

Anastasia Mosquito Control District

of St. Johns County



District Board Meeting

JANUARY 16, 2020

Thursday at

5:00 P.M



ANASTASIA MOSQUITO CONTROL DISTRICT
ST. JOHNS COUNTY

PROPOSED AGENDA

Thursday, January 16, 2020
5:00 P.M.

Invocation and Pledge: *Commissioner Howell*

Consent Items: APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, December 12, 2019 at 5:00 P.M.
5. 2020 Committee Member List
6. Final Revision of Commissioner's Handbook
7. Safety Manual
8. Change Order for Building Outdoor Screened Cage Enclosure
9. Approval of Dr. Stephen Dobson as Adjunct Senior Entomologist
10. Non-Funded MOU Collaboration between AMCD and IMAAC (Malta)
11. Quarterly Budget Analysis (Oct. – Dec. 2019)
12. Budget Amendments ~ 142,546.00 (From Misc. Supplies & Capital Outlay (Field Cage Enclosure and Hangar Door) to Capital Outlay (Contingency))

Unfinished Business:

1. RFP Award for Site Plan, Permits & Design of the Disease Vector Education Center ~ *Mr. Richard Weaver (20 min)*
2. DOD/CDC Grant Proposal Update ~ *Dr. Whitney Qualls (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 2019 Chairperson's Service ~ *New Elected Chairperson (10 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. None

CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

December 2019 Reconcile

Report for January, 2020 Meeting

Cash Balances Ending:

12/31/19

Local Fund	\$	2,417,620.00
S.B.A. Fund	\$	5,431,909.21
Total Funds as of 12/31/19	\$	7,849,529.21

Source of Income Local/ SBA Fund:

12/31/19

Taxes	\$	1,628,913.82	(Gross, before Tax Collector's Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	8,422.71	
Local Fund, Interest	\$	-	
Other	\$	10.00	
Salvage	\$	18,883.64	
Dormatory Rent	\$	700.00	
Total Deposits by 12/31/19	\$	1,656,930.17	

CHEMICAL & INSECTICIDE INVENTORY

Report for January, 2020 Meeting

Summary

VOUCHERS PRESENTED

Report for January, 2020 Meeting

Local Fund Several

Anastasia Mosquito Control District

VOUCHERS (Electronic Bill Pay & Canceled Checks)

01/06/20

From 12/01/19 through 12/31/19

Accrual Basis

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						1,246,880.03
110-A - QuickBooks Bill Pay						-8,918,347.81
12/03/2019	6988	Augustine Alarm, Fire & S...	18081	X	-150.00	-8,918,497.81
12/03/2019	6989	Bell Textron Inc.	Cust ID 14...	X	-2,994.44	-8,921,492.25
12/03/2019	6990	COPYFAX	AM03	X	-102.62	-8,921,594.87
12/03/2019	6991	Oklahoma State University	A20251838	X	-2,000.00	-8,923,594.87
12/03/2019	6992	St. Johns County Solid W...	Account#0...	X	-9.00	-8,923,603.87
12/03/2019	6993	St. Johns County Utility D...	500562-12...	X	-341.87	-8,923,945.74
12/03/2019	6994	Staples Credit Plan	60111000...	X	-89.99	-8,924,035.73
12/03/2019	6995	Walmart Community	6032 2020...	X	-342.59	-8,924,378.32
Total 110-A - QuickBooks Bill Pay					-6,030.51	-8,924,378.32
110 - Wells Fargo Bank - Local - Other						10,165,227.84
12/02/2019	Dire...	Don Girvan		X	-100.00	10,165,127.84
12/02/2019	Dire...	Gary Howell		X	-100.00	10,165,027.84
12/02/2019	Dire...	Gina LeBlanc		X	-100.00	10,164,927.84
12/02/2019	Dire...	Jeanne Moeller		X	-100.00	10,164,827.84
12/02/2019	Dire...	Panagiota Becker		X	-100.00	10,164,727.84
12/05/2019			Deposit	X	20,743.64	10,185,471.48
12/05/2019	9-#4...	Mandi A. Pearson	December ...	X	145.35	10,185,616.83
12/05/2019	9-#4...	Lea Bangonan	December ...	X	145.35	10,185,762.18
12/05/2019	7493	Harrell Construction Co., I...	AMCD Co...	X	-18,708.35	10,167,053.83
12/05/2019	Dire...	Kai Blore		X	-20.00	10,167,033.83
12/05/2019	Dire...	Courtney Cunningham	Intern Appr...	X	-20.00	10,167,013.83
12/05/2019	Dire...	Edward Zeszutko		X	-20.00	10,166,993.83
12/10/2019	Dire...	Kai Blore		X	-40.00	10,166,953.83
12/11/2019		wells Fargo		X	-420.74	10,166,533.09
12/12/2019	9-#4...	Payroll	Taxes Wit...	X	-15,531.70	10,151,001.39
12/12/2019	9-#4...	Payroll	Bank Acco...	X	-2,465.41	10,148,535.98
12/12/2019	9-#4...	Payroll	Credit Union	X	-968.39	10,147,567.59
12/12/2019	9-#4...	Payroll	Net Pay to ...	X	-44,974.36	10,102,593.23
12/12/2019	7494	A/C Designs	0034549	X	-2,445.00	10,100,148.23
12/12/2019	7495	Advanced Disposal	PW004328	X	-152.79	10,099,995.44
12/12/2019	7496	AFLAC	HZQ29	X	-109.08	10,099,886.36
12/12/2019	7497	Augustine Alarm, Fire & S...	18081	X	-162.97	10,099,723.39
12/12/2019	7498	Bozard Ford	CUST#517...	X	-65.75	10,099,657.64
12/12/2019	7499	CINTAS- 120 EOC- MAIN	Py#14380...	X	-483.57	10,099,174.07
12/12/2019	7500	Clarke Mosquito Products,...	Customer#...	X	-64,125.07	10,035,049.00
12/12/2019	7501	Comcast Business -Phon...	906116964	X	-426.92	10,034,622.08
12/12/2019	7502	COMCAST TV-Internet - 1...	8495-74-3...	X	-348.22	10,034,273.86
12/12/2019	7503	Dell Marketing	Cust.#539...	X	-1,953.63	10,032,320.23
12/12/2019	7504	FedEx	Acct#1668...	X	-91.13	10,032,229.10
12/12/2019	7505	Florida Janitor & Paper Su...	Acct#STJ...	X	-141.49	10,032,087.61
12/12/2019	7506	FPL - EOC DR-Main33191	54682-331...	X	-1,296.39	10,030,791.22
12/12/2019	7507	FPL - EOC DR - Research...	37751-460...	X	-776.77	10,030,014.45
12/12/2019	7508	Jerry Stalvey's BBQ	AMCD	X	-877.50	10,029,136.95
12/12/2019	7509	Legal Shield	Group#01...	X	-57.80	10,029,079.15
12/12/2019	7510	Lewis Longman & Walker ...	ID#4370-001	X	-1,250.00	10,027,829.15
12/12/2019	7511	Lombardo, Spradley & Kle...	ID 2443	X	-6,000.00	10,021,829.15
12/12/2019	7512	QUEST DIAGNOSTICS	10356110	X	-24.20	10,021,804.95
12/12/2019	7513	St. Johns County Property...	MosquitoC...	X	-19,930.82	10,001,874.13
12/12/2019	7514	The Home Depot	60353225...	X	-1,044.42	10,000,829.71
12/12/2019	7515	TPH The Parts House	23256	X	-990.21	9,999,839.50
12/12/2019	7516	Turner Ace Hardware	ACCT#107	X	-42.71	9,999,796.79
12/12/2019	Dire...	Panagiota Becker		X	-145.00	9,999,651.79
12/12/2019	9-#4...	Florida Retirement System	FRS Nove...	X	-23,486.35	9,976,165.44
12/13/2019	9-#4...	Payroll	Taxes Wit...	X	-4,798.38	9,971,367.06
12/13/2019	9-#4...	Payroll	Bank Acco...	X	0.00	9,971,367.06
12/13/2019	9-#4...	Payroll	Credit Union	X	0.00	9,971,367.06
12/13/2019	9-#4...	Payroll	Net Pay to ...	X	-11,061.48	9,960,305.58
12/17/2019	9-#4...	Payroll	Taxes Wit...	X	-16.50	9,960,289.08
12/17/2019	9-#4...	Payroll	Bank Acco...	X	0.00	9,960,289.08
12/17/2019	9-#4...	Payroll	Credit Union	X	0.00	9,960,289.08
12/17/2019	9-#4...	Payroll	Net Pay to ...	X	-96.38	9,960,192.70
12/17/2019	7517	Bank of America	4356 2200...	X	-9,528.21	9,950,664.49
12/17/2019	7518	Nationwide Retirement Se...	Entity Cod...	X	-1,020.00	9,949,644.49
12/17/2019	7519	Sherwin Williams	ACCT#100...	X	-793.08	9,948,851.41
12/17/2019	7520	United Concordia	Recipient ...	X	-1,452.63	9,947,398.78
12/17/2019	7521	US Department of Educati...	Tracing# 1...	X	-138.79	9,947,259.99
12/17/2019	7522	Verizon Wireless Cell Pho...	94206016...	X	-1,044.35	9,946,215.64
12/17/2019	7523	Wayne Flowers	Holiday Ap...	X	-100.00	9,946,115.64
12/18/2019	7524	DiscoverTec	ANAS001	X	-50.00	9,946,065.64

Anastasia Mosquito Control District
VOUCHERS (Electronic Bill Pay & Canceled Checks)
 From 12/01/19 through 12/31/19

Date	Num	Name	Memo	Clr	Amount	Balance
12/18/2019	7525	Nationwide Retirement Se...	Entity Cod...	X	-1,020.00	9,945,045.64
12/18/2019	7526	Univar USA Inc.	CUST#400...	X	-138,880.00	9,806,165.64
12/18/2019	7527	US Department of Educati...	Tracing# 1...		-138.79	9,806,026.85
12/18/2019			Deposit	X	655,728.17	10,461,755.02
12/19/2019	9-#4...	Payroll	Taxes Wit...	X	-547.90	10,461,207.12
12/19/2019	9-#4...	Payroll	Bank Acco...	X	0.00	10,461,207.12
12/19/2019	9-#4...	Payroll	Credit Union	X	0.00	10,461,207.12
12/19/2019	9-#4...	Payroll	Net Pay to ...	X	-3,300.00	10,457,907.12
12/19/2019	9-#4...	Mr. Shougang Zhang	Direct Dep...	X	-400.00	10,457,507.12
12/19/2019			Deposit	X	940,607.38	11,398,114.50
12/26/2019	9-#4...	Payroll	Taxes Wit...	X	-13,224.04	11,384,890.46
12/26/2019	9-#4...	Payroll	Bank Acco...	X	-2,465.41	11,382,425.05
12/26/2019	9-#4...	Payroll	Credit Union	X	-968.39	11,381,456.66
12/26/2019	9-#4...	Payroll	Net Pay to ...	X	-39,458.34	11,341,998.32
Total 110 · Wells Fargo Bank - Local - Other					1,176,770.48	11,341,998.32
Total 110 · Wells Fargo Bank - Local					1,170,739.97	2,417,620.00
TOTAL					1,170,739.97	2,417,620.00

Anastasia Mosquito Control District
Reconciliation Summary
110 - Wells Fargo Bank - Local, Period Ending 12/31/2019

	<u>Dec 31, 19</u>
Beginning Balance	1,405,672.30
Cleared Transactions	
Checks and Payments - 70 items	-447,809.60
Deposits and Credits - 11 items	1,617,369.89
Total Cleared Transactions	<u>1,169,560.29</u>
Cleared Balance	<u><u>2,575,232.59</u></u>
Uncleared Transactions	
Checks and Payments - 6 items	-157,612.59
Total Uncleared Transactions	<u>-157,612.59</u>
Register Balance as of 12/31/2019	<u><u>2,417,620.00</u></u>
New Transactions	
Checks and Payments - 1 item	-318.31
Total New Transactions	<u>-318.31</u>
Ending Balance	<u><u>2,417,301.69</u></u>

Anastasia Mosquito Control District Reconciliation Detail 110 - Wells Fargo Bank - Local, Period Ending 12/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,405,672.30
Cleared Transactions						
Checks and Payments - 70 items						
Bill Pmt -Check	11/18/2019	6966	John W. Hock Com...	X	-449.00	-449.00
Bill Pmt -Check	11/26/2019	7491	Nationwide Retirem...	X	-1,020.00	-1,469.00
Bill Pmt -Check	11/26/2019	7489	VyStar Credit Union	X	-221.92	-1,690.92
Bill Pmt -Check	11/26/2019	7492	US Department of E...	X	-138.79	-1,829.71
Bill Pmt -Check	11/26/2019	7490	VyStar Credit Union	X	-125.77	-1,955.48
Bill Pmt -Check	12/02/2019	Direct ...	Don Girvan	X	-100.00	-2,055.48
Bill Pmt -Check	12/02/2019	Direct ...	Gina LeBlanc	X	-100.00	-2,155.48
Bill Pmt -Check	12/02/2019	Direct ...	Jeanne Moeller	X	-100.00	-2,255.48
Bill Pmt -Check	12/02/2019	Direct ...	Panagiota Becker	X	-100.00	-2,355.48
Bill Pmt -Check	12/02/2019	Direct ...	Gary Howell	X	-100.00	-2,455.48
Bill Pmt -Check	12/03/2019	6989	Bell Textron Inc.	X	-2,994.44	-5,449.92
Bill Pmt -Check	12/03/2019	6991	Oklahoma State Uni...	X	-2,000.00	-7,449.92
Bill Pmt -Check	12/03/2019	6995	Walmart Community	X	-342.59	-7,792.51
Bill Pmt -Check	12/03/2019	6993	St. Johns County Uti...	X	-341.87	-8,134.38
Bill Pmt -Check	12/03/2019	6988	Augustine Alarm, Fir...	X	-150.00	-8,284.38
Bill Pmt -Check	12/03/2019	6990	COPYFAX	X	-102.62	-8,387.00
Bill Pmt -Check	12/03/2019	6994	Staples Credit Plan	X	-89.99	-8,476.99
Bill Pmt -Check	12/03/2019	6992	St. Johns County So...	X	-9.00	-8,485.99
Bill Pmt -Check	12/05/2019	7493	Harrell Construction ...	X	-18,708.35	-27,194.34
Bill Pmt -Check	12/05/2019	Direct ...	Edward Zeszutko	X	-20.00	-27,214.34
Bill Pmt -Check	12/05/2019	Direct ...	Kai Blore	X	-20.00	-27,234.34
Bill Pmt -Check	12/05/2019	Direct ...	Courtney Cunningham	X	-20.00	-27,254.34
Bill Pmt -Check	12/10/2019	Direct ...	Kai Blore	X	-40.00	-27,294.34
Check	12/11/2019		wells Fargo	X	-420.74	-27,715.08
Bill Pmt -Check	12/12/2019	7500	Clarke Mosquito Pro...	X	-64,125.07	-91,840.15
General Journal	12/12/2019	9-#474	Payroll	X	-44,974.36	-136,814.51
General Journal	12/12/2019	9-#417	Florida Retirement S...	X	-23,486.35	-160,300.86
Bill Pmt -Check	12/12/2019	7513	St. Johns County Pr...	X	-19,930.82	-180,231.68
General Journal	12/12/2019	9-#474	Payroll	X	-15,531.70	-195,763.38
Bill Pmt -Check	12/12/2019	7511	Lombardo, Spradley...	X	-6,000.00	-201,763.38
General Journal	12/12/2019	9-#474	Payroll	X	-2,465.41	-204,228.79
Bill Pmt -Check	12/12/2019	7494	A/C Designs	X	-2,445.00	-206,673.79
Bill Pmt -Check	12/12/2019	7503	Dell Marketing	X	-1,953.63	-208,627.42
Bill Pmt -Check	12/12/2019	7506	FPL - EOC DR-Main...	X	-1,296.39	-209,923.81
Bill Pmt -Check	12/12/2019	7510	Lewis Longman & ...	X	-1,250.00	-211,173.81
Bill Pmt -Check	12/12/2019	7514	The Home Depot	X	-1,044.42	-212,218.23
Bill Pmt -Check	12/12/2019	7515	TPH The Parts House	X	-990.21	-213,208.44
General Journal	12/12/2019	9-#474	Payroll	X	-968.39	-214,176.83
Bill Pmt -Check	12/12/2019	7508	Jerry Stalvey's BBQ	X	-877.50	-215,054.33
Bill Pmt -Check	12/12/2019	7507	FPL - EOC DR - Re...	X	-776.77	-215,831.10
Bill Pmt -Check	12/12/2019	7499	CINTAS- 120 EOC- ...	X	-483.57	-216,314.67
Bill Pmt -Check	12/12/2019	7501	Comcast Business -...	X	-426.92	-216,741.59
Bill Pmt -Check	12/12/2019	7497	Augustine Alarm, Fir...	X	-162.97	-216,904.56
Bill Pmt -Check	12/12/2019	7495	Advanced Disposal	X	-152.79	-217,057.35
Bill Pmt -Check	12/12/2019	Direct ...	Panagiota Becker	X	-145.00	-217,202.35
Bill Pmt -Check	12/12/2019	7505	Florida Janitor & Pa...	X	-141.49	-217,343.84
Bill Pmt -Check	12/12/2019	7496	AFLAC	X	-109.08	-217,452.92
Bill Pmt -Check	12/12/2019	7504	FedEx	X	-91.13	-217,544.05
Bill Pmt -Check	12/12/2019	7498	Bozard Ford	X	-65.75	-217,609.80
Bill Pmt -Check	12/12/2019	7509	Legal Shield	X	-57.80	-217,667.60
Bill Pmt -Check	12/12/2019	7516	Turner Ace Hardware	X	-42.71	-217,710.31
Bill Pmt -Check	12/12/2019	7512	QUEST DIAGNOST...	X	-24.20	-217,734.51
General Journal	12/13/2019	9-#475	Payroll	X	-11,061.48	-228,795.99
General Journal	12/13/2019	9-#475	Payroll	X	-4,798.38	-233,594.37
Bill Pmt -Check	12/17/2019	7517	Bank of America	X	-9,528.21	-243,122.58
Bill Pmt -Check	12/17/2019	7520	United Concordia	X	-1,452.63	-244,575.21
Bill Pmt -Check	12/17/2019	7522	Verizon Wireless Ce...	X	-1,044.35	-245,619.56
Bill Pmt -Check	12/17/2019	7518	Nationwide Retirem...	X	-1,020.00	-246,639.56
Bill Pmt -Check	12/17/2019	7519	Sherwin Williams	X	-793.08	-247,432.64
General Journal	12/17/2019	9-#477	Payroll	X	-96.38	-247,529.02
General Journal	12/17/2019	9-#477	Payroll	X	-16.50	-247,545.52
Bill Pmt -Check	12/18/2019	7526	Univar USA Inc.	X	-138,880.00	-386,425.52
Bill Pmt -Check	12/18/2019	7525	Nationwide Retirem...	X	-1,020.00	-387,445.52
General Journal	12/19/2019	9-#476	Payroll	X	-3,300.00	-390,745.52
General Journal	12/19/2019	9-#476	Payroll	X	-547.90	-391,293.42
General Journal	12/19/2019	9-#424	Mr. Shougang Zhang	X	-400.00	-391,693.42
General Journal	12/26/2019	9-#479	Payroll	X	-39,458.34	-431,151.76
General Journal	12/26/2019	9-#479	Payroll	X	-13,224.04	-444,375.80

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	12/26/2019	9-#479	Payroll	X	-2,465.41	-446,841.21
General Journal	12/26/2019	9-#479	Payroll	X	-968.39	-447,809.60
Total Checks and Payments					-447,809.60	-447,809.60
Deposits and Credits - 11 items						
General Journal	12/05/2019	9-#473	Lea Bangonan	X	145.35	145.35
General Journal	12/05/2019	9-#472	Mandi A. Pearson	X	145.35	290.70
Deposit	12/05/2019			X	20,743.64	21,034.34
General Journal	12/13/2019	9-#475	Payroll	X		21,034.34
General Journal	12/13/2019	9-#475	Payroll	X		21,034.34
General Journal	12/17/2019	9-#477	Payroll	X		21,034.34
General Journal	12/17/2019	9-#477	Payroll	X		21,034.34
Deposit	12/18/2019			X	655,728.17	676,762.51
General Journal	12/19/2019	9-#476	Payroll	X		676,762.51
General Journal	12/19/2019	9-#476	Payroll	X		676,762.51
Deposit	12/19/2019			X	940,607.38	1,617,369.89
Total Deposits and Credits					1,617,369.89	1,617,369.89
Total Cleared Transactions					1,169,560.29	1,169,560.29
Cleared Balance					1,169,560.29	2,575,232.59
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	10/28/2019	7482	Harrell Construction ...		-156,836.79	-156,836.79
Bill Pmt -Check	12/12/2019	7502	COMCAST TV-Inter...		-348.22	-157,185.01
Bill Pmt -Check	12/17/2019	7521	US Department of E...		-138.79	-157,323.80
Bill Pmt -Check	12/17/2019	7523	Wayne Flowers		-100.00	-157,423.80
Bill Pmt -Check	12/18/2019	7527	US Department of E...		-138.79	-157,562.59
Bill Pmt -Check	12/18/2019	7524	DiscoverTec		-50.00	-157,612.59
Total Checks and Payments					-157,612.59	-157,612.59
Total Uncleared Transactions					-157,612.59	-157,612.59
Register Balance as of 12/31/2019					1,011,947.70	2,417,620.00
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	01/06/2020	7528	Guardian		-318.31	-318.31
Total Checks and Payments					-318.31	-318.31
Total New Transactions					-318.31	-318.31
Ending Balance					1,011,629.39	2,417,301.69

Anastasia Mosquito Control District
Reconciliation Summary
115 · SBA, Period Ending 12/31/2019

	<u>Dec 31, 19</u>
Beginning Balance	5,423,486.50
Cleared Transactions	
Deposits and Credits - 1 item	<u>8,422.71</u>
Total Cleared Transactions	<u>8,422.71</u>
Cleared Balance	<u><u>5,431,909.21</u></u>
Register Balance as of 12/31/2019	5,431,909.21
Ending Balance	5,431,909.21

Anastasia Mosquito Control District
Reconciliation Detail
115 · SBA, Period Ending 12/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,423,486.50
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2019			X	8,422.71	8,422.71
Total Deposits and Credits					8,422.71	8,422.71
Total Cleared Transactions					8,422.71	8,422.71
Cleared Balance					8,422.71	5,431,909.21
Register Balance as of 12/31/2019					8,422.71	5,431,909.21
Ending Balance					<u>8,422.71</u>	<u>5,431,909.21</u>



State Board of Administration
Local Government Surplus Funds Trust Fund
Participant Statement

AGENCY ACCOUNT 101071
 12/01/2019 - 12/31/2019

ANASTASIA MOSQUITO CONTROL DIS
 OF ST JOHNS COUNTY
 120 EOC DRIVE
 ST. AUGUSTINE, FL 32092

Participant Return 12/31/2019 : 1.83 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
12/01/2019	BEGINNING BALANCE			5,423,486.50
12/31/2019	EARNED INCOME	INTEREST	8,422.71	5,431,909.21
	Totals:		<u>8,422.71</u>	<u>5,431,909.21</u>

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF NOVEMBER 2019

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER/ (UNDER)
ALTOCID WSP EA.	3,578.00				3,578.00	95.00	3,483.00	3,483.00	0.00
ALTOCID XR LBS.	560.00				560.00	0.00	560.00	560.00	0.00
ALTOCID XRG LBS.	1,800.00				1,800.00	65.00	1,735.00	1,735.00	0.00
AQUABAC XT GALS.	15.06				15.06	2.69	12.37	12.38	0.01
AQUALUER 20-20 GALS.	288.20				288.20	4.37	283.83	284.20	0.37
B. t. i. DUNKS (Doughnuts) EA.	1,660.00				1,660.00	0.00	1,660.00	1,660.00	0.00
COCO BEAR GALS.	150.39				150.39	3.77	146.62	146.63	0.01
DUET GALS.	173.75				173.75	6.50	167.25	165.75	-1.50
MOSQUITOMIST TWO GALS.	201.00				201.00	0.00	201.00	201.00	0.00
NALED GALS.	749.00				749.00	0.00	749.00	749.00	0.00
NATULAR DT EA.	10,317.00				10,317.00	0.00	10,317.00	10,317.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	0.00	2,000.00			2,000.00	0.00	2,000.00	2,000.00	0.00
TALSTAR P GALS.	31.91				31.91	0.02	31.89	31.89	0.00
VECTOBAC 12AS GALS.	289.38				289.38	12.88	276.50	276.50	0.00
GASOLINE GALS.	4,198.00				4,198.00	1227.89	2,970.11	2,928.00	-42.11
JET A GALS.	3,007.00				3,007.00	95.41	2,911.59	2,900.00	-11.59
TOTALS	27,062.69	2000.00	0.00	0.00	29,062.69	1513.53	27,549.16	27,494.35	-54.81

BASE= 27,494.35
Total 27,494.35

DATE: 12/10/19
 DATE: 01/06/20
 DATE: 1/6/20

PREPARED BY: *[Signature]*
 REVIEWED BY: *[Signature]*
 REVIEWED BY: *[Signature]*

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

MONTH OF NOVEMBER 2019

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	3,483.00	\$0.8100	\$2,821.23	6/22/17	UNIVAR
ALTOSID XR LBS.	560.00	\$3.42	\$1,915.03	4/26/19	UNIVAR
ALTOSID XRG LBS.	1,735.00	\$8.7500	\$15,181.25	10/8/19	UNIVAR
AQUABAC XT GALS.	12.38	\$32.5000	\$402.35	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	284.20	\$118.0000	\$33,535.60	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	1,660.00	\$0.8550	\$1,419.30	4/30/19	ADAPCO
COCO BEAR GALS.	146.63	\$20.4800	\$3,002.98	7/16/18	CLARKE
DUET GALS.	165.75	\$197.9900	\$32,816.84	7/11/18	CLARKE
MOSQUITOMIST TWO GALS.	201.00	\$68.2800	\$13,724.28	8/13/18	CLARKE
NALED GALS.	749.00	\$211.8400	\$158,668.16	6/18/18	ADAPCO
NATULAR DT EA.	10,317.00	\$0.4168	\$4,300.13	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	2,000.00	\$6.9000	\$13,800.00	1/7/19	ALLPRO
TALSTAR P GALS.	31.89	\$57.8273	\$1,844.11	8/9/19	UNIVAR
VECTOBAC 12AS GALS.	276.50	\$32.5000	\$8,986.25	6/26/19	ADAPCO
GASOLINE GALS.	2,928.00	\$2.2641	\$6,629.28	10/23/19	L. V. HIERS
JET A GALS.	2,900.00	\$2.6051	\$7,554.79	5/20/19	Avfuel
TOTAL	27,494.35	\$949.59	\$314,704.19		

PREPARED BY: [Signature] wears DATE: 12/10/19

COST FIGURES REVIEWED BY: [Signature] DATE: 01/06/20

REVIEWED BY: [Signature] DATE: 1/6/20

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

BOARD OF COMMISSIONERS

Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, December 12, 2019

Next Meeting(s): Thursday, January 16, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, December 12, 2019, at 5:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Jeanne Moeller, Vice-Chairperson
Mrs. Gina LeBlanc, Secretary/Treasurer
Mr. Don Girvan, Commissioner
Mrs. Trish Becker, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director (*absent due to Repellent Meeting in Malta*)
Mr. Wayne Flowers, Attorney
Mr. Don Lohr, Herbie Wiles Insurance
Mr. Bill Youker, V.P., Harrell Construction Company, Inc.
Mr. Jeb Smith, St. Johns County, Board of County Commissioners

Chairperson Howell called the meeting to order.

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

ROLL CALL: Chairperson Howell noted ~ All were present

PROCLAMATION: Commissioner Jeb Smith, St. Johns County BOCC, read the Proclamation that the St. Johns County Board of County Commissioners passed on December 3, 2019 to AMCD regarding the Anastasia Mosquito Control District Appreciation Day as worked on by our AMCD Commissioner Trish Becker and attorney, Mr. Wayne Flowers. He also congratulated Commissioner Becker on doing an excellent job on this and congratulated the AMCD Board of Commissioners on 70 years of service. Pictures were then taken of Mr. Jeb Smith and the AMCD Board.

- Commissioner Howell recognized a member of the audience and Commissioner Becker introduced him; Mr. Nash with a Boy Scout Eagle Troop who was here to observe and listen to real time government politics in order to receive a badge. Mr. Nash thanked the Board for allowing him to be here and stated it would be a good experience for him.

It was also noted that Dr. Xue was absent as he was in a European Repellent meeting in Malta.

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 Girvan
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

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

- Commissioner Becker requested Consent Agenda Item #9: Main Rotor Hub Overhaul Bid, be pulled and added to Unfinished Business #3 for discussion.

A. A motion was made to approve the Consent Agenda as Amended (moving Consent Agenda Item #9 to Unfinished Business #3).

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Becker
- 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 10, 2019 at 5:00 PM
5. Move January Board meeting from Jan. 9, 2020 to Jan. 16, 2020 at 5PM (returning to work after the week that board books normally would go out)
6. Dr. Xue and Commissioner Moeller to visit Collier County and Lee County Mosquito Control Districts & attend the Fly-In Class
7. Administrative Leave Policy Revision
8. GLP Proposal FY 19-20
9. ~~Main Rotor Hub Overhaul Bid Award~~ (*Pulled and Added to Unfinished Business #3*)
10. Approval of Program Review Proposal
11. AMCD and NECE CRADA Collaboration Non-Funded Agreement
12. Affiliation Agreement Renewal between UNF and AMCD
13. Budget Amendments ~ Increase in Beginning Fund Balance, Local Fund \$1,538,008.74

UNFINISHED BUSINESS:

Item 1: Approval of Committee Recommendation for Health, Dental, & Life Insurances

(with benefits beginning on date of hire) ~ *Mr. Don Lohr, Herbie Wiles Insurance Company*

- Mr. Don Lohr spoke about the insurances offered including the Committee recommendation on renewing our current Florida Blue Health Insurance, United Concordia Dental Insurance and Guardian Life Insurance, and moving our vision, (which is a voluntary plan and solely employee paid, not District funded) to United Health Care at a lower rate and also the

District's policy amendment to have the Insurance begin on Date of Hire, effective January 1, 2020. Commissioner Howell spoke to other agencies and they said we were getting a good deal. Commissioner Becker stated that our insurance is a really good deal and better than Northrup Grumman, which has great insurance. She also gave Mr. Lohr condolences on Mr. Wiles passing. Commissioner Moeller noted that renewing our current Florida Blue Health Insurance shows \$26,000 over budget, but that this program is a living thing and we included in this funding number, a pilot who we haven't hired, we have lost 2 staff members, 3 people are in DROP, and 2 people who will receive insurance through grant money; therefore this is not a true figure.

A. A motion was made to approve the Health, Dental, & Life Insurances as presented.

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

Item 2: RFP Award for Site Plan, Permits and Design of the Disease Vector Education Center

➤ Mrs. Gaines, Operations Manager stated that 11 companies requested the RFP packets but only one contractor submitted the RFP, Harrell Construction Company. Their submittal was \$412,245 which included a 5% cost overrun amount and was still under the \$500,000 budgeted amount and the approval was for the money amount, not the contract. Some of the commissioners didn't feel good about passing this without being able to ask questions of Dr. Xue and Mr. Richard Weaver, who were not at the meeting. They also noted that Dr. Xue wanted to bring others in on the design of the building and that didn't happen yet, but it was also noted that the RFP was what they asked for and was under budget. At a suggestion from Mr. Flowers, it was discussed and motioned to table this item until January.

A. A motion was made to table this item and put it back on the January 16, 2020 Board meeting Agenda with a conference or workshop with staff.

- Motioned by: Commissioner Girvan
- Seconded by: Commissioner Howell
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

Item 3: Main Rotor Hub Overhaul Bid Award (Pulled from Consent Agenda Item #9)

➤ Commissioner Becker questioned whether this was something that had to be done each year or a one-time thing. Mrs. Gaines answered that it is something that needs done after so many hours each time.

A. A motion was made to approve the Main Rotor Hub Overhaul BID Award to Arrow Aviation as presented at \$20,998.84.

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

NEW BUSINESS:

NONE

REPORTS:

1. **Director** ~ Dr. Xue; was absent due to being at a European Repellent meeting in Malta.
2. **Attorney** ~ Mr. Flowers; noted that the Legislature convenes in January and his partner stated that the only thing that is mosquito control specific is a budget request from Miami Dade for appropriations to build their mosquito control facility.

COMMISSIONER COMMENTS:

Commissioner Becker ~ thanked Mr. Nash and also thanked Mr. Jeb Smith and the St Johns County Board of County Commissioners for listening to her presentation which was about 10 minutes long; at the presentation, she went over our new buildings and what we do and have done for the last 70 years and how proud we are of our employees at AMCD; the FMCA meeting was here in St. Augustine on Nov. 17th, with over 280 people attending and that Sunday we hosted an Open House here at AMCD for them; Commissioner Moeller organized a Commissioner Day here at AMCD and we had a Drone presentation; she thanked Commissioner Moeller for a job well done; she attended the St. Johns County Legislative Delegation Meeting on November 20th and spoke with Senator Travis Hutson and Representatives Renner and Stevenson on the importance of our District and the funding for other counties that rely on state money; she invited them to tour our facilities; she also mentioned how phenomenal a job our Education Specialist, Edward Zeszutko, did on the float which she pointed out the display of it that was set up in the Board room, the tire Christmas tree; thanked all the staff and stated Merry Christmas and Happy Holidays.

Commissioner LeBlanc ~ The Planning Committee meeting was November 14th, everything has been wrapped up except the permit for test pools which will be in January, issues at 700 with ventilation, door replacement in the hangar, and the building 800 door that is sticking; also discussed the feasibility study to be done in March or April. Wished everyone a Merry Christmas.

Commissioner Moeller ~ asked Mr. Flowers if the Administrative Leave that is given during the holiday two week shut down is covered as the policy reads and he said yes; she stated we need to update the policy book and pay plan; we may want to make a new policy on lost equipment as in the last three years we have lost two trucks and several cell phones, and in the past we have also lost hand held sprayers and the employees didn't have to pay to replace any of that equipment or the insurance deductible; we are waiting on our aerial staff to tell us what tug they want so it can be purchased as it was already approved for purchasing; Dr. Xue wants to wait on purchasing the nursing truck until after we hire a full time pilot.

Commissioner Girvan ~ he and Dr. Xue visited MosquitoMate in Lexington Kentucky, their staff like and appreciate us; they asked him to look at their books and he said the freight costs were outrageous, which was because the mosquitoes are only alive three days after they are radiated, therefore have to be shipped via air; they asked us to think about putting up a building on our property to lease to them for them to do this work, which could then be shipped via ground.

Commissioner Howell ~ Thanked Commissioner Becker on working with the St. Johns County Board of County Commissioners on the Proclamation; he mentioned we are all a team and work well together; mentioned the flag at half-mast and wished peace on earth and good will to all; appreciates Mr. Nash for being here; Happy Holidays to all.

By a consensus of the Board: Commissioners' Moeller, Becker, and Howell will be attending the Tallahassee Legislation meeting January 21st and 22nd, 2020.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:14 P.M.

ATTEST _____

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, 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 (2020)

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

Business Manager: Mr. Richard Weaver

Operations Manager: Mrs. Marcia Kay Gaines

Assistant Supervisor: Mrs. Dena Autry

Biological Lab Technician: Mr. Kai Blore

Entomologist/Scientific Manager: Dr. Whitney Qualls

2. FINANCIAL / AUDIT COMMITTEE:

Commissioner: Commissioner Don Girvan (Chair)

Director: Dr. Rui-De Xue

Accountant: Mr. Scott Hanna

Business 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

Assistant Supervisor: Mrs. Dena Autry

Field Biologist: Dr. Muhammad Farooq

Operations Manager: Mrs. Marcia Kay Gaines

Business Manager: Mr. Richard Weaver

Entomologist/Scientific Manager: Dr. Whitney Qualls

4. **EDUCATION COMMITTEE:**
 - Commissioner:** Mrs. Trish Becker (Chair)
 - Education Specialist:** Mr. Edward J. Zeszutko
 - Operations Manager:** Mrs. Marcia Kay Gaines
 - Assistant Supervisor:** Mrs. Dena Autry
 - Biological Technician:** Mr. Steven Smoleroff
 - Entomologist/Scientific Manager:** Dr. Whitney Qualls

5. **APPLIED RESEARCH COMMITTEE:**
 - Commissioner:** Mrs. Jeanne Moeller (Chair)
 - Entomologist/Scientific Manager:** Dr. Whitney Qualls
 - Business Manager:** Mr. Richard Weaver
 - Assistant Supervisor:** Ms. Dena Autry
 - Biological Technician:** Mr. Kai Blore
 - Biological Technician:** Mr. Steven Smoleroff

6. **SAFETY COMMITTEE:**
 - Business Manager (& Safety Coordinator):** Mr. Richard Weaver (Chair)
 - Operations Manager:** Mrs. Marcia Kay Gaines
 - Assistant Supervisor:** Mrs. Dena Autry
 - A & P Aircraft Mechanic:** Mr. Ralph Bruner
 - Biological Technician:** Mr. Steven Smoleroff
 - MC Technician, Surveillance:** Mr. Morgan Duett
 - MC Technician:** Mr. Ricky Stockley
 - Mechanic:** Mr. John "Freddie" Allen,

7. **EMERGENCY RESPONSE COMMITTEE**
 - Operations Manager:** Mrs. Marcia Kay Gaines (Chair)
 - Field Biologist:** Dr. Muhammad Farooq
 - Business Manager:** Mr. Richard Weaver
 - Entomologist/Scientific Manager:** Dr. Whitney Qualls
 - Administrative Assistant:** Ms. Charolette M. Hall
 - Education Specialist:** Mr. Edward Zeszutko

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

*Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner*



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 16, 2020

RE: Approval of Final Revision of Commissioner's Handbook

In September, 2019, the Board was supplied with the Commissioner's Handbook and Reference information showing changes recommended. Per the Commissioner's direction at that meeting, today, you will find a separate binder that includes the final Commissioner's Handbook of policies, updated reference material, attachments, and job descriptions, all inclusive, for final approval.

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

2019 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner

TO: Board of Commissioners

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

CC: Charolette M. Hall, Administrative Assistant

DATE: January 16, 2020

RE: Approval of updated Safety Program Manual

Because of the addition of new buildings and laboratories, the aviation program and the GLP certification, the Safety Program Manual has been updated. The major changes made are:

- Aviation and Aircraft Safety, this was developed in December of 2018 to allow AMCD to get the FAA certification and has been updated now to reflect the current operation.
- Animal House Cleaning.
- Animal Care.
- Laser Safety.
- UV Light Safety.
- Vehicle Accident, employees will no longer be allowed to operate any AMCD vehicles after an accident until the drug and alcohol test results have come back negative.
- Minor changes in many sections because of the new buildings.
- Addition of 6 Jet A fuel quality control forms, completed in December 2018 and updated as the fuel tank system came on line and testing began.

Staff asks that the Board of Commissioners approve the Safety Program Manual document as presented.

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

2019 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner

TO: Board of Commissioners

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

CC: Charolette M. Hall, Administrative Assistant

DATE: January 16, 2020

RE: Approval of Change Proposal for Screened Cage Enclosure (building 600C)

Some of the clients, grant writers and because of the GLP certification, AMCD has been asked to have a screened enclosure for "Control" at a safe distance from the current "Test" enclosures. AMCD has received a Change Proposal (CP) from Harrell Construction for the additional building (600C). The total cost for the change proposal is \$82,340.00. This cost may be reduced after the final engineering is completed by reducing the amount of fill needed for the building and sidewalk (clearing and earthwork amount on CP). Actual original costs for buildings 600A and 600B was \$54,404.00 total, each with no site work or \$112,612.25 total, each with site work included.

The proposed amount of \$82,340.00 is included in the budget amendments section on the Consent Agenda.

Staff asks that the Board of Commissioners approve the change proposal as presented.

CHANGE PROPOSAL

HARRELL CONSTRUCTION CO., INC.
 4185 SUNBEAM RD, BLDG 200
 JACKSONVILLE, FLORIDA 32257

JOB: 2017-04 AMCD Research Facility
 DATE: January 6, 2020
 CP #: Thirty-Nine

Description: **Building 600C: (1) Screen Enclosure per Change Proposal Request dated 19-12-05. This proposal assumes a finished floor elevation of 45.00 pending final design and exemption from SJC Impact Fees.**

CATEGORY	DESCRIPTION	MATERIAL QUANTITY	MATERIAL UNIT	MATERIAL COST	MATERIAL TOTAL	LABOR UNIT	LABOR COST	LABOR TOTAL	SUB / OTHER COST	TOTAL COST
102	Civil Design & Surveying				\$ -				\$ 11,750	\$ 11,750
104	Permits & Fees				\$ -				\$ 2,500	\$ 2,500
108	Supervision & Project Management				\$ -			\$ 7,635		\$ 7,635
206	Cleaning & Earthwork				\$ -				\$ 19,814	\$ 19,814
210	Landscaping				\$ -				\$ 2,500	\$ 2,500
302	Concrete Slab & Sidewalk - L&M				\$ -				\$ 11,225	\$ 11,225
1305	Screened Enclosure / Building Number - L&M				\$ -				\$ 12,490	\$ 12,490
1502	Plumbing (Non-Potable Hose Bibb from Well)				\$ -				\$ 1,250	\$ 1,250
1602	Electrical (GFI Receptacle / Pedestal)				\$ -				\$ 1,250	\$ 1,250
	Subtotal				\$ -			\$ 7,635	\$ 62,779	\$ 70,414
	Sales Tax									\$ -
	P&P Bond									\$ 1,186
	Subtotal									\$ 71,600
	Overhead									\$ 5,370
	Profit									\$ 5,370
	TOTAL									\$ 82,340

ACCEPTED: The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

PM: William J. Spivker Accepted By: _____

Date: 1/6/2020 Date: _____

From: [Richard Weaver](#)
To: [Bill Youker](#)
Cc: [Robert Thornton](#); "[rudv xue](#)"; "[Kay Gaines](#)"; "[quallsamcd](#)"; "[Charolette Hall](#)"; "[Scott Hanna](#)"
Subject: Change proposal request
Date: Thursday, December 05, 2019 8:24:29 AM
Attachments: [600C Location Map.pdf](#)

Bill,

This email is a request for a change proposal for the following:

Build a third screened room (600C)

- Building 600C will be located in the field south of the fish room (building 200), adjacent to the well (see attached map).
- Building 600C will be situated in an east / west orientation (same as the current building 600A & 600B) with the entrance door on the east side.
- Building 600C will be an exact duplicate of buildings 600A & 600B. **Per attached plan**
- Building 600C will have **non-potable water** (well water) from the well adjacent to the building site .
- Building 600C will have **power** from building 200 adjacent to the building site, using existing conduits crossing the driveway.
- Change proposal will include costs for any **site permits and planning.**
- Change proposal will include costs for any **building permits and planning.**
- AMCD would like to **recover any sales tax costs** by purchasing materials & supplies for this building.
- Building 600C site may require **fill dirt**, this cost should be included in change proposal.
- Change proposal should include costs for concrete sidewalk from the front door of 600C to the pavement north of the building location. **Walter's Viburnum & Ligustrum**
- Change proposal will include costs for **sod and bushes inside the building** and **sod on any slops** from the sidewalk or building to the current site elevation. **St. Augustine Seville (inside)**
- This change will be a Change Order to the current contract "Anastasia Mosquito Control District Research Facility" contract.
- **Acceptance of the change proposal will be by the Board of Commissioners at the January 16, 2020 (date pending) meeting** and will include a budget amendment for the work.

Richard Weaver

Anastasia Mosquito Control District

120 EOC Drive

St. Augustine FL 32092

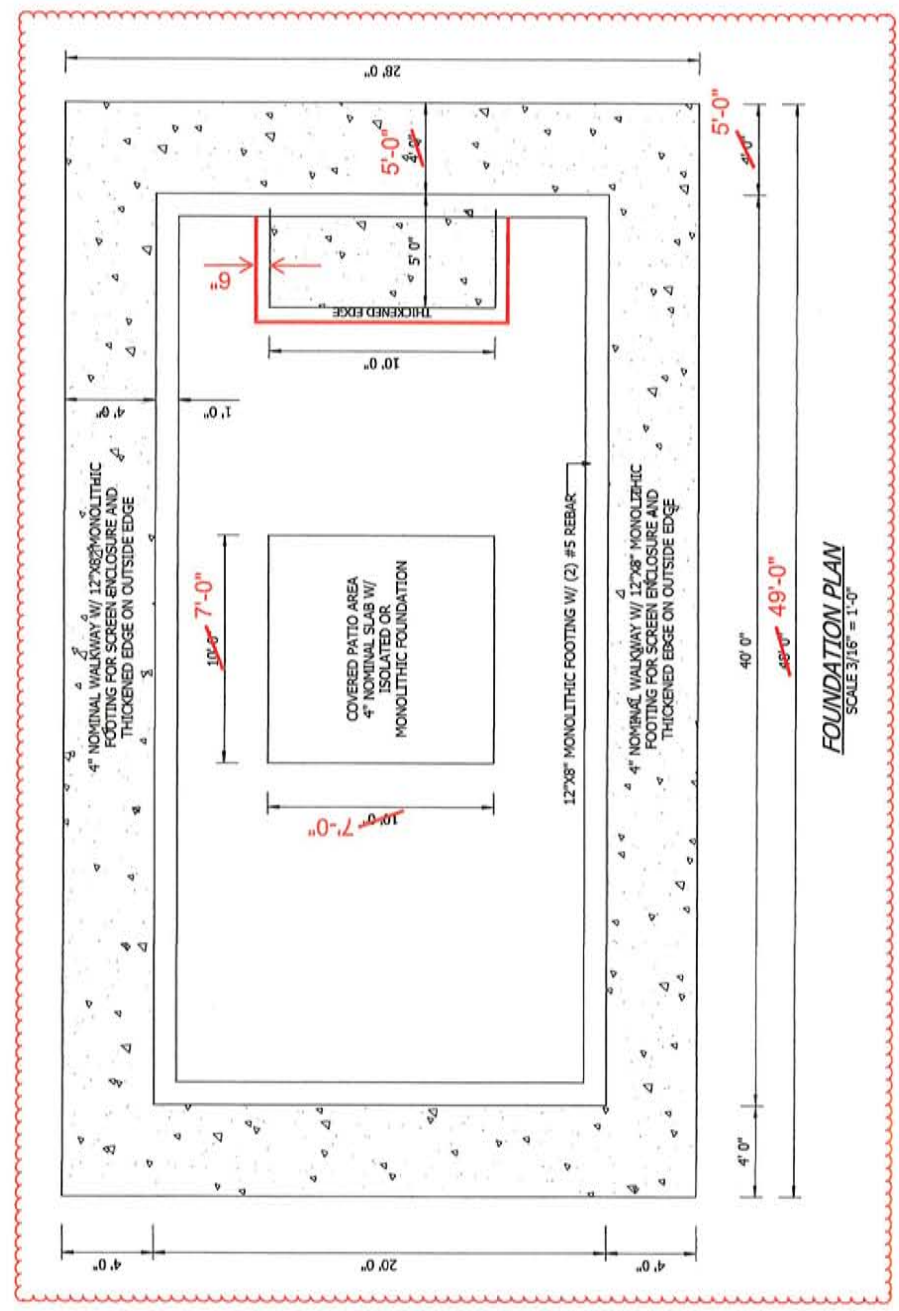
All government correspondence is subject to the public records law

Direct line: 904-484-7333

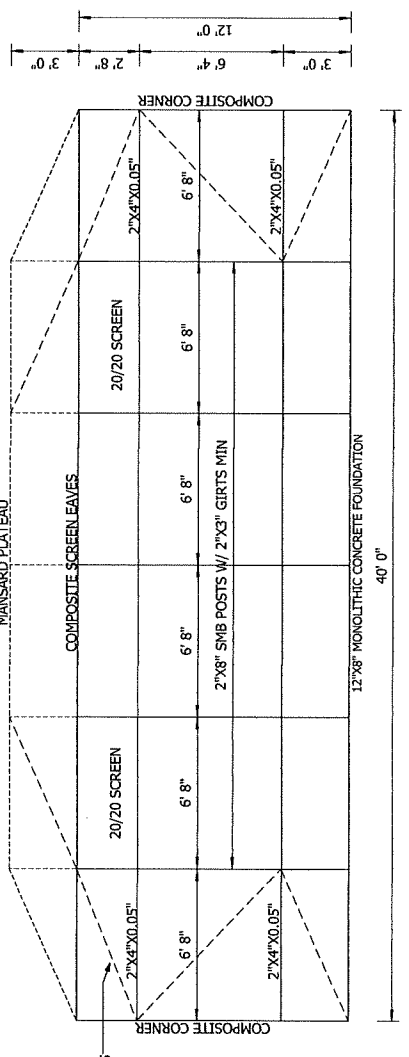
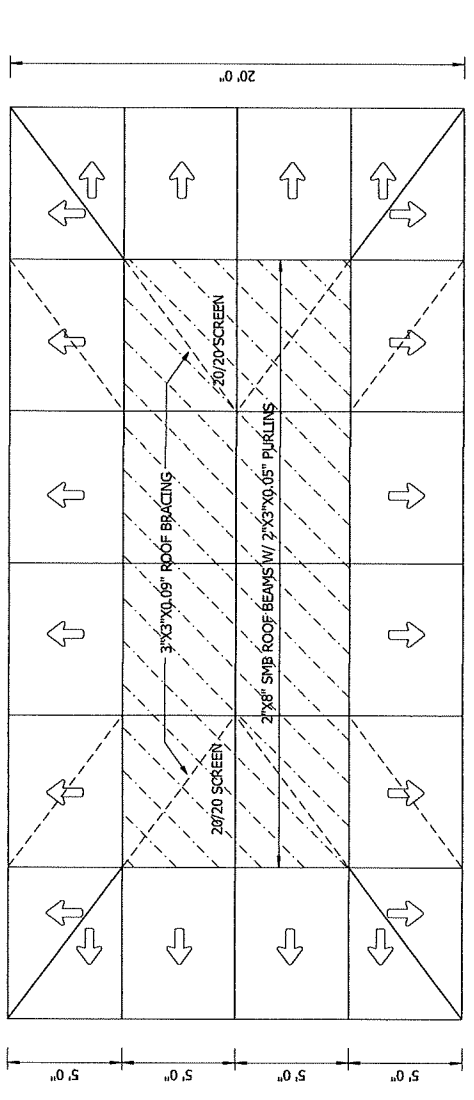
Main line: 904-471-3107 ex 333

rweaveramcd@bellsouth.net

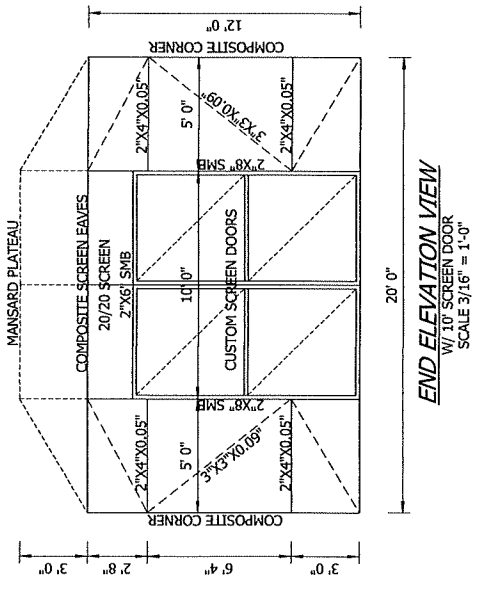
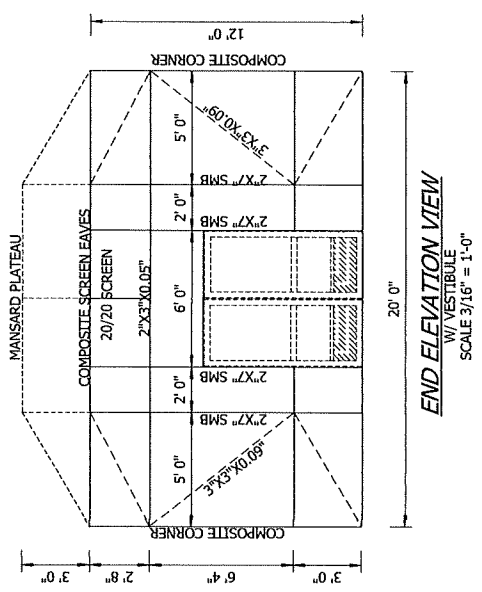
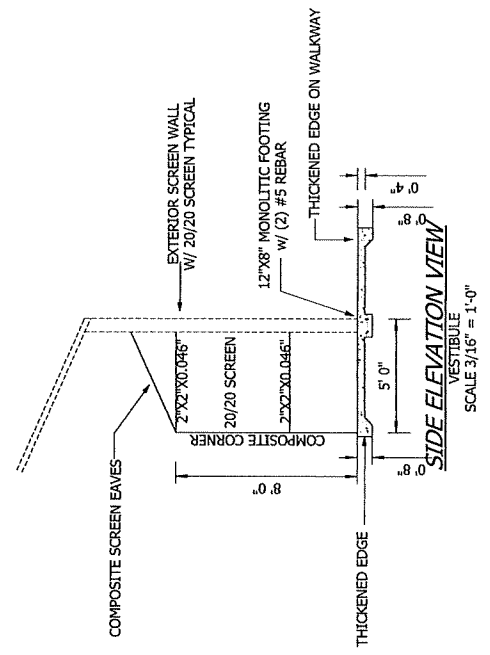
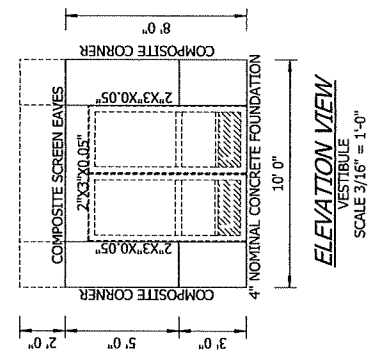




*Contractor may change framing member sizes as long as new framing member meets the span requirements per attached tables.



*Contractor may change framing member sizes as long as new framing member meets the span requirements per attached tables.



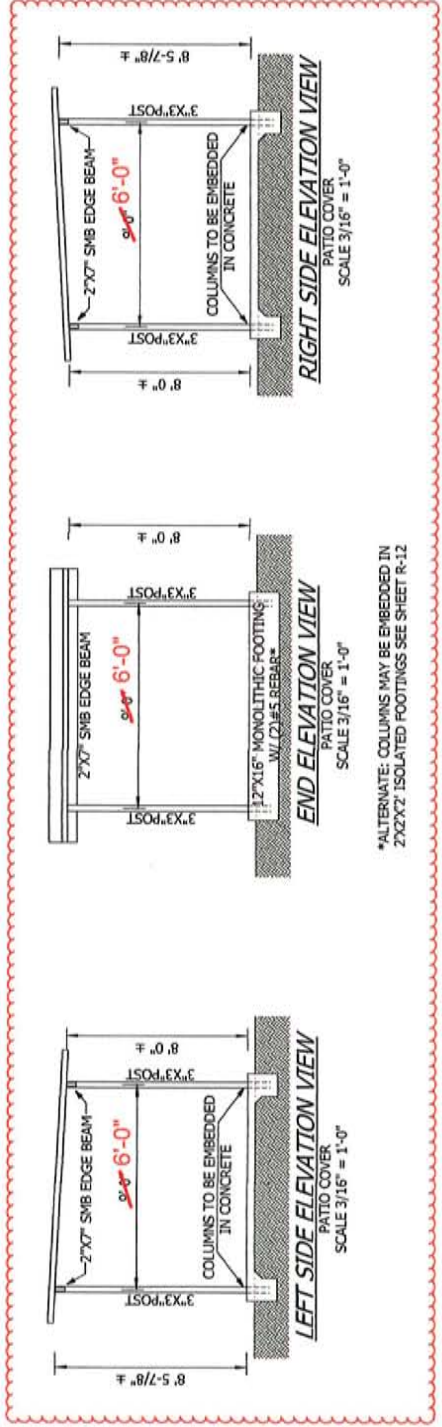
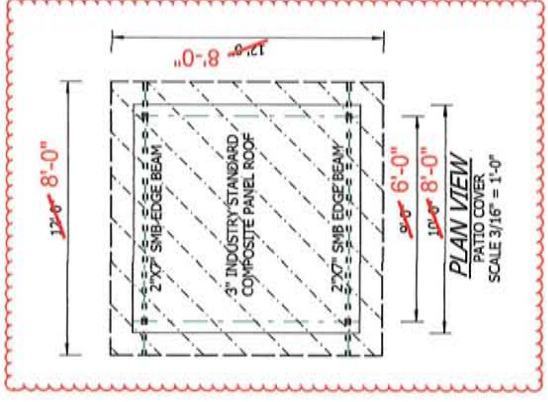
*Contractor may change framing member sizes as long as new framing member meets the span requirements per attached tables.

Design Office:
6th Edition 2017 Florida Building Code
Ultimate Wind Speed 101 mph
Exposure B
Building Risk Category II

Homeowner: Anastasia Mosquito Control
Site Address: 120 ECC Drive
Builder: Ash-Brook Construction
Date: 5/31/2018

Designed in accordance with the
MAF Guide To Aluminum Construction In High Wind Areas
as Published by the Aluminum Association of Florida
Referenced by the 6th Edition (2017) Florida Residential Code (R301.2.1.1),
6th Edition (2017) Florida Building Code (2002.4.1) & FS 489.113 (9)

Sheet #
S-04



*ALTERNATE: COLUMNS MAY BE EMBEDDED IN 2'X2'X2' ISOLATED FOOTINGS SEE SHEET R-12

*Contractor may change framing member sizes as long as new framing member meets the span requirements per attached tables.

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

2019 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

*Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 16, 2020

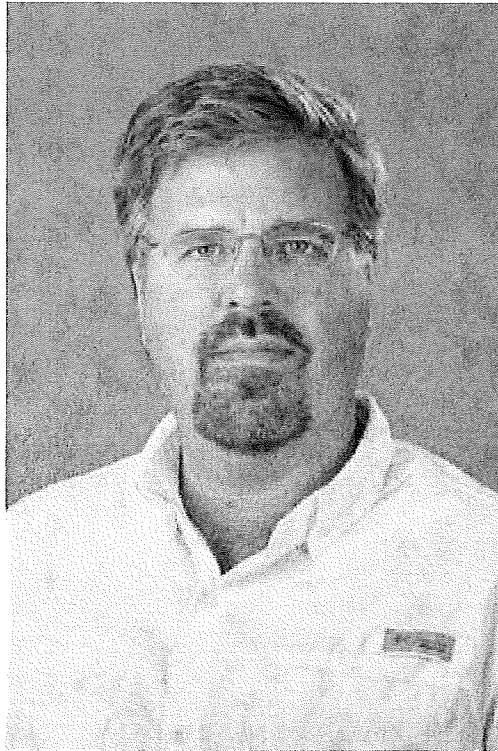
RE: Approval of Professor Stephen Dobson as Adjunct Senior Entomologist

AMCD has a budgeted amount of \$5,000 for FY 19/2020 for Adjunct positions for travel, meetings, teaching, and publications related to AMCD.

Professor Dobson is from the Department of Entomology in the Dobson Laboratory at the University of Kentucky.

Staff requests approval of Professor Dobson for the open Adjunct position to replace Dr. Muhammad Farooq.

Stephen Dobson



Stephen Dobson
Professor

- sdobson@email.uky.edu
- [\(859\) 257-4902](tel:8592574902)
- (859) 323-1120
- [Dobson Laboratory](#)
- S-307D Ag Science Ctr N
Lexington KY 40546-0091
- Department of Entomology

- [**Professional Profile**](#)
- [**Education**](#)

Professional Profile

Medical/Veterinary Entomology, Evolution & Molecular Genetics; Potential of symbiotic bacteria as a means to modify natural insect populations.

Visit the [Dobson Laboratory Homepage](#) for more information about our research program.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: Dobson, Stephen L.

eRA COMMONS USER NAME (credential, e.g., agency login): SDOBSON

POSITION TITLE: CEO, MosquitoMate, Inc. Lexington, KY

[Currently on Entrepreneurial Leave] Professor, Medical and Veterinary Entomology, Department of Entomology, University of Kentucky

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE	Completion Date	FIELD OF STUDY
Clemson University; Clemson, SC	B.S.	1990	Entomology
University of California, Berkeley; Berkeley, CA	Ph.D.	1996	Entomology
Yale University, New Haven, CT	Postdoc. Assoc.	1998	Epidem. & Public Health

A. Personal Statement

As a medical entomologist, I remain focused on developing and testing control approaches for important mosquitoes. My research interests are driven by a desire to better understand the biology of vector systems and to use this knowledge to alter medically important systems toward the benefit of human health. Broadly, my interests include vector ecology, population genetics, evolution, modeling and molecular biology. Current research projects include 1) characterizing the interaction between mosquito disease vectors and endosymbiotic bacteria and 2) developing autocidal strategies that employ mosquitoes as vehicles providing targeted pesticide delivery. In 2010, I founded MosquitoMate, Inc., a company focused on the translation of the new technologies into field applications. Currently, I am on Entrepreneurial Leave from the University of Kentucky.

B. Positions and Honors**Positions and Employment**

1998 – 2003 Assistant Professor, Department of Entomology, University of Kentucky, KY
 2003 - 2008 Associate Professor, Department of Entomology, University of Kentucky, KY
 2008 – present Full Professor, Department of Entomology, University of Kentucky, KY
 2010 - present President, MosquitoMate, Inc.; 25% Effort

Other Experience and Professional Memberships

President (2012), American Committee of Medical Entomology, American Society of Tropical Medicine and Hygiene
 Editorial Board for the Journal of Medical Entomology; Entomological Society of America
 Society for Vector Ecology
 American Mosquito Control Association
 Entomological Society of America

Research Representative to the Livestock Insect Workers Advisory Board

Honors

- 2013 Chair, American Committee of Medical Entomology, American Society of Tropical Medicine and Hygiene
- 2014 Leader of Multistate Project NE1443 - Biology, Ecology & Management of Emerging Disease Vectors; Major responsibilities include organization, preparation, writing and reporting of the New Project

C. Contribution to Science

1) We invented and patented a method of generating artificial Wolbachia infections in mosquitoes. This method has been replicated by multiple laboratories and is now being used in experiments ranging from laboratory studies to field trials. The latter include trials targeting both the suppression and replacement of medically important mosquito populations.

- A. Calvitti, M., Moretti, R., Skidmore, A. R. & Dobson, S. L. Wolbachia strain wPip yields a pattern of cytoplasmic incompatibility enhancing a Wolbachia-based suppression strategy against the disease vector *Aedes albopictus*. *Parasites & Vectors* **5**, 254 (2012).
- B. Xi, Z., Khoo, C. C. H. & Dobson, S. L. Interspecific transfer of Wolbachia into the mosquito disease vector *Aedes albopictus*. *Proc. R. Soc. Lond. [Biol.]* **273**, 1317–1322 (2006).
- C. Xi, Z., Khoo, C. C. H. & Dobson, S. L. Wolbachia establishment and invasion in an *Aedes aegypti* laboratory population. *Science* **310**, 326–328 (2005).
- D. Xi, Z., Dean, J. L., Khoo, C. & Dobson, S. L. Generation of a novel Wolbachia infection in *Aedes albopictus* (Asian tiger mosquito) via embryonic microinjection. **35**, 903–910 (2005).

2) We are studying the interaction between mosquitoes and their Wolbachia infections, which are obligate, intracellular bacteria that can affect insect reproduction. In addition to characterizing the general impacts on mosquito fitness, we are also developing strains and strategies that may be used for manipulating medically important mosquito populations. We are currently collaborating with abatement districts in California and additional states to field trial a mosquito-suppression approach.

- A. Mains JW, Kelly PH, Dobson KL, Petrie WD, Dobson SL. Localized Control of *Aedes aegypti* (Diptera: Culicidae) in Miami, FL, via Inundative Releases of *Wolbachia*-Infected Male Mosquitoes. *J Med Entomol.* 56(5):1296-1303 (2019).
- B. Mains, J. W., Brelsfoard, C. L., Rose, R. I. & Dobson, S. L. Female Adult *Aedes albopictus* Suppression by *Wolbachia*-Infected Male Mosquitoes. *Sci Rep* (2016).
- C. Bourtzis, K. et al. Harnessing mosquito-Wolbachia symbiosis for vector and disease control. *Acta Tropica* 132 Suppl, S150–63 (2014).
- D. Mains, J. W., Brelsfoard, C. L., Crain, P. R., Huang, Y. & Dobson, S. L. Population impacts of *Wolbachia* on *Aedes albopictus*. *Ecological Applications* 23, 493–501 (2013).
- E. O'Connor, L. et al. Open release of male mosquitoes infected with a *Wolbachia* biopesticide: field performance and infection containment. *PLoS Negl Trop Dis* 6, e1797 (2012).
- F. Chambers, E. W., Hapairai, L., Peel, B. A., Bossin, H. & Dobson, S. L. Male mating competitiveness of a *Wolbachia*-introgressed *Aedes polynesiensis* strain under semi-field conditions. *PLoS Negl Trop Dis* 5, e1271 (2011).

3) We are developing novel methods of mosquito control, including a method in which male mosquitoes act to deliver a mosquito juvenile hormone analogue into breeding sites. We are examining the approach with multiple, medically-important species.

- A. Brelsfoard CL, Mains JW, Mulligan S, Cornel A, Holeman J, Kluh S, Leal A, Hribar LJ, Morales H, Posey T, Dobson SL. *Aedes aegypti* Males as Vehicles for Insecticide Delivery. *Insects.* 10(8). 2019.
- B. Mains, J. W., Brelsfoard, C. L. & Dobson, S. L. Male mosquitoes as vehicles for insecticide. *PLoS Negl Trop Dis* 9, e0003406 (2015).
- C. <https://www.youtube.com/watch?v=AYEnA-xGW7I>

D. <https://www.youtube.com/watch?v=4Ttlt0fodtE>

4) Our lab has developed mathematical models for examining Wolbachia infection dynamics in insect populations. These models are used to understand natural Wolbachia invasions, as well as applied strategies of population suppression, and their reversal.

- A. Crain, P. R., Crowley, P. H. & Dobson, S. L. Wolbachia re-replacement without incompatibility: potential for intended and unintended consequences. *J. Med. Ent.* 50, 1152–1158 (2013).
- B. Crain, P. R. et al. Wolbachia infections that reduce immature insect survival: Predicted impacts on population replacement. *BMC Evol Biol* 11, 290 (2011).
- C. Dobson, S. L. Reversing Wolbachia-based population replacement. *Trends Parasitol.* 19, 128–133 (2003).
- D. Dobson, S. L., Marsland, E. J. & Rattanadechakul, W. Mutualistic Wolbachia infection in *Aedes albopictus*: accelerating cytoplasmic drive. *Genetics* 160, 1087–1094 (2002).

5) We have developed methods for generating artificial in vitro infections of Wolbachia in insect cell cultures. These methods and the resulting cell cultures are being used by research groups, including groups developing anti-Wolbachia approaches for use in medically-important filaria.

- A. Khoo, C. C. H., Venard, C. M. P., Fu, Y., Mercer, D. R. & Dobson, S. L. Infection, growth and maintenance of Wolbachia pipientis in clonal and non-clonal *Aedes albopictus* cell cultures. *Bull. Ent. Res.* 103, 1–10 (2012).
- B. Venard, C. M. P., Crain, P. R. & Dobson, S. L. SYTO11 staining vs FISH staining: a comparison of two methods to stain Wolbachia pipientis in cell cultures. *Lett. Appl. Microbiol.* 52, 168–176 (2011).
- C. Dobson, S. L., Marsland, E. J., Veneti, Z. & Bourtzis, K. Characterization of Wolbachia host cell range via the in vitro establishment of infections. 68, 656–660 (2002).
- D. <http://www.a-wol.com>

Complete List of Published Work: <http://www.ncbi.nlm.nih.gov/pubmed?term=Dobson%20SL>

D. Additional Information: Research Support and/or Scholastic Performance

Ongoing Research Support

Grant Number: NIH-1R43AI112048-03 Mains (PI) 3/18 - 02/20

Title: Phase II: Feasibility assessment of a novel tool for mosquito vector control: Auto-Dissemination Augmented by Males (ADAM)

Summary: The goal of this project is to test the feasibility of applying pesticide to male mosquitoes and to examine the ability of the males to disseminate lethal doses to immature breeding sites for vector control.

Role: Collaborating Scientist

Completed Research Support

Grant Number: NIH-1R43AI112048-02 Mains (PI) 2/17 - 03/18

Title: Phase II: Feasibility assessment of a novel tool for mosquito vector control: Auto-Dissemination Augmented by Males (ADAM)

Summary: The goal of this project is to test the feasibility of applying pesticide to male mosquitoes and to examine the ability of the males to disseminate lethal doses to immature breeding sites for vector control.

Role: Collaborating Scientist

Grant Number: NIH-1R43AI112048-01A1 Brelsfoard (PI) 12/14 - 06/17

Title: Feasibility assessment of a novel tool for mosquito vector control: Auto-Dissemination Augmented by Males (ADAM)

Summary: The goal of this project is to test the feasibility of applying pesticide to male mosquitoes and to examine the ability of the males to disseminate lethal doses to immature breeding sites for vector control.

Role: Collaborating Scientist

Grant Number: NIH-1R43A1098179-03 Mains (PI) 06/15 - 05/17

Title: Biological vector control reducing arboviruses, including Dengue and Chikungunya

Summary: Examining the feasibility of using *Aedes albopictus* males, artificially-infected with *Wolbachia* bacteria, to suppress and eliminate populations of this invasive disease vector.

Role: Collaborating Scientist

Grant Number: KSTC-184-512-14-198 Mains (PI) 10/14 - 09/16

Title: KY State Match for Biological vector control reducing arboviruses, including Dengue and Chikungunya

Summary: Ancillary support for marketing research, IP development, business and commercial planning and additional product development associated with the Phase 2 NIH SBIR grant.

Role: Collaborating Scientist

Bill and Melinda Gates Foundation Dobson (PI) 2014-2016

Development of Artificial Blood for Mosquito Research

Role: PI

USDA, IR-4 Dobson (PI) 2015-2016

Regulatory development and implementation of a *Wolbachia* pesticidal approach in *Aedes aegypti* with field deployment in Fresno California

<http://www.arcgis.com/apps/MapJournal/index.html?appid=0586437f5b69477fbad9f3774047420a>

Role: PI

MOU - non-Fund.

ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County

(here called AMCD)

[Represented by the Executive Director Prof. Rui-de Xue]

and

IMAAC-next and IMAAC

(here called IMAAC)

[Represented by Chair of IMAAC and President of IMAAC-next Association Dr Peyman Ghaffari]

AMCD is an institute dedicated to protecting all people from the nuisance of mosquitoes and mosquito-borne diseases in St. Johns County, Florida.

IMAAC is an European project and network of scientists focused on research and mathematical analysis of the effect of cutting-edge mosquito control measures in vector-borne diseases such as dengue, zika, malaria, chikungunya, west nile virus and yellow fever. After Sept. 2021 **IMAAC-next** Association will adopt the already built network and continue the research

Manifest of Intentions

Based on ideas developed during the General Scientific Meeting (GSM) in the framework of IMAAC 10.-12. Dec. 2019 in Malta at American University of Malta (AUM), we the above partners came to the following agreement outlining a roadmap of collaboration.

In view of Valença manifesto of intentions signed on April 5, 2019 by IMAAC (Appendix II) , in which the network proposes to expand its scope of cooperation in Europe and Africa; and given that AFRIMAC is an initiative that seeks to foster territorial cooperation with West African countries (Appendix II), both IMAAC and AMCD express their intention to promote a framework for action in which they can cooperate.

This cooperation framework/agreement will not have any legal or financial obligation by any means but outline a roadmap. The proposals for this collaboration/agreement are as follows:

- 1) Creation of a Central "**Help Desk**", which will be capable of mobilising (immediately) a team of Experts in the event of an outbreak like West Nile virus (or any other Vector-borne disease) in one or other of the countries of the USA, European Union or any neighbouring countries for the purposes of combatting the disease and/or simply controlling the spread of disease-carrying mosquitos in particular areas. Our vision is to create one of the most advanced "Help Desks" worldwide.

- 2) The development of cooperation programs and strategies to promote training in areas of mutual interest; including the organization and creation of a **“Special Advanced School”** for the purposes of training properly qualified candidates from endemic countries (especially African countries) so that they become Experts in the relevant medical field (or related interdisciplinary scientific fields including Bio-mathematics and Statistics) and, upon returning to their countries of origin, will form a cadre capable of combatting, researching and controlling all forms of mosquito-borne disease. Special certified courses can be designed for this purpose.
- 3) Cooperation on an **“Annual Conference/Training Schools/Workshops”** with the objective of fostering better interaction between Experts in the relevant medical fields and Health Authorities across Europe, North America and creating a forum for discussion among medical professionals and others concerned with the treatment and control of mosquito-borne diseases.
- 4) Based on the example of the superb organisation in Mosquito and Disease Surveillance in the Island of Madeira (Portugal) through the Regional Government of Madeira and local partners, we propose to establish an **“Island Model”** benefiting from the conditions of the excellent work done. Having a **“small collaborative laboratory”** for test and implement the Avant-garde methods discussed during the conference is our goal. An agreement with the Regional Government of Madeira and its associates and cooperants, is essential condition that we might implement this concept on Madeira Island and translate to other Islands too.
- 5) IMAAC assist AMCD for data analysis by different models through the IMAAC experts regarding many **“slept data and databases”** in the possession of AMCD such as arbovirus, mosquito populations, and insecticide usage since 2004. These data need to be checked and analysed for benefit of science. The data can be only accessed and used by IMAAC and AMCD. In case of 3. Party-access the allowance of IMAAC and AMCD is required.
- 6) With the help of AFRIMAC and the provided electronical Platform DATA from African countries can be provided and could be analysed by experts of AMCD and IMAAC. The aim is to create one of the most advanced **“Data Banks”** on Mosquitos and Mosquito transmitted diseases in Africa and worldwide. This activity is regulated by the agreement signed 23. April 2019 between AFRIMAC and IMAAC (attached).
- 7) New generation of Mosquito repellents/insecticides in connection with Textiles OR/AND Paints are developed through IMAAC. IMAAC will inform AMCD about the progress in this field, continuously. These materials have to be tested in Laboratory based on related Testing Protocols. AMCD will cooperate and assist IMAAC with the tests. Out of this cooperation our vision is to develop worldwide one of the most advanced **“Mosquitos Laboratories and Testing Protocols”** for textiles and paints.
- 8) AMCD will assist IMAAC for possible **Field Tests**. The scope of assistance will be defined and agreed on prior to the Field Studies.
- 9) AMCD and IMAAC will inform each other in case of **International Calls** for Grants. If the partners see a possibility of cooperation for the application, they apply jointly.

10) In case of **Commercial Activities** arising from the cooperation outlined here a legal agreement will be drafted and signed before initiating the activity.

11) COST Association and members of IMAAC (including AFRIMAC) will be informed of the signed "Manifest of Intentions" by an **announcement on IMAAC-website**.

As concluding comments, we are in no doubt whatsoever (i) as to the critical role of political decision-makers in raising awareness among public health authorities in all affected countries in regard to mosquito-borne diseases and (ii) that their help and support in the implementation of the above Proposals will be crucial and of great help to find the most effective mosquito control strategies. (iii) To achieve this goal a lot of interdisciplinary research is needed, and this agreement paves the way to combine material and intellectual resources for better life quality of people, locally and globally.

Signature: -----

Signature: -----

Name: ***Dr Peyman Ghaffari***

Name: ***Prof. Rui-de Xue***

Date: 7th Jan. 2020

Date:

Location: Düsseldorf / Germany

Location:

Appendix I

Following Activities are planned for the near future, which will be governed by the outlined Manifest of Intentions. The details will be discussed later.

- A) Invitation of Prof. Rui-de Xue to the “3. Training School on Optimal Control Theory and Mosquito Control Strategies: Mathematical Modelling in Epidemiology and Control Training School” 2.-5. March 2020 to Fuerteventura, Canary Islands (Spain). The Travel cost will be covered by IMAAC according to the COST rules.
- B) Planning a Joint Training Course (2 x 1 hour). The details and scope will be discussed.
- C) Planning a Joint Chapter in the Editorial Book “Bio-mathematics, Statistics and Nano-Technologies: Mosquito Control Strategies” which will be published 2021 by CRC Press/Taylor & Francis Group.
- D) Invitation of Prof. Rui-de Xue OR 1member of AMCD to “2nd International conference on Political Decision Making and Mosquito Transmitted Diseases – Interdisciplinary Research, Complexity and Bio-Mathematics” planned in Comune Casale-Monferrato/ Italy. The Travel cost will be covered by IMAAC according to the COST rules.
- E) Joint organization of some sessions within the above Conference with AMCD will be discussed.
- F) Testing of New Repellents attached to Textiles in Laboratories in AMCD in March/April 2020
- G) Creating an Expert team by IMAAC for the analysis of “Slept Data” in possession of AMCD March/April 2020.
- H) Attendance of 1-3 members of IMAAC at the “17th Arbovirus Surveillance and mosquito Control Workshop”, AMCD, 120 EOC Drive, St. Augustine, FL, March 30-April 1, 2020. The travel cost will be covered by IMAAC according by COST rules. AMCD will provide accommodation.

Appendix II

Charter of AMCD

Charter of IMAAC-next

MoU of IMAAC

Agreement between IMAAC and AFRIMAC (23. April 2019)

Signed Valença Manifesto (Resolution) (5. April 2019)

Participating Countries

Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Finland, France, Germany, Greece, Iceland, Italy, FYR Macedonia, The Netherlands, Poland, Portugal, Romania, Serbia, Spain, United Kingdom

Management Committee

Chair

Dr Peyman Ghaffari

Center for Mathematics, Fundamental Applications and Operations Research (CMAF), Science Faculty, Lisbon University, Portugal
pgsoid@fc.ul.pt

Vice Chair

Prof Ana Marija Grancaric
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Science Officer

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Administrative Officer

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Host Institute Management of CA16227

Livia Moreira, Mafalda P. Basto and Pedro Brás
granthoidca16227@fciencias-id.pt

This publication is based upon work from COST Action IMAAC, supported by COST (European Cooperation in Science and Technology)

www.imaac.eu



COST Action CA16227

IMAAC: Investigation and Mathematical Analysis of Avant-garde Disease Control via Mosquito Nano-Tech-Repellents

www.cost.eu

IMAAC

Investigation and Mathematical Analysis of Avant-garde

Disease Control via Mosquito Nano-Tech-Repellents



Funded by the Horizon 2020 Framework Programme of the European Union



COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation.

Investigation and Mathematical Analysis of Avant-garde Disease Control via Mosquito Nano-Tech-Repellents

Overview

Dangerous mosquito species, such as the *Aedes aegyptis* species, can carry and spread the diseases Dengue, Zika, Chikungunya and yellow fever. Climate change, urbanization, and global travel are just a sample of the variables increasing the range of vector borne disease transmissions geographically northward out of the tropics. Control of disease transmission has been problematic by being either inefficient (i.e. bed-nets, vaccines) or by having negative environmental impacts to the ecosystem and humans (i.e. insecticide poisoning, chemical runoff).

This COST Action uses an **interdisciplinary approach** to investigate a state-of-the-art method of controlling mosquito activity by the application of nanoparticles for a controlled slow-release of repellents and insecticides. These "nano-insecticides" can be applied to textile material and dispersed in paints acting to deter the feeding of mosquitos; protecting humans and livestock from bites.

Further investigation is needed to evaluate the feasibility and effectiveness of this nanoparticle approach to mosquito control and further the development of a new generation of insecticide applications.

Overall Objective

The overall objective of *COST Action CA16227* is to investigate the efficacy of state-of-the-art nano-insecticides imbedded in textiles and paints on mitigating the spread of dangerous vector-borne (mosquito-borne) diseases.

Participation and Networking

- This multi-disciplinary COST Action brings together international scientists from the fields of ecology, biology, chemistry, mathematics, engineering, and environmental sciences as well as industry partners from agriculture and textile manufacturing.
- COST provides the tools to network with partners from across Europe and International Partner Countries to enable innovation in science and technology.

Working Groups

- WG1** Mathematical analysis, data analysis, statistics
- WG2** Structured population models and optimal control
- WG3** Biological and epidemiological research on vector borne diseases focusing on avant-garde control measures
- WG4** Avant-garde control measures in combination with textile and paints using industrial applications
- WG5** Pilot field studies and their management
- WG6** Data-collection, communication and dissemination

Our problem:
diseases transmitted by mosquitos

Our objective:
environmentally sustainable mosquito control

Our approach:
use nanotechnology to release agents in a well-controlled dosage

Societal Benefits of IMAAC

- Development of advanced mosquito-repelling materials
- Reduction of the spread of mosquito-transmitted diseases
- Support of international collaboration between various sciences and industry to develop solutions to vector-borne disease transmission.

Why participate in COST?

Participating in a COST Action joins people from diverse disciplines and sectors to collaborate in the development of new research ideas and innovation while enhancing career prospects.

COST is an EU-funded programme that enables researchers to set up their interdisciplinary research networks in Europe and throughout the world.

The funding provided opens opportunities for researchers from different disciplines and at any career stage to network with the goal of increasing communication and relationships that go beyond this one Action and lead to further cooperative research endeavors and state-of-the-art product development.

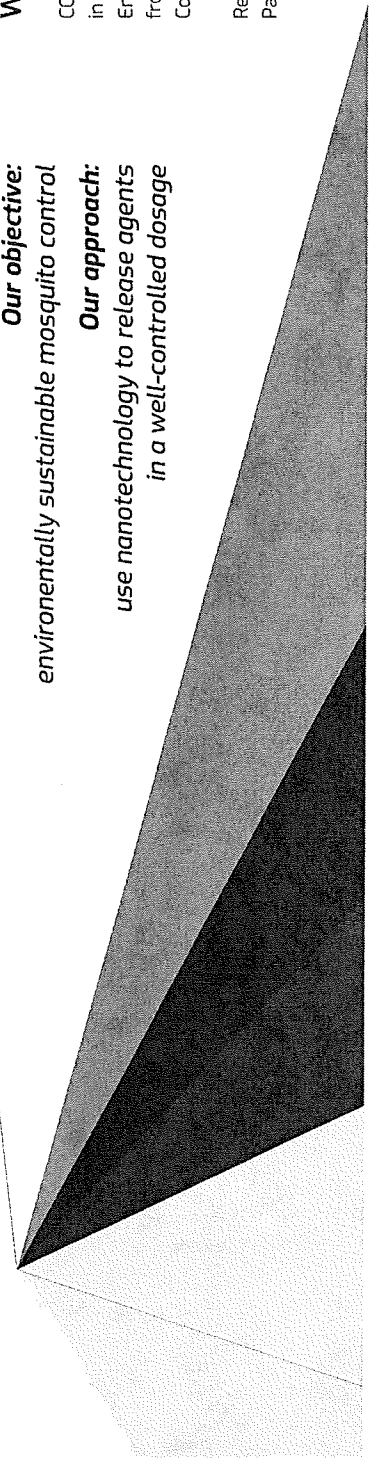
Funds are used toward activities such as:

- Meetings and workshops
- Organizing conferences
- Training schools
- Short term scientific missions
- Information dissemination activities

Who can join?

COST Actions welcome participation from those working in Universities, research centers, Small and Medium-sized Enterprises (SMEs), and public and private organizations from the 36 COST Member states across Europe and its Cooperating State.

Researchers from Near Neighbour Countries and International Partner Countries can also participate.



Anastasia Mosquito Control District of St. Johns County

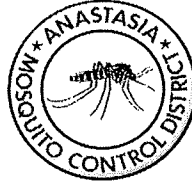
120 EOC Drive, St. Augustine, Florida 32092

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2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner

TO: Board of Commissioners
FROM: Scott Hanna, CPA
CC: Dr. Rui-De Xue, Director
DATE: January 16, 2020
RE: 1st Quarter Budget Update

The 1st Quarter budget detail is attached (October 1, 2019 through December 31, 2020), following this Memo. With twenty-five percent of the year concluded, there are a few budgeted expenditures that exceed the ratable 25% mark and are discussed below. The majority of figures that are ratably below the 25% of the total budget are generally items that are seasonal in nature, associated with the operational control of mosquitoes, which, typically, will show a marked increase beginning in the 3rd Quarter.

- 1) Line Item 360 - Taxes 48.1%
For the first fiscal quarter of the year, 48.1%, \$2,748,593 of our budgeted revenue has been received from the Tax Collector's Office. This can be attributed to motivational discount incentives provided by the Tax Collector for remittances received by Taxpayers in November and December of 4% and 3%, respectively.
- 2) Line 386 Interest Earned – 41.6%
Collected due to continually increasing returns on the District's SBA Investment, where long-term operating funds are housed. The three month moving average of 1.92% annualized, totals \$27,069 to date.
- 3) Line Item 392 – Miscellaneous (Income) – 144.4%
Unanticipated Insurance proceeds for Vehicle & Equipment Salvaging totaled \$18,884, along with newly introduced revenue stream of Dormitory Rents totaled \$2,775.
- 4) Line Item 572- Travel & Per Diem, 38.9%
Large % of Training as mandated by DACS and necessary for Applied Research, typically, take place in the off-season, latter part of First and into the Second Quarter of the year. FMCA Annual meeting in St. Augustine Beach, November 18-20, 2019

attributed to \$4,740. Additionally, early 2nd quarter Dodd Short Course Registrations of \$1,675 were paid for in advance at end of 1st quarter.

- 5) Line Item 588 – Fleet/Prop/Liability Package 95.7%
Commercial Insurance policy traditionally paid in full for the whole Fiscal Year during the first month of the new policy. The Policy commences on October 1st as approved by the Board.
- 6) Line Item 673 – Other Current Charges, 29.0%
RFP Charges and Bank Charges, slightly above the threshold due to increasing complexity of District's Financial dealings. Budget category may need to be increased in the future.

Thank You

**Anastasia Mosquito Control District
1st Quarter/ Budget vs. Actual
October 2019 through December 2019**

	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
360 · Taxes	2,748,593	5,717,380	(2,968,787)	48.1%
386 · Interest Earned	27,069	65,000	(37,931)	41.6%
390 · Grants	-	85,000	(85,000)	0.0%
392 · Miscellaneous	21,658	15,000	6,658	144.4%
Total Income	\$ 2,797,320	\$ 5,882,380	\$ (3,085,060)	47.6%
Expenditures:				
405 · Personal Services	401,662	1,640,805	(1,239,143)	24.5%
445 · Personal Service Benefits	142,762	837,250	(694,488)	17.1%
461 · Operating Expenses	111,889	486,220	(374,331)	23.0%
572 · Travel & Per Diem	11,155	28,682	(17,527)	38.9%
580 · Telephone/Commun	3,244	25,904	(22,660)	12.5%
582 · Freight Service	597	2,500	(1,903)	23.9%
584 · Utility Service	7,526	36,000	(28,474)	20.9%
586 · Rentals\Leases	-	1,000	(1,000)	0.0%
588 · Fleet/Prop/Liab Insurance	89,395	93,400	(4,005)	95.7%
605 · Repairs & Maintenance	11,513	87,250	(75,737)	13.2%
663 · Printing/ Reproduction	-	500	(500)	0.0%
667 · Public Promotional Expense	544	20,000	(19,456)	2.7%
673 · Other Current Charges	1,836	6,325	(4,489)	29.0%
693 · Office Supplies	4,776	22,000	(17,224)	21.7%
696 · Protective Clothing	51	1,500	(1,449)	3.4%
698 · Misc. Supplies	13,448	53,900	(40,452)	25.0%
708 · Tools/Implements	1,026	5,000	(3,974)	20.5%
709 · Publications & Dues	175	15,945	(15,770)	1.1%
720 · Training	4,869	25,250	(20,381)	19.3%
723 · Gas, Oil & Lube	9,662	91,600	(81,938)	10.5%
741 · Chemicals/Solvents	112,925	504,388	(391,463)	22.4%
900 · Capital Outlay	24,267	819,525	(795,258)	3.0%
Total Expenditures	\$ 953,321	\$ 4,804,944	\$ (3,851,623)	19.8%
Surplus/ (Deficit)	\$ 1,843,999	\$ 1,077,436	\$ 766,563	171.1%



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

ARTHROPOD CONTROL BUDGET AMENDMENT

Submit to:
Mosquito Control
3125 Conner Blvd, Suite E
Tallahassee, FL 32399-1650

NICOLE "NIKKI" FRIED
COMMISSIONER

Section 388.361, F.S. and 5E-13.027, F.A.C.
Telephone (850) 617-7911 Fax (850) 617-7939

STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT. USE PAGE TWO FOR THIS PURPOSE.

Amendment No. 2020-02

Fiscal Year: 2019-2020

Date: 1/16/2020

Amending: Local Funds X State Funds (Check appropriate fund account to be amended. Use a separate form for each fund). The Board of Commissioners for Anastasia Mosquito Control District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 12,217,510.74	\$ 6,884,022.74	\$ 12,217,510.74	\$ 142,546.00	\$ 142,546.00	\$ 12,217,510.74

NAME SOURCE OF INCREASE: (Explain Decrease)

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 5,717,380.00	\$ -	\$ -	\$ 5,717,380.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00
361	Interest Earnings	\$ 65,000.00	\$ -	\$ -	\$ 65,000.00
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 5,882,380.00	\$ -	\$ -	\$ 5,882,380.00
Beginning Fund Balance		\$ 6,335,130.74	\$ -	\$ -	\$ 6,335,130.74
Total Budgetary Receipts & Balances		\$ 12,217,510.74	\$ -	\$ -	\$ 12,217,510.74

BUDGETED EXPENDITURES

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 1,640,805.00	\$ -	\$ -	\$ 1,640,805.00
20	Personal Services Benefits	\$ 837,250.00	\$ -	\$ -	\$ 837,250.00
30	Operating Expense	\$ 486,220.00	\$ (10,000.00)	\$ -	\$ 476,220.00
40	Travel & Per Diem	\$ 28,682.00	\$ -	\$ -	\$ 28,682.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
43	Utility Service	\$ 36,000.00	\$ -	\$ -	\$ 36,000.00
44	Rentals & Leases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
45	Insurance	\$ 93,400.00	\$ -	\$ -	\$ 93,400.00
46	Repairs & Maintenance	\$ 87,250.00	\$ -	\$ -	\$ 87,250.00
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
49	Other Charges	\$ 6,325.00	\$ -	\$ -	\$ 6,325.00
51	Office Supplies	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00
52.1	Gasoline/Oil/Lube	\$ 91,600.00	\$ -	\$ -	\$ 91,600.00
52.2	Chemicals	\$ 504,388.00	\$ -	\$ -	\$ 504,388.00
52.3	Protective Clothing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
52.4	Misc. Supplies	\$ 53,900.00	\$ 665.00	\$ -	\$ 54,565.00
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 15,945.00	\$ -	\$ -	\$ 15,945.00
55	Training	\$ 25,250.00	\$ -	\$ -	\$ 25,250.00
60	Capital Outlay	\$ 819,525.00	\$ 151,881.00	\$ -	\$ 971,406.00
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 528,544.00	\$ -	\$ 142,546.00	\$ 385,998.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 5,333,488.00	\$ 142,546.00	\$ 142,546.00	\$ 5,333,488.00
0.001	Reserves - Future Capital Outlay	\$ 5,793,033.74	\$ -	\$ -	\$ 5,793,033.74
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 960,989.00	\$ -	\$ -	\$ 960,989.00
0.004	Reserves - Sick and Annual Leave	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00
TOTAL RESERVES		\$ 6,884,022.74	\$ -	\$ -	\$ 6,884,022.74
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 12,217,510.74	\$ 142,546.00	\$ 142,546.00	\$ 12,217,510.74
ENDING FUND BALANCE		\$ -	\$ (142,546.00)	\$ (142,546.00)	\$ -

APPROVED: _____
Chairman of the Board, or Clerk of Circuit Court

DATE _____

APPROVED: _____

DATE _____

FDACS Mosquito Control Program Designee

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2020

BUDGET AMENDMENT NUMBER 2020-02

PAGE 1 OF 1

COMPUTATIONS

LOCAL FUND:

I) BUDGET AMENDMENT

COMPUTATIONS

Miscellaneous Supplies- Office Signs	\$ 665.00
Capital Outlay- Building 600-C/ Field Cage Enclosure	\$ 82,340.00
Capital Outlay- Building 900/ Hangar Door	\$ 59,541.00
Regular Budget Amendments	<u>\$ 142,546.00</u>

II) BUDGET LINE ITEM TRANSFER (Reclassification only, No use of Contingency Reserves)

(Increase) Capital Outlay - Web Page Development	\$ 10,000.00
(Decrease) Operating Expenses- Server Hosting	\$ (10,000.00)
Net Effect, Budget Amendment	<u>\$ -</u>

TOTAL BUDGET AMENDMENTS

\$ 142,546.00

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2020

LOCAL BUDGET AMENDMENT NUMBER 2020-02

PAGE 1 OF 1

BUDGET ADJUSTMENT ENTRIES:

Dr) Miscellaneous Supplies	\$ 665.00
Capital Outlay	\$ 151,881.00
Cr) Contingency	\$ 142,546.00
Operating Expenses	10,000.00

PAGE 1 OF 1

UNFINISHED BUSINESS

#1

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

2019 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue

Jeanne Moeller, Vice-Chairperson

Don Girvan, Commissioner

Trish Becker, Commissioner



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson

Gina LeBlanc, Secretary/Treasurer

TO: Board of Commissioners

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

CC: Charolette M. Hall, Administrative Assistant

DATE: January 16, 2020

RE: RFP 19/20-1 AMCD Education Center project

The AMCD Education Center project is somewhat complex and will involve a number of steps to go from conception to buildout. This memo will outline the steps taken so far and the remaining steps necessary to develop the design plan and build the education center.

History:

- The Director, Board members, staff and our current contractor came up with the proposed location of the education center and made some infrastructure decisions based on those plans during the current research center construction. This was done to save money and to avoid tearing up infrastructure installed during the research center build.
- The Director, Board members, staff and our current contractor debated how to write a Request for Proposal (RFP) that would attract bidders and that could allow the District to get an education center that would please Board of Commissioners all the partners (taxpayers, educators, UF, committee members, staff, Director, etc.). The basic RFP choices that the staff had were:
 1. Do a design build RFP on just the site to start.
 2. Do a design build on the site and a design on the building and the interior RFP.
 3. Do a design build RFP on the site work and a building shell.
 4. Do a design build RFP on the whole project, site, building shell, interior.
- After discussion between staff and the Director, Board members and the Director, staff was asked by the Director to develop an RFP based on choice number 2 above. The reason choice number 2 was chosen was:

Choice 1: Only the site work would get constructed. The problem of not knowing, at the RFP stage, what specifications would be needed to bid out the building and interior work, would make some design work become necessary. This choice would end up with 3 or 4 RFP's and contracts to get the job completed.

Choice 2: Allows all the site work to be completed and gives the District a set of plans for the construction of both the building and the interior that can be put out for bid and allow for the completion of the project in two steps.

Choice 3: This would allow the site work to be done and give us a building shell but the District would still have to design the interior and that design could impact the intended building design after the building has been constructed.

Choice 4: This would have been the simplest plan for the district except that it would be impossible to write specifications for the design work, list every possible variable, and no contractor could bid on the RFP because there would be too many variables going into the project that could alter the costs.

- At the October 10, 2019 Board meeting, the Board of Commissioners voted to allow the RFP to be advertised with the only change made to the RFP being the word “Museum” be removed from the document.
- At the December 12, 2019 Board meeting the Board was not sure how the RFP would work and what steps forward were necessary to move forward. This memo is to help clarify the RFP and the steps necessary to complete the Education Center project.

RFP explained:

There are really three design elements, and one build element to the RFP. The parts are as follows:

Design:

1. Design and permit the **site work**, all underground work, regulatory permits and county permits.
2. Design the **building**, to do this you need to know how you want the building to look and you need to know what is going into the building.
3. Design the **interior**, to include, rooms: how many, what type, displays, lighting, layout, mechanical, electrical, plumbing, etc.

Build:

1. Build and/or construct the **site**, all the underground work.

Cost:

The cost of the above described work (RFP) is:

- RFP bid \$392,900.00
- 5% cost overrun amount \$19,645.00
- For a total possible cost of \$412,245.00, \$87,455.00 below the FY 19/20 budget amount of \$500,00.00

This cost does not include the construction cost for the building, interior or building furniture. A cost estimate based on numbers provided by Harrell construction in July of 2019 put the building cost for a 6000 square foot building at about \$850,000.00. This cost did not include interior costs for displays and furniture. Finished building cost not counting the current design costs could be \$1,000,000.00. putting the total estimated cost for the complete education center (site design and build, building design and build, interior design and build and other cost such as furniture) at \$1,500,000.00.

Next steps:

- After the RFP is accepted by the Board (January 16, 2020) the AMCD staff and Director negotiate the contract, the AMCD attorney approves the contract and the contract is brought back to the Board on February 13, 2020 for approval.
- Design work starts, clock on completion date starts.
 - The design work is where all parties have input into the building design and the interior design.
 - Committee is formed and meets with contractor, architect and engineers.
 - Site design is finished first.

- Building outside design (the look of the building) and the general layout is determined.
 - Interior design starts during the building design and is part of the overall design, look and feel of the education center.
 - During the design process the Board of Commissioners will be included both in committee meetings but also with presentations at Board meetings showing progress and getting consensus for the design elements.
- Site work is completed.
 - Design for building and interior elements are brought to the Board of Commissioners for final approval.
 - Once the final design is approved and blueprints and design documents are delivered to AMCD a Request for Bid (Bid) will be issued by staff for the building construction.
 - The bid for the building construction will be approved by the Board of Commissioners.
 - A contract with the low bid contractor will be approved by the Board of Commissioners.
 - Construction will begin on the building.

Design processes explained:

This is a complicated design. At this point the Director (with Board input) has outlined certain general elements of the education center layout and the rooms to be included in the building. These are:

Rooms:

- Lobby.
- Restrooms.
- Display room(s) or section(s).
- Classroom/training room.
- Office(s).
- Storage.

Display sections:

- AMCD history, mosquito control history in general.
- Mosquito disease history (and other vectors).
- Habitats and life cycles.
- Other disease vectors (ticks, fleas, rats, etc.).
- Mosquito control technology and tools (past, present and future).
- University of Florida (UF) entomology department outreach (honey bees, cockroaches, bed bugs, etc.).

Currently staff is collecting design data by visiting education centers, museums and other locations. The Director has invited a number of individuals from many different backgrounds to sit on a committee with AMCD staff and the design team from the design build company to refine the parameters described above into a design plan. During the design phase the AMCD Board of Directors will be asked to review design elements, contribute ideas, participate in design development and approve the final design. Staff would be happy to share with the Board of Commissioners all the current data that has been collected so far which includes PowerPoint slides from a number of museums including two from China, examples of building fronts, examples of mosquito sculptures and examples of many of museum design elements. I hope this memo has helped simplify a very complex process a little.

End of memo

Copy of the actual RFP19/20-1 Education Center project requirements:

SCOPE OF WORK:

- AMCD is requesting proposals from qualified design/build construction firms to:
 - Develop a site plan (blueprints) for the project including all necessary permitting.
 - Produce a plan/design (blueprints) for one building including interior layout and displays.
 - Perform the site construction and permitting.
- The plans will be approved by the AMCD Director and staff, then required permits will be pulled and the site work will be constructed.
- AMCD will expect the selected firm to meet with the AMCD Director and staff to assure the selected firm completely understands the needs before evolving final design(s)/plan(s).

PROJECT DESCRIPTION:

AMCD is building a 6000 sq. ft., 60' X 100' foot print, single story building that will house an education center and museum. This building will be located at 120 EOC Drive, St. Augustine FL 32092, east of building 400 and south of the east parking lot. The design and building of this project will be done in phases. The current RFP, phase one is for the site plan, building plan and construction of the site plan. Building construction, interior design including displays and construction of interior including, but not limited to, walls, ceiling flooring, counters, electric, plumbing, HVAC, data, phone, alarms, keycard and installation of displays will be bid in additional phase(s). The museum will educate the public about disease vectors and vector borne diseases, especially mosquito borne diseases.

REQUIREMENTS:

Design and building requirements will be broken down into three sections

Site Plan

- Develop an Engineering Concept Site Plan using the following criteria:
 - Placement of a 6000 sq. ft building east of building 400 and south of the east parking lot.
 - Additional or improved parking as needed.
 - Sidewalks, fencing, access points to the public and non-public areas.
 - Placement of exterior displays.
 - All underground utilities.
 - All above ground utilities.
 - Other appurtenances requested by AMCD during the Concept Plan development.
- Prepare a Construction Plan based on this RFP. Construction Plan will depict limits of land clearing and tree removal, site grading and earthwork, storm water drainage systems, buildings, paving and water and sewer utilities. Plans will describe the construction work including details and specifications in conformance with St. Johns County (SJC) and St. Johns River Water Management District (SJRWMD). It is assumed that utility connections will be made to stub outs provided at the south east corner of building 400. It is anticipated that storm water treatment for the project will be provided by existing retention ponds.
- Site Plan describing site layout, walkways, roadways, building and site improvements.
- Demolition Plan describing items to be removed/retained on the existing site.
- Grading Plan describing site grading details and contours, storm water retention and storm water lines.
- Utility Plan describing water, fire water and domestic sewer requirements, with references to the appropriate SJC standards.
- Construction details as needed to expand on the information in the above plan sets.
- Storm Water Pollution Prevention Plan (SWPPP).

- Minimum landscaping to meet SJC requirements.
- Prepare permit application packages with supporting documents to apply for the following construction permits:
 - SJC Development Review Permit.
 - SJRWMD Environmental Resource Permit.
 - FDEP Permit modification for sanitary Sewer.
 - Any other permits necessary.
- This proposal will include addressing reasonable comments from the permitting agencies in the permitting process.

Building Plan/Design

- 6000 sq. ft 60' X 100' metal building, prefer that the building be "Varco Pruden Building" to match all current buildings on site.
- The building design will be decided during the planning stage dependent on needs.
- The front (north) wall of the building will have a unique design to make it stand out as a disease vector museum. Design will be glass and steel modern. Entry and exit door will consist of two glass store front doors to match existing buildings doors or the modern architecture of the building front design. The front (north) wall of the building will have a lighted or spotlighted sign "Anastasia Mosquito Control District Disease Vector Education Center and Museum".
- Land area between the north east parking lot and new building will have a small plaza area with concrete paved area, landscaping and benches.
- Plaza area and or complex parking entrance will have a small spot lighted sign "Anastasia Mosquito Control District Disease Vector Education Center and Museum"
- Solar power panels on roof top.
- Building will contain two bathrooms to code, store room and two offices.
- Building design would include all interior spaces and all necessary components to include electrical (including solar power), plumbing, HVAC, flooring, ceiling, etc.
- Interior design would include museum displays, display locations, display type and all necessary display components like lighting, data, power etc.
- If company has no museum design experience, they may consider partnering with a design company with this type of experience.
- Building will have fire suppression (sprinkler) system.
- Phone and data from building 100.
- Burglar alarm will be installed in the building. The alarm system will tie into the existing system located in building 100. Key pad locations will be at the front entry door and the rear entry door (2 key pads).
- CCTV that will cover parking lot, entrances and interior. The CCTV will tie into the existing system located in building 100. CCTV will be installed as part of the future interior work.
- Key card scan system to match existing system. Key cards will be required for entry and exit doors. The amount of key card access locations expected are 4 but will depend on outside door layout with a minimum of one at each outside door.
- All lighting will be long life LED lights and light fixtures. Minimum lighting will be installed until interior installation.
- Design and plans for the building will adhere to all applicable laws, rules regulations and codes.
- Any discrepancies or perceived problems found in the RFP's design requirements should be brought to the attention of AMCD in the RFP as a proposed change.

- Door keys for all buildings will conform and work with existing master keys and key locks used at the current facility.
- Building design/plans will be used for interior design bid and interior construction bid.

Site Construction

- Domestic water, fire system water and sanitary sewer utilizing the existing system.
- Provide underground electric service, (single phase 200 A), from the existing power pole and transformer to the new building.
- Construct additions to parking lot as need by code.
- Run fiber optic and or data cable as needed from building 100 for phone, data, burglar and key card system to service to the building.
- Landscaping & Irrigation as needed per code. The design team will work with AMCD maintenance staff during design to develop an easy to maintain design.
- Wall mounted outside LED lights located near entrance doors. Other outside lighting will be used for accents, sign lighting and safety.

SCHEDULE OF ALTERNATES

None.

SPECIAL CONDITIONS

1. The design and construction of this complex is not guaranteed, no RFP may be accepted and the AMCD Board may decide not to move forward. Price, funding, build time and design could be factors in the final decision.
2. Firms will be evaluated initially on the basis of the written proposals. Thus the proposal must be complete, concise and clear as to the intent of the respondent. Further evaluation may include an oral presentation which will be scheduled after receipt of the written proposal.
3. Sales tax savings plan: Bidders price will include all applicable sales tax, AMCD, through the contractor (and sub-contractors), will pay for all substantial materials less the sales tax (AMCD is tax exempt). Contractor will then credit AMCD, using a negative change order, the purchase price and the applicable sales tax. This method will allow AMCD to save approximately 6.5% on the materials used for the building project. The estimated sales tax savings will be listed on the project score sheet by the bidder.
4. AMCD will want to see prices for the design portions, prices for the build portion and the design and build time estimates for the project.
5. Questions concerning the RFP will be made in writing to Richard Weaver rweaveramcd@bellsouth.net. All questions will be answered as an addendum to the RFP. No questions will be accepted after November 15, 2019 and all response addendums will be provided no later than November 19, 2019.

UNFINISHED BUSINESS

#2



REPLY TO
ATTENTION OF
ACC-APG-NCD

DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING COMMAND
ABERDEEN PROVING GROUND
NATICK CONTRACTING DIVISION
1 KANSAS STREET
NATICK, MA 01760-5011

20 December 2019

Dr. Whitney Qualls
Anastasia Mosquito Control District
120 EOC Drive
Saint Augustine, FL 32092

Dear Dr. Qualls:

It is my pleasure to inform you that the Armed Forces Pest Management Board (AFPMB) is inviting you to submit a full proposal in response to your pre-proposal entitled "Establishing evidence-based action thresholds for Aedes, Culex, and Anopheles mosquitoes in different operational environments", for the Deployed Warfighter Protection. In the work plan, please consider what minimum surveillance data are needed to create an evidence-based action threshold.

Proposal preparation instructions along with all other documentation required for submission are available at Grants.Gov. Full proposals and all supporting documentation must be submitted in Grants.Gov, and are due by 1:00 p.m. EST 25 Feb 2020. Late submissions will not be considered, so please plan to submit early. The Funding Opportunity Number is DWFP-20-S-01. The Grants.gov website has all the documents which must be completed for submission. Also provided with this notification is a document entitled "DWFP Proposal Submission Guidelines" to assist you with document preparation and submission. As a note, depending on the version of Adobe you have, some of the documents may require printing for completion.

If you have not already registered with Grants.gov, you are highly encouraged to immediately as it may take a few days to process which may cause you to miss the deadline. Additionally, all applicants must have a current registration in the System for Award Management (SAM), formerly Central Contractors Registration (CCR). Instructions for registering are provided in the DWFP Proposal Submission Guidelines.

Questions of a technical or scientific nature should be directed to Dr. Gabriela Zollner, by email at gabriela.z.romero.civ@mail.mil. Questions of an administrative nature or difficulties with Grants.gov, should be directed to the undersigned, by email at richard.w.totten2.civ@mail.mil.

Sincerely,

Richard W. Totten
Richard W. Totten
Grants Officer



ARMED FORCES PEST MANAGEMENT BOARD
OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(ENERGY, INSTALLATIONS AND ENVIRONMENT)
U.S. ARMY GARRISON FOREST GLEN
2460 LINDEN LANE, BLDG. 172
SILVER SPRING, MD 20910



18 April 2019

MEMORANDUM FOR Anastasia Mosquito Control District, 120 EOC Drive, St. Augustine, FL 32092

SUBJECT: DoD Mosquito Action Threshold Development

1. The Armed Forces Pest Management Board (AFPMB) recommends policy, provides guidance, and coordinates the exchange of information on all matters related to pest management throughout the Department of Defense (DoD). The AFPMB's mission is to ensure that environmentally sound and effective programs are established to prevent disease vectors and other pests from adversely affecting DoD operations. In support of this mission, the AFPMB performs a wide range of activities which include: (1) coordinating pest management activities across all components of the DoD (e.g. Army, Navy, Air Force, etc.); (2) developing guidance necessary to implement the technical requirements of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); and (3) providing technical information on pest management by means of regional Disease Vector Ecology Profiles (DVEPs) and similar publications. One such effort is to establish uniformity in DoD pest management programs developed not only for DoD installations in the U.S., but also for deployed forces operating globally in a variety of diverse environments.
2. All DoD installation and contingency pest managed operations are based on Integrated Pest Management (IPM), which is a comprehensive approach to pest control or prevention that considers various mechanical, physical, and biological suppression techniques, with chemical control used only when necessary. IPM considers the habitat of the pest and the interrelationship between pest populations and the ecosystem. The ideal pest management program will help installations and contingency units establish and maintain effective, safe, efficient, and environmentally sustainable IPM programs to conduct surveillance and identification of vectors and associated pathogens, set action thresholds to guide pest control decisions, perform preventive actions as appropriate, and control pests if action thresholds are exceeded.
3. Across the U.S., mosquito control districts and county health, agricultural and environmental departments develop action thresholds based on a number of factors, including current and historical data from mosquito traps, larval surveys, human landing counts, human disease cases, sentinel animals, mosquito pathogen screening, meteorological data, and constituent complaints. Additionally, states (e.g. California and Florida) may issue coordinated guidance on calculating action thresholds or assessing

vector-borne disease risk. Mosquito control districts have considerable experience and professional knowledge in risk assessment and action threshold development.

4. DoD pest management plans and risk assessment guidelines currently do not provide sufficient guidance for DoD entomologists and pest managers to develop appropriate action thresholds in operational regions outside the U.S., even for vector species that may occupy large geographic regions. The AFPMB is in the process of refining guidance on the development of action thresholds for mosquitoes and other arthropod vectors, as well as general risk assessment guidelines. However, little historical data exists on vector populations, disease incidence, or environmental factors in many operational regions, which compromises the relative accuracy of risk assessments and action thresholds in areas where lengthy surveillance to establish baseline assessments is not possible. **The AFPMB seeks to provide DoD entomologists and pest managers with methods to develop simplistic action thresholds that can be applied to mosquitoes and other arthropod vectors, regardless of the operational environment.**

5. The AFPMB wishes to explore a collaboration with mosquito control districts to assist with the development of simplistic action thresholds for mosquitoes, e.g. by developing a formula, set of algorithms or other method that requires a minimum number of parameters to create action thresholds in any environment and for any species in the three primary genera of medical importance (i.e. *Aedes*, *Anopheles* and *Culex* sp.). One option may be for mosquito and vector control districts to design studies that would allow the districts to validate their current action thresholds and risk assessment algorithms or develop new thresholds and algorithms while providing valuable information to the DoD on which parameters are most important for threshold development and how thresholds and risk assessments are developed for different environments and target mosquito species. The AFPMB is also interested in any historical efforts that may have been conducted by districts to validate their own action thresholds.

6. Based on the level of effort anticipated, the AFPMB would be able to collaborate with Anastasia Mosquito Control District (AMCD) under a cooperative agreement funded by the Deployed Warfighter Protection (DWFP) research program. The DWFP program is administered by the AFPMB and funds the development of knowledge and materiel products that protect Service members from vector-borne disease threats. If AMCD is interested in a funding opportunity to assist the AFPMB in this effort, then AMCD would be invited to develop a white paper outlining the proposed work plan for submission to the DWFP Broad Agency Announcement (<https://www.grants.gov/web/grants/search-grants.html?keywords=AFPMB-BAA-19-01>).

7. The point of contact for this memo is MAJ Erica Lindroth, Research Liaison Officer, AFPMB (erica.j.lindroth.mil@mail.mil; 301-295-8310).



ERIC R. HOFFMAN
CAPT, MSC, USN
Director

**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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

*Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner*



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 19, 2019

RE: Review of the Government-in-the-Sunshine Law & Ethics 2020

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

*Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 19, 2019

RE: Election of Officers 2020

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

MEMO

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BOARD OF COMMISSIONERS:

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Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 16, 2020

RE: Recognition of 2019 Chairperson's Service

Our newly elected Chairperson for 2020 (which will be done under New Business #2 at this meeting) will recognize Commissioner Gary Howell for his service as Chairperson in 2019 (under New Business #3).

Thank you.



**THE BOARD OF COMMISSIONERS of the
ANASTASIA MOSQUITO CONTROL DISTRICT of
ST. JOHNS COUNTY, FLORIDA**

We would like to recognize and thank:

Mr. GARY HOWELL

as Chairperson from
January 1, 2019 - December 31, 2019

In recognition of your hard work,
dedication, and commitment
to the Board, Employees, and the
Mission and Goals of AMCD,
in serving as Chairperson
in 2019.

REPORTS

Director Report (December, 2019)

Program Management:

1. Customer and professional service: AMCD answered 14 service requesters in December. Dr. Xue reviewed 2 manuscripts, 1 for pesticide management sciences and 1 for Parasites and Vectors. Commissioner Moeller and Dr. Xue worked on the FMCA Dodd short course Commissioner session's program agenda. Dr. Xue was invited and funded by Europe Cooperation in Sciences and Technology for insect repellents at Malta from Dec 10-12. AMCD staff attended the AMCA teleconference meeting about Spartan ATSB products.

2. Surveillance: No any human cases reported in St. Johns in 2019. One horse tested positive with WNV, one horse tested positive for WNV and EEE, 8 sentinel chickens tested positive of EEE and 54 for WNV. BG traps collected *Aedes* (122) and *Culex* (246) mosquitoes. The DOH took off the mosquito-borne illness advisory from St. Johns County.

3. Operation control: AMCD MCTs did adulticiding for 1 time for 122 acres. Positive larval dips were 48 and treated larvae for 17 times for 76 acres by ground application. Helicopter flew for surveillance at day time and night version practice for 1.5 hrs.

4. Applied research: ThermaCell repellent and spatial repellent project continue. Collaboration projects about keystone virus vector collection and arbovirus mosquito collection continue and UF/EPI isolated Keystone virus from the mosquitoes we collected and provided. DOD grant (decision make threshold) and CDC collaboration grants (SIT for WNV & smart cages) with UF have been prepared during December.

5. Education: Visiting scientist from Nanjing CDC's 3 month training has been done. AMCD attended annual Christmas parade on December 7. AMCD attended STEM fair on Dec 5. Managers schedule for fly-in class and Dodd short course attendances. Staff updated website and face books.

Business Management:

1. Serve to the Board of Commissioners: Staff prepared for December 12's Board meeting and financial and auditor committee meetings with documentations on December 19.
2. Budget and Auditor: Accountant and auditor have started process for FY 18-19 auditoria inspection and report.
3. Insurance: The health, life and dental insurances were discussed and recommended by the committee and the renewal proposal have been approved by the Board in December.
4. Contract: Building 500 was inspected by the DACS/DPI in December. Database contract is worked on by staff and attorney. The RFP about education center building has been recommended for the Board and this item has been postponed to January meeting.
5. Safety: Safety Committee held committee meeting and updated the safety manual for January Board meeting to approve.

Treatment Summary December 2019

From Date : 12-01-2019

To Date : 12-31-2019

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Alfosid XRG	15 lb	2.5 acre	6 lb / acre	1 times
Aquabac XT	240 fl oz	15 acre	16 fl oz / acre	4 times
Cocobear	32 fl oz	0.08 acre	384.02 fl oz / acre	1 times
Duet 50%	192 fl oz	122.29 acre	1.57 fl oz / acre	1 times
VectoBac 12AS	912 fl oz	58 acre	15.72 fl oz / acre	11 times

Task Time Summary December 2019

From Date : 12-01-2019

To Date : 12-31-2019

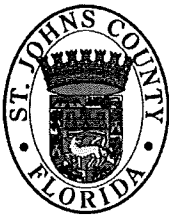
Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	774:00 hrs	143	
Admin Leave	405:00 hrs	57	
Aerial Ground Crew	16:50 hrs	5	
Aerial Maintenance	156:00 hrs	18	
Aerial Survey	02:30 hrs	1	
AM Briefing	32:46 hrs	76	
Annual Leave	283:15 hrs	69	
Assist	24:00 hrs	7	
Building & Grounds Work	491:10 hrs	126	
Chicken Program	45:51 hrs	31	
Computer Repair	106:25 hrs	13	
Daily Paperwork	34:11 hrs	78	
Field Experiment	308:52 hrs	80	
Fish Program	02:15 hrs	2	
Ground Larvicide	31:54 hrs	17	
Ground Site Inspection	191:04 hrs	92	
Hand Adulticide	07:50 hrs	6	
Holiday	1080:00 hrs	111	
Insectary	77:30 hrs	29	
Inventory	00:55 hrs	1	
Lab Experiment	111:30 hrs	34	
Leave Without Pay	20:45 hrs	3	5000:15 hrs
Mechanics Time	207:05 hrs	25	
Meeting	124:10 hrs	71	
Mosquito Pooling	06:00 hrs	4	
Mosquito Trap BG	36:19 hrs	35	
Mosquito Trap ID	21:15 hrs	14	
Mosquito Trap OV	01:16 hrs	12	
Mosquito Traps Misc	06:06 hrs	3	
Produce Papers & Programs	62:30 hrs	25	
Project Research	93:00 hrs	23	
Public Relations	21:00 hrs	6	
Public School Program	02:00 hrs	1	
Resupplying Trucks	01:43 hrs	5	
Sick Donated Leave	20:00 hrs	2	
Sick Leave	64:00 hrs	14	
Sick/Personal Leave	16:00 hrs	2	
Supervisory	67:30 hrs	9	
Training Classroom	23:30 hrs	5	
Training Field	01:00 hrs	1	
Travel	14:00 hrs	3	
Vehicle Maintenance	07:18 hrs	8	

BG Traps December 2019				
12/1/2019				
To :				
12/31/2019				
Trap Type :				
BG				
	2019 12			
Species Name	3	11	17	Species Total
Ae aegypti	2	25	8	35
Ae albopictus	3	34	11	48
Ae atlanticus	1	20	4	25
Ae canadensis	0	0	0	0
Ae eggs	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	1	0	2	3
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	1	1	2	4
Ae taeniorhynchus	4	103	15	122
Ae triseriatus	0	0	0	0
Ae vexans	2	0	0	2
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	2	26	11	39
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	0	6	1	7
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	1	0	1
Cx eraticus	0	0	0	0
Cx nigripalpus	0	41	39	80
Cx quinquefasciatus	13	94	59	166
Cx restuans	1	0	0	1
Cx salinarius	1	5	4	10
Cx territans	0	0	0	0
Ma dyari	0	1	0	1
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 Mitchelli	0	0	0	0
Daily Total	31	357	157	545

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



St. Johns County Board of County Commissioners

Neighborhood Bill of Rights Program

NEIGHBORHOOD BILL OF RIGHTS NOTIFICATION

(12/20/2019) – You have received this NOTICE because you are the designated representative for a registered Association under the Neighborhood Bill of Rights Ordinance (No. 2007-01). Please be advised, umbrella associations are provided notice as a courtesy and do not share the same rights afforded to Neighborhood Associations as defined by the Neighborhood Bill of Rights Ordinance.

APPLICATION FILED BY: William H. Freeman
2750 Industry Center Road
St. Augustine, FL, 32086

LOCATION OF PROPERTY: 2955 Ag. Center Drive
[View Map](#)

REQUESTED CHANGE: Request for a Major Modification to the St. Johns County Training Facility PUD (Ordinance 2015-17, as amended) to allow a 75 foot buffer along the southern property boundary in lieu of the 150 foot requirement for a proposed heliport. Application Number MAJMOD-2019000011. The specifics of the project description are subject to change throughout the review and approval process. Project Name: Sheriff's Training Facility.

COMMISSIONER DISTRICT: 2

NOTICE OF PUBLIC HEARING: Notice is hereby given that this application has been filed with the Planning and Zoning Division of St. Johns County. At this time, the application **has not** been scheduled for a public hearing. When the application is scheduled for a public hearing, additional notification will be provided. You may review the material in the Planning and Zoning Division, located in the Permit Center, 4040 Lewis Speedway, St. Augustine, Florida. If you have any questions about this application, you may reply to this email or contact NBR Administration at 904-209-0579.

NOTICE OF PUBLIC HEARING PROCEDURES: During the public hearing, all public comment is welcome, but please be aware that zoning decisions may not be merely based upon citizen "wishes" that are unsubstantiated by any competent facts, i.e. – the "clamor of the crowd" is not a sufficient reason upon which to base a decision, Board of County Commissioners of Brevard County v. Snyder, 627 So.2d 469 (Fla. 1993). However, the Florida courts have clearly held that "fact-based" lay testimony is admissible and may be relied upon as follows: "citizen testimony in a zoning matter is perfectly permissible and constitutes substantial competent evidence, so long as it is fact-based. Mere generalized statements of opposition are to be disregarded, but fact-based testimony is not." Metropolitan Dade County v. Blumenthal, 675 So.2d 598 (Fla. 3d DCA 1995).

Maps, diagrams, reports, and other official records are competent substantial evidence in themselves sufficient to form a basis for zoning action. In a zoning matter, it is appropriate to consider whether the proposed zoning is consistent with the properties adjacent to [the to-be-rezoned] property and is consistent with the actual development of the area. Some examples of competent substantial evidence:

- Character of the neighborhood (quiet or noisy, residential or commercial, etc.)
- Lot sizes, width, typical for area (large lots, small lots, etc.)
- Density of development (low density - spacious or high density - crowded, etc.)
- Building heights existing in area (maximum, average)

NOTICE OF PROJECT MEETING: The Neighborhood Bill of Rights Ordinance affords registered Neighborhood Associations the right to request a meeting, for the purpose of discussion and/or negotiation, with applicants requesting changes in land use or County staff on upcoming projects. Upon request from the applicant or an association representative, the County must schedule a meeting with representatives of the applicant and/or County staff, at a reasonable time and location determined by the County to allow members of one or more associations to ask questions or to voice concerns and make suggestions. County staff is required to document all commitments or agreements made during such meetings. Meetings may be held at County offices and conference rooms during regular business hours or other locations and times as deemed appropriate by County staff.