

# Anastasia Mosquito Control District

of St. Johns County



District Board Meeting  
**AUGUST 13, 2020**  
Thursday at  
**5:00 P.M**

# 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](http://www.amcdsjc.org)

## **BOARD OF COMMISSIONERS**

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



## **DISTRICT DIRECTOR**

Dr. Rui-De Xue



## **AGENDA**

THURSDAY, AUGUST 13, 2020  
5:00 P.M.

### **1. CALL TO ORDER**

### **2. INVOCATION ~ Commissioner Howell**

### **3. PLEDGE OF ALLEGIANCE**

*PLEASE, TAKE THIS TIME TO SILENCE YOUR CELLPHONES! THANK YOU!*

### **4. ROLL CALL:**

### **5. CITIZEN PARTICIPATION (FOR ITEMS NOT ON THE AGENDA)**

### **6. APPROVAL OF THE AGENDA: ADDITIONS, CORRECTIONS OR DELETIONS**

### **7. APPROVAL OF THE CONSENT AGENDA:** Items on the Consent Agenda are defined as routine in nature, not warranting detailed discussion or individual action by the Board; therefore, all items on the Consent Agenda shall be approved and adopted by a single motion, second and vote by the Board. Items on the Consent Agenda are not subject to discussion. Any member of the Board may remove any item from the Consent Agenda simply by verbal request at the Board meeting. Removing an item from the Consent Agenda does not require a motion, second or vote; it would simply be a unilateral request of an individual Board member and this item would then be added as the last item under New Business.

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, July 9, 2020 at 5:00 P.M.
5. Mosquito Abatement Research Collaboration Agreement with MosquitoMate, Inc.
6. AIG TankGuard Insurance Renewal
7. Budget Amendments ~ Receipts (\$212,694.27) to Expenditures (\$212,694.27)

## **8. UNFINISHED BUSINESS**

1. Discussion and Approval of Education Center Construction Project Building Change Order Proposal ~ *Mr. Glen Harrell (15 min)*
2. Approval of Final Draft of Revised Employee Manual ~ *Mr. Wayne Flowers (15 min)*

## **9. NEW BUSINESS**

1. Social Media Activities and Website Progress Update ~ *Mr. Edward Zeszutko (15 min)*
2. Approval of Construction Change Order for \$29,141.00 (St. Johns County wants AMCD to put in additional Fire Hydrant, Fire Department Connection and line.) ~ *Mr. Richard Weaver (10 min)*
3. SIT Building Project and Documentation for Legislators Update ~ *Dr. Rui-De Xue (5 min)*

## **10. REPORTS**

1. Director
2. Attorney

## **11. COMMISSIONER COMMENTS:**

## **12. ATTACHMENTS – FOR INFORMATION PURPOSES ONLY**

1. Director's Performance Evaluation Process Form and Policy  
*(to be completed and submitted back by September 10, 2020)*

## **13. ADJOURNMENT**

### **Announcements/Upcoming Meetings:**

- September 10, 2020 Regular Board Meeting at 5:00 P.M. All items for inclusion in the September 10, 2020 Agenda must be received by 4:00 P.M., no later than August 31, 2020.
- First Public Hearing September 10, 2020 at 5:30 P.M., then continuation of the regular meeting.
- Final Public Hearing, September 24, 2020 at 5:30 P.M.

**NOTE:** Pursuant to Section 286.0150, Florida Statutes, if an individual decides to appeal any decision made by the District Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

**NOTE:** In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact Charolette M. Hall at (904) 471-3107, prior to the meeting in order to request such assistance.

A Proposed Agenda and a complete copy of the materials for this Agenda is available is on AMCD's web site at ([www.amcdsjc.org](http://www.amcdsjc.org)) or at the District Office.





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

**PROPOSED AGENDA**

Thursday, August 13, 2020  
5:00 P.M.

**Invocation and Pledge:** *Commissioner Howell*

**Consent Items: APPROVAL OF:**

1. Treasurer's Report
2. Vouchers *(Cancelled Checks)*
3. Chemical Inventory
4. Minutes: Regular Board Meeting, July 9, 2020 at 5:00 P.M.
5. Mosquito Abatement Research Collaboration Agreement with MosquitoMate, Inc.
6. AIG TankGuard Insurance Renewal
7. Budget Amendments ~ Receipts (\$212,694.27) to Expenditures (\$212,694.27)

**Unfinished Business:**

1. Discussion and Approval of Education Center Construction Project Building Change Order proposal ~ *Mr. Glen Harrell, President, Harrell Construction Co. Inc. (15 min)*
2. Approval of Final Draft of Revised Employee Manual ~ *Mr. Wayne Flowers (10 min)*

**New Business:**

1. Social Media Activities and Website Progress Update ~ *Mr. Edward Zeszutko (15 min)*
2. Approval of Construction Change Order for \$29,141.00, (St. Johns County wants AMCD to put in an additional Fire Hydrant, Fire Department connection, and line.) ~ *Mr. Richard Weaver (10 min)*
3. SIT Building Project and Documentation for Legislators Update ~ *Dr. Rui-De Xue (5 min)*

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments: FOR INFORMATION PURPOSES ONLY**

1. Director's Performance Evaluation Process Form and Policy  
*(to be completed and submitted back by September 10<sup>th</sup>, 2020)*



# CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

**TREASURER'S REPORT**

**July 2020 Reconcile**

**Report for August, 2020 Meeting**

Cash Balances Ending:

**7/31/20**

|                                   |           |                     |
|-----------------------------------|-----------|---------------------|
| Local Fund                        | \$        | 3,250,367.56        |
| S.B.A. Fund                       | \$        | 5,466,570.05        |
| <b>Total Funds as of 07/31/20</b> | <b>\$</b> | <b>8,716,937.61</b> |

Source of Income Local/ SBA Fund:

**7/31/20**

|                                   |           |                  |  |
|-----------------------------------|-----------|------------------|--|
| Taxes                             | \$        | 42,460.94        | (Gross, before Tax Collector's Commission)         |
| Prior Year Tax Distrib.           | \$        | -                |  |
| SBA Fund- Return on Investment    | \$        | 2,012.96         |  |
| Local Fund, Interest              | \$        | -                |  |
| Salvage                           | \$        | -                |  |
| Grant Momey                       | \$        | 49,008.96        | UF-SIT \$31,523, UF-EEE \$2,486, Big Shot \$15,000 |
| Dormatory Rent                    | \$        | 1,400.00         |  |
| <b>Total Deposits by 07/31/20</b> | <b>\$</b> | <b>94,882.86</b> |  |

**CHEMICAL & INSECTICIDE INVENTORY**

**Report for August, 2020 Meeting**

Summary

**VOUCHERS PRESENTED**

**Report for August, 2020 Meeting**

Local Fund      Several

3:24 PM

08/03/20

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**110 - Wells Fargo Bank - Local, Period Ending 07/31/2020**

---

|                                   | Jul 31, 20          |
|-----------------------------------|---------------------|
| Beginning Balance                 | 3,538,950.66        |
| Cleared Transactions              |                     |
| Checks and Payments - 66 items    | -339,839.05         |
| Deposits and Credits - 12 items   | 93,220.29           |
| Total Cleared Transactions        | -246,618.76         |
| Cleared Balance                   | <u>3,292,331.90</u> |
| Uncleared Transactions            |                     |
| Checks and Payments - 14 items    | -41,964.34          |
| Total Uncleared Transactions      | -41,964.34          |
| Register Balance as of 07/31/2020 | <u>3,250,367.56</u> |
| Ending Balance                    | 3,250,367.56        |



# Anastasia Mosquito Control District

## Reconciliation Detail

### 110 - Wells Fargo Bank - Local, Period Ending 07/31/2020

| Type                                   | Date       | Num        | Name                    | Clr | Amount             | Balance            |
|--|------------|------------|-------------------------|-----|--------------------|--------------------|
| <b>Beginning Balance</b>               |            |            |                         |     |                    | 3,538,950.66       |
| <b>Cleared Transactions</b>            |            |            |                         |     |                    |                    |
| <b>Checks and Payments - 66 items</b>  |            |            |                         |     |                    |                    |
| Bill Pmt -Check                        | 05/27/2020 | 7797       | COPYFAX                 | X   | -130.36            | -130.36            |
| General Journal                        | 06/15/2020 | 9-#421     | Florida Mosquito Co...  | X   | -1,190.00          | -1,320.36          |
| Bill Pmt -Check                        | 06/22/2020 | 7849       | Blue Cross Blue Shi...  | X   | -26,905.42         | -28,225.78         |
| Bill Pmt -Check                        | 06/22/2020 | 7850       | Fisher Design, LLC      | X   | -3,400.00          | -31,625.78         |
| Bill Pmt -Check                        | 06/22/2020 | 7854       | Material Handling S...  | X   | -1,024.00          | -32,649.78         |
| Bill Pmt -Check                        | 06/22/2020 | 7855       | UHS Premium Billing     | X   | -226.04            | -32,875.82         |
| Bill Pmt -Check                        | 06/25/2020 | 7866       | St. Johns County Uti... | X   | -348.70            | -33,224.52         |
| General Journal                        | 07/01/2020 | 9-#417     | Florida Retirement S... | X   | -17,262.74         | -50,487.26         |
| Bill Pmt -Check                        | 07/01/2020 | Direct ... | Panagiota Becker        | X   | -100.00            | -50,587.26         |
| Bill Pmt -Check                        | 07/01/2020 | Direct ... | Don Girvan              | X   | -100.00            | -50,687.26         |
| Bill Pmt -Check                        | 07/01/2020 | Direct ... | Jeanne Moeller          | X   | -100.00            | -50,787.26         |
| Bill Pmt -Check                        | 07/01/2020 | Direct ... | Gary Howell             | X   | -100.00            | -50,887.26         |
| Bill Pmt -Check                        | 07/01/2020 | Direct ... | Gina LeBlanc            | X   | -100.00            | -50,987.26         |
| Bill Pmt -Check                        | 07/01/2020 | Direct ... | John Allen, Jr.         | X   | -35.00             | -51,022.26         |
| Bill Pmt -Check                        | 07/07/2020 | 7868       | Nationwide Retirem...   | X   | -890.00            | -51,912.26         |
| Bill Pmt -Check                        | 07/07/2020 | 7867       | AFLAC                   | X   | -52.08             | -51,964.34         |
| Bill Pmt -Check                        | 07/08/2020 | Direct ... | Scott Lunsford          | X   | -2,995.00          | -54,959.34         |
| Bill Pmt -Check                        | 07/08/2020 | Direct ... | Jeremy Wholforth        | X   | -2.01              | -54,961.35         |
| General Journal                        | 07/09/2020 | 9-#420     | Payroll                 | X   | -51,627.46         | -106,588.81        |
| General Journal                        | 07/09/2020 | 9-#420     | Payroll                 | X   | -17,742.57         | -124,331.38        |
| General Journal                        | 07/09/2020 | 9-#420     | Payroll                 | X   | -3,058.59          | -127,389.97        |
| Bill Pmt -Check                        | 07/09/2020 | 7873       | FPL - EOC DR-Main...    | X   | -1,367.22          | -128,757.19        |
| Bill Pmt -Check                        | 07/09/2020 | 7874       | FPL - EOC DR - Re...    | X   | -999.73            | -129,756.92        |
| General Journal                        | 07/09/2020 | 9-#420     | Payroll                 | X   | -968.39            | -130,725.31        |
| Bill Pmt -Check                        | 07/09/2020 | 7877       | Renco Corporation       | X   | -330.00            | -131,055.31        |
| Bill Pmt -Check                        | 07/09/2020 | 7872       | Florida Janitor & Pa... | X   | -183.26            | -131,238.57        |
| Bill Pmt -Check                        | 07/09/2020 | 7879       | The Feed Store          | X   | -175.50            | -131,414.07        |
| Bill Pmt -Check                        | 07/09/2020 | 7880       | The Home Depot          | X   | -163.99            | -131,578.06        |
| Bill Pmt -Check                        | 07/09/2020 | 7870       | Augustine Alarm, Fir... | X   | -162.97            | -131,741.03        |
| Bill Pmt -Check                        | 07/09/2020 | 7869       | Advanced Disposal       | X   | -152.79            | -131,893.82        |
| Bill Pmt -Check                        | 07/09/2020 | 7871       | FedEx                   | X   | -127.90            | -132,021.72        |
| Bill Pmt -Check                        | 07/09/2020 | 7876       | Legal Shield            | X   | -57.80             | -132,079.52        |
| Bill Pmt -Check                        | 07/09/2020 | 7875       | Hagan Ace Mgmt. C...    | X   | -21.98             | -132,101.50        |
| Bill Pmt -Check                        | 07/09/2020 | 7878       | St. Johns County So...  | X   | -20.40             | -132,121.90        |
| Bill Pmt -Check                        | 07/09/2020 | 7881       | Tractor Supply Credi... | X   | -9.99              | -132,131.89        |
| Check                                  | 07/13/2020 |            | wells Fargo             | X   | -231.42            | -132,363.31        |
| Bill Pmt -Check                        | 07/20/2020 | 7887       | Blue Cross Blue Shi...  | X   | -33,512.15         | -165,875.46        |
| Bill Pmt -Check                        | 07/20/2020 | 7885       | Arthur J. Gallagher ... | X   | -19,253.00         | -185,128.46        |
| Bill Pmt -Check                        | 07/20/2020 | 7883       | Adapco, Inc.            | X   | -9,750.00          | -194,878.46        |
| Bill Pmt -Check                        | 07/20/2020 | 7886       | Bank of America         | X   | -5,723.03          | -200,601.49        |
| Bill Pmt -Check                        | 07/20/2020 | 7894       | Lewis Longman & ...     | X   | -2,402.00          | -203,003.49        |
| Bill Pmt -Check                        | 07/20/2020 | 7892       | United Concordia        | X   | -1,638.96          | -204,642.45        |
| Bill Pmt -Check                        | 07/20/2020 | 7893       | Florida Mosquito Co...  | X   | -1,190.00          | -205,832.45        |
| Bill Pmt -Check                        | 07/20/2020 | 7891       | Dell Marketing          | X   | -885.74            | -206,718.19        |
| Bill Pmt -Check                        | 07/20/2020 | 7888       | CINTAS- 120 EOC- ...    | X   | -536.45            | -207,254.64        |
| Bill Pmt -Check                        | 07/20/2020 | 7889       | Comcast Business ...    | X   | -436.27            | -207,690.91        |
| Bill Pmt -Check                        | 07/20/2020 | 7890       | COMCAST TV-Inter...     | X   | -356.91            | -208,047.82        |
| Bill Pmt -Check                        | 07/20/2020 | 7896       | UHS Premium Billing     | X   | -226.04            | -208,273.86        |
| Bill Pmt -Check                        | 07/20/2020 | 7884       | Advance Auto Parts      | X   | -203.61            | -208,477.47        |
| Bill Pmt -Check                        | 07/20/2020 | 7882       | A3 Communications...    | X   | -150.00            | -208,627.47        |
| Bill Pmt -Check                        | 07/20/2020 | 7895       | The St. Aug. Record...  | X   | -26.93             | -208,654.40        |
| Bill Pmt -Check                        | 07/21/2020 | Direct ... | Ed Orzechowski          | X   | -240.00            | -208,894.40        |
| General Journal                        | 07/23/2020 | 9-#423     | Payroll                 | X   | -48,524.94         | -257,419.34        |
| Bill Pmt -Check                        | 07/23/2020 | 7900       | Clarke Mosquito Pro...  | X   | -22,160.50         | -279,579.84        |
| Bill Pmt -Check                        | 07/23/2020 | 7898       | Bio-Rad Laboratorie...  | X   | -20,250.92         | -299,830.76        |
| General Journal                        | 07/23/2020 | 9-#423     | Payroll                 | X   | -16,857.15         | -316,687.91        |
| Bill Pmt -Check                        | 07/23/2020 | 7909       | Bio-Rad Laboratorie...  | X   | -9,627.52          | -326,315.43        |
| Bill Pmt -Check                        | 07/23/2020 | 7902       | Fleetwing Corporation   | X   | -3,864.54          | -330,179.97        |
| Bill Pmt -Check                        | 07/23/2020 | 7906       | Univar USA Inc.         | X   | -3,009.60          | -333,189.57        |
| General Journal                        | 07/23/2020 | 9-#423     | Payroll                 | X   | -2,897.41          | -336,086.98        |
| Bill Pmt -Check                        | 07/23/2020 | 7907       | Verizon Wireless Ce...  | X   | -1,079.53          | -337,166.51        |
| General Journal                        | 07/23/2020 | 9-#423     | Payroll                 | X   | -968.39            | -338,134.90        |
| Bill Pmt -Check                        | 07/23/2020 | 7897       | Nationwide Retirem...   | X   | -890.00            | -339,024.90        |
| Bill Pmt -Check                        | 07/23/2020 | 7899       | Cintas Fire Protection  | X   | -500.00            | -339,524.90        |
| Bill Pmt -Check                        | 07/23/2020 | 7908       | Walmart Community       | X   | -264.15            | -339,789.05        |
| Bill Pmt -Check                        | 07/23/2020 | 7901       | DiscoverTec             | X   | -50.00             | -339,839.05        |
| <b>Total Checks and Payments</b>       |            |            |                         |     | <b>-339,839.05</b> | <b>-339,839.05</b> |
| <b>Deposits and Credits - 12 items</b> |            |            |                         |     |                    |                    |

| Type                                  | Date       | Num    | Name                    | Clr | Amount             | Balance             |
|---------------------------------------|------------|--------|-------------------------|-----|--------------------|---------------------|
| Bill Pmt -Check                       | 06/15/2020 | 7838   | Florida Mosquito Co...  | X   |                    |                     |
| General Journal                       | 07/03/2020 | 9-#425 | Lea Bangonan            | X   | 291.00             | 291.00              |
| General Journal                       | 07/03/2020 | 9-#425 | Mandi Pearson           | X   | 291.00             | 582.00              |
| General Journal                       | 07/03/2020 | 9-#425 | Madeline Steck          | X   | 388.10             | 970.10              |
| General Journal                       | 07/03/2020 | 9-#425 | Jessica Baynocky        | X   | 388.10             | 1,358.20            |
| Deposit                               | 07/13/2020 |        |                         | X   | 70.52              | 1,428.72            |
| General Journal                       | 07/13/2020 | 9-#418 | Dennis Hollingsworth    | X   | 41,542.61          | 42,971.33           |
| Deposit                               | 07/17/2020 |        |                         | X   | 9,607.52           | 52,578.85           |
| Deposit                               | 07/17/2020 |        |                         | X   | 21,915.44          | 74,494.29           |
| General Journal                       | 07/20/2020 | 9-#422 | Florida Mosquito Co...  | X   | 1,190.00           | 75,684.29           |
| Deposit                               | 07/23/2020 |        |                         | X   | 15,050.00          | 90,734.29           |
| General Journal                       | 07/24/2020 | 9-#428 | University of Florida   | X   | 2,486.00           | 93,220.29           |
| Total Deposits and Credits            |            |        |                         |     | 93,220.29          | 93,220.29           |
| Total Cleared Transactions            |            |        |                         |     | -246,618.76        | -246,618.76         |
| Cleared Balance                       |            |        |                         |     | -246,618.76        | 3,292,331.90        |
| <b>Uncleared Transactions</b>         |            |        |                         |     |                    |                     |
| <b>Checks and Payments - 14 items</b> |            |        |                         |     |                    |                     |
| Bill Pmt -Check                       | 04/23/2020 | 7740   | VyStar Credit Union     |     | -998.64            | -998.64             |
| Bill Pmt -Check                       | 07/23/2020 | 7904   | Mobisoft Infotech       |     | -19,530.00         | -20,528.64          |
| Bill Pmt -Check                       | 07/23/2020 | 7905   | Turner Ace Hardware     |     | -472.72            | -21,001.36          |
| Bill Pmt -Check                       | 07/23/2020 | 7903   | Florida Pest Control    |     | -53.50             | -21,054.86          |
| Bill Pmt -Check                       | 07/28/2020 | 7911   | All Pro Vector          |     | -9,108.00          | -30,162.86          |
| Bill Pmt -Check                       | 07/28/2020 | 7914   | Fogco Acquisitions ...  |     | -8,394.43          | -38,557.29          |
| Bill Pmt -Check                       | 07/28/2020 | 7912   | Cintas First Aid & S... |     | -417.80            | -38,975.09          |
| Bill Pmt -Check                       | 07/28/2020 | 7916   | St. Johns County Uti... |     | -381.88            | -39,356.97          |
| Bill Pmt -Check                       | 07/28/2020 | 7913   | COPYFAX                 |     | -198.89            | -39,555.86          |
| Bill Pmt -Check                       | 07/28/2020 | 7910   | Advanced Disposal       |     | -152.79            | -39,708.65          |
| Bill Pmt -Check                       | 07/28/2020 | 7915   | Legal Shield            |     | -57.80             | -39,766.45          |
| Bill Pmt -Check                       | 07/30/2020 | 7917   | Fisher Scientific       |     | -1,820.32          | -41,586.77          |
| Bill Pmt -Check                       | 07/30/2020 | 7919   | Guardian                |     | -317.62            | -41,904.39          |
| Bill Pmt -Check                       | 07/30/2020 | 7918   | Flowers by Shirley      |     | -59.95             | -41,964.34          |
| Total Checks and Payments             |            |        |                         |     | -41,964.34         | -41,964.34          |
| Total Uncleared Transactions          |            |        |                         |     | -41,964.34         | -41,964.34          |
| Register Balance as of 07/31/2020     |            |        |                         |     | -288,583.10        | 3,250,367.56        |
| <b>Ending Balance</b>                 |            |        |                         |     | <b>-288,583.10</b> | <b>3,250,367.56</b> |

3:35 PM

08/03/20

# Anastasia Mosquito Control District

## Reconciliation Summary

115 - SBA, Period Ending 07/31/2020

---

|                                   | Jul 31, 20          |
|-----------------------------------|---------------------|
| Beginning Balance                 | 5,464,557.09        |
| Cleared Transactions              |                     |
| Deposits and Credits - 1 item     | 2,012.96            |
| Total Cleared Transactions        | 2,012.96            |
| Cleared Balance                   | <u>5,466,570.05</u> |
| Register Balance as of 07/31/2020 | 5,466,570.05        |
| Ending Balance                    | 5,466,570.05        |



3:35 PM

08/03/20

**Anastasia Mosquito Control District****Reconciliation Detail**

115 · SBA, Period Ending 07/31/2020

| Type                              | Date       | Num | Name | Clr | Amount   | Balance      |
|-----------------------------------|------------|-----|------|-----|----------|--------------|
| Beginning Balance                 |            |     |      |     |          | 5,464,557.09 |
| Cleared Transactions              |            |     |      |     |          |              |
| Deposits and Credits - 1 item     |            |     |      |     |          |              |
| Deposit                           | 07/31/2020 |     |      | X   | 2,012.96 | 2,012.96     |
| Total Deposits and Credits        |            |     |      |     | 2,012.96 | 2,012.96     |
| Total Cleared Transactions        |            |     |      |     | 2,012.96 | 2,012.96     |
| Cleared Balance                   |            |     |      |     | 2,012.96 | 5,466,570.05 |
| Register Balance as of 07/31/2020 |            |     |      |     | 2,012.96 | 5,466,570.05 |
| Ending Balance                    |            |     |      |     | 2,012.96 | 5,466,570.05 |



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

**AGENCY ACCOUNT 101071**  
07/01/2020 - 07/31/2020

Page 1 of 1

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

Participant Return 07/31/2020 : 0.43 %

| <u>Date</u> | <u>Transaction Type</u> | <u>Description</u> | <u>Amount</u> | <u>Balance</u> |
|-------------|-------------------------|--------------------|---------------|----------------|
| 07/01/2020  | BEGINNING BALANCE       |                    |               | 5,464,557.09   |
| 07/31/2020  | EARNED INCOME           | INTEREST           | 2,012.96      | 5,466,570.05   |
|             | Totals:                 |                    | 2,012.96      | 5,466,570.05   |





# ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

## CHEMICAL & FUEL INVENTORY

MONTH OF JUNE 2020

### DISTRICT TOTALS

| CHEMICAL DESCRIPTION<br>(indicate lbs., gals. or ea.) | BEGINNING<br>PHYSICAL<br>COUNT | AMOUNT<br>PURCHASED | TRANSFER IN | TRANSFER<br>OUT | AMOUNT<br>AVAILABLE | AMOUNT<br>USED | ENDING<br>"BOOK"<br>BALANCE | PHYSICAL<br>COUNT | OVER /<br>(UNDER) |
|---|--------------------------------|---------------------|-------------|-----------------|---------------------|----------------|-----------------------------|-------------------|-------------------|
| ALOTOSID WSP  | EA.                            | 30,531.00           |             |                 | 30,531.00           | 1334.00        | 29,197.00                   | 29,197.00         | 0.00              |
| ALOTOSID XR   | LBS.                           | 259.00              |             |                 | 259.00              | 73.00          | 186.00                      | 186.00            | 0.00              |
| ALOTOSID XRG  | LBS.                           | 13,355.00           |             |                 | 13,355.00           | 370.00         | 12,985.00                   | 12,985.00         | 0.00              |
| AQUABAC XT  | GALS.                          | 0.00                |             |                 | 0.00                | 0.00           | 0.00                        | 0.00              | 0.00              |
| AQUALUER 20-20  | GALS.                          | 322.50              |             |                 | 322.50              | 23.01          | 299.49                      | 298.50            | -0.99             |
| B. t. i. DUNKS (Doughnuts)                            | EA.                            | 1,536.00            |             |                 | 1,536.00            | 76.00          | 1,460.00                    | 1,460.00          | 0.00              |
| COCO BEAR   | GALS.                          | 136.88              |             |                 | 136.88              | 17.70          | 119.18                      | 117.17            | -2.01             |
| DUET  | GALS.                          | 465.75              |             |                 | 465.75              | 36.25          | 429.50                      | 430.75            | 1.25              |
| MOSQUITOMIST TWO                                      | GALS.                          | 185.00              |             |                 | 185.00              | 73.75          | 111.25                      | 113.00            | 1.75              |
| NALED   | GALS.                          | 1,349.00            |             |                 | 1,349.00            | 29.00          | 1,320.00                    | 1,320.00          | 0.00              |
| NATULAR DT  | EA.                            | 10,127.00           |             |                 | 10,127.00           | 0.00           | 10,127.00                   | 10,127.00         | 0.00              |
| STRIKE PELLETS  | LBS.                           | 44.00               |             |                 | 44.00               | 0.00           | 44.00                       | 44.00             | 0.00              |
| SUSTAIN MBG   | LBS.                           | 1,080.00            |             |                 | 1,080.00            | 480.00         | 600.00                      | 600.00            | 0.00              |
| TALSTAR P   | GALS.                          | 25.57               |             |                 | 25.57               | 1.81           | 23.76                       | 23.58             | -0.18             |
| VECTOBAC 12AS   | GALS.                          | 219.23              |             |                 | 219.23              | 59.77          | 159.46                      | 159.45            | -0.01             |
| GASOLINE  | GALS.                          | 1,891.00            |             |                 | 5,891.00            | 2303.14        | 3,587.86                    | 3,581.00          | -6.86             |
| JET A   | GALS.                          | 2,524.00            |             |                 | 2,524.00            | 590.41         | 1,933.59                    | 1,925.00          | -8.59             |
| <b>TOTALS</b>   |                                | <b>64,050.93</b>    | <b>0.00</b> | <b>0.00</b>     | <b>68,050.93</b>    | <b>5467.84</b> | <b>62,583.09</b>            | <b>62,567.45</b>  | <b>-15.64</b>     |

|       |           |
|-------|-----------|
| BASE= | 62,567.45 |
| Total | 62,567.45 |

DATE: 7/14/2020

DATE: 8/04/20

DATE: 8/14/20

PREPARED BY: 

REVIEWED BY: 

REVIEWED BY: 




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

**VALUE**

MONTH OF JUNE 2020

| CHEMICAL DESCRIPTION<br>(indicate lbs., gals. or ea.) | PHYSICAL<br>COUNT | ACTUAL COST<br>PER LB/GAL/EA | TOTAL<br>INVENTORY<br>VALUE | INVOICE<br>DATE | PURCHASED<br>FROM |
|---|-------------------|------------------------------|-----------------------------|-----------------|-------------------|
| ALTOSID WSP EA.                                       | 29,197.00         | \$0.8400                     | \$24,525.48                 | 12/13/19        | UNIVAR            |
| ALTOSID XR LBS.                                       | 186.00            | \$3.42                       | \$636.06                    | 4/26/19         | UNIVAR            |
| ALTOSID XRG LBS.                                      | 12,985.00         | \$8.7500                     | \$113,618.75                | 12/13/19        | UNIVAR            |
| AQUABAC XT GALS.                                      | 0.00              | \$32.5000                    | \$0.00                      | 9/24/18         | ADAPCO            |
| AQUALUER 20-20 GALS.                                  | 298.50            | \$118.0000                   | \$35,223.00                 | 7/18/18         | ALLPRO            |
| B. t. i. DUNKS (Doughnuts) EA.                        | 1,460.00          | \$0.8550                     | \$1,248.30                  | 4/30/19         | ADAPCO            |
| COCO BEAR GALS.                                       | 117.17            | \$20.4800                    | \$2,399.64                  | 7/16/18         | CLARKE            |
| DUET GALS.  | 430.75            | \$194.3184                   | \$83,702.65                 | 12/6/19         | CLARKE            |
| MOSQUITOMIST TWO GALS.                                | 113.00            | \$68.2800                    | \$7,715.64                  | 8/13/18         | CLARKE            |
| NALED GALS.   | 1,320.00          | \$220.3500                   | \$290,862.00                | 5/28/20         | ADAPCO            |
| NATURAL DT EA.  | 10,127.00         | \$0.4168                     | \$4,220.93                  | 9/9/16          | CLARKE            |
| STRIKE PELLETS LBS.                                   | 44.00             | \$184.1500                   | \$8,102.60                  | 5/10/10         | ADAPCO            |
| SUSTAIN MBG LBS.                                      | 600.00            | \$6.9000                     | \$4,140.00                  | 1/7/19          | ALLPRO            |
| TALSTAR P GALS.                                       | 23.58             | \$57.8273                    | \$1,363.57                  | 8/9/19          | UNIVAR            |
| VECTOBAC 12AS GALS.                                   | 159.45            | \$32.5000                    | \$5,182.13                  | 6/26/19         | ADAPCO            |
| GASOLINE GALS.  | 3,581.00          | \$1.7817                     | \$6,380.27                  | 6/15/20         | L. V. HIERS       |
| JET A GALS.   | 1,925.00          | \$2.6051                     | \$5,014.82                  | 5/20/19         | Avfuel            |
| <b>TOTAL</b>  | <b>62,567.45</b>  | <b>\$953.97</b>              | <b>\$594,335.84</b>         |                 |                   |

PREPARED BY:  Waverly DATE: 7/14/2020

COST FIGURES REVIEWED BY:  DATE: 7/14/2020

REVIEWED BY:  DATE: 8/14/2020





# 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](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

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



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, July 9, 2020

Next Meeting(s): Thursday, August 13, 2020 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, July 9, 2020, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

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

Chairperson Moeller called the meeting to order.

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

**ROLL CALL:** Chairperson Moeller noted ~ All were present

**NOTICE FROM CHAIRPERSON:** An email from a former employee had been sent to all of us. It was full of lies and mistruths and was very discourteous to all of our AMCD staff. This letter will not be talked about and no comments will be allowed. We have contacted our attorney and will let all know, in the future, how we handle this letter. This former employee was an extremely angry person and did not state any facts. The entire Board is saddened that one of our past employees would be so vile in writing this letter.

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ None

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

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

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

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

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

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

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting: June 11, 2020 at 5:00 PM
5. DACS Work Plan Narrative
6. Fish Island Arthropod Control Plan
7. Approval of Amended Contract and Cost for Payroll Module
8. Public Hearing Dates:
  - a. First Public Hearing, Thursday, September 10, 2020 at 5:30 P.M.
  - b. Final Public Hearing, Thursday, September 24, 2020 at 5:30 P.M.
9. Aircraft Hull and Liability Insurance Renewal
10. Quarterly Budget Analysis
11. Budget Amendments ~ NONE

**UNFINISHED BUSINESS:**

**Item 1: Construction Project Update Report ~ Mr. Glen Harrell, President, Harrell Construction Company, Inc.**

- Mr. Harrell gave an update on the contract to complete the Civil Design of the Education Center: what remains to be done is to complete the utility extensions and permanent security fencing; and then to complete that, the second part which is the Civil Construction of the Education Center (architectural, structural, electrical and plumbing) which is close to being complete. He showed slides of the exterior design and a video of a virtual walk through of the inside. They are ready to submit the architectural design to the county for permitting. He stated there would be advantages for AMCD to present a change order to Harrell Construction at this time, to do the vertical construction of the building, which would give AMCD many cost savings, rather than having to put out RFP's for the construction of the building. Also there will be a new version of the building codes (fire, mechanical, electrical, and plumbing) coming in January 2021. Mr. Flowers noted a change order is basically a no-bid contract and that we need to look at our policies where any project over \$10,000 requires a competitive bid and any exception to the bid being required on savings exceeding those from competitive bids needs evidence to prove that. He advised that if the Board decides to do the exception, rather than the bid, to get the evidence that the exception applies. Mr. Harrell stated he would bring figures of the substantial savings on this to the August Board meeting.

**A. A motion was made to TABLE the discussion on this until the August 13, 2020 Board meeting where Mr. Harrell will present an updated contract with possible bids for the Board to look at to continue moving forward.**

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

**Item 2: Approval of the Revised Employee Handbook ~ Mr. Wayne Flowers**

- Mr. Flowers noted that this project started with the committee who came up with a draft of the Employee Manual and he went through this draft and made suggestions and edits that were to clarify to make sure we said what we meant; he didn't find any policies that we needed to get rid of completely or any new wholesale policies to put in; the committee requested that he look further at the Drug Free Policy and the FMLA policy and try to reduce them in size to be more user friendly. He suggested if the Board had any comments, to call him or Ms. Charolette M. Hall, Administrative Assistant, within the next month, and then the final draft will come back to the Board at the August 13, 2020 Board meeting.

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

**Item 3: 2019 Collaborative Projects and Visiting Scientists Reports (Ppt) ~ Dr. Rui-De Xue**

- Dr. Xue detailed the visiting scientists and their projects from 2019: Dr. Gunter Muller, Adjunct Senior Vector Ecologist – “Field evaluation of ATSB stations against *Aedes albopictus* in Elkton, Florida”; Dr. Hussein Sanchez-Arroyo – “Adulticides and its impact on honey bees”; Dr. Emad Khater – “Field evaluation of AGO and In2Care traps”; Mr. Clay Huddleston – “Field release of Wolbachia-infected male mosquitoes”; Dr. Vindhya Aryaprema – “ATSB station against *Aedes* mosquitoes”; Dr. Mohammad Miah – “A new larvicide evaluation”; Dr. Shougang Zhang – “A new larvicide evaluation (persistence)”; He stated that in the next two years we will receive a million dollars in grant money and that the benefits of these projects were the exchange of knowledge, funding, labor, materials, work habits, and reputation.

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

**NEW BUSINESS**

**Item 1: Discussion and Approval of Recommendation of the Tentative Millage Rate for Fiscal Year 2020/2021 ~ Dr. Rui-De Xue**

- Discussion included keeping the millage the same as last year, lowering it, the possibility of excessive amounts of the reserves (it was noted that the excess is earmarked for future capital outlay contingency), we can only have 11% of our budget in reserves, we can't borrow, bond or go into debt, and the fact that DACS doesn't have oversight on the budget as we don't receive State Funds.

**PUBLIC COMMENT:** Mrs. Catherine Brandhorst asked the Board what last year's millage was (0.2100) and the year before (0.2200) and then she reminded the Board that in 2011 we didn't have an emergency fund. Commissioner Moeller, AMCD Chairperson, corrected that statement saying that we have always had an emergency fund with a minimum of \$2 million in reserves.

- A. **A motion was made to approve the Tentative Millage Rate for Fiscal Year 2020/2021 at 0.2100 and discuss possibly lowering it in September.**
  - Motioned by: Commissioner Becker
  - Seconded by: Commissioner Howell
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**Item 2: Discussion and Approval of the DACS Work Plan Budget FY 2020/2021 (Deadline July 15<sup>th</sup>) ~ Dr. Rui-De Xue**

- Mr. Scott Hanna, CPA stated that the DACS Work Plan Budget will be changed because of the millage rate that was just approved, which will change it to \$6,340,006.00 and he will change that

right away and present the corrected copy to the Board to sign.

**A. A motion was made to approve the DACS Work Plan Budget for Fiscal Year 2020/2021 as changed to reflect the approved millage.**

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

**REPORTS:**

1. **Director** ~ Dr. Xue; with recent rains, the salt marsh mosquitoes and flood water mosquitoes, were handled with ground applications and a little aerial spraying; next week and this week there will probably be more larvae so we plan to use the helicopter and use granular larvicide; last month there were more than 500 service requests, the in-house sentinel chickens all tested negative; and he thanked the Board.
2. **Attorney** ~ Mr. Flowers; had nothing to report this month.

**COMMISSIONER COMMENTS:**

**Commissioner Becker** ~ noted that our eighth resident has passed away due to COVID-19; St. Johns County Commissioner, Mr. Paul Waldron failed to pass the mask ordinance and now he has contracted COVID-19 and is having many serious health issues with this and we all need to keep him in our thoughts and prayers; the Health Department had given her 1500 masks that she has given out and utilized giving education to the people on mosquitoes at the same time; she also has sewn many masks and made one for all commissioners and employees and handed them out tonight; thanked the staff for all they do; she also mentioned that we do not endorse anyone and that the signs of those running for the Board this year, that hold our logo, were not authorized by us to use the logo.

**Commissioner LeBlanc** ~ thanked the staff for everything they do.

**Commissioner Moeller** ~ there is no staff that we have on board that doesn't give us 100 percent; wants Mr. Flowers to check on copyrighting our logo. Mr. Flowers stated it will be difficult for a public agency to have their logo copyrighted but that he will continue checking on it. She stated that Susan, who worked for Lee County, has in the past reviewed our HR policies and Commissioner Moeller requested that Dr. Xue see if, whoever took over her position, would contract with us to review the policies in case the laws have changed and be sure our policies are current with any new laws; she wants a letter to go to the sender (former employee) to suspend them from sending any further information to AMCD, as the information they sent was not factual; she thanked the staff for all that they do and she was sorry for the embarrassment to the staff because of this letter. Dr. Xue requested whether an HR lawyer at Lewis Longman and Walker could do the HR review and Mr. Flowers stated that an HR professional, such as the lady in Lee County, would be better suited to do this but that it would be advantageous to have the HR Lawyer also review it.

- **Consensus of the Board** – Have Dr. Xue begin looking at this and have the HR Lawyer begin immediately and see about having the HR professional from Lee County coming up as soon as possible to review the AMCD policies.

**Commissioner Girvan** ~ Proud of everything the staff does, went through 2 very arduous, carefully done audits and we came through with flying colors because staff did a wonderful job, thanked the staff for all the hard work.

**Commissioner Howell** ~ he received copy of the letter on the SIT program and thanked Commissioner Moeller for her hard work on putting that in motion and trying to get us the \$890,000.00 for that. Thanked Dr. Xue for working on all the grants and getting the visiting scientists here; thanked the citizens of St. Johns County; he is in suspended motion about the former employee letter and thanked Commissioner Becker for getting with our attorney on that; our employees are impeccable and always do due diligence to get the job done, as well as our attorney does also; thanked the commissioners for being a great Board and thanked the public for attending our meeting tonight.

**ATTACHMENTS: ~**

1. None

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 6:46 P.M.

**ATTEST** \_\_\_\_\_

**Chairperson, Commissioner Jeanne Moeller**

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Don Girvan**

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





**ANASTASIA MOSQUITO CONTROL DISTRICT**  
**Mosquito Abatement Research Agreement**

This Agreement entered into on the date last written below, by and between MosquitoMate, Inc., with an address of 2520 Regency Road, Lexington, Kentucky 40503 ("MMI") and the Anastasia Mosquito Control District, with an address of 120 EOC Drive, St. Augustine, FL 32092 ("AMCD"), together "The Parties."

**RECITALS:**

- A. MMI and AMCD represent and warrant that they have the authority to enter into this Agreement.
- B. MMI develops non-genetically modified biopesticide technologies which use non-biting male mosquitoes to suppress and eliminate mosquito populations.
- C. MMI and AMCD desire to conduct research into the effectiveness of their *Wolbachia*-infected male mosquitoes as well as their ADAM® dusted mosquitoes in order to reduce and eliminate mosquito populations.
- D. MMI has received permits from the United States Environmental Protection Agency ("EPA") for the use of *Wolbachia*-infected male mosquitos for mosquito suppression. EPA approval of the ADAM® dusted mosquitos is pending.
- E. AMCD desires to participate in the research with MMI and to obtain from MMI, and MMI desires to provide to the AMCD, *Wolbachia*-infected male mosquitoes as well as their ADAM® dusted male mosquitoes, and any derivative that may be developed and associated information and know how (collectively, the "Materials") to be used for purposes of the conducting research and preparing data and reports in the manner described herein and described in the attached Exhibits incorporated by reference hereto (the "Research"), subject to the terms and conditions set forth in this Agreement and in applicable regulatory approvals.

In consideration of the mutual covenants and benefits hereinafter set forth, the Parties herein covenant and agree as follows:

**1. TERM**

The term of this Agreement shall be for a two year period beginning on July 15, 2020, unless terminated or extended by mutual agreement.

**2. GOODS / SERVICES / FUNDING**

This Agreement is for the following:

- A. MMI shall provide the Materials to AMCD in accordance with the requirements as set

forth in the Material Transfer and Use Agreement, **Exhibit A**, which is incorporated herein by reference and attached hereto.

- B. AMCD will conduct Research pursuant to the terms and conditions in the Scope of Work described in **Exhibit B** and shall not use the Material for any purpose other than conducting the Research.

In the event of a conflict between the terms of this Agreement and any exhibit, the terms of this Agreement shall control, unless otherwise agreed in writing as an amendment pursuant to the terms for such as provided herein.

### 3. COMPLIANCE WITH LAWS AND POLICIES

MMI and AMCD agree to comply with all current AMCD policies and all applicable local, state and federal laws and the terms of any regulatory approvals or permits.

### 4. INDEPENDENT MMI STATUS

MMI is, for all purposes arising under this Agreement, an independent MMI. MMI and its officers, agents or employees shall not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of AMCD. No officer, agent or employee of MMI or AMCD shall be deemed an officer, agent or employee of the other Party. Neither MMI nor AMCD, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other Party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

### 5. TERMINATION

#### A. Without Cause

This Agreement may be terminated for any reason by either Party upon sixty (60) days written notice to the other Party at the addresses set forth below. If the Agreement should be terminated as provided in this paragraph of the Agreement, MMI and AMCD will be relieved of all obligations under said Agreement.

#### B. Termination For Breach

Either Party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching Party of written notice of such breach from the non-breaching Party.

### 6. ASSIGNMENT

Neither MMI nor AMCD may assign or transfer any interest in this Agreement without the prior written consent of both Parties. Should an assignment occur upon mutual written consent, this Agreement shall inure to the benefit of and be binding upon the Parties hereto and

their respective heirs, representatives, successors and assigns.

## **7. AMENDMENT**

This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing.

## **8. INDEMNIFICATION, GOVERNING LAW & VENUE**

MMI shall indemnify and hold harmless AMCD from and against any and all claims, liabilities, damages, and expenses, including, without limitation, reasonable attorneys' fees, incurred by AMCD in defending or compromising actions brought against it arising out of or related to the acts or omissions of MMI, its agents, employees or officers in the provision of services or performance of duties by MMI pursuant to this Agreement.

AMCD shall indemnify and hold harmless MMI from and against any and all claims, liabilities, damages, and expenses, including, without limitation, reasonable attorneys' fees, incurred by MMI in defending or compromising actions brought against it arising out of or related to the acts or omissions of AMCD, its agents, employees or officers in the provision of services or performance of duties by AMCD pursuant to this Agreement.

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute arising hereunder is subject to the laws of Florida, venue in St. Johns County, Florida.

## **9. REPRESENTATIONS & WARRANTIES**

MMI represents and warrants to AMCD, upon execution and throughout the term of this Agreement that:

- A) MMI has or will have all necessary state and federal regulatory approvals including all necessary permits from the EPA and Florida Department of Agriculture required in order to conduct the activities subject to the Agreement.
- B) MMI is not bound by any Agreement or arrangement which would preclude it from entering into, or from fully performing the services required under the Agreement;
- C) None of MMI's agents, employees or officers has ever had his or her professional license or certification in the State of Florida, or of any other jurisdiction, denied, suspended, revoked, terminated and/or voluntarily relinquished under threat of disciplinary action, or restricted in any way;
- D) MMI has not been convicted of a public entity crime as provided in F.S. §287.133, to wit: A person or affiliate who has been placed on the

convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or rely on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a MMI, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list; and

- E) MMI and MMI's agents, employees and officers have, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses, regulatory approvals and permits, which are required in order for MMI to perform the activities as described in this Agreement.

#### **11. INSURANCE**

MMI agrees to secure and maintain at all times during the term of this Agreement, at MMI's expense, General Liability Insurance in the amount of \$1,000,000 per occurrence and Workers' Compensation Insurance at the statutory amounts, covering MMI for all acts or omissions which may give rise to liability for activities under this Agreement. All MMI staff is to be insured with a reputable and financially viable insurance carrier, naming AMCD as an additional insured. Such insurance shall not be cancelled except upon thirty (30) days written notice to AMCD. MMI shall provide AMCD with a certificate evidencing such insurance coverage within five (5) days after obtaining such coverage. MMI agrees to notify AMCD immediately of any material change in any insurance policy required to be maintained by MMI.

#### **12. AGREEMENT RECORDS RETENTION**

MMI agrees to comply with all state and federal regulations governing contracts with public entities, including but not limited to cooperation with public records requests as provided by law, cooperation with comptrollers and auditors as provided by law, and adherence to Title 34, section 80.36, which requires the retention of all records concerning a public entity contract for three (3) years after pending matters concerning the Agreement are closed.

#### **13. SEVERABILITY**

The Parties recognize and agree that should any clause(s) herein be held invalid by a Court of competent jurisdiction, the remaining clauses shall not be affected and shall remain of full force and effect.



**14. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement.

**15. WAIVER**

A waiver by either Party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of AMCD does not relieve MMI of the indemnification provisions contained within this Agreement.

**16. CAPTIONS**

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

**17. ENTIRE AGREEMENT**

The Parties hereto agree that this is the final Agreement between the Parties and supersedes any and all prior Agreements and/or assurances, be it oral or in writing.

**18. NOTICES**

All notices required by this Agreement, unless otherwise provided herein, by either Party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

Dr. Rui-De Xue, Director  
Anastasia Mosquito Control AMCD of St. Johns County  
120 EOC Drive  
St. Augustine, FL 32092  
Tel: 904-471-3107  
Email: [xueamcd@gmail.com](mailto:xueamcd@gmail.com)

Stephen Dobson, Ph.D., President  
MosquitoMate, Inc.  
2520 Regency Road  
Lexington, Kentucky 40503  
Tel: 859-488-1125  
Email: [admin@mosquitomate.com](mailto:admin@mosquitomate.com)

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF COMPTROLLER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DR. RUI-DE XUE, DIRECTOR  
ANASTASIA MOSQUITO CONTROL DISTRICT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STEPHEN DOBSON, PH.D., PRESIDENT  
MOSQUITOMATE, INC.

\_\_\_\_\_  
DATE

663344:4

## Exhibit A

### MATERIAL TRANSFER AND USE AGREEMENT

THIS AGREEMENT (this "Agreement") is made and entered into effective as of \_\_\_\_\_, 20\_\_ by and between MOSQUITOMATE, INC., a Kentucky corporation ("MMI") and the ANASTASIA MOSQUITO CONTROL DISTRICT, a Florida governmental agency ("AMCD"), together the "Parties."

#### RECITALS:

- A. MMI develops non-genetically modified biopesticide technologies to reduce and eliminate mosquitoes through the use of patented non-biting male mosquitoes to sterilize and eliminate mosquito populations.
- B. MMI and AMCD desire to conduct research into the survival and quality of *Wolbachia*-infected male mosquitoes, toward the development of a method to reduce and eliminate mosquito populations.
- C. MMI holds Patent No. 7,868,222 B1, issued by the U.S. Patent Office on January 11, 2011, for the development of *Wolbachia*-infected mosquitoes.
- D. AMCD desires to obtain from MMI, and MMI desires to provide to AMCD, *Wolbachia*-infected *Aedes* males and any derivative that may be developed and associated information and know how (collectively, the "Materials") to be used for purposes of conducting research and preparing data and reports in the manner described herein and in conformance with **Exhibit B** of the Mosquito Abatement Research Agreement, dated \_\_\_\_\_ ("Research Agreement").

#### AGREEMENTS:

IN CONSIDERATION OF the recitals, the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, MMI and AMCD, intending to be legally bound, agree as follows:

1. Delivery of Materials. MMI shall provide the Materials to AMCD in accordance with the schedule set forth on **Exhibit B** of the Research Agreement.
2. Research. AMCD will conduct the Research pursuant to the terms and conditions set forth in the Research Agreement and shall not use the Material for any purpose other than conducting the Research.
3. Compliance with Laws.
  - (a) AMCD expressly agrees that in conducting the Research in cooperation with MMI, it shall strictly comply with the terms of the Permit and all any laws, statutes, rules, regulations, judgments, orders, injunctions or decrees (collectively, "Laws") applicable to the Research and the Permit, including but not limited to the federal Insecticide, Fungicide, and Rodenticide Act and all regulations promulgated thereunder.

(b) AMCD further agrees that, prior to conducting the Research, it shall consult with the Florida Department of Agriculture to obtain any license, permit or approval necessary to conduct the Research.

4. Data and Reports.

(a) The results of all research performed by AMCD using the Material, in whatever form such results take (collectively "Data") shall be the property of MMI and subject to the terms and conditions of this Agreement.

(b) During the performance of the Research, AMCD shall, at minimum, collect the Data set forth on Exhibit B and in the Permit. Every thirty (30) days while the Research is ongoing, AMCD shall deliver to MMI with a reasonably detailed written interim summary report containing the Data and results collected as the date of such report. Within thirty (30) days following completion of the Research, AMCD shall provide MMI with a written final report on the research of the Data, which report shall consist of a reasonably detailed summary of all of the results that AMCD has generated through the use of the Material, including the data points set forth in the Permit. The final report shall also indicate whether AMCD has any active continuing interest, in whole or in part, in the Material.

(c) AMCD shall deliver to MMI written copies of any other results or Data obtained through the Research Project ( Exhibit B ).

5. Ownership of Material and Data.

(a) The Material and the Data shall at all times remain the property of MMI and shall not be used by the AMCD or any other person for commercial or profit making purposes without an appropriate license or other permission from MMI. MMI retains all right and title in and to the Material and the Data, subject to the rights of the United States government, if any. Nothing contained within this Agreement shall restrict MMI's rights to use or distribute the Material and Data to other commercial or noncommercial entities.

(b) AMCD shall not publish any data related to the Research, Data or the Material without the prior written consent of MMI, in MMI's sole and absolute discretion. Any such publication by AMCD shall acknowledge MMI's contribution to the work reported in a manner acceptable to MMI.

6. Destruction or Disposition of Material. Upon the completion of the Research or earlier termination of this Agreement, AMCD shall, at the instruction of MMI, return the Material to MMI or otherwise destroy or dispose of the Material in the manner designated by MMI.

7. Inventions; Future Cooperation.

(a) AMCD shall meet with MMI representatives to determine inventorship if an invention should arise from AMCD's work with the Material.

(b) If MMI and AMCD decide to engage in a cooperative research project or program using the Material, the Parties shall negotiate and execute a formal Cooperative Research and Development Agreement, or other research Agreement, prior to engaging in such cooperative research project or program.

(c) In the event that AMCD determines at any time that it desires to make commercial use of any compound represented by the Material, AMCD hereby agrees that it shall obtain the supply of such formulation exclusively from MMI, and that it will negotiate in good faith with MMI for the supply of such formulation.

8. No Transfer of Material; No License. AMCD shall not transfer the Material, in whole or in part, or any derivatives, to a third party without the express written consent of MMI, which may be granted or withheld in MMI's sole and absolute discretion. Any third party requesting a sample shall be referred to MMI. No right or license is granted under this Agreement by either Party to the other either expressly or by implication, except those specifically set forth herein. It is understood that any and all proprietary rights, including but not limited to patent rights, trademarks and trade secret rights, in and to the Material and Information shall be and remain in MMI, subject to the right granted herein.

9. NO WARRANTY. MMI GIVES NO WARRANTIES OR GUARANTEES, EXPRESSED OR IMPLIED, FOR THE MATERIAL, INCLUDING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

10. No Endorsement. AMCD shall not in any way state or imply that this Agreement or the results of this Agreement is an endorsement by MMI of its organizational units, employees, products, or services except to the extent permission is specifically granted by an authorized representative of MMI.

11. Confidentiality: AMCD shall hold, and shall cause its representatives, directors, trustees, officers, employees, agents and advisors to hold, in strict confidence and not disclose to any other person or entity the Research, the Material or the Data, except such information (i) that was in the AMCD's possession or control prior to the date of disclosure by MMI; (ii) as was in the public domain or enters into the public domain through no improper act on the AMCD's part or on the part of any of AMCD's representatives, directors, trustees, officers, employees, agents and advisors; (iii) that is rightfully given to AMCD from sources independent of MMI, or (iv) that, based on the opinion of AMCD's outside legal counsel, is required to be disclosed by applicable law; provided that the prior to such disclosure, AMCD shall promptly notify MMI of such request and cooperate with MMI in seeking an appropriate protective order (unless MMI agrees to waive the protections of this provision).

12. Representations and Warranties of AMCD.

(a) AMCD is duly organized and validly existing and in good standing under the laws of the State of Florida, and has all requisite power and authority to perform its obligations under this Agreement.

(b) AMCD has full legal right, power, authority and capacity to execute, deliver and perform this Agreement and such execution, delivery and performance has been duly approved by all requisite action of AMCD. This Agreement has been duly executed and delivered by AMCD and constitutes the valid and binding obligation of AMCD, enforceable against AMCD in accordance with its terms.

(c) Other than as contemplated by Section 3, no registration or filing with, or consent or approval of or other action by, any governmental or regulatory agency, including but not limited to the EPA, Florida Department of Agriculture is or will be necessary for AMCD to conduct the Research.



13. Term; Termination. Material Transfer Agreement shall continue in effect for a period of five (5) years; provided, however, that the obligations assumed by AMCD regarding the maintenance of confidentiality under this Agreement shall remain in effect for two (2) years from the expiration or earlier termination of this Agreement. This Agreement shall be terminable by either Party hereto on thirty (30) days prior written notice to the other but termination shall not relieve AMCD of its obligations under this Agreement.

14. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to contracts made and performed entirely within such state, without giving effect to its principles of conflicts of laws.

15. Assignment; Third-Party Beneficiaries. Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned by AMCD (whether by operation of law or otherwise) without the prior written consent of MMI. Any purported assignment in contravention hereof shall be null and void. Subject to the preceding sentence, this Agreement shall be binding upon, inure to the benefit of and be enforceable by each of the Parties and their respective successors and permitted assigns. This Agreement is not intended to and does not confer upon any person other than the Parties hereto any rights or remedies under this Agreement.

16. Notices. All notices and other communications in connection with this Agreement shall be in writing and shall be deemed given if delivered personally, sent via facsimile or email (with confirmation by telephone or return facsimile or email within 24 hours of delivery) or delivered by overnight courier (with confirmation by telephone within 24 hours of delivery) to the Parties at the following addresses (or at such other address for a Party as shall be specified by like notice):

(a) if to MosquitoMate, Inc.

Stephen Dobson, Ph.D., President  
2520 Regency Road  
Lexington, Kentucky 40503  
Tel: 859-488-1125  
Email: [admin@mosquitomate.com](mailto:admin@mosquitomate.com)

(b) if to Anastasia Mosquito Control District:

Dr. Rui-De Xue, Director  
Anastasia Mosquito Control District  
120 EOC Drive  
St. Augustine, FL 32092  
Tel: 904-471-3107  
Email: [xueamcd@gmail.com](mailto:xueamcd@gmail.com)

17. Entire Agreement. This Agreement constitutes the entire agreement and supersedes all prior agreements and understandings, both written and oral, between the Parties with respect to the subject matter of this Agreement.

18. Counterparts. This Agreement may be executed in two or more counterparts (including by facsimile or other electronic means), all of which shall be considered one and the same agreement and

shall become effective when counterparts have been signed by each of the Parties and delivered to the other Party, it being understood that each Party need not sign the same counterpart.

19. Specific Performance. AMCD acknowledges that unauthorized disclosure or improper use of the Material or Data would cause MMI irreparable harm for which it would have no adequate remedy at law. It is accordingly agreed that MMI shall be entitled to an injunction or injunctions to prevent breaches of this Agreement and to enforce specifically the terms and provisions of this Agreement, this being in addition to any other remedy to which MMI is entitled at law or in equity.

663461:2

## Exhibit B – Scope of Work

*Note: There shall be no release of any MMI materials outside of the laboratory, and there shall be no sharing or distribution of MMI materials with any third party whatsoever.*

### Project 1: ULV evaluation against Wolbachia-infected Aedes mosquitoes

#### Rationale and Objective:

ULV spraying with AquaLure is a common technique used for the control of *Aedes* mosquito populations. The use of *Wolbachia*-infected *Aedes* mosquitoes is an emerging novel control technique. The purpose of this experiment is to evaluate ULV applications against *Wolbachia*-infected *Aedes* mosquitoes.

#### Materials and methods:

- Wolbachia-infected (ZAP strain) and un-infected (male) *Aedes albopictus* (5-7 day old and reared under same conditions)
- AquaLure, 1 truck-mounted ULV spraying machine
- bug dorms
- Bio-assay cages
- Bio-assay cage stands with spinners
- Teflon coated slides
- Weather station

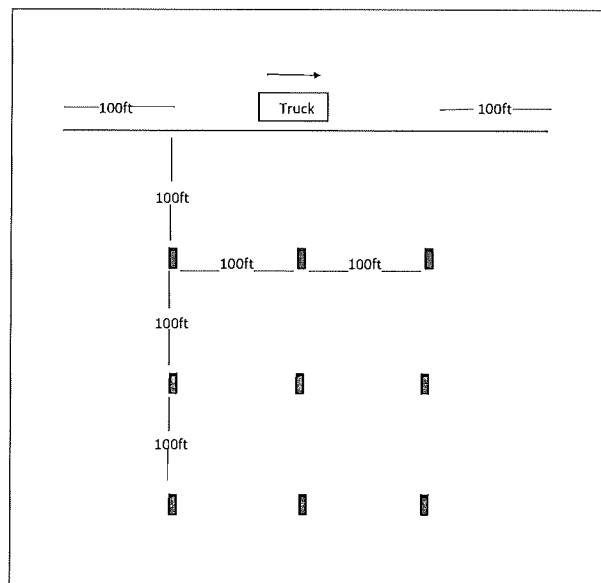
20 *Wolbachia*-infected or uninfected *Aedes albopictus* mosquitoes will be aspirated into twenty-four bio-assay cages

AMCD test field will be set-up as below.

■ = Bio assay cage stand + a spinner with 2 teflon coated slides

Three bio-assay cage stands, each with 2 bio-assay cages, 1 with *Wolbachia*-infected mosquitoes and the other with *Wolbachia*-uninfected mosquitoes will be set-up 100 ft apart from each other in the field for 15 minutes (controls).

The cages will then be removed, mosquitoes transferred to new cages and leave on the lab table for mortality counts after 01, 24, 48 and 72 hrs.



Each of the remaining 9 bio-assay cage stands will be provided with 2 bio-assay cages as above. Wind speed and direction will be observed and the truck with the ULV machine will be driven so that the spray droplets will diffuse towards the mosquito cages. The truck will start 100ft before the first stand and finish 100 ft after the last stand of the row to ensure the coverage of the spray. Spinners will be started just before the spray operation. Cages will be collected after 15 minutes, mosquitoes transferred to new cages for later mortality counts as described above. The same procedure will be repeated in 3 three different weeks.

**Data analysis**

Independent sample t-test or Mann Whitney U test would be used appropriately to compare the means of different groups.



## **Project 2: Attractant evaluation for collection of male Wolbachia-infected Aedes**

### **Rationale and Objective:**

The use of *Wolbachia*-infected *Aedes* mosquitoes is an emerging novel technique to control their populations. It requires monitoring of both male and female populations of the target species to assess its operational efficacy. The available mosquito sampling/collection methods mainly targets females, and there is no promising method to make representative samples of male mosquitoes. The purpose of this experiment is to evaluate attractants that could be used to collect male *Aedes* in the field.

### **Materials and methods:**

- Wolbachia-infected and un-infected (male) *Aedes albopictus* (5-7 day old and reared under same conditions)
- bug dorms
- Candidate attractants

THIS METHODOLOGY MIGHT NEED CHANGES DEPENDING ON THE TYPE AND THE NUMBER OF ATTRACTANTS TO BE TESTED

- Two of the AMCD screened enclosures will be used in the study
- Three BGS trap coupled with 3 selected attractants will be placed at 3 corners of each enclosure and another BGS trap will be placed at the remaining corner without any attractant
- Five-hundred *Wolbachia*-infected *Aedes albopictus* (ZAP strain) males will be released into one enclosure and 500 *Wolbachia*-uninfected *Aedes albopictus* will be released into the other (this is needed only if we need to compare the effects on two mosquito groups)
- After 24 hrs. trapped mosquitoes will be collected and counted
- The procedure will be repeated 4 times in different weeks using a Latin Square Design

### **Data analysis**

One-way ANOVA or Kruskal-Wallis test would be used appropriately to compare the means of different groups.

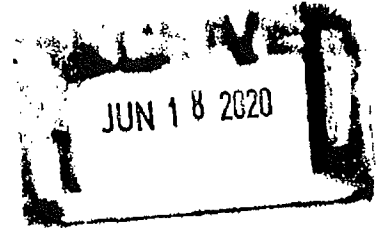


# Policy Managers®

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 16, 2020

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: 10/01/20

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 16, 2020  
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<sup>®</sup> Renewal Warranty

NAMED INSURED: Anastasia Mosquito Control Dist of  
Saint Johns County  
INSURER: Commerce and Industry Insurance Company  
POLICY NUMBER: FPL011498189  
POLICY PERIOD: 10/01/20 - 10/01/21

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: *[Signature]* BROKER: ThompsonBaker Agency Inc  
(Signature) (Firm)  
APPLICANT: Anastasia Mosquito Control Dist of PO Drawer 3807  
Saint Johns County Saint Augustine, FL 32085-  
(Print Name) (Street Mailing Address)  
DATE: 7-1-2020 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](http://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:                      \$9

☒ 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

Ruide Xue  
Policyholder/Applicant's Printed Name

7-1-2020  
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





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

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

**ARTHROPOD CONTROL BUDGET AMENDMENT**

NICOLE "NIKKI" FRIED  
COMMISSIONER

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

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

Amendment No. **2020-07**

Fiscal Year: **2019-2020**

Date: **8/13/2020**

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   |
|-----------------------------------|-----------------|------------------|------------------|------------------|------------------|
| \$ 12,425,292.86                  | \$ 6,884,022.74 | \$ 12,425,292.86 | \$ 212,694.27    | \$ -             | \$ 12,637,987.13 |

NAME SOURCE OF INCREASE: (Explain Decrease)

**BUDGETED RECEIPTS**

| ACCT NO  | Description                           | Present Budget   | Increase Request | Decrease Request | Revised Budget   |
|--|---------------------------------------|------------------|------------------|------------------|------------------|
| 311  | Ad Valorem (Current/Delinquent)       | \$ 5,717,380.00  | \$ 82,885.31     | \$ -             | \$ 5,800,265.31  |
| 334.1  | State Grant                           | \$ -             | \$ -             | \$ -             | \$ -             |
| 362  | Equipment Rentals                     | \$ -             | \$ -             | \$ -             | \$ -             |
| 337  | Grants and Donations                  | \$ 101,356.69    | \$ 127,008.96    | \$ -             | \$ 228,365.65    |
| 361  | Interest Earnings                     | \$ 65,000.00     | \$ -             | \$ -             | \$ 65,000.00     |
| 364  | Equipment and/or Other Sales          | \$ -             | \$ -             | \$ -             | \$ -             |
| 369  | Misc./Refunds (prior yr expenditures) | \$ 206,425.43    | \$ 2,800.00      | \$ -             | \$ 209,225.43    |
| 380  | Other Sources                         | \$ -             | \$ -             | \$ -             | \$ -             |
| 389  | Loans                                 | \$ -             | \$ -             | \$ -             | \$ -             |
| <b>TOTAL RECEIPTS</b>                          |                                       | \$ 6,090,162.12  | \$ 212,694.27    | \$ -             | \$ 6,302,856.39  |
| Beginning Fund Balance                         |                                       | \$ 6,335,130.74  | \$ -             | \$ -             | \$ 6,335,130.74  |
| <b>Total Budgetary Receipts &amp; Balances</b> |                                       | \$ 12,425,292.86 | \$ 212,694.27    | \$ -             | \$ 12,637,987.13 |

**BUDGETED EXPENDITURES**

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

| ACCT NO  | Uniform Accounting System Transaction         | Present Budget   | Increase Request | Decrease Request | Revised Budget   |
|--|---|------------------|------------------|------------------|------------------|
| 10   | Personal Services                             | \$ 1,682,749.37  | \$ 40,000.00     | \$ -             | \$ 1,722,749.37  |
| 0  | Personal Service Benefits                     | \$ 840,458.75    | \$ 3,060.00      | \$ -             | \$ 843,518.75    |
| 30   | Operating Expense                             | \$ 476,220.00    | \$ 25,000.00     | \$ -             | \$ 501,220.00    |
| 40   | Travel & Per Diem                             | \$ 28,682.00     | \$ -             | \$ -             | \$ 28,682.00     |
| 41   | Communication Services                        | \$ 25,904.00     | \$ -             | \$ -             | \$ 25,904.00     |
| 42   | Freight Services                              | \$ 2,500.00      | \$ -             | \$ -             | \$ 2,500.00      |
| 43   | Utility Service                               | \$ 36,000.00     | \$ 5,634.27      | \$ -             | \$ 41,634.27     |
| 44   | Rentals & Leases                              | \$ 1,000.00      | \$ -             | \$ -             | \$ 1,000.00      |
| 45   | Insurance                                     | \$ 93,400.00     | \$ 15,000.00     | \$ -             | \$ 108,400.00    |
| 46   | Repairs & Maintenance                         | \$ 107,250.00    | \$ -             | \$ -             | \$ 107,250.00    |
| 47   | Printing and Binding                          | \$ 500.00        | \$ -             | \$ -             | \$ 500.00        |
| 48   | Promotional Activities                        | \$ 20,000.00     | \$ -             | \$ -             | \$ 20,000.00     |
| 49   | Other Charges                                 | \$ 6,325.00      | \$ -             | \$ -             | \$ 6,325.00      |
| 51   | Office Supplies                               | \$ 22,000.00     | \$ 4,000.00      | \$ -             | \$ 26,000.00     |
| 52.1   | Gasoline/Oil/Lube                             | \$ 91,600.00     | \$ -             | \$ -             | \$ 91,600.00     |
| 52.2   | Chemicals                                     | \$ 574,388.00    | \$ -             | \$ -             | \$ 574,388.00    |
| 52.3   | Protective Clothing                           | \$ 1,500.00      | \$ -             | \$ -             | \$ 1,500.00      |
| 52.4   | Misc. Supplies                                | \$ 71,679.80     | \$ 35,000.00     | \$ -             | \$ 106,679.80    |
| 52.5   | Tools & Implements                            | \$ 5,000.00      | \$ -             | \$ -             | \$ 5,000.00      |
| 54   | Publications & Dues                           | \$ 15,945.00     | \$ -             | \$ -             | \$ 15,945.00     |
| 55   | Training                                      | \$ 25,250.00     | \$ 15,000.00     | \$ -             | \$ 40,250.00     |
| 60   | Capital Outlay                                | \$ 1,026,920.20  | \$ 70,000.00     | \$ -             | \$ 1,096,920.20  |
| 71   | Principal                                     | \$ -             | \$ -             | \$ -             | \$ -             |
| 72   | Interest                                      | \$ -             | \$ -             | \$ -             | \$ -             |
| 81   | Aids to Government Agencies                   | \$ -             | \$ -             | \$ -             | \$ -             |
| 83   | Other Grants and Aids                         | \$ -             | \$ -             | \$ -             | \$ -             |
| 89   | Contingency (Current Year)                    | \$ 385,998.00    | \$ -             | \$ -             | \$ 385,998.00    |
| 99   | Payment of Prior Year Accounts                | \$ -             | \$ -             | \$ -             | \$ -             |
| <b>TOTAL BUDGET AND CHARGES</b>                  |   | \$ 5,541,270.12  | \$ 212,694.27    | \$ -             | \$ 5,753,964.39  |
| 0.001  | Reserves - Future Capital Outlay              | \$ 5,793,033.74  | \$ -             | \$ -             | \$ 5,793,033.74  |
| 0.002  | Reserves - Self-Insurance                     | \$ -             | \$ -             | \$ -             | \$ -             |
| 0.003  | Reserves - Cash Balance to be Carried Forward | \$ 960,989.00    | \$ -             | \$ -             | \$ 960,989.00    |
| 0.004  | Reserves - Sick and Annual Leave              | \$ 130,000.00    | \$ -             | \$ -             | \$ 130,000.00    |
| <b>TOTAL RESERVES</b>                            |   | \$ 6,884,022.74  | \$ -             | \$ -             | \$ 6,884,022.74  |
| <b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b> |   | \$ 12,425,292.86 | \$ 212,694.27    | \$ -             | \$ 12,637,987.13 |
| <b>ENDING FUND BALANCE</b>                       |   | \$ -             | \$ -             | \$ -             | \$ -             |

APPROVED: \_\_\_\_\_

Chairman of the Board, or Clerk of Circuit Court

DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_

FDACS Mosquito Control Program Designee

DATE \_\_\_\_\_



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

BUDGET AMENDMENT NUMBER 2020-07

PAGE 1 OF 1

COMPUTATIONS

LOCAL FUND

Receipts:

Ad Valorem (Current/ Delinquent)  
Grants and Donations  
Misc./Refunds (Prior yr. Expenditures)

82,885.31  
127,008.96  
2,800.00

212,694.27

Expenditures:

(Uses of Funds, matched to Revenue Stream)

Personal Services  
Personal Service Benefits  
Operating Expenses  
Utility Service  
Fleet/Prop/Liab Insurance  
Office Supplies  
Training  
Misc. Supplies: Entomology Supplies  
Capital Outlay: Machinery & Equipment

(40,000.00)  
(3,060.00)  
(25,000.00)  
(5,634.27)  
(15,000.00)  
(4,000.00)  
(15,000.00)  
(35,000.00)  
(70,000.00)

Budget Amendment (Net, pooled from Contingency)

\$ -

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

LOCAL FUND BUDGET AMENDMENT NUMBER 2020-07

PAGE 1 OF 1

BUDGET JOURNAL ENTRIES:

|                   |                                       |                      |
|-------------------|---------------------------------------|----------------------|
| Dr) EXPENDITURES: | Personal Services                     | 40,000.00            |
|                   | Personal Service Benefits             | 3,060.00             |
|                   | Operating Expenses                    | 25,000.00            |
|                   | Utility Service                       | 5,634.27             |
|                   | Fleet/Prop/Liab Insurance             | 15,000.00            |
|                   | Office Supplies                       | 4,000.00             |
|                   | Misc. Supplies: Entomology Supplies   | 35,000.00            |
|                   | Training                              | 15,000.00            |
|                   | Capital Outlay: Machinery & Equipment | 70,000.00            |
| Cr) REVENUE:      | Ad Valorem (Current/ Delinquent)      | 82,885.31            |
|                   | Grants and Donations                  | 127,008.96           |
|                   | Miscellaneous/ Refunds                | 2,800.00             |
|                   |                                       | <b>\$ 212,694.27</b> |
|                   |                                       | <b>\$ 212,694.27</b> |

# **UNFINISHED BUSINESS #1**



4185 Sunbeam Rd Building 200, Jacksonville, FL 32257  
904-739-5700 Phone 904-739-5959 Fax 904.759.1893 Cell  
gharrell@harrell-construction.com

August 4, 2020

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

Attn: Dr. Rui-De Xue,  
Director

Re: Vertical Construction for AMCD Education Center  
Building Construction  
120 EOC Dr.  
St. Augustine, FL 32092  
HCCI Project BD.2005

Dr. Rui-De Xue:

Harrell Construction is pleased to offer this proposal for vertical construction of the Educational Center. Per Your request, we have compiled the proposal using the current design documents listed below as well as highlighted cost savings and time savings available to AMCD only by moving forward with the project as soon as possible.

In an attempt to quantify cost savings Harrell Construction has used the Turner Building Cost Index, Mortenson Cost Index, Rider Levett Bucknell Cost Index and historical Data. The average annual growth for these indices over the past five years is 4.7% and 5.3% over the last two years. Harrell Construction estimates, using the above indices, 2021 Construction Cost Inflation of 3.5% of building cost, not including any owner contingencies The CRU Futures index is anticipating a 5-6% increase in steel pricing in the next 2 quarters. In January of 2021 the Florida Building Commission is expected to adopt the 2019 Florida Building Code. The final changes from the 2016 to 2019 codes have not been released, however we do anticipate changes in the area of Fire Protection, Energy Efficiency, Electrical and Mechanical. Historical data tells us these increases will be on average between \$2-3 per square foot, including some redesign fees. Varco-Pruden (the metal building manufacturer) has agreed to provide a discount of \$3,000.00 for projects ordering this quarter for delivery early 2021. Total anticipated cost savings associated with early start 3<sup>rd</sup> Qtr 2020 is \$53,210.00. This does not include any management/procurement cost savings realized by AMCD.

We anticipate a schedule acceleration through executing this change order by pushing the design time on interior/display design related items to after the building construction phase starts and eliminating the procurement process. The current project schedule anticipates design completion on or about November ,19<sup>th</sup> 2020 at which time AMCD plans to put the RFP out to bid. Given the anticipated procurement process, RFI's, contract negotiations and permitting we anticipate construction to start on or about March 29<sup>th</sup> 2021. By executing this change order Harrell Construction anticipates starting the Building Permit process by August 31<sup>st</sup> , 2020 and breaking ground mid November 2020, saving 130 days or four months. In Summary:

Cost savings of:

- \$38,185.00 of 3.5% inflationary cost
- \$15,000.00 of Code Change Cost
- \$3,000.00 Vendor Discounts

Time Savings of :

- 130 Calendar Days

Below you will find a listing of the 90% plans used to prepare the cost for this change order. Also you will find a listing of work shown on the plans, but not included in the change order. Work noted as "not included" is associated with the displays for the education center. This information is still under development at this time. Any work not included in this proposal, can be incorporated in the future in a manner as to not result in delays.

| Civil Drawing Title         | Page # | Date    |
|-----------------------------|--------|---------|
| Cover Sheet                 | 1      | 4/13/20 |
| General Notes               | 2      | 4/13/20 |
| Overall Site Plan           | 3      | 4/13/20 |
| Site Improvements           | 4      | 4/13/20 |
| Grading and Drainage Plan   | 5      | 4/13/20 |
| Construction Details        | 6      | 4/13/20 |
| Construction Details        | 7      | 4/13/20 |
|                             |        |         |
| Architectural Drawing Title | Page # | Date    |
| Cover                       | Cover  | 6/7/20  |
| Architectural Site Plan     | C-1    | 5/13/20 |
| Life Safety                 | G-1    | 6/7/20  |
| Floor Plan                  | A-1    | 6/7/20  |
| Exhibit Plan                | A-1.1  | 5/13/20 |
| Reflected Ceiling Plan      | A-1.2  | 6/7/20  |
| Roof Plan                   | A-1.3  | 6/17/20 |
| Building Elevations         | A-2    | 6/7/20  |
| Building Elevations         | A-3    | 6/7/20  |
| Building Sections           | A-4    | 6/7/20  |
| Schedules                   | A-5    | 4/24/20 |



|                                      |        |          |
|--------------------------------------|--------|----------|
| Enlarged Restroom                    | A-6    | 6/19/20  |
| ADA Accessibility                    | A-7    | 6/18/20  |
|                                      |        |          |
| MEP Drawing Title                    | Page # | Date     |
| Plumbing Notes and Legend            | P-1    | 5/13/20  |
| Plumbing Schedule                    | P-2    | 5/13/20  |
| Sanitary Waste Plan                  | P-3    | 5/13/20  |
| Domestic Water Plan                  | P-4    | 5/13/20  |
| Plumbing Details                     | P-5    | 5/13/20  |
| Sanitary Riser                       | P-6    | 5/13/20  |
| Mechanical Notes and Legend          | M-1    | MM-DD-YY |
| Mechanical Schedule                  | M-2    | MM-DD-YY |
| Mechanical Plan                      | M-3    | MM-DD-YY |
| Mechanical Details                   | M-4    | MM-DD-YY |
| Electrical Legend and Notes          | E-1    | 7/6/20   |
| Electrical Site Plan                 | E-2    | 7/6/20   |
| Lighting Plan                        | E-3    | 7/6/20   |
| Power Plan                           | E-4    | 7/6/20   |
| Power Riser Plan                     | E-5    | 7/6/20   |
| Electrical Schedules                 | E-6    | 7/6/20   |
| Electrical Details                   | E-7    | 7/6/20   |
| Electrical Details                   | E-8    | 7/6/20   |
|                                      |        |          |
| Structural Drawing Title             | Page # | Date     |
| General Notes & Design Criteria      | S-1    | 6/29/20  |
| Foundation Plan                      | S-2    | 6/29/20  |
| Foundation Section & Details         | S-3    | 6/29/20  |
|                                      |        |          |
| Fire Protection Drawing Title        | Page # | Date     |
| Cover Sheet                          | FP-1   | 7/15/20  |
| Design Criteria & Hydraulic Analysis | FP-2   | 7/15/20  |
| Fire Protection Site Plan            | FP-3   | 7/15/20  |
| Hazard Classification Plan           | FP-4   | 7/15/20  |
|                                      |        |          |
| PEMB Drawing Title                   | Page # | Date     |
| Cover Sheet                          | 1      | 7/2/20   |
| Loads and Codes                      | 2      | 7/2/20   |
| Erection Notes                       | 3      | 7/2/20   |
| Anchor Rod Plan                      | 4      | 7/2/20   |
| Anchor Rod Plan - Details            | 5      | 7/2/20   |
| Primary and Roof Bracing             | 6      | 7/2/20   |

|                              |    |        |
|------------------------------|----|--------|
| EndPost Cross Section at B-1 | 7  | 7/2/20 |
| EndPost Cross Section at C-1 | 8  | 7/2/20 |
| Frame Cross Section @ 1      | 9  | 7/2/20 |
| Frame Cross Section @ 2      | 10 | 7/2/20 |
| Frame Cross Section @ 3      | 11 | 7/2/20 |
| Frame Cross Section @ 4      | 12 | 7/2/20 |
| Frame Cross Section @ 5      | 13 | 7/2/20 |
| Primary Bracing SED's        | 14 | 7/2/20 |
| Roof Secondary Plan          | 15 | 7/2/20 |
| Roof Secondary SED's         | 16 | 7/2/20 |
| Roof Secondary SED's         | 17 | 7/2/20 |
| Secondary Elevation @1       | 18 | 7/2/20 |
| Secondary Elevation @ A      | 19 | 7/2/20 |
| Secondary Elevation @5       | 20 | 7/2/20 |
| Secondary Elevation @D       | 21 | 7/2/20 |
| Secondary SED's              | 22 | 7/2/20 |
| Secondary SED's              | 23 | 7/2/20 |
| Roof Covering Plan           | 24 | 7/2/20 |
| Covering Elevation @ 1       | 25 | 7/2/20 |
| Covering Elevation @ A       | 26 | 7/2/20 |
| Covering Elevation @ 5       | 27 | 7/2/20 |
| Covering Elevation @ D       | 28 | 7/2/20 |
| Wall Liner Elevation @ 1     | 29 | 7/2/20 |
| Wall Liner Elevation @ D     | 30 | 7/2/20 |
| Covering Trim SED's          | 31 | 7/2/20 |
| Covering Trim SED's          | 32 | 7/2/20 |
| Covering Trim SED's          | 33 | 7/2/20 |
| Covering Trim SED's          | 34 | 7/2/20 |

**WORK SHOWN ON PLANS BUT NOT INCLUDED:**

The work described below is shown on the plans. However, due to incomplete information, Or direction from management, it is not included on this change order. Some of this work may be added in the future as management directs:

**Exterior Work:**

- Playground fencing and equipment
- Nature Garden and fencing
- Mosquito model located at Plaza
- Landscaping and irrigation for these areas
- Exterior bee hives
- Exterior benches and picnic tables

- Concrete slab below brick pavers at Plaza

Interior Work:

- Ant farm
- Interior bee hive
- All work on Exhibition plan A-1.1 including display cases, Kiosks, wall displays, Directional and other signage and power, lighting and controls to same
- Solar Power system with roof walk decking system (Add Alternate \$ 132,400.00)
- Cracker house façade at restrooms
- Swamp façade at entry

**PROJECT COST**

Based on information described herein, the project cost is \$1,091,723.00

This price does include sales tax. By using the Owner Direct Pay system on select group purchases, we project a sales tax saving of between \$15,000.00 and \$20,000.00

**PROJECT SCHEDULE**

We project construction time to be 8 months.

We thank you for the opportunity to offer our assistance on your project expansion. We look forward to continuing to provide our services to AMCD.

Best Regards,

Glen Harrell  
President



# AIA® Document G701™ – 2017

## Change Order

|   |  |   |
|---|--|---|
| <b>PROJECT:</b> <i>(Name and address)</i><br>Anastasia Mosquito Control District<br>of St. Johns Co. Disease Vector<br>Education Center Civil Design &<br>Construction<br>2020-05<br>120 EOC Drive, St. Augustine, FL 32092 | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br><br>Date: 01/31/2020   | <b>CHANGE ORDER INFORMATION:</b><br>Change Order Number: 001<br><br>Date: 08/04/2020  |
| <b>OWNER:</b> <i>(Name and address)</i><br>AMCD of St. Johns County<br>120 EOC Drive<br>St. Augustine, FL 32092   | <b>ARCHITECT:</b> <i>(Name and address)</i><br>Doherty Sommers Architects<br>Engineers, Inc.<br>371 15th Avenue S, Units A & B<br>Jacksonville Beach, FL 32250 | <b>CONTRACTOR:</b> <i>(Name and address)</i><br>Harrel Construction Company, Inc.<br>4185 Sunbeam Road, Bldg. 200<br>Jacksonville, FL 21157 |

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

|   |                 |
|---|-----------------|
| The original Contract Sum was   | \$ 148,000.00   |
| The net change by previously authorized Change Orders                     | \$ 0.00         |
| The Contract Sum prior to this Change Order was                           | \$ 148,000.00   |
| The Contract Sum will be increased by this Change Order in the amount of  | \$ 1,091,723.00 |
| The new Contract Sum including this Change Order will be                  | \$ 1,239,723.00 |
| The Contract Time will be increased by Two Hundred Forty-five (245) days. |                 |
| The new date of Substantial Completion will be                            |                 |

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

|   |                                      |                                 |
|---|--------------------------------------|---------------------------------|
| Doherty Sommers Architects Engineers,<br>Inc. | Harrell Construction Company, Inc.   | AMCD of St. Johns County        |
| <b>ARCHITECT</b> <i>(Firm name)</i>           | <b>CONTRACTOR</b> <i>(Firm name)</i> | <b>OWNER</b> <i>(Firm name)</i> |
| <b>SIGNATURE</b>                              | <b>SIGNATURE</b>                     | <b>SIGNATURE</b>                |
| <b>PRINTED NAME AND TITLE</b>                 | <b>PRINTED NAME AND TITLE</b>        | <b>PRINTED NAME AND TITLE</b>   |
| <b>DATE</b>                                   | <b>DATE</b>                          | <b>DATE</b>                     |

# **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](http://www.amcdsjc.org)

## MEMO

### DISTRICT DIRECTOR

Dr. Rui-De Xue



### BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson

Trish Becker, Vice-Chairperson

Don Girvan, Secretary/Treasurer

Gary Howell, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: August 5, 2020

RE: Approval of Final Draft of Revised Employee Manual

---

The Employee Manual has been updated, rearranged to be user friendly, and revised by a committee of six (6) staff members. It was then sent to the attorney to review and those changes incorporated into this final draft. The Board was encouraged, at the July 9, 2020 Board meeting, to send any changes they saw were needed, to Mr. Wayne Flowers and Ms. Charolette M. Hall.

A couple of minor changes (in red) that were made since the draft that was given to you at the July 9, 2020 Board meeting are as follows:

- Page 4-2, under "Our Programs", wording was added "by Ground Application and Aerial Application".
- Page 4-3, under Break and Meal Periods, line 3, "during the summer season" was crossed out, as employees get meal periods all year and this was missed in the prior draft.
- Page 4-19, under "Non-Interference in Procurement and Hiring Practices Policy, #1, the word "official" was changed to "Commissioner, staff, and/or employee"
- Page 4-51, in the title, the word "Procedures" was replaced with "Policies" and a statement under the title added "Please see Safety Program Manual for detailed procedures".
- The FMLA policy (page 4-43) and the Drug Free Workplace policy (page 4-51) were updated by the attorney (his changes in blue) and also incorporated into this final draft.

We request the Board approve this final revised Employee Manual.



# THE ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County



## EMPLOYEE HANDBOOK

**PROPOSED** REVISION for approval AUGUST 13, 2020  
*(This revision replaces all previous versions)*

*As approved by the Board of Commissioners on August 13, 2020*

*Original – January 2000*

*Revisions: Reprint December 2016, February 10, 2011, October 15, 2009, June 2006, November 2004, May 2004, November 2002, November 2001*

*This page intentionally left blank.*

# EMPLOYEE HANDBOOK

## Table of Contents

|  |             |
|--|-------------|
| <b>WELCOME &amp; INTRODUCTION.....</b>               | <b>4-1</b>  |
| PURPOSE OF THE HANDBOOK.....                         | 4-1         |
| OUR POLICY .....                                     | 4-1         |
| AMCD MISSION STATEMENT .....                         | 4-2         |
| EMPLOYMENT “AT WILL” .....                           | 4-2         |
| MEDIA CONTACT .....                                  | 4-2         |
| <b>GENERAL WORK PRACTICES .....</b>                  | <b>4-3</b>  |
| ORIENTATION & TRAINING .....                         | 4-3         |
| WORK WEEK .....                                      | 4-3         |
| HOURS OF WORK .....                                  | 4-3         |
| BREAK & MEAL PERIODS .....                           | 4-3         |
| PROBATIONARY PERIOD .....                            | 4-4         |
| ATTENDANCE & PROMPTNESS.....                         | 4-4         |
| DRESS AND APPEARANCE.....                            | 4-5         |
| <b>WORK ENVIRONMENT &amp; DISTRICT PROPERTY.....</b> | <b>4-7</b>  |
| WORK STATION APPEARANCE.....                         | 4-7         |
| TELEPHONE TECHNIQUE.....                             | 4-7         |
| CELL PHONE POLICY.....                               | 4-7         |
| PERSONAL TELEPHONE CALLS .....                       | 4-7         |
| PERSONAL VISITS .....                                | 4-7         |
| PERSONAL MAIL .....                                  | 4-7         |
| PERSONAL PROPERTY .....                              | 4-8         |
| ELECTRONIC DEVICES & SOFTWARE.....                   | 4-8         |
| E-MAIL / VOICE MAIL.....                             | 4-8         |
| INTERNET USAGE.....                                  | 4-9         |
| BULLETIN BOARDS .....                                | 4-9         |
| NON-SMOKING .....                                    | 4-9         |
| PERSONAL VEHICLE AT WORK .....                       | 4-9         |
| DISTRICT PROPERTY .....                              | 4-9         |
| NON-RETURNED AMCD ITEMS COMPENSATION POLICY.....     | 4-10        |
| VEHICLES & PASSENGERS ON DISTRICT BUSINESS.....      | 4-10        |
| <b>EMPLOYMENT PROCEDURES .....</b>                   | <b>4-13</b> |
| EQUAL OPPORTUNITY EMPLOYER .....                     | 4-13        |
| AMERICANS WITH DISABILITIES POLICY .....             | 4-13        |
| EMPLOYMENT CLASSIFICATIONS.....                      | 4-13        |
| PERSONNEL RECORDS AND CHANGES .....                  | 4-14        |
| EMPLOYMENT OF RELATIVES .....                        | 4-14        |
| ROMANTIC RELATIONSHIPS AND DATING POLICY.....        | 4-15        |
| CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT.....     | 4-16        |
| PERFORMANCE EVALUATION .....                         | 4-17        |
| PROMOTIONS .....                                     | 4-17        |
| TERMINATION OF SERVICE.....                          | 4-17        |

|  |             |
|--|-------------|
| EMPLOYMENT REFERENCES .....                                | 4-18        |
| EXIT INTERVIEW .....                                       | 4-18        |
| REHIRING FORMER EMPLOYEES .....                            | 4-18        |
| NON-INTERFERENCE IN PROCUREMENT & HIRING PRACTICES..       | 4-19        |
| WHISTLEBLOWER LAW/POLICY .....                             | 4-19        |
| EDUCATION - CONTINUING EDUCATION POLICY.....               | 4-20        |
| <b>EMPLOYEE BENEFITS .....</b>                             | <b>4-23</b> |
| GENERAL INFORMATION ON EMPLOYEE BENEFITS.....              | 4-23        |
| GROUP INSURANCE PROGRAM .....                              | 4-23        |
| CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) ... | 4-24        |
| FLORIDA RETIREMENT SYSTEM (FRS) .....                      | 4-24        |
| DEFERRED COMPENSATION SAVINGS PLAN .....                   | 4-24        |
| SOCIAL SECURITY RETIREMENT SYSTEM .....                    | 4-24        |
| UNEMPLOYMENT COMPENSATION .....                            | 4-25        |
| WORKERS' COMPENSATION.....                                 | 4-25        |
| <b>PAY PRACTICES &amp; PROCEDURES.....</b>                 | <b>4-27</b> |
| OVERTIME.....  | 4-27        |
| TIME-KEEPING .....   | 4-27        |
| PAY PERIODS.....   | 4-28        |
| PAYROLL DEDUCTIONS.....                                    | 4-28        |
| PAY INCREASE EFFECTIVE DATE .....                          | 4-28        |
| PAY PLAN POLICY .....                                      | 4-28        |
| GARNISHMENT OF WAGES.....                                  | 4-31        |
| TRAVEL / PER DIEM.....                                     | 4-31        |
| <b>LEAVES OF ABSENCE .....</b>                             | <b>4-33</b> |
| LEAVES OF ABSENCE - GENERAL PROVISIONS.....                | 4-33        |
| LEAVES OF ABSENCE WITH PAY - GENERAL PROVISIONS .....      | 4-33        |
| LEAVE FORMS .....  | 4-34        |
| ANNUAL LEAVE .....   | 4-34        |
| SICK LEAVE.....  | 4-36        |
| ANNUAL & SICK LEAVE PAYOUT POLICY.....                     | 4-38        |
| BEREAVEMENT .....  | 4-39        |
| HOLIDAYS & HOLIDAY PAY .....                               | 4-40        |
| ADMINISTRATIVE LEAVE .....                                 | 4-40        |
| MILITARY LEAVE .....                                       | 4-41        |
| JURY/ CIVIC DUTY .....                                     | 4-42        |
| VOTING.....  | 4-42        |
| DISASTER EMERGENCY LEAVE .....                             | 4-42        |
| LEAVES OF ABSENCE WITHOUT PAY .....                        | 4-42        |
| LEAVES OF ABSENCE WITHOUT PAY - GENERAL .....              | 4-42        |
| EDUCATIONAL LEAVE.....                                     | 4-43        |
| COMPULSORY LEAVE.....                                      | 4-43        |
| FAMILY AND MEDICAL LEAVE (FMLA).....                       | 4-43        |
| DOMESTIC VIOLENCE-RELATED LEAVE.....                       | 4-45        |
| <b>CONDUCT .....</b>                                       | <b>4-47</b> |
| STANDARDS OF CONDUCT.....                                  | 4-47        |

|  |             |
|--|-------------|
| GIFT ACCEPTANCE POLICY .....                     | 4-48        |
| CUSTOMER RELATIONS .....                         | 4-48        |
| CONFIDENTIAL INFORMATION .....                   | 4-49        |
| SOLICITATIONS / DISTRIBUTION .....               | 4-49        |
| COOPERATION AND SUGGESTIONS .....                | 4-49        |
| <b>SAFETY &amp; SECURITY PROCEDURES .....</b>    | <b>4-51</b> |
| SAFETY AND HEALTH .....                          | 4-51        |
| SEVERE WEATHER CONDITIONS .....                  | 4-51        |
| DRUG FREE WORKPLACE .....                        | 4-51        |
| HARASSMENT .....                                 | 4-56        |
| VIOLENCE IN THE WORKPLACE .....                  | 4-58        |
| ANTI-BULLYING POLICY .....                       | 4-59        |
| <b>DISCIPLINE AND GRIEVANCE PROCEDURES .....</b> | <b>4-61</b> |
| DISCIPLINARY POLICY .....                        | 4-61        |
| GRIEVANCE POLICY .....                           | 4-61        |
| OPEN DOOR POLICY .....                           | 4-62        |
| <b>SUMMARY AND CLOSING WORDS .....</b>           | <b>4-65</b> |
| <b>EMPLOYEE HANDBOOK FORMS .....</b>             | <b>4-67</b> |

*This page intentionally left blank*



# EMPLOYEE HANDBOOK

## Table of Contents - “Alphabetical”

|  |             |
|--|-------------|
| ADMINISTRATIVE LEAVE .....                                   | 4-40        |
| AMERICANS WITH DISABILITIES POLICY .....                     | 4-13        |
| ANNUAL & SICK LEAVE PAYOUT POLICY .....                      | 4-38        |
| ANNUAL LEAVE .....   | 4-34        |
| ANTI-BULLYING POLICY .....                                   | 4-59        |
| ATTENDANCE AND PROMPTNESS .....                              | 4-04        |
| BEREAVEMENT .....  | 4-39        |
| BREAK AND MEAL PERIODS .....                                 | 4-03        |
| BULLETIN BOARDS .....  | 4-09        |
| CELL PHONE .....   | 4-07        |
| COMPULSORY LEAVE .....                                       | 4-43        |
| <b>CONDUCT .....</b>   | <b>4-47</b> |
| CONFIDENTIAL INFORMATION .....                               | 4-49        |
| CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT .....            | 4-16        |
| CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) ..... | 4-24        |
| COOPERATION AND SUGGESTIONS .....                            | 4-49        |
| CUSTOMER RELATIONS .....                                     | 4-48        |
| DEFERRED COMPENSATION SAVINGS PLAN .....                     | 4-24        |
| DISASTER EMERGENCY LEAVE .....                               | 4-42        |
| DISCIPLINARY POLICY .....                                    | 4-61        |
| <b>DISCIPLINE AND GRIEVANCE PROCEDURES .....</b>             | <b>4-61</b> |
| DISTRICT PROPERTY .....                                      | 4-09        |
| DOMESTIC VIOLENCE-RELATED LEAVE .....                        | 4-45        |
| DRESS AND APPEARANCE .....                                   | 4-05        |
| DRUG FREE WORKPLACE .....                                    | 4-51        |
| EDUCATION - CONTINUING EDUCATION POLICY .....                | 4-20        |
| EDUCATIONAL LEAVE .....                                      | 4-43        |
| ELECTRONIC DEVICES AND SOFTWARE POLICY .....                 | 4-08        |
| E-MAIL/VOICE MAIL .....                                      | 4-08        |
| <b>EMPLOYEE BENEFITS .....</b>                               | <b>4-23</b> |
| EMPLOYEE BENEFITS GENERAL INFORMATION .....                  | 4-23        |
| <b>EMPLOYEE HANDBOOK FORMS .....</b>                         | <b>4-67</b> |
| EMPLOYMENT “AT WILL” .....                                   | 4-02        |
| EMPLOYMENT CLASSIFICATIONS .....                             | 4-13        |
| <b>EMPLOYMENT PROCEDURES .....</b>                           | <b>4-13</b> |
| EMPLOYMENT OF RELATIVES .....                                | 4-14        |
| EMPLOYMENT REFERENCES .....                                  | 4-18        |
| EQUAL OPPORTUNITY EMPLOYER .....                             | 4-13        |
| EXIT INTERVIEW .....   | 4-18        |
| FAMILY AND MEDICAL LEAVE (FMLA) .....                        | 4-43        |
| FLORIDA RETIREMENT SYSTEM .....                              | 4-24        |
| GARNISHMENT OF WAGES .....                                   | 4-31        |

|  |             |
|--|-------------|
| <b>GENERAL WORK PRACTICES</b> .....                      | 4-03        |
| GIFT ACCEPTANCE POLICY .....                             | 4-48        |
| GRIEVANCE POLICY .....                                   | 4-61        |
| GROUP INSURANCE PROGRAM .....                            | 4-23        |
| HARASSMENT .....   | 4-56        |
| HOLIDAYS AND HOLIDAY PAY .....                           | 4-40        |
| HOURS OF WORK .....                                      | 4-03        |
| INTERNET USAGE .....                                     | 4-09        |
| JURY/ CIVIC DUTY .....                                   | 4-42        |
| <b>LEAVES OF ABSENCE</b> .....                           | <b>4-33</b> |
| LEAVE FORMS .....  | 4-34        |
| LEAVES OF ABSENCE - GENERAL PROVISIONS .....             | 4-33        |
| LEAVES OF ABSENCE WITH PAY - GENERAL PROVISIONS .....    | 4-33        |
| LEAVES OF ABSENCE WITHOUT PAY - GENERAL .....            | 4-42        |
| LEAVES OF ABSENCE WITHOUT PAY .....                      | 4-42        |
| MEDIA CONTACT .....                                      | 4-02        |
| MILITARY LEAVE .....                                     | 4-41        |
| MISSION STATEMENT .....                                  | 4-02        |
| NON-INTERFERENCE IN PROCUREMENT & HIRING PRACTICES ..... | 4-19        |
| NON-RETURNED AMCD ITEMS COMPENSATION POLICY .....        | 4-10        |
| NON-SMOKING .....  | 4-09        |
| OPEN DOOR POLICY .....                                   | 4-62        |
| ORIENTATION AND TRAINING .....                           | 4-03        |
| OUR POLICY .....   | 4-01        |
| OVERTIME .....   | 4-27        |
| PAY INCREASE EFFECTIVE DATE .....                        | 4-28        |
| PAY PERIODS .....  | 4-28        |
| PAY PLAN POLICY .....                                    | 4-28        |
| <b>PAY PRACTICES AND PROCEDURES</b> .....                | <b>4-27</b> |
| PAYROLL DEDUCTIONS .....                                 | 4-28        |
| PERFORMANCE EVALUATION .....                             | 4-17        |
| PERSONAL MAIL .....                                      | 4-07        |
| PERSONAL PROPERTY .....                                  | 4-08        |
| PERSONAL TELEPHONE CALLS .....                           | 4-07        |
| PERSONAL VISITS .....                                    | 4-07        |
| PERSONAL VEHICLE AT WORK .....                           | 4-09        |
| PERSONNEL RECORDS AND CHANGES .....                      | 4-14        |
| PROBATIONARY PERIOD .....                                | 4-04        |
| PROMOTIONS .....   | 4-17        |
| PURPOSE OF THE HANDBOOK .....                            | 4-01        |
| REHIRING FORMER EMPLOYEES .....                          | 4-18        |
| ROMANTIC RELATIONSHIPS AND DATING POLICY .....           | 4-15        |
| SAFETY AND HEALTH .....                                  | 4-51        |
| <b>SAFETY AND SECURITY PROCEDURES</b> .....              | <b>4-51</b> |
| SEVERE WEATHER CONDITIONS .....                          | 4-51        |
| SICK LEAVE .....   | 4-36        |

|   |             |
|---|-------------|
| SOCIAL SECURITY RETIREMENT SYSTEM .....             | 4-24        |
| SOLICITATIONS/DISTRIBUTION .....                    | 4-49        |
| STANDARDS OF CONDUCT .....                          | 4-47        |
| <b>SUMMARY AND CLOSING WORDS</b> .....              | 4-65        |
| TELEPHONE TECHNIQUE.....                            | 4-07        |
| TERMINATION OF SERVICE .....                        | 4-17        |
| TIME-KEEPING .....                                  | 4-27        |
| TRAVEL / PER DIEM .....                             | 4-31        |
| UNEMPLOYMENT COMPENSATION .....                     | 4-25        |
| VEHICLES AND PASSENGERS ON DISTRICT BUSINESS .....  | 4-10        |
| VIOLENCE IN THE WORKPLACE.....                      | 4-58        |
| VOTING .....  | 4-42        |
| <b>WELCOME AND INTRODUCTION.....</b>                | <b>4-01</b> |
| WHISTLE BLOWER LAW POLICY .....                     | 4-19        |
| <b>WORK ENVIRONMENT AND DISTRICT PROPERTY</b> ..... | 4-07        |
| WORK STATION APPEARANCE .....                       | 4-07        |
| WORK WEEK .....                                     | 4-03        |
| WORKERS' COMPENSATION .....                         | 4-25        |

*This page intentionally left blank*

# **WELCOME and INTRODUCTION**

## **THE ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County**

This Employee Handbook is an introduction to the Anastasia Mosquito Control District of St. Johns County and will provide you with useful information about our employee policies, practices and benefits.

### **PURPOSE OF THE HANDBOOK**

This Employee Handbook is designed to acquaint you with the Anastasia Mosquito Control District of St. Johns County (AMCD) (also referred to as the "District") and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Employee Handbook to offer two-way communications: what you can expect from us and what we expect from you. However, the content of this Employee Handbook constitutes only a summary of the employee benefits, personnel policies and employment regulations in effect at the time of publication. Please refer to the AMCD Policy Manual for a complete list of all policies of the District. In the case of insurance and similar benefits, current plan documents will prevail.

The contents of this Employee Handbook are subject to revision from time to time. However, important changes may be printed and distributed to employees during the period between reprinting of this Handbook and the District retains the right to change any policy or procedure, as it deems necessary, at any time. The current Employee Handbook is online, on the AMCD website at [www.amcdsjc.org](http://www.amcdsjc.org) under AMCD Documents.

The information furnished in this handbook to employees of the District is distributed solely for assisting each employee in becoming more informed of the employment practices and procedures of the AMCD.

Under no circumstances are these materials to be considered to create a contractual or quasi-contractual relationship between any employee and the AMCD. The District does, moreover, hereby specifically disclaim any intent or purpose that these materials be considered or looked upon as contractual obligations or undertakings.

### **OUR POLICY**

We are here to serve the public. Our citizens are served according to the highest standards of courtesy, professional service and consideration.



## **<sup>1</sup>AMCD MISSION STATEMENT**

### **✧ OUR MISSION:**

To protect all people from the nuisance of mosquitoes  
and mosquito-borne diseases in St. Johns County, Florida.

### **✧ OUR VALUES:**

Service Driven, Science Based, Professional, Justified, Environmentally-  
friendly,  
Collaborative, Compassionate, Accountable, and Sustainable Excellence.

### **OUR VISION:**

AMCD of St. Johns County will be among the leading Districts  
for mosquito control and  
the people in St. Johns County will be among the healthiest in the nation –  
a well served community, enjoyed by all and supported by all partners.

### **✧ OUR PROGRAMS:**

Customer Service, Operations (including Surveillance and Control **by  
Ground and Aerial Application**), Education, and Applied Research.

## **EMPLOYMENT “AT WILL”**

This manual is provided to you as a guide of the District’s policies relating to your employment. These policies do not constitute a contract and they should not be construed as granting any contractual or property rights to the matters set forth in this manual. All employment with the District is “*at will*”, meaning that employees are free to voluntarily sever their employment with the District at any time and for any or no reason while the District retains the right to terminate employment at any time and for any reason, with or without cause or notice.

## **MEDIA CONTACT**

Since the District wants to convey a clear and consistent message about the mission of our organization, all questions from any person representing the media (i.e., newspapers, television, social media, or any other print media) must be referred to the District Director or the Director’s designated employee.

---

<sup>1</sup> As approved by the Board of Commissioners on May 15, 2014; Policy 2014-02 (*replaced original that was approved 7-10-07*)



# **GENERAL WORK PRACTICES**

## **ORIENTATION & TRAINING**

An orientation and training program is scheduled to acquaint new employees with important programs, practices and policies of the District. You will be able to ask any questions you may have concerning your employment, policies, procedures and benefits. When you start to work, you will want to know what your duties are. To help you perform your job in the correct manner, proper job instructions are provided. Your supervisor is an experienced person who will give you full opportunity to learn the best and most effective way of doing your work.

## **WORK WEEK**

The workweek begins on Monday at 12:01 A.M. and ends on Sunday at 12:00 A.M. (midnight).

## **HOURS OF WORK**

The hours of work may be different for different classes of positions, but the average length of the workweek shall be uniform for each class. Working hours and schedules may vary according to the type of work performed.

Working hours are based on a forty-hour week basis.

- During the summer mosquito season, all employees will work five (8 hour) days, Monday through Friday. The hours of work for operations personnel, is normally from 6:30 A.M. to 3:00 P.M., and for administrative personnel, from 7:30 A.M. to 4:00 P.M.
- During the winter season, all employees will work four (10 hour) days, Monday through Thursday, which offsets costs and helps the District save money. The hours of work for operations personnel is normally from 6:30 A.M. to 4:30 P.M., and for administrative personnel, from 7:00 A.M. to 5:00 P.M.

However, the hours may be changed, extended or reduced at management's discretion. Your supervisor will explain the hours of work for your job position.

## **BREAK and MEAL PERIODS**

Employees may take a break (15 minutes or less and no more than one in the morning and one in the afternoon), as well as, a 30 minute meal period each day ~~during the summer season~~, when their workload permits and with the supervisor's approval, provided that an employee's absence will not affect the smooth operation of the employee's department and this privilege is not abused. Employees are not regarded as "on call" during meal periods. Any meal period not taken must be approved by your supervisor and noted on your timesheet. The minimum duration must comply with Federal and State statutes, whichever is greater.

## **PROBATIONARY PERIOD**

<sup>2</sup>Every new full-time employee is considered to be in a probationary period for one (1) full year after the date of hire. <sup>3</sup>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 assessments about the person's suitability for the job they have been hired to perform. Should an employee fail to complete the probationary period successfully, they 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 who is promoted, transferred, or demoted to a different position shall serve a probationary period of 90 days following the change in status. However, this does not affect the employee from utilizing their already obtained insurances and full benefits (including annual leave and sick leave). During 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 their job during the probationary period, they 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 District reserves the right to discharge the employee.

## **ATTENDANCE AND PROMPTNESS**

Your contribution to the success of our District is important and the District needs you at work every day. Absenteeism and tardiness cause a loss of efficiency and places an undue burden on your fellow employees.

You are expected to be at work at the time scheduled by the District, except when prior permission for your absence has been received from your supervisor, or when serious illness or other emergencies occur preventing your presence. All employees unable to come to work are required to contact their supervisor no less than one-half (1/2) hour prior to the beginning of the workday. Failure to notify your supervisor will result in the employee being AWOL (absent without leave) resulting in disciplinary action and loss of pay for the time missed. Personal appointments should be scheduled outside of working hours if possible.

Excused absences include approved annual leave, District observed holidays, jury duty, bereavement, and approved leaves of absence.

Employees with excessive absenteeism or excessive tardiness may be subject to discipline, up to and including discharge.

---

<sup>2</sup> Revised 10-10-19, to be effective January 1, 2020; Policy 2006-11, approved by BOC 4-13-06

<sup>3</sup> Revised 10-10-19, to be effective January 1, 2020

Employees who are absent three (3) consecutive workdays without notice to their supervisor are presumed to have voluntarily resigned their position without notice.

#### **4 DRESS AND APPEARANCE POLICY**

These following dress and personal appearance guidelines are meant to enable the employees of the District to dress professionally. If an employee's attire does not meet standards considered acceptable or such that it may disrupt the process or good order and discipline of the District, the employee will be requested to leave the work premises to change, with time involved unpaid.

##### GENERAL GUIDELINES:

Clothing shall not be distracting or revealing.

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

Shoes must be safe and appropriate.

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

Hair shall be clean and well groomed. Hairstyles that defy safety codes or otherwise present employee safety issues will not be acceptable. Mustaches and Beards will also be clean and well groomed.

Jewelry, Make-Up, and Piercings: Any excessive jewelry, make-up, or piercings of a distracting nature or that defy any safety codes, will not be allowed.

##### GUIDELINES FOR EMPLOYEES THAT ARE ISSUED UNIFORMS:

Uniforms are provided to field personnel by the District at no cost to the employee, which includes laundering service. All field employees are responsible for wearing the appropriate uniform during all working hours. The uniform will be worn in such a manner so as to present a professional appearance and no modifications may be made to the uniform. Uniforms may be worn during incidental stops while traveling to and from the workplace, but not as general attire away from the workplace.

T-Shirts that are issued by the District with the AMCD logo on them should be worn by all interns and visiting scientists.

Executive uniforms that are issued to Administrative personnel will be worn at all times.

Administrative Personnel that do not wear uniforms will follow the "Guidelines for Administrative Employees Not Issued Uniforms".

---

<sup>4</sup> Policy 2010-03; As approved by the Board of Commissioner on Dec. 10, 2009

Employees who leave the District must return all uniforms that they have been issued.

GUIDELINES FOR ADMINISTRATIVE EMPLOYEES NOT ISSUED UNIFORMS:

MEN:

Nice Shirts (Dress, polo, etc. – No tank tops, T-Shirts etc.).

Neat Slacks or Jeans worn at the waist. (No holes)

Shoes & Socks must be worn.

WOMEN:

Dresses (no off the shoulder or low cut in front or back, where bare skin and/or cleavage is obviously seen).

Neat Slacks or Jeans (No holes)

Skirts (no shorter than 4 inches above the knee).

Blouses & Shirts (no off the shoulder or low cut in back or front (where bare skin and/or cleavage is obviously seen, no spaghetti strap tops as outerwear).

Capri style Pants will be acceptable if of a professional nature, worn with a professional blouse or shirt.

Backless shoes may be worn, however, bedroom slippers and footwear commonly considered as beachwear (for example; flip flops, etc.) are prohibited.

# **WORK ENVIRONMENT and DISTRICT PROPERTY**

## **WORK ENVIRONMENT POLICIES & PROCEDURES**

**WORK STATION APPEARANCE:** The appearance of our individual work stations is representative of the type of service we provide and a reflection on our fellow employees. Each employee is asked to ensure that their work area is kept clean and uncluttered. If you operate a District vehicle, it should be vacuumed and washed a minimum of once a week.

**TELEPHONE TECHNIQUE:** Proper use of the telephone will give the callers the feeling that we are friendly, helpful and considerate. Your help in being polite and considerate when receiving calls from customers will create a positive image for all employees.

Avoid keeping a caller on hold for a long period of time and do not allow a phone to ring unanswered. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so. In addition, respond to voice mail, and return phone calls in a timely manner.

**5CELL PHONE POLICY:** Cell phones when provided to employees, are provided for business purposes only, as a means to communicate with supervisors, other employees, and members of the public in the performance of the employee's job, as well as, for entering data for timesheets, service requests, and maintenance logs. As a result, they should not be used for personal calls not required for your job or that are not emergencies.

Any calls of a personal nature are forbidden and the cost of these calls may be considered income to you and deducted from your pay. Periodic audits for compliance with this directive may be conducted.

Safety is of importance in the use of your cell phones. Therefore, use of the cell phone for entering data, and taking and/or making phone calls while driving is prohibited. Employees should pull over, when safe, to return or make phone calls and/or to enter data.

**PERSONAL TELEPHONE CALLS:** Employees shall refrain from making or receiving personal calls on any and all phones, during work hours, except in case of emergencies, or when on your break or meal periods. (Note: Personal long distance phone calls are at the sole expense of an employee.)

**PERSONAL VISITS:** Visits by friends or relatives can be disturbing to our operations. Therefore, we strongly discourage non-business related visits during work hours, unless it is during a break or meal period.

**PERSONAL MAIL:** All mail that is delivered to the District is presumed to be District business. Mail sent to employees at the office will be routed to the appropriate department. If employees do not wish to have their personal correspondence

---

<sup>5</sup> Policy 2009-05; As approved by the Board of Commissioners on 3-7-09

handled in this manner, then they should have it delivered to their home. Employees must not use the postage equipment for their personal mail.

**PERSONAL PROPERTY:** The District cannot assume responsibility for the loss or theft of employees' personal property or valuables. You are encouraged to secure such property in a safe place.

**ELECTRONIC DEVICES AND SOFTWARE:** Desktop computers, laptops, and all other electronic devices are the property of the District and not the personal property of the individual employee. Use of all electronic devices for anything other than business related functions is prohibited and all District work should be done on District devices.

**E-MAIL/VOICE MAIL:** It is the policy of the District to inform all employees regarding privacy issues and usage of e-mail, voice mail and other information technologies (collectively "mail systems"). Ownership of internal communication systems, whether they are technology based or paper-based, remains with the District. The District reserves the right to read and listen to anything contained in a District owned electronic or non-electronic communication systems.

- All messages composed, sent or received on the District devices are and remain the property of the District.
- The use of the mail systems is reserved solely to conduct business at the District. It may not be used for personal business.
- The mail systems may not be used to solicit for commercial ventures, political causes, outside organizations or other non-job-related solicitations.
- The mail systems are not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- The mail systems will not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- The District reserves the right to review all messages created, received or sent over the mail systems for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the District without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. All passwords must be disclosed to management.
- Notwithstanding the District's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Director.



Any employee who violates this policy or uses the system for improper purposes will be subject to discipline, up to and including discharge.

**INTERNET USAGE:** The Internet and the World Wide Web networks provide a unique resource for acquiring and sharing business, governmental, technical, and other information. Employees using the Internet must do so in a proper, ethical, and professional manner. Employees who use the District access to the Internet:

- Must not disclose or transmit District proprietary information, such as security specifics (Passwords/login codes), software products or public information via the Internet unless approved by the District.
- Must not download or upload material containing the following: derogatory racial content; political statements; sexual content; offensive language; derogatory religious content; games; and any content which would negatively reflect upon the District, or is not directly related to District business.
- Must not use the Internet for personal gain or non-business solicitation.
- Must not attempt to gain unauthorized access to any computer or communications systems on the Internet.
- Must check any download executable software using approved virus package before that software is run on any District computer systems.
- Are not permitted to use personal Internet accounts on District equipment.

Any employee who violates this policy or uses the system for improper purposes will be subject to discipline, up to and including discharge.

**BULLETIN BOARDS:** Bulletin boards are for the purpose of posting notices and communications for employees of the District. All employees should check the bulletin boards on a regular basis. Information about office activities, procedures, training, government regulations, and other events appear on the boards. If an employee has a notice of general interest, it may be posted with prior management approval.

**NON-SMOKING:** It is the intent of the District to foster a healthy environment by prohibiting smoking on all District properties and District vehicles. Smoking is also prohibited while conducting business with our customers at any time.

**PERSONAL VEHICLE AT WORK:** There will be no work performed on any personal vehicle on the properties of the Anastasia Mosquito Control District, with the exception of assisting an employee with an emergency situation.

## **DISTRICT PROPERTY**

Our employees take pride in being able to use some of the most modern equipment available in our industry. The District has a large investment in equipment. Each employee is asked to help protect the equipment as though it were their own. Employees are responsible for District equipment assigned to them. Such equipment is provided for use on District business only.

<sup>6</sup>If an AMCD employee loses or destroys AMCD property due to negligence, appropriate disciplinary actions will be taken by the District as outlined in AMCD's Disciplinary Policy.

### **NON-RETURNED AMCD ITEMS COMPENSATION POLICY**

The AMCD will charge employees for District property not returned once employment terminates. The replacement cost of the items will be deducted from the employee's last paycheck.

### **VEHICLES and PASSENGERS ON DISTRICT BUSINESS**

Occasionally it may be necessary for a Board member or an employee to drive their personal vehicle on District business. Such travel by employees must be authorized in advance by your supervisor. While driving on District business, employees are expected to drive in a safe manner, obey all state and local driving laws and refrain from the use of alcoholic beverages and drugs that may influence driving ability.

Anyone who uses their personal vehicle for District business must present proof of insurance coverage with the minimum amounts of comprehensive and/or liability insurance required by law and a copy of their driving license as requested.

<sup>7</sup> Upon the authorization of the District Director, and done on an individual, case by case basis; guests, visitors, and contractors may ride in AMCD vehicles, when driven by authorized AMCD personnel while conducting business in relation to AMCD.

<sup>8</sup>Also, upon authorization of the District Director, and done on an individual, case by case basis, and only after a satisfactory background and driver's license check has been completed; interns, volunteers, and visiting scientists who are not AMCD employees (those being paid by collaborative entities) may drive AMCD vehicles, while conducting AMCD business in relation to AMCD.

<sup>9</sup>Pertaining to passengers in AMCD aircraft, AMCD will follow this AMCD "Vehicle and Passengers on District Business Policy", the Federal Aviation Administration (FAA), Part 137, and the FAA Advisory Circular AC No.: 00-1.1B on the FAA Website at: [www.faa.gov](http://www.faa.gov).

The District Director also has the authority to:

1. <sup>10</sup>Use his Board appointed AMCD vehicle in St. Johns County with the ability to drive it home with his agreement to keep business and personal use of the vehicle separate.
2. Approve AMCD employees to park District vehicles at their home, during times when needed for business travel associated with AMCD

<sup>6</sup> Update to Policy as approved by the Board of Commissioners on November 7, 2012

<sup>7</sup> Policy 2013-01; As approved by the Board of Commissioners on November 14, 2013

<sup>8</sup> As approved by the Board of Commissioners on 8-11-16

<sup>9</sup> Revision updated as 8-13-2020

<sup>10</sup> As approved by the Board of Commissioners on 10-20-16

business, training, seminars, and meetings and on special occasions for travel associated with AMCD business.

3. Approve AMCD employees, on an individual, case by case basis, to park their District vehicle at home on weekends, holidays, and/or on the occasions when they will be conducting ULV spraying late at night or early the next morning.

DRAFT

*This page intentionally left blank*

# **EMPLOYMENT PROCEDURES**

## **<sup>11</sup>EQUAL OPPORTUNITY EMPLOYER**

The District is an Equal Opportunity Employer (EOE). It is the policy of the District to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender, sexual orientation, pregnancy, marital status, veteran status, disability, and all other classes protected by law. This policy applies to all employment practices and personnel actions including, but not limited to, recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The District complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The District will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status, disability, or any other classes protected by law.

## **AMERICANS WITH DISABILITIES POLICY**

In compliance with the Americans with Disabilities Act (ADA), the District prohibits employment discrimination against otherwise qualified individuals with legally cognizable disabilities and shall make reasonable accommodations to qualified persons with disabilities, unless to do so would pose an undue hardship or pose a safety threat to the employee, co-workers, or others.

Individuals who believe they need a reasonable accommodation should submit a request to the District's Director. The District reserves the right to request medical or other supporting documentation to the extent permitted by applicable law.

## **EMPLOYMENT CLASSIFICATIONS**

FULL TIME: An employee who is regularly scheduled to work forty (40) hours or more per week with continued employment in a position for an indefinite time.

PART TIME: An employee who is regularly scheduled to work less than forty (40) hours per week.

TEMPORARY-PART TIME: An employee who is employed in a position for a limited period of time for less than six (6) months, such as interns or other employees who are hired for less than six months and is scheduled to work less than forty (40) or more hours per week.

SEASONAL-FULL TIME: An employee who is hired for 6 months and employed FULL TIME, such as seasonal inspector sprayers and seasonal interns who are hired full time for a six month period.

---

<sup>11</sup> As approved by the Board on 5-10-1990

TEMPORARY-FULL TIME: An employee who is regularly scheduled to work forty (40) hours or more per week with employment in a position for a definite time frame of more than six (6) months but not indefinite.

EXEMPT: An employee who is covered under an exemption under the Fair Labor Standards Act.

NON-EXEMPT: An employee who is subject to overtime provisions of federal and state laws, which require pay for hours worked in excess of forty (40) hours in one week, will be paid at the rate of one and one-half (1 ½) times their regular rate of pay.

The classification of an employee does not affect the *at will* nature of employment. Either party shall be free to terminate the employment relationship at any time for any reason and without cause.

If you have any questions concerning your status or the benefits for which you qualify, please contact your supervisor.

### **PERSONNEL RECORDS AND CHANGES**

Personnel records are the property of the District. They will be secured to maintain confidentiality to the extent required by law. Relevant information concerning pay, performance, and other personnel issues will be maintained.

It is the responsibility of the employee to keep the office personnel up-to-date with any changes in their personal files as soon as possible.

Change of beneficiary needs to be reported in writing for inclusion in your personnel records.

### **<sup>12</sup>EMPLOYMENT OF RELATIVES**

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

For the purposes of this section, "Relative / Immediate Family" is defined as: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister, grandmother, grandfather, step grandmother, step grandfather, grandmother-in-law, grandfather-in-law, step grandmother-in-law, and step grandfather-in-law of the relevant employee.

If the "relative" relationship, as defined above, is established after employment, the employees concerned will decide who will remain with or terminate from the District. If the employees do not make a decision within ten (10) business days of the relationship being established, the District Director will decide.

---

<sup>12</sup> Revision for approval by the Board of Commissioners on 5-10-18



### **13POLICY ON ROMANTIC RELATIONSHIPS AND DATING**

The District would like to maintain clear boundaries between employee's personal and business interactions and how relationships are conducted during working hours and within the working environment. This policy doesn't prevent the development of friendships and/or romantic relationships between coworkers and does not preclude or interfere with the rights of employees protected by any state or federal laws concerning employment relationships.

#### **DATING SUPERVISORY PERSONNEL OR THOSE IN DIRECT OR INDIRECT SUPERVISION OF AN EMPLOYEE**

The District strictly prohibits supervisors from dating their subordinates or those who report to subordinates (directly or indirectly). If this happens the supervisor will face disciplinary action, up to and including termination.

#### **COUPLES WHO ARE MARRIED OR IN A DOMESTIC PARTNERSHIP**

Where two employees of the District marry or establish a domestic partnership, the Director will transfer one of the employees to another department, if feasible. The District will try to ensure that the transfer will not negatively affect salary or benefits. If a transfer is not possible, one of the employees shall resign. If a decision cannot be made by the employees involved, the final solution will rest with the District Director.

#### **DATING/ROMANTIC RELATIONSHIPS:**

1. During working time and in working areas, employees are expected to conduct themselves in a manner appropriate to AMCD policy that does not interfere with other employees or with District productivity.
2. During non-work time, such as, lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the District's Disciplinary Policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors or those in direct or in-direct supervision of an employee and subordinates.

---

<sup>13</sup> Resolution 2004-03; As approved by the Board of Commissioners on February 12, 2004

6. Any supervisor, manager, Board member or other District official in a sensitive or influential position is prohibited from having a romantic or sexual relationship with another co-worker.
7. When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, the District will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
8. Failure to cooperate with the District to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers may be deemed insubordination and result in disciplinary action up to and including termination.
9. The provisions of this policy apply regardless of the sexual orientation or gender of the parties involved.
10. Any concerns about the administration of this policy should be addressed to the Districts HR representative.

### **CONFLICT OF INTEREST & OUTSIDE EMPLOYMENT**

Employment with the District is considered each employee's primary place of employment and responsibility. No employee shall, directly or indirectly, engage in or accept private employment, or engage in any other enterprise or activity, or render services for any other interests, whether paid or unpaid, when such employment or service would conflict with the proper discharge of the employee's official duties, would tend to impair their independence of judgment or action in the performance of duties as a District official or employee, or would otherwise give an appearance of conflict or impropriety.

Employees shall not have personal investments in or business relationships with outside organizations, businesses, or individuals that could conflict with the employee's duties or responsibilities as a District employee. Such relationships might be construed as evidence of favoritism, coercion, unfair advantage or collusion on the part of the employee or the District.

Commissioners of the District shall accomplish their duties and responsibilities as set forth in **CHAPTERS 112 AND 388, FLORIDA STATUTES**. They may engage in and/or accept private employment, enterprise or other activities and/or render services for other interests, whether paid or unpaid, as long as such employment or service does not conflict with the proper discharge of their official duties, or impair their independence of judgment or action in the performance of their duties as a District Commissioner, or otherwise give an appearance of conflict or impropriety, as regulated by Chapters 112 or 388, Florida Statutes.

Prior to accepting outside employment, employees are required to notify and obtain advance approval from their supervisor. In requesting approval, employees must advise the supervisor of the name and location of the outside employer, the type of business they are engaged in, the type of duties you will perform, and the number of days and hours you expect to work. Failure to advise the District and gain approval for outside employment is grounds for disciplinary action. Permission for outside employment will not be unreasonably withheld by the District, so long as it does not conflict with or interfere, or have the potential conflict with or interfere with the District's operations and interests. If approved, permission to engage in outside employment may be revoked at any time if the supervisor determines that the outside employment is inconsistent with this policy.

During any hours for which the employee is required to or scheduled to work for the District, an employee may not accept or be compensated for work performed on behalf of any other employer or individual. No District personnel, facilities, vehicles or other District property may be used by employees while engaged in outside employment or activities.

Employees who have any concerns about violating this policy should seek advice from their supervisor to avoid misrepresentation of facts.

### **PERFORMANCE EVALUATION**

All regular, full-time employees receive a written performance review annually. Performance reviews are an ongoing process. Your supervisor is continually evaluating your work in relation to your job responsibilities and objectives. All employees will have an annual written performance evaluation that will be discussed with them by management.

### **PROMOTIONS**

When job openings present opportunities for advancement, an effort will be made to fill the position from within the rank and file of the District's personnel. However, the District will simultaneously conduct an outside search. Employees requesting consideration for a job opening should submit a written Letter of Intent to their immediate supervisor who shall forward it to the District Director promptly.

### **TERMINATION OF SERVICE**

Termination is defined by category and action to be taken as follows:

RESIGNATION: Just as the District may terminate employment at any time, an employee may terminate employment at any time as well. For planning purposes, the District requests that all employees provide it with a minimum notice of an intended resignation of ten (10) business days prior to the intended date of departure. Such notice is to be made in writing. Please note that failure of an employee to provide at least a ten (10) business day written notice in

advance of resignation to the District will result in the forfeiture of all unused annual and sick leave benefits.

Three (3) consecutive workdays of absence without notice to appropriate management is considered resignation without notice.

RELEASE: This is a termination that results during the probationary period when the employee may not be suited for the type of work or may lack the qualifications, or the District has otherwise determined not to continue the employee in the position.

LAY-OFF: Results when no work is available for the employee.

RETIREMENT: As defined in the Florida Retirement System.

DISCHARGE: The District reserves the right at any time to terminate employment with or without reason. An employee who is discharged is usually not subject to rehire. In case of discharge, an employee will not receive annual or sick leave pay or other accrued non-wage benefits.

Receipt of the full and final paycheck is subject to:

1. Return of all District property, keys, uniforms, handbooks and other items to the District, upon termination of employment.
2. Satisfaction of all financial obligations to the District. Employees will normally receive their final paycheck on the next regularly scheduled payday.

### **EMPLOYMENT REFERENCES**

Verbal or written employment references on former employees shall not be given by employees. All inquiries by telephone or mail for references must be forwarded to the District Director.

### **EXIT INTERVIEW**

Any employee leaving the employment of the District is encouraged to attend an exit interview conducted by a supervisor. The purpose of the interview is to resolve any questions of compensation, insurance continuation, return of District property, or other matters related to the termination. The monetary value of District property that is not returned or properly accounted for may be deducted from any monies owed the employee from their final paycheck.

### **REHIRING FORMER EMPLOYEES**

Former employees who left due to resignation, layoff or release, but who had a satisfactory performance record while employed, are considered eligible for rehire after a review of the employee's previous employment records and advance approval of management. All employees' rehired following termination or release are considered new employees and shall serve a probationary period.

## **<sup>14</sup>NON-INTERFERENCE in PROCUREMENT and HIRING PRACTICES POLICY**

The AMCD has adopted this policy for non-interference in procurement and hiring practices. It is deemed in the interest of the public that additional measures be adopted to prevent an abuse of discretionary authority by individual Commissioners, staff, and employees in matters of procurement and hiring;

1. No official **Commissioner, staff, and/or** employee shall directly or indirectly coerce or attempt to coerce, direct, or otherwise interfere in a procurement or personnel matter. If the official **staff and/or** employee is a member of an evaluating body, that person may participate in the process to the same degree as all other members of that body.
2. Nothing in this section may be construed to prohibit individual members of the District Board from asking questions of any employee and making personal observations regarding all aspects of District operations so as to obtain independent information to assist the members in the formulation of policies to be considered by the commission. It is the express intent of this section, however, that such inquiry not interfere directly with the administrative operations of the District and that recommendations for change or improvement in the District be made through policies and procedures adopted by the Board.

## **<sup>15</sup>WHISTLEBLOWER LAW/POLICY**

AMCD is committed to the highest standards of moral and ethical behavior by all its employees and in all business dealings. Employees are expected to conduct AMCD business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to appropriate AMCD officials. Employees acting in good faith who report suspected dishonest acts and/or fraudulent activity will be protected against retaliation for making such report. Knowingly false allegations are not protected under this policy and AMCD may discipline and terminate employees making false allegations and otherwise defend itself in the event that employees report false allegations. The following official policy adopted by the AMCD Board provides more specific, detailed information.

### **PROTECTING SAFETY, HEALTH AND ENVIRONMENT AND EMPLOYEE RIGHTS TO RAISE CONCERNS**

Statement of Principles: The Anastasia Mosquito Control District of St. Johns County (AMCD) encourages employees to raise concerns rather than let them fester, to ask questions and make suggestions, and to work together to solve problems and make AMCD a safe, healthy, happy workplace by respecting principles of equality, openness, transparency and a good day's work for a good day's pay.

---

<sup>14</sup> Policy 2011-02, Resolution 2011-01; As approved by the Board of Commissioners on March 10, 2011

<sup>15</sup> Policy 2009-01; As approved by the Board of Commissioners on 11-20-08



AMCD is committed to the highest standards of moral and ethical behavior by all its employees and in all business dealings. Employees are expected to conduct AMCD business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to appropriate AMCD officials. Employees acting in good faith to report suspected dishonest acts and/or fraudulent activity will be protected against retaliation for making such report.

A. ENVIRONMENTAL, SAFETY AND HEALTH PROTECTION

1. AMCD will control mosquitoes safely and prudently at the lowest feasible cost, favoring natural methods (like reducing standing water), protecting and advancing environmental, safety and health protection.
2. All employees and citizens are encouraged to ask questions, raise issues and report concerns, including concerns about environment, safety and health, accountability, or other AMCD governance issues.
3. Persons raising concerns will be respected and treated with courtesy. Concerns will be discussed with respect for individual rights. Employees and supervisors are empowered to report their environmental, safety and health protection concerns to the proper chain of command.

B. STANDARDS

AMCD expects high standards in protecting employees and the public. Employees are expected to report environment, safety and health concerns and management shall take appropriate action expeditiously.

C. KNOWINGLY FALSE ALLEGATIONS NOT PROTECTED

Knowingly false allegations are not protected under this policy and AMCD may discipline and terminate employees making false allegations and otherwise defend itself in the event that employees report false allegations.

D. FLORIDA LAW FOR OTHER TYPES OF EMPLOYEE CONCERNS

Concerns other than environmental, health and safety concerns are protected by "Florida's Whistleblower Law". **FLORIDA STATUTE 112.3187 – 112.31895 "FLORIDA WHISTLE-BLOWER'S ACT"**.

## **16CONTINUING EDUCATION POLICY**

Full time AMCD employees are eligible, after one year of employment, for job-related, continuing education course work toward skill improvement or a higher degree.

Standards and Limitations:

- In order to be eligible for continuing education course work, the employee must be employed full time with AMCD for a minimum of one year.
- Employees may use up to \$3,000 per six month period for continuing

---

<sup>16</sup> Revised and approved by the Board of Commissioners on April 9, 2015; Prior Updates October 10, 2012



education classes for registration fees and tuition.

- All courses are subject to approval by the Director and must be job related.
- Courses are not to be taken during employee's scheduled work hours.
- Upon completion of course work, a copy of the final grade or complete certification must be submitted. (i.e. transcript or other document clearly stating the final grade or certificate)
- Final grade must be passing (2.0 or higher) and the completed courses have to be certificated or the employee is subject to reimbursing AMCD through deduction from their paycheck for the continuing education course work that was taken.
- All book and course material purchases will be the sole responsibility of the employee.
- AMCD may pay the registration fee above for the employee first, however, if the employee fails the course (with a grade of D or below), the registration fee shall be paid back by the employee to AMCD through deduction from their paycheck.
- Upon obtaining a higher degree, the employee is expected to retain their employment with AMCD for a minimum of one year following receipt of the degree. The date of obtaining the higher degree will be counted as the date that the employee graduates. If the employee breaks the policy by leaving before one year after obtaining their higher degree, they will pay the District back at 50% of the total cost.

*This page intentionally left blank.*

DRAFT

# **EMPLOYEE BENEFITS**

## **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 Benefit Companies plan documents. 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 benefits. Should you have questions, do not hesitate to ask your supervisor or the HR representative.

Benefits apply only to regular and Temporary full-time employees, with the exception of holidays for all seasonal personnel, interns, and visiting scientists, as well as annual leave accrual for all those working full time (interns and seasonal, or visiting scientists) who possess and maintain a Public Health Pest Control license.

## **GROUP INSURANCE PROGRAM**

<sup>17</sup>Regular and Temporary full-time employees are eligible to participate in the group insurance program immediately from 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.

<sup>18</sup>The District will pay 50% of the District funded health savings account ("HSA") from the first date of hire and will pay the additional 50% of the District Funded HSA after six (6) months of employment.

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

---

<sup>17</sup> As approved by the Board of Commissioner 10-10-19 / to be effective January 1, 2020

<sup>18</sup> As approved by the Board of Commissioners 10-10-19 / to be effective January 1, 2020

made to the District's benefits, the plan administrator will notify plan participants of any amendments to the plan.

### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

If you are an employee of the District covered by our medical insurance plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the involuntary termination of your employment. Your eligible dependents may also have the right to elect continuation coverage for a temporary period in certain circumstances where their coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you have any questions concerning your rights under COBRA, please contact the HR representative for details.

### **FLORIDA RETIREMENT SYSTEM**

Regular, full-time employees participate in the Florida Retirement System. Most of these contributions for this retirement program are paid by the District and employees pay 3%. The requirements for eligibility for retirement benefits and the types and levels of benefits are established by the Legislature of the State of Florida in **CHAPTER 121, FLORIDA STATUTES**.

The Florida Retirement System also has disability benefits that will be explained upon request.

### **<sup>19</sup>DEFERRED COMPENSATION SAVINGS PLAN**

The District provides employees with a means of long-term savings to supplement your Florida Retirement System and Social Security benefits at retirement.

AMCD offers a deferred compensation plan to employees who are interested. Employees' contributions to this plan will be payroll deducted.

Employees are eligible to participate in the plan immediately upon date of hire. An enrollment packet will be presented to eligible employees.

### **SOCIAL SECURITY RETIREMENT SYSTEM**

You may receive a lifetime monthly pension based upon earnings and the number of years you are covered under the Social Security Act. In addition to the amount you have deducted from your paycheck, the District also matches your deduction dollar for dollar and pays into your social security account. You are encouraged to check your social security record every few years to make certain that deductions have been correctly reported and credited to your account.

---

<sup>19</sup> As approved by the Board of Commissioners on April 10, 1997

## **UNEMPLOYMENT COMPENSATION**

The District pays the entire cost of unemployment compensation insurance. This benefit is designed to help prevent the financial hardship of unemployment. Payment of this benefit is administered by the State of Florida.

## **WORKERS' COMPENSATION**

When an on-the-job related accident or disability is determined to be in the course and scope of your employment, workers' compensation insurance covers the cost for your medical expenses and hospital care plus compensation for lost wages. The District pays the entire cost of this benefit to Workers Compensation. However, immediately following a work-related injury or disability, Workers Compensation will not start for 40 hours (seven days), therefore the District will pay that 40 hours as Administrative Leave. If your disability extends to over 21 days, Workers Compensation will then pay those first 40 hours (seven days) and the employee will then be responsible for paying that amount back to the District, for the first 40 hours. After 40 hours, Workers Compensation will cover 66 2/3 of the employee's wages, and the employee will need to use accrued sick leave first and then annual leave (once sick leave is exhausted) to make up the difference to receive full pay. Employees should not receive combined Workers Compensation benefits and District pay (sick and/or annual leave) in excess of their normal salary.

All injuries, no matter how superficial they may appear, should be reported immediately to your supervisor.

In the event of an accident on-the-job that requires medical treatment and when the injury appears to be life threatening, the employee should be taken to a hospital emergency room. For a less serious injury, an emergency primary care center designated by the insurance carrier should be used.

### **FLORIDA STATUTE 440.14 "WORKERS COMPENSATION"**

*This page intentionally left blank*

DRAFT

# PAY PRACTICES AND PROCEDURES

## <sup>20</sup>OVERTIME

A non-exempt (hourly) employee who works over forty (40) hours in a workweek will be compensated at the rate of one and one-half (1½) times their regular hourly rate of pay in accordance with the provisions of **THE FAIR LABOR STANDARDS ACT OF 1938**, as amended. <sup>21</sup>(Work hours for overtime purposes include actual hours worked. Work hours do not include <sup>22</sup>holidays, annual leave, sick leave, or other forms of leave.) All hours worked in excess of your regular schedule must be authorized in advance by your supervisor and approved by the Director.

Occasionally, overtime may be required due to business necessity. Examples of business necessity include, but are not limited to, an encephalitis outbreak, a public health emergency declaration or threat, an epidemic, a hurricane or a severe tropical storm, etc. We are confident that all employees will cooperate to the fullest when overtime hours are required. If there are not enough volunteers, it will be necessary to require employees to work overtime hours. If overtime is anticipated, an effort will be made to notify you prior to the beginning of that day. Whenever necessary, the supervisor will schedule mandatory overtime as far in advance as possible.

An exempt employee will not receive overtime pay. There will be times when working extra hours will be required.

## TIME-KEEPING

All employees will complete a daily time sheet that *accurately* reflects all hours worked and tasks performed. Time sheets allow for accurate accounting of employee benefits and hours worked for computing pay and overtime for non-exempt employees. It is a violation of policy to falsify any time sheet or any District record. Violation may be grounds for dismissal.

Each employee will fill out a daily time sheet via their electronic device. The supervisor or Administrative Assistant will print the timesheets and both the employee and supervisor will sign the completed time sheets at the end of the two week pay period. Your supervisor will explain the time sheet system to you.

The District reserves the right to institute other means of recording hours worked.

The District is committed to complying with the Fair Labor Standards Act of 1938, as amended. Accordingly, the District will pay all non-exempt employees an overtime rate for all work in excess of forty (40) hours per week. For record keeping purposes, the District may "round" any employees' hours, as permitted by law. Employees should refrain from working outside regular hours without direction from their supervisor.

---

<sup>20</sup> As approved by the Board of Commissioners on Aug. 10, 2006

<sup>21</sup> Approved June 2006 Revised Employee Handbook (Annual & Sick Leave paid at employee's regular rate of pay.

<sup>22</sup> Policy 2006-13; As approved by the Board of Commissioner on 8-10-06



## **PAY PERIODS**

Paydays for all employees are on a bi-weekly basis. Payment is made for all work performed in the pay period ending the previous week. When a holiday occurs on a regularly scheduled payday, employees will receive pay on the last business day prior to the holiday or weekend. The District reserves the right to make changes to the pay periods.

Paychecks are carefully prepared, but errors can occur. If you think there is an error on your check, report it to your supervisor immediately.

## **PAYROLL DEDUCTIONS**

Payroll deductions may consist of, but not be limited to, the following: federal income tax (withholding tax); social security and Medicare taxes; group insurance premiums (if applicable); dental insurance (if applicable); deferred compensation (if applicable); credit union (if applicable); loss, damage, or destruction of District property, upon termination of employment; FRS-414(h); sunshine fund.

However, AMCD reserves the right to change deductions at any time.

## **<sup>23</sup>PAY INCREASE EFFECTIVE DATE**

It is the official policy of the AMCD that, unless other-wise specified through the budget approved by the Board of Commissioners, all pay increases given to employees are to take effect as of the first day of the pay period after the increase is approved. Please also see the Pay Plan Policy below for step increases given every three years on employee anniversary dates.

## **<sup>24</sup>PAY PLAN POLICY**

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

Each position is assigned to a Grade in the Full Time Pay Plan. The Grades identify a minimum pay rate and a maximum pay rate. <sup>25</sup>All new positions will begin at a minimum of \$15.00 per hour or higher. Additionally, in the Full Time Pay Plan, each Grade has ten Steps within it. In this plan, employees are eligible to receive a Step Increase (move up one Step) every three years on their anniversary date as long as minimum performance standards have been met, until Step 10 has been reached at which point the employee is no longer eligible to receive future Step Increases.

---

<sup>23</sup> Resolution 2005-06; As approved by the Board of Commissioners on July 14, 2005

<sup>24</sup> Revision as approval by the Board of Commissioners on 5-10-18; As approved by the Board of Commissioners 10-20-16; Revised 7-13-17

<sup>25</sup> As approved by the Board of Commissioners on July 11, 2019 and effective as of October 1, 2019

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

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

#### FULL TIME PAY PLAN

##### STRUCTURE:

- Structured pay plan with ten Grades, with ten Steps in each Grade.
- The Grade identifies the minimum and maximum pay rate. Employees are assigned to the Grade which most closely matches what the market and industry salary data indicates is the pay range for their position. Some Grades may have more than one employee assigned to them and others may have none assigned to them.
- Grades will be periodically evaluated to make sure they remain competitive with the market and industry and may be adjusted as necessary. Employees may be reassigned to a different Grade if warranted.
- Employees are assigned a Step within the Grade to which they are assigned.
- Step assignments are based on years of experience at AMCD (new hires may be assigned higher than Step 1 to account for relevant experience in a similar position elsewhere at the Director's discretion, however, new hires will not be assigned higher than Step 5 to ensure future growth in the pay plan).
- Step assignments for Mosquito Control Technicians, upon hire, will be based on education and experience per the following levels:
  - Grade 1-2: Must possess a high school diploma and have anywhere from no experience to 1 year experience.
  - Grade 2-3: Must possess a high school diploma, a Public Health Pest Control License and 3 years of experience ~ Or if they have a college degree, no experience is necessary.
  - Grade 3-4: Must possess a high school diploma, a Public Health Pest Control License and 4 years or more of experience ~ Or if they have a Master's Degree, no experience is necessary.
- If an employee transfers positions, promotion / demotion, and consequently changes Grades (higher or lower), they will be assigned to the same Step number in the new Grade as they are already assigned or the step number determined by the Director.

#### COST OF LIVING INCREASES:

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

#### STEP INCREASES:

- Step Increases are a combination of merit and length of service increase and range between 3 – 5% depending on which Step the employee is assigned.
- Step Increases are in addition to any approved Cost of Living increases, so it is possible that an employee could receive a Cost of Living increase in October, and also receive a Step Increase in that same fiscal year.
- Employees will receive a Step Increase (move up one step) every three years in the pay period in which their anniversary date falls.
- When employees obtain a Grade Level promotion prior to their next "Step Date", the Grade Level Promotion date replaces the Step Date and they are eligible for the next step increase beginning three years from this new "Grade Date".
- Employees must meet performance expectations (overall rating on all performance evaluations within the past three years) in order to receive a Step Increase.
- If an employee does not meet performance expectations, their Step Increase will be delayed one year after the performance improvement.
- Once an employee reaches Step 10 (Maximum Pay Rate of the assigned Pay Grade), they will only be eligible to receive the approved cost of living increases and will not be eligible for future Step Increases.
- Employees were assigned to the Pay Plan grade and step according to years of service. New hires will receive their step increase at their third anniversary year with the District. If the new hire's probation has been extended for 3 or 6 months, the step increase date will be extended for 3 or 6 months.

#### SEASONAL PAY PLAN

- Seasonal Inspectors/Sprayers and intern students and part time employees are paid \$15.00 per hour based on education and experience. If a Seasonal Inspector/Sprayer obtains their Public Health License, the pay rate will be increased by \$0.50/hour effective the beginning of the next pay period after the license was issued.

- The pay rate for this position will be periodically evaluated to ensure competitiveness with the market and industry and will be adjusted as necessary.

### **GARNISHMENT OF WAGES**

Employees are expected to be responsible for their own financial affairs and budget their expenses wisely. Voluntary assignments of pay will not be honored. Current laws will be followed in honoring garnishments.

### **TRAVEL / PER DIEM**

<sup>26</sup>A Simplified (high-low) per diem allowance is provided for in-state and out-of-state travel. Employees will be reimbursed at the approved mileage for all miles driven, plus tolls, and parking expenses when their personal automobile is used for authorized travel for the District's business. Personal vehicles may only be used for authorized travel in the event that a District vehicle is unavailable.

<sup>27</sup>In the event that it is necessary for an employee, such as a supervisor, to utilize their personal vehicle, they may be compensated at the IRS Code Specified Rate.

Accurate records will be necessary for reimbursement and <sup>28</sup>require actual receipts.

The District Director or their designated representative has the power and authority to make advance payments to any authorized traveler for mileage, travel and/or convention/seminar costs and fees that have been approved by the Board of Commissioners and not directly prepaid to vendors.

Your supervisor will explain business travel policies and expenses that qualify for reimbursement when travel is required for District business.

All other provisions of **FLORIDA STATUTES 112.061**, for reimbursement, shall remain in full force and effect.

---

<sup>26</sup> As approved by the Board of Commissioners on January 8, 2004

<sup>27</sup> As approved by the Board of Commissioners on March 11, 2004

<sup>28</sup> Resolution 2004-02; As approved by the Board of Commissioners on March 11, 2004

*This page intentionally left blank.*

DRAFT

# **LEAVES OF ABSENCE**

## **GENERAL PROVISIONS**

ABSENCES FROM DUTY - No employee of the District shall absent themselves from duty without authorized leave except in cases of sickness or emergency. An employee who is absent without authorized leave of absence for three (3) consecutive working days, shall be deemed to have abandoned their position and to have resigned unless they, within a period of ten (10) working days succeeding the three (3) days, prove to the satisfaction of the Director that such failure was excusable, provided, however, that nothing contained herein shall be construed as preventing the Director from suspending or dismissing an employee because of unauthorized absence.

LEAVE PERIODS TO BE STIPULATED - Leaves of absence, with or without pay, with exception of those resulting from personal illness or emergency conditions, shall be for definite stipulated periods.

RETURN TO DUTY - At the expiration of the leave of absence, with or without pay, an employee reporting for duty shall be returned to the position filled by them when such leave was granted except as otherwise provided under section: "Military Leave - Permanent Employee Positions and Other Than Permanent Employee Positions" and under section: "Leaves of Absence Without Pay". An employee may return to duty before the expiration of their leave only with the approval of the Director. If, on the day following the expiration of leave, the employee has not returned to their position and the leave has not been extended, the employee shall be considered to have resigned from their position effective the close of business on the last day of their leave, unless extenuating circumstances are found to exist. In cases of leave without pay in excess of fifteen (15) calendar days, return to duty shall be reported to the Director.

## **LEAVES OF ABSENCE WITH PAY- GENERAL PROVISIONS**

ELIGIBILITY - Permanent, probationary, and provisional employees in the classified service shall be entitled to earn leave with pay. Educational leave shall not be considered a break in service nor affect an employees' eligibility for advancement in the pay scale. During educational leave the employee will not accrue sick or annual leave.

### **COMPUTATION OF LEAVES OF ABSENCE WITH PAY:**

- A. Creditable Service - for the purpose of computing leave with pay, creditable service means all paid service of an employee under trainee, provisional, probational, and permanent appointments, when there is no break in service, provided, however, that no credit shall be allowed for calendar months during which an employee is in non-pay status for more than fifteen (15) calendar days.
- B. Methods of Computation - Leave with pay shall be calculated in hours based on the number of hours in the employee's normal workday. In case of a change in the workday of an employee, his accrued leave shall

be converted to conform to the workday for his current assignment. Leave with pay shall be calculated on a fiscal year basis.

- C. Charges Against Accrued Leave With Pay – The amount of leave with pay charges against an employee's accumulation shall be equal to the number of regularly scheduled hours they would otherwise have worked during their absence on such leave. Leave with pay shall not be charged for non-work days.
- D. Accrual of Leave with Pay While on Leave –
1. Regular Leave with Pay – Employees on regular leave with pay shall continue to accrue leave with pay during such leave periods.
  2. Terminal Leave with Pay – Employees on terminal leave with pay shall not accrue leave with pay during such leave periods.
  3. Leave Without Pay – Employees on leave without pay shall not accrue leave with pay during the period they are on non-pay status. Employees granted educational stipends shall be considered as being on leave without pay.

### **LEAVE FORMS**

Leaves of absence with pay shall be certified by the Director upon forms prescribed by the Director. All leave forms must be approved by the supervisor and either the Director or Operations Manager, and then submitted to the Administrative Assistant, in a timely manner, for recording on each payroll. No leave forms will be accepted without proper authorization.

Leave with pay shall not be allowed in advance of being earned.

### **ANNUAL LEAVE**

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

<sup>29</sup>All LICENSED full time seasonal employees and interns will receive annual leave each season at 3.077 hours per pay period. Any accrued annual leave at the end of each season will be paid out to the seasonal employee at their present rate of pay. There is no probationary period for full time seasonal employees or interns, however, seasonal employees and interns must obtain a PHPC license before they can accrue and take annual leave pay.

All <sup>30</sup>regular and temporary full-time employees will accrue annual leave from date of hire <sup>31</sup>which may be taken 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 set up on an anniversary date basis and accrued in accordance with the following schedule:

---

<sup>29</sup> As approved by the Board of Commissioners on 11-7-12

<sup>30</sup> As approved by the Board of Commissioners on December 15, 2016

<sup>31</sup> Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006



| <u>YEARS(S) OF SERVICE</u>        | <u>LEAVE EARNED<br/>PER PAY PERIOD</u> | <u>LEAVE EARNED<br/>PER 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                  |

<sup>32</sup>The 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 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.
- <sup>33</sup>Annual 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 their 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.

<sup>32</sup> As approved by the Board of Commissioner on 1-14-16

<sup>33</sup> Policy 2006-12; As approved by the Board of Commissioners on 6-8-06

- 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 and 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.
- <sup>34</sup>Annual leave must be taken in minimum increments of fifteen (15) minutes.
- <sup>35</sup>ACCUMULATION 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.
- 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 hours 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.

## **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.

All <sup>36</sup>newly hired, regular and temporary full-time employees are eligible for paid sick leave which will accrue from date of hire and can be taken after their first pay period accrual 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.

<sup>34</sup> As approved with Employee Handbook Revision October 15, 2009

<sup>35</sup> Revised; As approved by the Board of Commissioners on October 8, 2015

<sup>36</sup> As approved by the Board of Commissioners on December 15, 2016

- 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
  - Maternity purposes for doctor's appointments and general sickness during the months up to the birth of the newborn and only when the employee has sick leave accrual available at the time of the request. The employee may use accumulated sick leave during the birth and for care of the newborn but for only up to twelve workweeks in a 12 month period and only if they have the leave time accrued at the time of the request being submitted at or before the birth. Once accrued sick leave has been exhausted, the employee will be on leave without pay for the remainder of the twelve workweeks only, based on the "Family and Medical Leave Act" per the United States Department of Labor, Wage and Hour Division. [www.dol.gov](http://www.dol.gov)
- 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) normal workday of hours (8 hours during the winter season and 10 hours during the summer mosquito season) 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 fiscal year for personal purposes. 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 all sick and annual leave is exhausted, the employee 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.
  - <sup>37</sup>One-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 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, they shall not be credited with unused sick leave accrued during their period of previous employment unless reinstatement is made within fifteen (15) calendar days of the date of separation.

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.

### **<sup>38</sup> ANNUAL & SICK LEAVE PAYOUT POLICY**

- I. ANNUAL LEAVE PAYOUT POLICY - An employee is eligible to receive an annual leave payout each year in December from the first to the last pay period dates in the prior fiscal year period, subject to the following:
  - Completion of one year of service from hire date;

<sup>37</sup> As approved by the Board of Commissioners on June 10, 1993

<sup>38</sup> Policy 2010-02; As approved by the Board of Commissioners on Nov. 17, 2009

- Employee must maintain a minimum of 80 hours annual leave;
- Employee must have taken at least one week (40 hours) of vacation during the past 12 months;
- Employee can convert up to three weeks (120 hours) of accrued vacation time to a benefit bonus payout at their current salary (payment will be without retirement contribution), thus reducing long-term liability to the District and overall cost.

II. SICK LEAVE PAYOUT POLICY - An employee is eligible to receive a sick leave payout each year in December (except for the termination year) for the current fiscal year period, subject to the following:

- Completion of one year of service from hire date;
- Employee must maintain a minimum of 80 hours sick time;
- Employee cannot exceed 40 hours utilization of actual sick time during the past 12 month period;
- Employee can receive a maximum payout of up to three weeks (120 hours) each year (except for the termination year) of the sick time accumulated at their current salary (payment will be without retirement contribution), thus reducing long-term liability to the District.

NOTE: If an employee leaves the District for any reason within a year of receiving a payout for accrued sick leave, that money will be collected from their final pay and earnings.

III. General - Requests for payouts must be received on the "Annual & Sick Leave Payout Request" form by the Director at least 2 weeks in advance of the payout.

Payouts will be made the first payday of December unless otherwise authorized.

### **BEREAVEMENT**

The District recognizes the need for you to be present in the event of a death in your immediate family. "Immediate family" is defined as the employee's spouse and the parents, grandparents, brothers, sisters and children of both the employee and the spouse. Whether the three (3) day leave or the five (5) day leave applies, this leave option will be jointly determined by you and your supervisor based upon circumstances. It is customary that the three (3) day leave be used when the deceased and subsequent services are within the county, and the five (5) day leave is reserved when you must travel outside of the county. Bereavement Leave will be compensated first from any accrued sick leave and second from annual leave. If there is insufficient accrued sick leave or annual leave, then the leave will be without pay.

An employee may be allowed up to two (2) hours of bereavement leave to attend the funeral services of a friend, with a statement provided to the employee's supervisor or the District Director, in the absence of that supervisor under which the employee works.

## **HOLIDAY PAY**

<sup>39</sup>All seasonal employees and interns will receive holiday pay for the holidays that fall within their season.

Regular, full-time employees are eligible for holiday pay from the date of employment. The holidays usually observed are:

|  |                        |
|--|------------------------|
| New Year's Eve                           | President's Day        |
| New Year's Day                           | Veteran's Day          |
| <sup>40</sup> Martin Luther King Jr. Day | Thanksgiving Day       |
| Good Friday                              | Day after Thanksgiving |
| Memorial Day                             | Christmas Eve          |
| Independence Day                         | Christmas Day          |
| Labor Day                                |                        |

- If an authorized holiday occurs on a Saturday or Sunday (or a Friday during the winter season when we are on four {10 hour} days), it will usually be observed on another day, at management's discretion (or it may be added to the two week holiday shut down, usually observed at the end of December and the beginning of January).
- If a holiday occurs during your annual leave period you will receive holiday pay and not be charged with a day (s) of annual leave.
- Holiday pay will be based upon the employee's regular rate of pay.
- Employees on an unpaid leave of absence shall not be eligible for holiday pay.
- Generally, the District observes a mandatory two (2) weeks holiday shut down during the Christmas and New Year's holiday dates. The following holidays will generally be paid out as 10 hour holiday days during that two weeks; the day after Thanksgiving (as it falls on a Friday during our 10 hour/4 day weeks), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and sometimes Veteran's Day if it falls on a Friday, Saturday, or Sunday in November (where we are on 10 hour/4 day weeks). Depending on whether Veterans Day is used in November or in December, employees will need to have available 10 hours or 15 hours of annual leave to use during the two weeks and if they do not, it will be Leave without pay for those hours. The remaining 10 hours or 15 hours will be paid as Administrative Leave.

## **"ADMINISTRATIVE LEAVE"**

Special leave granted for Armed Forces Reserve and National Guard Training, Jury/Civic Duty, Voting, Disaster Emergency Leave, and any other approved special leave, shall not be charged against the employee's accumulated leave. Such leave granted shall be recorded on the employee's attendance record as Administrative Leave.

<sup>39</sup> Policy 2012-08; As approved by the Board of Commissioner on 11-7-12

<sup>40</sup> Policy 2012-09; Added as approved by the Board of Commissioners on 11-7-12



## MILITARY LEAVE

### RESERVE AND NATIONAL GUARD TRAINING

Members of the United States Armed Forces Reserves or the National Guard who are required or ordered to engage in reserve training, whether on active or inactive duty, upon presentation of a copy of his official orders, shall be granted leave with pay (*Administrative Leave*) for up to 17 calendar days per year. Absences for reserve training in excess of 17 calendar days per year shall be without pay, unless the employee voluntarily elects to utilize accrued, unused annual leave.

### ORDERED TO ACTIVE MILITARY SERVICE

Members of the United States Armed Forces Reserves or the National Guard who are ordered to active military service other than short-term training provided for under section above "Reserve and National Guard Training" shall, upon presentation of a copy of their official orders, be granted leave extending ninety (90) calendar days beyond the date of separation from the military service, shall be granted leave with pay for up to 30 calendar days. Leave for active military service in excess of 30 days will be granted without pay, unless the employee voluntarily elects to utilize accrued, unused annual leave. Upon discharge from active military service, the employee is entitled to reinstatement to their prior position to the extent required by applicable federal or state law. **FLORIDA STATUTES CHAPTER 115.09 AND 115.14**

### PERMANENT EMPLOYEE POSITIONS.

In the absence of a permanent employee, the position in which they hold status shall be filled on a substitute basis. Upon their separation from the military service, the employee must request reinstatement, in writing, within the prescribed period, submit to a medical examination, if required to determine their fitness to perform the duties of the position they are returning to and present a copy of their separation papers. Upon complying with the aforementioned requirements, the substitute employee will be separated or transferred and the employee restored to their former position at the step in the salary range at which they were being paid when leave was granted. However, if said employee volunteers for an additional tour of duty when they become eligible for separation, they shall forfeit their reinstatement rights.

### OTHER THAN PERMANENT EMPLOYEES POSITIONS.

In the absence of an employee having other than permanent status, the position they held may be filled by normal certification procedures instead of on a substitute basis. Upon complying with this procedure prescribed for a permanent employee in "Permanent Employee Positions", they shall be entitled to re-employment in a position equivalent to that held when leave was granted at the step in the salary range at which they were being paid upon separation, they shall forfeit their re-employment rights.



## **JURY/ CIVIC DUTY**

If you are subpoenaed for involuntary jury duty, or as a witness in a court of law, you must notify your supervisor as soon as possible of the time and place you are to serve. You must provide your supervisor with a copy of your subpoena or other court order.

You will receive your regular rate of pay (as Administrative Leave) for each day of jury duty pay on which you would have otherwise worked. To receive jury duty pay, you must present acceptable proof to your supervisor showing the dates of jury service and the employee shall refuse pay from the jury or witness assignment, as they are being paid by the District.

You are expected to return to work if you are dismissed from jury service before the end of the regularly scheduled workday. It is our policy to follow applicable local, federal and state laws.

## **VOTING**

The District encourages all employees to exercise their right to vote. The polls are open a sufficient number of hours to allow you to vote either before or after your regular work hours. Therefore, employees are expected to make arrangements to vote outside of working hours, or with the least possible loss of working time. In situations where this is not possible, a maximum of two (2) hours (*as Administrative Leave*) may be allowed for voting in a primary, general or special election. If more time is required, employees should arrange to vote by absentee ballot or to take necessary annual leave.

## **<sup>41</sup>DISASTER EMERGENCY LEAVE**

When a geographical area is affected by a natural disaster, the Director shall determine whether the conditions that existed constituted an emergency which warranted the closing of the District offices and shops, in which case the employees will be granted administrative leave.

## **LEAVES OF ABSENCE WITHOUT PAY**

Leaves of absence without pay may be granted to probationary and permanent employees as hereinafter provided. Employees shall be required to use all earned annual leave prior to granting leave without pay, except in cases where such leave is granted, at the request of the agency, to accept temporary employment with other governmental agencies or to accept exempt appointments in the employees' own agency. At the time the Director approves such leave, the Director shall stipulate whether the employee shall be entitled to their former position on return or whether they shall be reinstated to a position in the same class when one is available after expiration of the leave period.

## **GENERAL LEAVE WITHOUT PAY**

The Executive Director may for good and sufficient reason grant an employee leave without pay for a period not to exceed six (6) months. Such leave may be

---

<sup>41</sup> As approved by the Board of Commissioners on October 11, 1979

extended for meritorious reasons upon written request and approval of the Director for a period not to exceed an additional six (6) months. An employee who is mentally or physically incapacitated to perform the duties of his position may be granted leave without pay under the provisions of this section.

### **EDUCATIONAL LEAVE**

Leave without pay may be granted by the Executive Director for the purpose of continuing studies or taking special training at accredited institutions, in courses which are directly related to the type of work in which the employee is engaged. Such leave shall be for a period equivalent to the period of attendance and reasonable travel time to and from the educational institution.

### **COMPULSORY LEAVE**

If, in the opinion of the Director, an employee having permanent status is incapacitated for work on account of illness or injury, such employee may be required to submit to a physical examination by a physician named by the Director at the expense of the agency. If the report of the medical examination indicates the employee is unable to perform his duties effectively, the Director may require the employee to take such leave without pay as is medically determined sufficient to restore them to normal health after their accumulated sick, and annual leaves have been exhausted.

### **FAMILY AND MEDICAL LEAVE POLICY**

The District follows the US Department of Labor Laws, per the Wage and Hour Division on the "Family and Medical Leave Act", for specific information, please visit their website: [www.dol.gov](http://www.dol.gov)

For the Federal Laws and Regulations on the FMLA, please see the Government Publishing Office (US), Electronic Code of Federal Regulations website at: [www.ecfr.gov](http://www.ecfr.gov) and look under **TITLE 29: LABOR, PART 825: "The Family and Medical Leave Act of 1993"**.

Below is ~~brief information based on eligibility for the~~ **a general summary of the relevant provisions of the** FMLA, however, review the US Department of Labor laws (website above) for the full policy.

#### **ELIGIBILITY AND REASONS**

- ~~1.~~ Employees who have worked for the District for at least twelve (12) months, and for at least 1,250 hours **of service during the preceding in the** twelve months, **before taking leave, may are eligible for FMLA leave.**

#### **Leave Entitlement**

- ~~2.~~ **An eligible employee can** take up to twelve weeks of unpaid leave in a twelve month period for the following reasons:
  - ~~i.~~ The birth of the employee's child ~~and to care for the newborn~~



~~child;~~ or placement of a child for adoption or foster care;

- ii. To bond with a child (leave must be taken within one year of the child's birth or placement);
- iii. ~~The placement of a child with the employee for adoption or foster care;~~ In order to care for the employee's spouse, child or parent who has a serious health condition;
- iv. ~~Because of a serious health condition which renders the employee unable to perform the essential functions of the employee's position.~~ Because of an employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- v. ~~Because of~~ For a qualifying exigency~~ies~~ (as defined below) arising out of the fact that the employee's spouse, child (of any age) or parent is a retired or reservist member of the military on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. ~~Leave under this subsection is not available for an employee whose family member is on active duty as a member of the Regular Armed Forces.~~ related to the foreign deployment of a military member who is the employee's spouse, child or parent.
- vi. An eligible employee who is a covered service member's spouse, child, parent, or next of kin, may also take up to 26 weeks of FMLA leave in a single twelve (12) month period to care for the service member with a serious injury or illness.

~~3. Take up to twenty-six weeks of unpaid leave in a single twelve month period in order to care for the employee's spouse, child (of any age), parent or next of kin who is a military service member who is undergoing medical treatment, recuperation, or therapy, or who is in outpatient status, or who is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces.~~

#### INTERMITTENT LEAVE OR LEAVE ON A REDUCED SCHEDULE BASIS

- ~~1.~~ In the case of leave based upon a serious health condition ~~medical necessity~~ or a service member's serious injury or illness, leave ~~does not have to be taken in one block, and~~ may be taken intermittently or on a reduced schedule basis, but only if such leave is medically necessary and the medical need can be best accommodated by intermittent leave or a reduced schedule. If intermittent leave or leave on a reduced hours basis is required for planned medical treatment, the employee is required to make reasonable efforts to schedule the treatment so as not to unduly disrupt the District's operations.

#### EMPLOYEE NOTICE AND CERTIFICATION REQUIREMENTS

- ~~1.~~ For leave that is foreseeable, the employee must provide the District with at least thirty (30) days' notice. If the need for leave is not foreseeable, the employee is required to provide the District with as much notice as



is practicable once the need for leave becomes known. Requests for leave should be on approved forms which are available from the human resources department.

2. The District will require that leave based upon **medical necessity** ~~a serious health condition~~, or a service member's serious injury or illness, be supported by a medical certification from a health care provider. In accordance with applicable regulations, the District may request, at the District's expense, a second opinion from a health care provider of the District's choice (as well as a third opinion if the second opinion conflicts with the first opinion).

#### Health Insurance Premiums

1. During leaves of absence under this policy, the District will continue to pay its portion of the health insurance premiums and maintain the employee's coverage under the health plan in the same manner as if the employee had been continuously employed during the entire leave period, provided the employee continues to pay their share of the premiums.

~~Per the U.S. Department of Labor, Wage and Hour Division: "FMLA applies to all public agencies, including State, local and Federal employers, and local education agencies (schools); and, private sector employers who employ 50 or more employees for at least 20 workweeks in the current or preceding calendar year including joint employers and successors of covered employers."~~

### **DOMESTIC VIOLENCE-RELATED LEAVE**

Eligible employees are entitled to up to three working days of unpaid leave in a 12-month period for domestic violence-related reasons. In calculating the 12-month period under this policy, the District uses the rolling, backward-looking method calculated in the same manner described above in the District's FMLA policy.

To be eligible for leave under this policy, the employee must have been employed by the District for at least three months.

Leave may be taken under the terms of this policy if the employee or a family or household member of the employee is a victim of domestic violence and the leave is necessary to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain services from a victim-services organization including, but not limited to, a domestic violence shelter or program or a rape crisis center as result of the act of domestic violence;

4. Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

Prior to receiving leave under this policy, the employee must exhaust any available paid leave.

Except in cases of imminent danger to the health or safety of the employee or a family or household member, advance notice of the need for leave and supporting documentation is required. Where advance notice is required, the employee is required to provide notice to the District as soon as the need for leave becomes known. Where advance notice is not required due to the imminent danger to the health or safety of the employee or a family or household member, the employee must inform the District that the leave was taken pursuant to this policy as soon as they return to work and provide supporting documentation.

All information relating to leave under this policy shall be considered confidential and will not be disclosed to any other individuals unless required for legitimate business or otherwise compelled by law.

Leave taken or requested under this policy will not result in any adverse action against the employee. Employees who believe they have been subjected to retaliation as a result of leave taken or requested under this policy must initiate a complaint in the same manner as required by the District's Equal Employment and Harassment policies.

# CONDUCT

## STANDARDS OF CONDUCT

Certain rules and regulations are required to safely and efficiently operate a business. As circumstances change, rules often must change. Therefore, the District may from time to time amend these rules. These rules shall not be interpreted to affect the “*at will*” nature of employment. The District reserves the right at any time to terminate employment with or without reason.

An employee is also subject to suspension or discharge and loss of accrued benefits if any of the following rules are violated by:

1. Failure to perform assigned duties.
2. Gambling in any form while on or in District properties and vehicles.
3. Failure of employee to give notification to or receive authorization from their supervisor before leaving work.
4. Possession, consumption or being under the influence of intoxicants, including alcohol, illegal drugs or narcotics during work hours or in a work situation or possessing and/or bringing intoxicants, illegal drugs or narcotics onto District property or in District vehicles.
5. Limiting one's output or, directly or indirectly, encouraging another employee to cut down production related to any assigned or designated duties related to the employee's position and job description.
6. Failure to observe the ordinary rules of hygiene for sanitation.
7. Falsification or withholding of facts on any documents associated with the District, or an employee's employment.
8. Excessive tardiness or failure to observe established work times.
9. Absence without authorized leave.
10. Excessive absenteeism.
11. Accepting payment or gifts for services, at any time, connected to the employee's employment with AMCD. (also see Gift Acceptance Policy).
12. Failure to follow policies, procedures and guidelines contained in the employee handbook or posted on District bulletin boards.
13. Conviction of a serious crime, the nature of which would be considered to render an individual unreliable as an employee.
14. Failure to observe safety rules, to use Personal Protective Equipment (PPE) where appropriate, to follow regulations, and laws as well as misuse or carelessness while using District property.
15. Unauthorized and improper use of District property, services, vehicles, and equipment - Using District property, equipment, services, or personnel for anything other than District business.
16. Non-disclosure of interest in, or connection with, any business which does business with the District.
17. Threatening, intimidating, coercing other employees and making false, vicious, profane, abusive or malicious statements.

18. Pilferage, removal or destruction of District property, property of customers, fellow employees or others.
19. Fighting, disorderly or immoral conduct at any time while on or in district property or vehicles, or while representing the District.
20. Any form of unlawful harassment or discrimination.
21. Falsely stating or making claim of occupational or non-occupational injury or illness and failure to report accidents immediately (including personal injury on the job).
22. Lying or failure to give truthful or requested information – deliberately giving inaccurate, incorrect or misleading information, either verbally or written.
23. Holding unauthorized meetings on District properties or vehicles.
24. Disregarding procedures for handling of cash and bank account funds and reckless handling of cash and bank account funds.
25. Disclosure, or use, of confidential information not available to the general public for personal gain or benefit.
26. Possession of firearms, explosive devices, or any weapons on or in District properties or vehicles or at any time while performing work duties for AMCD (including parking areas used by District employees or customers). This provision does not prohibit an employee from having a lawfully owned firearm contained in their personal vehicle if it is secured as required by law.
27. Insubordination – Refusing to comply with a directive or order which relates to the employee's job. This includes both the failure to carry out a reasonable instruction or assignment, as well as the expressed refusal to comply.

**NOTE:**

The list of District rules is not a complete list of all activities which will be considered as improper conduct. The District reserves the right to discipline, up to and including discharge, an employee, regardless of whether or not the conduct or performance is described in the list of District rules. Employees who are charged with a serious crime may be suspended from employment until resolution of the charges. The Board, in its discretion, may provide back pay for the period of suspension in the event the employee is determined to be not guilty.

**<sup>42</sup>GIFT ACCEPTANCE POLICY**

AMCD Board members and employees are not to solicit or accept any gift or gratuity from out-side parties for any reason relating to employment with the District. Especially prohibited is the acceptance of any gifts or gratuity, of any size or amount, for performance of service or to receive special treatment from anyone.

AMCD's Gift Acceptance Policy follows the Florida Code of Ethics for Public Officers and Employees (ss. 112.311-112.326, Florida Statutes).

---

<sup>42</sup> Policy 2009-11; As approved by the Board of Commissioners on 8-13-09



## **CUSTOMER RELATIONS**

The District expects all employees, who interact with customers, to be responsive to their request and treat them with respect.

Do not hesitate to ask your supervisor for assistance if a customer becomes irritated, specifically asks to speak with a supervisor, or if you would feel more confident having your supervisor assist the customer. Management has the authority and training to deal with problem situations and to resolve conflicts.

Do not argue with customers. Be as polite as you can and close the conversation with the promise that you will ask the supervisor to call the customer as soon as possible to resolve the conflict.

## **CONFIDENTIAL INFORMATION**

During the course of your employment with the District, you may have access to information of a highly sensitive and confidential nature. This information will be contained in District records, correspondence with customers and other similar documents. As an employee of the District, you are in a position of trust. You have an obligation to this District and to its customers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both you and the District and seriously erodes customer confidence.

Removal or unauthorized use of official documents including District letterhead is prohibited. Failure to comply with this policy may result in disciplinary actions, up to and including discharge.

## **SOLICITATIONS/DISTRIBUTION**

Employees are prohibited from soliciting for any cause or organization on their working time or during the working time of the employee being solicited. Employees may not distribute literature on District property during working time, or in working areas at any time. This section shall not be construed to prohibit the distribution of literature in areas not specifically devoted to the performance of employees' official duties. Working time does not include authorized off-duty time, such as mealtimes. Employees shall not place on or remove any material from any official bulletin boards without prior approval of the District Director.

## **COOPERATION AND SUGGESTIONS**

Operating an efficient and effective District requires that employees place great importance on providing cooperation and assistance while performing their primary job responsibilities. Teamwork activities are necessary to achieve continued success.

The District encourages employees to suggest ways to improve service to our customers, increase efficiency and effectiveness, limit waste, prevent accidents, etc. Any suggestions will be greatly appreciated and should be discussed with your supervisor.

*This page intentionally left blank.*

# **SAFETY AND SECURITY PROCEDURES-POLICIES**

**(Please see Safety Program Manual for detailed procedures)**

## **SAFETY AND HEALTH**

One of our major objectives is to provide a safe and healthy environment for all employees. Each employee is expected to comply with all safety and health requirements established by management and federal, state and local laws. You should report any unsafe practices or conditions to your supervisor, safety coordinator, or Safety Committee member immediately. This report may also be submitted to the Safety Committee, and may be done so anonymously.

All job related accidents, including those which do not involve serious injury and those involving customers, must be reported immediately to your supervisor. It is only through a full knowledge of every accident that the District can become a safer, healthier place to work for everyone.

## **SEVERE WEATHER CONDITIONS**

The District is concerned with the safety of our employees regarding the transportation to and from work during inclement weather. You should use your best judgment in determining whether it is safe to report to work during hurricanes, floods, tornadoes or other inclement weather. You are responsible for contacting the District to find out opening and closing hours. If you cannot make it to work on time, call your supervisor as soon as possible.

## **<sup>43</sup>DRUG FREE WORKPLACE**

In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, the District proclaims AMCD to be a "Drug-Free" Workplace. The District has adopted the Drug-Free Workplace Program and the requirements set forth in **FLORIDA STATUTES, SECTION 440.101 AND 440.102.**

Below is a summary of the policy, however, you should review the full Florida Statutes (as indicated above) for the full policy.

The District acknowledges the problem of substance abuse and intends to provide a safe work environment for all employees free of the effects of substance abuse, as it sees substance abuse as a serious threat to its employees and its customers, the general public. Similarly, it is the responsibility of employees to maintain personal health so they are physically and mentally capable of performing in the workplace. The abuse of drugs or alcohol is an unsafe and counter-productive practice that will not be tolerated.

Substance dependencies and abuse are complex, yet treatable conditions, therefore, policies are designed not only to eradicate drug abuse in the workplace, but also to encourage drug and alcohol users to seek and successfully complete rehabilitative treatment.

---

<sup>43</sup> Updated as approved by the Board of Commissioners on 12-11-14; Original policy approved by the Board of Commissioners on October 14, 1999

Employees seeking help for drug or alcohol problems, whether voluntarily or through disciplinary action, will be treated the same as those employees with other conditions, as far as health benefits and sick and/or annual leave.

Disciplinary procedures or termination may result from any violation of this Drug-Free Workplace Program. An employee who is involved in an accident or injured in the course and scope of employment must submit to a test for illegal drugs or alcohol use. If the employee refuses to submit to such a test, or is tested and has a positive confirmation of illegal drug or alcohol use, eligibility for medical and indemnity benefits under the Workers' Compensation Act is forfeited.

Nothing in this policy, however, shall limit the Anastasia Mosquito Control District of St. Johns County ("the District's") right to enforce appropriate disciplinary measures for violation of policy, including, if necessary, termination, nor does this policy bind the District to payment for any care provided beyond the District's existing employee benefits. With these basic objectives in mind, the District has established the following policy.

- A. Drug Use: Employees are absolutely prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of illegal drugs while on or off the job.

As used in this policy, "improper drug use" is the use of any drug which is not legally obtainable; which is legally obtainable, but has not been legally obtained; or which is used in a manner or purpose other than prescribed (for example, use of depressants and stimulants not prescribed for current personal treatment by an accredited physician).

Employees who violate this policy will be subject to discipline, including possible termination.

- B. Alcohol Use: Employees are absolutely prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of alcohol while on District property, or on any work site.

"Alcohol" means ethyl alcohol (ethanol) and includes use of any beverage, mixture or preparation containing ethyl alcohol, including but not limited to, distilled spirits, wine, malt beverages and intoxicating liquors.

With regard to alcohol, an employee may also be determined to be "under the influence of alcohol" for purposes of this policy if the employee has a blood level of 0.08 percent alcohol or higher.

Employees who violate this policy will be subject to discipline, including possible termination.

- C. Use of Prescription and Non-Prescription Medication: Employees must notify their supervisor when using any medication that may limit their ability to perform their job. Such notification may be confidentially given.

Verification of any and all medication may be required. Where prescription medication is involved, verification may include the



employee<sup>s</sup> submitting a copy of a physician's prescription or statement showing medication required and dates of use.

Failure to report the use of medication or failure to verify the use of medication may result in discipline, including possible termination.

- D. Arrest and Conviction for Drugs or Alcohol: It is a condition of employment with the District that any employee convicted of DUI or any criminal drug violation or occurring in the workplace or off-the-job must report such conviction to their Supervisor the next business day after such conviction. Further, a *nolo contendere plea* for drug activity is also to be reported in the same manner.

Following a report of a conviction or *nolo contendere plea* as specified in the foregoing paragraph, in deciding what action to take as a result of such conviction or *nolo contendere plea*, the supervisor and District Director will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the District and other factors relative to the impact of the employee's conviction or *nolo contendere plea* upon the conduct of District business.

- E. Duty to Report Employee Drug, Alcohol and Substance Abuse: Employees must immediately report violations of these policies by other employees.

Any employee who, in good faith based on reasonable suspicion, reports an alleged violation of this policy, or any supervisor who investigates or takes action in good faith based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any investigation or action based thereon.

To the greatest extent possible, the reporting of an employee's drug, alcohol, and substance abuse will be kept confidential.

- F. Confidentiality: Information on drug test results shall not be released or used in any criminal proceeding against the job applicant or employee. Information released contrary to this policy shall be inadmissible as evidence in any such criminal proceeding.

Nothing in this provision shall be construed to prohibit the AMCD, an agent of the District, or laboratory conducting a drug test from having access to employee drug test information when consulting legal counsel in connection with actions brought under or related to Florida Administrative Code, Chapter 38F-9 or when information is relevant to a defense in a civil administrative matter.

- G. Pre-Employment Testing: A job applicant for a position deemed by the Board of Commissioners to be a safety-sensitive position and who has been offered employment by the District contingent on successfully passing a drug test will undergo screening for the presence of drugs or alcohol. The District may use a refusal to submit to a drug test or a



positive, confirmed drug test as a basis for refusing to hire a job applicant for a safety-sensitive position.

For purposes of this Policy, "safety-sensitive positions" are those positions requiring performance of tasks which pose significant safety risks to others. As the duties of a safety-sensitive position involve such risk of injury to others that even a momentary lapse of attention could have disastrous consequences, the influence of drugs or other substances on an employee holding a safety-sensitive position is particularly dangerous that suspicionless testing is justified. <sup>44</sup>The AMCD Safety Sensitive positions approved by the Board of Commissioners are: Pilot and A & P Aircraft Mechanic.

#### H. Employee Drug Testing:

The Anastasia Mosquito Control District of St. Johns County will maintain drug testing practices to identify employees who are working under the influence of drugs or alcohol, [including all substances listed in Section 440.102 \(1\)\(v\), Florida Statutes \(2019\) as amended from time to time.](#) It shall be a condition of continued employment for all employees to submit the following drug tests:

Reasonable Suspicion Testing: The District will require all of its employees to submit to a controlled substances or alcohol test whenever there is reasonable suspicion, [as described in Section 440.102 \(1\)\(N\), Florida Statutes \(2019\) as amended from time to time](#), to believe that an employee is under the influence of, or otherwise using alcohol or ~~controlled substances~~ [drugs](#).

- a. Promoted or Transferred Employees: The District will require employees who are promoted or transferred to or who assume safety-sensitive positions to submit to drug and alcohol testing prior to commencement of that position.
- b. District's Right to Search with Employee Cooperation: The District has the right to search lockers, handbags, lunch boxes or other containers at any time provided there is reasonable suspicion to believe that an employee possesses or is under the influence of drugs or alcohol. An employee's refusal to cooperate with a search will be treated as serious insubordination that warrants immediate discipline, including discharge.
- c. Post-Accident Testing: Any employee who apparently causes an accident while on duty, whether on or off District premises, will be subject to drug or alcohol testing when under the following accident-related circumstances:
  1. The accident results in death of another human being;

---

<sup>44</sup> Approved by the Board of Commissioners 5-9-19



2. The accident involves injury demanding immediate medical treatment away from the scene of the accident;
  3. The accident results in more than \$1,000.00 damage; or
  4. The same employee has one or more accidents in the previous twelve months.
- d. Commercial Driver's License or "CDL": This means a Class A, Class B or Class C driver's license issued in accordance with the requirements of Chapter 322, Florida Statutes. As required by the Federal Government, the District will require reasonable suspicion testing and random testing of its employees holding a commercial driver's license, according to State and Federal laws and regulations. Random tests will be conducted and will be unannounced. The intent is for there to be no "safe" time to abuse drugs or alcohol on the job.

If an employee possessing a CDL has a vehicular accident while operating one of the District's commercial vehicles, that employee must be tested for alcohol or drugs, as soon as practicable, if the accident involves the loss of human life, or if the driver receives a citation under state or local law for a moving violation arising from the accident.

Further, such an impaired employee forfeits their eligibility for medical and indemnity benefits under the Workers' Compensation Act.

- e. Employee Refusal to Submit: Employees who are lawfully directed to submit to a drug or alcohol test and refuse to do so are guilty of misconduct and will be subject to discipline, including possible termination.

Likewise, if the test results are confirmed positive, the employee will be guilty of misconduct and be subject to discipline, including possible termination.

Notwithstanding, the District's right to exercise discretion, any employee, who submits a specimen registering a confirmed positive test result, should assume that his or her employment shall be terminated unless otherwise notified by the District Director.

Further, such an impaired employee forfeits their eligibility for medical and indemnity benefits under the Workers' Compensation Act.

- f. Consequences of Confirmed Positive Test Results:

If an employee tests positive, the District shall immediately place the employee on personal leave. If there is insufficient accrued personal leave, the employee will be placed on leave of absence without pay.

The purpose is two-fold:

- 1) To prevent the employee from endangering co-workers, the public, or themselves; and
- 2) To provide an opportunity for the employee to be referred to the Employee Assistance Program or other appropriate treatment program.

g. Voluntary Request for Treatment:

- 1) An employee who seeks voluntary treatment for alcohol or drug related problems and who has not been previously tested and confirmed as positive may do so without consequences of disciplinary action assuming that they have not been involved in any other aspect covered under "Employee Drug Testing" above. Every degree of confidentiality shall be afforded in a case such as this.
- 2) An employee in this category shall be placed on personal leave. If there is insufficient accrued personal leave, then the employee will be placed on leave of absence without pay.
- 3) The employee must understand that they must complete the treatment program and will be required to furnish proof of such completion to the District Director. This proof will be reviewed by the District designated competent medical authority as part of a fitness for duty medical examination prior to the employee being reinstated to work status.

## **HARASSMENT**

The District is committed to maintaining a work environment free of harassment based upon race, color, creed, religion, national origin, ethnicity, age, sex (including gender), pregnancy, marital status, veteran status, disability, and other classes protected by law. The District will not tolerate the inappropriate harassment of any of its employees or any other individual who does business with the District. It is the affirmative responsibility of all personnel to maintain a workplace that is free from harassment and intimidation.

The District is committed to promptly and thoroughly investigating all complaints of harassment as set forth in this policy. If, after a thorough investigation, it is determined that harassment has occurred in violation of this policy, immediate and appropriate disciplinary action, up to potential discharge, will be taken to promptly end the harassment. Appropriate follow-up steps will also be taken where necessary to ensure that the harassment ceases and does not re-occur.

### Definitions and Examples

#### SEXUAL HARASSMENT

Improper harassment includes harassment on the basis of one's sex. Prohibited forms of sexual harassment includes, but is not limited to, offensive sexual advances, requests for sexual favors, and any other potentially-hostile or offensive physical, verbal or visual conduct of a sexual nature such as:

- a) Unwelcome sexual propositions;
- b) Sexual innuendo;
- c) Sexually suggestive remarks;
- d) Vulgar or sexually explicit comments, gestures, noises or conduct;
- e) Sexually oriented kidding, teasing or practical jokes;
- f) Physical contact of a sexual nature such as brushing against another's body, pinching, grabbing, rubbing, hugging, poking or patting;
- g) The publication, to anyone, of documents, objects, text, pictures, or graphics in the workplace that contain material that is of a sexual nature; or
- h) Using the computer to access any content that contains material of a sexual nature.

Sexual harassment may occur even when the intended target of the conduct is not offended, but others find the conduct to be intimidating, hostile, or offensive. The District's policy prohibits this type of conduct whether or not the intended target finds the conduct to be unwelcome.

#### OTHER FORMS OF PROHIBITED IMPROPER HARASSMENT

In addition to inappropriate sexual harassment, the District also prohibits harassment on the basis of race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status, disability, or any other classes protected by law. Any verbal or physical conduct of an offensive or harassing nature and which is based upon or directed toward any individual based upon any of these characteristics will not be tolerated. Such prohibited conduct includes, but is not limited to:

- a) Derogatory, critical, offensive or uncomplimentary jokes, comments, displays, posters, other written material based upon another's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status, disability, or any other classes protected by law;
- b) Any physical conduct taken against another individual because of their race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status, disability, or any other classes protected by law;
- c) Teasing or making fun of another individual's ethnicity, accent, cultural or religious beliefs or practices, mental or physical disabilities or medical limitations, and other similar characteristics.

#### COMPLAINT PROCEDURE

1. All personnel are responsible for ensuring compliance with this Equal Employment Opportunity and Prohibition of Unlawful Harassment and Retaliation policy and maintaining a workplace that is free of impermissible discrimination, harassment and retaliation. Any employee who experiences or witnesses impermissible discrimination, harassment or retaliation has an affirmative obligation to report it to either their

supervisor or the District Director.

2. Employees are not expected to report complaints to the person they believe is harassing them or discriminating or retaliating against them. However, in such cases, employees are expected to report the harassment to another employee identified above.
3. Upon receiving a complaint of impermissible discrimination, harassment, or retaliation, the supervisor must immediately notify the District Director. The District Director or the Director's designee will promptly investigate the allegation and take any action deemed appropriate based upon the results of the investigation. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The investigation may also entail reviewing pertinent documents, e-mail communications, pictures and/or any other relevant physical evidence. All investigations will be conducted in a fair and impartial manner. Any employee found to have violated the District's Equal Employment and Harassment policy will be subject to disciplinary action, up to and including dismissal.

The District may also require remedial training concerning the District's policies and procedures relating to prohibited discrimination, harassment and retaliation, and any other measure determined to be necessary for the effective enforcement of this policy.

4. Anyone involved in a complaint or investigation will be instructed not to discuss the subject outside the investigation. Personnel violating confidentiality are subject to immediate discipline.
5. Any individual who files a complaint under this policy or who participates in an investigation will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or participating in an investigation. An employee who believes they have been subjected to retaliation on the basis of having filed a complaint or having participated in an investigation, must immediately report it pursuant to the complaint process outlined above. Any employee determined to have retaliated against another individual in violation of this policy will be subject to disciplinary action, up to and including dismissal.

### **VIOLENCE IN THE WORKPLACE**

The District is committed to preventing workplace violence and to maintaining a safe work environment. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, violence, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the District, except as otherwise specifically authorized by law.

Conduct that threatens, intimidates, or coerces another employee, official, citizen, resident, or a member of the public at any time, including off-duty periods, will not be tolerated. All acts of violence, or threats or suspicions of

violence, are grounds for immediate dismissal. Employees should report such conduct as soon as possible to your immediate supervisor or any other member of management.

#### <sup>45</sup>**ANTI-BULLYING POLICY**

The Anastasia Mosquito Control District (“AMCD”) prohibits acts of bullying. The Board of the AMCD has determined that a safe and civil environment in the AMCD workplace is necessary for those employed by the AMCD to perform their jobs to the standards expected by the Board. Bullying is conduct that disrupts a safe and civil work environment. Demonstration of appropriate behavior in the workplace, treating others with civility and respect, and refusing to tolerate bullying is expected of supervisors and employees of the AMCD.

“**BULLYING**” for purposes of this Policy is any intentional gesture or written, verbal, graphic, or physical act including electronically transmitted acts—i.e., internet, cell phone, personal digital assistant (pda), or wireless hand held device that:

- Physically harms an employee or damages the employee’s property; or
- Has the effect of interfering with an employee’s ability to perform their job related duties; or
- Has the effect of disrupting the orderly operation of the AMCD.

Nothing in this Policy requires that the affected employee possess a characteristic that is a perceived basis for the bullying.

Bullying can take many forms including: Slurs, rumors, jokes, innuendo, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, intimidation, hectoring or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Instances of bullying should be immediately reported to the Director in writing. Upon receipt of a report or complaint of bullying, the Director or Director’s designee will promptly investigate the allegation and take any action deemed appropriate based upon the results of the investigation. The investigation may also entail reviewing pertinent physical evidence. Any employee found to have violated the AMCD’s Anti-Bullying Policy will be the subject of disciplinary action, up to and including dismissal.

---

<sup>45</sup> Policy 2011-04; As approved by the Board of Commissioners on April 14, 2011

*This page intentionally left blank*

DRAFT



# **DISCIPLINE AND GRIEVANCE PROCEDURES**

## **46DISCIPLINARY POLICY**

The AMCD is a public service organization in which all employees should exhibit professionalism in their efforts to serve St. Johns County in an efficient and effective manner. Professionalism includes, but is not limited to, attendance, punctuality, attire, language, service, safety, and the observance of moral and ethical standards, rules, laws and regulations. Any lack of professionalism is subject to disciplinary action.

DISCIPLINARY ACTION: Disciplinary action against employees violating AMCD policy are as follows:

- **Verbal Reprimand:** A verbal reprimand is given to the employee and is documented as a verbal warning in the employee's personnel file. The supervisor will also counsel the employee to correct their behavior.
- **Written Reprimand:** A written reprimand should be signed by the employee and will be signed by the supervisor, then reviewed and signed by the District Director. Additional counseling will be given to the employee by their supervisor.
- **Suspension:** The employee is suspended without pay for a period of five working days and it is documented as written reprimand and suspension. The employee will be counseled by their supervisor, and outside training or counseling may be recommended. The suspension without pay of an employee is subject to approval of the District Director.
- **Dismissal:** The employee is terminated from employment with AMCD. The termination of an employee is subject to the approval of the District Director.

Other disciplinary action that may be taken includes demotion, which involves reducing the rank and/or compensation of an employee.

The aforementioned disciplinary actions are meant as a general guideline for misconduct. Some actions may require immediate suspension without pay or dismissal from AMCD employment. All disciplinary action is subject to the District Director's discretion.

Employees who do not agree with the actions taken may have redress through the AMCD Grievance Policy procedure.

## **47GRIEVANCE POLICY**

POLICY: This Grievance Policy is established to provide full opportunity to employees to bring to the attention of the District complaints, grievances or situations that the employee feels need to be remedied. It is the purpose of this procedure to assure employees that their problems will be considered fairly, rapidly, and without reprisal. The submission of a grievance by an employee shall

---

<sup>46</sup> Policy 2006-13; As approved by the Board of Commissioners on 11-9-06

<sup>47</sup> As approved by the Board of Commissioners on April 8, 2004

in no way adversely affect the employee or their employment with the District. <sup>48</sup>  
All employees are eligible to file grievances under this procedure.

PROCEDURE: It is the intent and desire of the District to address all employee complaints, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after further discussion and review.

Step 1 - An employee who has a complaint should submit the complaint in writing on a Grievance Form, which can be obtained from the District Office, to the immediate super-visor within ten (10) working days of the occurrence that created the complaint. The supervisor shall then note the date received on the written complaint, and, after discussion with the employee, shall give the employee an answer in writing within five (5) working days of receipt of the complaint.

Step 2 - An employee who is dissatisfied with the action of the supervisor may then request a meeting with the District Director, where the employee's viewpoint will be considered and every effort made to resolve the problem. The Director will make a written report of the matter within ten (10) working days. The Director's response shall contain an affirmation or denial of the facts upon which the grievance is based, an analysis of the alleged violation of the terms of the Employee Handbook, and the remedy or solution to be made. This report will be signed by the Director and employee and placed in the employee's personnel file. The Director's report will also be forwarded to the Board of Commissioners to keep them apprised of the resolution of employee complaints.

Step 3 - If the aggrieved employee feels that the matter has not been settled or adjusted to their satisfaction by the Director, they may submit a written request for a review of this decision to the Board of Commissioners. Such requests must be submitted within ten (10) working days of the report from the Director and will be placed on the Agenda of the next regularly scheduled Board meeting to be acted on by the Board of Commissioners. The decision of the Board shall be final. <sup>49</sup>In the event that the Board of Commissioners will not be meeting within the time frame before the issue needs to be resolved, authority is delegated to allow the Board Chairperson, with the advice of the District's attorney and the Director to meet and hear and resolve the grievance. The decision of the Board Chairperson will be final.

### **OPEN DOOR POLICY**

Occasionally, an employee may have a need to discuss matters concerning their employment, performance, review, disciplinary action, etc. with management. In most cases, your supervisor will be able to correct problems or clear up misunderstandings on a face-to-face basis. However, if the issue remains unresolved or if the complaint involves your supervisor, you may discuss the complaint with the District Director.

---

<sup>48</sup> As approved by the Board of Commissioners on April 8, 2004

<sup>49</sup> As approved by the Board of Commissioners on January 14, 2016

The District Director will review all the facts and render a final decision. Any information will be kept confidential to the extent possible, and no reprisal of any kind will be taken against any employee for using this procedure.

No one will ever be too busy to hear you out. We only ask that you tell your supervisor before leaving your workstation if it is during business hours. It is the intent of management to review all complaints and make every effort to give them complete, careful and fair consideration.

There is a separate Grievance Policy in this employee handbook for you to review.

*This page intentionally left blank*

## **SUMMARY AND CLOSING WORDS**

This booklet is a summary of the principles for which we stand, the benefits we offer and the obligations you assume as an employee. We hope that you have read your handbook carefully and will keep it for future reference. If you have any questions concerning the policies or benefits outlined in this handbook, please ask your supervisor.

We may occasionally revise some of the policies that are outlined in this handbook, or add new policies and new benefits that we feel will make the District a better place to work. The dynamic nature of our business, our steady growth and ever-changing business conditions will undoubtedly require changes in our policies and procedures. Be sure to keep any notification of policy changes that come to you.

You are now a part of the team and we hope your association with us will be happy and rewarding. Your job is important to our continued growth and success. With all of us, working together in a spirit of cooperation and teamwork, our District will be unsurpassed for its integrity and service.

*This page intentionally left blank*



**NEW  
BUSINESS  
#1**

# Social Media, Activities, and ▶ Website update

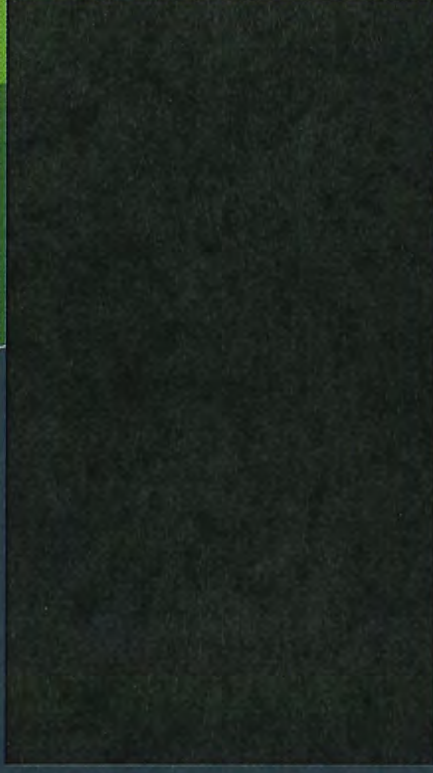
Education Specialist: Edward Zeszutko






# COVID-19 Impact on education program

- Focusing on online outreach
  - Posting on our multiple social media accounts.
    - Using the “live” function on Facebook
    - Using the “story” function on Instagram
    - Using the “polls” function on twitter
- Making online education materials
  - Created new YouTube account
  - 5 videos
  - More in the making



**Anastasia Mosquito Control District**  
1 subscriber

 HOME VIDEOS PLAYLISTS CHANNELS DISCUSSION ABOUT Q

**Uploads** ▶ PLAY ALL

**Mosquito or Midge?**  
27 views • 1 month ago

**Mosquito Habitat**  
109 views • 1 month ago

**Anastasia Mosquito Control District Tech Talk**  
1 view • 1 month ago


**Aedes aegypti feeding**  
51 views • 1 month ago

**Tech Talk**  
No views • 2 months ago

**Subscribe**

# Activities

- ▶ Research projects
  - ▶ Bigshot
  - ▶ MGK
  - ▶ SIT
    - ▶ Survey
- ▶ Surveillance
  - ▶ Weekly light traps
  - ▶ Chicken bleeding (as needed)

 **Please fill out this survey and mail back to us using the envelope provided.**  
*Circle your answers below each question*

1. Do you know which gender of mosquito bites?  
 Male Female Both sexes

2. Did you receive the handout distributed in February and March by AMCD about the Sterilized Male Technique (SIT) project taking place in this area?

3. How well did you understand the handout on a scale of 1 to 5? (A copy of the handout is provided with this survey if you answered "No" to question 2).


|     |                           |   |   |   |   |                             |
|-----|---------------------------|---|---|---|---|-----------------------------|
| Yes | 1                         | 2 | 3 | 4 | 5 | No                          |
|     | (I did not understand it) |   |   |   |   | (I understood it perfectly) |

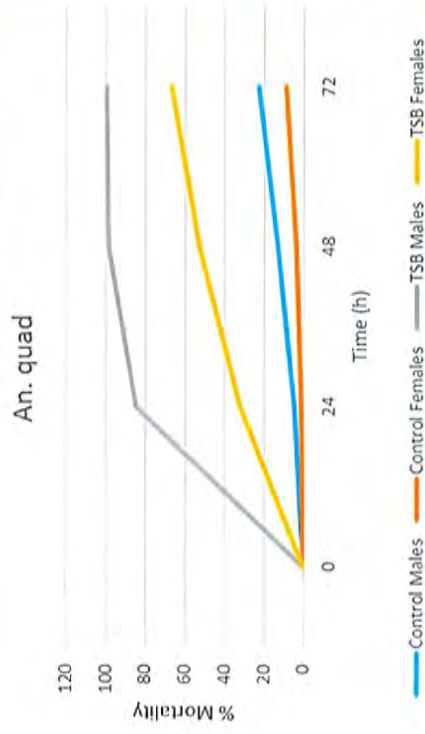
4. What kind of impact do you think releasing sterilized male mosquitoes will have on the environment/other insects?

|                                      |           |   |   |   |   |                                      |
|--------------------------------------|-----------|---|---|---|---|--------------------------------------|
| Positive Impact                      | No Impact |   |   |   |   | Negative Impact                      |
| (I do not like it happening near me) | 1         | 2 | 3 | 4 | 5 | (I really like it happening near me) |

5. How do you feel about the SIT project taking place in your area on a scale of 1 to 5?

**Thank you for your participation!**









## Website

- ▶ Working on new website design
- ▶ Old website transferred to new format
- ▶ Picked through and list things that need to change



**Website  
needs to  
be...**

**Accessible**

**Easily navigated**

**Simplistic**

**Organized**





Anastasia Mosquito  
Control District  
of ST. JOHNS COUNTY



[Request Service](#)

[Search our site...](#)

[Home](#)

[District](#) ▾

[Programs](#) ▾

[Pest Info](#) ▾

[Events](#)

[Board Info](#)

[Contact](#)

# Need Mosquito Service?

< [Call or use the App!](#) >

[Request Service](#)

MOSQUITO CONTROL  
4X4





# Mosq

## Get info on viruses a

### Pest Info

### COVID-19 NOTICE

We continue to conduct service requests, and kindly ask that you do NOT approach the responding Mosquito Control Technician (MCT), who will contact you by phone. If necessary, and leave a door hanger after the service request has been completed. MCTs monitor mosquito populations and conduct routine surveillance of mosquito breeding sites for treatment. If you see MCTs in the field, please follow Social Distancing Guidelines. Remember, mosquito control is a necessary component of public health, and, if not maintained, mosquito-borne diseases can threaten our community. We operate to the best of our ability with safety for all in mind.

# Anastasia Mosquito Control District of St. Johns County

[Home](#)
[District](#)
[Programs](#)
[Pest Info](#)
[Events](#)
[Board Info](#)
[Contact](#)

[Request Service](#)

### Fogging Mission

[Click to zoom](#)

**NEW FOGGING COMING UP - TEST**

### Upcoming Events

**13 AUGUST BOARD MEETING**  
Thursday - Anastasia Mosquito Control District

**10 SEPTEMBER BOARD MEETING - PUBLIC MEETING (HEARING) AT 5:30 P.M.**  
Thursday - Anastasia Mosquito Control District

# Anastasia Mosquito Control District of St. Johns County

[Home](#)
[District](#)
[Programs](#)
[Pest Info](#)
[Events](#)
[Board Info](#)
[Contact](#)

[Request Service](#)

### We offer mosquito control services, community education, and research in St. Johns County, FL

Our professionals at Anastasia Mosquito Control District are experts in providing environmentally friendly mosquito control services, community education, and scientific research on mosquito-borne diseases for St. Johns County communities. Our goal is to protect citizens and visitors from the nuisance of mosquitoes and mosquito-borne diseases through those service-driven programs:

- Customer Requests for Services: Fogging Schedule & Customer Precautions**
  - Best precaution from water-borne illnesses: Drain & Cover

# Anastasia Mosquito Control District of St. Johns County

[Home](#)
[District](#)
[Programs](#)
[Pest Info](#)
[Events](#)
[Board Info](#)
[Contact](#)

[Request Service](#)

### Fogging Mission

[Click to zoom](#)

**NEW FOGGING COMING UP - TEST**

### Upcoming Events

**13 AUGUST BOARD MEETING**  
Thursday - Anastasia Mosquito Control District

**10 SEPTEMBER BOARD MEETING - PUBLIC MEETING (HEARING) AT 5:30 P.M.**  
Thursday - Anastasia Mosquito Control District

# Anastasia Mosquito Control District of St. Johns County

[Home](#)
[District](#)
[Programs](#)
[Pest Info](#)
[Events](#)
[Board Info](#)
[Contact](#)

[Request Service](#)

# Anastasia Mosquito Control District of St. Johns County

[Home](#)
[District](#)
[Programs](#)
[Pest Info](#)
[Events](#)
[Board Info](#)
[Contact](#)

[Request Service](#)

### Fogging Mission

[Click to zoom](#)

**NEW FOGGING COMING UP - TEST**

### Upcoming Events

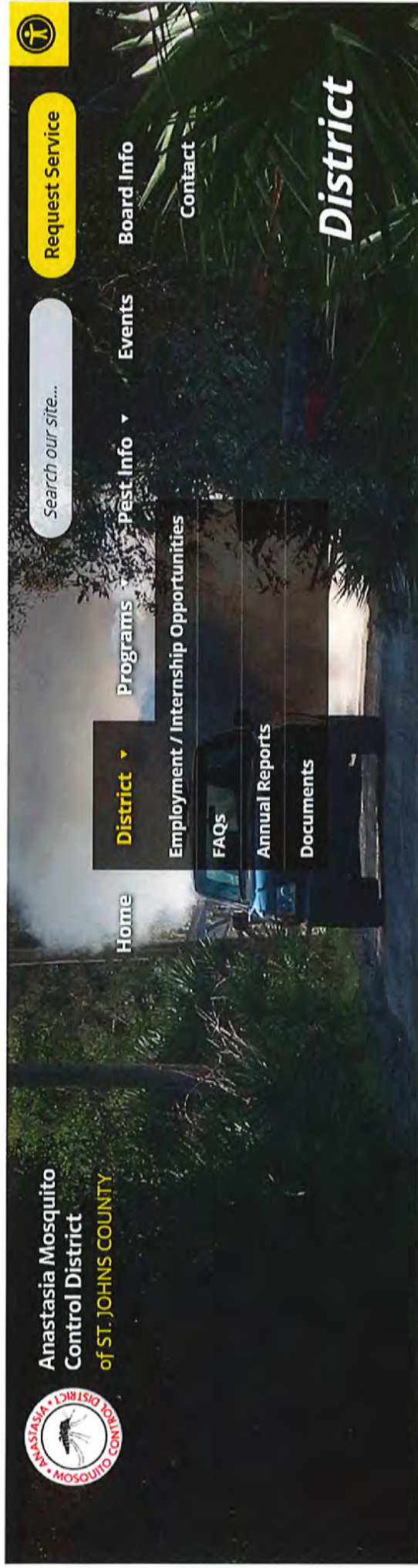
**13 AUGUST BOARD MEETING**  
Thursday - Anastasia Mosquito Control District

**10 SEPTEMBER BOARD MEETING - PUBLIC MEETING (HEARING) AT 5:30 P.M.**  
Thursday - Anastasia Mosquito Control District

# Home

Take your requests. Thank you for helping us. Large logo, even better. For





## St. Johns County's Anastasia Mosquito Control District provides residents service-driven programs and education in St. Augustine, FL

St. Johns County's Anastasia Mosquito Control District provides residents service-driven programs on mosquito-born diseases. Overseen by County Commissioners, we serve all the people within the 609-square-mile County.

### AMCD's Mission

# District



# Programs

- Operations
- Applied Research
- Education



Based on the IPM model, our mosquito control programs provide education, operations, and applied research in St. Johns County, FL



Based on the IPM model, our mosquito control programs provide education, operations, and applied research in St. Johns County, FL



## District operations for controlling mosquito populations involve Ground Operations, Aerial Operations, and Surveillance in St. Johns County, FL

Our Operations for controlling mosquito populations is divided into three sections: Surveillance, Field Operations, and Aerial Operations. Each section of our Operation Program works together like linked gears in a machine to control mosquito populations around residential areas.

*"Usually, the most environmentally and economically friendly form of mosquito control is source reduction. This is simply the processes of eliminating mosquito breeding sites by dumping, draining, and covering standing water around your home."*

|                   |   |
|-------------------|---|
| Ground Operations | + |
| Aerial Operations | + |
| Surveillance      | + |

[View labels of the pesticides AMCD uses](#)

# Operations



GROUND  
OPERATIONS



AERIAL  
OPERATIONS



SURVEILLANCE





## Our team of scientists evaluate mosquito control methods and partner with U.S. federal agencies and national and international universities and academic institutions

AMCD has a team of scientists who evaluate the efficacy of existing and new mosquito control methods that will allow us to be good environmental stewards and reduce our District's operational costs all while promoting and protecting public health. Our goal is for AMCD to become a state, national, and global leader in mosquito control. We are equipped with three insectaries, four laboratories, two greenhouses, three screened enclosures, multiple larval pools, a wind tunnel, an olfactometer, and a laser laboratory to aid us in this endeavor. AMCD partners with the United States Department of Agriculture, the Department of Defense, the Center for Disease Control and Prevention, the Florida Department of Agriculture and Consumer Goods, the University of Florida, the University of Miami, the University of North Florida, and other academic institutions both nationally and internationally.

### Research Areas

- Behavioral ecology and management of mosquitoes

# Applied Research



We also are available to table at public events, field days or anything with vendors. Please take advantage of any of these services by contacting our Education Specialists. Eddie Zerkow at [ezerkow@ascdeemail.com](mailto:ezerkow@ascdeemail.com) or





Anastasia Mosquito Control District  
of ST. JOHNS COUNTY

[Home](#)
[District](#)
[Programs](#)
[Pest Info](#)
[Events](#)
[Board Info](#)
[Contact](#)

[Request Service](#)

## Upcoming Board Meetings

**13 AUG** **AUGUST BOARD MEETING**  
Thursday, Anastasia Mosquito Control District

EVENT  
DETAIL

**10 SEP** **SEPTEMBER BOARD MEETING -  
(FIRST PUBLIC HEARING) AT  
5:30 P.M.**  
Thursday, Anastasia Mosquito Control District

EVENT  
DETAIL

## Fogging Mission



Aug 15 2020

**NEW FOGGING COMING UP - TEST**

# Events





**Our St. Johns County Board of Commissioners for the Anastasia Mosquito Control District lists its members, board agendas, and contact info in St. Augustine, FL**

#### AMCD Commissioners

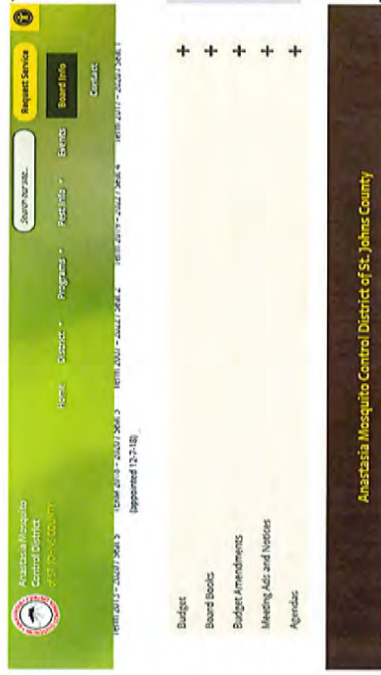
Elected by the VOTERS of St. Johns County



#### AMCD Commissioners

Elected by the VOTERS of St. Johns County

|   |   |   |  |   |
|---|---|---|--|---|
|  |  |  |  |  |
| <b>Mr. Gary Howell</b>  | <b>Mr. Dan Givens</b>   | <b>Mrs. Jeanne Mueller</b>  | <b>Mrs. Trish Becker</b>   | <b>Mrs. Gina LeBlanc</b>  |
| <b>Email</b>  | <b>Email</b>  | <b>Email</b>  | <b>Email</b>   | <b>Email</b>  |
| Term 2013 - 2020 / Seat 5   | Term 2018 - 2020 / Seat 3   | Term 2007 - 2022 / Seat 2   | Term 2019 - 2022 / Seat 4  | Term 2017 - 2020 / Seat 1   |
| (Appointed 12.7.18)   |   |   |  |   |



# Board info

# Contact Us



Customers can call for info, request services, pay online, take a survey

120 EOC Drive  
St. Augustine, FL 32092  
Phone: (904) 471-3107  
Fax: (904) 471-3189

Make a Payment  
Customer Survey



## Directions

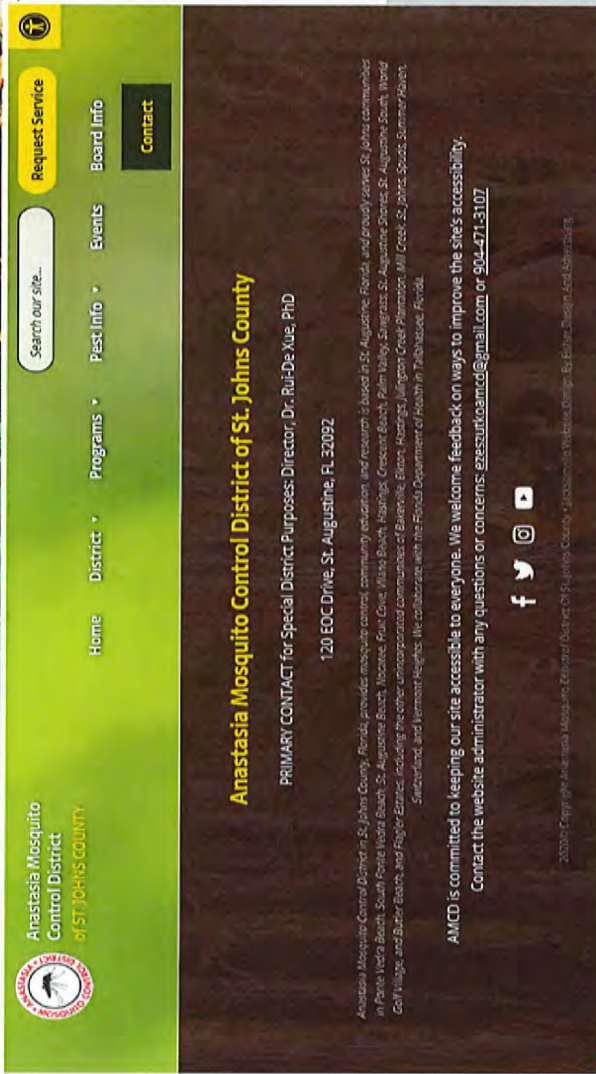
Coming from North of St. Johns County: Travel I-95 South, take FL-16 Exit (Exit 318), merge onto State Road 16/FL-16, toward Green Cove Springs, turn slight left onto County Road 208, turn left onto Agricultural Center Drive, turn right onto EOC Drive to Anastasia Mosquito Control.

Coming from South of St. Johns County: Travel I-95 North, take FL-16 Exit (Exit 318), merge onto State Road 16/FL-16, toward Green Cove Springs, turn slight left onto County Road 208, turn left onto Agricultural Center Drive, turn right onto EOC Drive to Anastasia Mosquito Control.





# Notable things







Thank you  
Any questions?



**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](http://www.amcdsjc.org)

## 2020 MEMO

### DISTRICT DIRECTOR

Dr. Rui-De Xue



### BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson

Trish Becker, Vice-Chairperson

Don Girvan, Secretary/Treasurer

Gary Howell, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

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

CC: Charolette M. Hall, Administrative Assistant

DATE: August 13, 2020

RE: Change Order for the EDU Center Site Design Build project

Again, we (Harrell, AMCD, and Matthews Design) have encountered problems in permitting with the County Fire Marshall. After many emails, the County wants AMCD to put in another fire hydrant and relocate a planned Fire Department Connection (FDC) adjacent to the new building, not on the building as planned. The hydrant would be between building 500 and 600A in the grass near the roadway. The FDC would be between building 400 and 500 less than 100 feet from the road (less than 100' by code). The cost for this change order is \$29,141.00. AMCD has money in the budget for this change, but not in the authorized amount for this project.

Total 2019/2020 budget amount for the EDU building: Budget 945,100 \$180,000.00 & budget 945,101 \$320,000.00 = \$500,000.00.

Board authorized amount for the Building Design including a 5% cost overrun: \$155,250.00.

**Board authorized amount for the Site Design & Build including a 5% cost overrun: \$255,955.00.**

Remaining budget money after these two contracts: \$87,755.00.

AMCD has already done Change Order (CO) #1 for the Site Design & Build for \$2,916.96, using part of the 5% cost overrun. The total 5% cost overrun amount is \$12,095.00 - \$2,916.96 = \$9,178.04.

The proposed CO#2 would be \$29,141.00. The remaining cost overrun amount for the Site Design & Build is \$9,178.04 - \$29,141.00 = -\$19,962.96 needed.

No budget amendment would be necessary because we are still under the \$500,000.00 in the budget.

AMCD staff recommends that the Board of Commissioners approve the additional funds for and the Change Order (CO#2) for \$29,141.00 because it is over the authorized amount that AMCD staff was authorized to spend on the EDU Center Site Design & Build contract.

**HARRELL CONSTRUCTION CO., INC.**  
4185 SUNBEAM RD, BLDG 200  
JACKSONVILLE, FLORIDA 32257

Description: Extension of fire service to new building location, including check valve and riser, FDC & fire hydrant

JOB: 2020-05 AMCD Education Center Civil  
DATE: July 21, 2020  
CP #: 2

[illegible]

|                          |           |
|--------------------------|-----------|
| Original Contract Amount | \$ -      |
| Previous Change Orders   | \$ -      |
| Total This Change Order  | \$ 29,141 |

Revised Contract Amount \$ 29,141

**ACCEPTED:** The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

PM: Garrell/Taylor

Accepted By:

Date: 7/21/2020

Date:



**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](http://www.amcdsjc.org)

## MEMO

### DISTRICT DIRECTOR

Dr. Rui-De Xue



### BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: August 5, 2020

RE: SIT Building Project Update

---

After the Board approved the concept and authorized the Chairperson and Director to begin the SIT mass rearing facility project, we have done the following:

1. received five (5) supporting letters from other mosquito control programs in the Northeastern Region,
2. received a support letter from the International Atomic Energy Atomique (IAEA, Food and Agriculture Organization of the United Nations),
3. received a support letter from the USDA/ARS/Center for Medical, Agricultural and Veterinary Entomology,
4. received a support letter from the American Mosquito Control Association (AMCA),
5. received a support letter from University of Florida & MosquitoMate,
6. received a support letter from former Pioneer, Dr. David Dame,
7. submitted a request letter to the St. Johns County Administrator for local legislation,
8. collected all reports from our collaborators (UF & MosquitoMate) on SIT and *Wolbachia*-infected male mosquito release in St. Augustine, for the past 3 years,
9. worked out the draft for the building plan, and
10. worked out the draft budget.

All documents and materials will be presented during the Board meeting.

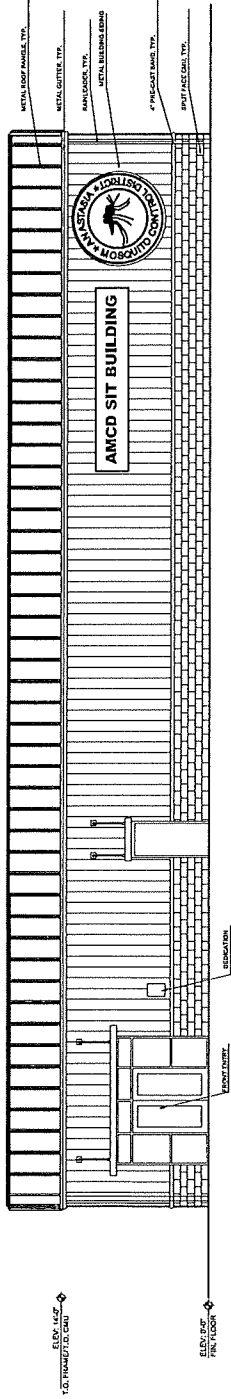
We welcome you to give us further suggestions and comments.



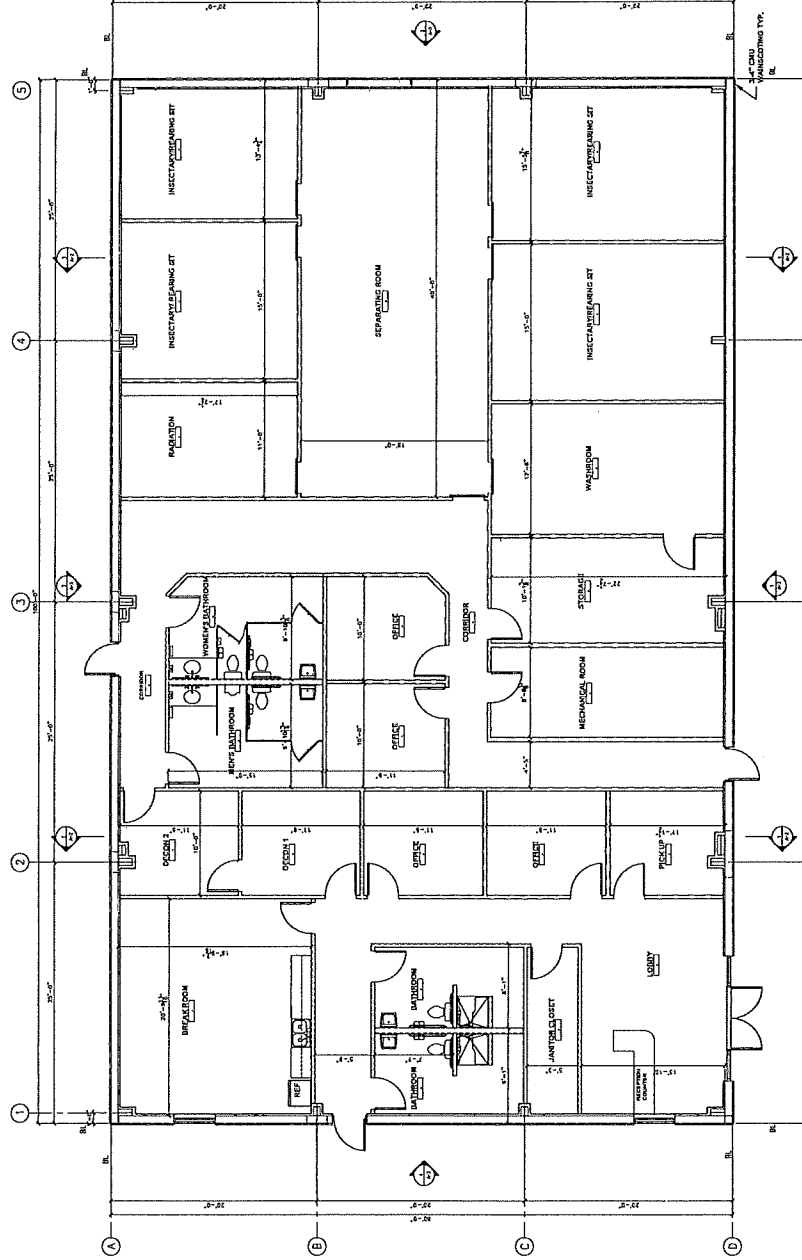
|             |          |
|-------------|----------|
| DRAWN BY:   | CAS      |
| CHECKED BY: | CAS      |
| DATE:       | 07-15-20 |

SHEET

© 2001 by The McGraw-Hill Companies, Inc. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without prior written permission from The McGraw-Hill Companies, Inc. This publication is intended for use by individuals only. It is not to be distributed, sold, or otherwise made available to the public. The McGraw-Hill Companies, Inc. is not responsible for any errors or for any consequences arising from the use of the information contained herein.



**FRONT ELEVATION**  
SCALE: 3/16" = 1'-0"



**FLOOR PLAN**  
SCALE: 3/16"=1'-0"

C-1

OVERALL SITE PLAN  
SCALE: N.T.S.



SHEET

DATE: 07-03-20

CHECKED BY: CAS

DRAWN BY: CAS

SHEET TITLE: ARCHITECTURAL SITE PLAN

| NO. | DATE | REVISION |
|-----|------|----------|
|     |      |          |
|     |      |          |
|     |      |          |
|     |      |          |

NEW BUILDING  
AMCD  
SIT BUILDING  
ST. JOHNS COUNTY, FLORIDA

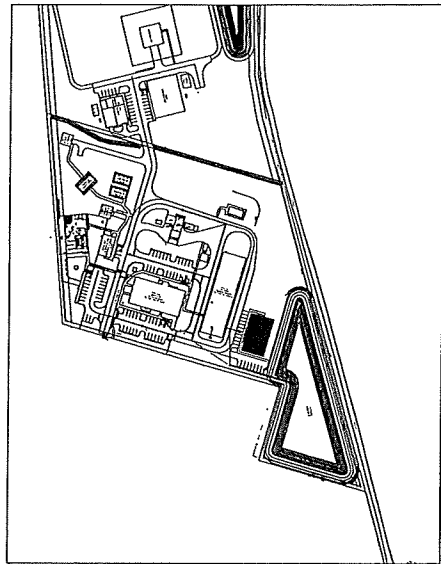
**DSAE**  
DOHERTY SOMMERS  
ARCHITECTS ENGINEERS, INC.  
370 15th Ave S, Suite A & B  
Jacksonville Beach, FL 32250  
904.243.0591  
904.243.0591  
Florida License No. 000009952

CRAIG A. SOMMER, AIA  
ARCHITECT - A20016480  
casommer@dsae.net

**HARRELL**  
CONSTRUCTION  
COMPANY, INC.  
4115 Southside Rd. Ste. 100 Jacksonville, FL 32217  
904.429.3333 Fax 904.429.3333  
"BUILD WITH QUALITY AND INTEGRITY"

EXISTING BUILDING NO.  
SPRINKLER  
DRAINAGE TYPED  
V.C. 1000

Garage



ARCHITECTURAL SITE PLAN  
SCALE: 1"=100'



THIS PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS PLAN.

Mass Rearing Facility (6,000 sq. ft.) for SIT by Radiation-Treated and *Wolbachia*-infected Male Mosquitoes for Control of Vector Mosquitoes (Proposed Budget)

**Building Item:**

|                             |   |
|-----------------------------|---|
| Utility Connection fee      | \$8,500                                 |
| Impact fee                  | \$31,672                                |
| Permit fee                  | \$4,473                                 |
| Civil Engineering           | \$25,000                                |
| Architectural/structure/MEP | \$18,500                                |
| Building @128/sq. ft.       | \$768,000                               |
| Site construction           | \$13,152                                |
| Others                      | \$20,703                                |
| <b>SUB_TOTAL:</b>           | <b>\$890,000 (apply for State fund)</b> |

**Equipment & Interior Items:**

|   |  |
|---|--|
| Interior structure                        | \$20,000                                 |
| 4 insectary humidity and isolation system | \$40,000                                 |
| Radiator                                  | \$260,000                                |
| Auto-sex separation machines              | \$240,000                                |
| Lab Furniture/Bench                       | \$100,000                                |
| <b>SUB_TOTAL</b>                          | <b>\$660,000 (AMCD &amp; grant fund)</b> |

**TOTAL for the Facility:** **\$1,550,000**

**Annual Running/Supply:**

Personnel:

|  |  |
|--|--|
| 2 Scientists (salary+benefit) @ \$90,000 | \$180,000                                |
| 2 technicians (salary+benefit) @\$60,000 | \$120,000                                |
| Utility & others                         | \$19,000                                 |
| Supply                                   | \$31,000                                 |
| <b>SUB_TOTAL</b>                         | <b>\$350,000 (AMCD &amp; grant fund)</b> |

# REPORTS

Director report (July 2020)

**Program Management:**

**Customer & professional service and service request process:** AMCD answered 282 service requests in July. Dr. Xue and Dr. Qualls reviewed 9 manuscripts for different journals at the editors' requests. AMCD staff hosted the facility tour for a total of 5 candidates who are running for AMCD Commissioners. Also AMCD provided necessary documentations based on their requests. AMCD cooperated with EOC, Dept. of Police to prepare for prevention and response hurricane and allowed them use our facility if necessary and needs. Dr. Xue attended SOVE Board meeting. Dr. Qualls and Dr. Xue's proposals for AMCA annual meeting symposia have been approved by the AMCA. Mr. Weaver attended the FMCA financial committee meeting through Zoom.

**Surveillance:** Testing for arbovirus by sentinel chickens in house confirmed with all negative for WNV. Continue 12 BG sentinel traps with BG lures and dry ice and ovitraps for *Aedes* mosquito surveillance once a week. CDC light traps (51) baited with octenol collected 996 adult mosquitoes county wide. BG traps collected 1,133 (936 *Aedes aegypti* and *Ae. albopictus*) adult mosquitoes.

**Operation & aerial program:** Collected 22 tires for source reduction. AMCD MCTs did hand fogging for 134 times and barrier spraying for 42 times for 11 acres. Conducted 36 time ULV spraying and treated 16,200 acres. Aerial larviciding for 2 times and treated 82 acres. Positive larval dips were 404 and treated larvae for 165 times for 536 acres by ground application.

**Applied research:** Virus vector mosquitoes funded by DACS has been done and Keystone virus survey has been extended to December. Work with UF about CDC grant subcontract. The DoD officially awarded/informed AMCD for the 3 year grant fund at \$780K. AMCD finished the Lamplight testing project. AMCD continues the BigShot, MGK, and Central Life projects, and conduct the field testing for sticky traps for control of eye gnats. AMCD staff submitted 2 manuscripts to the JFMCA for consideration of publishing.

**Education:** One intern student has been trained for field inspection and ULV. A new intern hired by UF/EPI through CDC grant has been started for training. One intern gave presentation about her study on population dynamics of vector mosquitoes. Face book and website have been updated frequently. ES answered many questions about AMCD and mosquito prevention, SIT through social medias. Four employees including intern students and seasonal employees received their public health licenses.

**Business Management:**

**Serve to the Board of Commissioners:** Staff prepared for July 9's Board meeting and assisted 1 Commissioner for guest tours of AMCD facility and 1 Commissioner for business meeting.

**Budget and Auditor:** Board approved the tentative millage rate and budget. Staff submitted work plan budget, millage, and other documents to the State and county.

**Contract:** Board Chairperson signed the DoD grant fund agreement.

**Safety:** AMCD passed the DACS inspection about Pilot pesticide application license and other safety and legal issues. AMCD buildings (500 & 800) have security systems installation.

**Insurance:** Tank insurance renewal has been proposed for approval.



HR: One intern student has been hired by UF/EPI through CDC SECEVD and worked at AMCD. One intern has been extended to two month as a part time. A full time with 2 year contracted technician funded by DoD grant has been hired and she will start from October 1. A term Biologist and a term technician have been extended for three more years and effect from August 1, 2020 under the DoD grant funding.

**Meeting:**

July 1. 7:10am. Manager meeting. 3pm. Teleconference with MGK about testing.

July 2. Reviewed surveillance tools paper for Am J Trop Med & Hyg

July 6. Reviewed article about new larvicide for Acta Tropical.

July 7. 9am. Interviewed an intern student for UF/EPI and CDC SECEVD. 10:30am. Met with Commissioner Mrs. Moeller and Mr. Harrell about building project.

July 8. 7:10am. Manager meeting. 8:30am. EPI about DACS's keystone grant.

July 9. 3pm. MGK teleconference. 5pm. Board meeting.

July 10. 10am. Dropped sample to UF/EPI and cages to UF Dept. of Entomol. 2:30pm. UF/EE about CDC grant through Zoom (Qualls & Farooq attended).

July 14. 10am. Met Dr. James Cilek from NAVY about collaboration projects. 5pm. Attended AMCA about Florida Keys MCD's GMO project.

July 15. 7:10am. Manager meeting about the implement of the Board meeting decision. Aerial larviciding.

July 16. 7:30am. Joined Scientific Department morning meeting and intern presentation. Aerial larviciding. 2:30pm. Group meeting about COVID-19 prevention.

July 21. 7:30am. Met with intern student about his training and project. 9am. Aviation group meeting about inspection from DACS. 2pm. Met Commissioner Mrs. Becker and three candidates who run for AMCD's Commissioners. Mr. Weaver gave them a tour of the facility. Reviewed two manuscripts for Parasite & Vectors and Environmental pollution and research.

July 22. 7:10am. Manager meeting. 8:30am. EOC meeting through Zoom. 9:30am. MosquitoMate meeting update. 7pm. Zoom meeting with International Standard Organization about repellent testing.

July 23. 7:30am. Kiwanis meeting. 8:30am. UF/EE about CDC grant subcontract issue. 9am. SIT meeting through Zoom with UF/USDA. 1pm. Met Dr. Mike P. about volunteer project. 1:30. Met Commissioner Mrs. Moeller about public complaints about other commissioner. 3pm. MGK teleconference about spread factor.

July 28. 1pm. Prepared for sticky traps for James W. and met Dr. Mike G. for schedule for I.D. of insects collected by sticky traps. 2pm. Zoom meeting with UF library about FOJ for the JFMCA.

July 29. 1pm. Attended SOVE Board meeting through Zoom.

July 30. 8:15. Zoom meeting with UF about testing. Group meeting about COVID-19 testing.

July 31. Reviewed manuscript about larvicide for the JAMCA. 8:15. EOC about hurricane Isaias.

# Treatment Summary July 2020

From Date : 07-01-2020

To Date : 07-31-2020

Zone : All

Material : All

Task : All

| Material           | Amount        | Area Treated | Application Rate    | Times    |
|--------------------|---------------|--------------|---------------------|----------|
| Altosid WSP        | 1738 ea       | 5.39 acre    | 322.68 ea / acre    | 41 times |
| Altosid XR         | 40 ea         | 0.09 acre    | 435.54 ea / acre    | 6 times  |
| Altosid XRG        | 220 lb        | 36.67 acre   | 6 lb / acre         | 8 times  |
| Altosid XRG Air    | 820 lb        | 82 acre      | 10 lb / acre        | 3 times  |
| Aqualure 20-20 1:5 | 1900.33 fl oz | 7356.13 acre | 0.26 fl oz / acre   | 10 times |
| B.t.i. Briquets    | 104 ea        | 0.24 acre    | 435.54 ea / acre    | 4 times  |
| Cocobear           | 794 fl oz     | 2.07 acre    | 384.02 fl oz / acre | 18 times |
| Duet 50%           | 1472 fl oz    | 937.58 acre  | 1.57 fl oz / acre   | 13 times |
| Mosquitomist Two   | 5218 fl oz    | 7906.06 acre | 0.66 fl oz / acre   | 13 times |
| Natular DT         | 6 ea          | 0 acre       | 6666.67 ea / acre   | 1 times  |
| Sustain MBG        | 1320 lb       | 176 acre     | 7.5 lb / acre       | 31 times |
| Talstar P          | 3.77 gal      | 11.01 acre   | 0.34 gal / acre     | 42 times |
| VectoBac 12AS      | 5045 fl oz    | 315.31 acre  | 16 fl oz / acre     | 56 times |

# Task Time Summary July 2020

From Date : 07-01-2020

To Date : 07-31-2020

Zone : All

Employee Name : All

| Task Time Summary         |             |                  |             |
|---------------------------|-------------|------------------|-------------|
| Task                      | Total Time  | Total Timesheets | Total Time  |
| Administrative            | 1071:18 hrs | 214              | 6415:00 hrs |
| Admin Leave               | 238:30 hrs  | 26               |             |
| Aerial Ground Crew        | 41:08 hrs   | 14               |             |
| Aerial Larvicide          | 04:45 hrs   | 3                |             |
| Aerial Maint              | 219:50 hrs  | 51               |             |
| Aerial Survey             | 20:15 hrs   | 6                |             |
| AM Briefing               | 53:50 hrs   | 160              |             |
| Annual Leave              | 166:00 hrs  | 36               |             |
| Assist                    | 53:27 hrs   | 24               |             |
| Building & Grounds Work   | 205:47 hrs  | 143              |             |
| Chicken Program           | 161:33 hrs  | 119              |             |
| Computer Repair           | 131:30 hrs  | 16               |             |
| Daily Paperwork           | 108:10 hrs  | 204              |             |
| Field Experiment          | 411:43 hrs  | 153              |             |
| Fish Placement            | 01:15 hrs   | 2                |             |
| Fish Program              | 07:15 hrs   | 5                |             |
| Fog Mission Serv Req      | 01:43 hrs   | 22               |             |
| GLP Management            | 02:00 hrs   | 1                |             |
| Ground Adulticide         | 130:00 hrs  | 67               |             |
| Ground Larvicide          | 227:06 hrs  | 165              |             |
| Ground Site Inspection    | 672:42 hrs  | 589              |             |
| Hand Adulticide           | 62:20 hrs   | 134              |             |
| Holiday                   | 350:00 hrs  | 37               |             |
| Insectary                 | 199:45 hrs  | 100              |             |
| Inventory                 | 24:57 hrs   | 13               |             |
| Lab Experiment            | 337:08 hrs  | 165              |             |
| Landing Rate              | 03:09 hrs   | 48               |             |
| Leave Without Pay         | 27:45 hrs   | 5                |             |
| Mechanics Time            | 311:08 hrs  | 57               |             |
| Meeting                   | 107:54 hrs  | 114              |             |
| Molecular Lab Work        | 190:05 hrs  | 63               |             |
| Mosquito Trap BG          | 38:02 hrs   | 192              |             |
| Mosquito Trap CDC Oc      | 138:52 hrs  | 266              |             |
| Mosquito Trap ID          | 30:20 hrs   | 16               |             |
| Mosquito Trap OV          | 03:09 hrs   | 120              |             |
| Produce Papers & Programs | 159:30 hrs  | 62               |             |
| Project Research          | 106:00 hrs  | 47               |             |
| Resupplying Trucks        | 93:59 hrs   | 124              |             |
| Sick Bereavement          | 25:00 hrs   | 3                |             |
| Sick Leave                | 144:15 hrs  | 36               |             |
| Sick/Personal Leave       | 08:00 hrs   | 1                |             |
| Source Reduction (tires)  | 03:00 hrs   | 2                |             |
| Supervisory               | 59:33 hrs   | 23               |             |
| Training Classroom        | 15:15 hrs   | 8                |             |
| Training Field            | 08:00 hrs   | 2                |             |
| Trim Trails               | 02:15 hrs   | 2                |             |

| CDC Light Traps July 2020 |            |            |            |            |               |
|---------------------------|------------|------------|------------|------------|---------------|
| 7/1/2020                  |            |            |            |            |               |
| To :                      |            |            |            |            |               |
| 7/31/2020                 |            |            |            |            |               |
| Trap Type :               |            |            |            |            |               |
| CDC Octenol               |            |            |            |            |               |
|                           | 2020 07    |            |            |            |               |
| Species Name              | 7          | 14         | 21         | 28         | Species Total |
| Ae aegypti                | 0          | 0          | 0          | 0          | 0             |
| Ae albopictus             | 10         | 4          | 3          | 2          | 19            |
| Ae atlanticus             | 64         | 61         | 379        | 97         | 601           |
| Ae canadensis             | 0          | 0          | 0          | 0          | 0             |
| Ae eggs                   | 0          | 0          | 0          | 0          | 0             |
| Ae fulvus pallens         | 0          | 0          | 0          | 0          | 0             |
| Ae infirmatus             | 138        | 22         | 31         | 21         | 212           |
| Ae mitchellae             | 0          | 0          | 1          | 0          | 1             |
| Ae signifera              | 0          | 0          | 0          | 0          | 0             |
| Ae sollicitans            | 0          | 0          | 1          | 0          | 1             |
| Ae taeniorhynchus         | 1          | 35         | 10         | 0          | 46            |
| 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               | 10         | 21         | 43         | 6          | 80            |
| An perplexens             | 0          | 0          | 0          | 0          | 0             |
| An punctipennis           | 0          | 0          | 0          | 0          | 0             |
| An quadrimaculatus        | 1          | 3          | 9          | 2          | 15            |
| An walkeri                | 0          | 0          | 0          | 0          | 0             |
| Cq perturbans             | 0          | 1          | 0          | 0          | 1             |
| Cs inornata               | 0          | 0          | 0          | 0          | 0             |
| Cs melanura               | 2          | 3          | 0          | 3          | 8             |
| Cx coronator              | 0          | 0          | 0          | 0          | 0             |
| Cx eraticus               | 21         | 75         | 52         | 35         | 183           |
| Cx nigripalpus            | 8          | 17         | 12         | 19         | 56            |
| Cx quinquefasciatus       | 5          | 3          | 6          | 4          | 18            |
| Cx restuans               | 0          | 0          | 0          | 0          | 0             |
| Cx salinarius             | 4          | 0          | 1          | 0          | 5             |
| Cx territans              | 0          | 0          | 0          | 0          | 0             |
| Ma dyari                  | 0          | 0          | 0          | 0          | 0             |
| Ma titillans              | 0          | 3          | 2          | 1          | 6             |
| Or signifera              | 0          | 0          | 0          | 0          | 0             |
| Ps ciliata                | 0          | 2          | 5          | 0          | 7             |
| Ps columbiae              | 5          | 40         | 29         | 3          | 77            |
| Ps cyanescens             | 0          | 0          | 0          | 0          | 0             |
| Ps ferox                  | 0          | 0          | 0          | 0          | 0             |
| Ps howardii               | 0          | 1          | 0          | 0          | 1             |
| Tx rutilus                | 0          | 0          | 0          | 0          | 0             |
| Ur lowii                  | 1          | 2          | 0          | 2          | 5             |
| Ur sapphirina             | 1          | 1          | 6          | 1          | 9             |
| Wy Mitchellii             | 0          | 0          | 0          | 0          | 0             |
| <b>Daily Total</b>        | <b>272</b> | <b>294</b> | <b>590</b> | <b>196</b> | <b>1352</b>   |

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



| BG Traps July 2020  |         |     |     |    |               |
|---------------------|---------|-----|-----|----|---------------|
| 7/1/2020            |         |     |     |    |               |
| To :                |         |     |     |    |               |
| 7/31/2020           |         |     |     |    |               |
| Trap Type :         |         |     |     |    |               |
| BG                  |         |     |     |    |               |
|                     | 2020 07 |     |     |    |               |
| Species Name        | 7       | 14  | 21  | 28 | Species Total |
| Ae aegypti          | 50      | 433 | 125 | 41 | 649           |
| Ae albopictus       | 20      | 158 | 103 | 6  | 287           |
| Ae atlanticus       | 0       | 21  | 0   | 0  | 21            |
| Ae canadensis       | 0       | 0   | 0   | 0  | 0             |
| Ae eggs             | 0       | 0   | 0   | 0  | 0             |
| Ae fulvus pallens   | 0       | 0   | 0   | 0  | 0             |
| Ae infirmatus       | 5       | 6   | 2   | 3  | 16            |
| Ae mitchellae       | 0       | 0   | 0   | 0  | 0             |
| Ae signifera        | 0       | 0   | 0   | 0  | 0             |
| Ae sollicitans      | 0       | 0   | 0   | 0  | 0             |
| Ae taeniorhynchus   | 2       | 17  | 10  | 0  | 29            |
| Ae triseriatus      | 0       | 2   | 0   | 0  | 2             |
| Ae vexans           | 0       | 0   | 0   | 0  | 0             |
| An atropos          | 0       | 0   | 0   | 0  | 0             |
| An bradleyi         | 0       | 0   | 0   | 0  | 0             |
| An crucians         | 0       | 5   | 1   | 0  | 6             |
| An perplexens       | 0       | 0   | 0   | 0  | 0             |
| An punctipennis     | 0       | 0   | 0   | 0  | 0             |
| An quadrimaculatus  | 1       | 34  | 2   | 1  | 38            |
| An walkeri          | 0       | 0   | 0   | 0  | 0             |
| Cq perturbans       | 0       | 1   | 0   | 0  | 1             |
| Cs inornata         | 0       | 0   | 0   | 0  | 0             |
| Cs melanura         | 0       | 0   | 0   | 0  | 0             |
| Cx coronator        | 0       | 6   | 0   | 0  | 6             |
| Cx eraticus         | 1       | 1   | 4   | 0  | 6             |
| Cx nigripalpus      | 5       | 73  | 15  | 0  | 93            |
| Cx quinquefasciatus | 18      | 134 | 39  | 6  | 197           |
| Cx restuans         | 0       | 0   | 0   | 0  | 0             |
| Cx salinarius       | 0       | 0   | 2   | 0  | 2             |
| Cx territans        | 0       | 0   | 0   | 0  | 0             |
| Ma dyari            | 0       | 0   | 0   | 0  | 0             |
| Ma titillans        | 0       | 3   | 0   | 0  | 3             |
| Or signifera        | 0       | 0   | 0   | 0  | 0             |
| Ps ciliata          | 0       | 1   | 0   | 0  | 1             |
| Ps columbiae        | 0       | 10  | 0   | 0  | 10            |
| Ps cyanescens       | 0       | 0   | 0   | 0  | 0             |
| Ps ferox            | 1       | 3   | 2   | 0  | 6             |
| Ps howardii         | 0       | 0   | 0   | 0  | 0             |
| Tx rutilus          | 0       | 0   | 2   | 0  | 2             |
| Ur lowii            | 0       | 0   | 0   | 0  | 0             |
| Ur sapphirina       | 0       | 0   | 0   | 0  | 0             |
| Wy Mitchellii       | 0       | 0   | 0   | 0  | 0             |
| Daily Total         | 103     | 908 | 307 | 57 | 1375          |

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



# ATTACHMENTS

PERFORMANCE EVALUATION PROCESS POLICY  
(For Evaluation of Director)

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

# ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

500 Old Beach Road, St. Augustine, FL 32092



## PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Title: \_\_\_\_\_ Time in Position: \_\_\_\_\_

Date of Last Review: \_\_\_\_\_ Scheduled Review Date: \_\_\_\_\_

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

### INSTRUCTIONS:

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

### DEFINITIONS OF PERFORMANCE RATINGS:

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

### I. PERFORMANCE FACTORS:

#### A. PROFESSIONAL SKILLS:

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |          | Points      |
|---|----------|-------------|
| O | 100-90   | <div></div> |
| V | 89-80    |             |
| G | 79-70    |             |
| I | 69-60    |             |
| U | Below 60 |             |

**B. INTERACTIVE SKILLS:**

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |          | Points      |
|---|----------|-------------|
| O | 100-90   | <div></div> |
| V | 89-80    |             |
| G | 79-70    |             |
| I | 69-60    |             |
| U | Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |          | Points      |
|---|----------|-------------|
| O | 100-90   | <div></div> |
| V | 89-80    |             |
| G | 79-70    |             |
| I | 69-60    |             |
| U | Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |          | Points      |
|---|----------|-------------|
| O | 100-90   | <div></div> |
| V | 89-80    |             |
| G | 79-70    |             |
| I | 69-60    |             |
| U | Below 60 |             |

**C. ADMINISTRATIVE SKILLS:**

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |          | Points      |
|---|----------|-------------|
| O | 100-90   | <div></div> |
| V | 89-80    |             |
| G | 79-70    |             |
| I | 69-60    |             |
| U | Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |          | Points      |
|---|----------|-------------|
| O | 100-90   | <div></div> |
| V | 89-80    |             |
| G | 79-70    |             |
| I | 69-60    |             |
| U | Below 60 |             |



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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|            | Points      |
|------------|-------------|
| O 100-90   | <div></div> |
| V 89-80    |             |
| G 79-70    |             |
| I 69-60    |             |
| U Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|            | Points      |
|------------|-------------|
| O 100-90   | <div></div> |
| V 89-80    |             |
| G 79-70    |             |
| I 69-60    |             |
| U Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|            | Points      |
|------------|-------------|
| O 100-90   | <div></div> |
| V 89-80    |             |
| G 79-70    |             |
| I 69-60    |             |
| U Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|            | Points      |
|------------|-------------|
| O 100-90   | <div></div> |
| V 89-80    |             |
| G 79-70    |             |
| I 69-60    |             |
| U Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|            | Points      |
|------------|-------------|
| O 100-90   | <div></div> |
| V 89-80    |             |
| G 79-70    |             |
| I 69-60    |             |
| U Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|            | Points      |
|------------|-------------|
| O 100-90   | <div></div> |
| V 89-80    |             |
| G 79-70    |             |
| I 69-60    |             |
| U Below 60 |             |

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

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|            | Points      |
|------------|-------------|
| O 100-90   | <div></div> |
| V 89-80    |             |
| G 79-70    |             |
| I 69-60    |             |
| U Below 60 |             |

## II. RATE OVERALL PERFORMANCE:

Total Points:  ÷ Number of Factors Rated  = OVERALL RATING

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



**III. MAJOR STRENGTHS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**IV. AREAS NEEDING IMPROVEMENT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**V. TRAINING AND DEVELOPMENT:**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Discussed with employee on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Date)

Follow-Up Requested: ☐ YES ☐ NO

Follow-Up Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Date)

\_\_\_\_\_  
**COMMISSIONER SIGNATURE:**

\_\_\_\_\_  
**DATE**

**EMPLOYEE COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAIRPERSON SIGNATURE**

\_\_\_\_\_  
**DATE**

# MISCELLANEOUS

- LOCAL FUND REPORT
- ETC.

# 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](http://www.amcdsjc.org)

## MEMO

### DISTRICT DIRECTOR

Dr. Rui-De Xue



### BOARD OF COMMISSIONERS:

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

**TO:** The St. Augustine Record

**ATTENTION:** Melissa Rhinehart and/or Tiffany Lowe; Legal Dept. (fax: 819-3523)  
[Mrhinehart@staugustine.com](mailto:Mrhinehart@staugustine.com) [tlowe@staugustine.com](mailto:tlowe@staugustine.com) / [legals@staugustine.com](mailto:legals@staugustine.com)

**FROM:** Charolette M. Hall, Admin. Asst.

**CC:** Dr. Rui-De Xue, Director

**DATE:** June 15, 2020

**RE:** Please print the following Board Meeting Announcement: (Legal Ad) for the AMCD  
Board meetings for the 3<sup>rd</sup> quarter of the calendar year 2020 (including 1<sup>st</sup> Public Hearing)

"The Anastasia Mosquito Control District of St. Johns County (AMCD) will hold its regular monthly Board meetings for the 3<sup>rd</sup> quarter of the calendar year 2020 on the following dates; on Thursday, July 9, 2020 at 5:00 P.M. and on Thursday, August 13, 2020 at 5:00 P.M. and on Thursday, September 10, 2020 at 5:00 P.M., at 120 EOC Drive, St. Augustine, Florida. AMCD will also hold it's First Public Hearing on Thursday, September 10, 2020 at 5:30 P.M. and then resume the regular meeting immediately after."

ADA Compliant.

*(Please include the mosquito logo with the ad.)*

**Publish date: Sunday, June 28, 2020 - (St. Augustine Record)**

Thank you.

Charolette M. Hall, Administrative Assistant  
[charoletteamcd@gmail.com](mailto:charoletteamcd@gmail.com)



ANASTASIA MOSQUITO CONTROL DISTRICT  
OF ST. JOHNS COUNTY

FINANCIAL STATEMENTS – LOCAL FUND  
June 2020



**Anastasia Mosquito Control District**  
**Consolidated Financial Statements - Local Fund - June - YTD 2019/20**

|   | Jun 20            | Oct '19 - Jun 20    | Budget              | \$ Over/(Under)<br>Budget |
|---|-------------------|---------------------|---------------------|---------------------------|
|   | -                 |                     |                     |                           |
| 360 · Taxes                             | 87,289            | 5,757,804           | 5,717,380           | 40,424                    |
| 386 · Interest Earned                   | 2,549             | 59,717              | 65,000              | (5,283)                   |
| 390 · Grants                            | -                 |                     |                     |                           |
| 391.2 · Grant Money, Other              | 78,000            | 179,357             | 101,357             | 78,000                    |
| <b>Total 390 · Grants</b>               | <b>78,000</b>     | <b>179,357</b>      | <b>101,357</b>      | <b>78,000</b>             |
| 392 · Miscellaneous                     | -                 |                     |                     |                           |
| 392.1 · Workshops                       | -                 | 89                  | 7,000               | (6,911)                   |
| 392.3 · Salvage                         | -                 | 18,900              | 5,000               | 13,900                    |
| 392.5 · Other                           | -                 |                     |                     |                           |
| 392.6 · Dormitory Rent                  | 1,400             | 10,827              | 5,761               | 5,066                     |
| 392.5 · Other - Other                   | -                 | 178,009             | 188,664             | (10,655)                  |
| <b>Total 392.5 · Other</b>              | <b>1,400</b>      | <b>188,836</b>      | <b>194,425</b>      | <b>(5,590)</b>            |
| <b>Total 392 · Miscellaneous</b>        | <b>1,400</b>      | <b>207,825</b>      | <b>206,425</b>      | <b>1,400</b>              |
| <b>Total Income</b>                     | <b>\$ 169,238</b> | <b>\$ 6,204,704</b> | <b>\$ 6,090,162</b> | <b>\$ 114,542</b>         |
|   |                   |                     |                     |                           |
| 405 · Personal Services                 |                   |                     |                     |                           |
| 410 · Executive Salaries                | 2,000             | 18,556              | 24,000              | (5,444)                   |
| 412 · Full-Time Employees               |                   |                     |                     |                           |
| 414 · Salaries & Wages                  | 105,907           | 851,864             | 1,233,654           | (381,791)                 |
| 415 · Full-Time Administrative Leave    | -                 | 11,969              | -                   | 11,969                    |
| 416 · Overtime                          | 837               | 9,349               | 10,000              | (651)                     |
| 418 · Sick Leave                        | 3,408             | 33,100              | 68,081              | (34,981)                  |
| 420 · Annual Leave                      | 2,504             | 59,497              | 86,649              | (27,152)                  |
| 421 · Holiday Pay                       | 7,505             | 74,469              | 77,365              | (2,896)                   |
| 423 · Annual Leave/ SL Payout           | -                 | 14,996              | 15,000              | (4)                       |
| 424 · Reserves for Promo/Other          | -                 | -                   | 19,000              | (19,000)                  |
| 425 · Internal Recognition              | -                 | -                   | 1,500               | (1,500)                   |
| <b>Total 412 · Full-Time Employees</b>  | <b>120,160</b>    | <b>1,055,244</b>    | <b>1,511,249</b>    | <b>(456,006)</b>          |
| 426 · Seasonal Employees                | -                 |                     |                     |                           |
| 428 · Salaries & Wages                  | 14,479            | 104,309             | 109,200             | (4,891)                   |
| 428.4 · Seasonal Annual Leave           | 81                | 2,514               | -                   | 2,514                     |
| 429 · Seasonal Holiday Pay              | -                 |                     |                     |                           |
| 429.1 · Seasonal Admin. Leave           | -                 | 488                 | -                   | 488                       |
| 429 · Seasonal Holiday Pay - Oth        | 610               | 4,535               | -                   | 4,535                     |
| <b>Total 429 · Seasonal Holiday Pay</b> | <b>610</b>        | <b>5,023</b>        | <b>-</b>            | <b>5,023</b>              |
| 430 · Overtime                          | 912               | 2,201               | 2,000               | 201                       |
| <b>Total 426 · Seasonal Employees</b>   | <b>16,082</b>     | <b>114,046</b>      | <b>111,200</b>      | <b>2,846</b>              |
| 436 · Part-Time Employees               | -                 |                     |                     |                           |
| 438 · Grant Use- Wages                  | -                 | 15,811              | -                   | 15,811                    |
| 436 · Part-Time Employees - Other       | -                 | -                   | 36,300              | (36,300)                  |
| <b>Total 436 · Part-Time Employees</b>  | <b>-</b>          | <b>15,811</b>       | <b>36,300</b>       | <b>(20,489)</b>           |
| <b>Total 405 · Personal Services</b>    | <b>138,242</b>    | <b>1,203,657</b>    | <b>1,682,749</b>    | <b>(479,093)</b>          |

**Anastasia Mosquito Control District**  
**Consolidated Financial Statements - Local Fund - June - YTD 2019/20**

|  | Jun 20        | Oct '19 - Jun 20 | Budget         | \$ Over/(Under)<br>Budget |
|--|---------------|------------------|----------------|---------------------------|
| <b>445 · Personal Service Benefits</b>       | -             |                  |                |                           |
| 448 · FICA                                   | 10,306        | 89,262           | 128,731        | (39,469)                  |
| 450 · Retirement                             | 13,290        | 113,466          | 154,156        | (40,690)                  |
| 452 · Life/Health/Dental                     | 27,351        | 374,525          | 470,046        | (95,521)                  |
| 454 · Workers' Comp Ins                      | -             | 36,689           | 62,526         | (25,837)                  |
| 455 · Employee Education                     | -             | 1,467            | 15,000         | (13,533)                  |
| 456 · Unemployment Comp                      | -             | 3,264            | 10,000         | (6,736)                   |
| <b>Total 445 · Personal Service Benefits</b> | <b>50,947</b> | <b>618,673</b>   | <b>840,459</b> | <b>(221,785)</b>          |
| <b>461 · Operating Expenses</b>              | -             |                  |                |                           |
| 462 · Property Appraiser                     | 19,931        | 79,594           | 60,000         | 19,594                    |
| 464 · Tax Collector                          | 2,265         | 115,598          | 95,000         | 20,598                    |
| 466 · Attorney                               | 2,402         | 11,282           | 24,000         | (12,718)                  |
| 468 · Medical Exams                          | -             |                  |                |                           |
| 468.1 · Pre-Employment Admin.                | -             | 286              | -              | 286                       |
| 468 · Medical Exams - Other                  | -             | 261              | 1,000          | (739)                     |
| <b>Total 468 · Medical Exams</b>             | <b>-</b>      | <b>547</b>       | <b>1,000</b>   | <b>(453)</b>              |
| 470 · Audit                                  | -             | 9,500            | 9,000          | 500                       |
| 471 · Accounting Services                    | -             | 2,500            | -              | 2,500                     |
| 474 · Other Contract Svs                     | -             |                  |                |                           |
| 478 · Cleaning Service                       | -             | 2,200            | 5,000          | (2,800)                   |
| 482.1 · CopyFax (prev. Aztec)                | 396           | 1,577            | 2,000          | (423)                     |
| 488 · Server Hosting                         | 135           | 3,535            | 4,800          | (1,265)                   |
| 489.1 · Electronic Records Service           | 330           | 1,320            | 2,000          | (680)                     |
| 489.22 · DropVision Software Maint.          | -             | -                | 1,200          | (1,200)                   |
| 489.3 · Towing Services                      | 350           | 1,150            | 1,000          | 150                       |
| 489.4 · Pest Control                         | 54            | 293              | 1,320          | (1,027)                   |
| 489.5 · Good Laboratory Practice (GLP)       | -             | 6,000            | 12,000         | (6,000)                   |
| 489.6 · Adjunct Positions, 4 @ \$5,000       | -             | 3,000            | 15,000         | (12,000)                  |
| 489.7 · District Program Review              | -             | -                | 12,000         | (12,000)                  |
| 490.5 · Server/ Database Maint.              | -             |                  |                |                           |
| 490.56 · Job Costing Maint. Software         | -             | -                | 3,000          | (3,000)                   |
| 490.55 · Mapping Software Maint.             | -             | -                | 5,000          | (5,000)                   |
| 490.5 · Server/ Datab. Maint. - Oth          | -             | 5,046            | 5,400          | (354)                     |
| <b>Total 490.5 · Server/ Database Maint.</b> | <b>-</b>      | <b>5,046</b>     | <b>13,400</b>  | <b>(8,354)</b>            |
| 555 · Fire Extinguishers, Alarm, Syst        | -             | 4,626            | 1,800          | 2,826                     |
| 556 · Uniform Service                        | 901           | 6,453            | 12,000         | (5,547)                   |
| 560 · Bottled Water                          | -             | -                | 1,700          | (1,700)                   |
| 562 · Waste Tires                            | 20            | 287              | 2,000          | (1,713)                   |
| 571 · Other Professional Services            | -             | 489              | -              | 489                       |
| <b>Total 474 · Other Contract Svs</b>        | <b>2,186</b>  | <b>35,976</b>    | <b>87,220</b>  | <b>(51,244)</b>           |
| <b>564 · Aerial OPS</b>                      | -             |                  |                |                           |
| 564.1 · Aerial Ops R&D                       | -             | 1,542            | -              | 1,542                     |
| 564 · Aerial OPS - Other                     | -             | -                | 200,000        | (200,000)                 |
| <b>Total 564 · Aerial OPS</b>                | <b>-</b>      | <b>1,542</b>     | <b>200,000</b> | <b>(198,459)</b>          |

**Anastasia Mosquito Control District**  
**Consolidated Financial Statements - Local Fund - June - YTD 2019/20**

|  | Jun 20 | Oct '19 - Jun 20 | Budget  | \$ Over/(Under)<br>Budget |
|--|--------|------------------|---------|---------------------------|
| <b>Total 461 · Operating Expenses</b>        | 26,784 | 256,540          | 476,220 | (219,680)                 |
| <b>572 · Travel &amp; Per Diem</b>           | -      |                  |         |                           |
| 573 · SOVE Meetings                          | -      | 140              | 3,016   | (2,876)                   |
| 574 · AMCA - Meetings                        | -      | 6,416            | 7,866   | (1,450)                   |
| 575 · AMCD Events                            | -      | -                | 2,000   | (2,000)                   |
| 576 · FMCA - Meetings                        | -      | 7,777            | 7,000   | 777                       |
| 578 · Training, Other                        | -      | 503              | 2,800   | (2,297)                   |
| 579 · Travel Associated w/ Training          | -      | 3,825            | 6,000   | (2,175)                   |
| 572 · Travel & Per Diem - Other              | -      | 429              | -       | 429                       |
| <b>Total 572 · Travel &amp; Per Diem</b>     | -      | 19,090           | 28,682  | (9,592)                   |
| <b>580 · Telephone/Commun</b>                | 1,384  | 11,687           | 25,904  | (14,217)                  |
| <b>582 · Freight Service</b>                 | 276    | 1,677            | 2,500   | (823)                     |
| <b>584 · Utility Service</b>                 | 3,680  | 22,447           | 36,000  | (13,553)                  |
| <b>586 · Rentals\Leases</b>                  | -      | -                | 1,000   | (1,000)                   |
| <b>588 · Fleet/Prop/Liab Insurance</b>       | -      |                  |         |                           |
| 592 · Above Ground Tank Ins                  | -      | -                | 611     | (611)                     |
| 593 · Aerial Insurance                       | -      | -                | 20,000  | (20,000)                  |
| 588 · Fleet/Prop/Liab Insurance - Other      | 19,253 | 108,130          | 72,789  | 35,341                    |
| <b>Total 588 · Fleet/Prop/Liab Insurance</b> | 19,253 | 108,130          | 93,400  | 14,730                    |
| <b>605 · Repairs &amp; Maintenance</b>       | -      |                  |         |                           |
| <b>627 · Aerial Maintenance Costs</b>        | -      |                  |         |                           |
| 627.10 · Mechanical Maint. Contract Serv     | -      | 4,200            | 6,250   | (2,050)                   |
| 627.2 · Avionics Repair (radios)             | -      | -                | 15,000  | (15,000)                  |
| 627.3 · Aircraft Supplies/ Parts             | 236    | 10,204           | 12,000  | (1,796)                   |
| 627.4 · Aircraft Spray System Maint.         | 44     | 717              | 2,500   | (1,783)                   |
| 627.5 · AgNav Platinum w/ Flight-subscr      | -      | -                | 500     | (500)                     |
| 627.6 · Alrcraft Maint. Software (TBD)       | -      | -                | 1,000   | (1,000)                   |
| 627.7 · Night Vision Goggles (semi-annu      | -      | -                | 1,000   | (1,000)                   |
| 627 · Aerial Maintenance Costs - Other       | -      | 2,189            | 12,500  | (10,311)                  |
| <b>Total 627 · Aerial Maintenance Costs</b>  | 280    | 17,310           | 50,750  | (33,440)                  |
| <b>606 · Outside Maintenance</b>             | -      |                  |         |                           |
| 608 · Buildings/Grounds                      | 2,347  | 17,276           | 3,000   | 14,276                    |
| 610 · Trucks                                 | -      | -                | 3,000   | (3,000)                   |
| 614 · Misc. Equipment                        | -      | 240              | 1,500   | (1,260)                   |
| 616 · Boats                                  | -      | -                | 250     | (250)                     |
| 618 · Heavy Equipment                        | -      | -                | 250     | (250)                     |
| 620 · Office Equipment                       | -      | -                | 1,000   | (1,000)                   |
| 622 · Computers                              | -      |                  |         |                           |
| 622 · Computers - Other                      | -      | -                | 1,000   | (1,000)                   |
| <b>Total 622 · Computers</b>                 | -      | -                | 1,000   | (1,000)                   |
| 624 · Telephones                             | 586    | 4,430            | 1,000   | 3,430                     |
| 626 · Other                                  | -      | 218              | 1,000   | (782)                     |
| <b>Total 606 · Outside Maintenance</b>       | 2,933  | 22,165           | 12,000  | 10,165                    |
| <b>635 · Inside Maintenance</b>              | -      |                  |         |                           |
| 636 · Maintenance of Equipment- Other        | 1,165  | 5,185            | 10,000  | (4,815)                   |

**Anastasia Mosquito Control District**  
**Consolidated Financial Statements - Local Fund - June - YTD 2019/20**

|  | Jun 20       | Oct '19 - Jun 20 | Budget         | \$ Over/(Under)<br>Budget |
|--|--------------|------------------|----------------|---------------------------|
| 638 · Trucks                                     | 52           | 3,770            | 10,000         | (6,230)                   |
| 642 · Boats                                      | -            | 257              | 500            | (243)                     |
| 644 · Heavy Equipment                            | 270          | 1,527            | 8,000          | (6,473)                   |
| 646 · Misc. Equipment                            | -            | 1,873            | 5,000          | (3,127)                   |
| 648 · Batteries                                  | 67           | 348              | 2,000          | (1,652)                   |
| 650 · Tires                                      | -            | 511              | 4,000          | (3,489)                   |
| 652 · Welding Supplies                           | -            | 360              | 500            | (140)                     |
| 654 · Cleaning Supplies                          | 183          | 1,198            | 1,500          | (302)                     |
| 655 · Minor Structural Improv & Maint            | -            | 2,194            | 2,000          | 194                       |
| 657 · Materials for Const. & Maint.              | -            | 925              | 1,000          | (75)                      |
| <b>Total 635 · Inside Maintenance</b>            | <b>1,738</b> | <b>18,149</b>    | <b>44,500</b>  | <b>(26,351)</b>           |
| <b>Total 605 · Repairs &amp; Maintenance</b>     | <b>4,951</b> | <b>57,623</b>    | <b>107,250</b> | <b>(49,627)</b>           |
| 663 · Printing/ Reproduction                     | -            | -                | -              | -                         |
| 664 · Printing                                   | -            | -                | 500            | (500)                     |
| <b>Total 663 · Printing/ Reproduction</b>        | <b>-</b>     | <b>-</b>         | <b>500</b>     | <b>(500)</b>              |
| 667 · Public Promotional Expense                 | -            | -                | -              | -                         |
| 668 · Avertising/ Education                      | -            | -                | -              | -                         |
| 668 · Avertising/ Education - Other              | -            | 45               | -              | 45                        |
| <b>Total 668 · Avertising/ Education</b>         | <b>-</b>     | <b>45</b>        | <b>-</b>       | <b>45</b>                 |
| 667 · Public Promotional Expense - Other         | 50           | 1,036            | 20,000         | (18,964)                  |
| <b>Total 667 · Public Promotional Expense</b>    | <b>50</b>    | <b>1,081</b>     | <b>20,000</b>  | <b>(18,919)</b>           |
| 673 · Other Current Charges                      | -            | -                | -              | -                         |
| 676 · Advertising, Other                         | -            | -                | -              | -                         |
| 676.1 · Legal Notices                            | 27           | 260              | 2,000          | (1,740)                   |
| 676.2 · Public Notices                           | 20           | 60               | 1,000          | (940)                     |
| 676.3 · Position Openings                        | -            | 214              | 1,000          | (786)                     |
| <b>Total 676 · Advertising, Other</b>            | <b>47</b>    | <b>534</b>       | <b>4,000</b>   | <b>(3,466)</b>            |
| 677 · Bank Charges                               | 205          | 2,770            | 1,500          | 1,270                     |
| 678 · Registration/Tags                          | -            | -                | 250            | (250)                     |
| 680 · State Community Service Fee                | -            | -                | 300            | (300)                     |
| 682 · Tank Registrations                         | 100          | 100              | 275            | (175)                     |
| 673 · Other Current Charges - Other              | -            | 425              | -              | 425                       |
| <b>Total 673 · Other Current Charges</b>         | <b>351</b>   | <b>3,829</b>     | <b>6,325</b>   | <b>(2,496)</b>            |
| 693 · Office Supplies                            | -            | -                | -              | -                         |
| 694 · Office Supplies & Expense                  | -            | -                | -              | -                         |
| 694.1 · Software                                 | 30           | 3,203            | 3,000          | 203                       |
| 694 · Office Supplies & Expense - Other          | 779          | 10,001           | 13,000         | (2,999)                   |
| <b>Total 694 · Office Supplies &amp; Expense</b> | <b>809</b>   | <b>13,204</b>    | <b>16,000</b>  | <b>(2,796)</b>            |
| 695 · Commissioner Supplies                      | 400          | 4,400            | 6,000          | (1,600)                   |
| 693 · Office Supplies - Other                    | -            | 1,575            | -              | 1,575                     |
| <b>Total 693 · Office Supplies</b>               | <b>1,209</b> | <b>19,179</b>    | <b>22,000</b>  | <b>(2,821)</b>            |
| 696 · Protective Clothing                        | 139          | 519              | 1,500          | (981)                     |
| 698 · Misc. Supplies                             | -            | -                | -              | -                         |
| 698.2 · Phones                                   | -            | 1,977            | 1,500          | 477                       |

**Anastasia Mosquito Control District**  
**Consolidated Financial Statements - Local Fund - June - YTD 2019/20**

|  | Jun 20        | Oct '19 - Jun 20 | Budget        | \$ Over/(Under)<br>Budget |
|--|---------------|------------------|---------------|---------------------------|
| 698.3 · Phones, Parts & Repairs            | -             | 123              | 1,000         | (877)                     |
| 698.4 · Sunshine Fund                      | (50)          | (467)            | 500           | (967)                     |
| 699 · Other Misc. Supplies                 | -             | 1,172            | 3,065         | (1,893)                   |
| 700 · Chicken/ Surveillance Supplies       | 1,338         | 5,933            | 8,000         | (2,067)                   |
| 702 · Entomology Supplies                  | -             |                  |               |                           |
| 702.2 · Molecular Lab                      | 8,670         | 20,477           | 23,000        | (2,523)                   |
| 702 · Entomology Supplies - Other          | 668           | 15,834           | 21,115        | (5,280)                   |
| <b>Total 702 · Entomology Supplies</b>     | <b>9,338</b>  | <b>36,312</b>    | <b>44,115</b> | <b>(7,803)</b>            |
| 704 · Safety Equip/Supplies                | -             | 3,848            | 10,500        | (6,652)                   |
| 705 · Hazardous Waste Disposal             | 1,317         | 4,632            | 3,000         | 1,632                     |
| 706 · Lab/Research Supplies                | -             | 166              |               |                           |
| <b>Total 698 · Misc. Supplies</b>          | <b>11,944</b> | <b>53,696</b>    | <b>71,680</b> | <b>(17,984)</b>           |
| 708 · Tools/Implements                     | -             |                  |               |                           |
| 708.3 · Hand Tools (Foggers, etc.)         | -             | 1,740            | -             | 1,740                     |
| 708.4 · Aviation Tools                     | -             | 1,826            | -             | 1,826                     |
| 708 · Tools/Implements - Other             | -             | 192              | 5,000         | (4,808)                   |
| <b>Total 708 · Tools/Implements</b>        | <b>-</b>      | <b>3,759</b>     | <b>5,000</b>  | <b>(1,241)</b>            |
| 709 · Publications & Dues                  | -             |                  |               |                           |
| 710 · Books/Pub/Sub/Mem                    | 60            | 1,346            | 10,000        | (8,654)                   |
| 712 · FMCA Corp Dues                       | (2,706)       | 1,190            | 3,000         | (1,810)                   |
| 714 · FMCA Emp Dues                        | -             | -                | 1,050         | (1,050)                   |
| 716 · AMCA Dues                            | 2,817         | 847              | 1,420         | (573)                     |
| 717 · FICPA Dues                           | -             | -                | 275           | (275)                     |
| 718 · AHMP/ACHMM Dues                      | -             | -                | 100           | (100)                     |
| 719 · SOVE Dues                            | -             | -                | 100           | (100)                     |
| 709 · Publications & Dues - Other          | -             | 60               | -             | 60                        |
| <b>Total 709 · Publications &amp; Dues</b> | <b>171</b>    | <b>3,443</b>     | <b>15,945</b> | <b>(12,502)</b>           |
| 720 · Training                             | -             |                  |               |                           |
| 720 · Training - Other                     | 10,290        | 26,627           | 25,250        | 1,377                     |
| <b>Total 720 · Training</b>                | <b>10,290</b> | <b>26,627</b>    | <b>25,250</b> | <b>1,377</b>              |
| 723 · Gas, Oil & Lube                      | -             |                  |               |                           |
| 724 · Gasoline                             | 7,162         | 23,744           | 60,000        | (36,256)                  |
| 726 · Hydraulic Oil                        | -             | -                | 500           | (500)                     |
| 728 · Transmission Fluid                   | -             | -                | 120           | (120)                     |
| 730 · Diesel Fuel                          | -             | -                | 500           | (500)                     |
| 731 · Aerial Fuel (Jet A)                  | -             | -                | 27,000        | (27,000)                  |
| 731.1 · Oil & Hydraulic Aerial Fuel        | -             | -                | 600           | (600)                     |
| 732 · Motor Oil                            | -             | -                | 2,880         | (2,880)                   |
| 723 · Gas, Oil & Lube - Other              | -             | 59               | -             | 59                        |
| <b>Total 723 · Gas, Oil &amp; Lube</b>     | <b>7,162</b>  | <b>23,803</b>    | <b>91,600</b> | <b>(67,797)</b>           |
| 741 · Chemicals/Solvents                   | -             |                  |               |                           |
| 744 · Permetherin Products                 | -             | 64,125           | 92,303        | (28,178)                  |
| 745 · NALED                                | -             | 132,210          | 152,820       | (20,610)                  |
| 746 · BTI Granules                         | 9,750         | 23,550           | 80,925        | (57,375)                  |



**Anastasia Mosquito Control District**  
**Consolidated Financial Statements - Local Fund - June - YTD 2019/20**

|  | Jun 20 | Oct '19 - Jun 20 | Budget  | \$ Over/(Under)<br>Budget |
|--|--------|------------------|---------|---------------------------|
| 748 · BTI Liquid                             | -      | -                | 24,000  | (24,000)                  |
| 753 · Altosid WSP                            | -      | 26,880           | 55,220  | (28,340)                  |
| 754 · Altosid Xrg Granules                   | -      | 137,855          | 163,750 | (25,895)                  |
| 756 · Chemicals/ Solvents- Other             | -      | -                | -       | -                         |
| 756 · Chemicals/ Solvents- Other - Other     | -      | -                | 5,370   | (5,370)                   |
| Total 756 · Chemicals/ Solvents- Other       | -      | -                | 5,370   | (5,370)                   |
| Total 741 · Chemicals/Solvents               | 9,750  | 384,620          | 574,388 | (189,768)                 |
| 900 · Capital Outlay                         | -      | -                | -       | -                         |
| 945 · LAND & FACILITY                        | -      | -                | -       | -                         |
| 945.011 · Change Order, D.P.                 | -      | -                | -       | -                         |
| 945.011 · Change Order, D.P. - Other         | -      | 1,239            | -       | 1,239                     |
| Total 945.011 · Change Order, D.P.           | -      | 1,239            | -       | 1,239                     |
| 945.100 · Vector Disease/ Edu Bldg. Desi     | 45,219 | 153,207          | 180,000 | (26,793)                  |
| 945.101 · Vector Museum, Mat. & Const.       | 19,036 | 57,439           | 320,000 | (262,561)                 |
| 945.600 · BUILDING 600                       | -      | -                | -       | -                         |
| 945.601 · Bldg. 600-C/ Field Cage En         | -      | 12,000           | 82,340  | (70,340)                  |
| Total 945.600 · BUILDING 600                 | -      | 12,000           | 82,340  | (70,340)                  |
| 945.900 · BUILDING 900                       | -      | -                | -       | -                         |
| 945.901 · Bldg. 900- Hangar Door             | -      | 115,513          | 59,541  | 55,972                    |
| Total 945.900 · BUILDING 900                 | -      | 115,513          | 59,541  | 55,972                    |
| 945 · LAND & FACILITY - Other                | 3,555  | 39,964           | 9,153   | 30,811                    |
| Total 945 · LAND & FACILITY                  | 67,810 | 379,362          | 651,034 | (271,672)                 |
| 945.1 · Fixtures & Equipt. (New Facil)       | -      | -                | -       | -                         |
| 950.12 · Board Room Audio Video System       | -      | -                | 5,000   | (5,000)                   |
| 950.34 · Computers                           | 886    | 2,839            | 6,000   | (3,161)                   |
| Total 945.1 · Fixtures & Equipt. (New Facil) | 886    | 2,839            | 11,000  | (8,161)                   |
| 950 · Machinery and Equipment                | -      | -                | -       | -                         |
| 950.53 · Floor Scrubber, Walk Behind         | -      | 3,692            | 4,500   | (808)                     |
| 950.59 · Laser Machine                       | -      | 79,000           | 79,000  | -                         |
| 949.07 · Helicopter                          | -      | -                | -       | -                         |
| 949.084 · 406 mhz ELT                        | -      | -                | 1,300   | (1,300)                   |
| 949.083 · Mirror Kit                         | -      | -                | 2,500   | (2,500)                   |
| 949.082 · Dyna Vibe Shop Tools               | -      | -                | 7,000   | (7,000)                   |
| 949.081 · TT Straps                          | -      | -                | 10,000  | (10,000)                  |
| 949.080 · Tail Rotor Blades                  | -      | 29,063           | 25,000  | 4,063                     |
| 949.074 · Pilot Helmet                       | -      | -                | -       | -                         |
| 949.074 · Pilot Helmet - Other               | -      | 2,000            | -       | 2,000                     |
| Total 949.074 · Pilot Helmet                 | -      | 2,000            | -       | 2,000                     |
| 949.079 · Rotator/ Rotator Hub               | -      | -                | 9,000   | (9,000)                   |
| 949.07 · Helicopter - Other                  | -      | 14,307           | -       | 14,307                    |
| Total 949.07 · Helicopter                    | -      | 45,369           | 54,800  | (9,431)                   |
| 950.13 · Ice Machine                         | -      | -                | 4,000   | (4,000)                   |
| 950.20 · UTV Vehicle                         | -      | -                | 15,000  | (15,000)                  |
| 950.26 · Copy Machine                        | -      | -                | 5,525   | (5,525)                   |

**Anastasia Mosquito Control District**  
**Consolidated Financial Statements - Local Fund - June - YTD 2019/20**

|  | <b>Jun 20</b>       | <b>Oct '19 - Jun 20</b> | <b>Budget</b>       | <b>\$ Over/(Under)<br/>Budget</b> |
|--|---------------------|-------------------------|---------------------|-----------------------------------|
| 950.35 · Backpack Sprayers (4)             | -                   | -                       | 4,000               | (4,000)                           |
| 950.36 · Thermal Foggers (4)               | -                   | -                       | 8,000               | (8,000)                           |
| 950.41 · Adulticide Unit, Capital Improv   | -                   | -                       | 4,000               | (4,000)                           |
| 950 · Machinery and Equipment - Other      | -                   | 10,593                  | 46,361              | (35,768)                          |
| <b>Total 950 · Machinery and Equipment</b> | -                   | 138,654                 | 225,186             | (86,532)                          |
| 951 · Software/ Hardware                   | -                   | -                       | -                   | -                                 |
| 951.09 · Weg Page Development              | 3,400               | 3,400                   | 10,000              | (6,600)                           |
| 951.01 · ArcView GIS Software/ Mapping     | -                   | 1,500                   | 700                 | 800                               |
| 951.03 · Database Software/ Hardware       | -                   | 1,078                   | 35,000              | (33,922)                          |
| <b>Total 951 · Software/ Hardware</b>      | 3,400               | 5,978                   | 45,700              | (39,722)                          |
| 955 · Vehicles                             | -                   | -                       | -                   | -                                 |
| 955.02 · Pickup Trucks 4 x 4 1/2 Ton (2)   | -                   | 33,806                  | 35,000              | (1,194)                           |
| 955.022 · SUV- Vehicle                     | -                   | 39,045                  | 50,000              | (10,955)                          |
| 955.04 · Golf Cart/ Small Vehicle          | -                   | 6,277                   | 9,000               | (2,723)                           |
| <b>Total 955 · Vehicles</b>                | -                   | 79,128                  | 94,000              | (14,872)                          |
| <b>Total 900 · Capital Outlay</b>          | 72,096              | 605,962                 | 1,026,920           | (420,958)                         |
| <b>Total Expenditures</b>                  | <b>\$ 358,680</b>   | <b>\$ 3,426,039</b>     | <b>\$ 5,155,272</b> | <b>\$ (1,729,233)</b>             |
| <b>Surplus/ (Deficit)</b>                  | <b>\$ (189,442)</b> | <b>\$ 2,778,664</b>     | <b>\$ 934,890</b>   | <b>\$ 1,843,774</b>               |

-

-



**SPEAKER CARD**  
**ANASTASIA MOSQUITO CONTROL DISTRICT**  
**OF ST. JOHNS COUNTY**  
**BOARD MEETING**

PLEASE LIMIT SPEAKING TO THREE (3) MINUTES. THANK YOU.

NAME: FRANK WALL, THE Mall Company, INC  
ADDRESS: (optional) 115 SPOONBILL Point CT  
SUBJECT MATTER: RFP FOR NEW AMCD Building  
904-759-6319  
THANK YOU FOR YOUR CONSIDERATION.

**SPEAKER CARD**  
**ANASTASIA MOSQUITO CONTROL DISTRICT**  
**OF ST. JOHNS COUNTY**  
**BOARD MEETING**

PLEASE LIMIT SPEAKING TO THREE (3) MINUTES. THANK YOU.

NAME: HOWARD MCGAFFNEY  
ADDRESS: (optional)  
SUBJECT MATTER: BID PROCESS & RFP, RFQ'S  
PUBLIC COMMENTS Point of Clarity  
THANK YOU FOR YOUR CONSIDERATION.

**SPEAKER CARD**  
**ANASTASIA MOSQUITO CONTROL DISTRICT**  
**OF ST. JOHNS COUNTY**  
**BOARD MEETING**

PLEASE LIMIT SPEAKING TO THREE (3) MINUTES. THANK YOU.

NAME: Kevin Owens  
ADDRESS: (optional)  
SUBJECT MATTER: RFP on Education Center Construction Project  
THANK YOU FOR YOUR CONSIDERATION.