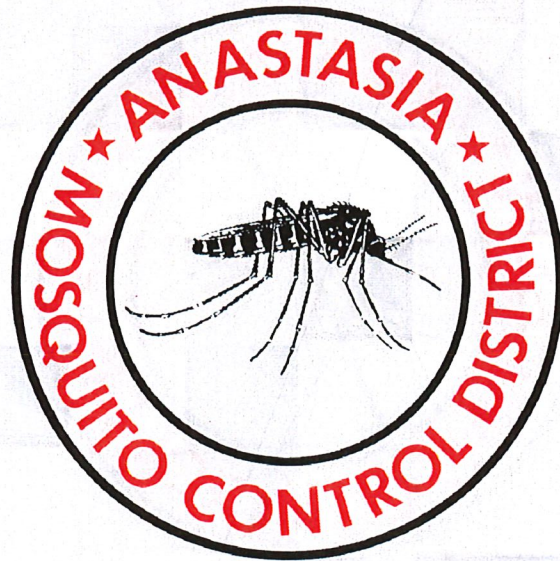


# Anastasia Mosquito Control District

of St. Johns County

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



District Board Meeting

**February 11, 2021**

Thursday at

**5:00 P.M**



ANASTASIA MOSQUITO CONTROL DISTRICT  
ST. JOHNS COUNTY

**PROPOSED AGENDA**

Thursday, February 11, 2021  
5:00 P.M.

**Invocation and Pledge:**

**Ceremony:** Oath of Office/Swearing in of Commissioner .. 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. & January 14, 2021 at 5:00 P.M.
5. 2021/2022 budget calendar
6. Purchase for Fluorescence Spectrophotometer for pesticide analysis
7. Quarter budget report
8. Budget Amendments

**Unfinished Business:**

1. Welcome new Commissioner Mrs. Brandhorst & her statement.. Commissiner Brandhorst (3 min)
2. Approve the award for Permitting and Construction of the AMCD Disease Vector Education Center Building ~ *Mr. Richard Weaver (15 min)*
3. 2020 Intern student training program report (Ppt) .. Dr. Whitney Qualls (15 min)

**New Business:**

1. Update next 5 year work plan ... Commissioner Mrs. Brandhorst & Dr. Xue (10 min)
2. Discussion and approval of 17<sup>th</sup> Arbovirus workshop and NECE & AMCD equipment Dem ... Dr. Rui-De Xue (10 min)

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments:** FOR INFORMATION PURPOSES ONLY

1. None



ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

January 2021 Reconcile

Report for February 2021 Meeting

Cash Balances Ending:

1/31/21

Local Fund	\$	5,586,162.02	
S.B.A. Fund	\$	5,473,854.37	
Bank of America	\$	273,709.74	(E-Pay Account)
<b>Total Funds as of 01/31/21</b>	<b>\$</b>	<b>11,333,726.13</b>	

Source of Income Local/ SBA Fund:

1/31/21

Taxes	\$	1,805,705.49	(Gross, before Tax Collector's Commission)
Prior Year Tax Distrib.	\$	2,948.51	
SBA Fund- Return on Investment	\$	801.44	
Local Fund, Interest	\$	-	
Grant Momey	\$	121,238.70	State of FL, Clean-Up Grant, One-Dering, SIT Grant, DOD, Smart Cage.
Surplus Sales	\$	258.00	
Dormatory Rent	\$	-	
<b>Total Deposits by 01/31/21</b>	<b>\$</b>	<b>1,930,952.14</b>	

CHEMICAL & INSECTICIDE INVENTORY

Report for February 2021 Meeting

Summary

VOUCHERS PRESENTED

Report for February 2021 Meeting

Local Fund

Several

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

From 01/01/21 through 01/31/21

Date	Num	Name	Memo	Clr	Amount	Balance
<b>110 - Wells Fargo Bank - Local</b>						4,264,091.95
<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>						13,188,470.27
01/04/2021	8035	Ann Simpson		X	-3,100.00	13,185,370.27
01/04/2021	8036	Blue Cross Blue Shie...	A5658	X	-35,182.88	13,150,187.39
01/04/2021	8037	Percival Scientific, Inc.	Cust# 003...	X	-24,230.31	13,125,957.08
01/04/2021	Direct Dep	Catherine Brandhorst		X	-100.00	13,125,857.08
01/04/2021	Direct Dep	Gayle Gardner		X	-100.00	13,124,757.08
01/04/2021	Direct Dep	Gina LeBlanc		X	-100.00	13,125,657.08
01/04/2021	Direct Dep	Jeanne Moeller		X	-100.00	13,125,557.08
01/04/2021	Direct Dep	Panagiota Becker		X	-100.00	13,125,457.08
01/05/2021	9-#480	Mandi Pearson	Refund of ...	X	-600.00	13,124,857.08
01/05/2021	8038	Nationwide Retireme...	Entity Cod...	X	-950.00	13,123,907.08
01/05/2021			Deposit	X	5,400.00	13,129,307.08
01/05/2021	Direct Dep	VyStar Credit Union	HSA Fundi...	X	-103,300.00	13,026,007.08
01/05/2021	Direct Dep	Ameris Bank	John Allen ...	X	-6,200.00	13,019,807.08
01/05/2021	Direct Dep	TD Bank		X	-6,200.00	13,013,607.08
01/06/2021	9-#478	State of Florida, Dept...	Clean up ...	X	14,756.57	13,028,363.65
01/06/2021	9-#479	Woodstream		X	9,000.00	13,037,363.65
01/06/2021	9-#417	Florida Retirement S...	December...	X	-24,106.84	13,013,256.81
01/06/2021	Direct Dep	Dana Smith		X	-160.00	13,013,096.81
01/06/2021	Direct Dep	Ralph Bruner		X	-160.00	13,012,936.81
01/06/2021	Direct Dep	Scott Hanna	employee	X	-22.50	13,012,914.31
01/07/2021	9-#481	Payroll	Taxes Wit...	X	-15,905.53	12,997,008.78
01/07/2021	9-#481	Payroll	Bank Acco...	X	-2,771.29	12,994,237.49
01/07/2021	9-#481	Payroll	Credit Union	X	-968.39	12,993,269.10
01/07/2021	9-#481	Payroll	Net Pay to ...	X	-44,390.49	12,948,878.61
01/07/2021	8043	Ralph Bruner		X	-197.99	12,948,680.62
01/08/2021	9-#418	Dennis Hollingsworth	Distrib. #4	X	1,769,591.38	14,718,272.00
01/11/2021	9-#477	ONE-DERING		X	15,258.00	14,733,530.00
01/11/2021		wells Fargo		X	-216.09	14,733,313.91
01/11/2021	Direct Dep	Paypal		X	-1.99	14,733,311.92
01/12/2021	9-#476	Dennis Hollingsworth	Delinquent...	X	2,661.33	14,735,973.25
01/12/2021	Direct Dep	Panagiota Becker		X	-614.00	14,735,359.25
01/19/2021	9-#426	Dennis Hollingsworth	Prior Year ...	X	232.87	14,735,592.12
01/20/2021	Direct Dep	Scott Hanna	employee	X	-18.54	14,735,573.58
01/21/2021	9-#481	Payroll	Taxes Wit...	X	-16,576.19	14,718,997.39
01/21/2021	9-#481	Payroll	Bank Acco...	X	-2,771.29	14,716,226.10
01/21/2021	9-#481	Payroll	Credit Union	X	-968.39	14,715,257.71
01/21/2021	9-#481	Payroll	Net Pay to ...	X	-47,202.93	14,668,054.78
01/25/2021	8039	Nationwide Retireme...	Entity Cod...		-975.00	14,667,079.78
01/25/2021	8040	Bell Textron, Inc. (Fo...			-13,350.00	14,653,729.78
01/26/2021	Direct Dep	Scott Hanna	employee	X	-10.10	14,653,719.68
01/26/2021	Phone Pay	Bank of America	4356 2200...	X	-11,538.06	14,642,181.62
01/27/2021	Direct Dep	Kai Blore		X	-1,612.07	14,640,569.55
01/27/2021		Bank of America	4356 2200...	X	-200,000.00	14,440,569.55
01/29/2021	9-#425R	SmartCage-UF	Invoice 1, ...	X	19,540.66	14,460,110.21
01/29/2021	9-#475R	SIT-University of FL	Invoice X, ...	X	29,274.98	14,489,385.19
01/29/2021	9-#425R	SIT-University of FL	Invoice 9, ...	X	21,170.04	14,510,555.23
01/29/2021	Direct Dep	Dena Autry	428	X	-14.89	14,510,540.34
Total 110 - Wells Fargo Bank - Local - Other					1,322,070.07	14,510,540.34
Total 110 - Wells Fargo Bank - Local					1,322,070.07	5,586,162.02
<b>TOTAL</b>					<b>1,322,070.07</b>	<b>5,586,162.02</b>

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**110 - Wells Fargo Bank - Local, Period Ending 01/31/2021**

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	<u>Jan 31, 21</u>
Beginning Balance	4,266,391.95
Cleared Transactions	
Checks and Payments - 37 items	-552,790.76
Deposits and Credits - 10 items	1,886,885.83
Total Cleared Transactions	<u>1,334,095.07</u>
Cleared Balance	<u><u>5,600,487.02</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-14,325.00
Total Uncleared Transactions	<u>-14,325.00</u>
Register Balance as of 01/31/2021	<u><u>5,586,162.02</u></u>
New Transactions	
Checks and Payments - 5 items	-70,145.12
Total New Transactions	<u>-70,145.12</u>
Ending Balance	<u><u>5,516,016.90</u></u>

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**110 - Wells Fargo Bank - Local, Period Ending 01/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						4,266,391.95
<b>Cleared Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Bill Pmt -Check	12/08/2020	8031	VyStar Credit Union	X	-1,350.00	-1,350.00
Bill Pmt -Check	12/08/2020	8030	Nationwide Retirem...	X	-950.00	-2,300.00
Bill Pmt -Check	01/04/2021	8036	Blue Cross Blue Shi...	X	-35,182.88	-37,482.88
Bill Pmt -Check	01/04/2021	8037	Percival Scientific, I...	X	-24,230.31	-61,713.19
Bill Pmt -Check	01/04/2021	8035	Ann Simpson	X	-3,100.00	-64,813.19
Bill Pmt -Check	01/04/2021	Direct ...	Gayle Gardner	X	-100.00	-64,913.19
Bill Pmt -Check	01/04/2021	Direct ...	Catherine Brandhorst	X	-100.00	-65,013.19
Bill Pmt -Check	01/04/2021	Direct ...	Gina LeBlanc	X	-100.00	-65,113.19
Bill Pmt -Check	01/04/2021	Direct ...	Jeanne Moeller	X	-100.00	-65,213.19
Bill Pmt -Check	01/04/2021	Direct ...	Panagiota Becker	X	-100.00	-65,313.19
Bill Pmt -Check	01/05/2021	Direct ...	VyStar Credit Union	X	-103,300.00	-168,613.19
Bill Pmt -Check	01/05/2021	Direct ...	Ameris Bank	X	-6,200.00	-174,813.19
Bill Pmt -Check	01/05/2021	Direct ...	TD Bank	X	-6,200.00	-181,013.19
Bill Pmt -Check	01/05/2021	8038	Nationwide Retirem...	X	-950.00	-181,963.19
General Journal	01/05/2021	9-#480	Mandi Pearson	X	-600.00	-182,563.19
General Journal	01/06/2021	9-#417	Florida Retirement S...	X	-24,106.84	-206,670.03
Bill Pmt -Check	01/06/2021	Direct ...	Ralph Bruner	X	-160.00	-206,830.03
Bill Pmt -Check	01/06/2021	Direct ...	Dana Smith	X	-160.00	-206,990.03
Bill Pmt -Check	01/06/2021	Direct ...	Scott Hanna	X	-22.50	-207,012.53
General Journal	01/07/2021	9-#481	Payroll	X	-44,390.49	-251,403.02
General Journal	01/07/2021	9-#481	Payroll	X	-15,905.53	-267,308.55
General Journal	01/07/2021	9-#481	Payroll	X	-2,771.29	-270,079.84
General Journal	01/07/2021	9-#481	Payroll	X	-968.39	-271,048.23
Bill Pmt -Check	01/07/2021	8043	Ralph Bruner	X	-197.99	-271,246.22
Check	01/11/2021		wells Fargo	X	-216.09	-271,462.31
Bill Pmt -Check	01/11/2021	Direct ...	Paypal	X	-1.99	-271,464.30
Bill Pmt -Check	01/12/2021	Direct ...	Panagiota Becker	X	-614.00	-272,078.30
Bill Pmt -Check	01/20/2021	Direct ...	Scott Hanna	X	-18.54	-272,096.84
General Journal	01/21/2021	9-#481	Payroll	X	-47,202.93	-319,299.77
General Journal	01/21/2021	9-#481	Payroll	X	-16,576.19	-335,875.96
General Journal	01/21/2021	9-#481	Payroll	X	-2,771.29	-338,647.25
General Journal	01/21/2021	9-#481	Payroll	X	-968.39	-339,615.64
Bill Pmt -Check	01/26/2021	Phone...	Bank of America	X	-11,538.06	-351,153.70
Bill Pmt -Check	01/26/2021	Direct ...	Scott Hanna	X	-10.10	-351,163.80
Check	01/27/2021		Bank of America	X	-200,000.00	-551,163.80
Bill Pmt -Check	01/27/2021	Direct ...	Kai Blore	X	-1,612.07	-552,775.87
Bill Pmt -Check	01/29/2021	Direct ...	Dena Autry	X	-14.89	-552,790.76
<b>Total Checks and Payments</b>					<b>-552,790.76</b>	<b>-552,790.76</b>
<b>Deposits and Credits - 10 items</b>						
Deposit	01/05/2021			X	5,400.00	5,400.00
General Journal	01/06/2021	9-#479	Woodstream	X	9,000.00	14,400.00
General Journal	01/06/2021	9-#478	State of Florida, Dep...	X	14,756.57	29,156.57
General Journal	01/08/2021	9-#418	Dennis Hollingsworth	X	1,769,591.38	1,798,747.95
General Journal	01/11/2021	9-#477	ONE-DERING	X	15,258.00	1,814,005.95
General Journal	01/12/2021	9-#476	Dennis Hollingsworth	X	2,661.33	1,816,667.28
General Journal	01/19/2021	9-#426	Dennis Hollingsworth	X	232.87	1,816,900.15
General Journal	01/29/2021	9-#425R	SmartCage-UF	X	19,540.66	1,836,440.81
General Journal	01/29/2021	9-#425R	SIT-University of FL	X	21,170.04	1,857,610.85
General Journal	01/29/2021	9-#475R	SIT-University of FL	X	29,274.98	1,886,885.83
<b>Total Deposits and Credits</b>					<b>1,886,885.83</b>	<b>1,886,885.83</b>
<b>Total Cleared Transactions</b>					<b>1,334,095.07</b>	<b>1,334,095.07</b>
<b>Cleared Balance</b>					<b>1,334,095.07</b>	<b>5,600,487.02</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	01/25/2021	8040	Bell Textron, Inc. (F...		-13,350.00	-13,350.00
Bill Pmt -Check	01/25/2021	8039	Nationwide Retirem...		-975.00	-14,325.00
<b>Total Checks and Payments</b>					<b>-14,325.00</b>	<b>-14,325.00</b>
<b>Total Uncleared Transactions</b>					<b>-14,325.00</b>	<b>-14,325.00</b>
<b>Register Balance as of 01/31/2021</b>					<b>1,319,770.07</b>	<b>5,586,162.02</b>

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	02/02/2021	8041	Nationwide Retirem...		-1,000.00	-1,000.00
General Journal	02/04/2021	9-#426	Payroll		-48,428.89	-49,428.89
General Journal	02/04/2021	9-#426	Payroll		-16,976.55	-66,405.44
General Journal	02/04/2021	9-#426	Payroll		-2,771.29	-69,176.73
General Journal	02/04/2021	9-#426	Payroll		-968.39	-70,145.12
Total Checks and Payments					-70,145.12	-70,145.12
Total New Transactions					-70,145.12	-70,145.12
<b>Ending Balance</b>					<b>1,249,624.95</b>	<b>5,516,016.90</b>



**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**115 · SBA, Period Ending 01/31/2021**

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	<u>Jan 31, 21</u>
Beginning Balance	5,473,052.93
Cleared Transactions	
Deposits and Credits - 1 item	<u>801.44</u>
Total Cleared Transactions	<u>801.44</u>
Cleared Balance	<u><u>5,473,854.37</u></u>
Register Balance as of 01/31/2021	5,473,854.37
Ending Balance	5,473,854.37

**Anastasia Mosquito Control District**

**Reconciliation Detail**

115 · SBA, Period Ending 01/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,473,052.93
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	01/31/2021			X	801.44	801.44
Total Deposits and Credits					801.44	801.44
Total Cleared Transactions					801.44	801.44
Cleared Balance					801.44	5,473,854.37
Register Balance as of 01/31/2021					801.44	5,473,854.37
<b>Ending Balance</b>					<b>801.44</b>	<b>5,473,854.37</b>



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

**AGENCY ACCOUNT 101071**  
 01/01/2021 - 01/31/2021

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

Participant Return 01/31/2021 : 0.17 %

Date	Transaction Type	Description	Amount	Balance
01/01/2021	BEGINNING BALANCE			5,473,052.93
01/31/2021	EARNED INCOME	INTEREST	801.44	5,473,854.37
	Totals:		801.44	5,473,854.37

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
112 · Bank of America, Period Ending 01/31/2021

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	<u>Jan 31, 21</u>
Beginning Balance	147,075.21
Cleared Transactions	
Checks and Payments - 46 items	-83,311.62
Deposits and Credits - 2 items	210,000.00
Total Cleared Transactions	<u>126,688.38</u>
Cleared Balance	<u><u>273,763.59</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-53.85
Total Uncleared Transactions	<u>-53.85</u>
Register Balance as of 01/31/2021	<u><u>273,709.74</u></u>
Ending Balance	273,709.74

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**112 - Bank of America, Period Ending 01/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						147,075.21
<b>Cleared Transactions</b>						
<b>Checks and Payments - 46 items</b>						
Bill Pmt -Check	01/07/2021	E-Pay	Arthur J. Gallagher ...	X	-17,132.00	-17,132.00
Bill Pmt -Check	01/07/2021	E-Pay	Leading Edge Assoc...	X	-1,200.00	-18,332.00
Bill Pmt -Check	01/07/2021	113	The Home Depot	X	-796.93	-19,128.93
Bill Pmt -Check	01/07/2021	E-Pay	Staples Credit Plan	X	-522.84	-19,651.77
Bill Pmt -Check	01/07/2021	114	ULINE	X	-382.97	-20,034.74
Bill Pmt -Check	01/07/2021	E-Pay	St. Johns County Uti...	X	-331.32	-20,366.06
Bill Pmt -Check	01/07/2021	E-Pay	Pitney Bowes	X	-287.40	-20,653.46
Bill Pmt -Check	01/07/2021	E-Pay	Augustine Alarm, Fir...	X	-162.97	-20,816.43
Bill Pmt -Check	01/07/2021	E-Pay	Florida Janitor & Pa...	X	-130.85	-20,947.28
Bill Pmt -Check	01/07/2021	E-Pay	COPYFAX	X	-122.65	-21,069.93
Bill Pmt -Check	01/07/2021	E-Pay	Walmart Community	X	-118.19	-21,188.12
Bill Pmt -Check	01/07/2021	E-Pay	Legal Shield	X	-57.80	-21,245.92
Bill Pmt -Check	01/07/2021	E-Pay	AFLAC	X	-52.08	-21,298.00
Bill Pmt -Check	01/14/2021	Direct ...	Onset Computer Co...	X	-4,476.72	-25,774.72
Bill Pmt -Check	01/14/2021	Direct ...	United Concordia	X	-1,736.80	-27,511.52
Bill Pmt -Check	01/14/2021	Direct ...	FPL - EOC DR-Main...	X	-1,314.62	-28,826.14
Bill Pmt -Check	01/14/2021	Direct ...	Lewis Longman & ...	X	-1,250.00	-30,076.14
Bill Pmt -Check	01/14/2021	Direct ...	FPL - EOC DR - Re...	X	-823.88	-30,900.02
Bill Pmt -Check	01/14/2021	Direct ...	Rays Tire & Srvc Ctr...	X	-724.10	-31,624.12
Bill Pmt -Check	01/14/2021	Direct ...	Fisher Scientific	X	-528.27	-32,152.39
Bill Pmt -Check	01/14/2021	Direct ...	Comcast Business -...	X	-499.89	-32,652.28
Bill Pmt -Check	01/14/2021	Direct ...	CINTAS- 120 EOC- ...	X	-445.97	-33,098.25
Bill Pmt -Check	01/14/2021	Direct ...	COMCAST TV-Inter...	X	-406.22	-33,504.47
Bill Pmt -Check	01/14/2021	Direct ...	St. Johns County So...	X	-360.90	-33,865.37
Bill Pmt -Check	01/14/2021	Direct ...	Renco Corporation	X	-330.00	-34,195.37
Bill Pmt -Check	01/14/2021	Direct ...	Florida Janitor & Pa...	X	-170.79	-34,366.16
Bill Pmt -Check	01/14/2021	Direct ...	Advanced Disposal	X	-152.79	-34,518.95
Bill Pmt -Check	01/14/2021	E-Pay	Flowers by Shirley	X	-110.00	-34,628.95
Bill Pmt -Check	01/14/2021	Direct ...	Advance Auto Parts	X	-35.66	-34,664.61
Bill Pmt -Check	01/14/2021	Direct ...	The St. Aug. Record...	X	-22.44	-34,687.05
Check	01/15/2021		Bank of America	X	-630.87	-35,317.92
Bill Pmt -Check	01/21/2021	Direct ...	Blue Cross Blue Shi...	X	-35,255.15	-70,573.07
Bill Pmt -Check	01/21/2021	Direct ...	Verizon Wireless Ce...	X	-759.34	-71,332.41
Bill Pmt -Check	01/21/2021	Direct ...	Guardian	X	-307.78	-71,640.19
Bill Pmt -Check	01/21/2021	Direct ...	Turner Ace Hardware	X	-81.42	-71,721.61
Bill Pmt -Check	01/21/2021	Direct ...	Florida Pest Control	X	-53.50	-71,775.11
Bill Pmt -Check	01/21/2021	Direct ...	UHS Premium Billing	X	-23.72	-71,798.83
Bill Pmt -Check	01/25/2021	Direct ...	Kristopher Arheart	X	-4,082.37	-75,881.20
Bill Pmt -Check	01/28/2021	Direct ...	Doher Sommers Arc...	X	-2,756.32	-78,637.52
Bill Pmt -Check	01/28/2021	Direct ...	Optima Security, Inc.	X	-2,697.00	-81,334.52
Bill Pmt -Check	01/28/2021	Direct ...	Altman Scientific, Inc.	X	-997.00	-82,331.52
Bill Pmt -Check	01/28/2021	Direct ...	Cintas Fire Protection	X	-500.00	-82,831.52
Bill Pmt -Check	01/28/2021	Direct ...	St. Johns County Uti...	X	-297.85	-83,129.37
Bill Pmt -Check	01/28/2021	Direct ...	Walmart Community	X	-76.82	-83,206.19
Bill Pmt -Check	01/28/2021	Direct ...	Legal Shield	X	-57.80	-83,263.99
Bill Pmt -Check	01/28/2021	Direct ...	COPYFAX	X	-47.63	-83,311.62
<b>Total Checks and Payments</b>					-83,311.62	-83,311.62
<b>Deposits and Credits - 2 items</b>						
General Journal	01/07/2021	9-#476R	Westham Co.	X	10,000.00	10,000.00
Check	01/27/2021		Bank of America	X	200,000.00	210,000.00
<b>Total Deposits and Credits</b>					210,000.00	210,000.00
<b>Total Cleared Transactions</b>					126,688.38	126,688.38
<b>Cleared Balance</b>					126,688.38	273,763.59
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	01/28/2021	Direct ...	The St. Aug. Record...		-53.85	-53.85
<b>Total Checks and Payments</b>					-53.85	-53.85
<b>Total Uncleared Transactions</b>					-53.85	-53.85
<b>Register Balance as of 01/31/2021</b>					126,634.53	273,709.74
<b>Ending Balance</b>					<b>126,634.53</b>	<b>273,709.74</b>

# BANK OF AMERICA

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](http://bankofamerica.com)
-  Bank of America, N.A.  
P.O. Box 25118  
Tampa, Florida 33622-5118

## Your Full Analysis Business Checking

for January 1, 2021 to January 31, 2021

Account number: 8981 0275 2170

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

### Account summary

Beginning balance on January 1, 2021	\$147,075.21
Deposits and other credits	210,053.50
Withdrawals and other debits	-82,734.25
Checks	-0.00
Service fees	-630.87
<b>Ending balance on January 31, 2021</b>	<b>\$273,763.59</b>

# of deposits/credits: 3

# of withdrawals/debits: 47

# of days in cycle: 31

Average ledger balance: \$147,281.48

## **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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**Deposits and other credits**

Date	Transaction description	Customer reference	Bank reference	Amount
01/04/21	BAML Bill Pay DES:Rtn ePay ID:016IXDUBB1NIN2T INDN:Florida Pest Control CO ID:5941687665 CCD PMT INFO:REF*TN*P20121701 - 8534298\RMR*IV*Bill p eriod 11/01/20-11/30/20\		902304037607663	53.50
01/07/21	WIRE TYPE:INTL IN DATE:210107 TIME:0520 ET TRN:2021010600428352 SEQ:094OFT2159332841/410027 ORIG:1/WESTHAM LTD ID:IL77031094000000 PMT DET:ATS B TESTING		903701060428352	10,000.00
01/27/21	WIRE TYPE:WIRE IN DATE: 210127 TIME:1637 ET TRN:2021012700476395 SEQ:2021012700203415/018273 ORIG:ANASTASIA MOSQUITO DISTRI ID:002330018000016 SND BK:WELLS FARGO BANK, NA ID:121000248 PMT DET:4 0		903701270476395	200,000.00
<b>Total deposits and other credits</b>				<b>\$210,053.50</b>

**Withdrawals and other debits**

Date	Transaction description	Customer reference	Bank reference	Amount
01/07/21	BAML Bill Pay DES:Payment ID:016ZABHJU1NOOGZ INDN:Arthur J. Gallagher Ri CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166202\RMR*IV*369407 0\		902307014210828	-17,132.00
01/07/21	BAML Bill Pay DES:Payment ID:016FYAIC1NOOH3 INDN:Leading Edge Associate CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166215\RMR*IV*160014 \		902307014210830	-1,200.00

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## Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
01/07/21	BAML Bill Pay DES:Payment ID:016AEHTCP1NOOGV INDN:Home Depot Credit Serv CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166248\RMR*IV*Decemb er '20\		902307014210826	-796.93
01/07/21	BAML Bill Pay DES:Payment ID:016RRYIHQ1NOOGR INDN:Staples Credit Plan CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166241\RMR*IV*Decemb er '20\		902307014210824	-522.84
01/07/21	BAML Bill Pay DES:Payment ID:016LHBXYK1NOOIO INDN:ULINE ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166252\RMR*IV*Order# 46597600\	CO	902307014210848	-382.97
01/07/21	BAML Bill Pay DES:Payment ID:016GNZWRQ1NOO12 INDN:St. Johns County Utili CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166232\RMR*IV*thru 1 2/19/20\		902307014210850	-331.32
01/07/21	BAML Bill Pay DES:Payment ID:016UTPFYB1NOOHI INDN:Purchase Power CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166223\RMR*IV*Postag e\		902307014210840	-287.40
01/07/21	BAML Bill Pay DES:Payment ID:016EEELPG1NOOHC INDN:Augustine Alarm, Fire CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166204\RMR*IV*30813\		902307014210836	-162.97
01/07/21	BAML Bill Pay DES:Payment ID:016NELXFA1NOOHV INDN:Florida Janitor & Pape CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166210\RMR*IV*333483 \		902307014210846	-130.85
01/07/21	BAML Bill Pay DES:Payment ID:016OKOJJK1NOOHF INDN:Copyfax CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166207\RMR*IV*INV268 655\		902307014210838	-122.65
01/07/21	BAML Bill Pay DES:Payment ID:016IHVYJJ1NOOH9 INDN:Walmart Community CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166257\RMR*IV*Stmt. Date 12/31/2020\		902307014210834	-118.19
01/07/21	BAML Bill Pay DES:Payment ID:016BUMNLE1NOOHQ INDN:Legal Shield CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166219\RMR*IV*Decemb er '20\		902307014210844	-57.80

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
01/07/21	BAML Bill Pay DES:Payment ID:016AVDZH1NOOHL INDN:Florida Pest Control CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3139646\RMR*IV*Bill p eriod 11/01/20-11/30/20\		902307014210842	-53.50
01/07/21	BAML Bill Pay DES:Payment ID:016GMZORM1NOOH6 INDN:AFLAC CO ID:1941687665 CCD PMT INFO:REF*TN*P21010701 - 3166198\RMR*IV*Decemb er '20\		902307014210832	-52.08
01/14/21	BAML Bill Pay DES:Payment ID:016THZZIN1NYF15 INDN:Onset Computer Corpora CO ID:1941687665 CCD PMT INFO:REF*TN*P21011501 - 4992497\RMR*IV*Order# 299603\		902314018738194	-4,476.72
01/14/21	BAML Bill Pay DES:Payment ID:016DMOUCL1NYF20 INDN:United Concordia CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935621\RMR*IV*Februa ry 2021\		902314018738210	-1,736.80
01/14/21	BAML Bill Pay DES:Payment ID:016DXIVJZ1NYF1E INDN:FPL- CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935603\RMR*IV*Monthl y\		902314018738198	-1,314.62
01/14/21	BAML Bill Pay DES:Payment ID:016SIUXZU1NYF0P INDN:Lewis Longman Walker CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935606\RMR*IV*Decemb er\		902314018738186	-1,250.00
01/14/21	BAML Bill Pay DES:Payment ID:016SQVJYV1NYF06 INDN:FPL CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935600\RMR*IV*Monthl y\		902314018738180	-823.88
01/14/21	BAML Bill Pay DES:Payment ID:016LMPXNX1NYF0I INDN:Ray's Tire & Service C CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935608\RMR*IV*22967\		902314018738184	-724.10
01/14/21	BAML Bill Pay DES:Payment ID:016MWCFLE1NYF1Q INDN:Fisher Scientific CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935594\RMR*IV*633637 O\		902314018738204	-528.27

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## Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
01/14/21	BAML Bill Pay DES:Payment ID:016NKNPNE1NYF19 INDN:Comcast- Business CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935590\RMR*IV*Monthl y\		902314018738196	-499.89
01/14/21	BAML Bill Pay DES:Payment ID:016ZHFLON1NYF11 INDN:CINTAS CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935587\RMR*IV*Decemb er\		902314018738192	-445.97
01/14/21	BAML Bill Pay DES:Payment ID:016SGKRPN1NYFOX INDN:Comcast- Main CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935592\RMR*IV*Monthl y\		902314018738190	-406.22
01/14/21	BAML Bill Pay DES:Payment ID:016FLQXKI1NYF1M INDN:St. Johns County Solid CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935616\RMR*IV*Monthl y\		902314018738202	-360.90
01/14/21	BAML Bill Pay DES:Payment ID:016DVWHDM1NYF1U INDN:Renco Corporation CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935610\RMR*IV*12401\		902314018738206	-330.00
01/14/21	BAML Bill Pay DES:Payment ID:016ODPNHW1NYFOD INDN:Florida Janitor & Pape CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935596\RMR*IV*334802 \		902314018738182	-170.79
01/14/21	BAML Bill Pay DES:Payment ID:016LPINZG1NYFOT INDN:Advanced Disposal CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935583\RMR*IV*Monthl y\		902314018738188	-152.79
01/14/21	BAML Bill Pay DES:Payment ID:016HXOIAI1NYF1J INDN:Flowers by Shirley CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935598\RMR*IV*818035 /1\		902314018738200	-110.00
01/14/21	BAML Bill Pay DES:Payment ID:016GRYKTO1NYF1W INDN:Advance Auto Parts CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935581\RMR*IV*Monthl y\		902314018738208	-35.66
01/14/21	BAML Bill Pay DES:Payment ID:016UXYVIG1NYF23 INDN:St. Augustine Record CO ID:1941687665 CCD PMT INFO:REF*TN*P21011401 - 4935613\RMR*IV*Monthl y\		902314018738212	-22.44

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
01/21/21	BAML Bill Pay DES:Payment ID:016WNLGWE1074NW INDN:Blue Cross Blue Shield CO ID:1941687665 CCD PMT INFO:REF*TN*P21012101 - 6558983\RMR*IV*Februa ry Group Health Insuranc\		902321016245665	-35,255.15
01/21/21	BAML Bill Pay DES:Payment ID:016PJVQFV1074NR INDN:Verizon Wireless Cell CO ID:1941687665 CCD PMT INFO:REF*TN*P21012101 - 6559007\RMR*IV*987106 3411\		902321016245663	-759.34
01/21/21	BAML Bill Pay DES:Payment ID:016FBYZZ01074NM INDN:Guardian CO ID:1941687665 CCD PMT INFO:REF*TN*P21012101 - 6558993\RMR*IV*Februa ry Group Life Insurance\		902321016245661	-307.78
01/21/21	BAML Bill Pay DES:Payment ID:016GJXGQS1074NF INDN:Turner Ace Hardware CO ID:1941687665 CCD PMT INFO:REF*TN*P21012101 - 6558998\RMR*IV*Closin g Date 12/31/20\		902321016245659	-81.42
01/21/21	BAML Bill Pay DES:Payment ID:016EJMHIA107400 INDN:Florida Pest Control CO ID:1941687665 CCD PMT INFO:REF*TN*P21012101 - 6558989\RMR*IV*911503 \		902321016245667	-53.50
01/21/21	BAML Bill Pay DES:Payment ID:016ZBUUKB107405 INDN:UHS Premium Billing CO ID:1941687665 CCD PMT INFO:REF*TN*P21012101 - 6559002\RMR*IV*Februa ry Group Vision Insuranc\		902321016245669	-23.72
01/25/21	BAML Bill Pay DES:Payment ID:016OIFSJV10AVNB INDN:Kristopher Arheart CO ID:1941687665 CCD PMT INFO:REF*TN*P21012501 - 7316792\RMR*IV*Consul ting Fees\		902325025176528	-4,082.37
01/28/21	BAML Bill Pay DES:Payment ID:016NZPTPR10GOWH INDN:Doherty Sommers Archit CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267587\RMR*IV*20-203 \		902328024736810	-2,756.32
01/28/21	BAML Bill Pay DES:Payment ID:016ORIZCV10GOVZ INDN:Optima Security, Inc. CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267591\RMR*IV*#45280 & #45281\		902328024736796	-2,697.00

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
01/28/21	BAML Bill Pay DES:Payment ID:016RJRRPJ1OGOWF INDN:Altman Scientific, Inc CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267583\RMR*IV*No. 46 624\		902328024736808	-997.00
01/28/21	BAML Bill Pay DES:Payment ID:016OJSPYF1OGOW8 INDN:Cintas Fire Protection CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267579\RMR*IV*OF6160 1541\		902328024736802	-500.00
01/28/21	BAML Bill Pay DES:Payment ID:016LEBFWC1OGOW2 INDN:St. Johns County Utili CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267595\RMR*IV*Stmnt. Date 01/19/2021\		902328024736798	-297.85
01/28/21	BAML Bill Pay DES:Payment ID:016ZTUCUA1OGOW6 INDN:Walmart Community CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267598\RMR*IV*Balanc e as of 01/16/2021\		902328024736800	-76.82
01/28/21	BAML Bill Pay DES:Payment ID:016GRIOOM1OGOW9 INDN:Legal Shield CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267589\RMR*IV*Januar y Pmt.\		902328024736804	-57.80
01/28/21	BAML Bill Pay DES:Payment ID:016OJRAZB1OGOWC INDN:Copyfax CO ID:1941687665 CCD PMT INFO:REF*TN*P21012801 - 8267585\RMR*IV*INV269 943\		902328024736806	-47.63
<b>Total withdrawals and other debits</b>				<b>-\$82,734.25</b>

**Service fees**

Date	Transaction description	Amount
01/15/21	12/20 ACCT ANALYSIS FEE	-630.87
<b>Total service fees</b>		<b>-\$630.87</b>

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>
01/01	147,075.21	01/14	122,388.16	01/25	81,194.01
01/04	147,128.71	01/15	121,757.29	01/27	281,194.01
01/07	135,777.21	01/21	85,276.38	01/28	273,763.59

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

Case # 3

**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. 51,219.00				51,219.00	0.00	51,219.00	51,219.00	0.00
ALTOCID XR	LBS. 1,994.00				1,994.00	4.00	1,990.00	1,990.00	0.00
ALTOCID XRG	LBS. 32,315.00				32,315.00	25.00	32,290.00	32,290.00	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. 469.00				469.00	23.00	446.00	446.00	0.00
COCO BEAR	GALS. 83.75				83.75	1.00	82.75	82.75	0.00
DUET	GALS. 577.00				577.00	2.50	574.50	574.50	0.00
MOSQUITOMIST TWO	GALS. 528.00				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. 4,030.00				4,030.00	70.00	3,960.00	3,960.00	0.00
TALSTAR P	GALS. 80.96				80.96	0.23	80.73	80.73	0.00
VECTOBAC 12AS	GALS. 144.38				144.38	3.56	140.82	140.81	-0.01
GASOLINE	GALS. 1,964.00				1,964.00	339.18	1,624.82	1,618.00	-6.82
JET A	GALS. 4,118.00				4,118.00	274.90	3,843.10	3,825.00	-18.10
<b>TOTALS</b>	<b>108,944.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>108,944.59</b>	<b>743.57</b>	<b>108,201.22</b>	<b>108,176.29</b>	<b>-24.93</b>

PREPARED BY: [Signature] Wester  
 REVIEWED BY: [Signature] Stam  
 REVIEWED BY: [Signature]

DATE: 1/21/21  
 DATE: 2/6/21  
 DATE: 2/1/21

BASE=	108,176.29
Total	108,176.29

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
 CHEMICAL & FUEL INVENTORY  
 VALUE  
 MONTH OF DECEMBER 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. 51,219.00	\$0.8600	\$44,048.34	10/30/20	VESERIS
ALTOSID XR	LBS. 1,990.00	\$3.42	\$6,805.20	10/30/20	VESERIS
ALTOSID XRG	LBS. 32,290.00	\$8.9500	\$288,995.50	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. 446.00	\$0.8550	\$381.33	4/30/19	ADAPCO
COCO BEAR	GALS. 82.75	\$20.4800	\$1,694.72	7/16/18	CLARKE
DUET	GALS. 574.50	\$193.2600	\$111,027.87	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. 3,960.00	\$6.9000	\$27,324.00	10/19/20	ALLPRO
TALSTAR P	GALS. 80.73	\$54.9050	\$4,432.48	9/16/20	TARGET
VECTOBAC 12AS	GALS. 140.81	\$32.5000	\$4,576.33	7/7/20	ADAPCO
GASOLINE	GALS. 1,618.00	\$1.7687	\$2,861.76	11/3/20	L. V. HIERS
JET A	GALS. 3,825.00	\$1.6100	\$6,158.25	10/7/20	Avfuel
<b>TOTAL</b>	<b>108,176.29</b>	<b>\$954.27</b>	<b>\$830,473.32</b>		

PREPARED BY: [Signature] DATE: 1/11/2021

COST FIGURES REVIEWED BY: [Signature] DATE: 2/10/21

REVIEWED BY: [Signature] DATE: 2/11/21



Consent # 4a

# 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.**

- o Motioned by: Commissioner Howell
- o Seconded by: Commissioner Becker
- o VOTE accepted unanimously by all commissioners
- o **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.
- 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.*



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
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## BOARD OF COMMISSIONERS

Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Gayle Gardner, Commissioner



## DISTRICT DIRECTOR

Dr. Rui-De Xue



Thursday, January 14, 2021

Next Meeting(s): Thursday, February 11, 2021 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 14, 2021, at 5:00 P.M.

Board members in attendance:

- Mrs. Jeanne Moeller, Chairperson
- Mrs. Trish Becker, Vice-Chairperson
- Mrs. Gina LeBlanc, Secretary/Treasurer
- Ms. Gayle Gardner, Commissioner

Also in attendance:

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

Chairperson Moeller called the meeting to order.

**CEREMONY:** Returning Commissioner Gena LeBlanc and new Commissioner Gayle Gardner were sworn into office by AMCD Attorney Mr. Wayne Flowers. New Commissioner Mrs. Catherine Brandhorst was absent.

**ROLL CALL:** Chairperson Moeller noted ~ Mrs. Catherine Brandhorst, Commissioner was not present.

Commissioner Moeller led the invocation (moment of silence) and Mr. Wayne Flowers led the Pledge of Allegiance to the flag.

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

**APPROVAL OF AGENDA:** Chairperson Moeller asked that item number 4 on the consent agenda be pulled before approval of the Agenda.

Commissioner Becker asked that her report on her trip to South Walton Mosquito Control be added to Unfinished Business number 3. Commissioner Moeller sated that the item should be place under New Business number 4

- A. **A motion was made to pull item number 4** (Minutes: Regular Board Meeting, Thursday, December 10, 2020 at 5:00 PM) **from the consent agenda.**
- Motioned by: Commissioner LeBlanc
  - Seconded by: Commissioner Gardner
  - VOTE accepted unanimously by all commissioners present
  - **MOTION PASSED UNANIMOUSLY**

Commissioner Moeller stated: Look at page 3 of 5, New Business, Item 1 Authority for staff to purchase military helicopter, if you go down to the last sentence “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”, needs to be deleted. Mr. Smith did not say that, it was part of Commissioner Girvan’s motion, so before we do the minutes it needs to be deleted, whoever does the minutes needs to delete that line and then we can approve the minutes.

**APPROVAL OF AGENDA: Chairperson Moeller called for approval of the Agenda with the addition of Commissioner Becker’s presentation.**

- A. **A motion was made to approve the Consent Agenda as amended**
- Motioned by: Commissioner Gardner
  - Seconded by: Commissioner LeBlanc
  - VOTE accepted unanimously by all commissioners present
  - **MOTION PASSED UNANIMOUSLY**

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

- B. **A motion was made to approve the Consent Agenda as presented.**
- Motioned by: Commissioner Gardner
  - Seconded by: Commissioner LeBlanc
  - VOTE: Accepted unanimously by all commissioners present
  - **MOTION PASSED UNANIMOUSLY**

**Consent Items ~ APPROVAL OF:**

1. Treasurer’s Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. **REMOVED:** “Minutes: Regular Board Meeting, Thursday, December 10, 2020 at 5:00 PM”
5. 2021 Committee Members list
6. I.T. Technician and Receptionist job descriptions
7. Budget Amendments ~

**UNFINISHED BUSINESS:**

**Item 1: Welcome to new Commissioners and their statements~**

Commissioner Moeller welcomed the new Commissioners and asked if they would like to make statements.

Commissioner LeBlanc said, “thank you to the people of St. Johns County for reelecting me and I look forward to serving you for the next four years”.

Commissioner Gardner said, "I'm honored to be here and looking forward to working with everyone and I know I have a lot to learn as a rookie Commissioner so I hope you all will be patient with me".

Commissioner Becker also welcomed the new and returning Commissioners.

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

**Item 2: Update about bid progress for permitting and construction of the AMCD Disease Vector Education Center building~**

*Mr. Richard Weaver*

The design contract with Harrell Construction is complete, blueprints have been delivered consisting of 155 pages of detailed drawings. The cost of this project was \$170,379.98. These plans were submitted to the County in December to prevent cost increases caused by 2021 changes to the building code. The plans are under review and AMCD has gotten comments from the building department. Commissioner Becker asked what these comments were and Mr. Weaver reviewed the comments with the Board of Commissioner, Commissioner also asked if water pressure was still a problem, Mr. Weaver stated this was no longer an issue.

The site design and construction contract was explained next, the design was finished quite a while ago and the build portion was completed in November. The delay was because AMCD had to add a fire hydrant to the plan and build. The total cost of this project was \$288,877.45.

The bid solicitation documents in the bid package were explained and reviewed, it was explained that this is a very detailed bid solicitation package. Mr. Weaver reviewed the milestone dates for the bid solicitation and explained where the bid solicitation was advertised, the St. Augustine Record, and Demand Star a contractor's web site. It was explained that AMCD staff will open, score and bring the bid proposals to the Board of Commissioners at the February meeting. It was explained that at this point AMCD has seven contractors interested in the project. Commissioner Becker stated she would like to attend that meeting.

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

**NEW BUSINESS**

**Item 1: Review of the Government-in-the-sunshine law ~**

*Mr. Wayne Flowers*

Mr. Flowers started by stating he would cover three broad areas for discussion; Sunshine Law, Public Records Law, and Ethics. Mr. Flowers explained that he normally attends an annual seminar that lasts a day and this presentation would be a cliff notes version. Mr. Flowers stated that he hopes this will be helpful and if Commissioners have any questions to pick up the phone and call him.

Sunshine Law: Mr. Flowers covered that meetings must be open to the public, must give notice of meetings, and minutes of meeting must be taken. It was explained in depth what is a meeting and typical violations and pitfalls. Mr. Flowers also explained some exemptions to the Sunshine Law, violations, and penalties.

Public Records Law: Mr. Flowers covered what is a public record, retention of records, violations and penalties with an example.

Ethics: Mr. Flowers explained that this part was very important and very dense. Public office should be independent, impartial, and not for private gain. He reviewed Chapter 112 of the Florida Statutes to include gifts. At this point Commissioner Becker asked what would happen if a Commissioner was out

having dinner with a realtor? Mr. Flowers explained that this would be covered under gifts and went on to explain in depth what is gifts with examples. Mr. Flowers continued with other ethics issues to include prohibition of doing business with the agency to include contracts, misuse of public position, and voting conflicts of interest. Mr. Flowers closed by stating if there any questions please call him.

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

**Item 2: Election of Officers (Chairperson, Vice-Chairperson, Secretary/Treasurer) ~**

Chairperson Moeller opened the floor for nominations, starting with Chairperson. Commissioner LeBlanc nominated Commissioner Moeller to continue as Chairperson the motion was seconded by Commissioner Gardner. There was no discussion.

**A. A motion was made to nominate Commissioner Moeller for Chairperson.**

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

Chairperson Moeller opened the floor for nominations for Vice-Chairperson and nominated Commissioner Becker for that position. Commissioner Gardner seconded the motion. There was no discussion.

**B. A motion was made to nominate Commissioner Becker for Vice-Chairperson.**

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

Chairperson Moeller opened the floor for nominations for Secretary/Treasurer and nominated Commissioner LeBlanc for that position. Commissioner Becker seconded the motion. There was no discussion.

**C. A motion was made to nominate Commissioner Leblanc for Secretary/Treasurer.**

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

**Item 3: Recognition of 2020 Chairpersons service~**

Chairperson Moeller explained she request not to receive a plaque and read her certificate of recognition and thanked everyone, and is glad to be Chairperson.

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

**Item 4: Presentation of Commissioner Becker's trip to South Walton Mosquito Control (this item was added to the agenda)**

Commissioner Becker gave a PowerPoint presentation on her trip to South Walton Mosquito Control District. Commissioner Becker explained that their County has two mosquito control programs, one is County and the other is an Independent District like AMCD which this report is on. The complex is 10 acres and the District was established in 1964. The District had significant flooding last year from hurricane Sally. The millage rate is .24 and the annual budget is 11 million dollars this year. The District is taking COVID-19 protections very similar to AMCD. Programs include a disposal site for large trash items like refrigerators, maintenance of ditches in the District, yellow fly trap program, sentential chicken program with 16 sites, mosquito trap program with 21 sites, and a buffalo turbine for Larviciding. The District is working on a long-term plan including new buildings and an education center. Commissioner Becker invited South Walton staff to visit our facility.

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

**Additional Item:** Chairperson asked Mr. Dana Smith, Chief Pilot to update the Board of Commissioners on the new aircraft. Mr. Smith started by saying what a great deal the aircraft were. He explained that the aircraft were well maintained and have good paint and how AMCD planned to update the current paint to match our current vehicles. Mr. Smith also explained the amount of valuable equipment the aircraft came with to include NVG capability, wire strike, and an expensive landing light. The aircraft will need a few thinks to make them FAA compatible and were a great deal at \$180,000.00, and are insured for a value of \$500,000.00. These aircraft put AMCD in a great position in our ten-year plan. Commissioner Becker asked if we (AMCD) want to keep all 3? Mr. Smith responded that yes, the district should keep all three and explained why to include radios are compatible with St. Johns County fire and police bands, he also outlined how each aircraft will be used; 74M dry larvicide, 69F adulticide with a backup adulticide for 74M, and leave 42D with low skids and use this for inspections and possible working with EOC, FEMA and Fire Department. Mr. Smith also stated the program costs for a 350-hour program should not increase with the third aircraft and recommends keeping the three helicopters, that they will last forever. All aviation operations can be run from the Districts location. Commissioner Becker asked if our new helicopters will be allowed to use the Mosquito 2 and 3 call signs, Mr. Smith responded that yes and he has submitted the necessary paperwork. Commissioner LeBlanc stated that she is so excited, and that the District is doing the taxpayers a great service.

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

**REPORTS:**

1. **Director** ~ Dr. Xue welcomed new Commissioner's and asked that Commissioner Gardner get banking authority next week, he thanked Mr. Smith and Mr. Bruner for getting the helicopters over the holidays. Reported that the District was back to work after the holidays, the District had 1 employee test positive for COVID 19 before the holidays all 5 employees that had close contact were tested and none tested positive. Dr. Xue also said the District is still following CDC guidelines, and meeting on line. Dr. Xue thanked the Board of Commissioners for the air program, and said the District should keep all 3 aircraft, 2 for pesticide and 1 non-pesticide. He is hoping AMCD can develop a MOU to work with St. Johns County Fire, and in the future help other counties with air capabilities.
2. **Attorney** ~ Mr. Flowers reported that the House Speaker put out his statement and that LLW reported on this in their preview of upcoming session report. The Speaker was concerned about transparency for Special Districts or quasi-governmental entities. The concern is the Speaker may be targeting Special Districts and the statement specifically mentioned the

Coalition Against Domestic Violence who had a Director that was paid an exorbitant salary and spent State of Florida money out of State. House Bill 195 will increase the reporting requirements to a State web site for Directors and staff of Special Districts that use State money beginning in 2021. Mr. Flowers said they will need to keep an eye on this legislation. Commissioner Moeller asked if there was a Senate bill yet? Mr. Flowers didn't know.

### **COMMISSIONER COMMENTS:**

**Commissioner Gardner** ~ Overwhelmed! The bill Mr. Flowers spoke of is something to keep on our radar.

**Commissioner Becker** ~ As the Education Committee Chair, I want to do a better job so I am going back to school at St. Johns River State College, shout out to Mr. Hanna. Thanks the voters of St. Johns County for believing in women and excited to see a Board full of amazing, strong woman and hopes the Board will inspire young women to run for office. Looking forward to see what can be accomplished in 2021. I have taken two AMCA Webinars, also voted yes to update the AMCA Bylaws. On December 18<sup>th</sup> I attended legislative delegation day with Dr. Xue and Chairperson Moeller who spoke to Senator Hudson and Representative Stevenson about the SIT building and about the District, Representative Stevenson would like to visit the District. On December 22<sup>nd</sup> Dr. Qualls and I were on the City of St. Augustine radio show Break Room on the Flagler Collage radio station 88.5. Had a great time, did two episodes, the show was very highly rated and had good comments. Stated that my heart goes out to families affected by COVID 19 and from the domestic terrorists that attacked the Capitol Building and hopes no more blood is shed and people get the help they need.

**Commissioner LeBlanc** ~ Thank the staff for everything that they have done and continue to do and I am looking forward to working with each of you Board members this year.

**Commissioner Moeller** ~ Dr. Xue and I are working on the money for our SIT (building), \$890,000.00. We are trying to get out of appropriations, there are an Appropriations Committee, Sub-Appropriations Committee, Agricultural Committee and Sub-Committee, and have them in both Houses. There are approximately 60 people, a few of them are on both Committees, so we will be sending letters and information to them. I will be signing these letters. I will work with staff to put in an opinion column in the Record and sending it to Districts we want to work with, and sending it to their local newspapers. Asked for consent from the Board to sign the letter. Commissioner Becker asked what is the letter? Commissioner Moeller responded that the letter is an informational letter about the SIT (building), why we want it, how its going to help, basically what we said at the delegation meeting. Commissioner Becker makes a motion.

- A. **A motion was made to allow Commissioner Moeller to write a letter with Dr. Xue to go out to legislators and (an) accompanying opinion piece to be published.**

Dr. Xue pointed out the Board had already given permission. Motion was withdrawn by Commissioner Becker.

### **○ MOTION WAS WITHDRAWN**

Commissioner Moeller pointed out that it is important the Board speak with one voice and to call Dr. Xue with comments, do not contact legislators directly. Thanked the staff.

**ATTACHMENTS:** ~

1. None

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 6:36 P.M.

**ATTEST**

\_\_\_\_\_  
**Chairperson, Commissioner Jeanne Moeller**

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Gina LeBlanc**

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**AMCD Fiscal Year October 1, 2021 to September 30, 2022**

**For Year End 2021 BUDGET CALENDAR**

**By Dr. Rui-De Xue**

**Form DR-420** (certification of taxable value) will be provided by St. Johns County Property Appraiser (**July 1**, at the latest). The District must complete and return the DR-420 to the Property Appraiser, including current year proposed millage rate and a rolled-back rate. A “proposed” millage rate must be presented to the Property Appraiser within the 35 days (Before **August 4**). Therefore, the District must have its budget completed no later than June 30 for the Board to provide final approval and determine the proposed millage rate at its regular **July 8, 2021** Board meeting.

DACS work plan budget deadline: **July 15, 2021**. Annual certified budget due: **September 30, 2021**.

**2021/2022 BUDGET CALENDAR**

**DATE**

**GUIDELINES FOR COMPLETING THE BUDGET**

Feb/Mar	<b>Board approves the budget calendar</b> & major work plan Input from committees, Commissioners, Management, & Staff regarding items needed for the budget year
April	Board provides guidelines for raise (cost for living & merit raise) Prepare draft budget for operating expenses, aerial contracts and capital outlay items. Salary schedule & benefit information presented to the Board for input and approval.
May	Budget workshop Board discussion/input on draft Budget & staff finalizes Budget
June	TRIM training/Board approves draft Budget and DACS work Plan Budget (draft)
July	Calculates revenue from DR-420 after receiving. Board determines proposed millage for filling DR-420 and budget, determine the date and time for tentative budget hearing. Board meeting is <b>July 8, 2021</b> . <b>DACS Work Plan Budget Due is</b>
July 15.	
August	Return form DR-420 including proposed millage rate and rolled-back Rate before <b>August 2, 2021</b> .
September	First Public Budget Hearing Date: <b>September 9, 2021 (5:30 P.M.)</b> , as

it must be after 5:05 P.M. It cannot be the same day as the School Board. The District will (1) amend & adopt the tentative budget, recomputed its proposed millage rate, and publicly announce the percentage; (2) adopt a tentative millage & budget; and (3) keep the proposed millage rate for final rate. If any increase, the District has to notify each taxpayer by first class mail. If reduce the rate, no action is needed.

Final Public Budget Hearing within 15 days: **Sept 23, 2021, 5:30 P.M.** The District shall advertise (St. Augustine Record) its intent to adopt a final millage rate and budget, and published on September 18<sup>th</sup> or 19<sup>th</sup>, but no earlier than 5 days or no later than 2 days before the Final Public Hearing.

Final Public Hearing to adopt a final millage rate & budget shall be held between 2-5 days after the day the advertisement is first published.

- September 30**    **Annual certified budget for the DACS is due.**
- September 30**    Delivery the Resolution, adopting the final Millage Rate to the County Property Appraiser, the Tax Collector and the Florida Department of Revenue (TRIM Division).
- September 30**    End of FY 2020-2021 Budget
- October 1**        FY 2021-2022 Budget starts.
- October 10**      Submit the completed TRIM package (Form DR-487) to Florida Department of Revenue, Property Tax Administration, TRIM Compliance Section, P.O. Box 3000, Tallahassee, FL 32315-3000



Consent # 6

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## 2021 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Gayle Gardner, Commissioner

TO: Board of Commissioners

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

DATE: February 2, 2021

RE: Approve to Purchase a Spectrofluorophotometer

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The District published the bid information for the Spectrofluorophotometer in the St. Augustine Record, on the District's website, and Demadstar. There were Two (2) businesses that picked up the bid packet. One business submitted bid proposals to us; Shimadzu Scientific Instruments, Inc.

The committee; Dr. Xue, Dr. Farooq, Ms. Gaines, Mr. Weaver, Ms. Bangonan recommendation is to award the bid to Shimadzu Scientific Instruments, Inc at the price of \$15,234.00

Thank You.

