

**Anastasia Mosquito
Control District**
of St. Johns County



District Board Meeting
September 12, 2019
Thursday at
5:00 P.M



ANASTASIA MOSQUITO CONTROL DISTRICT
ST. JOHNS COUNTY

PROPOSED AGENDA

Thursday, September 12, 2019
5:00 P.M.

Invocation and Pledge: *Commissioner Howell*

NOTE: This regular meeting will begin as advertised, at 5:00 P.M., and then **at precisely 5:30 P.M.**, as advertised, we will interrupt this regular meeting to hold our First Public Hearing and then when that is complete, we will resume our regular meeting.

Consent Items: APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, August 7, 2019 at 4:00 P.M.
5. No November 14, 2019 Board Meeting (due to preparations for FMCA Annual Meeting and OPEN HOUSE (Nov. 17-20, 2019))
6. Cintas Uniform Contract Renewal
7. Tank Guard Liability Insurance Renewal
8. Board Members and Dr. Xue to attend WHO Vector Control Group Meeting, Geneva, November 11-13, 2019
9. Budget Amendments ~ \$51,129.97 from Receipts to Expenditures

Unfinished Business:

1. Approval of Fleet/Liability and Workers Compensation Insurance Renewals ~ *Mr. Matt Baker, Thompson Baker Insurance Company (15 min)*
2. Updated and Divided Commissioner's Handbook Revision to Commissioner's Policy Manual and Commissioners Reference Book (with added updated Organizational Chart and job description for Molecular Biologist/Entomologist) ~ Dr. Rui-De Xue and AMCD Board of Commissioners' (15 min) **(PLEASE BRING THESE WITH YOU)**
3. Revised Probationary Period Policy and Full Benefits (policies) to begin on date of hire (this will include Insurances, as well as Sick and Annual leave) ~ *Dr. Rui-De Xue (15 minutes)*

New Business:

1. Discussion and Approval for Proposal for GLP Consulting to Certify AMCD Lab and Facilities ~ *Dr. Rui-De Xue, Director and Dr. Karl Malamud-Roam (15 min)*
2. Open House for FMCA Participants (Nov. 17, 2019: 2:00 PM to 5:00 PM) ~ *Dr. Rui-De Xue (5 min)*
3. Approval for Commissioner Becker to speak on behalf of the AMCD Board to ask St. Johns County BOCC for a Proclamation for AMCD Mosquito Day, Dec. 7, 2019 ~ *Commissioner Trish Becker (5 min)*
4. Hurricane Dorian Response Report ~ *Mrs. Kay Gaines and Mr. Richard Weaver (5 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. None

CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

August 2019 Reconcile

Report for September, 2019 Meeting

Cash Balances Ending:

8/31/19

Local Fund	\$	952,447.88
S.B.A. Fund	\$	5,843,755.79
Total Funds as of 08/31/19	\$	6,796,203.67

Source of Income Local/ SBA Fund:

8/31/19

Taxes	\$	-
Prior Year Tax Distrib.	\$	-
SBA Fund- Return on Investment	\$	11,644.93
Local Fund, Interest	\$	-
Grant Money	\$	25,639.03 (NACCHO & MosquitoMate)
Dormatory Rent	\$	1,100.00 (Addit. \$300, paid in August, Transf beginn. Sept.)
Total Deposits by 08/31/19	\$	38,383.96

CHEMICAL & INSECTICIDE INVENTORY

Report for September, 2019 Meeting

Summary

VOUCHERS PRESENTED

Report for September, 2019 Meeting

Local Fund several

Anastasia Mosquito Control District VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 08/01/19 through 08/31/19

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						1,359,638.04
110-A - QuickBooks Bill Pay						-8,541,308.33
08/01/2019	6814	Augustine Alarm, ...	18081	X	-1,755.00	-8,543,063.33
08/01/2019	6815	Bozard Ford	CUST#517...	X	-245.91	-8,543,309.24
08/01/2019	6816	Craft's Trophies &...	Cust#1096	X	-12.00	-8,543,321.24
08/01/2019	6817	DiscoverTec	ANAS001	X	-35.00	-8,543,356.24
08/01/2019	6818	Leading Edge As...	INV#43935	X	-81.16	-8,543,437.40
08/01/2019	6819	Staples Credit Plan	60111000...	X	-1,565.02	-8,545,002.42
08/06/2019	6820	AFLAC	HZQ29	X	-72.72	-8,545,075.14
08/06/2019	6821	Guardian	Group ID#...	X	-352.81	-8,545,427.95
08/08/2019	6822	Advanced Disposal	PW004328	X	-152.79	-8,545,580.74
08/08/2019	6823	Dollar General Co...	ACCT#108...	X	-8.00	-8,545,588.74
08/08/2019	6824	Legal Shield	Group#01...	X	-57.80	-8,545,646.54
08/08/2019	6825	Night Flight Conc...	pleoneamc...	X	-217.81	-8,545,864.35
08/08/2019	6826	St. Johns County ...	500562-12...	X	-397.76	-8,546,262.11
08/08/2019	6827	Turner Ace Hard...	ACCT#107	X	-43.09	-8,546,305.20
08/08/2019	6828	Walmart Commu...	6032 2020...	X	-321.81	-8,546,627.01
08/14/2019	6829	Adapco, Inc.	1010	X	-11,576.40	-8,558,203.41
08/14/2019	6830	Augustine Alarm, ...	18081	X	-144.97	-8,558,348.38
08/14/2019	6831	Florida Janitor & ...	Acct#STJ...	X	-49.28	-8,558,397.66
08/14/2019	6832	FPL - EOC DR-M...	54682-331...	X	-1,522.33	-8,559,919.99
08/14/2019	6833	FPL - EOC DR - ...	37751-460...	X	-683.42	-8,560,603.41
08/14/2019	6834	Mobisoft Infotech	VCMS Dev...	X	-960.00	-8,561,563.41
08/14/2019	6835	RICOH USA, Inc.	Order#729...	X	-5,491.00	-8,567,054.41
08/14/2019	6836	St. Johns County ...	Account#0...	X	-36.00	-8,567,090.41
08/14/2019	6837	The Feed Store	00300	X	-275.00	-8,567,365.41
08/14/2019	6838	The Home Depot	60353225...	X	-792.40	-8,568,157.81
08/14/2019	6839	Tractor Supply Cr...	6035 3012...	X	-119.99	-8,568,277.80
08/14/2019	6840	Univar USA Inc.	CUST#400...	X	-17,500.00	-8,585,777.80
08/19/2019	6841	Braddock's Small...	Order#669...	X	-101.94	-8,585,879.74
08/19/2019	6842	Comcast Busines...	906116964	X	-426.70	-8,586,306.44
08/19/2019	6843	L.V. Hiers, Inc.	Cust#ANA...	X	-6,906.77	-8,593,213.21
08/21/2019	6844	BioQuip Products	Acct#0132...	X	-439.47	-8,593,652.68
08/21/2019	6845	Cintas Corporatio...	280-01247	X	-589.50	-8,594,242.18
08/21/2019	6846	COMCAST TV-In...	8495-74-3...	X	-348.20	-8,594,590.38
08/21/2019	6847	Flowers by Shirley	0087002	X	-124.90	-8,594,715.28
08/21/2019	6848	Lewis Longman &...	ID#4370-001	X	-1,250.00	-8,595,965.28
08/21/2019	6849	The St. Aug. Rec...	15661	X	-22.44	-8,595,987.72
08/21/2019	6850	Arthur J. Gallagh...	ANASMO...	X	-16,800.00	-8,612,787.72
08/27/2019	6851	Bank of America	4356 2200...	X	-10,528.73	-8,623,316.45
08/27/2019	6852	Blue Cross Blue ...	A5658	X	-24,338.65	-8,647,655.10
08/27/2019	6853	Target Specialty ...	203799	X	-2,196.20	-8,649,851.30
08/27/2019	6854	United Concordia	Recipient ...	X	-1,328.84	-8,651,180.14
08/29/2019	6855	DiscoverTec	ANAS001	X	-50.00	-8,651,230.14
08/29/2019	6856	Sigma Scientific, ...	Inv# INV34...	X	-105.00	-8,651,335.14
08/29/2019	6857	Verizon Wireless ...	94206016...	X	-1,019.82	-8,652,354.96
Total 110-A - QuickBooks Bill Pay					-111,046.63	-8,652,354.96
110 - Wells Fargo Bank - Local - Other						9,900,946.37
08/01/2019	Dire...	Peter P. Leone III		X	-67.08	9,900,879.29
08/01/2019	Dire...	Don Girvan		X	-100.00	9,900,779.29
08/01/2019	Dire...	Gary Howell		X	-100.00	9,900,679.29
08/01/2019	Dire...	Gina LeBlanc		X	-100.00	9,900,579.29
08/01/2019	Dire...	Jeanne Moeller		X	-100.00	9,900,479.29
08/01/2019	Dire...	Panagiota Becker		X	-100.00	9,900,379.29
08/02/2019	7452	VyStar Credit Union	H.S.A. Co...	X	-2,429.04	9,897,950.25
08/02/2019	9-#4...	Florida Retiremen...	FRS July 2...	X	-14,048.19	9,883,902.06
08/05/2019	Dire...	Gregory Allen Dor...	7-29-19	X	-195.00	9,883,707.06
08/05/2019	Dire...	Dr. Farooq		X	-2,000.00	9,881,707.06
08/05/2019		QUICKBOOKS BI...		X	-27.80	9,881,679.26
08/05/2019		QUICKBOOKS BI...		X	-15.95	9,881,663.31
08/06/2019	9-#4...	Mandi Pearson	August 20...	X	291.00	9,881,954.31
08/07/2019	7453	Nationwide Retire...	Entity Cod...	X	-1,000.00	9,880,954.31
08/07/2019	7454	US Department o...	Tracing# 1...	X	-138.79	9,880,815.52
08/09/2019	9-#4...	Payroll	Taxes Wit...	X	-14,817.76	9,865,997.76
08/09/2019	9-#4...	Payroll	Bank Acco...	X	-1,684.39	9,864,313.37
08/09/2019	9-#4...	Payroll	Credit Union	X	-718.39	9,863,594.98
08/09/2019	9-#4...	Payroll	Net Pay to ...	X	-44,150.97	9,819,444.01

Anastasia Mosquito Control District
VOUCHERS (Electronic Bill Pay & Canceled Checks)
From 08/01/19 through 08/31/19

Date	Num	Name	Memo	Clr	Amount	Balance
08/12/2019	9-#4...	Dr. Mohammad A...	August 20...	X	388.10	9,819,832.11
08/12/2019	9-#4...	Dr. Vindhya Arya...	August 20...	X	388.10	9,820,220.21
08/12/2019		wells Fargo		X	-233.31	9,819,986.90
08/13/2019			Deposit	X	8,702.41	9,828,689.31
08/13/2019	Dire...	Dr. Mohammed ...		X	-1,500.00	9,827,189.31
08/13/2019	Dire...	Emad Khater		X	-2,000.00	9,825,189.31
08/16/2019	7455	Pink Up the Pace	Booth	X	-100.00	9,825,089.31
08/19/2019	Dire...	Richard Weaver		X	-247.36	9,824,841.95
08/21/2019	7456	Clyde Mizell, Inc.	2019 Senti...	X	-468.00	9,824,373.95
08/21/2019	7457	Nationwide Retire...	Entity Cod...	X	-1,000.00	9,823,373.95
08/21/2019	7458	US Department o...	Tracing# 1...	X	-138.79	9,823,235.16
08/21/2019	7459	US Department o...	Tracing# 1...	X	-277.58	9,822,957.58
08/22/2019	Dire...	Patrick Kendrick		X	-29.00	9,822,928.58
08/23/2019	9-#4...	Payroll	Taxes Wit...	X	-14,499.34	9,808,429.24
08/23/2019	9-#4...	Payroll	Bank Acco...	X	-1,953.66	9,806,475.58
08/23/2019	9-#4...	Payroll	Credit Union	X	-718.39	9,805,757.19
08/23/2019	9-#4...	Payroll	Net Pay to ...	X	-42,820.02	9,762,937.17
08/23/2019	7461	Harrell Constructi...	AMCD Co...	X	-105,083.59	9,657,853.58
08/26/2019	9-#4...	Kai Blore	Taxes Wit...	X	-9.18	9,657,844.40
08/26/2019	9-#4...	Kai Blore	Bank Acco...	X	0.00	9,657,844.40
08/26/2019	9-#4...	Kai Blore	Credit Union	X	0.00	9,657,844.40
08/26/2019	9-#4...	Kai Blore	Net Pay to ...	X	-53.61	9,657,790.79
08/27/2019	Dire...	Ruide Xue		X	-207.00	9,657,583.79
08/28/2019			Deposit	X	25,647.05	9,683,230.84
08/29/2019	7460	Noland Company	00553-001...		-575.00	9,682,655.84
08/29/2019	7462	Ring Power Corp...	Cust#7511...		-77,453.00	9,605,202.84
08/29/2019	9-#4...	Dr. Mohammad A...	Dr. Miah, ...	X	-400.00	9,604,802.84
Total 110 · Wells Fargo Bank - Local - Other					-296,143.53	9,604,802.84
Total 110 · Wells Fargo Bank - Local					-407,190.16	952,447.88
TOTAL					-407,190.16	952,447.88

Anastasia Mosquito Control District
Reconciliation Summary
110 - Wells Fargo Bank - Local, Period Ending 08/31/2019

	Aug 31, 19
Beginning Balance	1,362,288.15
Cleared Transactions	
Checks and Payments - 82 items	-364,269.59
Deposits and Credits - 7 items	35,416.66
Total Cleared Transactions	-328,852.93
Cleared Balance	1,033,435.22
Uncleared Transactions	
Checks and Payments - 5 items	-80,987.34
Total Uncleared Transactions	-80,987.34
Register Balance as of 08/31/2019	952,447.88
New Transactions	
Checks and Payments - 8 items	-4,226.70
Total New Transactions	-4,226.70
Ending Balance	948,221.18

Anastasia Mosquito Control District Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,362,288.15
Cleared Transactions						
Checks and Payments - 82 items						
Bill Pmt -Check	07/15/2019	Direct ...	Caroline Efstathion	X	-11.45	-11.45
Bill Pmt -Check	07/26/2019	7451	Florida U.C. Fund	X	-784.14	-795.59
Bill Pmt -Check	07/26/2019	7450	Mandi A. Pearson	X	-20.00	-815.59
Bill Pmt -Check	08/01/2019	6814	Augustine Alarm, Fir...	X	-1,755.00	-2,570.59
Bill Pmt -Check	08/01/2019	6819	Staples Credit Plan	X	-1,565.02	-4,135.61
Bill Pmt -Check	08/01/2019	6815	Bozard Ford	X	-245.91	-4,381.52
Bill Pmt -Check	08/01/2019	Direct ...	Don Girvan	X	-100.00	-4,481.52
Bill Pmt -Check	08/01/2019	Direct ...	Panagiota Becker	X	-100.00	-4,581.52
Bill Pmt -Check	08/01/2019	Direct ...	Gina LeBlanc	X	-100.00	-4,681.52
Bill Pmt -Check	08/01/2019	Direct ...	Jeanne Moeller	X	-100.00	-4,781.52
Bill Pmt -Check	08/01/2019	Direct ...	Gary Howell	X	-100.00	-4,881.52
Bill Pmt -Check	08/01/2019	6818	Leading Edge Assoc...	X	-81.16	-4,962.68
Bill Pmt -Check	08/01/2019	Direct ...	Peter P. Leone III	X	-67.08	-5,029.76
Bill Pmt -Check	08/01/2019	6817	DiscoverTec	X	-35.00	-5,064.76
Bill Pmt -Check	08/01/2019	6816	Craft's Trophies & A...	X	-12.00	-5,076.76
General Journal	08/02/2019	9-#417	Florida Retirement S...	X	-14,048.19	-19,124.95
Bill Pmt -Check	08/02/2019	7452	VyStar Credit Union	X	-2,429.04	-21,553.99
Bill Pmt -Check	08/05/2019	Direct ...	Dr. Farooq	X	-2,000.00	-23,553.99
Bill Pmt -Check	08/05/2019	Direct ...	Gregory Allen Dorsey	X	-195.00	-23,748.99
Check	08/05/2019		QUICKBOOKS BILL...	X	-27.80	-23,776.79
Check	08/05/2019		QUICKBOOKS BILL...	X	-15.95	-23,792.74
Bill Pmt -Check	08/06/2019	6821	Guardian	X	-352.81	-24,145.55
Bill Pmt -Check	08/06/2019	6820	AFLAC	X	-72.72	-24,218.27
Bill Pmt -Check	08/07/2019	7453	Nationwide Retirem...	X	-1,000.00	-25,218.27
Bill Pmt -Check	08/07/2019	7454	US Department of E...	X	-138.79	-25,357.06
Bill Pmt -Check	08/08/2019	6826	St. Johns County Ut...	X	-397.76	-25,754.82
Bill Pmt -Check	08/08/2019	6828	Walmart Community	X	-321.81	-26,076.63
Bill Pmt -Check	08/08/2019	6825	Night Flight Concepts	X	-217.81	-26,294.44
Bill Pmt -Check	08/08/2019	6822	Advanced Disposal	X	-152.79	-26,447.23
Bill Pmt -Check	08/08/2019	6824	Legal Shield	X	-57.80	-26,505.03
Bill Pmt -Check	08/08/2019	6827	Turner Ace Hardware	X	-43.09	-26,548.12
Bill Pmt -Check	08/08/2019	6823	Dollar General Corp...	X	-8.00	-26,556.12
General Journal	08/09/2019	9-#424	Payroll	X	-44,150.97	-70,707.09
General Journal	08/09/2019	9-#424	Payroll	X	-14,817.76	-85,524.85
General Journal	08/09/2019	9-#424	Payroll	X	-1,684.39	-87,209.24
General Journal	08/09/2019	9-#424	Payroll	X	-718.39	-87,927.63
Check	08/12/2019		wells Fargo	X	-233.31	-88,160.94
Bill Pmt -Check	08/13/2019	Direct ...	Emad Khater	X	-2,000.00	-90,160.94
Bill Pmt -Check	08/13/2019	Direct ...	Dr. Mohammed Miah	X	-1,500.00	-91,660.94
Bill Pmt -Check	08/14/2019	6840	Univar USA Inc.	X	-17,500.00	-109,160.94
Bill Pmt -Check	08/14/2019	6829	Adapco, Inc.	X	-11,576.40	-120,737.34
Bill Pmt -Check	08/14/2019	6835	RICOH USA, Inc.	X	-5,491.00	-126,228.34
Bill Pmt -Check	08/14/2019	6832	FPL - EOC DR-Main...	X	-1,522.33	-127,750.67
Bill Pmt -Check	08/14/2019	6834	Mobisoft Infotech	X	-960.00	-128,710.67
Bill Pmt -Check	08/14/2019	6838	The Home Depot	X	-792.40	-129,503.07
Bill Pmt -Check	08/14/2019	6833	FPL - EOC DR - Re...	X	-683.42	-130,186.49
Bill Pmt -Check	08/14/2019	6837	The Feed Store	X	-275.00	-130,461.49
Bill Pmt -Check	08/14/2019	6830	Augustine Alarm, Fir...	X	-144.97	-130,606.46
Bill Pmt -Check	08/14/2019	6839	Tractor Supply Credi...	X	-119.99	-130,726.45
Bill Pmt -Check	08/14/2019	6831	Florida Janitor & Pa...	X	-49.28	-130,775.73
Bill Pmt -Check	08/14/2019	6836	St. Johns County So...	X	-36.00	-130,811.73
Bill Pmt -Check	08/16/2019	7455	Pink Up the Pace	X	-100.00	-130,911.73
Bill Pmt -Check	08/19/2019	6843	L.V. Hiers, Inc.	X	-6,906.77	-137,818.50
Bill Pmt -Check	08/19/2019	6842	Comcast Business -...	X	-426.70	-138,245.20
Bill Pmt -Check	08/19/2019	Direct ...	Richard Weaver	X	-247.36	-138,492.56
Bill Pmt -Check	08/19/2019	6841	Braddock's Small E...	X	-101.94	-138,594.50
Bill Pmt -Check	08/21/2019	6850	Arthur J. Gallagher ...	X	-16,800.00	-155,394.50
Bill Pmt -Check	08/21/2019	6848	Lewis Longman & ...	X	-1,250.00	-156,644.50
Bill Pmt -Check	08/21/2019	7457	Nationwide Retirem...	X	-1,000.00	-157,644.50
Bill Pmt -Check	08/21/2019	6845	Cintas Corporation-...	X	-589.50	-158,234.00
Bill Pmt -Check	08/21/2019	7456	Clyde Mizell, Inc.	X	-468.00	-158,702.00
Bill Pmt -Check	08/21/2019	6844	BioQuip Products	X	-439.47	-159,141.47
Bill Pmt -Check	08/21/2019	6846	COMCAST TV-Inter...	X	-348.20	-159,489.67
Bill Pmt -Check	08/21/2019	7459	US Department of E...	X	-277.58	-159,767.25
Bill Pmt -Check	08/21/2019	7458	US Department of E...	X	-138.79	-159,906.04

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	08/21/2019	6847	Flowers by Shirley	X	-124.90	-160,030.94
Bill Pmt -Check	08/21/2019	6849	The St. Aug. Record...	X	-22.44	-160,053.38
Bill Pmt -Check	08/22/2019	Direct ...	Patrick Kendrick	X	-29.00	-160,082.38
Bill Pmt -Check	08/23/2019	7461	Harrell Construction ...	X	-105,083.59	-265,165.97
General Journal	08/23/2019	9-#428	Payroll	X	-42,820.02	-307,985.99
General Journal	08/23/2019	9-#428	Payroll	X	-14,499.34	-322,485.33
General Journal	08/23/2019	9-#428	Payroll	X	-1,953.66	-324,438.99
General Journal	08/23/2019	9-#428	Payroll	X	-718.39	-325,157.38
General Journal	08/26/2019	9-#429	Kai Blore	X	-53.61	-325,210.99
General Journal	08/26/2019	9-#429	Kai Blore	X	-9.18	-325,220.17
Bill Pmt -Check	08/27/2019	6852	Blue Cross Blue Shi...	X	-24,338.65	-349,558.82
Bill Pmt -Check	08/27/2019	6851	Bank of America	X	-10,528.73	-360,087.55
Bill Pmt -Check	08/27/2019	6853	Target Specialty Pro...	X	-2,196.20	-362,283.75
Bill Pmt -Check	08/27/2019	6854	United Concordia	X	-1,328.84	-363,612.59
Bill Pmt -Check	08/27/2019	Direct ...	Ruide Xue	X	-207.00	-363,819.59
General Journal	08/29/2019	9-#418	Dr. Mohammad Asa...	X	-400.00	-364,219.59
Bill Pmt -Check	08/29/2019	6855	DiscoverTec	X	-50.00	-364,269.59
Total Checks and Payments					-364,269.59	-364,269.59
Deposits and Credits - 7 items						
General Journal	08/06/2019	9-#425	Mandi Pearson	X	291.00	291.00
General Journal	08/12/2019	9-#426	Dr. Mohammad Asa...	X	388.10	679.10
General Journal	08/12/2019	9-#427	Dr. Vindhya Aryapre...	X	388.10	1,067.20
Deposit	08/13/2019			X	8,702.41	9,769.61
General Journal	08/26/2019	9-#429	Kai Blore	X		9,769.61
General Journal	08/26/2019	9-#429	Kai Blore	X		9,769.61
Deposit	08/28/2019			X	25,647.05	35,416.66
Total Deposits and Credits					35,416.66	35,416.66
Total Cleared Transactions					-328,852.93	-328,852.93
Cleared Balance					-328,852.93	1,033,435.22
Uncleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	04/25/2019	7414	VyStar Credit Union		-1,834.52	-1,834.52
Bill Pmt -Check	08/29/2019	7462	Ring Power Corpora...		-77,453.00	-79,287.52
Bill Pmt -Check	08/29/2019	6857	Verizon Wireless Ce...		-1,019.82	-80,307.34
Bill Pmt -Check	08/29/2019	7460	Noland Company		-575.00	-80,882.34
Bill Pmt -Check	08/29/2019	6856	Sigma Scientific, LLC		-105.00	-80,987.34
Total Checks and Payments					-80,987.34	-80,987.34
Total Uncleared Transactions					-80,987.34	-80,987.34
Register Balance as of 08/31/2019					-409,840.27	952,447.88
New Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	09/04/2019	6862	L.V. Hiers, Inc.		-2,543.19	-2,543.19
Bill Pmt -Check	09/04/2019	6863	Staples Credit Plan		-622.94	-3,166.13
Bill Pmt -Check	09/04/2019	6861	Guardian		-357.89	-3,524.02
Bill Pmt -Check	09/04/2019	6860	COPYFAX		-181.38	-3,705.40
Bill Pmt -Check	09/04/2019	6864	Strate Welding Sup...		-154.10	-3,859.50
Bill Pmt -Check	09/04/2019	6858	Advanced Disposal		-152.79	-4,012.29
Bill Pmt -Check	09/04/2019	6865	Walmart Community		-141.69	-4,153.98
Bill Pmt -Check	09/04/2019	6859	AFLAC		-72.72	-4,226.70
Total Checks and Payments					-4,226.70	-4,226.70
Total New Transactions					-4,226.70	-4,226.70
Ending Balance					-414,066.97	948,221.18

12:44 PM

09/05/19

Anastasia Mosquito Control District
Reconciliation Summary
115 - SBA, Period Ending 08/31/2019

	<u>Aug 31, 19</u>
Beginning Balance	5,832,110.86
Cleared Transactions	
Deposits and Credits - 1 item	11,644.93
Total Cleared Transactions	<u>11,644.93</u>
Cleared Balance	<u>5,843,755.79</u>
Register Balance as of 08/31/2019	5,843,755.79
Ending Balance	5,843,755.79

Anastasia Mosquito Control District

Reconciliation Detail

115 · SBA, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,832,110.86
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2019			X	11,644.93	11,644.93
Total Deposits and Credits					11,644.93	11,644.93
Total Cleared Transactions					11,644.93	11,644.93
Cleared Balance					11,644.93	5,843,755.79
Register Balance as of 08/31/2019					11,644.93	5,843,755.79
Ending Balance					<u>11,644.93</u>	<u>5,843,755.79</u>



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

AGENCY ACCOUNT 101071
 08/01/2019 - 08/31/2019

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

Participant Return 08/31/2019 : 2.35 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
08/01/2019	BEGINNING BALANCE			5,832,110.86
08/31/2019	EARNED INCOME	INTEREST	11,644.93	5,843,755.79
	Totals:		<u>11,644.93</u>	<u>5,843,755.79</u>

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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER/ (UNDER)
ALTOSID WSP EA.	11,674.00				11,674.00	2141.00	9,533.00	9,533.00	0.00
ALTOSID XR LBS.	665.00				665.00	34.00	631.00	631.00	0.00
ALTOSID XRG LBS.	6,815.00	2,000.00			8,815.00	6780.00	2,035.00	2,035.00	0.00
AQUABAC XT GALS.	202.56				202.56	41.30	161.26	161.27	0.01
AQUALUER 20-20 GALS.	460.60				460.60	6.50	454.10	388.40	-65.70
B. t. i. DUNKS (Doughnuts) EA.	2,197.00				2,197.00	137.00	2,060.00	2,060.00	0.00
COCO BEAR GALS.	165.43				165.43	4.19	161.24	161.24	0.00
DUET GALS.	231.00				231.00	3.75	227.25	228.25	1.00
MOSQUITOMIST TWO GALS.	451.00				451.00	15.25	435.75	437.00	1.25
NALED GALS.	749.00				749.00	0.00	749.00	749.00	0.00
NATULAR DT EA.	10,389.00				10,389.00	72.00	10,317.00	10,317.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	960.00	2,000.00			2,960.00	750.00	2,210.00	2,210.00	0.00
TALSTAR P GALS.	16.14				16.14	6.50	9.64	9.50	-0.14
VECTOBAC 12AS GALS.	300.00				300.00	0.00	300.00	300.00	0.00
GASOLINE GALS.	3,774.00				3,774.00	2379.02	1,394.98	1,382.00	-12.98
JET A GALS.	3,791.00				3,791.00	418.17	3,372.83	3,348.00	-24.83
TOTALS	42,884.73	4000.00	0.00	0.00	46,884.73	12788.68	34,096.05	33,994.66	-101.39

BASE=	33,994.66
Total	33,994.66

DATE: 8/13/19
 DATE: 7/28/19
 DATE: 8/28/19

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

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

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOCID WSP EA.	9,533.00	\$0.8100	\$7,721.73	6/22/17	UNIVAR
ALTOCID XR LBS.	631.00	\$3.42	\$2,157.83	4/26/19	UNIVAR
ALTOCID XRG LBS.	2,035.00	\$8.7500	\$17,806.25	7/31/19	UNIVAR
AQUABAC XT GALS.	161.27	\$32.5000	\$5,241.28	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	388.40	\$118.0000	\$45,831.20	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	2,060.00	\$0.8550	\$1,761.30	4/30/19	ADAPCO
COCO BEAR GALS.	161.24	\$20.4800	\$3,302.20	7/16/18	CLARKE
DUET GALS.	228.25	\$197.9900	\$45,191.22	7/11/18	CLARKE
MOSQUITOMIST TWO GALS.	437.00	\$68.2800	\$29,838.36	8/13/18	CLARKE
NALED GALS.	749.00	\$211.8400	\$158,668.16	6/18/18	ADAPCO
NATULAR DT EA.	10,317.00	\$0.4168	\$4,300.13	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	2,210.00	\$6.9000	\$15,249.00	6/28/19	ALLPRO
TALSTAR P GALS.	9.50	\$37.1400	\$352.83	3/29/17	UNIVAR
VECTOBAC 12AS GALS.	300.00	\$32.5000	\$9,750.00	6/26/19	ADAPCO
GASOLINE GALS.	1,382.00	\$2.2763	\$3,145.85	6/24/19	L. V. HIERS
JET A GALS.	3,348.00	\$2.6051	\$8,721.87	5/20/19	Avfuel
TOTAL	33,994.66	\$926.31	\$358,419.92		

PREPARED BY: [Signature] weaver DATE: 8/12/19

COST FIGURES REVIEWED BY: [Signature] DATE: 8/28/19

REVIEWED BY: Kay Haines DATE: 8/28/19

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092
Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Wednesday, August 7, 2019

Next Meeting(s): Thursday, September 12, 2019 – 5:00 PM
Thursday, September 12, 2019 – 5:30 PM ~ First Public Hearing
Thursday, September 26, 2019 – 5:30 PM ~ Final Public Hearing

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Wednesday, August 7, 2019, at 4:00 P.M.

Board members in attendance:

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

Also in attendance:

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

Chairperson Howell called the meeting to order.

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

ROLL CALL: Chairperson Howell noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

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

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

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

- Commissioner Moeller requested that Consent Agenda Item #7 “updated Organizational Chart” be pulled and tabled and put on the September 12, 2019 Agenda.

A. A motion was made to pull Consent Agenda Item #7: “Updated Organizational Chart” and Table it to the September 12, 2019 Agenda for discussion.

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

B. A motion was made to approve the Consent Agenda as amended.

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Girvan
- 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 – July 11, 2019 at 5:00 PM
5. Attendance for FMCA Annual Meeting, St. Augustine Beach Oceanfront Resort, Florida, November 17-20, 2019
6. Dr. Xue’s Attendance to Present at ACS Symposium, Aug. 28, 2019, San Diego, CA.
7. ~~Updated Organizational Chart (Item added after Proposed Agenda Sent)~~ (*Item Pulled from the Consent Agenda during the meeting and Tabled to Sept. 12, 2019 Board Meeting*)
8. Budget Amendments ~ \$50,722.42 from Receipts to Expenditures

UNFINISHED BUSINESS:

Item 1: Construction Project Update ~ Mr. Bill Youker, Harrell Construction Co., Inc.

- Mr. Youker noted that building 900 is fully inspected and all that remains is the “as built drawings” which are with the county and waiting for their final review to have the Certificate of Occupancy (CO) issued. The hangar floor is being sanded and redone because of the issue with dirt and bugs getting into the paint before it dried. Building 500, green houses, were delivered Monday and installers arrived yesterday to start installing them. They should be complete next week and the electricians will top out all next week also, dry wall is done.

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

Item 2: Aerial Program Workshop Discussions ~ Mr. Peter Paul Leone

- Mr. Leone showed four PowerPoints and described the importance of FAA Part 137 which is a higher standard, close to accreditation, and it requires more inspections than just having a Public Use designation. He described leadership and job satisfaction as important to a successful program, he went over equipment, aerial applications, NVG night operations, and training. He then concluded with the considerations of AMCD purchasing a second helicopter with fixed wing capability and the types of helicopters that would give us that. Commissioners and Dr. Xue asked questions: what is needed to finish ULV system?-an aerial mechanic; can the annual maintenance inspection be postponed to a later date that doesn’t

interfere with the active season?-NO, but it can be done earlier; can we convert a truck to be a "nurse truck"?-yes but the best type would be a flat-bed truck; Can our hangar hold more than one helicopter?-yes (i.e.; possible hurricane threat where other mosquito control counties need to house their helicopter away from the area). Dr. Xue then described the map of the county showing conservation lands, where we can't do anything but use BTI for larviciding, and also showing the hot spots in the county. Dr. Xue then presented a certificate of appreciation to Mr. Leone for his creating the AMCD aerial program.

A. A motion was made to authorize staff and the attorney to contact Volusia and East Flagler County Mosquito Controls to develop a Memorandum of Understanding (MOU) for collaborations in the Aerial Program, and then bring this back to the Board for further discussion and decision.

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

NEW BUSINESS

Item 1: Discussion and Approval for Staff and the Attorney to Update the Employee Handbook ~ Dr. Rui-De Xue

- Dr. Xue stated that due to policy changes and procedures and the fact that the last revision of the Employee Handbook was in 2011 (with a reprint in Dec. 2016) we need to update the employee handbook and bring it back to the Board for approval. Commissioner comments included that if we are going to look at updating the Probation policy and the Sick and Annual leave policies for health insurance and other benefits, we need to talk about that before updating the Employee Handbook.
 - **There was a consensus with the five Board members to continue working on this but to Table this item at this time and bring it back to the Board at a later date.**

Item 2: Discussion and Approval of Policy Revision on Health Insurance and Benefits beginning date (also where it affects the Annual leave, Sick leave & Probation Policies)~ Dr. Rui-De Xue

- Commissioner comments included questions: is there added cost in the budget for this?; is this change acceptable with BlueCross? Is it ok to do this right away? Do we need to get with Don Lohr on this first? Mr. Hanna had spoken to Mr. Lohr about this and stated that the insurance renewal date is January 1st and all changes should be done to be effective January 1, 2020.
 - **There was a consensus with the five Board members to continue working on this but to Table this item at this time and bring it back to the Board at a later date.**

REPORTS:

1. **Director** ~ Dr. Xue; we have had 6 sentinel chickens that tested positive for EEE and four for WNV, mosquito populations have increased this week and we started the ULV spraying and the night time ground spraying; we have conducted education and training, the pilot, Mr. Peter Paul Leone resigned full time employment as of August 1, 2019 and will be part-time as of August 2, 2019; we received 22 applications for a full time pilot and 11 applications for a full time aircraft mechanic.
2. **Attorney** ~ Mr. Flowers; had nothing further to add.

COMMISSIONER COMMENTS:

Commissioner Becker ~ Thanked Mr. Leone for his amazing work and our awesome staff that have helped him.

Commissioner LeBlanc ~ thanked Mr. Leone for his presentation and what's he's done for our aerial program and all that he has done and thanked the staff for all they do.

Commissioner Moeller ~ asked if the phone app is working correctly as she has received service requests from the public and they said the app is not working. Mr. Weaver stated that the app is functioning, however there is a glitch in the mapping that the Canadian subcontractor is working on, as they have a fee that needs paid by them to google maps before the mapping function is corrected (it shows it is "under development") however, all else on the app for entering service requests, checking fogging, etc. is working properly. He is negotiating with Mobisoft (the Indian Company) to take over the mapping for the app. Commissioner Moeller read a letter for her to have sent to the St. Augustine Record for the "Letter to the Editor" section, about the jump in mosquito populations and suggestions and websites to assist the public, including our free app for entering service requests.

Commissioner Girvan ~ the Board should consider continuing the accounting intern program and we should consider hiring a full time junior accountant to provide backup and continuity as things are more complicated now, including our having the aviation program.

Commissioner Howell, at this time, introduced a member in the audience who was Mr. Kevin Card, a pilot with the East Flagler County Mosquito Control.

Commissioner Howell ~ the St. Augustine Record contacted him about doing an article on the Aerial Program and he referred that over to Dr. Xue so he could give the accurate information on the aerial program and it was a good article. We all work together and are team players and we appreciate the tax payers.

ATTACHMENTS: ~

1. *Commissioner's Handbook Revision and Separated Reference Manual.*

ADJOURNMENT:

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

ATTEST _____

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, Commissioner Gina LeBlanc

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

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director;

CC: Charolette M. Hall, Administrative Assistant

DATE: September 9, 2019

RE: No November Board Meeting due to Preparations for the FMCA Annual Meeting & Open House here at AMCD (Nov. 17-20, 2019)

Due to preparations for the FMCA annual meeting (November 17-20, 2019) which is being held here in St. Augustine, Florida, and the FMCA Open House (November 17) which is being held here at the Anastasia Mosquito Control District, we recommend not having a Board meeting on November 14, 2019.

Thank you.



STANDARD RENTAL SERVICE AGREEMENT

effective date: 1/1/20

Location No. 0280 Agreement No. 210353713 Customer No. 14351252

Date 1/1/20

Customer ANASTASIA MOSQUITO CNTRL

Phone 9044713107

Address 500 OLD BEACH RD 120 EOC DR, City SAINT Augustine State FL Zip 32080-6534 32092

Zip 32080-6534 32092

UNIFORM PRICING:

Table with 5 columns: Material #, Description, Rental Freq., Inventory, Unit Price. Rows include CARGO PANT, WOMENS PANT SUSAN, CINTAS DENIM JEAN, DENIM JEAN, COMFORT SHIRT.

EMBLEM PRICING:

Table with 5 columns: Material #, Description, Rental Freq., Inventory, Unit Price. Rows include NAVY/ NAVY/ WHITE*, MIC BLUE/ MIC BLUE/ WHITE*, LXXXXXS LXXXXX *.

FACILITY SERVICES PRODUCTS PRICING:

Table with 5 columns: Material #, Description, Rental Freq., Inventory, Unit Price. Rows include SM SHOP TWL-WHT, SANIS BOWL CLIP RFL.

This agreement is effective as of the date of execution for a term of 12 months from date of installation.

The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an invoice.

COD Terms \$ N/A per week charge for delayed payment (if Amount Due is Carried to Following Week)

Credit Terms - Charge Payments due 10 Days After End of Month

Automatic Lost Replacement Charge: Material N/A % of Inventory N/A \$ N/A EA.

Make-Up charge \$ 0 per garment.

Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ N/A per garment

Artwork Charge for Logo Mat \$ N/A

Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.

Service Charge: \$ 3.00 per delivery.

This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.

Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ 5.000 per garment will be assessed for employees size changed within 4 weeks of installation.

Uniform Advantage \$ N/A per garment. Premium Advantage \$ N/A per garment.

Uniform and Premium Advantage covers damaged garments needing to be replaced outside of normal wear. Uniform Advantage and Premium Advantage do not cover lost or unreturned garments. The Customer or Company may cancel Uniform Advantage and Premium Advantage at any time.

Emblem Advantage \$ N/A per garment. Emblem Advantage covers name and company emblems initially selected by Customer. The Customer or Company may cancel Emblem Advantage at any time after six months from date of installation.

Prep Advantage \$ N/A per garment. Prep Advantage covers all costs associated with garment preparation. The Customer or Company may cancel Prep Advantage at any time after six months from date of installation.

Other No price increase, starting may 2020

Initial and check box if Unilease. All garments will be cleaned by Customer.

Initial and check box if receiving Linen Service. Company may make periodic physical inventories of items in possession or under control of customer.



 / _____
Date

Initial and check box if receiving direct embroidery. If service is discontinued for an employee, or Customer deletes any of the garments with direct embroidery for any reason, or terminates this agreement for any reason, or fails to renew the agreement. Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.

Customer certifies that it is is not a federal, state, or local government branch or agency.

This agreement is subject to the terms and conditions on the back of this agreement. By signing below, Customer agrees to and accepts the terms and conditions on the back of this agreement.

Cintas Loc. No. 280
By Tiffany Bradway
Title Service manager
Accepted-GM: _____

CUSTOMER:
Please Sign Name _____
Please Print Name Gary Howell
Please Print Title Chairperson
E-mail _____



STANDARD UNIFORM RENTAL SERVICE AGREEMENT RENEWAL

The Customer, its successors and assigns ("Customer") orders from CINTAS CORPORATION or any of its subsidiaries, successors and assigns ("Company") all of the Customer's requirements of garment rental services and other materials covered by this agreement during the term of this agreement all in accordance with the pricing, terms and conditions contained herein. Pricing is based on 52 weeks billing per rental material per year.

2. All garments and other rented materials will be cleaned and maintained by Company and remain the property of the Company. Any garments that require replacement due to normal wear will be replaced by Company at no charge to Customer.

3. Unless specified otherwise, the garments supplied under this Agreement are not personal protective equipment and have no special protective or other characteristics, including but not limited to, flame resistant or acid resistant properties. Specialty apparel and personal protective equipment may be available from Company upon request and would be covered under additional terms. Customer warrants that none of the employees for whom garments are supplied under this agreement require flame retardant or acid resistant clothing.

4. Customer is ultimately responsible for choosing the type and placement of any floor mats provided by Company and ensuring floor safety conditions at its locations. If a mat needs to be replaced for any reason prior to its next scheduled service, Customer should remove it and contact Company to request replacement.

5. Customer agrees to notify Company, in writing, of any hazardous materials, including lead, arsenic, hexavalent chromium and cadmium, that may be picked up by Company in the soiled garments or other textiles serviced under this agreement. In no case will hazardous materials be present to the extent that they may be harmful to Company's employees.

6. The weekly rental charge for any individual leaving the employ of Customer can be terminated, but only after all garment issued to that individual, or the current replacement value of same, have been returned or paid to Company. Any non-standard, or special products (i.e., logo mats) must be purchased by the Customer if service is stopped for any reason. If materials are lost or damaged by any means Customer will pay the then current replacement values for said materials. Should Customer require garment sizes that are outside the standard size range, Customer agrees to pay the specific premium price for those materials and sizes designated under Uniform Pricing.

(b) ~~7. This agreement is effective as of the date of execution. The initial term of this agreement shall be as set forth on the front of this agreement and shall automatically renew for the same period of time unless Company is notified, to the contrary, in writing, no more than 180 days, but not less than 90 days in advance of the expiration of the then current term. Company has the right to increase prices. The Customer has the right to reject the price increase within ten (10) days of the notice. If Customer rejects the price increase, Company may terminate this agreement. All invoices must be paid within ten days after the end of the month. Interest will accrue on any amounts which are not paid when due from the date due to the date of payment in full at an annual percentage rate equal to the lesser of (a) eighteen percent 18% or (b) the maximum rate permitted by applicable law.~~

8. Company is a licensee and not the owner of the Carhartt trademarked products. If Company should no longer have such license, then Company will substitute the Carhartt trademarked garments with garments of similar material and quality.

9. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this agreement.

10. **Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental materials are paid for at the then current replacement values or returned to Company in good and usable condition.**

11. Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms and provisions of this agreement. If this agreement is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured as set forth above, or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the greater of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all garments and other products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customer's account prior to termination.

12. While this agreement is in effect, Customer agrees to pay a weekly minimum charge equal to 75% of (a) the charges on the initial invoice and (b) the charges for additional products and services added after the initial invoice.

13. Any dispute or matter arising in connection with or relating to this agreement shall be resolved by binding and final arbitration. The arbitration shall be conducted pursuant to applicable state or federal arbitration laws. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie within the state where Customer is located.

14. Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other service provider.

15. This agreement contains the entire agreement of the parties with respect to the subject matter of this agreement and supersedes all prior negotiations, agreements and understandings with respect thereto, and any terms and conditions set forth in subsequent purchase orders or other documents issued by customer, in which case, the terms of this agreement shall control.

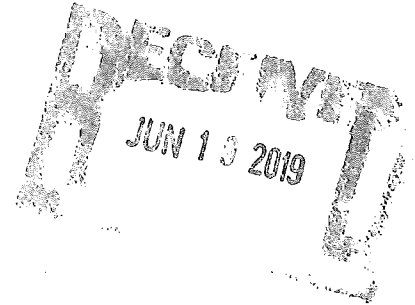
16. This agreement may not be modified, amended or supplemented except in writing signed by an authorized representative of Company, provided, however, if a federal, state or local government body or its representative is a party to this agreement, the proposal modification, amendment, or supplement must be in a writing signed by a President or a Senior Vice President of Company.

Policy Managers®

317 Riveredge Boulevard, Suite 206 • Cocoa, Florida 32922 • 800.475.4055 • Fax: 321.433.1093 • www.policymanagers.com
A Division of Chamber Insurance Agency Services, LLC

June 17, 2019

Anastasia Mosquito Control Dist of
Saint Johns County
120 EOC Drive
Saint Augustine, FL 32072-



IMPORTANT RENEWAL NOTICE

Re: AIG TankGuard® Program
Insured: Anastasia Mosquito Control Dist of
Saint Johns County
Policy Number: FPL011498189
Expiration Date: 10/01/19

Dear Insured,

We are pleased to announce that we have streamlined and improved the renewal process for the TankGuard® program.

As you know, the above TankGuard® policy is scheduled for renewal with Commerce & Industry Insurance Company on the date indicated above.

In order to renew the above coverage, we will simply require that you complete the enclosed Renewal Warranty Statement. We are very pleased to advise that upon our receipt of the fully completed Renewal Warranty the captioned policy will now be automatically renewed. We will no longer require a fully complete application unless there have been material changes to the risk.

We ask that you please complete the enclosed Renewal Warranty Statement and promptly forward it to your agent/broker:

ThompsonBaker Agency Inc
PO Drawer 3807
Saint Augustine, FL 32085-

Please note, that we will need to receive the completed Renewal Warranty Statement from your agent/broker within 35 days of the date of this letter. We will not be able to automatically renew the above policy until we have received your fully completed Renewal Warranty Statement.

Please note that if we do not receive the Warranty Statement within this time frame, State Insurance Regulations require us to send a notice of non-renewal to you.

State Insurance Regulations also require that we provide advance notice of any material changes in terms and conditions of your current coverage and/or changes to underwriting guidelines. Therefore, we must advise you that your policy may be renewed with different rates, terms and conditions

Anastasia Mosquito Control Dist of
Saint Johns County
June 17, 2019
Page 2

resulting from increased exposure or from rate increases as approved by the applicable state agency.

In closing, we remind you that your policy is a "claims-made" form, requiring that claims be made against the insured and reported to the Company during the policy period for coverage to be provided, subject to all terms, conditions and exclusions. Therefore, if your policy is not renewed, there will be no coverage for any claims reported subsequent to your policy's expiration date unless an Extended Reporting Period is purchased. Instructions for purchasing an Extended Reporting Period Endorsement are provided in your policy.

Should you have any questions concerning the enclosed material, please have your agent contact us.

Very truly yours,
POLICY MANAGERS®

Catherine D. Jones

Catherine D. Jones
Account Executive
cjones@policymanagers.com

cc: Matthew Baker
ThompsonBaker Agency Inc
PO Drawer 3807
Saint Augustine, FL 32085-



Storage Tank Third Party Liability
TankGuard[®] Renewal Warranty

NAMED INSURED: Anastasia Mosquito Control Dist of
Saint Johns County
INSURER: Commerce and Industry Insurance Company
POLICY NUMBER: FPL011498189
POLICY PERIOD: 10/01/19 - 10/01/20

The undersigned warrants and represents that there have been no changes to the schedule of covered tanks or locations:

THIS RENEWAL WARRANTY DOES NOT BIND THE APPLICANT TO BUY, OR THE COMPANY TO ISSUE THE INSURANCE, BUT IT IS AGREED THAT THIS FORM SHALL BE THE BASIS OF THE CONTRACT SHOULD A POLICY BE ISSUED, AND IT WILL BE ATTACHED TO THE ORIGINAL APPLICATION AND MADE A PART OF THE POLICY. THE UNDERSIGNED APPLICANT DECLARES, WARRANTS AND REPRESENTS THAT THE STATEMENTS SET FORTH IN THIS WARRANTY ARE TRUE AND THAT NO MATERIAL FACTS HAVE BEEN SUPPRESSED OR MISSTATED. THE APPLICANT FURTHER DECLARES, WARRANTS AND REPRESENTS THAT IF THE INFORMATION SUPPLIED ON THIS WARRANTY CHANGES BETWEEN THE EXECUTION DATE OF THE WARRANTY AND THE RENEWAL POLICY EFFECTIVE DATE, THE APPLICANT WILL IMMEDIATELY NOTIFY THE COMPANY OF SUCH CHANGES, AND THE COMPANY MAY WITHDRAW OR MODIFY ANY OUTSTANDING QUOTATIONS AND/OR AUTHORIZATION TO BIND THE INSURANCE.

ALL WRITTEN STATEMENTS AND MATERIALS FURNISHED TO THE COMPANY IN CONJUNCTION WITH THE MOST RECENT LONG FORM APPLICATION AS WELL AS THE RENEWAL WARRANTY SIGNED HEREUNDER ARE INCORPORATED BY REFERENCE INTO THIS APPLICATION AND MADE A PART THEREOF.

In the event that the company issues a policy, the undersigned acting on behalf of the applicant and all proposed insureds, acknowledges that the company, in providing coverage, will have relied upon, as representations, the declarations and statements which are contained in or attached to or incorporated by reference into this warranty and which are incorporated into the policy.

If the insured would like an indication for higher limits, please indicate.

LIMITS DESIRED: (each incident/aggregate)

- \$1 million/\$1 million \$1 million/\$2 million \$2 million/\$2 million
 OTHER: _____

DEDUCTIBLE DESIRED: (each incident)

- \$5,000 \$10,000 \$25,000 \$50,000 \$100,000

For Deductibles above \$50,000, please include your most current audited financial statement.



Renewal Warranty Acknowledgement

APPLICANT: *Anastasia*
(Signature)

BROKER: ThompsonBaker Agency Inc
(Firm)

APPLICANT: Anastasia Mosquito Control Dist of
Saint Johns County
(Print Name)

PO Drawer 3807
Saint Augustine, FL 32085-
(Street Mailing Address)

DATE: 6-20-19

Matthew Baker
(Contact person)

(Phone #, Fax #, Email Address)

(Signature of Broker or Agent)
11

(License Number and State)
0590971099

(Tax I.D. #)

Please note that if you are planning on adding either additional tanks or locations to this policy, the Company requires that we first receive a fully completed renewal application within thirty (30) days of the policy expirations expiration date. Please visit our website www.policymanagers.com to download to application.

NOTICE TO APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR, CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

POLICYHOLDER DISCLOSURE NOTICE OF
TERRORISM RISK INSURANCE ACT (TRIA) COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING JANUARY 1, 2018; 81% BEGINNING JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Unless you, or your insurance broker on your behalf, REJECTS in writing to the Company Terrorism Coverage under the Terrorism Risk Insurance Act as amended, you will be covered for Terrorism as defined in the Act and your prospective premium for that coverage is based upon which coverage option you choose (Coverage options setting forth limits, policy term, etc. are set forth in the attached letter of indication).

Terrorism Act Premium: \$5

I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.


Policyholder/Applicant's Signature

ROLDE XUE
Policyholder/Applicant's Printed Name

6-20-19
Date

Commerce and Industry Insurance Company

Return to: Policy Managers
317 Riveredge Blvd., Suite 206
Cocoa, FL 32922

Anastasia Mosquito Control Dist of
Saint Johns County
Pol#: 011498189
Quote#: 111815

121187 (01/16)
CI5974

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director;

CC: Charolette M. Hall, Administrative Assistant

DATE: September 9, 2019

RE: Board Members and Dr. Xue to attend WHO Vector Control Meeting, Geneva,
November 11-13, 2019

The WHO Vector Control Group meeting will be held in Geneva from November 11-13, 2019.

Commissioners' Gary Howell and Jeanne Moeller, and Director, Dr. Rui-De Xue plan to attend this meeting. It will benefit AMCD's application for the WHO/IVCC's Good Laboratory Practice. We will use grant funds to pay for the travel. The cost for each person is approximately \$2,200, including registration, airline tickets, hotel (4 nights), and per diems.



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 10 FOR THIS PURPOSE.

Amendment No. 2018-09

Fiscal Year: 2018-2019

Date: 9/12/2019

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

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

ESTIMATED RECEIPTS

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

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 11,480,472.08	\$ 4,098,834.10	\$ 11,480,472.08	\$ 51,129.97	\$ -	\$ 11,531,602.05

NAME SOURCE OF INCREASE: (Explain Increase)

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 5,547,761.28	\$ -	\$ -	\$ 5,547,761.28
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 150,797.87	\$ 25,639.03	\$ -	\$ 176,436.90
361	Interest Earnings	\$ 105,188.85	\$ 24,098.68	\$ -	\$ 129,287.53
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 41,028.98	\$ 1,392.26	\$ -	\$ 42,421.24
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 5,844,776.98	\$ 51,129.97	\$ -	\$ 5,895,906.95
Beginning Fund Balance		\$ 5,635,695.10	\$ -	\$ -	\$ 5,635,695.10
Total Budgetary Receipts & Balances		\$ 11,480,472.08	\$ 51,129.97	\$ -	\$ 11,531,602.05

BUDGETED EXPENDITURES

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

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 1,659,792.07	\$ 27,346.20	\$ -	\$ 1,687,138.27
20	Personal Services Benefits	\$ 790,777.34	\$ 2,091.98	\$ -	\$ 792,869.32
0	Operating Expense	\$ 510,288.92	\$ -	\$ -	\$ 510,288.92
40	Travel & Per Diem	\$ 34,346.00	\$ 4,000.00	\$ -	\$ 38,346.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
43	Utility Service	\$ 29,000.00	\$ 4,000.00	\$ -	\$ 33,000.00
44	Rentals & Leases	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
45	Insurance	\$ 88,780.54	\$ 11,691.79	\$ -	\$ 100,472.33
46	Repairs & Maintenance	\$ 136,000.00	\$ -	\$ -	\$ 136,000.00
47	Printing and Binding	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
48	Promotional Activities	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
49	Other Charges	\$ 6,325.00	\$ -	\$ -	\$ 6,325.00
51	Office Supplies	\$ 22,000.00	\$ 1,000.00	\$ -	\$ 23,000.00
52.1	Gasoline/Oil/Lube	\$ 91,600.00	\$ -	\$ -	\$ 91,600.00
52.2	Chemicals	\$ 451,116.94	\$ -	\$ -	\$ 451,116.94
52.3	Protective Clothing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
52.4	Misc. Supplies	\$ 76,600.00	\$ -	\$ -	\$ 76,600.00
52.5	Tools & Implements	\$ 14,504.66	\$ -	\$ -	\$ 14,504.66
54	Publications & Dues	\$ 15,885.00	\$ -	\$ -	\$ 15,885.00
55	Training	\$ 40,304.17	\$ 1,000.00	\$ -	\$ 41,304.17
60	Capital Outlay	\$ 2,663,125.34	\$ -	\$ -	\$ 2,663,125.34
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 698,288.00	\$ -	\$ -	\$ 698,288.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 7,381,637.98	\$ 51,129.97	\$ -	\$ 7,432,767.95
0.001	Reserves - Future Capital Outlay	\$ 2,680,589.10	\$ -	\$ -	\$ 2,680,589.10
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 1,269,615.00	\$ -	\$ -	\$ 1,269,615.00
0.004	Reserves - Sick and Annual Leave	\$ 148,630.00	\$ -	\$ -	\$ 148,630.00
TOTAL RESERVES		\$ 4,098,834.10	\$ -	\$ -	\$ 4,098,834.10
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 11,480,472.08	\$ 51,129.97	\$ -	\$ 11,531,602.05
IG FUND BALANCE		\$ -	\$ -	\$ -	\$ -

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

DATE _____

APPROVED: _____
Mosquito Control Program

DATE _____

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

BUDGET AMENDMENT NUMBER 2019-09

COMPUTATIONS

LOCAL FUND

Receipts:

Interest Earnings	24,098.68
Grant Money	25,639.03
Misc./Refunds (Prior yr. Expenditures)	1,392.26

\$ 51,129.97

Expenditures:

Personal Services	(27,346.20)
Personal Benefits	(2,091.98)
Travel & Per Diem	(4,000.00)
Utility Service	(4,000.00)
Fleet/Prop/Liability Insurance	(11,691.79)
Office Supplies	(1,000.00)
Training	(1,000.00)

\$ -

Budget Amendment (Net, pooled from Contingency)

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

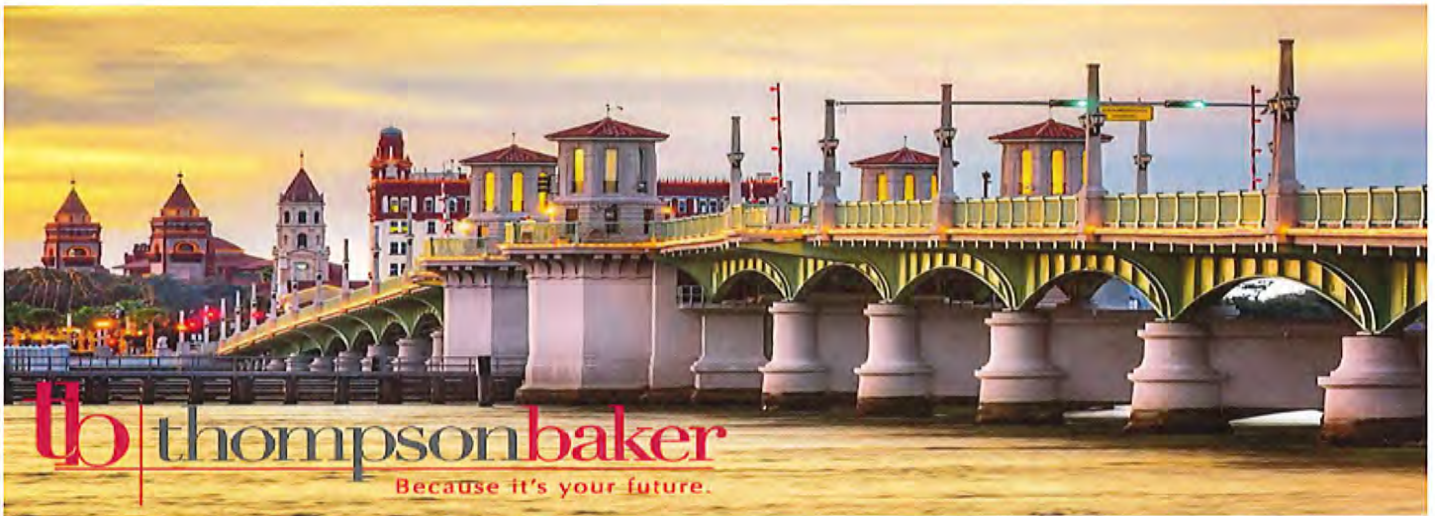
LOCAL FUND BUDGET AMENDMENT NUMBER 2019-09

BUDGET JOURNAL ENTRIES:

Dr) EXPENDITURES:	Personal Services	\$ 27,346.20	
EXPENDITURES:	Personal Benefits	\$ 2,091.98	
EXPENDITURES:	Travel & Per Diem	\$ 4,000.00	
EXPENDITURES:	Utility Service	\$ 4,000.00	
EXPENDITURES:	Fleet/Prop/Liability Insurance	\$ 11,691.79	
EXPENDITURES:	Office Supplies	\$ 1,000.00	
EXPENDITURES:	Training	\$ 1,000.00	
Cr) REVENUE:	Interest Earnings		\$ 24,098.68
	REVENUE: Grant money		\$ 25,639.03
	REVENUE: Miscellaneous		\$ 1,392.26
			\$ 51,129.97
			\$ 51,129.97

UNFINISHED BUSINESS

#1



A PROPOSAL OF INSURANCE FOR:

Anastasia Mosquito Control District of St Johns
County

Presented by:

Matt Baker

Friday, September 6, 2019

Insurance • Risk Managers • Financial Services

61 Cordova St. St. Augustine, FL 32084

Telephone: (904) 824-1631 Facsimile: (904) 824-1675

www.thompsonbaker.com



Table of Contents

Table of Contents2

Our Agency3

Account Service Team.....4

Proposal Information5

Financial Ratings6

Named Insured(s) Schedule.....7

Property8

Inland Marine10

General Liability.....11

Commercial Auto.....12

Crime/Fidelity13

Workers Compensation.....14

Storage Tank Liability15

Premium Summary16

Payment Options17

Coverage Selection/Rejection Form18

Proposal Acceptance.....19

Core Values

Focused on Professionalism:

- Commitment to excellence in everything that we do and in every aspect of our business

Growth Oriented:

- Dynamic Sales Organization focusing on new business production and renewal retention

Team Oriented:

- Individual commitment to a group effort

Humbly Confident:

- Believing in oneself without being arrogant or falsely proud

Do the Right Thing

- Ask yourself what the right thing to do is and do that

Our Agency

As an agency our purpose is to build generations of clients through the pursuit of excellence in everything that we do. We achieve this by taking a consultative approach to managing risk and protecting client assets. As a local independent agency ThompsonBaker works with you to pinpoint appropriate coverage levels by working with a carefully selected group of financially sound, reputable insurance companies in order to place your policy with the company offering the best coverage at a competitive price.

Expertise

In preparing your proposal, we have worked hard to build an insurance program that delivers superior protection at a reasonable cost. Our recommendations are based on careful analysis of exposures unique to your business operation and our expert knowledge of insurance products that are available in today's marketplace.

Markets

We offer you a complete insurance program. Depending on your business' insurance needs, we offer an array of coverage areas to make sure you are appropriately covered.

Account Service Team

No matter how comprehensive or competitively priced your insurance program is, you still need people to provide ongoing service. The individuals who make up your account servicing team include some of the industry's finest professionals. Our insurance experts know that you expect and deserve the best.

These are the individuals who will be handling your account.



Matt Baker, President and CEO

Email Address: mbaker@thompsonbaker.com

Matt joined ThompsonBaker in 1998 and is the second generation of his family in the insurance agency business. He began in the firm's Personal Lines department and moved into the Commercial Lines department in 2000. He became Partner in the firm in 2002 and assumed the role of President in 2009. In addition to leading ThompsonBaker, he continues to work with major Commercial clients in the areas of Manufacturing, Education, Healthcare, Trade Contracting, and Public Entities. He graduated with a Bachelor of Arts in English from the Citadel and holds a 2-20 Property and Casualty license from the State of Florida. Additionally, he has earned the designations of Certified Insurance Counselor (CIC), Certified Risk Manager (CRM), Associate in Risk Management (ARM), and Associate in Insurance Services (AIS). Matt is very active in the community, having served on numerous local boards including Rotary Club of St. Augustine (past President), Flagler Hospital, St. Augustine Historical Society, Ameris Bank Community Board, St. Johns County Chamber of Commerce, and City of St. Augustine Planning and Zoning Board (past Chairman). Currently he has been named Chairman of the Flagler Hospital Board of Trustees. He resides in St. Augustine Beach with his wife and two children.



Chelsea Bloom, Account Manager

Email Address: cbloom@thompsonbaker.com

904-824-1631 ext. 213

Chelsea joined ThompsonBaker in 2015 as a Commercial Lines Account Manager. Chelsea graduated with a Bachelor of Arts in Business Administration and Economics from Flagler College and continued with her Master of Business Administration from University of Florida. She holds both a 2-20 Property and Casualty and 2-15 Life, Health, and Annuity insurance licenses from the State of Florida. Chelsea enjoys running and spending time with family and friends.



Hill Bentley, Operations Director

Email Address: hbentley@thompsonbaker.com

904-824-1631 ext 201

Hill joined ThompsonBaker in 2017, bringing more than 25 years of administrative and operations experience in the Property and Casualty insurance industry. He has served in leadership roles with both national and regional multiline insurance carriers, where his responsibilities extended to oversight of operations, client relations, corporate services, human resources and security and systems support. Hill graduated from the University of Florida with a Bachelor's Degree in Business Administration and holds the Chartered Insurance Operations Professional (CIOP) designation.



Mariana Uzategui, Commercial Lines Administrator

Email Address: certificates@thomsonbaker.com

904-824-1631 ext. 217

Mariana joined ThompsonBaker in 2017 as a Commercial Lines Administrator. She is originally from Peru and is fluent in Spanish. Mariana enjoys the new learning opportunities insurance allows her everyday, as well as offering assistance and support to the Commercial Lines team. She resides in St. Augustine with her two children, loves going to the beach and spending time with her family.

Proposal Information

- The abbreviated outlines of coverage used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages proposed.
- Please be advised that no insurance coverage has yet been procured. All coverage summaries are for proposal purposes only.
- Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage, upon request.
- This proposal is based upon exposures to loss made known to our agency. If there are other areas that need to be evaluated prior to binding coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, please let us know immediately so proper coverage(s) can be discussed.
- We suggest that you carefully review your property values for adequacy and consider any coinsurance provisions. We are pleased to assist you with your final determination of the values you decide to insure.
- Higher limits of liability may be available. Please let us know if you would like a quote for higher limits.
- This proposal may include quotes for auditable policies, such as general liability and workers' compensation. You are responsible for providing us with the estimated premium basis used for rating. Auditable policies are typically adjusted at the end of the policy term based on the estimated vs. actual premium basis. This adjustment could result in additional premium due.
- Any exclusions shown in this proposal are highlighted for discussion purposes only. The policy is not necessarily limited to only those exclusions. Please refer to the actual policy for all policy exclusions.
- All losses or potential claims should be reported to your insurance carrier at the first notice of an incident in order to protect your company and comply with prompt reporting procedures found in most insurance policies. Also, it is important to notify your insurance carrier upon first notice of a legal action. If lawsuits are not answered within the specified timeline, you could be found in default, resulting in payment of a loss which was not the fault of your company or employee.
- Timely payment of your insurance premium is critical. Please note the due dates on the invoices you receive and remit payments promptly. Late notices and/or notices of cancellation for non-payment from your insurance company or premium finance company can result in substantial late charges, and in some cases, a refusal to continue coverage.
- As an independent insurance agency, we are appointed with numerous insurance companies to transact business on their behalf. Our producers and service staff will negotiate with the insurance companies, while assisting you with constructing your insurance program and securing coverage per your request, and will provide on-going service throughout the policy term. ThompsonBaker Agency typically receive compensation in the form of commissions paid as a percentage of the premiums due the applicable insurance companies.

Financial Ratings

ThompsonBaker Agency reviews rating indices to select financially stable insurers:

AM Best uses Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations.

A++, A+	Superior	Superior ability to meet their ongoing insurance obligations
A, A-	Excellent	Excellent ability to meet their ongoing insurance obligations
B++, B+	Good	Good ability to meet their ongoing insurance obligations
B, B-	Fair	Fair ability to meet their ongoing insurance obligations. Financial Strength is vulnerable to adverse changes in underwriting and economic conditions.
C++, C+	Marginal	Marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
C, C-	Weak	Weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions
D	Poor	Poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.

Demotech uses a Financial Stability Rating* to summarize their opinion as to the relative ability of an insurer to give a downturn in general economic conditions as well as a downturn in the underwriting cycle.

A" (A Double Prime)	Unsurpassed	Possess unsurpassed financial stability related to maintaining surplus as regards policyholders at an acceptable level.
A'(A Prime)	Unsurpassed	Possess unsurpassed financial stability related to maintaining surplus as regards policyholders at an acceptable level.
A	Exceptional	Possess exceptional financial stability related to maintaining surplus as regards policyholders at an acceptable level.
S	Substantial	Possess substantial financial stability related to maintaining surplus as regards policyholders at an acceptable level.
M	Moderate	Possess moderate financial stability related to maintaining surplus as regards policyholders at an acceptable level.
L	Licensed	Licensed by state regulatory authorities. Our evaluation of their financial stability precludes assignment at a Financial Stability Rating* category referenced above.
NR	Not Rated	Do not currently have a Financial Stability Rating*.

Named Insured(s) Schedule

The following are named insured on your policies:

Anastasia Mosquito Control District of St. Johns County

Location Schedule:

Location #	Address
001	120 EOC Drive, St. Augustine, FL 32092

*All buildings are located at 120 EOC Drive

Property

Insured: Anastasia Mosquito Control
Carrier: Preferred Govt Insurance Trust
Policy Term: 10/01/19 to 10/01/20
Coverage Detail: Special form subject to policy provisions, conditions, terms, definitions and exclusions. Coverage includes all basic and broad causes of loss plus any other cause that is not specially excluded or limits.

Location/Limits:

Loc & Bldg #	Subject	Limit
001-001	BUILDING–Main Office	\$1,850,000
001-001	CONTENTS–Main Office	\$330,000
001-002	BUILDING–Garage	\$1,300,000
001-002	CONTENTS–Garage	\$450,000
001-003	BUILDING–Chemical Storage Building	\$238,895
001-003	CONTENTS–Chemical Storage Building	\$100,000
001-004	BUILDING–Carport	\$1,795
001-004	CONTENTS–Carport	\$9,600
001-005	BUILDING–Small Shed	\$1,631
001-005	CONTENTS–Small Shed	\$6,700
001-006	BUILDING–Large Shed	\$1,631
001-006	CONTENTS– Large Shed	\$32,000
001-007	BUILDING–Dorm Building 400	\$300,000
001-007	CONTENTS–Dorm Building 400	\$10,000

Loc & Bldg #	Subject	Limit
001-008	BUILDING- Chicken Housing 700	\$205,000
001-008	CONTENTS- Chicken Housing 700	\$20,000
001-009	BUILDING-Multipurpose Lab 800	\$475,000
001-009	CONTENTS-Multipurpose Lab 800	\$320,000
001-010	BUILDING- Hangar Building 900	\$1,100,000
001-010	CONTENTS-Hangar Building 900	\$5,000
001-011	BUILDING- Greenhouse Building 500	\$120,000
	Total Coverage	\$6,877,252

Coverage: Blanket Value Building and Contents Limit-\$6,877,252

Deductible: All Other Perils-\$5,000
Named Storm- 3% (subject to minimum \$20,000)

Terms, Conditions and Exclusions include but are not limited to: Earth Movement (except sinkhole collapse, Nuclear hazard, Governmental Action, Power Failure, War, Flood, Mudslides and Seepages, Industrial Smoke and Normal wear and tear.

Property Section: Building and personal property coverage limits proposed are estimates only and were arrived at based on information provided by the policyholder and/or industry standard software used to estimate replacement costs. The actual cost to rebuild the structure or replace the personal property may exceed the policy limits, especially in circumstances where a catastrophic event has disrupted the normal supply of materials, labor, and resources. The agency makes no assurances or guarantees that the policy limits provided will be adequate to rebuild the structure or replace personal property. If there is any doubt about the adequacy of the proposed policy limits, the policyholder should obtain a professional appraisal or obtain the services of a qualified company or builder who is able to provide replacement cost estimates.

***Higher Limits may be available**

****Additional coverage for excluded perils may be available for purchase**

Inland Marine

Insured: Anastasia Mosquito Control
Carrier: Preferred Govt Insurance Trust
Policy Term: 10/01/19 to 10/01/20
Coverage Detail: Special form subject to policy provisions, conditions, terms, definitions and exclusions. Coverage includes all basic and broad causes of loss plus any other cause that is not specially excluded or limits.

Coverage:

Coverage	Limit	Deductible
Unscheduled Equipment Items <i>(Subject to a \$25,000 any one item excludes Watercraft)</i>	\$104,245	\$5,000
1998 Tractor/ Loader	\$43,848	\$5,000
Generator	\$26,881	\$5,000
Generator	\$77,180	\$5,000
Car Wash System	\$29,380	\$5,000
Forklift Toyota Model 8FGCU15	\$19,094	\$5,000
2012 Airboat 6.0L	\$38,610	\$5,000
Electronic Data Processing Equipment	\$91,445	\$5,000
Rented/Borrowed/Leased Equipment	\$50,000	\$5,000
Valuable Papers	\$50,000	\$5,000

General Liability

Insured: Anastasia Mosquito Control
Carrier: Preferred Govt Insurance Trust
Policy Term: 10/01/19 to 10/01/20
Coverage Detail: General Liability, Occurrence Form, subject to policy provisions, conditions, terms, definitions and exclusions.

Description	Limits of Liability
Each Occurrence	\$2,000,000
Annual Aggregate	Unlimited
Personal/ Advertising Injury	Included
Products/ Completed Operations	Included
Medical Expense	\$2,500
Property Damage Legal Liability	Included
Sewer Backup & Water Damage Limit	\$10,000/\$200,000
Employee Benefits Liability Limit, Per Person	\$2,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000

Public Officials Liability	Limits of Liability
Public Officials– Each Occurrence	\$2,000,000
Public Officials–Annual Aggregate	\$2,000,000
Deductible	\$5,000

Employment Practices Liability	Limits of Liability
Employment Practices Liability– Each Occurrence	\$2,000,000
Employment Practices Liability–Annual Aggregate	\$2,000,000
Deductible	\$5,000

Cyber Liability	Limits of Liability
Cyber Liability– Per Claim	\$2,000,000
Cyber Liability– Aggregate	\$2,000,000
Social Engineering Sublimit	\$250,000
PCI Sublimit	\$250,000

*Higher Limits may be available

Commercial Auto

Insured: Anastasia Mosquito Control
Carrier: Preferred Govt Insurance Trust
Policy Term: 10/01/19 to 10/01/20
Coverage Detail: Automobile Coverage subject to policy provisions, conditions, terms, definitions and exclusions.

Limits	Symbol	Description
\$3,000,000	1	Liability Combined Single Limit- Bodily Injury/Property Damage
\$100,000	2	Uninsured/Underinsured Motorist Protection
Statutory	5	Personal Injury Protection
\$5,000	2	Medical Payments
ACV Less Deductible	10	Physical Damage-Comprehensive
ACV Less Deductible	10	Physical Damage- Collision
\$35,000	8	Hired Auto Physical Damage- Comprehensive \$1,000 Deductible
\$35,000	8	Hired Auto Physical Damage- Collision \$1,000 Deductible

Automobile Symbols	
1	Any Auto
2	Owned Autos Only
3	Owned Private Passenger Autos Only
4	Owned Autos other than Private Passenger Autos Only
5	Owned Autos Subject to No-Fault
6	Owned Autos subject to a Compulsory Uninsured Motorist Law
7	Scheduled Autos Only
8	Hired Autos Only
9	Non-Owned Autos Only
10	Per Symbol 2, Except on as respects Autos with a year built of 2011 and newer

***Higher Liability Limits may be available.**

Crime/Fidelity

Insured: Anastasia Mosquito Control
Carrier: Preferred Govt Insurance Trust
Policy Term: 10/01/19 to 10/01/20
Coverage Detail: Covers common threats to organizations such as loss due to employee dishonesty, credit card forgery, computer fraud and theft and disappearance/destruction of property.

Coverage Limits:

Description	Amount	Deductible
Employee Theft	\$50,000	\$1,000
Forgery or Alteration	\$25,000	\$1,000
Computer & Funds Transfer Fraud	\$25,000	\$1,000
Theft, Disappearance & Destruction	\$25,000	\$1,000
ERISA Plan	No Coverage	None

*Higher Liability Limits may be available

Workers Compensation

Insured: Anastasia Mosquito Control
Carrier: Preferred Govt Insurance Trust
Policy Term: 10/01/19 to 10/01/20
Coverage Detail: Employers Liability subject to policy provisions, conditions, terms and definitions and exclusions.

Description	Limits of Liability
Employers Liability each accident	\$1,000,000
Employer Liability Disease Policy Limit	\$1,000,000
Employer Liability Disease Each Person	\$1,000,000

Rating Information

Loc#	Class code	Description	Payroll	Premium
1	0251	Irrigation Works & Drivers	\$925,923	\$42,129
1	8810	Clerical Office Employee	\$640,044	\$1,152
1	7425	Aviation - Helicopters	\$74,838	\$1,257
		Totals	\$1,640,805	\$44,539
Safety Program (.02)				(\$891)
Drug Free Workplace (.05)				(\$2,182)
Total Subject Premium				\$41,466
Experience Modification Factor (1.05)				\$2,073
Total Modified Premium				\$43,539
Scheduled Credit				(\$4,354)
Premium Discount				(\$2,656)
Normal Premium				\$36,529

*Higher Liability Limits may be available

Storage Tank Liability

Insured: Anastasia Mosquito Control
Carrier: Commerce & Industry Insurance Company
Policy Term: 10/01/19 to 10/01/20

Description	Limits of Liability
Limit of Liability each Incident	\$1,000,000
Annual Aggregate	\$1,000,000
Deductible each Incident	\$5,000

Location Address	Capacity	Install Year	Retro Date
120 EOC Drive, Saint Augustine, FL	5,200 Gallons	2016	3/22/16
120 EOC Drive, Saint Augustine, FL	1,500 Gallons	2016	5/2/16
120 EOC Drive, Saint Augustine, FL	5,100 Gallons	2019	6/27/19
120 EOC Drive, Saint Augustine, FL	1,254 Gallons	2019	8/20/19

Premium Summary

Description of Coverage	Expiring Premium	Proposed Premium
Commercial Package:	\$69,736	\$88,663
<i>Property</i>	\$26,949	\$42,182
<i>Inland Marine</i>	\$2,453	\$2,341
<i>Crime</i>	\$1,000	\$1,000
<i>General Liability</i>	\$8,289	\$8,832
<i>Public Officials and Employment Practices Liability</i>	\$10,701	\$11,818
<i>Commercial Auto</i>	\$20,344	\$22,490
Worker's Compensation	\$40,142	\$36,689
Storage Tank Liability	\$555	\$933
Premium Total	\$110,433	\$126,285

Coverage Comparison

Property Blanket	2019-2020 \$6,877,252; 2018-2019 \$4,472,252
Inland Marine	2019-2020 \$530,693 2018-2019 \$530,693
Auto	2019-2020 47 Total Units: 18 with Physical Damage \$487,632 2018-2019 44 Total Units: 15 with Physical Damage \$377,392
Liability	2019-2020 Payroll \$1,640,805; 42 Employees 2018-2019 Payroll \$1,539,995; 39 Employees
Workers Compensation	Experience Modification increased from .97 to 1.05 Payroll Increased

Payment Options

Pay In Full

Payment plans may be available. Please consult your Account Representative.

Proposal Conditions

- Signed Application
- Final Rating and Underwriting Approval
- Signed Acord Application
- Terrorism Selection/Rejection Form
- Surplus Lines Disclosure Form

Coverage Selection/Rejection Form

I understand that the insurance coverage listed below is available for the property located at the address below. I make the elections or rejections for coverage as indicated below. I also understand that my election and/or rejection of this coverage will apply to all future renewals, continuations, and changes unless I notify my insurance agency otherwise in writing. I also understand that there will be a waiting period of a minimum of 30 days from the date of application before flood coverage can be effective.

Type of Coverage	Accept	Reject
Property (Building/Personal Property) Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Wind (Building/Personal Property) Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Flood (Building/Personal Property) Coverage	<input type="checkbox"/>	<input type="checkbox"/>
General Liability Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Automobile Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Crime Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Directors & Officers Liability Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Umbrella/Excess Liability Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Workers Compensation Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Employment Practices Liability Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Excess Building/Contents Coverage for Flood	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Signature

Date

Address of Property

Agent/CSR Signature

Date



Proposal Acceptance

I accept the coverage, terms and conditions as outlined in the proposal presented by ThompsonBaker Insurance Agency. I understand the abbreviated outlines of coverage used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. **Additional coverage and higher limits may be available.** They are only visuals to a basic understanding of coverage. Any change to this proposal as agreed upon by the insured, agent and company is outlined below.

The following are the agreed upon changes to the proposal:

X

Signature of Insured

X

Signature of Agent

UNFINISHED BUSINESS

#2

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

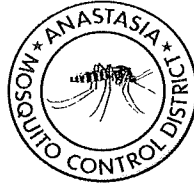
MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

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



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: August 9, 2019

RE: Commissioner's Handbook Revision and Divided out Reference Manual

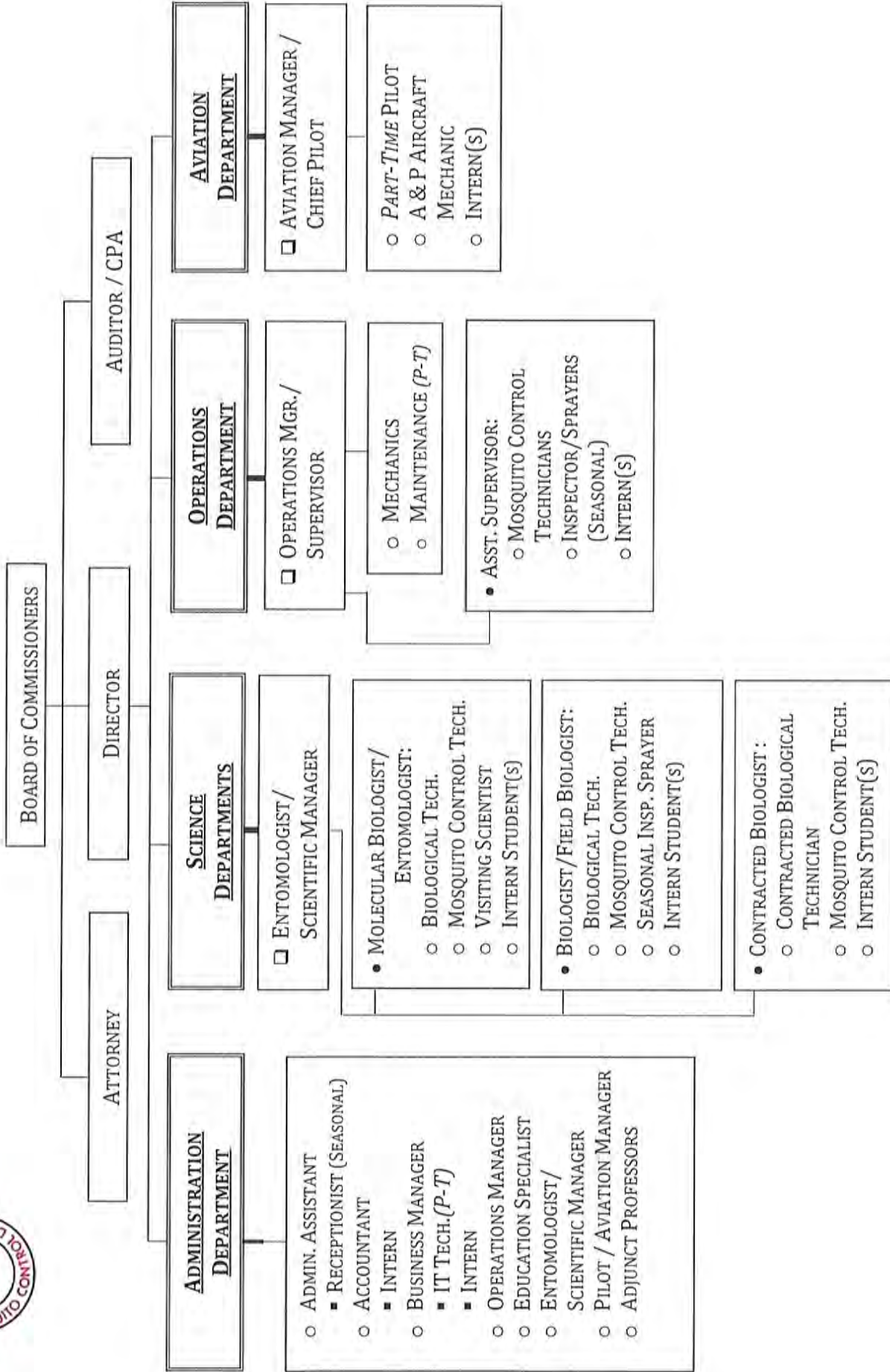
Last month at the August 7, 2019 Board meeting, the Board was given an updated Revision to the Commissioner's Handbook, with the divided out Reference Manual (that included information only materials) for you all to review and make suggested edits, additions or deletions. At the same time, a revised Organizational Chart was put on the table as part of the Consent Agenda, which was pulled and Tabled to this September 12, 2019 Board meeting. I have attached an updated copy of the revised Organizational Chart with minor edits, as well as a job description for the Molecular Biologist/Entomologist, which are to be added to the updated Reference Manual revision.

Please bring the revised Commissioner's Handbook and the Commissioner's Reference Manual with you for this September 12, 2019 Board meeting.

Thank you.



AMCD VOTERS



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

THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

JOB DESCRIPTION

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>STATUS</u>	<u>REPORTS TO (TITLE):</u>
Molecular Biologist/Entomologist	Science Dept.	Exempt	Entomologist/Scientific Manager

PURPOSE OF JOB:

Develop grant proposals and protocols in the field of molecular vector biology. Conduct applied research in the field of molecular detection of arbovirus and other pathogens, insecticide resistance, and screening and evaluation of commercial and new equipment and tools, products and reagents for detection of vector-borne pathogens and insecticide resistance. Provide scientific analysis of data and publish research articles. Provide training for employees and enhance knowledge of mosquito molecular biology to further improve mosquito control operations and the District's reputation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform research and developmental work in the field of molecular detection with initial focus on mosquito-borne pathogens, behaviors, and insecticide resistance.
2. Provide technical assistance in mosquito identification, screening, selection, and evaluation of molecular tools, equipment, and reagents for the detection of pathogens and resistance.
3. Prepare documentation, including data books, scientific reports, specifications, and presentations that capture the activities and interests of the District.
4. Establish and refine appropriate standard operating procedures for essential laboratory activities.
5. Stay up-to-date in the field of molecular detection, biotechnology, biochemistry, and other related fields.
6. Support peers at the District in the preparation of documentation through writing, formatting, editing, and reviewing.
7. Provide training materials to peers to close gaps in knowledge in this highly multidisciplinary field.
8. Assist Scientific Manager and District Director on advances in the field of molecular vector biology, especially vector mosquitoes, vector-borne diseases, and insecticide resistance.
9. As a Co-Principal Investigator, prepare proposals and applications of grants, including grant opportunity searching, writing grant proposals and applications.
10. Conduct data analysis, report findings, and publish findings in peer-reviewed Journals to promote the District's reputation.
11. As a peer reviewer, conduct grant and manuscript reviews for the editing process for related scientific journals.
12. Assist the Scientific Manager and District Director in budget recommendations and purchasing for the applied research program and other science programs.

13. Participate in District staff meetings, technical meetings, and budget meetings, as directed.
14. Maintain memberships (paid by the District) and active participation in the professional mosquito control and molecular Entomology Associations (ie. AMCA, FMCA etc.).
15. Conduct other projects and duties as assigned by the Scientific Manager and District Director.

SUPERVISORY RESPONSIBILITIES:

Responsible for the direct supervision, evaluation and performance management of Biological Technician(s), Laboratory Manager, Laboratory Assistant(s), Visiting Scientist(s) and Intern Student(s).

QUALIFICATIONS:

1. Doctor of Philosophy (PH.D.) in molecular Entomology and Biology, Zoology, or related scientific field from an accredited college or university.
2. Minimum of five (5) years of experience working in the field of Molecular Biology, Entomology, Biotechnology, or Biochemistry. Minimum of three (3) years of supervision experience and peer-reviewed publications are required.
3. Proficiency in basic statistical analysis is required.
4. Must have excellent English speaking and written communication skills. Must be proficient in Microsoft Office applications (especially Word, Excel, and PowerPoint). Knowledge of database applications would be a plus.
5. Must be a US citizen, or have a valid United States Permanent Residency Card, or other relevant United States Visa type that allows for residency and employment in the US and its territories.
6. Must possess a valid Florida Driver's license with an acceptable driving record.
7. Must hold a Public Health Pesticide Applicator License or have the ability to obtain the license within 6 months after being hired.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements: Heavy physical activity is occasionally required when in the field including lifting, reaching for, pulling and carrying up to fifty pounds, reaching and pulling with arms, stooping, kneeling, bending frequently, standing for long periods of time, walking for long distances, sitting for long periods of time while driving a vehicle, and climbing over and around natural obstacles, in and out of a variety of equipment and vehicle and up and down ladders. Must be able to use hands and fingers to type, and grip and operate a variety of hand tools and other equipment. Excellent vision, both close and distance, is regularly required.

Work Environment: The work environment varies but normally includes laboratories and office buildings and may occasionally include workshops, animal rearing/storage facilities, boats, vehicles, marshes, fields, and islands. When in the field, exposure to all types of weather will occur and exposure to sun, rain, mud, manure, a variety of farm animals and insects will occur frequently. Frequent local travel is required. Noise level is usually low. Working with and around chemicals and biological control organisms, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required frequently.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION.

Signature

Date

Printed Name

UNFINISHED BUSINESS

#3

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

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



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: August 21, 2019

RE: Revision of Policies for Full Benefits to begin on Date of Hire and Probationary Period

The current AMCD policies concerning health insurance benefits stipulates a 90 day waiting period from date of hire before our full time employees are eligible to utilize the benefits and that there is a 180 day probationary period for all full time employees and that benefits such as annual and sick leave cannot be taken until the 180 day period is satisfactorily completed.

I have checked with state, federal, and other agencies and their employees receive health insurance and benefits immediately from the date of hire and utilize a one year probationary period. Not having the benefits (health, dental, and life insurances, as well as, Sick and Annual Leave) begin on the date of hire defeats the District's ability to attract and keep highly qualified personnel.

Our high risk positions, such as, our Pilot and our A&P Aircraft Mechanic, wouldn't want to jeopardize their lives without having health insurance from date of hire. As for benefits to start immediately for contracted positions, we are reimbursed by the grant funding agencies for these costs from their date of hire.

Therefore, I recommend revisions of the following policies;

- Probationary Period - to reflect the probationary period to be one full year from date of hire, instead of 180 days (6 months) and that all benefits (health, dental, and life insurance, as well as, Sick and Annual Leave) begin immediately from date of hire and
- Sick Leave Policy and Annual Leave Policy - to reflect that leave can be accrued from date of hire and used immediately after the first pay period accrual.
- General Information under Benefits Program - to reflect that all benefits apply to regular and contracted full time employees as well as annual leave only to seasonal and intern employees who possess their Public Health Pest Control License.

- Group Insurance Program - to reflect that all regular and contracted full time employees are eligible to participate in the group insurance program and that those benefits can be utilized immediately upon date of hire.

Attached are the proposed revisions to the above named policies.

We recommend the motion as follows: Approve the revised policies as recommended, for Full benefits to begin on the date of hire with a one (1) full year probation period.

YOUR BENEFITS PROGRAM

GENERAL INFORMATION

The District is proud of the benefits we have to offer to our employees. Benefits are made possible by employees and management working together and performing their respective job responsibilities to the best of their ability. The benefits program will continue to be reviewed in an effort to provide good coverage. **Not only do you receive your wages each pay day, you may also receive a substantial number of employee benefits which, while not paid in cash, still represent real dollars to you and your family. These benefits may include paid annual leave, sick leave, emergency leave, bereavement leave, paid holidays, and various types of insurance.**

Efforts have been made to provide a clear explanation of the benefits in non-legal language. However, benefits are defined in **AMCD policies and** plan documents. ~~and~~, Should questions arise, the plan documents will govern, not the wording of this booklet.

We want you to **have a full understanding of all of your employee** ~~the~~ benefits. Should you have questions, do not hesitate to ask your supervisor or the ~~accountant~~. **HR representative.**

Benefits, ~~unless mandated by law or otherwise specified,~~ apply only to regular **and contract** full-time employees, with the exception of **holidays for all seasonal personnel, interns, and visiting scientists, as well as** annual leave accrual for ~~six~~ ~~seasonal personnel~~ **those** who possess and maintain a Public Health Pest Control license.

GROUP INSURANCE PROGRAM

Regular **and contracted**, full-time employees ~~may be~~ **are** eligible to participate in the group insurance program ~~following completion of a ninety (90) day probationary period~~ **immediately upon date of hire.** The program is designed to assist the employee and eligible dependents in meeting the financial burdens that can result from illness, accident and/or death. Coverage includes medical, dental, and life insurance. The cost to provide these benefits to the employee is currently paid by the District. Employees desiring to cover their eligible dependents under this plan are responsible for paying a portion of the dependent premium costs through payroll deduction.

Detailed information concerning the group insurance program will be provided to all employees on a periodic basis. The District reserves the right to amend or terminate any of these programs and/or to increase employee contributions toward any benefits with or without advance notice. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to the District's benefits, the plan administrator will notify plan participants of any amendments to the plan.

PROBATIONARY PERIOD

Every new **full-time** employee is considered to be in a probationary period for ~~180 calendar days~~ **one full year** after the date of hire. (~~²The probationary period for insurance coverage purposes is 90 days.~~) ³**However, Insurance Coverages and full benefits (including annual leave and sick leave) begin immediately from date of hire.** This time is for you to evaluate the District and to allow both you and your supervisor to become acquainted with each other. During the probationary period, the supervisor will review the new employee's quality and quantity of work, attendance and punctuality, and make some assessments about the person's suitability for the job he or she has been hired to perform. Should an employee fail to complete the probationary period successfully, **the probationary period may be extended an additional three to six months at managements discretion, or** he or she will be released. Successful completion of the probationary period does not affect the "at will" nature of employment or create an expectation of continued employment. The District reserves the right to terminate employment at any time, with or without reason.

An employee promoted or transferred to a new position shall serve a probationary period of ~~180 days~~, **one full year. However, this does not affect them utilizing their already obtained insurances and full benefits (including annual leave and sick leave).** During ~~which~~ **this** time the employee's supervisor will evaluate the employee's performance **and if**, in the opinion of the supervisor, the employee does not satisfactorily perform his or her job during the probationary period, **the probationary period may be extended an additional three to six months at managements discretion, or** he or she will be removed from the position. Every effort will be made to return the employee to their prior position or a comparable one, to the extent a vacancy exists. If a vacancy does not exist, the employee may be discharged.

~~Probationary periods may be extended by a supervisor, with the approval of the District Director.~~

~~You are eligible for annual leave, sick leave, and/or other benefits and privileges, unless specifically written or mandated by law or specifically provided for under other documents of the District.~~

¹ Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006

² As approved by the Board of Commissioners on April 13, 2006

³ **Proposed revision approval by BOC for 9-12-19**

ANNUAL LEAVE

The District recognizes that an employee will need time away from their job for vacation, family events, personal matters, and other reasons.

¹All **licensed** seasonal employees, **contracted employees**, and **licensed interns**, will receive annual (only) leave each 6 month season, **and/or contracted term**, at 3.077 hours per pay period (each two weeks). Any accrued annual leave at the end of each season, **and/or contracted term**, will be paid out to the seasonal, **contracted, or intern** employee at their present rate of pay.

All regular, full-time employees will accrue annual leave from date of hire **and may begin taking the annual leave immediately after the first pay period accrual**. Employees who have worked for the District less than one (1) year may not take more than two (2) consecutive days of this leave without permission from the supervisor.

Annual leave is accrued in accordance with the following schedule:

<u>Years(s) of Service</u>	<u>Leave Earned Per Pay Period</u>	<u>Leave Earned a Year</u>
Less than 3 years	3.077 Hours	10 Working Days
After 3 years less than 10 years	4.615	15 Working Days
After 10 years less than 15 years	6.154	20 Working Days
After 15 years less than 20 years	7.692	25 Working Days
Over 20 years	9.230	30 Working Days

²The District performs a mission critical community function and as such, needs to be able to respond to county wide emergencies resulting from hurricanes, storms, and outbreaks of viruses that threaten not only the quality of life, but in some cases human life as well. The District also holds workshops, meetings, training events, etc. that deal with important issues for the District and the public in general. Therefore, given the mission critical nature of the District, as well as the immediate needs of personnel during workshops, meetings, trainings, and other events, the management team needs to insure that appropriate staffing can be guaranteed 1) to cover the effects resulting from storms and 2) provide coverage during the mosquito "season" in St. Johns County and 3) provide coverage during workshops, meetings and events that the District holds pertaining to mosquito control, education, and other District business. Coverage can be realized through good staff planning, and coverage for storms is managed through flexible management policies.

Annual leave is governed by the following rules:

- Annual leave of greater than two (2) days in duration, requests must be submitted to your supervisor at least two (2) weeks in advance. District

¹ As approved by the Board of Commissioners on 11-7-12

² As approved by the Board of Commissioner on 1-14-16

management will attempt to accommodate the request based on the status of conditions required to meet the needs of St. Johns County and the District mission, and the nature of the employee's request. However, District management reserves the right to ask employees to alter their request based on a "stack" up of requests in a given period of time, and/or an existing emergency.

- ³Annual leave requests of two (2) days or less, the employee must contact their supervisor no later than 3 days before the start of the shift on the day they planned to take leave. If the employee is unable to reach his/her supervisor and the employee's attempts to make a live connection fail, then the employee must leave a telephone number where they can be reached in order for the District to officially review and approve the employee's request. In all cases, annual leave must be officially approved by District management. A formal annual leave form must be filled out either over the telephone or in person.
- For all regular full time employees, the length of annual leave depends upon the years of service with the District and is set up on an anniversary date basis.
- USE OF ANNUAL LEAVE - Earned annual leave may be used on a current basis, subject to the approval of the Director, provided that annual leave granted shall not exceed leave earned on the first day of the month which such leave is granted.
- ADVANCE LEAVE CREDIT NOT PERMITTED - Leave with pay shall not be allowed in advance of being earned. If an employee has insufficient leave credits to cover a period of absence, no allowance for leave shall be granted in advance or in anticipation of future leave credits. In such cases, payroll deductions for the time lost shall be made for the period which absence occurred.
- Earned annual leave shall be granted for the following:
 - Vacation leave
 - absence due to illness of a member of the employee's family
 - absence to attend funerals
 - religious holidays, and attendance of religious services in excess of two hours, other than those specified as legal holidays or absences authorized by the Director and the Board
 - Absence to transact personal business that cannot be conducted during off duty hours
- ⁴Annual leave may be taken in increments of fifteen (15) minutes.

³ Policy 2006-12; As approved by the Board of Commissioners on 6-8-06

⁴ As approved with Employee Handbook Revision October 15, 2009

- ⁵For all ⁶newly hired, regular full time employees ⁷annual leave will accrue from date of hire and may be taken immediately after the first pay period accrual. ~~upon completion of the 180 day probationary period.~~ There is no probationary period for seasonal, **contracted, or intern** employees. However, seasonal employees **and interns** must obtain a PHPC license before they can accrue and take annual leave pay).
- ⁸ACCUMULATION OF ANNUAL LEAVE – Annual leave will accrue on a continual unlimited basis year after year, however, for separation or retirement purposes, employees will receive pay for any accumulated annual leave, up to a maximum of 240 hours only, as stated in the next paragraph.
- ENTITLEMENT UPON SEPARATION OF RETIREMENT - Employees retiring or otherwise separated from the District in good standing shall receive pay for their accrued annual leave up to the maximum number of days stipulated which is 240 hours.

LEAVE REPORTS - The administrative assistant will maintain a record of annual leave earned and taken for each employee, based upon time records submitted by the supervisors and employees. Records of leave accumulated and taken shall be available to the employee, his representative, and to the Director for audit purposes.

⁵ Proposed revision for approval by BOC on 9-12-19

⁶ As approved by the Board of Commissioners on December 15, 2016

⁷ Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006

⁸ Revised; As approved by the Board of Commissioners on October 8, 2015

SICK LEAVE

The District recognizes that from time to time, personal or immediate family illness, injury or accidents may require your absence from scheduled work. "Immediate family" is defined as the spouse and the grandparents, parents, brothers, sisters and children of both the employee and the spouse.

⁹All ¹⁰newly hired, regular full-time employees (including full time, contracted employees) are eligible for paid sick leave which will accrue from date of hire and may be taken immediately after the first pay period accrual. ~~following completion of the 180 days probationary period. However, employees will accrue sick leave from date of hire.~~

Sick leave is governed by the following rules:

- SICK LEAVE WITH PAY - Sick leave is set up on an anniversary date basis. An employee accrues sick leave at a rate of four (4) hours per pay period.
- Sick leave must be taken in minimum increments of fifteen (15) minutes.
- Sick leave pay will be based upon the employee's regular rate of pay.
- ACCUMULATION OF SICK LEAVE - Unused sick leave will be accumulated each year on an unlimited basis.
- You must notify your supervisor as soon as possible when illness, injury, or accident prevents you from reporting to work. Your supervisor must be notified in advance of medical appointments requiring time away from the job. Employees may use sick leave for:
 - personal illness or injury which prevents you from performing your actual duties.
 - personal medical, dental, or optical consultation or treatment
 - exposure to contagious disease when there is reason to believe there exists actual danger that the disease may be transmitted through the exposed employee to others during the course of his official duties.
 - death or critical illness of a member of the employee's immediate family
- PROHIBITED USE OF SICK LEAVE - Sick leave may NOT be used for:
 - Maternity purposes
 - Nursing services for the employee's immediate family when such services can be supplied by other on a paid or unpaid basis.
 - Day-care for the employee's children or housekeeper services

⁹ Proposed revision for approval by BOC on 9-12-19

¹⁰ As approved by the Board of Commissioners on December 15, 2016

- SICK LEAVE REQUESTS - Requests for sick leave shall be submitted to the supervisor promptly upon return to duty. The employee shall have the responsibility of notifying his supervisor promptly of any illness or disability in compliance with agency regulations. - The District Director may require a written certification of the employee's illness from an attending physician. Additionally, a physician's release may be required for an employee to return to work after an injury or accident. Employees who take excessive sick leave may be asked to provide a physician's statement or be asked to resign.
- Use of sick leave on false claim of illness, accident, injury, or exposure to contagious disease, or falsification of proof to justify such leave shall be disciplined up to and including discharge.
- If you are on approved time off due to illness or accident when a holiday occurs, you will receive one (1) 8 hour day of holiday pay (for each holiday day) and not be charged with a day of sick leave.
- Employees may take one (1) day of sick leave each year for personal purposes, with (5) days prior notice and approval of their supervisor. This day must be taken as one (1) full 8 hour day.
- Any employee, who works three (3) consecutive months, without taking any sick leave, accrues an additional 8 hour day of annual leave.
- USE OF SICK LEAVE - Earned sick leave shall be granted on a current basis, provided that sick leave shall not exceed the leave earned on the first day of the month during which such leave is granted.
- When accrued sick leave has been exhausted, accrued annual leave pay will be used. When accrued annual leave is exhausted, an employee may use sick leave from the sick leave pool, if it is available. If an employee uses the maximum days allowable from the sick leave pool, he may be placed on a leave of absence without pay.
- ENTITLEMENT UPON SEPARATION -
 - Upon retirement from the District because of disability, certified by competent medical authority, the employee shall be entitled to use sick leave accumulated to his credit prior to the effective date of his retirement.
 - ¹¹One-fourth (1/4) of all unused accrued sick leave, up to a maximum of 480 hours, will be paid out upon separation of employment in a lump sum payment at your current rate of pay, provided you have been continuously employed by the District for ten (10) or more years, you are not discharged, and you provide at least ten (10) business days

¹¹ As approved by the Board of Commissioners on June 10, 1993

written notice of your intent to resign. In all other cases, unused sick leave is forfeited upon separation. This unused sick leave accrued credits payment is not considered as a salary payment and will not be used in determining the average final compensation of an employee in the District's administered retirement system.

- When an employee is reinstated after retiring, he shall not be credited with unused sick leave accrued during his period of previous employment unless reinstatement is made within fifteen (15) calendar days of the date of separation.
- TRANSFER OF SICK LEAVE BETWEEN AGENCIES – When an employee changes from employment in one agency to another agency, without a break of more than fifteen (15) calendar days, sick leave for the month in which the change of employment occurs shall be credited to the employee by the agency to which he has changed. All sick leave accrued by the employee shall be certified by the releasing agency to the receiving agency and credited to the employee.

The administrative assistant will maintain a record of sick leave earned and taken for each employee, based upon time records submitted by the supervisors and employees. Records of leave accumulated and taken shall be available to the employee, his representative, and to the Director for audit purposes.

**NEW
BUSINESS
#1**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director;

CC: Charolette M. Hall, Administrative Assistant

DATE: September 9, 2019

RE: Discussion and Approval for Proposal for GLP Consulting to Certify AMCD Lab and Facilities

When we conduct evaluations of any new insecticide, its new formulations, and new tools or equipment for mosquitoes and other public health pest controls, the organizations, companies, and/or funding resources always ask whether AMCD is certified for the Good Laboratory Practice (GLP) by WHO/IVCC.

The GLP is a certified and recognized standard laboratory and facility where the laboratory can certify and give an official report about the new products of insecticides and equipment. The GLP will be a benefit to AMCD in order to generate and attract more new technology, collaborations, and funds to support local mosquito control programs at national and international levels.

I would like to recommend the following two motions:

1. Authorize Staff to apply for the WHO/IVCC's Good Laboratory Practice (GLP).
2. Authorize to have Dr. Karl Malamud-Roam as the Consultant to assist AMCD for the GLP application and approve the cost for his consultation, which will be under \$12,000.



Vector Control Consultants

Karl Malamud-Roam, Ph.D., Principal
Vector.Control.Consultants@gmail.com
+1 510-282-0956

Proposal for Consulting Services

GLP Certification for Vector Control Laboratory Initial Evaluation and Training (One Week)

Prepared for
Anastasia Mosquito Control District of St. Johns County (AMCD)

Prepared by
Karl Malamud-Roam, Ph.D.
Principal and Lead Scientist
Vector Control Consultants
817 Kearney Street, El Cerrito, CA 94530
+1 510 282 0956
Vector.Control.Consultants@gmail.com

Karl Malamud-Roam August 20, 2019
Date Submitted

Accepted By _____
Date Accepted

Summary

I, Karl Malamud-Roam of Vector Control Consultants, propose to provide a preliminary site evaluation and group training to Anastasia Mosquito Control District of St. Johns County (AMCD) for St. John's County, Florida, to initiate a process of Good Laboratory Practices (GLP) recognition for their mosquito control product efficacy test laboratory. Specifically, I propose to spend five work days at the AMCD facility between September 6-12 introducing the concepts and requirements of GLP as defined both by USEPA and OECD in group and individual lectures and work activities, and to conduct an evaluation of the lab in the format of a formal GLP inspection and study audit. The goal is to assist the Manager and Board of AMCD is evaluating the feasibility and costs associated with GLP recognition (i.e. accreditation).

Since May 2016, I have served WHO in this role as a Special Advisor and consultant, working with labs from Asia, Latin America, Europe, and Africa. To date I have worked with laboratory directors and staffs from 16 specific sites on this list in 13 countries. The present proposal covers work in September 2019. Based on work in other sites, I expect that an additional contract will be needed for additional training, document preparation and review, and site visits if the AMCD Board and Management decide to pursue formal certification after they receive the results of the initial evaluation and training.

Specifically, I propose the following activities:

- Provide a workshop of approximately 20 hours over five days on GLP principles and requirements, including QA methods and preparation for government inspection;
- Provide an evaluation of the vector control product efficacy testing lab in the form of a formal OECD GLP inspection;
- Provide a presentation of observations and recommendations of approximately one hour to the AMCD Board, in the format of a GLP Inspection Closing Conference, on the evening of September 12 at their regular meeting;
- Preparation of a written Inspection Report in the form of a standard OECD GLP Test Facility Inspection Report, for delivery approximately two weeks after the Board meeting.

Based on my standard rate of \$125/hr for 40 hours on-site and 24 hours preparing the report, the total cost for the proposal is not to exceed \$10,000 including actual travel expenses.

Terms of Payment

Payments are due within 30 days of submittal of the monthly hours and an invoice to AMCD, or on another mutually agreed payment schedule. Payments should be made by check or electronic payment to Vector Control Consultants. Specific bank information will be provided to AMCD if this proposal is accepted.

Statement of Intellectual Property and Confidentiality

All generic written documents produced by me under the terms of this proposal will be the property of Vector Control Consultants, and documents specific to ACMD will be provided to ACMD for internal use. Redistribution of reports and model/template documents for other purposes is not allowed without prior written permission.

Primary Consultant Background

Dr. Karl Malamud-Roam is a vector control scientist with substantial regulatory and operational experience. He has worked in vector control for over 25 years in operations, efficacy and risk assessment, and regulatory support. He has degrees in Ecology, Biology, and Physical Geography from Princeton University and the University of California at Berkeley. From 1991 to 2009, he worked in operational mosquito control and program management for Contra Costa Mosquito and Vector Control District. From 2003 to 2019 he was the Government Affairs and/or Chemical Control Chairman for the American Mosquito Control Association, working closely with regulators and government inspectors, both in the U.S.A. and internationally, as well as with the AMCA Board, Committees, and Counsel. From 2009-2017 he was both a Senior Research Scientist at Rutgers University, and the Public Health Pesticides Program Manager for the IR-4 Project, a pest management research and regulatory support program funded by the U.S. and state governments. In that role, he regularly represented the mosquito control community at EPA, USFWS, and other regulatory agencies. He has served as Adjunct Professor of Entomology at the Center for Vector Biology at Rutgers, and President of the consultancy Vector Control Consultants. He has served as Special Advisor and Consultant to WHO around the world since May 2016, and has actively participated in AMCA and other professional societies for many years.

**NEW
BUSINESS
#2**

Anastasia Mosquito Control District of St. Johns County

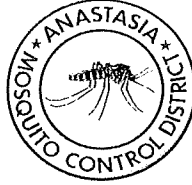
120 EOC Drive, St. Augustine, Florida 32092

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director;

CC: Charolette M. Hall, Administrative Assistant

DATE: September 9, 2019

RE: Open House for FMCA Participants (Nov. 17, 2019, from 2:00 PM to 5:00 PM)

AMCD will host the FMCA annual meeting on Anastasia Island from November 17-21, 2019. It is a part of our 70th anniversary celebration activities.

I would like to suggest that we have an Open House on November 17, 2019 (Sunday) from 2:00 P.M. to 5:00 P.M. and invite all FMCA meeting participants to join the Open House and visit our complex. We will prepare finger foods and refreshments which may cost approximately \$600. After the Board approves, AMCD will make the announcement and invite the FMCA participants to join the Open House.

**NEW
BUSINESS**

#3

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director;

CC: Charolette M. Hall, Administrative Assistant

DATE: September 9, 2019

RE: Approval for Commissioner Becker to speak on behalf of AMCD Board for AMCD Mosquito Day Proclamation, December 7, 2019

Commissioner Becker has requested approval from the Board to speak on behalf of the AMCD Board of Commissioners to ask St. Johns County's Board of County Commissioners for a Proclamation for an "Anastasia Mosquito Control District Mosquito Day", to be set for December 7, 2019.

The reasoning for the date is because it reflects on our 70th anniversary year, as AMCD was originally created by an approved Referendum on December 7, 1948 and then began in 1949.

**NEW
BUSINESS**

#4

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director; Mrs. Marcia Kay Gaines, Operations Manager, and Mr. Richard Weaver, Business Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: September 5, 2019

RE: Hurricane Dorian Response Report

Operations Manager, Mrs. Kay Gaines attended the EOC preparation meetings from August 28, 2019 twice a day, through September 2, 2019. Dr. Rui-De Xue and Mr. Richard Weaver attended several EOC meetings during the weekend and holiday. On Friday, August 30, 2019, before the hurricane; AMCD picked up all traps and sentinel chickens, fueled all vehicles, stored all equipment and tools, and checked that all vehicles had their stocked first aid kits and flash lights.

AMCD hosted DEP's vehicles and boats, along with Search and Rescue teams from multiple county agencies and the military. They stayed in our Board room for 3 days (September 1, 2, & 3) and used one of our vehicles and our helicopter hangar to park their boats. The Police used our helicopter pad multiple times after the hurricane for inspections. We had a very good collaboration with the EOC, Fire Department, DEP, and other county agencies during the hurricane response and received a lot of positive feedback and appreciation. AMCD was as one of the team members to attend all EOC hurricane response meetings.

REPORTS

Director Report (August 2019)

Program Management:

1. Customer and professional service: AMCD answered 311 service requesters in August. Dr. Xue reviewed 3 manuscripts for 1 PLoS one, 1 for Acta Tropica, and 1 for USDA/ARS at the editors' requests. AMCD staff attended MosquitoMate teleconferences and American Chemical Society's non-target symposium.
2. Surveillance: So far, 8 sentinel chickens tested positive for EEE and 19 for WNV. BG traps collected *Aedes* (957) and *Culex* (1,238) mosquitoes. CDC light traps caught 3,134 mosquitoes, including 559 *Culex*, and *Ae. atlanticus* (1,947). AMCD conducted aerial surveillance for 1.5 hours on August 30.
3. Operation control: AMCD MCTs did adulticiding for 103 times for 45,082 acres, did barrier treatments for 42 times for 20 acres, and hand spraying for 130 times. Positive larval dips were 463 and treated larvae for 139 times for 915 acres by ground application.
4. Applied research: SIT & ULV project has been done. SIT project has been started. AMCD and Spartan collaboration project about ATSB has been started, and collaboration project about new larvicide with DNW has been done in the laboratory and semi-field. Non-target honey bee testing has been done by a visiting scientist in St. Augustine.
5. Education: Education Specialist gave presentations at summer camps and public relations regarding mosquito-borne diseases and personal protection. All employee training was held on August 16 and 23. Staff updated website and Facebook, and answered many questions about arboviruses.

Business Management:

1. Serve to the Board of Commissioners: Staff prepared for August 7's Board workshop and regular meetings with documentations.
2. Budget and Auditor: New budget and millage rate have been prepared for September 12's 1st public hearing.
3. Insurance: Staff collaborated with fleet insurance agency for renewal of fleet ins and worker comp for September 12's Board meeting approval.
4. Contract: Construction project about building 500 are closing finish.
5. HR. A committee has working on the updated employee handbook. Dr. Vindhya Aryapreme was hired as the full time contracted Biologist and Ms. Courtney Cunningham was hired as the full time contracted Biotechnician from August 5. Mr. Kevin Card has been hired as a part time pilot for 10-15 hours per week. Mr. Ralph Bruner has been hired as a full time A & P Mechanic and starts from September 3. Dr. Caroline Efstathion passed her 6 month probation as the Molecular Entomologist and Mrs. Dena Auty passed her 6 month probation as the Assistant Supervisor. Mr. Steven Smoleroff passed his 6 month probation as the biological technician. The accounting intern student from UNF finished her 3 month internship and backed to her school and an intern student from UNF finished his period (3.5 months) of study at AMCD.

Meeting:

Aug 1. 9am. Attended MosquitoMate teleconference. 10am. Attended Fleet insurance meeting.

Aug 2. Submitted all manuscripts of the JFMCA to the Print Company

Aug 5. 8am. Met UF Professor about honey bee testing. 4pm. Attended teleconference about ATSB project

Aug 6. 7am. Attended field test for honey bees. 10am. Attended insurance meeting. 11am. Met Commissioner Mr. Girvan about budget and financial items

Aug 7. 3pm. Met and interviewed pilot with committee members. 4pm. Attended Board workshop and meeting.

Aug 8. 2pm. Held staff meeting

Aug 9. Prepared for PPT for ACS symposium about non-target impact

Aug 12. Meet Dr. Esfathion about her six probation 's performance evaluation.

Aug 13. Attended field testing about honey bees.

Aug 14. 9am. Attended Flagler MCD's collaboration meeting about aerial program. Commissioner Mr. Howell attended the meeting. PM. Set up field sticky traps for eye gnats.

Aug 15. 9:30am. Attended MosquitoMate teleconference. 10 am. Teleconference with Dr. Karl about GLP. 2pm. Attended A & P mechanic interview

Aug 16. 10am. Held seminar (Dr. Bill E. from UF/EE and Dr. Eric Rohrig from DPI, and one intern student). 1pm. Met Commissioner Mr. Girvan about pilot searching. 2pm. Met Commissioner Mrs. Becker about museum & budget. 3:30pm. Attended A & P mechanic interview

Aug 19. Pilot search and review of applications (25 applications). Discussion about offer and start date for new A & P Mechanic

Aug 20. PPT for ACS symposium

Aug 21. 11am. Met Commissioner Mrs. Becker about budget and public hearing. PM. Field working to pick up all sticky traps

Aug 22. AM. Field collection about sticky traps and identification of all collection

Aug 23. 10am. Held seminar provided by Dr. Miah and the accounting intern. Commissioner Mr. Girvan attended the seminar

Aug 26. Staff meeting about committee for employee handbook and other items

Aug 27. Collection and identification for sticky traps

Aug 28-29. Gave a presentation about species specific technology for control of Aedes mosquitoes and reducing non-target impacts

Aug 31. 8am. Attended EOC meeting about hurricane. 1pm. Met the new A & P mechanic and part time pilot

Treatment Summary August 2019

From Date : 08-01-2019

To Date : 08-31-2019

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	1839 ea	5.7 acre	322.68 ea / acre	23 times
Altosid XR	27 ea	0.06 acre	435.54 ea / acre	4 times
Altosid XRG	305 lb	50.83 acre	6 lb / acre	7 times
Aquabac XT	6426 fl oz	791.25 acre	8.12 fl oz / acre	72 times
Aqualure 20-20 1:5	7570.33 fl oz	29304.5 acre	0.26 fl oz / acre	56 times
B.t.i. Briquets	170 ea	0.39 acre	435.54 ea / acre	7 times
Cocobear	663 fl oz	1.73 acre	384.02 fl oz / acre	19 times
Duet 50%	2544 fl oz	1620.38 acre	1.57 fl oz / acre	30 times
Mosquitomist Two	9344 fl oz	14157.57 acre	0.66 fl oz / acre	17 times
Sustain MBG	490 lb	65.33 acre	7.5 lb / acre	7 times
Talstar P	6.85 gal	20.32 acre	0.34 gal / acre	42 times

Task Time Summary August 2019

From Date : 08-01-2019

To Date : 08-31-2019

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	1215:04 hrs	370	
Aerial Ground Crew	29:53 hrs	9	
Aerial Maintenance	17:00 hrs	3	
Aerial Survey	08:30 hrs	2	
AM Briefing	84:53 hrs	220	
Annual Leave	154:45 hrs	42	
Assist	158:40 hrs	66	
Building & Grounds Work	473:40 hrs	193	
Chicken Program	210:57 hrs	212	
Computer Repair	109:10 hrs	39	
Daily Paperwork	91:15 hrs	267	
Field Experiment	378:06 hrs	149	
Fish Program	08:05 hrs	13	
Fog Mission Serv Req	03:07 hrs	73	
Ground Adulticide	293:52 hrs	115	
Ground Larvicide	188:24 hrs	139	
Ground Site Inspection	717:11 hrs	607	
Hand Adulticide	86:39 hrs	130	
Insectary	110:30 hrs	34	
Inventory	15:22 hrs	8	
Lab Experiment	26:00 hrs	14	
Landing Rate	05:41 hrs	49	
Leave Without Pay	117:45 hrs	19	
Mechanics Time	278:18 hrs	73	6070:15 hrs
Meeting	184:29 hrs	117	
Mosq Gravid Trap DNA	00:45 hrs	1	
Mosquito Pooling	13:19 hrs	12	
Mosquito Trap BG	29:27 hrs	87	
Mosquito Trap CDC Oc	137:05 hrs	326	
Mosquito Trap ID	38:10 hrs	25	
Mosquito Trap OV	05:57 hrs	50	
Mosquito Traps Misc	124:18 hrs	86	
Produce Papers & Programs	165:30 hrs	78	
Project Research	95:55 hrs	43	
Public Relations	12:45 hrs	6	
Public School Program	02:00 hrs	1	
Resupplying Trucks	141:52 hrs	172	
Sick Leave	43:30 hrs	11	
Sick/Personal Leave	08:00 hrs	1	
Source Reduction (tires)	03:40 hrs	4	
Supervisory	55:42 hrs	27	
Training Classroom	109:15 hrs	57	
Training Field	27:30 hrs	11	
Travel	23:19 hrs	12	
Trim Trails	05:15 hrs	2	
Vehicle Maintenance	59:45 hrs	66	

CDC Octenol Trap August 2019					
8/1/2019					
To :					
8/31/2019					
Trap Type :					
CDC Octenol					
Species Name	2019 08				Species Total
	6	13	20	27	
Ae aegypti	0	0	0	0	0
Ae albopictus	3	5	4	3	15
Ae atlanticus	716	703	464	64	1947
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	71	98	64	25	258
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	3	5	3	0	11
Ae taeniorhynchus	64	116	56	5	241
Ae triseriatus	0	0	0	0	0
Ae vexans	1	0	0	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	153	123	199	153	628
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	0	0	0	3	3
An walkeri	0	0	0	0	0
Cq perturbans	5	17	3	12	37
Cs inornata	0	0	0	0	0
Cs melanura	43	18	26	9	96
Cx coronator	0	1	0	0	1
Cx eraticus	119	193	178	69	559
Cx nigripalpus	17	11	11	29	68
Cx quinquefasciatus	190	21	29	15	255
Cx restuans	1	8	5	5	19
Cx salinarius	16	4	3	8	31
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	2	2
Ma titillans	0	0	1	0	1
Or signifera	0	0	0	0	0
Ps ciliata	8	8	4	1	21
Ps columbiae	57	156	60	12	285
Ps cyanescens	0	0	0	0	0
Ps ferox	0	1	0	0	1
Ps howardii	0	0	0	0	0
Tx rutilus	0	1	0	0	1
Ur lowii	0	1	3	5	9
Ur sapphirina	4	1	4	3	12
Wy Mitchellii	1	0	0	0	1
Daily Total	1472	1491	1117	423	4503

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

BG Trap August 2019					
8/1/2019					
To :					
8/31/2019					
Trap Type :					
BG					
Species Name	2019 08				Species Total
	6	13	20	27	
Ae aegypti	143	123	65	170	501
Ae albopictus	65	190	82	119	456
Ae atlanticus	8	32	9	2	51
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	7	32	28	0	67
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	32	57	11	20	120
Ae triseriatus	0	0	0	3	3
Ae vexans	0	0	0	0	0
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	0	11	16	12	39
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	0	5	6	33	44
An walkeri	0	0	0	0	0
Cq perturbans	0	6	0	0	6
Cs inornata	0	0	0	0	0
Cs melanura	1	6	0	0	7
Cx coronator	0	7	0	8	15
Cx eraticus	0	6	3	13	22
Cx nigripalpus	0	56	63	123	242
Cx quinquefasciatus	7	664	458	109	1238
Cx restuans	0	7	0	17	24
Cx salinarius	0	0	0	0	0
Cx territans	0	0	0	0	0
Ma dyari	1	1	2	0	4
Ma titillans	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	0	2	3	0	5
Ps cyanescens	0	0	0	0	0
Ps ferox	5	8	8	1	22
Ps howardii	0	0	0	0	0
Tx rutilus	0	1	0	2	3
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	7	18	14	5	44
Daily Total	276	1232	768	637	2913

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

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

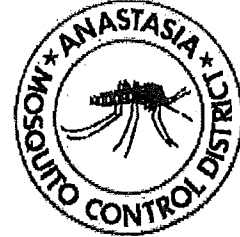
Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

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

DISTRICT DIRECTOR

Dr. Rui-De Xue



August 20, 2019

Mr. Kevin R. Card
22 Fleming Court
Palm Coast, FL 32137
chopperguy@att.net

Dear Mr. Card,

Based on the District Director and the interview committee's recommendation, I am pleased to offer you the part-time Mosquito Control Pilot position with the Anastasia Mosquito Control District of St. Johns County. The terms of the offer are contingent upon successful completion of a driver's license check, previous employment verification, criminal background check and reference checks.

You will report to the Director, Dr. Rui-De Xue. As this is a part-time position, with you working 10-15 hours per week, this is a non-exempt position. Your hourly wage will be \$65.00 per hour and paid on a bi-weekly basis, all subject to applicable tax withholdings. As a part-time employee, you will not be eligible for benefits. The HCR Exchange notice is attached.

Your first day of work will be Monday, August 26, 2019. Please report to the AMCD complex at 120 EOC Drive, St. Augustine, FL to begin your paperwork and training. Please note, night time hours, weekend and/or holiday hours may be required depending on the seasonal and position needs.

As you already possess your Public Health Pest Control license, it is required that you maintain the license by obtaining the required number of Continuing Education Credits (CEU)'s for the license.

Again, we are delighted to have you join us as the part time Mosquito Control Pilot. However, we recognize that you retain the option, as does the District, of ending your employment with the District at any time, with or without notice and with or without cause, however, the District requests the courtesy of 10 days written notice, if possible. As such, your employment with the District is "at will" and neither this letter nor any oral or written representations may be considered a contract for any specified period of time.

Please contact me at (904) 471-3107 if you have any questions.

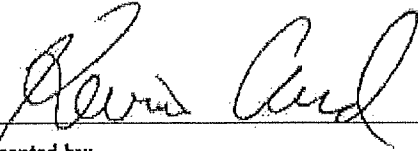
Welcome to the Anastasia Mosquito Control District of St. Johns County. Please let us know if you would like to accept the offer by signing below and returning one signed copy to us at the above address within one week.

Sincerely,

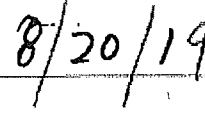


Dr. Rui-De Xue, Director

Cc: Mr. Gary Howell, Chairperson



Accepted by:



Date:

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

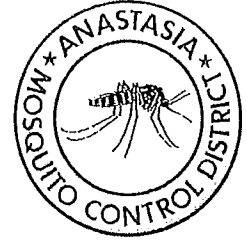
Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

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 22, 2019

Mr. Ralph Bruner
714 Golden Farm Way
Canton, GA 30114
rsbruner@gmail.com

Dear Mr. Bruner,

Based on the interview committee's recommendation, I am pleased to offer you the full time A & P Aircraft Mechanic position (40 hours per week) with the Anastasia Mosquito Control District of St. Johns County. The terms of the offer are contingent upon successful completion of a driver's license check, previous employment verification, criminal background check and reference checks.

You will report to the Pilot. This is a non-exempt position, meaning that you will be paid an overtime rate of one and one-half times your regular hourly rate for all hours worked over 40 in a work week. You will begin at \$31.25 per hour and paid on a bi-weekly basis, all subject to applicable tax withholdings. Attached is an outline of the benefits summary, with you being eligible for full benefits after your 180 day probationary period, however, you will be eligible for your insurances (health, dental and life) after 90 days after your first day of employment, which will be approximately December 3, 2019. The HCR Exchange notice and job description are attached.

Your first day of work will be Tuesday, September 3, 2019. Please report to the AMCD Complex at 120 EOC Drive, St. Augustine, FL to begin your paperwork and training. Your normal schedule will be 6:30 A.M. to 4:30 P.M. Monday through Thursday during the winter season, November through March and 6:30 A.M. to 3:00 P.M., Monday through Friday during the regular mosquito season, April through October, however, night time hours, weekend and/or Holiday hours may be required depending on the seasonal and position needs.

You will be required to obtain your Public Health Pest Control license within your 180 day probation period and then to maintain the license by obtaining the required number of Continuing Education Credits (CEU)'s for the license.

Again, we are delighted to have you join us in this full time A & P Aircraft Mechanic position. However, we recognize that you retain the option, as does the District, of ending your employment with the District at any time, with or without notice and with or without cause, however, the District requests

the courtesy of 10 days written notice, if possible. As such, your employment with the District is "at will" and neither this letter nor any oral or written representations may be considered a contract for any specified period of time.

Please contact me at (904) 471-3107 if you have any questions.

Welcome to the Anastasia Mosquito Control District of St. Johns County. Please let us know if you would like to accept the offer by signing below and returning one signed copy to us at the above address within one week.

Sincerely,



Dr. Rui-De Xue, Director

Cc: Mr. Gary Howell, Chairperson

Ralph S Bruner

Accepted by:

08/22/2019

Date:

