

Anastasia Mosquito
Control District
of St. Johns County



District Board Meeting
FEBRUARY 15, 2018
Thursday at
5:00 P.M



ANASTASIA MOSQUITO CONTROL DISTRICT
ST. JOHNS COUNTY

PROPOSED AGENDA

Thursday, February 15, 2018
5:00 P.M.

Invocation and Pledge: *Commissioner Howell*

Consent Items: APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, January 11, 2018 (5:00 PM)
5. Move March 8, 2018 Board meeting to March 15, 2018 at 5:00 PM due to AMCA annual meeting and attorney's travel.
6. Adoption of Resolution 2018-01 for 2018 Elections
7. Budget Calendar – 18/19
8. Budget Amendments ~ \$8,000.00 Interest Earned, (\$8,000) Operating Expenses, and \$30,000 Mobile Solution Software Phone App

Unfinished Business:

1. Aerial Committee Report ~ *Mr. Richard Weaver (10 min)*
2. Regulation and Process for Bidding for other Mosquito Control District Surplus Equipment ~ *Mr. Wayne Flowers (10 min)*

New Business:

1. FMCA Tallahassee Legislation Meeting Report (Feb. 5-6, 2018) ~ *Commissioner Jeanne Moeller (5 min)*
2. Discussion and Approval of AMCA Washington, D.C. Conference Items, (May 14 – 16, 2018) ~ *Commissioner Jeanne Moeller (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

January 2018 Reconcile

Report for February, 2018 Meeting

Cash Balances Ending: 1/31/18

Local Fund	\$	3,836,695.20
S.B.A. Fund	\$	3,653,345.89
Total Funds as of 01/31/18	\$	7,490,041.09

Source of Income Local/ SBA Fund: 1/31/18

Taxes	\$	1,357,673.08
Prior Year Taxes	\$	1,649.56
Grant Money	\$	6,000.00
Local Fund - Interest	\$	-
Salvage Equipment	\$	-
SBA Fund- Return on Investment	\$	4,941.57
Total Deposits by 01/31/18	\$	1,370,264.21

CHEMICAL & INSECTICIDE INVENTORY

Report for February, 2018 Meeting

Summary

VOUCHERS PRESENTED

Report for February, 2018 Meeting

Local Fund several

02/05/18

Accrual Basis

VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 01/01/18 through 01/31/18

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						2,933,733.20
110-A - QuickBooks Bill Pay						-6,850,806.14
01/12/2018	6037	Blue Cross Blue...	A5658	X	-25,957.09	-6,876,763.23
01/17/2018	6038	Advance Auto P...	9530571521	X	-79.61	-6,876,842.84
01/17/2018	6039	AFLAC	HZQ29	X	-164.52	-6,877,007.36
01/17/2018	6040	Augustine Alar...	18081	X	-84.99	-6,877,092.35
01/17/2018	6041	Aztec Office of ...	015791	X	-211.63	-6,877,303.98
01/17/2018	6042	Cintas Corporati...	280-01247	X	-465.76	-6,877,769.74
01/17/2018	6043	Comcast Busine...	906116964	X	-368.20	-6,878,137.94
01/17/2018	6044	FPL - EOC DRI...	54682-331...	X	-1,371.27	-6,879,509.21
01/17/2018	6045	Legal Shield	Group#01...	X	-67.75	-6,879,576.96
01/17/2018	6046	Renco Corporati...	REP(CSE)	X	-330.00	-6,879,906.96
01/17/2018	6047	Republic Servic...	3-0687-00...	X	-458.60	-6,880,365.56
01/17/2018	6048	St. Johns Count...	Account#0...	X	-34.80	-6,880,400.36
01/17/2018	6049	St. Johns Count...	500562-12...	X	-277.92	-6,880,678.28
01/17/2018	6050	Staples Credit P...	60111000...	X	-297.86	-6,880,976.14
01/17/2018	6051	The Feed Store	00300	X	-637.00	-6,881,613.14
01/17/2018	6052	The Home Depot	60353225...	X	-564.54	-6,882,177.68
01/17/2018	6053	The St. Aug. Re...	0118505	X	-28.36	-6,882,206.04
01/17/2018	6054	TPH The Parts ...	23256	X	-26.35	-6,882,232.39
01/17/2018	6055	Tractor Supply ...	6035 3012...	X	-27.76	-6,882,260.15
01/17/2018	6056	Turner Ace Har...	ACCT#107	X	-35.82	-6,882,295.97
01/24/2018	6057	Adapco, Inc.	1010	X	-149.10	-6,882,445.07
01/24/2018	6058	COMCAST TV-I...	8495-74-3...	X	-310.34	-6,882,755.41
01/24/2018	6059	DiscoverTec	ANAS001	X	-50.00	-6,882,805.41
01/24/2018	6060	Lewis Longman ...	ID#4370-001	X	-1,250.00	-6,884,055.41
01/24/2018	6061	United Concordia	Recipient ...	X	-1,446.28	-6,885,501.69
01/26/2018	6062	Blue Cross Blue...	A5658	X	-25,957.09	-6,911,458.78
01/29/2018	6063	Bank of America	4356 2200...	X	-3,507.95	-6,914,966.73
01/30/2018	6064	Altman Scientifi...	INV#5836	X	-875.00	-6,915,841.73
01/30/2018	6065	Cintas Fire Prot...	Cust 28987	X	-125.00	-6,915,966.73
01/30/2018	6066	Florida Pest Co...	AMCD	X	-33.08	-6,915,999.81
01/30/2018	6067	JEA.	Acct#1610...	X	-69.64	-6,916,069.45
01/30/2018	6068	Republic Servic...	3-0687-00...	X	-468.16	-6,916,537.61
01/30/2018	6069	Staples Credit P...	60111000...	X	-64.46	-6,916,602.07
01/30/2018	6070	Verizon Wireles...	94206016...	X	-975.15	-6,917,577.22
01/30/2018	6071	Wal-Mart Comm...	6032 2020...	X	-78.15	-6,917,655.37
Total 110-A - QuickBooks Bill Pay					-66,849.23	-6,917,655.37
110 - Wells Fargo Bank - Local - Other						9,784,539.34
01/03/2018	Dire...	TD Bank	2018 HSA ...	X	-6,200.00	9,778,339.34
01/03/2018	Dire...	TD Bank	2018 HSA ...	X	-2,700.00	9,775,639.34
01/03/2018	Dire...	TD Bank	VOID:	X	0.00	9,775,639.34
01/03/2018	Dire...	Catherine Brand...	Commissi...	X	-100.00	9,775,539.34
01/03/2018	Dire...	Gary Howell	Commissi...	X	-100.00	9,775,439.34
01/03/2018	Dire...	Gina LeBlanc	Commissi...	X	-100.00	9,775,339.34
01/03/2018	Dire...	Jeanne Moeller	Commissi...	X	-100.00	9,775,239.34
01/03/2018	Dire...	Jacqueline Rock	Commissi...	X	-100.00	9,775,139.34
01/03/2018	Dire...	VyStar Credit U...	HSA Fundi...	X	-97,100.00	9,678,039.34
01/04/2018			Deposit	X	243.20	9,678,282.54
01/04/2018		QUICKBOOKS ...		X	-20.85	9,678,261.69
01/04/2018		QUICKBOOKS ...		X	-15.95	9,678,245.74
01/09/2018	7156	Quality Hardwar...	65874	X	-2,149.30	9,676,096.44
01/09/2018	Dire...	Ameris Bank	John Allen ...	X	-6,200.00	9,669,896.44
01/11/2018	9-#2...	Payroll	Taxes Wit...	X	-12,767.86	9,657,128.58
01/11/2018	9-#2...	Payroll	Bank Acco...	X	-1,407.00	9,655,721.58
01/11/2018	9-#2...	Payroll	Credit Union	X	-668.39	9,655,053.19
01/11/2018	9-#2...	Payroll	Net Pay to ...	X	-32,716.18	9,622,337.01
01/11/2018	7157	Ann Simpson		X	-900.00	9,621,437.01
01/11/2018	7158	Nationwide Retir...	Entity Cod...	X	-785.00	9,620,652.01
01/11/2018	7159	US Department ...	Tracing# 1...	X	-138.79	9,620,513.22
01/11/2018		wells Fargo		X	-101.48	9,620,411.74
01/12/2018	7155	Harrell Construc...	AMCD Co...	X	-82,870.96	9,537,540.78
01/16/2018	7160	Nationwide Retir...	Entity Cod...	X	-785.00	9,536,755.78
01/16/2018	7161	US Department ...	Tracing# 1...	X	-138.79	9,536,616.99
01/17/2018	Dire...	Richard Weaver	FMCA Aer...	X	-76.00	9,536,540.99
01/17/2018	Dire...	Ruide Xue	Dodd Shor...	X	-83.00	9,536,457.99
01/17/2018	Dire...	Carlye Mangum	Dodd Shor...	X	-216.00	9,536,241.99
01/17/2018	Dire...	Catherine Brand...	2018 Dodd...	X	-189.89	9,536,052.10
01/17/2018	Dire...	Daniel Dixon	Meal Per ...	X	-57.00	9,535,995.10
01/17/2018	Dire...	Dena Autry	Dodd Shor...	X	-133.00	9,535,862.10
01/17/2018	Dire...	Gary Howell	Dodd Shor...	X	-189.89	9,535,672.21
01/17/2018	Dire...	Jacqueline Rock	Dodd Shor...	X	-189.89	9,535,482.32
01/17/2018	Dire...	Jeanne Moeller	Dodd Shor...	X	-201.89	9,535,280.43
01/17/2018	Dire...	Jeremy Wholforth	Dodd Shor...	X	-133.00	9,535,147.43

02/05/18
Accrual Basis

VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 01/01/18 through 01/31/18

Date	Num	Name	Memo	Clr	Amount	Balance
01/17/2018	Dire...	Joe D'Amato	2018 Dodd...	X	-159.00	9,534,988.43
01/17/2018	Dire...	Marcia K Gaines	Dodd Shor...	X	-45.00	9,534,943.43
01/17/2018	Dire...	Molly Clark	2018 Dodd...	X	-159.00	9,534,784.43
01/17/2018	Dire...	Morgan Duett	Meal Per ...	X	-216.00	9,534,568.43
01/17/2018	Dire...	Patrick Kendrick	Dodd Shor...	X	-76.00	9,534,492.43
01/17/2018	Dire...	Rick Stockley	Dodd Shor...	X	-45.00	9,534,447.43
01/17/2018	Dire...	Ruide Xue	FMCA Aer...	X	-106.00	9,534,341.43
01/17/2018	Dire...	Scott Hanna	employee	X	-57.00	9,534,284.43
01/17/2018	Dire...	Steven Smoleroff	Dodd Shor...	X	-216.00	9,534,068.43
01/18/2018			Deposit	X	6,000.00	9,540,068.43
01/22/2018			Deposit	X	1,616.57	9,541,685.00
01/24/2018			Deposit	X	1,277,080.43	10,818,765.43
01/25/2018	9-#2...	Payroll	Taxes Wit...	X	-11,988.44	10,806,776.99
01/25/2018	9-#2...	Payroll	Bank Acco...	X	-1,407.00	10,805,369.99
01/25/2018	9-#2...	Payroll	Credit Union	X	-668.39	10,804,701.60
01/25/2018	9-#2...	Payroll	Net Pay to ...	X	-34,877.43	10,769,824.17
01/29/2018	9-#2...	Mobisoft Infotech	Restoring ...	X	1,015.00	10,770,839.17
01/31/2018	WIRE	MGIS, Inc.	Mobile Sol...	X	-15,000.00	10,755,839.17
01/31/2018	7164	Brad Gunn			-123.79	10,755,715.38
01/31/2018	7165	Florida U.C. Fund	UT ACCT#...		-269.00	10,755,446.38
01/31/2018	7166	Nationwide Retir...	Entity Cod...		-785.00	10,754,661.38
01/31/2018	7167	Peter P. Leone III			-172.02	10,754,489.36
01/31/2018	7168	US Department ...	Tracing# 1...		-138.79	10,754,350.57
Total 110 · Wells Fargo Bank - Local - Other					969,811.23	10,754,350.57
Total 110 · Wells Fargo Bank - Local					902,962.00	3,836,695.20
TOTAL					902,962.00	3,836,695.20

02/05/18

Reconciliation Summary
110 · Wells Fargo Bank - Local, Period Ending 01/31/2018

	<u>Jan 31, 18</u>
Beginning Balance	2,938,321.21
Cleared Transactions	
Checks and Payments - 88 items	-385,232.61
Deposits and Credits - 7 Items	1,285,955.20
Total Cleared Transactions	<u>900,722.59</u>
Cleared Balance	<u>3,839,043.80</u>
Uncleared Transactions	
Checks and Payments - 9 items	-2,348.60
Total Uncleared Transactions	<u>-2,348.60</u>
Register Balance as of 01/31/2018	<u>3,836,695.20</u>
New Transactions	
Checks and Payments - 11 items	-14,564.97
Total New Transactions	<u>-14,564.97</u>
Ending Balance	<u>3,822,130.23</u>

Reconciliation Detail

110 - Wells Fargo Bank - Local, Period Ending 01/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,938,321.21
Cleared Transactions						
Checks and Payments - 88 items						
Bill Pmt -Check	11/15/2017	7135	PGIT	X	-1,117.95	-1,117.95
Bill Pmt -Check	12/12/2017	5995	John W. Hock Com...	X	-450.21	-1,568.16
General Journal	12/19/2017	9-#246	Mobisoft Infotech	X	-1,015.00	-2,583.16
Bill Pmt -Check	12/28/2017	6035	Verizon Wireless Ce...	X	-974.07	-3,557.23
Bill Pmt -Check	12/28/2017	6032	St. Johns County So...	X	-88.80	-3,646.03
Bill Pmt -Check	12/28/2017	6034	Craft's Trophies & A...	X	-69.00	-3,715.03
Bill Pmt -Check	12/28/2017	6031	St. Augustine Power...	X	-62.98	-3,778.01
Bill Pmt -Check	01/03/2018	Direct ...	VyStar Credit Union	X	-97,100.00	-100,878.01
Bill Pmt -Check	01/03/2018	Direct ...	TD Bank	X	-6,200.00	-107,078.01
Bill Pmt -Check	01/03/2018	Direct ...	TD Bank	X	-2,700.00	-109,778.01
Bill Pmt -Check	01/03/2018	Direct ...	Jacqueline Rock	X	-100.00	-109,878.01
Bill Pmt -Check	01/03/2018	Direct ...	Catherine Brandhorst	X	-100.00	-109,978.01
Bill Pmt -Check	01/03/2018	Direct ...	Gary Howell	X	-100.00	-110,078.01
Bill Pmt -Check	01/03/2018	Direct ...	Gina LeBlanc	X	-100.00	-110,178.01
Bill Pmt -Check	01/03/2018	Direct ...	Jeanne Moeller	X	-100.00	-110,278.01
Check	01/04/2018		QUICKBOOKS BILL...	X	-20.85	-110,298.86
Check	01/04/2018		QUICKBOOKS BILL...	X	-15.95	-110,314.81
Bill Pmt -Check	01/09/2018	Direct ...	Ameris Bank	X	-6,200.00	-116,514.81
Bill Pmt -Check	01/09/2018	7156	Quality Hardware & ...	X	-2,149.30	-118,664.11
General Journal	01/11/2018	9-#241	Payroll	X	-32,716.18	-151,380.29
General Journal	01/11/2018	9-#241	Payroll	X	-12,767.86	-164,148.15
General Journal	01/11/2018	9-#241	Payroll	X	-1,407.00	-165,555.15
Bill Pmt -Check	01/11/2018	7157	Ann Simpson	X	-900.00	-166,455.15
Bill Pmt -Check	01/11/2018	7158	Nationwide Retirem...	X	-785.00	-167,240.15
General Journal	01/11/2018	9-#241	Payroll	X	-668.39	-167,908.54
Bill Pmt -Check	01/11/2018	7159	US Department of E...	X	-138.79	-168,047.33
Check	01/11/2018		wells Fargo	X	-101.48	-168,148.81
Bill Pmt -Check	01/12/2018	7155	Harrell Construction ...	X	-82,870.96	-251,019.77
Bill Pmt -Check	01/12/2018	6037	Blue Cross Blue Shi...	X	-25,957.09	-276,976.86
Bill Pmt -Check	01/16/2018	7160	Nationwide Retirem...	X	-785.00	-277,761.86
Bill Pmt -Check	01/16/2018	7161	US Department of E...	X	-138.79	-277,900.65
Bill Pmt -Check	01/17/2018	6044	FPL - EOC DRIVE	X	-1,371.27	-279,271.92
Bill Pmt -Check	01/17/2018	6051	The Feed Store	X	-637.00	-279,908.92
Bill Pmt -Check	01/17/2018	6052	The Home Depot	X	-564.54	-280,473.46
Bill Pmt -Check	01/17/2018	6042	Cintas Corporation...	X	-465.76	-280,939.22
Bill Pmt -Check	01/17/2018	6047	Republic Services - ...	X	-458.60	-281,397.82
Bill Pmt -Check	01/17/2018	6043	Comcast Business - ...	X	-368.20	-281,766.02
Bill Pmt -Check	01/17/2018	6046	Renco Corporation	X	-330.00	-282,096.02
Bill Pmt -Check	01/17/2018	6050	Staples Credit Plan	X	-297.86	-282,393.88
Bill Pmt -Check	01/17/2018	6049	St. Johns County Uti...	X	-277.92	-282,671.80
Bill Pmt -Check	01/17/2018	Direct ...	Carlye Mangum	X	-216.00	-282,887.80
Bill Pmt -Check	01/17/2018	Direct ...	Morgan Duett	X	-216.00	-283,103.80
Bill Pmt -Check	01/17/2018	Direct ...	Steven Smoleroff	X	-216.00	-283,319.80
Bill Pmt -Check	01/17/2018	6041	Aztec Office of FL (p...	X	-211.63	-283,531.43
Bill Pmt -Check	01/17/2018	Direct ...	Jeanne Moeller	X	-201.89	-283,733.32
Bill Pmt -Check	01/17/2018	Direct ...	Jacqueline Rock	X	-189.89	-283,923.21
Bill Pmt -Check	01/17/2018	Direct ...	Catherine Brandhorst	X	-189.89	-284,113.10
Bill Pmt -Check	01/17/2018	Direct ...	Gary Howell	X	-189.89	-284,302.99
Bill Pmt -Check	01/17/2018	6039	AFLAC	X	-164.52	-284,467.51
Bill Pmt -Check	01/17/2018	Direct ...	Molly Clark	X	-159.00	-284,626.51
Bill Pmt -Check	01/17/2018	Direct ...	Joe D'Amato	X	-159.00	-284,785.51
Bill Pmt -Check	01/17/2018	Direct ...	Jeremy Wholforth	X	-133.00	-284,918.51
Bill Pmt -Check	01/17/2018	Direct ...	Dena Autry	X	-133.00	-285,051.51
Bill Pmt -Check	01/17/2018	Direct ...	Ruide Xue	X	-106.00	-285,157.51
Bill Pmt -Check	01/17/2018	6040	Augustine Alarm, Fir...	X	-84.99	-285,242.50
Bill Pmt -Check	01/17/2018	Direct ...	Ruide Xue	X	-83.00	-285,325.50
Bill Pmt -Check	01/17/2018	6038	Advance Auto Parts	X	-79.61	-285,405.11
Bill Pmt -Check	01/17/2018	Direct ...	Patrick Kendrick	X	-76.00	-285,481.11
Bill Pmt -Check	01/17/2018	Direct ...	Richard Weaver	X	-76.00	-285,557.11
Bill Pmt -Check	01/17/2018	6045	Legal Shield	X	-67.75	-285,624.86
Bill Pmt -Check	01/17/2018	Direct ...	Daniel Dixon	X	-57.00	-285,681.86
Bill Pmt -Check	01/17/2018	Direct ...	Scott Hanna	X	-57.00	-285,738.86
Bill Pmt -Check	01/17/2018	Direct ...	Marcia K Gaines	X	-45.00	-285,783.86
Bill Pmt -Check	01/17/2018	Direct ...	Rick Stockley	X	-45.00	-285,828.86
Bill Pmt -Check	01/17/2018	6056	Turner Ace Hardware	X	-35.82	-285,864.68
Bill Pmt -Check	01/17/2018	6048	St. Johns County So...	X	-34.80	-285,899.48
Bill Pmt -Check	01/17/2018	6053	The St. Aug. Record...	X	-28.36	-285,927.84
Bill Pmt -Check	01/17/2018	6055	Tractor Supply Credi...	X	-27.76	-285,955.60
Bill Pmt -Check	01/17/2018	6054	TPH The Parts House	X	-26.35	-285,981.95
Bill Pmt -Check	01/24/2018	6061	United Concordia	X	-1,446.28	-287,428.23
Bill Pmt -Check	01/24/2018	6060	Lewis Longman & ...	X	-1,250.00	-288,678.23
Bill Pmt -Check	01/24/2018	6058	COMCAST TV-Inter...	X	-310.34	-288,988.57
Bill Pmt -Check	01/24/2018	6057	Adapco, Inc.	X	-149.10	-289,137.67

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	01/25/2018	9-#242	Payroll	X	-34,877.43	-324,015.10
General Journal	01/25/2018	9-#242	Payroll	X	-11,988.44	-336,003.54
General Journal	01/25/2018	9-#242	Payroll	X	-1,407.00	-337,410.54
General Journal	01/25/2018	9-#242	Payroll	X	-668.39	-338,078.93
Bill Pmt -Check	01/26/2018	6062	Blue Cross Blue Shi...	X	-25,957.09	-364,036.02
Bill Pmt -Check	01/29/2018	6063	Bank of America	X	-3,507.95	-367,543.97
Bill Pmt -Check	01/30/2018	6070	Verizon Wireless Ce...	X	-975.15	-368,519.12
Bill Pmt -Check	01/30/2018	6064	Altman Scientific, Inc.	X	-875.00	-369,394.12
Bill Pmt -Check	01/30/2018	6068	Republic Services - ...	X	-468.16	-369,862.28
Bill Pmt -Check	01/30/2018	6065	Cintas Fire Protection	X	-125.00	-369,987.28
Bill Pmt -Check	01/30/2018	6071	Wal-Mart Community	X	-78.15	-370,065.43
Bill Pmt -Check	01/30/2018	6067	JEA.	X	-69.64	-370,135.07
Bill Pmt -Check	01/30/2018	6069	Staples Credit Plan	X	-64.46	-370,199.53
Bill Pmt -Check	01/30/2018	6066	Florida Pest Control	X	-33.08	-370,232.61
Bill Pmt -Check	01/31/2018	WIRE	MGIS, Inc.	X	-15,000.00	-385,232.61
Total Checks and Payments					-385,232.61	-385,232.61
Deposits and Credits - 7 Items						
Bill Pmt -Check	12/19/2017	6020	Mobisoft Infotech	X		
Bill Pmt -Check	01/03/2018	Direct ...	TD Bank	X		
Deposit	01/04/2018			X	243.20	243.20
Deposit	01/18/2018			X	6,000.00	6,243.20
Deposit	01/22/2018			X	1,616.57	7,859.77
Deposit	01/24/2018			X	1,277,080.43	1,284,940.20
General Journal	01/29/2018	9-#246	Mobisoft Infotech	X	1,015.00	1,285,955.20
Total Deposits and Credits					1,285,955.20	1,285,955.20
Total Cleared Transactions					900,722.59	900,722.59
Cleared Balance					900,722.59	3,839,043.80
Uncleared Transactions						
Checks and Payments - 9 Items						
Bill Pmt -Check	09/30/2017	Direct ...	VyStar Credit Union		-700.00	-700.00
Bill Pmt -Check	10/19/2017	7110	Morgan Smith		-60.00	-760.00
Bill Pmt -Check	11/30/2017	Direct ...	Hannah Sweetnam		-50.00	-810.00
Bill Pmt -Check	01/24/2018	6059	DiscoverTec		-50.00	-860.00
Bill Pmt -Check	01/31/2018	7166	Nationwide Retirem...		-785.00	-1,645.00
Bill Pmt -Check	01/31/2018	7165	Florida U.C. Fund		-269.00	-1,914.00
Bill Pmt -Check	01/31/2018	7167	Peter P. Leone III		-172.02	-2,086.02
Bill Pmt -Check	01/31/2018	7168	US Department of E...		-138.79	-2,224.81
Bill Pmt -Check	01/31/2018	7164	Brad Gunn		-123.79	-2,348.60
Total Checks and Payments					-2,348.60	-2,348.60
Total Uncleared Transactions					-2,348.60	-2,348.60
Register Balance as of 01/31/2018					898,373.99	3,836,695.20
New Transactions						
Checks and Payments - 11 Items						
Bill Pmt -Check	02/01/2018	7163	Noland Company		-5,338.00	-5,338.00
Bill Pmt -Check	02/01/2018	7162	Quality Hardware & ...		-982.60	-6,320.60
Bill Pmt -Check	02/02/2018	6072	Mobisoft Infotech		-1,015.00	-7,335.60
Bill Pmt -Check	02/05/2018	6074	AP&G Co., Inc.		-4,000.00	-11,335.60
Bill Pmt -Check	02/05/2018	6080	United Concordia		-1,383.58	-12,719.18
Bill Pmt -Check	02/05/2018	6076	Mobisoft Infotech		-945.00	-13,664.18
Bill Pmt -Check	02/05/2018	6077	Rays Tire & Srvc Ctr...		-360.32	-14,024.50
Bill Pmt -Check	02/05/2018	6079	St. Johns County Util...		-301.06	-14,325.56
Bill Pmt -Check	02/05/2018	6073	AFLAC		-161.76	-14,487.32
Bill Pmt -Check	02/05/2018	6075	Legal Shield		-67.75	-14,555.07
Bill Pmt -Check	02/05/2018	6078	READY REFRESH -...		-9.90	-14,564.97
Total Checks and Payments					-14,564.97	-14,564.97
Total New Transactions					-14,564.97	-14,564.97
Ending Balance					883,809.02	3,822,130.23

02/05/18

Reconciliation Summary

115 · SBA, Period Ending 01/31/2018

	Jan 31, 18
Beginning Balance	3,648,404.32
Cleared Transactions	
Deposits and Credits - 1 Item	4,941.57
Total Cleared Transactions	4,941.57
Cleared Balance	<u>3,653,345.89</u>
Register Balance as of 01/31/2018	3,653,345.89
Ending Balance	3,653,345.89

02/05/18

Reconciliation Detail

115 · SBA, Period Ending 01/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,648,404.32
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2018			X	4,941.57	4,941.57
Total Deposits and Credits					4,941.57	4,941.57
Total Cleared Transactions					4,941.57	4,941.57
Cleared Balance					4,941.57	3,653,345.89
Register Balance as of 01/31/2018					4,941.57	3,653,345.89
Ending Balance					4,941.57	3,653,345.89



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

**AGENCY ACCOUNT 101071
01/01/2018 - 01/31/2018**

Page 1 of 1

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

Participant Return 01/31/2018 : 1.59 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
01/01/2018	BEGINNING BALANCE			3,648,404.32
01/31/2018	EARNED INCOME	INTEREST	4,941.57	3,653,345.89
	Totals:		<u>4,941.57</u>	<u>3,653,345.89</u>

For questions regarding your statement, please call (850) 488-7311
<https://www.sbafla.com/prime>

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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOISD WSP EA.	30,314.00				30,314.00	283.00	30,031.00	30,031.00	0.00
ALTOISD XR LBS.	360.00				360.00	0.00	360.00	360.00	0.00
ALTOISD XRG LBS.	4,234.00				4,234.00	65.00	4,169.00	4,169.00	0.00
AQUABAC XT GALS.	145.31				145.31	29.75	115.56	115.56	0.00
AQUALUER 20-20 GALS.	637.90				637.90	2.82	635.08	635.10	0.02
B. I. DUNKS (Dognruts) EA.	0.00				0.00	0.00	0.00	0.00	0.00
COCO BEAR GALS.	161.05				161.05	5.85	155.20	155.20	0.00
DUET GALS.	212.50				212.50	3.50	209.00	211.50	2.50
MOSQUITOMIST TWO GALS.	364.00				364.00	8.25	355.75	354.00	-1.75
NALED GALS.	390.00				390.00	0.00	390.00	390.00	0.00
NATULAR DT EA.	11,077.00				11,077.00	0.00	11,077.00	11,077.00	0.00
NATULAR XRT EA.	79.00				79.00	6.00	73.00	73.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	2,145.00				2,145.00	0.00	2,145.00	2,145.00	0.00
TALSTAR P GALS.	71.71				71.71	0.75	70.96	70.95	-0.01
GASOLINE GALS.	3,810.00				3,810.00	664.22	3,145.78	3,119.00	-26.78
TOTALS	54,045.47	0.00	0.00	0.00	54,045.47	1069.14	52,976.33	52,950.31	-26.02

BASE= 52,950.31
 Total 52,950.31

DATE: 1/11/18
 DATE: 2/05/18
 DATE: 2/05/18

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

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

MONTH OF DECEMBER 2017

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	30,031.00	\$0.8100	\$24,325.11	6/22/17	UNIVAR
ALTOSID XR LBS.	360.00	\$3.23	\$1,162.80	6/8/17	UNIVAR
ALTOSID XRG LBS.	4,169.00	\$8.4500	\$35,228.05	9/1/17	UNIVAR
AQUABAC XT GALS.	115.56	\$32.5000	\$3,755.70	10/18/17	ADAPCO
AQUALUER 20-20 GALS.	635.10	\$117.3400	\$74,522.63	10/2/17	ALLPRO
B. t. i. DUNKS (Dognuts) EA.	0.00	\$0.8509	\$0.00	7/7/17	ADAPCO
COCO BEAR GALS.	155.20	\$17.7300	\$2,751.70	9/17/14	CLARKE
DUET GALS.	211.50	\$175.4800	\$37,114.02	9/9/16	CLARKE
MOSQUITOMIST TWO GALS.	354.00	\$51.7330	\$18,313.48	11/13/17	CLARKE
NALED GALS.	390.00	\$203.7600	\$79,466.40	6/16/17	ADAPCO
NATULAR DT EA.	11,077.00	\$0.4168	\$4,616.89	9/9/16	CLARKE
NATULAR XRT EA.	73.00	Transferred from lab			CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	2,145.00	\$6.8800	\$14,757.60	7/13/17	ALLPRO
TALSTAR P GALS.	70.95	\$37.1400	\$2,635.08	3/29/17	UNIVAR
GASOLINE GALS.	3,119.00	\$2.2051	\$6,877.71	11/13/17	L V HIERS
TOTAL	52,950.31	\$842.68	\$313,629.78		

PREPARED BY:  *weaver* DATE: 1/11/18

COST FIGURES REVIEWED BY:  DATE: 2/05/18

REVIEWED BY:  DATE: 2/05/18



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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, January 11, 2018

Next Meeting(s): Thursday, February 15, 2018 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 11, 2018, at 5:00 PM.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne E. Flowers, Attorney
Mr. Bill Youker, V.P., Harrell Construction Company, Inc.

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 except Commissioner Rock who arrived at 5:19 PM.

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

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

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

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

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

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

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting - December 14, 2017 at 6:00 PM
5. Change February 8, 2018 Board Meeting to February 15, 2018 (5:00 P.M.)
6. Budget Amendments ~ None

UNFINISHED BUSINESS:

Item 1: 8 ACRE PARCEL CONSTRUCTION PROJECT UPDATE ~ Mr. Bill Youker, Vice-President, Harrell Construction

- Mr. Youker stated that building 400 is almost dried in and sheet rock should be going up the week after next, the utilities are approximately 90% complete, the permit for building 800 (lab) will be next week, he will be attending the aerial committee meeting next week to address the hanger (building 900) and fuel tanks for the helicopter, and they are working on getting things done up front, such as, the parking area, etc. prior to the March 20-22, 2018 Workshop, as requested by Dr. Xue.

- **THERE WAS NO MOTION ON THIS ITEM**

Item 2: INTERN PRESENTATION REPORT ~ Mr. Christopher Bibbs/Dr. Daniel Dixon

- Dr. Dixon gave a presentation which noted the benefits of the intern program and how it enhances AMCD's programs; we obtain outside funding for the interns and utilize added equipment and material and it benefits our applied research, as well as, supporting the students and their projects. The students are from all over Florida, nationally, and internationally and since 2005, there have been 45 interns, there were 7 of them in 2017: Morgan Smith (UNF), Steven Smoleroff (UNF), Joe Davis (W. Carolina Univ.), Hannah Swetnam (UNF), James Martin (Univ. of FL), Heidi Knecht (E. Carolina Univ.), and Carlye Mangum (Univ. of FL). Three of the interns obtained their PHPC License and two were hired as full time AMCD technicians, Steven Smoleroff and Carlye Mangum.

- **THERE WAS NO MOTION ON THIS ITEM**

Item 3: DISCUSSION AND APPROVAL TO APPOINT ADJUNCT POSITION ~ Dr. Rui-De Xue

- Dr. Xue stated this would be for 4-5 non-paid adjunct positions with a total cost involved at not over \$20,000 per year and it will obtain additional expertise and free assistance from outside the District. His Recommendation is:
 - Authority for the Director to hire 4-5 adjunct expert positions, without pay, based on the District's needs. The Director will bring the names of scientists or engineers, with brief resumes, to the Board for approval under the Consent Agenda.
 - The person filling the adjunct position will fill out a voluntary application form and will be under supervision by the related District staff.

- The District will provide the office or laboratory space, with equipment, for the adjunct position person to use.
 - The District will provide the laboratory experiment cost and publication fees. All data generated at the District will belong to and be the District's property.
 - The District may use grant money to fund the adjunct person to travel to and attend professional meetings for presentations.
 - The District will provide a short term (not over 4 weeks per year) of housing at the District's Guest house, at no charge to the adjunct person.
 - All official costs for the adjunct positions will not be over \$20,000 per year.
- A. A motion was made to approve Dr. Xue to appoint 4-5 adjunct positions as recommended and to move forward with this program.**
- Motioned by: Commissioner Brandhorst
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

Item 1: REVIEW OF THE GOVERNMENT IN THE SUNSHINE LAW & ETHICS ~ Mr. Wayne Flowers

- Mr. Flowers gave an overview of the Government in the Sunshine Law and Ethics and stated he would be doing a class at the Dodd Short Course on this also. 286.011, the Open Meetings Law summary is that all meetings are to be open to the public, meetings are to be noticed, and minutes taken. This covers all meetings of elected officials and any Board business communication outside of the meetings is against the Sunshine Law, where the knowing violation is a 2nd degree misdemeanor and a non-known violation is a fine of up to \$500. The public records law has retention requirements; to maintain and make the records available to the public. On Ethics, you cannot solicit or receive anything of value or unlawful compensation, any gifts of a value over \$25 has to be reported and for voting conflicts of interest - you must state the nature of the conflict and not vote on it.

- **THERE WAS NO MOTION ON THIS ITEM**

Item 2: ELECTION OF OFFICERS (CHAIRPERSON, VICE-CHAIRPERSON, and SECRETARY/TREASURER) ~ Board Members

- A. A motion was made to elect Commissioner Catherine Brandhorst as Chairperson.**
- Motioned by: Commissioner Rock
 - Seconded by: Commissioner Brandhorst
 - VOTE: Accepted by: Commissioners' Rock and Brandhorst
 - VOTE: Opposed by: Commissioners' Howell, Moeller, and LeBlanc
 - **MOTION FAILED 2:3**
- B. A motion was made to re-elect Commissioner Gary Howell as Chairperson.**
- Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted by: Commissioners' Howell, Moeller, and LeBlanc
 - VOTE: Opposed by: Commissioners' Rock and Brandhorst
 - **MOTION PASSED 3:2**

C. A motion was made to elect Commissioner Gina LeBlanc for Vice-Chair.

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

D. A motion was made to elect Commissioner Jacqueline Rock as Secretary/Treasurer.

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

Item 3: RECOGNITION OF 2017 CHAIRPERSON'S SERVICE ~ ~~New Chairperson~~ (Commissioner Brandhorst)

- Commissioner Gary Howell was re-elected as Chairperson again this year so Commissioner Catherine Brandhorst volunteered presenting the plaque, honoring him and his service in 2017 as chairperson.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 4: DISCUSSION OF FMCA TALLAHASSEE LEGISLATION MEETING ~ Commissioner Jeanne Moeller

- Commissioner Moeller provided handouts on the FMCA Minutes on Budget Discussion, the CRC Proposal 69, information on Waste Tires statute and the Dodd Short Course Agenda for the Commissioner's Caucus. They are looking at moving the positions of \$500K funding from FMEL back to FMEL, UF, and IFAS; looking to change 80/20 Tier Structure, (we no longer get State Funding as our budget is over 2 million dollars); is asking members to attend because of concerns over the Trade bill that could impact research, even at a district level because it could affect trade secrets; bill for Special Districts impacts ad valorem taxes, (Revision 96 requires this to go to voters every 10 years to empower the districts to tax voters); Ethics certification, and this will all be discussed at the Dodd Short Courses also.
 - **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue stated that the 2017 Annual Program report is completed – page 9 shows the budget and the grants that were received were over \$165K; is working on the 15th Annual Workshop Tentative Agenda (copy provided on the table), emphasis this year at the workshop is hurricanes, insecticide resistance that includes speaker Dr. Vincent Corbel from France speaking on this, and new technology for surveillance and new traps, and we have over 50 presentations this year; we have scheduled winter training; Dr. Xue and Mr. Richard Weaver attended the Fly-In Class this week and we will be doing the all employee training in the coming weeks, and the week after next is the Dodd Short Courses.
2. **Attorney** ~ Mr. Flowers stated he had nothing further to add.

COMMISSIONER COMMENTS:

Commissioner Moeller ~ the Dodd Short Course lunch will be at the hotel restaurant (on your own) and the speakers are from the Seminole County Health Department; thanked staff; and noted that on page 8 of the annual report the survey shows an 11% increase in customer satisfaction on staff's professionalism and a 7% increase over 2014-2017 in the public being aware and active participants, thanked the staff for their hard work.

Commissioner Howell ~ thanked all for re-electing him as chairperson again this year, this Board works smoothly together on a majority of things; invited the public to feel free in giving us information, and looks forward to working in 2018 to completion of the new construction project on the 8 acre parcel.

Commissioner Brandhorst ~ is studying and researching new methods and chemicals and thanked Commissioner Howell on a job well done in 2017.

Commissioner LeBlanc ~ thanked staff and congratulated James Wynn on winning the Grass Roots award.

Commissioner Rock ~ thanked the Board for being elected to the new position of Secretary/Treasurer; congratulated Commissioner Howell on being re-elected as chairperson; called private business owners (Bed and Breakfasts) and will be having Dr. Dixon attend with her to inspect their properties and give them an overview of what they see during the inspections for a future project to document bed and breakfasts and a surveillance inspection project.

ATTACHMENTS:

1. None

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:42 P.M.

ATTEST

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, Commissioner Jacqueline Rock

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

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 17, 2018

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

It is recommended that the Board meeting for March be changed from March 8, 2018 at 5:00 P.M. to March 15, 2018 at 5:00 P.M.; due to the AMCA Annual Meeting being held February 26 to March 2, 2018 (the week of Board book preparations), and the attorney's travel the week of March 8th.

Thank you.

RESOLUTION NO. 2018-01

A RESOLUTION OF THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY, DETERMINING TO HAVE THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE AMCD ELECTIONS PURSUANT TO SECTION 189.04, FLORIDA STATUTES AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the St. Johns County Supervisor of Elections has requested the Anastasia Mosquito Control District of St. Johns County to adopt a resolution providing for the Supervisor of Elections to conduct the AMCD elections; and

WHEREAS, such a resolution should provide for election procedures;

NOW, THEREFORE BE IT RESOLVED BY THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY THAT:

SECTION 1: QUALIFICATIONS FOR OFFICE. Members of the AMCD Board of Commissioners shall be resident registered electors within the boundaries of the District.

SECTION 2: POSITIONS TO BE FILLED. The electors of the District shall elect five (5) Commissioners who shall reside within said District, elected from the District at large, with staggered terms in five different seats, of which: three (3) Commissioners shall each serve four year terms in the same years as presidential elections, one in each of Seats 1, 3, and 5; and two (2) Commissioners shall each serve four year terms in the off-year elections, one in each of Seats 2 and 4. Seats 2 and 4 are scheduled for election this year, 2018.

SECTION 3: CURRENT BOARD MEMBERS. The following Board Members are currently in office this year, 2018: Mr. Gary Howell, 170 Harvest Lane, St. Augustine, FL 32084, Seat 5, terms 2013-2016 and 2017-2020; Mrs. Jacqueline Rock, 119 Moore Street, St. Augustine, FL 32084, Seat 3, term 2017-2020; Mrs. Jeanne Moeller, 245 Wildwood Drive, #79, St. Augustine, FL 32086, Seat 2, terms 2007-2010, 2011-2014, and 2015-2018; Mrs. Catherine Brandhorst, 2107 Laurel Drive, St. Augustine, FL 32084, Seat 4, terms 2011-2014 and 2015-2018; Mrs. Gina LeBlanc, 4270 County Road 305, Lot W, Elkton, FL 32033, Seat 1, term 2017-2020.

SECTION 4: QUALIFYING. Pursuant to the uniform method of qualifying for Special District Offices with the St. Johns County Supervisor of Elections office requirements, candidates may qualify by paying a qualifying fee or by the petition method with a specified number of signatures of the District's registered voters. If utilizing the petition method, a candidate must file the petition with the specified number of signatures with the St. Johns County Supervisor of Elections by required date and time pursuant to the St. Johns County Supervisor of Elections office requirements.

SECTION 5: QUALIFYING PERIOD. Each person seeking to qualify for office shall file his/her qualification papers with the St. Johns County Supervisor of Elections. The qualifying period shall be the date and time pursuant to the St. Johns County Supervisor of Elections office required date for said year.

SECTION 6: NON-PARTISAN. The Commissioners shall be elected on a non-partisan basis.

SECTION 7: ELECTION DATE. The election for District Commissioners shall be the same date as the general election.

SECTION 8: ELECTION PROCEDURES. The election shall be conducted by the St. Johns County Supervisor of Elections pursuant to the applicable provisions of the Florida Election Code.

SECTION 9: VOTING. Each Elector of the District may vote for one candidate in each group. The candidate with the most votes in his/her group shall be elected a Commissioner.

SECTION 10: TERM OF OFFICE. Each person elected to office shall take office on the 1st Tuesday, after the 1st Monday of January in the year following the election year. Each person elected shall serve a term of four (4) years.

SECTION 11: REPEALED PROVISIONS: All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 12: EFFECTIVE DATE: This resolution shall become effective upon adoption.

ADOPTED IN SESSION THIS 15th DAY OF FEBRUARY, 2018.

Mr. Gary Howell,
AMCD Chairperson


ATTEST:

Mrs. Jacqueline Rock,
It's Secretary/Treasurer



MEMORANDUM

TO: Rui-De Xue, Director
Anastasia Mosquito Control District of St. Johns County

FROM: Vicky Oakes 
Supervisor of Elections

DATE: January 29, 2018

RE: Request for Update of Elections Records / 2018 Qualifying Information



We have already begun making preparations for the 2018 elections. Qualifying for state and local candidates will occur between Noon: June 18th and Noon: June 22nd. Please have any interested candidates contact our office for qualifying information. Legal advertising must be done in the 30 days prior to qualifying for the seats which will appear on the General Election Ballot.

2018 Election Dates
Primary Election – August 28, 2018
General Election – November 6, 2018

The Supervisor of Elections Office is pleased to continue the working relationship with your District, and will continue to conduct your Districts' election in accordance with section 189.04, F.S.

At this time, we would like to update your Districts' election records on file with this office, and request the District adopt a resolution for the 2018 election year at your next meeting. Once the resolution is adopted, please file a copy with our office in order for us to update your records.

The following information must be included in the resolution in order to provide direction for this office to proceed with the required legal advertising prior to qualifying candidates for the District:

- 1) Current Board Members, addresses and terms of office (including expiration date)
- 2) Seats scheduled for election
- 3) Terms of office for each elected position
- 4) Date new Board Members assume office

In accordance with Florida Statutes 100.011(4)(a), the district's proportionate share of the regular election cost shall be paid out of the district's treasury. Following the General Election, the District will receive an invoice from this office for their proportionate share of the election costs.

We look forward to receiving the resolution for our records which will allow us to proceed with the Districts' election. Thank you for your cooperation, and please call me if you have any questions.

AMCD Fiscal Year October 1, 2018 to September 30, 2019

FY 2019 BUDGET CALENDAR

By Dr. Rui-De Xue

Form DR-420 (certification of taxable value) will be provided by St. Johns County Property Appraiser (**July 1**). The District must complete and return the DR-420 to the Property Appraiser, including current year proposed millage rate and a rolled-back rate. A “proposed” millage rate must be presented to the Property Appraiser within the 35 days (Before **August 4**). Therefore, the District must have its budget completed no later than June 30 for the Board to provide final approval and determine the tentative millage rate at its regular **July 12, 2018** Board meeting.

DACS work plan budget deadline: **July 15, 2018**. Annual certified budget due: **September 30, 2018**.

2018 BUDGET CALENDAR

DATE

GUIDELINES FOR COMPLETING THE BUDGET

Feb/Mar	Board approves the budget calendar & major work plan. Input from committees, commissioners, management, & staff regarding items needed for the budget year
April	Board provides guidelines for raise (cost for living & merit raise) Prepare draft budget for operating expenses, aerial contracts and capital outlay items. Salary schedule & benefit information presented to the Board for input and approval.
May	Budget workshop Board discussion/input on draft Budget & staff finalizes Budget
June	TRIM training/Board approves draft Budget and DACS work Plan Budget (draft)
July	Calculates revenue from DR-420 after receiving. Board determines proposed millage for filling DR-420 and budget, determine the date and time for tentative budget hearing. Board meeting is July 12, 2018 , DACS Work Plan Budget is Due July 15, 2018 .
August	Return form DR-420 including proposed millage rate and rolled-back Rate before August 4, 2018 .

September First Public Budget Hearing Date: **September 13, 2018 (5:30 P.M.)**, as it must be after 5:05 P.M. Not the same day as the School Board. The District will (1) amend & adopt the tentative budget, re-compute it's proposed millage rate, and publicly announce the percentage; (2) adopt a tentative millage & budget; and (3) keep the proposed millage rate for final rate. If any increase, the District has to notify each taxpayer by first class mail. If the District reduces the rate, no action is needed.

Final Public Budget Hearing within 15 days: **Sept 27, 2018, 5:30 P.M.)**, as it must be after 5:05 P.M. The District shall advertise (St. Augustine Record) its intent to adopt a final millage rate and budget, and publish it on **September 23, 2018**.

Final Public Hearing to adopt a final millage rate & budget shall be held between 2-5 days after the day the advertisement is first published.

September 30 Annual certified budget for DACS is due.

September 30 Delivery the resolution adopting the final millage rate to the County Property Appraiser and the Tax Collector.

September 30 End of FY 2017-2018 Budget

October 1 FY 2018-2019 Budget starts.

October 10 Submit the completed TRIM package (Form DR-487) to Florida Department of Revenue, Property Tax Administration, TRIM Compliance Section, P.O. Box 3000, Tallahassee, FL 32315-3000



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

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6

ARTHROPOD CONTROL BUDGET AMENDMENT

Section 388.361, F.S. and 5E-13.027, F.A.C.
Telephone (850) 617-7995 Fax (850) 617-7969

ADAM H. PUTNAM
COMMISSIONER

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

Amendment No. 2018-02

Fiscal Year: 2017-2018

Date: 2/15/2018

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
\$ 9,676,061.00	\$ 1,875,438.00	\$ 9,676,061.00	\$ 38,000.00	\$ 30,000.00	\$ 9,684,061.00

NAME SOURCE OF INCREASE: (Explain Decrease)

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 4,894,772.00	\$ -	\$ -	\$ 4,894,772.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
361	Interest Earnings	\$ 15,000.00	\$ 8,000.00	\$ -	\$ 23,000.00
364	Equipment and/or Other Sales	\$ 15,044.00	\$ -	\$ -	\$ 15,044.00
369	Misc./Refunds (prior yr expenditures)	\$ 13,067.00	\$ -	\$ -	\$ 13,067.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 4,962,883.00	\$ 8,000.00	\$ -	\$ 4,970,883.00
Beginning Fund Balance		\$ 4,713,178.00	\$ -	\$ -	\$ 4,713,178.00
Total Budgetary Receipts & Balances		\$ 9,676,061.00	\$ 8,000.00	\$ -	\$ 9,684,061.00

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	\$ 1,445,568.00	\$ -	\$ -	\$ 1,445,568.00
J	Personal Services Benefits	\$ 760,674.00	\$ -	\$ -	\$ 760,674.00
30	Operating Expense	\$ 421,621.00	\$ 8,000.00	\$ -	\$ 429,621.00
40	Travel & Per Diem	\$ 28,164.00	\$ -	\$ -	\$ 28,164.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
43	Utility Service	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00
44	Rentals & Leases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
45	Insurance	\$ 69,171.00	\$ -	\$ -	\$ 69,171.00
46	Repairs & Maintenance	\$ 44,000.00	\$ -	\$ -	\$ 44,000.00
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
49	Other Charges	\$ 6,325.00	\$ -	\$ -	\$ 6,325.00
51	Office Supplies	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00
52.1	Gasoline/Oil/Lube	\$ 64,000.00	\$ -	\$ -	\$ 64,000.00
52.2	Chemicals	\$ 228,000.00	\$ -	\$ -	\$ 228,000.00
52.3	Protective Clothing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
52.4	Misc. Supplies	\$ 58,400.00	\$ -	\$ -	\$ 58,400.00
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 13,885.00	\$ -	\$ -	\$ 13,885.00
55	Training	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
60	Capital Outlay	\$ 3,781,367.00	\$ 30,000.00	\$ -	\$ 3,811,367.00
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 771,544.00	\$ -	\$ 30,000.00	\$ 741,544.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 7,800,623.00	\$ 38,000.00	\$ 30,000.00	\$ 7,808,623.00
0.001	Reserves - Future Capital Outlay	\$ 365,535.00	\$ -	\$ -	\$ 365,535.00
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 1,402,807.00	\$ -	\$ -	\$ 1,402,807.00
0.004	Reserves - Sick and Annual Leave	\$ 107,096.00	\$ -	\$ -	\$ 107,096.00
TOTAL RESERVES		\$ 1,875,438.00	\$ -	\$ -	\$ 1,875,438.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 9,676,061.00	\$ 38,000.00	\$ 30,000.00	\$ 9,684,061.00
ENDING FUND BALANCE		\$ -	\$ (30,000.00)	\$ (30,000.00)	\$ -

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

DATE _____

APPROVED: _____
Mosquito Control Program

DATE _____

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
 FISCAL YEAR ENDING SEPTEMBER 30, 2018

BUDGET AMENDMENT NUMBER 2018-02

PAGE 1 OF 1

COMPUTATIONS

LOCAL FUND

I) Balance of Sources and Uses of Funds (Additional Revenues, above budget, matched to Expenditures)

Receipts:			
Interest Earned (SBA Returns exceeding expectations, January return 1.59% annualized)	\$	8,000.00	
Expenditures:			
Operating Expenses	\$	(8,000.00)	
			Budget Amendment (Net Effect)
			\$ -
II) Capital Outlay (Increase)			
(Increase in Capital Outlay for Mobile Solution Software Phone App. For customer service requests)			
Capital Outlay: Software/ Hardware/ Mobile Solutions Phone App	\$	30,000.00	
			Budget Amendment Increase Request
			\$ 30,000.00

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2018

LOCAL FUND BUDGET AMENDMENT NUMBER 2018-02

PAGE 1 OF 1

BUDGET JOURNAL ENTRIES:

Dr) EXPENSES: Operating	\$ 8,000.00
CAPITAL OUTLAY: Software/ Hardware	\$ 30,000.00
Cr) REVENUE: Interest	\$ 8,000.00
CONTINGENCY	\$ 30,000.00

<ul style="list-style-type: none"> • Fogging • Profile 		
Testing <ul style="list-style-type: none"> • Conduct SI Testing • Conduct UAT Testing 		
Implement <ul style="list-style-type: none"> • Deploy solution to cloud architecture • Deploy to Apple Store • Deploy to Google Play Store 		
Support <ul style="list-style-type: none"> • Provide Support 		

Project cost summary

MGIS believes that our combination of skills and experience architecting, designing and developing systems for both public and private sector will enable us to be successfully in meeting AMCD's requirements.

The mobile solution is developed and ready to be deployed to production.

The following table provides the total cost summary

Category	Description	Total
Mobile Solution	Mobile Solution for both iPhone and Android. This will be offered to the public and found in the App Store and Google Store. <i>Note: Ready to be deployed to both stores</i>	\$30,000 USD
Maintenance & Support	The maintenance contract would start after one year. Maintenance & support includes 2 hours of support per month, hosting, latest software upgrades and new functionality we may build. Additional hours for us would be \$100/hour.	\$2,400 USD (\$200/month)

UNFINISHED BUSINESS

#1

Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Thursday, January 11, 2018 10:17 AM
To: 'Gary H. Howell SR'; 'Paul'; 'Richard Weaver'; 'gainesamcd'; xueamcd@gmail.com; 'Tom Columbus'; 'Bill Youker'; 'Charolette M. Hall'; 'Scott Hanna'; 'Christopher Bibbs'; 'Daniel Dixon'; 'Joseph D'Amato'; 'Dena Autry'; cmangumamcd@gmail.com; 'Catherine Brandhorst'; 'Jeanne Moeller'; Gina LeBlanc; 'Paul Wise'; 'Wayne Flowers'
Cc: xueamcd@gmail.com
Subject: Aerial Committee meeting, January 18 at 10am

The 1st AMCD's aerial committee meeting has been scheduled on January 18 (Thursday) at 10am. The following items will be reported and updated. If you have any suggestion and comments, please let me know. Thanks, Rudy

AMCD Aerial Committee
January 18 at 10am

1. Welcome and introduction
2. AMCD's aerial committee members appointed: Mr. Gary Howell, Dr. Rudy Xue, Mrs. Kay Gaines, Mr. Richard Weaver, Mr. Peter Leone (Volusia MCD Pilot), Mr. Brad Gunn (Retired Pilot from Beach MCD)
3. Review of AMCD Board meeting decision (December 14's Board meeting minutes about aerial program development)
4. Report about the FMCA fly in class, demonstration, visiting Lee County MCD to check their intended surplus helicopters (ready to use)
5. Update about hanger construction permission from FAA, Florida State, and St. Johns county by Mr. Youker
6. AMCD aerial program development plan and schedule by Dr. Xue
7. Pilot job description
8. Budget for Pilot, part time aircraft mechanic, and used helicopter for FY 2018-2019
9. Other comments and inputs

**UNFINISHED
BUSINESS
#2**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 30, 2018

RE: Regulation & Process for Bidding for other Mosquito Control District Surplus Equipment

Our attorney, Mr. Wayne Flowers will be leading a discussion on this item.

Attached is:

- the email (dated 1-26-18) between him and Dr. Xue explaining this,
- the copy of the portion of AMCD's Purchasing Policy that pertains to this,
- and Chapter 388.323 of the Florida Statutes explaining the Disposal of Surplus Property

Charolette Hall

From: Wayne Flowers <wflowers@llw-law.com>
Sent: Friday, January 26, 2018 11:34 AM
To: 'Dr. Rui-De Xue'
Cc: 'Charolette Hall'
Subject: Procurement Requirements for Purchasing Used-Surplus Helicopter

Dr. Xue: At the Board meeting earlier this month I think I told the Board that I needed to take a look at the AMCD policies and applicable law to determine whether there were any competitive processes required related to a potential purchase by the AMCD of a surplus helicopter owned by Lee County Mosquito Control. I have looked at the AMCD Purchasing Policy and although any purchases of goods or services that will cost more than \$10,000.00 would ordinarily require going through a competitive procurement process, there is an exception to that Policy that applies in this instance. Section 6.3 of the Policy sets forth the exemptions to the previously mentioned requirement for a competitive process and Section 6.3.3 exempts the following:

Supplies, materials, equipment or contractual services purchases from or through another unit of government at a price deemed below that obtained from private vendors, including war surplus.

Since Lee County Mosquito Control is a unit of government, purchase of a used helicopter from them would fall in this exemption, provided the AMCD deems the price (when negotiated) to be below what the helicopter would cost if purchased from a private vendor. When and if a purchase is negotiated, you should include some documentation in the file (e.g. a memorandum to file) stating the basis for the conclusion that the price is less than similar equipment would cost if purchased from a private vendor.

If you need me to write this up on a memorandum, I will do so.

Wayne E. Flowers | Shareholder

Board Certified in State and Federal Administrative Law and Practice
and City, County and Local Government Law

245 Riverside Avenue, Suite 150 | Jacksonville, Florida 32202

[Wflowers@llw-law.com](mailto:wflowers@llw-law.com) (o) 904.353.6410 (m) 904-631-3003

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UF#2

Select Year:

Chapter 388

The 2017 Florida Statutes

[Title XXIX](#)
PUBLIC HEALTH

[Chapter 388](#)
MOSQUITO CONTROL

[View Entire Chapter](#)

388.323 Disposal of surplus property.—Surplus property shall be disposed of according to the provisions set forth in s. [274.05](#) with the following exceptions:

- (1) Serviceable equipment no longer needed by a county or district shall first be offered to any or all other counties or districts engaged in arthropod control at a price established by the board of commissioners owning the equipment.
- (2) The alternative procedure for disposal of surplus property, as prescribed in s. [274.06](#), shall be followed if it is determined that no other county or district engaged in arthropod control has need for the equipment.
- (3) All proceeds from the sale of any real or tangible personal property owned by the county or district shall be deposited in the county's or district's state fund account unless otherwise specifically designated by the department.

History.—s. 2, ch. 63-236; ss. 19, 35, ch. 69-106; s. 167, ch. 77-147; s. 12, ch. 92-203; s. 23, ch. 94-226; s. 7, ch. 2012-190.

AMCD's purchase policy

already been conducted by another governmental agency for the goods or services, or if a single quote can be obtained from a contractor for goods or services who already has an existing state contract, which has already been put out for bid with the state, and is listed on the state database.

Purchases of \$5,000.00 through \$10,000.00 may be authorized with less than three (3) written quotes when there are only one (1) or two (2) suppliers within a reasonable marketing area of St Johns County. The Director may solicit quotes and proposals from available suppliers without the necessity of soliciting proposals from outside of the reasonable St. Johns County marketing area.

✓ 6.1.4 Except as provided in Section 6.3 "Competitive Bidding exemption" below, purchases of \$10,000.01 and above, **will be advertised for competitive, formal bid**, with award responsibility resting with the Board of Commissioners.

✓ 6.2 Competitive Bidding Required

Except for those instances listed in Section 6.3 below, supplies, materials, equipment, or services expected to exceed the "Authorized Amount" of \$10,000.00 shall be advertised for competitive bid by public notice. Public notice shall be, but is not limited to, publication in a newspaper which provides distribution in the St. Johns County area.

"Invitation to bid" means a written solicitation for competitive sealed bids. The invitation to bid is used when AMCD is capable of specifically defining the scope of work for which a contractual service is required or when AMCD is capable of establishing precise specification defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is electronically posted.

6.3 Competitive Bidding Exemption

Competitive Bidding and advertisement of such will not be required in any of the following instances:

6.3.1 A single transaction does not exceed the "Authorized Amount" for supplies, materials, equipment or contractual services.

6.3.2 Supplies, materials, equipment or contractual services can be furnished only by a single vendor (SOLE SOURCE).

6.3.3 Supplies, materials, equipment or contractual services purchases from or through another unit of government at a price deemed below that obtained from private vendors, including war surplus.

6.3.4 Contractual services (gas, electricity, telephone services, etc.) purchased from a utility at a price or rate determined by the State Public Service Commissioner or other government authority.

6.3.5 Supplies, materials, equipment or contractual services when purchased at a price not exceeding a price set forth by a State Purchasing Agency or any other State Agency authorized to regulate prices for items purchased by the State or other Agencies.

6.3.6 Contractual services such as, but not limited to, legal, medical and those of a professional nature which are not regulated by the Consultant's Competitive Negotiation Act (CCNA) (Section 287.005, F.S.) which specifically addresses contractual services related to Environmental Engineering Services.

6.3.7 The District is purchasing goods and/or services, which have been determined by competitive bidding conducted by another governmental agency unit

¹²and/or if a single quote can be obtained from a contractor who already has an existing state contract which has already been put out for bid with the state, and is listed on the state database.

6.3.8 No response received to notification for "Invitation to Bid."

6.3.9 No response received from a responsible bidder for expedited purchases.

6.3.10 Savings from expedited purchases are expected to substantially exceed those from competitive bids.

6.3.11 Impractical when the exact nature or amount is unknown in the case of repairs, maintenance, alterations, etc. of existing facilities or equipment.

6.3.12 Emergencies which would impair service to the public or cause serious financial injury to the District. (In the event the Director feels there is a need to make a purchase under the emergency section of the purchasing policy, he must notify all members of the Board prior to the purchase)

6.4 Prohibition of interest

No purchase of supplies, equipment, contractual services, or capital improvements shall be made from any person, firm or corporation in which any Board member or employee of the District has a material interest (as defined by the Code of Ethics for Public Officers and Employees).

Every Commissioner and employee of the District are expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any order may be awarded, any gift, money or anything of value, except where given for the use and benefit of the District

6.5 Invitation to Bid

6.5.1 Solicitation - Competitive bids will be solicited by publication of notice in one of the local or area newspapers or in such other publications as are necessary to assure competitive bidding. Publications and/or notification must be at least seven (7) days preceding the last day set for the receipt of proposals. The notice shall include the bid number assigned by the District, a general description of the articles to be purchased or sold, shall state where bid forms and specifications may be secured, envelope labeling instructions for mailing or delivery of sealed bids, and the time and place for opening bids.

6.5.2 Bid Guaranties - When deemed necessary, the District may require a bid guaranty and it will be so stated in the Notice of "Invitation to Bid." Unsuccessful bidders will be entitled to return of the bid guaranty. A successful bidder shall forfeit any surety required by the District upon failure by successful bidder to enter into a contract within ten (10) days after award.

6.5.3 Bid Packages - Two (2) complete sets of the bid package will be furnished to prospective bidders. Bids shall be submitted to the District in duplicate, in a sealed envelope and are to be identified (in the lower, left-hand corner of the envelope) with the assigned bid number and the words "SEALED BID" directly under the bid number.

6.6 Master Bid Folder

A master bid folder and tabulation sheets will be prepared as soon as Notice to bid is

¹² Version III - Updated as approved by the Board of Commissioners on November 7, 2012

published and/or mailed.

6.6.1 **Bid Folder** - The bid folder will be marked in the upper right-hand corner with the bid number and date and time for the bid opening. Bid specifications, proof of publication of Notice, list of specific bidders notified and tabulation sheets will be placed in the file. As bids are received, the time and date received will be noted on the envelope by the receiver, and initialed. Bids received after the deadline will have the date and time received noted, initialed and marked LATE BID, and returned unopened to the bidder in a District envelope with a short letter explaining that it was unopened due to lateness. A copy of the letter sent will be filed in the bid folder. Any bid received, not properly marked and opened in error will be so noted on the envelope and may be returned to the bidder.

6.6.2 **Tabulation Sheets** - Tab sheets will be prepared with appropriate captions for tabular columns and lines including:

- a. Bidders' names
- b. Number of items and/or groups
- c. Identification of items and/or groups
- d. Units and guaranties for bid comparison
- e. Guaranty acknowledgement
- f. Delivery/completion times
- g. Exceptions to bid
- h. Addendum acknowledgement (when required)

6.7 Bid Opening

Responses to all invitations will be date and time stamped upon receipt and opened publicly at the time, date and place designated in the invitation. The name of each bidder shall be read aloud and information tabulated as described in the invitation. Bids will be opened and read aloud by the Director or his/her designee. There must be at least two (2) individuals involved in the bid opening to summarize the bid results plus one (1) commissioner.

6.8 Bid Tabulation and Evaluation

The tabulation and evaluation of all bids which have been received and recorded during the bid opening shall remain as a permanent record in the bid folder.

6.9 Rejection of Bids

The District reserves the right to waive informalities-in any bid and to accept bids in the best interest of the District. The Board may reject any bids in whole or part, with or without cause.

6.10 Lowest Responsible, Responsive Bidder

In determining lowest or lowest evaluated bid, in addition to price, the following will be considered so that AMCD selects the "best value."

"Best value" means the highest overall value to AMCD based on objective factors that include, but are not limited to, price, quality, design, and workmanship, as well as:

- a. Ability, capacity and skill of the bidder to perform or to provide
- b. Whether the bidder can perform or provide promptly or within the specified time, without delay or interference.
- c. Quality of performance of previous services and existing compliance by the bidder.
- d. Sufficient financial resources of the bidder.
- e. Ability to provide future maintenance and service of the contract.

- f. The number and scope of conditions and/or exceptions attached to bid.

In the event of tie bids and quality and service are equal, the award shall be made to the local bidder (*St. Johns County*). If there is no local bidder, the decision on the bids will be made by drawing lots or the flip of a coin.

6.11 Award of Bid

Upon acceptance by the Board at a Board meeting, the bidder will be notified of acceptance of proposal by letter signed by the Director within three (3) working days of award.

6.11.1 Purchase Order Issuance - A purchase order will be issued for the bid accepted. Information regarding the supplies/materials or services to be furnished will be itemized as completely as possible, with unit prices, if applicable, extensions and total of awarded bid. Bid/Contract Number shall be recorded on the purchase order as well as the date of the meeting at which the Board awarded the bid.

6.11.2 Maintenance of Bid and/or Quotation Documents - It is the responsibility of the Director's office to maintain all original bid and/or quotation documents for safekeeping and audit trail.

7.0 REQUEST FOR PROPOSALS

"Request for Proposals" means a written solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for AMCD to specifically define the scope of work for which a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is electronically posted.

7.1 Competitive Sealed Proposals

When AMCD determines that the use of competitive sealed bidding is either not practicable or not advantageous to AMCD, a contract for materials, supplies, services, construction, and/or equipment may be entered into by the use of competitive sealed proposals. Some of the consideration for use of a competitive sealed proposal include, but are not limited to, the following:

7.1.1 Whether or not to utilize fixed-price or cost-type contract under the circumstances.

7.1.2 Whether quality, availability, or capability is overriding in relation to price in procurement of services, technical goods, research and development, or testing services.

7.1.3 Whether the initial installation needs to be evaluated, together with subsequent maintenance and service capabilities and what priority should be given these requirements in terms of the best interest of AMCD.

7.1.4 Whether the marketplace will respond more favorably to a solicitation permitting not only a range of alternate proposals, but also permitting evaluation and discussion by AMCD with responders before making the award.

7.1.5 Whether a performance specification is deemed more appropriate than a technical specification, thus taking advantage of vendor expertise and allowing the purchase of standard items available in the marketplace as opposed to custom-designed.

7.2 Public Notice

Adequate public notice of the request for proposals shall be given in the same manner as provided herein for competitive sealed bidding.

7.3 Evaluation Factors

The request for proposals shall state the relative importance of price and other evaluation factors.

7.4 Discussions with Responsible Offerors and Revisions

As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonable susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

7.5 Award

The award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to AMCD, taking into consideration price (where applicable) and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation.

8.0 VENDOR QUALIFICATION

For all Bids or Request for Proposals, the following vendor qualification factors will be in effect:

- a. All vendors working on site must have at least \$1,000,000 in liability insurance (Vendors may be asked to add AMCD as "Other Insured" entity)
- b. All vendors must have a detailed safety training manual and provide a copy to AMCD prior to commencing work
- c. All vendors must follow all AMCD Safety and Environmental procedures
- d. Priority will be given to those vendors that have a Worker's Compensation Experience Modification Rate of less than 1.0

9.0 DEVIATIONS FROM PURCHASING POLICY

The Board is authorized to allow deviations from this Purchasing Policy on an individual case basis when such deviation is deemed to be in the best interest of the District.

9.1 Management's Budgetary Authority to Spend

Unless otherwise indicated in this Policy, management's authority to spend, without requiring Board approval, will be regulated by the budget line item. The purpose of this Policy is to limit the amount of expenditure requests coming before the Board. This Budgetary Authority to Spend includes, but is not limited to, seminar costs/expenses and travel costs/expenses.

In the event there are not sufficient funds for any budget line item, management must obtain a budget amendment approved by the Board before expending District funds.

As approved by the Board of Commissioners on 1/05/09; Policy 2009-02, Version I, Version II, as approved by the Board of Commissioners on 10-14-10, Version III as approved by the Board of Commissioners on 11-7-12

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 17, 2018

RE: FMCA Tallahassee Days Report, Tallahassee, FL (February 5-6, 2018)

The 2018 Tallahassee Days is being held in Tallahassee, FL on February 5-6, 2018. Commissioner Moeller will give a report on this item.

Thank you.



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2018 Tallahassee Days



Registration is required but there is no fee. FMCA has a block of rooms at the Homewood Suites at 2987 Apalachee Pkwy, Tallahassee, FL 32301. Call: 850-402-9400 you are in FL Mosq. Control

group

When 2/5/2018 - 2/6/2018

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Florida Mosquito Control Association 2018 Legislative Priorities



Budget (Line 1414) - State Aid for Mosquito Control - \$2.66 million

With the unprecedented threats from mosquito-transmitted diseases such as dengue, chikungunya and most recently Zika, the FMCA supports continued funding for the Florida Mosquito Control Program at FDACS. FMCA requests the Legislature consider increasing funding to support research, surveillance and training across the state.

FMCA supports continued/increased funding for Florida Mosquito Control Programs

Budget - UF-IFAS Workload Increase - \$4.0 million

In 2011, FAMU closed its lab in Panama City that provided research on more efficient, environmentally sensitive methods to control mosquitoes. Beginning in 2013, the Legislature has been providing funding via proviso to UF-IFAS to perform some of the lost research. The funding is non-recurring and UF-IFAS is unable to offer much needed stability to these very important research positions. As a result, recruitment and retention of high quality researchers is difficult, and development of long-term research programs impossible. FMCA supports the Board of Governors' Legislative Budget Request to increase UF-IFAS workload in the amount of \$4.0 million, which includes \$500,000 to continue this important research and make these research positions permanent.

FMCA supports the Board of Governors' Legislative Budget Request to increase UF-IFAS Workload in the amount of \$4.0 million

HB 461(Massullo)/SB 958 (Mayfield) – Trade Secrets – OPPOSE

These bills require private companies to file an action in circuit court to protect proprietary information in the possession of a public entity each time someone requests the information. Mosquito control programs in Florida perform valuable research and testing of new products produced by the private sector. FMCA is concerned that Florida will lose valuable research and technology because these private entities will choose other states for research and testing rather than comply with this cumbersome and costly process.

FMCA opposes HB 461/SB 958 unless an exemption is provided for research and testing

For additional information, please contact Chris Lyon, Lori Killinger or Natalie Kato at 850-222-5702

2018 Jan 29

Minutes

Teleconference

FMCA Legislation Committee Meeting

1. Discuss

a. Budget-

i. Chris reported on increase possibilities this year

We are 1/3 the way through the Session. This week, the House and Senate released their proposed budgets. Both sides propose to fund the mosquito control program at \$2.66 M. As I have said previously, this is going to be a tough budget year for the state and I think we should support funding at the current level rather than ask for an increase.
All Agreed.

b. FMEL Positions/500k Funding

i. Follow up on adding to higher education budget

The Senate proposes to include both of the regular proviso sections (\$500k for FMEL and \$500k for competitive research grants). However, the House only has proviso for the \$500k for FMEL. I think this is probably just an oversight but I need to run that down. Mary Ann Goza hopes for the \$4 M workload budget or most of it. If that happens it might allow for some of the previous cuts to be covered.

c. 80/20 Tier Structure

i. Update from FDACS -rule change requirements No update at this time.

d. Trade Secrets Bill HB459 (Masullo) SB956 (Mayfield)

i. This has moved in the House, but not in the Senate at this time.

ii. University impacts- MaryAnn Goza is still getting additional information.

e. Ethics Certification

i. FMCA Supports most of this bill, but we will leave this off the talking points and update the Team Leaders for Tallahassee Days should they be asked our position and why.

f. CRC #69 _ Removed from CRC List as of last week. Rep Sprowls has withdrawn this from the Constitutional Revision Committee, however it may appear as legislation. He may be introducing this as legislation before the end of this session or in the near future. Larry Metz terms out after this year and Rep Sprowls is going to be speaker in three years so he is focused on raising money for house elections right now.

Talking Points – The Talking Points did change slightly from those attached to the meeting notice. The change to be noted on the Talking Points for (i) Budget (Line 1414) to add the words Research and Training – after the word -Programs to FMCA supports continued/increased funding for Florida Mosquito Control Programs, _____. Chris will provide the updated copies.

g.

- i. Budget (Line 1414) - State Aid for Mosquito Control - \$2.66 million
- ii. Budget - UF-IFAS Workload Increase - \$4.0 million
- iii. HB 461(Massullo)/SB 958 (Mayfield) – Trade Secrets – OPPOSE
- iv. Ethics Certification - not now

h. Tallahassee Days

Chris will provide 50 copies of the talking points and meeting schedules and Capitol map. As the Commissioner of Ag is not in town that day Chris is trying to get his assistant to meet the group and Adrian Rogers to talk about 388 changes as needed.

i. Team Leaders

1. Update to Chris at lunch meeting in Capitol lower level cafeteria
2. Summary of all visits to co-chairs for final reports

**NEW
BUSINESS
#2**

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Catherine Brandhorst, Commissioner
Jeanne Moeller, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: January 30, 2018

RE: Discussion and Approval of AMCA Washington, D.C. Conference Items (May 14-16, 2018)

The AMCA Washington Conference is being held in Washington, D.C. on May 14 through May 16, 2018.

We have not received the talking points on this yet but they should be available sometime here in February. The registration is no longer free and they now charge \$70 each. The hotel room rate will be \$235 each.

The Board will discuss and approve which Commissioners will be going to this.

WASHINGTON CONFERENCE

THE 20TH ANNUAL WASHINGTON CONFERENCE

MAY 14-16, 2018

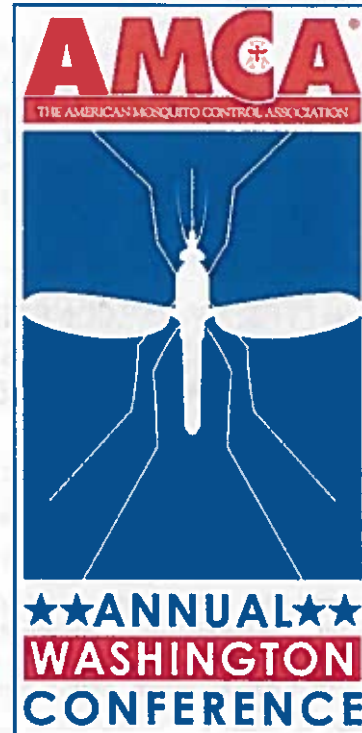
THE HILTON ALEXANDRIA OLD TOWN

WASHINGTON, DC

Room Rate: \$235

Registration: registration is no longer free and is a nominal \$70

* Registration and housing will open in February 2018



THE 19TH ANNUAL WASHINGTON CONFERENCE

MAY 15-17, 2017

THE MELROSE GEORGETOWN HOTEL

WASHINGTON, DC

The 19th Annual AMCA Washington Conference took place May 15-17, 2017 at The Melrose Georgetown Hotel. More than one hundred AMCA members met to discuss issues that can only be resolved at the Federal level. The Washington Conference is geared towards those US AMCA members concerned with the impacts of the decisions the federal government makes that have an effect on mosquito control and public health pesticides.

[VIEW THE AGENDA \(/RESOURCE/RESMGR/DOCS/MEETINGS_EVENTS/WASHINGTON_CONFERENCE/2017/WASHINGTON_CONFERENCE_PROGRA.PDF\)](#)

[View the Attendee List \(/resource/resmgr/docs/Meetings_Events/Washington_Conference/2017/amca_washconfinal.pdf\)](#) (updated May 17, 2017)

[View a list of Key Staff Members \(/resource/resmgr/docs/Meetings_Events/Washington_Conference/2017/key_staff_members_2017_updat.pdf\)](#)

HR 953: The Reducing Regulatory Burdens Act of 2017 (<https://www.congress.gov/bill/115th-congress/house-bill/953/cosponsors?q=%7B%22search%22%3A%5B%22HR+953%22%5D%7D&r=1>)

S 340: The Sensible Environmental Protection Act of 2017 (<https://www.congress.gov/bill/115th-congress/senate-bill/340/cosponsors?q=%7B%22search%22%3A%5B%22S+340%22%5D%7D&r=1>)

QUICK LINKS:

REPORTS

The Director Report (January, 2018)

Program Management:

1. **Customer and Professional Service:** District provided 5 service requests. Dr. Xue reviewed resistance & ecology manuscript for JVE and Journal of Infectious Diseases of Poverty at the editors' requests.
2. **Surveillance:** January 22 we received one confirmed horse EEE in Flagler Estates and we still collected vector mosquitoes at these areas by CDC traps baited with dry ice. Adult mosquitoes were tested for EEE virus with negative findings. We continue using BG sentinel traps to monitor *Aedes* mosquito population. A total of 142 adult mosquitoes Of 6 species were collected by BG traps and CDC trap in January.
3. **Operation control:** Some larval breeding sites and adult mosquito activity have been founded in January even if the weather was cold. District adultcided 2 times for 122 acres. Total dips of 1,423 with 130 positive larvae and made 22 time for treatment for 271 acres.
4. **Applied Research:** Annual program report has been published in our website. Repellent Deet has been tested for efficacy against caged *Aedes aegypti*. SIT collaboration with USDA/UF has been discussed and visited the field sites. Other project, especially SpringStar AGO trap sites have been located and arranged.
5. **Education:** Chris Bibbs passed his Ph.D. all writing exams. Mr. Weaver and Dr. Xue attended FMCA Dodd short course and 4 Commissioners and 13 employees took different classes at Dodd. Employee winter training has been scheduled by education Specialist. Education specialist taught at Wards Creek Elementary School (preK-5), January 8-12, 16, and Crookshank Elementary School on January 17.

Business Management:

6. **Board of Commissioners:** Staff prepared for January 11's Board meeting with documentations and assisted Board members for FMCA Dodd short course and Tallahassee legislation day.
7. **Budget & Auditor:** Staff prepared W2 and 10-99 for all employees and other documentations for auditor.
8. **Insurance:** Health, dental, and life insurances have been renewal from January 1.
9. **Contract:** AMCD and USDA/CMAVE non-funded agreement has been revisited and discussed for further action. Mob iPhone application software agreement has been updated after Board approval in December.
10. **Inventory:** surplus North station has been marketed for sale by owner with road sign.
11. **HR.** Morgan Smith continues her inter for 6 months from January 8. Employee performance evaluation has been started.

Business Meeting:

Jan 8. Back to work and process all mails and documentations.

Jan 9. AM. Leave for Ft. Myers for FMCA aerial short course. PM. Attended the class with Mr. R. Weaver.

Jan 10. AM. Attended class and demonstration of drone. PM. Drove back to District

Jan 11. Tele-conversation with Commissioner Brandhorst about agenda. 5pm. Attended Board meeting.

Jan 12. 10am. Attended UF/ Department of Entomology's seminar about malaria vaccine.

Jan 16. Arrange AMCA meeting travel and other items

Jan 17. Host Beach MCD group visiting in AM. Review manuscript for JVE and J. of Infectious Disease of Poverty.

Jan 18. 10am. Held aerial committee meeting. 2:30pm. Attended teleconference about spatial repellents with company (John H).

Jan 19. 1pm. Attended FES program committee meeting about FES annual meeting items in St. Augustine, FL, July 22-25, 2018.

Jan 22. Attended FMCA Dodd short course and took photos with the students who received the award from CDC Southeast Center for Excellence in Vector-borne Diseases

Jan 23. Attended Dodd short course about Director session

Jan 24. Back from Dodd course

Jan 25. Work on agenda for Feb Board meeting

Jan 29. Held collaboration meeting with USDA/CMAVE and UF. Visited Island sites for SIT project.

Jan 30. Running Deet repellent test.

Jan 31. Visiting Airport and Sheriff Aviation Unit about pilot and mechanic.



Treatment Summary

From Date : 01-01-2018

To Date : 01-31-2018

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Aquabac XT	2168 fl oz	271 acre	8 fl oz / acre	21 times
Cocobear	64 fl oz	0.17 acre	384.02 fl oz / acre	1 times
Duel 50%	192 fl oz	122.29 acre	1.57 fl oz / acre	2 times

Task Time Summary

From Date : 01-01-2018

To Date : 01-31-2018

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	582:09 hrs	99	
Administrative Leave	270:00 hrs	27	
Adulticide	03:00 hrs	1	
AM Briefing	103:09 hrs	135	
Annual Leave	432:45 hrs	74	
Assist	21:55 hrs	4	
Building & Grounds Work	699:37 hrs	116	
Chicken Program	06:30 hrs	3	
Computer Repair	48:49 hrs	11	
Daily Paperwork	17:59 hrs	60	
Field Experiment	61:45 hrs	20	
Hand Adulticide	02:20 hrs	2	
Holiday	795:00 hrs	81	
Insectary	114:15 hrs	19	
Inventory	27:58 hrs	12	
Lab Experiment	03:30 hrs	1	
Larvicide	52:33 hrs	22	
Leave Without Pay	10:00 hrs	1	
Mechanics Time	186:38 hrs	20	4742:15 hrs
Meeting	77:00 hrs	26	
Mosquito Trap BG	43:53 hrs	80	
Mosquito Trap ID	07:27 hrs	3	
Mosquito Traps Misc	16:30 hrs	5	
Produce Papers & Programs	163:30 hrs	39	
Public Relations	17:00 hrs	5	
Public School Program	45:45 hrs	7	
Resupplying Trucks	02:36 hrs	5	
Sick Leave	137:15 hrs	17	
Sick/Personal Leave	08:00 hrs	1	
Site Inspect	165:08 hrs	65	
Source Reduction (tires)	02:01 hrs	2	
Supervisory	155:30 hrs	23	
Training Classroom	266:30 hrs	31	
Travel	43:45 hrs	17	
Vehicle Maintenance	150:33 hrs	31	

BG Trap January 2018

1/1/2018

To :

1/31/2018

Trap Type :

BG

Species Name	2018 01			Species Total
	10	17	24	
Ae aegypti	0	0	1	1
Ae albopictus	2	0	5	7
Ae atlanticus	0	0	0	0
Ae canadensis	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	0	0	1	1
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	0	0	0	0
Ae taeniorhynchus	1	0	1	2
Ae triseriatus	0	0	0	0
Ae vexans	0	0	0	0
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	5	0	19	24
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	0	0	0	0
An walkeri	0	0	0	0
Cq perturbans	0	0	0	0
Cs inornata	0	0	0	0
Cs melanura	0	0	0	0
Cx coronator	0	0	0	0
Cx eraticus	0	0	0	0
Cx nigripalpus	7	0	51	58
Cx quinquefasciatus	0	26	26	52
Cx restuans	0	0	0	0
Cx salinarius	0	0	0	0
Cx territans	0	0	0	0
Ma dyari	0	0	0	0
Ma titillans	0	0	0	0
Or signifera	0	0	0	0
Ps ciliata	0	0	0	0
Ps columbiae	0	0	0	0
Ps cyanescens	0	0	0	0
Ps ferox	0	0	0	0
Ps howardii	0	0	0	0
Tx rutilus	0	0	0	0
Ur lowii	0	0	0	0
Ur sapphirina	0	0	0	0
Wy Mitchellii	0	0	0	0
Daily Total	15	26	104	145

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