

Anastasia Mosquito Control District

of St. Johns County



District Board Meeting
JUNE 11, 2020
Thursday at
5:00 P.M



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

PROPOSED AGENDA

**Thursday, June 11, 2020
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, May 14, 2020 at 5:00 P.M.
5. Reopen Bank of America Account
6. National Fish & Wildlife Foundation (NFWF), National Coastal Resilience Fund (CRF) Collaborative Grant Submission
7. FY2019/2020 Surplus
8. Budget Amendments ~ \$1,361.20 from Receipts (Misc. Refunds {Prior Yr. Expenditures}) to Expenditures (Capital Outlay: Machinery & Equipment)

Unfinished Business:

1. Approval of the Revised Dress Code Policy ~ *Mr. Wayne Flowers (10 min)*
2. Extension for the Approval of the Revised Employee Handbook to the July Agenda ~ *Mr. Wayne Flowers (15 min)*
3. 2019 Intern Projects Report (Ppt) ~ *Dr. Rui-De Xue (15 min)*

New Business:

1. Discussion and Approval of Renewal of Auditor's Contract ~ *Commissioner Don Girvan (15 min)*
2. FY 2020/2021 Draft Budget Discussion ~ *Board Members and Dr. Rui-De Xue (20 min)* **PLEASE BRING YOUR DRAFT BUDGET BOOKS**

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

May 2020 Reconcile

Report for June, 2020 Meeting

Cash Balances Ending:

5/31/20

Local Fund	\$	3,809,361.30
S.B.A. Fund	\$	5,462,008.43
Total Funds as of 05/31/20	\$	9,271,369.73

Source of Income Local/ SBA Fund:

5/31/20

Taxes	\$	353,050.55	(Gross, before Tax Collector's Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	3,576.35	
Local Fund, Interest	\$	-	
Salvage	\$	-	
Grant Momey	\$	-	
Dormatory Rent	\$	1,361.20	
Total Deposits by 05/31/20	\$	357,988.10	

CHEMICAL & INSECTICIDE INVENTORY

Report for June, 2020 Meeting

Summary

VOUCHERS PRESENTED

Report for June, 2020 Meeting

Local Fund Several

2:41 PM

06/01/20

Accrual Basis

Anastasia Mosquito Control District

VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 05/01/20 through 05/31/20

Date	Num	Name	Memo	Clr	Amount	Balance
110 · Wells Fargo Bank - Local						3,841,483.15
110-A · QuickBooks Bill Pay						-8,924,378.32
Total 110-A · QuickBooks Bill Pay						-8,924,378.32
110 · Wells Fargo Bank - Local - Other						12,765,861.47
05/01/2020	Direct Dep	Don Girvan		X	-100.00	12,765,761.47
05/01/2020	Direct Dep	Gary Howell		X	-100.00	12,765,661.47
05/01/2020	Direct Dep	Gina LeBlanc		X	-100.00	12,765,561.47
05/01/2020	Direct Dep	Jeanne Moeller		X	-100.00	12,765,461.47
05/01/2020	Direct Dep	Panagiota Becker		X	-100.00	12,765,361.47
05/04/2020	9-#421	Mandi Pearson	May 2020 Rent	X	291.00	12,765,652.47
05/05/2020	Direct Dep	Brad Gunn		X	-640.50	12,765,011.97
05/05/2020	Direct Dep	Ed Orzechowski		X	-480.00	12,764,531.97
05/05/2020	Direct Dep	Gerald H. Dedge		X	-360.00	12,764,171.97
05/05/2020	Direct Dep	Perry Hagaman		X	-540.00	12,763,631.97
05/05/2020	Direct Dep	Gerald H. Dedge		X	-300.00	12,763,331.97
05/06/2020	9-#432	Dennis Hollingsworth	Distrib. #9	X	345,989.54	13,109,321.51
05/07/2020	7752	Allen Enterprises, Inc.	A1263	X	-168.57	13,109,152.94
05/07/2020	7753	American Crossroad...	Mosquito Cntrl.	X	-59.40	13,109,093.54
05/07/2020	7754	Augustine Alarm, Fir...	18081	X	-162.97	13,108,930.57
05/07/2020	7755	Cintas Fire Protection	Cust 28987	X	-1,250.00	13,107,680.57
05/07/2020	7756	Fisher Scientific	ACCT#869579-001	X	-1,738.82	13,105,941.75
05/07/2020	7757	QUEST DIAGNOSTI...	10356110	X	-72.60	13,105,869.15
05/07/2020	7758	The Home Depot	6035322500357292	X	-501.97	13,105,367.18
05/07/2020	7759	Tractor Supply Credit...	6035 3012 0268 4112	X	-297.25	13,105,069.93
05/07/2020	7760	ULINE	Cust. #8309802	X	-230.21	13,104,839.72
05/07/2020	7761	AFLAC	HZQ29	X	-52.08	13,104,787.64
05/07/2020	9-#417	Florida Retirement S...	FRS May 2020 Employer Con...	X	-24,239.05	13,080,548.59
05/11/2020		wells Fargo		X	-257.15	13,080,291.44
05/14/2020	9-#419	Payroll	Taxes Withheld	X	-15,749.05	13,064,542.39
05/14/2020	9-#419	Payroll	Bank Account, Other	X	-2,897.41	13,061,644.98
05/14/2020	9-#419	Payroll	Credit Union	X	-968.39	13,060,676.59
05/14/2020	9-#419	Payroll	Net Pay to Bank	X	-44,670.26	13,016,006.33
05/14/2020	7762	Advance Auto Parts	9530571521	X	-22.92	13,015,983.41
05/14/2020	7763	Burney's Septic Tank	SEPTIC TANK	X	-600.00	13,015,383.41
05/14/2020	7764	CINTAS- 120 EOC- ...	Py#14380229	X	-305.60	13,015,077.81
05/14/2020	7765	Comcast Business -...	906116964	X	-426.69	13,014,651.12
05/14/2020	7766	COMCAST TV-Intern...	8495-74-310-1079424	X	-356.07	13,014,295.05
05/14/2020	7767	DiscoverTec	ANAS001	X	-50.00	13,014,245.05
05/14/2020	7768	Entovate, LLC		X	-1,200.00	13,013,045.05
05/14/2020	7769	Fisher Scientific	ACCT#869579-001	X	-2,181.06	13,010,863.99
05/14/2020	7770	Florida Janitor & Pap...	Acct#STJOH380	X	-419.50	13,010,444.49
05/14/2020	7771	FPL - EOC DR-Main...	54682-33191	X	-841.10	13,009,603.39
05/14/2020	7772	FPL - EOC DR - Res...	37751-46008	X	-576.18	13,009,027.21
05/14/2020	7773	Harrell Construction ...	AMCD Complex	X	-17,057.25	12,991,969.96
05/14/2020	7774	Lewis Longman & W...	ID#4370-001	X	-1,250.00	12,990,719.96
05/14/2020	7775	St. John's County Ta...	# FL2991PK	X	-9.25	12,990,710.71
05/14/2020	7776	St. Johns County Sol...	Account#000020	X	-14.40	12,990,696.31
05/14/2020	7777	TPH The Parts House	23256	X	-15.29	12,990,681.02
05/14/2020	7778	UHS Premium Billing	Fed Tax ID# 596002334	X	-226.04	12,990,454.98
05/14/2020	7779	United Concordia	Recipient 000243770	X	-1,180.89	12,989,274.09
05/14/2020	7780	US Department of E...	Tracing# 1017189061	X	-138.79	12,989,135.30
05/14/2020	7781	Harrell Construction ...	AMCD Complex	X	-34,562.70	12,954,572.60
05/14/2020	7782	Nationwide Retireme...	Entity Code#0037184-001	X	-990.00	12,953,582.60
05/14/2020	7783	Oklahoma State Univ...	A20251838	X	-1,017.95	12,952,564.65
05/14/2020	7784	Harrell Construction ...	AMCD Complex	X	-48,100.00	12,904,464.65
05/19/2020	7785	Bank of America	4356 2200 0207 4579	X	-9,112.33	12,895,352.32
05/19/2020	7786	Jack Wright Tree Ser...	tree service	X	-1,200.00	12,894,152.32
05/19/2020	7787	Rotor Resources LLC	4739	X	-4,312.14	12,889,840.18
05/19/2020	7788	Turner Ace Hardware	ACCT#107	X	-34.04	12,889,806.14
05/19/2020	7789	Verizon Wireless Cel...	942060161-00001	X	-1,020.43	12,888,785.71
05/19/2020	7790	Blue Cross Blue Shie...	A5658	X	-32,152.85	12,856,632.86
05/19/2020	7791	Guardian	Group ID#00 473459	X	-285.87	12,856,346.99
05/19/2020	9-#434	Madeline Steck	May 2020 Rent & Security De...	X	738.83	12,857,085.82
05/19/2020	9-#435	Jessica Baynocky	May 2020 Rent	X	388.10	12,857,473.92
05/19/2020	9-#436	Lea Bangonan	May 2020 Rent	X	291.00	12,857,764.92
05/20/2020	WIRE	Asghar Talbalaghi		X	-2,000.00	12,855,764.92
05/21/2020	7792	Bell Textron Inc.	Cust ID 14249	X	-68.16	12,855,696.76
05/21/2020	7793	Bob's Backflow & Plu...	Inv. 67052 date 5-12-2020	X	-1,157.00	12,854,539.76
05/21/2020	7794	Cintas Fire Protection	Cust 28987	X	-1,121.21	12,853,418.55
05/26/2020	WIRE	ID.Vet		X	-3,045.00	12,850,373.55
05/27/2020	7795	Advanced Disposal	PW004328		-152.79	12,850,220.76
05/27/2020	7796	Augustine Alarm, Fir...	18081		-138.50	12,850,082.26

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06/01/20

Accrual Basis

Anastasia Mosquito Control District

VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 05/01/20 through 05/31/20

Date	Num	Name	Memo	Clr	Amount	Balance
05/27/2020	7797	COPYFAX	AMO3		-130.36	12,849,951.90
05/27/2020	7798	Florida U.C. Fund	UT ACCT#9975699		-2,992.00	12,846,959.90
05/27/2020	7799	Garber Ford, Inc.	Inv#35485		-33,805.80	12,813,154.10
05/27/2020	WIRE	JM Trade & Distributi...		X	-5,950.00	12,807,204.10
05/27/2020	7801	John W. Hock Comp...	PO# 071111		-502.12	12,806,701.98
05/27/2020	7802	Lombardo, Spradley ...	ID 2443		-6,000.00	12,800,701.98
05/27/2020	7803	Nationwide Retireme...	Entity Code#0037184-001		-990.00	12,799,711.98
05/27/2020	7804	Rays Tire & Srvc Ctr...	Acct#512503472		-510.56	12,799,201.42
05/27/2020	7805	St. John's County Ta...	# FL2991PK		-119.55	12,799,081.87
05/27/2020	7806	St. Johns County Util...	500562-129798		-324.75	12,798,757.12
05/27/2020	7819	Michael Phillips		X	-110.04	12,798,647.08
05/28/2020	9-#420	Payroll	Taxes Withheld	X	-16,092.53	12,782,554.55
05/28/2020	9-#420	Payroll	Bank Account, Other	X	-2,897.41	12,779,657.14
05/28/2020	9-#420	Payroll	Credit Union	X	-968.39	12,778,688.75
05/28/2020	9-#420	Payroll	Net Pay to Bank	X	-45,148.68	12,733,540.07
05/30/2020	9-#418	COPYFAX	Restore to Bank VOID #7670	X	199.55	12,733,739.62
Total 110 · Wells Fargo Bank - Local - Other					-32,121.85	12,733,739.62
Total 110 · Wells Fargo Bank - Local					-32,121.85	3,809,361.30
TOTAL					-32,121.85	3,809,361.30

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06/01/20

Anastasia Mosquito Control District
Reconciliation Summary
110 · Wells Fargo Bank - Local, Period Ending 05/31/2020

	May 31, 20
Beginning Balance	3,890,310.80
Cleared Transactions	
Checks and Payments - 82 items	-373,759.52
Deposits and Credits - 8 items	347,898.02
Total Cleared Transactions	-25,861.50
Cleared Balance	<u>3,864,449.30</u>
Uncleared Transactions	
Checks and Payments - 16 items	-55,088.00
Total Uncleared Transactions	-55,088.00
Register Balance as of 05/31/2020	<u>3,809,361.30</u>
Ending Balance	3,809,361.30

Anastasia Mosquito Control District

Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,890,310.80
Cleared Transactions						
Checks and Payments - 82 items						
Bill Pmt -Check	04/02/2020	7683	US Department of E...	X	-138.79	-138.79
Bill Pmt -Check	04/02/2020	7685	US Department of E...	X	-138.79	-277.58
Bill Pmt -Check	04/20/2020	7725	Garber Ford, Inc.	X	-39,045.30	-39,322.88
Bill Pmt -Check	04/20/2020	7727	UHS Premium Billing	X	-278.64	-39,601.52
Bill Pmt -Check	04/20/2020	7730	US Department of E...	X	-138.79	-39,740.31
Bill Pmt -Check	04/30/2020	7747	Nationwide Retirem...	X	-980.00	-40,720.31
Bill Pmt -Check	04/30/2020	7741	VyStar Credit Union	X	-918.44	-41,638.75
Bill Pmt -Check	04/30/2020	7743	Bozard Ford	X	-468.93	-42,107.68
General Journal	04/30/2020	9-#430	Olivia K. Sypes	X	-400.00	-42,507.68
Bill Pmt -Check	04/30/2020	7749	St. Johns County Uti...	X	-337.04	-42,844.72
Bill Pmt -Check	04/30/2020	7748	Pitney Bowes	X	-287.40	-43,132.12
Bill Pmt -Check	04/30/2020	7744	COPYFAX	X	-174.75	-43,306.87
Bill Pmt -Check	04/30/2020	7742	Advanced Disposal	X	-152.79	-43,459.66
Bill Pmt -Check	04/30/2020	7751	US Department of E...	X	-138.79	-43,598.45
Bill Pmt -Check	04/30/2020	7746	Legal Shield	X	-57.80	-43,656.25
Bill Pmt -Check	04/30/2020	7750	UPS	X	-1.21	-43,657.46
Bill Pmt -Check	05/01/2020	Direct ...	Don Girvan	X	-100.00	-43,757.46
Bill Pmt -Check	05/01/2020	Direct ...	Gary Howell	X	-100.00	-43,857.46
Bill Pmt -Check	05/01/2020	Direct ...	Panagiota Becker	X	-100.00	-43,957.46
Bill Pmt -Check	05/01/2020	Direct ...	Jeanne Moeller	X	-100.00	-44,057.46
Bill Pmt -Check	05/01/2020	Direct ...	Gina LeBlanc	X	-100.00	-44,157.46
Bill Pmt -Check	05/05/2020	Direct ...	Brad Gunn	X	-640.50	-44,797.96
Bill Pmt -Check	05/05/2020	Direct ...	Perry Hagaman	X	-540.00	-45,337.96
Bill Pmt -Check	05/05/2020	Direct ...	Ed Orzechowski	X	-480.00	-45,817.96
Bill Pmt -Check	05/05/2020	Direct ...	Gerald H. Dedge	X	-360.00	-46,177.96
Bill Pmt -Check	05/05/2020	Direct ...	Gerald H. Dedge	X	-300.00	-46,477.96
General Journal	05/07/2020	9-#417	Florida Retirement S...	X	-24,239.05	-70,717.01
Bill Pmt -Check	05/07/2020	7756	Fisher Scientific	X	-1,738.82	-72,455.83
Bill Pmt -Check	05/07/2020	7755	Cintas Fire Protection	X	-1,250.00	-73,705.83
Bill Pmt -Check	05/07/2020	7758	The Home Depot	X	-501.97	-74,207.80
Bill Pmt -Check	05/07/2020	7759	Tractor Supply Credi...	X	-297.25	-74,505.05
Bill Pmt -Check	05/07/2020	7760	ULINE	X	-230.21	-74,735.26
Bill Pmt -Check	05/07/2020	7752	Allen Enterprises, Inc.	X	-168.57	-74,903.83
Bill Pmt -Check	05/07/2020	7754	Augustine Alarm, Fir...	X	-162.97	-75,066.80
Bill Pmt -Check	05/07/2020	7757	QUEST DIAGNOST...	X	-72.60	-75,139.40
Bill Pmt -Check	05/07/2020	7753	American Crossroad...	X	-59.40	-75,198.80
Bill Pmt -Check	05/07/2020	7761	AFLAC	X	-52.08	-75,250.88
Check	05/11/2020		wells Fargo	X	-257.15	-75,508.03
Bill Pmt -Check	05/14/2020	7784	Harrell Construction ...	X	-48,100.00	-123,608.03
General Journal	05/14/2020	9-#419	Payroll	X	-44,670.26	-168,278.29
Bill Pmt -Check	05/14/2020	7781	Harrell Construction ...	X	-34,562.70	-202,840.99
Bill Pmt -Check	05/14/2020	7773	Harrell Construction ...	X	-17,057.25	-219,898.24
General Journal	05/14/2020	9-#419	Payroll	X	-15,749.05	-235,647.29
General Journal	05/14/2020	9-#419	Payroll	X	-2,897.41	-238,544.70
Bill Pmt -Check	05/14/2020	7769	Fisher Scientific	X	-2,181.06	-240,725.76
Bill Pmt -Check	05/14/2020	7774	Lewis Longman & ...	X	-1,250.00	-241,975.76
Bill Pmt -Check	05/14/2020	7768	Entovate, LLC	X	-1,200.00	-243,175.76
Bill Pmt -Check	05/14/2020	7779	United Concordia	X	-1,180.89	-244,356.65
Bill Pmt -Check	05/14/2020	7783	Oklahoma State Uni...	X	-1,017.95	-245,374.60
Bill Pmt -Check	05/14/2020	7782	Nationwide Retirem...	X	-990.00	-246,364.60
General Journal	05/14/2020	9-#419	Payroll	X	-968.39	-247,332.99
Bill Pmt -Check	05/14/2020	7771	FPL - EOC DR-Main...	X	-841.10	-248,174.09
Bill Pmt -Check	05/14/2020	7763	Burney's Septic Tank	X	-600.00	-248,774.09
Bill Pmt -Check	05/14/2020	7772	FPL - EOC DR - Re...	X	-576.18	-249,350.27
Bill Pmt -Check	05/14/2020	7765	Comcast Business -...	X	-426.69	-249,776.96
Bill Pmt -Check	05/14/2020	7770	Florida Janitor & Pa...	X	-419.50	-250,196.46
Bill Pmt -Check	05/14/2020	7766	COMCAST TV-Inter...	X	-356.07	-250,552.53
Bill Pmt -Check	05/14/2020	7764	CINTAS- 120 EOC- ...	X	-305.60	-250,858.13
Bill Pmt -Check	05/14/2020	7778	UHS Premium Billing	X	-226.04	-251,084.17
Bill Pmt -Check	05/14/2020	7767	DiscoverTec	X	-50.00	-251,134.17
Bill Pmt -Check	05/14/2020	7762	Advance Auto Parts	X	-22.92	-251,157.09
Bill Pmt -Check	05/14/2020	7777	TPH The Parts House	X	-15.29	-251,172.38
Bill Pmt -Check	05/14/2020	7776	St. Johns County So...	X	-14.40	-251,186.78
Bill Pmt -Check	05/14/2020	7775	St. John's County T...	X	-9.25	-251,196.03
Bill Pmt -Check	05/19/2020	7790	Blue Cross Blue Shi...	X	-32,152.85	-283,348.88
Bill Pmt -Check	05/19/2020	7785	Bank of America	X	-9,112.33	-292,461.21
Bill Pmt -Check	05/19/2020	7786	Jack Wright Tree Se...	X	-1,200.00	-293,661.21
Bill Pmt -Check	05/19/2020	7789	Verizon Wireless Ce...	X	-1,020.43	-294,681.64
Bill Pmt -Check	05/19/2020	7791	Guardian	X	-285.87	-294,967.51
Bill Pmt -Check	05/19/2020	7788	Turner Ace Hardware	X	-34.04	-295,001.55

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	05/20/2020	WIRE	Asghar Talbalaghi	X	-2,000.00	-297,001.55
Bill Pmt -Check	05/21/2020	7793	Bob's Backflow & Pl...	X	-1,157.00	-298,158.55
Bill Pmt -Check	05/21/2020	7794	Cintas Fire Protection	X	-1,121.21	-299,279.76
Bill Pmt -Check	05/21/2020	7792	Bell Textron Inc.	X	-68.16	-299,347.92
Bill Pmt -Check	05/26/2020	WIRE	ID.Vet	X	-3,045.00	-302,392.92
Bill Pmt -Check	05/27/2020	WIRE	JM Trade & Distribut...	X	-5,950.00	-308,342.92
Bill Pmt -Check	05/27/2020	7819	Michael Phillips	X	-110.04	-308,452.96
General Journal	05/28/2020	9-#420	Payroll	X	-45,148.68	-353,601.64
General Journal	05/28/2020	9-#420	Payroll	X	-16,092.53	-369,694.17
General Journal	05/28/2020	9-#420	Payroll	X	-2,897.41	-372,591.58
General Journal	05/28/2020	9-#420	Payroll	X	-968.39	-373,559.97
General Journal	06/01/2020	9-#418	COPYFAX	X	-199.55	-373,759.52
Total Checks and Payments					-373,759.52	-373,759.52
Deposits and Credits - 8 items						
Bill Pmt -Check	03/24/2020	7670	COPYFAX	X		
Bill Pmt -Check	04/21/2020	7733	Entovate, LLC	X		
General Journal	05/04/2020	9-#421	Mandi Pearson	X	291.00	291.00
General Journal	05/06/2020	9-#432	Dennis Hollingsworth	X	345,989.54	346,280.54
General Journal	05/19/2020	9-#436	Lea Bangonan	X	291.00	346,571.54
General Journal	05/19/2020	9-#435	Jessica Baynocky	X	388.10	346,959.64
General Journal	05/19/2020	9-#434	Madeline Steck	X	738.83	347,698.47
General Journal	05/30/2020	9-#418	COPYFAX	X	199.55	347,898.02
Total Deposits and Credits					347,898.02	347,898.02
Total Cleared Transactions					-25,861.50	-25,861.50
Cleared Balance					-25,861.50	3,864,449.30
Uncleared Transactions						
Checks and Payments - 16 items						
Bill Pmt -Check	04/15/2020	7715	Florida Mosquito Co...		-3,896.00	-3,896.00
Bill Pmt -Check	04/23/2020	7740	VyStar Credit Union		-998.64	-4,894.64
Bill Pmt -Check	04/30/2020	7745	Craft's Trophies & A...		-76.00	-4,970.64
Bill Pmt -Check	05/14/2020	7780	US Department of E...		-138.79	-5,109.43
Bill Pmt -Check	05/19/2020	7787	Rotor Resources LLC		-4,312.14	-9,421.57
Bill Pmt -Check	05/27/2020	7799	Garber Ford, Inc.		-33,805.80	-43,227.37
Bill Pmt -Check	05/27/2020	7802	Lombardo, Spradley...		-6,000.00	-49,227.37
Bill Pmt -Check	05/27/2020	7798	Florida U.C. Fund		-2,992.00	-52,219.37
Bill Pmt -Check	05/27/2020	7803	Nationwide Retirem...		-990.00	-53,209.37
Bill Pmt -Check	05/27/2020	7804	Rays Tire & Srvc Ctr...		-510.56	-53,719.93
Bill Pmt -Check	05/27/2020	7801	John W. Hock Com...		-502.12	-54,222.05
Bill Pmt -Check	05/27/2020	7806	St. Johns County Uti...		-324.75	-54,546.80
Bill Pmt -Check	05/27/2020	7795	Advanced Disposal		-152.79	-54,699.59
Bill Pmt -Check	05/27/2020	7796	Augustine Alarm, Fir...		-138.50	-54,838.09
Bill Pmt -Check	05/27/2020	7797	COPYFAX		-130.36	-54,968.45
Bill Pmt -Check	05/27/2020	7805	St. John's County T...		-119.55	-55,088.00
Total Checks and Payments					-55,088.00	-55,088.00
Total Uncleared Transactions					-55,088.00	-55,088.00
Register Balance as of 05/31/2020					-80,949.50	3,809,361.30
Ending Balance					-80,949.50	3,809,361.30

2:46 PM

06/01/20

Anastasia Mosquito Control District

Reconciliation Summary

115 · SBA, Period Ending 05/31/2020

	May 31, 20
Beginning Balance	5,458,432.08
Cleared Transactions	
Deposits and Credits - 1 item	3,576.35
Total Cleared Transactions	3,576.35
Cleared Balance	<u>5,462,008.43</u>
Register Balance as of 05/31/2020	5,462,008.43
Ending Balance	5,462,008.43

2:46 PM

06/01/20

Anastasia Mosquito Control District

Reconciliation Detail

115 · SBA, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,458,432.08
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2020			X	3,576.35	3,576.35
Total Deposits and Credits					3,576.35	3,576.35
Total Cleared Transactions					3,576.35	3,576.35
Cleared Balance					3,576.35	5,462,008.43
Register Balance as of 05/31/2020					3,576.35	5,462,008.43
Ending Balance					3,576.35	5,462,008.43



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

AGENCY ACCOUNT 101071
05/01/2020 - 05/31/2020

Page 1 of 1

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

Participant Return 05/31/2020 : 0.77 %

Date	Transaction Type	Description	Amount	Balance
05/01/2020	BEGINNING BALANCE			5,458,432.08
05/31/2020	EARNED INCOME	INTEREST	3,576.35	5,462,008.43
	Totals:		3,576.35	5,462,008.43

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF APRIL 2020

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	34,224.00				34,224.00	1048.00	33,176.00	33,176.00	0.00
ALTOSID XR LBS.	509.00				509.00	78.00	431.00	431.00	0.00
ALTOSID XRG LBS.	13,870.00				13,870.00	90.00	13,780.00	13,780.00	0.00
AQUABAC XT GALS.	0.00				0.00	0.00	0.00	0.00	0.00
AQUALUER 20-20 GALS.	267.50				267.50	0.00	267.50	267.50	0.00
B. t. i. DUNKS (Doughnuts) EA.	1,656.00				1,656.00	23.00	1,633.00	1,633.00	0.00
COCO BEAR GALS.	140.30				140.30	2.20	138.10	138.11	0.01
DUET GALS.	466.50				466.50	0.25	466.25	466.50	0.25
MOSQUITOMIST TWO GALS.	185.00				185.00	0.00	185.00	185.00	0.00
NALED GALS.	749.00				749.00	0.00	749.00	749.00	0.00
NATULAR DT EA.	10,200.00				10,200.00	73.00	10,127.00	10,127.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	2,000.00				2,000.00	480.00	1,520.00	1,520.00	0.00
TALSTAR P GALS.	28.77				28.77	0.52	28.25	28.25	0.00
VECTOBAC 12AS GALS.	247.82				247.82	22.66	225.16	225.16	0.00
GASOLINE GALS.	4,089.00				4,089.00	934.62	3,154.38	3,130.00	-24.38
JET A GALS.	2,736.00				2,736.00	60.30	2,675.70	2,671.00	-4.70
TOTALS	71,412.89	0.00	0.00	0.00	71,412.89	2812.55	68,600.34	68,571.52	-28.82

DATE: 5/21/2020

DATE: 6/6/20

DATE: 6/9/20

BASE=	68,571.52
Total	68,571.52

PREPARED BY:  weaver

REVIEWED BY: 


REVIEWED BY: 

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


VALUE

MONTH OF APRIL 2020

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	33,176.00	\$0.8400	\$27,867.84	12/13/19	UNIVAR
ALTOSID XR LBS.	431.00	\$3.42	\$1,473.89	4/26/19	UNIVAR
ALTOSID XRG LBS.	13,780.00	\$8.7500	\$120,575.00	12/13/19	UNIVAR
AQUABAC XT GALS.	0.00	\$32.5000	\$0.00	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	267.50	\$118.0000	\$31,565.00	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	1,633.00	\$0.8550	\$1,396.22	4/30/19	ADAPCO
COCO BEAR GALS.	138.11	\$20.4800	\$2,828.49	7/16/18	CLARKE
DUET GALS.	466.50	\$194.3184	\$90,649.53	12/6/19	CLARKE
MOSQUITOMIST TWO GALS.	185.00	\$68.2800	\$12,631.80	8/13/18	CLARKE
NALED GALS.	749.00	\$211.8400	\$158,668.16	6/18/18	ADAPCO
NATULAR DT EA.	10,127.00	\$0.4168	\$4,220.93	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	1,520.00	\$6.9000	\$10,488.00	1/7/19	ALLPRO
TALSTAR P GALS.	28.25	\$57.8273	\$1,633.62	8/9/19	UNIVAR
VECTOBAC 12AS GALS.	225.16	\$32.5000	\$7,317.70	6/26/19	ADAPCO
GASOLINE GALS.	3,130.00	\$2.2641	\$7,086.63	10/23/19	L. V. HIERS
JET A GALS.	2,671.00	\$2.6051	\$6,958.22	5/20/19	Avfuel
TOTAL	68,571.52	\$945.95	\$493,463.64		

PREPARED BY:  Weaver DATE: 5/21/2020

COST FIGURES REVIEWED BY:  Jeff DATE: 6/01/20

REVIEWED BY:  Mike DATE: 6/1/20

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

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, May 14, 2020

Next Meeting(s): Thursday, June 11, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, May 14, 2020, at 5:00 P.M. Following the Governor's Executive order, due to COVID-19, (board meetings via communications technology without a physical quorum being present) the AMCD staff advertised on the website information for the public to call in via telephone conferencing. Even though all Board members attended in person, we did have one member of the public call in but did not announce themselves or ask any questions.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Glen Harrell, President, Harrell Construction Co., Inc.

Chairperson Moeller called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

ROLL CALL: Chairperson Moeller noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

- Commissioner Becker asked Mr. Richard Weaver who will be responsible for uploading our information onto the website in reference to the web design agreement. He stated they will build the website and we will maintain it.

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

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

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting: March 12, 2020 at 5:00 PM
5. Junior B.S. Accountant Job Description
6. Web Page Redesign Agreement
7. Quarterly Budget Analysis (Jan., Feb., March)
8. Budget Amendments ~ \$22,114.80 from Receipts (Grants and Miscellaneous Refunds) to Expenditures (Miscellaneous Supplies and Capital Outlay)

UNFINISHED BUSINESS:

Item 1: Approval of the Financial Auditor Report (Ppt) ~ Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's

- Ms. Klein reviewed the full Financial Auditor's Report; AMCD had no significant audit findings or issues that needed attention or reported, no compliance violations discovered, no significant deficiencies or material weaknesses discovered, and no significant control deficiencies. The net position increased by a little over \$2 million dollars due to facility additions and equipment. The three year period on the statement of activities shows an overview of the expenditures of the District, revenues are down because of the FEMA grant and sale of the property, personal services and benefits have increased with more employees hired, and insurance costs are up due to the helicopter for a full year and additional buildings, and repairs and maintenance are up due to helicopter repairs and maintenance. Ms. Klein suggested the District may want to update the capitalization policy to address an increase in capitalization costs for the helicopter; 2020 will be the first year for the entire facility being utilized and it will serve as a year for base costs in the budget. The Financial Committee Chair, Commissioner Don Girvan praised Ms. Julieann Klein for all her hard work and he encouraged us to hire the Junior B.S. Accountant (job description approved on the consent agenda today) for succession planning. Dr. Xue assured him it is in the new Fiscal Year budget that begins October 1, 2020.

A. A motion was made to approve the Financial Auditor's Report for fiscal year ending September 30, 2019, as presented.

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

The Chairperson, Commissioner Moeller, introduced the new Chief Pilot/Aviation Manager, Mr. Dana Smith, who began April 27, 2020. He spoke briefly thanking everyone and going over his experience and plans for the budget.

Item 2: Update Report on the Education Building Draft Plan ~ Mr. Richard Weaver

- Mr. Weaver described the designs for the inside and outside of the Education Center. The horizontal work is complete and at the County to be permitted. The proposed building will be a 60' wide by 100' deep building with a shed roof with a 15-20 foot pitch. It will include habitats, mosquito control history, a children's activity area, theatre area, mosquito control technology and tools, a simulator, other disease vectors area, UF and other entomology area, and AMCD history. Outside will be a children's playground area, native plants garden, beehives and a plaza with a mosquito statue. Commissioner's expressed being excited about the Education Center and thanked Richard and the committee for their hard work on this.

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

Item 3: Approval of the Revised Dress Code Policy ~ Commissioner Trish Becker

- Commissioner Becker stated she would like to see a portion added under General Guidelines that includes head coverings for specific purposes. Mr. Flowers reworded that part of the policy: "Head coverings (including **but not limited to**, caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom, **except when worn for bona-fide religious or medical purposes**, when training or meetings are ongoing." Dr. Xue had suggested adding a portion to the end of that sentence that states "and for special purposes" however Mr. Flowers felt that was too vague and would like it to be more specific. Mr. Flowers suggested that he bring this back to the Board in June.

A. A motion was made to approve Mr. Flowers to continue working on the Dress policy and bring the revised proposed policy back to the Board on June 11, 2020.

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

NEW BUSINESS

Item 1: Discussion and Approval of Recommendation to Request State Legislation Funding for SIT Building at AMCD for Northeastern Florida Region ~ Commissioner Jeanne Moeller

- Commissioner Moeller stated Lee County does regional testing for *Aedes aegypti*. Several communities have gone to the appropriations committee to ask for funds. Because of COVID-19 and people looking at health issues, it was decided to go ahead and ask for \$890,000 in funds for AMCD to build an SIT lab to sterilize mosquitoes for the Northeastern regional area for 13 counties from Daytona to Nassau counties.

A. A motion was made to approve the recommendation for Dr. Xue and Commissioner Moeller to co-chair requesting the State Legislation Funding of \$890,000 for the SIT Building at AMCD for the Northeastern Florida Region.

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

Item 2: Budget Direction, Discussion, and Board's Input FY 2021/2022 ~ Dr. Rui-De Xue

- Dr. Xue stated we will deliver the Draft Budget Books on May 28, 2020. He reminded the Board to bring the Draft Budget books with them to the June 11, 2020 Board meeting. Dr. Xue requested the Board to let him know prior to the June Board books going out, if anyone has suggestions for the budget for next year. We have to approve the tentative millage rate at the July 9, 2020 meeting.

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

Item 3: Operations and Aerial Committee Meeting Report ~ Commissioner Gary Howell

- Commissioner Howell asked our Chief Pilot, Mr. Smith, to give an update on the maintenance of the helicopter. Mr. Smith stated the annual maintenance is 99% completed; has done a few test flights; since we are within 150 miles of the ocean - the helicopter requires an engine rinse every time they fly; a letter was submitted for us switching to Public Use (public use makes it a little less restrictive on using aerial application rules). Commissioner Howell stated that the needs list for the aerial program includes getting a surplus helicopter from the Florida Keys and getting drones for the marsh areas with cameras on them, as well as vehicles, tools and other equipment. Dr. Xue said the FMCA Fly-In Chair contacted him about hosting the FMCA Fly-In Class (approximately 150 people from nationwide) here at AMCD in January 2021.

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

REPORTS:

1. **Director** ~ Dr. Xue; happy to have Mr. Dana Smith on board and is very impressed with his abilities as he is very organized; Dr. Xue rode with him to show him the hot spots; everything is ready for the season except sentinel chickens as the Tampa lab is doing COVID-19 testing; Dr. Peper has ordered the equipment to do testing of the sentinel chickens in house; thanked all employees and the board; being essential workers we continue providing services; the seasonal employees were postponed to begin June 1, due to the COVID-19; on March 24th AMCD's employee, Mr. Patrick Kendrick, passed away and mosquito control technician, Mr. Barry Scott, retired April 30th; we hired the pilot and a biological technician on April 27th.
2. **Attorney** ~ Mr. Flowers; good to see everyone, the original emergency order by the Governor (board meetings via communications technology without a physical quorum being present) expired May 8th but was extended to June 7th.

COMMISSIONER COMMENTS:

Commissioner Becker ~ Mr. Patrick Kendrick had a heart of gold and will be missed greatly; suggested we do a plaque for him; cautioned all to keep practicing social distancing; is concerned for all during this time; is doing Mosquito Mondays on social media and makes coloring sheets and scavenger hunts and gives them out to schools and others; can help give out the information via email if someone doesn't have social media.

Commissioner LeBlanc ~ thanked the staff for all their hard work and it's very much appreciated.

Commissioner Moeller ~ has commented a "thank you for sharing" to Commissioner Becker's social media; cautioned all to be careful of the sunshine laws if commenting and encouraged others to be friends with Commissioner Becker as she puts some really good stuff on there; thanked staff for all their hard work; cautioned staff to observe the speed limit in her neighborhood.

Commissioner Girvan ~ pretty much covered everything earlier and will give staff his written notes; staff has done a wonderful job, singling out Ms. Charolette Hall, Mrs. Kay Gaines, Mr. Richard Weaver, Mr. Scott Hanna and all the staff.

Commissioner Howell ~ thanked Dr. Xue on keeping everyone informed on the COVID-19 alerts; thanked Commissioner Becker on bringing up Mr. Patrick Kendrick, as he did have a big heart and he will be missed; thanked the commissioners as we have a good Board; cautioned that we do want to proceed with caution on the budget during all of this.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 7:12 P.M.

ATTEST _____
Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Don Girvan

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

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: May 26, 2020

RE: Reopen Bank of America Account

AMCD had an account with the Bank of America, for the State I fund, for many years. A couple of years ago, we closed the account because we did not receive the State I fund anymore. However, we currently still have the credit card account with the Bank of America.

Recently, due to the QuickBooks software update, we cannot pay bills online through our business account at Well Fargo because the QuickBooks software does not match the Well Fargo system. After consulting with the Committee Chair, Commissioner Don Girvan and other members of the Financial and Auditor Committee, I would like to recommend that the Board approves us to switch AMCD's business account from Well Fargo to the Bank of America.

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: June 1, 2020

RE: NFWF & NCRF Collaborative Grant Submission

The Department of Environmental Protection is working in collaboration with the University of Florida, Northrup Grumman, and an Environmental Consulting Firm, Wood, on a grant proposal to plan the placement of dredge sediments from the Intracoastal Waterway, on the marshes near the St. Augustine Airport (attached). This work will have an impact on salt marsh mosquito breeding.

Dr. Michael Shirley, Director of GTM NERR, asked AMCD for a part of this grant proposal and provided a cost estimate for our weekly mosquito surveillance and control as an in-kind match for the project (attached).

I would like to recommend that the Board approve \$20,000 as an in-kind match for the project, if the project is granted and receives the funding.

Dr. Rui-De Xue

From: Shirley, Michael <Michael.Shirley@dep.state.fl.us>
Sent: Thursday, May 21, 2020 2:10 PM
To: Dr. Rui-De Xue
Cc: 'gainesamcd'
Subject: RE: Airport Marsh Project
Attachments: Final NFWF CRF Submission April 2020.pdf

Rudy,

I appreciate the quick and positive reply, if you do regular inspections in these marshes (please see Figure 2 of the attached pre-proposal), would you be willing to provide a cost estimate for your surveillance work to be used as an in-kind match for the project.

Thanks,
Mike

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Thursday, May 21, 2020 11:48 AM
To: Shirley, Michael <Michael.Shirley@dep.state.fl.us>
Cc: 'gainesamcd' <gainesamcd@bellsouth.net>
Subject: RE: Airport Marsh Project

Mike,
Thanks. It is great. We would like to be a part of this.
Please let me know what we can help. Good luck.
Rudy

From: Shirley, Michael [<mailto:Michael.Shirley@dep.state.fl.us>]
Sent: Thursday, May 21, 2020 10:03 AM
To: Ruide xue <xueamcd@gmail.com>
Cc: gainesamcd <gainesamcd@bellsouth.net>
Subject: Airport Marsh Project

Hi Rudy,

We are working in collaboration UF, USACOE, Northrup Grumman and an environmental consulting firm Wood (<https://www.woodplc.com/>) on a grant proposal to plan the placement of dredge sediments from the intracoastal waterway on the marshes near the St. Augustine Airport.

Dr. Christine Angelini with UF is the PI on the project. I have attached the pre-proposal that has been approved for full proposal submittal to the National Fish and Wildlife Foundation. If funded the project team wants make sure that AMCD is consulted as a key stakeholder.

It has been my experience that good intentioned wetland restoration projects require input from local mosquito control experts to ensure they do not unintentionally create mosquito breeding habitat. This project may also provide an opportunity to address mosquito breeding issues in the marshes adjacent to the airport due to berms and vehicle tire ruts caused by past human activities and natural subsidence.

Please let me know if AMDC is interested in participating as a stakeholder in this project.

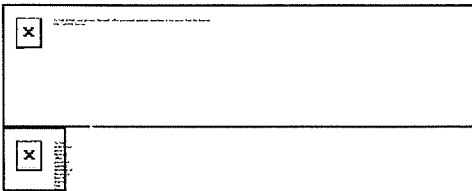
Thanks,

Mike

Michael A. Shirley, PhD
Director GTM NERR



Regional Program Administrator
Office of Resilience and Coastal Protection
Florida Department of Environmental Protection
505 Guana River Road
Ponte Vedra Beach, Florida 32018
Office: 904-823-4500
Cell: 904-540-5599





EasyGrantsID: 69154

National Fish and Wildlife Foundation – National Coastal Resilience Fund 2020, Pre-Proposal

Title: Bridging the Gap – designing innovative, resilient salt marsh restoration techniques that reuse dredged sediment, maintain navigation, and protect community infrastructure with multi-stakeholder inclusion for coastal areas within the Lower St. Johns River Watershed.

Organization: University of Florida

Grant Request Information

Title of Project

Bridging the Gap – designing innovative, resilient salt marsh restoration techniques that reuse dredged sediment, maintain navigation, and protect community infrastructure with multi-stakeholder inclusion for coastal areas within the Lower St. Johns River Watershed

Project Description

This project will engage multiple stakeholders in the design of an innovative approach focused on using thin-layer placement of dredged sediments from the Intracoastal Waterway to enhance the resilience of adjacent salt marshes and community infrastructure to threats of sea-level rise and erosion from intensive vessel traffic. The design process will collect baseline data, develop a guidance manual, and provide preliminary design plans that: (1) facilitate salt marsh lateral expansion via the placement of semi-permeable barriers and dredged sediments along the lower intertidal margins of eroding salt marsh, (2) enable dredged sediments to be locally applied to adjacent salt marshes providing beneficial reuse and improved cost-effectiveness of dredging operations, and (3) augment salt marsh accretion using thin-layer placement of dredged sediments at both the salt marsh surface and in ponds where the salt marsh has fragmented.

Abstract

This project focuses on coastal areas along the Intracoastal Waterway in the Lower St. Johns River Watershed that have been identified by NFWF as important focal areas for coastal resilience activities due to a high level of vulnerability to coastal flooding and sea level rise. The Guana Tolomato Matanzas National Estuarine Research Reserve, Guana River Marsh Aquatic Preserve as well as businesses positioned immediately adjacent to the project site, including Northrop Grumman and the North Florida Regional Airport, are deeply concerned about the rapid salt marsh erosion rates and highly fragmented salt marsh habitat that protects their infrastructure. This project will bring together experts in coastal ecology from the University of Florida, sediment transport processes from the US Army Corps of Engineers, ecological restoration and dredging engineering from private consulting, and a highly-engaged stakeholder network to design a new approach to maintaining both the long-term functionality of the Intracoastal Waterway and its adjacent salt marshes. This groundbreaking project will implement well-researched yet innovative coastal restoration methods using semi-permeable barriers and thin-layer placement of dredged sediments to enhance the resilience of two high-value businesses: an airport and a helicopter manufacturing facility. Project outcomes will include preliminary design plans, baseline data, freely available guidance documents, and solidified stakeholder engagement.

Project Location Description

Located within NFWF Resilience Hub 42392/42500, within the Lower St. Johns River Watershed, and within the Guana Tolomato



NFWF

EasyGrantsID: 69154

National Fish and Wildlife Foundation – National Coastal Resilience Fund 2020, Pre-Proposal

Title: Bridging the Gap – designing innovative, resilient salt marsh restoration techniques that reuse dredged sediment, maintain navigation, and protect community infrastructure with multi-stakeholder inclusion for coastal areas within the Lower St. Johns River Watershed

Organization: University of Florida

Matanzas National Estuarine Research Reserve and Guana River Marsh Aquatic Preserve boundaries in St. Johns County, Florida.

Total Amount Requested \$135,408.00

Matching Contributions Proposed \$195,407.00

Proposed Grant Period 11/01/2020 - 10/31/2021

Organization University of Florida

Organization Type Higher Education Institution

City, State, Country Gainesville, Florida, North America - United States

Primary Contact Stephanie Gray

Position/Title

Phone and E-mail 352-392-9267 Ext: ; ufproposals@ufl.edu

Additional Contacts

Role	Name
Principal	Christine Angelini



EasyGrantsID: 69154

National Fish and Wildlife Foundation – National Coastal Resilience Fund 2020, Pre-Proposal

Title: Bridging the Gap – designing innovative, resilient salt marsh restoration techniques that reuse dredged sediment, maintain navigation, and protect community infrastructure with multi-stakeholder inclusion for coastal areas within the Lower St. Johns River Watershed

Organization: University of Florida

Matching Contributions

Matching Contribution Amount:	\$42,282.00
Type:	In-kind
Status:	Pledged
Source:	University of Florida
Source Type:	Non-Federal
Description:	PI and student salary, fringe, cost of materials, and associated IDC.

Matching Contribution Amount:	\$20,000.00
Type:	In-kind
Status:	Pledged
Source:	Wood PLC.
Source Type:	Non-Federal
Description:	Donations from Wood PLC and other professional providers.

Matching Contribution Amount:	\$12,500.00
Type:	In-kind
Status:	Pledged
Source:	Guana Tolomato Matanzas National Estuarine Reserve
Source Type:	Non-Federal
Description:	Staff time for stakeholder coordination, workshop facilitation, facilities usage, personnel, equipment and travel.

Matching Contribution Amount:	\$60,625.00
Type:	In-kind
Status:	Pledged
Source:	Northrop-Grumman
Source Type:	Non-Federal
Description:	topographic lidar survey of saltmarsh areas for site assessment and conceptual design



NFWF

EasyGrantsID: 69154

National Fish and Wildlife Foundation – National Coastal Resilience Fund 2020, Pre-Proposal

Title: Bridging the Gap – designing innovative, resilient salt marsh restoration techniques that reuse dredged sediment, maintain navigation, and protect community infrastructure with multi-stakeholder inclusion for coastal areas within the Lower St. Johns River Watershed

Organization: University of Florida

Matching Contribution Amount:	\$40,000.00
Type:	In-kind
Status:	Pledged
Source:	USACE-ERDC
Source Type:	Federal
Description:	Staff time to assist with the dredging feasibility study and conceptual design. This is not associated with another federal grant.

Matching Contribution Amount:	\$20,000.00
Type:	In-kind
Status:	Pledged
Source:	FL Department of Environmental Protection
Source Type:	Federal
Description:	habitat mapping and salary. This is not associated with another federal grant.

Total Amount of Matching Contributions:	\$195,407.00
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NFWF

EasyGrantsID: 69154

National Fish and Wildlife Foundation – National Coastal Resilience Fund 2020, Pre-Proposal

Title: Bridging the Gap – designing innovative, resilient salt marsh restoration techniques that reuse dredged sediment, maintain navigation, and protect community infrastructure with multi-stakeholder inclusion for coastal areas within the Lower St. Johns River Watershed

Organization: University of Florida

The following pages contain the uploaded documents, in the order shown below, as provided by the applicant:

Upload Type	File Name	Uploaded By	Uploaded Date
NCRF Pre-Proposal 2020	Angelini_NFWF_Final (002)____FINAL.pdf	Angelini, Christine	04/10/2020
Other Documents	Project Site Map 1.pdf	Angelini, Christine	04/07/2020
Other Documents	Project Site Map 2.pdf	Angelini, Christine	04/07/2020

The following uploads do not have the same headers and footers as the previous sections of this document in order to preserve the integrity of the actual files uploaded.



Bridging the Gap – designing innovative, resilient salt marsh restoration techniques that reuse dredged sediment, maintain navigation, and protect community infrastructure with multi-stakeholder inclusion for coastal areas within the Lower St. Johns River Watershed

Part I – Project Overview

- a. Priority Addressed:** Project Site(s) Assessment and Preliminary Design
- b. Project Type:** Innovative Design Approach

Our proposed project seeks to engage multiple local, regional and federal stakeholders in the design of an innovative approach focused on using thin-layer placement of dredged sediments from the Intracoastal Waterway (ICW) to enhance resilience of adjacent saltmarsh areas to the dual threats of sea-level rise and erosion from intensive vessel traffic in northeast Florida. This project strengthens and restores saltmarsh habitat within a 76,760 acre National Estuarine Research Reserve that acts as a natural buffer protecting critical coastal community infrastructure within one of the fastest growing regions in the state of Florida. The design, and eventual implementation, is in-line with the NFWF Lower St. Johns River Watershed coastal resilience assessment. The Guana Tolomato Matanzas National Estuarine Research Reserve (GTM-NERR), Guana River Marsh Aquatic Preserve (GRMAP) as well as businesses positioned immediately adjacent to the ICW, including Northrop Grumman and the North Florida Regional Airport, are deeply concerned about the rapid salt marsh erosion rates (>1m per year in some locations) and highly fragmented salt marsh habitat, a configuration particularly vulnerable to drowning due to sea level rise. Discussions with the Florida Inland Navigation District (FIND), US Army Corps of Engineers (USACE) Jacksonville District, and our team members' dredging operations experience highlight a groundbreaking opportunity to balance ICW maintenance dredging costs through local re-use and placement of dredged sediments for habitat restoration and community resiliency. The design process will engage the end-users and stakeholders to collect baseline data on a multitude of site characteristics to strategically identify suitable site locations and design effective means of thin-layer placement application that: (1) facilitates salt marsh lateral expansion via the placement of semi-permeable barriers and dredged sediments along the lower intertidal margins of eroding salt marsh, (2) enables dredged sediments to be locally applied to adjacent salt marshes providing beneficial reuse and improved cost-effectiveness of dredging operations, and (3) augments salt marsh accretion using thin-layer placement of dredged sediments at both the salt marsh surface and in ponds where the salt marsh has fragmented. To the best of our knowledge, this is the first regional project of its kind and will not only produce design documents for this site, but will also develop a step-by-step freely-available guidelines for directing where such approaches can be implemented to support the long-term functionality of the ICW and its adjacent salt marshes.

- c. Project support and engagement:**

The University of Florida Engineering School of Sustainable Infrastructure & Environment (UF) team blends academic, private consulting and industry, public aviation, and government-led research with community and agency stakeholders. The team leadership comprises a UF coastal ecologist, professional restoration and dredging engineers from Wood Environment & Infrastructure Solutions (Wood) and Northrop Grumman (NG), and a sediment transport and beneficial reuse expert from the USACE Engineering Research and Development Center (ERDC). We worked interactively with the GTM-NERR, GRMAP, and FIND in the development of this proposal; they will specifically support our stakeholder engagement, drone-based habitat mapping, and hydrographic survey activities. Through an interactive workshop and follow-up discussions, we will engage the following stakeholders: Florida Fish and Wildlife Conservation Commission, St Johns River Water Management District, USACE Jacksonville District, NOAA Marine Fisheries Service, East Flagler Mosquito Control Program, North Florida Regional Airport, and St. Johns County. UF, together with nearly all of these partners, will provide in-kind support for this project given all entities' strong interest in the creation of the project outputs.

- d. Project Location:**

Located within NFWF Resilience Hub 42392/42500, the Lower St. Johns River Watershed, and the GTM-NERR/GRMAP boundaries in St. Johns County, Florida. In particular, the work will take place in the salt marshes and ICW channel adjacent to Northrop Grumman / North Florida Regional Airport, a site that was selected due to: 1) salt marsh vulnerability to sea level rise, 2) the rapid lateral erosion of salt marshes recorded along this stretch of the ICW, 3) threats to human community assets (airport, helicopter manufacturing facility), 4) our team's significant experience dredging coastal waterways and investigating salt marsh resilience in the immediate area, and 5) our team's strong partnerships with local, regional and state stakeholders, enabling us to effectively engage all relevant parties in the proposed activities.

Part II – Overview of proposed methods, outcomes, and activities.

1. Methods

This project intends to ultimately place thin-layers of sediments dredged from the ICW along the lower intertidal margins, within fragmented ponds, and on the surface of salt marshes to enhance their resilience while facilitating channel navigability. To maximize the benefits and ensure success of the project, we will achieve the following objectives:

(1) Quantify historic salt marsh rates of change: With the NFWF CREST mapping and data as a starting point, satellite and LiDAR imagery will be used to evaluate rates of salt marsh lateral erosion as well as rates of fragmentation and ponding occurring in the salt marshes along and adjacent to the ICW. The mapping will enable identifying 100-500m stretches along the ICW where lateral erosion has been particularly severe, and 1-5 hectare salt marsh areas experiencing rapid fragmentation / ponding over the last decade as focal areas for semi-permeable barrier / thin-layer placement interventions. Additionally, a salt marsh change analysis methodology will be developed and vetted by NFWF, USACE, NERRs and other coastal stakeholder partners to ensure its applicability in identifying hotspots of salt marsh degradation in the region. This framework will be made freely available as an on-line tutorial.

(2) Identify project constraints and opportunities: As the salt marsh change analysis and identification of focal areas proceed (project's third month), stakeholder input will be solicited in workshop and site visit forums (e.g., 4 hrs at the GTM-NERR Education Center and 4 hr field trip to the site). The forums will cover the project's objectives, share salt marsh change analysis mapping and results, and solicit feedback on project constraints and opportunities from agency, community, and industry stakeholders. Expected focal topics include permitting (e.g. species' habitat requirements from NOAA-NMFS), site constructability constraints, infrastructure protection, dredging needs and safety, and salt marsh enhancement priorities.

(3) Survey salt marsh and intertidal habitat conditions: At the agency, industry, and community-agreed upon focal areas, collection of baseline data regarding site-specific conditions are necessary to support design. To support suitability evaluations of eroding channel margins for semi-permeable barrier construction, the site sediment characteristics and slope of the channel / salt marsh edge will be performed and interpreted. Salt marsh plants, animals (i.e. benthic communities), soil characteristics and surface elevation profiles will be assessed at the focal areas and reference sites to determine the ability of salt marsh species to sustain thin-layer placement of dredged sediments. We will leverage GRMAP's 'perpetual interest' habitat mapping efforts to collect high-resolution drone-based imagery of our site.

(4) Evaluate dredge and sediment application constraints and opportunities: USACE Jacksonville District and FIND existing data on dredged sediment quality and quantity will be integrated with information regarding the frequency and extent of dredging in the ICW near the focal areas to characterize available sediments and provide the basis for design. Collecting contemporary sediment samples for grain size and organic content analyses is expected to confirm that dredging these ICW sediments will support thin-layer placement and semi-permeable barrier construction.

(5) Project Design: Combining the results of objectives 1-4 and leveraging expertise available through USACE's Engineering with Nature© program including lessons learned from domestic and international thin-layer placement projects, preliminary engineering designs will be developed for the semi-permeable barriers, the spatial distribution and depth of sediment to be applied (combination of direct pumping, broad sidecasting, and strategically placed stockpiles that nature disperses with tidal currents), opinion / estimate of probable construction cost, summary of pre-permitting conversations with relevant agencies, and the monitoring plan to evaluate project success.

2. Project Outcome(s):

This 12-month project will culminate in: (1) the design of a cost-effective approach to increasing community infrastructure resilience through restoring degraded salt marsh habitats and providing safe ICW navigation through beneficial re-use of dredged sediments, (2) standard methodologies for assessment of salt marsh lateral erosion, fragmentation rates and ecological responses to thin-layer placement, (3) pre-thin-layer placement survey guidelines, and (4) multi-agency and stakeholder support and engagement in the focal project.

3. Proposed Activities:

UF, Wood, NG and USACE-ERDC worked with the GTM-NERR and GRMAP to identify the general vicinity for this project consistent with the NFWF mapped resilience hubs. The team intends to work closely with our stakeholder network (section c) and collect the necessary data to prioritize specific locations for the dual construction of semi-permeable barriers and thin-layer placement of sediment to support the long-term functioning of the ICW channel and its adjacent salt marsh habitats.



Source: Imagery, ESRI 2010; Wood 2020

Legend

 Project Area



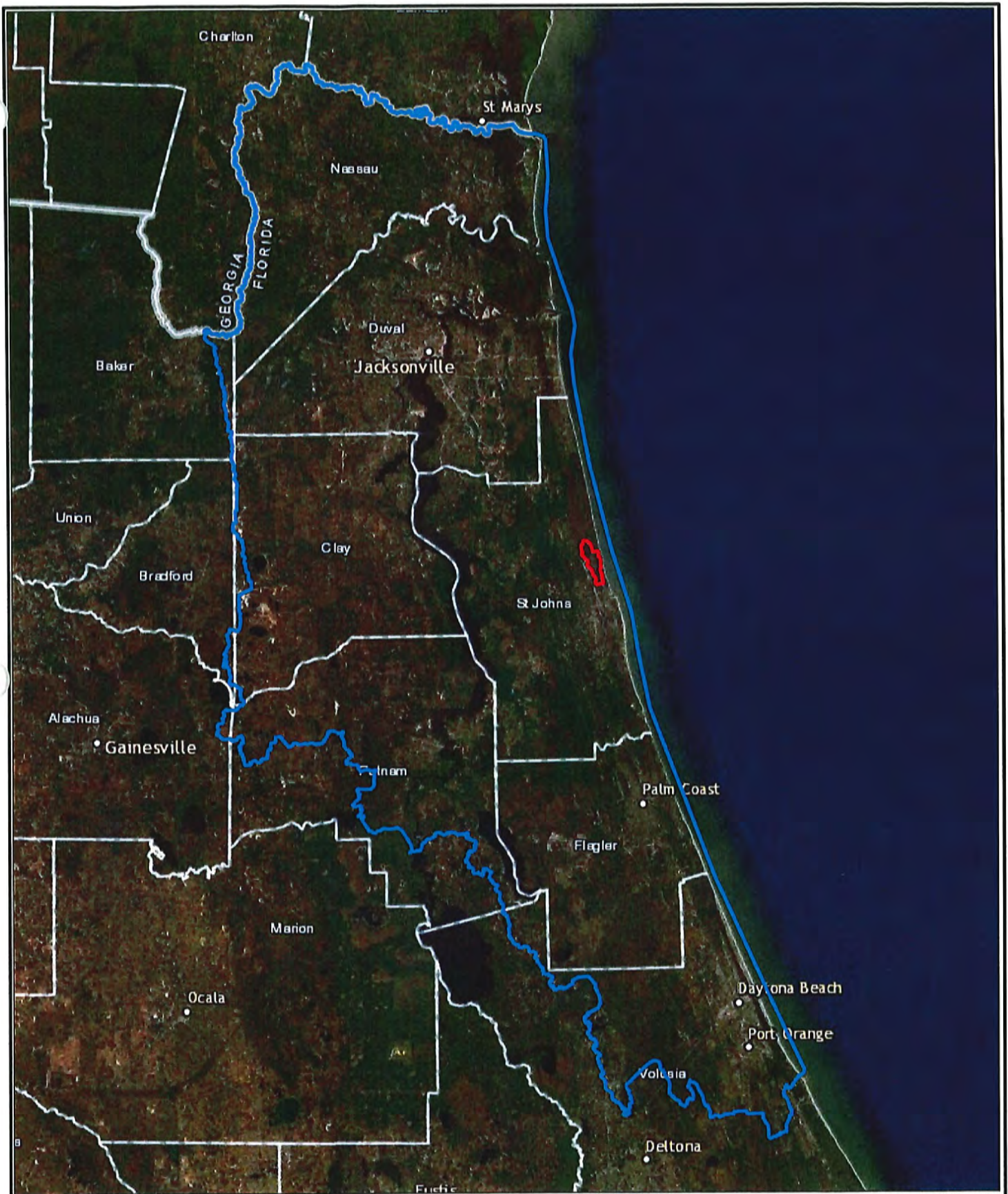
GTM-NERR Saltmarsh Restoration Project

Project Area Map

0 0.5 1 Miles

wood.

Figure
2



Source: Imagery, ESRI 2019; Wood 2020

Legend

- Project Area
- Lower St. Johns River Watershed



0 10 20 Miles

GTM-NERR Salt Marsh Restoration Project

Project Location Map

wood.

Figure
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

2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson

Trish Becker, Vice-Chairperson

Don Girvan, Secretary/Treasurer

Gary Howell, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director and Richard Weaver, Business Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: June 11, 2020

RE: Approval of Surplus Property 2019-2020

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

Please see attached spreadsheet of items.

FY 2019/2020 Surplus Inventory

OFFICE FURNITURE

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
N/A	\$0.00	unknown	L' shaped desk - Mechanics Office (Disposed as trash during move to 120 EOC)
N/A	\$0.00	unknown	2 drawer letter file cabinet (Disposed as trash during move to 120 EOC)
N/A	\$25.00	unknown	Hotpoint 4 burner electric range FAIR

OFFICE EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1390	\$0.00	11	Dell Optiplex 790 desktop computer, bad mother board POOR
N/A	\$0.00	unknown	Samsung ???" widescreen monitor POOR
N/A	\$0.00	unknown	Dell ???" square flat screen monitor FAIR
N/A	\$0.00	unknown	APC 1200 battery backup POOR
N/A	\$0.00	unknown	Dell E171FPb square flat screen monitor FAIR
N/A	\$0.00	unknown	Dell e153pC square flat screen monitor FAIR
1439	\$0.00	13	Xerox copy machine FAIR
N/A	\$0.00	unknown	APC 1500 battery backup POOR
N/A	\$0.00	unknown	Dell 19" square monitor FAIR

LAB EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1370	\$0.00	10	Ultra Sonic Weather Station POOR
1371	\$0.00	10	Ultra Sonic Weather Station POOR
N/A	0.00	unknown	Centrifuge, last piece of a multi item purchase that was surplusd in 13/14 removed from inventory 18/19 POOR

VEHICLES

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1204	\$1,000.00	04	Chevy 1/2 Ton 4X4 Truck Millage 105,236 VERY POOR (Rusty, need to tow away)
1409	\$0.00	12	Ford F150 4X4 pickup truck POOR (vehicle driven into pond, insurance company took possession)
1365	\$1,000.00	10	Dimond Cargo covered trailer FAIR
1174	\$3,500.00	03	Ford Expedition 4X4 105,000 mi FAIR

ULV/ LARVICIDING EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1565	\$0.00	15	Longray indoor adulticide unit, the unit is in pieces and is scrap POOR
N/A	\$0.00	unknown	Longray 3600E portable eletric ULV machine (replacement for PN 1482 warrenty) POOR
1433	\$0.00	13	Electric back pack fogger POOR
1017	\$0.00	98	Homemade Adulticide unit POOR
1072	\$0.00	00	London Fog Model # XKE Adulticide unit POOR
1381	\$0.00	10	Homemade Adulticide Unit, Partial POOR
1256	\$0.00	04	High Pressuer Adulticide unit POOR (vehicle driven into pond, insurance company took possession)
1278	\$0.00	06	Larvicide unit POOR (vehicle driven into pond, insurance company took possession)
1435	\$0.00	13	Longray TS-34 Thermal Fogger POOR (vehicle driven into pond, insurance company took possession)
1387	\$0.00	11	Monitor IV, Adulticide POOR (vehicle driven into pond, insurance company took possession)
1146	\$0.00	02	Hamemade Larvicide Unit POOR (vehicle driven into pond, insurance company took possession)
1145	\$0.00	02	Homemade Adulticide Unit, Partial POOR
1253	\$0.00	05	Homemade Adulticide Unit, Partial POOR

EQUIPMENT & TOOLS

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1441	\$0.00	13	Scotsman Prodigy Ice Machine model # C0530MA-1C with ice chest POOR
N/A	\$50.00	unknown	Huskey Pro 60 gallon 240V 15A 60HZ air compressor model # VT631402AJ FAIR
1331	\$10,000.00	07	Generator
1362	\$100.00	10	2 sets of 4 lockers, tan
N/A	\$0.00	unknown	OPW K800 Fuel Site Controller GOOD
1423	\$0.00	12	OPW K800 Fuel Site Controller GOOD (surplused FY16/17)
N/A	\$0.00	unknown	OPW K800 Fuel Site Controller GOOD
426	\$0.00	71	Leveling Rod W/Target GOOD
1440	\$0.00	13	Arens riding lawn mower, no mower deck POOR
N/A	\$0.00	03	GE Refrigerator/frezer model # GTS18FBMFRWW POOR
N/A	\$8,000.00	18	Aero-Door 60' X 14' clear opening bi-fold hangar door (135 MPH wind load) NEW



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

ARTHROPOD CONTROL BUDGET AMENDMENT

NICOLE "NIKKI" FRIED
COMMISSIONER

Section 388.361, F.S. and 5E-13.027, F.A.C.
Telephone (850) 617-7911; Fax (850) 617-7939

Submit to:
Mosquito Control
3125 Conner Blvd, Suite E
Tallahassee, FL 32399-1650

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

Amendment No. **2020-06**

Fiscal Year: **2019-2020**

Date: **6/11/2020**

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
\$ 12,423,931.66	\$ 6,884,022.74	\$ 12,423,931.66	\$ 1,361.20	\$ -	\$ 12,425,292.86

NAME SOURCE OF INCREASE: (Explain Decrease)

BUDGETED RECEIPTS					
ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 5,717,380.00	\$ -	\$ -	\$ 5,717,380.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 101,356.69	\$ -	\$ -	\$ 101,356.69
361	Interest Earnings	\$ 65,000.00	\$ -	\$ -	\$ 65,000.00
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 205,064.23	\$ 1,361.20	\$ -	\$ 206,425.43
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 6,088,800.92	\$ 1,361.20	\$ -	\$ 6,090,162.12
Beginning Fund Balance		\$ 6,335,130.74	\$ -	\$ -	\$ 6,335,130.74
Total Budgetary Receipts & Balances		\$ 12,423,931.66	\$ 1,361.20	\$ -	\$ 12,425,292.86

BUDGETED EXPENDITURES

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 1,682,749.37	\$ -	\$ -	\$ 1,682,749.37
20	Personal Service Benefits	\$ 840,458.75	\$ -	\$ -	\$ 840,458.75
30	Operating Expense	\$ 476,220.00	\$ -	\$ -	\$ 476,220.00
40	Travel & Per Diem	\$ 28,682.00	\$ -	\$ -	\$ 28,682.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
43	Utility Service	\$ 36,000.00	\$ -	\$ -	\$ 36,000.00
44	Rentals & Leases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
45	Insurance	\$ 93,400.00	\$ -	\$ -	\$ 93,400.00
46	Repairs & Maintenance	\$ 107,250.00	\$ -	\$ -	\$ 107,250.00
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
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	\$ 574,388.00	\$ -	\$ -	\$ 574,388.00
52.3	Protective Clothing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
52.4	Misc. Supplies	\$ 71,679.80	\$ -	\$ -	\$ 71,679.80
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 15,945.00	\$ -	\$ -	\$ 15,945.00
55	Training	\$ 25,250.00	\$ -	\$ -	\$ 25,250.00
60	Capital Outlay	\$ 1,025,559.00	\$ 1,361.20	\$ -	\$ 1,026,920.20
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 385,998.00	\$ -	\$ -	\$ 385,998.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 5,539,908.92	\$ 1,361.20	\$ -	\$ 5,541,270.12
0.001	Reserves - Future Capital Outlay	\$ 5,793,033.74	\$ -	\$ -	\$ 5,793,033.74
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 960,989.00	\$ -	\$ -	\$ 960,989.00
0.004	Reserves - Sick and Annual Leave	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00
TOTAL RESERVES		\$ 6,884,022.74	\$ -	\$ -	\$ 6,884,022.74
AL BUDGETARY EXPENDITURES and BALANCES		\$ 12,423,931.66	\$ 1,361.20	\$ -	\$ 12,425,292.86
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

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

DATE _____

APPROVED: _____
FDACS Mosquito Control Program Designee

DATE _____

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2020

BUDGET AMENDMENT NUMBER 2020-06

COMPUTATIONS

LOCAL FUND

Receipts:

Misc./Refunds (Prior yr. Expenditures)
(Excess Revenues over Budget)

1,361.20

\$ 1,361.20

Expenditures:

Capital Outlay: Machinery and Equipment
(Uses of Funds, matched to Revenue Stream)

(1,361.20)

Budget Amendment (Net, pooled from Contingency)

\$ -

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2020

LOCAL FUND BUDGET AMENDMENT NUMBER 2020-06

PAGE 1 OF 1

BUDGET JOURNAL ENTRIES:

Dr) EXPENDITURES: Capital Outlay

Cr) REVENUE: Misc./Refunds (Prior yr. Expenditures)

\$	1,361.20	\$	1,361.20
\$	1,361.20	\$	1,361.20

UNFINISHED BUSINESS #1

¹ DRESS AND APPEARANCE POLICY

The image of the District is influenced by the appearance of its employees. We are all expected to practice good hygiene and keep a clean, neat professional appearance and to dress in appropriate field or business attire.

These following dress and personal appearance guidelines are meant to enable the employees of the District to dress professionally, but reasonably and responsibly. In all cases regarding what is considered acceptable attire, the final determination rests with management. If the attire does not meet standards considered acceptable or may disrupt the process or good order and discipline of the District, the employee will be requested to go home to change, with time involved unpaid.

Guidelines for Employees That Are Issued Uniforms:

Uniforms consisting of jeans and a work shirt with insignia are provided to field personnel by the District at no cost to the employee. All field employees are responsible for wearing the appropriate uniform during all working hours. The uniform will be worn in such a manner so as to present a professional appearance and modifications to either the shirt or jeans (such as additional patches, insignia or stitching) may not be made. Uniforms may be worn during incidental stops while traveling to and from the workplace, but not as general attire away from the workplace. The supplying of uniforms to employees is a fringe benefit offered by the District and is subject to fund availability during the budget process. Employees who leave the District must return all uniforms that they have been issued.

Guidelines for Employees Not Issued Uniforms:

Clothing shall not be distracting or revealing; Pajamas and lingerie are not acceptable attire.

District polo shirts provided to office employees in place of the executive uniform may be worn at the District offices at any time and should be worn on official duties away from the District.

Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, or sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco or drugs, or create a safety issue within the District.

Shoes must be safe and appropriate. District employees may wear backless shoes, however, bedroom slippers and footwear commonly considered as

¹ Revision 5-14-2020; Policy 2010-03; As approved by the Board of Commissioner on Dec. 10, 2009

beachwear are prohibited (For example, beach sandals, flip-flops, or other such beach shoes.)

Men:

- Nice Shirts (Dress, polo, etc. – No T-Shirts, tank tops, etc.)
- Neat Slacks or Jeans worn at the waist. (No holes)
- Shoes & Socks must be worn

Women:

- Dresses (no off the shoulder or low cut in front or back{where bare skin and/or cleavage is obviously seen)
- Neat Slacks or Jeans (No holes)
- Skirts (no shorter than 4 inches above the knee, even if worn with leggings, etc.)
- Blouses & Shirts (no off the shoulder or low cut in back or front (where bare skin and/or cleavage is obviously seen, no spaghetti strap tops as outerwear)
- Capri style Pants will be acceptable if of a professional nature, worn with a professional blouse or shirt.

General Guidelines:

Head coverings (including, **but not limited to**, caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom **except when worn for bona-fide religious or medical purposes, or when otherwise authorized by the Executive Director**, when training or meetings are ongoing.

Hair shall be clean and well groomed. Extreme hairstyles will not be acceptable. Mustaches and Beards will also be clean and well groomed.

Jewelry & Make-Up: No excessive make-up or jewelry will be allowed. (includes multiple piercings of a distracting nature and excessive make-up that is distracting.)

UNFINISHED BUSINESS #2

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson

Trish Becker, Vice-Chairperson

Don Girvan, Secretary/Treasurer

Gary Howell, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: May 28, 2020

RE: **Extension of Final Revised Employee Manual to July Agenda**

Ms. Hall rearranged the Employee Manual to be user friendly and then the full committee of six (6) staff members reviewed every policy and made suggested changes that were all incorporated into the proposed revised Employee Manual. After Board approval to move forward, this was then presented to Mr. Flowers, our attorney, for his final review and changes that he saw as necessary per his expertise and legal advice.

Mr. Flowers requested this be extended to the July Agenda.

UNFINISHED BUSINESS #3

Internship Program Report 2019



Rui-De Xue, Ph.D.
Director
St. Augustine, FL

AMCD Internship

Intern Program Goals:



1. Enhance our mosquito control program through education and applied research
2. Encourage interest in mosquito control for both scientific and non-scientific students
3. Mentor interns in scientific method, laboratory standards, and mosquito control
4. New technologies/methods are evaluated and developed to benefit our employees and mosquito control

Intern Resources



- **University of North Florida** (11)
- University of Florida (2)
- **University of Miami** (9)
- University of South Florida (2)
- University of Central Florida (1)
- University of North Carolina (2)
- University of New England (1)
- Johns Hopkins University (2)
- Florida State University (1)
- **Flagler College** (14)
- St. Johns River State College (2)
- Kasetart University, Thailand (1)
- Local high school (6)
- Cornell University (1)
- **Western Carolina University** (4)
- Eastern Carolina University (1)

Total number of interns trained since 2005



- 26 graduate students
- 28 undergraduate students
- 6 high school senior students
- Total to date: 60

Intern Training Process















- Communication pre-work (interest, possible project selection, & preparation)
- Project protocol & necessary literature review
- Procedure and skill training
- Conduct experiment/collect data
- Data analysis/write report
- Presentation
- Write manuscript and publication after intern study with continued AMCD involvement

Intern Training Process

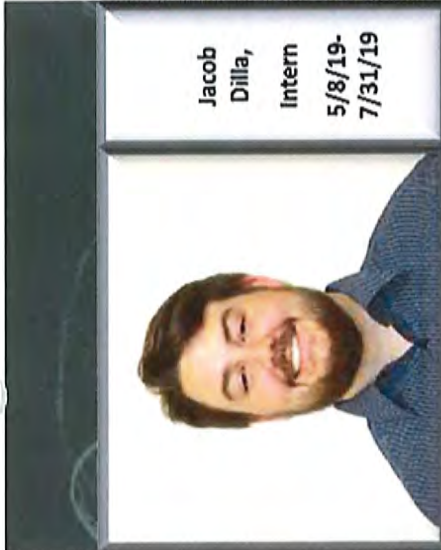


Intern Training List

-  Biomedical
-  Fire Safety
-  PPE
-  Universal Waste
-  Heat Illness
-  Labels & MSDS
-  Hazardous Communication
-  Sexual Harassment
-  Diversity
-  Safety Manual
-  Geomosquito
-  Appl
-  Chemical Spill Control

-  **Chemical Hygiene**
-  **Lab Safety**
-  **Experimental Design**
-  **Data Collection/Management**
-  **Mosquito Biology/Ecology**
-  **Chemical Application Tools**
-  **Mosquito Surveillance Tools**
-  **Vector/Virus Complexes in SJC**
-  **Arbovirus Surveillance Tools**





Jacob
Dilla,
Intern
5/8/19-
7/31/19



Catherine
Whippen
Intern
1/14/19-
2/6/19



Aye
McKinney
Accounting
Intern
6/3/19 -
8/30/19



2019 Interns

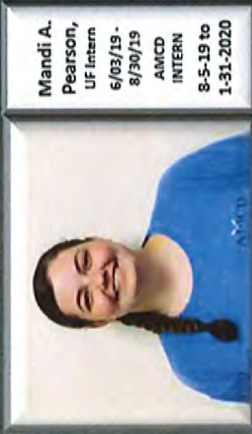




**Mandi Pearson- 3 months (CDC)
and 3 months (AMCD)
B.S. Environmental Science
Western University of North Carolina**

Mentor :
Dr. Rui-De Xue &
Dr. Caroline Efstathion

CDC Southeastern Regional Center of Excellence in
Vector-Borne Diseases: Gateway Program



CDC/UF: Toxic Sugar Bait against susceptible and resistant *Aedes aegypti*

- Evaluation of boric acid as toxic sugar bait against resistant *Aedes aegypti* mosquitoes
- Importance: Novel mosquito control methods needed to combat resistance
- Results: No significant difference in mortality between resistant and susceptible strains
- Journal of Vector Ecology accepted for publishing



Keystone virus survey (DACS/UF/EPI) EEE/WNV virus project (DACS/UF/FMEL)

Mandi A.
Pearson,
UF Intern
6/03/19 -
8/30/19
AMCD
INTERN
8-5-19 to
1-31-2020



- Keystone: trapped, identified, and pooled mosquitoes- sent off samples for virus testing
 - Project still ongoing, but keystone virus detected in some samples



EEE/WNV: constructed resting traps and used a modified aspirator to collect samples weekly



**Lea M.
Bangonan,**

Intern

**6/03/19 -
2/20/2020**

**Lea Bangonan
B.S. Environmental Science
Western University of North
Carolina**

**Mentor :
Dr. Rui-De Xue &
Dr. Caroline Efstathion**

Keystone virus survey (DACS/UF/EPI) EEE & WNV project (DACS/UF/FMEL)

Lea M.
Bangonan,
Intern
6/03/19 -
2/20/2020

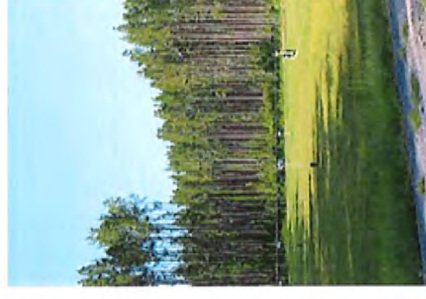


EEE/WNV Project

- ✦ Collaborative project with 3 counties
 - ✦ Volusia, Duval, St Johns
- ✦ Made 30 resting traps for project
- ✦ Continued collections after Nick left



- ❖ Mandi's TSB experiment
- ❖ Vindhya's ULV experiment
- ❖ Dynatrap
- ❖ Spartan tube experiment
- ❖ SIT Project





Courtney Cunningham – 4 months

Flagler College
Coastal & Environmental Sciences

Mentor :
Dr. Vindhya
Aryaprema

SIT in St. Augustine, Florida

Surveillance of *Aedes aegypti* population by ovitraps & BG traps (pre-release surveillance)

CDC & DOH grant funded.

Collaboration with UF & USDA/CMAVE



Sterile insect technique
ZAP MALE FLIES WITH RADIATION
TO MAKE THEM STERILE



RELEASE MILLIONS OF STERILE MALES



MALES MATE WITH WILD FEMALES



BUT EGGS DON'T HATCH





Jacob
Dilla,

Intern

5/8/19-
8/16/19

Jacob Dilla – 4 months
University of North Florida (JAX)
Public Health Program

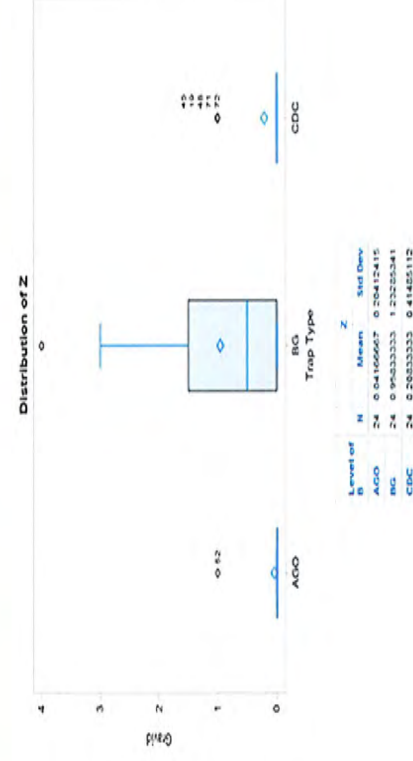
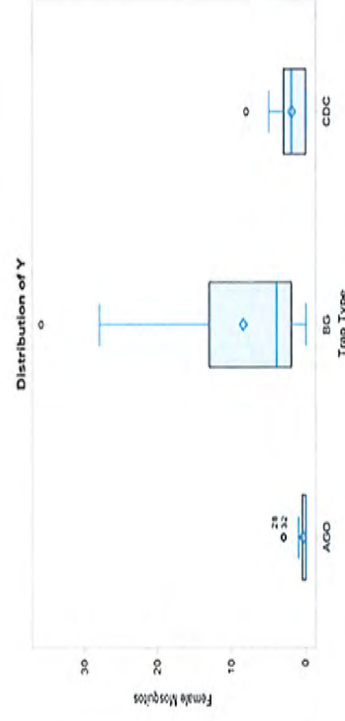
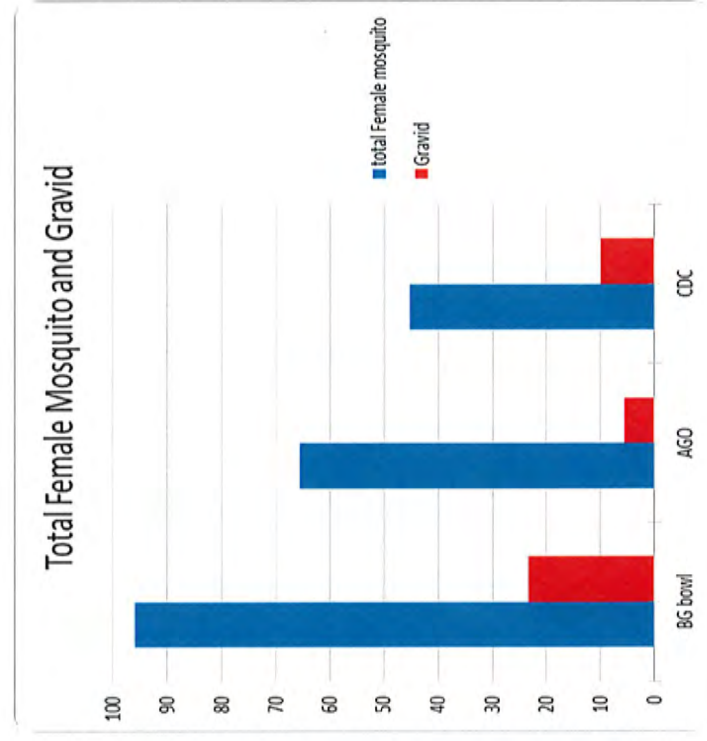
Mentor :
Dr. Caroline Efstathion
& Dr. Rui-De Xue

SpringStar, Inc.

Evaluation of three modified (AGO, BG Bowl, & CDC gravid traps) baited with BG lures for collection of *Aedes* mosquitoes



Results: Semi-field (released *Ae. aegypti* in enclosure) and field for collection of host-seeking and gravid females





Nick Acevedo - 9 months University of North Florida (JAX) Public Health Program

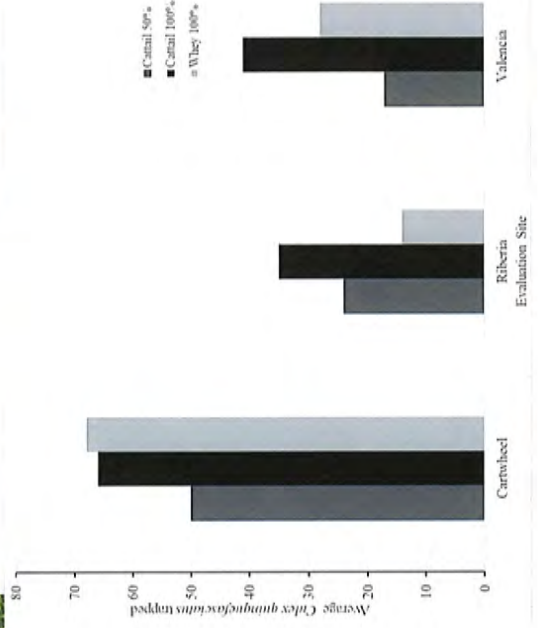
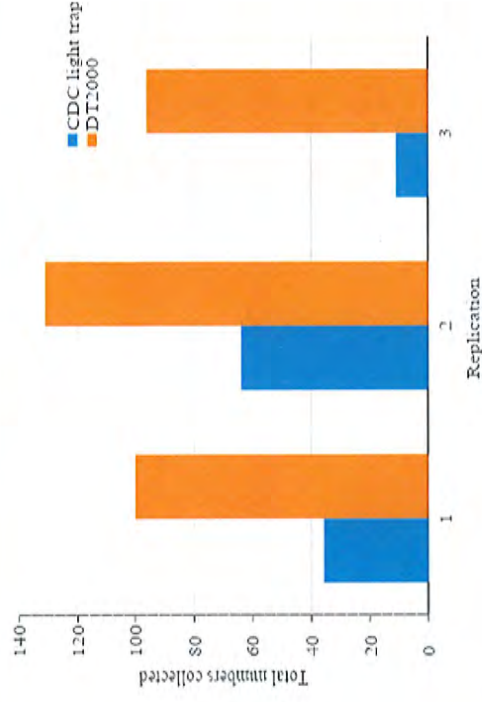
Mentor :

Dr. Caroline Efstathion
& Dr. Rui-De Xue

SpringStar, Inc. & DynaTrap Company

1. DynaTrap and CDC Light Trap Comparison

2. Infusion Water & *Cx. quinquefasciatus*





Caroline Blunk – 8 months
Flagler College
Coastal & Environmental Sciences

MosquitoMate employee at AMCD

Mentor :
Dr. Rui-De Xue

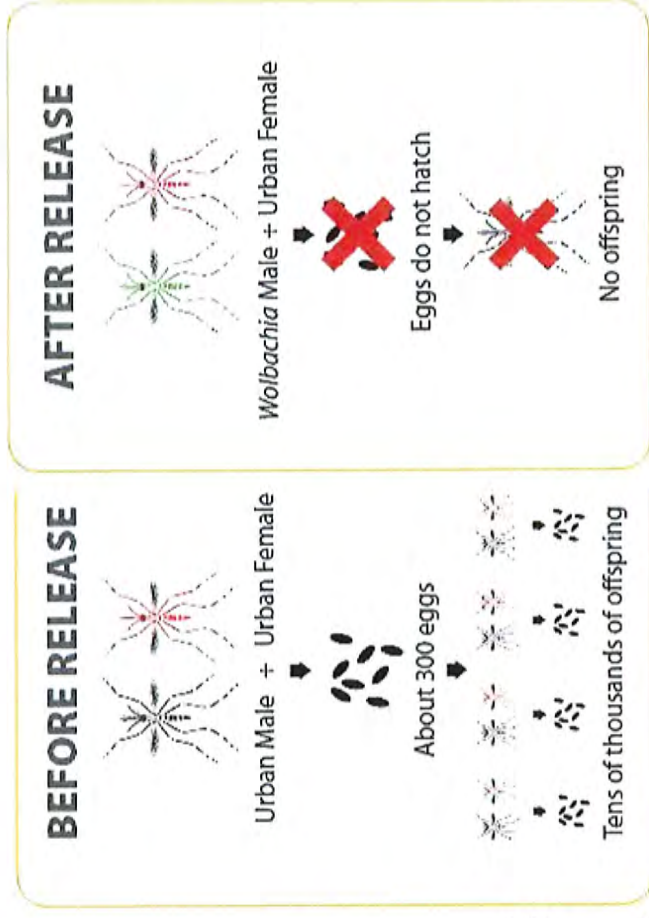
Continuation of the evaluation of Wolbachia-infected male mosquito release



Continuation of various projects

- MosquitoMate trapping and releases
- SIT trapping and releases
- ThermalCell Repellent

testing



AMCD Benefits from Interns, Collaboration Projects, & Visiting Scientists

- Supports AMCD's mission and control of mosquitoes
- Training future mosquito control professionals
- Outside funding
 - Mandi Pearson funded by CDC, DACS/UF
 - Lea Bangonan funded by DACS/UF/FMEL
 - Caroline Blunk funded by MosquitoMate
 - Courtney Cunningham funded by CDC/DOH
 - Nick Acevedo funded by NIH/SpringStar & DynaTrap
- Adds equipment (traps and machines)
- Adds materials (new attractants & technical samples)
- Applied Research benefits employee training by increasing knowledge of local mosquito biology and control, and brings AMCD's operation to a more scientific level





**Catherine
Whippen**

Intern

**1/14/19 -
2/6/19**

**Catherine Whippen – 2 months
University of North Florida (JAX)
Public Health Program**

**Mentor :
Dr. Chris Bibbs &
Dr. Rui-De Xue**



**Aye
McKinney**
**Accounting
Intern**
**6/3/19 -
8/30/19**

Aye McKinney – 3 months
University of North Florida (JAX)
Accounting/Business Program

Mentor :
Scott Hanna

2019 Intern Students



Nicholas
Acevedo,
Intern
8/03/18 -
12/20/18
1/7/19 -
10/31/19



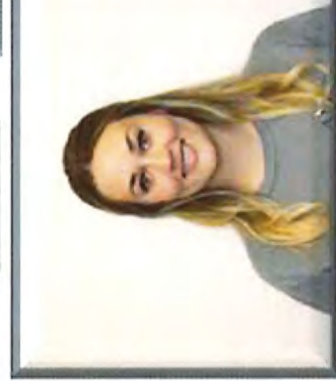
Caroline
Blunck,
Intern
1/7/19 -
6/28/19
and
10/1/19 -
12/31/19



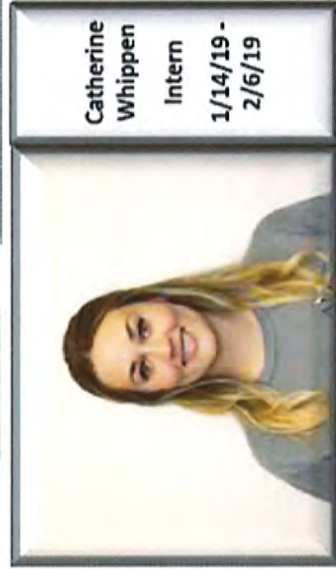
Courtney
Cunningham
Intern
6/3/19 -
8/2/19



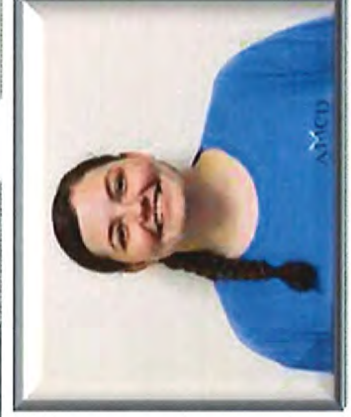
Jacob
Dilla,
Intern
5/8/19-
7/31/19



Catherine
Whipple
Intern
1/14/19 -
2/6/19



Lea M.
Bangonan,
Intern
6/03/19 -
2/20/2020



Mandi A.
Pearson,
UF Intern
6/03/19 -
8/30/19
AMCD
INTERNS
8-5-19 to
1-31-2020



Aye
McKinney
Accounting
Intern
6/3/19 -
8/30/19



**All of AMCD takes part in
Mentoring these Interns!**

Thank you for your time!

**NEW
BUSINESS
#1**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: May 28, 2020

RE: Discussion and Approval of the Auditor's Contract Renewal

Julieann Klein has done the audits for the District since 2003 and has done a thorough and professional job each time. The fee proposed again this year is the same as last years. ~~\$8,700~~ ~~\$9,500~~

Therefore, the Financial and Auditor Committee Chairperson and members of the committee have agreed to recommend approval of renewing the contract with Julieann Klein of Lombardo Spradley and Klein, CPA's for the annual audits.

**Lombardo
Spradley Klein**
Certified Public Accountants

May 20, 2020

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, 2020. 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, 2020. 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
May 20, 2020
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
May 20, 2020
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.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
May 20, 2020
Page 4

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, 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
May 20, 2020
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.

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.

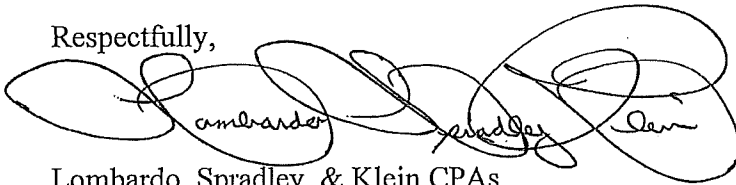
To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
May 20, 2020
Page 7

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 2019 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 large, stylized, looping flourish.

Lombardo, Spradley, & Klein CPAs

ACKNOWLEDGMENT:

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

Jeanne Moeller, Chairperson

Rui-de Xue, Director

BODINE PERRY

Certified Public Accountants & Business Advisors
Plan. Execute. Win.

Report on the Firm's System of Quality Control

To the Partners
Lombardo, Spradley & Klein, CPAs
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

January 24, 2020

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, 2019. 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 (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

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. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

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.

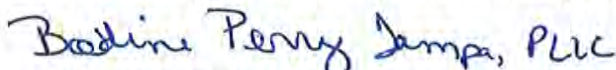
Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

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, 2019, 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*.


Bodine Perry Tampa, PLLC

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Offices in: Jacksonville, Naples, and Tampa, FL and Canfield, and Columbus, OH

**NEW
BUSINESS
#2**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: May 28, 2020

RE: Draft Budget Discussion for FY 2020/2021 Budget

The FY 2020/2021 Draft Budget Book was delivered on May 28, 2020 for you to review.

Please remember to bring your DRAFT Budget books with you to the June 11, 2020 Board meeting.

If there are any changes to the draft budget that you see are needed, please meet with me prior to the First Public Hearing, which will be held on Thursday, September 10, 2020.

Thank you.

REPORTS

Director report (May 2020)

Program Management:

Customer & professional service and service request process: AMCD answered 127 in May. Dr. Xue reviewed 3 manuscripts for different journals at the editors' requests and reviewed 16 grant applications for the DACS's FCCMC as research committee member. Dr. Xue reviewed one grant proposal for DoD about mosquito control. Dr. Xue as the Editor of the JFMCA worked with 3 Assistant Editors and 6 Guest Editors (two from AMCD Scientists) edited and submitted the Vol. 67 to the printer and publisher.

Surveillance: Continue 12 BG sentinel traps with BG lures and dry ice and ovitraps for *Aedes* mosquito surveillance once a week. CDC traps (51) has been started from May 11 county wide. Testing for arbovirus by sentinel chickens in house has been prepared. BG traps collected *Aedes* (364) and *Culex* (2,930) mosquitoes. CDC traps with octenol collected 57 mosquitoes.

Operation & aerial program: AMCD MCTs did hand fogging for 1 time for 41 acres and barrier spraying for 2 times for 8 acres. Positive larval dips were 120 and treated larvae for 102 times for 173 acres by ground application. Helicopter has been done for surveillance for several times. Staff finished the granular larvicide calibration for helicopter spray system, and total flew 8.8 hrs in May.

Applied research: Spatial repellent project has been done. Two natural repellent oils have been tested by olfactometer. Conducted Bigshot repellent testing against ticks. My mosquito delete larval traps have been done in the new screened enclosure. The modified trap collected more adult mosquitoes. SIT's project about population surveillance has been continued even if no release. Virus vector mosquitoes and Keystone virus vector mosquito collection have been continued. Two new larvicides have been conducted for laboratory bioassays.

Education: Annual employees mandatory training has been conducted on May 20 and 21. A new intern student has been trained in May. Education central building design draft has been worked out and presented to all committee members, Board members, and related public for review and further inputs. Face book and website update frequently.

Business Management:

Serve to the Board of Commissioners: Staff prepared for May 14's Board meeting and Auditor proposal review and recommendation to the Board. Dr. Xue and Chairperson Mrs. Moeller contacted related agencies and organizations to collect support letters about SIT building. So far we collected 8 support letters.

Budget and Auditor: Board accepted the Auditor report and the Accountant/C.F.O. submitted the final report to the State Auditor General Office. FY 20/21 budget draft has been worked out and submitted to the Board for study and review.

Contract: Auditor contract has been presented to the Board for approval. Arthropod control plan for Fish Island (DEP) has been working on for July Board meeting to approve.

HR. Three seasonal employees were offered and hired and start from June 1 for 5 months after background checks. One intern student (master degree graduate) from UF joined AMCD from May 4 for 3 months. Visiting Scientist backed to his county Italy on June 1 after 3 months with us.

Meeting: May 4. Reviewed grant proposal and a manuscript for UF/FMEL.

May 5. 7:30am. Held Aerial Unit meeting about all equipment calibration schedule. 10am. Attended the FCCMC teleconference.

May 6. Prepare and check Board books. Submit Dr. Khater's AGO & In2Car trap paper to the Journal of Med Entomol.

May 7. 8am. Flew helicopter with Chief Pilot to show him the hot spots in St. Johns County. 4:30pm. Drop mosquito samples to UF/EPI.

May 11. Reviewed a paper for the JAMCA and continued to review the DACS grants (total 16 applications).

May 13. Prepared for Board meeting and revised hurricane response paper. Answered several Board members's phone calling about agenda.

May 14. 5pm. Attended Board meeting.

May 18. 7:30am. Held aerial calibration meeting and related staff meeting about the implement of the Board meeting decision.

May 19. 9:30am. Held group meeting about book chapters, AMCA symposium proposal, and AMCA grant opportunity. 1pm. Attended the AMCA grant proposal meeting with UF and AMCD staff.

May 20. 7am. Attended employee annual training.

May 21. 9am. Met Commissioner Mr. Howell for signing checks. 1 pm. Group meeting about DoD grant review and response.

May 26. Teleconference with DoD about grant review for mosquito control. Prepared for new budget draft books.

May 27. 8am. Observe aerial larvicide calibration for granular. 10am. Tele conversation with Commissioner Mrs. Moeller about Dodd short course proposal. 2pm Show Commissioner Mrs. Becker's family around.

May 28. Observed repellent experiment. 1pm. Met Visiting Scientist about transition of all documents and raw data.

1 June 2020

Monthly Activity Report

Aviation Section

1 May 2020 to 31 May 2020

Administration

- Chief Pilot current (day) as of 2 MAY 2020 (Plan for NVG Capabilities on hand)
- Reorganized the hanger- both storage areas, hanger floor and second floor storage area
- Established several checklists as SOP for aircraft operations (Pre-flight, Run-Up/Shutdown, Engine Rinse)
- Established a maintenance deficiency log book which identifies and tracks each maintenance issue for the helicopter and part cost
- Established a passenger log for the helicopter
- Established an annual calendar which identified daily, weekly, monthly and annual tasks for Aviation
- Added the aircraft tug to a weekly/monthly maintenance calendar and developed a maintenance checklist (PMCS)
- Started the calibration of the spray equipment

Aircraft status –

Total Operational days in the month:	21 of 31 (67% operational readiness rate)
Total aircraft hours for calendar month:	8.8
Total Pilot Hours for the calendar month:	10.8
Spray Hours:	1.1 (calibration)
Orientation/Aerial Surveillance hours:	3.4
Pilot training hours:	5.4
Maintenance test flights hours:	2.0
NVG hours: (may be captured above)	0.0

Spray equipment status

Granular Tanks	Operational (calibrated ground and air)
Liquid Larvicide tanks / spray arms	Operational (need to be calibrated annual)
ULV Tank	Non-Operational (under repair currently) (approximately 20 hours on repairs in MAY)

Aircraft Maintenance

Completed:

- Compass swing – Completed
- Re-lettering of aircraft (removal and re installing red letters on sides of aircraft)
- Inspected excess weight (washers) from tail rotor hub to correct drift in flight (Checked on 2 flights)
- USB electrical plug repair (for IPAD operation)
- Bent Pitot tube repaired
- Torque seal paint added to several bolts (engine/transmission area)
- Engine cowling dzus fasteners repaired (x2)
- Engine cowling dzus fastener screw replaced (one broken -5 ordered)
- Rotor tachometer electrical plug needle repaired (also new plug ordered)
- Fuel valve drain cylinder rebuilt (was observed leaking fuel twice)
- Retorque main rotor mast nut (post annual inspection)
- Replaced DGI (directional gyro indicator—electric compass)
- Replaced missing instrument panel screws
- Scrutinized the aircraft and compiling a list of safety equipment not on hand
 - o -aircraft grounding cable (inside hanger) ON ORDER
 - o -tiedown equipment SOME ORDERED SOME CONSTRUCTED
- -Finished the aircraft dolly adjustments and bolted required side of metal pans to the frame

Tug Maintenance

- Tug added to fuel system for refuel operations
- Gas tank found to leak- repaired by truck shop and re-installed (ok)
- All fluids and air pressures checked and filled as appropriate
- New weekly/monthly checklist developed and implemented and tracked

FUEL DUMP (TOTAL FUEL ON HAND AS OF TODAY: 2524 GALLONS)

- Cleaned fueling side and catch tank
- Implemented a daily/weekly/monthly operation plan for this system
- Identified several deficiencies and are correcting them as the pertinent party is informed
 - o (electrical plug incorrect/ drain inop /no defuel hoses)

Noteworthy

Initialized conversations involving the possibility of new DRONE Program.

Discussed annual fly-in here (Jan 2021)

Discussed Heli Expo (Louisiana 2021)

Evaluating and updating the aviation SOP Reviewing the safety SOP

Added a monthly checklist for hanger maintenance (greasing the door clean/repair floor)

Scheduling 206 training for Mike and AGNAV training for both pilots

Treatment Summary May 2020

From Date : 05-01-2020

To Date : 05-31-2020

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2645 ea	8.2 acre	322.68 ea / acre	36 times
Altosid XR	172 ea	0.39 acre	435.54 ea / acre	10 times
Altosid XRG	345 lb	57.5 acre	6 lb / acre	11 times
Altosid XRG Air	80 lb	8 acre	10 lb / acre	1 times
B.t.i. Briquets	97 ea	0.22 acre	435.54 ea / acre	5 times
Cocobear	158 fl oz	0.41 acre	384.02 fl oz / acre	11 times
Duet 50%	64 fl oz	40.76 acre	1.57 fl oz / acre	1 times
Sustain MBG	440 lb	58.67 acre	7.5 lb / acre	10 times
Talstar P	2.81 gal	8.32 acre	0.34 gal / acre	28 times
VectoBac 12AS	760 fl oz	47.5 acre	16 fl oz / acre	19 times

Task Time Summary May 2020

From Date : 05-01-2020

To Date : 05-31-2020

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	842:59 hrs	169	4868:26 hrs
Aerial Ground Crew	59:41 hrs	11	
Aerial Larvicide	01:35 hrs	1	
Aerial Maintenance	235:45 hrs	35	
Aerial Site Inspection	07:46 hrs	1	
Aerial Survey	29:30 hrs	7	
AM Briefing	40:30 hrs	108	
Annual Leave	111:45 hrs	28	
Assist	85:27 hrs	29	
Building & Grounds Work	190:57 hrs	120	
Chicken Program	17:54 hrs	11	
Computer Repair	104:50 hrs	20	
Daily Paperwork	60:12 hrs	132	
Field Experiment	303:50 hrs	113	
Fish Program	01:45 hrs	3	
Fog Mission Serv Req	00:08 hrs	2	
Ground Adulticide	39:18 hrs	28	
Ground Larvicide	138:48 hrs	102	
Ground Site Inspection	481:05 hrs	310	
Hand Adulticide	07:57 hrs	9	
Holiday	270:00 hrs	27	
Insectary	244:43 hrs	110	
Inventory	16:07 hrs	7	
Lab Experiment	184:36 hrs	108	
Landing Rate	01:34 hrs	17	
Mechanics Time	240:09 hrs	26	
Meeting	84:30 hrs	96	
Molecular Lab Work	134:55 hrs	43	
Mosquito Trap BG	37:49 hrs	162	
Mosquito Trap CDC Oc	120:53 hrs	192	
Mosquito Trap ID	17:10 hrs	11	
Mosquito Trap OV	05:20 hrs	112	
Mosquito Traps Misc	03:10 hrs	2	
Produce Papers & Programs	121:00 hrs	35	
Project Research	135:15 hrs	54	
Resupplying Trucks	18:08 hrs	38	
Sick Leave	87:45 hrs	26	
Source Reduction (tires)	02:00 hrs	1	
Supervisory	37:07 hrs	17	
Training Classroom	221:20 hrs	40	
Training Field	69:30 hrs	24	
Travel	00:30 hrs	2	
Trim Trails	05:30 hrs	3	
Vehicle Maintenance	46:13 hrs	37	
Workers Compensation	01:30 hrs	1	

CDC Light Traps Octenol				
From :				
5/1/2020				
To :				
5/31/2020				
Trap Type :				
CDC Octenol				
	2020 05			
Species Name	12	19	27	Species Total
Ae aegypti	0	0	0	0
Ae albopictus	1	2	6	9
Ae atlanticus	1	0	0	1
Ae canadensis	0	0	0	0
Ae eggs	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	3	2	12	17
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	0	2	0	2
Ae taeniorhynchus	1	0	2	3
Ae triseriatus	0	0	0	0
Ae vexans	0	0	1	1
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	4	6	6	16
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	0	0	10	10
An walkeri	0	0	0	0
Cq perturbans	1	2	0	3
Cs inornata	0	0	0	0
Cs melanura	0	0	3	3
Cx coronator	0	0	0	0
Cx eraticus	0	3	28	31
Cx nigripalpus	3	1	11	15
Cx quinquefasciatus	4	3	4	11
Cx restuans	0	0	0	0
Cx salinarius	0	0	8	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	0	0
Daily Total	18	21	91	130

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

BG Traps May 2020					
From :					
5/1/2020					
To :					
5/31/2020					
Trap Type :					
BG					
	2020 05				
Species Name	5	12	19	27	Species Total
Ae aegypti	67	71	70	14	222
Ae albopictus	92	22	28	0	142
Ae atlanticus	0	0	0	0	0
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	11	0	0	0	11
Ae mitchellae	1	0	0	0	1
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	68	4	8	0	80
Ae triseriatus	2	12	2	0	16
Ae vexans	1	0	1	0	2
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	4	10	0	0	14
An perplexens	0	0	0	0	0
An punctipennis	0	0	4	0	4
An quadrimaculatus	28	19	22	0	69
An walkeri	0	0	0	0	0
Cq perturbans	1	0	0	0	1
Cs inornata	0	0	0	0	0
Cs melanura	0	0	0	0	0
Cx coronator	3	1	7	0	11
Cx eraticus	2	6	4	0	12
Cx nigripalpus	144	23	7	0	174
Cx quinquefasciatus	1258	547	956	5	2766
Cx restuans	0	0	0	0	0
Cx salinarius	4	6	7	0	17
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	0	0	0	0	0
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	0	0
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	1	0	1
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	2	0	4	0	6
Daily Total	1688	721	1121	19	3549

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