Anastasia Mosquito Control District
of St. Johns County
www.amedsjc.org

District Board Meeting
January 13, 2022
Thursday at
5:00 P.M
ANASTASIA MOSQUITO CONTROL DISTRICT
ST. JOHNS COUNTY

PROPOSED AGENDA
Thursday, January 13, 2022
5:00 P.M.

Invocation and Pledge:
By Commissioner Mrs. Brandhorst

Consent Items: APPROVAL OF:
1. Treasurer's Report
2. Vouchers (Cancelled Checks)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, December 9, 2021 at 5:00 P.M.
5. Budget Amendments

Unfinished Business:
1. SIT building project progress update ... Mr. G. Harrell, The Harrell Construction Comp (10 min)
2. Discussion and approval of Radiator machine purchase for the SIT ... Business Manager ... Mr. Weaver (15 min)

New Business:
1. Officer election (Chairperson, Vice Chairperson, and Secretary) ... Commissioner Mrs. Moeller (10 min)
2. Recognition and appreciation of the year Chairperson service ... New Chairperson (5 min)
3. Sunshine law and ethical training ... Mr. Flowers (15 min)
4. Discussion about 2022 Committee Chairpersons and outline of major work plan ... Dr. Xue (10 min)

Reports
1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY
TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director
CC: Commissioners
DATE: January 6, 2022
RE: Treasurer’s report

Due to our C.F.O. sick leave and the Treasurer’s report will be placed on the table for the Board meeting. If you need any more information, please let me know.

Thank you
### District Totals

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MONTH OF NOVEMBER 2021

CHEMICAL & FUEL INVENTORY

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
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**Chemical Description:**

- 3,904.00 GALL per 10.
- 43.16 GALL per 1.
- 5.12 GALL per 1.
- 2.00 GALL per 1.
- 1.00 GALL per 1.
- 0.50 GALL per 0.50.
- 0.25 GALL per 0.25.
- 0.10 GALL per 0.10.
- 0.05 GALL per 0.05.
- 0.02 GALL per 0.02.
- 0.01 GALL per 0.01.
- 0.005 GALL per 0.005.
- 0.002 GALL per 0.002.
- 0.001 GALL per 0.001.
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**TAKEN BY: DENA ARTY**

**STATIONS: 100 EOC DRIVE (BASE STATION)**

**MONTH OF NOVEMBER 2021**

**CHEMICAL & FUEL INVENTORY**

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**
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<th>Beginning Count</th>
<th>Amount Available</th>
<th>Transfer In</th>
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**Chemical Description**

**Physical Count**

**Amount Available**

**Transfer In**

**Transfer Out**

**Amount Purchased**

**Beginning Count**

**Report Date:** November 22, 2021

**Chemical & Fuel Inventory**

**Anastasia Mosquito Control District of St. Johns County**

Taken by: Kay Gaines
Thursday, December 09, 2021

Next Meeting(s): Regular Meeting.; Thursday, January 13, 2022 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, December 09, 2021, at 5:00 P.M.

Board members in attendance:
  Mrs. Jeanne Moeller, Chairperson
  Mrs. Trish Becker, Vice-Chairperson
  Mrs. Gina LeBlanc, Secretary/Treasurer
  Catherine Brandhorst, Commissioner
  Gayle Gardner, Commissioner

Board member absent:
  Mrs. Catherine Brandhorst, Commissioner

Also in attendance:
  Dr. Rui-De Xue, Director
  Mr. Wayne Flowers, Attorney

Chairperson Moeller called the meeting to order.

Chairperson Becker led the Pledge of Allegiance to the flag.

ROLL CALL: Chairperson Moeller noted ~ Commissioner Brandhorst was absent

CITIZEN PARTICIPATION: For Items not on the agenda ~ None

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

  A. A motion was made to approve the agenda as presented.
     o Motioned by: Commissioner Gina LeBlanc
     o Seconded by: Commissioner Gayle Gardner
     o VOTE accepted unanimously by all commissioner’s present
     o MOTION PASSED UNANIMOUSLY

APPROVAL OF CONSENT AGENDA: Chairperson Moeller called for approval of the Consent Agenda.
A. A motion was made to approve the Consent Agenda as presented.
   o Motioned by: Commissioner Gayle Gardner
   o Seconded by: Commissioner Gina LeBlanc
   o VOTE: Accepted unanimously by all Commissioners present
   o MOTION PASSED UNANIMOUSLY

Consent Items ~ APPROVAL OF:
1. Treasurer's Report
2. Vouchers (Cancelled Checks)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, October 14, 2021 at 5:00 P.M.
5. Christmas bonus
6. Agreement between AMCD and DACS about report
7. Board members attend FMCA Dodd Short Course (4 Commissioners) in Gainesville, FL January 31 - February 2, 2022, and Legislation Meeting (3 Commissioners) in Tallahassee FL, January 18 – 19, 2022
8. Dr. Xue’s travel request to Sacramento, CA to give a presentation about AMCD at the MVCCA, February 7 – 9, 2022
9. Appointment of Dr. Donald Barnard as Adjunct Senior Vector Biologist (volunteer)
10. FY2020/2021 surplus items
11. Quarterly budget analysis
12. Budget Amendments

UNFINISHED BUSINESS:

Item 1: Update about education building progress... ~ Compass Group, Mr. Grayson Mathewson

Mr. Mathewson described the current progress based on the written report submitted to the Board to include: Major accomplishments, permitting and design, subcontractors on site, percentage of St. Johns County sub-contractors, current tax savings, deliverables, and milestone dates. Commissioner Becker commented that she has walked the site and it looks good, she also asked, on the list of subcontractors (on the Board report) how many St. Johns County subcontractors, Mr. Mathewson responded that five were.

Commissioner Becker then asked to get permission to represent the Board, going with Richard, to go to different businesses to ask for donations. Chairperson Moeller asked Mr. Weaver what kind of donations we were going to ask for. Mr. Weaver explained that he has been looking for donations from the beginning, and for example, was asking for donations at the FMCA Annual Meeting. Mr. Weaver said he thought that Commissioner Becker was looking for donations of items and money from local people and that he had been concentrating on technical support for displays. Dr. Xue asked Mr. Flowers if it was legal to ask for donations. Mr. Flowers responded that there was nothing illegal but we (AMCD) should be sensitive that these are businesses that we (AMCD) provide services to and need to make sure the solicitation of a donation is not in any way connected to the delivery of service by AMCD. Dr. Xue asked Commissioner Becker if she was going to ask for $10,000.00 for example. Commissioner Becker responded that there was the bat house and bricks out front that would give an opportunity for businesses to donate but if that will be seen as a pay to play, she doesn’t want to do that. Mr. Flowers explained that that is not what he was suggesting but that it is something to be sensitive to. Mr. Weaver explained that all
donations to date have been items, not cash, but we would welcome cash. Mr. Flowers again said that we can accept cash donations but Mr. Hanna would need to account for the donations. Mr. Weaver said that the district is recognizing contributions and some businesses are taking tax deductions. Chairperson Moeller said she has worked with many non-profits and that if you ask for a cash donation as opposed to a donation of an item you are more likely to get the item donated. Chairperson Moeller asked Commissioner Becker to come back to the Board with a plan.

- THERE WAS NO MOTION ON THIS ITEM

**Item 2: Discussion and renewal of health, life, and dental insurances... ~ Herbie Wiles Insurance**

*Mr. Don Lohr*

- Mr. Lohr reported on the annual insurance review conducted by AMCD staff and himself. He reported that it was decided to stay with the same plan. Mr. Lohr asked if there were any questions. Commissioner Becker commented she thought the increase was going to be larger. Chairperson Moeller commented the insurance was under budget.

- A motion was made to approve the insurance renewal recommended by the committee
  - Motioned by: Commissioner Gayle Gardner
  - Seconded by: Commissioner Gina LeBlanc
  - VOTE: Accepted unanimously by all commissioner’s present
  - **MOTION PASSED UNANIMOUSLY**

**NEW BUSINESS**

**Item 1: 2021 intern student training report ~ Dr. Whitney Qualls**

- Dr. Qualls reported on the status of the intern program for the years of 2020 and 2021. Commissioner Becker asked if the high school students that were here in their junior year will be able to come back in their senior year? Dr. Qualls said she wasn’t sure but some had shown interest in working. Dr. Qualls and Dr. Peper will reach out to them in the spring, will also reach out to the academy about this year and that this year the science department will be better prepared for the students. Commissioner Becker asked if we could hire the students during the summer break. Dr. Qualls and Dr. Xue explained that because of their age and the work that AMCD preforms there are restrictions on the work they can do.

Chairperson Moeller wanted everyone know that Dr. Qualls did well on the public records audit that was performed by a citizen at AMCD. Commissioner LeBlanc asked for clarification, Chairperson Moeller and Dr. Qualls explained that a local gentleman has a blog where he goes to government agencies and asks for documents and rates the response. Dr. Qualls explained she just did what she was taught, to respond to the request and provide the information.

Commissioner LeBlanc commented on how professional the intern program is being run.

- THERE WAS NO MOTION ON THIS ITEM

**Item 2: Update about AMCD’s purchase policy to increase the limitation of the dollar amounts ~ Dr. Rui-De Xue**
Dr. Xue reported the need for the updated policy which has not been updated since he started in 2003. Because of price increases, time constraints on employees and the new aviation program the district needs to be able to purchase items in a timely manner. Dr Xue explained that even the State statutes had been updated and that the updated policy was following State statutes. Dr. Xue then explained that staff, himself and the auditor have been having discussions about the need for the change for about two and a half years, Dr. Xue then went through the changes line by line. Commissioner Becker asked if the change was just for the aerial program, Dr. Xue responded that the change was for the whole district. Chairperson Moeller commented that the change started with the aerial program but was needed district wide and would save staff time.

Chairperson Moeller also pointed out that the district also uses State contracts for items like fuel and vehicles. Mr. Wayne Flowers commented, that the language for purchases of $5,000.00 through $9,999.99 “When approval at this level is sought, written documentation including the date of the quote, a contact name and all notes from any discussions with the vendor representative be kept on file” be added to the subsequent sections of the policy.

A. A motion was made to approve the policy change with the language change suggested by Mr. Flowers.
   o Motioned by: Commissioner Gayle Gardner
   o Seconded by: Commissioner Trish Becker
   o VOTE: Accepted unanimously by all commissioner’s present
   o MOTION PASSED UNANIMOUSLY

REPORTS:

1. Director ~ Dr. Xue: Reported to the Board that nine chickens reported positive for EEE and eight WNV in 2021. Reported on AMCD’s participation in the FMCA Annual meeting and that Ms. Gaines received the Merit Award and Mr. Weaver was elected Vice President. Dr. Xue then reported on the plan for the FMCA Fly-in class to be held at AMCD in January, which will include military training before the Fly-in, the Florida Coordinating Council will also hold a meeting during this week and there will be a flying demonstration at the local airport. Dr. Xue reported on the plans for the legislative meeting during the FMCA Tallahassee days, the Dodd short course and the AMCA to be held in Jacksonville next year. Dr. Xue then reported on the plans for the AMCD annual workshop, the employee evaluations, the annual report and the annual training.

2. Attorney ~ Mr. Flowers; The 2022 Florida legislative sessions start on January 22, 2022, will run for 60 days, there is nothing now about Special District but he will report if that changes.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ Enjoyed the FMCA Annual meeting.

Commissioner Becker ~ She stated that the FMCA Annual Meeting was amazing and that she is the new secretary of the FMCA Commissioners, her internship at AMCD went well and thanked the science staff for their help, she will be presenting at the AMCA student competition. Next month we will be the voting on the committee chair selections and she stated she would like to remain on the education committee. Commissioner Becker then wanted to clarify a policy, she does not like the language in the policy and already has had someone do a tour that should not have, so she would like to clarify the policy to reflect that. Commissioner Becker then read a portion of the policy about notifications and said that the policy needed to be updated and narrowed down. Chairperson Moeller then stated that she did a tour
with candidates that are running for mosquito control who called her and asked for a tour and she did not want to deny the tour thus causing an issue, she also stated that Mr. Weaver gave the tour. Commissioner Becker said that she doesn’t think the tour was arranged maliciously but that is why the policy needs to be updated. Chairperson Moeller responded that if the Board wants to update the policy that is fine, she is not in favor of that and was trying to avoid a political issue with the candidates. Chairperson Moeller did meet with them and explained to them that AMCD did a lot of science and education and that this was important.

**Commissioner LeBlanc** ~ Enjoyed the FMCA Annual Meeting, thanks to staff.

**Commissioner Moeller** ~ Reported that December 21, 2021 there will be a meeting about proposed changes to 5E-13, explained that the changes have been a long time coming. Chairperson Moeller then explained about the items that will be talked about at the FMCA Tallahassee days. She will be team leader again and asked Commissioner Becker to be a co-leader with her. Commissioner Becker asked Mr. Flowers if that was okay and he felt that it was. Dr. Xue and Chairperson Moeller discussed hotel reservations. Chairperson Moeller closed her comments and thanking staff.

**ATTACHMENTS:** ~

1. None

**ADJOURNMENT:**
Chairperson Moeller adjourned the meeting at 6:09 P.M.

---

**ATTEST**

Chairperson, Commissioner Jeanne Moeller  
Secretary/Treasurer, Commissioner Gina LeBlanc

*These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District’s DVD visual/recording system.*
CONSTRUCTION PROGRESS REPORT

AMCD Sterilization Insect Technology Building

for the period to December, 2021

Civil Design Work completed

Civil design complete. Currently under contractor review.

Expected to release for owner final review this week.

Design Building:

Architectural, Structural, Plumbing, Mechanical & Electrical complete.

Currently under contractor review.

Expected to release to owner for final review this week.

Project Schedule Status:

See attached schedule updated 1/4/22, (copy attached).

Long Lead Items Report):

PEMB delivery schedule has been accelerated to 1/14/22.

Stand by Generator schedule has been accelerated. Delivery projected in February.

Responses to Requests for Information to be provided by the Owner:

Owner owes us clarification on the R/O DI water machines

Approved Change Orders & Change Directives:

Change order to include fire sprinkler design approved.
CONSTRUCTION PROGRESS REPORT

AMCD Sterilization Insect Technology Building

for the period to December, 2021

Pending Change Orders & Change Directives Status reports:

Change in condition report issued to owner 1/6/22

Tests & Inspection Reports:

Water flow tests required for DRI process SJCUD.

Previously submitted to owner.

Status Report of Work rejected by Owner:

NONE

Status of Claims previously submitted in accordance with Article 14:

NONE
TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director, Richard Weaver, Business Manager
CC: Scott Hanna, CFO
DATE: January 13, 2022
RE: Budget amendment and permission to purchase sole source

With the SIT Building time line having moved forward due to the building becoming available early, cost savings by buying before the 2022 price increases and possible supply chain issues in 2022 staff recommends the purchase process is started for the buildings irradiator and that the necessary money be added to the FY21/22 budget.

The AMCD budget will need to be increased by $248,000.00, quote 24Q11117Ba, for 1 RS 2400Q X-Ray Irradiator (document attached).

This piece of equipment is only available from one company in the United States, Rad-Source, 4907 Golden Parkway, Suite 400, Buford GA 30518. AMCD has confirmed this with two government agencies in Florida (Lee Mosquito Control District, University of Florida) who have purchased this piece of equipment. Attached is an email from Professor Hahn of the University of Florida and a letter from Rad-Source referencing the sole source nature of this equipment.

AMCD staff recommends that the Board approve the budget amendment for $248,000.00 and the purchase of the RS 2400Q X-Ray Irradiator sole source from Rad-Source.
Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, FL, 32092
ATTN: Richard Weaver
rweaver@amcdfl.org O: (904) 484-7333

QUOTE IDENTIFIER: 24Q 111 17Ba
DATE: 9 Dec 2021
DELIVERY: 22 Days ARO
FOB: Buford, GA, USA
Quote is valid for 90 days

The information below is provided to and only for the intended recipient and is for use only by them. It is not to be distributed to any other party without the prior written consent of Rad Source Technologies, Inc.

RS 2400•Q X-ray Irradiator

Integrated System Features:
- Patented QUASTAR® X-ray Emitter Technology (Patent No. 9,484,177)
- Highest dose rate in the industry for a dedicated cell irradiator
- X-ray irradiation source (produces radiation only when "ON")
- System has no radioactive source and does not require NRC license
- Easy operation – Touch pad, programmable controls
- Data Recording Module (User ID, Date, Time, and Total Dose)
- Dose Rate: ~12 Gy/min for product density of 0.45 g/ml
- System is caster mounted
- Safety interlocks
- Meets all radiation safety requirements specified in Federal Regulation 21 CFR 1020.40
- Accommodates six, 1L canisters (4" diameter) per cycle
- Warranty—One year or 2,400 hours Initial Warranty on all parts, labor, and travel (excluding cosmetic items) CONUS and parts of Canada
- Installation, On-site Dose mapping, Radiation Survey and Training Included
  - REQUIRES External Water Chiller to be supplied by customer-

UNIT PRICE: RS 2400•Q $ 249,500 USD
VP Discount: -$5,000 $ 244,500 USD

Shipping to: St. Augustine, FL
$ 3,500 USD
- This is a dedicated Electronic Equipment Standard Van delivery with 2 helpers for WHITE GLOVE, inside delivery and setup.
- IF there are non-standard delivery costs, i.e., rigging, cross-docking, non-standard height, obstructed access, forklift rentals and/or expedited services; additional fees/charges will be assessed.

Terms: As these are custom made systems, the initial payment of 40% is required with order to initiate order processing and building. Remaining 60% NET 30 (Credit approval required otherwise balance due prior to ship). For Tax Exempt entities please include a copy of
certificate with PO otherwise applicable tax will be added to the final invoice.

**PRICE TOTAL FOR RS 2400Q**

- **RS 2400Q** $249,500 USD
- **Shipping to: FL** $3,500 USD
- **VP Discount** $-5,000 USD
- **TOTAL EXCLUDING TAXES** $248,000 USD

**Quotation valid for 90 days from date above**

Submitted by: Brent Phelan Ph: 678-765-7900 x1168 Email: bphelan@radsource.com

Anastasia Mosquito Control District

12/9/2021
RAD SOURCE TECHNOLOGIES, INC. INITIAL WARRANTY

Subject to the terms and conditions of this Initial Warranty, if the Product is determined to be defective, Rad Source Technologies, Inc. ("Rad Source") will, at its sole discretion, (i) replace the defective Product or defective parts, at no charge to the original owner, (ii) repair the defective Product or defective parts, at no charge to the original owner, or (iii) refund to the customer the amount actually paid to Rad Source for the defective Product.

1. COVERAGE. Rad Source will provide this Initial Warranty for the following Product (model and serial #):

2. TERM. Subject to our receipt of payment in full, the term of this "Initial Warranty" begins on the date of delivery and expires on the lesser of the one-year anniversary of the delivery date or 2,400 hours of operation "Warranty Period." For any extension of any warranty period due to overage in hours in a warranty year, an extended warranty year is available by contacting Rad Source. The Warranty shall then automatically renew for successive one (1) year terms ("Renewal Term"), unless either party provides a written notice of non-renewal not less than ninety (90) days prior to the end of any Renewal Term. Renewal Term price increases shall be communicated one hundred twenty (120) days prior to the end of any Renewal Term if applicable. Any claims under this Initial Warranty or Renewal Warranty which are not asserted in writing by the customer within the term shall be deemed to be waived by the customer.

3. LIMITATIONS OF COVERAGE. THIS INITIAL WARRANTY DOES NOT COVER:
   a. non-functional parts (such as trim) and cosmetic defects; or
   b. repair or replacement of any Product which is damaged or malfunctioning due to causes beyond Rad Source's control, including, but not limited to, repairs necessitated by operator or owner negligence or misuse, rust caused by atmospheric conditions, abuse, theft, fire, flood, wind, lightning, freezing, power failure, power reduction or unusual atmospheric conditions.

4. TIME AND PLACE OF SERVICE. Initial Warranty service will be performed during Rad Source's normal business hours. To arrange for service, contact Rad Source at (678) 765-7900.

5. LIMITATION OF LIABILITY. NEITHER RAD SOURCE, NOR ITS AFFILIATES, AGENTS, CONTRACTORS, OR LICENSEES WILL BE LIABLE FOR ANY INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES ARISING FROM THIS EXTENDED WARRANTY OR IN CONNECTION WITH THE USE OF THE PRODUCT, INCLUDING, BUT NOT LIMITED TO, PROPERTY DAMAGE, LOST PROFITS OR REVENUES, LOST TIME, LOSS OF USE OF COVERED PRODUCT(S) OR ANY OTHER DAMAGES RESULTING FROM THE BREAKDOWN OR FAILURE OF COVERED PRODUCT(S) SERVICED UNDER THIS INITIAL WARRANTY, DELAYS IN SERVICING OR THE INABILITY TO SERVICE ANY COVERED PRODUCT(S), REGARDLESS OF WHETHER RAD SOURCE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL RAD SOURCE'S LIABILITY WITH REGARD TO THE PRODUCT EXCEED THE AMOUNT PAID BY THE CUSTOMER FOR THE PRODUCT GIVING RISE TO SUCH LIABILITY.

6. ARBITRATION. Any and all claims or disputes arising out of, in connection with, or in relation to the interpretation, performance or breach of this Initial Warranty shall be resolved, on an individual basis, by final and binding arbitration. However this arbitration provision does not apply to any claim or dispute relating to the financing of or payment for this Initial Warranty, any claim or dispute relating to any security interest in goods or services or any agreement or disclosure relating to any financing, payment or security interest. All arbitrations shall be held at the office of the American Arbitration Association ("AAA") in closest proximity to your facility. All arbitrations shall be administered by the AAA in accordance with its Commercial Arbitration Rules. The Federal Arbitration Act, 9 U.S.C. Sections 1, et. Seq. shall govern all arbitrations under this Initial Warranty.

7. LIMITATION OF WARRANTY. EXCEPT AS EXPRESSLY PROVIDED HEREIN, RAD SOURCE DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY AND ALL OTHER WARRANTIES WITH REGARD TO THE PRODUCT, WHETHER EXPRESSED, IMPLIED, OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NONINFRINGEMENT OF THIRD-PARTY RIGHTS, OR WARRANTY THAT THE PRODUCTS MEET THE REQUIREMENTS OF THE CUSTOMER.

8. CHOICE OF LAW. This Initial Warranty is governed by the laws of the State of Georgia, without regard for conflict of laws principles.
Hi Rudy,

To my knowledge, RadSource is the only game in the US for a SIT capable irradiator. There are other companies, but they may struggle to reliably produce the doses you will need (40-60 Gy) to sterilize most mosquitoes without overheating because they are made for lower-dose purposes.

The main competition to RadSource in the SIT space is the company Wolbaki from Guangzhou (https://www.wolbaki.com/oneproduct/equipment.html). They do make an irradiator that is favored by the IAEA folks (https://www.wolbaki.com/oneproduct/equipment_22.html). Frankly, it may be a better irradiator at a better price, but because irradiators tend to be temperamental neither Lee County nor I were willing to risk something that can not be serviced by a technician that can come to our location. I was also hesitant to buy something I could not even lay my eyes on without visiting Guangzhou.

I do advocate buying the larval rearing racks and automated pupal separator from Wolbaki as soon as you can because they are key to good production.

Let me know if there are other questions I can help with.

Dan

On Nov 29, 2021, at 12:31 PM, Rui-de Xue <xueamcd@gmail.com> wrote:

[External Email]

Hi Dan,
Are there any other companies to sell this kind of radiators which I have been asked? If not, it will be easy to process without the RFP or biding based on our district purchase policy. We just need a letter from the agency to confirm it is a sole resource. Thanks for your help.
Rudy

Sent from my iPhone

On Nov 29, 2021, at 5:53 AM, Rui-de Xue <xueamcd@gmail.com> wrote:

Thank you very much for your help. Best, Rudy

Sent from my iPhone
On Nov 29, 2021, at 5:34 AM, Hahn, Daniel Allen <dahahn@ufl.edu> wrote:

Hi Rudy,

I am very excited about your new building and amazing capacity you all are accumulating at AMCD.

Last week I talked with Richard and Whitney about the RadSource quote on the phone and I suggested that the price for the main unit was in line with what I expected and that they should carefully consider whether they needed to purchase the additional accessories from RadSource or whether they may prefer to purchase them separately.

Please let me know if there is anything else I can do to help things along. When it is time for installation, I can come over and help get things set up and then do a training on dosimetry and process control if you all like.

Dan

On Nov 29, 2021, at 8:28 AM, Rui-de Xue <xueamcd@gmail.com> wrote:

[External Email]

Good morning Dr. Dan, We plan to purchase a radiator machine. You just bought one. Could you please share the information about the machine cost? Thanks and happy holidays.
Rudy

Sent from my iPhone
April 23rd, 2020

To: WHOM IT MAY CONCERN

SOLE SOURCE LETTER

Rad Source Technologies, Inc. is the sole manufacturer and distributor of the RS 2400-Q X-ray Irradiator in the US and Canada which features patented (www.radsource.com/patents) QUASTAR® x-ray emitter technology. Patented technology that is found in only Rad Source x-ray irradiators and is not licensed to any other company.

The irradiator does NOT use any radioactive isotopes such as cesium or cobalt and is therefore considered an alternative technology under Nuclear Regulatory Commission guidelines (therefore it is not subject to restrictive safety and security guidelines as promulgated by the NRC).

The RS 2400-Q utilizes a single QUASTAR x-ray emitter electronic source for producing high dose rate and uniform radiation fields for Sterile Insect Technique purposes. The unique design of the QUASTAR emitter allows the RS 2400-Q to operate CONCURRENTLY at 25 mA and 160 kV, or 4 kW.

Therefore Rad Source is unaware of any other like equipment.

Nathan E. Kroeger
Vice President of Sales
Rad Source Technologies
2021 MEMO

TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director
CC: Commissioners
DATE: January 6, 2022
RE: Review of the Government-in-Sunshine Law, Public Record Request, and Ethics 2022

Attorney Mr. Flowers will give a review and update (PPT) about the Government-in-the Sunshine Laws, Public Record Requests, and Ethics.
Thank you.
**Sunshine Law, Public Records and Ethics Requirements for Anastasia Mosquito Control District Commissioners**

JANUARY 13, 2022

Wayne E. Flowers

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**Section 286.011, Florida Statutes**

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings, open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of such meetings.

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**Sunshine Law – Essential Requirements**

- Meetings of public boards must be open to the public
- Reasonable notice of such meetings must be given
- Minutes of the meeting must be taken and promptly recorded

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**Meetings of Public Boards**

- Meeting – any gathering of two or more members of same board discuss some matter which will foreseeably come before that board in the future
- Excluded – personal conversations

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**Meetings**

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Conduits / Liaisons

- Communication through third party, non-board member who acts as conduit or liaison between two or more board members is a meeting if it involves foreseeable board business.

Meeting is Open to the Public

- Can't hold meetings at location not easily accessible to the public
  - e.g., private club or private dining room
- No places that discriminate
- No places that restrict access
  - e.g., no access for handicapped
- No out-of-town; out-of-County meetings

Caution

- Conversations held at properly noticed meeting can violate Sunshine Law
- Inaudible discussions between Board members at a public meeting
- Private discussions at a public meeting

Can meeting involving one Board member or no Board member be subject to Sunshine Law requirements?

- Single Board Member – yes when single Board member delegated decision making authority by full Board
- Staff meetings – ordinarily no – but yes if staff committee delegated decision making authority by Board

Reasonable Notice

Attorney General Suggested Guidelines

- Notice should contain time and place with agenda or summary of subject matter
- Notice should be prominently displayed in area of agency's office set aside for such purposes and on agency's website
- In case of emergency – the most effective notice under circumstances should have no less than 24 hours and preferably 72 hours notice to public
- Use of press releases, faxes, emails and/or phone calls to media is effective

Written Communications – One Way

- Board member can provide written information/report to other Board members on matter to be discussed at public meeting
- Cannot circulate information or memorandum seeking comments or responses from other Board members
- Avoid sending communications that invite comment or response from others
Other Points on Sunshine Law

- Law to be liberally construed
- Exemptions
  - Few - e.g. shade meetings strictly construed
  - Chapter 119, Fla. Stat. – Florida’s Public Records Law (all state, county and municipal records are open for personal inspection and copying by any person)

Violations

- Any action taken at meeting not open to public is void ab initio
- Can be cured at subsequent open, properly noticed meeting

Violations / Penalties

- Knowing violation
  - 2nd Degree Misdemeanor
  - $500 fine
  - 6 months in county jail
- All other violations are noncriminal and subject to $500 fine
- Attorney’s fees
  - Will be awarded against the Board
  - May be awarded against individual members unless the Board acted on advice of legal counsel

When in doubt, cut it out!

*The principle to be followed is: when in doubt, the members of any board, agency, authority or commission should follow the open meeting policy of the state.*” Town of Palm Beach Gardens v. Grandison, 296 So.2d 477 (Fla.1974)

“Public Record”

- §119.011(13) “Public records” means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
- Florida courts have interpreted the above to include all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.

Public Records Law

- Chapter 119, Florida Statutes
  - (1) It is the policy of this state that all state, county and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.
Retention Requirements

All public records must be retained in accordance with a retention schedule adopted by the agency, which must be consistent with the schedules established by the Division of Library and Information Services.

Violations of Public Records Law

Knowing Violation
- First Degree misdemeanor
  - Up to one year in jail
  - Up to $1,000 fine

Other Violation (non-knowing)
- Up to $500 non-criminal fine
- Payment of Attorneys’ Fees

Ethics for Public Officers

Art. III, Sec. 8, Fla. Constitution
“A public office is a public trust. The people have the right to secure and sustain that trust against abuse.”

Sec. 112.311(1), Fla. Stat.

(1) It is essential to proper conduct and operation of government that public officials be independent and impartial and that public office not be used for private gain other than the remuneration provided by law. The public interest, therefore, requires that the law protect against any conflict of interest and establish standards for the conduct of elected officials and government employees in situations where conflicts may exist.


- Solicitation or acceptance of gifts (bribes)
- Unauthorized compensation
- Misuse of public position
- Disclosure or use of certain information
- Doing business with one’s own agency
- Conflicting employment or contractual relationship
- Voting conflicts
- Nepotism
- Financial disclosure (Form 6)

Sec. 112.313(2)
Solicitation of Acceptance of Gifts

Prohibits public officer, employee of agency, local government attorney, or candidates for nomination of election from:
- Soliciting or accepting anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding, that the vote, official action, or judgment of the public official, employee, etc., would be influenced thereby
- Concept of quid pro quo – essentially bribery
Sec. 112.313(4), Fla. Stat.  
Unauthorized Compensation

- Prohibits public officer, employee of an agency or local government attorney or his or her spouse or minor children from:
  - Accepting any compensation, payment, thing of value, when such public officer, etc., knows or with the exercise of reasonable care, should have known, that it was given to influence a vote or other action in which the public officer, etc., was expected to participate in his or her official capacity
  - Examples — free trips provided by a vendor or lobbyist; "to be forgiven" loan from a vendor or lobbyist

Gifts

- What is a gift?
  - Anything of value received by a reporting individual that the individual doesn't have to pay for or reimburse the giver for within 90 days of receipt
  - Prohibited Gifts — some gifts are prohibited
  - Legal-Reportable Gifts — some gifts are legal, can be received and don't require reporting; others can be received by must be reported

REMEMBER — IF A GIFT IS PROHIBITED, REPORTING IT WON'T KEEP IT FROM BEING ILLEGAL!

Illegal Gifts

- Gifts either solicited by public official or accepted by public official based on understanding gift was intended to influence official's judgment or actions
- Gifts [compensation] received by public official (or spouse or minor child) where he/she knows it was given for purpose of influencing his/her judgment or actions
- Gifts solicited by Reporting Individual from a lobbyist who lobbies individual's agency if it is for personal benefit of individual, or parent, spouse or sibling of individual
- Unsolicited gifts, if given by lobbyist, lobbyist's agency, employer, etc., if gift is worth $100 or less

Legal/Reportable Gifts

- Gifts from relatives
- Unsolicited gift from lobbyist or agency vendor worth less than $100
- Gifts greater than $25 but less than $100 must be reported by giver
- Unsolicited gifts from non-lobbyist can exceed $100 in value as long as recipient reports the gift

Doing Business with One's Agency

Two prohibitions in this section:
1. Prohibits public officer, employee or purchasing agent from directly or indirectly "purchasing, renting, or leasing realty, goods or services for his/her own agency, from business entity which person, or person's spouse or child is officer, partner, director, proprietor or owner of a material interest."

Doing Business with One's Agency, cont'd

- Prohibits public officer or employee, acting in private capacity from renting, leasing, or selling any realty, goods or services to the person's agency, or to the political subdivisions served by them, or any agency of the political subdivision.

Exception — sealed competitive bidding where official plays no part in developing specifications for bid.
Conflicting Employment or Contractual Relationship Sec. 112.313(7), Fla. Stat.

Prohibits public officers from:

- Having contractual relationship of employment with an agency or a business entity that is either subject to regulation of, or doing business with, the officer's agency.
- Having contractual relationship or employment that will create a continuing or frequently recurring conflict of interest, or that would impede the full and faithful discharge of public duties.

Misuse of Public Position

- Public officers may not use or attempt to use their official position or any property or resource within their trust, or perform their official duties, to secure a special privilege, benefit, or exemption for themselves or another.
- "Corruptly" means done with wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with the proper performance of his or her public duties.

Voting Conflicts of Interest

A voting conflict of interest arises when public official is called upon to vote on:

...any measure which would inure to the officer's special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principle by which the officer is retained; or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer...

Relative—father, mother, son, daughter, husband, wife, brother, sister, father-in-law, son-in-law and daughter-in-law.

Voting Conflicts of Interest, cont’d

Special Private Gain—whether a measure inures to the special private gain of an officer or his principal turns in part on the size of the class of persons who stand to benefit from the measure. Where the class of persons is large, a special private gain will result only if there are circumstances unique to the officer or principal under which he stands to gain more than the other members of the class. Where the class of persons benefiting from the measure is extremely small, the possibility of special gain is much more likely.

Voting Conflicts of Interest, cont’d

Requirements to be followed when Board member has Voting Conflict—

1. Abstain from voting on the matter.
2. Before the vote, publicly state to the nature of the conflict or interest in the matter.
3. Within 15 days of the vote, file a memorandum of the voting conflict (specified form) with the Bd. Secretary to be included with the minutes of the meeting.
TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director
CC: Commissioners
DATE: January 6, 2022
RE: Election of Officers 2022

Election of the Chairperson, Vice Chairperson, and Secretary/Treasurer will be done under New Business #1 at this meeting.
2021 MEMO

TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director
CC: Commissioners
DATE: January 6, 2022
RE: Recognition & Appreciation of 2021 Chairperson’s Service

The newly elected Chairperson for 2022 (which will be done under New Business# 1 at this meeting) will recognize/appreciate Commissioner Mrs. Jeanne Moeller for her service as Chairperson in 2021 (under New Business# 2).

Thank you.
THE BOARD OF COMMISSIONERS OF THE ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY, ST. AUGUSTINE, FLORIDA

We would like to recognize and thank:

Mrs. Jeanne Moeller

As Chairperson from January 1, 2021-December 31, 2021

In recognition of your hard work, dedication, and commitment to the Board, Employees, and the Mission and Goals of AMCD in serving as Chairperson in 2021
TO: Board of Commissioners
FROM: Dr. Rui-De Xue, Director
CC: Commissioners
DATE: January 6, 2022
RE: Discussion about 2022 Committee Chairpersons and Outline of Major work plan for 2022

Usually, a Commissioner as the Chair or Chairperson serves one of five major committees (planning, financial & auditor, applied research, education, and operation). If there are two or more than two Commissioners who are interested to serve the same committee, the Board needs to discuss and make the decision. Currently, there are two Board members who are interested to sever the education committee. If any board member except the Chair/Chairperson of the committee who are interested to join other committee meeting (two Board members), we will follow the Sunshine Law to announce the meeting in advance and take the meeting minutes.

Outline of Major Work Plan in 2022:
1. Assist the Board to update AMCD policy
2. Start to analyze the labor needs after the full performance of aerial capability and facility increases (Education and SIT facilities)
3. Finish the Education Center project
4. Finish the building construction of the SIT facility
5. Finish or extend the CDC/UF collaboration grant about smart cages
6. Continue and finish the goals and objectives of the 2nd year of the Department of Defense grant
7. Organize and hold the 17th workshop in conjunction with the DEMOSTRATIONS of new equipment/technology which has been postponed for the past 2 years.

Thank you.
Director report (Dec 2021)

Program Management:

Customer & professional service and service request process: AMCD answered 48 in Dec for service requests. Staff reviewed > 5 manuscripts for several professional journals and assisted the FMCA Fly In committee to prepare for Fly in class. Staff provided public requests about employee salaries.

Surveillance: So far, nine sentinel chickens were tested for EEE positive and 8 positive for WNV. AMCD continued BG sentinel traps with BG lures and dry ice and ovitraps for Aedes mosquito surveillance once a week and stopped before holidays. BG traps collected 1,308 adult mosquitoes (major species were Culex and Aedes).

Ground and aerial operation: Positive larval dips were 56 and MCT treated larvae for 18 times for 50 acres by ground application in Dec. Ground ULV sprayed 1 time and treated 102 acres, conducted barrier spraying 9 times for 3 acres and hand fogging for 18 times.

Applied research: SIT project, CDC smart cages, DoD, and DACS’s grant projects have been continued. GLP project about larvicide has been started. Larvicidal activity of toothpaste and sun blocker have been done in the lab. AMCD as collaborators submitted two grant proposals for the DoD.

Education: Face book, twitter, and website have been updated. AMCD attended St. Augustine Christmas events.

Business Management & Administration:

Serve to the Board of Commissioners: Staff prepared for December 12’s Board meetings, minutes, and the FMCA Tallahassee legislative meeting travel arrangement.

Budget and Auditor: Board approved the surplus items and staff sent all information about physical inventory and others items to our Auditor.

Contract: Education building inside has been framed up and SIT building design has been done and submitted to County for permission.

Insurance: The health, life, and dental insurance renewal proposal has been renewed. District received >$120K for helicopter blade repair from insurance company.

HR: An intern Holly Usain was promoted to a fulltime mosquito control technician and starts from January 3, 2022.

Meeting:

Dec. 1. 10am. Met Mr. Jon Davidson about GLP study on larvicide. 11am. Attended NACCHO’s vector control group meeting.

Dec. 2. Met Commissioner Mrs. Becker about agenda & her intern data. Met and hosted former Director Mr. Betts visiting for aerial facility. 1pm. Met Commissioner Mrs. Moeller about agenda.

Dec. 4. AM. Observe AMCD 4 staff for Christmas events/activity.


Dec. 8. Attended Zooming meeting with MosquitoMate. 10am. Met Commissioner Mrs. Gardner about agenda.
Dec. 9 Attended AMCA zooming meeting about salt marsh mosquito management. 5pm. Attended Board meeting.

Dec. 10. Worked on the FMCA legislation meeting items and implement of other items approved by the Board.


Dec. 15. 9am. Held all staff meeting. CDC support letter to the Southeastern center application. Attended COST zooming meeting. Met Commissioner Mrs. Becker about activity and schedule.

Dec. 16. Attended Ph.D. student proposal meeting by zooming. Met Commissioner Mrs. Brandhost about Dec Board meeting.

Dec. 17. Group meeting about holiday items.

Dec. 21. Attended DACS rule meeting by zooming.
# Treatment Summary

**From Date:** 12-01-2021  
**To Date:** 12-31-2021  
**Zone:** All  
**Material:** All  
**Task:** All  

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<table>
<thead>
<tr>
<th>Material</th>
<th>Amount</th>
<th>Area Treated</th>
<th>Application Rate</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altosid WSP</td>
<td>139 ea</td>
<td>0.43 acre</td>
<td>322.68 ea / acre</td>
<td>2 times</td>
</tr>
<tr>
<td>B.t.i. Briquets</td>
<td>100 ea</td>
<td>0.2 acre</td>
<td>500 ea / acre</td>
<td>2 times</td>
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<tr>
<td>Cocobear</td>
<td>48 fl oz</td>
<td>0.12 acre</td>
<td>384.02 fl oz / acre</td>
<td>1 times</td>
</tr>
<tr>
<td>Duet 50%</td>
<td>160 fl oz</td>
<td>101.91 acre</td>
<td>1.57 fl oz / acre</td>
<td>1 times</td>
</tr>
<tr>
<td>Sustain NBG</td>
<td>80 lb</td>
<td>10.67 acre</td>
<td>7.5 lb / acre</td>
<td>2 times</td>
</tr>
<tr>
<td>Taistar P</td>
<td>1.15 gal</td>
<td>3.4 acre</td>
<td>0.34 gal / acre</td>
<td>9 times</td>
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<tr>
<td>VectoBac :2AS</td>
<td>624 fl oz</td>
<td>39 acre</td>
<td>16 fl oz / acre</td>
<td>11 times</td>
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## Task Time Summary

**From Date:** 12-01-2021  
**To Date:** 12-31-2021  
**Zone:** All  
**Employee Name:** All

Printed on 2022-01-03 09:59:12 EST

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<tr>
<th>Task</th>
<th>Total Time</th>
<th>Total Timesheets</th>
<th>Total Time</th>
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<tr>
<td>Administrative</td>
<td>789:45 hrs</td>
<td>154</td>
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<tr>
<td>Aerial Ground Crew</td>
<td>03:15 hrs</td>
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<tr>
<td>Aerial Maint</td>
<td>269:15 hrs</td>
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<td></td>
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<tr>
<td>Aerial Survey</td>
<td>11:15 hrs</td>
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<tr>
<td>AM Briefing</td>
<td>12:48 hrs</td>
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<tr>
<td>Assist</td>
<td>23:05 hrs</td>
<td>5</td>
<td></td>
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<tr>
<td>Building &amp; Grounds Work</td>
<td>178:43 hrs</td>
<td>81</td>
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<tr>
<td>Chicken Program</td>
<td>18:45 hrs</td>
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<tr>
<td>Computer Repair</td>
<td>83:30 hrs</td>
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<tr>
<td>Daily Paperwork</td>
<td>51:27 hrs</td>
<td>75</td>
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<tr>
<td>Field Experiment</td>
<td>77:00 hrs</td>
<td>29</td>
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<tr>
<td>Fish Program</td>
<td>11:45 hrs</td>
<td>10</td>
<td></td>
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<tr>
<td>Fog Mission Serv Req</td>
<td>00:01 hrs</td>
<td>1</td>
<td></td>
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<tr>
<td>Ground Adulticide</td>
<td>11:33 hrs</td>
<td>9</td>
<td></td>
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<tr>
<td>Ground Larvicde</td>
<td>50:22 hrs</td>
<td>18</td>
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<tr>
<td>Ground Site Inspection</td>
<td>190:56 hrs</td>
<td>92</td>
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<tr>
<td>Hand Adulticide</td>
<td>10:01 hrs</td>
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<td>Holiday</td>
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<td>Insectary</td>
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<td>Inventory</td>
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<td>Lab Experiment</td>
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<td>Mechanics Time</td>
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<td>Meeting</td>
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<tr>
<td>Molecular Lab Work</td>
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<tr>
<td>Mosquito Trap BG</td>
<td>26:00 hrs</td>
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<td></td>
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<tr>
<td>Mosquito Trap ID</td>
<td>16:00 hrs</td>
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<tr>
<td>Produce Papers &amp; Programs</td>
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<td></td>
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<tr>
<td>Project Research</td>
<td>184:30 hrs</td>
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<td>Public Relations</td>
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<td>Supervisory</td>
<td>56:00 hrs</td>
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<tr>
<td>Training Classroom</td>
<td>02:00 hrs</td>
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<td></td>
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<tr>
<td>Vehicle Maintenance</td>
<td>06:15 hrs</td>
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<td></td>
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<tr>
<td>Administrative Leave</td>
<td>260:00 hrs</td>
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<td>Annual Leave</td>
<td>711:00 hrs</td>
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<tr>
<td>Sick Leave</td>
<td>71:30 hrs</td>
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<tr>
<td>Sick Personal Leave</td>
<td>24:00 hrs</td>
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<td></td>
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**Total Time:** 5615:30 hrs
Dr. Rhoel Dinglasan  
Director, CDC Southeastern Center of Excellence for Vector Borne Diseases  
Emerging Pathogens Institute  
University of Florida  
Gainesville, FL 32611  

RE: Letter of Support for Renewal of the CDC Southeastern Center of Excellence for Vector Borne Diseases  

To Whom it May Concern,  

Anastasia Mosquito Control District (AMCD) would like to offer its strong support for the University of Florida’s renewal application to continue the CDC Southeastern Center of Excellence for Vector Borne Diseases under the direction of Dr. Dinglasan. Over the past five years, AMCD has worked with the CDC Southeastern Center to train students interested in public health entomology through hands-on training in the field of mosquito control. Interns gained practical experience in mosquito surveillance and control of mosquitoes and mosquito-borne diseases. In addition to the practical training, the Center’s supported interns had an applied research project that was developed to specifically meet the goals of the CDC Southeastern Center. We have trained 6 interns and they have published 4 papers through the assistance of the Center.  

AMCD sees the Center as an important program that emphasizes the training of next generation public health entomologist. We are pleased to provide our support and look forward to continuing our partnership through hands-on training. The continued funding of the CDC Southeastern Center is vital to continue to develop novel strategies on how to recognize, prevent, and control vector borne diseases in the Southeastern United States. If you have any questions please do not hesitate to reach out: email rxue@amcdfl.org or phone 904-471-3107.  

Sincerely,  

Rui-De Xue, Ph.D.  
Executive Director  
Adjunct Professor of University of Miami  

Whitney A. Qualls, Ph.D.  
Scientific Manager
MEMORANDUM

TO: Financial Disclosure Coordinators
FROM: Kimberly R. Holmes, Program Administrator
RE: Annual Filer Update Request
DATE: December 27, 2021

Each year the Commission on Ethics requests your help to compile the mailing list of public officials and employees required to file financial disclosure. Using this list, individuals are notified of their financial disclosure requirement to file and are advised of the deadline date to file financial disclosure by July 1.

Beginning January 3, 2022, you will update your agency’s information directly on our website through the New Electronic Financial Disclosure Management System (EFDMS). With the launch of the new system, EFDMS will enable real-time updates, allowing a more streamlined and simplified way to help maintain your list of filers throughout the year, rather than once a year.

NEW ELECTRONIC FINANCIAL DISCLOSURE MANAGEMENT SYSTEM (EFDMS)

ACTION REQUIRED
It is imperative you contact the Chief Information Officer or IT Officer for the entities you maintain and ask them to "safelist" emails coming from EFDMS. The emails will generate from EthicsFDMSSinfo@mail.disclosure.floridaethics.gov. Additional details about technical requirements will be emailed to you on Wednesday, December 29 from Ethics.Tech@leg.state.fl.us. Please forward that information to the appropriate IT person(s).

HOW DO I LOG IN?
On January 3, 2022, you will receive an email registration link to create your username and password for the system. If you do not receive the email, check your spam folder. If you are still unable to locate the email, contact the Commission at 850-488-7864. To register your new account:
1. Click on the link in the registration email;
2. Create a user name and password;
3. You will be directed to the EFDMS login homepage;
4. Click on "I am an Organization Coordinator;"
5. Login with the username and password you created;
6. Complete the account verification process by entering the code sent to your email;
7. You will be directed to the Coordinator dashboard. If you have multiple organizations for which you are responsible, the username and password you create will provide access to all of them. If you receive more than one registration invitation, please notify the Commission.

The EFDMS homepage can also be accessed from the Commission’s homepage at http://www.ethics.state.fl.us by clicking on the e-filing link.

**JOIN US FOR A LIVE WEBINAR!**
The Commission will be offering two webinar training opportunities for Coordinators, in January. The first session will be held on Thursday, January 6, at 10:00 a.m. EST. The second session will be Tuesday, January 11, at 1:00 p.m. EST. The sessions are scheduled to last one hour. Please sign up via our Google document to attend one of these trainings: https://forms.gle/SqFCEBo1R1Cpc1Q9. A Zoom link will be sent to the email you provide.

**UPDATING YOUR LIST(S)**

**HOW DO I MAKE AND SAVE CHANGES TO MY LIST(S)?**
1. Log in to the Coordinator Dashboard;
2. Click “Official List of Filers” under the Actions tile. You will be directed to your organization's list;
3. Click “View List of Filers” to obtain list to update; and
4. Once all updates are complete, click "All Changes are Complete for this Organization."

**WHO SHOULD BE LISTED?**
From the official list of filers for each organization, you will find a link that reads “Who Should be Listed.” Click the link for a pop-up detailing whom to include on the list. If you have multiple organizations, you will see different criteria for each.

**ACCURACY IS IMPORTANT!**
State law imposes a fine of $25.00 a day on persons who fail to file the annual disclosure form in a timely fashion. Accordingly, please give the utmost importance to the accuracy of the names, physical addresses, and e-mail addresses that are included on the mailing list. Also, make sure that each person on your list actually belongs in one of the categories of personnel who are required to file disclosure.

**DEADLINE!**
Please complete all changes to your agency’s list no later than February 1, 2022. When you have completed your updates, please click “All Changes are Complete for this Organization.”

**QUESTIONS!**
If you have questions concerning the information requested, please do not hesitate to contact any member of the financial disclosure staff by telephone or email:

- Telephone: (850) 488-7864 or (800) 262-8824
- E-mail: disclosure@leg.state.fl.us
FLORIDA COMMISSION ON ETHICS
Coordinator Checklist
E-filing Edition 2022

January

☐ Contact your IT director or Chief Information Officer to request they add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to the safe-list for your agency/agencies. This will ensure filers will receive the Commission's email without it going to spam/junk or rejected altogether. THIS IS VITALLY IMPORTANT!
  ☐ Watch for an email Wednesday, December 29 from our e-filing team with an attachment to provide to your IT administrators with the technical requirements of the e-filing system

☐ Mark your calendar to attend one of the live January webinars for Coordinators. You may attend Thursday, January 6, 2022 at 10:00 a.m. EST, or Tuesday, January 11, 2022, at 1:00 p.m. EST. Sign up to attend: https://forms.gle/ScqFCeBo1R1Cpc1Q9.

☐ Confirm the IT staff for each agency/entity you maintain has reviewed the technical requirements for accessing e-filing and added the Commission's domain to the safe list.

☐ Open the email from the Commission and register for the e-filing system. This email should arrive in your inbox on Monday, January 3. If you do not see it by Monday afternoon, please check your spam/junk folder. If you still do not see it, please contact the Commission for assistance.

☐ Attend one of the two live webinars. If you are unable to attend, be sure to watch the recorded version on the Commission website.

☐ Update and certify your filer list by February 1, 2022. BE SURE TO INCLUDE THE GOVERNMENT-ISSUED EMAIL FOR EACH PUBLIC OFFICER OR EMPLOYEE. Pursuant to law, all communication from the Commission regarding filing requirements must be emailed to filers and entities must provide a government email address for each filer to use for this purpose.

☐ Contact us at efiling@leg.state.fl.us with questions or concerns with the e-filing system.

February

☐ Remember that updates in EFDMS are done in real time. This means that after you certify your 2021 list, you should update information for filers on your list, as changes occur, and as a part of processing officials and employees into and out of their positions throughout the year.

March

☐ Form 6 Filers will be emailed registration invitations to begin working on their disclosures in EFDMS.
Florida Commission on Ethics

Electronic Financial Disclosure Management System Technical Requirements

Suggested Audience:

Information Technology Staff of Government Agencies/Entities

Purpose:

The Florida Commission on Ethics is launching a new Electronic Financial Disclosure Management System (EFDMS). Pursuant to statute, beginning January 1, 2022, ALL FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (Form 6, Form 6X, and Form 6F) must be filed utilizing this system.

This document outlines the technical requirements needed in order for Coordinators and Filers to interact with the EFDSM system.

Network Settings to Allow Filers to Use the Ethics Electronic Financial Disclosure Management System:

The following items must be allowed within your network for your Coordinators or Filers to access the Florida Commission on Ethics Electronic Financial Disclosure Management System (FDMS) and receive information via email from Electronic Financial Disclosure Management System.

Email Domains – Verify that the following email domains are trusted email domains:

- mail.disclosure.floridaethics.gov
- floridaethics.gov

IP Addresses – Verify that the following IP addresses are allowed for bulk email distributions coming into your agency and allowed if you control website access by IP address:

- 207.126.1.9
- 207.126.1.10
- 207.126.1.12

Allowed Sites – If your agency restricts employee internet access, ensure the following sites are accessible to your employees:

- https://disclosure.floridaethics.gov/
- http://ethics.state.fl.us/

Contact - For questions regarding technical updates, please contact:

- Ethics.Tech@leg.state.fl.us
# Order Confirmation

**Customer**
ANASTASIA MOSQUITO CONTROL

**PO Number**

**Payor Customer**
ANASTASIA MOSQUITO CONTROL

**Ordered By**
Heather

**Customer Account**
56931

**Customer Fax**

**Payor Account**
56931

**Customer EMail**

**Payor Address**
120 EOC DRIVE
SAINT AUGUSTINE FL 32092 USA

**Customer Phone**
9044713701

**Payor Phone**
9044713701

**Special Pricing**

---

**Tear Sheets**
0

**Proofs**
0

**Affidavits**
0

**Blind Box**

**Promo Type**

**Materials**

---

**Invoice Text**

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**Ad Order Notes**

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**Ad Type**
SA Legal Liner

**Production Method**
AdBooker

**Production Notes**

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**External Ad Number**

**Ad Attributes**
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**Ad Released**

**Pick Up**
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**Ad Size**
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**Color**

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**WYSIWYG Content**

"The Anastasia Mosquito Control District of St. Johns County (AMCD) will hold its regular monthly Board meetings for the 1st quarter of the calendar year 2022. The regular monthly Board meetings for the 1st quarter of the calendar year 2022 will be held on Thursday, January 13th, 2022 at 6:00 P.M. and on February 10th, 2022 and on Thursday, March 10th, 2022 at 6:00 P.M. at 120 EOC Drive, St. Augustine, Florida. ADA Compliant."

**For stockback only**

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<th>Color</th>
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