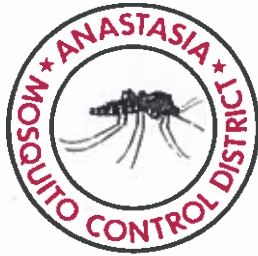


Anastasia Mosquito
Control District
of St. Johns County



District Board Meeting
MAY 10, 2018
Thursday at
5:00 P.M



ANASTASIA MOSQUITO CONTROL DISTRICT
ST. JOHNS COUNTY

PROPOSED AGENDA

Thursday, May 10, 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, April 12, 2018 (5:00 PM)
5. Contract Renewal for Aerial Spraying (Small - Application Dynamics for 2018 only)
6. Pay Plan Revision (Seasonal Rate of Pay, Promotion Grades for MC Techs, and COLA)
7. Hiring Policy & Employment of Relatives Policy Revisions (Qualified Relatives may apply for temporary intern or seasonal positions only)
8. Permissive Use Agreement (Joint Use with St. Johns County for Old Beach Road Property - May and June 2018)
9. Quarterly Budget Analysis
10. Budget Amendments ~ \$6,184.20 (*From Misc. Revenue to Training*) \$650,000.00 (*from Sale of Cartwheel Bay Ave. Property to Capital Outlay*)

Unfinished Business:

1. Auditor's Report (FY16/17) for period ending Sept. 30, 2017, Ppt. ~ *Ms. Julieann Klein (20 min)*
2. 8 Acre South Parcel & Research Property Construction Project Update Report ~ *Mr. Bill Youker, V.P., Harrell Construction Co., Inc. (10 min)*
3. Aerial Committee Meeting Report and Approval of Recommendation to purchase a Bell 206 used Helicopter ~ *Mr. Richard Weaver (10 min)*

New Business:

1. Applied Research Committee Meeting Report ~ *Commissioner Jeanne Moeller (5 min)*
2. Review and Update of Officer Election Law and Regulations ~ *Mr. Wayne Flowers (10 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. Budget Draft FY 2018/2019 (*To be put on the table 5-10-18*)

CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

April 2018 Reconcile

Report for May, 2018 Meeting

Cash Balances Ending: 4/30/18

Local Fund	\$	4,556,958.01
S.B.A. Fund	\$	3,669,845.63
Total Funds as of 04/30/18	\$	8,226,803.64

Source of Income Local/ SBA Fund: 4/30/18

Taxes	\$	164,531.59	(Amount prior to Tax Collector Commissions)
Prior Year Taxes	\$	1,298.63	
Grant Money	\$	-	
Local Fund - Interest	\$	82.70	
Surplus Property	\$	650,351.00	
Workshop	\$	300.00	(Amount collected in April)
SBA Fund- Return on Investment	\$	5,930.94	
Total Deposits by 04/30/18	\$	822,494.86	

CHEMICAL & INSECTICIDE INVENTORY

Report for May, 2018 Meeting

Summary

VOUCHERS PRESENTED

Report for May, 2018 Meeting

Local Fund several

VOUCHERS (Electronic Bill Pay & Canceled Checks)

Cash Basis

From 04/01/18 through 04/30/18

Date	Num	Name	Memo	Clr	Original Amount	Paid Amou...	Balance
110 - Wells Fargo Bank - Local							4,030,126.72
110-A - QuickBooks Bill Pay							-7,060,637.60
04/03/2018	6141	Dell Marketing	Cust.#539...	X	-5,807.35	-5,807.35	-7,066,444.95
04/03/2018	6142	Wal-Mart Comm...	6032 2020...	X	-120.47	-120.47	-7,066,565.42
04/09/2018	6143	Guardian	Group ID#...	X	-396.46	-396.46	-7,066,961.88
04/12/2018	6144	AFLAC	HZQ29	X	-161.76	-161.76	-7,067,123.64
04/13/2018	6145	Adapco, Inc.	1010	X	-332.52	-332.52	-7,067,456.16
04/13/2018	6146	Augustine Alar...	18081	X	-84.99	-84.99	-7,067,541.15
04/13/2018	6147	Aztec Office of ...	015791	X	-382.26	-382.26	-7,067,923.41
04/13/2018	6148	Florida Janitor &...	Acct#STJ...	X	-201.10	-201.10	-7,068,124.51
04/13/2018	6149	QUEST DIAGN...	10356110	X	-24.20	-24.20	-7,068,148.71
04/13/2018	6150	READY REFRE...	0010927986	X	-139.66	-139.66	-7,068,288.37
04/13/2018	6151	Republic Servic...	3-0687-00...	X	-461.28	-461.28	-7,068,749.65
04/13/2018	6152	Republic Servic...	3-0687-36...	X	-128.88	-128.88	-7,068,878.53
04/13/2018	6153	St. Johns Count...	500562-12...	X	-261.44	-261.44	-7,069,139.97
04/13/2018	6154	Staples Credit P...	60111000...	X	-325.11	-325.11	-7,069,465.08
04/13/2018	6155	Taylor Rental C...	CUST#639	X	-185.40	-185.40	-7,069,650.48
04/13/2018	6156	The Home Depot	60353225...	X	-479.56	-479.56	-7,070,130.04
04/13/2018	6157	TPH The Parts ...	23256	X	-119.76	-119.76	-7,070,249.80
04/13/2018	6158	Turner Ace Har...	ACCT#107	X	-34.36	-34.36	-7,070,284.16
04/17/2018	6159	Cintas Corporati...	280-01247	X	-453.76	-453.76	-7,070,737.92
04/17/2018	6160	Comcast Busine...	906116964	X	-367.06	-367.06	-7,071,104.98
04/17/2018	6161	FPL - EOC DRI...	54682-331...	X	-1,438.07	-1,438.07	-7,072,543.05
04/17/2018	6162	Legal Shield	Group#01...	X	-67.75	-67.75	-7,072,610.80
04/17/2018	6163	Pitney Bowes	Acct#8353...	X	-83.59	-83.59	-7,072,694.39
04/17/2018	6164	Tractor Supply ...	6035 3012...	X	-125.98	-125.98	-7,072,820.37
04/19/2018	6165	COMCAST TV-I...	8495-74-3...	X	-310.29	-310.29	-7,073,130.66
04/19/2018	6166	Renco Corporati...	REP(CSE)	X	-330.00	-330.00	-7,073,460.66
04/19/2018	6167	The Feed Store	00300	X	-323.00	-323.00	-7,073,783.66
04/19/2018	6168	United Concordia	Recipient ...	X	-1,345.52	-1,345.52	-7,075,129.18
04/24/2018	6169	Adapco, Inc.	1010	X	-1,956.00	-1,956.00	-7,077,085.18
04/24/2018	6170	DiscoverTec	ANAS001	X	-50.00	-50.00	-7,077,135.18
04/24/2018	6171	Florida Pest Co...	AMCD	X	-33.08	-33.08	-7,077,168.26
04/24/2018	6172	Lewis Longman ...	ID#4370-001	X	-1,250.00	-1,250.00	-7,078,418.26
04/24/2018	6173	St. Johns Count...	Account#0...	X	-87.60	-87.60	-7,078,505.86
04/24/2018	6174	Strate Welding ...	Cust#2464...	X	-336.38	-336.38	-7,078,842.24
04/24/2018	6175	Univar USA Inc.	CUST#400...	X	-2,939.20	-2,939.20	-7,081,781.44
Total 110-A - QuickBooks Bill Pay						-21,143.84	-7,081,781.44
110 - Wells Fargo Bank - Local - Other							11,090,764.32
04/01/2018	Direct Dep	Catherine Brand...	Commissi...	X	-100.00	-100.00	11,090,664.32
04/01/2018	Direct Dep	Gary Howell	Commissi...	X	-100.00	-100.00	11,090,564.32
04/01/2018	Direct Dep	Gina LeBlanc	Commissi...	X	-100.00	-100.00	11,090,464.32
04/01/2018	Direct Dep	Jacqueline Rock	Commissi...	X	-100.00	-100.00	11,090,364.32
04/01/2018	Direct Dep	Jeanne Moeller	Commissi...	X	-100.00	-100.00	11,090,264.32
04/04/2018		QUICKBOOKS ...		X	-15.95	-15.95	11,090,248.37
04/04/2018		QUICKBOOKS ...		X	-13.90	-13.90	11,090,234.47
04/04/2018	9-#238	Florida Retirem...	FRS Marc...	X	-13,015.40	-13,015.40	11,077,219.07
04/05/2018	9-#241	Payroll	Taxes Wit...	X	-12,407.28	-12,407.28	11,064,811.79
04/05/2018	9-#241	Payroll	Bank Acco...	X	-1,407.00	-1,407.00	11,063,404.79
04/05/2018	9-#241	Payroll	Credit Union	X	-668.39	-668.39	11,062,736.40
04/05/2018	9-#241	Payroll	Net Pay to ...	X	-35,731.11	-35,731.11	11,027,005.29
04/05/2018	7193	Nationwide Retir...	Entity Cod...	X	-950.00	-950.00	11,026,055.29
04/05/2018	7194	US Department ...	Tracing# 1...	X	-138.79	-138.79	11,025,916.50
04/05/2018	7195	Peter P. Leone III		X	-401.01	-401.01	11,025,515.49
04/05/2018	7196	Brad Gunn		X	-123.79	-123.79	11,025,391.70
04/06/2018	9-#242	Payroll	Taxes Wit...	X	-23.74	-23.74	11,025,367.96
04/06/2018	9-#242	Payroll	Bank Acco...	X	0.00	0.00	11,025,367.96
04/06/2018	9-#242	Payroll	Credit Union	X	0.00	0.00	11,025,367.96
04/06/2018	9-#242	Payroll	Net Pay to ...	X	-138.68	-138.68	11,025,229.28
04/06/2018	WIRE	Kingdom Travel ...		X	-268.00	-268.00	11,024,961.28
04/09/2018	7197	Mobisoft Infotech	VCMS Dev...	X	-350.00	-350.00	11,024,611.28
04/09/2018	7198	Quality Hardwar...	65874	X	-9,240.10	-9,240.10	11,015,371.18
04/09/2018	7199	Oldcastle Precast	003972	X	-1,502.00	-1,502.00	11,013,869.18
04/09/2018		wells Fargo	Deposit	X	82.70	82.70	11,013,951.88
04/10/2018	7200	Action Commer...	2014-12-039	X	-5,049.39	-5,049.39	11,008,902.49
04/10/2018	7201	Noland Company	00553-001...	X	-3,784.85	-3,784.85	11,005,117.64
04/11/2018			Deposit	X	523.85	523.85	11,005,641.49
04/11/2018			Deposit	X	1,272.66	1,272.66	11,006,914.15
04/11/2018	Direct Dep	Scott Hanna	employee	X	-25.00	-25.00	11,006,889.15
04/16/2018			Deposit	X	650,000.00	650,000.00	11,656,889.15
04/16/2018	7206	VyStar Credit U...	H.S.A. Co...	X	-2,445.21	-2,445.21	11,654,443.94
04/16/2018	Direct Dep	Christopher Bibbs	Dodd Bio/...	X	-57.00	-57.00	11,654,386.94
04/16/2018	Direct Dep	Dena Autry	428	X	-45.00	-45.00	11,654,341.94
04/16/2018	Direct Dep	Joe D'Amato	Dodd Bio/...	X	-45.00	-45.00	11,654,296.94

05/01/18

VOUCHERS (Electronic Bill Pay & Canceled Checks)

Cash Basis

From 04/01/18 through 04/30/18

Date	Num	Name	Memo	Clr	Original Amount	Paid Amou...	Balance
04/17/2018	7202	Harrell Construc...	AMCD Co...	X	-110,637.83	-110,637.83	11,543,659.11
04/17/2018	7203	Nationwide Retir...	Entity Cod...	X	-960.00	-960.00	11,542,699.11
04/17/2018	7204	US Department ...	Tracing# 1...	X	-138.79	-138.79	11,542,560.32
04/18/2018			Deposit	X	400.00	400.00	11,542,960.32
04/18/2018	7205	St. John's Count...	# FL2991PK	X	-9.25	-9.25	11,542,951.07
04/18/2018			Deposit	X	158,229.34	158,229.34	11,701,180.41
04/20/2018	9-#243	Payroll	Taxes Wit...	X	-11,903.16	-11,903.16	11,689,277.25
04/20/2018	9-#243	Payroll	Bank Acco...	X	-1,407.00	-1,407.00	11,687,870.25
04/20/2018	9-#243	Payroll	Credit Union	X	-668.39	-668.39	11,687,201.86
04/20/2018	9-#243	Payroll	Net Pay to ...	X	-33,962.89	-33,962.89	11,653,238.97
04/25/2018	7207	Action Commer...	2014-12-039		-1,579.05	-1,579.05	11,651,659.92
04/26/2018	WIRE	MGIS, Inc.	Mobile Sol...	X	-15,000.00	-15,000.00	11,636,659.92
04/26/2018			Deposit	X	251.00	251.00	11,636,910.92
04/30/2018			Deposit		3,073.08	3,073.08	11,639,984.00
Total 110 · Wells Fargo Bank - Local - Other						549,219.68	11,639,984.00
Total 110 · Wells Fargo Bank - Local						528,075.84	4,558,202.56
TOTAL						528,075.84	4,558,202.56

05/01/18

Reconciliation Summary

110 - Wells Fargo Bank - Local, Period Ending 04/30/2018

	Apr 30, 18
Beginning Balance	4,063,568.15
Cleared Transactions	
Checks and Payments - 83 items	-318,863.72
Deposits and Credits - 9 items	810,759.55
Total Cleared Transactions	491,895.83
Cleared Balance	4,555,463.98
Uncleared Transactions	
Checks and Payments - 1 item	-1,579.05
Deposits and Credits - 1 item	3,073.08
Total Uncleared Transactions	1,494.03
Register Balance as of 04/30/2018	4,556,958.01
New Transactions	
Checks and Payments - 7 items	-36,078.98
Total New Transactions	-36,078.98
Ending Balance	4,520,879.03

Reconciliation Detail

110 - Wells Fargo Bank - Local, Period Ending 04/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,063,568.15
Cleared Transactions						
Checks and Payments - 83 items						
Bill Pmt -Check	03/07/2018	7174	Clyde Mizell, Inc.	X	-1,300.00	-1,300.00
Bill Pmt -Check	03/07/2018	7177	US Department of E...	X	-138.79	-1,438.79
Bill Pmt -Check	03/20/2018	7188	Michael Turell	X	-352.60	-1,791.39
Bill Pmt -Check	03/21/2018	7191	Aba-Con Aviation S...	X	-23,180.75	-24,972.14
Bill Pmt -Check	03/21/2018	7192	Aero-Door Internatio...	X	-7,380.50	-32,352.64
Bill Pmt -Check	03/21/2018	7189	Nationwide Retirem...	X	-950.00	-33,302.64
Bill Pmt -Check	03/21/2018	7190	US Department of E...	X	-138.79	-33,441.43
Bill Pmt -Check	04/01/2018	Direct ...	Gina LeBlanc	X	-100.00	-33,541.43
Bill Pmt -Check	04/01/2018	Direct ...	Jacqueline Rock	X	-100.00	-33,641.43
Bill Pmt -Check	04/01/2018	Direct ...	Jeanne Moeller	X	-100.00	-33,741.43
Bill Pmt -Check	04/01/2018	Direct ...	Gary Howell	X	-100.00	-33,841.43
Bill Pmt -Check	04/01/2018	Direct ...	Catherine Brandhorst	X	-100.00	-33,941.43
Bill Pmt -Check	04/03/2018	6141	Dell Marketing	X	-5,807.35	-39,748.78
Bill Pmt -Check	04/03/2018	6142	Wal-Mart Community	X	-120.47	-39,869.25
General Journal	04/04/2018	9-#238	Florida Retirement S...	X	-13,015.40	-52,884.65
Check	04/04/2018		QUICKBOOKS BILL...	X	-15.95	-52,900.60
Check	04/04/2018		QUICKBOOKS BILL...	X	-13.90	-52,914.50
General Journal	04/05/2018	9-#241	Payroll	X	-35,731.11	-88,645.61
General Journal	04/05/2018	9-#241	Payroll	X	-12,407.28	-101,052.89
General Journal	04/05/2018	9-#241	Payroll	X	-1,407.00	-102,459.89
Bill Pmt -Check	04/05/2018	7193	Nationwide Retirem...	X	-950.00	-103,409.89
General Journal	04/05/2018	9-#241	Payroll	X	-668.39	-104,078.28
Bill Pmt -Check	04/05/2018	7195	Peter P. Leone III	X	-401.01	-104,479.29
Bill Pmt -Check	04/05/2018	7194	US Department of E...	X	-138.79	-104,618.08
Bill Pmt -Check	04/05/2018	7196	Brad Gunn	X	-123.79	-104,741.87
Bill Pmt -Check	04/06/2018	WIRE	Kingdom Travel and...	X	-268.00	-105,009.87
General Journal	04/06/2018	9-#242	Payroll	X	-138.68	-105,148.55
General Journal	04/06/2018	9-#242	Payroll	X	-23.74	-105,172.29
Bill Pmt -Check	04/09/2018	7198	Quality Hardware & ...	X	-9,240.10	-114,412.39
Bill Pmt -Check	04/09/2018	7199	Oldcastle Precast	X	-1,502.00	-115,914.39
Bill Pmt -Check	04/09/2018	6143	Guardian	X	-396.46	-116,310.85
Bill Pmt -Check	04/09/2018	7197	Mobisoft Infotech	X	-350.00	-116,660.85
Bill Pmt -Check	04/10/2018	7200	Action Commercial ...	X	-5,049.39	-121,710.24
Bill Pmt -Check	04/10/2018	7201	Noland Company	X	-3,784.85	-125,495.09
Bill Pmt -Check	04/11/2018	Direct ...	Scott Hanna	X	-25.00	-125,520.09
Bill Pmt -Check	04/12/2018	6144	AFLAC	X	-161.76	-125,681.85
Bill Pmt -Check	04/13/2018	6156	The Home Depot	X	-479.56	-126,161.41
Bill Pmt -Check	04/13/2018	6151	Republic Services - ...	X	-461.28	-126,622.69
Bill Pmt -Check	04/13/2018	6147	Aztec Office of FL (p...	X	-382.26	-127,004.95
Bill Pmt -Check	04/13/2018	6145	Adapco, Inc.	X	-332.52	-127,337.47
Bill Pmt -Check	04/13/2018	6154	Staples Credit Plan	X	-325.11	-127,662.58
Bill Pmt -Check	04/13/2018	6153	St. Johns County Util...	X	-261.44	-127,924.02
Bill Pmt -Check	04/13/2018	6148	Florida Janitor & Pa...	X	-201.10	-128,125.12
Bill Pmt -Check	04/13/2018	6155	Taylor Rental Center	X	-185.40	-128,310.52
Bill Pmt -Check	04/13/2018	6150	READY REFRESH -...	X	-139.66	-128,450.18
Bill Pmt -Check	04/13/2018	6152	Republic Services - ...	X	-128.88	-128,579.06
Bill Pmt -Check	04/13/2018	6157	TPH The Parts House	X	-119.76	-128,698.82
Bill Pmt -Check	04/13/2018	6146	Augustine Alarm, Fir...	X	-84.99	-128,783.81
Bill Pmt -Check	04/13/2018	6158	Turner Ace Hardware	X	-34.36	-128,818.17
Bill Pmt -Check	04/13/2018	6149	QUEST DIAGNOST...	X	-24.20	-128,842.37
Bill Pmt -Check	04/16/2018	7206	VyStar Credit Union	X	-2,445.21	-131,287.58
Bill Pmt -Check	04/16/2018	Direct ...	Christopher Bibbs	X	-57.00	-131,344.58
Bill Pmt -Check	04/16/2018	Direct ...	Joe D'Amato	X	-45.00	-131,389.58
Bill Pmt -Check	04/16/2018	Direct ...	Dena Autry	X	-45.00	-131,434.58
Bill Pmt -Check	04/17/2018	7202	Harrell Construction ...	X	-110,637.83	-242,072.41
Bill Pmt -Check	04/17/2018	6161	FPL - EOC DRIVE	X	-1,438.07	-243,510.48
Bill Pmt -Check	04/17/2018	7203	Nationwide Retirem...	X	-960.00	-244,470.48
Bill Pmt -Check	04/17/2018	6159	Cintas Corporation-...	X	-453.76	-244,924.24
Bill Pmt -Check	04/17/2018	6160	Comcast Business -...	X	-367.06	-245,291.30
Bill Pmt -Check	04/17/2018	7204	US Department of E...	X	-138.79	-245,430.09
Bill Pmt -Check	04/17/2018	6164	Tractor Supply Credi...	X	-125.98	-245,556.07
Bill Pmt -Check	04/17/2018	6163	Pitney Bowes	X	-83.59	-245,639.66
Bill Pmt -Check	04/17/2018	6162	Legal Shield	X	-67.75	-245,707.41
Bill Pmt -Check	04/18/2018	7205	St. John's County T...	X	-9.25	-245,716.66
Bill Pmt -Check	04/19/2018	6168	United Concordia	X	-1,345.52	-247,062.18
Bill Pmt -Check	04/19/2018	6166	Renco Corporation	X	-330.00	-247,392.18
Bill Pmt -Check	04/19/2018	6167	The Feed Store	X	-323.00	-247,715.18
Bill Pmt -Check	04/19/2018	6165	COMCAST TV-Inter...	X	-310.29	-248,025.47
General Journal	04/20/2018	9-#243	Payroll	X	-33,962.89	-281,988.36
General Journal	04/20/2018	9-#243	Payroll	X	-11,903.16	-293,891.52
General Journal	04/20/2018	9-#243	Payroll	X	-1,407.00	-295,298.52
General Journal	04/20/2018	9-#243	Payroll	X	-668.39	-295,966.91
Bill Pmt -Check	04/24/2018	6175	Univar USA Inc.	X	-2,939.20	-298,906.11

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	04/24/2018	6169	Adapco, Inc.	X	-1,956.00	-300,862.11
Bill Pmt -Check	04/24/2018	6172	Lewis Longman & ...	X	-1,250.00	-302,112.11
Bill Pmt -Check	04/24/2018	6174	Strate Welding Sup...	X	-336.38	-302,448.49
Bill Pmt -Check	04/24/2018	6173	St. Johns County So...	X	-87.60	-302,536.09
Bill Pmt -Check	04/24/2018	6170	DiscoverTec	X	-50.00	-302,586.09
Bill Pmt -Check	04/24/2018	6171	Florida Pest Control	X	-33.08	-302,619.17
Bill Pmt -Check	04/26/2018	WIRE	MGIS, Inc.	X	-15,000.00	-317,619.17
Bill Pmt -Check	05/01/2018	6185	Wal-Mart Community	X	-731.88	-318,351.05
Bill Pmt -Check	05/01/2018	6177	Guardian	X	-396.46	-318,747.51
Bill Pmt -Check	05/01/2018	6182	Staples Credit Plan	X	-116.21	-318,863.72
Total Checks and Payments					-318,863.72	-318,863.72
Deposits and Credits - 9 items						
General Journal	04/06/2018	9-#242	Payroll	X		
General Journal	04/06/2018	9-#242	Payroll	X		
Deposit	04/09/2018		wells Fargo	X	82.70	82.70
Deposit	04/11/2018			X	523.85	606.55
Deposit	04/11/2018			X	1,272.66	1,879.21
Deposit	04/16/2018			X	650,000.00	651,879.21
Deposit	04/18/2018			X	400.00	652,279.21
Deposit	04/18/2018			X	158,229.34	810,508.55
Deposit	04/26/2018			X	251.00	810,759.55
Total Deposits and Credits					810,759.55	810,759.55
Total Cleared Transactions					491,895.83	491,895.83
Cleared Balance					491,895.83	4,555,463.98
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	04/25/2018	7207	Action Commercial ...		-1,579.05	-1,579.05
Total Checks and Payments					-1,579.05	-1,579.05
Deposits and Credits - 1 item						
Deposit	04/30/2018				3,073.08	3,073.08
Total Deposits and Credits					3,073.08	3,073.08
Total Uncleared Transactions					1,494.03	1,494.03
Register Balance as of 04/30/2018					493,389.86	4,556,958.01
New Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	05/01/2018	6176	Blue Cross Blue Shi...		-26,224.95	-26,224.95
Bill Pmt -Check	05/01/2018	6178	Jack Wright Tree Se...		-7,500.00	-33,724.95
Bill Pmt -Check	05/01/2018	6184	Verizon Wireless Ce...		-989.61	-34,714.56
Bill Pmt -Check	05/01/2018	6183	The St. Aug. Record...		-551.44	-35,266.00
Bill Pmt -Check	05/01/2018	6180	Republic Services - ...		-468.43	-35,734.43
Bill Pmt -Check	05/01/2018	6181	Republic Services - ...		-262.90	-35,997.33
Bill Pmt -Check	05/01/2018	6179	JEA.		-81.65	-36,078.98
Total Checks and Payments					-36,078.98	-36,078.98
Total New Transactions					-36,078.98	-36,078.98
Ending Balance					457,310.88	4,520,879.03

Reconciliation Summary

115 · SBA, Period Ending 04/30/2018

	<u>Apr 30, 18</u>
Beginning Balance	3,663,914.69
Cleared Transactions	
Deposits and Credits - 1 Item	<u>5,930.94</u>
Total Cleared Transactions	<u>5,930.94</u>
Cleared Balance	<u>3,669,845.63</u>
Register Balance as of 04/30/2018	3,669,845.63
Ending Balance	3,669,845.63

Reconciliation Detail

115 - SBA, Period Ending 04/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,663,914.69
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2018			X	5,930.94	5,930.94
Total Deposits and Credits					5,930.94	5,930.94
Total Cleared Transactions					5,930.94	5,930.94
Cleared Balance					5,930.94	3,669,845.63
Register Balance as of 04/30/2018					5,930.94	3,669,845.63
Ending Balance					5,930.94	3,669,845.63



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

AGENCY ACCOUNT 101071
04/01/2018 - 04/30/2018

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

Participant Return 04/30/2018 : 1.97 %

Date	Transaction Type	Description	Amount	Balance
04/01/2018	BEGINNING BALANCE			3,663,914.69
04/30/2018	EARNED INCOME	INTEREST	5,930.94	3,669,845.63
	Totals:		5,930.94	3,669,845.63



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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	29,474.00				29,474.00	538.00	28,936.00	28,936.00	0.00
ALTOSID XR LBS.	360.00				360.00	13.00	347.00	347.00	0.00
ALTOSID XRG LBS.	4,139.00				4,139.00	10.00	4,129.00	4,129.00	0.00
AQUABAC XT GALS.	348.25				348.25	18.08	330.17	330.17	0.00
AQUALUER 20-20 GALS.	634.65				634.65	0.00	634.65	634.90	0.25
B. l. i. DUNKS (Dognuts) EA.	0.00				0.00	0.00	0.00	0.00	0.00
COCO BEAR GALS.	152.50				152.50	3.55	148.95	148.95	0.00
DUET GALS.	210.50				210.50	0.50	210.00	210.00	0.00
MOSQUITOMIST TWO GALS.	354.00				354.00	0.00	354.00	354.00	0.00
NALED GALS.	390.00				390.00	0.00	390.00	390.00	0.00
NATULAR DT EA.	11,031.00				11,031.00	4.00	11,027.00	11,027.00	0.00
NATULAR XRT EA.	67.00				67.00	0.00	67.00	67.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	2,143.00				2,143.00	5.00	2,138.00	2,138.00	0.00
TALSTAR P GALS.	70.92				70.92	0.53	70.39	70.39	0.00
GASOLINE GALS.	1,467.00	3,501.00			4,968.00	794.60	4,173.40	4,125.00	-48.40
TOTALS	50,885.82	3501.00	0.00	0.00	54,386.82	1387.26	52,999.56	52,951.41	-48.15

BASE= 52,951.41
 Total 52,951.41

DATE: 4/12/18
 DATE: 4/27/18
 DATE: 4/27/18

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

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
 CHEMICAL & FUEL INVENTORY
 VALUE
 MONTH OF MARCH 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.	28,936.00	\$0.8100	\$23,438.16	6/22/17	UNIVAR
ALTOSID XR LBS.	347.00	\$3.23	\$1,120.81	6/8/17	UNIVAR
ALTOSID XRG LBS.	4,129.00	\$8.4500	\$34,890.05	9/1/17	UNIVAR
AQUABAC XT GALS.	330.17	\$32.5000	\$10,730.53	2/13/18	ADAPCO
AQUALUER 20-20 GALS.	634.90	\$117.3400	\$74,499.17	10/2/17	ALLPRO
B. I. DUNKS (Dognuts) EA.	0.00	\$0.8509	\$0.00	7/7/17	ADAPCO
COCO BEAR GALS.	148.95	\$17.7300	\$2,640.88	9/17/14	CLARKE
DUET GALS.	210.00	\$175.4800	\$36,850.80	9/9/16	CLARKE
MOSQUITOMIST TWO GALS.	354.00	\$51.7330	\$18,313.48	11/13/17	CLARKE
NALED GALS.	390.00	\$203.7600	\$79,466.40	8/16/17	ADAPCO
NATULAR DT EA.	11,027.00	\$0.4168	\$4,596.05	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.	2,138.00	\$6.8800	\$14,709.44	7/13/17	ALLPRO
TALSTAR P GALS.	70.39	\$37.1400	\$2,614.28	2/29/17	UNIVAR
GASOLINE GALS.	4,125.00	\$2.2400	\$9,240.00	3/6/18	L. V. HIERS
TOTAL	52,951.41	\$842.71	\$321,212.65		

PREPARED BY: [Signature] DATE: 4/12/18

COST FIGURES REVIEWED BY: [Signature] DATE: 4/27/18

REVIEWED BY: Kay Danner DATE: 4/27/18



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.amcdsic.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, April 12, 2018

Next Meeting(s): Thursday, May 10, 2018 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, April 12, 2018, at 5:00 PM.

Board members in attendance:

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

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

CITIZEN PARTICIPATION: For Items not on the Agenda ~

- Mr. Carl Taylor, 283 River Forest Lane, (Picolata), St. Augustine, FL: He came to show support for the purchase of a helicopter for aerial spraying for mosquito control; has lived in the county over 50 years, stated that spraying by truck is less effective than spraying by air, as it reaches areas not accessible by truck, and the state's assistance takes forever.
- George McLatchey, 113 Mercutio Lane, St. Augustine, FL 32092: He has been a resident of St. Johns County since 1958, supports the purchase of the helicopter and aerial spraying, we have a responsibility and obligation to our citizens to protect them and provide a safe and healthy environment and helicopters can be used to survey breeding areas, he also stated that the 2017 CDC report showed that the combined aerial approach, along with ground spraying, delivered more effective results.

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

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

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

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

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

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

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting – March 15, 2018 at 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 & \$5,00 from Contingency/ \$6,000 to Travel and Per Diem)
8. Field Experiment of MosquitoMate (Item added after Proposed Agenda sent out)

UNFINISHED BUSINESS:

Item 1: DISCUSSION OF COMMISSIONER HANDBOOK REVISION ~ Commissioner Jeanne Moeller

- Commissioner Moeller made a motion to approve the revision of the Commissioner's Handbook as presented by staff and have it printed and distributed to all Commissioners and the attorney.

A. A motion was made to approve the Commissioner's Handbook Revision as presented.

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

Item 2: APPROVAL OF SPRINGSTAR AND NIH GRANT (AGO CONTRACT) ~ Dr. Rui-De Xue

- NIH Grant, AGO Traps Evaluation: last year we had 1,000 traps and \$30,000 in funding for this project that was conducted in 6 community subdivisions in St. Augustine and they were happy with the new technology and control of Zika and Dengue Fever mosquitoes. This year we will have a large deployment of the AGO traps in 6 community subdivisions and we received an additional 2,000 AGO traps and \$117,000 in funding which will be used to hire technicians and students to conduct the project from May to October 2018.

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

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

NEW BUSINESS

Item 1: FINANCIAL COMMITTEE MEETING REPORT ~ Commissioner Catherine Brandhorst

- Commissioner Brandhorst: the meeting was April 5th, they reviewed the auditor's preliminary report and the final report will be submitted to the Board at the May Board meeting; at this time we are right on budget; they also reviewed the proposed budget for the aerial program and she stated that once we get the new helicopter, we will have additional expenses and we won't need seasonal people so we can lower the personnel costs; we will have an accurate COLA amount for the budget just prior to July 15th.
- Data Manger, Mr. Richard Weaver gave a handout to the Board and the attorney that showed the Proposed Aviation Budget – 18/19 and he stated this is a high end estimate and there will be more actual costs based on the type of helicopter purchased and the hiring of the pilot, once that is determined.
- Other Commissioners stated that until we get the aerial program up and running to see what we need, we won't be lessening personnel at this early date and the budget can be adjusted as needed.

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

Item 2: BOARD GUIDELINES AND DIRECTION DISCUSSION FOR FY 18/19 BUDGET ~ Board

Members and Dr. Rui-De Xue

- Dr. Xue requested that the Board let him know what input they have for the budget; the Draft Budget will be delivered with the May Board meeting book, the deadline for the Work Plan Budget is July 15th along with the tentative millage rate; the construction progress will be given at the May Board meeting and the Aerial Committee will meet next month also; tomorrow we will have the North Station Property Sale money \$650,000 and we have \$230,000 from FEMA for Hurricane Matthew and we will still receive about another \$200,000 for Hurricane Irma, which will be the money for the helicopter purchase.
- Commissioner Moeller commented that our current millage rate is .2150 and based on the additional \$25,000 exemption that will be on the ballot to be effective with the 19/20 budget, the county is looking at a huge cut, which means ours will be cut (Dr. Xue's estimate, possibly by \$800,000), so we need to be proactive in setting the millage rate for 18/19 so in the 19/20 budget, it doesn't hit us all at once, as we are responsible for the health of the citizens of St. Johns County.

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

REPORTS:

1. **Director** ~ Dr. Xue stated we had a successful Workshop with 185 attendees, the military and USDA could not attend this year as they had conflicts of meeting dates; we've hired 6 interns, 1 paid by UF, 1 will be paid for by MosquitoMate, Inc. and 2 will be paid for by SpringStar, Inc. and 2 we budgeted; we've hired 5 seasonal personnel, 3 that are returning from last year and two new ones, in May we will start their training; we have already started the surveillance and sentinel chicken program this month.
2. **Attorney** ~ Mr. Flowers; we are closing on the Cartwheel Bay property tomorrow, so the \$650,000 will be in the bank tomorrow.

COMMISSIONER COMMENTS:

Commissioner Brandhorst ~ met with staff and wants to talk about the construction costs and how it affects the budget next year.

Commissioner LeBlanc ~ thanked staff for all their hard work.

Commissioner Rock ~ thanked Dr. Xue on the hard work in getting the Grants, it's important for her and is determined to see us get the aerial program launched; thanked Mr. Weaver on his hard work in the aerial program; would like Mr. McLatchey's statement published as it was a very good one; will be using the media policy to attend the board meetings while she is out of the country May 25th through August 25th, she will obtain the board books online during that time, she will bring back reports on the scientist meetings there and the International Congress meeting,

Commissioner Moeller ~ suggested the August 9, 2018 Board meeting be moved to August 30th so that Commissioner Rock could attend, as that will be a meeting for the Budget information and would like her to be able to give her input. She and Dr. Xue were in on the Legislative conference meeting today, are looking at doing things at the FMCA level, DACS is opening Chapter 388 and 5E-13 and we need to give input on that, also sent emails to Legislators for the May Washington Conference, thanked staff for their hard work.

- A. A motion was made to move the August 9, 2018 Board meeting at 5 P.M. to August 30, 2018 at 5 P.M.**
- o Motioned by: Commissioner Rock
 - o Seconded by: Commissioner Moeller
 - o VOTE: Accepted unanimously by all commissioners
 - o **MOTION PASSED UNANIMOUSLY**

Commissioner Howell ~ staff helps get things done; is sure staff is geared up and ready with all the rain we are getting; thanked Mr. McLatchey for coming today, he worked with him in prior years; we have a good team here and that helps make things work; and thanked the public for their support.

ATTACHMENTS: ~

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

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 5:58 P.M.

ATTEST

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, Commissioner Jaqueline Rock

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



Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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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: May 1, 2018

RE: Contract Renewal for Aerial Spraying (Small Areas)

Based on our aerial program development, we still need to renew the contract for small area between Application Dynamics and AMCD for 2018 only at the same price and condition. I recommend that the Board approves the renewal.

CONTRACT FOR AERIAL MOSQUITO CONTROL SERVICES

This agreement, date June 1, 2018 to provide Aerial Mosquito Application Services and aircraft lease is entered into between Application Dynamics, LLC and offices at 1412 NW 1st Ter. Cape Coral, FL 33993 and Anastasia Mosquito Control District of St. Johns County (AMCD) at 120 EOC Drive, St. Augustine, FL 32092.

SCOPE OF SERVICES:

Application Dynamics hereby agrees to provide Aerial Adulticiding, Liquid Larviciding and Aircraft lease for the application of mosquito control insecticides. Application Dynamics shall provide all labor, equipment, supplies, insurance and any other requirements to complete the terms, conditions and specifications herein. Application Dynamics shall furnish aircraft equipped for ultra-low volume (ULV) dispersal of insecticide used for the control of adult mosquitoes. Anastasia Mosquito Control will lease a Cessna 337 793DS from Application Dynamics to provide aerial adulticiding and larviciding services.

MINIMUM SPECIFICATIONS:

A. General Contract Scope:

Application Dynamics shall furnish multi-engine fixed wing aircraft (Cessna 337 793DS) to be used for ULV and Larval application of insecticides to control adult mosquitoes and larvae within the geographical confines to be determined by AMCD. Application Dynamics will provide aircraft, personnel (including pilots), equipment, fuel, oil, maintenance, landing and tie down fees and all other items required to successfully complete the application(s). Application Dynamics will respond with a 48 hour or greater notice. Application Dynamics shall lease to Anastasia Mosquito Control District one (1) Cessna 337 793DS fixed wing aircraft capable of adulticiding a minimum of two hundred thousand (200,000) acres in one (1) evening and larviciding applied at 30 gallons per load of liquid larvicide.

B. Insecticide Specifications:

Products for adulticide and larvicide use will be determined by AMCD.

Application Dynamics will apply the insecticide at a rate which is dependent on the product to be used and as directed by AMCD. No application will be at rates above or below those specified on the label.

C. Responsibilities:

- 1, Application Dynamics Responsibilities (Application Dynamics will not provide pesticides)
2. AMCD Responsibilities (AMCD supplies pesticide):

D. Aircraft:

Application Dynamics shall lease to Anastasia Mosquito Control District one (1) multi-engine fixed wing aircraft Cessna 337 capable of adulticiding a minimum of two hundred thousand (200,000) acres in one (1) evening and larvaciding applied at 60 gallons per load of liquid larvicide.

Aircraft used within the contract shall:

1. Be certified by the Federal Aviation Administration (FAA), and comply with all requirements of Public Aircraft Operation. An approved FAA congested area plan is required prior to commencement of operations by Application Dynamics,
2. Be equipped with the AG-NAV aerial spray guidance system, manufactured by AG-NAV will process onboard meteorology accurate within less than one (1) knot; a two (2) degree vector and less than one (1) degree in temperature to be used for optimization in real-time and detection of a temperature inversion.
3. Be equipped with a ULV Airstrike high pressure spray nozzles that have with nozzles that have been certified by a Malvern Laser analysis or industry approved one inch (1") spinning Teflon impengers.
4. Be capable of applying approved larvicides and adulticides within label rates, at various operating protocols (i.e. swath width, ground wind speeds, etc.)
5. Be capable of GPS (Global Positioning Satellite) guidance with gridline capabilities. The system must have an accuracy of zero (0) to fifty (50) feet and be used on all aerial spray missions.

E. Application:

The AMCD will supply Application Dynamics with the geographical areas to be sprayed, date, time, alternate time, and the number of acres to be treated. AMCD will provide shape files of areas to be treated.

A representative to be named by the AMCD will be available to monitor all aspects of the spray mission to ensure procedures are followed that will result in a successful best effort mission. Some of the items to be monitored may include:

1. Pre and post Landing Rate Counts (LRC)
2. Pre and post surveillance traps
3. Meteorological conditions (favorable and unfavorable)
4. Application protocols such as lane separation, altitude, etc.

G. Public Records

- (a) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT DR. RUI-DE XUE, PH.D, THE DIRECTOR AND CUSTODIAN OF PUBLIC RECORDS AT (904) 471-3107, XUEAMCD@GMAIL.COM, 120 EOC DRIVE, ST AUGUSTINE, FLORIDA 32092
- (b) The contractor shall comply with Chapter 119, Florida Statutes, in regards to public records laws, specifically to:
1. Keep and maintain public records required by the public agency to perform the service.
 2. Upon request from the public's agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 3. Ensure that public records are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
 4. Upon completion of the contract, transfer at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- (c) Failure to provide the public records to the public agency within a reasonable time may subject the contractor to penalties under s.119.10 and s.119.0701 (4), Florida Statutes.

INSURANCE REQUIREMENTS:

Application Dynamics shall procure and maintain at its own expense, for the duration of the contract, insurance against claims for injuries to person or damages to property which may arise from, or in connection with, the performance of the work here under by Application Dynamics, his agents, representatives, or employees.

A. Minimum Limits of Insurance

1. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
2. Worker's Compensation: Benefits as per Florida statutory requirements. \$500,000 per occurrence.
3. Commercial General Liability: \$1,000,000 each occurrence.
\$2,000,000 general aggregate
4. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
5. Aviation Liability Insurance: \$1,000,000 per occurrence, Any Chemical Coverage sub-limits shall be at least \$300,000/\$300,000/\$300,000 for bodily injury per person, bodily injury per accident and property damage.
6. Professional Liability Coverage Amounts (\$1,000,000 per occurrence, \$3,000.00 aggregate, \$5,000,000 Pollution).
7. Comprehensive General Liability Insurance (to cover liability, bodily injury and property damage including automobile).
Exposures to be covered are: premises, products/completed operations, and certain contracts.
Coverage's must be written on an occurrence basis with the following limits of liability unless otherwise specified or determined applicable)
8. Bodily Injury Property Damage Each Occurrence (\$1,000,000)
9. Annual Aggregate (\$1,000,000)
10. Personal Injury Annual Aggregate (\$1,000,000)

B. Subcontractors:

Application Dynamics shall not subcontract its duties and responsibilities hereunder. Application Dynamics is solely responsible for our work; and operate our own fleet of mosquito control aircraft.



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MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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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: May 1, 2018

RE: Pay Plan Policy Revision

During the implementation of the Pay Plan during the past two years, we have met with a couple of problems, such as one employee had a raise three times (a promotion raise, a 3 year service raise and a COLA raise). Also, we merged the Mosquito Control Technicians 4 levels to 4 grades, and need it in the policy to promote the grades and the 3 year anniversary raise, which will start from the new promotion date.

Attached is the revised policy item (noted in red) for your consideration. My recommendation to the Board is to approve the revised policy as presented.

PAY PLAN POLICY

The Anastasia Mosquito Control District of St. Johns County has two Pay Plans: the Full Time Pay Plan and the Seasonal Pay Plan. The pay plans are designed to reflect the market value of each position and are re-evaluated periodically to ensure they remain competitive.

Each position is assigned to a Grade in the Full Time Pay Plan. The Grades identify a minimum pay rate and a maximum pay rate. Additionally, in the Full Time Pay Plan, each Grade has ten Steps within it. In this plan, employees are eligible to receive a Step Increase (move up one Step) every three years on their anniversary date as long as minimum performance standards have been met, until Step 10 has been reached at which point the employee is no longer eligible to receive future Step Increases.

The Seasonal Pay Plan has a flat rate for incumbents without a Public Health License and a flat rate for incumbents with a Public Health License.

The Board of Commissioners has the option of approving a Cost of Living Adjustment (COLA) each July 1st, and if approved all of the pay rates within the Pay Plans are adjusted by the COLA percentage. The Full Time Pay Plan will be adjusted by the approved COLA percentage effective October 1st. The Seasonal Pay Plan will be adjusted by the approved COLA percentage effective on the next May 1st.

FULL TIME PAY PLAN

STRUCTURE:

- Structured pay plan with ten Grades, with ten Steps in each Grade.
- The Grade identifies the minimum and maximum pay rate. Employees are assigned to the Grade which most closely matches what the market and industry salary data indicates is the pay range for their position. Some Grades may have more than one employee assigned to them and others may have none assigned to them.
- Grades will be periodically evaluated to make sure they remain competitive with the market and industry and may be adjusted as necessary. Employees may be reassigned to a different Grade if warranted.
- Employees are assigned a Step within the Grade to which they are assigned.
- Step assignments are based on years of experience at AMCD (new hires may be assigned higher than Step 1 to account for relevant experience in a similar position elsewhere at the Director's discretion, however, new hires will not be assigned higher than Step 5 to ensure future growth in the pay plan).

¹ Revision for approval by the Board of Commissioners on 5-10-18; As approved by the Board of Commissioners 10-20-16; Revised 7-13-17

- Step assignments for Mosquito Control Technicians, upon hire, will be based on education and experience per the following levels:
 - Grade 1-2: Must possess a high school diploma and have anywhere from no experience to 1 year experience.
 - Grade 2-3: Must possess a high school diploma, a Public Health Pest Control License and 3 years of experience ~ Or if they have a college degree, no experience is necessary.
 - Grade 3-4: Must possess a high school diploma, a Public Health Pest Control License and 4 years or more of experience ~ Or if they have a Master's Degree, no experience is necessary.

- If an employee transfers positions, promotion / demotion, and consequently changes Grades (higher or lower), he or she will be assigned to the same Step number in the new Grade as he or she is already assigned or the step number determined by the Director.

COST OF LIVING INCREASES:

- Every year, at the July Board meeting, the Board will make the decision about the Cost of Living increase based on a study analysis. All employees, from October 1 will receive a cost of living raise, if approved by the Board of Commissioners.
- The entire pay grid will be adjusted each year by the cost of living increase percentage if one is approved by the Board of Commissioners.
- The cost of living increase will be effective in the pay period which will be paid on the first pay date in October.

STEP INCREASES:

- Step Increases are a combination of merit and length of service increase and range between 3 – 5% depending on which Step the employee is assigned.
- Step Increases are in addition to any approved Cost of Living increases, so it is possible that an employee could receive a Cost of Living increase in October, and also receive a Step Increase in that same fiscal year.
- Employees will receive a Step Increase (move up one step) every three years in the pay period in which his/her anniversary date falls.
- When employees obtain a Grade Level promotion prior to their next "Step Date", the Grade Level Promotion date replaces the Step Date and they are eligible for the next step increase beginning three years from this new "Grade Date".
- Employees must meet performance expectations (overall rating on all performance evaluations within the past three years) in order to receive a Step Increase.
- If an employee does not meet performance expectations, his/her Step Increase will be delayed one year after the performance improvement.

- Once an employee reaches Step 10 (Maximum Pay Rate of the assigned Pay Grade), he or she will only be eligible to receive the approved cost of living increases and will not be eligible for future Step Increases.
- Employees were assigned to the Pay Plan grade and step according to years of service. New hires will receive their step increase at their third anniversary year with the District. If the new hires probation has been extended for 3 or 6 months, the step increase date will be extended for 3 or 6 months.

SEASONAL PAY PLAN

- Seasonal Inspectors/Sprayers and intern students and part time employees are paid ~~\$10-12.00 per hour~~ based on education and experience. If a Seasonal Inspector/Sprayer obtains his or her Public Health License, the pay rate will be increased to \$0.50/hour effective the beginning of the next pay period after the license was issued.
- The pay rate for this position will be periodically evaluated to ensure competitiveness with the market and industry and will be adjusted as necessary.
- The pay rate for the Seasonal Inspectors/Sprayers will be adjusted by the same COLA percentage that is approved for the Full Time Pay Plan and will be effective on May 1st each year.



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.amedsjc.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: May 1, 2018

RE: Hiring Policy and Employment of Relatives Policy Revisions

After many job opportunity announcements and posters, AMCD has had difficulty in finding enough qualified applicants for temporary interns and/or seasonal employees, possibly due to public unawareness and/or a fear of the risks of mosquito-borne diseases and pesticides.

Therefore, I would like to suggest that we make a revision to the Hiring Policy and the Employment of Relatives Policy and add:

“Qualified relatives may apply for temporary intern and/or seasonal and/or grant funded positions only and the AMCD employees that they are related to will not be allowed to supervise their relatives.”

The federal and state governments hire qualified relatives at the same agencies, but at different permanent and temporary positions and not allowing supervision of each other's relative.

Attached are draft revisions of both policies (changes/additions are in red)

1AMCD HIRING POLICY AND PROCEDURE

(in DISTRICT section of Policy Manual)

In all areas of recruiting, selection and appointment, whether for initial, promotion, demotion or transfer appointments, the District must ensure full compliance with its Equal Employment Opportunity policy.

The District will pursue recruitment efforts with the goal of obtaining applications and/or bids from the most qualified candidates available. For positions hired within the District, employees will submit an application for the position.

The position does not need to be advertised in the newspaper but will be posted on internal bulletin boards. Current employees should be given first opportunity to apply, then if no qualified candidates are available from within the District or from seasonal (temporary) employees, then the District will hire from outside. For positions hired outside of the District, these recruitment efforts may include, but is not limited to, posting notices on District bulletin boards, on the District's website, and by any other appropriate means.

Notices of vacancies shall state the procedures for applying, the application deadline, the job title, wage or salary range, location of position, whether the position is full-time or part-time, the minimum qualifications, as well as the contact information and any other pertinent information. ² All job postings must state that the District is an equal employment opportunity and veterans' preference employer and will require the applicants to pass a driver's license and background check and drug screening (**for safety sensitive positions**) to be qualified for the job.

Applications and Selection

All current employees of the District and former or present seasonal employees shall be afforded first opportunity of applying for job openings. If one or more current employees of the District, or former or present seasonal employees who meet the minimum qualifications for the position, apply for the position, the Executive Director may hire an applicant from this pool to fill the vacant position at his discretion. If, however, the Executive Director determines it to be in the best interest of the District to open the application process to external applicants to expand the pool of applicants for the position, the Executive Director may elect to do so and to fill the position from the expanded pool of applicants. If no current or seasonal employees are qualified or do not apply for an open position, then the position will be posted for external hiring and the normal interview process will be followed.

¹ Revision Approved 5-10-18; Revision approved by the Board of Commissioners on May 10, 2012; Policy 2012-01; (original Policy 2006-10 Approved by the BOC on 3-9-06)

² As approved by the Board of Commissioners on May 10, 1990

All external applicants for employment with the District shall file an AMCD job application which is ³"valid for 45 days".

Following expiration of the time period for receipt of applications, the District Director shall review the applications and establish an appropriate selection process, which may include oral interviews, properly-validated examinations, or any other method of selecting the most qualified applicant.

A. FOR OPENINGS FOR POSITIONS BEING HIRED FROM WITHIN THE DISTRICT:

1. JOB POSTING:

- All job openings for positions being hired from within the District will be listed as follows:
- posted on AMCD internal bulletin boards located at each station until the position is filled.
- Deadline for submitting an application for the position will be at the discretion of the Director.

2. INTERVIEW COMMITTEE – UNLESS this is a Promotion of an existing qualified employee or promotion of a seasonal employee to a full time position, the District Director will appoint a committee of 3-5 persons based on the requirements and duties of the job opening. The committee will review the applications and make a selection of candidates for interviews based on their qualifications. The committee will then interview the candidates and rank them highest to lowest for recommendation to the District Director.

3. JOB OFFER - The District Director will write the job offer letter, and the candidate will have one week to accept the job. If the number one candidate rejects the job offer, or does not pass the final interview or background and driver's license checks (**and drug screening for safety sensitive positions**), the Director will make an offer to the second-ranked candidate. If all three candidates reject the job offer or do not pass the background and driver's license checks (**and drug screening for safety sensitive positions**), the job will be re-opened and posted again.

4. REHIRING FORMER EMPLOYEES - The District Director may rehire former qualified employees without the process of advertising and interviewing when a full time position is available. A background and driver's license check (**and drug screening for safety sensitive positions**) will be completed before rehiring.

5. PROMOTIONS:

³ As approved by the Board of Commissioners on January 12, 1995

PROMOTING SEASONAL (TEMPORARY) EMPLOYEES - The District Director may promote a seasonal (temporary) employee to a full time position without the additional job advertising and interview process but only after a positive performance evaluation is done with his/her supervisor and only when a full time position is available and after a background and driver's license check (and drug screening for safety sensitive positions) is completed (if more than one (1) year since last one completed) before rehiring.

4B. FOR REHIRING RETURNING SEASONAL EMPLOYEES

The District Director may rehire former qualified seasonal employees without the process of advertising and interviewing when a seasonal (generally a six (6) month position from May through October) position is available. A background and driver's license check (and drug screen for safety sensitive positions) will be completed before hiring. A "Letter of Intent" can be used in place of an application if the former seasonal employee is returning without a lapse from one consecutive season to the next.

1. FOR OPENINGS FOR POSITIONS BEING HIRED FROM OUTSIDE THE DISTRICT:

1. JOB POSTING:

- All job openings will be listed as follows:
- posted on the AMCD web page, bulletin boards, and by any other appropriate means until the position is filled.
- Deadline for submitting applications will be at the discretion of the District Director.

2. COLLECTION OF APPLICATIONS – Administrative personnel will collect all applications (which are valid for 45 days) and all related information, including, but not limited to, cover letters, resumes, and other required documents up until the application deadline date set at the Director's discretion.

3. SEARCH/INTERVIEW COMMITTEE - The District Director will appoint a committee of 3-5 persons based on the requirements and duties of the job opening. The committee will review the job applications and make a selection of candidates for interviews based on their qualifications. The committee will then interview the candidates and rank them highest to lowest for recommendation to the District Director.

4. BACKGROUND, REFERENCE AND DRIVER'S LICENSE CHECKS AND DRUG SCREENING - Administrative personnel, under the guidance of the District Director, will conduct background, reference and driver's

⁴ As approved by the Board of Commissioners on May 15, 2014

license checks (and drug screening for safety sensitive positions) on the final top three recommended candidates. After these checks and screenings are completed, the District Director will conduct the final interviews, and, if necessary, negotiate a salary offer with the top candidate.

5. JOB OFFER - The District Director will write the job offer letter, and the candidate will have one week to accept the job. If the number one candidate rejects the job offer, or does not pass the final interview or checks (and drug screening for safety sensitive positions), the Director will make an offer to the second-ranked candidate. If all three candidates reject the job offer or do not pass the checks and screening, the job will be re-opened and posted again.

D. CHANGING STATUS OF EXEMPT AND/OR NON-EXEMPT EMPLOYEES:

1. Changing Status of Exempt and/or Non-Exempt Employees - The District Director may change an employee's status from Non-Exempt to Exempt or from Exempt to Non-Exempt based on the District's need, Federal and State Labor Laws, and then must inform the Board of the change at the next available Board meeting.

E. CHANGING A FULL TIME EMPLOYEE'S POSITION OR JOB TITLE:

1. The District Director may transfer or change a qualified full time employee's position or job title based on the District's need, Federal and State Labor Laws, and then must inform the Board of the change at the next available Board meeting.

F. HIRING RELATIVES FOR TEMPORARY, SEASONAL, AND/OR GRANT FUNDED POSITIONS:

1. Qualified relatives may apply for temporary intern and/or seasonal and/or grant funded positions only and the AMCD employees that they are related to will not be allowed to supervise their relatives.

⁵EMPLOYMENT OF RELATIVES
(in *EMPLOYEE HANDBOOK*)

No member of the immediate family of an employee or a board member may be employed by the District. (Exception: allowing qualified relatives to apply for temporary intern and/or seasonal and/or grant funded positions only and the AMCD employees that they are related to will not be allowed to supervise their relatives.)

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.

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 Director will decide. However, neither employee will be terminated if the District Director determines that an actual or perceived conflict of interest will not arise.

⁵ Revision for approval by the Board of Commissioners on 5-10-18



PERMISSIVE USE AGREEMENT

This agreement is to certify that St. Johns County is the owner of the property described as follows:

500 Old Beach Road, St: Augustine Beach, Florida, PIN 162050-0000 (former Anastasia Mosquito Control District property).

St. Johns County hereby grants permission for employees or subcontractors of Anastasia Mosquito Control District to use an empty garage on the premises to test the efficacy of a new type of mosquito trap.

This agreement shall be effective from May 11, 2018 through June 30, 2018. In the event of inclement weather, an extension of this Permissive Use Agreement shall not be presumed. Any and all extensions must be requested, and granted, in writing.

To the extent permitted by Florida law, Anastasia Mosquito Control District agrees to indemnify and hold St. Johns County and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities/equipment described herein. It is the intention of Anastasia Mosquito Control District that St. Johns County and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense to the employees, guests, attendees, participants, and/or users due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

Anastasia Mosquito Control District expressly assumes full responsibility for any claims, losses or damages, including attorney fees which may result to any person or property by reason of or in connection with the use of the facilities/equipment pursuant to this agreement, and agrees to pay St. Johns County for all damages caused to the facilities resulting from the user's activities hereunder, including but not limited to any damage to the landscaping, the curbs, or the parking lot.

Anastasia Mosquito Control District represents that the activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in any activities to observe, all safety rules for the facility and the activity.

Agreed to this _____ day of May _____, 2018.

Signed, sealed and delivered in our presence:

Witnesses:

Anastasia Mosquito Control District

Print Name: _____

By: _____
Print Name: _____

Print Name: _____

Its: _____



Anastasia Mosquito Control District of St. Johns County

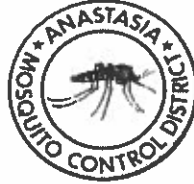
120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Scott Hanna, CPA

CC: Dr. Rui-De Xue, Director

DATE: May 10, 2018

RE: 2nd Quarter Budget Update

The 2nd Quarter Detail, *Budget vs. Actual* is attached (October through March 31, 2017), following this Memo. With Fifty percent of the year concluded, there are a few budgeted expenditures that significantly exceed the 50% mark which are discussed below. The majority of figures that are significantly under 50% of the total budget are generally line items that are seasonal in nature, associated with the operational control of mosquitoes, which, typically, will show a marked increase beginning in the 3rd Quarter.

1) Line Item 360 - Taxes 94.7%

Through the second quarter of the year, 94.7%, \$4,636,942 of our budgeted revenue has been received from the Tax Collector's Office. This can be attributed to an initial due date of November and discount incentives provided by the Tax Collector for remittances received in November and December of 4% and 3%, respectively. However, although not material, is that this first quarter shows a decrease in tax revenue collections over last year of this first quarter by 1.7%. Note: Through May 1, 2018 (as of the writing of this manuscript), the District has received 94.8%, \$4,640,015 to date.

1) Line 386 Interest Earned – 122.9% collected due to abnormally high return on SBA Investment, where long-term operating funds are housed. The returns averaged 1.7% and greater, annualized, totaling \$28,273 to date.

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

This is not technically a budget line item, but more of a sub-category of Line Item "360 Taxes" where it is officially reported at year end. These are unanticipated prior year tax levies that have been written off, yet collected at least one year later by the Tax Collector's Office and remitted to the District; \$4,375 to date.

- 3) Line Item 390 – Grants -101.1%
Receipt of non-guaranteed Grant funds from Keyplex/ Morse Enterprises, Springstar (testing), and AMCA Workshop reimbursements in total amounts of \$35,339.
- 4) Line Item 392 – Miscellaneous 100.0%
\$20,717 worth of Surplus sales, predominantly vehicles. \$8,272 (received through March of the \$9,072 earned). \$268,691 FEMA reimbursement from Hurricane Matthew.
- 2) Line Item 445 Personal Service Benefits, 55.1%
Slightly over the 50% mark, due to H.S.A. funding for Employee Health Insurance plan, beginning of January (Plan commencement January 1st), which falls into the District's second Fiscal year calendar.
- 5) Line Item 572- Travel & Per Diem, 106.8%
Distance training, **specific events** (i.e. Dodd Short Course, FMCA, AMCA, Legislative Meetings). Majority of District wide training events attended and expended in off-season. Additional travel & Per Diem utilized for applied research purposes. Above budgeted amounts are being or have been reimbursed through Grant/ Workshop Budget Amendments in upcoming month.
- 6) Line Item 588 – Fleet/Prop/Liability Package 100.0%
Commercial Insurance policy traditionally paid in full for the year during the first month of the new policy, and full amount was quantified just prior to the Budget finalization date.
- 7) Line Item 673 – Training, 99.5%
Local & in house training. Majority of training events attended and expended in off-season. Additional travel & Per Diem utilized for applied research purposes. Above budgeted amounts are being or have been reimbursed through Grant/ Workshop Budget Amendments in upcoming month.

Thank You

**Anastasia Mosquito Control District
Profit & Loss Budget vs. Actual
October 2017 through March 2018**

	Oct '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Income				
360 · Taxes	4,636,942	4,894,772	(257,830)	94.7%
386 · Interest Earned	28,273	23,000	5,273	122.9%
388 · Prior Year Tax Distribution	4,375	-	4,375	100.0%
390 · Grants	35,339	35,000	339	101.0%
392 · Miscellaneous	297,680	297,802	(122)	100.0%
Total Income	\$ 5,002,609	\$ 5,250,574	\$ (247,965)	
Gross Profit	5,002,609	5,250,574	(247,965)	95.3%
Expense				
405 · Personal Services	628,146	1,454,857	(826,711)	43.2%
445 · Personal Service Benefits	419,839	761,385	(341,546)	55.1%
461 · Operating Expenses	193,387	429,621	(236,234)	45.0%
572 · Travel & Per Diem	36,473	34,164	2,309	106.8%
580 · Telephone/Commun	8,874	25,904	(17,030)	34.3%
582 · Freight Service	644	2,500	(1,856)	25.8%
584 · Utility Service	13,840	22,500	(8,660)	61.5%
586 · Rentals/Leases	-	1,000	(1,000)	0.0%
588 · Fleet/Prop/Liab Insurance	69,171	69,171	-	100.0%
605 · Repairs & Maintenance	14,704	44,000	(29,296)	33.4%
663 · Printing/ Reproduction	-	500	(500)	0.0%
667 · Public Promotional Expens	1,584	15,000	(13,416)	10.6%
673 · Other Current Charges	3,322	6,325	(3,003)	52.5%
693 · Office Supplies	10,178	22,000	(11,822)	46.3%
696 · Protective Clothing	-	1,500	(1,500)	0.0%
698 · Misc. Supplies	19,530	58,400	(38,870)	33.4%
708 · Tools/Implements	781	5,000	(4,219)	15.6%
709 · Publications & Dues	943	13,885	(12,942)	6.8%
720 · Training	11,936	12,000	(64)	99.5%
723 · Gas, Oil & Lube	19,213	64,000	(44,787)	30.0%
741 · Chemicals/Solvents	66,436	228,000	(161,564)	29.1%
900 · Capital Outlay	653,958	4,080,058	(3,426,100)	16.0%
Total Expenditures	\$ 2,172,958	\$ 7,351,770	\$ (5,178,812)	
Surplus/ (Deficit)	\$ 2,829,651	\$ (2,101,196)	\$ 4,930,847	





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

ARTHROPOD CONTROL BUDGET AMENDMENT

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 8
Tallahassee, FL 32399-1850

ADAM H. PUTNAM
COMMISSIONER

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

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

Amendment No. 2018-05

Fiscal Year: 2017-2018

Date: 5/10/2018

Amending: Local Funds X State Funds (Check appropriate fund account to be amended. Use a separate form for each fund). The

Board of Commissioners for Anastasia Mosquito Control District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

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

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 9,963,751.85	\$ 1,875,438.00	\$ 9,963,751.85	\$ 656,184.20	\$ -	\$ 10,619,936.05

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	\$ 339.20	\$ -	\$ 35,339.20
361	Interest Earnings	\$ 23,000.00	\$ 5,273.00	\$ -	\$ 28,273.00
364	Equipment and/or Other Sales	\$ 15,044.00	\$ 650,000.00	\$ -	\$ 665,044.00
369	Misc./Refunds (prior yr expenditures)	\$ 282,757.85	\$ 572.00	\$ -	\$ 283,329.85
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 5,250,573.85	\$ 656,184.20	\$ -	\$ 5,906,758.05
Beginning Fund Balance		\$ 4,713,178.00	\$ -	\$ -	\$ 4,713,178.00
Total Budgetary Receipts & Balances		\$ 9,963,751.85	\$ 656,184.20	\$ -	\$ 10,619,936.05

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
11	Personal Services Benefits	\$ 761,385.00	\$ -	\$ -	\$ 761,385.00
30	Operating Expense	\$ 429,621.00	\$ -	\$ -	\$ 429,621.00
40	Travel & Per Diem	\$ 34,184.00	\$ -	\$ -	\$ 34,184.00
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	\$ 6,184.20	\$ -	\$ 18,184.20
60	Capital Outlay	\$ 4,080,057.85	\$ 850,000.00	\$ -	\$ 4,730,057.85
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 736,544.00	\$ -	\$ -	\$ 736,544.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 8,088,313.85	\$ 656,184.20	\$ -	\$ 8,744,498.05
0.001	Reserves - Future Capital Outlay	\$ 365,535.00	\$ -	\$ -	\$ 365,535.00
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 1,402,807.00	\$ -	\$ -	\$ 1,402,807.00
0.004	Reserves - Sick and Annual Leave	\$ 107,096.00	\$ -	\$ -	\$ 107,096.00
TOTAL RESERVES		\$ 1,875,438.00	\$ -	\$ -	\$ 1,875,438.00
L BUDGETARY EXPENDITURES and BALANCES		\$ 9,963,751.85	\$ 656,184.20	\$ -	\$ 10,619,936.05
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

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 2018-05

PAGE 1 OF 1

COMPUTATIONS

LOCAL FUND

Receipts:		
	Miscellaneous Revenue (Interest, Grants, Workshops amount above originally Budgeted)	6,184.20
	Equipment and/ or Other Sales (Sale of 10150 Cartwheel Bay Ave., St. Johns property)	650,000.00
Expenditures:		
	Training (Training/ Applied Research)	(6,184.20)
	Capital Outlay: Aerial Program	(650,000.00)
	Budget Amendment (Net Effect)	\$ -

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

LOCAL FUND BUDGET AMENDMENT NUMBER 2018-05

BUDGET JOURNAL ENTRIES:

Dr) EXPENDITURES: Training	\$ 6,184.20
EXPENDITURES: Capital Outlay	\$ 650,000.00
Cr) REVENUE: Interest, Grant and Workshops	\$ 6,184.20
REVENUE: Equipment and or Other Sales	\$ 650,000.00

**UNFINISHED
BUSINESS
#1**

**ANASTASIA MOSQUITO CONTROL DISTRICT OF
ST. JOHNS COUNTY
120 EOC DRIVE, ST AUGUSTINE, FLORIDA 32092**

May 2, 2018

Lombardo, Spradley & Klein CPAs

This representation letter is provided in connection with your audit of the financial statements of Anastasia Mosquito Control District of St. Johns County, which comprise the respective financial position of the governmental activities, as of September 30, 2017, and the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of May 2, 2018, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated March 21, 2017, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters
- b) Additional information that you have requested from us for the purpose of the audit.
- c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
- d) Minutes of the meetings of Anastasia Mosquito Control District of St. Johns County or summaries of actions of recent meetings for which minutes have not yet been prepared.

12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.

13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

14) We have no knowledge of any fraud or suspected fraud that affects the District and involves:

- Management,
- Employees who have significant roles in internal control, or
- Others where the fraud could have a material effect on the financial statements.

15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.

16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

18) We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

20) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.

22) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

24) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

25) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

26) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

- 27) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- 28) Components of net position (net investment in capital assets; restricted; and unrestricted), and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 29) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 30) Revenues are appropriately classified in the statement of activities.
- 31) Capital assets are properly capitalized, reported, and, if applicable, depreciated.
- 32) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 33) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 34) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Signature: *[Handwritten Signature]*
Title: Director

Signature: *[Handwritten Signature]*
Title: Accountant

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

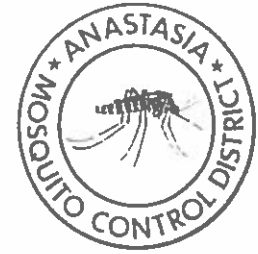
Telephone: (904) 171-3107 * Fax (904) 171-3189 * Web: www.amcdsjc.org

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



April 24, 2018

Wayne E. Flowers
Lewis, Longman & Walker, P.A.
245 Riverside Avenue, Suite 150
Jacksonville, FL 32202

Our auditors, Lombardo, Spradley, & Klein CPA's are conducting an audit of our financial statements as of September 30, 2017 and for the year then ended. Please furnish to them the information requested below involving matters as to which you have been engaged and to which you have devoted substantive attention on behalf of Anastasia Mosquito Control District of St. Johns County in the form of legal consultation or representation.

Pending or Threatened Litigation (excluding unasserted claims and assessments)

Please furnish our auditors a description of all material pending or threatened litigation, claims, and assessments (excluding unasserted claims and assessments). Materiality for purposes of this letter includes items involving amounts exceeding \$5,000 individually or in the aggregate. The description of each case should include:

- a. the nature of the litigation;
- b. the progress of the case to date;
- c. how management of Anastasia Mosquito Control District is responding or intends to respond to the litigation, e.g., to contest the case vigorously or to seek an out-of-court settlement; and
- d. an evaluation of the likelihood of an unfavorable outcome and an estimate, if one can be made, of the amount or range of potential loss.

Also, please identify any pending or threatened litigation, claims, and assessments with respect to which you have been engaged but as to which you have not devoted substantial attention.

Unasserted Claims and Assessments

We understand that, whenever, in the course of performing legal services for us with respect to a matter recognized to involve an unasserted possible claim or assessment that may call for financial statement disclosure, if you have formed a professional conclusion that we should disclose or consider disclosure concerning such possible claim or assessment, as a matter of professional responsibility to us, you will so advise us and will consult with us concerning the question of such disclosure and the applicable requirements of FASB Accounting Standards Codification 450, Contingencies (excerpts of which can be found in the ABA's *Auditor's Letter Handbook*). Please specifically confirm to our auditors that our understanding is correct.

Wayne E. Flowers
Lewis, Longman & Walker, P.A.
April 24, 2018
Page 2

We have represented to our auditors that there are no unasserted possible claims or assessments that you have advised us are probable of assertion and must be disclosed in accordance with FASB Accounting Standards Codification 450, Contingencies.

Response

Your response should include matters that existed as of September 30, 2017, and during the period from that date to the effective date of your response.

Please specifically identify the nature of, and reasons for, any limitations on your response.

Please email your response directly to Julieann Klein, (julieann@lskcpas.com), at Lombardo, Spradley, & Klein CPA's, 111-A Executive Circle, Daytona Beach, FL 32114.

Other Matters

Please also indicate the amount we were indebted to you for services and expenses on September 30, 2017.

Very truly yours,



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

Anastasia Mosquito Control District of
St. Johns County, Florida

Annual Financial Report for the
Year Ended September 30, 2017

Communication with Those Charged with
Governance
Matters to be Communicated

- Responsibilities of Auditor/Management
- Planned Scope and Timing of Audit
- Significant Audit Findings:
 - Significant Accounting Policies
 - Accounting Estimates
 - Difficulties Encountered in Performing the Audit
 - Corrected and Uncorrected Misstatements
 - Disagreements with Management
 - Management Representations
 - Other Audit Findings or Issues

Annual Financial Report

For the Year Ended
September 30, 2017

Statements prepared by the staff of Anastasia
Mosquito Control District.

Auditors' Report

- Unmodified Opinion
Financial Statements present *fairly*,
in all *material* respects
the financial position and changes in
financial position for the year then ended
in accordance with U.S. Generally
Accepted Accounting Principles. (GAAP)

Management Discussion and Analysis

- Financial Highlights
- Overview of the Financial Statements
- Condensed Financial Information for 2017 and 2016
- Analysis of Significant Budget Variations
- Capital Assets

Condensed Statements of Net Position

	2017	2016
Common and limited interest	\$ 2,897,264	\$ 2,898,226
Capital assets, net	6,989,292	6,174,826
Total assets	\$ 9,886,556	\$ 9,073,052
Deferred liabilities of the issuer		
Deferred liabilities related to purchase	\$ 92,265	\$ 1,497
Other liabilities	\$ 92,265	\$ 1,497
Non-current liabilities	\$ 1,252,252	\$ 1,252,252
Due to affiliates	1,252,252	1,252,252
Deferred liabilities of the issuer		
Deferred liabilities related to purchase	\$ 1,252,252	\$ 1,252,252
Due to affiliates	\$ 1,252,252	\$ 1,252,252
Reverend or capital assets	6,989,292	6,174,826
Reverend	-	192,688
Liabilities	8,191,544	7,427,138
Total assets	\$ 9,886,556	\$ 9,073,052

GASB 68 Accounting and Financial Reporting for Pensions

- Requires reporting the District's share of the future liability for the Florida Retirement System (FRS) and the Florida Insurance Society (FIS) based on actuarial valuations furnished by the FRS and Department of Management Services. Additional disclosures required including expanding notes 7 and 10 and including 4 Required Supplementary Information Schedules located on pages 20-31.
- Net Pension Liability \$1,302,724
- Deferred Outflows of Resources Deferred Inflows of Resources - Deferred outflows of resources represent a deferral of net pension that applies to future periods and will not be recognized as an outflow of resources (appropriations) until that applicable time. Deferred inflows of resources represent an acquisition of net pension that applies to future periods and will not be recognized as an inflow of resources (revenue) until that applicable time.
- Deferred Outflows Related to Pensions \$27,862
- Deferred Inflows Related to Pensions \$62,141

Condensed Statements of Activities

	2017	2016
Revenues:		
Property Taxes	4,096,363	3,488,137
Interest Income	71,873	21,570
Grants (FTEP)	862,444	94,261
Other	(124,818)	(16,777)
Total general revenues	4,855,862	3,587,191
Expenses - Noncapital Outlay		
Personnel services	\$ 1,313,540	\$ 1,198,280
Personnel services benefits	772,307	652,114
Operating expenses	1,876,263	625,518
Depreciation expenses	307,488	141,187
Total Expenses	3,469,598	2,617,100
Change in net position	1,386,264	970,991
Beginning net position	6,777,697	6,776,706
Ending net position	\$ 8,163,961	\$ 7,747,697

Analysis of Significant Budget Variations

- Operating Expenditures
Budget \$716,434 actual \$121,917 an over-budget for additional heating, actual \$176,193 variance \$543,944 budget. There was a change from tax collector office, death and disability insurance, and legal fees change budget.
- Capital Expenditures
Budget \$400,000 actual \$244,670 an over-budget \$155,330 budget. All plans funded available resources for new assets for Capital Expenditures during this fiscal year for the fiscal year.
- Personnel Services and Benefits
Budget \$2,291,216 actual \$1,918,452 a variance \$372,764 budget. Total amount budgeted for new pay plan not added - budget as being employees to bill regulars and employees health insurance less than budgeted.
- Capital Expenditures
Budget \$716,434 actual \$487,306 a variance \$229,128 budget. Funding of construction of facility addition.

Capital Asset Acquisitions

- Facility Additions in Progress - \$ 501,516
- Pickup Trucks (4) - \$123,864
- Forklift - \$23,868
- Computers Server - \$8,063
- Thermal Foggers - \$5,500
- Other Equipment - \$24,995

Financial Statements

- Government-wide Financial Statements
 - Statement of Net Position
 - Statement of Activities
- Fund Financial Statements
 - Balance Sheet
 - Statement of Revenues, Expenditures and Changes in Fund Balance
 - Reconciliations pages 12 and 14 – explain the differences between the government-wide and the fund financial statements
- Notes to Financial Statements
- Required Supplementary Information

Government Wide Vs. Fund Financial Statements

- Capital Assets and Depreciation
- Accrual of Compensated Absences (Vacation and Sick Time)
- Net Pension Liability, Deferred Inflows and Outflows of Resources Related to Pensions

Net Position Vs. Fund Balance

Net Position

Investment in Capital Assets -
(cost of assets less Depreciation less Debt)
Restricted - Outside Restrictions - State Funds
Unrestricted

Fund Balance

Nonspendable for Inventory and Prepaids (was Restricted)
Restricted - Outside Restrictions - State Funds
Assigned for Future Capital Outlay Contingencies
(Board Designated) (was Designated)
Unassigned (was reserved)

STATEMENTS OF ACTIVITIES
For the year ended September 30

	2012	2011		2010
REVENUES				
Taxes	\$ 4,889,320	\$ 6,498	\$ 6,693,337	\$ 91,460
Grants	146,834	2,549	31,261	1,405
Interest	31,612	8,669	21,876	6,000
Other	(1,361,116)	2,649	18,375	6,125
Total Revenues	4,865,429	99,565	6,773,849	105,990
EXPENSES				
Personnel Services	1,331,520	\$ 30,305	1,295,204	47,435
Personnel Service Benefits	972,531	22,196	878,144	39,370
Operating Expenses	346,996	4,778	314,025	5,070
Interest	22,122	2,870	24,620	2,600
Contract Miscellaneous	392,880	2,936	93,517	2,540
Printing and Postage	39,066	8,226	37,177	8,690
Maintenance & Repairs	41,267	1,170	46,000	1,700
Materials & Supplies	62,234	1,800	71,200	2,700
Chemical, Oil & Lubricants	44,923	1,300	23,344	1,200
Travel and Automobile	367,207	8,875	113,093	5,875
Aerial Spraying	264,220	7,310	0	0
Depreciation	875,400	1,340	1,071,181	2,300
Total Expenses	3,951,111	100,020	2,900,140	100,020
Increase to Net Position	1,392,125		841,284	
Net Position - Beginning of Year	8,317,097		8,396,236	
Net Position - End of Year	\$ 9,709,222		\$ 9,237,520	

Items to Note

- Revenues up - millage rate increase, 2150 from 1773
- Increase in all expenses except for Operating, Repairs & Maintenance, and Materials & Supplies.
- \$ 261,839 in Aerial Costs last incurred in the fiscal year ended September 30, 2012
- Chemical usage almost double an average year.

Report on Internal Control and Compliance

- No compliance violations discovered
- No significant deficiencies or material weaknesses discovered.
- No Significant Control Deficiencies

AG Report Required

- On Page 27 is the report required by the Florida Auditor General's Office.
"Independent Accountant's Report on Compliance with Florida Statutes 218.415 – Investment of Public Funds"
Stricter requirements for governmental entities without a formal Investment Policy

2017 Actual Program Expenditures- Fund Financial Statements



- Police Services 01
- Fire Services 02
- Public Works 03
- Parks and Recreation 04
- Public Safety 05
- Public Utilities 06
- Public Works 07
- Public Works 08
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- Public Works 100

Things to Remember

Last year was an unprecedented year. With two hurricanes bringing excessive amounts of rain, the District expended \$307,200 for chemicals and incurred \$261,839 in aerial spraying costs. Chemical costs are usually around \$150,000 a year and the District had not utilized aerial spraying since 2012. Total expenses for the year were almost a million dollars higher than the average for the past six years. Some of the increase in costs were offset by grants and money received from FEMA. 2017 is the perfect reminder of why the District needs to maintain adequate reserves so that they can continue to protect the citizens of St. Johns County from mosquito-borne diseases in the future.

Questions??



Contact Information

Julieann Klein
Certified Public Accountant
Lombardo Spradley & Klein CPAs
III-A Executive Circle
Daytona Beach, Florida 32114
386-258-3423 EXT 518
Julieann@lskcpas.com

**UNFINISHED
BUSINESS
#2**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: April 16, 2018

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

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

**UNFINISHED
BUSINESS
#3**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

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: May 1, 2018

RE: Aerial Committee Meeting Report

The Board approved a monetary deposit for AMCD to purchase a Lee County Mosquito Control (LCMCD) District surplused Bell 407 helicopter. Based on the Aerial Committee recommendation, however, the required price for the Bell 407 is way over our assessment.

The committee discussed other options to purchase a Bell 206 from LCMCD surplus or other resources at the last committee meeting. Mr. Weaver will report on this at the May 7 committee meeting and provide the committee a recommendation to purchase one or two (one for granular larvicide and the other one for adulticide and liquid larvicide) used Bell 206(s) from LCMCD or other resources and the total price will not be over \$1.2 million.

Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Friday, April 13, 2018 2:56 PM
To: gainesamcd@bellsouth.net; 'Richard Weaver'; 'PETER LEONE'; Brad Gunn; 'g-chowell'
Cc: Gina LeBlanc; 'Catherine Brandhorst'; jrockamcd@gmail.com; 'Jeanne Moeller'; 'Wayne Flowers'; 'Charolette Hall'; 'Scott Hanna'; cbibbsamcd@bellsouth.net; ddixonamcd@gmail.com; 'Molly Clark'; tcolumbusamcd@gmail.com; 'Joseph D'Amato'; dautryamcd@gmail.com; 'Carlye Mangum'; 'Bill Youker'; xueamcd@gmail.com
Subject: Aerial Program Committee meeting, May 7 at 10 am

The 4th Aerial Program Committee meeting has been scheduled on May 7 at 10 am. The following items will be reported and discussed. If any member has any items for the meeting, please let me know. Thanks, Rudy

Aerial Program Committee Meeting

May 7 at 10am

Proposed agenda

1. FAA inspection and state FAA application for permit progress by Mr. Richard Weaver
2. Hangar construction progress by Mr. Bill Youker
3. Lee County MCD Bell 206 surplus update by Mr. Peter Leone
4. Other option for Bell 206 discussion by Mr. Peter Leone
5. Small area spray by Dynamic contract renewal for 2018 only discussion by Mrs. Gaines
6. Aerial program budget process, schedule, and outline by Dr. Xue, Mr. Hanna, & Mr. Weaver



**NOTICE OF
MEETING
OF THE
ANASTASIA
MOSQUITO
CONTROL
DISTRICT OF**

ST. JOHNS COUNTY

The Anastasia Mosquito Control District of St. Johns County will hold an Aerial Committee Meeting on Monday, May 7, 2018 at 10:00 A.M. at 120 EOC Drive, St. Augustine, Florida.
ADA Compliant.

0003035081 April 29, 2018

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: The St. Augustine Record

ATTENTION: Melissa Rhinehart and/or Tiffany Lowe; Legal Dept. (fax: 819-3523)
legals@staugustine.com Melissa.rhinehart@staugustine.com tiffany.lowe@staugustine.com

FROM: Charolette M. Hall, Admin. Asst.

CC: Dr. Rui-De Xue, Director

DATE: April 19, 2018

RE: Please print the following Meeting Announcement: (Legal Ad)

"The Anastasia Mosquito Control District of St. Johns County will hold an Aerial Committee Meeting on Monday, May 7, 2018 at 10:00 A.M. at 120 EOC Drive, St. Augustine, Florida."

ADA Compliant.

(Please include the mosquito logo with the ad.)

Publish date: Sunday, April 29, 2018 - (St. Augustine Record)

Thank you.

Charolette M. Hall, Administrative Assistant
charoletteamcd@gmail.com

**NEW
BUSINESS
#1**

Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Tuesday, April 3, 2018 9:41 AM
To: g-chowell@att.net; 'Gina LeBlanc'; 'Paul Wise'; 'Catherine Brandhorst'; 'Jeanne Moeller'; 'Wayne Flowers'; xueamcd@gmail.com; huiliu_1015@163.com; '褚宏亮'
Cc: 'gainesamcd'; 'Charolette Hall'; 'Scott Hanna'; 'Richard Weaver'; 'Tom Columbus'; 'Molly Clark'; 'Christopher Bibbs'; 'Daniel Dixon'; 'Joseph D'Amato'; 'Dena Autry'; 'Carlye Mangum'; 'James Cilek'; 'Muhammad Farooq'; mturell@erols.com; 'Gunter Muller'; 'Linthicum, Kenneth'; 'Jimmy Mains'; 'Stephen Dobson'; 'Emily Kuhns'; 'Mike Banfield'; 'Beier, John C'; 'Dinglasan,Rhoel David Ramos'; dahahn@ufl.edu; 'Kaufman,Phillip E'; 'Koehler,Philip G'
Subject: Applied research committee meeting, May 4 at 10am

Dear Commissioner Mrs. Moeller:

Applied research committee meeting has been scheduled on May 4 at 10am. The following items will be discussed and arranged. If you and other members have any inputs, please let me know.

Thanks & best regards,

Rudy Xue, Ph.D
Director

AMCD Applied Research Committee & Collaboration Meeting May 4 at 10am Proposed agenda

1. Welcome and introduction
2. Update about adjunct position progress (start from New Budget Year October 1, 2018) by Dr. Xue
3. Update about collaboration projects and grant applications for 2018 summer by Dr. Xue
4. Update intern student & technician hiring and visiting scientist recruits by Ms. Clark, Mr. Bibbs, Dr. Dixon
5. Ph.D. student training & project progress by Mr. Bibbs
6. SIT project update by Dr. Dixon & Ms. Clark
7. MosquitoMate project by Dr. Dixon and Mr. Bibbs
8. SpringStar project with a large scale deployment of AGO traps by Dr. Dixon, Mrs. Gaines & Dr. Xue
9. ATSB project update by Dr. Xue
10. New rotated trap evaluation by Mrs. Hui Liu, Visiting Scientist

**NEW
BUSINESS
#2**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

*Gary Howell, Chairperson
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: May 1, 2018

RE: Review and Update on Officer Election Law and Regulations

Mr. Wayne Flowers will be giving an update on this item. This is based on Commissioner Jacqueline Rock running for the City of St. Augustine Mayor position.

REPORTS

The Director Report (April, 2018)

Program Management:

1. Customer and Professional Service: District provided 75 service requests. Dr. Xue reviewed 4 manuscripts for *Acta Tropica*, *PLoS one* (2), *Parasites & Vectors* at the editors' requests and attended Dengue fever vector control observation in Jeddah at their invitation and funded.
2. Surveillance: No any arbovirus has been detected from sentinel chickens. We continue using BG sentinel traps to monitor *Aedes* mosquito population. A total of over 1,500 adult mosquitoes of 7 species were collected by BG traps and CDC traps. Major species were *Culex quinquefasciatus*, *Anopheles crucians*, *Aedes taeniorhynchus*, and other *Aedes* mosquitoes.
3. Operation control: District adulticided 4 times for 122 acres and 13 time barrier spray for 5 acres. Total dips of 4,383 with 547 positive larvae and made 212 times for treatment for 1,162 acres.
4. Applied Research: Dr. Xue visited and attended MosquitoMate release and Bromeliad plants & mosquito breeding in South Miami. Met Dr. John Beier's group about *Aedes* control project. Staff did pre-treatment population detection and prepared for AGO trap deployment and other projects already. AMCD received SpraingStar and MosquitoMate contracts back and send MGK's confidential material transfer agreement back to MGK.
5. Education: Staff presented/taught class at St. Johns County Beekeepers Assn meeting, April 2, First Coast Technical College Career Fair, April 26, judge for St. Johns Academy Science Fair, April 12 & 20, and Academy of Environmental Science, April 24.

Business Management:

6. Board of Commissioners: Staff prepared for April 12's Board meeting and financial committee meetings with documentations.
7. Budget & Auditor: Auditor report is ready for May board meeting for presentation and approval.
8. Contract: Staff and attorney worked out the contracts about use county property and renewal of aerial spraying for small area.
9. Inventory: Surplus items has been sent to other districts for bidding.
10. HR. Staff interviewed and hired 5 seasonal employees including 3 former employees. Dr. Xue met 6 employees and staff about their complains of non- respect or non-collaboration support by station manager. One technician received verb warning for his rude behavior to his supervisor.

Business Meeting:

April 3. Staff meeting about committee meeting and Board meeting proposed agenda

April 4. 10am. Tele conversation with Commissioner Mrs. Moeller about agenda for applied research.
4pm. Attended AMCA web class about Wolbachia for control of *Aedes aegypti*.

April 5. 8am. Shooter training and met Commissioner Mr. Howell about security; 10am. Attended Teleconference about MosquitoMate project. 1pm. Attended financial committee meeting with Commissioner Mrs. Brandhorst.

April 9. Review Book chapter about spatial repellent for the ACS books. 11am. Met Commissioner Mrs. Moeller about agenda.

April 10. Worked on new budget draft books.

April 11. Reviewed one manuscript about resistance. HR meeting with Scott Hanna and others. 3pm. Met Mr. Columbus about employee issues.

April 12. 10am. Attended the FMCA legislation committee teleconference with Commissioner Mrs. Moeller. 5pm. Attended Board meeting.

April 13. 8am. Held staff meeting for the implementation of the Board meeting decision.

April 17. Reviewed three manuscripts for PLoS One about natural oils, Parasites and Vectors for resistance, and Acta Tropic for flower attraction.

April 18. Met several technicians about their complains for lacking of respects by their supervisor.

April 19. 8am. Met MosquitoMate Dr. P. Kelly about testing and visited field sites with Dr. Dixon and Ms. M. Clark. 1pm. Attended MGK teleconference about spatial repellents.

April 20. 7:30am. Held all employee meeting about update aerial, construction, budget, and other programs. 9am. Met several employees and staff about their complains for station supervisor. 12:20pm. Met Mr. Tom Columbus about personal and management issue.

April 21-27. Travel to Jeddah for dengue fever vector control observation and the travel funded by them. Met pest control's General Manager, Director, Entomologists, Visited field sites and breeding situation, surveillance program division, and pest and vector control laboratory's facility, equipment, and 7 faculty members, Met their Directors of DOH, EPA, HR, and Vice Mayor of the City of Jeddah and provided my suggestion and recommendation for the improvement of Dengue vector control in their city.

CDC Octenol Trap April 2018			
4/1/2018			
To :			
4/30/2018			
Trap Type :			
CDC Octenol			
Species Name	2018 04		Species Total
	17	25	
Ae aegypti	0	0	0
Ae albopictus	0	0	0
Ae atlanticus	0	90	90
Ae canadensis	0	0	0
Ae fulvus pallens	0	0	0
Ae infirmatus	0	37	37
Ae mitchellae	0	0	0
Ae signifera	0	0	0
Ae sollicitans	0	7	7
Ae taeniorhynchus	1	1	2
Ae triseriatus	0	0	0
Ae vexans	0	4	4
An atropos	0	0	0
An bradleyi	0	0	0
An crucians	30	140	170
An perplexens	0	0	0
An punctipennis	0	0	0
An quadrimaculatus	0	0	0
An walkeri	0	0	0
Cq perturbans	0	4	4
Cs inornata	0	0	0
Cs melanura	13	18	31
Cx coronator	0	0	0
Cx eraticus	0	5	5
Cx nigripalpus	0	36	36
Cx quinquefasciatus	0	2	2
Cx restuans	0	0	0
Cx salinarius	5	3	8
Cx territans	0	0	0
Ma dyari	0	0	0
Ma titillans	0	0	0
Or signifera	0	0	0
Ps ciliata	0	6	6
Ps columbiae	0	3	3
Ps cyanescens	0	0	0
Ps ferox	0	1	1
Ps howardii	0	1	1
Tx rutilus	0	0	0
Ur lowii	1	0	1
Ur sapphirina	0	1	1
Wy Mitchellii	0	0	0
Daily Total	50	359	409

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

BG Trap April 2018					
4/1/2018					
To :					
4/30/2018					
Trap Type :					
BG					
	2018 04				
Species Name	5	12	19	27	Species Total
Ae aegypti	11	10	4	4	29
Ae albopictus	4	13	9	22	48
Ae atlanticus	0	0	0	42	42
Ae canadensis	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	3	10	8	186	207
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	4	4
Ae taeniorhynchus	0	0	0	280	280
Ae triseriatus	0	0	0	0	0
Ae vexans	0	0	0	8	8
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	43	12	31	13	99
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	0	2	0	54	56
An walkeri	0	0	0	0	0
Cq perturbans	1	0	0	0	1
Cs inornata	0	0	0	1	1
Cs melanura	0	0	0	0	0
Cx coronator	0	0	0	0	0
Cx erraticus	0	0	0	0	0
Cx nigripalpus	55	28	25	54	162
Cx quinquefasciatus	223	237	151	128	739
Cx restuans	0	0	0	0	0
Cx salinarius	0	0	0	36	36
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	0	0	0	0
Or signifera	0	1	0	0	1
Ps ciliata	0	0	0	6	6
Ps columbiae	0	0	0	3	3
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	14	14
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	0	0	0	0	0
Daily Total	340	313	228	855	1736

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

Treatment Summary April 2018

From Date : 04-01-2018

To Date : 04-30-2018

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Allosid WSP	1142 ea	3.54 acre	322.68 ea / acre	37 times
Allosid XKR	215 ea	0.49 acre	435.54 ea / acre	21 times
Allosid XRG	133 lb	22.16 acre	6 lb / acre	7 times
Aquabac XT	9076 fl oz	1134.5 acre	8 fl oz / acre	116 times
B.l.i. Briquets	68 ea	0.16 acre	435.54 ea / acre	9 times
Cocobear	602 fl oz	1.57 acre	384.02 fl oz / acre	15 times
Duet 50%	192 fl oz	122.29 acre	1.57 fl oz / acre	4 times
Natular DT	43 ea	0.01 acre	6666.67 ea / acre	7 times
Talstar P	1.73 gal	5.13 acre	0.34 gal / acre	13 times

Task Time Summary April 2018

From Date : 04-01-2018

To Date : 04-30-2018

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	874:45 hrs	265	
Adulticide	17:42 hrs	14	
AM Briefing	105:05 hrs	203	
Annual Leave	291:30 hrs	61	
Assist	58:24 hrs	22	
Building & Grounds Work	225:27 hrs	113	
Chicken Program	197:07 hrs	159	
Computer Repair	58:18 hrs	23	
Daily Paperwork	64:07 hrs	182	
Field Experiment	32:24 hrs	19	
Fish Program	01:32 hrs	1	
Hand Adulticide	07:45 hrs	12	
Holiday	208:00 hrs	26	
Insectary	97:30 hrs	30	
Inventory	34:36 hrs	16	
Lab Experiment	12:35 hrs	5	
Landing Rate	36:35 hrs	122	
Larvicide	228:07 hrs	212	
Leave Without Pay	02:00 hrs	1	
Mechanics Time	198:10 hrs	63	4327:40 hrs
Meeting	152:48 hrs	79	
Mosquito Pooling	01:00 hrs	1	
Mosquito Trap BG	32:53 hrs	70	
Mosquito Trap CDC Oc	79:39 hrs	176	
Mosquito Trap ID	30:05 hrs	21	
Mosquito Trap OV	00:30 hrs	1	
Mosquito Traps Misc	48:57 hrs	25	
Produce Papers & Programs	93:28 hrs	36	
Public Relations	07:45 hrs	2	
Public School Program	11:45 hrs	4	
Resupplying Trucks	35:05 hrs	72	
Sick Leave	268:30 hrs	38	
Site Inspect	513:16 hrs	405	
Supervisory	159:32 hrs	61	
Training Classroom	55:15 hrs	23	
Travel	31:00 hrs	14	
Trim Trails	05:35 hrs	3	
Vehicle Maintenance	48:58 hrs	61	