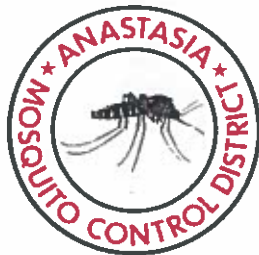


Anastasia Mosquito
Control District
of St. Johns County



District Board Meeting
MAY 9, 2019
Thursday at
5:00 P.M



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

PROPOSED AGENDA

**Thursday, May 9, 2019
5:00 P.M.**

Invocation and Pledge: *Commissioner Howell*

Consent Items: APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, April 11, 2019 at 5:00 P.M.
5. Independent Contractor Agreements for aircraft mechanics, Mr. Aaron Trudell and Mr. Greg Dorsey
6. Determination of Pilot and Aircraft Mechanic as Safety Sensitive Positions
7. Switch June 13, 2019 Board meeting to June 20, 2019 at 5 PM (and re-advertise)
8. Commissioners' Moeller & Howell to attend SOVE Annual Meeting in Puerto Rico, September 22-25, 2019
9. Budget Amendments ~ \$29,878.04 from Revenues to Expenditures

Unfinished Business:

1. AMCD and Putnam County Staff Meeting on Mosquito Control Service Report ~ *Commissioner Gary Howell (5 min)*
2. Discussion and Approval of Renewal of Auditor Contract (*as recommended by Auditor Committee*) and Committee Meeting Report ~ *Commissioner Don Girvan (15 min)*

New Business:

1. Operations Committee Meeting (4-29-19) Report ~ *Commissioner Gary Howell (5 min.)*
2. Planning Committee Meeting (5-1-19) Report ~ *Commissioner Gina LeBlanc (5 min.)*
3. Discussion and Approval of Collaboration with DOD to Develop Evidence Based Action Thresholds for Mosquito Control ~ *Dr. Rui-De Xue (5 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. None

CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

April 2019 Reconcile

Report for May, 2019 Meeting

Cash Balances Ending: 4/30/19

Local Fund	\$	2,304,036.02
S.B.A. Fund	\$	5,794,777.85
Total Funds as of 04/30/19	\$	8,098,813.87

Source of Income Local/ SBA Fund: 4/30/19

Taxes	\$	181,344.35	Gross before Tax Collector Commission, 2%
Prior Year Tax Distrib.	\$	367.51	
SBA Fund- Return on Investment	\$	12,420.31	
Local Fund, Interest	\$	48.94	
Grant Money	\$	10,000.00	MGK Grant Money
Workshop	\$	4,063.25	Latter Portion Workshop, Processed, PayPal/ VISA
Surplus/ Misc.	\$	5,124.18	
Total Deposits by 04/30/19	\$	213,368.54	

CHEMICAL & INSECTICIDE INVENTORY

Report for May, 2019 Meeting

Summary

VOUCHERS PRESENTED

Report for May, 2019 Meeting

Local Fund several

VOUCHERS (Electronic Bill Pay & Canceled Checks)

Accrual Basis

From 04/01/19 through 04/30/19

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						2,512,808.00
110-A - QuickBooks Bill Pay						-8,123,843.80
04/02/2019	6625	Advanced Dispo...	PW004328	X	-222.58	-8,124,066.38
04/02/2019	6626	Flagler Care Ce...	Acct# 227...	X	-240.00	-8,124,306.38
04/02/2019	6627	Legal Shield	Group#01...	X	-57.80	-8,124,364.18
04/02/2019	6628	St. Johns Count...	500562-12...	X	-353.53	-8,124,717.71
04/02/2019	6629	Staples Credit P...	60111000...	X	-375.03	-8,125,092.74
04/02/2019	6630	The St. Augusti...	SAR-5312...	X	-272.06	-8,125,364.80
04/02/2019	6631	Walmart Comm...	6032 2020...	X	-154.07	-8,125,518.87
04/10/2019	6632	AG-PRO Comp...	ANAST003	X	-306.86	-8,125,825.73
04/10/2019	6633	Augustine Alar...	18081	X	-144.97	-8,125,970.70
04/10/2019	6634	Florida Janitor &...	Acct#STJ...	X	-837.82	-8,126,808.52
04/10/2019	6635	Hagan Ace Mg...	ACCT#704...	X	-12.17	-8,126,820.69
04/10/2019	6636	Humidifirst	phone order	X	-193.50	-8,127,014.19
04/10/2019	6637	ManagerPlus S...	inv.#41221...	X	-2,520.00	-8,129,534.19
04/10/2019	6638	Renco Corporati...	REP(CSE)	X	-330.00	-8,129,864.19
04/10/2019	6639	Taylor Rental C...	CUST#639	X	-180.00	-8,130,044.19
04/10/2019	6640	Turner Ace Har...	ACCT#107	X	-72.64	-8,130,116.83
04/10/2019	6641	Univar USA Inc.	CUST#400...	X	-35,000.00	-8,165,116.83
04/10/2019	6642	UPS	39E90E	X	-83.37	-8,165,200.20
04/16/2019	6643	Advance Auto P...	9530571521	X	-605.38	-8,165,805.58
04/16/2019	6644	Cintas Corporati...	280-01247	X	-359.80	-8,166,165.38
04/16/2019	6645	Comcast Busine...	906116964	X	-365.85	-8,166,531.23
04/16/2019	6646	Florida Pest Co...	AMCD	X	-33.08	-8,166,564.31
04/16/2019	6647	FPL - EOC DR-...	54682-331...	X	-1,494.73	-8,168,059.04
04/16/2019	6648	FPL - EOC DR -...	37751-460...	X	-186.40	-8,168,245.44
04/16/2019	6649	MSC Industrial ...	CUST#023...	X	-92.90	-8,168,338.34
04/16/2019	6650	The Feed Store	00300	X	-771.25	-8,169,109.59
04/16/2019	6651	The Home Depot	60353225...	X	-656.10	-8,169,765.69
04/16/2019	6652	TPH The Parts ...	23256	X	-379.44	-8,170,145.13
04/16/2019	6653	Tractor Supply ...	6035 3012...	X	-172.97	-8,170,318.10
04/17/2019	6654	AFLAC	HZQ29	X	-72.72	-8,170,390.82
04/17/2019	6655	JSC Jacksonville...	AM006	X	-464.00	-8,170,854.82
04/17/2019	6656	Lewis Longman ...	ID#4370-001	X	-1,250.00	-8,172,104.82
04/17/2019	6657	Pitney Bowes	Acct#1009...	X	-75.13	-8,172,179.95
04/17/2019	6658	The St. Aug. Re...	15661	X	-22.44	-8,172,202.39
04/24/2019	6659	Aztec Office of ...	015791	X	-401.29	-8,172,603.68
04/24/2019	6660	COMCAST TV-I...	8495-74-3...		-347.82	-8,172,951.50
04/24/2019	6661	DiscoverTec	ANAS001	X	-50.00	-8,173,001.50
04/24/2019	6662	Lombardo, Spra...	ID 2443	X	-4,900.00	-8,177,901.50
04/24/2019	6663	MEDCO	200055388	X	-230.15	-8,178,131.65
04/24/2019	6664	St. Johns Count...	Account#0...	X	-60.54	-8,178,192.19
04/24/2019	6665	United Concordia	Recipient ...	X	-1,434.42	-8,179,626.61
04/25/2019	7414	VyStar Credit U...	H.S.A. Co...		-1,834.52	-8,181,461.13
04/30/2019	6666	Bank of America	4356 2200...		-13,360.14	-8,194,821.27
04/30/2019	6667	Blue Cross Blue...	A5658		-24,509.31	-8,219,330.58
04/30/2019	6668	Commercial En...	Orange All		-327.81	-8,219,658.39
04/30/2019	6669	FedEx	Acct#1668...	X	-21.77	-8,219,680.16
04/30/2019	6670	PIP Printing	82692	X	-543.00	-8,220,223.16
04/30/2019	6671	Staples Credit P...	60111000...	X	-249.83	-8,220,472.99
04/30/2019	6672	Verizon Wireles...	94206016...	X	-984.13	-8,221,457.12
04/30/2019	6673	Walmart Comm...	6032 2020...	X	-932.72	-8,222,389.84
04/30/2019	7417	Noland Company	00553-001...		-1,640.00	-8,224,029.84
Total 110-A - QuickBooks Bill Pay					-100,186.04	-8,224,029.84
110 - Wells Fargo Bank - Local - Other						10,636,651.80
04/01/2019			Deposit	X	2,563.25	10,639,215.05
04/01/2019	Direct ...	Don Girvan		X	-100.00	10,639,115.05
04/01/2019	Direct ...	Gary Howell		X	-100.00	10,639,015.05
04/01/2019	Direct ...	Gina LeBlanc		X	-100.00	10,638,915.05
04/01/2019	Direct ...	Jeanne Moeller		X	-100.00	10,638,815.05
04/01/2019	Direct ...	Panagiota Becker		X	-100.00	10,638,715.05
04/02/2019	7415	Wageningen Un...		X	-516.87	10,638,198.18
04/03/2019			Deposit	X	6,224.18	10,644,422.36
04/03/2019	Direct ...	Kai Blore		X	-163.07	10,644,259.29
04/03/2019	Direct ...	Peter P. Leone III		X	-94.89	10,644,164.40
04/03/2019	Direct ...	Vindhya Aryapr...		X	-3,000.00	10,641,164.40
04/03/2019		QUICKBOOKS ...		X	-27.80	10,641,136.60
04/03/2019		QUICKBOOKS ...		X	-15.95	10,641,120.65
04/04/2019	9-#418	Payroll	Taxes Wit...	X	-13,369.30	10,627,751.35
04/04/2019	9-#418	Payroll	Bank Acco...	X	-1,684.39	10,626,066.96
04/04/2019	9-#418	Payroll	Credit Union	X	-718.39	10,625,348.57
04/04/2019	9-#418	Payroll	Net Pay to ...	X	-37,510.34	10,587,838.23
04/04/2019	7405	Quality Hardwar...	65874	X	-550.00	10,587,288.23
04/04/2019	7406	Nationwide Retir...	Entity Cod...	X	-970.00	10,586,318.23

VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 04/01/19 through 04/30/19

Date	Num	Name	Memo	Clr	Amount	Balance
04/04/2019	7407	US Department ...	Tracing# 1...	X	-138.79	10,586,179.44
04/05/2019	9-#417	Florida Retirem...	FRS Marc...	X	-13,810.81	10,572,368.63
04/08/2019		wells Fargo	Deposit	X	48.94	10,572,417.57
04/10/2019	Direct ...	Aaron Trudell	labor for ai...	X	-334.62	10,572,082.95
04/10/2019	Direct ...	Morgan Duett	Reimburse...	X	-21.12	10,572,061.83
04/11/2019	7408	Southern States...	folding me...	X	-2,541.01	10,569,520.82
04/11/2019	Direct ...	Caroline Efstathi...		X	-140.00	10,569,380.82
04/11/2019	Direct ...	Dena Autry	428	X	-140.00	10,569,240.82
04/11/2019			Deposit	X	9,705.44	10,578,946.26
04/11/2019			Deposit	X	10,400.00	10,589,346.26
04/16/2019			Deposit	X	360.04	10,589,706.30
04/17/2019	Direct ...	Ruide Xue		X	-193.00	10,589,513.30
04/18/2019	9-#419	Payroll	Taxes Wit...	X	-12,310.22	10,577,203.08
04/18/2019	9-#419	Payroll	Bank Acco...	X	-1,684.39	10,575,518.69
04/18/2019	9-#419	Payroll	Credit Union	X	-718.39	10,574,800.30
04/18/2019	9-#419	Payroll	Net Pay to ...	X	-35,419.73	10,539,380.57
04/18/2019	Direct ...	Aaron Trudell	needed fur...		-195.00	10,539,185.57
04/18/2019	Direct ...	Vindhya Aryapr...		X	-3,000.00	10,536,185.57
04/23/2019	7409	Gunter Muller			-2,006.24	10,534,179.33
04/24/2019	7410	Nationwide Retir...	Entity Cod...	X	-970.00	10,533,209.33
04/24/2019	7411	US Department ...	Tracing# 1...		-138.79	10,533,070.54
04/24/2019	7412	Duval Ford	2019 Ford ...	X	-63,368.00	10,469,702.54
04/24/2019			Deposit	X	168,206.13	10,637,908.67
04/24/2019	7413	Curtis Arnold		X	-520.00	10,637,388.67
04/25/2019	7415	VyStar Credit U...	H.S.A. Co...		-4,212.59	10,633,176.08
04/25/2019	Direct ...	Dena Autry	428	X	-64.99	10,633,111.09
04/29/2019	7416	Harrell Construc...	AMCD Co...		-105,045.23	10,528,065.86
Total 110 · Wells Fargo Bank - Local - Other					-108,585.94	10,528,065.86
Total 110 · Wells Fargo Bank - Local					-208,771.98	2,304,036.02
TOTAL					-208,771.98	2,304,036.02

Reconciliation Summary

110 · Wells Fargo Bank - Local, Period Ending 04/30/2019

	Apr 30, 19
Beginning Balance	2,530,006.66
Cleared Transactions	
Checks and Payments - 90 Items	-268,074.69
Deposits and Credits - 7 Items	197,507.98
Total Cleared Transactions	-70,566.71
Cleared Balance	<u>2,459,439.95</u>
Uncleared Transactions	
Checks and Payments - 15 Items	-155,403.93
Total Uncleared Transactions	-155,403.93
Register Balance as of 04/30/2019	<u>2,304,036.02</u>
New Transactions	
Checks and Payments - 7 Items	-53,234.39
Total New Transactions	-53,234.39
Ending Balance	<u><u>2,250,801.63</u></u>

Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 04/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,530,006.66
Cleared Transactions						
Checks and Payments - 90 items						
Bill Pmt -Check	03/21/2019	7396	Liberty Materials, LLC	X	-799.47	-799.47
Bill Pmt -Check	03/21/2019	7395	Aggregate Products,...	X	-455.98	-1,255.45
Bill Pmt -Check	03/21/2019	7394	North Florida Coast...	X	-150.00	-1,405.45
Bill Pmt -Check	03/25/2019	7398	Nationwide Retirem...	X	-297.00	-2,375.45
Bill Pmt -Check	03/25/2019	7399	US Department of E...	X	-138.79	-2,514.24
Bill Pmt -Check	03/26/2019	7400	World Electric Suppl...	X	-8,491.22	-11,005.46
Bill Pmt -Check	03/27/2019	7401	Noland Company	X	-1,870.00	-12,875.46
Bill Pmt -Check	03/27/2019	6613	COMCAST TV-Inter...	X	-347.94	-13,223.40
Bill Pmt -Check	03/27/2019	6619	MSC Industrial Supp...	X	-193.36	-13,416.76
Bill Pmt -Check	03/28/2019	7403	Michael Turell	X	-1,666.28	-15,083.04
Bill Pmt -Check	03/28/2019	7402	Michael Turell	X	-329.14	-15,412.18
Bill Pmt -Check	04/01/2019	Direct ...	Gary Howell	X	-100.00	-15,512.18
Bill Pmt -Check	04/01/2019	Direct ...	Gina LeBlanc	X	-100.00	-15,612.18
Bill Pmt -Check	04/01/2019	Direct ...	Jeanne Moeller	X	-100.00	-15,712.18
Bill Pmt -Check	04/01/2019	Direct ...	Don Girvan	X	-100.00	-15,812.18
Bill Pmt -Check	04/01/2019	Direct ...	Panagiota Becker	X	-100.00	-15,912.18
Bill Pmt -Check	04/02/2019	7415	Wageningen Univer...	X	-516.87	-16,429.05
Bill Pmt -Check	04/02/2019	6629	Staples Credit Plan	X	-375.03	-16,804.08
Bill Pmt -Check	04/02/2019	6628	St. Johns County Util...	X	-353.53	-17,157.61
Bill Pmt -Check	04/02/2019	6630	The St. Augustine R...	X	-272.06	-17,429.67
Bill Pmt -Check	04/02/2019	6626	Flagler Care Center	X	-240.00	-17,669.67
Bill Pmt -Check	04/02/2019	6625	Advanced Disposal	X	-222.58	-17,892.25
Bill Pmt -Check	04/02/2019	6631	Walmart Community	X	-154.07	-18,046.32
Bill Pmt -Check	04/02/2019	6627	Legal Shield	X	-57.80	-18,104.12
Bill Pmt -Check	04/03/2019	Direct ...	Vindhya Aryaprema	X	-3,000.00	-21,104.12
Bill Pmt -Check	04/03/2019	Direct ...	Kai Blore	X	-163.07	-21,267.19
Bill Pmt -Check	04/03/2019	Direct ...	Peter P. Leone III	X	-94.89	-21,362.08
Check	04/03/2019		QUICKBOOKS BILL...	X	-27.80	-21,389.88
Check	04/03/2019		QUICKBOOKS BILL...	X	-15.95	-21,405.83
General Journal	04/04/2019	9-#418	Payroll	X	-37,510.34	-58,916.17
General Journal	04/04/2019	9-#418	Payroll	X	-13,369.30	-72,285.47
General Journal	04/04/2019	9-#418	Payroll	X	-1,684.39	-73,969.86
Bill Pmt -Check	04/04/2019	7406	Nationwide Retirem...	X	-970.00	-74,939.86
General Journal	04/04/2019	9-#418	Payroll	X	-718.39	-75,658.25
Bill Pmt -Check	04/04/2019	7405	Quality Hardware & ...	X	-550.00	-76,208.25
Bill Pmt -Check	04/04/2019	7407	US Department of E...	X	-138.79	-76,347.04
General Journal	04/05/2019	9-#417	Florida Retirement S...	X	-13,810.81	-90,157.85
Bill Pmt -Check	04/10/2019	6641	Univar USA Inc.	X	-35,000.00	-125,157.85
Bill Pmt -Check	04/10/2019	6637	ManagerPlus Soluti...	X	-2,520.00	-127,677.85
Bill Pmt -Check	04/10/2019	6634	Florida Janitor & Pa...	X	-837.82	-128,515.67
Bill Pmt -Check	04/10/2019	Direct ...	Aaron Trudell	X	-334.62	-128,850.29
Bill Pmt -Check	04/10/2019	6638	Renco Corporation	X	-330.00	-129,180.29
Bill Pmt -Check	04/10/2019	6632	AG-PRO Companies	X	-306.86	-129,487.15
Bill Pmt -Check	04/10/2019	6636	Humidifirst	X	-193.50	-129,680.65
Bill Pmt -Check	04/10/2019	6639	Taylor Rental Center	X	-180.00	-129,860.65
Bill Pmt -Check	04/10/2019	6633	Augustine Alarm, Fir...	X	-144.97	-130,005.62
Bill Pmt -Check	04/10/2019	6642	UPS	X	-83.37	-130,088.99
Bill Pmt -Check	04/10/2019	6640	Turner Ace Hardware	X	-72.64	-130,161.63
Bill Pmt -Check	04/10/2019	Direct ...	Morgan Duett	X	-21.12	-130,182.75
Bill Pmt -Check	04/10/2019	6635	Hagan Ace Mgmt. C...	X	-12.17	-130,194.92
Bill Pmt -Check	04/11/2019	7408	Southern States Sto...	X	-2,541.01	-132,735.93
Bill Pmt -Check	04/11/2019	Direct ...	Caroline Efstathion	X	-140.00	-132,875.93
Bill Pmt -Check	04/11/2019	Direct ...	Dena Autry	X	-140.00	-133,015.93
Bill Pmt -Check	04/16/2019	6647	FPL - EOC DR-Main...	X	-1,494.73	-134,510.66
Bill Pmt -Check	04/16/2019	6650	The Feed Store	X	-771.25	-135,281.91
Bill Pmt -Check	04/16/2019	6651	The Home Depot	X	-656.10	-135,938.01
Bill Pmt -Check	04/16/2019	6643	Advance Auto Parts	X	-605.38	-136,543.39
Bill Pmt -Check	04/16/2019	6652	TPH The Parts House	X	-379.44	-136,922.83
Bill Pmt -Check	04/16/2019	6645	Comcast Business -...	X	-365.85	-137,288.68
Bill Pmt -Check	04/16/2019	6644	Cintas Corporation-...	X	-359.80	-137,648.48
Bill Pmt -Check	04/16/2019	6648	FPL - EOC DR - Re...	X	-186.40	-137,834.88
Bill Pmt -Check	04/16/2019	6653	Tractor Supply Credi...	X	-172.97	-138,007.85
Bill Pmt -Check	04/16/2019	6649	MSC Industrial Supp...	X	-92.90	-138,100.75
Bill Pmt -Check	04/16/2019	6646	Florida Pest Control	X	-33.08	-138,133.83
Bill Pmt -Check	04/17/2019	6656	Lewis Longman & ...	X	-1,250.00	-139,383.83
Bill Pmt -Check	04/17/2019	6655	JSC Jacksonville So...	X	-464.00	-139,847.83
Bill Pmt -Check	04/17/2019	Direct ...	Ruide Xue	X	-193.00	-140,040.83
Bill Pmt -Check	04/17/2019	6657	Pitney Bowes	X	-75.13	-140,115.96
Bill Pmt -Check	04/17/2019	6654	AFLAC	X	-72.72	-140,188.68
Bill Pmt -Check	04/17/2019	6658	The St. Aug. Record...	X	-22.44	-140,211.12
General Journal	04/18/2019	9-#419	Payroll	X	-35,419.73	-175,630.85
General Journal	04/18/2019	9-#419	Payroll	X	-12,310.22	-187,941.07
Bill Pmt -Check	04/18/2019	Direct ...	Vindhya Aryaprema	X	-3,000.00	-190,941.07

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	04/18/2019	9-#419	Payroll	X	-1,684.39	-192,625.46
General Journal	04/18/2019	9-#419	Payroll	X	-718.39	-193,343.85
Bill Pmt -Check	04/24/2019	7412	Duval Ford	X	-63,368.00	-256,711.85
Bill Pmt -Check	04/24/2019	6662	Lombardo, Spradley...	X	-4,900.00	-261,611.85
Bill Pmt -Check	04/24/2019	6665	United Concordia	X	-1,434.42	-263,046.27
Bill Pmt -Check	04/24/2019	7410	Nationwide Retirem...	X	-970.00	-264,016.27
Bill Pmt -Check	04/24/2019	7413	Curtis Arnold	X	-520.00	-264,536.27
Bill Pmt -Check	04/24/2019	6659	Aztec Office of FL (p...	X	-401.29	-264,937.56
Bill Pmt -Check	04/24/2019	6663	MEDCO	X	-230.15	-265,167.71
Bill Pmt -Check	04/24/2019	6664	St. Johns County So...	X	-60.54	-265,228.25
Bill Pmt -Check	04/24/2019	6661	DiscoverTec	X	-50.00	-265,278.25
Bill Pmt -Check	04/25/2019	Direct ...	Dena Autry	X	-64.99	-265,343.24
Bill Pmt -Check	04/30/2019	6672	Verizon Wireless Ce...	X	-984.13	-266,327.37
Bill Pmt -Check	04/30/2019	6673	Walmart Community	X	-932.72	-267,260.09
Bill Pmt -Check	04/30/2019	6670	PIP Printing	X	-543.00	-267,803.09
Bill Pmt -Check	04/30/2019	6671	Staples Credit Plan	X	-249.83	-268,052.92
Bill Pmt -Check	04/30/2019	6669	FedEx	X	-21.77	-268,074.69
Total Checks and Payments					-268,074.69	-268,074.69
Deposits and Credits - 7 Items						
Deposit	04/01/2019			X	2,563.25	2,563.25
Deposit	04/03/2019			X	6,224.18	8,787.43
Deposit	04/08/2019		wells Fargo	X	48.94	8,836.37
Deposit	04/11/2019			X	9,705.44	18,541.81
Deposit	04/11/2019			X	10,400.00	28,941.81
Deposit	04/16/2019			X	360.04	29,301.85
Deposit	04/24/2019			X	168,206.13	197,507.98
Total Deposits and Credits					197,507.98	197,507.98
Total Cleared Transactions					-70,566.71	-70,566.71
Cleared Balance					-70,566.71	2,459,439.95
Uncleared Transactions						
Checks and Payments - 15 Items						
Bill Pmt -Check	03/13/2019	7389	US Department of E...		-138.79	-138.79
Bill Pmt -Check	03/13/2019	7386	US Department of E...		-138.79	-277.58
Bill Pmt -Check	03/25/2019	7397	Hitoshi Kawada		-248.90	-526.48
Bill Pmt -Check	03/28/2019	7404	Jerry Stalvey's BBQ		-1,260.00	-1,786.48
Bill Pmt -Check	04/18/2019	Direct ...	Aaron Trudell		-195.00	-1,981.48
Bill Pmt -Check	04/23/2019	7409	Gunter Muller		-2,006.24	-3,987.72
Bill Pmt -Check	04/24/2019	6660	COMCAST TV-Inter...		-347.82	-4,335.54
Bill Pmt -Check	04/24/2019	7411	US Department of E...		-138.79	-4,474.33
Bill Pmt -Check	04/25/2019	7415	VyStar Credit Union		-4,212.59	-8,686.92
Bill Pmt -Check	04/25/2019	7414	VyStar Credit Union		-1,834.52	-10,521.44
Bill Pmt -Check	04/29/2019	7416	Harrell Construction ...		-105,045.23	-115,566.67
Bill Pmt -Check	04/30/2019	6667	Blue Cross Blue Shi...		-24,509.31	-140,075.98
Bill Pmt -Check	04/30/2019	6666	Bank of America		-13,360.14	-153,436.12
Bill Pmt -Check	04/30/2019	7417	Noland Company		-1,640.00	-155,076.12
Bill Pmt -Check	04/30/2019	6668	Commercial Environ...		-327.81	-155,403.93
Total Checks and Payments					-155,403.93	-155,403.93
Total Uncleared Transactions					-155,403.93	-155,403.93
Register Balance as of 04/30/2019					-225,970.64	2,304,036.02
New Transactions						
Checks and Payments - 7 Items						
General Journal	05/02/2019	9-#420	Payroll		-36,710.09	-36,710.09
General Journal	05/02/2019	9-#420	Payroll		-12,650.36	-49,360.45
General Journal	05/02/2019	9-#420	Payroll		-1,684.39	-51,044.84
Bill Pmt -Check	05/02/2019	7418	Nationwide Retirem...		-970.00	-52,014.84
General Journal	05/02/2019	9-#420	Payroll		-718.39	-52,733.23
Bill Pmt -Check	05/02/2019	7419	US Department of E...		-138.79	-52,872.02
Bill Pmt -Check	05/03/2019	6674	Guardian		-362.37	-53,234.39
Total Checks and Payments					-53,234.39	-53,234.39
Total New Transactions					-53,234.39	-53,234.39
Ending Balance					-279,205.03	2,250,801.63

Reconciliation Summary

115 · SBA, Period Ending 04/30/2019

	<u>Apr 30, 19</u>
Beginning Balance	5,782,357.54
Cleared Transactions	
Deposits and Credits - 1 item	<u>12,420.31</u>
Total Cleared Transactions	<u>12,420.31</u>
Cleared Balance	<u>5,794,777.85</u>
Register Balance as of 04/30/2019	5,794,777.85
Ending Balance	5,794,777.85

Reconciliation Detail

115 - SBA, Period Ending 04/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,782,357.54
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2019			X	12,420.31	12,420.31
Total Deposits and Credits					12,420.31	12,420.31
Total Cleared Transactions					12,420.31	12,420.31
Cleared Balance					12,420.31	5,794,777.85
Register Balance as of 04/30/2019					12,420.31	5,794,777.85
Ending Balance					12,420.31	5,794,777.85



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

**AGENCY ACCOUNT 101071
04/01/2019 - 04/30/2019**

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

Participant Return 04/30/2019 : 2.61 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
04/01/2019	BEGINNING BALANCE			5,782,357.54
04/30/2019	EARNED INCOME	INTEREST	12,420.31	5,794,777.85
	Totals:		<u>12,420.31</u>	<u>5,794,777.85</u>



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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALOTOSID WSP EA.	15,818.00				15,818.00	0.00	15,818.00	15,818.00	0.00
ALOTOSID XR LBS.	276.00				276.00	0.00	276.00	276.00	0.00
ALOTOSID XRG LBS.	3,440.00	4,000.00			7,440.00	0.00	7,440.00	7,440.00	0.00
AQUABAC XT GALS.	264.81				264.81	1.81	263.00	263.00	0.00
AQUALUER 20-20 GALS.	460.60				460.60	0.00	460.60	460.60	0.00
B. t. i. DUNKS (Dognuts) EA.	240.00				240.00	3.00	237.00	237.00	0.00
COCO BEAR GALS.	172.25				172.25	0.75	171.50	172.50	1.00
DUET GALS.	237.50				237.50	0.00	237.50	237.50	0.00
MOSQUITOMIST TWO GALS.	451.00				451.00	0.00	451.00	451.00	0.00
NALED GALS.	750.00				750.00	0.00	750.00	750.00	0.00
NATULAR DT EA.	10,440.00				10,440.00	0.00	10,440.00	10,440.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	737.00				737.00	197.00	540.00	540.00	0.00
TALSTAR P GALS.	23.82				23.82	0.09	23.73	23.73	0.00
GASOLINE GALS.	3,610.00				3,610.00	640.89	2,969.11	2,964.00	-5.11
JET A GALS.	0.00				0.00	0.00	0.00	0.00	0.00
TOTALS	36,964.98	4000.00	0.00	0.00	40,964.98	843.54	40,121.44	40,117.33	-4.11

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

DATE: 4/16/19
 DATE: 4/30/19
 DATE: 4/30/19

BASE=	40,117.33
Total	40,117.33

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

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOCID WSP EA.	15,818.00	\$0.8100	\$12,812.58	6/22/17	UNIVAR
ALTOCID XR LBS.	276.00	\$3.34	\$921.84	4/9/18	UNIVAR
ALTOCID XRG LBS.	7,440.00	\$8.7500	\$65,100.00	3/28/19	UNIVAR
AQUABAC XT GALS.	263.00	\$32.5000	\$8,547.50	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	460.60	\$118.0000	\$54,350.80	7/18/18	ALLPRO
B. I. DUNKS (Dognuts) EA.	237.00	\$0.9780	\$231.79	7/13/18	ADAPCO
COCO BEAR GALS.	172.50	\$20.4800	\$3,532.80	7/16/18	CLARKE
DUET GALS.	237.50	\$197.9900	\$47,022.63	7/11/18	CLARKE
MOSQUITOMIST TWO GALS.	451.00	\$68.2800	\$30,794.28	8/13/18	CLARKE
NALED GALS.	750.00	\$211.8400	\$158,880.00	6/18/18	ADAPCO
NATULAR DT EA.	10,440.00	\$0.4168	\$4,351.39	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	540.00	\$6.9000	\$3,726.00	9/17/18	ALLPRO
TALSTAR P GALS.	23.73	\$37.1400	\$881.33	3/29/17	UNIVAR
GASOLINE GALS.	2,964.00	\$1.9623	\$5,816.26	1/16/19	L. V. HIERS
JET A GALS.	0.00	\$0.0000	\$0.00		Avtfuel
TOTAL	40,117.33	\$893.54	\$405,071.79		

PREPARED BY: *[Signature]* *Weaver* DATE: 4/16/19

COST FIGURES REVIEWED BY: *[Signature]* *Jim* DATE: 4/30/19

REVIEWED BY: *[Signature]* DATE: 4/30/19

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, April 11, 2019

Next Meeting(s): Thursday, May 9, 2019 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, April 11, 2019, at 5:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Gina LeBlanc, Vice-Chairperson
Mrs. Jeanne Moeller, Commissioner (*arrived 5:21 P.M. due to traffic jam due to an accident*)
Mr. Don Girvan, Commissioner
Mrs. Trish Becker, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Bill Youker, V.P., Harrell Construction Co., Inc.
Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's

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 ~ None

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

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

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

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

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

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

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting – March 14, 2019 at 5:00 PM
5. Waiver of Mr. Christopher Bibb's one year obligation per Continuing Education Policy
6. 16th Annual Workshop Summary Report
7. Contract Position
8. Quarterly Budget Analysis
9. Budget Amendments ~ \$35,637.85 from Receipts (interest earnings and grant money) to Expenditures (personal services, benefits, and operating expenses)

UNFINISHED BUSINESS:

Item 1: CONSTRUCTION PROJECT UPDATE ~ Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

- Mr. Youker stated - building 700 (Chicken House) is complete and chickens are in; 800 (chemical warehouse) is close to being done and they are doing the last inspections; they just got the last permit on Monday with fire systems for 900 (hangar); crane will be done today; they are working on the electrical for the fuel station and commissioning the tank; 500 (insectary and greenhouses) are being formed; test pools area is also being formed up and the plumber will be out next week to work on them; he approximates 60 days for completion of the full project.

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

Item 2: FINANCIAL AUDITOR REPORT (Ppt) ~ Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's

- Ms. Klein stated this is for the year ending September 30, 2018. There were no issues in the audit procedures; for the gain and loss – there was a FEMA grant, we sold two properties and there was not an aerial spray in FY17/18, which offset what happened in 2017. The implementation of the aerial program this year will bring a new group of budget line items. She cautioned that AMCD needs to continue to maintain a healthy fund balance.

Commissioner Moeller came in at this time - 5:21 P.M.

A. A motion was made to accept and approve the Financial Auditor's Report for Fiscal Year ending September 30, 2018, as presented.

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

Item 3: FMCA Tallahassee Legislative Meeting Report (March 18-19, 2019) ~ Commissioners' Jeanne Moeller and Trish Becker

- Commissioner Moeller – they met three people, Representative Rennar, Senator Hudson (who had issues with Flagler Mosquito Control and their mistake in their budget), and Representative Stevenson's aide. Representative Byrd couldn't meet them because their appointment wasn't placed on his calendar. Commissioner Moeller requested approval to send a copy of our audit to Senator Hudson and Representative Rennar and to send written invitations for our Open House to both representatives, Senator Hudson, and to the Commissioners' of St. Johns County, the City of St. Augustine, and St. Augustine Beach. The senate approved 3.8 million dollars to support IFAS and both the house and senate approved 2.66 million dollars.
- Commissioner Becker – it was interesting meeting the different mosquito control programs that were there and invited them to our Open House.
 - A. **A motion was made to give Commissioner Moeller the authority to send our Financial Auditor's Report for year ending September 30, 2018 to Senator Hudson and Representative Rennar, and to send a written OPEN HOUSE invitation to them, Representative Stevenson, and the Commissioners' of St. Johns County, City of St. Augustine, and St. Augustine Beach.**
 - Motioned by: Commissioner Howell
 - Seconded by: Commissioner Girvan
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

Item 1: APPLIED RESEARCH COMMITTEE & COLLABORATION MEETING REPORT ~ Commissioner Jeanne Moeller

- Commissioner Moeller stated that everyone that was invited showed up for the meeting and several of our staff were there. They talked about bees and the protection of the bees.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: COST OF LIVING FOR FY 19/20 BUDGET YEAR ~ Mr. Scott Hanna

- Mr. Hanna stated that he used the CPI Index ending in February 2019 which showed 2.1%, which is the one without food and energy figured in; recommended using the CPI index for the cost of living in the FY 19/20 budget. Dr. Xue recommended 2% Cost of Living increase be added to the FY 19/20 budget. The estimated cost of that would be \$40,000.
 - A. **A motion was made to approve a 2% Cost of Living increase be added to the FY 19/20 Budget for all employees.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 3: BUDGET DIRECTION DISCUSSION, BOARD'S INPUT for FY 19/20 ~ Dr. Rui-De Xue

- Dr. Xue requested that the Board members give him any suggestions for items needed for the FY 19/20 budget; the draft budget will be given to them in May;
- Commissioner Moeller requested the cost of a one day seminar titled “Women in Science” be put in the budget to cover a light lunch and that there be no fee to the attendees.
- Commissioner Becker requested another seminar be put in the budget for students and another one for Ph.D.’s; she also requested the costs be put in for the Vector Museum, a cleaning crew to relieve the technicians from having to do it, an employee appreciation program, and an annual company picnic to be held in the summer each year that will include families of the employees also.

REPORTS:

1. **Director** ~ Dr. Xue; the surveillance program has started; we hired our 6 month seasonal employees, four of which are returning seasonal employees of 4, 3, 2, and 1 year; thanked Mrs. Gaines, Mr. Weaver, and Mr. Hanna on working on the FEMA funding; will receive \$190,000 by the end of this month in grants from USDA, UF, and the CDC; in June we should receive \$186,000 for SIT, which starts July 1st and will use some of the money to hire a Biologist and Biological Technician; Education Specialist Molly Clark left and we hired Mr. Edward Zeszutko who will begin May 13th; Dr. Xue will be at NAACHO meeting in Pittsburg, PA, next week where he will talk about the sustainable program.
2. **Attorney** ~ Mr. Flowers; told a cautionary tale on the Sunshine Law and Public Records where a commissioner was being charged in violation of the Public Records Law and he cautioned the Board to bear in mind the importance of maintaining public records and the necessity for them to be produced when asked for.

COMMISSIONER COMMENTS:

Commissioner Becker ~ the workshop was fantastic, she will be at an Environmental event at Genungs Fish Camp in Crescent Beach on Sunday with some of our employees and where AMCD is being sponsored on a boat which takes people out to collect trash from our water ways. She invited all to attend this event.

Commissioner LeBlanc ~ thanked the staff for all they do.

Commissioner Moeller ~ the workshop did well and due to family issues she couldn’t attend as much as she wanted to, we had 9 international scientists speak at the workshop and staff will be very busy with the season and being back on five day weeks.

Commissioner Girvan ~ learned a lot at the workshop and met some great people, spent a lot of time with the accountant, Mr. Hanna; with addition of the aerial program all workloads will be impacted and he wants to add an accounting intern – wants a job description – he spoke with Dr. Jaeger at UF, as well as, Paula Hollanchock at Flagler College and UNF who was receptive to having an accounting intern work here at AMCD. He made the following motion.

- A. **A motion was made to bring in the first accounting intern this summer season at \$12 per hour.**
 - Motioned by: Commissioner Girvan
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Commissioner Howell ~ AMCD is on its 70th year journey, our employees are good people and he has seen the excited atmosphere here, thanked all the Commissioners, Dr. Xue, Mr. Weaver, Mr. Hanna, and Mrs. Gaines for all they do, as well as our attorney, Mr. Flowers.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:37 P.M.

ATTEST

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, Commissioner Gina LeBlanc

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



INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (hereinafter referred to as the "Agreement") is effective as of April 1 2019, by and between Aaron Joel Trudell, an Individual (hereinafter "Contractor", and Anastasia Mosquito Control District (hereinafter "Company") (collectively referred to as the "Parties" and each individually as a "Party").

WHEREAS, Company and Contractor desire to enter into a business relationship upon the terms and subject to the conditions set forth in this Agreement herein; and

WHEREAS, each Party is duly and legally authorized and capable of entering into this Agreement.

The Contractor is an Airframe and Powerplant Mechanic/Inspection Authorization.
The Company is an Independent Special District created by Legislative Act and empowered to perform those duties and functions provided for in Chapter 388, Florida Statutes.

SERVICES

Contractor shall provide airframe and powerplant mechanical services to overhaul, repair, inspect and maintain the Company helicopter in accordance with FAA regulations, and manufacturer and District requirements. In providing the services, the Contractor will exercise the degree of skill, care and diligence normally expected of a competent professional. Contractor will perform services promptly and will meet all time commitments. Contractor agrees and acknowledges that at all times during this Agreement, Contractor shall have on file with the Company and maintain the following current and valid licensing and certification: 1. FAA Airframe and Power-Plant License. 2. FAA Inspection Authorization. Contractor agrees to immediately notify Company of any change in Contractor's status that would impact in any manner Contractor's abilities to perform its duties to Company. Contractor will provide proof of valid licensing and certification to the Company annually.

INDEPENDENT CONTRACTOR

1. The Contractor will act as an independent contractor and shall not be deemed an employee or subcontractor of the Company, and the terms and conditions of this Agreement shall be interpreted and construed accordingly. As such, Contractor shall be responsible for the payment of any and all taxes due, including but not limited to those for any services performed or any income to Contractor derived therefrom.

COMPENSATION

2. Company will pay agreed upon rate (\$65 per hour) for contracted scheduled activity(s) performed. Contractor will provide written invoices of work performed on the last day of each month. Invoices will indicate the day work was performed, what specific work was performed, and how many hours the Contractor worked. Contractor will be paid \$65 per hour worked. Work will be verified by the Company pilot supervising the Contractor.
3. Company will be subject to the following Cancellation Policy:
 - a. If the cancellation, to exclude weather, occurs within 24 hours of the scheduled activity(s), the Contractor will be fully compensated based upon the agreed upon rate for contracted scheduled activity(s) performed.

COMPANY AIRCRAFT

4. The Company will maintain its aircraft within the standards of its operating certificates in accordance with U.S. Department of Transportation 14 CFR Subchapter Parts 43,91 and 137.

INDEMNIFICATION

Contractor agrees to indemnify and hold harmless Company, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of Contractor, its agents, employees or representatives, except to the extent that such injury, death or damage: is due to the gross negligence of Company.

INSURANCE

Contractor performs work as an independent contractor for the Company. Contractor is not the employee of the Company for workers' compensation purposes or any other purposes, and therefore, is not entitled to workers' compensation benefits from the Company. Accordingly, Contractor shall maintain its own Workers Compensation Insurance in accordance with the applicable state law and is allowed to self-insurance such risk as allowed under Florida State Law or any other applicable law. Such insurance shall provide a waiver of subrogation in favor of the Company.

COMPANY AND CONTRACTOR AGREEMENTS

5. Choice of Law. The Parties agree that this Agreement will be interpreted, construed and enforced in accordance with the laws of the State of Florida and of the United States of America. The Parties agree to submit to the exclusive jurisdiction of a State or Federal court in Florida. Each party agrees to waive its respective rights to a trial by jury (regardless of the source of such right) in any action against the other party arising from and/or directly or indirectly related to or connected with this Agreement.
6. Survivability. All obligations arising prior to the termination of this Agreement, and all provisions of this Agreement allocating responsibility or liability between the parties shall survive the termination of this Agreement.
7. Complete Agreement. This Agreement contains the entire Agreement of the parties. It may only be modified by an Agreement in writing signed by the parties hereto.
8. Termination. Either party may terminate this Agreement by providing ninety (90) days written notice to the other party.
9. Effective Date. The Effective Date of this Agreement shall be the date that it is executed by the last party to execute it (as indicated by the date associated with that party's signature).
10. No Assignment. This Agreement is personal to each of the Parties. Except as provided herein, no Party may assign or delegate any rights or obligations hereunder without first

obtaining the written consent of the other party thereto; provided, however, that the Company may assign this Agreement to any successor (whether direct or indirect, by purchase, merger, consolidation or otherwise) to all or substantially all of the business or assets of the Company.

To show assent to this Agreement, the duly authorized officer or agent of each party is signing this Agreement on the date indicated below that person's signature.

CONTRACTOR

**Gregory Allen Dorsey
166 Hernandez Avenue
Ormond Beach Florida
32174**

By: _____
Authorized Signature

Name (type or print)

Title

Date

COMPANY

**Anastasia Mosquito Control District
120 E.O.C. Drive
Saint Augustine Florida
32092**

By: _____
Authorized Signature

Name (type or print)

Title

Date

NOTE: It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person, including email.



INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (hereinafter referred to as the "Agreement") is effective as of April 1 2019, by and between Gregory Allen Dorsey, an Individual (hereinafter "Contractor", and Anastasia Mosquito Control District (hereinafter "Company") (collectively referred to as the "Parties" and each individually as a "Party").

WHEREAS, Company and Contractor desire to enter into a business relationship upon the terms and subject to the conditions set forth in this Agreement herein; and

WHEREAS, each Party is duly and legally authorized and capable of entering into this Agreement.

The Contractor is an Airframe and Powerplant Mechanic/Inspection Authorization.
The Company is an independent special district created by Legislative Act and empowered to perform those duties and functions provided for in Chapter 388, Florida Statutes.

SERVICES

Contractor shall provide airframe and powerplant mechanical services to overhaul, repair, inspect and maintain the Company helicopter in accordance with FAA regulations, and manufacturer and District requirements. In providing the services, the Contractor will exercise the degree of skill, care and diligence normally expected of a competent professional. Contractor will perform services promptly and will meet all time commitments. Contractor agrees and acknowledges that at all times during this Agreement, Contractor shall have on file with the Company and maintain the following current and valid licensing and certification: 1. FAA Airframe and Power-Plant License. 2. FAA Inspection Authorization. Contractor agrees to immediately notify Company of any change in Contractor's status that would impact in any manner Contractor's abilities to perform its duties to Company. Contractor will provide proof of valid licensing and certification to the Company annually.

INDEPENDENT CONTRACTOR

1. The Contractor will act as an independent contractor and shall not be deemed an employee or subcontractor of the Company, and the terms and conditions of this Agreement shall be interpreted and construed accordingly. As such, Contractor shall be responsible for the payment of any and all taxes due, including but not limited to those for any services performed or any income to Contractor derived therefrom.

COMPENSATION

2. Company will pay agreed upon rate (\$65 per hour) for contracted scheduled activity(s) performed. Contractor will provide written invoices of work performed on the last day of each month. Invoices will indicate the day work was performed, what specific work was performed, and how many hours the Contractor worked. Contractor will be paid \$65 per hour worked. Work will be verified by the Company pilot supervising the Contractor.
3. Company will be subject to the following Cancellation Policy:
 - a. If the cancellation, to exclude weather, occurs within 24 hours of the scheduled activity(s), the Contractor will be fully compensated based upon the agreed upon rate for contracted scheduled activity(s) performed.

COMPANY AIRCRAFT

4. The Company will maintain its aircraft within the standards of its operating certificates in accordance with U.S. Department of Transportation 14 CFR Subchapter Parts 43,91 and 137.

INDEMNIFICATION

Contractor agrees to indemnify and hold harmless Company, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of Contractor, its agents, employees or representatives, except to the extent that such injury, death or damage: is due to the gross negligence of Company.

INSURANCE

Contractor performs work as an independent contractor for the Company. Contractor is not the employee of the Company for workers' compensation purposes or any other purposes, and therefore, is not entitled to workers' compensation benefits from the Company. Accordingly, Contractor shall maintain its own Workers Compensation Insurance in accordance with the applicable state law and is allowed to self-insure such risk as allowed under Florida State Law or any other applicable law. Such insurance shall provide a waiver of subrogation in favor of the Company.

COMPANY AND CONTRACTOR AGREEMENTS

5. Choice of Law. The Parties agree that this Agreement will be interpreted, construed and enforced in accordance with the laws of the State of Florida and of the United States of America. The Parties agree to submit to the exclusive jurisdiction of a State or Federal court in Florida. Each party agrees to waive its respective rights to a trial by jury (regardless of the source of such right) in any action against the other party arising from and/or directly or indirectly related to or connected with this Agreement.
6. Survivability. All obligations arising prior to the termination of this Agreement, and all provisions of this Agreement allocating responsibility or liability between the parties shall survive the termination of this Agreement.
7. Complete Agreement. This Agreement contains the entire Agreement of the parties. It may only be modified by an Agreement in writing signed by the parties hereto.
8. Termination. Either party may terminate this Agreement by providing ninety (90) days written notice to the other party.
9. Effective Date. The Effective Date of this Agreement shall be the date that it is executed by the last party to execute it (as indicated by the date associated with that party's signature).
10. No Assignment. This Agreement is personal to each of the Parties. Except as provided herein, no Party may assign or delegate any rights or obligations hereunder without first

obtaining the written consent of the other party thereto; provided, however, that the Company may assign this Agreement to any successor (whether direct or indirect, by purchase, merger, consolidation or otherwise) to all or substantially all of the business or assets of the Company.

To show assent to this Agreement, the duly authorized officer or agent of each party is signing this Agreement on the date indicated below that person's signature.

CONTRACTOR

**Gregory Allen Dorsey
166 Hernandez Avenue
Ormond Beach Florida
32174**

By: _____
Authorized Signature

Name (type or print)

Title

Date

COMPANY

**Anastasia Mosquito Control District
120 E.O.C. Drive
Saint Augustine Florida
32092**

By: _____
Authorized Signature

Name (type or print)

Title

Date

NOTE: It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person, including email.

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

Gary Howell, Chairperson

Jeanne Moeller, Vice-Chairperson

Gina LeBlanc, Secretary/Treasurer

Don Girvan, Commissioner

Trish Becker, Commissioner



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: April 9, 2019

RE: Safety Sensitive Position determination for Pilot and A&P Aircraft Mechanic Jobs

Prior to December 11, 2014, AMCD did pre-employment testing on all applicants considered for employment by the District. At that December meeting there was a motion and vote, at the recommendation of our attorney, Mr. Wayne Flowers, that only Safety Sensitive positions should be suspicionless drug tested for employment and that the determination of a safety sensitive position would be determined by the Board.

It has come to our attention that the pilot and aircraft mechanic positions are safety sensitive. Therefore, we have done research and contacted Lee and Collier County Mosquito Control programs, as they have aerial programs, and Lee County stated that their pilot and aircraft mechanic are safety sensitive positions and are tested for drugs and alcohol. Collier County Mosquito Control told us that they drug test all employees once they have been offered employment and have signed the form accepting that option to be drug tested. They also do random drug testing of their employees. We also checked and have obtained information from the FAA which also maintains pilots and aircraft maintenance personnel hold safety sensitive positions and also, that all employees who conduct maintenance or preventative maintenance are required to be covered by a Federal Aviation Administration (FAA) drug and alcohol testing program regardless of whether they sign off the work or not.

Therefore, staff's recommendation is for the Board to deem these positions, as directed by policy, of the Pilot and A&P Aircraft Mechanic jobs as being safety sensitive positions. After that, the pilot will undergo the necessary drug and alcohol testing, as will the aircraft mechanic, when the person for that position is hired.

The following is from the December 11, 2014 Board Meeting MINUTES:

NEW BUSINESS

Item 2: PROPOSED POLICY FOR PRE-EMPLOYMENT AND POST-ACCIDENT DRUG TESTING APPROVAL ~ Mr. Wayne Flowers

- Mr. Flowers stated he submitted two alternatives with very little changes to the existing policy but to make it consistent with the current suspicionless drug testing case law. AMCD's current policy has two suspicionless drug testing provisions, pre-employment drug testing and post-accident drug testing. AMCD does not have any positions that the court calls safety sensitive positions which would allow pre-employment drug testing. **Alternative #1:** struck out the routine pre-employment testing section, added what factors constitute reasonable suspicion for drug testing that makes it possible with accidents, added description for routine fitness for duty medical exams, crossed out promoted or transferred employees, and part of post-accident testing, and added how it may be subject to drug testing, and added the word lawfully to the Employee Refusal to Submit section. **Alternative #2:** is the same as Alternative #1 but added the "safety-sensitive positions" description which must be deemed as such by the Board and changed Job Applicant Drug Testing (which was crossed out in Alternative #1) and added the Pre-Employment Testing description which would pertain to safety-sensitive positions.
- The commissioners preferred going with Alternate #2 as it is more direct and would be looking to the future in case we hire a position that is deemed safety sensitive and the policy would then be in place.
 - A. **A Motion was made to approve the updated policy Alternate #2, for Pre-Employment and Post-Accident Drug Testing as presented.**
 - Motioned by: Commissioner Howell
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

FROM AMCD's DRUG POLICY:

Fifth Paragraph of the Policy which begins on Page 4-50 (this paragraph is the first on page 4-51)

For purposes of this Policy, "safety-sensitive positions" are those positions requiring performance of tasks which pose significant safety risks to others. As the duties of a safety-sensitive position involve such risk of injury to others that even a momentary lapse of attention could have disastrous consequences, the influence of drugs or other substances on an employee holding a safety-sensitive position is particularly dangerous that suspicionless testing is justified. Any safety-sensitive position must be deemed as such by the Board of Commissioners.

Paragraph H. on page 4-54

H. Pre-Employment Testing

A job applicant for a position deemed by the Board of Commissioners to be a safety-sensitive position and who has been offered employment by the District contingent on successfully passing a drug test will undergo screening for the presence of drugs or alcohol. The District may use a refusal to submit to a drug test or a positive, confirmed drug test as a basis for refusing to hire a job applicant for a safety-sensitive position.



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Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

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



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: April 24, 2019

RE: Move Thursday, June 13, 2019 (5 P.M.) Board meeting to Thursday, June 20, 2019 at 5 P.M.

Our June Board meeting is scheduled for Thursday, June 13, 2019. However, Dr. Xue will be out of town attending the WHO 's Innovative Strategies for Vector Control meeting that is being held at the Wageningen University in the Netherlands from June 11th through June 13, 2019.

Therefore, staff recommends the Thursday, June 13, 2019 Board meeting be moved to Thursday, June 20, 2019 at 5 P.M. The meeting has been advertised, therefore, staff will advertise the corrected date.



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



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: April 24, 2019

RE: Commissioners' Moeller & Howell to attend SOVE Annual Meeting in San Juan, Puerto Rico,
from September 22-25, 2019

The 49th Annual Conference of the Society for Vector Ecology* (SOVE) is being held in San Juan, Puerto Rico, on September 22nd through September 25, 2019.

Commissioners' Jeanne Moeller and Gary Howell have been invited by the Executive Director to attend the SOVE meeting for policy making and decisions.

The meeting benefits the AMCD applied research and education programs. The cost for the meeting will be about \$1,500 each for airline tickets, hotel, and per diems for an approximate total of \$3,000.

I request approval for travel for Commissioner Moeller and Commissioner Howell to attend the meeting.



SOVE

Society For Vector Ecology

est. 1968

[Home](#) [Journal](#) [Society Photo Album](#) [Conference](#) [Positions](#) [Newsletter](#)

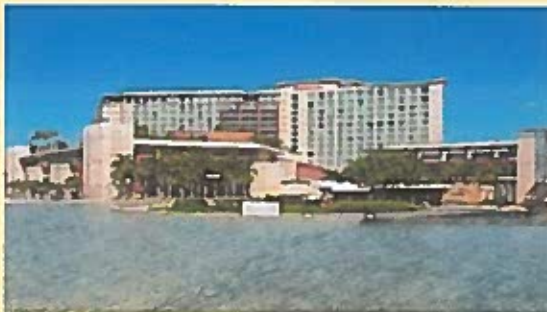
[Funding Opportunities](#) [Online Payment Services](#) [Pay Dues](#) [Announcements](#) [Board](#)

[About SOVE](#) [History](#) [Links](#) [European SOVE](#) [Asian SOVE](#) [Indian SOVE](#) [Facebook](#)

Conference

**SOVE is excited to announce
The 49th Annual SOVE Conference at the
Sheraton Hotel and Casino, San Juan, Puerto Rico.**

More information will be coming soon.



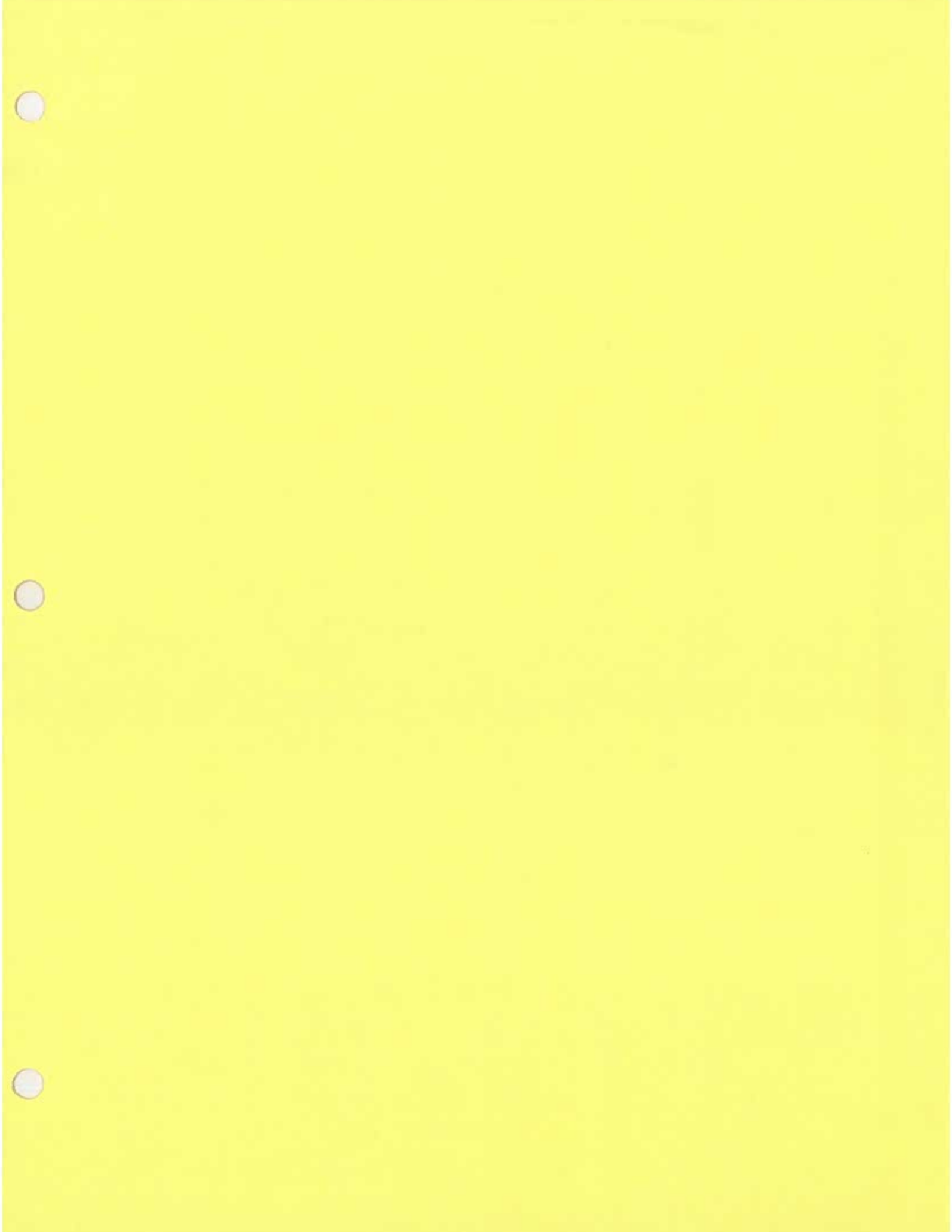
Date: September 22-26, 2019

Location: Sheraton, San Juan, Puerto Rico

Stay tuned for more information.

**Would you like to submit a poster request for the 49th Annual SOVE
Conference at the Sheraton San Juan, Puerto Rico?
If so, click here and complete the attached document.**

Thank you to everyone who sponsored and attended the





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

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

ARTHROPOD CONTROL BUDGET AMENDMENT

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

ADAM H. PUTNAM
COMMISSIONER

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

Amendment No. 2019-05

Fiscal Year: 2018-2019

Date: 5/9/2019

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
\$ 11,254,334.31	\$ 4,098,834.10	\$ 11,254,334.31	\$ 29,878.04	\$ -	\$ 11,284,212.35

NAME SOURCE OF INCREASE: (Explain Decrease)

BUDGETED RECEIPTS					
ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 5,458,434.00	\$ 1,226.99	\$ -	\$ 5,457,660.99
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 81,297.87	\$ 10,000.00	\$ -	\$ 91,297.87
361	Interest Earnings	\$ 87,840.34	\$ 12,420.31	\$ -	\$ 80,260.65
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 13,067.00	\$ 6,230.74	\$ -	\$ 19,297.74
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 5,618,639.21	\$ 29,878.04	\$ -	\$ 5,648,517.25
Beginning Fund Balance		\$ 5,635,695.10	\$ -	\$ -	\$ 5,635,695.10
Total Budgetary Receipts & Balances		\$ 11,254,334.31	\$ 29,878.04	\$ -	\$ 11,284,212.35

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
0	Personal Services	\$ 1,576,630.37	\$ 15,077.32	\$ -	\$ 1,591,707.69
20	Personal Service Benefits	\$ 784,415.46	\$ 1,153.42	\$ -	\$ 785,568.88
30	Operating Expense	\$ 485,888.21	\$ 13,647.30	\$ -	\$ 499,533.51
40	Travel & Per Diem	\$ 28,346.00	\$ -	\$ -	\$ 28,346.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
43	Utility Service	\$ 29,000.00	\$ -	\$ -	\$ 29,000.00
44	Rentals & Leases	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
45	Insurance	\$ 86,727.00	\$ -	\$ -	\$ 86,727.00
46	Repairs & Maintenance	\$ 130,500.00	\$ -	\$ -	\$ 130,500.00
47	Printing and Binding	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
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	\$ 91,600.00	\$ -	\$ -	\$ 91,600.00
52.2	Chemicals	\$ 379,459.00	\$ -	\$ -	\$ 379,459.00
52.3	Protective Clothing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
52.4	Misc. Supplies	\$ 59,600.00	\$ -	\$ -	\$ 59,600.00
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 15,885.00	\$ -	\$ -	\$ 15,885.00
55	Training	\$ 30,304.17	\$ -	\$ -	\$ 30,304.17
60	Capital Outlay	\$ 2,672,630.00	\$ -	\$ -	\$ 2,672,630.00
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 698,288.00	\$ -	\$ -	\$ 698,288.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 7,155,500.21	\$ 29,878.04	\$ -	\$ 7,185,378.25
0.001	Reserves - Future Capital Outlay	\$ 2,680,589.10	\$ -	\$ -	\$ 2,680,589.10
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 1,269,615.00	\$ -	\$ -	\$ 1,269,615.00
0.004	Reserves - Sick and Annual Leave	\$ 148,630.00	\$ -	\$ -	\$ 148,630.00
TOTAL RESERVES		\$ 4,098,834.10	\$ -	\$ -	\$ 4,098,834.10
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 11,254,334.31	\$ 29,878.04	\$ -	\$ 11,284,212.35
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, 2019

BUDGET AMENDMENT NUMBER 2019-05

COMPUTATIONS

LOCAL FUND

Receipts:	
Interest Earnings	12,420.31
Prior Year Tax Distribution	1,226.99
Grant Money	10,000.00
Miscellaneous (Workshop Funds not yet previously Recognized)	6,230.74
Expenditures:	
Personal Services	(15,077.32)
Personal Benefits	(1,153.42)
Operating Expenses	(13,647.30)

Budget Amendment (Net, pooled from Contingency)

\$ -

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2019

LOCAL FUND BUDGET AMENDMENT NUMBER 2019-05

BUDGET JOURNAL ENTRIES:

Dr) EXPENDITURES: Personal Services	\$ 15,077.32
EXPENDITURES: Personal Benefits	\$ 1,153.42
EXPENDITURES: Operating Expenses	\$ 13,647.30
Cr) REVENUE: Interest Earnings	\$ 12,420.31
REVENUE: Prior Year Tax Distribution	\$ 1,226.99
REVENUE: Grants	\$ 10,000.00
REVENUE: Misc.	\$ 6,230.74

**UNFINISHED
BUSINESS
#1**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

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



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: April 24, 2019

RE: AMCD and Putnam County Staff Meeting on Mosquito Control Service Report

Based on the request by the Public Works Director of Putnam County, we scheduled a meeting on Tuesday, April 2, 2019, at 2:00 P.M.

The Putnam County Administrator, Assistant Administrator, Public Works Director, and other staff met our AMCD Commissioner, Mr. Gary Howell, Director, Dr. Rui-De Xue, Operations Manager, Mrs. Kay Gaines, Business Manager, Mr. Richard Weaver, and Pilot, Mr. Paul Leone in AMCD's conference room.

We introduced our program and they told us about their program and what they are looking for, due to the Putnam County Mosquito Control Director's resignation. Both sides collected basic information and decided to report this to their respective Boards.

If they want to have further discussion and make any possible decision, they will contact us again.

Commissioner Mr. Howell will give the report on this item.

UNFINISHED BUSINESS

#2

Lombardo Spradley Klein

Certified Public Accountants

April 11, 2019

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
St. Augustine, Florida

We are pleased to confirm our understanding of the services we are to provide for Anastasia Mosquito Control District of St. Johns County, (the District), for the year ended September 30, 2019. We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements, of Anastasia Mosquito Control District of St. Johns County as of and for the year ended September 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis to supplement Anastasia Mosquito Control District of St. Johns County basic financial statements. Such information although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Anastasia Mosquito Control District of St. Johns County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis.
2. Budget to Actual Comparison - General Fund
3. Supplemental Schedules - Pension

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
St. Augustine, Florida
April 11, 2019
Page 2

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Anastasia Mosquito Control District of St. Johns County and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon our completion of the audit of the District's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matters paragraphs. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or unable to form or have not formed opinions, we may decline to express opinions or issue a reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
April 11, 2019
Page 3

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatement may exist and not be detected by us. Even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures-Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further auditing procedures. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with certain provisions of applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for the financial statements and the accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

The management of Anastasia Mosquito Control District of St. Johns County is responsible for designing, implementing, establishing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations,

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
April 11, 2019
Page 5

contracts, and grant agreements. You are responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it is necessary to obtain audit evidence.

We will advise you about appropriate accounting principles and their application and we will advise you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report in any document that contains the supplementary information. Your responsibilities include acknowledging to us in a written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for the changes); and (4) you have disclosed any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
April 11, 2019
Page 6

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are responsible for providing managements views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

Engagement Administration, Fees and Other

We will provide copies of our reports to Anastasia Mosquito Control District of St. Johns County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lombardo, Spradley, & Klein CPAs and constitutes confidential information. However, we may be requested to make audit documentation available to various federal and state governmental offices and/or agencies (i.e. Auditor General of the State of Florida, Comptroller General of the United States or duly authorized representatives, Specific Cognizant or Grantor Agencies) pursuant to authority given by law or regulation. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lombardo, Spradley, & Klein CPAs' personnel. Furthermore, upon request, we may provide photocopies of selected work papers to the various governmental offices and agencies. They may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date.

We expect to begin our audit in August and to issue our report no later than March. Julieann Klein is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will range between \$8,700 - \$9,500. This fee is based on anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur additional costs.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
April 11, 2019
Page 7

If during the course of our engagement, we are requested by District personnel to render additional services unrelated to our above described audit of your financial statements, charges for such services shall be itemized and rendered to the District based on actual time at our standard hourly rates.

This contract is renewable annually based on the mutual consent of both parties.

Government Auditing Standards require that we provide you with a copy of our most recent system review report. Our 2016 system review report accompanies this letter.

We appreciate the opportunity to be of service to Anastasia Mosquito Control District of St. Johns County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,

A handwritten signature in black ink, appearing to read "Lombardo, Spradley, & Klein", is written over a circular stamp. The signature is stylized and cursive.

Lombardo, Spradley, & Klein CPAs

ACKNOWLEDGMENT:

This letter correctly sets forth the understanding of Anastasia Mosquito Control District of St. Johns County.

Gary Howell, Chairperson

Rui-de Xue, Director



Judson B. Baggett | 6815 Dairy Road
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542
Marci Reutimann | (813) 788-2155
CPA, Partner | (813) 782-8606

System Review Report

To the Partners

December 30, 2016

Lombardo Spradley Klein, CPAs

and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lombardo Spradley Klein, CPAs, (the firm), in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Lombardo Spradley Klein, CPAs, in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Lombardo Spradley Klein, CPAs, has received a peer review rating of *pass*.


Baggett, Reutimann & Associates, CPAs, PA

(LOMBARDO_REPORT16)

Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Thursday, April 4, 2019 1:22 PM
To: 'Don Girvan'; 'Scott Hanna'
Cc: g-chowell@att.net; jmoe01@gmail.com; Gina LeBlanc; 'TBecker4AMCD'; 'Wayne Flowers'; 'Charolette Hall'; 'Richard Weaver'; 'gainesamcd'; pleoneamcd@gmail.com; 'Dena Autry'; 'Caroline Efstathion'; 'Tom Columbus'; ssmoleroffamcd@gmail.com; 'Kai Blore'; 'Morgan Duett'; 'Nick Acevedo'; 'Julieann Klein'; xueamcd@gmail.com
Subject: Announcement for Auditor and Financial Committee Meeting, April 23 at 10 am

Dear Commissioner Mr. Girvan:

The Financial and Audit Committee meeting has been scheduled on April 23 at 10 am. The following items will be discussed and arranged. If you and other committee members have any items for the meeting. Please let me know.

Thanks for your support.

Rudy Xue, Ph.D.
Director

AMCD's Financial and Auditor Committee Meeting

April 23 at 10am

Proposed agenda

1. Welcome and introduce by Commissioner Mr. Don Girvan, Committee Chair
2. Review auditor requirements by Auditor General, and review & discussion of auditor contract renewal. Based on the law and regulation, the committee needs to make the recommendation to the Board of Commissioners
3. Update about current budget by Scott Hanna
4. Implement of the Board meeting decision (April 11) about direction for new budget preparation by Dr. Xue
5. Need list from staff for new budget and budget outline (major project, personnel, research/education by Dr. Xue, operation including pesticides and equipment by Mrs. Gaines, Business & safety by Mr. Weaver, and aerial by Mr. Leone)
6. Accountant intern and duties by Mr. Girvan and Mr. Hanna

2019-2020 Committee Members: Commissioner Mr. Don Girvan (Chair), Dr. Rudy Xue, Mr. Scott Hanna, Mrs. Kay Gaines, Mr. Richard Weaver, Mrs. Charolette Hall, and Mr. Paul Leone

**NEW
BUSINESS
#1**

Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Thursday, April 11, 2019 1:26 PM
To: g-chowell@att.net; 'Jeanne Moeller'; Gina LeBlanc; 'TBecker4AMCD'; 'Don Girvan'; 'Wayne Flowers'; xueamcd@gmail.com
Cc: 'Kay Gaines'; 'Richard Weaver'; 'Scott Hanna'; 'Charolette Hall'; 'Caroline Efstathion'; 'Tom Columbus'; 'Dena Autry'; 'Christopher Bibbs'; 'Molly Clark'; ssmoleroffamcd@gmail.com; 'Morgan Duett'; 'Vindhya Aryaprema'; 'Hussein Sanchez-Arroyo'; 'Nick Acevedo'; pleoneamcd@gmail.com; 'Kai Blore'; cblunckamcd@gmail.com
Subject: Operation Committee, April 29 at 10am

Dear Commissioner Mr. Howell:

The operation committee meeting has been scheduled on April 29 at 10am. The following items will be discussed and arranged. If you and other members have any items related to the meeting, please let me know.

Thanks & best regards,

Rudy Xue, Ph.D.
Director

Operation Committee Meeting
April 29 at 10am
Proposed agenda

1. Welcome and introduction by Commissioner Mr. Gary Howell, Committee Chair
2. Report about current vehicles for ground operation and need list for the budget FY 19-20 by Mrs. Gaines
3. Report about insecticide supply and need list for next budget year by Mr. Weaver & Mrs. Gaines
4. ULV and other machine droplet size calibration schedule and requirements
5. Aerial program update and need list for next budget year by Mr. Leone
6. Aerial contract renew for emergence and outline of the plan for future aerial program by Dr. Xue

Committee Members: Mr. Gary Howell (Chair), Mrs. Kay Gaines, Mrs. Dena Autry, Mr. Richard Weaver, Mr. Tom Columbus, Mr. Paul Leone, and Dr. Rui-De Xue

**NEW
BUSINESS
#2**

Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Monday, April 8, 2019 5:35 PM
To: Gina LeBlanc; g-chowell@att.net; jmoe01@gmail.com; 'Don Girvan'; 'TBecker4AMCD'; 'Wayne Flowers'; xueamcd@gmail.com
Cc: 'Charolette Hall'; 'Scott Hanna'; 'Kay Gaines'; 'Richard Weaver'; 'cefstationamcd'; 'Tom Columbus'; 'Dena Autry'; ssmoleroffamcd@gmail.com; 'Kai Blore'; 'Morgan Duett'; 'Bill Youker'; pleoneamcd@gmail.com
Subject: Planning Committee meeting, May 1 at 9:30am-11:00am

Dear Commissioner Mrs. LeBlanc:

The planning committee meeting has been scheduled on May 1 at 9:30am -11:00am. The following items will be discussed and arranged. If you and other committee members have any inputs about the proposed agenda, please let me know.

Thanks & best regards.

Rudy Xue, Ph.D.
Director

Planning Committee Meeting

May 1 at 9:30am
Proposed agenda

1. Welcome by Commissioner Mrs. LeBlanc, Committee Chairperson
2. Update about the construction project, especially greenhouse and insectary, larvicide pools, and wind tunnel, droplet size analysis lab by Mr. Youker & Mr. Weaver
3. Update the plan about Disease Vector Museum progress (the special committee member appointment and committee meeting will be postponed after we hire the new Education and Public Relation Specialist soon), and proposed budget item discussion by Dr. Xue
4. Plan and schedule for preliminary auditing/inspecting AMCD facility, lab, and equipment for application for Good Laboratory Practice certificate next year. The Specialist recommended by IVCC/WHO will visit AMCD in June by Dr. Xue
5. Plan and schedule AMCD's program review by peers next year (schedule and budget) by Dr. Xue
6. Discussion about next step and plan for aerial capability by Dr. Xue and Mr. Leone

Planning Committee: Commissioner Mrs. Gina LeBlanc, Chair, Members: Dr. Xue, Mr. Weaver, Mrs. Gaines, Mrs. Autry, Dr. Efstathion, Mr. Blore, Mr. Smoleroff

**NEW
BUSINESS**

#3

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: May 2, 2019

RE: Discussion and Approval of Collaboration with DOD

We received a request (letter attached) for collaboration with the Armed Forces Pest Management Board (AFPMB, DoD) to develop a DoD Mosquito Control Action Threshold on April 18, 2019. This will provide DoD entomologists and pest managers with methods to develop simplistic action thresholds that can be applied to mosquitoes, regardless of the operational environment. The applied research program also benefits the improvement of our District programs and other mosquito control. The AFPMB may fund the program if we are interested in collaborating with them.

I would like to recommend that the Board approves the collaboration research program with the AFPMB to develop the DoD Mosquito Action Threshold and develop, as well as submit, a white paper outlining the proposed work plan.



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



18 April 2019

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

SUBJECT: DoD Mosquito Action Threshold Development

1. The Armed Forces Pest Management Board (AFPMB) recommends policy, provides guidance, and coordinates the exchange of information on all matters related to pest management throughout the Department of Defense (DoD). The AFPMB's mission is to ensure that environmentally sound and effective programs are established to prevent disease vectors and other pests from adversely affecting DoD operations. In support of this mission, the AFPMB performs a wide range of activities which include: (1) coordinating pest management activities across all components of the DoD (e.g. Army, Navy, Air Force, etc.); (2) developing guidance necessary to implement the technical requirements of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); and (3) providing technical information on pest management by means of regional Disease Vector Ecology Profiles (DVEPs) and similar publications. One such effort is to establish uniformity in DoD pest management programs developed not only for DoD installations in the U.S., but also for deployed forces operating globally in a variety of diverse environments.

2. All DoD installation and contingency pest managed operations are based on Integrated Pest Management (IPM), which is a comprehensive approach to pest control or prevention that considers various mechanical, physical, and biological suppression techniques, with chemical control used only when necessary. IPM considers the habitat of the pest and the interrelationship between pest populations and the ecosystem. The ideal pest management program will help installations and contingency units establish and maintain effective, safe, efficient, and environmentally sustainable IPM programs to conduct surveillance and identification of vectors and associated pathogens, set action thresholds to guide pest control decisions, perform preventive actions as appropriate, and control pests if action thresholds are exceeded.

3. Across the U.S., mosquito control districts and county health, agricultural and environmental departments develop action thresholds based on a number of factors, including current and historical data from mosquito traps, larval surveys, human landing counts, human disease cases, sentinel animals, mosquito pathogen screening, meteorological data, and constituent complaints. Additionally, states (e.g. California and Florida) may issue coordinated guidance on calculating action thresholds or assessing

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

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

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

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

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



ERIC R. HOFFMAN
CAPT, MSC, USN
Director

REPORTS

Director Report (April 2019)

Program Management:

1. Customer and professional service: AMCD answered 88 service requesters. Dr. Xue reviewed 2 manuscripts for Vector-borne Diseases and Acta Tropica at the editor's requests. AMCD as the Mentor provided the training for Gainesville MCD employees through the NACCHO grant.
2. Surveillance: Two sentinel chickens tested positive of EEEs and BG traps collected 329 *Aedes* mosquitoes and 100 *Culex* and *Anopheles*. CDC light traps caught 536 mosquitoes, included 34 *Culex*, 475 *Anopheles* and 37 *Cs. melanura*.
3. Operation control: AMCD MCTs conducted ULV spray for 5 times to treat 122 acres, barrier treatments for 6 times for 3 acres, and hand spraying for 16 times. Positive larval dips were 168 and treated larvae for 82 times for 361 acres.
4. Applied research: Received \$12K from LampFarm, Inc. for Gen 2 test. Work with ThermCell repellent device testing protocol with company. Billed \$3.2K for continuing repellent testing. Billed \$7.5K (50%) for ThermalCell test. Billed \$9K (50% down payment) for larvicide testing, and received \$1,000 (50%) for a new trap testing. MosquitoMate project in St. Augustine South is running well. SIT & ATSB project has been planned.
5. Education: Molecular Biologist & Assistant Supervisor attended the FMCA's Biologist /Entomologist meeting and visited Collier and Lee County MCD in middle of April. Dr. Xue attended the Vector Control Summit and gave a presentation funded by the NACCHO grant. The Applied Research Committee and Collaboration meeting was held on April 4 at 10am.

Business Management:

6. Serve to the Board of Commissioners: Staff prepared for April 11's Board meeting and Applied research and Collaboration committee meeting, Financial Committee, Operation Committee meeting documentations.
7. Budget and auditor: The Auditor report is submitted to the Auditor General after the Board approval. Committee provided the recommendation for renewal of contract to the Board. Worked out the new budget draft books for the Board members.
8. Insurance: staff proceeded all insurance claims.
9. Contract: Worked out the helicopter mechanic contracts for the Board to approve after District Attorney's review.
10. Inventory: The surplus items have been picked up.
11. HR. Molly Clark at AMCD's last day was April 19. AMCD interviewed 3 high qualified applicators for Education Specialist on April 10 and hired Mr. Edwards Z. who will start on May 13. Two intern students were interviewed and we will hire one and another one will be hired by UF/EPI and works at our District. They will start from the last day of May. We received 2 employees' complaints about bullying and this issue is under investigation and process.

Meeting:

April 1. Met a visiting scientist about her SIT project

April 2. Met 2 technicians about ULV spraying test and help

April 3. Prepare for Board books

April 4. 10 am . Attended Applied Research Committee and Collaboration meeting. Commissioner Mrs. Moeller held the meeting, 2 from Navy, 1 from DACS, 1 from UF, and 1 from GNV MCD attended the meeting.

April 8. 8am. Met 2 Professors at UF about collaboration. 10am. Attended USDA seminar provided by Dr. Daniel Dixon. 2pm. Met Dr. John Hainze about repellent testing.

April 9. 9am. Attended the NACCHP meeting.

April 10. Interviewed 3 applicators for ED position.

April 11. Provide all documentations for NACCHO for reimbursement. 5pm. Attended Board meeting.

April 15-18. Attended Vector Control Summit invited by the NACCHO and gave a presentation about our program. Molecular Biologist and Assistant Supervisor attended the FMCA Biologist meeting and visited Lee CMCD and Collier MCD.

April 22. Met Putnam County Administrator, Assistant Administrator, Director of Public Work, and other staff. AMCD's Commissioner Mr. Howell, Business Manager, Operation Manager, Pilot, and Director attended the meeting for collection information only.

April 23. 10am. Attended Financial committee meeting. Commissioner Mr. Don Girvan held the meeting.

April 24. 7:30am. Met Mr. Flowers about employee issue. 8am. Hosted NACCHO site visiting.

April 25. Hosted Kiwanis Club's tour of AMCD facility. Commissioner Mr. Howell attended. Met former Commissioner Mrs. Brandhorst in pm.

April 29. 10am. Attended Operation Committee meeting. Commissioner Mr. Howell held the meeting.

April 30. 7am. Met a Navy scientist. 10am. Met two international guests, two students from UNF, and one graduate student from UF and showed them around. Noon. Attended the NACCHO teleconference meeting.

Treatment Summary

From Date : 04-01-2019

To Date : 04-30-2019

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	423 ea	1.31 acre	322.68 ea / acre	15 times
Altosid XR	41 ea	0.09 acre	435.54 ea / acre	4 times
Altosid XRG	5 lb	0.83 acre	6 lb / acre	1 times
Aquabac XT	2736 fl oz	342 acre	8 fl oz / acre	44 times
Cocobear	182 fl oz	0.47 acre	384.02 fl oz / acre	10 times
Duet 50%	192 fl oz	122.29 acre	1.57 fl oz / acre	5 times
Natular DT	7 ea	0 acre	6666.67 ea / acre	3 times
Sustain MBG	120 lb	16 acre	7.5 lb / acre	5 times
Talstar P	1.06 gal	3.15 acre	0.34 gal / acre	6 times

Task Time Summary

From Date : 04-01-2019

To Date : 04-30-2019

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	929:49 hrs	212	4421:04 hrs
Admin Leave	120:00 hrs	12	
Adulticide	09:01 hrs	6	
Air Program	152:45 hrs	19	
AM Briefing	73:04 hrs	151	
Annual Leave	281:45 hrs	63	
Assist	28:33 hrs	8	
Building & Grounds Work	329:09 hrs	141	
Chicken Program	162:50 hrs	127	
Computer Repair	111:54 hrs	18	
Daily Paperwork	27:12 hrs	111	
Field Experiment	59:59 hrs	12	
Hand Adulticide	04:34 hrs	16	
Holiday	249:00 hrs	29	
Insectary	115:30 hrs	38	
Inventory	09:06 hrs	6	
Lab Experiment	26:30 hrs	18	
Landing Rate	01:38 hrs	8	
Larvicide	99:41 hrs	82	
Mechanics Time	279:22 hrs	33	
Meeting	142:16 hrs	74	
Mosquito Trap BG	28:17 hrs	82	
Mosquito Trap CDC Oc	120:30 hrs	282	
Mosquito Trap ID	17:40 hrs	12	
Mosquito Trap OV	01:33 hrs	39	
Mosquito Traps Misc	13:03 hrs	8	
Produce Papers & Programs	148:15 hrs	37	
Public Relations	08:00 hrs	2	
Public School Program	04:00 hrs	1	
Resupplying Trucks	23:57 hrs	49	
Sick Leave	110:45 hrs	21	
Site Inspect	581:52 hrs	345	
Source Reduction (tires)	01:20 hrs	1	
Supervisory	39:15 hrs	17	
Training Classroom	29:00 hrs	7	
Training Field	29:20 hrs	7	
Travel	29:00 hrs	7	
Vehicle Maintenance	21:39 hrs	27	

Chicken Details Report

From Date :	04-01-2019	To Date :	04-30-2019
Virus :	-	Location :	-

Date	Band No	Location	Virus
04-15-2019	230	207	EEE
04-08-2019	247	4486	EEE

Total : 2

CDC Octenol Trap April 2019					
4/1/2019					
To :					
4/30/2019					
Trap Type :					
CDC Octenol					
Species Name	2019 04				Species Total
	9	16	23	30	
Ae aegypti	0	0	0	1	1
Ae albopictus	0	0	0	0	0
Ae atlanticus	4	0	5	0	9
Ae canadensis	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	1	0	3	1	5
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	0	0	0	0	0
Ae triseriatus	0	0	0	0	0
Ae vexans	0	0	0	0	0
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	175	35	121	144	475
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	2	0	3	3	8
An walkeri	0	0	0	0	0
Cq perturbans	3	0	9	11	23
Cs inornata	0	0	0	0	0
Cs melanura	20	1	10	6	37
Cx coronator	0	0	0	0	0
Cx eraticus	11	0	1	19	31
Cx nigripalpus	10	0	2	0	12
Cx quinquefasciatus	11	3	9	11	34
Cx restuans	0	2	4	2	8
Cx salinarius	7	5	6	2	20
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	1	0	0	0	1
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	0	0
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	1	1	2
Wy Mitchellii	0	0	0	0	0
Daily Total	245	46	174	201	666

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

BG Trap April 2019				
4/1/2019				
To :				
4/30/2019				
Trap Type :				
BG				
Species Name	2019 04			Species Total
	9	16	24	
Ae aegypti	0	0	3	3
Ae albopictus	0	53	273	326
Ae atlanticus	0	0	1	1
Ae canadensis	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	0	0	2	2
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	0	0	0	0
Ae taeniorhynchus	0	0	0	0
Ae triseriatus	0	0	0	0
Ae vexans	0	0	0	0
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	0	2	61	63
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	0	0	7	7
An walkeri	0	0	0	0
Cq perturbans	0	0	0	0
Cs inornata	0	0	0	0
Cs melanura	0	1	0	1
Cx coronator	0	0	0	0
Cx erraticus	0	0	0	0
Cx nigripalpus	0	0	1	1
Cx quinquefasciatus	5	13	19	37
Cx restuans	0	1	6	7
Cx salinarius	0	2	6	8
Cx territans	0	0	0	0
Ma dyari	0	0	0	0
Ma titillans	0	0	0	0
Or signifera	0	0	0	0
Ps ciliata	0	0	0	0
Ps columbiae	0	0	0	0
Ps cyanescens	0	0	0	0
Ps ferox	0	0	0	0
Ps howardii	0	0	0	0
Tx rutilus	0	0	0	0
Ur lowii	0	0	0	0
Ur sapphirina	0	0	0	0
Wy Mitchellii	0	0	3	3
Daily Total	5	72	382	459

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

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

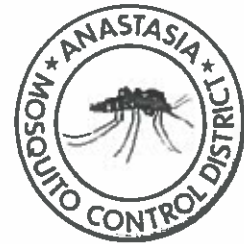
Telephone: (904) 471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

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Don Girvan, Commissioner
Trish Becker, Commissioner

DISTRICT DIRECTOR

Dr. Rui-De Xue



April 30, 2019

Representative Paul Renner
4877 Palm Coast Pkwy. NW, Suite 1
Palm Coast, FL 32137

Dear Representative Renner,

Enclosed is a copy of the latest audit for AMCD for FY17/18 (year ended September 30, 2018) and an invitation to our annual Open House on June 27, 2019 from 4:00 to 7:00 P.M.

We are providing you with a copy of the audit as a courtesy. Both you and Senator Hutson were concerned with the media attention given to East Flagler Mosquito Control. The Anastasia Mosquito Control District is proud of the work we have done and that we will continue to do in order to keep our residents free of locally acquired mosquito-borne diseases.

As you know, St. Johns County is growing at a fast pace. Increasing our population increases both our workload and our costs to maintain a quality of outdoor life that our residents and visitors expect. We must maintain a healthy reserve so that we may react to hurricanes and any other natural disasters. Yet, we have been able to keep our taxable rate at a minimal amount. Many of our residents here in St. Johns County have made comments that mosquito control is the best service they receive from the taxes they pay.

We are celebrating our 70th anniversary this year and hope you and your staff can attend.

Regards,

A handwritten signature in black ink that reads "Jeanne Moeller".

Mrs. Jeanne Moeller
Commissioner
904-460-6670 (c)

CC: Representative Cyndi Stevenson
Board of Commissioners of the Anastasia Mosquito Control District

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

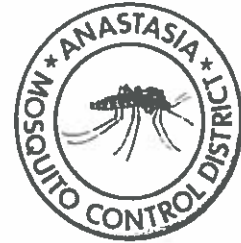
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Dr. Rui-De Xue



April 30, 2019

Senator Travis Hutson
4875 Palm Coast Pkwy. NW, Suite 5
Palm Coast, FL 32137

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Mrs. Jeanne Moeller
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Cc: Representative Cyndi Stevenson
Board of Commissioners of the Anastasia Mosquito Control District