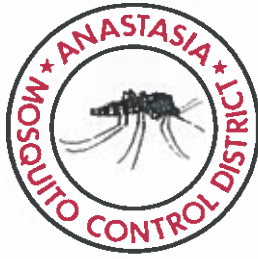


# Anastasia Mosquito Control District of St. Johns County



District Board Meeting  
**JANUARY 10, 2019**  
Thursday at  
**5:00 P.M**



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

**PROPOSED AGENDA**

**Thursday, January 10, 2019**

**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



Anastasia Mosquito Control District  
of St. Johns County

120 EOC Drive  
Saint Augustine, Florida 32092  
Telephone (904) 471-3107 • Fax (904) 471-3189  
Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)



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.

\_\_\_\_\_  
(Signature)

1-10-19  
(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:



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of St. Johns County

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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.

\_\_\_\_\_  
(Signature)

1-10-19

\_\_\_\_\_  
(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:

# 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  
Gina LeBlanc, Vice-Chairperson  
Vacant, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

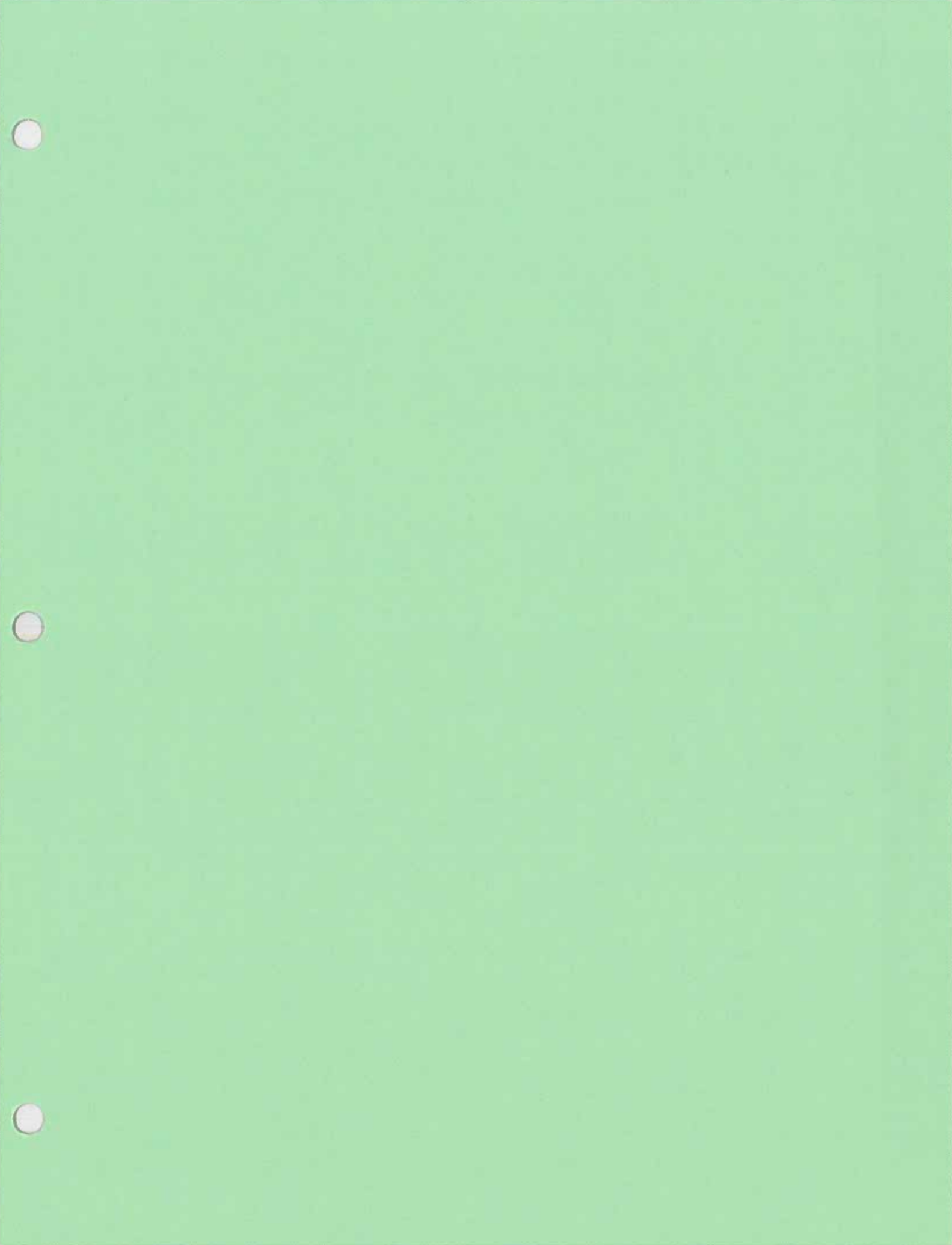
DATE: December 4, 2018

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 31<sup>st</sup> 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.





# 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  
Gina LeBlanc, Vice-Chairperson  
Vacant, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner  
Don Girvan, Commissioner



## **DISTRICT DIRECTOR**

Dr. Rui-de Xue



Thursday, December 13, 2018

Next Meeting(s): Thursday, January 10, 2019 – 5:00 PM

## **MINUTES**

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
7. Quarterly Budget Analysis (for 4<sup>th</sup> Quarter: Oct., Nov., and Dec. 2018)

**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: 70<sup>th</sup> 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 70<sup>th</sup> Anniversary celebration and Open House.

#### **A. A motion was made to approve a budget of \$3,000 for the 70<sup>th</sup> Anniversary Celebration and Open House in 2019.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Howell
- VOTE: Accepted unanimously by all commissioners
- **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.

- **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.

- **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:**

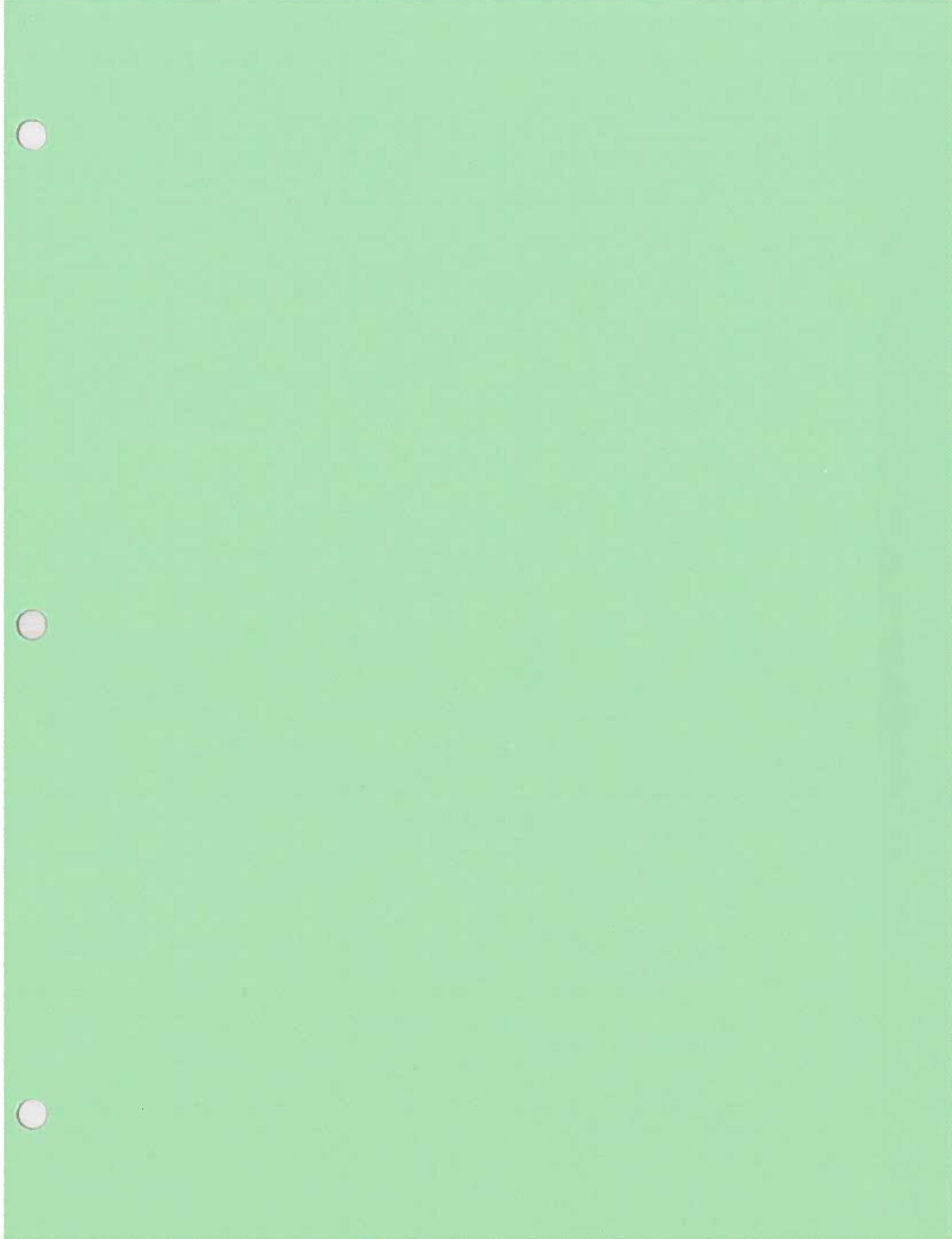
Chairperson Howell adjourned the meeting at 6:22 P.M.

**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

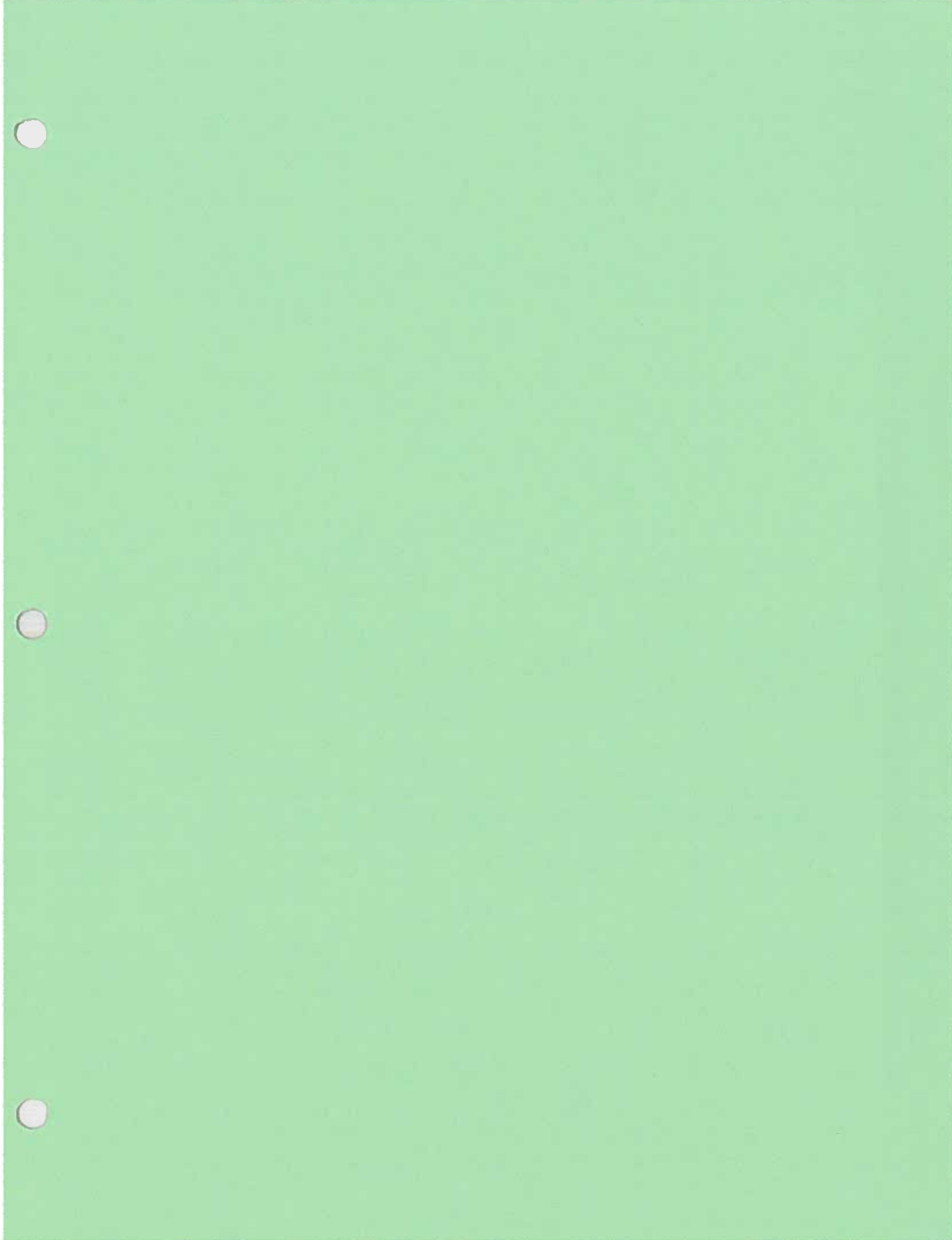
**Data Manager:** Mr. Richard Weaver

**Biologist:** Mr. Christopher Bibbs

**Administrative Assistant:** Ms. Charolette M. Hall

**Education Specialist:** Ms. Molly Clark





# 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)

## 2018 MEMO

**DISTRICT DIRECTOR**

*Dr. Rui-De Xue*



**BOARD OF COMMISSIONERS:**

*Gary Howell, Chairperson  
Gina LeBlanc, Vice-Chairperson  
Vacant, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner  
Don Girvan, Commissioner*

**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**

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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

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
			None

## OFFICE EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
			None

## LAB EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1250	100.00	04	Fisher Scientific Transsillum FAIR
1258	\$200.00	05	Freezer -80 degrees FAIR

## VEHICLES

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1346	\$500.00	09	Max II ATV "Duck" amphibious vehicle (no transmission) POOR
1341	\$4,000.00	09	Ford F150 4X4 pickup truck, 110,781 miles FAIR
693	\$25.00	83	Spirit utility trailer POOR
964T	\$25.00	N/A	Utility trailer POOR
1320	\$1,746.00	07	Jeep Liberty 4X4 114,699 miles FAIR

## TIRES

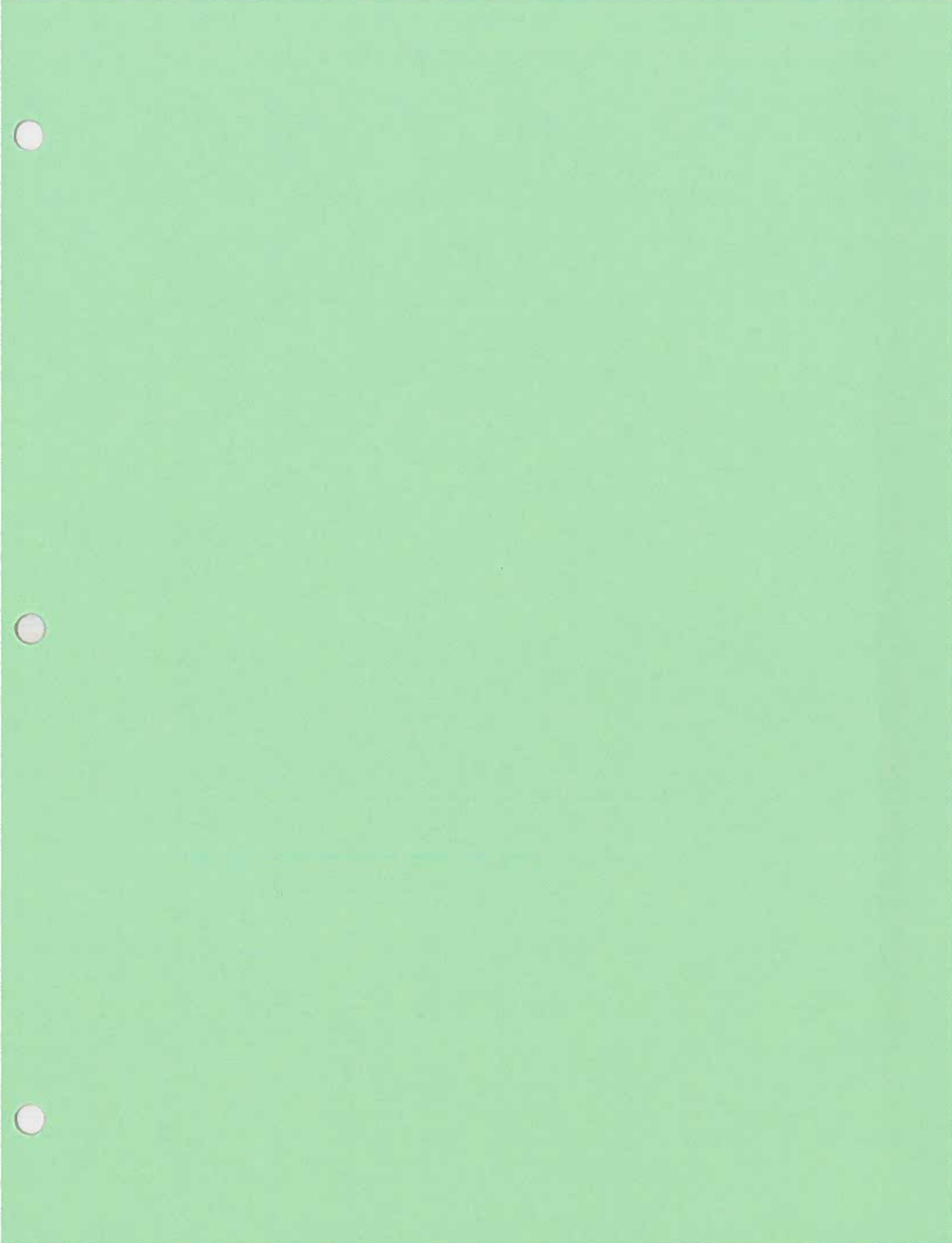
PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
			None

## ULV/ LARVICIDING EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1324	\$0.00	07	Monitor IV POOR
N/A	\$0.00	N/A	Long Ray E-Fogger (Gray, vacuum type) POOR
1148	\$0.00	02	Larvicide unit with MFC pump POOR
1238	\$0.00	03	Frame of homemade adulticide unit POOR
1349	\$200.00	09	Monitor IV FAIR
1240	\$25.00	04	Custom built adulticide unit FAIR
1235	\$0.00	03	Custom built larvicide unit FAIR
1280	\$25.00	05	Solo 450 Back Pack sparyer FAIR
1281	\$25.00	06	Solo 450 Back Pack sparyer FAIR
1302	\$25.00	06	Solo 450 Back Pack sparyer FAIR
1288	\$25.00	06	Maruyama back pack sprayer (with extra tank) FAIR
1289	\$25.00	06	Maruyama back pack sprayer (with extra tank) FAIR
N/A	\$25.00	N/A	Maruyama back pack sprayer FAIR
1449	\$25.00	13	Stihl back pack sprayer FAIR

## EQUIPMENT & TOOLS

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
N/A	\$5.00	N/A	Stihl 026 chain saw POOR



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## 2018 MEMO

### DISTRICT DIRECTOR

Dr. Rui-De Xue



### BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Gina LeBlanc, Vice-Chairperson  
Vacant, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner  
Don Girvan, Commissioner

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 REL x ROL

## SERVICE AGREEMENT

**CUSTOMER #:**\_\_\_\_\_

**New Account<sup>x</sup>** \_\_\_\_\_ **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 32092 PHONE (904) - 471 - 3107

FAX: ( ) - -

EMAIL: GAINESAMCD@BELLSOUTH.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 32092 PHONE (904) 471-3107

FAX: ( ) - .

EFFECTIVE DATE OF AGREEMENT 3/1/2019

[illegible]

**OTHER CHARGES:** ST JOHN'S CTY FRANCHISE + CBIC

P.O.# \_\_\_\_\_

~~Fuel Fee, Environmental Fee and Administrative Fee as shown on invoice~~

**TOTAL MONTHLY: \$149.94**

\$0 Per Container per Delivery or Pickup

*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). Contractor agrees to furnish such services and Equipment specified herein, in accordance with the terms and conditions of this Agreement. Changes in collection frequency and type of Equipment 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)*



# WASTE PRO OF FLORIDA, INC.



P.O. Box 4530 • Saint Augustine, FL 32085 • Phone 800-780-0548 • Fax 904-824-6363

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



Customer Service Agreement

**INVOICE TO**  
**CUSTOMER NAME** ANASTASIA MOSQUITO CONTROL OF  
**ATTN:** Kay Gaines  
**ADDRESS** 120 EOC DR  
**CITY** ST AUGUSTINE, FL  
**STATE** FL  
**ZIP CODE** 32092  
**TEL. NO.** (904) 484-7331  
**FAX NO.** (904) 471-3107

**SITE LOCAT**  
**SITE NAME** ANASTASIA MOSQUITO CONTROL OF  
**ADDRESS** 120 EOC DR  
**CITY** ST AUGUSTINE, FL  
**STATE** FL  
**ZIP CODE** 32092  
**TEL. NO.** (904) 484-7331  
**FAX NO.** (904) 471-3107

AGREEMENT NUMBER A183861906

ACCOUNT NUMBER 687-8273

EMAIL gainesamcd@bellsouth.net

**AUTHORIZED BY:** Kay Gaines  
**CONTACT** Kay Gaines  
**TITLE** Manager  
**TITLE** Manager

NO	CONT GRP	TYPE	SIZE	C	QTY	ACCT TYPE	CD	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	RECP. REQ	L/F CODE	OPEN CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	ONE TIME CHARGES	ICRC CMP
N		FL	4.0 Yds	N	1	P	N	1/1W				N	STD1	3/1/2018		\$125.00	\$165.00		Container Refresh \$9.00	Delivery Exchange Extra Yds Relocate Removed	\$181.50 \$200.00 \$60.50 \$181.50
O	1	FL	6.0 Yds	N	1	P	N	1/1W				N	STD1	2/28/2018		\$248.00	\$165.00				
N	2	FR	2.0 Yds	N	1	P	N	1/2W				N	SLRC	1/1/2018		\$52.00	\$181.50			Delivery Exchange Extra Yds Relocate Removed	\$199.10 \$200.00 \$60.50 \$199.10
O	2	FR	2.0 Yds	N	1	P	N	1/2W				N	SLRC	2/28/2018		\$86.00	\$181.50				

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

(AUTHORIZED SIGNATURE)

CUSTOMER NAME (PLEASE PRINT) \_\_\_\_\_ DATE OF AGREEMENT \_\_\_\_\_

**COMMENTS**  
 Valued Customer Discount - Delivery for 1 container 4.00 yard - \$148.50  
 Valued Customer Discount - Removal for 1 container 6.0 yard - \$181.50  
 Delivery Notes:  
 Safety: No Safety Concerns

**Service Notes:**  
 WASTE CONTAINER 4 CU YD - 9987022-61  
 RECYCLE CONTAINER 2 CU YD - No FF  
 Rate Firm Unal 03/2020  
 Increase 1% 03/2020  
 Increase 1% 03/2021

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; 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 at no time pass to Company.



# **UNFINISHED BUSINESS #1**

# 2018 AMCD Collaboration Projects and Visiting Scientists & Their Projects

RUI-DE XUE, CHRIS BIBBS AND DANIEL DIXON



## What is collaboration?

- Working together on an activity or project
- Types: Synchronous & Asynchronous
- Need same technological platforms
- Advantages



## Benefits to AMCD

Exchange knowledge & ideas, efficiency (funding, labor, & material), work habitats, successful accomplishments and reputation



## Collaboration Projects

1. SIT release on Anastasia Island, UF/USDA (DACS fund). Continue
2. AGO with SpringStar (NIH fund). Done
3. Wolbachia-infected male mosquito release (CDC & MosquitoMate fund). Continue
4. Adulticides and non-target impact, UF, Gainesville Mosquito Control (DACS fund). Continue
5. Vaporizing insecticides and spatial repellents, UF, MGK, Lamplight Farms (DACS, MGK, & Lamplight fund)
6. Attractive Toxic Sugar Bait & Bait Station (IVCC, CDC/SCEVD fund)
7. Efficacy & impact factors of ULV application & equipment (Navy & American LongRay fund)



## 2017-2018 Agreements & MOUs (Applied Research & Education)



1. SpringStar's agreement for NIH grant about AGO (\$30K in 2017, \$94K in 2018, 1K traps).
2. MosquitoMate for CDC grant about Wolbachia (\$6K in 2018, \$30K in 2019).
3. Non target impact of Adulticides (\$97K in grant through UF, 2018-2019)
4. Vaporizing insecticide and spatial repellents (\$34K in grant through UF, 2018-2019, \$18K in grant provided by Lamplight, \$54K in 2017 & \$15K in 2018 by MGK)
5. ATSB (CDC/SCED, through UF/PI, \$15K in 2017-2018)
6. MOU between AMCD & Wuji CDC, MOU between AMCD & Zhejiang International Travel Health Center, MOU between AMCD & Dallah, Saudi Arabia
7. Material Transfer (confidential). USDA/ARS, MGK, and Lamplight.
8. AMCA Training Hub Host (\$19K in 2017).
9. Previous Non-funded agreements (USDA/CMAVE, UF, UIM, Navy)

## Dr. Gunter Muller, Adjunct Vector Ecology at AMCD

From: University of Bamako, Mali

Position: Professor

October –November, 2018

Project: Field evaluation of ATSB stations against *Aedes albopictus*, Elston, FL. About 50% reduction.

Fund Resource: IVEC



## Dr. Hussein Sanchez Arroyo

From: Chapingo Autonomous University, Mexico

Position: Professor of Urban Entomology

September 2018- August 2019

Project: Adulticides and its impact on honey bees (Laboratory bioassays for honey bees have been done twice, field experiments)

Fund resource: UF and ACS grant

Laboratory bioassay of 4 adulticides and field testing of *Bifenthrin*: (laboratory bioassays for honey bees have been done, twice field experiments)



## Dr. Emad Khater

From: Asl University, Egypt

Position: Associate Professor

September-November, 2018

Project: Spatial repellent & resistance, New trap evaluation

Fund resource: Sain University & MGK

Major results: Metofluthrin did not improve the control of resistance strains of mosquitoes



### 00ZZZero Trap Semi-Field (Cage) Test

Suppl. Fig. 2

Trap distribution in cage

Gravid females release

48 hr Collect Traps & Count dead mosquitoes and eggs laid

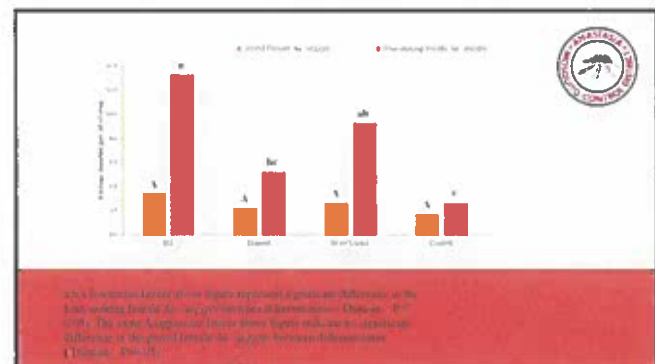
Table 1: Gravid *Aedes aegypti* mosquito females collected by 00ZZZero traps in semi-field experimental conditions

Exp. No.	Total released gravid females	Uninoculated traps AGO sticky paper		Treated traps-Insecticide		% of uninoculated control	Reduction rate
		Total	Mean	Total	Mean		
Exp. 1	375	138.00	46.00	3.00	1.00	0.03	99.98
Exp. 2	300	138.00	46.00	4.00	1.33	0.03	99.97
Exp. 3	300	86.00	28.67	7.00	2.33	0.03	99.98
Exp. 4	300	158.00	52.67	1.00	0.33	0.01	99.99
Grand Total	900	252.00	84.00	7.00	2.33	0.03	99.98
Mean	300	130.67	42.22	2.33	0.78	0.03	99.98
STDEV	0.0	41.3	19.0	1.33	0.51		
Standard Error of the Mean (s.e.)	0.00	21.95	5.78	0.64	0.29	0.01	0.01

Note: the means are of exp 2-4 only, exp1 was done without the insecticide sachet

### Hui Liu, Institute of Disease Vector Control & Disinfection, Jiangsu CDC

From: Jiangsu CDC, Nanjing  
Position: Research Assistant Professor  
May-July 2018  
Project: AGO with lure evaluation  
Fund resource: Jiangsu CDC and partial SpringStar  
Major result: BG lure addition increase control of host-seeking mosquitoes (published in IME)



## Mrs. Kathy Shirley, Science Teacher

June-July 2018

Project: Natural insecticide efficacy (ULV) against adult mosquitoes

Fund resource: AMCD



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



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

From: Wuxi CDC

Position: Department Director

August-October 2018

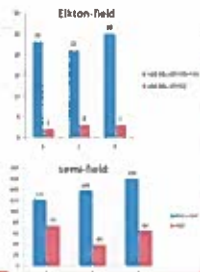
Project: AGO and lures and modified AGO evaluation

Fund resource: Wuxi CDC, and partial SpringStar

Results: CO2 & BG lure increase collection and modified AGO with fan increase collection



## Results and Discussion



Group	Mean	SD	F	P
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The modified AGO traps increased the number of mosquitoes compared with the AGO without fans.

Using t-tests, the difference in the numbers of mosquitoes caught by the AGO with fan and without fan is significant. The modified AGO traps were more effective at collecting mosquitoes.

Trap	Mean	SD	F	P
AGO	18.611	17.401	0.230	0.630
AGO with fan	22.847	18.330		

## Shawn Shi, Department of Disease Control, Wuxi CDC

From Wuxi CDC

Position: Department Deputy Director

August-October 2018

Project: A new rotated trap evaluation

Fund resource: Wuxi CDC and American LongRay



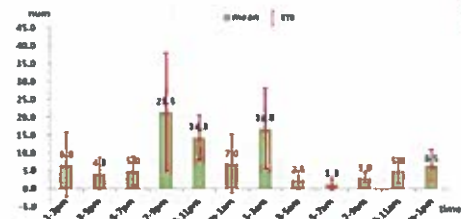
Dr. Chen Shi  
Visiting  
Scholarist,  
Jiangsu  
Province  
07/15/18-  
10-26-18

## 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 ( $F=2.88, p=0.008 < 0.05$ )
- Further comparison through LSD-test confirmed significantly higher mosquito numbers during the hours of 7-8pm and 1-2am

## Acknowledgement



Thank you to the funding agencies and organizations

Thank you to the Board of Commissioners' and Applied Research Committee's support

Thank you to all staff and employees' assistance

Thank you to all visiting scientists, collaborators and organizations

Thank you for your attention

**Questions?**

# **UNFINISHED 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  
Gina LeBlanc, Vice-Chairperson  
Vacant, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner

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**

# 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

Gina LeBlanc, Vice-Chairperson

Vacant, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Jeanne Moeller, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 4, 2018

RE: Review of the Government-in-the-Sunshine Law & Ethics 2019

---

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

Gina LeBlanc, Vice-Chairperson

Vacant, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Jeanne Moeller, Commissioner

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**

# 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  
Gina LeBlanc, Vice-Chairperson  
Vacant, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner

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**

# 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  
Gina LeBlanc, Vice-Chairperson  
Vacant, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 4, 2018

RE: New Commissioners Statement

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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 orientation 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. 13. Attended Christmas lunch. Teleconference with John H about repellent testing. 5pm. Attended Board meeting.

Dec. 14. Attended repellent device testing.

Dec 17. Met K. Gaines about state park issue.

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 orientation and other items.

Dec 20. 7:30am. Held 2 intern presentations and all employee meeting. 10am. Met Mr. Steve Solano about his retirement.

## Treatment Summary December 2018 thru 12/18/18

From Date : 12-01-2018

To Date : 12-19-2018

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Aquabac XT	2716 fl oz	339.5 acre	8 fl oz / acre	33 times
B.i.i. Briquets	20 ea	0.05 acre	435.54 ea / acre	2 times
Cocobear	362 fl oz	0.94 acre	384.02 fl oz / acre	10 times
Duet 50%	128 fl oz	81.53 acre	1.57 fl oz / acre	1 times
Natular DT	10 ea	0 acre	6666.67 ea / acre	1 times
Talstar P	0.05 gal	0.16 acre	0.34 gal / acre	1 times

## Task Time Summary December 2018 thru

From Date : 12-01-2018

To Date : 12-19-2018

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	710:33 hrs	108	2997:45 hrs
Adulticide	01:00 hrs	1	
AM Briefing	45:20 hrs	104	
Annual Leave	145:45 hrs	32	
Assist	11:20 hrs	4	
Building & Grounds Work	340:48 hrs	99	
Chicken Program	104:04 hrs	93	
Computer Repair	82:43 hrs	14	
Daily Paperwork	16:01 hrs	65	
Field Experiment	32:14 hrs	8	
Hand Adulticide	02:37 hrs	6	
Insectary	60:00 hrs	6	
Inventory	11:41 hrs	10	
Lab Experiment	36:45 hrs	10	
Larvicide	63:29 hrs	48	
Leave Without Pay	13:45 hrs	2	
Mechanics Time	138:47 hrs	17	
Meeting	56:57 hrs	34	
Mosquito Pooling	05:52 hrs	3	
Mosquito Trap BG	11:11 hrs	57	
Mosquito Trap ID	07:53 hrs	4	
Mosquito Trap OV	00:42 hrs	9	
Mosquito Traps Misc	14:00 hrs	27	
Produce Papers & Programs	271:23 hrs	57	
Public Relations	31:15 hrs	8	
Resupplying Trucks	11:57 hrs	30	
Sick Donated Leave	110:00 hrs	11	
Sick Leave	101:45 hrs	16	
Site Inspect	406:16 hrs	173	
Source Reduction (tires)	06:15 hrs	2	
Supervisory	77:00 hrs	10	
Training Classroom	10:40 hrs	4	
Training Field	39:02 hrs	17	
Travel	12:00 hrs	6	
Vehicle Maintenance	06:45 hrs	11	



BG Trap December 2018 thru 12/18/18				
12/1/2018				
To :				
12/19/2018				
Trap Type :				
BG				
Species Name	2018 12			Species Total
	4	11	18	
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 crucians	22	2	1	25
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	0	0	0	0
An walkeri	0	0	0	0
Cq perturbans	0	0	0	0
Cs inornata	0	0	0	0
Cs melanura	0	0	0	0
Cx coronator	0	0	0	0
Cx eraticus	0	0	0	0
Cx nigripalpus	75	1	31	107
Cx quinquefasciatus	20	0	5	25
Cx restuans	0	0	0	0
Cx salinarius	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 ciliata	0	0	0	0
Ps columbiae	0	0	0	0
Ps cyanescens	0	0	0	0
Ps ferox	0	0	1	1
Ps howardii	0	0	0	0
Tx rutilus	0	0	0	0
Ur lowii	0	0	0	0
Ur sapphirina	0	0	0	0
Wy Mitchellii	0	0	0	0
<b>Daily Total</b>	<b>159</b>	<b>7</b>	<b>53</b>	<b>219</b>

Malaria vector
WNV/SLE vector
EEE vector
Dengue, yellow fever, chick-v, Zika



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER ADAM H. PUTNAM

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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](mailto:Katherine.Goletz@FreshFromFlorida.com) or (850) 617-7700.

Thank you again for your willingness to serve.

Sincerely,

Adam H. Putnam  
Commissioner of Agriculture

AHP/kg

cc: Kelly Friend



College of Agricultural and Life Sciences  
Entomology and Nematology Department

Steinmetz Hall, Bldg. 970  
1881 Natural Area Drive  
P.O. Box 110620  
Gainesville, FL 32611-0620

December 10, 2018

Rui-de Xue, Ph.D.  
Anastasi Mosquito Control District, Director  
120 EOC Drive  
St. Augustine, FL 32092

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 may be 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,

A handwritten signature in black ink, appearing to read "Blair Siegfried".

Blair Siegfried  
Chair and Professor  
Entomology and Nematology Department

A handwritten signature in blue ink, appearing to read "Saqib Mukhtar".

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

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 7<sup>th</sup>. This means that I will be ending my employment with the district on January 3<sup>rd</sup>. 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

A handwritten signature in dark ink that reads "Daniel Dixon". The signature is written in a cursive, flowing style with a large, stylized 'D' at the beginning.



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## 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**  
**- 12-11-14**

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#### EMPLOYMENT APPLICATION

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#### **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: \$56,561

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 out 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](mailto:xueamcd@gmail.com) or deliver to: AMCD at 120 EOC Drive, St. Augustine, FL 32092

[Operations](#)  
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[Employment Opportunities](#)  
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[District](#)  
[Annual Program Reports](#)

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**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](mailto:gainesamcd@bellsouth.net) or deliver to 120 EOC Drive, St. Augustine, FL 32092

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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](mailto:xueamcd@gmail.com)

INTERN/VOLUNTEER APPLICATION

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