

# Anastasia Mosquito Control District of St. Johns County



District Board Meeting  
**JANUARY 11, 2018**

Thursday at

**5:00 P.M**



**ANASTASIA MOSQUITO CONTROL DISTRICT  
ST. JOHNS COUNTY**

**PROPOSED AGENDA**

**Thursday, January 11, 2018**

**5:00 P.M.**

**Invocation and Pledge:** *Commissioner Howell*

**Consent Items: APPROVAL OF:**

1. \* Treasurer's Report
2. \* Vouchers (*Cancelled Checks*)
3. \* Chemical Inventory
4. Minutes: Regular Board Meeting of December 14, 2017 (6:00 PM)
5. Change February 8, 2018 Board Meeting to February 15, 2018 (5:00 P.M.)
6. \* Budget Amendments

*\*(Due to the Board Books going out in December, the Treasurer's Report and Vouchers, the Chemical Inventory, as well as the Budget Amendments, will not be available before then and will be put on the Board table on January 11, 2018)*

**Unfinished Business:**

1. 8 Acre Parcel Construction Project Update ~ *Mr. Bill Youker, Harrell Construction (10 min)*
2. Intern Presentations Report ~ *Mr. Christopher Bibbs / Dr. Daniel Dixon (20 min)*
3. Discussion and Approval to Appoint Adjunct Position ~ *Dr. Rui-De Xue (10 min)*

**New Business:**

1. Review of the Government-In-The-Sunshine Law & Ethics ~ *Mr. Wayne Flowers (10 min)*
2. Election of Officers (Chairperson, Vice-Chairperson, Secretary/Treasurer) (*10 min*)
3. Recognition of 2017 Chairperson's Service ~ *New Chairperson (10 min)*
4. Discussion on FMCA Tallahassee Legislation Meeting ~ *Commissioner Jeanne Moeller (5 min)*

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments: FOR INFORMATION PURPOSES ONLY**

1. Due to our still needing numbers that cannot be given until after the end of December, the 2017 Annual Program Report will be put on the table at the January 11, 2018 Board meeting for your review and comment.

# CONSENTS

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Vivian Browning, Vice-Chairperson  
Catherine Brandhorst, Secretary/Treasurer  
Jeanne Moeller, Commissioner  
Janice Bequette, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

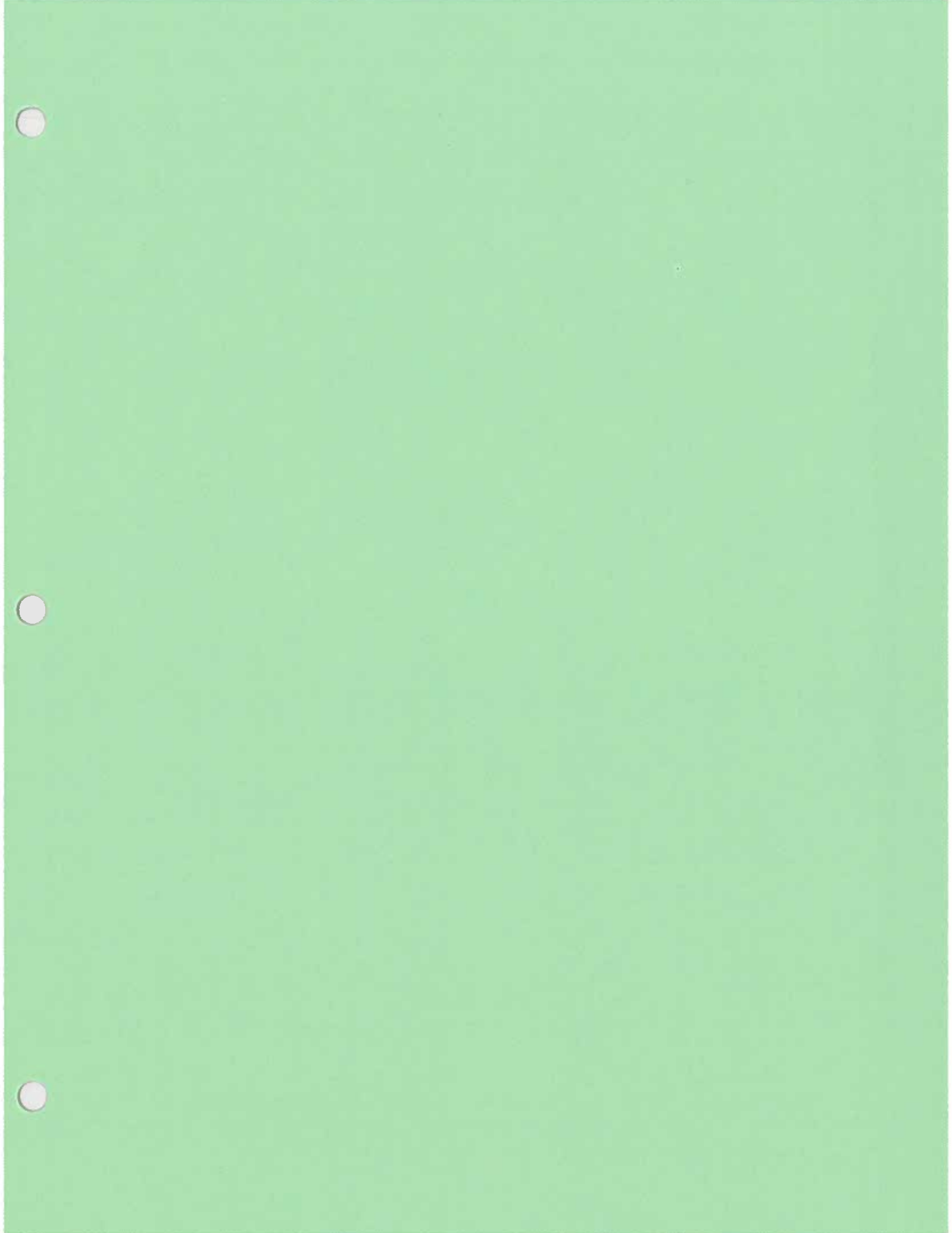
DATE: January 3, 2017

RE: Treasurer's Report and Vouchers, ~~XXXXXXXXXX~~, and Budget Amendments will be on the Board Table in January.

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Due to the Board Books going out December 21, 2017 (as staff will be out the first week in January when Board Books would normally go out for the January 2018 Board meeting) the Treasurer's Report and Vouchers for December 2017, ~~XXXXXXXXXXXXXXXXXXXX~~, and the Budget Amendments will be completed upon our return January 8, 2018 (as they need to be done after December 31<sup>st</sup> in order to obtain complete information and numbers) and will be put on the Board table for the January 11, 2018 Board meeting.

Thank you.



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 MONTH OF NOVEMBER 2017

**DISTRICT TOTALS**

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	31,548.00				31,548.00	1234.00	30,314.00	30,314.00	0.00
ALTOSID XR LBS.	360.00				360.00	0.00	360.00	360.00	0.00
ALTOSID XRG LBS.	4,279.00				4,279.00	45.00	4,234.00	4,234.00	0.00
AQUABAC XT GALS.	216.32				216.32	71.01	145.31	145.31	0.00
AQUALUER 20-20 GALS.	643.40				643.40	5.49	637.91	637.90	-0.01
B. t. i. DUNKS (Dognuts) EA.	0.00				0.00	0.00	0.00	0.00	0.00
COCO BEAR GALS.	166.43				166.43	5.38	161.05	161.05	0.00
DUET GALS.	228.25				228.25	14.25	214.00	212.50	-1.50
MOSQUITOMIST TWO GALS.	149.00	220.00			369.00	5.75	363.25	364.00	0.75
NALED GALS.	390.00				390.00	0.00	390.00	390.00	0.00
NATULAR 2EC GALS.	0.00				0.00	0.00	0.00	0.00	0.00
NATULAR DT EA.	11,079.00				11,079.00	2.00	11,077.00	11,077.00	0.00
NATULAR T-30 EA.	0.00				0.00	0.00	0.00	0.00	0.00
NATULAR XRT EA.	81.00				81.00	2.00	79.00	79.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	2,145.00				2,145.00	0.00	2,145.00	2,145.00	0.00
TALSTAR P GALS.	73.54				73.54	2.05	71.49	71.71	0.22
VECTOBAC 12AS GALS.	0.00				0.00	0.00	0.00	0.00	0.00
VECTOLEX WSP EA.	387.00				387.00	387.00	0.00	0.00	0.00
GASOLINE GALS.	2,331.00	2,990.00			5,321.00	1501.72	3,819.28	3,810.00	-9.28
<b>TOTALS</b>	<b>54,120.94</b>	<b>3210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,330.94</b>	<b>3275.65</b>	<b>54,055.29</b>	<b>54,045.47</b>	<b>-9.82</b>

BASE=	54,045.47
Total	54,045.47

DATE: 12/18/17  
 DATE: 12/21/17  
 DATE: 12/21/17

PREPARED BY:  Weaver  
 REVIEWED BY:   
 REVIEWED BY: 



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
CHEMICAL & FUEL INVENTORY**

**VALUE**

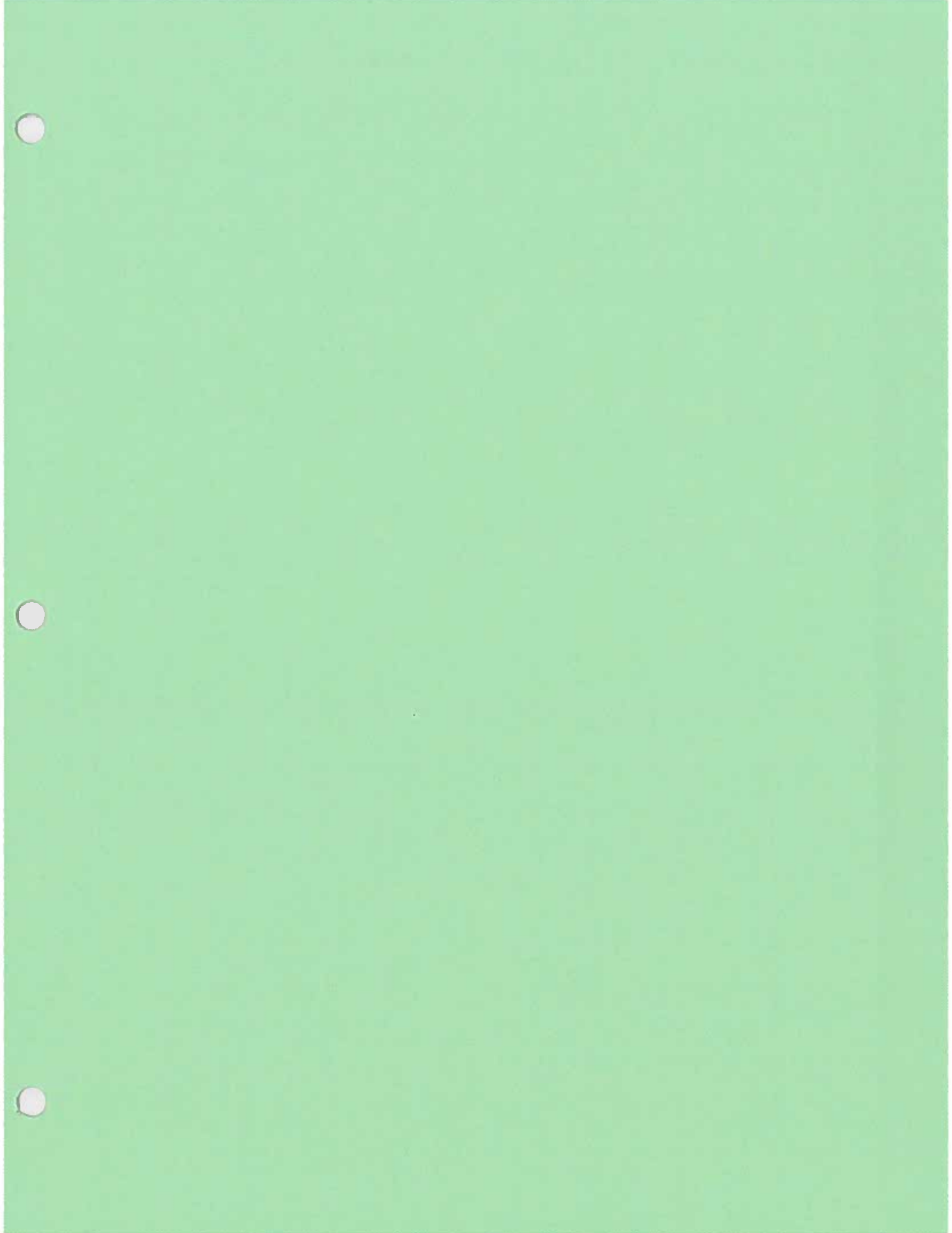
**MONTH OF NOVEMBER 2017**

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP	EA. 30,314.00	\$0.8100	\$24,554.34	6/22/17	UNIVAR
ALTOSID XR	LBS. 360.00	\$3.23	\$1,162.80	6/8/17	UNIVAR
ALTOSID XRG	LBS. 4,234.00	\$8.4500	\$35,777.30	9/1/17	UNIVAR
AQUABAC XT	GALS. 145.31	\$32.5000	\$4,722.58	10/18/17	ADAPCO
AQUALUER 20-20	GALS. 637.90	\$117.3400	\$74,851.19	10/2/17	ALLPRO
B. t. i. DUNKS (Dognuts)	EA. 0.00	\$0.8509	\$0.00	7/7/17	ADAPCO
COCO BEAR	GALS. 161.05	\$17.7300	\$2,855.42	9/17/14	CLARKE
DUET	GALS. 212.50	\$175.4800	\$37,289.50	9/9/16	CLARKE
MOSQUITOMIST TWO	GALS. 364.00	\$51.7330	\$18,830.81	11/13/17	CLARKE
NALED	GALS. 390.00	\$203.7600	\$79,466.40	6/16/17	ADAPCO
NATURAL 2EC	GALS. 0.00	Transferred to lab			CLARKE
NATURAL DT	EA. 11,077.00	\$0.4168	\$4,616.89	9/9/16	CLARKE
NATURAL T-30	EA. 0.00	Transferred from lab			CLARKE
NATURAL XRT	EA. 79.00	Transferred from lab			CLARKE
STRIKE PELLETS	LBS. 44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG	LBS. 2,145.00	\$6.8800	\$14,757.60	7/13/17	ALLPRO
TALSTAR P	GALS. 71.71	\$37.1400	\$2,663.31	3/29/17	UNIVAR
VECTOBAC 12AS	GALS. 0.00	\$32.0000	\$0.00	6/1/17	FCMCD
VECTOLEX WSP	EA. 0.00	Transferred from lab			N/A
GASOLINE	GALS. 3,810.00	\$2.2051	\$8,401.43	11/13/17	L. V. HIERS
<b>TOTAL</b>	<b>54,045.47</b>	<b>\$874.68</b>	<b>\$318,052.16</b>		

PREPARED BY: [Signature] Wear DATE: 12/18/17

COST FIGURES REVIEWED BY: [Signature] DATE: 12/21/17

REVIEWED BY: [Signature] DATE: 12/21/17





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## **BOARD OF COMMISSIONERS**

Gary Howell, Chairperson  
Catherine Brandhorst, Vice-Chairperson  
Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner



## **DISTRICT DIRECTOR**

Dr. Rui-de Xue



Thursday, December 14, 2017

Next Meeting(s): Thursday, January 11, 2018 – 5:00 PM

## **MINUTES**

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, December 14, 2017, at 6:00 PM.

### **Board members in attendance:**

Mr. Gary Howell, Chairperson  
Mrs. Catherine Brandhorst, Vice-Chairperson  
Mrs. Jeanne Moeller, Secretary/Treasurer  
Mrs. Gina LeBlanc, Commissioner  
Mrs. Jacqueline Rock, Commissioner

### **Also in attendance:**

Dr. Rui-De Xue, Director  
Mr. Wayne E. Flowers, Attorney  
Mr. Don Lohr, Herbie Wiles, Insurance  
Mr. Bill Youker, V.P., Harrell Construction Company, Inc.  
Mr. Ryan Shadel, AFLAC

Chairperson Howell called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

Roll Call: Chairperson Howell noted ~ All were present.

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ None

**APPROVAL OF AGENDA:** Chairperson Howell called for approval of the Agenda.

### **A. A motion was made to approve the Agenda as presented.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Brandhorst
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**APPROVAL OF CONSENT AGENDA: Chairperson Howell called for approval of the Consent Agenda.**

**A. A motion was made to approve the Consent Agenda as presented.**

- Motioned by: Commissioner Moeller

- Commissioner Brandhorst requested Consent Agenda Item #6: Service Request Phone App be moved from the Consent Agenda to New Business #4.

**B. The motion was restated and made to approve the Consent Agenda as Amended.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Brandhorst
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting – October 12, 2017 at 6:00 PM
5. Annual Physical Inventory Report
6. ~~Service Request Phone App~~ (This Item was moved to New Business #4)
7. Exchange of Visitors between AMCD and Wuxi CDC (China)
8. Harrell Construction Contract Agreement Correction
9. Approval of Dr. Xue to Attend the WHO Vector Control Meeting (Switzerland, Feb. 8-10, 2018)
10. Quarterly Budget Analysis
11. Budget Amendments ~ Receipts (\$15,044.00)/Expenditures (-\$15,044.00)  
~ Beginning Fund Balance increase \$641,681.00

**UNFINISHED BUSINESS:**

**Item 1: APPROVAL OF COMMITTEE RECOMMENDATION FOR HEALTH, DENTAL, LIFE INSURANCE**

~ *Mr. Don Lohr, Herbie Wiles Insurance*

- Mr. Lohr gave an overview of the current plans and stated that the Health Insurance cost only went up 3% from last year and the Dental and Life Insurance cost did not change and agreed with the Committee to recommend renewing the current Health, Dental and Life Insurances as presented.

**A. A Motion was made to approve the Health, Dental and Life insurance as presented.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 2: DISCUSSION AND APPROVAL OF RECOMMENDATION CONCERNING AN INSURANCE PREMIUM ONLY PLAN (POP) ~ *Mr. Don Lohr, Herbie Wiles Insurance/Mr. Scott Hanna***

- Mr. Lohr explained what an Insurance Premium Only plan was and Mr. Hanna explained the tax benefits to both the District (FICA portion) and the employees (FICA and tax rate savings on their W2) as pretax premiums. Mr. Shadel, our Representative with AFLAC, affirmed this and is the one setting up the document for AMCD free of charge.

**A. A motion was made to approve the recommendation for an Insurance Premium Only Plan (POP) which is to begin with the first payroll in January 2018.**

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Moeller
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 3: DISCUSSION AND APPROVAL OF RECOMMENDATION CONCERNING THE RFP FOR ENGAGING THE SERVICE OF A REAL ESTATE SALES ORGANIZATION FOR THE SALE OF THE 10150 CARTWHEEL BAY AVENUE, ST. JOHNS, FL PROPERTY ~ Mr. Richard Weaver**

- Dr. Xue explained that only two companies requested a packet but none were returned. One company stated it was because the property would need rezoned. Dr. Xue stated rezoning would be very costly, possibly \$50-60 thousand dollars and suggested that the District, with the assistance of the attorney, handle the sale of the property utilizing signs on the gate and publishing in the newspaper and Land and Homes publication.

**A. A motion was made to authorize staff, with the assistance of the attorney, to sell the property within the realm of the appraisal price.**

- Motioned by: Commissioner Brandhorst
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 4: DISCUSSION AND APPROVAL OF DIRECTOR'S SALARY AND PROPOSED POLICY AMENDMENT FOR DIRECTORS EVALUATION PROCESS AND POLICY ~ Dr. Rui-De Xue**

- Dr. Xue stated he contacted the Dept. of Agriculture, Mrs. Stacy Reese, about other similar sized, county wide District's current Director's salaries, Florida Keys newly hired Director and Miami Dade. The second part of this proposal, is an amendment to the policy for proposal. Commissioner's comments included, Dr. Xue has gotten considerable raises in the past few years, he doesn't want a company vehicle to drive home so he should be given a raise of \$7,500 to bring him up to \$139,873 per year, and he has been the President of the state's FMCA and this puts him at higher standards of the state.

**A. A motion was made to approve awarding Dr. Xue a \$7,500 per year raise.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Rock
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

- Dr. Xue stated that the form, as amended, takes out the portion that is never used and allows new commissioners to get to know the Director before having to do an evaluation by doing them every two years instead of every year and this includes raising the percentage from 80 to 90% overall positive performance scores before the Director is given a raise.

**B. A motion was made to approve the amended Performance Evaluation Process Policy and Form for the Director, as presented.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Brandhorst
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

## **NEW BUSINESS**

### **Item 1: DISCUSSION ON THE AMCD AERIAL PROGRAM DEVELOPMENT ~ Dr. Rui-De Xue**

- Dr. Xue stated that in the past couple of years, the contracted companies have not been able to come and spray hotspots after the hurricanes (Matthew-2016 and Irma-2017) and that the outbreak of mosquitoes could not be controlled because of it. Therefore, in order to protect the St. Johns County citizens, he requests the Board's approval of the recommendation of appointing an Aerial Committee consisting of Mr. Peter Paul Leon, Chief Pilot from Volusia Mosquito Control District and Mr. Brad Gunn, retired pilot of Beach Mosquito Control District and he is also a St. Johns County resident, as AMCD's Aerial Committee members, along with staff to assist and consult in doing an analysis of the used helicopter surplus from Lee County Mosquito Control District and other suitable used helicopters in the market and recommend it to the Board for purchase in 2018, based on availability and to pay them \$30 per hour for their travel and work in checking and test flying interested helicopters. Dr. Xue stated we have \$5,000 in the Operations Budget for this.

**PUBLIC COMMENT:** Mr. Peter Paul Leone, 2801 C.H. Arnold Road, St. Augustine, Fl, stated he is a formal military aviator and has been a mosquito control professional for 15 years and is in support of the aerial asset to the AMCD program. (He further answered questions from the Board on the workings of helicopters for mosquito control, mechanics, pilots, and the Lee County helicopters that are being sold.)

- **A. A motion was made to approve Dr. Xue's recommendation to hire Mr. Peter Paul Leon, Chief Pilot from Volusia Mosquito Control District and Mr. Brad Gunn, retired pilot of Beach Mosquito Control District, as AMCD's Aerial Committee members, to make recommendations on aircraft selection, the scope of an aerial program, and to guide us through the process for a rate of \$30 per hour.**
  - Motioned by: Commissioner Brandhorst
  - Motion Seconded by: Commissioner LeBlanc
  - VOTE accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

### **Item 2: COMMUNITY COMMUNICATION COLLABORATION MEETING REPORT**

*~ Commissioner Jacqueline Rock*

- Commissioner Rock stated that the Education Committee held a collaboration meeting with the St. Johns County Health Department and related St. Johns County staff, on November 13, 2017 on how to improve community communication, share information on mosquito situations and mosquito-borne diseases. There are plans on having a local forum with local residents to educate them on aerial spraying information, education, and on the use of Dibrom and Naled, possibly in April or May 2018. County Assistant Administrator, Ms. Joy Andrew stated that the county would like to assist AMCD in distributing information about mosquito situations and aerial spraying. The State Parks Agency and AMCD agreed to update the Arthropod Control Agreement and will bring it to the Board for approval once amended.
- **THERE WAS NO MOTION ON THIS ITEM.**

### **Item 3: DISCUSSION AND APPROVAL OF THE BOARD MEETING DATE AND TIME**

~ Commissioner Gary Howell

- The Board discussed a possible change in the date and time for the meetings that would benefit all commissioners. The final outcome was the only change to be made was to begin one hour earlier on the second Thursday of the month, at 5:00 P.M. and this would begin with the January 11, 2018 Board meeting.
- A. A motion was made to continue having the monthly Board meetings on the second Thursday of each month but at 5:00 P.M. and for it to begin with the January 11, 2018 Board meeting.
  - Motioned by: Commissioner LeBlanc
  - Motion Seconded by: Commissioner Brandhorst
  - VOTE accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

### **Item 4: SERVICE REQUEST PHONE APP ~ Dr. Rui-De Xue (This item was moved from Consent Agenda, Item #6)**

- Dr. Xue stated that based on the October Board meeting discussion and approval to bring this item back to this meeting after negotiations with Mobisoft, the attorney has reviewed this proposal and we recommend to the Board to approve the recommendation on this contract. The price is the same but they added more work in this for this price. They have done other work for us and have proven their ability to do the job.
- A. A motion was made to approve the contract as presented and approved by our attorney, for the data alternate build by Mobisoft to implement the Service Request Phone App at \$30,000.
  - Motioned by: Commissioner Moeller
  - Motion Seconded by: Commissioner Brandhorst
  - VOTE accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

### **REPORTS:**

1. **Director** ~ Dr. Xue stated the mosquito season is over and it was a hard year, we provided over 5,000 service requests and it was the worst year for mosquitoes, thanked the Board and employees for their support, we finished the AMCA/CDC training for trainers and provided the training for over 260 people in April, 105 people in July, August and October and gave certificates to 98 people, including three of our own AMCD commissioners. AMCA reimbursed us \$22,000 for this which was a 50% profit for us. At the FMCA annual meeting, Dr. Xue received an outstanding service award as president, and for the first time in their history, Commissioner Moeller received the FMCA Presidential Citation Award for her contribution in outstanding service for the FMCA and AMCD applied research, legislation and education programs and Mr. Christopher Bibbs received a scholarship. At the USDA/FMCA Collaboration meeting, they discussed the campaign for downtown *Aedes aegypti* mosquito eradication program and next year in May would like to release the new radiated colony of mosquitoes into the downtown area of St. Augustine. The Annual Program Report is approximately 80% complete and will be presented on the table at the January 11, 2018 Board meeting, which is a month early due to the early Tallahassee Legislation meeting being held February 5-6, 2018.
2. **Attorney** ~ Mr. Flowers stated one bill in the legislation meetings this coming year is a bill that eliminates the provisions in Chapter 119 that makes Trade Secrets exempt from the Public Records Act and we need to watch that as it may affect us in agreements that companies make with us.

### **COMMISSIONER COMMENTS:**

**Commissioner Moeller** ~ thanked staff and particularly Mr. Richard Weaver, Data Manager, on highlighting the mosquitoes that carry diseases that are reported on each month in the Board Books; would like to work with the attorney on updating our Harassment Policy and we need to keep up with FEMA on receiving the money from Hurricane Matthew.

**Commissioner Howell** ~ commented on it being a pleasure to serve on the Board as Chairperson again this past year and how everyone has made it easy with all their support, we are here to get the job done, have a safe holiday.

**Commissioner Brandhorst** ~ met with Dr. Xue on ULV fogging with trucks and they are going to do some testing in the spring.

**Commissioner LeBlanc** ~ thanked the staff for all they do.

**Commissioner Rock** ~ felt the holiday party went really well and thanked everyone and it was an honor to meet three past commissioners, Mrs. Mary Willis, Mrs. Emily Hummel, and Ms. Linda Wampler. As Education Committee Chairperson, listened to Intern Presentations and honored to give them their certificates of appreciation. Attended the staff meeting and the first time pilot AMCA/CDC training and received her certificate and learned a lot, and commented on it being an amazing year.

### **ATTACHMENTS: ~**

1. None

### **ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 7:57 P.M.

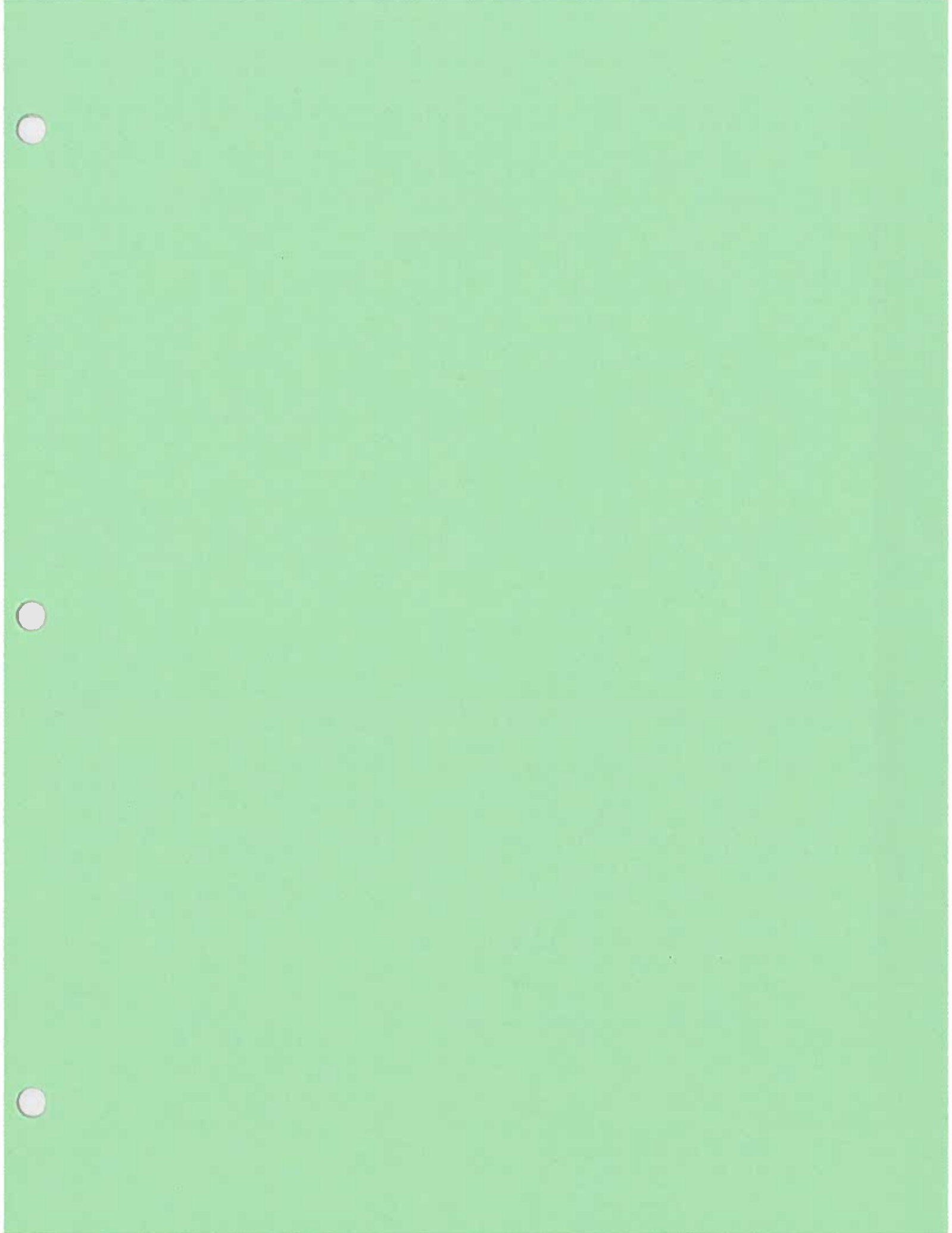
### **ATTEST**

\_\_\_\_\_  
**Chairperson, Commissioner Gary Howell**

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Jeanne Moeller**

*These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.*





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

### DISTRICT DIRECTOR

Dr. Rui-de Xue



### BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Vivian Browning, Vice-Chairperson  
Catherine Brandhorst, Secretary/Treasurer  
Jeanne Moeller, Commissioner  
Janice Bequette, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 8, 2018

RE: Change February 8, 2018 Board meeting to February 15, 2018 at 5:00 P.M.

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It is recommended that the Board meeting for February be changed from February 8, 2018 at 5:00 P.M. to February 15, 2018 at 5:00 P.M.; due to the FMCA Dodd Short Courses being held January 22-26, 2018, the Tallahassee Legislation Meeting being held February 5-6, 2018, and also Dr. Xue being in Switzerland for the WHO Vector Control meeting from February 8-10, 2018.

Thank you.



# **UNFINISHED BUSINESS #1**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
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Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 5, 2017

RE: Update on 8 Acre Parcel Construction Project Report

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Mr. Bill Youker, Vice-President with the Harrell Construction Company, Inc. will give an updated report on the 8 Acre Parcel Construction project progress.

# **UNFINISHED BUSINESS #2**





# Internship Program Report

## 2017

Christopher Bibbs and Dr. Daniel Dixon

### Background: Interns, Biological Technicians & Visiting Scientists



- **2004:** *Applied Research Committee established*
- **2005:** *Internship program opened to undergraduate, graduate, and post graduate students*
  - 8-12 weeks program (typically summer)
  - Employed in biosciences (majority) and education

## I. AMCD Internships Intern Program Goals:



1. Enhance our mosquito control program through applied research
2. Encourage interest in mosquito control for both scientific and non-scientific students
3. Mentor interns in scientific method, laboratory standards, and mosquito control
4. New technologies/methods are evaluated and developed to benefit our employees and mosquito control

## Intern Resources



- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| • University of North Florida (5)   | • Florida State University (1)       |
| • University of Florida (2)         | • Flagler College (9)                |
| • University of Miami (8)           | • St. Johns River State College (2)  |
| • University of South Florida (2)   | • Kasetsart University, Thailand (1) |
| • University of Central Florida (1) | • Local high school (6)              |
| • University of North Carolina (2)  | • Cornell University (1)             |
| • University of New England (1)     | • West Carolina University (1)       |
| • Johns Hopkins University (2)      | • East Carolina University (1)       |

## In different words



- Recruitment from high school to PhD
- Across the nation (Florida, New York, Maryland, North Carolina)
- Internationally (Thailand)
- And from the major Florida institutes both locally and statewide

## Total number of interns trained since 2005



- 19 graduate students
- 20 undergraduate students
- 6 high school senior students
- Total to date: 45

## Intern Training Process



- Communication pre-work (interest, possible project selection, & preparation)
- Project protocol & necessary literature review
- Procedure and skill training
- Conduct experiment/collect data
- Data analysis/write report
- Presentation
- Write manuscript and publication after intern study with continued AMCD involvement

## Intern Training Process



### Intern Training List

- |                           |                                 |
|---------------------------|---------------------------------|
| ✎ Biomedical              | ✎ Chemical Hygiene              |
| ✎ Fire Safety             | ✎ Lab Safety                    |
| ✎ PPE                     | ✎ Experimental Design           |
| ✎ Universal Waste         | ✎ Data Collection/Management    |
| ✎ Heat Illness            | ✎ Mosquito Biology/Ecology      |
| ✎ Labels & MSDS           | ✎ Chemical Application Tools    |
| ✎ Hazardous Communication | ✎ Mosquito Surveillance Tools   |
| ✎ Sexual Harassment       | ✎ Vector/Virus Complexes in SIC |
| ✎ Diversity               | ✎ Arbovirus Surveillance Tools  |
| ✎ Safety Manual           |                                 |
| ✎ Geomosquito             |                                 |
| ✎ Chemical Spill Control  |                                 |





## Evaluation of Five Insecticidal Barrier Treatments against *Aedes albopictus* in St. Augustine, Florida



- *Aedes albopictus* can be effectively managed with focal applications of outdoor residual products (vegetation, structures, fences, etc.)
- Several types of barrier spray products exist. Our operations benefit from using up-to-date, cost effective, and environmentally sensitive tools. Several products were tested in the lab and field this year to address this need.
- Three pyrethroid products: Cyzmic (Lambda-Cyhalothrin), Onslaught (Fenvalerate), Deltagard (Deltamethrin)
- Two EPA exempt, green products: Essentria (Rosemary, Peppermint Oil), Nature-Cide (Clove, Cottonseed Oil, Geraniol)
- Testing occurred at seven field sites, and across various label rates in both lab and field.



## Results

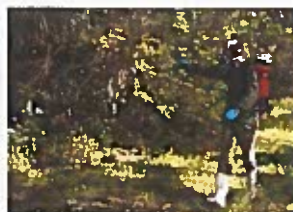


### Cage Bioassay

- Treatment with Nature-Cide and Cyzmic resulted in 100% lab bioassay mortality.
- Deltagard resulted in 95% mortality, Onslaught resulted in <50% mortality, and Essentria resulted in <2% mortality.

### Barrier Spray Comparison


- Treatment with Nature-Cide and Cyzmic resulted in a 71%-98% field reduction of adult *Aedes albopictus* for four weeks post treatment.
- Deltagard, Onslaught, and Essentria resulted in 30%-70% field reduction for 1-2 weeks post treatment, before failing and mosquito numbers increasing in weeks 3-4.



**Nature-Cide®**  
**ALL PURPOSE**  
INSECTICIDE










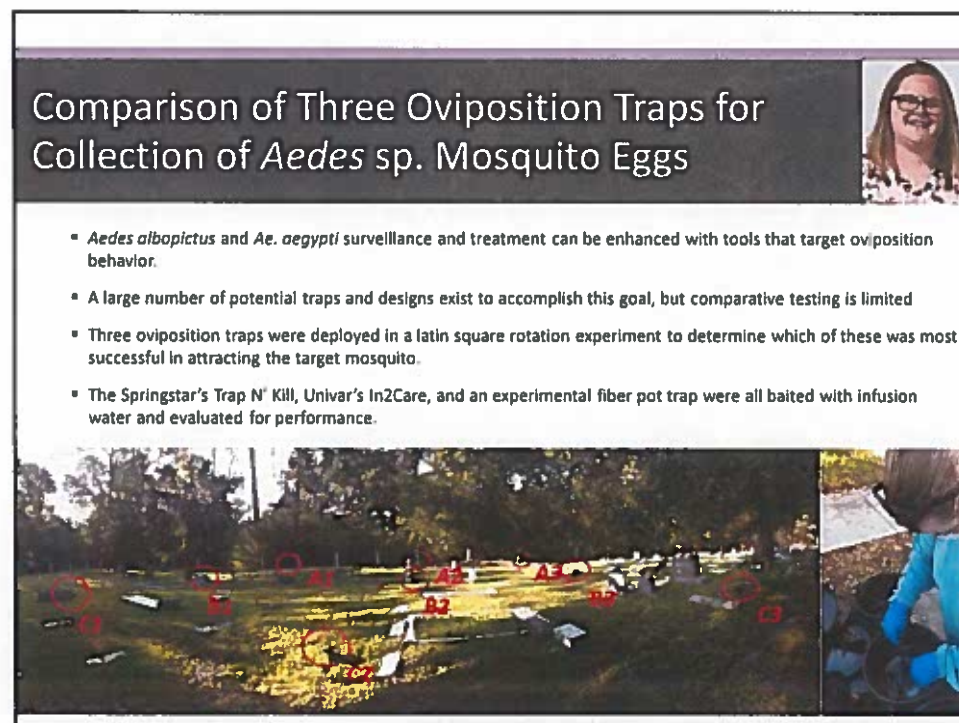
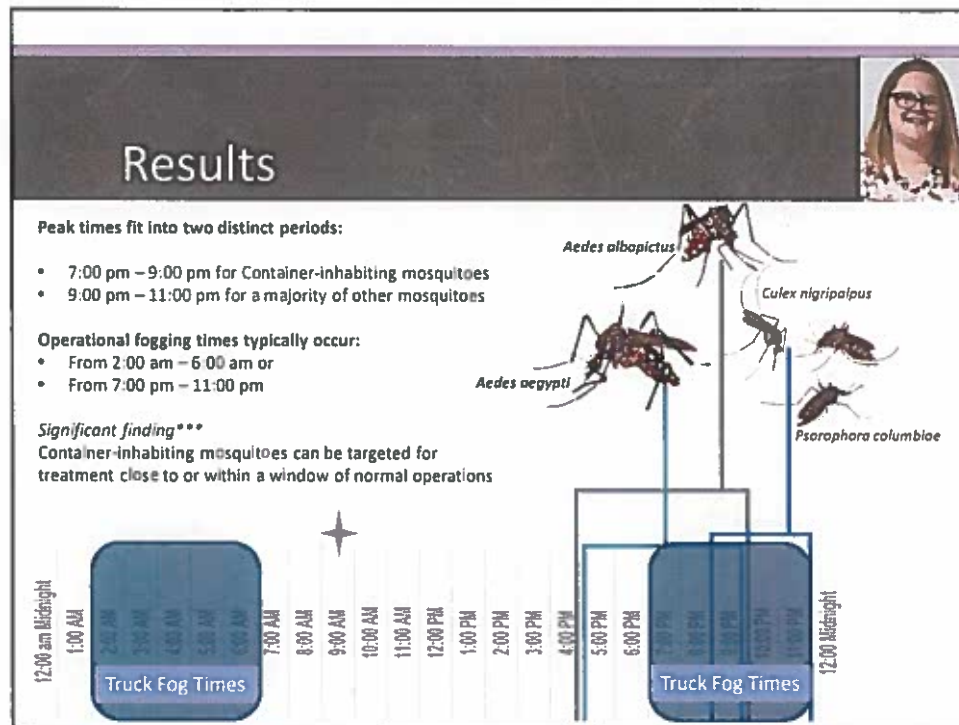
**Morgan Smith**  
Master of Public Health  
University of North Florida (JAX)  
Graduate Student, MPH, CPH  
CDC Southeastern Regional Center of Excellence in  
Vector-Borne Diseases: Gateway Program

### Diel Activity Patterns of Mosquitoes as Collected Through a Mechanical Rotator Trap



- *Aedes albopictus* and *Ae. aegypti* activity is out of sync with operations, therefore making them difficult targets.
- However, studies diagnosing the activity patterns of mosquitoes are uncommon, and some are out of date.
- Many of these studies depend on live bait (human host) to get an accurate measurement, creating risk and error in data.
- To address this, a mechanical rotator trap with a standardized, reproducible design, was deployed in areas of mosquito activity for various mosquito species, with emphasis on *Ae. albopictus* and *Ae. aegypti*.



## Results

### Comparison

- The In2Care trap collected 214 eggs per week on average, which was twice as many eggs as the experimental fiber trap
- The experimental fiber trap collected 101 eggs per week on average, which was twice as many eggs as the Trap N' Kill trap
- The Trap N' Kill collected 45 eggs per week on average

### Other Details

- The Trap N' Kill is a commercially available product with evidence supporting it attracts mosquitoes well enough to damage *Ae. albopictus* and *Ae. aegypti* populations
- The In2Care trap is new to the market, and was cleared for provisional use following Zika

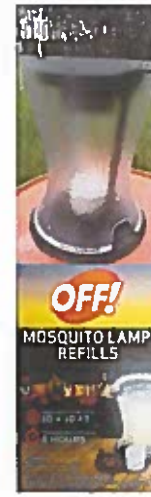


**Heidi Knecht**  
Master of Environmental Health  
East Carolina University,  
Graduate Student



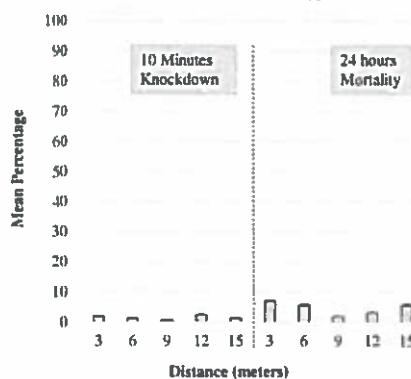
## Evaluation of OFF! Mosquito Lamp against Male *Aedes aegypti*

- The OFF! Mosquito Lamp (metofluthrin) is a spatial repellent device for consumers
- It has been evaluated for mortality against female *Ae. aegypti* by a prior visiting scientist (Dr. 'Sara' Shen) and found to cause strong mortality against mosquitoes in the repellent area.
- It has been shown through other work by a prior visiting scientist (Dr. 'Andy' Wang) that selectively targeting male mosquitoes will reduce the egg yield and resilience of surviving female counter parts.
- To explore this, Dr. Shen's work was replicated with male *Ae. aegypti* in an attempt to find out if males respond similar to females

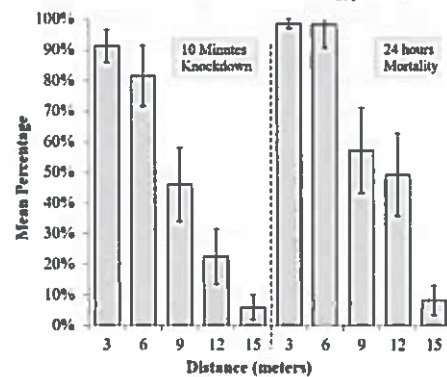


## Results

Mean Percent Effect on Male *Ae. aegypti* (Heidi Knecht)

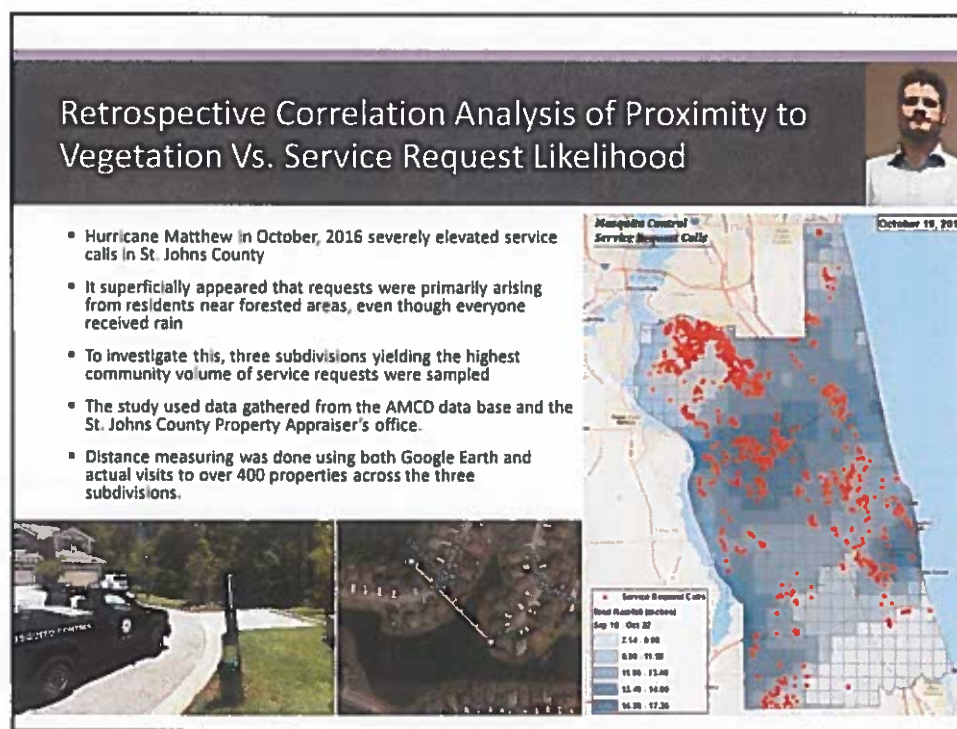
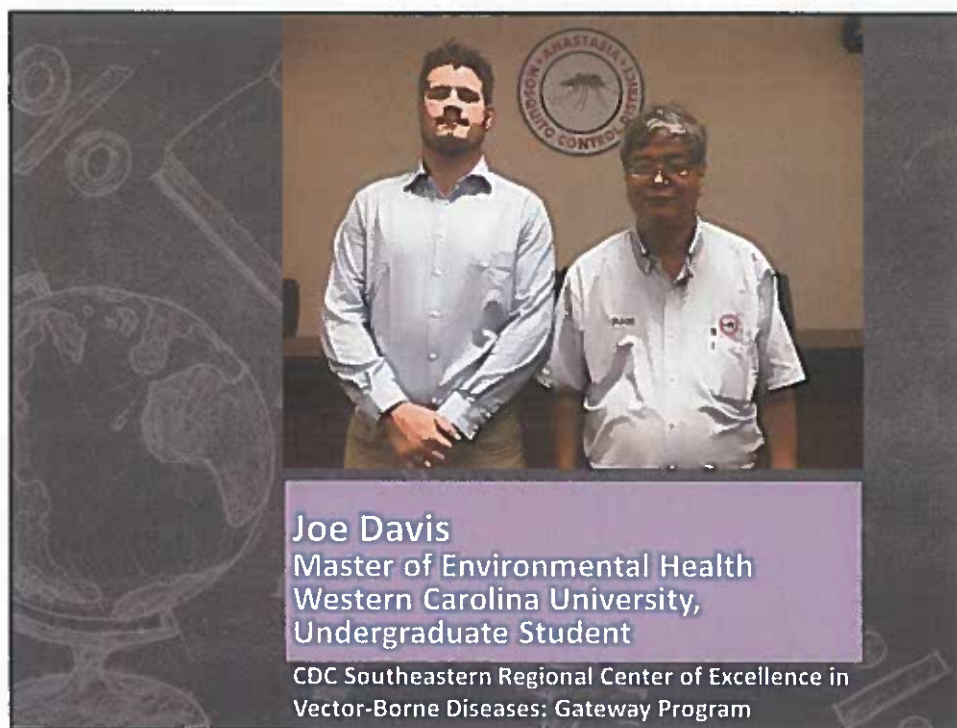


Mean Percent Effect on Female *Ae. aegypti* (Dr. Shen)



### Inconclusive

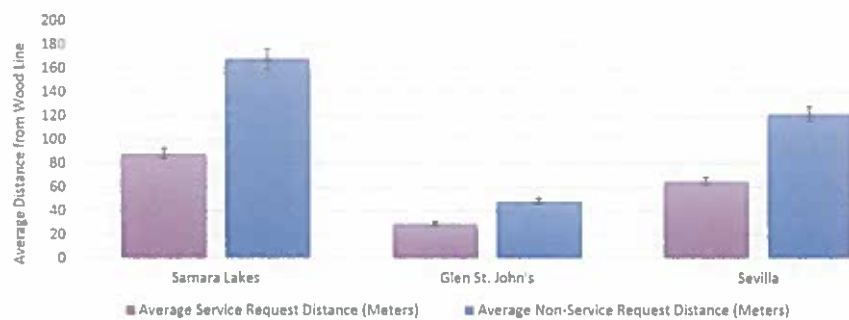
- Results were disparate, and indicate a probable difference in overall experiment execution between the two data sets



## Results

### Service Requests vs Woodline Distance:

- The study concluded in all three subdivisions that properties within 100 meters (300 ft) of the wood line represented the caller base during the Hurricane Matthew mosquito outbreak
- This knowledge will allow AMCD to pretreat these wooded areas in the future to prevent mosquito population outbreaks and reduce the amount of service requests generated from subdivisions.



## Evaluation of Bti as a Toxic Sugar Bait Against Adult Mosquitoes

- Bacillus thuringiensis israelensis* (Bti) is an environmentally sensitive larvicide with ubiquitous availability and usage in mosquito control
- It kills larval mosquitoes that consume it, and works because mosquito larvae have a gut pH of ~11 (alkaline)
- Adult mosquitoes also have an alkaline gut, with pH ~8.0–9.5, but Bti has not been well explored for use in adult mosquito control
- Sugar baits have also been shown as an effective way to deliver toxicants to adult mosquitoes
- To explore this, a simple sugar bait was tested in the lab using various Bti formulations against *Aedes albopictus*, *Ae. aegypti*, and *Culex quinquefasciatus*





## Results

### Efficacy

- Bti as a toxic sugar bait resulted in significant mortality of three species of adult mosquitoes:
  - 30-40% mortality against *Ae. aegypti* and *Ae. albopictus* in 24 hrs,
    - Increased to 95-100% mortality in 48 hrs
  - 89-95% mortality against *Cx. quinquefasciatus* in 24 hrs
    - Increased to consistent 100% mortality in 48 hrs
- It is suspected that warmer air temperatures increase mortality because of increased metabolism.
- The efficacy of Bti as toxic sugar bait needs to be further studied to get less variable outcomes



Hannah Swetnam  
Public Health  
University of North Florida (JAX),  
Undergraduate Student

## AGO Mass Deployment in Three St. Augustine Sub-divisions



- The CDC Autocidal Gravid Ovitrap is newly available through industry, and AMCD participated in a joint effort to mass deploy the new line of products for non-chemical control of *Ae. albopictus*.
- These traps use proprietary infusion water baits, a sticky board, and are posted at a density of three traps per house
- AMCD deployed close to 600 traps across three sub-divisions in St. Augustine and maintained them periodically. A portion of these traps were surveyed throughout the summer.
- Hannah was involved with every stage of the mass trapping experiment, and participated with AMCD in partial completion of her Bachelor of Public Health program at UNF.





James Martin (Temporary Staff)  
Master of Science, Biogeography  
University of Florida,  
Graduate Student




**Carlye Mangum** (UF Collaboration Staff)  
 Bachelor of Science, Biology  
 University of Florida, Grant Paid Visitor  
 AMCD Insectary Technician

## PHPC License and Recruitment







**Steven Smoleroff, Carlye Mangum, and Hannah Swetnam** all completed licensing requirements and received their PHPC license



Steven is now a full time Mosquito Technician for the Operations Program

Carlye is now a full time Mosquito Technician for the Applied Research Program. Carlye is also now a recipient of DODD Fellowship from The Gateway Program

Morgan Smith is staying on as a seasonal employee with the Surveillance Program.



## AMCD Benefits from Interns, Cooperation Projects, & Visiting Scientists

- Supports AMCD's mission
- Training future mosquito control professionals
- Outside funding
  - Joe Davis and Morgan Smith funded by:  CDC Southeastern Regional Center of Excellence in VBD  
The Gateway Program
  - Carlye Mangum funded by FDACS  In collaboration with University of Florida 
- Adds equipment (AGO, In2Care traps, rotator traps, BG traps, barrier machines, thermal foggers)
- Adds materials (new attractants, technical samples)
- Applied Research benefits employee training by increasing knowledge of local mosquito biology and control, and brings AMCD's operation to a more scientific level



**All of AMCD takes part in  
Mentoring these Interns!**

**Thank you for your time!**

# **UNFINISHED BUSINESS #3**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

### DISTRICT DIRECTOR

Dr. Rui-de Xue



### BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Catherine Brandhorst, Vice-Chairperson  
Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 5, 2017

RE: Discussion and Approval to Appoint Adjunct Position

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For the purpose of the District to obtain additional expertise and free assistance from outside, in the field of arbovirus and mosquito population surveillance, insecticide formulation, equipment evaluation, and others directly related to mosquito biology and control; I would like to request approval from the Board on my following recommendation:

1. Authority for the Director to hire 4-5 adjunct expert positions, without pay, based on the District's needs. The Director will bring the names of scientists or engineers, with brief resumes, to the Board for approval under the Consent Agenda.
2. The person filling the adjunct position will fill out a voluntary application form and will be under supervision by the related District staff.
3. The District will provide the office or laboratory space, with equipment, for the adjunct position person to use.
4. The District will provide the laboratory experiment cost and publication fees. All data generated at the District will belong to and be the District's property.
5. The District may use grant money to fund the adjunct person to travel to and attend professional meetings for presentations.
6. The District will provide a short term (not over 4 weeks per year) of housing at the District's Guest house, at no charge to the adjunct person.
7. All official costs for the adjunct positions will not be over \$20,000 per year.

**NEW  
BUSINESS  
#1**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

**DISTRICT DIRECTOR**

*Dr. Rui-de Xue*



**BOARD OF COMMISSIONERS:**

*Gary Howell, Chairperson  
Catherine Brandhorst, Vice-Chairperson  
Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 5, 2017

RE: Review of the Government in the Sunshine Laws and Ethics 2018

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Our attorney, Mr. Wayne Flowers will give a review of the Government in the Sunshine Laws and Ethics.

Thank you.



## OVERVIEW OF SUNSHINE AND PUBLIC RECORDS LAWS

### I. GOVERNMENT IN THE SUNSHINE LAW

#### A. WHAT DOES THE LAW PROVIDE?

##### Section 286.011, Florida Statutes

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings, open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

In addition, Article I, Sec. 24 of the Florida Constitution includes language almost identical to that quoted above from Sec. 286,011, Florida Statutes, which covers not only its open meetings provision but also incorporates a right of access to public records. Thus, there are both statutory and constitutional requirements for public access to meetings of public bodies.

#### B. WHAT IS THE SCOPE OF THE LAW?

Florida's Government in the Sunshine Law, usually referred to as the Sunshine Law, provides a right of access to governmental proceedings of public boards at both the state and local levels. The law is applicable to both appointed and elected boards and has been applied to any gathering of two or more members of the same board to discuss some matter *which will foreseeably come before that board* in the future. There are three basic requirements of the law:

1. meetings of public boards must be open to the public;
2. reasonable notice of such meetings must be given; and
3. minutes of the meetings must be taken and promptly recorded.

Virtually all public bodies are covered by the open meetings requirements set out in the Constitution. In addition, a recent legislative act requires that citizens be given a reasonable opportunity to be heard at public meetings (See Sec. 286.0114, Florida Statutes).

### **C. WHAT AGENCIES OR BOARDS ARE COVERED BY THE LAW?**

The Sunshine Law applies to "any board or commission of any agency or authority of any county, municipal corporation, or political subdivision." It applies to both elected and appointed governmental bodies. It applies to committees of a covered board where two or more board members are participants. It can apply to an advisory board appointed by a board (even without members of the governing body being present), if the advisory board is delegated decision making functions or authorities. If the advisory board is given only fact-finding (as opposed to decision-making) authority (e.g., authority to make recommendations on an issue, but with decision making authority retained by the board) then the Sunshine Law does not apply. Note—meetings involving an individual board member can be subject to the Sunshine Law, if the individual board member is delegated decision making authority by the board the individual sits on (e.g., a board member is delegated the authority to meet with a vendor and make a decision on entering into a contract with vendor without the need for further approval of the board).

### **D. COMMON SUNSHINE LAW QUESTIONS AND ANSWERS**

**Does Sunshine Law apply to any and all discussions between two or more Board members?**

Discussions/conversations that are covered by Sunshine Law are those between two or more Board members on matters on which foreseeable action will be taken by the Board. Thus, you can talk about the weather, your kids or your grandkids, restaurants, movies, etc., with another board member, just not about things that are currently the subject of Board business or may foreseeably be the subject of Board action in the future.

Phone conversations, e-mail communications, text messaging are all covered, just as are face to face meetings.

**What about written communications between Board members?**

The distribution/communication of written reports by one Bd. member to inform other Bd. members regarding a subject which will be discussed at a public meeting is not a violation of the law if prior to the meeting there is no interaction related to the report among the Bd. members. *A School Bd. member may prepare and circulate informational memorandum or position paper to other board members; however, the use of a memorandum to solicit comments from other board members or the circulation of responsive memoranda by other board members would violate Sunshine Law.*

**What about conversations through intermediaries?**

The Sunshine Law applies to meetings between a board member and an individual who is not a member of the board when that individual is being used as a liaison between or to conduct, de

facto, meeting of Bd. members. *City Manager is not a Council member and thus may meet with individual Council members; however, the manager may not act as a liaison for board members by circulating information and thoughts of individual council members.* Staff members cannot be used to poll a board's members to feel out positions or be used to communicate messages from one board member to another.

### **Inspection Trips**

The Sunshine Law does not apply to inspection trips (e.g. for purposes of fact finding) where two or more Bd. members are involved, but, no discussion of matters which may come before the Bd. may occur during the inspection trip. The same logic applies to conferences or other public meetings being attended by two or more board members—as long as there is no conversation or other dialog about board business, the Sunshine Law does not apply.

### **What about “inaudible” discussions before during or after public meeting?**

Such discussions are covered. Just because two board members are in a room where a noticed meeting is occurring doesn't mean they can conduct a private discussion about board business which cannot otherwise be heard by others in the room.

## **E. WHAT ARE THE PENALTIES FOR VIOLATING THE LAW?**

A covered official who knowingly violates the law can be charged with and found guilty of a second degree misdemeanor (max penalty—60 days in County Jail and/or \$500 fine). All other violations are considered non-criminal infractions punishable by fine not exceeding \$500.

Any action taken at a meeting that does not comply with the Sunshine Law is void.

### **If in doubt—don't do it!**

The Florida Attorney General and the Florida Courts have repeatedly emphasized the following admonition:

**“The principal to be followed is: When in doubt, the members of any board, agency, authority or commission should follow the open meeting policy of the state.”**

*Town of Palm Beach Gardens v. Grandison, 296 So. 2d 473, 477 (Fla. 1974).*

## **II. PUBLIC RECORDS LAW**

### **A. WHAT DOES THE LAW PROVIDE?**

**Section 119.01, Florida Statutes:**

(1) It is the policy of this State that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

**Section 119.011, Florida Statutes:**

(12) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

**Section 119.07, Florida Statutes:**

(1)(a) Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records.

Florida's courts have interpreted the definition of public records (in Sec. 119.011, Florida Statutes, quoted above) to include *all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge*. This includes draft documents and even personal notes, if made or kept in connection with official business and otherwise meet the definition of a public record. An exception with regard to personal notes is recognized if the notes were made simply for personal use maker to aid the maker in remembering certain things and are not otherwise circulated. Public records do include e-mails, letters, memos, photographs, etc. prepared, sent or received by a public official, if the document is connected to agency business. Entries posted on a social networking website by a public official are public records if they relate to agency business.

**B. WHAT ARE THE RETENTION REQUIREMENTS FOR PUBLIC RECORDS?**

All public records received or produced by an agency or an agency employee or governing board member must be retained in accordance with a retention schedule adopted by the agency, which must be consistent with the schedules established by the Division of Library and Information Services, which is a part of Florida's Department of State.

There are criminal penalties for knowingly destroying a public record, except in conformance with a retention schedule/plan that authorizes destruction of the record.

**ETHICS REQUIREMENTS FOR PUBLIC OFFICIALS**  
**PART III, CHAPTER 112 FLORIDA STATUTES**

**I. Who is Covered?**

Provisions of Part III, Chapter 112, Florida Statutes, applies to "public officers." "Public officers" includes persons "elected or appointed to hold office in any agency, including any person serving on an advisory body." Sec. 112.313(1), and 212.3143(1), Fla. Stat. Thus, PVBMSD Board members are covered.

**II. What Conduct is Regulated or Prohibited by Chapter 112?**

**A. Solicitation and Acceptance of Gifts**

Public officers and candidates for nomination or election are prohibited from soliciting or accepting anything of value to the recipient based on any understanding that the vote, official action, or judgment of the official or candidate would be influenced thereby. Sec. 112.313(2), Fla. Stat.

Things of value under this provision include, but are not limited to, gifts, loans, rewards, promised or future employment, favors and services. Such conduct essentially amounts to bribery and requires a quid pro quo.

**B. Unauthorized Compensation**

Public officers, their spouses, and minor children (but not other relatives, e.g., son-in-law) are prohibited from accepting any compensation, payment, or thing of value when the official knows or, with the exercise of reasonable care, should know that it is given to influence a vote or other action in which the official was expected to participate in his/her official capacity. Sec. 112.313(4), Fla. Stat. Examples, free trips provided by vendor or lobbyist; a "to be forgiven" loan from a vendor or lobbyist.

**C. Doing Business with One's Agency**

Sec. 112.313(3) contains two prohibitions—the first prohibits a public officer acting in an official capacity, or public employee acting in an official capacity as a purchasing agent from directing or indirectly purchasing, renting, or leasing realty, goods, services for the person's own agency from a business entity of which the person or the person's spouse or child is an officer, partner, director, proprietor, or the owner of a "material interest." "Material interest" means owning more than 5% of the total assets or capital stock of a business entity.

The second prohibition is against a public officer or employee acting in a private capacity to rent, lease, or sell any realty, goods, or services to the person's agency, or to the political subdivisions served by the person, or any agency of the political subdivision.

Exception—when the business is to be transacted through a sealed, competitive bidding process, the official's business may submit a bid and be awarded the contract. However, the official must file a conflict of interest form and not participate in the discussion or voting on the award of the contract. Neither can the official participate in the formation of the specifications for the bid. Also, transactions not exceeding \$500 in the aggregate in a calendar year may be made between an agency and the official's business. Other exceptions are listed in Sec. 112.313(12), Fla. Stat.

#### **D. Misuse of Public Position**

Public officers may not corruptly use or attempt to use their official position or any property or resource within their trust, or perform their official duties, to secure a special privilege, benefit, or exemption for themselves or another. Sec. 112.313(6), Fla. Stat. "Corruptly" is defined in Sec. 112.312(9), Fla. Stat. to mean

...done with a wrongful intent and for the purpose of obtaining, or compensating, or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with the proper performance of his or her public duties.

#### **E. Conflicting Employment or Contractual Relationship**

Section 112.313(7), Fla. Stat., prohibits a public officer (but not a candidate for office and not a relative of the public officer) from having a contractual relationship or employment with an agency or a business entity that is either subject to the regulation of, or doing business with, the officer's agency.

Examples: City Commissioner prohibited from being employed by brokerage firm if firm is selected as underwriter for one or more city bond issues; County Commissioner prohibited from employment with national brokerage firm contracting with county for underwriting services for proposed bond issue; City Commissioner employed by two city franchisees; and health authority's employee's law firm providing services to authority.

This provision also prohibits a public officer from having a contractual relationship or employment that will create a continuing or frequently recurring conflict of interest, or that would impede the full and faithful discharge of public duties.

Exception: When legislative act or local ordinance requires or allows certain public officers to engage in certain occupations or professions in order to be qualified to hold their public positions.

### **III. Reporting of Gifts**

Sec. 112.3148, Fla. Stat., regarding reporting of receipt of gifts applies to "reporting individuals." "Reporting individuals ("RI") includes all persons required to file either full or limited financial disclosures pursuant to Art. II, Sec. 8, Fla. Constitution, or Sec. 112.3145, Fla. Stat. A RI is prohibited from soliciting any gift from a lobbyist who lobbies the RI's agency, from the partner, firm, employer, or principal of such a lobbyist, or from a political committee or committee of

continuous existence, if it is for the personal benefit of the reporting individual, another RI, or a parent, spouse or sibling of the RI. Prohibition has no dollar threshold and applies to food or beverages.

Further, when not solicited, a RI is prohibited from knowingly accepting, directly or indirectly, a gift from a vendor doing business with the RI's agency, a lobbyist who lobbies the RI's agency, or directly or indirectly on behalf of the partner, firm, employer, or principal of a lobbyist, if he or she knows or reasonably believes that the gift has a value in excess of \$100.00.

Exception—when gift is given for or accepted by the RI on behalf of a governmental entity or charitable organization. All such gifts (over \$100.00 from entity of government or charitable organization) must be reported quarterly and annually. Also, gifts from relatives of the RI excluded.

Donors of gifts to RIs that are greater than \$25.00 but less than \$100.00 must report such gifts quarterly and annually, naming the recipient, describing the gift and the value thereof

#### IV. Voting Conflicts of Interest

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

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

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

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

#### **Requirements to be followed when Bd. Member has Voting Conflict—**

1. Abstain from voting on the matter.
2. Before the vote, publicly state to the nature of the conflict or interest in the matter.

3. Within 15 days of the vote, file a memorandum of the voting conflict (specified form) with the Bd. Secretary to be included with the minutes of the meeting.



**NEW  
BUSINESS  
#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Catherine Brandhorst, Vice-Chairperson  
Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 5, 2017

RE: Election of Officers 2018

---

Election of the Chairperson, Vice-Chairperson, and Secretary/Treasurer will be done under New Business #1.

Thank you.

**NEW  
BUSINESS  
#3**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

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BOARD OF COMMISSIONERS:

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Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 5, 2017

RE: Recognition of 2017 Chairperson's Service

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Our newly elected Chairperson for 2018 (which will be done under New Business #1 at this meeting) will recognize Commissioner Gary Howell for his service as Chairperson in 2017.

Thank you.



The Board of Commissioners of the  
**ANASTASIA MOSQUITO CONTROL DISTRICT**  
of St. Johns County, Florida

Would like to recognize and thank:

**Mr. GARY HOWELL**

Chairperson: January 1, 2017 - December 31, 2017

In recognition of your hard work,  
dedication, and commitment to the  
Board members, employees, and the  
“Mission and Goals” of AMCD,  
in serving as Chairperson in 2017.

**NEW  
BUSINESS  
#4**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Vivian Browning, Vice-Chairperson  
Catherine Brandhorst, Secretary/Treasurer  
Jeanne Moeller, Commissioner  
Janice Bequette, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 8, 2018

RE: Discussion on FMCA Tallahassee Legislation Meeting

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The FMCA Tallahassee Legislation Meeting is being held February 5-6, 2018. Commissioner Moeller will lead a discussion on items to be shared and discussed.

Thank you.

# REPORTS



## The Director Report (December, 2017)

### Program Management:

1. Customer and Professional Service: District provided 27 service requests on the island due to salt marsh mosquito emerging. Dr. Xue reviewed adulticide & ULV manuscript for JAMCA, dengue outbreak for PLoS One at the editors requests.
2. Surveillance: We stopped sentinel chicken bleed by the end of November. So far, one SLE sentinel chicken, Tocoí Terr in June, and one WNV chicken in DuPont Center in November were conformed. Two travel-related Zika human cases and one travel-related Dengue human case have been reported in 2017. We continue using BG sentinel traps to monitor *Aedes* mosquito population.
3. Operation control: Due to warm weather, larviciding and adultciding are continuing, especially salt march mosquitoes.
4. Applied Research: Continue laboratory study about vaporizing insecticides and field *Aedes* population detection. Start to data analysis and write reports and manuscripts. Annual program report has been done almost.
5. Education: Dr. Xue and Dr. Dixon attended UF/FMEL mosquito ecology workshop. 15<sup>th</sup> workshop program has been started to work on.

### Business Management:

1. Board of Commissioners: Staff prepared for December Board meeting with documentations and January Board books with documentation due to holiday shut down.
2. Budget & Auditor: Staff provided quarter budget analysis and provided all documentations to Auditor for auditoria inspection.
3. Policy: Staff update the Director's performance evaluation policy after the Board approved.
4. Insurance: Health, dental, and life insurances have been approved by the board and all paper works have been done.
5. Contract: AMCD and State Park's arthropod agreement has been updated and will present it to the Board for approval at sometimes next spring. Construction contract's errors have been corrected and approved by the Board.
6. Inventory: Annual physical inventory has been approved by the board.
7. HR. Mr. David Strickland received 20 year service appreciation. Ms. Cathy Hendricks and Mr. John Allen received 15 year service appreciations, Ms. Charolette Hall and Mr. Scott Hanna received 10 year service appreciations. Mr. Morgan Duett, Ms. Dean Autry, and Ms. Charolette Hall received the management choice awards.

### Business Meeting:

Dec 4. PM. Administration group meeting about Board book preparation.

Dec 5. 8am. Insurance committee meeting about pre-tax program.

Dec 6. 8am. Met Mrs. Gaines and others about biologist conflict and arthropod agreement. AM. Met Central Life representative and PM. Met Commissioner Mrs. Moeller about FMCA Dodd short course speakers.

Dec 7. Check Board books and PM leave for UF/FMCA workshop.

Dec 8-9. Attended FMCA workshop about mosquito ecology.

Dec 11. AM. Met Commissioner Mrs. Moeller about agenda

Dec. 12. Met Commissioner Mr. Howell about agenda.

Dec 13. 9am. Attended AMCD and USDA/CMAVE collaboration meeting. 11am. Met Dr. Kaufman about student tuition. PM. Tele conversation with Commissioner LeBlanc about agenda.

Dec 14. Attended District Christmas lunch and held al employee meeting about appreciation. During lunch , I met Commissioner Mrs. Brandhorst about droplet test next year. 5pm. Met Commissioner Mrs. Rock about agenda.

Dec. 15. Process and schedule all items approved by the Board and proposed for January Board meeting agenda.

Dec 18. Met Commissioner Mr. Howell about FMCA fly-in and other items.

Dec 19. 9am Met health insurance agent. 2pm. Held monthly staff meeting. 4pm. Attended health training.

Dec. 20. Reviewed 3 papers for JAMCA, PLoS One, and a student paper.

Dec 21. Check board books and all facility for security and safety before holidays.

# Task Time Summary

From Date : 12-01-2017

To Date : 12-20-2017

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	582:07 hrs	105	2792:10 hrs
Adulticide	03:00 hrs	3	
AM Briefing	88:23 hrs	105	
Annual Leave	157:45 hrs	33	
Assist	06:05 hrs	2	
Building & Grounds Work	434:16 hrs	97	
Chicken Program	03:47 hrs	2	
Computer Repair	20:12 hrs	10	
Daily Paperwork	20:42 hrs	62	
Field Experiment	69:15 hrs	24	
Fish Program	00:50 hrs	1	
Fog Mission Serv Req	00:15 hrs	1	
Hand Adulticide	10:10 hrs	10	
Insectary	105:30 hrs	18	
Inventory	26:31 hrs	13	
Lab Experiment	06:00 hrs	3	
Larvicide	81:57 hrs	67	
Leave Without Pay	04:00 hrs	1	
Mechanics Time	163:51 hrs	19	
Meeting	114:50 hrs	67	
Mosquito Pooling	12:00 hrs	3	
Mosquito Trap BG	27:11 hrs	63	
Mosquito Trap ID	11:30 hrs	3	
Mosquito Traps Misc	36:03 hrs	10	
Produce Papers & Programs	212:45 hrs	69	
Public Relations	22:00 hrs	6	
Resupplying Trucks	09:25 hrs	23	
Sick Leave	87:30 hrs	14	
Sick/Personal Leave	08:00 hrs	1	
Site Inspect	281:37 hrs	159	
Source Reduction (tires)	04:05 hrs	3	
Supervisory	124:00 hrs	24	
Training Classroom	16:30 hrs	4	
Travel	21:00 hrs	10	
Trim Trails	04:30 hrs	1	
Vehicle Maintenance	14:38 hrs	13	