

# 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 & Dr. Rui-De Xue, Director

FROM: Scott Hanna, CPA

DATE: February 11, 2021

RE: 1<sup>st</sup> Quarter Budget Update

The 1<sup>st</sup> Quarter budget detail is attached (October 1, 2020 through December 31, 2020), following this Memo. With twenty-five percent of the year concluded, there are a few budgeted expenditures that exceed the ratable 25% mark and are discussed below. The majority of figures that are ratably below the 25% of the total budget are generally items that are seasonal in nature, associated with the operational control of mosquitoes, which, typically, will show a marked increase beginning in the 3<sup>rd</sup> Quarter.

1) Line Item 360 - Taxes 57.5%

For the first fiscal quarter of the year, 57.5%, \$3,561,747 of our budgeted revenue has been received from the Tax Collector's Office. This can be attributed to motivational discount incentives provided by the Tax Collector for remittances received by Taxpayers in November and December of 4% and 3%, respectively.

2) Line 390- Grants 56.5%

Grant was \$65,298 over Budget for the first fiscal quarter of the year, is the increasing amount of Grant money recognized, totaling \$84,702 utilized for Applied Research. Matching expenditures were ratably amended as the money became available for programs relative to: Operations, Personnel, Personnel Benefits (workers comp included), chemicals, utilities and training

3) Line Item 392 – Miscellaneous (Income) – 26.6%

Majority of Miscellaneous came from proceeds for hanger door sales totaled \$6000 less the fees.

- 4) Line Item 582 – Freight Service 30.1%  
Utilized as needed for shipping parts, components (i.e., helicopter), weekly shipping of Blood for testing and cost of refilling meter postage from Pitney Bowes (USPS).
- 5) Line Item 588 – Fleet/Prop/Liability Package 88.8%  
Commercial Insurance policy traditionally paid in full for the whole Fiscal Year during the first month of the new policy. The Policy commences on October 1<sup>st</sup> as approved by the Board.
- 6) Line Item 673 – Other Current Charges, 55.0%  
Majority of other current charges include RFP Charges and Bank Charges, slightly above the threshold due to increasing complexity of District's Financial dealings. Budget category may need to be increased in the future.
- 7) Line Item 698 – Misc. Supplies, 25.8%  
Slightly above the 25% mark. Majority of cost from Misc. supplies was from Entomology supplies (\$17,691.67) due to increase amount of Grant money received to use in related supplies.
- 8) Line Item 741– Chemicals/Solvents, 53.4%  
The District houses additional chemicals for emergencies, as well as anticipated increase in Aerial program usage.
- 9) Line Item 900– Capital Outlay, 26.0%  
Slightly above the 25% mark due to new Payroll Module software from Mobisoft Infotech (\$7,812.00) and the cost to purchase of two new helicopters and related expenses to bring the helicopters ready to use.

Thank You

**Anastasia Mosquito Control District**  
**1st Quarter/ Budget vs. Actual**  
**October 2020 through December 2020**

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
360 · Taxes	3,561,747	6,189,053	(2,627,306)	57.5%
386 · Interest Earned	3,199	55,000	(51,801)	5.8%
390 · Grants	84,702	150,000	(65,298)	56.5%
392 · Miscellaneous	9,310	35,000	(25,690)	26.6%
<b>Total Income</b>	<b>\$ 3,658,958</b>	<b>\$ 6,429,053</b>	<b>\$ (2,770,096)</b>	<b>56.9%</b>
<b>Expenditures:</b>				
405 · Personal Services	450,991	1,870,919	(1,419,928)	24.1%
445 · Personal Service Benefits	184,937	942,808	(757,871)	19.6%
461 · Operating Expenses	117,038	507,620	(390,582)	23.1%
572 · Travel & Per Diem	251	22,182	(21,931)	1.1%
580 · Telephone/Commun	2,700	25,904	(23,204)	10.4%
582 · Freight Service	751	2,500	(1,749)	30.1%
584 · Utility Service	5,611	39,000	(33,389)	14.4%
586 · Rentals/Leases	-	1,000	(1,000)	0.0%
588 · Fleet/Prop/Liab Insurance	114,554	129,000	(14,446)	88.8%
605 · Repairs & Maintenance	18,442	108,750	(90,308)	17.0%
663 · Printing/ Reproduction	-	500	(500)	0.0%
667 · Public Promotional Expense	689	20,000	(19,311)	3.4%
673 · Other Current Charges	3,477	6,325	(2,848)	55.0%
693 · Office Supplies	5,199	22,000	(16,801)	23.6%
696 · Protective Clothing	-	1,500	(1,500)	0.0%
698 · Misc. Supplies	19,016	73,568	(54,552)	25.8%
708 · Tools/Implements	496	5,000	(4,504)	9.9%
709 · Publications & Dues	1,381	17,740	(16,359)	7.8%
720 · Training	259	43,825	(43,566)	0.6%
723 · Gas, Oil & Lube	12,300	91,750	(79,450)	13.4%
741 · Chemicals/Solvents	339,858	636,829	(296,971)	53.4%
900 · Capital Outlay	526,894	2,029,800	(1,502,906)	26.0%
<b>Total Expenditures</b>	<b>\$ 1,804,844</b>	<b>\$ 6,598,520</b>	<b>\$ (4,793,676)</b>	<b>27.4%</b>
<b>Surplus/ (Deficit)</b>	<b>\$ 1,854,114</b>	<b>\$ (169,467)</b>	<b>\$ 2,023,581</b>	<b>-1094.1%</b>









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

**ARTHROPOD CONTROL BUDGET AMENDMENT**

NICOLE "NIKKI" FRIED  
COMMISSIONER

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

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

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

Amendment No. **2021-03**

Fiscal Year: **2020-2021**

Date: **2/11/2021**

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

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

**ESTIMATED RECEIPTS**

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

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 14,382,177.72	\$ 7,057,820.72	\$ 14,382,177.72	\$ 58,626.69	\$ 2,686.00	\$ 14,438,118.41

NAME SOURCE OF INCREASE: (Explain Decrease)

**BUDGETED RECEIPTS**

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 6,189,053.00	\$ -	\$ -	\$ 6,189,053.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 150,000.00	\$ 55,940.69	\$ -	\$ 205,940.69
361	Interest Earnings	\$ 55,000.00	\$ -	\$ -	\$ 55,000.00
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 6,429,053.00	\$ 55,940.69	\$ -	\$ 6,484,993.69
Beginning Fund Balance		\$ 7,953,124.72	\$ -	\$ -	\$ 7,953,124.72
Total Budgetary Receipts & Balances		\$ 14,382,177.72	\$ 55,940.69	\$ -	\$ 14,438,118.41

**BUDGETED EXPENDITURES**

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

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 1,870,919.00	\$ 43,995.07	\$ -	\$ 1,914,914.07
0	Personal Services Benefits	\$ 942,808.00	\$ 3,365.62	\$ -	\$ 946,173.62
30	Operating Expense	\$ 507,620.00	\$ -	\$ -	\$ 507,620.00
40	Travel & Per Diem	\$ 22,182.00	\$ -	\$ -	\$ 22,182.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
43	Utility Service	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00
44	Rentals & Leases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
45	Insurance	\$ 129,000.00	\$ 2,686.00	\$ -	\$ 131,686.00
46	Repairs & Maintenance	\$ 108,750.00	\$ -	\$ -	\$ 108,750.00
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
49	Other Charges	\$ 6,325.00	\$ -	\$ -	\$ 6,325.00
51	Office Supplies	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00
52.1	Gasoline/Oil/Lube	\$ 91,750.00	\$ -	\$ -	\$ 91,750.00
52.2	Chemicals	\$ 636,829.00	\$ -	\$ -	\$ 636,829.00
52.3	Protective Clothing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
52.4	Misc. Supplies	\$ 73,568.00	\$ -	\$ -	\$ 73,568.00
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 17,740.00	\$ -	\$ -	\$ 17,740.00
55	Training	\$ 43,825.00	\$ -	\$ -	\$ 43,825.00
60	Capital Outlay	\$ 2,219,800.00	\$ 8,580.00	\$ -	\$ 2,228,380.00
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 535,837.00	\$ -	\$ 2,686.00	\$ 533,151.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 7,324,357.00	\$ 58,626.69	\$ 2,686.00	\$ 7,380,297.69
0.001	Reserves - Future Capital Outlay	\$ 5,608,116.72	\$ -	\$ -	\$ 5,608,116.72
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 1,319,704.00	\$ -	\$ -	\$ 1,319,704.00
0.004	Reserves - Sick and Annual Leave	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00
TOTAL RESERVES		\$ 7,057,820.72	\$ -	\$ -	\$ 7,057,820.72
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 14,382,177.72	\$ 58,626.69	\$ 2,686.00	\$ 14,438,118.41
ENDING FUND BALANCE		\$ -	\$ (2,686.00)	\$ (2,686.00)	\$ -

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

Chairman of the Board, or Clerk of Circuit Court

DATE \_\_\_\_\_

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

FDACS Mosquito Control Program Designee

DATE \_\_\_\_\_

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
FISCAL YEAR ENDING SEPTEMBER 30, 2021

BUDGET AMENDMENT NUMBER 2021-03

PAGE 1 OF 1

COMPUTATIONS

LOCAL FUND

Balance of Sources and Uses of Funds

(Additional Revenues, above budget, matched to Expenditures)

I) Receipts:

Revenue: Grants

55,940.69

55,940.69

II) Expenditures:

Personal Services

(43,995.07)

Personal Service Benefits

(3,365.62)

Capital Outlay: Equipment

(8,580.00)

Budget Amendment (Net Effect)

-

Regular Budget Amendment

Fleet/ Property/ Liability Insurance

Budget Amendment utilized from Contingency Fund

2,686.00

2,686.00

Budget Amendment (Regular)

2,686.00

TOTAL INCREASE REQUEST

58,626.69

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
FISCAL YEAR ENDING SEPTEMBER 30, 2021

LOCAL FUND BUDGET AMENDMENT NUMBER 2021-03

PAGE 1 OF 1

BUDGET AMENDMENT ADJUSTMENT ENTRIES:

**Balance of Sources and Uses of Funds**

ACCOUNTS AFFECTED

Receipts:

Grants and Donations

INCREASE      DECREASE

\$ 55,940.69

A

-

=

Expenditures:

Personal Services

Personal Service Benefits

Capital Outlay: Equipment

43,995.07

\$ 3,365.62

\$ 8,580.00

\$

-

**Regular Budget Amendment**

Dr) Expenditures: Fleet/Prop/Liability Insurance

Cr) Contingency

\$ 2,686.00

\$ 2,686.00

B

\$ 2,686.00

2,686.00





UF #1.

# Anastasia Mosquito Control District of St. Johns County

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DISTRICT DIRECTOR

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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

DATE: February 11, 2021

RE: New Commissioner statement by Mrs. Catherine Brandhorst

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Commissioner Mrs. Catherine Brandhorst will give a statement after her swearing in of the office.





UF # 2

# Anastasia Mosquito Control District of St. Johns County

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## 2021 MEMO

### DISTRICT DIRECTOR

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Gina LeBlanc, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Gayle Gardner, Commissioner

TO: Board of Commissioners

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

DATE: February 11, 2021

RE: AMCD Education Center bids

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On February 2, 2021 at 9:00 AM the AMCD bid opening and review committee met to open the bids for the AMCD Education Center. Committee members were Commissioner Trish Becker, Dr. Rui-De Xue Director and staff Richard Weaver Business Manager, Kay Gaines Operations Manager and Scot Hanna CFO.

AMCD had 10 contracting companies receive bid solicitation packages, 5 companies came to the pre-bid meeting and were qualified to submit bids, 3 companies submitted bids.

The committee members each ranked each company's bid submissions using the bid ranking form. The forms points were tallied by section and then averaged using the individual committee members point scores to get an average score for each section of the ranking form. These points were then totaled to get a score for each company. These scores were then used to rank the companies, the companies were then ranked 1 to 3, 1 being the best (see attached ranking forms).

### Prices and scores:

1. Compass Group, score of 91.8, point price of \$2,198,950.00. Cost breakdown:
  - a. Construction cost \$2,198,950.00.
  - b. Alternate 1 Solar Power (add) \$132,000.00.
  - c. Alternate 2 Playground (add) \$169,290.00.
  - d. Sales tax savings (\$30,855.00).
  - e. Total cost with alternate 1 & 2 and tax savings \$2,469,355.00.
2. Harrell Construction, score of 86.6, point price of \$3,465,000.00. Cost breakdown:
  - a. Construction cost \$3,465,000.00.
  - b. Alternate 1 Solar Power (add) \$162,000.00.
  - c. Alternate 2 Playground (add) \$157,000.00.
  - d. Sales tax savings (\$80,000.00).
  - e. Total cost with alternate 1 & 2 and tax savings \$3,704,000.00.

3. DiMare Construction, score of 82.0, point price of \$2,274,337.00. Cost breakdown:
  - a. Construction cost \$2,274,337.00.
  - b. Alternate 1 Solar Power (add) \$56,000.00.
  - c. Alternate 2 Playground (add) \$167,000.00.
  - d. Sales tax savings (\$8,000.00).
  - e. Total cost with alternate 1 & 2 and tax savings \$2,489,337.00.

The committee recommends the Board of Commissioners consider number 1 ranked Compass Group to build the AMCD Education Center.

# RANKING FORM BID 20/21-1-1 (Tab: 11)

Firm Name Compass Group

Date 2/2/2021

## Construction Costs to Include:

Obtain all necessary permitting  
Construction of one metal building  
including interior layout and displays  
Complete site work to include plaza,  
sidewalks, garden

A

B

C

Construction cost \$ 1,445,445.

General Conditions total cost \$ 598,941.

Other construction costs \$ 154,564.

Total cost (lines A, B, C) \$ 2,198,950. (points price)

Award points on a scale of 1 to 45 with 45 points awarded to the lowest price

Points awarded 45

## Additional Cost Information

Alternate 1 cost: Solar Power \$ 132,000. (cost increases or decrease)

Alternate 2 cost, Playground equipment purchase & Installation \$ 169,290- (cost increases or decrease)

Estimated Sales Tax savings \$ 30,855 (cost reduction)

## Project Cost

Total BID Contract Cost \$ 2,469,355.



## Experience of Firm/Firms (Tab's 1, 2, 3, 4, 8, 9 and 10)

**TAB 1: INTRODUCTION/COVER LETTER:** You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, but at the least, this section should include the name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

**Tab 2: BUSINESS ORGANIZATION:** In this section, you should describe your business organization and who will serve as major participants and their respective roles. Organization. State full name, address, telephone number and web address of the proposing firm.

Indicate whether those in the proposing group will operate as a sole proprietorship, individual, partnership, or corporation, and the state of its incorporation or license to operate.

As applicable, provide the name of the branch office or other subordinate element that will perform or assist in performing the services described herein.

Major participants. Interested parties may use joint venture partners or sub-consultants. If you plan to use this approach, provide the following in list form on a summary page (specific information about each partner or sub-consultant should be provided in the appendix, if desired).

A list of major participants, especially consultants, and complete addresses, and their role.

Should any of the participants include a Minority Business Enterprise (MBE), this should be noted.

Specific role in the project of each participant noted above.

Estimated percentages of participation of each participant noted above.

Confirmation of acceptance. By written confirmation, please note the following acceptance within the proposal (a signed statement will be sufficient).

Your firm/organization/joint venture consents that proposals will not be accepted from any company, firm, person, or party, parent or subsidiary, against which the District has an outstanding claim, or a financial dispute relating to prior contract performance with the District. Any time the District discovers such a dispute during any point of evaluation, the proposal will not be considered further.

Through a statement of disclosure, your firm/organization/joint venture will provide sufficient detail of any relationship, especially financial, between members of your firm and any District Board members, employees or their family members. This will allow the District to evaluate possible conflicts of interest. However, it will remain at the District discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.

Your firm/organization/joint venture consents that its proposal will remain valid for a period of not less than sixty (60) days from the due date of the proposal and not less than sixty (60) days from notification of progress in each step of evaluation.

**Tab 3: FIRM EXPERIENCE / CAPABILITY:** In this section, proponents will provide a list of their firm's work on projects the same as this one or similar to this one. The information will be presented at least in summary form and then can be followed as appropriate by a narrative.

Same projects. On the first page(s) of this section, the following will be provided in summary form as a list for the same type projects, either completed or substantially completed by the firm.

NOTE: This should also be completed for each major joint venture partner or sub-consultant in the proponent's group

Name, location and description of project(s).

Date of project / completion date.

Describe the company's involvement in the project.

Value in dollars.

Size and scope of project.

Name of client's project manager and telephone number.

Name of architect of record and project architect and their role in this project.

Similar projects. To provide additional information, proponents can provide information on their work on projects related to this one (i.e. similar in design, construction or project approach), either completed or substantially completed.

**Tab 4: PROJECT TEAM:** This section will present those within your proposal who will deal directly on a day-to-day basis with this project.

Organizational chart. Provide an organization chart which gives a visual delineation of the organizational structure, and in particular, who will be interacting on a day-to-day basis between those on the design team and the District, especially the architect of record or the project architect (if different). A narrative of personnel and responsibilities can be included, as you deem appropriate. Within your organization chart, please note participation of any Minority Business Enterprise (MBE) or employees.

Summary of key personnel. On the first page(s) of this subsection, please provide a summary in list fashion of key personnel within the project team, their role in the project and a brief summary of their prior experience. This should be followed by a resume of each key staff person who will participate in the project, including key and relevant experience in similar projects.

Architect / project manager. Indicate who the assigned architect / project manager will be, the person's experience and background. The project manager's resume should be included and cover in detail their experience with similar projects

**Tab 8: FINANCIAL STRENGTH:** This section should provide information demonstrating that the firm is financially sound and possesses sufficient financial resources to accomplish the project.

**Tab 9: REFERENCES:** References (at least three) including contact, relationship, address and phone number. Note: the District reserves the right to contact any previously mentioned client about your performance.

**Tab 10: MISCELLANEOUS:** This section provides an opportunity for you to provide other information that the project team considers relevant. Be specific.

Award points on a scale of 1 to 30 with 30 being the highest

Points awarded 25.4

### Knowledge of Project (Tab 5)

**Tab 5: DEMONSTRATED UNDERSTANDING OF PROJECT/CLIENT'S GOALS:** In this section, proponents will discuss their understanding of the project and its goals, why they believe their firm/partnership/join venture is the most qualified to undertake the work and how they would approach the project. Project understanding. Provide a narrative that demonstrates your understanding of the project/strategy and project goals. Methodology. Provide a description or outline of the methodology. This should include how your project team will approach the project and its working relationship with others such as the District. Be specific about how your project team can translate the methodology you propose to meet program goals, interact with others outside of the project team who will be involved in the project and relevance of your approach to the District's intent and needs. Be specific about how your project team will work with the design/build contractor to assure quality performance. Provide information on any special services or techniques which you will offer which differentiates your proposal from any other.

Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded 8.8

### Minority Outreach (Tab 6)

**Tab 6: MINORITY/LOCAL OUTREACH:** Provide information about your past experience in encouraging minority participation and how this experience will provide you with the basis for involving local and minority participation on this project. This might include being a MBE firm or participation of MBE suppliers or vendors.

Award points on a scale of 1 to 5 with 5 being the highest score

Points awarded 4

### Length of Time for Completion of Project (Tab 7)

**Tab 7: SCHEDULE:** Assume all work will proceed in a prompt and orderly manner. The proposal should indicate the expected amount of time to perform the services listed. Consideration will be given to the firm which can perform the service within the least amount of time. A time line will be provided. Note: The contract will have a clause allowing AMCD to deduct money due from the contract total for contract completion after the contract's scheduled completion date (late). The contract will have a clause allowing AMCD to add money due from the contract total for contract completion before the contract's scheduled completion date (early). Penalties and rewards will be made in the amounts of \$1,000.00 for a full calendar month project is completed behind or ahead of schedule.

Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded 8.6

CONFLICT OF INTEREST & CLEAN HANDS DISCLOSURE FORM: Signed and notarized? Yes No

Were there any exceptions to the RFP document? Yes No (if Yes list below)

Total points 91.8

Ranking 1

### Committee Members

Richard Weaver  
PRINT NAME

[Signature]  
SIGNATURE

Kay GAINES  
PRINT NAME

Kay Gaines  
SIGNATURE

Paragita (Trish) Bricker  
PRINT NAME

[Signature]  
SIGNATURE

Scott Hann  
PRINT NAME

Scott Hann  
SIGNATURE

Ruide Rye  
PRINT NAME

Ruide Rye  
SIGNATURE

# RANKING FORM BID 20/21-1-1 (Tab: 11)

Firm Name Herrell Construction

Date 2/2/2021

## Construction Costs to Include:

Obtain all necessary permitting  
Construction of one metal building  
Including interior layout and displays  
Complete site work to include plaza,  
sidewalks, garden

A

B

C

Construction cost \$ 3,160,000.

General Conditions total cost \$ 305,000.

Other construction costs \$ 0

Total cost (lines A, B, C) \$ 3,465,000. (points price)

Award points on a scale of 1 to 45 with 45 points awarded to the lowest price

Points awarded 37.2

## Additional Cost Information

Alternate 1 cost: Solar Power \$ 162,000. (cost increases or decrease)

Alternate 2 cost, Playground equipment purchase & installation \$ 157,000. (cost increases or decrease)

Estimated Sales Tax savings \$ 80,000. (cost reduction)

## Project Cost

Total BID Contract Cost \$ 3,704,000.



## Experience of Firm/Firms (Tab's 1, 2, 3, 4, 8, 9 and 10)

**TAB 1: INTRODUCTION/COVER LETTER:** You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, but at the least, this section should include the name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

**Tab 2: BUSINESS ORGANIZATION:** In this section, you should describe your business organization and who will serve as major participants and their respective roles. Organization. State full name, address, telephone number and web address of the proposing firm.

Indicate whether those in the proposing group will operate as a sole proprietorship, individual, partnership, or corporation, and the state of its incorporation or license to operate.

As applicable, provide the name of the branch office or other subordinate element that will perform or assist in performing the services described herein.

Major participants. Interested parties may use joint venture partners or sub-consultants. If you plan to use this approach, provide the following in list form on a summary page (specific information about each partner or sub-consultant should be provided in the appendix, if desired).

A list of major participants, especially consultants, and complete addresses, and their role.

Should any of the participants include a Minority Business Enterprise (MBE), this should be noted.

Specific role in the project of each participant noted above.

Estimated percentages of participation of each participant noted above.

Confirmation of acceptance. By written confirmation, please note the following acceptance within the proposal (a signed statement will be sufficient).

Your firm/organization/joint venture consents that proposals will not be accepted from any company, firm, person, or party, parent or subsidiary, against which the District has an outstanding claim, or a financial dispute relating to prior contract performance with the District. Any time the District discovers such a dispute during any point of evaluation, the proposal will not be considered further.

Through a statement of disclosure, your firm/organization/joint venture will provide sufficient detail of any relationship, especially financial, between members of your firm and any District Board members, employees or their family members. This will allow the District to evaluate possible conflicts of interest. However, it will remain at the District discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.

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**Tab 3: FIRM EXPERIENCE / CAPABILITY:** In this section, proponents will provide a list of their firm's work on projects the same as this one or similar to this one. The information will be presented at least in summary form and than can be followed as appropriate by a narrative.

Same projects. On the first page(s) of this section, the following will be provided in summary form as a list for the same type projects, either completed or substantially completed by the firm.

NOTE: This should also be completed for each major joint venture partner or sub-consultant in the proponent's group

Name, location and description of project(s).

Date of project / completion date.

Describe the company's involvement in the project.

Value in dollars.

Size and scope of project.

Name of client's project manager and telephone number.

Name of architect of record and project architect and their role in this project.

Similar projects. To provide additional information, proponents can provide information on their work on projects related to this one (i.e. similar in design, construction or project approach), either completed or substantially completed.

**Tab 4: PROJECT TEAM:** This section will present those within your proposal who will deal directly on a day-to-day basis with this project.

Organizational chart. Provide an organization chart which gives a visual delineation of the organizational structure, and in particular, who will be interacting on a day-to-day basis between those on the design team and the District, especially the architect of record or the project architect (if different). A narrative of personnel and responsibilities can be included, as you deem appropriate. Within your organization chart, please note participation of any Minority Business Enterprise (MBE) or employees.

Summary of key personnel. On the first page(s) of this subsection, please provide a summary in list fashion of key personnel within the project team, their role in the project and a brief summary of their prior experience. This should be followed by a resume of each key staff person who will participate in the project, including key and relevant experience in similar projects.

Architect / project manager. Indicate who the assigned architect / project manager will be, the person's experience and background. The project manager's resume should be included and cover in detail their experience with similar projects

**Tab 8: FINANCIAL STRENGTH:** This section should provide information demonstrating that the firm is financially sound and possesses sufficient financial resources to accomplish the project.

**Tab 9: REFERENCES:** References (at least three) including contact, relationship, address and phone number. Note: the District reserves the right to contact any previously mentioned client about your performance.

**Tab 10: MISCELLANEOUS:** This section provides an opportunity for you to provide other information that the project team considers relevant. Be specific.

Award points on a scale of 1 to 30 with 30 being the highest

Points awarded

28.

### Knowledge of Project (Tab 5)

**Tab 5: DEMONSTRATED UNDERSTANDING OF PROJECT/CLIENT'S GOALS:** In this section, proponents will discuss their understanding of the project and its goals, why they believe their firm/partnership/join venture is the most qualified to undertake the work and how they would approach the project. Project understanding. Provide a narrative that demonstrates your understanding of the project/strategy and project goals. Methodology. Provide a description or outline of the methodology. This should include how your project team will approach the project and its working relationship with others such as the District. Be specific about how your project team can translate the methodology you propose to meet program goals, interact with others outside of the project team who will be involved in the project and relevance of your approach to the District's intent and needs. Be specific about how your project team will work with the design/build contractor to assure quality performance. Provide information on any special services or techniques which you will offer which differentiates your proposal from any other.

Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded 9.2

### Minority Outreach (Tab 6)

**Tab 6: MINORITY/LOCAL OUTREACH:** Provide information about your past experience in encouraging minority participation and how this experience will provide you with the basis for involving local and minority participation on this project. This might include being a MBE firm or participation of MBE suppliers or vendors.

Award points on a scale of 1 to 5 with 5 being the highest score

Points awarded 4.2

### Length of Time for Completion of Project (Tab 7)

**Tab 7: SCHEDULE:** Assume all work will proceed in a prompt and orderly manner. The proposal should indicate the expected amount of time to perform the services listed. Consideration will be given to the firm which can perform the service within the least amount of time. A time line will be provided. Note: The contract will have a clause allowing AMCD to deduct money due from the contract total for contract completion after the contract's scheduled completion date (late). The contract will have a clause allowing AMCD to add money due from the contract total for contract completion before the contract's scheduled completion date (early). Penalties and rewards will be made in the amounts of \$1,000.00 for a full calendar month project is completed behind or ahead of schedule.

Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded 8

CONFLICT OF INTEREST & CLEAN HANDS DISCLOSURE FORM: Signed and notarized? Yes No

Were there any exceptions to the RFP document? Yes No (If Yes list below)

Total points 86.6

Ranking 2

### Committee Members

Richard Weaver  
PRINT NAME

[Signature]  
SIGNATURE

Kay Gaines  
PRINT NAME

Kay Gaines  
SIGNATURE

Daragj (Tina) Becker  
PRINT NAME

[Signature]  
SIGNATURE

Scott Hanna  
PRINT NAME

[Signature]  
SIGNATURE

Rude Ave  
PRINT NAME

Rude Ave  
SIGNATURE

# RANKING FORM BID 20/21-1-1 (Tab: 11)

Firm Name Nimsre

Date 2/2/2021

## Construction Costs to Include:

Obtain all necessary permitting  
Construction of one metal building  
Including interior layout and displays  
Complete site work to include plaza,  
sidewalks, garden

A

B

C

Construction cost \$ 1,453,000.

General Conditions total cost \$ 104,000.

Other construction costs \$ 286,000.

Total cost (lines A, B, C) \$ 1,843,000 (points price)

+ 431,337,

2,274,337

Points awarded

40.6

Award points on a scale of 1 to 45 with 45 points awarded to the lowest price

## Additional Cost Information

Alternate 1 cost: Solar Power \$ 56,000 (cost increases or decrease)

Alternate 2 cost, Playground equipment purchase & installation \$ 167,000 (cost increases or decrease)

Estimated Sales Tax savings \$ 8,000 (cost reduction)

## Project Cost

Total BID Contract Cost \$ 2,489,337

$$\begin{array}{r}
 - 15,000 \\
 + 5,000. \\
 + 6,777. \\
 + 404,560 \\
 + 15,000 \\
 \hline
 \$ 431,337
 \end{array}$$



## Experience of Firm/Firms (Tab's 1, 2, 3, 4, 8, 9 and 10)

**TAB 1: INTRODUCTION/COVER LETTER:** You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, but at the least, this section should include the name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

**Tab 2: BUSINESS ORGANIZATION:** In this section, you should describe your business organization and who will serve as major participants and their respective roles. Organization. State full name, address, telephone number and web address of the proposing firm.

Indicate whether those in the proposing group will operate as a sole proprietorship, individual, partnership, or corporation, and the state of its incorporation or license to operate.

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Award points on a scale of 1 to 30 with 30 being the highest

Points awarded 24.4

### Knowledge of Project (Tab 5)

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Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded

5

### Minority Outreach (Tab 6)

**Tab 6: MINORITY/LOCAL OUTREACH:** Provide information about your past experience in encouraging minority participation and how this experience will provide you with the basis for involving local and minority participation on this project. This might include being a MBE firm or participation of MBE suppliers or vendors.

Award points on a scale of 1 to 5 with 5 being the highest score

Points awarded

3.6

### Length of Time for Completion of Project (Tab 7)

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Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded

8.4

CONFLICT OF INTEREST & CLEAN HANDS DISCLOSURE FORM: Signed and notarized? Yes No

Were there any exceptions to the RFP document? Yes No (If Yes list below)

Total points

82.0

Ranking

3

### Committee Members

Richard Weaver  
PRINT NAME

[Signature]  
SIGNATURE

Kay GAINE  
PRINT NAME

Kay Gaine  
SIGNATURE

Paragida (Trish) Becker  
PRINT NAME

[Signature]  
SIGNATURE

Scott Hanna  
PRINT NAME

[Signature]  
SIGNATURE

Rude the  
PRINT NAME

Rude the  
SIGNATURE







## Internship Program Report 2020



Whitney A. Qualls, MS, PHD  
Science Manager/Entomologist

### Intern Resources



- University of North Florida (13)
- University of Florida (3)
- University of Miami (9)
- University of South Florida (2)
- University of Central Florida (1)
- University of North Carolina (2)
- University of New England (1)
- Johns Hopkins University (2)
- Florida State University (1)
- Flagler College (15)
- St. Johns River State College (2)
- Kasetsart University, Thailand (1)
- Local high school (6)
- Cornell University (1)
- Western Carolina University (6)
- Eastern Carolina University (1)
- Georgia Southwest State University (1)

Total number of interns trained  
since 2005



- 27 graduate students
- 34 undergraduate students
- 6 high school senior students
- Total to date: 67

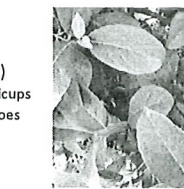
Olivia Sypes (January 7<sup>th</sup>- April 7<sup>th</sup>, 2020)

- B.S. Biology, Georgia Southwestern State University
- Goal:  
To put her studies to practical use,  
expanding her knowledge of  
mosquito biology and control.



### Projects

- Sterile Insect Technique (SIT)
  - BG Trapping & setting out ovicups
  - Release sterile male mosquitoes
  - Egg hatching
  - Mosquito Identification



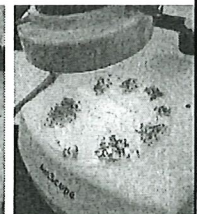
### Overall Experience

Learned that mosquito control is essential to enhancing the quality of life in many regions.

- Importance of Time Management- Learned how to effectively get all required tasks done correctly and on time
- Importance of Documentation- Learned how to clearly and accurately document practices and results
- Importance of Developing Relationship and Teamwork- Learned how to work with others, not only for being productive, but also to make the workplace experience enjoyable



Before internship



After internship

### Jessica Baynocky (January 6<sup>th</sup>-November 19<sup>th</sup>, 2020)

- University of North Florida
- B.S.H. in Health Science with a minor in Health Education
- Goal to learn integrated mosquito control as it applies to public health



### Internship Projects

- Assisted with laboratory projects
  - Keystone virus surveillance traps
  - Barrier treatment testing
  - Cleaning equipment used for pesticide efficacy testing
  - Constructing bioassay cages
  - Insectary assistance
    - Cleaning cages and vials
    - separating pupae
- Assisted in operations
  - Inspected properties, ditches, swamps
  - Applied mosquito control products in problematic areas after inspection
  - Instructed people on how to prevent mosquito breeding on their properties
  - Placement of *Gambusia* fish

### Overall Experience

- Developed laboratory skills in an active lab setting
- New understanding of the scope of mosquito control, both in the lab and field
- Understanding of common mosquito environments and biological controls



### Lea Bangonan (2/20/2020-12/31/2020)

- B.S. Environmental Health, Western Carolina University
- Project: Keystone Virus Survey (DACS/UF/EPI funded)



### Projects

- Keystone Virus Survey
  - Collected *Ae. atlanticus*, *Ae. albopictus*, and *Ae. infirmatus*
  - Trapped using BG sentinel, gravid, CDC light, resting traps, and aspirators
  - Identified and pooled mosquitoes for virus testing
- EEE/WNV
  - Collected blood fed mosquitoes using resting traps
- Surveillance Program
  - BGs, CDC light traps, and ovicups
- SIT Project
- ULV Field Testing
- Laboratory Experiments



### Overall Experience

- Furthered knowledge on the different aspects of mosquito control, field, lab and operations
- Gained valuable skillsets for trapping, identifying and pooling mosquitoes
- Developed better interpersonal skills
  - Attending/speaking at FMCA
  - Participating in community outreach



## Mandi Pearson (September- December 2020)

- B.S. Environmental Health  
Western Carolina University
- Project:  
Keystone Virus Survey  
(DACS/UF/EPI funded)



## Projects

- Insectary
  - Assisted with the maintenance of the insectary
- Field experiments—MGK and NECE
- Keystone Virus Survey
  - Collected *Ae. atlanticus*, *Ae. albopictus*, and *Ae. infirmatus*
  - Trapped using BG sentinel, gravid, CDC light, resting traps, and aspirators
- EEE/WNV
  - Collected blood fed mosquitoes using resting traps
- Surveillance Program
  - BGs, CDC light traps, and ovicups



## Overall Experience

- Furthered knowledge on the different aspects of mosquito control, field, lab and operations
- Gained valuable skillsets for trapping, identifying and pooling mosquitoes
- Developed better interpersonal skills
  - Attending/speaking at FMCA
  - Participating in community outreach



## Madeline Steck (May 4<sup>th</sup>-July 30<sup>th</sup>, 2020 )

- B.S. Microbiology and Cell Science  
University of Florida
- Masters of Public Health,  
Environmental Health  
University of Florida
- Project title:  
"Spatiotemporal analyses of *Aedes atlanticus* and *Aedes infirmatus* and associations with arbovirus transmission in St. Johns County, Florida"



## Project



- Developed skillsets in spatial epidemiology
  - Used AMCD mosquito and sentinel chicken surveillance records
  - Mapped historical population hotspots of *Ae. atlanticus* and *Ae. infirmatus*
  - Used statistics to assess the relationship between mosquito abundance and rainfall, land cover, and frequency of chicken arbovirus infection
- Overall results:
  - Increased understanding of *Ae. atlanticus* and *Ae. infirmatus*
  - Developed a methodology to help inform future decisions in surveillance of mosquitoes and vector-borne disease
  - Wrote a manuscript (accepted for publication)

17

## Additional internship experiences



Shadowed mosquito control technicians in the field

Involved in mosquito surveillance program and weekly trap deployment

Gained a greater knowledge of mosquito ecology and identification

Assisted with laboratory studies of product efficacy



### McKinley Chapman (August 17<sup>th</sup>, 2020 – January 29<sup>th</sup>, 2021 )

- BSH in Public Health, minor in Health Education  
University of North Florida
- Goal: Understand and gain knowledge about mosquito-borne diseases, applied research, and disease vector basic biology and control.



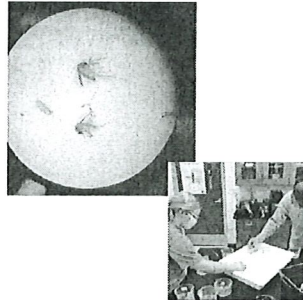
### Projects

- Sterile Insect Technique (SIT)
  - Examined the use of SIT in St. Augustine, FL
- DOD/DWFP Grant Service Request Data
  - Collection of service request data from 2004-2019
- BTI Toxic Sugar Bait Greenhouse Study
  - Studied the efficacy of BTI as a TSB against both adult and larval mosquitos



### Overall Experience

- Gained an understanding of mosquito biology and habitats
- Gained experience working on research and in the insectary/lab
- Developed interpersonal skills, problem solving skills, and overall understanding of mosquito control



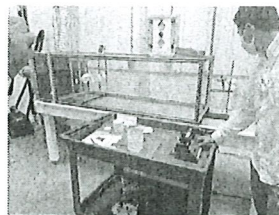
### Dylan Rodriguez (Partial fund: CDC/SECEVD)

- Currently attending Flagler College  
B.S. in Coastal Environmental Science
- Goals: To gain a better understanding of mosquito interactions with the environment and to research mosquito control methods.



### Projects

- Efficacy evaluation of Bigshot Maxim adulticide against susceptible and resistant strains of *Aedes aegypti*
- SIT Program
- Sentinel Chickens
- Field studies



### Overall Experience

- Techniques used to keep residents of SJC safe
- Sentinel chickens to monitor viruses
  - CDC light traps to monitor populations
  - Larvicides and adulticides to control mosquito populations



#### Ecology and biology of mosquitos

- Mosquitos come in a variety of genera and species
- Not all species are attracted to the same food source
- They live in a wide variety of ecosystems and are well suited for urban areas

Thank you







NB #1

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](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 & Commissioner Mrs. Brandhorst

DATE: February 11, 2021

RE: Update major work plan for next 5 years

---

Commissioner Mrs. Catherine Brandhorst requested for update AMCD's major work plan for next 5 years which was discussed and updated in January, 2019 (attached). The plan has been 2 years and have some changes. This is for discussion and inputs. We will develop a detail plan for each project back for consideration and approval at necessary.

1. Installations of all spraying equipment for the 2 new helicopters and make sure all three helicopters will operationally run during the mosquito seasons.
2. Continue Good Laboratory Practice (GLP) process and conduct a couple of GLP studies. Contact with IVCC/WHO for schedule of inspection and certificate.
3. Build Disease Vector Education center and complete the project by the end of 2022.
4. Search for SIT building fund and finish design by the end of 2021 (budget \$300K) and ground break in 2022, and complete finish by the end of 2023.
5. Still consider about possible expansion in 2024-2025.
6. Finish the DoD's control action threshold grant by the end of 2023 and CDC smart cage grant by the end of 2020.
7. Continue organize annual arbovirus and mosquito control workshop and collaborate with NECE for equipment demo.
8. Continue collaborations with Federal, State, University, and industry for applied research.

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120 EOC Drive, St. Augustine, Florida 32092

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

2018 MEMO

**DISTRICT DIRECTOR**

Dr. Rui-de Xue



**BOARD OF COMMISSIONERS:**

Gary Howell, Chairperson

Gina LeBlanc, Vice-Chairperson

Vacant, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Jeanne Moeller, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: December 4, 2018

RE: Major Work Plan for the Next 5 YEARS

Dear Board members:

I would like to propose the following major work plan (outline) for the next 5 years, for discussion and input. After your input, we will develop a detailed work plan and bring the plan back to the Board for consideration and approval. Thank you for your support.

## **Major Work Plan for the Next 5 Years**

1. 70 Year Anniversary Celebration in 2019: The purpose of this is to promote public relations and education about the importance and significance of mosquito control and to review the accomplishments and achievements of AMCD's contribution to the county's quality of life in the past 70 years. Budget for this is \$3,000.
2. To finish all facility construction and equipment installations in 2019: The budget for this is in the 2018-2019 budget already. The purpose of this is to have a modern and state of the art facility in order to qualify to apply for the Good Lab Practices and Certification.
3. To start operational running of the aerial program from March 6, 2019: The budget for this is in the 2018-2019 budget already.
4. To plan for the application for the Good Laboratory Practice (GLP) and evaluation and certification, 2019-2023: The budget for this is \$5,000 per year for 5 years for a total of \$25,000.
5. To build a Disease Vector Museum in 2020-2021: The budget for this will be \$350,000. The purpose is to promote public education about prevention and control of vector-borne diseases.
6. District Expansion: This is to provide service for the whole Nocatee area, Flagler Estates, and partial State Road 13 in Putnam County for a multicounty service in 2021-2023. The budget for this is \$12,000 (\$4,000 per year). After the multicounty service, we may consider changing the District's name to "The Northeastern Florida Mosquito Control, Education, and Research Center" after 5 years, if necessary.

Other Major Plans for 2019:

1. Reorganization of the Organization Chart.
2. Effectiveness evaluation of the aerial operations, especially ULV barrier spraying for canopy areas and buffer zones.
3. The Workshop in March will have an emphasis on arbovirus and insecticide efficacy.
4. Continue collaborations to promote new technology, such as SIT, Wolbachia-infected mosquito release, and personal protection by repellent application.





# Anastasia Mosquito Control District of St. Johns County

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## 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

DATE: February 11, 2021

RE: Discussion and approval of the 17<sup>th</sup> annual workshop & equipment demonstration

---

The 17<sup>th</sup> annual arbovirus surveillance and mosquito control workshop, AMCD, March 30-April 1, 2020 was cancelled in middle of March 2020 due to COVID-19 pandemic.

We plan to reorganize the 17<sup>th</sup> arbovirus surveillance and mosquito control workshop in conjunction with the NECE and AMCD equipment demonstration at AMCD, May 10-12, 2021 if the COVID-19 pandemic under limitation/control. The 1<sup>st</sup> day will be international and national program, the 2<sup>nd</sup> day will be State and local programs, and the 3<sup>rd</sup> day will be technology and industry equipment demonstration. We still plan to follow the CDC's recommendation for social distance and wearing face masks/covers and hold the workshop in our helicopter hangar and have individual lunch bag.

Currently, Federal laboratories, State governmental agencies, Universities, and some Industries are still under travel restriction. Due to health safety and liability issue, I would like to have the Board members inputs and recommend the Board to motion and approve the temporary workshop date (May 10-12, 2021) and schedule.

Thanks for your support.







Director report (January 2021)

**Program Management:**

**Customer & professional service and service request process:** AMCD answered 13 for service requests in Jan. Dr. Xue, Dr. Qualls, Dr. Peper, and others reviewed 6 manuscripts for different journals at the editors' requests. Dr. Xue as the Editor continues to work on the new volume of the JFMCA manuscript process. Dr. Qualls as Co-Chair organized the FMCA's virtual Dodd short courses. Dr. Xue as Chair for the FMCA research advisory committee provided the research priority to the FCCMC on Jan 19.

**Surveillance:** Continued BG sentinel traps with BG lures and dry ice and ovitraps for *Aedes* mosquito surveillance once a week. BG traps collected 376 adult mosquitoes (majority was *Culex* and *Anopheles*).

**Operation & aerial program:** Positive larval dips were 88 and treated larvae for 21 times for 42 acres by ground application. Chief Pilot and A&P Mechanic work on helicopter annual maintenance and order equipment for other two helicopters.

**Applied research:** Collaborative with UF & USDA/CMAVE about CDC grant subcontract about SIT project has been extended to June, 2021. Continued DoD action threshold grant. Central Life about candle project and ThermoCell repellent evaluation have been continued. One book chapter about repellent has been submitted and revised.

**Education:** Face book, twitter, and website have been updated frequently. Commissioner Becker and Dr. Qualls gave another interview with a local radio station. Annual mandatory training has been planned. Several employees registered for eth FMCA Dodd short courses.

**Business Management:**

**Serve to the Board of Commissioners:** Staff prepared for January 14's Board meeting. Work with Chairperson for the SIT proposal to the legislation.

**Budget and Auditor:** Board approved the new committee members for the financial committee. Commissioner Ms. G. Gardner as the new committee chairperson.

**Contract:** The RFP for Disease Vector Education building and equipment have been collected and opened on Feb 2. Several companies visited AMCD facility for their references for bidding.

**Safety:** CDC's recommendation about COVID-19 prevention is still encouraged at AMCD facility.

**Insurance:** Health insurance, dental, and life insurances have been renewed.

**HR:** Miss Lea Bangonan has started as Biological Technician for the CDC grant contract position from January 4, 2021 for two years. One intern student from UNF ended her service on Jan 27, 2021, and one intern from Flagler College extended for 6 months in 2021. One UF/FMEL technician works at AMCD and started from Jan 11 2021.

**Meeting:**

Jan 4. 1pm. Staff meeting to arrange the work.

Jan 5. Met Commissioner Mrs. Moeller about agenda.

Jan. 6. Teleconference with Lee CMCD about pilot hand-on training.

Jan 7. Staff deliver Board books

Jan 11. 8am. Met technician hired by UF/FMEL and work at AMCD. 10:30am. Attended Lee CMCD teleconference about aerial training.

Jan 12. Met and gave a Visitor a tour of facility. Communicated with Commissioner Mrs. Becker about meeting safety issue and conversation with Commissioner Mrs. LeBlanc about agenda.

Jan 13. Tele- conversation with Mrs. Moeller about meeting safety and proposed agenda.

Jan 14. Staff host 8 people from Brevard CMCD for facility tour. 5pm. Attended Board meeting.

Jan 19. 10am. Attended the FCCMC meeting and gave a report about the FMCA Research Advisory Committee inputs for the priority of research. 2pm. Held staff MEETING. 4PM. Attended UF/EE about CDC zoom meeting.

Jan 20. 9am. Attended UF/EPI seminar about nanotechnology.

Jan 21. 7am. Attended Kiwanis Club meeting about school board update. 9am-1:30pm. Attended virtual meeting about easter flood water mosquito management.

Jan 22. 10:30am. Attended UF/FMEL seminar about genetics and vector competence of mosquitoes.

Jan 25. 9-10am. Attended administration assistant interview.

Jan 26. 11:30am. Met Commissioner Mrs. Moeller about SIT and proposed agenda.

Jan 27. 2pm. Attended ESA seminar about award nomination. 3pm. Attended vector control mapping demonstration.

Jan 28. 10am. 9am. Attended SIT grant meeting. 10am. Attended DACS's Director meeting. 11:30am. Teleconference with Dr. Debboun about ESA and manuscript.

# Treatment Summary January 2021

From Date : 01-01-2021

To Date : 01-31-2021

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	454 ea	1.41 acre	322.68 ea / acre	7 times
Altosid XRG	40 lb	6.67 acre	6 lb / acre	1 times
B.t.i. Briquets	35 ea	0.08 acre	436.54 ea / acre	5 times
Cocobear	18 fl oz	0.05 acre	384.02 fl oz / acre	1 times
VectoBac 12AS	520 fl oz	32.5 acre	16 fl oz / acre	7 times



# Task Time Summary January 2021

From Date : 01-01-2021

To Date : 01-31-2021

Zone : All

Employee Name : All

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	1171:20 hrs	192	5125:15 hrs
Aerial Ground Crew	52:01 hrs	8	
Aerial Maint	265:35 hrs	52	
Aerial Survey	15:00 hrs	5	
AM Briefing	32:02 hrs	90	
Annual Leave	196:45 hrs	43	
Assist	04:00 hrs	1	
Building & Grounds Work	678:53 hrs	176	
Chicken Program	07:49 hrs	9	
Computer Repair	138:30 hrs	22	
Daily Paperwork	25:48 hrs	64	
Field Experiment	198:50 hrs	56	
Fish Program	14:13 hrs	14	
GLP Management	78:38 hrs	35	
Ground Larvicide	38:20 hrs	21	
Ground Site Inspection	177:56 hrs	77	
Hand Adulticide	00:05 hrs	1	
Holiday	310:00 hrs	33	
Insectary	204:45 hrs	52	
Inventory	05:35 hrs	2	
Lab Experiment	98:45 hrs	40	
Mechanics Time	226:08 hrs	24	
Meeting	117:45 hrs	99	
Molecular Lab Work	137:45 hrs	44	
Mosquito Trap BG	58:43 hrs	23	
Mosquito Trap ID	14:30 hrs	7	
Mosquito Trap OV	00:15 hrs	15	
Mosquito Traps Misc	00:14 hrs	1	
Produce Papers & Programs	211:10 hrs	65	
Project Research	329:40 hrs	82	
Resupplying Trucks	07:25 hrs	13	
Sick Leave	189:15 hrs	23	
Source Reduction (tires)	07:01 hrs	3	
Supervisory	66:44 hrs	27	
Training Classroom	23:45 hrs	7	
Training Field	07:00 hrs	1	
Travel	00:45 hrs	1	
Vehicle Maintenance	12:20 hrs	4	