

Anastasia Mosquito Control District of St. Johns County



District Board Meeting
OCTOBER 8, 2020
Thursday at
5:00 P.M



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

PROPOSED AGENDA

Thursday, October 8, 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:
 - a. Regular Board Meeting, September 10, 2020 at 5:00 P.M.
 - b. First Public Hearing, September 10, 2020 at 5:30 P.M.
 - c. Final Public Hearing, September 24, 2020 at 5:30 P.M.
5. AMCA Annual Meeting (Commissioners' Moeller and Becker), Salt Lake City, UT, March 1-5, 2021
6. Winter Work Hours
7. Annual Physical Inventory Report
8. Budget Amendments ~ None

Unfinished Business:

1. Construction Project Update Report ~ *Mr. Glenn Harrell, President, Harrell Construction Co., Inc. (10 min)*
2. Discussion and Approval to Authorize Staff and Attorney to release BID Request for Permitting and Construction of the Disease Vector Education Center Building as soon as possible, after the design documents are completed ~ *Mr. Richard Weaver (15 min)*

New Business:

1. Wind Tunnel and Droplet Lab Update Report (*Ppt*) ~ *Dr. Muhammad Farooq (15 min)*
2. Director's Evaluation Results Report ~ *Commissioner Jeanne Moeller (15 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. None

CONSENTS

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 8, 2020

RE: Treasurer's Report and Vouchers

Due to the fact that Board Books must go out on Thursday, October 1, 2020, and the fact that the Financial information isn't available until after noon on the 1st, or later, the Treasurer's Report and Vouchers will be printed and put on the Board table for each of you, next week for the Board meeting on Thursday, October 8, 2020.

Please let Mr. Hanna know, if you have any questions prior to that.

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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	27,459.00				27,459.00	1615.00	25,844.00	25,844.00	0.00
ALTOSID XR LBS.	1,026.00				1,026.00	93.00	933.00	933.00	0.00
ALTOSID XRG LBS.	11,925.00				11,925.00	4090.00	7,835.00	7,835.00	0.00
AQUABAC XT GALS.	0.00				0.00	0.00	0.00	0.00	0.00
AQUALUER 20-20 GALS.	281.00				281.00	12.18	268.82	268.50	-0.32
B. t. i. DUNKS (Doughnuts) EA.	1,353.00				1,353.00	102.00	1,251.00	1,251.00	0.00
COCO BEAR GALS.	110.97				110.97	12.34	98.63	98.63	0.00
DUJET GALS.	420.25				420.25	24.75	395.50	395.88	0.38
MOSQUITOMIST TWO GALS.	334.50				334.50	93.25	241.25	239.00	-2.25
NALED GALS.	1,320.00				1,320.00	0.00	1,320.00	1,320.00	0.00
NATULAR DT EA.	10,121.00				10,121.00	29.00	10,092.00	10,092.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	600.00	2,680.00			3,280.00	1,140.00	2,140.00	2,140.00	0.00
TALSTAR P GALS.	19.80				19.80	7.17	12.63	12.56	-0.07
VECTOBAC 12AS GALS.	420.66				420.66	63.95	356.71	356.72	0.01
GASOLINE GALS.	1,674.00	2,997.00			4,671.00	2,046.45	2,624.55	2,581.00	-43.55
JET A GALS.	1,693.48				1,693.48	411.30	1,282.18	1,276.00	-6.18
TOTALS	58,802.66	5677.00	0.00	0.00	64,479.66	9740.39	54,739.27	54,687.29	-51.98

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


DATE: 9/15/2020
 DATE: 9/28/20
 DATE: 9/28/20

BASE=	54,687.29
Total	54,687.29


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

MONTH OF AUGUST 2020

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	25,844.00	\$0.8400	\$21,708.96	12/13/19	UNIVAR
ALTOSID XR LBS.	933.00	\$3.42	\$3,190.58	7/7/20	UNIVAR
ALTOSID XRG LBS.	7,835.00	\$8.7500	\$68,556.25	12/13/19	UNIVAR
AQUABAC XT GALS.	0.00	\$32.5000	\$0.00	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	268.50	\$118.0000	\$31,683.00	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	1,251.00	\$0.8550	\$1,069.61	4/30/19	ADAPCO
COCO BEAR GALS.	98.63	\$20.4800	\$2,019.94	7/16/18	CLARKE
DUET GALS.	395.88	\$194.3184	\$76,926.77	12/6/19	CLARKE
MOSQUITOMIST TWO GALS.	239.00	\$80.5800	\$19,258.62	8/13/20	CLARKE
NALED GALS.	1,320.00	\$220.3500	\$290,862.00	5/28/20	ADAPCO
NATULAR DT EA.	10,092.00	\$0.4168	\$4,206.35	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	2,140.00	\$6.9000	\$14,766.00	8/5/20	ALLPRO
TALSTAR P GALS.	12.56	\$57.8273	\$726.31	8/9/19	UNIVAR
VECTOBAC 12AS GALS.	356.72	\$32.5000	\$11,593.40	7/7/20	ADAPCO
GASOLINE GALS.	2,581.00	\$1.8515	\$4,778.72	8/7/20	L. V. HIERS
JET A GALS.	1,276.00	\$2.6051	\$3,324.11	5/20/19	Avfuel
TOTAL	54,687.29	\$966.34	\$562,773.21		

PREPARED BY:  Wesley DATE: 9/15/2020

COST FIGURES REVIEWED BY:  DATE: 9/28/20

REVIEWED BY:  DATE: 9/28/20

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Don Girvan, Secretary/Treasurer
Gary Howell, Commissioner
Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, September 10, 2020

Next Meeting(s): Final Public Hearing; Thursday, September 24, 2020 – 5:30 PM
Regular Mtg.; Thursday, October 8, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 10, 2020, at 5:00 P.M. The meeting was interrupted at precisely 5:30 P.M. for the First Public Hearing and then when that completed at 5:39 P.M., the regular meeting reconvened.

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. Matt Baker, Thompson Baker Insurance Company

Chairperson Moeller called the meeting to order.

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

ROLL CALL: Chairperson Moeller noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

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

- Motioned by: Commissioner Trish Becker
- Seconded by: Commissioner Gina LeBlanc
- 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 Gina LeBlanc
- Seconded by: Commissioner Gary Howell
- 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: August 13, 2020 at 5:00 PM
5. No November 12, 2020 Board Meeting
6. Cintas Uniform Contract Renewal
7. Subcontract with UF, (CDC Grant for smart cage, for adulticide testing)
8. Budget Amendments ~ \$39,254.07 from Receipts to Expenditures

UNFINISHED BUSINESS:

Item 1: Approval of Fleet/Liability and Workers Compensation Insurance Renewals ~ Mr.

Matt Baker, Thompson Baker Ins. Co.

- Mr. Baker stated he just received the quote today from the company. This is the second year of the approved 2 year rate guarantee that we approved last year. The coverages have gone up in rates in the overall market, however, the underlying rate is the same as last year and the differential is attributed to more property and an increase in payroll.

A. A motion was made to approve the proposal for the renewal of the Fleet/Liability and Workers Compensation Insurance with Thompson Baker Insurance Company at \$141,948.00 as presented.

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

The regular meeting was interrupted at 5:25 P.M. for a short break, then at 5:30 P.M., the First Public Hearing was held and then adjourned at 5:39 P.M., where this meeting was reconvened at that time.

NEW BUSINESS

Item 1: GMO and SIT Project Update Report ~ Dr. Whitney Qualls

- Dr. Qualls stated that GMO is an animal, plant, or microbe whose DNA has been altered genetically. Oxitec, using GMM, which is a self-limiting gene that prevents female offspring from surviving, allows for male only production where the male survives carrying a copy of the self-limiting gene and passes it onto the offspring where the female offspring don't survive. Oxitec submitted overwhelming amounts of data for EPA review over a fourteen month time. They had 90 percent suppression during that time. SIT is Sterile Insect Technology where the male mosquitoes are sterilized with radiation. Collaborations on the SIT project; 2017 with USDA;

2018 with USDA and FDACS; and 2019 with MosquitoMate and the CDC, where these projects demonstrated successful use of SIT technology with a 70-90 percent reduction in mosquito populations.

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

REPORTS:

1. **Director** ~ Dr. Xue; there was one sentinel chicken positive with WNV and two sentinel chickens positive for EEE; the mosquito population has increased with all the rain we have had; we have started ULV spraying and next week will change from a larvicide to an adulticide emphasis.
2. **Attorney** ~ Mr. Flowers; the governor has extended the Emergency Order through November 4, 2020.

COMMISSIONER COMMENTS:

Commissioner Girvan ~ we have discussed many issues; thanked all for what they have done.

Commissioner LeBlanc ~ thanked the staff for all they are doing, it's a rough mosquito time right now; thanked the field and Administration staff.

Commissioner Becker ~ thanked the committee that put the budget together, is super proud of our District, we may lead in a new way; thoughts and prayers to those who have lost family members to COVID-19; shout out to teachers and parents; also noted that Mr. Flowers was awarded as one of the top lawyers in the nation. All applauded Mr. Flowers.

Commissioner Howell ~ thanked everyone for attending today's meetings; thanked the commissioners for supporting him in his motion to reduce the millage rate; thanked Dr. Qualls and her team; thanked Mr. Weaver on working on the Education facility and getting it ready to go out to BID; everybody does a great job; thanked Mr. Flowers for all he does.

Commissioner Moeller ~ thanked the staff for all their hard work; she spoke to Keith Fuller who worked with the Agricultural Center as a horticulturalist and he wants to volunteer with us in helping with the bee hives and plants for the Education Center; have a wonderful weekend everyone.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:13 P.M.

ATTEST _____

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Don Girvan

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Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-De Xue



Thursday, September 10, 2020

Next Meeting(s):

Final Public Hearing, Thursday, September 24, 2020 – 5:30 PM

Regular Meeting, Thursday, October 8, 2020 – 5:00 PM

MINUTES

The **First Public Hearing** Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 10, 2020, at 5:30 PM.

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

Chairperson Moeller called the meeting to order at precisely 5:30 P.M.

Roll Call: Roll Call was done at the beginning of the Regular meeting which began at 5:00 PM and will resume after this First Public Hearing meeting.

BUSINESS:

Item 1: PUBLIC COMMENT ON TENTATIVE MILLAGE RATE and BUDGET FY2020/2021

PUBLIC COMMENT:

- Felicia Proia – Thanked the Board for being considerate to and supporting the employees of AMCD and giving them benefits.
- Howard McGaffney – Asked a question; since being successful with Grants, will that reflect in the new Budget? Dr. Xue replied that it is already reflected in this budget.

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

Item 2: BOARD DISCUSSION ON TENTATIVE MILLAGE and BUDGET FY2020/2021

- The commissioners comments included a suggestion that we need to reduce the millage from the presented millage of 0.2100 to 0.2050, which is a difference of \$150,953 dollars.

A. A motion was made to approve the Tentative Millage rate at 0.2050 for FY2020/2021.

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

ADJOURNMENT:

Chairperson Moeller adjourned this meeting at 5:39 P.M. and at this time the regular meeting was reconvened.

ATTEST

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Don Girvan

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Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-De Xue



Thursday, September 24, 2020

Next Meeting(s): Thursday, October 8, 2020 – 5:00 PM

MINUTES

The **Final Public Hearing** meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 24, 2020 at 5:30 P.M.

Board members in attendance:

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

Absent:

Mr. Gary Howell, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne E. Flowers, Attorney

Chairperson Moeller called the meeting to order.

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

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

PUBLIC COMMENT:

There were no public comments. The Public Comment portion of the meeting was closed at this time.

BUSINESS:

Item 1: APPROVAL OF RESOLUTION 2020-02 and FINAL MILLAGE RATE at 0.2050 for FY2020/2021

- Chairperson Jeanne Moeller read the full 2020-02 Resolution. There were no Commissioners comments on this item.

A. A motion was made to approve and adopt Resolution 2020-02 and the final Millage rate at 0.2050 for FY2020/2021 as presented.

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

Item 2: APPROVAL OF RESOLUTION 2020-03 and CERTIFIED BUDGET for FY2020/2021

(Deadline September 30, 2020)

- Chairperson Jeanne Moeller read the full 2020-03 Resolution.
 - A. A motion was made to approve and adopt Resolution 2020-03 and the Certified Budget for FY2020/2021 as presented.**
 - Motioned by: Commissioner Girvan
 - Motion Seconded by: Commissioner LeBlanc
 - VOTE accepted by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

BOARD COMMENTS:

- **Commissioner Don Girvan:** this budget was very carefully crafted with insight into proper purchasing procedures; the staff have done a very good job of putting a complicated and well thought out budget together; it is exciting to get the SIT project in high gear; received good feedback of getting help from the St. Johns County Commission.
- **Commissioner Gina LeBlanc:** no comment.
- **Commissioner Trish Becker:** thanked the staff that worked on this budget as we nitpicked through every little things on this budget and we've done a good job so that we could lower the millage; we are in good direction for 2021.
- **Commissioner Jeanne Moeller:** thanked the staff, as they worked on this budget for a very long time; this added to their work load and it's very much appreciated.

APPOINTED OFFICERS COMMENTS:

- **Mr. Wayne Flowers:** no Comment
- **Dr. Rui-De Xue:** thank you and happy fiscal new year.

ADJOURNMENT:

Chairperson Jeanne Moeller adjourned the meeting at 5:39 P.M.

ATTEST _____

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Don Girvan

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Gary Howell, Commissioner
Gina LeBlanc, Commissioner*



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 08, 2020

RE: AMCA Annual Meeting, Salt Lake City, UT, March 1-5, 2021

The AMCA annual meeting will be held in Salt Lake, UT, March 1-5, 2021. Commissioner Moeller and Commissioner Becker plan to attend the AMCA annual meeting.

Based on the District's policy and the Commissioner's Handbook procedures; travel by Board members needs to be approved at a Board meeting. Therefore, I propose the Board approve the two (2) Commissioners to join the AMCA meeting, based on each members' schedules and availability.

Charolette Hall

From: AMCA <amca@mosquito.org>
Sent: Monday, July 13, 2020 10:13 AM
To: charoletteamcd@gmail.com
Subject: SAVE-THE-DATES For The 2021 AMCA Annual Meeting



SAVE THE DATES FOR THE 2021 ANNUAL MEETING!

**87TH ANNUAL MEETING
MARCH 1-5, 2021 | SALT LAKE CITY, UT**

The AMCA Annual Meeting is the premier education and networking event for researchers, educators, vector control professionals, industry representatives, and students in mosquito control. Every year since 1935, hundreds gather to hear the latest research, share ideas, and form collaborations. Our educational sessions and exhibit hall help to put attendees on the cutting-edge of this ever-expanding field!

[Learn More](#)

WHY SHOULD YOU ATTEND THE AMCA ANNUAL MEETING? WATCH BELOW TO FIND OUT!

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Gina LeBlanc, Commissioner*



TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director
CC: Charolette M. Hall, Administrative Assistant
DATE: October 08, 2020
RE: Winter Work Hours

At this time we are on staggered shifts of 10 hour days for four days a week. The majority of personnel work Monday through Thursday and just a few work Tuesday through Friday.

Beginning Monday, November 2, 2020 and ending Thursday, April 29, 2021 we will continue our efforts to save money for the District and the employees as we have done since November 2009 and will go to a 10 hour/4 day work week from Monday through Thursday only. The hours of work will be from 6:30 A.M. through 4:30 P.M. for operational personnel and from 7:00 A.M. through 5:00 P.M. for administrative staff, Monday through Thursday each week.

We will again shut down the District buildings for two weeks during the Christmas and New Year's holidays. This will include 50 hours of Holiday leave (two Days for the Christmas Holiday, two days for the New Year Holiday, one of two days of the Thanksgiving Holiday which falls on a Friday (we will not observe since we do not work on Fridays due to the 10 hour / 4 day work weeks), 15 hours of Administrative leave and 15 hours of Annual leave (or 8 Hours Personal Leave and 2 Hours Annual Leave). We will begin the Holiday shut down the week of Monday, December 21, 2020 through Friday, January 1, 2021 and will return to work on Monday, January 4, 2021.

During the two week shut down, personnel will check the telephones, and enter all service requests that come in. We will call personnel in to take care of services as needed.

Based on an analysis done of prior years of doing this, we have saved money for the District and the employees.

I again recommend approval of the 10 hour / 4 day work week as presented.

Thank you.

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Gina LeBlanc, Commissioner

TO: Board of Commissioners

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

CC: Charolette M. Hall, Administrative Assistant

DATE: October 1, 2020

RE: Physical Inventory Report FY 19/20

The Operations Manager, Data Manager, and Assistant Supervisor did a physical count of AMCD's property inventory, which was completed September 24, 2020.

The following are our findings:

- Items to be added - 9
- Changes/Property Transfers - 91
- Salvaged/ Sold Removed - 8
- Missing items – None
- Consume - None

Sincerely,

Kay Gaines

PHYSICAL INVENTORY 19/20

ADD ITEMS TO ASSEST KEEPER

AMCD \$1000 AND ABOVE SEPTEMBER 2020

PROPERTY #	ITEM
1658	Flight Helment Alpha Eagle W/Microphone - Hangar
1659	Scotsman CO5230 Full Cube Ice Machine W/Bin
1660	Fog Unit
1661	Fog Unit
1662	OpitiPkex 5080 SFF 16GB Memory
1663	OpitiPkex 5080 SFF 32GB Memory
1666	John Deere 560EA Gator XUV560E
1669	Mobile Entomology Lab Choice Chamber W/Small Chamber- Bldg 800 Wind tunnel Lab
1670	Small Choice Chamber

AMCD OVER \$500 AND UNDER \$999 SEPTEMBER 2020

PROPERTY #	ITEM

AMCD UNDER \$500 SEPTEMBER 2020

PROPERTY #	ITEM

SIGNATURE

Kay Gaines

Kay Gaines

9/30/2020

DATE

9/30/2020

Richard Weaver

DATE

9/30/2020

Dena Autry

DATE

PHYSICAL INVENTORY 19/20
CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER

AMCD \$1000 AND ABOVE SEPTEMBER 2020

PROP #	ITEM
	11ea Truck Bed Liners - Change 11 to 10
	(4) David Clark H 10-26 Headphones sets, helicopter - add (2) helicopter, (2) pilot office
	WIP, Building 600-C & Gates Valves - Take off WIP
	WIP, Building 600-C & Gates Valves - Take off WIP
	WIP, Building 600-C & Gates Valves - Take off WIP
	Night Vision Goggles- Add Property Number 1664
	Night Vision Goggles - Add Property Number 1665
	Fogco Acquistions, Bldg, Pulley Drive w/compon- Change to Humidity System Bldg 500 - Add Property Number 1667
	Aviation Desks - Bldg 900 - Add Property Number 1668
835	Compound Microscope, Tax Lab - Change to Dark Room
1008	ULV Fogging Unit - Truck # 1410 - Change to Truck 1463
1015	10x30x Stereo Microscope, Tax Lab - Change Tax Lab to Building 800 Lab
1017	1017 Fog Unit - Stock - Change to Surplus 19-20
1042	Fogging Unit Cougar Truck 1343 - Change truck to 1425
1072	London Aire Fogging Unit - Stock - Change Stock to Surplus 19/20 Warehouse bldg. 800
1145	Fog Unit - Truck 1463 - Add Surplus 19/20 Warehouse bldg 800
1194	2004 Chevy Compact 4x4 Truck - Add Conch
1203	2004 Chevy Compact 4x4 Truck - Add Surplus 20/21
1253	Fog Unit - Truck 1425 - Add Surplus 19/20 Warehouse bldg. 800
1295	Millpore Water Purification System - Arbo Lab - Change Arbo Lab to Warehouse bldg 800
1296	New Brunswick Excella e 1 Platform Shaker - Add Warehouse bldg 800
1325	Monitor IV Trk 1484 - Add Parts Room
1345	Spectrophotometer - Arbo Lab - Change Arbo Lab to Warehouse bldg 800
1347	Leica MZ6 Stereomicroscope w/ achromatic - Add building 800 Lab
1362	Employee Lockers - Add to Suprlus 19-20 - Add Warehouse bldg 800
1370	Ultra Sonic Weather Station Stock - Add Surplus 19-20 - Add Warehouse bldg 800
1371	Ultra Sonic Weather Station Stock - Add Surplus 19-20 - Add Warehouse bldg 800
1373	Monitor IV W/MFC Pump, Truck 1410 - Change Truck 1410 to Truck 1613
1374	Monitor IV W/MFC Pump - Truck 1343 - Change Truck 1343 to Truck 1611
1381	Fog Unit Stock - Change Stock to Surplus 19/20 and Add Warehouse bldg 800
1402	Larvicide Unit Truck 1343 - Change Truck 1343 to Truck 1613
1439	Xerox Copy machine, copy room - Add Surplus 19/20 - Add Warehouse bldg 800
1441	Scottsman Icemachine "Prodigy" - Add Surplus19/20 - Add Warehouse bldg 800
1442	Scottsman Icemachine "Prodigy" - bldg 100 - Add Surplus 20/21 and Change bldg 100 to Warehouse bldg 800
1456	Dell Latitude E5430 - Laptop - Darkroom - Change Darkroom to Arbo Lab
1457	Dell 9020 Otiplex Computer Entomologist - Change Entomologist to Visiting Scientist Office 115

**PHYSICAL INVENTORY 19/20
CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER**

AMCD \$1000 AND ABOVE SEPTEMBER 2020

1460	ID Maker Evolis Zenius - Add Operations Managers Office
1475	Dell Optiplex 9020 Desktop - Admin Assist - Change Admin Assist to bldg 800 Lab
1480	Analytical Balancer - Add Bio Lab
1501	Drop Vision Microscope Camera - Tax Lab - Change Tax Lab to bldg 800 Lab
1501-B	Drop Vision Laptop - Tax Lab - Change Tax Lab to bldg 800 Lab
1543	Thermal Fogger TS-95, Truck #1203 - Change Truck 1203 to Truck 1132
1589	Optiplex 5050 SFF - IT Tech, Bldg 100 - Add Tech Room
1592	Fisher Brand Istemp -86c - Add Arbo Lab
1606-A	Atomiser on EX6285 1 1/2 round boom - Add (3 Units) Aerial Adulticide Hangar
1608	Optiplex 7060 Desktop, Operations Mgr. - Change to AV Room
1610	Optiplex 7060 Desktop, Accountant. - Change Accountant to CFO
1616	Centrifuge - Dash Apex - Add Bldg 700
1624	Larval Pupal Separator - Add Bio Lab
1625	Larval Pupal Separator - Add Bldg 500 Lab
1627	Dell Precision 773 w/Docking Port - Add Dr. Qualls
1631	Laboratory Chill Table - Add Tax Lab
1632	Fisher Scientific Bead Mill 4 - Add Arbo Lab
1638	Dell Latitude 5310 2-in1 BTX Laptop - Add Bldg 800 Lab
1639	Dell Latitude 5310 2-in1 BTX Laptop - Add Bio Lab
1640	Fisher Isotemp Microbiologival Incubator TSL - Add Arbo Lab
1641	Microplate Absorbance Reader - Add Arbo Lab
1642	Immunowash Microplate Washer - Add Arbo Lab
1643	CFX96 Optics Module, Bio-Rad - Add Arbo Lab
1644	C1000 Touch Termal Cycler - Add Arbo Lab
1657	Clark CA30 20B Floor Scrubber, Walk Behing - Add Hangar

AMCD OVER \$500 UNDER \$999 SEPTEMBER 2020

PROP #	ITEM
1246	Larviciding Unit - Truck 1195 - Change Truck 1195 to Stock
1247	Larviciding Unit - Truck 1194 - Baby Conch
1305	Larvicide Unit - Homemade - Stock - Change Stock to Truck 1611
1390	Dell Optiplex 790 computer bioassay lab - ADD to surplus 19/20 Warehouse bldg 800
1407	Dell Optiplex 790 Desktop Bldg 800 - Change bldg 800 to Visiting Scientist Office 108 next to Dr. Xue
1437	Dell Optiplex 7010 Desktop - Add Bio Lab
1497	Birchmeier Backpack Sprayer - Parts Room - Add Surpluse 20/21
1538	LED Trinocular Zoom Stereo Microscope - Add Tax Lab
1539	LED Trinocular Zoom Stereo Microscope - Add Tax Lab
1540	LED Trinocular Zoom Stereo Microscope - Add Tax Lab
1541	Thermal Fogger TS-35AE - Parts Room - Take off parts room
1571	Epson DC-1 Camera - Add EDU Office
1623	TI150 Series Battery Charger - Add Hangar

**PHYSICAL INVENTORY 19/20
CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER**

AMCD UNDER \$500 SEPTEMBER 2020

426	Leveling Rod W/Target Surplus - Add 19/20
613	Hand Trucks - Barrell- Chemical Room - Add Bldg 800 Lab
1443	Thermal Fogger (Truck Mount) TS-95 Truck #1201 - Change Truck 1201 to Parts Room
1495	Birchmeier Backpack Sprayer - ADD surplus 19/20 - Change 19/20 to 20/21
1496	Birchmeier Backpack Sprayer - ADD surplus 20/21
1529	Cannon EOS Rebel T^ Camera - Add Operations Manger Office
1552	London Fog Adulicide Unit SN#10161 - Add Bldg 800 Warehouse
1553	London Fog Adulicide Unit SN#10731 - Add Truck 1611
1554	London Fog Adulicide Unit SN#10929 - Add Truck 1613
1555	London Fog Adulicide Unit SN#10168- Add Warehouse Bldg 800
1557	London Fog Adulicide Unit SN#10930- Add Warehouse Bldg 800
1560	Monitor IV SN 11151 London Fog ULV - Add Warehouse Bldg 800
1565	Barrier Machine Truck #1134 - ADD Surplus 19/20 - Add Warehouse Bldg 800
1596	UV Transluminator - Add Darkroom
1597	ALC Micor-Centrifuge 4214 - Add Warehouse Bldg 800
1598	Emax Precision Micro-Plate Reader - Add Warehouse Bldg 800
1599	Circuit Maker - Add EDU Office

SIGNATURE

Kay Gaines

Kay Gaines

9/30/2020

DATE

[Signature]

9/30/2020

DATE

Richard Weaver

[Signature]

9/30/2020

DATE

Dena Autry

PHYSICAL INVENTORY 19/20

ITEM TO BE REMOVED FROM ASSET KEEPER

AMCD \$1000 AND ABOVE SEPTEMBER 2020

PROP #	ITEM	REASON
	1264-B Transmission Truck 1264 - Remove from assest Keeper - Surplus 16-17	Disposed
	ID Vet, WNC 2P G10 ID West Nile Comp Plates	This is a consumible, they are virus testing kits
1146	Larvicide Unit	Disposed
1331	Generator	Disposed

AMCD OVER \$500 AND UNDER \$999 SEPTEMBER 2020

PROP #	ITEM	REASON

AMCD UNDER \$500 SEPTEMBER 2020

	L shaped desk	Disposed
	2 Draw letter file cabinet	Disposed
841	Alunimum Tool Box Trk#1205-Surplus 17/18	Disposed
964T	Hauling Trailer for Kawasaki ATV	Disposed

SIGNATURE

Kay Gaines
Kay Gaines

9/30/2020
DATE

[Signature]
Richard Weaver

9/30/2020
DATE

[Signature]
Dana Autry

9/30/2020
DATE

PHYSICAL INVENTORY 19/20

MISSING ITEMS THAT WERE TAKEN OFF OF ASSEST KEEPER

AMCD SEPTEMBER 2020

PROPERTY #	ITEM	Comments
	None	

SIGNATURE

Kay Gaines 9/30/2020

DATE

Richard Weaver 9/30/2020

DATE

Dena Autry 9/30/2020

DATE

PHYSICAL INVENTORY 19/20
CONSUMED ITEMS

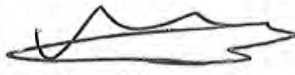
AMCD SEPTEMBER 2020

PROP #	ITEM	CONSUMED ITEMS
	None	


SIGNATURE



Kay Gaines DATE 9/30/2020



Richard Weaver DATE 9/30/2020



Dena Autry DATE 9/30/2020

**UNFINISHED
BUSINESS
#1**

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 8, 2020

RE: Construction Project Update

Mr. Glen Harrell, President with Harrell Construction Company, will give an update on the construction project.

**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

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, Richard Weaver Business Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: October 28 2020

RE: Discussion and Approval to Authorize Staff & Attorney to release of the bid document when the design is completed

Due to the amount of design work going into the interior display design and slow County approval of site work affecting the building design, the bid request documents (blueprints) will not be able to be delivered by our contractor in October as hoped. Staff asks to postpone the bid process and asks the Board to authorize staff and the attorney to approve and release the bid when the design is completed.

The bid to hire a contractor to build the AMCD Disease Vector Education Center (phase 2), will include; obtaining all necessary permitting, construction of the metal building including interior layouts and displays and completing the site work based on the design plans included in the bid documents. Bid ranking will be based on construction costs, construction time as well as contractor's abilities to complete the work.

All bid proposals will be brought before the Board of Commissioners at the first possible meeting for discussion and approval.

**NEW
BUSINESS
#1**

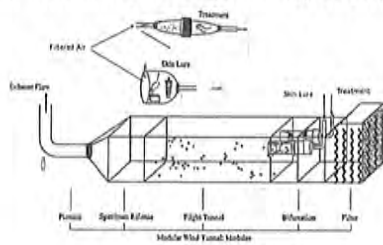
Wind Tunnel Lab, Droplet Lab and Repellents Program

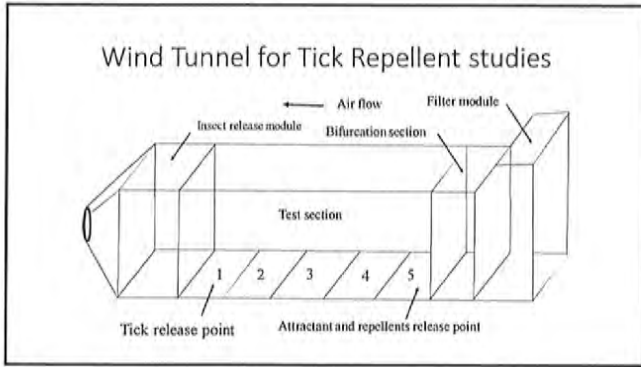
Muhammad Farooq
Field Biologist
AMCD

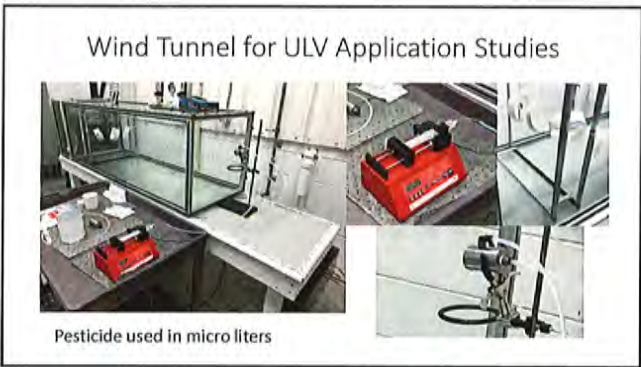
Outline

- Facilities and capabilities of the Wind Tunnel Laboratory.
- Facilities and capabilities of Droplet Measurement Laboratory.
- Tick repellency projects.
- Tick mortality study.
- Mosquito repellency projects.
- Field evaluations.
- Droplet size measurements.

Wind Tunnel for Mosquito Repellent studies

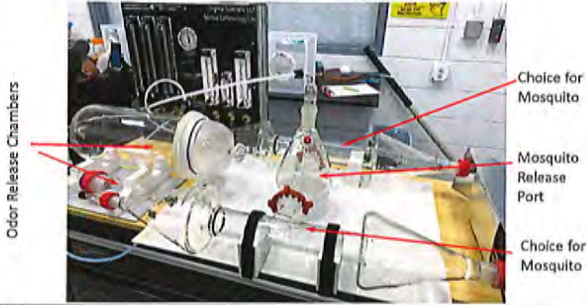




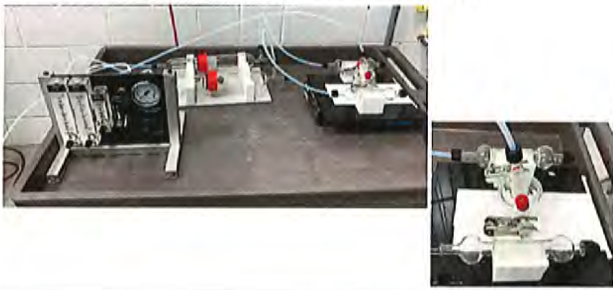


- ### Studies Conducted using Wind Tunnel
- Evaluated Thermacell repellent against ticks.
 - Comparative evaluation of SIT and Non-SIT mosquitoes for two natural and two synthetic commercial repellents.
 - Evaluation of Five barrier sprays for their potential as ULV sprays.
 - Evaluation of BIGSHOT Maxim as a ULV spray.

Mid-size olfactometer (True Choice)



Mini True Choice Olfactometer



Studies Conducted using Olfactometer

- Evaluated Thermacell against adult ticks and nymphs.
- Comparative evaluation of SIT and Non-SIT mosquitoes for two natural and two synthetic commercial repellents.
- Evaluation of Clove oil and Repel Care against BG Lure to repel *Aedes aegypti*. Immortelle oil to be tested soon.
- Evaluation of Clove Oil and Repel Care against each other to repel *Aedes aegypti*.

Droplet Measurement Systems

- Slides with Spinners and Drop Vision.
- DC IV Portable droplet measurement systems.
- Phase Doppler Interferometer (PDI).

Slides and Spinners System

- Collect and Measure System.
- Use 1 inch wide or 3 mm wide slides.
- Teflon coated for Oil based sprays.
- Magnesium Oxide slides for water based sprays.
- DropVision System use digital camera to measure droplet sizes on all slides.
- Droplet statistics calculated.
- Used mainly to measure droplets for field studies and aerial calibration.



DropVision System and Report

Dv_{0.5} (VMD): 11.88 microns

Dv_{0.1} : 5.89 microns

Dv_{0.9} : 29.88 microns

Relative Span: 2.02

Total Droplets Collected: 541

Droplets over 32 microns: 11

Droplets over 48 microns: 1

Area: 7.840 Drops / mm squared: 69.005



DC IV System

- Portable on-the-spot measurement system.
- Hot-wire based system. Extremely delicate probe.
- Point measurement system.
- Probe is waved through the spray and droplets are measured immediately.
- Droplet statistics are generated at the end of measurements.



Phase Doppler Interferrometer (PDI)

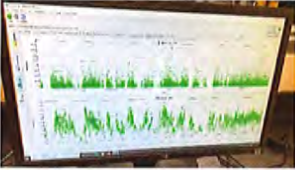
- Non-intrusive.
- Point measurement system.
- Droplets passing through cross-section of two beams are measured.
- Droplets size and velocity measured at the same time.
- Droplet size characteristics calculated upon completion of measurement.
- Measurement of each droplet validated upon measurement.

Phase Doppler Interferrometer (PDI)




PDI-TK1 Measures droplets from 0.5 -150 μm
PDI-TK2 Measures droplets from 3.0 - 600 μm

Phase Doppler Interferrometer (PDI)




Droplet size and velocity as measured over time




Droplet size distribution
Top: Corrected; Bottom: Uncorrected

Phase Doppler Interferrometer (PDI)



Validations on the measurements



Studies Undertaken using PDI

- Droplet size measurement for hand held electrostatic sprayer for UF study to use barrier sprays as adulticides.
- New method of determining spread factor of new insecticides.

Other Studies Undertaken

- Field evaluation of Fyfanon EW for FMC in collaboration with NECE.
- Field evaluation of BIGSHOT Maxim as adulticide.
- Field evaluation of five insecticides for MGK.
- Evaluation of 17 different fuels in tikki torches for Lamplight.
- Evaluation of 9 different candles as spatial repellents for mosquitoes.
- Semi-field evaluation of TheraCell against ticks.
- Evaluation of BIGSHOT Maxim, Clove oil and Repel Care as contact repellents for ticks.
- Evaluation of BIGSHOT Maxim and Clove oil for tick mortality.
- Semi-field Evaluation of a modified commercial My Deleter larval trap.

Funded Projects and Collaborations

- Innovative and novel approach to optimize pesticide application for targeted control of adult Aedes spp. in cryptic urban habitats. DWFP Funded 2019-2022 (Collaboration with NECE).
- Establishing evidence-based action thresholds for Aedes, Culex, and Anopheles mosquitoes in different operational environments – DWFP Funded 2020-2023.
- Smart Bio-Assay Cage Development for Evaluation of Efficacy of Mosquito Control Adulticides – CDC funded (Collaboration with UF).

**NEW
BUSINESS
#2**



LLW

**LEWIS
LONGMAN
WALKER**

Attorneys at Law
llw-law.com

Reply to Jacksonville

September 14, 2018

Hon. Jeanne Moeller
Chair, Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, Florida 32092

Re: 2020 Board Evaluation of AMCD
Executive Director, Dr. Rui-de Xue

Dear Chair Moeller:

Consistent with AMCD policy, the District's Board of Commissioners directed me to collect and review their performance evaluations of the District's Executive Director, Dr. Xue. All five Commissioners completed performance evaluations for Dr. Xue during September, 2020, in anticipation of receiving a report from me to the Board on these evaluations at the October, 2020 Board meeting.

Consistent with the Board's Performance Evaluation Process Policy ("Policy"), I received and reviewed the evaluations prepared by each of the five AMCD Commissioners. The Policy calls for preparation of a numeric grid of the scores awarded in the evaluations together with a letter from me, as the Board's attorney, summarizing the evaluations. This letter is intended to satisfy the requirements of the Policy and according to the Policy is to be read by the Chair at the Board meeting. Further, the reading of this letter by the Chair is to be the only public comment concerning the evaluation.

The numeric grid is attached to this letter. The average scores, by categories, are as follows:

Category:	Average Score
A. Professional Skills	
1. Job Skills & Knowledge	98.4
2. Initiative & Judgment	97.6
3. Quality & Management of Workload	97.4
B. Interactive Skills	
1. Interpersonal Relationships	97.8

JACKSONVILLE
245 Riverside Ave.
Suite 510
Jacksonville, FL 32202
T: 904.353.8410
F: 904.353.7619

ST. PETERSBURG
100 Second Ave. South
Suite 501-S
St. Petersburg, FL 33701
T: 727.245.0820
F: 727.290.4057

TALLAHASSEE
315 South Calhoun St.
Suite 830
Tallahassee, FL 32301
T: 850.222.5702
F: 850.224.9242

TAMPA
301 West Platt St.
Suite 364
Tampa, FL 33606
T: 813.775.2331

WEST PALM BEACH
515 North Flagler Dr.
Suite 1500
West Palm Beach, FL 33401
T: 561.640.0820
F: 561.640.8202

See Things Differently

2. Communications	94.0
3. Public Relations	95.2

C. Administrative Skills

1. Coordination & Adaptability	97.8
2. Planning & Organization	99.2
3. Adheres to Policies & Procedures	97.8
4. Orientation Towards Results	98.2
5. Attendance & Availability	98.6
6. Personal Characteristics	99.4
7. Supervisory Skills	95.8
8. Budget Management	98.8
9. Directs & Implements Training & Safety Program	98.8

Taken together, based on the scoring of all five Commissioners in the three categories listed above, the overall average score for Dr. Xue was 97.65.


Parts III-V of the evaluation form provides Commissioners with the opportunity to provide comments and input on the following subjects related to the Executive Director's performance:

- Performance objectives for the coming year
- Accomplishments and contributions
- Major strengths
- Areas needing improvement
- Training and development for coming year

The Commissioners' comments on these topics have been provided to the Executive Director. The policy does not require any summary of those comments, so they will not be provided in this letter. Needless to say, consistent with the scores shown above, there were many positive comments from Commissioners regarding Dr. Xue's performance on the evaluation forms.

The AMCD's Policy provides that "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 individual reviews are available for the Commissioners to review at their convenience.

Sincerely,



Wayne E. Flowers
AMCD Attorney

WEF/mlo

Dr. Rui-De Xue, Director - Performance Evaluation Results - 2020

COMMISSIONERS:	Jeanne Moeller	Gary Howell	Trish Becker	Don Girvan	Gina LeBlanc	TOTAL SCORES	AVERAGES
PROFESSIONAL SKILLS:							
1. Job Skills & Knowledge	98	98	100	98	98	492	98.4
2. Initiative & Judgment	97	97	98	98	98	488	97.6
3. Quality & Management of Workload	100	98	99	95	95	487	97.4
1. Interpersonal Relationships	98	99	99	95	98	489	97.8
2. Communication	90	97	99	89	95	470	94
3. Public Relations	95	97	99	90	95	476	95.2
1. Coordination & Adaptability	98	99	99	95	98	489	97.8
2. Planning & Organization	100	98	100	100	98	496	99.2
3. Adheres to Policies & Procedures	98	100	99	95	97	489	97.8
4. Orientation Towards Results	98	99	100	99	95	491	98.2
5. Attendance & Availability	98	100	100	95	100	493	98.6
6. Personal Characteristics	99	100	100	98	100	497	99.4
7. Supervisory Skills	90	97	99	95	98	479	95.8
8. Budget Management	100	98	100	98	98	494	98.8
9. Directs & Implements Training & Safety Program	100	98	100	98	98	494	98.8
TOTALS:							
	1459	1475	1491	1438	1461	97.6533	97.6533333
AVERAGES:							
	97.26666667	98.33333333	99.4	95.86666667	97.4	97.6533	97.653333

PERFORMANCE EVALUATION PROCESS POLICY
(For Evaluation of Director)

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

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
500 Old Beach Road, St. Augustine, FL 32092



PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: _____ Date of Hire: _____

Title: _____ Time in Position: _____

Date of Last Review: _____ Scheduled Review Date: _____

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

INSTRUCTIONS:

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

DEFINITIONS OF PERFORMANCE RATINGS:

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

I. PERFORMANCE FACTORS:

A. PROFESSIONAL SKILLS:

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

Comments: _____

	Points
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	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

B. INTERACTIVE SKILLS:

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

Comments: _____

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

C. ADMINISTRATIVE SKILLS:

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

Comments: _____

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

		Points
O	100-90	<input style="width: 50px; height: 50px;" type="text"/>
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

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

Comments: _____

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

II. RATE OVERALL PERFORMANCE:

Total Points: ÷ Number of Factors Rated = OVERALL RATING

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

III. MAJOR STRENGTHS:

- 1. _____
- 2. _____
- 3. _____

IV. AREAS NEEDING IMPROVEMENT:

- 1. _____
- 2. _____
- 3. _____

V. TRAINING AND DEVELOPMENT:

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

- 1. _____
- 2. _____
- 3. _____

Discussed with employee on: / / Follow-Up Requested: YES NO Follow-Up Date: / /
(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

REPORTS

Director report (September 2020)

Program Management:

Customer & professional service and service request process: AMCD answered 395 service requests in September. Dr. Xue and Dr. Qualls reviewed 4 manuscripts for different journals at the editors' requests. AMCD staff hosted the facility tour for a resident and two Scientists from DACS/DPI.

Surveillance: Testing for arbovirus by sentinel chickens & mosquito pools in house confirmed with one for WNV and 2 for EEE. 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 5,137 adult mosquitoes county wide. BG traps collected 2,420 (1,814 *Culex nigripalpus*, 333 *Cx. quinquefasciatus*, 250 *Aedes aegypti* and 203 *Ae. albopictus*) adult mosquitoes.

Operation & aerial program: Collected tires for source reduction. AMCD MCTs did hand fogging for 178 times and barrier spraying for 19 times. Conducted 91 time ULV spraying and treated 51,073 acres. Aerial larviciding for 1 time and treated about 400 acres. Aerial adultciding 4 times. Positive larval dips were 1,201 and treated larvae for 197 times for 752 acres by ground application.

Applied research: Dr. Steve Peper submitted his full proposal to AMCA for BTI & honey bee grant. Collaborative DACS grant with UF/EPI about Key stone virus survey has been done. Work with UF about CDC grant subcontract about smart cage. AMCD collaborated with Navy to evaluate a new formulation of adulticide, Central Life about candle project, Lamp Farmer about spatial repellents, and Wood stream for light traps evaluation. AMCD continues the SIT release and BigShot projects. DACS/DPI Officers came to inspect AMCD quarantine/green houses at building 500 on September 25 and gave several suggestion and recommendation for further improvement.

Education: Two intern students have been trained for lab procedures and regulation. Six employees attended Chemical spilling training on September 25. Several employees attended different online training and professional zoom meetings. New website has been lived in middle of September. Face book has been updated frequently. ES answered many questions about AMCD and mosquito prevention, SIT through social medias. Two employees received their aerial application certificates.

Business Management:

Serve to the Board of Commissioners: Staff prepared for 3 Board meetings (2 public hearings) and assisted Commissioners to answer the tax and budget issues. Assisted 2 candidates about documentation requests and facility tours.

Budget and Auditor: All TRIM documentations have been processed and submitted to related agencies after the Board's approval through 2 public hearings.

Contract: Board approved the UF/CDC subcontract for study on smart cages for mosquito adultciding testing and renewed uniform contract.

Safety: Building 500 quarantine and green houses have been reinstated by DACS on September 25.

Insurance: Fleet insurance and worker compensation insurance renewal have been approved and processed.

HR: One intern student from UF Public Health College has been promoted to DoD grant contracted Biological Technician and starts from October 1 for 2 years. A&P Mechanic Ralph B. received his aerial application license and

passed his 1 year probation on September 3. Field Biologist Dr. M. Farooq passed his 1 year probation on September 16.

Meeting:

Sept 1. Am. Met CFO Scott Hanna about update new budget and pm. Met Chief Pilot about aerial operation.

Sept 2. 7:30am. Held Managers meeting. 1pm. Met Dr. M. Sallam, Navy Entomologist about collaboration. 3pm. Visited UF/Agricultural Center and met Director Tim Wilson about security system.

Sept. 3. 7:00am. Attended Kiwanis Club meeting by zoom. 9am. Held aviation group meeting. 11am. Met Commissioner Mrs. Moeller about agenda.

Sept. 4. 9am. Tele-conversation with Mr. Flowers about public requests. 2:30pm. Met the public visitor about tax issue and facility.

Sept. 9. 7:30am. Held manager meeting. 9am. Aviation group meeting about adulticiding.

Sept. 10. 8:30am. Attended Kiwanis Club meeting. 2:30pm. Met Dr. Mike P. about collection and ID. 3:30pm. Attended MGK tele-conference. 5pm. Attended regular Board meeting. 5:30pm. Attended 1st public hearing.

Sept. 11. 9am. Met Commissioner Howell and his guest and took tour of facility.

Sept. 15. 10am. Attended the FCCMC zoom meeting.

Sept. 16. 7:30am. Held managers meeting. 8:30am. Attended EOC Zoom meeting about COVID-19. 6:30pm-8:30pm. Attended aerial adulticiding operation.

Sept. 17. 7:00am. Attended Kiwanis Club zoom meeting. Noon. Met Commissioner Mrs. Moeller. 8:30pm-8:30pm. Attended aerial adulticiding operation.

Sept. 18. 8am. Am. Reviewed two manuscripts for JAMCA and PLoS one.

Sept. 22. AM. Prepare for board meeting for final public hearing. 4pm. Attended UF/EPI zoom meeting about tick-borne diseases.

Sept. 23. 7:30am. Held managers meeting. Pm. Work with Mrs. Gaines about aerial adulticiding for next morning.

Sept. 24. 4:30am. Came for aerial adulticiding operation. 5:30pm. Attended final public hearing.

Sept. 25. 10:30am. Attended DACS inspection about quarantine and took tour of facility.

Sept. 29. 10am. Attended UF/CDC smart cage zoom meeting. 2:30pm. Aviation group meeting about night adulticiding operation. 7:30pm. checked aerial spraying.

Sept. 30. Am. Reviewed a manuscript for Insect and make revision about a book chapter. Pm. Prepare for Board book documentations. 7:00pm-8:30pm. Check aerial spray

Task Time Summary September 2020

From Date : 09-01-2020

To Date : 09-30-2020

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	972:55 hrs	206	
Aerial Ground Crew	125:01 hrs	34	
Aerial Larvicide	00:21 hrs	10	
Aerial Maint	221:31 hrs	73	
Aerial Survey	77:13 hrs	40	
AM Briefing	47:54 hrs	154	
Annual Leave	129:00 hrs	26	
Assist	62:43 hrs	29	
Building & Grounds Work	134:13 hrs	106	
Chicken Program	116:20 hrs	91	
Computer Repair	101:55 hrs	13	
Daily Paperwork	116:17 hrs	211	
Field Experiment	538:16 hrs	250	
Fish Program	02:47 hrs	4	
Fog Mission Serv Req	17:27 hrs	142	
GLP Management	08:00 hrs	3	
Ground Adulticide	246:44 hrs	86	
Ground Larvicide	380:09 hrs	274	
Ground Site Inspection	674:14 hrs	566	
Hand Adulticide	103:55 hrs	178	
Holiday	344:00 hrs	39	
Insectary	267:20 hrs	124	
Inventory	61:01 hrs	25	
Lab Experiment	127:22 hrs	58	6462:33 hrs
Landing Rate	06:29 hrs	59	
Leave Without Pay	19:30 hrs	3	
Mechanics Time	260:07 hrs	52	
Meeting	103:50 hrs	108	
Molecular Lab Work	230:30 hrs	57	
Mosquito Trap BG	22:24 hrs	95	
Mosquito Trap CDC Oc	160:25 hrs	298	
Mosquito Trap ID	46:34 hrs	24	
Mosquito Trap OV	01:21 hrs	63	
Mosquito Traps Misc	00:58 hrs	1	
Personal Fogger	00:05 hrs	1	
Produce Papers & Programs	163:05 hrs	50	
Project Research	120:30 hrs	61	
Resupplying Trucks	128:34 hrs	150	
Sick Leave	22:00 hrs	4	
Sick/Personal Leave	136:00 hrs	17	
Source Reduction (tires)	01:47 hrs	2	
Supervisory	58:33 hrs	26	
Training Classroom	58:00 hrs	10	
Travel	04:00 hrs	1	
Vehicle Maintenance	41:13 hrs	56	

BG Traps September 2020					
9/1/2020					
To :					
9/30/2020					
Trap Type :					
BG					
	2020 09				
Species Name	3	9	15	24	Species Total
Ae aegypti	56	45	83	66	250
Ae albopictus	67	16	36	84	203
Ae atlanticus	0	1	0	1	2
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	110	3	0	19	132
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	7	5	1	30	43
Ae triseriatus	0	0	0	1	1
Ae vexans	1	0	0	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	4	0	0	0	4
An perplexens	0	0	0	0	0
An punctipennis	1	3	0	0	4
An quadrimaculatus	15	0	15	27	57
An walkeri	0	0	0	0	0
Cq perturbans	0	0	0	0	0
Cs inornata	0	0	0	0	0
Cs melanura	0	0	1	0	1
Cx coronator	2	0	12	6	20
Cx eraticus	18	3	10	6	37
Cx nigripalpus	846	66	155	747	1814
Cx quinquefasciatus	62	37	86	148	333
Cx restuans	0	0	0	0	0
Cx salinarius	1	0	1	8	10
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	2	0	0	1	3
Or signifera	0	0	0	1	1
Ps ciliata	0	0	0	1	1
Ps columbiae	0	0	0	0	0
Ps cyanescens	0	0	0	0	0
Ps ferox	5	0	1	6	12
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	1	0	1
Ur lowii	0	0	0	0	0
Ur sapphirina	2	0	0	0	2
Wy Mitchelli	0	0	0	0	0
Daily Total	1199	179	402	1152	2932

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

CDC Light Traps September 2020					
9/1/2020					
To :					
9/30/2020					
Trap Type :					
CDC Octenol					
Species Name	2020 09				Species Total
	9	15	23	29	
Ae aegypti	0	2	0	0	2
Ae albopictus	3	4	1	4	12
Ae atlanticus	506	236	746	2633	4121
Ae canadensis	0	0	0	9	9
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	61	20	19	35	135
Ae mitchellae	2	1	0	0	3
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	7	5	0	80	92
Ae triseriatus	0	0	0	0	0
Ae vexans	0	1	0	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	104	123	50	198	475
An perplexens	0	0	0	0	0
An punctipennis	1	1	0	0	2
An quadrimaculatus	5	12	0	0	17
An walkeri	0	0	0	0	0
Cq perturbans	0	0	0	0	0
Cs inornata	0	0	0	0	0
Cs melanura	9	5	4	2	20
Cx coronator	0	0	0	0	0
Cx eraticus	72	62	15	129	278
Cx nigripalpus	87	113	74	162	436
Cx quinquefasciatus	37	75	48	34	194
Cx restuans	0	2	1	0	3
Cx salinarius	1	0	0	0	1
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	4	0	0	4
Or signifera	0	0	0	0	0
Ps ciliata	1	3	4	2	10
Ps columbiae	295	155	41	50	541
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	15	0	15
Ps howardii	0	0	3	0	3
Tx rutilus	0	0	0	0	0
Ur lowii	0	1	0	4	5
Ur sapphirina	10	14	18	3	45
Wy Mitchellii	0	0	0	0	0
Daily Total	1201	839	1039	3345	6424

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