

Anastasia Mosquito  
Control District  
of St. Johns County



District Board Meeting  
**APRIL 12, 2018**  
Thursday at  
**5:00 P.M**



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

**PROPOSED AGENDA**

**Thursday, April 12, 2018  
5:00 PM**

**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, March 15, 2018 (5:00 PM)
5. 10150 Cartwheel Bay Avenue, St. Johns, FL, North Station Property Sale Contract
6. Surplus Property
7. Budget Amendments (\$1,000 from Misc. Revenue & \$5000 from Contingency / \$6,000 to Travel and Per Diem)

**Unfinished Business:**

1. Discussion of Commissioner Handbook Revision ~ *Commissioner Jeanne Moeller (10 min)*
2. Approval of SpringStar & NIH Grant (AGO Contract) ~ *Dr. Xue (10 min)*

**New Business:**

1. Financial Committee Meeting Report ~ *Commissioner Catherine Brandhorst (5 min)*
2. Board Guidelines and Direction Discussion for FY 18/19 Budget ~ *Board members and Dr. Rui-De Xue (20 min)*

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments: FOR INFORMATION PURPOSES ONLY**

1. Intergovernmental Committee Minutes from April 5, 2017 (Sunsetted on that date)

# CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

March 2018 Reconcile

Report for April, 2018 Meeting

Cash Balances Ending: 3/31/18

Local Fund	\$	4,030,126.72
S.B.A. Fund	\$	3,663,914.69
<b>Total Funds as of 03/31/18</b>	<b>\$</b>	<b>7,694,041.41</b>

Source of Income Local/ SBA Fund: 3/31/18

Taxes	\$	64,011.83	(Amount prior to Tax Collector Commissions)
Prior Year Taxes	\$	-	
Grant Money	\$	500.00	AMCA Grass Roots Award
Local Fund - Interest	\$	32.64	
Salvage Equipment	\$	372.87	
Workshop	\$	5,990.90	(Amount of \$8,272 collected in March)
SBA Fund- Return on Investment	\$	5,553.27	
<b>Total Deposits by 03/31/18</b>	<b>\$</b>	<b>76,461.51</b>	

CHEMICAL & INSECTICIDE INVENTORY

Report for April, 2018 Meeting

Summary

VOUCHERS PRESENTED

Report for April, 2018 Meeting

Local Fund      several

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

Accrual Basis

From 03/01/18 through 03/31/18

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						4,230,910.56
110-A - QuickBooks Bill Pay						-6,975,181.57
03/02/2018	6104	Adapco, Inc.	1010	X	-9,750.00	-6,984,931.57
03/02/2018	6105	DiscoverTec	ANAS001	X	-50.00	-6,984,981.57
03/02/2018	6106	JEA.	Acct#1610...	X	-74.85	-6,985,056.42
03/02/2018	6107	Verizon Wireles...	94206016...	X	-3,223.35	-6,988,279.77
03/12/2018	7182	Jerry Stalvey's ...	AMCD	X	-1,218.00	-6,989,497.77
03/13/2018	6108	AFLAC	HZQ29	X	-161.76	-6,989,659.53
03/13/2018	6109	Augustine Alar...	18081	X	-84.99	-6,989,744.52
03/13/2018	6110	Aztec Office of ...	015791	X	-333.99	-6,990,078.51
03/13/2018	6111	Bozard Ford	CUST#517...	X	-213.90	-6,990,292.41
03/13/2018	6112	Cintas Corporati...	280-01247	X	-453.76	-6,990,746.17
03/13/2018	6113	Cronin Ace Har...	10004	X	-45.72	-6,990,791.89
03/13/2018	6114	Florida Janitor &...	Acct#STJ...	X	-702.52	-6,991,494.41
03/13/2018	6115	FPL - EOC DRI...	54682-331...	X	-1,004.28	-6,992,498.69
03/13/2018	6116	Hagan Ace Mg...	ACCT#704...	X	-38.96	-6,992,537.65
03/13/2018	6117	Legal Shield	Group#01...	X	-67.75	-6,992,605.40
03/13/2018	6118	Rays Tire & Srv...	Acct#5125...	X	-325.90	-6,992,931.30
03/13/2018	6119	Republic Servic...	3-0687-00...	X	-462.84	-6,993,394.14
03/13/2018	6120	Republic Servic...	3-0687-36...	X	-310.39	-6,993,704.53
03/13/2018	6121	St. Johns Count...	500562-12...	X	-272.48	-6,993,977.01
03/13/2018	6122	Staples Credit P...	60111000...	X	-329.85	-6,994,306.86
03/13/2018	6123	TPH The Parts ...	23256	X	-1,190.71	-6,995,497.57
03/20/2018	6124	Comcast Busine...	906116964	X	-368.20	-6,995,865.77
03/20/2018	6125	COMCAST TV-I...	8495-74-3...	X	-310.34	-6,996,176.11
03/20/2018	6126	L.V. Hiers, Inc.	Cust#ANA...	X	-7,857.86	-7,004,033.97
03/20/2018	6127	St. Johns Count...	MosquitoC...	X	-18,827.21	-7,022,861.18
03/20/2018	6128	St. Johns Count...	Account#0...	X	-72.00	-7,022,933.18
03/20/2018	6129	The Home Depot	60353225...	X	-6.67	-7,022,939.85
03/23/2018	6130	Blue Cross Blue...	A5658	X	-24,474.49	-7,047,414.34
03/23/2018	6131	United Concordia	Recipient ...	X	-1,307.46	-7,048,721.80
03/27/2018	6132	Bank of America	4356 2200...	X	-8,677.54	-7,057,399.34
03/27/2018	6133	DiscoverTec	ANAS001	X	-85.00	-7,057,484.34
03/27/2018	6134	Florida Pest Co...	AMCD	X	-33.08	-7,057,517.42
03/27/2018	6135	JEA.	Acct#1610...	X	-71.65	-7,057,589.07
03/27/2018	6136	Lewis Longman ...	ID#4370-001	X	-1,250.00	-7,058,839.07
03/27/2018	6137	Strate Welding ...	Cust#2464...	X	-465.00	-7,059,304.07
03/27/2018	6138	The Feed Store	00300	X	-26.00	-7,059,330.07
03/27/2018	6139	The St. Aug. Re...	15661	X	-336.60	-7,059,666.67
03/27/2018	6140	Verizon Wireles...	94206016...	X	-970.93	-7,060,637.60
Total 110-A - QuickBooks Bill Pay					-85,456.03	-7,060,637.60
110 - Wells Fargo Bank - Local - Other						11,206,092.13
03/01/2018	7193	Catherine Brand...	Commissi...	X	-100.00	11,205,992.13
03/01/2018	7194	Gary Howell	Commissi...	X	-100.00	11,205,892.13
03/01/2018	7195	Gina LeBlanc	Commissi...	X	-100.00	11,205,792.13
03/01/2018	7196	Jacqueline Rock	Commissi...	X	-100.00	11,205,692.13
03/01/2018	7197	Jeanne Moeller	Commissi...	X	-100.00	11,205,592.13
03/02/2018			Deposit	X	96.80	11,205,688.93
03/05/2018		QUICKBOOKS ...		X	-15.95	11,205,672.98
03/05/2018		QUICKBOOKS ...		X	-13.90	11,205,659.08
03/07/2018	7174	Clyde Mizell, Inc.		X	-1,300.00	11,204,359.08
03/07/2018	7175	Nationwide Retir...	Entity Cod...	X	-950.00	11,203,409.08
03/07/2018	7176	Service Partner...	Work done...	X	-4,066.08	11,199,343.00
03/07/2018	7177	US Department ...	Tracing# 1...	X	-138.79	11,199,204.21
03/07/2018	9-#2...	Florida Retirem...	FRS Febru...	X	-13,042.41	11,186,161.80
03/08/2018	9-#2...	Payroll	Taxes Wit...	X	-12,293.58	11,173,868.22
03/08/2018	9-#2...	Payroll	Bank Acco...	X	-1,407.00	11,172,461.22
03/08/2018	9-#2...	Payroll	Credit Union	X	-668.39	11,171,792.83
03/08/2018	9-#2...	Payroll	Net Pay to ...	X	-35,745.15	11,136,047.68
03/08/2018	Dire...	Daniel Dixon	REimburse...	X	-105.79	11,135,941.89
03/08/2018		wells Fargo	Deposit	X	32.64	11,135,974.53
03/12/2018	7178	Brad Gunn	Aerial Con...	X	-213.79	11,135,760.74
03/12/2018	7179	Peter P. Leone III	Aerial Con...	X	-281.01	11,135,479.73
03/12/2018	7183	VOIDED	VOID: Erro...	X	0.00	11,135,479.73
03/12/2018	7184	VOIDED	VOID: Erro...	X	0.00	11,135,479.73
03/12/2018	7185	VOIDED	VOID: Erro...	X	0.00	11,135,479.73
03/12/2018	7186	VOIDED	VOID: Erro...	X	0.00	11,135,479.73
03/12/2018	7187	VOIDED	VOID: Erro...	X	0.00	11,135,479.73
03/12/2018			Deposit	X	1,842.20	11,137,321.93
03/12/2018			Deposit	X	290.40	11,137,612.33
03/13/2018			Deposit	X	62,731.59	11,200,343.92
03/13/2018			Deposit	X	1,256.00	11,201,599.92
03/13/2018	7180	Jerry Stalvey's ...	VOID: AM...	X	0.00	11,201,599.92
03/13/2018	Dire...	Hannah Swetnam	Intern Emp...	X	-50.00	11,201,549.92

# VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 03/01/18 through 03/31/18

Date	Num	Name	Memo	Clr	Amount	Balance
03/13/2018	Dire...	Dena Autry		X	-145.00	11,201,404.92
03/13/2018	Dire...	Molly Clark		X	-145.00	11,201,259.92
03/13/2018	Dire...	Ruide Xue		X	-102.00	11,201,157.92
03/14/2018	7181	Harrell Construc...	AMCD Co...	X	-36,148.50	11,165,009.42
03/19/2018			Deposit	X	629.35	11,165,638.77
03/20/2018	7188	Michael Turell			-352.60	11,165,286.17
03/21/2018	7189	Nationwide Retir...	Entity Cod...		-950.00	11,164,336.17
03/21/2018	7190	US Department ...	Tracing# 1...		-138.79	11,164,197.38
03/21/2018	7191	Aba-Con Aviatio...	Work Don...		-23,180.75	11,141,016.63
03/21/2018	7192	Aero-Door Inter...	Work done...		-7,380.50	11,133,636.13
03/22/2018	9-#2...	Payroll	Taxes Wil...	X	-11,836.76	11,121,799.37
03/22/2018	9-#2...	Payroll	Bank Acco...	X	-1,407.00	11,120,392.37
03/22/2018	9-#2...	Payroll	Credit Union	X	-668.39	11,119,723.98
03/22/2018	9-#2...	Payroll	Net Pay to ...	X	-33,845.34	11,085,878.64
03/23/2018			Deposit	X	97.87	11,085,976.51
03/26/2018			Deposit	X	726.15	11,086,702.66
03/26/2018			Deposit	X	3,312.50	11,090,015.16
03/27/2018			Deposit	X	875.00	11,090,890.16
03/27/2018	Dire...	James Wynn		X	-111.34	11,090,778.82
03/27/2018	Dire...	Molly Clark		X	-14.50	11,090,764.32
Total 110 - Wells Fargo Bank - Local - Other					-115,327.81	11,090,764.32
Total 110 - Wells Fargo Bank - Local					-200,783.84	4,030,126.72
<b>TOTAL</b>					<b>-200,783.84</b>	<b>4,030,126.72</b>

# Reconciliation Summary

110 · Wells Fargo Bank - Local, Period Ending 03/31/2018

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	Mar 31, 18
Beginning Balance	4,245,408.32
Cleared Transactions	
Checks and Payments - 71 items	-253,730.67
Deposits and Credits - 20 items	71,890.50
Total Cleared Transactions	-181,840.17
Cleared Balance	<u>4,063,568.15</u>
Uncleared Transactions	
Checks and Payments - 7 items	-33,441.43
Total Uncleared Transactions	-33,441.43
Register Balance as of 03/31/2018	<u>4,030,126.72</u>
New Transactions	
Checks and Payments - 2 items	-5,927.82
Total New Transactions	-5,927.82
Ending Balance	<u>4,024,198.90</u>

# Reconciliation Detail

## 110 - Wells Fargo Bank - Local, Period Ending 03/31/2018

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						4,245,408.32
Cleared Transactions						
Checks and Payments - 71 Items						
General Journal	10/19/2017	9-#239	Morgan Smith	X	-60.00	-60.00
Bill Pmt -Check	02/21/2018	7173	Nationwide Retirem...	X	-785.00	-845.00
Bill Pmt -Check	02/21/2018	7172	US Department of E...	X	-138.79	-983.79
Bill Pmt -Check	02/27/2018	6100	St. Johns County So...	X	-51.60	-1,035.39
Bill Pmt -Check	02/28/2018	6103	Bank of America	X	-13,462.37	-14,497.76
Bill Pmt -Check	03/01/2018	7193	Catherine Brandhorst	X	-100.00	-14,597.76
Bill Pmt -Check	03/01/2018	7196	Jacqueline Rock	X	-100.00	-14,697.76
Bill Pmt -Check	03/01/2018	7197	Jeanne Moeller	X	-100.00	-14,797.76
Bill Pmt -Check	03/01/2018	7195	Gina LeBlanc	X	-100.00	-14,897.76
Bill Pmt -Check	03/01/2018	7194	Gary Howell	X	-100.00	-14,997.76
Bill Pmt -Check	03/02/2018	6104	Adapco, Inc.	X	-9,750.00	-24,747.76
Bill Pmt -Check	03/02/2018	6107	Verizon Wireless Ca...	X	-3,223.35	-27,971.11
Bill Pmt -Check	03/02/2018	6106	JEA.	X	-74.85	-28,045.96
Bill Pmt -Check	03/02/2018	6105	DiscoverTec	X	-50.00	-28,095.96
Check	03/05/2018		QUICKBOOKS BILL...	X	-15.95	-28,111.91
Check	03/05/2018		QUICKBOOKS BILL...	X	-13.90	-28,125.81
General Journal	03/07/2018	9-#238	Florida Retirement S...	X	-13,042.41	-41,168.22
Bill Pmt -Check	03/07/2018	7176	Service Partners, LLC	X	-4,066.08	-45,234.30
Bill Pmt -Check	03/07/2018	7175	Nationwide Retirem...	X	-950.00	-46,184.30
General Journal	03/08/2018	9-#239	Payroll	X	-35,745.15	-81,929.45
General Journal	03/08/2018	9-#239	Payroll	X	-12,293.58	-94,223.03
General Journal	03/08/2018	9-#239	Payroll	X	-1,407.00	-95,630.03
General Journal	03/08/2018	9-#239	Payroll	X	-668.39	-96,298.42
Bill Pmt -Check	03/08/2018	Direct ...	Daniel Dixon	X	-105.79	-96,404.21
Bill Pmt -Check	03/12/2018	7182	Jerry Stalvey's BBQ	X	-1,218.00	-97,622.21
Bill Pmt -Check	03/12/2018	7179	Peter P. Leone III	X	-281.01	-97,903.22
Bill Pmt -Check	03/12/2018	7178	Brad Gunn	X	-213.79	-98,117.01
Bill Pmt -Check	03/13/2018	6123	TPH The Parts House	X	-1,190.71	-99,307.72
Bill Pmt -Check	03/13/2018	6115	FPL - EOC DRIVE	X	-1,004.28	-100,312.00
Bill Pmt -Check	03/13/2018	6114	Florida Janitor & Pa...	X	-702.52	-101,014.52
Bill Pmt -Check	03/13/2018	6119	Republic Services - ...	X	-462.84	-101,477.36
Bill Pmt -Check	03/13/2018	6112	Cintas Corporation-...	X	-453.76	-101,931.12
Bill Pmt -Check	03/13/2018	6110	Aztec Office of FL (p...	X	-333.99	-102,265.11
Bill Pmt -Check	03/13/2018	6122	Staples Credit Plan	X	-329.85	-102,594.96
Bill Pmt -Check	03/13/2018	6118	Rays Tire & Srvc Ctr...	X	-325.90	-102,920.86
Bill Pmt -Check	03/13/2018	6120	Republic Services - ...	X	-310.39	-103,231.25
Bill Pmt -Check	03/13/2018	6121	St. Johns County Util...	X	-272.48	-103,503.73
Bill Pmt -Check	03/13/2018	6111	Bozard Ford	X	-213.90	-103,717.63
Bill Pmt -Check	03/13/2018	6108	AFLAC	X	-161.76	-103,879.39
Bill Pmt -Check	03/13/2018	Direct ...	Molly Clark	X	-145.00	-104,024.39
Bill Pmt -Check	03/13/2018	Direct ...	Dena Autry	X	-145.00	-104,169.39
Bill Pmt -Check	03/13/2018	Direct ...	Ruide Xue	X	-102.00	-104,271.39
Bill Pmt -Check	03/13/2018	6109	Augustine Alarm, Fir...	X	-84.99	-104,356.38
Bill Pmt -Check	03/13/2018	6117	Legal Shield	X	-67.75	-104,424.13
Bill Pmt -Check	03/13/2018	Direct ...	Hannah Swetnam	X	-50.00	-104,474.13
Bill Pmt -Check	03/13/2018	6113	Cronin Ace Hardware	X	-45.72	-104,519.85
Bill Pmt -Check	03/13/2018	6116	Hagan Ace Mgmt. C...	X	-38.96	-104,558.81
Bill Pmt -Check	03/14/2018	7181	Harrell Construction ...	X	-36,148.50	-140,707.31
Bill Pmt -Check	03/20/2018	6127	St. Johns County Pr...	X	-18,827.21	-159,534.52
Bill Pmt -Check	03/20/2018	6126	L.V. Hiers, Inc.	X	-7,857.86	-167,392.38
Bill Pmt -Check	03/20/2018	6124	Comcast Business - ...	X	-368.20	-167,760.58
Bill Pmt -Check	03/20/2018	6125	COMCAST TV-Inter...	X	-310.34	-168,070.92
Bill Pmt -Check	03/20/2018	6128	St. Johns County So...	X	-72.00	-168,142.92
Bill Pmt -Check	03/20/2018	6129	The Home Depot	X	-6.67	-168,149.59
General Journal	03/22/2018	9-#240	Payroll	X	-33,845.34	-201,994.93
General Journal	03/22/2018	9-#240	Payroll	X	-11,836.76	-213,831.69
General Journal	03/22/2018	9-#240	Payroll	X	-1,407.00	-215,238.69
General Journal	03/22/2018	9-#240	Payroll	X	-668.39	-215,907.08
Bill Pmt -Check	03/23/2018	6130	Blue Cross Blue Shi...	X	-24,474.49	-240,381.57
Bill Pmt -Check	03/23/2018	6131	United Concordia	X	-1,307.46	-241,689.03
Bill Pmt -Check	03/27/2018	6132	Bank of America	X	-8,677.54	-250,366.57
Bill Pmt -Check	03/27/2018	6136	Lewis Longman & ...	X	-1,250.00	-251,616.57
Bill Pmt -Check	03/27/2018	6140	Verizon Wireless Ca...	X	-970.93	-252,587.50
Bill Pmt -Check	03/27/2018	6137	Strate Welding Sup...	X	-465.00	-253,052.50
Bill Pmt -Check	03/27/2018	6139	The St. Aug. Record...	X	-336.60	-253,389.10
Bill Pmt -Check	03/27/2018	Direct ...	James Wynn	X	-111.34	-253,500.44
Bill Pmt -Check	03/27/2018	6133	DiscoverTec	X	-85.00	-253,585.44
Bill Pmt -Check	03/27/2018	6135	JEA.	X	-71.65	-253,657.09
Bill Pmt -Check	03/27/2018	6134	Florida Pest Control	X	-33.08	-253,690.17



Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/27/2018	6138	The Feed Store	X	-26.00	-253,716.17
Bill Pmt -Check	03/27/2018	Direct ...	Molly Clark	X	-14.50	-253,730.67
<b>Total Checks and Payments</b>					<b>-253,730.67</b>	<b>-253,730.67</b>
<b>Deposits and Credits - 20 Items</b>						
Bill Pmt -Check	10/19/2017	7110	Morgan Smith	X		
Bill Pmt -Check	11/30/2017	7142	Hannah Swetnam	X		
Bill Pmt -Check	01/24/2018	6059	DiscoverTec	X		
Deposit	03/02/2018			X	96.80	96.80
Deposit	03/08/2018		wells Fargo	X	32.64	129.44
Check	03/12/2018	7183	VOIDED	X		129.44
Check	03/12/2018	7185	VOIDED	X		129.44
Check	03/12/2018	7186	VOIDED	X		129.44
Check	03/12/2018	7187	VOIDED	X		129.44
Check	03/12/2018	7184	VOIDED	X		129.44
Deposit	03/12/2018			X	290.40	419.84
Deposit	03/12/2018			X	1,842.20	2,262.04
Bill Pmt -Check	03/13/2018	7180	Jerry Stalvey's BBQ	X		2,262.04
Deposit	03/13/2018			X	1,256.00	3,518.04
Deposit	03/13/2018			X	62,731.59	66,249.63
Deposit	03/19/2018			X	629.35	66,878.98
Deposit	03/23/2018			X	97.87	66,976.85
Deposit	03/26/2018			X	726.15	67,703.00
Deposit	03/26/2018			X	3,312.50	71,015.50
Deposit	03/27/2018			X	875.00	71,890.50
<b>Total Deposits and Credits</b>					<b>71,890.50</b>	<b>71,890.50</b>
<b>Total Cleared Transactions</b>					<b>-181,840.17</b>	<b>-181,840.17</b>
<b>Cleared Balance</b>					<b>-181,840.17</b>	<b>4,063,568.15</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 Items</b>						
Bill Pmt -Check	03/07/2018	7174	Clyde Mizell, Inc.		-1,300.00	-1,300.00
Bill Pmt -Check	03/07/2018	7177	US Department of E...		-138.79	-1,438.79
Bill Pmt -Check	03/20/2018	7188	Michael Turell		-352.60	-1,791.39
Bill Pmt -Check	03/21/2018	7191	Aba-Con Aviation S...		-23,180.75	-24,972.14
Bill Pmt -Check	03/21/2018	7192	Aero-Door Internatio...		-7,380.50	-32,352.64
Bill Pmt -Check	03/21/2018	7189	Nationwide Retirem...		-950.00	-33,302.64
Bill Pmt -Check	03/21/2018	7190	US Department of E...		-138.79	-33,441.43
<b>Total Checks and Payments</b>					<b>-33,441.43</b>	<b>-33,441.43</b>
<b>Total Uncleared Transactions</b>					<b>-33,441.43</b>	<b>-33,441.43</b>
<b>Register Balance as of 03/31/2018</b>					<b>-215,281.60</b>	<b>4,030,126.72</b>
<b>New Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Bill Pmt -Check	04/03/2018	6141	Dell Marketing		-5,807.35	-5,807.35
Bill Pmt -Check	04/03/2018	6142	Wal-Mart Community		-120.47	-5,927.82
<b>Total Checks and Payments</b>					<b>-5,927.82</b>	<b>-5,927.82</b>
<b>Total New Transactions</b>					<b>-5,927.82</b>	<b>-5,927.82</b>
<b>Ending Balance</b>					<b>-221,209.42</b>	<b>4,024,198.90</b>

# Reconciliation Summary

115 · SBA, Period Ending 03/31/2018

---

	<u>Mar 31, 18</u>
Beginning Balance	3,658,361.42
Cleared Transactions	
Deposits and Credits - 1 Item	<u>5,553.27</u>
Total Cleared Transactions	<u>5,553.27</u>
Cleared Balance	<u>3,663,914.69</u>
Register Balance as of 03/31/2018	3,663,914.69
Ending Balance	3,663,914.69

# Reconciliation Detail

115 - SBA, Period Ending 03/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,658,361.42
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	03/31/2018			X	5,553.27	5,553.27
Total Deposits and Credits					5,553.27	5,553.27
Total Cleared Transactions					5,553.27	5,553.27
Cleared Balance					5,553.27	3,663,914.69
Register Balance as of 03/31/2018					5,553.27	3,663,914.69
Ending Balance					5,553.27	3,663,914.69



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

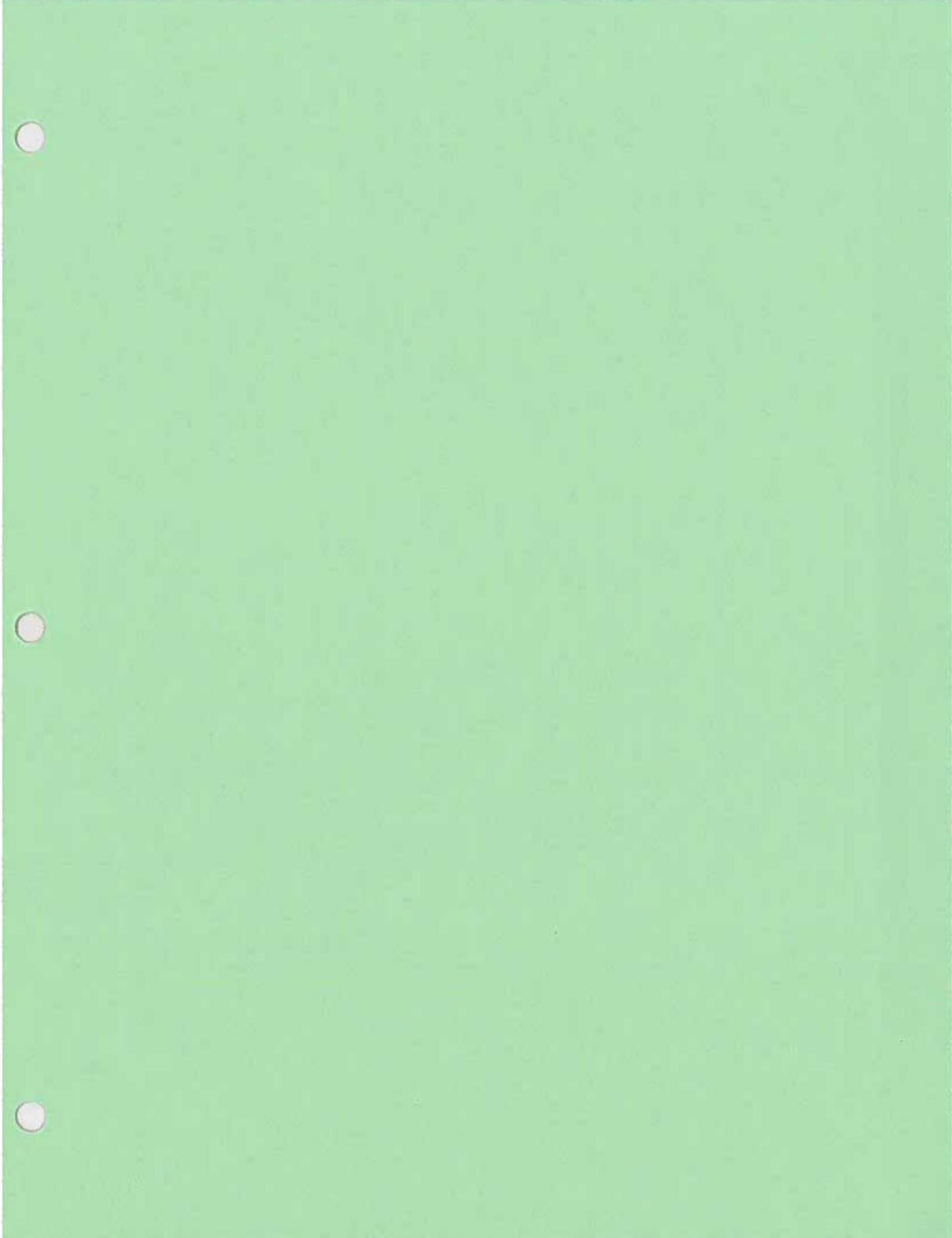
AGENCY ACCOUNT 101071  
03/01/2018 - 03/31/2018

Page 1 of 1

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

Participant Return 03/31/2018 : 1.79 %

Date	Transaction Type	Description	Amount	Balance
03/01/2018	BEGINNING BALANCE			3,658,361.42
03/31/2018	EARNED INCOME	INTEREST	5,553.27	3,663,914.69
	Totals:		5,553.27	3,663,914.69



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
 CHEMICAL & FUEL INVENTORY  
 MONTH OF FEBRUARY 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)
ALTO SID WSP EA.	30,031.00				30,031.00	557.00	29,474.00	29,474.00	0.00
ALTO SID XR LBS.	360.00				360.00	0.00	360.00	360.00	0.00
ALTO SID XRG LBS.	4,169.00				4,169.00	30.00	4,139.00	4,139.00	0.00
AQUABAC XT GALS.	98.13	300.00			398.13	49.88	348.25	348.25	0.00
AQUALUER 20-20 GALS.	634.90				634.90	0.00	634.90	634.65	-0.25
B. t. i. DUNKS (Dognuts) EA.	0.00				0.00	0.00	0.00	0.00	0.00
COCO BEAR GALS.	154.70				154.70	2.20	152.50	152.50	0.00
DUET GALS.	210.00				210.00	0.00	210.00	210.50	0.50
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	46.00	11,031.00	11,031.00	0.00
NATULAR XRT EA.	73.00				73.00	6.00	67.00	67.00	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	2.00	2,143.00	2,143.00	0.00
TALSTAR P GALS.	70.95				70.95	0.03	70.92	70.92	0.00
GASOLINE GALS.	2,589.00				2,589.00	1,143.90	1,445.10	1,457.00	21.90
<b>TOTALS</b>	<b>52,400.68</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,700.68</b>	<b>1837.01</b>	<b>50,863.67</b>	<b>50,885.82</b>	<b>22.15</b>

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

DATE: 3/6/18  
 DATE: 3/29/18  
 DATE: 3/29/18

BASE=	50,885.82
Total	50,885.82

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

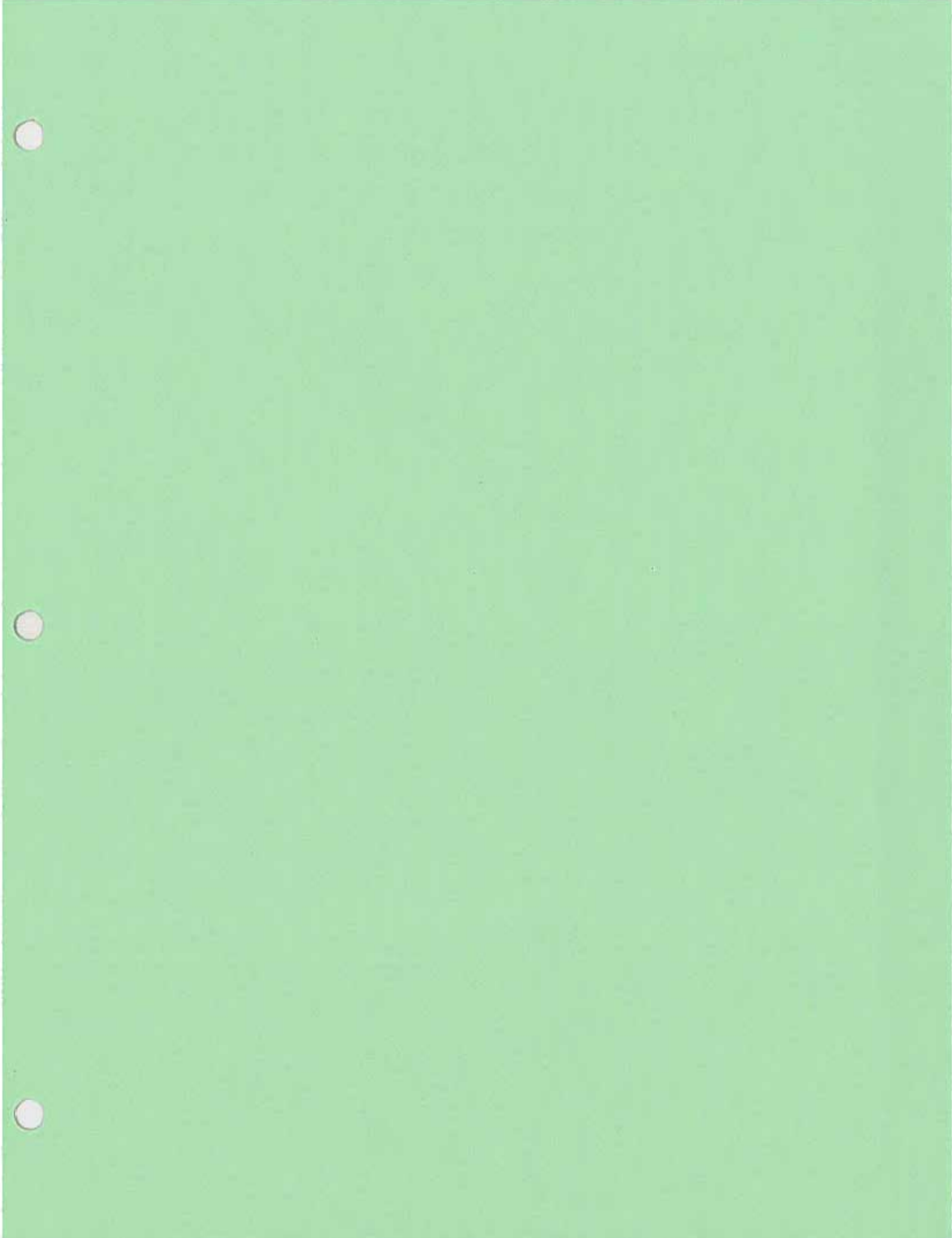
MONTH OF FEBRUARY 2018

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.	29,474.00	\$0.8100	\$23,873.94	6/22/17	UNIVAR
ALTOSID XR LBS.	360.00	\$3.23	\$1,162.80	6/8/17	UNIVAR
ALTOSID XRG LBS.	4,139.00	\$8.4500	\$34,974.55	9/1/17	UNIVAR
AQUABAC XT GALS.	348.25	\$32.5000	\$11,318.13	2/13/18	ADAPCO
AQUALUER 20-20 GALS.	634.65	\$117.3400	\$74,469.83	10/2/17	ALLPRO
B. t. i. DUNKS (Dognuts) EA.	0.00	\$0.8509	\$0.00	7/7/17	ADAPCO
COCO BEAR GALS.	152.50	\$17.7300	\$2,703.83	9/17/14	CLARKE
DUET GALS.	210.50	\$175.4800	\$36,938.54	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.	11,031.00	\$0.4168	\$4,597.72	9/9/16	CLARKE
NATULAR XRT EA.	67.00	Transferred from lab			CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	2,143.00	\$6.8800	\$14,743.84	7/13/17	ALLPRO
TALSTAR P GALS.	70.92	\$37.1400	\$2,633.97	3/29/17	UNIVAR
GASOLINE GALS.	1,467.00	\$2.2051	\$3,234.88	11/13/17	L. V. HIERS
<b>TOTAL</b>	<b>50,885.82</b>	<b>\$842.68</b>	<b>\$316,534.50</b>		

PREPARED BY: [Signature] Weaver DATE: 3/6/18

COST FIGURES REVIEWED BY: [Signature] Reina DATE: 3/29/18

REVIEWED BY: [Signature] Kay Haines DATE: 3/29/18





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](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, March 15, 2018

Next Meeting(s): Thursday, April 12, 2018 - 5:00 PM

## MINUTES

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

### Board members in attendance:

Mr. Gary Howell, Chairperson  
Mrs. Gina LeBlanc, Vice-Chairperson  
Mrs. Jacqueline Rock, Secretary/Treasurer *(arrived 5:21 P.M. due to traffic)*  
Mrs. Catherine Brandhorst, Commissioner  
Mrs. Jeanne Moeller, Commissioner *(arrived 5:10 P.M. due to traffic)*

### Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne Flowers, Attorney

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 *(with two arriving late ~ due to traffic)*

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ None

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

- Commissioner Brandhorst requested New Business Agenda Item #2 "Aerial Committee Update Report" be moved to Unfinished Business #3.

#### **A. A motion was made to approve the Agenda as Amended.**

- Motioned by: Commissioner Brandhorst
- 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.**

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

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting - February 15, 2018 at 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 Grant
9. Quarterly Budget Analysis
10. Budget Amendments ~ Receipts (Grants & Donations & FEMA Reimbursement) - - Expenditures (Personal Services & Benefits & Capital Outlay) \$278,690.85

**UNFINISHED BUSINESS:**

**Item 1: South Parcel & Research Facility Construction Project Update ~ Mr. Bill Youker, Vice-President, Harrell Construction**

- Mr. Youker stated that building 400 had the sheet rock hung and they would be painting it next week, the rest of the underground items were installed, the loop road was complete, they were waiting on the county on the water flow situation and received a response so they will be permitting building 800 next week, then 500 (the chicken house) will go into permitting and should be built within 60 days after the permitting, the fuel station has been purchased and all metal buildings have been ordered. Mr. Youker stated that for the purpose of the workshop and tours, they will have all the buildings staked out so it can be seen where they will be located.

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

**Item 2: Approval of North Station (10150 Cartwheel Bay Avenue, St. Johns, FL) Property Purchase Proposals and Recommendation ~ Mrs. Kay Gaines**

- There were 10 packets requested and of those, four submitted proposals. Two of those four attended the Board meeting and spoke.
- Srilatha Kancharkuntla, Blue Star Veterinarian Hospital, 2851 CR 210 W, St. Johns, FL 32259: She stated she is a veterinarian from India (2005) started two animal hospitals here, likes the layout of the Cartwheel Bay property and that it is open rural, is wanting to use existing buildings to move the animal hospital there and put in an area for pet owners to walk their dogs, is willing to have the chickens and chicken buildings there until the chickens can be moved.
- Michael Herzberg, 1 Sleiman Parkway, Jacksonville, FL 32216: They are the adjacent mall property owners, they wrap around the east and south end of the AMCD property, they are developing the southern 20 acres of their property and have a retention pond near the northwest property line and would like to expand that onto this AMCD property and not put any structures on the property. He noted they were approached by the county to possibly collaborate on the retention pond on the property for a widening of the roadway they are doing. They will match or beat the dollar amount for the property, they need no due diligence, no contingencies, they want the property to protect

the shopping center and have it as a buffer for the nearby residents, are willing to close immediately and have no problem leaving the chickens there until we move them.

- AMCD attorney, Mr. Wayne Flowers noted that the two entities that spoke stated they would not require due diligence, he restated that Mr. Herzberg stated that he would go up or match the price, and that of course the Board should consider all four proposals, but that these two require no contingencies.
- Commissioners' comments included the preference to sell it to and have the animal hospital on the property, the use of the property and whether the new owners would need to rezone it, environmental factors, and the use of the property itself.

At this point, the Board allowed Mr. Herzberg to present another price proposal which he then presented it as \$630,000. They then allowed Mrs. Kancharkuntla to present another price proposal and she presented as \$650,000. The Board then immediately made a motion:

- A. **A motion was made to sell the 10150 Cartwheel Bay Avenue, St. Johns, FL property to Blue Star Veterinarian Hospital at \$650,000.**
  - Motioned by: Commissioner Brandhorst
  - Seconded by: Commissioner Moeller
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

Mr. Flowers stated that we will need to prepare a contract for execution and that he will prepare the contract.

**Item 3: Aerial Committee Update Report ~ Mr. Richard Weaver (Moved from New Business #2)**

- The committee met March 12<sup>th</sup> at 10 AM, they discussed the 10% deposit on the helicopter, they feel the helicopter can provide the function for the District's needs and the budget. Mr. Paul Leone told them that if the Lee County helicopter doesn't work out for them, he has a lead on another possible helicopter for purchase. Mr. Brad Gunn provided information on a convention that he attended and brought literature that was helpful to the committee. Commissioner Howell was impressed with the committee doing their research.

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

**NEW BUSINESS**

**Item 1: Education Committee Meeting Report & 15<sup>th</sup> Workshop Update ~ Commissioner Jacqueline Rock**

- The committee meeting was held March 12<sup>th</sup> at 1:00 P.M., in April there will be an active shooter training, a beekeeper meeting in May and future education workshop on barrier treatment, interviews for seasonal employees and interns later this month. There are 185 people expected for the Workshop this year, including the Department of Health personnel, the Open House is scheduled for May 24<sup>th</sup>, prototype from Molly Clark, Education Specialist, on Future Eradication Methods, committee presented excellent team work.

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

**Item 2: Aerial Committee Update Report ~ Mr. Richard Weaver (Moved to UF Business #3)**

**Item # 2: Discussion and Approval of Recommendation of Certified Public Officer for Board Meetings ~ Board Members**

➤ Commissioner Brandhorst stated this was not needed and made a motion.

**A. A motion was made to drop this item from the Agenda.**

- Motioned by: Commissioner Brandhorst
- **MOTION FAILED for LACK of a SECOND**

➤ The Board continued discussion on this item and stated there is concern that all are safe, there is no harm in getting more information and what it would cost.

**B. A motion was made to have staff find out what the cost is to have an officer at the Board meetings.**

- Motioned by: Commissioner LeBlanc

➤ Commissioner Howell amended the motion to bring this back at a future time and to find out the legalities of where you can have weapons.

**C. The motion was amended to have staff find out what the cost is to have an officer at the Board meetings and to bring the information back to the Board at a future time.**

- Motioned by: Commissioner Howell
- Seconded by: Commissioner LeBlanc
- Vote: Accepted unanimously by all commissioners.
- **MOTION PASSED UNANIMOUSLY**

➤ Dr. Xue stated that the future plan, after the construction is complete, is to have the front gate stay locked and have everyone announce themselves at the gate and then be buzzed in. The county and many governments have security checks at their meetings. Staff will obtain information on costs, etc. and bring it back to the Board.

**REPORTS:**

1. **Director** ~ Dr. Xue stated that next week is the 15<sup>th</sup> annual Workshop and all are invited, there are many interesting talks from people from all over the country, lunches will be provided each day by some of the vendors. Tuesday evening is the lecture and dinner, please RSVP if you are able to attend.
2. **Attorney** ~ Mr. Flowers stated he researched the question concerning the address being required on the Speaker Cards and Barbara Peterson, Director of the First Amendment Foundation, gave the opinion that it is not legal to require them to give their address, he suggested that we put "optional" on the address line of the Speaker Cards.

**COMMISSIONER COMMENTS:**

**Commissioner Moeller** ~ the policies and procedures in the Commissioners Handbook needs updated, there are several things such as, the state funds information needs taken out, some of the new Commissioner's biographies need added, whatever policy updates that have been done need added, the Intergovernmental Committee meetings that no longer meet needs taken out and the staff information needs updated.

**Commissioner Howell** ~ today's meeting was important, we sold the north station property for \$650,000, that we have had since 1989, thanked Mrs. Gaines and Mr. Weaver, thanked the employees for being on top of things, thanked Dr. Xue for his leadership, thanked the construction crew. We need to keep all of our people and all those in our schools in our prayers.

**Commissioner Brandhorst** ~ talked to Mr. Weaver on the aerial budget and purchase of the helicopter and the pilot position, talked to Dr. Xue on personnel savings with the addition of the helicopter, April 5<sup>th</sup> is the next Financial Committee meeting and the committee will discuss the budget then.

**Commissioner LeBlanc** ~ thanked staff for all they do.

**Commissioner Rock** ~ thankful to the people who work here, all are hard workers, thanked Mr. Weaver and Dr. Xue.

**ATTACHMENTS: ~**

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

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 6:25 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.*



EXHIBIT "A"

PARCEL "A":

A parcel of land lying in Section 18, Township 5 South, Range 28 East, St. Johns County, Florida, being more particularly described as follows:

Commence at the Northwest corner of Section 19 (as per Official Records Book 781, page 752); run thence North 90°00'00" East, a distance of 622.04 feet; thence North 10°21'14" West, a distance of 1,481.34 feet; thence North 79°38'46" East, a distance of 80.00 feet to the Point of Beginning; thence South 89°24'00" East, a distance of 336.99 feet; thence South 22°14'11" East, a distance of 335.82 feet; thence South 79°38'46" West, a distance of 400.00 feet; thence North 10°21'14" West, a distance of 392.66 feet to the Point of Beginning.

TOGETHER WITH a perpetual non-exclusive easement for ingress and egress, described as follows:

PARCEL "B " (EASEMENT PARCEL):

A parcel of land lying in Sections 18 & 19, Township 5 South, Range 28 East, St. Johns County, Florida, being more particularly described as follows:

Commence at the Northwest corner of Section 19 (as per Official Records Book 781, page 752); run thence North 90°00'00" East, a distance of 622.04 feet to the Point of Beginning; thence North 10°21'14" West, a distance of 1,481.34 feet; thence North 79°38'46" East, a distance of 80.00 feet; thence South 10°21'14" East, a distance of 1,769.11 feet to the Northerly right of way of County Road 210; thence South 73°02'50" West along said right of way, a distance of 80.53 feet; thence North 10°21'14" West, a distance of 297.03 feet to the Point of Beginning.

00957723-2

Seller Initials



Buyer Initials

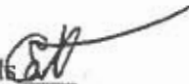


or any thereof, is damaged materially by fire or other casualty, then, in either such event, Seller shall give Buyer prompt written notice thereof. Within five (5) business days of Seller's delivery of such notice, Buyer shall elect to either: (i) accept the Property and proceed to closing subject to the proceedings or casualty (as applicable), whereupon any awards or insurance proceeds (as applicable) shall be paid to Buyer, and Seller will assign to Buyer at Closing all of Seller's right, title, and interest in and to any such awards or insurance proceeds (as applicable); or (ii) terminate this Contract, whereupon the Deposit shall be refunded to Buyer and the parties shall have no further rights, duties, or obligations hereunder, except those specifically stated herein to survive termination of this Contract. If Buyer does not make the foregoing election prior to the date that is five (5) business days after delivery of Seller's notice, then Buyer shall be deemed to have elected option (i) set forth above. If Seller's notice is delivered within the five-day period prior to the Closing Date, the Closing Date shall be extended by the number of days the delivery of such notice extends within such five-day period.

29. **Waiver of Jury Trial.**

EACH PARTY TO THIS CONTRACT HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED UPON THIS CONTRACT OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS CONTRACT OR ANY OTHER AGREEMENT CONTEMPLATED AND EXECUTED IN CONNECTION HEREWITH, OR ANY COURSE OF DEALING, COURSE OF CONDUCT, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF ANY PARTY HERETO.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –  
SIGNATURES ON FOLLOWING PAGE(S)]





18. **Integrated Contract, Waiver and Modification.**

This contract represents the complete and entire understanding and agreement between the parties hereto with regard to all matters involved in this transaction and supersedes any and all prior or contemporaneous agreements, whether written or oral. No agreements or provisions, unless incorporated herein, shall be binding on either party hereto. This Contract may not be modified or amended nor may any covenant, agreement, condition, requirement, provision, warranty or obligation contained herein be waived, except in writing signed by both parties or, in the event that such modification, amendment or waiver is for the benefit of one of the parties hereto and to the detriment of the other, then the same must be in writing signed by the party to whose detriment the modification, amendment or waiver inures.

19. **Brokerage.**

Seller warrants to Buyer that in connection with this transaction Seller has not taken any action which would result in any real estate broker's fee, finder's fee, or other fee being due or payable to any party. Buyer warrants to Seller that in connection with this transaction, Buyer has not taken any action that would result in any real estate broker's fee, finder's fee, or other fee being due or payable to any party. Seller and Buyer respectively hereby do and agree to indemnify, defend and hold harmless the other from and against any and all claims, fees, commissions and suits (and expenses including reasonable attorneys' fees in connection therewith) of any real estate broker or agent with respect to services claimed to have been rendered for or on behalf of such party in connection with the execution of this Contract or the transaction set forth herein.

20. **Interpretation.**

This Contract will be construed according to its fair meaning and neither for nor against any party hereto irrespective of which party caused the Contract to be drafted. Each of the parties acknowledges it has been or has had the opportunity to be represented by an attorney in connection with the preparation and execution of this Contract. Where appropriate, references to one gender will be deemed to include any other gender and references to the singular or the plural will be deemed to include either the singular or the plural.

21. **Non-Recordation.**

Neither this Contract, nor any memorandum or summary hereof, nor any affidavit making reference to this Contract, or any portion hereof, or any of the terms, conditions or provisions hereof may be recorded in the public records of St. Johns County, or any other county of this state by Buyer. In the event Buyer does record or attempt to record this Contract, or any such memorandum, affidavit or other document in violation of this provision, such shall be conclusively deemed to be a material breach hereof by Buyer entitling Seller to terminate this Contract. In the event that Seller elects to terminate this Contract on account of such breach, Buyer hereby covenants and agrees to execute and deliver to Seller, immediately upon request

AK

SW

3. Seller has no actual knowledge of any impending lawsuits with respect to the Property.

**11.2 Representations and Warranties of Buyer.** Buyer hereby represents and warrants to Seller as of the Effective Date and as of the Closing Date as follows, which representations and warranties shall expire upon closing of the transactions contemplated in this Contract:

1. **Buyer's Existence.** Buyer is a limited liability company duly organized, validly existing and in good standing under the laws of the State of Florida.

2. **Authority.** Buyer has full power and authority to execute, deliver and perform this Contract and the transactions contemplated herein, and Buyer and the individual executing this Contract on behalf of Buyer has full power and authority to execute and deliver all documents Buyer is to deliver hereunder and all requisite action has been taken to make this Contract valid and binding on Buyer in accordance with its terms.

12. **Additional Encumbrances.**

Seller shall not voluntarily enter into any additional contractual obligations encumbering the Property that will survive closing, without the prior written consent of Buyer, such consent not to be unreasonably withheld, conditioned or delayed.

13. **Default.**

If the transaction contemplated by this Contract is not consummated through the default of Seller, Buyer being ready, willing, and able to perform its obligations, Buyer may (a) terminate this Contract and obtain an immediate refund of the Deposit paid hereunder and thereafter neither party shall have any further rights or obligations hereunder except those specifically stated herein to survive termination of this Contract, or (b) pursue an action for specific performance of this Contract.

14. **Litigation and Attorneys' Fees.**

In the event of any litigation between the parties arising out of this Contract, the prevailing party in any such litigation, including appeals, shall be entitled to recover from the other party, in addition to any damages or other relief granted as a result of such litigation, all costs and expenses of such litigation, together with reasonable attorneys' and paralegals' fees.

3.3 Escrow Agent. Buyer and Seller authorize Escrow Agent to receive, deposit and hold funds in escrow and, subject to clearance, disburse them upon proper authorization and in accordance with Florida law and the terms of this Agreement. The parties agree that Escrow Agent will not be liable to any person for misdelivery of escrowed items to Buyer and Seller, unless the misdelivery is due to Escrow Agent's willful breach of this Agreement or gross negligence. If Escrow Agent interpleads the subject matter of the escrow, Escrow Agent will pay the filing fees and costs from the Deposit and will recover reasonable attorney's fees and costs to be paid from the escrowed funds which are charged and awarded as court costs in favor of the prevailing party. All claims against Escrow Agent will be arbitrated, so long as Escrow Agent consents to arbitrate.

4. Survey.

Buyer, at Buyer's expense, may obtain a current boundary survey (the "Survey") of the Property.

5. Deed.

At Closing, Seller shall convey to Buyer, by Special Warranty Deed, valid, good, marketable and insurable title in fee simple to the Property, free and clear of any and all liens, encumbrances, conditions, easements, assessments, restrictions and other conditions.

6. Sentinel Chicken Facilities.

Buyer will allow the sentinel chickens and their coops to remain on the Property at no cost to Seller in their current location and condition, through at least September 30, 2018, in order to allow the Seller time to build new facilities and relocate the sentinel chickens.

7. Closing.

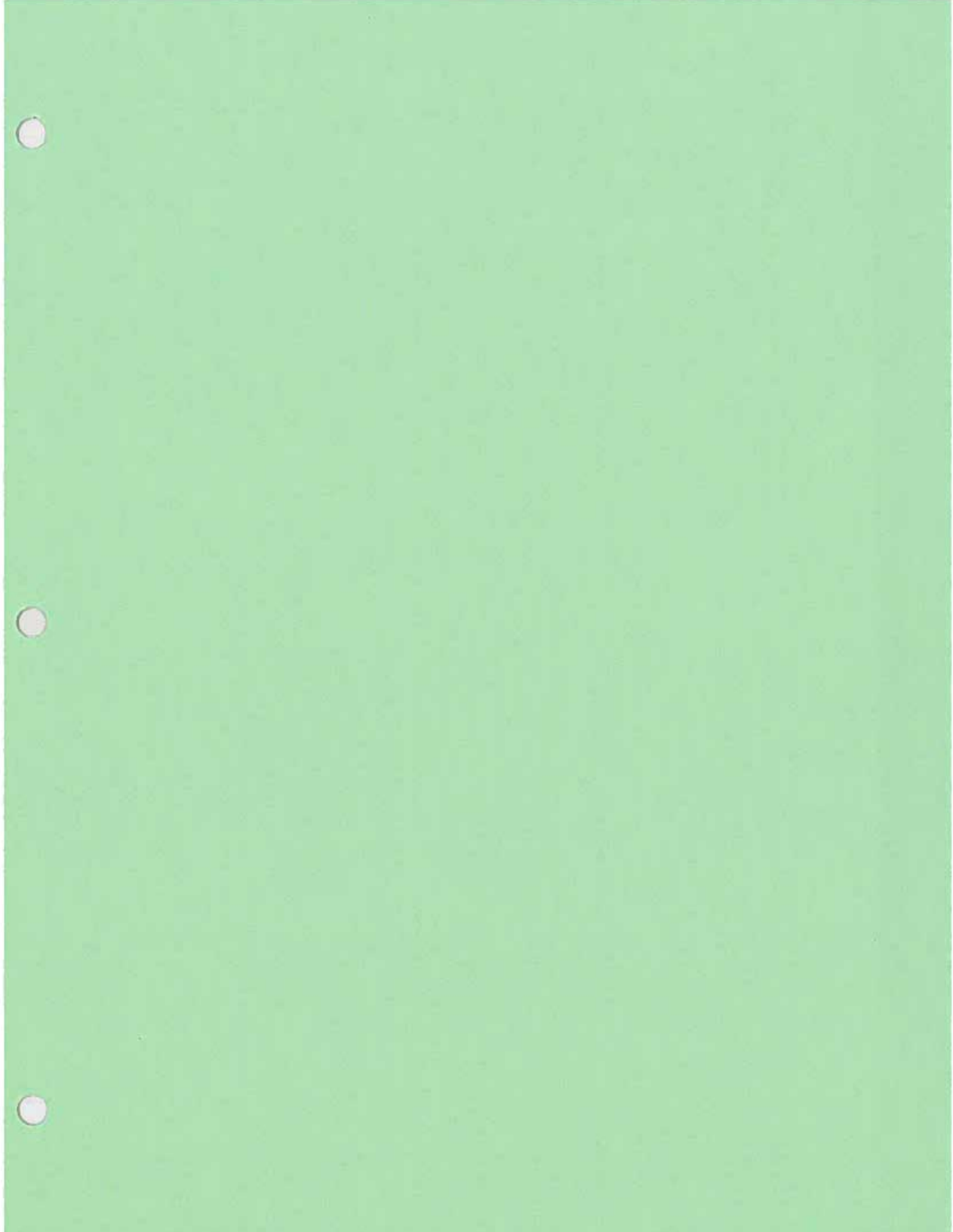
7.1 Date and Place. The sale and purchase transaction contemplated in this Contract, the Purchase Price paid and Warranty Deed and other closing documents required by the Contract shall be executed and delivered on or before May 14, 2018 (the "Closing Date"). The closing shall take place on the Closing Date in the offices of Title Agent, or at another mutually agreeable location, or may occur by escrow "mail-away" closing.

7.2 Seller's Deliveries at Closing. At the closing, Seller will deliver or cause to be delivered to Buyer the following:

1. A Special Warranty Deed (as set forth in Section 5 above).
2. A Closing Statement.
3. Such other documents and instruments as may be required hereunder or by the

BA

SD



# 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; Richard Weaver, Data Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: April 12, 2018

RE: Approval of Surplus Property 2017-2018

---

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

Please see attached spread sheet.

## FY 2017/2018 Surplus Inventory

### OFFICE EQUIPMENT

SERIAL #	PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
MY0262650C	N/A	\$0.00	N/A	HP Officejet 6000 POOR
CN41NBX2TZ	N/A	\$0.00	14	HP Officejet Pro 8610 POOR
LUS050B1118460780F2535	N/A	\$0.00	11	Acer, Aspire One mini computer POOR
JOSNK52	1488	\$0.00	15	Dell Inspiron 14-3452 Mini laptop bad power plug POOR
A7F64-80089	N/A	\$0.00	N/A	HP Officejet Pro 8610 POOR

### VEHICLES

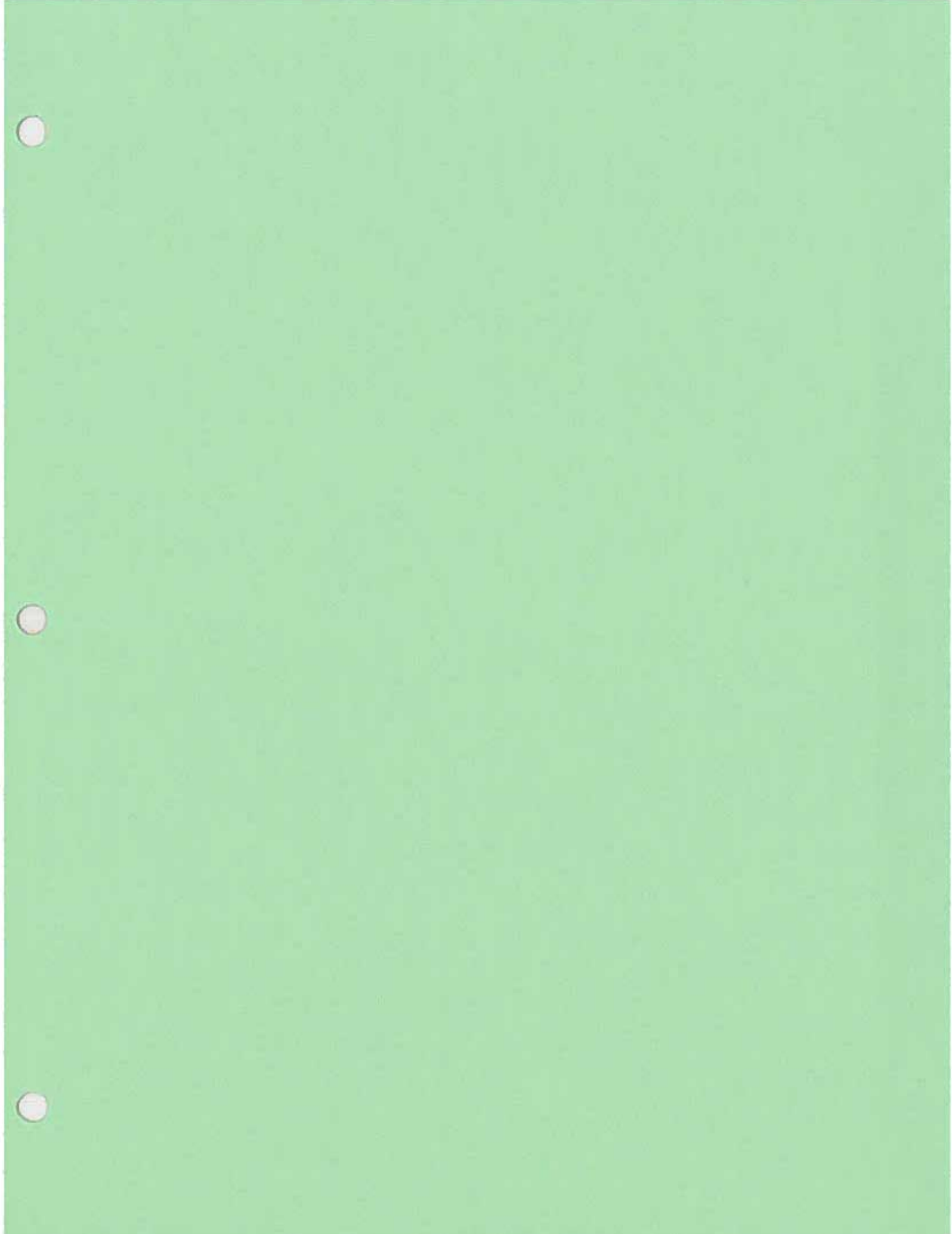
SERIAL #	PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1FTZR11E43TA3B489	1172	\$1,000.00	03	4X4 Ford Ranger (vehicle is totaled) POOR

### ULV/ LARVICIDING EQUIPMENT

SERIAL #	PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
442150	1329	\$0.00	07	MFC Pump & 100 gallon black plastic tank wth partial pump unit POOR
N/A	Stock A	\$0.00	09	MFC Pump Stock A POOR
N/A	Stock B	\$0.00	08	MFC Pump Stock B POOR
N/A	1130	\$0.00	02	MFC ULV Unit Stock POOR (original property # was for a whole fog unit)
N/A	1251	\$0.00	04	High Pressuer Fog Unit POOR

### EQUIPMENT & TOOLS

SERIAL #	PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
N/A	972	\$200.00	95	Coats 50-30 Tire Changer FAIR
101304940	1081	\$100.00	01	Coats 700 Wheel Balancer FAIR
N/A	841	\$25.00	88	Truck (full size) Tool Box FAIR
N/A	N/A	\$20.00	Unknown	Alumanum Ramp (small) GOOD
4000402	1044	\$50.00	99	Scag 48" 14HP mower with sulky FAIR





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) 617-7959

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

Amendment No. 2018-04

Fiscal Year: 2017-2018

Date: 4/12/2015

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
\$ 9,962,751.85	\$ 1,875,438.00	\$ 9,962,751.85	\$ 6,000.00	\$ 5,000.00	\$ 9,963,751.85

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	\$ 35,000.00	\$ -	\$ -	\$ 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)	\$ 281,757.85	\$ 1,000.00	\$ -	\$ 282,757.85
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 5,249,573.85	\$ 1,000.00	\$ -	\$ 5,250,573.85
Beginning Fund Balance		\$ 4,713,178.00	\$ -	\$ -	\$ 4,713,178.00
<b>Total Budgetary Receipts &amp; Balances</b>		\$ 9,962,751.85	\$ 1,000.00	\$ -	\$ 9,963,751.85

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	\$ 1,454,857.00	\$ -	\$ -	\$ 1,454,857.00
20	Personal Services Benefits	\$ 781,385.00	\$ -	\$ -	\$ 781,385.00
30	Operating Expense	\$ 429,621.00	\$ -	\$ -	\$ 429,621.00
40	Travel & Per Diem	\$ 28,164.00	\$ 6,000.00	\$ -	\$ 34,164.00
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	\$ 4,080,057.85	\$ -	\$ -	\$ 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	\$ -	\$ 5,000.00	\$ 736,544.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 8,087,313.85	\$ 6,000.00	\$ 5,000.00	\$ 8,088,313.85
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>		\$ 9,962,751.85	\$ 6,000.00	\$ 5,000.00	\$ 9,963,751.85
<b>ENDING FUND BALANCE</b>		\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ -

APPROVED: \_\_\_\_\_  
Chairman of the Board, or Clerk of Circuit Court

DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Mosquito Control Program

DATE \_\_\_\_\_



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

BUDGET AMENDMENT NUMBER 2018-04

PAGE 1 OF 1

COMPUTATIONS

**LOCAL FUND**

<b>Receipts:</b>		
	Miscellaneous Revenue (Workshops, Salvage amount above originally Budgeted)	1,000.00
<b>Expenditures:</b>		
	Travel & Per Diem (Education/ Applied Research)	6,000.00
	<b>Budget Amendment (Net, pooled from Contingency)</b>	<b>\$ 5,000.00</b>

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

LOCAL FUND BUDGET AMENDMENT NUMBER 2018-04

PAGE 1 OF 1

BUDGET JOURNAL ENTRIES:

Dr) EXPENSES: Travel & Per Diem	\$ 6,000.00	
Cr) REVENUE: Miscellaneous		\$ 1,000.00
CONTINGENCY		\$ 5,000.00

**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:** March 29, 2018  
**RE:** Discussion of Commissioner Handbook Revision

---

During the March 15, 2018 Board meeting, Commissioners requested an updated revision of the Commissioner's Handbook.

Attached is a proposed revised draft of the updated Commissioner's Handbook. This includes updates that were mentioned at last month's meeting, wording updates within some policies as recommended by the Policy Manual Review Committee, as well as historical updates.

Also updated are the Attachments that are located in the back of the Handbook, including the addition of the "Memorandum of Voting Conflict Form" and the "Director's Performance Evaluation Form". Some attachments are only the link to a website for them, such as, the Chapter 388, Chapter 5E-13, the full Government in the Sunshine Law, and the UF White Paper 2009, as these are very large files. If the Board would like the full paper copy included with the Handbook, please advise staff on this.

The Handbook was also reorganized so that at the beginning you will see documents that are for information purposes only, for example: a current employee list, past and present Director's and Commissioners, the history of the District, the millage rate history, as well as many more articles of information to assist the Board members. Then you will notice, beginning on page 3-31, the actual policies.

Please read through the handbook and give input to staff if you have any additional changes, additions, or deletions that you see are needed, and then this will be presented back on the May Consent Agenda for approval.

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



**COMMISSIONERS**  
**HANDBOOK**

**PROPOSED REVISION FOR April 12, 2018**

**REVISED April 9, 2015**  
**REPRINTED DECEMBER 2016 with UPDATES OF ADDED POLICIES**  
*(This version replaces all previous versions)*

*Revisions: September 4, 2007; August 13, 2009; August 4, 2011,  
(With Updates: May 15, 2014 January 16, 2014, January 2013, Nov. 2012, Dec. 12, 2012);*

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**"ALPHABETICAL"**

(THE ALPHABETICAL TABLE OF CONTENTS WILL BE ADDED ONCE THE COMMISSIONER'S HANDBOOK IS APPROVED, AS THE PAGES IN THE ORIGINAL TABLE OF CONTENTS WILL MOVE ONCE THIS IS APPROVED AND THE ITEMS TO BE OMITTED ARE TAKEN OUT.)

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## **INTRODUCTION & INFORMATION SECTION**

Welcome to the Anastasia Mosquito Control District. We look forward to working with you and keeping true to the Mission and Goals of the District and serving the public to the best of our ability.

The following pages contain material that is more for your information, not actual policy. However, there may be information sections that state; "See actual policy", which, will be referred back to the actual policy in the Policy Section that is located in the second half of this manual.

If you have any questions, please contact the Administrative Assistant and/or District Director.

### **PURPOSE OF THIS HANDBOOK**

1. Define the duties and responsibilities of and establish guidelines for commissioners,
2. Be a guide to the scheduling and conduct of the meetings of the Board of Commissioners,
3. Provide pertinent reference material for commissioners, such as the statutes governing mosquito control, district maps, list of current employees and job titles,
4. Provide background material on the District, with information on past budgets, millage rates, district expansions, and past commissioners, etc.,
5. Serve as a guide for potential office seekers and new commissioner training, and be available to the public for reference.

Commissioners may add, delete or amend this Commissioner's Handbook. The proposed changes must be included on a projected agenda and enacted by a motion at a regular or special meeting.

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**MINUTES OF THE ORGANIZATION MEETING OF THE BOARD OF COMMISSIONERS  
OF THE ANASTASIA MOSQUITO CONTROL DISTRICT**

**OF ST. JOHNS COUNTY, FLORIDA** January 27, 1949

The organization meeting of the Board of Commissioners of the Anastasia Mosquito District of St. Johns County, Florida, was held at the home of Chas. E. Young on Anastasia Island at 8:00 P.M. January 27, 1949.

The following members of the Board were present: R. W. Hamilton, Dr. S. R. Cafaro and Charles E. Young. Also present was Mr. Hiram H. Faver, County clerk of St. Johns County. Mr. Faver presented the Board with the following certified copy of resolution at the Board of County Commissioners of St. Johns County, Florida, certifying the above named members of the Board of Commissioners of the Anastasia Mosquito District were duly elected.

WHEREAS, the inspectors and clerks at an election for the creation of a special taxing district to be known as Anastasia Mosquito Control District, and for the election of members of the Board of Commissioners of said mosquito control district held December 7, 1948, having made returns of the result of said election, and said returns having been canvassed, therefore:

The Board of County Commissioners of St. Johns County, Florida, does hereby declare the result of said election to be as follows:

That 252 ballots were cast in the affirmative and 11 in the negative upon the question "Shall Anastasia Mosquito Control District be created?"

That S. R. Cafaro received 239 votes, R. V. Hamilton 229 and Charles E. Young, 223, and that no one else received any votes for members of the Board of Commissioners of Anastasia Mosquito Control District.

The Board of County Commissioners of St. Johns County, Florida, does hereby enter an order constituting the territory in St. Johns County, Florida, described as follows:

Voting Precinct Number 22, said area being more particularly described as follows:

All of Anastasia Island except that part thereof lying south of Section Line of Section 22, Township 8, South, Range 30, East, St. Johns County, Florida, a mosquito control district pursuant to the provisions of Chapter 390, Florida Statutes, 1941, to be known as Anastasia Mosquito Control District.

The Board of County Commissioners of St. Johns County, Florida, does hereby authorize and direct its chairman and clerk to declare and publish the boundaries of said district as required by law.

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I, Hiram Faver, Clerk Circuit Court, ex-officio Clerk and Auditor Board of County Commissioners of St. Johns County, Florida, do hereby certify that the above and foregoing is a true and correct copy of resolution adopted by the Board of County Commissioners of St. Johns County, Florida, at a meeting of said board held December 13<sup>th</sup>, 1948, as the same appears of record in County Commissioners Minute Book "L", at pages 226 and 227, public records of St. Johns County, Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal of office hereto this 10<sup>th</sup> day of January, A. D.: 1949.

HIRAM FAVER, Clerk Circuit Court, ex-officio

Clerk and Auditor Board of County Commissioners of St. Johns County

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## GENERAL INFORMATION

### DUTIES AND RESPONSIBILITIES OF COMMISSIONERS

As a Commissioner voluntarily accepts office, the Commissioner shall accomplish the duties and responsibilities of a Commissioner as set forth in Chapter 388 of the Florida Statutes.

Commissioners shall learn about mosquito biology and mosquito control practices in order to make informed decisions on District matters.

The Board of Commissioners shall elect officers, employ a competent Director, engage the services of an attorney, contract an auditor and any other individuals or companies whose services might be required by the District.

The Commission shall establish policy and the director shall be instructed to carry out that policy. The work of the commissioners and senior staff shall complement each other.

The Commissioners shall accept the primary responsibility for financial control and analyses; this includes, but is not limited to, the adoption of a budget and the establishment of a millage rate. A budget is a management tool used to anticipate and plan for the District's revenues and expenditures. This financial plan allocates projected revenues to program priorities during a given fiscal year. It is developed through the combined efforts of the AMCD staff and the Board of Commissioners.

### RESPONSIBILITIES OF COMMISSIONERS

By David E. Ramba; Lewis, Longman & Walker, P.A.  
FMCA Lobbyist, November 14, 2000

#### The Ten "Hats of a Commissioner"

**Legislator**-making decisions; governance; care of public funds,

**Regulator**- follow law and authority under Chapter 388,

**Enforcer**- enforce the policies and procedures; hold directors accountable,

**Negotiator**- contracts, agreements, disputes,

**Arbitrator**- decisions regarding employee groups, sometimes union groups,

**Employer**- responsibilities to employees' civil rights, fair treatment,

**Service Provider**- what you are elected to ultimately do; cost effective manner,

**Public/Private Partner**- evaluate best cost alternatives; partnerships; suppliers

**Intergovernmental Provider**-coordination with other local governments,

**Advocate/Lobbyist**- funding; policies; education of public regarding roles.

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## HISTORY of AMCD

Since 1948 the Anastasia Mosquito Control District has continually expanded from a small portion of Anastasia Island to its present responsibility of covering the entire 609 square miles of St. Johns County. Anastasia, a barrier island in St. Augustine, was empowered to begin planning for mosquito control on part of the island when those residents voted on December 7, 1948 to tax Anastasia Island residents to provide services. Spearheading the effort was a medical doctor, S. Raymond Cafaro, who realized the devastating effects of mosquito-borne diseases. Dr. Cafaro was assisted by Robert W. Hamilton and Charles E. Young. These three were the members of the first AMCD Board, and we owe them a huge debt of gratitude. Then in the 1960's, the AMCD Board of Commissioners expanded from three to five members.

The first year of operation was spent organizing, setting the millage, and discussing borrowing a mist sprayer from an agricultural supply company. In January of the second year, taxes of \$4,545.01 were received, and within the month the first employee was hired at \$200.00 per month. ~~Currently~~ **As of early 2018**, AMCD has ~~25~~ **26** full-time employees, including a Director/Entomologist and 4-7 seasonal full-time employees. In 1950, the second year of operations, one commissioner moved away and another was called back into military service during the Korean War, leaving Dr. Cafaro as the sole commissioner to keep things going.

In 1952, the first director was selected, and Robert Bartnett, a newly-graduated entomologist from the University of Florida, arrived to plan and expand the program. He found himself with 3 employees, a 1941 Ford weapons carrier on loan from the Florida Public Health Service with a Buffalo turbine for DDT spray, a WWII weapons carrier Jeep with a bean sprayer for oil, a newly-built garage on city property, and two commissioners who had already participated in the state FAMA meetings the two previous years. He led the District for 12 years of expansion in both land area and mosquito control techniques. Another outstanding director of the District, Hampton J. Mickler, served as the chief officer for twenty-three years before retiring in 1999 and now the existing Director, Dr. Rui-De Xue has been the Director since 2005.

During the life of AMCD, St. Johns County has grown from 45,000 residents to over ~~200,647~~ <sup>2</sup>**226,640** people, and our District has grown with it, both in area, employees, and up-to-date technology. The current Board members, staff, and employees stand ready to support its programs, attend state meetings and Dodd Short Courses, and implement the best programs possible.

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<sup>1</sup> 2013 estimate from US Census Bureau - <http://quickfacts.census.gov/qfd/states/12/12109.html>

<sup>2</sup> 2015 estimates from US Census Bureau - <http://quickfacts.census.gov/qfd/states/12/12109.html>



## **EXPANSIONS OF THE AMCD DISTRICT**

*(Currently, the entire 609 Square Miles of St. Johns County)*

- December 1948 - the District was discussed and formed.
- January 1949 - AMCD expansion officially created, primarily on Anastasia Island to Crescent Beach. *(leased a facility in the lighthouse area. - Approx. 18 sq. miles)*
- 1956 - District extended south to the county line. *(Approx. 7 sq. miles)*
- 1960 - District was extended from Vilano Beach north to the Duval County line. Palm Valley and Ponte Vedra and a small section west of the intra-coastal waterway (ICW). State Road 210 west to the county line at Snowden Bay. *(Approx. 66 sq. miles)*
- February 10, 1961 - *(The Board went from three to five members)*
- February 1964 - The District purchased the Ponte Vedra property.
- 1968 (November 5, 1968) Ponte Vedra Substation built up. City of St. Augustine joined the District. *(Approx. 15 sq. miles)*
- First Expansion was Election of November 1968
- 1974 Base Station on Anastasia Island built up.
- November 4, 1980 - Second Expansion was Election of November 1980. District took in St. Augustine South and St. Augustine Shores. *(Approx. 40 sq. miles)*
- March 8, 1988 - Third Expansion was Election of May 1988. District expanded north on U.S. #1 to Nine Mile Road, west to I-94, north to State Road 210, west to the new Shands Bridge, at the St. Johns River. *(Approx. 165 sq. miles)*
- 1989 Built North West Substation, on Cartwheel Bay Avenue in St. Johns, FL, off County Road 210.
- November 6, 1992 - Fourth Expansion was Election of November 1992. District expanded by adding West Augustine. *(Approx. 20 sq. miles)*
- November 3, 1998 - Fifth Expansion was Election of November 1998. District expanded south of State Road 210 to State Road 214. Bordered on the east by I-95 and on the west by the St. Johns River. *(Approx. 93 sq. miles)*
- January 2003 - Sixth Expansion was Election of November 2002. District expanded south, west of the county, became countywide coverage of 609 square miles. *(Approx. 185 sq. miles)*
- June 2003 - Leased office from Town of Hastings. *(Southwest area, under the Base Station)*
- May 2005 - South Station separated from the Base Station
- October 2005 - District bought 25 acres near Agricultural Center for Centralization
- December 2006 - Ponte Vedra station merged to Northwest station to form North Station
- December 2007 - District (donated) gave 7 acres (of 25 acres of SR16/I-95 property) to the St. Johns County EOC (Emergency Operations Center).
- **June 2010 - South and North Station now under one Supervisor.**

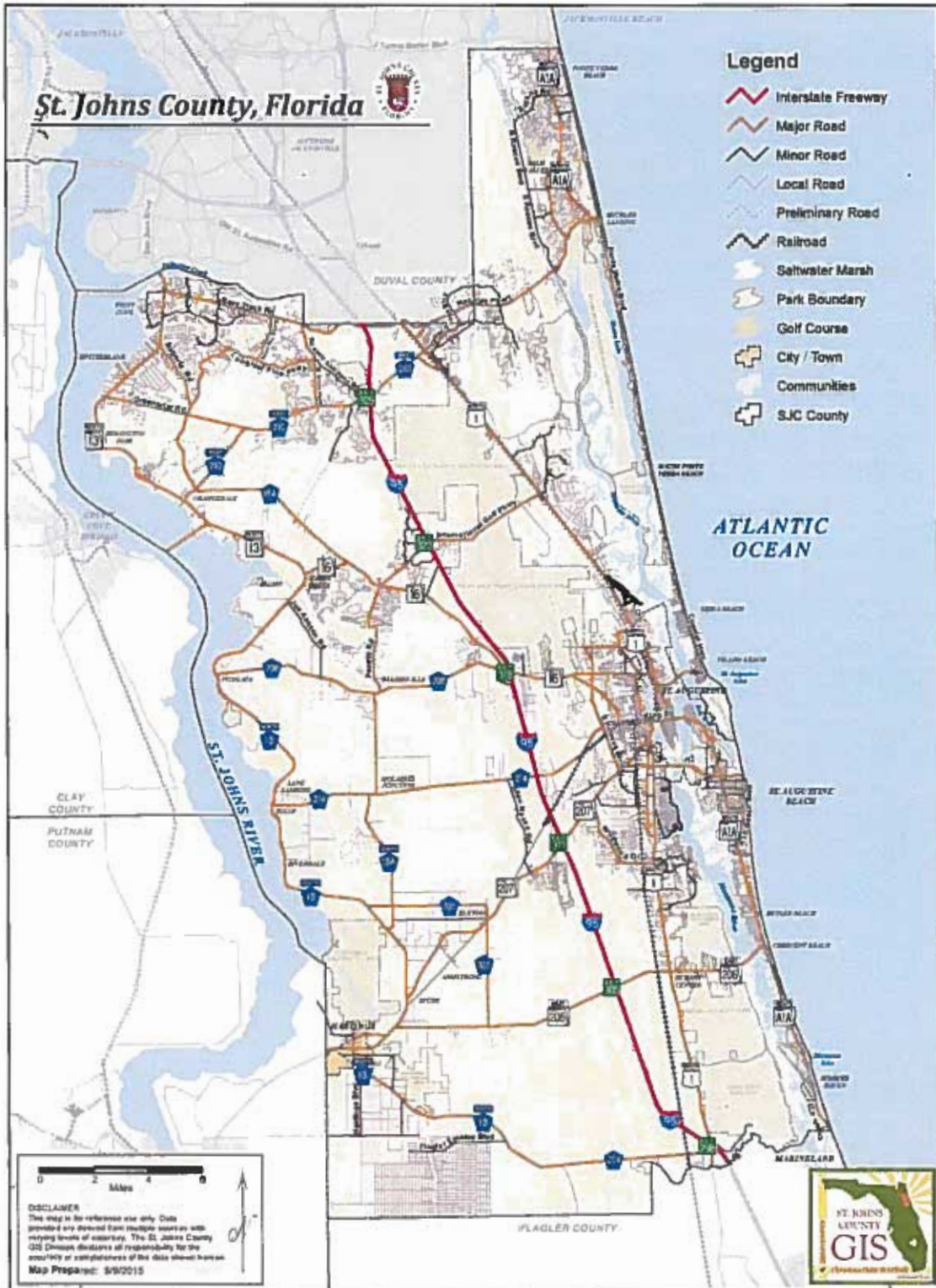
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- December 12, 2012 – The Board approved building a chemical storage building on our 120 EOC Drive Property.
- April 21, 2014 – District completed chemical storage building on 120 EOC Drive property (off of SR 16 & I95)
- May 15, 2014 – The District sold the Ponte Vedra Property.
- 2014 – All stations now under one Supervisor with Team Leaders for the North and South Stations.
- September 25, 2014 – The District approved building and relocating the Base Station from Anastasia Island to the new property at 120 EOC Drive, next to the St. Johns County Emergency Operations Center Building.
- October 30, 2015 – Merged the South Station into the Base Station
- April 14, 2016 – Board approved original RFP for sale of 500 Old Beach Road property to private or public entity, then August 11, 2016 approved a revised amendment to the RFP for sale for government use only.
- May 13, 2016 – Official Certificate of Occupancy presented and AMCD moved to new Base Station Complex, 120 EOC Dr., St. Augustine, FL 32092
- July 14, 2016 – Board approved RFP to Harrell Construction for the Design and Development of 8 acre Research Property and the Contract with them was approved August 11, 2016.
- October 20, 2016 – Board approved merging the daily operations of the North Station, 10150 Cartwheel Bay, St. Johns, FL 32259, into the Base Station Complex, effective November 1, 2016.
- December 15, 2016 – AMCD Board awarded the RFP to St. Johns County for sale of 500 Old Beach Road
- February 9, 2017 the contract with St. Johns County was approved, with 90 days for due diligence, for the purchase of the 500 Old Beach Road property.
- May 10, 2017 – AMCD closed on the sale of the 500 Old Beach Road property with St. Johns County.
- August 10, 2017 – The AMCD Board approved the sale of the North Station property at 10150 Cartwheel Bay Avenue, St. Johns, FL 32259
- Sept. 14, 2017 - The first RFP failed to obtain any submittals to engage a realtor for selling the North Station property, therefore,
- December 14, 2017 the AMCD Board approved staff and the attorney to sell the property.
- March 15, 2018, the North Station property at 10150 Cartwheel Bay Avenue, St. Johns, FL 32259 was sold for \$650,000.

### TOTAL SQUARE MILES OF THE DISTRICT

609 square miles

**ANASTASIA MOSQUITO CONTROL DISTRICT  
COVERAGE AREA  
ALL OF ST. JOHNS COUNTY, 609 SQUARE MILES**

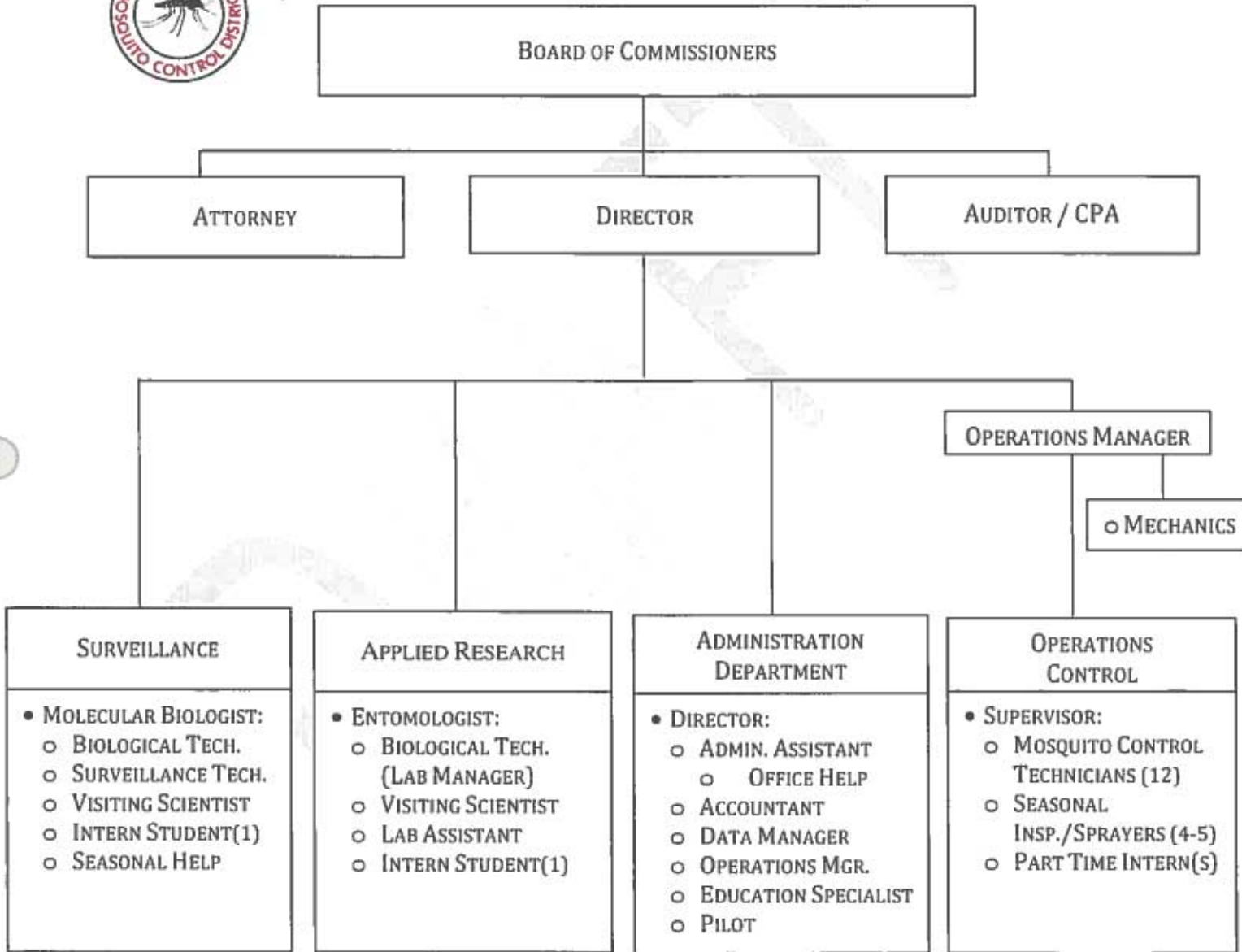


# ORGANIZATIONAL CHART

Proposed Update 3-15-18



## AMCD VOTERS



Original Organization Chart Approved by the Board of Commissioners and Revisions: 4-13-10, 5-13-10, 8-4-11; 5-15-14 (MC Technicians title change); 6-20-14 (only one Supervisor); South Station Operations now through Base Station - 10-30-15; North Station Operations now through Base Station - 10-20-16; updated revision 12-1-16 new pay plan policy; 5-11-17 updated Operations Mgr. title from Supply Mgr.; Pilot Job Description approved 3-15-18

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## AMCD PERSONNEL

<b>ADMINISTRATION</b>		<b>Hire Date</b>
Director/Entomologist	Dr. Rui-De Xue	04/14/03
Administrative Assistant	Ms. Charolette M. Hall	11/05/07
Accountant	Mr. Scott Hanna	07/09/07
Data Manager	Mr. Richard Weaver	04/14/03
Education Specialist	Molly Clark	02/06/17
Pilot		
<b>SURVEILLANCE</b>		
Molecular Biologist	Dr. Daniel Dixon	02/16/16
Biological Technician	Mr. Joseph D'Amato	04/18/16
Mosquito Control Technician/Surveillance	Mrs. Dena Autry	08/24/15
<b>APPLIED RESEARCH</b>		
Biologist	Mr. Christopher Bibbs	06/02/14
Mosquito Control Technician/Lab	Ms. Carlye Mangum	09/05/17
<b>OPERATIONS</b>		
Supply Operations Manager	Mrs. Marcia Kay Gaines	08/07/00
- Mechanic	Mr. James Wynn	03/04/96
- Mechanic	Mr. Freddie Allen	07/08/02
Supervisor	Mr. Athan "Tom" Columbus	02/06/17
<b>Mosquito Control Technicians</b>		
	Mr. Steven "Kyle" Arber	05/01/17
	<del>Mr. Ken Daniel</del>	<del>09/26/05</del>
	Mr. Morgan Duett	02/06/17
	Ms. Cathy Hendricks	07/08/02
	Mr. Jerry Iser	02/02/15
	Mr. Patrick Kendrick	04/07/03
	<del>Ms. Elaine Seanzani</del>	<del>03/20/02</del>
	Mr. Barry Scott	03/03/14
	Mr. Steven Solana	04/24/00
	Mr. Steven Smoleroff	10/02/17
	Mr. Rickey Stockley	02/04/13
	Mr. David Strickland	03/10/97
	Mr. Michael Vaughn	03/03/14
	Mr. Jeremy Wohlforth	2-6-17

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## **BIOGRAPHIES OF CURRENT COMMISSIONERS**

### **GARY HOWELL**

Commissioner Howell came to St. Johns County in 1948 as a child. He graduated from St. Augustine High School and started his career with the Army Guard. He attended the Vincennes University and the St. Augustine Law Enforcement Academy. He retired from the St. Johns County School District and the Army National Guard. During his career, he was a supervisor and a member of the management team that developed operating budgets. He is a former commissioner/chairperson of the Anastasia Mosquito Control District from 1996-2004. Some of his leadership roles and community activities include: Volunteer Reserve Deputy Sheriff in St. Johns County, Member of the Board of the "Republican Executive Committee - Republican Party of Florida, Serving member of the Turning Point at Calvary Church, Noble Grand of the Palmetto Lodge #25, Member of the Elk's Lodge #829, Sertoma Club, Vocational Association, Boy Scouts of America, and a Life member of the National Rifle Association. He has been married to his wife Cheryl for 25 years. With her support and the voters and taxpayers of St. Johns County, he returned to the Anastasia Mosquito Control District in 2012 with a continued commitment to serve and protect the citizens.

### **JEANNE MOELLER**

Commissioner Moeller has been a resident of St. Johns County since April 1969. She is married to Edward Moeller a native of St. Johns County. They have two children and two grandchildren. Jeanne is a graduate of the University of North Florida, with a BA in Political Science and Business Administration. She was the Director of Adams Acres, Inc. (group homes and rehabilitation for the developmentally challenged) for 15 years and worked in Social Services with the senior population. Jeanne and her husband opened the first foster care family group home in Northeast Florida in the early nineties and had over 40 teenagers living in their home. Her community activities include the Learn to Read Organization, Family Ministries of St. Johns, American Association of University Women, the Democratic Women's Club and others.

### **CATHERINE BRANDHORST**

Catherine Brandhorst is a successful entrepreneur. She owned two pest control companies over a period of 25 years. Her ability to guide and lead highly skilled cross functional teams in the design and development of leading edge solutions gives her the reputation as a leader that brings a wealth of knowledge to the Anastasia Mosquito Control District. She is published and nationally recognized as an industry expert in regulatory requirements and pesticide compliance. Catherine's extensive knowledge is an asset to AMCD. As a business owner, Catherine is experienced in all aspects of business management including team building and developing and implementing multi-million dollar budgets. She has been responsible for compliance with FDA, USDA, Homeland Security, EPA and OSHA. At the state level Catherine has worked with the Florida Department of

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Agriculture and Consumer Services. She is a former expert witness for the USDA and Florida DOACS. Since moving to St. Augustine, Catherine has been an active community volunteer and fundraiser. From 1998 through 2000 she was President of Homeowner's Utilities, from 2000 through 2002 she was President of the St. Augustine Little League, and from 2002 through 2004 she was President of St. John's Youth Sports. She worked diligently to raise funds for Project Swing, the Treaty Park Skate Park and the St. Augustine Little League. Now retired, Catherine lives on Anastasia Island with her son Ripley and her husband Richard Burnham. She continues to be an active community volunteer.

### **GINA LEBLANC**

Gina LeBlanc was born in Providence, RI. She received a B.S Degree in Biology/English in 1998 from Plymouth State University. She began a teaching career in 2000 in Kissimmee, FL and received her Middle School Science Teacher Certification. She later transitioned as an Education Specialist for Anastasia Mosquito Control District in 2005. In 2010, she became the Retention Specialist for Saint Johns River State College where she created and implemented a student retention program.

Gina is very passionate about education and in 2014 became the founder and owner of SmartParties LLC, a mobile education company. Her mission is to excite curiosity and instill a love for learning through hands-on activities.

Family and community have been an integral part of who Gina is. She has been married for 12 years and has 2 young children. She has lived in St. Johns County for 14 years. Gina is currently beginning a new chapter to further engage in her community by serving as a commissioner on the Anastasia Mosquito Control District's Board.

### **ADD JACQUELINE ROCK**

Jacqueline Christine Rock was born August 26, 1973 in Bucks County, PA, and has been doing fine art since the age of 14. She is a 1996 graduate of Kutztown University with a BFA in Communication Design, and a concentration in illustration. She began a sole-proprietorship in high end decorative wall painting after moving to Florida in 1999.

As a current resident of the Lincolnville neighborhood, she has painted public murals around St. Augustine, such as a 600 sq. ft. depiction of our ancient city on the dining wall of the Casa de Solana Bed and Breakfast, the cities 7th oldest house, located at 21 Aviles Street. She is also responsible for another bed and breakfast mural on the foyer ceiling of the Cedar House on Cedar Street, also located in historic St. Augustine. In addition to those works is her hand painted sign for The Victorian House and a few hand painted furniture pieces inside the Kenwood Inn, est. 1865. She spent one season volunteering as production stage artist for The Flagler Playhouse in Bunnell, Florida, in 2012. She was responsible

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for faux finishing 5,000 sq. feet of the interior walls of the playhouse, including a 1,700 sq. ft. ceiling mural over audience seating accomplished alone in 10 days.

Jacqueline Rock owned Rock Art Studio on Old Dixie Hwy for three years as an established community art instructor and special projects designer. Her work as an art instructor has been retained by all ages and utilized by organizations like GAL, Friends of St. Augustine Amphitheater, and our St. Augustine Compassionate City Coalition. Her design projects have been commissioned and purchased by the St. Augustine 450<sup>th</sup> Marketing Committee and various other private entities.

During the 2015 presidential election year, she organized a grassroots office for the Bernie Sanders campaign using her studio as the primary location. Following that she won her first election as a delegate for the Sanders Campaign from Florida's District 6.

She closed the studio doors to travel abroad with her husband, Dr. Paul Wise before returning to attend the 2016 Democratic Convention in Philadelphia, PA. This summer, 2018, she will once again, attend the 5<sup>th</sup> World Congress and Expo on Green Energy, June 14-16, 2018 London, UK. While in Europe, she will be gathering information to share with others interested in implementing policy changes based on environmental awareness and carving out a Green future.

Currently, ongoing activities include her continuing role in local government, painting murals, instruction of art to all ages, and providing an active voice within the community standing in solidarity with progressive national issues.

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## BIOGRAPHIES OF AMCD ADMINISTRATIVE PERSONNEL

### DR. RUI-DE XUE –Director/Entomologist

Dr. Rui-De Xue was born in Shanxi, China. He received a B. S. in Medicine in 1978, and a M.S. in Medical Science (Medical Entomology) in 1981 from Shanxi Medical University, Taiyuan, Shanxi, China. He was appointed as an Assistant Professor at the Department of Human Parasitology and Medical Entomology, Shanxi Medical University. He received his Ph.D. in Medical Entomology from the Beijing Institute of Microbiology & Epidemiology, Chinese Academy of Medical Sciences. In December, 1988, Dr. Xue was appointed as an Associate Professor and Section Head. He was also assistant Director of the Department of Medical Zoology and Chinese Academy of Medical Sciences. In September, 1991, Dr. Xue immigrated to the USA, and joined the Department of Entomology at the University of Massachusetts, Amherst as a visiting scientist. In June, 1992, he was named as a Research Associate at the University of Florida's Central Florida Research and Education Center in Sanford, Florida. In October, 1993, Dr. Xue joined the Mosquito and Fly Unit of the Medical and Veterinary Entomology Research Laboratory (now the Center for Medical, Agricultural, and Veterinary Entomology – CMAVE) at the USDA in Gainesville, Florida, as a Research Scientist. In April, 2003, Dr. Xue became the Entomologist at AMCD. Then in 2005 he became the Director after a national search. During his 39 years of study of the biology, behavior, ecology and control of mosquitoes and filth flies, Dr. Xue has authored or co-authored more than 250 published articles. He has served as an editor, co-editor, reviewer and on the editorial board of several national and international professional journals, a research committee member for DACS, Florida Coordination Council for mosquito control (FCCMC), **former** Mosquito Research Foundation's reviewing committee co-chair, a consultant for several organizations, and adjunct faculty member of the University of Florida for graduate students and volunteer professor for the University of Miami, School of Medicine. He has presented numerous papers and seminars and organized many symposia and workshops at state, national and international meetings, as well as speaking to community groups at the local level. Dr. Xue served on the governing board of the Entomological Society of China and as a board member for the Chinese Society of Parasitology in the past. He also has served as a board member of the FMCA since 2008, elected as the FMCA President-~~Elect~~ and the Florida Entomological Society's President-~~Elect~~ in 2015, then as President in 2016. Over the past 39 years, he has trained several graduate students, as well as many visiting scientists, laboratory technicians, and intern students. Dr. Xue has received awards from various organizations for scientific and technological achievements in 1985, 1988, 1992, 2002, 2013, ~~and~~ 2014, **and 2016** and for ten excellent scientific papers, as well as receiving the Meritorious Service Award for his service to the American Mosquito Control Association at their annual meeting in Savannah, Georgia, held February 7-11, 2016 and "for contributions to the sciences of mosquito biology and behavior and for development of operational mosquito control strategies". He was named outstanding young scientist in 1988, an honorary teacher in 1985, and has been selected for Who's Who in America for 2005, AMCD's outstanding employee in 2005 and DACS Mosquito Control Directorship III award in 2009.

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### **Dr. Daniel Dixon - Molecular Biologist**

Dr. Daniel Dixon was born and raised in South Florida along with two brothers, one older and one younger. He developed an interest in insects from a young age, and he spent his summers in high school learning about the insects of South Florida. These early experiments showed him that mosquitoes are fascinating creatures. He then went to the University of Florida and got his Bachelors of Science Degree in Integrative Biology. As an undergraduate, he played the clarinet for the UF Marching Band, joined a Band service organization, and worked in 2 research labs as a volunteer. To afford living in college, he also worked nights at Taco Bell for a year and then at Publix. After graduating, he pursued his Doctoral degree right away at the University of Florida where he got his PhD with the Department of Microbiology and Cell Science. While pursuing his PhD, he worked for five years under the mentorship of Dr. Paul Linser at the Whitney Laboratory for Marine Bioscience, at the southern tip of St. Johns County. There, Daniel learned about how to use molecular biology and histology methods to study mosquito biology and physiology. As a graduate student with Dr. Linser, he also learned valuable leadership and mentorship skills that he can use in the future. After getting his PhD, Daniel was eager to start work and joined AMCD in February of 2016 as the Molecular Entomologist. Daniel aims to use molecular biology methods at AMCD to look for mosquito viruses in St. Johns County, with the ultimate goal of protecting St. Johns County residents from the diseases mosquitoes can spread.

### **KAY GAINES –~~Supervisor~~, Operations Manager**

Kay Keating Gaines was born October 1, 1960, in St. Augustine. She attended St. Augustine High School and graduated in 1979. Kay is married to Gordon Gaines who is a Miami native. She has three children, two boys and a girl and she has raised her brother's three children, one boy and two girls, which she considers to be hers. She has several grandchildren and she is very proud of all of them. While in high school and after high school, she worked as a cashier in the local Supermarket. In 1985 she went to work for the Florida Park Service. While working for the park service she had many accomplishments which included being head of the Sea turtle program and head of the interpretive programs. She developed and was the head of a junior ranger program which was working with fifth graders at R.B. Hunt school as an after school program. While working for the park service she attended management training. Kay enjoyed her career with the Florida Park Service but felt it was time to start a new career which would allow more time for her family. She also worked Part-time as a PSA for the St. Johns County Sheriff's Department for five years. In 2000 Kay came to work for the Anastasia Mosquito Control District. She enjoys working for Mosquito Control and knowing that she is helping to protect the public by trying to keep the public safe from the diseases that mosquitoes carry. Kay is attending the St. Johns River State College to get her AA degree in Business Management and later a Bachelor's degree in Accounting. Kay, along with her husband and children, enjoys hiking, camping, Geocaching and bicycling.

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### **CHRISTOPHER BIBBS, ~~Education/Public Relations Specialist~~ Biologist**

Christopher Bibbs was born on Killeen Air Force Base in Texas on October 24, 1989. After his family was stationed in Tyndall Air Force Base in the Florida Panhandle, Christopher began Pharmacy School and worked in hospital pharmaceuticals from 2006 - 2010. Discovering a love for insects, Christopher changed majors and completed his Associate of Arts in Entomology in 2010, subsequently running entomology educational seminars for Tyndall and Eglin Air Force Base. He then transferred to the University of Florida to specialize in Biosecurity and Forensics. Being allowed to perform undergraduate research in pathogenic biocontrol, Christopher supported UF by recruiting and performing outreach services while jointly working in the UF/IFAS Extension network. Upon graduating with a Bachelor of Science in Entomology in 2012, the University of Arizona scouted him to join their medical/urban entomology crew, where he researched the urban ecology of venomous animals and how to control these species in areas of high incursion. After working with local Poison Control Centers, the CDC, and as diagnostic personnel for the Arizona Pest Management Center, Christopher received his Master of Science in Entomology in 2014. Immediately following his closure of duties in Arizona, he moved to St. Augustine to join the Anastasia Mosquito Control District team as the Education Specialist and to happily watch his daughter grow up.

### **TOM COLUMBUS, SUPERVISOR**

After finishing high school in Greece (where he was born and raised), Tom Columbus came to the US at the age of 20 and started College. He holds a Bachelor's Degree in Management from Lewis University in Illinois, a Master's Degree in Industrial Studies and also a Master's Degree in Entomology. Both Master's Degrees were obtained from San Jose State University in San Jose, California. He joined the Peace Corps in the 1990s and went to Southeast Africa in Malawi where he spent several years working on African Bees and Malaria. He has also written a book on African Beekeeping that was sold to an International NGO that made it available to local African tribes. Upon returning to the United States, he started work on the Africanized Bees in Orlando, Florida and worked in mosquito control with a couple of Public Works Departments and then in February 2017 obtained the position of Supervisor here with the Anastasia Mosquito Control District.

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### **FORMER DIRECTORS OF AMCD**

Robert E. Barnett	1952-1964
Frederick H. Lesser	1964-1965
Ralph C. Waterhouse	1966-1976
Hampton J. Mickler	1976-1999
Robert R. Betts	1999-2004
Steve McEvoy	2004-2005

### **CURRENT DIRECTOR OF AMCD**

Dr. Rui-De Xue	2005-Present
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### **FORMER COMMISSIONERS**

Robert W. Hamilton	1949-1950
Dr. Raymond Cafaro	1949-1974
Charles E. Young	1949-1951
J. Earl Mickler	1950-1953
Ralph C. Waterhouse	1953-1966
Edward E. Coonrod	1953-1958
W. Lewis Chance	1958-1985
Thomas V. Mills	1961-1963
Dr. E. W. Trice	1961-1984
Frank R. Kroner	1964-1974
Mark W. Lance	1966
Carlton W. Morgan	1967-1974; and 1983-1984

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F. D. Rogero, Jr.	1974-1993
Jack T. Lopes	1975-1987
Walter S. Davis	1981-1982
William P. Craig	1984-1995
Thomas E. Bell	1985-1997
Robert W. McClintock	1985-2005
Gary H. Howell, Sr.	1997-2005
Rita Cornwell	2005-2006
Beth Bowen	1995-2007
Mary Willis	1987-2007
Emily Hummel	1993-2008
Barbara Bosanko	2005-2008
Linda Wampler ( <i>Appointed</i> )	2006-2008
John Sundeman	2007-2010
Ron Radford, Colonel	2009-2012
Janice Bequette	2009-2016
Vivian Browning	2009-2016

**CURRENT COMMISSIONERS**

Jeanne Moeller	2007-
Gary Howell, Sr.	2013-
Catherine Brandhorst	2011-
Gina LeBlanc	2016-
Jacqueline Rock	2016-



## ANNUAL CALENDAR

Update: 4-9-15; (prior Revisions 2-10-11)

<b>JANUARY</b>	Elect officers. <del>FMCA Dodd Short Courses and</del> FMCA Aerial Fly-In.
<b>FEBRUARY</b>	Auditor Report. AMCA Annual meeting registration and FMCA Legislative Days registration. <b>FMCA Dodd Short Courses.</b>
<b>MARCH</b>	<del>Mosquito surveillance gears up for the season. Sentinel chicken program begins.</del> Budget Calendar. FMCA Legislative Days Annual Arbovirus Workshop, and AMCA Annual Meeting.
<b>APRIL</b>	<b>Mosquito surveillance gears up for the season. Sentinel chicken program begins.</b> Aerial Contract renewal. Budget planning for the next fiscal year begins. Approve DACS contract for the next fiscal year.
<b>MAY</b>	Work on personnel salaries and benefits portion of budget. Begin larviciding as warranted. AMCA Washington Conference.
<b>JUNE</b>	Continue working on the budget.
<b>JULY</b>	Approve tentative DACS Work Plan budget and millage rate. Set tentative millage rate based on receipt of DR-420 from the Property Appraiser. Make any changes needed to the Work Plan budget. Decide whether to advertise for bids on Workers' Compensation, fleet, property, and liability insurance.
<b>AUGUST</b>	
<b>SEPTEMBER</b>	Hold two (2) public budget hearings to adopt the tentative and final millage and budget. Director's Performance Evaluation <i>(every other year beginning August 2018 for fiscal year FY 18-19).</i>
<b>OCTOBER</b>	Renew Workers' Compensation, fleet, and property and liability insurance. FMCA Fall meeting registration. Review and discuss health insurance proposals.
<b>NOVEMBER</b>	Renew the storage tank insurance. Final decision on health, life, and dental insurance before the January 1 renewal. FMCA Fall meeting.
<b>DECEMBER</b>	Dodd Short Courses registrations and FMCA Aerial Fly-In Class registrations. Christmas luncheon meeting.

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### **<sup>3</sup>TRUTH in MILLAGE (TRIM) TIMETABLE & IMPORTANT DATES**

*(\*NOTE: Dates are subject to change, depending on timely July 1st Certification)*

**July 1 (or Certification Date, whichever is later)** – The property appraiser certifies, to each taxing authority, the taxable value within the jurisdiction of the taxing authority on Form DR-420.

**July 15** – Budget officer delivers a tentative **budget to the Board**. (S. 129-03(3), F.S.)

**August 4** – Taxing authority certifies the completed DR-420, DR-420MMP which informs the property appraiser of the Current year **Proposed Millage Rate**, Current year rolled-back rate, and the date, time, and meeting place of the **Tentative Budget Hearing**.

**August 24** – Property Appraiser mails **TRIM Notice** (within 55 days after Certification Date)

**September 3 to 18** – Hold the **Tentative Budget Hearing**. Potentially amends the tentative budget, and **Proposed Millage Rate**. Adopts a tentative millage and budget. If **Tentatively Adopted Millage Rate** is greater than **Proposed Millage Rate** as used in **TRIM Notice**, each taxpayer in jurisdiction must be notified of the increase, at the expense of the Taxing Authority.

**September 18 to October 3** – Within 15 days after **Tentative Budget Hearing**, taxing authority publishes **ADVERTISEMENT** of intent to adopt **Final Millage and Budget**.

**Within 2 to 5 days after ADVERTISEMENT** – **Final Hearing** for Adoption of the **Final Millage Rate** and **Final Budget**.

**Within 3 days after Final Hearing** – Resolution of Adoption of **Final Millage Rate** is sent to **Property Appraiser, Tax Collector, and Florida Department of Revenue (TRIM Division)**.

**Within 30 days of Final Hearing** – **Certification of Compliance (DR-487)** packet, along with completed form **DR-422** is sent to **Florida Department of Revenue (TRIM Division)**. Completed form **DR-422** is also sent to **Property Appraiser and Tax Collector**.

**\*\* NOTE: - Form DR-422** – comes from **Property Appraiser's Office**. If it is not available by the **Certification of Compliance (DR-487)** packet due date, remit separately to **Florida Department of Revenue (TRIM Division)**, upon arrival.

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<sup>3</sup> Florida Department of Revenue, 5050 W. Tennessee Street, Tallahassee, FL 32399-0106

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**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
PAST HISTORY FOR MILLAGE RATES, BUDGET TOTALS,  
ASSESSED VALUATION AND AUDITED TOTALS FROM  
CREATION IN 1949 TO CURRENT YEAR**

**SPECIAL TAX ON THE DOLLAR UPON REAL & PERSONAL TAXABLE  
PROPERTY (INCLUDED REAL PROPERTY EXEMPTED FROM TAXATION  
BY ARTICLE-10 SECTION 7 OF THE CONSTITUTION OF FLORIDA,  
AUTHORIZED BY CHAPTER 390, FLORIDA STATUTES.)**

<b>F/Y</b>	<b>MILLAGE RATES</b>	<b>BUDGET TOTALS</b>	<b>ASSESSED VALUATION</b>	<b>AREA (sq. MI.)</b>	<b>AUDIT TOTAL EXPENDITURES</b>
1949/50	6.0000	8,780	1,133,450	18	8,851.23
1950/51	4.5000	8,610	2,042,330	18	11,775.50
1951/52	4.5000	8,500	2,280,340	18	11,512.94
1952/53	4.5000		2,674,000	18	19,145.67
1953/54	4.5000		2,951,600	18	26,750.43
1954/55	4.5000	15,000	3,142,940	18	32,333.70
1955/56	4.5000	58,200	3,459,900	18	
1956/57	4.5000		3,897,820	25	
1957/58	4.5000	77,235	4,906,340	25	
1958/59	4.5000	77,503	5,489,620	25	
1959/60	4.5000	89,000	5,906,722	25	
1960/61	4.2500	76,628	6,278,720	91	83,347.59
1961/62	4.2500	99,462	11,488,860	91	
1962/63	1.1300	124,960	47,645,610	91	
1963/64	1.1000	115,675	48,876,340	91	
1964/65	0.9000	124,398	63,586,295	91	120,922.23
1965/66	1.1200	139,355	65,313,210	91	125,303.77
1966/67	1.1200	150,604	66,089,090	91	147,528.98
1967/68	1.1200	149,650		91	
1968/69	1.1200	138,390	100,182,280	106	
1969/70	1.1200	164,238	119,951,793	106	
1970/71	1.1200	205,999	119,490,864	106	
1971/72	1.1200	235,841	130,191,845	106	
1972/73	1.1200	248,113	143,457,791	106	179,969.75
1973/74	1.0500	255,174	162,695,541	106	
1974/75	0.6700	288,459		106	263,320.10
1975/76	0.6920	306,137		106	292,478.08
1976/77	0.6580	317,454		106	327,191.86
1977/78	0.6580	373,338	392,040,434	106	365,330.79
1978/79	0.6580	414,933	414,832,794	106	428,427.20
1979/80	0.6540	440,345	439,987,626	106	468,143.48
1980/81	0.5710	431,544	519,331,882	146	472,723.34
1981/82	0.5110	464,525	813,513,999	146	452,840.00
1982/83	0.5710	573,609	1,122,942,965	146	490,364.00
1983/84	0.5260	692,000	1,291,201,203	146	627,863.00
1984/85	0.4890	833,846	1,448,008,265	146	779,424.00
1985/86	0.4240	948,660	1,743,934,178	146	921,575.00

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<b>F/Y</b>	<b>MILLAGE RATES</b>	<b>BUDGET TOTALS</b>	<b>ASSESSED VALUATION</b>	<b>AREA (SQ. MI.)</b>	<b>AUDIT TOTAL EXPENDITURES</b>
1986/87	0.3900	1,051,149	2,035,389,022	146	998,064.00
1987/88	0.3650	1,103,864	2,249,827,596	146	1,139,239.00
1988/89	0.3480	1,121,024	2,203,156,322	311	1,151,904.00
1989/90	0.3200	1,292,661	2,632,490,143	311	1,292,661.00
1990/91	0.3110	1,400,351	3,107,251,213	311	1,384,925.00
1991/92	0.3150	1,357,925	3,193,119,317	311	1,363,899.00
1992/93	0.3140	1,358,634	3,365,316,778	331	1,374,004.00
1993/94	0.3140	1,445,159	3,763,969,365	331	1,428,756.00
1994/95	0.3170	1,470,216	4,018,577,858	331	1,487,807.00
1995/96	0.3210	1,585,736	4,345,621,030	331	1,640,759.00
1996/97	0.3140	1,874,470	4,609,675,052	331	1,922,183.00
1997/98	0.2960	2,076,619	5,141,233,751	331	1,376,351.00
1998/99	0.2790	2,334,308	5,754,827,563	424	1,337,091.00
1999/00	0.2400	2,709,610	6,987,511,707	424	1,480,869.00
2000/01	0.2200	3,045,908	9,431,142,700	424	1,773,637.00
2001/02	0.3100	4,264,605	9,431,546,320	424	2,029,178.00
2002/03	0.2900	4,953,773	10,701,861,873	424	2,390,114.00
2003/04	0.2600	5,399,230	12,541,986,474	609	2,659,189.00
2004/05	0.2150	6,301,447	14,294,199,683	609	2,496,211.00
2005/06	0.1550	6,842,100	17,464,649,690	609	3,420,943.00
2006/07	0.1500	6,675,000	22,127,876,044	609	2,279,273.00
2007/08	0.1344	6,527,225	24,684,612,649	609	2,914,600.00
2008/09	0.1325	5,005,442	23,573,453,699	609	3,144,506.00
2009/2010	0.1325	5,871,459	20,564,482,896	609	2,864,468.00
2010/2011	0.1325	5,846,202	18,445,167,433	609	2,278,049.00
2011/2012	0.1325	2,874,781	17,533,528,788	609	2,521,129.00
2012/2013	0.1325	3,153,144	17,096,831,176	609	2,353,878.00
2013/2014	0.1312	3,245,600	17,584,419,488	609	2,653,893.00
2014/2015	0.2450	7,131,435	18,684,563,633	609	2,352,548.00
2015/2016	0.1773	6,243,454	20,356,989,723	609	5,630,505.00
2016/2017	0.2150	4,644,800	22,161,751,643	609	
2017/2018	0.2150			609	

## **GUIDELINES FOR BOARD MEETINGS**

As much as possible, commissioners shall attend all meetings and schedule vacations and personal appointments so as to avoid meeting absences.

It is imperative for Commissioners to understand that their work as commissioners begins with preparation for Board meetings. Commissioners shall read and study the projected agenda, the back-up papers, reports, and other materials prepared by the Staff. Commissioners should discuss any questions about the projected agenda or District operations with the Director or other District personnel prior to the meeting so that as much information as possible can be gathered ahead of time.

*"Please see Policy section for polices on Board Meetings procedures, dates, times, etc., pages 3-37 through 3-51"*

## **REQUESTS FOR SERVICE**

As a public official, citizens will periodically contact Commissioners with requests for service, or questions and concerns about mosquito control practices. While some requests for service can be handled immediately, the nature of the requests vary greatly and, therefore, so does the response time. The Director may give feedback as to the resolution of the Commissioner's request.

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## **POLICY SECTION**

The following pages contain actual policies of the District pertaining to the District's Commissioners.

### **<sup>4</sup>AMCD MISSION STATEMENT**

#### **◀ OUR MISSION:**

To protect all people from the nuisance of mosquitoes and mosquito-borne diseases in St. Johns County, Florida.

#### **◀ OUR VALUES:**

Service Driven, Scientific Based, Professional, Justified, Environmentally-friendly, Collaborative, Compassionate, Accountable, and Sustainable Excellence.

#### **◀ OUR VISION:**

AMCD of St. Johns County will be among the leading Districts for mosquito control and the people in St. Johns County will be among the healthiest in the nation – a well served community, enjoyed by all and supported by all partners.

#### **◀ OUR PROGRAMS:**

Customer Service, Operations (including Surveillance and Control), Education, and Applied Research.

### **<sup>5</sup>ELECTION OF COMMISSIONERS**

The Board shall be comprised of 5 members, each of whom shall be a registered elector residing within said District. The commissioners will each serve for a term of 4 years. Commissioners are elected from the district at large, but there are five different seats, and the terms are staggered. Seats 1, 3, and 5 are elected for four-year terms in the same years as presidential elections (2008, 2012, etc.) and seats 2 and 4 are elected for four-year terms in the off-year elections (2010, 2014, etc.)

### **<sup>6</sup>NUMBER of BOARD MEMBERS**

There shall be a Board consisting of five members, each of whom shall be a registered elector residing within said District.

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<sup>4</sup> As approved by the BOC on May 15, 2014; Policy 2014-02 (replaced original that was approved 7-10-07)

<sup>5</sup> As approved by the Board of Commissioners on 2-10-61

<sup>6</sup> As approved by the Board of Commissioners on February 10, 1961 (Board Minutes, Page 233)

## **7 CODIFICATION OF SPECIAL ACT**

Legislation passed during the 1997 session regarding the Uniform Special District Accountability Act, Chapter 97-255 and Chapter 97-256 for the codification of special districts. Special districts, created by special act of legislation, must combine all of the acts into one complete updated version of their special act.

The Codification of Special Acts for AMCD was finalized on November 13, 1998.

## **8 COMMUNITY REDEVELOPMENT AGENCY (CRA) of ST. JOHNS COUNTY**

The AMCD Board of Commissioners requested exemption from participation in the St. Johns County CRA trust fund and the separate accounts for each CRA. The reason for this was that the District is dependent on ad valorem taxes within the CRA areas and the funding, as proposed, would create a significant fiscal shortfall in the ability of the District to conduct its plans of operations of larviciding, adulticiding and source reduction within such CRA areas.

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<sup>7</sup> As approved by the Board of Commissioners on November 13, 1998  
(11-13-97 Preparation approval, 7-9-98 Draft approval)

<sup>8</sup> As approved by the Board of Commissioners on October 10, 2002

## **GUIDELINES FOR COMMISSIONERS**

### **9 BOARD CHAIRPERSON QUALIFICATIONS**

Any Commissioner nominated or otherwise considered by the Board for election to serve as Board Chair must first have completed at least one year of service as a Commissioner for the Anastasia Mosquito Control District prior to assuming the position of Board Chair. In the unlikely event that no sitting Commissioner has at least one year of experience at the time a Board Chair is elected, this policy will be waived.

### **CHAIRPERSON'S DUTIES**

The Chairperson presides at all Board meetings and is also the spokesperson for the Board. He/she executes documents on behalf of the Board, and signs contracts, resolutions and reports to various agencies. In all other matters, the Chairperson has the same duties and responsibilities as any other commissioner and exercises the right to vote on all issues that come before the Board. It has been the practice to elect a Chairperson, Vice-Chairperson and Secretary/Treasurer at the regular board meeting in January of each year. In the absence of the Chairperson, the Vice-Chairperson performs the same duties.

### **10 DECORUM AND CIVILITY**

#### **I. PROMOTION OF DECORUM AND CIVILITY**

The Board of Commissioners ("Board") recognizes that promoting and preserving decorum and civility best enables the Board to fairly and expeditiously conduct the business of the Anastasia Mosquito Control District ("AMCD").

While the Board is in session, the Chair shall preserve order and decorum. A Commissioner shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the Board, nor disturb any Commissioner while speaking or refuse to obey the orders of the Board or its Chair.

#### **II. MANNER OF SPEAKING**

No Commissioner shall speak on any questions or discuss any matter, nor interrupt another, nor make a motion without first being recognized by the Chair. When two or more Commissioners seek recognition by the Chair, the Chair shall name the Commissioner who is to speak first. No Commissioner shall be interrupted by another without the consent of

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<sup>9</sup> Policy 2012-04, As approved by the Board of Commissioners on December 12, 2012, Policy 2012-04

<sup>10</sup> As approved by the Board of Commissioners on 9-8-16

the Commissioner who has the floor, except by rising to a question of order. A Commissioner, in speaking on any matter, shall confine him/herself to the question, or matter before the Board, shall not use unbecoming, abusive or unparliamentary language and shall avoid commenting on personalities or character of other Board members, former Board members, other officials, staff or the public.

### III. DISRUPTION OF A MEETING

Any person disrupting a Board meeting by making personal, impertinent or slanderous remarks or by boisterous behavior while the Board is in session, may be removed from the meeting by law enforcement. Such removal may be requested by the Chair in his/her discretion. No demonstrations of approval or disapproval from the audience shall be permitted; and if, after warning by the Chair, such demonstrations are made and result in a disruption of the meeting, the person(s) creating such disruption may be removed from the meeting; or the Chair may recess the meeting until order is restored. The Chair shall call upon law enforcement officers or other security officers who may be present during the meeting to enforce directions given by the Chair for any violation of this policy.

### **<sup>11</sup>ETHICS - VOTING CONFLICTS OF INTEREST Section 112.3143, F.S.**

A voting conflict of interest arises when a public official is called upon to vote:

...any measure which would inure to the officer's special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principle by which the officer is retained; or which the officer know would inure to the special private gain or loss of a relative or business associate of the public officer...

Relative: Father, mother, son, daughter, husband, wife, brother, sister, father-in-law, son-in-law, and daughter-in-law.

**Special Private Gain** - whether a measure inures to the special private gain of an officer or his principal turns in part on the size of the class of persons who stand to benefit from the measure. Where the class of persons is large, a special private gain will result only if there are circumstances unique to the officer or principal under which he stands to gain more than the other members of the class. Where the class of persons benefiting from the measure is extremely small, the possibility of special gain is much more likely.

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<sup>11</sup> As approved by the Board of Commissioners on 2-9-12

## **Requirements to be followed when Board Member has Voting Conflict**

1. Abstain from voting on the matter.
2. Before the vote, publicly state to the nature of the conflict or interest in the matter.
3. Within 15 days of the vote, file a memorandum of the voting conflict (specified form\*) with the Board Secretary to be included with the minutes of the meeting.

\* *Please see Attachments for "Memorandum of Voting Conflict Form 8b".*

## **<sup>12</sup>PROHIBITION OF MISUSE OF PUBLIC POSITION POLICY**

The Code Of Ethics for Public Officers and Employees found at Sections 112.311 – 112.326, F.S. (2007), was enacted to ensure that public officials be independent and impartial and that public office not be used for private gain other than the remuneration provided by law. It is deemed in the interest of the public that additional measures be adopted to prohibit public officers from the misuse of public position;

Public Officers shall not use or attempt to use their official position, as public officers, or any resources which may be within their trust to secure a special privilege or benefit for themselves or another, where their actions are taken with wrongful intent for purpose of obtaining a benefit for themselves or another and are inconsistent with the proper performance of their public duties

## **CORRESPONDENCE**

All correspondence by a Commissioner in an official capacity shall be prepared on official District letterhead. Official correspondence will not be prepared on unofficial letterhead or on plain paper, and official AMCD letterhead shall not be used for the personal correspondence of any commissioner. All communications by a Commissioner in an official capacity shall be paid for by the District.

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<sup>12</sup> Policy 2011-03, As approved by the Board of Commissioners on March 10, 2011/Resolution 2011-02

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## SALARY & BENEFITS FOR COMMISSIONERS

### <sup>13</sup>SALARY

Commissioners shall receive a salary of \$4800 per year, to be paid in twelve installments of \$400 each during the first AMCD payroll processing of each month and which is subject to all federal and state taxes and withholdings. It is suggested that commissioners use direct deposit of these funds, to reduce paperwork for the staff.

In addition, commissioners may receive an additional \$100 per month for supplies and other expenses related to AMCD business. <sup>14</sup>This compensation will be done as a direct deposit into the commissioner's specified account, ~~effective from January 1, 2016.~~

### <sup>15</sup>HEALTH INSURANCE

Health insurance for commissioners is not provided by the District.

### <sup>16</sup>LIFE INSURANCE

The commissioners' right to complimentary life insurance was waived by a Vote of the Board of Commissioners. <sup>17</sup>However, the commissioners can participate in the life insurance program at their own expense with no cost to the District.

### <sup>18</sup>TRAVEL EXPENSES

Commissioners will be paid for reimbursements for travel expenses, pursuant to Florida Statutes, Chapter 112. Board members shall be allowed reimbursement for travel expenses related to official AMCD business only, and shall be subject to the same travel policies and regulations that are utilized by District employees and the per diem rates as set by the ~~Commission~~ **"Simplified High Low Method" per the Department of Labor rates that follow the IRS.** Travel expenses must be approved in advance by a majority of the Board prior to incurring the expense.

Use of District vehicles by Board members is not authorized; however, commissioners may accompany District personnel in AMCD vehicles. In-county travel expenses incurred by Board members will not be reimbursed.

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<sup>13</sup> As approved by the Board of Commissioners on 5-29-02, revised 4-9-15 (made effective January 1, 2016)

<sup>14</sup> As approved by the Board of Commissioners on 12-10-15

<sup>15</sup> As approved by the Board of Commissioners on May 29, 2002

<sup>16</sup> As approved by the Board of Commissioners on March 12, 1998

<sup>17</sup> As approved by the Board of Commissioners on March 8, 2001

<sup>18</sup> As approved by the Board of Commissioners on May 29, 2002

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## BOARD MEETINGS

### REGULAR BOARD MEETING:

#### <sup>19</sup>MEETING DAY AND TIME:

The regular Board meetings of the Board of Commissioners of the Anastasia Mosquito Control District shall be held on the second Thursday of each month at ~~6:00 PM~~ 5:00 P.M. <sup>20</sup>

#### LOCATION:

The regular meeting shall be held at the District Headquarters at 120 EOC Drive, St. Augustine, Florida 32092. In case of emergency the Board, by a majority vote of all Commissioners, may designate an appropriate meeting place in other facilities for a meeting open to the public.

#### <sup>21</sup>NOTICES OF BOARD MEETINGS:

Notices of meetings of 1) the Board of Commissioners or 2) any two or more commissioners at which business is reasonably anticipated to come before the Board; shall be published in the St. Augustine Record. AMCD Staff will advertise all other items including, employment, bids, and request for proposals in accordance with legal requirements and as designated by the Board of Commissioners by a Motion duly made, seconded and passed.

#### <sup>22</sup>RECORDING OF MEETINGS:

All meetings of the Board of Commissioners shall be recorded, and minutes of the meetings shall be prepared from those recordings and notes taken by the Staff.

### <sup>23</sup>SPECIAL MEETINGS

Special Meetings are scheduled as needed when items require decisions that cannot wait until the regular Board meeting, or when there are too many items on the agenda to cover in a single meeting. Prior notice of special meetings shall be advertised in the St. Augustine Record in accordance with legal requirements. Procedures for a special meeting of the board have been established as per the policy of the District as follows:

#### <sup>24</sup>PROCEDURES FOR THE CALLING OF SPECIAL MEETINGS OF THE BOARD

1. The Chairman of the Board of Commissioners is hereby authorized to call special meetings of the Board for limited purposes to be set forth by the Chairman.

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<sup>19</sup> As approved by the Board of Commissioners on 1-5-09

<sup>20</sup> As approved by the Board of Commissioners on 12-14-17

<sup>21</sup> As approved by the Board of Commissioner on 7-10-03, Resolution 2003-03

<sup>22</sup> As approved by the Board of Commissioners on May 11, 2000

<sup>23</sup> As approved by the Board of Commissioners on 2-12-04, Resolution 2004-01

<sup>24</sup> As approved by the Board of Commissioners on 2-12-04, Resolution 2004-01

2. The Chairman shall give notice of the calling of the Special Meeting, together with the agenda for such Special Meeting, to the District's Director. Except in cases of an emergency as determined by the Chairman, the District's Director shall cause a copy of the Notice and the Agenda to be delivered not less than five business days prior to such meeting to the place of residence of each commissioner. Notice of such meeting shall also be delivered to appropriate news media in St. Johns County and posted at all offices of the District. In the event of an emergency as determined by the Chairman, notice may be given, upon twenty-four hours notice to each commissioner and appropriate news media. Notice of emergency meetings shall specify the nature of the emergency.
3. In the event of the absence of the Chairman, the Vice-Chairman may call special meetings as specified herein.

### **WORKSHOPS**

Scheduled as needed, workshops are designed to review specific topics in greater detail. No action can be taken at a workshop, only at regular or special meetings. Prior notice of workshops shall be advertised in the St. Augustine Record in accordance with legal requirements.

### **EMERGENCY MEETINGS**

The Chairperson or Vice-Chairperson, in the absence of the Chairperson, may call an emergency meeting of the Board to consider and take action upon a public emergency. The Chairperson shall give notice of the calling of the meeting to the District's Director. Except in cases of an emergency as determined by the Chairperson, the District's Director shall cause a copy of the Notice and the Agenda to be delivered not less than five business days prior to such a meeting to the place of residence of each commissioner. Notice of such meeting shall also be delivered to appropriate news media in St. Johns County and posted at all offices of the District. In the event of an emergency as determined by the Chairperson, notice may be given, upon a twenty-four hour notice to each commissioner and appropriate news media. Notice of emergency meetings shall specify the nature of the emergency.

### **PROJECTED AGENDA**

An Agenda defines the purpose of the meeting and serves as the framework for the conduct of business.

Items to be included in the Projected Agenda shall be in the office not later than 10 days prior to the meeting date. Supporting information for agenda items must be delivered to the District at least 2 days prior to the board book going out for delivery. Items without relevant or pertinent back-up material may be rejected from the projected agenda.

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The Chairperson and the Director shall meet and review the items for the projected agenda. This joint meeting gives the Chairperson the opportunity to become familiar with agenda items prior to the meeting of the Board of Commissioners. Any Commissioner has the right to place an item on the projected agenda; the request to place an item on the projected agenda must be in the office 10 days prior to the meeting date.

<sup>25</sup>The Projected Agenda and any supporting documents pertaining to the subjects shall be delivered to the board members and lawyer prior to the monthly meetings. The office shall make every reasonable effort to deliver the projected agenda and all pertinent back-up material and reports to each Commissioner no less than ~~5~~ <sup>26</sup>7 days before the meeting.

Staff should make every effort to maximize the mailing and minimize the papers given to Commissioners on meeting day. Last-minute additions to the agenda are discouraged, as it does not give Commissioners time to study these items before the meeting. However, emergency items may be added at the discretion of the Chair as those situations arise.

Commissioners shall receive copies of all notices and budgets that appear in The St. Augustine Record, as well as monthly and annual reports prepared by the Director for the DACS Bureau of Entomology. The office shall make every reasonable effort to include these copies with the projected agenda. Any annual "DACs formatted" budget reports that were prepared from "GASB No. 34 model formatted" budgets approved by the Commission, need not be presented.

## **27AGENDA POLICY**

1. **AGENDA ITEMS:** It is the AMCD Board of Commissioners' policy for management to provide the Board with facts and advice through an agenda item process on matters of policy as a basis for making decisions, setting goals, and upholding and implementing previously adopted District policies. It is the policy of AMCD that matters which are legislative in nature, i.e., the setting of policies, shall be agendaed for determination by the Board of Commissioners. Matters which are executive in nature, i.e., the routine operations of AMCD which have been budgeted for, are to appear on Agendas only in reports or as informational items.
2. **BACKUP MATERIAL:** All backup material for Agenda items shall be provided to AMCD staff in time for distribution with the Board meeting books (2 days prior to the board book going out for delivery), in order that the Board and Staff may have adequate opportunity to prepare and educate themselves. If material is not timely provided, the Board may choose to continue the item until a later meeting.

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<sup>25</sup> As approved by the Board of Commissioners on 3-12-98

<sup>26</sup> April 14, 2016 Board Mtg. Attorney Wayne Flowers stated law (Fl. Statute 189.069, goes into Effect Oct. 1, 2016 - #16 states the Agenda and supporting materials need to be on our website 7 days prior to a meeting, therefore we need to have them to commissioners at the same time.

<sup>27</sup> Policy 2009-06, As approved by the Board of Commissioners on 5-14-09

3. **POLICY FORMATION AND DIRECTION ITEMS:** Agenda items related to those issues which have been identified as priority items or issues by the Board and/or represent issues affected by major policy.
4. **CONSENT ITEMS:** Consent Agenda items are those items which are routine in nature and not expected to require Board discussion. Examples include: purchases, contracts, budget transfers and supplemental appropriations with no major policy implications, and minutes.

### **<sup>28</sup>CONSENT AGENDA**

The Consent Agenda shall be added to the regular Agenda. Items on the Consent Agenda are defined as routine in nature, not warranting detailed discussion or individual action by the Board; therefore, all items on the Consent Agenda shall be approved and adopted by a single motion, second and vote by the Board. Items on the Consent Agenda are not subject to discussion. Any member of the Board may remove any item from the Consent Agenda simply by verbal request at the Board meeting. Removing an item from the Consent Agenda does not require a motion, second or vote; it would simply be a unilateral request of an individual Board member and this item would then be added as the last item under New Business.

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting (prior Board meeting date) (5 PM)
5. Additional Items

### **BOARD BOOKS**

<sup>29A</sup> Board book is constructed for the public at the same time as the Commissioners' and Attorney's Board books. The public Board book is to be placed ~~on a table at the back of the~~ **in the** Board room at the beginning of the Board meeting to be viewed by the public.

**AT NO TIME** is the public Board book to be removed from the **room table**. This will ensure that everyone is equally able to view the book.

<sup>30</sup> Before and during the Board meeting, the Board book can be viewed by the Public, and speaker cards completed and delivered to the Chairperson by a staff member.

The Board book is on our website to be viewed by the public during the week prior to the meeting. Please NOTE: Since these are LARGE files, it will take several minutes to load.

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<sup>28</sup> As approved by the Board of Commissioners on 9-11-03

<sup>29</sup> As approved by the Board of Commissioners on 8-4-11

<sup>30</sup> As approved by the Board of Commissioners on 5-13-10 (*from 3-11-10 Minutes*)

## MINUTES

<sup>31</sup>All meetings of the Board of Commissioners shall be recorded, and minutes of the meetings shall be prepared from those recordings and notes taken by the staff. <sup>32</sup>The Board Meeting Minutes are to be prepared with the necessary legal requirements, with the date and time of the meeting, members present, every motion and what it states, who makes the motion, who seconds the motion, the vote of the motion (who accepts and who opposes), any direction to Staff, the adjournment time of the meeting and a note at the bottom with information that if anyone would like to see the complete transcript, to request a **digital** copy of ~~the DVD~~ of the meeting. <sup>33</sup>All motions shall be highlighted in bold type, indented and numbered. <sup>34</sup>If there was no second to the motion, the minutes should note that the motion died for lack of a second. The minutes shall record the vote of each Commissioner; however, if the motion is unanimous, there is no need to repeat the name of each Commissioner present. <sup>35</sup>The Minutes will also include a short paragraph of two or three sentences to describe the main idea of each item.

## CONDUCTING BUSINESS AT THE MEETINGS

The Chairperson shall call the meeting to order at the announced time and the meeting shall proceed under the control and guidance of the Chairperson. It is the responsibility of the Chairperson to insure the orderly disposition of the items on the agenda and to maintain order and enforce the rules of decorum and discipline. Guests should fill out a speaker's card with their name and address (**optional**) if they wish to address the Board. As guests are introduced, they should state their name and address (**optional**), so that it may be recorded in the minutes of the meeting.

The exact method of conducting business in any organization depends on that organization's specific needs, legal requirements and established rules and precedence. "Robert's Rules of Order" shall be the authority in any matter not specifically covered by county, state or federal laws. Furthermore, it has been agreed by the Commissioners that they should refrain from unnecessary discussion and focus on the issues at hand. Each Commissioner should come thoroughly prepared for meetings and should meet with the director or appropriate staff beforehand to ask questions.

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<sup>31</sup> As approved by the Board of Commissioners on May 11, 2000

<sup>32</sup> As approved by the Board of Commissioner on 1-5-09

<sup>33</sup> As approved by the Board of Commissioners on March 13, 2003

<sup>34</sup> As approved by the Board of Commissioners on July 10, 2003

<sup>35</sup> As approved by the Board of Commissioners on December 8, 2011

## ORDER OF BUSINESS

1. Meeting Called to Order
2. Invocation
3. Pledge of Allegiance to the Flag
4. Roll Call of Commissioners
5. Citizen Participation (*For items not on the agenda*)
6. Approval of Agenda: Additions, Corrections or Deletions
7. Consent Agenda (*Including Minutes of Prior Meeting*)

Items on the Consent Agenda are defined as routine in nature, not warranting detailed discussion or individual action by the Board; therefore, all items on the Consent Agenda shall be approved and adopted by a single motion, second and vote by the Board. Items on the Consent Agenda are not subject to discussion. Any member of the Board may remove any item from the Consent Agenda simply by verbal request at the Board meeting. Removing an item from the Consent Agenda does not require a motion, second or vote; it would simply be a unilateral request of an individual Board member and this item would then be added as the last item under New Business.

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting (prior Board meeting date at 6 5 PM)
5. Additional Items

### 8. Unfinished Business

- a. The Chairperson shall introduce each item of business, then call upon District personnel or visitors to further explain each item, as needed. Visitors making presentations to the Board will be scheduled first on the agenda.
- b. The Chairperson shall give each Commissioner the right to speak on each item of business
- c. The public shall have the right to speak on each item of business, and time limits shall be at the discretion of the Chairperson
- d. The Chairperson shall restate each motion, note that the motion has been seconded and by whom, then ask for a vote by Commissioners. Following the vote, the Chairperson shall note who accepts the motion or opposes the motion.
- e. When there is no motion, the minutes of the meeting shall clearly show a consensus by the Commissioners.

9. New Business – *(Same order as Unfinished Business)*
10. Reports – *(For informational only, requires no action by the Board)*
11. Commissioner Comments
12. Attachments *(For information only, requires no action by the Board)*
13. Adjournment

### **CONDUCT OF MEETINGS**

Each Commissioner is subject to the Florida Government in the Sunshine Law and the standards of conduct set out in Part III, Chapter 112 of the Florida Statutes as well as the "Conduct of Workshops & Meetings Policy" of the District. Meetings shall be conducted in accordance with the approved "Conduct of Meetings Policy".

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## **36 GOVERNMENT-IN-THE-SUNSHINE LAW SUMMARY**

Section 286.011 of the Florida Statutes is known as the Government-in-the-Sunshine Law. All members of the Commission should be aware that:

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings, open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

Three basic requirements of law:

1. Meetings of public boards or commissions must be open to the public;
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meetings must be taken.

Meetings must occur at places where the public has access to the meeting.

Requirements apply also to advisory boards or committees appointed by you to make recommendations to you. Fact-finding committees appointed by this Board are excluded defined as a committee established for strictly for information gathering and reporting (i.e., not to make recommendations about those facts.) Exception does not apply if advisory committee is delegated the responsibility for making a decision.

### **Does Sunshine Law apply to any and all discussions between two or more Board members?**

Discussions/conversations that are covered by Sunshine Law are those between two or more Board members on matters on which foreseeable action will be taken by the Board. Thus, you can talk about the weather, your kids or your grandkids, restaurants, movies, etc., just not about things that are currently the subject of Board business or can foreseeably be the subject of Board action in the future.

Phone conversations, e-mail communications are covered just as are face to face meetings.

What about written communications between Board members?

The distribution/communication of written reports by one Board member to inform other Board members of a subject which will be discussed at a public

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<sup>36</sup> As approved by the Board of Commissioners on 2-9-12

meeting are not a violation of the law if prior to the meeting there is no interaction related to the report among the Board members. *A School Board member may prepare and circulate informational memorandum or position paper to other board members; however, the use of a memorandum to solicit comments from other board members or the circulation of responsive memoranda by other board members would violate Sunshine Law.*

### **What about conversations through intermediaries?**

The Sunshine Law applies to meetings between a board member and an individual who is not a member of the board when that individual is being used as a liaison between or to conduct, de facto, meeting of board members. *City Manager is not a Council member and thus may meet with individual Council members; however, the manager may not act as a liaison for board members by circulating information and thoughts of individual council members.*

### **Inspection Trips**

Sunshine Law does not apply to inspection trips (e.g. for purposes of fact finding) where two or more Board members are involved, but, no discussion of matters which may come before the Board may occur during the inspection trip.

### **What about "inaudible" discussions before, during, or after a public meeting?**

Covered.

### **Penalties for Violations**

A covered official who knowingly violates the law can be charged with and found guilty of a second degree misdemeanor (max penalty – 60 days in County Jail and/or \$500.00 fine). All other violations are considered non-criminal infractions punishable by fine not exceeding \$500.00.

Any action taken at a meeting that does not comply with the Sunshine Law is void.

### **If in doubt – don't do it!**

The Florida Attorney General and the Florida Courts have repeatedly emphasized the following admonition:

**"The principal to be followed is: When in doubt, the members of any board, agency, authority or commission should follow the open meeting policy of the state."**

*Town of Palm Beach Gardens v. Grandison, 296 So. 2d473, 477 (Fla. 1974).*

The entire Sunshine Law can be found in the Florida Statutes at:

<http://www.flsenate.gov/Statutes/index.cfm>

## **<sup>37</sup>CONDUCT OF WORKSHOPS & MEETINGS POLICY WITH SIMPLIFIED ROBERT'S RULES**

### **OBJECTIVES:**

1. Be considerate of others. When being negative, be civil, not uncivil.
2. Be prepared. Send out a tentative agenda in advance and obtain input for additions to the agenda. Make sure everyone has adequate back-ground materials in advance. No one should arrive at the meeting not knowing why they are there – and what is supposed to be accomplished.
3. Stick to a schedule. Start the meeting on time, and end it on time (or even early). If you do not complete the meeting on time, continue the meeting at a later time.
4. Stay on topic. All meeting participants have the responsibility of gently guiding the meeting back to the substantive agenda items. Of course, this should not be done at the expense of levity, an important ingredient for team spirit.
5. Wrap up meetings with a clear statement of the next steps and, if any, who is to take them. The Chairman should clearly summarize what needs to be done and who is going to do it. If the Chairman fails to do this, one of the participants needs to speak up and request clarification of the next steps. This is crucial. If the participants leave the meeting and no one is accountable for taking action on decisions that were made, then the meeting will have been a waste of everyone's time.

### **POLICIES & PROCEDURES:**

1. When to have a meeting: A majority Board shall decide when to have a meeting.
2. Items on the Agenda: If a Board Member wants an item on the Agenda, they must inform ~~management~~ **the Director** of the item and time allotment at least ten (10) days before the meeting. Any information that a Board Member wants included in the Board Agenda Book shall be delivered to the office no later than 2 days prior to the board book going out for delivery. The Chairman will plan the meeting and allocate time for each item. If there are too many items on the Agenda, they will be placed on a first come, first served basis. Any items not on the Agenda will be placed on a subsequent meeting Agenda (if approved by the Board). The Board Agenda Book shall be delivered to the Commissioners at least ~~five (5)~~ **seven (7)** days before the meeting.

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<sup>37</sup> Policy 2009-07, As approved by the Board of Commissioners on 3-7-09 & 5-14-09

3. Time allotted to meetings: The Chairman shall allot time to the total meeting and to each individual item.
4. Format and Structure of the Agenda and Length of Meeting: The format/structure/length of meeting shall be at the discretion of the Chairman, subject to additions, deletions and changes requested at the beginning of the agenda. Any changes shall be approved by a majority of the Board.
5. <sup>38</sup>Time allotted for Public Input: The Chairman shall welcome the public at the beginning of the meeting and explain the policy and procedures for Public Input, which is contained in the Public Comment Policy. The Chairman is encouraged to utilize the District's Attorney for guidance.

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<sup>38</sup> As approved by the Board of Commissioners on 10-20-16 per Public Comment Policy approved by the BOC 9-8-16

## SIMPLIFIED ROBERT'S RULES

<u>MOTIONS</u>	<u>PURPOSE OF MOTION</u>	<u>TO ENACT MOTION</u>
MAIN MOTION	to take action on behalf of the body	debatable; requires majority vote; may be made by the chair
ADJOURN	end the meeting	not debatable; immediately voted upon and requires majority vote
CALL FOR ORDERS OF THE DAY	asks to stick to the Agenda	not debatable; requires 1/3 majority to sustain
CALL TO QUESTION	closes debate and forces vote	not debatable; requires 2/3's majority vote
MOTION TO LIMIT OR EXTEND DEBATE	limits or extends debate	not debatable; requires 2/3's majority vote
POINT OF ORDER	is a question about the process or a particular motion	automatic if granted by Chair
POINT OF INFORMATION	to ask about the process or particular motion	automatic
MOTION TO RECONSIDER	to change the results of a vote	requires 2/3's majority vote to reverse results of earlier vote; must be made by the immediate next meeting by a member who previously voted in the majority
MOTION TO SUSPEND THE RULES	suspend formal process for a short period	debatable and requires 2/3's majority vote
MOTION TO CENSURE	expresses formal disapproval of the Board with official statements or conduct of a member	debatable and requires majority vote
MOTION TO TABLE	to remove an item from deliberation and decision to an indefinite date	debatable and requires majority vote
MOTION TO TAKE FROM TABLE	to add an item previously Tabled to an Agenda on a specific date	debatable and requires majority vote
MOTION TO CONTINUE	to remove an item from deliberation and decision to a definite future date	debatable and requires majority vote

### DEBATE

Each motion that is debated receives up to ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time. No member may speak more than twice about any motion.

**ABOUT VOTING**– Majority vote is more than half of the members. 2/3's vote is 2/3's or more of the members. Be sure to announce what is being voted on before the vote.

By personal example and by admonition to colleagues whose behavior may threaten the honor of the Board, each Commissioner shall watchfully guard the responsibility of the office.

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## 39 PUBLIC COMMENT

### I. RECOGNITION BY THE CHAIR

Except for Commissioners and Anastasia Mosquito Control District ("AMCD") staff, no person shall approach or address the AMCD Board of Commissioners ("Board") until the Chair permits the person to approach or address the Board.

### II. PROCEDURES FOR PROVIDING COMMENTS TO THE BOARD FROM THE PUBLIC

Prior to addressing the Board, the person desiring to speak should fill out a speaker's request slip, provided by AMCD staff, and return the speaker's request slip to the designated AMCD staff member. The speaker's request slip should contain the name **and** address ~~and zip code~~ <sup>40</sup>(optional) for the speaker or entity the speaker may be representing, and the subject matter or agenda item number the speaker desires to address.

### III. TIME LIMIT FOR COMMENTS ON MATTERS NOT SPECIFICALLY ON THE AGENDA

A general public comment period shall be provided on the agenda for items that are not a proposition being considered by the Board or that may reasonably need the attention of the Board. Each speaker providing public comment during on such matters shall limit comments to three (3) minutes, unless extended by the Chair for good cause.

### IV. TIME LIMIT FOR COMMENTS ON MATTERS ON THE AGENDA

Each person addressing the Board on a specific agenda item shall limit comments to three (3) minutes. Where a two or more residents sharing common interest in a specific agenda item designate a representative to speak on their behalf, the designated speaker shall limit comments to five (5) minutes. The Chair may elect to extend the time available to individual members of the public or designated representatives for an additional time for good cause. A member of the public or designated representative may not assign his or her time or any part of his or her time to another speaker. A member of the public, in speaking on any matter, shall confine him/herself to the question, or matter before the Board, shall not use unbecoming, abusive or unparliamentary language and shall avoid commenting on personalities or character of any Board members, former Board members, other officials, staff or the public.

### V. MANNER OF ADDRESSING THE BOARD

Members of the public and designated representatives shall address their comments to the Board as a whole and not to any Commissioner individually or any group of Commissioners. Imposing a demand for an immediate response from the Board or any member thereof during public comment shall be considered out of order.

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<sup>39</sup> As approved by the Board of Commissioners on 9-8-16

<sup>40</sup> As approved by a Consensus of the Board of Commissioner 3-15-18

Persons shall not address the Board with personal, impertinent or slanderous remarks, or become boisterous. A Commissioner shall not engage in dialogue with persons making public comment unless the question or comment is directed through the Chair or made with the permission of the Chair.

#### **41 PARTICIPATION IN MEETINGS OF THE BOARD OF COMMISSIONERS VIA COMMUNICATIONS MEDIA TECHNOLOGY**

This Policy describes the circumstances under which a Commissioner may participate in a meeting of the Board of Commissioners ("Board") or a committee thereof through the use of communications media technology, without being physically present for the meeting. Communications media technology, for purposes of this Policy includes electronic transmission of printed matter, audio, full-motion video, freeze-frame video, compressed video, and digital video by any method available. As discussed further below, a Commissioner may only be permitted to participate in a meeting via communications media technology when extraordinary circumstances exist that prevent the Commissioner from being physically present at the meeting in question.

A Commissioner may participate in any meeting of the Board, or a committee thereof, including casting votes on matters before the Board, only when all of the following requirements are met:

- A.** A quorum of the Commissioners is physically present at the site of the meeting. Any Commissioner attending via electronic media technology may not be counted towards establishing a quorum for the meeting.
- B.** All participants attending the meeting (Commissioners, staff, and the public) are able to hear and be heard by the Commissioner attending the meeting via communications media technology.
- C.** Extraordinary circumstances exist that prevent the Commissioner proposing to attend the meeting via communications media technology from being physically present at the meeting. "Extraordinary circumstances" for purposes of this Policy includes one or more of the following:
  - 1. Hospitalization of the Commissioner or an "immediate family member" (as outlined in the Bereavement Policy of the Employee Handbook, page 4-32) of the Commissioner;
  - 2. Injury or Illness, including an illness that is contagious, that prevents the Commissioner from leaving home to attend the meeting, or injury or illness of a Commissioner's "immediate family member" (as outlined in the Bereavement Policy of the Employee Handbook, page 4-32) who must be cared for by the Commissioner;
  - 3. Death of an "immediate family member" (as outlined in the Bereavement Policy of the Employee Handbook, page 4-32) of the Commissioner.

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<sup>41</sup> Policy 2014-01, As approved by the Board of Commissioners on January 16, 2014

4. Physically Disabled Member
5. Such other circumstances as are described in a written request by a Commissioner to the Board asking permission to participate in a meeting via communications media technology.

If a Commissioner makes a request pursuant to number 5 above the request will be the first item for consideration on the agenda of the meeting the Commissioner seeks to attend through use of communications media technology. If the Board present at the meeting determines, through majority vote, that the circumstances described in the written request are extraordinary, then the request will be granted and the Commissioner will be permitted to participate in the meeting through use of communications media technology.



## ADDITIONAL POLICIES

### BUDGET PROCESS

A major component of the budget process is the setting of the ad valorem tax millage necessary to raise the required property tax revenues for the coming fiscal year. The setting of the millage involves a formal process, defined in the Florida Statutes and commonly referred to as TRIM (Truth in Millage). The TRIM process requires a specific method of tax rate calculation, notice (printed form), advertisement, and proceedings for public hearings.

### <sup>42</sup>FLORIDA MOSQUITO CONTROL BUDGET INSTRUCTIONS

#### OVERVIEW

In preparing the budget for the next fiscal year, you only have to be concerned with the Local and State Funds. The CLASSIFICATION OF ACCOUNTS, effective 4/03, will be the guide as you set up the line item accounts on the detailed work plan budget. ~~The budget should be designed, so that state funds have been earned upon conclusions of the fiscal year. All state funds which are carried over should be budgeted.~~ The district's calculations of funds, including **estimated** carryover amounts should be shown on the last page of the budget. All necessary forms will be mailed under separate cover.

### FLORIDA MOSQUITO CONTROL DOCUMENTAL DEADLINES

Pursuant to **Chapter 388, F.S.** and **Florida Administrative Code 5E-13**, ~~matching funds are allocated to your agency upon~~ the submission and approval by the Department of Agriculture and Consumer Services of a detailed work plan budget, an operational work plan/narrative, and a certified budget **certifies AMCD as a State approved Mosquito Control Program.** All forms are available on FDACS website (<http://www.freshfromflorida.com/>) ~~have been computerized in WordPerfect, Microsoft Word and Excel format for those of you wishing to submit them using a computer. If your DACS Forms Disk does not contain these forms, contact the Mosquito Control Section office and you will receive the necessary forms on a disk.~~

SEE NEXT PAGE FOR  
DOCUMENTAL DEADLINE DATES

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<sup>42</sup> Florida Department of Agriculture & Consumer Services, The Capitol, Tallahassee, FL 32399-0800

DETAILED WORK PLAN BUDGET – DACS Form 13623	JULY 15 (2 copies)
<del>CHEMICAL INVENTORY REPORT – DACS Form 13664 (beginning-year total)</del>	<del>JULY 15 (2 copies)</del>
OPERATION WORK PLAN NARRATIVE – DACS Form 13666	JULY 15 (2 copies)
Chapter 215.97 F.S. MEMO NOTIFICATION	JULY 15 (2 copies)
ANNUAL CERTIFIED BUDGET – DACS FORM 13617	SEPT. 30 (2 copies)
CONTRACT AGREEMENT	OCT. 1 (2 copies)
BUDGET AMENDMENT – DACS FORM 13613 (reflecting any changes to the CERTIFIED BUDGET)	OCT. 30 (2 copies)
STATE MONTHLY FINANCIAL – DACS FORM 13650	30 DAYS AFTER THE END OF THE MONTH
LOCAL MONTHLY FINANCIAL – DACS FORM 13663	30 DAYS AFTER THE END OF THE MONTH
MONTHLY ACTIVITY – DACS FORM 13652	30 DAYS AFTER THE END OF THE MONTH
<del>CHEMICAL INVENTORY REPORT – DACS FORM 13664</del>	<del>30 DAYS AFTER THE END OF THE MONTH</del>

#### ~~43 INTERGOVERNMENTAL COMMITTEE~~

~~44 The AMCD chairperson or his/her delegate will participate in the Intergovernmental Committee.~~

#### ~~AGREEMENT ESTABLISHING INTERGOVERNMENTAL COMMITTEE~~

~~An Agreement was entered into between the units of local government situate within St. Johns County, to promote cooperative arrangements and coordinate action among units of local government known as the Intergovernmental Committee, including:~~

~~ST. JOHNS COUNTY, CITY OF ST. AUGUSTINE BEACH, CITY OF ST. AUGUSTINE, HASTINGS, ST. JOHNS COUNTY SCHOOL BOARD, ST. AUGUSTINE PORT WATERWAY AND BEACH COMMISSION, ST. AUGUSTINE ST. JOHNS COUNTY AIRPORT AUTHORITY, AND ANASTASIA MOSQUITO CONTROL DISTRICT.~~

- ~~1. The purpose of the Intergovernmental Committee is to provide an organized forum for communication, discussion and appropriate action among the various elected taxing authorities of St. Johns County.~~
- ~~2. The member, representation, voting meetings, and other matters pertaining to the Intergovernmental Committee are as stated in the accompanying By laws. The By laws shall be subject to amendment from time to time by vote of the Intergovernmental Committee in accordance with Roberts Rules of Order, Revised.~~
- ~~3. The Intergovernmental Committee shall not have the power to contractually or otherwise obligate, or to make decisions that are binding upon, any Member Local Government.~~

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<sup>43</sup> As approved May 8, 1997

<sup>44</sup> As approved by the Board of Commissioners on August 4, 2011

- ~~4. The Intergovernmental Committee is not organized under Section 163.02, Florida Statutes, and the provisions contained therein shall not be applicable to the Intergovernmental Committee.~~
- ~~5. Funds which may be necessary for the operation of the Intergovernmental Committee shall be controlled, dispersed and accounted for in a manner prescribed and approved by the Intergovernmental Committee. Member Local Governments may be requested to voluntarily contribute funds or services to support the operation of the Intergovernmental Committee.~~
- ~~6. Any Member Local Government may withdraw from the Intergovernmental Committee upon thirty (30) days notice and formal action of its governing body.~~
- ~~7. This Agreement shall not be effective until filed with the Clerk of Circuit Court of St. Johns County, Florida.~~

The Intergovernmental Committee was "Sunsetted" (April 5, 2017) (Per Ms. Robin Platt, St. Johns County Clerk of Courts, Minutes & Records Department)

#### **45 CHECK SIGNING**

All Commissioners and the Director will be on the signature cards for the District. All checks will require two (2) signatures to be valid. Any two (2) individuals may sign the checks, including the Director for all non-recurring obligations of \$10,000 or less and recurring obligations of the District in any amount. Recurring obligations are defined as obligations to the same company for the same service on at least a quarterly basis. Checks drafted for services acquired through the bidding process are also allowed to be signed by any two (2) individuals. Under this policy, the only checks that will require the signature of two (2) commissioners are non-recurring checks drafted in amounts over \$10,000. When the Director is not available to sign checks, Staff will attempt to present these checks for signing prior to board meetings. Nevertheless, Commissioners shall make themselves available for signing checks at the District office as needed between meetings.

#### **SIGNING AMCD CONTRACTS**

<sup>46</sup>All contracts shall be reviewed by the Attorney and then signed by the Chairperson.

#### **EXCEPTIONS TO CONTRACTS REVIEW AND SIGNATURES:**

**Section 1.** Contracts of the District that are Research Confidential/Non-Disclosure and/or non-funded routine agreements shall not be subject to approval by the Board of Commissioners but will first be reviewed and approved by the District's attorney and then signed by the Director.

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<sup>45</sup> Policy 2009-04, Version I, approved by the Board of Commissioners on 2-12-09, Version II approved by the BOC on 10-14-10

<sup>46</sup> As approved by the Board of Commissioners on April 8, 2004, Resolution 2004-04

1. One of the exceptions will be "Research Confidential Contract Agreements". These agreements are confidential and non-disclosure in nature and deal with material transfers between the organization or agency and AMCD and are not subject to public scrutiny.
2. Another exception to this will also be "Non-Funded Routine Agreements". These agreements are non-monetary and deal with routine nature between the entity or company and AMCD, (as an example: an agreement with the hotel to hold a block of rooms for the AMCD Workshop each year).

<sup>47</sup>All contracts (with the exceptions as stated above) shall be submitted to the Board of Commissioners, requiring they be executed by the ~~Chairperson, Vice-Chairperson or the Secretary~~; **Chairman of the Board of Commissioners, or, in the absence of the Chairman, by the Vice-Chairman, or in the absence of the Vice-Chairman, by the Secretary**, providing an effective date..

#### <sup>48</sup>**PROCEDURES FOR SUBMITTAL OF CONTRACTS TO THE BOARD OF COMMISSIONERS**

**Section 1.** Contracts of the District: All contracts entered into by the District shall be approved by the Board of Commissioners and by the District's Attorney.

**Section 2.** District's Director's Procedures for Submitting Contracts to the Board and to the District's Attorney:

1. **CONTRACTS DUE FOR RENEWAL:** The District's Director shall submit all contracts due for renewal to the Board and to the District's Attorney at least ninety (90) days before expiration of the contract.

In cases of contracts requiring a period greater than ninety (90) days for renewal, the stipulated time required should be followed for submission to the Board and the District's Attorney.

When submitting contracts for renewal to the Board and to the District's Attorney, the District's Director shall include an analysis of the contract that includes the reason for the renewal or termination; the functional use of the contract for the District; performance record with the contractor; and a recommendation on whether to renew the contract or seek alternative contractors.

2. **NEW CONTRACTS:** The District's Director shall submit any new contract, including an analysis of need and his recommendation, to the Board and to the District's Attorney when the contract first becomes available, or at a minimum, at least ten (10) days before a Board meeting.

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<sup>47</sup> As approved by the Board of Commissioners on November 10, 2004, Resolution 2005-01 (*See reference Resolution 04-09 in Minutes 11-10-04, page 3. Number was changed to 05-01 in December Board Meeting, page 2.*)

<sup>48</sup> As approved by the Board of Commissioners on December 9, 2004

**Section 3. Execution of Contracts:** All contracts entered into by the District shall be executed by the Chairman of the Board of Commissioners, or, in the absence of the Chairman, by the Vice-Chairman, or in the absence of the Vice-Chairman, by the Secretary. The attorney for the District shall endorse on each his or her approval of the form and correctness thereof and no contract with the District shall take effect until his or her approval is so endorsed thereon.

**Section 4. Effective Date:** This resolution shall take effect upon passage.

Commissioners, with the assistance of the Director, shall plan strategically for the future, including a five-year capital projection. The Commissioners shall set forth the goals and objectives to be accomplished and monitor and evaluate the performance of the director in achieving those prescribed goals.

#### **<sup>49</sup>AUDITOR SELECTION**

##### **AUDITOR SELECTION PROCEDURES**

Section 11.45 of the Florida Statutes, as amended by Chapter 96-324 of the Laws of Florida, requires each special district to establish an auditor selection committee and competitive auditor selection procedures.

The following competitive auditor selection procedures are adopted by the Board of Commissioners of the Anastasia Mosquito Control District of St. Johns County, Florida:

1. On or before April 15 of each year, the Director shall request an audit engagement letter from the District's predecessor auditor stating the fee for the upcoming audit and a time range for starting and completing the audit. In addition, the predecessor auditor shall include a statement of compliance with any state and/or federal requirements that indicate that the auditor is qualified to perform the audit.
2. On or before April 30 of each year, the Director shall make inquiries with other mosquito control districts and governmental agencies as to their audit costs and/or fees charged by their auditors.
3. On or before May 15 of each year, the Board of Commissioners (the "Board") shall appoint an Auditor Selection Committee. The Auditor Selection Committee shall consist of three (3) or more members.
4. The Auditor Selection Committee (the "Committee") shall review the audit engagement letter submitted by the District's predecessor auditor, the findings of the Director in respect to fees charged other districts and governmental agencies, and any statements of qualifications and performance data submitted by other accountants which are on file with the District. The Committee shall make a recommendation to the Board.

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<sup>49</sup> As approved by the Board of Commissioners on May 8, 1997

5. After evaluating the recommendation of the Committee, the Board shall either: (i) accept the pre-audit proposal; or (ii) instruct the Director to procure alternate audit service proposals in the manner specified in paragraph 6.
6. (a) In the event the Board decides to procure alternate audit service proposals, the Board shall instruct the Director to publish a notice in the newspaper of general circulation containing a general description of the audit, and indicating how interested certified public accountants can apply for consideration.  
(b) If the Board receives more than one proposal, the Board shall select the firms deemed to be the most highly qualified to perform the required services after considering such factors as the ability of professional personnel; past performance; willingness to meet time requirements; results of recent external quality-control reviews; location; recent, current, and projected workloads of the firm; and other factors.  
(c) If the Board received two (2) proposals, the Board may require public presentations by the two (2) firms regarding their qualifications, approach to the audit, and ability to furnish the required services. If there are three (3) or more proposals, the Board may require public presentations by no fewer than three (3) firms.  
(d) If the Board receives more than one proposal, the Board shall rank, in order of preference, the firms which have submitted proposals. The firm ranked first may then negotiate a contract with the Board, giving, among other things, the basis of its fee for the audit. If the Board is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the Board shall then undertake negotiations with the second-ranked firm. Negotiations with other ranked firms may be undertaken in the same manner. The Board, in negotiating with firms, may reopen formal negotiations with any one of the firms, but it may not negotiate with any more than one firm at a time. The Board may also negotiate on the scope and quality of services. In making such determination, the Board shall conduct a detailed analysis of the cost of professional services required in addition to considering their scope and complexity. If the Board is unable to negotiate a satisfactory contract with any of the selected firms, the Board shall instruct the Director to publish another notice in the newspaper, and start over again with the selection process commencing with paragraph (a).  
(e) The Board shall select the firm which the Board determines to be in the best interest of the District, and establish the terms and conditions of the contract. The length of a contract for audit services may be from one to four years. If a contract for audit services is entered into after the following, the competitive selection process provided under this paragraph 6, and the term of contract is for more than one year, the selection process provided in paragraphs 1 through 6 hereof need not be performed for any annual audit included within the term of the contract.
7. The Board may change any time period herein or amend the provisions of this Resolution at any time by a majority vote of the Board.

## **<sup>50</sup>FISCAL YEAR**

AMCD's fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup>, as requested by the Florida State Board of Health to ensure that all Districts have the same fiscal year.

## **<sup>51</sup>NON-INTERFERENCE in PROCUREMENT and HIRING PRACTICES POLICY**

The AMCD has adopted this policy for non-interference in procurement and hiring practices. It is deemed in the interest of the public that additional measures be adopted to prevent an abuse of discretionary authority by individual officials and employees in matters of procurement and hiring;

- a.) No official or employee shall directly or indirectly coerce or attempt to coerce, direct, or otherwise interfere in a procurement or personnel matter. If the official or employee is a member of an evaluating body, that person may participate in the process to the same degree as all other members of that body.
- b.) Nothing in this section may be construed to prohibit individual members of the District Board from asking questions of any employee and making personal observations regarding all aspects of District operations so as to obtain independent information to assist the members in the formulation of policies to be considered by the commission. It is the express intent of this section, however, that such inquiry not interfere directly with the administrative operations of the District and that recommendations for change or improvement in the District be made through policies and procedures adopted by the Board.

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<sup>50</sup>As approved by the Board of Commissioners on 8-8-60

<sup>51</sup> Policy 2011-02, As approved by the Board of Commissioners on March 10, 2011/Resolution 2011-01

**52 COMMUNICATIONS CONCERNING BOARD POSITIONS,  
COMMITMENTS OR OBLIGATIONS POLICY**

Oral or written communications by Anastasia Mosquito Control District ("AMCD") Commissioners or employees which would bind the AMCD financially or legally should conform to the following requirements:

- An AMCD Commissioner or employee shall not purport to represent and shall affirmatively disclaim representation of the AMCD or an official position of the AMCD, except as authorized by the AMCD Board of Commissioners. In the case of employees reporting to the Director, said authorization may be given by the Director, provided the Director has been so authorized by the Board of Commissioners.
- An AMCD Commissioner or the Director may represent the AMCD and its official position on matters on which such representation or official position has been approved by the Board of Commissioners.
- Correspondence on AMCD letterhead shall be consistent with the foregoing provisions.
- When an AMCD Commissioner or the Director intends to appear before or meet with another appointed or elected body or an elected official as a representative or spokesperson for the AMCD, that person, except in case of emergency, will inform all Commissioners and the Director, in advance, of their intention to do so.
- With regard to meetings or communications of a Commissioner or employee of the AMCD that are intended to, or which could have the effect of creating a financial or legal obligation on behalf of the AMCD, such meetings or communications shall not occur without prior authorization from the Board of Commissioners. In the case of employees reporting to the Director, said authorization may be given by the Director, provided the Director has been so authorized by the Board of Commissioners. Notwithstanding the foregoing, these restrictions do not apply to contracting and/or purchasing activities provided for in the AMCD's purchasing policy and which are included on the AMCD's annual budget.

Listening, speaking or sharing information as an individual Commissioner or expressing your individual opinion is allowed under this Policy.

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## **<sup>53</sup>GIFT ACCEPTANCE POLICY**

AMCD Board members and employees are not to solicit or accept gifts or gratuity from outside parties for any reason relating to employment with our District. Especially prohibited is the acceptance of any gifts or gratuity, of any size or amount, for performance of service or for special treatment.

AMCD Gift Acceptance Policy follows the Florida Code of Ethics for Public Officers and Employees (ss. 112.311-112.326, Florida Statutes).

## **RELATIONSHIPS TO EMPLOYEES**

Board instruction or directives to District employees shall be issued only through the District's Director. However, interaction, communication and observance will be permitted so long as no direction is given. If a majority of the Board of AMCD finds that a commissioner has violated this rule, the Board may declare the violation an act of misfeasance. No Commissioner shall ask Staff to conduct any personal or business tasks or errands.

## **EMPLOYMENT OF RELATIVES**

No member of the immediate family of an employee or a Board member may be employed by the District.

For the purposes of this section, "Relative / Immediate Family" is defined as: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, ~~or~~ half-sister, **grandson or granddaughter.**

If the "relative" relationship, as defined above, is established after employment, the employees concerned will decide who will remain with or terminate from the District. If the employees do not make a decision within ten (10) business days, the District's Director will decide. However, neither employee will be terminated if the District's Director determines that an actual or perceived conflict of interest will not arise.

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## **54 ATTORNEY CONTACT POLICY**

### Commissioners and Management

If any Commissioner or the Director addresses a question to the Board's Attorney, no more than one hour of the Attorney's response time shall be billable. If the Attorney finds that more than one hour is needed, he or she will notify the individual posing the question and will not expend more than the initial hour, unless an additional expenditure of time is authorized by vote of the Board.

Only in the case of a Whistleblower situation, no employee of the District shall contact the Attorney without permission from the Director.

### District Residents

The Attorney will answer any citizen calling her or him directly by stating that he or she is not a District employee, but is the Attorney to the Board and provides services to the District as directed by the Board. The Attorney should then suggest that the resident contact the Director. So as not to create an adverse effect on public relations between the District and citizens of the District, contact by District residents with the Attorney is to be handled on an individual basis and the Attorney may use his or her judgment in each case to handle incidental questions or situations that may be resolved in 15 minutes or less.

## **55 DIRECTOR'S EVALUATION**

### **DIRECTOR'S PERFORMANCE EVALUATION PROCESS POLICY**

1. Chair directs staff to provide copies of the Evaluation Form to each Board Member in the August Board Book in every other even years (beginning in August 2018 for FY 18/19 (Oct 1, 2018 through Sept. 30, 2019).
2. Each Board Member completes an evaluation form and discusses any concerns with ~~each employee~~ the Director being evaluated by the September 10<sup>th</sup>. The Director ~~Employee~~ signs form and has an opportunity to respond in writing by September 25<sup>th</sup>. Copies of all Evaluation Forms, with any written responses, are sent electronically to the Attorney.
3. The Attorney will prepare a numerical grid and a letter for the Chair to read at the October Board Meeting (in every other even year). The reading of this letter, written by the Attorney and read by the Chair, will be the only public comment. Based on the budget for pay increases, and if the numerical number is 90% or higher, a motion to authorize a pay increase or merit raise can be made. The Director should also receive any annual COLA raise that is given to other District employees. The effective date should coincide with the budget calendar year.

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<sup>54</sup> As approved by the Board of Commissioners on 11-17-09 / Policy 2010-01, Version 1

<sup>55</sup> As approved by the Board of Commissioners on September 10, 2009, Policy 2009-12; Revised/approved 12-14-17

4. All original evaluations will be placed in the ~~Employee's~~ **Director's** personnel file.
5. The attached Performance Evaluation form (4 pages) will be used for evaluations beginning in budget year 2018-2019.

(Please see Attachments for "AMCD Director's Performance Evaluation Form".)

#### **<sup>56</sup>COUNTING DIRECTOR'S WORK HOURS FOR OUTSIDE PRESENTATIONS**

The AMCD Board Chairperson has the authority to authorize the Director to count his time as work hours when he is invited outside the District to speak or do a professional presentation regarding mosquito control business and the travel and hotel, etc. is paid for by the inviting entity, at no cost to the District, up to three (3) weeks per calendar year.

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<sup>56</sup> As approved by the Board of Commissioners on 12-10-15

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# ATTACHMENTS

1. Mosquito Control Agencies and Other Organizations
2. Independent Florida Mosquito Control Districts Directory
3. FDACS Mosquito Control Directory
4. Florida Statute; Public Health, Chapter 388
5. Florida Administrative Code; Mosquito Control Program Administration, Chapter 5E-13
6. FDACS; Public Health Training & Certification
7. Government-In-The-Sunshine Law and Frequently Asked Questions (FAQ)
- ~~8. Intergovernmental Committee By Laws~~
8. Memorandum of Voting Conflict Form
9. SB 1724; Repeal 388.191, F.S., Eminent Domain
10. HB 7021; Ag. & Certain Powers & Duties of DACS
11. University of Florida, Florida Medical Entomology Lab (FMEL), White Paper
12. AMCD Director's Performance Evaluation Form

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## AGENCIES AND ORGANIZATIONS

### MOSQUITO CONTROL AGENCIES AND ORGANIZATIONS

*For information on current commissioners, directors, and officers, etc.,  
and any additional information;  
please visit the website as listed with each agency or organization.*

#### **FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (FDACS):**

<http://www.freshfromflorida.com/>

This is the regulatory agency that administers the state funding for mosquito control and to whom AMCD reports its chemical usage and files its yearly workplan budget. AMCD is under the Mosquito Control Section of the Bureau of Entomology and Pest Control.

#### DACS issues

- Public Health Pest Control License
- Certified Mosquito Control Program's Directors
- Continuing Education Credits (CEU's)

#### **Division of Agricultural Environmental Services**

The Division of Agricultural Environmental Services administers various state and federal regulatory programs concerning *environmental and consumer protection issues*. These include state mosquito control program coordination; agricultural pesticide registration, testing and regulation; pest control regulation; and feed, seed and fertilizer production inspection and testing.

The Division of Agricultural Environmental Services, through its four bureaus, ensures that: pesticides are properly registered and used in accordance with federal and state requirements; mosquito control programs are effectively conducted; and feed, seed and fertilizer products are safe and effective.

#### **Mailing Address:**

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services  
3125 Conner Blvd., Ste. E  
Tallahassee, FL 32399-1650  
(850) 617-7900  
(850) 617-7939 Fax

Anderson H. Rackley, Director  
[Andy.Rackley@FreshFromFlorida.com](mailto:Andy.Rackley@FreshFromFlorida.com)

Steven E. Dwinell, Assistant Director, [Steven.Dwinell@FreshFromFlorida.com](mailto:Steven.Dwinell@FreshFromFlorida.com)

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**Bureaus & Sections:** Bureau of Licensing and Enforcement; Bureau of Inspection and Incident Response; Bureau of Agricultural Environmental Laboratories; Bureau of Scientific Evaluation and Technical Assistance.

**Mosquito Control Section Web site:** <http://www.flaes.org>

The Mosquito Control Section operates under the authority of Chapter 388, Florida Statutes, the Mosquito Control Act. The program administers approximately 2 million dollars in grants and provides technical assistance, certification and training to mosquito control programs throughout the State. Their web site includes a Florida Mosquito Control Directory that lists all the mosquito control programs in the state.

**FLORIDA MOSQUITO CONTROL ASSOCIATION (FMCA):**

**Web site:** <http://www.floridamosquito.org>

The Florida Mosquito Control Association, Inc. is a non-profit, technical, scientific and educational association of mosquito control, medical, public health and military biologists, entomologists, engineers, commissioners and laymen who are interested in the biology or control of mosquitoes or other arthropods of public health importance. The Florida Anti-Mosquito Association (FAMA) was established at Daytona Beach in 1922 following an epidemic of dengue fever in Miami the previous year. It was the first organized gathering of mosquito workers in the state though efforts to control malaria began in Florida during World War I. This new organization along with the Division of Entomology, Florida State Board of Health through local and state legislative promoted action to create local mosquito control districts. The first mosquito control law passed in Indian River County in 1925 creating the Indian River Mosquito Control District. Over the next ten years, four more MCDs were established. Now there are over 50 mosquito control agencies. In 1990 the organization's name was changed to the Florida Mosquito Control Association (FMCA) to better reflect the true efforts of the association. AMCD is a sustaining member of the FMCA. The activities of FMCA include the following:

**Dodd Short Courses** – Named for Glen Dodd, former assistant director at Indian River MCD. These training courses are held each year in January in Ocala, under the direction of Kellie Etherson. Instruction includes everything from basic mosquito control practices, to seminars for Commissioners and Directors. Newly-hired personnel are usually sent to the basic courses to help them pass the test required for their pesticide applicator's license; refresher and advanced courses are available for personnel who need the CEU's (continuing education units) required to maintain their licenses.

**Aerial Fly-In**—Held in January, this is a workshop about aerial spraying techniques and equipment.

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**Tallahassee Legislative Meeting** – Held in March, this gives the opportunity to meet with key legislative officials, accompanied by the FMCA legal counsel, to discuss important issues and funding for Florida Mosquito Control operations and research.

**Fall Meeting** – This is the major annual meeting of the FMCA, and is usually hosted by a local MC agency, and the meeting sites are rotated throughout the state. This meeting was last held in our district in 1997. Research papers are presented, symposiums held, and there are meetings for Commissioners and Directors. There are also commercial displays for mosquito control products and services. The FMCA Fall Meeting is a great opportunity to learn the latest in mosquito control research and practices, and to exchange ideas with personnel from other districts.

**Publications** – FMCA publishes technical bulletins (TBFMCA), as well as the newsletter, Buzz Words, and Wing Beats for the AMCA.

**Lobbyist Lawfirm**– FMCA retains the legal services of Lewis, Longman and Walker of Tallahassee, and its lobbyist is Chris Lyons of that firm.

**AMERICAN MOSQUITO CONTROL ASSOCIATION (AMCA):**

**Web site:** <http://www.mosquito.org>

The mission of the AMCA is to provide leadership, information, and education leading to the enhancement of health and quality of life through the suppression of mosquitoes and other vector-transmitted diseases, and the reduction of annoyance levels caused by mosquitoes and other vector pests of public health importance. The AMCA, as a PESP (Pesticide Environmental Stewardship Program) Partner with the EPA, advocates the use of Integrated Pest Management (IPM) in mosquito control. This is accomplished through the extensive use of surveillance, mosquito fish, biological and reduced-risk pesticides, and source reduction in areas where larvae develop.

**Annual Meeting** – The AMCA's Annual Meeting is held in early spring and is usually attended by the AMCD Director.

**Washington Days** – AMCA members meet with congressmen to discuss issues of importance to mosquito control. This event is usually held in March or April, and has been attended by the AMCD Director.

**UNIVERSITY OF FLORIDA / IFAS/**

**FLORIDA MEDICAL ENTOMOLOGY LABORATORY (FMEL):**

**Web site:** <http://fmel.ifas.ufl.edu/>

The FMEL is part of the Institute of Food and Agricultural Sciences (IFAS) of the University of Florida. It was founded in 1956 and is located on a beautiful 38-

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acre site on the Indian River Lagoon just south of Vero Beach. The laboratory's mission is to conduct research into the biology and control of biting insects and other arthropods which are important transmitters of disease or pest annoyances, giving special attention to the needs of Florida's mosquito control organizations (districts, counties and municipalities). It is also a center to train students and personnel in the entomological aspects of public health, veterinary science, sanitation, mosquito control, drainage and irrigation design, wetlands management, and other areas requiring knowledge of medical entomology.

**FLORIDA DEPARTMENT OF HEALTH**

**Web site:** <http://www.doh.state.fl.us/environment/index.html>

The Florida Health Department was created in 1889, as a result of a yellow fever outbreak in Jacksonville, under the direction of Dr. Joseph Y. Porter. In 1969, the State Board of Health was combined with the state's social service agency as the Florida Department of Health and Rehabilitative Services (HRS). HRS was the largest state agency in the U.S. with over 40,000 employees. Following this change, HRS support for entomology, and in particular, research-based programs declined dramatically. The Midge Research Laboratory was closed in 1971. In 1979, the FMEL was transferred to the University of Florida. In 1992 following threat of closure by HRS, PHEREC was transferred to Florida A&M University. At the same time, the Office of Entomology headquarters, Mosquito Control and Pest Control divisions in Jacksonville and the Panama City-based Dog Fly Control programs were transferred to the Florida Department of Agriculture & Consumer Services (FDACS). These changes unfortunately ended a 40-year departmental affiliation of entomology programs with the state's public health agency. All mosquito-related functions of the DOH are now under the Division of Environmental Health, which publishes surveillance information, issues medical alerts, and maintains a laboratory in Tampa.

**U. S. DEPARTMENT OF AGRICULTURE (USDA) – AGRICULTURAL RESEARCH SERVICE (ARS) / CENTER FOR MEDICAL, AGRICULTURAL AND VETERINARY ENTOMOLGY, GAINESVILLE, FL.** **Web site:** <http://cmave.usda.ufl.edu> or <https://www.ars.usda.gov/southeast-area/gainesville-fl/center-for-medical-agricultural-and-veterinary-entomology/>

The USDA's Center for Medical, Agricultural, and Veterinary Entomology (CMAVE) is located in Gainesville. CMAVE is an internationally renowned research institution. Located on the campus of the University of Florida, it has more than 150 personnel, including nearly 50 doctoral level scientists. The Center began during the Second World War, in Orlando, as a unit tasked to develop methods for stopping the transmission of insect-borne diseases. Under the direction of Edward F. Knipling, it quickly demonstrated that the newly discovered DDT killed the lice that transmit typhus and the fleas that transmit plague. It has been said that this discovery saved the lives of more Allied troops and refugees during war than did penicillin. While it remains the only ARS laboratory studying mosquitoes, CMAVE now also does

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research directed at crop pests, including the identification of insect pheromones and attractants that can be used in traps, the production of genetically altered medflies for population eradication, the isolation of biological control agents for fire ants and crop pests, and the development of innovative methods of detecting pests in stored grain.

**FLORIDA INSTITUTE OF TECHNOLOGY:**

**Website:** <http://www.fit.edu/>

At FIT in Melbourn, they are interested in how mosquito control has affected the development of Florida. Dr. Gordon Patterson, from the FIT in Melbourne, published The Mosquito Wars: A History of Mosquito Control in Florida. Members from FIT have given several talks at the FMCA Fall Meetings and Dodd Short Courses.

**GUANA TOLOMATO MATANZAS NATIONAL ESTUARINE RESEARCH RESERVE (GTM NERR):**

**Website:** <http://www.dep.state.fl.us/coastal/sites/gtm/>

A major goal of the GTM Research Reserve is to promote research and monitoring that contributes to a fundamental understanding of estuarine systems and supports the adaptive management of same. To date, much of the research and monitoring effort at the Reserve has been accomplished by staff and/or by facilitating, or collaborating with outside investigators from universities, government agencies, and private institutions. The work has included a diverse array of studies (e.g., ranging from the development of molecular probes to hydrodynamic studies) that have significantly contributed to baseline information and insights on the structure and dynamics of the natural communities and processes within the GTM estuaries. These studies have provided an essential foundation from which informational gaps and issues have been identified in the formulation and focus of the current Management Plan, and through which future research and monitoring efforts will be guided.

Research and monitoring initiatives that inform adaptive management decision-making is a fundamental charge of the GTM Research Reserve program. But equally important is an integration with educational and resource management to interpret the results of research and monitoring for coastal decision makers and stakeholders responsible for implementing restoration/conservation planning.

**PROJECT WITH AMCD: Biological Monitoring Services:**

**PURPOSE:** Provide biological monitoring services for the Guana Tolomato Matanzas National Estuarine Research Reserve (GTMNERR) including listed species, invertebrate, prescribed burn services. Serve as a liaison between the

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GTMNERR and the Anastasia Mosquito Control District by evaluating mosquito populations, mosquito breeding sites and non-target impacts of mosquito control methods within the Reserve.

**NAVY ENTOMOLOGY CENTER OF EXELLCENCE (NECE), JACKSONVILLE, FL.**

**Website:**

**[http://www.nmcphc.med.navy.mil/field\\_activities/nece\\_overview.aspx](http://www.nmcphc.med.navy.mil/field_activities/nece_overview.aspx)**

The Navy Entomology Center of Excellence, Jacksonville, FL (NECE JAX) is an echelon five command under the Navy and Marine Corps Public Health Center, Portsmouth, VA.

NECE JAX focuses on disease risk to military personnel and dependents and design comprehensive integrated pest management programs that reduce the risk of Malaria, Dengue, Lyme Disease, West Nile Virus and other arthropod-borne diseases.

NECE JAX is a center of excellence for pesticide application technology and tests and evaluates new commercial and experimental products for their efficacy and military relevance for use by the Department of Defense. NECE JAX has established collaborations with civilian and government agencies.

NECE JAX has an extensive training program that includes pest management training in Public Health Pest Control and Operational Entomology Training (OET).

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## INDEPENDENT FLORIDA MOSQUITO CONTROL DISTRICTS DIRECTORY

*For information on current commissioners, directors, officers, etc., and any additional information, please visit the website listed with each agency or organization.*

### **AMELIA ISLAND MOSQUITO CONTROL DISTRICT**

#### **OF NASSAU COUNTY**

2500 Lynnndale Road (P. O. Box 62, ZIP 32035)  
Fernandina Beach, FL 32034

website: [www.ameliaislandmosquitocontrol.org](http://www.ameliaislandmosquitocontrol.org)

phone: 904-261-5283

fax: 904-261-2622

### **ANASTASIA MOSQUITO CONTROL DISTRICT**

#### **OF ST. JOHNS COUNTY**

120 EOC Drive  
St. Augustine, FL 32092

website: [www.amcdsjc.org](http://www.amcdsjc.org)

phone: 904-471-3107

fax: 904-471-3189

### **BEACH MOSQUITO CONTROL DISTRICT**

1016 Cox Grade Road  
Panama City Beach, FL 32407

email: [edhunter4@comcast.net](mailto:edhunter4@comcast.net)

website: [www.pcbeachmosquito.org](http://www.pcbeachmosquito.org)

phone: 850-233-5030

fax: 850-233-5033

### **BUCKHEAD RIDGE MOSQUITO CONTROL DISTRICT**

30082 E. State Rd. 78, Ste. B  
Okeechobee, FL 34974

email: [bhrmosquitocontrol@embarqmail.com](mailto:bhrmosquitocontrol@embarqmail.com)

phone: 863-763-7840

fax: 863-763-7840

### **CITRUS COUNTY MOSQUITO CONTROL DISTRICT**

968 North Lecanto Highway  
Lecanto, FL 34461

website: [www.citrusmosquito.org](http://www.citrusmosquito.org)

phone: 352-527-7478

fax: 352-527-9567

### **COLLIER MOSQUITO CONTROL DISTRICT**

600 North Road  
Naples, FL 34104-3464

e-mail: [cmcd@cmcd.org](mailto:cmcd@cmcd.org)

website: [www.collier-mosquito.org](http://www.collier-mosquito.org)

phone: 239-436-1000

fax: 239-436-1005

### **EAST FLAGLER MOSQUITO CONTROL DISTRICT**

210 Airport Executive Drive  
Palm Coast, FL 32164

website: <http://flaglermosquito.com>

phone: 386-437-0002

fax: 386-437-0020

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**FLORIDA KEYS MOSQUITO CONTROL DISTRICT** phone: 305-292-7190  
5224 College Road fax: 305-292-7199  
Stock Island,  
Key West, FL 33040  
website: [www.keysmosquito.org](http://www.keysmosquito.org)

**FORT MYERS BEACH MOSQUITO CONTROL DISTRICT** phone: 239-463-6350  
300 Lazy Way (P. O. Box 2837) fax: 239-463-4201  
Ft. Myers Beach, FL 33932-2837  
email: [swatfmbmc@juno.com](mailto:swatfmbmc@juno.com)

**INDIAN RIVER MOSQUITO CONTROL DISTRICT** phone: 772-562-2393  
5655 41<sup>st</sup> Street (P. O. Box 670, ZIP 32967) fax: 772-562-9619  
Vero Beach, FL 32967  
email: [irmcd@irmosquito.org](mailto:irmcd@irmosquito.org)  
website: <http://irmosquito.org>

**LEE COUNTY MOSQUITO CONTROL DISTRICT** phone: 239-694-2174  
15191 Homestead Road fax: 239-693-5011  
Lehigh Acres, FL 33971  
P.O. Box 60005, Fort Myers, FL 33906  
website: [www.lcmcd.org](http://www.lcmcd.org)

**MANATEE COUNTY MOSQUITO CONTROL DISTRICT** phone: 941-722-3720  
2317 2<sup>nd</sup> Avenue, West fax: 941-721-0452  
Palmetto, FL 34221  
email: [manateemcd@aol.com](mailto:manateemcd@aol.com)  
website: [www.manateemosquito.com](http://www.manateemosquito.com)

**MOORE HAVEN MOSQUITO CONTROL DISTRICT** phone: 863-227-3291  
P. O. Box 852 fax: 863-946-1599  
Moore Haven, FL 33471  
email: [ahernbp@hotmail.com](mailto:ahernbp@hotmail.com)

**PASCO COUNTY MOSQUITO CONTROL DISTRICT** phone: 727-376-4568  
2308 Marathon Road fax: 727-376-4704  
Odessa, FL 33556  
website: [www.pascomosquito.org](http://www.pascomosquito.org)

**SOUTH WALTON COUNTY** phone: 850-267-2112  
**MOSQUITO CONTROL DISTRICT** fax: 850-267-2712  
774 North County Highway 393  
P.O. Box 1130 (ZIP 32459)  
Santa Rosa Beach, FL 32459  
email: [swcmcd@mchsi.com](mailto:swcmcd@mchsi.com)  
website: <http://www.southwaltonmosquitocontrol.com>

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## FDACS: MOSQUITO CONTROL DIRECTORY

[MosquitoControlReports@FreshFromFlorida.com](mailto:MosquitoControlReports@FreshFromFlorida.com)

Division of Agricultural Environmental Services

Attn: Mosquito Control (Contract Inquiries)

3125 Conner Blvd., Bldg., Ste. E

Tallahassee, FL 32399-1650

(850) 617-7917

<https://www.freshfromflorida.com/Business-Services/Mosquito-Control/Mosquito-Control-Directory#districtlist>

### **Florida Mosquito Control Directory Map**

The Florida Mosquito Control Directory Map provides useful information about the State-Approved Mosquito Control Districts of Florida. This map provides contact information, visualizes the location of the headquarters for each district, and identifies the districts that have aerial spraying capabilities. If you are looking for information about your local district or a neighboring district, simply select the county and details will display on the map.

### **Resources**

- [View the interactive Mosquito Control Directory Map](#)
- [Browse a list of State-Approved Mosquito Control Districts](#)
- [About the Mosquito Control Directory Map \[ 163.05 KB \]](#)
- [Map User's Guide \[ 575.15 KB \]](#)

### **Florida Counties**

<a href="#">Alachua</a>	<a href="#">Citrus</a>	<a href="#">Flagler</a>	<a href="#">Hendry</a>	<a href="#">Lafayette</a>	<a href="#">Marion</a>	<a href="#">Osceola</a>	<a href="#">Seminole</a>	<a href="#">Wakulla</a>
<a href="#">Baker</a>	<a href="#">Clay</a>	<a href="#">Franklin</a>	<a href="#">Hernando</a>	<a href="#">Lake</a>	<a href="#">Martin</a>	<a href="#">Palm Beach</a>	<a href="#">St. Johns</a>	<a href="#">Walton</a>
<a href="#">Bay</a>	<a href="#">Collier</a>	<a href="#">Gadsden</a>	<a href="#">Highlands</a>	<a href="#">Lee</a>	<a href="#">Miami-Dade</a>	<a href="#">Pasco</a>	<a href="#">St. Lucie</a>	<a href="#">Washington</a>
<a href="#">Bradford</a>	<a href="#">Columbia</a>	<a href="#">Gilchrist</a>	<a href="#">Hillsborough</a>	<a href="#">Leon</a>	<a href="#">Monroe</a>	<a href="#">Pinellas</a>	<a href="#">Sumter</a>	
<a href="#">Brevard</a>	<a href="#">DeSoto</a>	<a href="#">Glades</a>	<a href="#">Holmes</a>	<a href="#">Levy</a>	<a href="#">Nassau</a>	<a href="#">Polk</a>	<a href="#">Suwannee</a>	
<a href="#">Broward</a>	<a href="#">Dixie</a>	<a href="#">Gulf</a>	<a href="#">Indian River</a>	<a href="#">Liberty</a>	<a href="#">Okaloosa</a>	<a href="#">Putnam</a>	<a href="#">Taylor</a>	
<a href="#">Calhoun</a>	<a href="#">Duval</a>	<a href="#">Hamilton</a>	<a href="#">Jackson</a>	<a href="#">Madison</a>	<a href="#">Okeechobee</a>	<a href="#">Santa Rosa</a>	<a href="#">Union</a>	
<a href="#">Charlotte</a>	<a href="#">Escambia</a>	<a href="#">Hardee</a>	<a href="#">Jefferson</a>	<a href="#">Manatee</a>	<a href="#">Orange</a>	<a href="#">Sarasota</a>		

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**STATE-APPROVED MOSQUITO CONTROL DISTRICTS** (By County)

**BAY COUNTY MOSQUITO CONTROL**

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(850) 248-8721  
(850) 784-6169 Fax  
4800 Fire Tower Rd.  
Panama City, FL 32404

**BRADFORD COUNTY MOSQUITO CONTROL**

Bennie Jackson, Director  
[Bennie\\_Jackson@bradfordcountyfl.gov](mailto:Bennie_Jackson@bradfordcountyfl.gov)  
(904) 368-3971  
(904) 966-6383 Fax  
812-B N. Grand St.  
Starke, FL 32091

**BROWARD COUNTY MOSQUITO CONTROL**

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[Jmarhefka@Broward.org](mailto:Jmarhefka@Broward.org)  
(954) 765-4062  
(954) 985-1959 Fax  
1201 W. Airport Rd.  
Pembroke Pines, FL 33023

**CHARLOTTE COUNTY MOSQUITO & AQUATIC WEED CONTROL DIVISION**

Scott Schermerhorn, Director  
[Scott.Schermerhorn@charlottecountyfl.gov](mailto:Scott.Schermerhorn@charlottecountyfl.gov)  
(941) 764-4356  
(941) 764-4399 Fax  
25550 Harbor View Road, Unit 2  
Port Charlotte, FL 33980

**CLAY COUNTY MOSQUITO CONTROL**

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[brad784@ufl.edu](mailto:brad784@ufl.edu)  
(904) 284-6355  
(904) 529-9776 Fax  
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5 Esplanade Ave.  
Green Cove Springs, FL 32043

**BEACH MOSQUITO CONTROL DISTRICT (Bay County)**

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(850) 233-5033 Fax  
1016 Cox Grade Rd.  
Panama City, FL 32407

**BREVARD MOSQUITO CONTROL DISTRICT**

Chris Richmond, Director  
[chris.richmond@brevardcounty.us](mailto:chris.richmond@brevardcounty.us)  
(321) 264-5032  
(321) 264-5034 Fax  
800 Perimeter Rd.  
Titusville, FL 32780

**CALHOUN COUNTY MOSQUITO CONTROL**

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20859 Central Ave. E., Ste. G40  
Blountstown, FL 32424

**CITRUS COUNTY MOSQUITO CONTROL DISTRICT**

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[gdeskins@citrusmosquito.org](mailto:gdeskins@citrusmosquito.org)  
(352) 527-7478  
(352) 527-9567 Fax  
968 N. Lecanto Highway  
Lecanto, FL 34461

**COLLIER MOSQUITO CONTROL DISTRICT**

Patrick Linn, Director  
[plinn@cmcd.org](mailto:plinn@cmcd.org)  
(239) 436-1000  
(239) 436-1005 Fax  
600 N. Road  
Naples, FL 34104-3464

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[elontz@columbiacountyfla.com](mailto:elontz@columbiacountyfla.com)  
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(386) 758-1328 Fax  
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Lake City, Florida 32055

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(352) 498-1429 Fax  
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Cross City, FL 32628

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(850) 937-2202 Fax  
611 Highway 297A  
Cantonment, FL 32533

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(850) 875-8676 Fax  
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Quincy, FL 32353-1799

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[johnahern@ahernslc.com](mailto:johnahern@ahernslc.com)  
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(863) 946-1599 Fax  
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**DESOTO COUNTY MOSQUITO CONTROL**

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(863) 993-4840 Fax  
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Arcadia, FL 34266

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Jacksonville, FL 32218-2297

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(850) 670-8735 Fax  
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Eastpoint, FL 32328

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(863) 763-7840 Fax  
30082 E. State Road 78, Ste. B  
Okeechobee, FL 34974

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1001 10th St.  
Port Saint Joe, FL 32456

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Brooksville, FL 34601

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Palmetto, FL 34221

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Fernandina Beach, FL 32035

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(904) 471-3189 Fax  
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St. Augustine, FL 32092

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(407) 665-5600 Fax  
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**ST. LUCIE COUNTY MOSQUITO CONTROL DISTRICT**

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3750 Highway 98 W.  
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**WAKULLA COUNTY MOSQUITO CONTROL**

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(850) 926-2559 Fax  
48 Oak St.  
Crawfordville, FL 32327

**SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT**

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(850) 267-2712 Fax  
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Santa Rosa Beach, FL 32459

**WASHINGTON COUNTY MOSQUITO  
CONTROL**

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(850) 638-6244 Fax

1338 South Blvd.

Chipley, FL 32428

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\* **FLORIDA STATUTE: PUBLIC HEALTH, CHAPTER 388**

<https://www.flsenate.gov/Laws/Statutes/2012/Chapter388/All>

\* **MOSQUITO CONTROL PROGRAM ADMIN. CODE, CHAPTER 5E-13**

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=5E-13>

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<https://www.freshfromflorida.com/Business-Services/Mosquito-Control/Mosquito-Control-Licensing>  
Click pdf: "**FLORIDA MOSQUITO CONTROL PUBLIC HEALTH TRAINING AND CERTIFICATION**" under  
"Program Resources" on right of screen

## FLORIDA MOSQUITO CONTROL Public Health Training and Certification



Florida Department of Agriculture and Consumer Services  
ADAM H. PUTNAM, Commissioner  
The Capitol • Tallahassee, FL 32399-0800

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## Public Health Pest Control (PHPC) License

License requirements: In accordance with F.A.C. Chapter 5E-13.040, all persons who apply or supervise the application of a pesticide intended to control arthropods on property other than their own individual residential or agricultural property must be licensed to do so or work under the supervision of a licensed applicator.

The PHPC license is issued by the Mosquito Control Section in the Bureau of Licensing and Enforcement (BLE).

The PHPC license is required whether pesticides applied are restricted use or for general use. This category includes public applicators using or supervising the use of ground applications to control mosquitoes, midges, sand flies, dog flies, yellow flies, or other biting flies, etc, as well as aquatic insecticide applications to control aquatic stages of public health pests (larviciding). Application of restricted use aquatic herbicides for plant control or removal requires an Aquatic license issued by the Bureau of Licensing and Enforcement, under F.S. Chapter 487.

Compliance: Pesticide applications must be accurately recorded and kept on file for a minimum of 3 years, per Section 5E-13.040(8). Other criteria for safety training, worker protection, and justification for adulticide applications are spelled out in Chapter 5E-13 F.A.C. License holders are responsible for understanding and complying with all their requirements under the law.

Examinations: In order to obtain the PHPC license, applicants must pass two exams administered by the Department with a score of 70% or above. These are the General Standards (Core) and the Public Health Pest Control exams. There are no fees to take the exams; however, applicants will need to show a valid photo I.D. such as a driver's license in order to take the exams. Exams may be taken at local county extension offices, at the BEPC office in Tallahassee, or at regional training workshops. Prospective applicants should contact our office prior to examination to ensure they meet all requirements and have the appropriate study material.

Exam scores are *not* given over the phone; notification letters and

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licenses are mailed directly to the applicant. Please allow 2-3 weeks for processing of exams and licenses.

**Study materials:** The Public Health Pest Control study manual is available free of charge through our office. The study manual for the Core exam, *Applying Pesticides Correctly*, may be purchased through the UF/IFAS Education Resources Bookstore, or from the Florida Mosquito Control Association (FMCA).

**Core Exam Exemptions:** The only applicants exempt from taking the Core exam are those who have either passed the Core within the past 1 year, or hold a valid license issued through the Bureau of Licensing and Enforcement, under F.S. Chapter 487 or F.S. Chapter 482 as a Pest Control Operator or a Special Fumigation ID card holder.

**Contact and Employment Information:** PHPC licenses will not be issued without complete and accurate contact and employment information. License holders must keep their contact and employment information updated and accurate with our office. Failure to do so will result in inactivation of the license.

**Continuing Education:** In order to maintain a valid license in compliance with Chapter 5E-13 F.A.C., license holders must obtain continuing education in the public health category. Qualifying workshops, approved by the Department, will award Continuing Education Units (CEUs) to attendees. PHPC license holders must earn 16 CEUs in the category of Public Health during their 4 year license period.

At the end of each approved workshop (or workshop session), a Record of Attendance form will be signed by the approved trainer and handed out to PHPC license holders. License holders should make a copy of this form for their records and submit the signed original to the BLE Mosquito Control Section immediately. License holders are responsible for keeping track of their CEUs (and all other responsibilities under Chapter 5E-13). CEUs will *not* be recorded for attendees who have not submitted such a form. CEUs will also *not* be recorded for training taken prior to license issuance.

**License Renewal:** A renewal PHPC license will be sent automatically to license holders who have completed at least 16 CEUs during their 4

year license period. Failure to do so will result in inactivation of the license. Failure to earn 16 CEUs will result in expiration of the license; our office may not necessarily send a reminder to those license holders who have not earned enough CEUs.

### **Public Health Aerial License**

All persons conducting public health arthropod control by air must obtain a Public Health (PH) Aerial license. In order to obtain the PH Aerial license, applicants must obtain the PHPC license and pass a third examination, the Aerial exam. All exams may be taken at local county extension offices, at regional workshops, or at the BEPC office by appointment. The *Aerial Application* study packet may be purchased from UF/IFAS Education Resources or the FMCA. Issued PH Aerial licenses are valid only as long as the PHPC license also remains valid (see above requirements for PHPC). Renewals are sent together with the PHPC renewals. Prior to issuance of the PHPC Aerial license, a valid copy of the license holder's Pilot's License must be submitted to the Department.

### **DACS' Public Health Director Certification**

**Certification Requirements:** This certification is not necessary for anyone other than applicants who wish to become director of a county or district mosquito control program. Individuals applying for a position as director must provide to their prospective employer a valid DACS Director's Certificate. If this certification is not obtained prior to appointment, a grace period of 6 months is allowed by the Department. If by that time the certification has not been obtained, the program will fall into noncompliance and may lose state approved status.

**Examination:** To obtain the certification, applicants must pass the DACS Director Examination with a score of 70% or better. Applicants must hold a valid PHPC license and obtain prior approval through our office before taking the exam. The certificate is valid, provided the PHPC license is also kept valid.

The Director's exam may not be taken more than three times in a 6 month period. Study materials for this exam are the *Florida Mosquito Control Handbook* (available for purchase through the FMCA), F.S. Chapter 388,

and Chapter 5E- 13 F.A.C. Please contact our office directly for more information regarding director qualification requirements.

**Printed Resources Available from Our Office:**

- Public Health Pest Control Manual -- study manual for the PHPC license
- Pesticide Applicator Certification and Licensing in Florida - manual
- Chapter 5E-13 F.A.C.
- F.S. Chapter 388

**Other Helpful Resources:**

- [www.freshfromflorida.com](http://www.freshfromflorida.com) - CEU Class Search, important meeting announcements, the BEPC homepage, the Mosquito Control Directory, pesticide usage reports, and other useful information.
- [www.floridamosquito.org](http://www.floridamosquito.org) - the FMCA homepage
- <http://solutionsforyourlife.ufl.edu/map/index.shtml> - UF/IFAS County Extension Office listing

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## GOVERNMENT-IN-THE-SUNSHINE LAW "MANUAL"

CLICK ON THE FOLLOWING LINK TO GO TO THE GOVERNMENT-IN-THE-SUNSHINE LAW MANUAL:

<http://www.myflsunshine.com/sun.nsf/manual/73A5BCF3DE031610852566F300722F35>

### AND - FREQUENTLY ASKED QUESTIONS

© 2009 Office of the Attorney General of Florida



*The following questions and answers are intended to be used as a reference only - interested parties should refer to the Florida Statutes and applicable case law before drawing legal conclusions.*

- **What is the Sunshine Law?** Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foresee ably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.
- **What are the requirements of the Sunshine law?** The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.
- **What agencies are covered under the Sunshine Law?** The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.
- **Are federal agencies covered by the Sunshine Law?** Federal agencies operating in the state do not come under Florida's Sunshine law.
- **Does the Sunshine Law apply to the Legislature?** Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.
- **Does the Sunshine Law apply to members-elect?** Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.

**What qualifies as a meeting?** The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The

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law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

- **Can a public agency hold closed meetings?** There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.
- **Does the law require that a public meeting be audio taped?** There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.
- **Can a city restrict a citizen's right to speak at a meeting?** Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than everyone present.
- **As a private citizen, can I videotape a public meeting?** A public board may not prohibit a citizen from videotaping a public meeting through the use of non-disruptive video recording devices.
- **Can a board vote by secret ballot?** The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.
- **Can two members of a public board attend social functions together?** Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.
- **What is a public record?** The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.
- **Can I request public documents over the telephone and do I have to tell why I want them?** Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.
- **How much can an agency charge for public documents?** The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to


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\$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.

- **Does an agency have to explain why it denies access to public records?** A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.
- **When does a document sent to a public agency become a public document?** As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.
- **Are public employee personnel records considered public records?** The rule on personnel records is the same as for other public documents ... unless the Legislature has specifically exempted an agency's personnel records or authorized the agency to adopt rules limiting public access to the records, personnel records are open to public inspection. There are, however, numerous statutory exemptions that apply to personnel records.
- **Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?**  
No. To allow the maker or sender of documents to dictate the circumstances under which documents are deemed confidential would permit private parties instead of the Legislature to determine which public records are public and which are not.
- **Are arrest records public documents?** Arrest reports prepared by a law enforcement agency after the arrest of a subject are generally considered to be open for public inspection. At the same time, however, certain information such as the identity of a sexual battery victim is exempt.
- **Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?** The Sunshine Law provides for a right of access to inspect and copy existing public records. It does not mandate that the custodian give out information from the records nor does it mandate that an agency create new records to accommodate a request for information.
- **What agency can prosecute violators?** The local state attorney has the statutory authority to prosecute alleged criminal violations of the open meetings and public records law. Certain civil remedies are also available.
- **What is the difference between the Sunshine Amendment and the Sunshine Law?** The Sunshine Amendment was added to Florida's Constitution in 1976 and provides for full and public disclosure of the financial interests of all public officers, candidates and employees. The Sunshine Law provides for open meetings for governmental boards
- **How can I find out more about the open meetings and public records laws?**  
Probably the most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office. The manual is updated each year and is available for purchase through the First Amendment Foundation in Tallahassee. For information on obtaining a copy, contact the First Amendment Foundation at (850) 224-4555.

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## **~~INTERGOVERNMENTAL COMMITTEE BY LAWS~~**

### **~~NAME:~~**

~~The name of the organization shall be the Intergovernmental Committee.~~

### **~~MEMBERSHIP:~~**

~~The Intergovernmental Committee shall consist of two (2) members for each of the elected taxing bodies of St. Johns County; one (1) member shall serve as the active representative to the Committee and the other member shall serve as an alternate. These elected bodies shall include, but not be limited to:~~

~~Board of County Commissioners  
St. Augustine City Commission  
St. Augustine Beach City Commission  
Hastings Town Council  
St. Johns County School Board  
St. Augustine/St. Johns County Airport Authority  
St. Augustine Port, Waterway and Beach District  
Anastasia Mosquito Control District  
Ponte Vedra Beach Municipal Service District  
Julington Creek Plantation Community Development District  
St. Johns River Water Management District  
Florida Department of Transportation  
Clerk of Courts  
Supervisor of Elections  
Property Appraiser  
Tax Collector  
Sheriff's Office~~

~~Each member shall have one (1) vote. Non-elected administration staff members from each board should attend. They will have the same rights as the Committee members do in voicing opinions, offering information, and discussing issues, but cannot make motions or vote.~~

### **~~ROTATION OF MEMBERS:~~**

~~It is desirable for all agencies to rotate their representation on the Committee. The method of rotation is to be determined by the individual agencies; however, a two (2) year cycle is recommended with alternate seats being rotated each year. This method will allow all elected officials an opportunity to serve and also ensure continuity. New membership will be seated at the March reorganizational meeting.~~

### **~~PURPOSE:~~**

~~The purpose of the Intergovernmental Committee is to provide an organized forum for communication, discussion, and appropriate action among the various elected taxing authorities of St. Johns County. \*Revised by Lenora Newsome July 2003~~

~~3-24~~

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~~The Intergovernmental Committee can, at the request of a local member board, vote to endorse action on matters already acted on by that board.~~

~~Intergovernmental Committee members have the right to open discussion of all matters before any member board but the Intergovernmental Committee cannot vote on matters that are currently being acted on by a member board.~~

~~Intergovernmental Committee members can move for a vote to request a member board to consider action on a matter that has not been before that board or that is not currently before that board.~~

~~Committee members cannot motion for a vote to request reconsideration of action by the member board they represent.~~

#### **MEETINGS:**

~~All meetings shall take place in the Sunshine and adhere to Florida Statutes governing discussions among elected officials.~~

~~Meetings will generally be conducted according to Roberts Rules of Order, Revised. Meetings will generally be held at the administrative site of the Chairman of the Intergovernmental Committee. Meetings may be held at other designated sites following a majority vote by a quorum of the Committee.~~

~~The frequency, day and hour of the meeting will be determined annually by a majority vote of the Committee at its March reorganization meeting.~~

~~Special meetings may be called by the Chairman upon the request of any member.~~

#### **QUORUM:**

~~A quorum shall include the Chairman, or Acting Chairman, plus at least one (1) member of three (3) of the member agencies, making 4.~~

~~OFFICERS: Officers of the Committee shall include a Chairman and Vice Chairman.~~

#### **DUTIES OF OFFICERS:**

##### **Chairman:**

~~The Chairman shall preside at all meetings.~~

##### **Vice Chairman:**

~~The Vice Chairman shall perform the duties of the Chairman in his/her absence.~~

~~Recording Secretary: Unless otherwise designated by the Committee, the Recording Secretary will be provided by the agency represented by the Chairman of the Committee.~~

~~The Recording Secretary shall record and distribute the minutes of meetings, prepare the agenda through the direction of the Chairman, solicit input by members of the Committee, and inform member of the time and date of all meetings.~~

~~The Recording Secretary shall serve as Custodian of all records and past minutes of the Committee. BACK to "TOC"~~

**REORGANIZATION:**

~~A reorganizational meeting of the Committee shall be held during the regular March meeting of the Committee each year.~~

~~During the annual organizational meeting, the Committee shall:~~

- ~~Elect the Chairman and Vice Chairman~~
- ~~Determine the meeting frequency, date and time~~
- ~~Determine the meeting site~~
- ~~Designate the Recording Secretary~~

**REVISION OF BY-LAWS:**

~~The By-Laws may be revised by a majority vote of a quorum of the Committee.  
All members must be notified of revisions that are made.~~

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## MEMORANDUM OF VOTING CONFLICT FORM

<https://www.flrules.org/gateway/reference.asp?No=Ref-03279>

(In the middle of the page click on "Original Document(s) Form 8B.pdf")

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# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <span style="float: right;">COUNTY</span>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_\_:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- \_\_\_ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- \_\_\_ inured to the special gain or loss of my relative, \_\_\_\_\_;
- \_\_\_ inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- \_\_\_ inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

**NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.**

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## **REPEAL EMINENT DOMAIN, CHAPTER 388.191, SB 1724**

Click on the link below for the 2012 Florida Senate - SB 1724:

<http://www.flsenate.gov/Session/Bill/2012/1724/Category>

in the middle of the page, click:

**"Bill Text - pdf"**

**Florida Senate - 2012**  
**By Senator Alexander**

**SB 1724**

17-01360-12

20121724

A bill to be entitled

An act relating to mosquito control districts; repealing s. 388.191, F.S., relating to certain powers of the board of county commissioners to hold, control, acquire, or purchase real or personal property, condemn land or easements, exercise the right of eminent domain, and institute and maintain condemnation proceedings for a mosquito control district; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 388.191, Florida Statutes, is repealed.  
Section 2. This act shall take effect July 1, 2012.

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## **AGRICULTURE & CERTAIN POWERS & DUTIES OF DACS**

Click on the following Link for 2012 HB 7021:

<https://www.flsenate.gov/Session/Bill/2012/7021>

Click on the link in the middle of the page:

**"Bill Text: PDF"**

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## UF FMEL WHITE PAPER 2009

The UF FMEL White Paper 2009 document can be downloaded from the Florida Medical Entomology Laboratory Web page:

<http://fmel.ifas.ufl.edu/media/fmelifasufledu/FWP09.pdf> (direct pdf link)

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DIRECTOR'S PERFORMANCE EVALUATION PROCESS POLICY & FORM  
(For Evaluation of Director)

1. Chair directs staff to provide copies of the Evaluation Form to each Board Member in the August Board Book in every other even years (beginning in August 2018 for FY 18/19 {Oct 1, 2018 through Sept. 30, 2019}).
2. Each Board Member completes evaluation form and discusses any concerns with each employee being evaluated by the September 10<sup>th</sup>. Employee signs form and has an opportunity to respond in writing by September 25<sup>th</sup>. Copies of all Evaluation Forms, with any written responses, are sent electronically to the Attorney.
3. The Attorney will prepare a numerical grid and a letter for the Chair to read at the October Board Meeting (in every even year). The reading of this letter, written by the Attorney and read by the Chair, will be the only public comment. Based on the budget for pay increases, and if the numerical number is 90% or higher, a motion to authorize a pay increase or merit raise can be made. The Director should also receive any annual COLA raise that is given to other District employees. The effective date should coincide with the budget calendar year.
4. All original evaluations will be placed in the Employee's personnel file.
5. The attached Performance Evaluation form (4 pages) will be used for evaluations beginning in budget year 2018-2019.

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

500 Old Beach Road, St. Augustine, FL 32092



**PERFORMANCE EVALUATION**

**(DIRECTOR) ~ EXEMPT POSITION**

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

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

Date of Last Review: \_\_\_\_\_ Scheduled Review Date: \_\_\_\_\_

Type of Review:  Initial six (6) months  Annual  Promotion  Merit / Performance  
 Unsatisfactory Performance  Other: \_\_\_\_\_

**INSTRUCTIONS:**

1) Review the Evaluation Form in detail. 2) Carefully evaluate the employee's work performance in relation to the essential functions of the position for the entire rating period. 3) assign and circle points for each rating within the scale that best describes the employee's ability for each factor and write that number in the corresponding points box. 4) Any rating of O (Outstanding Performance) or U (Unsatisfactory Performance) requires justification in Section VI. "Major Strengths" and Section VII. "Areas Needing Improvement". 5) Review with employee. A section is available for employee comments.

**DEFINITIONS OF PERFORMANCE RATINGS:**

- O – Outstanding** – Performance is exceptional in all areas and is recognizable as being far superior to others.
- V – Very Good** – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- G – Good** – Competent and dependable level of performance. Meets the performance standards of the position.
- I – Improvement Needed** – Performance is deficient in certain areas. Improvement is necessary.
- U – 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.

**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. Remains up-to-date on changes/trends in technical knowledge related to the job. Expands knowledge of the job and district products/services as it relates to other positions.

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

	Points
O	100-90
V	89-80
G	79-70
I	69-60
U	Below 60

**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. Willingness to assume and implement the responsibilities of these decisions and the position and to do so in a timely manner.

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

	Points
O	100-90
V	89-80
G	79-70
I	69-60
U	Below 60

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 district.

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

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**B. INTERACTIVE SKILLS:**

1. **Interpersonal Relationships:** Demonstrates willingness and ability to cooperate, work, and communicate with colleagues and subordinates or outside contacts in a collective effort to accomplish district goals and objectives.

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

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

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

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

3. **PUBLIC RELATIONS:** Ability to communicate effectively with the public to a degree to which employee is able to project a courteous and helpful image.

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

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

2. **Planning & Organization:** Establishes objectives and sets goals for self and subordinates to accomplish district goals; makes proper assignments of personnel and appropriate use of resources. Analyzes the needs of the district accurately and sets realistic target dates. Develops programs to improve the effectiveness & overall operation of the district.

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

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

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

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

4. **Orientation Towards Results:** Ability to initiate projects, anticipate changes or needs, set new priorities, follow through and meet deadlines, and achieve measurable results.

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

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

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

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

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

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

7. **SUPERVISORY SKILLS:** Provides direction and motivates employees to perform at their highest level. Able to responsibly evaluate the work of employees and take appropriate action when necessary. Enforces district policies and regulations in a positive manner.

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

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

8. **BUDGET MANAGEMENT:** Prepares timely and accurate projections of district financial requirements and manages allocated financial resources.

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

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

9. **DIRECTS & IMPLEMENTS TRAINING & SAFETY PROGRAM:** Implements Safety Program and proper training and preparation of both for the district, management and subordinates.

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

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**II. RATE OVERALL PERFORMANCE:**

Total Points:  ÷ Number of Factors Rated  = OVERALL RATING

		Points
Outstanding	100-90	
Very Good	89-80	
Good	79-70	
Improvement Needed	69-60	
Unsatisfactory	Below 60	

**III. MAJOR STRENGTHS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**IV. AREAS NEEDING IMPROVEMENT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**V. TRAINING AND DEVELOPMENT:**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Discussed with employee on:     /    /     Follow-Up Requested:  YES  NO Follow-Up Date:     /    /      
(Date) (Date)

\_\_\_\_\_  
**COMMISSIONER SIGNATURE:** **DATE**

**EMPLOYEE COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_  
**CHAIRPERSON SIGNATURE** **DATE**

**UNFINISHED  
BUSINESS  
#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Gina LeBlanc, Vice-Chairperson  
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: April 3, 2018

RE: SpringStar Project

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AMCD was a part of the NIH grant application with SpringStar about AGO trap evaluation. AMCD attended the 1<sup>st</sup> year's field trial in St. Augustine and received 1,000 AGO traps and \$30,000 funding for the project. The 6 community subdivisions (20 acres per lot, for 6 lots) in St. Augustine were happy with the new technology for control of Zika and Dengue Fever mosquitoes in 2017. This year AMCD will have a large scale of deployment of the AGO traps in 6 community subdivisions (about 40 acres per lot, for 6 lots). We have received an additional 2,000 AGO traps without charge to us and will receive a total of \$117,000 in funds to hire the technicians and students to conduct this project from May to October, 2018. This project benefits the local community with environmental-friendly control method and needs for local community support and collaboration.

The District Attorney reviewed the contract and I would like to request the Board to approve the contract as presented.



PO Box 2622  
Woodinville, WA 98072  
[www.springstar.net](http://www.springstar.net)

Ph: 425-487-6011  
Fx: 425-487-4360  
mike@springstar.net

## **Small Business Innovative Research (SBIR) Program Collaboration Agreement**

This collaboration agreement ("agreement") is between SpringStar Inc, a small business concern having primary residence at 8330 Maltby Road, Suite A, Woodinville, WA, 98072 ("SpringStar") and Anastasia Mosquito Control District of St. Johns County, FL having principal offices at 120 EOC Drive, Saint Augustine, FL 32092 ("AMCD").

### **Summary**

- A. National Institutes of Health ("NIH") has awarded SpringStar an SBIR Phase II funding agreement ("grant") for its proposal titled "Refinement of an auto-dissemination station for control of mosquito vectors" ("Project"), under Prime Contract No. 2R44AI115782-02.
- B. SpringStar wishes to obtain the services of AMCD to perform that portion of the research which is specifically allocated to AMCD under the Project, subject to mutually agreed upon changes to the original Project, as outlined in Appendix A (Detailed Protocols).

### **Statement of Work**

AMCD agrees to use reasonable efforts to perform that portion of the Project in accordance with this agreement and the append Detailed Protocols (Appendix A). AMCD will work directly with SpringStar personnel to complete the Project. Questions and concerns about protocol details will be directed first to SpringStar for the duration of this Project.

### **Points of Contact**

The AMCD portion of the Project will be supervised by Rui-De Xue. If for any reason he/she is unable to continue to serve in this capacity, AMCD will designate a successor and notify SpringStar of this change.

The Principal Investigator for this collaboration will be Michael Banfield, President. If for any reason he/she cannot continue to serve in this capacity, SpringStar will designate a successor, subject to NIH's approval, and AMCD will be notified.

### **Period of Performance**

AMCD will perform their portion of the Project, beginning 05/08/2018 or other such start date as mutually agreed. This agreement will not be subject to renewal.

## Payment

This is a firm-fixed price type agreement, and SpringStar shall fund AMCD for all direct and indirect costs incurred in connection with the Project at the amount of \$117,000. AMCD will send an invoice to SpringStar at the end of the project year (November 2017), for the full amount allocated. Payment will be made by SpringStar within thirty (30) days of receipt of AMCD invoices.

SpringStar will provide all autocidal gravid ovitrap devices ("AGO") required for completion of the Project at no cost to AMCD. The cost of the stations will not be subtracted from the aforementioned amount.

All other direct and indirect costs incurred in connection with the Project incurred in excess of the aforementioned amount will not be charged to SpringStar or NIH. AMCD will pay for those costs out of their internal funds or independent outside funding secured by AMCD. SpringStar will not help AMCD obtain additional outside funding.

## Record keeping

AMCD will keep sufficient records of time and costs incurred to support external financial audit requirements, if requested by NIH.

AMCD will keep records of all work performed in the field and laboratory, sufficient to support NIH audit requirements for the primary grant.

## Intellectual Property

- A. Project Intellectual Property means the legal rights relating to inventions, patent applications, patents, copyrights, trademarks, mask works, and computer software, first made or generated under the terms of this agreement.
- B. The rights of AMCD and SpringStar to Project Intellectual Property made by their employees in the performance of this Agreement shall be as set forth in the patent rights clause of 37 CFR 401.14. NIH may obtain title to any Project Intellectual Property not elected by either Party as set forth in the patents right clause. Unless otherwise agreed in writing, Project Intellectual Property shall be owned by the Party whose employee(s) make or generate the Project Intellectual Property. Jointly made or generated Project Intellectual Property shall be jointly owned by the Parties unless otherwise agreed in writing. In addition to NIH's rights under the patent rights clause, both Parties agree that the Government shall have an irrevocable, royalty free, non-exclusive license for any Governmental Purposes in any Project Intellectual Property
- C. As a contractor, AMCD agrees to disclose, in writing, Project Intellectual Property which may be patentable or otherwise protectable under the United States patent laws in Title 35 of the United States Code, within 2 months after the inventor(s) first disclose the information in writing, to the person(s) responsible for patent matters at AMCD. All written disclosures of such inventions shall contain sufficient detail of the invention, identification of any statutory bars, and shall be marked confidential, in accordance with



35 USC Section 205. Disclosure to NIH by SpringStar shall be within the time provided in paragraph (c)(1) of the patent rights clause of 37 CFR 401.14.

- D. Each party hereto may use Project Intellectual Property of the other nonexclusively and without compensation in connection with internal research or development activities under the Project, including inclusion with SBIR project reports to NIH by SpringStar and proposals to NIH for continued support through additional phases.

### **Confidentiality/Publication**

SpringStar may, at times, require that certain data essential for conduct of the Project be held in confidence. Accordingly, AMCD's acceptance and use of any confidential or proprietary data which may be supplied by SBC in the course of this Project shall be subject to the following:

- A. The data must be marked or otherwise designated in writing as confidential and proprietary to SpringStar
- B. AMCD retains the right to refuse to accept any such data which it does not consider to be essential to the completion of the project
- C. When AMCD does accept such data as confidential or proprietary, it agrees, to the extent permitted by Chapter 119, Florida Statutes, to make a good faith effort to hold such data in confidence to the same level of effort employed to safeguard its own confidential or proprietary records, and, where permitted by Florida law, not publish or otherwise reveal the data to others outside AMCD without the written permission of SpringStar, unless the data has already been published or disclosed publicly by third parties or is required to be disclosed by order of a court of law.

Subject to the terms above, SpringStar and AMCD may both publish their results from this Project. However, the publishing party shall provide the other party a thirty (30) day period in which to review proposed publications and/or presentations, identify confidential or proprietary and patentable information, and to submit comments. Except as required by Chapter 119, Florida Statutes, the publishing party shall not publish or otherwise disclose confidential or proprietary information identified by the other party, and the publishing party will give full consideration to all comments before publishing. Furthermore, upon request of the reviewing party, publication will be deferred for up to thirty (30) additional days for preparation and filing of a patent application which the reviewing party has the right to file.

### **Use of Names**

Neither Party will use the name of the other in any advertising or other form of publicity without the written permission of the other.

### **Applicability**

- A. This agreement shall be applicable only to matters relating to the Project referred to in the Summary section above.
- B. This agreement incorporates by reference the relevant and applicable pass-through terms and conditions of the Grant as described in the Notice of Award, attached hereto as Appendix B.
- C. The provisions of this agreement shall apply to any and all consultants, subcontractors, independent contractors, or other individuals employed by AMCD for the purpose of the Project referred to above.

### **Liability**

AMCD makes no warranties, expressed or implied, as to any matter whatsoever, including, without limitation, the condition of the research or any invention(s) or product(s), whether tangible or intangible, conceived, discovered or developed under this agreement; or the ownership, merchantability, or fitness for a particular purpose of the research or any such invention or product. AMCD shall not be liable for any direct, consequential, or other damages suffered by any licensee or any others resulting from the use of the research or any such invention or product.

SpringStar also makes no warranties, expressed or implied, as to any matter whatsoever, including, without limitation, the condition of the research or any invention(s) or product(s), whether tangible or intangible, conceived, discovered or developed under this agreement; or the ownership, merchantability, or fitness for a particular purpose of the research or any such invention or product. SpringStar shall not be liable for any direct, consequential, or other damages suffered by any licensee or any others resulting from the use of the research or any such invention or product.

AMCD makes no representation or warranty regarding actual or potential infringement of patents or copyrights of third parties. SpringStar acknowledges that the avoidance of such infringement in the design, use, and sale of products and processes related to the Project shall remain solely the responsibility of SpringStar.

SpringStar agrees to indemnify, defend, and hold harmless AMCD, its employees and agents against any liability, damages, loss or expense (including reasonable attorney fees and expenses of litigation) arising out of actions of SpringStar, into employees or any third party action on behalf of or under authorization from SpringStar in the performance of this agreement.

Notwithstanding anything herein to the contrary, SpringStar agrees to indemnify, defend, and hold harmless AMCD from all liabilities, damages, expenses and losses (including reasonable attorney fees and expenses of litigation) arising out of the use by SpringStar, or by any party acting on behalf of or under authorization from SpringStar, of AMCD technical development or out of any use, sale or other disposition by SpringStar, or by any party acting on behalf of or under authorization from SpringStar, including products made or developed as a result of information or materials received from AMCD. The provisions of this paragraph shall survive termination or expiration of this Agreement.



PO Box 2622  
Woodinville, WA 98072  
[www.springstar.net](http://www.springstar.net)

Ph: 425-487-6011  
Fx: 425-487-4360  
mike@springstar.net

## Termination

This Agreement may be terminated by either party giving written notice to the other party at least 90 days in advance of the specified date of termination. By such termination, neither party may nullify the rights and obligations accrued prior to the effective date of termination of this Agreement. Upon termination, AMCD will be reimbursed for all costs and noncancellable commitments incurred in the performance of the Project and not yet paid for, such reimbursement together with other payments not to exceed the total cost specified in the section titled "Payment" of this agreement.

## Notices

Any notices required to be given or which shall be given under this Agreement shall be in writing delivered by first class mail, addressed to the parties as follows:

Anastasia Mosquito Control District Of St. John's County, FL  
120 EOC Drive  
Saint Augustine, FL 32092  
Attention: Rui-De Xue

SpringStar Inc  
P.O. Box 2622  
Woodinville, WA 98072  
Attention: Michael Banfield

## Governing Law

The validity and interpretation of this Agreement and the legal relation of the parties to it shall be governed by the laws of the State of Florida.

## Entire Agreement

Unless otherwise specified, this Agreement embodies the entire understanding between AMCD and SpringStar for this Project. Any prior or contemporaneous agreements, either oral or written, are hereby superseded. No amendments or changes to this Agreement, including without limitation, changes in the statement of work, total estimated costs, and period of performance shall be effective unless made in writing and signed by authorized representations of the parties.



PO Box 2622  
Woodinville, WA 98072  
[www.springstar.net](http://www.springstar.net)

Ph: 425-487-6011  
Fx: 425-487-4360  
mike@springstar.net

**AGREED TO AND ACCEPTED:**

**SpringStar**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: Michael G. Banfield  
Title: President

**AMCD**

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



NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES

**Grant Number:** 5R44AI115782-03  
**FAIN:** R44AI115782

**Principal Investigator(s):**  
Michael Gilbert Banfield (contact), MBA  
Rebecca Heinig

**Project Title:** Refinement of an Autocidal Gravid Ovitrap for mass-manufacturing

Banfield, Michael Gilbert  
President  
8330 Maltby Road, Suite A  
PO Box 2622  
Woodinville, WA 980728003

**Award e-mailed to:** mike@springstar.net

**Period Of Performance:**  
**Budget Period:** 06/01/2017 – 05/31/2018  
**Project Period:** 07/01/2015 – 05/31/2018

Dear Business Official:

The National Institutes of Health hereby awards a grant in the amount of \$618,531 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to SPRINGSTAR, INC. in support of the above referenced project. This award is pursuant to the authority of 42 USC 241 15 USC 638 42 CFR 52 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

Each publication, press release, or other document about research supported by an NIH award must include an acknowledgment of NIH award support and a disclaimer such as "Research reported in this publication was supported by the National Institute Of Allergy And Infectious Diseases of the National Institutes of Health under Award Number R44AI115782. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health." Prior to issuing a press release concerning the outcome of this research, please notify the NIH awarding IC in advance to allow for coordination.

Award recipients must promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct and reporting of research funded under NIH awards will be free from bias resulting from an Investigator's Financial Conflict of Interest (FCOI), in accordance with the 2011 revised regulation at 42 CFR Part 50 Subpart F. The Institution shall submit all FCOI reports to the NIH through the eRA Commons FCOI Module. The regulation does not apply to Phase I Small Business Innovative Research (SBIR) and Small Business Technology Transfer (STTR) awards. Consult the NIH website <http://grants.nih.gov/grants/policy/coi/> for a link to the regulation and additional important information.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Laura A. Pone  
Grants Management Officer  
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES

Additional information follows

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**SECTION I – AWARD DATA – 5R44AI115782-03****Award Calculation (U.S. Dollars)**

Salaries and Wages	\$124,100
Fringe Benefits	\$7,446
Personnel Costs (Subtotal)	\$131,546
Consultant Services	\$30,000
Materials & Supplies	\$55,748
Travel	\$19,140
Other	\$120,540
Subawards/Consortium/Contractual Costs	\$164,883
Publication Costs	\$1,500

Federal Direct Costs	\$523,357
Federal F&A Costs	\$95,174
Approved Budget	\$618,531
Total Amount of Federal Funds Obligated (Federal Share)	\$618,531
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$618,531</b>
<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$618,531</b>

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
3	\$618,531	\$618,531

**Fiscal Information:**

CFDA Name: Allergy and Infectious Diseases Research  
CFDA Number: 93.855  
EIN: 1550911898A1  
Document Number: RA115782B  
PMS Account Type: P (Subaccount)  
Fiscal Year: 2017

IC	CAN	2017
AI	8026951	\$618,531

**NIH Administrative Data:**

PCC: M43 / OC: 414E / Released: AMIDONL 05/16/2017  
Award Processed: 05/17/2017 12:06:28 AM

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 5R44AI115782-03**

For payment and HHS Office of Inspector General Hotline information, see the NIH Home Page at <http://grants.nih.gov/grants/policy/awardconditions.htm>

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**SECTION III – TERMS AND CONDITIONS – 5R44AI115782-03**

This award is based on the application submitted to, and as approved by, NIH on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- The grant program legislation and program regulation cited in this Notice of Award.
- Conditions on activities and expenditure of funds in other statutory requirements, such as those included in appropriations acts.
- 45 CFR Part 75.
- National Policy Requirements and all other requirements described in the NIH Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- Federal Award Performance Goals: As required by the periodic report in the RPPR or in

- the final progress report when applicable.
- f. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

(See NIH Home Page at <http://grants.nih.gov/grants/policy/awardconditions.htm> for certain references cited above.)

**Research and Development (R&D):** All awards issued by the National Institutes of Health (NIH) meet the definition of "Research and Development" at 45 CFR Part § 75.2. As such, auditees should identify NIH awards as part of the R&D cluster on the Schedule of Expenditures of Federal Awards (SEFA). The auditor should test NIH awards for compliance as instructed in Part V, Clusters of Programs. NIH recognizes that some awards may have another classification for purposes of indirect costs. The auditor is not required to report the disconnect (i.e., the award is classified as R&D for Federal Audit Requirement purposes but non-research for indirect cost rate purposes), unless the auditee is charging indirect costs at a rate other than the rate(s) specified in the award document(s).

This award is subject to the life cycle certification requirements set forth in Section 18.5.5.4 of the NIH Grants Policy Statement. Awardees are not required to submit this certification directly to NIH but must instead complete the certification, maintain it on file in accordance with the records and retention policy in Section 8.4.2 of the NIH Grants Policy Statement, and make these certifications available to Federal officials upon request.

A certification is required at the following times:

- For SBIR Phase I Awardees: At the time of receiving final payment or disbursement from the Payment Management System.
- For SBIR Phase II Awardees: Prior to receiving more than 50% of the total award amount and prior to final payment or disbursement from the Payment Management System.

If the grantee cannot complete this certification or cannot ensure compliance with the certification process, it should notify the GMO immediately. If resolution cannot be reached, the GMO will void or terminate the grant, as appropriate.

The certification form is available in fillable format at: <http://grants.nih.gov/grants/forms.htm#sbir>.

An unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval.

This grant is subject to Streamlined Noncompeting Award Procedures (SNAP).

This award is subject to the requirements of 2 CFR Part 25 for institutions to receive a Dun & Bradstreet Universal Numbering System (DUNS) number and maintain an active registration in the System for Award Management (SAM). Should a consortium/subaward be issued under this award, a DUNS requirement must be included. See <http://grants.nih.gov/grants/policy/awardconditions.htm> for the full NIH award term implementing this requirement and other additional information.

This award has been assigned the Federal Award Identification Number (FAIN) R44AI115782. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

Based on the project period start date of this project, this award is likely subject to the Transparency Act subaward and executive compensation reporting requirement of 2 CFR Part 170. There are conditions that may exclude this award; see <http://grants.nih.gov/grants/policy/awardconditions.htm> for additional award applicability information.

In accordance with P.L. 110-161, compliance with the NIH Public Access Policy is now mandatory. For more information, see NOT-OD-08-033 and the Public Access website: <http://publicaccess.nih.gov/>.



This award represents the final year of the competitive segment for this grant. See the NIH Grants Policy Statement Section 8.6 Closeout for complete closeout requirements at: <http://grants.nih.gov/grants/policy/policy.htm#gps>.

A final expenditure Federal Financial Report (FFR) (SF 425) must be submitted through the eRA Commons (Commons) within 120 days of the expiration date; see the NIH Grants Policy Statement Section 8.6.1 Financial Reports, <http://grants.nih.gov/grants/policy/policy.htm#gps>, for additional information on this submission requirement. The final FFR must indicate the exact balance of unobligated funds and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System's (PMS) quarterly cash transaction data. A final quarterly federal cash transaction report is not required for awards in PMS B subaccounts (i.e., awards to foreign entities and to Federal agencies). NIH will close the awards using the last recorded cash drawdown level in PMS for awards that do not require a final FFR on expenditures or quarterly federal cash transaction reporting. It is important to note that for financial closeout, if a grantee fails to submit a required final expenditure FFR, NIH will close the grant using the last recorded cash drawdown level. If the grantee submits a final expenditure FFR but does not reconcile any discrepancies between expenditures reported on the final expenditure FFR and the last cash report to PMS, NIH will close the award at the lower amount. This could be considered a debt or result in disallowed costs.

A Final Invention Statement and Certification form (HHS 568), (not applicable to training, construction, conference or cancer education grants) must be submitted within 120 days of the expiration date. The HHS 568 form may be downloaded at: <http://grants.nih.gov/grants/forms.htm>. This paragraph does not apply to Training grants, Fellowships, and certain other programs—i.e., activity codes C06, R13, R25, S10.

Unless an application for competitive renewal is submitted, a final progress report must also be submitted within 120 days of the expiration date. Instructions for preparing a SBIR/STTR Phase II Final Progress Report are at: [http://grants.nih.gov/grants/funding/finalprogressreport\\_SBIR\\_PhaseII.doc](http://grants.nih.gov/grants/funding/finalprogressreport_SBIR_PhaseII.doc). All 15 items, plus requested attachments, should be provided. If uploaded through the Commons all documents must be combined into a single pdf. Any other specific requirements set forth in the terms and conditions of the award must also be addressed in the final progress report. Institute/Centers may accept the progress report contained in competitive renewal (type 2) in lieu of a separate final progress report. Contact the awarding IC for IC-specific policy regarding acceptance of a progress report contained in a competitive renewal application in lieu of a separate final progress report.

NIH strongly encourages electronic submission of the final progress report and the final invention statement through the Closeout feature in the Commons, but will accept an email or hard copy submission as indicated below.

Email: The final progress report and final invention statement may be e-mailed as PDF attachments to: [NIHCloseoutCenter@mail.nih.gov](mailto:NIHCloseoutCenter@mail.nih.gov).

Hard copy: Paper submissions of the final progress report and the final invention statement may be faxed to the NIH Division of Central Grants Processing, Grants Closeout Center, at 301-480-2304, or mailed to:

National Institutes of Health  
Office of Extramural Research  
Division of Central Grants Processing  
Grants Closeout Center  
6705 Rockledge Drive  
Suite 5016, MSC 7986  
Bethesda, MD 20892-7986 (for regular or U.S. Postal Service Express mail)  
Bethesda, MD 20817 (for other courier/express deliveries only)

NOTE: If this is the final year of a competitive segment due to the transfer of the grant to another institution, then a Final Progress Report is not required. However, a final expenditure FFR is required and should be submitted electronically as noted above. If not already submitted, the Final Invention Statement is required and should be sent directly to the assigned Grants Management Specialist.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75. This term does not apply to NIH fellowships.

**Treatment of Program Income:**  
**Additional Costs**

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#### SECTION IV – AI Special Terms and Conditions – 5R44AI115782-03

##### FINAL PROGRESS REPORT REQUIREMENTS – ADDITIONAL INFORMATION

In addition to the final progress report guidance provided in Section III above, please include the following in the final progress report:

There is no "form page" for a Final Progress Report. *The recommended length for the narrative portion is 10 pages.*

Phase I grantees that (1) do not intend to seek Phase II support or (2) are not prepared to submit a Phase II application within four months following the expiration of the Phase I budget period, must submit a final report of their Phase I effort. Otherwise, the Phase I Final Report is a part of the Phase II application.

The format for the Final Report is as follows:

1. State the beginning and ending dates for the period covered by the (SBIR/STTR Phase I/Phase II) grant.
2. List all key personnel who have worked on the project during that period, their titles, dates of service, and number of hours devoted to the project.
3. Summarize the specific aims of the Phase I grant.
4. Provide a succinct account of published and unpublished results, indicating progress toward their achievement. Summarize the importance of the findings. Discuss any changes in the specific aims since the project was initiated. Include the Inclusion Enrollment Report with the final enrollment data for clinical research (MS Word or PDF).
5. List titles and complete references to publications, and manuscripts accepted for publication, if any, that resulted from the project's effort. Submit *five copies* of such items, except patent and invention reports, as an *Appendix*.
6. List patents, copyrights, trademarks, invention reports and other printed materials, if any, that resulted from the project or describe patent status, trade secrets or other demonstration of IP protection.
7. Describe the technology developed from this SBIR/STTR, its intended use and who will use it.
8. Describe the current status of the product (e.g., under development, commercialized, in use, discontinued).
9. If applicable, describe the status of FDA approval for your product, process, or service (e.g., continuing pre-IND studies, filed an IND, in Phase I (or II or III) clinical trials, applied for approval, review ongoing, approved, not approved).
10. Describe how your company has benefited from the program and/or the technology developed (e.g., firm's growth, follow-on funding, increased technical expertise, licensing agreements, spin-off companies, public offering [include stock exchange and symbol]).
11. List of the generic and/or commercial name of product, process, or service, if any, that resulted from SBIR/STTR funding. If applicable, indicate the number of products sold.
12. Provide the current number of employees (total full time equivalents [FTEs]).

**INTELLECTUAL PROPERTY RIGHTS:** Normally, the awardee organization retains the principal worldwide patent rights to any invention developed with United States Government support. Under Title 37 Code of Federal Regulations Part 401, the Government receives a royalty-free license for its use, reserves the right to require the patent holder to license others in certain circumstances, and requires that anyone exclusively licensed to sell the invention in the United States must normally manufacture it substantially in the United States.

Rights and obligations related to inventions created or reduced to practice as a result of this award are detailed in 35 U.S.C. 205 and 37 CFR Part 401. These inventions must be reported to the Extramural Invention Reporting and Technology Resources Branch, OPERA, NIH, 6701 Rockledge Drive, MSC 7750, Bethesda, MD 20892-7750, (301) 435-1986. For additional information, access the NIH link on the Interagency Edison web site ([www.iedison.gov](http://www.iedison.gov)) which includes an electronic invention reporting system, reference information and the text to 37 CFR 401.

To the extent authorized by 35 U.S.C., Section 205, the Government will not make public any information disclosing an NIH-supported invention for a 4-year period to allow the awardee organization a reasonable time to file a patent application, nor will the Government release any information that is part of that patent application.

When purchasing equipment or products under this SBIR award, the grantee shall use only American-made items, whenever possible.

If provided as part of this Notice of Award, the fee is in addition to direct and facilities and administrative costs. The fee is to be drawn down from the DHHS Payment Management System in increments proportionate to the draw down of costs.

Allowable costs conducted by for-profit organizations will be determined by applying the cost principles of Contracts with Commercial Organizations set forth in 48 CFR, Subpart 31.2.

The Code of Federal Regulations (Title 45 Part 74.425) stipulates that a commercial organization is subject to audit requirements for a non-federal audit if, during its fiscal year, it expended \$750,000 or more under HHS awards and **at least one award is an HHS grant or subrecipient**. Therefore, the organization must have one grant or subgrant in order to be required to obtain a non-federal audit, but other HHS awards are included in the threshold calculations and the scope of the audit. (See threshold calculation examples, [http://oamp.od.nih.gov/sites/default/files/DFASDocs/examplesthresholdcalcs\\_508.pdf](http://oamp.od.nih.gov/sites/default/files/DFASDocs/examplesthresholdcalcs_508.pdf))

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This Notice of Award (NoA) includes funds for activity with **CDC Foundation** in the amount of **\$164,883 (\$143,190 direct costs + \$21,693 F&A costs)**.

This Notice of Award (NoA) includes funds for activity with **Tulane School of Public Health and Tropical Medicine**.

This Notice of Award (NoA) includes funds for activity with **Mercer County Mosquito Control**.

This Notice of Award (NoA) includes funds for activity with **Anastasia Mosquito Control District of St. Johns County**

This Notice of Award (NoA) includes funds for activity with **University of Washington**.

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**Select Agents:**

Awardee of a project that at any time involves a restricted experiment with a select agent, is responsible for notifying and receiving prior approval from the NIAID. Please be advised that changes in the use of a Select Agent will be considered a change in scope and require NIH awarding office prior approval. The approval is necessary for new select agent experiments as well as changes in on-going experiments that would require change in the biosafety plan and/or biosafety containment level. An approval to conduct a restricted experiment granted to an individual cannot be assumed an approval to other individuals who conduct the same restricted

experiment as defined in the Select Agents Regulation 42 CFR Part 73, Section 13.b (<http://www.selectagents.gov/Regulations.html>).

**Highly Pathogenic Agent:**

NIAID defines a Highly Pathogenic Agent as an infectious Agent or Toxin that may warrant a biocontainment safety level of BSL3 or higher according to the current edition of the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL)

(<http://www.cdc.gov/OD/ohs/biosfty/bmb15/bmb15toc.htm>). Research funded under this grant must adhere to the BMBL, including using the BMBL-recommended biocontainment level at a minimum. If your Institutional Biosafety Committee (or equivalent body) or designated institutional biosafety official recommend a higher biocontainment level, the highest recommended containment level must be used.

When submitting future Progress Reports indicate at the beginning of the report:

If no research with a Highly Pathogenic Agent or Select Agent has been performed or is planned to be performed under this grant.

If your IBC or equivalent body or official has determined, for example, by conducting a risk assessment, that the work being planned or performed under this grant may be conducted at a biocontainment safety level that is lower than BSL3.

If the work involves Select Agents and/or Highly Pathogenic Agents, also address the following points:

Any changes in the use of the Agent(s) or Toxin(s) including its restricted experiments that have resulted in a change in the required biocontainment level, and any resultant change in location, if applicable, as determined by your IBC or equivalent body or official.

If work with a new or additional Agent(s)/Toxin(s) is proposed in the upcoming project period, provide:

- o A list of the new and/or additional Agent(s) that will be studied;
- o A description of the work that will be done with the Agent(s), and whether or not the work is a restricted experiment;
- o The title and location for each biocontainment resource/facility, including the name of the organization that operates the facility, and the biocontainment level at which the work will be conducted, with documentation of approval by your IBC or equivalent body or official. It is important to note if the work is being done in a new location.

**STAFF CONTACTS**

The Grants Management Specialist is responsible for the negotiation, award and administration of this project and for interpretation of Grants Administration policies and provisions. The Program Official is responsible for the scientific, programmatic and technical aspects of this project. These individuals work together in overall project administration. Prior approval requests (signed by an Authorized Organizational Representative) should be submitted in writing to the Grants Management Specialist. Requests may be made via e-mail.

**Grants Management Specialist:** Jordan A. Kindbom  
**Email:** [jordan.kindbom@nih.gov](mailto:jordan.kindbom@nih.gov) **Phone:** 240-669-2983 **Fax:** 301-493-0597

**Program Official:** Adriana Costero-saint Denis  
**Email:** [acostero@niaid.nih.gov](mailto:acostero@niaid.nih.gov) **Phone:** 240-627-3420

**SPREADSHEET SUMMARY**

**GRANT NUMBER:** 5R44AI115782-03

**INSTITUTION:** SPRINGSTAR, INC.

Budget	Year 3
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## Appendix A: Statement of Work

### Anastasia Mosquito Control District Scope of Work Field Season 2018

**Purpose:** This field season is to continue the evaluation on the efficacy of the SpringStar AGO trap for control of adult *Aedes aegypti* and *A. albopictus*. In 2017, deployment of the AGO traps was relatively smooth, and AMCD was able to place traps at appropriate densities in St. Augustine treatment plots. Unfortunately, the population densities were very low during the duration of the 2017 field experiment. Upon examination of the population densities as monitored by local BG traps in 2017, it is clear the the field study occurred after mosquito populations dropped (either due to natural population cycle or due to fogging requested by residents). From data collected in field trials in Mercer Co. NJ, it appears that the plot sizes may be too small to see a near-complete reduction of adults (reduction in NJ was about 50% in interventions), suggesting that there may be immigration of adult mosquitoes into the study sites. Therefore, the key objective for 2018 will be to deploy the AGO interventions by May 1 in order to capture the peak season for *Ae. aegypti* and *Ae. albopictus*, and we will pursue larger size intervention plots. The following describes the scope of work proposed for 2018:

**Methods:** 3 paired sites (3 control, and 3 treatment) of approximately 40 acres in St. Augustine Florida have been selected for the 2018 field season. These larger plots will be treated at 25 AGO per acre. An additional 24 SAGOs will be placed in each site as well. Pre-deployment data will be collected for 30 days (May 1-30) using SAGOs, followed by 120 days (June 1-Sept 30) of intervention with AGOs in the treatment sites only. For this field season the hay component will be omitted, in order to simplify deployment and maintenance of traps. All traps will be filled with water on the day of deployment and at 60 days maintenance will include only topping off the water in the buckets, replacement of glue cards, and inspection/ replacement of damaged AGOs. As with the 2017 season, weekly mosquito counts from SAGOs will be recorded.

**Additional Experimentation:** SpringStar has developed a glue that appears to perform better than the CDC AGO glue in laboratory testing with *Culex quinquefasciatus*. We will have the glue performance independently confirmed on *Ae. aegypti* and *Ae. albopictus* by a third party (potentially Tulane University). If the glue performs better, we would like to have ½ of the SAGOs utilize the new glue and ½ the SAGOs utilize the conventional CDC AGO glue. That way, we can compare the performance of the two glues across the three control sites. These glue cards will be replaced weekly and counted for mosquitoes captured. The type of glue used in an individual SAGO does not need to be the same as the previous week, so long as 12 of each type of glue card are used in the SAGOS at each site.

#### Proposed Dates:

May 8<sup>th</sup> – June 7<sup>th</sup>: Pre-deployment Mosquito monitoring with SAGOs in treatment and control sites.

June 8<sup>th</sup>: Deployment of AGOs for intervention.

August 8<sup>th</sup>: Maintenance, water top-off, new glue cards for all AGOs OR Wrap up, if the mosquito population has dropped off.

#### Responsibilities:

##### ACMC:

- Site selection, approximately 40 acres each site, three reps of control and treatment (see note)

- Prepare communities for deployment of traps.
- Deploy SAGOs at all 6 sites around May 1, swap glue cards weekly, count mosquitoes captured weekly from pre-deployment to end of experiment.
- Obtain and deploy BG sentinel traps and monitor as necessary to measure mosquito populations throughout trial.
- Deploy AGOs with a target density of 25 AGO per acre in the 3 intervention sites. Report numbers and locations of AGOs.
- Send weekly data counts of mosquitoes to SpringStar.
- Provide the workforce for the deployment and maintenance of the traps as well as counting of sticky card mosquito counts.
- Remove the traps at the end of the season.
- Collect and report weather data.
- Provide report on any other adult mosquito control being conducted within the treatment and control sites, including dates.

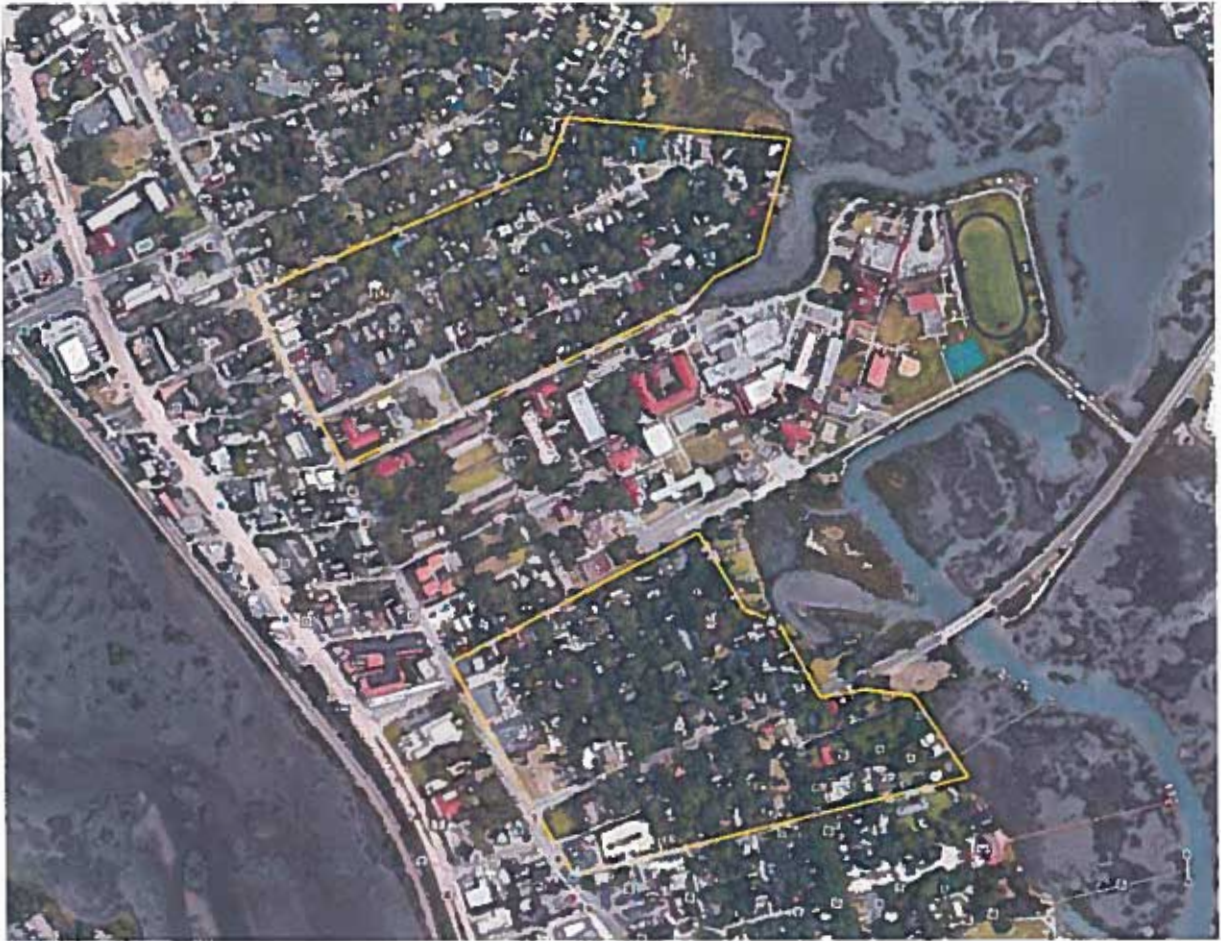
#### SpringStar:

- Provide & ship the additional AGO traps prior to the start of the project.
- Provide all AGO sticky cards, SAGO sticky cards, and any additional trap and water handling supplies.
- Provide additional man-power support when needed.

**Proposed Sites:**

Rep 1:

Note: We agree with the selection of the following sites, however we propose to change the boundary of the northern-most site:





Rep 2:



Rep 3:



**NEW  
BUSINESS  
#1**

## Charolette Hall

---

**From:** Dr. Rui-De Xue <xueamcd@gmail.com>  
**Sent:** Wednesday, March 21, 2018 7:50 AM  
**To:** 'Catherine Brandhorst'; g-chowell@att.net; Gina LeBlanc; 'Jeanne Moeller'; 'Paul Wise'; 'Wayne Flowers'; xueamcd@gmail.com  
**Cc:** 'Scott Hanna'; 'Charolette Hall'; 'Kay Gaines'; 'Richard Weaver'; 'Christopher Bibbs'; 'Tom Columbus'; 'Daniel Dixon'; 'Joseph D'Amato'; 'Dena Autry'; 'Carlye Mangum'; 'Molly Clark'  
**Subject:** Financial Committee Meeting, April 5 at 1 pm.

Dear Commissioner Brandhorst:

The financial committee meeting has been scheduled on April 5 at 1 pm. The meeting purpose is to discuss about auditor report and outline of new budget proposal. Following items have be listed on the proposed agenda, If you and other members have any inputs, please let me know.

Thanks & best regards,

Rudy Xue, Ph.D.  
Director

Financial Committee Meeting

April 5 at 1pm  
Proposed agenda

1. Auditor preparation update and schedule her report to the Board in May by Mr. Hanna
2. Review of current budget, especially cost for construction by the end of March by Mr. Hanna
3. New budget emphasis, prospect, and schedule/process by Dr. Xue
4. Proposal budget outline for development of aerial program by Mr. Weaver
5. Cost for living analysis for new budget preparation (personnel part) by Mr. Hanna

**NEW  
BUSINESS  
#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

**DISTRICT DIRECTOR**

*Dr. Rui-de Xue*



**BOARD OF COMMISSIONERS:**

*Gary Howell, Chairperson  
Gina LeBlanc, Vice-Chairperson  
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 29, 2018

**RE:** Board Guidelines & Direction Discussion for FY 2017/2018 Budget

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Based on the TRIM law, budget calendar, and procedures; I would like to collect information from the Board about any items and projects you plan to have for the new fiscal year and your direction for the budget so that we may start to prepare for the new budget for Fiscal Year 2018/2019.

We will present the Draft Budget in May for input and discussion during the June 14th Board meeting.

The deadline for the Work Plan Budget is July 15th.

# REPORTS

## The Director Report (March, 2018)

### Program Management:

1. **Customer and Professional Service:** District provided 36 service requests. Dr. Xue reviewed manuscripts about *Aedes* mosquitoes for *Acta Tropica* at the editors' requests and attended IVCC & I21 vector control meeting about innovation of vector control products from March 27-29 at their invitation and funded.
2. **Surveillance:** We continue using BG sentinel traps to monitor *Aedes* mosquito population. A total of over 800 adult mosquitoes of 6 species were collected by BG traps. Major species were *Culex quinquefasciatus*, *Cx. nigripalpus*, *Anopheles crucians* and *Aedes* mosquitoes.
3. **Operation control:** Some larval breeding sites and adult mosquito activity have been founded. District adulticided 1 time for 41 acre and 5 time barrier spray for 1.2 acres. Total dips of 3,235 with 128 positive larvae and made 65 time for treatment for 294 acres.
4. **Applied Research:** Staff attended University of Kentucky's MosquitoMate collaboration meeting and plan during AMCA meeting. Staff and attorney worked out SpringStar AGO trap contract. Dr. Dixon submitted two DACS grant proposals, and Mr. Bibbs submitted two grant proposals. Intern student Morgan Smith's paper about *Aedes aegypti* deil activity has been accepted for publishing in *J. Vector Ecology*. Former intern student from University of Miami Kai and a collaborative paper with NECE published in *JAMCA*.
5. **Commissioner Rock held/ attended education committee meeting.** 15<sup>th</sup> workshop had 185 people this year. Mrs. Autry, Miss Clark and Dr. Xue attended NACCHO vector control summit. AMCD attended St. Patrick's Day parade. Staff taught class at Crookshank Elementary School on March 7 and R.B. Hunt Elementary School on March 19.

### Business Management:

6. **Board of Commissioners:** Staff prepared for March 15's Board meeting and aerial committee and education committee meetings with documentations.
7. **Budget & Auditor:** Staff and auditor work together to prepare for auditor report in May.
8. **Contract:** Staff and attorney worked out the contracts about sale agreement of North Station and SpringStar about AGO traps for Board approval.
9. **Inventory:** Surplus items has been presented to the board meeting for approval.
10. **Safety:** Mr. Chris Bibb had accident and a small truck totaled. He was OK.
11. **HR.** Staff interviewed 6 intern students and posted job opportunity for hiring seasonal employees. Mr. Bibbs received a verb warning by supervisor due to vehicle accident. James Wynn received grass root award from the AMCA annual meeting. Mr. Chris Bibbs received the 2<sup>nd</sup> place award for student paper competition at AMCA annual meeting.

### Business Meeting:

March 1 & 2. AMCA annual meeting



March 5. Tele conversation with Commissioner Mrs. Moeller about agenda. Reviewed manuscripts for Acta Tropica and J. of Applied Entomol.

March 6. 10am. Met Kay Gaines and Tom Columbus about employee evaluation.

March 7. 7:30am. Property sale committee meeting about proposals

March 8. Answered Commissioner Brandhorst and Commissioner Mrs. Moeller's questions about agenda by phones and Commissioner Brandhorst about aerial program item.

March 12. 10am. Held 3<sup>rd</sup> aerial committee meeting about outline of budget. Commissioner Howell attended the meeting. 1pm. Attended education committee meeting with Commissioner Mrs. Rock about workshop and open house.

March 13. Gave a presentation about best management practice for IMM at AMCD, NACCHO vector control summit, Orlando.

March 14. Contacted Commissioner Rock, LeBlance, and Howell for questions about agenda.

March 15. 4pm. Met Commissioner Brandhorst about aerial program and outline of budget.

March 19. 10am. Held Florida Entomology Society executive director meeting as the President at AMCD. Visited World Golf Village for the FES meeting site. Met several guest speakers for the workshop.

March 20-22. Attended three day 15<sup>th</sup> workshop.

March 26-29. Travel to Beijing for malaria vector control meeting. All costs were funded by IVCC & I2I/Gates Foundation.

# Treatment Summary March 2018

From Date : 03-01-2018

To Date : 04-30-2018

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Allosid WSP	525 ea	1.63 acre	322.68 ea / acre	16 times
Allosid XR	13 ea	0.03 acre	435.54 ea / acre	3 times
Allosid XRG	10 lb	1.67 acre	6 lb / acre	1 times
Aquabac XT	2314 fl oz	289.25 acre	8 fl oz / acre	35 times
Cocobear	454 fl oz	1.18 acre	384.02 fl oz / acre	8 times
Duret 50%	64 fl oz	40.76 acre	1.57 fl oz / acre	1 times
Natular DT	4 ea	0 acre	6666.67 ea / acre	1 times
Sustain MBG	5 lb	0.67 acre	7.5 lb / acre	1 times
Talstar P	0.39 gal	1.15 acre	0.34 gal / acre	5 times

## Task Time Summary March 2018

From Date : 03-01-2018

To Date : 03-31-2018

Zone : All

Employee Name : All

<b>Task Time Summary</b>			
Task	Total Time	Total Timesheets	Total Time
Administrative	792:18 hrs	150	
Administrative Leave	10:00 hrs	1	
Adulticide	04:03 hrs	5	
AM Briefing	95:57 hrs	160	
Annual Leave	244:15 hrs	60	
Assist	27:30 hrs	9	
Building & Grounds Work	554:25 hrs	126	
Chicken Program	15:07 hrs	8	
Computer Repair	77:39 hrs	16	
Daily Paperwork	27:31 hrs	87	
Field Experiment	47:50 hrs	14	
Hand Adulticide	02:27 hrs	4	
Insectary	149:30 hrs	18	
Inventory	13:32 hrs	9	
Lab Experiment	07:45 hrs	5	
Landing Rate	37:51 hrs	121	
Larvicide	73:13 hrs	65	
Mechanics Time	130:44 hrs	17	
Meeting	377:05 hrs	87	
Mosquito Trap BG	33:28 hrs	71	
Mosquito Trap ID	10:47 hrs	6	
Mosquito Traps Misc	31:57 hrs	12	
Produce Papers & Programs	187:13 hrs	37	
Public Relations	30:06 hrs	11	
Public School Program	12:15 hrs	3	
Resupplying Trucks	11:22 hrs	24	
Sick Leave	151:15 hrs	22	
Site Inspect	556:48 hrs	255	
Source Reduction (tires)	06:55 hrs	14	
Supervisory	148:55 hrs	22	
Training Classroom	488:35 hrs	57	
Travel	66:29 hrs	21	
Vehicle Maintenance	12:10 hrs	21	
			4436:57 hrs

BG Trap March 2018				
3/1/2018				
To :				
3/31/2018				
Trap Type :				
BG				
Species Name	2018 03			Species Total
	7	14	28	
Ae aegypti	1	1	7	9
Ae albopictus	16	2	0	18
Ae atlanticus	0	0	0	0
Ae canadensis	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	2	4	16	22
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	1	0	0	1
Ae taeniorhynchus	1	0	0	1
Ae triseriatus	0	0	0	0
Ae vexans	5	0	0	5
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	17	15	111	143
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	3	0	0	3
An walkeri	0	0	0	0
Cq perturbans	0	0	0	0
Cs inornata	0	0	0	0
Cs melanura	0	0	0	0
Cx coronator	0	0	0	0
Cx erraticus	0	0	0	0
Cx nigripalpus	129	26	90	245
Cx quinquefasciatus	90	88	262	440
Cx restuans	0	0	0	0
Cx salinarius	0	0	0	0
Cx territans	0	0	0	0
Ma dyari	1	0	0	1
Ma titillans	0	0	0	0
Or signifera	0	0	1	1
Ps ciliata	0	0	0	0
Ps columbiae	0	0	0	0
Ps cyanescens	0	0	0	0
Ps ferox	0	0	0	0
Ps howardii	0	0	0	0
Tx rutilus	0	0	0	0
Ur lowii	0	0	0	0
Ur sapphirina	0	0	0	0
Wy Mitchellii	0	0	0	0
<b>Daily Total</b>	<b>266</b>	<b>136</b>	<b>487</b>	<b>889</b>

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

# ATTACHMENTS

## Charolette Hall

---

**From:** Robin Platt <rplatt@sjccoc.us>  
**Sent:** Monday, March 26, 2018 2:08 PM  
**To:** 'Charolette Hall'  
**Subject:** RE:

As that was the final meeting of the IGC, the minutes were never formally approved.



Robin L. Platt  
Minutes & Records Supervisor  
St. Johns County  
Clerk of the Court and Comptroller

500 San Sebastian View  
St. Augustine, FL 32084

Web: [St Johns County Clerk of Courts](#) | phone (904) 819-3644 x. 3 | fax (904) 819-3664 | email: [rplatt@siccoc.us](mailto:rplatt@siccoc.us)

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*"This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."*

**From:** Charolette Hall [<mailto:charoletteamcd@gmail.com>]  
**Sent:** Monday, March 26, 2018 2:04 PM  
**To:** Robin Platt  
**Cc:** Rui-de Xue  
**Subject:** RE:

Ms. Platt,

These Minutes (from April 2017) are DRAFT minutes. Were they ever adopted and approved and signed? If so, how do I get a copy of the approved Minutes so that I can give a copy to our Board members?

CHAROLETTE M. HALL,  
Administrative Assistant  
[charoletteamcd@gmail.com](mailto:charoletteamcd@gmail.com)  
ANASTASIA MOSQUITO CONTROL DISTRICT  
OF ST. JOHNS COUNTY  
120 EOC DRIVE, ST. AUGUSTINE, FL 32092  
(904) 471-3107 \* [www.amcdsjc.org](http://www.amcdsjc.org)

**From:** Robin Platt [<mailto:rplatt@siccoc.us>]  
**Sent:** Monday, March 26, 2018 12:51 PM  
**To:** 'charoletteamcd@gmail.com' <[charoletteamcd@gmail.com](mailto:charoletteamcd@gmail.com)>  
**Subject:**

Charlotte,

Attached are the minutes from the final Intergovernmental Committee meeting that was held on April 5, 2017. The Committee was dissolved at that meeting.

Please let me know if I can be of further assistance.



**Robin L. Platt**  
Minutes & Records Supervisor  
St. Johns County  
Clerk of the Court and Comptroller

*500 San Sebastian View  
St. Augustine, FL 32084*

Web: [St Johns County Clerk of Courts](http://StJohnsCountyClerkofCourts) | phone (904) 819-3644 x. 3 | fax (904) 819-3664 | email: [rplatt@siccoc.us](mailto:rplatt@siccoc.us)

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**MINUTES OF MEETING  
INTERGOVERNMENTAL RELATIONS COMMITTEE  
ST. JOHNS COUNTY, FLORIDA**

**April 5, 2017  
(3:00 P.M.)**

Proceedings of a meeting of the Intergovernmental Committee of St. Johns County, Florida, held, in the St. Johns Conference Room at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida.

Proof of publication of the notice of a meeting of the St. Johns County Intergovernmental Committee was received, having been published in *The St. Augustine Record* on March 29, 2017.

Present: Vicky Oakes, St. Johns County Supervisor of Elections Office, Chair  
James Johns, Board of County Commissioners  
Tommy Allen, St. Johns County School Board  
Hunter Conrad, Clerk of Courts  
Jennifer Ravan, St. Johns County Tax Collector's Office  
Jeanne Derring, St. Johns County Tax Collector's Office  
Natasha McGee, Deputy Clerk

Also Present: Rebecca Lavie, Assistant County Attorney; Yvonne King, Director of Minutes and Records; and Robin Platt, Supervisor of Minutes and Records

(04/05/17 - 1 - 3:12 p.m.)  
CALL TO ORDER

Oakes called the meeting to order.

(04/05/17 - 1 - 3:12 p.m.)  
ROLL CALL

Members signed in for the record.

(04/05/17 - 1 - 3:12 p.m.)  
APPROVAL OF MINUTES

*There was consensus from the Committee to approve the minutes for the January 7, 2015, meeting as submitted.*



(04/05/17 - 2 - 3:13 p.m.)

DISCUSSION ON THE DISSOLUTION OF THE COMMITTEE

Oakes noted that the last Intergovernmental Committee meeting was held on January 7, 2015. She proposed that the Committee make a recommendation to the Board of County Commissioners (BCC) to dissolve the Committee.

(3:14 p.m.) Lavie summarized the history of the Committee. She noted that the Committee was created with representatives from various governing boards within St. Johns County, and that the purpose was to discuss issues affecting the governing boards and to submit recommendations to the members' respective Boards. She stated that the purpose of the Committee had changed over time, from making recommendations to the BCC to only being an information sharing group. Additionally, she stated that the Bylaws were revised and approved on September 10, 2014.

(3:18 a.m.) Allen, Oakes, Johns, and Ravan expressed their positions on the dissolution of the Intergovernmental Committee.

(3:32 p.m.) **Motion by Johns, seconded by Conrad, carried 5/0, to recommend dissolving the Intergovernmental Committee.**

(3:33 p.m.) Discussion ensued on the submission of an agenda item to the BCC. Lavie recommended that Oakes draft a letter to the Intergovernmental Committee agencies regarding the Committee's recommendation, to the BCC, to dissolve the Committee.

(04/05/17 - 3 - 3:34 p.m.)  
ADJOURNMENT

With there being no further business to come before the Committee, Oakes adjourned the meeting at 3:34 p.m.

Approved \_\_\_\_\_, 2017

INTERGOVERNMENTAL COMMITTEE  
OF ST. JOHNS COUNTY, FLORIDA

By: \_\_\_\_\_  
Vicky Oakes, Chair

ATTEST: HUNTER S. CONRAD, CLERK

By: \_\_\_\_\_  
Deputy Clerk