

# Anastasia Mosquito Control District

of St. Johns County

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



District Board Meeting

**January 14, 2021**

Thursday at

**5:00 P.M**



ANASTASIA MOSQUITO CONTROL DISTRICT  
ST. JOHNS COUNTY

**PROPOSED AGENDA**

Thursday, January 14, 2021  
5:00 P.M.

**Invocation and Pledge:**

**CEREMONY:** Oath of Office / Swearing in of Commissioners ~ Mr. Wayne Flowers

**Consent Items: APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, December 10, 2020 at 5:00 P.M.
5. 2021 Committee Member List
6. IT Technician and Receptionist Job Descriptions
7. Budget Amendments

**Unfinished Business:**

1. Welcome to New Commissioners and their Statements ~ *New Commissioners* (5 min)
2. Update about BID progress for Permitting and Construction of the AMCD Disease Vector Education Center Building ~ *Mr. Richard Weaver* (5 min)

**New Business:**

1. Review of the Government-in-the-Sunshine Law & Ethics ~ *Mr. Wayne Flowers* (20 min)
2. Election of Officers (Chairperson, Vice-Chairperson, Secretary/Treasurer) (10 min)
3. Recognition of 2020 Chairperson's Service ~ *New Elected Chairperson* (5 min)

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments:** FOR INFORMATION PURPOSES ONLY

1. None

# CEREMONY

# CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

December 2020 Reconcile

Report for January 2021 Meeting

Cash Balances Ending: 12/31/20

Local Fund	\$	4,264,091.95	
S.B.A. Fund	\$	5,473,052.93	
Bank of America	\$	147,075.21	(E-Pay Account)
<b>Total Funds as of 12/31/20</b>	<b>\$</b>	<b>9,884,220.09</b>	

Source of Income Local/ SBA Fund: 12/31/20

Taxes	\$	2,491,062.50	(Gross, before Tax Collector's Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	826.25	
Local Fund, Interest	\$	-	
Grant Momey	\$	25,170.04	SIT-Univ of FL, Westham Co.
Surplus Sales	\$	3,142.31	
Dormatory Rent	\$	464.76	
<b>Total Deposits by 12/31/20</b>	<b>\$</b>	<b>2,520,665.86</b>	

CHEMICAL & INSECTICIDE INVENTORY

Report for January 2021 Meeting

Summary

VOUCHERS PRESENTED

Report for January 2021 Meeting

Local Fund      Several

## Anastasia Mosquito Control District

### VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 12/01/20 through 12/31/20

Date	Num	Name	Memo	Clr	Amount	Balance
<b>110 · Wells Fargo Bank - Local</b>						2,404,524.73
<b>110-A · QuickBooks Bill Pay</b>						-8,924,378.32
Total 110-A · QuickBooks Bill Pay						-8,924,378.32
<b>110 · Wells Fargo Bank - Local - Other</b>						11,328,903.05
12/01/2020	8027	Wayne Flowers	VOID:	X	0.00	11,328,903.05
12/01/2020	8028	Wayne Flowers	Holiday Appreciation	X	-125.00	11,328,778.05
12/01/2020	Direct Dep	Don Girvan		X	-100.00	11,328,678.05
12/01/2020	Direct Dep	Gary Howell		X	-100.00	11,328,578.05
12/01/2020	Direct Dep	Gina LeBlanc		X	-100.00	11,328,478.05
12/01/2020	Direct Dep	Jeanne Moeller		X	-100.00	11,328,378.05
12/01/2020	Direct Dep	Panagiota Becker		X	-100.00	11,328,278.05
12/02/2020	8029	Shwayder	Inv. 20507	X	-7,493.62	11,320,784.43
12/03/2020	9-#417	Florida Retirem...	FRS November 2020...	X	-20,676.97	11,300,107.46
12/03/2020	9-#476	Surplus Sales	Hangar Door Sale Dr...	X	2,912.70	11,303,020.16
12/04/2020	9-#420	Dennis Hollings...	Distrib. #4	X	1,243,965.47	12,546,985.63
12/04/2020	9-#475R	SIT-University o...	Invoice VIII, 10/01/20...	X	9,209.70	12,556,195.33
12/07/2020	9-#482	Lea Bangonan	December 2020, Fin...	X	225.34	12,556,420.67
12/07/2020	9-#482	Mandi Pearson	December 2020, Fin...	X	225.34	12,556,646.01
12/08/2020	8030	Nationwide Retir...	Entity Code#003718...		-950.00	12,555,696.01
12/08/2020	8031	VyStar Credit U...	HSA 2021 Funds Le...		-1,350.00	12,554,346.01
12/09/2020	9-#423	Payroll	Taxes Withheld	X	-4,678.66	12,549,667.35
12/09/2020	9-#423	Payroll	Bank Account, Other	X	0.00	12,549,667.35
12/09/2020	9-#423	Payroll	Credit Union	X	0.00	12,549,667.35
12/09/2020	9-#423	Payroll	Net Pay to Bank	X	-11,212.56	12,538,454.79
12/10/2020	9-#422	Payroll	Taxes Withheld	X	-17,249.59	12,521,205.20
12/10/2020	9-#422	Payroll	Bank Account, Other	X	-3,021.30	12,518,183.90
12/10/2020	9-#422	Payroll	Credit Union	X	-968.39	12,517,215.51
12/10/2020	9-#422	Payroll	Net Pay to Bank	X	-49,765.45	12,467,450.06
12/11/2020	9-#421	Payroll	Taxes Withheld	X	-809.22	12,466,640.84
12/11/2020	9-#421	Payroll	Bank Account, Other	X	0.00	12,466,640.84
12/11/2020	9-#421	Payroll	Credit Union	X	0.00	12,466,640.84
12/11/2020	9-#421	Payroll	Net Pay to Bank	X	-4,750.00	12,461,890.84
12/11/2020		wells Fargo		X	-305.69	12,461,585.15
12/14/2020	8032	Harrell Construc...	AMCD Complex	X	-55,679.98	12,405,905.17
12/14/2020	8033	Harrell Construc...	AMCD Complex	X	-27,695.80	12,378,209.37
12/14/2020	9-#424	Payroll	Taxes Withheld	X	-1,422.00	12,376,787.37
12/14/2020	9-#424	Payroll	Bank Account, Other	X	0.00	12,376,787.37
12/14/2020	9-#424	Payroll	Credit Union	X	0.00	12,376,787.37
12/14/2020	9-#424	Payroll	Net Pay to Bank	X	-5,903.50	12,370,883.87
12/15/2020	8034	Nationwide Retir...	Entity Code#003718...	X	-950.00	12,369,933.87
12/16/2020	Direct Dep	Morgan Duett		X	-726.00	12,369,207.87
12/16/2020	9-#478	MGK	MGK Receipt of Ous...	X	12,542.31	12,381,750.18
12/16/2020	9-#479	Dennis Hollings...	Distrib. #5	X	1,197,275.78	13,579,025.96
12/16/2020	9-#482R	Defense Dept	Grant Money 9/01/20...	X	30,851.45	13,609,877.41
12/17/2020	Direct Dep	Scott Hanna	employee	X	-8.01	13,609,869.40
12/17/2020	WIRE	U.S. Army, Fort ...		X	-360,000.00	13,249,869.40
12/17/2020	Phone Pay	Bank of America	4356 2200 0207 4579	X	-7,027.84	13,242,841.56
12/23/2020	9-#477	Payroll	Taxes Withheld	X	-19,504.07	13,223,337.49
12/23/2020	9-#477	Payroll	Bank Account, Other	X	-7,258.95	13,216,078.54
12/23/2020	9-#477	Payroll	Credit Union	X	-968.39	13,215,110.15
12/23/2020	9-#477	Payroll	Net Pay to Bank	X	-49,536.40	13,165,573.75
12/23/2020	9-#425R	SIT-University o...	Invoice 9, 11/01/20 t...	X	22,896.52	13,188,470.27
Total 110 · Wells Fargo Bank - Local - Other					1,859,567.22	13,188,470.27
Total 110 · Wells Fargo Bank - Local					1,859,567.22	4,264,091.95
<b>TOTAL</b>					<b>1,859,567.22</b>	<b>4,264,091.95</b>

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**110 - Wells Fargo Bank - Local, Period Ending 12/31/2020**

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	<u>Dec 31, 20</u>
Beginning Balance	2,505,982.34
Cleared Transactions	
Checks and Payments - 33 items	-777,038.90
Deposits and Credits - 16 items	2,537,448.51
Total Cleared Transactions	<u>1,760,409.61</u>
Cleared Balance	<u><u>4,266,391.95</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-2,300.00
Total Uncleared Transactions	<u>-2,300.00</u>
Register Balance as of 12/31/2020	<u><u>4,264,091.95</u></u>
New Transactions	
Checks and Payments - 9 items	-128,098.89
Total New Transactions	<u>-128,098.89</u>
Ending Balance	<u><u>4,135,993.06</u></u>

## Anastasia Mosquito Control District Reconciliation Detail

110 - Wells Fargo Bank - Local, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,505,982.34
<b>Cleared Transactions</b>						
<b>Checks and Payments - 33 items</b>						
Bill Pmt -Check	11/25/2020	8025	Clarke Mosquito Pro...	X	-85,416.10	-85,416.10
Bill Pmt -Check	11/25/2020	8023	Blue Cross Blue Shi...	X	-33,151.53	-118,567.63
Bill Pmt -Check	11/25/2020	8026	Florida U.C. Fund	X	-233.88	-118,801.51
Bill Pmt -Check	12/01/2020	8028	Wayne Flowers	X	-125.00	-118,926.51
Bill Pmt -Check	12/01/2020	Direct ...	Jeanne Moeller	X	-100.00	-119,026.51
Bill Pmt -Check	12/01/2020	Direct ...	Gary Howell	X	-100.00	-119,126.51
Bill Pmt -Check	12/01/2020	Direct ...	Panagiota Becker	X	-100.00	-119,226.51
Bill Pmt -Check	12/01/2020	Direct ...	Don Girvan	X	-100.00	-119,326.51
Bill Pmt -Check	12/01/2020	Direct ...	Gina LeBlanc	X	-100.00	-119,426.51
Bill Pmt -Check	12/02/2020	8029	Shwayder	X	-7,493.62	-126,920.13
General Journal	12/03/2020	9-#417	Florida Retirement S...	X	-20,676.97	-147,597.10
General Journal	12/09/2020	9-#423	Payroll	X	-11,212.56	-158,809.66
General Journal	12/09/2020	9-#423	Payroll	X	-4,678.66	-163,488.32
General Journal	12/10/2020	9-#422	Payroll	X	-49,765.45	-213,253.77
General Journal	12/10/2020	9-#422	Payroll	X	-17,249.59	-230,503.36
General Journal	12/10/2020	9-#422	Payroll	X	-3,021.30	-233,524.66
General Journal	12/10/2020	9-#422	Payroll	X	-968.39	-234,493.05
General Journal	12/11/2020	9-#421	Payroll	X	-4,750.00	-239,243.05
General Journal	12/11/2020	9-#421	Payroll	X	-809.22	-240,052.27
Check	12/11/2020		wells Fargo	X	-305.69	-240,357.96
Bill Pmt -Check	12/14/2020	8032	Harrell Construction ...	X	-55,679.98	-296,037.94
Bill Pmt -Check	12/14/2020	8033	Harrell Construction ...	X	-27,695.80	-323,733.74
General Journal	12/14/2020	9-#424	Payroll	X	-5,903.50	-329,637.24
General Journal	12/14/2020	9-#424	Payroll	X	-1,422.00	-331,059.24
Bill Pmt -Check	12/15/2020	8034	Nationwide Retirem...	X	-950.00	-332,009.24
Bill Pmt -Check	12/16/2020	Direct ...	Morgan Duett	X	-726.00	-332,735.24
Bill Pmt -Check	12/17/2020	WIRE	U.S. Army, Fort Rut...	X	-360,000.00	-692,735.24
Bill Pmt -Check	12/17/2020	Phone...	Bank of America	X	-7,027.84	-699,763.08
Bill Pmt -Check	12/17/2020	Direct ...	Scott Hanna	X	-8.01	-699,771.09
General Journal	12/23/2020	9-#477	Payroll	X	-49,536.40	-749,307.49
General Journal	12/23/2020	9-#477	Payroll	X	-19,504.07	-768,811.56
General Journal	12/23/2020	9-#477	Payroll	X	-7,258.95	-776,070.51
General Journal	12/23/2020	9-#477	Payroll	X	-968.39	-777,038.90
<b>Total Checks and Payments</b>					-777,038.90	-777,038.90
<b>Deposits and Credits - 16 items</b>						
General Journal	09/01/2020	9-#436		X	17,343.90	17,343.90
General Journal	12/03/2020	9-#476	Surplus Sales	X	2,912.70	20,256.60
General Journal	12/04/2020	9-#475R	SIT-University of FL	X	9,209.70	29,466.30
General Journal	12/04/2020	9-#420	Dennis Hollingsworth	X	1,243,965.47	1,273,431.77
General Journal	12/07/2020	9-#482	Lea Bangonan	X	225.34	1,273,657.11
General Journal	12/07/2020	9-#482	Mandi Pearson	X	225.34	1,273,882.45
General Journal	12/09/2020	9-#423	Payroll	X		1,273,882.45
General Journal	12/09/2020	9-#423	Payroll	X		1,273,882.45
General Journal	12/11/2020	9-#421	Payroll	X		1,273,882.45
General Journal	12/11/2020	9-#421	Payroll	X		1,273,882.45
General Journal	12/14/2020	9-#424	Payroll	X		1,273,882.45
General Journal	12/14/2020	9-#424	Payroll	X		1,273,882.45
General Journal	12/16/2020	9-#478	MGK	X	12,542.31	1,286,424.76
General Journal	12/16/2020	9-#482R	Defense Dept	X	30,851.45	1,317,276.21
General Journal	12/16/2020	9-#479	Dennis Hollingsworth	X	1,197,275.78	2,514,551.99
General Journal	12/23/2020	9-#425R	SIT-University of FL	X	22,896.52	2,537,448.51
<b>Total Deposits and Credits</b>					2,537,448.51	2,537,448.51
<b>Total Cleared Transactions</b>					1,760,409.61	1,760,409.61
<b>Cleared Balance</b>					1,760,409.61	4,266,391.95
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	12/08/2020	8031	VyStar Credit Union		-1,350.00	-1,350.00
Bill Pmt -Check	12/08/2020	8030	Nationwide Retirem...		-950.00	-2,300.00
<b>Total Checks and Payments</b>					-2,300.00	-2,300.00
<b>Total Uncleared Transactions</b>					-2,300.00	-2,300.00
<b>Register Balance as of 12/31/2020</b>					1,758,109.61	4,264,091.95



Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Bill Pmt -Check	01/04/2021	8036	Blue Cross Blue Shi...		-35,182.88	-35,182.88
Bill Pmt -Check	01/04/2021	8037	Percival Scientific, I...		-24,230.31	-59,413.19
Bill Pmt -Check	01/04/2021	8035	Ann Simpson		-3,100.00	-62,513.19
Bill Pmt -Check	01/05/2021	8038	Nationwide Retirem...		-950.00	-63,463.19
General Journal	01/05/2021	9-#480	Mandi Pearson		-600.00	-64,063.19
General Journal	01/07/2021	9-#481	Payroll		-44,390.49	-108,453.68
General Journal	01/07/2021	9-#481	Payroll		-15,905.53	-124,359.21
General Journal	01/07/2021	9-#481	Payroll		-2,771.29	-127,130.50
General Journal	01/07/2021	9-#481	Payroll		-968.39	-128,098.89
Total Checks and Payments					-128,098.89	-128,098.89
Total New Transactions					-128,098.89	-128,098.89
<b>Ending Balance</b>					<b>1,630,010.72</b>	<b>4,135,993.06</b>

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
115 · SBA, Period Ending 12/31/2020

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	<u>Dec 31, 20</u>
Beginning Balance	5,472,226.68
Cleared Transactions	
Deposits and Credits - 1 item	<u>826.25</u>
Total Cleared Transactions	<u>826.25</u>
Cleared Balance	<u><b>5,473,052.93</b></u>
Register Balance as of 12/31/2020	5,473,052.93
Ending Balance	5,473,052.93

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
115 · SBA, Period Ending 12/31/2020

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,472,226.68
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2020			X	826.25	826.25
<b>Total Deposits and Credits</b>					826.25	826.25
<b>Total Cleared Transactions</b>					826.25	826.25
<b>Cleared Balance</b>					826.25	5,473,052.93
Register Balance as of 12/31/2020					826.25	5,473,052.93
<b>Ending Balance</b>					<u>826.25</u>	<u>5,473,052.93</u>



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

**AGENCY ACCOUNT 101071**  
 12/01/2020 - 12/31/2020

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

Participant Return 12/31/2020 : 0.18 %

Date	Transaction Type	Description	Amount	Balance
12/01/2020	BEGINNING BALANCE			5,472,226.68
12/31/2020	EARNED INCOME	INTEREST	826.25	5,473,052.93
	Totals:		826.25	5,473,052.93

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
112 · Bank of America, Period Ending 12/31/2020

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	<u>Dec 31, 20</u>
Beginning Balance	195,678.59
Cleared Transactions	
Checks and Payments - 31 items	<u>-48,603.38</u>
Total Cleared Transactions	<u>-48,603.38</u>
Cleared Balance	<u><u>147,075.21</u></u>
Register Balance as of 12/31/2020	147,075.21
Ending Balance	147,075.21

## Anastasia Mosquito Control District Reconciliation Detail

112 · Bank of America, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						195,678.59
<b>Cleared Transactions</b>						
<b>Checks and Payments - 31 items</b>						
Bill Pmt -Check	12/03/2020	E-Pay	Lombardo, Spradley...	X	-6,800.00	-6,800.00
Bill Pmt -Check	12/03/2020	E-Pay	St. Johns County Uti...	X	-371.63	-7,171.63
Bill Pmt -Check	12/03/2020	E-Pay	Grainger	X	-173.03	-7,344.66
Bill Pmt -Check	12/03/2020	E-Pay	Augustine Alarm, Fir...	X	-162.97	-7,507.63
Bill Pmt -Check	12/03/2020	E-Pay	Advanced Disposal	X	-152.79	-7,660.42
Bill Pmt -Check	12/03/2020	E-Pay	Legal Shield	X	-57.80	-7,718.22
Bill Pmt -Check	12/03/2020	E-Pay	AFLAC	X	-52.08	-7,770.30
Bill Pmt -Check	12/03/2020	E-Pay	Walmart Community	X	-25.76	-7,796.06
Bill Pmt -Check	12/03/2020	E-Pay	Hagan Ace Mgmt. C...	X	-11.94	-7,808.00
Bill Pmt -Check	12/03/2020	E-Pay	Staples Credit Plan	X	-1.14	-7,809.14
Bill Pmt -Check	12/10/2020	E-Pay	St. Johns County Pr...	X	-19,015.46	-26,824.60
Bill Pmt -Check	12/10/2020	E-Pay	Sonetics	X	-7,766.29	-34,590.89
Bill Pmt -Check	12/10/2020	E-Pay	Optima Security, Inc.	X	-4,811.00	-39,401.89
Bill Pmt -Check	12/10/2020	E-Pay	Lewis Longman & ...	X	-1,250.00	-40,651.89
Bill Pmt -Check	12/10/2020	E-Pay	FPL - EOC DR-Main...	X	-1,101.35	-41,753.24
Bill Pmt -Check	12/10/2020	E-Pay	The Home Depot	X	-802.83	-42,556.07
Bill Pmt -Check	12/10/2020	E-Pay	FPL - EOC DR - Re...	X	-701.33	-43,257.40
Bill Pmt -Check	12/10/2020	E-Pay	Comcast Business -...	X	-495.49	-43,752.89
Bill Pmt -Check	12/10/2020	E-Pay	CINTAS- 120 EOC- ...	X	-443.64	-44,196.53
Bill Pmt -Check	12/10/2020	E-Pay	Dell Marketing	X	-224.39	-44,420.92
Bill Pmt -Check	12/10/2020	E-Pay	TPH The Parts House	X	-129.09	-44,550.01
Bill Pmt -Check	12/10/2020	E-Pay	St. Johns County So...	X	-45.75	-44,595.76
Check	12/15/2020		Bank of America	X	-479.03	-45,074.79
Bill Pmt -Check	12/17/2020	E-Pay	United Concordia	X	-1,671.88	-46,746.67
Bill Pmt -Check	12/17/2020	E-Pay	Verizon Wireless Ce...	X	-592.36	-47,339.03
Bill Pmt -Check	12/17/2020	E-Pay	Guardian	X	-357.59	-47,696.62
Bill Pmt -Check	12/17/2020	E-Pay	COMCAST TV-Inter...	X	-356.95	-48,053.57
Bill Pmt -Check	12/17/2020	E-Pay	UHS Premium Billing	X	-226.04	-48,279.61
Bill Pmt -Check	12/17/2020	E-Pay	Advance Auto Parts	X	-216.58	-48,496.19
Bill Pmt -Check	12/17/2020	E-Pay	Turner Ace Hardware	X	-53.69	-48,549.88
Bill Pmt -Check	12/17/2020	E-Pay	Florida Pest Control	X	-53.50	-48,603.38
<b>Total Checks and Payments</b>					<b>-48,603.38</b>	<b>-48,603.38</b>
<b>Total Cleared Transactions</b>					<b>-48,603.38</b>	<b>-48,603.38</b>
<b>Cleared Balance</b>					<b>-48,603.38</b>	<b>147,075.21</b>
<b>Register Balance as of 12/31/2020</b>					<b>-48,603.38</b>	<b>147,075.21</b>
<b>Ending Balance</b>					<b>-48,603.38</b>	<b>147,075.21</b>



P.O. Box 15284  
Wilmington, DE 19850

ANASTASIA MOSQUITO CONTROL DISTRICT OF  
ST. JOHNS COUNTY  
LOCAL GOVERNMENT  
120 EOC DR  
ST AUGUSTINE, FL 32092-0927

**Customer service information**

-  Customer service: 1.888.400.9009
-  bankofamerica.com
-  Bank of America, N.A.  
P.O. Box 25118  
Tampa, Florida 33622-5118

## Your Full Analysis Business Checking

for December 1, 2020 to December 31, 2020

Account number: 8981 0275 2170

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY LOCAL GOVERNMENT**

### Account summary

Beginning balance on December 1, 2020	\$195,678.59
Deposits and other credits	0.00
Withdrawals and other debits	-48,124.35
Checks	-0.00
Service fees	-479.03
<b>Ending balance on December 31, 2020</b>	<b>\$147,075.21</b>

# of deposits/credits: 0  
 # of withdrawals/debits: 31  
 # of days in cycle: 31  
 Average ledger balance: \$160,296.55

## **IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS**

**How to Contact Us** - You may call us at the telephone number listed on the front of this statement.

**Updating your contact information** - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

**Deposit agreement** - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

**Electronic transfers: In case of errors or questions about your electronic transfers** - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

**Reporting other problems** - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

**Direct deposits** - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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**Withdrawals and other debits**

Date	Transaction description	Customer reference	Bank reference	Amount
12/03/20	BAML Bill Pay DES:Payment ID:016XFQKMY1MCKKX INDN:Lombardo, Spradley & K CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685162\RMR*IV*Audit 19/20\		902338022486919	-6,800.00
12/03/20	BAML Bill Pay DES:Payment ID:016KZSSBD1MCKLN INDN:St. Johns County Utili CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685167\RMR*IV*Decemb er pmt.\		902338022486929	-371.63
12/03/20	BAML Bill Pay DES:Payment ID:016VNQSWN1MCKLT INDN:Grainger CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685143\RMR*IV*Decemb er pmt.\		902338022486931	-173.03
12/03/20	BAML Bill Pay DES:Payment ID:016JONBXP1MCKL9 INDN:Augustine Alarm, Fire CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685137\RMR*IV*Decemb er pmt.\		902338022486923	-162.97
12/03/20	BAML Bill Pay DES:Payment ID:016TRNDQP1MCKLI INDN:Advanced Disposal CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685120\RMR*IV*Decemb er pmt.\		902338022486927	-152.79
12/03/20	BAML Bill Pay DES:Payment ID:016XUPFT11MCKL4 INDN:Legal Shield CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685155\RMR*IV*Decemb er pmt.\		902338022486921	-57.80
12/03/20	BAML Bill Pay DES:Payment ID:016EIVSH01MCKM3 INDN:AFLAC CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685130\RMR*IV*Decemb er pmt.\		902338022486935	-52.08

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
12/03/20	BAML Bill Pay DES:Payment ID:016AVEBFW1MCKLD INDN:Walmart Community CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685178\RMR*IV*Stmt. Date 11/30/2020\		902338022486925	-25.76
12/03/20	BAML Bill Pay DES:Payment ID:016JNBGSM1MCKLX INDN:Hagan Ace Mgmt. Corp CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685150\RMR*IV*Ref 83 605\		902338022486933	-11.94
12/03/20	BAML Bill Pay DES:Payment ID:016NGZFRI1MCKM8 INDN:Staples Credit Plan CO ID:1941687665 CCD PMT INFO:REF*TN*P20120301 - 4685174\RMR*IV*Decemb er pmt.\		902338022486937	-1.14
12/10/20	BAML Bill Pay DES:Payment ID:016LHWCLE1MMX9A INDN:St. Johns County Prope CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665332\RMR*IV*Jan th ru March 2021 Funding Re\		902345014635651	-19,015.46
12/10/20	BAML Bill Pay DES:Payment ID:016EAEOT1MMX8N INDN:Sonetics CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665330\RMR*IV*323096 \		902345014635635	-7,766.29
12/10/20	BAML Bill Pay DES:Payment ID:016AZOTPU1MMX91 INDN:Optima Security, Inc. CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665328\RMR*IV*45082\		902345014635645	-4,811.00
12/10/20	BAML Bill Pay DES:Payment ID:016HJCBW1MMX97 INDN:Lewis Longman Walker CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665326\RMR*IV*Novemb er Invoice\		902345014635649	-1,250.00
12/10/20	BAML Bill Pay DES:Payment ID:016MQCKVP1MMX8K INDN:FPL- CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665324\RMR*IV*11/03/ 20 thru 12/02/20\		902345014635633	-1,101.35
12/10/20	BAML Bill Pay DES:Payment ID:016FTEXHB1MMX8Z INDN:Home Depot Credit Serv CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665336\RMR*IV*Novemb er Stmt.\		902345014635643	-802.83
12/10/20	BAML Bill Pay DES:Payment ID:016COOKEW1MMX8T INDN:FPL CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665322\RMR*IV*11/03/ 20 thru 12/02/20\		902345014635639	-701.33

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
12/10/20	BAML Bill Pay DES:Payment ID:016ECIAPW1MMX8D INDN:Comcast- Business CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665318\RMR*IV*112838 378\		902345014635629	-495.49
12/10/20	BAML Bill Pay DES:Payment ID:016JOHXAO1MMX8G INDN:CINTAS CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665316\RMR*IV*Stmt. Date 11/30/2020\		902345014635631	-443.64
12/10/20	BAML Bill Pay DES:Payment ID:016PUWZLT1MMX8Q INDN:Dell Marketing L.P. CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665320\RMR*IV*104414 07729\		902345014635637	-224.39
12/10/20	BAML Bill Pay DES:Payment ID:016NBNHQZ1MMX94 INDN:TPH The Parts House CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665338\RMR*IV*Novemb er Invoices\		902345014635647	-129.09
12/10/20	BAML Bill Pay DES:Payment ID:016AZXVBS1MMX8W INDN:St. Johns County Solid CO ID:1941687665 CCD PMT INFO:REF*TN*P20121101 - 6665334\RMR*IV*Novemb er Invoice\		902345014635641	-45.75
12/17/20	BAML Bill Pay DES:Payment ID:016NOAMND1MX817 INDN:United Concordia CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534306\RMR*IV*Januar y 2021 Coverage\		902352012774357	-1,671.88
12/17/20	BAML Bill Pay DES:Payment ID:016JROACR1MX80V INDN:Verizon Wireless Cell CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534308\RMR*IV*986894 9560\		902352012774351	-592.36
12/17/20	BAML Bill Pay DES:Payment ID:016SKPBQF1MX813 INDN:Guardian CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534300\RMR*IV*Januar y 2021\		902352012774355	-357.59
12/17/20	BAML Bill Pay DES:Payment ID:016PDLAMS1MX81G INDN:Comcast- Main CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534296\RMR*IV*srvc 12/11/20 to 01/10/21\		902352012774363	-356.95

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### Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/17/20	BAML Bill Pay DES:Payment ID:016GAGYCY1MX81D INDN:UHS Premium Billing CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534304\RMR*IV*Januar y 2021 Coverage\		902352012774361	-226.04
12/17/20	BAML Bill Pay DES:Payment ID:016RUGFVI1MX81K INDN:Advance Auto Parts CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534293\RMR*IV*Stmt. Date 11/30/2020\		902352012774365	-216.58
12/17/20	BAML Bill Pay DES:Payment ID:016GGDOYQ1MX81A INDN:Turner Ace Hardware CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534302\RMR*IV*Closin g Date 11/30/20\		902352012774359	-53.69
12/17/20	BAML Bill Pay DES:Payment ID:016PGYHVT1MX80Z INDN:Florida Pest Control CO ID:1941687665 CCD PMT INFO:REF*TN*P20121701 - 8534298\RMR*IV*Bill p eriod 11/01/20-11/30/20\		902352012774353	-53.50

**Total withdrawals and other debits** **-\$48,124.35**

### Service fees

Date	Transaction description	Amount
12/15/20	11/20 ACCT ANALYSIS FEE	-479.03

**Total service fees** **-\$479.03**

Note your Ending Balance already reflects the subtraction of Service Fees.

**Daily ledger balances**

<u>Date</u>	<u>Balance (\$)</u>	<u>Date</u>	<u>Balance(\$)</u>	<u>Date</u>	<u>Balance (\$)</u>
12/01	195,678.59	12/10	151,082.83	12/17	147,075.21
12/03	187,869.45	12/15	150,603.80		

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**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 MONTH OF NOVEMBER 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)
ALTOCID WSP EA.	52,901.00				52,901.00	1682.00	51,219.00	51,219.00	0.00
ALTOCID XR LBS.	1,996.00				1,996.00	2.00	1,994.00	1,994.00	0.00
ALTOCID XRG LBS.	32,395.00				32,395.00	80.00	32,315.00	32,315.00	0.00
AQUABAC XT GALS.	0.00				0.00	0.00	0.00	0.00	0.00
AQUALUER 20-20 GALS.	132.50				132.50	0.00	132.50	132.50	0.00
B. t. i. DUNKS (Doughnuts) EA.	541.00				541.00	72.00	469.00	469.00	0.00
COCO BEAR GALS.	86.81				86.81	3.06	83.75	83.75	0.00
DUET GALS.	313.25	275.00			588.25	11.25	577.00	577.00	0.00
MOSQUITOMIST TWO GALS.	88.00	440.00			528.00	0.00	528.00	528.00	0.00
NALED GALS.	1,205.00				1,205.00	0.00	1,205.00	1,205.00	0.00
NATULAR DT EA.	10,040.00				10,040.00	0.00	10,040.00	10,040.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	4,452.00				4,452.00	422.00	4,030.00	4,030.00	0.00
TALSTAR:P GALS.	84.02				84.02	3.03	80.99	80.99	-0.03
VECTOBAC 12AS GALS.	173.31				173.31	28.94	144.37	144.38	0.01
GASOLINE GALS.	261.00	3,000.00			3,261.00	1310.87	1,950.13	1,964.00	13.87
JET A GALS.	4,254.00				4,254.00	122.10	4,131.90	4,118.00	-13.90
<b>TOTALS</b>	<b>108,966.89</b>	<b>3715.00</b>	<b>0.00</b>	<b>0.00</b>	<b>112,681.89</b>	<b>3737.25</b>	<b>108,944.64</b>	<b>108,944.59</b>	<b>-0.05</b>

PREPARED BY:  Weaver  
 REVIEWED BY:  Weaver  
 REVIEWED BY:  [unclear]

DATE: 12/7/2020  
 DATE: 1/15/21  
 DATE: 1/5/21

<b>BASE=</b>	<b>108,944.59</b>
Total	108,944.59



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

VALUE  
MONTH OF NOVEMBER 2020

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALRTOSID WSP	EA. 51,219.00	\$0.8600	\$44,048.34	10/30/20	VESERIS
ALRTOSID XR	LBS. 1,994.00	\$3.42	\$6,818.88	10/30/20	VESERIS
ALRTOSID XRG	LBS. 32,315.00	\$8.9500	\$289,219.25	10/30/20	VESERIS
AQUABAC XT	GALS. 0.00	\$32.5000	\$0.00	9/24/18	ADAPCO
AQUALUER 20-20	GALS. 132.50	\$118.0000	\$15,635.00	7/18/18	ALLPRO
B. t. I. DUNKS (Doughnuts)	EA. 469.00	\$0.8550	\$401.00	4/30/19	ADAPCO
COCO BEAR	GALS. 83.75	\$20.4800	\$1,715.20	7/16/18	CLARKE
DUJET	GALS. 577.00	\$193.2600	\$111,511.02	11/17/20	CLARKE
MOSQUITOMIST TWO	GALS. 528.00	\$73.3400	\$38,723.52	11/17/20	CLARKE
NALED	GALS. 1,205.00	\$220.3500	\$265,521.75	5/28/20	ADAPCO
NATULAR DT	EA. 10,040.00	\$0.4168	\$4,184.67	9/9/16	CLARKE
STRIKE PELLETS	LBS. 44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG	LBS. 4,030.00	\$6.9000	\$27,807.00	10/19/20	ALLPRO
TALSTAR P	GALS. 80.96	\$54.9050	\$4,445.11	9/16/20	TARGET
VECTOBAC 12AS	GALS. 144.38	\$32.5000	\$4,692.35	7/7/20	ADAPCO
GASOLINE	GALS. 1,964.00	\$1.7687	\$3,473.73	11/3/20	L. V. HIERS
JET A	GALS. 4,118.00	\$1.6100	\$6,629.98	10/7/20	Avfuel
<b>TOTAL</b>	<b>108,944.59</b>	<b>\$954.27</b>	<b>\$832,929.39</b>		

PREPARED BY:  Wear DATE: 10/7/2020

COST FIGURES REVIEWED BY:  DATE: 1/5/21

REVIEWED BY:  DATE: 1/5/21



# 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, December 10, 2020

Next Meeting(s): Thursday, January 14, 2021 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, December 10, 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. Don Lohr, Herbie Wiles Insurance

Also, the newly elected Commissioners' Catherine Brandhorst and Gayle Gardner were in attendance in the audience. They will begin on the Board on January 5, 2021.

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 Howell
- Seconded by: Commissioner Becker
- 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, Thursday, October 8, 2020 at 5:00 PM
5. Use of Grant Funds to assist Mr. Kai Blore, Biological Lab Technician, for his Ph.D. Studies at AMCD and UF
6. Grant Award and Appreciation
7. Count Dr. Xue and Dr. Qualls work hours (40 hours per person) to participate in Alliance's Humanitarian Expedition for Malaria Control Project in Mali, January 15-20, 2021.
8. Travel for Commissioner Trish Becker's visit to South Walton County Mosquito Control
9. Agreement between One-derings, LLC and AMCD for Natural Repellent test \$30,000
10. Quarterly Budget Analysis (3<sup>rd</sup> quarter – Calendar year – July, August, September 2020)
11. Budget Amendments ~ Increase Beginning Fund Balance - \$683,104.72

**UNFINISHED BUSINESS:**

**Item 1: Approval of Committee Recommendation for Health, Dental, Life Insurance ~**

*Mr. Don Lohr, Herbie Wiles Insurance Company*

- Mr. Lohr stated that he met with the Committee and went over the options and that their recommendation was for the renewal of the current insurances. The renewal rates from Florida Blue were modest, coming in at less than predicted. Dental and life had flat renewal rates at no change. Commissioners requested how Covid may change rates and Mr. Lohr stated it would possibly have an impact on rates next year but he doesn't think it will be significant.

**A. A motion was made to approve the Committee Recommendation for the Health, Dental and Life Insurance as presented.**

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

**Item 2: Recognition and Congratulations for Retirement and End of Terms for**

**Commissioners' Don Girvan and Gary Howell ~ Commissioner Jeanne Moeller**

- Commissioner Moeller presented a plaque to Commissioner Don Girvan for his retirement and to Commissioner Gary Howell for his end of term as commissioners for the District. Pictures were taken at this time. Other Commissioners thanked them also for their service to the Board and the District.

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

## NEW BUSINESS

### Item 1: Authority for Staff to Purchase Military Surplus Helicopter ~ Dr. Rui-De Xue and Mr. Dana Smith

- Mr. Smith presented to the Board the recommendation to approve the purchasing of a second helicopter from military surplus. He provided research and what the cost would be. Fort Rucker is getting rid of their Bell 206 helicopters which had been used for training new pilots in the military and had been purchased at 2.2 million each. These helicopters are now being sold for \$180,000 and we would be purchasing them government to government. Non-government individuals on the open market that want to purchase these same helicopters will be paying between \$400,000 and \$520,000 each, as advertised on gov.com. Mr. Smith stated we would like to purchase two of the helicopters that they looked at, using parts from one to fix the other and then sell the second one to assist paying for the one we are keeping.
- A. **A motion was made to approve purchasing two Bell 206 helicopters at \$180,000 each, from the Military Surplus, to add them to our fleet.**
  - Motioned by: Commissioner Girvan
  - Seconded by: Commissioner LeBlanc
  - VOTE: Accepted by Commissioners' Girvan, LeBlanc, and Howell
  - VOTE: Opposed by Commissioners' Moeller and Becker
  - **MOTION PASSED 3:2**

**PUBLIC COMMENTS:** Mrs. Catherine Brandhorst requested information on the difference in the helicopter we want to purchase and the one we already have and are there any repairs that need made now? Mr. Smith, Chief Pilot/Aviation Manager and Mr. Bruner, A&P aircraft mechanic, explained the process including repairs.

### Item 2: Arbovirus Surveillance Program Report (Ppt) ~ Dr. Steven Peper,

- Dr. Peper gave an overview of the Surveillance Program and introduced himself. He gave an overview of his background: BS at Brigham Young University, Idaho, in Ecology, Wildlife, and Fisheries; then his MS at Frostburg State University, in Wildlife and Fisheries Biology; then his Ph.D. at Texas Tech University in Environmental Toxicology, focusing on Vector-borne and Zoonotic Diseases; he is now focusing on his MPH, through the Texas Tech University, Health Sciences Center, focusing on Public Health ramifications of vector-borne diseases. He then discussed the Molecular laboratory, Arboviral Screening using Polymerase chain reaction (PCR) which is a way to detect pathogens in a sample; the sentinel chicken program which is a way to detect exposure to pathogens and using sentinel chickens is safe for the community as they are dead-end hosts, meaning they don't maintain the pathogen. Dr. Peper went over what they have done to get the program going this year.
  - **THERE WAS NO MOTION ON THIS ITEM**

## **REPORTS:**

1. **Director** ~ Dr. Xue stated there were 2 positive chickens for EEE, one positive SLE and one WN; everyone worked hard this year and during this year, due to COVID, AMCD cancelled the Arbovirus Workshop, group travel, and several group meetings; thanked all employees for their hard work this year; we used our aerial program this year for hot spots; there are lots of grants being written and bringing in money which helped created new jobs to help our program and he thanked the science team; he thanked the Board and employees; we only had 3 seasonal employees this year; he stated that he learned a lot from both of the Commissioners' Howell and Girvan and thanked them both. He welcomed the two new

**Director (Cont'd)** ~ Commissioners coming on Board in January. He wished everyone a Happy Holiday and Happy New Year.

2. **Attorney** ~ Mr. Flowers stated that he didn't have a formal report but he stated that it has been a pleasure to work with Commissioners' Girvan and Howell, as they have provided great leadership to the Board. He also stated he missed the Christmas luncheon this year and wished everyone best holiday wishes.

**COMMISSIONER COMMENTS:**

**Commissioner Girvan** ~ wants to add a motion:

- A. **A motion was made to increase commissioner reimbursement, to begin next year, for the AMCD Board Chairperson, from \$100 to \$300 per month, for miscellaneous expenses, such as, non-reimbursed local travel costs, phone, office supplies, and internet.**
- Motioned by: Commissioner Girvan
  - Seconded by: None
  - **MOTION FAILED due to a LACK of a SECOND.**
- B. **A motion was made to increase commissioner reimbursement to increase from \$100 to \$200 per month for the other four commissioners for the same miscellaneous expenses.**
- Motioned by: Commissioner Girvan
  - Seconded by: None
  - **MOTION FAILED due to a LACK of a SECOND.**
- Mr. Flowers stated that the Board created the policy for the \$100 per month but under Chapter 388, Commissioners compensation is limited to \$4,800 annually. Florida Statutes, Chapter 112.1061 deals primarily for travel expenses, not copies or working from home, etc. If the Board decides to pay the increased amount, he recommended that they allow staff to make inquiries as to the rational basis for the increased amounts. Commissioner Moeller stated that if any Commissioners were interested in further discussion of this topic, to let Dr. Xue know and to request that he put it on the Agenda for January 2021.
- Commissioner Girvan stated it has been a wonderful experience and would like to comment on the outstanding work Mr. Richard Weaver has done; Mrs. Kay Gaines, a great manager; Dr. Qualls is an ace in bringing in funds and grants and Mr. Scott Hanna is one of the best CPA's that he has worked with.

**Commissioner LeBlanc** ~ she commended the staff; has received positive comments on staff; the full team – office staff, scientists, and technicians, have done a fabulous job and thanked them all.

**Commissioner Howell** ~ he thanked everyone, stated it has been fabulous and appreciates Dr. Xue, Mr. Flowers and the Board and all they do.

**Commissioner Becker** ~ she reminded everyone to continue wearing masks and social distancing; has participated in many food chair programs representing AMCD and at each event, she has assisted giving out approximately 44,000 pounds of food and she herself has handed out approximately 14,000 masks; suggested everyone call an old friend, or meet a neighbor you haven't met or possibly donate clothing or blankets to the homeless or donate to a charity; has

kept up with the Educational Committee; done live readings at different schools and on Zoom; has walked around with Representative Rutherford who was very impressed with the AMCD operations and also did a tour of AMCD with his opponent, Mrs. Donna Deegan; Folio Weekly did a story with her and Dr. Qualls and they would like to do a follow up; she has learned a lot in the six week course with people from around the world; thanked the technicians for doing the clean-up of the Armstrong area where they picked up 200 tires. Thanked Commissioners' Howell and Girvan for their service and looks forward to working with the new commissioners. Merry Christmas to all.

**Commissioner Moeller** ~ she stated several months ago the Board gave her permission to head up the Appropriations budget for \$890,000; the House Committee on Appropriations and Subcommittee has not been set yet but there are 31 senators on the two committees that she and Dr. Xue will contact and send several letters and would like permission from the Board for her and Dr. Xue to sign the letters. December 18, 2020 is the St. Johns County Commissioner meeting on appropriations, she encouraged all to attend and said she would give a three minute speech at the meeting, about the SIT proposal; thanked the staff for all they have done this year; she also missed the Christmas luncheon this year but thinks it was the safest thing to do because of COVID; Merry Christmas and have a happy two week vacation.

Dr. Rui-De Xue also commented that Ms. Charolette M. Hall is retiring next Friday, after 13 years of service; she is an excellent Administrative Assistant; back in 2007, out of 185 applications, we picked her; last week we published the Administrative Assistant position on the Indeed website and have collected 85 applications; he thanked Ms. Hall and appreciates her service; he will miss her, she helped him a lot, even with his English.

**ATTACHMENTS: ~**

1. None

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 6:50 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.*







## AMCD's COMMITTEE MEMBERS (2021)

Committees provide excellent assistance to the Board and the District Director to run AMCD business. Each committee includes one (1) Coordinator/Chair and five to seven (5-7) members. The committees benefit from communication between Commissioners and office staff, supervisors and employees. The Board member and District Director can join each committee meeting without being a committee member. However, no two Board members are allowed to attend the same committee meeting without public notice based on the Sunshine Law. The Director will help the Committee Chair to schedule / prepare the Agenda and documentation for each committee meeting. The committee members can collect and present citizens and employees opinions and responses concerning certain items and make recommendations and suggestions to the Board and Director for consideration. Each committee may hold a meeting every six (6) months. The members in certain committees may be rotated every two to three (2-3) years.

### 1. PLANNING COMMITTEE:

**Commissioner:** Mrs. Gina LeBlanc (Chair)  
**Director:** Dr. Rui-De Xue  
**Business Manager:** Mr. Richard Weaver  
**Operations Manager:** Mrs. Marcia Kay Gaines  
**Assistant Supervisor:** Mrs. Dena Autry  
**Chief Pilot/Aviation Mgr:** Mr. Dana Smith  
**Entomologist/Scientific Mgr:** Dr. Whitney Qualls

### 2. FINANCIAL / AUDIT COMMITTEE:

**Commissioner:** Gayle Gardner (Chair)  
**Director:** Dr. Rui-De Xue  
**Accountant:** Mr. Scott Hanna  
**Business Manager:** Mr. Richard Weaver  
**Chief Pilot/Aviation Mgr:** Mr. Dana Smith  
**Operations Manager:** Mrs. Marcia Kay Gaines

### 3. OPERATIONAL COMMITTEE: (Ground/Aerial)

**Commissioner:** Mrs. Catherine Brandhorst (Chair)  
**Director:** Dr. Rui-De Xue  
**Assistant Supervisor:** Mrs. Dena Autry  
**Field Biologist:** Dr. Muhammad Farooq  
**Operations Manager:** Mrs. Marcia Kay Gaines  
**Business Manager:** Mr. Richard Weaver  
**Entomologist/Scientific Mgr:** Dr. Whitney Qualls  
**Chief Pilot/Aviation Mgr:** Mr. Dana Smith

4. **EDUCATION COMMITTEE:**

**Commissioner:** Mrs. Trish Becker (Chair)

**Education Specialist:** Mr. Edward J. Zeszutko

**Operations Manager:** Mrs. Marcia Kay Gaines

**Assistant Supervisor:** Mrs. Dena Autry

**Biological Technicians:** Mr. Steven Smoleroff & Ms. Heather Ward

**Entomologist/Scientific Manager:** Dr. Whitney Qualls

5. **APPLIED RESEARCH COMMITTEE:**

**Commissioner:** Mrs. Jeanne Moeller (Chair)

**Entomologist/Scientific Manager:** Dr. Whitney Qualls

**Business Manager:** Mr. Richard Weaver

**Molecular Entomologist:** Dr. Steve Peper

**Biological Technician:** Mr. Kai Blore

**Field Biologist:** Dr. Muhammed Farooq

6. **SAFETY COMMITTEE:**

**Business Manager (& Safety Coordinator):** Mr. Richard Weaver (Chair)

**Operations Manager:** Mrs. Marcia Kay Gaines

**Assistant Supervisor:** Mrs. Dena Autry

**A & P Aircraft Mechanic:** Mr. Ralph Bruner

**Biological Technician:** Mr. Steven Smoleroff

**MC Technician, Surveillance:** Mr. Morgan Duett

**IT Technician:** Mr. Ricky Stockley

**Mechanic:** Mr. John "Freddie" Allen

**Molecular Entomologist:** Dr. Steve Peper

7. **EMERGENCY RESPONSE COMMITTEE**

**Operations Manager:** Mrs. Marcia Kay Gaines (Chair)

**Field Biologist:** Dr. Muhammad Farooq

**Business Manager:** Mr. Richard Weaver

**Entomologist/Scientific Manager:** Dr. Whitney Qualls

**MC Technician:** Mr. Morgan Duet

**Education Specialist:** Mr. Edward Zeszutko

**Chief Pilot/Aviation Mgr:** Mr. Dana Smith

**Pilot/Technician:** Mr. Michael Phillips



# THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

## JOB DESCRIPTION

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>STATUS</u>	<u>REPOTS TO (TITLE):</u>
Information Technology Specialist	Administration	Non-Exempt	Business Manager

### PURPOSE OF JOB:

Manage and maintain all District Information Technology, both hardware and software. Coordinate with staff to keep all technology used by staff members working properly and up to date. Provide solutions for future changes needed to maintain AMCD's leadership in software and hardware development and implementation.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must be proficient in the following:
  - a. Windows desktop operating system.
  - b. Microsoft Office Suite of programs.
  - c. Windows Server 2012 R2 and Windows server 2016 and 2019.
  - d. Windows Active Directory, Group Policy Management, DNS.
  - e. Linux Operating System (Ubuntu).
  - f. PostgreSQL under Ubuntu.
  - g. Cisco Routers and Switches IOS.
  - h. Apple/iPhone IOS.
  - i. Maintain on line calendars.
  - j. Maintain GLP database.
2. Must be able to learn to manage software programs to include:
  - a. GeoMosquito database: Mobisoft and MGIS.
  - b. Maintenance software: Manager Plus
  - c. Flight software: AgNav, Free Flight.
  - d. Accounting software: QuickBooks.
  - e. Statistical software: JMP, Qualtrics.
  - f. Arc GIS.
  - g. Phone system: Avaya IP Office.
  - h. Keycard system: NetAXS by Honeywell.
  - i. Alarm system: Alarm.com.
3. Coordinate and plan the upkeep and replacement of all database software and hardware systems.

4. Evaluate and monitor the repair and/or replacement of all information technology related hardware.
5. Work with department heads and supervisors to provide needed software and hardware solutions necessary to achieve the District's goals.
6. Make sure that all data relevant to the District's operations and all data required by law is permanently maintained on the District's server.
7. Operate Board room video record system and projectors for Board meeting and conferences.
8. Prepare and submit routine monthly reports to Supervisor, Director and Board of Commissioners as directed.
9. Perform as a Mosquito Control Technician, maintaining a larviciding and surveillance route based on needs.
10. Assist other programs, such as, operations, surveillance, science, education, and administration with technology needs.
11. Assist the District in any necessary duties to achieve District goals.
12. Perform other related duties as assigned.

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**SUPERVISORY RESPONSIBILITIES:**

None

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**QUALIFICATIONS:**

1. A B.S. degree in Computer Science or a H.S. diploma and demonstratable experience in information technology of at least 5 years.
2. Possess a current and valid Florida Driver's license with no infractions of serious Nature, i.e., "open container" violation, DUI (Driving Under the Influence), DWI (Driving While Intoxicated), or other drug or alcohol related violations, or excessive and numerous speed or traffic violations within the past three (3) years.
3. Be able to comprehend, speak and write the English language. Must demonstrate the ability to read and follow directions on a computer-based system.
4. Must hold a current Public Health Pest Control License (PHPCL) issued by the State of Florida, Department of Agriculture and Consumer Services or receive the PHPCL within 6 months of employment. Must maintain license in good standing.
5. Must posse and demonstrate a proficiency in varied computer software systems and databases. Must also have a strong background in word processing and data base applications.
6. Minimum of five (5) years' experience working with information technology hardware and software and be proficient in the most current technology.

7. Ability to travel when necessary to attend conferences and meetings.
8. Must be able to pass a standardized drug test.
9. Must pass a U. S. background check.

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**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:**

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

- **Physical Requirements:** Light physical activity is required on a regular basis including lifting, reaching for, pulling and carrying up to twenty pounds, reaching and pulling with arms, standing, bending, sitting for long periods of time and walking. Must be able to use hands and fingers to type, and grip and operate a variety of hand tools and other equipment. Adequate vision, to see computer screens and written documents, is required.
- **Work Environment:** The work environment normally is an office, but could occasionally include warehouses and vehicles. Working around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required occasionally. Occasional local travel may be required.

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I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**JOB DESCRIPTION**

<b><u>JOB TITLE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>STATUS</u></b>	<b><u>REPORTS TO (TITLE):</u></b>
Receptionist	Administration	Non-Exempt	Director

**PURPOSE OF JOB:**

To perform various customer service and clerical duties, including but not limited to answering telephones, conduct visitor customer service, enter service requests and assisting the Director in other various clerical duties.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Receive and direct telephone calls, responding in a professional manner, to include but not limited to, routine questions and requests, routing calls and recorded messages to the appropriate personnel, and entering service requests.
2. Assist the Director in the preparation of various District and governmental reports (Annual Program Report, Board Book memos, historic employee and commissioner lists, etc.
3. Conduct visitor sign in's and direction to appropriate personnel.
4. Retrieve all mail (physically) and newspapers (online) daily, as well as, sort, open, time stamp, and distribute all incoming mail daily and prepare and send any outgoing mail, as needed.
5. Prepare prepaid shipping labels as needed for packages for all personnel, through USPS, UPS, and FedEx, as well as any other shipping companies.
6. Copy and/or fax any documentation required.
7. Assist in maintaining office equipment and facilities.
8. Assist the Director with any memos, letters, filing, or record-keeping duties as needed for the District.
9. Perform any Sunshine Tasks as necessary (ordering flowers, preparing monthly birthday cards, etc.)
10. Assist in the scheduling of interviews, orientation and conduct background checks and driver's license checks.
11. Operate gate opening from the lobby, for deliveries and guest entries by vehicle.
12. Assist the Director in preparing Board Books (monthly) and the delivery of Board Books to Commissioners, the attorney and staff, as well as sending legal meeting notices to the St. Augustine Record (quarterly).
13. Schedule meetings and interviews for the Director and Committees.