

Anastasia Mosquito Control District

of St. Johns County

www.amedsjc.org



District Board Meeting

October 14, 2021

Thursday at

5:00 P.M

ANASTASIA MOSQUITO CONTROL DISTRICT

ST. JOHNS COUNTY



PROPOSED AGENDA

Thursday, October 14, 2021

5:00pm

Invocation and Pledge: Commissioner Brandhorst

Consent Items: Approval of:

1. Treasurer's Report
2. Vouchers (Cancelled Checks)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, September 9, 2021 at 5:00 pm, 1st public hearing, September 9 at 5:30pm, final public hearing, September 23 at 5:30pm, and a special meeting, September 23 at 5:00pm.
5. Annual physical inventory
6. Agreement between AMCD and Mobisoft for data serve hosting
7. Board members to attend the AMCA annual meeting, Jacksonville, FL, Feb 28-March 4, 2022
8. Holidays work schedule
9. Job descriptions (Chief Pilot/Aviation Manager, Pilot, and Mosquito Control Engineer)

Unfinished Business:

1. Discussion and approval of a policy for Board members to contact legislators and media reporters
... Mr. Wayne Flowers (10 min)
2. Discussion and approval of MoU for helicopter landing between AMCD and County
Mr. Flowers & Dr. Xue (10 min)

New Business:

1. Update about the SIT build project progress ... Mr. Weaver (5 min)
2. DoD grant progress report/PPT (survey part)... Dr. Vindhya Aryaprema (15 min)
3. Discussion about COVID-19 and vaccination for Board members and employees .. Commissioner Mrs. Moeller (10 min)

Reports:

1. Director
2. Attorney

Commissioners' reports and comments:

Consents

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

September 2021 Reconcile

Report for October 2021 Meeting

Cash Balances Ending:

9/30/21

Local Fund	\$	3,299,628.66	
S.B.A. Fund	\$	5,478,372.52	
Bank of America	\$	304,758.12	(E-Pay Account)
Total Funds as of 09/30/21	\$	9,082,759.30	

Source of Income Local/ SBA Fund:

9/30/21

Taxes	\$	-	(Gross, before Tax Collector's Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	396.84	
Local Fund, Interest	\$	-	
Grant Money	\$	63,995.21	Dept. of Defense, Smart Cage/ UF, Central Life, Woodstream
Surplus Sales	\$	-	
Dormatory Rent	\$	-	
Total Deposits by 09/30/21	\$	64,392.05	

CHEMICAL & INSECTICIDE INVENTORY

Report for October 2021 Meeting

Summary

VOUCHERS PRESENTED

Report for October 2021 Meeting

Local Fund Several

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

From 09/01/21 through 09/30/21

Date	Num	Name	Memo	Clr	Amount	Balance	
						4,096,101.89	
110 · Wells Fargo Bank - Local							
110-A · QuickBooks Bill Pay						-8,924,378.32	
Total 110-A · QuickBooks Bill Pay						-8,924,378.32	
110 · Wells Fargo Bank - Local - Other						13,020,480.21	
09/01/2021	8081	Nationwide Retir...	VOID: Entity Code#0037184-001	X	0.00	13,020,480.21	
09/01/2021	8082	Nationwide Retir...	Entity Code#0037184-001	X	-980.00	13,019,500.21	
09/01/2021	Direct Dep	Ed Orzechowski	Aerial Mechanic Assistance	X	-780.00	13,018,720.21	
09/01/2021	Direct Dep	Catherine Brand...	Sept. 2021 Supply Checks	X	-100.00	13,018,620.21	
09/01/2021	Direct Dep	Gayle Gardner	Sept. 2021 Supply Checks	X	-100.00	13,018,520.21	
09/01/2021	Direct Dep	Gina LeBlanc	Sept. 2021 Supply Checks	X	-100.00	13,018,420.21	
09/01/2021	Direct Dep	Jeanne Moeller	Sept. 2021 Supply Checks	X	-100.00	13,018,320.21	
09/01/2021	Direct Dep	Panagiota Becker	Sept. 2021 Supply Checks	X	-100.00	13,018,220.21	
09/02/2021	9-#426	Payroll	Taxes Withheld	X	-18,480.19	12,999,740.02	
09/02/2021	9-#426	Payroll	Bank Account, Other	X	-2,339.16	12,997,400.86	
09/02/2021	9-#426	Payroll	Credit Union	X	-725.00	12,996,675.86	
09/02/2021	9-#426	Payroll	Net Pay to Bank	X	-53,528.28	12,943,147.58	
09/02/2021	8083	Argos	VOID: 121329	X	0.00	12,943,147.58	
09/02/2021	8084	Argos	121329	X	-221.50	12,942,926.08	
09/03/2021	9-#436	Blue Cross Blue...	A5658	X	14,487.59	12,957,413.67	
09/07/2021	9-#476R	Defense Dept	Grant Money 06/01/21 thru 07/1...	X	27,326.27	12,984,739.94	
09/07/2021	9-#417	Florida Retirem...	FRS August 2021 Employer Co...	X	-22,554.42	12,962,185.52	
09/08/2021	8085	Charolette Hall	FL Blue Rebate 2020	X	-6.65	12,962,178.87	
09/08/2021	8086	Courtney Cunni...	FL Blue Rebate 2020	X	-42.80	12,962,136.07	
09/08/2021	WIRE	Bank of America	For Bill Pay	X	-250,000.00	12,712,136.07	
09/08/2021	Direct Dep	Dena Autry	428	X	-73.37	12,712,062.70	
09/08/2021	Direct Dep	Kai Blore	Tuition PHD Program Employee...	X	-1,592.07	12,710,470.63	
09/08/2021	Direct Dep	Kay Gaines	FL Blue Rebate 2020	X	-92.74	12,710,377.89	
09/09/2021	Phone Pay	Bank of America	4356 2200 0207 4579	X	-13,754.35	12,696,623.54	
09/13/2021	Debit	Paypal	G-Mail additional Storage	X	-1.99	12,696,621.55	
09/13/2021		wells Fargo	Bank Analysis Fee, Charges	X	-144.10	12,696,477.45	
09/16/2021	9-#477	Payroll	Taxes Withheld	X	-17,315.67	12,679,161.78	
09/16/2021	9-#477	Payroll	Bank Account, Other	X	-2,789.16	12,676,372.62	
09/16/2021	9-#477	Payroll	Credit Union	X	-725.00	12,675,647.62	
09/16/2021	9-#477	Payroll	Net Pay to Bank	X	-49,529.53	12,626,118.09	
09/22/2021	9-#425R	SmartCage-UF	08/01/21 thru 08/31/21 Inv#10	X	6,415.46	12,632,533.55	
09/29/2021	8087	PGIT	WC FL1 0554001- 12-10		-37,251.00	12,595,282.55	
09/29/2021	8088	ThompsonBaker...	Acct#ANAST-3		-115,428.00	12,479,854.55	
09/29/2021	8089	Nationwide Retir...	Entity Code#0037184-001		-980.00	12,478,874.55	
09/29/2021	8090	Nationwide Retir...	Entity Code#0037184-001		-980.00	12,477,894.55	
09/29/2021	8091	Compass Group...	EDU Facility		-27,275.83	12,450,618.72	
09/29/2021	8092	VyStar Credit U...	H.S.A Funds Taylor Ballantyne		-658.36	12,449,960.36	
09/29/2021	Direct Dep	Dana Smith	Travel Reimburse, Ft. Rutgers &...	X	-199.57	12,449,760.79	
09/29/2021	Direct Dep	Ralph Bruner	Travel Reimburse, Ft. Rutgers &...	X	-47.00	12,449,713.79	
09/29/2021	WIRE	Bell Textron, Mi...	Propeller Replacement, INSUR...	X	-127,661.01	12,322,052.78	
09/29/2021	WIRE	Coastal Helicopt...	Helicopter Replacement Parts, I...	X	-5,848.41	12,316,204.37	
09/29/2021	WIRE	EXTEX Enginee...	Helicopter Replacement Parts, I...	X	-17,813.69	12,298,390.68	
09/30/2021	9-#478	Payroll	Taxes Withheld	X	-18,147.97	12,280,242.71	
09/30/2021	9-#478	Payroll	Bank Account, Other	X	-2,339.16	12,277,903.55	
09/30/2021	9-#478	Payroll	Credit Union	X	-725.00	12,277,178.55	
09/30/2021	9-#478	Payroll	Net Pay to Bank	X	-52,607.12	12,224,571.43	
09/30/2021	8093	Ann Simpson	Sanitized the Building during Co...		-950.00	12,223,621.43	
Total 110 · Wells Fargo Bank - Local - Other						-796,858.78	12,223,621.43
Total 110 · Wells Fargo Bank - Local						-796,858.78	3,299,243.11
TOTAL						-796,858.78	3,299,243.11

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10/05/21

Anastasia Mosquito Control District
Reconciliation Summary
110 · Wells Fargo Bank - Local, Period Ending 09/30/2021

	<u>Sep 30, 21</u>
Beginning Balance	4,230,999.87
Cleared Transactions	
Checks and Payments - 41 items	-796,462.89
Deposits and Credits - 5 items	48,614.87
Total Cleared Transactions	<u>-747,848.02</u>
Cleared Balance	<u><u>3,483,151.85</u></u>
Uncleared Transactions	
Checks and Payments - 7 items	-183,523.19
Total Uncleared Transactions	<u>-183,523.19</u>
Register Balance as of 09/30/2021	<u><u>3,299,628.66</u></u>
New Transactions	
Checks and Payments - 1 item	-6,033.49
Total New Transactions	<u>-6,033.49</u>
Ending Balance	<u><u>3,293,595.17</u></u>

Anastasia Mosquito Control District
Reconciliation Detail
110 - Wells Fargo Bank - Local, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,230,999.87
Cleared Transactions						
Checks and Payments - 41 items						
Bill Pmt -Check	08/18/2021	8075	Nationwide Retirem...	X	-1,005.00	-1,005.00
Bill Pmt -Check	08/23/2021	8076	Argos	X	-17,221.63	-18,226.63
Bill Pmt -Check	08/25/2021	8077	Compass Group Inc.	X	-108,585.62	-126,812.25
Bill Pmt -Check	08/25/2021	8078	CustomAquarium.com	X	-4,998.00	-131,810.25
Bill Pmt -Check	08/25/2021	8079	Florida Best Block	X	-387.73	-132,197.98
Bill Pmt -Check	08/26/2021	8080	VyStar Credit Union	X	-2,700.00	-134,897.98
Bill Pmt -Check	09/01/2021	8082	Nationwide Retirem...	X	-980.00	-135,877.98
Bill Pmt -Check	09/01/2021	Direce...	Ed Orzechowski	X	-780.00	-136,657.98
Bill Pmt -Check	09/01/2021	Direct ...	Catherine Brandhorst	X	-100.00	-136,757.98
Bill Pmt -Check	09/01/2021	Direct ...	Panagiota Becker	X	-100.00	-136,857.98
Bill Pmt -Check	09/01/2021	Direct ...	Jeanne Moeller	X	-100.00	-136,957.98
Bill Pmt -Check	09/01/2021	Direct ...	Gayle Gardner	X	-100.00	-137,057.98
Bill Pmt -Check	09/01/2021	Direct ...	Gina LeBlanc	X	-100.00	-137,157.98
General Journal	09/02/2021	9-#426	Payroll	X	-53,528.28	-190,686.26
General Journal	09/02/2021	9-#426	Payroll	X	-18,480.19	-209,166.45
General Journal	09/02/2021	9-#426	Payroll	X	-2,339.16	-211,505.61
General Journal	09/02/2021	9-#426	Payroll	X	-725.00	-212,230.61
Bill Pmt -Check	09/02/2021	8084	Argos	X	-221.50	-212,452.11
General Journal	09/07/2021	9-#417	Florida Retirement S...	X	-22,554.42	-235,006.53
Check	09/08/2021	WIRE	Bank of America	X	-250,000.00	-485,006.53
Bill Pmt -Check	09/08/2021	Direct ...	Kai Blore	X	-1,592.07	-486,598.60
Bill Pmt -Check	09/08/2021	Direct ...	Kay Gaines	X	-92.74	-486,691.34
Bill Pmt -Check	09/08/2021	Direct ...	Dena Autry	X	-73.37	-486,764.71
Bill Pmt -Check	09/08/2021	8086	Courtney Cunningham	X	-42.80	-486,807.51
Bill Pmt -Check	09/08/2021	8085	Charolette Hall	X	-6.65	-486,814.16
Bill Pmt -Check	09/09/2021	Phone...	Bank of America	X	-13,754.35	-500,568.51
Check	09/13/2021		wells Fargo	X	-144.10	-500,712.61
Bill Pmt -Check	09/13/2021	Debit	Paypal	X	-1.99	-500,714.60
General Journal	09/16/2021	9-#477	Payroll	X	-49,529.53	-550,244.13
General Journal	09/16/2021	9-#477	Payroll	X	-17,315.67	-567,559.80
General Journal	09/16/2021	9-#477	Payroll	X	-2,789.16	-570,348.96
General Journal	09/16/2021	9-#477	Payroll	X	-725.00	-571,073.96
Bill Pmt -Check	09/29/2021	WIRE	Bell Textron, Miami I...	X	-127,661.01	-698,734.97
Bill Pmt -Check	09/29/2021	WIRE	EXTEX Engineered ...	X	-17,813.69	-716,548.66
Bill Pmt -Check	09/29/2021	WIRE	Coastal Helicopters	X	-5,848.41	-722,397.07
Bill Pmt -Check	09/29/2021	Direct ...	Dana Smith	X	-199.57	-722,596.64
Bill Pmt -Check	09/29/2021	Direct ...	Ralph Bruner	X	-47.00	-722,643.64
General Journal	09/30/2021	9-#478	Payroll	X	-52,607.12	-775,250.76
General Journal	09/30/2021	9-#478	Payroll	X	-18,147.97	-793,398.73
General Journal	09/30/2021	9-#478	Payroll	X	-2,339.16	-795,737.89
General Journal	09/30/2021	9-#478	Payroll	X	-725.00	-796,462.89
Total Checks and Payments					-796,462.89	-796,462.89
Deposits and Credits - 5 items						
Bill Pmt -Check	09/02/2021	8083	Argos	X		
General Journal	09/03/2021	9-#436		X	14,487.59	14,487.59
General Journal	09/07/2021	9-#476R	Defense Dept	X	27,326.27	41,813.86
General Journal	09/22/2021	9-#425R	SmartCage-UF	X	6,415.46	48,229.32
General Journal	10/05/2021	9-#427	Laryssa Fanney	X	385.55	48,614.87
Total Deposits and Credits					48,614.87	48,614.87
Total Cleared Transactions					-747,848.02	-747,848.02
Cleared Balance					-747,848.02	3,483,151.85

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	09/29/2021	8088	ThompsonBaker Ag...		-115,428.00	-115,428.00
Bill Pmt -Check	09/29/2021	8087	PGIT		-37,251.00	-152,679.00
Bill Pmt -Check	09/29/2021	8091	Compass Group Inc.		-27,275.83	-179,954.83
Bill Pmt -Check	09/29/2021	8090	Nationwide Retirem...		-980.00	-180,934.83
Bill Pmt -Check	09/29/2021	8089	Nationwide Retirem...		-980.00	-181,914.83
Bill Pmt -Check	09/29/2021	8092	VyStar Credit Union		-658.36	-182,573.19
Bill Pmt -Check	09/30/2021	8093	Ann Simpson		-950.00	-183,523.19
Total Checks and Payments					-183,523.19	-183,523.19
Total Uncleared Transactions					-183,523.19	-183,523.19
Register Balance as of 09/30/2021					-931,371.21	3,299,628.66
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	10/04/2021	Phone...	Bank of America		-6,033.49	-6,033.49
Total Checks and Payments					-6,033.49	-6,033.49
Total New Transactions					-6,033.49	-6,033.49
Ending Balance					-937,404.70	3,293,595.17

Anastasia Mosquito Control District
Reconciliation Summary
115 - SBA, Period Ending 09/30/2021

	<u>Sep 30, 21</u>
Beginning Balance	5,477,975.68
Cleared Transactions	
Deposits and Credits - 1 item	<u>396.84</u>
Total Cleared Transactions	<u>396.84</u>
Cleared Balance	<u>5,478,372.52</u>
Register Balance as of 09/30/2021	5,478,372.52
Ending Balance	5,478,372.52

Anastasia Mosquito Control District
Reconciliation Detail
115 · SBA, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,477,975.68
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2021			X	396.84	396.84
Total Deposits and Credits					396.84	396.84
Total Cleared Transactions					396.84	396.84
Cleared Balance					396.84	5,478,372.52
Register Balance as of 09/30/2021					396.84	5,478,372.52
Ending Balance					396.84	5,478,372.52



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

AGENCY ACCOUNT 101071
 09/01/2021 - 09/30/2021

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

Participant Return 09/30/2021 : 0.09 %

Date	Transaction Type	Description	Amount	Balance
09/01/2021	BEGINNING BALANCE			5,477,975.68
09/30/2021	EARNED INCOME	INTEREST	396.84	5,478,372.52
	Totals:		396.84	5,478,372.52

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10/05/21

Anastasia Mosquito Control District
Reconciliation Summary
112 · Bank of America, Period Ending 09/30/2021

	<u>Sep 30, 21</u>
Beginning Balance	178,768.91
Cleared Transactions	
Checks and Payments - 35 items	-124,010.79
Deposits and Credits - 1 item	250,000.00
Total Cleared Transactions	<u>125,989.21</u>
Cleared Balance	<u><u>304,758.12</u></u>
Register Balance as of 09/30/2021	304,758.12
Ending Balance	304,758.12

Anastasia Mosquito Control District
Reconciliation Detail
112 - Bank of America, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						178,768.91
Cleared Transactions						
Checks and Payments - 35 items						
Bill Pmt -Check	09/02/2021	E-Pay	WM Waste Manage...	X	-179.94	-179.94
Bill Pmt -Check	09/02/2021	E-Pay	Walmart Community	X	-49.04	-228.98
Bill Pmt -Check	09/09/2021	E-Pay	All Pro Vector	X	-42,600.00	-42,828.98
Bill Pmt -Check	09/09/2021	E-Pay	Mobisoft Infotech	X	-2,990.00	-45,818.98
Bill Pmt -Check	09/09/2021	E-Pay	Lewis Longman & ...	X	-2,714.00	-48,532.98
Bill Pmt -Check	09/09/2021	E-Pay	FPL - EOC DR-Main...	X	-1,438.95	-49,971.93
Bill Pmt -Check	09/09/2021	E-Pay	FPL - EOC DR - Re...	X	-1,196.58	-51,168.51
Bill Pmt -Check	09/09/2021	E-Pay	The Home Depot	X	-248.97	-51,417.48
Bill Pmt -Check	09/09/2021	E-Pay	Augustine Alarm, Fir...	X	-162.97	-51,580.45
Bill Pmt -Check	09/09/2021	E-Pay	TPH The Parts House	X	-133.43	-51,713.88
Bill Pmt -Check	09/09/2021	E-Pay	Legal Shield	X	-57.80	-51,771.68
Bill Pmt -Check	09/09/2021	E-Pay	Tractor Supply Credi...	X	-33.98	-51,805.66
Bill Pmt -Check	09/09/2021	E-Pay	QUEST DIAGNOST...	X	-24.20	-51,829.86
Bill Pmt -Check	09/10/2021	E-Pay	Blue Cross Blue Shi...	X	-33,629.34	-85,459.20
Bill Pmt -Check	09/10/2021	E-Pay	Mobisoft Infotech	X	-1,320.00	-86,779.20
Bill Pmt -Check	09/10/2021	E-Pay	Leading Edge Assoc...	X	-1,200.00	-87,979.20
Bill Pmt -Check	09/10/2021	E-Pay	CINTAS- 120 EOC- ...	X	-571.79	-88,550.99
Bill Pmt -Check	09/10/2021	E-Pay	COMCAST TV-Inter...	X	-570.87	-89,121.86
Bill Pmt -Check	09/10/2021	E-Pay	Cintas Fire Protection	X	-500.00	-89,621.86
Bill Pmt -Check	09/10/2021	E-Pay	Strate Welding Sup...	X	-436.89	-90,058.75
Bill Pmt -Check	09/10/2021	E-Pay	Florida Pest Control	X	-53.50	-90,112.25
Bill Pmt -Check	09/10/2021	E-Pay	AFLAC	X	-52.08	-90,164.33
Bill Pmt -Check	09/10/2021	E-Pay	Advance Auto Parts	X	-39.01	-90,203.34
Bill Pmt -Check	09/10/2021	E-Pay	The St. Aug. Record...	X	-35.90	-90,239.24
Bill Pmt -Check	09/10/2021	E-Pay	St. Johns County So...	X	-9.00	-90,248.24
Check	09/15/2021	1	Bank of America	X	-413.79	-90,662.03
Bill Pmt -Check	09/27/2021	E-Pay	St. Johns County Pr...	X	-21,259.67	-111,921.70
Bill Pmt -Check	09/27/2021	E-Pay	United Concordia	X	-1,932.22	-113,853.92
Bill Pmt -Check	09/27/2021	E-Pay	Verizon Wireless Ce...	X	-996.57	-114,850.49
Bill Pmt -Check	09/27/2021	E-Pay	Turner Ace Hardware	X	-414.49	-115,264.98
Bill Pmt -Check	09/27/2021	E-Pay	Guardian	X	-333.58	-115,598.56
Bill Pmt -Check	09/27/2021	E-Pay	UHS Premium Billing	X	-222.45	-115,821.01
Bill Pmt -Check	09/28/2021	E-Pay	Comcast Business -...	X	-493.96	-116,314.97
Bill Pmt -Check	09/28/2021	E-Pay	Grainger	X	-55.80	-116,370.77
Bill Pmt -Check	09/30/2021	E-Pay	L.V. Hiers, Inc.	X	-7,640.02	-124,010.79
Total Checks and Payments					-124,010.79	-124,010.79
Deposits and Credits - 1 item						
Check	09/08/2021	WIRE	Bank of America	X	250,000.00	250,000.00
Total Deposits and Credits					250,000.00	250,000.00
Total Cleared Transactions					125,989.21	125,989.21
Cleared Balance					125,989.21	304,758.12
Register Balance as of 09/30/2021					125,989.21	304,758.12
Ending Balance					125,989.21	304,758.12



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 September 1, 2021 to September 30, 2021

Account number: 8981 0275 2170

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY LOCAL GOVERNMENT

Account summary

Beginning balance on September 1, 2021	\$178,768.91
Deposits and other credits	250,000.00
Withdrawals and other debits	-123,597.00
Checks	-0.00
Service fees	-413.79
Ending balance on September 30, 2021	\$304,758.12

of deposits/credits: 1
 # of withdrawals/debits: 35
 # of days in cycle: 30
 Average ledger balance: \$314,401.98

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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	39,055.00				39,055.00	2237.00	36,818.00	36,818.00	0.00
ALTOSID XR LBS.	1,558.00				1,558.00	29.00	1,529.00	1,529.00	0.00
ALTOSID XRG LBS.	26,120.00				26,120.00	130.00	25,990.00	25,990.00	0.00
AQUABAC XT GALS.	0.00				0.00	0.00	0.00	0.00	0.00
AQUALUER 20-20 GALS.	260.30				260.30	46.49	213.81	212.80	-1.01
B. t. i. DUNKS (Doughnuts) EA.	1,685.00				1,685.00	410.00	1,275.00	1,275.00	0.00
COCO BEAR GALS.	65.72				65.72	3.89	61.83	62.33	0.50
DUET GALS.	571.25				571.25	23.63	547.62	547.00	-0.62
MOSQUITOMIST TWO GALS.	414.75				414.75	29.25	385.50	385.00	-0.50
NALED GALS.	1,170.00				1,170.00	140.03	1,029.97	1,030.00	0.03
NATULAR DT EA.	10,037.00				10,037.00	16.00	10,021.00	10,021.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	534.00	6,000.00			6,534.00	519.00	6,015.00	6,015.00	0.00
TALSTAR P GALS.	58.07				58.07	2.30	55.77	55.75	-0.02
VECTOBAC 12AS GALS.	216.44				216.44	72.47	143.97	143.96	-0.01
GASOLINE GALS.	917.00	4,106.00			5,023.00	2318.72	2,704.28	2,723.00	18.72
JET A GALS.	917.00	3,947.00			4,864.00	524.47	4,339.53	4,436.00	96.47
TOTALS	83,623.53	14053.00	0.00	0.00	97,676.53	6502.25	91,174.28	91,287.84	113.56

BASE=	91,287.84
Total	91,287.84

DATE: 10/5/2021

DATE: 10/15/21

DATE: _____

PREPARED BY: *[Signature]*

REVIEWED BY: *[Signature]*

REVIEWED BY: _____

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

MONTH OF AUGUST 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.	36,818.00	\$0.8600	\$31,663.48	10/30/20	VESERIS
ALTOSID XR LBS.	1,529.00	\$3.42	\$5,228.72	10/30/20	VESERIS
ALTOSID XRG LBS.	25,990.00	\$8.9500	\$232,610.50	10/30/20	VESERIS
AQUABAC XT GALS.	0.00	\$32.5000	\$0.00	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	212.80	\$121.5400	\$25,863.71	5/10/21	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	1,275.00	\$0.9830	\$1,253.33	5/5/21	TARGET
COCO BEAR GALS.	62.33	\$20.4800	\$1,276.52	7/16/18	CLARKE
DUET GALS.	547.00	\$214.7300	\$117,457.31	8/24/21	CLARKE
MOSQUITOMIST TWO GALS.	385.00	\$73.3400	\$28,235.90	11/17/20	CLARKE
NALED GALS.	1,030.00	\$220.3500	\$226,960.50	5/28/20	ADAPCO
NATULAR DT EA.	10,021.00	\$0.4168	\$4,176.75	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	6,015.00	\$7.1000	\$42,706.50	8/30/21	ALLPRO
TALSTAR P GALS.	55.75	\$54.9050	\$3,060.95	9/16/20	TARGET
VECTOBAC 12AS GALS.	143.96	\$32.5000	\$4,678.70	3/4/21	ADAPCO
GASOLINE GALS.	2,723.00	\$2.8039	\$7,635.02	8/4/21	L. V. HIERS
JET A GALS.	4,436.00	\$2.5164	\$11,162.75	8/19/21	Avfuel
TOTAL	91,287.84	\$981.54	\$752,073.24		

PREPARED BY:  weaver DATE: 10/5/2021

COST FIGURES REVIEWED BY:  DATE: 10/5/21

REVIEWED BY: _____ DATE: _____



ALLPRO VECTOR GROUP
 640 GRISWOLD SUITE 200
 NORTHVILLE, MI 48167
 248.773.7460

INVOICE

Date	Page
Aug 30, 2021	1
Invoice Number	
IN27057	

REMIT TO:
ALLIED AFFILIATED FUNDING
P.O. BOX 543322
DALLAS, TX 75354-3322

This invoice and the amount due has been sold and assigned to Allied Affiliated Funding and may be paid only by making payment to the wiring instructions provided in the notification letter or by mailing payment to the address to the left.

Sold To:

COUNTY OF ANASTASIA MCD
 120 EOC DRIVE
 ST AUGUSTINE, FL 32092

Ship To:

COUNTY OF ANASTASIA MCD
 120 EOC DRIVE
 ST AUGUSTINE, FL 32092

Order No. ORD23717	Order Date Jul 14, 2021	Customer No. ANA32080	Salesperson CARLOS	PO Number 070621	Ship Via PPD	Terms N30
-----------------------	----------------------------	--------------------------	-----------------------	---------------------	-----------------	--------------

Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
150.00	150.0	0.000	50070	SUSTAIN MBG - 40 LB. BIOLOGICAL LAR	284.00	EA	42,600.00

6000 lbs

\$ 7.10 per Pound

Comments:

Tax summary:

VGS 0.00

Subtotal
Total sales tax

42,600.00
0.00

Total amount

42,600.00

Amount due

42,600.00



ALLPRO VECTOR
 640 GRISWOLD
 SUITE 200
 NORTHVILLE, MI 48167
 248.773.7460

Bill of Lading

Date: 8/17/2021 Page: 1
 Bill of Lading Number below
**MUST appear on all freight
 invoices**
 ORD23717

Send Freight Bill To:

Sold To: COUNTY OF ANASTASIA MCD
 120 EOC DRIVE
 ST AUGUSTINE, FL 32092

eShipping Logistics
 P.O. Box 14126
 Parkville, MO 64152

Ship To: COUNTY OF ANASTASIA MCD
 120 EOC DRIVE
 ST AUGUSTINE, FL 32092

Emergency Response Number 1-800-424-9300

Freight Terms: PPD PO Number: 070621 Customer No.: ANA32080
 MIDWEST MOTOR EXPRESS

Item Number	Description	Qty. Shipped	UOM	Gross Weight	HM	Freight Class
50070	SUSTAIN MBG - 40 LB. 10/14 BIOLOGICAL LARVICIDE LOT 473451014 INSECTICIDES, OTHER THAN POISON, NOI	150	EA	6188 LBS		65
<p>SHIPMENT TOTALS 3 PALLETS WITH 50 BAGS EACH TOTAL GROSS WEIGHT 6188 LBS</p>						

Handwritten signature: Howard

Placards: Yes No Placards Supplied: Yes No Furnished by carrier

Carrier: _____
 Driver: _____
 Date: _____

C.O.D. Fee: Prepaid Collect \$ _____
 Total Charges: \$ _____

Shipper: ALLPRO VECTOR GROUP
 222 Sylvanite
 St. Joseph, MO 64501
 (816) 233-1237
 Per: *Handwritten signature: Dan Keel*

This is to certify that the above named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation



AVFUEL CORPORATION
 47 W ELLSWORTH
 ANN ARBOR, MI 48108
 WWW.AVFUEL.COM

Invoice

Invoice 015409939
 Invoice Date 08/21/21 Ship Date 08/19/21

Bill To Number Ship To Number Cust.P.O.# BL # Terr./Sales
 ANASTASBT ANASTAS 8538 8538 76 76
 IATA CODE: FLCAPE TAIL NUMBER: TICKET NUMBER:

ANASTASIA MOSQUITO CONTROL DI
 120 EOC DRIVE
 ST. AUGUSTINE FL 32092

ANASTASIA MOSQUITO CONTR
 120 EOC DRIVE
 ST. AUGUSTINE FL 32092

Shipped Via TORRISSI TRANSPORT Order Number 4488161.00

Product No.	Description	Price	Ordered	Shipped	Extension	
01UJ	00 JET FUEL	8538	\$2.23189	4000	3947.0	8809.27
	Sub-Total					8809.27
FLCPT	FL COASTAL PROTECTION TRUST		\$0.00048		3947.0	1.89
FLP	FL INLAND PROTECTION TAX		\$0.01904		3947.0	75.15
FLW	FL WATER QUALITY TAX		\$0.00119		3947.0	4.70
FT	FL AVIATION SPECIAL FUELS T		\$0.04270		3947.0	168.54
KEROFJ	FET DEFICIT & LUST TAX FL		\$0.21900		3947.0	864.39
SUP	FEDERAL OIL SPILL LIABILITY		\$0.00214		3947.0	8.45
	Invoice Total					9,932.39

AVFUEL RELEASE # 8305330

Handwritten: \$2,5164

Net Due: 10 Days Due Date: 08/31/21

UNIT OF MEASUREMENT: US GALLONS

CURRENCY: US DOLLARS

CONFIDENTIAL: ORIGINAL INVOICE
 INQUIRIES: +1 734-663-6466 OR 800-521-4106

REMIT CHECK PAYMENTS:
 AVFUEL CORPORATION, ATTN. DEPT. 135-01, PO BOX 67000, DETROIT MI 48267-0135.
 REFERENCE INVOICE NUMBER ON PAYMENT
 REMIT WIRE (USD) NORTH AMERICA:
 COMERICA BANK, ABA #072000096, ACCT. #1076123015, SWIFT #MNBUS33
 REMIT WIRE (USD) INTERNATIONAL:
 BARCLAYS BANK PLC, IBAN #GB27BARC20095278712666, SWIFT #BARCGB22

LATE PAYMENT PENALTIES IN THE MAXIMUM AMOUNT PERMITTED BY STATUTE WILL BE CHARGED
 ALLOW FOR MAIL TIME FOR RECEIPT OF PAYMENT



Invoice

LV Hiers Inc Stone Transport Svc LLC
 PO Box 1229
 Macclenny, FL 32063
 9042592314

Invoice Number: **0136122-IN**
 Invoice Date: 8/4/2021
 Due Date: 8/4/2021
 Order Number: 0428492
 Order Date: 8/5/2021
 Salesperson: AS
 Customer Number: ANAMOS

Sold To:
 Anastasia Mosquito Control
 District of St. John's County
 120 EOC Drive
 SAINT AUGUSTINE, FL 32092
 904.471.3107

Ship To:
 Anastasia Mos. Ctrl - EOC Dr.
 District of St. John's County
 120 EOC Drive
 ST. AUGUSTINE, FL 32080

Confirm To:

Customer P.O.	Ship VIA	BOL #	Terms
	STS	BOL# 531960	Due Immediately

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
E10UNL	GAL	4,106.00	4,106.00	0.00	2.4541	10,076.53
E10 Regular Unl. Gas 87 Octane		Whse: 000				
FL STATE EXCISE TAX					0.18500	759.61
FL POLLUTION TAX					0.02070	84.99
FET - L.U.S.T. Fee					0.00100	4.11
FL INSP FEE					0.00120	4.93
Federal Oil Spill Tax					0.00190	7.80
ST JOHNS LOCAL OPT TAX					0.14000	574.84
					2.80390	11,512.81

\$ 2,8039

* A LATE FEE OF 1% OR \$30.00, THE GREATER OF WHICH, WILL BE CHARGED ON ALL PAST DUE INVOICES.

The undersigned Buyer grants to the Seller, L. V. Hiers, Inc. a Security Interest under the Uniform Commercial Code for the goods sold under this Invoice. If payment is not made as agreed then the Seller may peacefully repossess same and/or take legal action to recover such goods as well as to collect the amount due under this invoice together with reasonable attorney's fees, costs and out-of-pocket expenses.

Net Invoice: 11,512.81
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00
Invoice Total: 11,512.81

Signature: _____ Print Name: _____



P.O. Box 1229
 Macclenny, FL 32063-1229
 904-259-2314
 orders@lvhiers.com

428492

SOLD TO:

SHIP TO:

DATE 8/4/21

CASH
 CREDIT

DEP Facility # _____

Bill of Lading # <u>251900</u>	Cust. Order No.
-----------------------------------	-----------------

Please identify your payment of this invoice by Number and Date and send to address shown above. Make check payable to: L.V. Hiers, Inc.

Multiple Tanks at Site Temporary Construction Tank Mobile Tank Agricultural Use

PACKAGES No. Style	PRODUCT DELIVERED	QTY	Tax Included In Price			Posted Price	Net Price	TOTAL AMOUNT
			Fed.	State	Local			
87	Octane Regular Unleaded Gasoline, 10% Ethanol	<u>4106</u>						
93	Octane Premium Unleaded Gasoline, 10% Ethanol							
89	Octane Marine Gasoline, Non-Ethanol							
	Ultra Low Sulfur Diesel #2 - "UNDYED DIESEL FUEL. DOES NOT CONTAIN VISIBLE EVIDENCE OF DYE."							
	Dyed Ultra Low Sulfur Diesel #2 - "DYED DIESEL FUEL. NONTAXABLE USE ONLY. PENALTY FOR TAXABLE USE. DOES NOT MEET FEDERAL REQUIREMENTS FOR USE AS ON HIGHWAY DIESEL FUEL."							

Flammable Liquid UN1203 Gasoline _____
 Combustible Liquid UN1993 _____
 In Case of Leak, Fire or Spill Call 904-259-2314 904-237-0062
 D.O.T. Emergency Response Guide Handbook

The undersigned Buyer grants to the Seller, L.V. Hiers, Inc. a Security Interest under the Uniform Commercial Code for the goods sold under this Invoice. If payment is not made as agreed then the Seller may peacefully repossess same and/or take legal action to recover such goods as well as to collect the amount due under this Invoice together with reasonable attorney's fees, costs and out-of-pocket expenses.

DELIVERED BY: <u>[Signature]</u>	RECEIVED BY: <u>[Signature]</u>
-------------------------------------	------------------------------------

Unless otherwise noted 1% fee will be charged on all past due invoices.
 ERRORS IN PRICE, EXTENSION AND ADDITION SUBJECT TO CORRECTION

SUB TOTAL _____
 Sales Tax _____
 TOTAL _____

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

STATIONS: 120 EOC DRIVE (BASE STATION)
TAKEN BY: DENA AUTRY

CHEMICAL DESCRIPTION (indicate lbs., gals., or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	39,055.00				39,055.00	2237.00	36,818.00	36,818.00	0.00
ALTOSID XR LBS.	1,558.00				1,558.00	29.00	1,529.00	1,529.00	0.00
ALTOSID XRG LBS.	26,120.00				26,120.00	130.00	25,990.00	25,990.00	0.00
AQUABAC XT GALS.	0.00				0.00	0.00	0.00	0.00	0.00
AQUALUER 20-20 GALS.	260.30				260.30	46.49	213.81	212.80	-1.01
B. t. i. DUNKS (Doughnuts) EA.	1,685.00				1,685.00	410.00	1,275.00	1,275.00	0.00
COCO BEAR GALS.	65.72				65.72	3.89	61.83	62.33	0.50
DUET GALS.	571.25				571.25	23.63	547.62	547.00	-0.62
MOSQUITOMIST TWO GALS.	414.75				414.75	29.25	385.50	385.00	-0.50
NALED GALS.	1,170.00				1,170.00	140.03	1,029.97	1,030.00	0.03
NATULAR DT EA.	10,037.00				10,037.00	16.00	10,021.00	10,021.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	534.00	6,000.00			6,534.00	519.00	6,015.00	6,015.00	0.00
TALSTAR P GALS.	58.07				58.07	2.30	55.77	55.75	-0.02
VECTOBAC 12AS GALS.	216.44				216.44	72.47	143.97	143.96	-0.01
GASOLINE GALS.	917.00	4,106.00			5,023.00	2318.72	2,704.28	2,723.00	18.72
JET A GALS.	917.00	3,947.00			4,864.00	524.47	4,339.53	4,436.00	96.47
TOTALS	83,623.53	14053.00	0.00	0.00	97,676.53	6,502.25	91,174.28	91,287.84	113.56

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

August 2021

TAKEN BY: KAY GAINES

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	39,055.00				39,055.00	2,237.00	36,818.00	36,818.00	0.00
ALTOSID XR EA.	1,558.00				1,558.00	29.00	1,529.00	1,529.00	0.00
ALTOSID XRG LBS.	26,120.00				26,120.00	130.00	25,990.00	25,990.00	0.00
AQUABAC XT GALS.					0.00	0.00	0.00		0.00
AQUALUER 20-20 GALS.	260.30				260.30	46.49	213.81	212.80	-1.01
B. t. i. BRIQUETS EA.	1,685.00				1,685.00	410.00	1,275.00	1,275.00	0.00
COCO BEAR GALS.	65.72				65.72	3.89	61.83	62.33	0.50
DUET GALS.	571.25				571.25	23.63	547.62	547.00	-0.62
MOSQUITOMIST TWO GALS.	414.75				414.75	29.25	385.50	385.00	-0.50
NALED GALS.	1,170.00				1,170.00	140.03	1,029.97	1,030.00	0.03
NATULAR DT EA.	10,037.00				10,037.00	16.00	10,021.00	10,021.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	534.00	6,000.00			6,534.00	519.00	6,015.00	6,015.00	0.00
TALSTAR P GALS.	58.07				58.07	2.30	55.77	55.75	-0.02
VECTOBAC GALS.	216.44				216.44	72.47	143.97	143.96	-0.01
GASOLINE (120 EOC DR.) GALS.	917.00	4,106.00			5,023.00	2,318.72	2,704.28	2,723.00	18.72
JET A FUEL GALS.	917.00	3,947.00			4,864.00	524.47	4,339.53	4,436.00	96.47
TOTALS	83,623.53	14,053.00	0.00	0.00	97,676.53	6,502.25	91,174.28	91,287.84	113.56

AMCD

Treatment Summary

From Date : 08-01-2021

To Date : 08-31-2021

Zone : All

Material : All

Task : All

Printed on 2021-09-01 14:46:49 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2237 ea	6.93 acre	322.68 ea / acre	51 times
Altosid XR	29 ea	0.07 acre	435.54 ea / acre	8 times
Altosid XRG	130 lb	21.67 acre	6 lb / acre	6 times
Aqualure 20-20 1:5	5950.67 fl oz	23034.83 acre	0.26 fl oz / acre	38 times
B.t.i. Briquets	410 ea	0.94 acre	435.52 ea / acre	23 times
Cocobear	498 fl oz	1.3 acre	384.02 fl oz / acre	12 times
Dibrom .7	17924 fl oz	25609.62 acre	0.7 fl oz / acre	14 times
Duet 50%	3024 fl oz	1926.11 acre	1.57 fl oz / acre	17 times
Mosquitomist Two	3744 fl oz	5672.73 acre	0.66 fl oz / acre	7 times
Natular DT	16 ea	0 acre	6666.67 ea / acre	2 times
Sustain MBG	519 lb	69.2 acre	7.5 lb / acre	18 times
Talstar P	2.3 gal	6.85 acre	0.34 gal / acre	31 times
VectoBac 12AS	9276 fl oz	577.75 acre	16.06 fl oz / acre	100 times

AMCD

Product Totals For Sites

Date Range From : 08/01/2021 12:00:00AM To : 08/31/2021 11:59:00PM

Pump - Hose	Transactions	Total Quantity
Product : 01 Unleaded		
Site Id : 003 Anasatisia Moquito Control		
01-1	187	2318.723
Totals For Site :	187	2318.723
Totals For Product :	187	2318.723
Product : 02 Jet-A		
Site Id : 003 Anasatisia Moquito Control		
02-1	22	524.470
Totals For Site :	22	524.470
Totals For Product :	22	524.470

MONTHLY MILEAGE

August 2021 Mileage (2)

NAME	VEHICLE	MILEAGE
Ford Tractor	686	1,579
ATV	934	898
Backhoe	1018	857
ATV	1109	544
Lab Fog Test	1132	76,741
Fog MM2	1133	87,863
Conch Island	1134	0
Service	1173	79,307
Expedition	1174	0
Baby Conch	1194	101,533
Service	1195	93,921
Service (TF)	1196	106,436
Surveillance	1197	67,694
Service	1198	65,725
Fog	1199	58,357
Fog MM2	1200	80,274
Service	1201	75,632
Fog MM2	1202	37,083
Service (TF)	1203	65,202
Gator	1223	0
ATV	1273	0
Sevice	1342	103,550
Service Truck	1343	85,303
Polaris 4 Wheeler	1366	725
ATV	1367	838
Surveillance (Air Boat)	1410	113,319
Air Boat	1422	143
Courtney Cunningham	1425	62,732
Jessica	1426	97,311
Extra Dual	1462	61,481
Morgan Duett/ James	1463	72,053
Ford Explorer	1479	58,032
Extra Dual	1484	57,581
Phil Vaughn	1485	62,537
David Strickland	1493	46,783
Dena Autry	1494	49,987
Fork Lift	1536	146
Jerry Iser	1544	49,939
Dazmond Hackney	1546	31,379
Kyle Arber	1548	27,580
Cathy Hendricks	1550	46,532
Mike Phillips	1611	9,107
Jeremy Wohlforth	1613	19,540
Ruide Xue	1615	11,182
Service Expedition	1630	3,585
Mechanics Truck	1633	5,366
Dual Duty	1666	52

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

BOARD OF COMMISSIONERS

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



DIRECTOR

DISTRICT

Dr. Rui-de Xue



Thursday, September 9, 2021

Next Meeting(s): Additional Special Meeting; Thursday, September 23, 2021 – 5:00 PM
Final Public Hearing; Thursday, September 23, 2021 – 5:30 PM
Regular Mtg.; Thursday, October 14, 2021 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 09, 2021, at 5:00 P.M. The meeting was interrupted at precisely 5:30 P.M. for the First Public Hearing and then when that completed at 5:37 P.M., the regular meeting reconvened.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Matt Baker, Thompson Baker Insurance Company

Vice Chairperson Becker called the meeting to order.

Commissioner Becker Led the Pledge of Allegiance to the flag.
Commissioner Brandhorst led the invocation.

ROLL CALL: Vice Chairperson Becker noted ~ Commissioner LeBlanc, Gardner and Herself were present.

- Commissioner Brandhorst arrived at 5:01 P.M.
- Commissioner Moeller arrived at 5:04 P.M.

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

APPROVAL OF AGENDA: Vice Chairperson Becker 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 Catherine Brandhorst

- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA: Vice Chairperson Becker called for approval of the Consent Agenda.

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

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

➤ ***Chairperson Moeller Began Moderating the Meeting***

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, August 12, 2021 at 5:00 P.M.
5. No November Board meeting due to the FMCA meeting
6. Cintas Uniform Contract Renewal
7. Budget amendment

UNFINISHED BUSINESS:

Item 1: Update on Education Building Construction ~ Greyson Matthewson, Compass Group

- Mr. Mathewson started his update notifying the board of important activities that occurred between July 7, 2021 and August 31, 2021. These activities included the Underslab MEP rough being completed, PEMB concrete slab on grade poured, PEMB Masonry stem wall erected, exterior rough grade of site complete, photograph for the wall mural was taken and is being reviewed for the best layout for the full-size mural and location of photograph. The Metal Trusses for Cracker House was also released in that time frame. The Saint John's County building permit was released on July 8, 2021 and the set design for elevation plans are 65 percent complete. He continued explaining the fire alarm permit drawings are complete and scheduled for permit submission. There is \$432,235.00 contracted to Saint John's County, that's 17 percent of the contract amount and 1-2 percent are ready to come on board. There is \$2,983.19 in tax savings with \$5,934.28 in process. The PEMB steel market is still experiencing production delays due to back log from the Covid-19 Pandemic, resulting in the building production being delayed 30 days. The metal building is scheduled to be delivered onsite, to receive and begin erection, on 11/04/2021. Finally, the project is projected to be complete by May 13, 2021.

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

Item 2: Approval of Fleet/Liability and Workers Compensation Insurance Renewals ~ Mr.

Matt Baker, Thompson Baker Ins. Co.

- Mr. Baker stated he had several meetings with the staff at (Anastasia Mosquito Control District) AMCD; Dr. Xue, Mr. Weaver and Mr. Hanna, to put together the proposal provided. The coverages have gone up in rates in the overall market, however, the District's increase is significantly less than a lot of increases the company is seeing elsewhere. The differential is attributed to the property market and the added cyber liability that is included in the commercial package. A benefit to the renewal this year is automatic coverage for newly acquired building/buildings with no extra charges to the premium for the added building/buildings. A downside to the renewal this year is the two-year rate guarantee will not be renewed, due to the fact that it is no longer being offered.
- A. **A motion was made to approve the proposal for the renewal of the Fleet/Liability and Workers Compensation Insurance with Thompson Baker Insurance Company as presented**
 - Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Becker
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

The regular meeting was interrupted at 5:28 P.M. for a short break, then at 5:30 P.M., the First Public Hearing was held and then adjourned at 5:38 P.M., where this meeting was reconvened at that time.

Item 3: Discussion and Approval of Development of a Policy for Board Members to Contact Legislators and Media Reporters ~ Wayne Flowers, Attorney

- Mr. Flowers opened the discussion informing the Board that he was asked to develop a draft policy for the Board to consider. The idea was to create something comprehensive addressing commissioners contact with legislators and their staff, contact with the media, as well as events and tours at AMCD facilities scheduled by commissioners. He emphasized this policy is not intended to restrict a commissioner from expressing their personal opinions to the media or legislators. It was created to provide guidance when representing the Board and the Board's policies and positions. The policy is intended to be more precise to assist the Director and coordinate with AMCD staff to assure they are prepared to accommodate commissioner scheduled events.
- The Board had a short discussion and came to the conclusion that since this item was presented right before the meeting, it would be best to take it home for review and bring it back for approval at the October 14, 2021 Board meeting for a vote.

○ **NO MOTION WAS MADE ON THIS ITEM**

NEW BUSINESS

Item 1: Covid – 19 Impact on Mosquito Control Since 2020 Report ~ Dr. Rui – De Xue

- Dr. Xue began his report notifying the Board how Covid – 19 impacted mosquito controls. He explained how it strained surveillance and control programs, shut down small mosquito and vector programs and reduced mosquito control services. The pandemic caused some disruptions like staff relocation, increased planning due to staff taking time off, staff quitting and retiring

early. It became more difficult to recruit seasonal employees, intern students and put limitations on visiting scientist. Covid – 19 made AMCD unable to perform community outreach, public education, public visits, office visit with vendors and industry representatives. AMCD had 20 suspected cases and 11 confirmed cases, since 2020, requiring testing for anyone who came in contact. The pandemic had significant impact on education programs, workshops, annual meetings and local school programs. The budget was impacted due to employees taking sick leave, increased (Protected Personal Equipment) PPE and frequent sanitation practices. Dr. Xue thanked the Board for their support, all employees for their hard work and all collaborators/ vendors that kept the district running.

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

Item 2: Discussion and Report of Helicopter Incident on August 16, 2021 ~ *Dr. Rui – De Xue*

- Dr. Xue began discussing the events of the helicopter incident at St. Johns Golf Course on August 16th. The helicopter hit a tree when taking off, causing damage to the blades. Therefore, the Chief Pilot had to do an emergency landing. The staff brought the helicopter back to hangar after the (Florida Highway Patrol) FHP inspection and permitted by the (Federal Aviation Administration) FAA to remove the helicopter from the incident site. The Chief Pilot was sent to drug testing after bringing the helicopter back to AMCD and was stopped from flying until negative results were received. The Chief Pilot's drug testing result came back negative and he received an employee verbal warning, along with safety training provided by a special instructor. Although no people were harmed and no houses were damaged in the incident the District has learned a lot and took this as a lesson. Several representatives from the AMCD's helicopter insurance agency inspected the helicopter and told staff that the insurance will cover all repair cost. Dr. Xue proposed the Board make a vote to allow the District to pay for parts to repair the helicopter now and allow the insurance company to reimburse the District for repair cost once the helicopter is fixed. Resulting in the helicopter returning to normal operations at a faster pace. Commissioner Moeller and himself had a teleconference with the County Administrator Mr. Hunter Conrad to discuss the incident and the plan for the future. AMCD will continue to conduct low flight larviciding and adulticiding, however, staff may not land the helicopter on the golf course or parks for trapping or dipping larvae, except for emergency landing.
- Mr. Smith, Chief Pilot, thanked the District for the training he received earlier in the year, it provided him with knowledge to successfully land the damaged helicopter with no fatalities or injuries.
- After a quick discussion the Board came to the conclusion, they would like more time to review Dr. Xue's proposal. Therefore, that will allow the Board to make a decision that is best for the tax payers and the District. The Board decided to add a special meeting on September 23, 2021 at 5:00pm to take place before the Final Public Hearing.

○ **NO MOTION WAS MADE ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue; there were nine sentinel chicken positives with (eastern equine encephalitis) EEE, mostly in June and July, and none positive for (west nile virus) WNV. However, our neighboring counties and Georgia have had positive WNV cases. Our former Education Specialist took a job teaching, as a result, the committee held interviews for the open position. There were five applicants for the Education Specialist position, three were selected for the interview, two out of those three were intern students. The position was filled by a grant funded intern student, employed through University of Florida. Once the grant funded position ends, they will start the Education Specialist position on October 4, 2021.
2. **Attorney** ~ Mr. Flowers; I've spent a good amount of time over the last month working with Mr. Weaver and Jason Harrell on the contract for the SIT building. The contract has been signed and completed.

COMMISSIONER COMMENTS:

Commissioner LeBlanc ~ Thanks the staff, I know this has been a stressful time for many reasons. I'm glad everyone is safe and thank you for everything you have done.

Commissioner Brandhorst ~ I'd like to tell Mr. Smith I am very proud of the way he handled the situation. He did a great job.

Commissioner Becker ~ None

Commissioner Gardner ~ I'm thankful it was an incident and not an accident. It's a blessing everyone was able to walk away unharmed and the helicopter can be fixed.

Commissioner Moeller ~ I just want to thank the staff for everything. I did call Mr. Smith the day of the incident and tell him I was pleased there was no physical damage. I know a lot of the staff has been very busy with so many of their staff absent. I appreciate the fact that they have all stepped up.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:58 P.M.

ATTEST

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Gina LeBlanc

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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

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, September 09, 2021

Next Meeting(s):

Added Special Meeting to begin before Final Public Hearing, Thursday, September 23, 2021- 5:00 PM

Final Public Hearing, Thursday, September 23, 2021 - 5:30 PM

Regular Meeting, Thursday, October 14, 2021 - 5:00 PM

MINUTES

The **First Public Hearing** Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 09, 2021, at 5:30 PM.

Board members in attendance:

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

Also in attendance:

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

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

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

BUSINESS:

- Commissioner Moeller noted the budget needs to be approved before the millage rate, due to the fact that the millage rate can be changed, but no changes are normally made to the budget.

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

PUBLIC COMMENT:

- NO PUBLIC COMMENTS

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

Item 2: BOARD DISCUSSION ON TENTATIVE MILLAGE and BUDGET FY2021/2022

- Commissioner Brandhorst asked about a significant decrease in personnel benefits on page two.
- Mr. Hanna explained personnel benefits had increased since last year due to health insurance and the Florida Retirement System, normally when you have wage increases, benefits will also increase.

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

- Motioned by: Commissioner LeBlanc
 - Motion Seconded by: Commissioner Brandhorst
 - VOTE accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**
- The commissioners' agreed the millage rate has been discussed in detail at past meetings, all commissioners suggest to reduce the millage from the presented millage of 0.2050 to 0.2000.

A. A motion was made to approve the Tentative Millage rate at 0.2000 for FY2021/2022.

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

ADJOURNMENT:

Chairperson Moeller adjourned this meeting at 5:37 P.M. and at this time the regular meeting was reconvened.

ATTEST

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Gina LeBlanc

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



DIRECTOR

DISTRICT

Dr. Rui-de Xue



Thursday, September 23, 2021

Next Meeting(s): Final Public Hearing; Thursday, September 23, 2021 – 5:30 PM
Regular Mtg.; Thursday, October 14, 2021 – 5:00 PM

MINUTES

The special Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 23, 2021, at 5:00 P.M. The meeting was adjourned at 5:29 P.M. for the second Public Hearing.

Board members in attendance:

Mrs. Jeanne Moeller, Chairperson
Mrs. Trish Becker, Vice-Chairperson
Mrs. Gina LeBlanc, Secretary/Treasurer
Mrs. Catherine Brandhorst, Commissioner (on phone)
Ms. Gayle Gardner, Commissioner

Also in attendance:

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

Chairperson Moeller called the meeting to order.

Commissioner Becker Led the Pledge of Allegiance to the flag.

ROLL CALL: Chairperson Moeller noted ~ Commissioner LeBlanc, Becker, Gardner and Herself were present and Brandhorst should be calling in.

- Commissioner Brandhorst arrived at 5:02 P.M via phone.

BUSINESS:

Item 1: Discussion and Approval of Helicopter Incident, Repair and Insurance

- Mr. Wayne Flowers started his update report to the board stating that his understanding of the question the Board is pondering is the extent to which it would authorize repairs to the helicopter in advance of getting payment from the insurance company. Mr. Flowers stated he had not had any direct communication with the insurance company but he had reviewed the letter from the insurance company “Chub”. He explained that in the letter the insurance company is willing to

take responsibility for the damage that occurred recognizing the limits of coverage of \$800,00.00 less the deductible of \$20,000.00. Mr. Flowers also stated he reviewed the policy and there are two important parts to that, the policy requires that a claim have a sworn statement and proof of loss be submitted within sixty days of the occurrence of the damage. Mr. Flowers was unsure if this document had been filed but that the due date is October 13th, he also did not know if that date could be extended or needed to be extended but if so, it should be in writing. Mr. Flowers went on that the insurance company will pay for the loss within sixty days of providing the proof of loss document if they agree that the accident is covered. Mr. Flowers then explained that the insurance company would not deny the whole claim but might not allow certain repair elements because the need for repair or replacement might be due to other causes. Mr. Flowers then explained that if AMCD does not agree with the insurance companies' assessment the Board could sue the districts, he went on to explain that there is a twelve-month limit on filing a suite. Mr. Flowers then noted that AMCD paying for repairs before reimbursement would affect their legal obligation or willingness to pay for the damage caused by the accident. He then did say that documenting what damage occurred from the accident and having all the documents necessary is very important in dispute resolution. Mr. Flowers returned to the Boards question at the last meeting, can we make them pay AMCD before we repair the aircraft, that can be done, but if the district wants to proceed with the repairs to get the helicopter operational sooner the district is fine doing that as well.

- Chairperson Moeller asked that we were talking about \$200,000.00 for the rotors and some piece of equipment that needed to be sent off. A & P Mechanic Mr. Ralph Bruner responded that the engine had to be inspected for sudden stoppage and if the engine go's in for repair there are parts that are required to be replaced and that cost would be borne by AMCD. Commissioner Becker clarified that the parts Mr. Bruner was describing are the same parts as discussed at the last meeting. Mr. Bruner reviewed the parts that need replacing and the burden of responsibility for payment by AMCD and the insurance company. The discussion continued between Mr. Flowers and Mr. Bruner about the statement of loss and the possible need for an extension to be filed. Chairperson Moeller clarified that at the last Board meeting the question was, the district would pay for the work in advance and then get reimbursed and how much money was need to pay for the repairs upfront and do we pay in advance to get the work done or wait for the insurance company to pay. General discussion about the need for the aircraft to be repaired quickly to be able to complete missions. Commissioner Becker asked about engine repairs and hour limits on parts, Mr. Bruner responded. Chairperson Moeller asked if \$200,000.00 is enough money. Dr. Xue talked about the cost estimate, the policies and the meeting he had with the insurance company then recommended the board authorize the \$200,000.00 amount. Commissioner LeBlanc clarified that the Director wanted \$200,000.00.

- A. **A motion was made to authorize \$200,000.00 for the repair of the helicopter while waiting on reimbursement from the insurance company**
 - Motioned by: Commissioner Gardner
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

COMMISSIONER COMMENTS:

Commissioner LeBlanc ~ None.

Commissioner Brandhorst ~ Asked about the condition of employees with Covid.

Commissioner Becker ~ Brought in a newspaper article where she was named one of the top twenty-five professional under forty in St. Johns County.

Commissioner Gardner ~ None.

Commissioner Moeller ~ General discussion with Director about employees with Covid.

ATTACHMENTS: ~

I. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 5:29 P.M.

ATTEST

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Gina LeBlanc

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Catherine Brandhorst, Commissioner
Gayle Gardner, Commissioner



DISTRICT DIRECTOR

Dr. Rui-De Xue



Thursday, September 23, 2021

Next Meeting(s):

Regular Meeting, Thursday, October 14, 2021 - 5:00 PM

Regular Meeting, Thursday December 9, 2021 – 5:00 PM

MINUTES

The **Final Public Hearing** Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 23, 2021, at 5:30 PM.

Board members in attendance:

Mrs. Jeanne Moeller, Chairperson
Mrs. Trish Becker, Vice-Chairperson
Mrs. Gina LeBlanc, Secretary/Treasurer
Mrs. Catherine Brandhorst, Commissioner (on phone)
Ms. Gayle Gardner, Commissioner

Also in attendance:

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

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

Roll Call: Roll Call was done at the beginning of the Regular meeting which began at 5:00 PM.

PUBLIC COMMENT ON BUDGET and MILLAGE RATE FY2020/2021

PUBLIC COMMENT:

- NO PUBLIC COMMENTS

BUSINESS:

Item 1 BOARD DISCUSSION AND APPROVAL OF RESOLUTION 2021-01 & CERTIFIED BUDGET FOR FY2021/2022

- Chairperson Moeller read Resolution 2021-01 into the record.

- Commissioner Becker had a question about cleaning costs and due to Covid should this amount be increased, Chairperson Moeller responded if it is necessary this can be handled in the future with a budget amendment.

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

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

Item 2: BOARD DISCUSSION AND APPROVAL OF RESOLUTION 2021-02 & MILLAGE RATE FOR FY2021/2022

- Chairperson Moeller read Resolution 2021-02 into the record.

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

- Motioned by: Commissioner Becker
- Motion Seconded by: Chairperson Moeller
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

DIRECTORS COMMENTS:

- Received no calls from the public after budget was advertised. Talked about the State audit that will be coming up and that the district needs to show a need for the amount of tax levied. Need to know which Commissioners will attend the AMCA meeting in Jacksonville for the October Board meeting agenda.

COMMISSIONER COMMENTS:

Commissioner LeBlanc ~ None.

Commissioner Brandhorst ~ None.

Commissioner Becker ~ Thanked staff for the work on the budget.

Commissioner Gardner ~ None.

Commissioner Moeller ~ Spoke with FMCA Commissioners representative about the commissioner's day at the FMCA meeting in the keys.

ATTACHMENTS: ~

1. *Resolutions 2021-01 and 2021-02*

ADJOURNMENT:

Chairperson Moeller adjourned this meeting at 5:47 P.M.

ATTEST _____

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Gina LeBlanc

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SALVAGE PROCESS OVERVIEW SUMMARY: Based on AMCD policy established on September 9, 2004 which is in accordance with F.S. 388.323 and F.S. 274.05

1. "Serviceable Equipment no longer needed by the Board shall be first offered to any or all other counties or districts engaged in arthropod control at a price established by the board of commissioners owning the equipment." F.S. 388.323 (exception to F.S. 274.05)
2. Mosquito Control Districts- All in the state are notified and have first option to bid.
3. Governmental Units or Private Nonprofit agencies- Are given second tier, right to bid.
4. If no other county, district, governmental unit or private nonprofit agency has the need for the equipment, alternate procedure under F.S. 274.06 should be followed.
5. Alternate procedure under F.S. 274.06- **"Having consideration for the best interests of the county or district..."(this phrasing most likely input as a deterrent to eliminate self dealing), any obsolete or inefficient equipment may be offered to any person for value, to any government unit for no value, or if determined to have no commercial value, may be donated, destroyed or abandoned.**

The following pages exemplify AMCD's proper implementation of this process.

PHYSICAL INVENTORY 20/21

ADD ITEMS TO ASSEST KEEPER

AMCD \$1000 AND ABOVE SEPTEMBER 2021

PROPERTY #	ITEM
1692	Ford F250 Truck
1693	Truck Box
1694	Dyna-Fog Back Pack ULV (Stock)
1695	Dyna-Fog Back Pack ULV (Stock)
1696	Q1A Cube Connect, (Arbovirus Lab)
1696A	Samsung Galaxy Tab A (Arbovirus Lab)
1697	Monitor V Adulticide Unit (Truck 1633)
1698	Monitor V Adulticide Unit (Stock)
1699	Long Ray Thermal Fogger (Bldg. 800 Laser Lab)
1705	Champion Compressor (Bldg. 800 Laser Lab)

AMCD OVER \$500 AND UNDER \$999 SEPTEMBER 2021

PROPERTY #	ITEM
	None

AMCD UNDER \$500 SEPTEMBER 2021

PROPERTY #	ITEM
1700	Guardian 1950SS Adulticide Unit (Bldg. 800)
1701	Guardian 1950SS Adulticide Unit (Truck 1633)
1702	Guardian 1950SS Adulticide Unit (Bldg. 800)
1703	Guardian 1950SS Adulticide Unit (Bldg. 800)
1704	Guardian 1950SS Adulticide Unit (Bldg. 800)
1706	DC iv Probes (Bldg. 200 Mech. Office)

Richard Weaver  10/6/2021

SIGNATURE

DATE

Dena Autry  10/7/21

SIGNATURE

DATE

Cathy Hendricks  10/7/21

SIGNATURE

DATE

PHYSICAL INVENTORY 20/21

CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER Page 1

AMCD \$1000 AND ABOVE SEPTEMBER 2021

PROP #	ITEM	ADD / CHANGE TO
913	1988 London Air Mosquito Fogger TK 1133	CHANGE TO: Surplus 20/21
1016A	Fog Unit Truck# 1202	CHANGE TO: Warehouse 800
1016B	Larvicide Unit Truck# 1134	CHANGE TO: Pressure Washer System Bldg. 800
1134	2002 Ford F-250 Truck	ADD: Surplus 20/21
1153	Adulticiding Unit Truck# 1426	CHANGE TO: Warehouse 800
1209	Incubator 120 VAC 60HZ Bio-Assay Lab	CHANGE TO: 800 Laser
1210	Incubator 120 VAC 60HZ Bio-Assay Lab	CHANGE TO: 800 Laser
1296	New Brunswick Excella e 1 Platform shaker	ADD: Building 800
1353	Monitor 4 w/MFC pump Truck# 1426	CHANGE TO: Stock
1375	Monitor IV w/MFC Pump Trk# 1202	CHANGE TO: Truck 1195
1397	Thermal Fogger Parts Room	CHANGE TO: Surplus 20/21 (Bldg. 800)
1408	Dell Vostro 3450 Lap Top Mechanic-Droplet Tester	CHANGE TO: Surplus 20/21
1422	Airboat w/Trailer	ADD: Building 900
1431	Dell Latitude Laptop Operations Mgr/Data Mgr	CHANGE TO: Maintenance Droplet Tester
1457	Dell 9020 Optiplex Comptr Visiting Scient....	CHANGE TO: Entomologist
1459	Watchdog Weather Station w/Tripod & software	ADD: Warehouse 800
1476	Dell Optiplex 9020 Desktop Operations Mgr	CHANGE TO: Accountant
1489	Guardian/Kawasaki Fog Unit Lab	ADD: Warehouse 800
1491	Champion Air Compressor 15HP 120 Gal	ADD: Building 200 Hax-Mat Room
1520	Generator	ADD: 100, 200, 300
1535	Dell Latitude 5880 Laptop (EDU Specialist)	ADD: and Hard Drive
1537	Collection Bottle Rotator Trap Trap room	CHANGE TO: Warehouse 800
1562	Autoclave Tuttnauer 254OM Bio-Lab	CHANGE TO: Arbovirus Lab
1602	Isolair Granular Larvicide System	ADD: Building 900
1603	2003 Bell Helicopter 206B3	ADD: Building 900
1604	Helicopter Handler 12' X 14' 3800 LB	ADD: Building 900
1608	Optiplex 7060 Desktop AV Room	CHANGE TO: I.T. Stock
1609	Optiplex 7060 Desktop Admin Assit	CHANGE TO: Receptionist
1616	Centrifuge Dash Apex Bldg 700	CHANGE TO: Arbovirus Lab
1622	Helicopter Power Supl T1100 GPU-24	ADD: Building 900
1627	Dell PreciS 773 w/Dock Port Dr. Qualls	CHANGE TO: Main Lab 800
1629	Aircraft Tug 1978 North Western	ADD: Building 900
1635	Golf Cart EZ Go TXT Almond 2017	ADD: Building 900
1636	Golf Cart EZ Go TXT Almond 2017	ADD: Building 200
1638	Dell Lat 5310 2-in-1 BTX Lapt Bldg 800	ADD: Steck
1639	Dell Lat 5310 2-in-1 BTX Lapt Bio Lab	ADD: Blore
1660	Fog Unit (2 Components)	ADD: Truck 1195
1661	Fog Unit (2 Components)	CHANGE TO: Truck 1133
1662	OptiPlex 5080 SFF 16GB Memory	ADD: A/V Room
1663	OptiPlex 5080 SFF 16GB Memory	ADD: Operation Manager
1671	Dell Latitude 7310 BTE	ADD: Director
1673	1994 Bell Helicopter 206-B N67569	ADD: Building 900
1674	1994 Bell Helicopter 206-B N67442	ADD: Building 900
1675	Stereo Microscope w/1080P Camera	ADD: Taxonomy Lab
1677	Latitude 5310 13.3 Touch Screen	ADD: Dr. Peper
1678	Latitude 5310 13.3 Touch Screen	ADD: Entomologist
1679	Latitude 5310 13.3 Touch Screen	ADD: Dr. Farooq
1680	Latitude 7310 13.3 Touch Screen	ADD: Operations Manager
1681	Sterilizer Autoclave Solutions	ADD: Building 500
1682	Incubator I-36VL Biological w/Pan Type	ADD: Bioassay
1683	Incubator I-36VL Biological w/Pan Type	ADD: Bioassay
1687	HATT/HYVEE Aircraft Recovery Trailer	ADD: Building 900

AMCD OVER \$500 UNDER \$999 SEPTEMBER 2021

PROP #	ITEM	ADD / CHANGE TO
1019	7" Band Saw w/Kit	ADD: Surplus 20/21
1054	40 Ton Shop Press	ADD: Surplus 20/21
1245	Larvicide Unit Stock	ADD: Warehouse 800
1279	LARV UNIT IN TRUCK #1426	CHANGE TO: Truck 1633
1314	SW GE GENERATOR	ADD: Warehouse 800
1361	Storage Cabinet Eagle 12 Gallon BLDG #800	ADD: Building 100 Bioassay
1401	Thermal Fogger TS35AE Longray Pulse Jet	ADD: Stock
1407	Dell Opti790 Desktop Visiting Scientist Office 408	CHANGE TO: Building 300 Chemical Room
1437	Dell Opti Plex 7010 Desktop Bio-Lab	CHANGE TO: Maintenance Office Allen
1455	Dell 7010 Optiplex Desktop Mechanic	CHANGE TO: Surplus 20/21
1478	Dell Optiplex 7020 Power Point AV Room	CHANGE TO: I.T. Stock

PHYSICAL INVENTORY 20/21

CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER Page 2

AMCD UNDER \$500 SEPTEMBER 2021

PROP #	ITEM	ADD / CHANGE TO
1237	LARVICIDE UNIT Portable	ADD: Stock (outside)
1290	Back pack Sprayer	ADD: Maintenance Shop
1448	2nd Rotator Trap Light Trap Room	CHANGE TO: Warehouse 800
1502	Dell Optiplex 780 Chemical Room	CHANGE TO: Surplus 20/21
1552	London Fog Adulticide Unit SN#10161 WRHS...	CHANGE TO: Warehouse 800
1553	London Fog Adulticide Unit SN#10731 Truck...	CHANGE TO: Truck 1611
1554	London Fog Adulticide Unit SN#10929 Truck...	CHANGE TO: Truck 1613
1555	London Fog Adulticide Unit SN#10168 WRHS...	CHANGE TO: Warehouse 800
1557	London Fog Adulticide Unit SN#10930 WRHS...	CHANGE TO: Warehouse 800
1560	Monitor IV SN#11151 London Fog ULV WRHS...	CHANGE TO: Warehouse 800
1595	HP Laptop 14" Screen Commis Brand	CHANGE TO: I.T. Stock
1598	Emax Precision Micro-Plate Reader Wrhs	CHANGE TO: Warehouse 800
1669	Mobile Entomology Lab Choice Chamber	ADD: Building 800 Wind Tunnel Lab
1670	True Small Choice Chamber	ADD: Building 800 Wind Tunnel Lab

Richard Weaver

SIGNATURE

DATE



10/6/2021

Dena Autry

SIGNATURE

DATE



10/7/21

Cathy Hendricks

SIGNATURE

DATE



10/7/21

PHYSICAL INVENTORY 20/21**ITEM TO BE REMOVED FROM ASSET KEEPER****AMCD \$1000 AND ABOVE SEPTEMBER 2021**

PROP #	ITEM	REASON
No Number	1264-B Transmission Truck 1264 (Surplus 16-17)	Disposed 3/12/2019
1017	Fog Unit (Surplus 19/20)	Disposed 12/1/2020
1702	London Aire Fog Unit (Surplus 19/20)	Disposed 12/1/2020
1095	VCMS Software	Obsolete
1145	Fog Unit (Surplus 19/20)	Disposed 12/1/2020
1253	Fog Unit (Surplus 19/20)	Disposed 12/1/2020
1362	Employee Lockers (Surplus 19/20)	Disposed 1/20/2021
1370	Ultra Sonic Weather Station (Surplus 19/20)	Disposed 10/28/2020
1371	Ultra Sonic Weather Station (Surplus 19/20)	Disposed 10/28/2020
1381	Fog Unit (Surplus 19/20)	Disposed 12/1/2020
1439	Xerox Copy Machine (Surplus 19/20)	Disposed 12/1/2020
1441	Scottsman Ice Machine (Surplus 19/20)	Disposed 12/1/2020

AMCD OVER \$500 AND UNDER \$999 SEPTEMBER 2021

PROP #	ITEM	REASON
1390	Dell Optiplex 790 Computer (Surplus 19/20)	Disposed 10/28/2020
1542	Thermal Fogger	Stolen 10/16/2020

AMCD UNDER \$500 SEPTEMBER 2021

426	Leveling Rod with Target (Surplus 19/20)	Disposed 2/22/2020
1565	Barrier Machine (Surplus 19/20)	Disposed 12/1/2020

Richard Weaver

SIGNATURE



DATE

10/6/2021

Dena Autry

SIGNATURE



DATE

10/7/21

Cathy Hendricks

SIGNATURE



DATE

10/7/21


PHYSICAL INVENTORY 20/21

MISSING ITEMS THAT WERE TAKEN OFF OF ASSEST KEEPER

AMCD SEPTEMBER 2021


PROPERTY #	ITEM	Comments
None		

Richard Weaver


SIGNATURE

10/6/2021
DATE

Dena Autry


SIGNATURE


10/7/21
DATE


Cathy Hendricks


SIGNATURE

10/7/21
DATE

PHYSICAL INVENTORY 20/21		
CONSUMED ITEMS		
AMCD SEPTEMBER 2021		
PROP #	ITEM	CONSUMED ITEMS
	None	

Richard Weaver  10/6/2021
 SIGNATURE DATE

Dena Autry  10/7/21
 SIGNATURE DATE

Cathy Hendricks  10/7/21
 SIGNATURE DATE

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

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: October 14, 2021

RE: Mobisoft Contract Update

On October 1st the Mobisoft (database) and MGIS (mapping) contract were set to renew for their 2nd term after being updated and renewed last year.

During the process of building the payroll app and updating some parts of the database the Mobisoft team realized that there is a lot of upkeep that needs to be done to keep all the software applications and operating systems in the background functioning at peak performance. This amount of maintenance work cannot be done under the current hours allotted in the current contract.

It was also noted that the current staff at Mobisoft India was not intimately familiar with our software, all the original developers have left the employment of Mobisoft. Because of this Mobisoft wanted to have a dedicated manager for our software/database and make sure the foundational software is updated on a regular basis.

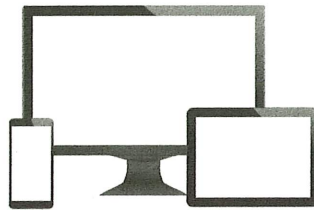
Because of this the hours allotted for annual maintenance increased from 48 hours of work billed at \$2,400.00 (\$50.00 per hour) to 240 hours of work billed at \$9,000.00 (\$37.50 per hour). The actual cost increase is about 367%, but the actual hourly cost decreased by \$12.50 per hour. Any extra work will continue to be billed at \$40.00 per hour. This change should give AMCD a better performing software package. AMCD has added the payroll software component to the existing program and this has added some maintenance burden.

The hosting cost will remain the same as the current contract at \$3,000.00. AMCD will have to monitor Mobisoft to make sure the district gets what we are paying for but if the last years' service is any indication, I think AMCD will get very good service for the cost.

MGIS contract will not be affected by this change.



DRAFT
Pending Attorney Approval



Annual Maintenance + Hosting Contract

Between

Mobisoft Infotech LLC.

And

Anastasia Mosquito Control District (AMCD)

Date: 01 October 2021

BETWEEN: Anastasia Mosquito Control District (AMCD) (hereinafter called as “Client” which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and permitted assigns),

AND: Mobisoft Infotech LLC. (hereinafter called as “Mobisoft” which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns), a company having its registered office at 1811 Bering Drive, Suite 200 Houston, TX. 77057.

Whereas, Client agrees that the entire system consisting of Mobile Application, Web Application, Server-side Implementation for their existing project AMCD Application, (Hereinafter called as “Project”) is completely functional at the time of signing this agreement.

Whereas, Client wishes to get the proposed maintenance service for the Project.

Whereas, Mobisoft desires and offers its services to maintain the Project.

Project Scope

Project Maintenance is the process where Mobisoft will work with the Client to perform preventive maintenance activities to minimize the errors, maintain the uptime and stability of the application.

As part of the support, Mobisoft will also troubleshoot the bugs reported by the Client. Both reported and resolved bugs will be reported to the Client's support team via web ticket system.

During this engagement Mobisoft assures:

- Technical consultation and value-added solutions
- To develop and maintain an on-going relationship with a trusted external development team
- Effective communication with team and control resources
- The security and product confidentiality

Project maintenance scope will be limited to following interfaces and systems

- iOS Mobile Application (aka Mobisoft Geomosquito Employee Phone application and termed as **App/Mobile App** in entire document)
App store link
- Web Administrative Panel (aka Mobisoft Geomosquito Database Current Live Application and termed as **Web Application** in entire document)
Web link

Maintenance And Support Scope

Support Inclusions

- Bug Troubleshooting and Fixing
 - Analyzing and fixing the reproducible and valid bugs reported by Client.
 - Managing the bug lifecycle and communicating the status of reported bugs to Client.

- App Monitoring
 - Mobile App Monitoring
 - Downloading the application from respective stores every month and performing smoke testing to ensure the application is working fine.
 - Upon new OS releases by iOS, performing regression testing on new OS to analyze the impact and need of updates to the app.

 - Hosting Server monitoring
 - Setting up efficient and reliable server monitoring tools to monitor the servers, which ensure that servers are up and running. These tools send alerts through if the servers are down for any reason.
 - Validating if these tools are functioning properly once a month, by setting up a maintenance downtime and testing the alerts and other functioning of the tools.

 - App crash report analysis
 - Integrating crash reporting libraries such as Firebase Crashlytics which helps to track, prioritize, and fix stability issues. It provides detailed reports of the crashes which happen in the production environment.

 - Third party integration / libraries update reviews
 - Creating a list of all third-party services used in the application and monitoring release notes once in a month for updates released by the respective third-party service. If a major change is required to the

application, Mobisoft will notify the Client with the required additional efforts and cost as a Change Request.

- Verifying all third-party service accounts are active and smoke testing of third-party integrations once in a month. This verification requires certain prerequisites such as access to the third-party service accounts credentials, Credit card information for payment related transactions, Phone number for the respective country for SMS verification etc. Mobisoft can verify third party accounts only if the required prerequisites are made available by the Client.
- App Upgrades
 - Upgrades after bug fixes
 - Mobile application - Deploying the mobile applications to respect App stores/Enterprise stores if any fixes are done.
 - Web application - Deploying the backend system if backend side fixes are required.
 - Upgrades for new OS
 - Mobile application - Deploying mobile applications with OS version compatibility upgrades to the respective App Stores.
 - Web application - Deploying the backend system in case of server-side OS upgrade, security upgrades to the server, SSL or Domain renewals.

Important Note* -

Only minor upgrades will be performed which doesn't require any functional change as a part of the OS upgrade itself. If the version compatibility needs any functional change, Mobisoft will notify the client of the additional scope and cost as required.

- Management
 - App Store management and monitoring
 - Managing metadata such as application video, screenshots, application descriptions posted to the respective App Stores.

- Analyze the notices, update emails received from respective stores regarding application such as policy changes by stores, agreement updates, developer account renewals and propose necessary course of action to Client.
 - Domain Hosting and SSL Renewal monitoring
 - Monitoring renewal requirements for SSL certificate, Domain hosting for the Project. Mobisoft will set up internal alerts for such renewals and notify Client for renewals/purchase from the third-party providers. Mobisoft will perform necessary SSL installation and Domain configurations after successful purchase/renewal by Client.
 - Communication & Monthly maintenance report
 - Sharing a monthly report for the activities performed and findings. Please refer [Appendix 1 - Monthly Report Sample](#)
- Server
 - Server load and utilization review
 - Report server load and utilization at the time of monthly maintenance.
 - Recommending server upgrades required for capacity planning by understanding the server's load and utilization.
 - Database backup
 - Setting up database backups as per the required frequency (Weekly, Bi-weekly, Daily). Also, sharing the snapshot with the Client team which will be further stored on the AMCD On-premises server.

Scope Exclusions

Following activities are excluded from the technical support scope.

- New feature design, development.
- Existing feature removal.
- Direct end customer support. (The AMCD employees except Richard Weaver & Rick Stockley)
- User training or product demonstration.
- Documentation except monthly report.

- Data import from other systems.
- 24 * 7 communication support.
- Upgrades because of third party integration changes. If third party service providers change the implementation of integration points or the workflow or guidelines of integration, it may require changes to the Project which could be major functional change. These changes will require approval of additional scope and cost and Mobisoft will propose it as a Change Request.

Remote Server Hosting Scope

Mobisoft will provide secure remote hosting of the Mobisoft Geomosquito Database (current active database and archive database) and the Geomosquito Employee Phone Application.

- The remote servers will be secure and will have twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year access.
- Mobisoft will provide the same uptime guarantee as given by the cloud service provider.
- The remote server will have a secondary backup server to guarantee uninterrupted service.
- Data and access to data will be both on the cloud based, Mobisoft supported server and also stored on AMCD's server.
- The Mobisoft Geomosquito Database (current active database and archive database) and the Geomosquito Employee Phone Application is guaranteed to function on both platforms (cloud based (remote server) hosted by Mobisoft and the AMCD server).
- AMCD will be provided the log in information, passwords and procedures for access to servers and log in information and passwords for access to the Database data and Employee Phone Application data.

Mobisoft and MGIS Cooperation

Scope

Mobisoft and MGIS will maintain a professional relationship and keep dependent software functioning.

Mobisoft Infotech LLC will cooperate with and maintain a professional relationship with MGIS in order to keep all related software programs and platforms working properly and functioning correctly.

Mobisoft is providing the :

- Mobisoft Geomosquito Database (current active database and archive database).
- Mobisoft Geomosquito Employee Phone Application (iPhone)

MGIS is providing the :

- MGIS Geomosquito Mapping Solution.
- MGIS Geomosquito Public Service Request Phone Application (iPhone & Android).

This relationship between Mobisoft and MGIS will be responsible for the hosting and maintenance of their own software programs. Any hosting cost or maintenance work and/or cost affecting both parties will be billed at the parties' respective hourly rate for the affected software programs. If such costs are due to regular maintenance of the programs, the costs will be absorbed by Mobisoft & MGIS, if such costs are due to a request of AMCD, the cost will be the responsibility of AMCD.

Process

Process Overview

All maintenance and support activities will be performed as per following work hours and process guidelines.

- **Process implementation**

- Mobisoft will set up a web-based bug reporting system (Zoho Project or similar tool) or mutually agreed process of reporting and resolving bugs. Direct phone support is not a part of the scope, however Client can request a Scheduled call for critical discussions.
- Mobisoft will acknowledge the reported bugs and respond on the bug reporting system in business hours mentioned below.
 - **Business hours**
 - Service Hours - 9:30 AM - 7:00 PM IST (India Standard Time)
 - Service Days - Monday to Friday (except holidays)
- Mobisoft will keep the bug's status updated on the bug reporting system along with an estimated fix date, which can be further viewed and responded to by the Client.
- After the bugs have been fixed and verified by Client, the respective upgrade will be performed to the Project.

- **Process Limitations**

- Mobisoft cannot guarantee the fixed problem-solving period in case of following influencing factors:
 - Delay in response or sign off from Client
 - Delay in third party dependencies resolution by the third party
 - Delay in review or approval by iOS AppStore/Google Play Store

Responsibilities

Client Responsibilities

Mobisoft's performance in this agreement is dependent upon the following responsibilities being managed and fulfilled by Client.

- Make appropriate point of contact/decision maker available. Prior to the start of the Services, Client will designate a person to serve as the Client Project Manager who will be the focal point for Mobisoft communications and will have the authority to act on behalf of Client in all matters.
- Provide, in a timely manner, applicable information, data, consents, decisions, and Approval(s) required by Mobisoft.
- Facilitate access to the existing Client applications and technical infrastructure (App Store access, Third party services etc.)
- Facilitate prerequisites as required by Mobisoft to perform the activities required in this agreement.
- Uphold and follow the process set up for reporting bugs and providing necessary information to Mobisoft to reproduce and fix the bugs.
- Make the timely payments of the invoices raised by Mobisoft as per the agreed payment terms.

Mobisoft Responsibilities

- Make appropriate point of contact available as Mobisoft Project Manager which will have authority to act on behalf of Mobisoft for the support activities.
- Make the appropriate team available to acknowledge bugs and communicate with Client via bug reporting system.
- Perform necessary activities agreed as per the Scope and Process.
- Raise invoices as per the agreed payment terms and acknowledge payment receipts.

Pricing and Payment Terms

Pricing

Scope	Months	Hours Per Month	Cost Per Month (USD)	Annual Cost (USD)
Maintenance	12	20	\$750	\$9000
Hosting	12	NA	\$250	\$3000

Payment Terms

- Annual advance payment
- We have considered 20 hours of support and maintenance efforts every month. All hours carried over must be utilized within one (1) year of initial allocation.
- Mobisoft will be reporting timesheets every month and hours exceeded will be charged at \$40/ hour.
- USA based support if required will be charged at \$120/hour.
- Applicable taxes, transaction charges and deductions (if any) to be borne by the Client.
- No additional hours will be engaged without express consent of Client
- Client will address the invoice approval by email.
- Client will pay the invoice(s) via Bank of America (3rd Party E-Pay).

Contract Term

Contract Start Date: October 1st 2021

Contract End Date: September 30th 2022

Term Renewal: This contract shall commence and continue in effect for a period of one (1) year from the contract start date (the "Term"). This contract shall automatically renew at the end of the current term or at the end of a renewal term, unless either party provides written notice of non-renewal at least thirty (30) days prior to the end of the then-current term. Automatic renewal is limited to four (4) terms of one (1) year each.

General Terms and Conditions

- In the event of any dispute between the parties, either party may give written notice to the other of the existence or nature of the dispute and the parties shall endeavor during a period of 1 (one) month from the date of the said notice to reach an amicable settlement of the dispute.
- This Agreement may not be amended or modified by the parties in any manner, except by an instrument in writing signed on behalf of each of the parties to which such amendment or modification applies by a duly authorized officer or representative.
- Waiver: The rights of the parties hereto shall not be prejudiced or restricted by any indulgence or forbearance extended to the other party and no waiver by the parties hereto of any breach of the other party of any of the terms hereunder shall operate as a waiver in respect of any subsequent breach. No variation of this Agreement shall be effective unless in writing signed and by both parties.

Public Records

If Mobisoft has questions regarding the application of chapter 119, Florida statutes, it is Mobisoft's duty to provide public records relating to this contract, contact Dr. Rui-De Xue, the Director of public records at (904) 471-3107, xueamcd@gmail.com, 120 EOC Drive, St. Augustine, FL 32092.

Mobisoft will comply with Chapter 119, Florida Statutes, in regard to public record laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Mobisoft does not transfer the records to the public agency.

4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Mobisoft or keep and maintain public records required by the public agency to perform the service. If Mobisoft transfers all public records to the public agency upon completion of the contract, Mobisoft shall destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. If Mobisoft keeps and maintains public records upon completion of the contract, Mobisoft shall meet all applicable requirements for the retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology system or the public agency.

Failure to provide the public records to the public agency within a reasonable time may subject Mobisoft to penalties under s. 119.10 and s. 119.0701(4), Florida Statutes.

Authority to Transact Business in Florida:

Before execution of this contract Mobisoft will obtain a certificate of authority to transact business in the State of Florida pursuant to s. 607.1503, Florida Statutes, and provide a copy of said certificate, to AMCD.

Indemnification

Client shall at its own expense, indemnify, defend and hold harmless Mobisoft and/or their officers, directors, employees, representatives and agents, against:

- Any third party claim, demand, suit, action, or other proceeding brought against Client, or their directors, officers and/or employees, and all damages, awards, settlements, liabilities, losses, costs and expenses related thereto (including attorneys' fees) to the extent that such claim, suit, action or other proceedings is based on or arises from any deficiency in Services by Mobisoft, or on account of any breach of the terms and conditions of this Agreement, or failure in performance or observance of the role, functions, responsibilities, obligations and Services of Mobisoft specified herein, or from time to time, in terms of this Agreement.

Limitation of Liability

- **Indirect Damages.** Mobisoft is not liable for any indirect, incidental, special, or consequential damages, including the loss of profits, revenue, data, or use or cost of

procurement of substitute goods or services incurred by Client or any third party, whether in an action in contract or tort or based on warranty, even if Mobisoft or any other person has been advised of the possibility of such damages. If these limitations of liability are determined by a court of competent jurisdiction to be too extensive in scope, then these limitations shall be construed to limit liability to the maximum legally permissible extent.

- **Maximum Liability.** Mobisoft’s liability for damages on any Work Assignment hereunder shall in no event exceed the amount of fees paid by Client for such Work Assignment for preceding 2 months of the date on which claim for liability has been made under this Agreement. Furthermore, Client agrees that it will not bring any claim or legal action on any Work Assignment against Mobisoft related to services provided under this Agreement after 2 months following the closure or termination of the agreement.

Termination

- **Termination for Cause:** Either party may without prejudice to any other rights it may have under this agreement or under law, terminate this Agreement immediately if the other party commits material breach of any of the terms of this Agreement. Notwithstanding anything aforesaid, termination by either party shall be subject to the satisfactory completion of all the responsibilities undertaken as part of this Agreement.
- **Termination without Cause:** Either party may terminate this Agreement anytime, and for any reason by giving other party at least 30 (thirty) days prior written notice, subject to the satisfactory completion of all the responsibilities undertaken as part of this Agreement up to and including the date of Termination. If this termination is initiated by Client, Mobisoft is not liable to refund the payments which are already received before the date of Termination. If this termination is initiated by Mobisoft, Client will be entitled to refund of advance payment on pro-rata basis for the unexpired period of the agreement.
- **Responsibilities After Termination:** Upon termination of this agreement, Mobisoft will hold all the activities required by this agreement and handover the Project information subject to Client pays all the monetary dues accrued till the time of Termination. Client will allow Mobisoft to remove any proprietary tools set up by Mobisoft on Client servers for monitoring and alert activities before the handover.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement the day and year first set forth above.

CLIENT

MOBISOFT

Sign: _____

Jeanne Moeller
Anastasia Mosquito Control District

Sign: _____

Shailendra Sinhasane
Mobisoft Infotech LLC

Appendix 1 - Monthly Report Sample

**<<Project Name>> Mobile App - Monthly Maintenance Activity
REPORT <<Month/Year>>**

Type of activities to be supported as part of contract -

#	Task	Task Type	Result
1	Latest version of the iOS App with release date	Check latest iOS app version on App Store with release date	Latest iOS App version: 2.14 Release Date: 11/08/2018
2	Latest version of the Android App with release date	Check latest android app version on Play Store with release date	Latest Android App version: 3.1 Release Date: 11/02/2018
3	Latest version of the Web App with release date	Check latest web panel version with release date	Latest web app version: 1.9.1 Release Date: 17 April 2018
4	The min and max iOS version supported	Check minimum and maximum iOS version supported for iOS app	OS supported versions: Minimum 9.0 and maximum 12
5	The min and max Android version supported	Check minimum and maximum android version supported for android app	OS supported versions: 4.2.2 minimum 8.0 - maximum
6	Test report in case of new OS or version of app is released during the month	Update Test Case Document	Test case document is updated till January 2019.
7	iOS push notifications verified on	Check web hosting and services setup	Verified on demo and it is working fine.
8	Android push notifications verified on	Check web hosting and services setup	Verified on demo and it is working fine.
9	Verified 3rd party integrations - Twilio	Check up Twilio account setup	Verified for USA number-SMS is received for OTP

10	Latest database backup date verified file name	Database backups	We are taking daily backup with retention period of 30 days.
11	Any server upgrades done in this month	Server maintenance and supporting web hosting and services	No
12	If the servers are upgraded, report the purpose of the server, reason of upgrade and test report.	Server maintenance and supporting web hosting and services	Nil
13	Percentage disk space used for each production and development server	Server monitoring	11% (Production Environment)
14	Percentage disk space used for each production and development database server	Server monitoring	Very Minimal
15	Number of issues reported in Zoho	App issues and fixes	Total Number of Issues: iOS (2) Android (1)
16	Number of unique errors observed in server logs	Check Server Logs	No error in server logs.
17	Number of unique Crash logs in crashlytics	Check Crash Logs in Crashlytics	Total number of crashing issues observed and resolved: iOS (0) Android (0)
18	Number of new issues fixed	Check new issues resolved/fixed	Total Number of Issues Fixed: iOS (0) Android (0) Web (0)

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

2021 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

DATE: October 6, 2021

RE: Approval of Board Members to Attend the AMCA annual meeting, Jax, FL, Feb Mar 1 - 4, 2022

The American Mosquito Control Association will hold the annual meeting in Jacksonville, FL, March 1-March 4, 2022. Based on District's policy, the Board needs to approve the following members to attend the meeting.

1. Commissioner Mrs. Trish Becker for 4 days. \$575 (registration fee) + \$39.2 (mileage) + \$80 (\$20/day x 4 days for parking fee) + \$ 220 (\$55/day x 4 days for per diem) = \$914.20.
2. Commissioner Ms. Gayle Gardner for 4 days. \$575 (registration fee) + \$39.2 (mileage) + \$80 (\$20/day x 4 days for parking fee) + \$ 220 (\$55/day x 4 days for per diem) = \$914.20.
3. Commissioner Mrs. Jeanne Moeller for 1 day. \$210 (registration fee) + \$39.2(mileage)+ \$20 (parking fee) + \$55 (per diem) = \$324.20.
4. Commissioner Mrs. Cathy Brandhorst for 1 day. \$210 (registration fee) + \$39.2 (mileage) + \$20(parking fee) + \$55 (per diem) =\$324.20.

Total: \$2,476.80

Anastasia Mosquito Control District of St. Johns County

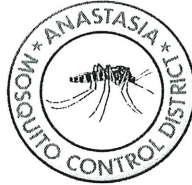
120 EOC Drive, St. Augustine, Florida 32092

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

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

CC: Kay Gaines, Richard Weaver & Whitney Qualls

DATE: October 7, 2021

RE: HOLIDAYS WORK SCHEDULE

We plan to shut down from December 20 to January 2 and reopen on January 3, 2022 for Christmas and new year holidays. We will use the 2 days (20 hrs) Christmas holidays, 2 days (20 hrs) New Year Holidays, and 1 day (10 hrs) Thanksgiving holiday. Each employee will use their 2 days (20 hours) of annual leaves or sick leaves and the District will use 1 day (10 hrs) administration leave to make the 80 hours (2 weeks) shut done. During the holidays shut done, we will have several people to work as part time to keep the mosquito colony and animals, and assist the construction projects.

Thanks for your support.

THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

JOB DESCRIPTION

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>STATUS</u>	<u>REPORTS TO (TITLE)</u>
Chief Pilot/Aviation Manager	Aviation	EXEMPT	Director

PURPOSE OF JOB

Department Head responsible for supervision and direction of all aviation operations, assigned personnel and equipment. Performs duties of considerable difficulty requiring a high level of initiative and independent judgment. Duties include operation of the district's helicopters utilized to perform aerial surveillance, inspections, aerial application of insecticides and pesticides, public relations events, transport personnel and any other aerial function as directed, in a safe and legal manner to facilitate the operations of the district. Supervision in the care and maintenance of assigned equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

As a Manager:

1. Advise the Director and other appropriate personnel on all matters pertaining to the aviation program, aerial applications and aviation safety.
2. Works closely with the Director and Operations Personnel to plan for and execute aerial inspections, larvicide and adulticide missions.
3. Provide annual aviation program budget, including aircraft maintenance cost outlook and proposed fuel expenditures to the Director.
4. Supervise the maintenance of: Up to date aircraft logbooks and maintenance records pursuant to FAA regulations. Supervise subordinate pilots ensuring all operations are within the FAA guidelines and published policy.
5. Supervise AMCD aviation maintenance personnel and contracted personnel for aviation department as required.
6. Help train and supervise selected district personnel to function safely around the aircraft in both day and night conditions, to include loading of chemicals, proper refueling procedures and all other operations.
7. Coordinate and schedule maintenance and repairs of aircraft and spray equipment with outside aviation contractors and/or AMCD aviation maintenance personnel, as necessary.
8. Ensure all assigned aviation related support equipment, i.e.: building, fuel farm, vehicles, equipment and tools are maintained in good working condition and properly secured.
9. Assist administrative department in any aviation program bid process.
10. Supervise, assign and monitor daily tasks of assigned subordinates
11. Ensure assigned personnel's daily, weekly, and monthly tasks are completed to standard
12. Ensure timely completion of aviation department employee payroll (timesheets and leave requests), safety checklists and reports (daily, weekly and monthly) and monthly activity report

13. Ensure annual evaluations are completed in a timely fashion and submitted to the director prior the due date.
14. Supervise intern students as assigned, ensuring they are trained and taught effectively and productively for their assigned position.
15. Counsel aviation department employees as necessary ensuring the highest of standards are complied with.
16. Assist other mosquito control districts as assigned by the Director concerning aviation operations and maintenance.
17. May assign, monitor and review work of others
18. Perform other related duties as assigned.

As a Pilot:

1. Perform aerial surveillance, remote inspections, adulticiding and larviciding in a variety of wetlands and populated environments and transport District personnel as required.
2. Safely operate the helicopter while conducting all assigned missions.
3. Perform pre and post flight inspections to ensure safe operation of aircraft and spray systems and be responsible for routine cleaning and fueling of the aircraft.
4. Maintain aerial technical proficiency and ensure compliance with all FAA, state of Florida and district regulations, directives and standard operating procedures (SOPs).
5. Attend training, symposiums, trade shows and FAA required checks as required to maintain necessary ratings and currency with AMCD aircraft and equipment.
6. Highly varying work schedule to include aerial adulticiding flights over rural and residential areas after sunset and before sunrise in response to mosquito activity and disease threats and may include weekends and holidays as needed.
7. Land the aircraft in remote and undeveloped sites for inspections with passengers .
8. Make public presentations or static displays, if required, and communicate with the media and public in an honest, professional and courteous manner.
9. Schedule and execute aircraft inspections, maintenance and repairs as needed.
10. Monitor weather conditions and adjust the mission as required.
11. Maintain night vision goggle (NVG) currency in accordance with FAA regulations. Track and maintain NVG service schedule for the NVGs.
12. Operate the aircraft at low levels both day and night. When operating at night, utilize the NVG's under visual flight rules (VFR).
13. Complete and maintain insecticide application documentation as required by the District, EPA and FDAC's.

14. Supervise and assist personnel with calibration of a variety of spray equipment and the annual droplet testing.
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15. Assist AMCD administration personnel in notifying local authorities and the public of the planned missions, locations and times of operation using the AMCD Notification List.

16. Apply insecticides in accordance with the product label.

17. Wear appropriate Personal Protective Equipment (PPE) as required.

18. Perform other related duties as assigned.

QUALIFICATIONS:

1. High school graduate or GED minimum, college degree preferred.

2. Must have a valid Class E Florida Driver's License with an acceptable driving record.

3. Be able to effectively communicate in English and be able to read and understand chemical labeling instructions in English.

4. A valid FAA Commercial Instrument Pilot's Rotorcraft License or higher (CFI, ATP).

5. Possess a current class II or higher FAA Medical Certificate and have the ability to maintain at minimum Class II FAA medical certificate.

6. At least 1000 hours of helicopter flight time of which 500 hours are as pilot in command, 500 hours of turbine engine time and 200 hours of night or NVG time and prefer 100 hours of aerial spray time.

7. Current and qualified in Bell 206 series helicopters.

8. Qualified to use NVG's in accordance with FAA regulations.

9. Experience in low level, nap of the earth, or agricultural spraying as pilot in command.

Possess a current flight review.

10. Must hold a current Public Health Pest Control License and a Public Health Aerial License issued by the State of Florida, Department of Agriculture and Consumer Services or be able to obtain one within six months of hire. Must maintain license in good standing by earning appropriate CEU's (continuing education units).

11. Must possess and demonstrate a proficiency in varied computer software systems including the Microsoft Office products. Must also have the ability to learn various aviation related and District software programs.

12. Able to work long hours in a hot and humid environment and work the occasional weekend and/or holiday.

13. Ability to travel when necessary to attend training, conferences and meetings.

14. Able to establish and maintain an effective working relationship with peers, supervisors and the general public.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

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

Physical Requirements: Moderate physical activity is required on a regular basis including lifting, reaching for, pulling and carrying up to fifty pounds, reaching and pulling with arms, stooping, standing, bending frequently, sitting for long periods of time while flying, walking for moderate distances and climbing over and around natural obstacles. Must be able to use hands and fingers to type, and grip and operate a variety of hand tools and other equipment. Be able to pull fifty-foot-long fuel hose with nozzle. Excellent vision, both close and distance, is required.

Work Environment: The work environment varies but normally is outdoors. Operation may include working in the hanger, with vehicles, warehouses, office buildings, boats, marshes, fields, islands, open water, laboratories and animal rearing/storage facilities. Regular exposure to all types of weather is required as the position is required to work outside, exposed to high temperatures and humidity, sun, rain, and wind. Frequent local travel is required. Exposure to moderate to high noise levels will occur on a regular basis when around aircraft, spray equipment and a variety of other equipment, motors and engines. Working with and around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required frequently. Regular exposure to moving mechanical parts, mud, fuel, fumes and insects is required.

Mental Demands: Ability to perform aerial spraying required math. Ability to write documents relaying information, data and details. Ability to read and comprehend technical manuals, instructions, safety instructions, memos, reports, policies, procedures and instructions. Ability to speak clearly and concisely to peers, professionals and the public. Ability to write reports, summaries, instructions, procedures, memos and letters.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION.

Signature

Date

Printed Name

THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

JOB DESCRIPTION

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>STATUS</u>	<u>REPORTS TO (TITLE)</u>
Pilot	Aviation	non-exempt	Chief Pilot/Aviation Manager

Purpose of Job:

Support the Aviation operations with a high level of initiative and independent judgement. Primarily utilizes the district's helicopters to perform: aerial observation, surveillance, local area inspections, aerial application of insecticides, post application inspections and surveillance, public relations events, personnel transportation, county support and additional flight operations as directed. Conduct operations of flight under safe, legal manners facilitating the district's operational aviation mission. Secondarily participates in operations which facilitate the daily operations of the aviation mission as directed.

Essential Duties and Responsibilities.

1. Safely operate the aircraft while conducting all assigned missions.
2. Perform both pre-flights and post-flights of aircraft and all supporting equipment.
3. Report maintenance issues to appropriate personnel.
4. Assist in aircraft maintenance under the supervision of the Aircraft Mechanic.
5. Attend flight training and appropriate symposiums as require to maintain currency with all licenses.
6. Help train and supervise district personnel to function safely around the aircraft in both day and night conditions. (Loading of chemicals, proper refueling procedures and movement of aircraft).
7. Read, understand, update and comply with SOPs and best practice policies.
8. Land in remote locations with crew or assigned personnel.
9. Monitor weather conditions and adjust missions as required.
10. Perform pre-mission surveillance flights to locate hazards that may impact mission safety.
11. Operate in a low-level area of operations and safely land in a myriad of off-site landing zones.
12. Maintain personal flight logs.
13. Responsible for updating aircraft hourly logbooks/maintenance discrepancy logbooks and all mission performance documents IAW Federal and State requirements.
14. Highly varying work schedule to include aerial adulticiding flights over rural and residential areas after sunset and before sunrise in response to mosquito activity and disease threats and may include weekends and holidays as needed.

15. Maintain the personal flexibility to vary work hours that coincide with day and night operations.
 16. Perform adulticiding and larviciding flights in a variety of habitats and populated areas during day and night hours.
 17. Work closely with the Operations Manager to plan for and execute aerial inspections, larvicide and adulticide missions.
 18. As directed, coordinate with operations and surveillance departments for information related to planning and executing insecticide application missions under daylight and nighttime conditions.
 19. Assist AMCD administration personnel in notifying local authorities and the public of the planned missions, locations and times of operation using the AMCD Notification List.
 20. Assist with calibration of a variety of aviation spray equipment and the annual droplet testing.
 21. Legally and safely disperse chemical as mission dictates.
 22. Perform pre and post flight inspections to ensure safe operation of aircraft and spray systems and be responsible for routine cleaning and fueling of the aircraft.
 23. Maintain records, written and digital, of chemical application. Complete larviciding and adulticiding forms and maps, pre and post mission.
 24. Apply insecticides in accordance with the product label.
 25. Obtain and maintain a Florida Pesticide Applicators License with Aerial Applicator endorsement.
 26. Maintain currency in Bell 206 B series aircraft, under day and NVG conditions, annual recurrent training for emergency procedures, advanced emergency procedures, maneuvers designated in Part 137 FAR and changes as designated by the FAA.
 27. Maintain night vision goggle (NVG) currency in accordance with FAA regulations and track and maintain NVG service schedule.
 28. Maintain technical proficiency and comply with the Federal Aviation Administration (FAA) pertaining to visual flight rules, congested area flights, low altitude flights; equally, comply with the State of Florida Department of Agriculture and Consumer Services requirements for Aerial Applicators.
 29. Responsible for the appropriate uses of all PPE as designated by Federal, State and District policy.
 30. Prepare and conduct/assist chief pilot with monthly safety meetings.
 31. Create and maintain an organized and functioning PLL inventory.
 32. Assist with research of helicopter parts and supporting equipment.
 33. Update maintenance and flight boards as required.
 34. Wear appropriate Personal Protective Equipment (PPE) as required.
 35. Perform other related duties as assigned.
-

Qualifications:

1. High school graduate or GED minimum, college degree preferred.
2. Must have a valid Class E Florida Driver's License with an acceptable driving record.
3. Be able to effectively communicate in English and be able to read and understand chemical labeling instructions in English.
4. A valid FAA Commercial Pilot's License or higher with Rotorcraft – Helicopter and Instrument Helicopter endorsements.

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5. At least 1000 hours of helicopter flight time of which 500 hours are as pilot in command, 500 hours of turbine engine time and 200 hours of night or NVG time and prefer 100 hours of aerial spray time.
6. A current Class II or higher FAA Medical Certificate.
7. Qualified to use NVG's in accordance with FAA regulations.
8. Experience in low level, nap of the earth, or agricultural spraying as pilot in command.
9. Must hold a current Public Health Pest Control License and a Public Health Aerial License issued by the State of Florida, Department of Agriculture and Consumer Services or be able to obtain one within six months of hire. Must maintain license in good standing by earning appropriate CEU's (continuing education units).
10. Must possess and demonstrate a proficiency in varied computer software systems including the Microsoft Office products. Must also have the ability to learn various aviation related and District software programs.
11. Able to work long hours in a hot and humid environment and work the occasional weekend and/or holiday.
12. Ability to travel when necessary to attend conferences and meetings.
13. Able to establish and maintain an effective working relationship with peers, supervisors and the general public.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

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

Physical Requirements:

Moderate physical activity is required on a regular basis including lifting, reaching for, pulling and carrying up to fifty pounds, reaching and pulling with arms, stooping, standing, bending frequently, sitting for long periods of time while flying, walking for moderate distances and climbing over and around natural obstacles. Must be able to use hands and fingers to type, and grip and operate a variety of hand tools and other equipment. Be able to pull fifty-foot-long fuel hose. Excellent vision, both close and distance, is required.

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Work Environment:

The work environment varies but normally is outdoors or in a vehicle but may include warehouses, office buildings, boats, marshes, fields, islands, open water, laboratories and animal rearing/storage facilities. Regular exposure to all types of weather is required as the position is required to work outside, exposed to high temperatures and humidity, sun, rain, and wind.

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Frequent local travel is required. Exposure to moderate to high noise levels will occur on a regular basis when around aircraft, spray equipment and a variety of other equipment, motors and engines. Working with and around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required frequently. Regular exposure to moving mechanical parts, mud, fuel, fumes and insects is required.

Mental Demands:

Ability to perform aerial spraying required math. Ability to write documents relaying information, data and details. Ability to read and comprehend technical manuals, instructions, safety instructions, memos, reports, policies, procedures and instructions. Ability to speak clearly and concisely to peers, professionals and the public. Ability to write reports, summaries, instructions, procedures, memos and letters.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION.

Signature

Date

Printed Name



ANASTASIA MOSQUITO CONTROL DISTRICT
OF ST. JOHNS COUNTY

MOSQUITO CONTROL ENGINEER JOB DESCRIPTION

JOB TITLE DEPARTMENT STATUS REPORTS TO (TITLE):

Mosquito Control Engineer Sciences Exempt Entomologist/Science Manager

PURPOSE OF MOSQUITO CONTROL ENGINEER:

To provide professional, administrative, or technical services in support of mosquito control activities. The work effort is to provide the support required to achieve the desired degree of responsiveness essential to accommodate workload demands. To assist the District's operational surveillance, field studies, and/or laboratory studies in applied mosquito control research within the district. To assist in the scientific analysis and publication of operational mosquito control research. To assist in the in-house training of district personnel and in the development of operational research specific to mosquito control. To assist in enhancing knowledge of mosquito control furthering the understanding of the district's mission and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review and make recommendations for improvements to existing Public Health Pesticide Application Technologies and Techniques for use during operations to control diseases vectors at the district.
2. Apply engineering principles, methods and skills to advance public health pesticide application technologies and techniques to control the spread of insect carried human disease. The techniques may be chemical, mechanical or biological. Technology shall include, but not limited to, truck-mounted, skid-mounted, handheld and aerial equipment.
3. Review the technical and operational adequacy of plans, designs, and specifications for proposed enhancements and improvements for existing or new public health insecticide application equipment and techniques to include that equipment previously described.
4. Conduct field and/or laboratory research techniques and technologies for mosquito control including surveillance, repellent and attractant systems and delivery systems for the purpose of improving mosquito control operations within the district.
5. Prepare documentation, including data books, scientific reports, and presentations related to his/her ongoing work.
6. Establish and refine appropriate standard operating procedures for essential field and laboratory evaluations.
7. Obtain technical training from subject matter experts (SME), as required, to keep up with advancements mosquito control technologies and techniques.
8. Prepare periodic project status and completion reports.
9. Present project results at professional meetings, symposia, working groups and for AMCD commissioners as appropriate.
10. Submit work for publication in peer reviewed journals.



ANASTASIA MOSQUITO CONTROL DISTRICT
OF ST. JOHNS COUNTY

11. Provide timely and accurate analysis of maintenance and operations problems/failures of control technologies and techniques and develop recommendations for workable solutions.
12. Actively liaise with equipment and techniques developers and manufacturers to obtain current information and training in equipment repair and maintenance procedures.
13. Collaborate initiate contact and develop cooperative relationships with governmental and non-governmental organizations associated with mosquito control.
14. Attend professional meetings, industry trade shows, technical/scientific symposia, and academic seminars.
15. Assist District Director and Scientific Managers and other Scientists to apply for related grants
16. Pursue World Health Organization Collaborative Research Center accreditation for the district.
17. Carry out any other activities or special duties for smooth operation of the district programs.
18. Must possess and demonstrate a proficiency in varied computer software systems including the Microsoft Office products. Must also have the ability to learn various aviation related and District software programs.
19. Supervise, assign and monitor daily tasks of assigned subordinates
20. Ability to travel when necessary to attend training, conferences and meetings. Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise biotechnicians, visiting scientists, and intern students

QUALIFICATIONS:

1. A Doctor of Philosophy (PH.D) or a Master Degree with at least 3 year experience in engineering, public health, or related basic science from an accredited four-year college or university is required.
2. An understanding of pertinent insecticide chemistry, biological sciences, and public health concepts related to the control of insects that carry human diseases.
3. Familiarity with technical and administrative requirements for project development, execution and management.
4. Knowledge of engineering principles, methods, and techniques concerned with control of mosquitoes and other vectors.
5. Knowledge in project design, execution, and data analysis.
6. Familiarity with related guidelines including various Federal and State regulations.
7. Proficiency in Microsoft Office components to include MS Word, Excel, and PowerPoint software and working knowledge of email and internet communication.
8. Proficiency in basic statistical analysis is preferred. Proficiency in the use of GPS (Geo-positional satellite) imagery systems is preferred.



ANASTASIA MOSQUITO CONTROL DISTRICT
OF ST. JOHNS COUNTY

9. Must possess proficient skills in written grammatical composition. Must possess good organizational, interpersonal and communication skills. Public speaking skills are desirable.
10. Must receive the public health pest control license within 6 months employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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

Physical Requirements: Heavy physical activity is occasionally required when in the field including lifting, reaching for, pulling and carrying up to 50lbs, reaching and pulling with arms, stooping, kneeling, bending frequently, sitting for long periods of time, walking for long distances and climbing over and around natural obstacles, in and out of equipment and vehicles, and up and down ladders. Must be able to use hands and fingers to type, and grip and operate a variety of hand tools and other equipment. Excellent vision, both close and distance is regularly required.

Work Environment: The work environment varies but normally includes laboratories and office buildings and may occasionally include workshops, animal rearing/storage facilities, boats, vehicles, marshes, fields and islands. When in the field, exposure to all types of weather will occur and exposure to sun, rain, mud, manure, a variety of farms animals, blood and insects will occur frequently. Frequent local travel is required. Noise level is usually low. Working with and around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required frequently.

I have read and understand this job description.

Signature

Date

Printed Name

**UNFINISHED
BUSINESS**

#1

MEMORANDUM

TO: Commissioners
FROM: Wayne Flowers
DATE: September 9, 2021
RE: Draft Policy on Media/Legislative Contacts

I was asked to develop a draft policy for consideration by the Board to establish protocols for Commissioner contacts with media and legislators as well as related use of AMCD facilities for Commissioner initiated tours or other events. The Board has existing policies that touch on elements of these subjects, but there is not a single policy that clearly addresses all of them in one place. The draft policy would be intended to create better coordination for media and legislative contact and messaging, particularly in the legislative realm. The policy is not intended to curtail or restrict a Commissioner's prerogative to express their own views to media or legislator or legislative staff.

Attached is a composite of existing policies that currently addresses some component of Commissioner contacts with media or legislators. Also attached is a draft policy for Board consideration that seeks to be consistent with those existing policies, while addressing the topic in a more comprehensive fashion.

POLICY ON COMMISSIONER CONTACTS WITH MEDIA, LEGISLATORS AND LEGISLATIVE STAFF

Coordination of communications between individual Commissioners and representatives of the news media, legislators and legislative staff regarding AMCD activities, programs and policies is important to insure presentation of accurate information and consistent messaging. The same is true for scheduling of Commissioner initiated visits, tours or other events at AMCD facilities. This policy is intended to provide guidance on procedures to be followed regarding such contacts and activities.

Media Contact

Generally, questions or inquiries from persons representing news media (newspapers, television, social media) regarding AMCD activities, programs and policies should be referred to the District Director or the Director's designated employee. This does not prohibit Commissioners speaking with media representatives regarding their personal opinions, provided, consistent with the Communications Concerning Board Positions, Commitments or Obligations Policy ("Communications Policy"), the Commissioner specifies that it is the Commissioner's personal opinion and not an opinion or official position of the Board of Commissioners ("Board").

When requested or when otherwise appropriate for a Commissioner to address a media inquiry, the Board Chair, as spokesperson for the Board will respond on behalf of the Board to media inquiries concerning AMCD programs and policies, unless the Board has authorized or designated another Commissioner to do so.

Contact with Legislators or Legislative Staff

Prior to a Commissioner contacting and/or speaking with a member or staff of the Florida Legislature, to discuss AMCD programs or positions on issues potentially affecting legislation related to mosquito control, the Commissioner, except in case of emergency shall inform the Board and the Director. A Commissioner shall not state or present an official position of the AMCD on any matter without said position having first been approved by the Board. This does not prohibit Commissioners speaking with members or staff of the Legislature regarding their personal opinions provided, consistent with the Communications Concerning Board Positions, Commitments or Obligations Policy ("Communications Policy"), the Commissioner specifies that it is the Commissioner's opinion and not an opinion or official position of the Board.

When requested or when otherwise appropriate for a Commissioner to communicate with a legislator or legislative staff, the Board Chair, as spokesperson for the Board will communicate on behalf of the Board concerning AMCD programs and policies, unless the Board has authorized or designated another Commissioner to do so.

Conducting Visits to or Tours of AMCD Facilities

The AMCD welcomes the opportunity to show the public its facilities and operations, however, coordination and scheduling are important to ensure that these activities do not interfere with the

work conducted at AMCD facilities. If a Commissioner wishes to invite members of the public, including but not limited to individuals, groups or elected officials, the Commissioner intending to make such an invitation will first notify the Director and the Board identifying the invitees and the proposed date and time for the event, and obtain approval of both the Director and the Board prior to scheduling the event.

MEDIA CONTACT¹

Since the District wants to convey a clear and consistent message about the mission of our organization, all questions from any person representing the media (i.e., newspapers, television, social media, or any other print media) must be referred to the District Director or the Director's designated employee.

CHAIRPERSON'S DUTIES

The Chairperson presides at all Board meetings and is also the spokesperson for the Board. He/she executes documents on behalf of the Board, and signs contracts, resolutions and reports to various agencies. On all other matters, the Chairperson has the same duties and responsibilities as any other commissioner and exercises the right to vote on all issues that come before the Board. It has been the practice to elect a Chairperson, Vice-Chairperson and Secretary/Treasurer at the regular board meeting in January of each year. In the absence of the Chairperson, the Vice-Chairperson performs the same functions.

DUTIES AND RESPONSIBILITIES OF COMMISSIONERS

As a Commissioner voluntarily accepts office, the Commissioner shall accomplish the duties and responsibilities of a Commissioner as set forth in Chapter 388 of the Florida Statutes.

Commissioners shall learn about mosquito biology and mosquito control practice in order to make informed decisions on District matters.

The Board of Commissioners shall elect officers, employ a competent Director, engage the services of an attorney, contract an auditor and any other individuals or companies whose services might be required by the District.

The Commission shall establish policy and the director shall be instructed to carry out that policy. The work of the commissioners and senior staff shall complement each other.

The Commissioners shall accept the primary responsibility for financial control and analysis; this includes but is not limited to, the adoption of a budget and the establishment of a millage rate. A budget a management tool used to anticipate and plan for the District's revenues and expenditures. This financial plan allocates projected revenues to program priorities during a given fiscal year. It is developed through the combined efforts of the AMCD staff and the Board of Commissioners.

COMMUNICATIONS CONCERNING BOARD POSITIONS, COMMITMENTS OR OBLIGATIONS POLICY

Oral or written communications by Anastasia Mosquito Control District ("AMCD") Commissioners or employees which would bind the AMCD financially should conform to the following requirements:

¹ This is an "employee" policy that appears in the Employee's Handbook and therefore, does not necessarily apply to Commissioners.

- An AMCD Commissioner or employee shall not purport to represent and shall affirmatively disclaim representation of the AMCD or an official position of the AMCD, except as authorized by the AMCD Board of Commissioners. In the case of employees reporting to the Director, said authorization may be given by the Director, provided the Director has been so authorized by the Board of Commissioners.
- An AMCD Commissioner of the Director may represent the AMCD and its official position on matters on which such representation or official position has been approved by the Board of Commissioners.
- Correspondence on AMCD letterhead shall be consistent with the foregoing provisions.
- When an AMCD Commissioner or the Director intends to appear before or meet with another appointed or elected body or an elected official as a representative or spokesperson for the AMCD, that person, except in case of emergency, will inform all Commissioners and the Director, in advance of their intention to do so.
- With regard to meetings or communications of a Commissioner or employee of the AMCD that are intended to, or which could have the effect of creating a financial or legal obligation on behalf of the AMCD, such meetings or communications shall not occur without prior authorization from the Board of Commissioners. In the case of employees reporting to the Director, said authorization may be given by the Director, provided the Director has been so authorized by the Board of Commissioners. Notwithstanding the foregoing, these restrictions do not apply to contracting and/or purchasing activities provided for in the AMCD's annual budget.

Listening, speaking or sharing information as an individual Commissioner or expressing your individual opinion is allowed under this Policy.

**UNFINISHED
BUSINESS
#2**

MEMORANDUM OF UNDERSTANDING

The parties, hereto, the Anastasia Mosquito Control District (“AMCD”), an independent special district created by legislative act and St. Johns County, Florida (“County”) a political subdivision of the State of Florida (collectively referred to herein as the “Parties”), on the date of execution hereof by the last party to execute same, enter into this Memorandum of Understanding Agreement (MOA), describing terms under which County-owned properties may be utilized for landing of helicopters owned or operated by the AMCD.

RECITALS

Pursuant to Chapter 388 and Chapter 386, Florida Statutes, AMCD is authorized to control and eliminate all species of mosquitos and other arthropods of public health importance (collectively “mosquitos”). Among other control methods, the AMCD uses to carry out this responsibility, it owns and operates helicopters that do various tasks designed to survey for, control and eliminate mosquitos in St. Johns County, including but not limited to, aerial chemical application in the control or elimination of mosquitos.

In addition to its ~~use of~~ direct use of helicopters in the control of mosquitos in St. Johns County, the AMCD also utilizes its helicopters as part of educational events and displays, to educate the public concerning the importance of controlling mosquito populations in the County. AMCD also supports the St. Johns County EOC, Sheriff’s office, local and state agents whom control state and local wildlife management areas via aerial support.

The County owns properties across St. Johns County, as listed in annex A. (Listing all properties via address, latitude longitude and attached map with properties highlighted via color code, some of which are used by the public for recreational and other pursuits. The County has an interest, above and beyond regulations established by the FAA including FAR, CFAR’s and supporting federal regulations, in ensuring the safety of residents and guests who use or occupy properties owned by the County as it relates to aerial use and or chemical applications involving AMCD aircraft.

To ensure the safety of persons using County properties, while allowing for necessary activities to control mosquitos in St. Johns County, the parties hereby understand to the use of the procedures and protocols stated in this MOU.

NOW THEREFORE, the Parties agree as follows:

1. AMCD will apply appropriate chemicals in accordance with the times and weather conditions established by the chemical label law approved by EPA and the FAA regulations concerning public use aircraft, safety, and class D and class G airspace which are supported by scientific gathered data.
2. AMCD employees will be allowed access to areas on County owned properties requiring inspection for the justification and treatment for mosquitoes at all required times IAW FSS already in place.

3. When AMCD engages in an educational or public awareness event or demonstration, AMCD helicopters will be allowed to land on County Properties, when consistent with FAA regulations regarding public use aircraft and controlled airspace and provided notice has been given to the County Administrator in a reasonable time of the planning of such event,
4. Care shall be taken during flight operations while operating AMCD aircraft on public owned property within SJC.
5. County allows AMCD to use the available empty park lot (45 acres) of St. Johns Fairground to run the new formulation of insecticides and equipment testing by helicopter with frequently land and load. AMCD will collaborate with the County park manager for permits and schedule.

ST JOHNS COUNTY, FLORIDA

By:
Its:

_____ Date

**ANASTASIA MOSQUITO CONTROL
DISTRICT**

Jeanne Moeller
Chair, Board of Commissioners

_____ Date

**NEW
BUSINESS
#1**

Anastasia Mosquito Control District of St. Johns County

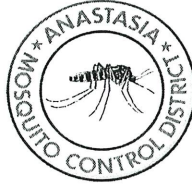
120 EOC Drive, St. Augustine, Florida 32092

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

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: October 14, 2021

RE: SIT Building Design & Construction Status

Contract dated August 12, 2021 was signed By AMCD Chairperson and Harrell Construction. The following milestones have been completed:

- Met with representatives from Harrell Construction to Confirm location of building and generator on actual site and site plan.
- Confirm general layout of building (walls, windows, doors) to allow Harrell Construction to order steel building (long lead time).
- Met with AMCD science staff to confirm layout of laboratory, clean room, meeting/break room, office space and production area to include insectaries, separating room, wash room, radiation room and storage.
- Met with Harrell Construction to confirm needs and provide them with potential changes to concept drawings.

Currently the architects and engineers have the data and are working on the blueprints so that the permitting process can start.

- Design is scheduled for 90 days, completed in December.
- Permitting is scheduled for 144 days with some overlap with design, completed in April.
- Actual construction should start sometime in May 2022.

AMCD staff will continue to meet with Harrell construction and the architects and engineers during the design phase.

**NEW
BUSINESS
#2**

Anastasia Mosquito Control District of St. Johns County

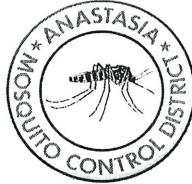
120 EOC Drive, St. Augustine, Florida 32092

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

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 & Dr. Vindhya Aryaprema

CC: Whitney Qualls

DATE: October 7, 2021

RE: **Initial survey on the use of action thresholds by mosquito control programs in different geographic regions in the world**

Establishment of action thresholds is becoming critical in integrated mosquito control management to implement effective proactive control measures using limited available resources. As a part of a large scale study to identify different mosquito control action thresholds used in different geographical regions, we conducted an initial online survey to identify mosquito control programs which have already established action thresholds and to investigate associated surveillance characteristics. We received 224 responses with 152 of them from North America. We identified 68% (North America), 60% (Australia), 78% (Asia), 35% (Africa) and 50% (US military units) of the responding programs which perform mosquito control have set mosquito control action thresholds. Characteristics of surveillance programs of those programs were identified as well.

An in person or over the phone survey will be started early next year with selected programs which claim to use action thresholds, to identify different types of action thresholds used by different programs. Final analysis will help formulate guidelines on the use of action threshold in different geographic regions.

The project has been funded by the AFPMB.

Thanks for your support.

Establishing Evidence-based Action Thresholds for Mosquito Control (funded by AFPMB)

Broad objective:

Establishing evidence-based action thresholds for mosquito abundance in different geographic regions in the world



Specific objective 1

Initial survey on the use of action thresholds by mosquito control programs

Action threshold

- a point at which mosquito populations or environmental conditions indicate that mosquito control action must be taken
- needs years of surveillance data
- help implement proactive rather than reactive interventions
- help ensure prioritized allocation of resources
- help manage the development of insecticide resistance
- help manage program logistics

Why we need to find different action thresholds?

- influenced by geographical, economic, (and political) factors
- vastly different action thresholds for same species in similar geographic regions
- identification and analysis will help formulate guidelines for similar geographic regions

What we did:



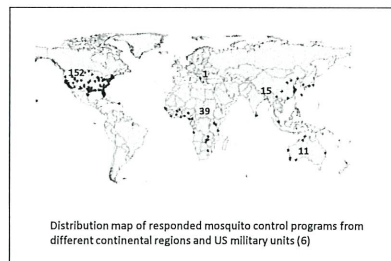
- Questionnaire on;
 - program demographics
 - surveillance
 - mosquito control efforts
- Pre-test

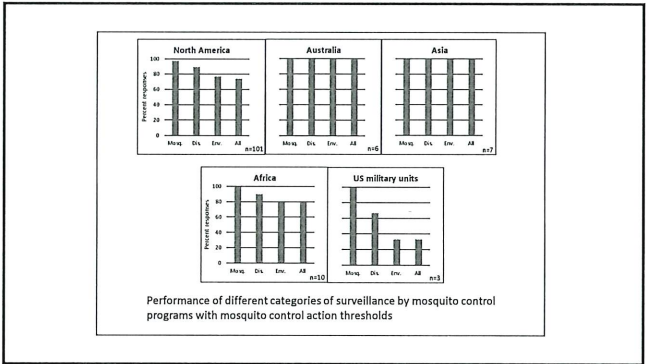
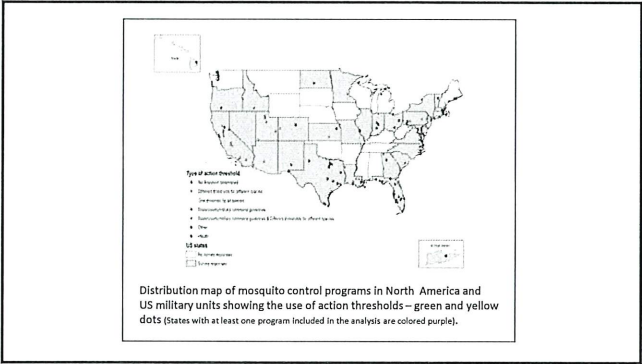
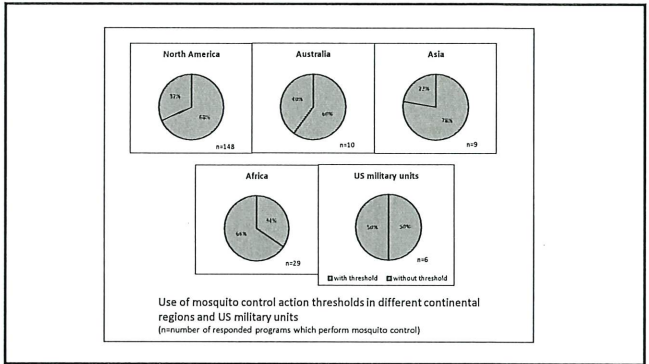
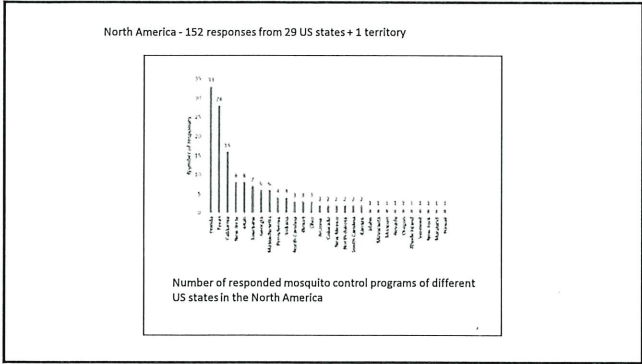
Delivered on the Qualtrics online platform (www.Qualtrics.com)



- websites of the AMCA, FMCA, California Mosquito Control Association and the National Pesticide Information Center
- advertisement in the AMCA Bi-weekly news
- project managers of Centers of Excellence in vector-borne diseases of the CDC
- project managers of Deployed War Fighter Protection (DWFP) Program of DoD
- personal contacts of the AMCD study team

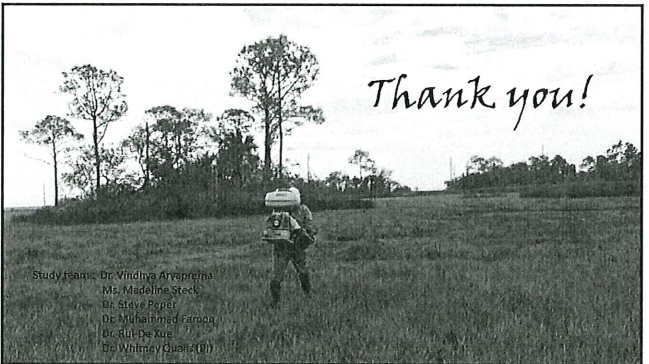
224 responses from across the world (5 continental regions)





Next step

- Follow up survey in early next year (in person or over the phone)
 - selected ~60 US programs with action thresholds
 - already formulated the set of specific questions



**NEW
BUSINESS
#3**

Anastasia Mosquito Control District of St. Johns County

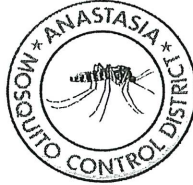
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2021 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Kay Gaines, Richard Weaver, Dana Smith & Whitney Qualls

DATE: October 7, 2021

RE: Discussion about COVID-19 and vaccination for Board members and employees

Based on recent outbreak of COVID-19 and AMCD's 5 employees who suffered from COVID-19. Commissioner/Chairperson Mrs. Moeller asked for listing this item on the agenda to discuss and encourage Board members and all employees to get vaccines. This may prevent COVID-19 from outbreak at AMCD again.

Thanks for your support.

Reports

Director report (September 2021)

Program Management:

Customer & professional service and service request process: AMCD answered 337 for service requests in September. Dr. Xue and Dr. Qualls reviewed 10 manuscripts for Insects, JAMCA, Pathogen, Environmental Sciences and Pollution, Parasitology, PLoS One, Trends in Parasitology & Vector-borne Diseases, and Acta Tropica. Staff provided many public requests about mosquitoes.

Surveillance: So far, nine sentinel chickens were tested for EEE positive and 8 sentinel chicken are suspected positive, but no any confirmed yet. AMCD continued BG sentinel traps with BG lures and dry ice and ovitraps for *Aedes* mosquito surveillance once a week. BG traps collected 461 adult mosquitoes (major species were *Culex* and *Aedes*). CDC light traps collected 1,894 adult mosquitoes.

Ground and aerial operation: Positive larval dips were 297 and treated larvae for 118 times for 447 acres by ground application. Ground ULV sprayed 27 times and treated 13,214 acres, conducted barrier spraying 16 times for 7 acres, and hand fogging for 58 times. Aerial adulticided 4 times for 16,412 acres of hot spots.

Applied research: SIT project, CDC smart cages, and DoD's grant projects have been continued. Staff works on Mosquito Magnet traps with new lures and WNV sentinel chicken project. Staff submitted full AMCA grant proposal after they accepted the proposal. GLP project about larvicide has been planned in late October. A mixed larvicide with Central Life are under conducted in the semi-field ponds.

Education: Face book, twitter, and website have been updated. Four employees attended the Chemical spilling training class. Drs. Xue, Peper, and Qualls attended the SOVE virtual meeting, September 16 & 17. One intern student gave a presentation on September 30. Dr. Xue signed the paper for Intern training (Commissioner Mrs. Becker) at AMCD about microplastic impact on mosquitoes. AMCD submitted 6 abstracts to the AMCA symposium.

Business Management & Administration:

Serve to the Board of Commissioners: Staff prepared for September 4 Board meetings (1 regular meeting, 2 public hearings, and 1 special meeting) and answered many questions about budget, millage rate, and helicopter insurance process.

Budget and Auditor: The new budget starts from October 1. Auditor starts to collect all information and documents for the FY20/21 auditing.

Contract: Uniform contract has been renewed after the Board approval. The SIT contract with Harrell Construction Company has been signed by the Chairperson. Worked on the MoU for helicopter landing in county properties and the agreement MobiSoft for hosting data for the Board to approve.

Insurance: The fleet, worker comp, and tank insurances have been renewed after the Board approval.

HR: Three employees backed to work after sick with COVID-19. Education Specialist position has been filled by the intern student Taylor Ballantyne. Intern student Heather Keating ended her 5 months intern training as administration assistant on September 24. A seasonal inspector resigned his position for other job. Assistant Supervisor Mrs. Dena Autry has been promoted to Supervisor after 2.5 years at the Assistant Supervisor position and Mr. Rick Stockly's job title has been changed to IT Specialist from Mosquito Control Technician. Mr. Michael

Phillips, part time pilot and mosquito control technician has been changed to a full time Pilot and effects from October 1, 2021.

Meeting:

Sep 1. 8am. Attended the RollBank Malaria Vector Control Group virtual meeting.

Sep 2. Conversation with Commissioner Mrs. Becker about media reporter's visiting schedule.

Sep 3. Responded and had conversation with Commissioner Mrs. Moeller about visiting and Board meeting agenda.

Sep. 8. 11am. Met Commissioner Ms. Gardner about proposed agenda. 2pm. Tele-conversation with Commissioner Mrs. Moeller about agenda and public hearing. 3pm. Tele-conversation with Mr. Flowers about MoU for helicopter landing.

Sep. 9. 10am. Attended Ph.D. student (Blore) committee virtual meeting. 5pm. Attended regular Board meeting. 5:30pm. Attended the 1st public hearing meeting.

Sep.10. 10:30am. Attended UF Entomological virtual seminar.

Sep. 14. Group meeting about helicopter repair and insurance items.

Sep.15. 8:30am. Attended the EOC virtual meeting. 9am. Met Commissioner Mrs. Becker about her intern training.

Sep.16. 9am-7:30pm. Attended SOVE virtual meeting and gave a report about the ASVEMC.

Sep.17. 9am-7pm. Attended the SOVE virtual meeting and gave a talking about response to reinvasion of *Aedes aegypti* at a symposium.

Sep.20. Reviewed manuscripts for Insects.

Sep. 21. 9am. Group meeting about helicopter incidence. 2pm. Held helicopter insurance virtual meeting with two agents.

Sep. 22. 10am. Met Randy R. about his new larvicide testing and tour of the AMCD facility. 1pm. Met the owner of the New Mountain LLC about his new trap testing.

Sep. 23. 3pm. Met the FMCA's ED and President and gave them a tour. 5pm. Attended the special meeting and 5:30pm. Attended the final public hearing meeting.

Sep.24. Reviewed manuscripts for PLoS one and JAMCA.

Sep. 28. 10am. Attended the FCCMC virtual meeting. 3pm. Group meeting about the FCCMC research priority rank.

Sep.29. 11am. Attended the NACCHO's vector control group virtual meeting. 12pm. Attended the SOVE Board virtual meeting.

Sep. 30. 7am. Attended intern student presentation. 9am. Group meeting about chicken waster and winter projects. 12 pm. Attended UF/EPI virtual seminar. 1pm. Attended the ESA's vector control group virtual meeting about GMO.

Task Time Summary

From Date : 09-01-2021

To Date : 09-30-2021

Zone : All

Employee Name : All

Printed on 2021-10-01 16:47:44 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	784:16 hrs	151	
Aerial Adulthood	04:09 hrs	4	
Aerial Ground Crew	61:35 hrs	8	
Aerial Maint	270:19 hrs	88	
Aerial Survey	20:28 hrs	20	
AM Briefing	34:13 hrs	124	
Assist	58:14 hrs	23	
Building & Grounds Work	253:56 hrs	162	
Chicken Program	214:37 hrs	132	
Computer Repair	159:00 hrs	18	
Daily Paperwork	104:22 hrs	160	
Field Experiment	199:06 hrs	71	
Fish Program	01:45 hrs	4	
Fog Mission Serv Req	01:13 hrs	15	
GLP Management	11:45 hrs	5	
Ground Adulthood	91:21 hrs	35	
Ground Larvicide	188:38 hrs	118	
Ground Site Inspection	401:15 hrs	275	
Hand Adulthood	58:43 hrs	58	
Holiday	340:00 hrs	34	
Insectary	257:00 hrs	50	
Inventory	58:06 hrs	20	
Lab Experiment	41:30 hrs	17	
Leave Without Pay	27:45 hrs	4	5797:58 hrs
Mechanics Time	199:43 hrs	28	
Meeting	84:05 hrs	74	
Molecular Lab Work	218:30 hrs	36	
Mosquito Trap BG	35:36 hrs	44	
Mosquito Trap CDC Oc	131:04 hrs	220	
Mosquito Trap ID	69:12 hrs	24	
Mosquito Trap OV	02:43 hrs	33	
Mosquito Traps Misc	30:15 hrs	14	
Produce Papers & Programs	145:45 hrs	39	
Project Research	221:10 hrs	56	
Public Relations	14:40 hrs	5	
Rain Gauges	01:22 hrs	45	
Resupplying Trucks	81:06 hrs	108	
Source Reduction (tires)	05:40 hrs	3	
Supervisory	95:27 hrs	26	
Training Classroom	44:30 hrs	11	
Training Field	06:00 hrs	1	
Travel	26:00 hrs	2	
Vehicle Maintenance	31:24 hrs	34	
Administrative Leave	309:30 hrs	34	
Annual Leave	273:00 hrs	46	
Sick Leave	56:00 hrs	11	

Task Time Summary

Task	Total Time	Total Timesheets	Total Time
Sick Personal Leave	72:00 hrs	9	

Treatment Summary

From Date : 09-01-2021 **To Date :** 09-30-2021
Zone : All **Material :** All
Task : All

Printed on 2021-10-01 16:47:13 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	1210 ea	3.75 acre	322.68 ea / acre	21 times
Altosid XR	15 ea	0.03 acre	435.54 ea / acre	5 times
Altosid XRG	60 lb	10 acre	6 lb / acre	2 times
Aqualure 20-20 1:5	2181.17 fl oz	8443.22 acre	0.26 fl oz / acre	15 times
B.t.i. Briquets	217 ea	0.5 acre	435.54 ea / acre	9 times
Cocobear	378 fl oz	0.98 acre	384.02 fl oz / acre	8 times
Dibrom .7	11485 fl oz	16412.06 acre	0.7 fl oz / acre	4 times
Duet 50%	1552 fl oz	988.53 acre	1.57 fl oz / acre	8 times
Mosquitomist Two	2496 fl oz	3781.82 acre	0.66 fl oz / acre	4 times
Natular DT	12 ea	0 acre	6666.67 ea / acre	1 times
Sustain MBG	665 lb	88.67 acre	7.5 lb / acre	17 times
Talstar P	2.23 gal	6.64 acre	0.34 gal / acre	16 times
VectoBac 12AS	5491 fl oz	343.19 acre	16 fl oz / acre	55 times

CDC					
9/1/2021					
To :					
9/30/2021					
Trap Type :					
CDC Octenol					
	2021 09				
Species Name	8	14	21	28	Species Total
Ae aegypti	0	0	0	0	0
Ae albopictus	1	0	0	0	1
Ae atlanticus	586	95	494	67	1242
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	1	0	0	1
Ae infirmatus	0	4	22	21	47
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	1	0	0	4	5
Ae taeniorhynchus	3	2	0	0	5
Ae triseriatus	0	0	0	0	0
Ae vexans	0	0	0	0	0
An atropos	0	0	1	0	1
An bradleyi	0	0	0	0	0
An crucians	114	86	88	94	382
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	1	0	10	0	11
An walkeri	0	0	0	0	0
Cq perturbans	1	0	1	0	2
Cs inornata	0	0	0	0	0
Cs melanura	52	19	37	47	155
Cx coronator	0	0	0	0	0
Cx eraticus	58	58	115	30	261
Cx nigripalpus	138	7	116	9	270
Cx quinquefasciatus	30	50	2	5	87
Cx restuans	0	0	0	0	0
Cx salinarius	0	0	0	0	0
Cx territans	0	0	0	1	1
Ma dyari	2	3	5	0	10
Ma titillans	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	43	8	68	2	121
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	1	0	1
Ps howardii	1	1	0	0	2
Tx rutilus	0	0	0	0	0
Ur lowii	6	0	0	1	7
Ur sapphirina	0	0	0	0	0
Wy Mitchelli	0	0	0	0	0
Daily Total	1037	334	960	281	2612

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

BG					
9/1/2021					
To :					
9/30/2021					
Trap Type :					
BG					
	2021 09				
Species Name	8	14	21	29	Species Total
Ae aegypti	7	11	28	35	81
Ae albopictus	2	34	38	49	123
Ae atlanticus	3	1	6	38	48
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	0	3	97	9	109
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	1	0	2	3
Ae taeniorhynchus	1	0	3	0	4
Ae triseriatus	0	0	0	0	0
Ae vexans	0	0	0	0	0
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	0	3	1	13	17
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	2	3	0	3	8
An walkeri	0	0	0	0	0
Cq perturbans	0	0	0	0	0
Cs inornata	0	0	0	0	0
Cs melanura	0	0	0	0	0
Cx coronator	0	0	0	0	0
Cx eraticus	6	0	2	9	17
Cx nigripalpus	57	101	18	53	229
Cx quinquefasciatus	31	5	1	28	65
Cx restuans	0	0	0	9	9
Cx salinarius	0	0	0	3	3
Cx territans	0	0	0	0	0
Ma dyari	0	0	2	0	2
Ma titillans	1	1	0	2	4
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	0	0	0	0	0
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	8	8
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	0	3	1	4	8
Daily Total	110	166	197	265	738

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

Chubb
P.O. Box 5120
Scranton, PA 18505

Trevor Davis
Claim Director
O (312) 612-8808
F (866) 635-5688
E trevor.davis@chubb.com

September 22, 2021

Anastasia Mosquito Control District
Attn: Capt. Dana Smith
dsmith@amcdf.org

CHUBB®

RE: Claim Number: KY21K2696067
 Underwriting Company: Westchester Fire Insurance Company
 Insured: Anastasia Mosquito Control District
 Policy Number: N17928405
 Date of Loss: 8/16/21
 Aircraft: N874M

Dear Capt. Smith,

Westchester Fire Insurance Company ("Chubb") has investigated this incident with respect to coverage provided under Aircraft Policy, policy no. N17928405, for named insured Anastasia Mosquito Control District ("AMCD"). Chubb has confirmed that the aircraft involved in this incident is covered under the policy with limits of \$800,000 subject to a \$20,000 deductible. The purpose of this letter is to follow up on our telephone conference of September 21, 2021 concerning the above referenced incident, as well as your email of the same day.

Per our discussion and your email, Chubb understands that the repairs to N874M which are related to the subject claim are estimated to be \$200,000. We understand that N874M is not anticipated to be a total loss. Section 2.C.2. of the Chubb policy states: "If the Aircraft is not a total loss, We will pay the reasonable cost to repair the Aircraft, including essential temporary repairs, being the cost of labor at straight time rates (excluding overtime), parts and materials of like kind and quality and the cost of transportation, less the deductible which applies. We are entitled to all the salvage value of the parts that have been replaced." The Chubb policy also contains relevant exclusions which for the sake of brevity I will not recite in their entirety here, but which include Mechanical Breakdown/Wear and Tear/Ingestion; Loss of Use, Depreciation, Guaranty or Warranty; Tires; Undisclosed Financial Interest; and Conversion, Embezzlement or Secretion. You are encouraged to review the policy in its entirety for a complete understanding of all of its terms, and are welcomed to contact the undersigned at any time if you require any clarification with regard to your insurance policy.

We are aware that not all costs related to the repairs are known and will not be known until further inspection occurs. We ask that you continue to keep us apprised of the status of repairs and anticipated expenses. Chubb is prepared to make AMCD whole for this loss within the terms and conditions of our policy and subject to its limits and deductible. When all costs are known and agreed upon between Chubb and AMCD we will ask AMCD to execute a Proof of Loss to finalize the claim in exchange for payment under the policy. We reserve all rights under the policy and at law.

If you have any questions please let me know.

Sincerely,

Trevor Davis

Trevor Davis
Claim Director