Anastasia Mosquito
Control District
of St. Johns County

District Board Meeting
JANUARY 10, 2019
Thursday at
5:00 P.M.
Invocation and Pledge: Commissioner Howell

Ceremony: Oath of Office/Swearing in of Commissioners - Mrs. Trish Becker and Mrs. Jeanne Moeller ~ Mr. Wayne Flowers

Consent Items: APPROVAL OF:
1. Treasurer's Report
2. Vouchers (Cancelled Checks)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, December 13, 2018 at 5:00 P.M.
5. 2019 Committee Member List
6. Surplus Property FY 18/19
7. Waste and Recycle Service
8. Budget Amendments

Unfinished Business:
1. 2018 Collaboration Projects & Visiting Scientists Projects Report ~ Dr. Rui-De Xue (10 min)
2. Discussion on Major Work Plan for the Next 5 Years ~ 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 2018 Chairperson’s Service ~ New Chairperson (10 min)
4. New Commissioners' Statement, Commissioner Trish Becker

Reports
1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY
1. None
CEREMONY
I, Jeanne Moeller, do solemnly swear (or affirm) that I will support, protect, and defend, the Constitution and Government of the United States and of the State of Florida, that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of the Anastasia Mosquito Control District Commissioner, on which I am now about to enter. So help me God.

__________________________  1-10-19
(Signature)  (Date)

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Sworn and signed before me by ________________________________, who is personally known to me __ or who has produced __________________ identification. In witness whereof I have hereunto set my hand and official seal this ______ day of __________________, 2019.

__________________________
(Notary Signature)

Notary Public State of Florida.
My commission expires:
I, Panagiota Becker, do solemnly swear (or affirm) that I will support, protect, and defend, the Constitution and Government of the United States and of the State of Florida, that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of the Anastasia Mosquito Control District Commissioner, on which I am now about to enter. So help me God.

/1-10-19/
(Signature)  (Date)

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Sworn and signed before me by ________________________________, who is personally known to me __ or who has produced ______________ identification. In witness whereof I have hereunto set my hand and official seal this ______ day of __________________, 2019.

__________________________
(Notary Signature)

Notary Public State of Florida.
My commission expires:
TO: Board of Commissioners  
FROM: Dr. Rui-De Xue, Director  
CC: Charolette M. Hall, Administrative Assistant  
DATE: December 4, 2018  
RE: Treasurer’s Report and Vouchers, Chemical Inventory, and Budget Amendments will be on the Board Table in January.

Due to the Board Books going out December 20, 2018 (as staff will be out the first week in January when Board Books would normally go out for the January 10, 2019 Board meeting) the Treasurer’s Report and Vouchers for December 2018, the Chemical Inventory for November 2018, and the Budget Amendments will be completed upon our return January 7, 2019 (as they need to be done after December 31st in order to obtain complete information and numbers) and will be put on the Board table for the January 10, 2019 Board meeting.

Thank you.
The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, December 13, 2018, at 5:00 P.M.

Board members in attendance:
- Mr. Gary Howell, Chairperson
- Mrs. Gina LeBlanc, Vice-Chairperson
- Mrs. Jeanne Moeller, Commissioner
- Mr. Don Girvan, Commissioner

Absent:
- Mrs. Catherine Brandhorst, Commissioner (Ill)

Also in attendance:
- Dr. Rui-De Xue, Director
- Mr. Wayne Flowers, Attorney
- Mr. Don Lohr, Herbie Wiles Insurance
- Mr. Bill Youker, Harrell Construction Co., Inc.

NOTE: Commissioner Jacqueline Rock resigned as of December 2, 2018. New Commissioner Mr. Don Girvan was appointed by the Agricultural Commissioner on December 7, 2018.

Chairperson Howell called the meeting to order.
Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

CEREMONY: Oath of Office (Swearing In) of newly Appointed Commissioner.
  > Attorney, Mr. Wayne Flowers administered the Oath of Office (Swearing in) of our newly appointed Commissioner, Mr. Don Girvan, who was appointed by Commissioner of Agriculture Adam Putnam, effective December 7, 2018. Mr. Girvan commented that this is an honor and something he had a great interest in for a long time and that he will contribute to the best of his ability and thanked all.

Roll Call: Chairperson Howell noted ~ All were present with the exception of Commissioner Brandhorst

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 LeBlanc
   - 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
   - Seconded by: Commissioner LeBlanc
   - 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 18, 2018 at 5:00 PM
5. AMCD Apartment Lease Agreement
6. Reclassify Pilot Job Description, from Non-Exempt to Exempt

UNFINISHED BUSINESS:

Item 1: APPROVAL OF COMMITTEE RECOMMENDATION FOR HEALTH, DENTAL, AND LIFE INS. ~ Mr. Don Lohr, Herbie Wiles Insurance Company

Mr. Don Lohr stated that we received a nominal rate change on the Florida Blue medical plan, just over 2%, and that he shopped the market to do due diligence. The Health Insurance Committee reviewed the plans and made the recommendation as presented to keep the same insurances as last year with the nominal rate change.

A. A motion was made to approve the health, dental, and life insurance package recommendation as presented.
   - Motioned by: Commissioner Moeller
   - Seconded by: Commissioner Girvan
   - VOTE: Accepted unanimously by all commissioners
   - MOTION PASSED UNANIMOUSLY

Item 2: 8 ACRE PARCEL AND RESEARCH PROPERTY CONSTRUCTION PROJECT UPDATE ~ Mr. Bill Youker, V.P., Harrell Construction Company, Inc.

Mr. Youker stated that building 400 (alternative housing) was close to being done and they are just waiting on the St. Johns County's Building Department to review the As-Built; Building 500 (insectary/labs and greenhouses) is being permitted next week; Building 700 (chicken house) is up and closed in and just needs doors and A/C; Building 800 (chemical storage/general warehouse/2 labs with wind tunnel and droplet testing) is up, closed in, and already has the electrical and A/C installed; the helicopter hangar is permitted and the slab poured, they started erecting the steel yesterday. Everything should be wrapped up by February 2019. There is a waste issue with St. Johns County on the chicken house and they are trying to get the Health Department to allow a separate septic system for the chicken waste.
   - THERE WAS NO MOTION ON THIS ITEM
NEW BUSINESS

Item 1: 70th ANNIVERSARY (2019) DISCUSSION AND APPROVAL OF PLAN TO HOLD A CELEBRATION
~ Dr. Rui-De Xue

Dr. Xue stated AMCD was created in November 1948 when voted on by the people, it covered 17 square miles, the operations actually started April 1949 and 2019 will be 70 years. We would like to use this opportunity to promote public education: January some local clubs may come to take a tour, January 23, 2019 the Florida Coordinating Council for Mosquito Control meeting will be hosted here and they will tour our facility; February 26 to March 1, 2019 the AMCA meeting is in Orlando and some will come to here for a tour; March 26-28, 2019 is the AMCD Workshop with 8 international attendees; March 26, 2019 will be a ceremony before the start of the Workshop; June 24-28, 2019 is National Mosquito Control Awareness week and we plan to hold an Open House; 3 interns and 3 visiting scientists plan to join us next year and will join the celebration; Dr. Xue and Commissioner Moeller encouraged the FMCA to hold their November 17-20, 2019 meeting in St. Augustine at the Embassy Suites, hosted by AMCD. Dr. Xue requested approval of a $3,000 budget for the 70th Anniversary celebration and Open House.

A. A motion was made to approve a budget of $3,000 for the 70th Anniversary Celebration and Open House in 2019.
   o Motioned by: Commissioner Moeller
   o Seconded by: Commissioner Howell
   o VOTE: Accepted unanimously by all commissioners
   o MOTION PASSED UNANIMously

Item 2: INTERN STUDENTS TRAINING (Ppt) ~ Ms. Molly Clark

The Intern Student program encourages scientific and non-scientific interns in Research and Education. Over the years, AMCD has had 53 interns since the beginning of the program; the interns have written manuscripts and publications on their internship here. In 2018 we had interns Morgan Smith (Rotator Traps), Parker Brown (oviposition in Bromeliads for Aedes aegypti), Catherine Chase (Wolbachia for vector control), Courtney Cunningham (SIT), Lagan Mullin (SpringStar Autocidal Gravid Ovitrap), Dillon Streuber (Attractive Toxic Sugar Baits), Nicholas Acevedo (DynaTrap & CDC Light Trap), and Caroline Blunck (Wolbachia in wild mosquitoes). The benefits of the intern program supports AMCD's mission, trains future mosquito control professionals, receiving outside funding through grants, adds materials and equipment to AMCD and it benefits employee training. We budgeted for two interns in 2018 but we only used the budget for one as the rest was grant funded.

   o THERE WAS NO MOTION ON THIS ITEM

Item 3: AGO COLLABORATING PROJECTS REPORT ~ Dr. Daniel Dixon

Dr. Dixon explained the AGO Project. Last year this project, with SpringStar, showed the community acceptance was good, the overall project did not show overall reduction of the Aedes mosquitoes. This year there were over 1600 traps deployed (last year was approximately 600), there were three sites with a control and a treatment area on each site with 5 AGO traps per home on the treatment areas, along with them were 24 sentinel AGO traps for each control area; 97% of the traps caught non-targets. A final thought was that the AGO Traps may have the potential for pest control because they did capture non-target pest species, roaches, flies, ants, biting midges, etc. and the community liked having the traps. Dr. Xue stated we received $120,000 and 3,000 traps from SpringStar to do the experiment, as well as training; the value of the project was $240,000.

   o THERE WAS NO MOTION ON THIS ITEM
Item 4: APPRECIATION FOR COMMISSIONER BRANDHORST (Two terms 2011 through 2018) –
Chairperson, Commissioner Howell

➢ As Commissioner Brandhorst was absent, Commissioner Howell read the plaque of appreciation for her as a Commissioner from 2011 through 2018. He assured everyone that we would get the plaque delivered to her.

○ THERE WAS NO MOTION ON THIS ITEM

REPORTS:

1. Director ~ Dr. Xue reported the arbovirus activity for the whole year of 2018: 2 positive horses for EEE, (1 in January and 1 in June), 39 positive sentinel chickens for EEE, 43 positive sentinel chickens for WNV, and 1 sentinel chicken positive for HJ, and there were no locally transmitted human cases in 2018. Mosquito Control Technician, Mrs. Dean Autry received the CDC Scholarship for the Dodd Short Courses for January 2019; in 2018, in Orlando, Mosquito Control Technician, Mrs. Carlye Tulley received CDC funding for the Dodd Short Courses; Mr. Christopher Bibbs, Biologist, received a full scholarship for his work and from AMCA, FMCA, Entomological Society of American and Florida Entomological Society, he joined the student competition and won. Biological Technician, Mr. Joseph D’Amato, resigned for a civilian position in the Navy. Merry Christmas - Happy New Year.

2. Attorney ~ Mr. Flowers stated that Amendment 12 (on Ethics in Government) approved by the voters in November – may have an impact on this Board. Ethical provision of Chapter 112, this amendment extends revolving door provisions – it applies to special district Board members funded by ad valorem taxes. Two provisions: 1) Lobbying other agencies or boards - public officers shall not lobby for compensation on issues of policy, appropriations or procurement during their term of office, which goes into effect, Dec. 31, 2022. 2) Lobbying this Board, public officer shall not lobby for compensation on issues of policy, appropriations, or procurement for a period of 6 years after vacation of public office, which goes into effect Dec. 31, 2020. Also there was another section that provides that a public officer shall not abuse his/her public position in order to obtain a disproportionate benefit for himself/herself, spouse, children, or employer or for any business in which he/she contracts, in which he/she is an officer, partner, director, proprietor, etc.

COMMISSIONER COMMENTS:

Commissioner Girvan ~ has seen in the last 10 years, a tremendous amount of improvement and growth here at AMCD and is glad to be here.

Commissioner Moeller ~ suggested that we put up a sign at County Road 208 and Agricultural Center Drive, as well as one at Agricultural Center Drive and EOC Drive, as many people get lost and can’t find us. Legislative Committee for FMCA is working to change wording in 5E/13-8 and also looking at changes on how to allocate the money. February 5, 2019 at the Dodd Short Course, is the Commissioner’s Caucus with many speakers, including our attorney, Mr. Flowers. Also looking to attempt to open Chapter 388 to the legislature in March 2019, and when Lobbying in Tallahassee, we need to be on point. The luncheon today was delicious and hopes everyone has a very Merry Christmas.

Commissioner Howell ~ we need to let the new Governor know we have diseases and get in touch with them, let them know what we do and encourage them to work with us to accomplish our goals. We work for what’s best for the people of St. Johns County.
Commissioner Brandhorst ~ Absent

Commissioner LeBlanc ~ thanked the staff and wished everyone a Merry Christmas.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:22 P.M.

ATTEST

Chairperson, Commissioner Gary Howell

Vice-Chairperson, Commissioner Gina LeBlanc

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.
AMCD's COMMITTEE MEMBERS (2019)

Committees provide excellent assistance to the Board and the District Director to run AMCD business. Each committee includes one (1) Coordinator/Chair and five to seven (5-7) members. The committees benefit from communication between Commissioners and office staff, supervisors and employees. The Board member and District Director can join each committee meeting without being a committee member. However, no two Board members are allowed to attend the same committee meeting without public notice based on the Sunshine Law. The Director will help the Committee Chair to schedule / prepare the Agenda and documentation for each committee meeting. The committee members can collect and present citizens and employees opinions and responses concerning certain items and make recommendations and suggestions to the Board and Director for consideration. Each committee may hold a meeting every six (6) months. The members in certain committees may be rotated every two to three (2-3) years.

1. PLANNING COMMITTEE:
   Commissioner: Mrs. Gina LeBlanc (Chair)
   Director: Dr. Rui-De Xue
   Biologist: Mr. Christopher Bibbs
   Data Manager: Mr. Richard Weaver
   Operations Manager: Mrs. Marcia Kay Gaines
   Supervisor: Mr. Athan Tom Columbus

2. FINANCIAL / AUDIT COMMITTEE:
   Commissioner: Mr. Don Girvan (Chair)
   Director: Dr. Rui-De Xue
   Accountant: Mr. Scott Hanna
   Data Manager: Mr. Richard Weaver
   Administrative Assistant: Ms. Charolette M. Hall
   Operations Manager: Mrs. Marcia Kay Gaines

3. OPERATIONAL COMMITTEE: (Ground/Aerial)
   Commissioner: Mr. Gary Howell (Chair)
   Director: Dr. Rui-De Xue
   Supervisor: Mr. Athan Tom Columbus
   Operations Manager: Mrs. Marcia Kay Gaines
   Data Manager: Mr. Richard Weaver
   MC Technician: Mr. David Strickland

4. EDUCATION COMMITTEE:
   Commissioner: Mrs. Trish Becker (Chair)
   Biologist: Mr. Christopher Bibbs
   Education Specialist: Ms. Molly Clark
   Operations Manager: Mrs. Marcia Kay Gaines
   MC Technician: Mrs. Dena Autry
   MC Technician: Mr. Patrick Kendrick
5. **APPLIED RESEARCH COMMITTEE:**
   Commissioner: Mrs. Jeanne Moeller (Chair)
   Data Manager: Mr. Richard Weaver
   Biologist: Mr. Christopher Bibbs
   Education Specialist: Ms. Molly Clark
   MC Technician: Ms. Dena Autry

6. **SAFETY COMMITTEE:**
   Data Manager (& Safety Coordinator): Mr. Richard Weaver (Chair)
   Operations Manager: Mrs. Marcia Kay Gaines
   Supervisor: Mr. Athan Tom Columbus
   MC Technician: Mr. Ricky Stockley
   MC Technician: Mr. John “Freddie” Allen

7. **EMERGENCY RESPONSE COMMITTEE**
   Operations Manager: Mrs. Marcia Kay Gaines (Chair)
   Supervisor: Mr. Athan Tom Columbus
   Data Manager: Mr. Richard Weaver
   Biologist: Mr. Christopher Bibbs
   Administrative Assistant: Ms. Charolette M. Hall
   Education Specialist: Ms. Molly Clark
TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director and Richard Weaver, Data Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: December 18, 2018

RE: Approval of Surplus Property 2018-2019

Based on the District’s policy and the supervisor’s and mechanic’s recommendations, we would like to recommend the Board approve the following items to be surplussed:

Please see attached spread sheet.
# FY 2018/2019 Surplus Inventory

## OFFICE FURNITURE

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## OFFICE EQUIPMENT

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## LAB EQUIPMENT

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<td>1250</td>
<td>100.00</td>
<td>04</td>
<td>Fisher Scientific Transillum FAIR</td>
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<td>1258</td>
<td>$200.00</td>
<td>05</td>
<td>Freezer -80 degrees FAIR</td>
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## VEHICLES

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<tr>
<td>1346</td>
<td>$500.00</td>
<td>09</td>
<td>Max II ATV &quot;Duck&quot; amphibious vehicle (no transmission) POOR</td>
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<tr>
<td>1341</td>
<td>$4,000.00</td>
<td>09</td>
<td>Ford F150 4X4 pickup truck, 110,761 miles FAIR</td>
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<tr>
<td>693</td>
<td>$25.00</td>
<td>83</td>
<td>Spirit utility trailer POOR</td>
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<tr>
<td>964T</td>
<td>$25.00</td>
<td>N/A</td>
<td>Utility trailer POOR</td>
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<tr>
<td>1320</td>
<td>$1,746.00</td>
<td>07</td>
<td>Jeep Liberty 4X4 114,699 miles FAIR</td>
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## TIRES

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## ULV/ LARVICIDING EQUIPMENT

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<td>Monitor IV POOR</td>
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<td>Long Ray E-Fogger (Gray, vacuum type) POOR</td>
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<td>Larvicide unit with MFC pump POOR</td>
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<td>Frame of homemade adulticide unit POOR</td>
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<td>Custom built adulticide unit FAIR</td>
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<td>Custom built larvicide unit FAIR</td>
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<td>Solo 450 Back Pack sprayer FAIR</td>
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<td>Solo 450 Back Pack sprayer FAIR</td>
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<td>Maruyama back pack sprayer (with extra tank) FAIR</td>
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<td>Maruyama back pack sprayer (with extra tank) FAIR</td>
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<td>Stihl back pack sprayer FAIR</td>
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## EQUIPMENT & TOOLS

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<td>$5.00</td>
<td>N/A</td>
<td>Stihl 026 chain saw POOR</td>
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TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director and Kay Gaines, Operations Manager
CC: Charolette M. Hall, Administrative Assistant
DATE: December 19, 2018
RE: Approval of Waste and Recycle Service

The District requested quotes for waste and recycle service, due to the increasing monthly charges of the current company which is Republic Services.

The District has received three quotes for waste service (picked up weekly, however, all fees are monthly):

- **(Current Company) Republic Services** $125.00 waste and $52.00 recycle and unknown dollar amount for Environmental Fees. - TOTAL **$177.00** plus the Environmental fee.

- **Waste Pro**: they only proposed $100.80 for each dumpster, a $3.00 fee for paper billing and an unknown dollar amount for Environmental Fees. TOTAL **$201.60** plus the Environmental fee.

- **Advanced Disposal**: $75.00 waste, $60.00 recycle and $14.94 for a St. Johns CTY Franchise + CBIC fee. TOTAL **$149.94**

Please see attachments for other bid information.

We would like the Boards approval on our recommendation to use Advanced Disposal as AMCD waste and recycle service.

Thank you.
SALESPERSON #AR FEL X RELX ROL_

SERVICE AGREEMENT

CUSTOMER #: New Account X Service Increase
Rate Increase Rate Decrease

CUSTOMER MASTER/BILLING INFORMATION
LEGAL NAME: ANASTASIA MOSQUITO CONTROL DISTRICT
ADDRESS LINE 1: 120 EOC DRIVE
ADDRESS LINE 2:
CITY: ST AUGUSTINE STATE: FL
ZIP CODE: 32082 PHONE: 804.471.3107
FAX: (___) - ____ - ____
EMAIL: GAINESAMC@BELLOUTH.NET
CONTACT NAME: KAY GAINES

SITE #: Service Decrease Cancel
Other Reason Code NP

SITE MASTER MAINTENANCE/SERVICE LOCATION
NAME: ANASTASIA MOSQUITO CONTROL DISTRICT
ADDRESS LINE 1: 120 EOC DRIVE
ADDRESS LINE 2:
CITY: ST AUGUSTINE STATE: FL
ZIP CODE: 32082 PHONE: 804.471.3107
FAX: (___) - ____ - ____

EFFECTIVE DATE: 3/1/2019

THE CHARGES SHOWN ABOVE ARE BASED UPON THE FOLLOWING

SERV # SERV TYPE QTY CONE SIZE COMPL VYN ON CALL VYN FRQ EXTRA PICK UP / HLR RATE DISPOSAL CHARGE MONTHLY CHARGES
NEW
F1 1 4 YARD N N 1X $139.00 $75.00
C2 2 5  N N 1X $139.00

OLD

OTHER CHARGES: ST JOHN'S CSY FRANCHISE + CBIC
Fuel Fee: Environmental Fee and Administrative Fee as shown on invoice
$0 Per Container per Delivery or Pickup

TOTAL MONTHLY: $149.94

This Service Agreement ("Agreement"), together with the Terms and Conditions set forth herein, is a legally binding contract between Contractor and Customer, and the individuals executing this Agreement have all power and authority to do so.

Advanced Disposal Services Jacksonville, LLC
("Advanced")

By:
Print Name: ANNE RAE

ANASTASIA MOSQUITO CONTROL DISTRICT
("Customer")

By:
Print Name: 

RATE GUARANTEE FOR ONE YEAR
EACH YEAR AFTER, NO MORE THAN A 3% INCREASE PER YEAR

TERMS AND CONDITIONS

SERVICES. Customer grants to Contractor the exclusive right to collect and dispose all of Customer's Waste Materials (as defined below) at Customer's expense, in accordance with the terms and conditions of this Agreement. Contractors' collection and delivery frequency and time of Collection may be agreed to orally or in writing.

TERM. The Initial Term of this Agreement is 5 years commencing on the Effective Date and shall automatically renew thereafter for successive 5-year terms (each a "Renewal Term") and together with Initial Term, the "Term"). Unless either party gives written notice of non-renewal (via certified mail) to the other at least 60 days but not more than 120 days prior to the expiration of the then current Term. If Customer terminates this Agreement other than as provided above or if Contractor terminates due to Customer's breach (including nonpayment), Customer shall pay to Contractor liquidated damages in an amount equal to the average of the Customer's invoices for the prior 6 months multiplied by 6, or if Customer has not been serviced for 6 months, an amount equal to Customer's most recent monthly charge multiplied by 6. If Customer no longer requires services solely due to the discontinuance or relocation of its business outside of Contractor's service area, then Customer may terminate this Agreement by providing 60 days' prior written notice (via certified mail) and paying Contractor all amounts due up to termination.

EQUIPMENT. All equipment furnished to Customer or used by Contractor ("Equipment") shall remain Contractor's exclusive property and shall be used only for the purposes intended by this Agreement. Customer shall not encumber, make alterations to, move or allow others to move the Equipment without Contractor's approval. Customer shall not overload the Equipment (by weight or volume) and if Contractor is assessed an overweight fine, Customer shall reimburse Contractor for the costs of such fine. Customer shall pay an extra yardage and pickup fee for Waste Material not properly contained and any fees for contaminated recyclables. Customer shall maintain the Equipment and surrounding areas in a clean manner to enable Contractor to service the Equipment safely and efficiently. Customer shall secure the Equipment at all times to prevent unauthorized access and accepts sole responsibility for all losses and damage related to the Equipment, normal wear and tear excepted.

(Additional Terms And Conditions Are Shown On The Following Page)
December 19, 2018

Anastasia mosquito control
120 ECO Dive
Saint Augustine, Fl. 32086

Dear Kay Gaines

I would like to take this opportunity to introduce you to our Company. We are Waste Pro of Florida, Inc. We have been in the waste removal industry in Florida for over 30 years, but have just recently committed to servicing the North Florida area. We have divisions in the Jacksonville, St. Augustine and Palm Coast marketplace and offer a wide range of service options that include, 4 yard to 100 yard containers and trailers. We also provide C&D Grapple service that is real convenient for residential track homebuilders. Our company also provides all types of solid waste and recycling programs customized to your needs.

The importance of finding good customers is just as important as finding quality vendors. Vendors with a solid background in their field, who will help you solve problems, address important business needs, and achieve your goals with lower costs and without the sacrifice of quality service. In today’s economic environment, reducing costs is an enormous benefit for any operation.

I am writing you today because I would like to ask that you consider Waste Pro of Florida, Inc. for your recycling, construction debris and waste removal company. We are a vendor with knowledge of our business that will assist in giving you consistent, reliable, and comprehensive debris and waste removal services.

In closing, I would like to thank you for your time. If you should have any questions, or should you need further information please do not hesitate to contact me on my cell (386)937-4432 Again, thank you for your time. We hope to be working with you in the near future on your debris and waste removal needs. A service proposal has been included for your review.

Sincerely,

Nancy Finley
**INVOICE TO**

CUSTOMER: ANASTASIA MOSQUITO CONTROL OF

ATTN: Kay Gaines

ADDRESS: 120 ECC DR

CITY: ST AUGUSTINE, FL

STATE: FL

ZIP CODE: 32092-0027 TEL NO. (904) 471-3107 FAX NO.

**SITE LOCATOR**

SITE: ANASTASIA MOSQUITO CONTROL OF

ADDRESS: 120 ECC DR

CITY: ST AUGUSTINE, FL

STATE: FL

ZIP CODE: 32092 TEL. NO. (904) 484-7331 FAX NO.

AUTHORIZED BY: Kay Gaines TITLE

CONTACT: Kay Gaines TITLE MANAGER

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**TERMS AND CONDITIONS**

SERVICES. Customer grants to Company the exclusive right to collect, transport, and dispose of or recycle all of Customer's non-hazardous solid waste materials (including Recyclable Materials) (collectively, "Waste Materials"), and Company agrees to furnish such services as permitted by law.

TERM. THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE ON WHICH SERVICE UNDER THIS AGREEMENT COMMENCES AND CONTINUE FOR 36 MONTHS. THEREAFTER, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 36-MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN-CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.

WASTE MATERIALS. The Waste Materials shall not contain any hazardous materials, wastes or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). CUSTOMER SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS COMPANY FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, SUITS, PENALTIES, FINES, REMEDIATION COSTS, AND LIABILITIES (INCLUDING COURT COSTS AND REASONABLE ATTORNEYS' FEES) ("COLLECTIVELY, "LOSSES") RESULTING FROM THE INCLUSION OF EXCLUDED WASTE IN THE WASTE MATERIALS.

TITLE. Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall not at any time pass to Company.

CONTINUED ON NEXT PAGE
2018 AMCD Collaboration Projects and Visiting Scientists & Their Projects

Benefits to AMCD
- Exchanges knowledge & ideas, efficiency (funding, labor & material), work habits, successful acculturation and integration

Collaboration Projects
1. S/F release on Anazao Island, S/G/USAID (DACs fund): Continue
2. AGID with Sprygar (Herf Fund): Done
3. Wolbachia ethiopiana mosquito release (ODC & MosquitoHater fund): Continue
4. Adulticiding and non-target impact: UF, Gamership Mosquito Control (DACs fund): Continue
5. Vaporizing insecticides and spatial repellents, T/F, MEC, Lampsight farms (DACs, MEC, & Lampsight fund)
6. Attractive Task: Sugar, Bar & Bar Sticha (MCC, CDC/SEVd fund)
7. Efficacy & impact factors of USV application & equipment (Sway & American Longray fund)
2017-2018 Agreements & MOUs (Applied Research & Education)

- Merck's MOU for CDC grant about Volvovellis ($61K in 2018, $38K in 2019).
- Non-profit impact of Adult Malaria ($47K in grant through UF, 2018-2019).
- Valsan's MOU for national businesses ($34K in grant through UF, 2018-2019, $34K in grant provided by campaign $54K in 2017 & $34K in 2018 for each project).
- ACHQ/CDC/MED (CDC, MOU) between AMCD & Zeppel Fong; International Travel Health at UF, TOU (between AMCD & Qatar, South Asia).
- Almadinah Training Hub (Oslo) ($9K in 2017).
- Previous NIH funded grant ($150K in 2016).

Dr. Gunter Muller, Adjunct Vector Ecology at AMCD

From: University of Bamako, Mali
Position: Professor
October-November, 2018
Projects: Field evaluation of ATU stations against Aedes aegypti (N./A), Abou (SOA) reduction
Fund Resource: IVCC

Dr. Hussein Sanchez Arroyo
From: Chiang Mai University, Thailand
Position: Professor of Urban Entomology
September 2018-August 2019
Project: Adulticides and its impact on honey bee (Labatory bioassay for honey bees have been done twice, field experiments)
Fund Resource: UF and IDEAS grant

Laboratory bioassay of 4 adulticides and field testing of Bactracin (Laboratory bioassay for honey bees have been done, twice, field experiments)

Dr. Emad Khater
From: Ain Shams University, Egypt
Position: Associate Professor
September-November, 2018
Project: Spatial repellent & resistance, new trap evaluation
Fund Resource: Srin University & UAEC
Major results: MetabSodium did not improve the contact of resistance strains of mosquitoes
Hui Liu, Institute of Diseaes Vector Control & Disinfection, Jiangsu CDC

From: Jiangsu CDC, Nanjing
Position: Research Assistant Professor
May-July 2018
Project: AGO with lure evaluation
Fund source: Jiangsu CDC and partial Springstar
Major results: BG Lure addition increase control of host-seeking mosquitoes (published in JVE)
Mrs. Kathy Shirley, Science Teacher

June 2018
Project: Natural insecticide efficacy (dust) against adult mosquitoes
Funding source: AHC2D

Nature-Cide Field Tests: The Effect of Distance and Dilution on Adult Mortality

<table>
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<tr>
<th>Distance &amp; Dilution</th>
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<th>0.06% June 27</th>
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<tr>
<td>Impact Averages</td>
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</tr>
</tbody>
</table>

Judy Zhu, Department of Vector Control and Disinfection, Wuxi CDC

From: Wuxi CDC
Position: Department Director
August-October 2018
Project: AGO and its effectiveness: AGO evaluation
Funding source: Wuxi CDC, and porcine Springfield
Results: CO2 & BG lure increase collection and modified AGO with lan increase collection
Results and Discussion

Shawn Shi, Department of Disease Control, Wuxi CDC

From Wuxi CDC
Position: Department Deputy Director
August 2018
Project: A new rotated traps evaluation
Fund resource: Wuxi CDC and American company

Test Site and Lure
- Test site nearby a repair shop
- BG lure
- Dry ice

Results and Discussion

- The results for total mosquito numbers indicate significant differences among 12 time period groups (p<.001, p<.05)
- Further comparison through LSD-test confirmed significantly higher mosquito numbers during the hours of 7-9pm and 1-3am
Acknowledgement

Thank you to the funding agencies and organisations.
Thank you to the Board of Commissioners and Applied Research Committee's support.
Thank you to all staff and employers' assistance.
Thank you to all visiting scientists, collaborators and organisations.
Thank you for your attention.

Questions?
UNFINISHED BUSINESS
#2
TO: Board of Commissioners  
FROM: Dr. Rui-de Xue, Director  
CC: Charolette M. Hall, Administrative Assistant  
DATE: December 4, 2018  
RE: Major Work Plan for the Next 5 YEARS

Dear Board members:

I would like to propose the following major work plan (outline) for the next 5 years, for discussion and input. After your input, we will develop a detailed work plan and bring the plan back to the Board for consideration and approval. Thank you for your support.

**Major Work Plan for the Next 5 Years**

1. **70 Year Anniversary Celebration in 2019**: The purpose of this is to promote public relations and education about the importance and significance of mosquito control and to review the accomplishments and achievements of AMCD’s contribution to the county’s quality of life in the past 70 years. Budget for this is $3,000.

2. **To finish all facility construction and equipment installations in 2019**: The budget for this is in the 2018-2019 budget already. The purpose of this is to have a modern and state of the art facility in order to qualify to apply for the Good Lab Practices and Certification.

3. **To start operational running of the aerial program from March 6, 2019**: The budget for this is in the 2018-2019 budget already.

4. **To plan for the application for the Good Laboratory Practice (GLP) and evaluation and certification, 2019-2023**: The budget for this is $5,000 per year for 5 years for a total of $25,000.

5. **To build a Disease Vector Museum in 2020-2021**: The budget for this will be $350,000. The purpose is to promote public education about prevention and control of vector-borne diseases.

6. **District Expansion**: This is to provide service for the whole Nocatee area, Flagler Estates, and partial State Road 13 in Putnam County for a multicounty service in 2021-2023. The budget for this is $12,000 ($4,000 per year). After the multicounty service, we may consider changing the District’s name to “The Northeastern Florida Mosquito Control, Education, and Research Center” after 5 years, if necessary.
Other Major Plans for 2019:
1. Reorganization of the Organization Chart.
2. Effectiveness evaluation of the aerial operations, especially ULV barrier spraying for canopy areas and buffer zones.
3. The Workshop in March will have an emphasis on arbovirus and insecticide efficacy.
4. Continue collaborations to promote new technology, such as SIT, Wolbachia-infected mosquito release, and personal protection by repellent application.
NEW
BUSINESS
#1
TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director
CC: Charolette M. Hall, Administrative Assistant
DATE: December 4, 2018

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 Gordens 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.
I. **Who is Covered?**

Provisions of Part III, Chapter 112, Florida Statues, 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
TO: Board of Commissioners  
FROM: Dr. Rui-De Xue, Director  
CC: Charolette M. Hall, Administrative Assistant  
DATE: December 4, 2018  
RE: Election of Officers 2019

Election of the Chairperson, Vice-Chairperson, and Secretary/Treasurer will be done under New Business #2 at this meeting.

Thank you.
NEW
BUSINESS
#3
TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 4, 2018

RE: Recognition of 2018 Chairperson’s Service

Our newly elected Chairperson for 2019 (which will be done under New Business #2 at this meeting) will recognize Commissioner Gary Howell for his service as Chairperson in 2018.

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, 2018 - December 31, 2018

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 2018.
NEW BUSINESS #4
TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 4, 2018

RE: New Commissioners Statement

Commissioner Trish Becker who will take office on January 8, 2019, on Seat 4 will give a statement.

Thank you.
REPORTS
Director Report (December 2018)

Program Management:

1. Customer and professional service: AMCD answered 8 service requesters. Dr. Xue reviewed a manuscript about non-spray for the Journal of the AMCA at the editor’s request. Entomological group and intern students run the preliminary spatial repellent device test in the outdoor enclosures.

2. Surveillance: So far 2 horses and 39 sentinel chickens tested positive for EEE, and 43 positive for WNV, and 1 for HJ, and 1 mosquito pool positive for WNV. BG traps collected 177 adult mosquitoes. Major species are Culex quinquefasciatus and Aedes albopictus.

3. Operation control: AMCD conducted adulticide for 1 time for 82 acres, barrier treatment 1 time for 0.2 acre and hand fogging for 6 times. Positive dips for larvae was 196 and made the larval treatment for 46 times and covered 340 acres.

4. Applied research: Two intern students have done their studies. Conducted the preliminary spatial repellent device test. Received free wind tunnel device from UF. Submitted 2 manuscripts for consideration of publish.

5. Education: Scheduled all employee training and provided training to state Entomologist about molecular method for arbovirus detection. Held intern student presentations. Molly Clark gave a presentation about Wuxi and Jiangsu disease vector museums.

Business Management:

1. Serve to the Board of Commissioners: Staff prepared for December 13’s Board meeting documentation and all documentations for two new Commissioners. Assisted the Board members for registration of AMCA meeting, Fly-in class, and Dodd short courses and booked hotel rooms. Mr. Don Girvan was appointed as the new commissioner and effect on December 7, 2018 for 2 years.

2. Budget and auditor: Staff collaborated with CPA to prepare for auditor report in March.

3. Insurance: Board approved the health, dental, and life ins renewal and staff proceeded all renewal.

4. Contract: Trash collection contract has been updated and presented to the Board for approval.

5. Inventory: The surplus list has been presented to the Board for approval in January meeting.

6. Annual program report started to collect and edit and prepare to present to the Board in Feb.

7. HR. One intern student has been interviewed/hired, and she will start from January 14, 2019. Two current intern students will be back after the new year. Assistant Supervisor and Molecular Entomologist positions have been posted in website and the interview committees have been appointed.

Meeting:

Dec 3, PM. Met Dr. Dixon about manuscripts and other items.
Dec 4. AM. Met Commissioner Mrs. Moeller about Dodd course and other items. 1:30pm. Met New Commissioner Trish Becker about orientrion and paper work.

Dec 5. 8am. Met Dr. Dixon about PPt for the Board presentation about AGO traps. 9:30am. Attended MosquitoMate teleconference about 2019 work plan and funds.

Dec 6. 7am. Kiwanis club meeting about river clean project. Met Commissioner Mrs. Moeller about helicopter inspection. 1:30pm. Met Dr. Carolina E. about supporting Union mosquito program.

Dec 11. 10am. Met Union mosquito control program people. 1:30pm. Attended MapVision web class.

Dec 12. Met Commissioner Mrs. Moeller about agenda and AMCA meeting.


Dec 18. 8am. Attended intern student interview. Met Mr. Richard H about holiday donation to support school students.

Dec. 19. Mrs. K. Gaines attended DOH meeting. Met Paul L. about work hour during break. 10am. Met new Commissioner Mr. Donald Girvan about orientrion and other items.

Dec 20. 7:30am. Held 2 Intern presentations and all employee meeting. 10am. Met Mr. Stave Solano about his retirement.
# Treatment Summary December 2018 thru 12/18/18

<table>
<thead>
<tr>
<th>Material</th>
<th>Amount</th>
<th>Area Treated</th>
<th>Application Rate</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquabac XT</td>
<td>2716 fl oz</td>
<td>339.5 acre</td>
<td>8 fl oz / acre</td>
<td>33 times</td>
</tr>
<tr>
<td>B.i.i. Briquets</td>
<td>20 ea</td>
<td>0.05 acre</td>
<td>435.54 ea / acre</td>
<td>2 times</td>
</tr>
<tr>
<td>Cocobear</td>
<td>362 fl oz</td>
<td>0.94 acre</td>
<td>384.02 fl oz / acre</td>
<td>10 times</td>
</tr>
<tr>
<td>Duet 50%</td>
<td>128 fl oz</td>
<td>61.53 acre</td>
<td>1.57 fl oz / acre</td>
<td>1 times</td>
</tr>
<tr>
<td>Natular DT</td>
<td>10 ea</td>
<td>0 acre</td>
<td>6666.67 ea / acre</td>
<td>1 times</td>
</tr>
<tr>
<td>Talstar P</td>
<td>0.05 gal</td>
<td>0.16 acre</td>
<td>0.34 gal / acre</td>
<td>1 times</td>
</tr>
</tbody>
</table>
# Task Time Summary December 2018 thru

**From Date:** 12-01-2018  
**To Date:** 12-19-2018  
**Zone:** All  
**Employee Name:** All  

## Task Time Summary

<table>
<thead>
<tr>
<th>Task</th>
<th>Total Time</th>
<th>Total Timesheets</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>710:33 hrs</td>
<td>108</td>
<td></td>
</tr>
<tr>
<td>Adulicide</td>
<td>01:00 hrs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AM Briefing</td>
<td>45:20 hrs</td>
<td>104</td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td>145:45 hrs</td>
<td>32</td>
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</tr>
<tr>
<td>Assist</td>
<td>11:20 hrs</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Building &amp; Grounds Work</td>
<td>340:48 hrs</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>Chicken Program</td>
<td>104:04 hrs</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>Computer Repair</td>
<td>82:43 hrs</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Daily Paperwork</td>
<td>16:01 hrs</td>
<td>65</td>
<td></td>
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<tr>
<td>Field Experiment</td>
<td>32:14 hrs</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Hand Adulicide</td>
<td>02:37 hrs</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Insectary</td>
<td>60:00 hrs</td>
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<tr>
<td>Inventory</td>
<td>11:41 hrs</td>
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<tr>
<td>Lab Experiment</td>
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<tr>
<td>Larvicide</td>
<td>63:29 hrs</td>
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<tr>
<td>Leave Without Pay</td>
<td>13:45 hrs</td>
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<tr>
<td>Mechanics Time</td>
<td>138:47 hrs</td>
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<tr>
<td>Meeting</td>
<td>56:57 hrs</td>
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<tr>
<td>Mosquito Pooling</td>
<td>05:52 hrs</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mosquito Trap BG</td>
<td>11:11 hrs</td>
<td>57</td>
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<tr>
<td>Mosquito Trap ID</td>
<td>07:53 hrs</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Mosquito Trap OV</td>
<td>00:42 hrs</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Mosquito Traps Misc</td>
<td>14:00 hrs</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Produce Papers &amp; Programs</td>
<td>271:23 hrs</td>
<td>57</td>
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<tr>
<td>Public Relations</td>
<td>31:15 hrs</td>
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<tr>
<td>Resupplying Trucks</td>
<td>11:57 hrs</td>
<td>30</td>
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<tr>
<td>Sick Donated Leave</td>
<td>110:00 hrs</td>
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<tr>
<td>Sick Leave</td>
<td>101:45 hrs</td>
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<tr>
<td>Site Inspect</td>
<td>406:16 hrs</td>
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<td></td>
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<tr>
<td>Source Reduction (tires)</td>
<td>06:15 hrs</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Supervisory</td>
<td>77:00 hrs</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Training Classroom</td>
<td>10:40 hrs</td>
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<td></td>
</tr>
<tr>
<td>Training Field</td>
<td>39:02 hrs</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>12:00 hrs</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>68:45 hrs</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

Total Time: 2997:45 hrs
### BG Trap December 2018 thru 12/18/18

**12/1/2018**

**To:**

**12/19/2018**

**Trap Type:**

**BG**

| Species Name          | 2018 12 |  |  |  |  |
|-----------------------|---------|-----|-----|-----|
|                       | 4       | 11  | 18  | Species Total |
| Ae aegypti            | 16      | 1   | 0   | 17   |
| Ae albopictus         | 18      | 3   | 7   | 28   |
| Ae atlanticus         | 0       | 0   | 0   | 0    |
| Ae canadensis         | 0       | 0   | 0   | 0    |
| Ae fulvus pallens     | 0       | 0   | 0   | 0    |
| Ae infirmatus         | 0       | 0   | 7   | 7    |
| Ae mitchellae         | 0       | 0   | 0   | 0    |
| Ae signifera          | 0       | 0   | 0   | 0    |
| Ae sollicitans        | 0       | 0   | 0   | 0    |
| Ae taeniorhynchus     | 0       | 0   | 0   | 0    |
| Ae triseriatus        | 0       | 0   | 0   | 0    |
| Ae vexans             | 8       | 0   | 1   | 9    |
| An atropos            | 0       | 0   | 0   | 0    |
| An bradleyi           | 0       | 0   | 0   | 0    |
| An crucans            | 22      | 2   | 1   | 25   |
| An perplexens         | 0       | 0   | 0   | 0    |
| An punctipennis       | 0       | 0   | 0   | 0    |
| An quadrinaculatus    | 0       | 0   | 0   | 0    |
| An walkeri            | 0       | 0   | 0   | 0    |
| Cx perturbans         | 0       | 0   | 0   | 0    |
| Cs inornata           | 0       | 0   | 0   | 0    |
| Cs melanoidea         | 0       | 0   | 0   | 0    |
| Cx coronator          | 0       | 0   | 0   | 0    |
| Cx erraticus          | 0       | 0   | 0   | 0    |
| Cx nigripalpus        | 75      | 1   | 31  | 107  |
| Cx quinquefasciatus   | 20      | 0   | 5   | 25   |
| Cx restuans           | 0       | 0   | 0   | 0    |
| Cx salinarus          | 0       | 0   | 0   | 0    |
| Cx territans          | 0       | 0   | 0   | 0    |
| Ma dyari              | 0       | 0   | 0   | 0    |
| Ma titillans          | 0       | 0   | 0   | 0    |
| Or signifera          | 0       | 0   | 0   | 0    |
| Ps cikata             | 0       | 0   | 0   | 0    |
| Ps columbiæ           | 0       | 0   | 0   | 0    |
| Ps cyaneascens        | 0       | 0   | 0   | 0    |
| Ps ferox              | 0       | 0   | 1   | 1    |
| Ps howardi            | 0       | 0   | 0   | 0    |
| Tx rutilus            | 0       | 0   | 0   | 0    |
| Ur lowii              | 0       | 0   | 0   | 0    |
| Ur sapphirina         | 0       | 0   | 0   | 0    |
| Wy Mitchelli          | 0       | 0   | 0   | 0    |
| **Daily Total**       | 159     | 7   | 53  | 219  |

**Legend:**

- **Malaria vector**
- **WNV/SIE vector**
- **EEE vector**
- **Dengue, yellow fever, chick-v, Zika**
December 7, 2018

Mr. Don Girvan
5417 Riverwood Road
St. Augustine, Florida 32092

Dear Mr. Girvan,

In accordance with the provisions of Section, 388.111, Florida Statutes, I am pleased to appoint you as a member of the Anastasia Mosquito Control District Board. I greatly appreciate your interest in this position and willingness to offer your capable services in support of effective mosquito control programs in Florida.

This appointment is for the unexpired term of office resulting in the resignation of Jacqueline Rock, Seat 3 and is effective until December 2020.

If you have any questions from my office regarding this appointment, please contact Katherine Goletz, Deputy Director of External Affairs at Katherine.Goletz@FreshFromFlorida.com or (850) 617-7700.

Thank you again for your willingness to serve.

Sincerely,

Adam H. Putnam
Commissioner of Agriculture
December 10, 2018

Rui-de Xue, Ph.D.
Anastasi Mosquito Control District, Director
120 EOC Drive
St. Augustine, FL 32082

Dear Dr. Xue:

We are pleased to offer the support of the Entomology and Nematology Department and UF IFAS Extension for the proposed Disease Vector Museum in St. Johns County. We believe such a facility will provide an important venue for public interactions and provide an outlet for extension programming that has been developed around topics such as urban pest management. I believe Dr. Phil Koehler has agreed to provide assistance in developing displays and there maybe opportunities to work with our outreach coordinator, Dr. Rebecca Baldwin, and her team to develop more generalized displays that highlight the importance of insects beyond public health.

As you move forward with the process, please let us know how we can contribute to the success of the museum.

Sincerely,

Blair Siegfried
Chair and Professor
Entomology and Nematology Department

Saqib Mukhtar
Associate Dean for Extension & Ag Program Leader
Florida Cooperative Extension Service

The Foundation for The Gator Nation
An Equal Opportunity Institution
Dear Dr. Xue,

I am writing this letter to inform you that the USDA has officially accepted me for their Molecular Research Biologist post-doctoral position starting January 7th. This means that I will be ending my employment with the district on January 3rd. I write this letter with a heavy heart, but also with a hopeful outlook. It saddens me to leave because I have developed a strong bond with many of my co-workers, but the job itself has started to weigh on me emotionally. What attracted me to this job was using molecular methods as tools to find arboviruses in mosquitoes. Doing that work motivated me, inspired new ideas, and made me want to come into work every single day because I knew what I was doing was protecting the citizens of Saint Johns County.

As time went along, I became manager of the surveillance department. I greatly appreciate the position; I learned so much about surveillance and managing employees. But, this management came with a lot of trap testing and contract work, which took a lot of my time. Some of the directions I went and projects that I ran did not utilize the skills that I had developed in graduate school, which drained a lot of the passion and meaningfulness of the job from me. I found myself wanting to work in the molecular lab, but having other more pressing responsibilities on my plate; writing reports, publications, managing intern projects, etc. Also, I was given the impression that doing in-house molecular testing was not necessary because of the low-cost tests conducted at the Public Health Lab in Tampa. This drained a lot of my spirit, and made me feel almost useless. Finally, the bigger projects that I managed, especially the AGO project, ultimately took a lot of my enthusiasm away because I didn’t connect with their significance.

Despite all of this, I appreciate all that you and the district has done for me. I grew not just as a molecular biologist, but as a mosquito entomologist. I learned the intricacies of trap placement and surveillance, statistical testing and analysis methods, the value of Integrated Pest Management, and how to manage and inspire employees to perform at the highest level of success. My goal is to transfer these skills to my new job and future career. My biggest suggestion for you is to make sure the new molecular biologist continues the in-house testing of mosquito pools, and that is treated as a major focus and not a secondary or minor goal. Thank you for all that you have done, and all that you continue to do for me.

Sincerely,

Daniel Dixon, PhD

Daniel Dixon
Employment Opportunities

JOB OPPORTUNITIES

"AMCD IS A DRUG FREE WORKPLACE"
and an Equal Opportunity Employer (EOE)

Background and Driver's License Checks are mandatory

EMPLOYMENT APPLICATION

MOLECULAR ENTOMOLOGIST/BIOLOGIST

AMCD is searching for a Molecular Entomologist/Biologist who will join the AMCD team to conduct surveillance of arbovirus and other mosquito-borne diseases, especially arbovirus surveillance by mosquito pooling and molecular or other new technology.

The Molecular Entomologist/Biologist will manage the molecular laboratory and other related laboratory facilities and equipment. Other duties include, but are not limited to, evaluation of insecticides, equipment, new control agents, and supervising laboratory technicians, intern students and visiting scientists, and other related work based on the District's needs.

This is a full-time, exempt employee position with full benefits.
Annual Salary: $55,561
Expected Start Date: January 28, 2019

Qualifications required for the position are:
- a Ph.D. in Entomology or Molecular Biology
- mosquito research and control experience preferred
- REQUIRED: Have or obtain a Public Health Pest Control License within 6 months of start date.

Deadline for application is January 4, 2019.

Interested persons may fill our the District Application (Link above), and return to AMCD with your resume, a short statement of personal interest, and two (2) reference letters. Please forward to Dr. Rui-De Xue xueamcd@gmail.com or deliver to: AMCD at 120 EOC Drive, St. Augustine, FL 32082

ASSISTANT SUPERVISOR (In-House Opportunity)
AMCD is searching for an Assistant Supervisor, as a team leader, from in-house, who will assist the Operations Manager in running the daily operations, to provide customer service, conduct larviciding and adulticiding, larval survey, and assist other programs, such as; surveillance, education, and applied research, based on the District’s needs.

This is a full-time, exempt employee position with full benefits.
Annual Salary: $41,000
Expected Start Date: February 11, 2019

Qualifications required for the position are:
- B.S. in Business Administration and Management with 2-3 years operations mosquito control experience OR a degree in Entomology/Biology with two years management experience OR a high school diploma with 5 years operations mosquito control experience and 2 years management or supervising experience
- Computer literate and use of or familiar with all office software and databases.
- Required PHPCL or receive the PHPCL within 6 months of employment for this position
- At least one Supervisor’s recommendation letter required

Deadline for application: January 4, 2019

Interested persons may send an intent letter, along with a resume, a short statement of personal interest to Mrs. Kay Gaines, gainesamcd@bellsouth.net or deliver to 120 EOC Drive, St. Augustine, FL 32082

Community Service / Internship Opportunities

Looking to fill positions in Fall, Spring and Summer
In the fields of:
Education, Public Relations, Biology and Entomology

For more information contact: Dr. Rui-de Xue, at:
(904) 471-3107 x330 or xueamcd@gmail.com

INTERN/VOLUNTEER APPLICATION