

Anastasia Mosquito
Control District
of St. Johns County



District Board Meeting
AUGUST 30, 2018
Thursday at
5:00 P.M



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

PROPOSED AGENDA

**Thursday, August 30, 2018
5:00 PM**

Invocation and Pledge: Commissioner Howell

Consent Items: APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, July 12, 2018 (5:00 PM)
5. Move Oct. 11, 2018 Board meeting to October 18, 2018 at 5:00 P.M. (*due to Dr. Xue & Commissioner Moeller being in CA. Oct. 7th -11th for SOVE annual mtg.*)
6. Memorandum Of Understandings:
 - a. between AMCD and Zhejiang ITHC, China
 - b. between AMCD and Dallah, Saudia Arabia
7. Helicopter Housing Lease Agreement between St. Johns County Sheriff's Department and AMCD
8. Count Dr. Xue's Work Hours to attend two (2) International Meetings (*Oct. 21-25, 2018 Ningbo, China, "International Forum for Sustainable Vector Management {IFSVM}" and Oct. 27-29, 2018 for 2018 World Life Science Conf., Beijing, China*)
9. Education Specialist, Molly Clark to visit WUXI CDC October, 2018
10. FMCA Annual Meeting, (St. Petersburg, FL), November 4-8, 2018
11. Bid Acceptance with Reb Technologies for Goggles and Cockpit Modification
12. Quarterly Budget Analysis (*for 2nd Qtr.: April-May-June 2018*)
13. Budget Amendments ~ Receipts: \$22,595.47 to Expenditures: (\$22,595.47)

Unfinished Business:

1. Approval of Policy concerning Board Members unexcused absences from Board meetings ~ *Mr. Wayne Flowers, District Attorney (10 min)*
2. Update on Equipment for the helicopter (*wiring, liquid larvacide & and adulticide units*) Mr. Richard Weaver, Data Mgr. (*10 min*)

New Business:

1. Planning Committee Meeting Report ~ *Commissioner Gina LeBlanc (5 min)*
2. Report on Foreign Travel Items ~ *Commissioner Jacqueline Rock (5 min)*
3. Appointment for Seat 3 Update and Approval of Submission Deadline Date ~ *Dr. Rui-De Xue (5 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. Director's Performance Evaluation Form and Process Policy - 2018 (next one 2020)

CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

July 2018 Reconcile

Report for August, 2018 Meeting

Cash Balances Ending: 7/31/18

Local Fund	\$	1,903,780.49
S.B.A. Fund	\$	4,694,292.89
Total Funds as of 07/31/18	\$	6,598,073.38

Source of Income Local/ SBA Fund: 7/31/18

Taxes	\$	147.24
Prior Year Taxes	\$	2,454.84
Local Fund - Interest	\$	-
SBA Fund- Return on Investment	\$	8,827.68
Grants	\$	3,000.00
Scrap Metal/ Salvage	\$	-
Total Deposits by 07/31/18	\$	14,429.76

50% of 2018 MosquitoMate Field Trial Study

CHEMICAL & INSECTICIDE INVENTORY

Report for August, 2018 Meeting

Summary

VOUCHERS PRESENTED

Report for August, 2018 Meeting

Local Fund several

VOUCHERS (Electronic Bill Pay & Canceled Checks)

Accrual Basis

From 07/01/18 through 07/31/18

Date	Num	Name	Memo	Clr	Amount	Balance	
110 - Wells Fargo Bank - Local						2,961,165.77	
110-A - QuickBooks Bill Pay						-7,271,021.46	
07/02/2018	7234	Nationwide Retir...	Entity Cod...	X	-970.00	-7,271,991.46	
07/02/2018	7235	Peter P. Leone III		X	-270.00	-7,272,261.46	
07/02/2018	7236	US Department ...	Tracing# 1...	X	-138.79	-7,272,400.25	
07/06/2018	6266	Adapco, Inc.	1010	X	-81,137.40	-7,353,537.65	
07/06/2018	6267	American Mosq...	JAMCA Vo...	X	-2,075.00	-7,355,612.65	
07/06/2018	6268	Fisher Scientific	ACCT#869...	X	-353.03	-7,355,965.68	
07/06/2018	6269	Florida Pest Co...	AMCD	X	-33.08	-7,355,998.76	
07/06/2018	6270	L.V. Hiers, Inc.	Cust#ANA...	X	-9,031.88	-7,365,030.64	
07/06/2018	6271	Legal Shield	Group#01...	X	-57.80	-7,365,088.44	
07/06/2018	6272	MSC Industrial ...	CUST#023...	X	-49.94	-7,365,138.38	
07/06/2018	6273	READY REFRE...	0010927986	X	-79.07	-7,365,217.45	
07/06/2018	6274	Republic Servic...	3-0687-00...	X	-468.20	-7,365,685.65	
07/06/2018	6275	St. Johns Count...	500562-12...	X	-344.90	-7,366,030.55	
07/06/2018	6276	Staples Credit P...	60111000...	X	-35.48	-7,366,066.03	
07/06/2018	6277	Verizon Wireles...	94206016...	X	-998.49	-7,367,064.52	
07/06/2018	6278	Wal-Mart Comm...	6032 2020...	X	-566.77	-7,367,631.29	
07/09/2018	6279	American Cross...	Mosquito ...	X	-444.00	-7,368,075.29	
07/09/2018	6280	American Cross...	Mosquito ...	X	-36.00	-7,368,111.29	
07/12/2018	6281	AFLAC	HZQ29	X	-242.64	-7,368,353.93	
07/12/2018	6282	Augustine Alar...	18081	X	-84.99	-7,368,438.92	
07/12/2018	6283	Aztec Office of ...	015791	X	-331.31	-7,368,770.23	
07/12/2018	6284	Bozard Ford	CUST#517...	X	-39.99	-7,368,810.22	
07/12/2018	6285	Cronin Ace Har...	10004	X	-5.98	-7,368,816.20	
07/12/2018	6286	Florida Janitor &...	Acct#STJ...	X	-179.64	-7,368,995.84	
07/12/2018	6287	Hagan Ace Mg...	ACCT#704...	X	-178.03	-7,369,173.87	
07/12/2018	6288	Mobisoft Infotech	VCMS Dev...	X	-240.00	-7,369,413.87	
07/12/2018	6289	Precision Air Te...	131090	X	-550.00	-7,369,963.87	
07/12/2018	6290	QUEST DIAGN...	10356110	X	-24.20	-7,369,988.07	
07/12/2018	6291	The Feed Store	00300	X	-412.50	-7,370,400.57	
07/12/2018	6292	TPH The Parts ...	23256	X	-132.25	-7,370,532.82	
07/12/2018	6293	Turner Ace Har...	ACCT#107	X	-95.93	-7,370,628.75	
07/12/2018	6294	Waste Water M...	Invoice#15...	X	-1,278.75	-7,371,907.50	
07/19/2018	6295	Cintas Corporati...	280-01247	X	-639.38	-7,372,546.88	
07/19/2018	6296	Comcast Busine...	906116964	X	-367.02	-7,372,913.90	
07/19/2018	6297	COMCAST TV-I...	8495-74-3...	X	-342.34	-7,373,256.24	
07/19/2018	6298	FDACS-Bronso...	Acct# A03...	X	-57.00	-7,373,313.24	
07/19/2018	6299	FPL - EOC DRI...	54682-331...	X	-1,518.43	-7,374,831.67	
07/19/2018	6300	Lewis Longman ...	ID#4370-001	X	-1,250.00	-7,376,081.67	
07/19/2018	6301	Renco Corporati...	REP(CSE)	X	-330.00	-7,376,411.67	
07/19/2018	6302	Society for Vect...	Inv# RAAP...	X	-400.00	-7,376,811.67	
07/19/2018	6303	The Home Depot	60353225...	X	-421.10	-7,377,232.77	
07/19/2018	6304	The St. Aug. Re...	15661	X	-94.24	-7,377,327.01	
07/19/2018	6305	Tractor Supply ...	6035 3012...	X	-99.99	-7,377,427.00	
07/19/2018	6306	United Concordia	Recipient ...	X	-1,376.65	-7,378,803.65	
07/25/2018	6307	Adapco, Inc.	1010	X	-415.67	-7,379,219.32	
07/25/2018	6308	Advance Auto P...	9530571521	X	-337.81	-7,379,557.13	
07/25/2018	6309	Burney's Septic ...	SEPTIC T...	X	-770.00	-7,380,327.13	
07/25/2018	6310	DiscoverTec	ANAS001	X	-50.00	-7,380,377.13	
07/25/2018	6311	Duval Fence Inc.	Front Gate...	X	-112.50	-7,380,489.63	
07/25/2018	6312	Web Watch Dogs	Video Equipt		-395.00	-7,380,884.63	
07/26/2018	6313	Braddock's Sma...	Order#669...		-127.92	-7,381,012.55	
07/26/2018	6314	Rays Tire & Srv...	Acct#5125...	X	-1,144.00	-7,382,156.55	
07/26/2018	6315	Ring Power Cor...	Cust#7511...	X	-580.35	-7,382,736.90	
07/26/2018	6316	Verizon Wireles...	94206016...	X	-1,020.76	-7,383,757.66	
07/31/2018	Dire...	Clarke Mosquito...	Customer#...		-3,755.29	-7,387,512.95	
07/31/2018	Dire...	Peter P. Leone III			-1,095.00	-7,388,607.95	
Total 110-A - QuickBooks Bill Pay						-117,586.49	-7,388,607.95

VOUCHERS (Electronic Bill Pay & Canceled Checks)

Accrual Basis

From 07/01/18 through 07/31/18

Date	Num	Name	Memo	Clr	Amount	Balance
110 · Wells Fargo Bank - Local - Other						10,232,187.23
07/02/2018	Dire...	Catherine Brand...		X	-100.00	10,232,087.23
07/02/2018	Dire...	Gary Howell		X	-100.00	10,231,987.23
07/02/2018	Dire...	Gina LeBlanc		X	-100.00	10,231,887.23
07/02/2018	Dire...	Jacqueline Rock		X	-100.00	10,231,787.23
07/02/2018	Dire...	Jeanne Moeller		X	-100.00	10,231,687.23
07/05/2018			Deposit	X	3,000.00	10,234,687.23
07/05/2018		QUICKBOOKS ...		X	-15.95	10,234,671.28
07/05/2018		QUICKBOOKS ...		X	-13.90	10,234,657.38
07/05/2018	9-#2...	Florida Retirem...	FRS June ...	X	-20,689.77	10,213,967.61
07/09/2018	7237	Brad Gunn	June '18, ...	X	-60.00	10,213,907.61
07/09/2018	7238	Noland Company	00553-001...	X	-1,675.00	10,212,232.61
07/09/2018	Dire...	Gary Howell		X	-380.57	10,211,852.04
07/09/2018	Dire...	Richard Weaver		X	-83.00	10,211,769.04
07/10/2018			Deposit	X	147.24	10,211,916.28
07/10/2018			Deposit	X	2,405.74	10,214,322.02
07/11/2018		wells Fargo		X	-87.19	10,214,234.83
07/12/2018	7239	Harrell Construc...	AMCD Co...	X	-39,276.82	10,174,958.01
07/12/2018	Dire...	Catherine Chase		X	-60.00	10,174,898.01
07/12/2018	9-#2...	Catherine Chase	Taxes Wit...	X	-9.94	10,174,888.07
07/12/2018	9-#2...	Kathy Shirley	Taxes Wit...	X	-8.30	10,174,879.77
07/12/2018	9-#2...	Payroll	Bank Acco...	X	0.00	10,174,879.77
07/12/2018	9-#2...	Payroll	Credit Union	X	0.00	10,174,879.77
07/12/2018	9-#2...	Payroll	Net Pay to ...	X		10,174,879.77
07/12/2018	Dire...	Kathy Shirley		X	-50.00	10,174,829.77
07/13/2018	9-#2...	Payroll	Taxes Wit...	X	-14,391.86	10,160,437.91
07/13/2018	9-#2...	Payroll	Bank Acco...	X	-1,407.00	10,159,030.91
07/13/2018	9-#2...	Payroll	Credit Union	X	-668.39	10,158,362.52
07/13/2018	9-#2...	Payroll	Net Pay to ...	X	-42,714.71	10,115,647.81
07/13/2018	7240	Nationwide Retir...	Entity Cod...	X	-970.00	10,114,677.81
07/13/2018	7241	US Department ...	Tracing# 1...	X	-138.79	10,114,539.02
07/16/2018	WIRE	Insured Aircraft ...	helicopter ...	X	-611,050.00	9,503,489.02
07/16/2018	Dire...	Ruide Xue		X	-34.48	9,503,454.54
07/16/2018	Dire...	Richard Weaver		X	-34.00	9,503,420.54
07/19/2018	7242	Aba-Con Aviatio...	2017-04-0...	X	-41,725.35	9,461,695.19
07/19/2018	7243	Gregory Allen D...		X	-563.00	9,461,132.19
07/19/2018	7244	Peter P. Leone III		X	-604.01	9,460,528.18
07/23/2018	Dire...	Clarke Mosquito...	Customer#...	X	-31,531.23	9,428,996.95
07/25/2018	Dire...	Dillon Streuber	Employee ...	X	-60.00	9,428,936.95
07/25/2018	Dire...	Hui Liu	Visiting Sci...	X	-60.00	9,428,876.95
07/25/2018	7249	Adapco, Inc.	1010	X	-6,831.00	9,422,045.95
07/25/2018	7250	Nationwide Retir...	Entity Cod...	X	-970.00	9,421,075.95
07/25/2018	7251	US Department ...	Tracing# 1...		-138.79	9,420,937.16
07/26/2018	7245	Bank of America	4356 2200...	X	-9,425.70	9,411,511.46
07/26/2018	7246	Blue Cross Blue...	A5658	X	-25,972.66	9,385,538.80
07/26/2018	7247	Clarke Mosquito...	VOID: Cus...	X	0.00	9,385,538.80
07/26/2018	7248	American Roll-U...	INV#J27265		-13,635.00	9,371,903.80
07/26/2018	9-#2...	Dillon Streuber	Taxes Wit...	X	-9.94	9,371,893.86
07/26/2018	9-#2...	Dillon Streuber	Bank Acco...	X	0.00	9,371,893.86
07/26/2018	9-#2...	Dillon Streuber	Credit Union	X	0.00	9,371,893.86
07/26/2018	9-#2...	Dillon Streuber	Net Pay to ...	X	0.00	9,371,893.86
07/27/2018	9-#2...	Payroll	Taxes Wit...	X	-14,326.80	9,357,567.06
07/27/2018	9-#2...	Payroll	Bank Acco...	X	-1,407.00	9,356,160.06
07/27/2018	9-#2...	Payroll	Credit Union	X	-668.39	9,355,491.67
07/27/2018	9-#2...	Payroll	Net Pay to ...	X	-42,220.23	9,313,271.44
07/31/2018	7253	All Pro Vector	Cust#ANA...		-19,470.00	9,293,801.44
07/31/2018	7254	Florida U.C. Fund	UT ACCT#...		-1,369.00	9,292,432.44
07/31/2018	Dire...	Joe D'Amato	reimburse ...	X	-44.00	9,292,388.44
Total 110 · Wells Fargo Bank - Local - Other					-939,798.79	9,292,388.44
Total 110 · Wells Fargo Bank - Local					-1,057,385.28	1,903,780.49
TOTAL					-1,057,385.28	1,903,780.49

08/02/18

Reconciliation Summary

110 - Wells Fargo Bank - Local, Period Ending 07/31/2018

	Jul 31, 18
Beginning Balance	<u>2,961,201.77</u>
Cleared Transactions	
Checks and Payments - 96 items	-1,022,975.27
Deposits and Credits - 12 items	5,579.98
Total Cleared Transactions	<u>-1,017,395.29</u>
Cleared Balance	<u>1,943,806.48</u>
Uncleared Transactions	
Checks and Payments - 9 items	-40,025.99
Total Uncleared Transactions	<u>-40,025.99</u>
Register Balance as of 07/31/2018	<u>1,903,780.49</u>
New Transactions	
Checks and Payments - 11 items	-17,366.70
Total New Transactions	<u>-17,366.70</u>
Ending Balance	<u>1,886,413.79</u>

Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 07/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,961,201.77
Cleared Transactions						
Checks and Payments - 96 Items						
General Journal	05/10/2018	9-#468	Braddock's Small E...	X	-27.00	-27.00
Bill Pmt -Check	06/28/2018	Direct ...	Richard Weaver	X	-36.00	-63.00
Bill Pmt -Check	07/02/2018	7234	Nationwide Retirem...	X	-970.00	-1,033.00
Bill Pmt -Check	07/02/2018	7235	Peter P. Leone III	X	-270.00	-1,303.00
Bill Pmt -Check	07/02/2018	7236	US Department of E...	X	-138.79	-1,441.79
Bill Pmt -Check	07/02/2018	Direct ...	Jeanne Moeller	X	-100.00	-1,541.79
Bill Pmt -Check	07/02/2018	Direct ...	Jacqueline Rock	X	-100.00	-1,641.79
Bill Pmt -Check	07/02/2018	Direct ...	Gina LeBlanc	X	-100.00	-1,741.79
Bill Pmt -Check	07/02/2018	Direct ...	Gary Howell	X	-100.00	-1,841.79
Bill Pmt -Check	07/02/2018	Direct ...	Catherine Brandhorst	X	-100.00	-1,941.79
General Journal	07/05/2018	9-#238	Florida Retirement S...	X	-20,689.77	-22,631.56
Check	07/05/2018		QUICKBOOKS BILL...	X	-15.95	-22,647.51
Check	07/05/2018		QUICKBOOKS BILL...	X	-13.90	-22,661.41
Bill Pmt -Check	07/06/2018	6266	Adapco, Inc.	X	-81,137.40	-103,798.81
Bill Pmt -Check	07/06/2018	6270	L.V. Hiers, Inc.	X	-9,031.88	-112,830.69
Bill Pmt -Check	07/06/2018	6267	American Mosquito ...	X	-2,075.00	-114,905.69
Bill Pmt -Check	07/06/2018	6277	Verizon Wireless Ce...	X	-998.49	-115,904.18
Bill Pmt -Check	07/06/2018	6278	Wal-Mart Community	X	-566.77	-116,470.95
Bill Pmt -Check	07/06/2018	6274	Republic Services - ...	X	-468.20	-116,939.15
Bill Pmt -Check	07/06/2018	6268	Fisher Scientific	X	-353.03	-117,292.18
Bill Pmt -Check	07/06/2018	6275	St. Johns County Uti...	X	-344.90	-117,637.08
Bill Pmt -Check	07/06/2018	6273	READY REFRESH -...	X	-79.07	-117,716.15
Bill Pmt -Check	07/06/2018	6271	Legal Shield	X	-57.80	-117,773.95
Bill Pmt -Check	07/06/2018	6272	MSC Industrial Supp...	X	-49.94	-117,823.89
Bill Pmt -Check	07/06/2018	6276	Staples Credit Plan	X	-35.48	-117,859.37
Bill Pmt -Check	07/06/2018	6269	Florida Pest Control	X	-33.08	-117,892.45
Bill Pmt -Check	07/09/2018	7238	Noland Company	X	-1,675.00	-119,567.45
Bill Pmt -Check	07/09/2018	6279	American Crossroad...	X	-444.00	-120,011.45
Bill Pmt -Check	07/09/2018	Direct ...	Gary Howell	X	-380.57	-120,392.02
Bill Pmt -Check	07/09/2018	Direct ...	Richard Weaver	X	-83.00	-120,475.02
Bill Pmt -Check	07/09/2018	7237	Brad Gunn	X	-60.00	-120,535.02
Bill Pmt -Check	07/09/2018	6280	American Crossroad...	X	-36.00	-120,571.02
Check	07/11/2018		wells Fargo	X	-87.19	-120,658.21
Bill Pmt -Check	07/12/2018	7239	Harrell Construction ...	X	-39,276.82	-159,935.03
Bill Pmt -Check	07/12/2018	6294	Waste Water Manag...	X	-1,278.75	-161,213.78
Bill Pmt -Check	07/12/2018	6289	Precision Air Techn...	X	-550.00	-161,763.78
Bill Pmt -Check	07/12/2018	6291	The Feed Store	X	-412.50	-162,176.28
Bill Pmt -Check	07/12/2018	6283	Aztec Office of FL (p...	X	-331.31	-162,507.59
Bill Pmt -Check	07/12/2018	6281	AFLAC	X	-242.64	-162,750.23
Bill Pmt -Check	07/12/2018	6288	Mobisoft Infotech	X	-240.00	-162,990.23
Bill Pmt -Check	07/12/2018	6286	Florida Janitor & Pa...	X	-179.64	-163,169.87
Bill Pmt -Check	07/12/2018	6287	Hagan Ace Mgmt. C...	X	-178.03	-163,347.90
Bill Pmt -Check	07/12/2018	6292	TPH The Parts House	X	-132.25	-163,480.15
Bill Pmt -Check	07/12/2018	6293	Turner Ace Hardware	X	-95.93	-163,576.08
Bill Pmt -Check	07/12/2018	6282	Augustine Alarm, Fir...	X	-84.99	-163,661.07
Bill Pmt -Check	07/12/2018	Direct ...	Catherine Chase	X	-60.00	-163,721.07
Bill Pmt -Check	07/12/2018	Direct ...	Kathy Shirley	X	-50.00	-163,771.07
Bill Pmt -Check	07/12/2018	6290	QUEST DIAGNOST...	X	-24.20	-163,795.27
General Journal	07/12/2018	9-#241	Catherine Chase	X	-9.94	-163,805.21
General Journal	07/12/2018	9-#241	Kathy Shirley	X	-8.30	-163,813.51
Bill Pmt -Check	07/12/2018	6285	Cronin Ace Hardware	X	-5.98	-163,819.49
General Journal	07/13/2018	9-#239	Payroll	X	-42,714.71	-206,534.20
General Journal	07/13/2018	9-#239	Payroll	X	-14,391.86	-220,926.06
General Journal	07/13/2018	9-#239	Payroll	X	-1,407.00	-222,333.06
Bill Pmt -Check	07/13/2018	7240	Nationwide Retirem...	X	-970.00	-223,303.06
General Journal	07/13/2018	9-#239	Payroll	X	-668.39	-223,971.45
Bill Pmt -Check	07/13/2018	7241	US Department of E...	X	-138.79	-224,110.24
Bill Pmt -Check	07/16/2018	WIRE	Insured Aircraft Title...	X	-611,050.00	-835,160.24
Bill Pmt -Check	07/16/2018	Direct ...	Ruide Xue	X	-34.48	-835,194.72
Bill Pmt -Check	07/16/2018	Direct ...	Richard Weaver	X	-34.00	-835,228.72
Bill Pmt -Check	07/19/2018	7242	Aba-Con Aviation S...	X	-41,725.35	-876,954.07
Bill Pmt -Check	07/19/2018	6299	FPL - EOC DRIVE	X	-1,518.43	-878,472.50
Bill Pmt -Check	07/19/2018	6306	United Concordia	X	-1,376.65	-879,849.15
Bill Pmt -Check	07/19/2018	6300	Lewis Longman & ...	X	-1,250.00	-881,099.15
Bill Pmt -Check	07/19/2018	6295	Cintas Corporation-...	X	-639.38	-881,738.53
Bill Pmt -Check	07/19/2018	7244	Peter P. Leone III	X	-604.01	-882,342.54
Bill Pmt -Check	07/19/2018	7243	Gregory Allen Dorsey	X	-563.00	-882,905.54
Bill Pmt -Check	07/19/2018	6303	The Home Depot	X	-421.10	-883,326.64
Bill Pmt -Check	07/19/2018	6302	Society for Vector E...	X	-400.00	-883,726.64
Bill Pmt -Check	07/19/2018	6296	Comcast Business -...	X	-367.02	-884,093.66
Bill Pmt -Check	07/19/2018	6297	COMCAST TV-Inter...	X	-342.34	-884,436.00
Bill Pmt -Check	07/19/2018	6301	Renco Corporation	X	-330.00	-884,766.00
Bill Pmt -Check	07/19/2018	6305	Tractor Supply Credi...	X	-99.99	-884,865.99

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	07/19/2018	6304	The St. Aug. Record...	X	-94.24	-884,960.23
Bill Pmt -Check	07/19/2018	6298	FDACS-Bronson Ani...	X	-57.00	-885,017.23
Bill Pmt -Check	07/23/2018	Direct ...	Clarke Mosquito Pro...	X	-31,531.23	-916,548.46
Bill Pmt -Check	07/25/2018	7249	Adapco, Inc.	X	-6,831.00	-923,379.46
Bill Pmt -Check	07/25/2018	7250	Nationwide Retirem...	X	-970.00	-924,349.46
Bill Pmt -Check	07/25/2018	6309	Burney's Septic Tank	X	-770.00	-925,119.46
Bill Pmt -Check	07/25/2018	6307	Adapco, Inc.	X	-415.67	-925,535.13
Bill Pmt -Check	07/25/2018	6308	Advance Auto Parts	X	-337.81	-925,872.94
Bill Pmt -Check	07/25/2018	6311	Duval Fence Inc.	X	-112.50	-925,985.44
Bill Pmt -Check	07/25/2018	Direct ...	Hui Liu	X	-60.00	-926,045.44
Bill Pmt -Check	07/25/2018	Direct ...	Dillon Streuber	X	-60.00	-926,105.44
Bill Pmt -Check	07/25/2018	6310	DiscoverTec	X	-50.00	-926,155.44
Bill Pmt -Check	07/26/2018	7246	Blue Cross Blue Shi...	X	-25,972.66	-952,128.10
Bill Pmt -Check	07/26/2018	7245	Bank of America	X	-9,425.70	-961,553.80
Bill Pmt -Check	07/26/2018	6314	Rays Tire & Srvc Ctr...	X	-1,144.00	-962,697.80
Bill Pmt -Check	07/26/2018	6316	Verizon Wireless Ce...	X	-1,020.76	-963,718.56
Bill Pmt -Check	07/26/2018	6315	Ring Power Corpora...	X	-580.35	-964,298.91
General Journal	07/26/2018	9-#243	Dillon Streuber	X	-9.94	-964,308.85
General Journal	07/27/2018	9-#242	Payroll	X	-42,220.23	-1,006,529.08
General Journal	07/27/2018	9-#242	Payroll	X	-14,326.80	-1,020,855.88
General Journal	07/27/2018	9-#242	Payroll	X	-1,407.00	-1,022,262.88
General Journal	07/27/2018	9-#242	Payroll	X	-668.39	-1,022,931.27
Bill Pmt -Check	07/31/2018	Direct ...	Joe D'Amato	X	-44.00	-1,022,975.27
Total Checks and Payments					-1,022,975.27	-1,022,975.27
Deposits and Credits - 12 Items						
Bill Pmt -Check	05/10/2018	6187	Braddock's Small E...	X		
General Journal	05/10/2018	9-#469	Braddock's Small E...	X	27.00	27.00
Deposit	07/05/2018			X	3,000.00	3,027.00
Deposit	07/10/2018			X	147.24	3,174.24
Deposit	07/10/2018			X	2,405.74	5,579.98
General Journal	07/12/2018	9-#241	Payroll	X		5,579.98
General Journal	07/12/2018	9-#241	Payroll	X		5,579.98
General Journal	07/12/2018	9-#241	Payroll	X		5,579.98
Bill Pmt -Check	07/26/2018	7247	Clarke Mosquito Pro...	X		5,579.98
General Journal	07/26/2018	9-#243	Dillon Streuber	X		5,579.98
General Journal	07/26/2018	9-#243	Dillon Streuber	X		5,579.98
General Journal	07/26/2018	9-#243	Dillon Streuber	X		5,579.98
Total Deposits and Credits					5,579.98	5,579.98
Total Cleared Transactions					-1,017,395.29	-1,017,395.29
Cleared Balance					-1,017,395.29	1,943,806.48
Uncleared Transactions						
Checks and Payments - 9 Items						
Bill Pmt -Check	07/12/2018	6284	Bozard Ford		-39.99	-39.99
Bill Pmt -Check	07/25/2018	6312	Web Watch Dogs		-395.00	-434.99
Bill Pmt -Check	07/25/2018	7251	US Department of E...		-138.79	-573.78
Bill Pmt -Check	07/26/2018	7248	American Roll-Up D...		-13,635.00	-14,208.78
Bill Pmt -Check	07/26/2018	6313	Braddock's Small E...		-127.92	-14,336.70
Bill Pmt -Check	07/31/2018	7253	All Pro Vector		-19,470.00	-33,806.70
Bill Pmt -Check	07/31/2018	Direct ...	Clarke Mosquito Pro...		-3,755.29	-37,561.99
Bill Pmt -Check	07/31/2018	7254	Florida U.C. Fund		-1,369.00	-38,930.99
Bill Pmt -Check	07/31/2018	Direct ...	Peter P. Leone III		-1,095.00	-40,025.99
Total Checks and Payments					-40,025.99	-40,025.99
Total Uncleared Transactions					-40,025.99	-40,025.99
Register Balance as of 07/31/2018					-1,057,421.28	1,903,780.49

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 11 Items						
Bill Pmt -Check	08/01/2018	7255	Stromberg's Chicks ...		-12,998.83	-12,998.83
Bill Pmt -Check	08/02/2018	6318	Republic Services - ...		-474.19	-13,473.02
Bill Pmt -Check	08/02/2018	6320	Staples Credit Plan		-423.96	-13,896.98
Bill Pmt -Check	08/02/2018	6317	Guardian		-398.18	-14,295.16
Bill Pmt -Check	08/02/2018	6319	St. Johns County Uti...		-370.35	-14,665.51
Bill Pmt -Check	08/02/2018	6321	Wal-Mart Community		-93.92	-14,759.43
Bill Pmt -Check	08/06/2018	6324	Guardian Fueling Te...		-1,667.75	-16,427.18
Bill Pmt -Check	08/06/2018	6322	Clean Harbors Env. ...		-749.10	-17,176.28
Bill Pmt -Check	08/06/2018	6326	Turner Ace Hardware		-99.04	-17,275.32
Bill Pmt -Check	08/06/2018	6325	Legal Shield		-57.80	-17,333.12
Bill Pmt -Check	08/06/2018	6323	Florida Pest Control		-33.58	-17,366.70
Total Checks and Payments					-17,366.70	-17,366.70
Total New Transactions					-17,366.70	-17,366.70
Ending Balance					-1,074,787.98	1,886,413.79

08/02/18

Reconciliation Summary

115 · SBA, Period Ending 07/31/2018

	<u>Jul 31, 18</u>
Beginning Balance	4,685,465.21
Cleared Transactions	
Deposits and Credits - 1 Item	<u>8,827.68</u>
Total Cleared Transactions	<u>8,827.68</u>
Cleared Balance	<u>4,694,292.89</u>
Register Balance as of 07/31/2018	4,694,292.89
Ending Balance	4,694,292.89

Reconciliation Detail

115 · SBA, Period Ending 07/31/2018

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						4,685,465.21
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2018			X	8,827.68	8,827.68
Total Deposits and Credits					8,827.68	8,827.68
Total Cleared Transactions					8,827.68	8,827.68
Cleared Balance					8,827.68	4,694,292.89
Register Balance as of 07/31/2018					8,827.68	4,694,292.89
Ending Balance					8,827.68	4,694,292.89



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

AGENCY ACCOUNT 101071
07/01/2018 - 07/31/2018

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

Participant Return 07/31/2018 : 2.22 %

Date	Transaction Type	Description	Amount	Balance
07/01/2018	BEGINNING BALANCE			4,685,465.21
07/31/2018	EARNED INCOME	INTEREST	8,827.68	4,694,292.89
	Totals:		8,827.68	4,694,292.89



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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	25,463.00				25,463.00	2197.00	23,266.00	23,266.00	0.00
ALTOSID XR LBS.	776.00				776.00	77.00	699.00	699.00	0.00
ALTOSID XRG LBS.	3,199.00				3,199.00	905.00	2,294.00	2,294.00	0.00
AQUABAC XT GALS.	195.42	150.00			345.42	92.70	252.72	251.91	-0.81
AQUALUER 20-20 GALS.	582.35				582.35	122.45	459.90	458.85	-1.05
B. I. I. DUNKS (Dognuts) EA.	1,296.00				1,296.00	1017.00	279.00	279.00	0.00
COCO BEAR GALS.	134.24				134.24	19.16	115.08	114.59	-0.49
DUET GALS.	193.00				193.00	12.50	180.50	180.25	-0.25
MOSQUITOMIST TWO GALS.	333.50				333.50	135.75	197.75	198.00	0.25
NALED GALS.	390.00	360.00			750.00	0.00	750.00	750.00	0.00
NATULAR DT EA.	10,973.00				10,973.00	249.00	10,724.00	10,724.00	0.00
NATULAR XRT EA.	26.00				26.00	1.00	25.00	25.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	1,898.00				1,898.00	243.00	1,655.00	1,655.00	0.00
TALSTAR P GALS.	65.30				65.30	10.88	54.42	54.46	0.04
GASOLINE GALS.	3,456.00	3,414.40			6,870.40	3,228.65	3,641.75	3,616.00	-25.75
TOTALS	49,024.81	3924.40	0.00	0.00	52,949.21	8311.09	44,638.12	44,610.06	-28.06

BASE=	44,610.06
Total	44,610.06

DATE: 7/25/2018
 DATE: 8/02/18
 DATE: 8/2/18

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

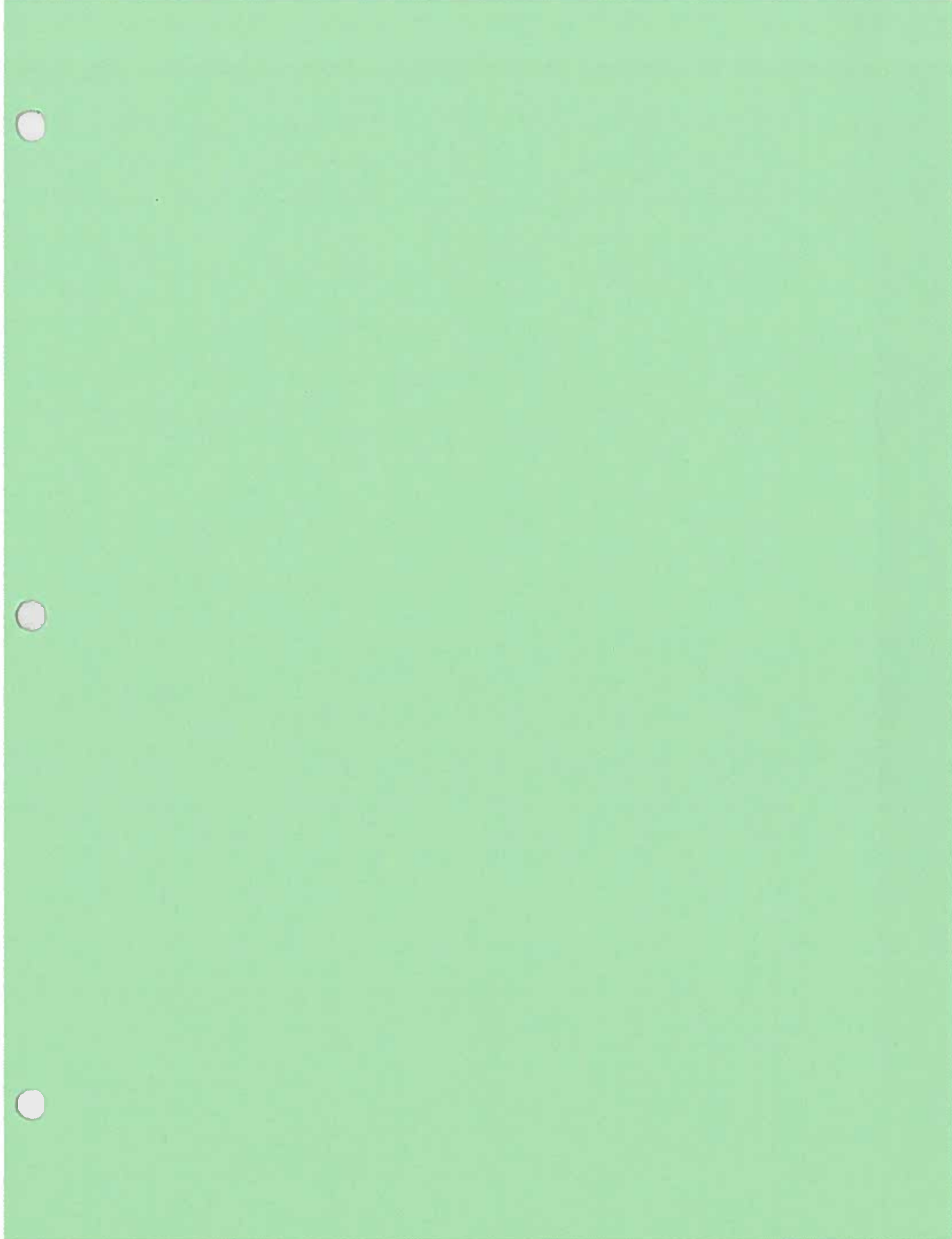
ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
VALUE
MONTH OF MAY 2018

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	23,266.00	\$0.8100	\$18,845.46	6/22/17	UNIVAR
ALTOSID XR LBS.	699.00	\$3.34	\$2,334.66	4/9/18	UNIVAR
ALTOSID XRG LBS.	2,294.00	\$8.4500	\$19,384.30	9/1/17	UNIVAR
AQUABAC XT GALS.	251.91	\$32.5000	\$8,187.08	6/18/18	ADAPCO
AQUALUER 20-20 GALS.	458.85	\$117.3400	\$53,841.46	10/2/17	ALLPRO
B. t. i. DUNKS (Dognuts) EA.	279.00	\$0.9780	\$272.86	4/9/18	ADAPCO
COCO BEAR GALS.	114.59	\$17.7300	\$2,031.68	9/17/14	CLARKE
DUJET GALS.	180.25	\$175.4800	\$31,630.27	9/9/16	CLARKE
MOSQUITOMIST TWO GALS.	198.00	\$51.7330	\$10,243.13	11/13/17	CLARKE
NALED GALS.	750.00	\$211.8400	\$158,880.00	6/18/18	ADAPCO
NATULAR DT EA.	10,724.00	\$0.4168	\$4,469.76	9/9/16	CLARKE
NATULAR XRT EA.	25.00	Transferred from lab			CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	1,655.00	\$6.8800	\$11,386.40	7/13/17	ALLPRO
TALSTAR P GALS.	54.46	\$37.1400	\$2,022.64	3/29/17	UNIVAR
GASOLINE GALS.	3,616.00	\$2.3934	\$8,654.53	6/22/18	L. V. HIERS
TOTAL	44,610.06	\$851.18	\$340,286.84		

PREPARED BY: W. Weaver DATE: 7/25/2018

COST FIGURES REVIEWED BY: Shirley Ann DATE: 8/02/18

REVIEWED BY: [Signature] DATE: 8/17/18



Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

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

BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, July 12, 2018

Next Meeting(s): Thursday, August 30, 2018 – 5:00 PM

MINUTES

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

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Gina LeBlanc, Vice-Chairperson
Mrs. Catherine Brandhorst, Commissioner
Mrs. Jeanne Moeller, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

Absent:

Mrs. Jacqueline Rock, Secretary/Treasurer (Out of the Country through August 24th)

Chairperson Howell called the meeting to order.

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

Roll Call: Chairperson Howell noted ~ All were present with the exception of Commissioner Rock.

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

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

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

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

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

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Brandhorst
- 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 – June 14, 2018 at 5:00 PM
5. DACS Work Plan Narrative
6. Public Hearing Dates (First Public Hearing, Thursday, September 13, 2018 at 5:30 PM, and Final Public Hearing, Thursday, September 27, 2018 at 5:30 PM)
7. ~~Contract for Helicopter Purchase from Lee County Mosquito Control District~~
(*Moved to Unfinished Business #2, due to Contract Update at Aerial Committee Mtg.*)
7. ~~8.~~ Approve an Agent of Record from RFP for Aviation Insurance
8. ~~9.~~ Revised Comcast Business Service Order Agreement (Static IP for Database)
9. ~~10.~~ Budget Amendments ~ \$88,342.16 (Receipts: current year taxes, interest earning, prior year tax distributions, salvage) (Expenditures: training, chemicals)

UNFINISHED BUSINESS:

Item 1: 8 ACRE SOUTH PARCEL & RESEARCH PROPERTY CONSTRUCTION PROJECT UPDATE REPORT ~ Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

- Mr. Youker gave a report on the progress of the construction: building 800 is under construction now, the slab will be poured this week and the metal building will go up shortly after. The two screen enclosures, 600 is also under construction, they will also be poured next week. We are now on the final design of the hanger 900, the building should ship on August 10th, fuel station tank scheduled for their vendor who will fit it for our need and should be here on site in about one month.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: APPROVAL OF CONTRACT FOR SURPLUS HELICOPTER FROM LEE COUNTY MOSQUITO CONTROL DISTRICT RECOMMENDED BY AERIAL COMMITTEE (7-10-18) ~ Mr. Richard Weaver
(*moved and combined from Consent Agenda Item #7*)

- Mr. Weaver, Mr. Peter Paul Leone (pilot), Mr. Greg Dorsey, (mechanic with Volusia County doing an independent check of the helicopter), and Commissioner Howell went to Lee County Mosquito Control; Mr. Leone did a test flight which showed that it was in excellent flight condition, Mr. Dorsey found the annual maintenance was due August 2018, the Servo needed rebuilt, the navigation radio needed repair and the seatbelts needed legible TSO's (Technical Standard Orders - minimum performance standards); they were assured this would be fixed before the sale; surplus value of the helicopter by Lee County, was \$593,000, the Isolair larviciding unit was \$36,990, the estimated cost of the annual maintenance and Servo repair was \$7,500 (total \$637,500); the committee (7-10-18) voted to approve the purchase of the helicopter and Isolair larvicide unit at the best negotiated price possible; they also reviewed the construction project, progress on the Florida Department of Transportation (DOT) permit for the heliport, and the aviation budget. After negotiations with Lee County Mosquito Control, the

final price was \$610,000.00 which included all things fixed and was a reduction of \$68,945 over retail cost and \$27,490 over the surplus asking price.

- After questions by Commissioners, it was noted that the Isolair liquid unit and adulticide units would be about \$65,000 new and were budgeted in the 2018/2019 budget.

PUBLIC COMMENT: Mrs. Cheryl Howell, 170 Harvest Lane, St. Augustine, FL; has seen other mosquito control programs and was impressed by them, going forward with the purchase of the helicopter was a good idea and we need to purchase the helicopter for the safety of all of our citizens.

A. A motion was made to approve the contract as presented for the purchase of the surplus helicopter from Lee County Mosquito Control District at \$610,000.00.

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

By Consensus by the Board, as long as the items were in the budget now, staff could purchase the other items needed for the helicopter and move forward.

Item 3: DISCUSSION AND APPROVAL OF POLICY FOR "HOW MANY ABSENCES A BOARD MEMBER CAN BE ABSENT FROM BOARD MEETINGS" ~ Mr. Wayne Flowers, AMCD Attorney

- Mr. Flowers stated that without an amendment to the Charter, there is no authority for the Board to sanction a board member for being absent from board meetings. It is within the Boards ability to adopt guidelines but the Board would have no authority to do anything if a board member didn't follow policy. He mentioned his suggestions for a policy (as stated in his memo from the board book), noting any benchmark adopted by the board would be a guideline.

A. A motion was made to have our District attorney, Mr. Flowers, draw up a policy that limits board members to missing no more than three (3) unexcused meetings in a year (twelve (12) month period and not consecutive twelve months).

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

NEW BUSINESS

Item 1: APPROVAL OF DACS WORK PLAN BUDGET FY 18/19 (DEADLINE JULY 15TH) ~ Dr. Rui-De Xue

- Dr. Xue stated he and staff have worked on the budget since April, in May the Board received the draft budget, there was discussion by the Board at the June meeting, and now the deadline for the DACS Work Plan Budget is July 15th. There are two months yet to make changes to the budget which will be adopted in September. By the end of August, staff will have more detail on the helicopter costs and construction costs for adjusting the budget.

PUBLIC COMMENT: Julia Heckendorn, 105 Loyola Road, St. Augustine, FL, would like to see the millage rate increased so AMCD can continue to take care of the mosquitoes and doing what they do, so they can continue taking care of the citizens of St. Johns County.

- At this time the Board decided to discuss and approve the tentative millage rate prior to approving the DACS Work Plan budget for FY 18/19, as the DACS Work Plan budget was based on the proposed millage rate.

Item 2: DISCUSSION AND APPROVAL OF RECOMMENDATION OF THE TENTATIVE MILLAGE RATE FY 18/19 ~

Dr. Rui-De Xue

- Dr. Xue recommended a tentative millage rate of 0.2200 for the fiscal year 18/19 which will bring in approximately \$400,000 more. This is an increase from 0.2150 from FY 17/18. There was discussion by the Board that items on the ballot this year will affect the budget, the additional \$25,000 homestead exemption and the permanent 10% cap on annual non-homestead parcel assessment increases.
 - A. **A motion was made to approve the increased millage rate of 0.2200 for FY 18/19.**
 - Motioned by: Commissioner Howell
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**
- The Board at this time went back to New Business, Item #1, to approve the DACS Work Plan Budget for FY 18/19.

Item 1: APPROVAL OF DACS WORK PLAN BUDGET FY 18/19 (DEADLINE JULY 15TH) ~ *Dr. Rui-De Xue*

- A. **A motion was made to approve the DACS Work Plan Budget for FY 18/19 as presented.**
 - Motioned by: Commissioner Brandhorst
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

REPORTS:

1. **Director** ~ thanked the Board for approving the budget and millage rate; 35 sentinel chickens and two horses have tested positive for EEE this year but as of last week the numbers appear to be going down; thanked the employees for their hard work; June 25-29 was National Mosquito Control Awareness week, we did a Media Open House (June 26, 2018) and invited local TV, newspaper, and radio stations, we emphasized three big projects, AGO trap, Wolbachia infected mosquito release, and SAT; AMCA's, Joe Conlon came to the event and the event was very successful giving us positive feedback; we had one seasonal inspector/sprayer resign early, one visiting scientist finished her term, two interns finished their term and returned to school, and we hired two new interns for the AGO trap and the Wolbachia infected mosquito project; next week we have one visiting scientist coming for three months and then a post doctorate, a professor of Entomology from Mexico, is coming to join us through the University of Florida grant and will work here for one year.
2. **Attorney** ~ Mr. Flowers; there has been activity in the private sector on issues for the websites, pertaining to the Americans with Disabilities Act and ADA compliance. There are elements to make the website ADA compliant and we need to check that our website is in compliance. Mr. Flowers stated he will give that information to Dr. Xue.

COMMISSIONER COMMENTS:

Commissioner Brandhorst ~ has continued working on the budget and other than the helicopter, expenses are in line.

Commissioner LeBlanc ~ thanked the Aerial Committee, Mr. Weaver, and Mr. Leone for the hard work getting the helicopter and thanked the staff for their hard work.

Commissioner Moeller ~ concerning the letter from Mr. Wanchick, St. Johns County Administrator, (in Dr. Xue's report) asking if we had any input for the St. Johns County Legislative Action Plan for 2019, do we need to ask FMCA if we want St. Johns County's back up as an agency, as we aren't authorized, it has to come from FMCA. The deadline to respond to St. Johns County is July 27th. She also requested Mr. Weaver check to see if we could find out how many people have downloaded the Phone App for AMCD service requests.

Commissioner Howell ~ appreciates the positive input from the public and those in the audience; as commissioners, they always try to strive to do their best for the public; our employees are doing a great job for our public, we get good positive feedback; appreciates working with the other commissioners, appreciates Mr. Flowers and Dr. Xue who works well with the commissioners and educates them.

Commissioner Rock ~ N/A

Dr. Xue also reminded everyone that the Florida Entomological Society's (FES) annual meeting is July 22nd through 26th which is being held in World Golf Village (WGV), St. Augustine this year.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:20 P.M.

ATTEST

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, Commissioner Jaqueline Rock

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



Anastasia Mosquito Control District of St. Johns County

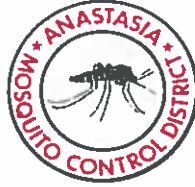
120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

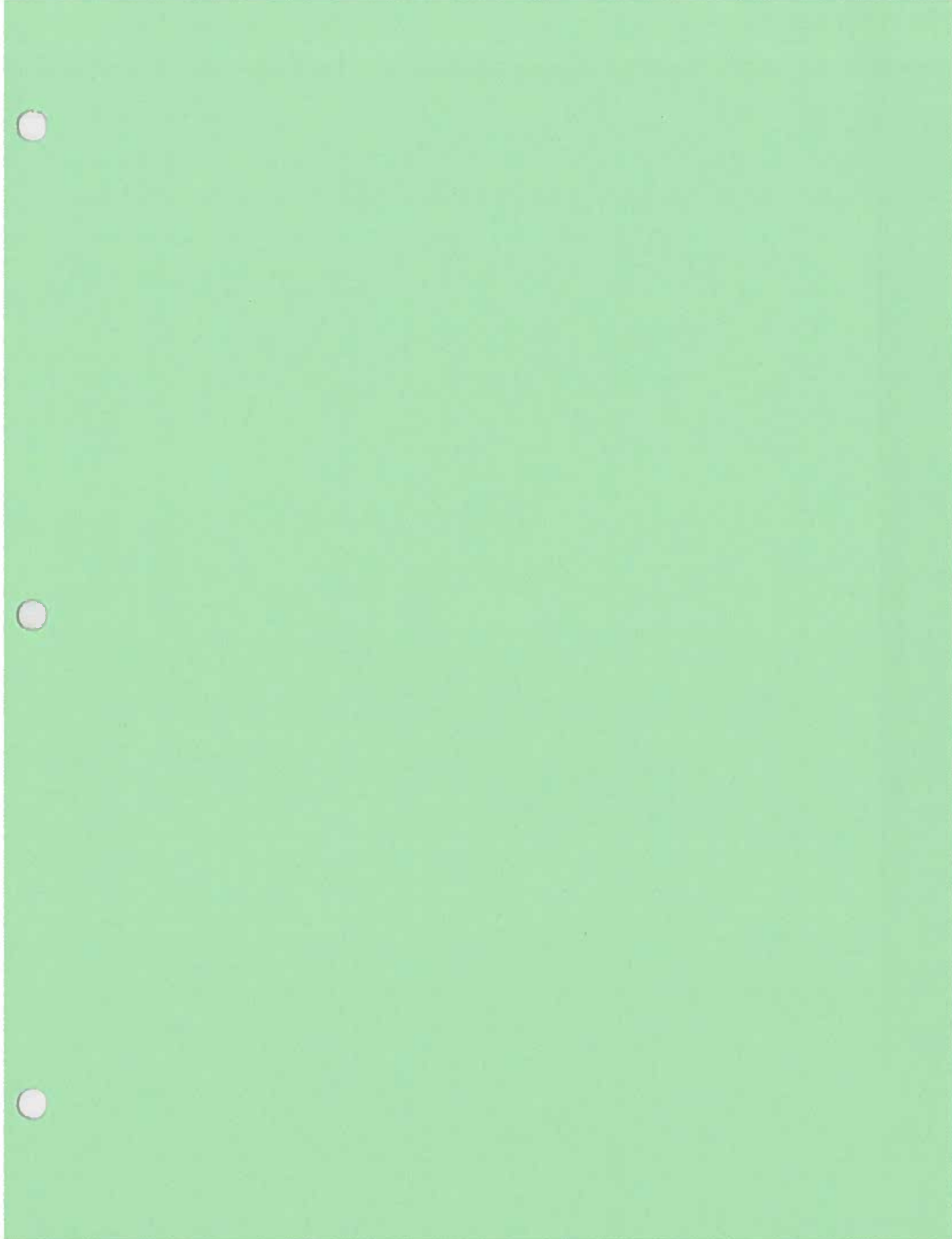
CC: Charolette M. Hall, Administrative Assistant

DATE: July 26, 2018

RE: Move October 11, 2018 Board Meeting to October 18, 2018 at 5:00 P.M.

Due to the fact that Dr. Rui-De Xue and Commissioner Jeanne Moeller will be attending the SOVE annual meeting between October 7-11, 2018 in Yosemite, CA; I recommend moving the October Board meeting from October 11, 2018 to October 18, 2018 at 5:00 P.M.

Thank you.



December 14, 2017

MEMORANDUM OF UNDERSTANDING

Between the

ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County (USA)

And the

**ZHEJIANG INTERNATIONAL TOURISM HEALTHCARE CENTER OF HANGZHOU CUSTOMS
(CHINA)**

I. SUBJECT:

Exchange of Visitors between Anastasia Mosquito Control District of St. Johns County (AMCD), located in St. Augustine, Florida, United States of America, and Zhejiang International Tourism Healthcare Center of Hangzhou Customs (ITHC), located in Hangzhou, Zhejiang province, People's Republic of China.

II. PURPOSE:

This Memorandum of Understanding (MOU) defines the exchange of visitors between AMCD and ZHEJIANG ITHC which is of mutual benefit in the field of surveillance and control of mosquitoes and mosquito-borne diseases.

III. SCOPE:

This MOU does not supersede any obligations and/or responsibilities of AMCD or ZHEJIANG ITHC.

IV. RESPONSIBILITIES:

A. AMCD shall:

1. Provide an invitation letter for the visitor's paperwork and Visa application.
2. Mentor the visitor and provide laboratory equipment and reagents for use if he or she is doing a project on surveillance and control of mosquitoes and mosquito-borne diseases.
3. During the short period of time, he or she is visiting or studying in AMCD, ZHEJIANG ITHC may be responsible for their own staff's salary and personal benefits, round trip airline tickets, food and lodgings, health and life insurance, and other subsistence costs for the visit.

B. ZHEJIANG ITHC shall:

1. Provide an invitation letter for the visitor's paperwork and Visa application.
2. Mentor the visitor and provide laboratory equipment and reagents for use if he or she is doing a project on surveillance and control of mosquitoes and mosquito-borne diseases.
3. During the short period of time, he or she is visiting or studying in ZHEJIANG ITHC, AMCD may be responsible for their own staff's salary and personal benefits, round trip airline tickets, food and lodgings, health and life insurance, and other subsistence costs for the visit.

December 14, 2017

V. GENERAL PROVISIONS:

This MOU only applies between AMCD and ZHEJIANG ITHC for the exchange of visitors.

AMCD and ZHEJIANG ITHC may unilaterally withdraw from this MOU with 90 calendar days written notice (from fax, email, or postmark date) to each other.

This MOU does not have an expiration date and will be reviewed and revised whenever needed. Revisions may be requested at any time by any of the signatory agencies. All revisions will be in writing and require the concurrence of all signatory agencies.

SIGNATORY PAGE

Anastasia Mosquito Control District of St. Johns County
120 EOC Drive
St. Augustine, FL 32092 USA

By: _____
Dr. Rui-De Xue, AMCD District Director

Date: _____

and

By: _____
Commissioner Gary Howell, AMCD Chairperson

Date: _____

Zhejiang International Tourism Healthcare Center (ITHC), Hangzhou Customs
2 Wensan Road
Hangzhou 310012, Zhejiang Province
People's Republic of China

By: _____ Date: _____
Shan-Hong Zhao, ZHEJIANG ITHC Director

Please print name: _____



PALASTINE STREET - DALLAH TOWER
TEL: 6710000 - TLX: 600080 - FAX: 8758340
DALAH S.J. CABLE: DALLAH JEDDAH
JEDDAH - SAUDI ARABIA



شارع فلسطين - برج دله - ص ب ٢٦١٨ جدة ٢١٤٦١
تليفون: ٦٧١٠٠٠٠ - تليكس: ٦٠٠٠٨٠ - فاكس: ٦٧٥٨٣٤٠
دلة اس جي برفيا: دله جدة
جدة - المملكة العربية السعودية

REF: _____
DATE: _____

سجل تجاري ٤٠٣٠٠٠٨٢٥٦
فرع مؤسسة دلة للمقاولات والصيانة
لصاحبها صالح عبدالله كامل

الرقم _____
التاريخ _____

Memorandum of Understanding (MOU)

This MOU was agreed and signed on August 28th, 2017 Between below parties;

Party1: Dallah Establishment for Operation and Maintenance, Jeddah, Saudi Arabia.

Party 2: Anastasia Mosquito Control District of St. Johns Country, St. Augustine, Florida, USA

Preamble:

This Memorandum of Understanding (MOU) sets for the terms and understanding between Dallah Establishment for contracting & Maintenance (Dallah Est.), Jeddah, Saudi Arabia and Anastasia Mosquito Control District of St. Johns Country, St. Augustine, Florida, USA (AMCD), on Surveillance and Control of Public Health Pests and Environmental Health Projects in Jeddah Governorate, Saudi Arabia and Middle East & North Africa (MENA region).

This MOU will foster long-term partnership and collaboration between the two establishments in such important fields of Public and Environmental Health Projects in MENA region.

This MOU will allow AMCD to bring its broad expertise to Dallah Est or it's affiliates in the region.

Identification:

Dallah Est. is a part of Dallah Albaraka group and has a long experience in providing services in the field of public and environmental health not only to Saudi cities but also to other MENA region

AMCD has worked for more than 65 years in these fields to preserve and protect people from mosquitoes and other vector-borne diseases both of public and environmental health and economic significance. AMCD vector and pest control strategies are directed to reducing and controlling their populations through sustainable integrated management approaches based on environmentally-friendly and cost-effective methods.

AMCD has continued to promote best management practices (BMP) for integrated mosquito management (IMM) indoors and outdoors. AMCD has worked hard to fulfill the District's mission and continue to reduce costs through the enhancements in cooperation with several universities and institutions, other agencies, and organizations to promote and adopt new technology, education, and applied research.

Over the past 40 years, AMCD mosquito and pest control activities have focused on surveillance and control of mosquitoes, more information is available at the website www.amcdsic.org.



المملكة العربية السعودية - برج دله البركة - جدة ٢١٤٦١ - ص.ب ٢٦١٨ - هاتف: ٦٧١٠٠٠٠ - فاكس: ٦٧٥٨٣٤٠ - جدة ٢١٤٦١
Kingdom Of Saudi Arabia - Dallah Albaraka - P.O.BOX 2618 JEDDAH 21461 - TEL. +966126172029 FAX. +966126758340
Email: Dallah.Est@Dallah.com

PALASTINE STREET - DALLAH TOWER
TEL: 8710000 - TLX: 600080 - FAX: 8758340
DALAH SJ. CABLE: DALLAH JEDDAH
JEDDAH - SAUDI ARABIA



شارع فلسطين - برج دله - ص.ب ٢٦١٨ جدة ٢١٤٦١
تليفون: ٦٧١٠٠٠٠ - تلکس: ٦٠٠٠٨٠ - فاكس: ٦٧٥٨٣٤٠
دلة اس جي بريقيا: دله جدة
جدة - المملكة العربية السعودية

REF. _____
DATE _____

سجل تجاري ٤٠٣٠٠٠٨٢٥٦
فرع مؤسسة دلة للمقاولات والصيانة
لمصاحبها صالح عبدالله كامل

الرقم _____
التاريخ _____

Scope:

The goals of this MOU will be accomplished by AMCD by providing scientific, technical and personnel development counseling and consultancy to Dallah on its current and future projects on public and environmental health, especially mosquito vector-diseases. This will be through but not limited to:

1. Disease vector and pest surveillance procedures.
2. Disease vector and pest control tools and equipment.
3. Training and exchange of scientific expertise and performance evaluation reports.

Fees:

Based on this MOU, Dallah Est. will cover all incurred expenses of AMCD consultancy efforts and technical support and training related costs including travel and accommodation, incentives and per diems of personnel and other terms as agreed between the two parties prior to each consultancy visit.

Duration:

This MOU is valid for Five Years and may be amended or modified by mutual consent of authorized officials from Dallah Est., and AMCD and shall become effective upon signature by the authorized officials from both partners and will remain in effect until modified or terminated by any one of the partners by mutual consent.

For: Dallah Establishment for contracting & Maintenance, Jeddah, Saudi Arabia

Eng. Adnan B. Sheikh
Director General
E-mail: sheikh@dallah.com



For: AMCD, FL, USA:

Dr. Rui-de Xue
Director of AMCD, St. Augustine FL, USA
Adjunct Prof, University of Miami Miller School of Medicine, Miami, USA
E-mail: xueamcd@gmail.com

Mr. Gary Howell, Chairperson



Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

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

BOARD OF COMMISSIONERS

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

DISTRICT DIRECTOR

Dr. Rui-De Xue



August 17, 2018

HANGAR RENTAL AGREEMENT

This Hangar Rental Agreement (the "Rental Agreement"), made and executed on the 30th day of August, 2018, by and between Anastasia Mosquito Control District of St. Johns County ("AMCD") and St. Johns County Sheriff's Office ("SJSO").

WITNESSETH:

1. AMCD with offices at 120 EOC Drive, St. Augustine, Florida 32092.
2. SJSO with offices at 4015 Lewis Speedway, St. Augustine Florida 32084
3. AMCD is the sole owner of aircraft number N874M known as a 2003 Bell 206-B3 based at 120 EOC Drive, St. Augustine Florida (hereinafter referred to as "Aircraft").
4. AMCD is desirous of using and SJSO is desirous of providing SJSO hangar for the daily storage of the Aircraft and for the use of certain equipment necessary to move and handle the Aircraft.

NOW THEREFORE, the parties hereto, for consideration hereinafter named, and other good and valuable consideration, hereby agree that:

1. The Aircraft will be stored in SJSO's hangar located at in St. Augustine, Florida. The Aircraft may be moved by SJSO personnel for purposes of rearranging or removing other Aircraft in the hangar. AMCD shall have access to such equipment and tools necessary to move the Aircraft and such other incidental equipment use as from time to time may be required or expedient.
2. AMCD shall be responsible for upkeep and maintenance of the Aircraft. AMCD shall have access at all reasonable times to perform maintenance and upkeep of the Aircraft, but shall endeavor to provide notice to SJSO and work closely with SJSO on scheduling issues. AMCD acknowledges that FAA, NFPA and OSHA regulations do not permit the operation of aircraft engines inside storage hangar areas.
3. The parties agree to keep their respective aircraft insured, with a company or companies of nationally recognized responsibility and standing reasonably acceptable to the other party, for hull damage and liability.
4. AMCD and SJSO assume liability for, and to the extent permitted by law, shall indemnify, protect, save and keep harmless the other party and its agents, servants, successors and assigns (an "Indemnitee") from and against any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, costs and expenses, including legal expenses, of whatsoever kind and nature, imposed on, incurred by or asserted against any Indemnitee, in any way relating to or arising out of such party's performance under this agreement; provided, however, that a party shall not be required to indemnify any Indemnitee for loss or liability resulting solely from the willful misconduct or gross negligence of such Indemnitee. The provisions of this Section shall survive the expiration or earlier termination of this Hangar Rental Agreement.
5. All risks of loss or damage to the Aircraft pursuant to this Hangar Rental Agreement, from whatever cause (except for acts or willful misconduct or gross negligence of SJSO or its officers, agent, servants or employees), are hereby assumed by AMCD.

6. The parties agree that monthly rent shall be \$700 and shall be payable in on the 1st of each month.
7. The term of this Hangar Rental Agreement is from month to month for four (4) month period beginning September 1, 2018. At any time prior to expiration of this 4 month period, AMCD may terminate this Agreement upon providing at least fifteen (15) days prior written notice to SJSO.
8. This Hangar Rental Agreement shall be construed in accordance with and governed by the laws of the State of Florida.
9. All notices and other communications under this Hangar Rental Agreement shall be in writing and shall be given (and shall be deemed to have been duly given upon receipt or refusal to accept receipt) by delivery in person, by telefax or e-mail (with a simultaneous confirmation copy sent by first class mail properly addressed and postage prepaid), or by a reputable overnight courier service, addressed as follows:

If to AMCD: Anastasia Mosquito Control District of St. Johns County
 120 EOC Dr.
 St. Augustine, FL 32092
 Attn:
 Telephone:
 Telefax:

If to SJSO: St. Johns County Sheriff's Office
 4015 Lewis Speedway
 St. Augustine, FL 32084
 Attn:
 Telephone:
 Telefax:

or to such other person or address as either party shall from time to time designate by writing to the other party.

10. If any provision of this Hangar Rental Agreement is held to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions shall not be affected or impaired.
11. This Hangar Rental Agreement constitutes the entire agreement, both written and oral, among the parties and their respective representatives with respect to the subject matter hereof and is not intended to confer upon any other person any rights or remedies hereunder not expressly granted thereto. This Hangar Rental Agreement shall not be amended or modified unless in writing duly signed by the parties.
12. This Hangar Rental Agreement may be executed in counterparts, each of which shall be deemed an original, but all counterparts shall constitute one instrument.
13.
 - (a) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT DR. RUI-DE XUE, PH.D, THE DIRECTOR AND CUSTODIAN OF PUBLIC RECORDS AT (904) 471-3107, XUEAMCD@GMAIL.COM, 120 EOC DRIVER, ST. AUGUSTINE, FLORIDA 32092.
 - (b) The contractor shall comply with Chapter 119, Florida Statutes, in regards to public records laws, specifically to:
 1. Keep and maintain public records required by the public agency to perform the service.
 2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration

of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

(c) Failure to provide the public records to the public agency within a reasonable time may subject the contractor to penalties under s. 119.10 and s. 119.0701(4), Florida Statutes.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have placed their hands on this 30th day of August 2018.

ANASTASIA MOSQUITO CONTROL DISTRICT

St. Johns County Sherriff's Office

BY: _____

BY: _____

NAME: Gary Howell

NAME: _____

TITLE: Chairperson

TITLE: _____

[Signature Page to Hangar Rental Agreement]



Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: July 26, 2018

RE: Approve Dr. Xue to utilize work hours to attend 2 International Meetings in October 2018

Attached are invitation letters for me to attend the International Forum for Sustainable Vector Management (IFSVM) in Ningbo, China from October 21st through October 24, 2018 and the 2018 World Life Science Conference in Beijing, China from October 27th to October 29, 2018.

All costs for hotel, air fare, etc. are being provided by both organizations.

I recommend the Board approve my travel and utilizing work hours for these two meetings in October.

Thank you.



INTERNATIONAL FORUM FOR SUSTAINABLE VECTOR MANAGEMENT

21–25 Oct, 2018, Pan Pacific Hotel, Ningbo, P. R. China.

155 Changbai Road, Changping, Beijing 102206, P. R. China

Tel: +86-10-58900741 Fax: +86-10-58900739

E-mail: forumvector@icdc.cn Website: <http://www.chinavbc.cn/forum/>

INVITATION

June 19, 2018

Rui-De Xue

Executive Director

Anatasia Mosquito Control District

120 EOC Drive

St. Augustine, FL 32092

Email: xueacmd@gmail.com

Dear Dr. Rui-De Xue,

On behalf of the Organizing Committee of the International Forum for Sustainable Vector Management (IFSVM), I cordially invite you to join in the IFSVM2018 in Pan Pacific Hotel, Ningbo, China, 21st-24th Oct. The Forum aims to provide a platform for all participants to share new achievements, technologies and experiences in vector control and vector-borne disease prevention.

Based on your expertise and reputation in this area, I would like to invite you to present a talk about Resurgence of Zika Vector Mosquitoes *Aedes aegypti* (Diptera: Culicidae) and its New Control Techniques Used at Anastasia Mosquito Control District, Northeast Florida, USA in the Forum. I am sure your contribution will be beneficial to all the participants worldwide. Your presentation are highly appreciated for early submission.

Looking forward to seeing you this October in Ningbo, China.

Sincerely,

Professor LIU Qiyong

Executive Chair for the International Forum for Sustainable Vector Management

Director for WHO Collaborating Centre for Vector Surveillance and Management

Assistant Director for ICDC, China CDC

About WLSC2018

Home: About WLSC2018

The China Association of Science and Technology and the Chinese Union of Life Science Societies are organizing 2018 World Life Science Conference during October 27-29, 2018, in Beijing, China. The 22 non-profit and non-governmental academic membership societies of Chinese Union of Life Science Societies are the undertaking units. The conference is co-chaired by Dr. Zhu Chen, Honorary President of the Shanghai Institute of Hematology, Academician of the Chinese Academy of Sciences, and Dr. David Baltimore, 1975 Nobel laureate in Physiology or Medicine, Past President of Caltech. The theme of the conference is "Science for Better Life" .

We have successfully organized the 2016 World Life Science Conference on Nov.1-3, 2016 in Beijing, with 66 sessions addressing topics relating to biology, basic medicine, clinical medicine, pharmacology, agriculture, environment, medical ethics and health policy, biobank, etc. More than 400 internationally known scientists made presentations. About 4,000 scientists, engineers, post-docs and students working in various fields of life science from 36 countries and regions participated the 2016 conference.

Based on the fruitful achievements and success on the last conference, we initiate the 2018 World Life Science Conference. To promote the interdisciplinary communications with world-wide scientists and show the strength and innovative achievements of Chinese scientists in life science, this conference reinforces the inextricable link between China and the world.



WLSC2018

WORLD LIFE SCIENCE CONFERENCE

Oct. 27-29.2018 China National Convention Center

SCIENTIFIC PROGRAM

SESSION LECTURE

No.4

**Insect Vectors for Animal and Human
Diseases Room: TBD**

Co-Chairs: TongyanZhao



Rui-de Xue



Day 1 October 27th (Saturday) 13:30 – 17:00

Time	Speaker	Title
13:30-14:00	Tongyan Zhao <i>Institute of Microbiology and Epidemiology, AMMS, China</i>	Study of invading <i>Aedes aegypti</i> of Yunnan Province in China
14:00-14:30	Rui-de Xue <i>Anastasia Mosquito Control District, USA</i>	Resurgence of Zika Vector Mosquitoes <i>Aedes aegypti</i> (Diptera: Culicidae) and its New Control Techniques Used at Anastasia Mosquito Control District, Northeast Florida, USA
14:30-15:00	Zhiyong Xi <i>Michigan State University, USA</i>	Developing <i>Wolbachia</i> to combat mosquito-borne diseases
15:00-15:30	Tea Break	
15:30-16:00	Margaret Kielian <i>Albert Einstein College of Medicine, USA</i>	Molecular mechanisms of alphavirus entry and exit
16:00-16:30	Xiao-guang Chen <i>School of Public Health of Southern Medical University</i>	Integrated analysis of miRNAs and transcriptomes in <i>Aedes albopictus</i> midgut reveals the differential expression profiles of immune-related genes during dengue virus serotype-2 infection
16:30-17:00	Cheng-feng Qin <i>Institute of Microbiology and Epidemiology, AMMS, China</i>	From Africa to America: The changing faces of Zika virus



Tongyan Zhao

tongyanzhao@126.com

Dr. Tong-Yan Zhao is a professor of vector biology, Beijing Institute of Microbiology and Epidemiology. Her research interests and applications of research include of mosquito biology and control, mosquito biosystematics, and vector competence. She is author and co-author of more than 200 peer reviewed publications, 7 national standards of mosquito control. She is chairman of Medical Entomology Committee, the Entomological Society of China.



Zhiyong Xi

xizy@msu.edu

Dr. Zhiyong Xi is a professor of Microbiology and Molecular Genetics at Michigan State University and the director of Key Laboratory of Tropical Disease Control of Ministry of Education at Sun Yat-Sen University. His research is focused on interactions of the endosymbiotic bacteria *Wolbachia* with insect vectors underlying pathogen interference and symbiosis establishment and development of *Wolbachia* for biological control of dengue and malaria.



Xiao-guang Chen

xgchen@fimmu.com

Dr. Xiao-Guang Chen is a professor of parasitology at the School of Public Health of Southern Medical University. His researches focused on vector mosquitoes and mosquito-borne diseases especially on *Aedes albopictus* and its transmitted dengue fever. He served as the deputy dean of the School of Public Health of Southern Medical University.



Rui-de Xue

xueamcd@gmail.com

Dr. Rui-De Xue is Executive Director at the Anastasia Mosquito Control District, St. Augustine, Florida, USA and adjunct Professor at the University of Miami Miller School of Medicine. His research special area is studying behavioral ecology and management of vector mosquitoes. He authored and coauthored more than 260 publications in the past 40 years. He serves as the President of the Florida Entomology Society and Past President of the Florida Mosquito Control Association, Director of the Society of Vector Ecology's Southeastern Region.



Margaret Kielian

margaret.kielian@einstein.yu.edu

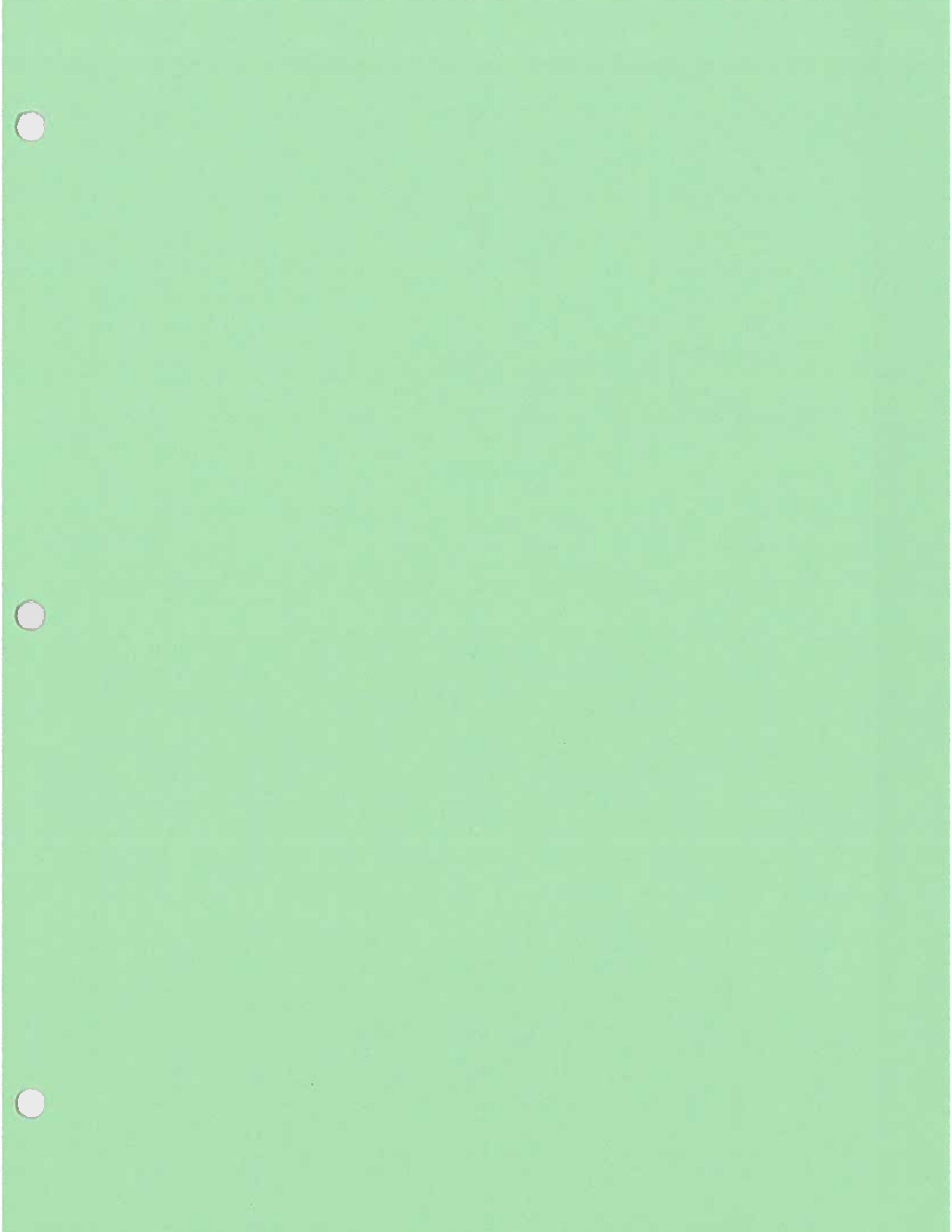
Margaret Kielian is Professor of Cell Biology at the Albert Einstein College of Medicine and holds the Samuel H. Golding Chair in Microbiology. Professor Kielian's research concerns the entry and exit pathways of enveloped viruses in animal cells, focusing on the RNA viruses alphaviruses, flaviviruses and rubella virus. Her research studies the biogenesis, structure and function of the membrane fusion proteins of these viruses, and the molecular mechanisms of viral assembly, budding, and transmission.



Cheng-feng Qin

qinlab313@163.com

Dr. Cheng-Feng Qin is a professor of virology at the Academy of Military Medical Sciences. His major research interests focus on the pathogenesis of mosquito-borne flavivirus. One unique feature of his work is to translate the knowledge from basic research to the development of vaccine and therapy.



Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: August 9, 2018

RE: Molly Clark, Education Specialist, to visit Wuxi, China, October, 2018

Based on the MOU, between AMCD and the WUXI CDC, exchange program; Molly Clark will plan to visit the WUXI CDC and the Jiangsu CDC. They have a good museum for vector-borne disease and mosquito control for public and school education. The budget estimate is less than \$3,000, which will be provided for from a grant.

I recommend approval of sending Molly Clark, Education Specialist to Wuxi, China in October.



August 6,2018

Ms. Molly Clark

Education Specialist

Anastasia Mosquito Control District of St. John's County

120 EOC Drive, St Augustine, FL 32092

United States of America

E-mail: mclarkamcd@gmail.com

Dear Ms. Molly Clark :

Anastasia Mosquito Control District and Wuxi CDC has a mutual visiting scholar exchange and scientific collaboration program about surveillance and control of diseases and vectors in the past several years. For further developing the mutual visiting exchange and scientific collaboration with public health organizations between Wuxi, China and St. Augustine, Florida, I am very pleased to invite you to visit Wuxi CDC and related health system in our city on October 27-30,2018.

As I understand, you are responsible for all the expenses of your visit including flights, accommodation and insurance, etc.

If you need any more information and help, please let me know.

Thank you and I look forward to welcoming you to Wuxi in October.

Sincerely yours,

Jian Yang, M.D.

Director of Wuxi Center for Disease Control and Prevention



Anastasia Mosquito Control District of St. Johns County

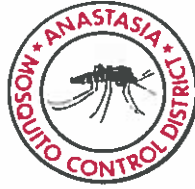
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MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: July 27, 2018

**RE: Approve Dr. Xue and Four (4) Board Members to attend FMCA Annual Meeting,
November 4-8, 2018 in St. Petersburg, FL**

The 90th Annual Meeting for the Florida Mosquito Control Association (FMCA) is being held in St. Petersburg, Florida, November 4th through November 8, 2018.

Based on the District's policy, I would like to request approval for myself and up to four (4) Commissioners (based on who will be available) and myself to attend the FMCA annual meeting in St. Petersburg, Florida.

Thank you.



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90th Annual Fall Meeting 2018



WELCOME to the Meeting
Registration Page!

*****EARLY REGISTRATION WILL
OPEN AUGUST 1, 2018*** NO
REFUNDS AFTER OCTOBER 19,
2018**

**THE LINK TO THE EVENT
WEBSITE WILL OPEN SOON**

When registering, choose the proper category that matches your membership status. The price list defaults to non-member pricing, but if you are a FMCA Member the system will recognize your status and assign the member price accordingly. If you are not a member, you may find the benefit of membership in the registration price you pay is worth joining before you register.

If you are registering by the day ONLY, you will need to choose the applicable "Ala Carte" Category in the main selection area in order to display options and pricing under the program options.

Any add on items such as extra banquet tickets, etc., can also be picked from the program items regardless of your registration status. You will have the opportunity to review your cart and Itinerary prior to check out. **All cancellations and/or refunds will**

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90th FMCA Annual Fall Meeting

November 4th - 8th 2018

The 2018 Annual Fall Meeting of the Florida Mosquito Control Association

The Hilton St. Petersburg Bayfront



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

2018 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director and Mrs. Kay Gaines, Operations Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: August 20, 2018

RE: Approval of Bid 17/18-1 NVG Goggles and Cockpit Modification

Per District policy, the Bid to purchase Two (2) NVG Goggles and Cockpit Modification was published. There were six (6) businesses that picked up the bid packet but only one (1) business submitted their bid proposal to AMCD, Reb Technologies, Inc.

After the bid opening and review, it was determined that the submission was qualified.

The committee (four (4) members) reviewed the bid packet and made the recommendation to purchase the two pairs of goggles and the cockpit modification from Reb Technologies, Inc. for the price of \$62,140.00.

We would like the Board to approve our recommendation to purchase the two pairs of goggles and the cockpit modification from Reb Technologies, Inc. at the \$62,140.00.

Thank you.

REBTECH

Illuminating Solutions for Night Vision

August 13, 2018

Request for Proposal # B17/18/1

Introduction/ Cover Letter

REB Technologies, Inc. also known as REBTECH, is a global industry leader providing advanced military and civil night vision aircraft lighting systems. Based in Bedford, Texas, the company has extensive experience developing night vision lighting for cockpit, cabin and crew stations as well as night vision systems for external airframe applications. REB Technologies has over 30 FAA, TC and EASA approved supplemental type certificates (STC) and has performed lighting modifications and installations for military and civil customers in Africa, Europe, Asia, Australia, South, Central and North America. REB Technologies provides FAA approved instrument repair, overhaul and modification support as well as additional design, engineering and developmental services for military or civil aircraft applications.

For further information please contact:

Craig Allison

Director of Sales & Marketing

1500 Brown Trail, Bedford, TX 76022

Phone: 817.285.7740

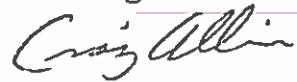
Fax: 817.285.7742

Email: craig@rebtechnvg.com

Web Site: <http://www.rebtechnvg.com>

Note that a Radar Altimeter is not currently installed on this aircraft. A Radar Altimeter, located in the primary field of view of the pilot on the instrument, must be installed for NVIS operations. The current location of the Hobbs Hours Meter would be an ideal location for the Radar Altimeter. REBTECH is a FreeFlight Systems dealer and we are providing a quote as an option (does not include installation labor for the Freeflight System).

Best regards,



Craig Allison

Director Sales & Marketing

REB Technologies, Inc.

1500 Brown Trail, Bedford, TX 76022

P: 817.285.7740 F: 817.285.7742

www.rebtechnvg.com



REBTECH

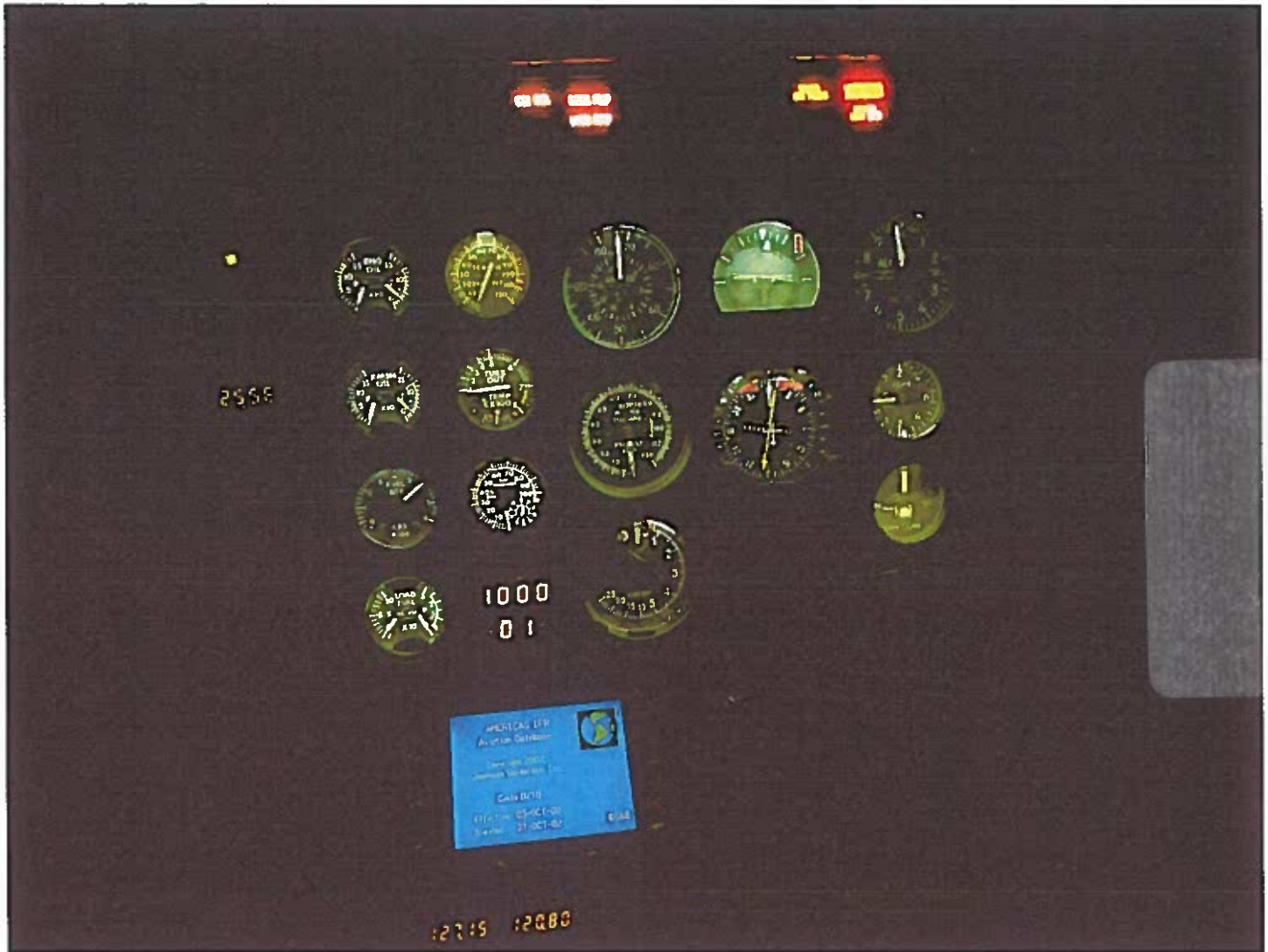
Illuminating Solutions for Night Vision

Firm Experience/Capability

Here is a brief list of some of the aircraft we have modified who have similar missions and/or aircraft:

- Countryside Aviation, Chilton, WI – Air Tractor 504
- Bell Helicopter Training Academy, Fort Worth, TX - Bell 206B
- Los Angeles Fire Department, Van Nuys, CA – Bell 206B
- Air Coastal, Palm Beach FL – Bell 206B
- Night Flight Concepts, Waco, TX – Bell 206B
- Universal Helicopters, Cedar City, UT – Bell 206B
- Chicago PD, Chicago, IL – Bell 206B
- New Jersey State Police, West Trenton, NJ - Bell 206 Series
- Atlanta PD, Atlanta, GA – Bell 206B
- Marion County Sheriff, Ocala, Fl – Bell 206B
- Air-Evac Life Team, O'Fallon, MO - 120+ Bell 206 Series Aircraft

Miscellaneous



Sample 206B NVIS Modified Aircraft

REBTECH

Illuminating Solutions for Night Vision

Price Sheet

NVIS Goggles (White Phosphorous)

Description	Unit Price	QTY	Ext. Price
ITT/Harris F4949, AN/AVS-9, Aviator Night Vision Imaging System with Class B Lens, White Phosphor, Auto-gated, FOM 1800, Min 0.85 halo (no helmet mount) *2 year warranty and Airworthiness Release Certificate Provided Includes: Soft Carrying Case, Lens Paper, Neck Cord, Battery Pack and Operators Manual ANVIS Helmet Mount Quick Disconnect Mount (AN/AVS-9) 2 small studs, 2 large LPBP Counterweight Assembly Mounting bracket kit, Battery Kit	\$12,585	2	\$25,170
Total Price			\$25,170

NVIS Goggle Lead Time: 1 weeks ARO

NVIS Modification for one Bell 206B

Description	Unit Price	QTY	Ext. Price
Hardware Sales Price (Includes use of STC, all supporting documentation, and all certification charges)	\$33,300	1	\$33,300
Installation Labor	\$985/day	2 Days	\$1,970
Travel (Airfare, accommodations, per diem)	\$1,700	1	\$1,700
Ground Crew Maintenance Training	Included	N/A	N/A
Total Price			\$36,970

Parts Lead Time: 8-10 weeks ARO

FreeFlight Systems Radar Altimeter System [Optional]

Description	Unit Price	QTY	Ext. Price
Hardware Price, Freeflight RA4500 Sensor System with RAD 40 NVG	\$13,500	1	\$13,500
Installation of Radar Altimeter	Not Included	N/A	N/A
Total Price (Excluding Installation)			\$13,500

Radar Altimeter Lead Time: 8-10 weeks ARO

1500 Brown Trail, Bedford, TX 76022

P: 817.285.7740 F: 817.285.7742

www.rebtechnvg.com

REBTECH

Illuminating Solutions for Night Vision

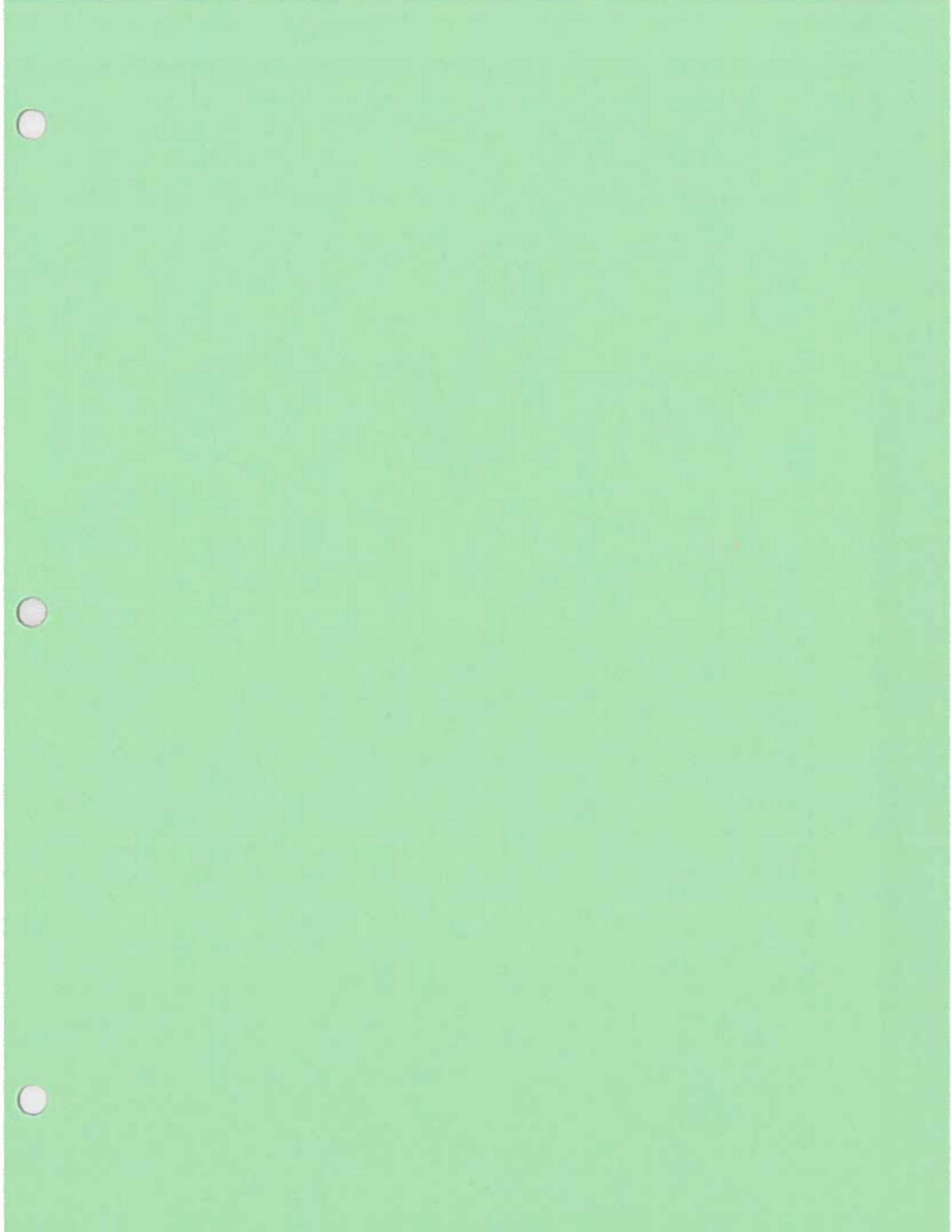
Terms and Conditions:

- 50% Down (NVIS Mod Hardware); 50% Due upon completion
- All prices are in USD.
- NVIS aircraft conversion will be done IAW REBTECH's FAA STC SR09473RC.
- REBTECH will provide all documentation (process and manufacturing specifications) that details the NVIS modification of the components on the aircraft. This means any NVIS modified equipment that needs functional repair can be sent to a locally sourced repair facility and the equipment does not have to be sent back to REBTECH.
- Modification price assumes all existing instruments and avionics are functioning properly, including all backlighting. Any necessary repairs found to equipment during NVIS modification are subject to additional charges.
- Modification of exterior position lights on tail horizontal stabilizer are included in the kit pricing.
- Pricing assumes AgNav Display AAP771-NVG and Light Bar AAP887-NVLB are NVG compatible, per customer's bid request. If either item is found to not satisfy FAA NVG requirements, additional charges may apply.
- Installation: to be accomplished by REBTECH's installation manager (IA and A&P) for each aircraft. It is recommended that the customer provide mechanic support to provide familiarization with the installation for future maintenance requirements.
- On-Site Certification: to be accomplished after completion of installation will require a dark hangar and assistance of aircraft mechanic to complete lane evaluation.
- Installation and certification lane test to be accomplished at aircraft location.
- Customer is responsible for all shipping costs, including VAT, tariffs, etc.
- This proposal shall remain valid for a period of (60) sixty days.

Best regards,



Craig Allison
Director Sales & Marketing
REB Technologies, Inc.



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

2018 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson

Gina LeBlanc, Vice-Chairperson

Jacqueline Rock, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Jeanne Moeller, Commissioner

TO: Board of Commissioners

FROM: Scott Hanna, CPA

CC: Dr. Rui-De Xue

DATE: August 30, 2018

RE: 3rd Quarter Budget Update

The *3rd Quarter, Detail, Budget vs. Actual* is attached, following this Memo. With three quarters of the year concluded, there are a few budgeted expenditures that *substantially exceed* the 75% mark. The ones that are *atypical in nature, material in amount and particularly significant* are discussed below.

1) Line Item 360 - Taxes 101.5%

Early pay discount incentives are provided by the Tax Collector for remittances received in November and December of 4% and 3%, respectively, which typically lead to 60% of the year's revenues, being received in the first quarter. Conservatism revenue budgeting practices mandated by TRIM (FL Dept. of Revenue), allow for only **95% of amount levied to be budgeted at the 100% amount**. So, 101.5% of collected **budgeted amount** is actually $95\% \times 101.5\% = 96.4\%$ of the amount levied. **1.5%, above budget**, translates to an additional **\$74,192**.

1) Line 386 Interest Earned – 145.9%

Collected due to abnormally high return on SBA Investment, where the District's long-term operating funds are housed. Current year returns have been averaging a 10 year record high of about 2.0% per annum, yielding \$50,008, an additional **\$15,721** over Budget to date.

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

This is not technically a budget line item, but more of a sub-category of Line Item "360 Taxes" where it is officially reported at year end. These are unanticipated prior year tax levies that have been written off, yet collected at least one year later by the Tax Collector's Office and remitted to the District. The additional yield above budgeted revenues to date is **\$5,673**.

3) Line Item 390 – Grants -100%

Amounts not originally budgeted until received, due to conservatism during initial passage of Budget. They are amended in the budget as they progress at 100% along with their offsetting expenditures in programs, which they were sought to fund. Typically utilized in applied research, offsetting expenditure categories include seasonal personnel wages/benefits, entomology, surveillance, and training. Received as of end of the 3rd Quarter, Grant contributors included Keyplex/ Morse Enterprises, Springstar and AMCA in total amounts of \$35,339.

4) Line Item 392 – Miscellaneous -100.1%

Highlights include, Arbovirus Workshop \$9,072, Surplus asset Sale of Northwest Station property \$650,000, and FEMA proceeds \$268,691. Typically items like these are not initially budgeted due to uncertainty and conservatism of accounting approach. They are amended in the Budget as they occur at 100%.

5) Line Item 572- Travel & Per Diem – 91.7%

Majority of District wide training events attended early year and expended in off-season.

6) Line Item 584- Utility Service – 90.9%

More utilities are expended in active mosquito seasons, since facility hours of operation are increased during night fogging. Additionally, Northwest, Cartwheel Bay Station incurred accelerated waste disposal fees, related to debris removal, prior to its sale. All utility costs for this facility have ended after its sale on April 16, 2018.

7) Line Item 586- Rentals/ Leases – 95.1%

Unforeseen rental cost of a POD storage unit for current Fiscal year for temporary storage of useable furniture and fixtures salvaged from the disposed Northwest station. Items will be placed in new structures, once Harrell completes project, anticipated middle of upcoming Fiscal Year.

8) Line Item 588 – Fleet/Prop/Liability Package 98.6%

Commercial Insurance policy traditionally paid in full for the year during the first month of the new policy, and full amount was quantified just prior to the Budget finalization date.

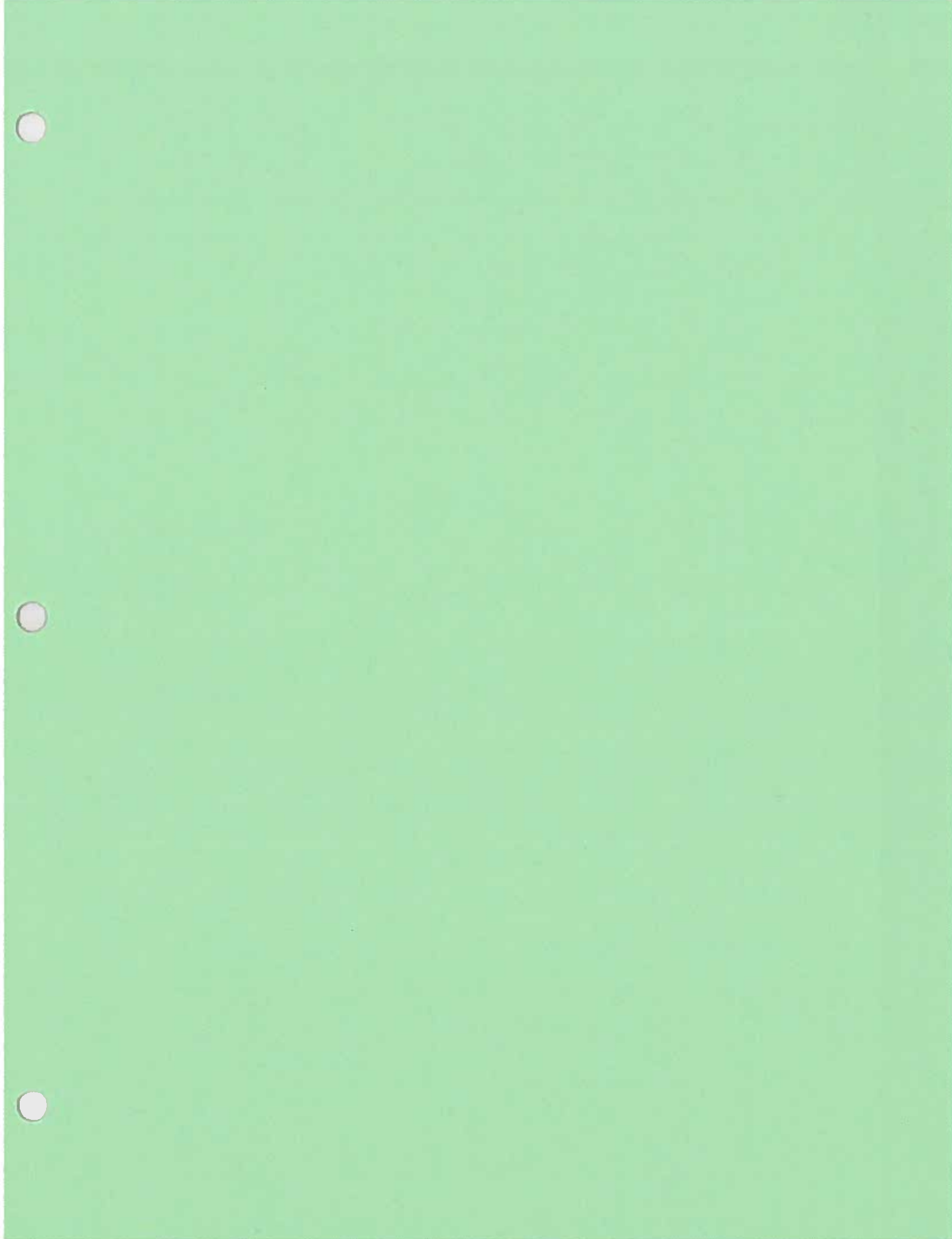
9) Line Item 720 – Training – 84.0%

Majority of District wide training events attended early year and expended in off-season. Additionally, expansion of applied research has led to increased training of both full-time personnel as well as the Grant funded Internships.

Thank You

**Anastasia Mosquito Control District
Budget vs. Actual
3rd Quarter 17/18**

	Oct '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Income				
360 · Taxes	4,968,963.56	4,894,772.00	74,191.56	101.5%
386 · Interest Earned	50,008.19	34,287.00	15,721.19	145.9%
388 · Prior Year Tax Distribution	5,673.38	0.00	5,673.38	100.0%
390 · Grants	35,339.20	35,339.20	0.00	100.0%
392 · Miscellaneous	949,295.59	948,373.85	921.74	100.1%
Total Income	6,009,279.92	5,912,772.05	96,507.87	101.6%
Gross Profit	6,009,279.92	5,912,772.05	96,507.87	101.6%
Expense				
405 · Personal Services	1,015,945.22	1,454,857.00	-438,911.78	69.8%
445 · Personal Service Benefits	564,911.70	761,385.00	-196,473.30	74.2%
461 · Operating Expenses	237,345.62	429,621.00	-192,275.38	55.2%
572 · Travel & Per Diem	31,312.04	34,164.00	-2,851.96	91.7%
580 · Telephone/Commun	11,891.02	25,904.00	-14,012.98	45.9%
582 · Freight Service	902.81	2,500.00	-1,597.19	36.1%
584 · Utility Service	20,449.93	22,500.00	-2,050.07	90.9%
586 · Rentals\Leases	951.00	1,000.00	-49.00	95.1%
588 · Fleet/Prop/Liab Insurance	68,208.00	69,171.00	-963.00	98.6%
605 · Repairs & Maintenance	22,839.07	44,000.00	-21,160.93	51.9%
663 · Printing/ Reproduction	0.00	500.00	-500.00	0.0%
667 · Public Promotional Expense	5,484.00	15,000.00	-9,516.00	36.6%
673 · Other Current Charges	4,062.61	6,325.00	-2,262.39	64.2%
693 · Office Supplies	12,954.33	22,000.00	-9,045.67	58.9%
696 · Protective Clothing	666.55	1,500.00	-833.45	44.4%
698 · Misc. Supplies	32,621.67	58,400.00	-25,778.33	55.9%
708 · Tools/Implements	1,502.12	5,000.00	-3,497.88	30.0%
709 · Publications & Dues	8,789.37	13,885.00	-5,095.63	63.3%
720 · Training	20,332.75	24,198.20	-3,865.45	84.0%
723 · Gas, Oil & Lube	36,521.44	64,000.00	-27,478.56	57.1%
741 · Chemicals/Solvents	152,468.66	228,000.00	-75,531.34	66.9%
900 · Capital Outlay	932,013.17	4,730,057.85	-3,798,044.68	19.7%
Total Expense	3,182,173.08	8,013,968.05	-4,831,794.97	39.7%
Net Income	2,827,106.84	-2,101,196.00	4,928,302.84	-134.5%





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

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

ARTHROPOD CONTROL BUDGET AMENDMENT

ADAM H. PUTNAM
COMMISSIONER

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

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

Amendment No. 2018-08

Fiscal Year: 2017-2018

Date: 8/30/2018

Amending: Local Funds X State Funds (Check appropriate fund account to be amended. Use a separate form for each fund). The Board of Commissioners for Anastasia Mosquito Control District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

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

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 10,714,292.21	\$ 1,875,438.00	\$ 10,714,292.21	\$ 22,595.47	\$ -	\$ 10,736,887.68

NAME SOURCE OF INCREASE: (Explain Decrease)

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 4,974,636.94	\$ 2,602.08	\$ -	\$ 4,977,239.02
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 35,339.20	\$ 3,000.00	\$ -	\$ 38,339.20
361	Interest Earnings	\$ 41,842.48	\$ 16,993.39	\$ -	\$ 58,835.87
364	Equipment and/or Other Sales	\$ 665,044.00	\$ -	\$ -	\$ 665,044.00
369	Misc./Refunds (prior yr expenditures)	\$ 284,251.59	\$ -	\$ -	\$ 284,251.59
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 6,001,114.21	\$ 22,595.47	\$ -	\$ 6,023,709.68
Beginning Fund Balance		\$ 4,713,178.00	\$ -	\$ -	\$ 4,713,178.00
Total Budgetary Receipts & Balances		\$ 10,714,292.21	\$ 22,595.47	\$ -	\$ 10,736,887.68

BUDGETED EXPENDITURES

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

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 1,454,857.00	\$ 2,786.81	\$ -	\$ 1,457,643.81
10	Personal Service Benefits	\$ 781,385.00	\$ 213.19	\$ -	\$ 781,598.19
30	Operating Expense	\$ 429,621.00	\$ -	\$ -	\$ 429,621.00
40	Travel & Per Diem	\$ 34,164.00	\$ -	\$ -	\$ 34,164.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
43	Utility Service	\$ 22,500.00	\$ 5,000.00	\$ -	\$ 27,500.00
44	Rentals & Leases	\$ 1,000.00	\$ 700.00	\$ -	\$ 1,700.00
45	Insurance	\$ 69,171.00	\$ -	\$ -	\$ 69,171.00
46	Repairs & Maintenance	\$ 44,000.00	\$ -	\$ -	\$ 44,000.00
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
49	Other Charges	\$ 6,325.00	\$ -	\$ -	\$ 6,325.00
51	Office Supplies	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00
52.1	Gasoline/Oil/Lube	\$ 64,000.00	\$ -	\$ -	\$ 64,000.00
52.2	Chemicals	\$ 308,842.16	\$ 13,895.47	\$ -	\$ 322,737.63
52.3	Protective Clothing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
52.4	Misc. Supplies	\$ 58,400.00	\$ -	\$ -	\$ 58,400.00
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 13,885.00	\$ -	\$ -	\$ 13,885.00
55	Training	\$ 31,698.20	\$ -	\$ -	\$ 31,698.20
60	Capital Outlay	\$ 4,730,057.85	\$ -	\$ -	\$ 4,730,057.85
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 736,544.00	\$ -	\$ -	\$ 736,544.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 8,838,854.21	\$ 22,595.47	\$ -	\$ 8,861,449.68
0.001	Reserves - Future Capital Outlay	\$ 365,535.00	\$ -	\$ -	\$ 365,535.00
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 1,402,807.00	\$ -	\$ -	\$ 1,402,807.00
0.004	Reserves - Sick and Annual Leave	\$ 107,096.00	\$ -	\$ -	\$ 107,096.00
TOTAL RESERVES		\$ 1,875,438.00	\$ -	\$ -	\$ 1,875,438.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 10,714,292.21	\$ 22,595.47	\$ -	\$ 10,736,887.68
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

APPROVED: _____

Chairman of the Board, or Clerk of Circuit Court

DATE _____

APPROVED: _____

DATE _____

Mosquito Control Program

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

BUDGET AMENDMENT NUMBER 2018-08

COMPUTATIONS

LOCAL FUND

Receipts:

Taxes, Current Year
Interest Earnings
Tax Distributions, Prior Year
Grants

147.24
16,993.39
2,454.84
3,000.00

Expenditures:

Personal Services
Personal Benefits
Utility Service
Rental/ Leases
Chemicals

(2,786.81)
(213.19)
(5,000.00)
(700.00)
(13,895.47)

Budget Amendment (Net, pooled from Contingency)

\$

-

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

LOCAL FUND BUDGET AMENDMENT NUMBER 2018-08

BUDGET JOURNAL ENTRIES:

Dr) EXPENDITURES:	Personal Services	\$	2,786.81	\$	147.24
EXPENDITURES:	Personal Benefits	\$	213.19	\$	16,993.39
EXPENDITURES:	Utility Service	\$	5,000.00	\$	2,454.84
EXPENDITURES:	Rental/ Leases	\$	700.00	\$	3,000.00
EXPENDITURES:	Chemicals	\$	13,895.47		
	Cr) REVENUE: Taxes, Current Year				
	REVENUE: Interest Earnings				
	REVENUE: Taxes, Prior Year				
	REVENUE: Grants				

UNFINISHED BUSINESS

#1

**LLW****LEWIS
LONGMAN
WALKER**Attorneys at Law
llw-law.com**MEMORANDUM**

TO: AMCD BOARD OF COMMISSIONERS

FROM: WAYNE FLOWERS

DATE: AUGUST 23, 2018

RE: DRAFT POLICY ON BOARD MEMBER ATTENDANCE

Pursuant to the direction the Board gave to me at the July Board meeting, attached is a draft policy regarding Commissioner attendance at Board meetings which, if adopted, would be included in the policies affecting Commissioners. This draft includes what I heard to be the concerns and directions of the Board in the discussion on this matter in July. You will note that the last paragraph in the draft policy is shown as being optional. Since the policy, consistent with the law I reviewed with the Board in July, does not permit the Board to sanction an elected Commissioner for violation of an attendance policy (that is, remove the Commissioner or dock their pay) the last paragraph is a suggestion of a means to put a little bit of teeth in the policy, if the Board feels it needs something in addition to the general guidance stated in the preceding paragraphs.

JACKSONVILLE245 Riverside Ave., Suite 150
Jacksonville, Florida 32202

T: 904.353.6410

F: 904.353.7619

ST. PETERSBURG100 Second Ave. South, Suite 501-S
St. Petersburg, Florida 33701

T: 727.245.0820

F: 727.290.4057

TALLAHASSEE315 South Calhoun St., Suite 830
Tallahassee, Florida 32301

T: 850.222.5702

F: 850.224.9242

WEST PALM BEACH515 North Flagler Dr., Suite 1500
West Palm Beach, Florida 33401

T: 561.640.0820

F: 561.640.8202

COMMISSIONER ATTENDANCE AT BOARD MEETINGS

Election to the Board of Commissioners (Board) of the AMCD creates a relationship of trust between the voters of St. Johns County and any individual honored to be elected as a Commissioner of the AMCD. Critical to that trust relationship, and importantly, critical to the ability of any elected Commissioner to provide effective service to the voters of St. Johns County is attendance at meetings of the Board. The purpose of this policy is to establish guidelines for Commissioners regarding regular attendance at Board meetings.

1. Commissioners Shall Attend Board Meetings

Commissioners are expected to attend all monthly Board meetings as well as Board Committee meetings for any Board Committee on which a Commissioner serves.

2. Notification in Event of Necessary Absence from Board Meeting

In the event it becomes necessary for a Commissioner to be absent from a Board meeting, the Commissioner shall:

(a) Notify the Executive Director or the Executive Director's designee as far in advance as possible of the Commissioner's anticipated absence from a scheduled meeting, and provide the reasons necessitating the Commissioner's absence from the meeting; and

(b) Where authorized pursuant to the terms of the Board's Participation in Meetings of the Board of Commissioners via Communications Media Technology and feasible, follow the appropriate steps to be permitted by the Board to attend and participate in the meeting via communications media technology.

The Executive Director will report to the Board any notifications received from a Commissioner of that Commissioner's intention to be absent from an upcoming Board meeting along with the reasons stated for the absence.

3. Excused Absences from Board Meetings

The Board recognizes that there are circumstances in which a Commissioner's absence from a Board meeting is unavoidable and would therefore be excused, e.g., illness of a Commissioner or of a Commissioner's family member, death of a member of the Commissioner's family, a Board decision to change the date of a previously scheduled Board meeting, required business travel, etc. While these examples do not necessarily cover all circumstances that would warrant excusing an absence from a scheduled Board meeting, the circumstances should be such that for

the absence to be excused, it is not based on mere convenience for the requesting Commissioner. The Board ultimately determines whether the circumstances warrant an absence being excused or unexcused.

4. Guideline for Commissioner Attendance

A Commissioner shall not have more than three (3) total unexcused absences from regularly scheduled meetings of the Board in any consecutive twelve (12) month period.

[Optional Additional Paragraph]

5. Communication when Attendance Guideline Exceeded

Should a Commissioner exceed the attendance guideline stated in Paragraph 4, above (more than 3 unexcused absences in a consecutive 12 month period), the Board Chair (or the Vice-Chair if the Commissioner involved is the Board Chair) shall send a letter to that Commissioner noting the exceedance of the Board's attendance guideline and enclosing a copy of this policy. The letter will be read by the Board Chair in public at the next scheduled Board meeting.

**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

2018 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

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

CC: Charolette M. Hall, Administrative Assistant

DATE: August 23, 2018

RE: Aviation Program Update

Building 900 (Hangar): No word on permitting, still on track for a calendar year end finish date.

Heliport Certification: FDOT has approved the heliport and will give final approval on September 9, 2018, after the heliport is built FAA will come out for their final inspection.

Heliport build: Work is permitted (County) and approved by FDOT. Waiting on electrical fixtures for the pouring of the concrete, should be completed by the time the FDOT gives final approval September 9, 2018.

Temporary Aircraft Storage: AMCD will be keeping the aircraft at the Sheriff's hanger, AMCD will move the aircraft to the hangar upon Board approval August 30, 2018.

Jet A Fuel: Tank is being build and should be on site in the next 30 to 45 days, the tank pad is poured. 2 fuel suppliers have been found that can provide partial loads of Jet A fuel (4000 gallons). AMCD will most likely go with Avfuel. While the AMCD system is built AMCD can purchase fuel at the St. Augustine airport.

Aircraft Annual: Work is done (8/10/2018), aircraft is ready for pickup. Work and log book entries to be verified by Greg Dorsey contract mechanic and test flight and ferry flight by Paul Leone contract pilot.

Aircraft Insurance: Insurance is in place with Paul Leone as the pilot of record.

Congested Area Plan (CAP): Paul has the plan ready to go, AMCD and Paul are waiting on letters of authorization from St. Johns County.

Part 137 Operating Certificate: Paul has submitted the request to the FAA. The process of obtaining this certificate may take many months and the FAA may need to see facilities so the hangar completion date may come into play. This certificate is necessary for AMCD to start control operations.

Ag Nav System: Ordered, not paid for, should be paid and delivered before end of fiscal year.

Aimms 30: The meteorological system is part of the Ag Nav purchase.

Isolair Systems: Ordered, not paid for, should be paid and delivered before end of fiscal year (liquid larvicide and liquid adulticide). AMCD purchased an Isolair granular larvicide system with the aircraft and will pick the system up when the aircraft is picked up.

Micronair Nozzles: These nozzles are part of the adulticide system and have to be purchased from another supplier. Ordered, not paid for, should be paid and delivered before end of fiscal year.

ADS-B Upgrade: Because the system is tied to the Ag Nav system AMCD is limited to one brand (FreeFlight Ranger FDL-978-XVR/G ADS-B). Ag Nav can supply the FreeFlight ADS-B but AMCD has found the same system at a Florida supplier at a \$980.00 savings under the Ag Nav price. System will be delivered in the next 2 weeks.

NVG and NVG Cockpit Modification: The bid was opened on August 14th and the Board will approve August 30, 2018. The purchase of the NVG's and the work on the aircraft will fall into FY 18/19 budget.

Helicopter Dolly: Ordered, not paid for, should be paid and delivered before end of fiscal year.

Helicopter Emergency Trailer: Waiting on word from the federal government on the status of the surplus sale. Brad Gunn is keeping an eye on this for AMCD. AMCD expects to purchase this trailer at a price around \$500.00.

David & Clark Headsets: AMCD has purchased and the headsets are on site.

Aircraft lubricants: AMCD has ordered and the lubricants are on site.

Aviation Budget: The FY 17/18 and proposed 18/19 aviation program budgets have been revised as AMCD has made purchases, and as items that will need attention in the upcoming fiscal year have been discovered. Updates will continue until the final budget is presented to the Board

**NEW
BUSINESS
#1**

Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Monday, June 18, 2018 10:42 AM
To: Gina LeBlanc; 'g-chowell'; 'Catherine Brandhorst'; 'Jeanne Moeller'; 'Paul Wise'; 'Wayne Flowers'; xueamcd@gmail.com
Cc: 'Charolette Hall'; 'Scott Hanna'; 'Kay Gaines'; 'Richard Weaver'; 'Tom Columbus'; 'Christopher Bibbs'; 'Daniel Dixon'; mclarkamcd@gmail.com; 'Joseph D'Amato'; 'Dena Autry'; 'Carlye Mangum'; 'Bill Youker'
Subject: Planning Committee Meeting, July 26 at 9am

Dear Commissioner Mrs. LeBlanc:

The planning committee meeting has been scheduled on July 26 at 9am. The following items will be reported and discussed. If you and other committee members have any items, please let me know.

Thanks & best regards,

Rudy Xue, Ph.D.
Director

Planning Committee Meeting
July 26 at 9am
Proposed agenda

1. Welcome and introduction by Mrs. LeBlanc
2. Report and update about all building permits by Mr. Youker
3. Update progress of each build construction by Mr. Youker
4. Update about FPL and Utility for electricity and water supply by Mr. Youker
5. Update about helicopter hangar and FAA permits by Mr. Weaver
6. Overview and update about budget for construction project by Dr. Xue & Mr. Hanna
7. Schedule plan for evaluation and use of new facility by Dr. Xue

**NEW
BUSINESS
#2**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: July 26, 2018

RE: Commissioner Rock to give a report on Foreign Travel Items

Commissioner Rock has been out of the country from May 29, 2018 through August 24, 2018 and will be at the August 30, 2018 Board meeting to give a report on her Foreign Travel items.

Thank you.

**NEW
BUSINESS**

#3

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: August 9, 2018

RE: Appointment for Seat 3 Update and Approval of Deadline Date

So far we have received copies of two (2) applications for consideration by the Commissioner of Agriculture to be appointed to Seat 3 once it is vacated December 2, 2018. These, which are attached for your review, are from Mr. Don Girvan and Mr. Ed George.

I would like to request that the Board make a decision and vote to set a deadline date to receive the copies of any applications by any interested parties for the Seat 3 appointment. The Board can then review those that are submitted and make their recommendation to be sent to the Commissioner of Agriculture.

Thank you.

To: Director Rudy XUE
Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, Fl. 32092



Dear Rudy,

Please find attached the information that I am sending to Commissioner Adam Putnam requesting consideration for the interim appointment to the Board seat being vacated by Commissioner Rock. Now that I have finally retired, I will have time to contribute to this important health support government agency. Great progress has been made and I hope to see it continue.

Best regards,

A handwritten signature in cursive script, appearing to read "Don Girvan".

Don Girvan
5417 Riverwood Rd.
St. Augustine, Fl. 32092
Girvan@comcast.net
904-522-1217



Commissioner Adam Putnam
The Capitol
400 South Monroe St.
Tallahassee, Fl. 32399-0800

Dear Commissioner Putnam,

Please find attached the Questionnaire for Appointment to an Anastasia Mosquito Control District board vacancy created by the resignation of Commissioner Rock. I became interested in this important health support government agency twelve years ago. At that time St. Johns County was much smaller than it is today and the purchase of a 1.8 million dollar Bell Jet Ranger did not make sense when there were much less expensive alternatives available. I convinced the board and negotiated on their behalf as a private citizen the return of a half million dollar down payment from Bell. In 2017 I retired as Technical Consultant with Haviland consumer products in Grand Rapids, Michigan. Haviland acquired ProTeam Products, a Swimming Pool Chemical manufacturing company that I founded in 1985 in Jacksonville. As the company grew, I built a 70,000 square foot plant in St. Augustine. I have extensive experience dealing with EPA and other agencies. My motivation is to give back to St. Johns County and Florida. Since retirement, I have written a historical fiction novel and have received a contract to publish from Covenant Books. I am attaching the About the Author page that will fill in more information about me. Thank you for your consideration.

Sincerely,



Don Girvan

5417 Riverwood Rd.
St. Augustine, Fl. 32092
Girvan@comcast.net 904-522-1217



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

MEMORANDUM

TO: Prospective Appointees

FROM: Office of the Commissioner, External Affairs
PL-10 The Capitol, 400 South Monroe Street
Tallahassee, Florida 32399-0800
Office: (850) 617-7700 Fax: (850) 617-7744

SUBJECT: Questionnaire for Appointment

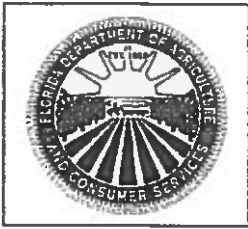
The completion of this questionnaire is required for all prospective appointees to advisory boards, councils, authorities, or committees with decision making responsibilities. Please complete the questionnaire and return to the Office of External Affairs via email or fax as soon as possible.

The first part of the questionnaire is to be used to comply with reporting minority representation on boards, commissions, and committees pursuant to section 760.80, Florida Statute. The second section is information we need for determining your qualifications for the desired appointment and basic background information.

Thank you for taking the time to fill out the questionnaire. If you have any questions, do not hesitate to contact Katherine Goletz in the Office of External Affairs at 850-617-7729.

Thank you in advance for your cooperation.

850 617 7700



QUESTIONNAIRE FOR APPOINTMENT
 Florida Department of Agriculture and Consumer Services
 Office of the Commissioner
 Adam H. Putnam
 Phone: (850) 617-7700; Fax: (850) 617-7744

The information from this page has been requested and will be used exclusively by the Florida Department of Agriculture and Consumer Services, Office of the Commissioner.

Date: 6/28/18

Name: DON GIRUAN

Appointment of Interest: BOARD VACANCY ANASTASIA MOSQUITO CONTROL DISTRICT

Current Employer and Occupation: RECENTLY RETIRED

Are you applying for reappointment: Yes No If "Yes", date of original appointment: _____?

*Do you have a disability? Yes No Please explain: _____

*Sex: Male Female

*Race: White Native-American/Alaskan Native
 Hispanic-American Asian/Pacific Islander
 African-American Other

Do you currently, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged based on race, religion, national origin, or gender? If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if the Commissioner of Agriculture appoints you:

I BELONG TO THE MILITARY OFFICERS ASSN. OF AMERICA
REQUIRING AMERICAN NATIONAL ORIGIN

Cellular Telephone Number: 904-522-1383

Email Address: GIRUAN@COMCAST.NET

*This information will be used to provide demographic statistics and is not requested for discriminating on any basis.

II. QUESTIONNAIRE FOR APPOINTMENTS

The questionnaire must be completed in full. Answer "none" or "not applicable" where appropriate.

Date: 6/28/18

Name: DON GIRVAN

Appointment of Interest: Board - ANASTASIA Mosquito Control District

Mailing Address: 5417 Riverwood Rd.

City: St. Augustine

State: FL

Zip: 32092

Phone: 904-522-1217

Email: GIRVAN@COMCAST.NET

Fax: N/A

Date of Birth: 2/3/39

Place of Birth: NYC

1. Are you a registered Florida voter? Yes No County: St. Johns

2. Have you ever been convicted of a felony or first degree misdemeanor? Yes No

If "Yes" please explain: _____

3. Please describe your professional and or educational background, experience and or personal history that qualify you for this appointment: College Graduate, US ARMY Commissioned Officer - Army Commendation Medal, Founder of Swimming Pool Manufacturer of EPA Registered Chemicals. FUR Member St. Johns Economic Development Commission

4. Do you currently hold an office or position (appointive, civil service, or other) with the federal or any foreign government? Yes No If "Yes", list: _____

5. Identify all association membership and association offices held by you that relate to this appointment: None

Have you ever been a registered lobbyist or have you lobbied at any level of government at any time during the past five (5) years? Yes No If "Yes" please explain: _____

1. Do you know of any reason you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed? Yes No If "Yes" please explain: _____

o. Please describe why you are seeking this appointment:

To serve my state in an area with technical experience. I hold 5 U.S. Patents relating to water treatment. I have assisted AMCD at the Board's request as a private citizen while I was running a large domestic and international company in the chemical field. See attachments.

By signing and submitting this application, I agree that the foregoing information is true and accurate to the best of my knowledge.

Don Quinn
Signature

6/28/18
Date

ABOUT THE AUTHOR of BROADSIDE

Don Girvan graduated from Georgia State University where he edited the award winning GEORGIA STATE SIGNAL during his senior year. He also established a community paper called PLANTATION TIMES in Atlanta. After graduation he was commissioned Second Lieutenant Armor serving as a Tank Platoon Leader, Armored Cavalry Troop Commander, Aide to the Commanding General U.S. Army Alaska, Information officer for Yukon Command publishing the award winning YUKON SENTINEL. His last assignment was Editor of the BAYONETTE at Fort Benning. He was awarded the Army Commendation Medal and decided upon leaving the Army as a Captain, that he preferred a career in chemical manufacturing with Celanese Corp. After six jobs with Celanese, he founded ProTeam Products manufacturing a commercially successful line of swimming pool chemicals in the U.S.A and Europe. He holds five U.S. chemical patents and a number of foreign patents. Don retired following the acquisition of ProTeam by Haviland Consumer Products and lives with his wife and best friend Patty in a home that they built on the St. Johns River near St. Augustine, Florida.



Charolette Hall

From: Dr. Rui-De Xue <xueamcd@gmail.com>
Sent: Tuesday, July 17, 2018 8:54 AM
To: 'Charolette Hall'
Cc: 'Scott Hanna'
Subject: FW: Mosquito Control District vacancy to Commissioner SEAT #3.
Attachments: AMCD Letter 7.14.18.pdf; Questionnaire for Appointment.pdf; ESG CV 2017.pdf

From: Edward George [mailto:eandsconsultinginc@gmail.com]
Sent: Saturday, July 14, 2018 12:08 PM
To: rudy xue <xueamcd@gmail.com>
Subject: Mosquito Control District vacancy to Commissioner SEAT #3.

Mr. Xue and Board Members,

Please find a letter, my CV and an Application for Appointment for your review.

Thank you,

Edward

--

Edward S George, C.W.I., P.E.
E & S Consulting, Inc.
<http://www.eandsconsulting.com/>
124 Calle de Leon
St. Augustine, FL 32086
904-826-1431
eandsconsultinginc@gmail.com

E & S Consulting, Inc.

Metallurgical & Materials Science Engineering

Edward S. George, P.E.,CWI
eandsconsultinginc@gmail.com

124 Calle de Leon
Saint Augustine, Florida 32086
www.eandsconsulting.com

800-259-7464
904-826-1431

July 14, 2018

Anastasia Mosquito Control Board
120 EOC Drive
St Augustine FL 32012

RE: Anastasia Mosquito Control District vacancy to Commissioner SEAT #3. Under the auspice of Department Of Agriculture, the State of Florida

Dear Mr. Xue and Board Members,

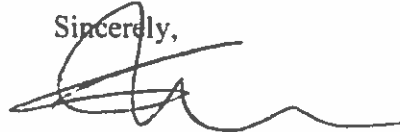
Please find attached my Curriculum Vitae and Application for Appointment for AMCD Commissioner Seat #3 which will be vacated in December 2018.

I would like to serve on the AMCD because I am excited by the great work ahead for this leading mosquito research and implementation facility. I have a proven record of public service and meaningful contributions to our community. My voting record in public office reflects common sense and fiscal conservatism which complement the AMCD mission. I am the best qualified candidate for several reasons, including:

- Prior service as an elected City Commissioner, Vice Mayor and Mayor of the City of St. Augustine Beach, over an eight-year span;
- Long term involvement in the Chamber of Commerce and the Economic Development Council of St. Johns County;
- Over twelve years, I have served as a member of the Board of Directors for Learn to Read, St. Johns County;
- For over fifteen years I have supported affordable technical careers for individuals at the First Coast Technical College Welding Program and continue to serve as a Steering Committee Member for that program;
- I hold an undergraduate and master's Degree in engineering from the University of Florida;
- I am a Professional Engineer, registered and licensed with the State of Florida (PE# 51375) and am proud to say I have owned my own successful Professional Engineering Consulting Business while living in St. Johns County for the past twenty-one years (CA Lic. No: 9501).

I am very familiar with the general workings of the AMCD, its mission statement and ongoing commitment to pursuing grants. Recently I was involved in initiating and implementing a scientific research grant through a partnership with my engineering firm, the FDOT and the University of Florida. In short, my drive to give back to my community, combined with my professional background make me ideally suited for this appointment. I am confident that your recommendation of me will prove an asset to AMCD and St. Johns County residents. I appreciate your consideration for this position and look forward to hearing from you soon. If you have any questions, please feel free to contact me. References are available upon your request. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edward S. George', with a long horizontal flourish extending to the right.

Edward S. George P.E., C.W.I.



QUESTIONNAIRE FOR APPOINTMENT
 Florida Department of Agriculture and Consumer Services
 Office of the Commissioner
 Adam H. Putnam
 Phone: (850) 617-7700; Fax: (850) 617-7744

The information from this page has been requested and will be used exclusively by the Florida Department of Agriculture and Consumer Services, Office of the Commissioner.

Date: 8/18/2018

Name: Edward S. George

Appointment of Interest: Anastasia Mosquito Control District Sect 3

Current Employer and Occupation: EIS Consulting Inc CA Lic No: 9501
Professional Engineer P.E. Lic. No: 9501

Are you applying for reappointment: Yes No If "Yes", date of original appointment: _____

*Do you have a disability? Yes No Please explain: _____

*Sex: Male Female

*Race: White Native-American/Alaskan Native
 Hispanic-American Asian/Pacific Islander
 African-American Other

Do you currently, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged based on race, religion, national origin, or gender? If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if the Commissioner of Agriculture appoints you:

No

Cellular Telephone Number: 904 669-7284

Email Address: esinc@aug.com

*This information will be used to provide demographic statistics and is not requested for discriminating on any basis.

II. QUESTIONNAIRE FOR APPOINTMENTS

The questionnaire must be completed in full. Answer "none" or "not applicable" where appropriate.

Date: 7/18/18

Name: Edward S. George

Appointment of interest: Anastasia Mosquito Control District Seat 3

Mailing Address: 124 Calle De Leon

City: St Augustine State: FL Zip: 32086

Phone: (904) 669-7284 Email: esinc@aug.com

Fax: _____

Date of Birth: 09/07/1963 Place of Birth: Tampa FL

1. Are you a registered Florida voter? Yes No County: St Johns

2. Have you ever been convicted of a felony or first degree misdemeanor? Yes No

If "Yes" please explain: _____

3. Please describe your professional and or educational background, experience and or personal history that qualify you for this appointment: I held elected office as a city

commissioner for 8 years (2002-2010). I served as both
Vic Mayor and Mayor. I have a masters degree in Engineering
and have owned my own business for 11 years. 9 yrs ^{Lead to Read} SUIC3 ^{2 yrs Pres}

4. Do you currently hold an office or position (appointive, civil service, or other) with the federal or any foreign government? Yes No If "Yes", list: _____

5. Identify all association membership and association offices held by you that relate to this appointment: American Mosquito Control Association (AMCA)

E & S Consulting, Inc.

Metallurgical & Materials Engineering

www.eandsconsulting.com

eandsconsultinginc@gmail.com

124 Calle de Leon
St. Augustine, Fl. 32086

(800) 259-7464
(904) 826-1431

Edward S. George, C.W.I., P.E.

CURRICULUM VITAE

Formal Education

B.S. Materials Science and Engineering, University of Florida, 1988

M.S. Materials Science and Engineering, University of Florida, 1998

Employment History

- 1997-Present *E & S Consulting – Research & Engineering*, St. Augustine, Florida;
President, Principal Investigator, Forensic Science and Materials Failure Analysis, **Quality Assurance Manager** of Materials Analysis Department
- 2011-Present *PEARL Enterprises and Research LLC*
Vice President, Project Engineer, Quality Control and Quality Assurance, Welding Inspection and Non-Destructive Evaluation
- 2006-10 *MACTEC Jacksonville FL*
Project Engineer, Forensic Science Engineer, Certified Welding Inspector
- 1992-97 *Product Liability Consultants, Inc.*, Gainesville, Florida;
Senior Materials Science Engineer, Forensic Science and Materials Failure Analysis
- 1988-91 *Partek Laboratories Incorporated*, Houma, Louisiana;
Thermal Processing Supervisor/Staff Metallurgical Engineer
- 1987-88 *Department of Materials Science and Engineering, University of Florida*, Gainesville, Florida; **Metallurgical Laboratory Technician/Data Acquisition Technician**
- 1986 *Corrosion Engineering Consulting*, Gainesville, Florida;
Metallurgical Laboratory Technician
- 1985 *Metal Fabrication Bellows Corporation*, Ormond Beach, Florida;
Metallurgical Laboratory Technician and Visual Inspector, Quality Assurance Department

Professional Experience

- Court qualified technical expert in criminal and civil court; deposition and trial experience.
- Extensive experience in the field of **failure analysis** involving a variety of products, components, and materials utilized in both industrial and consumer applications.
- Experience in inspection and failure analysis of building materials.
- Proficient in microscopic analysis techniques and digital imagery.
- Proficient in destructive and non-destructive testing techniques and procedures in accordance with the applicable American Society of Testing Materials Standards.
- Direct experience in the field of materials thermal processing and procedures.

Professional Licenses

- Registered Professional Engineer: P.E. #51375 Florida (1997- Present)
- Certified Welding Inspector: C.W.I #07060051 (2007-Present)

Professional Committees

- Steering Committee First Coast Technical Institute Applied Welding Program
- Executive Board Learn to Read Program St John's County, Florida
- City Commissioner St. Augustine Beach, Florida (2002 to 2010)

Professional Development Courses

- Threaded Fasteners and The Bolted Joint presented by The Society of Automotive Engineer
October 2000
- National Advanced Fire, Arson, and Explosion Investigation Science and Technology Seminar presented by the National Association of Fire Investigators
March 2001
- National Seminar on Fire Analysis Litigation presented by the National Association of Fire Investigators
- General Topics in Forensic Engineering presented by the National Academy of Forensic Engineers
January 2002
- Codes, Standards & Government Regulations presented by the National Academy of Forensic Engineers
January 2002
- Fractography presented by the Materials Engineering Institute of ASM International
March 2005

Professional Memberships/Affiliations

National Academy of Forensic Engineers
National Society of Professional Engineers
Florida Engineering Society
American Welding Society
International Society for Fall Protection

Publications

Thermal Profiles Measured During Casting of a Steel Hammer Published in "Modeling and Control of Casting and Welding Processes IV," 1988

Forensic Engineering Analysis of Skylight Failures. Published in "Journal of the National Academy of Forensic Engineers," Volume XX, Number 2; December 2003

Corrosion Rate Comparison of Cast Versus Wrought Parts Used in the RO Process. Published in "Ultrapure Water," Volume 21, Number 8; November 2004

Fire Damage Remediation of a Steel Box Aerial Guideway Girder on Miami-Dade Transit's Metrorail System Presented at the 2007 World Steel Bridge Symposium & Workshop; December 6, 2008 New Orleans, LA

Forensic Engineering Testing of a Chain That Failed Published in "Journal of the National Academy of Forensic Engineers," Volume XXVIII, Number 2; December 2011

Effect of Plasma Markings on the Fatigue Behavior in Steel (FDOT Project) Published in "Journal of Materials in Civil Engineering," Volume 28, Issue 9; September 2016 (Co-Authored)

REPORTS

The Director Report (July 2018)

Program Management:

1. **Customer & professional service:** AMCD answered and provided 178 service requests about mosquito problems. Dr. Xue reviewed 2 manuscripts about mosquito control for *Acta Tropica* and *J. Med. Entomol.* at the editors' requests. Dr. Xue as co-chairs held the AMCA local committee teleconference about hosting AMCA meeting in Orlando, Feb 2019. Dr. Xue as the FMCA nomination committee chair held the teleconference about nomination for FMCA VP candidate. Dr. Xue as the President of the Florida Entomology Society held the 101th annual meeting in World Golf Village in late July.
2. **Surveillance:** So far there are 39 sentinel chickens tested for positive EEE and two horses positive for EEE. A total for dipping larvae was 6,595 with 567 positive of larvae. CDC traps collected 6,463 adult mosquitoes and BG traps collected 604 mosquitoes.
3. **Operation control:** The District adulticided 65 times for 25,590 acres including thermal fogging and ULV. Conducted barrier treatment for 67 times for 17 acres, hand fogging for 84 times. Treated larvae for 306 times for 1,449 acres.
4. **Applied research:** AGO traps, Wolbachia-infected male release and SIT collaborative projects are continued. Navy collaboration project has been started but stopped by the end of July due to short of staff & labors. Two Visiting Scientists' and two intern projects have been done. The District received spatial repellent sample for testing from MGK Company.
5. **Education:** Education Specialist was interviewed by News line/Creek line, WFOY. Hosted tour of AMCD for intern students and other visitors from Orland and Union county... Website has been updated every other day, especially for update fog map.

Business Management:

1. **Board of Commissioner:** Staff prepared for July 12's Board meeting and July 10 Aerial committee meeting and July 26's Planning Committee Meeting.
2. **Budget:** Staff prepared for millage rate calculation and proposal, DACS work plan and work plan budget for Board approval.
3. **Policy:** Staff updated District policy approved by the Board and added the new policy about Board member absence from meeting.
4. **Contract:** District updated about construction project and signed the helicopter purchase contract and purchased a used helicopter from Lee County MCD surplus by the end of July.
5. **Insurance:** District purchased insurance policy to cover the helicopter from August 1, 2018.
6. **HR.** Two Visiting Scientists left after finishing their times with AMCD. Two Intern students left for their school after finishing their term at AMCD. Two new interns were hired and started from late July and early August.

Meeting:

Jul 9. Group meeting about visitors and student projects.

Jul 10. 8am. Attended a Visiting Scientist's presentation about ULV spray of Naturcide against mosquitoes. 10 am. Attended aerial committee meeting with Commissioner Mr. Howell about recommendation for purchase Bell206 helicopter.

Jul 11. AM. Attended field testing. Noon. Attended intern student interview. 2:30pm. Met Steven Solano about his return to work duties.

Jul 12. Met Steven Solano and Dr. Dixon about his new supervisor. 1pm. Held AMCA local committee teleconference meeting. 5pm. Attended Board meeting.

Jul 13. 7am. Attended intern Catherine Chase's presentation about Wolbachia project. 1:30pm. Held monthly staff meeting.

Jul 17. AM. Met students about their project progress.

Jul 18. 8:30am. Held staff meeting about aerial equipment purchase. Reviewed 2 manuscripts for Acta Tropic and J. Med Entomol. Worked on the FES Board meeting agenda.

Jul 19. AM. Visited the FES meeting sites and met the hotel staff about meeting items. PM. Met Commissioner Mrs. Moeller about SOVE meeting.

Jul 20. Met Steve Solano about his work schedule and other items.

Jul 22. 6pm. Held the FES executive Board meeting at World Golf Village.

Jul. 23. 8am. Held the FES annual meeting and gave the Presidential address " why have vector-borne diseases increased recent years?". Commissioner Howell gave welcome address at world golf village.

Jul 24. Held symposium about biology and control of human and animal disease vectors at the FES meeting.

Jul 25. Attended the FES meeting and held lunch and award meeting to receive the past presidential appreciation award.

Jul 26. Held Visiting Scientist Hui Liu's presentation at 7 am and intern student Dilon S presentation. 9am. Attended Planning committee meeting with Commissioner Mrs. LeBlanc. 11am. Held AMCA teleconference meeting about local arrangement.

Jul 27. Field check in the mooring.

Jul 30. Worked on Hui Liu's paper.

Jul 31. AM. Field visiting and PM. Met Tom Columbus, Kay Gaines, and a seasonal employee about her conflict with her supervisor regarding night time ULV spraying.

Task Time Summary July 2018

From Date : 07-01-2018

To Date : 07-31-2018

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	791:05 hrs	226	5913:20 hrs
Admin Leave	80:00 hrs	10	
Adulticide	248:24 hrs	118	
AM Briefing	97:56 hrs	267	
Annual Leave	201:00 hrs	38	
Assist	95:32 hrs	37	
Building & Grounds Work	198:23 hrs	130	
Chicken Program	221:51 hrs	214	
Computer Repair	43:53 hrs	20	
Daily Paperwork	73:56 hrs	236	
Field Experiment	367:20 hrs	142	
Fish Program	03:00 hrs	3	
Fog Mission Serv Req	00:27 hrs	19	
Hand Adulticide	50:42 hrs	84	
Holiday	272:00 hrs	34	
Insectary	162:40 hrs	43	
Inventory	53:38 hrs	34	
Lab Experiment	114:45 hrs	51	
Landing Rate	19:44 hrs	112	
Larvicide	318:51 hrs	306	
Mechanics Time	219:09 hrs	59	
Meeting	149:57 hrs	102	
Mosquito Pooling	19:04 hrs	7	
Mosquito Trap BG	56:09 hrs	82	
Mosquito Trap CDC Oc	110:55 hrs	260	
Mosquito Trap ID	51:25 hrs	23	
Mosquito Traps Misc	97:26 hrs	93	
Mosquito Trap State	14:30 hrs	2	
Produce Papers & Programs	212:50 hrs	112	
Public Relations	16:00 hrs	7	
Resupplying Trucks	141:55 hrs	226	
Sick Leave	134:30 hrs	20	
Site Inspect	1004:33 hrs	775	
Source Reduction (tires)	02:00 hrs	1	
Supervisory	92:45 hrs	58	
Training Classroom	51:25 hrs	31	
Training Field	33:30 hrs	9	
Travel	39:44 hrs	25	
Trim Trails	07:43 hrs	6	
Vehicle Maintenance	42:43 hrs	58	



Treatment Summary July 2018

From Date : 07-01-2018

To Date : 07-31-2018

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2125 ea	6.59 acre	322.68 ea / acre	37 times
Altosid XR	282 ea	0.65 acre	435.54 ea / acre	24 times
Altosid XRG	1285 lb	214.16 acre	6 lb / acre	40 times
Aquabac XT	9072 fl oz	1134 acre	8 fl oz / acre	117 times
Aqualure 20-20 1:5	6201.83 fl oz	24006.81 acre	0.26 fl oz / acre	37 times
B.I.I. Briquets	740 ea	1.7 acre	435.54 ea / acre	36 times
Cocobear	1963 fl oz	5.11 acre	384.02 fl oz / acre	33 times
Duet 50%	1248 fl oz	794.9 acre	1.57 fl oz / acre	19 times
Mosquitomist Two	520 fl oz	787.87 acre	0.66 fl oz / acre	9 times
Natular DT	96 ea	0.01 acre	6666.67 ea / acre	8 times
Sustain MBG	653 lb	87.07 acre	7.5 lb / acre	11 times
Talstar P	5.87 gal	17.4 acre	0.34 gal / acre	67 times

CDC Octenol Trap July 2018						
7/1/2018						
To :						
7/31/2018						
Trap Type :						
CDC Octenol						
Species Name	2018 07					Species Total
	3	10	17	24	31	
Ae aegypti	0	0	0	0	0	0
Ae albopictus	8	5	3	4	24	44
Ae atlanticus	545	353	208	68	508	1682
Ae canadensis	0	0	0	0	0	0
Ae fulvus pallens	1	0	0	0	0	1
Ae infirmatus	26	3	8	36	106	179
Ae mitchellae	0	0	0	0	0	0
Ae signifera	0	0	0	0	0	0
Ae sollicitans	8	1	10	3	2	24
Ae taeniorhynchus	23	10	3	12	26	74
Ae triseriatus	0	0	0	0	0	0
Ae vexans	0	0	0	0	0	0
An atropos	0	0	0	0	0	0
An bradleyi	0	0	0	0	0	0
An crucians	660	456	255	279	1486	3136
An perplexens	0	0	0	0	0	0
An punctipennis	0	0	0	0	0	0
An quadrimaculatus	4	4	5	5	0	18
An walkeri	0	0	0	0	0	0
Cq perturbans	2	2	1	3	0	8
Cs inornata	0	0	0	0	0	0
Cs melanura	24	96	64	88	242	514
Cx coronator	0	0	0	0	0	0
Cx erraticus	68	93	119	191	1174	1645
Cx nigripalpus	83	41	24	103	332	583
Cx quinquefasciatus	4	0	1	17	12	34
Cx restuans	0	0	0	0	0	0
Cx salinarius	0	0	0	0	0	0
Cx territans	0	0	0	0	0	0
Ma dyari	0	0	0	0	0	0
Ma titillans	0	0	0	0	0	0
Or signifera	0	0	0	0	0	0
Ps ciliata	6	0	2	1	4	13
Ps columbiae	58	102	20	293	1022	1495
Ps cyanescens	0	0	0	0	0	0
Ps ferox	13	1	0	6	0	20
Ps howardii	4	4	1	1	44	54
Tx rutilus	0	0	0	0	0	0
Ur lowii	0	1	0	1	0	2
Ur sapphirina	15	17	0	4	0	36
Wy Mitchellii	0	0	0	0	0	0
Daily Total	1552	1189	724	1115	4982	9562

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

BG Trap July 2018					
7/1/2018					
To :					
7/31/2018					
Trap Type :					
BG					
Species Name	2018 07				Species Total
	6	12	19	26	
Ae aegypti	42	90	11	10	153
Ae albopictus	61	61	36	5	163
Ae atlanticus	5	6	6	0	17
Ae canadensis	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	0	1	0	0	1
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	2	2	0	4	8
Ae taeniorhynchus	6	0	2	1	9
Ae triseriatus	0	0	0	0	0
Ae vexans	0	0	0	0	0
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	9	2	0	0	11
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	0	6	23	7	36
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	0	0	0	0	0
Cx eraticus	0	5	1	0	6
Cx nigripalpus	19	0	6	2	27
Cx quinquefasciatus	71	141	59	17	288
Cx restuans	0	0	0	0	0
Cx salinarius	1	0	0	0	1
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	2	0	0	2
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchelli	0	0	0	0	0
Daily Total	217	316	144	46	723

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



City of St. Augustine Beach

2200 A1A South
St. Augustine Beach, FL 32080
www.staugbch.com

CITY MGR. (904) 471-2122
FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758
FAX (904) 471-4470

August 13, 2018

Dr. Rui-De Xue
Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, FL 32092

Re: Letter of Authorization - Anastasia Mosquito Control District – Low Level Flights

Dear Dr. Xue,

The City of St. Augustine Beach hereby gives authorization to the Anastasia Mosquito Control District to perform low-level flights over our City and/or jurisdiction in connection with inspections and aerial application of insecticides for the control of mosquito larvae and adults in compliance with FAA regulations.

Sincerely,

Max Royle
City Manager



**State of Florida
Department of Transportation**

Anatasia Mosquito Control District of St. Johns Co
120 EOC Drive
St. Augustine, FL 32092

Site Approval Number
SW2018-FLA-0179-HP

AIRPORT SITE APPROVAL ORDER

In accordance with Chapter 330, Florida Statutes, "Regulation of Aircraft, Pilots, and Airports", and Chapter 14-60, Florida Administrative Code, "Airport Licensing and Registration", your proposed airport site is hereby approved by the Florida Department of Transportation, effective September 9, 2018

Facility Name: AMCDLZ Heliport
Facility Use: Private
Facility Type: Heliport
County: St. Johns
Latitude: 29° 54' 5.0250"
Longitude: 81° 24' 48.797"

The Department is satisfied that your airport, if completed in accordance with your site proposal, will meet all of the following required conditions: (1) that the site has adequate area allocated for the airport, as proposed; (2) that the proposed airport will conform to the Department's licensing or registration requirements; (3) that the proposed airport will comply with the applicable local government land development regulations and zoning requirements; (4) that all affected airports, local governments, and property owners have been notified and any comments submitted by them have been given adequate consideration; and (5) that safe, air-traffic patterns can be established for the proposed airport with all existing airports and approved airport sites in its vicinity.

This Airport Site Approval Order is granted subject to your compliance with the following conditions that are deemed necessary by the Department to protect the public health, safety, or welfare:

- All operations are conducted in VFR weather conditions.
- The landing area is limited to private-use.
- All helicopter approach departure route operations are conducted on an ingress/egress heading from 176° magnetic through 188° using the touchdown pad (TLOF) as the center of a compass rose.

This Airport Site Approval Order is valid for a period of two (2) years, expiring , September 9, 2020 , unless revoked by the Department and may be extended by the Department for subsequent periods of two (2) years for good cause.

This Airport Site Approval Order for the above stated airport does not preempt or waive any law, ordinance or regulation of any other federal, state, or local government body or agency.

Aaron N. Smith
State Aviation Manager

ATTACHMENTS

PERFORMANCE EVALUATION PROCESS POLICY
(For Evaluation of Director)

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

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

500 Old Beach Road, St. Augustine, FL 32092



PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: _____ Date of Hire: _____

Title: _____ Time in Position: _____

Date of Last Review: _____ Scheduled Review Date: _____

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

INSTRUCTIONS:

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

DEFINITIONS OF PERFORMANCE RATINGS:

- O - Outstanding - Performance is exceptional in all areas and is recognizable as being far superior to others.
V - Very Good - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
G - Good - Competent and dependable level of performance. Meets the performance standards of the position.
I - Improvement Needed - Performance is deficient in certain areas. Improvement is necessary.
U - Unsatisfactory - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.
N/A - Not Applicable - Does not apply.

I. PERFORMANCE FACTORS:

A. PROFESSIONAL SKILLS:

1. Job Skills & Knowledge: Possesses working knowledge of all phases of the position and various techniques and skills necessary for efficient completion of tasks. Remains up-to-date on changes/trends in technical knowledge related to the job. Expands knowledge of the job and district products/services as it relates to other positions.

Comments: _____

Points box for Job Skills & Knowledge with scale: O 100-90, V 89-80, G 79-70, I 69-60, U Below 60

2. Initiative & Judgment: Ability to think and act without being instructed in great detail. Ability to make sound and proper decisions by drawing on professional expertise with minimal negative effects on employee relations, and/or district goals and achievements. Willingness to assume and implement the responsibilities of these decisions and the position and to do so in a timely manner.

Comments: _____

Points box for Initiative & Judgment with scale: O 100-90, V 89-80, G 79-70, I 69-60, U Below 60

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

Comments: _____

		Points
O	100-90	<input type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

B. INTERACTIVE SKILLS:

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

Comments: _____

		Points
O	100-90	<input type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

		Points
O	100-90	<input type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

		Points
O	100-90	<input type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

C. ADMINISTRATIVE SKILLS:

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

Comments: _____

		Points
O	100-90	<input type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

		Points
O	100-90	<input type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

II. RATE OVERALL PERFORMANCE:

Total Points: ÷ Number of Factors Rated = OVERALL RATING

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

III. MAJOR STRENGTHS:

1. _____
2. _____
3. _____

IV. AREAS NEEDING IMPROVEMENT:

1. _____
2. _____
3. _____

V. TRAINING AND DEVELOPMENT:

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

1. _____
2. _____
3. _____

Discussed with employee on: / /
(Date)

Follow-Up Requested: YES NO

Follow-Up Date: / /
(Date)

COMMISSIONER SIGNATURE:

DATE

EMPLOYEE COMMENTS:

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

EMPLOYEE SIGNATURE

DATE

CHAIRPERSON SIGNATURE

DATE