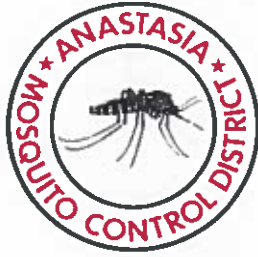


Anastasia Mosquito  
Control District  
of St. Johns County



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



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

**PROPOSED AGENDA**

**Thursday, MARCH 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, February 15, 2018 (5:00 PM)
5. Exempt Employee Evaluation Form Revision
6. Pilot Job Description
7. Strate Welding Supply Company 5 year Renewal Contract
8. Support Staff to Collaborate with UF Professors to apply for DACS Grants
9. Quarterly Budget Analysis
10. Budget Amendments ~ Receipts (Grants & Donations & FEMA Reimbursement)  
-- Expenditures (Personal Services & Benefits & Capital Outlay) \$278,690.85

**Unfinished Business:**

1. South Parcel & Research Facility Construction Project Update ~ *Mr. Bill Youker, V.P., Harrell Construction (10 min)*
2. Approval of North Station (10150 Cartwheel Bay Ave., St. Johns, FL) Property Purchase Proposals and Recommendation ~ *Mrs. Kay Gaines (20 min)*

**New Business:**

1. Education Committee Meeting Report & 15<sup>th</sup> Workshop Update ~ *Commissioner Jacqueline Rock (10 min)*
2. Aerial Committee Update Report ~ *Mr. Richard Weaver (10 min)*
3. Discussion and Approval of Recommendation of Certified Public Officer for Board Meetings ~ *Board Members (15 min)*

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments: FOR INFORMATION PURPOSES ONLY**

1. *15<sup>th</sup> Arbovirus Surveillance and Mosquito Control Workshop Program Agenda*

# CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

February 2018 Reconcile

Report for March, 2018 Meeting

Cash Balances Ending: 2/28/18

Local Fund	\$	4,230,810.56
S.B.A. Fund	\$	3,658,361.42
<b>Total Funds as of 02/28/18</b>	<b>\$</b>	<b>7,889,171.98</b>

Source of Income Local/ SBA Fund: 2/28/18

Taxes	\$	367,855.44	
Prior Year Taxes	\$	-	
FEMA Hurricane Matthew	\$	268,690.85	
Grant Money	\$	16,000.00	Springstar \$10,000/ MGK Grant \$6,000
Local Fund - Interest	\$	-	
Salvage Equipment	\$	379.62	
Workshop	\$	2,281.00	
SBA Fund- Return on Investment	\$	5,015.53	
<b>Total Deposits by 02/28/18</b>	<b>\$</b>	<b>660,222.44</b>	

CHEMICAL & INSECTICIDE INVENTORY

Report for March, 2018 Meeting

Summary

VOUCHERS PRESENTED

Report for March, 2018 Meeting

Local Fund      several

## VOUCHERS (Electronic Bill Pay &amp; Canceled Checks)

Accrual Basis

From 02/01/18 through 02/28/18

Date	Num	Name	Memo	Clr	Amount	Balance
<b>110 - Wells Fargo Bank - Local</b>						3,837,395.20
<b>110-A - QuickBooks Bill Pay</b>						-6,917,655.37
02/02/2018	6072	Mobisoft Infotech	VCMS Develop	X	-1,015.00	-6,918,670.37
02/05/2018	6073	AFLAC	HZQ29	X	-161.76	-6,918,832.13
02/05/2018	6074	AP&G Co., Inc.	AMCD100	X	-4,000.00	-6,922,832.13
02/05/2018	6075	Legal Shield	Group#0144087	X	-67.75	-6,922,899.88
02/05/2018	6076	Mobisoft Infotech	VCMS Develop	X	-945.00	-6,923,844.88
02/05/2018	6077	Rays Tire & Srv...	Acct#512503472	X	-360.32	-6,924,205.20
02/05/2018	6078	READY REFRE...	0010927986	X	-9.90	-6,924,215.10
02/05/2018	6079	St. Johns Count...	500562-129798	X	-301.06	-6,924,516.16
02/05/2018	6080	United Concordia	Recipient 000243770	X	-1,383.58	-6,925,899.74
02/14/2018	6081	Augustine Alar...	18081	X	-84.99	-6,925,984.73
02/14/2018	6082	Auto Zone	#357493	X	-23.41	-6,926,008.14
02/14/2018	6083	Aztec Office of ...	015791	X	-222.80	-6,926,230.94
02/14/2018	6084	Cintas Corporati...	280-01247	X	-567.20	-6,926,798.14
02/14/2018	6085	Clean Harbors ...	AN1216	X	-751.77	-6,927,549.91
02/14/2018	6086	Florida Janitor &...	Acct#STJOH380	X	-118.15	-6,927,668.06
02/14/2018	6087	FPL - EOC DRI...	54682-33191	X	-1,830.47	-6,929,498.53
02/14/2018	6088	Mobisoft Infotech	VCMS Develop	X	-210.00	-6,929,708.53
02/14/2018	6089	Signs Now	Inv#SN-433840	X	-721.00	-6,930,429.53
02/14/2018	6090	The Home Depot	6035322500357292	X	-538.01	-6,930,967.54
02/14/2018	6091	TPH The Parts ...	23256	X	-374.52	-6,931,342.06
02/16/2018	6092	Advance Auto P...	9530571521	X	-283.32	-6,931,625.38
02/16/2018	6093	Comcast Busine...	906116964	X	-368.20	-6,931,993.58
02/16/2018	6094	COMCAST TV-I...	8495-74-310-1079424	X	-310.34	-6,932,303.92
02/16/2018	6095	Florida Pest Co...	AMCD	X	-33.08	-6,932,337.00
02/16/2018	6096	Guardian	Group ID#00 473459	X	-396.46	-6,932,733.46
02/16/2018	6097	Lewis Longman ...	ID#4370-001	X	-1,250.00	-6,933,983.46
02/27/2018	6098	Blue Cross Blue...	A5658	X	-25,957.09	-6,959,940.55
02/27/2018	6099	Guardian	Group ID#00 473459	X	-396.46	-6,960,337.01
02/27/2018	6100	St. Johns Count...	Account#000020	X	-51.60	-6,960,388.61
02/27/2018	6101	The St. Aug. Re...	15661	X	-28.36	-6,960,416.97
02/27/2018	6102	United Concordia	Recipient 000243770	X	-1,352.23	-6,961,769.20
02/28/2018	6103	Bank of America	4356 2200 0207 4579	X	-13,462.37	-6,975,231.57
<b>Total 110-A - QuickBooks Bill Pay</b>					<b>-57,576.20</b>	<b>-6,975,231.57</b>
<b>110 - Wells Fargo Bank - Local - Other</b>						10,755,050.57
02/01/2018	7163	Noland Company	00553-001350	X	-5,338.00	10,749,712.57
02/01/2018	7162	Quality Hardwar...	65874	X	-982.60	10,748,729.97
02/01/2018	Dire...	Catherine Brand...	Commissioner Suppl...	X	-100.00	10,748,629.97
02/01/2018	Dire...	Gary Howell	Commissioner Suppl...	X	-100.00	10,748,529.97
02/01/2018	Dire...	Gina LeBlanc	Commissioner Suppl...	X	-100.00	10,748,429.97
02/01/2018	Dire...	Jacqueline Rock	Commissioner Suppl...	X	-100.00	10,748,329.97
02/01/2018	Dire...	Jeanne Moeller	Commissioner Suppl...	X	-100.00	10,748,229.97
02/01/2018	Dire...	Dena Autry	428	X	-57.00	10,748,172.97
02/01/2018	Dire...	Gary Howell	2018 TallahasseeLeg...	X	-285.90	10,747,887.07
02/01/2018	Dire...	Jacqueline Rock	2018 TallahasseeLeg...	X	-285.90	10,747,601.17
02/01/2018	Dire...	Jeanne Moeller	2018 TallahasseeLeg...	X	-285.90	10,747,315.27
02/01/2018	Dire...	Molly Clark	2018 TallahasseeLeg...	X	-57.00	10,747,258.27
02/05/2018		QUICKBOOKS ...		X	-15.95	10,747,242.32
02/05/2018		QUICKBOOKS ...		X	-13.90	10,747,228.42
02/07/2018			Deposit	X	10,000.00	10,757,228.42
02/07/2018	9-#2...	Florida Retirem...	FRS January 2017 E...	X	-12,448.50	10,744,779.92
02/08/2018	9-#2...	Payroll	Taxes Withheld	X	-12,305.10	10,732,474.82
02/08/2018	9-#2...	Payroll	Bank Account, Other	X	-1,407.00	10,731,067.82
02/08/2018	9-#2...	Payroll	Credit Union	X	-668.39	10,730,399.43
02/08/2018	9-#2...	Payroll	Net Pay to Bank	X	-35,656.31	10,694,743.12
02/08/2018			Deposit	X	532.55	10,695,275.67
02/12/2018	7169	Nationwide Retir...	Entity Code#0037184...	X	-785.00	10,694,490.67
02/12/2018	7170	US Department ...	Tracing# 1017189061	X	-138.79	10,694,351.88
02/12/2018	Dire...	Ruide Xue		X	-2,172.97	10,692,178.91
02/12/2018		wells Fargo		X	-19.48	10,692,159.43
02/14/2018	7171	Harrell Construc...	AMCD Complex	X	-74,288.73	10,617,870.70
02/20/2018			Deposit	X	2,074.62	10,619,945.32
02/20/2018			Deposit	X	1,017.15	10,620,962.47
02/21/2018	7172	Nationwide Retir...	Entity Code#0037184...	X	-785.00	10,620,177.47
02/21/2018	7173	US Department ...	Tracing# 1017189061	X	-138.79	10,620,038.68
02/21/2018			Deposit	X	274,690.85	10,894,729.53
02/22/2018	9-#2...	Payroll	Taxes Withheld	X	-11,938.14	10,882,791.39
02/22/2018	9-#2...	Payroll	Bank Account, Other	X	-1,407.00	10,881,384.39
02/22/2018	9-#2...	Payroll	Credit Union	X	-668.39	10,880,716.00
02/22/2018	9-#2...	Payroll	Net Pay to Bank	X	-34,720.50	10,845,995.50
02/22/2018	Dire...	Christopher Bibbs	AMCA, Kansas City, ...	X	-285.20	10,845,710.30
02/22/2018	Dire...	Daniel Dixon	AMCA, Kansas City, ...	X	-285.20	10,845,425.10
02/22/2018	Dire...	James Wynn	AMCA, Kansas City, ...	X	-128.00	10,845,297.10

03/05/18

# VOUCHERS (Electronic Bill Pay & Canceled Checks)

Accrual Basis

From 02/01/18 through 02/28/18

Date	Num	Name	Memo	Clr	Amount	Balance
02/22/2018	Dire...	Ruide Xue	AMCA, Kansas City, ...	X	-285.20	10,845,011.90
02/22/2018	Dire...	Kay Gaines	Lunch Per Diem Care...	X	-19.00	10,844,992.90
02/22/2018	Dire...	Patrick Kendrick	Reimbursement out o...	X	-11.50	10,844,981.40
02/22/2018	Dire...	Richard Weaver	FMCA Aerial Fly-In-...	X	-19.00	10,844,962.40
02/26/2018			Deposit	X	360,498.33	11,205,460.73
02/27/2018			Deposit	X	581.40	11,206,042.13
Total 110 · Wells Fargo Bank - Local - Other					450,991.56	11,206,042.13
Total 110 · Wells Fargo Bank - Local					393,415.36	4,230,810.56
<b>TOTAL</b>					<b>393,415.36</b>	<b>4,230,810.56</b>

**Reconciliation Summary**

110 · Wells Fargo Bank - Local, Period Ending 02/28/2018

	Feb 28, 18
<b>Beginning Balance</b>	3,839,043.80
<b>Cleared Transactions</b>	
Checks and Payments - 70 Items	-243,030.38
Deposits and Credits - 7 Items	649,394.90
<b>Total Cleared Transactions</b>	406,364.52
<b>Cleared Balance</b>	4,245,408.32
<b>Uncleared Transactions</b>	
Checks and Payments - 7 Items	-14,597.76
<b>Total Uncleared Transactions</b>	-14,597.76
<b>Register Balance as of 02/28/2018</b>	4,230,810.56
<b>New Transactions</b>	
Checks and Payments - 4 Items	-13,098.20
<b>Total New Transactions</b>	-13,098.20
<b>Ending Balance</b>	4,217,712.36

# Reconciliation Detail

## 110 · Wells Fargo Bank - Local, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,839,043.80
<b>Cleared Transactions</b>						
<b>Checks and Payments - 70 Items</b>						
Bill Pmt -Check	01/31/2018	7166	Nationwide Retirem...	X	-785.00	-785.00
Bill Pmt -Check	01/31/2018	7165	Florida U.C. Fund	X	-269.00	-1,054.00
Bill Pmt -Check	01/31/2018	7167	Peter P. Leone III	X	-172.02	-1,226.02
Bill Pmt -Check	01/31/2018	7168	US Department of E...	X	-138.79	-1,364.81
Bill Pmt -Check	01/31/2018	7164	Brad Gunn	X	-123.79	-1,488.60
Bill Pmt -Check	02/01/2018	7163	Noland Company	X	-5,338.00	-6,826.60
Bill Pmt -Check	02/01/2018	7162	Quality Hardware & ...	X	-982.60	-7,809.20
Bill Pmt -Check	02/01/2018	Direct ...	Jeanne Moeller	X	-285.90	-8,095.10
Bill Pmt -Check	02/01/2018	Direct ...	Gary Howell	X	-285.90	-8,381.00
Bill Pmt -Check	02/01/2018	Direct ...	Jacqueline Rock	X	-285.90	-8,666.90
Bill Pmt -Check	02/01/2018	Direct ...	Jeanne Moeller	X	-100.00	-8,766.90
Bill Pmt -Check	02/01/2018	Direct ...	Jacqueline Rock	X	-100.00	-8,866.90
Bill Pmt -Check	02/01/2018	Direct ...	Gina LeBlanc	X	-100.00	-8,966.90
Bill Pmt -Check	02/01/2018	Direct ...	Gary Howell	X	-100.00	-9,066.90
Bill Pmt -Check	02/01/2018	Direct ...	Catherine Brandhorst	X	-100.00	-9,166.90
Bill Pmt -Check	02/01/2018	Direct ...	Molly Clark	X	-57.00	-9,223.90
Bill Pmt -Check	02/01/2018	Direct ...	Dena Autry	X	-57.00	-9,280.90
Bill Pmt -Check	02/02/2018	6072	Mobisoft Infotech	X	-1,015.00	-10,295.90
Bill Pmt -Check	02/05/2018	6074	AP&G Co., Inc.	X	-4,000.00	-14,295.90
Bill Pmt -Check	02/05/2018	6080	United Concordia	X	-1,383.58	-15,679.48
Bill Pmt -Check	02/05/2018	6076	Mobisoft Infotech	X	-945.00	-16,624.48
Bill Pmt -Check	02/05/2018	6077	Rays Tire & Srvc Ctr...	X	-360.32	-16,984.80
Bill Pmt -Check	02/05/2018	6079	St. Johns County Uti...	X	-301.06	-17,285.86
Bill Pmt -Check	02/05/2018	6073	AFLAC	X	-161.76	-17,447.62
Bill Pmt -Check	02/05/2018	6075	Legal Shield	X	-67.75	-17,515.37
Check	02/05/2018		QUICKBOOKS BILL...	X	-15.95	-17,531.32
Check	02/05/2018		QUICKBOOKS BILL...	X	-13.90	-17,545.22
Bill Pmt -Check	02/05/2018	6078	READY REFRESH ...	X	-9.90	-17,555.12
General Journal	02/07/2018	9-#238	Florida Retirement S...	X	-12,448.50	-30,003.62
General Journal	02/08/2018	9-#247	Payroll	X	-35,656.31	-65,659.93
General Journal	02/08/2018	9-#247	Payroll	X	-12,305.10	-77,965.03
General Journal	02/08/2018	9-#247	Payroll	X	-1,407.00	-79,372.03
General Journal	02/08/2018	9-#247	Payroll	X	-668.39	-80,040.42
Bill Pmt -Check	02/12/2018	Direct ...	Ruide Xue	X	-2,172.97	-82,213.39
Bill Pmt -Check	02/12/2018	7169	Nationwide Retirem...	X	-785.00	-82,998.39
Bill Pmt -Check	02/12/2018	7170	US Department of E...	X	-138.79	-83,137.18
Check	02/12/2018		wells Fargo	X	-19.48	-83,156.66
Bill Pmt -Check	02/14/2018	7171	Harrell Construction ...	X	-74,288.73	-157,445.39
Bill Pmt -Check	02/14/2018	6087	FPL - EOC DRIVE	X	-1,830.47	-159,275.86
Bill Pmt -Check	02/14/2018	6085	Clean Harbors Env. ...	X	-751.77	-160,027.63
Bill Pmt -Check	02/14/2018	6089	Signs Now	X	-721.00	-160,748.63
Bill Pmt -Check	02/14/2018	6084	Cintas Corporation-...	X	-567.20	-161,315.83
Bill Pmt -Check	02/14/2018	6090	The Home Depot	X	-538.01	-161,853.84
Bill Pmt -Check	02/14/2018	6091	TPH The Parts House	X	-374.52	-162,228.36
Bill Pmt -Check	02/14/2018	6083	Aztec Office of FL (p...	X	-222.80	-162,451.16
Bill Pmt -Check	02/14/2018	6088	Mobisoft Infotech	X	-210.00	-162,661.16
Bill Pmt -Check	02/14/2018	6086	Florida Janitor & Pa...	X	-118.15	-162,779.31
Bill Pmt -Check	02/14/2018	6081	Augustine Alarm, Fir...	X	-84.99	-162,864.30
Bill Pmt -Check	02/14/2018	6082	Auto Zone	X	-23.41	-162,887.71
Bill Pmt -Check	02/16/2018	6097	Lewis Longman & ...	X	-1,250.00	-164,137.71
Bill Pmt -Check	02/16/2018	6096	Guardian	X	-396.46	-164,534.17
Bill Pmt -Check	02/16/2018	6093	Comcast Business -...	X	-368.20	-164,902.37
Bill Pmt -Check	02/16/2018	6094	COMCAST TV-Inter...	X	-310.34	-165,212.71
Bill Pmt -Check	02/16/2018	6092	Advance Auto Parts	X	-283.32	-165,496.03
Bill Pmt -Check	02/16/2018	6095	Florida Pest Control	X	-33.08	-165,529.11
General Journal	02/22/2018	9-#248	Payroll	X	-34,720.50	-200,249.61
General Journal	02/22/2018	9-#248	Payroll	X	-11,938.14	-212,187.75
General Journal	02/22/2018	9-#248	Payroll	X	-1,407.00	-213,594.75
General Journal	02/22/2018	9-#248	Payroll	X	-668.39	-214,263.14
Bill Pmt -Check	02/22/2018	Direct ...	Christopher Bibbs	X	-285.20	-214,548.34
Bill Pmt -Check	02/22/2018	Direct ...	Daniel Dixon	X	-285.20	-214,833.54
Bill Pmt -Check	02/22/2018	Direct ...	Ruide Xue	X	-285.20	-215,118.74
Bill Pmt -Check	02/22/2018	Direct ...	James Wynn	X	-128.00	-215,246.74
Bill Pmt -Check	02/22/2018	Direct ...	Richard Weaver	X	-19.00	-215,265.74
Bill Pmt -Check	02/22/2018	Direct ...	Kay Gaines	X	-19.00	-215,284.74
Bill Pmt -Check	02/22/2018	Direct ...	Patrick Kendrick	X	-11.50	-215,296.24
Bill Pmt -Check	02/27/2018	6098	Blue Cross Blue Shi...	X	-25,957.09	-241,253.33
Bill Pmt -Check	02/27/2018	6102	United Concordia	X	-1,352.23	-242,605.56
Bill Pmt -Check	02/27/2018	6099	Guardian	X	-396.46	-243,002.02
Bill Pmt -Check	02/27/2018	6101	The St. Aug. Record...	X	-28.36	-243,030.38
<b>Total Checks and Payments</b>					<b>-243,030.38</b>	<b>-243,030.38</b>



Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 7 Items</b>						
Deposit	02/07/2018			X	10,000.00	10,000.00
Deposit	02/08/2018			X	532.55	10,532.55
Deposit	02/20/2018			X	1,017.15	11,549.70
Deposit	02/20/2018			X	2,074.62	13,624.32
Deposit	02/21/2018			X	274,690.85	288,315.17
Deposit	02/26/2018			X	360,498.33	648,813.50
Deposit	02/27/2018			X	581.40	649,394.90
<b>Total Deposits and Credits</b>					<b>649,394.90</b>	<b>649,394.90</b>
<b>Total Cleared Transactions</b>					<b>406,364.52</b>	<b>406,364.52</b>
<b>Cleared Balance</b>					<b>406,364.52</b>	<b>4,245,408.32</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 Items</b>						
Bill Pmt -Check	10/19/2017	7110	Morgan Smith		-60.00	-60.00
Bill Pmt -Check	11/30/2017	Direct ...	Hannah Swetnam		-50.00	-110.00
Bill Pmt -Check	01/24/2018	6059	DiscoverTec		-50.00	-160.00
Bill Pmt -Check	02/21/2018	7172	Nationwide Retirem...		-785.00	-945.00
Bill Pmt -Check	02/21/2018	7173	US Department of E...		-138.79	-1,083.79
Bill Pmt -Check	02/27/2018	6100	St. Johns County So...		-51.60	-1,135.39
Bill Pmt -Check	02/28/2018	6103	Bank of America		-13,462.37	-14,597.76
<b>Total Checks and Payments</b>					<b>-14,597.76</b>	<b>-14,597.76</b>
<b>Total Uncleared Transactions</b>					<b>-14,597.76</b>	<b>-14,597.76</b>
<b>Register Balance as of 02/28/2018</b>					<b>391,766.76</b>	<b>4,230,810.56</b>
<b>New Transactions</b>						
<b>Checks and Payments - 4 Items</b>						
Bill Pmt -Check	03/02/2018	6104	Adapco, Inc.		-9,750.00	-9,750.00
Bill Pmt -Check	03/02/2018	6107	Verizon Wireless Ce...		-3,223.35	-12,973.35
Bill Pmt -Check	03/02/2018	6106	JEA.		-74.85	-13,048.20
Bill Pmt -Check	03/02/2018	6105	DiscoverTec		-50.00	-13,098.20
<b>Total Checks and Payments</b>					<b>-13,098.20</b>	<b>-13,098.20</b>
<b>Total New Transactions</b>					<b>-13,098.20</b>	<b>-13,098.20</b>
<b>Ending Balance</b>					<b>378,668.56</b>	<b>4,217,712.36</b>

# Reconciliation Summary

115 · SBA, Period Ending 02/28/2018

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	<u>Feb 28, 18</u>
<b>Beginning Balance</b>	3,653,345.89
<b>    Cleared Transactions</b>	
<b>    Deposits and Credits - 1 Item</b>	<u>5,015.53</u>
<b>    Total Cleared Transactions</b>	<u>5,015.53</u>
<b>Cleared Balance</b>	<u><b>3,658,361.42</b></u>
<b>Register Balance as of 02/28/2018</b>	3,658,361.42
<b>Ending Balance</b>	3,658,361.42

# Reconciliation Detail

115 · SBA, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,653,345.89
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	02/28/2018			X	5,015.53	5,015.53
Total Deposits and Credits					5,015.53	5,015.53
Total Cleared Transactions					5,015.53	5,015.53
Cleared Balance					5,015.53	3,658,361.42
Register Balance as of 02/28/2018					5,015.53	3,658,361.42
Ending Balance					5,015.53	3,658,361.42



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

AGENCY ACCOUNT 101071  
02/01/2018 - 02/28/2018

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

Participant Return 02/28/2018 : 1.79 %

Date	Transaction Type	Description	Amount	Balance
02/01/2018	BEGINNING BALANCE			3,653,345.89
02/28/2018	EARNED INCOME	INTEREST	5,015.53	3,658,361.42
	Totals:		5,015.53	3,658,361.42



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
 CHEMICAL & FUEL INVENTORY  
 MONTH OF JANUARY 2018**

**DISTRICT TOTALS**

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	30,031.00				30,031.00	0.00	30,031.00	30,031.00	0.00
ALTOSID XR LBS.	360.00				360.00	0.00	360.00	360.00	0.00
ALTOSID XRG LBS.	4,169.00				4,169.00	0.00	4,169.00	4,169.00	0.00
AQUABAC XT GALS.	115.56				115.56	17.44	98.12	98.13	0.01
AQUALUER 20-20 GALS.	635.10				635.10	0.00	635.10	634.90	-0.20
B. t. i. DUNKS (Dognuts) EA.	0.00				0.00	0.00	0.00	0.00	0.00
COCO BEAR GALS.	155.20				155.20	0.50	154.70	154.70	0.00
DUET GALS.	211.50				211.50	1.50	210.00	210.00	0.00
MOSQUITOMIST TWO GALS.	354.00				354.00	0.00	354.00	354.00	0.00
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.	73.00				73.00	0.00	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.	70.95				70.95	0.00	70.95	70.95	0.00
GASOLINE GALS.	3,119.00				3,119.00	532.77	2,586.23	2,589.00	2.77
<b>TOTALS</b>	<b>52,950.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,950.31</b>	<b>552.21</b>	<b>52,398.10</b>	<b>52,400.68</b>	<b>2.58</b>

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

DATE: 2/8/18  
 DATE: 3/1/18  
 DATE: 3/1/18

BASE=	52,400.68
Total	52,400.68

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

MONTH OF JANUARY 2018

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.	98.13	\$32.5000	\$3,189.23	10/18/17	ADAPCO
AQUALUER 20-20 GALS.	634.90	\$117.3400	\$74,499.17	10/2/17	ALLPRO
B. t. i. DUNKS (Dognuts) EA.	0.00	\$0.8509	\$0.00	7/7/17	ADAPCO
COCO BEAR GALS.	154.70	\$17.7300	\$2,742.83	9/17/14	CLARKE
DUJET GALS.	210.00	\$175.4800	\$36,850.80	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.	2,589.00	\$2.2051	\$5,709.00	11/13/17	L. V. HIERS
<b>TOTAL</b>	<b>52,400.68</b>	<b>\$842.68</b>	<b>\$311,599.04</b>		

PREPARED BY: *Weaver* DATE: 2/8/18

COST FIGURES REVIEWED BY: *Scott J...* DATE: 3/05/18

REVIEWED BY: *Spide* DATE: 3/5/15





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

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



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, February 15, 2018

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

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, February 15, 2018, at 5:00 PM.

### Board members in attendance:

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

### Absent:

Mrs. Catherine Brandhorst, Commissioner (due to illness)

### Also in attendance:

Dr. Rui-De Xue, Director  
Mr. John Wallace, Lewis Longman & Walker (*Standing in for Mr. Wayne Flowers - had a prior engagement*)

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 Brandhorst

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ Mrs. Cheryl Howell, 170 Harvest Lane, St. Augustine, Fl. Mrs. Howell spoke concerning the safety of Commissioners and everyone who comes to the meetings, based on recent shootings. She suggested that we consider having a certified public officer at the meetings.

**Commissioner Howell stated this can be put on the Agenda next month to discuss this.**

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

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

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

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

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

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

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting – January 11, 2018 at 5:00 PM
5. Move March Board Meeting from the 8<sup>th</sup> 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 Interest Earned, (\$8,000) Operating Expenses, and \$30,000 Mobile Solution Software Phone App

**UNFINISHED BUSINESS:**

**Item 1: Aerial Committee Report ~ Mr. Richard Weaver**

- Mr. Weaver gave an update on the January 18<sup>th</sup> and February 12<sup>th</sup>, 2018 meetings: Mr. Brad Gunn, (retired pilot from Beach Mosquito Control District) Dr. Xue, and Mr. Weaver all visited Lee County and did visual inspections of the aircraft that will be in their surplus, the aircraft would be sold to include all spray equipment; they looked at and discussed the facility plans for the aircraft hangar, helipad, ramp, chemical supply, and fuel facility and noted additional needs - more storage and lighting on ramp, power and compressed air, the helipad and approach and departure angels, water to the helipad, and Harrell Construction has since incorporated these ideas into their design; reviewed a PowerPoint from Mr. Peter Paul Leone (Volusia Mosquito Control pilot); they discussed the pilot's job description and will submit the draft to the committee in March; discussed the first year's program budget; reported on site visit to the Sheriff's Department Aviation unit and East Flagler Mosquito Control and the committee's cooperation suggestion with them was well received; the application to the FAA was submitted November 2017 and they should respond to it in 90 days (by Feb. 27<sup>th</sup>) and the FDOT application needs to wait on the FAA approval on the heliport.

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

**Item 2: Regulation and Process for Bidding for other Mosquito Control District Surplus Equipment ~ Mr. John Wallace, Lewis Longman & Walker**

- Mr. Wallace stated that Section 6.3.3 of the Purchasing policy shows the exception to requiring a competitive bid, and it will apply here as long as the price for the purchase is better than what we

could get on the private market. The helicopter would be an acceptable purchase and then the competitive bidding process would not be required. Dr. Xue noted the procedure: the Lee County Board approves the surplus, then it is sent to the Department of Agriculture and they announce it to give all Mosquito Control Districts an opportunity and after 2 weeks if there are no proposals, it will go to local government agencies, if no response after another 2 weeks, it will go to private organizations and then after two weeks, if no proposals, then it will go to public auction. The Lee County helicopter should be surplus around April, they will set up a minimal bidding process which is currently marketing at 1.5 million, then we can put a deposit on it to hold it and we would put it in the budget for Oct. 1, 2018. Commissioner comments included: the money would come from past hurricane FEMA reimbursements, reserves and the sale of the North Station property.

**A. A motion was made to give staff authorization to place a deposit on the surplus helicopter from the Lee County Mosquito Control District for up to \$200,000.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner LeBlanc

Mr. Wallace suggested an amendment to this motion that it state that it is not to exceed 10 percent of the purchase price.

**B. The motion was amended to give staff authorization to place a deposit on the surplus helicopter from the Lee County Mosquito Control District for up to \$200,000 but not to exceed 10% of the purchase price.**

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

**NEW BUSINESS**

**Item 1: FMCA Tallahassee Legislation Meeting Report ~ Commissioner Jeanne Moeller**

- Commissioner Moeller attended the FMCA Tallahassee Legislation Meeting on Tuesday, February 6, 2018 where the main conversation was on the Trade Secret Bill that is not wanted to proceed in the Senate; met with Dept. of Agricultural and other FMCA Board members – they will be opening Chapter 388, & Statute 5E13 for 2019 Legislative session, so they may change us to the 5E-13 not Chapter 388, as they no longer correlate to each other. They met with 45 legislators and none seem to have a problem with our budget. \$2.66 million is budgeted and 20% of that income will go directly to research, IFAS is working with them to get \$500,000 which are temporary grants.
- **THERE WAS NO MOTION ON THIS ITEM**

**Item 2: Discussion and Approval of AMCA Washington, D.C. Conference Items ~ Commissioner Jeanne Moeller**

- Commissioner Moeller stated the Washington, D.C. Conference is May 14-16, 2018. She was asked to be team leader and will see Legislators from Districts 3, 4, 5, 6, and 7. The AMCA should have talking points for this by the first of April. Commissioners going to this are Commissioners' Jeanne Moeller and Jacqueline Rock.

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

## REPORTS:

1. **Director** ~ Dr. Xue stated there a report from the Dept. of Health of one EEE positive horse in Flagler Estates then two weeks later they reported it negative and during that time, Dr. Dixon reported 18-20 vector mosquitoes being caught in traps; salt marsh mosquito complaints are already coming from around the lighthouse area; we are continuing larval control; winter training was completed; Dr. Xue went to the WHO Vector Control meeting last week and met the expert of WHO, and he will be our key note speaker next year at our annual Workshop and look at our qualifications for our application to the WHO organization Center for Evaluation.
2. **Attorney** ~ Mr. Wallace stated he had nothing further to add.

## COMMISSIONER COMMENTS:

**Commissioner Moeller** ~ why do we ask for Public Speakers addresses, we need to consider NOT asking for their addresses; we need to make changes to the policies as they need updated; suggested getting an update on the budget in April on where we are and see what leeway we may have, in relation to the aircraft purchase.

- o **Mr. Wallace stated he will look into the legalities of asking for addresses from public speakers.**

**Commissioner Howell** ~ mosquito control is taking large steps in the aerial program and possible purchase of the helicopter, in protecting our citizens; in our minds and hearts, we feel for the shooting victims and their families; we have to have peace; the St. Johns County people need to understand what we do and how we feel about our job

**Commissioner Brandhorst** ~ absent.

**Commissioner LeBlanc** ~ thanked staff for their hard work and Mr. Weaver for the hard work on the aerial program

**Commissioner Rock** ~ pleased with Mr. Weaver's report on the aerial program; congratulated Mr. Bibbs on passing his Ph.D. written exams; she will be meeting Dr. Xue and staff with the Education Committee meeting; is heartbroken for the families in South Florida's shooting tragedy at the school; there is a correlation between what we do and the epidemic (of shootings) as a disease of our society

## ATTACHMENTS: ~

1. *None*

## ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:02 P.M.

## ATTEST

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

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Jaqueline 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, FL 32092

**PERFORMANCE EVALUATION**

**EXEMPT POSITIONS**

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Title: \_\_\_\_\_ Time in Position: \_\_\_\_\_

Review Date: \_\_\_\_\_

Review Type:  Initial six (6) months  Annual  Promotion  Unsatisfactory Performance  Other

**DEFINITIONS OF PERFORMANCE RATINGS:**

- 5 – **Outstanding** – Performance is exceptional in all areas and is recognizable as being far superior to others.
- 4 – **Very Good** – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- 3 – **Good** – Competent and dependable level of performance. Meets the performance standards of the position.
- 2 – **Improvement Needed** – Performance is deficient in certain areas. Improvement is necessary.
- 1 – **Unsatisfactory** – Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.
- N/A – **Not Applicable** – Does not apply. (Do not include these in your final average.)

**I. PERFORMANCE FACTORS:**

**A. PROFESSIONAL SKILLS:**

**1. Job Skills & Knowledge:** Possesses working knowledge of all phases of the position and various techniques and skills necessary for efficient completion of tasks.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**

**2. Initiative & Judgment:** Ability to think and act without being instructed in great detail. Ability to make sound and proper decisions by drawing on professional expertise with minimal negative effects on employee relations, and/or District goals and achievements.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**

**3. Quality & Management of Workload:** Ability to meet deadlines and prioritize workload. Produces the required amount of work with accuracy, neatness and thoroughness to meet the needs of the supervisor and District.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**

**B. INTERACTIVE SKILLS:**

**1. Interpersonal Relationships:** Demonstrates willingness and ability to cooperate, work, and communicate with colleagues and subordinates.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**

2. **Communication:** Effectiveness of expression in individual and group situations. Ability to convey ideas clearly and concisely. Uses proper oral and written language.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

3. **PUBLIC RELATIONS:** Ability to communicate effectively with the public.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

**C. ADMINISTRATIVE SKILLS:**

1. **Coordination & Adaptability:** Ability to work with others as a team and still express individual viewpoints while considering and learning from the input of others. The ability to accept change and adapt to a variety of assignments.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

2. **Planning & Organization:** Establishes objectives and sets goals for self and subordinates to accomplish district goals; appropriate use of resources.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

3. **Adheres to Policies & Procedures:** Properly interprets and applies district policies and procedures to job responsibilities.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

4. **Attendance & Availability:** Conforms to established work schedule. Is available to perform responsibilities and provide administrative support.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

5. **PERSONAL CHARACTERISTICS:** Displays a high degree of honesty, loyalty, integrity and reliability to the District, associates and subordinates.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

6. **SUPERVISORY SKILLS:** Provides direction and motivates employees to perform at their highest level. Enforces District policies and regulations in a positive manner.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

7. **BUDGET MANAGEMENT:** Manages and uses allocated financial resources properly.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

<u><b>RATING 1-5</b></u>
--------------------------

8. IMPLEMENTS TRAINING & SAFETY PROGRAM: Implements Safety Program and provides proper training and preparation of both for the District and management.

**RATING 1-5**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**II. RATE OVERALL PERFORMANCE:**

Total Points:  divided by total number of questions applicable = **TOTAL AVERAGE**

**III. PERFORMANCE OBJECTIVES:**

This area is designed to assist supervisor or Director in identifying key developmental opportunities for employees. Please consider and discuss with him/her the appropriate professional development opportunities. Please list key development areas that you may have identified and would like to see available for this employee (i.e., writing skills, listening skills, supervisory skills, software, or computer skills, etc.)

1. Objective: \_\_\_\_\_

Action Plan to Reach Objective: \_\_\_\_\_

2. Objective: \_\_\_\_\_

Action Plan to Reach Objective: \_\_\_\_\_

**IV. ACCOMPLISHMENTS AND CONTRIBUTIONS:**

Describe the accomplishment and contributions the employee made during the review period in areas other than those covered by specified objectives

1. \_\_\_\_\_

2. \_\_\_\_\_

**V. MAJOR STRENGTHS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**VI. AREAS NEEDING IMPROVEMENT:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**VII. TRAINING AND DEVELOPMENT:**

What training or development activities should be considered during the next review period:

1. \_\_\_\_\_

2. \_\_\_\_\_



Discussed with employee on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

Follow-Up Requested:  YES  NO Follow-Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

**EMPLOYEE- SUPERVISOR COMMENTS:**

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**EMPLOYEE COMMENTS:**

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I have reviewed a completed copy of this form and have had the opportunity to discuss it with the supervisor or director  
My signature does not necessarily reflect agreement with the evaluation.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
120 EOC Drive, St. Augustine, FL 32092

**PERFORMANCE EVALUATION**

**DRAFT**

**EXEMPT POSITIONS**

**DRAFT**

NAME: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

TITLE: \_\_\_\_\_ TIME IN POSITION: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

Review Type:  Initial six (6) months  Annual  Promotion  Unsatisfactory Performance  Other

**DEFINITIONS OF PERFORMANCE RATINGS:**

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**I. PERFORMANCE FACTORS:**

**A. PROFESSIONAL SKILLS:**

1. **Job Skills & Knowledge:** Possesses working knowledge of all phases of the position and various techniques and skills necessary for efficient completion of tasks.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**  
[Empty box for rating]

2. **Initiative & Judgment:** Ability to think and act without being instructed in great detail. Ability to make sound and proper decisions by drawing on professional expertise with minimal negative effects on employee relations, and/or District goals and achievements.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**  
[Empty box for rating]

3. **Quality & Management of Workload:** Ability to meet deadlines and prioritize workload. Produces the required amount of work with accuracy, neatness and thoroughness to meet the needs of the supervisor and District.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**  
[Empty box for rating]

**B. INTERACTIVE SKILLS:**

1. **Interpersonal Relationships:** Demonstrates willingness and ability to cooperate, work, and communicate with colleagues and subordinates.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**RATING 1-5**  
[Empty box for rating]

DRAFT

2. **Communication:** Effectiveness of expression in individual and group situations. Ability to convey ideas clearly and concisely. Uses proper oral and written language.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

3. **PUBLIC RELATIONS:** Ability to communicate effectively with the public.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

DRAFT

RATING 1-5

**C. ADMINISTRATIVE SKILLS:**

1. **Coordination & Adaptability:** Ability to work with others as a team and still express individual viewpoints while considering and learning from the input of others. The ability to accept change and adapt to a variety of assignments.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

2. **Planning & Organization:** Establishes objectives and sets goals for self and subordinates to accomplish district goals; appropriate use of resources.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

3. **Adheres to Policies & Procedures:** Properly interprets and applies district policies and procedures to job responsibilities.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

4. **Attendance & Availability:** Conforms to established work schedule. Is available to perform responsibilities and provide administrative support.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

5. **PERSONAL CHARACTERISTICS:** Displays a high degree of honesty, loyalty, integrity and reliability to the District, associates and subordinates.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

6. **SUPERVISORY SKILLS:** Provides direction and motivates employees to perform at their highest level. Enforces District policies and regulations in a positive manner.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

7. **BUDGET MANAGEMENT:** Manages and uses allocated financial resources properly.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

RATING 1-5

DRAFT

8. IMPLEMENTS TRAINING & SAFETY PROGRAM: Implements Safety Program and provides proper training and preparation of both for the District and management.

**RATING 1-5**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**II. RATE OVERALL PERFORMANCE:**

Total Points:  divided by total number of questions applicable = **TOTAL AVERAGE**

Discussed with employee on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

**DRAFT**

Follow-Up Requested:  YES  NO Follow-Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

**DRAFT**

**SUPERVISOR COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed a completed copy of this form and have had the opportunity to discuss it with the supervisor or director  
My signature does not necessarily reflect agreement with the evaluation.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE:**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DIRECTOR SIGNATURE**

\_\_\_\_\_  
**DATE**



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

**DISTRICT DIRECTOR**

*Dr. Rui-de Xue*



**BOARD OF COMMISSIONERS:**

*Gary Howell, Chairperson  
Gina LeBlanc, Vice-Chairperson  
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:** March 6, 2018

**RE:** Pilot Job Description

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The AMCD Aerial Committee members and staff collected pilot job descriptions from the following mosquito control districts: Lee County, Citrus County, Volusia, Flagler, Beach, and Manatee County. After their analysis, the job descriptions from the Beach, Flagler, and Citrus County Mosquito Control Districts fit more closely for our situation with one helicopter.

The committee discussed and compared the pilot job descriptions and developed AMCD's future Pilot Job Description based both on the other job descriptions and members input.

The pay grade will be 7 or 8 based on the pilot's experience and this will be for the FY 18/19 budget year. After the Final Public Hearing in late September, concerning the new budget, the District will advertise the job opportunity, collect applications, do interviews, and then expect to fill the position in late October or early November.

I would like to recommend that the Board approve the Pilot Job Description as presented.

**THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>STATUS</b>	<b>REPORTS TO (TITLE)</b>
Pilot	Aviation	Non-Exempt	Director

**PURPOSE OF JOB:**

Performs duties of considerable difficulty requiring a high level of initiative and independent judgment, to include operation of the District's helicopter to perform aerial surveillance, inspections, aerial application of insecticides, public relations events, transport personnel and any other aerial function as directed, in a safe and legal manner to facilitate the operations of the District.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform aerial surveillance, remote inspections, adulticiding and larviciding in a variety of wetlands and populated environments and transport District personnel as required.
2. Safely operate the helicopter while conducting all required missions.
3. Perform pre and post flight inspections to insure safe operation of aircraft and spray system and be responsible for routine cleaning and fueling of the aircraft.
4. Maintain aerial technical proficiency and ensure compliance with all FAA, state of Florida and district regulations, directives and standard operating procedures (SOPs).
5. Attend training, symposiums, trade shows and FAA required checks as required to maintain necessary ratings and currency with AMCD aircraft and equipment.
6. Works closely with the Operations Manager to plan for and execute aerial inspections, larvicide and adulticide missions.
7. Advise the Director and other appropriate personnel on all matters pertaining to the aviation program, aerial applications and aviation safety.
8. Highly varying work schedule to include aerial adulticiding flights over rural and residential areas after sunset and before sunrise in response to mosquito activity and disease threats and may include weekends and holidays as needed.
9. Land the aircraft in remote and undeveloped sites for inspections.
10. Make public presentations or static displays, if required, and communicate with the media and public in an honest, professional and courteous manner.
11. Provide annual aviation program budget, including aircraft maintenance cost outlook to the Director.
12. Maintain up to date aircraft logbooks and maintenance records pursuant to FAA regulations.
13. Schedule aircraft inspections, maintenance and repairs as needed.

14. Help train and supervise selected district personnel to function safely around the aircraft in both day and night conditions, to include loading of chemicals, proper refueling procedures and all other operations.
15. Monitor weather conditions and adjust the mission as required.
16. Maintain night vision goggle (NVG) currency in accordance with FAA regulations and track and maintain NVG service schedule.
17. Operate the aircraft at low levels both day and night. When operating at night, utilize the NVG's under visual flight rules (VFR).
18. Coordinate and schedule maintenance and repairs of aircraft and spray equipment with outside contractors and/or AMCD maintenance personnel, as necessary.
19. Complete and submit district insecticide application documentation to appropriate department.
20. Ensure all assigned aviation related equipment and tools are maintained in good working condition and properly secured.
21. Supervise and assist personnel with calibration of a variety of spray equipment and the annual droplet testing.
22. Assist AMCD administration personnel in notifying local authorities and the public of the missions locations and times of operation.
23. May assign, monitor and review work of others.
24. Apply insecticides in accordance with the product label.
25. Wear appropriate Personal Protective Equipment (PPE) when required.
26. Assist in any aviation program bid process.
27. Perform other related duties as assigned.

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**QUALIFICATIONS:**

1. High school graduate or GED minimum, college degree preferred.
2. Must have a valid Class E Florida Driver's License with an acceptable driving record.
3. Be able to effectively communicate in English and be able to read and understand chemical labeling instructions in English.
4. A valid FAA Commercial Pilot's License or higher with Rotorcraft – Helicopter and Instrument Helicopter endorsements.
5. At least 1000 hours of helicopter flight time of which 500 hours are as pilot in command, 500 hours of turbine engine time and 200 hours of night or NVG time and prefer 100 hours of aerial spray time.
6. A current Class II or higher FAA Medical Certificate.
7. Qualified to use NVG's in accordance with FAA regulations.



8. Experience in low level, nap of the earth, or agricultural spraying as pilot in command.
9. Must hold a current Public Health Pest Control License and a Public Health Aerial License issued by the State of Florida, Department of Agriculture and Consumer Services or be able to obtain one within six month of hire. Must maintain license in good standing by earning appropriate CEU's (continuing education units).
10. Must possess and demonstrate a proficiency in varied computer software systems including the Microsoft Office products. Must also have the ability to learn various aviation related and District software programs.
11. Able to work long hours in a hot and humid environment and work the occasional weekend and/or holiday.
12. Ability to travel when necessary to attend conferences and meetings.
13. Able to establish and maintain an effective working relationship with peers, supervisors and the general public.

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#### **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Requirements:** Moderate physical activity is required on a regular basis including lifting, reaching for, pulling and carrying up to fifty pounds, reaching and pulling with arms, stooping, standing, bending frequently, sitting for long periods of time while flying, walking for moderate distances and climbing over and around natural obstacles. Must be able to use hands and fingers to type, and grip and operate a variety of hand tools and other equipment. Be able to pull fifty foot long fuel. Excellent vision, both close and distance, is required.

**Work Environment:** The work environment varies but normally is outdoors or in a vehicle but may include warehouses, office buildings, boats, marshes, fields, islands, open water, laboratories and animal rearing/storage facilities. Regular exposure to all types of weather is required as the position is required to work outside, exposed to high temperatures and humidity, sun, rain, and wind. Frequent local travel is required. Exposure to moderate to high noise levels will occur on a regular basis when around aircraft, spray equipment and a variety of other equipment, motors and engines. Working with and around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required frequently. Regular exposure to moving mechanical parts, mud, fuel, fumes and insects is required.

**Mental Demands:** Ability to perform aerial spraying required math. Ability to write documents relaying information, data and details. Ability to read and comprehend technical

manuals, instructions, safety instructions, memos, reports, policies, procedures and instructions. Ability to speak clearly and concisely to peers, professionals and the public. Ability to write reports, summaries, instructions, procedures, memos and letters.

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**I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



# STRATE WELDING SUPPLY CO., INC.

29 So. McDuff Avenue  
Jacksonville, FL 32205  
(904) 388-2611

1240 State Road 207  
St. Augustine, FL 32084  
(904) 829-3954

1910 N. E. 27th Avenue  
Gainesville, FL 32609  
(352) 377-2408

1-25-18

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



Dear Customer,

Our records indicate that the cylinders you have on lease will expire on 3-31-18. As you know, these cylinders must be renewed on a five-year lease, or be returned to our inventory on or before the date of expiration. The lease charge for the cylinders you have will be \$ 465.00. This lease charge covers the following cylinders 1# 277 oxy 1# 4 acetylen. Upon receipt of your check we will forward a paid invoice.

If this does not meet your approval, please contact our office so that arrangements can be made for the cylinders to be returned to inventory. It has been a pleasure to serve you, and we trust we shall continue to have you as a customer.

Sincerely,

*Jackie Smith*

Cylinder Clerk

If you have any questions please call me @ 904-388-2611.

# STRATE

STRATE WELDING SUPPLY CO., INC.

SWS ORDER NO.

15576

JACKSONVILLE, FL  
29 SOUTH McDUFF AVE.  
(904) 388-2611

GAINESVILLE, FL  
1910 N.E. 27th AVE  
(904) 377-2408

ST. AUGUSTINE, FL  
1240 S.R. 207  
(904) 829-3954

WAYCROSS, GA  
1722 REYNOLDS ST.  
(912) 283-8187

BRUNSWICK, GA  
2390 TOWNSEND ST  
(912) 264-8331

JESUP, GA  
355 EAST PINE ST  
(912) 427-6944

DOUGLAS, GA  
1101 S. WHEELER AVE.  
(912) 384-8805

FITZGERALD, GA  
260 FRANK RD.  
(229) 423-9794

HAZLEHURST, GA  
285 BAXLEY HWY.  
(912) 375-6251

THE CUSTOMER IS LIABLE FOR ANY AND ALL DAMAGES TO CYLINDERS, INCLUDING LOSSES FROM FIRE AND THEFT.

24 64740

Anastasia Mosquito Control

PHONE: ( )

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ALL RENTAL AND DEMURRAGE RATES APPEAR ON YOUR MONTHLY INVOICES.

(SAME AS SOLD TO UNLESS OTHERWISE INDICATED)

TERMS: NET 10TH PROX. PAST DUE INVOICES ARE SUBJECT TO A SERVICE CHARGE.

CUSTOMER JOB NO.

SHIP DATE	TRUCK NO.	CALL NUMBER	CUSTOMER P.O. NUMBER	SWS ORDER DATE	SALESMAN NO.	REC'D. ON ACCT. \$	BY	
1-25-18								
QTY CYL SHIPPED	QTY CYL RETURNED	PRODUCT AND CLASSIFICATION (Proper Shipping Name)		HAZARD CLASS	I.D. NUMBER	TOTAL CUB. FT. OR POUNDS	UNIT PRICE	AMOUNT
		GAS 01-122	OXYGEN COMPRESSED	2.2	UN1072			
		GAS 01-244	OXYGEN COMPRESSED	2.2	UN1072			
		GAS 01-277	OXYGEN COMPRESSED	2.2	UN1072			
		GAS 01-	OXYGEN COMPRESSED	2.2	UN1072			
		GAS 01-	OXYGEN REFRIGERATED LIQUID	2.2	UN1073			
		GAS 03-	NITROGEN COMPRESSED	2.2	UN1066			
		GAS 03-	NITROGEN REFRIGERATED LIQUID	2.2	UN1977			
		GAS 04-244	NITROGEN PP COMPRESSED	2.2	UN1066			
		GAS 05-	ARGON COMPRESSED	2.2	UN1006			
		GAS 05-	ARGON REFRIGERATED LIQUID	2.2	UN1951			
		GAS 05-AG25	ARGON CARBON DIOXIDE COMPRESSED	2.2	UN1956			
		GAS 06-	HELIUM COMPRESSED	2.2	UN1046			
		GAS 06-AG75	HELIUM COMPRESSED	2.2	UN1046			
		GAS 10-	CARBON DIOXIDE COMPRESSED	2.2	UN1013			
		GAS 10-	CARBON DIOXIDE COMPRESSED	2.2	UN1013			
		GAS 10-PGS45	CARBON DIOXIDE REFRIGERATED LIQUID	2.2	UN2187			
		GAS 02-4	ACETYLENE DISSOLVED	2.1	UN1001			
		GAS 02-5	ACETYLENE DISSOLVED	2.1	UN1001			
		GAS 02-	ACETYLENE DISSOLVED	2.1	UN1001			
		GAS 07-194	HYDROGEN COMPRESSED	2.1	UN1049			
		GAS 15-	METHYLACETYLENE PROPADIENE STABILIZED	2.1	UN1075			

NO. ITEMS DEL.	NO. CYLS RETURNED	WAREHOUSE NO.	THE PURCHASER BY ACCEPTANCE & USE OF THE GOODS SPECIFIED AGREES TO THE CONDITIONS PRINTED IN THE REVERSE SIDE.				
PRODUCT NO.	C/N	ORDER	SHIP	RETURN BACKORDER	DESCRIPTION	UNIT PRICE	CF/LB
					5 year lease renewal		
		1	1		277 oxygen		260.00
		1	1		4 acetylene		205.00
01	1000	1	1		Government & Regulations / Compliance		

is to certify that the above named articles are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

SELLER REPRESENTS THAT WITH RESPECT TO THE PRODUCTION OF THE ARTICLES AND/OR THE PERFORMANCE OF THE SERVICES COVERED BY THIS INVOICE, IT HAS FULLY COMPLIED WITH SECTION 12(A) OF THE FAIR LABOR STANDARDS ACT OF 1938, AS AMENDED. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

In the event legal action is necessary for the collection of this invoice customer agrees to pay all costs including reasonable attorney's fees.

DELIVERY CHARGE

SUB TOTAL

SALES TAX

TOTAL

465.00

MATERIAL RECEIVED BY

FOR CHEMICAL EMERGENCY

SPILL, LEAK, FIRE, EXPOSURE OR ACCIDENT CALL CHEMTREC - DAY OR NIGHT 800-424-9300

1. The cylinders, fittings and caps covered by this invoice are loaned by Vendor to Vendee, NOT SOLD, and are to be returned to Vendor or Airco in good condition and repair, within thirty (30) days from the date of shipment. Vendee shall pay rental to Vendor at Vendor's published rate per day per cylinder. On demand Vendee shall pay to Vendor or Airco the fair value of the cylinders, fittings and caps lost or damaged before returned to Vendor or Airco. Vendor or Airco to which such cylinders, fittings and caps are returned shall be the sole judge of whether the cylinders, fittings and caps are damaged and whether or not such damage can be repaired.
2. The Vendee waives any claims based on defective valves or other cylinder imperfections unless same are made in writing within thirty (30) days after receipt of cylinder is returned to the Vendor tagged with the Vendor's claim tag, which will be supplied upon request, stating defect.
3. The Vendee shall not loan or refill or cause to be loaned or refilled the cylinders furnished by the Vendor.
4. The Vendee shall be responsible for damage to and loss of the cylinders, fittings and caps from the time of acceptance of delivery of the cylinders, fittings and caps by the Vendee until return thereof to the Vendor or Airco.
5. All cylinders covered by this document shall be marked at the time they are filled, with legible labels identifying the contents of said cylinders. The Vendee shall not use any cylinders that are not so marked when received, but shall return said cylinders to the Vendor for credit.
6. The Vendee shall indemnify and save harmless the Vendor from and against all loss or damage arising out of injuries to or death of persons, and damage to or destruction of property (other than that caused by defective cylinders or the contents thereof) in any manner caused by, incident to, or connected with the cylinders or the contents thereof furnished by the Vendor, whenever the same may be during the aforesaid period.

The Vendee may insure against the foregoing liabilities under standard forms of insurance policies. Whenever necessary Vendee's policies should be endorsed to provide for coverage and in the event of any loss or damage as aforesaid Vendee should promptly report such loss or damage to the insurance company and the Vendor.

7. Service and deliveries by the Vendor shall be subject to floods, strikes, or other labor disturbances, fires, accidents, wars, delays of carriers, inability to obtain raw materials, failures of normal sources or supply, restraints of government, or any other similar or dissimilar cause beyond the Vendor's reasonable control.
8. In addition to the price or prices specified herein the Vendee shall pay to the Vendor, or, at its election, to the appropriate taxing authorities, the amount of all governmental taxes, excises or other charges, present or future, imposed upon or payable or collectible by Vendor with respect to or which is ascertained by reference to the production, sale, transportation, possession or use of any of the articles referred to herein, except taxes imposed upon or measured by net income.
9. Loads under 1000 pounds require no placards.



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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## 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: March 6, 2018

RE: Support Staff to Apply for DACS Grant

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Based on DACS research grant soliciting requirements; the grant opportunity only opens to State public universities, local mosquito control districts and can only be the co-principle investigators with the faculty member of the university to apply for the grant together. Our district will collaborate with the University for Florida to plan to submit the following grant proposals.

I recommend that the Board approve the requests for supporting the District staff to apply for the grants with the University of Florida's Department of Entomology.

Thank you, Rudy

1. Dr. Daniel Dixon and Mr. Christopher Bibbs will collaborate with Dr. Phil Koehler to apply for a grant for "Recent used adult mosquito control methods and alternative adulticides on honey bees and other non-target impacts" (recently used method, including barrier treatment, thermal fogging, and DeltGard and other permethrin-alternative adulticides).
2. Mr. Christopher Bibbs will collaborate with Dr. Phil Kaufman to apply for a grant for "New botanical insecticide and its impact on non-targets (bioassay for larvicide and adulticide for common species of mosquitoes and its impacts on honey bees and other non-targets).





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## MEMO

**DISTRICT DIRECTOR**

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**BOARD OF COMMISSIONERS:**

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Jacqueline Rock, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Jeanne Moeller, Commissioner*

TO: Board of Commissioners

FROM: Scott Hanna, CPA

CC: Dr. Rui-De Xue, Director

DATE: March 15, 2018

RE: 1<sup>st</sup> Quarter Budget Update

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The 1<sup>st</sup> Quarter budget detail is attached (October 1, 2017 through December 31, 2017), following this Memo. With twenty-five percent of the year concluded, there are a few budgeted expenditures that significantly exceed the 25% mark which are discussed below. The majority of figures that are significantly under 25% of the total budget are generally line items that are seasonal in nature, associated with the operational control of mosquitoes, which, typically, will show a marked increase beginning in the 3<sup>rd</sup> Quarter.

1) Line Item 360 - Taxes 59.3%

For the first fiscal quarter of the year, 59.3%, \$2,901,688 of our budgeted revenue has been received from the Tax Collector's Office. This can be attributed to an initial due date of November and discount incentives provided by the Tax Collector for remittances received in November and December of 4% and 3%, respectively. However, although not material, is that this first quarter shows a decrease in tax revenue collections over last year of this first quarter by 1.7%. Note: Through March 6, 2018 (writing of this manuscript), District has received 93.4%, \$4,572,930 to date.

1) Line 386 Interest Earned – 84.9% collected due to abnormally high return on SBA Investment, where long-term operating funds are housed. The returns averaged 1.3% and greater, annualized, totaling \$12,730 to date.

2) Line Item 388 – Prior Year Tax Distribution – 100.0%

This is not technically a budget line item, but more of a sub-category of Line Item "360 Taxes" where it is officially reported at year end. These are unanticipated prior year tax levies that have been written off, yet collected at least one year later by the Tax Collector's Office and remitted to the District; \$2,725 to date.

- 3) Line Item 390 – Grants -51.4%  
Receipt of non-guaranteed Grant funds from Keyplex/ Morse Enterprises (testing), and AMCA Workshop reimbursements in the amounts of \$6,250, and \$6,589, respectively.
- 4) Line Item 392 – Miscellaneous 71.0%  
\$19,965 worth of Surplus sales, predominantly vehicles. Typically, identified and Board approved end of prior fiscal year, then sold in first quarter of current fiscal year.
- 5) Line Item 461- Operating Expenses, 30.9%:
  - a. Line Item 462 & 464 – Property Appraiser & Tax Collector 66.5%  
Majority of overage in Operation Expenses is attributed to these categories. The fees are collected early, based on Revenues stream, and typically a rebate, at the end of the 4<sup>th</sup> quarter, where we typically finish at 85-90% of total budgeted, based on last four years of data.
- 6) Line Item 572- Travel & Per Diem, 47.2%  
Distance training, specific events (i.e. Dodd Short Course). Majority of District wide training events attended and expended in off- season. Additionally, early 2<sup>nd</sup> quarter events are paid for in advance at end of 1<sup>st</sup> quarter.
- 7) Line Item 588 – Fleet/Prop/Liability Package 100.0%  
Commercial Insurance policy traditionally paid in full for the year during the first month of the new policy, and full amount was quantified just prior to the Budget finalization date.
- 8) Line Item 673 – Training, 50.3%  
Local & in house training. Majority of District wide training events attended and expended in off- season. Additionally, early 2<sup>nd</sup> quarter events are paid for in advance at end of 1<sup>st</sup> quarter.

Thank You

**Anastasia Mosquito Control District**  
**Profit & Loss Budget vs. Actual**  
 October through December 2017

	Oct - Dec 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
360 · Taxes	2,901,688.26	4,894,772.00	-1,993,083.74	59.28%
386 · Interest Earned	12,729.99	15,000.00	-2,270.01	84.87%
388 · Prior Year Tax Distribution	2,725.19	0.00	2,725.19	100.0%
390 · Grants	12,839.20	25,000.00	-12,160.80	51.36%
392 · Miscellaneous	19,964.90	28,111.00	-8,146.10	71.02%
<b>Total Income</b>	<b>2,949,947.54</b>	<b>4,962,883.00</b>	<b>-2,012,935.46</b>	<b>59.44%</b>
<b>Gross Profit</b>	<b>2,949,947.54</b>	<b>4,962,883.00</b>	<b>-2,012,935.46</b>	<b>59.44%</b>
<b>Expense</b>				
405 · Personal Services	334,328.20	1,445,568.00	-1,111,239.80	23.13%
445 · Personal Service Benefits	169,514.10	760,674.00	-591,159.90	22.29%
461 · Operating Expenses	130,164.19	421,621.00	-291,456.81	30.87%
572 · Travel & Per Diem	13,279.11	28,164.00	-14,884.89	47.15%
580 · Telephone/Commun	4,033.59	25,904.00	-21,870.41	15.57%
582 · Freight Service	568.19	2,500.00	-1,931.81	22.73%
584 · Utility Service	5,932.00	22,500.00	-16,568.00	26.36%
586 · Rentals\Leases	0.00	1,000.00	-1,000.00	0.0%
588 · Fleet/Prop/Liab Insurance	69,171.00	69,171.00	0.00	100.0%
605 · Repairs & Maintenance	6,663.34	44,000.00	-37,336.66	15.14%
663 · Printing/ Reproduction	0.00	500.00	-500.00	0.0%
667 · Public Promotional Expense	529.73	15,000.00	-14,470.27	3.53%
673 · Other Current Charges	1,587.82	6,325.00	-4,737.18	25.1%
693 · Office Supplies	4,102.82	22,000.00	-17,897.18	18.65%
696 · Protective Clothing	0.00	1,500.00	-1,500.00	0.0%
698 · Misc. Supplies	6,626.03	58,400.00	-51,773.97	11.35%
708 · Tools/Implements	191.66	5,000.00	-4,808.34	3.83%
709 · Publications & Dues	493.00	13,885.00	-13,392.00	3.55%
720 · Training	6,039.73	12,000.00	-5,960.27	50.33%
723 · Gas, Oil & Lube	11,239.94	64,000.00	-52,760.06	17.56%
741 · Chemicals/Solvents	58,903.49	228,000.00	-169,096.51	25.84%
900 · Capital Outlay	310,571.73	3,781,367.00	-3,470,795.27	8.21%
<b>Total Expense</b>	<b>1,133,939.67</b>	<b>7,029,079.00</b>	<b>-5,895,139.33</b>	<b>16.13%</b>
<b>Net Income</b>	<b>1,816,007.87</b>	<b>-2,066,196.00</b>	<b>3,882,203.87</b>	<b>-87.89%</b>





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**

ADAM H. PUTNAM  
COMMISSIONER

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

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

Amendment No. 2018-03

Fiscal Year: 2017-2018

Date: 3/15/2018

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
\$ 9,684,061.00	\$ 1,875,438.00	\$ 9,684,061.00	\$ 278,690.85	\$ -	\$ 9,962,751.85

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	\$ 10,000.00	\$ -	\$ 35,000.00
361	Interest Earnings	\$ 23,000.00	\$ -	\$ -	\$ 23,000.00
364	Equipment and/or Other Sales	\$ 15,044.00	\$ -	\$ -	\$ 15,044.00
369	Misc./Refunds (prior yr expenditures)	\$ 13,067.00	\$ 268,690.85	\$ -	\$ 281,757.85
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 4,970,883.00	\$ 278,690.85	\$ -	\$ 5,249,573.85
Beginning Fund Balance		\$ 4,713,178.00	\$ -	\$ -	\$ 4,713,178.00
<b>Total Budgetary Receipts &amp; Balances</b>		\$ 9,684,061.00	\$ 278,690.85	\$ -	\$ 9,962,751.85

**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	\$ 9,289.00	\$ -	\$ 1,454,857.00
0	Personal Services Benefits	\$ 760,674.00	\$ 711.00	\$ -	\$ 761,385.00
30	Operating Expense	\$ 429,621.00	\$ -	\$ -	\$ 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	\$ 3,811,367.00	\$ 268,690.85	\$ -	\$ 4,080,057.85
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 741,544.00	\$ -	\$ -	\$ 741,544.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 7,808,623.00	\$ 278,690.85	\$ -	\$ 8,087,313.85
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
<b>TOTAL RESERVES</b>		\$ 1,875,438.00	\$ -	\$ -	\$ 1,875,438.00
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 9,684,061.00	\$ 278,690.85	\$ -	\$ 9,962,751.85
<b>ENDING FUND BALANCE</b>		\$ -	\$ -	\$ -	\$ -

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 2018-03

PAGE 1 OF 1

COMPUTATIONS

**LOCAL FUND**

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

I) Receipts:		
Grants and Donations	\$	10,000.00
Misc./Refunds (prior year expenditures): FEMA Reimbursement	\$	268,690.85
II) Expenditures:		
Personal Services	\$	9,289.00
Personal Services Benefits	\$	711.00
Capital Outlay: Aerial Program	\$	268,690.85
	\$	-

Budget Amendment (Net Effect)

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

LOCAL FUND BUDGET AMENDMENT NUMBER 2018-03

BUDGET AMENDMENT ADJUSTMENT ENTRIES:

Dr) EXPENDITURES: Personal Services	\$ 9,289.00
EXPENDITURES: Personal Services Benefits	\$ 711.00
EXPENDITURES: Capital Outlay	\$ 268,690.85
Cr) REVENUE: Grants and Donations	\$ 10,000.00
REVENUE: Misc./Refunds (prior year expenditures)	268,690.85
	<b>\$ 278,690.85</b>
	<b>\$ 278,690.85</b>



**UNFINISHED  
BUSINESS  
#1**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

**DISTRICT DIRECTOR**

*Dr. Rui-de Xue*



**BOARD OF COMMISSIONERS:**

*Gary Howell, Chairperson*

*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: February 26, 2018**

**RE: Update on 8 Acre South Parcel and Research Property Construction Project Report**

---

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

**UNFINISHED  
BUSINESS  
#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## 2018 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 and Mrs. Kay Gaines, Operations Manager

**CC:** Charolette M. Hall, Administrative Assistant

**DATE:** March 7, 2018

**RE:** Committee Recommendation on the received proposals for the sale of 10150 Cartwheel Bay Ave.

---

There were 10 agencies who requested specification packets for the sale of the 10150 Cartwheel Bay Avenue property, of which, four of those agencies submitted their proposals to the District on time. After the committee, (which included a total of five members - the Director and four administrative staff) reviewed the proposals, it was determined that all four of the submissions were qualified.

At the time of submission, all proposers had requested that they have the ability to change their proposed price once all proposals had been submitted.

Therefore, the committee recommended that all persons who submitted a proposal should be asked to attend the Board of Commissioners meeting on March 15, 2018 at 5:00 P.M. This will allow the submitters to alter their offers directly to the Board, therefore, allowing the Board of Commissioners to make the final decision on the proposals.

Please see attachments for other proposal information.

Thank you.

## Proposals for Sale of 10150 Cartwheel Bay Avenue

Name	Received Proposal	Amount of Proposal	Proposed Use of Property
Srilatha Kancharkuntla bluestarvet@gmail.com	2/14/2018	\$610,000	Kennel
Luke Feldman lf@naihallmark.com	3/6/2018	\$600,000	Montessori School
John Curington jcurington@bellsouth.net	3/6/2018	Option 1 \$565,000	Possible Ware Houses
John Curington jcurington@bellsouth.net	3/6/2018	Option 2 \$600,000 Installments \$100,000 Paid Annually	Possible Ware Houses
Michael Herzberg	3/6/2018	\$561,000	Extention to Proposed Mall Property

### Requested Information but did not Submit a Proposal

Brendan DeLamiell brendan@meglondon.com
David Copp Floridasoftwater.com
Patrick Metcalf patrickmetcalf@dremfindershomes.com
Bill Cronin wmcronin@att.net
Darlene Torroll torroll@gmail.com

*March 7, 7:40 Am.*

*Committee members*

*Pls do Mr*

*Just Hanna*

*Daniel Nixon*

*Kay Haines*

*[Signature]*



## **PROPOSAL TO PURCHASE REAL ESTATE**

Date – 3/6/18

Anastasia Mosquito Control District of St. Johns County

**RE: Property 10150 Cartwheel Bay Ave, Saint Johns, FL 32259**

Dear Sir/Madam:

This letter constitutes a proposal to purchase by Blue Star Animal Hospital LLC ("Buyer"), for the property as noted above (the "Property") from Anastasia Mosquito Control District of Saint Johns County ("Seller") in response to the RFP (Request for Proposals) tendered by the Seller on the following terms and conditions

1. **TOTAL PURCHASE PRICE:** Six Hundred and Ten Thousand Dollars (\$610,000.00)
2. **DEPOSIT/ DOWN PAYMENT:** Fifty thousand Dollars (\$50,000.00)
3. **SOURCE OF FUNDS:** Personal Savings. Please see attached bank statements from personal and business accounts.
4. **Closing date:** Summer of 2018 (depending on completion of the current development of AMCS's new facilities located at 120 EOC drive).

Sincerely,

Srilatha Kancharakuntla

Blue Star Animal Hospital LLC

Date: 02/14/2018

Srilatha Kancharakuntla

Bluestar Animal Hospital

2851 CR 210 W Ste 119, Saint Johns, FL 32259

Phone number: 904-402-7092

Email: bluestarvet@gmail.com

To whom it may concern,

I am a Veterinarian and the owner of Blue Star Animal Hospital LLC and San Marco Animal Hospital LLC. Blue Star Animal Hospital has two locations, one in Saint Johns county on CR 210 in Publix shopping complex and other in Duval County on Baymeadows Road at Native Sun Shopping center in Jacksonville. San Marco Animal Hospital is located on 1546 San Marco Blvd, Jacksonville, FL-32207. We provide quality veterinary services at an affordable price. Our skill, expertise and compassion has played a key role in our ongoing success. My husband Dr. Venkat R Gutta is also a Veterinarian. We are interested in purchasing the property at 10150 Cartwheel Bay Avenue. Feel free to call or e mail me with any questions.

Sincerely,

Srilatha Kancharakuntla





PO BOX 25118  
TAMPA, FL 33622-5118

C3\_15754\_041316

SRILATHA KANCHARKUNTLA  
5309 RISING SUN CT  
SAINT JOHNS FL 32259-1109

Case number PJ833210  
Date  
February 8, 2018  
Customer service  
800.432.1000  
Account information  
bankofamerica.com

Re: Anastasia Mosquito Control District of St. Johns County

To: SRILATHA KANCHARKUNTLA

As requested the below information is verification regarding the status of your deposit account(s) with us:

Type of account	Account ending	Current balance	Average balance	Date opened
CHECKING	0807	\$274,307.70	\$174,252.33	10/31/2008
SAVINGS	3024	\$174,195.95	\$174,191.33	10/31/2008
SAVINGS	4641	\$514.11	\$514.00	12/18/2012
CD/IRA	1087	\$100.77	N/A	11/13/2012
CD/IRA	1164	\$4,914.26	N/A	12/18/2012

The average balance information for accounts, if available, is based on the previous 3 months. For time deposit accounts, such as CDs the average balance information is not available.

### We're here to help

We appreciate the opportunity to serve your financial needs. If you have questions, please call us at 800.432.1000.

The information provided is strictly confidential and intended for use solely by the requesting party and in reliance on your statement of intended purpose or use. The information is furnished as a matter of courtesy without a duty to do so and without responsibility, liability or warranty, express or implied, on the part of Bank of America to you or any third party. Information is obtained from electronic data sources, which may not represent all information in Bank of America's possession. Information is not guaranteed to be accurate and may be a matter of opinion. We do not accept any responsibility for errors, omissions or alterations after delivery. The information is constantly changing and therefore subject to change without notice. Bank of America will not update this response unless another written inquiry is received. This information applies to the name of the subject of the inquiry as styled in your request and does not include any indirect or related accounts or obligations, unless expressly specified in our response. Bank of America encourages you to contact more than one credit reference prior to making any credit decision. If you received this response by fax, and you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error, and that any review, dissemination, distribution or copying of the information contained in this message is strictly prohibited. If you have received this communication in error, please notify us immediately and return the message to us by mail.

**Bank of America** 

PO BOX 25118  
TAMPA, FL 33622-5118

C3\_15754\_041316

BLUE STAR ANIMAL HOSPITAL LLC  
5309 RISING SUN CT  
SAINT JOHNS FL 32259-1109

Case number PJ833211  
Date  
February 8, 2018  
Customer service  
800.432.1000  
Account information  
bankofamerica.com

Re: Anastasia Mosquito Control District of St. Johns County

To: BLUE STAR ANIMAL HOSPITAL LLC

As requested the below information is verification regarding the status of your deposit account(s) with us:

Type of account	Account ending	Current balance	Average balance	Date opened
CHECKING	2691	\$103,107.17	\$143,375.67	4/27/2015
CHECKING	3631	\$84,167.03	\$46,898.00	1/27/2017

The average balance information for accounts, if available, is based on the previous 3 months. For time deposit accounts, such as CDs the average balance information is not available.

### We're here to help

We appreciate the opportunity to serve your financial needs. If you have questions, please call us at 800.432.1000.

The information provided is strictly confidential and intended for use solely by the requesting party and in reliance on your statement of intended purpose or use. The information is furnished as a matter of courtesy without a duty to do so and without responsibility, liability or warranty, express or implied, on the part of Bank of America to you or any third party. Information is obtained from electronic data sources, which may not represent all information in Bank of America's possession. Information is not guaranteed to be accurate and may be a matter of opinion. We do not accept any responsibility for errors, omissions or alterations after delivery. The information is constantly changing and therefore subject to change without notice. Bank of America will not update this response unless another written inquiry is received. This information applies to the name of the subject of the inquiry as styled in your request and does not include any indirect or related accounts or obligations, unless expressly specified in our response. Bank of America encourages you to contact more than one credit reference prior to making any credit decision. If you received this response by fax, and you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error, and that any review, dissemination, distribution or copying of the information contained in this message is strictly prohibited. If you have received this communication in error, please notify us immediately and return the message to us by mail.

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CONFLICT OF INTREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (printed name) SRELATHA KANCHARKUNTLA am the (title) \_\_\_\_\_ and the duly authorized representative of the firm of (firm name) BLUE STAR ANIMAL HOSPITAL LLC whose address is 5309 Rising Sun ct, Saint Johns, FL 32259, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District: and
4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: Srelatha

Printed Name: SRELATHA KANCHARKUNTLA

Firm Name: BLUE STAR ANIMAL HOSPITAL LLC

Date: 2/6/2018

Sworn to and subscribed before me this 6TH day of FEBRUARY 2018.

Personally known KNOWN

OR Produced identification \_\_\_\_\_ Notary Public-State of FLORIDA

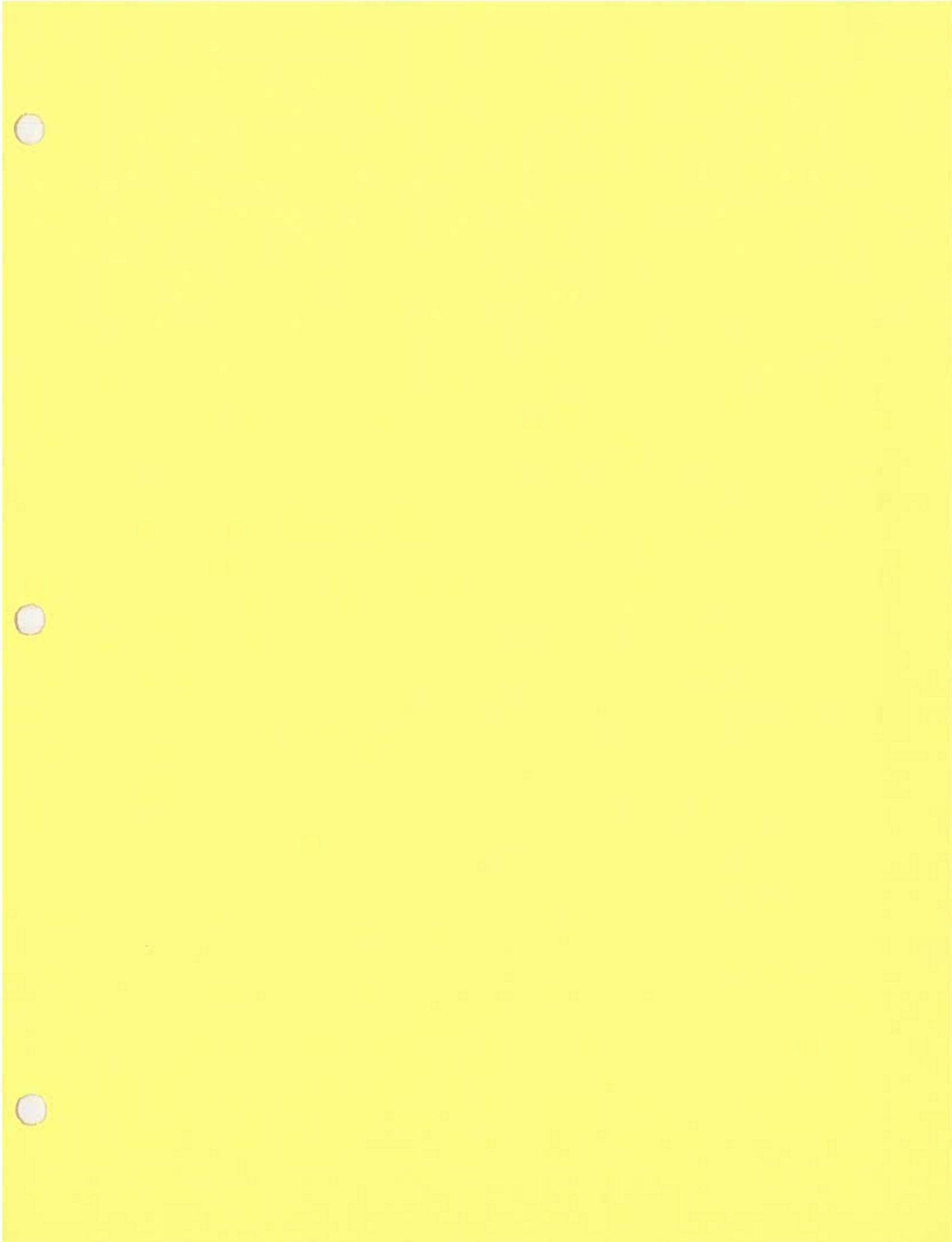
My Commission expires NOV 27TH 2019

(Type of Identification)

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of Notary Public)

RYAN MCCARTHY





March 6, 2018

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

Re: Cartwheel Bay Property

Ms. Gaines:

We are pleased to submit the enclosed LOI for the 3 acre site located at 10150 Cartwheel Bay Avenue. NAI Hallmark represents a group of private investors that own and operate two Montessori Schools in Dallas, Texas. They intend to open multiple Montessori schools in Jacksonville, with their initial location at 10150 Cartwheel Bay Avenue.

As outlined in the following Letter of Intent, the group is offering to close in all cash, and will require a standard due diligence timeline and 15-day close period. Also included in the package is a proof of funds.

Given the intense curriculum of the Montessori School paired with the group's extensive experience with educational operations, this school would be a great asset for the community. The location is conducive for the school's purposes because of its demographics and proximity to residential areas.

Thank you for your consideration. Feel free to reach out to me at the contact information given below with any questions.

Sincerely,

Luke Feldman, MSRE  
Associate  
NAI Hallmark  
6675 Corporate Center Parkway, Suite 100  
Jacksonville, FL 32216  
D) (904) 404-4461  
F) (904) 363-0098  
E) [lf@naihallmark.com](mailto:lf@naihallmark.com)

CONFLICT OF INTREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (printed name) KUSHAL BASU am the (title) owner/member and the duly authorized representative of the firm of (firm name) Guardian Montessori Group, LLC whose address is 6622 LUTON DR DALLAS, TX 75225

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District; and

4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: [Handwritten Signature]

Printed Name: KUSHAL BASU

Firm Name: GUARDIAN MONTESSORI GROUP, LLC

Date: 3/6/18

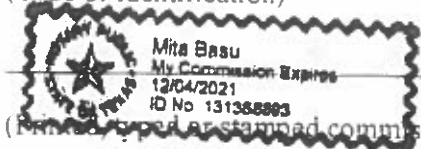
Sworn to and subscribed before me this 6 day of March 2018.

Personally known Kushal Basu

OR Produced identification DL Notary Public-State of Texas

My Commission expires 12/04 / 2021

(Type of Identification)



[Handwritten Signature]

(Printed, typed or stamped commissioned name of Notary Public)

# Account Summary


Available Balance: \$1,034,478.21

Current Balance: \$1,099,985.12

## Checking, Savings, and Money Market Accounts

Account	Current Balance	Available Balance
CHECKING (*****0794)	\$116,315.45	\$116,315.45
CHECKING (*****2307)	\$106,213.57	\$61,213.57
CHECKING (*****2729)	\$197,192.22	\$176,794.85
CHECKING (*****8819)	\$30,370.44	\$30,370.44
CHECKING (*****5595)	\$49,338.16	\$49,338.16
CHECKING (*****0220)	\$310,955.83	\$310,846.29
CHECKING (*****3500)	\$7,828.83	\$7,828.83
CHECKING (*****1911)	\$98.73	\$98.73
SAVINGS (*****0204)	\$281,671.89	\$281,671.89
Totals	\$1,099,985.12	\$1,034,478.21

Account balance as of 9:15 P.M. CST 3/5/18 with  
Comerica Bank. All the accounts are Single Signon.

x   
(KUSHAL BASU)

March 6, 2018

TO: Anastasia Mosquito Control District

**Re: Letter of Intent**

This letter outlines a proposed transaction between Mita Basu, or its assigns ( "Buyer" ) and Anastasia Mosquito Control District, or its assigns ( "Seller" ), encompassing real property located at 10150 Cartwheel Bay Avenue, St. Johns FL 32259, and described below (the "Property" ), the terms of which are intended to be embodied in a formal Agreement for Purchase and Sale (the "Agreement" ).

Upon execution, it is an indication of the parties' good faith intent to enter into a binding contractual agreement. The general terms and conditions are as follows:

1. Property. All real property identified at parcel number 0264000040, approximately 3.08 acres located in Saint Johns County, Florida.
2. Purchase Price. The purchase price of the Property shall be six hundred thousand dollars (\$600,000).
3. Earnest Money.
  - a. Buyer shall pay ten thousand dollars (\$10,000) ( "Initial Deposit" ) representing the earnest money deposit within three business days after the fully executed Contract. Such deposit is refundable anytime during the Inspection Period.
  - b. Upon the expiration of the *Inspection Period*, an additional deposit of ten thousand dollars (\$10,000) ( "Additional



Deposit" ) will be paid. Thereafter the total deposit shall be twenty thousand dollars (\$20,000). The remaining balance of five hundred and eighty thousand dollars (\$580,000) representing the balance of the purchase shall be paid at Closing.

4. Due Diligence. Buyer shall have one hundred twenty (120) days to conduct due-diligence (the "Inspection Period" ) after receipt of all due-diligence documents required per the Contract. It is understood that Buyer shall have reasonable access to the Property and all records and other information pertaining thereto in Seller' s possession for the purpose of our due-diligence.

5. Other Contingencies. Buyer 's obligation to purchase the Property as well as the forfeiture of its Initial Deposit and Additional Deposit will also be contingent upon:

- a. Receipt of an updated, certified boundary survey;
- b. Review of title matters and receipt of an approved title insurance policy;
- c. Review of environmental site assessment
- d. All utilities, including water, sanitary sewer, electric and telephone, in adequate capacities are available to the Property line.
- e. *At closing, Seller delivering a special warranty deed (the "Deed" ) conveying good and marketable fee simple title to the Property.*
- f. Zoning and site plan confirmation of Buyer' s intended use by all appropriate regulatory bodies

6. Closing. Buyer and Seller shall consummate and close the sale contemplated by this Agreement within fifteen (15) days after the expiration of the Inspection Period and Other Contingencies have been met. (the "Closing" )

7. Representation of Buyer and Seller. Both Buyer and Seller' s acceptance of the terms of this Letter of Intent shall be deemed a warranty and representation that it has the power and authority to execute a Purchase and Sale Agreement and convey the Property in connection thereto. Further, Seller represents that it will not pursue nor execute any other contract or agreement to sell any part of the Property to another party.

8. Closing Expenses.

Seller shall be responsible for:

- Customary Seller' s recording fees including but limited to;
- All Transfer taxes;
- Documentary stamp taxes;
- All costs incurred to repay any liens;
- All costs associated with the issuance of an owner' s title insurance policy;
- The ad valorem taxes applicable to the Property for the calendar year in which Closing occurs shall be prorated between Seller and Buyer as of midnight of that day before the date of Closing.
- Seller shall be responsible for payment of any roll back taxes at Closing;
- All other customary Seller' s expenses due or incurred in connection with the transaction.

Buyer shall be responsible for:

- All other customary Buyer' s expenses due or incurred in connection with the transaction.
- Any brokerage commissions

Seller and Buyer each shall be responsible for:

- One-half of all escrow fees. If any;

- The fees and expenses of their respective legal counsel incurred in connection with the transaction.

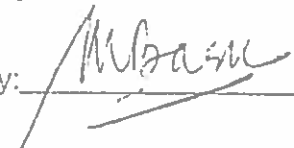
9. Brokerage Commissions. Buyer shall pay NAI Hallmark a commission equal to three percent (3%) of the Purchase Price upon this transaction closing.

10. Confidentiality. This Letter of Intent should be privileged only by the person or entity to whom it is addressed or their agents and contains confidential information. If the reader of this Letter of Intent is not the recipient or the employee or agent responsible for delivering the document to the recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited.

11. Expiration. This offer will expire on March 20, 2018 at 5:00p.m., EST.

This Letter of Intent constitutes a summary of negotiations between the parties to date. If the Letter of Intent correctly summarizes those negotiations, please execute where indicated below and return to the undersigned.

**Buyer:**

By:   
Its: \_\_\_\_\_

**Seller:**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_





## **Cartwheel Bay Property**

Proposal for the sale of 10150 Cartwheel Bay Avenue by the Anastasia Mosquito Control District (AMCD), the Owner, to John W. Curington or his assigns, the Buyer.

### **INTRODUCTION/ COVER LETTER:**

This proposal is submitted by John W. Curington, a resident of St. Johns County, FL.

As a prospective Buyer the candidate is well known to the AMCD having previously conducted similar business with the AMCD i.e. the purchase of the Ponte Vedra Substation in 2013. That purchase was executed in an orderly and satisfactory manner thus establishing the Buyer's bona fides.

### **ADDRESS AND CONTACT INFORMATION:**

John W. Curington  
305 Pablo Rd.  
Ponte Vedra, FL 32082

Tel: 904 273 0806; cell 904 343 2281

Email : [jcurington@bellsouth.net](mailto:jcurington@bellsouth.net)

### **PROPOSAL:**

Buyer proposes the purchase of the subject property in one of two ways :

Option 1) a cash purchase price of \$565,000.00 due at closing or;

Option 2) a total purchase price of \$600,000.00 payable as follows: \$100,000.00 due at closing and five additional payments of \$100,000.00 due annually thereafter for five years.

### **ADDITIONAL TERMS AND CONDITIONS:**

1) Closing date shall approximate September 2018 but may be set back depending on the completion of the new AMCD facilities at 120 EOC Drive.

2) Buyer and Seller will execute a contract purchase and sale agreement within 30 days of the acceptance of this proposal. The contract will incorporate terms of the 2013 where applicable and include a \$10,000.00 down payment.

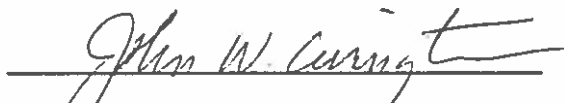
3) Seller will not be responsible for any closing costs except for its attorney's fees.

4) Conflict of interest statement is attached.

5) Property use will be storage and business use compatible with the existing buildings.

6) Buyer accepts the property "as is".

DATE: March 4, 2018

  
\_\_\_\_\_  
SIGNATURE: John W. Curington

CONFLICT OF INTREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (printed name) John W Curington am the (title) Buyer and the duly authorized representative of the firm of (firm name) \_\_\_\_\_ whose address is 305 PABLO Rd. Ponte Vedra, Fl. 32082 and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District: and

4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: John W. Curington

Printed Name: John W Curington

Firm Name: N/A.

Date: March 6, 2018

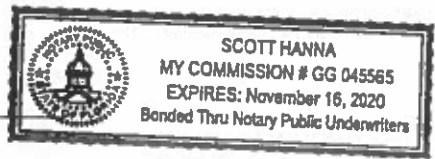
Sworn to and subscribed before me this 6<sup>th</sup> day of March 2018.

Personally known ✓

OR Produced identification \_\_\_\_\_ Notary Public-State of Florida

My Commission expires 11/16 / 2020

(Type of Identification) Scott Hanna



(Printed, typed or stamped commissioned name of Notary Public)





# Cartwheel Bay Property Proposal of Green Cedar, LLC

Green Cedar, LLC is pleased to present this offering for the purchase of your property located at 1050 Cartwheel Bay Avenue, St. Johns, Florida.


You will see our proposal outlined in the attached Letter of Intent. A summary of our offering is as follows:

Proposed Deposit, Down Payment	\$5,000.00
Proposed Purchase Price	\$561,000.00
Proposed Costs to AMCD	\$0.00
Proposed Closing Date	As soon as possible (AMCD to determine)

Also enclosed is our completed Conflict of Interest form.

If you would like to proceed with this proposal please contact me at your earliest convenience.

Respectfully submitted,



Michael W. Herzberg  
Director of Development  
Office 904-673-6336  
Cell 904-673-6336  
Fax 904-731-1109  
1 Sleiman Parkway, #270, Jacksonville, Fl. 32216  
[mherzberg@sleiman.com](mailto:mherzberg@sleiman.com)

Enclosures:  
Letter of Intent  
Conflict of Interest & Clean Hands Disclosure Form

# GREEN CEDAR, LLC

1 SLEIMAN PARKWAY, SUITE 270  
JACKSONVILLE, FLORIDA 32216  
TELEPHONE: (904) 731-8806 FACSIMILE: (904) 731-1109

March 6, 2018

Ms. Marcia Kay Gaines  
Operations Manager, AMCD  
120 EOC Drive  
St. Augustine, Fl. 32092

Re: Land and improvements (except existing generator) identified as St. Johns County Parcel Number 026400-0040

Dear Ms. Gaines:

Green Cedar, LLC would like to purchase approximately 3.08 gross acres as described above.

The following are the basic terms under which we would like to complete this Transaction:


<b><u>Property:</u></b>	3.08± acres and three metal buildings located at 10150 Cartwheel Bay Avenue, in St. Johns County, Florida.
<b><u>Seller:</u></b>	Anastasia Mosquito Control District of St. Johns County (AMCD)
<b><u>Buyer:</u></b>	Green Cedar, LLC
<b><u>Price:</u></b>	Five Hundred Sixty-One Thousand Dollars (\$561,000.00) cash
<b><u>Deposit:</u></b>	Five thousand dollars (\$5,000.00) upon executing the Purchase and Sale Agreement.
<b><u>Due Diligence Period</u></b>	Buyer is requesting <b><u>no due diligence</u></b> and would propose to expedite the closing of this transaction
<b><u>Closing Date:</u></b>	Immediately upon acceptance of Buyer's offer by AMCD, or at such other time as AMCD designates in the Purchase and Sale Agreement between the parties.

Anastasia Mosquito Control  
District of St. Johns County  
March 6, 2018  
Page 2

This letter is intended as an expression of our interest in acquiring the Property under the terms summarized herein. Neither party shall have any obligation to the other until such time as the terms of this letter have been reduced to a formal Purchase and Sale Agreement which has been executed by both parties. This letter of intent shall remain in effect until the final decision of the AMCD relating to the sale of this Property.

Please review the terms of this letter and call me at your convenience if you would like to discuss it in more detail. Should you be interested in selling the Property on the terms outlined, please sign and return a copy of this letter to us and we will begin working with your attorney on the formal Purchase and Sale Agreement.

Sincerely,



Robert K. White  
Green Cedar, LLC

Acceptance by Seller:

Anastasia Mosquito Control District of St. Johns County

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CONFLICT OF INTREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (*printed name*) Robert K. White am the (*title*) Chief Operating Officer and the duly authorized representative of the firm of (*firm name*) Green Cedar, LLC, a Florida limited liability company whose address is 1 Sleiman Parkway, Suite 270, Jacksonville, Florida 32216, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District; and
4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: *Robert K. White*

Printed Name: Robert K. White

Firm Name: Green Cedar, LLC

Date: March 6, 2018

Sworn to and subscribed before me this 6<sup>th</sup> day of March 2018

Personally known Robert K. White

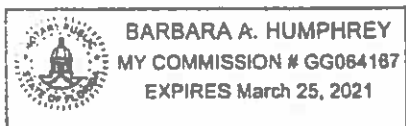
OR Produced identification \_\_\_\_\_ Notary Public-State of Florida

My Commission expires 3/25/21

(Type of Identification)

*Barbara A. Humphrey*

(Printed, typed or stamped commissioned name of Notary Public)



**Subject:** FW: Additional Information  
**From:** Michael Herzberg (mherzberg@Sleiman.com)  
**To:** gainesamcd@bellsouth.net;  
**Date:** Tuesday, March 6, 2018 8:07 PM

Kay, my apologies. I had attempted to send you the additional statement that you had requested but I apparently incorrectly added a "k" to your address and it failed to send. Please see below as to our intended use of the property.

Thank you.

**From:** Michael Herzberg  
**Sent:** Tuesday, March 6, 2018 4:36 PM  
**To:** kgainesamcd@bellsouth.net  
**Subject:** Additional Information

Kay,

As an update I just wanted to share with you our intent for the property.

We would look to add it to our property surrounding the parcel, using it as a buffer, additional area of open space for our shopping center that we will be developing to the south of the site.

No increase in intensity above the historical use of the property is intended.

Thank you.

-----

**NEW  
BUSINESS  
#1**

## Charolette Hall

---

**From:** Dr. Rui-De Xue <xueamcd@gmail.com>  
**Sent:** Tuesday, February 20, 2018 7:22 AM  
**To:** 'Molly Clark'; 'Christopher Bibbs'; 'Daniel Dixon'; 'Kay Gaines'; 'Richard Weaver'; 'Tom Columbus'; 'Joseph D'Amato'; 'Dena Autry'; 'Carlye Mangum'; 'Charolette M. Hall'; 'Scott Hanna'  
**Cc:** 'Gary H. Howell SR'; Gina LeBlanc; 'Paul Wise'; 'Jeanne Moeller'; 'Catherine Brandhorst'; 'Wayne Flowers'; xueamcd@gmail.com  
**Subject:** Education committee meeting, March 12 at 1pm

Dear Commissioner Mrs. Rock:

The education committee meeting has been scheduled on March 12 at 1pm. The purposes of the committee meeting are: to arrange the 15<sup>th</sup> workshop for March 20 to March 22 and to schedule the open house in May or June. If you have any items for the meeting, please let me know.

Thanks and best regards.

Rudy Xue, Ph.D.

Education Committee meeting  
March 12 at 1 pm

Proposed agenda

1. Employee training report by Molly Clark and Richard Weaver
2. Seasonal employee & intern student training plan and schedule (in early May) by Kay Gaines, Molly Clark, and Richard Weaver
3. 15<sup>th</sup> workshop arrangement (Program, name tag, registration, meeting room, video, PPT, break room, lunch, dinner and lecture on March 20, transportation, shuttle from hotel to AMCD, airport pick up for international speakers, 2 keynote speakers (one for workshop and another one for NE 1443 project) and one guest speaker, teleconference for FES Executive Board meeting and NE 1443 meeting, clean, and facility tour during meeting ...)
4. Open house discussion: Date and schedule in May or June (Saturday AM or late afternoon of Thursday?), invitation, announcement, publishing, finger food/refreshment, lecture? Facility tours and tour stations
5. National Mosquito Control Awareness Week (June 24-June 30): Activity plan discussion and preparation

**NEW  
BUSINESS  
#2**



## Charolette Hall

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**From:** Dr. Rui-De Xue <xueamcd@gmail.com>  
**Sent:** Tuesday, February 20, 2018 7:41 AM  
**To:** 'Molly Clark'; 'Christopher Bibbs'; 'Daniel Dixon'; 'Kay Gaines'; 'Richard Weaver'; 'Tom Columbus'; 'Joseph D'Amato'; 'Dena Autry'; 'Carlye Mangum'; 'Charolette M. Hall'; 'Scott Hanna'; 'PETER LEONE'; Brad Gunn  
**Cc:** 'Gary H. Howell SR'; 'Gina LeBlanc'; 'Paul Wise'; 'Jeanne Moeller'; 'Catherine Brandhorst'; 'Wayne Flowers'  
**Subject:** 3rd aerial committee meeting, March 12 at 10am

The 3<sup>rd</sup> aerial committee meeting has been scheduled on March 12 at 10am. The following items will be discussed and arranged. If you have any items for the committee meeting, please let me know. Thanks for your support. Rudy Xue, Ph.D.

The 3<sup>rd</sup> Aerial Program Committee Meeting  
March 12 at 10am

### Proposed Agenda

1. Implement of the Board meeting decision (Feb 15) about aerial program items by Dr. Xue
2. Update Lee CMCD aerial craft surplus situation and process (Based Mr. W. Gale's information last Friday, other county MCDs wanted to purchase their two 407 aerial crafts and they will be through Broker for sale. They have 5 Bell 206 aerial crafts for next surplus. We will watch their progress and keep update to you)
3. Final input about pilot job description
4. Detail budget discussion and proposal for aerial operation and capital outlay for the development of the FY 2018/2019 budget draft book in May
5. Next meeting schedule

**NEW  
BUSINESS  
#3**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

**DISTRICT DIRECTOR**

*Dr. Rui-de Xue*



**BOARD OF COMMISSIONERS:**

*Gary Howell, Chairperson  
Gina LeBlanc, Vice-Chairperson  
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:** February 21, 2018

**RE:** Discussion and Approval of Recommendations on Certified Public Officer at Board Meetings

During the February 15, 2018 Board meeting, public comment addressed safety concerns at the Board meetings. The Board requested this be put on the March Agenda for Discussion by the Board.

If the Board approves to have an officer at each Board meeting, the recommendation for this would be for staff to contact the local departments to see if an officer is able and willing to do this and what they would charge the District to do so. Then, staff would bring this back to the Board with a recommendation for approval.

# REPORTS

## The Director Report (Feb, 2018)

### Program Management:

1. Customer and Professional Service: District provided 54 service requests. Dr. Xue reviewed Asian tiger mosquito spread in Europe for Acta Tropica and a new insecticide for the Journal of Applied Entomology at the editors' requests.
2. Surveillance: We continue using BG sentinel traps to monitor *Aedes* mosquito population. A total of 600 adult mosquitoes of 6 species were collected by BG traps. Major species were *Culex quinquefasciatus*, *Anopheles crucians* and a few *Aedes* mosquitoes.
3. Operation control: Some larval breeding sites and adult mosquito activity have been founded. District adulticided 1 time for 1 acre (barrier spray) and hand fogging one time. Total dips of 6,870 with 444 positive larvae and made 125 time for treatment for 806 acres.
4. Applied Research: SIT and *Wabochia* –infected mosquito release collaboration with USDA/UF and University of Kentucky have been discussed. Other project, especially SpringStar AGO traps have been discussed and arranged. DACS grant proposals have been discussed and arranged.
5. Education: Chris Bibbs passed his Ph.D. oral exam on Feb 2. Commissioner Moeller attended FMCA Tallahassee legislation meeting. Dr. Xue attended RBM/WHO vector control working group meeting. Dr. Dixon, Dr. Xue, Mr. Bibbs attended AMCA annual meeting and Dr. Xue held a symposium, Dr. Dixon moderated a session. Mr. Bibbs received a student competition 2<sup>nd</sup> award and Mr. Wynn received AMCA grass root award. All employees attended 2 days training. Education specialist taught at Valley Ridge Academy 7<sup>th</sup> on Feb 8 & 9, Crookshank Elementary School on Feb 14, Rawlings Elementary School on Feb 20, Flagler College Environmental Science Career Class on Feb 26, R.B. Hunt Elementary School on Feb 27.

### Business Management:

6. Board of Commissioners: Staff prepared for Feb 15's Board meeting with documentations and assisted Board member for FMCA Tallahassee legislation day.
7. Budget & Auditor: Staff worked out a draft for auditor.
8. Contract: Arthropod control plan between AMCD and DEP still under discussion. Construction contract works on water pressure and further permission from the county.
9. Inventory: Response and collection of proposals for North Station property
10. Employee performance evaluation has been done. There were two mosquito control technicians who were not satisfy with their supervisor's rates and filled complains and also received complain about station supervisor who without respect for others from one staff. Plan to improve communication and training the station supervisor and employees.

### Business Meeting:

- Feb 1. Visited Flagler MCD about aerial program and facility with committee members

Feb 2. Attended Chris Bibbs PH.D. Oral exam at UF/Entomology

Feb 5-9. Attended RB Malaria Vector Control Working Group meeting in Geneva and gave a poster about ATSB against *Anopheles quadrimaculatus*

Feb 12. 10 am. Held 2<sup>nd</sup> aerial committee meeting about pilot job description and budget outline discussion

Feb 13. Attended all employee training. Tele conversation with Commissioner Moeller about agenda. In the afternoon conversation with Commissioner Howell about agenda and committee meeting.

Feb 14. Tele conversation about GLP application items with Dr. Karl.

Feb 15. 8am. Visited North Station. 10am. Held group meeting about DACS grant application plan. 5pm. Attended Board meeting.

Feb 16. 9am. Attended UF/EPI seminar provided by CDC and Career Day in the afternoon.

Feb 20. 2pm. Held staff meeting

Feb 21. Work on AMCA meeting PPT

Feb 22. 7am. Visited county jail with Kiwanis Club. Met Commissioner Mrs. Moeller about employee items at noon.

Feb 26-Mar 2. Travel for AMCA annual meeting. Held a symposium about bridging the gap between research and operation and gave a presentation

# Treatment Summary February 2018

From Date : 02-01-2018

To Date : 02-28-2018

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	557 ea	1.73 acre	322.68 ea / acre	28 times
Altosid XRG	30 lb	5 acre	6 lb / acre	3 times
Aquabac XT	6384 fl oz	798 acre	8 fl oz / acre	83 times
Cocobear	282 fl oz	0.73 acre	384.02 fl oz / acre	8 times
Natular DT	46 ea	0.01 acre	6666.67 ea / acre	1 times
Natular XRT	6 ea	0.01 acre	435.54 ea / acre	1 times
Sustain MBG	2 lb	0.27 acre	7.5 lb / acre	1 times
Talstar P	0.03 gal	0.09 acre	0.34 gal / acre	1 times

# Task Time Summary February 2018

From Date : 02-01-2018

To Date : 02-28-2018

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	712:16 hrs	122	
Adulticide	00:35 hrs	1	
AM Briefing	89:49 hrs	155	
Annual Leave	165:15 hrs	42	
Assist	07:45 hrs	3	
Building & Grounds Work	255:28 hrs	62	
Chicken Program	30:53 hrs	12	
Computer Repair	74:13 hrs	16	
Daily Paperwork	31:57 hrs	102	
Field Experiment	57:45 hrs	16	
Fish Program	00:55 hrs	1	
Hand Adulticide	00:15 hrs	1	
Holiday	240:00 hrs	24	
Insectary	135:30 hrs	17	
Inventory	16:02 hrs	11	
Lab Experiment	41:47 hrs	15	
Landing Rate	20:34 hrs	63	
Larvicide	171:16 hrs	125	
Leave Without Pay	14:30 hrs	3	
Mechanics Time	214:38 hrs	25	
Meeting	179:03 hrs	55	
Mosquito Pooling	00:10 hrs	1	
Mosquito Trap BG	53:46 hrs	81	
Mosquito Trap CDC Oc	02:30 hrs	1	
Mosquito Trap ID	13:44 hrs	7	
Mosquito Traps Misc	48:01 hrs	16	
Produce Papers & Programs	209:30 hrs	47	
Public Relations	15:45 hrs	5	
Public School Program	66:00 hrs	15	
Resupplying Trucks	21:55 hrs	45	
Sick Leave	234:45 hrs	25	
Site Inspect	663:26 hrs	352	
Source Reduction (tires)	08:20 hrs	6	
Supervisory	164:15 hrs	25	
Training Classroom	272:25 hrs	53	
Travel	56:00 hrs	24	
Vehicle Maintenance	18:36 hrs	34	
			4309:34 hrs



<b>BG Trap February 2018</b>					
<b>2/1/2018</b>					
<b>To :</b>					
<b>2/28/2018</b>					
<b>Trap Type :</b>					
<b>BG</b>					
	<b>2018 02</b>				
<b>Species Name</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>	<b>Species Total</b>
Ae aegypti	0	1	0	1	2
Ae albopictus	0	2	16	8	26
Ae atlanticus	0	0	0	0	0
Ae canadensis	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	0	0	12	2	14
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	0	0	24	2	26
Ae triseriatus	0	0	0	0	0
Ae vexans	0	0	0	0	0
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	2	23	71	10	106
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	1	0	1	8	10
An walkeri	0	0	0	0	0
Cq perturbans	0	0	0	0	0
Cs inornata	0	0	0	0	0
Cs melanura	0	0	0	0	0
Cx coronator	0	0	0	0	0
Cx erraticus	0	1	0	0	1
Cx nigripalpus	19	22	5	50	96
Cx quinquefasciatus	19	58	72	242	391
Cx restuans	0	0	0	0	0
Cx salinarius	0	0	0	0	0
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	0	0	0	0	0
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	0	0
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	0	0	0	0	0
<b>Daily Total</b>	<b>41</b>	<b>107</b>	<b>201</b>	<b>323</b>	<b>672</b>

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

**Professor Janet Hemingway, CBE, BSc, PhD, DSc, FRS, FMedSci, FRCP,  
FRES (Hon), FAAM, Foreign associated National Academy of Sciences USA**  
Director and Professor of Insect Molecular Biology

5<sup>th</sup> March 2018

TO WHOM IT MAY CONCERN

March 27-29, 2018

Charity Letter – DR RUDIE XUE

I am writing to confirm that Dr Xue is travelling on behalf of Liverpool School of Tropical Medicine, and is authorised to travel on the charity fare ticket purchased through Key Travel.

Dr Xue is travelling to Beijing, China from Florida, USA on behalf of the Liverpool School of Tropical Medicine, to support the Asia Vector Control Conference.

The Liverpool School of Tropical Medicine is a registered charity, charity number 222655.

Yours faithfully



Janet Hemingway  
Director  
Liverpool School of Tropical Medicine

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**Asia Vector Control Conference  
27-29 March 2018, Beijing**

**Draft Programme**

	<b>Day 1: Malaria and NTD Elimination</b>	<b>Day 2: Innovation, Evaluation and Registration</b>	<b>Day 3: Product Testing and Partnership Building</b>
0900-0930	Welcome and Opening Remarks	Global Pipeline of Innovative Vector Control Tools	Transport to China CDC Coaches pick up from hotel
0930-1000	Status of Disease Elimination in China		
1000-1030			
1030-1100			
1100-1130	Tea/Coffee Break	Tea/Coffee Break	Tour of China CDC Campus, Laboratories and Exhibition Room
1130-1200	Global and Regional Perspectives on Disease Elimination	Innovation and Challenges in Chinese R&D	
1200-1230			
1230-1300			
1300-1400	Lunch Break	Lunch Break	Lunch Break
1400-1430	Malaria and NTDs Elimination and Control: National Case Studies	WHO Vector Control Product Evaluation System	Wrap-Up and Final Remarks
1430-1500			
1500-1530			Tea/Coffee Break
1530-1600	Tea/Coffee Break	Panel Discussion: Harnessing Innovation in Vector Control	
1600-1630	Panel Discussion: Vector Control Priorities for the Asia-Pacific Region		
1630-1700			
1800-2130	Welcome Dinner for Delegates		

- \* WHO PQ drop-in sessions with Chinese manufacturers to be arranged on Days 1 and 2 of the conference (details TBC)
- \*\* Industry exhibition to take place during tea/coffee and lunch breaks on Day 2 (in adjacent room to main conference hall)

# ATTACHMENTS

**THE 15<sup>TH</sup> ARBOVIRUS SURVEILLANCE  
AND MOSQUITO CONTROL WORKSHOP IN CONJUNCTION WITH THE  
NE 1443 REGIONAL PROJECT'S 4<sup>TH</sup> ANNUAL MEETING AND THE FMCA'S NE  
REGIONAL MEETING  
(20 CEU's)**

Sponsored by AMCD, USDA/CMAVE, & NE 1443 Regional Project Committee  
Being held at AMCD's New Base Station Complex at:  
120 EOC Drive, St. Augustine, Florida, 32092  
March 19-22, 2018  
[www.amcdsjc.org](http://www.amcdsjc.org)

**PROGRAM AGENDA  
(TENTATIVE)**

**MONDAY, MARCH 19, 2018**

10:00am FLORIDA ENTOMOLOGY SOCIETY 'S EXECUTIVE BOARD MEETING IN AMCD'S CONFERENCE ROOM AND VISITING THE 2018'S ANNUAL MEETING FACILITY IN WORLD GOLF VILLAGE, ST. AUGUSTINE, FL, IN THE AFTERNOON.

**TUESDAY, MARCH 20, 2018**

7:30am Registration ... AMCD Staff

**PANEL SESSION:**

**Moderator: Dr. Rui-De Xue, Executive Director, AMCD, St. Augustine, FL**

8:25am Welcome & Introduction ... Chairperson Mr. Gary Howell, AMCD's Board of Commissioners; Dr. Jerry Hogsette, Lead Scientist, USDA/CMAVE, and Mr. T. Wayne Gale, President of the FMCA

8:30am **KEYNOTE SPEAKER:** Reflections on the Ecology and Epidemiology of Mosquito-Borne Viruses in Connecticut: An Analysis from 20 Years of Research and Surveillance ... **Dr. Theodore G. Andreadis, Director, The Connecticut Agricultural Experiment Station, Center for Vector Biology & Zoonotic Diseases, New Haven, CT**

9:10am **GUEST SPEAKER:** Progress and achievements of the world insecticide resistance network (WIN project) ... **Dr. Vincent Corbel, Professor, Institute de Recherche pour le Developpement, Montpellier, France**

9:30am **GUEST SPEAKER:** Vector surveillance and control at ports, airports, and ground crossings in India ... **Dr. Ashwani Kumar, Scientist & Officer-in-Charge, ICMR-National Institute of Malaria Research, Campal, Panaji, Goa-403.001, India**

**9:50 A.M. - BREAK**

**Moderator: Dr. John C. Beier, Professor & Section Chair, Department of Public Health & Environmental Sciences, University of Miami, Miami, FL**

10:10am Focus on the future of mosquito-borne illness: What is the next Zika ... **Dr. Stanton Cope, Past President of the American Mosquito Control Association and Vice President, Technical Products and Services, Atlantic Paste & Glue**

- 10:40am What makes a mosquito a vector, and why is that important? ... **Dr. Michael Turell, Senior Arbovirologist (retired), US Army Medical Research Institute of Infectious Diseases, Fort Detrick, MD**
- 11:00am Frequent sugar feeding behavior by *Aedes aegypti* in Bamoke, Mali, makes them ideal candidates for control with ATSB ... **Dr. Gunter Muller, Visiting Professor, Hebrew University, Israel**
- 11:20am The Arabian Peninsula: epidemiology, challenges and opportunities for prevention and control of arbovirus diseases ... **Dr. Emad I.M. Khater, Hany A. Kamal, and Ernest Tambo, Public Health Pests Laboratory of Jeddah Governorate, Saudi Arabi**
- 11:40am Development sterile insect technique (SIT) as a tool for integrated *Aedes aegypti* control ... **Dr. Daniel A. Hahn, Associate Professor, Department of Entomology & Nematology, University of Florida, Gainesville, FL**
- 12:00pm New products from UNIVAR for 2018 ... **Mr. Jason E. Conrad, Industry Specialist, UNIVAR**

**12:10 PM - LUNCH BREAK** (provided by UNIVAR)

**PROGRAMS & ASSOCIATIONS:**

**Moderator: Dr. William Walton, President of the AMCA and Vice Chair, Dept. of Entomology, University of California, Riverside, CA**

- 1:00pm Overview of CDC's Northeast Regional Center for Excellence in Vector-borne Diseases ... **Dr. Laura C. Harrington, Center Director & Professor, Department of Entomology, Cornell University, Ithaca, NY**
- 1:20pm Overview of CDC's Southeast Regional Center of Excellence in Vector-borne Diseases, The Gateway Program ... **Dr. Rhoel R. Dinglasan, Center Director, Associate Professor, Emerging Pathogens Institute, University of Florida, Gainesville, FL**
- 1:40pm Update on the American Mosquito Control Association ... **Dr. William Walton, President of the AMCA and Vice Chair, Dept. of Entomology, University of California, Riverside, CA**
- 2:00pm Update on the Society of Vector Ecology (SOVE) ... **Dr. Major Dhillon, Executive Director of the SOVE, and Manager of Northwest Mosquito and Vector Control District, CA**
- 2:15pm Overview of Entomology program at the University of Florida ... **Dr. Blair D. Siegfried, Chair, Department of Entomology and Nematology, UF/IFAS, Gainesville, FL**
- 2:30pm Florida's DACS grant fund priority, process and schedule update ... **Dr. Caroline Efstathion, Environmental Specialist III, Entomology and Pest Control Section, DACS, Tallahassee, FL**
- 2:45pm Zika risk and related knowledge, attitudes, and practices during 2016 outbreak in Miami, Dade County, Florida ... **Dr. Imelda K. Moise, University of Miami, Miami, FL**

**3:00 P.M. - BREAK**

**DISEASE SURVEILLANCE:**

**Moderator: Dr. Laura C. Harrington, Center Director & Professor, Department of Entomology, Cornell University, Ithaca, NY**

- 3:20pm Arbovirus surveillance report in Florida, 2017 ... **Dr. Andrea Morrison, Arbovirus Surveillance Coordinator, Bureau of Epidemiology, DOH, Tallahassee, FL**

- 3:40pm An *Anopheles* surveillance system based on aquatic habitat spectral signatures using a hand-held spectrophotometer, UAV (drone) and sub-meter satellite imagery in Cambodia ... **Dr. Robert J. Novak, Professor, University of South Florida, Department of Global Health, Tampa, FL**
- 4:00pm How nutritional status of *Culex pipiens* affects vector competence for WNV ... **Dr. Rajeev Vaidyanathan, Director, Environmental Science, Clarke, St. Charles, IL**
- 4:15pm EEE human case and vector control response in Jacksonville MCD ... **Ms. Marah Clark, Entomologist, Jacksonville MCD, Jacksonville, FL**
- 4:25pm Inspection and quarantine of invasive vector mosquito species at Entry-Exit ports, Zhenjiang, China ... **Dr. Tian-Ci Yang, Senior Entomologist & Deputy Section Chief, Zhejiang Entry-Exit Inspection & Quarantine Bureau, Hangzhou, China**
- 4:40pm Mosquito control response after hurricane Irma in Volusia County ... **Mr. Tim MacHardy, Environmental Specialist, Volusia Mosquito Control District, New Smyrna, FL**
- 5:05pm Zika and hurricane response in Texas, 2017... **Dr. Whitney Qualls, Medical Entomologist, Texas Department of Health Service/Zoonosis Control Branch, Austin, TX**
- 5:20pm Mosquito population outbreak and control efforts after hurricane Irma in St. Johns County, FL ... **Mrs. Kay Gaines, Operations Manager, AMCD, St. Augustine, FL**

**5:30 P.M. END OF THE SESSION**

- 6:00pm **DINNER & LECTURE AT MEETING SITE (ALL PARTICIPATES):** Public Health Service Excellence in St. Johns County ... **Dr. Dawn Allicock, Director, Department of Health of St. Johns County, St. Augustine, FL**

**WEDNESDAY, MARCH 21, 2018**

**BIOLOGY & ECOLOGY:**

**Moderator: Dr. Paul Linser, Professor, University of Florida/Whitney Laboratory, St. Augustine, FL**

- 8:30am Transcription profile for permethrin resistance *Aedes aegypti* from Florida in response to Zika virus ... **Dr. Liming Zhao, Research Assistant Professor, University of Florida/IFAS/FMEL, Vero Beach, FL**
- 8:45am Physiological impact of acoustic larvicide against *Culex quinquefasciatus* ... **Dr. Paul Linser, Professor, University of Florida, Whitney Laboratory, St. Augustine, FL and Mr. Herbert Nyberg, CEO, New Mountain Innovations, Inc., Niantic, CT**
- 9:00am A survey of *Wolbachia* infection in *Aedes aegypti* wild population in New Mexico ... **Dr. Jiannong Xu, Associate Professor, Department of Biological Sciences, New Mexico State University**
- 9:15am Ornamental Bromeliads of Miami-Dade County, Florida are important breeding sites for *Aedes aegypti* ... **Dr. Andre Wilke, Post Doctor Associate, University of Miami, Miami, FL**
- 9:30am Overview of Florida Bromeliads conservation project ... **Dr. Teresa Cooper, Manager, Save Florida's Bromeliads Conservation Project, Newberry, FL**
- 9:45am Climatic risk impact on *Aedes* vector seasonal fluctuation and persistent dengue public health burden in Saudi Arabia ... **Dr. Ernest Tambo, Public Health Pests Laboratory, Jeddah Governate, Jeddah, Kingdom of Saudi Arabia**

10:05am A community-wide trial of In2Care traps in Holly Hill, Florida ... **Drake Falcon, Miranda Tressler, Hong Chen, and James McNelly, Volusia Mosquito Control, New Smyrna Beach, FL**

**10:20 A.M. - BREAK**

**ATTRACTANT / TRAP / REPELLENT:**

**Moderator: Dr. Jiannong Xu, Associate Professor, Department of Biological Sciences, New Mexico State University**

10:40am Update on BG sentinel traps and new BG count traps ... **Dr. Martin Geier, CEO, BioGents, Germany**

10:55am Efficacy of Knight Stick stable fly traps increases when traps are protected by electric fence and placed close to host animals ... **Dr. Jerry Hogsette, Lead Scientist & Research Entomologist, USDA/ARS/CMAVE, Gainesville, FL**

11:10am Mosquito abundance and field trials of AGO traps against *Aedes aegypti* in the Texas-Mexico Border ... **Dr. Gabriel Hamer, Assistant Professor, Department of Entomology, Texas A & M University, TX**

11:25am An oviposition attractant and trap for mosquito surveillance and control ... **Dr. Matthew DeGennaro, Assistant Professor, Department of Biology, Florida International University, Miami, FL**

11:40am Evaluating Pyrethroid insecticides in a novel type of olfactometer ... **Dr. Christopher Batich, Professor, Department of Materials Science and Engineering, University of Florida, Gainesville, FL**

11:55am Summary of DeltaGard aerial application trials which led to EPA registration ... **Mr. John Paige III, Bayer Environmental Science, Vero Beach, FL and Mr. Chris Pederson, ADAPCO, Sanford, FL**

**12:10 P.M. - LUNCH BREAK** (provided by ADAPCO & FMCA)

**THE FMCA'S NORTHEAST REGIONAL ROUNDTABLE MEETING ... Dr. Peter Jiang, FMCA's NE Regional Director**

**LARVAL & ADULT CONTROL:**

**Moderator: Dr. Jerry Hogsette, Research Entomologist, USDA/ARS/CMAVE, Gainesville, FL**

1:00pm Update on SpringStar's lethal oviposition traps for *Aedes* mosquito control ... **Dr. Emily Kuhns, Head of Research and Development, SpringStar Inc., Seattle, WA**

1:15pm Large-scale deployment of CDC/AGO traps for control of *Aedes* mosquitoes ... **Mrs. Dena Autry, Mosquito Control Technician, AMCD, St. Augustine, FL**

1:30pm Introduction to Nylar 0.5G: Seasonal-long larvicidal control in catch basins across three geographies in 2017 ... **Dr. Jennifer Williams, Entomologist, MGK, MN**

1:45pm Optimization of ULV space sprays for mosquito vector control ... **Dr. Peter Jiang, Entomologist & Director, Gainesville City Mosquito Control Division, Gainesville, FL & Dr. Muhammad Farooq, Navy Entomology Center of Excellence, Jacksonville, FL**

2:00pm Control efforts of *Aedes albopictus* in Jiangsu, China ... **Dr. Tian Ye, Department of Disinfections and Vector Control, Jiangsu Provincial CDC, Nanjing, China**



- 2:15pm ATSB successful field trial of bait stations for outdoor control of malaria parasite transmission in Mali ... **Dr. John Beier, Professor & Section Chair, Department of Public Health and Environmental Science, University of Miami, Miami, FL**
- 2:30pm Optimization of ATSB bait stations for a variety of mosquito vectors ... **Dr. Onie Tsabari, Director of Research and Development, Westham Co, Israel**
- 2:45pm Going for gold: Academia's relationship with operational vector control. ... **Dr. William Walton, President of the AMCA and Vice Chair, Dept. of Entomology, University of California, Riverside, CA**

**3:00 P.M. - BREAK**

**INSECTICIDES AND RESISTANCE:**

**Moderator: Dr. J.R. Bloomquist, Professor, Department of Entomology and Nematology, EPI, University of Florida, Gainesville, FL**

- 3:20pm Update on new insecticides research at UF/EPI ... **Dr. J. R. Bloomquist, Dept. of Entomology and Nematology, EPI, University of Florida, Gainesville, FL**
- 3:40pm Rapid determination of pyrethroid resistance without toxicology testing: Getting more from surveillance samples ... **Mr. Alden S. Estep, Ms. Christy Waits, and James J. Becnel, USDA/CMAVE & NECE-CMAVE Detachment, Gainesville, FL**
- 3:55pm Pyrethroid-resistance in *Aedes aegypti* from Puerto Rico and Miami Beach ... **Ms. Christy Waits, Mr. Alden S. Estep, and Dr. James J. Becnel, USDA/CMAVE & NECE-CMAVE Detachment, Gainesville, FL**
- 4:10pm Variation in resistance levels and *kdr* mutations in Florida *Aedes aegypti* ... **Ms. Sarah Bernard, Mr. Alden S. Estep, & Dr. James J. Becnel, USDA/CMAVE & NECE-CMAVE Detachment, Gainesville, FL**
- 4:25pm Can sublethal exposure to spatial repellents have an impact on oviposition behavior and fecundity? ... **Mr. Christopher Bibbs, Biologist and Ph.D. Candidate, Anastasia Mosquito Control District, St. Augustine, FL**
- 4:40pm Mosquito resistance to insecticides detected by CDC bottle bioassay in Volusia, FL ... **Dr. Hong Chen, Jesse Julien, and Mr. James McNelly, Volusia Mosquito Control District, New Smyrna, FL**
- 4:50pm Passive Tools, Aptamer-Based Diagnostics and Nanoparticles for Vector Surveillance and Control: An Update ... **Dr. Bradley Willenberg, Assistant Professor, Department of Intern Medicine, University of Central Florida, Orlando, FL.**
- 5:10pm Training opportunity and contribution by the Florida Mosquito Control Association (FMCA) ... **Mr. T. Wayne Gale, President of the FMCA, Immediate Past President of the AMCA, Executive Director of Lee County Mosquito Control District, Ft. Myers, FL**

**5:25 P.M. END OF THE SESSION**

**THURSDAY, MARCH 22, 2018**

**MODERATOR: Dr. Philip Armstrong, Connecticut Agricultural Experiment Station, Center for Vector Biology & Zoonotic Diseases, New Haven, CT**

**NE-1443: BIOLOGY, ECOLOGY & MANAGEMENT OF EMERGING DISEASE VECTORS (4th Annual Mtg.)**

- 8:30am:** **KEYNOTE SPEAKER:** Overview of arbovirus surveillance and vector control in Harris County and the City of Houston ... **Dr. Mustapha Debboun, Retired Colonel, Current Director, Harris County Mosquito and Vector Control Division, Houston, TX**
- 9:00am:** Sterile insect based approaches: the future of mosquito control? ... **Dr. Derric Nimmo, OXITEC, U.K.**
- 9:15am:** Wide angle UV LEDs for use in mosquito light traps ... **Mr. Randy Buckley, Dr. Roberto Pereira, and Dr. Phil Koehler, Department of Entomology and Nematology, University of Florida, Gainesville, FL**
- 9:30am:** Implementation and real impact of smart mosquito device system at the Metropolitan cities in South Korea ... **Dr. Hoonbok Yi, Professor, Seoul Women University, Seoul, Korea**
- 9:45am:** Preliminary Business Meeting
- o Chair's Report
  - o CSREES Representative's Report
  - o Administrative Advisor's Comments
- 10:15 am:** Introductions - Each participant briefly introduces themselves and their interests
- 10:25 am:** **BREAK**
- 10:40 am:** Prevalence and distribution of pathogen infection and permethrin resistance in tropical and temperate brown dog tick populations ... **Dr. Phillip E. Kaufman, Nicholas S. G. Tucker and Emma N. I. Weeks, Department of Entomology & Nematology, UF, Gainesville, FL**
- 10:55am:** Review of Major Objectives and Goals
- Objective 1: Development of parasitic arthropod catalogue/resources
  - Objective 2: Integrated tick management and community-centered approaches, including understanding the biology and ecology of novel and emerging tick-borne pathogens
- 11:50am:** New products from Central Life Sciences for 2018 ... **Mr. Zane McCallister, Central Life Sciences**
- 12:00 pm:** **LUNCH BREAK (provided by Central Life Sciences)**
- 1:00 pm:** Field comparison of CDC's AGO traps and In2Care traps for control of *Aedes* mosquitoes in St. Augustine, FL ... **Dr. Daniel Dixon, Molecular Biologist, AMCD, St. Augustine, FL**
- 1:15 pm:** Review of Major Objectives and Goals (*continued*)
- Objective 3: *Ac. albopictus* and *Ac. aegypti*, with a focus on surveillance, range expansion, ecology, genetics, climate change and disease risk
  - Objective 4: New Control Tools, including socio-ecological approaches
  - Objective 5: Training and training tools
- 3:00 pm:** **BREAK AND GROUP PHOTO**
- 3:30 pm:** Group discussions on potential funding sources and development of prospective collaborative proposals
- 4:30 pm:** Wrap-up including discussion of 2019 Annual Meeting site, dates, venue and agenda
- 5:00 pm:** **ADJOURN AND WORKSHOP END**

For additional information about NE 1443 meeting, see the NE 1443 Website at:  
<http://www.nimss.org/projects/view/mrp/outline/16677>

Or contact Dr. Philip Armstrong <Philip.Armstrong@ct.gov>