

# Anastasia Mosquito Control District

of St. Johns County

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



District Board Meeting

**June 17, 2021**

Thursday at

**5:00 P.M**



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

**PROPOSED AGENDA**

Thursday, June 17, 2021  
5:00 P.M.

**Invocation and Pledge:**

By Commissioner Mrs. Brandhorst

**Proclamation by Commissioner Mrs. Becker**

**Consent Items: APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, May 13, 2021 at 5:00 P.M.
5. Renewal of auditor contract for auditing FY20/21
6. Approval Mrs. Becker use the airline tickets credits to visit Rutgers University's Center for Vector Biology, New Jersey or Puerto Rico Vector Control Agency, San Juan.
7. Payroll software update
8. Quarterly budget analysis
9. Budget Amendments

**New Business:**

1. Report about school research project ... Commissioner Mrs. Becker (15 min)
2. Discussion and approval of the RFP for the SIT mass rearing facility ... Business Manager ... Mr. Weaver (15 min)

**Unfinished Business:**

1. Discussion and approval of the FY 21/22 draft budget ... Director Dr. Xue & C.F.O. Mr. Hanna (30 min). Please bring your draft budget books distributed on May 13.

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments:** FOR INFORMATION PURPOSES ONLY

# Proclamation

Print

Close

**From:** Trish "The Commish" Becker (TBecker4AMCD@protonmail.com) **Date:** Sun, 23 May 2021 20:56:49 +0000  
**To:** 'Wayne Flowers', Dr. Rui-De Xue, 'Jeanne Moeller', Gina LeBlanc, Anita Bigger, Catherine brandhorst, hkeating@amcdf.org, shanna@amcdf.org, rweaver@amcdf.org, 'Kay Gaines'  
**Subject:** June Agenda  
**Attachments:** trish-email-signature.jpg, PRID PROCLAMATION.doc

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Good afternoon,

I am once again asking, personally, for the City of St. Augustine to pass a LGBTQIA+ Pride for the month of June tomorrow. Already, the City of St. Augustine Beach approved it on May 3rd, 2021. I recently spoke with Dr. Xue who stated we are able to make our own Proclamations, and so I would like to add to the June agenda to present, vote and pass a Proclamation to declare June as Pride Month at AMCD.

For the last several years I have personally asked the St. Augustine City and Beach Commissioners along with the House of Prism, and it has passed each year unanimously. I would like to see us, AMCD, as a District to also pass this. It is a public statement saying that we support our LGBTQIA+ employees (which we have) and community members. This makes a big difference in our gay community, employees, and the youth to show that we care.

This Proclamation is only for ceremonious purposes, nothing happens. We just read it and present the paper to the local group leadership of The House of Prism. We do not need to decorate the campus, make everyone carry pride flags or put on a parade. It is just a kind gesture to make as we see the hate that still exists surrounding the topic. As a straight person it is easy to think this doesn't do anything, but if you listen to what an impact it makes on them, it is the least we can do.

Please let Mr. Flowers and Dr. Xue know if this is possible, and I can invite the group to our June 17th meeting.

I have attached a copy almost identical to the ones the St. Augustine City and Beach sign, and read aloud, but with our logo and name instead. Here is a direct link to the City Commissioners 2020 meeting on it where you can view the Proclamation there.

<https://staugustinefl.swagit.com/play/06222020-523>

**Commissioners Please do not reply to me!**

## Trish Becker

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Commissioner  
Anastasia Mosquito Control District

[www.TrishTheCommish.com](http://www.TrishTheCommish.com)



Sent with [ProtonMail](#) Secure Email.



## **PROCLAMATION**

***WHEREAS**, 233 years ago, our founding fathers wrote the United States Constitution whose preamble states, "We the people, in Order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America;" and*

***WHEREAS**, the United States of America has made significant progress toward a more perfect union, this progress has not come all at once, and our country still strives to establish justice, welfare, liberty, and tranquility for all; and*

***WHEREAS**, on June 26, 2015, the United States Supreme Court held that the fundamental right to marry belongs to same-sex couples in all 50 states, a victory for all who fought for equality and recognition of their Unions; and*

***WHEREAS,** lesbian, gay, bi-sexual, transgender, queer/questioning, intersex, and asexual (LGBTQIA) people are valued members of our families, community, and history; and*

***WHEREAS,** We continue to support all LGBTQIA+ people including those who are Black, Brown, Indigenous, People of Color and White people regardless of their various intersectionality; their gender, gender identity, sexuality, race, class, disability, nationality, and location;*

***WHEREAS,** we must continue to support the rights of every citizen to experience equality and freedom from discrimination and recognize the continued need for education and awareness to end discrimination and prejudice.*

***WHEREAS,** it is with most profound regard that we recognize the struggles of our neighbors, family members, friends, and all of past and present peoples of St. Johns County who have suffered, fought, and died for loving whom they love. Particularly we remember the victims of anti-gay violence in Florida including the 49 lives taken on June 12, 2016, at the Pulse Nightclub in Orlando.*



***NOW, THEREFORE,** the Board of Commissioners of the Anastasia Mosquito Control District does hereby proclaim June 2021, as **PRIDE MONTH,** and urges all our citizens to stand as an ally with our family, friends, co-workers and neighbors in the face of prejudice wherever it exists, and to embrace the great diversity within our community.*

***IN WITNESS WHEREOF,** we hereunto set our hands and do cause the Seal of the Anastasia Mosquito Control District to be affixed this 17<sup>th</sup> day of June in the year of our Lord two thousand twenty-one.*

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*Jeanie Moeller, Chairwoman*

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*Trish Becker, Vice Chairwoman*



# Consents



ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

May 2021 Reconcile

Report for June 2021 Meeting

Cash Balances Ending:

5/31/21

Local Fund	\$	5,110,352.52	
S.B.A. Fund	\$	5,476,164.26	
Bank of America	\$	280,786.63	(E-Pay Account)
<b>Total Funds as of 05/31/21</b>	<b>\$</b>	<b>10,867,303.41</b>	

Source of Income Local/ SBA Fund:

5/31/21

Taxes	\$	-	(Gross, before Tax Collector's Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	515.86	
Local Fund, Interest	\$	-	
Grant Momey	\$	60,541.89	Dept. of Defense, Smart Cage/ UF, SIT
Surplus Sales	\$	-	
Dormatory Rent	\$	296.70	
<b>Total Deposits by 05/31/21</b>	<b>\$</b>	<b>61,354.45</b>	

CHEMICAL & INSECTICIDE INVENTORY

Report for June 2021 Meeting

Summary

VOUCHERS PRESENTED

Report for June 2021 Meeting

Local Fund      Several

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

From 05/01/21 through 05/31/21

Date	Num	Name	Memo	Clr	Amount	Balance
<b>110 · Wells Fargo Bank - Local</b>						5,499,558.07
110-A · QuickBooks Bill Pay						-8,924,378.32
Total 110-A · QuickBooks Bill Pay						-8,924,378.32
<b>110 · Wells Fargo Bank - Local - Other</b>						14,423,936.39
05/03/2021	Direct Dep	Catherine Brandhorst		X	-100.00	14,423,836.39
05/03/2021	Direct Dep	Gayle Gardner		X	-100.00	14,423,736.39
05/03/2021	Direct Dep	Gina LeBlanc		X	-100.00	14,423,636.39
05/03/2021	Direct Dep	Jeanne Moeller		X	-100.00	14,423,536.39
05/03/2021	Direct Dep	Panagiota Becker		X	-100.00	14,423,436.39
05/03/2021	WIRE	Foster's Aircraft Refinishing...	Project 11...	X	-4,400.00	14,419,036.39
05/05/2021	WIRE	GSA Federal Acquisition S...		X	-10,001.00	14,409,035.39
05/06/2021	8057	Compass Group Inc.	Invoice #2	X	-24,590.67	14,384,444.72
05/06/2021	9-#425R	Thermacell Repellants, Inc.	Receipt of ...	X	40,000.00	14,424,444.72
05/10/2021	8058	South Walton County Mosq...	Refund for ...	X	-1,400.00	14,423,044.72
05/10/2021	WIRE	Dart Aerospace Ltd.		X	-6,116.00	14,416,928.72
05/11/2021	8059	Florida U.C. Fund	UT ACCT#...	X	-1,413.62	14,415,515.10
05/11/2021	8060	Nationwide Retirement Ser...	Entity Cod...	X	-1,085.00	14,414,430.10
05/11/2021	Electr. Deb	Paypal		X	-1.99	14,414,428.11
05/11/2021		wells Fargo		X	-92.95	14,414,335.16
05/12/2021	9-#417	Florida Retirement System	March 20...	X	-30,347.41	14,383,987.75
05/13/2021	9-#418	Payroll	Taxes Wit...	X	-17,756.53	14,366,231.22
05/13/2021	9-#418	Payroll	Bank Acco...	X	-3,270.16	14,362,961.06
05/13/2021	9-#418	Payroll	Credit Union	X	-968.39	14,361,992.67
05/13/2021	9-#418	Payroll	Net Pay to ...	X	-50,862.21	14,311,130.46
05/13/2021	9-#477	Laryssa Fanny	May 2021, ...	X	696.70	14,311,827.16
05/13/2021	Direct Dep	Ralph Bruner		X	-91.32	14,311,735.84
05/18/2021	Phone Pay	Bank of America	4356 2200...	X	-15,385.99	14,296,349.85
05/18/2021	Direct Dep	Dana Smith		X	-73.00	14,296,276.85
05/18/2021	Direct Dep	Ralph Bruner		X	-73.00	14,296,203.85
05/19/2021	9-#425R	SmartCage-UF	04/01/21 t...	X	24,756.57	14,320,960.42
05/19/2021	WIRE	Rivkin Aircraft Corporation		X	-2,564.83	14,318,395.59
05/20/2021	9-#425R	Central Life Sciences	\$2,000 pe...	X	6,000.00	14,324,395.59
05/20/2021	9-#476R	Defense Dept	Grant Mon...	X	16,405.14	14,340,800.73
05/25/2021	WIRE	GSA Federal Acquisition S...		X	-26,401.00	14,314,399.73
05/25/2021	Direct Dep	Dana Smith		X	-45.72	14,314,354.01
05/25/2021	Direct Dep	Kai Blore		X	-1,612.07	14,312,741.94
05/26/2021	8061	Nationwide Retirement Ser...	Entity Cod...	X	-1,125.00	14,311,616.94
05/26/2021	WIRE	Bank of America	4356 2200...	X	-200,000.00	14,111,616.94
05/26/2021	9-#479	Allison Hartnett	Taxes Wit...	X	-58.10	14,111,558.84
05/26/2021	9-#479	Allison Hartnett	Bank Acco...	X	0.00	14,111,558.84
05/26/2021	9-#479	Allison Hartnett	Credit Union	X	0.00	14,111,558.84
05/26/2021	9-#479	Allison Hartnett	Net Pay to ...	X	-243.56	14,111,315.28
05/27/2021	9-#476	Payroll	Taxes Wit...	X	-18,656.95	14,092,658.33
05/27/2021	9-#476	Payroll	Bank Acco...	X	-2,851.16	14,089,807.17
05/27/2021	9-#476	Payroll	Credit Union	X	-725.00	14,089,082.17
05/27/2021	9-#476	Payroll	Net Pay to ...	X	-54,231.33	14,034,850.84
05/28/2021	Direct Dep	Michael Phillips		X	-120.00	14,034,730.84
Total 110 · Wells Fargo Bank - Local - Other					-389,205.55	14,034,730.84
Total 110 · Wells Fargo Bank - Local					-389,205.55	5,110,352.52
<b>TOTAL</b>					<b>-389,205.55</b>	<b>5,110,352.52</b>

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**110 - Wells Fargo Bank - Local, Period Ending 05/31/2021**

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	<u>May 31, 21</u>
Beginning Balance	5,500,643.07
Cleared Transactions	
Checks and Payments - 36 items	-477,023.96
Deposits and Credits - 7 items	87,858.41
Total Cleared Transactions	<u>-389,165.55</u>
Cleared Balance	<u><u>5,111,477.52</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-1,125.00
Total Uncleared Transactions	<u>-1,125.00</u>
Register Balance as of 05/31/2021	<u><u>5,110,352.52</u></u>
New Transactions	
Deposits and Credits - 1 item	388.10
Total New Transactions	<u>388.10</u>
Ending Balance	<u><u>5,110,740.62</u></u>

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**110 - Wells Fargo Bank - Local, Period Ending 05/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,500,643.07
<b>Cleared Transactions</b>						
<b>Checks and Payments - 36 items</b>						
Bill Pmt -Check	04/29/2021	8056	Nationwide Retirem...	X	-1,085.00	-1,085.00
Bill Pmt -Check	05/03/2021	WIRE	Foster's Aircraft Refi...	X	-4,400.00	-5,485.00
Bill Pmt -Check	05/03/2021	Direct ...	Gayle Gardner	X	-100.00	-5,585.00
Bill Pmt -Check	05/03/2021	Direct ...	Gina LeBlanc	X	-100.00	-5,685.00
Bill Pmt -Check	05/03/2021	Direct ...	Jeanne Moeller	X	-100.00	-5,785.00
Bill Pmt -Check	05/03/2021	Direct ...	Panagiota Becker	X	-100.00	-5,885.00
Bill Pmt -Check	05/03/2021	Direct ...	Catherine Brandhorst	X	-100.00	-5,985.00
Bill Pmt -Check	05/05/2021	WIRE	GSA Federal Acquis...	X	-10,001.00	-15,986.00
Bill Pmt -Check	05/06/2021	8057	Compass Group Inc.	X	-24,590.67	-40,576.67
Bill Pmt -Check	05/10/2021	WIRE	Dart Aerospace Ltd.	X	-6,116.00	-46,692.67
Bill Pmt -Check	05/10/2021	8058	South Walton Count...	X	-1,400.00	-48,092.67
Bill Pmt -Check	05/11/2021	8059	Florida U.C. Fund	X	-1,413.62	-49,506.29
Bill Pmt -Check	05/11/2021	8060	Nationwide Retirem...	X	-1,085.00	-50,591.29
Check	05/11/2021		wells Fargo	X	-92.95	-50,684.24
Bill Pmt -Check	05/11/2021	Electr...	Paypal	X	-1.99	-50,686.23
General Journal	05/12/2021	9-#417	Florida Retirement S...	X	-30,347.41	-81,033.64
General Journal	05/13/2021	9-#418	Payroll	X	-50,862.21	-131,895.85
General Journal	05/13/2021	9-#418	Payroll	X	-17,756.53	-149,652.38
General Journal	05/13/2021	9-#418	Payroll	X	-3,270.16	-152,922.54
General Journal	05/13/2021	9-#418	Payroll	X	-968.39	-153,890.93
Bill Pmt -Check	05/13/2021	Direct ...	Ralph Bruner	X	-91.32	-153,982.25
Bill Pmt -Check	05/18/2021	Phone...	Bank of America	X	-15,385.99	-169,368.24
Bill Pmt -Check	05/18/2021	Direct ...	Ralph Bruner	X	-73.00	-169,441.24
Bill Pmt -Check	05/18/2021	Direct ...	Dana Smith	X	-73.00	-169,514.24
Bill Pmt -Check	05/19/2021	WIRE	Rivkin Aircraft Corpo...	X	-2,564.83	-172,079.07
Bill Pmt -Check	05/25/2021	WIRE	GSA Federal Acquis...	X	-26,401.00	-198,480.07
Bill Pmt -Check	05/25/2021	Direct ...	Kai Blore	X	-1,612.07	-200,092.14
Bill Pmt -Check	05/25/2021	Direct ...	Dana Smith	X	-45.72	-200,137.86
Check	05/26/2021	WIRE	Bank of America	X	-200,000.00	-400,137.86
General Journal	05/26/2021	9-#479	Allison Hartnett	X	-243.56	-400,381.42
General Journal	05/26/2021	9-#479	Allison Hartnett	X	-58.10	-400,439.52
General Journal	05/27/2021	9-#476	Payroll	X	-54,231.33	-454,670.85
General Journal	05/27/2021	9-#476	Payroll	X	-18,656.95	-473,327.80
General Journal	05/27/2021	9-#476	Payroll	X	-2,851.16	-476,178.96
General Journal	05/27/2021	9-#476	Payroll	X	-725.00	-476,903.96
Bill Pmt -Check	05/28/2021	Direct ...	Michael Phillips	X	-120.00	-477,023.96
<b>Total Checks and Payments</b>					<b>-477,023.96</b>	<b>-477,023.96</b>
<b>Deposits and Credits - 7 items</b>						
General Journal	05/06/2021	9-#425R	Thermacell Repellan...	X	40,000.00	40,000.00
General Journal	05/13/2021	9-#477	Laryssa Fanney	X	696.70	40,696.70
General Journal	05/19/2021	9-#425R	SmartCage-UF	X	24,756.57	65,453.27
General Journal	05/20/2021	9-#425R	Central Life Sciences	X	6,000.00	71,453.27
General Journal	05/20/2021	9-#476R	Defense Dept	X	16,405.14	87,858.41
General Journal	05/26/2021	9-#479	Allison Hartnett	X		87,858.41
General Journal	05/26/2021	9-#479	Allison Hartnett	X		87,858.41
<b>Total Deposits and Credits</b>					<b>87,858.41</b>	<b>87,858.41</b>
<b>Total Cleared Transactions</b>					<b>-389,165.55</b>	<b>-389,165.55</b>
<b>Cleared Balance</b>					<b>-389,165.55</b>	<b>5,111,477.52</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	05/26/2021	8061	Nationwide Retirem...		-1,125.00	-1,125.00
<b>Total Checks and Payments</b>					<b>-1,125.00</b>	<b>-1,125.00</b>
<b>Total Uncleared Transactions</b>					<b>-1,125.00</b>	<b>-1,125.00</b>
<b>Register Balance as of 05/31/2021</b>					<b>-390,290.55</b>	<b>5,110,352.52</b>

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
General Journal	06/02/2021	9-#478	Laryssa Fanney		388.10	388.10
Total Deposits and Credits					388.10	388.10
Total New Transactions					388.10	388.10
<b>Ending Balance</b>					<b>-389,902.45</b>	<b>5,110,740.62</b>

3:41 PM

06/02/21

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
115 · SBA, Period Ending 05/31/2021

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	<u>May 31, 21</u>
Beginning Balance	5,475,648.40
Cleared Transactions	
Deposits and Credits - 1 item	<u>515.86</u>
Total Cleared Transactions	<u>515.86</u>
Cleared Balance	<u><u>5,476,164.26</u></u>
Register Balance as of 05/31/2021	5,476,164.26
Ending Balance	5,476,164.26

Anastasia Mosquito Control District  
**Reconciliation Detail**  
115 · SBA, Period Ending 05/31/2021

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,475,648.40
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	05/31/2021			X	515.86	515.86
Total Deposits and Credits					515.86	515.86
Total Cleared Transactions					515.86	515.86
Cleared Balance					515.86	5,476,164.26
Register Balance as of 05/31/2021					515.86	5,476,164.26
<b>Ending Balance</b>					<b>515.86</b>	<b>5,476,164.26</b>



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

**AGENCY ACCOUNT 101071**  
 05/01/2021 - 05/31/2021

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

Participant Return 05/31/2021 : 0.11 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
05/01/2021	BEGINNING BALANCE			5,475,648.40
05/31/2021	EARNED INCOME	INTEREST	515.86	5,476,164.26
	Totals:		515.86	5,476,164.26



3:25 PM

06/02/21

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
112 - Bank of America, Period Ending 05/31/2021

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	<u>May 31, 21</u>
Beginning Balance	202,228.78
Cleared Transactions	
Checks and Payments - 41 items	-121,442.15
Deposits and Credits - 1 item	200,000.00
	<u>78,557.85</u>
Total Cleared Transactions	
Cleared Balance	<u><b>280,786.63</b></u>
Register Balance as of 05/31/2021	280,786.63
Ending Balance	280,786.63

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**112 - Bank of America, Period Ending 05/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						202,228.78
<b>Cleared Transactions</b>						
<b>Checks and Payments - 41 items</b>						
Bill Pmt -Check	05/04/2021	E-Pay	Adapco, Inc.	X	-16,577.64	-16,577.64
Bill Pmt -Check	05/06/2021	E-Pay	Hagan Ace Mgmt. C...	X	-23.96	-16,601.60
Bill Pmt -Check	05/13/2021	E-Pay	Target Specialty Pro...	X	-1,966.00	-18,567.60
Bill Pmt -Check	05/13/2021	E-Pay	Lewis Longman & ...	X	-1,250.00	-19,817.60
Bill Pmt -Check	05/13/2021	E-Pay	FPL - EOC DR - Re...	X	-1,222.33	-21,039.93
Bill Pmt -Check	05/13/2021	E-Pay	FPL - EOC DR-Main...	X	-1,174.24	-22,214.17
Bill Pmt -Check	05/13/2021	E-Pay	Material Handling S...	X	-1,080.15	-23,294.32
Bill Pmt -Check	05/13/2021	E-Pay	Oklahoma State Uni...	X	-819.32	-24,113.64
Bill Pmt -Check	05/13/2021	E-Pay	Rays Tire & Srvc Ctr...	X	-579.28	-24,692.92
Bill Pmt -Check	05/13/2021	E-Pay	Comcast Business -...	X	-502.25	-25,195.17
Bill Pmt -Check	05/13/2021	E-Pay	The Home Depot	X	-486.21	-25,681.38
Bill Pmt -Check	05/13/2021	E-Pay	CINTAS- 120 EOC- ...	X	-395.12	-26,076.50
Bill Pmt -Check	05/13/2021	E-Pay	Fisher Scientific	X	-191.40	-26,267.90
Bill Pmt -Check	05/13/2021	E-Pay	WM Waste Manage...	X	-183.48	-26,451.38
Bill Pmt -Check	05/13/2021	E-Pay	Augustine Alarm, Fir...	X	-162.97	-26,614.35
Bill Pmt -Check	05/13/2021	E-Pay	Advance Auto Parts	X	-123.58	-26,737.93
Bill Pmt -Check	05/13/2021	E-Pay	TPH The Parts House	X	-105.82	-26,843.75
Bill Pmt -Check	05/13/2021	E-Pay	AFLAC	X	-78.12	-26,921.87
Bill Pmt -Check	05/13/2021	E-Pay	QUEST DIAGNOST...	X	-24.20	-26,946.07
Bill Pmt -Check	05/13/2021	E-Pay	FDOT	X	-4.00	-26,950.07
Check	05/17/2021	Bank ...	Bank of America	X	-664.78	-27,614.85
Bill Pmt -Check	05/20/2021	E-Pay	Blue Cross Blue Shi...	X	-35,977.76	-63,592.61
Bill Pmt -Check	05/20/2021	E-Pay	All Pro Vector	X	-26,738.80	-90,331.41
Bill Pmt -Check	05/20/2021	E-Pay	Mobisoft Infotech	X	-8,060.40	-98,391.81
Bill Pmt -Check	05/20/2021	E-Pay	Executive Info Syste...	X	-7,992.00	-106,383.81
Bill Pmt -Check	05/20/2021	E-Pay	Cintas Fire Protection	X	-2,013.68	-108,397.49
Bill Pmt -Check	05/20/2021	E-Pay	United Concordia	X	-1,704.34	-110,101.83
Bill Pmt -Check	05/20/2021	E-Pay	COMCAST TV-Inter...	X	-406.35	-110,508.18
Bill Pmt -Check	05/20/2021	E-Pay	Guardian	X	-359.31	-110,867.49
Bill Pmt -Check	05/20/2021	E-Pay	UHS Premium Billing	X	-233.29	-111,100.78
Bill Pmt -Check	05/20/2021	E-Pay	Turner Ace Hardware	X	-120.09	-111,220.87
Bill Pmt -Check	05/20/2021	E-Pay	The St. Aug. Record...	X	-22.44	-111,243.31
Bill Pmt -Check	05/20/2021	E-Pay	Central Florida Expr...	X	-13.30	-111,256.61
Bill Pmt -Check	05/27/2021	307	Lombardo, Spradley...	X	-4,700.00	-115,956.61
Bill Pmt -Check	05/27/2021	306	Kristopher Arheart	X	-2,648.40	-118,605.01
Bill Pmt -Check	05/27/2021	312	Verizon Wireless Ce...	X	-1,049.72	-119,654.73
Bill Pmt -Check	05/27/2021	309	St. Johns County Fir...	X	-595.00	-120,249.73
Bill Pmt -Check	05/27/2021	310	St. Johns County Uti...	X	-349.38	-120,599.11
Bill Pmt -Check	05/27/2021	311	Staples Credit Plan	X	-295.80	-120,894.91
Bill Pmt -Check	05/27/2021	305	COPYFAX	X	-282.44	-121,177.35
Bill Pmt -Check	05/27/2021	308	Sigma Scientific, LLC	X	-264.80	-121,442.15
<b>Total Checks and Payments</b>					<b>-121,442.15</b>	<b>-121,442.15</b>
<b>Deposits and Credits - 1 item</b>						
Check	05/26/2021	WIRE	Bank of America	X	200,000.00	200,000.00
<b>Total Deposits and Credits</b>					<b>200,000.00</b>	<b>200,000.00</b>
<b>Total Cleared Transactions</b>					<b>78,557.85</b>	<b>78,557.85</b>
<b>Cleared Balance</b>					<b>78,557.85</b>	<b>280,786.63</b>
<b>Register Balance as of 05/31/2021</b>					<b>78,557.85</b>	<b>280,786.63</b>
<b>Ending Balance</b>					<b>78,557.85</b>	<b>280,786.63</b>



P.O. Box 15284  
Wilmington, DE 19850

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

**Customer service information**

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

## Your Full Analysis Business Checking

for May 1, 2021 to May 31, 2021

Account number: 8981 0275 2170

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

### Account summary

Beginning balance on May 1, 2021	\$202,228.78
Deposits and other credits	200,000.00
Withdrawals and other debits	-120,777.37
Checks	-0.00
Service fees	-664.78
<b>Ending balance on May 31, 2021</b>	<b>\$280,786.63</b>

# of deposits/credits: 1  
 # of withdrawals/debits: 41  
 # of days in cycle: 31  
 Average ledger balance: \$185,260.44



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 MONTH OF APRIL 2021

**DISTRICT TOTALS**

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	EA.	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER/ (UNDER)
ALTOCID WSP	EA.	47,554.00				47,554.00	2075.00	45,479.00	45,479.00	0.00
ALTOCID XR	LBS.	1,946.00				1,946.00	160.00	1,786.00	1,786.00	0.00
ALTOCID XRG	LBS.	31,070.00				31,070.00	135.00	30,935.00	30,935.00	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. I. DUNKS (Doughnuts)	EA.	267.00				267.00	106.00	161.00	161.00	0.00
COCO BEAR	GALS.	78.50				78.50	1.13	77.37	77.38	0.01
DUET	GALS.	571.50				571.50	5.50	566.00	126.00	-440.00
MOSQUITOMIST TWO	GALS.	535.00				535.00	0.00	535.00	535.00	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	1.00	10,039.00	10,039.00	0.00
STRIKE PELLETS	LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG	LBS.	2,980.00				2,980.00	368.00	2,612.00	2,612.00	0.00
TALSTAR P	GALS.	76.63				76.63	4.52	72.11	72.11	0.00
VECTOBAC 12AS	GALS.	395.00				395.00	30.38	364.62	364.63	0.01
GASOLINE	GALS.	2,246.00	3,000.00			5,246.00	1459.60	3,786.40	3,764.00	-22.40
JET A	GALS.	3,256.00				3,256.00	486.01	2,769.99	2,764.00	-5.99
<b>TOTALS</b>		<b>102,397.13</b>	<b>3000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,397.13</b>	<b>4832.14</b>	<b>100,564.99</b>	<b>100,096.62</b>	<b>-468.37</b>

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

DATE: 5/12/2021  
 DATE: 5/14/21  
 DATE: 6/2/21

BASE=	100,096.62
Total	100,096.62

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
 CHEMICAL & FUEL INVENTORY  
 VALUE  
 MONTH OF APRIL 2021

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. 45,479.00	\$0.8600	\$39,111.94	10/30/20	VESERIS
ALTOSID XR	LBS. 1,786.00	\$3.42	\$6,107.58	10/30/20	VESERIS
ALTOSID XRG	LBS. 30,935.00	\$8.9500	\$276,868.25	10/30/20	VESERIS
AQUABAC XT	GALS. 0.00	\$32.5000	\$0.00	9/24/18	ADAPCO
AQUALUER 20-20	GALS. 132.50	\$118.0000	\$15,635.00	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts)	EA. 161.00	\$0.8550	\$137.66	4/30/19	ADAPCO
COCO BEAR	GALS. 77.38	\$20.4800	\$1,584.74	7/16/18	CLARKE
DUET	GALS. 126.00	\$193.2600	\$24,350.76	11/17/20	CLARKE
MOSQUITOMIST TWO	GALS. 535.00	\$73.3400	\$39,236.90	11/17/20	CLARKE
NALED	GALS. 1,205.00	\$220.3500	\$265,521.75	5/28/20	ADAPCO
NATULAR DT	EA. 10,039.00	\$0.4168	\$4,184.26	9/9/16	CLARKE
STRIKE PELLETS	LBS. 44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG	LBS. 2,612.00	\$6.9000	\$18,022.80	10/19/20	ALLPRO
TALSTAR P	GALS. 72.11	\$54.9050	\$3,959.20	9/16/20	TARGET
VECTOBAC 12AS	GALS. 364.63	\$32.5000	\$11,850.48	3/4/21	ADAPCO
GASOLINE	GALS. 3,764.00	\$2.1998	\$8,280.05	1/27/21	L. V. HIERS
JET A	GALS. 2,764.00	\$1.6100	\$4,450.04	10/7/20	Avfuel
<b>TOTAL</b>	<b>100,096.62</b>	<b>\$954.70</b>	<b>\$727,404.00</b>		

PREPARED BY: [Signature] DATE: 5/12/2021

COST FIGURES REVIEWED BY: [Signature] DATE: 5/14/21

REVIEWED BY: [Signature] DATE: 6/6/21



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

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



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, May 13, 2021

Next Meeting(s): Thursday, June 17, 2021 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, May 13, 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  
Ms. Julieann Klein, CPA  
Mr. Greg Bowles, Compass Group

Chairperson Moeller called the meeting to order.

Commissioner Becker led the Pledge of Allegiance to the flag.

**ROLL CALL:** Chairperson Moeller noted ~ Mrs. Brandhorst was absent.

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

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

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

- Motioned by: Commissioner Gayle Gardner
- Seconded by: Commissioner Gina Leblanc
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

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

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

- Motioned by: Commissioner Trish Becker
- Seconded by: Commissioner Gayle Gardner
- 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, April 8, 2021 at 5:00 PM
5. Renewal of helicopter insurance
6. MOU between AMCD and Flagler County Board of Commissioners for Mosquito Control Service
7. Authority of staff to conduct the RFP for SIT mass rearing facility design, site plan, permit, and construction, then bring back to the Board for discussion and approval
8. Approval of the contract between UF/FMEL & AMCD for collection of mosquitoes in NE region
9. Approval Mrs. Moeller and Dr. Xue use the airline tickets credits to visit the Salt Lake City Mosquito Control District's new research facility in June
10. Approval of renewal of the agreement between AMCD & DOH of St. Johns County
11. Budget Amendments
12. Summer Internship Partnership between Career Academies & AMCD

**UNFINISHED BUSINESS:**

**Item 1: Update for Education Building Progress**

*Mr. Greg Bowles, Compass Group*

- Mr. Bowles stated that several activities occurred between the dates of 3/15/2021-5/1/2021. Mr. Bowles had a site meeting with FPL for new transformer installation, he also had a first review of the proposed Metal building design. As well as, a survey to confirm the layout of building corners and elevations, installed batter boards which has allowed the electrician to run underground service. In addition, a site meeting at the Florida Museum of Natural History, and the structural engineer has completed their design of the foundation for the proposed Pre-Engineered Metal Building. Mr. Bowles also mentioned some design and permit items, a few subcontractors on site (such as: Vilano Electric, Lifetime Steel buildings and Geomatic Corporation) all of which were local Saint John's County contractors. He mentioned the percentage of Saint John's County residents/businesses involved and the percentage of taxes being saved. Mr. Bowles's closing statement mentioned a list of milestone dates ahead of us.

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

**Item 2: Approval of the Financial Auditor's Report (Ppt) ~ Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's**

- Ms. Klein reviewed the full Financial Auditor's Report; AMCD had an unmodified opinion, meaning financial statements present fairly, in all material aspects. AMCD had no significant audit findings or issues that needed attention or reporting, no compliance violations discovered, no significant deficiencies or material weaknesses discovered, and no significant control deficiencies. The net position increased by a little under \$3 million dollars due to facility additions and equipment. The three-year period on the statement of activities shows an overview of the expenditures of the District, revenues are up because of the millage rate and grant funds. Personal services and benefits are up because the number of grant funded staff and having a full-time aviation team. Chemicals are up, travel is down due to covid and repairs/ maintenance are up mostly due to helicopter maintenance. Ms. Klein suggested the District may want to update the capitalization policy to address an increase in capitalization costs due to helicopter maintenance and operation; 2021 will be the first year the new

helicopters will be utilized. Mrs. Klein also mentioned over half the budget is personal services and benefits, it's normal considering the staff is out there providing the services being offered by AMCD. Capital outlay is only twenty percent but as the new buildings are completed the percentage will shift from capital outlay to maintenance and operation and it's something that should be kept in mind during the planning process moving forward.

**A. A motion was made to approve the Financial Auditor's Report for the fiscal year ending September 30, 2020 as presented.**

- Motioned by: Commissioner Gayle Gardner
  - Seconded by: Commissioner Gina Leblanc
  - VOTE accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**
- Commissioner Moeller made a statement that current legislature passed a house and senate bill that will affect the Audit and Financial report. Mrs. Klein will be receiving information from the state, Mrs. Moeller suggested Mrs. Klein look into it in case Mr. Hanna needs to change anything. This Bill will be effective October 1, 2021.

## **NEW BUSINESS**

### **Item 1: Discussion and Approval of a Public Relation Firm**

- Commissioner Becker opened the discussion with her statement that a Public Relations Firm (PR Firm) can specialize in specific things. For example: every few months they can do a public announcement to attract positive media and get the public more involved, or in the instance something comes up the PR Firm can be the spokesperson to present our case as a united front. Mrs. Becker also mentioned the budget allocates fifteen thousand for PR Firm and we only need around eight thousand.
- Commissioner LeBlanc mentioned that the board has looked into a PR Firm in the past, negative media does not happen often enough and declared it was not necessary. Mrs. LeBlanc stated the staff holds the knowledge of what happens within the district and the staff handles any negative media that comes up.
- Commissioner Gardner mentioned she agrees with Mrs. LeBlanc, if a critical issue came up it could be useful, however it's not currently needed.
- Commissioner Moeller asked Attorney Wayne Flowers if he had received the public information that was requested, regarding the construction of the education building.
- Mr. Flowers confirmed he did receive the information and all of what was obtained was broad in nature. Mr. Flowers stated he received a hundred to two hundred emails and letters of back-and-forth communication between county commissioners and their staff questioning proper zoning and the involvement of the county itself. Not a lot of substance was received, just a lot of repeats. Only two of the emails received were complaints from the community and one email received was a complaint from a local museum under development (TAG).
- Commissioner Moeller stated she does not think TAG will be an issue, Dr. Xue and herself met with the Executive Director of TAG Museum on April 19<sup>th</sup>, they were invited to participate in the

museum's phase one of opening, the Director even suggested AMCD bring staff to provide some workshops for the children. Mrs. Moeller mentioned that if AMCD needed help from a PR Firm, it could be beneficial to reach out to the Key's Mosquito Control, considering they recently faced public backlash. Mrs. Moeller does not believe a PR Firm is necessary right now, bringing someone in would require training them and it's best to send someone within our facility, an employee that is already educated with all of AMCD's information, to a PR class and save money.

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

**Item 2: Discussion and Approval for an update to employee dress code**

- Commissioner Becker opened the discussion stating she would like to update the policy manual to add a new paragraph allowing all employees presenting in meetings or conferences to dress in business casual (button down shirts, slacks/chinos, dresses, pants/dress suits, polos with no large logos) including Entomology related prints or district uniforms.
- Commissioner Leblanc mentioned it's not the commissioner's domain to make that decision and any changes made to the dress code policy should be left up to Dr. Xue.
- Commissioner Moeller stated that in her opinion it would be more professional for everyone to dress in AMCD uniform, employees are sent to represent our district and the best way to accomplish that is for them to be wearing the AMCD logo. Mrs. Moeller also mentioned a budget of nearly twenty- thousand is spent on providing uniforms and laundry for employees and when they are on the clock, they should be representing our district with these uniforms. Mrs. Moeller also stated she would like to see commissioners in an AMCD shirt at conferences, so commissioners can properly represent the district as well.

○ **NO MOTION WAS MADE ON THIS ITEM**

- Commissioner Moeller would like to add a motion.
  - A. **A motion was made for the staff to look into providing three shirts with the AMCD logo and commissioners name for each commissioner that would want the shirts.**
    - Motioned by: Commissioner Moeller
    - Seconded by: Commissioner Becker
    - VOTE: Accepted by Commissioner Moeller, Becker, and Gardner
    - VOTE: Opposed by Commissioner LeBlanc
    - **MOTION PASSED 3:1**

**Item 3: Review and Discussion about the policy for commissioners' responsibilities, duty and Authority**

- Commissioner Moeller stated in the commissioner's handbook, it states that the chairperson is the spokesperson, if we're going to be speakers or write a letter, we need to get the consensus of the board. Mrs. Moeller also mentioned an intergovernmental committee no longer exists and needs to be removed from the Commissioner's handbook. Mrs. Moeller presented that each Commissioner is a chair for a certain committee, five

Commissioners equals five different committees, it would be interesting if each person could sit down to discuss what they believe the Board's responsibilities are, to add it to the future Commissioner's handbook. Mrs. Moeller's final statement on the matter, suggest each commissioner take a look at the handbook, make suggestions and changes, to submit as a rough draft to Dr. Xue. Dr. Xue will then put together a draft of the commissioner's handbook to be reviewed at a later date.

○ **NO MOTION WAS MADE ON THIS ITEM**

**REPORTS:**

1. **Director** ~ Dr. Xue stated AMCD started the sentinel chicken program and mosquito pooling, five chickens tested positive for Eastern Equine Encephalitis (EEE). The mosquito population has increased, we have started ground and ariel inspections. Two former seasonal employees and three intern students have started working with us. We have started the budget for next year, something we will go over during the next meeting. Dr. Xue mentioned the CDC announced if you are vaccinated you no longer need to wear your mask inside or outside, it's something that should be discussed, therefore we can take action in June and hopefully make an announcement. Dr. Xue suggested some time be spent in the June 17, 2021 Board meeting discussing and reviewing the budget for next year.
2. **Attorney** ~ Mr. Flowers began his report reminding the Board that the Florida House Bill 1103 had been passed through legislature and anticipated to become law on October 1, 2021, assuming the bill is signed. Mr. Flowers mentioned a few important details that should be kept in mind, Office of Program Policy and Analysis (OPPAGA), an agency of legislature within the legislature, requires them to do a performance review of all Mosquito Control Districts and the agency has to have it completed by September 30, 2023. Mr. Flowers suggested the Board and Dr. Xue make time to discuss and review what the performance review will entail to be prepared to lead them towards answers that are consistent with the way AMCD would view them, to show OPPAGA that this district does their job efficiently and with purpose.

**COMMISSIONER COMMENTS:**

**Commissioner Becker** ~ After a few scheduling conflicts, Commissioner Becker and Dr. Qualls recently spoke with the Saint John's County Civic Round Table and gave a presentation about our programs and new mosquitos species in South Florida. All during the week Mrs. Becker attended AMCA Washington Days program, it was a great experience, there is an interesting new voucher program that could be beneficial to our District, it's called the vector expedited review voucher. It is a congressional action to reduce the significant domestic and global security risk of mosquito and vector-borne diseases. Mrs. Becker explained that the purpose of the program is to give out grants to focus on new incentives to get away from the economic barriers for new innovation. She thinks this would be beneficial to our district. This week the (American Mosquito Control Association) AMCA, lobbied for the (Strengthening Mosquito Abatement for Safety and Health Act) SMASH Act, a bill that was passed years ago but has not received the funding, they continue to ask for funding of around one hundred million dollars for the CDC in hopes that it could help smaller Mosquito Control Districts. The Endangered Species Act was also mentioned, in places like Key West where they can't spray because of these species, although our chemicals do not harm the endangered species, the goal is to amend this act to help those districts facing this problem. Mrs.

Becker also visited education day at the local colleges, where she discussed with the staff about the academies and possibly getting them more involved with our district. It was discussed to have more tours for these schools to inspire students and provide more opportunity for internships for these students in the future. Mrs. Becker also mentioned she hoped that our district could join the Business Chamber of Commerce for three hundred dollars a year, she believes it would be a great thing to get involved with.

**Commissioner LeBlanc** ~ Thanked the staff for all their hard work.

**Commissioner Moeller** ~ Dr. Xue and herself will be visiting the Flagler County Board of Commissioners the following Monday to discuss doing some mosquito control surveillance and treatment for them that they requested, the MOU for that was approved at this meeting. Mrs. Moeller stated she will put the results of this visit in the June report to keep everyone updated. She mentioned that the westside of Flagler County is developing quickly and they have no mosquito control services, in the past the eastside has handled some of the services, however there has been no discussion about how it will be handled this summer. She thanked the staff for all their hard work and the hard work they have ahead of them with the development of the new building, knowing it's nothing the staff can't handle. Mrs. Moeller reminded everyone of the next meeting on June 17, 2021 at 5:00pm.

**Commissioner Brandhorst** ~ Absent

**Commissioner Gardner** ~ No comments.

**ATTACHMENTS: ~**

1. None

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 7:04 P.M.

**ATTEST**

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

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

*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.*



**Lombardo  
Spradley Klein**  
Certified Public Accountants

May 25, 2021

To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
St. Augustine, Florida

We are pleased to confirm our understanding of the services we are to provide for Anastasia Mosquito Control District of St. Johns County, (the District), for the year ended September 30, 2021. We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements, of Anastasia Mosquito Control District of St. Johns County as of and for the year ended September 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis to supplement Anastasia Mosquito Control District of St. Johns County basic financial statements. Such information although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Anastasia Mosquito Control District of St. Johns County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis.
2. Budget to Actual Comparison - General Fund
3. Supplemental Schedules - Pension

To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
St. Augustine, Florida  
May 25, 2021  
Page 2

### **Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Anastasia Mosquito Control District of St. Johns County and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon our completion of the audit of the District's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matters paragraphs. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or unable to form or have not formed opinions, we may decline to express opinions or issue a reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.



To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
May 25, 2021  
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### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatement may exist and not be detected by us. Even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
May 25, 2021  
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### **Audit Procedures-Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further auditing procedures. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with certain provisions of applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Management Responsibilities**

Management is responsible for the financial statements and the accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

The management of Anastasia Mosquito Control District of St. Johns County is responsible for designing, implementing, establishing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and

To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
May 25, 2021  
Page 5

regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it is necessary to obtain audit evidence.

We will advise you about appropriate accounting principles and their application and we will advise you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report in any document that contains the supplementary information. Your responsibilities include acknowledging to us in a written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for the changes); and (4) you have disclosed any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
May 25, 2021  
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Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are responsible for providing managements views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **Engagement Administration, Fees and Other**

We will provide copies of our reports to Anastasia Mosquito Control District of St. Johns County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lombardo, Spradley, & Klein CPAs and constitutes confidential information. However, we may be requested to make audit documentation available to various federal and state governmental offices and/or agencies (i.e. Auditor General of the State of Florida, Comptroller General of the United States or duly authorized representatives, Specific Cognizant or Grantor Agencies) pursuant to authority given by law or regulation. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lombardo, Spradley, & Klein CPAs' personnel. Furthermore, upon request, we may provide photocopies of selected work papers to the various governmental offices and agencies. They may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date.

We expect to begin our audit in August and to issue our report no later than April. Julieann Klein is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will range between \$8,800 - \$9,800. This fee is based on anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur additional costs.

If during the course of our engagement, we are requested by District personnel to render additional services unrelated to our above described audit of your financial statements, charges for such services shall be itemized and rendered to the District based on actual time at our standard hourly rates.

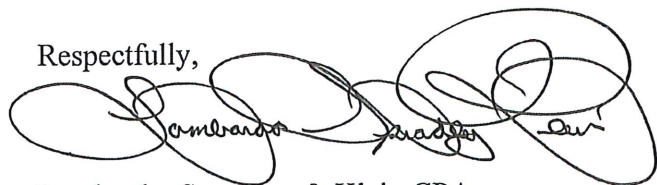
To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
May 25, 2021  
Page 7

This contract is renewable annually based on the mutual consent of both parties.

*Government Auditing Standards* require that we provide you with a copy of our most recent system review report. Our 2019 system review report accompanies this letter.

We appreciate the opportunity to be of service to Anastasia Mosquito Control District of St. Johns County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Respectfully,

A handwritten signature in black ink, appearing to read "Lombardo, Spradley, & Klein", written over a horizontal line.

Lombardo, Spradley, & Klein CPAs

ACKNOWLEDGMENT:

This letter correctly sets forth the understanding of Anastasia Mosquito Control District of St. Johns County.

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Jeanne Moeller, Chairperson

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Rui-de Xue, Director



Consent

# Anastasia Mosquito Control District of St. Johns County

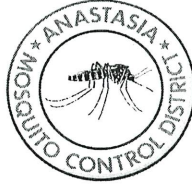
120 EOC Drive, St. Augustine, Florida 32092

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 & Mr. Dana Smith

DATE: June 8, 2021

RE: Authority Commissioner Mrs. Becker to use airline ticket credit to visit Rutgers University Center for Vector Biology, New Jersey or Puerto Rico Vector control Agency

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Commissioner Mrs. Becker purchased airline tickets for AMCA's Washington DC legislation meeting last year, but the meeting was cancelled due to the pandemic. She has the American airline ticket credits (about \$600) by December 31, 2021. She would like to use the credit to visit other mosquitoes and vector control organization. I have contacted Rutgers University for the possibility to host her visiting. If Rutgers University does not open for public visiting, I will contact Puerto Rico CDC's vector control agency.





# 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:

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Catherine Brandhorst, Commissioner  
Gayle Gardner, Commissioner

**TO:** Board of Commissioners

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

**DATE:** June 17, 2021

**RE:** Mobisoft Payroll Application status update

---

The PC based portion of the payroll application is in the “live” testing stages of the development and is currently being used for all the payroll functions and is being used by all the employees. The phone application portion is in beta testing and will roll out to employees for final testing the week of June 14<sup>th</sup>. It is expected that the entire application will be fully tested and functional by the end of July. AMCD staff will monitor closely and keep dule records until the end of FY 20/21 (September of 2021) to make sure all of the systems are tracking the employee records properly.

The payroll application is currently allowing employees (all) to:

- Enter timesheets (existing function).
- Submit leave request and e-sign request.
- Transfer leave (donate to another employee) and e-sign.
- View/print timesheets.
- View/print annual leave/sick leave reports.
- Sign (approve) their timesheets

The payroll application is currently allowing supervisors to:

- Do everything an “employee” can do.
- Approve or deny leave requests.
- Approve or deny leave transfers.
- Approve timesheets for their employees.
- View available leave for their employees.
- Edit timesheet for their employees.

The payroll application is currently allowing database administrators and payroll to:

- Do everything an “employee” and a “supervisor” can do.
- Open and close pay periods.
- Develop employee types (determines availability of benefits).
- Edit leave/delete leave.

- Pull all payroll reports for accountant.
- Manage access to database menu items.

The payroll application is also tracking: Time missed without leave (leave without pay), auto entering holidays on timesheets, adjusting leave appreciation that is affected by leave without pay, noting non-normal events on annual and sick leave reports, tracking step dates for annual leave appreciation amounts based on years of service, tracking overtime based on employee type (exempt, non-exempt, part time) and a based on a 40-hour work week, and is following all AMCD payroll policies.



# Anastasia Mosquito Control District of St. Johns County

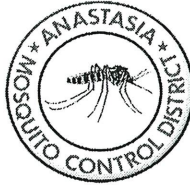
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## 2021 MEMO

### 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 & Dr. Rui-De Xue, Director

FROM: Scott Hanna, CPA

DATE: June 17, 2021

RE: 2<sup>nd</sup> Quarter Budget Update

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The 2<sup>nd</sup> Quarter budget detail is attached (October 1, 2020 through March 31, 2021), following this Memo. With fifty percent of the year concluded, the 2<sup>nd</sup> completed quarter of the year, there are a few budgeted expenditures that exceed the ratable 50% mark and are discussed below. The majority of figures that are ratably below 50% 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 95.47%  
For the first fiscal quarter of the year, 95.47%, \$5,908,349.84 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 Item 388 – Prior Year Tax Distribution – 100.00%  
This is not technically a budget line item, but more of a sub-category of Line Item “360 Taxes” where it is officially reported at year end. These are unanticipated prior year tax levies that have been written off, yet collected at least one year later by the Tax Collector's Office and remitted to the District; \$2,949 to date.
- 3) Line 390- Grants 119.7%  
Grant was \$56,240 over Budget for the second fiscal quarter of the year. At this point in time, the continually increasing amount of Grant money recognized, totals \$341,723, sourced from the U.S. Department of Defense, University of Florida/ SmartCage/ SIT, Central life Science, ThermaCell and Westham. This is utilized for Applied Research. Matching expenditures were and are continuously amended as the money becomes available to fund these relative programs: Operations, Personnel,

Personnel Benefits (workers comp included), chemicals, utilities and training.

- 4) Line Item 445 Personal Service Benefits- 55.79%  
Slightly over the 50% mark, due to H.S.A. funding for Employee Health Insurance plan, beginning of January 100% Funded (Plan commencement January 1<sup>st</sup>), which falls within the first two quarters of the year.
- 5) Line Item 588 – Fleet/Prop/Liability Package 100.00%  
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 605 – Repairs & Maintenance 54.68%  
Slight above 50% mark due to related expenses to bring the two new helicopters ready to use.
- 7) Line Item 673 – Other Current Charges, 101.13%  
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.
- 8) Line Item 698 – Misc. Supplies, 68.73%  
Majority of cost from Misc. supplies was from Entomology supplies, \$61,250 due to increase amount of Grant money received to use in related supplies. This expenditure category will receive Budget Amendments increases, relative to the Grant Revenue Income, referenced above as it comes in. The benefit is that Contingency Funds will not be touched to fund this account.
- 9) Line Item 720 -Training, 54.18%  
Slightly above the 50% threshold due to Bell Mechanic Training School for Helicopter Mechanic. There are still adequate reserves of \$20,082 in this Budget category.
- 10) Line Item 741– Chemicals/Solvents, 52.38%  
Slightly above 50% mark. The District houses additional chemicals for emergencies, as well as anticipated increase in Aerial program usage.

Thank You

**Anastasia Mosquito Control District  
2nd Quarter/ Budget vs. Actual  
October 2020 through March 31, 2021**

	Oct '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
360 · Taxes	5,908,349.84	6,189,053.00	-280,703.16	95.47%
386 · Interest Earned	5,245.31	55,000.00	-49,754.69	9.54%
388 · Prior Year Tax Distribution	2,948.51	0.00	2,948.51	100.0%
390 · Grants	341,723.17	285,483.35	56,239.82	119.7%
392 · Miscellaneous	10,571.75	35,000.00	-24,428.25	30.21%
<b>Total Income</b>	<b>6,268,838.58</b>	<b>6,564,536.35</b>	<b>-295,697.77</b>	<b>95.5%</b>
<b>Gross Profit</b>	<b>6,268,838.58</b>	<b>6,564,536.35</b>	<b>-295,697.77</b>	<b>95.5%</b>
<b>Expense</b>				
405 · Personal Services	857,828.43	1,943,914.07	-1,086,085.64	44.13%
445 · Personal Service Benefits	529,069.28	948,392.12	-419,322.84	55.79%
461 · Operating Expenses	202,865.81	507,620.00	-304,754.19	39.96%
572 · Travel & Per Diem	2,184.59	22,182.00	-19,997.41	9.85%
580 · Telephone/Commun	6,697.06	25,904.00	-19,206.94	25.85%
582 · Freight Service	1,305.25	2,500.00	-1,194.75	52.21%
584 · Utility Service	15,118.27	39,000.00	-23,881.73	38.77%
586 · Rentals\Leases	0.00	1,000.00	-1,000.00	0.0%
588 · Fleet/Prop/Liab Insurance	131,686.00	131,686.00	0.00	100.0%
605 · Repairs & Maintenance	59,469.37	108,750.00	-49,280.63	54.68%
663 · Printing/ Reproduction	0.00	500.00	-500.00	0.0%
667 · Public Promotional Expense	2,734.50	20,000.00	-17,265.50	13.67%
673 · Other Current Charges	6,396.20	6,325.00	71.20	101.13%
693 · Office Supplies	10,393.40	22,000.00	-11,606.60	47.24%
696 · Protective Clothing	64.99	1,500.00	-1,435.01	4.33%
698 · Misc. Supplies	71,510.81	104,045.16	-32,534.35	68.73%
708 · Tools/Implements	765.75	5,000.00	-4,234.25	15.32%
709 · Publications & Dues	8,122.44	17,740.00	-9,617.56	45.79%
720 · Training	23,743.40	43,825.00	-20,081.60	54.18%
723 · Gas, Oil & Lube	20,612.95	91,750.00	-71,137.05	22.47%
741 · Chemicals/Solvents	333,573.52	636,829.00	-303,255.48	52.38%
900 · Capital Outlay	775,549.16	2,246,227.00	-1,470,677.84	34.53%
<b>Total Expense</b>	<b>3,059,691.18</b>	<b>6,926,689.35</b>	<b>-3,866,998.17</b>	<b>44.17%</b>
<b>Net Income</b>	<b>3,209,147.40</b>	<b>-362,153.00</b>	<b>3,571,300.40</b>	<b>-886.13%</b>





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

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

**ARTHROPOD CONTROL BUDGET AMENDMENT**

NICOLE "NIKKI" FRIED  
COMMISSIONER

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

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

Amendment No. 2021-07

Fiscal Year: 2020-2021

Date: 6/17/2021

Amending: Local Funds X 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
\$ 14,642,324.86	\$ 7,057,820.72	\$ 14,642,324.86	\$ 66,541.89	\$ -	\$ 14,708,866.75

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	\$ 410,147.14	\$ 66,541.89	\$ -	\$ 476,689.03
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	\$ 6,689,200.14	\$ 66,541.89	\$ -	\$ 6,755,742.03
	Beginning Fund Balance	\$ 7,953,124.72	\$ -	\$ -	\$ 7,953,124.72
	Total Budgetary Receipts & Balances	\$ 14,642,324.86	\$ 66,541.89	\$ -	\$ 14,708,866.75

**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	\$ 2,017,931.49	\$ 28,608.54	\$ -	\$ 2,046,540.03
0	Personal Service Benefits	\$ 954,054.46	\$ 2,188.55	\$ -	\$ 956,243.01
30	Operating Expense	\$ 517,620.00	\$ 3,244.80	\$ -	\$ 520,864.80
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	\$ 2,000.00	\$ -	\$ 4,500.00
43	Utility Service	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00
44	Rentals & Leases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
45	Insurance	\$ 131,686.00	\$ -	\$ -	\$ 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	\$ 8,325.00	\$ 3,000.00	\$ -	\$ 11,325.00
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	\$ 124,045.16	\$ 20,000.00	\$ -	\$ 144,045.16
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 17,740.00	\$ -	\$ -	\$ 17,740.00
55	Training	\$ 43,825.00	\$ 2,500.00	\$ -	\$ 46,325.00
60	Capital Outlay	\$ 2,259,211.03	\$ 5,000.00	\$ -	\$ 2,264,211.03
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 533,151.00	\$ -	\$ -	\$ 533,151.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
	TOTAL BUDGET AND CHARGES	\$ 7,584,504.14	\$ 66,541.89	\$ -	\$ 7,651,046.03
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	\$ 14,642,324.86	\$ 66,541.89	\$ -	\$ 14,708,866.75
	ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -

APPROVED: \_\_\_\_\_ Chairman of the Board, or Clerk of Circuit Court

DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ FDACS Mosquito Control Program Designee

DATE \_\_\_\_\_



BUDGET AMENDMENT NUMBER 2021-07

COMPUTATIONS

**LOCAL FUND**

**Balance of Sources and Uses of Funds** (Additional Revenues, above budget, matched to Expenditures)

I) Receipts:

Revenue: Grants

66,541.89

**66,541.89**

II) Expenditures:

Personal Services (28,608.54)  
Personal Service Benefits (2,188.55)  
Operating Expenses: Database Maint./ Upgrades (3,244.80)  
Freight Service (2,000.00)  
Other Current Charges: Bank Fees (3,000.00)  
Misc. Supplies: Entomology Supplies (20,000.00)  
Training (2,500.00)  
Capital Outlay: Machinery & Equipment (5,000.00)  
Budget Amendment (Net Effect) -

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

LOCAL FUND BUDGET AMENDMENT NUMBER 2021-07

BUDGET JOURNAL ENTRIES:

Dr) EXPENDITURES:	Personal Services	28,608.54
EXPENDITURES:	Personal Service Benefits	2,188.55
EXPENDITURES:	Operating Expenses: Database Maint./ Upgrades	3,244.80
EXPENDITURES:	Freight Service	2,000.00
EXPENDITURES:	Other Current Charges: Bank Fees	3,000.00
EXPENDITURES:	Misc. Supplies: Entomology Supplies	20,000.00
EXPENDITURES:	Training	2,500.00
EXPENDITURES:	Capital Outlay: Machinery & Equipment	5,000.00

	\$	66,541.89
	\$	66,541.89

Cr) REVENUE: Grants and Donations

# **New Business**

**#1**

**Dr. Rui-De Xue**

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**From:** Trish "The Commish" Becker <TBecker4AMCD@protonmail.com>  
**Sent:** Wednesday, May 26, 2021 1:23 PM  
**To:** Dr. Rui-De Xue; rweaver@amcdf.org; 'Kay Gaines'  
**Subject:** June Meeting  
**Attachments:** Final Research Paper PBecker.docx

*she will give her presentation & plays the show on Youtube.*

Good afternoon,

In the May meeting, the Board asked if I would present my school research paper. I have attached it here. Part of the assignment was a quick 1 minute video and I would like to show that at the beginning of the presentation. Here is the link for it,

<https://www.youtube.com/watch?v=2s9xX8RDniA>

Thank you,

**Trish Becker**



Commissioner  
Anastasia Mosquito Control District  
[www.trishthecommish.com](http://www.trishthecommish.com)



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 TBecker4AMCD@protonmail.com  
[www.amcdsjc.org](http://www.amcdsjc.org)

Sent with [ProtonMail](#) Secure Email.

# **New Business**

## **#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## 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, Richard Weaver, Business Manager

DATE: June 17, 2021

RE: RFP for the design and building of the SIT building

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A Request for Proposal (RFP) for a design build contractor to design and build the SIT building has been developed. The RFP requests that a contractor develop a finished design of the site and building, based on preliminary drawings and the RFP specifications, and after the finish design is approved by staff, build the facility. RFP ranking is based on design and building costs and the contractor's abilities to complete the work.

The Director and staff have reviewed the preliminary plans and the RFP specifications and have approved the concept as presented.

The draft RFP is included in the Board book for review and a copy was sent to Mr. Flowers for review.

Staff asks that the Board approve the RFP document as presented.

All proposals will be brought before the Board of Commissioners at the August 12, 2021 meeting for approval or denial.

# DRAFT

## ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

120 EOC DRIVE, ST. AUGUSTINE, FLORIDA 32092  
TELEPHONE: 904-471-3107

### REQUEST FOR PROPOSAL FOR THE DEVELOPMENT OF A SITE PLAN, BUILDING PLAN, PERMITTING AND CONSTRUCTION OF THE AMCD STERILE INSECT TECHNOLOGY (SIT) BUILDING

RFP # 20/21-1

BID SOLICITATION START DATE: 8 A.M. JUNE 21, 2021

BID SOLICITATION END DATE: 4 P.M. JULY 30, 2021

BID OPENING BY STAFF DATE: 9 A.M. AUGUST 03, 2021

BID CONSIDERATION: BOARD OF COMMISSIONERS' REGULAR MEETING  
AT 5 P.M. AUGUST 12, 2021

### SPECIFICATIONS

**PROJECT NAME:** Design and Building of the AMCD SIT Building.

**PROJECT LOCATION:** 120 EOC Drive, St. Augustine, FL 32092.

**LOCATION STATUS:** Property is cleared and fenced. Power, water, sewer and storm water retention are in place serving the existing facility. All property is zoned for government use.

**SCOPE OF WORK:**

**PROJECT DESCRIPTION:**

AMCD is building a 6000 sq. ft., (60' X 100' foot print) single story pre-engineered metal building (PEMB) that will house a production laboratory that will grow and distribute treated male mosquitoes used for the reduction of general mosquito populations. This building will be located at 120 EOC Drive St. Augustine, FL 32092, exact location on property to be determined during design. The current RFP is for the design and building of the entire project. The design portion includes location of the building site based on economics and site suitability and includes the site design (civil engineering) and building design based on rough design sketches included in RFP package and input from AMCD Director and staff during the design process. Construction to include the site work and all necessary infrastructure, erection of the PEMB, and construction of the interior

including, but not limited to, walls, ceiling, flooring, counters, electric, plumbing, HVAC, data, phone, alarms, keycard and installation of all equipment.

### **Division 00 - Procurement and Contracting Requirements**

- Work with Anastasia Mosquito Control District (AMCD) staff to prepare a Site Plan for the SIT building, locating the building in the most suitable location at the AMCD facility (see attached map AMCD SIT Building Locations, RFP 20-21-1-5). Site Plan will include location of proposed building, parking, storm water management and be in compliance with St. Johns County (SJC), State and Federal rules, building codes and regulations.
- Contractor must use Matthews Design Group as the civil engineer on this project.
- Work with AMCD staff to prepare a building plan for the SIT building. The building Plan will be in compliance with St. Johns County (SJC), State and Federal rules, building codes and regulations.
- Prepare all necessary permit application packages, prepare supporting documents and apply for and pay for permits.
- This proposal will include addressing reasonable comments from the permitting agencies in the permitting process.
- Proposal must be broken down into four parts:
  1. Site Plan design costs.
  2. Building Plan design costs.
  3. Permitting, permits and impact fee costs.
  4. Construction costs for the construction of the building, to include site construction, building construction and all necessary components for construction of the building including equipment installation.
- The construction plans will be developed with, reviewed by, and approved by the AMCD Director and staff, once approved then the required permits will be pulled and the building will be constructed.
- AMCD will expect the selected firm to meet with the AMCD Director and staff to assure the selected firm completely understands the needs before beginning any work.
- If company has no laboratory construction experience, they may consider partnering with a construction company or consultant with this type of experience.
- When building is completed, the facility will be fully functional and AMCD will have a Certificate of Occupancy (CO) for the building.

### **Design Documents**

- Design requirements are based on preliminary design documents:
  - AMCD SIT Building Layout Floor Plan, RFP 20-21-1-2.
  - AMCD SIT Building Locations, RFP 20-21-1-3.



- AMCD SIT Site Plan, RFP 20-21-1-4.
- AMCD SIT Geotechnical Report North Parcel, RFP 20-21-1-5.
- AMCD SIT Geotechnical Report South Parcel, RFP 20-21-1-6.
- AMCD STI As-builts Grading Plan, Research Facility, RFP 20-21-1-7.
- AMCD SIT Utility Plan Research Facility, RFP 20-24-1-8.
- AMCD SIT RO Water System, RFP 20-21-1-9.
- AMCD SIT Irradiators & Chillers, RFP 20-21-1-10.
- AMCD SIT Plumbing Fixture Basis of Design, RFP 20-21-1-11.
- This RFP document.

## **Design Requirements**

- Building plans to include:
  - Architectural Plans.
  - Civil Plans.
  - Electrical Plans.
  - Fire Plans (if needed).
  - Mechanical Plans.
  - Plumbing Plans.
  - Structural Plans.
  - Design plans as necessary (e.g. - PEMB drawings and reactions).
- Develop full and complete design and plans for entire project (site and building) adhering to all applicable laws, rules regulations and codes.
- Any discrepancies or perceived problems found in the RFP's design requirements should be brought to the attention of AMCD in the form of a Request for Information (RFI) during the RFP process.
- All plumbing fixtures, electrical fixtures and components, door and door hardware, and other standard fixtures should match fixtures, components and hardware used in the other buildings in the complex.
- Door keys for all buildings will conform and work with existing master keys and key locks used at the current facilities buildings. Doors and door hardware to match current facility.
- Plumbing fixtures will match fixtures used at the current facilities buildings. Bathrooms fixtures will match the fixtures and countertops used in building 100 employee restrooms.
- Emergency power: If possible, emergency power for building will be provided from current emergency generator located between building 100 and 200, if this alternative is not possible the contractor will provide an emergency generator for the new building.
- Construction will include all interior spaces and all necessary components to include electrical, plumbing, HVAC, flooring, ceiling, etc.
- Construction of the building will adhere to all applicable laws, rules regulations and codes.

## Design and Construction Narrative

- 6000 sq. ft. 60' X 100' PEMB.
- Building rooms (24) will include:
  - **Administrative/Laboratory section:**
    - Lobby/pickup area (1) will have similar design elements and use the same materials as the lobby/mail room in building 100, to include some base and wall cabinets on south wall.
    - Offices (4) will have similar design elements and use the same materials as the offices in building 100.
    - Laboratory (1) will have similar design elements and use the same materials as the bioassay laboratory in building 100 to include:
      - Base and wall cabinets on 3 walls with 2 work stations to match existing in building 100 labs.
      - Center island on base cabinets with work stations with data and power.
      - Room/power for 2 incubators and standup freezer (FBO) on south wall.
      - Laboratory counter tops, same type as building 100 labs.
      - One wall will have double sinks, water, RO water.
      - 60" fume hood (by GC) exhausted thru roof.
      - Room will be sealed, with separate HVAC, to match building 100
    - Bathroom will have similar design elements and use the same materials as the bathrooms in building 100 and be built to current code.
    - Janitor closet (1) will be built to code and contain all necessary components.
    - Break room/meeting room (1) will have similar design elements and use the same materials as the break room in building 100 to include space for 2 microwaves (FBO), a refrigerator (FBO) and a sink, no stove will be needed but will also have the electronic meeting capabilities found in the building 100 conference room (computer, ceiling speakers, camera, data ports, conference phone, TV mount).
    - Mechanical room (1) will be built to code and contain all necessary components.
  - **Production Laboratory:**
    - Separate Production Laboratory from Admin/Lab with floor to roof wall.
    - De-con room/area (1) will have similar design elements and use the same materials as the de-con rooms in building 500

- to include magnetic locks, special door jambs, special door seals (2 doors), power for insect traps, mirrors and shelving.
- Storage room (1) connected to the wash room and must have water proof flooring like wash room and bathrooms.
  - Wash room (1) will have stainless steel tables and a commercial restaurant/laboratory style, high capacity, commercial dishwasher (contractor will provide) and will also have drying racks. Wash room will need materials made for a high humidity and high, water splash possibility.
  - Insectary (4) will be self-contained and have similar design elements and use the same materials as the insectaries in building 100 and 500 to include humidity system, HVAC mini-split systems, stainless steel sink and table, RO water (rated for room size, to be provided by contractor). Rearing equipment TBD and provided by AMCD.
  - Radiation room (1) will have similar design elements and use the same materials as the arbovirus and bioassay labs in building 100. Room may need water and sanitary sewer. The room will contain (1) Rad Source RS 2400V X-Ray Irradiator (sole source, provided by AMCD), approximate size of 46"W X 36"D X 74"H, approximate weight of 2500 lbs. and an external chilling module, specifications TBD. AMCD will provide irradiator, contractor will provide chiller and will provide installation of both units with assistance of irradiator manufacturer.
  - Separating room (1), exact equipment specifications TBD, may have an automatic separating machine. Area will have large stainless steel work tables (minimum of 4 - 4' X 10' tables), multiple stainless-steel sinks, water, RO water, drains, amount TBD (minimum of 4) to be provided by contractor. Room will need materials made for a high humidity and high, water splash possibility.

## **Division 08 - Openings**

- Doors, 23 depending on final design:
  - The radiation room, insectaries and wash room will have fiberglass or aluminum, automatic, cleanroom type doors (6).
  - Bathrooms, janitor closet, de-con room (south door) will have pre-finished wood doors to match building 100, no window (4).
  - Washroom to storage room door, store room and de-con room (north door) will be fiberglass doors to match insectaries in building 100, no window (3).
  - Offices, laboratory, breakroom, will have pre-finished wood doors to match building 100, with window (6).
  - Building entrance door, single glass storefront to match building 100 (1).

- Building emergency exit only doors and mechanical room, steel to match building 100 (3)
- Door keys for all buildings will conform and work with existing master keys and key locks used in the current facility.
- Windows, (6), lobby/pickup, offices (4) and laboratory will have windows and sills to match windows in building 100 (AMCD has 9 brand new window sills in storage).

#### **Division 09 - Finishes**

- Flooring:
  - Carpet, colors and style to match building 100, offices.
  - Vinyl tile, colors and style to match building 100, lobby/pickup room, administrative hall, de-con hall, laboratory, break/meeting room and janitor room.
  - Ceramic tile, colors and style to match building 100, bathrooms.
  - Sheet vinyl, colors and style to match building 100, heat welded seams to match building 100 labs, de-con, storage, wash, separating, radiation, insectaries.
  - Sealed concrete, mechanical.
- Ceiling types:
  - De-con room, radiation, insectaries, wash room, store room, separating room, laboratory and bathrooms will have drywall (sheetrock) ceilings.
  - Lobby/pickup area, administrative halls, offices, break, mechanical, janitor rooms will have drop ceilings to match building 100.
- Paint type:
  - Wet areas, insectaries, separating room, washroom and bathrooms will have epoxy paint to match color and type used in building 100 insectaries 1 and 2.
  - All other rooms will have latex paint to match color and type used in building 100 offices.

#### **Division 10 - Specialties**

- Building number sign to match existing buildings in facility (building number TBD).
- Room signs to match existing Mohawk signs in existing buildings in facility.
- Toilet partitions to be solid surface, floor mounted, overhead braced

#### **Division 13 - Special Construction**

- Prefer that the building be "Varco Pruden Building" to match most of the current buildings on site. Alternative building types will be considered.
- Split face block knee wall, 5 courses with a half course of flat face
- Straight Column style columns.
- Wall panels:

- 24 Gauge.
- 36" wide panel with 1-14" ribs on 12" centers.
- Crimped bottom panels, factory crimped if possible.
- Roof:
  - 24 Gauge, 2" standing seam.
  - 18" coverage with 2" rib depth.
  - UL rated system.
- Paint/finish:
  - Wall color, cool straw gold (sample to be approved before building is ordered).
  - Roof color, cool leaf green (sample to be approved before building is ordered).
  - 25-year warranty on paint/finish.
- Insulation to code, on block wall, steel wall, steel roof.
- 20-year weather-tightness warranty

### **Division 21 - Fire Suppression**

- Building will have fire suppression (sprinkler) system if mandated by code.
- Domestic water, fire system water (if required), sanitary sewer and storm water drains as needed.

### **Division 22 - Plumbing**

- RO water system that will have similar design elements and use the same materials as the RO system used for the labs in building 100. RO water system will feed the following rooms:
  - Insectary 5.
  - Insectary 6.
  - Insectary 7.
  - Insectary 8.
  - Separating Room (multiple outlets).
  - Wash Room.
  - Laboratory.

### **Division 23 - Heating, Ventilating, and Air Conditioning (HVAC)**

- HVAC systems:
  - Mini splits, wall mount, rated for the sq. ft. of each room, insectaries (4).
  - Mini split, ceiling mount, rated for the sq. ft. of each room, laboratory.
  - All other rooms will be supplied by conventional forced air units.
  - Inside units will be mounted in mechanical room if there is enough space, if space is limited then units will be mounted above drop ceilings.

- Outside components will be mounted on the ground at the rear (west) of the building.
- Note: Lennox units will not be used.
- Air compressor, same type as is in building 200, 800 and 900, will be located in the mechanical room or small outside enclosure attached to the building. Outlets will be in the separating room (4), wash room (1) and laboratory (1).
- The doors on the listed rooms will have downdraft fans:
  - Entrance to de-con room from production laboratory (1), de-con room south door (1), entrance to insectaries (4), for a total of 6.

### **Division 26 – Electrical**

- All lighting will be long life LED lights and light fixtures.
  - Light fixtures in the insectaries, separating room, and wash room will be rated for high humidity/wet environment; examples can be seen in the insectaries in building 100 and 500.
  - Insectary lighting will be on timers to match timers used in building 100 and 500 insectaries.
  - Lights in offices, break/meeting room, radiation, mechanical, janitor, storage, wash rooms will have motion detector switches to match ones in building 100. All other rooms will have traditional switches.
  - Outside lights will be controlled by one daylight sensor.

### **Division 27 – Communications**

- Phone and data from building 100, will operate and conform with existing systems. Phone handsets (Avaya multi line to match existing) and any additional equipment needed will be provided by the contractor. Any additional line needed from Comcast will be provided by AMCD.

Phone handsets will be needed in the following rooms:

- Offices X 6.
- Laboratory X 1.
- Break/meeting room X 1 (conference phone).
- Separating room X 1.

Data outlets will be required in the following rooms:

- Lobby/pickup room (1).
- Offices (4).
- Laboratory, island, work spaces, other walls (5).
- Break/meeting room, media wall, table (3).
- Radiation room (1).
- Separating room (4).
- Mechanical room, switch and home run to building 100.
- Building will have wi-fi tied into the campus network.

### **Division 28 - Electronic Safety and Security**

- Burglar alarm will be installed in the building. The alarm system will tie into the existing system located in building 100. Key pad locations will be at the administrative laboratory entry door and the front production laboratory entry door (2 key pads).
- CCTV will cover parking lot and the front building entrances. A minimum of 4 cameras will be needed. The CCTV will tie into the existing system located in building 100.
- Key card scan system to match existing system. The anticipated amount of key card access locations is three. Key card access will be required for the administrative laboratory entrance door, production laboratory entrance door and front lab entrance door.

### **Division 31 - Earthwork**

- Any necessary fill dirt needed will be provided.
- Any dirt removed from the site location will be stored on site for future use.

### **Division 32 - Exterior Improvements**

- Parking will be built as needed per code.
- Sidewalks will be built as needed per code and to provide access to the building.
- Landscaping & Irrigation as needed per code. Irrigation will tie into existing system.
- Changes or upgrades to fencing, if any, will be provided.
- Run fiber optic and or data cable as needed from building 100 for phone, data, burglar and key card system to service to the new building.
- Outside lighting as needed by code and for safety.

### **Division 33 - Utilities**

- Any underground work to include power, water, sanitary sewer and storm drains.

### **SCHEDULE OF ALTERNATES**

1. None

### **SPECIAL CONDITIONS**

1. The design and construction of this complex is not guaranteed, no RFP may be accepted and the AMCD Board may decide not to move forward. Price, funding and build time could be factors in the final decision.
2. Firms will be evaluated initially on the basis of the written proposals. The proposal must be complete, concise and clear as to the intent of the respondent. Further evaluation may include an oral presentation which will be scheduled after receipt of the written proposal.
3. Sales tax savings plan: Bidder's price will include all applicable sales tax, AMCD, through the contractor (and sub-contractors), will pay for all substantial materials less the sales tax (AMCD is tax exempt). Contractor will then credit AMCD, using a negative change order, the purchase price and the applicable sales tax. This method will allow AMCD to save approximately 6.5% on the materials used for the building project. The estimated sales tax savings will be listed on the ranking form by the bidder.
4. AMCD will want to see the total price for the design elements, building and construction costs and design and build time estimates for the project (RFP ranking form, tab 7).
5. Mandatory pre-bid conference Friday July 16, 2021 9 AM in the AMCD Board Room. This mandatory meeting will give all contractors an opportunity to tour the current facility, ask questions, get clarifications and understand what is expected from the contractor.
6. Questions concerning the bid will be made in writing to Richard Weaver [rweaver@amcdfi.org](mailto:rweaver@amcdfi.org). All questions will be answered as an addendum to the bid request. No questions will be accepted after July 23 2021 and all response addendums will be provided no later than July 27, 2021.

### **CONTRACTOR'S RISK INSURANCE**

The contractor shall provide, at no additional cost to the owner, all insurance required in these documents, including, Builder's Risk Insurance for the total cost of this project.

The contractor shall not commence work under this contract until they have provided certificates to AMCD for amounts of insurance as follows:

1. Public Liability and Property Damage Insurance including Independent Contractor's Liability, Owner's Protection Insurance, Contractual Liability and Completed Operations Insurance as follows:
  - a. One person in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
  - b. Two or more persons in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
  - c. Property Damage in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
2. Automobile Liability Insurance (including coverage for Contractors Automotive equipment; owned, hired and non-owned);



- a. One Person in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
- b. Two or More persons in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
- c. Property Damage in any one accident amount, amount – Five Hundred Thousand Dollars (\$500,000.00) with aggregate Property Damage in the amount of amount – Five Hundred Thousand Dollars (\$500,000.00)
3. Workmen's Compensation Insurance – Florida Statutory and any required by Maritime Law.
4. Contractor shall show proof of Professional Liability Coverage (umbrella) in the amount of One Million Dollars (\$1,000,000.00).
5. AMCD shall be shown as co-insured under the above insurance policies.

All insurance shall be maintained in force until completion of the work, and shall include an endorsement requiring ten (10) days prior written notice to the District (AMCD) before any change or cancellation is made effective.

### **BONDS**

The contractor shall provide to the AMCD, a Performance and Payment Bond for the full amount of the contract.

### **SCHEDULING**

The contractor shall coordinate the work schedule and shall be responsible for cooperation between the various trades and utilities involved to assure completion within the contract limits. The contractor shall be responsible for the security of their tools, equipment and materials.

### **PERMITS, CERTIFICATES, LAWS AND ORDINANCES**

The contractor will submit the documents to the Building Department for general building permit review. The contractor shall be responsible for procurement of the General Building permit and all other permits, certificates and licenses required of them by law for the execution of the work, including subcontractor's permits. The contractor shall comply with all the laws, ordinances, rules and regulations including environmental, relating to the performance of the work. All costs relating to these items including but not limited to water and sewer tap fees, meter fees, shall be the responsibility of the AMCD unless specifically noted otherwise.

### **FORMAT AND ORDER OF RESPONSES TO THE RFP**

All proposals will be presented as 8 1/2 X 11 either bound or in notebook. The information will be tabbed according to each requested section.

Please note: Costs will be presented using the ranking form (Ranking Form RFP 20/21-1- Attachment 1) as tab 11.

- The costs will consist of:
  - Site plan design costs.
  - Building plan design costs.
  - Permitting, permits and impact fee costs.
  - Rough order of magnitude construction costs, which will include:
    - Total cost for the construction.
    - General Conditions costs.
    - Other construction costs (if any).
- Any alternates will be priced separately. These alternate prices, if any, will not be used for ranking purposes.
- Sales tax savings (not used for ranking purposes).
- A ranking form (Ranking Form RFP 20/20-1- Attachment 1) is provided.

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.
2. **BUSINESS ORGANIZATION:** In this section, you should describe your business organization and who will serve as major participants and their respective roles.
  - A. **Organization.** State full name, address, telephone number and web address of the proposing firm.
    1. 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.
    2. As applicable, provide the name of the branch office or other subordinate element that will perform or assist in performing the services described herein.
  - B. **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).
    1. A list of major participants, especially consultants, and complete addresses, and their role.
    2. Should any of the participants include a Minority Business Enterprise (MBE), this should be noted.
    3. Specific role in the project of each participant noted above.
    4. Estimated percentages of participation of each participant noted above.

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

1. 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.
2. 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.
3. 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.

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.

**A. Same-type 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.

- B. 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.
4. **PROJECT TEAM.** This section will present those within your proposal who will deal directly on a day-to-day basis with this project.
- A. **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.
  - B. **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.
  - C. **Project manager.** Indicate who the assigned 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
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/joint venture is the most qualified to undertake the work and how they would approach the project.
- A. **Project understanding.** Provide a narrative that demonstrates your understanding of the project/strategy and project goals.
  - B. **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.
    - 1. 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 Districts intent and needs.

2. Be specific about how your project team will work with the design/build contractor to assure quality performance.
  3. Provide information on any special services or techniques which you will offer which differentiates your proposal from any other.
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 an MBE firm or participation of MBE suppliers or vendors.
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 contracts 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 contracts scheduled completion date (early). Penalties will be made in the amounts of \$15,000.00 for a full calendar month project is completed behind schedule. Rewards will be made in the amounts of \$5,000.00 for a full calendar month project is completed ahead of schedule.
8. **FINANCIAL STRENGTH.** This section should provide information demonstrating that the firm is financially sound and possesses sufficient financial resources to accomplish the project.
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.
10. **MISCELLANEOUS.** This section provides an opportunity for you to provide other information that the project team considers relevant. Be specific.

### **RANKING OF THE RFP**

- All the RFP submittals will be checked to make sure all AMCD policies and procedures were followed and all qualifications were met. All bid submittals that qualify will then be ranked using a ranking system based on price, knowledge, experience, project completion time and minority outreach described in the Format and Order of Responses to the bid

above. The ranking form is attached to the RFP document (see Attachment RFP 20/21-1- Attachment 1, (ranking form). The top three (3) ranking firms will be recommended by the review committee (AMCD staff) to be presented to the Board of Commissioners for their consideration.

**The above is in compliance with AMCD policies and procedures for; RFP for the design, permitting and construction of the: AMCD SIT Building.**

RFP: For the permitting and construction of the AMCD SIT Building.

RFP name: Design and Building of the AMCD SIT Building.

Deadline for submission of proposals: FRIDAY, JULY 30, 2021.

Opening by staff on: TUESDAY, AUGUST 03, 2021 9 A.M. at 120 EOC Drive, St. Augustine, Florida 32092

RFPs for the permitting and construction of the AMCD SIT Building will be considered by the AMCD Board of Commissioners at their meeting on THURSDAY, AUGUST 12, 2021 5 PM.

AMCD advertised for this project in the St. Augustine Record, Legal Notices, in the June 18, 2021 through June 20, 2021 editions, prior to the August 12, 2021, meeting, and providing "**Reasonable notice**" for advertisement as per Florida Statutes.

**CONFLICT OF INTEREST FORM**

Proposers and any corporate shareholder (if a corporation), its members (if a joint venture) and its partners (if a partnership or limited liability company) shall submit a completed Potential Conflict of Interest form (included in bid package) and indicate that they are unaware of any actual or potential conflicts of interest or identify and describe, in detail, actual or potential conflicts of interest. For purposes of this certification, the Commission includes, but is not limited to, its commissioners, employees and representatives.

Proposers shall refrain from contracting, either directly or indirectly, staff or District commissioners about the bid, selection process or anything related thereto. The Conflict of Interest Form can be presented under tab 10 Miscellaneous in your bid proposal.

**SUBMITTAL PROCEDURE**

A particular procedure for submitting a sealed RFP to our Board is necessary, following the District's Policies and Procedures.

Assigned RFP Numbers:

Bid numbers will be assigned as: "RFP FY20/21-1, (your company name), Design and Building of the AMCD SIT Building".

**Original RFP** shall be submitted with eight (8) copies for a total of 9, in a sealed envelope or box, and are to be identified in the lower, left-hand corner of the envelope or box with your assigned bid number (see above) and the words, "SEALED BID" (written or typed) directly under the bid number.

Hand delivery, US Postal service, Parcel services (UPS or Fed Express) and couriers are acceptable methods of delivering your bid.

As per the advertisement, no RFPs will be accepted after 4 PM July 30, 2021. Do not be late. You must be in compliance with the above submittal procedure. Proposers seeking clarifications shall direct all communications in writing to Richard Weaver at Anastasia Mosquito Control District, 120 EOC Drive, St. Augustine Florida 32092, e-mail [rweaver@amcdfi.net](mailto:rweaver@amcdfi.net), clarifications or modifications of this bid document will be by addendum only. Addenda and other documents will be delivered by mail, e-mail or messenger to bid document holders of record at the mailing address, e-mail address or location provided by bid document holders. The District may amend the bid, as it sees fit, at any time, and may cancel the bid at any time.

**The Board may reject any submittals in whole or part with or without cause.**

Dr. Rui-De Xue  
Director

**CONFLICT OF INTEREST & CLEAN HANDS DISCLOSURE FORM**

I HEREBY CERTIFY that

1. I (*printed name*) \_\_\_\_\_ am the (*title*) \_\_\_\_\_ and the duly authorized representative of the firm of (*firm name*) \_\_\_\_\_ whose address is \_\_\_\_\_, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District: and
4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: \_\_\_\_\_

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

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Personally known \_\_\_\_\_

OR Produced identification \_\_\_\_\_ Notary Public-State of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Type of Identification)

\_\_\_\_\_

(Printed, typed or stamped commissioned name of Notary Public)



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

Firm Name \_\_\_\_\_ Date \_\_\_\_\_

**Design and Engineering Costs**

Cost \$ \_\_\_\_\_

**Site Plan**

Total Cost \$ \_\_\_\_\_ (points price)

Award points on a scale of 1 to 15 with 15 points awarded to the lowest price

**Points awarded** \_\_\_\_\_

**Design and Engineering Costs**

Cost \$ \_\_\_\_\_

**Building**

Total Cost \$ \_\_\_\_\_ (points price)

Award points on a scale of 1 to 15 with 15 points awarded to the lowest price

**Points awarded** \_\_\_\_\_

**Permitting, Permits and Impact Fee Costs**

Cost \$ \_\_\_\_\_

**Project**

Total Cost \$ \_\_\_\_\_ (points price)

Award points on a scale of 1 to 15 with 15 points awarded to the lowest price

**Points awarded** \_\_\_\_\_

**Construction Costs (site & building)**

A

Construction cost \$ \_\_\_\_\_

**Project**

B

General Conditions cost \$ \_\_\_\_\_

C

Other construction costs \$ \_\_\_\_\_

Construction Price, General Conditions and Other construction, total cost (lines A, B, C) \$ \_\_\_\_\_ (points price)

Award points on a scale of 1 to 15 with 15 points awarded to the lowest price

**Points awarded** \_\_\_\_\_

**Projected Project Cost**

**Total RFP Contract Cost** \$ \_\_\_\_\_

**Additional Cost Information**

Alternate cost (if any) \$ \_\_\_\_\_ (cost increases or decrease)

Estimated Sales Tax savings \$ \_\_\_\_\_ (cost reduction)

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

**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.

**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 the date of the proposal. **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-type 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.

**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.

Project manager. Indicate who the assigned 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

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

**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.

**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 15 with 15 being the highest

Points awarded \_\_\_\_\_

**Knowledge of Project (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/joint 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 Districts 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 \_\_\_\_\_

**Length of Time for Completion of Project (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 contracts 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 contracts scheduled completion date (early). Penalties will be made in the amounts of \$15,000.00 for a full calendar month project is completed behind schedule. Rewards will be made in the amounts of \$5,000.00 for a full calendar month project is completed ahead of schedule.

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

Points awarded \_\_\_\_\_

**Minority Outreach (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 \_\_\_\_\_

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

Total points \_\_\_\_\_

Ranking \_\_\_\_\_

**Committee Members**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

CRAIG A. SOMMERS, AIA  
 ARCHITECT - AN0016480  
 csommers@csa.net

DOHERTY SOMMERS  
 ARCHITECTS ENGINEERS, INC.  
 3710 15th Ave S, Suite A & B  
 Jacksonville Beach, FL 32250  
 904.248.0589  
 904.241.0691  
 www.dsae.net  
 Florida License No. AA2600852  
 Public Certificate of Auth No. 00003939

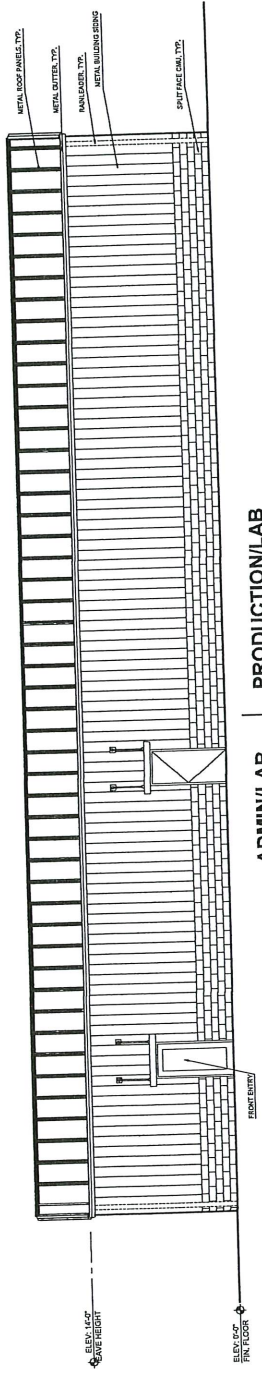
NEW BUILDING  
 AMCD  
 SIT BUILDING  
 120 EOC DRIVE  
 ST. AUGUSTINE, FL 32092

SHEET TITLE: FLOOR PLAN & FRONT ELEVATION

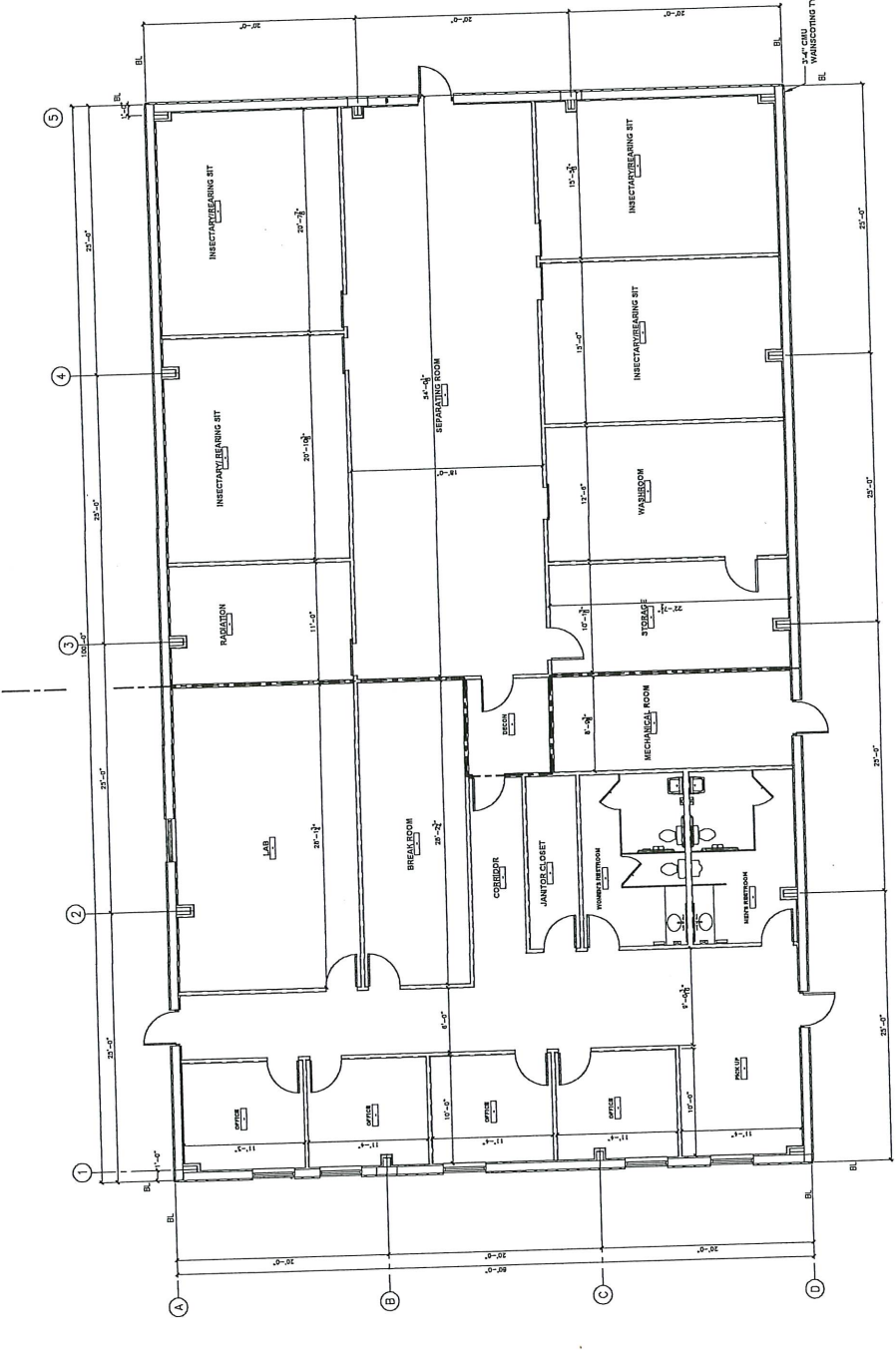
NO.	DATE	REVISION

DRAWN BY: CAS  
 CHECKED BY: CAS  
 DATE: 06-08-21

SHEET



ADMIN/LAB PRODUCTION/LAB



THIS SET INCLUDES FLOOR PLAN, FRONT ELEVATION, AND FRONT ELEVATION. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. REVISIONS TO THIS SET SHALL BE INDICATED BY CIRCLED NUMBERS AND LETTERS. THIS SET IS NOT TO BE USED FOR CONSTRUCTION WITHOUT THE ARCHITECT'S WRITTEN APPROVAL.

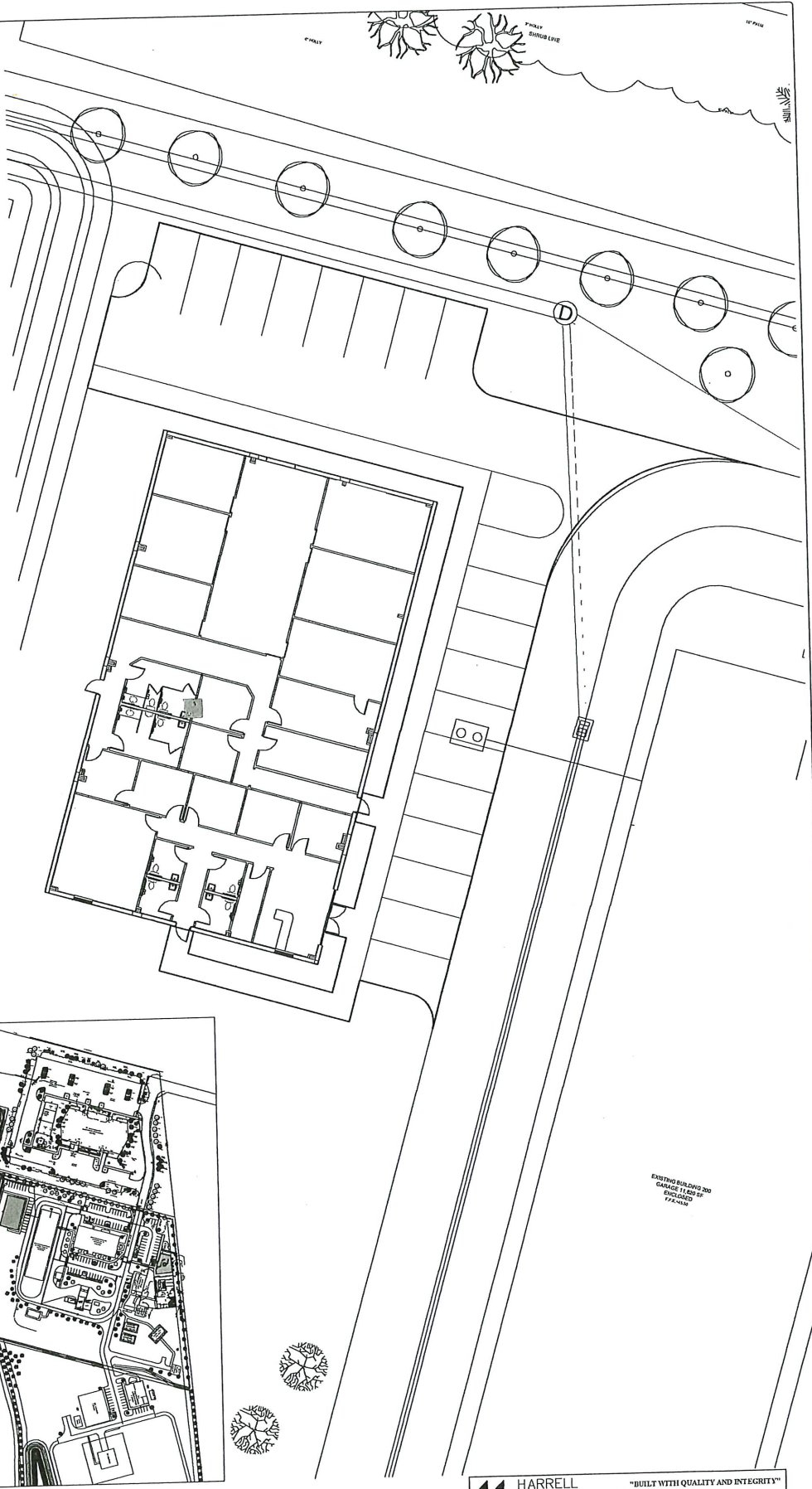
**FRONT ELEVATION**  
 SCALE: 3/16"=1'-0"

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



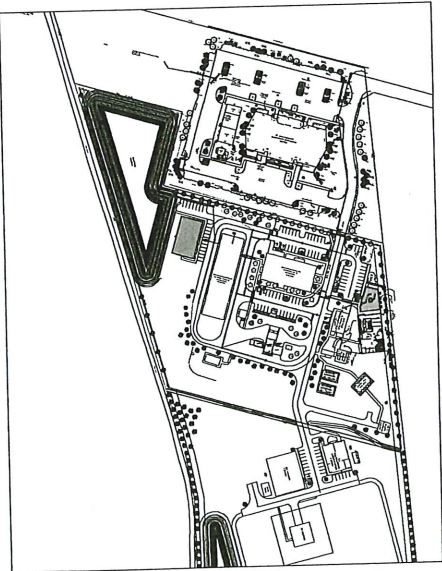
ARCHITECTURAL SITE PLAN

SCALE: 1"=10'-0"



OVERALL SITE PLAN

SCALE: N.T.S.



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**HARRELL CONSTRUCTION COMPANY, INC.**  
 "BUILT WITH QUALITY AND INTEGRITY"  
 4185 Seaboard Rd., Bldg 100 Jacksonville, FL 32257  
 Phone (904) 739-3700 Fax (904) 739-3939

**DSAE**  
 DOHERTY SOMMERS ARCHITECTS ENGINEERS, INC.  
 370 15th Ave S; Units A & B Jacksonville Beach, FL 32250  
 904.249.0698 p  
 904.241.0591 f  
 www.dsae.net  
 Florida Certificate of Auth. No: 00009393  
 Florida License No.: AA26000952

CRAIG A. SOMMERS, AIA  
 csommers@dsae.net  
 ARCHITECT - AR0016480

NEW BUILDING  
**AMCD  
 SIT BUILDING**

ST. JOHNS COUNTY, FLORIDA

SHEET TITLE: ARCHITECTURAL SITE PLAN		
NO.	DATE	REVISION

DRAWN BY: CAS  
 CHECKED BY: CAS  
 DATE: 05-30-2020

SHEET

**C-1**

**GEOTECHNICAL SOIL BORINGS / AMCD HEADQUARTERS  
ST. JOHNS COUNTY, FLORIDA**

**By**

**Environmental Services, Inc.  
7220 Financial Way, Suite 100  
Jacksonville, Florida 32256**

**and**

**Shuler, Evanson and Associates, Inc.  
1835 U.S. Highway 1 South, Suite 119, #138  
St. Augustine, Florida 32084**

**For**

**St. Johns County  
Anastasia Mosquito Control District (AMCD)  
c/o PQH Group  
Architects-Design/Build Services  
4141 Southpoint Drive East  
Jacksonville, Florida 32216**

**SG09034.00**



**ENVIRONMENTAL SERVICES, INC.  
2825 Lewis Speedway, Suite 107  
St. Augustine, Florida 32084**

ENVIRONMENTAL SERVICES, INC.  
7220 FINANCIAL WAY, SUITE 100  
JACKSONVILLE, FLORIDA 32256  
(904) 470-2200 FAX (904) 470-2112

www.environmentalservicesinc.com

18 March 2010

Ms. Priscilla Greene  
St. Johns County  
Anastasia Mosquito Control District (AMCD)  
c/o Mr. Robert Hoenshel, AIA  
PQH Group  
Architects-Design/Build Services  
4141 Southpoint Drive East  
Jacksonville, Florida 32216

**RE: Geotechnical Soil Borings / AMCD Headquarters  
New Anastasia Mosquito Control District (AMCD) Headquarters  
St. Johns County, Florida  
ESI Project No. SG09034.00 (revised)**

Dear Ms. Greene:

Environmental Services, Inc. (ESI) has worked in conjunction with Shuler, Evanson, and Associates, Inc. to perform geotechnical soil borings and assessment for the New Anastasia Mosquito Control Headquarters, the completed geotechnical report is provided as **Attachment 1**. The project site is located off State Road 16, adjacent to the existing St. Johns County Emergency Operations Center on a 7.04 acre tract described by the St. Johns County Property Appraiser as PIN #087550-0340. The project involves construction a new headquarters for the Anastasia Mosquito Control District consisting of three (3) buildings totaling approximately 20,073 square feet with associated storm water pond, and drives. Soil boring locations were based on the user provided proposed site plan generated by Matthews Design Group, Inc (dated 1 March 2010).

The purpose of the geotechnical assessment for this site is to evaluate the soil conditions present to make recommendations for building foundation structural design and site preparation based on the user provided proposed site plan. A total of ten (10) soil borings were advanced at the site. Seven (7) soil borings were advanced by rotary auger drill rig at the proposed locations of the building, sewer lift station, and storm water pond utilizing a rotary auger rig to depths of 15 to 25 feet below ground surface (bgs). Three (3) hand auger borings were advanced to a depth of 5.5 to 6 feet bgs at the proposed parking and drive areas of the site. The locations of the borings, and classification and testing of the soils was performed by the project geotechnical engineer. Additionally, groundwater measurements were collected at the site.

Based on the results of the geotechnical investigation, the proposed construction project should be constructed following methods consistent with the recommendations of the report. ESI appreciates the opportunity to provide all services for this project. Should you have any questions or require additional information, please contact the undersigned at (904) 824-5494.

Sincerely yours,

ENVIRONMENTAL SERVICES, INC.

  
Brett H. Miller, P.G.  
Senior Geologist

3/18/2010

(Attachments)



March 16, 2010

## REPORT OF GEOTECHNICAL EXPLORATION

---

**Anastasia Mosquito Control  
St. Augustine, Florida**

**Prepared for:**

**Environmental Services, Inc.  
7220 Financial Way, Suite 100  
Jacksonville, Florida 32256**

**Prepared by:**

**Shuler, Evanson and Associates, Inc.  
1835 U.S. Highway 1 South, Suite 119, #138  
St. Augustine, Florida 32084**

**SEA Project Number 10-3126**



SHULER • EVANSON  
and associates, INC

March 16, 2010

Environmental Services, Inc.  
7220 Financial Way, Suite 100  
Jacksonville, Florida 32256

**Attention:** Mr. Brett Miller

**Subject:** Report of Geotechnical Exploration  
Anastasia Mosquito Control  
St. Augustine, Florida  
SEA Project No. 10-3126

Dear Mr. Miller:

Shuler, Evanson and Associates, Inc. (SEA) is pleased to submit this report of geotechnical exploration for the subject project. The purpose of this exploration is to obtain information on the subsurface conditions at the site and provide recommendations for foundation design and site preparation. This report presents our understanding of the project, a summary of the subsurface conditions, an evaluation of the data, and our geotechnical recommendations.

The subject property is located at the southern end of Agricultural Center Drive in St. Augustine, Florida and is identified as PIN 087550-0340 by the St. Johns County Property Appraiser. The project involves construction of a new headquarters for the Anastasia Mosquito Control District consisting of three single-story buildings totaling approximately 20,073 square feet with associated parking, drives, sewer lift station and stormwater pond.

Based on our evaluation of the soil conditions encountered during this exploration, the proposed construction may be supported on shallow spread foundations designed for a net allowable bearing capacity of **2,500 pounds per square foot**.

We appreciate your selection of SEA and look forward to assisting you further on this and other projects. If you have any questions, please do not hesitate to contact us.

Sincerely,

*SHULER, EVANSON AND ASSOCIATES, INC. (COA #28054)*

E. Lowry Shuler, P.E.  
Principal Engineer  
Registered Florida No. 64493

Scott G. Evanson, P.G.  
Principal Geologist

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**Appendix A: Figures**

- Figure 1: Site Location
- Figure 2: Soil Survey Map
- Figure 3: Boring Location Plan

**Appendix B: Boring Records**

- Soil Test Boring Records
- Hand Auger Boring Records

## 1.0 PROJECT DESCRIPTION

The project consists of constructing two single-story main buildings totaling approximately 19,353 square feet and an approximately 720 square-foot single-story out building with associated parking, drives, sewer lift station and stormwater pond. The subject property is located at the southern end of Agricultural Center Drive in St. Augustine, Florida and is identified as PIN 087550-0340 by the St. Johns County Property Appraiser. The project site is bounded to the north by the St. Johns County Emergency Operations Center, to the east by a shooting range, and to the south and west by undeveloped land. See *Figure 1: Site Location Plan* in Appendix A.

At this time, structural loading information is not available. For the purpose of this report, we anticipate that the structures will be supported on shallow spread foundations and foundation loads will not exceed 20 kips for interior columns and 3 kips per linear foot for continuous footings. We anticipate that finished site grades will be approximately two feet above the existing grade.

## 2.0 SITE DESCRIPTION

The site is currently cleared with the exception of scattered shrubs and grass. Approximately one to two feet of topographic relief was observed across the site. Standing water was observed in a few low areas at the time of our site visit; and the ground surface was stable under the weight of the drilling equipment.

## 3.0 REVIEW OF PUBLISHED DATA

Based on the Natural Resources Conservation Service's (NRCS) Soil Survey of St. Johns County, Florida, the predominant soil type at the site is categorized as Myakka fine sand. See *Figure 2: Soil Survey Map* located in Appendix A. Information from the soil survey is presented below in Table 1.

*Table 1: Summary of Soil Survey Information*

Map Symbol and Soil Name	Hydrologic Group	Water Table		Depth (in)	Saturated Hydraulic Conductivity (Inches/hr)
		Upper Limit (ft)	Lower Limit (ft)		
3 - Myakka fine sand	A/D	0.5 - 1.5	>6	0 - 23	6 - 20
				23 - 53	0.6 - 6
				53 - 80	6 - 20

## 4.0 EXPLORATION PROCEDURES

### 4.1 Soil Test Boring

Seven soil test borings (B-1 through B-7) were performed at the locations of the proposed buildings, sewer lift station and stormwater pond. See *Figure 3: Boring Location Plan* located in Appendix A. The soil test borings were drilled to depths of 15 to 25 feet below the ground surface. The boring locations were selected in the field by our geotechnical engineer using a handheld GPS based on the site plan by

Matthews Design Group, Inc., dated March 1, 2010. Boring locations should be considered approximate.

The soil test borings were performed using mud rotary drilling techniques. Soil sampling and penetration testing were performed in general accordance with ASTM D 1586. Standard Penetration Tests (SPT) were performed at intervals of two to five feet. Soil samples obtained were classified by the geotechnical engineer.

#### 4.2 Hand Auger Borings

Three hand auger borings (HA-1 to HA-3) were performed in the areas of parking and drives. See *Figure 3: Boring Location Plan* located in Appendix A. The hand auger borings were drilled to depths of 5.5 to 6 feet below the ground surface. Soil samples obtained were classified by the geotechnical engineer. The boring locations were selected in the field by our geotechnical engineer using a handheld GPS based on the site plan by Matthews Design Group, Inc., dated March 1, 2010. Boring locations should be considered approximate.

The soil consistency at the hand auger boring locations was measured with a dynamic cone penetrometer. Auger borings were incrementally advanced by manually twisting a sharpened steel auger into the soil to the test depth. The penetrometer conical point was first seated 2 inches to penetrate any loose cuttings and then driven two additional 1¼ inches increments with blows from a 15-pound hammer falling 20 inches.

### 5.0 SUBSURFACE CONDITIONS

#### 5.1 Subsurface Stratigraphy

The subsurface conditions encountered in the borings are presented graphically on the *Soil Test Boring Records* and *Hand Auger Boring Records* in Appendix B. The subsurface stratigraphy indicated on the boring records is for illustrative purposes only and the conditions in areas not penetrated by the borings may vary from those shown. The lines designating changes in stratigraphy on the boring records represent approximate boundaries; however, the transition between soil types is often gradual.

The soil test borings generally encountered fine sand with varying amounts of silt from the ground surface to boring termination at depths of 15 to 25 feet. Additionally, between a depth of 4 and 12 feet below ground surface, our borings generally encountered dark brown, slightly silty sand with cementitious layers, locally termed "hardpan". This hardpan may be difficult to excavate with traditional equipment.

#### 5.2 Depth to Groundwater

Depth to groundwater was measured more than 24 hours after drilling the soil test borings and at the time of drilling of the hand auger borings. The depth to groundwater is shown below in Table 2.

Table 2: Groundwater Measurements

Boring #	Depth to Groundwater (ft)
B-1	0.3
B-2	0.2
B-3	0.5
B-4	0.3
B-5	0.3
B-6	0.4
B-7	0.3
HA-1	0.3
HA-2	0.1
HA-3	0.3

Groundwater levels can fluctuate several feet seasonally due to variations in rainfall, nearby development activities and other factors. The seasonal high water table (SHWT) is defined as the highest average depth of water saturated soil during the wettest season of the year. Seasonal high water table (SHWT) estimates are primarily based on soil colors, soil mottles, natural vegetation, depth to the root zones and depth to clay layers or hardpan. The SHWT is estimated to occur at or near a depth of 1.5 feet at the location of the proposed pond.

## 6.0 CONCLUSIONS AND RECOMMENDATIONS

Very dense layers of hardpan will likely prove difficult to excavate using conventional equipment. These layers of hardpan were generally encountered at a depth of 6 to 8 feet and extended to an approximate depth of 12 feet below the ground surface. We recommend that this information be made available to subcontractors in the bid documents.

Recommendations for the development of this site are presented below based on the results of our exploration:

### 6.1 Site Preparation

Heavy site clearing should be performed to remove unwanted vegetation. In general, low ground pressure tracked equipment should be used during site clearing to minimize further disturbance to the natural subgrade soils. The clearing debris should be removed from the construction area and wasted from the site. Depressions resulting from the removal of stumps and debris should be cleaned of loose soil and backfilled with structural fill.

### 6.2 Groundwater Control

Surface and subsurface water can generally be maintained by providing positive drainage, the use of ditches, and/or pumping from filtered sumps. Construction traffic over saturated soils should be prohibited to prevent rutting and subgrade deterioration. Adequate groundwater control is essential for

maintaining workable site conditions and stable subgrades. Dewatering operations such as well points or shoring may be required for installation of utilities below the groundwater table.

### 6.3 Fill Placement

We recommend that structural fill be relatively clean sand having less than 15 percent fines and less than five percent organic content by weight. Representative samples of the proposed fill materials should be tested to determine the maximum dry density, optimum moisture content and gradation. Our soil test borings indicate that the onsite soils will be suitable for use as structural fill. Some of the soils excavated from the stormwater pond may have sufficient silt content (close to 15 percent) to warrant stockpiling and allotment of additional time for drying.

Structural fill should be placed by spreading acceptable soils in loose layers generally not more than about 12 inches thick. Thinner lifts may be required, depending on the compaction equipment. Each fill lift should be compacted to achieve at least 95 percent of the maximum dry density, as determined by the modified proctor method (ASTM D-1557).

### 6.4 Shallow Spread Foundations

#### 6.4.1 Buildings

Our analysis indicates that the proposed buildings can be supported on in-situ soils or properly compacted structural fill with conventional shallow spread foundations sized for a net allowable bearing capacity of **2,500 pounds per square foot**, based on maximum allowable column and wall loads of 20 kips and 3 kips per linear foot, respectively. Individual column and wall footings should have minimum widths of at least 24 and 12 inches, respectively, with a minimum embedment depth of 18 inches. Soil compression under imposed static loads was estimated based on the field data and our experience with similar soils. The total settlement of foundations is expected to be less than one inch. Differential settlements are anticipated to be approximately half of the total settlement.

Footing concrete should be placed the same day footings are excavated, when possible. Soils loosened by water intrusion or exposure should be removed before placing concrete. The geotechnical engineer should observe cleaned footings prior to concrete placement to confirm that the bearing surface conditions are similar to those for which the allowable bearing capacity was recommended.

#### 6.4.2 Sewer Lift Station

Our analysis indicates that the proposed sewer lift station can be soil supported at a depth of 10 to 15 feet on a foundation sized for a net allowable bearing capacity of **3,500 pounds per square foot**. The total settlement is expected to be less than one inch. Differential settlements are anticipated to be approximately half of the total settlement.

### 6.5 Concrete Slabs on Grade

Concrete slabs on grade may be soil supported on compacted in-situ soils and engineered fill. Floor slabs may be designed using a modulus of subgrade reaction (K-value) of 200 pounds per square inch per inch.

## 6.6 Pavement Subgrade Preparation

Pavement subgrades should be compacted to a density of at least 98 percent of the Modified Proctor maximum dry density and achieve a Limerock Bearing Ratio of 40 to a depth at least 12 inches below the pavement base course. A moderate weight, self-propelled vibratory roller (total static weight of at least 5 tons, drum diameter of 3 to 4 feet) should be used to densify the sandy subgrade soils.

## 6.7 Pavements

Parking for approximately 49 vehicles is provided for in the design. Trucks operated by Anastasia Mosquito Control were considered with vehicular traffic. We estimate that one to two delivery trucks per day and two trash trucks per week will enter and leave the facility. The anticipated pavement design life is 20 years. The recommended pavement sections are listed below:

Standard Duty Pavement – 1.5 inches of asphalt riding surface over 6 inches of aggregate base course.

Heavy Duty Pavement - 2 inches of asphalt riding surface over 8 inches of aggregate base course.

Standard Duty Concrete Pavement – Minimum 5 inches of Portland cement concrete.

Heavy Duty Concrete Pavement - 6 inches of Portland cement concrete.

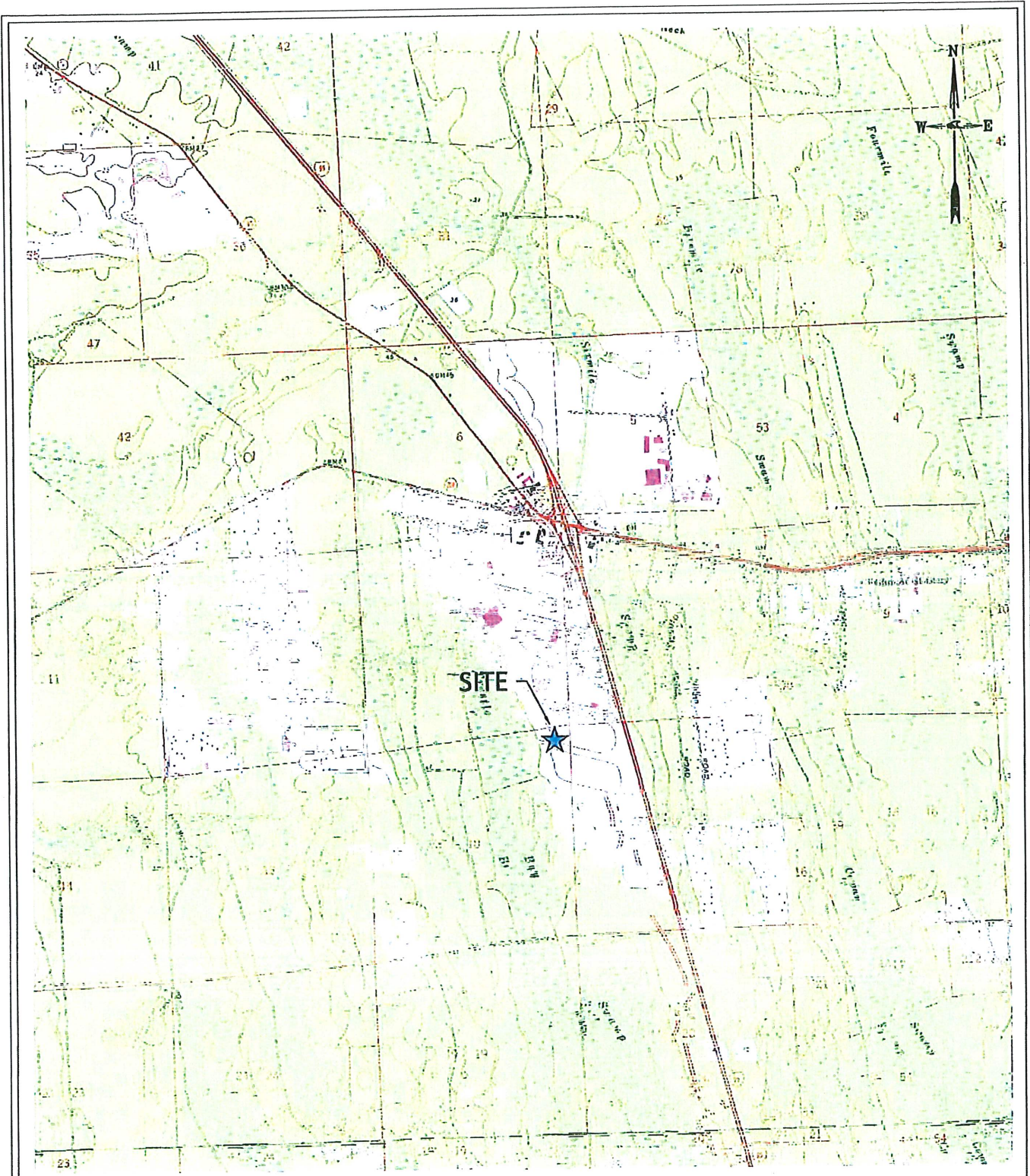
## 7.0 QUALIFICATION OF REPORT

Our evaluation of foundation support conditions was based on our understanding of the site and project information and the data obtained in our exploration. The general subsurface conditions utilized in our geotechnical evaluation have been based on the extrapolation of subsurface data from our borings. In evaluating the field and laboratory data, we have examined previous correlations between penetration resistance and foundation bearing pressures observed in soil conditions similar to those at this site. This geotechnical exploration was performed using that degree of skill and care ordinarily exercised under similar conditions by reputable members of SEA's profession practicing in the same or similar locality at the time of performance. No other warranty, expressed or implied, is made or intended, and the same are specifically disclaimed.



## **Appendix A**

### **Figures**



Source: USGS Digital Orthographic Quarter-Quads - Bakersville Quadrangle

NOT TO SCALE

Anastasia Mosquito Control  
St. Johns County, Florida



Figure 1:  
Site Location Map

Prepared By: ELS

Date: 3/15/10

SEA Project No. 09-3126

Checked By: SGE

Date: 3/15/10



**Legend**

- Project Boundary
- 3 Myakka fine sand
- 5 St. Johns fine sand, depressional
- 13 St. Johns fine sand
- 18 Floridana fine sand, frequently flooded
- 26 Samsula muck



Source: NRCS Soil Survey - St. Johns County

NOT TO SCALE

Anastasia Mosquito Control  
St. Johns County, Florida



Figure 2:  
Soil Survey Map

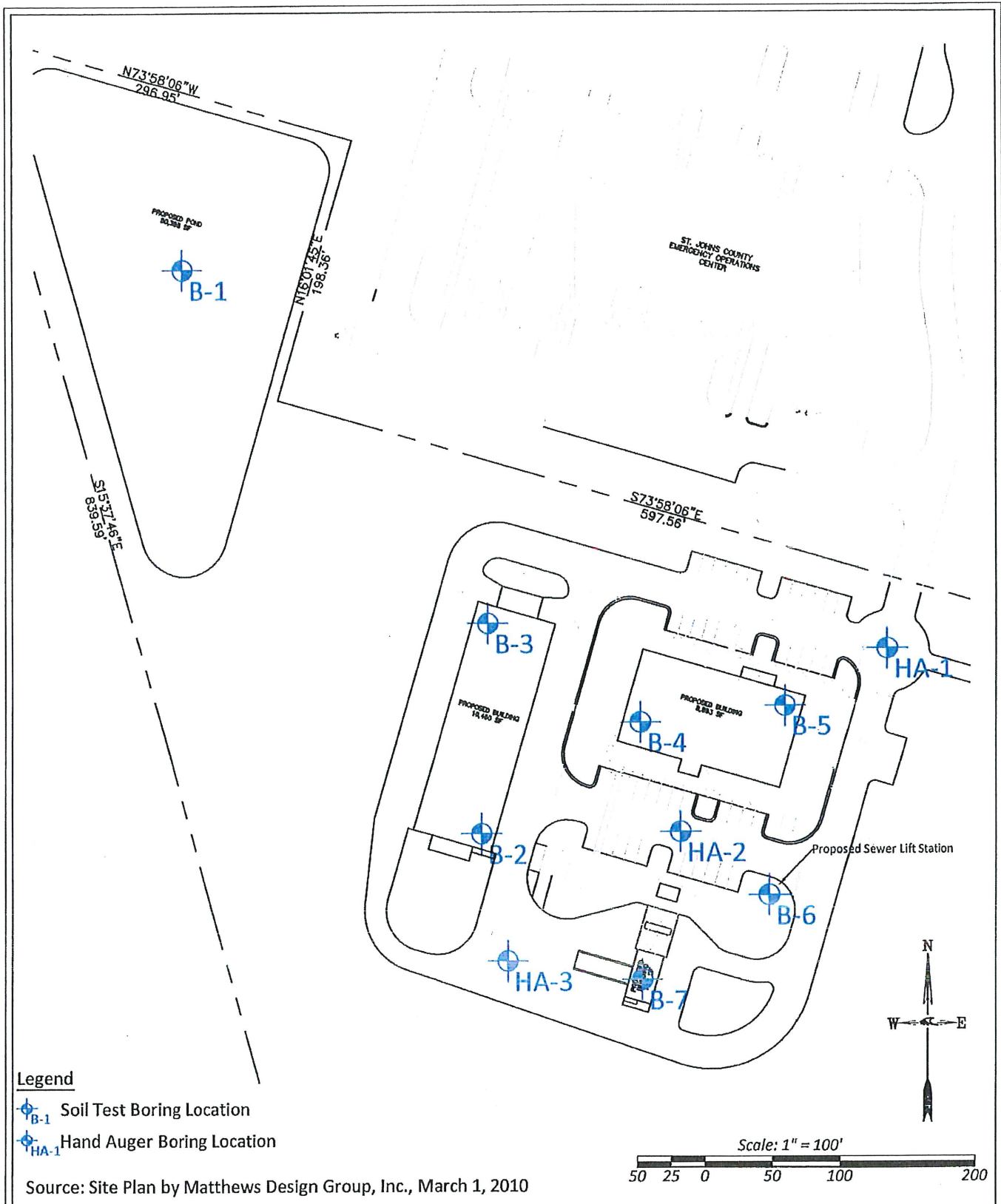
Prepared By: ELS

Date: 3/15/10

SEA Project No. 09-3126

Checked By: SGE

Date: 3/15/10



Anastasia Mosquito Control  
St. Johns County, Florida



Figure 3:  
Boring Location Plan

Prepared By: ELS

Date: 3/15/10

SEA Project No. 09-3126

Checked By: SGE

Date: 3/15/10

**Appendix B**  
**Boring Records**



# SOIL TEST BORING RECORD

**BORING NUMBER - B1**

PAGE 1 OF 1

PROJECT NUMBER 10-3126 PROJECT NAME Anastasia Mosquito Control  
 DRILLER SEA DRILLED 3/10/10 DRILLING METHOD Hand Auger/Mud Rotary HOLE SIZE (in) 4  
 GROUND ELEVATION \_\_\_\_\_ GROUND WATER: AT TIME OF DRILLING ---  
 LOGGED BY S. Evanson CHECKED BY L. Shuler AFTER DRILLING 0.3 ft

**NOTES**

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE	SAMPLE NO.	BLOW COUNTS (N VALUE)	SPT N VALUE			
						PL	MC	LL	LL
						FINES CONTENT (%)			
						20	40	60	80
0		Moist, brown, slightly silty, fine, SAND (SP-SM)		B1-1					
				B1-2					
				B1-3					
				B1-4					
		Wet, grey and brown, (SP) Estimated Seasonal High Water Table: 1.5 feet		B1-5					
				B1-6					
				B1-7					
5		Wet, firm to very dense, dark brown, slightly silty, fine, SAND (SP-SM)		B1-8	7-9-11-13				
				B1-9	(20)				
				B1-10	5-9-11-13				
				B1-11	15-24-33				
					(57)				
10									
15				B1-12	37-46-46				
					(92)				

Boring terminated at 15.0 feet.



# SOIL TEST BORING RECORD

**BORING NUMBER - B2**  
PAGE 1 OF 1

PROJECT NUMBER 10-3126 PROJECT NAME Anastasia Mosquito Control  
 DRILLER SEA DRILLED 3/10/10 DRILLING METHOD Mud Rotary HOLE SIZE (in) 4  
 GROUND ELEVATION \_\_\_\_\_ GROUND WATER: AT TIME OF DRILLING ---  
 LOGGED BY S. Evanson CHECKED BY L. Shuler AFTER DRILLING 0.2 ft

**NOTES**

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE	SAMPLE NO.	BLOW COUNTS (N VALUE)	SPT N VALUE			FINES CONTENT (%)
						PL	MC	LL	
0									
0 - 1		Moist, very loose, dark brown, slightly silty, fine, SAND (SP-SM)	X	B2-1	1-2-2-2 (4)	●			
1 - 5		Wet, very loose to loose, tan, fine, SAND (SP)	X	B2-2	3-4-5-6 (9)	●			
5 - 6		Wet, firm to very dense, dark brown, slightly silty, fine, SAND (SP-SM)	X	B2-3	4-7-9-9 (16)	●			
6 - 12		Wet, firm to very dense, dark brown, slightly silty, fine, SAND (SP-SM)	X	B2-4	6-12-18-28 (30)	●			
12 - 15		Wet, firm to very dense, light brown, fine, SAND (SP)	X	B2-5	25-50-50 (100)	●			
15 - 17		Wet, very firm to very dense, light brown, fine, SAND (SP)	X	B2-6	9-15-17 (32)	●			
17 - 20		Wet, very firm to very dense, light brown, fine, SAND (SP)	X	B2-7	17-26-34 (60)	●			

Boring terminated at 20.0 feet.



# SOIL TEST BORING RECORD

**BORING NUMBER - B3**

PAGE 1 OF 1

PROJECT NUMBER 10-3126 PROJECT NAME Anastasia Mosquito Control  
 DRILLER SEA DRILLED 3/10/10 DRILLING METHOD Mud Rotary HOLE SIZE (in) 4  
 GROUND ELEVATION \_\_\_\_\_ GROUND WATER: AT TIME OF DRILLING ---  
 LOGGED BY S. Evanson CHECKED BY L. Shuler AFTER DRILLING 0.5 ft

**NOTES**

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE	SAMPLE NO.	BLOW COUNTS (N VALUE)	SPT N VALUE			FINES CONTENT (%)	
						PL	MC	LL	PL	LL
0		▼ Moist, very loose, light brown, slightly silty, fine, SAND (SP-SM)								
		Wet, very loose, tan, fine, SAND (SP)		B3-1	1-2-2-2 (4)					
				B3-2	2-4-4-3 (8)					
5		Wet, firm to very dense, dark brown, slightly silty, fine, SAND (SP-SM)		B3-3	4-5-9-16 (14)					
				B3-4	7-11-15-15 (26)					
				B3-5	11-40-50 (90)					
10										
		Wet, dense to very dense, light brown, fine, SAND (SP)		B3-6	25-40-50 (90)					
15										
				B3-7	17-16-16 (32)					
20										

Boring terminated at 20.0 feet.





# SOIL TEST BORING RECORD

**BORING NUMBER - B4**

PAGE 1 OF 1

PROJECT NUMBER 10-3126 PROJECT NAME Anastasia Mosquito Control  
 DRILLER SEA DRILLED 3/9/10 DRILLING METHOD Mud Rotary HOLE SIZE (in) 4  
 GROUND ELEVATION \_\_\_\_\_ GROUND WATER: \_\_\_\_\_ AT TIME OF DRILLING ---  
 LOGGED BY S. Evanson CHECKED BY L. Shuler AFTER DRILLING 0.3 ft

**NOTES**

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE	SAMPLE NO.	BLOW COUNTS (N VALUE)	SPT N VALUE		FINES CONTENT (%)	
						PL	MC	LL	LL
0		Moist, very loose, brown and grey, slightly silty, fine, SAND (SP-SM)		B4-1	2-2-2-2 (4)				
		Wet, loose, dark brown, slightly silty, fine, SAND (SP-SM)		B4-2	2-1-4-8 (5)				
5		Wet, very firm, tan, fine, SAND (SP)		B4-3	6-11-11-12 (22)				
		Wet, very firm to very dense, dark brown, slightly silty, fine, SAND (SP-SM)		B4-4	6-11-17-19 (28)				
10				B4-5	12-26-42-50 (68)				
15		Wet, very firm to very dense, light brown, fine, SAND (SP)		B4-6	17-31-40 (71)				
20				B4-7	6-10-11 (21)				

Boring terminated at 20.0 feet.



# SOIL TEST BORING RECORD

**BORING NUMBER - B5**

PAGE 1 OF 1

PROJECT NUMBER 10-3126 PROJECT NAME Anastasia Mosquito Control  
 DRILLER SEA DRILLED 3/9/10 DRILLING METHOD Mud Rotary HOLE SIZE (in) 4  
 GROUND ELEVATION \_\_\_\_\_ GROUND WATER: AT TIME OF DRILLING ---  
 LOGGED BY S. Evanson CHECKED BY L. Shuler AFTER DRILLING 0.3 ft

**NOTES**

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE	SAMPLE NO.	BLOW COUNTS (N VALUE)	SPT N VALUE			
						PL	MC	LL	LL
						▲ FINES CONTENT (%)			
						20	40	60	80
0		Moist, loose, dark brown, slightly silty, fine, SAND (SP-SM) Wet, loose to firm, tan, fine, SAND (SP)	X	B5-1	2-3-3-4 (6)	●			
		Wet, firm to very firm, dark brown, slightly silty, fine, SAND (SP-SM)	X	B5-2	5-5-8-9 (13)	●			
5			X	B5-3	4-7-10-10 (17)	●			
			X	B5-4	5-11-19-19 (30)	●			
10			X	B5-5	4-10-16-26 (26)	●			
15		Wet, very firm to very dense, light brown, fine, SAND (SP)	X	B5-6	4-10-16 (26)	●			
20			X	B5-7	13-25-26 (51)	●			

Boring terminated at 20.0 feet.