMENTS



Migrated to electronic time sheets



Upgraded our IT infrastructure and software, improving security, efficiency & effectiveness



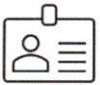
Implemented plan to expand integrated mosquito management services to western portions of the district



Developed a 5-year Capital Improvement Plan & established reserve policy.



Performed testing and evaluation of the products used for mosquito control to ensure effectiveness



Hired a Community Relations Specialist



Developed a community engagement program to educate the public about mosquito control



Expanded the mosquito fish program



Hired a biologist to work with impoundments and ecosystem management



Established contract for water quality monitoring of the impoundments



Collaborated with the Florida Medical Entomology Laboratory on research projects



Conducted scientific presentations at state, national & international conferences



Completed Vista Royale Impoundment dike improvements



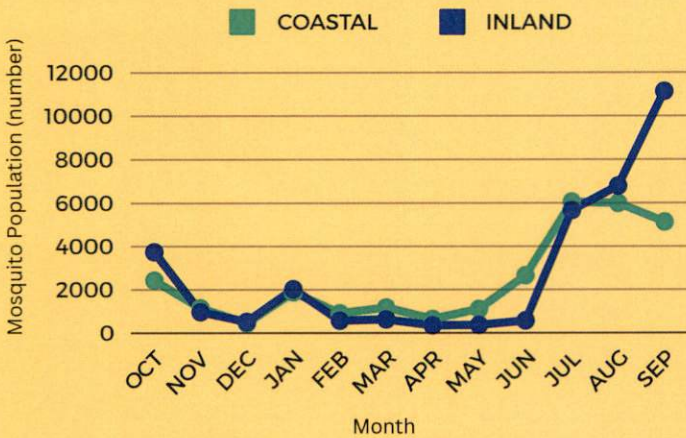
# A YEAR IN REVIEW

The fiscal year began with high tides in October and November that were above the 5-year average, causing dramatic increases in immature larval populations of mosquitoes that required aerial larvicide applications. February, another spike almost doubling the historic average caused a dramatic increase in larval mosquitoes, resulting in the treatment of 4,728 acres in comparison to the long-term average of 734 acres.

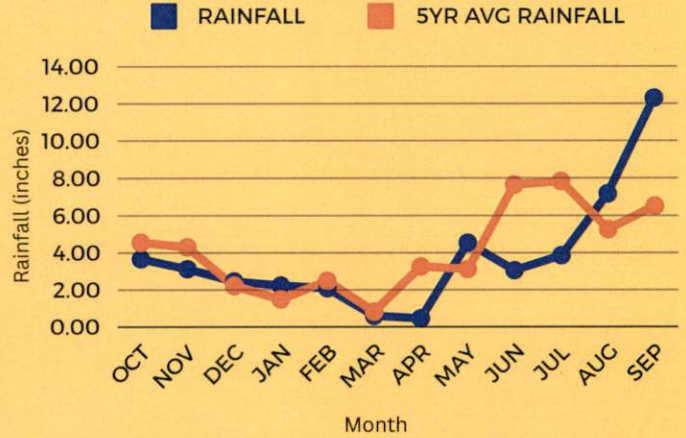
Although tides were high, rainfall amounts in October and November were below the historic average, as well as in April, June and July. Much the same as in 2022, the 12.3 inches of rainfall in September exceeded the historic monthly average by two-fold, starting off the next fiscal year with higher-than-average service requests as a result.

Adult mosquito populations were lower than prior year's levels, with the exception of January, August and September. Inland traps experienced spikes in October and September in adult populations consistent with increased rainfall.

The District observed an increase in arbovirus detection this fiscal year. Six sentinel chickens tested positive for West Nile virus and one for St. Louis encephalitis virus antibodies. While the number of travel related dengue cases in the state reached 738, between October 2023 and September 2024, there was only one confirmed travel related dengue case in Indian River County.



Average total rainfall per month



Average total mosquito population per month

## Legislature Requires Strategic Goals, Objectives & Performance Measures for Special Districts

Last fiscal year (FY2022-2023), the legislature required performance reviews of mosquito control districts to be conducted by the Office of Program Policy Analysis and Governmental Accountability. The findings of the review indicated that the District delivers mosquito control services effectively and efficiently, demonstrates effective management of resources, and has created goals and objectives that are measurable. This fiscal year (2023-2024), the legislature required that all special districts have strategic goals and performance measures

in place and report the progress in accomplishing such in a published annual report. The annual progress report is required to be posted on the District website by December 1 each year. The District added performance measures to the existing strategic objectives already in place and updates the Board on our progress on a quarterly basis. This annual report includes those goals, objectives and performance measures for the FY2023-2024 fiscal year and a copy of this report will also be posted on our website.



# FINANCIAL HIGHLIGHTS

The Indian River Mosquito Control District depends on property tax revenues to fund its operations. The District's objective is to be fiscally responsible in accordance with Generally Accepted Accounting Principles, Governmental Accounting, Auditing and Financial Reporting, as well as in compliance with state statutory reporting requirements. We remain fiscally conservative and utilize a transparent approach. Below is a breakdown of the principle expenditure items for FY2023-2024



- Expenses decreased by approximately \$36,417 for chemical usage and \$43,515 for contracted aerial services as compared to the previous fiscal year.
- Property taxes increased by approximately \$529,110 due to higher property values.
- Established Reserve Policy and developed a five-year Capital Improvement Plan.

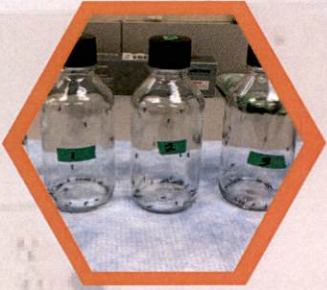
## INFORMATION TECHNOLOGY

The District underwent a strategic modernization of our IT infrastructure and solutions in an effort to optimize efficiency, productivity, scalability and to better position ourselves for evolving technological needs. Several of our accomplishments are listed below.

- Upgraded network infrastructure including switches, wireless access points & firewall
- Established IT help desk system
- Virtualized internal server infrastructure
- Implemented centralized device management for workstations
- Created an IT asset management system
- Deployed Windows Active Directory and migrated to Office 365 for Government
- Implemented centralized backup solution with offsite cloud storage
- Migrated legacy phone system to voice-over Internet (VOIP)
- Provided video recordings of Board meetings on YouTube



# SCIENCE & RESEARCH



In the last year, several research projects have been independently conducted at the District. Of most importance is the establishment of adulticide resistance testing on important *Aedes* and *Culex* vector species utilizing CDC bottle bioassays. This work involves testing the insecticides the District currently uses to evaluate the effectiveness of these products. The information from this research is vital in determining appropriate control measures to maintain vector species populations.

A significant study on understanding the distribution of important *Aedes* vectors was conducted in uninvestigated regions of the county. The project consisted of collecting adults with BG Sentinel traps and eggs with ovicups to determine areas with high amounts of *Aedes* vectors. Understanding the distribution of these vectors will aid in determining future trap locations for better monitoring.

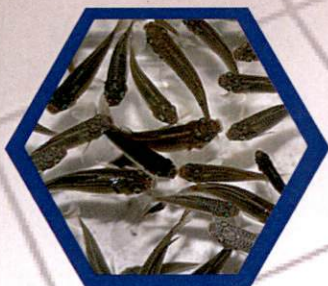


The Science Department is proud to announce the establishment of in-house arbovirus testing for West Nile Virus. This quick and efficient system provides fast positive results for virus detection in sentinel chicken blood collections for rapid control efforts to better protect our community. Samples will continue to be submitted to the State for comparative analysis and confirmatory results.

Collaborations with the Florida Medical Entomology Laboratory (FMEL) have flourished this year with numerous projects including developing a toxic sugar bait, understanding human and mosquito contact with a Bite Diary app, using cotton swabs to collect mosquito saliva for arbovirus detection, and testing modified traps for more effective population surveillance. Partnership with FMEL will continue into 2025 with further research on toxic sugar baits and larvicide resistance testing.



The Science Department is in the process of creating a mosquito fish (*Gambusia*) hatchery. *Gambusia*, are native, top water minnows that are commonly found in ponds, canals, and other small permanent water bodies. The minnows act as a biological control method, as they eat mosquito larvae and can be placed in catt or horse troughs, swales and other small permanent water sources. The hatchery will provide a greater number of fish to be utilized by inspection staff as well as distributed to the public.







# OUTREACH & EDUCATION

**OCT**

City of Sebastian's  
Community Night Out

**JAN**

St. Helen's School visit

**FEB**

Family Fun Fest

**MAR**

Indian River Land  
Trust's Field Day

**APR**

Home School Group's  
Summer Program

**MAY**

Indian River County's  
Disaster Expo

UP Resource Center's  
Career Fair

City of Sebastian's  
Earth Day Celebration

Pelican Island National  
Wildlife Refuge's  
Celebration

**JUN**

Summer Library Program

**JUL**

Dodgertown's Back to  
School

**AUG**

City of Sebastian's  
Back to School

Lakewood Village's  
Summer Program

Indian River County  
Health Fair

MCD's Aerial Workshop

Imagine School's Summer  
Program

Indian River County's  
Oyster Bar Marsh  
Hike



# STRATEGIC PLAN

The 5-Year Strategic Plan was adopted by the Board on February 14, 2023. It outlines the District's direction and vision for fiscal years 2023-2024 through 2028-2029. The plan assists the Board in establishing future policy and making financial decisions that are aligned with its mission, vision, and values and provides staff guidance in creating annual objectives and performance measures. During the annual budget development process, funding requests are aligned with the strategic plan to ensure sustainability and transparency.



In 2024, the Legislature modified the statute to require special districts to establish strategic goals, objectives and performance measures. It also required that the progress on completion of the performance measures be reported annually and posted on the District's website by December 1, 2025 and annually thereafter. The District's goals, objectives, as well as performance measures for the 2023-2024 fiscal year are provided within the next several pages.



# STRATEGIC GOALS



## Sustainable Funding Sources

Achieve sustainable funding sources with adequate reserves to address capital, operational, development, and environmental needs. Staff will annually develop a fiscally responsible and transparent budget for the taxpayers of Indian River County including capital improvement plans, reserve/fund balance policies based on exhibited operational needs of the District, while exploring alternative funding opportunities such as grants and cost/resource sharing



## Outreach & Community Engagement

Develop outreach and community engagement programs designed to encourage and educate the public about IRMCD and its mission. For IRMCD to function effectively, it is vital to establish an ongoing and vibrant engagement and education program with the public.



## Innovation & Scientific Techniques

Continue an effective mosquito control program using the best innovative and scientific techniques which include source reduction, biological control, surveillance, larval and adult control, and community outreach.



## Safe & Ecologically Mindful BMPs

Ensure IRMCD is conducting safe and ecologically mindful best integrated pest management practices and techniques as an integral part of the safety and success of our community.



## Professional Development

Invest in the professional development of employees through focused training programs that improve workplace safety and attract the best talent. Employees shall be educated and trained in current science-based solutions to foster innovation and utilization of technology.



## Sound Science & Strong Partnerships

Embrace environmental challenges through the implementation of best management practices, using sound science, and developing strong partnerships in our programs, policies, and procedures.





## GOAL 1 - SUSTAINABLE FUNDING SOURCES

# MEASURING PERFORMANCE

Objective	Action	Date
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### O1. Post draft & final budgets on website for public access each fiscal year.

Submittal of department budget items by April 30th	Completed	04/30/2024
Submit draft detailed work plan budget to Executive Director by May 30th	Completed	05/23/2024
Schedule individual meetings with Board members prior to July meeting	Completed	06/17/2024
Post draft budget on website by July 15th	Completed	07/11/2024
Post annual certified budget on website by September 30th	Completed	09/27/2024

### O2. Develop & maintain a 5-year Capital Improvement Plan.

Request budget items from each department by October 1st	Completed	01/31/2024
Prepare CIP budget documents by January 30th	Completed	01/30/2024
Submit draft CIP budget to Executive Director for approval by March 1st	Completed	03/01/2024
Present CIP budget to the Board for adoption by April 30th	Completed	04/09/2024

### O3. Implement a review process to identify grants and other alternative funding sources & present to Board for approval.

Research potential funding sources by December 30th	Completed	11/29/2023
Develop review process for grants and other funding sources by December 30th	Completed	11/29/2023
Present findings to Executive Director by December 30th	None Q1, 1 each in Q2, 3 & 4	12/30/2023
Present identified opportunities to the Board on a quarterly basis	ELC grant 3/5; Cybersecurity grant 5/29; Safety grant 7/3	07/11/2024





## GOAL 2 - OUTREACH & COMMUNITY ENGAGEMENT

Objective	Action	Date
<b>O1. Schedule &amp; coordinate three outreach events.</b>		
Create a list of potential stakeholders by December 30th	Completed	12/22/2023
Create a schedule of possible events by December 30th	Completed	11/30/2023
Participate in three outreach events by September 30th	Participated in 16 events	03/16/2024
Develop a strategy to incorporate in communication plan by September 30th	Completed	09/30/2024
<b>O2. Public relations staff member will develop a communication plan that identifies engagement opportunities in the community &amp; communication strategies.</b>		
Analyze organization resources & abilities by May 30th	Completed	04/30/2024
Develop communication plan goals & objectives by June 30th	Completed	05/23/2024
Identify target stakeholders by July 30th	Completed	06/17/2024
Choose delivery methods by August 30th	Completed	07/11/2024
Establish a timeline by September 30th	Completed	09/27/2024
Submit plan to Executive Director by October 30th	Due next fiscal year	In Progress
Submit to Board for approval by November 30th	Due next fiscal year	In Progress
<b>O3. Perform quarterly outreach assessments of the effectiveness of event &amp; report findings.</b>		
Conduct 6 outreach events	Conducted 18 events	03/16/2024
Provide 6 presentations to HOA/civic groups	Provided 8 presentations	03/16/2024
Attend 8 community engagement programs	Attended 16 programs	4/30/2024
Report assessment findings to the Board at the end of each quarter	Q1 new position; completed Q2, 3 & 4	09/30/2024





# GOAL 3 - INNOVATION & SCIENTIFIC TECHNIQUES

## MEASURING PERFORMANCE

Objective	Action	Date
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### O1. Respond to customer service requests within two business days of receipt of request.

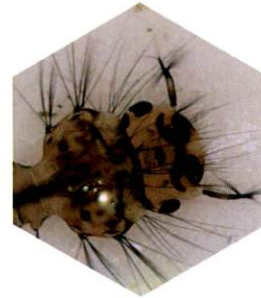
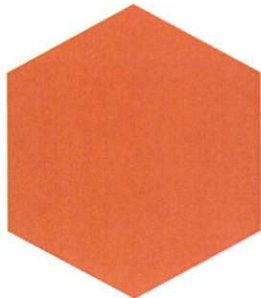
Track number of requests received monthly	Q1=207, Q2=56, Q3=97, Q4=278	09/30/2024
Percentage of requests responded to within two business days	Q1=94%, Q2=91%, Q3=74%, Q4=97%; needed to adjust tracking methodology within database	09/30/2024
Report results within Board Report at the end of each month	Reported number of service requests each month	09/10/2024

### O2. Assess efficacy & effectiveness of treatments & report findings.

Monitor larval density pre & post aerial treatment; target 4 events	Completed Q1, 3 & 4, lack rainfall Q2	08/30/2024
Report results in Board Report at the end of each quarter	Reported findings each month as evaluations were completed	09/30/2024

### O3. Conduct testing & evaluation of larvicide & adulticide products.

Test new larvicides purchased	2 products tested: Altosid P35 & Altosid Liquid Larvicide Q1 & 2, none in Q3 or 4	03/31/2024
Test 2 adulticides by lab bioassay	3 products tested: permethrin, deltamethrin & malathion	09/30/2024
Test 1 adulticide by field cage trial	ReMoa Tri & Fyfanon with St. Lucie County MCD	09/06/2024
Conduct 3 resistance tests of larvicides	6 tests on methoprene & spinosad	09/30/2024
Conduct 1 resistance test of adulticide	3 products tested: permethrin, deltamethrin & malathion	09/30/2024
Report results in Board Report at the end of each quarter	Reported results to Board as tests were completed	09/10/2024







## GOAL 3 - INNOVATION & SCIENTIFIC TECHNIQUES

Objective	Action	Date
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### O4. Develop a plan to expand larvicide operations to western portion of the District through a phased approach.

Establish a committee to develop plan for expansion by December 30th	Completed	10/01/2023
Develop plan by April 30th	Completed	02/14/2024
Present plan to Executive Director for approval by May 30th	Completed	02/21/2024
Present plan to Board for approval by June 30th	Completed	03/12/2024



## GOAL 4 - SAFE & ECOLOGICAL MINDED BMPS

### O1. To maintain compliance & employee safety, review chemical labels & safety data sheets on monthly basis to ensure current & notify personnel of any changes.

Review labels & safety data sheets monthly	Completed	07/31/2024
Notify employees of any changes immediately	Completed	08/30/2024
Submit updates to the Director of Operations for current inventory	Completed	09/30/2024

### O2. Conduct quarterly safety meetings to review proper chemical handling & storage practices, safe operation of equipment, & responses to accidents & incidents.

Hold quarterly safety committee meetings to discuss issues, concerns & training	11/06, 02/27, 06/28, 09/24	09/24/2024
Define training topics & speakers for meetings	11/06	11/30/2024
Provide quarterly safety training with full staff	12/06, 04/23, 06/26, 08/06	09/24/2024
Report number of incidents quarterly	Added metric end of Q2 Q3= 1, Q4= 1	09/24/2024
Report number of accidents quarterly	Added metric end of Q2 Q3= 0, Q4= 1	09/24/2024
Report findings to Executive Director at end of each quarter	Added metric end of Q2	09/24/2024





GOAL 4 - SAFE & ECOLOGICAL MINDED BMPS

Objective	Action	Date
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**O3. All staff are required to be licensed as public applicator within the first six months of employment and maintained through continuing education units (CEUs) through education & training on an annual basis.**

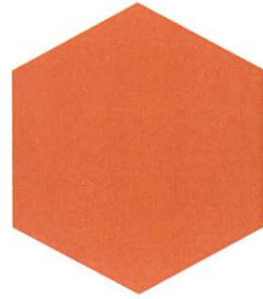
Review employee files to ensure licenses are valid semi-annually	Completed	03/05/2024
File & track employee CEUs within spreadsheet	Completed	03/05/2024
Provide report to Executive Director of each employee's CEU status semi-annually	Completed	08/23/2024

**O4. Ensure staff conduct calibration of adulticide & larvicide ground application equipment to ensure compliance with label requirements.**

Calibrate ULV trucks	Completed	06/07/2024
Calibrate backpack sprayers & ATV tank sprayers	Completed	07/24/2024
Calibrate hand held foggers	Completed	02/14/2024
Ensure calibration of aircraft by contractor	Completed	07/31/2024

**O5. Report chemical usage to refuges as part of the Special Use Permits (SUPs) for Archie Carr & Pelican Island National Wildlife Refuges.**

Compile data for larvicide usage for the calendar year	Completed	12/30/2023
Submit report to Refuge staff by December 30th	Completed	12/30/2023







## GOAL 5 - PROFESSIONAL DEVELOPMENT

Objective	Action	Date
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**O1. Completed in the previous fiscal year.**

**O2. HR to conduct quarterly market analysis of the compensation & position classifications to ensure market competitiveness.**

Conduct compensation analysis quarterly	Changed to semi-annually	02/22/2024 08/23/2024
Report findings to the Executive Director	Completed	6/17/2024 08/23/2024

**O3. Spill response team will attend annual training to maintain certification each fiscal year.**

Spill team members to attend annual training	Completed	11/1/2023
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**O4. District personnel continue involvement in professional associations, attend professional meetings & provide presentations at scientific meetings.**

Track number of presentations	9 presentations provided	09/30/2024
Track number of staff involved in committees/boards	3 (1 FASD board member, & committee member; 1 FMCA board and 2 members of committees)	09/30/2024

**O5. Supervisors will review & recommend training opportunities for staff's career development.**

Review opportunities & subject budget request by April 30th	Completed	04/30/2024
HR review requests & submit for budget by April 30th	Completed	03/07/2024

**O6. HR review positions & advise of eligible retirees & critical positions to be considered for succession planning.**

Review positions to determine eligibility by April 30th	Completed	03/01/2024
Prepare suggestions for succession planning by end of year	Completed	08/23/2024
Submit recommendations for budget by April 30th	Completed	04/30/2024



GOAL 6 - SOUND SCIENCE & STRONG PARTNERSHIPS

Objective	Action	Completed
<b>O1. Train &amp; license Permanent Control Staff in invasive plant management techniques.</b>		
Track number of licensed staff; target 2	Completed; 1- license renewal & 1 newly licensed	09/06/2024
Ensure training provided to Permanent Control staff (3)	Trained 1 employee; other 2 to be trained in October '24	09/30/2024
<b>O2. Completed previous fiscal year.</b>		
<b>O3. Develop &amp; implement a water quality monitoring plan.</b>		
Assess data & consider plan for next fiscal year by April 30th	Plan completed 04/30, assessments monthly	08/19/2024
Develop monitoring plan by December 30th	Completed	09/01/2024
Evaluate in-house program by December 30th	Due next fiscal year; carried forward	In Progress
Submit budget request by April 30th	Completed	04/30/2024
<b>O4. Establish a list of current &amp; potential environmental/ecological partners in local, state and federal agencies to develop partnerships &amp; working relationships.</b>		
Research potential partnerships by October 1st	Completed	1/30/2023
Develop a list of potential partnerships by December 30	Completed	1/30/2023





# PROUDLY SERVING OUR COMMUNITY





# Looking Ahead

## Strategic objectives for the year ahead...

- Research potential funding sources
- Develop a communication plan for community engagement
- Enhance communication with the public
- Continue to assess the efficacy and effectiveness of treatments
- Implement Phase 2 of the Western Expansion/Inland Program
- Implement new in-house arbovirus testing and analysis
- Continue to monitor water quality within the impoundments
- Develop partnerships on environmental projects
- Continue research collaborations with scientists at FMEL



## CONTACT US



We are located at

5655 41st Street, Vero Beach, FL 32967

Our office hours are 7:00 a.m. to 3:30 p.m. Monday through Friday

Feel free to contact us!





IRMCD Strategic Objectives P nce Measures for FY2024-2025

GOAL 1 <i>Achieve sustainable funding sources with adequate reserves to address capital, operational, development, and environmental needs. Staff will annually develop a fiscally responsible and transparent budget for the taxpayers of Indian River County including capital improvement plans, reserve/fund balance policies based on exhibited operational needs of the District, while exploring opportunities such as grants and cost/resource sharing.</i>												
Ref #	Objectives	Assign	Freq	Due Date	Target	Measure	Progress Q1 Oct-Dec	Progress Q2 Jan-Mar	Progress Q3 Apr-Jun	Progress Q4 Jul-Sep	Date Completed	Comments
<b>G1-01</b>	<b>Post a draft of the line-item budget on the website by July 15th and the final adopted annual certified budget by September 30 for public access to ensure transparency each fiscal year.</b>											
G1-01-M1	Present department budgets to Executive Director	D	A	2/28/2025	100%	completion	0%					
G1-01-M2	Submit department budgets to Finance & Admin. Services Director	D	A	3/31/2025	100%	completion	0%					
G1-01-M3	Submit draft detail work plan department budget items to Executive Director	F&A	A	5/30/2025	100%	completion	0%					
G1-01-M4	Schedule individual meetings with Board members prior to July Board Meeting	F&A	A	6/30/2025	100%	completion	0%					
G1-01-M5	Post draft budget on website by July 15th deadline	F&A	A	7/15/2025	100%	completion	0%					
G1-01-M6	Post annual certified budget on website by September 30th deadline	F&A	A	9/30/2025	100%	completion	0%					
<b>G1-03</b>	<b>Update the five-year capital improvement plan</b>											
G1-03-M1	Request budget items from each department	F&A	A	12/31/2024	100%	completion	0%					
G1-03-M2	Initiate procurement of equipment for Western Expansion	F&A	O	12/31/2024	100%	completion	0%					
G1-03-M3	Prepare CIP budget document	F&A	A	1/30/2025	100%	completion	0%					
G1-03-M4	Submit draft CIP budget to Executive Director for approval	F&A	A	3/1/2025	100%	completion	0%					
G1-03-M5	Present CIP budget to the Board for adoption	F&A	A	4/30/2025	100%	completion	0%					
<b>G1-04</b>	<b>Monitor grant funding, special project funding and cost/resource sharing</b>											
G1-04-M1	Perform research on potential funding sources	F&A	Q	9/30/2025	100%	completion	100%					<i>IRL grant &amp; FAU intern program</i>
G1-04-M2	Present findings to Executive Director	F&A	Q	9/30/2025	100%	completion	100%					
G1-04-M3	Present identified grant opportunities to the Board (for approval if cost share)	F&A	Q	9/30/2025	100%	completion	100%					<i>IRL grant 12/10 mtg</i>



IRMCD Strategic Objectives Performance Measures for FY2024-2025

GOAL 2 <i>Develop outreach and community engagement programs designed to encourage and educate the public about IRMCD and its mission. For IRMCD to function effectively, it is vital to establish an ongoing and vibrant engagement and education program with the public.</i>												
Ref #	Objectives	Assign	Freq	Due Date	Target	Measure	Progress Q1 Oct-Dec	Progress Q2 Jan-Mar	Progress Q3 Apr-Jun	Progress Q4 Jul-Sep	Date Completed	Comments
<b>G2-01</b>	<b>Develop a communication plan that identifies engagement opportunities in the community and communication strategies by the first quarter of FY2024-2025</b>											
G2-01-M1	Submit plan to Executive Director for review and approval	PR	O	10/30/2024	100%	completion	100%				10/30/2024	
G2-01-M2	Submit to Board for approval	PR	O	11/30/2024	100%	completion	100%				11/12/2024	
<b>G2-02</b>	<b>Perform assessments of the effectiveness of outreach events.</b>											
G2-02-M1	Report number of visitors to District booth	PR	Q	9/30/2025	100%	completion	100%					
G2-02-M2	Perform survey of attendees via QR code on website	PR	A	9/30/2025	12	surveys	3					
G2-02-M3	Create a heat map to target outreach areas for District engagement opportunit	PR	A	9/30/2025	100%	completion	0%					
<b>G2-03</b>	<b>Enhance communication with the public</b>											
G2-03-M1	Evaluate YouTube platform for improved visibility and messaging	PR	A	9/30/2025	100%	completion	0%					
G2-03-M2	Evaluate communication schedule for Community Relations	PR	Q	9/30/2025	100%	completion	100%					
G2-03-M3	Report findings to the Board	PR	A	9/30/2025	100%	completion	25%					
<b>G2-04</b>	<b>Increase community presence over the next year</b>											
G2-04-M1	Conduct HOA/civic group presentations	PR	A	9/30/2025	12	present.	1					Q1- 2 presentations rescheduled for February (due to Hurricane Milton)
G2-04-M2	Attend community engagement programs	PR	A	9/30/2025	12	programs	3					
G2-04-M3	Attend community events	PR	A	9/30/2025	12	events	3					
G2-04-M4	Provide open house events and/or workshops	PR	A	9/30/2025	2	events	0					
G2-04-M5	Report website traffic	PR	A	9/30/2025	100%	completion	25%					
G2-04-M6	Complete bi-annual survey on customer brand recognition	PR	S-A	9/30/2025	2	surveys	0					
<b>G2-05</b>	<b>Prepare standardized messaging based on event type</b>											
G2-05-M1	Identify communication packages for each type of event	PR	O	9/30/2025	3	packages	0					



GOAL 3 <i>Continue an effective mosquito control program using the best innovative and scientific techniques which include source reduction, biological control, surveillance, larval and adult control, and community outreach.</i>												
Ref #	Objectives	Assign	Freq	Due Date	Target	Measure	Progress Q1 Oct-Dec	Progress Q2 Jan-Mar	Progress Q3 Apr-Jun	Progress Q4 Jul-Sep	Date Completed	Comments
<b>G3-01</b>	<b>Monitor to ensure staff responds to customer service requests within two business days upon receipt of the request.</b>											
G3-01-M1	Report number of inspection requests received each month	OPS	M	9/30/2025	100%	completion	100%					
G3-01-M2	Respond to customer upon receipt of request within 2 business days	OPS	M	9/30/2025	95%	response	100%					
G3-01-M2	Complete work request	OPS	M	9/30/2025	100%	response	100%					
G3-01-M3	Report results within the Board Report at the end of each month	OPS	M	9/30/2025	100%	completion	100%					
<b>G3-02</b>	<b>Assess efficacy and effectiveness of treatments.</b>											
G3-02-M1	Field staff to monitor larval density pre and post aerial treatment	OPS	Q	9/30/2025	1	events	50%					Pre and post larval density monitoring and reporting were put on hold. (due to Hurricane Milton)
G3-02-M2	Report findings within the Board Report for the prior quarter.	OPS	Q	9/30/2025	1	reports	0					No report submitted due to incomplete data. (due to Hurricane Milton)
<b>G3-03</b>	<b>Conduct testing and evaluation of larvicide and adulticide products used in our program as well as the new products available in the industry.</b>											
G3-03-M1	Evaluate larvicide products	OPS	A	9/30/2025	2	products	0					
G3-03-M2	Perform resistance tests for larvicides	SCI	A	9/30/2025	3	products	0					
G3-03-M3	Perform resistance tests for adulticides	SCI	A	9/30/2025	3	products	0					
G3-03-M4	Establish baseline resistance for domestic Culex quinques	SCI	A	9/30/2025	100%	completion	0%					
G3-03-M5	Report findings within the Board Report as completed	SCI	A	9/30/2025	4	reports	0					
<b>G3-04</b>	<b>Implement Phase 2 of the Western Expansion Program.</b>											
G3-04-M1	Hire new inspector	OPS	O	11/15/2024	100%	completion	100%				10/1/2024	
G3-04-M2	Track acres treated and report findings	OPS	M	9/30/2025	100%	completion	100%					
G3-04-M3	Monitor mosquito populations through landing rate counts and CDC traps	OPS	M	9/30/2025	100%	completion	100%					
G3-04-M4	Evaluating expansion of new areas for drone treatment	OPS	O	9/30/2025	100%	completion	25%					
<b>G3-05</b>	<b>Evaluate alternative techniques</b>											
G3-05-M1	Evaluate novel adult collection methods	SCI	A	9/30/2025	100%	completion	50%					<i>New trap type</i>
G3-05-M2	Evaluate novel larval collection methods	SCI	A	9/30/2025	100%	completion	0%					
G3-05-M3	Report findings of evaluation to the Executive Director	SCI	A	9/30/2025	100%	completion	10%					



IRMCD Strategic Objectives Performance Measures for FY2024-2025

GOAL 4													Ensure IRMCD is conducting safe and ecologically minded best integrated pest management practices and techniques as an integral part of the safety and success of our community.
Reference #	Objectives	Assign	Freq	Due Date	Target	Measure	Progress	Progress	Progress	Progress	Date Completed	Comments	
							Q1 Oct-Dec	Q2 Jan-Mar	Q3 Apr-Jun	Q4 Jul-Sep			
G4-01	To maintain compliance and employee safety, the Aerial Coordinator/Specialist will review chemical labels and safety data sheets on a monthly basis, ensuring product labels, safety data sheets and application procedures are current, and personnel are informed of changes immediately. A monthly report of the findings will be submitted to the Executive Director.												
G4-01-M1	Review labels and safety data sheets monthly.	OPS	M	9/30/2025	100%	completion	100%						
G4-01-M2	Notify employees of any changes immediately.	OPS	M	9/30/2025	100%	completion	100%						
G4-01-M3	Submit monthly report of findings to the Executive Director of changes.	OPS	M	9/30/2025	100%	completion	100%					Q1 no changes	
G4-02	Ensure workplace safety by conducting quarterly safety staff meetings to review proper chemical handling, chemical storage practices, safe operation of equipment, and response to accidents/incidents.												
G4-02-M1	Hold safety committee meetings to discuss issues, concerns and training topics	OPS	A	9/30/2025	4	meetings	1						
G4-02-M2	Define training topics and speakers for quarterly meetings	OPS	A	11/1/2024	100%	completion	100%						
G4-02-M3	Provide safety training meetings with full staff	OPS	A	9/30/2025	4	meetings	0					Safety Training was rescheduled. (due to Hurricane Milton)	
G4-02-M4	Track and report number of incidents	OPS	Q	9/30/2025	100%	completion	100%					2 incidents-investigated and reported	
G4-02-M5	Track and report number of accidents	OPS	Q	9/30/2025	100%	completion	100%					0 accidents	
G4-02-M6	Report findings to the Executive Director	OPS	A	9/30/2025	100%	reports	100%					Submitted file Y/USERS/SAFETY/Safety Committee/Safety Accidents and Incidents on 12/27/2024	
G4-03	Ensure staff are licensed as public applicators, maintaining licensure by obtaining Continuing Education Units (CEUs) through education and training on an annual basis.												
G4-03-M1	Review employee files to ensure licenses are valid	HR	Q	9/30/2025	100%	completion	100%						
G4-03-M2	File and track employee CEUs	HR	Q	9/30/2025	100%	completion	100%						
G4-03-M3	Provide report to Executive Director of each employee's CEU status	HR	Q	9/30/2025	1	reports	1						
G4-04	Conduct calibration of adulticide and larvicide ground application equipment by the second quarter of each fiscal year to ensure compliance with label requirements.												
G4-04-M1	Conduct calibration of ULV trucks	OPS	A	4/1/2025	100%	completion	0%						
G4-04-M2	Conduct calibration of backpack sprayers	OPS	A	4/1/2025	100%	completion	25%						
G4-04-M3	Conduct calibration of hand foggers	OPS	A	4/1/2025	100%	completion	0%						
G4-04-M4	Ensure calibration of aircraft by contractor	OPS	A	4/1/2025	100%	completion	0%						
G4-05	Report chemical usage to refuges as part of the Special Use Permits for Archie Carr and Pelican Island National Wildlife Refuges each year.												
G4-05-M1	Compile data for larvicide usage for the calendar year	OPS	A	12/30/2024	100%	completion	100%						
G4-05-M2	Submit report to Refuge staff by deadline	OPS	A	12/30/2024	100%	completion	0%	100%				Larvicide usage completed in December. (due to holiday submitted on 1/8/2025)	
G4-06	Ensure compliance with National Pollutant Discharge Elimination System permit.												
G4-06-M1	Review the NPDES Pesticide Discharge Management Plan and update as necessary	OPS	A	6/30/2025	100%	completion	10%						
G4-07	Spill response team will attend annual training to maintain certification each fiscal year												
G4-07-M1	Ensure spill team members complete training	HR	A	12/30/2024	100%	completion	100%				11/22/2024		
G4-08	Increase arbovirus surveillance												
G4-08-M1	Evaluate various trap types for effective vector monitoring	SCI	A	9/30/2025	2	types	0						
G4-08-M2	Report on effectiveness of trap types with recommendations for continued use to be submitted to the Executive Director	SCI	A	9/30/2025	100%	completion	0%						
G4-08-M3	Expand arbovirus monitoring sites for dissection	SCI	A	9/30/2025	2	sites	0						
G4-08-M4	Expand aspirator collections to include additional sites	SCI	A	9/30/2025	2	sites	0						



GOAL 5 Invest in professional development of employees through focused training programs that improve workplace safety and attract the best talent. Employees shall be educated and trained in current science-based solutions to foster innovation and utilization of technology.												
Ref #	Objectives	Assign	Freq	Due Date	Target	Measure	Progress Q1 Oct-Dec	Progress Q2 Jan-Mar	Progress Q3 Apr-Jun	Progress Q4 Jul-Sep	Date Completed	Comments
<b>G5-01</b>	<b>Conduct compensation analysis and review position classifications to ensure market competitiveness.</b>											
G5-01-M1	Conduct compensation analysis	HR	Q	9/30/2025	100%	completion	100%					
G5-01-M2	Report findings to Executive Director	HR	Q	9/30/2025	1	reports	0					
G5-01-M3	Provide recommendations to Board for upcoming fiscal year revisions	HR	A	3/31/2025	100%	completion	0%					
<b>G5-02</b>	<b>District personnel will continue involvement in professional associations, attend professional meetings, and provide presentations at scientific meetings on an annual basis as approved by the Executive Director</b>											
G5-02-M1	Conduct presentations at scientific meetings	F&A	A	9/30/2025	4	completion	1					FMCA & AMCA
G5-02-M2	Staff involved in association committees/boards	F&A	A	9/30/2025	3	completion	2					FMCA (SB, SJ), HR (TR)
G5-02-M3	Attend professional meetings	F&A	A	9/30/2025	5	completion	1					FMCA, FASD, FGFOA, HR FL, AMCA
<b>G5-03</b>	<b>Identify potential training to enhance employee's professional development.</b>											
G5-03-M1	Solicit recommendations from staff	S	A	2/29/2025	100%	completion	0%					
G5-03-M2	Supervisors will request budget for training	S	A	3/1/2025	100%	completion	0%					
G5-03-M3	Directors will submit specialized, department training for budget considerations	D	A	3/31/2025	100%	completion	0%					
G5-03-M4	Submit budget request for general training to Director of Finance & Admin	HR	A	3/31/2025	100%	completion	0%					
<b>G5-04</b>	<b>Review positions and advise of a list of eligible retirees and critical positions to be considered for succession planning.</b>											
G5-04-M1	Review positions to determine eligibility	HR	A	3/31/2025	100%	completion	0%					
G5-04-M2	Prepare suggestions for succession planning	HR	A	3/31/2025	100%	completion	0%					
G5-04-M3	Submit recommendations for budgetary consideration	HR	A	3/31/2025	100%	completion	0%					
<b>G5-05</b>	<b>Publish papers in scientific journals</b>											
G5-05-M1	Draft paper for publication in January 2026 submission	SCI	A	9/30/2025	100%	completion	20%					



IRMCD Strategic Objectives Performance Measures for FY2024-2025

GOAL 6 <i>Embrace environmental challenges through implementation of best management practices, using sound science and developing strong partnerships in our programs, policies and procedures.</i>												
Ref #	Objectives	Assign	Freq	Due Date	Target	Measure	Progress Q1 Oct-Dec	Progress Q2 Jan-Mar	Progress Q3 Apr-Jun	Progress Q4 Jul-Sep	Date Completed	Comments
<b>G6-01</b>	<b>Monitor water quality within the impoundments</b>											
G6-01-M1	Assess data	OPS	M	9/30/2025	100%	completion	100%					
G6-01-M2	Prepare plan for in-house monitoring	OPS	O	3/31/2025	100%	completion	90%					
G6-01-M3	Estimate maintenance and other budgetary costs	OPS	O	3/31/2025	100%	completion	100%					
<b>G6-02</b>	<b>Identify potential drainage issues as part of the Western Expansion project</b>											
G6-02-M1	Establish a partnership with the water control districts.	OPS	O	9/30/2025	100%	completion	0%					
G6-02-M2	Establish a partnership with the County Road & Bridge department.	OPS	O	9/30/2025	100%	completion	50%					
G6-02-M3	Develop recommendations to address identified problem areas.	OPS	O	9/30/2025	100%	completion	0%					
<b>G6-03</b>	<b>Research alternatives for erosion control on impoundment dikes</b>											
G6-03-M1	Data collection on other erosion control measures	OPS	O	3/30/2025	100%	completion	50%					
G6-03-M2	Prepare documentation for specific erosion control projects	OPS	O	3/30/2025	100%	completion	25%					
G6-03-M3	Present findings to Executive Director	OPS	O	3/30/2025	100%	completion	0%					
<b>G6-04</b>	<b>Avoid and minimize impacts to federal and state protected species and other non-target wildlife</b>											
G6-04-M1	Coordinate with USFWS Field Office for technical assistance regarding Pesticide Use Limitation Areas (PUIA) for Protected Species	ED	A	9/30/2025	100%	completion	100%				10/1/2024	Received letter from USFWS for use of malathion in PUIAs
G6-04-M2	Remain current on Endangered Species Act legislation by participating on AMCA's Endangered Species Committee	ED	A	9/30/2025	100%	completion	25%					
G6-04-M3	Practical applications of Bti and Bs larvicides to lower risk to non-target species	OPS	A	9/30/2025	100%	completion	25%					
G6-04-M4	Access the U.S. Environmental Protection Agency's Bulletins Live Two website to identify pesticide use limitation areas for adulticides	OPS	Q	9/30/2025	100%	completion	100%					
G6-04-M5	Utilize the US Fish & Wildlife Services Mosquito Management Guidance Document to lower the risk of adverse effects to pollinators, federally protected species and other non-target wildlife	OPS	A	9/30/2025	100%	completion	25%					
<b>G6-05</b>	<b>Continue to foster partnerships with US Fish &amp; Wildlife Service's National Wildlife Refuges</b>											
G6-05-M1	Utilize IPM approaches to minimize impacts	OPS	A	9/30/2025	100%	completion	25%					
G6-05-M2	Continue to provide source reduction, alternating the operation of the Pete's and Birds impoundments on Pelican Island National Wildlife Refuge	OPS	A	9/30/2025	100%	completion	25%					
<b>G6-06</b>	<b>Develop partnerships and working relationships on environmental projects</b>											
G6-06-M1	Continue to collaborate with Florida Medical Entomological Laboratory scientists	SCI	A	9/30/2025	100%	completion	25%					

ED Executive Director  
 F&A Finance & Admin Support  
 HR Human Resources  
 OPS Operations  
 SCI Scientific Programs  
 PR Public/Community Relations  
 S Supervisors  
 D All Directors

A Annually  
 S-A Semi-Annually  
 Q Quarterly  
 M Monthly  
 O Once





WILTON SIMPSON  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

MOSQUITO CONTROL MONTHLY REPORT - PESTICIDE ACTIVITY

Section 388.341, F.S. and Rule 5E-13.027, F.A.C.  
Telephone: (850) 617-7911; Fax: (850) 617-7939

Submit to:  
MosquitoControlReport@FDACS.gov  
or  
Mosquito Control Reports  
3125 Conner Blvd, Suite E  
Tallahassee, FL 32399-1650

I. General Information

Program:	Indian River Mosquito Control District
Completed by:	Daniel Long

Month:	December
Fiscal Year:	2024-2025

II. Adulticides

Product Name	Active Ingredient(s) and Percentage	EPA Registration Number	G R N D	A I R	Mix Ratio (see Calculation Tab)	R T U	Total Output Monthly in Gallons	Acres Treated Monthly	Total Undiluted Yearly in Gallons	Acres Treated Yearly
Aqua Zenivex E20	Etofenprox 20%	89459-81	x		1.00					
Aqua-Reslin	Permethrin 20% Piperonyl Butoxide 20%	432-796	x		1.00					
DeltAGard	Deltamethrin 2%	432-1534	x		1.00				0.185	0.284
Dibrom Concentrate		5481-480		x	1.00					
Evolver 30-30	Permethrin 30% Piperonyl Butoxide 30%	769-983	x		1.00				0.040	3.783
Fyfanon EW	Malathion 40.9%	279-3622	x		1.00					
Permanone 30-30	Permethrin 30% Piperonyl Butoxide 30%	432-1235	x		1.00				8.262	3776.910
PermaSease 4-4	Permethrin 4.6% Piperonyl Butoxide 4.6%	86291-3-96263	x		1.00					
Pyronyl Crop Spray	Pyrethrins 6% Piperonyl Butoxide 60%	89459-26	x		1.00					
Pyronyl 525 Oil Concentrate	Pyrethrins 5% Piperonyl Butoxide 25%	89459-24	x		1.00					
Zenivex E4 RTU	Etofenprox 4%	2724-807	x		1.00					
Kontrol 30-30	Permethrin 30% Piperonyl Butoxide 30%	73743-5	x		1.00		1.95	99.556	88.752	40572.300
					1.00					
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					1.00					

III. Larvicides: Liquids

Product Name	Active Ingredient(s) and Percentage	EPA Registration Number	G R N D	A I R	Mix Ratio (see Calculation Tab)	R T U	Total Output Monthly in Gallons	Acres Treated Monthly	Total Undiluted Yearly in Gallons	Acres Treated Yearly
Aitoid SR20	(S)-Methoprene 20%	2724-446	x		1.00					
Natular SC	Spinosad 22.5%	62719-748-8329	x		1.00		0.477	30.498	1.875	120.002
Vectobac 12AS	Blt 11.61%	73049-38	x		1.00		13.656	218.498	49.016	784.250
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